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For all enquiries relating to this agenda please contact Charlotte Evans
(Tel: 01443 864210 Email: evansca1@caerphilly.gov.uk)

Date: 3rd December 2020

Dear Sir/Madam,

A digital meeting of the **Cabinet** will be held via Microsoft Teams on **Wednesday, 9th December, 2020** at **2.00 pm** to consider the matters contained in the following agenda. You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so.

This meeting will be recorded and made available to view via the Council's website, except for discussions involving confidential or exempt items. Therefore the images/audio of those individuals present and/or speaking at Cabinet will be publicly available to all via the recording on the Council website at www.caerphilly.gov.uk

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chrissy', enclosed in a large, loopy oval shape.

Christina Harrhy
CHIEF EXECUTIVE

A G E N D A

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

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

A greener place Man gwyrddach



To approve and sign the following minutes: -

3 Cabinet held on 25th November 2020. 1 - 6

To note the Cabinet Forward Work Programme.

4 Cabinet Forward Work Programme. 7 - 8

To receive and consider the following reports on which executive decisions are required: -

5 Council Tax Base 2021/22. 9 - 30

6 Commercial and Investment Strategy. 31 - 56

7 21st Century Schools and Education Band B Programme - Consultation Reports. 57 - 148

Urgent Item – Not Subject to Call-In.

8 Car Parking Charges. 149 - 152

9 To receive and consider the following report which, in the opinion of the Proper Officer may be discussed when the meeting is not open to the public and first to consider whether the public interest requires that the meeting should be closed to the public for consideration of this item: - 153 - 154

10 Extension to Flexible Retirement Due to Exceptional Circumstances - Caerphilly Homes. 155 - 160

Circulation:

Councillors S. Cook, N. George, C.J. Gordon, P.A. Marsden, S. Morgan, L. Phipps, J. Ridgewell, Mrs E. Stenner and R. Whiting

And Appropriate Officers

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Agenda Item 3



CABINET

MINUTES OF THE REMOTE MEETING HELD VIA MICROSOFT TEAMS ON WEDNESDAY, 25TH NOVEMBER 2020 AT 10.30 A.M.

PRESENT:

Councillor P. Marsden (Leader) - Chair

Councillors:

S. Cook (Social Care), N. George (Waste and Public Protection), S. Morgan (Economy and Enterprise), E. Stenner (Performance and Customer Services) and R. Whiting (Learning and Achievement).

Together with:

C. HARRY (Chief Executive), D. Street (Corporate Director – Social Services and Housing) and M.S. Williams (Interim Corporate Director – Communities).

Also in Attendance:

A. Dallimore (Regeneration Services Manager), T. Broadhurst (Estates Manager), P. Cooke (Senior Policy Officer), P. Griffiths (Green Space Strategy and Cemeteries Manager), S. Harris (Head of Corporate Finance and Section 151 Officer), R. Hartshorn (Head of Public Protection, Community and Leisure Services), K. Peters (Corporate Policy Manager), P. Rossiter (Energy and Water Officer), R. Tranter (Head of Legal Services and Monitoring Officer), C. Evans (Committee Services Officer).

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors C.J. Gordon (Corporate Services), L. Phipps (Housing and Property), J. Ridgewell (Environment and Infrastructure) and R. Edmunds (Corporate Director – Education and Corporate Services).

2. **DECLARATIONS OF INTEREST**

There were no declarations made at the beginning or during the course of the meeting.

3. **CABINET – 11TH NOVEMBER 2020**

RESOLVED that the minutes of the meeting held on 11th November 2020 were approved as a correct record.

4. **CABINET FORWARD WORK PROGRAMME – TO NOTE**

Cabinet were provided with the Cabinet Forward Work Programme, which detailed the scheduled reports from 25th November 2020 to 16th December 2020. Members were reminded that the Cabinet Forward Work Programme is a working document and therefore subject to change.

Following consideration and discussion, it was moved and seconded that the Forward Work Programme be noted. By a show of hands this was unanimously agreed.

RESOLVED that the Cabinet Forward Work Programme be noted.

5. CAERPHILLY GREEN INFRASTRUCTURE STRATEGY

The report, which was considered by the Environment and Sustainability Scrutiny Committee held on 1st October 2020, sought the approval of Cabinet on the adoption of a Caerphilly Green Infrastructure Strategy. The draft Strategy, which was appended to the Officers report summarised the content and methodologies contained within the Strategy.

The report described the need for a Green Infrastructure Strategy for the county borough and the methodology used to prepare the Strategy. Each step in the process was outlined and concluded with a template for the preparation of a 5-year integrated action plan. The value of the Strategy lies in the data sets that underpin it as these allow for more informed and targeted actions that will increase the value of and contribution that green space makes within the County Borough.

It was noted that the Strategy has not been developed in isolation and provides a good fit with other developing environmental strategies of neighbouring authorities and other public sector bodies, notably Natural Resources Wales (NRW). As such a recommendation was made that the Strategy be approved as the core Green Space development and management tool for CCBC.

Cabinet thanked the Officer for the report and discussion ensued.

It was noted that, as a result of the ongoing pandemic, residents have been utilising the greenspaces of the borough more frequently, therefore it is imperative that a flexible strategy is embraced, and greenspaces protected.

A Cabinet Member queried the partnership working between Caerphilly CBC and bordering Local Authorities in respect of their Greenspace Strategies. Officers explained that there are strategies in place in each of the bordering local authorities, some of which have taken up the England model, the same as Caerphilly and others the NRW model, all of which however have the same goal and therefore can be conducive to partnership working and makes the approach more streamlined and seamless.

A Cabinet Member sought further information on the wildflower growth, which increased and was encouraged during early lockdown in many areas which encouraged pollination and bee population. Officers explained that as part of the Gwent Green Grid, there is a zone system proposed in areas across the borough which will include zones for which frequent grass cutting will take place, zones where no cutting will be undertaken in order to increase wild flower growth and a combination approach in another zone area.

The Chief Executive wished it noted that there are significant green assets within the County Borough, including some country parks, farmland and common land, many of which were greatly utilised during the pandemic and demonstrated significant health benefits both physically and mentally for users. In addition, these greenspaces offer other benefits for example, social, economical and environmental, contributing towards the community and investment strategy, and having commercial benefits. As a result, funding can be identified as part of the City Deal programme, and Valleys Task Force to improve and maintain this unique asset.

The Interim Director for Communities wished it noted that correspondence had been received from NRW, highlighting the possible re-opening of Cwmcarn Forest Drive in the Spring, which will further benefit the outdoor asset portfolio and the borough.

Following consideration and discussion, it was moved and seconded that the recommendation in the report be approved. By way of electronic voting this was unanimously agreed.

RESOLVED that for the reasons contained in the Officers Report that the Caerphilly Green Infrastructure Strategy, as appended to the report be approved and used as the core guidance document for Green Space development and management within the county borough.

6. REDUCE, PRODUCE, OFFSET, BUY (A DECARBONISATION STRATEGY AND ACTION PLAN FOR CAERPHILLY COUNTY BOROUGH COUNCIL)

The report, which was presented to the Housing and Regeneration Scrutiny Committee on 13th October 2020 and Environment and Sustainability Scrutiny Committee on 27th October 2020, provided an update on the work undertaken since 11th June 2019, when a report was presented outlining the Council's intention to develop a carbon reduction plan that would concentrate on tackling the decarbonisation agenda in order that the Council can achieve its goal of becoming net carbon neutral by 2030.

It was noted that since June 2019, Officers have produced a draft Decarbonisation Strategy as the main tool to achieve its decarbonisation objectives. This strategy is supported by a detailed Action Plan which gives more granular detail on what actions the Council can take in the short, medium and long term to achieve this goal. It also presents an Energy Prospectus which outlines potential commercial projects that will also help towards goals. The report outlined the proposed timeline and milestones towards the adoption/approval of a Council focused Decarbonisation Strategy.

Cabinet noted that in 2019, the Environment and Sustainability scrutiny committee and Cabinet were presented with a report outlining the progress made in respect of energy conservation and carbon reduction, predominantly through the Council's Carbon Reduction Strategy 2009- 2019. It also highlighted the need for a new overarching plan to assist the Council to meet its "Green energy" ambitions whilst also aligning the authority with Welsh Government's and the Cardiff Capital Region (CCR) aspirations for decarbonisation.

Since this date, officers have undertaken consultation with a number of stakeholders to develop a draft Decarbonisation Strategy to drive the Council's decarbonisation agenda and ensure that the Council meets its key ambition of becoming net carbon neutral by the year 2030 and the Council has declared a climate emergency.

The strategy has been finalised in the midst of the Covid-19 pandemic. At the time of writing, the true economic and societal costs for the county borough are unknown. However, as we move from the immediate emergency response to considering our options for economic recovery, the energy strategy has the potential to play a significant role in helping Caerphilly county borough recover and rebuild sustainably.

Cabinet thanked the Officer for the report and discussion ensued.

The Leader wished to include in the recommendation v) of the report that recommendations be made to Cabinet and Scrutiny Committees where necessary.

A Cabinet Member, in noting the detail of the report, sought further information around the lighting of Leisure Centres and Car Parks. Officers explained that this is an area that is currently under review, and where possible, lighting has been switched off in line with the local street lighting. However, where it is not possible to turn off the lights, for insurance or CCTV purposes, a programme is in place to replace lights for more energy efficient LED lights. It was noted that a detailed programme has been developed and Officers agreed to provide this to Members.

A Cabinet Member requested a brief overview of the projects undertaken over the past few years, which contribute to the reduction of the Council's carbon footprint. Officers explained that significant works have been undertaken over a 10-year period, which has resulted in a 45% reduction in carbon. Projects such as the replacement of lighting to more energy efficient and motion sensor in Penallta House, as well as invest to save projects to replace lighting in Leisure Centres and schools. In addition, training and education programmes have been rolled out. Solar PV's and the introduction of Energy management systems have been introduced across some corporate buildings, which manage the heating of premises.

Following consideration and discussion, and in noting the amendment to recommendation v) it was moved and seconded that the recommendations in the report be approved. By way of electronic voting this was unanimously agreed.

RESOLVED that for the reasons contained in the Officer's Report: -

- i) That the views of the Housing and Regeneration Scrutiny Committee and Environment and Sustainability Scrutiny Committee, on the draft Decarbonisation Strategy and supporting documents be noted;
- ii) the Decarbonisation Strategy and Action Plan was adopted;
- iii) the wide and diverse range of activities that the Council will need to implement to achieve the Decarbonisation objectives be acknowledged;
- iv) the actions, targets and contents contained within the supporting Action Plan and Energy Prospectus are fluid and will respond to external pressures and opportunities as they occur. In particular, that it will be necessary to react to changing legislation from Welsh Government and Central Government;
- v) it be acknowledged that business cases associated with Energy Prospectus projects will be reviewed by the CCBC Regeneration Project Board with recommendations being made to Scrutiny Committees and Cabinet were required.

7. GWENT HEALTHY TRAVEL CHARTER

The report sought Cabinet consideration for the Gwent Healthy Travel Charter, which has been developed by public sector organisations in Gwent and led by Aneurin Bevan University Board. The Charter follows a model, originally developed in the Cardiff Public Services Board (PSB) area, to encourage staff and visitors to sites to use healthy modes of transport and provide a focus for a consistent approach to sustainable travel.

It was noted that all public sector bodies in Gwent and a number of other publicly funded organisations have been given the opportunity to sign up to the Charter.

The Charter was formally launched during Wales Climate Week, 2nd to 6th November 2020, and Caerphilly CBC indicated their willingness to be part of the launch. The report introduced the Charter more fully to Cabinet to allow consideration of the commitments and targets and how they might apply to the activity of the local authority.

The Charter sets out a number of commitments and four targets for the period 2020- 2023. The timeline is the same as the Caerphilly PSB well-being plan and the Council's Corporate Plan.

Partners across Gwent worked in collaboration to develop the commitments, which cover the following areas:

- Communication and leadership

- Walking, cycling and public transport
- Agile working
- Ultra-low emission vehicles

A baseline survey of staff working in the Gwent region took place in February this year with 669 responses given by Caerphilly employees, out of 4,373 across the region.

The baseline survey was used to set four targets:

- Reduce the proportion of journeys commuting to and from work made by car from 87% to 77%
- Increase the proportion of staff who use public transport to travel to and from work from 3% to 8%.
- Increase the proportion of staff who work from home 1 or more days per week from 14% to 25%
- Increase the proportion of vehicles used during the day which are ultra-low emission from <1% to 5%

The intention is that the survey will be repeated annually to measure progress.

It was noted that Caerphilly CBC has a long commitment to sustainable transport initiatives and staff travel and has already put in place many of the actions set out in the Charter. Most recently Cabinet have committed to providing an electric vehicle charging infrastructure for Council fleet vehicles. Staff work patterns have significantly altered due to the current pandemic with increasing use of teleconferencing, more staff working away from offices and reduced travel to and from meetings. As the targets were developed at the start of this year, they may need to alter to reflect changed working patterns, however this should not prevent the local authority's commitment to the principles of the Charter.

Cabinet thanked the Officer for the report and discussion ensued.

A Cabinet Member, in noting the report sought further information around the plans for promoting the Charter within the Council. Officers explained that the Communications Unit are keen to have an input, providing promotion and methods to raise awareness across the workforce. In addition, a vacant Sustainable Development Policy Officer has recently been appointed, one of whose roles will be the active travel charter, and work will be undertaken to promote Champions among the workforce.

A Cabinet Member sought further information on the use of the Electric Bike, which was donated to Caerphilly from its twinned County Ludwigsburg. Officers explained that the bike is still available as part of the pool bike system, however some of the bikes are currently in use by Countryside. Confirmation has been received from HR that the Cycle to Work Scheme will soon be expanded to cover the purchase of electric bikes by staff.

The Chief Executive added that the Pandemic has changed the way in which we now work and has afforded the opportunity to take forward a number of policies, including Agile Working, all of which make the Council more sustainable and work towards being carbon neutral. It is therefore paramount that these new ways of working and the policies surrounding it are embedded to make this the new 'normal' way of doing things. There has been a significant decrease in the collective mileage travelled as a result of the pandemic due to many staff working from home, and there have been a number of decisions taken at Cabinet, including the introduction of electric vehicles into the fleet, the promotion of electric vehicles for staff, all of which contribute to the overall aim to become carbon neutral.

Following consideration and discussion, it was moved and seconded that the recommendation in the report be approved. By way of electronic voting this was unanimously agreed.

RESOLVED that for the reasons contained in the officer's report the Gwent Healthy Travel Charter be adopted by Caerphilly County Borough Council and that the local authority supports the commitments and targets.

8. DISPOSAL OF LAND AT CRESCENT RD CAR PARK, CAERPHILLY

The report sought Cabinet approval for the sale of land at Crescent Road car park, Caerphilly to developers in order to facilitate the development of a residential scheme aimed at the over 55's at the derelict Llys Ifor site. The development will include a mixture of one and two bedded flats plus a coach drivers rest/welfare facility and space for retail/restaurant use on the ground floor. The land requested to be released comprises circa 268m².

The report requests Cabinet approval to release council owned land located at the eastern edge of Crescent Rd car park Caerphilly (See Appendix 1), to developers who own adjacent land at Llys Ifor. They require the land to accommodate sufficient car parking to allow the proposed development at Llys Ifor to proceed.

The current owners of the Llys Ifor building wish to demolish it and replace it with a new open market sale older persons housing development. Through discussions with the Council, the developer is prepared to provide a small coach drivers' facility in the new complex and possibly space for an A3 café/retail on the ground floor of the development, facing the castle.

The developer is keen to proceed with this development but require the Council owned land in order to provide the necessary car parking associated with the scheme.

Cabinet thanked the Officer for the report and discussion ensued.

Cabinet were also pleased to note the inclusion of the café and coach driver facilities, which will provide the town centre with much needed facilities in order to further promote tourism to the area.

Following consideration and discussion, it was moved and seconded that the recommendation in the report be approved. By way of electronic voting this was unanimously agreed.

RESOLVED that for the reasons contained in the Officer's Report: -

- i) The disposal of land (268m²) at the eastern edge of Crescent Rd car park Caerphilly be approved to accommodate the wider re-development of the Llys Ifor building, as outlined at Appendix 1 of the Officers Report;
- ii) It be approved that detailed terms of disposal be delegated to the Head of Property Services and the Head of Regeneration and Planning in conjunction with the Cabinet Member for Environment and Infrastructure.

The meeting closed at 11.22am.

Approved and signed as a correct record subject to any corrections made at the meeting held on 9th December 2020.

CHAIR

Cabinet Date	Title	Key Issues	Author	Cabinet Member
09/12/20 10:30	Commercial & Investment Strategy	To discuss, agree and approve the Commercial & Investment Strategy to be implemented in support of Team Caerphilly Transformation Strategy objectives.	Camp, Victoria	Cllr. Morgan, Sean; Cllr. Stenner, Eluned;
09/12/20 10:30	Phase 1 consultation report on 21st Century schools	To consider the consultation report and recommendation on the following 21st Century Schools and Education Band B proposals The expansion of Trinity Fields School The relocation and expansion of YGG Cwm Gwyddon on the former Cwmcarn High site	Richards, Sue;	Cllr. Whiting, Ross;
09/12/20 10:30	Council Tax Base 2021/22	To provide details of the Council Tax base for 2021/22 for tax setting purposes and the collection percentage to be applied.	O'Donnell, Sean	Cllr. Stenner, Eluned;
09/12/10 10:30	Car parking charges – town centres and country parks	to consider a further period of free parking in light of the challenging economic conditions caused by the covid 19 pandemic	Williams, Mark.S;	Cllr. Ridgewell, John;
09/12/20 10:30	Exempt item - Extension to Flexible Retirement due to exceptional Circumstances - Caerphilly Homes	To seek Cabinet agreement to an exemption to the Council's Flexible Retirement Scheme in relation to a further extension, up to a maximum of 3 months within the WHQS Project Team.	Couzens, Shaun	Cllr. Phipps, Lisa;
16/12/20 10:30	Draft responses to the South East Wales Corporate Joint Committee Regulations 2021 and the Town and Country Planning (Strategic Development Plan Wales) Regulations 2021	To consider and comment on the response to draft regulations establishing Corporate Joint Committees and defining the Strategic Development Plan process.	Peters, Kathryn	Cllr. Marsden, Philippa;

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CABINET – 9TH DECEMBER 2020

SUBJECT: COUNCIL TAX BASE 2021-2022

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION & CORPORATE SERVICES

1. PURPOSE OF REPORT

1.1 For Cabinet to agree the calculation of the Council Tax base for 2021/22.

2. SUMMARY

2.1 The report provides details of the Council Tax base for 2021/22 for tax setting purposes and the collection percentage to be applied.

3. RECOMMENDATIONS

3.1 It is recommended that:

- The Council Tax collection rate is maintained at 97.50% for 2021/22.
- The Council Tax base for the year 2021/22 be 60,793.26, with the Council Tax base for each community council area being as outlined in paragraph 5.5.

4. REASONS FOR THE RECOMMENDATIONS

4.1 To determine the Council Tax base for 2021/22.

5. THE REPORT

5.1 The Local Government Finance Act 1992 and The Local Authorities (Calculation of Council Tax Base) (Wales) Regulations 1995 as amended set out the rules for the calculation of the Council Tax base. This is the amount required by the Local Government Finance Act 1992 to be used in the calculation of the Council Tax.

5.2 The Council Tax base for discounted chargeable dwellings expressed as Band D equivalents has been calculated at 62,352.06 for 2021/22. This figure is used by Welsh Government in calculating the Revenue Support Grant.

5.3 The in-year collection rate for Council Tax has been maintained at around 97% over the past few years. This has been achieved against the backdrop of reducing budgets and staffing levels. The Authority actively pursues all Council Tax arrears which results in the collection rate of 97% being regularly exceeded over time. This generates a Council Tax surplus at the end of the financial year; for 2019/20 the Council Tax surplus was £1.305m. Members should note that the surplus is used to support the Authority's base budget.

5.4 As the collection rate is regularly exceeded over time, it is proposed that the budgeted

collection rate be maintained at 97.50% for 2021/22.

- 5.5 The Council Tax base for 2021/22 is 62,352.06 x 97.50%, which equates to 60,793.26. Members are advised that increases in Band D equivalents can result in a reduced Revenue Support Grant when the final 2021/22 settlement announcement is made. The Council Tax base analysed over community council areas is as follows: -

Community Councils' Tax Base 2021/22	
Community Council	Band D
Aber Valley	2,021.25
Argoed	857.68
Bargoed	3,689.61
Bedwas, Trethomas & Machen	3,878.38
Blackwood	2,952.00
Caerphilly	6,281.05
Darran Valley	718.70
Draethen, Waterloo & Rudry	615.41
Gelligaer	6,279.57
Llanbradach & Pwllypant	1,486.17
Maesycwmmer	897.09
Nelson	1,591.05
New Tredegar	1,347.84
Penyrheol, Trecenydd & Energlyn	4,468.28
Rhymney	2,566.71
Risca East	2,043.13
Risca West	1,819.97
Van	1,639.61
Areas without Community Councils	15,639.76
Total	60,793.26

6. ASSUMPTIONS

- 6.1 It is assumed that although the council tax collection rate of 97.50% is unlikely to be reached by the end of the financial year, it will be met over a period of time.

7. LINKS TO RELEVANT COUNCIL POLICIES

- 7.1 The Council Tax is a significant resource which assists the Council in achieving its various strategies.
- 7.2 The revenue raised through Council Tax is a key element in setting a balanced budget which in turn supports the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015: -
- A prosperous Wales.

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

8. WELL-BEING OF FUTURE GENERATIONS

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

9. EQUALITIES IMPLICATIONS

9.1 There are no potential equalities implications of this report and its recommendations on groups or individuals who fall under the categories identified in Section 6 of the Council's Strategic Equality Plan, therefore no Equalities Impact Assessment has been carried out.

10. FINANCIAL IMPLICATIONS

10.1 As identified throughout this report.

11. PERSONNEL IMPLICATIONS

11.1 There are none in respect of this report.

12. CONSULTATIONS

12.1 There are no consultation responses which have not been reflected in this report.

13. STATUTORY POWER

13.1 Local Government Finance Act 1992 and regulations made under the Act.

Author: S. O'Donnell, Principal Council Tax & NNDR Officer

E-mail: odonns@caerphilly.gov.uk

Tel: 01443 864013

Consultees: Christina HARRY, Chief Executive
 Richard Edmunds, Corporate Director for Education & Corporate Services
 Stephen Harris, Head of Financial Services & S151 Officer
 Robert Tranter, Head of Legal Services and Monitoring Officer
 John Carpenter, Finance Manager (Revenues)
 Andrew Southcombe, Finance Manager - Corporate Finance

Appendices:

Appendix 1 Council Tax Dwellings Return for 2021-22

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English / Saesneg ▼

Caerphilly County Borough Council ▼



Stephen Harris
Penallta House
Tredomen Park
Ystrad Mynach

CF82 7PG

Please select your authority and if necessary, amend any incorrect details

Name: Sean O'Donnell

E-mail (please enter N/A if unavailable): odonns@caerphilly.gov.uk

Telephone: STD code: (01443) (864013)

Authorities are required to calculate the council tax base for 2021-22 with reference to dwellings shown on the valuation list for the authority as at 31 October 2020 supplied to the authority under section 22B(7) of the Local Government Finance Act 1992.

The figures should also take account of changes to the valuation list that appear likely to occur during 2021-22.

The information requested on this return must be submitted to the Welsh Government under section 68 of the Local Government Finance Act 1992.

Forms should be returned to the address below, according to the following timetable:

- | | |
|---|-------------------------|
| (i) certified signed copy and spreadsheet | 13 November 2020 |
| (ii) final ratified taxbase | 4 January 2021 |

Please check the validation sheet before sending the form.

Any queries on completion of the form or spreadsheet should be directed in the first instance, via telephone or e-mail, as directed below:

It is a Welsh Government audit requirement that all cells are completed. Please ensure that all blank cells are populated with zeros, those that are not will be assumed to be zero.

Local Government Financial Statistics Unit,
Welsh Government,
CP2
Cathays Park,
CARDIFF,
CF10 3NQ.

Email: lgfs.transfer@gov.wales

Telephone: 0300 025 9169 or 0300 025 5673



Llywodraeth Cymru
Welsh Government

		1	2	3	4	5	6	7	8	9	10	11
		A*	Valuation band									Total (= sum of band figures)
			A	B	C	D	E	F	G	H	I	
Part A: Chargeable dwellings												
A1	All chargeable dwellings		14,693	26,091	18,269	9,138	6,524	2,254	788	89	72	77,918
A2	Dwellings subject to disability reduction (included in line A1)		71	198	201	109	77	39	15	4	15	729
A3	Adjusted chargeable dwellings (taking into account disability reductions)	71	14,820	26,094	18,177	9,106	6,486	2,230	777	100	57	77,918
Part B: Dwellings with discounts and premiums												
B1	Dwellings with no discount or premium (including long term empty properties and second homes with no discount)	32	7,009	16,042	11,915	6,550	5,254	1,895	666	71	50	49,484
B2a	Dwellings with a 25% discount (excluding long term empty properties and second homes)	39	7,795	10,003	6,231	2,529	1,213	326	106	13	2	28,257
B2b	Dwellings with a 50% discount (excluding long term empty properties and second homes)	0	16	49	31	27	19	9	5	16	5	177
B3a	Dwellings with a variable discount other than 25% or 50% (Part G, line 11)	0	0	0	0	0	0	0	0	0	0	0
B3b	Dwellings with long term empty property or second homes discount		0	0	0	0	0	0	0	0	0	0
B3c	Dwellings with long term empty property or second homes premium		0	0	0	0	0	0	0	0	0	0
B4	Total adjusted chargeable dwellings (sum of B1 to B3c=A3)	71	14,820	26,094	18,177	9,106	6,486	2,230	777	100	57	77,918
		0	0	0	0	0	0	0	0	0	0	0

Discount and premium adjustments

B5	Total variable discounts (=Part G, line 12)	0	0	0	0	0	0	0	0	0	0	0
B6	Long term empty property and second homes discount adjustment (Part H, line 9g, 11g)		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
B7	Long term empty property and second homes premium adjustment (Part H, line 10g, 12g)		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Part C: Calculation of chargeable dwellings with discounts and premiums

C2	Total dwellings including discounts and premiums (=A3-(B2ax0.25)-(B2bx0.5)-B5-B6+B7)	61	12,863	23,569	16,604	8,460	6,173	2,144	748	89	54	
C3	Ratio to band D	5/9	6/9	7/9	8/9	1	11/9	13/9	15/9	18/9	21/9	
C4	Band D equivalents (=C2xC3) (rounded to 2 decimal places)	34.03	8,575.50	18,331.25	14,758.89	8,460.25	7,545.08	3,096.89	1,246.67	177.50	126.00	62,352.06
C7	Total discounted dwellings excluding long term empty and second homes adjustment	61	12,863	23,569	16,604	8,460	6,173	2,144	748	89	54	
C8	Band D equivalents excluding long term empty and second homes adjustment	34.03	8,575.50	18,331.25	14,758.89	8,460.25	7,545.08	3,096.89	1,246.67	177.50	126.00	62,352.06

Part D: Memorandum items

												(sum of individual bands - carry to E1)
D1	Exempt dwellings Classes A to N and P to W (not included in sections A to C above)		576	748	449	231	106	49	29	3	8	2,199
D2	Exempt dwellings Class O (not included in sections A to C above)		0	0	0	0	0	0	0	0	0	0

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Part E: Calculation of council tax base

22	E1	Chargeable dwellings: band D equivalents (=C4 total)	62,352.06
23	E2	Collection rate (please enter to 2 decimal places)	97.50 %
24	E3	= E1 x E2 (rounded to 2 decimal places)	60,793.26
25	E4	Class O exempt dwellings: band D equivalents (please enter to 2 decimal places)	0.00
26	E5	Council tax base for tax-setting purposes (=E3+E4)	60,793.26
26.2	E5b	Discounted chargeable dwellings excluding long term empty and second homes adjustment	62,352.06
27	E6	100% council tax base for calculating revenue support grant (=E5b+E4)	62,352.06

Part F: Exempt dwellings by class of exemption

28 to 51.5	Class A	249	Class I	20	Class Q	4	
	Class B	0	Class J	7	Class R	0	
	Class C	737	Class K	0	Class S	12	
	Class D	15	Class L	8	Class T	19	
	Class E	137	Class M	0	Class U	413	
	Class F	365	Class N	115	Class V	0	
	Class G	32	Class O	0	Class W	27	
	Class H	2	Class P	0	Class X	37	
		For Welsh Government Administration only		PJAYCKAABJAC		Total all classes	2,199.00
						Total of lines D1	2,199.00
						Total of lines D2	0.00

Part G : Variable discounts

				1	2	3	4	5	6	7	8	9	10	11
				Valuation band										
				A*	A	B	C	D	E	F	G	H	I	Total
Area	Discount percentage applied	Properties / Discounts												
G1	Enter the name of area 1*	0%	Number of properties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G2			Discounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G3	Enter the name of area 2*	0%	Number of properties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G4			Discounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G5	Enter the name of area 3*	0%	Number of properties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G6			Discounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G7	Enter the name of area 4*	0%	Number of properties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G8			Discounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G9	Enter the name of area 5*	0%	Number of properties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G10			Discounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G11			Total number of properties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G12	Total discounts (G2+G4+G6+G8+G10) (see note 11)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

* this may be 'whole authority', a single community area or a number of community areas

CERTIFICATE OF CHIEF FINANCIAL OFFICER

I certify that the council tax base shown in sections A to E above has been calculated by my authority in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1995 (Wales) (SI 1995/2561) as amended. Where indicated below, the figures have been approved, in accordance with section 67 of the Local Government Finance Act 1992, as amended by section 84 of the Local Government Act 2003.

The figures have not yet been approved;
 or
 the figures have been approved by executive decision;
 or
 the figures have been approved by the full council.

For Welsh Government Administration only	BKQAKCGCLAJBH	A-D
	PJAYCKAABJAC	E-F
	APUAZAPKNN	H
	CABRKAABHJC	Total

Chief Financial Officer:



Date:

19/11/2020

Part H: Long term empty and second homes - chargeable only - exclude exemptions

If the value of percentage discount/premium is not shown in the table please add the percentage value to the bottom row of the "Percentage discount" or "Percentage premium" column.

12 2 3 4 5 6 7 8 9 10 11

Please enter actual dwelling numbers

		A	B	C	D	E	F	G	H	I	Total	
64	H1	Chargeable long term empty properties with no discount or premium	433	387	190	88	45	14	8	2	2	1169
65	H2	Chargeable second homes with no discount or premium	63	82	46	22	14	6	1	2	2	238

Long term empty property discount

Please enter by band and percentage discount, the number of dwellings that are long term empty as at 31 October 2019.

	Percentage discount	A	B	C	D	E	F	G	H	I	Total
66	H3a	10	0	0	0	0	0	0	0	0	0
67	H3b	25	0	0	0	0	0	0	0	0	0
68	H3c	50	0	0	0	0	0	0	0	0	0
69	H3d	75	0	0	0	0	0	0	0	0	0
70	H3e	100	0	0	0	0	0	0	0	0	0
71	H3f		0	0	0	0	0	0	0	0	0
72	H3g	Total	0	0	0	0	0	0	0	0	0

Long term empty property premium

Please enter by band and percentage the premium your authority charges for long term empty properties and not included in table above.

	Percentage premium	A	B	C	D	E	F	G	H	I	Total
73	H4a	10	0	0	0	0	0	0	0	0	0
74	H4b	25	0	0	0	0	0	0	0	0	0
75	H4c	50	0	0	0	0	0	0	0	0	0
76	H4d	75	0	0	0	0	0	0	0	0	0
77	H4e	100	0	0	0	0	0	0	0	0	0
78	H4f		0	0	0	0	0	0	0	0	0
79	H4g	Total	0	0	0	0	0	0	0	0	0

Second homes discount

Please enter by band and percentage the discount your authority awards for dwellings registered as second homes

	Percentage discount	A	B	C	D	E	F	G	H	I	Total
80	H5a	10	0	0	0	0	0	0	0	0	0
81	H5b	25	0	0	0	0	0	0	0	0	0
82	H5c	50	0	0	0	0	0	0	0	0	0
83	H5d	75	0	0	0	0	0	0	0	0	0
84	H5e	100	0	0	0	0	0	0	0	0	0
85	H5f		0	0	0	0	0	0	0	0	0
86	H5g	Total	0	0	0	0	0	0	0	0	0

Second homes premium

Please enter by band and percentage the premium your authority charges for dwellings registered as second homes and not included in table above.

	Percentage premium	A	B	C	D	E	F	G	H	I	Total
87	H6a	10	0	0	0	0	0	0	0	0	0
88	H6b	25	0	0	0	0	0	0	0	0	0
89	H6c	50	0	0	0	0	0	0	0	0	0
90	H6d	75	0	0	0	0	0	0	0	0	0
91	H6e	100	0	0	0	0	0	0	0	0	0
92	H6f		0	0	0	0	0	0	0	0	0
93	H6g	Total	0	0	0	0	0	0	0	0	0

94	H7	Total chargeable long term empty properties	433	387	190	88	45	14	8	2	2	1,169
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Part H: Long term empty and second homes - chargeable only - exclude exemptions

If the value of percentage discount/premium is not shown in the table please add the percentage value to the bottom row of the "Percentage discount" or "Percentage premium" column.

