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Date: 13th November 2019

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Dear Sir/Madam,

A meeting of Council will be held in the Council Chamber - Penallta House, Tredomen, Ystrad Mynach on Tuesday, 19th November, 2019 at 5.30 pm to consider the matters contained in the following agenda.

Yours faithfully,

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

Christina Harrhy
INTERIM CHIEF EXECUTIVE

A G E N D A

Pages

1 To receive apologies for absence.

A greener place Man gwyrddach



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.

3 To elect a Leader of Council and note the payment of a senior salary.

4 Mayor's Announcements.

1 - 2

5 To receive petitions under Rule of Procedure 28(3).

6 Presentation of Awards.

To approve and sign the following minutes: -

7 Special Council held on 3rd October 2019.

3 - 6

8 Council held on 23rd October 2019.

7 - 20

9 Special Council held on 28th October 2019.

21 - 24

10 To receive and to answer questions received under Rule of Procedure 10(4).

11 Notice of Motion - National Strategy for the Prevention of Young Cardiac Death.

25 - 30

To receive and consider the following reports from the meeting of Cabinet held on 16th October 2019.

12 Annual Improvement Report 2018-19.

31 - 70

To receive and consider the following reports: -

13 Recruitment for the Post of Chief Executive.

71 - 82

Circulation:

All Members And Appropriate Officers

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Agenda Item 4



CIVIC DIARY ENGAGEMENTS

24th October – 19th November 2019

October

- 24th PE Display, Blackwood School
- 24th GCSE/A Level Art Exhibition, St Martin's School
- 25th Comrades Dinner with Islwyn Comrades RBL
- 26th Launch of RBL Poppy Appeal
- 26th Concert, Risca Salvation Army
- 30th Bedwas Writers Circle

November

- 2nd Help for Heroes Event, Caerphilly
- 6th Remembrance Service, Abercarn Primary School
- 6th 'Be Proud of your Community' Gwent Awards Ceremony
- 7th Annual Awards Evening, St Martin's School
- 8th Remembrance Service, Fochriw
- 8th Summer Reading Scheme Award Presentation, St Helen's School
- 8th Visit to TouchBase, Caerphilly by The Princess Royal
- 8th Festival of Remembrance, Heolddu School
- 8th Armistice Service, Risca
- 9th Service of Remembrance, Pontllanfraith
- 10th Service of Remembrance, Caerphilly
- 11th Service of Remembrance, Ysgol Cwm Gwyddon
- 11th 100th Birthday Presentation
- 13th Launch of Litter Picking Hub, Bargoed Library
- 14th Remembrance Assembly, Bedwas High School
- 15th Golden Wedding Presentation
- 19th Council

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Agenda Item 7



COUNCIL

MINUTES OF THE SPECIAL MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON THURSDAY, 3RD OCTOBER 2019 AT 6.00PM

PRESENT:

Councillor C. Andrews – Deputy Mayor (Presiding)

Councillors:

M. Adams, Mrs E. Aldworth, J. Bevan, C. Bezzina, L. Binding, A. Collis, S. Cook, D. Cushing, C. Cuss, W. David, D.T. Davies, K. Dawson, C. Elsbury, M. Evans, A. Farina-Childs, Mrs C. Forehead, Ms E. Forehead, A. Gair, N. George, C. Gordon, R.W. Gough, L. Harding, D. Harse, D. Havard, A. Higgs, A. Hussey, V. James, L. Jeremiah, G. Johnston, Mrs B. Jones, S. Kent, G. Kirby, Mrs A. Leonard, Ms P. Leonard, C.P. Mann, Mrs P. Marsden, B. Miles, S. Morgan, Mrs G. Oliver, Mrs T. Parry, Mrs L. Phipps, Mrs D. Price, J. Pritchard, J. Ridgewell, J.E. Roberts, R. Saralis, Mrs M.E. Sargent, J. Scriven, G. Simmonds, J. Simmonds, S. Skivens, Mrs E. Stenner, J. Taylor, C. Thomas, A. Whitcombe, R. Whiting, T. Williams, W. Williams, B. Zaplatynski

Together with:-

D. Street (Corporate Director Social Services), R. Tranter (Head of Legal Services and Monitoring Officer), L. Donovan (Head of People Services), S. Harris (Interim Head of Business Improvement and Section 151 Officer) and E. Sullivan (Senior Committee Services Officer)

Also present: -

J. Bowers (QC), S. Issacs (Eversheds), M. Griffiths (Eversheds), D. Daycock (Legal Representative for A. O'Sullivan) and A. O'Sullivan (Substantive Chief Executive)

WEB-CASTING FILMING AND VOTING ARRANGEMENTS

The Corporate Director for Social Services reminded those present that the meeting was being filmed and would be made publically available in live and archive form via the Council's website. Members were advised that the vote would be taken via the electronic voting system.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A. Angel, P. Bevan, M. Davies, N. Dix, K. Etheridge, J. Fussell, J. Gale, D. Hardacre, M. James, B. Owen, D.V. Poole, D. Preece and L. Whittle.

2. DECLARATIONS OF INTEREST

Councillors M. Adams, D.T. Davies, N. George, C. Gordon and J. Taylor informed the meeting that they would leave the meeting after Cllr Gordon and Mr O'Sullivan made their representations to the meeting and before council deliberated over its decision as they were current members of the Investigating and Disciplinary Committee (IDC).

Councillor S. Morgan sought advice from the Monitoring Officer as to whether he needed to declare an interest as he was previously a member of the Investigating and Disciplinary Committee. The Monitoring Officer confirmed that was not really an issue of whether to declare an interest but rather a question of procedural fairness and bearing in mind that the Councillor was longer a Member of that committee it was perfectly in order for him to remain in the meeting, take part in the debate and vote.

Councillor C. Forehead sought advice from the Monitoring Officer as she had been the Chair of the Senior Remuneration Committee in 2012. The Monitoring Officer confirmed that similarly this was not really an issue of declaring a personal interest, but more a matter of the fairness of the hearing before Council tonight and it was again perfectly in order for her to remain in the meeting.

Councillor W. David sought advice from the Monitoring Officer as he had previously been Chair of the Investigating and Disciplinary Committee but this had been prior to the court case and at that time had sought only to put the initial machinery in place for the forthcoming process. The Monitoring Officer confirmed that this was a similar position in that there was no declaration of interest as such, and given the length of time between the beginning of the process to today's meeting, and that Cllr David had taken no part in any subsequent IDC meetings, it was again perfectly in order for him to remain in the meeting.

At this point in time Mr Daycock on behalf of Mr O' Sullivan asked for two Councillors to be excluded from the meeting and was advised that any such representations should be made as part of his submissions following consideration of the Public Interest Test.

3. EXEMPT MATTER

Members considered the public interest test certificate from the Proper Officer and concluded that on balance the public interest in maintaining the exemption outweighed the public interest in disclosing the information. By show of hands this was unanimously agreed.

RESOLVED that in accordance with Section 100A(4) of the Local Government Act 1972 the public be excluded from the remainder of the meeting because of the likely disclosure to them of exempt information as identified in paragraph 12 of Part 4 of Schedule 12A of the Local Government Act 1972.

4. DISCIPLINARY INVESTIGATION IN RELATION TO THE CHIEF EXECUTIVE.

Having carefully considered the documentation before it, listened carefully to the representations of Cllr Gordon and Mr O'Sullivan and his counsel, it was moved and seconded that the recommendation of the Investigating and Disciplinary Committee be upheld and the appeal be dismissed, by way of the electronic voting system and in noting there were 49 for, 1 against and 1 abstention this was agreed by the majority present.

RESOLVED that the Chief Executive be dismissed without notice from the employment of the Council for gross misconduct.

The meeting closed at 22:34 pm

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 19th November 2019 they were signed by the Deputy Mayor.

DEPUTY MAYOR

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Agenda Item 8



COUNCIL

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON WEDNESDAY, 23RD OCTOBER 2019 AT 5.30PM

PRESENT:

Councillor J. Simmonds - Mayor

Councillors:

M. Adams, Mrs E. Aldworth, A. Angel, J. Bevan, C. Bezzina, A. Collis, S. Cook, C. Cuss, W. David, M. Davies, D.T. Davies, N. Dix, C. Elsbury, M. Evans, A. Farina-Childs, A. Gair, J. Gale, N. George, C. Gordon, D.T. Hardacre, L. Harding, D. Harse, D. Havard, M. James, M. James, L. Jeremiah, G. Johnston, Mrs B. Jones, G. Kirby, Mrs A. Leonard, C.P. Mann, P. Marsden, S. Morgan, Mrs G. Oliver, B. Owen, T. Parry, Mrs L. Phipps, D.V. Poole, D.W.R. Preece, Mrs D. Price, J. Pritchard, J. Ridgewell, R. Saralis, G. Simmonds, S. Skivens, Mrs E. Stenner, J. Taylor, C. Thomas, A. Whitcombe, R. Whiting, L G. . Whittle, T. Williams, B. Zaplatynski.

Together with:-

C. Harray (Interim Chief Executive), M.S. Williams (Interim Corporate Director of Communities), R. Edmunds (Corporate Director of Education and Corporate Services), D. Street (Director – Social Services and Housing), R. Tranter (Head of Legal Services and Monitoring Officer), D. Lucas (Team Leader, Strategic Planning), R. Kyte (Head of Regeneration and Planning), R. Roberts (Business Improvement Manager), P Cooke (Senior Policy Officer) L. Lane (Head of Democratic Services and Deputy Monitoring Officer) S. Harris (Interim Head of Business Improvement Services & Acting S151 Officer) and C. Evans (Committee Services Officer).

UPDATE – COUNCILLOR KEVIN ETHERIDGE

The Mayor on behalf of Council wished Councillor Etheridge well and a speedy recovery.

WEB-CASTING FILMING AND VOTING ARRANGEMENTS

The Interim Chief Executive reminded those present that the meeting was being filmed and would be made publically available in live and archive form via the Council's website. She advised that decisions would be made via the electronic voting system.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs C. Andrews, P.J. Bevan, L. Binding, D. Cushing, K. Etheridge, Mrs C. Forehead, E. Forehead, J. Fussell, R. Gough, A. Higgs, A. Hussey, V. James, S. Kent, P. Leonard, B. Miles, J. Roberts, M. Sargent, J. Scriven and T. Williams.

2. MAYOR'S ANNOUNCEMENTS

The Mayor outlined the events he and the Deputy Mayor had undertaken since the last meeting of Council and referred Members to the list of engagements included at Agenda Item No. 2 of the agenda pack.

The Mayor referred Members to some key visits he has undertaken, which included the Young Enterprise Wales National Final in which 2 Caerphilly Schools were participants.

The Mayor thanked Members and Officers for their support and attendance at his Civic Service Event in July, which was a great success.

Council noted the Mayor's attendance at the BEM presentation in which former Councillor Leon Gardiner was awarded a medal and Members were asked to note that a Help the Heroes event has been organised at Castle Court Shopping Centre on 2nd November, in which the Mayor urged as many Councillors, Officers and members of the public as possible to attend and support the Heroes.

3. TO RECEIVE PETITIONS UNDER RULE OF PROCEDURE 28(3)

There were no petitions.

4. PRESENTATION OF AWARDS

Estyn Report Excellent Status

The Cabinet Member for Education and Achievement announced that following recent Estyn Inspections, three of the borough's schools; Trinant Primary School, Trinity Fields School and Resource Centre and Risca Primary School received an excellent status in three or more areas.

Council were advised that the Headteachers, staff and governors at the schools are fully dedicated to providing the best education for their pupils, which is demonstrated in their academic and non-academic achievements year on year. At the recent Estyn Annual Awards ceremony, each school was presented with a certificate to mark the hard work and commitment that lies behind this achievement. The Cabinet Member welcomed Ian Elliot, Jayne Arthur, Sian James, Mike Cook, Ffion Green and Linda Harris and asked that they come forward so that Council could recognise their awards.

Road Safety Awards

The Cabinet Member for Economy, Infrastructure and Sustainability announced that Mr Lynn Griffiths, Headteacher at Ysgol Gynradd Gymraeg Caerffili, has won a Road Safety Award for his total commitment in supporting his school's "walking bus".

Council were advised that Every Friday for the last 15 years, Mr Griffiths has "driven" his pupils to and from school. Not only has this helped reduce congestion around the school, but has also contributed to the health and well-being of hundreds of pupils, past and present, and most importantly making sure they know and understand the rudiments of road safety. His enthusiasm has been contagious. His staff and children have enjoyed taking part in the "walking bus", which is now an imbedded part of school culture and continues to run every

Friday. The Cabinet Member welcomed Mr Lynn Griffiths and asked that he come forward so that Council could recognise his award.

Wales Veterans Awards, Community Category

The Cabinet Member for Corporate Services announced that Lisa Rawlings was awarded Silver in the Community Category at the first ever Welsh Veterans Awards earlier this year.

Council noted that there are tens of thousands of former military personnel that, on retirement from the Armed Forces, have gone on to contribute immensely to the areas in which they live and work. The Welsh Veterans Awards have been established to reward veterans for their achievements in business, sport and more widely.

The Cabinet Member advised that Lisa served 25 years in the Royal Air Force and was a Flight Operative Manager. She served world-wide including in Northern Ireland and Afghanistan. Since September 2017, Lisa has worked for Caerphilly County Borough Council as the Regional Armed Forces Covenant Liaison Officer for the Gwent Region, supporting the five local authorities in the area to embed the Covenant in their operations.

Lisa has worked tirelessly, both in their role within the Authority and outside work, to promote and protect the rights of military personnel. She has been instrumental in ensuring that the Authority achieved a Gold award under the Defence Employer Recognition Scheme which will be presented next month and recently Lisa has worked with Bedwas, Trethomas and Machen Community Council, Keep Wales Tidy and the Parachute Regiment to fundraise for a memorial garden in honour of Warrant Officer 2 Michael Williams, a friend who was tragically fatally wounded on operation against the Taliban in the Upper Sangin Valley in 2008. The Cabinet Member welcomed Lisa Rawlings and asked that she come forward so that the Council could recognise her award.

Rose Brown, MBE and Wales Care Awards

The Cabinet Member for Social Care and Well Being announced that a member of staff within the Social Services Directorate has been awarded an MBE.

