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For all enquiries relating to this agenda please contact Rebecca Barrett
(Tel: 01443 864245 Email: barrerm@caerphilly.gov.uk)

Date: 17th July 2019

Dear Sir/Madam,

A meeting of the **Housing and Regeneration Scrutiny Committee** will be held in the **Sirhowy Room - Penallta House, Tredomen, Ystrad Mynach** on **Tuesday, 23rd July, 2019** at **5.30 pm** to consider the matters contained in the following agenda. Councillors and the public wishing to speak on any item can do so by making a request to the Chair. You are also welcome to use Welsh at the meeting, both these requests require a minimum notice period of 3 working days, and a simultaneous translation will be provided if requested.

All Committee meetings are open to the Press and Public, observers and participants are asked to conduct themselves with respect and consideration for others. Please note that failure to do so will result in you being asked to leave the meetings and you may be escorted from the premises.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Christina Harrhy'.

Christina Harrhy
INTERIM CHIEF EXECUTIVE

AGENDA

	Pages
1 To receive apologies for absence.	
2 Declarations of Interest.	

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

A greener place Man gwyrddach

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



To approve and sign the following minutes: -

- | | | |
|---|--|--------|
| 3 | Housing and Regeneration Scrutiny Committee held on 11th June 2019. | 1 - 4 |
| 4 | Consideration of any matter referred to this Committee in accordance with the call-in procedure. | |
| 5 | Housing and Regeneration Scrutiny Committee Forward Work Programme. | 5 - 28 |
| 6 | To receive and consider the following Cabinet reports*: - | |
| | 1. Universal Credit – Housing Update - 12th June 2019 | |
| | 2. Regeneration Grants - Wider Consultation - 26th June 2019; | |
| | 3. Energy and Carbon Report - 26th June 2019; | |
| | 4. Regeneration Board - Project Proposals (Tranche 3) - 10th July 2019. | |

**If a member of the Scrutiny Committee wishes for any of the above Cabinet report to be brought forward for review at the meeting please contact Rebecca Barrett, 01443 864245, by 10.00am on Monday, 22nd July 2019.*

To receive and consider the following Scrutiny reports: -

- | | | |
|---|---|---------|
| 7 | Year End Performance 2018/19 Regeneration And Planning. | 29 - 40 |
| 8 | Well-Being Objective 2 And 3 - Year End Performance Report 2018/2019. | 41 - 88 |
| 9 | Housing Revenue Account - Outturn 2018/19. | 89 - 98 |

Circulation:

Councillors J. Bevan, D. Cushing, C. Elsbury, Mrs C. Forehead (Vice Chair), R.W. Gough, L. Harding, A.G. Higgs, G. Kirby, Ms P. Leonard, Mrs G.D. Oliver, B. Owen, Mrs D. Price, J. Ridgewell (Chair), Mrs M.E. Sargent, W. Williams and B. Zaplatynski

And Appropriate Officers

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HOUSING AND REGENERATION SCRUTINY COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON
TUESDAY, 11TH JUNE 2019 AT 5.30 P.M.

PRESENT:

Councillor J. Ridgewell – Chair
Councillor Mrs C. Forehead – Vice Chair

Councillors:

J. Bevan, C. Elsbury, L. Harding, A.G. Higgs, , Mrs P. Leonard, B. Owen, Mrs D. Price, Mrs M.E. Sargent, W. Williams and B. Zaplatynski.

Cabinet Members:

S. Morgan (Economy, Infrastructure and Sustainability) and L. Phipps (Homes and Places)

Together with:

M.S. Williams (Corporate Director Communities), S. Couzens (Chief Housing Officer), A. Dallimore (Regeneration Services Manager), P. Rossiter (Energy and Water Officer), P. Cooke (Senior Policy Officer), S. Isaacs (Rents Manager), C. Forbes-Thompson (Interim Head of Democratic Services), M. Jacques (Scrutiny Officer), E. Sullivan (Senior Committee Services Officer).

1. CHAIR'S ANNOUNCEMENT

The Chair opened the meeting and welcomed those in attendance to the first meeting of the Housing and Regeneration Scrutiny Committee.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D. Cushing, R.W. Gough, G. Kirby and Mrs G.D. Oliver.

3. DECLARATIONS OF INTEREST

Declarations of interest were received from Councillor A.G. Higgs, Agenda Item No. 6 and Councillor W. Williams, Agenda Item No. 7. Details are minuted with the respective item.

4. CALL-IN PROCEDURE

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

5. HOUSING AND REGENERATION SCRUTINY COMMITTEE FORWARD WORK PROGRAMME

The report outlined details of the Housing and Regeneration Committee Forward Work Programme (FWP) for the period June 2019 to July 2020. It was noted that items from the Policy and Resources Scrutiny Committee in relation to Housing matters had been combined with Regeneration matters from the former Regeneration and Environment Scrutiny Committee to make up the programme presented for approval.

Members were advised that except for a minor amendment to 23rd July 2019 meeting to change the witnesses listed from Tina McMahon to Rhian Kyte there were no further changes to the forward work programme.

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

RESOLVED that the work programme be approved.

6. CABINET REPORTS

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

REPORTS OF OFFICERS

Consideration was given to the following report.

7. UNIVERSAL CREDIT – HOUSING UPDATE

Councillor A.G. Higgs declared a personal interest as a Council Tenant.

Members noted that the report had been previously considered by the Caerphilly Homes Task Group and would be subsequently considered by Cabinet. The comments of the Caerphilly Homes Task Group were noted.

Consideration was given to the report which focused on the impact of Universal Credit (UC) on both Council tenants and Caerphilly County Borough Council and explained how the roll out operated and the issues it created resulting in an increase in rent arrears.

Clarification was sought in relation to the composition of Universal Credit and Members were advised that it combined 6 legacy benefits but this report was only concerned with the housing benefit element. Members were reminded that UC applied to people of working age only, for elderly people in residential care, support was provided through Social Services, primarily Rachel Morris and her team who worked to ensure income maximisation. The application and award process was explained and it was noted that it would be 5 weeks from the date of the claim for the first UC payment to be received; although the housing benefit element could be paid earlier it still left tenants facing a 3 week deficit. The impact of this on tenants who now had to be able to budget effectively from a single lump sum was outlined. Members noted the difficult position that tenants were facing in terms of financial choices, such as rent or food and that this coupled with the fact that rent is paid a month in arrears and could no longer be taken out at source were acknowledged as the biggest contributing factors to the arrears position.

Members complimented Mrs Isaacs and her team for the excellent response to tenants during this initial roll out.

The Scrutiny Committee having noted the impact on tenants and resulting increase in rent arrears caused by the changeover queried how this loss of income was being managed. Officers confirmed that the Business Plan had been adjusted accordingly and the service had also responded by looking at different ways of working particularly around how they worked with tenants. An example of this was the introduction of UC Surgeries which were currently being held in Rhymney and other areas on a weekly basis, rather than conducting individual home visits. It was noted that the cost of providing this support was being closely monitored along with the increase in voids and homelessness which could potentially result from the impact of UC. Members fully supported the Surgeries and requested that information on them be circulated to all Councillors following the meeting.

The digital aspects of the application process were detailed and it was noted that not only did the initial application need to be completed on line but any change to circumstances also had to be logged via the individuals own UC Journal. Officers confirmed that previously they had been able to submit rent increase updates on-block; unfortunately they now have to be completed by each tenant which meant 933 individual submissions. This required a level of digital awareness and access to systems that were challenging for many tenants.

Clarification was sought in relation to Welsh Government input into the issue and Members were advised that WG had commissioned a year long review on the impact of Universal Credit in Wales with the results available next year.

Members noted the resource intensive nature of the support being provided and queried if there was sufficient staffing numbers to continue in this vein.

Officers confirmed that two additional members of staff had been appointed this week; however these costs were covered from the HRA which is generated by rents paid so the costs of continuing to provide this level of support was a fine balancing act that is being carefully monitored.

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.

RECOMMENDED to Cabinet that: -

- (i) a regular update to take place on the roll out of UC and its impact be agreed;
- (ii) the approach being taken to manage the roll out of UC and the support being offered to tenants be ratified.

8. ENERGY AND CARBON REPORT

Councillor W. Williams declared a personal interest in that he is a Member of Argoed Community Council and they are looking at a Community Energy Project.

Consideration was given to the report which detailed the progress made in respect of energy conservation and carbon reduction and outlined the need for a new overarching plan which would assist the Council in meeting its green energy ambitions. It was noted that as the current Carbon Reduction Strategy ends in 2019 there is a need to develop a new Energy Plan which would set out the overarching objectives of being a carbon neutral council. The Plan would also identify a number of projects that the Council can take forward over the short, medium and long term.

The Scrutiny Committee supported the existing initiatives outlined in section 5.6 to 5.17 of the Officer's report and recognised that further work needed to be done to reduce our carbon footprint and become a net carbon neutral local authority by 2030.

With regard to the key opportunities and projects going forward Members supported the principle of an Energy Plan and then sought clarification on the identification of possible Council sites for solar and wind power generation. Officers confirmed that Property Services were looking at a number of land assets where there may be opportunities for both. Reference was made to the potential for hydroelectric generation and it was noted that this was very limited due to fall and volume limitations. However a feasibility study had identified the potential of the stream adjacent to the visitor centre at Cwmcarn Forest Drive but its viability required further investigation.

The Scrutiny Committee also supported the principle of woodland development and again queried any identified sites. Members were advised that similar to sites for wind and solar farms, location identification was at a very early stage but there was definite potential for development. Members were then updated on the possible impact that the Ash Tree die-back programme across Wales could have on woodlands and Officers confirmed that further reports would be brought forward on this issue.

In terms of the Electric Vehicle Strategy and Action Plan assurance were sought that the charging infrastructure would be spread throughout the county borough. Officers confirmed that there would be 8-9 sites developed in order to ensure county wide coverage.

Members noted the wider economic benefits but concerns were expressed in relation to the capital spends required in order to take projects forward and the length of payback periods. Officers outlined how the Salix invest to save scheme operated and confirmed that a 10 year payback was standard and assurances given that the payback timeframe would always be aligned to ensure that it never exceeded the lifespan of the technology.

The Scrutiny Committee welcomed opportunities that would reduce fuel poverty and would also welcome projects that would increase PV roof installations on Council housing/buildings.

Having fully considered its content the Housing and Regeneration Scrutiny Committee unanimously supported the principle of a Draft Energy Plan and the recommendations contained within the Officer's report and

RECOMMENDED that Cabinet: -

- (i) acknowledge the volume and diversity of work on carbon conservation that has already been undertaken as outlined in Appendix 1: Summary Report on initiatives to date.
- (ii) note the views of Scrutiny regarding the proposed overarching aims of the new Energy Plan to make us a carbon neutral council, and the associated proposed projects that will assist in delivering that aim.
- (iii) consider the next steps in the development of the Energy Plan and offer Scrutiny consideration once a draft is developed.

The meeting closed at 18.59 p.m.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 23rd July 2019, they were signed by the Chair.

CHAIR



HOUSING AND REGENERATION SCRUTINY COMMITTEE – 23RD JULY 2019

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

**REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE
SERVICES**

1. PURPOSE OF REPORT

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

2. SUMMARY

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

3. RECOMMENDATIONS

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

4. REASONS FOR THE RECOMMENDATIONS

4.1 To improve the operation of scrutiny.

5. THE REPORT

5.1 The Housing and Regeneration Scrutiny Committee forward work programme includes all reports that were identified at the scrutiny committee meeting on 11th June 2019. The work programme outlines the reports planned for the period July 2019 to July 2020.

5.2 The forward Work Programme is made up of reports identified by officers and members. Members are asked to consider the work programme alongside the cabinet work programme and suggest any changes before it is published on the council website. Scrutiny committee will review this work programme at every meeting going forward alongside any changes to the cabinet work programme or report requests.

5.3 The Housing and Regeneration Scrutiny Committee Forward Work Programme is attached at Appendix 1, which presents the current status as at 15th July 2019. The Cabinet Work Programme is attached at Appendix 2. A copy of the prioritisation flowchart is attached at appendix 3 to assist the scrutiny committee to determine what items should be added to the

forward work programme.

5.4 **Conclusion**

The work programme is for consideration and amendment by the scrutiny committee prior to publication on the council website.

6. **ASSUMPTIONS**

6.1 No assumptions are necessary.

7. **LINKS TO RELEVANT COUNCIL POLICIES**

7.1 The operation of scrutiny is required by the Local Government Act 2000. The Local Government Wales Measure 2011 and subsequent Statutory Guidance include requirements to publicise the work of scrutiny committees. The operation of scrutiny committee forward work programmes was agreed following decisions by Council in October 2013 and October 2015.

7.2 **Corporate Plan 2018-2023.**

Scrutiny Committee forward work programmes contributes towards and impacts upon the Corporate Well-being Objectives by ensuring that the Executive is held to account for its Corporate Objectives, which are:

Objective 1 - Improve education opportunities for all

Objective 2 - Enabling employment

Objective 3 - Address the availability, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people's well-being

Objective 4 - Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impacts on the environment

Objective 5 - Creating a county borough that supports a healthy lifestyle in accordance with the sustainable Development Principle within the Wellbeing of Future Generations (Wales) Act 2015

Objective 6 - Support citizens to remain independent and improve their well-being

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

8.1 This report contributes to the well-being goals and is consistent with the five ways of working as defined within the sustainable development principle in that by ensuring the scrutiny function is effective when reviewing services and policies and ensure it considers the wellbeing goals.

8.2 The Forward Work Programmes contribute to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2016 by ensuring there is an effective scrutiny function and that council policies are scrutinised against the following goals:

- A prosperous Wales
- A resilient Wales
- A healthier Wales

- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh Language
- A globally responsible Wales

9. EQUALITIES IMPLICATIONS

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

10. FINANCIAL IMPLICATIONS

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

11. PERSONNEL IMPLICATIONS

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

12. CONSULTATIONS

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

13. STATUTORY POWER

13.1 The Local Government Act 2000.

Author: Rebecca Barrett, Committee Services Officer

Consultees: Catherine Forbes-Thompson, Interim Head of Democratic Services
 Dave Street, Corporate Director – Social Services and Housing
 Mark S. Williams, Interim Corporate Director of Communities
 Robert Tranter, Head of Legal Services/ Monitoring Officer

Appendices:

Appendix 1 Housing and Regeneration Scrutiny Committee Forward Work Programme
 Appendix 2 Cabinet Forward Work Programme
 Appendix 3 Forward Work Programme Prioritisation Flowchart

Housing & Regeneration Scrutiny Committee Forward Work Programme

APPENDIX 1

Housing & Regeneration Scrutiny Committee Forward Work Programme July 2019 to July 2020			
Meeting Date: 23rd July 2019 (Performance Management Meeting)			
Subject	Purpose	Key Issues	Witnesses
Year End Performance 2018/19 Regeneration and Planning	To provide members with a performance update for the Regeneration and Planning Service.	Impact of austerity on the service moving forward. The report takes a look back over the last twelve months of performance highlighting the exceptions and then through looking forward, i.e. future challenges, setting out our key objectives/priorities for the next twelve months, identifying any areas for improvement.	Rhian Kyte, Head of planning and regeneration
Wellbeing Objectives WBO2 & WBO3 – Year End Performance Report 2018/2019	To provide an update on progress made against WBO2 & WBO3 up to 31/03/19	To advise members on the progress made to address the progress of the wellbeing objectives WBO2-enabling employment WBO3-address the supply, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people’s health and wellbeing.	Shaun Couzens – Chief Housing Officer Rhian Kyte, Head of planning and regeneration
HRA (Housing Revenue Account) outturn 2018/19	Information only report	To provide members with information on the financial outcome of the Housing Revenue Account for the 2018/19 financial year.	Shaun Couzens – Chief Housing Officer

Housing & Regeneration Scrutiny Committee Forward Work Programme

Meeting Date: 3rd September 2019			
Subject	Purpose	Key Issues	Witnesses
The Grove Flats, Fochriw – Demolition and provision of new shop	To seek members views on proposals to demolish a block of flats in Fochriw and provide a new shop to replace the existing premises on the ground floor of the block.	To advise members of the lack of demand and historical issues associated with this block of flats, which also contains commercial premises to the ground floor, which is the only shop in the community. To seek support to proceed with the provision of a new shop in the community which will then facilitate the demolition of the block.	Fiona Wilkins, Housing Services Manager

Housing & Regeneration Scrutiny Committee Forward Work Programme

Meeting Date: 15th October 2019			
Subject	Purpose	Key Issues	Witnesses
Heads of the Valleys Masterplan	For Members to consider the Draft Heads of the Valleys Masterplan.	The report is seeking the view of members prior to its presentation to Cabinet, where Cabinet will be asked to endorse the Draft Masterplan as the basis for a public consultation exercise.	Rhian Kyte, Head of planning and regeneration

Housing & Regeneration Scrutiny Committee Forward Work Programme

Meeting Date: 26th November 2019			
Subject	Purpose	Key Issues	Witnesses

Housing & Regeneration Scrutiny Committee Forward Work Programme

Meeting Date: (Medium-Term Financial Plan Special) – 5th December 2019			
Subject	Purpose	Key Issues	Witnesses
Medium Term Financial Plan (MTFP)			

Housing & Regeneration Scrutiny Committee Forward Work Programme

Meeting Date: 28th January 2020 (Performance Management Meeting)			
Subject	Purpose	Key Issues	Witnesses
Rent increase report 2020/21			Shaun Couzens – Chief Housing Officer

Housing & Regeneration Scrutiny Committee Forward Work Programme

Meeting Date: 10th March 2020			
Subject	Purpose	Key Issues	Witnesses

Housing & Regeneration Scrutiny Committee Forward Work Programme

Meeting Date: 21st April 2020			
Subject	Purpose	Key Issues	Witnesses

Housing & Regeneration Scrutiny Committee Forward Work Programme

Meeting Date: 9th June 2020			
Subject	Purpose	Key Issues	Witnesses

Housing & Regeneration Scrutiny Committee Forward Work Programme

Meeting Date: 21st July 2020			
Subject	Purpose	Key Issues	Witnesses

Housing & Regeneration Scrutiny Committee Forward Work Programme

Meeting Date: Date – to be confirmed			
Subject	Purpose	Key Issues	Witnesses
Update on increasing Council House supply (Affordable Housing New Build) DATE TBC			Shaun Couzens – Chief Housing Officer
Update on the Impact of Universal Credit – Tenancy Support available DATE TBC – May 2020?			Shaun Couzens – Chief Housing Officer & Registered Social Landlord/ Housing Association representatives