		12	2	3	4	5	6	7	8	9	10	11
95	H8	Total chargeable second homes	63	82	46	22	14	6	1	2	2	238

Dwelling equivalents

Reduction due to long term empty property discount

		Percentage discount	A	B	C	D	E	F	G	H	I	Total
96	H9a	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
97	H9b	25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
98	H9c	50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
99	H9d	75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100	H9e	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101	H9f	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
102	H9g	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Increase due to long term empty property premium

		Percentage premium	A	B	C	D	E	F	G	H	I	Total
103	H10a	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
104	H10b	25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
105	H10c	50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
106	H10d	75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
107	H10e	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
108	H10f	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
109	H10g	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Reduction due to second homes discount

		Percentage discount	A	B	C	D	E	F	G	H	I	Total
110	H11a	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
111	H11b	25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112	H11c	50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
113	H11d	75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
114	H11e	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
115	H11f	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
116	H11g	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Increase due second homes premium

		Percentage premium	A	B	C	D	E	F	G	H	I	Total
117	H12a	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
118	H12b	25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
119	H12c	50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120	H12d	75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
121	H12e	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
122	H12f	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
123	H12g	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

For Welsh Government
Administration only

APUAZAPKNN

Validation checks - please insert comments where requested

Valuation Office Agency Check 11/09/20											
								tolerance			
	Band	VOA	A1+D1+D2	Difference	% Difference	Abs	%	Status	Comments		
125	A	15,234	15,269	35	0%	50	5.0%	OK			
126	B	26,758	26,839	81	0%	50	5.0%	OK			
127	C	18,582	18,718	136	1%	50	5.0%	OK			
128	D	9,299	9,369	70	1%	50	5.0%	OK			
129	E	6,521	6,630	109	2%	50	5.0%	OK			
130	F	2,296	2,303	7	0%	50	5.0%	OK			
131	G	808	817	9	1%	30	5.0%	OK			
132	H	91	92	1	1%	20	5.0%	OK			
133	I	76	80	4	5%	10	5.0%	OK			
134	TOTAL	79,665	80,117	452	1%	50	5.0%	OK			

select	row	column	row description (sum lines shown in bold)	201920	202021	202122	value	%	value	%	202021	202122	type	auto	Your Comments
	1	2	A1 - All chargeable dwellings	14,584	14,653	14,693	40	0	50	5					
	1	3	A1 - All chargeable dwellings	25,921	26,017	26,091	74	0	50	5			1		
	1	4	A1 - All chargeable dwellings	18,017	18,115	18,269	154	1	50	5			1		
	1	5	A1 - All chargeable dwellings	9,119	9,226	9,138	-88	-1	50	5			1		
	1	6	A1 - All chargeable dwellings	6,347	6,398	6,524	126	2	50	5			1		
	1	7	A1 - All chargeable dwellings	2,219	2,247	2,254	7	0	50	5					
	1	8	A1 - All chargeable dwellings	759	783	788	5	1	30	5					
	1	9	A1 - All chargeable dwellings	89	90	89	-1	-1	20	5					
	1	10	A1 - All chargeable dwellings	70	70	72	2	3	10	5					
	1	11	A1 - All chargeable dwellings	77,125	77,599	77,918	319	0	100	5			1		
	2	2	A2 - Dwellings subject to disability reduction (included in line A1)	58	70	71	1	1	30	10					
	2	3	A2 - Dwellings subject to disability reduction (included in line A1)	194	207	198	-9	-4	30	10					
	2	4	A2 - Dwellings subject to disability reduction (included in line A1)	182	194	201	7	4	30	10					
	2	5	A2 - Dwellings subject to disability reduction (included in line A1)	107	108	109	1	1	30	10					
	2	6	A2 - Dwellings subject to disability reduction (included in line A1)	75	77	77	0	0	30	10					
	2	7	A2 - Dwellings subject to disability reduction (included in line A1)	35	37	39	2	5	30	10					
	2	8	A2 - Dwellings subject to disability reduction (included in line A1)	16	14	15	1	7	30	10					
	2	9	A2 - Dwellings subject to disability reduction (included in line A1)	3	4	4	0	0	30	10					
	2	10	A2 - Dwellings subject to disability reduction (included in line A1)	16	15	15	0	0	20	10					
	2	11	A2 - Dwellings subject to disability reduction (included in line A1)	686	726	729	3	0	50	10					
	4	1	B1 - Dwellings with no discount or premium (including long term emtv properties and second homes with no discount or premium)	25	35	32	-3	-9	50	10					
	4	2	B1 - Dwellings with no discount or premium (including long term emtv properties and second homes with no discount or premium)	6,968	6,884	7,009	125	2	100	15			1		
	4	3	B1 - Dwellings with no discount or premium (including long term emtv properties and second homes with no discount or premium)	15,956	15,968	16,042	74	0	50	10			1		
	4	4	B1 - Dwellings with no discount or premium (including long term emtv properties and second homes with no discount or premium)	11,880	11,879	11,915	36	0	50	10					
	4	5	B1 - Dwellings with no discount or premium (including long term emtv properties and second homes with no discount or premium)	6,612	6,689	6,550	-139	-2	50	10			1		
	4	6	B1 - Dwellings with no discount or premium (including long term emtv properties and second homes with no discount or premium)	5,170	5,175	5,254	79	2	50	10			1		
	4	7	B1 - Dwellings with no discount or premium (including long term emtv properties and second homes with no discount or premium)	1,879	1,897	1,895	-2	-0	50	10					
	4	8	B1 - Dwellings with no discount or premium (including long term emtv properties and second homes with no discount or premium)	644	665	666	1	0	30	10					
	4	9	B1 - Dwellings with no discount or premium (including long term emtv properties and second homes with no discount or premium)	74	73	71	-2	-3	20	10					
	4	10	B1 - Dwellings with no discount or premium (including long term emtv properties and second homes with no discount or premium)	43	46	50	4	9	10	10					
	4	11	B1 - Dwellings with no discount or premium (including long term emtv properties and second homes with no discount or premium)	49,251	49,311	49,484	173	0	100	10			1		
	4.1	1	B2a - Dwellings with a 25% discount (excluding long term emtv properties and second homes)	33	35	39	4	11	100	10			2		
	4.1	2	B2a - Dwellings with a 25% discount (excluding long term emtv properties and second homes)	7,739	7,896	7,795	-101	-1	100	10			1		
	4.1	3	B2a - Dwellings with a 25% discount (excluding long term emtv properties and second homes)	9,905	10,002	10,003	1	0	100	10					
	4.1	4	B2a - Dwellings with a 25% discount (excluding long term emtv properties and second homes)	6,039	6,134	6,231	97	2	100	10					
	4.1	5	B2a - Dwellings with a 25% discount (excluding long term emtv properties and second homes)	2,454	2,489	2,529	40	2	100	10					
	4.1	6	B2a - Dwellings with a 25% discount (excluding long term emtv properties and second homes)	1,125	1,171	1,213	42	4	100	10					

select	row	column	row description (sum lines shown in bold)	201920	202021	202122	value	%	value	%	202021	202122	type	auto	Your Comments
	4.1	7	B2a - Dwellings with a 25% discount (excluding long term empty properties and second homes)	314	320	326	6	2	100	10					
	4.1	8	B2a - Dwellings with a 25% discount (excluding long term empty properties and second homes)	97	104	106	2	2	100	10					
	4.1	9	B2a - Dwellings with a 25% discount (excluding long term empty properties and second homes)	11	12	13	1	8	100	10					
	4.1	10	B2a - Dwellings with a 25% discount (excluding long term empty properties and second homes)	7	5	2	-3	-60	100	10			2		
	4.1	11	B2a - Dwellings with a 25% discount (excluding long term empty properties and second homes)	27,724	28,168	28,257	89	0	100	10					
	4.2	1	B2b - Dwellings with a 50% discount (excluding long term empty properties and second homes)	0	0	0	0	0	100	10	1	1			
	4.2	2	B2b - Dwellings with a 50% discount (excluding long term empty properties and second homes)	13	10	16	6	60	100	10					
	4.2	3	B2b - Dwellings with a 50% discount (excluding long term empty properties and second homes)	48	34	49	15	44	100	10					
	4.2	4	B2b - Dwellings with a 50% discount (excluding long term empty properties and second homes)	23	16	31	15	94	100	10					
	4.2	5	B2b - Dwellings with a 50% discount (excluding long term empty properties and second homes)	21	17	27	10	59	100	10					
	4.2	6	B2b - Dwellings with a 50% discount (excluding long term empty properties and second homes)	12	12	19	7	58	100	10					
	4.2	7	B2b - Dwellings with a 50% discount (excluding long term empty properties and second homes)	7	7	9	2	29	100	10					
	4.2	8	B2b - Dwellings with a 50% discount (excluding long term empty properties and second homes)	5	4	5	1	25	100	10					
	4.2	9	B2b - Dwellings with a 50% discount (excluding long term empty properties and second homes)	17	16	16	0	0	100	10					
	4.2	10	B2b - Dwellings with a 50% discount (excluding long term empty properties and second homes)	4	4	5	1	25	100	10					
	4.2	11	B2b - Dwellings with a 50% discount (excluding long term empty properties and second homes)	150	120	177	57	48	100	10					
	8	1	B4 - Total adjusted chargeable dwellings (sum of B1 to B3c=A3)	58	70	71	1	1	100	10					
	8	2	B4 - Total adjusted chargeable dwellings (sum of B1 to B3c=A3)	14,720	14,790	14,820	30	0	100	10					
	8	3	B4 - Total adjusted chargeable dwellings (sum of B1 to B3c=A3)	25,909	26,004	26,094	90	0	100	10					
	8	4	B4 - Total adjusted chargeable dwellings (sum of B1 to B3c=A3)	17,942	18,029	18,177	148	1	100	10				1	
	8	5	B4 - Total adjusted chargeable dwellings (sum of B1 to B3c=A3)	9,087	9,195	9,106	-89	-1	100	10					
	8	6	B4 - Total adjusted chargeable dwellings (sum of B1 to B3c=A3)	6,307	6,358	6,486	128	2	100	10					1
	8	7	B4 - Total adjusted chargeable dwellings (sum of B1 to B3c=A3)	2,200	2,224	2,230	6	0	100	10					
	8	8	B4 - Total adjusted chargeable dwellings (sum of B1 to B3c=A3)	746	773	777	4	1	100	10					
	8	9	B4 - Total adjusted chargeable dwellings (sum of B1 to B3c=A3)	102	101	100	-1	-1	100	10					
	8	10	B4 - Total adjusted chargeable dwellings (sum of B1 to B3c=A3)	54	55	57	2	4	100	10					
	8	11	B4 - Total adjusted chargeable dwellings (sum of B1 to B3c=A3)	77,125	77,599	77,918	319	0	100	10					1
	14	2	D1 - Exempt dwellings Classes A to N and P to W (not included in sections A to C above)	599	542	576	34	6	50	10					
	14	3	D1 - Exempt dwellings Classes A to N and P to W (not included in sections A to C above)	805	810	748	-62	-8	50	10					1
	14	4	D1 - Exempt dwellings Classes A to N and P to W (not included in sections A to C above)	485	431	449	18	4	50	10					
	14	5	D1 - Exempt dwellings Classes A to N and P to W (not included in sections A to C above)	215	217	231	14	6	50	10					
	14	6	D1 - Exempt dwellings Classes A to N and P to W (not included in sections A to C above)	102	98	106	8	8	50	10					
	14	7	D1 - Exempt dwellings Classes A to N and P to W (not included in sections A to C above)	53	51	49	-2	-4	50	10					
	14	8	D1 - Exempt dwellings Classes A to N and P to W (not included in sections A to C above)	30	25	29	4	16	50	10					2
	14	9	D1 - Exempt dwellings Classes A to N and P to W (not included in sections A to C above)	2	2	3	1	50	50	10					2

select	row	column	row description (sum lines shown in bold)	201920	202021	202122	value	%	value	%	202021	202122	type	auto	Your Comments
	14	10	D1 - Exempt dwellings Classes A to N and P to W (not included in sections A to C above)	7	8	8	0	0	50	10					
	14	11	D1 - Exempt dwellings Classes A to N and P to W (not included in sections A to C above)	2,298	2,184	2,199	15	1	200	10					
	15	2	D2 - Exempt dwellings Class O (not included in sections A to C above)	0	0	0	0	0	50	10	1	1			
	15	3	D2 - Exempt dwellings Class O (not included in sections A to C above)	0	0	0	0	0	50	10	1	1			
	15	4	D2 - Exempt dwellings Class O (not included in sections A to C above)	0	0	0	0	0	50	10	1	1			
	15	5	D2 - Exempt dwellings Class O (not included in sections A to C above)	0	0	0	0	0	50	10	1	1			
	15	6	D2 - Exempt dwellings Class O (not included in sections A to C above)	0	0	0	0	0	50	10	1	1			
	15	7	D2 - Exempt dwellings Class O (not included in sections A to C above)	0	0	0	0	0	50	10	1	1			
	15	8	D2 - Exempt dwellings Class O (not included in sections A to C above)	0	0	0	0	0	50	10	1	1			
	15	9	D2 - Exempt dwellings Class O (not included in sections A to C above)	0	0	0	0	0	50	10	1	1			
	15	10	D2 - Exempt dwellings Class O (not included in sections A to C above)	0	0	0	0	0	50	10	1	1			
	15	11	D2 - Exempt dwellings Class O (not included in sections A to C above)	0	0	0	0	0	200	10	1	1			

select	row	column	row description (sum lines shown in bold)	201920	202021	202122	value	%	value	%	202021	202122	type	auto	Your Comments
	22	11	E1 - Chargeable dwellings: band D equivalents (=C4 total)	61,727	62,102	62,352	250.27	0.40	0	0.3			3	1	0.40% Increase in taxbase is correct. Tolerance is set too low.
	23	11	E2 - Collection rate (please enter to 2 decimal places)	98	98	98	0.00	0.00	0	1.6					
	24	11	E3 - = E1 x E2 (rounded to 2 decimal places)	60,184	60,549	60,793	244.01	0.40	100	10			1		
	25	11	E4 - Class O exempt dwellings: band D equivalents (please enter to 2 decimal places)	0	0	0	0.00	0.00	50	10	1	1			
	26	11	E5 - Council tax base for tax-setting purposes (=E3+E4)	60,184	60,549	60,793	244.01	0.40	100	10			1		
	26.2	11	E5b - Discounted chargeable dwellings excluding long term empty and second homes adjustment		62,102	62,352	250.27	0.40	100	10			1		
	27	11	E6 - 100% council tax base for calculating revenue support grant (=E5a+E4)	61,727	62,102	62,352	250.27	0.40	50	2			1		
	28	11	Exempt dwellings - class A - a vacant dwelling which: - requires or is undergoing major repairs - undergoing structural alteration, or - has been vacant for a continuous period of less than 6 months following substantial completion of any such repair	316	300	249	-51	-17	50	10			3	1	The number of dwelling qualifying for a Class A exemption has reduced.
	29	11	Exempt dwellings - class B - an unoccupied dwelling: - owned by a body established for	0	0	0	0	0	50	10	1	1			
	30	11	Exempt dwellings - class C - a vacant dwelling: - which has been such a for a continuous period of	973	796	737	-59	-7	50	10			1		
	31	11	Exempt dwellings - class D - an unoccupied dwelling: - the previous occupier(s) are detained in	7	7	15	8	114	50	10			2		
	32	11	Exempt dwellings - class E - an unoccupied dwelling: - owner or tenant is a patient in a NHS or	118	106	137	31	29	50	10			2		
	33	11	Exempt dwellings - class F - an unoccupied dwelling: - which has been unoccupied since date	313	335	365	30	9	50	10					
	34	11	Exempt dwellings - class G - an unoccupied dwelling: - where occupation is prohibited by law	10	10	32	22	220	50	10			2		
	35	11	Exempt dwellings - class H - an unoccupied dwelling: - held available for occupation by a	4	4	2	-2	-50	50	10			2		
	36	11	Exempt dwellings - class I - an unoccupied dwelling - previously the sole or main residence of	20	17	20	3	18	50	10			2		
	37	11	Exempt dwellings - class J - an unoccupied dwelling: - where the owner or tenant is in another	5	3	7	4	133	50	10			2		
	38	11	Exempt dwellings - class K - an unoccupied dwelling: - where every qualifying person in either	0	0	0	0	0	50	10	1	1			
	39	11	Exempt dwellings - class L - an unoccupied dwelling: - where a mortgage is in possession	13	15	8	-7	-47	50	10			2		
	40	11	Exempt dwellings - class M - a hall of residence: - provided predominately for students	0	0	0	0	0	50	10	1	1			
	41	11	Exempt dwellings - class N - wholly occupied by: - students over 18 years, or - spouse or dependent	102	106	115	9	8	50	10					
	42	11	Exempt dwellings - class O - a dwelling: - owned by SoS for Defence and held for occupation by armed	0	0	0	0	0	50	10	1	1			
	43	11	Exempt dwellings - class P - a dwelling: - where at least one liable person is a member or the	0	0	0	0	0	50	10	1	1			
	44	11	Exempt dwellings - class Q - an unoccupied dwelling: - where a trustee in bankruptcy would be	5	3	4	1	33	50	10			2		
	45	11	Exempt dwellings - class R - a dwelling: - which is an unoccupied pitch or mooring	0	0	0	0	0	50	10	1	1			
	46	11	Exempt dwellings - class S - a dwelling: - occupied only by persons under 18 years	12	9	12	3	33	50	10			2		
	47	11	Exempt dwellings - class T - a dwelling: - which is unoccupied annexed accommodation	14	19	19	0	0	50	10					
	49	11	Exempt dwellings - class U - occupied dwelling: - occupied only by severely mentally impaired	357	387	413	26	7	50	10					
	50	11	Exempt dwellings - class V - a dwelling: - occupied by diplomats etc	0	0	0	0	0	50	10	1	1			
	51	11	Exempt dwellings - class W - a dwelling: - residence of a dependent relative within a single	29	26	27	1	4	50	10					
	51.1	11	Exempt dwellings - class X - care leavers		41	37	-4	-10	100	10					
	51.5	11	Exempt dwellings - TOTAL	2,298	2,184	2,199	15	1	50	10					
	64	2	H1 - Chargeable long term empty properties with no discount or premium	314	317	433	116	37	100	10			3	1	The Covid-19 pandemic has impacted house sales and rentals which has resulted in more long-term empty properties in Caerphilly CBC.

select	row	column	row description (sum lines shown in bold)	201920	202021	202122	value	%	value	%	202021	202122	type	auto	Your Comments
	64	3	H1 - Chargeable long term empty properties with no discount or premium	299	318	387	69	22	100	10			2		
	64	4	H1 - Chargeable long term empty properties with no discount or premium	143	139	190	51	37	100	10			2		
	64	5	H1 - Chargeable long term empty properties with no discount or premium	48	73	88	15	21	100	10			2		
	64	6	H1 - Chargeable long term empty properties with no discount or premium	28	43	45	2	5	100	10					
	64	7	H1 - Chargeable long term empty properties with no discount or premium	13	17	14	-3	-18	100	10			2		
	64	8	H1 - Chargeable long term empty properties with no discount or premium	9	13	8	-5	-38	100	10			2		
	64	9	H1 - Chargeable long term empty properties with no discount or premium	2	3	2	-1	-33	100	10			2		
	64	10	H1 - Chargeable long term empty properties with no discount or premium	0	2	2	0	0	100	10					
	64	11	H1 - Chargeable long term empty properties with no discount or premium	856	925	1,169	244	26	100	10			3	1	The Covid-19 pandemic has impacted house sales and rentals which has resulted in more long-term empty properties in Caerphilly CBC.
	65	2	H2 - Chargeable second homes with no discount or premium	68	59	63	4	7	100	10					
	65	3	H2 - Chargeable second homes with no discount or premium	89	100	82	-18	-18	100	10			2		
	65	4	H2 - Chargeable second homes with no discount or premium	59	61	46	-15	-25	100	10			2		
	65	5	H2 - Chargeable second homes with no discount or premium	23	18	22	4	22	100	10			2		
	65	6	H2 - Chargeable second homes with no discount or premium	15	13	14	1	8	100	10					
	65	7	H2 - Chargeable second homes with no discount or premium	7	6	6	0	0	100	10					
	65	8	H2 - Chargeable second homes with no discount or premium	2	2	1	-1	-50	100	10			2		
	65	9	H2 - Chargeable second homes with no discount or premium	3	2	2	0	0	100	10					
	65	10	H2 - Chargeable second homes with no discount or premium	2	2	2	0	0	100	10					
	65	11	H2 - Chargeable second homes with no discount or premium	268	263	238	-25	-10	100	10					
	72	2	H3g - Total Long term empty property discount	0	0	0	0	0	100	10	1	1			
	72	3	H3g - Total Long term empty property discount	0	0	0	0	0	100	10	1	1			
	72	4	H3g - Total Long term empty property discount	0	0	0	0	0	100	10	1	1			
	72	5	H3g - Total Long term empty property discount	0	0	0	0	0	100	10	1	1			
	72	6	H3g - Total Long term empty property discount	0	0	0	0	0	100	10	1	1			
	72	7	H3g - Total Long term empty property discount	0	0	0	0	0	100	10	1	1			
	72	8	H3g - Total Long term empty property discount	0	0	0	0	0	100	10	1	1			
	72	9	H3g - Total Long term empty property discount	0	0	0	0	0	100	10	1	1			
	72	10	H3g - Total Long term empty property discount	0	0	0	0	0	100	10	1	1			
	72	11	H3g - Total Long term empty property discount	0	0	0	0	0	100	10	1	1			
	79	2	H4g - Total Long term empty property premium	0	0	0	0	0	100	10	1	1			
	79	3	H4g - Total Long term empty property premium	0	0	0	0	0	100	10	1	1			
	79	4	H4g - Total Long term empty property premium	0	0	0	0	0	100	10	1	1			
	79	5	H4g - Total Long term empty property premium	0	0	0	0	0	100	10	1	1			
	79	6	H4g - Total Long term empty property premium	0	0	0	0	0	100	10	1	1			
	79	7	H4g - Total Long term empty property premium	0	0	0	0	0	100	10	1	1			
	79	8	H4g - Total Long term empty property premium	0	0	0	0	0	100	10	1	1			
	79	9	H4g - Total Long term empty property premium	0	0	0	0	0	100	10	1	1			
	79	10	H4g - Total Long term empty property premium	0	0	0	0	0	100	10	1	1			
	79	11	H4g - Total Long term empty property premium	0	0	0	0	0	100	10	1	1			

select	row	column	row description (sum lines shown in bold)	201920	202021	202122	value	%	value	%	202021	202122	type	auto	Your Comments
	86	2	H5g - Total Second homes discount	0	0	0	0	0	100	10	1	1			
	86	3	H5g - Total Second homes discount	0	0	0	0	0	100	10	1	1			
	86	4	H5g - Total Second homes discount	0	0	0	0	0	100	10	1	1			
	86	5	H5g - Total Second homes discount	0	0	0	0	0	100	10	1	1			
	86	6	H5g - Total Second homes discount	0	0	0	0	0	100	10	1	1			
	86	7	H5g - Total Second homes discount	0	0	0	0	0	100	10	1	1			
	86	8	H5g - Total Second homes discount	0	0	0	0	0	100	10	1	1			
	86	9	H5g - Total Second homes discount	0	0	0	0	0	100	10	1	1			
	86	10	H5g - Total Second homes discount	0	0	0	0	0	100	10	1	1			
	86	11	H5g - Total Second homes discount	0	0	0	0	0	100	10	1	1			
	93	2	H6g - Total Second homes premium	0	0	0	0	0	100	10	1	1			
	93	3	H6g - Total Second homes premium	0	0	0	0	0	100	10	1	1			
	93	4	H6g - Total Second homes premium	0	0	0	0	0	100	10	1	1			
	93	5	H6g - Total Second homes premium	0	0	0	0	0	100	10	1	1			
	93	6	H6g - Total Second homes premium	0	0	0	0	0	100	10	1	1			
	93	7	H6g - Total Second homes premium	0	0	0	0	0	100	10	1	1			
	93	8	H6g - Total Second homes premium	0	0	0	0	0	100	10	1	1			
	93	9	H6g - Total Second homes premium	0	0	0	0	0	100	10	1	1			
	93	10	H6g - Total Second homes premium	0	0	0	0	0	100	10	1	1			
	93	11	H6g - Total Second homes premium	0	0	0	0	0	100	10	1	1			

We are continually striving to improve the form to make it easier to complete, whilst still ensuring data integrity and consistency across all authorities. If you have any comments or suggestions that may be useful, please note them below:

Form Design

Validation

Documentation

General comments

Survey Response Burden

The Welsh Government are monitoring the burden of completing this data collection form.

Please enter the time it has taken you (and any colleagues) to prepare and send the return.

Please only include time spent on activities to prepare and send this return, such as:

- collection, analysis and aggregation of records and data required;
- completing, checking, amending and approving the form.

Hours taken

Please feel free to add any comments

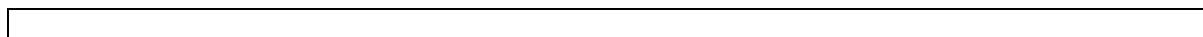
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CABINET – 9TH DECEMBER 2020

SUBJECT: COMMERCIAL AND INVESTMENT STRATEGY

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES



1. PURPOSE

- 1.1 The attached report was considered by the Policy and Resources Scrutiny Committee on 10th November 2020. The report outlined to Members the draft Commercial & Investment Strategy and associated action plan detailing the priorities for this work stream for the following 12 months.
- 1.2 The report sought the views and comments of the Policy and Resources Scrutiny Committee on the draft Commercial & Investment Strategy and associated plan prior to submitting and presenting the information to Cabinet for endorsement on the 9th December 2020.
- 1.3 The report also sought the views and comments of Members on the governance framework and allocation of seed money to launch the Licence to Innovate scheme, prior to consideration by Cabinet on the 9th December 2020.

2. SUMMARY

- 2.1 The Scrutiny Committee were advised that the Council's draft Commercial & Investment Strategy was attached at Appendix 1 of the report and the action plan forms the latter part of the strategy.
- 2.2 The Commercial & Investment Strategy has been developed to support the aspirations of the #TeamCaerphilly - Better Together Transformation Strategy, adopted by Cabinet on the 12th June 2019, which outlines the aims to develop commercial ideas underpinned by the 'Social Heart and Commercial Head' principle.
- 2.3 The Commercial & Investment Strategy includes a number of key aims, priorities and details on how these will be met and how we will monitor progress and is underpinned by the 'Profit for Purpose' vision.
- 2.4 The action plan includes the initial list of priorities for the Commercial & Investment Strategy but also notes that this will change and need to be flexible over time. The Strategy also lays the foundations for creation of the Licence to Innovate scheme.

3. SCRUTINY COMMITTEE COMMENTS

- 3.1 The scrutiny committee referred to the Regeneration Board, which has cross party membership which have the opportunity to influence future proposals. Members sought detail of the impact of the Coronavirus Pandemic upon the work of the Transformation Managers and were advised that the whole Policy Team had been heavily involved in the provision of the Buddy Scheme and the changes made to service delivery across the council had provided an opportunity to learn how services can be provided in different ways.
- 3.2 Members sought clarification on whether the seed money for the licence to innovate scheme would be used to offer financial incentives for staff and were advised that staff are motivated by the desire to improve services and the seed money was intended to kick start some schemes or to allow the feasibility to be explored . The scrutiny committee asked for additional information on what success will look like, where the report listed 'revised fees & charges regime linked to market research and legal conditions.' Members were advised that instead of a standard % being applied to increase charges, as is the case in many local authorities, this would look at what the market will accept with Heads of Services having a framework to work within.
- 3.3 The scrutiny committee also sought clarification on the 'reduction, or an approved and evidence backed plan for reduction, in Council's budget for non-essential and discretionary services.' Members were advised that this is about non-discretionary services generating income and if we can generate income to make services resilient enough to protect them. However, it was stated that in some instances the council may need to consider if it is appropriate to provide a service if it is available elsewhere.
- 3.4 Members asked for detail on the Land Assets to be used for Green Energy Production listed in the High-Level Action Plan, particular reference was made to the energy used at Ty Penallta and if a scheme would be viable at this location. The scrutiny committee were advised that the land assets programme sits within the Regeneration Team who are looking at all council owned land that has potential green energy production. Members also suggested that a notable omission within the Equalities Impact Assessment under service users were Residents, this was noted and the committee were advised that any outputs from the strategy should have specific EIA's which would include residents.
- 3.5 The scrutiny committee stated that it is important that going forward any proposals have detailed cost implications showing the commercial imperative for any investment proposals. Members were advised that any proposals will be have fully costed business cases and will be considered by the relevant scrutiny committee. However, this report is the starting point for this strategy with the proposal to allocate £50k seed money to begin the process and examples of some of the initial ideas submitted were outlined. Members asked how much money was available in the invest to save budget and were informed that circa £500k is currently available.
- 3.6 Members asked for further detail on the 10 corporate service reviews and it was explained that these have been allocated to heads of service and their progress will depend upon the type of review and workloads, and it is hoped that these will be completed by March 2021. The project plans that come out of the reviews will however take much longer, it was suggested that the proposed workshop for all Members in January could provide more detail on each of these reviews.

4. **RECOMMENDATIONS**

- 4.1 Following consideration of the report Members unanimously endorsed the following recommendations to Cabinet: -
 - 4.1.1 To approve a £50k allocation of seed money from Education & Corporate Services reserves to progress ideas and concept.
 - 4.1.2 To agree that a core budget allocation for this initiative will need to be considered as part of the 2021/22 Budget setting process.
 - 4.1.3 To agree that the seed money will be allocated by the Regeneration Board, following the assessment panel process (as per the draft process flow for the licence to innovate scheme set out in appendix 3 of the report).

Author: Catherine Forbes-Thompson, Scrutiny Manager – forbec1@caerphilly.gov.uk

Appendices: Report to Policy and Resources Scrutiny Committee 10th November 2020 – Agenda Item 8

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POLICY AND RESOURCES SCRUTINY COMMITTEE – 10TH NOVEMBER 2020

SUBJECT: COMMERCIAL & INVESTMENT STRATEGY

REPORT BY: CORPORATE DIRECTOR OF EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 To present to Members the draft Commercial & Investment Strategy and associated action plan detailing the priorities for this work stream for the following 12 months.
- 1.2 To seek views and comments from the Committee members on the draft Commercial & Investment Strategy and associated plan prior to submitting and presenting the information to Cabinet for endorsement on the 09.12.20.
- 1.3 To seek views and comments from Scrutiny on the governance framework and allocation of seed money to launch the Licence to Innovate scheme, prior to consideration by Cabinet on 09/12/20.

2. SUMMARY

- 2.1 The Council's draft Commercial & Investment Strategy is attached at Appendix 1 and the action plan forms the latter part of the strategy.
- 2.2 The Commercial & Investment Strategy has been developed to support the aspirations of the **#TeamCaerphilly - Better Together** Transformation Strategy, adopted by Cabinet on the 12th June 2019, which outlines the aims to develop commercial ideas underpinned by the 'Social Heart and Commercial Head' principle.
- 2.3 The Commercial & Investment Strategy includes a number of key aims, priorities and details on how these will be met and how we will monitor progress and is underpinned by the 'Profit with a Purpose' vision.
- 2.4 The action plan includes the initial list of priorities for the Commercial & Investment Strategy but also notes that this will change and need to be flexible over time. The Strategy also lays the foundations for creation of the Licence to Innovate scheme.

3. RECOMMENDATIONS

- 3.1 Members of the Policy & Resources Scrutiny Committee are asked to consider and comment on the content of the Strategy and High-level Action Plan prior to submitting and presenting the information to Cabinet for endorsement.
- 3.2 Members of the Policy & Resources Scrutiny Committee are asked to consider and comment

on the recommendation of £50,000 allocation of seed money from Education & Corporate Reserves to be made available to progress ideas and concept, prior to consideration by Cabinet.

- 3.3 A core budget allocation for this initiative will need to be considered as part of the 2021/2022 budget setting process. The seed money will be allocated by the Regeneration Board following assessment panel process. Draft process flow for the Licence to Innovate scheme is attached at Appendix 3.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To ensure that the views of the Scrutiny Committee Members are considered prior to the Strategy being submitted and presented to the Cabinet.

5. THE REPORT

- 5.1 Cabinet has adopted the **#TeamCaerphilly - Better Together** Transformation Strategy, which includes a key focus on the 'Social Heart Commercial Head' principle and developing the commercial aspirations of the Council.
- 5.2 The Commercial & Investment Strategy has been drafted using feedback from Heads of Service and key officers during a workshop on 21st October 2019 as well as Scrutiny Workshop with members on 14th January 2020. Feedback from both workshops has been instrumental in the development of this strategy.
- 5.3 Extensive research has been undertaken in development of the Commercial & Investment Strategy including reviewing over 25 Council Commercial Strategies, attendance at workshops and learning from others who have undertaken successful transformation.
- 5.4 Key elements of successful commercial transformations include;
- Developing well-managed risk appetite and management strategies for development of commercial ideas.
 - Focus on staff engagement, training and culture change linked to clear, defined organisational vision and behaviours.
 - A simple way to move ideas into reality –flexibility and agility are key in developing commercial culture within a local authority.
 - Thorough and detailed analysis of strategic opportunities via robust, transparent and accessible process.
 - Allowing staff to try new ideas, acknowledging that some may not deliver expected outcomes but all will offer learning opportunities. Allowing staff the freedom and autonomy to try innovative ideas with resources available if required to develop ideas.
 - Understanding when and with whom to collaborate.
- 5.5 The Commercial & Investment Strategy has been developed to include aims which link to these key features, and the High-level Action Plan prioritises work of officers for the forthcoming year.
- 5.6 During the course of 2020 the need to become financially sustainable and resilient has become even more pressing in the midst of a with global pandemic, and an uncertain Brexit approaching. The Commercial & Investment Strategy has been reviewed and aligns with the Corporate Recovery thematic reviews previously endorsed by Cabinet. The Strategy also seeks to capitalise on the renewed innovative nature created and nurtured as part of the Council's response to COVID-19 and seeks to implement the Licence to Innovate scheme.
- 5.7 The Licence to Innovate scheme, which will help Council officers turn commercial and/or innovative ideas into reality requires a governance framework in order to launch. The

Regeneration Board will form this governance framework for the assessment and progression of ideas from staff or heads of service seeking investment from the seed money. An assessment panel will be created and led by the Transformation Team and Head of Service, incorporating officers from across the Council which will provide the first level of scrutiny before reporting to the Regeneration Board any ideas which meet the minimum level required. The Regeneration Board will provide cross party scrutiny of ideas as well as receiving input from the relevant Cabinet Member.

Conclusion

- 5.8 The Commercial & Investment Strategy sets out the Council's plans and priorities for the next few years underpinned by the idea that income generation is viewed as 'Profit with a Purpose'. The Strategy aims to capture the key themes and elements to grow the organisation into a commercial thinking organisation.
- 5.9 The High-level Action Plan sets out key deliverables for the strategy over the forthcoming year and includes development of governance processes, benchmarking and business plans for growth and exploration of traded vehicles where appropriate.
- 5.10 The Licence to Innovate Scheme, once launched, will help provide Council officers the opportunity to try new ideas within agreed boundaries and with support from the Transformation Team.