Council were advised that Rose Brown started within Gwent County Council over 30 years ago, progressing to Manager of South East Wales Shared Lives Scheme in 2010. Rose is passionate about Shared Lives and is wholeheartedly determined to deliver and support both Shared Lives carers and individuals in a confident, passionate, purposeful and flexible manner. This scheme provides support to adults with differing needs and makes a huge difference to their lives. Since its start in 2010 this scheme has built up a very good reputation across the local authorities, Welsh Government and Shared Lives Plus.

It was noted that Rose has successfully led the team since its commencement in 2010 and was nominated for an MBE for her passion, commitment and the scheme's achievements over the last 9 years. Rose was awarded a silver award in Leadership and Management in Supported Living and Small Group Category at the Wales Care Awards and the Cabinet Member welcomed Rose Brown and asked that she come forward so that Council could recognise her award.

5. DECLARATIONS OF INTEREST

Councillor D. Hardacre declared an interest in Agenda Item No. 12 – Public Services Ombudsman for Wales – Annual Report and Annual Letter 2019/19. Details are minuted with the respective item.

6. COUNCIL – 4TH JUNE 2019

RESOLVED that subject to it being noted that Councillor J. Bevan was in attendance, the minutes of Council held on the 4th June 2019 be approved as a correct record and signed by the Mayor.

7. SPECIAL MEETING OF COUNCIL – 30TH JULY 2019

RESOLVED that subject to it being noted that Councillor J. Bevan was in attendance, the minutes of the Special Meeting of Council held on the 30th June 2019 be approved as correct records and signed by the Mayor.

8. TO RECEIVE AND TO ANSWER QUESTIONS RECEIVED UNDER RULE OF PROCEDURE 10 (2)

To the Leader of Council from Councillor Graham Simmonds:

Can the Leader confirm whether the administration adheres to the Nolan Principles of openness and transparency?

Response from the Leader

In response to the question, it was confirmed the administration adheres to the Nolan Principles of openness and transparency and that as elected members, there is a legal duty to act ethically. When elected, members sign the declaration of acceptance, giving a written undertaking to observe the code of conduct for members, which is underpinned by the 'ethical framework' otherwise known as the 'Nolan principles'. The principles include Selflessness; Honesty; Integrity and Propriety; Duty to uphold the Law; Stewardship; Objectivity in decision making; Equality and respect; Openness; Accountability and Leadership.

The Interim Leader of Council confirmed that she is comfortable and confident that cabinet colleagues and she fully adhere to the principles in their work to improve the quality of life for the citizens of the county borough.

9. NOTICE OF MOTION – BAN ON ANIMALS AS PRIZES ON CAERPHILLY COUNTY BOROUGH LAND

Consideration was given to the Notice of Motion received from Councillor J. Pritchard and supported by Councillors Mrs E.M. Aldworth, W. David, P. Bevan, L. Whittle, G. Kirby, S. Morgan, A. Hussey, Mrs B. Jones, Mrs T. Parry, R. Gough, A. Farina-Childs, C. Cuss, G. Johnston, B. Owen, K. Etheridge, C. Mann, Mrs D. Cushing, A. Whitcombe, Mrs D. Price, Mrs A. Gair, Mrs C. Andrews, Mrs P. Marsden, Mrs A. Leonard, A. Collis, A. Angel, Mrs P. Leonard, L. Jeremiah, W. Williams, A. Higgs, S. Morgan, S. Cook, J. Simmonds, J. Taylor, T.J. Williams, D.W.R Preece and Mrs Eluned Stenner. It was noted that the motion had been considered by the Environment and Sustainability Scrutiny Committee in 17th September 2019 and had been supported by its Members.

Councillor Pritchard requested that in his Notice of Motion that Council:

- (i) Ban outright the giving of live animals as prizes, in any form, on Caerphilly County Borough Council land.
- (ii) Write to the Welsh Government, urging an outright ban on the giving of live animals as prizes on both public and private land in Wales.

It was noted that the Notice of Motion meets the criteria set out in the Council's Constitution and in accordance with the Council's Rules of Procedure in now referred to Scrutiny for consideration.

Members supported the notice of motion and clarification was sought on whether an outright ban could be obtained across the Borough including private land, and the enforcement powers the Council has to uphold the ban. Officers explained that Welsh Government legislation does not allow for a Borough wide ban to be placed, however the Council has the authority to implement a ban on Council owned land. Officers added that there is currently no enforcement process to issue fines or confiscate animals offered as prizes.

Having fully considered the report it was moved and seconded that the recommendations contained within the Officer's report be approved and way of the electronic voting system this was unanimously agreed.

RESOLVED that: -

- (i) An outright ban on the giving of live animals as prizes, in any form, on Caerphilly County Borough Council Land be implemented;
- (ii) A letter be sent to the Welsh Government, urging an outright ban on the giving of live animals as prizes on both public and private land in Wales.

10. NOTICE OF MOTION - #PLEDGE2TALK CAMPAIGN

Consideration was given to a Notice of Motion has been received from Councillors B. Jones, S. Morgan, C. Gordon, C. Cuss, Mrs E. Stenner, Mrs L. Phipps, N. George and Mrs P. Marsden.

It was noted that in accordance with Rule 11(3) of the Constitution, the Mayor has agreed to allow the motion to be dealt with at Council, without bring first discussed at an overview and scrutiny committee.

Councillor B. Jones requested in her Notice of Motion that Council:-

- (i) Support the #IPledge2Talk suicide prevention campaign and will work to support positive mental health in the Council Communities, in local schools, neighbourhoods and workplaces;
- (ii) Makes Mental Wellbeing a priority across all local authority's areas of responsibility;
- (iii) Appoints Councillor C. Gordon (Cabinet Member for Corporate Services) as this Council's 'Mental Health Champion'.

In support of the Notice of Motion, Councillor Jones wished it noted that in Wales more than 300 people die each year by suicide. In 2017, 278 of the 360 lives lost were male. We all have our part to play in reaching out and offering support to those in need by providing an opportunity to talk. Many people feel unable to talk about mental health due to the stigma that surrounds admitting there's a problem, we need to overcome this and we can all play a part in helping other feel comfortable enough to seek help.

The #IPledge2Talk Campaign was recently launched at the Senedd in collaboration with Mind Cymru, as a Local Authority, we acknowledge our crucial role in promoting awareness of the mental health and wellbeing.

Encouraging mental well-being should be a priority across all local authority's areas of responsibility, including housing, community safety and planning. As a Council, we can champion mental health on an individual and strategic basis by appointing an elected member as a 'Mental Health Champion'.

In supporting the Notice of Motion, a Member queried whether funding is offered to Mind Cymru. Officers confirmed that there is a small allocation of voluntary sector funding to the charity.

A query was raised around support offered to the homeless population and also young people within the borough. It was noted that staff within Mental Health Services work alongside Housing in order to address these issues and offer support where possible. In respect of young people, it was noted that a lot of work is now taking place within schools to raise awareness of Mental Health, and the Junior and Youth Forum have identified Mental Health Support as their main priority for the upcoming year. In addition, CAMs offer support to young adults, however waiting lists for support services are long.

Having fully considered the report it was moved and seconded that the recommendations contained within the Officer's report be approved and show of hands it was unanimously agreed.

RESOLVED that: -

- (i) the #IPledge2Talk suicide prevention campaign and work to support positive mental health in the Council Communities, in local schools, neighbourhoods and workplaces be supported;
- (ii) Mental Wellbeing be made a priority across all local authority's areas of responsibility;
- (iii) Councillor C. Gordon (Cabinet Member for Corporate Services) be appointed as this Council's 'Mental Health Champion'.

11. ANNUAL PERFORMANCE REPORT 2018/19

Consideration was given to the report presented, which was supported by Cabinet on 16th October 2019 and provided Council with the Authority's annual self-assessment of its performance, the Annual Performance Report for 2018/19, and sought the views and approval of Council prior to publication on the internet by 31st October 2019.

The Annual Performance Report is a statutory requirement under the Local Government (Wales) Measure 2009, it forms an important part of the Council's performance framework. The Council is required to assess its own performance and provide the public with a balanced picture of that performance. In addition, the Council must also report progress on the six Well-being Objectives it set for itself within the Corporate Plan 2018-2023. The annual report represents the first year's progress on the five- year plan.

In addition, it was noted that the Wales Audit Office is required to check whether an authority has complied with the statutory duty and to issue a 'certificate of compliance' in response. The Annual Performance Report demonstrates to the Wales Audit Office how we have met our duty.

Council were provided with a presentation, which outlined each of the six Well-Being Objectives and progress against each Objective.

It was noted that some of the key achievements under Well-Being Objective 1 (Improve Education Opportunities for all) included; Inspire to Work has supported 160 young people (aged 16-24), 95 of which have gained qualifications, 40 have gained employment and 9 had progressed to further learning opportunities; funding has been successfully obtained to provide additional childcare by 2021 totally £5.1m investment; the successful delivery of the £56.5m 21st Century Schools Band A Programme and the project launched to tackle Period

Poverty has successfully been implemented in Schools, Period Dignity provides free products to girls and young women across schools within the Borough and the project also aims to go Plastic free.

Under Well-Being Objective 2 (Enabling Employment), it was noted that Communities for Work Programmes have supported 246 people into employment across the borough; The City Deal unveiled a 5-year plan for South East Wales, with the overarching economic objective to create 250,000 new jobs; extensive work has been undertaken with a focus on interaction with the Business Community and the Regeneration Department have undergone a restructure, as a result of changes in funding and uncertainty for EU funding post Brexit.

In considering Well-Being Objective 3 (address the availability, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve peoples well-being), it was noted that 6,166 homes have been completed under the Wales Housing Quality Standard (WHQS) programme; Home visits have resulted in an extra £628,000 additional income for tenants; loans and Grants totalling approx. £794,000 to improve owner/ occupier homes and the successful prevention of 471 households from becoming homeless in 2018/19. In addition, Cabinet noted that the WHQS works are on target to complete by June 2020, however post 2020, additional works could be required under Energy Efficiency agendas. Work is also underway to increase the number of affordable homes across the borough, as well as reducing the number of empty properties, and bringing them back into circulation and fit for purpose.

Well-Being Objective 4 (Promote a modern, integrated and sustainable transport system that increased opportunity, promotes prosperity and minimises the adverse impacts on the Environment) demonstrated that the Authority continue to play a leading role in shaping and delivering the ambitious City Deal programme, which will deliver a far reaching package of benefits of the region totalling £1.2 billion in investment; we are among the first in Wales to have our Active Travel Routes and Integrated Network Maps approved by Welsh Government and the Caerphilly Interchange will be a transport hub located at the top of Caerphilly Town to provide access to bus, coach, rail and other transport links to other areas/ regions. Officers explained that these are long-term investments, including a number of partner agencies to improve transport links and accessibility across the Borough, as well as meeting environmental needs, such as the implementation of Electric vehicle charging points.

In discussing Well-Being 5 (Creating a County Borough that supports a healthy lifestyle) it was noted that there were 1.5m visits to parks and countryside, this is the highest level recorded to date, the most popular activity being walking; 40% girls now participating in sport and physical activity at least 3 times a week and 71% of girls are confident of trying new activities; The adoption of the Caerphilly Sport and Active Recreation Strategy (2019-29) in November 2018 is a significant milestone and there are 84,000 participants that took part in Sport Caerphilly activities.

Officers referred to Well-Being Objective 6 (Support citizens to remain independent and improve their wellbeing) and it was noted that key outcomes have been supporting people to help themselves by providing advice and information including signposting to other services; having meaningful conversations to help people identify 'what matters' to them to inform 'their choices'; we have invested in the DEWIS Cymru web base system, this is an online support resource that can help you think about what matters to you, and gives information about the people and services in their area.

In discussing the Public Accountability Measures Comparison 2019/20 and it was noted that there are 35 Public Accountability Measures in the total set, 19 of which can currently be compared across Wales, with the ranked position. Of those we can compare 14 year on year against our performance in the previous year. As many of the 35 measures are taken from other national data sets, which have their own timeframes, many won't be available to the PAM set until the end of 2019.

Council were asked to note that following feedback from Cabinet, in relation to pages 85 and 86 of the report, a tabled document provided details of the additional commentary and actions for PAM indicators, as noted in red on the sheet, which would be included in the final publication of the document.

The Interim Leader wished her gratitude be relayed to all staff involved in the completion of the report and moved the recommendations for the approval of the report.

In considering the report and presentation, queries were raised around the number of jobs allocated as a result of developments at Oakdale Plateau. Officers explained that there are still areas that are undeveloped and were not able to provide the figures at the meeting but would circulate following the meeting.

In discussing Well-Being Objective 2, queries were raised around the 25k jobs to be created as a result of the City Deal and sought further information on the number of jobs that will remain within the Borough. Officers explained the aspirational figure will be spread across all 10 Local Authorities.

Discussions took place around Well-Being Objective 1 and attainment across Caerphilly Schools and concerns were raised that Caerphilly performance was below the Welsh Average. Officers explained that whilst the comments are accurate for the 2017/18 academic year, interim results have suggested an improvement on previous year's data, however the final verified figures would not be available until the new year.

In considering Well-Being Objective 3, discussions took place around the WHQS Programme and whilst it was acknowledged that there have been significant improvements made to homes and progress across the scheme, a number of complaints have been received in respect of standards of work, welfare, safety and the conditions in which tenants have been expected to live whilst works are undertaken. Officers acknowledged that there have been a number of difficulties during the duration of the programme, including the loss of contractors, user satisfaction surveys are completed at the completion of works and have been undertaken by Wales Audit Office (WAO) and therefore the information within the report represents the information gathered from this process.

A further query was raised in relation to the employment opportunities offered as a result of the programme and whether there were any plans to develop smaller business units across the borough similar to Caerphilly ICE. Officers explained that similar projects have been developed within the Winding House and with Linc Housing. In addition, it was noted that turnover in business units has improved with vacancies being filled more quickly and additional builds will be taking place in Rhymney and Nelson, which will increase the Council's portfolio.

Having fully considered the report it was moved and seconded that the recommendation contained within the Officer's report be approved and way of the electronic voting system, and in noting there were 48 for and 1 abstention, this was unanimously agreed.

RESOLVED that for the reasons contained in the Officer's Report the Annual Performance Report 2018/19 be approved.

12. PUBLIC SERVICES OMBUDSMAN FOR WALES – ANNUAL REPORT AND ANNUAL LETTER 2018/19

Councillor D. Hardacre declared a personal interest in this item as a Community Councillor for Darran Valley. Whilst the Monitoring Officer advised that declaration of interest was not necessary given the nature of the report, it was the member's decision and Councillor Hardacre felt a declaration of a personal interest would be appropriate and also chose not take part in the debate or voting on this item.