Housing & Regeneration Scrutiny Committee – Information Reports July 2019 to July 2020			
Meeting Date: 23rd July 2019 (Performance Management Meeting)			
Subject	Purpose	Key Issues	Witnesses
WHQS Progress Report	This report provides members with an overview of the performance of the Welsh Housing Quality Standard (WHQS) Team to date and also sets out the anticipated projected performance up to December, 2020, prior to its consideration by the Policy and Resources Scrutiny Committee and thereafter Cabinet.	Details of the year end outturn for 2018/19 for WHQS works are also included, together with an overview of the many achievements that have been made as part of the wider commitments and benefits delivered by the WHQS programme. This report also details further changes to the sheltered housing schemes where survey results have necessitated in two further schemes having to be omitted from the programme, and transferred to the Post 2020 asset management programme on the grounds of health and safety.	Shaun Couzens – Chief Housing Officer

Meeting Date: 3rd September 2019

Subject	Purpose	Key Issues	Witnesses

Meeting Date: 15th October 2019

Subject	Purpose	Key Issues	Witnesses
HRA/ General Fund 2019/20 Period 4 Budget Monitoring			Shaun Couzens – Chief Housing Officer
Compliments/ Complaints Annual Report			Shaun Couzens – Chief Housing Officer

Meeting Date: 26th November 2019

Subject	Purpose	Key Issues	Witnesses
Allocation of New Homes and the role of the Tenancy Enforcement Section			Shaun Couzens – Chief Housing Officer

Meeting Date: (Medium-Term Financial Plan Special) – December ??? TBC			
Subject	Purpose	Key Issues	Witnesses

Meeting Date: 28th January 2020 (Performance Management Meeting)			
Subject	Purpose	Key Issues	Witnesses
HRA/ General Fund 2019/20 Period 7 Budget Monitoring			Shaun Couzens – Chief Housing Officer

Meeting Date: 10th March 2020			
Subject	Purpose	Key Issues	Witnesses

Meeting Date: 21st April 2020			
Subject	Purpose	Key Issues	Witnesses

Meeting Date: 9th June 2020			
Subject	Purpose	Key Issues	Witnesses

Meeting Date: 21st July 2020			
Subject	Purpose	Key Issues	Witnesses

Cabinet - Forward Work Programme			
Title	Key Issues	Author	Cabinet Member
Wednesday - 04/09/2019 Cabinet & PDM			

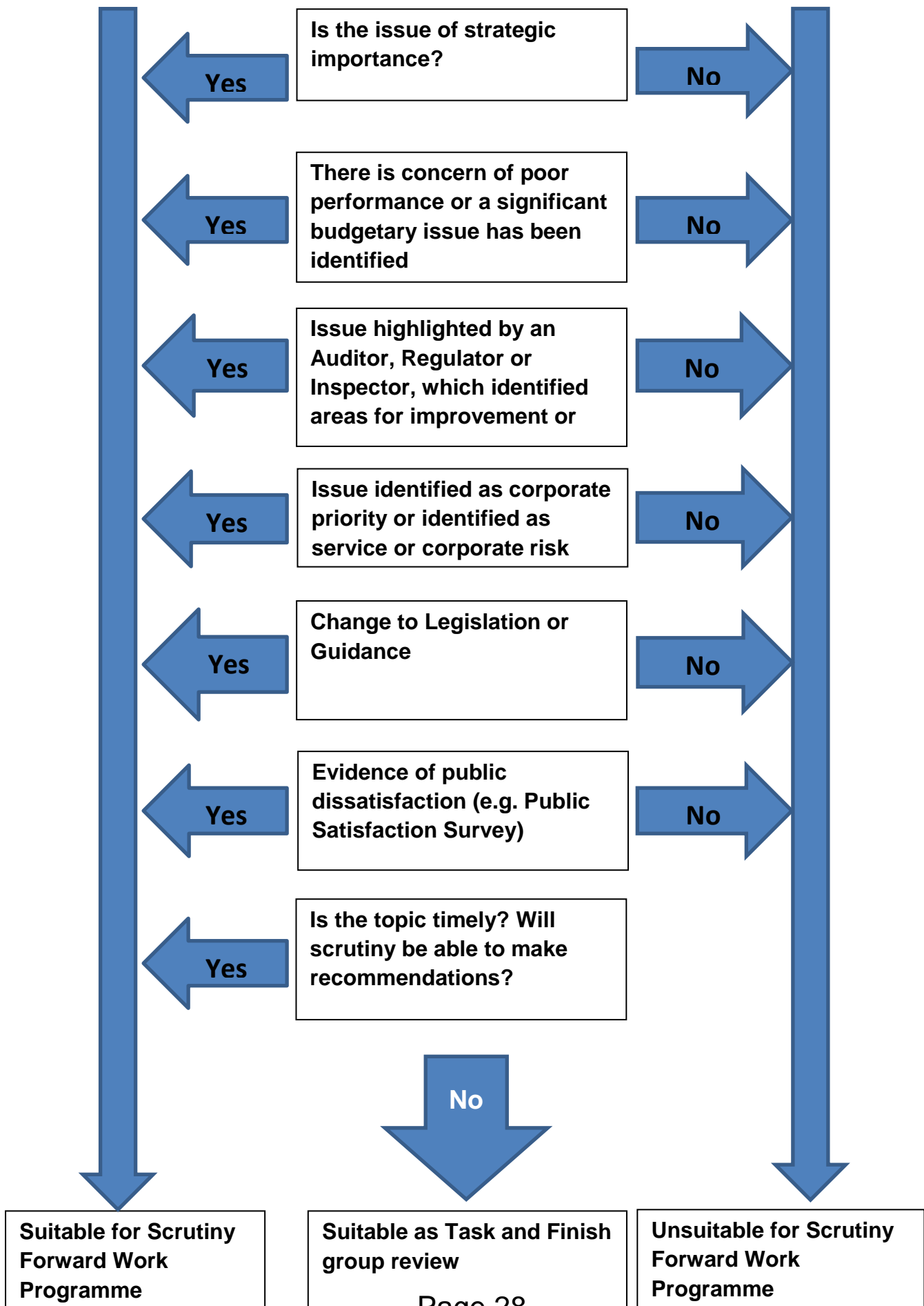
Harold Finch Memorial Park	To provide an update	Mike Headington	Cllr. Nigel George
Page 26 Social Services Reserves	To seek approval for use of Social Services Reserves.	Mike Jones	Cllr. Carl Cuss

Wednesday - 18/09/2019 Cabinet & PDM			
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Annual Performance Report 2018	To discuss and present the Annual performance Report	Ros Roberts	Cllr. Barbara Jones
Cabinet Forward Work Programme	For discussion and update		

Energy efficiency - Tredomen Campus	To present a basket of options to Cabinet for achieving carbon neutrality at the Tredomen Campus	Mark Williams	Cllr. Sean Morgan
Wednesday - 02/10/2019 Cabinet & PDM			
Updated Code of Corporate Governance and Terms of Reference	To approve the updated code.	Stephen Harris	Cllr. Barbara Jones
Wednesday - 16/10/2019 Cabinet & PDM			
Corporate Volunteering	To consider our options for the establishment of a Corporate Volunteering Sceme on a Directorate or Whole Organisation basis.	Kath Peters/ Dave Street	
Page 27 CBC Corporate Safeguarding Report	To discuss the report	Dave Street	Cllr. Carl Cuss
Wednesday - 30/10/2019 Cabinet & PDM			
Heads of the Valleys Masterplan		Rhian Kyte	Cllr. Eluned Stenner

Scrutiny Committee Forward Work Programme Prioritisation





HOUSING AND REGENERATION SCRUTINY COMMITTEE – 23RD JULY 2019

SUBJECT: YEAR END PERFORMANCE 2018/19 REGENERATION AND PLANNING

REPORT BY: INTERIM CORPORATE DIRECTOR OF COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 To provide members with a performance update for the Regeneration and Planning Service. This involves taking a look back over the last twelve months of performance highlighting the exceptions and then through looking forward, i.e. future challenges, setting out our key objectives/priorities for the next twelve months, identifying any areas for improvement.

2. SUMMARY

- 2.1 Overall 2018/19 offered a positive year in terms of service performance. However, a number of future challenges have been identified. The biggest challenge across the service area remains, how to balance the demands of increasing legislation and rising public expectations against reducing budgets. Whilst challenging, the service area is well placed to respond to them, but it must be recognised that reductions to some current service delivery standards and changes in how services will be delivered over the next few years, will be inevitable.

3. RECOMMENDATIONS

- 3.1 The Committee is asked to consider the content of the report and where appropriate question and challenge the performance presented.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 Performance Management Scrutiny affords members the opportunity to challenge, inform and shape the future performance of services.

5. THE REPORT

- 5.1 This report provides an overall summary of performance of the Regeneration and Planning Services. The report provides an overview of the year highlighting exceptions of good performance as well as identifying any areas for improvement. The report also details the key objectives for the year ahead.

Overview

5.2 The Following table provides a summary of the key performance measures for Regeneration and Planning:

Performance Indicator	Previous Year 2017/18	2018/19		Comments
	Result	Target	Result	
The percentage of all planning applications determined on time	89% (first three quarters)	80%	86%	
Enforcement - Average time taken to investigate enforcement cases in days	75%	95%	75%	The Enforcement team continues to prioritise reducing the backlog of cases whilst dealing with new ones as promptly as possible
% occupancy of Council owned industrial property	95.6%	98%	*91.7%	The results for 2018/19 represent a lower occupancy rate than 2017/18 due to the reduction in resources early in the year to undertake dilapidation surveys and the temporary delay in filling units due to the introduction of a new lettings system which is now complete.
% increase in numbers visiting the county borough		3%	-6.2%	General trend across Wales of falling day visitors
% increase in visitor spend in the county borough		3%	-3.2%	Associated day visitor spend down
Visitors to Visit Caerphilly Centre	270,949	260,000	242,179	
Visitors to Llancaiach Fawr Manor	63,170	62,500	55,581	Reduced events programme
Visitors to the Winding House Museum	9,041	9,500	7,994	Reduced opening hours
Visitors to Cwmcarn Forest Visitor Centre	225,395	225,000	239,181	More trails open

Establish and deliver CfW+ programme as per agreed targets		Engagements 640 Job Entries 192	Engagements 401 Job Entries 145	Initially engagements and job entries were below target due to the late confirmation of funding. Delivery within Q4 has exceeded targets and the programme is now delivering effectively and at full capacity.
Continue to deliver CfW programme		Engagements Adults – 240 Youth - 96 Job Entries Adults – 24 Youth - 48	Engagements Adults – 104 Youth - 106 Job Entries Adults – 39 Youth - 62	Engagements for Adults are below target as engagement of hard to reach adults is an ongoing challenge. Notably Job Entries for both groups have exceeded targets significantly.

**Note The method of calculation has been changed from the percentage of units vacant to the percentage of floor space vacant.*

The Need for Change in 18/19

- 5.3 The budget pressures on the Regeneration & Planning Service have acted as a catalyst for proposing changes to the structure of the Service in 18/19. However there are also other key drivers that are also driving the need for change, most notably: the need to make the service more modern, efficient and client focussed; more resilient to loss of staff through retirement and appropriate succession planning; and capable of providing a stronger focus on tackling the regeneration challenges facing the county borough. The restructure has provided a stronger focus on an integrated approach to tackling these very real issues.
- 5.4 The former Regeneration and Planning Management Team included 6 managers reporting direct to the Head of Service. In the revised structure this has been rationalised to 3 as follows:
- The Planning Service Manager has responsibility for: Strategic and Development Plans; Development Management; and Building Control;
 - The Regeneration Service Manager has responsibility for: Resilient Communities; Business, Enterprise and Renewal Team; and Visitor Economy;
 - and
 - The Support Service Manager has responsibility for: Central Administration and Reception Services; Technical Support Team incorporating Validation and Monitoring; Land Charges; and Local Land and Property Gazetteer, GIS and Address Management.
- 5.5 The restructure is progressing well and has been completed without any compulsory redundancies. The Planning Service and Support Service restructure has been implemented fully and the Regeneration Service is well advanced. When complete the structure of the Regeneration and Planning Service will be fit for purpose, result in more effective workforce planning and achieve a net saving of circa £252k. The restructure will also result in a number of teams merging and being renamed as indicated in brackets in Paragraph 5.6 to 5.9.

WHAT WENT WELL?

REGENERATION SERVICE

5.6 Business Support & Funding Team (Business Enterprise and Renewal Team)

- a. 32 Business Development Grants awarded, which created 15.5 jobs to date. 13 Business Start-up Grants awarded. 506 businesses provided with advice and guidance. In total, the number of jobs created with support from the Team was 65.3.
- b. The percentage of start-up businesses still trading after one year stands at 92%, compared to 90% in 2017-18 which is the highest level recorded for the second consecutive year.
- c. A total of 13 Community Regeneration Fund projects supported, which have committed £56K (44 underspend) in revenue and £71K in capital (which included an RCCO of just under £12K to increase the capital allocation).
- d. 4 Oakdale Community Benefit Fund projects supported, which has allocated £7.8K of the budget available of just under £10.4K.
- e. Modernisation of the lettings procedure and rent review completed for the industrial and office units in the Council's portfolio. Statutory Maintenance records updated and enhanced.
- f. Increased business participation in both the Caerphilly Business Forum and the wider business community has been achieved in 18/19 through a series of well attended breakfast events at: Oakdale Business Park, Dyffryn Business Park, Idris Davies School, Coleg Y Cymoedd Ystrad Mynach, Bryn Meadows Golf Club and Ysgol Gyfun Rhymini, Caerphilly and Risca Library.

5.7 Urban Renewal (Business Enterprise and Renewal Team)

- g. The team has been successful in securing external funding for employment and tourism projects in 2018/19 for example:
 - An additional £250k ERDF monies from WEFO for Ty Du, Nelson and the Lawns, Rhydney employment build projects.
 - Funding to acquire Specsavers in Caerphilly to add value to a crucial regeneration project at Park Lane, Caerphilly
 - External funding secured to commission a major place-making plan for Caerphilly Town working in collaboration with Welsh Government and Transport for Wales to maximise the opportunities that the Metro Investment can make to the town.
- h. Helped to establish the Caerphilly Council Regeneration Project Board and Assessment Panel – developing the protocols and assessment criteria for major regeneration projects across the whole county borough.
- i. Secured both the DWP and Iceland as new tenants in Plaza Lowry, Bargoed.
- j. Managed the complicated disposal of Oakdale Plateau 1 and land issues surrounding the development of Oakdale Plateau 2.

- k. Town Centre Improvement Group and Town Centre management Groups continue to be the main mechanism for resolving town centre issues across the five managed towns in 2018.
- l. Over the last year officers have developed an excellent working relationship with officials from Transport for Wales, Cadw, Natural Resources Wales and Welsh Government working on regeneration projects across the County Borough. These relationships can be built upon and further developed in the coming years.

5.8 Destination & Events Team (Business Enterprise and Renewal Team)

- m. A number of successful bids for funding have started to come to fruition at Cwmcarn Forest Drive allowing plans to progress to improve and increase on-site accommodation, walking & cycling trail's and family adventure provision. Visitor numbers have edged ahead of the target following a tough period of felling that has affected the opening of a number of trails over the past few years.
- n. A number of community & town councils have responded positively to a request for funding to support the staging of events in some of the principal town centres including: Blackwood Town Council, Caerphilly Town Council and Risca Community Council.
- o. Funding bids have been invited by WG under the Valleys Regional Park initiative for Caerphilly Town & Castle and Cwmcarn Forest. Bids have been prepared and submitted in partnership with Cadw and Natural Resource Wales respectively to enhance the Discovery Gateway status of these two areas.

5.9 Community Regeneration (Resilient Communities)

- p. Legacy – Following on from the closure of the Communities First programme, the Legacy programme was established in 2018/19, as a means of continuing the most vital work that had been undertaken by Communities First within specified Legacy areas. Teams and hubs have been established across Legacy areas and work has begun on engaging communities and identifying needs and gaps in services which may then be fed back to strategic networks as a means of trying to influence the effective use of resources and services. The programme also provides initial engagement and vital wrap around support for the Employment Support programmes.
- q. Communities for Work Plus – New employment programme developed in 2018/19 to provide wraparound support for those not eligible for the Communities for Work programme. Teams have been established and integrated successfully with Communities for Work and Legacy teams. After a slow start to the year whilst teams and systems were being developed, delivery is now progressing successfully and in line with targets.

PLANNING SERVICES

5.10 Development Management

- r. Continued to deliver a high level of performance with 88% of all planning applications determined on time. The Welsh average that year was 88 % and the Welsh Government target was 80%.
- s. The average time to determine planning applications of 63 days was well below the Welsh average of 81 days.
- t. The Annual Performance Report published in October 2018, demonstrated a small improvement in customer satisfaction.

- u. The high fee income which was generated by planning resulted in a budget underspend of £166k.

5.11 The Building Control Service

- v. Vetted 85% of application within 15 days. Whilst this represents a reduction compared to the previous year, a high turnaround was sustained despite the number of full plans applications increasing by 38%.

5.12 Strategic & Development Plans Team.

- w. The Council has a statutory requirement to prepare an Annual Monitoring Report in respect of the implementation of the Adopted Caerphilly County Borough Local Development Plan up to 2021, which has to be submitted to Welsh Government by 31 October each year. Once again the Strategic Planning Team delivered the AMR on time for WG.
- x. The one team approach to the preparation of the Council's new Regeneration Strategy entitled 'A Foundation for Success' and the excellent public engagement that was undertaken in respect of the Ystrad Mynach Masterplan has demonstrated the teams commitment to work closely with stakeholders in strategy and plan preparation, which is fundamental to the guiding principles of the Future Generation and Well Being Act.