6. ASSUMPTIONS

- 6.1 It is assumed that the Council will continue to face significant financial and service challenges as we move forward and the 'business as usual' approach is no longer appropriate. This underpins the need for the programme of change as adopted in the **#TeamCaerphilly – Better Together** Transformation Strategy and that a key component of this change is the development of a Commercial & Investment Strategy.

7. LINKS TO RELEVANT COUNCIL POLICIES

- 7.1 The Commercial & Investment Strategy is aligned to the Council's **#TeamCaerphilly - Better Together** Transformation Strategy and the its Corporate Outcomes to embed a new operating model that will encourage innovative approaches to service delivery and ensure that we are making the best use of our resources.

7.2 Corporate Plan 2018-2023.

The Commercial & Investment Strategy underpins all Corporate Well-being Objectives as the overarching theme is one of creating 'Profit for a Purpose' such that any successful commercial ventures create capital which can be reinvested into the Council's critical core services enabling officers to deliver on the 6 Corporate Well-being Objectives which are:

Objective 1 - Improve education opportunities for all

Objective 2 - Enabling employment

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

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

Objective 5 - Creating a county borough that supports a healthy lifestyle in accordance with

the sustainable Development Principle within the Wellbeing of Future Generations (Wales) Act 2015

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

8. WELL-BEING OF FUTURE GENERATIONS

8.1 The Commercial & Investment Strategy is aligned to several of the Well-being of Future Generations goals as it focusses on developing resilient and collaborative business propositions which protect critical services but which develop local economies and promote equality. Specifically the Commercial & Investment Strategy is aligned to the following well-being goals:

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

The Commercial & Investment Strategy is also a key driver in looking at how we work now, and how can we develop new operating models that will be resilient in the future. Whilst balancing the need to allow for agility and flexibility all ideas which come before the panel will need to demonstrate **long term** growth plans, **integration** thinking and **prevention** of reduction in core services, and how we can **collaborate** and **involve** local residents, businesses and partners to help meet our strategic aims, Corporate Outcomes and the well-being goals. The assessment criteria used by the panel will include evaluating ideas against the five ways of working as well as other relevant strategic contexts.

In adopting a Commercial & Investment Strategy the Council is taking a critical first step towards outlining the future operating model and commercial aspirations of the organisation. In doing so, it is a clear commitment to the sustainable development of and long term thinking required under the well-being legislation.

9. EQUALITIES IMPLICATIONS

9.1 An EIA screening has been completed in accordance with the Council's Strategic Equality Plan and supplementary guidance. No potential for unlawful discrimination and/or low level or minor negative impact has been identified, however a full EIA is also appended.

9.2 A copy of the completed Equalities Impact Assessment Form is included at Appendix 2 of the report.

10. FINANCIAL IMPLICATIONS

10.1 It is proposed that a sum of £50,000 is allocated from Education and Corporate reserves for the development of local pilot ideas, "seed money" of £50,000.

The Regeneration Board will be tasked with issuing this money subject to projects being assessed and meeting minimum criteria determined by the Transformation Team and Heads of Service. This seed money will form part of the Licence to Innovate programme as part of the Transformation Strategy. The monitoring of the allocation and outcomes will be done by the Transformation Team.

11. PERSONNEL IMPLICATIONS

11.1 There are no immediate personnel implications to the adoption of the Strategy. In developing

commercial ideas and business cases both operational efficiencies and growth may be required which may have an impact on personnel. Any change of this nature would be managed in line with corporate policies.

12. CONSULTATIONS

- 12.1 The draft Commercial & Investment Strategy has been developed with input from Heads of Service and the #Team Caerphilly Programme Board. The Programme Board is comprised of the Leader of the Council, Corporate Management Team, and Head of Business Improvement together with support officers.

13. STATUTORY POWER

- 13.1 Local Government Act 2003, section 12 and section 95
Local Government Act 1972 section 120 and 123

Author: Victoria Camp, Transformation Manager Commercial & Investment,
campv@caerphilly.gov.uk

Consultees: Councillor Phillipa Marsden, Leader of the Council
Councillor Sean Morgan, Cabinet Member for Economy & Enterprise
Cllr J Pritchard, Chair of Policy & Resources Scrutiny Committee
Cllr G Kirby, Vice Chair of Policy & Resources Scrutiny Committee
#TeamCaerphilly Programme Board
Richard Edmunds, Director Corporate Services & Education
Sue Richards, Head of Education Planning and Strategy
Stephen Harris, Section 151 Officer
Rob Tranter, Head of Legal Services and Monitoring Officer
Lynne Donovan, Head of People Services
Kathryn Peters, Corporate Policy Manager
Anwen Cullinane, Senior Policy Officer (Equalities)

Appendices:
Appendix 1 Draft Commercial & Investment Strategy
Appendix 2 Equality Impact Assessment Form
Appendix 3 Licence to Innovate Process Flow

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Draft Commercialisation and Investment Strategy

“For the right reasons, and in the best way, making money for the good of all Team Caerphilly”

Forward

The “#TeamCaerphilly Better Together” Transformation Strategy sets out the core principle of its new operating model that the Council has a Social Heart and a Commercial Head.

The ambitions are high, the Council is looking for strategic investment opportunities, collaboration with like-minded partners and ideas to help underpin the new operating model and support the Place Shaping Agenda. Council is forward looking and forward thinking, looking to create “Profit with a Purpose” so that we can remain resilient to changing environments whilst continuing to deliver essential services, with a well-managed risk appetite. CCBC does already operate in commercial markets as part of Tourism and Infrastructure service delivery models, and is now looking to take a strategic view of commercial activities to generate additional income, drive forward an entrepreneurial culture, protect and grow core services and to support the regeneration of the county borough.

This approach is underpinned by the commitments made by the council’s Cabinet to protecting jobs and services, build on the council’s reputation as innovative and high performing, and ensure value for money for our residents.

Recent events in 2020, and the approach of a Brexit that is unclear mean now, more than ever, we need to be working tirelessly towards creating a sustainable financial future for the Council.

Vision & Purpose

Team Caerphilly Transformation Strategy sets out the vision for the future of the authority which is to *create capacity and foresight to develop solutions to some of the county borough’s biggest challenges, ensuring the Council understands and responds to the changing needs and priorities of our communities.*

A key element of the Transformation Strategy is the development and implementation of this, the Council’s first Commercial & Investment Strategy. In delivering this strategy we will expect all our staff and partners to demonstrate commitment to our core values whilst balancing the need to generate additional income to protect our services. The commercial principles upon which we have agreed are:

- ◇ We will look in all directions for commercial and investment opportunities, demonstrating our commitment to **innovation** and **collaboration** by having an open learning environment and launching the Licence to Innovate scheme.
- ◇ We will become a dynamic organisation, supporting our **trusted** staff and partners to make the best decision through open consultation, creating an agile and risk managed environment.

- ◇ Our customer focus will remain a key priority, building on the strong, trusted and reliable brand of the Council by creating new **connections** and ideas which help sustain our core services and create a **resilient** financial future.
- ◇ The governance and evaluation frameworks for commercial and investment ideas will uphold the **open and transparent** values of the Council, as well as ensuring all ideas understand the need to create **Profit with a Purpose**.

Aims and Priorities

This Commercial and Investment Strategy is driven by 6 strategic aims which are linked to the 3 pillars of the Team Caerphilly Strategy:

1. Developing Proud & Trusted Staff

- Proactive and positive engagement with our staff to grow commercial and entrepreneurial skills via training and opening the door to innovation through the Licence to Innovate scheme.
- Creating clear and transparent charging policies for all our customer, internal and external, ensuring legal, financial and regulatory compliance

2. Improving the Way We Work

- Maximise income opportunities of the Council's estate and assets by making strategic investments with a significant return which support and improve the economic and social regeneration of the county borough
- Design and deliver an agile, intuitive approval process for investment: balancing the need to operate commercially in a public sector setting with the knowledge that we will need to learn lessons along the way.

3. Enhancing our Relationships with our Partners & Communities

- Collaborate with partners who share our ambition and values to put the best interest of our communities at the heart of everything we do, aiming to become a "Partner of Choice".
- Only develop investment opportunities which support the Council's adopted Well-being Objectives as outline in the Corporate Plan 2018-2023 and which demonstrate a "social heart" outcome

We hope to meet these aims, in the first instance by focussing on the following priorities following adoption of this Commercial & Investment Strategy:

1. Develop a commercial skills and change management training programme to enable and support our staff to drive the required culture change.
2. Work on the Corporate Recovery thematic areas and ensure that commercial thinking and practises are embedded into services as they begin to review their service offerings and decision-making processes.
3. Consider investment opportunities which provide good financial return but also support key strategic aims such as Decarbonisation Strategy
4. Deliver our services more efficiently, by removing system waste while striving to improve customer outcomes linked to the Transformation Strategy service reviews and innovation agenda.
5. Explore any commercial, income generating opportunities or innovative ideas which will boost productivity using seed money allocated by directorate. The Transformation team will deliver a "Licence to Innovate" scheme allowing all

members of staff to bring forward ideas which will be assessed and approved in a robust, transparent and timely manner. The assessment panel will report directly into the Regeneration Board providing political input and scrutiny in a timely manner.

6. Seek to improve our collaborative opportunities with public sector or private partners who share our commercial mind and social heart ethos.
7. Refreshing and develop policies which seek to set out our ambition to explore opportunities to make our assets work harder for us, for example ensuring investments align with the principles in the Asset Management Policy (Land & Property).

How will we do this?

We will invest in training our staff to develop ideas and to manage change, we will seek ideas by creating an innovative and entrepreneurial culture where staff are trusted and empowered to make changes, supported by a robust governance framework.

Transformation Team acting as the Project Coordination Group with a Head of Service will:

- Develop the Licence to Innovate Scheme as part of the Regeneration Board.
- Create a Licence to Innovate Assessment Panel formed of Head of Service and key transformation managers, Equalities and other staff in order to assess ideas.
- Support staff and Heads of Services with project creation, operation and monitoring and delivery.
- Manage the allocation of seed monies requesting approval and provide reporting on allocations, on behalf of the Regeneration Board, and track progress of projects.
- Act as the first stage in assessing ideas using robust assessment methodology to determine which ideas to refer on for approval and working with staff on those which fall below the minimum standard.

Leadership Group and Management Network will:

- Allow staff the freedom to test ideas, within agreed guidelines, accepting that not all will achieve the desired outcomes, but they will all offer learning opportunities.

The Regeneration Board will;

- Seek guidance on the commercial risk appetite of political leadership of the Council in relation to specific ideas where relevant.
- Provide guidance on strategic commercialisation projects which arise and are being progressed by service areas.
- Refer projects through Scrutiny and Cabinet for guidance and decision making.
- Provide support in resource allocation to pop up groups to help develop ideas and business cases for service areas.

- Monitor strategic risks in project delivery and ensure the programme of work reflects a managed risk appetite.

In recognising the need to become more agile in our decision making we are aiming for a **one month turn around** for local pilot ideas from idea generation to approval: strategic projects will need significantly longer timescales.

What will success look like?

1. 10% of relevant staff trained on commercial skills or change management.
2. A robust but agile governance framework including evaluation methodology for staff to generate ideas, and to turn these into business plans.
3. The Licence to Innovate scheme is launched.
4. Reporting mechanisms and forward plan in place to track ideas from inception to implementation or refinement, ensuring full transparency with staff and partners.
5. 100 ideas generated, a number of which have travelled through the Licence to Innovate Scheme in first 12 months.
6. Revised fees & charges regime linked to market research and legal conditions.
7. A reduction, or an approved and evidence backed plan for reduction, in Council's budget for non-essential and discretionary services.
8. A number of collaborative opportunities being explored as part of commitment to becoming Partner of Choice.

High Level Action Plan 2020-2023

No.	Action	Political Officer/Lead	Timescale
1	Commercialisation and Investment Strategy adopted	Cllr Morgan/Transformation Manager Commercial	November 2020
2	Launch Licence to Innovate Scheme	Transformation Team	January 2021
3	Develop commercial skills and change management training modules and begin delivery to management tier	Transformation Manager – Commercial /Head of HR	January 2021
4	Commence Review of Fees & Charges, ensuring tradeable services are supported by thorough understanding of whole life costs as part of the decision to commercialise	Transformation Manager – Commercial	March 2021
5	Register of commercially viable assets	Section 151 Officer	Winter 2020
6	Community Asset Transfer Policy agreed	Head of Business Improvement	October 2020
7	Refresh Commercial and Investment Strategy	Cllr Morgan/Transformation manager – Commercial	November 2021
8	Review of all grant income and management processes	Section 151 Officer	End 2020
9			
10	Consider nominations for awards for staff through the Striving for Excellence.	HR/Transformation Team	2020
11	Advertising and Sponsorship Policy developed and implemented	Transformation Manager – Commercial	2020
12	Land assets are being used for green energy generation	Director of Communities	2022

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EQUALITY IMPACT ASSESSMENT FORM

THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

EIAs are a legal requirement under equalities legislation (Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011) where the potential for a significant negative impact has been identified. This legislation has been in place since 2000. We also have a legislative duty to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- | | |
|----------------------------------|----------------------------------|
| • Age | • Race |
| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

THE EQUALITY IMPACT ASSESSMENT

Name of new or revised proposal:

Commercial & Investment Strategy

Directorate:

Education and Corporate

Service Area:

Business Improvement

Name of Officer and Contact Details:

Victoria Camp, Transformation Manager Commercial & Investment

Date for Review or Revision:

December 2021

***Throughout this Equalities Impact Assessment Form, ‘proposal’ is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council’s work across Equalities, Welsh Language and Human Rights is covered in more detail through the **Equalities and Welsh Language Objectives and Action Plan 2016-2020**.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the **Corporate Policy Unit Portal** and the Council’s Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

PURPOSE OF THE PROPOSAL

1. **What is the proposal intended to achieve?** *(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)*

The proposal is to adopt a Commercial & Investment Strategy which begins the Council journey towards becoming more financially resilient, to protect front line services and to adopt a commercial approach to discretionary services delivery where possible. Initially the strategy will not have any impact on front line statutory services. Where the strategy will have impact on discretionary service delivery, or staff, will be for improvement and enhancing the service, creating operationally efficient delivery models with business plans for growth.

2. **Who are the service users affected by the proposal?** *(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people in benefits etc. Are there any data gaps?)*

Staff members, local businesses and potential partners

IMPACT ON THE PUBLIC AND STAFF

3. **Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?**

(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)

As part of the strategy implementation, following identification of key opportunities, a commercial skills training module will be developed which will be delivered to staff based on requirements of the business plans.

Services will continue to be available to everyone as they currently are, however, some operational efficiency options may be explored.

Any proposal that requires a change to service delivery will be accompanied by a full EIA and, if required, consultation with those affected.

4. **Is your proposal going to affect any people or groups of people with protected characteristics?**

(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)

Protected Characteristic	Positive, Negative, Neutral	What will the impact be? If the impact is negative how can it be mitigated?
Age	Positive	<i>Assessing ideas against Well Being and Equalities legislation is built into the governance process at various steps ensuring robust consideration of the impacts for any proposed opportunity being progressed.</i>
Disability	Positive	<i>Assessing ideas against Well Being and Equalities legislation is built into the governance process at various steps ensuring robust consideration of the impacts for any proposed opportunity being progressed.</i>
Gender Re-assignment	Positive	<i>Assessing ideas against Well Being and Equalities legislation is built into the governance process at various steps ensuring robust consideration of the impacts for any proposed opportunity being progressed.</i>
Marriage & Civil Partnership	Positive	<i>Assessing ideas against Well Being and Equalities legislation is built into the governance process at various steps ensuring robust consideration of the impacts for any proposed opportunity being progressed.</i>
Pregnancy and Maternity	Positive	<i>Assessing ideas against Well Being and Equalities legislation is built into the governance process at various steps ensuring robust consideration of the impacts for any proposed opportunity being progressed.</i>
Race	Positive	<i>Assessing ideas against Well Being and Equalities legislation is built into the governance process at various steps ensuring robust consideration of the impacts for any proposed opportunity being progressed.</i>
Religion & Belief	Positive	<i>Assessing ideas against Well Being and Equalities legislation is built into the governance process at various steps ensuring robust consideration of the impacts for any proposed opportunity being progressed.</i>
Sex	Positive	<i>Assessing ideas against Well Being and Equalities legislation is built into the governance process at various steps ensuring robust consideration of the impacts for any proposed opportunity being progressed.</i>
Sexual Orientation	Positive	<i>Assessing ideas against Well Being and Equalities legislation is built into the governance process at various steps ensuring robust consideration of the impacts for any proposed opportunity being progressed.</i>

5. **In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.**

(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)

The strategy will be translated into Welsh for publication and any business plans will be developed to ensure the promotion of Welsh language and will consider opportunities to increase the use of the language where possible. As the strategy itself does not propose any changes to service delivery the impact on Welsh language is neutral but the assessment criteria for development of ideas will include ensuring alignment to all relevant strategic elements, including Welsh Language and where possible non-compliance, or opportunities to increase the use will be incorporated and monitored by the Transformation team and Regeneration Board.

INFORMATION COLLECTION

6. Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.

(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)

The strategy has been drafted following consultation with internal stakeholders and a thorough review of external commercial strategies across the sector.

Service users within the Council who are impacted by commercialisation have been consulted with via focus groups and close department working. The views of these groups have been incorporated into the strategic document and the outcomes it hopes to achieve.

CONSULTATION

7. Please outline the consultation / engagement process and outline any key findings.

(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)

Consulted with Cllr Barbara Jones, (acting Leader of Council), Cllr Sean Morgan, (Cabinet Member and Commercial Champion), Equalities Officer, Heads of Service, Head of Business Improvement, Interim Head of Transformation, Transformation Team, Policy and Performance Improvement Teams, Equalities and Welsh Language Teams and various other Heads of Service during drafting.

We also held a workshop with scrutiny members to consult and include feedback as part of the strategy drafting process.

Feedback supported the need for a strategy and the outcomes contained therein and wanted to see a robust, and well managed governance framework to support staff to bring ideas forward and into reality.

MONITORING AND REVIEW

8. How will the proposal be monitored?

(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)

The Commercial & Investment Strategy includes several key monitoring principles which will be reported via the Programme Coordination Group, Regeneration Board and Corporate Management Team.

9. How will the monitoring be evaluated?

(What methods will be used to ensure that the needs of all sections of the community are being met?)

Monitoring will be evaluated by the #TeamCaerphilly Programme Coordination Group, Corporate Management Team and Regeneration Board.

10. Have any support / guidance / training requirements been identified?

(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)

The strategy proposes specific commercial and business skills and training for staff and these will be implemented as part of wider management training schemes linked to the Workforce Development Strategy. Where possible these will be delivered in Welsh if requested and will include relevant legislative updates where relevant to the training module.

11. If any adverse impact has been identified, please outline any mitigation action.

No adverse impact has been identified.

12. What wider use will you make of this Equality Impact Assessment?

(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)

This Assessment will be appended to the report and strategy as required.

13. An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.

Please tick as appropriate:

<input checked="" type="checkbox"/>	No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.
<input type="checkbox"/>	Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality.
<input type="checkbox"/>	Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.)
<input type="checkbox"/>	Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed.

FORM COMPLETED BY:

Name: Victoria Camp

Job Title: Transformation Manager – Commercial & Investment

Date: 29.09.2020

HEAD OF SERVICE APPROVAL:

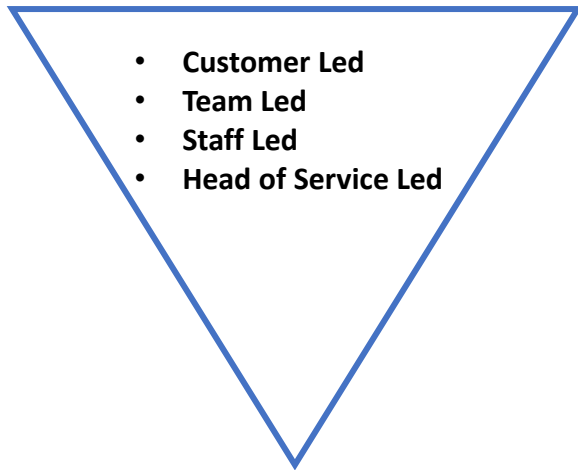
Name: Sue Richards

Job Title: Head of Education and Planning

Signature:

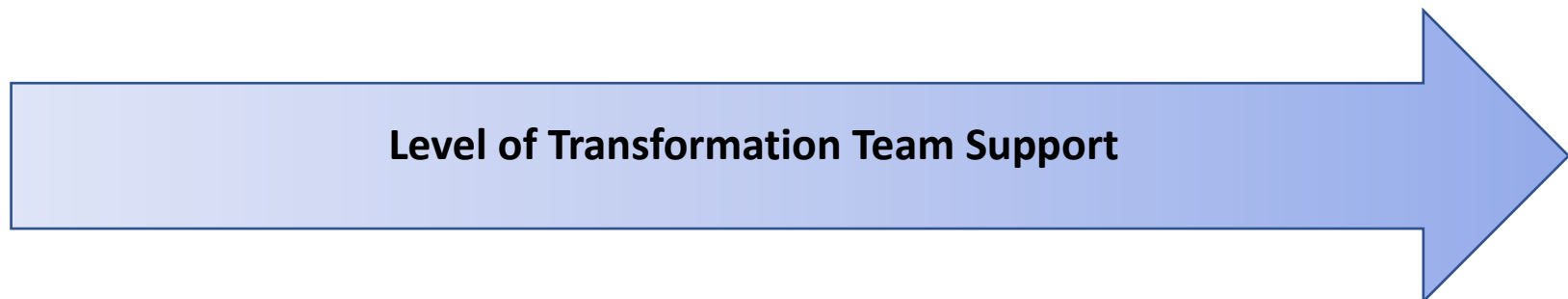
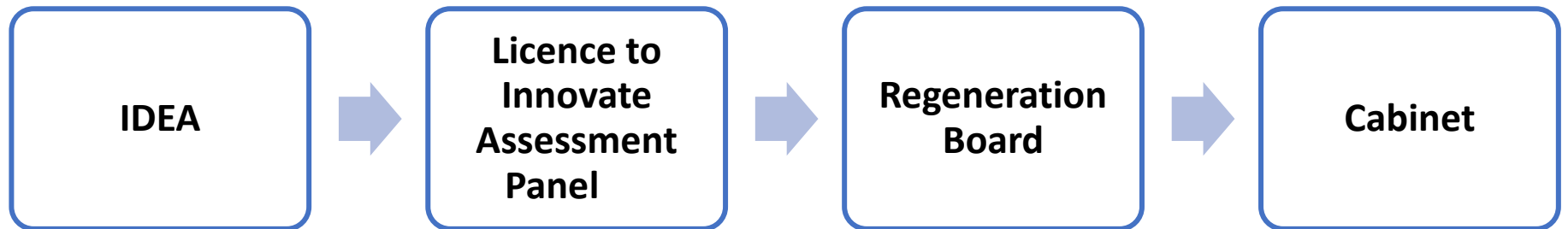
Date: 15.10.2020

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Licence to Innovate – Process & Governance Flow

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CABINET – 9TH DECEMBER 2020

SUBJECT: 21ST CENTURY SCHOOLS AND EDUCATION BAND B PROGRAMME – CONSULTATION REPORTS

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 The attached Consultation Reports outline the consultation process undertaken and provides clarification in relation to the information provided and consultee engagement, summarising the issues raised on proposals under the 21st Century Schools and Colleges Band B programme in respect of:

Ysgol Gymraeg Cwm Gwyddon

The relocation and expansion of Ysgol Gymraeg Cwm Gwyddon to a new purpose-built Welsh-medium provision school to be situated on the vacant site of the former Cwmcarn High School.

Trinity Fields School

The expansion of the existing Trinity Fields School and Resource Centre, via a new building extension and outdoor play space.

The Consultation Reports were considered by the Education Scrutiny Committee on 26th November 2020. The Report sought the views of Members and asked that Members considered the information contained in the Consultation Report and endorse the recommendations to Cabinet to proceed to Statutory Notice in relation to both proposals.

2. SUMMARY

- 2.1 Education Scrutiny Committee Members were advised that there is a duty under the School Organisation Code 2018 for Cabinet members to give due regard to the content of each Consultation Report in order to determine whether it is appropriate to move to the next stage of the process.
- 2.2 The 21st Century Schools Band B proposals for Trinity Fields School and Resource Centre and Ysgol Gymraeg Cwm Gwyddon went to formal consultation between the 14th September 2020 and the 26th October 2020. The Education Scrutiny Committee were consulted as part of this process at their meeting held on the 22nd September 2020. As a consultee, Members voted unanimously in favour of the proposal for

Ysgol Gymraeg Cwm Gwyddon and 13 in favour with 1 against for the proposal for Trinity Fields School and Resource Centre.

3. SCRUTINY COMMITTEE COMMENTS

- 3.1 This report came before the Education Scrutiny Committee on 26th November 2020. The Chair decided before the meeting that each proposal would be considered and voted on separately. The proposal for Trinity Fields School and Resource Centre was the first to be considered by the Committee.
- 3.2 The Chair agreed to a request from two external contributors to be allowed to speak to Committee Members in relation to the proposal for Trinity Fields School and Resource Centre. Mr Owen Francis, director of Turley planning consultancy was representing his clients Penallta RFC and the Save Ystrad Green Spaces Group. The other contributor was Mr Mike Cook, Chair of Governors at Trinity Fields School. Mr Francis advised Committee Members that he was objecting to the proposal because the preferred delivery option would result in the repurposing of a pay-to-use rugby pitch that was used by Penallta RFC. The pitch is referred to as Trinity 1 in Appendix 1 of the report. Mr Francis claimed that input from his clients had not been fully represented in the Consultation Report, and he raised in particular an objection from Sport Wales that had not been addressed. He suggested that a decision on the proposal should be deferred so that options could be fully assessed. Mr Cook advised Members that Trinity Fields was a very successful school and that this had been recognised in a recent ESTYN report. Members heard how the proposed expansion would create an additional 80 places for children and that currently there was no more space available. Mr Cook advised Members that the proposal would create improved facilities for children with special needs and their families, talking first-hand as a parent of a child that had progressed through the school. Mr Cook also outlined how the proposal would allow essential services to be delivered locally and that community use could be further accommodated to that already in existence.
- 3.3 The 21st Century School Manager delivered a presentation with regards to the Trinity Fields School proposal. As part of the presentation it was highlighted that the process being followed is a Statutory Process prescribed in the Welsh Government's (WG) School Organisation Code 2018 which sets out the policy context, and principles that the Council must follow when bringing forward proposals to reconfigure school provision. The consultation process is one stage of a larger process and the steps involved were outlined in detail. The consultation exercise carried out between September/October was to gain the views of the prescribed consultee cohort and support Cabinet in considering the proposal. In addition, as a matter of courtesy Penallta RFC and Sports Wales were advised of the proposal. The WG School Organisation Code 2018 states that the purpose of the Consultation Report is to 'summarise each of the issues raised by consultees', 'responding to these by means of clarification' and to 'set our Estyn's response to the consultation in full'. Members were reminded that at this stage of the process, the responses provided by consultees are considered as 'views' only. Any adverse comments should be regarded as such and should not be considered as objections at this point. It was stressed that there would be a separate full planning application process to be carried out at a later point and led by the Authority's Building Consultancy Team.
- 3.4 Following the presentation from the 21st Century Schools Manager, the Chair invited questions from Committee Members. During the course of the ensuing debate, one Member queried why there were no responses for the Trinity Field proposal received in Welsh during the Consultation Process and questioned if there was equal access for Welsh-speakers. The 21st Century Schools Manager advised that all documents

were produced bilingually and that a Welsh Language Equality Impact Assessment had also been carried out in the planning stages of the consultation. One Member asked why the Aneurin Bevan University Health Board hadn't been included as part of the stakeholder engagement process. The 21st Century Schools Manager outlined how the health board along with Social Services had been heavily involved in establishing the key requirements of the consultation documents prior to the stakeholder engagement period. One Member queried how repurposing a rugby pitch was consistent with the Council's commitment to tackle obesity at a local level. The 21st Century Schools Manager advised that the Council is currently working with Penallta RFC to provide an alternative replacement pay-as-you-use facility, off site and within convenient access by foot (0.5 miles / 10 minute walk) consisting of 1 enhanced existing pitch and an additional pitch to mitigate the loss of Trinity 1. The Member queried the term community usage and advised that junior rugby teams could not use the Centre of Sporting Excellence because priority was given to senior and professional rugby teams. The Sport and Leisure Development Manager outlined that from 5pm the centre was for community use only, he advised that partners used the facility during the day and that this was an important source of revenue. One Member queried if the loss of Trinity 1 was consistent with the Council's Green Infrastructure Strategy. Officers advised that this would be considered as part of the planning process. Officers advised that the proposed repurposing related to just 6% of the total park area and that the Council was planning to ultimately enhance provision with an additional pitch. One Member observed that losing green space was regrettable and asked about the ongoing sustainability of the proposed expanded facility at Trinity Fields School and Resource Centre. On the issue of sustainability Members heard how children are kept at the centre of all proposals. Through robust assessment and the latest data analysis, this enhanced facility would enable the Authority to discharge its duties under the current and new ALN Act and in conjunction with the wider hub and spoke model deployed in Caerphilly would ensure a sustainable site at Trinity Fields for the future. The Chair suggested that areas at neighbouring sites such as Ystrad Mynach Primary School could also be considered as part of the mitigation for the loss of Trinity 1. Officers agreed that other nearby green sites owned by the Council could be considered as options to further increase the provision available to the community in Ystrad Mynach.

- 3.5 The proposal for Ysgol Gymraeg Cwm Gwyddon was considered when Committee reached the last item on that evening's agenda. Following a presentation from the 21st Century Schools Manager, the Chair invited questions from Committee Members. During the course of the ensuing debate, one Member raised the issue of a petition against the proposal to use the former Cwmcarn High School site. The 21st Century Schools Manager advised that the petition carried out in 2019 prior to the publication of the proposals for Ysgol Gymraeg Cwm Gwyddon was not included in the report as it was submitted outside the formal consultation period. One Member asked about current provision of Special Resource Base (SRB) education in the Welsh language. The Lead for Inclusion and ALN advised that there was SRB education in Welsh at Primary Level for children with complex needs and that the proposal would allow the Council to enhance this provision and meet requirements set out in the ALN Act. One Member raised the issue of a feasibility report by the NRW which highlighted a flood plain at the site in Cwmcarn. The Client Manager with Property Services advised that there were no concerns as the flood plain is on the lower football pitch and did not affect the school site, but that it would be investigated in further detail as part of the planning process.

4. RECOMMENDATIONS

- 4.1 Following consideration and discussion, it was moved and seconded that the following recommendation be forwarded to Cabinet for approval. By way of Roll Call voting (and in noting there were 13 for, 0 against and 2 abstentions) this was agreed.

RECOMMENDED to Cabinet that the Education Scrutiny Committee does endorse the recommendation to proceed to Statutory Notice in relation to the Trinity Fields School and Resource Centre proposal.

- 4.2 Following consideration and discussion, it was moved and seconded that the following recommendation be forwarded to Cabinet for approval. By way of Roll Call voting (and in noting there were 13 for, 0 against and 0 abstentions) this was unanimously agreed.

RECOMMENDED to Cabinet that the Education Scrutiny Committee does endorse the recommendation to proceed to Statutory Notice in relation to the Ysgol Gymraeg Cwm Gwyddon proposal.

- 4.3 Cabinet are asked to consider the information contained in the Consultation Reports and the comments made by the Education Scrutiny Committee.

Author: Mark Jacques, Scrutiny Officer – jacqum@caerphilly.gov.uk

Appendices:
Appendix 21st Century Schools and Education Band B Programme – Consultation Reports.



EDUCATION FOR LIFE SCRUTINY COMMITTEE – 26TH NOVEMBER 2020

**SUBJECT: 21ST CENTURY SCHOOLS AND EDUCATION BAND B
PROGRAMME – CONSULTATION REPORTS**

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

1. PURPOSE OF REPORT

1.1 The purpose of the report is to update report Scrutiny Members in relation to the 21st Century Schools Band B proposals in respect of:

- **Ysgol Gymraeg Cwm Gwyddon**
Relocate Ysgol Gymraeg Cwm Gwyddon to a new purpose built Welsh-medium provision school to be situated on the vacant site of the former Cwmcarn High School
- **Trinity Fields School**
Expand the existing Trinity Fields School and Resource Centre, via a new building extension and outdoor play space

1.2 Members are asked to consider the information contained in both consultation reports and endorse the recommendations to Cabinet to proceed to Statutory Notice in relation to both proposals.

2. SUMMARY

2.1 The 21st Century Schools Band B proposals for Trinity Fields School and Resource Centre and Ysgol Gymraeg Cwm Gwyddon went to formal consultation between the 14th September 2020 and the 26th October 2020.

2.2 To discharge the Council's duty under the School Organisation Code 2018, there is now a requirement for Cabinet members to give due regard to the content of each Consultation Report and determine whether or not it is appropriate to move to the next stage in the process.

3. RECOMMENDATIONS

3.1 Members are asked to:

- a) Consider the information contained in both consultation reports.
- b) Endorse the recommendations to Cabinet to proceed to Statutory Notice in relation to both proposals.

4. REASONS FOR THE RECOMMENDATIONS

4.1 To ensure Members are updated on the progress of the 21st Century Schools and Colleges programme and seek Members views on the recommendations to Cabinet to proceed to the publication of Statutory Notice in respect of both proposals.

5. THE REPORT

5.1 Band B

5.1.1 The key aims of the 21st Century Schools and Education Band B investment programme, outlined by WG, is to:

- Reduce the number of poor condition schools.
- Ensure that we have the right size schools in the right location, providing enough places to deliver Welsh and English medium education.
- Ensure the effective and efficient use of the educational estate for use by both Schools and the wider Community.

5.1.2 The first two schemes identified as priority for Phase 1 of the Band B programme are the expansion of Trinity Fields Special School and the relocation and expansion of Ysgol Gymraeg Cwm Gwyddon.