Consideration was given to the report which informed Council of the publication of the Public Services Ombudsman for Wales Annual Report and Annual Letter (2018/19) in respect of this Council by the Public Services Ombudsman for Wales.

It was noted that the Public Services Ombudsman for Wales (PSOW) issues an Annual Letter to each Local Authority in Wales which sets out a clear and concise breakdown of all complaints received and investigated by the PSOW during 2018/19 specifically related to the Authority. The Annual Letter in respect of Caerphilly was appended to the report at Appendix 1.

Members noted that the number of complaints received by the Public Services Ombudsman for Wales in respect of Caerphilly had increased this year to 65, compared to the 40 received last year. Of the 65 complaints received, 26 were made prematurely (an increase of 19 from last year), 6 were out of jurisdiction, and 26 cases were closed after initial consideration (an increase of 4 from last year). In addition, it was noted that there were 9 early resolutions and 1 complaint upheld/ partially upheld.

The report also detailed that in respect of Code of Conduct complaints received by the Ombudsman, 3 complaints related to Caerphilly County Borough Councillors, all of which were closed after initial consideration. In respect of Town and Community Councillors 4 complaints were received, in relation to Darran Valley Community Council, all of which were closed after initial consideration.

The report referred to the Annual Letter which detailed the introduction of the Public Services Ombudsman (Wales) Act 2019 , which affords new powers aimed at improving access to the office of the PSOW; providing a seamless mechanism for complaint handling when a patient's NHS care is inextricably linked with private healthcare; allowing the PSOW to undertake own initiative investigations when required in the public interest and ensuring that complaints data from across Wales may be used to drive improvement in public services for citizens in Wales.

Having fully considered the report it was moved and seconded that the recommendation contained within the Officer's report be approved and way of the electronic voting system, and this was unanimously agreed.

RESOLVED that the content the Public Services Ombudsman for Wales – Annual Report and Annual Letter 2018/19 be noted.

13. PROPOSAL FOR A STRATEGIC DEVELOPMENT PLAN (SDP) FOR THE CARDIFF CAPITAL REGION

Consideration was given to the report which sought Council's agreement to commence the process of preparing a Strategic Development Plan for the Cardiff Capital Region, including its governance arrangements and cost contributions.

The report set out proposals to prepare a Strategic Development Plan (SDP) for the 10 Local Planning Authorities in the Cardiff Capital Region. The decision to proceed with the SDP requires endorsement by all 10 councils in the region to authorise the Responsible Authority to submit a proposal to prepare the SDP to Welsh Government. A similar report is being presented to each of the 10 Councils over the coming months.

It was noted that the SDP is a regional level Strategic Development Plan that sits above a Local Development Plan and below the Welsh Government's National Development Framework and it provides the strategic framework for LDP's to be prepared. A SDP provides certainty to developers, investors and communities that key strategic decisions in respect of housing, transport, employment and infrastructure provision are being taken to an appropriate

regional level, whilst still allowing key decisions on planning proposals to be taken locally through Local Development Plan allocations and policies and thereafter in development management decisions.

The report identified some key issues for consideration around the preparation of the SDP, in particular: the extent of the Strategic Planning Area Boundary; governance arrangements; the scope and content of the SDP' and the length of the SDP plan period.

Council noted that the plan preparation process requires the identification of a Responsible Authority to submit the proposal to prepare the SDP to Welsh Government, and it is recommended that the Vale of Glamorgan Council take this role.

A new Strategic Planning Panel will have the responsibility for preparing and adopting the SDP. The Panel will comprise of elected representatives from every Local Planning Authority within the Cardiff Capital Region boundary with each member having a weighted vote. It is recommended that the Cabinet Member for Environment and Public Protection represents Caerphilly County Borough Council on the Panel.

It was detailed that if all 10 Councils agree to proceed with the SDP, a formal proposal will be prepared by the Responsible Authority and submitted to Welsh Government. Thereafter, WG will prepare the appropriate regulations and the work on the preparation of the SDP will commence.

Concerns were raised around the staff resources identified at page 150 and the time and effort that will be input into the Plan and its future. Officers explained that the report identified existing staffing within Policy teams across the region.

Further concerns were raised in relation to the increasing population, in particular in the Cardiff region and whether the infrastructure outlined within the plan would be sufficient to manage the projected population growth. Officers explained that this would be a regional concern and an issue addressed by all 10 Local Authorities identified within the region to manage.

Clarification was sought on whether the SDP would supersede the production of a Local Development Plan (LDP). It was explained that a further report is for consideration at a later point in the meeting. Officers highlighted that there is a long period of time until the SDP can commence, due to Welsh Government regulations not being available however a light touch LDP can only be prepared when an SDP is adopted. A full LDP is being considered at a later point in the agenda. .

The Interim Leader noted that Councillor Poole was one of the two Leaders in the Cardiff Capital Region Joint Cabinet who were instrumental in ensuring that the principle of a SDP was agreed by the Joint Cabinet and supported by Welsh Government. The Interim Leader offered her thanks to Councillor Poole for his hard work in driving this forward. Having fully considered the report it was moved and seconded that the recommendations contained therein be agreed and by way of the electronic voting system and in noting there were 46 for, 1 against and 2 abstentions this was agreed by the majority present.

RESOLVED that:

- (i) the content of the report be agreed and the Responsible Authority be authorised to submit the Proposal for a Strategic Development Plan (SDP) for the Cardiff Capital Region to the Minister on behalf of the 10 Local Planning Authorities in the region;
- (ii) It be agreed that the Vale of Glamorgan Council be the Responsible Authority for the Cardiff Capital Region Strategic Development Plan (SDP);

- (iii) It be agreed that the strategic planning area should comprise the 10 local planning authority areas within the Cardiff Capital Region as shown on the map at Appendix A of the report;
- (iv) That relevant officers be authorised to engage with the Welsh Government in drafting the Strategic Development Plan Regulations to deliver the following governance arrangements for the SDP and Strategic Planning Panel (SPP):
 - i. that the Strategic Planning Panel (SPP) will be comprised of 10 Members, 1 from each constituent Local Authority with the weighting of votes for each constituent Local Authority being based on its population and geographical area as detailed in 3.4i of the Officers Report.
 - ii. That Constituent Councils will be engaged through a prior consultation process as set out in Figure 1 and the SPP shall have full regard to the comments of the constituent Councils.
 - iii. That decisions made on the SDP by the SPP shall require a 70% quorum of voting Members on the Panel and decisions shall require a 70% majority vote of a quorate meeting.
- (v) The setting up of an Interim Strategic Planning Panel be agreed prior to the formal establishment of the SPP and the nominated Member represent Caerphilly County Borough Council on the Interim Strategic Planning Panel with delegated authority to take initial decisions on the preparation of the SDP (with a vote weighted in accordance with the table at Recommendation 3.4i and thereafter on the Strategic Planning Panel.

Caerphilly County Borough Council nominates Councillor Eluned Stenner, Cabinet Member for Environment and Public Protection.

It be agreed that in the event that Member is no longer able to sit on Interim Strategic Planning Panel, delegated authority be given to the Leader of the Council to nominate a new Member to represent the Council on the Interim Strategic Panel and Strategic Planning Panel.
- (vi) A Regional SDP officer team be established to progress the preparation of the SDP, to be appointed by representatives of the Interim Strategic Planning Panel, with appropriate human resource support from the Responsible Authority.
- (vii) The cost of preparing the SDP be agreed to be shared across the 10 Authorities on a proportional cost, based on the voting representation on the Strategic Planning Panel. That this be reviewed on an annual basis with the initial contribution of £50,000, to cover the start-up costs likely to be incurred in this financial year 2019/20, being paid by Welsh Government in accordance with the Minister's letter dated 15th July 2019.

14. CAERPHILLY COUNTY BOROUGH LOCAL DEVELOPMENT PLAN UP TO 2021 – ANNUAL MONITORING REPORT 2019 (INCLUDING THE 5TH ANNUAL COMMUNITY INFRASTRUCTURE LEVY REPORT)

Consideration was given to the report which outlined the findings and recommendations of the Caerphilly County Borough Local Development Plan 2019 Annual Monitoring Report and to recommend that the 2019 Annual Monitoring Report be approved by Council, be submitted to Welsh Government in order to satisfy the Council's statutory requirements and agree the commencement of the preparation of a full revision of the Adopted Local Development Plan.

Council noted that it is a statutory requirement that the Council submits an Annual Monitoring Report (AMR) to the Welsh Government (WG) that monitors whether or not the Caerphilly County Borough Local Development Plan up to 2021 (LDP) is being implemented successfully. The overall purpose of the AMR is to identify whether the LDP Strategy, or any of the Strategy Policies, are not being implemented and if they are not, identify steps to rectify this.

This is the eighth Annual Monitoring Report to be prepared for the Caerphilly County Borough Local Development Plan up to 2021 and it monitors the period from 1st April 2018 to 31st March 2019. The purpose of the AMR is to consider whether the Strategy for the Adopted LDP is being implemented and whether a review should be undertaken, to do this the AMR focusses on the implementation of the objectives and strategic policies, considering whether they are being implemented as the Strategy would expect.

Members noted that the 2019 AMR also includes the annual monitoring statement for the Council's implementation of its Community Infrastructure Levy (CIL). Whilst this does not form part of the AMR, it is included as they both have the same requirements for submission to WG. It was noted that the AMR had identified that significant progress had been made in delivering the LDP however, as in previous years, the AMR identified 2 of the Strategic Policies are not being implemented as expected. As a result AMR concludes that a review is required.

The 2013 AMR and subsequent AMRs have clearly identified the need for the LDP to be reviewed. Work commenced on a Review of the LDP in 2013, but in July 2016 the Council resolved to withdraw the Replacement LDP and seek support for the early preparation of a Strategic Development Plan (SDP) for the Cardiff Capital Region.

Following extensive discussions, in June 2019 the Cardiff Capital Region Joint Cabinet endorsed the principle of preparing the SDP and agreed a report template to be considered by each of the 10 Council within the Cardiff Capital Region, which sets out the geographical area to be covered by the SDP; the scope and content; governance arrangements and cost. The SDP report is due to be considered by each of the 10 LAs in the autumn of 2019. Subject to the agreement by the 10 LAs, it is anticipated that work will progress on the SDP. However, the proposed timescales for the preparation of the SDP will mean that the SDP is unlikely to be adopted until 2025 at the earliest.

The AMR concludes and recommends that substantial progress has been made in implementing the Caerphilly County Borough Local Development Plan up to 2021 and in recognition of the need to identify more land for employment and housing to support local need and regional aspirations the 8th Annual Monitoring Report recommends that a review of the Adopted LDP be commenced. In the period up to the adoption of a new Replacement LDP, the Council will continue to address the shortfall in the 5 year housing land supply through proactive action.

Members noted that with the AMR recommending that a review of the Adopted LDP be undertaken, consideration needs to be given to the form of revision that will be undertaken. There are two options for the form of review:

- Full Review: A full review of the LDP utilising the whole LDP preparation process could be undertaken immediately and result in the Authority being without a LDP for only 2 and a half years;
- LDP Lite: The 2015 Planning Act made provision for local authorities to prepare a light touch review of the plan where a Strategic Development Plan is in place. Whilst the preparation process is shorter and would deliver an adopted plan in a quicker timescale, an LDP Lite cannot be prepared and adopted until the SDP itself has been adopted.

Council noted that the report recommends that a Full Review of the LDP be commenced. However, were asked to note that the Review of the LDP will be a costly and time consuming process and will require the Strategic Development Plans Team's full focus in order to deliver the Review within the required 3 and a half year timescale. The Review of the LDP will also incur significant costs arising from the need to establish an evidence base to support the plan, engagement and consultation and the Examination process for the plan, which were outlined in detail within the report.

Members noted that in order to undertake the Review, the Strategic and Development Plans team full commitment will be required, however they have a critical role in the preparation of policy documents such as A Foundation for Success: The Regeneration Strategy for the County Borough and Masterplans for both Caerphilly Basin and Ystrad Mynach. It is therefore recommended that a 2-year, fixed term post be created in order to continue the work on the remaining documents.

Discussions took place around planning issues identified as a result of appeals being overturned and developers being enabled to build on Greenfield sites, as a result of no LDP in place. It was noted that there is currently a consultation underway from Welsh Government around changes to TAN 1, for which Officers will provide updates in due course.

Following debate and clarification from Officers, it was moved and seconded that 2 additional recommendations in relation to the prioritising of affordable and new build housing developments on brownfield sites and compliance with the highest environmental standards be included at *vi, vii*.

Following consideration of the recommendations contained in the Officers report and the subsequent additional recommendations, it was moved and seconded they be approved and by way of the electronic voting system and in noting there were 36 for and 5 against, this was agreed by the majority present.

REOLVED that:-

- (i) the findings of the 2019 Annual Monitoring Report be noted and the 2019 Annual Monitoring Report be approved;
- (ii) the 2019 Annual Monitoring Report (Including the 5th Annual Community Infrastructure Levy Report) be submitted to the Welsh Government before the deadline of 31st October 2019;
- (iii) the commencement of a full Review of the Adopted Caerphilly County Borough Local Development Plan be agreed;
- (iv) the financial measures be approved and budgetary provision be made available where necessary to fund the preparation of both the regional Strategic Development Plan (subject of a separate Council Report on 08.10.19) and the Replacement Local Development Plan;
- (v) the creation of a 2-year fixed term post funded from the Communities Directorate Service Reserves to complete the delivery of the suite of Masterplans to supplement the council's Regeneration Strategy 'A Foundation for Success' be agreed.

Additional Recommendations:

- (vi) *Prioritise affordable and new build council housing on Brownfield sites to preserve the natural environment and help address the Climate Emergency;*

- (vii) *All Housing Development should comply with the highest Environmental Standards.*

15. PROPOSAL TO DISCONTINUE THE FUTURE GENERATIONS ADVISORY PANEL

Consideration was given to the report which sought Council's consideration on the proposal to discontinue the Future Generations Advisory Panel.

It was noted that the Future Generations Advisory Panel (FGAP), previously known as the Sustainable Development Advisory Panel (SDAP), was established in February 2002 to advise on, and mainstream sustainable development. In May 2016 the Panel became the FGAP, partly in response to the Well-being of Future Generations (Wales) Act 2015.