SUPPORT SERVICES

5.13 Central Administration and reception services

- y. The one team approach to the provision of administration for the Regeneration and Planning Service under the direction of one Support Manager has enabled the team to provide improved support across the whole service.

5.14 Local Land Charges

- z. Local Land Charges Searches – 1396 searches (over 97%) completed within 3.5 working days.
- aa. There was staff changeover in answering departments due to the Workforce Planning initiative and role changes but due to well-planned staff training and support, there was no impact on performance.

5.15 Address Management

- bb. Address Management maintained the Gold Performance Award for Address Data which recognises that CCBC has achieved the highest standard of address information data management.

FUTURE CHALLENGES / RISKS & AREAS FOR IMPROVEMENT

REGENERATION SERVICES

5.16 Business Support & Funding Team (Business Enterprise and Renewal Team)

- a) The focus on ensuring compliance with the maintenance and repair requirements and a number of reactive repair issues on our estates has led to an increase in spend of the maintenance budget, which was overcommitted by £100K in 2018-19.

- b) A rent review has been undertaken to ensure that income levels are appropriate, but income forecasts indicate that there will be no net increase in income in 2019-20 as two large premises are proving to be difficult to let.
- c) As at the end of March 2019, there were 5 industrial properties vacant and 5 offices plus most of 2 office buildings vacant. The occupancy rate stands at 91.7% which was slightly below target. It should also be noted that the method of calculation has been changed from a simple percentage of units vacant to a percentage of floor space vacant. This has decreased the percentage let, but gives a more accurate explanation of one of the key issues (larger premises are more difficult to let). Smaller industrial units have a consistent ongoing demand and are let as soon as they become available.
- d) The lettings process was transferred to Corporate Property in 2018-19 and this now ensures that Council policies and procedures are met. It also brings the onerous and challenging workload for the Business Support & Funding Team back to manageable levels and enables a quicker turnaround of tenants in the process.
- e) Given the economic impact and income derived from the property portfolio, these assets require ongoing investment to ensure that they remain fit for purpose. A condition survey of the 12 industrial estates was carried out in March 2018 and this identified a total of £1.4m in repairs and improvements required during the next 3-5 years.
- f) As staffing levels are reducing in 2019-20, with one post being deleted and another covering for a reduction in town centre management capacity for a period, maintaining the level of business support service is an issue. Added to this is the reduced budget available for business grants and the combined effect may result in a reduction in the number of businesses supported during the year. However, a sustained focus on business network meetings may mitigate this, by bringing the team into contact with a number of businesses at a time.

5.17 Urban Renewal (Business Enterprise and Renewal Team)

- g) There has been a drastic reduction in human resources in the team but there continues to be a high demand for the team's services. There has been a drastic reduction in resources and there is now a need to invest in this service in order to ensure that the county borough can exploit opportunities being generated through the Cardiff Capital Region City Deal and the Valleys Task Force initiatives.
- h) Implementing the proposals within the area based masterplans will be challenging with the human resources available
- i) The availability of sufficient development funding to prepare robust shovel ready funding bids has improved with the £1.5m identified for use by the Regeneration Board. However there is a need to be better prepared to maximise the opportunities that City Deal funding in particular brings with their three funding strands, Innovation, Infrastructure and Challenge.
- j) Maintaining the upkeep of past schemes and resolving residual issues on more recent projects with reducing maintenance budgets and uncertainty over maintenance responsibility continues to be a challenge.
- k) The retail sector continues to be very challenging and the team needs to help town centres diversify.
- l) Current grants provision is being reviewed with a view to refocusing grant awards towards business support. This will prove very challenging in terms of the expectation of the Voluntary/Third Sector.

- m) Managing the Targeted Regeneration Investment (TRI) thematic and TRI P Programme will be intense and time consuming.
- n) The implementation of the Council's Commercial Improvements Grant Programme has been challenging. Applicants require all permissions in place before grants are awarded. It is difficult to see how the Council can best intervene to help speed up this process.
- o) Improved links both within the Service and between departments should be one of our key priorities e.g. working together to better understand future skills requirements, working towards strengthening the foundational economy.
- p) The delivery and bedding in of the new Regeneration Service Structure will not be without its difficulties. However the new structure will serve to bring additional resources to the Service.

5.18 Destination & Events Team (Business Enterprise and Renewal Team)

- q) The 6 month STEAM report indicates a decline in visitors and visitor spend in the area, which could be reflective of the stagnating number of international visitors arriving in Wales in the early part of the year.
- r) MTFP challenges will impact disproportionately on the visitor attractions as income generation is unlikely to be sufficient to meet the identified targets for the service. The challenge will be to make the venues commercially viable in line with the Council's ethos of service provision i.e. social heart and commercial head.
- s) The visitor attractions will be subject of a full review in 19/20 and difficult decisions will need to be made in order to make the service sustainable moving forward. A reduction in opening hours and service reductions for example: the Winding House closing on Sunday and Monday each week; and the reduction in Box Office opening hours at Blackwood Miners Institute are considered likely.

5.19 Community Regeneration (Resilient Communities)

- t) The continued allocation of annual funding by Welsh Government poses a risk to both the Council's ability to continue community and employment support and the retention of skilled and qualified staff.
- u) Due to the ongoing short term nature of the funding the redundancy process will commence again in 19/20 for both Legacy and Communities for Work Plus. This obviously brings associated challenges linked to difficulties of retention and financial implications.
- v) Ongoing uncertainty around the flexibility of the new Children and Communities Grant and the process for how funding will be allocated contributes to constraints in planning an integrated and seamless delivery across programmes.
- w) There is an ongoing need to improve links with businesses within (and outside of) the County Borough, including gaining an understanding of future skills requirements/labour market demands to ensure employment support provision is aligned with local and regional economic requirements. The addition of the Business Liaison Officer within the team has been a positive step towards this, however wider strategic support relating to business intelligence will be required to maximise the potential of this role.

PLANNING SERVICE

5.20 Development Management

- x) Budget constraints have had a significant impact on Development Management in the past few years, the main response being the reduction in staff numbers with leavers not being replaced, and senior posts being replaced by junior ones on a lower salary. Maintaining performance and elements of the service will be challenging as staff numbers reduce.
- y) The service needs to make better use of mobile/digital application systems to improve efficiencies. Recent decisions by Cabinet in relation to the Authority's digital strategy will assist with this.

5.21 Building Control

- z) Building Control runs a budget deficit due to unrealistic income expectations and there is a need to realign its budgets.
- aa) Use of new technology can contribute to the modernisation of the Building Control Service (Automation of applications, on line payments etc.
- bb) There is a need to ensure that the service remains competitive whilst also maximising the opportunities to increase income.

5.22 Strategic & Development Plans

- cc) Budget constraints have had a significant impact on the Strategic & Development Plans Team in the past few years, the main response being the reduction in staff numbers with leavers not being replaced.
- dd) Regional work in respect of the Strategic Development Plan is progressing well, however this work stream is using existing staff resource, and this is placing additional demands on staff that are under increasing strain. This cannot be sustained moving forward.
- ee) The Annual Joint Housing Land Availability Study published in July 2018 concluded that the land supply was sufficient for 2.3 years. The ongoing lack of a 5 year land supply will continue to place pressure on sites that are contrary to current Council Policy. Until this issue is resolved it is likely that planning applications will be submitted that Members are likely to consider unacceptable and the development management process associated with such applications will need to be managed carefully to ensure that elected members do not lose faith in the planning service.

SUPPORT SERVICES

5.23 Central Administration and reception services

- ff) The support team that provide reception services to the Tredomen Business complex cannot sustain any further reduction without significantly reducing the service that is provided to Tenants.
- gg) Budget constraints have had a significant impact on Support Service, the main response being the reduction in staff numbers.

5.24 Local Land Charges

- hh) LLC1 part of the function is scheduled to transfer to Land Registry (date to be confirmed, currently working with English authorities); this will have a financial impact on the service and there will be resource implications when preparing data for transfer
- ii) Reduced resource and resultant increased workload in service areas that feed into Local Land Charge responses could impact on performance.
- jj) Search fees need to be reviewed and increased as the service runs a budget deficit due to unrealistic income expectations. Any increase needs to be reasonable as there is competition from Personal Search Agents who also provide a CON29 search service.

6. CONCLUSION

- 6.1 Overall 2018/19 offered a positive year in terms of service performance. However, a number of future challenges have been identified. The biggest challenge across the service area remains, how to balance the demands of increasing legislation and rising public expectations against reducing budgets. Whilst challenging, the service area is well placed to respond to them, but it must be recognised that reductions to some current service delivery standards and changes in how services will be delivered over the next few years, will be inevitable.
- 6.2 The Authority is currently developing a new approach to performance monitoring via Directorate Performance Assessments (DPA's). These DPA's will be used in future to report Directorate & Service Performance to the relevant Scrutiny Committees and Cabinet and will therefore replace this report format when the 2019/20 performance is reported to Scrutiny Committee in mid 2020.

7. ASSUMPTIONS

- 7.1 The report assumes that there will be ongoing reductions to the budgets for Regeneration and Planning; and that the service will be in a position to operate on a commercial basis in those areas where it is appropriate to do so.

8. LINKS TO RELEVANT COUNCIL POLICIES

- 8.1 The report links to the Council's Corporate Plan 2018 – 2023, and contributes to the following Well-being Objectives:
 - Objective 2 - Enabling employment
 - Objective 3 - Address the availability, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people's well-being
 - Objective 4 - Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impacts on the environment
 - Objective 5 - Creating a county borough that supports a healthy lifestyle in accordance with the sustainable Development Principle within the Wellbeing of Future Generations (Wales) Act 2015.
- 8.2 The contents of this report contribute to the delivery of the Council's Regeneration Strategy, entitled A Foundation for Success which was approved by Council in 2018 and also contributes to the delivery of the Council's corporate land use policy through the implementation of the Caerphilly County Borough Local Development Plan up to 2021.

9. WELL-BEING OF FUTURE GENERATIONS

- 9.1 The Service makes a contribution across the 7 Well-being Goals in the Well-Being of Future Generations (Wales) Act 2015. Performance management is one of 7 core activities that are common to the corporate governance of public bodies where it is considered that applying the requirements of the Act is likely to most effectively secure the type of change required. The role of performance measurement is to enable progress to be tracked, analysed, and communicated. Applying the five ways of working (the sustainable development principle) contained within the Act we have begun to take a longer term approach in our business planning. We have moved to a 5 year service planning template recognising the need to balance dealing with short term pressures in the context of our priorities for the long term. In seeking and using service user feedback we aim to involve customers in service delivery.

10. EQUALITIES IMPLICATIONS

- 10.1 An Equalities Impact Assessment is not required as the report is for information and looks at historic performance.

11. FINANCIAL IMPLICATIONS

- 11.1 There are no financial implications associated with this report although there may be some in respect of identified risks as part of performance moving forward.

12. PERSONNEL IMPLICATIONS

- 12.1 There are no personnel implications to this report.

13. CONSULTATIONS

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

14. STATUTORY POWER

- 14.1 Various including the Local Government Act 1972 and the Town and Country Planning Act 1990 and subsequent amendments.

15. URGENCY (CABINET ITEMS ONLY)

- 15.1 Not applicable

Author: Rhian Kyte, Head of Regeneration and Planning
Consultees: Mark S Williams, Interim Director, Communities
Cllr E Stenner, Cabinet Member for Environment and Public Protection
Cllr S Morgan, Cabinet Member for Economy, Infrastructure, Sustainability & Wellbeing of Future Generations Champion
Cllr J Ridgewell, Chair of Housing & Regeneration Scrutiny Committee
Cllr C Forehead, Vice Chair of Housing & Regeneration Scrutiny Committee
Stephen Harris, Interim Head of Improvement and S151 Officer
Robert Tranter, Head of Legal Services/Monitoring Officer
Mike Eedy, Finance Manager

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HOUSING AND REGENERATION SCRUTINY COMMITTEE – 23RD JULY 2019

**SUBJECT: WELL-BEING OBJECTIVE 2 AND 3 - YEAR END PERFORMANCE
REPORT 2018/2019**

**REPORT BY: INTERIM CORPORATE DIRECTOR OF COMMUNITIES AND
CORPORATE DIRECTOR OF SOCIAL SERVICES AND HOUSING**

1. PURPOSE OF REPORT

- 1.1 This report provides members with an annual progress update against Well-being Objective 2 'Enabling employment' and Well-being Objective 3 'address the availability, condition and sustainability of homes throughout the county borough and to provide advice, assistance or support to help improve people's well-being' prior to its publication in the overall Council Annual Performance Report for the year 2018/19.

2. SUMMARY

- 2.1 The Well-being Objectives are set for five years 2018-2023. This is the first year progress update of Well-being Objective 2 'Enabling employment' and Well-being Objective 3 'address the availability, condition and sustainability of homes throughout the county borough and to provide advice, assistance or support to help improve people's well-being'.
- 2.2 The Well-being Objective, Enabling employment has 5 outcomes which are noted in 5.1. The Well-being Objective on Housing has 8 outcomes as noted in 5.2 covering a broad range of housing services and following a review both are judged to be progressing well after the first year of the 5-year plan.

3. RECOMMENDATIONS

- 3.1 Members are requested to scrutinise the content of the report and to satisfy themselves that progress is being made in respect of the 2018-2023 Well-being Objective assessment.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 That members are informed and have the opportunity to challenge progress and have assurance that the Council is working towards delivering the well-being Objectives within its Corporate Plan 2018-2023.

5. THE REPORT

- 5.1 Wellbeing Objective 2 has five outcomes which are:

1. Aim to reduce the impact of poverty by supporting people into better employment prospects;
2. Meet the targets of the European Social Fund programmes of getting people skilled and into work;
3. The Council will use the value of its third party spend to bring greater social and economic regeneration to the communities we serve;
4. Use investment in the housing stock to increase the number of skilled, qualified workers and tackle worklessness by providing apprenticeship, training and work placements with our in-house workforce and building contractors;
5. Ensuring local delivery of work programmes aligns and maximises opportunities from the Cardiff Capital Region (City Deal) Strategies.

What has gone well?

Communities for Work (CfW) and Communities for Work Plus (CfW+)

- 246 people have been supported into employment across both programmes.
- As with the previous 6 month update, the introduction of CfW+ continues to be a huge success in terms of the essential wraparound support provided for the CFW programme, bringing additional capacity to tackle specific barriers and ensuring that we are now able to support anyone regardless of eligibility, which means employment support is now available to all residents of the Borough.
- Ongoing close links and co-location with Legacy staff has resulted in improved engagement of hard to reach individuals, whereby Legacy projects including walking groups and coffee mornings have provided more informal opportunities for engagement amongst those who may be less likely to engage with more traditional employment outreach activities.
- Employment staff (from CfW and CfW+ teams) are planning ways to work more effectively in partnership with Flying Start to build links and engage parents who are currently economically inactive. In particular, as a result of work led by the CfW+ Engagement Officer and CfW+ Mentor, a group of parents from Graig y Rhacca have attended train the trainer training and have developed their own session/course which they are planning to deliver to other parents who have completed the Flying Start STEPS course, to motivate them towards employment, based on their own real life experiences.
- Maintained positive links with local Jobcentres, including regular daily and weekly attendance at Jobcentres by Employment mentors, which has ensured that they remain our primary source of referrals into the employment programmes. Close partnership working between Mentors and Work Coaches also ensures that the customers receive an effective and joined-up service and are able to benefit from a greater level of support.

Bridges into Work 2, Inspire 2 Work and Working Skills for Adults 2

- Partnership working is extremely successful especially at networking events and employability events.
- Outreach meetings in libraries are working well and making access to support easier for participants living around the borough.
- Qualifications and Credit Framework courses are going well and we have successfully started a number of new courses e.g. European Computer Driving Licence and Closed Circuit Television.
- Publicity works well, all partners post on social media and promote our services.
- Delivery of internal courses is very effective and produces good results.

- Nurture Equip and Thrive (NET) project has started very well and has developed excellent links with the Housing team.

The Caerphilly Basin Masterplan

- Caerphilly has been identified by Welsh Government's Valleys Task Force as a Strategic Hub and the Council is working collaboratively with the Valleys Task Force to drive forward economic growth in the town. Collectively, we have commissioned Mott McDonald and The Urbanists to develop a place-making implementation plan that will: outline where investment in the town centre should take place (in line with proposals identified in the Council's Approved Caerphilly Basin Masterplan); how they can be complement each other and the best implementation strategy for taking them forward.
- The working relationship with WG has been greatly enhanced and is proving extremely beneficial to help drive these projects forward.
- On a similar vein, the Council is working closely with CADW to develop their 5 year Masterplan for investment in Caerphilly Castle, in order to develop the visitor economy further for the benefit of the town and the region. Regular meetings are now scheduled between the two organisations to ensure that we work together towards achieving the goals set out in the Masterplan.

Welsh Housing Quality Standards (WHQS)

- For the period 2018/19 Housing Repairs Operations Team (HRO) employed 3 apprentices to support the delivery of the WHQS programme. HRO are working collaboratively with the WHQS in house team to ensure delivery of the programme by 2020. There are currently 12 apprentices within the WHQS in house team and 10 within HRO.
- A new programme of external works is about to take place in Lansbury Park. Caerphilly Homes are awaiting confirmation of the WG chosen suppliers. Once the contract has been confirmed, efforts will be made to ensure the contractor works closely with the Legacy team to create training and placement opportunities.
- Engie and Robert Price both continue to work closely with the Community Regeneration team. Work is underway to schedule an Induction to Construction event which is designed specifically to raise awareness of the many employment opportunities on offer within the construction sector and engage people who may not have thought of a career in that sector.
- Engie also continue to make progress towards achieving their Targeted Recruitment and Training Targets. They have recently completed the Value Wales Measurement Tool for 2018/19 which demonstrates that for every £1 Caerphilly Homes spends on the Engie contract, £2 has been invested into the Welsh economy which is a significant achievement. Engie have employed two members of staff who were previously unemployed for over 26 weeks and employed 3 apprentices. Engie have also accommodated 4 work experience placements during 2018/19 which have been facilitated by the Jobcentre and the Communities4Work team.
- WHQS are seeking to continue their financial contribution via the Local Employment Fund to add value to the work undertaken via the Community Regeneration Team to support tenants into employment which helps sustain tenancies. 2019/20 was the last year that the allocation was supposed to be made available, however a report will be presented to the CHTG seeking endorsement for further financial support to be made available for 2019/20 which coincides with the final year of the WHQS programme.

Caerphilly CBC Apprenticeship Programme

- In the last year the Council has committed funding and engaged 25 new apprentices across a range of services. The selection of services to receive the funding included:-
 - Permanent job prospects at the end of the apprenticeship period.
 - Formal training to be received.
 - Ability of the service to match fund the apprenticeship reserve from its own service budget.
 - Recruitment needs of the service.
- All of the apprentices commenced employment with the Council in quarter 4 of 2018/19.

What has not gone so well?

Communities for Work (CfW) and Communities for Work Plus (CfW+)

- Engagements for Priority 1 (adults 25+) within the CfW programme remain under target. This has been a problem since the start of the programme as participants within this priority group (especially those within the “Economically Inactive” category) have proved particularly difficult to engage and often have the most complex barriers to work. It has become apparent that this is a problem across a range of employment programmes and across Wales in general, however staff are always considering new and innovative ways to address this issue through planned engagement activity. In particular we are planning a greater and more effective use of social media to promote the projects, the opportunities available and some of our various successes.
- Although Employment Mentors have worked hard to build relationships with employers across the county borough, resulting in a range of opportunities including placements and paid employment, it has been recognised that this process has taken place on an ad hoc basis so far, with links being made as and when a participant has required a relevant opportunity; a more joined-up approach is required. However, a new Business Liaison Officer post has recently been filled within the team and it is hoped that this role will be able to implement a more joined-up approach and provide a more consistent offer to employers, with the aim of truly linking the needs of unemployed participants to labour market demand across the county borough.
- Transport remains a significant barrier for participants, with a lack of transport to accommodate early starts and shift patterns often resulting in participants being unable to take up opportunities.

Bridges into Work 2, Inspire 2 Work and Working Skills for Adults 2

- Referrals are slow at the moment but that seems to be across the board as partners are reporting similar issues.
- There are two procurement routes for Inspire 2 Work and Bridges Into Work / Working Skills for Adults. The first is to run a further competition off a Dynamic Purchasing System (DPS) set up by Blaenau Gwent CBC and the second is to directly call off a framework agreement, set up by Torfaen CBC, by contacting providers in order of their ranked position. Being a closed framework providers are limited, but the procurement process is less resourceful and more efficient, however the DPS allows new providers to join at any time.
- The waiting lists for additional support e.g. mental health are incredibly long and support in this area is lacking across the county borough.
- A very late start to the NET project has impacted on the targets and outcomes.

Welsh Housing Quality Standards (WHQS)

- Over the course of the WHQS programme, the Council have lost two main contractors; Contract Services and Vinci. Each of the contracts had incorporated within them a comprehensive list of targeted recruitment and training targets pertaining to employment, apprenticeships, work experience opportunities, education and careers advice and support. The loss of the two main contractors has therefore had a significant effect on the number of community benefits delivered via the programme with only ENGIE and Robert Price delivering against the targets incorporated within their contracts.

What impact is there?

Communities for Work

Priority 1 (Adults aged 25+)	Annual Target 2018/19	Annual Outcome 2018/19
Engagements	240	104
Job Entries	24	39
Priority 3 (Young People/NEETs aged 16-24)		
Engagements	96	106
Job Entries	48	62

Communities for Work Plus

CfW Plus	Annual Outcome 2018/19
Engagements	401
Job Entries	145
Vocational Training	147
Basic Skills	24
Work Placements/Paid Opportunities	6
Preparation for Employment	32
Volunteering	30

Bridges into Work 2	Annual Outcome 2018/19
Participants Supported	145
Qualifications Gained	95
Voluntary Placements Completed	57
Gaining Employment	25

Inspire 2 Work	Annual Outcome 2018/19
Participants Supported	107
Qualifications Gained	79
Gaining Employment	42
FE/Training	11

Working Skills for Adults 2	Annual Outcome 2018/19
Participants Supported	105
Gaining Qualifications	62

Nurture, Equip and Thrive (NET)	Annual Outcome 2018/19
Participants Supported	39
Improved Labour Market Situation	3

The above data shows the amount of people we are helping to get into the job market or providing opportunities to enable people to gain qualifications to improve their job potential and well-being.

The Caerphilly Basin Masterplan

- Implementing the priority projects identified within the Mott MacDonald/The Urbanists place-making plan will have a dramatic effect on the town centre. It will improve the town's overall visitor offer and help Caerphilly Castle become a Tier One Visitor attraction. The work of officers will help the town centre diversify so it no longer just focuses on retail. In an environment where retail is under pressure throughout the country, diversifying the town's offer will allow the town to become more resilient to this change.
- Implementing the core projects within the place-making plan will encourage more activity in the visitor economy, bring more dwellings to the town centre and provide more opportunities

for non retail businesses to prosper. It will bring benefits to the wider community; provide local job opportunities; allow local businesses to benefit from new local supply chains; and bring construction opportunities when these projects are developed.

5.2 Well-being Objective 3 - *Address the availability, condition and sustainability of homes throughout the county borough and to provide advice, assistance or support to help improve people's well-being* has eight key aims to help achieve the successful realisation of the objective:

- 1a. All council housing is improved to meet the Welsh Housing Quality Standard (WHQS) by 2020;
- 1b. Implement an asset management strategy to maintain the condition of the housing stock following WHQS attainment (post-December 2020);
2. Increase the provision of new, affordable, social housing that meet the 'Lifetime Homes' principles and identified needs, whilst supporting the governments' innovative housing programme;
3. Deliver adaptations to support the health and well-being of people in their homes and maximise the delivery and appropriate use of accessible homes;
4. Increase the supply of housing by supporting opportunities to bring long-term, empty homes in the private sector back into use;
5. Tackle the determinants of poor health and wellbeing by improving housing conditions in the private sector;
6. Prevent homelessness and tackle rough sleeping;
7. Sustain tenancies by providing a range of housing related services; and
8. Help reduce fuel poverty by making homes more energy efficient and providing people with advice on how best to heat their homes.

What has gone well

Good progress has been made against each of the eight priorities which underpin this objective. Below are some examples of the achievements to date, listed under the relevant priority:

1. The WHQS investment programme being on track to be completed by the target date of December 2020. We know from surveys that customer satisfaction is high with internal works, although lower for external works but a similar trend to other authorities. We also know from research carried out by Carmarthenshire Council and Swansea University that the improvements made to tenants' homes as part of the WHQS programme have a positive impact on health and wellbeing. We have also successfully utilised WHQS funding to deliver a range of community benefits including work placements and apprenticeships.
2. This year our housing associations partners accessed £9m of Welsh Government funding to build new affordable homes in the borough to address housing needs identified by the Council. In addition, the housing associations have accessed a different Welsh Government funding stream to build 57 highly insulated homes in two locations and the Council has purchased 5 long-term, problematic, empty properties using Affordable Housing Grant.
3. We have spent approximately £2m providing a range of adaptations to enable disabled people to live independently in their own homes, including funding services provided by Care & Repair Caerphilly & Blaenau Gwent.
4. We have provided financial assistance to landlords to support bringing long-term empty homes in the private sector back into beneficial use. Through enforcement action we have returned 36 long-term empty homes in the private sector back into beneficial use.
5. We have also provided loans and grants totalling approximately £650,000 to improve owner-occupied homes. We know from national research that this type of funding will have a positive impact on the health and wellbeing of the occupants of poor quality housing.

6. Undertaken a number of projects to prevent homelessness and tackle rough sleeping including working with other local authorities to produce a regional homelessness strategy and worked in partnership with Cornerstone to provide the Church's night shelter project to provide relief for street homeless.
7. Assisted Council housing tenants to sustain their tenancies developing training for key staff and reviewing our housing management procedures. We have provided support and assistance to tenants to mitigate the impact of welfare reform. We have also developed a referral process, in association with Citizens' Advice for Council tenants threatened with homelessness where a Debt Relief Order or bankruptcy order could be considered to prevent a homelessness situation. 38 tenants have been referred to date.
8. Attempted to tackle fuel poverty through a range of methods including applying for Welsh Government funding to carry out energy efficiency improvements, providing energy efficiency advice and referring people to the Nest scheme regarding energy efficiency improvements and prepared a 'statement of intent' for ECO (Energy Company Obligation) Flexible Eligibility funding.

What has not gone well

We have noted a number of challenges throughout the year that have impacted on the following actions, which are listed against the relevant priority:

1. The percentage of tenants who are satisfied with the external works carried out under the WHQS investment programme, albeit reasonably high, is lower than those satisfied with internal works. As a result we are looking to improve the level of communication provided to tenants and improve feedback with the aim of increasing satisfaction.
2. There has been a delay in producing the Local Housing Strategy due to long-term absence of an officer in the team. As a result we plan to commence work on the strategy later on in the year. Our housing association partners were unsuccessful in their application for Welsh Government under year 2 of the Innovative Housing Programme. The respective developments will still go ahead, however, with a lesser energy efficiency standard applied. We were unable to fully utilise Welsh Government Affordable Housing Grant funding to build new Council homes in 2018/19 due to the approval process and a lack of in-house expertise/resources to deliver the projects. Corporate Management Team approval has been received and an officer has been appointed to lead on this process and Welsh Government has agreed to carry over the funding from 2018/19 to 2019/20, albeit with some caveats in relation to timescales for drawing down the funding.
4. A reduced number of empty properties in the private rented sector were returned into use due to long-term absence of an officer in the team. The same absence affected the meeting of the empty property corporate working group. The officer has returned to work and we expect to see an improvement in progress made against both actions.
6. The shared housing pilot project for single people under 35 was terminated due to issues with occupancy agreements and the cost implications under the Housing Benefit 'exempt status' categorisation. Other options will now be considered to address the housing needs of this group.
7. Despite the additional support provided to our tenants who have been impacted by Universal Credit, rent arrears has increased. This will continue to be monitored and assessed to determine the underlying cause and what additional support could be provided to our tenants to help them manage their finances and tenancy.
8. The publishing of the Statement of Intent for ECO (Energy Company Obligation) Flexible Eligibility funding was delayed due to the capacity of officers to take this task forward. As a

result, the statement will now be published slightly later than originally planned.

Impact - Appendix B provides a series of examples demonstrating the positive impact our actions can have on people's well-being.

5.3 Conclusion

WBO 2 - Despite the difficult economic conditions we are able to make good progress in this objective and the details can be found in the Appendix A - Well-being Objective Year End Performance 2018/19.

WBO 3 - It is difficult at this early stage of the process to make predictions about the likely outcome of this objective at year five, however our evidence shows that good progress has been made to date against each of the key aims which underpin the objective. Should progress be maintained over the course of the next four years we are confident that we will see a distinguishable improvement in people's well-being.

6. ASSUMPTIONS

- 6.1 WBO2 - There are no assumptions that have been made in relation to the content of this report.
- 6.2 WBO3 - The successful completion of the actions detailed in Appendix B of the appended update is directly affected by a range of external factors. Although too numerous to list here, they include UK and Welsh Government policy/legislation, the economy, building costs including, land, materials and labour, demographic changes, sufficient levels of expenditure and the demand for services.
- 6.3 The resources to deliver both Well-being Objectives are assessed within the context of the current Medium Term Financial Plan.

7. LINKS TO RELEVANT COUNCIL POLICIES

- 7.1 There are no Council Policies in relation to Well-being Objective 2 of the Corporate Plan although reporting on its progress is part of the Council's Performance Management arrangements.
- 7.2 Well-being Objective 3 links to the following Council policies:
 - Caerphilly County Borough Council Corporate Plan 2018-2023
 - Caerphilly Homes Service Plan 2018-2023
 - Caerphilly Homes Asset Management Strategy
 - Gwent Homelessness Strategy and Action Plan 2018-2023
 - Private Sector Housing Renewal Strategy (2014)

7.3 Corporate Plan 2018-2023.

This report content advises members of the impacts the work that Objective 2 - enabling employment is making towards outcomes in Objective 1 – Improve education opportunities for all, Objective 5 - Creating a county borough that supports a healthy lifestyle and Objective 6- Support citizens to remain independent and improve their well-being. Well-being Objective 3 also contributes towards enabling employment, Objective 6 – Supporting citizens to remain independent and Objective 5 – Creating a borough that supports a healthy lifestyle.

The Corporate Plan can be found on the intranet on the Policy portal, within the performance management section. See link below

<http://sc-aptdken1/KENTICO/getattachment/ab780120-3a2b-47f9-bff0-f383462fbb98/Corporate-Plan-2018-23.aspx>

External link can be found here:

<https://www.caerphilly.gov.uk/My-Council/Strategies,-plans-and-policies/Improvement-Plan/Improvement-Objectives>

8. WELL-BEING OF FUTURE GENERATIONS

8.1 Well-being Objective 2 maximises contribution towards the national Well-being Goals as listed below-

- A prosperous Wales*
- A resilient Wales*
- A healthier Wales*
- A more equal Wales*
- A Wales of cohesive communities*
- A Wales of vibrant culture and thriving Welsh Language*
- A globally responsible Wales*

More details of how this contributes can be found in the Corporate Plan.

The ways in which this objective and its actions have been set within the five ways of working are also noted in detail in the plan. In summary

Involvement – Those that are involved in the achievement of this objective are many and diverse, from our WHQS contractors, to the Job Centre and the Department of Work and Pensions who refer people to us for our ‘triage service’ so we can find the best programme of help. We have an Education and Training Forum and a European Social Funding steering group that meets regularly to bring all the key partners together. We need to develop greater involvement within the private sector to meet their needs in order to help people into sustainable jobs.

Long Term - The objective is over 4-5 years but the benefits for upskilling and enabling people into sustainable and well paid jobs has a clear link to improving quality of life and lifting people out of poverty. This begins with education such as literacy and numeracy and moves on through a range of experiences and skills to become work ready. An area that presents a barrier to the long term planning is the life cycle of grant funding which is funded on a yearly basis.

Collaborate – This objective cannot be achieved in isolation as it deals with the complexity of human nature, quality of life and wider economic determinants from a national and local level and its principle is based on collaboration.

Integration – In identifying this objective we have considered how this would support other organisations objectives and we found there is a significant benefit to other organisations objectives, such as the Job Centre and DWP whose purpose is to enable people into employment. At a local level if there is more money going into the economy this supports local business. From a health perspective a satisfactory job and contribution to society have been shown to provide positive benefits in improving and sustaining good mental health and reduce the need for mental health services.

Prevention – The complexity of the problem we are trying to solve requires a long term and multi partnership approach, from helping young people in early years to education attainment and skills for adults such as digital skills, using our purchasing power and business contracts to promote apprenticeships, understanding the issues of planning at a town and county

borough level to stimulate business growth, and to make sure we are joining up with relevant programmes like the Cardiff Capital Region City Deal.

8.2 The Well-being Objective 3 is wide ranging and multifaceted. We know that the provision of good quality housing and related services has positive health and well-being outcomes by, for example, providing safe and secure places to live, promoting vibrant and sustainable communities, providing employment and training opportunities and minimising the impact of our actions on the environment. We have identified that the successful accomplishment of this objective clearly links to 5 of the 7 national well-being goals:

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

The five ways of working listed below, as defined within the sustainable development principle of the Well-being of Future Generations Act 2015, provides a framework which enables the Council to demonstrate that its proposed actions take into consideration the well-being of future generations:

- **Long term** – Housing is a long-term social need and, therefore, the housing and services we provide are set within this context. The outcomes we are attempting to achieve in the short to medium term will ensure that housing is sustainable (cost, quantity, condition and location) for people to occupy over the longer term, whilst minimising the effects on the environment and contributing the health and wellbeing of our communities.
- **Prevention** – The quality of housing has a direct correlation with the health and wellbeing of its occupants. Preventing people from becoming homeless by providing access to good quality accommodation and related services, creating communities that are sustainable and vibrant by working with agencies to tackle anti-social behaviour and help communities become resilient, reducing poverty by maximising incomes, providing advice and support to sustain tenancies, all impact positively on health and wellbeing. The WHQS objective of improving homes, lives and communities will also help tackle local unemployment connecting to the employment related well-being objective. It will improve the look and feel of the environment and this can help to prevent anti-social behaviour as people have pride in where they live.
- **Integration** – Given that the provision of good quality housing is central to the good health and wellbeing of the population, it is likely that this objective will impact on the successful outcome of other objectives. The provision of good quality housing is, therefore, likely to have a positive impact on the budgets and priorities of other public bodies such as the National Health Service and it is important, therefore, that we work closely with such organisation to address shared priorities.
- **Collaborate** – In order to facilitate successful outcomes, we will collaborate with a range of different organisations and people. These include Welsh Government, Rent Smart Wales, internally with other departments, regionally with other local authorities, building contractors, housing associations, third sector organisations, private sector landlords, empty property owners etc. We acknowledge that the constraint on public sector finances means that this is an area we will need to look at doing more of to share resource and achieve joint outcomes, and the need to collaborate has, therefore, become more essential.
- **Involvement** – Given the broadness of this objective, we will need to work with a range of different groups if we want to achieve a successful outcome. Our intention is

to involve a wide range of people including homeowners, private rented sector and Council tenants, tenants and residents associations, elected members, public sector bodies, third sector organisations etc. The level of involvement will differ between actions and organisations. We know that the quality of our services have been improved by involving a range of key stakeholders in their redesign.

9. EQUALITIES IMPLICATIONS

- 9.1 No impact assessment has been undertaken on this report, however many individuals and groups who fall under the protected characteristics, and wider issues covered by the Council's Strategic Equality Plan, are often affected to a greater extent by poverty, vulnerability and the related causes; therefore any reduction in resources would have a negative impact on those individuals and groups.
- 9.2 Equalities Implication processes may be applied to any of the actions contained within the appended update reports or any new actions that may be implemented over the life of this objective.

10. FINANCIAL IMPLICATIONS

- 10.1 The Corporate Plan identifies how the delivery of the Objectives will be resourced. For **WBO2**, much of the delivery is funded via Welsh Government or EU funded programmes. The current grant budgets have either been at a standstill or have faced a reduction for the last few years. This is increasing the pressure on budgets as many are staff related costs, which have been increasing due to recent pay increases, all of which has to be met by the standstill or reduced grant. This has usually seen a rationalisation of delivery and project costs
- 10.2 For **WBO3** the delivery of many of the actions contained in Appendix B is dependant on the continuation of funding either from Welsh Government via the various grant streams or the Council from the General Fund and the Housing Revenue Account. Ongoing budget pressures facing local government, uncertain rent levels, new legislation and the requirement for service areas to satisfy the Council's medium term financial plan priorities may impact on our ability to improve current levels and standards of service delivery and to identify additional resources to invest in new services to meet the changing needs and aspirations of our service users.
- 10.3 The resources to deliver both objectives are assessed within the context of the current Medium Term Financial Plan.

11. PERSONNEL IMPLICATIONS

- 11.1 There are no personnel implications in this report.

12. CONSULTATIONS

- 12.1 All responses from consultations have been incorporated in the report

13. STATUTORY POWER

- 13.1 The update of the Well-being Objectives is part of the Local Government Measure 2009 and the Well-being of Future Generations (Wales) Act 2015.

Author: **WBO2** Tina McMahon, Community Regeneration Manager

Consultees: Cllr Sean Morgan, Deputy Leader and Cabinet Member for Economy, Infrastructure, Sustainability & Wellbeing of Future Generations Champion
Mark S Williams, Interim Corporate Director Communities
Rhian Kyte, Head of Planning and Regeneration
Liz Lucas, Head of Customer and Digital Services
Sue Richards, Head of Education, Planning & Strategy
Stephen Harris, Interim Head of Business Improvement Services & Section 151 Officer
Rob Tranter, Head of Legal Services and Monitoring Officer
Ian Evans, Contracts Manger
Jane Roberts, Waite, Strategic Co ordination Manager
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Ros Roberts, Business Improvement Manager
Anwen Cullinane, Senior Policy Officer (Equalities and Welsh Language)

Author: **WBO3** Shaun Couzens, Chief Housing Officer - Couzens@caerphilly.gov.uk

Consultees: Cllr Lisa Phipps - Cabinet Member for Homes & Places
Cllr John Ridgewell - Chair of the Housing and Regeneration Scrutiny Committee
Cllr Mrs Christine Forehead - Vice Chair of the Housing and Regeneration Scrutiny Committee
Dave Street - Corporate Director of Social Services & Housing
Lynne Donovan - Head of People Services
Stephen Harris - Interim Head of Business Improvement Services & Section 151 Officer
Rob Tranter - Head of Legal Services and Monitoring Officer
Paul Smythe - Housing Technical Manager
Fiona Wilkins - Housing Services Manager
Jane Roberts-Waite - Strategic Co-ordination Manager
Lesley Allan - Principal Accountant (Housing)
Rhian Kyte - Head of Regeneration & Planning
Ros Roberts – Business Improvement Manager
Mark Jennings - Housing Strategy Officer

Background Papers:

Corporate Plan 2018-2023	Approved Cabinet 11 April 2018 Endorsed by Council 17 th April 2018
WBO 2 - Enabling Employment	Page 24 of the Corporate Plan 2018-23
WBO 3 - Address the availability, condition and sustainability of homes throughout the county borough and to provide advice, assistance or support to help improve people's well-being	Page 34 of the Corporate Plan 2018-23

Appendices:

- Appendix A - Well-being Objective 2 year end performance 2018/19
- Appendix B - Well-being Objective 3 year end performance 2018/19
- Appendix C - Well-being Case Studies (WBO3)

CCBC Well-being Objectives - 2018/19 Year End Update

1. Overall Summary Statement

The Well-being Objective, Enabling employment has 5 outcomes which are noted below at this stage of the 5-year plan are judged to be progressing well

Aim to reduce the impact of poverty by supporting people into better employment prospects;

Meet the targets of the European Social Fund programmes of getting people skilled and into work;

The Council will use the value of its third party spend to bring greater social and economic regeneration to the communities we serve;

Use investment in the housing stock to increase the number of skilled, qualified workers and tackle worklessness by providing apprenticeship, training and work placements with our in-house workforce and building contractors;

Ensuring local delivery of work programmes aligns and maximises opportunities from the 'City Deal' recommended for approval has been chosen.

2. What has gone well?

We have supported a good number of people into employment and the Communities for Work (CfW) continues to be a huge success with the range of support and tackling specific barriers. One of the benefits is the ability to support anyone regardless of eligibility which means employment support is available to all members of the Borough.

Bridges into Work 2, Inspire 2 Work and Working Skills for Adults 2 are working extremely well with partners, especially at networking and employability events. Outreach meetings in libraries are working well and making access to support easier for participants living around the borough. Qualifications and Credit Framework courses are going well and we have successfully started a number of new courses e.g. ECDL and CCTV. Publicity works well, all partners post on social media and promote our services. Delivery of internal courses is very effective and produces good results. Nurture Equip and Thrive (NET) project has started very well and has developed excellent links with the Housing team.

One particular area is the growing joint planning to work more effectively with Flying Start as this is building links with parents who are currently economically inactive. Positive links with local Jobcentres, including regular daily and weekly attendance at Jobcentres by Employment mentors, which has ensured that they remain our primary source of referrals into the employment programmes.

Housing Repairs Operations (HRO) has employed 3 apprentices to support the delivery of the WHQS programme to ensure delivery of the programme by March 2020. There are currently 12 apprentices within the WHQS in house team and 10 currently within HRO. ENGIE have just completed the Welsh Government's Value Wales Toolkit which suggests that for every £1 the Council has spent on the WHQS contract with ENGIE, £2 has been generated for the Welsh economy.

Caerphilly has been identified by Welsh Government's Valleys Task Force as a Strategic Hub and the Council is working collaboratively with the Valleys Task Force to drive forward economic growth in the town.

3. What has not gone well?

Engagements for Priority 1 (adults 25+) within the CfW programme remain under target. This has been a problem since the start of the programme as participants within this priority group (especially those within the "Economically Inactive" category) have proved particularly difficult to engage and often have the most complex barriers to work. It has become apparent that this is a problem across a range of employment programmes and across Wales in general, however staff are always considering new and innovative ways to address this issue through planned engagement activity. In particular we are planning a greater and more effective use of social media to promote the projects, the opportunities available and some of our various successes.

Although Employment Mentors have worked hard to build relationships with employers across the county borough, resulting in a range of opportunities including placements and paid employment, it has been recognised that this process has taken place on an ad hoc basis so far, with links being made as and when a participant has required a relevant opportunity; a more joined-up approach is required. However, a new Business Liaison Officer post has recently been filled within the team and it is hoped that this role will be able to implement a more joined-up approach and provide a more consistent offer to employers, with the aim of truly linking the needs of unemployed participants to labour market demand across the county borough.

Over the course of the WHQS programme, the Council has lost two of its main contractors; Contract Services and Vinci. Both contractors were contractually obliged to deliver a range of community benefits including targeted recruitment and training targets such as apprenticeships, employment opportunities for short and long term unemployed, graduate opportunities and work placements.. As a result of

the loss of both contractors, the number of anticipated community benefits that were identified at the start of the contracts have not been met. Nevertheless, throughout the duration of the programme to date (June 2019), 48 work placements, 194 permanent jobs and 102 apprenticeships that have been created between the in-house service, external contractors and our supply partner.

4. Reflection & Review

The waiting lists for additional support e.g. mental health are incredibly long and support in this area is lacking across the county borough. This is a challenge when looking at how the employment support programmes could work better. There are other challenges such as Transport, which remains a significant barrier for participants, with a lack of transport to accommodate early starts and shift patterns often resulting in participants being unable to take up opportunities. This is recognised within our other Well-being Objective (4) on Improving Transport. The impact on the long-term well-being of Wales will be highly positive if we can progress joint work and promote other areas to collaborate in joint outcomes. Despite the difficult economic conditions we are able to make good progress in this objective

5. Tracking Progress – Our Steps to Deliver (2018-2023)

Outcome	Progress 2018/19 (Completed? Ongoing? Behind?)	Dates
<p>1. Aim to reduce the impact of poverty by supporting people into better employment prospects 2. Meet the targets of the European Social Fund programmes of getting people skilled and into work</p>		
<p>Develop the Communities for Work and Communities Work Plus programme to meet the targets of sustainable employment.</p>	<p>Ongoing</p> <p><u>Communities for Work</u> – Another successful year of delivery, whereby Targets for Job Entries were well exceeded across both P1 (Adults 25+) and P3 (Young People 16-24). Whilst engagements for P3 exceeded targets, engagements for P1 fell below target and will therefore be an ongoing focus for next year. This is consistent with the picture across Wales whereby engagement of hard to reach adults is proving the greatest challenge.</p> <p><u>Communities for Work Plus</u> – New employment programme developed in 2018/19 to provide wraparound support for those not eligible for the Communities for Work programme. Teams have been established and integrated successfully with Communities for Work and Legacy teams. After a slow start to the year whilst teams and systems were being developed, delivery is now progressing successfully and in line with targets.</p>	<p>2018/19</p>
<p>Develop the Delivery Plan for the Foundation for Success Strategy which will identify actions from small scale projects through to major complex</p>	<p>‘Delivering Prosperity’ has been produced and approved by the Regeneration Programme</p>	<p>2018-2023</p>

Outcome	Progress 2018/19 (Completed? Ongoing? Behind?)	Dates
programmes.	Board and this translates the economic development elements of Foundation for Success into a 5 year delivery programme. The Ystrad Mynach Masterplan was approved by Council in April 2019 and sets out the investment and development opportunities to support Ystrad Mynach which is identified as a strategic hub by the Valleys Taskforce.	
Develop (following consultation) the Caerphilly Basin Master Plan.	The Caerphilly Basin masterplan has a number of key proposals that are being targeted for implementation. Consultants have been appointed to develop a town centre place making/implementation plan which knits together these key projects. Schemes being actively taken forward at present include a hotel development at Park Lane Caerphilly, a new integrated transport hub to replace the existing bus and train station and a mixed use development at Pentrebane Street that will see social rented accommodation, open market housing and flexible commercial space being delivered. In addition CCBC are working with CADW to improve the visitor experience in Caerphilly. The focus is on turning Caerphilly castle into Tier One visitor attraction and making the town more attractive so as to improve dwell time and visitor spend. All these schemes will bring benefits to the local community through employment , supply trains or new business opportunities.	2018-2023
3. The Council will use the value of its third party spend to bring greater social and economic regeneration to the communities we serve		
Develop the Councils Programme for Procurement.	Programme for Procurement 2018 – 2023 developed and endorsed by Cabinet in May 2018 and supports the Council's Well-being	2018

Outcome	Progress 2018/19 (Completed? Ongoing? Behind?)	Dates
	Objectives. The Programme 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. Where appropriate Core and Non-Core community benefits and social clauses are included in contract terms and conditions.	
Develop appropriate guidance to assist suppliers on how to identify social and economic benefits.	Appropriate guidance to assist suppliers in identifying social and economic benefits is available, however existing guidance is in the process of being updated to include Future Generations Act, Ethical Employment in Supply Chains etc.	2018/19
659959 Develop an effective mechanism to record social and economic regeneration.	Establishment of an effective mechanism to record social and economic benefits is still under review with options being considered such as the National TOM's framework and the use of the Councils Contracts Management Module to hold this information. In addition, Welsh Government are progressing an update to the existing measurement tool to align and take into account the requirements of the Wellbeing of Future Generations Act, once available Officers will review, agree and adopt the preferred mechanism to capture this information.	2019
4. Use investment in the housing stock to increase the number of skilled, qualified workers and tackle worklessness by providing apprenticeship, training and work placements with our in-house workforce and building contractors		
<ul style="list-style-type: none"> • Create apprenticeships and work placements in the Housing Repair Operations team linked to succession planning and skill gap practices • Create apprenticeships, employment opportunities and work 	During 2018/19 HRO created 3 apprenticeship opportunities however there are currently 22 apprentices within the Caerphilly Homes team covering plastering, plumbing and electrical	Annually recurring (2017 – onwards)

Outcome	Progress 2018/19 (Completed? Ongoing? Behind?)	Dates
placements as part of the WHQS investment programme	works. Caerphilly Homes principal WHQS contractors continue to work with the Legacy and Communities4Work teams to ensure that TR&T opportunities are made available to those who need them most.	
5. Ensuring local delivery of work programmes aligns and maximises opportunities from the 'City Deal'.		
<p>To agree to the principle of</p> <p>a) Creation of regional Housing Investment Fund that will help to support work for the small and medium size building sector.</p> <p>b) Agree the principle of a Custom Build scheme, Plot Shop. Once principles are agreed full business cases and governance arrangements would then be implemented.</p>	A report setting out the principles of the Wales Stalled Sites Fund, the Self Build Fund and Plot shop was reported to Cabinet on 13 February 2019.	2018/19
To agree as part of the CCRCDD partnership the allocation of development funding to pilot a range of proposals for the 'Skills for Future' fund.	The CCR graduate scheme is the only scheme that has been piloted as part of the skills programme so far. A framework is being developed by CCR to ensure that City Deal projects (such as metro plus) maximise their skills impact and link up with local strategies and targets. While there is no specific fund set aside for skills as part of the City Deal (there was a cost estimate made for an earlier iteration of the Skills for the Future programme that has evolved significantly), there will be initiatives that will deliver outputs from the original business case (such as apprenticeship starts, upskilling etc.). although they will focus more on the approach and prioritisation outlined in the CCR Industrial and economic growth plan.	2018

Performance Against Adopted Tracking Measures	Outcome	17/18 Actual	18/19 Target	18/19 Actual	Comment
Priority 1 (Adults aged 25+) Target 2018/19 Engagements 240, Job Entries 24	1&2	Engagements - 102 Job Entries - 34	Engagements - 240 Job Entries - 24	Engagements - 104 Job Entries - 39	Engagements for Adults are below target, it has been recognised by Welsh Government that this reflective of the situation across Wales, whereby engagement of hard to reach adults is an ongoing challenge. Further engagement planning meetings and initiatives are in place to try to boost engagement of this group. However, we are extremely pleased to see that Job Entries has exceeded targets significantly.
Priority 1 (Adults aged 25+) Target for 2019/2020 Engagements 240, Job Entries 48	1&2	n/a	n/a	n/a	No outcome as measure is for upcoming year 2019-20
Priority 3 (Young People/NEETS aged 16-24) Target 2018/2019 Engagements 96, Job Entries 96	1&2	Engagements Job Entries	Engagements - 96 Job Entries - 48	Engagements - 106 Job Entries - 62	Exceeded targets for both engagements and job entries.
Priority 3 (Young People/NEETS aged 16-24) Target 2019/2020 Engagements 48, Job Entries 48		n/a	n/a	n/a	No outcome as measure is for upcoming year 2019-20
Employability aims for the new Communities for Work Plus programme are met or exceeded (actual targets are not yet confirmed)	1&2	n/a	Engagements - 640 Job Entries - 192	Engagements - 401 Job Entries - 145	The late confirmation of funding meant that the first few months of the programme were spent establishing teams systems and networks, therefore initially engagements and job entries were below target, therefore delivery at full capacity did not commence until Q2. Delivery within Q4 has met/exceeded targets and therefore we feel the programme is now delivering

Performance Against Adopted Tracking Measures	Outcome	17/18 Actual	18/19 Target	18/19 Actual	Comment
Page 62					effectively and at full capacity. The Engagements target for the next year has been reduced significantly to reflect the changing definition of an “Engagement”, whereby it has been confirmed that Engagement is classed as an individual who is fully signed up to the programme (initially it was understood to be someone who was only initially referred) and therefore it is recognised that, based upon this definition, the Engagement target for the previous year was unrealistically high, particularly given the constraints that are placed on engagement when maintaining maximum caseload numbers for employment mentors.
	We will develop new Performance Measures as part of our developing ‘Programme for Procurement’	3	N/A	N/A	Completed. New measure chosen for review of Corporate Plan 2018 Action met. Programme for Procurement and associated Key Performance Indicators developed and endorsed by Cabinet in May 2018. Progress has been made to identify an appropriate mechanism for recording social and economic regeneration.
	The number of apprenticeships, work placements and employment opportunities provided	4			<i>HR to look for data for apprentice</i>
	WHQS - The number of apprenticeships, work placements and employment opportunities provided	4	9		15 The figures include apprenticeships created by the WHQS and HRO teams collectively plus apprenticeships

Performance Against Adopted Tracking Measures	Outcome	17/18 Actual	18/19 Target	18/19 Actual	Comment
					and work placement opportunities created by Engie and Robert Price. Ideally the figures should be split between the type of opportunity and the organisation that has created the opportunity.
<p>The Supporting People programme has 11 outcome measures one of which relates to people being engaged in employment or voluntary work – these are reported twice a year to Welsh Government</p> <p>Page 63</p>	8	<p>Jan – June 2017 – 1537 individuals requested support in this Outcome area</p> <p>July – December 2017 - 1440 individuals requested support in this Outcome area</p>	NA	<p>Jan – June 2018 – 1310 individuals requested support in this Outcome area</p> <p>July – December 2018 – 1308 individuals requested support in the Outcome area</p>	

Caerphilly County Borough Council Well-being Objectives

3. Address the availability, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people's well-being

2018/19 progress update

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EICH CARTREFI, EICH DYFODOL
YOUR HOMES, YOUR FUTURE



CCBC Well-being Objectives - 2018/19 Year End Update

1. Overall Summary Statement

This is the end of the first year of a five year objective and, as such, only partial progress against the overall objective has been made. We know from monitoring service provision that the services we have delivered throughout the year continue to make a positive impact on the people who access these services, e.g. the income maximisation work being undertaken by tenancy support officers has helped to increase household income and sustain people's tenancies, support services provided to older persons and vulnerable tenants, homelessness prevention activities impacted positively on reducing rough sleeping, energy efficiency works to the housing stock has contributed towards addressing fuel poverty and reducing carbon emissions and adaptations provided have helped disabled people to maintain independence in their homes. To achieve some of our aims, we continue to work proactively with our housing association and other third sector partners to delivery services that make a real difference to people's lives, e.g. the provision of new affordable housing to meet identified housing needs and advice and assistance to help people manage their finances. Based on a review of the evidence presented below, it is the view of the Housing Management Team that satisfactory progress is being made against the achievement of this objective and that the objective remains relevant and continues to be our priority.

We continue to strive to provide a varied range of housing services in a prolonged and challenging economic environment. Ongoing budget pressures facing local government and the requirement to satisfy the Council's medium term financial plan priorities may impact on our ability to improve current levels and standards of service delivery in some areas and to identify additional resources to invest in new services to meet the changing needs and aspirations of our service users. In addition, changes by the UK Government to the Welfare Benefits system to make the system simpler and make sure people are better off in work than on benefits has in some instances had a negative impact on household income, affecting tenancy sustainability with a potential increase in homelessness, which ultimately can impact on service delivery.

Earlier on in the year we made some minor amendments to the aims which underpin this objective. This was to ensure that our operational priorities closely reflect those of the objective. There has been no material effect on the objective as a result of these amendments. The amendments were reported to Scrutiny Committee as part of the mid-year update.

2. What has gone well?

Good progress has been made against each of the eight priorities which underpin this objective. Some examples of the achievements to date include:

1. The WHQS investment programme being on track to be completed by the target date of December 2020. We know from surveys that customer satisfaction is high with internal and external works. We also know from research carried out by Carmarthenshire Council and Swansea University that the improvements made to tenants' homes as part of the programme have a positive impact on health and wellbeing. 12 apprenticeships have been provided within the WHQS team and 10 within Housing Repairs Operations Team. One of the main WHQS programme contractors has employed two members of staff that were previously unemployed for over 26 weeks, employed 3 apprentices and provided 4 work experience placements during 2018/19.
2. This year our housing associations partners accessed £9m of Welsh Government funding to build new affordable homes in the borough to address housing needs identified by the Council. In addition, the housing associations have accessed a different Welsh Government funding stream to build 57 highly insulated homes in two locations and the Council has purchased 5 long-term, problematic, empty properties that will be fully refurbished and added to our stock.
3. We have spent approximately £2m providing a range of adaptations to enable disabled people to live independently in their own homes, including funding services provided by Care & Repair.
4. We have provided financial assistance to landlords to support bringing long-term empty homes and buildings in the private sector back into beneficial residential use. And through our direct action have returned 36 long-term empty homes in the private sector back into beneficial use.
5. We have also provided loans and grants totalling approximately £650,000 to improve owner-occupied homes. We know from national research that this type of funding will have a positive impact on the health and wellbeing of the occupants of poor quality housing.
6. We have undertaken a number of projects to prevent homelessness and tackle rough sleeping including working with other local authorities to produce a regional homelessness strategy and worked in partnership with Cornerstone to provide the Church's night shelter project to provide relief for street homeless.
7. We have assisted Council housing tenants to sustain their tenancies, developing training for key staff and reviewing our housing management procedures. We have also provided support and assistance to tenants to mitigate the impact of welfare reform, making 2035 home visits, which resulted in an extra £628,000 additional income for those tenants and the provision of 92 items of white goods. We have also developed a referral process, in association with Citizens' Advice, for Council tenants threatened with homelessness where a Debt Relief Order or bankruptcy order could be considered to prevent the homelessness situation. 38 tenants have been referred to date.

8. We have attempted to tackle fuel poverty through a range of methods including applying for Welsh Government funding to carry out energy efficiency improvements, providing energy efficiency advice and referring people to the Nest scheme regarding energy efficiency improvements and prepared a 'statement of intent' for ECO (Energy Company Obligation) Flexible Eligibility funding.

We currently use a range of methods to communicate the results/outcomes of the actions undertaken under each aim. These included press releases through the Council's communications team or through a partners' team, through social media, the Council's website and via a tenants' newsletter.

3. What has not gone well?

We have noted a number of challenges throughout the year that have impacted on the following actions:

1. The percentage of tenants who are satisfied with the external works carried out under the WHQS investment programme, albeit reasonably high, is lower than those satisfied with internal works. As a result we are looking to improve the level of communication provided to tenants and improve feedback with the aim of increasing satisfaction.
2. There has been a delay in producing the Local Housing Strategy due to long-term absence of an officer in the team. As a result we plan to commence work on the strategy later on in the year. Our housing association partners were unsuccessful in their application for Welsh Government under year 2 of the Innovative Housing Programme. The respective developments will still go ahead, however, with a lesser energy efficiency standard applied. We were unable to fully utilise Welsh Government Affordable Housing Grant funding to increase the number of new Council homes in 2018/19 due to the approval process and a lack of in-house expertise/resources to deliver new build projects. Corporate Management Team approval has been received and an officer has been appointed to lead on this process and Welsh Government has agreed to carry over the funding from 2018/19 to 2019/20, albeit with some caveats in relation to timescales for drawing down the funding.
4. A reduced number of empty properties in the private rented sector were returned into use due to long-term absence of an officer in the team. The same absence affected the meeting of the empty property corporate working group. The officer has returned to work and we expect to see an improvement in progress made against both actions.
6. The shared housing pilot project for single people under 35 was terminated due to issues with occupancy agreements and the cost implications under the Housing Benefit 'exempt status' categorisation. Other options will now be considered to address the housing needs of this group.
7. Despite the additional support provided to our tenants who have been impacted by Universal Credit, rent arrears have increased. This will continue to be monitored and assessed to determine the underlying causes and what additional interventions and support could be provided.

8. The publishing of the Statement of Intent for ECO (Energy Company Obligation) Flexible Eligibility funding was delayed due to the capacity of officers to take this task forward. As a result, the statement will now be published slightly later than originally planned.

4. Reflection & Review

This is the first year of a five year objective and, as such, only partial progress has been made. Nevertheless, we have made good progress against each of the eight aims which underpin this objective (see section 5). We proactively manage progress against each of the aims to ensure progress is maintained in accordance with ours' and the public's expectations. We regularly use a range of methods to track progress including surveys, reports, project meetings etc. Where necessary remedial action may be taken to address identified areas of under-performance; this is very much dependant on the nature of the task and the level of under-performance.

Our objective is to help improve people's wellbeing through a range of targeted housing-related interventions. Although a five year objective, for some, the improvement will be noticed sooner as some of our actions are annually repetitive in nature, e.g. the provision of adaptations or the building of new homes. National research shows that good quality housing, located in sustainable communities is known to have a positive impact of the health and wellbeing of its occupants. Therefore, our objective, our aims and our actions are intrinsically linked to the seven wellbeing goals of the Well-being of Future Generations (Wales) Act 2015. As such we are increasingly using the five ways of working to ensure that we take into account the impact of our intended actions on the wellbeing of future generations.

5. Tracking Progress – Our Steps to Deliver (2018-2023)

Outcome	Progress 2018/19	Dates
1a. All council housing is improved to meet the WHQS by 2020		
Deliver the annual capital investment programme for both internal and external works.	Up to 2020 has been costed in the 30-year housing business plan, which remains affordable throughout delivery. £23m prudential borrowing undertaken in 2018/19. Total spend Total capital spend £56.6m in 2018/19. (£49.5m WHQS & £2.3m	Annually reoccurring 2020

Outcome	Progress 2018/19	Dates
	<p>non WHQS). Total capital spend projected by end of programme £260.8m (£245.8m WHQS & £15m non WHQS).</p> <p>85% internal work completed and 71% external works completed. Internals projected to be completed by 22/5/20 and 05/06/20 for externals.</p>	
Comply with Part 6 of the WHQS by undertaking environmental improvements to make communities attractive and safe.	<p>The consultation and engagement with communities throughout the borough is on target to be completed by 31 March 2020.</p> <p>Discussions have been held with the Caerphilly Homes Task Group to advise that the delivery of some non-specific WHQS related projects will not be completed until March 2021.</p>	
Comply with Part 7 of WHQS by undertaking adaptations where a need is identified.	Occupational therapist (OT) assessments continue to be undertaken in order to maintain the continuity of the programme. OT resources are fully deployed and have been merged with the private sector housing team OT resource to enhance the team and provide greater opportunities for OT professional development. Currently however, one OT surveyor is absent due to sickness. If the absence continues a resource will be identified from within the existing surveying team in order to maintain the required level of service.	
1b. Implement an asset management strategy to maintain the condition of the housing stock following WHQS attainment (December 2020)		
Develop a draft Asset Management Strategy.	Action completed. Strategy report completed	Jul-2018

Outcome	Progress 2018/19	Dates
	and approved by Cabinet.	
Consult tenants on the draft strategy.	Action completed. Consultation exercise undertaken via tenant' newsletter. The consultation responses were supportive of the strategy proposals.	Aug-2018
Carry out an EIA screening exercise on draft Asset Management Strategy.	Action completed. An EIA will be considered for the individual elements of the Strategy.	Aug-2018
Present finalised strategy to Cabinet for approval.	Action completed. Strategy and report approved by Cabinet in September 2018.	Sep-2018
Ensure that our asset management systems inform the delivery plan by identifying key component replacement needs based on life cycle estimates.	Validation process ongoing to ensure Keystone database accurately informs the delivery plan. This process is also looking at the historical data on contracts that were completed before the implementation of validation process to ensure all property assets are correctly recorded within Keystone in order that future programmes of work post 2020 accurately reflect the work that is required.	Dec-2019
Produce a delivery plan detailing future planned maintenance programmes and the development of new council housing.	<p>Five properties have now been purchased and are in the process of being brought up to the WHQS standard.</p> <p>Post 2020 contract meetings have commenced to look at the work programmes for the next 5 years which will primarily be external works contracts, with the exception of the already approved remodelling of the Sheltered schemes.</p> <p>Report on proposals for increasing council house supply to be considered by Cabinet in</p>	Mar-2019

Outcome	Progress 2018/19	Dates
	2019.	
Undertake a review of the existing WHQS procurement strategy.	Dynamic Purchasing System (DPS) contracts ongoing which now include external and internal works borough wide. This is operating satisfactorily but will be kept under review.	Mar-2019
Options for remodelling of sheltered schemes to be determined.	Action completed. Cabinet approval obtained in September 2018 to enable proposed projects to proceed. 1 scheme to be brought back into main programme for planned completion in 2020.	Sep-2018
Ensure that the HRA business plan remains financially viable.	2019/20 MRA application has been submitted (29/3/19) using the new model. A narrative business plan has also been produced and attached with the application (still in draft form but sanctioned by WG as a good and meaningful document). The financial plan remains viable for the final year of the WHQS programme and beyond, but requires borrowing of some £57m. Borrowing remains affordable. New build and increasing housing supply have been tested within the model as a sensitivity and would require further borrowing with affordability maintained if all other assumptions remain the same. The base model has recently been approved by WG and have confirmed the MRA award of £7.3m will be released for 2019/20.	Quarterly
Review resource and contract arrangements for delivery of asset management strategy.	Action commenced. Process on-going to establish most appropriate delivery options. Workforce planning exercise being undertaken to determine resources required for maintaining WHQS post 2020 and report being prepared for	Dec-2019

Outcome	Progress 2018/19	Dates
	<p>consideration by Cabinet in 2019 for proposals on increasing council house supply.</p> <p>Reclassification of existing older persons housing and remodelling of sheltered schemes is ongoing.</p>	
2. Increase the provision of new, affordable, social housing that meet the ‘Lifetime Homes’ principles and identified needs, whilst supporting the governments’ innovative housing programme.		
Produce a Housing Strategy which provides a framework for the provision of housing and related support.	Where capacity allows work on the introduction of a new LHS will commence in 2019 - although a timetable for completion has yet to be produced.	Sept 2019
Complete the Local Housing Market Assessment which will identify the number, type and location of homes required and will help look at solutions.	2018/19 LHMA has now been approved. Next LHMA is likely to be commenced in 2019.	2017/18 (then every 2 years)
Produce and submit quarterly to Welsh Government the programme delivery plan, based on the evidence of housing need.	A quarter 4 2018/19 PDP was submitted to WG by the specified deadline. The plan shows a total spend for the year of £7.3m SHG and £1.7m HFG.	Yearly
Review designation of council accommodation for smaller households in light of changing demands.	Action completed. Cabinet approval obtained in September 2018 to re-designate specific identified older people’s properties for general needs, and approval given for officers to re-designate additional older person’s accommodation to general needs in future, in consultation with the Cabinet Member.	2018/19
Housing associations complete bid for innovative housing programme Phase 2	Action completed. Pobl submitted a bid for Coronation Road, Blackwood and St Mary’s Church, Pontllanfraith but unfortunately were unsuccessful in both cases.	2018/19

Outcome	Progress 2018/19	Dates
<p>Start on site for innovative housing programme – Phase 2:</p> <ul style="list-style-type: none"> • Develop 38 units to Passivhaus standard at the former Caerphilly Magistrate’s Court (Linc Cymru) • Develop 17 units to Passivhaus standard at the former Cwm Ifor primary school (United Welsh) 	<p>Linc Cymru: The construction has now reached second floor plank level on the flats and the blockwork is starting on the houses. The units are now expected to be handed over in February 2020 based on current progress. There have been considerable design complications due to the complexity between Passivhaus, NHBC and Build Regulations.</p> <p>UWHA: The project has been tendered and UWHA have appointed Kingfisher Developments (Wales) Ltd as the Principal Contractor with them taking possession of the site on 4th March this year. Following entering into contract the IHP grant has been drawn down in full.</p> <p>Extensive grouting works due to commence to bring the site to a point where construction can commence this is likely to start shortly and take approximately 6 weeks to complete.</p> <p>By this time the site should be ready for the timber frames to be started with foundations, services and access roads in place for all plots.</p> <p>The final programme is still to be established but we are anticipating it to take 15-20 months to complete.</p>	2021/22
Complete an evaluation of the Passivhaus and Beattie Passive schemes.	To be commenced on completion of the above task.	2021/22
Commencement of the Local Authority Build Programme:	5 acquisitions have been completed. Total	2018-2021

Outcome	Progress 2018/19	Dates
yr. 1 acquisition of empty properties; yr. 2 acquisition of empty properties and new build programme	<p>acquisition costs of £379,960 (including on-costs). Further acquisitions are currently being considered.</p> <p>A number of opportunities are currently being explored including the purchase of affordable homes for social rent via section 106 contributions and via partnership arrangements with RSL's. Other options including the use of UK framework arrangements are also being explored together with the potential to work with the private sector and universities.</p> <p>Officers are also working on drafting a Council home building development strategy.</p>	
3. Deliver adaptations to support the health and well-being of people in their homes and maximise the delivery and appropriate use of accessible homes		
Provision of appropriate minor works of adaptation across all tenures by expenditure of the available Social Services budget.	Total spend in this period of £235,731 consisting of 1,111 individual adaptations (excluding WHQS programme).	2018-2023
Provision of appropriate major works of adaptation in public and private sector housing via the spending of available capital funding and Welsh Government ENABLE funding.	Total spend in this period of £1,587,592 (£931,851 - private, £655,741 public), consisting of 302 individual adaptations (excluding WHQS programme).	
The provision of discretionary relocation grants in cases where the existing property is not suitable to adapt to meet the needs of the disabled resident.	Total spend in the year of £34,000, which facilitated a move to a more suitable property for the households needs and included the provision of a walk-in shower.	2018-2023
Continued partnership working with Care and Repair enabling the elderly and infirm to receive additional assistance via a range of initiatives including	Total spend in this period of £145,000, consisting of 506 individual adaptations (498	2018-2023

Outcome	Progress 2018/19	Dates
the Rapid Response Adaptations Programme and Independent Living Grant.	RRAP and 8 ILGs), which included those adaptations listed in 3.1 above.	
Complete the ongoing categorisation exercise to identify accessibility levels of the social housing stock owned by the council and its partner landlords.	<p>4,699 Council properties (10,772) are medically categorised and being updated via the mandatory void process through Abrisas.</p> <p>The Housing OTs (HOT) are actively working with Housing IT in order to develop a central repository that will update stock and medical categories for all social housing stock. Proactive involvement from the housing partners is required to assist with the current stock profile; partners will update their stock profile list with the medical codings.</p> <p>HOT will contact all partners by January 2019. Currently the percentage of partner landlord properties that are coded is not known.</p> <p>The current number of properties categorised as at 31/03/19 is 4,699, which is an increase on the previous financial year.</p>	2018-2023
Improve accessibility of current stock that lends itself to meeting demand for accessible housing.	One bungalow in Caerphilly was improved from B2 to an A1 category bungalow to meet an unmet need. This was achieved via Enable funding and included improvements to the access, internal layout, provision of wet room and an adapted kitchen. Also WHQS and works to sheltered schemes have contributed to improving accessibility levels of the current	2018-2023

Outcome	Progress 2018/19	Dates
	stock.	
Work with housing association partners and the occupational therapist (housing) to deliver accessible housing.	One property has been purchased by First Choice Housing Association to meet an identified accessible housing need. Total funding for acquisition and refurbishments works of £321,212 (Recycled Capital Grant and Social Housing Grant).	2018-2023
Providing assistance to support bringing long-term empty homes in the private sector back into beneficial, use including loans.	<p>1 House into Homes loan has been awarded to date totalling £25k (3-bed end of terrace property).</p> <p>In addition 1 owner-occupier loan, relating to an empty property, has been awarded to date totalling £20,500.</p> <p>Revision to the loan scheme has now been completed. A number of loan applications for long-term empty properties are at an advanced stage.</p>	As and when need arises
Targeting the owners of empty properties with two ad hoc initiatives.	This action is not due to commence until 2019/20.	2022/23
Update the empty homes database using information from Council Tax.	Annual update of database for 2018/19 completed - 1,575 properties recorded.	Annually recurring
Undertake a baseline analysis of the empty homes database.	Risk assessment of all empty properties ongoing with assistance from one additional member of staff. 520 out of the 1,575 risk assessment completed.	Mar-2019

Outcome	Progress 2018/19	Dates
	The annual update of the database (for year 2019/20) to be obtained from Council Tax.	
Set up and maintain a corporate empty homes working group.	Corporate working group established and the first meeting has been held. Due to key staff member absence no further meeting has been held. Staff member has returned and further meetings to be arranged.	Annually recurring
Use the information from the empty homes database to produce a GIS layer of empty homes in the borough, thereby informing strategic action.	This action is not due to commence until 2019/20.	Mar-2020
5. Tackle the determinants of poor health and wellbeing by improving housing conditions in the private sector.		
Undertake a publicity exercise to increase awareness of NEST scheme to private sector landlords.	This action is not due to commence until 2019/20.	Mar-2020
Administering financial assistance to landlords via loans and conversion grants.	No landlord loans awarded to date. 11 enquiries for assistance outstanding.	Annually recurring
Enforcement of housing legislation to ensure minimum standards are met in the private rented sector both in properties in single and multiple occupations, including repair, prohibition and demolition, where appropriate.	10 Houses in Multiple Occupation inspected. 10 enforcement notices have been served in relation to the PRS to remove category 1 and 2 hazards including damp, mould and excess cold.	
Working in partnership with Rent Smart Wales to drive up standards in the private rented sector.	We are continuing to work closely with RSW to improve housing conditions. Approximately 93.7% of rented properties in the borough are now registered. (As per RWS, estimated 9,000 PRS dwellings, 8,437 of which are registered).	
Help vulnerable people, living in properties in an EPC band E, F or G, get funding towards heating and insulation upgrades in their homes, under the Flexibility Eligibility ECO3 fund, by issuing declarations qualifying	Work in progress and virtually complete so that a procurement exercise can be undertaken. It is anticipated that the Statement of Intent will be	Mar-2022

Outcome	Progress 2018/19	Dates
households.	in place by August 2019.	
Following receipt of a referral from British Gas, as part of the Welsh Government Nest scheme, carry out inspections of properties to assess whether they meet the requirements of the housing health and safety rating system (HHSRS) to be able to access a package of free energy efficiency improvements.	To date we have received 16 Nest referrals. All properties have been assessed as satisfactory in terms of hazards and Nest has been notified.	Mar-2023
6. Prevent homelessness and tackle rough sleeping		
Work in partnership with local authorities in the region to produce a Regional Homelessness Strategy and local action plan.	Action completed. Regional Homelessness Strategy and Action Plan approved by Cabinet on 12/12/18.	2018/19
Pilot a shared housing project for single people under 35 and evaluate its success.	Project terminated after Pilot House Share project suspended due to issues with occupancy agreements and the cost implications under the Housing Benefit 'exempt status' categorisation.	2018/19
Undertake the rough sleeper provision project between (December to March) each year.	Winter Churches Night Shelters were successfully operated between 2nd January and the end of March 2019. The annual rough sleeper count reported one street homeless male on the night of the count. The Inclement Weather Plan (covering extreme weather conditions throughout the year) was reviewed and reissued, incorporating a wider network of support agencies for rough sleepers.	2018 - 2023
Explore potential model of 'Housing First' to reduce the level of homelessness for people who are unable to maintain tenancies due to mental health, substance misuse or chaotic lifestyles.	Pobl has submitted a Housing First bid to Welsh Government. To date, no funding decisions have been made.	2018/19
Work in partnership to provide support for rough sleepers through tackling underlying needs e.g. substance misuse.	Action incorporated into above action.	Annually recurring
7. Sustain tenancies by providing a range of housing related services		

Outcome	Progress 2018/19	Dates
Provide mental health training for key housing staff.	<p>Key staff identified.</p> <p>Workforce development agreed four training sessions facilitated by officers from within Social Services. Two sessions have been held to date and the course content is being reviewed prior to further sessions being undertaken.</p> <p>Mental Health First Aid training is being offered to designated staff as a pilot.</p> <p>A review has been completed of training courses undertaken by housing officers relevant to their role in supporting vulnerable clients in the last 5 years, including those related to mental health, which has been presented to Caerphilly Home Task Group.</p>	2018-2020
As part of the review our housing management policies and procedures take into consideration mental health issues.	Ongoing and recurring. Reviews completed on 13 procedures in 2018/19.	Ongoing on renewal dates
Work with disability organisations to review signposting arrangements.	Action completed. Representative of DEWIS attended Senior Managers Briefing to raise awareness of the resource. Managers to cascade information to their staff and consider uploading information on our services to DEWIS.	Annually recurring
Work closely with the Supporting People Team to identify additional support services.	Work ongoing to explore options for providing additional support to vulnerable tenants.	
Provide help to tenants to enable them to budget effectively, to claim the correct welfare benefits and to mitigate the consequences of welfare reforms.	In total, 2,035 tenants were visited and provided with advice and guidance in relation to welfare benefits and to mitigate the impact of Welfare reform. Rent arrears remained fairly static at	

Outcome	Progress 2018/19	Dates
	March 2019 2.99% in comparison with 2.98% the same period the previous year. Also tenant satisfaction in the tenancy support service remains high.	
Provide advice to tenants on energy usage and other measures to help save money.	176 tenants were provided with key energy advice for the financial year 18/19. This included assistance with applications for assistance from energy providers and direct energy savings advice.	
8. Help reduce fuel poverty by making homes more energy efficient and providing people with advice on how best to heat their homes		
Submit bids to the Welsh Government under Arbed or other energy efficiency initiative funding to carry out energy efficiency improvements in the private and public sector.	A bid has been submitted to WG to complete the remaining 97 private properties in Lansbury Park. We are awaiting the outcome of the submission.	2017/18
Provide advice to Council tenants on energy saving measures and energy usage and installations.	Ongoing. Type of advice given is to sign post residents to appropriate grant agencies that could assist the resident that may qualify for energy grant funding (e.g. Welsh Government's Nest scheme).	Upon request
Roll out Energy Performance Certificates (EPC) surveys to the councils housing stock to establish level of existing energy ratings.	EPC contract commenced and 828 EPC were carried out 2018/19.	Annually recurring
Roll out contract for upgrading loft insulation to all council owned properties.	Due to contractor issues arrangement now in place with Housing Repair Operations team to undertake loft insulation upgrades from 2019 onwards.	Apr-2020
Publish a 'statement of intent' for ECO (Energy Company Obligation) Flexible Eligibility funding to direct assistance towards private sector homes at risk of fuel poverty.	The Statement of Intent will be published once the procurement exercise has been finalised (anticipated August 2019). Delays experienced due to the capacity of officers to take task forward.	Mar-2019

In order to monitor progress against the actions outlined in the table above and over progress of this well-being objective we maintain wider range of datasets. These data sets are maintained on a number of different IT systems and are monitored at regular intervals to ensure against underperformance. Below is a selection of the key datasets we are currently using to monitor progress.

Performance Against Adopted Tracking Measures	Outcome	17/18 Actual	18/19 Target	18/19 Actual	Comment
No. of homes compliant with WHQS (fully, external and internal elements)	1	4,295	5,800	6,116	Good progress is being made with the programme on track to achieve WHQS by the WG deadline of December 2020.
The percentage of tenants whose homes have been improved internally who are satisfied with completed WHQS works	1	89%	80%	86%	Good levels of satisfaction continue to be received for the internal improvements.
The percentage of tenants whose homes have been improved externally who are satisfied with completed WHQS works	1	68%	80%	71%	Whilst satisfaction levels for external improvements are lower than internals, this mirrors the profile for other authorities.
The percentage of private sector dwellings returned to occupation that had been occupied for more than 6 months due to direct action (quarterly accumulative)	4	4.69%	3.1%	2.29%	2.29% = 36 properties. The actual for 2018/19 is reflective of a long-term absence to the key member of staff.
Cases who have had homelessness prevented (Section 66)	6	76%	N/a	76%	Metric - no targets set.
Cases who have had their risk of homelessness relieved by providing alternative accommodation (Section 73)	6	33%	N/a	35%	Metric - no targets set.
The number of people determined as unintentionally homeless, in priority need and eligible for assistance (Section 75)	6	71%	N/a	77%	Metric - no targets set.
Value of financial savings (£) generated for council tenants as a direct result of support	7	£905,308	£250,000	£628,218	For a three month period we did not have a welfare benefit officer in post and this has led

Performance Against Adopted Tracking Measures	Outcome	17/18 Actual	18/19 Target	18/19 Actual	Comment
					to a reduction in savings from the previous year.
The percentage of the Council's housing stock with a current Energy Performance Certificate	8	N/a	833	828	Slightly below our target due to issues being experienced with no access and contractor performance.

Appendix C: Well-Being Related Case Studies

Below are several case studies demonstrating the positive impact that housing related services can directly have on people's well-being:

Case Study 1

A single tenant and non-dependant child both made a claim for Universal Credit (UC) on the same day. The tenant wasn't able to access the online journal as they had forgotten their email address and rang to request assistance from a tenancy support officer (TSO) as they had used the service previously. A discretionary housing payment application was completed as the tenant and child were living in a 3 bedroom house and were affected by the 'bedroom tax'. This additional income was granted.

A water tariff reduction form was completed and the tenant received a reduction of £6.50 per week. The tenant was assisted to set up a new email which was added to the UC claim to enable them to manage their claim online. The tenant could now manage their claim online with the assistance of their child. The tenant was receiving the incorrect amount of housing costs and the TSO contacted the UC service centre to resolve the issue. This resulted in the tenants receiving a backdate of their correct housing costs.

Case Study 2

The tenant was in receipt of Job Seekers Allowance and living with two working non-dependants. They were struggling to cover the rent as they were not entitled to Housing Benefits (HB) due to the amount that the non-dependants were earning. The non-dependants were not contributing towards the rent which led to arrears on their account. The tenancy support officer visited and carried out a "better off" calculation which showed they would be £60.00 per week better off on UC. The non-dependent flat rate charge entitled them to help opposed to the HB non-dependant charge that disqualified them. The tenant was supported to make a UC claim.

The TSO followed up the initial visit a month later to see how the tenant was coping with their new benefit claim and was advised that they was unable to manage their finances and was left with nothing by the end of the month. They had attended a budgeting class with the Job Centre but this had done very little to help. The TSO applied for more frequent payments which amended their payment from monthly to fortnightly.

Case Study 3

Family M consisted of a married couple plus 4 children and had been on the common housing register since 2016. The youngest child (aged 9) has quadriplegic cerebral palsy and is a wheelchair user. The family lived in a 2 storey, 4 bedroom property and were physically carrying their son up down stairs, which was deemed a risk to both the parents and the son. The property was assessed by an occupational therapist (OT) and technical officers as not being suitable for adaptation.

The family ideally required a level access 4/5 bedroom bungalow or a 2 storey property with either ground floor bedroom/bathroom/WC accommodation or the provision of a through floor lift to access first floor bedroom. The property needed ease of access and circulation space for use of his wheelchair and a wet room facility. The family wished to remain close to the children's school. They were assessed by the Housing OT as requiring an A category property (highly accessible) and further identified that there was no suitable accommodation currently in the stock profile.

In 2017 the Housing OT, Housing Strategy and First Choice HA (FCHA) agreed to work together to resolve this families housing difficulties. The Housing OT considered several available privately owned properties. In January 2018, the Housing OT & FCHA development officer viewed a suitable property that with adaptations would meet the family's long-term needs. It was also in the school catchment area and the family's first preferred rehousing area. FCHA purchased property using a mixture of grant funding. The Housing OT worked with FCHA to ensure that the property met the son's needs by providing ramped access, provision of an en-suite to the ground floor bedroom and ceiling tacking host. Refurb/adaptations were completed in December and the family moved into the property on December 2018.

The family have described the move to be 'life changing' for them all.

Case study 4

In 2018 tenants in Claude Road, Caerphilly received internal improvements to their homes as part of the Council's Welsh Housing Quality Standard (WHQS) programme.

Improvements carried out to one tenant's home included a new kitchen, bathroom and electrical rewire. Following an assessment with an Occupational Therapist from the Council's WHQS team the tenant's bath was replaced with a walk-in shower to make it easier for them to access. As the tenant had a hearing impairment, an under pillow vibration pad was also fitted as part of WHQS improvements which links to the smoke detector to alert them in case of a fire during the night.

The tenant said "The team who worked in my home were very considerate, making sure they cleaned up at the end of every day and checking that I was OK during the work. Even when we had bad snow and the team couldn't work, they still came to make sure that my heating and cooker was working. My new kitchen and bathroom are fabulous; I never thought they could improve them so much. The new kitchen design means that I've been able to fit my fridge in the kitchen for the first time in 21 years; it's made such a difference. If I'd paid for the work myself I wouldn't have got better."

Case study 5

The WHQS includes a requirement that homes should meet the specific needs of individual households. In order to fulfil this requirement, the Council has delivered a range of adaptations to tenants' homes to help promote independent living. One property in Bedwas, Caerphilly benefitted from adaptations as part of the programme. Improvements were designed around the couple's specific needs, including a new kitchen and wet room which meet RNIB Visibly Better Standards.

The tenant said, "I'm sight impaired and the team helped advise my husband on which colours would be best to suit my needs in the kitchen and bathroom. Both were designed to help suit my condition and we are really happy with the result. We sent a letter to say thank you to the workmen for all their hard work."

Case study 6

Pupils at St James' Primary School in Caerphilly are cooking up a storm thanks to the donation of a new hob. The induction hob was donated by Robert Price Builders' Merchants; the single source supply partner for the Council's WHQS programme.

As well as cookery lessons during the day, the school is also working with the Council's Community Regeneration team to develop after school parent and pupil sessions which will focus on healthy eating and cooking on a budget.

Cllr Lisa Phipps, the Council's Cabinet Member for Homes and Places, said "The council is committed to maximising the investment being made through its WHQS improvement programme. The supply partner arrangement with Robert Price is helping us achieve this in a number of ways, including support for local communities such as the donation to St James' Primary School. It's great to hear the pupils' enthusiasm for cooking and I hope I'm invited back to sample some of their recipes!"

Case study 7

A training session held in 2018 has given a group of sheltered housing tenants in the Caerphilly county borough the skills to cope in a crisis. British Red Cross delivered a 2 hour awareness raising session to Council tenants at Tredegar Court, Crosskeys. The session was tailored specifically to meet the needs of tenants at Tredegar Court and provided them with skills including what to do if a friend or neighbour collapsed and how to identify signs of a heart attack. The sessions are now being rolled out to tenants at other Council owned sheltered housing schemes throughout the borough.

Case study 8

The Council's Tenancy Enforcement Section (TES) investigates complaints of noise nuisance and more serious allegations of anti-social behaviour. They predominantly deal with complaints about Council tenants and leaseholders but can also investigate private residents if there is a link to Council housing management. The team works in partnership with other agencies including the Police, Environmental Health, Social Services and the Safer Caerphilly Community Safety Partnership.

An example of a case dealt with by the TES involved the behaviour of two young people on an estate which became so severe that they were served with Acceptable Behaviour Contracts (ABCs); through joint working with the Police, Youth Offending Service and Community Safety. As the ABCs were breached and the tenant of the council property, where the young people lived, failed to take an active role in helping to modify their behaviour, an application was made to Court for Possession Proceedings against the tenancy.

Case study 9

A project in the borough is bringing different generations together to share knowledge, skills and experience. The intergenerational project, which began in November 2018, has seen pupils from Heolddu Comprehensive School in Bargoed engage with tenants from nearby St Gwladys Court, a sheltered housing scheme owned by Caerphilly County Borough Council.

Weekly sessions held so far have included a reminiscing session, where the group came together to talk about childhood memories, IT skills and music. The group has also held more informal sessions, including enjoying a festive lunch together.

Case study 10

A community tool library has launched in Ty-Sign, Risca thanks to a partnership between Caerphilly County Borough Council, Gofal and energy and regeneration specialist ENGIE. The library provides residents with easy access to the tools needed to carry out small household jobs; helping to make home improvements more affordable for those on low incomes.

To borrow tools, residents can visit the community hub at 51 Holly Road, Ty-Sign between 10am and 4pm every Tuesday, Wednesday and Thursday. Residents can also access a range of support and advice from the Holly Road office, including assistance with benefits, help finding employment and housing advice.

Hand tools were donated by ENGIE; one of the contractors appointed by the council to help deliver its WHQS improvement programme.

Case study 11

A new housing development in the Caerphilly county borough is promoting independence for its residents. The scheme, on the site of a former Royal Mail sorting office in Newbridge, has been developed in partnership between Caerphilly County Borough Council and Pobl Group, with a total investment of £900,000.

Eight new self-contained one bedroom flats have been created on the site to provide independent living for adults with a learning disability. The project provides residents with the opportunity to live independently but with floating support available at key times throughout the day, as well as a member of staff on site overnight. Friendships have already begun to develop amongst the scheme's residents, with social events and learning sessions arranged by the Council's Social Services team whilst the scheme was being built. These sessions helped residents get to know each other and learn new skills at the same time.

Case study 12

A female client moved into Ty Croeso (Council owned hostel) after sleeping rough and being placed by the Council in an emergency B&B accommodation. She was fleeing from domestic abuse, and previous attempts to end the relationship had resulted in her ex-partner tracking her down to her current location and forcefully removing her.

The client also had a history of drug use which her ex-partner introduced her to in duplicitous manner. She has now been placed on a script and is working with drug services to become substance free. She also disclosed some very sensitive information to support staff and was offered a referral to The Wallich's counselling scheme. The client has been attending on a regular basis and finding very beneficial. She has identified that previous relationships were very toxic. She has also completed a work book at the project on positive relationships.

The client feels very safe at Ty Croeso and her partner is still in prison, but she is very wary of when he will be released as she is scared he will find her and take her back to the domestic abuse relationship. The support provider continues to support her on ways to maintain her safety and will refer to specialist agencies where appropriate to assist with this.

The client can present as being very hyperactive and challenges can arise in supporting her due to her lifestyle; she needs sufficient time to be able to express herself and to develop trust in people. Due to her chaotic lifestyle she finds it very difficult to manage her room and attend appointments on time but with support from staff she is learning to attend manage her time keeping and to continue to work on maintaining her living environment.

She is continuing to make progress and is working towards successfully maintaining her own accommodation in the future which will enable her to further enhance her relationships with her family and to aid her own personal development.

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HOUSING AND REGENERATION SCRUTINY COMMITTEE – 23RD JULY 2019

SUBJECT: HOUSING REVENUE ACCOUNT – OUTTURN 2018/19

REPORT BY: CORPORATE DIRECTOR FOR SOCIAL SERVICES & HOUSING

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- 1.1 The attached report, which was considered by the Caerphilly Homes Task Group on 27th June 2019 ahead of its presentation to the Housing and Regeneration Scrutiny Committee, provided Members with the outturn position for the Housing Revenue Account (HRA) for the 2018/19 financial year.
 - 1.2 The report provided Members with the distinction between the HRA, which is funded by rental income received from council tenants, to that of the General Fund Housing and Private Housing, which fall under the General Fund and is funded via the Council taxpayer.
 - 1.3 The report outlined the final outturn for the HRA based upon the expenditure and income for the full financial year. The HRA budget for 2018/19 was £49.5m which mainly includes £17.5m of salaries, £7.9m of capital financing charges, £8.7m of response repairs, and £16.9m of revenue contributions to fund the WHQS programme, all of which had an underspend, contributing to a 2018/19 total of £5.46m.
 - 1.4 Members were pleased to note the underspend and sought further information on the allocation of the underspends going forward. Officers explained that the monies would be reallocated to the current budget to complete the WHQS works.
 - 1.5 Following consideration of the report and in noting its contents, the Caerphilly Homes Task Group unanimously recommended to the Housing and Regeneration Scrutiny Committee that the details of the outturn position for the Housing Revenue Account (HRA) for the 2018/19 financial year be noted.
 - 1.6 The Scrutiny Committee are asked to consider the report and the above recommendation and comments from the Caerphilly Homes Task Group.

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

Appendices:

Appendix Report to the Caerphilly Homes Task Group on 27th June 2019 – Agenda Item 5



CAERPHILLY HOMES TASK GROUP – 27TH JUNE 2019

SUBJECT: HOUSING REVENUE ACCOUNT – OUTTURN 2018/19

REPORT BY: DIRECTOR OF SOCIAL SERVICES & HOUSING

1. PURPOSE OF REPORT

- 1.1 To inform Members of the outturn position for the Housing Revenue Account (HRA) for the 2018/19 financial year.

2. SUMMARY

- 2.1 Members will be aware of the distinction between the HRA, which is funded by rental income received from council tenants, to that of General Fund Housing and Private Housing, which fall under the General Fund and is funded via the Council taxpayer.

Although there is a clear separation of these funds which is ringfenced to directly benefit the service for which the income relates to, the majority of council tenants rent is funded from housing benefits which is derived from the tax payers purse and therefore value for money must always be sought.

- 2.2 The report outlines the final outturn for the HRA based upon the expenditure and income for the full financial year.
- 2.3 The HRA budget for 2018/19 was £49.5m which mainly includes £17.5m of salaries, £7.9m of capital financing charges, £8.7m of response repairs, and £16.9m of revenue contributions to fund the WHQS programme. The underspend in 2018/19 totalled £5.46m and the main reason for the underspend is detailed below.
- 2.4 This report will be presented to The Housing & Regeneration Scrutiny Committee on 23rd July 2019.

3. RECOMMENDATIONS

- 3.1 That CHTG Members note the content of this report prior to its consideration at Housing & Regeneration Committee on 23rd July 2019.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To ensure that the Scrutiny Committee is provided with full details of the 2018/19 outturn the HRA.

5. THE REPORT

5.1 Introduction

5.1.1 The following paragraphs highlight the major budget variances.

5.2 HRA (£5.46m underspend)

5.2.1 The HRA outturn was a £5.46m under-spend, which represents 11% of the total HRA budget. The main variances are summarised below and full financial details are provided in Appendix 1.

5.3 Salaries & Mileage (£834k underspend)

5.3.1 Salaries and associated costs within the HRA generated savings of some £834k, which represents around 6% of the total salary budget. Direct salaries underspent by some £988k. There are a variety of reasons for this given the volume of staff, but the main causes are staff turnover for reasons such as long term sickness, vacant posts and reduced hours. Offsetting the salary saving is a £154k overspend in respect of agency staff where cover was essential to maintain service delivery.

5.4 Capital Financing Charges (£749k underspend)

5.4.1 This underspend relates to a lower interest rate than projected at the start of the year, resulting in lower interest charges on the HRA debt.

5.5 Service Specific Related and Office Related (£1.8m underspend)

5.5.1 Non pay related budgets (which include office running costs, one-off projects) have spent £1m less than budgeted. There are numerous variances within this category but an example of some of the savings are, Bad Debt Provision (£376k), Central Recharges and SLA's (£99k), IT systems and equipment (£235k), and Area Projects (£125k). Service specific related spend have underspent by some £800k within the Housing Repairs Operation Team which is a net result of increased expenditure on sub-contractors, transport and plant as a result of additional work to support the WHQS programme offset by the recharge for the work undertaken. The additional income generated has supported the funding of the WHQS programme.

5.6 Building Maintenance (£1.2m under-spend)

5.6.1 The HRA is utilised to fund the repair and maintenance of the public housing stock which is predominantly undertaken by the Housing Repair Operations team. The outturn of the HRO response budget has been included in x x (salaries) and x.x (service specific) above. The remaining building maintenance budgets relate to one-off projects, contingency, sub-contracting for specialist works and periodical testing. There are also two holding accounts that are dedicated to support the WHQS programme, as explained further below.

5.6.2 Revenue Projects (£852k under-spend) – this category mainly includes budgets that fall outside of the other budgets remits (i.e. not planned, cyclical or in house responsive). The under-spend mainly relates to the contingency budget (£411k) where a small provision is set each year for any unforeseen repairs. Projects for sheltered complexes have underspent by £153k, asbestos £54k and the infrastructure works budget of £140k has not been fully utilised this year, as a consequence of work being picked up in the WHQS Programme.

5.6.3 Planned Cyclical/Periodical Testing (£415k under-spend) – this relates to costs associated with our statutory servicing and maintenance obligations, e.g. heating, electrical, and legionella testing. Under-spends in this area relate mainly to Alarm & Light Servicing (£118k), Fire safety doors (£70k), Legionella testing (£18k), Lift repairs & Communal heating (£82k)

and electrical testing (£75k). Whilst our statutory obligations continue to be met, the underspends are partly due to works being completed under the WHQS Programme and revised contractual arrangements which have significantly improved since being transferred to HRO to collectively manage and monitor. Monitoring arrangements are in place and reported to a corporate Statutory Group on a monthly basis.

- 5.6.4 As part of the merger of the Building Maintenance DLO with the HRA, the WHQS holding account was set up to monitor the in house workforce costs that would be recharged to the WHQS capital programme. A budget of £10.4m was allocated in 2018/19 along with an income recharge to the capital programme so that the HRA has a nil cost.
- 5.6.5 The in house workforce for WHQS overspent its budget by some £235k due to salary savings. The in-house workforce completed 767 properties internally to WHQS compliance in 2018/19 achieving their target of 16 properties per week. They also achieved external compliance to 249 sheltered housing units. External works were slightly behind target but the overall deadline is still on target to be met.

5.7 Revenue Contribution to Capital (RCCO) (£590K underspend)

- 5.7.1 The HRA allowed for some £14.8m of revenue contributions towards the WHQS programme which were fully utilised. There is also a dedicated budget for the WHQS Delivery Team responsible for delivery of the WHQS Programme where £2.7m budget was allocated with an associated income recharge to capital via a RCCO. Delivery fees underspend by £590k due in the main to salary savings.
- 5.7.2 Total expenditure on the HRA Capital Programme for 2018/19 was £51.8m which has been the highest level of expenditure since the WHQS programme began. This expenditure was funded from the £7.3m Major Repairs Allowance (MRA) received from the Welsh Government (WG), revenue contributions from the HRA of £16.9m, HRA balances of £4.6m and the remaining funding of £23m from borrowing. This is the first year that borrowing has been required to fund the WHQS programme.

85% of our housing stock have now received internal WHQS work and 71% have received external WHQS work. Full WHQS compliance has been achieved on 57% of our properties, with 100% full compliance on target to be achieved by December 2020. As we head into our final stage of the WHQS programme we are anticipating a £261m total capital spend of which about 23% will be funded from the MRA (£59m), Grants of £3m (1%), 22% from borrowing (£57m), and the remaining 55% (£142m) will have been funded direct from the HRA.

5.8 HRA Working balances

- 5.8.1 HRA Working Balances stood at £4.3m at the start of 2018/19 all of which was utilised to fund the WHQS programme. The in year surplus of £5.4m will replenish these balances and will be earmarked for the 2019/20 WHQS Programme.
- 5.8.2 £99k has also been added to earmarked provisions to assist with Welfare Reform. A total of £580k is held in earmarked balances and predominantly relates to the costs anticipated with Welfare Reform in particular Universal Credit which was introduced in September 2018.

6. ASSUMPTIONS

- 6.1 Assumptions linked to this report were detailed in the budget report to Cabinet on the 31st January 2018. The Housing Business Plan which is submitted annually to Welsh Government and confirms our financial position over 30 years in relation to achieving and maintaining the WHQS Programme, also identifies several key assumptions that are necessary to remain financially viable. This includes future rent increases, rent arrears, pay awards, interest rates and inflation.

7. LINKS TO STRATEGY

7.1 The contents of this report reflect the budget strategy agreed by Council at its meeting on the 22nd February 2018. Cabinet approved the 2018/19 Housing Revenue Account on 31st January 2018

7.2 Effective financial planning and financial control contribute to the following Well-being Goals within the Well-being of Future Generations (Wales) Act 2015: -

- A prosperous Wales.
- A resilient Wales.
- A healthier Wales.
- A more equal Wales.
- A Wales of cohesive communities.
- A Wales of vibrant culture and thriving Welsh Language.
- A globally responsible Wales.

8. WELL-BEING OF FUTURE GENERATIONS

8.1 Effective financial management is a key element in ensuring that the Well-being Goals within the Well-Being and Future Generations (Wales) Act 2015 are met.

9. EQUALITIES IMPLICATIONS

9.1 This report is for information purposes so the Council's Equalities Impact Assessment (EqIA) process does not need to be applied.

10. FINANCIAL IMPLICATIONS

10.1 As identified throughout the report.

11. PERSONNEL IMPLICATIONS

11.1 There are no personnel implications.

12. CONSULTATIONS

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

13. STATUTORY POWER

13.1 Local Government Acts 1972 and 2003 and the Council's Financial Regulations

Author: Lesley Allen – Principal Accountant (Housing
(Email: allenl@caerphilly.gov.uk)

Consultees: Cllr L. Phipps, Cabinet Member for Homes & Places
Dave Street, Corporate Director Social Services
Shaun Couzens, Chief Housing Officer
Steve Harris – Interim Head of Business Improvement Services & Deputy S151 Officer
Paul Smythe – Housing Technical Manager
Fiona Wilkins – Public Sector Housing Manager
Jane Roberts-Waite, Strategic Co-ordination Manager

Appendices:

Appendix 1 – HRA financial plan outturn 2018/19

HOUSING	Page	Estimate	Outturn	Variance
	No	2018/2019	2018/2019	2018/2019
<u>HOUSING REVENUE ACCOUNT</u>		£	£	£
<u>SUMMARY</u>				
GENERAL MANAGEMENT		1,158,825	726,653	432,172
CAPITAL FINANCING		7,912,895	7,191,994	720,901
CENTRAL RECHARGES		2,259,418	2,159,462	99,956
STRATEGY AND PERFORMANCE		1,718,597	1,260,321	458,276
PUBLIC SECTOR HOUSING		5,278,250	4,748,078	530,172
SUPPORTED HOUSING		-	-	-
BUILDING MAINTENANCE SERVICES		31,193,205	11,177,927	20,015,278
GROSS EXPENDITURE		49,521,190	27,264,435	22,256,755
APPROPRIATIONS		0	16,974,356	-16,974,356
INCOME		(49,521,190)	(49,699,699)	178,509
(SURPLUS)/DEFICIT CONTRIBUTION (TO)/FROM WORKING BALANCES		-	(5,460,908)	5,460,908
<u>HOUSING REVENUE ACCOUNT</u>		£	£	£
<u>GENERAL MANAGEMENT</u>		1,158,825	726,653	432,172
<u>CAPITAL FINANCING COSTS</u>				
Interest Charge		5,717,323	4,973,840	743,483
Principal		2,193,725	2,193,725	0
Debt Management		29,439	24,429	5,010
Resheduling Discount		(27,592)		(27,592)
EXPENDITURE TO HRA SUMMARY		7,912,895	7,191,994	720,901
<u>CENTRAL RECHARGES</u>				
Central Recharges		1,786,332	1,696,544	89,788
Grounds Maintenance recharge to HRA		473,086	462,918	10,168
EXPENDITURE TO HRA SUMMARY		2,259,418	2,159,462	99,956

<u>HOUSING REVENUE ACCOUNT</u>		£	£	£
STRATEGY & PERFORMANCE		90,291	22,646	67,645
PERFORMANCE DEVELOPMENT		668,579	444,359	224,220
COMMUNICATIONS & ENGAGEMENT		114,907	105,838	9,069
TRANSFORMING LIVES & COMMUNITIES		844,820	687,478	157,342
EXPENDITURE TO HRA SUMMARY		1,718,597	1,260,321	458,276
<u>HOUSING REVENUE ACCOUNT</u>		£	£	£
<u>PUBLIC SECTOR HOUSING</u>				
Landlord General		167,788	137,309	30,479
Sheltered Accommodation		1,385,952	1,308,205	77,747
Holly Road Community support		3,317	3,881	(564)
Eastern Valley AHO		666,520	674,592	(8,072)
Upper Rhymney AHO		784,838	766,271	18,566
Lower Rhymney Valley AHO		9,135	33,738	(24,603)
Gilfach NHO		-	-	-
Lansbury Park NHO		348,286	297,111	51,175
Graig Y Rhacca NHO		281,091	259,654	21,437
Housing Allocations Cont.		120,426	102,071	18,355
Tenants & Communities Involment		504,858	280,484	224,374
Leaseholders Management		61,935	67,495	(5,560)
Tenancy Enforcement		274,774	254,731	20,043
Rents		714,099	597,421	116,678
Community Wardens		(44,768)	(34,884)	(9,884)
EXPENDITURE TO HRA SUMMARY		5,278,250	4,748,078	530,172

<u>HOUSING REVENUE ACCOUNT</u>		£	£	£
<u>RESPONSE REPAIRS & MAINTENANCE</u>				
Employee Expenses net of recharges		1,470,944	1,239,481	231,463
Repairs & Maintenance on Housing Stock				
Responsive Repairs		8,771,794	7,752,360	1,019,434
Revenue Contribution to Capital - WHQS Programme		17,493,093	-	17,493,093
Group/Planned Repairs (priorities 5 & 8)		-	-	-
Void Repairs (priority 6)		-	-	-
Revenue Projects		1,474,000	622,137	851,863
Planned Cyclical		1,747,336	1,332,692	414,644
Planned Programme		-	0	(0)
		29,486,223	9,707,190	19,779,033
Transport Related		8,950	9,593	(643)
Supplies & Services		227,088	221,664	5,424
EXPENDITURE TO HRA SUMMARY		31,193,205	11,177,927	20,015,278

<u>HOUSING REVENUE ACCOUNT</u>		£	£	£
<u>INCOME</u>				
<u>Rents - Dwelling</u>				
Gross Rent - Dwellings		(43,130,482)	(43,929,017)	798,535
Gross rent - Sheltered		(4,792,276)	(3,956,422)	(835,854)
Gross Rent - Hostel		-	-	0
Voids - General Needs Dwelling/Sheltered		815,000	771,655	43,345
Add'l Income O/Side Rent Debit (WHQS)		-	(15,932)	15,932
Voids - Hostel		-	-	-
Net Rent		(47,107,758)	(47,129,716)	21,958
<u>Rents - Other</u>				
Garages		(362,477)	(355,721)	(6,756)
Garage Voids		181,238	175,638	5,600
Shop Rental		(59,872)	(55,675)	(4,197)
		(241,111)	(235,758)	(5,353)
<u>Service Charges</u>				
Sheltered - Service Charges		(1,461,393)	(1,419,957)	(41,436)
Sheltered - Heating & Lighting		(137,073)	(145,911)	8,838
Sheltered & Dispersed- Alarms		-	-	-
Catering Recharge - Sheltered Accommodation		(35,420)	(31,925)	(3,495)
Voids Schedule Water		65,452	69,868	(4,416)
Non Scheduled Water Rates		(41,780)	(43,704)	1,924
Welsh Water Commission		(511,407)	(590,193)	78,785.58
Leaseholder - Service Charges		(10,000)	(28,779)	18,779.38
		(2,131,621)	(2,190,600)	58,979
<u>Government Subsidies</u>				
Housing Subsidy		-	-	-
		0	0	0
<u>Interest Receivable</u>				
Mortgage Interest		(700)	(155)	544.72
Investment Income		(10,000)	(139,575)	129,574.56
		(10,700)	(139,730)	129,030
<u>Miscellaneous</u>				
Miscellaneous		-	-	-
Private Alarms		-	-	-
Ground Rent		(30,000)	(3,895)	(26,105)
		(30,000)	(3,895)	(26,105)
INCOME TO HRA SUMMARY		(49,521,190)	(49,699,699)	178,509

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