5.1.3 Further to Cabinet approval gained in March 2020, formal consultation for both proposals were carried out between 14th September 2020 and 26th October 2020.

5.1.4 A prescribed list of recipients as outlined in the School Organisation Code 2018 were written to and a consultation document was published in both hardcopy and electronically via the Authority's website based. Reasonable access to information was promoted from an Equalities perspective and other formats were available on request, including a child friendly version and video. In addition, in relation to the Trinity Fields proposal, Sports Wales and Penallta RFC were included as consultees.

5.1.5 Members of the Education Scrutiny Committee who met on the 22nd September endorsed both proposals.

5.1.6 The consultation period ran for 42 days (with at least 20 of these being school days) to provide adequate time for response and conscientious consideration has been given to any responses received.

5.1.7 There were 388 responses received in respect of the Ysgol Gymraeg Cwm Gwyddon and 1047 responses received in respect of Trinity Fields School and Resource Centre. These are broken down into more detail in the respective Consultation Reports.

- 5.1.8 Consultation Reports in relation to both proposals have been compiled and have been attached as an annex to this report. The Consultation reports summarise each of the issues raised by consultees. Any areas of concern that have been raised through gathering the views of consultees during the consultation process have been responded to by means of clarification with supporting reasons. In addition, Estyn has provided a formal response in consideration of the educational aspects of the proposal which is included in the Consultation Reports.
- 5.1.9 The Consultation Reports will be published electronically on the 21st Century Schools pages on the Council's website. Consultees who have indicated in their consultation response that they wish to be notified will be advised by letter or email of the availability of the consultation reports along with the key stakeholders identified in the School Organisation Code 2018. A children friendly version of the Consultation Report will also be published.

5.2 **Conclusion**

Pursuant to the requirements of the School Organisation Code 2018, formal consultation has now concluded in relation to both proposals and this report has been compiled to provide members with the necessary information to make an informed decision as to whether to progress both projects to the next statutory stage which would include permission to publish of a Statutory Notice. The School Standards & Organisation (Wales) Act 2013, provides that anyone wishing to make objections to a school organisation proposal has the opportunity to do so at this stage.

6. **ASSUMPTIONS**

- 6.1 No assumptions have been made in relation to this report as it merely updates on the progress of individual projects.

7. **LINKS TO RELEVANT COUNCIL POLICIES**

- 7.1 Caerphilly's Attainment Strategy: To raise standards and ensure our learners are healthy, confident, proud and ambitious and can access high quality educational opportunities, settings and experience.

7.2 **Corporate Plan 2018-2023.**

The proposal outlined in this document will contribute towards the Corporate Well-being Objectives, in particular the following:

Objective 1 - Improve education opportunities for all

Objective 2 - Enabling employment

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

- 8.1 The Well-Being of Future Generation (Wales) Act 2015 is about improving the social, economic, environmental and cultural wellbeing of Wales. It requires public bodies to think more about the long-term, working with people and communities, looking to

prevent problems and take a more joined up approach. This will create a Wales that we all want to live in, now and in the future. The Act puts in place seven well-being goals:

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

8.2 The Act sets out the sustainable development principle against which all public bodies in Wales should assess their decision-making. The aim of the legislation is to ensure the well-being of future generations through maximising the contribution public bodies make towards the well-being goals. In using the sustainable development principle it is incumbent that the authority considers the whole of the population it serves and considers the effect of its actions on future generations. The principle, also known as the five ways of working is assessed below:

- **Long Term** - Forecasting of pupil numbers has been utilised to identify the demand for school places to ensure sufficient Educational places in our schools. This information has been used to prioritise schools within the SOP.
- **Prevention** - Improving the quality of the Education estate generally will support pupils in their long term education and skills outcome in that they are more likely to succeed if their Educational experience is positive.
- **Integration** - The 21st Century Schools Programme is subject to BREEAM and Community Benefits of individual proposals are assessed and monitored for their impact on the Welsh economy. The proposals are also part of a strategy to promote Welsh Language and Culture.
- **Collaboration** – The 21st Century Schools Programme is collaboration between the Council and Welsh Government to improve the quality of the Education estate.
- **Involvement** – Through the consultation process the Council will ensure that there is full engagement with all relevant stakeholders, e.g. parents, pupils and the local community. Collaborative partnership working between 21st Century Schools and the Early Years Division who work with the voluntary sector.

9. EQUALITIES IMPLICATIONS

- 9.1 All relevant Equality Impact Assessments for individual projects were undertaken prior to moving to consultation stage and were made available to any persons who wished to receive copies in addition to forming part of each consultation pack which is published on the Council's website.
- 9.2 The proposals for Ysgol Gymraeg Cwm Gwyddon link with the Welsh Education Strategic Plan and the five year Welsh Language Strategy 2017-2022 and will therefore have a positive impact on Welsh Medium Education and promoting use of the Welsh language in the wider community.
- 9.3 The proposal in relation to Trinity Fields School will also have a positive impact on the children and young people with additional learning needs who are and will be attending the School.

10. FINANCIAL IMPLICATIONS

- 10.1 It was previously agreed to allocate £6.475 million to the 21st Century Schools and Education programme match funding.
- 10.2 Phase 1 of the programme, Trinity Fields expansion and the relocation and expansion of YGG Cwm Gwyddon totals £22,002,921 The Authority's contribution within this sum is £6.451m.

11. PERSONNEL IMPLICATIONS

- 11.1 These will be dependent on specific proposals and have been considered as part of the consultation process.

12. CONSULTATIONS

- 12.1 The draft report was distributed as detailed below. All comments received have been reflected in this version of the report.

13. STATUTORY POWER

- 13.1 School Organisation Code 2018 (Welsh Government)
School Standards & Organisation (Wales) Act 2013

Author: Andrea West, 21st Century Schools Manager

Consultees: Christina Harray, Chief Executive
Richard Edmunds, Corporate Director of Education and Corporate Services
Dave Street, Corporate Director, Social Services
Mark S. Williams, Interim Corporate Director Communities
Councillor Ross Whiting, Cabinet Member for Learning and Achievement
Councillor Teresa Parry, Chair of Education Scrutiny Committee
Councillor Carol Andrews, Vice Chair of Education Scrutiny Committee
Steve Harris, Head of Financial Services & S151 Officer
Keri Cole, Chief Education Officer
Sue Richards, Head of Education Planning & Strategy
Sarah Ellis, Lead for Inclusion & ALN
Sarah Mutch, Early Years Manager
Paul Warren, Strategic Lead for School Improvement
Jane Southcombe, Financial Services Manager
Lynne Donovan, Head of People Services
Anwen Cullinane, Senior Policy Officer, Equalities, Welsh Language & Consultation
Rob Tranter, Head of Legal Service and Monitoring Officer
Ros Roberts, Business Improvement Officer
Mark Williams, Interim Head of Property Services
Steve Pugh, Corporate Communications Manager

Background Papers:

Appendices:

Appendix 1 Consultation Report – Trinity Fields School and Resource Centre

Appendix 2 Consultation Report – Ysgol Gymraeg Cwm Gwyddon

21st Century Schools Consultation Report

TRINITY FIELDS SCHOOL AND RESOURCE CENTRE



Proposal : **Expand the existing Trinity Fields School and Resource Centre, via a new building extension and outdoor play space with an anticipated completion date of September 2023**

Formal Consultation Period : 14th September 2020 – 26th October 2020

This report is published in line with the requirements of the School Standards and Organisation (Wales) Act 2013 and the School Organisation Code 2018.



Ysgolion a Cholegau yr 21ain Ganrif
21st Century Schools and Colleges



Llywodraeth Cymru
Welsh Government



Richard Edmunds

Corporate Director for
Education and Corporate
Services

FOREWORD

“Working together to deliver the best outcomes for all our children”

Caerphilly County Borough Council has embarked upon an exciting but challenging journey of improvement and change. We have bold ambitions to provide every learner with the best life chances and we are committed to doing this through the provision of high quality teaching, learning and leadership across our school settings as part of our ‘Shared Ambitions’ Strategy.

We have focused on improving young people’s outcomes and this is still a priority area moving forward incorporating a holistic view of education. The Council has adopted ‘Improving education opportunities for all’ as the first of its Wellbeing Objectives and has committed to an ambitious 21st Century Schools investment programme.

In collaboration with Welsh Government, the 21st Century Schools and Colleges Band B Programme is supporting investment in education within the County Borough. Our aspiration is the improvement of the condition of school buildings and maximising community usage.

Our current proposals support our commitment to increase school effectiveness and to narrow inequalities in achievement across groups; to understand the needs of more vulnerable children; promote the Welsh Language, and support those unable to access traditional learning pathways to ensure that all will benefit from the richness of learning and cultural opportunities. These principles help steer our decision making and prioritise projects.

As part of this proposal a consultation exercise has been carried out in line with the requirements of the School Organisation Code 2018. All stakeholders have had the opportunity to participate and make comments.

This Consultation Report has been produced to summarise the issues raised by consultees during the consultation period including Estyn’s feedback. It aims to provide a balanced, transparent document to support Cabinet in deciding whether to progress with the proposal, make changes or not to progress.

I hope you find this document informative as a reflection of the activities undertaken to date and an insight into the journey we are on, shaping delivery and placing learning provision at the heart of our communities.

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Introduction

Executive Summary

Schools in Wales need to be in good condition and suitable for the delivery of education. In some cases, schools can be modernised, repaired, refurbished, extended, or partially rebuilt to meet the standards needed for contemporary teaching and learning. However, some existing schools are no longer in the right place and in such cases, we might propose new schools or changes to existing schools.

Caerphilly County Borough Council aspires to continue to raise school standards and improve the quality of the learning environment to create fit-for-purpose 21st century schools and give every child in Caerphilly the best possible start in life.

Trinity Fields School and Resource Centre has been identified as one of the first priority projects in the 21st Century Schools Band B programme.

For proposals relating to schools, the School Organisation Code 2018, provides clear statutory guidance as to the processes that need to be adhered to. Undertaking a consultation exercise is one of the initial stages of progressing any proposal and is subject to Welsh Government scrutiny and Cabinet approval. From the 14th September 2020 until the 26th October 2020, a consultation exercise was undertaken. The purpose of the consultation was to gain views on the proposal to support and invest in the expansion of Trinity Fields School and Resource Centre.

This Consultation Report is the prescribed method as outlined by the School Organisation Code 2018 for reflection, review and assessment to provide Cabinet with the information to make an informed decision as to whether to proceed with the proposal to the next stage, amend the proposal taking into account further information that has come forward through the consultation process or to close this proposal with no further actions taken.

The Report is divided into several sections with the aim to:

- Outline the consultation processes undertaken
- Provide clarification in relation to the information provided and consultee engagement
- Summarise each of the issues raised by consultees
- Set out Estyn's response to the consultation in full
- Respond to issues raised by means of clarification, amendment to the proposal or rejection of the concerns, with supporting reasons

Statutory Obligations

This report is published in line with the requirements of the [School Standards and Organisation \(Wales\) Act 2013](#) and the [School Organisation Code 2018](#).

The Consultation report will be published on the Caerphilly 21st Century School website with hardcopies available on request. All information is published in Welsh and English. In addition, a child friendly summary has also been produced to ensure information is provided in an accessible format for any children and young people affected by the proposals.

Purpose of the Consultation Report

The publication of this Consultation Report discharges the Council of its duty under the School Organisation Code 2018.

The consultation period represented an opportunity for people to learn about the proposal, ask questions and make comments. Any negative responses made during the consultation period were not counted as objections to the proposal but as adverse comments.

Objections to a proposal can only be registered after the publication of a statutory notice.

The Consultation Report outlines the processes followed, provides clarity on the issues and comments received from consultees, ensures that the views of children and young people affected by the proposal are expressed and ultimately, provides Cabinet with the necessary information to take one of the following decisions:

- Proceed with the proposal
- Make changes to the proposal
- Not to proceed with the proposal

Full details of the decision making process and the stages of the proposal as outlined in the School Organisation Code 2018 have been published as part of the initial Consultation Document and is publicly available via the Council's website with hardcopies made available on request.


What is the 21st Century Schools and Colleges Programme?

The 21st Century Schools and Colleges programme is a major, long-term, strategic capital investment programme. It is jointly funded by the Welsh Government and local authorities and aims to create a generation of 21st century schools in Wales.

The first part of the programme (Band A) ran from 2014 to March 2019.

Caerphilly has benefited greatly from investments in the initial "Band A" 21st Century Schools programme with approximately £56.5 million invested in schools for both educational and community use.

Band A funding in Caerphilly was used to deliver :

	Project Name	Band A Investment
Image of Islwyn High School	✓ Islwyn High School	£22.6m
	✓ Ysgol Gymraeg Cwm Rhymni, Y Gwyndy Campus	£19.2m
	✓ Idris Davies School 3-18	£8m
	✓ Newbridge School extension	£2.6m
	✓ Blackwood Comprehensive improvements	£2m
	✓ Blackwood Comprehensive 3G pitch	£865k
	✓ Trinity Fields School improvements	£1.3m

The second part of this funding (Band B) started in April 2019, with the priority areas being:

- Reduce the number of poor condition schools
- Ensure that we have the right size schools in the right location
- Provide enough places to deliver Welsh and English medium education
- Ensure the effective and efficient use of the educational estate

Further information is available on the [21st Century Schools webpages](#)



What are we proposing to do?

We are proposing to:

- **Expand the existing Trinity Fields School and Resource Centre, via a new building extension and outdoor play space with an anticipated completion date of September 2023.**
 - The proposed new building will provide additional facilities to accommodate growing demand for places and provide additional classrooms, specialist intervention areas and outdoor play space
 - It is proposed the additional facility will also house a new flexible hall, hydrotherapy pool and soft play facilities to increase provision on site which will also be considered for community use at suitable times in keeping with the curriculum timetable.
- To ensure that it can cater for the changing and more complex needs of pupils with Additional Learning Needs (ALN) across the Council, both now and in the future and ensure compliance with the new Additional Learning Needs and Education Tribunal (Wales) Act.

What is Driving this proposal?

Proposals have been prioritised based on a number of factors including building condition, pupil projection and local and national drivers, however, the delivery of the curriculum and the Educational agenda remains at the core.

In accordance with the ALN and Tribunal Act 2018 schools and local authorities have a statutory duty to identify ALN and appropriate provision to meet that need. As identified in the ALN Act and draft ALN Code the Council and schools have a responsibility to review provision available to meet need within the Borough on a regular basis

Additional Learning Needs can take a wide variety of forms and can relate to one or more different areas of learning, such as communication and cognition. There is a wide spectrum

of Additional Learning Needs that a child or young person may have, and these may change and develop over time.

All pupils across the Borough are entitled to receive high quality provision that meets their needs, no matter where they live. The Council is committed to inclusion and the principles that the majority of children will have their needs met in mainstream. Central to the identification of additional learning provision is child centred practice. However, there are circumstances where complex additional learning needs are best met, as identified through robust assessment and engagement with children and families within specialist provision with the appropriate specialist teaching, support and facilities that enables them to meet their potential. Trinity Fields is a Special school that cater for those pupils who have the most complex need.

We have identified a need to invest in improving our school building at Trinity Fields School, in meeting the demand for specialist education and building upon the excellent practice as identified by Estyn. It is this aspiration that is driving this proposal.



Options Appraisal

The planning and development of effective school organisation proposals is crucial to the Welsh Government's goal of transforming education in Wales and providing better educational outcomes with a commitment to increase school effectiveness, and narrow inequalities in achievement between advantaged and disadvantaged areas, groups and individuals.

An options appraisal provides the opportunity to help councils make an informed and evidence based decision on how to deliver services. It does this by considering the relative advantages and disadvantages of a number of different delivery model options (including the current way in which the service is delivered).

The methodology helps decision makers to consider the relative:

- Desirability - the degree to which each option meets the strategic objectives and priorities of stakeholders
- Viability - the degree to which each option is financially viable and sustainable
- Feasibility - the degree to which each option can be implemented

As part of outlining the current proposal, an options appraisal was undertaken.

The options appraisal stage allowed for a number of different delivery model options to be explored and evaluated against a set of agreed criteria, leading to the selection of the preferred option.

The following options were considered and scored: -

Option	Description
Option 1	Do Nothing
Option 2	Further reconfiguration of the existing school
Option 3	Build a new primary school provision on another site
Option 4	Build a new extension onto the existing school to accommodate an additional 80 places (increasing the capacity to 263)
Option 5	Build a new school on another site to accommodate all identified provision and full cohort of 260 pupils (existing plus additional)

The process utilised was outlined in detail in the Consultation Document and resulted in

Option 4 being the preferred option, namely, **build a new extension onto the existing school to accommodate an additional 80 places.**

This would provide 263 places in total on the existing school site, factoring in the current pupil cohort of 183 pupils and an additional 80 places to future proof the site for a number of years to come.

Through the appraisal process a final recommendation about the preferred delivery model was carried forward to the Consultation period with the view to engage with key stakeholders and identify priorities from their perspective. This stage was an important part of the process, to raise important questions at an early stage, and assist in developing proposals in greater detail to consider:

- are there better ways to achieve your objectives?
- are there better ways to use the resources available?
- is this the best way to achieve the desired outcomes?

Benefits and Disbenefits

There are common challenges faced by all Local Authorities when adopting new proposals. The vast majority of Council policies are delivered through projects and programmes of various forms. It is therefore vital that projects are delivered successfully in order to realise their intended benefits for citizens.

Evidence shows that the best way to ensure successful delivery is by setting up projects correctly in the first place. The most common causes of failure, among others are a lack of clear objectives, insufficient resources, and over-ambitious cost and schedule that impact on the level and amount of benefit that can be realised and can be avoided if tackled in a project's early stages.

As part of the development of the proposal, a number of benefits and disbenefits were identified as outlined in the Consultation Document. The consultation process was an opportunity to consult with relevant stakeholders to understand what they see as positive outcomes and what negative consequences may be delivered.

An [Equality and Welsh Language Impact Assessment](#) and a Community Impact Assessment were carried out to initiate discussion and invite comments as to whether the principles for the proposal are supported.

All comments have been recorded and will be made available for Cabinet as a separate annex to this Consultation Report.



The Consultation Process

Consultation Process

The consultation process has followed the Welsh Government guidelines as set out in the School Organisation Code 2018.

As the proposal relates to a 'regulated alteration' to a Special school under Section 44 of the School Standards and Organisation (Wales) Act 2013, the proposals have been published on the Council's website.

Implications of COVID19

Due to the implications of COVID-19 at the time this consultation was due to take place and after taking advice from Welsh Government, this consultation process refrained from undertaking any face-to-face consultation sessions to support social distancing and maintain safe working practices for all.

It should be noted that there is no obligation to consult face-to-face and therefore a written paper consultation exercise was undertaken to discharge the Council of its duty under the School Organisation Code 2018.

However, a number of alternative methods were utilised for engagement including use of social media, face-time technology and the opportunity to pose questions to form part of a '[Frequently Asked Questions](#)' Document.

Stakeholder Engagement

Consultees were advised of the proposal and availability of the consultation documentation when it went live on the 14th September 2020 via letter/email and were therefore invited to take part in the statutory consultation:

The School Organisation Code 2018, prescribes those individuals/groups considered key consultees in the consultation process. The list below presents the consultees engaged with relevant to proposals of this nature for the Caerphilly Borough.

- Parents, prospective parents, guardians and carers of all pupils of schools directly affected by the proposal
- Headteacher, staff and governors of schools directly affected by the proposal
- Pupils/Pupil Councils of schools directly affected by the proposal
- Directors of Education of all bordering LAs – Blaenau Gwent, Caerphilly, Cardiff, Merthyr Tydfil, Newport, Powys, Rhondda Cynon Taf, Torfaen
- Catholic Diocesan Board of Education
- Church in Wales Diocesan Board
- Local Standing Advisory Council on Religious Education (SACRE)
- Governing body of other schools which the proposer considers are likely to be affected by the proposal
- Local CCBC Members
- All Assembly Members and Members of Parliament representing the area served by the schools directly affected by the proposal
- Welsh Ministers
- ESTYN
- Teaching Associations
- Support Staff Associations
- South East Wales Consortium (EAS)
- South East Wales Transport Alliance (SEWTA)
- Gwent and South Wales Police and Crime Commissioners
- Local Town and Community Councils
- Menter Iaith
- Early Years Development and Childcare Partnership
- Parent Network
- Welsh Education Forum

This proposal does not affect Welsh Language provision, therefore there was no obligation on the Council to consult with the Welsh Language Commissioner in this instance.

Consideration of the potential impact on other schools in the area was considered, however, Trinity Fields School is the only Special school in the County Borough and also falls outside of the standard admissions arrangements for schools. The catchment area for the school covers the entire Borough.

The consultation process acknowledged that Trinity Fields acts as a hub and is intrinsic to the 'hub and spoke' model, supporting the most complex children within resource bases and mainstream schools. This includes the development of satellite provision for children.

Therefore, whilst no individual school could be identified as ‘affected’ under the remit of the School Organisation Code 2018, all schools were contacted and advised that a consultation on the proposal for Trinity Fields was active and that they could provide any responses via the prescribed methods.

The Council was aware that the proposal and preferred delivery option as outlined in the Consultation Documentation would result in the repurposing of a pay-to-use rugby pitch and would work closely with interested parties to ensure mitigation could take place should the proposal receive Cabinet approval. Therefore, in addition to advising those we were obliged to under the stakeholder criteria, the following were also contacted and advised of our proposals in writing:

- Sports Wales
- Penallta RFC

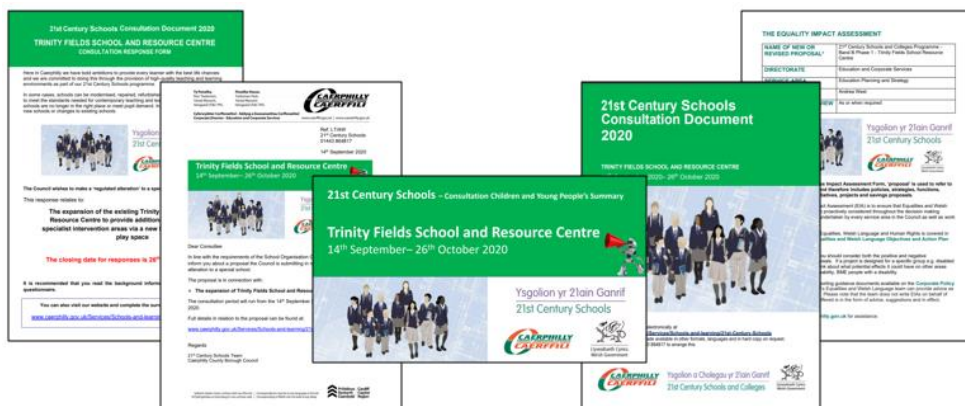
Consultation Information

The School Organisation Code 2018 states that when undertaking a consultation process in connection with a school proposal, the Council must publish information to enable transparent, balanced and open decision making.

The consultation document must be published on a school day and consultees must be given at least 42 days to respond to the document, with at least 20 of these being school days as defined by Section 579 of the Education Act 1996. The consultation period opened on Monday 14th September 2020 (a school day) and concluded at midnight on Monday 26th October 2020.

As part of this proposal, the following documentation was produced:

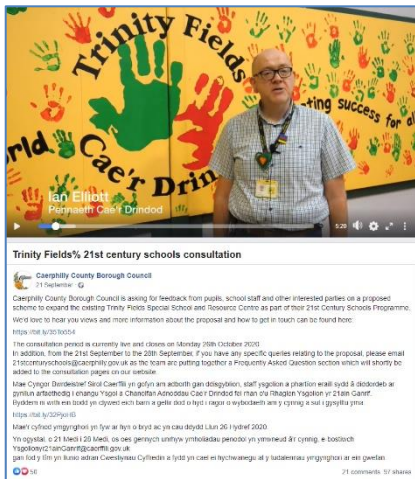
- Consultation Notification Letter
- Consultation Document
- Child Friendly Consultation Summary
- Consultation Video
- Artist’s Impression of proposed new school
- Consultation Response Form (Online)
- Consultation Response Form (Printable PDF)
- Equalities and Welsh Language Impact Assessment



A child friendly consultation summary and video was produced to support the consultation process with pupils of the affected schools and present information in a manner relevant to their likely understanding, allowing them to participate in the consultation process and reach an informed opinion. In addition to this documentation, the 21st Century Schools Team and local teaching staff provided assistance to children and young people who wished to submit a consultation response, especially relevant as the children and young people attending Trinity Fields are some of the most vulnerable within the Borough and have a variety of additional learning needs.

All documentation was published in Welsh and English, complying with the requirements of the Welsh Language Standards. Information was also available in other languages and formats on request, however, no such requests were received as part of this process.

Hardcopies of the documentation were issued to the schools directly affected by the proposal including the child friendly summary for discussion with the pupils.



In addition to notifying the consultees in writing of the proposal, distribution of information was supported via the school text messaging service direct to parents and staff.

The Council’s Social media channels were also utilised. Messages relating to the consultation were released in phases over the first 3 weeks of the consultation to maintain public awareness and provide as far a ‘social media reach’ as possible.

Social media reach is a media analytics metric that refers to the number of users who have come across a particular content on a social platform such as Facebook, YouTube or Twitter.

Week 1	YouTube Video Released	CaerphillyCBCTV	684 subscribers
Week 2	Facebook Message	@CaerphillyCBC	28,188 followers
Week 3	Twitter Message	@CaerphillyCBC	19.3k followers

Response Methods

As outlined in the Consultation Document, anyone wishing to comment in relation to the proposal could do so in writing by:

- Completing the online response form on the Council’s website
- Completing a response pro forma and posting it to the 21st Century School Team at Caerphilly
- Emailing comments to the 21st Century Schools Team at Caerphilly

The response forms were designed in such a way as to capture the relevant information required to discharge the Council’s obligations required under the School Organisation Code for undertaking a consultation linked to the regulated alteration of a special school.

This consultation was undertaken to capture the views of consultees in relation to the proposal to expand the school. These views have been incorporated into this document, which will be published and considered by Cabinet when determining whether to proceed to Statutory notice stage. A separate Planning Application Process will be undertaken in respect of this proposal. The separate statutory processes were outlined in the consultation document and any adverse comments received as part of this process have been recorded as such.



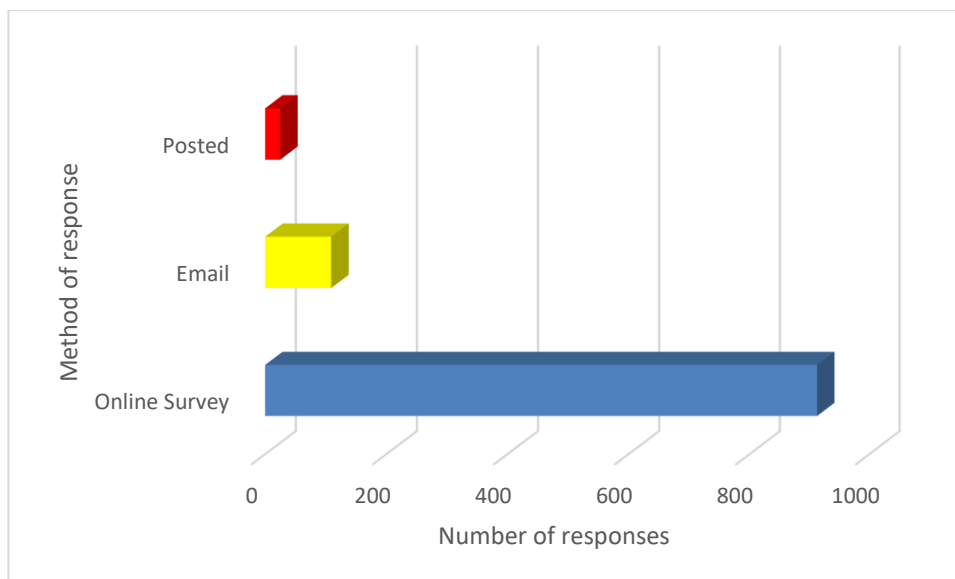
Consultation Responses

Consultation Responses

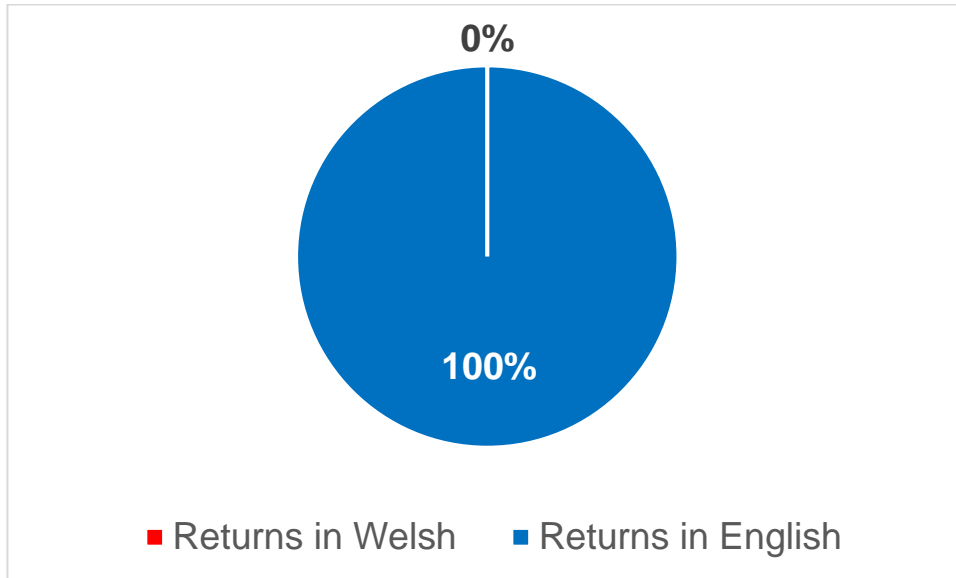
Overall a total of 1048 responses were received during the consultation process.

Of the prescribed methods for providing a response during the consultation period:

- 913 responses received via Online Survey
- 109 responses received via email
- 26 responses received via post



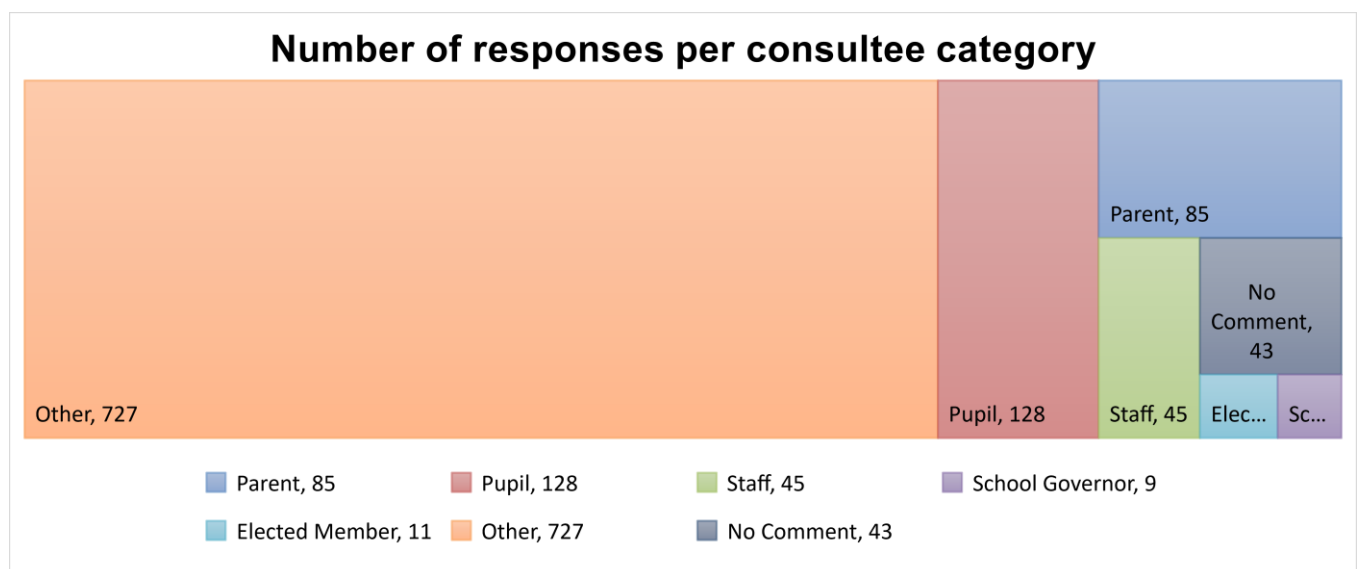
0 responses (0%) were returned in the medium of Welsh with the remaining 1048 responses (100%) in English.



The 21st Century Schools Team received no requests for the documentation to be provided in any other format or language.

QUESTION 1

The consultees were asked to identify a category that best described them in relation to the proposal for the school affected. The options provided were selected to demonstrate that the key consultee groups as outlined in the School Organisation Code had been engaged with.





12% Pupils	8% Parents	4% Staff Members	1% School Governors	1% Elected Members	74% Other & No Comment
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For those selecting 'other', the opportunity was given to elaborate further as they felt appropriate.

QUESTION 2

As part of the consultation process, consultees were asked to provide basic contact information, including their name, address and email. This psychographic data was collected in order to help paint a picture of the consultee and enable the 21st Century Schools team to understand trends in response data and response groupings that would assist in compiling this Consultation Report.

As information can be collected for many purposes, the Caerphilly County Borough Council's privacy notice for consultations/surveys was referenced, which outlined the purpose and legal basis for collecting the information, data usage and data retention periods.

For the purposes of this Consultation Report, Cabinet will be provided with a separate digest of the consultation comments received. Please note that comments that are considered to be offensive or compromise anonymity have been edited or removed.

QUESTION 3

As part of our duty under the School Organisation Code 2018, consultees must be given the option to request notification as to the publication of this Consultation Report. Contact information has been collected to this end and the preferred method for communication will be notification via email if this information has been made available by the respondent.



541 out of the 1048 respondents have requested notification. These individuals have been added to the notification list and will be contacted concurrently with stakeholders when this document is made publicly available through the Council's website. Hardcopies of the documentation will be made available on request.