Significant steps have been taken in embedding sustainable development and well-being in service planning and decision-making across the local authority since the inception of SDAP. The FGAP continued this work and has achieved its core aim to raise awareness of well-being in the context of future generations. It is considered that a formal group is no longer required to champion these issues.

A Member expressed their concern at the poor attendance at the FGAP in comparison to SDAP, however agreed that significant progress had been made. The Member sought assurance that the focus will still remain without a Panel to take forward and suggested that a review be undertaken in 6-12 months, prior to disbanding the group.

Having fully considered the report it was moved and seconded that the recommendation contained within the Officer's report be approved and by way of the electronic voting system and in noting there were 43 for and 5 against this was agreed by the majority present.

RESOLVED that the proposal to discontinue the Future Generations Advisory Panel be endorsed.

The meeting closed at 19:45pm

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 19th November 2019 they were signed by the Mayor.

MAYOR



COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON MONDAY, 28TH OCTOBER 2019 AT 5.00PM

PRESENT:

Councillor J. Simmonds - Mayor
Councillor C. Andrews - Deputy Mayor

Councillors:

M. Adams, Mrs E. Aldworth, P.J. Bevan, C. Bezzina, A. Collis, S. Cook, D. Cushing, C. Cuss, M. Davies, D.T. Davies, K. Dawson, N. Dix, M. Evans, A. Farina-Childs, Mrs C. Forehead, Ms E. Forehead, A. Gair, Ms J. Gale, N. George, C. Gordon, R.W. Gough, D.T. Hardacre, D. Harse, D. Havard, A. Higgs, A. Hussey, M. James, L. Jeremiah, G. Johnston, Mrs B. Jones, S. Kent, G. Kirby, Mrs A. Leonard, Ms P. Leonard, C.P. Mann, Mrs P. Marsden, B. Miles, S. Morgan, Mrs G. Oliver, B. Owen, Mrs G. Oliver, B. Owen, T. Parry, Mrs L. Phipps, D.V. Poole, Mrs D. Price, J. Pritchard, J. Ridgewell, J.E. Roberts, G. Simmonds, J. Simmonds, J. Taylor, C. Thomas, A. Whitcombe, R. Whiting, L G. . Whittle, T. Williams, W. Williams, B. Zaplatynski

Together with:-

D. Street (Corporate Director Social Services), R. Tranter (Head of Legal Services and Monitoring Officer), L. Donovan (Head of People Services), L. Lane (Deputy Monitoring Officer and Head of Democratic Services), S. Harris (Interim Head of Business Improvement Services and Section 151 Officer) and E. Sullivan (Senior Committee Services Officer).

Also Present:

J. Bowers QC

WEB-CASTING FILMING AND VOTING ARRANGEMENTS

The Corporate Director of Social Services reminded those present that the meeting was being filmed and would be made publically available in live and archive form via the Council's website. He advised that decisions would be made by way of the electronic voting system.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A. Angel, L. Binding, W. David, C. Elsbury, K. Etheridge, J. Fussell, L. Harding, V. James, D. Preece, R. Saralis, M.E. Sargent, J. Scriven, S. Skiven and E. Stenner.

2. DECLARATIONS OF INTEREST

Councillors C. Gordon and T.D. Davies declared an interest in Agenda Item No. 4. Details are minuted with the respective item.

Councillor M. Adams sought advice in relation to making a declaration of interest, as a previous Chair of the Investigating and Disciplinary Committee he had made comments regarding some of the matters to be considered. The Monitoring Officer confirmed that this was a matter for the individual member to decide, if the member felt that he was able to consider the matter fairly and objectively then there was no requirement to declare an interest. This was not really a question of declaring a declaration of interest but rather whether the member had a conflict of interest which would prevent him taking part in the debate and voting. Councillor Adams confirmed that he did feel able to have an open mind and would therefore remain and take part in the meeting.

Councillor D. V. Poole as he had been in correspondence with the former Chief Executive in relation to annual leave payments, sought advice as to whether he needed to declare an interest in this regard. The Monitoring Officer confirmed that this was again a matter for the individual Councillor to decide, if he felt that he was able to act fairly and with an open mind in relation to the matter under consideration then there was no conflict of interest..

Councillor M. James sought advice as the report made reference to certain matters which he would be referring to the former Chief Executive's legal team, and because of this did he need to declare an interest. The Monitoring Officer confirmed that similarly to the previous advice given, this was a matter for the individual member to decide, if the Member felt that he was able to act objectively and fairly in this matter then there is no need to leave the meeting.

The Monitoring Officer cautioned Members to be careful with their wording of any questions whilst Council was in public session, due to the sensitive nature of the matter under consideration.

3. EXEMPT MATTER

Consideration was given to the public interest test and the Monitoring Officer firmly advised Members that based on the personal and financial information contained within the report that the matter not be discussed in the public domain and the press and public be excluded.

Furthermore any advice provided by Mr John Bowers QC would be given under legal privilege therefore it would be more administratively convenient to exclude the press and public at this stage in the meeting rather than later in the debate when legal advice was being sought.

A Member queried the need for the exemption, given that the former Chief Executive was no longer employed by the Council and the matter had already been made publicly available through the press. Additionally Mr O'Sullivan had himself asked previously that the disciplinary proceedings on 3rd October 2019 be open to the press and public.

The Monitoring Officer reminded Members that the leak of the report and subsequent correspondence to the press should not have been done and was in clear breach of the code of conduct and reemphasised his firm advice was that press and public be excluded.

Members considered the public interest test certificate from the Proper Officer and concluded that on balance the public interest in maintaining the exemption outweighed the public interest in disclosing the information. By show of hands this was agreed by the majority present.

RESOLVED that in accordance with Section 100A(4) of the Local Government Act 1972 the public be excluded from the remainder of the meeting because of the likely disclosure to them of exempt information as identified in paragraph 12 & 14 of Part 4 of Schedule 12A of the Local Government Act 1972.

4. CLAIMS FOR PAYMENT OR REIMBURSEMENT OF SUMS BY THE FORMER CHIEF EXECUTIVE

Councillor C. Gordon declared a personal and prejudicial interest as Chair of the Investigating and Disciplinary Committee and Councillor D.T. Davies declared a personal and prejudicial interest as a Member of the Investigating and Disciplinary Committee and both left the Chamber before the matter was discussed.

Having fully considered the content of the report, the advice given during the course of the meeting and for the reasons given in the Officer's report it was moved and seconded that each item be voted on individually, by way of the electronic voting system.

In relation to the payment requested at section 3.1.1 of the Officer's report and in noting there were 4 for, 50 against and 3 abstentions, this was refused by the majority present.

In relation to the payment requested at section 3.1.2 of the Officer's report and in noting there were 53 against and 1 abstention, this was refused by the majority present.

In relation to the reimbursement requested at section 3.1.3 of the Officer's report and in noting there were 54 against and 1 abstention, this was refused by the majority present.

In relation to the payment requested at section 3.1.4 of the Officer's report and in noting there was 1 for, 54 against and 1 abstention, this was refused by the majority present.

In relation to the payment requested at section 3.1.5 of the Officer's report, Members noted that this request had been withdrawn by the former Chief Executive.

RESOLVED that: -

- (i) Payment requested at section 3.1.1 of the Officer's report be refused.
- (ii) Payment requested at section 3.1.2 of the Officer's report be refused.
- (iii) Reimbursement requested at section 3.1.3 of the Officer's report be refused.
- (iv) Payment requested at section 3.1.4 of the Officer's report be refused.
- (v) Payment requested at section 3.1.5 of the Officer's report be noted as withdrawn.

The meeting closed at 18:30pm

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 19th November 2019 they were signed by the Mayor.

MAYOR

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COUNCIL – 19TH NOVEMBER 2019

SUBJECT: NOTICE OF MOTION – NATIONAL STRATEGY FOR THE PREVENTION OF YOUNG CARDIAC DEATH

REPORT BY: CORPORATE DIRECTOR FOR SOCIAL SERVICES AND HOUSING

1. PURPOSE OF REPORT

- 1.1 Council is asked to consider the Notice of Motion as set out in Paragraph 6 of the report, and make an appropriate recommendation. In accordance with Rule 11 (3) of the Constitution, the Mayor has agreed to allow the motion to be dealt with at Council, without being first discussed at an overview and scrutiny committee.

2. SUMMARY

- 2.1 A Notice of Motion has been received from Councillor C. Cuss and supported by Councillors J. Bevan and D. Harse.
- 2.2 The Notice of Motion meets the criteria set out in the Council's Constitution and in accordance with the Council's Rules of Procedure is now referred to Council for consideration.

3. RECOMMENDATIONS

- 3.1 Council is asked to consider the Notice of Motion outlined in paragraph 6.1 below.

4. REASONS FOR THE RECOMMENDATION

- 4.1 In accordance with the Council's Constitution.

5. LINKS TO STRATEGY

- 5.1 The procedural rules regarding a Notice of Motion are contained within Council's Constitution as adopted in May 2002. The Council's Constitution sets out the framework for the decision making roles and responsibilities which will impact on future generations.

6. REPORT

- 6.1 Councillor C. Cuss requests in his Notice of Motion that Council:-

- (i) write to Welsh Government and ask that they support a National Strategy for the Prevention of Young Sudden Cardiac Death and look at the possibility of providing a free cardiac screening programme for our young people, starting with mandatory

screening for any young person taking part in competitive sport in Wales.

- (ii) pledge to support a National Strategy for the Prevention of Young Sudden Cardiac Death to help save the lives of the 12 apparently fit and healthy young people who die every week in the UK of undiagnosed cardiac conditions by writing to UK Parliament and urging Members of Parliament to support the campaign mypledge@c-r-y.org.uk:

6.2 The following information is provided by the Member in support of his notice of motion.

Reasons for the Motion

Every week, 12 apparently fit and healthy young people in the UK die suddenly from an undiagnosed heart defect. In 80% of these cases, there will have been no signs or a symptom until it is too late, which is why screening is so vitally important. Once detected, preventative or therapeutic interventions can be implemented and in some cases the condition can be cured with the risk of sudden cardiac death entirely removed.

Voluntary Organisations such as CRY test around 30,000 young people each year but inexplicably the National Screening Committee is set to recommend 'against' screening for the risk of sudden cardiac death in the young. Welsh Hearts another voluntary organisation have recently submitted a petition to Welsh Government 'Lets Get Every Young Heart Screened' which asks them to roll out a heart screening programme for all young people aged 10-35 in Wales.

Current UK policies are contradictory, with guidelines based on inconsistent assessments of the incidence, methods of diagnosis and management of cardiac conditions in young people. A national strategy is needed to ensure consistency and to correctly acknowledge the incidences of these deaths, which are, according to the UK Statistics Authority, being significantly under reported.

In the Moriah Ward on the 15th of August 2018, we lost one such young person, Jake Pickford, a talented footballer and athlete, who at the age of 16 died from Sudden Arrhythmic Death Syndrome (SADS) the devastation to his parents, brother and sister, family, friends and the community as a whole is immeasurable and unfortunately this is not the only incidence in our County Borough.

7. WELL-BEING OF FUTURE GENERATIONS

- 7.1 The Notice of Motion is consistent with the five ways of working as defined within the act as it complies with the rules and regulations of the Council's Constitution which sets out a clear framework for how the Council operates in particular decision making responsibilities which will consider the positive and negative impacts on future generations, long term resilience, economic, environmental and social capital.

8. EQUALITIES IMPLICATIONS

- 8.1 There are no specific equalities implications that directly affect the Council arising from the report.

9. FINANCIAL IMPLICATIONS

- 9.1 There are no financial implications associated with this report.

10. PERSONNEL IMPLICATIONS

10.1 There are no personnel implications associated with this report.

11. CONSULTATIONS

11.1 There has been no consultation undertaken.

Author: Emma Sullivan, Senior Committee Services Officer

NOTICE OF MOTION

NATIONAL STRATEGY FOR THE PREVENTION OF YOUNG SUDDEN CARDIAC DEATH

To consider the undersigned Notice of Motion standing in the name of County Borough Councillor C. Cuss and supported by the Councillors D. Harse and J. Bevan and those listed below.

Every week 12 apparently fit and healthy young people in the UK die suddenly from an undiagnosed heart defect. In 80% of these cases, there will have been no signs or a symptom until it is too late, which is why screening is so vitally important. Once detected, preventative or therapeutic interventions can be implemented and in some cases the condition can be cured with the risk of sudden cardiac death entirely removed.

Voluntary Organisations such as CRY test around 30,000 young people each year but inexplicably the National Screening Committee is set to recommend 'against' screening for the risk of sudden cardiac death in the young. Welsh Hearts another voluntary organisation have recently submitted a petition to Welsh Government 'Lets Get Every Young Heart Screened' which asks them to roll out a heart screening programme for all young people aged 10-35 in Wales.

Current UK policies are contradictory, with guidelines based on inconsistent assessments of the incidence, methods of diagnosis and management of cardiac conditions in young people and a national strategy is needed to ensure consistency and to correctly acknowledge the incidences of these deaths, which are according to the UK Statistics Authority being significantly under reported.

In the Moriah Ward on the 15th of August 2018, we lost one such young person, Jake Pickford, a talented footballer and athlete, who at the age of 16 died from Sudden Arrhythmic Death Syndrome (SADS) the devastation to his parents, brother and sister, family, friends and the community as a whole is immeasurable and unfortunately this is not the only incidence in our County Borough.

We the undersigned elected members ask that this Council: -

- (i) write to Welsh Government and ask that they support a National Strategy for the Prevention of Young Sudden Cardiac Death and look at the possibility of providing a free cardiac screening programme for our young people, starting with mandatory screening for any young person taking part in competitive sport in Wales.
- (ii) pledge to support a National Strategy for the Prevention of Young Sudden Cardiac Death to help save the lives of the 12 apparently fit and healthy young people who die every week in the UK of undiagnosed cardiac conditions by writing to UK Parliament and urging Members of Parliament to support the campaign mypledge@c-r-y.org.uk:



Councillor C. Cuss



Councillor J. Bevan



Councillor D. Harse

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COUNCIL – 19TH NOVEMBER 2019

SUBJECT: ANNUAL IMPROVEMENT REPORT 2018/19

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES

-
- 1.1 The attached report, which was presented by the Wales Audit Office to Cabinet on 16th October 2019 and considered by Audit Committee on 15th October 2019, provided details of the key messages from the Wales Audit Office (WAO) Annual Improvement Report (AIR). The AIR makes a judgement as to whether we have and whether we are likely to comply with our statutory duty in compliance with the Local Government (Wales) Measure 2009 to 'make arrangements to secure continuous improvement'.
 - 1.2 It was noted that the AIR is two-fold. It summarises the work carried out by WAO during the year 2018/19 and provides the regulators judgement as to whether we comply with the Local Government (Wales) Measure 2009. For 2018/19 the WAO judgement was:

“The Council is meeting its statutory requirements in relation to continuous improvement and is at a crucial pivotal point in its ambition to transform”
Based on, and limited to, the work carried out by the Wales Audit Office and relevant regulators, the Auditor General believes that the Council is likely to comply with the requirements of the Local Government Measure (2009) during 2019/20.
 - 1.3 The presenting WAO Auditor noted that the Council is now at a crucial pivotal point in its ambition to transform, and it has significant opportunities to quickly grasp through its transformation programme, Team Caerphilly and needs to now ground its ambitions and turn into action and improved outcomes for its citizens by 2022.
 - 1.4 Cabinet considered each of the issues identified within the report at Exhibit 1: audit, regulatory and inspection work reported during 2018-19, noting areas of development where identified and any recommendations in order to meet National Recommendations.
 - 1.5 In discussing the local risk-based performance audit information and WHQS follow-up, it was noted that significant progress had been made in the WHQS Programme and the programme is on track for full compliance in June 2020.
 - 1.6 Financial sustainability was discussed and a Member queried whether discussions had taken place with the WLGA. Officers explained that a number of councils are developing transformation strategies, as a result of austerity measures and budget pressures and therefore, discussions have taken place both with the WLGA and S151 groups, to look at ways of working together and supporting where possible.
 - 1.7 Members raised concerns around the Local Government Services to Rural Communities recommendation in relation to supporting community asset transfers and the challenges this could post due to shrinking budgets and resilience of Town and Community Councils to maintain key assets. Members were assured that this was part of a National Report across Wales, in which some recommendations may be more relevant to other Local Authorities, and

each recommendation is to be considered for relevance and fit.

- 1.8 Discussions took place around Waste Management and it was noted that Caerphilly, having conducted a review of services, will not be following the 'blue print', and Members queried what implications this would have, as the current process is producing excellent performance and response from residents. The Officer explained that the recommendations in the report are made on the national work undertaken and a focus on increasing participation, and not on assumptions of the 'blue print'.
- 1.9 Cabinet thanked the Wales Audit Office for the extensive work undertaken and were keen to see progress reports in due course.
- 1.10 Having fully considered its content Cabinet unanimously supported the recommended within the Officers report and

RECOMMENDED that Council approve the Annual Improvement Report (AIR)
2018/19.

- 1.11 Council are asked to consider the attached report and the above recommendation from Cabinet.

Author: Charlotte Evans, Committee Services Officer – evansca1@caerphilly.gov.uk

Appendices:

Appendix 1 Cabinet Report dated 16th October 2019



CABINET – 16TH OCTOBER 2019

SUBJECT: ANNUAL IMPROVEMENT REPORT 2018/19.

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES

-
- 1.1 The attached report is due to be considered by the Audit Scrutiny Committee on 15th October 2019, prior to its referral to Cabinet.
 - 1.2 The views expressed at the meeting and the recommendations of the Scrutiny Committee will be reported verbally to Cabinet on 16th October 2019.

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

Appendices:

Appendix Annual Improvement Report 2018/19 - Agenda Item 4



AUDIT COMMITTEE 15TH OCTOBER 2019

SUBJECT: ANNUAL IMPROVEMENT REPORT 2018/19

REPORT BY: CORPORATE DIRECTOR - EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 The attached report (Appendix 1) issued at the end of July 2019 outlines the key messages from the Wales Audit Office (WAO) Annual Improvement Report (AIR). The AIR makes a judgement as to whether we have and whether we are likely to comply with our statutory duty in compliance with the Local Government (Wales) Measure 2009 to 'make arrangements to secure continuous improvement'.

2. SUMMARY

- 2.1 This AIR is two-fold. It summarises the work carried out by the WAO during the year 2018/19 and provides the regulators judgement as to whether we will comply with the Local Government (Wales) Measure 2009. For 2018/19 the WAO judgement was:

"The Council is meeting its statutory requirements in relation to continuous improvement and is at a crucial pivotal point in its ambition to transform"

Based on, and limited to, the work carried out by the Wales Audit Office and relevant regulators, the Auditor General believes that the Council is likely to comply with the requirements of the Local Government Measure (2009) during 2019-20"

3. RECOMMENDATIONS

- 3.1 It is recommended that Audit Committee comment on and approve the Annual Improvement Report (AIR) 2018/19 as set out in Appendix 1.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To allow Audit Committee to consider the Annual Improvement Report prior to its presentation at Cabinet.

5. THE REPORT

- 5.1 As noted in 2.1 the WAO judgement is that "The Council is meeting its statutory requirements in relation to continuous improvement and is at a crucial pivotal point in its ambition to transform"

5.2 The report notes in paragraph 7 that “*During the course of the year, the Auditor General did not make any further formal recommendations. However, we have made a number of proposals for improvement and these are repeated in this report. We will monitor progress against them and relevant recommendations made in our national reports (AIR Appendix 3) as part of our improvement assessment work*”.

5.3 Page 6 onwards of the AIR gives a brief summary of the work reported on in 2018/19.

5.4 The AIR notes, at page 15, that the Council complied with its duty for Improvement Planning and Reporting, through our published Well-being Objectives, and our assessment of performance in the Annual Performance Report for the year 2017/18. No proposals for improvement were made. The WAO provided confirmation certificates that these duties were met and these were received by Audit Committee as information items on 24th July 2018 and 29th January 2019.

5.5 Individual reports received are reported to members throughout the year and the AIR is a summary of those individual outputs.

5.6 **Conclusion**

At the end of 2018/19 we can demonstrate that “***The Council is meeting its statutory requirements in relation to continuous improvement and is at a crucial pivotal point in its ambition to transform***”

6. **ASSUMPTIONS**

6.1 There are no assumptions in this report.

7. **LINKS TO RELEVANT COUNCIL POLICIES**

7.1 Corporate Plan 2018-2023.

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

8.1 The Well-being of Future Generations (Wales) Act 2015 is about improving the social, economic, environmental and cultural well-being of Wales. Its aim is to make public bodies listed in the Act to think more about the long term, working better with communities and each other. It is about preventing problems and taking a joined-up approach.

The arrangements we have in place to comply with the Act are reported to a range of audiences and made available on the council’s website.

9. **EQUALITIES IMPLICATIONS**

9.1 An Equalities Impact Assessment screening has been conducted and it has been determined that an assessment is not needed as this report relates to a document published by the WAO.

10. **FINANCIAL IMPLICATIONS**

10.1 There are no financial implications to this report.

11. PERSONNEL IMPLICATIONS

11.1 There are no personnel implications arising from this report.

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 (Wales) Measure 2009. Well-being of Future Generations (Wales) Act 2015

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

Consultees: Richard (Ed) Edmunds – Corporate Director for Education and Corporate Services
Councillor Barbara Jones – Interim Leader & Cabinet Member for Performance
Steve Harris – Interim Head of Business Improvement Services
Kathryn Peters – Corporate Policy Manager
Deborah Gronow – Audit Group Manager

Appendices:
Appendix A - Annual Improvement Report 2018/19



WALES AUDIT OFFICE
SWYDDFA ARCHWILIO CYMRU

Annual Improvement Report

Caerphilly County Borough Council

Issued: July 2019

Document reference: 1388A2019-20

This Annual Improvement Report has been prepared on behalf of the Auditor General for Wales by Gareth Jones and Non Jenkins under the direction of Huw Rees

Adrian Crompton
Auditor General for Wales
Wales Audit Office
24 Cathedral Road
Cardiff
CF11 9LJ

The Auditor General is independent of government, and is appointed by Her Majesty the Queen. The Auditor General undertakes his work using staff and other resources provided by the Wales Audit Office Board, which is a statutory board established for that purpose and to monitor and advise the Auditor General. The Wales Audit Office is held to account by the National Assembly.

The Auditor General audits local government bodies in Wales, including unitary authorities, police, probation, fire and rescue authorities, national parks and community councils. He also conducts local government value for money studies and assesses compliance with the requirements of the Local Government (Wales) Measure 2009.

Beyond local government, the Auditor General is the external auditor of the Welsh Government and its sponsored and related public bodies, the Assembly Commission and National Health Service bodies in Wales.

The Auditor General and staff of the Wales Audit Office aim to provide public-focused and proportionate reporting on the stewardship of public resources and in the process provide insight and promote improvement.

We welcome correspondence and telephone calls in Welsh and English. Corresponding in Welsh will not lead to delay. Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

This document is also available in Welsh.

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Summary report

2018-19 performance audit work

- 1 To decide the range and nature of the work we would undertake during the year, we considered how much we already know from all previous audit and inspection work and from other sources of information including Caerphilly County Borough Council's (the Council) own mechanisms for review and evaluation. For 2018-19, we undertook improvement assessment work; an assurance and risk assessment project and work in relation to the Well-being of Future Generations Act at all councils. At some councils, we supplemented this work with local risk-based audits, identified in the Audit Plan for 2018-19.
- 2 The work carried out since the last Annual Improvement Report (AIR), including that of the relevant regulators, is set out in [Exhibit 2](#).

The Council is meeting its statutory requirements in relation to continuous improvement and is at a crucial pivotal point in its ambition to transform

- 3 Based on, and limited to, the work carried out by the Wales Audit Office and relevant regulators, the Auditor General believes that the Council is likely to comply with the requirements of the Local Government Measure (2009) during 2019-20.
- 4 As stated in our 2015-16, 2016-17 and 2017-18 Annual Improvement Reports, internal investigations are continuing in relation to the issues concerning some senior officers. Consequently, there are still a number of interim or acting posts at senior management level and a degree of uncertainty remains at the Council until the internal investigations are concluded.
- 5 The Council is now at a crucial pivotal point in its ambition to transform, and it has significant opportunities to quickly grasp through its transformation programme, Team Caerphilly, to ground its ambitions and turn them into action and improved outcomes for its citizens by 2022.

Recommendations and proposals for improvement

- 6 Given the wide range of services provided by the Council and the challenges it is facing, it would be unusual if we did not find things that can be improved. The Auditor General is able to:
 - make proposals for improvement – if proposals are made to the Council, we would expect it to do something about them and we will follow up what happens;

- make formal recommendations for improvement – if a formal recommendation is made, the Council must prepare a response to that recommendation within 30 working days;
- conduct a special inspection, publish a report and make recommendations; and
- recommend to ministers of the Welsh Government that they intervene in some way.

7 During the course of the year, the Auditor General did not make any formal recommendations. However, we have made a number of proposals for improvement and these are repeated in this report. We will monitor progress against them and relevant recommendations made in our national reports ([Appendix 3](#)) as part of our improvement assessment work.

Audit, regulatory and inspection work reported during 2018-19

Exhibit 1: audit, regulatory and inspection work reported during 2018-19

Issue date	Brief description	Conclusions	Proposals for improvement
April 2019	<p>Assurance and Risk Assessment Project to identify the level of audit assurance and/or where further audit work may be required in future years in relation to risks to the Council:</p> <ul style="list-style-type: none"> • putting in place proper arrangements to secure value for money in the use of resources; • putting in place arrangements to secure continuous improvement; and • acting in accordance with the sustainable development principle in setting wellbeing objectives and taking steps to meet them. 	<p>Arising from this project we identified the following topics for inclusion in our audit plan at the Council for 2019-20:</p> <ul style="list-style-type: none"> • a review of the Council's transformation programme. This project will review the effectiveness and impact of the Council's transformation programme in driving sustainable and efficient improvement. We will discuss the focus and approach to this project with the Council. • a review of the Council's financial sustainability. A project common to all local councils that will assess financial sustainability in light of current and anticipated future challenges. . 	Not applicable

Issue date	Brief description	Conclusions	Proposals for improvement
March 2019	<p>Well-being of Future Generations Act (Wales) 2015 (WFG Act) examination</p> <p>Examination of the extent to which the Council has acted in accordance with the sustainable development principle when taking the step of continuing the delivery of the Flying Start programme to help improve access, take up and attendance to meet the following wellbeing objective:</p> <ul style="list-style-type: none"> Improved education opportunities for all. <p><u>Copy of the Auditor General's report</u></p>	<p>In taking this step and acting in accordance with the Flying Start Programme, the Council has a number of positive examples of how it has taken account of the sustainable development principle, particularly in collaboration and prevention. However, the Council recognises that there is more to do to consistently embed all five ways of working and could strengthen its involvement to secure increased take up and attendance and ensure that it is working in a fully integrated way:</p> <ul style="list-style-type: none"> the Council can identify longer-term benefits for individual families who engage with the Flying Start Programme, but the Council could consider ways to track and evidence longer-term impacts for all families eligible for the programme; prevention is an inherent part of the Flying Start Programme, and the Council has tailored its approach to the local population, but it should consider different ways to maximise the preventative benefits the programme could bring; the Council demonstrates a good understanding of integration and is making progress towards a more integrated approach to delivering its Flying Start Programme; collaboration is an inherent part of the Flying Start programme and the Flying Start team are collaborating well internally and externally; and the Flying Start team has a well-developed approach to using views of parents to inform the design of services and has established a positive working relationship with the local Parent Network. 	<p>We did not make any proposals for improvement in the Well-being of Future Generations Act (Wales) 2015 (WFG Act) examinations report but did highlight some areas of development which the Council plans to act on.</p>

Issue date	Brief description	Conclusions	Proposals for improvement
September 2018	<p>Annual Audit Letter 2017-18 Letter summarising the key messages arising from the Auditor General's statutory responsibilities under the Public Audit (Wales) Act 2004 and his reporting responsibilities under the Code of Audit Practice. The Annual Audit Letter is in Appendix 2 of this report.</p>	<ul style="list-style-type: none"> • The Council complied with its responsibilities relating to financial reporting and use of resources. • We are satisfied that the Council has appropriate arrangements in place to secure economy, efficiency and effectiveness in its use of resources. • Our work to date on certification of grant claims and returns has not identified significant issues that would impact on the 2017-18 accounts or key financial systems. 	None

Issue date	Brief description	Conclusions	Proposals for improvement
Local risk-based performance audit			
December 2018	<p>Thematic Review – Service User Perspective</p> <p>Review to gain assurance and insight into the extent to which services respond to the needs and expectations of service users both in their design and delivery and take their views and aspirations into account. This review focussed on the Council's housing tenants and leaseholders.</p> <p><u>Copy of the Auditor General's report</u></p>	<p>Tenants and leaseholders have positive views about many aspects of the Council's Welsh Housing Quality Standard (WHQS) programme including the quality, but are less satisfied with external works, the timeliness of work, and the extent to which the Council involves them and provides information on the works:</p> <ul style="list-style-type: none"> • the Council provides tenants and leaseholders with information about the WHQS programme, but it could better explain why the works are needed; • the Council could do more to ensure that the works are consistently completed on time across all areas; • those who have had improvement works are satisfied with the quality of internal works, but are less satisfied with external works; • tenants and leaseholders are involved with the works, but the Council inconsistently applies tenants' choice about electrical wiring; and • 85% of the tenants and leaseholders can quickly and easily contact the Council. 	<p>P1 To ensure that the WHQS programme meets the needs of all tenants and leaseholders the Council should;</p> <ul style="list-style-type: none"> • strengthen its communication approaches with all tenants and leaseholders, taking account of the experiences of different groups of residents; • monitor and report compliance with the Charter for Trust to address any identified issues; and • analyse complaints about the WHQS programme systematically to address the root causes and share learning to improve tenants' and leaseholders' experience of the programme.