QUESTION 4

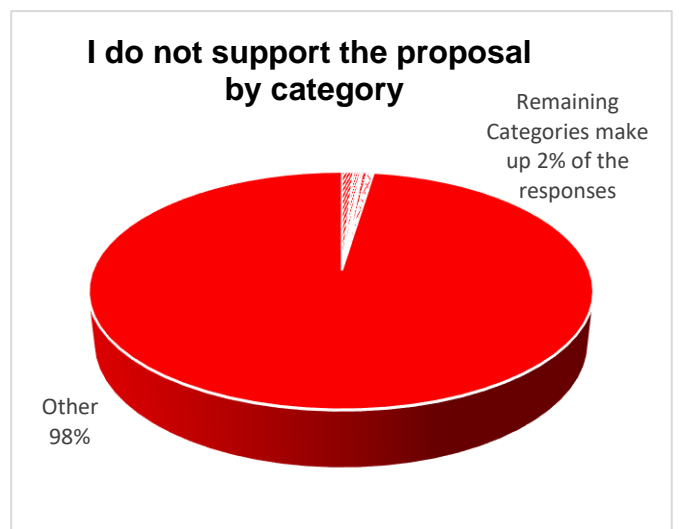
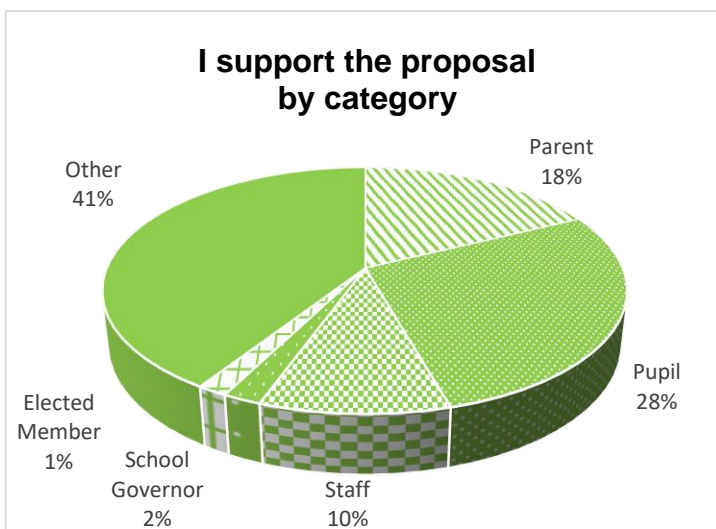
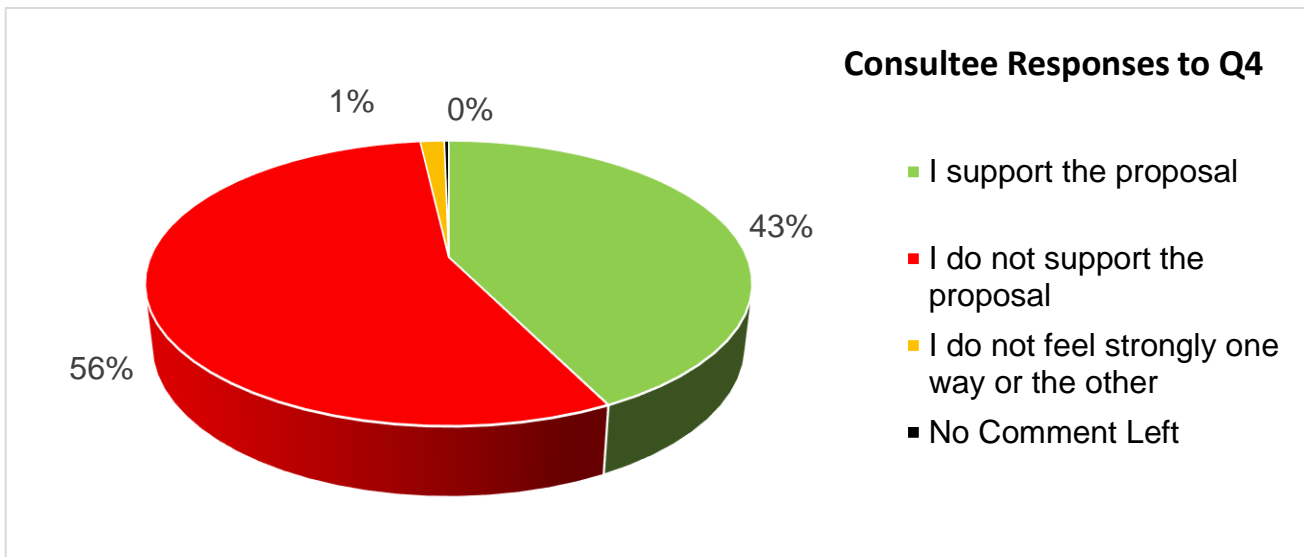
Consultees can submit their views either in favour of or against the proposals.

Consultees were asked to indicate which of the following statements most accurately reflected their views about the proposal. Consultees were reminded to read the consultation documentation prior to providing any responses during this consultation exercise and that unfavourable comments made during the consultation period will not be treated as objections at this stage.

The options available were:

- I do not feel strongly one way or the other
- I support the proposal
- I do not support the proposal

Of the responses returned, 447 support the proposal, 582 do not support it, 16 didn't feel strongly either way and 3 failed to select an option. That equates to 43% in support, 56% opposed with the remaining 1% either providing a neutral response or no comment.



It is prudent to bring to the attention of Cabinet that the commentary provided as part of Question 5 may offer additional insight into the views of the consultees and that the response provided to Question 4 should not be considered in isolation.

Question 5

This was a free text box, enabling consultees to provide additional comments on the proposal. All comments received have been read and analysed.

General themes that emerged from the consultation:

- Acknowledgement that the current Trinity Fields School and Resource Centre provides a high standard of support and specialist intervention
- The proposal supports the increasing demand for additional learning needs provision
- Concerns over proposed use of the pitch for education not recreation
- Concerns over the impact on Penallta RFC both through loss of income and mitigation discussions to date
- Concerns over loss of green space and impact on local community
- Concerns over the loss of the green flag status for Ystrad Mynach Park
- Concerns over flooding in the local area and the impact the proposal will have
- Comments about:
 - The expansion of the site, why outwards and not upwards?
 - The impact on traffic flow in the area
 - Whether a new build at an alternative site would be a better option
 - The consultation process being followed

Question 6

In line with the Caerphilly County Borough Council's Strategic Equality Plan 2016-2020 and the Consultation and Monitoring Guidance 2016 document, a reduced version of the Equalities and Monitoring questionnaire was included as part of the consultation response to support effective planning and to ensure that a representative sample was achieved to identify any equality issues.

The option to include information relating to the consultees Gender, Age, Disability Status, Welsh Language Skills and any influencing factors relating to their response were included but not mandatory.

From the responses received, of those that completed the Equalities monitoring section:

Are you ...			
Male	418	Other	133
Female	494	Unwilling to declare	3

Age			
Under 16	25	40-65	351
16-25	135	Over 65	60
26-39	303	Unwilling to declare	174

Disability			
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I am not Disabled	701	Learning Difficulties	30
Physical / Mobility Impaired	41	Visually Impaired	1
Hearing Impaired	13	Speech Impaired	2
Unwilling to declare	226		
Other	17		

Welsh Language Skills				
	A Little	Moderately	Quite Well	Fluently
Speak	391	62	30	57
Understand	364	79	30	56
Read	333	62	37	56
Write	332	54	28	51
No Welsh Language Skills	639		Unwilling to Declare	47

Question 7

In relation to equalities implications that respondents highlighted, 37 responses indicated that their decision was influenced as per the list outlined in the consultation response form, for example:

- 'I have a grandson who has a learning disability and understand the importance of these schools and the continuing care until these children become young adults. My grandson and my other grandchildren also use the green spaces.'
- 'I'm not sure this has any relevance to the survey?'
- 'My response has been influenced on the direct impact of community.'

Education Scrutiny Response

The Council's Education Scrutiny Committee is a consultee for any policy or service developments in relation to Education within the Borough.

A digital meeting via Microsoft teams took place on Tuesday 22nd September 2020 at 5.30pm. 13 out of 15 Councillors were in attendance.

As part of this meeting, the 21st Century Schools and Colleges Band B Programme and consultation in respect of Trinity Fields School and Resource Centre was discussed. All consultation documentation was made available to members as part of the agenda reports pack and officers linked to the proposal were available to take questions.

It was agreed that a vote in respect of the proposal would be taken and be officially recorded for inclusion in this Consultation Report. The Committee members voted 12 in favour of the proposal for Trinity Fields Special School and Resource Centre, 1 against and 0 abstention.



A recording of the session is available on YouTube:

[Education Scrutiny Committee Meeting](#)

The agenda item linked to this proposal starts 18 minutes and 50 seconds in to the recording.

The [Notice of the Decisions](#) document is also available to view on the Council's website

Estyn's Response

Under the terms of the School Standards and Organisation (Wales) Act 2013 and the School Organisation Code 2018, the Council, as the proposers, is required to send a notification with regards to the consultation to Estyn.

Estyn is the education and training inspectorate for Wales and their vision is to improve the quality of education and training and outcomes for all learners in Wales. However, Estyn is not a body which is required to act in accordance with the Code and the Act places no statutory requirements on Estyn in respect of school organisation matters. Therefore as a body being consulted, Estyn will provide their opinion only on the overall merits of school organisation proposals.

Estyn has considered the educational aspects of the proposal. The full response from Estyn is included at Annex 2 to this report. However, in summary:

“The proposal seeks to address identified need for additional facilities to accommodate growing demand for places and provide additional classrooms, specialist intervention areas and outdoor play space for pupils with special educational needs. It is proposed the additional facility will house a new and flexible hall, hydrotherapy pool and soft play facilities to increase provision on site and enhance the lives of the pupils with provision that cannot be accommodated within the current building. This new provision would also be available for community use at suitable times.

The proposer has clearly defined the benefits of establishing these additional facilities and provision for pupils and young people who have special educational needs. The proposal has been developed in line with the local authority's programme to improve its educational provision and meet the needs of children and young people with SEN. This proposal offers pupils and young people with SEN the opportunity for specialist educational experiences in a setting within their county borough.

Funding has already been allocated for the council's share of the capital costs of the project and will be jointly funded by Welsh Government as part of their 21st century schools remit.

It is Estyn's opinion that the proposal is likely to improve the current educational provision for children and young people with SEN”.

The Council welcomes Estyn's statements confirming that the proposal will have a positive impact on the educational provision for children and young people with special educational needs. The Council acknowledges Estyn's response and would like to provide the following clarification statement in relation to Estyn's observations relating to *'the risk assessment does not identify any educational considerations.'* and *'it is not clear whether the teaching and learning experiences would be fully equitable with that of English medium provision'.* The proposal for Trinity Fields School and Resource Centre is to expand the existing provision and provide additional classrooms, facilities and specialist intervention areas for use by the pupils and the wider community. We recognise that the section relating to the risk assessment in the Consultation document focused mainly on structural considerations, although educational considerations were present throughout the document and a more prominent section will be included in future project documentation based on this recommendation. There is provision to provide education through the medium of Welsh as highlighted as part of the Equality and Welsh Language Impact Assessment.

Consultation Clarification

When analysing the consultation response comments received as part of the consultation period, a number of recurring areas of concern and those where there was a level of agreement with the proposals became evident.

To assist Cabinet in the decision making process, the following information is provided by means of response for clarification with supporting reasons.

➤ Areas of widest concern

Area of concern:	Consultee Responses included:
Loss of green space	<ul style="list-style-type: none"> • Historical development • Ystrad Mynach Park • Green Flag Status • Community Impact • Rugby Pitch
Number of mentions	199

Council's Response

The Council acknowledges that the 'loss of green space' has been a key factor of concern for a number of consultees in relation to the proposal. It is important to stress at this stage that even though the consultees have highlighted concerns in this regard, the majority recognised the need to develop Trinity Fields School, but not in the manner outlined as Option 4 in the Consultation document.

Historical development

A number of consultees made reference to the historical development on 'greenfield' land in the Ystrad Mynach area, with particular focus on facilities built in close proximity to the proposed site.

Planning Policy Wales, the Welsh Government's national policy outlining guidance for making planning decisions, provides the distinction between greenfield and brownfield land:

Greenfield	<i>'land in built-up areas which has not been developed previously, for example parks, recreation ground and allotments'</i>
Brownfield	<i>'previously developed land that is or was occupied by a permanent structure and associated fixed surface infrastructure.'</i>

The Council wishes to clarify the following:

- The current site for Trinity Fields School and Resource Centre was occupied over 22 years ago and officially opened September 1998.
- Ysbyty Ystrad Fawr officially opened in March 2012 and was constructed on an area that consisted primarily of previously developed land classified as 'brownfield' with limited 'greenfield' land that was a recreation ground.

- The Centre of Sporting Excellence officially opened May 2014 and was constructed on the area formally occupied by a permanent structure (Ystrad Mynach Hospital) and as such was designated brownfield land.

The images below show an aerial view of Trinity Fields School, Ystrad Mynach Park and surrounding area, demonstrating the level of development over a 14 year timeframe.

2006



2020



Ystrad Mynach Park and Green Flag Status

Ystrad Mynach Park is located to the south of Ystrad Mynach off Caerphilly Road, CF83 7EP.



The Park covers approximately 11 hectares of open green spaces with a variety of facilities including rugby and football pitches, tennis court, a bowling green and a children's playground. In addition, the Centre of Sporting Excellence also falls within the boundary of the park.

The Green Flag Award is all about connecting people with the very best parks and green spaces and the Council appreciates a good quality environment can have a big impact on our communities, health and well-being, and economy.

Keep Wales Tidy judge Green Flag status against 27 different criteria divided into 8 sections:

Section	Criteria	Section	Criteria
Section 1: A welcoming Place	Welcome Good and Safe Access Signage Equal Access for All	Section 5: Biodiversity, Landscape and Heritage	Management of Natural Features, Wild Fauna and Flora Conservation of Landscape Features Conservation of Buildings and Structures
Section 2: Healthy, Safe and Secure	Appropriate Provision of Quality Facilities and Activities Safe Equipment and Facilities Personal Security Control of Dogs/Dog Fouling	Section 6: Community Involvement	Community Involvement in Management and Development Appropriate Provision for Community
Section 3: Well Maintained and Clean	Litter and Waste Management Horticultural Maintenance Arboricultural Maintenance Building and Infrastructure Maintenance Equipment Maintenance	Section 7: Marketing and Communication	Marketing and Promotion Appropriate Information Channels Appropriate Educational and Interpretational Information
Section 4: Environmental Management	Managing Environmental Impact Waste Minimisation Chemical Use Peat Use Climate Change Adaption Strategies	Section 8: Management	Implementation of Management Plan

This year, 224 parks and green spaces across the country have received the prestigious Green Flag Award and Green Flag Community Award from country parks and formal gardens, to allotments, woodlands and churchyards. 7 green spaces in Caerphilly have been awarded green flag status, namely Penallta Park, Cwmcarn Forest, Morgan Jones Park, Parc Cwm Darren, Waunfawr Park, Ystrad Mynach Park and Brithdir Cemetery.

Whilst the land identified for development as part of this proposal falls within the park boundary, it equates to 6% of the entire area and repurposing of this land will have a minimal impact on the variety of amenities available. Keep Wales Tidy have been contacted as part of the pre-planning process and have indicated this proposal will not impact on the Green Flag status for Ystrad Mynach Park.

Community Impact

Consultees have also indicated the wider usage of the proposed site for recreational activities such as dog walking, socialising, play and picnics will no longer be available. This has been a consideration of this proposal.

The Council is supportive of investing in resources that can help get people active and participating in activities to enhance education and wellbeing. This is evidenced by significant investment in 3G pitches within a 5 mile radius of Ystrad Mynach and in primary education within the Ystrad Mynach Area (2 classroom extension on Ystrad Mynach Primary and development of a 4 classroom extension at Ysgol Bro Allta).

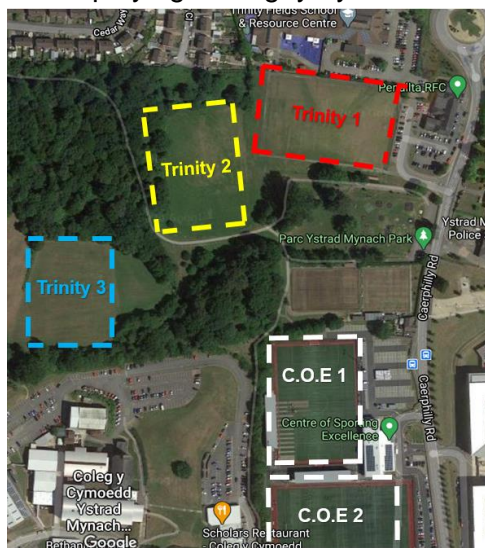
The proposal to expand Trinity Fields School incorporates facilities which will be available for wider community use for example a hall and hydrotherapy pool.

The proposal relates to 6% of the wider park area and the range of facilities available in the park will remain unaffected for activities such as dog walking, picnics and play, therefore this is a minimal reduction and impact in the space available to undertake such activities on the local community.

Rugby Pitch

There are 116 football and rugby pitches provided by the Council and over 2,200 individual matches played on them last year. The Council recognises the importance of providing safe and stimulating locations throughout the borough and seeks opportunities to improve existing facilities and develop new provision where need is identified.

The Councils acknowledges that this proposal will impact on the removal of one Council owned pay-as-you-use sports pitch, primarily used for the playing of Rugby by Penallta RFC, locally referred to as Trinity 1.



This is one of five pay-as-you-use sports pitches available on site within the boundaries of the park.

The council is fully aware of the Planning Policy Wales guidelines relating to the protection of playing fields from development except where:

- *facilities can best be retained and enhanced through the redevelopment of a small part of the site;*
- *alternative provision of equivalent community benefit is made available locally, avoiding any temporary loss of provision; or*
- *there is an excess of such provision in the area.*

The requirements of Planning Policy Wales are echoed in Council's Local Development Plan Policy CW82, and the Council is currently working with Penallta RFC to provide an alternative replacement pay-as-you-use facility, off site and within convenient access by foot (0.4 miles / 10 minute walk) consisting of 1 enhanced existing pitch and an additional pitch to mitigate the loss of Trinity 1.

The Council has also recently invested in a number of all weather 3G pitches within a 5 mile radius of Trinity 1.

Location of 3G facility	Distance from Trinity Fields (T1)
Centre of Sporting Excellence	0.2 miles
Ysgol Gyfun Cwm Rhymni (Gelli Haf)	2.2 miles
Lewis School Pengam	2.8 miles
Blackwood Comprehensive	3.3 miles
Ysgol Gyfun Cwm Rhymni (Y Gwyndy)	4.2 miles
St Cenydd Community School	4.7 miles
Islwyn High School	5.2 miles

The facilities provide local sports clubs with the opportunity to play and train all year around. The multi-use pitches can be used in all weather and are utilised by a number of different sports including football and rugby. Penallta RFC who will be impacted by this proposal has regular bookings in operation and utilises a number of locations for matches and training.

Area of concern:	Consultee Responses included:
Alternative Location for the school	<ul style="list-style-type: none"> • Expand on other pitch on site • Build upwards • New build at other location
Number of mentions	188

Council's Response

The Council acknowledges that a number of alternative options have been brought forward by consultees as solutions to the increasing demand for specialist support at Trinity Fields but without expanding onto the pitch as the preferred option.

Expand on other pitch on site

The consultees refer to expanding the school onto another pitch. For ease of reference, this is identified as Trinity 2.



Trinity 2 also falls within the boundary of Ystrad Mynach Park. As part of the project planning due diligence, expansion onto Trinity 2 was considered. The Council considers this is not a viable option for a number of reasons. Firstly, the Trinity 2 pitch does not adjoin the school site as demonstrated in the image above and so it would not be possible to create the desired homogeneous 3-18 school and there would also be access and parking difficulties.

In formulating this proposal, attention was given to the Local Development Plan policy. The current Local Development Plan (LDP) was adopted on the 23 November 2010 and identifies where new developments such as housing, employment, community facilities, and roads, will go. It provides a framework for local decision-making and brings together both development and conservation interests to ensure that any changes in the use of land are coherent and provides maximum benefits to the community.

The LDP sets out the council's land use policies and proposals to control development in the county borough up to 2021 and provides the basis by which planning applications will be determined consistently and appropriately. The plan gives a clear indication of where development will be encouraged and where it will be resisted.

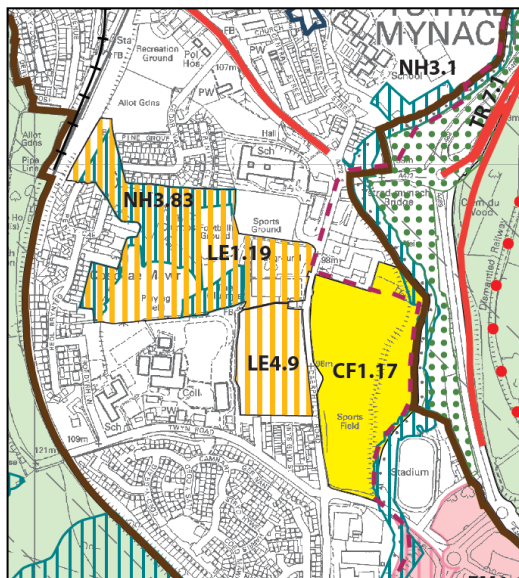


Image courtesy of the [LDP Interactive Proposal/Constraints Map](#)

The proposed site as identified as 'sports ground' on the Local Development Plan map does not have any controls indicated. However, the areas adjacent to the proposed site, including Trinity 2 is within the remit of LE1.19 and NH 3.83. These are the Formal Leisure facility (Ystrad Mynach Park) and Sites of Importance for Nature Conservation (Coedcae Mawr) respectively. Therefore, approval to develop this area is likely to be denied.

Build upwards

Unfortunately, this is not a viable option for a number of reasons. Firstly, the school was not designed to support a first floor so a new support structure would be required. Furthermore, the school would need to close for more than a year to allow the construction to take place and the existing school building would be significantly disrupted and damaged by the process. Extending the school upwards would also not provide the access to additional external play areas that is essential for the wellbeing of pupils.

New build at other location

The option to build a new school at another location was considered as part of formulating this proposal and was identified as Option 5 in the Options Appraisal undertaken.

A number of consultees have expressed concerns that the number of children and young people requiring the levels of support provided by Trinity Fields may exceed the figure outlined in the consultation document and therefore expansion would not be sufficient. In addition, the Council is aware that the BBC has recently aired a 3-part documentary celebrating the lives of those who attend Ysgol Y Deri in Penarth which is a multi-floored facility, the biggest special education needs school in Wales and this may have reflected in the support for a new facility. The Council welcomes the support received by consultees who have recognised the needs of our most vulnerable pupils must be met and would like to provide the

additional clarification as to why a new build facility was not carried forward as the preferred option in addition to the information provided as part of the options appraisal.

The Council has a responsibility to develop provision to meet need and must review this regularly in line with the requirements of the Additional Learning Needs and Education Tribunal (Wales) Act. The Council promotes inclusion and supports the principle that the majority of children can have their needs met in mainstream settings. The Council works with schools, families and other partners to identify appropriate provision and for a small number of children this may be at a special school.

We have a well established approach to meeting complex needs with a high level of expertise. Caerphilly has a continuum of provision that includes supporting pupils with less significant needs in mainstream classes, through to Special Resource Bases, satellite classes and of course Trinity Fields School.

The needs of children who attend Trinity Fields are significant and complex and through rigorous assessment it is identified that the most suitable provision can be delivered through a special school. Understandably the needs (cognitive, behavioural and medical) of pupils on the main school site are the most complex in the county borough and are well supported by a team that includes staff from education and health (physiotherapists, Occupational Therapists, speech and language therapists, dieticians, special nurses from Child and Adolescent Learning Disabilities Service (CALDS) and Child and Adolescent Mental Health Service (CAMHS) etc.

The aim of the proposal is to ensure that we continue to build on the mature leadership and expertise at the existing site, and develop this even further in ensuring collaboration with health and social care colleagues. In further expanding this model we are able to develop the outreach support to other settings without compromising Trinity Fields School. This option is highlighted in the proposal as the preferred way forward. Additionally, Trinity Fields School is at a central, accessible location and close to the hospital.

Critically this model will allow us to successfully respond to our legal duties in accordance with the ALN Act.

Area of concern:	Consultee Responses included:
Flooding	<ul style="list-style-type: none"> • Current situation • Impact of proposal
Number of mentions	105

Council's Response

The Council recognises that protecting life and property from the risk of flooding is an emotive subject for many. The major flooding events we have seen across the UK over the last few years serve to remind us of the devastating affects flooding can have.

During February 2020, Wales experienced four noteworthy rainfall events on the back of a very wet winter period:

- **Storm Ciara:** 8 – 9 February 2020
- **Storm Dennis:** 15 – 17 February 2020
- **Unnamed Storm:** 21 – 24 February 2020
- **Storm Jorge:** 28 February – 1 March 2020

Wales has not seen a wetter February since records began in 1862. It was also the fifth wettest month on record, resulting in some of the most significant flooding Wales has seen since the 1970s.

While it was a period that challenged and stretched the resilience of everybody involved in the response, it was also a period that galvanised communities and brought the fortitude of residents and emergency responders right to the fore.

Current situation

The Caerphilly county borough is no different from the rest of the UK and almost every location can be prone to flooding, even if you don't live near a river.

Both Trinity 1 (the proposed site) and Trinity 2 are within Zone B on the current Natural Resources Wales Developer Advice Maps for main river flood risk.

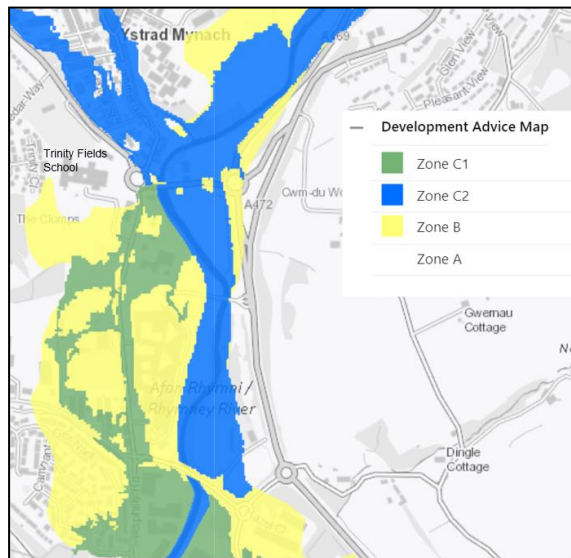


Image courtesy of [Natural Resources Wales Development Advice Map](#)

However, whereas Trinity 1 is at low risk of flooding from surface water and small watercourses. Trinity 2 is at high risk of flooding from surface water and small watercourses. This accords with the flooding history of the pitches.

The Trinity 2 pitch currently forms part of the functional flood plain for both the Rhymney River and the tributaries that run through Parc Ystrad Mynach and is at a lower level than Trinity 1. The Council upgraded the Pitch drainage in 2013 to discharge into a small watercourse (stream) that then flows into the Rhymney River. When river levels are high, it may not be possible for rainwater to leave the pitch drainage system resulting in flooding to the pitch. This reinforces why the development of Trinity 2 would not be a viable alternative as it may constitute a significant risk of exacerbating off-site flooding issues.

Impact of proposal

The proposed extension will be designed to the current Welsh Government Sustainable Drainage Statutory Guidance (SuDS) which was introduced in January 2019. The key aims of the SuDS include *reducing damage by flooding* and *protecting and improving the environment*. In practice this means the rainwater falling on the developed area will be attenuated and off site discharge flow rates slowed down. The proposed drainage will be reviewed and will need to be approved by the SuDS Approving Body before any construction work begins. The proposed development will also require a Flood Consequences Assessment that will be reviewed by the Local Planning Authority and Natural Resources Wales prior to construction commencing to ensure the development will not exacerbate flooding on adjacent roads.

Area of concern:	Consultee Responses included:
Rugby Club	<ul style="list-style-type: none"> • Historical Impact • Loss of income • Impact on players • Use of pitches and Centre of Excellence • Mitigation options • Sue Noakes / Walking Routes
Number of mentions	185

Council's Response

The Council appreciates that the proposal to develop has implications for the local sporting club, Penallta RFC. A number of consultees, 185 who have identified themselves as members or linked to players of the club, have expressed their reservations.

The Council has included the club as one of the consultees for the proposal, and has engaged in discussions with the club since November 2019, looking at options to mitigate the impact as outlined later in this document.

The Council wishes to provide the following areas of comment in relation to the specific areas raised by consultees:

Historical Impact

The Council recognises that through previous investment in the local area, Penallta RFC was relocated. Working closely with the club, an enhanced and modern club house was provided for lease to Penallta RFC and a number of pitches were made available.



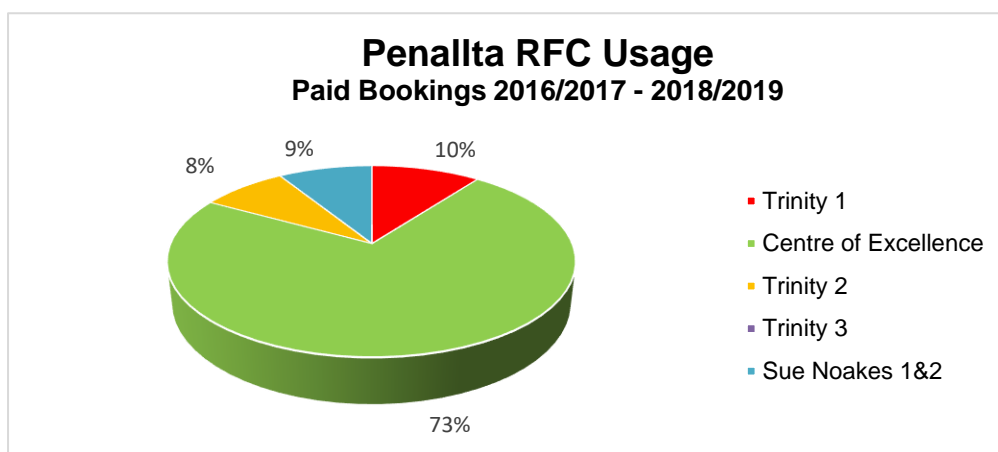
Image of Penallta RFC Clubhouse

Loss of income

Concerns have been raised by consultees in relation to the potential for lost income as a result of this proposal through reduced hospitality sales at the club house should matches be played elsewhere.

The removal of the proposed pitch for the expansion of Trinity Fields School should not have a significant impact on Penallta Rugby Club as the level of provision available to them is in excess of other clubs and they currently utilise a range of local facilities. Over the last 3 years, the usage of Trinity 1 has equated to 10% of recorded paid usage.

Penallta RFC Usage Paid Bookings 2016/2017 - 2018/2019



Penallta RFC believe the usage on Trinity 1 is in excess of that outlined by the Council. However, the figures quoted below have been calculated based upon records maintained by Parks Services of booked and paid usage. The bookings figures shown include a mix of training and matches.

Within the last 3 years, Penallta RFC has paid the Council to play on Trinity 1 (the proposed site):

- 2016 / 2017 = 25 bookings (2 Senior, 23 Youth, 0 Mini)
- 2017 / 2018 = 31 bookings (3 Senior, 28 Youth, 0 Mini)
- 2018 / 2019 = 17 bookings (1 Senior, 16 Youth, 0 Mini)

The Council has on record, the following bookings at alternative locations:

The Centre of excellence:

- 2016 / 2017 = 192 bookings (90 Senior, 31 Youth, 71 Mini)
- 2017 / 2018 = 222 bookings (70 Senior, 71 Youth, 81 Mini)
- 2018 / 2019 = 153 bookings (70 Senior, 13 Youth, 70 Mini)

Trinity 2:

- 2016 / 2017 = 21 bookings (1 Senior, 20 Youth, 0 Mini)
- 2017 / 2018 = 26 bookings (0 Senior, 26 Youth, 0 Mini)
- 2018 / 2019 = 15 bookings (0 Senior, 15 Youth, 0 Mini)

Trinity 3:

- No bookings have been registered

Sue Noakes 1 & 2:

- 2016 / 2017 = 9 bookings (0 Senior, 9 Youth, 0 Mini)
- 2017 / 2018 = 16 bookings (0 Senior, 16 Youth, 0 Mini)
- 2018 / 2019 = 48 bookings (0 Senior, 48 Youth, 0 Mini)

In addition, as indicated previously and through the Sports and Leisure Departments booking system, we can confirm that the club also has regular slots booked on other 3G pitches in the Borough.

Impact on players

There are lots of ways the Council are supporting community and grassroots sport from providing grant support to clubs, investing in resources that can help get people active and measuring the latest rates of participation. As evidenced above there has been significant investment in state of the art all-weather 3G provision in the area which is being utilised by the club and the wider community.

The Council recognises the importance of keeping people of all ages active and as mentioned, is working with the club to provide enhanced facilities to ensure that the impact is mitigated.

Use of pitches and Centre of Excellence

The Centre of Sporting Excellence is a modern all-weather facility catering for a range of sports. Opened in 2014 it is an important regional sporting asset. The Centre's facilities include an IRB 22 ratified 3G rugby pitch, a FIFA 2 star 3G football pitch, conference rooms, a strength and conditioning room and medical & first aid rooms. As evidenced by the Council in the usage graph outlined previously, the usage of the Centre of Sporting Excellence equated to hosting 73% of Penallta RFC's matches and training between 2016/17 to 2018/19.

Mitigation options

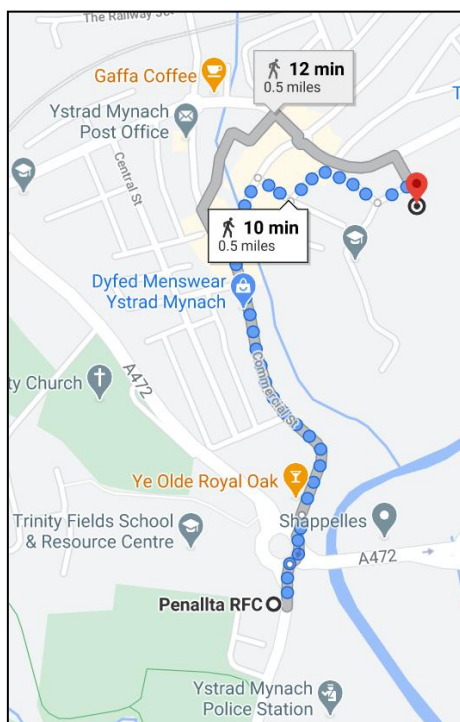
The Council has been working with the club and other stakeholders to explore physical measures to mitigate the loss of Trinity 1. Specifically, it is currently proposed that:

- Trinity 2 is fenced as is and consideration be given to adding training lighting subject to meeting statutory obligations.
- Trinity 3 is marked out as a pitch and posts erected.
- An improved senior pitch is created at Sue Noakes with spectator areas, barriers and enhanced training lighting, together with a second pitch.
- Subject to Cabinet approval, consideration will be given to establishing the viability, benefits and drawbacks of progressing Fields in Trust protection in perpetuity to the retained pitches.

Sue Noakes / Walking Routes

As outlined above, an enhanced facility at Sue Noakes is one of the mitigating options being investigated. Consultees have raised the conflict between Rugby relocation and current football usage on the site. At present the Sue Noakes site does not have any designated football posts or markings to utilise this area in this manner and is therefore open for development.

The Council acknowledges that the proposed mitigation site at Sue Noakes is not directly adjacent to the clubhouse, however it is within 0.5 miles and closer than some of the 3G facilities the club is currently accessing. The route outlined on the map below, is accessible via pedestrian footpaths and has parking on site.



Area of concern:	Consultee Responses included:
Traffic Management	<ul style="list-style-type: none"> • Access and parking • Increased traffic flow at proposed site • Transportation of pupils and Out of catchment
Number of mentions	17

Council's Response

As part of any development, the Council is committed to providing safe, efficient and effective traffic management. As a highway authority, we have a duty to manage the road network to ensure, as far as possible, the safe and convenient movement of traffic, which includes pedestrians and other vulnerable road users. Consideration will be given to this as part of the planning process.

Access and parking

The site identified for the expansion of Trinity Fields School is directly adjacent to the existing premises, so existing learner travel arrangements will still be in place should the proposal be taken forward

In addition, as part of the planning and design of the extension facility, safer routes will be established with a newly designated pick up and drop off point.

Increased traffic flow at proposed site

Traffic management involves the use of a range of measures to help keep traffic moving safely. These measures are provided in accordance with our policy.

This proposal will be subject to a full planning application process and a wide range of consultees will be invited to comment, including the Highways Department.

Transportation of pupils and 'Out of catchment'

As outlined in the Consultation Document, the catchment area for Trinity Fields School is the County Borough and this will remain unchanged as part of this proposal. Due to the specialist learning needs, all pupils are transported to site at present, 98% of which reside within the catchment area of the school.

➤ Areas of widest Agreement

Area of Agreement:	Consultee Responses included:
Growing Demands	<ul style="list-style-type: none"> • Projections • Specialist intervention • Standards of support
Number of mentions	227

Council's Response

The Council appreciates the level of support shown from consultees in relation to this proposal and the general consensus that there is growing demand for specialist provision.

All Councils in Wales must make sure they provide enough school spaces for pupils of all ages in order to provide the best quality of education which includes places that meet the needs of the pupils with any additional learning needs. The Council works closely with schools, families and other partners to promote inclusion and support the principle that the majority of children can have their needs met in mainstream settings.

However, with increasingly sophisticated medical interventions children are surviving longer and are coming into school at 3 with increasingly complex learning and medical needs. The needs of vulnerable children with the most significant and complex needs are likely to be best met through specialist provision that is not available through mainstream.

The Council works closely with multiagency professionals in the field as well as with the school, Flying Start and Health Visitors. Utilising data from the Integrated Service for Children with Additional Needs (ISCAN), a fortnightly placement panel convenes to calculate the number of places that are required on site.

Reviewing historic data linked to Statutory processes, growth has been identified as an area requiring action. There is a similar picture across Wales in terms of increasing numbers of pupils accessing special schools.

In addition, admissions are decided via a Specialist Placement Panel, where a statutory process is followed to discuss pupils' individual needs. This applies to all pupils. The panel gives consideration to recommendations for placement taking into account the following criteria:

- Availability of places
- Pupils' needs
- Parents/carers view on the placement

This information has supported the proposal for expansion and indicates that the additional 80 places will be filled over a number of years and sufficient to future proof the school for years to come.

The proposal to expand Trinity Fields builds upon the school's exceptional experience and commitment in supporting a spectrum of needs and developing a highly inclusive and supportive ethos for all. This is reflected in the 2019 Estyn inspection report whereby Trinity Fields received an 'Excellent' rating across all 5 inspection areas.

Area of Agreement:	Consultee Responses included:
Additional Facilities	<ul style="list-style-type: none"> • Need for more facilities • One location • Multiple Services
Number of mentions	69
Council's Response	

The Council is committed to ensuring that all learners have equality of opportunity no matter where that education may be delivered (as set out in the United Nations Convention on the Rights of the Child (Article 28)).

The Council is committed to focusing on what is important for the individual, and what will work best for them. This proposal recognises that there is a need to ensure facilities are provided that can support and deliver high quality education for these most vulnerable pupils. The proposed expansion will provide facilities that can be utilised by the school, partners in health and social care and the community.



Note: The image above is used for illustrative purposes and the design is draft at this stage and subject to project approval, planning and site investigations.

Facilities will include a new entrance, classrooms, multi-function rooms that could be used by colleagues from Health and Social Care together with a small number of hot desks, new Family Room, Rebound, Soft Play and new Hydrotherapy Pool and Hall.

In addition, in order to ensure that all children at Trinity Fields School can access the widest range of educational opportunities available the Council works in partnership with Health Services and Social Care to provide a range of services that support the development of wellbeing (physical and emotional) in a holistic manner from a single, centralised location in the Borough.

Area of Agreement:	Consultee Responses included:
Community Use	<ul style="list-style-type: none"> • Access to facilities for families • Wider Community use
Number of mentions	40

Council's Response

The Council acknowledges that consultees recognise the importance of access to facilities for families and wider community use.

Access to facilities for families

The school is open 51 weeks of the year, 6 days a week. As part of the proposal, the Council has demonstrated the need to integrate external agencies and promote wider usage of a selection of facilities at Trinity Fields school. The school currently supports the respite and youth leisure holiday scheme, water baby sessions and a spondylitis group.

Families do not stand in isolation but are connected to schools. Families are the foundation of communities and play a critical role in the wellbeing of all family members.

Many families with children with intellectual disability find it hard to get the life others take for granted.

This proposal will further enhance and build relationships with families, to provide them with a sense of wellbeing and better equip them to lead happy and healthy lives. To illustrate this point further, one consultee stated:

'As a parent I would be able to access the pool and rebound therapy rooms out of school hours which would be fantastic! I am limited where I can take my son as places which have proper disability equipment are few and far between. This would be such a bonus and enrich our whole family's life.'

Wider Community use

One of the key aims of the Welsh Government's 21st Century Schools and Colleges Band B programme and a pre-requisite for investment is the need to *'ensure the effective and efficient use of the educational estate for use by both schools and the wider community'*.

The Consultation document highlighted that at present, community usage is limited due to the current design and the need for appropriate safeguards and security to be in place.

The proposed project will take into account the desire to encourage and facilitate community use of the asset. To this end the design process will seek to include measures to enable safe 'zoning' of parts of the new school building, including the hall and a multi-functional classroom compliant space which could be adapted for use. It will also strengthen and safeguard the promotion of inclusivity and wellbeing within the Community.

Reasonable Alternatives Identified

As outlined in the Consultation Document, the proposal under consideration is to expand the current provision at Trinity Fields School. This was the preferred option as identified through the options appraisal process and scored against the critical success factors of Strategic fit, Educational fit, Accessibility, Financial fit and Environmental impact.

Through the consultation process and the comments returned, there has been an acknowledgement of the need to invest in the school.

Following the consultation period, the Council is required to carry out a further assessment for the proposal. The purpose of this further assessment is to take account of any further information that has come forward through the consultation or otherwise.

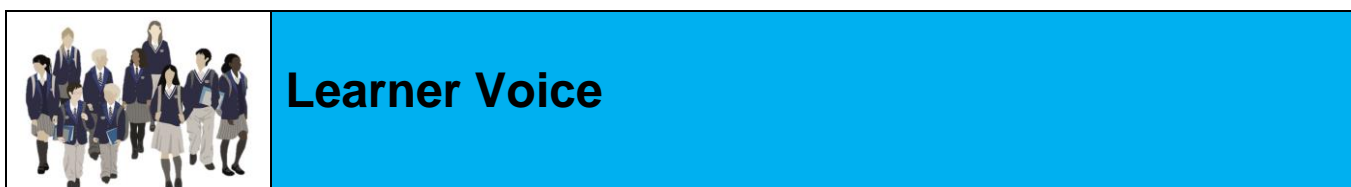
In its consultation report, the Council is required to explain its assessment of the proposal and the reasonable alternatives identified, how this assessment differs from their earlier assessment (if at all) and its assessment of any further reasonable alternatives. Finally, the Council is required to confirm whether it considers the implementation of the proposal, (wholly or partly) to be the most appropriate response to the reasons it identified for the proposal and give reasons for its conclusion including an assessment of the likely impact on Quality and Standards in Education, the community and effect on different travelling arrangements.

The following alternative options have been raised via Consultees:

Alternative Option raised by consultees	
<i>Expand the school at the current location but expand upwards instead of outwards making it a multi-story facility</i>	
Council's Response	
<p>The Council welcomes consultee acknowledgement that the existing Trinity Fields School requires investment and that the current building would not be suitable to accommodate the growing demand.</p> <p>The structural reasons outlined previously in this document provide the basis for discounting this as an option.</p> <p>The Council has also considered the impact on quality and standards, community and travel arrangements.</p> <p>Any works undertaken to develop the existing building as suggested would cause disruption to daily school operations, requiring re-location of the existing cohort, this would significantly slow the progress pupils will make in their learning. There is no alternative accommodation within the borough that would be able to cater for the needs of these pupils.</p>	
Council's Assessment of Reasonable Alternative:	Option has been discounted

Alternative Option raised by consultees	
<i>Expand the school onto an alternative pitch at the current location</i>	
Council's Response	
<p>As outlined earlier in this Consultation Report, the Council is dedicated to providing educational facilities that meet the needs of our pupils and local communities.</p> <p>The consultee suggestion to expand onto an alternative pitch (Trinity 2) has been explored. The Council has also considered the impact on quality and standards, community and travel arrangements in relation to this option.</p> <p>As evidenced above, the physical feasibility as to why Trinity 2 is not a viable option is outlined and would be unlikely to gain planning consent.</p>	
Council's Assessment of Reasonable Alternative:	Option has been discounted

Alternative Option raised by consultees	
<i>Build a new Trinity Fields school at an alternative location within the borough</i>	
Council's Response	
<p>A number of consultees have made the suggestion that a new school build would be a preferable option for Trinity Fields School.</p> <p>As part of the options appraisal undertaken for this proposal, a new build facility at an alternative location was considered as Option 5.</p> <p>The following disbenefits have been identified, which include consideration of the impact on standards, community and travel arrangements:</p> <ul style="list-style-type: none"> • Disruption to existing cohort identified as vulnerable learners through relocation process • Demolition of a school building that has already received 21st Century School investment money and is suitable to deliver education for a number of years to come. • Identifying viable land in the Authority and costs and time associated with purchasing this <p>A whole new school development is unlikely to be approved by the Welsh Government 21st Century Schools Scrutiny and Investment panel as it would not meet their aims and objectives e.g. duplication of existing provision and financial implications</p> <p>The current proposal has been framed in such a way as to minimise the impact on the existing cohort, build upon the 'excellence' achievement as highlighted through the Estyn inspection, whilst ensuring the identified demand for Specialist education is met.</p> <p>In addition, the existing school has received significant investment to improve the existing site in preparation for the proposed extension and there is no evidence to support that a whole new school build on an alternative site is required.</p> <p>Therefore, this alternative option has already been discounted.</p>	
Council's Assessment of Reasonable Alternative:	Option has been discounted



Young people have a right to act to express their views in all matters affecting them and for their views to be heard and given due weight in accordance with their age and maturity.

Everyday Summary Version – Children and Young People

The Council acknowledged that the voice of young people is about involving them as active participants in the development, delivery, management and improvement of their educational and student experience and needs to be at the heart of planning, provision and evaluation.

A summary version of the main consultation document was also prepared, published and targeted specifically at children and young people. This summary version was released online as part of the consultation pack and hardcopies were made available on request.

<p>21st Century Schools – Consultation Children and Young People’s Summary</p> <p>Trinity Fields School and Resource Centre 14th September– 26th October 2020</p>	<p>Hi, I’m Vision and this is my dog K9-2.1 We’re here to talk to you about an exciting project and we want to know what you think!</p> 	<p>What we’ll talk about:</p> <ul style="list-style-type: none"> • What this presentation is about? • What is the 21st Century Schools Programme? • What is the project being proposed? • Who else are we talking with? • How can you tell us what you think? • Why is it important for us to know your views? • Why do we want to carry out the project? • Will other schools be affected? • How will the project impact on things like... <ul style="list-style-type: none"> ✓ Education and Quality ✓ Governance and Staffing ✓ Finance ✓ Welsh Language ✓ Travel and the Environment ✓ Equalities ✓ Specialist Facilities and Additional Learning Needs ✓ The Community • What will the benefits and disadvantages be? • Are there any risks? • Why this project and not something else? • How long are we gathering views? • What will happen next?
 <p>Ysgolion yr 21ain Ganrif 21st Century Schools</p>  	<p>Ysgolion yr 21ain Ganrif 21st Century Schools</p>	

Consultation Video

The Council recognises the potential of young people to enrich decision-making processes, to share perspectives and to participate as citizens and facilitators of change.



As such, in preparing the Consultation Packs, pupils from the school contributed to the content and participated in the consultation video.

Pupil participation enabled the children to have a chance to make their voice heard and get involved in influencing decisions that affect their learning and well-being.

A recording is available on YouTube:

[Trinity Fields 21st Century Schools Consultation](#)

School Council / Pupil Engagement

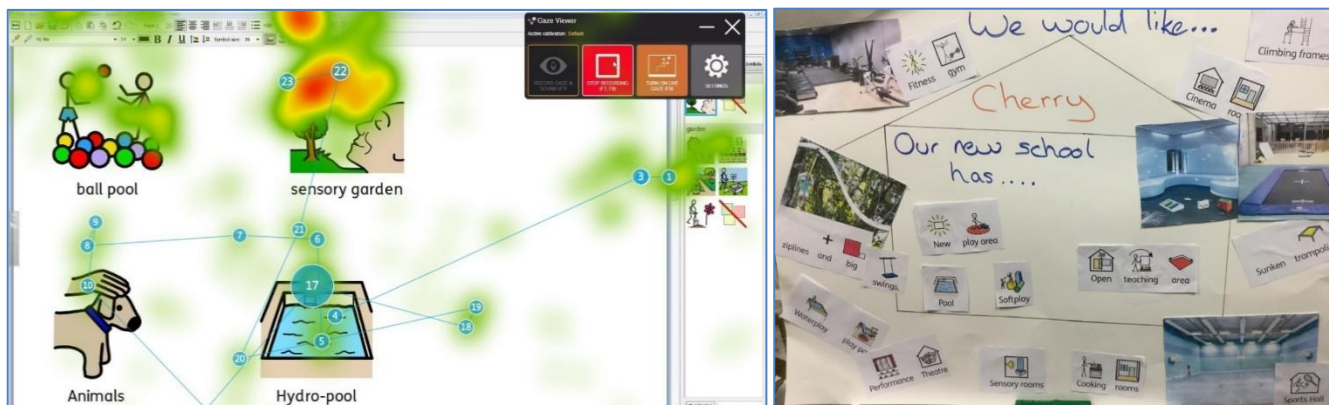
The 21st Century Schools Team in Caerphilly will ensure that when bringing forward any proposal, suitable arrangements are made to consult and involve pupils throughout the process.

As identified in the Consultation Document, nearly all the pupils attending Trinity Fields School have a statement of special educational needs for severe learning difficulties, physical and medical difficulties, profound and multiple learning difficulties or autistic spectrum disorders. Trinity Fields School has a very active school council and is a highly inclusive community where all pupils feel safe and valued. Pupils play an active and influential role in shaping the life and work of the school.

It was acknowledged at an early stage that in order to provide the opportunities for the young people to express their views in relation to this proposal, engaging with staff at the school would be vital. The school’s exemplary levels of care, support and guidance and through utilising the child friendly version of the consultation document and the accompanying video, children were

engaged in a familiar environment, at the appropriate comprehension level and in the format of their preference.

Many of the children provided comments on what they would like to see in the future and how they felt about the proposal. Many pupils utilised verbal communication, however, evidence of what the pupils felt they wanted were also captured via heatmaps using eye recognition cursor movement, symbols and braille.



Images above were responses provided as part of the Consultation Sessions with pupils at Trinity Fields School

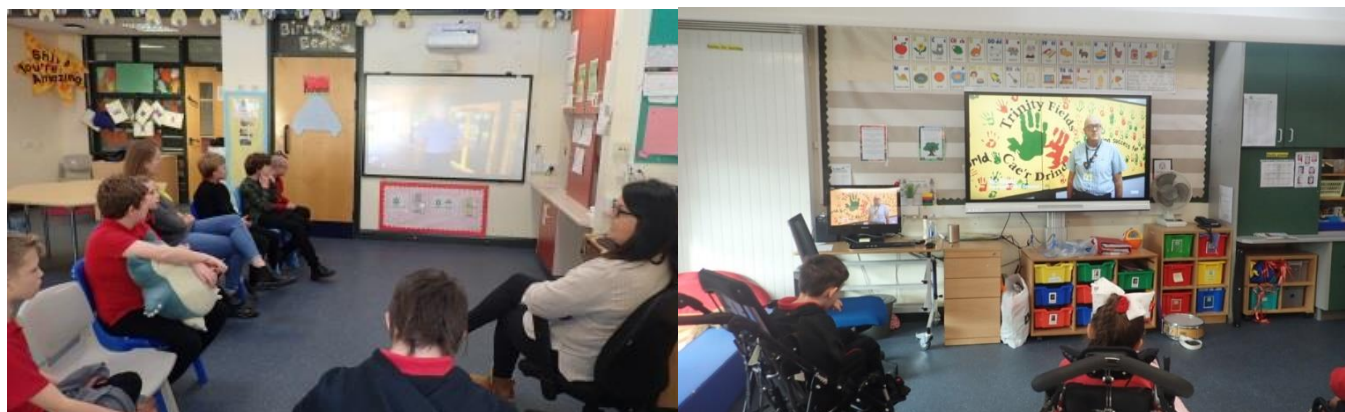
Notes from each session were recorded and have been included as part of the consultation responses which will be made available to Cabinet. Where answers were provided in other formats, these have been transcribed ad-verbatim. Original copies are being retained centrally at the school and electronic copies are available for Cabinet members on request.

The questions raised by pupils during these sessions are outlined below:

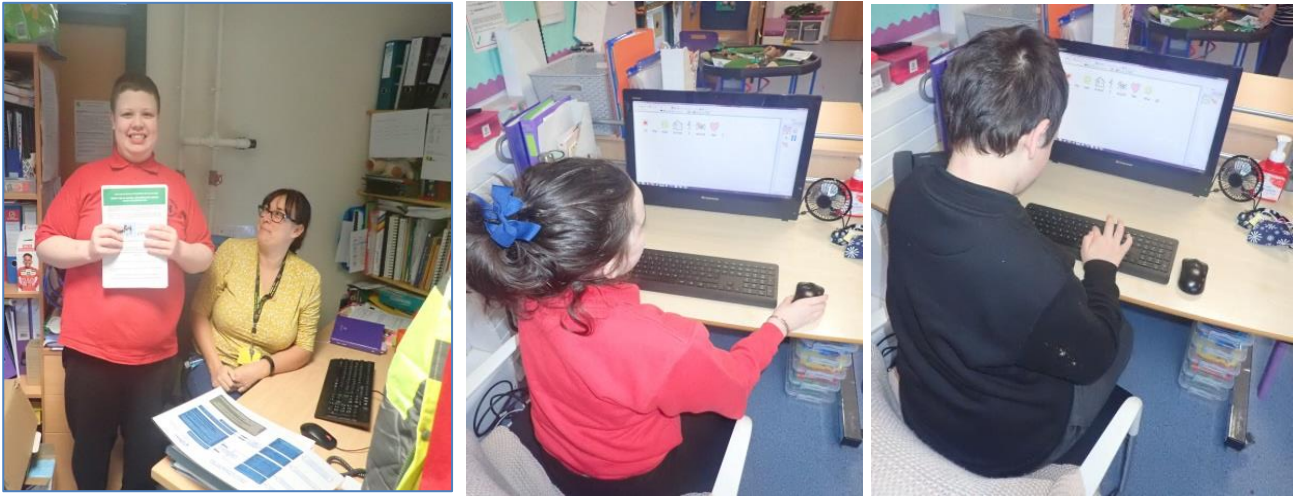
➤ School directly affected by Proposal

Trinity Fields School	
Questions	Council's Response
When will it be ready? How long will it take? When will be able to move in?	The proposal is for the new section of the school to open in September 2023.
Will it be the same as our school?	The proposal is to expand the existing school so the new section will be new.
Where will the new school be?	The proposal is to expand the school out onto the car park area and rugby pitch so the school will still be where it is now, just larger.
Would the new building replace the school that we are in now?	No, the proposal is to expand onto the existing school.
Will it be big?	The new building will make the entire school bigger, almost double what it is now.

How many classes will there be?	Final arrangement in relation to internal design of the new school are still to be finalised. We are working on a figure of 10 at present.
Will there be a library?	Yes, there will be a library
Can we have more computers and laptops?	There will be more IT facilities in the new classrooms.
Can we have a waterbed?	There isn't one planned at present but , the 21 st Century Schools Team will feed these comments back to the designers
Will the memorial garden and allotment area be safe?	That will be the head teacher decision
Will we be able to keep the allotments?	That will be the head teacher decision
Will we have more spaces to play and be active?	Yes, there will be a new courtyard area
Where will the rugby pitch be moved to?	An alternative provision is proposed to be provided at the nearby Sue Noakes site.
Will the rugby boys be ok?	We are working with the rugby club to look at how we can find alternative places to play.
Can we visit the new school?	If you want to visit the new school if you have already left, that will be the head teachers decision.



Images from a Consultation Session undertaken with pupils at Trinity Fields School



Images from a Consultation Session undertaken with pupils at Trinity Fields School

➤ Other schools identified as being affected

Due to the nature of the provision at Trinity Fields, no individual schools were identified as being 'affected' by the proposal. Regardless, the Head Teachers of every school in the borough were contacted during the consultation period whereby the consultation proposal was discussed and the pupils, governing body and staff at the school invited to provide their responses as part of the consultation process. Where information has been submitted, responses are included as part of the separate annex available to Cabinet.



Other Considerations



"Our national mission is to raise standards, reduce the attainment gap and deliver an education system that is a source of national pride and confidence."

*Kirsty Williams AM
Cabinet Secretary for Education*

As Wales embarks on a renewed vision of success for all learners, we can reflect on our rich heritage and proud history for promoting access to education in Caerphilly. Our transformational reforms are taking place within a challenging environment. This includes the uncertainties associated with Brexit, the technological transformation and the divergence in the qualification systems across the home nations. These are all challenges and opportunities for the Council.

There are a number of local and national strategies that drive Educational reform and underline the rationale for the proposals being considered as part of the 21st Century Schools and Colleges Band B programme in Caerphilly.

- [Welsh Language Act 1993 / Welsh Language \(Wales\) measure 2011](#)
- [Additional Learning Needs and Educational Tribunal \(Wales\) Act 2017](#)
- [The Childcare Act 2006 \(Local Authority Assessment\) \(Wales\) Regulations 2016](#)
- [Well-being of Future Generations \(Wales\) Act 2015](#)
- [Welsh Government - Education in Wales: Our National Mission](#)
- [Welsh Government - Cymraeg 2050: Welsh Language Strategy Action Plan 2019- 2021](#)
- [Welsh Government - 21st Century Schools and Colleges Programme](#)
- [Caerphilly - 'Shared Ambitions' Education Attainment Strategy 2019 - 2022](#)
- [Caerphilly - #Team Caerphilly: Better Together Transformation Strategy](#)
- [Caerphilly - Welsh Education Strategic Plan](#)
- [Caerphilly - Welsh Language Strategy 2017-2022](#)
- [Caerphilly - Corporate Plan \(including Wellbeing Objectives 2018-2023\)](#)
- [Caerphilly – Education Other Than at School \(EOTAS\) Strategy 2020](#)
- [Caerphilly - Strategic Equality Plan 2020-2024](#)
- [Caerphilly - Communication and Engagement Strategy 2019-2022](#)



Next Steps

Recommendation

In reviewing the proposal to take account of further information that has come forward through the consultation and in consideration of the likely impact on quality and standards in education, the community and travelling arrangements, it is the recommendation of this report that the proposal is progressed as outlined in the Consultation Document, namely:

Expand the existing Trinity Fields School and Resource Centre, via a new building extension and outdoor play space with an anticipated completion date of September 2023

Decision Making

To deliver our reforms across the entire system, we will need a bold commitment to effective collaboration along with integration of services where appropriate. This will include Welsh Government, the teaching profession and the wider education workforce, our key partners in local authorities, diocesan authorities, regional services, Estyn and others. Successful implementation of any proposal will require effective and honest engagement between all facets of the education system and our local communities and we are committed to providing the conditions to enable this to happen.

Cabinet Members are asked to note the information contained within this Consultation Report and to seek members views as to whether to proceed, make changes or not to proceed with the proposed expansion of the existing Trinity Fields School and Resource Centre.

Reporting, Notification and Publishing of Information

Should Cabinet decide to proceed with the proposal, a Statutory Notice will be published providing a 28 day notice period for objections. The School Standards and Organisation (Wales) Act 2013 provides that anyone wishing to make objections to a school organisation proposal has the opportunity to do so. To be considered as statutory objections, objections must be made in writing and sent to the Council within the 28-day period.

Cabinet will then consider the outcome of the Statutory Notice at a future meeting and determine whether to implement the proposal having given due consideration to all the information provided.

In the event of objections, the Council will publish an objection report providing a summary of the objections and Cabinet's response to those objections within 7 days or the day of the determination of the proposal. This report will be available for all persons to view on the Council website and paper copies will be available on request.

Should Cabinet approve the proposal, a full Business Case will be submitted to the Welsh Minister for final approval and the works will commence.



Supporting Information

Annex 1 :

[Consultation Response Form](#)

[Consultation Frequently Asked Questions](#)

[Consultation Video](#)

[Equality and Welsh Language Impact Assessment](#)

Annex 2:



16.09.20 Estyn
response Trinity Field:

Estyn response to the proposal by Caerphilly County Borough Council to expand the existing Trinity Fields School and Resource Centre, via a new building extension and outdoor play space with an anticipated completion date of September 2023.

This report has been prepared by Her Majesty's Inspectors of Education and Training in Wales. Under the terms of the School Standards and Organisation (Wales) Act 2013 and its associated Code, proposers are required to send consultation documents to Estyn. However, Estyn is not a body which is required to act in accordance with the Code and the Act places no statutory requirements on Estyn in respect of school organisation matters. Therefore as a body being consulted, Estyn will provide their opinion only on the overall merits of school organisation proposals. Estyn has considered the educational aspects of the proposal and has produced the following response to the information provided by the proposer.

Introduction

The proposal is by Caerphilly County Borough Council.

The proposal seeks to address identified need for additional facilities to accommodate growing demand for places and provide additional classrooms, specialist intervention areas and outdoor play space for pupils with special educational needs. It is proposed the additional facility will house a new and flexible hall, hydrotherapy pool and soft play facilities to increase provision on site and enhance the lives of the pupils with provision that cannot be accommodated within the current building. This new provision would also be available for community use at suitable times.

Summary / Conclusion

The proposer has clearly defined the benefits of establishing these additional facilities and provision for pupils and young people who have special educational needs. The proposal has been developed in line with the local authority's programme to improve its educational provision and meet the needs of children and young people with SEN. This proposal offers pupils and young people with SEN the opportunity for specialist educational experiences in a setting within their county borough. Funding has already been allocated for the council's share of the capital costs of the project and will be jointly funded by Welsh Government as part of their 21st century schools remit.

It is Estyn's opinion that the proposal is likely to improve the current educational provision for children and young people with SEN.

Description and benefits

The proposer has given clear rationale for the proposal. The proposer clearly states that the proposal has been made in order to meet the identified changing and more complex needs of SEN pupils living in Caerphilly with the aim of ensuring the best possible outcomes for pupils. The local authority aspires to improve the environment to create fit for purpose 21st century schools. The proposal appears to indicate that there is room to accommodate the new buildings. The proposed site for the location of the works is an adjacent piece of land to the current site owned by the local authority and utilised for recreational use. The land in question is currently configured as a rugby/football pitch available on a "pay as you use" basis. The local authority will however, work closely with the club to look at potential options for the remaining 2 pitches on site and any other actions considered appropriate. The design and management of the works will have a minimum impact on the main teaching facilities. The proposer clearly defines what the proposal means in practice and the expected benefits of the proposal. The proposed new building will provide additional facilities to accommodate growing demand for places and will provide specialist indoor intervention and outdoor play spaces. This provision will enhance pupils' provision and experiences.

A risk assessment regarding implementing the proposal has been carried out which lists as potential risks for example, the planning process itself, the impact of any planning on cost and project governance and decision making. However, the risk assessment does not identify any educational considerations.

The proposer has also considered the disadvantages within the proposal when compared with the status quo. Maintaining the status quo would not realise the opportunities of specialist provision within the county neither would it alleviate the current pressure to address demand for places for pupils with complex SEN.

The proposer has provided appropriate evidence to show that it has considered other alternatives to the current proposal and has given good reasons why these have been discounted.

The proposer has duly considered reasonable travelling distances for pupils likely to attend. Trinity Fields School and Resource Centre is the only special school within Caerphilly local authority and therefore the catchment area for the school remains unchanged. Therefore there is no impact to current journey time. Free appropriate transport is provided to all pupils who attend specialist provision within Caerphilly.

The proposer appears to have considered the extent to which the proposal would support the targets in the approved Welsh in Education Strategic Plan. It notes that there is currently no evidence of demand from parents for Welsh medium provision as no requests for such provision have been received by the school. The school understands its responsibility to record the home language of all the pupils and actively offer Welsh provision if the home language is Welsh. The school employs a number of teachers and teaching assistants who are Welsh speakers, and as such the headteacher and the local authority are confident that an effective SEN provision through the medium of Welsh could be provided is necessary. However, it is not clear whether the teaching and learning experiences would be fully equitable with that of English medium provision.

Educational aspects of the proposal

The proposer has considered suitably the impact of the proposal on the quality of the outcomes, provision and leadership and management. The proposer appropriately notes that Trinity Fields School and Resource Centre was last inspected by Estyn in 2019. The school received a judgement of excellent in all inspection areas. The report highlights a very effective setting, with strong leadership, providing excellent learning experiences and provision to all pupils. The proposer suggests that the implementation of this proposal will ensure that the school continues to build on its current excellent practice. The proposer also makes reference to the fact that Trinity Fields School and Resource Centre has consistently been a green school under the Welsh Government school categorisation process. Due to the current Covid-19 pandemic, national categorisation has been suspended.

The proposed provision will ensure specialist continuity for pupils from 3 -19 years old that have severe learning difficulties, physical and medical difficulties, profound and multiple learning difficulties or autistic spectrum disorders and will further complement and support SEN mainstream provision within

the county borough. In turn, this will develop expertise and capacity of staff working with children with SEN and will benefit their standards and provision.

The design and management of the work should ensure that there is minimal disruption to pupils and provision.

It is envisaged that the provision will also provide greater opportunities for working with and providing support for parents and carers. The proposed project will also facilitate community use of the building. It appears that this provision will safeguard the promotion of inclusivity within the community.

It seems that staff at Trinity Fields School and Resource base will not be adversely affected by this proposal. Increased number of pupils would appear to secure staff employment. This proposal supports the potential to expand provision and support further professional learning and development.

Annex 3:

Consultation Responses

A separate Annex to this report will be made available to Cabinet which will include the full details of the commentary provided by consultees during the consultation process. Any identifying information will be removed as detailed earlier in this document.

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21st Century Schools Consultation Report

YSGOL GYMRAEG CWM GWYDDON



Proposal : **Relocate Ysgol Gymraeg Cwm Gwyddon to a new purpose built Welsh medium provision school to be situated on the vacant site of the former Cwmcarn High School**

Formal Consultation Period : 14th September 2020 – 26th October 2020

This report is published in line with the requirements of the School Standards and Organisation (Wales) Act 2013 and the School Organisation Code 2018.



Ysgolion a Cholegau yr 21ain Ganrif
21st Century Schools and Colleges



Llywodraeth Cymru
Welsh Government



Richard Edmunds

Corporate Director for
Education and Corporate
Services

FOREWORD

“Working together to deliver the best outcomes for all our children”

Caerphilly County Borough Council has embarked upon an exciting but challenging journey of improvement and change. We have bold ambitions to provide every learner with the best life chances and we are committed to doing this through the provision of high quality teaching, learning and leadership across our school settings as part of our ‘Shared Ambitions’ Strategy.

We have focused on improving young people’s outcomes and this is still a priority area moving forward incorporating a holistic view of education. The Council has adopted ‘Improving education opportunities for all’ as the first of its Wellbeing Objectives and has committed to an ambitious 21st Century Schools investment programme.

In collaboration with Welsh Government, the 21st Century Schools and Colleges Band B Programme is supporting investment in education within the County Borough. Our aspiration is the improvement of the condition of school buildings and maximising community usage.

Our current proposals support our commitment to increase school effectiveness and to narrow inequalities in achievement across groups; to understand the needs of more vulnerable children; promote the Welsh Language, and support those unable to access traditional learning pathways to ensure that all will benefit from the richness of learning and cultural opportunities. These principles help steer our decision making and prioritise projects.

As part of this proposal a consultation exercise has been carried out in line with the requirements of the School Organisation Code 2018. All stakeholders have had the opportunity to participate and make comments.

This Consultation Report has been produced to summarise the issues raised by consultees during the consultation period including Estyn’s feedback. It aims to provide a balanced, transparent document to support Cabinet in deciding whether to progress with the proposal, make changes or not to progress.

I hope you find this document informative as a reflection of the activities undertaken to date and an insight into the journey we are on, shaping delivery and placing learning provision at the heart of our communities.

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Introduction

Executive Summary

Schools in Wales need to be in good condition and suitable for the delivery of education. In some cases, schools can be modernised, repaired, refurbished, extended, or partially rebuilt to meet the standards needed for contemporary teaching and learning. However, some existing schools are no longer in the right place and in such cases we might propose new schools or changes to existing schools.

Caerphilly County Borough Council aspires to continue to raise school standards and improve the quality of the learning environment to create fit-for-purpose 21st century schools and give every child in Caerphilly the best possible start in life.

Ysgol Gymraeg Cwm Gwyddon has been identified as one of the first priority projects in the 21st Century Schools Band B programme.

For proposals relating to schools, the School Organisation Code 2018, provides clear statutory guidance as to the processes that need to be adhered to. Undertaking a consultation exercise is one of the initial stages of progressing any proposal and is subject to Welsh Government scrutiny and Cabinet approval. From the 14th September 2020 until the 26th October 2020, a consultation exercise was undertaken. The purpose of the consultation was to gain views on the proposal to support and invest in the relocation of Ysgol Gymraeg Cwm Gwyddon.

This Consultation Report is the prescribed method as outlined by the School Organisation Code 2018 for reflection, review and assessment to provide Cabinet with the information to make an informed decision as to whether to proceed with the proposal to the next stage, amend the proposal taking into account further information that has come forward through the consultation process or to close this proposal with no further actions taken.

The Report is divided into several sections with the aim to:

- Outline the consultation processes undertaken
- Provide clarification in relation to the information provided and consultee engagement
- Summarise each of the issues raised by consultees
- Set out Estyn's response to the consultation in full
- Respond to issues raised by means of clarification, amendment to the proposal or rejection of the concerns, with supporting reasons

Statutory Obligations

This report is published in line with the requirements of the [School Standards and Organisation \(Wales\) Act 2013](#) and the [School Organisation Code 2018](#).

The Consultation report will be published on the Caerphilly 21st Century School website with hardcopies available on request. All information is published in Welsh and English. In addition, a child friendly summary has also been produced to ensure information is provided in an accessible format for any children and young people affected by the proposals.

Purpose of the Consultation Report

The publication of this Consultation Report discharges the Council of its duty under the School Organisation Code 2018.

The consultation period represented an opportunity for people to learn about the proposal, ask questions and make comments. Any negative responses made during the consultation period were not counted as objections to the proposal but as adverse comments.

Objections to a proposal can only be registered after the publication of a statutory notice.

The Consultation Report outlines the processes followed, provides clarity on the issues and comments received from consultees, ensures that the views of children and young people affected by the proposal are expressed and ultimately, provides Cabinet with the necessary information to take one of the following decisions:

- Proceed with the proposal
- Make changes to the proposal
- Not to proceed with the proposal

Full details of the decision making process and the stages of the proposal as outlined in the School Organisation Code 2018 have been published as part of the initial Consultation Document and is publicly available via the Council's website with hardcopies made available on request.


What is the 21st Century Schools and Colleges Programme?

The 21st Century Schools and Colleges programme is a major, long-term, strategic capital investment programme. It is jointly funded by the Welsh Government and local authorities and aims to create a generation of 21st century schools in Wales.

The first part of the programme (Band A) ran from 2014 to March 2019.

Caerphilly has benefited greatly from investments in the initial "Band A" 21st Century Schools programme with approximately £56.5 million invested in schools for both educational and community use.

Band A funding in Caerphilly was used to deliver :

	Project Name	Band A Investment
 <p data-bbox="121 1845 363 1868">Image of Islwyn High School</p>	✓ Islwyn High School	£22.6m
	✓ Ysgol Gymraeg Cwm Rhymini, Y Gwyndy Campus	£19.2m
	✓ Idris Davies School 3-18	£8m
	✓ Newbridge School extension	£2.6m
	✓ Blackwood Comprehensive improvements	£2m
	✓ Blackwood Comprehensive 3G pitch	£865k
	✓ Trinity Fields School improvements	£1.3m

The second part of this funding (Band B) started in April 2019, with the priority areas being:

- Reduce the number of poor condition schools
- Ensure that we have the right size schools in the right location
- Provide enough places to deliver Welsh and English medium education
- Ensure the effective and efficient use of the educational estate

Further information is available on the [21st Century Schools webpages](#)



What are we proposing to do?

We are proposing to:

- **Relocate Ysgol Gymraeg Cwm Gwyddon to a new purpose built Welsh medium provision school to be situated on the vacant site of the former Cwmcarn High School (Cwmcarn, NP11 7NG) with an anticipated occupation date of September 2023**
- It is proposed that the new building will incorporate a primary facility with Childcare, Special Resource Base (SRB), Nursery, Rising Threes and main school classrooms, main assembly hall, food technology space, a library and IT space
- The identified site will have sufficient accommodation to facilitate a new building that will provide accommodation for approximately 420 pupils plus 60 nursery places and 16 SRB places and ensure equality of access by promoting and supporting the development and delivery of inclusive education through delivery of the full curriculum to pupils in a modern, safe and inspiring learning environment
- The new building will provide a stimulating teaching and learning environment with 21st Century facilities including improved ICT facilities. The design will be centered on the learning, self-esteem and well-being of all pupils and improve lifelong learning opportunities for members of the community to strengthen and safeguard the promotion of the Welsh language, culture and heritage across Caerphilly East
- The new building will improve the outside learning space offering external play areas, a tarmac MUGA area and access to a grass pitch. The usage of sporting facilities will also be considered for the community at suitable times in keeping with the curriculum timetable
- The proposed project will take into account the desire to encourage and facilitate community use of the asset. The design process will seek to include measures to enable safe 'zoning' of parts of the new school building, including the hall and a multi-functional classroom compliant space which could be adapted for community use.

What is driving this proposal?

Proposals have been prioritised based on a number of factors including building condition, pupil projection and local and national drivers, however, the delivery of the curriculum and the Educational agenda remains at the core.

The Welsh Language (Wales) Measure 2011, the School Standards and Organisation (Wales) Act 2013 and the Legislation (Wales) Act 2019, provide a series of standards and places a statutory duty on the Council to assess the demand for Welsh medium education in the area. One of the key standards is a requirement to develop a 5 year Welsh language strategy, with the aim of increasing the number of Welsh speakers and which will enable us to facilitate the use of the Welsh Language within the county borough.

The Welsh in Education Strategic Plan (WESP) sets out Caerphilly's commitment to the Promotion of Welsh language and the provision of quality, attractive educational facilities. Within the WESP we are striving to stimulate demand for Welsh medium education, which we know is more sustainable for families if education provision is expanded in line with childcare available.

We identified a need to invest in Ysgol Gymraeg Cwm Gwyddon, meeting the increasing demand for education through the medium of Welsh and developing shared and co-located facilities. It is this aspiration that is driving this proposal.



Options Appraisal

The planning and development of effective school organisation proposals is crucial to the Welsh Government's goal of transforming education in Wales and providing better educational outcomes with a commitment to increase school effectiveness, and narrow inequalities in achievement between advantaged and disadvantaged areas, groups and individuals.

An options appraisal provides the opportunity to help councils make an informed and evidence based decision on how to deliver services. It does this by considering the relative advantages

and disadvantages of a number of different delivery model options (including the current way in which the service is delivered).

The methodology helps decision makers to consider the:

- Desirability - the degree to which each option meets the strategic objectives and priorities of stakeholders
- Viability - the degree to which each option is financially viable and sustainable
- Feasibility - the degree to which each option can be implemented

As part of outlining the current proposal, an options appraisal was undertaken.

The options appraisal stage allowed for a number of different delivery model options to be explored and evaluated against a set of agreed criteria, leading to the selection of the preferred option.

The following options were considered and scored: -

Option	Description
Option 1	Do Nothing
Option 2	Refurbish existing school which has already met the 60-year life expectancy
Option 3	Build new school same size school on the existing site
Option 4	Build a new school, same size school on a new site with childcare
Option 5	Build a new, larger school on a new site with nursery, childcare and Special Resource Base

The process utilised was outlined in detail in the Consultation Document and resulted in

Option 5 being identified as the preferred option, namely, **build a new, larger school on a new site with nursery, childcare and Special Resource Base**

Through the appraisal process a final recommendation about the preferred delivery model was carried forward to the Consultation period with the view to engage with key stakeholders and identify priorities from their perspective. This stage was an important part of the process, to raise important questions at an early stage and assist in developing proposals in greater detail to consider:

- are there better ways to achieve your objectives?
- are there better ways to use the resources available?
- is this the best way to achieve the desired outcomes?

Benefits and Disbenefits

There are common challenges faced by all Local Authorities when adopting new proposals. The vast majority of Council policies are delivered through projects and programmes of various forms. It is therefore vital that projects are delivered successfully in order to realise their intended benefits for citizens.

Evidence shows that the best way to ensure successful delivery is by setting up projects correctly in the first place. The most common causes of failure, among others are a lack of clear objectives, insufficient resources and over-ambitious cost and schedule that impact on the level and amount of benefit that can be realised and can be avoided if tackled in a project's early stages.

As part of the development of the proposal, a number of benefits and disbenefits were identified as outlined in the Consultation Document. The consultation process was an opportunity to consult with relevant stakeholders to understand what they see as positive outcomes and what negative consequences may be delivered.

An [Equality and Welsh Language Impact Assessment](#) and a Community Impact Assessment was carried out to initiate discussion and invite comments as to whether the principles for the proposal are supported.

All comments have been recorded and will be made available for Cabinet as a separate annex to this Consultation Report.



The Consultation Process

Consultation Process

The consultation process has followed the Welsh Government guidelines as set out in the School Organisation Code 2018.

As the proposal relates to a 'regulated alteration' to a Maintained school under Section 42 of the School Standards and Organisation (Wales) Act 2013, the proposals have been published on the Council's website.

Implications of COVID19

Due to the implications of COVID-19 at the time this consultation was due to take place and after taking advice from Welsh Government, this consultation process refrained from undertaking any face-to-face consultation sessions to support social distancing and maintain safe working practices for all.

It should be noted that there is no obligation to consult face-to-face and therefore a written paper consultation exercise was undertaken to discharge the Council of its duty under the School Organisation Code 2018.

However, a number of alternative methods were utilised for engagement including use of social media, face-time technology and the opportunity to pose questions to form part of a '[Frequently Asked Questions](#)' Document.

Stakeholder Engagement

Consultees were advised of the proposal and availability of the consultation documentation when it went live on the 14th September 2020 via letter/email and were therefore invited to take part in the statutory consultation:

The School Organisation Code 2018, prescribes those individuals/groups considered key consultees in the consultation process. The list below presents the consultees engaged with relevant to proposals of this nature for the Caerphilly Borough.

- Parents, prospective parents, guardians and carers of all pupils of schools directly affected by the proposal
- Headteacher, staff and governors of schools directly affected by the proposal
- Pupils/Pupil Councils of schools directly affected by the proposal
- Directors of Education of all bordering LAs – Blaenau Gwent, Caerphilly, Cardiff, Merthyr Tydfil, Newport, Powys, Rhondda Cynon Taf, Torfaen
- Catholic Diocesan Board of Education
- Church in Wales Diocesan Board
- Local Standing Advisory Council on Religious Education (SACRE)
- Governing body of other schools which the proposer considers are likely to be affected by the proposal
- Local CCBC Members
- All Assembly Members and Members of Parliament representing the area served by the schools directly affected by the proposal
- Welsh Ministers
- ESTYN
- Teaching Associations
- Support Staff Associations
- South East Wales Consortium (EAS)
- South East Wales Transport Alliance (SEWTA)
- Gwent and South Wales Police and Crime Commissioners
- Local Town and Community Councils
- Menter Iaith
- Early Years Development and Childcare Partnership
- Parent Network
- Welsh Education Forum

In the case of proposals affecting Welsh Language provision, the Welsh Language Commissioner is also considered a consultee and was contacted in relation to this proposal.

The schools identified as being affected by the proposal are listed below:

School	Reason
Ysgol Gymraeg Cwm Derwen	Proximity - Nearest alternative community Welsh Medium school in Borough Impact on projected numbers, demand and learner travel as a result of the proposal requires consideration.

Abercarn Primary	English Medium Primary School Proximity of 1.8 miles from current site Impact on projected numbers and demand as a result of the proposal requires consideration.
Cwmcarn Primary	English Medium Primary School Proximity of 0.7 miles from current site Impact on projected numbers and demand as a result of the proposal requires consideration.
Waunfawr Primary	English Medium Primary School Proximity of 1.5 miles from current site Impact on projected numbers and demand as a result of the proposal requires consideration.

In addition to advising those we were obliged to under the stakeholder criteria, the following were also contacted and advised of our proposals in writing:

- All Headteachers in the Borough

Consultation Information

The School Organisation Code 2018 states that when undertaking a consultation process in connection with a school proposal, the Council must publish information to enable transparent, balanced and open decision making.

The consultation document must be published on a school day and consultees must be given at least 42 days to respond to the document, with at least 20 of these being school days as defined by Section 579 of the Education Act 1996. The consultation period opened on Monday 14th September 2020 (a school day) and concluded at midnight on Monday 26th October 2020.

As part of this proposal, the following documentation was produced:

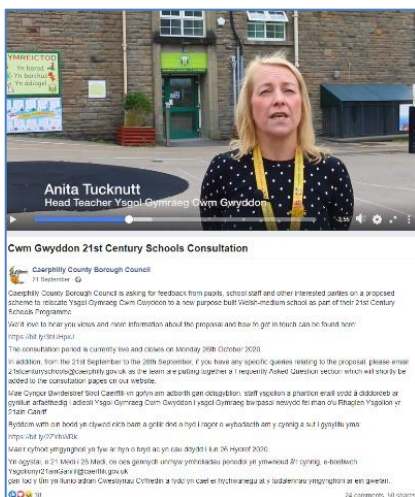
- Consultation Notification Letter
- Consultation Document
- Child Friendly Consultation Summary
- Consultation Video
- Artist's Impression of proposed new school
- Consultation Response Form (Online)
- Consultation Response Form (Printable PDF)
- Equalities and Welsh Language Impact Assessment



A child friendly consultation summary and video was produced to support the consultation process with pupils of the affected schools and present information in a manner relevant to their likely understanding, allowing them to participate in the consultation process and reach an informed opinion. In addition to this documentation, the 21st Century Schools Team and local teaching staff provided assistance to children and young people who wished to submit a consultation response in their preferred format and language, especially relevant as the children attend a Welsh medium school.

All documentation was published in Welsh and English, complying with the requirements of the Welsh Language Standards. Information was also available in other languages and formats on request, however, no such requests were received as part of this process.

Hardcopies of the documentation were issued to the schools directly affected by the proposal including the child friendly summary for discussion with the pupils.



In addition to notifying the consultees in writing of the proposal, distribution of information was supported via the school text messaging service direct to parents and staff.

The Council's Social media channels were also utilised. Messages relating to the consultation were released in phases over the first 3 weeks of the consultation to maintain public awareness and provide as far a 'social media reach' as possible.

Social media reach is a media analytics metric that refers to the number of users who have come across a particular content on a social platform such as Facebook, YouTube or Twitter.

Week 1	YouTube Video Released	CaerphillyCBCTV	684 subscribers
Week 2	Facebook Message	@CaerphillyCBC	28,188 followers
Week 3	Twitter Message	@CaerphillyCBC	19.3k followers

Response Methods

As outlined in the Consultation Document, anyone wishing to comment in relation to the proposal could do so in writing by:

- Completing the online response form on the Council's website
- Completing a response pro forma and posting it to the 21st Century School Team at Caerphilly
- Emailing comments to the 21st Century Schools Team at Caerphilly

The response forms were designed in such a way as to capture the relevant information required to discharge the Council's obligations required under the School Organisation Code for undertaking a consultation linked to the regulated alteration of a maintained school.

This consultation was undertaken to capture the views of consultees in relation to the proposal to relocate the school. These views have been incorporated into this document, which will be published and considered by Cabinet when determining whether to proceed to Statutory notice stage. A separate Planning Application Process will be undertaken in respect of this proposal. The separate statutory processes were outlined in the consultation document and any adverse comments received as part of this process have been recorded as such.

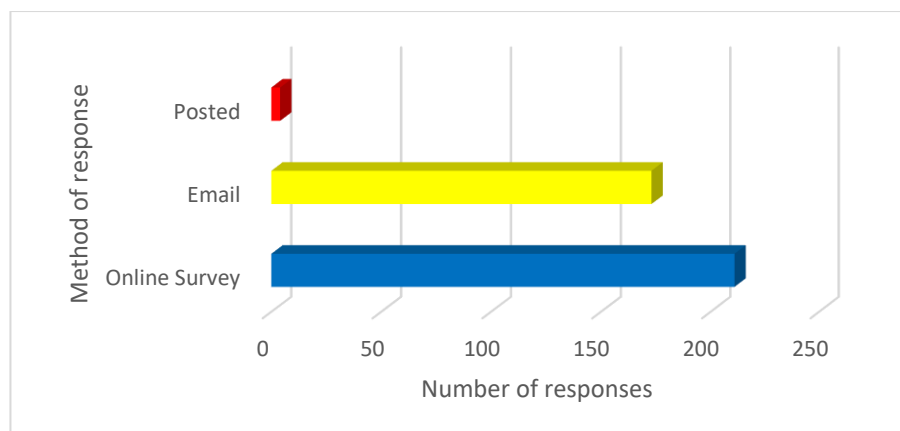


Consultation Responses

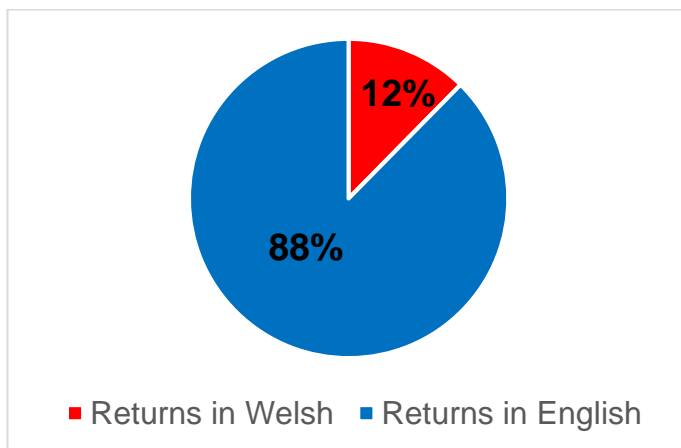
Overall a total of 388 responses were received during the consultation process.

Of the prescribed methods for providing a response during the consultation period:

- 211 responses received via Online Survey
- 173 responses received via email
- 4 responses received via post



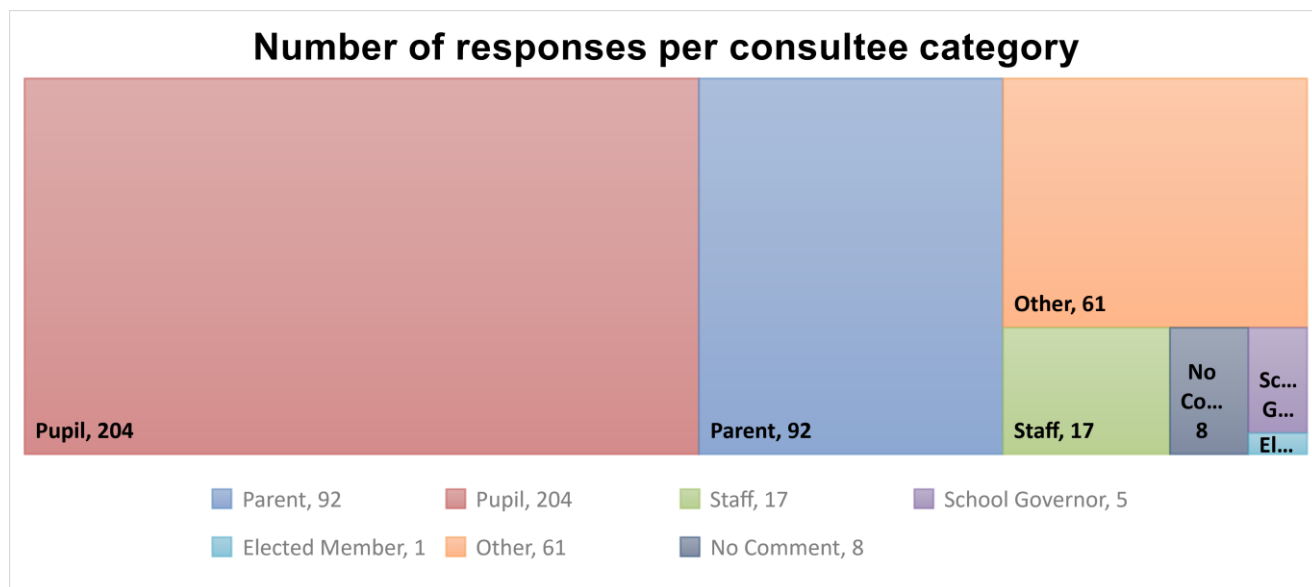
48 responses (12%) were returned in the medium of Welsh with the remaining 340 responses (88%) in English.



The 21st Century Schools Team received no requests for the documentation to be provided in any other format or language.

QUESTION 1

The consultees were asked to identify a category that best described them in relation to the proposal for the school affected. The options provided were selected to demonstrate that the key consultee groups as outlined in the School Organisation Code had been engaged with.



53% Pupils	24% Parents	4% Staff Members	1% School Governors	0.2% Elected Members	18% Other
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For those selecting 'other', the opportunity was given to elaborate further as they felt appropriate.

QUESTION 2

As part of the consultation process, consultees were asked to provide basic contact information, including their name, address and email. This psychographic data was collected in order to help paint a picture of the consultee and enable the 21st Century Schools team to understand trends in response data and response groupings that would assist in compiling this Consultation Report.

As information can be collected for many purposes, the Caerphilly County Borough Council's privacy notice for consultations/surveys was referenced, which outlined the purpose and legal basis for collecting the information, data usage and data retention periods.

For the purposes of this Consultation Report, Cabinet will be provided with a separate digest of the consultation comments received. Please note that comments that are considered to be offensive or compromise anonymity have been edited or removed.

QUESTION 3

As part of our duty under the School Organisation Code 2018, consultees must be given the option to request notification as to the publication of this Consultation Report. Contact information has been collected to this end and the preferred method for communication will be notification via email if this information has been made available by the respondent.



126 out of the 388 respondents have requested notification. These individuals have been added to the notification list and will be contacted concurrently with stakeholders when this document is made publicly available through the Council's website. Hardcopies of the documentation will be made available on request.

QUESTION 4

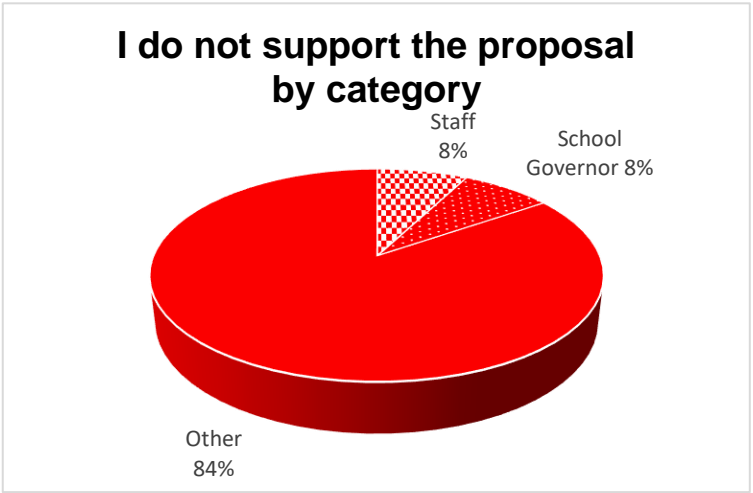
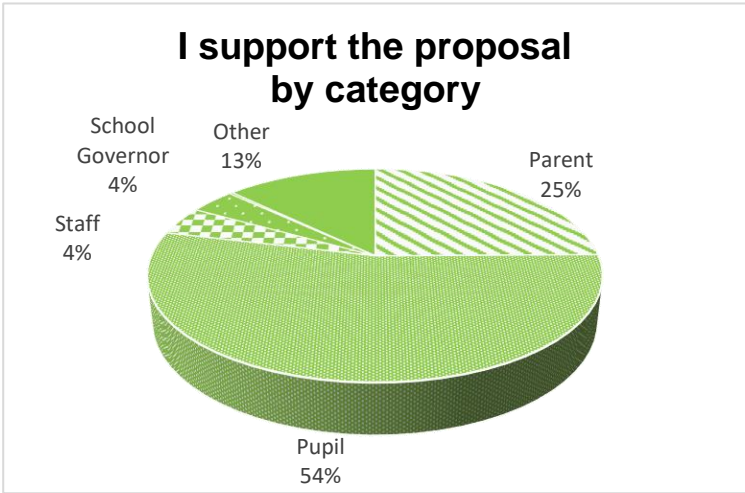
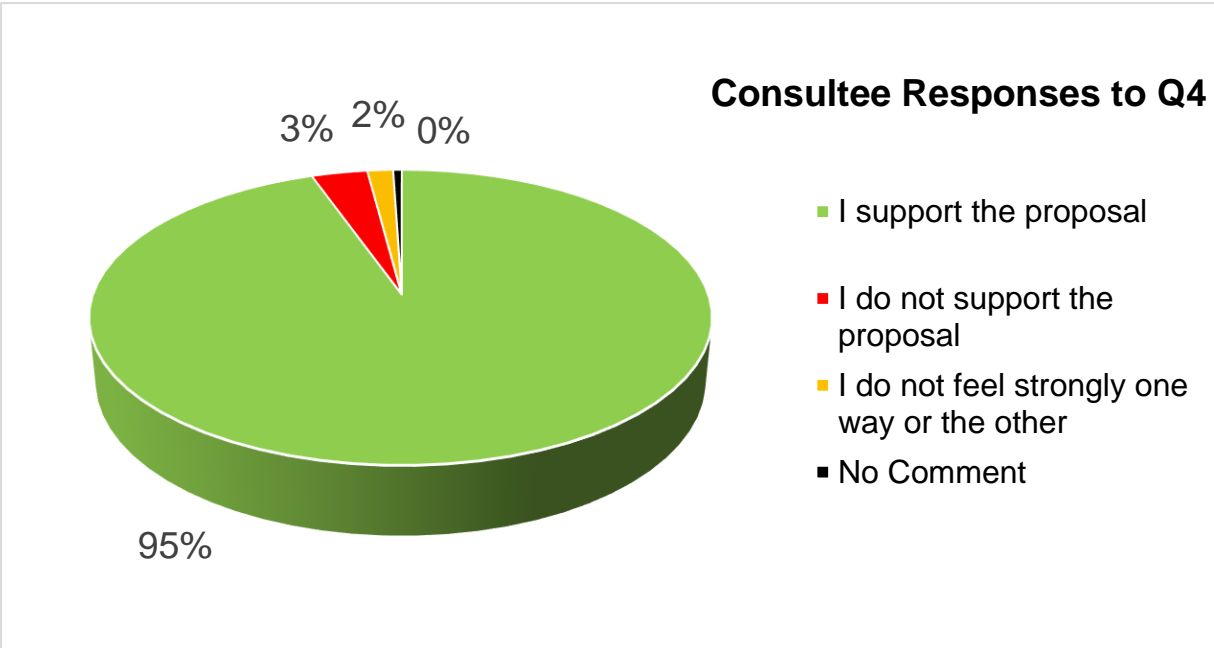
Consultees can submit their views either in favour of or against the proposals.

Consultees were asked to indicate which of the following statements most accurately reflected their views about the proposal. Consultees were reminded to read the consultation documentation prior to providing any responses during this consultation exercise and that unfavourable comments made during the consultation period will not be treated as objections at this stage.

The options available were:

- I do not feel strongly one way or the other
- I support the proposal
- I do not support the proposal

Of the responses returned, 367 support the proposal, 13 do not support it, 6 didn't feel strongly either way and 2 failed to select an option. That equates to 95% in support, 3% opposed with the remaining 2% either providing a neutral response or no comment.



It is prudent to bring to the attention of Cabinet that the commentary provided as part of Question 5 may offer additional insight into the views of the consultees and that the response provided to Question 4 should not be considered in isolation.

Question 5

This was a free text box, enabling consultees to provide additional comments on the proposal. All comments received have been read and analysed.

General themes that emerged from the consultation:

- Acknowledgement that the current Ysgol Gymraeg Cwm Gwyddon site is restrictive, developed to 'its full potential' and has 'outgrown current site'
- The proposal supports the increasing demand for Welsh Language provision in the area
- Concerns over proposed use of the large site in Cwmcarn for a Primary School only
- Concerns over safety and traffic management at current and proposed site
- Concerns over impact proposal will have on English medium provision in the area
- Preference for utilisation of the site for a new building English medium comprehensive

Question 6

In line with the Caerphilly County Borough Council's Strategic Equality Plan 2016-2020 and the Consultation and Monitoring Guidance 2016 document, a reduced version of the Equalities and Monitoring questionnaire was included as part of the consultation response to support effective planning and to ensure that a representative sample was achieved to identify any equality issues.

The option to include information relating to the consultees Gender, Age, Disability Status, Welsh Language Skills and any influencing factors relating to their response were included but not mandatory.

From the responses received, of those that completed the Equalities monitoring section:

Are you ...			
Male	63	Other	0
Female	156	Unwilling to declare	169

Age			
Under 16	39	40-65	67
16-25	8	Over 65	7
26-39	81	Unwilling to declare	186

Disability			
I am not Disabled	188	Learning Difficulties	0
Physical / Mobility Impaired	1	Visually Impaired	0
Hearing Impaired	2	Speech Impaired	0
Unwilling to declare	166		
Other	30		

Welsh Language Skills				
	A Little	Moderately	Quite Well	Fluently
Speak	71	13	8	84
Understand	62	17	10	84
Read	58	17	9	83
Write	58	12	8	81
No Welsh Language Skills	71		Unwilling to Declare	133

Question 7

In relation to equalities implications that respondents highlighted, 8 responses indicated that their decision was influenced as per the list outlined in the consultation response form, for example:

- 'Wishing for my children to get the best out of the Welsh language and their education'
- 'As a bilingual person living in Wales, I believe the Council should provide Welsh medium education that meets the needs of 21st Century education'

Education Scrutiny Response

The Council's Education Scrutiny Committee is a consultee for any policy or service developments in relation to Education within the Borough.

A digital meeting via Microsoft teams took place on Tuesday 22nd September 2020 at 5.30pm. 13 out of 15 Councilors were in attendance.

As part of this meeting, the 21st Century Schools and Colleges Band B Programme and consultation in respect of Ysgol Gymraeg Cwm Gwyddon was discussed. All consultation documentation was made available to members as part of the agenda reports pack and officers linked to the proposal were available to take questions.

It was agreed that a vote in respect of the proposal would be taken and be officially recorded for inclusion in this Consultation Report. The Committee members voted unanimously in favour of the proposal for Ysgol Gymraeg Cwm Gwyddon.



A recording of the session is available on YouTube:

[Education Scrutiny Committee Meeting](#)

The agenda item linked to this proposal starts 18 minutes and 50 seconds in to the recording.

The [Notice of the Decisions](#) document is also available to view on the Council's website.

Estyn's Response

Under the terms of the School Standards and Organisation (Wales) Act 2013 and the School Organisation Code 2018, the Council, as the proposers, is required to send a notification with regards to the consultation to Estyn.

Estyn is the education and training inspectorate for Wales and their vision is to improve the quality of education and training and outcomes for all learners in Wales. However, Estyn is not a body which is required to act in accordance with the Code and the Act places no statutory requirements on Estyn in respect of school organisation matters. Therefore as a body being consulted, Estyn will provide their opinion only on the overall merits of school organisation proposals.

Estyn has considered the educational aspects of the proposal. The full response from Estyn in included as Annex 2 to this report. However, in summary:

"The proposer has provided an appropriate rationale for the proposal. It is to replace the current school which is on a site with buildings in a poor condition. It is also to meet the rising demand for Welsh medium education in the local authority. In addition, the proposer intends to provide a Welsh language resource for those children who require specialist provision outside of a mainstream school."

“It is Estyn’s view that the proposal is likely to at least maintain the current standards of education and provision in the area. However, the proposer has not provided enough clarity regarding mitigation against the risk of the proposal generating a significant number of surplus places at the new school site.”

The Council acknowledges Estyn’s response and would like to provide the following clarification statement in relation to Estyn’s observation relating to ‘mitigating against the risk of the proposal generating a significant number of surplus places at the new school site.’ The proposal for Ysgol Gymraeg Cwm Gwyddon is to relocate the existing provision and provide additional capacity on site to accommodate up to 420 places plus additional nursery and special resource base provision. We recognise that this proposal will initially create surplus places at the school and this has been identified and considered an acceptable low level risk. The process of managing admissions over a number of years as outlined in the consultation document, whilst playing a contributing factor to surplus places initially, will ensure the impact on surrounding schools is mitigated as far as reasonably practicable. The places have been calculated to support increased demand in the area and continue to support the Council to stimulate demand for Welsh medium education to meet the aspiration of Welsh Government to achieve a challenging target of a million Welsh speakers by 2050, as outlined in Caerphilly’s Welsh Education Strategic Plan.

Consultation Clarification

When analysing the consultation response comments received as part of the consultation period, a number of recurring areas of concern and those where there was a level of agreement with the proposals became evident.

To assist Cabinet in the decision making process, the following information is provided by means of response for clarification with supporting reasons.

➤ Areas of widest concern

Area of concern:	Consultee Responses included:
Use identified for proposed relocation site	<ul style="list-style-type: none"> • Size of site • Why Primary provision?
Number of mentions	8
Council’s Response	
<p>The Council acknowledges that the proposed site for re-location has a far larger footprint than the current Ysgol Gymraeg Cwm Gwyddon. The planned footprint of the new primary school will also allow for future expansion, including the potential for secondary Welsh medium education, which will also support the requirements of the Council’s Welsh Education Strategic Plan and in supporting the Welsh Government’s Cymraeg 2050.</p> <p>As demonstrated throughout the Consultation Document, the current site for Ysgol Gymraeg Cwm Gwyddon has reached its full potential. There is growing demand for Welsh medium primary provision and this proposal aims to address that issue.</p>	

Area of concern:	Consultee Responses included:
Secondary Provision	<ul style="list-style-type: none"> • New English medium Build • Demand for English medium • Newbridge/Risca Comprehensive school capacity
Number of mentions	9

Council's Response

The Council is dedicated to providing educational facilities that meet the needs of our pupils and local communities.

As demonstrated by the figures below, there is no requirement identified for an additional English medium secondary provision. Both local English medium secondary schools have been identified as having adequate provision at their current locations for their catchment pupils.

School	Capacity	Number on Roll Sept 2020	% Catchment pupils on roll	% Out of Catchment	% Out of County
Newbridge	1017	991	65.59%	17.46%	16.95%
Risca	729	661	82.45%	12.56%	4.99%

In addition, as part of the 21st Century Schools Band A programme, Newbridge School received an investment of £2 million to provide an additional 9 classrooms and ancillary facilities.

Area of concern:	Consultee Responses included:
Investment in Schools	<ul style="list-style-type: none"> • English Medium Schools • Other Primary Schools in the area
Number of mentions	4

Council's Response

The Council is dedicated to providing all learners with quality learning opportunities. The 21st Century Schools programme is only one mechanism for infrastructure investment in our Schools. The Council continuously improves the quality of school buildings through the Capital Investment Programme. Schools are invited to submit applications annually to support improvement works. Any works that are identified via the Health and Safety team are also undertaken.

The proposal for Ysgol Gymraeg Cwm Gwyddon has been prioritised as the school at its current location has reached its capacity in relation to any further developments on the existing grounds, whereas the local English medium provisions have that opportunity moving forward should the demand be required.

Area of concern:	Consultee Responses included:
Traffic Management	<ul style="list-style-type: none"> • Transportation of pupils • Increased traffic flow at proposed site • Access and parking
Number of mentions	6

Council's Response

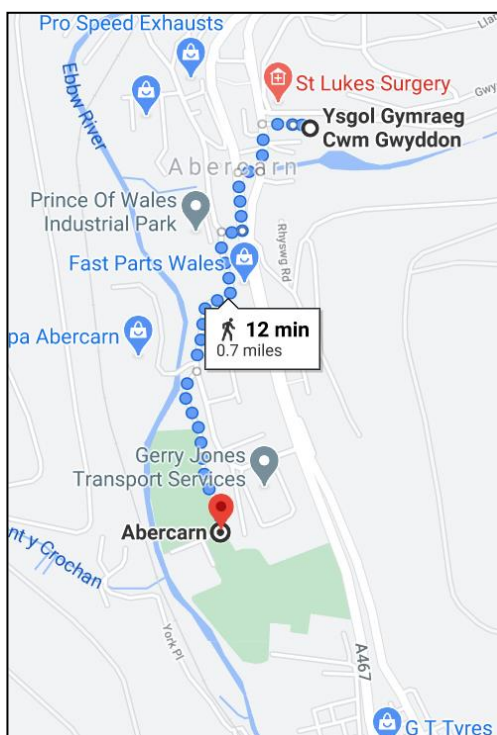
As part of any development, the Council is committed to providing safe, efficient and effective traffic management.

The site identified for the relocation of Ysgol Gymraeg Cwm Gwyddon is the former Cwmcarn High School site. The former secondary school had the capacity to accommodate in the region of 1000 pupils. The proposal for the primary provision is less than half of that figure.

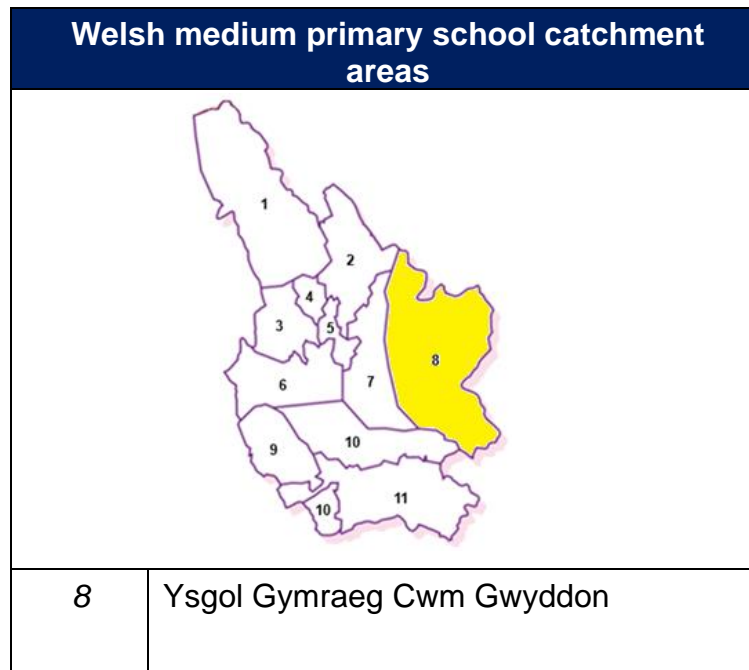
The Consultation Document acknowledges the importance of the Learner Travel. The safety of children is of paramount importance and the Learner Travel (Wales) Measure 2008 requires local authorities to assess the suitability of travel for learners between home and places of education and training.

It is also important to secure the views of children and young people in accordance with the Rights of Children and Young Persons (Wales) Measure 2011. The views and perceptions of children can inform the local authority officers who have responsibility for assessing home to school travel provision. This is why children and young people formed one of the key consultee groups as part of the consultation process.

It is anticipated that a status quo will be maintained as the relocation is less than 1 mile from the existing site.



The catchment area for the pupils remain unchanged.



In addition, as part of the planning and design of the new facility, safer routes and access will be established with designated pick up and drop off points. This proposal will be subject to full planning application process and a wide range of consultees will be invited to comment, including the Highways Department.

➤ **Areas of widest Agreement**

Area of Agreement:	Consultee Responses included:
The condition and suitability of the existing site occupied by Ysgol Gymraeg Cwm Gwyddon	<ul style="list-style-type: none"> • Current Capacity • Maximum site developed • Standards / Quality • Site accessibility • Parking / Drop Off
Number of mentions	257
Council's Response	
The Council appreciates that the consultees have acknowledged and reiterated that the current Ysgol Gymraeg Cwm Gwyddon site has reached its maximum build potential whilst maintaining high quality teaching provision.	



Image of existing Ysgol Gymraeg Cwm Gwyddon site

The capacity of the school does not lend itself for full school activities e.g. concerts / assemblies / dining facilities. The original building presents restrictions in relation to full accessibility and a split level site. The location of the existing school also provides daily challenges linked to access via a main road and restricted walkway between 2 public houses.

This proposal would address these issues.

Area of Agreement:	Consultee Responses included:
There is Growing Demand for Welsh medium provision	<ul style="list-style-type: none"> • Welsh medium demand increasing in the identified area • Parental Choice • Bilingualism
Number of mentions	90

Council's Response

The Council is heartened that the responses provided by the consultees have recognised the increasing demand for Welsh medium education in the area and also the wider benefits of enabling parental choice, bilingualism and future prospects when it comes to their children's education.

It has also been acknowledged through the responses that this proposal would provide the vehicle for addressing the growing demand for additional places at Welsh medium primary level.

Area of Agreement:		Consultee Responses included:
The need for Additional Facilities		<ul style="list-style-type: none"> • Outdoor facilities • Health, wellbeing and learning experiences • Community Use
Number of mentions	222	

Council's Response

The consultees have identified that the additional facilities outlined in the proposal would benefit the pupils and wider community.

The consultees have also recognised that additional facilities will have benefits to education, recreation and general wellbeing which will support the Council in meeting its Wellbeing and Future Generations aspirations.

One of the key aims of the Welsh Government's 21st Century Schools and Colleges Band B programme and a pre-requisite for investment is the need to '*ensure the effective and efficient use of the educational estate for use by both schools and the wider community*'.

The Consultation document highlighted that, at present a number of community groups utilise the existing site but are limited due to the current design.



Note: The image above is used for illustrative purposes and the design is draft at this stage and subject to project approval, planning and site investigations.

The proposed project will take into account the desire to encourage and facilitate community use of the asset. To this end the design process will seek to include measures to enable safe 'zoning' of parts of the new school building. It will also strengthen and safeguard the promotion of inclusivity and wellbeing within the Community.

Reasonable Alternatives Identified

As outlined in the Consultation Document, the proposal under consideration is to relocate Ysgol Gymraeg Cwm Gwyddon. This was the preferred option as identified through the options appraisal process and scored against the critical success factors of Strategic fit, Educational fit, Accessibility, Financial fit and Environmental impact.

Through the consultation process and the comments returned, there has been an acknowledgement of the need to invest in the school.

Following the consultation period, the Council is required to carry out a further assessment for the proposal. The purpose of this further assessment is to take account of any further information that has come forward through the consultation or otherwise.

In its consultation report, the Council is required to explain its assessment of the proposal and the reasonable alternatives identified, how this assessment differs from their earlier assessment (if at all) and its assessment of any further reasonable alternatives. Finally, the Council is required to confirm whether it considers the implementation of the proposal, (wholly or partly) to be the most appropriate response to the reasons it identified for the proposal and give reasons for its conclusion including an assessment of the likely impact on Quality and Standards in Education, the community and effect on different travelling arrangements.

The following alternative options have been raised via Consultees:

Alternative Option raised by consultees	
<i>Relocate Ysgol Gymraeg Cwm Gwyddon school to another location such as Ty Sign</i>	
Council's Response	
<p>The Council welcomes consultee acknowledgement that the existing Ysgol Gymraeg Cwm Gwyddon school requires investment and that the current location is no longer suitable.</p> <p>If Ysgol Gymraeg Cwm Gwyddon was to be located to another site as suggested, such as Ty Sign, this would mean the disruption to an existing English medium primary school that has not been identified as requiring additional accommodation, which could also impact on the quality and standards of the current education provided. The suggested site of Ty Sign primary would not lend itself to this proposal as the capacity of the school is greater than the capacity required for Ysgol Gymraeg Cwm Gwyddon, therefore creating additional surplus places.</p> <p>Ty Sign primary school would no longer be located in the 'heart' of the community. It would fall outside of its present catchment area resulting in potential reconfiguration, impact on a wider range of schools and additional transportation distances for their pupils. In addition, it would result in the displacement of a larger cohort requiring a larger school at greater cost to that of the proposal.</p> <p>Whilst the Council welcomes feedback from the consultee in this matter, it is recommended that this option is not a suitable alternative to the current proposal.</p>	
Council's Assessment of Reasonable Alternative:	Option has been discounted

Alternative Option raised by consultees

Build an English Medium Secondary school on Cwmcarn

Variations include:

- New school to replace Cwmcarn high
- New school to accommodate Newbridge School pupils
- New school to amalgamate Newbridge and Risca

Council's Response

As identified earlier in this Consultation Report, the Council is dedicated to providing educational facilities that meet the needs of our pupils and local communities.

A number of consultees have made the suggestion that the proposed build site in relation to the relocation of Ysgol Gymraeg Cwm Gwyddon is utilised for English medium secondary provision. Whilst a number of variations on this theme have been raised, from providing a new secondary provision to replace the former Cwmcarn High School, Relocation of Newbridge School, or amalgamation of Newbridge School and Risca Comprehensive onto a single site, the merits of each option have been considered prior to this proposal taking into account the likely impact on quality and standards, community, surplus places and travelling arrangements. As outlined previously, there is no requirement identified for an additional English medium secondary provision. Both local English medium secondary schools have been identified as having adequate provision at their current locations for their catchment pupils.

In addition, there has recently been significant investment of £2 million through the 21st Century Schools and Colleges Band A programme at Newbridge School.

Whilst the Council welcomes feedback from the consultees in this matter, it is recommended that the option is not a suitable alternative to the current proposal.

Council's Assessment of Reasonable Alternative:	Option has been discounted
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Alternative Option raised by consultees

Build a new co-located Welsh and English Medium Primary provision on the Cwmcarn site

Council's Response

The Council recognises that the consultees have provided this alternative option to reflect practice undertaken in other authorities. Prior to the current proposal being drawn up, consideration was given to this option but at this stage it was felt that it wasn't an option to be explored further due to the existing English medium infrastructure in the area and as outlined previously to meet the needs of the pupils and the community.

The current proposal has been framed in such a way as to minimise the impact on English medium schools whilst ensuring the identified demand for Welsh medium education is met. Co-location of existing English and Welsh medium provision would result in disruption to a wider cohort of pupils and travel arrangements. No evidence at this stage is available to comment on the impact this would have on the quality and standards of provision.

Whilst the Council welcomes feedback from the consultees in this matter, it is recommended that the option is not a suitable alternative to the current proposal.

Council's Assessment of Reasonable Alternative: Option has been discounted



Young people have a right to act to express their views in all matters affecting them and for their views to be heard and given due weight in accordance with their age and maturity.

Everyday Summary Version – Children and Young People

The Council acknowledged that the voice of young people is about involving them as active participants in the development, delivery, management and improvement of their educational and student experience and needs to be at the heart of planning, provision and evaluation.

A summary version of the main consultation document was also prepared and published, and was targeted specifically at children and young people. This summary version was released online as part of the consultation pack and hardcopies were made available on request from the school.

21st Century Schools – Consultation Children and Young People's Summary

YSGOL GYMRAEG CWM GWYDDON
14th September– 26th October 2020

Ysgolion yr 21ain Ganrif
21st Century Schools

CAERPHILLY
COUNTY OF PEMBROKESHIRE
CAERFFILI

Llywodraeth Cymru
Welsh Government

Hi, I'm Vision and this is my dog K9-2-1
We're here to talk to you about an exciting project and we want to know what you think!

Ysgolion yr 21ain Ganrif
21st Century Schools

What we'll talk about:

- What this presentation is about?
- What is the 21st Century Schools Programme?
- What is the project being proposed?
- Who else are we talking with?
- How can you tell us what you think?
- Why is it important for us to know your views?
- Why do we want to carry out the project?
- Will other schools be affected?
- How will the project impact on things like...
 - ✓ Education and Quality
 - ✓ Governance and Staffing
 - ✓ Finance
 - ✓ Welsh Language
 - ✓ Travel and the Environment
 - ✓ Equalities
 - ✓ Specialist Facilities and Additional Learning Needs
 - ✓ The Community
- What will the benefits and disadvantages be?
- Are there any risks?
- Why this project and not something else?
- How long are we gathering views?
- What will happen next?

Consultation Video

The Council recognises the potential of young people to enrich the decision-making processes, to share perspectives and to participate as citizens and facilitators of change.



As such, in preparing the Consultation Packs, pupils from the school contributed to the content and participated in the consultation video.

Pupil participation enabled the children to have a chance to make their voice heard and get involved in influencing decisions that affect their learning and well-being.

A recording is available on YouTube:

[Cwm Gwyddon 21st Century Schools Consultation](#)

School Council / Pupil Engagement

The 21st Century Schools Team in Caerphilly will ensure that when bringing forward any proposal, suitable arrangements are made to consult and involve pupils throughout the process.

In the initial consultation document, consideration was given to hosting a virtual consultation session with representatives from the schools affected. However, through discussions with the relevant head teachers and the 21st Century Schools team, the decision was taken for the local teaching staff to engage with all year groups and not just a representative sample. Utilising the child friendly version of the consultation document and the accompanying video, children were engaged in a familiar environment, at the appropriate comprehension level and in the language of their preference. It was felt that due to the current 'bubble' situation in schools, this was the best way to ensure the fullest return possible to capture the learner voice.

Many of the children provided comments on what they would like to see in the future and how they felt about the proposal. Notes from each session were recorded and have been included as part of the consultation responses which will be made available to Cabinet. The questions raised by pupils during these sessions are outlined below:

- School directly affected by Proposal

Ysgol Gymraeg Cwm Gwyddon	
Questions	Council's Response
When will the project be ready?	The proposal is for School to open in September 2023
What extra facilities will the school have?	the new building will incorporate a primary facility for 420 pupils, 60 nursery places and Special Resource Base. The main school will have classrooms, a main assembly hall, food technology space, a library and IT space.

Will it be called Cwm Gwyddon?	Yes, we are not proposing to change the name as part of this proposal.
Will the school uniform change?	This will be subject to a governing body decision by the school.
Will the new school have older children like the age group at Cwm Rhymini there ?	No, this proposal is to accommodate children of the same age range (3-11 years old).
Will we have to share toilets with younger children?	The design of the new school will have toilets throughout and relevant to the age range in school.
Will we have to eat our sandwiches in the classroom?	That will be the head teachers decision.
Can we have a cooking room so we can have cooking sessions and learn about healthy food like we do when we have visitors like Richard Shaw from Cooking Together Wales?	Final arrangements in relation to internal design of the new school are still to be finalised, but the proposed design currently has a Food Tech space included similar to the one we've put in at Idris Davies School.
Can we have a dance studio and music studio for us to be able to have dance lessons and take part in dancing competitions like the Urdd ?	No, this isn't part of the design, but there will be a larger fit for purpose hall available.
Will there be a designated yard for each year?	No, not for each year, but there will be in relation to keystages.
Will the new school be nearer to playing fields?	Yes, there will be playing fields in close proximity.
Will the new school have a football/rugby pitch?	There won't be one specifically for the school but you may have access to one.
Will the new school have changing rooms?	The new school will have individual class cloakrooms and the proposed design does include two small changing rooms off the Hall.
Will it be easier to park outside the school?	Yes, there will be a designated parking and drop off area.
Will we be able to come back and see the new school?	That will be for the head teacher to decide.



Other Considerations



"Our national mission is to raise standards, reduce the attainment gap and deliver an education system that is a source of national pride and confidence."

*Kirsty Williams AM
Cabinet Secretary for Education*

As Wales embarks on a renewed vision of success for all learners, we can reflect on our rich heritage and proud history for promoting access to education in Caerphilly. Our transformational reforms are taking place within a challenging environment. This includes the uncertainties associated with Brexit, the technological transformation and the divergence in the qualification systems across the home nations. These are all challenges and opportunities for the Council.

There are a number of local and national strategies that drive Educational reform and underline the rationale for the proposals being considered as part of the 21st Century Schools and Colleges Band B programme in Caerphilly.

- [Welsh Language Act 1993 / Welsh Language \(Wales\) measure 2011](#)
- [Additional Learning Needs and Educational Tribunal \(Wales\) Act 2017](#)
- [The Childcare Act 2006 \(Local Authority Assessment\) \(Wales\) Regulations 2016](#)
- [Well-being of Future Generations \(Wales\) Act 2015](#)
- [Welsh Government - Education in Wales: Our National Mission](#)
- [Welsh Government - Cymraeg 2050: Welsh Language Strategy Action Plan 2019- 2021](#)
- [Welsh Government - 21st Century Schools and Colleges Programme](#)
- [Caerphilly - 'Shared Ambitions' Education Attainment Strategy 2019 - 2022](#)
- [Caerphilly - #Team Caerphilly: Better Together Transformation Strategy](#)
- [Caerphilly - Welsh Education Strategic Plan](#)
- [Caerphilly - Welsh Language Strategy 2017-2022](#)
- [Caerphilly - Corporate Plan \(including Wellbeing Objectives 2018-2023\)](#)
- [Caerphilly – Education Other Than At School \(EOTAS\) Strategy 2020](#)
- [Caerphilly - Strategic Equality Plan 2020-2024](#)
- [Caerphilly - Communication and Engagement Strategy 2019-2022](#)



Next Steps

Recommendation

In reviewing the proposal to take account of further information that has come forward through the consultation and in consideration of the likely impact on quality and standards in education, the community and travelling arrangements, it is the recommendation of this report that the proposal is progressed as outlined in the Consultation Document, namely:

Relocate Ysgol Gymraeg Cwm Gwyddon to a new purpose built Welshmedium provision school to be situated on the vacant site of the former Cwmcarn High School to include Childcare and Special Resource Base provision

Decision Making

To deliver our reforms across the entire system, we will need a bold commitment to effective collaboration along with integration of services where appropriate. This will include Welsh Government, the teaching profession and the wider education workforce, our key partners in local authorities, diocesan authorities, regional services, Estyn and others. Successful implementation of any proposal will require effective and honest engagement between all facets of the education system and our local communities and we are committed to providing the conditions to enable this to happen.

Cabinet Members are asked to note the information contained within this Consultation Report and to seek members views as to whether to proceed, make changes to or not to proceed with the proposal in relation to the proposal to relocate and expand Ysgol Gymraeg Cwm Gwyddon.

Reporting, Notification and Publishing of Information

Should Cabinet decide to proceed with the proposal, a Statutory Notice will be published providing a 28 day notice period for objections. The School Standards and Organisation (Wales) Act 2013 provides that anyone wishing to make objections to a school organisation proposal has the opportunity to do so. To be considered as statutory objections, objections must be made in writing and sent to the Council within the 28-day period.

Cabinet will then consider the outcome of the Statutory Notice at a future meeting and determine whether to implement the proposal having given due consideration to all the information provided.

In the event of objections, the Council will publish an objection report providing a summary of the objections and Cabinet's response to those objections within 7 days or the day of the determination of the proposal. This report will be available for all persons to view on the Council website and paper copies will be available on request.

Should Cabinet approve the proposal, a full Business Case will be submitted to the Welsh Minister for final approval and the works will commence.



Supporting Information

Annex 1 :

[Consultation Response Form](#)

[Consultation Frequently Asked Questions](#)

[Consultation Video](#)

[Equality and Welsh Language Impact Assessment](#)

Annex 2:



14.10.20 Estyn
response to YSGOL G

[Estyn response to the proposal by Caerphilly County Borough Council to relocate Ysgol Gymraeg Cwm Gwyddon to a new purpose built Welsh medium provision school to be situated on the vacant site of the former Cwmcarn High School](#)

This report has been prepared by Her Majesty's Inspectors of Education and Training in Wales. Under the terms of the School Standards and Organisation (Wales) Act 2013 and its associated Code, proposers are required to send consultation documents to Estyn. However, Estyn is not a body which is required to act in accordance with the Code and the Act places no statutory requirements on Estyn in respect of school organisation matters. Therefore as a body being consulted, Estyn will provide their opinion only on the overall merits of school organisation proposals.

Estyn has considered the educational aspects of the proposal and has produced the following response to the information provided by the proposer.

Introduction

This is a consultation proposal from Caerphilly County Borough Council.

The proposal is to relocate Ysgol Gymraeg Cwm Gwyddon to a new purpose built Welsh medium provision school to be situated on the vacant site of the former Cwmcarn High School. The new provision to include childcare facilities, a nursery and a specialist resource base (SRB).

Summary/ Conclusion

It is Estyn's view that the proposal is likely to at least maintain the current standards of education and provision in the area. However, the proposer has not provided enough clarity regarding

mitigation against the risk of the proposal generating a significant number of surplus places at the new school site.

Description and benefits

The proposer has provided an appropriate rationale for the proposal. It is to replace the current school which is on a site with buildings in a poor condition. It is also to meet the rising demand for Welsh medium education in the local authority. In addition, the proposer intends to provide a Welsh language resource for those children who require specialist provision outside of a mainstream school.

The proposer has reasonably considered the potential benefits of having a new build school. These include the provision of modern classrooms, IT facilities and external play areas.

The proposal aims to provide accommodation for approximately 420 pupils plus 60 nursery places and 16 SRB places. However, the projected demand for places in 2025 on the current school site is only 212 pupils excluding the nursery. This leaves a significant number of surplus places in the school. The proposer has sought to mitigate against this by including revised projections for the new site which appear to show that by 2025, the school will have 420 pupils. It is not clear how the proposer has calculated this number and it appears to be over-ambitious. The proposer has not mitigated against this risk of having a significant amount of surplus places in the school.

The proposer has suitably considered five different options and scored these against a variety of critical success factors. The option that scored the highest is the current preferred option for the local authority. The proposer appropriately determined that this proposal provided the best balance of costs, benefits and risks.

The proposer has determined that the new provision is less than one mile away from the current site. It anticipates that the likely effect of different travelling arrangements as a result of the proposal will be minimal. Some pupils may find themselves living closer to the new school site and others may be further away. It refers to Caerphilly's transport policy which provides transport to the 'relevant' school of more than a distance of 1.5 miles for primary pupils.

The proposal supports the targets in Caerphilly's WESP, specifically to develop sufficient Welsh medium places in the Islwyn East area. This proposal is linked to the Islwyn East area.

The proposer has provided suitable community impact and Welsh impact assessments as part of the proposal. The proposer considers that a number of the current activities that the school supports the community in undertaking will continue at the new venue. For groups unable to travel the additional distance, the proposer intends to provide facilities at the local library based in the community or look at supporting alternative venues where appropriate. The proposer also maintains that the proposal will strengthen and safeguard the promotion of the Welsh language, culture and heritage within the community.

Educational aspects of the proposal

The proposer has considered the school's most recent Estyn inspection report and compared this with other local schools in the area. It reasonably concludes that it does not expect the standards of provision and attainment will be adversely affected. It also suggests that the information outlined in the proposal will indicate how the school can continue to develop and build on their current excellent practice.

The school received all excellent judgements in its inspection report of March 2020. The proposer maintains that during the implementation of the proposal, the school will continue to receive ongoing advice and support from the local authority, school improvement service and any relevant stakeholders to help ensure that the school maintains effective leadership and provides high quality teaching and learning experiences for pupils. This seems to be a reasonable and assertion.

The proposer has provided an equality assessment document which appears to cover all the relevant areas including making the new premises an accessible facility which is able to cater for anyone with additional needs.

The proposer reasonably asserts that, as the proposal is to build a new school facility on an alternative location to that of the current school, there will be no disruption to pupils during the build phase. In addition, there will also be no transportation or access related issues as construction will be off the current site.

Annex 3:

Consultation Responses

A separate Annex to this report will be made available to Cabinet which will include the full details of the commentary provided by consultees during the consultation process. Any identifying information will be removed as detailed earlier in this document.

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CABINET – 9TH DECEMBER 2020

SUBJECT: CAR PARKING CHARGES

REPORT BY: INTERIM CORPORATE DIRECTOR OF COMMUNITIES

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1. PURPOSE OF REPORT

- 1.1 To update Cabinet on the latest position with the Economic impact on town centres caused by the coronavirus pandemic and to recommend further free car parking to support the local economy,

2. SUMMARY

- 2.1 Many businesses within the County Borough have faced significant challenges as a result of Covid-19 and the lockdown and/or trading restrictions that have resulted. This includes many town centre businesses and particularly the town centre hospitality sector.
- 2.2 Supporting town centres is a key feature of the Council's over-arching regeneration strategy (A Foundation for Success) and the Area Regeneration Masterplans that sit under the over-arching strategy.
- 2.3 Recent Welsh Government announcements on restrictions for the hospitality sector have placed further pressure on the high street where the economic position remains extremely challenging.
- 2.4 On 17th June 2020 the Chief Executive, in consultation with the Leader, Cabinet Members and Acting Section 151 Officer took a delegated powers decision to temporarily suspend car parking charges until 31st December 2020 as part of the Covid economic recovery plan.
- 2.5 In light of the continued economic challenges and continued imposition of trading restriction this report therefore seeks urgent Cabinet approval to further extend the temporary suspension of car parking charges until 31st March 2021.

3. RECOMMENDATIONS

- 3.1 Cabinet is asked to approve a further extension of the temporary suspension of car parking charges until 31st March 2021 subject to further review at that time.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To support the Authority's local town centre economy in the current, challenging economic climate and to support local residents in "staying local" for shopping and routine daily exercise.

5. THE REPORT

- 5.1 As outlined above, the economic climate remains extremely challenging for town centres and the continued use of lockdown and/or trading restrictions is contributing to the challenging economic trading conditions.
- 5.2 One of the key messages in the fight against Covid-19 has been "stay local" which equally applies to shopping and routine, daily exercise. This latter element is crucial to maintaining the mental and physical well being of our residents in these current circumstances.
- 5.3 One of the key ways in which the Authority can assist in supporting this "stay local" message is to reduce the financial burden on residents by continuing to offer free car parking at its town centre car parks and country parks.
- 5.4 The Authority has already committed to offer free car parking until 31st December 2020 but given events of the last week (Welsh Government imposition of further trading restrictions) and the prospect of additional restrictions immediately after Christmas then it is clear that this period should be extended.
- 5.5 A Scrutiny task and finish group has been considering car parking but its findings are not due to be reported to Cabinet until January 2021 (after full joint Scrutiny consideration on 15th December). The latest Welsh Government announcements and relatively short time remaining before Christmas therefore require consideration of the temporary free parking extension in advance of the final sign-off of the Scrutiny task and finish work.

6. ASSUMPTIONS

- 6.1 The report has assumed that the challenging economic climate for businesses and residents will last into the first quarter of 2021.

7. LINKS TO RELEVANT COUNCIL POLICIES

- 7.1 The report links to a number of corporate well-being objectives, namely.
- Objective 2 – Enabling employment.
 - 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 5 – Support citizens to remain independent and improve their well-being.

8. WELL-BEING OF FUTURE GENERATIONS

8.1 Economic Recovery contributes to the Well-being objectives as set out above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act and it is aimed at improving the economic, environmental, social and cultural well-being and recovery of the area.

8.2 As such it aligns with the following well-being goals:

- A Prosperous Wales – Providing more jobs and housing in the area will create more wealth for the local population.
- A Resilient Wales – Providing additional and more diverse employment will make the area more resilient to external economic factors.
- A Wales of Cohesive Communities – providing local employment and more diverse will help to stabilise and develop local communities and prevent outmigration.

8.3 The report recommendations are consistent with the five ways of working as defined within the sustainable development principle in the Act. The five ways of working of the sustainable development principle, listed in the Act are:

- Long Term – The importance of balancing short-term needs with the need to safeguard the ability of future generations to meet their long-term needs;
- Prevention - How acting to prevent problems getting worse, may help public bodies meet their objectives;
- Integration – Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies;
- Collaboration – Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives;
- Involvement – The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.

9. EQUALITIES IMPLICATIONS

9.1 There are no equalities implication arising from the report.

10. FINANCIAL IMPLICATIONS

10.1 The continued provision of free car parking results in loss of income of circa £50,000 per month from town centre car parks and £10,000 per month from Country Parks.

10.2 The extension of free parking for the period 01/01/2021 to 31/03/2021 will therefore result in lost income of circa £180,000.

10.3 The loss of income is not eligible for funding through the WG Covid-19 Hardship Fund as the waiving of the charges is deemed to be a local decision. The lost income

will therefore need to be absorbed within existing core revenue budgets.

11. PERSONNEL IMPLICATIONS

11.1 There are no personnel implications associated with this report.

12. CONSULTATIONS

12.1 The report reflects the view of the listed consultees.

13. STATUTORY POWER

13.1 Local Welsh Government Act 2000. This is a Cabinet function.

14. URGENCY (CABINET ITEMS ONLY)

14.1 Due to the fact that the recommendation within the report will need to be implemented urgently, by 1st January 2020, the decision of Cabinet, if taken, will not be subject to call-in. The Mayor has agreed that the decision proposed is reasonable and should be treated as a matter of urgency. The decision will be reported to the next meeting of the Council.

Author: Mark S Williams, Interim Corporate Director of Communities

Consultees: Councillor Sean Morgan, Cabinet Member for Economy & Enterprise
Councillor John Ridgewell, Cabinet Member for Environment & Infrastructure
Robert Tranter, Head of Legal Services and Monitoring Officer
Stephen Harris, Head of Financial Services & S151 Officer
Marcus Lloyd, Head of Infrastructure
Rhian Kyte, Head of Regeneration and Planning
Councillor Tudor Davies, Chair of Environment & Sustainability Scrutiny
Councillor Adrian Hussey, Vice Chair of Environment & Sustainability Scrutiny
Councillor Andrew Whitcombe, Chair of Housing & Regeneration Scrutiny
Councillor Christine Forehead, Vice Chair of Housing & Regeneration Scrutiny
Councillor Rob Gough, Chair of Scrutiny Car Parking Task & Finish Group
Councillor Denver Preece, Vice Chair of Scrutiny Car Parking Task & Finish Group
Cath Forbes Thompson, Scrutiny Manager

Background Papers:

Council 6th October 2020 – Report on “Decisions taken by the Chief Executive During the Pandemic”.



CABINET – 9TH DECEMBER 2020

**PUBLIC INTEREST TEST – EXEMPTION FROM DISCLOSURE OF DOCUMENTS
PARAGRAPHS 12 & 14 SCHEDULE 12A LOCAL GOVERNMENT ACT 1972**

**SUBJECT: EXTENSION TO FLEXIBLE RETIREMENT DUE TO EXCEPTIONAL
CIRCUMSTANCES – CAERPHILLY HOMES**

REPORT BY: HEAD OF LEGAL SERVICES & MONITORING OFFICER

I have considered grounds for exemption of information contained in the report referred to above and make the following recommendations to the Proper Officer: -

EXEMPTIONS APPLYING TO THE REPORT:

Paragraph 12 – information about an individual and paragraph 14 - Information relating to the financial or business affairs of any particular person.

FACTORS IN FAVOUR OF DISCLOSURE:

There is a public interest in the way in which the Council manages its workforce.

PREJUDICE WHICH WOULD RESULT IF THE INFORMATION WERE DISCLOSED:

The report contains details of an individual and their financial affairs.

MY VIEW ON THE PUBLIC INTEREST TEST IS AS FOLLOWS:

That paragraphs 12 and 14 should apply. I am mindful of the need to ensure the transparency and accountability of public authorities for decisions taken. However, disclosure of the information contained in the report could prejudice the individual, the subject of the report.

On that basis I feel that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider these factors when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.

RECOMMENDED DECISION ON EXEMPTION FROM DISCLOSURE:

On the basis set out above I feel that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, and that the report should be exempt.

Signed:

Dated: 1st December 2020

Post:

HEAD OF LEGAL SERVICES & MONITORING OFFICER

I accept/~~do not~~ the recommendation made above.

Signed:

Proper Officer

Date: 1st December 2020

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Agenda Item 10

By virtue of paragraph(s) 12, 14 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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