Issue date	Brief description	Conclusions	Proposals for improvement
Local risk-based performance audit			
January 2019	<p>WHQS follow-up review Review to determine whether the Council is addressing our 2017 statutory recommendations and has appropriate systems in place to meet the WHQS by 2020.</p> <p><u>Copy of the Auditor General's report</u></p>	<p>The Council has responded positively to our June 2017 WHQS report and statutory recommendations by making significant improvements and as a result we now conclude that it is likely to meet the WHQS by December 2020:</p> <ul style="list-style-type: none"> the Council has made significant progress in identifying the investment and resources it needs to complete its WHQS programme by the end of 2020; the Council has taken steps to determine the value for money of its procurement arrangements; there have been improvements to its WHQS performance reports, however, there is still inconsistent and inaccurate reporting of performance; the Council now has measurable performance targets to effectively monitor the remainder of its WHQS programme; the Council has strengthened its arrangements to meet its statutory landlord responsibilities; and the Council has invested additional resources to enhance its WHQS programme management but still lacks a current Local Housing strategy and does not always produce comprehensive Equality Impact Assessments for key housing policy documents. 	<p>P1 The Council should ensure that members and tenants receive accurate WHQS performance information regularly about its progress towards achieving its 2020 programme deadline.</p> <p>P2 The Council should agree a Local Housing Strategy to set out its long-term vision for the future priorities for homes in Caerphilly.</p> <p>P3 The Council should ensure that Equality Impact Assessments are undertaken consistently.</p>

Issue date	Brief description	Conclusions	Proposals for improvement
Local risk-based performance audit			
March 2019	<p>Aligning Levers for Change: Business Improvement Portfolio Board</p> <p>Review providing real time constructive feedback and challenge to the Business Improvement Programme Board to help members of the Board have effective oversight of its major programmes and the strategic and co-ordinated approach to its services. Review on how effectively the Board and Programme deliver the overall vision and objectives.</p>	<p>The Council has recognised that a fresh approach to transformation is needed and Caerphilly 2022 (C2022) is therefore an opportunity not to be missed.</p> <p>The Council initiated its thinking around the C2022 programme in late 2018/early 2019 but it represents a critical opportunity for the Council to secure long-term transformation.</p> <p>The Council's initial thinking around C2022 indicates an increasing ambition for the Council's transformation agenda.</p> <p>There is an increasing realisation by the Council that its transformation agenda needs to be more ambitious and needs to align with the achievement of significant financial savings.</p>	<p>P1 Articulate the purpose, scope, vision and expected outcomes from C2022 and set out how the programme will:</p> <ul style="list-style-type: none"> • support/enable the delivery of its corporate plan and wellbeing objectives; • help it to sustainably deliver the savings required under the medium-term financial plan; and • sustainably secure improvement, value for money and a return on investment to achieve improved outcomes for citizens in an economical, efficient and effective way. <p>P2 Communicate its agreed vision to staff, partners, residents and other stakeholder groups as required to secure engagement and ownership.</p> <p>P3 Bring forward and prioritise specific and ambitious proposals for corporate and service transformation within the C22 programme.</p> <p>P4 Put in place robust governance and oversight arrangements for C2022. These should include as a minimum:</p> <ul style="list-style-type: none"> • a clear and proportionate approach to programme management. This should set out how proposals will be tested through development of robust business cases, and how savings proposals will be developed, managed and scrutinised in this context. • a delivery timeline that reflects key decision points in the Council's strategic planning and budgeting cycles. • appropriate arrangements for oversight, scrutiny, assurance and accountability. This should include opportunities for senior officers and members to meaningfully engage with and challenge the development and delivery of transformation proposals.

Issue date	Brief description	Conclusions	Proposals for improvement
Local risk-based performance audit			
			<p>P5 Ensure that it has both the capability and capacity to deliver the programme. This should include:</p> <ul style="list-style-type: none"> • identifying and addressing skill gaps in relation to the proposed transformation initiatives; • ensuring the right balance between corporate control and ownership/accountability amongst service leads; • putting in place a corporate resource to oversee and enable programme delivery; • ensuring that corporate services including; finance, HR, procurement, ICT and intelligence are actively supporting, enabling and challenging programme delivery and performance outcomes. • continuing to draw on critical challenge, external expertise and best practice from Wales and the UK (and beyond). <p>P6 Identify the measures of success and key milestones that will demonstrate to all stakeholders (public, staff, businesses, regulators) that it is on track to deliver the agreed financial, service and place-based outcomes.</p>

Issue date	Brief description	Conclusions	Proposals for improvement
Local risk-based performance audit			
June 2019	<p>Corporate Safeguarding Arrangements</p> <p>Review of the effectiveness of corporate safeguarding arrangements building on the study previously undertaken by the Auditor General in this area.</p> <p><u>Copy of the Auditor General's report</u></p>	<p>Although the Council has made some progress in addressing our previous recommendations, the Council needs to further strengthen its corporate safeguarding oversight and assurance arrangements</p>	<p>The review found that the Council had not fully addressed the following previous national recommendations and the Council should address these in full:</p> <p>R3 Strengthen safe recruitment of staff and volunteers by:</p> <ul style="list-style-type: none"> • ensuring that Disclosure and Barring Service (DBS) checks and compliance with safe recruitment policies cover all services that come into contact with children; • creating an integrated corporate compliance system to record and monitor compliance levels on DBS checks; and • requiring safe recruitment practices amongst partners in the third sector and for volunteers who provide services commissioned and/or used by the Council which are underpinned by a contract or service level agreement. <p>R4 Ensure all relevant staff, members and partners understand their safeguarding responsibilities by:</p> <ul style="list-style-type: none"> • ensuring safeguarding training is mandated and coverage extended to all relevant Council service areas, and is included as standard on induction programmes; • creating a corporate-wide system to identify, track and monitor compliance on attending safeguarding training in all Council departments, elected members, schools, governors and volunteers; and • requiring relevant staff in partner organisations who are commissioned to work for the Council in delivering services to children and young people to undertake safeguarding training.

Issue date	Brief description	Conclusions	Proposals for improvement
Local risk-based performance audit			
			<p>R6 Improve accountability for corporate safeguarding by regularly reporting safeguarding issues and assurances to scrutiny committee(s) against a balanced and Council-wide set of performance information covering:</p> <ul style="list-style-type: none"> • benchmarking and comparisons with others; • conclusions of internal and external audit/inspection reviews; • service-based performance data; • key personnel data such as safeguarding training, and DBS recruitment checks; and • the performance of contractors and commissioned services on compliance with Council safeguarding responsibilities. <p>R7 Establish a rolling programme of internal audit reviews to undertake systems testing and compliance reviews on the Council's safeguarding practices.</p> <p>R8 Ensure the risks associated with safeguarding are considered at both a corporate and service level in developing and agreeing risk management plans across the Council.</p>

Issue date	Brief description	Conclusions	Proposals for improvement
Improvement planning and reporting			
May 2018	Wales Audit Office annual improvement plan audit Review of the Council's published plans for delivering on improvement objectives.	The Council has complied with its statutory improvement planning duties.	None
November 2018	Wales Audit Office annual assessment of performance audit Review of the Council's published performance assessment.	The Council has complied with its statutory improvement reporting duties.	None
Reviews by inspection and regulation bodies			
No reviews by inspection and regulation bodies have taken place during the time period covered in this report.			

Appendix 1

Status of this report

The Local Government (Wales) Measure 2009 (the Measure) requires the Auditor General to undertake a forward-looking annual improvement assessment, and to publish an annual improvement report, for each improvement authority in Wales. Improvement authorities (defined as local councils, national parks, and fire and rescue authorities) have a general duty to 'make arrangements to secure continuous improvement in the exercise of [their] functions'.

The annual improvement assessment considers the likelihood that an authority will comply with its duty to make arrangements to secure continuous improvement. The assessment is also the main piece of work that enables the Auditor General to fulfil his duties. Staff of the Wales Audit Office, on behalf of the Auditor General, produce the annual improvement report. The report discharges the Auditor General's duties under section 24 of the Measure, by summarising his audit and assessment work in a published annual improvement report for each authority. The report also discharges his duties under section 19 to issue a report certifying that he has carried out an improvement assessment under section 18 and stating whether (as a result of his improvement plan audit under section 17) he believes that the authority has discharged its improvement planning duties under section 15.

The Auditor General may also, in some circumstances, carry out special inspections (under section 21), which will be reported to the authority and Ministers, and which he may publish (under section 22). An important ancillary activity for the Auditor General is the co-ordination of assessment and regulatory work (required by section 23), which takes into consideration the overall programme of work of all relevant regulators at an improvement authority. The Auditor General may also take account of information shared by relevant regulators (under section 33) in his assessments.

Appendix 2

Annual Audit Letter

Reference CCBC/AAL/1718

Date 3 September 2018

Councillor D Poole
Leader
Caerphilly County Borough Council
Penallta House
Tredomen Park
Ystrad Mynach
CF82 7PG

Cc: Ms Christina Harrhy

Dear Councillor Poole

Annual Audit Letter – Caerphilly County Borough Council 2017-18

This letter summarises the key messages arising from our statutory responsibilities under the Public Audit (Wales) Act 2004 and our reporting responsibilities under the Code of Audit Practice.

The Council complied with its responsibilities relating to financial reporting and use of resources

It is the Council's responsibility to:

- put systems of internal control in place to ensure the regularity and lawfulness of transactions and to ensure that its assets are secure;
- maintain proper accounting records;
- prepare a Statement of Accounts in accordance with relevant requirements; and
- establish and keep under review appropriate arrangements to secure economy, efficiency and effectiveness in its use of resources.

The Public Audit (Wales) Act 2004 requires us to:

- provide an audit opinion on the accounting statements;
- review the Council's arrangements to secure economy, efficiency and effectiveness in its use of resources; and
- issue a certificate confirming that we have completed the audit of the accounts.

Local authorities in Wales prepare their accounting statements in accordance with the requirements of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom. This Code is based on International Financial Reporting Standards.

On 2 August 2018 we issued an unqualified audit opinion on the accounting statements confirming that they present a true and fair view of the Council's financial position and transactions. Our report is contained within the Statement of Accounts. The key matters arising from the accounts audit were reported to members of the Audit Committee in our Audit of Financial Statements report on the 24 July 2018.

- the Council continues to demonstrate effective arrangements in the preparation of its financial statements, enabling the Council to approve the audited financial statements on 31 July 2018, significantly ahead of the statutory deadline of 30 September. The Council has continued to provide good quality draft financial statements and accompanying working papers for audit. These were available for us to commence our audit fieldwork in line with the agreed timetable.
- there were a number of misstatements that were corrected by management. All disclosure corrections were processed with no effect on the Council's reported outturn position.
- we identified a number of recommendations relating to Internal Audit, the Annual Governance Statement, journal controls and depreciation. A number of these issues have been reported in prior years.

We are satisfied that the Council has appropriate arrangements in place to secure economy, efficiency and effectiveness in its use of resources

Our consideration of the Council's arrangements to secure economy, efficiency and effectiveness has been based on the audit work undertaken on the accounts as well as placing reliance on the work completed under the Local Government (Wales) Measure 2009. The Auditor General will highlight areas where the effectiveness of these arrangements has yet to be demonstrated or where improvements could be made when he publishes his Annual Improvement Report.

We issued a certificate confirming that the audit of the accounts was completed on 2 August 2018.

Our work to date on certification of grant claims and returns has not identified significant issues that would impact on the 2017-18 accounts or key financial systems.

A more detailed report on our grant certification work will follow in January 2019 once this year's programme of certification work is complete.

The financial audit fee for 2017-18 is currently expected to be in line with the agreed fee set out in the Annual Audit Plan.

Yours sincerely

Grant Thornton UK LLP

**Grant Thornton UK LLP
For and on behalf of the Auditor General for Wales**

Appendix 3

National report recommendations 2018-19

Exhibit 3: national report recommendations 2018-19

Date of report	Title of review	Recommendation
October 2018	<u>Procuring Residual and Food Waste Treatment Capacity</u>	<p>R1 The projections for the three residual waste projects in the Programme assume that, across the 14 councils involved, the overall amount of residual waste will increase through the lifetime of the contracts. If these projections are accurate then something significant would have to occur beyond 2040 to reach zero waste across these council areas by 2050. If the projections are not accurate then there is the risk that councils will pay for capacity they do not need. We recommend that the Welsh Government:</p> <ul style="list-style-type: none"> • in reviewing the Towards Zero Waste strategy, considers how its ambition of there being no residual waste by 2050 aligns with current projections for residual waste treatment; and • works with councils to consider the impact of changes in projections on the likely cost of residual waste projects and any mitigating action needed to manage these costs.

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Date of report	Title of review	Recommendation
		<p>R2 The Welsh Government's programme support to date has mainly focused on project development and procurement. Now that most of the projects are operational, the focus has shifted to contract management. We recommend that the Welsh Government continue its oversight of projects during the operational phase by:</p> <ul style="list-style-type: none"> • building on its existing model of providing experienced individuals to assist with project development and procurement and making sure input is available to assist with contract management if required; • setting out its expectations of councils regarding contract management; • ensuring partnerships revisit their waste projections and associated risks periodically, for example to reflect updated population projections or economic forecasts; and • obtaining from partnerships basic management information on gate fees paid, amount of waste sent to facilities and quality of contractor service.

Date of report	Title of review	Recommendation
November 2018	<u>Local Government Services to Rural Communities</u>	<p>R1 Socio economic change, poor infrastructure and shifts in provision of key services and facilities have resulted in the residualisation of communities in rural Wales. We recommend that Welsh Government support public bodies to deliver a more integrated approach to service delivery in rural areas by:</p> <ul style="list-style-type: none"> • refreshing rural grant programmes to create sustainable financial structures, with multi-year allocations; and • helping people and businesses make the most of digital connectivity through targeted and more effective business and adult education support programmes. <p>R2 The role of Public Service Boards is evolving but there are opportunities to articulate a clearer and more ambitious shared vision for rural Wales (see paragraphs 2.2 to 2.9 and 2.28 to 2.31). We recommend that PSB public service partners respond more effectively to the challenges faced by rural communities by:</p> <ul style="list-style-type: none"> • assessing the strengths and weaknesses of their different rural communities using the Welsh Government’s Rural Proofing Tool and identify and agree the local and strategic actions needed to support community sustainability; and • ensuring the Local Well-Being Plan sets out a more optimistic and ambitious vision for ‘place’ with joint priorities co-produced by partners and with citizens to address agreed challenges.

Date of report	Title of review	Recommendation
		<p>R3 To help sustain rural communities, public services need to think differently in the future (see paragraphs 3.1 to 3.12). We recommend councils provide a more effective response to the challenges faced by rural communities by:</p> <ul style="list-style-type: none">• ensuring service commissioners have cost data and qualitative information on the full range of service options available; and• using citizens' views on the availability, affordability, accessibility, adequacy and acceptability of council services to shape the delivery and integration of services.

Date of report	Title of review	Recommendation
		<p>R4 To help sustain rural communities, public services need to act differently in the future (see paragraphs 3.1 to 3.12). We recommend councils do more to develop community resilience and self-help by:</p> <ul style="list-style-type: none"> • working with relevant bodies such as the Wales Co-operative Centre to support social enterprise and more collaborative business models; • providing tailored community outreach for those who face multiple barriers to accessing public services and work; • enhancing and recognising the role of town and community councils by capitalising on their local knowledge and supporting them to do more; • encouraging a more integrated approach to service delivery in rural areas by establishing pan-public service community hubs, networks of expertise, and clusters of advice and prevention services; • enabling local action by supporting community asset transfer identifying which assets are suitable to transfer, and having the right systems in place to make things happen; and • improving community-based leadership by developing networks of interest, training and coaching, and encouraging volunteering.

Date of report	Title of review	Recommendation
November 2018	<u>Waste Management in Wales: Municipal Recycling</u>	<p>R1 Benchmarking work has found that the cost of certain waste management services shows surprising variation (paragraphs 1.31-1.39). The Welsh Government should work with councils to understand better the basis of the variation in spending on waste management services that are fundamentally the same and ensure that waste management costs are accounted for in a consistent way.</p> <p>R2 The Welsh Government believes that, if applied optimally, its Collections Blueprint offers the most cost-effective overall means of collecting recyclable resources but is planning further analysis (paragraphs 1.40-1.51). When undertaking its further analysis to understand better the reasons for differences in councils' reported costs, and the impact on costs where councils have adopted the Collections Blueprint, we recommend that the Welsh Government:</p> <ul style="list-style-type: none"> • explores how the cost of collecting dry recyclables may affect the overall cost of providing kerbside waste management services to households; and • compares the actual costs with the costs modelled previously as part of the Welsh Government-commissioned review of the Collections Blueprint for councils that now operate the Collections Blueprint.

Date of report	Title of review	Recommendation
		<p>R3 The Welsh Government has undertaken to consider alternatives to the current weight-based recycling targets which can better demonstrate the delivery of its ecological footprint and carbon reduction goals (paragraphs 2.38-2.45). We recommend that the Welsh Government replace or complement the current target to recycle, compost and reuse wastes with performance measures to refocus recycling on the waste resources that have the largest impact on carbon reduction, and/or are scarce. We recognise that the Welsh Government may need to consider the affordability of data collection for any alternative means of measurement.</p> <p>R4 In refreshing Towards Zero Waste, the Welsh Government needs to show that wider sustainability benefits sought through municipal recycling offer value and cannot be more readily attained in other ways and at lower cost including, but not necessarily limited to, other waste management interventions (paragraphs 2.52-2.53). The Welsh Government should demonstrate in the revised waste strategy that not only is it possible to recycle a greater proportion of municipal waste, but how doing so maximises its contribution to achieving its sustainable development objectives.</p>

Date of report	Title of review	Recommendation
November 2018	<u>Provision of Local Government Services to Rural Communities: Community Asset Transfer</u>	<p>R1 Local authorities need to do more to make CATs (Community Asset Transfers) simpler and more appealing, help build the capacity of community and town councils, give them more guidance in raising finance, and look to support other community development models such as social enterprises that support social value and citizen involvement. In addition, we recommend that local authorities monitor and publish CAT numbers and measure the social impact of CATs.</p> <p>R2 Local authorities have significant scope to provide better and more visible help and support before, during, and after the community asset transfer process. We conclude that there is considerable scope to improve the business planning, preparation, and aftercare for community asset transfer. We recommend that local authorities:</p> <ul style="list-style-type: none"> • identify community assets transfer's role in establishing community hubs, networks of expertise and clusters of advice and prevention services; • work with town and community councils to develop their ability to take on more CATs; • identify which assets are suitable to transfer, and clarify what the authority needs to do to enable their transfer; • ensure their CAT policy adequately covers aftercare, long term support, post transfer support, signposting access to finance, and sharing the learning about what works well; and • support community-based leadership by developing networks of interest, training and coaching, and encouraging volunteering.

Date of report	Title of review	Recommendation
December 2018	<u>The maturity of local government in use of data</u>	<p>R1 Part 1 of the report highlights the importance of creating a strong data culture and clear leadership to make better use of data. We recommend that local authorities:</p> <ul style="list-style-type: none"> • have a clear vision that treats data as a key resource; • establish corporate data standards and coding that all services use for their core data; • undertake an audit to determine what data is held by services and identify any duplicated records and information requests; and • create a central integrated customer account as a gateway to services. <p>R2 Part 2 of the report notes that whilst it is important that authorities comply with relevant data protection legislation, they also need to share data with partners to ensure citizens receive efficient and effective services. Whilst these two things are not mutually exclusive, uncertainty on data protection responsibilities is resulting in some officers not sharing data, even where there is agreement to provide partners with information. We recommend that authorities:</p> <ul style="list-style-type: none"> • provide refresher training to service managers to ensure they know when and what data they can and cannot share; and • review and update data sharing protocols to ensure they support services to deliver their data sharing responsibilities.

Date of report	Title of review	Recommendation
		<p>R3 In Part 3 of our report, we conclude that adequate resources and sufficient capacity are ongoing challenges. However, without upskilling staff to make better use of data, authorities are missing opportunities to improve their efficiency and effectiveness. We recommend that authorities:</p> <ul style="list-style-type: none"> • identify staff who have a role in analysing and managing data to remove duplication and free up resources to build and develop capacity in data usage; and • invest and support the development of staff data analytical, mining and segmentation skills. <p>R4 Part 4 of our report highlights that authorities have more to do to create a data-driven decision-making culture and to unlock the potential of the data they hold. We recommend that local authorities:</p> <ul style="list-style-type: none"> • set data reporting standards to ensure minimum data standards underpin decision making; and • make more open data available.

Date of report	Title of review	Recommendation
March 2019	<u>Waste Management in Wales - Preventing waste</u>	<p>R1 Increasing the focus on waste prevention to reflect the overall aims of Towards Zero Waste</p> <p>Available data on the amount of waste produced suggests mixed progress to deliver the Welsh Government's waste prevention targets. We recommend that the Welsh Government:</p> <ul style="list-style-type: none"> a) revisits the relative priority it gives to recycling and waste prevention as part of its review of Towards Zero Waste; b) sets out clearly the expectations on different organisations and sectors for waste prevention; and c) revisits its overall waste prevention targets and the approach it has taken to monitor them in light of progress to date, examples from other countries and in the context of current projections about waste arising through to 2050. <p>R2 Improving data on commercial, industrial, construction and demolition waste</p> <p>The Welsh Government is a partner in initial work to assess the feasibility of developing a new digital solution to track all waste. If this preferred option does not succeed, we recommend that the Welsh Government works with Natural Resources Wales to explore the costs and benefits of other options to improve non-municipal waste data in Wales, including additional powers to require waste data from businesses.</p>

Date of report	Title of review	Recommendation
		<p>R3 Enhancing producer responsibility and using more legal, financial and fiscal levers</p> <p>The Welsh Government has opportunities to influence waste prevention through legislation and financial incentives. It can also influence changes at the UK level where fiscal matters are not devolved. We recommend that the Welsh Government consider whether provisions to extend producer responsibility and the use of financial powers such as grant conditions, fiscal measures and customer charges and incentives, are needed to promote and to prioritise waste prevention.</p>
June 2019	<p><u>The Effectiveness of Local Planning Authorities in Wales</u></p>	<p>R1 Part 1 of the report sets out the complexities of the planning system showing how challenging it is for local planning authorities to effectively engage with and involve stakeholders in choices and decisions. To improve involvement with stakeholders and ownership of decisions we recommend that:</p> <ul style="list-style-type: none"> • local planning authorities: <ul style="list-style-type: none"> – test current engagement and involvement practices and consider the full range of other options available to ensure involvement activities are fit for purpose; – use ‘Place Plans’ as a vehicle to engage and involve communities and citizens in planning choices and decision making; and – improve transparency and accountability by holding planning meetings at appropriate times, rotating meetings to take place in areas which are subject to proposed development, webcasting meetings and providing opportunities for stakeholders to address committee meetings. • the Welsh Government: <ul style="list-style-type: none"> – review the Development Management Procedure Order 2012 and update the engagement and involvement standards for local planning authorities.

Date of report	Title of review	Recommendation
		<p>R2 Part 2 of the report highlights that local planning authorities have been subject to significant reductions in funding and struggle to deliver their statutory responsibilities. To improve resilience, we recommend that local planning authorities:</p> <ul style="list-style-type: none"> • review their building control fee regimes to ensure the levels set better reflect the actual cost of providing these services and make the service self-funding; and • improve capacity by working regionally to: <ul style="list-style-type: none"> – integrate services to address specialism gaps; – develop joint supplementary planning guidance; and – develop future local development plans regionally and in partnership with other local planning authorities. <p>R3 Part 2 of the report highlights that the cost of development control services is not reflected in the charges set for these services and progress in developing regional responses to strengthen resilience has been slow. We recommend that the Welsh Government:</p> <ul style="list-style-type: none"> • review development control fees to ensure the levels set, better reflect the actual cost of providing these services; and • consider how to use the powers in the Planning (Wales) Act to support and improve local planning authority capacity and resilience.

Date of report	Title of review	Recommendation
		<p>R4 Part 3 of the report summarises the effectiveness and impact of local planning authorities' decision making and how well they are performing against national measures. We recommend that local planning authorities improve the effectiveness of planning committees by:</p> <ul style="list-style-type: none"> • reviewing their scheme of delegation to ensure planning committees are focussed on the most important strategic issues relevant to their authority; • revising reporting templates to ensure they are clear and unambiguous to help guide decision making and reduce the level of officer recommendations overturned; and • enforcing the local planning authorities' standards of conduct for meetings. <p>R5 Part 4 of the report identifies the central role of planning to deliver the ambitions of the Well-being of Future Generations Act. We recommend that local planning authorities:</p> <ul style="list-style-type: none"> • set a clear ambitious vision that shows how planning contributes to improving wellbeing; • provide planning committee members with regular and appropriate wellbeing training and support to help deliver their wider responsibilities; • set appropriate measures for their administration of the planning system and the impact of their planning decisions on wellbeing; and • annually publish these performance measures to judge planning authorities' impact on wellbeing.

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COUNCIL – 19TH NOVEMBER 2019

SUBJECT: RECRUITMENT FOR THE POST OF CHIEF EXECUTIVE

REPORT BY: CORPORATE DIRECTOR – EDUCATION & CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 The Council is required by law to have in place a Head of Paid Service. Within the Council, this responsibility is designated to the Chief Executive.
- 1.2 The purpose of the report is for Council to agree the recruitment of a permanent Chief Executive.

2. SUMMARY

- 2.1 Council, at the meeting held on 3rd October 2019, made the decision to dismiss the former Chief Executive from the employment of the Council with effect from that date.
- 2.2 The Council is now able to recruit a permanent Chief Executive and this report makes recommendations in this regard in accordance with Council policies.

3. RECOMMENDATIONS

- 3.1 Council is asked to agree:
 - 3.1.1 The recruitment of a permanent Chief Executive on the salary range agreed within the Pay Policy 2019 – 20.
 - 3.1.2 That the salary range is updated to include the national pay awards for 2016 and 2018. Both pay awards covered a period of 2 years and were 1% in each year.
 - 3.1.3 The job description and person specification attached at Appendix A.
 - 3.1.4 The post is externally advertised in January 2020.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 The recommendations are made:
 - 4.1.1 To ensure the Council complies with its statutory requirements to have in place a Head of Paid Service.
 - 4.1.2 To ensure the Council has effective stable leadership to provide ongoing continuity for the organisation to deliver services to the residents of the County Borough.
 - 4.1.3 To update the Chief Executive salary range in accordance with the JNC National pay awards for Chief Executives.

5. THE REPORT

- 5.1 Members will be aware that interim arrangements have been in place for the position of Chief Executive since March 2013, whilst the substantive Chief Executive was not in the workplace.
- 5.2 Council, at the meeting held on 3rd October 2019, made the decision to dismiss the former Chief Executive from the employment of the Council with effect from that date. Council is, therefore, now in a position to consider the appointment of a permanent Chief Executive.
- 5.3 The current Interim Chief Executive's contract was extended until 31st March 2020, by Council at the meeting held on 4th June 2019.
- 5.4 In addition to the operational service delivery, the Council has just commenced an ambitious transformation programme. The Council is also engaged in several significant projects, including the Cardiff Capital Region City Deal, Twenty First Century Schools and management of the Medium Term Financial Plan. It is now appropriate for the Council to appoint to the post of Chief Executive on a permanent basis.
- 5.5 The Local Government and Housing Act 1989 requires a relevant Local Authority to designate an officer as Head of Paid Service. Within the Council, this responsibility is designated to the Chief Executive.
- 5.6 The Council's constitution determines that full Council will make the appointment of the Head of Paid Service following the recommendation of a short list for such an appointment by the Appointments Committee.
- 5.7 The Council's Pay Policy 2019 – 20 was agreed at the Council meeting on 5th March 2019. The Chief Executive salary range was confirmed in this Policy as:

	Increment 1	Increment 2	Increment 3	Increment 4
Chief Executive	143,949	149,275	154,602	159,944

- 5.8 The salary of the current and the previous Interim Chief Executives have been frozen on the minimum point of the salary range.

- 5.9 There have been 2 JNC national pay awards in recent years for Chief Executives in 2016 and 2018. Both pay awards covered a period of 2 years and were 1% in each year. Unlike national pay awards for NJC staff and Chief Officers, any national pay award for the Chief Executive currently requires the consent of full Council. The Council approved the payment of the 2016 award to the Interim Chief Executive and the salary range was amended to reflect this. The pay award for the following years was not presented to Council to agree.
- 5.10 The Council employs a Chief Executive under JNC terms and conditions which are incorporated into their contract. The JNC for Chief Executives negotiates on national (UK) annual cost of living pay increases for this group, and any pay award is determined on this basis. Chief Executives employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises. The Council is therefore asked to agree the pay awards as detailed in paragraph 5.9, which would lead to the salary range for the Chief Executive being as follows:

	Increment 1	Increment 2	Increment 3	Increment 4
Chief Executive	148,311	153,798	159,287	164,790

- 5.11 As this post attracts a salary of £100,000 or more it is governed by the Local Authorities (Standing Orders) (Wales) Regulations 2006 as amended and must be externally advertised.
- 5.12 Any variation to a Chief Officer salary, where that salary is over £100k needs to be referred to the Independent Remuneration Panel for Wales (the IRPW). Whilst the Council does not need to refer to the IRPW if they do not change the salary agreed in the Pay Policy, Members are asked to note that the Council has advised the IRPW of the recommendation within this report to advertise for a permanent Chief Executive on the agreed salary range, including the national pay award.
- 5.13 Members will be aware that the Council's Chief Executive also undertakes the statutory role of Returning Officer. The salary for the post does not include the fees for elections. Fees for non-local elections are set and agreed by the Cabinet Office/Welsh Government over which the Council has no jurisdiction.
- 5.14 Part 4 of the Council's constitution entitled 'Rules and Procedures' determines under the section 'Officer Employment Procedure Rules' and heading 'Recruitment of Chief Officers (including Head of Paid Service) that:

2.1 The Council must take the steps set out in paragraph 2.2 below where

(a) it proposes to appoint a Chief Officer and the remuneration which it proposes to pay to the chief officer is £100,000 or more per annum.

2.2 The steps are to

(a) draw up a statement specifying:

(i) the duties of the officer concerned; and

(ii) any qualifications or qualities to be sought in the person to be appointed;

(b) make arrangements for the post to be publicly advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and

(c) make arrangements for a copy of the statement mentioned in paragraph 2.2 (a) above to be sent to any person on request.

2.3 Where paragraph 2.1 applies the Council is not required to take the step set out in paragraph 2.2 (b) if it proposes to appoint the Chief Officer for a period of no longer than 12 months.

2.4 Where a post has been advertised as provided in paragraph 2.2 (b) above, the Council must:-

(a) interview all qualified applicants for the post, or

(b) select a short list of such qualified applicants and interview those included on the short list.

- 5.15 Accordingly, the job description and person specification for the post are attached at Appendix A for Members agreement.
- 5.16 Following this meeting, the recruitment will commence in January 2020. As stated in paragraph 5.11, the post must be advertised nationally and will therefore be placed in relevant journals, on the Council's website and forwarded to WLGA for circulation.
- 5.17 If Council agree the recommendations in this report, the Appointments Committee will be convened to agree the advert and recruitment exercises. The Appointments Committee will also agree the initial shortlist of candidates to be invited to undertake the recruitment exercises and following this, the recommended shortlist to Council.
- 5.18 Members are asked to note that Welsh Government have been notified of the recommendation to Council to advertise for a permanent Chief Executive.
- 5.19 **Conclusion**

The Council is required by law to have in place a Head of Paid Service and the Council has designated this responsibility to the Chief Executive. Appointing to the post on a permanent basis ensures that the Council complies with its statutory requirements to have in place a Head of Paid Service.

6. ASSUMPTIONS

- 6.1 There are no assumptions made within this report.

7. LINKS TO RELEVANT COUNCIL POLICIES

- 7.1 The recommendation within this report supports the achievement of the Council's strategic aims, as the Chief Executive is responsible for the provision of strategic direction to the Council, securing the preparation of budgets that reflect the priorities of the Council, presenting policy options and leading on specific corporate policies, programmes and projects as appropriate.

7.2 **Corporate Plan 2018-2023.**

The appointment of a permanent Chief Executive will ensure that the six Well-being objectives (detailed below) included within the Corporate Plan 2018 – 2023 will continue to be reviewed routinely with public consultation to ensure that they remain relevant:

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 supports the five ways of working as defined within the sustainable development principle in the Act as the Chief Executive has authority over all other Officers to ensure the effective and efficient implementation of Council policies and service delivery to the community and to monitor performance.

9. EQUALITIES IMPLICATIONS

- 9.1 The report does not raise any equality issues. All relevant equalities legislation is adhered to within the Council's recruitment process.

10. FINANCIAL IMPLICATIONS

- 10.1 The current Chief Executive salary range approved in March 2019 as part of the Pay Policy 2019 / 20 is funded from the Council's core revenue budget at the first incremental point.
- 10.2 If Council agrees incremental progression in accordance with the salary range as agreed for the Pay Policy 2019 / 20, the additional cost at the top of the grade including oncosts is £21,753 per annum.
- 10.3 Should Council agree the national pay awards as detailed in paragraph 5.10 there will be a further additional cost of £6,591.

- 10.4 The total additional cost including oncosts for incremental progression and the national pay awards is £28,344 at the top of the grade.
- 10.5 There is a current sum of £19,010 in the Corporate Management Team staffing budget for an additional payment for a Deputy Chief Executive. As the Council now has 3 Corporate Directors rather than 1 Deputy Chief Executive and 2 Corporate Directors this budget is currently not being utilised.
- 10.6 If Members agree the recommendations to recruit to the post on the salary range agreed in the Pay Policy 2019 / 20 and with the national pay awards, the budget of £19,010 in respect of a Deputy Chief Executive can be used to partially offset the additional cost.
- 10.7 This would leave a residual additional cost of £9,334 that would need to be incorporated into the Final 2020/21 Budget Proposals report in February 2020 alongside all other pay and non-pay inflationary pressures.

11. PERSONNEL IMPLICATIONS

- 11.1 The personnel implications are included in this report.

12. CONSULTATIONS

- 12.1 All consultation responses have been incorporated in the report.

13. STATUTORY POWER

- 13.1 Local Government Acts 1972 and 2000
Local Government and Housing Act 1989
Local Authorities (Standing Orders) (Wales) Regulations 2006 as amended
Local Government (Wales) Bill 2015

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Cllr Sean Morgan, Deputy Leader
Cllr Colin Gordon, Cabinet Member for Corporate Services
Cllr Colin Mann, Leader of Plaid Cymru
Richard Edmunds, Corporate Director – Education & Corporate Services
Robert Tranter, Head of Legal Services and Monitoring Officer
Stephen Harris, Interim Head of Business Improvement Services and Acting S151 Officer

Appendices:

Appendix A Chief Executive Job Description and Person Specification

Appendix A

Job Description and Person Specification**POST IDENTIFICATION**

Post Title:	Chief Executive
Grade:	Chief Executive Hay Grade
Location:	Penallta House
Responsible to:	The Council

JOB PURPOSE

The Council has delegated the function of Head of Paid Service to the Chief Executive. The postholder has authority over all other Officers and to be the principal advisor to the Council on all matters of general policy, to ensure the effective and efficient implementation of Council policies and service delivery and to monitor performance.

KEY RESULT AREAS

To deliver the Council's key corporate and partnership priorities as set out in the Corporate Plan 2018 – 2023.

To work in partnership with Elected Members and provide strategic leadership, advice and direction to the Council to deliver its strategic direction, vision and values.

As Head of Paid Service, to lead the Council's Corporate Management Team in delivering its strategic and statutory obligations.

As the Council's principal policy advisor, ensure delivery of high quality services in accordance with the Corporate Plan 2018 - 2023.

DETAILED TASK PROFILE

To lead, motivate and inspire the Council's employees to deliver high quality and cost effective services, which meet the identified needs of the community and are in line with the Council's identified vision, mission, objectives and priorities.

To lead the Council's Corporate Management Team to ensure a clear strategic direction incorporating a coordinated, united corporate approach to service provision, employment practices and equal opportunities is adopted.

To provide strategic direction to the Council, securing the preparation of budgets that reflect the priorities of the Council, presenting policy options and leading on specific corporate policies, programmes and projects as appropriate.

To ensure that the Council has robust governance, regulatory systems and controls in place to deliver services, strategies and outcomes.

To ensure the preparation, implementation and monitoring of integrated short and long-term

plans to meet the social, economic and environmental needs of the Council area in line with the Corporate Plan 2018 – 2023.

To monitor and review the health and performance of the Authority through the use of effective performance management systems including the setting and reviewing of targets and performance standards, monitoring performance and group and individual assessments.

To keep under review the organisation and administration of the Council in the light of changing demands being made on it and available resources, where necessary to bring forward options and recommendations for change.

To manage such staff and activities allocated to the Chief Executive.

In liaison with Members and Directors, to promote –

- A commitment at all levels of the Authority to the ethos of a caring responsive public service.
- A commitment to equal opportunities both in terms of service delivery and employment.
- Effective and equitable human resources policies, including training and development, motivation and job satisfaction and a good, safe, healthy working environment.
- Good employee and trade union relations.

To ensure that the political will of the Council is communicated to and understood by all employees and implemented within the constraints of propriety, legality and available resources; to work in close liaison with Members in carrying out these responsibilities.

To ensure that effective and efficient support mechanisms are in place to enable Members to fulfil their various roles.

In conjunction with the Monitoring Officer, to be responsible for a system of record keeping of all the Authority's decisions (executive or otherwise).

When required by the Council's policies and procedures, to hear and determine any relevant appeals.

In pursuit of the Council's interests, to foster links with and act as advocate for the Council in the local community, with external partners, other Local Authorities, Welsh Government, other public bodies and the private sector.

To assist the Mayor in the performance of civic and other appropriate functions and to attend as necessary on such occasions.

To act as Co-ordinator for the Council's Emergency Plan for major disasters.

To be the Returning Officer for all Elections held within the County Borough and to be responsible for the Electoral Registration Service.

To act as the Proper Officer in relation to the Registrar of Births, Deaths and Marriages Service.

Any other duties commensurate with this role.

RESPONSIBILITIES FOR STAFF

Post Titles, Numbers and Level of Accountability

The postholder has direct line management responsibility for 3 Corporate Directors.

RESPONSIBILITIES FOR RESOURCES

Financial; Plant; Buildings or Equipment

Approximately 8,800 employees
Net Revenue budget £337 million
General Fund Capital £69 million
Housing Revenue Account £49 million
WHQS Capital £45 million

ADDITIONAL REQUIREMENTS

Politically Restricted:	Yes
Disclosure and Barring Service Check:	No
Barred List Check:	No

ORGANISATIONAL RESPONSIBILITIES

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Professional degree qualification in a relevant discipline.</p> <p>Relevant management qualification.</p>	
KNOWLEDGE	<p>A thorough understanding of future developments in local government in both Wales and UK.</p> <p>A detailed understanding of Welsh Government's role.</p> <p>Political awareness and sensitivity.</p> <p>Ability to translate the aspirations of the community into appropriate policy, strategies and actions.</p> <p>Detailed knowledge of local government finance.</p> <p>A thorough understanding of the principles of Good Corporate Governance, and the standards and integrity required to lead an organisation in a Public Setting</p> <p>An appreciation of the role of performance management to improve and develop services.</p>	
SKILLS	<p>Have a modern approach to leadership, team working, customer service and change management and specifically:-</p> <ul style="list-style-type: none"> • Managerial skills • Networking skills • Proficient business orientation • Team building skills <p>The ability to assess priorities, devise solutions and make sound decisions, which may be difficult</p>	<p>Welsh language skills</p>

	ESSENTIAL	DESIRABLE
	<p>and involve risks.</p> <p>Have political sensitivity and be able to maintain impartiality, whilst managing political relationships across all parties.</p> <p>To inspire and operate a united corporate approach.</p> <p>Ability to motivate and empower others whilst encouraging responsibility and accountability.</p> <p>Demonstrate an aptitude to build and lead a strong, highly committed, loyal senior management team.</p> <p>Ability to provide a strategic vision and a clear strategic direction.</p> <p>Set appropriate standards of behaviour for the organisation and demonstrate integrity.</p> <p>Skilled communicator, both orally and in writing to a wide range of audiences, utilising different media.</p> <p>Ability to work under pressure and meet tight time-scales.</p> <p>Ability to negotiate with and influence others.</p>	
EXPERIENCE	<p>Proven track record in leadership and senior management experience at a corporate level.</p> <p>Success in leading major change programmes.</p> <p>Establishing partnership working with a wide range of service users, public and private organisations.</p> <p>Ability to raise the profile of the Organisation and its work through</p>	<p>Wider management experience in the local government sector.</p> <p>Developing, implementing and managing a corporate strategy.</p>

	ESSENTIAL	DESIRABLE
	<p>a variety of mediums.</p> <p>Proven ability to achieve demanding targets.</p>	
OTHER	<p>Commitment to the ethos of a democratically accountable Service.</p> <p>Ability to work in a confidential environment.</p> <p>Understanding of and commitment to Equality and Diversity.</p> <p>Demonstrate vision, motivation, commitment and initiative.</p>	

POST AUTHORISATION

COUNCIL:

DATE: