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For all enquiries relating to this agenda please contact Emma Sullivan
(Tel: 01443 864420 Email: sullie@caerphilly.gov.uk)

Date: 24th February 2021

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Dear Sir/Madam,

A digital meeting of **Council** will be held via Microsoft Teams on **Tuesday, 2nd March, 2021** at **5.00 pm** to consider the matters contained in the following agenda.

Yours faithfully,

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

Christina Harrhy
CHIEF EXECUTIVE

AGENDA

Pages

- 1 To receive apologies for absence.
- 2 Mayor's Announcements.
- 3 To receive petitions under Rule of Procedure 28(3).
- 4 Presentation of Awards.

A greener place Man gwyrddach



5 Declarations of Interest.

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

To approve and sign the following minutes: -

- 6 Council held on 19th January 2021. 1 - 8

To receive and consider the following reports: -

- 7 Publication of the Pay Policy Statement 2021/22. 9 - 32
- 8 Changes to the constitution to reflect the inclusion of the Socio-economic duty in the report template. 33 - 58
- 9 Caerphilly Wellbeing and Place Shaping Frame Work. 59 - 76

Circulation:

All Members And Appropriate Officers

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Agenda Item 6



COUNCIL

MINUTES OF THE MEETING HELD VIA MICROSOFT TEAMS, ON TUESDAY 19TH JANUARY 2021 AT 5.00PM

PRESENT:

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

Councillors:

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

Together with:-

C. Harray (Chief Executive), R. Tranter (Head of Legal Services and Monitoring Officer) D. Street (Corporate Director Social Services), M.S. Williams (Interim Corporate Director of Communities), S. Harris (Head of Financial Services and Section 151 Officer), L. Lane (Head of Democratic Services and Deputy Monitoring Officer), R. Kyte (Head of Planning and Regeneration), R. Thomas (Planning Manager), S. Pugh (Head of Communications), L. James (Principal Planner), D. Lucas (Team Leader Strategic Development), I. Mullis (Principal Planner) and E. Sullivan (Senior Committee Services Officer).

IN MEMORIAM

The Mayor with sadness advised that since the last meeting of Council, Councillor John Roberts has lost his partner Menna and Mrs J. Thomas, PA to the Civic Office had also lost her husband Wayne. Council held a minute's silence as a sign of respect.

WEB-CASTING FILMING AND VOTING ARRANGEMENTS

The Chief Executive reminded those present that the meeting was being filmed but would not be live streamed, however a recording would be available following the meeting via the Council's website – [Click Here to View](#). She advised that decisions would be made by Microsoft Forms.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J. Bevan, N. Dix, C. Elsbury, E. Forehead, D. Hardacre, D. Harse, M. James, G. Oliver, J. Roberts, J. Scriven, G. Simmonds, T. Williams and R. Edmunds (Corporate Director Education and Corporate Services).

2. MAYOR'S ANNOUNCEMENTS

The Mayor referred to her recent visits and her attendance at a banner unveiling which declared Caerphilly as an honorary Quidditch Town, she was accompanied by 2 Primary School Pupils who were avid Harry Potter fans. The Mayor advised that along with Cllr Shayne Cook she had taken part in a video highlighting this year's Operation Santa Appeal and thanked all those who played a part in making it such a success under such difficult circumstances. Finally, the Mayor, congratulation to G. Price of Markham, on becoming Darts World Champion.

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

There were no petitions received.

4. PRESENTATION OF AWARDS

Council were advised of a major national award achieve by the Communications Team at the recent *Public Service Communications Excellence Awards*. The team won the prestigious Gold Award for the impressive work they have been doing to promote and encourage take up of our Free School Meal service since the start of lockdown.

Council congratulated Steve Pugh, Sarena Ford and their colleagues for this outstanding achievement.

5. DECLARATIONS OF INTEREST

Councillor B. Miles declared a personal interest in relation to Agenda Item No. 12 – Regional Technical Statement for the South Wales Regional Aggregate Working Party (SWRAWP), Second Review – in that a family member is landlord to a quarry business within the region.

6. COUNCIL – 17TH NOVEMBER 2020

Subject to an amendment in that Councillor J.E. Fussell was noted in the minutes of the meeting held on the 17th November 2020 as being present at the meeting but had given apologies the minutes were approved as a correct record by the majority present.

RESOLVED that the minutes of the meeting held on 17th November 2020 be approved as a correct record.

7. SPECIAL COUNCIL – 24TH NOVEMBER 2021

RESOLVED that the minutes of the special meeting held on the 24th November 2020 be approved as a correct record.

8. TO RECEIVE AND TO ANSWER QUESTIONS RECEIVED UNDER RULE OF PROCEDURE 10(5)

Question to the Cabinet Member for Learning and Achievement Cllr R. Whiting from Councillor K. Etheridge.

It is now 10 months into the pandemic, how confident are you, that our education live lesson learning – ‘blending learning’ initiative across the county borough is providing equal opportunities, no inequalities, engagement, staff support and access for all our pupils in Caerphilly with all schools and pupils engaged in the process?

Response from Councillor R. Whiting to Councillor K. Etheridge.

This pandemic has been a huge challenge for our schools and I would like to start by thanking all our school staff and education professionals for the incredible work they have done in responding to this pandemic, and for their commitment to identifying and meeting the diverse range of our learners’ needs.

While there has been some facilitation of live online learning where appropriate, high quality learning will depend upon matching the provision to the diverse needs of the child or young person. One size does not fit all, and it is important for schools to employ a broad range of techniques and tools, just as they do in the classroom.

To meet this challenge, schools have been actively developing their learning offer and investing in appropriate professional learning and training for teachers, in addition to the right resources, to ensure the highest possible impact for pupils.

Weekly meetings are held between Head Teachers, the Local Authority and the Education Achievement Service to identify priority areas for support. A working group has also been established to support the provision and use of technology in remote learning.

The Local Authority and the EAS have worked with schools to support this development with several key investments.

For example:

- We have installed publicly available WiFi across our schools; improved internet connections in classrooms and upgraded broadband connection speeds to ensure that blended and distance learning materials can be accessed on site under supervision, such as is currently the case with vulnerable and key worker children.
- The ‘Stay Safe, Stay Learning’ initiative to upgrade devices for use by digitally excluded learners as well as providing hundreds of free to use MiFi devices for those without home broadband.
- The distribution of over 1,300 devices to secondary schools in the Autumn to help pupils’ access and engage in online learning, and the procurement of around 7,700 Chromebooks through the EdTech programme, which are now available to schools to boost access.
- Funding of £300k to secondary schools so they can purchase core textbooks and revision guides for our 4,000 KS4 learners.

The EAS have published a detailed guide to blended learning on their website which sets out the wide range of tools and techniques that schools can deploy and have helped share examples of good practice. They have also developed a dedicated support website and blended learning toolkit for parents and carers.

In September they held a seminar on blended learning for Education Scrutiny Committee Members, and this could be re-run for all elected members if this would be helpful.

In short, I am confident that these actions being taken by our schools, the EAS and our expert education staff have promoted continuity, parity and equality of learning for our pupils through this difficult time.

That being said, if a parent or carer has concern about the provision their child is receiving, it is important that these concerns are shared and discussed in the most appropriate place - the individual school - in the first instance.

9. COUNCIL TAX REDUCTION SCHEME 2021/22

Consideration was given to the report which sought Council approval to continue a Council Tax Reduction Scheme for the 2021/22 financial year on the same basis as the scheme used in 2020/21 along with the previously agreed local discretions.

Council noted that it is a formal requirement to approve a Council Tax Reduction Scheme on an annual basis.

Having been fully considered it was moved and seconded that for the reasons given in the Officers report the recommendations contained therein be approved and by way of Microsoft Forms and verbal confirmation this was unanimously agreed.

RESOLVED that the current Council Tax Reduction Scheme continue for the 2021/22 financial year along with previously agreed local discretions.

10. 2ND REPLACEMENT CAERPHILLY COUNTY BOROUGH LOCAL DEVELOPMENT PLAN UP TO 2035 – DRAFT DELIVERY AGREEMENT

Consideration was given to the report which sought Council approval to consult on the 2nd Replacement Caerphilly County Borough Local Development Plan up to 2035, Draft Delivery Agreement for nine weeks, commencing Monday 25th January 2021 and concluding Monday 29th March 2021.

Council noted the impact that the unprecedented circumstances surrounding COVID-19 had on the process which had resulted in the cancellation of the original six-week consultation. Due to continuing restrictions it was now proposed to hold the consultation over a nine-week consultation to allow more time for engagement in the process.

Having been fully considered it was moved and seconded that for the reasons given in the Officers report the recommendations contained therein be approved and by way of Microsoft Forms and verbal confirmation this was unanimously agreed.

RESOLVED that: -

- (i) the Draft Delivery Agreement be approved for consultation.
- (ii) the Draft Delivery Agreement now be subject of a nine-week consultation period commencing Monday 25th January 2021 and concluding Monday 29th March 2021.

11. CAERPHILLY COUNTY BOROUGH COUNCIL LOCAL DEVELOPMENT PLAN – HOUSING DELIVERY STATEMENT

Consideration was given to the report which had been previously presented to the Planning Committee on the 2nd December 2020 and sought Council approval to adopt the Housing

Delivery Statement and its recommendations as the basis for forming future planning decisions by this Local Planning Authority.

Members acknowledged and very much supported the need for housing, but that development should not be at the expense of green-field sites and that brown-field sites should be explored and developed first. Clarification was sought in relation to paragraph 5.6 of the Statement. Officers explained that the sites referenced within the statement reflected those that have benefit of planning permission and would deliver a large number of units over the next few years, however even with these sites the forecast for completions for 2020/21 were anticipated to remain well below the annual average requirement. The Officer confirmed that some of the applications referred to in the question had been won on appeal and that any future applications would have to be considered when they are submitted on their individual merits.

Having fully considered the report it was moved and seconded that for the reasons given in the Officer's report the recommendation contained therein be approved and by way of Microsoft Forms and in noting there was 1 against and 3 Abstentions this was agreed by the majority present.

RESOLVED that: -

- (i) the comments of the Planning Committee be noted.
- (ii) The Housing Delivery Statement and its recommendation be endorsed as the basis for informing future planning decisions by the Local Planning Authority.

12. REGIONAL TECHNICAL STATEMENT FOR THE SOUTH WALES REGIONAL AGGREGATE WORKING PARTY (SWRAWP), SECOND REVIEW

Councillor B. Miles declared a personal interest only in that a family member operated a quarry within the region area.

Consideration was given to the report which sought Council endorsement of the Regional Technical Statement 2nd Review as required by Minerals Technical Note (MTAN) 1: Aggregates.

Members noted that Welsh Government had default powers to intervene in the mineral's apportionment process as a last resort and clarification was sought as to the likelihood of this happening. Officers confirmed that this would be highly unlikely and that generally speaking Local Authorities agreed the statement amongst themselves as part of the examination process for LDPs.

Clarification was sought various category levels of quarry's and whether closed quarries could be brought back into use. The Officer confirmed that were different levels such as active, inactive, dormant and closed and although it was possible for dormant or inactive quarries to come back into use this would only be after stringent conditions and reviews had been met.

Following consideration of the report it was moved and seconded that the recommendation contained therein be approved and by way of Microsoft Forms and verbal confirmation this was unanimously agreed.

RESOLVED that the RTS 2nd Review as required by Minerals Technical Advice Note (MTAN) 1: Aggregates be endorsed.

13. PUBLIC SERVICES OMBUDSMAN FOR WALES ANNUAL LETTER 2019/2020

Consideration was given to the report which presented the Public Services Ombudsman for Wales Annual Letter for 2019/20.

Having fully considered its content the report was noted.

RESOLVED that the report be noted.

14. INDEPENDENT RENUMERATION PANEL FOR WALES: SUPPLEMENTARY REPORT ON THE PRINCIPLES IN RESPECT OF THE REIMBURSEMENT OF COSTS OF CARE

Consideration was given to the report which sought Council endorsement of the principles contained therein and authorisation for the Head of Democratic Services to update the Members Schedule of Remuneration to reflect the provisions of the Supplementary Report as necessary in consultation with the Chair and Vice Chair of the Democratic Services Committee.

It was noted that the report had previously been presented to the Democratic Services Committee who had unanimously noted and supported the principles set out in the Supplementary Report.

Having been moved and seconded for the reasons given the Officers report the recommendations contained therein be approved and by way of Microsoft Teams and verbal confirmation this was unanimously agreed.

RESOLVED that: -

- (i) the principles set out within the Supplementary Report be endorsed and implemented.
- (ii) the Head of Democratic Services be authorised to update the Members Schedule of Remuneration to reflect the provisions of the Supplementary Report as necessary in consultation with the Chair and Vice Chair of the Democratic Services Committee.

15. CAR PARKING CHARGES

The Mayor confirmed that the report was considered as an urgent item by Cabinet on 9th December 2020 and under the requirements of the Constitution any decision taken as a matter of urgency must be reported to the next available meeting of Council, giving the reasons for its urgency. Therefore, Council was asked to note the reasons for the report's urgency and the Cabinet Decision.

Members expressed thanks to the Car Parking Charges Task and Finish Group for all their work in this regard and recognised the efforts of Mrs Cath Forbes-Thompson, Scrutiny Manager. The benefits of free parking were acknowledged however it was noted that those working in town centres had taken advantage of this opportunity often to the detriment of shoppers. Reference was made to the provision of new parking meters and if these could be programmed to offer pre-set limited free parking hours. Officers confirmed that the new machines had been ordered but unfortunately did not know their exact calibration capacity but would provide an update to Members following the meeting.

Clarification was sought as to whether there was potential for the current arrangements to be extended particularly as the full impact of COVID on town centre business was still unknown. Members were assured that this would be monitored until the end of the financial year and could be reviewed then to ascertain the best way forward.

The report was so noted.

The meeting closed at 18:15pm

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 2nd March 2021.

MAYOR

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COUNCIL – 2ND MARCH 2021

SUBJECT: PUBLICATION OF THE PAY POLICY STATEMENT 2021 / 22

REPORT BY: LYNNE DONOVAN, HEAD OF PEOPLE SERVICES

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1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to seek approval from Council for the publication of the Authority's Pay Policy Statement 2021 / 22.

2. SUMMARY

- 2.1 The Pay Policy Statement attached at Appendix 1 contains the full details of the remuneration position for the Council for 2021 / 22. It is a statement of fact.
- 2.2 It is a legislative requirement that this information is published on an annual basis by 31st March each year, once agreed by Council.
- 2.2 The Pay Policy Statement will be published on the Council's Website and will be available for access by members of the public.

3. RECOMMENDATIONS

- 3.1 Council is asked to agree:
 - 3.1.1 The attached Pay Policy Statement 2021 / 22 (Version 10) for publication on the Council's website.
 - 3.1.2 The payment of the Foundation Living Wage hourly rate of £9.50 with effect from 1st November 2020.
 - 3.1.3 That all future nationally agreed increases to the Foundation Living Wage hourly rate be paid automatically

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 The recommendations ensure that the Council complies with legislative requirements by the publication of the Pay Policy 2021 / 22. The recommendations also ensure that

the Council's commitment to pay the Foundation Living Wage rate continues and at the relevant increased rates.

5. THE REPORT

- 5.1 Since 2012, Local Authorities in England and Wales have been required to publish an annual pay policy statement in accordance with the Localism Act 2011 detailing:
- a) The Council's policies towards all aspects and elements of the remuneration of Chief Officers (Chief Officers are as defined in para 5.1 of this policy);
 - b) The approach to the publication of, and access to, information relating to all aspects of the remuneration of Chief Officers;
 - c) The Council's policy on the remuneration of its lowest paid employees (including the definition adopted and reasons for it);
 - d) The relationship between the remuneration of its Chief Officers and other employees.
- 5.2 Further guidance has been issued since this date and in December 2016, the Staff Commission published "Advice and guidance on the Welsh Government Framework on 'Transparency of Senior Remuneration in the Devolved Welsh Public Sector'". This guidance replaced any previous guidance issued under section 40 of the Localism Act 2011.
- 5.3 The provisions which relate to Pay Policy Statement only apply to employees directly appointed and managed by the Council. Employees who are appointed and managed by schools are, therefore, not required to be included within the scope of Pay Policy Statement. This reflects the unique employment legislation position whereby all schools' employees are employed by the Local Authority, but decisions about the appointment and management of such employees are mostly discharged by Head Teachers / Governing Bodies, as appropriate.
- 5.4 The Pay Policy Statement attached at Appendix 1 contains the full details of the remuneration position for the Council for 2021 / 22 that are required to be published under legislation. It is a statement of fact.
- 5.5 There is a legislative requirement that the Pay Policy Statement is published on an annual basis by 31st March each year, once agreed by Council.
- 5.6 The Pay Policy Statement will be published on the Council's Website, and will be available for access by members of the public.
- 5.7 The Hutton Review - "Review of Fair Pay in the Public Sector" (2010) – highlighted issues around Senior Pay, and the relativities with others in the organisation. The Policy Statement publishes these relativities, and CCBC is well within the advisory guidelines provided.
- 5.8 The Council pays the Foundation Living Wage rate. The previous rate was £9.30 per hour as covered in last year's Pay Policy. With effect from the 1 November 2020, this rate increased to £9.50 per hour. This report requests that Council agrees to pay that increase in hourly rate from the effective date and also any future increases to the hourly rate.

5.9 **Conclusion**

The Council has a legal requirement to publish a Pay Policy Statement by 31st March each year. The Pay Policy statement attached at Appendix 1 is a statement of fact of remuneration at the time of agreement by Council. National pay awards for 2021 / 22 are still subject to negotiation.

6. **ASSUMPTIONS**

6.1 There are no assumptions made within this report.

7. **LINKS TO RELEVANT COUNCIL POLICIES**

7.1 The remuneration of employees is an integral feature of our People Management Strategy and frameworks and is a fundamental feature of the employment relationship.

7.2 **Corporate Plan 2018-2023.**

The Pay Policy contributes towards or impacts the Corporate Well-being Objectives, as detailed below:

Objective 2 - Enabling employment

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

8.1 Having considered the five ways of working, the pay and grading structure contributes to the following Well-being Goal:

- A more equal Wales.

8.2 Payment of the Foundation Living Wage rate illustrates the Council's commitment to the prevention of poverty.

9. **EQUALITIES IMPLICATIONS**

9.1 There are no equalities implications, as the Pay Policy Statement 2021 / 22 is a statement of the remuneration arrangements with effect from 1st April 2021; therefore no specific Equalities Impact Assessment has been undertaken. All matters relating to pay and changes to terms and conditions are assessed for equalities issues prior to implementation.

9.2 In determining the pay and remuneration of all of its employees, the Council complies with all relevant employment legislation.

10. **FINANCIAL IMPLICATIONS**

10.1 Salaries are accounted for within core service revenue budgets. The national pay awards are still subject to agreement. Any increase in salaries will need to be funded

form the Council's Revenue Budget.

11. PERSONNEL IMPLICATIONS

11.1 The personnel implications are included in the report.

12. CONSULTATIONS

12.1 All consultation responses have been reflected in this report.

13. STATUTORY POWER

13.1 Local Government Act 1972
Localism Act 2011
Local Government (Wales) Measure 2011
Local Government (Wales) Act 2015
The Council's Constitution

Author: Lynne Donovan, Head of People Services

Consultees: Cllr Philippa Marsden, Leader
Cllr Sean Morgan, Deputy Leader and Cabinet Member for Economy & Enterprise
Cllr Colin Gordon, Cabinet Member for Corporate Services
Corporate Management Team
Stephen Harris, Head of Financial Services & S151 Officer
Robert Tranter, Head of Legal Services and Monitoring Officer
Lisa Downey, HR Service Manager
Shaun Watkins, HR Service Manager

Appendices:

Appendix 1 Pay Policy Statement 2021 / 22 (Version 10)

Pay Policy Statement

Version:	Version 10
Policy Ratified by:	Council
Date:	2 March 2021
Area Applicable:	All Caerphilly employees (including Agency Workers) except School contracted employees.
Review Year	Financial Year 2021 - 2022
Impact Assessed	Yes



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1. Introduction & Purpose

- 1.1 Under Section 112 of the Local Government Act 1972 the Council has the power 'to appoint officers on such reasonable terms and conditions as the Authority thinks fit'. This Pay Policy statement sets out Caerphilly CBC's approach to Pay Policy in accordance with the requirements of Section 38 to 43 of the Localism Act 2011. This requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement for 2012 / 2013 and for each financial year after that, detailing:
- a) The Council's policies towards all aspects and elements of the remuneration of Chief Officers (Chief Officers are as defined in para 5.1 of this policy);
 - b) The approach to the publication of, and access to, information relating to all aspects of the remuneration of Chief Officers;
 - c) The Council's policy on the remuneration of its lowest paid employees (including the definition adopted and reasons for it);
 - d) The relationship between the remuneration of its Chief Officers and other employees.
- 1.2 Guidance regarding these matters was issued by Welsh Government and, in accordance with section 40 (2) of the Act, Local Authorities in Wales were required to have regard to this Guidance when performing their functions in preparing and approving Pay Policy statements. In December 2015, Welsh Government also published a framework document that set out a common set of high level principles and minimum standards for reporting arrangements of senior remuneration within the Welsh public sector (including local authorities).
- 1.3 In December 2016, the Staff Commission published "Advice and guidance on the Welsh Government Framework on 'Transparency of Senior Remuneration in the Devolved Welsh Public Sector'". This guidance replaced any previous guidance issued under section 40 of the Localism Act 2011.
- 1.4 Welsh Government also issued further guidance in December 2020 entitled "Pay Accountability in local government. What to include in local authority annual pay policy statements".
- 1.5 This is an update to the previous Pay Policy statement first issued in June 2012, and last updated with Council approval on 3 March 2020. This statement will come into immediate effect once fully endorsed by Council at its meeting on the 2 March 2021.
- 1.6 This pay policy statement needs to be placed in context. Caerphilly County Borough Council is a large complex organisation with a multi-million pound budget. CCBC year has a workforce of almost 8,300 employees and a combined revenue and capital budget for 2019/2020 of over £627.6 million. We are in addition the largest single employer based in the County Borough.
- 1.7 As an employer we have a very wide range of functions and are responsible for the provision of many essential services at a local level. The general approach to employee remuneration levels may therefore differ from one group of employees to another to reflect specific circumstances at a local, Welsh or UK national level. The approach also needs to be flexible when required to address a variety of changing circumstances, whether foreseeable or not.

2. Legislative Framework

- 2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favorable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations.
- 2.2 With regard to the Equal Pay requirements contained within the Equality Act 2010, the Council aims to ensure there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation

mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.

3. Scope of the Pay Policy

- 3.1 The Localism Act 2011 requires local authorities to develop and make public their Pay Policy on all aspects of Chief Officer remuneration (including on ceasing to hold office), and also in relation to the “lowest paid” in the Council, explaining their Policy on the relationship between remuneration for Chief Officers and other groups.
- 3.2 The provisions in the Localism Act 2011 which relate to Pay Policy statements only apply to employees directly appointed and managed by the Council. Employees who are appointed and managed by school Head Teachers/Governing Bodies are, therefore, not required to be included within the scope of Pay Policy statements. This reflects the unique employment legislation position whereby all schools employees are employed by the Local Authority but decisions about the appointment and management of such employees are mostly discharged by Head Teachers/Governing Bodies, as appropriate.

4. Pay Structure and Arrangements

- 4.1 Caerphilly utilizes the Greater London Provincial Council (GLPC) Job Evaluation process, and uses the nationally negotiated pay spine referred to as the National Joint Council (NJC) for Local Government Services, as the basis for its local grading structure. Our localised Pay & Grading structure was achieved through a collective agreement with the Trade Unions, and implemented with effect from the 1st of April 2009. The Pay & Grading structure has been updated, through a collective agreement with the Trade Unions as a result of the NJC’s pay award for 2020/2021. In terms of Chief Officers, the council uses the Hay Job Evaluation process which allows the posts to be effectively benchmarked against the internal and external markets, as approved by Cabinet in 2004. These determine the salaries of the large majority of the non teaching workforce, together with the use of other nationally defined rates where relevant.
- 4.2 The Council employs Chief Officers under Joint Negotiating Committee (JNC) terms and conditions which are incorporated in their contracts. The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises and this Council will therefore pay these as and when determined in accordance with current contractual requirements.
- 4.3 The terms and conditions for Chief Executives are agreed by a separate body i.e. the Joint Negotiating Committee (JNC) for Chief Executives, which also negotiates on a national basis. Council, at the meeting held on 19th November 2019, agreed that all future nationally agreed pay awards for the Chief Executive would be approved automatically.
- 4.4 In addition to the NJC and JNC arrangements referred to above, the Council recognises other nationally negotiated arrangements including National Pay Grades under the Soulbury Agreement and the National Pay Grades under the JNC for Youth & Community Workers. The details of these scales are contained in Appendices A – D.
- 4.5 The Council also has in place local agreements achieved via collective agreements with the Trade Unions for these staff groups.
- 4.6 New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary, subject to the approval of Head of Service. From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent

evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector and is incorporated in the Market Supplements Policy.

Pay Supplements

- 4.7 All other pay related allowances are subject to either nationally or locally negotiated rates, that are determined in accordance with collective bargaining machinery and/or Council Policy. In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money against the ability to recruit and retain appropriately skilled and experienced employees that can deliver high quality services to the public.
- 4.8 The Council has committed itself to being a Living Wage Employer. The previous Living Wage rate was £9.30 per hour as covered in last year's Pay Policy. With effect from 1st November 2020 this rate was increased to £9.50 per hour. The Council will therefore continue to pay the difference between the relevant Spinal Column Point (NJC SCP's 1 and 2 are affected) as a supplement. This supplement is included in the hourly rate as pensionable pay. This is demonstrated in the Council's NJC pay scales as provided in Appendix A.

Honoraria / Acting Up arrangements

- 4.9 Periodically individuals may be assigned temporary duties or responsibilities over and above their normal role. The Council operates its Acting Up and Honoraria Schemes to ensure that individuals are appropriately remunerated in accordance with the evaluation policy that applies to their terms and conditions.

Early Retirement, Voluntary Severance & Redundancy

- 4.10 The Council has agreed policies in relation to Early Retirement by Mutual Consent, Redundancy and Voluntary Severance. Any cost to the Council for employees to leave its employment with unreduced access to pension (except for compulsory redundancy) must be agreed by the Pensions Compensation Committee i.e. the group of Elected Members with delegated powers to approve such payments. The schemes are in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 and Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007. All these Policies (except compulsory redundancy) are underpinned by the requirement for a robust business case which balances service delivery with cost and with Head of Service, Director, Section 151 Officer and Head of People Services approval. The Policies are all available on the HR Portal via the following links:

<http://sc-aptken1/KENTICO/Departments/HR/Policies-Procedures/Early-Retirement-By-Mutual-Consent-On-The-Grounds.aspx>

<http://sc-aptken1/KENTICO/Departments/HR/Policies-Procedures/Redundancy-Scheme.aspx>

<http://sc-aptken1/KENTICO/Departments/HR/Policies-Procedures/Voluntary-Severance-Scheme.aspx>

- 4.11 The Council is the major employer in the area. Indeed, a majority of the employees who work for the Council live within Caerphilly County Borough. As such, the Council must have regard to its role in improving the economic well-being of the people of the County Borough.
- 4.12 The availability of good quality employment on reasonable terms and conditions and fair rates of pay has a beneficial impact on the quality of life in the community as well as on the local economy. The Council also has a role in setting a benchmark on pay and conditions for other employers in the area for the same reasons.

4.13 The Council is committed to working in partnership with its recognised Trade Unions in relation to all pay and conditions of service matters. The 2009 and 2019 Collective Agreements to achieve our Pay & Grading Structures were achieved with the support of our Trade Union partners. We continue to review the impacts of the Medium Term Financial Plan on our workforce.

Mileage

4.14 The mileage rate is currently 45p per mile in accordance with the HMRC approved exempt amount.

5. Chief Officer Remuneration

5.1 Definitions of Chief Officer / Pay Levels

5.1.1 For the purposes of this Pay Policy statement, "Chief Officers" are as defined within Section 43 of the Localism Act. The table below details the current numbers of Chief Officers:

Post Title	Number of posts
Chief Executive	1
Director	3
Head of Service	13 (12 x Grade A 1 x Grade B)

N.B. There are also 3 Hay Grade B posts that are not designated as Heads of Service.

5.1.2 The gender make up of the Chief Officers is 7 females and 10 males.

5.1.3 At the meeting held on 19th November 2019, Council agreed the recruitment to the post of Chief Executive on a permanent basis on a spot salary of £140,000 per annum. This has now been subject to a national pay award with effect from 1st April 2020.

5.1.4 The pay structure for Chief Officers is as follows:-

- Corporate Directors - The salary of the post falls within a range of four incremental points between £117,115 rising to a maximum of £130,128 per annum;
- Heads of Service (Band A) - The salary of the post fall within a range of four incremental points between £89,391 rising to a maximum of £99,323 per annum
- Heads of Service (Band B) - The salary of the post fall within a range of four incremental points between £69,071 rising to a maximum of £76,747 per annum
- No bonus or performance-related pay mechanism is applicable to any Chief Officers' pay.

5.1.5 As per the decision at Council on 17th January 2013, the higher band A+ was not been used during the period of the previous administration and neither was the issue of Chief Officer pay revisited. It has not been reviewed since that administration period has passed and any future proposals in relation to Chief Officer pay would require a decision by Full Council.

5.2 Recruitment of Chief Officers

5.2.1 The Council's Policy and Procedures with regard to the recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in Part 4 of the Council's Constitution.

- 5.2.2 The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant Council policies in place at the time of recruitment.
- 5.2.3 Where the Council is unable to recruit a Chief Officer under a contract of service, or there is a need for support for a specific project or to provide cover for a vacant substantive Chief Officer post, the Council will, where necessary, consider engaging individuals under “contracts for service”. These will be sourced through a relevant procurement process (in accordance with standing orders and financial regulations), ensuring the Council is able to demonstrate value for money from competition in securing the relevant service. There are however no current examples of this arrangement.
- 5.2.4 Welsh Government recommends in addition to agreeing the parameters for setting the pay of Chief Officers, full Council should be offered the opportunity to vote on large salary packages that are to be offered in respect of new appointments in accordance with their agreed pay policy statements. The Welsh Ministers consider £100,000 is the right level for that threshold.
- 5.2.5 For this purpose, salary packages should be consistent with the categories defined for remuneration in the Accounts and Audit (Wales) Regulations 2014. This will include salary, bonuses, fees, allowances routinely payable, any expenses allowance chargeable to UK income tax, the relevant authorities’ contribution to the officer’s pension and any other benefits in kind to which the officer is entitled as a result of their employment.
- 5.2.6 There is a requirement to specifically consult the Independent Remuneration Panel on any intention to change the salary of the Head of Paid Service (in our case the Chief Executive) or Chief Officers that are not in keeping with changes applied to other officers of the authority. The Council is then required to give due regard to their recommendations on the salary of the Head of Paid Service or Chief Officer prior to considering any changes.

5.3 Additions to Salary of Chief Officers

- 5.3.1 In addition to basic salary, set out below are details of other elements of Chief Officer remuneration:
- The Council pays a standard mileage rate of 45p pence per mile to Chief Officers (consistent with all other employees) with effect from the 1 July 2015, where the Chief Officer uses their private vehicle on Council business. The Council also reimburses any other reasonable expenses, incurred by the Chief Officer on behalf of the Council whilst on Council business, on production of receipts and in accordance with JNC conditions and other local conditions
 - The cost of registration with a regulatory body if there is a requirement to be registered in order to practice and undertake their specific job role. This currently only applies to the post of Head of Legal Services & Monitoring Officer.
- 5.3.2 The Council has a statutory duty to appoint a Returning Officer for specified Elections and Referenda. The post of Chief Executive holds responsibility to be the Returning Officer for the Council for all Elections held within the County Borough. The Returning Officer is personally responsible for a wide range of functions in relation to the conduct of Elections and Referenda and is paid for discharging these functions in accordance with prescribed fees. The prescribed fees for Caerphilly County Borough Elections are attached in Appendix F. Fees for other organisation's elections are not determined by or paid for by the Council, e.g. Welsh Government set the fees for their election etc. All the Returning Officer's payments in any election are publicised as part of the council accounts on an annual basis.

5.4 Payments on Termination

- 5.4.1 The Council's approach to statutory and discretionary payments on termination of employment of Chief Officers, prior to reaching normal retirement age, is set out within its policy statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 [and if adopted] Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007. For clarity the Authority does not provide any augmentation ("added years") of pension, in its payments on termination.
- 5.4.2 Any other payments falling outside the provisions or the relevant periods of contractual notice shall be subject to a formal decision made in accordance with the Scheme of Delegation as contained within the Council's Constitution.
- 5.4.3 Full Council will be required to approve any severance package in excess of the current threshold determined by Welsh Ministers at £100,000. Members will be advised of any contractual or statutory elements of the severance package, along with the consequences of withholding these from an employment law context.

6. Publication

- 6.1 This is an update of the Pay Policy Statement. This statement will come into effect, once fully endorsed by Council in March 2021.
- 6.2 In addition, the Accounts and Audit (Wales) Regulations 2014 require the Authority to disclose the following information in respect of remuneration in its annual Statement of Accounts:
- The number of employees whose remuneration, excluding pension contributions, was greater than £60,000
 - The remuneration and the components of remuneration for statutory chief officers and designated head of paid service who have responsibility for the management of the Authority
 - The total number and cost of exit packages
 - The remuneration ratio between the Chief Executive and the median remuneration of all employees.

7. Pay Relativities within the Council

- 7.1 The "lowest paid" persons employed under a contract of employment with the Council are employed at the new Living Wage (Foundation) rate of £9.50 per hour. All roles within our grading structure previously paid in accordance with the spinal column point 1 (SCP 1) and spinal column point 2 (SCP 2) of the NJC pay spine for Local Government Services employees, receive a supplement to make the rate £9.50 per hour. As at 1 November 2020, this is £18,328 (Full Time Equivalent Earnings) per annum for a 37 hour standard working week
- 7.2 The relationship between the rate of pay for the "lowest paid" employees and the Council's Chief Officers is regulated by the processes used for determining pay and grading structures as set out in this Pay Policy Statement.
- 7.3 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton "Review of Fair Pay in the Public Sector" (2010).

- 7.4 Will Hutton was asked by the UK Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organization. Hutton concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between the highest rate of pay and the median average pay of the whole of the Council's workforce (but excluding teachers and other employees appointed and managed by schools, in the case of local authorities).
- 7.5 The salary utilised for the Chief Executive calculations of all the pay multiple data is £143,850 i.e. the salary of the Chief Executive.

Pay Multiple Data

The data for the Authority is contained in the table below:

Salary Multiple	Ratio
the multiple between the annual salary of the lowest paid Council employee and the Chief Executive (full-time equivalent basis) as a ratio	1 : 8.02
the multiple between the annual salary of the lowest paid Council employee and the average Chief Officer (full-time equivalent basis) as a ratio	1 : 5.54
the multiple between median earning of Council employees and the Chief Executive (full-time equivalent basis) as a ratio	1 : 6.61
the multiple between median earning of Council employees and the average Chief Officer (fulltime equivalent basis) as a ratio	1 : 4.57

- 7.6 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available salary benchmarking information as appropriate.

8. Accountability and Decision Making

- 8.1 In accordance with the Constitution of the Council, the Chief Executive is responsible for decision-making in relation to the recruitment, pay (apart from those detailed in 8.2), conditions of service and severance arrangements for all employees of the Council, except Teachers, as their main pay and conditions of service are determined on a legislative basis by Welsh Government.

- 8.2 The Council will set remuneration for the Chief Executive and Chief Officers (as defined in paragraph 5.1.2).

- 8.3 The Council has established a delegated Sub Committee i.e. the Pensions Compensation Committee, to consider any requests by employees to leave the employment of the Council with unreduced access to pension with a cost to the Council (except compulsory redundancy), that are supported by the agreed business case process.

9. Re-Employment

- 9.1 No Chief Officer, or any other employee, who leaves the employment of the Council on the grounds of early retirement, severance or voluntary redundancy will be later re-employed as an employee of the Council or contracted under a "contract of service" (as per 5.2.3), without the express permission of the Chief Executive in consultation with the Cabinet Member for Corporate Services. Where the re-employment is regarding the post of the Chief Executive or a Chief Officer (as defined in paragraph 5.1.1), this decision will require full Council approval.

- 9.2 An exception to this occurs where an employee leaves under an agreed Flexible Retirement arrangement, where their ongoing employment is approved as part of the business case for release of accrued pension benefits.

10. Reviewing the Policy

- 10.1 This Pay Policy outlines the current position in respect of remuneration within the Council and it will be reviewed at least annually and reported to full Council, to ensure that it meets the principles of fairness, equality, accountability and value for money for the authority and its residents.

Appendix A NJC Pay Structure with effect from 1 April 2021

GRADE	SCP	1 April 20	Living Wage 1 Nov 20
Grade 1	1	£17,842	£18,328
Grade 2	2	£18,198	£18,328
Grade 3	3	£18,562	
	4	£18,933	
Grade 4	5	£19,312	
	6	£19,698	
Grade 5	7	£20,092	
	8	£20,493	
	9	£20,903	
	10	£21,322	
	11	£21,748	
Grade 6	12	£22,183	
	13	£22,627	
	14	£23,080	
	15	£23,541	
	16	£24,012	
	17	£24,491	
Grade 7	18	£24,982	
	19	£25,481	
	20	£25,991	
	21	£26,511	
	22	£27,041	
	23	£27,741	
Grade 8	24	£28,672	
	25	£29,577	
	26	£30,451	
	27	£31,346	
Grade 9	28	£32,234	
	29	£32,910	
	30	£33,782	
	31	£34,728	
Grade 10	32	£35,745	
	33	£36,922	
	34	£37,890	
	35	£38,890	
Grade 11	36	£39,880	
	37	£40,876	
	38	£41,881	
	39	£42,821	
Grade 12	40	£43,857	
	41	£44,863	
	42	£45,859	
	43	£46,845	

Notes: The Living Wage rate applies from 1st November 2020.

Appendix B Soulbury Pay Structure with effect from 1 April 2021

EDUCATIONAL PSYCHOLOGISTS – SCALE A		
Spine Point	Salary (from 1 Sep 2019)	Salary (from 1 Sep 2020)
1	£37,175	£38,197
2	£39,062	£40,136
3	£40,949	£42,075
4	£42,834	£44,012
5	£44,721	£45,951
6	£46,607	£47,889
7	£48,383	£49,714
8	£50,159	£51,538
9	£51,822*	£53,247*
10	£53,488*	£54,959*
11	£55,040*	£56,554*

Notes:

1. Pay scales to consist of 6 consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. * Extension to scale to accommodate structured professional assessment points.

SENIOR / PRINCIPAL EDUCATIONAL PSYCHOLOGISTS – SCALE B		
Spine Point	Salary (from 1 Sep 2019)	Salary (from 1 Sep 2020)
1	£46,607	£47,889
2	£48,383	£49,714
3	£50,159*	£51,538*
4	£51,822	£53,247
5	£53,488	£54,959
6	£55,040	£56,554
7	£55,678	£57,209
8	£56,869	£58,433
9	£58,050	£59,646
10	£59,251	£60,880
11	£60,428	£62,090
12	£61,628	£63,323
13	£62,849	£64,577
14	£64,029**	£65,790**
15	£65,266**	£67,061**
16	£66,490**	£68,318**
17	£67,723**	£69,585**
18	£68,954**	£70,850**

Notes:

1. Pay scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. * Normal minimum point for the Principal Educational Psychologist undertaking the full range of duties at this level.
3. ** Extension to range to accommodate discretionary scale points and structured professional assessments
4. Principals are paid on a 4 point scale 8 - 14 (this includes 3 spa points)

TRAINEE EDUCATIONAL PSYCHOLOGISTS		
Spine Point	Salary (from 1 Sep 2019)	Salary (from 1 Sep 2020)
1	£23,884	£24,541
2	£25,632	£26,337
3	£27,378	£28,131
4	£29,128	£29,929
5	£30,875	£31,724
6	£32,623	£33,520

ASSISTANT EDUCATIONAL PSYCHOLOGISTS		
Spine Point	Salary (from 1 Sep 2019)	Salary (from 1 Sep 2020)
1	£29,359	£30,166
2	£30,559	£31,399
3	£31,757	£32,630
4	£32,950	£33,856

EDUCATION IMPROVEMENT PROFESSIONALS		
Spine Point	Salary (from 1 Sep 2019)	Salary (from 1 Sep 2020)
1	£35,444	£36,419
2	£36,713	£37,723
3	£37,912	£38,955
4	£39,127	£40,203
5	£40,334	£41,443
6	£41,542	£42,684
7	£42,811	£43,988
8	£44,032*	£45,243*
9	£45,455	£46,705
10	£46,724	£48,009
11	£47,976	£49,295
12	£49,188	£50,541
13	£50,561**	£51,951**
14	£51,785	£53,209
15	£53,137	£54,598
16	£54,359	£55,854
17	£55,585	£57,114
18	£56,788	£58,350
19	£58,029	£59,625
20	£58,670***	£60,283***
21	£59,902	£61,549
22	£60,976	£62,653
23	£62,158	£63,867
24	£63,218	£64,956
25	£64,351	£66,121
26	£65,457	£67,257
27	£66,588	£68,419
28	£67,734	£69,597
29	£68,883	£70,777
30	£70,030	£71,956
31	£71,167	£73,124
32	£72,322	£74,311
33	£73,477	£75,498
34	£74,661	£76,714
35	£75,841	£77,927
36	£77,055	£79,174
37	£78,250	£80,402

38	£79,457	£81,642
39	£80,648	£82,866
40	£81,838	£84,089
41	£83,035	£85,318
42	£84,230	£86,546
43	£85,424	£87,773
44	£86,624	£89,006
45	£87,821	£90,236
46	£89,020	£91,468
47	£90,224	£92,705
48	£91,416****	£93,930***
49	£92,613****	£95,160***
50	£93,812****	£96,392***

*normal minimum point for EIP undertaking the full range of duties at this level.

**normal minimum point for senior EIP undertaking the full range of duties at this level.

***normal minimum point for leading EIP undertaking the full range of duties at this level.

**** extension to range to accommodate structured professional assessments.

Appendix C JNC Youth and Community Workers Pay Structure with effect from 1 April 2021

YOUTH AND COMMUNITY SUPPORT WORKER		
Spine Point	Salary (from 1 Sep 2019)	Salary (from 1 Sep 2020)
3	£18,117	£18,615
4	£18,431	£18,938
5	£18,791	£19,308
6	£19,106	£19,631
7	£19,389	£19,922
8	£20,038	£20,589
9	£20,865	£21,439
10	£21,512	£22,104
11	£22,558	£23,178
12	£23,580	£24,228
13	£24,636	£25,313
14	£25,729	£26,437
15	£26,474	£27,202
16	£27,252	£28,001
17	£28,017	£28,787

YOUTH AND COMMUNITY SUPPORT WORKER (SENIOR)		
Spine Point	Salary (from 1 Sep 2019)	Salary (from 1 Sep 2020)
13	£24,636	£25,313
14	£25,729	£26,437
15	£26,474	£27,202
16	£27,252	£28,001
17	£28,017	£28,787
18	£28,787	£29,579
19	£29,551	£30,364
20	£30,318	£31,152
21	£31,179	£32,036
22	£32,155	£33,039
23	£33,105	£34,015
24	£34,060	£34,997
25	£35,022	£35,985
26	£35,983	£36,973
27	£36,945	£37,961
28	£37,918	£38,961
29	£38,884	£39,953
30	£39,851	£40,947
31	£40,503*	£41,617*
32	£41,575*	£42,718*

*Discretionary Points

Appendix D JNC Senior Management Pay Structure with effect from 1 April 2021

All of the levels in the grading structure are linked to their evaluation under the Job Evaluation deployed for Senior roles i.e. Hay. This currently comprises of the Chief Executive, Deputy Chief Executive & Directors posts, and 6 further bands from A+ to E. Band A & B are Heads of Service and band C - E covers all other senior posts in the JNC arrangements.

	Increment 1	Increment 2	Increment 3	Increment 4
Chief Executive	143,850	N/A	N/A	N/A
Deputy Chief Executive	130,042	134,853	139,666	144,490
Director	117,115	121,449	125,780	130,128
Band A+ Heads Of Service	99,764	103,455	107,148	110,850
Band A - Heads Of Service	89,391	92,699	96,005	99,323
Band B	69,071	71,627	74,183	76,747
Band C	54,131	55,935	57,738	59,546
Band D	48,011	49,613	51,215	52,812
Band E	42,781	43,762	44,736	45,696

In accordance with the decision of Council on 19 November 2019:

- The post of Chief Executive has a spot salary
- The post of Deputy Chief Executive be removed from the Council's organisational structure

In accordance with the decision of Council on 17 January 2013:

- There are no Officers employed currently in the Band A+

Appendix E All Employee Groups - Main Conditions of Service

ANNUAL LEAVE	
<ul style="list-style-type: none"> Chief Executive & Directors (JNC) 	33 days pa (No access to flexi leave)
<ul style="list-style-type: none"> Chief Officers (JNC) NJC Soulbury 	<p>28 days pa 24 days pa rising to 28 days after 5 years' service. 24 days pa rising to 28 days after 5 years' service.</p> <p>Where relevant individual employees are members of the flexible working hours scheme, they are entitled to 6 days flexi leave per 12 week period.</p>
<ul style="list-style-type: none"> Youth & Community Workers 	24 days pa rising to 28 days after 5 years' service.
HOURS OF WORK	
<ul style="list-style-type: none"> Chief Executive (JNC) Chief Officers (JNC) NJC Soulbury Youth & Community Workers 	Standard working week is 37 hours, unless contractually employed on set hours.
OVERTIME PAYMENTS	
<ul style="list-style-type: none"> Chief Executive (JNC / Hay) Chief Officers (JNC / Hay) 	None
<ul style="list-style-type: none"> NJC Soulbury Youth and Community Workers 	<p>All employees who are required to work additional hours beyond the 37 hour working week (or beyond their contracted working pattern that averages a 37 hour working week (e.g. rota/annualized hours) are entitled to receive enhancements at the rate of basic pay at time and a half except for Public and Extra Statutory holidays where basic pay at double time will be paid.</p> <p>Part-time employees are entitled to these enhancements only at times and in circumstances in which full-time employees would qualify. Otherwise a part-time employee shall work a full working week (i.e. 37 hours) before these enhancements apply.</p> <p>Employees required to work on an a Public and / or extra bank holiday as part of their normal working week shall, in addition to the normal pay for that day, be paid at plain time for all hours worked and will, in addition, receive a day's leave in lieu on each day.</p> <p>Employees required to work on a Public or extra bank holiday on their rest day shall be paid at double time for all hours worked and will, in addition, receive a day's leave in lieu on each day.</p>

SICK PAY SCHEME	
<ul style="list-style-type: none"> • Chief Executive (JNC / Hay) • Chief Officers (JNC / Hay) • NJC • Soulbury • Youth & Community Workers 	<p>During 1st year of service – 1 month's full pay and (after completing 4 months service), 2 months half pay.</p> <p>During 2nd year of service – 2 months full pay and 2 months half pay.</p> <p>During 3rd year of service – 4 months full pay and 4 months half pay.</p> <p>During 4th and 5th year of service – 5 months full pay and 5 months half pay.</p> <p>After 5 years' service – 6 months full pay and 6 months half pay.</p>
PENSION PAYMENTS	
<ul style="list-style-type: none"> • Chief Executive (JNC / Hay) • Chief Officers (JNC / Hay) • NJC • Soulbury • Youth & Community Workers 	<p>All employees are eligible to pay in to the Local Government Pension Scheme (LGPS). The rate of contributions employees and employers contribute is based on pensionable earnings. The scheme administrator confirms the pay bands and contribution rates on an annual basis.</p>

Appendix F

CAERPHILLY COUNTY BOROUGH COUNCIL - LOCAL ELECTION FEES

A) RETURNING OFFICERS FEE

For conducting the Election(s) giving the prescribed Notices, preparing and supplying Nomination papers, deciding on validity, appointing and remunerating staff, arranging and / or conducting the Poll, conducting the Count, declaring the result(s), making all necessary returns and generally performing all the duties which a Returning Officer is required to do under the Representation of the People Acts and Regulations – including all payments, disbursements and expenses as may be necessary.

1) <u>CONTESTED ELECTIONS</u>	1/4/2021
For each Electoral Division / Community Ward	£
For each 1000 Electors (or part)	85.47
For next 1000 Electors (or part)	48.62
For every subsequent 250 Electors (or part)	16.42
2) <u>UNCONTESTED ELECTIONS</u>	
For each uncontested Division / Ward	77.47
3) <u>POSTAL VOTES – (Supervision)*</u> to be paid to DRO and or Asst. DRO's	
*NB – in this event no fee should be claimed by the DRO or Asst. DRO's from the clerical fund for these duties.	
Issue (for each paper)	0.34p
<i>(minimum per Division / Ward)</i>	<i>(25.90)</i>
<i>(minimum per casual vacancy)</i>	<i>(74.84)</i>
Receipt (for each paper)	0.34p
<i>(minimum per Division / Ward)</i>	<i>(25.90)</i>
<i>(minimum per casual vacancy)</i>	<i>(74.84)</i>
4) <u>POLL CARDS (Supervision)*</u> to be paid to DRO and or Asst. DRO as above	
Per 1000 or part issued	31.31
<i>(minimum per casual vacancy)</i>	<i>44.71</i>

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COUNCIL – 2ND MARCH 2021

SUBJECT: CHANGES TO THE CONSTITUTION TO REFLECT THE INCLUSION OF THE SOCIO-ECONOMIC DUTY IN THE REPORT TEMPLATE

REPORT BY: HEAD OF LEGAL SERVICES AND MONITORING OFFICER

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1. PURPOSE OF REPORT

- 1.1 To inform Council of the changes proposed to the Report Template as a result of the implementation of the Socio-economic Duty which will come into force on 31st March 2021.
- 1.2 To seek approval for the Head of Legal Services and Monitoring Officer to amend the Constitution to incorporate the updated Report Template.

2. SUMMARY

- 2.1 To seek approval for the Head of Legal Services and Monitoring Officer to amend the Constitution to incorporate the amended report template attached at Appendix 1.

3. RECOMMENDATIONS

Council is asked to

- 3.1 Note and endorse the changes to the report template at Appendix 1 and authorise the Head of Legal Services and Monitoring Officer to update the Constitution to incorporate the new template including the inclusion of the final version of the full Integrated Impact Assessment.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To comply with the requirements of the socio-economic duty and to make changes to the Constitution.

5. THE REPORT

- 5.1 The current Report Template is contained within Part 4 of the Council's Constitution as an Appendix to the Executive Procedure Rules and was last updated in December 2018.
- 5.2 The content of the report template has now been reviewed and updated as a result of the Socio-economic Duty which is set out in section 1 of the Equality Act 2010 and which will be brought into force on 31st March 2021.
- 5.3 The overall aim of the duty is to deliver better outcomes for those who experience socio-economic disadvantage. The Socio-economic Duty will support this through ensuring that those taking strategic decisions:
- take account of evidence and potential impact
 - through consultation and engagement
 - understand the views and needs of those impacted by the decision, particularly those who suffer socio-economic disadvantage
 - welcome challenge and scrutiny
 - drive a change in the way that decisions are made and the way that decision makers operate
- 5.4 Although there is no reporting requirement associated with the duty, it is for relevant bodies to evidence how they are meeting the statutory requirement. It is recommended that relevant public bodies evidence a clear audit trail for all decisions made under the 2010 Act, using existing processes, such as impact assessment processes and systems for engagement.
- 5.5 To factor in how we evidence this requirement, we have revised the existing **Equality Impact Assessment** (EIA) form, which is now called the **Integrated Impact Assessment** (IIA) form. The IIA includes the following sections and assesses the impact (positive, negative or neutral) a proposal has on:
- Equalities*
 - Socio-economic Duty (when the proposal is of a strategic nature)
 - Corporate Plan – Well-being Objectives*
 - Links to any other relevant Council Policy*
 - Sustainable Development Principles – The Five Ways of Working*
 - Well-being of Future Generations*
 - Welsh language
 - Statutory Consultation v Doctrine of Legitimate Expectation and Gunning Principles
- 5.6 In order to reflect the aforementioned changes, the starred (*) sections listed above will now be removed from the Corporate Reporting Template and instead a new section entitled **Summary of Integrated Impact Assessment** will be added to the Report Template. This new section will be populated with a summary of the IIA (see section 12 of IIA), where the author is asked to give reasons on their decision regarding the proposal and include the key findings, impacts identified, mitigation, data used etc. The IIA will be hyperlinked into this section of the report so that the reader can see the IIA in full. The IIA attached to this report is the subject of officer training throughout March and as such members are advised that there may be

minor changes to the final version which will be implemented on 31st March and attached to the Report Template for use.

5.7 Conclusion

Council is asked to note the changes to the Report Template and to authorise the Head of Legal Services and Monitoring Officer to make the necessary changes to the Constitution.

6. ASSUMPTIONS

6.1 It has not been necessary to make any assumptions as part of this report.

7. LINKS TO RELEVANT COUNCIL POLICIES

7.1 The requirement to establish and maintain the Council's Constitution is set out in the Local Government Act 2000 and contributes the following Well-Being Goals within the Well-Being of Future Generations Act (Wales) 2015 as it sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. It sets the framework for the decision-making roles and responsibilities which will impact on future generations.

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

8. WELL-BEING OF FUTURE GENERATIONS

8.1 This report contributes to the Well-Being Goals as set out in Links to Strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act in that the Constitution sets out a clear framework for how the Council operates in particular the decision making responsibilities which will consider the positive and negative impacts on future generations, long term resilience, economic, environmental and social capital.

9. EQUALITIES IMPLICATIONS

9.1 There are no equalities implications arising from this report

10. FINANCIAL IMPLICATIONS

10.1 There are no financial implications arising from this report

11. PERSONNEL IMPLICATIONS

- 11.1 There are no personnel implications arising from this report, however report authors will receive the necessary training in order to implement the changes to the report template.

12. CONSULTATIONS

- 12.1 Consultation has taken place as outlined below and any comments received have been reflected in this report.

13. STATUTORY POWER

- 13.1 Local Government Acts 1972 -2021
Equality Act 2010

Author: Lisa Lane Head of Democratic Services and Deputy Monitoring Officer

Consultees: Robert Tranter Head of Legal Services and Monitoring Officer
Christina Harray Chief Executive
Richard (Ed) Edmunds Corporate Director Education and Corporate Services
Dave Street Corporate Director Social Services and Housing
Mark S Williams Interim Corporate Director of Communities
Kathryn Peters Corporate Policy Manager
Anwen Cullinane Senior Policy Officer Equalities, Welsh Language and Consultation
Cllr Colin Gordon Cabinet Member Corporate Services

Background Papers: Report to Council 13th December 2018 - Proposed Changes to the Constitution

Appendices:

Appendix 1 Updated report template with Integrated Impact Assessment attached



NAME OF COMMITTEE – DATE – ARIAL 15

NOT FOR PUBLICATION BY VIRTUE OF PARAGRAPH OF PART 4,
SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972

Above paragraph to be included if report is to be exempt

PAGE SET UP 0.7 TOP, BOTTOM, LEFT AND RIGHT

FONT FOR REPORT - ARIEL 11

SUBJECT: ARIEL 12

REPORT BY: ARIEL 12

1. PURPOSE OF REPORT - HEADINGS ARIEL 11

- 1.1 This section should contain a brief statement as to the purpose of the report (e.g. to recommend to Members that they decide to). If this is a report for a scrutiny committee that is to be referred to Cabinet for decision, there must be included within this section a sentence which explains that the report is seeking the views of Members prior to its presentation to Cabinet.

2. SUMMARY

- 2.1 All reports **must** include a short summary of the report. With the expectation the relevant cabinet member will present the report at cabinet or council, the cabinet member will use this section to explain the report.

3. RECOMMENDATIONS

- 3.1 This section would set out the recommendations of the Director concerned.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 The minutes record the reasons for making any decisions reached. It is therefore essential that reports set out clear "reasons" for making the decision as recommended.

5. THE REPORT

5.1 The precise nature of this part of the report will vary from one issue to another and according to the background info which needs to be provided. The section should set out what options are available to the decision maker and why the option recommended for approval has been chosen.

5.2 **Conclusion**

Pulls together any themes running through the report/rounding up the issues referenced in the main body of the report section and which option is recommended for approval.

6. **ASSUMPTIONS**

6.1 This section should set out what assumptions have been made in proposing the recommendations in the report. The assumptions could include, amongst other things, inflation, costs, expenditure, population, policy, service demand etc. If no assumptions have been made or were thought necessary, then this should be stated.

7. **SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

7.1 In this section please copy the summary you have included in Section 12 of the Integrated Impact Assessment (IIA) 'Reason(s) for Recommendation'. This summary should conclude the key points raised by the IIA, including what it tells you, what data/evidence you used, any significant impacts identified and how any negative impacts (if any) were mitigated.

If your report is an **Information Only** item then a completed IIA is not necessary at this stage, however an IIA must be drafted when the proposal/project reaches the formative stage and then updated as the proposal/project develops. A completed IIA must be included in any final reports going forward for a decision. The IIA should be included as a hyperlink which will require a request to IT Helpdesk for it to be created.

[Link to full Integrated Impact Assessment

<http://sc-aptdken1/KENTICO/Departments/Equalities-and-Welsh-Language/Socio-Economic-Duty.aspx>

~~7. **LINKS TO RELEVANT COUNCIL POLICIES**~~

~~7.1 Set out here which of the council's policies are relevant to the decision being requested.~~

~~7.2 **Corporate Plan 2018-2023.**~~

~~This section shows how the report content (project, proposal, information or decision) contributes towards or impacts the 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. The objectives are high-level themes and each have several outcomes that sit underneath them, (36 in total) so it may benefit the author to look at the outcomes within the plan to understand the cross-cutting nature of the Council’s priorities with regard to any impact the report may have on the Corporate Plan.~~

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

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

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

~~8.1 This section should explain how the report contributes to the Well-being Goals which are:-~~

- ~~● 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*~~

~~**delete as appropriate*~~

~~The report should also state how it is 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 occurring, or 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.

~~The Well-being of Future Generations (Wales) Act became law in April 2015. The Act is about improving the social, economic, environmental and cultural well-being of Wales. It makes public bodies listed in the Act think more about the long term, work better with people and communities and each other, look to prevent problems and take a more joined-up approach. It has a significant impact on all Council policies and priorities and has the potential to significantly affect the way we plan and deliver services and how we engage with individuals and communities within the Caerphilly county borough.~~

~~This section should highlight how the recommended course of action contributes to meeting the seven well-being goals (listed above) within the Well-being of Future Generations Act (Wales) 2015. Although you may look at each goal in turn, the well-being goals must be considered as an integrated set of seven. This ensures that the fundamental relationship between improving the economic, social, environmental and cultural well-being is recognised.~~

~~The report needs to consider the long term outcome of the decision and account for the positive and negative impacts on future generations, long term community resilience and economic, environmental and social capital.~~

~~This section needs to consider how the five ways of working have been addressed in applying the sustainable development principle, this needs to be challenging and **considered at the outset of a project/proposal and not a tick box exercise concluded at the end.**~~

~~For more information about the Well-being of Future Generations (Wales) 2015 Act, the seven well-being goals and the five ways of working, please see the Corporate Policy Unit Portal [Guidance for Well-being of Future Generations](#) and/or visit the [CCBC Well-being of Future Generations website](#) and/or the [Public Services Board website](#).~~

~~9. EQUALITIES IMPLICATIONS~~

~~9.1 In this section, outline any potential equalities implications of the report and its recommendations on groups or individuals who fall under the categories identified in Section 6 of the Council's **Strategic Equality Plan**. These equalities implications should have been identified during the consultation stage and/or by undertaking an **equality impact assessment early in the development process**. These implications can be positive as well as negative.~~

~~**Note: The Equalities Implications in Committee Reports Guidance** (Section 3) will help you to determine whether a full Equality Impact Assessment is required. If it is established that a full Equality Impact Assessment is required, then an Equality Impact Assessment Form must be completed.~~

~~If there are no equalities implications in the report you can use the relevant standard paragraph provided in the guidance, however this would have to be evidenced if challenged during the internal approval process, or during any legal challenge at a later date.~~

~~If you require advice please contact Anwen Cullinane, Ext. 4404 or email equalities@caerphilly.gov.uk~~

8. FINANCIAL IMPLICATIONS

- 8.1 There must be a section outlining the financial implications of the report/recommendations and a clear statement as to how these implications (immediate and long term) will be funded –the Head of Corporate Finance/Section 151 Officer must be consulted. Where there are no financial implications the report can simply state that there are none. If there are assumptions being made about funding, then they need to be stated here.

9. PERSONNEL IMPLICATIONS

- 9.1 There must be a section outlining any personnel implications of the report. The Head of People Services must be consulted. If there are no implications the report can state that there are none.
- 9.2 If the subject of the report relates to a restructure of a Service Area, a Welsh Assessment on the vacant posts, after any ring fencing exercise has been undertaken, will be required. Guidance on undertaking a Welsh Assessment can be found in Guidance On Assessing The Welsh Needs Within Posts. <http://sc-aptdden1/KENTICO/Departments/HR/Policies-Procedures/Recruitment-Guidance-On-Assessing-The-Welsh-Needs.aspx>

10. CONSULTATIONS

- 10.1 If any consultee expresses views which differ from the recommendations, the author must include them in this section and as part of the main body of the report state whether the author is of the view that they have been addressed satisfactorily in the report, whether they can/should be incorporated in the recommendation and if not incorporated into the recommendation then why not.

11. STATUTORY POWER

- 11.1 This is to identify the enabling statutory power(s) for the decision under consideration. It should also state whether the power(s) are the responsibility of full Council or Cabinet and if it has been delegated to officers. If you have any queries on powers, please consult the Monitoring Officer/Head of Legal Services.

12. URGENCY (CABINET ITEMS ONLY)

- 12.1 All Cabinet decisions will be subject to a “call-in” procedure whereby the relevant Scrutiny Committee can ask for the implementation of the decision to be delayed until it has considered the matter and, if the Scrutiny Committee is so inclined, to ask Cabinet to reconsider its decision. The only exceptions will be items where the call-in request is not in accordance with the call-in procedure or the decision needs to be implemented urgently. If this is the case the report should state that this is so, and explain why. The Chairman of the Council must agree both that the decision proposed is reasonable in all circumstances and to it being treated as a matter of urgency.

Author: name, title and email address

Consultees: Insert names and titles and email address, one under the other. Consultees will be the Chief Executive, , relevant Directors, Head of Legal Services and Monitoring Officer, Head of People Services, Head of Corporate Finance/s.151 officer, other relevant Heads of Service, Cabinet Member(s), Chairman and Vice Chairman of the relevant Scrutiny Committee and local ward Members. Any consultee comments should be incorporated in the report with the view of the officer whether the comments are accepted or not.

Background Papers:

This section should set out a list of the background papers available for inspection which disclose any facts or matters on which, in the opinion of the report author, the report or an important part of the report is based and have in his/her opinion been relied on to a material extent in preparing the report but do not include published works. A telephone number of a person to contact if you wish to inspect those papers should be included. In the case of exempt background papers a sentence to the effect that "Background papers are exempt" is sufficient.

Appendices:

Appendix 1 Title of Appendix 1 if used
Appendix 2 Title of Appendix 2 if used
Appendix 3 Title of Appendix 3 if used

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Caerphilly County Borough Council - Integrated Impact Assessment

This integrated impact assessment (IIA) has been designed to help support the Council in making informed and effective decisions whilst ensuring compliance with a range of relevant legislation, including:

- Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Welsh Language (Wales) Measure 2011
- Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- Well-being of Future Generations (Wales) Act 2015
- Statutory Consultation v Doctrine of Legitimate Expectation and Gunning Principles

PLEASE NOTE: Section 3 *Socio-economic Duty* only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the Preparing for the Commencement of the Socio-economic Duty Welsh Government Guidance.

1. Proposal Details					
Lead Officer	Head of Service	Service Area & Department			Date
Is this proposal a... (please tick relevant box)					
Policy <input type="checkbox"/>	Strategy / Plan <input type="checkbox"/>	Practice <input type="checkbox"/>	Procedure <input type="checkbox"/>	Restructure <input type="checkbox"/>	Project <input type="checkbox"/>
What is the proposal to be assessed? <i>Provide brief details of the proposal and provide a link to any relevant report or documents.</i>					

2. Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011

(The Public Sector Equality Duty requires the Council to have “due regard” to the need to eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between different groups; and foster good relations between different groups). Please note that an individual may have more than one protected characteristic.

<u>Protected Characteristics</u>	Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Age <i>(people of all ages)</i>			
Disability <i>(people with disabilities/ long term conditions)</i>			
Gender Reassignment <i>(anybody who’s gender identity or gender expression is different to the sex they were assigned at birth)</i>			
Marriage or Civil Partnership <i>(people who are married or in a civil partnership)</i>			
Pregnancy and Maternity <i>(women who are pregnant and/or on maternity leave)</i>			
Race <i>(people from black, Asian and minority ethnic communities and different racial backgrounds)</i>			

<u>Protected Characteristics</u>	Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Religion or Belief (<i>people with different religions and beliefs including people with no beliefs</i>)			
Sex (<i>women and men, girls and boys and those who self-identify their gender</i>)			
Sexual Orientation (<i>lesbian, gay, bisexual, heterosexual</i>)			

Part 3

3. Socio-economic Duty (Strategic Decisions Only)

(The Socio-economic Duty gives us an opportunity to do things differently and put tackling inequality genuinely at the heart of key decision making. Socio-economic disadvantage means living on a low income compared to others in Wales, with little or no accumulated wealth, leading to greater material deprivation, restricting the ability to access basic goods and services)

Please consider these additional vulnerable groups and the impact your proposal may or may not have on them:

- Single parents and vulnerable families
- People with low literacy/numeracy
- Pensioners
- Looked after children
- Homeless people
- Carers
- Armed Forces Community
- Students
- Single adult households
- People misusing substances
- People who have experienced the asylum system
- People of all ages leaving a care setting
- People living in the most deprived areas in Wales (WIMD)
- People involved in the criminal justice system

<u>Socio-economic Disadvantage</u>	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Low Income / Income Poverty (<i>cannot afford to maintain regular payments such as bills, food, clothing, transport etc.</i>)			

<u>Socio-economic Disadvantage</u>	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Low and/or No Wealth (<i>enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future</i>)			
Material Deprivation (<i>unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.</i>)			
Area Deprivation (<i>where you live (rural areas), where you work (accessibility of public transport)</i>)			
Socio-economic Background (<i>social class i.e. parents education, employment and income</i>)			
Socio-economic Disadvantage (<i>What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged</i>)			

4. Corporate Plan – Council’s Well-being Objectives

(How does your proposal deliver against any/all of the Council’s Well-being Objectives? Which in turn support the national well-being goals for Wales as outlined in the Well-being of Future Generations (Wales) Act 2015. Are there any impacts (positive, negative or neutral? If there are negative impacts how have these been mitigated?) [Well-being Objectives](#)

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 impact on the environment	
Objective 5 - Creating a county borough that supports healthy lifestyle in accordance with the Sustainable Development principle with in the Well-being of Future Generations (Wales) Act 2015	
Objective 6 - Support citizens to remain independent and improve their well-being	

4a. Links to any other relevant Council Policy

(How does your proposal deliver against any other relevant Council Policy?)

5. Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP)

(Also known as the sustainable development principles. The Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)

<u>Ways of Working</u>	How have you used the Sustainable Development Principles in forming the proposal?
<p>Long Term</p> 	<p>Consider the long-term impact of the proposal on the ability of communities to secure their well-being.</p>
<p>Prevention</p> 	<p>Consider how the proposal is preventing problems from occurring or getting worse</p>
<p>Integration</p> 	<p>Consider how your proposal will impact on other services provided in our communities (these might be Council services or services delivered by other organisations or groups)</p>
<p>Collaboration</p> 	<p>Consider how you are working with Council services or services delivered by other organisations or groups in our communities.</p>
<p>Involvement</p> 	<p>Consider how you involve people who have an interest in this proposal and ensure that they represent the diversity of our communities.</p>

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

<u>Well-being Goals</u>	Does the proposal maximise our contribution to the Well-being Goal and how?
<p>A Prosperous Wales <i>An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work</i></p>	<p>Efficient use of resources, skilled, educated people generates wealth and provides jobs</p>
<p>A Resilient Wales <i>A nation which maintains and enhances a biodiverse natural environment healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for climate change)</i></p>	<p>Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>
<p>A Healthier Wales <i>A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood</i></p>	<p>People's physical and mental well-being is maximised and health impacts are understood</p>
<p>A More Equal Wales <i>A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio-economic background and circumstances)</i></p>	<p>People can fulfil their potential no matter what their background or circumstances. This includes the protected characteristics listed in Q2 above. Also consider the cumulative impacts.</p>

<u>Well-being Goals</u>	Does the proposal maximise our contribution to the Well-being Goal and how?
<p>A Wales of Cohesive Communities <i>Attractive, viable, safe and well-connected communities</i></p>	<p>Communities are attractive, viable, safe and well connected.</p>
<p>A Wales of Vibrant Culture and Thriving Welsh Language <i>A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation</i></p>	<p>Culture, heritage and the Welsh language are promoted and protected. People are encouraged to participate in sport, art and recreation.</p>
<p>A Globally Responsible Wales <i>A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being</i></p>	<p>Taking account of impact on global well-being when considering local social, economic and environmental well-being.</p>

7. Welsh Language (Wales) Measure 2011 and Welsh Language Standards

(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact a proposal may have on opportunities to use the Welsh language and ensuring the Welsh language is treated no less favourably than the English language) [insert link to WL Commissioners Policy Making Standards Guidance](#)



Requirement	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view? <i>e.g the WESP, TAN20, LDP, Pupil Level Annual School Census</i>
Links with Welsh Government's Cymraeg 2050 Strategy and CCBC's Five Year Welsh Language Strategy 2017-2022 and the Language Profile			
Compliance with the Welsh Language Standards. <i>Specifically Standards 88 - 93</i>	Consider the rights of Welsh speakers to use Welsh when dealing with the council and for staff to use Welsh at Work	Ensure correspondence and details on the website is bilingual even if the proposal has no impact on the Welsh language e.g road resurfacing works	
Opportunities to promote the Welsh language <i>e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community</i>	Actively encourage and promote the use of our services in Welsh to see an increase in demand over time		
Opportunities for persons to use the Welsh language <i>e.g. staff, residents and visitors</i>	The rights of Welsh speakers to use Welsh when dealing with the council and for staff to use Welsh at Work		
Treating the Welsh language no less favourably than the English language			

7a. Having considered the impacts above, how has the proposal been developed so that there are positive effects, or increased positive effects on (a) opportunities for persons to use the Welsh language, and b) treating the Welsh language no less favourably than the English language.

Impact on the use of Welsh, sustainability of Welsh speaking communities, numbers and/or percentages of Welsh speakers, fluency and confidence of Welsh speakers and learners to use Welsh, transmission of Welsh at home/from one generation to the next, using Welsh in the workplace, increase Welsh language digital media infrastructure and/or media, promoting Welsh in everyday life and its status

8. Data and Information

(What data or other evidence has been used to inform the development of the proposal? Evidence may include the outcome of previous consultations, existing databases, pilot projects, review of customer complaints and compliments and or other service user feedback, national and regional data, academic publications and consultants' reports etc.)

Data/evidence <i>(Please provide link to report if appropriate)</i>	Key relevant findings	How has the data/evidence informed this proposal?
<p>What data / evidence was used? Provide links to any reports if appropriate e.g. Household Survey 2017</p>	<p>What were the key findings? What did the data / evidence used tell you?</p>	<p>How has the data / evidence available helped inform the proposal? Did it support the proposal and how? If the data / evidence didn't support the proposal why was this?</p>

Were there any gaps identified in the evidence and data used to develop this proposal and how will these gaps be filled?

Details of further consultation can be included in Section 9.

Are there any gaps in the existing data and how will you go about filling these gaps?

9. Consultation

(In some instances, there is a legal requirement to consult. In others, even where there is no legal obligation, there may be a legitimate expectation from people that a consultation will take place. Where it has been determined that consultation is required, [The Gunning Principles](#) must be adhered to. Consider the [Consultation and Engagement Framework](#). Please note that this may need to be updated as the proposal develops and to strengthen the assessment.

Briefly describe any recent or planned consultations paying particular attention to evidencing the Gunning Principles.

Who was consulted?

When were they consulted did the consultation take place at the formative stage and was adequate time given for consultees to consider and respond?

Was sufficient information provided to consultees to allow them to make an informed decision on the proposal?

What were the key findings?

How have the consultation findings been taken into account?

10. Monitoring and Review

How will the implementation and the impact of the proposal be monitored, including implementation of any amendments?	For example, what monitoring will be used? How frequent?
What are the practical arrangements for monitoring?	For example, who will put this in place? When will it start?
How will the results of the monitoring be used to develop future proposals?	
When is the proposal due to be reviewed?	
Who is responsible for ensuring this happens?	

11. Recommendation and Reasoning

- Implement proposal with no amendments
- Implement proposal taking account of the mitigating actions outlined
- Reject the proposal due to disproportionate impact on equality, poverty and socio-economic disadvantage

Have you contacted relevant officers for advice and guidance?

Yes

No

12. Reason(s) for Recommendation

(Provide below a summary of the Integrated Impact Assessment. This summary should be included in the "Summary of Integrated Impact Assessment" section of the Corporate Report Template. The Integrated Impact Assessment should be published alongside the Report proposal).

Include here a conclusion to your IIA. What is it telling you? How has the data / evidence used helped you to make the decision for Section 11 above? Mention any significant impacts (positive, negative or neutral) if any negative ones identified, how have they been mitigated to lessen the impact? The summary you provide here will be copied into your report going forward for a decision through the committee process, therefore this section must be concise but informative.

13. Version Control

(The IIA should be used in the early stages of the proposal development process. The IIA can be strengthened as time progresses to help shape the proposal. The Version Control section will act as an audit trail to evidence how the IIA has been developed over time)

Version No.	Author	Brief description of the amendments/update	Revision Date

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Integrated Impact Assessment Author

Name:	
Job Title:	
Date:	

Head of Service Approval

Name:			
Job Title:			
Signature:		Date:	

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COUNCIL – 2ND MARCH 2021

SUBJECT: CAERPHILLY WELLBEING AND PLACE SHAPING FRAMEWORK

REPORT BY: CHIEF EXECUTIVE

1. PURPOSE OF THE REPORT

- 1.1 Council is asked to note the content of this report which was presented to Joint Scrutiny Committee on 22nd February and Cabinet on 24th February. At its meeting Cabinet considered the views of the Scrutiny Committee and endorsed the recommendations at para 3.1 of this report.
- 1.2 The purpose of this report is to update Cabinet on some of the significant capital investments made over recent years across the Council's wellbeing objectives and to propose a suite of projects that will form the basis of a county borough wide Wellbeing and Place Shaping Framework.
- 1.2 The report also sets out a proposed community engagement mechanism that enables key stakeholders to have the opportunity to shape and refine the Wellbeing and Place Shaping Framework over future years.

2. SUMMARY

- 2.1 The Council has been developing a Wellbeing and Place Shaping Framework since the spring of 2020. The Framework has been built on the wide range of capital investments made across the county borough in recent years and has been developed to take into consideration:
 - Existing long standing multi-annual investment programmes
 - Emerging and existing funding and investment opportunities
 - Corporate Plan priorities and objectives
 - Previously identified need
 - Collaborative project opportunities
 - Emerging Commercial opportunities
 - The Council's Strategic Recovery Framework
- 2.2 The draft Wellbeing and Place Shaping Framework set out in 5.8 contains a list of potential investments across Caerphilly in excess of £231m that align explicitly with the Council's adopted Wellbeing Objectives.
- 2.3 This investment framework provides the opportunity to build, repair and renew key

infrastructure and assets across the length and breadth of Caerphilly county borough, as well as explicitly further the aims and policy direction previously set within strategies such as the Council's Corporate plan, the Sport and Active Recreation Strategy (SARS), the Council's Regeneration Strategy "A Foundation for Success 2018-2023" as well as the exciting proposals set out within the 21st Century Schools Band B Programme.

- 2.4 This framework proposal is of paramount importance at this time, as it offers an important element of the Council's Covid recovery plan, which aims to support our communities as they begin to emerge from the Covid pandemic. Long-term investments in infrastructure such as that proposed within this Framework, hold the potential to rebalance the local economy, enhance productivity and create jobs and opportunities across Caerphilly, which is of great importance as we support our communities to rebuild a sustainable and resilient future post Covid. The opportunity exists to work together to create a better and more prosperous Caerphilly for everyone, further embedding our "TeamCaerphilly" collective community and civic leadership model of delivery.
- 2.5 The projects and ideas within the Framework will need to be developed into propositions that will be shaped through community engagement and scrutiny prior to any decision to implement being reached.
- 2.6 In many cases, the investment to support these projects will be a combination of internal capital and external grant, with the latter also being subject to relevant external approval processes.
- 2.7 The ongoing engagement programme described in 5.9 has been designed explicitly to ensure the Framework is continuously refined over coming years with opportunities for future Wellbeing and Place Shaping proposals to be added in and considered as they emerge.

3. RECOMMENDATIONS

- 3.1 Council is asked to note the report and the recommendations set out below which were endorsed by Cabinet on 24th February 2021:
- a) Consider any views and recommendations made at the meeting of all Scrutiny Committees on the 22nd February.
 - b) Note the Wellbeing and Place Shaping investments, totalling in excess of £153m that have been undertaken between 2017 and 2020 as set out in 5.6
 - c) Note the Wellbeing and Place Shaping investments currently approved totalling over £129m for delivery as set out in 5.7
 - d) Agree that the projects set out in 5.8 totalling in excess of £231m will form the initial Wellbeing and Place Shaping Framework for the Council from 2021 onwards, forming a sustainable and resilient route-map for our communities to emerge stronger from the Covid pandemic
 - e) Agree that the projects set out within 5.8 can be developed into business cases for consideration
 - f) Acknowledge that each proposal must go through the relevant consultation,

scrutiny, funding approval and decision-making processes before implementation

- g) Agree the proposed mechanisms for community engagement set out within 5.9
- h) Note the funding approvals totalling £28.591m that have already been confirmed for the Place Shaping Framework as set out in Section 10 of the report.
- i) Approve a recommendation that funding of £1.640m held in the 2020/21 Miscellaneous Finance Revenue Contribution to Capital Outlay (RCCO) budget should also be allocated to the Place Shaping Framework, which would increase the total funding available to £30.231m.
- j) Agree that a Joint Meeting of all Scrutiny Committees be held twice yearly to consider the progress of the Wellbeing and Place Shaping Framework.
- k) Agree to receive a separate report on the Community Empowerment Fund that will detail the mechanisms by which Elected Members can, alongside their communities, develop project ideas for consideration within the Framework.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 For Council to note a potential Framework of Wellbeing and Place Shaping investment across the county borough for the period 2021 onwards, subject to the necessary business cases being developed, consulted upon and agreed by the relevant decision-making body.

5. THE REPORT

- 5.1 Place Shaping is about creating Communities that are great places to live now, as well as having the potential to thrive in the future. As we emerge from the Covid pandemic, it is essential that we provide a route-map for our communities which offers a sustainable and resilient future for them. Within this context, it is imperative we understand the needs and challenges of our constituent communities, the impact of the investments and interventions made to date and those required in the years ahead, coupled with a detailed understanding of what makes a community unique is the foundation of any Place Shaping approach.
- 5.2 Investment in Wellbeing and Place Shaping projects should be designed to directly strengthen the fabric of our communities by improving key aspects of life across Caerphilly. This report sets out a range of such investments, both in the recent past and over the years ahead, that are intended to collectively improve the lives of those that live within the County Borough.
- 5.3 The Wellbeing and Place Shaping projects that form the basis of this report will involve a combination of funding approaches. Some projects will be funded directly by Council capital, some will be a combination of Council capital and external funding alongside and some being wholly funded externally. In each case, the Council will play a pivotal role in the development of the idea and the acquisition of the investment.
- 5.4 Multi-million pound programmes designed to improve the quality of our school buildings, bring Council Houses up to the Welsh Housing Quality Standard, improve the highway infrastructure of the County Borough, enhance the opportunities to lead a healthy lifestyle and create new and enhanced opportunities for businesses to thrive all feature within this programme.

5.5 Caerphilly's Wellbeing Objectives

In 2018, Council adopted a Corporate Plan which included six wellbeing objectives. The wellbeing objectives were set using intelligence and data from the Wellbeing Assessment that was carried out to inform the Public Service Board's Wellbeing Plan. This exercise captured directly the concerns of our residents and the areas that they would like to see improved.

The wellbeing objectives cover the period 2018-2023 and are as follows:

- **Wellbeing Objective 1** – Improve education opportunities for all
- **Wellbeing Objective 2** – Enabling employment
- **Wellbeing Objective 3** – Address the supply, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people's health and wellbeing
- **Wellbeing Objective 4** – Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impacts on the environment
- **Wellbeing 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
- **Wellbeing Objective 6** – Support citizens to remain independent and improve their wellbeing

5.6 Wellbeing and Place Shaping Investment 2017-2020

During the period 2017-2020, the Council was able to facilitate investment totalling in excess of £153m across its communities and the six wellbeing objectives. Some of the most significant of these schemes, with investments exceeding £100k, are summarised by wellbeing objective in the table below.

Image 1 – Selection of some of the most significant approved investments 2020-2023



Table 1 – Historic Wellbeing and Place Shaping Investment 2017-2020

WBO1	£	Example Investments
	8.075m	Idris Davies 3-18 Primary Phase
	2.000m	9 Classroom Extension and lift at Newbridge Comprehensive
	2.000m	Blackwood Comprehensive refurbishment programme Band A
	1.800m	Expansion of Welsh Medium @ Ysgol Y Castell
	1.340m	Band A Trinity Fields Phase 1 complete refurbishment
	0.865m	3G Pitch at Blackwood Comprehensive
WBO2	£	Example Investments
	0.300m	Tiryberth Depot full site upgrade
	0.392m	Vacate Ty Duffryn (enabling Transcend to start up)
WB03	£	Example Investments
	100.9m	Welsh Housing Quality Standard (WHQS) Works
	6.250m	Lansbury Park EW1 Scheme
	4.200m	POBL Investment in Mill Street, Risca
	3.900m	WHQS Environmental Works
	2.500m	ARBED Scheme Lansbury Park
	2.015m	Property Acquisitions
	1.920m	Non Traditional Property Improvement Works
	1.100m	Pontlottyn Energy Works
	1.100m	Energy Conservation (I Park)
	1.000m	Gilfach Energy Works
	0.692m	Preparation of Pontllanfraith Civic Site for Housing
	0.300m	Homeless Accommodation at Maes Y Derwyn
	0.200m	Homeless Accommodation at Idris Davies House
	0.126m	Property Conversions
WB04	£	Example Investments
	7.938m	Pwlypant Roundabout
	0.450m	Infrastructure delivered at Ty Du
	0.407m	Active Travel – Ystrad Mynach to Nelson
WB05	£	Example Investments
	0.810m	Cwmcarn Adventures play area/new lodges
	0.485m	Rowan Place Environmental Enhancement
	0.182m	Upgrade works to Newbridge Leisure Centre
WB06	£	Example Investments
	0.154m	Caerphilly Leisure Centre Health Suite Upgrades
	0.120m	Extension Hafod Deg Rhymney

Many of these capital investments also bring with them wider benefits than the creation of the new asset itself. Taking the development of the new primary phase at Idris

Davies 3-18 as an example, the following benefits have also been identified beyond the £8m capital investment in the school building:

- 98% of the build workforce were from Wales
- 76% of project spend was within Wales
- 82% of the build sub-contractors were Welsh
- 100% were SMEs
- 233 weeks of employment were created (13 people in total) during the build
- 132 weeks training provided

Taking the wider socio-economic benefits of this nature into consideration, many of which are in the Councils gift to deliver, the level of investment outlined in section 5.7 and 5.8 below should be seen only as a baseline for the development of wider community or social benefits.

5.7 Wellbeing and Place Shaping Investment 2020-2023 (With Approval)

During the period 2020-2023, a significant amount of further investment is being made across Caerphilly. So far, project approvals have been received totalling over £129m across the six wellbeing objectives. The most significant of these projects are summarised in the table below.

Image 2 – Selection of some of the most significant approved investments 2020-2023

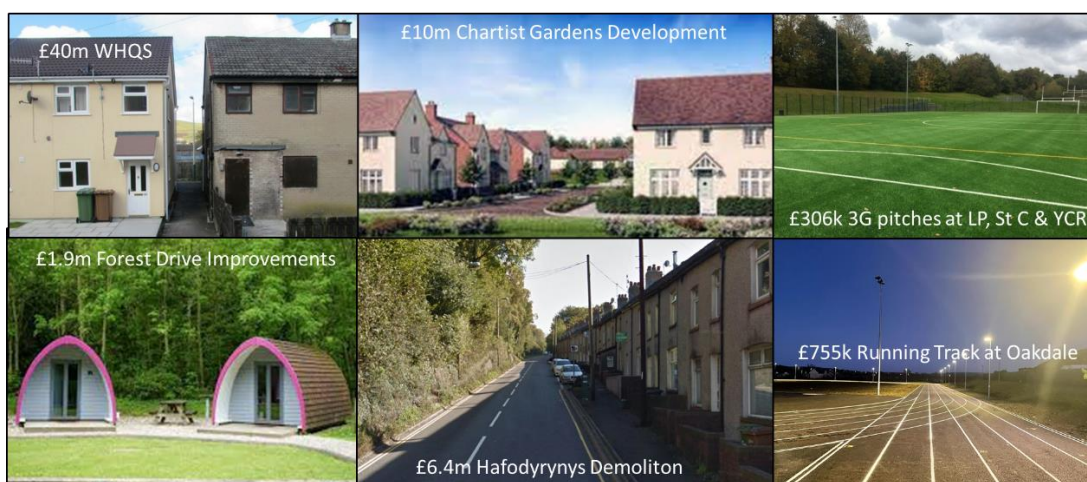


Table 2 = Wellbeing and Place Shaping Approved Projects 2020-2023

WBO1	£	Example Investments
	6.400m	Expansion of Welsh Medium Provision
	6.000m	EdTech (Hwb) Programme
	5.000m	WG School Capital Maintenance Grant Works
	5.000m	Childcare Grant (WG)
	1.400m	CCBC Capital Maintenance Grant Works (each year)
	1.340m	Band A Refurbishment at Trinity Fields
	0.755m	Oakdale Running Track
	0.751m	Increase Capacity at Ysgol Penallta
	0.500m	Extension at Ystrad Mynach Primary School
	0.442m	Glan y Nant PRU Extension
	0.306m	New 3G pitches at Lewis Pengam, YGCR and St Cenydd
WBO2	£	Example Investments

	13.00m	Acquisition, demolition and redevelopment of Pentrebane Street Caerphilly with Linc Cymru
	10.00m (of which £0.4m relates to Specsavers)	Specsavers Building demolished to facilitate longer term development of a Hotel in Park Lane Caerphilly
	7.000m	Oakdale Housing Development including a new local allotment facility
	3.900m	Ty Du Starter Units
	2.900m	15 x new start-ups at Lawn Industrial estate
	1.360m	Targeted Regeneration Initiative (TRI) in Property Enhancement
	0.200m	New Coach Pull in at Caerphilly Castle
WB03	£	Example Investments
	40.00m	Welsh Housing Quality Standard (WHQS) Works
	10.00m	Chartist Gardens Development
	4.000m	WHQS Environmental Works
	3.000m	Remodelling of two sheltered housing schemes
	1.800m	Lansbury Park Energy Work
	1.000m	Non Traditional Property Improvements (Bedwas)
	1.000m	Bedwellty School and Field Redevelopment
	0.500m	Ty Bedwellty - New Build (Section 106)
WB04	£	Example Investments
	0.489m	Active Travel in Caerphilly
	0.150m	Trecenydd Footbridge Improvement
WB05	£	Example Investments
	0.550m	Newbridge Leisure Centre Enhancements
	0.465m	Longbridge Baths Demolition and changing room enhancement
WB06	£	Example Investments
	6.387m	Hafodyrynys Demolished/Road Realigned
	1.500m	Completion and Opening of new Caerphilly basin cemetery at Nantgarw
	1.000m	Cwmcarn Forest Drive Improvements
	0.800m	Penallta CA Site Extension & Re-use Shop
	0.705m	Therapeutic Fostering Services MYST
	0.115m	Cwmcarn Café Refurbishment

5.8 Proposed Wellbeing and Place Shaping Investment 2020-onwards

During the period 2020-2023 and beyond, the Council wishes to develop and implement a Wellbeing and Place Shaping Framework that builds on the investment made to date and seeks to help Caerphilly's communities become great places to live now, as well as having the potential to thrive in the future, as they emerge from the Covid pandemic.

The draft Wellbeing and Place Shaping Framework summarised below includes a wide range of projects that could, should they prove acceptable to the relevant decision-

making body, deliver significant further investments and a range of enhanced facilities across the communities of Caerphilly.

The draft Framework has been developed through consultation with Heads of Service, Corporate Management Team and Cabinet and has also been shaped through the insight generated by the Caerphilly Conversation Questionnaire.

It should be noted that these projects are currently only proposals at present. The development and progression of each project will be subject to relevant consultation and engagement; where necessary the development and scrutiny of robust business cases, and the necessary financial investment being in place and having received approval. There may also be occasions where planning permission will also be required prior to a project developing.

The Framework as a whole will form part of an ongoing engagement programme with the communities of Caerphilly that will provide stakeholders with the potential to add in further projects, as well as refine or remove projects that already exist within the Framework.

Should the proposed projects below ultimately be taken forward, investment in excess of £231m will be forthcoming into the county borough which will support a wide range of enhancements across all six wellbeing objectives.

Table 3 – Draft Wellbeing and Place Shaping Framework 2021 - onwards

WBO1	£	Proposed Investments
	35.00m	Upper Rhymney Valley Potential development of mixed-use facilities, including a combination of education / leisure / housing and employment usage
	20.00m	Secondary School Investment Secondary School investment yet to be determined and subject to ongoing review.
	12.70m	Trinity Fields Expansion including Children's Centre Expansion of the existing Trinity Fields School to support 80 additional places and the provision of state of the art facilities for our most vulnerable pupils that are capable of meeting learning, social and medical needs, as well as the creation of facilities for integrated working across Education, Social Services and Health.and the provision of opportunities for childcare, outdoor space and community use.
	9.50m	Cwm Gwyddon development on former Cwmcarn High site The project will provide fit for purpose childcare, a 16 place Special Resource Base and will increase educational provision and capacity of the school from 220 to 420 primary plus nursery.
	8.900m	New School Build at Plas Y Felin

		Creation of a new state of the art Plas-y-Felin Primary School on the grounds of the existing site to include community use of the facility
	5.500m	New School Build (Gilfach and Park Primary) Amalgamation of Gilfach Fargoed Primary and Park Primary on a new build school site, working towards a net zero carbon school
	5.500m	Centre for Vulnerable Learners (CVL) at Pontllanfraith (Old Pont Grammar School site) Create a centre of excellence for vulnerable learners from across Caerphilly equipped with high quality learning opportunities, indoor and outdoor sporting provision as well as access to first class support. The Centre will reduce the need to outsource support for learners to private providers and will enable community use of the facilities outside of school hours.
	4.200m	New Welsh Medium Primary Bedwas, Trethomas & Machen The creation of a new Welsh Medium Primary school to accommodate the catchment area for Bedwas, Trethomas and Machen.
	4.200m	New Upper Rhymney Primary School A new build replacement for Upper Rhymney Primary, site to be determined.
	4.000m	New Primary School at Llancaeath / Llanfabon Amalgamation of Llancaeath Junior School and Llanfabon Infants School to create a new Primary School to include community use of the facility
	2.000m	Expansion of St. James Primary Primary expansion subject to demand.
	0.500m	Investment into the existing Idris Davies 3-18 site to accommodate possible reconfiguration of primary schools.
	0.400m	Relocation of YGG Gilfach Fargoed to the current Park Primary school site. This will require an element of refurbishment.
	0.260m	3G Pitch at Idris Davies School Establish a 3G pitch supporting rugby & football within the existing school site.
	0.200m	Relocation of Ysgol y Lawnt to possible new site.
	0.065m	Education facility at Virginia Park Modification of the now acquired Virginia Park Golf Club building to provide a base for the Youth Service and a community asset
WBO2	£	Proposed Investments
	1.500m	Expansion of employment opportunities at Oakdale

		Work with WG to expand the employment opportunities at Oakdale.
	TBC	AD Renewable Scheme Bryn/Tredomen Explore the opportunity to make a direct wire connection between Tredomen and the AD plant to receive electricity from the AD at a more attractive rate than direct from the grid.
	0.150m	Expand Existing Country Park Tea Room Offer Seek to pilot an expanded Country Park tea room offer to include other Country Park sites
	TBC	Industrial / employment Proposals Develop proposals for improving and enhancing the offer at sites across the county borough, such as Capital Valley
WB03	£	Proposed Investments
	35.00m	New Build housing investment programme across the county borough following the conclusion of the WHQS programme.
	3.500m	New Build Opportunities - The Crescent, Trecenydd and Llanfabon Drive, Bedwas (16 units altogether)
	1.500m	Completion of Arbed work at Lansbury Park
WB04	£	Proposed Investments
	17.00m	Decarbonisation Strategy Approve strategy and progress projects such as Cwm Ifor Solar Farm (£17m).
	4.000m	Ystrad Mynach Park & Ride 113 Spaces Proposed extension of the existing Park & Ride facility to promote greater modal shift and support the development proposals from the emerging LDP
	2.500m	County borough Wide Highways investment Maintenance and upgrade of the highway infrastructure and improvements in road condition across Caerphilly
	1.600m	Vehicle Replacement Programme Replace and upgrade front line Council vehicles including, wherever possible, a move to ELV to ensure key services can be maintained. The replacement programme also links to the Council's Decarbonisation Strategy
	0.950m	A469 New Tredegar/ Pontlottyn Investigation work and ongoing design plus some maintenance work with investment spent by end of March 2021. Longer term planning for route will be considered following the investigation work.
	0.590m	Introduction of cycle lanes across the county borough

		Seek to increase the number of cycle lanes in support of SARS, Active Travel agenda and climate change
	0.511m	Further Active Travel – Ystrad Mynach to Penallta Delivery of an Active Travel route between Ystrad Mynach and Cwm Calon (Penallta) which will include the crossing of a railway line.
	0.400m	Town Centre Traffic Calming Introduction of Town Centre Traffic calming measures with some projects commenced as part of Covid WG grant award
	0.300m	Caerphilly Transport Interchange Development of local active travel routes/network to support the Caerphilly town placemaking agenda, focusing on developing improvement options between the interchange, business park and Lansbury Park.
	0.300m	Car Park Improvements Introduce Tap and Go Payment machines at public car parks while removing car park charging at Caerphilly's Country Parks. Removing charging at Country Parks links to the Council's Sport and Active Recreation Strategy.
	Awaiting Grant Award	Active Travel Possible Active Travel in Greater Blackwood. A range of schemes to be developed.
	TBC	Llanbradach Park and Ride Seek funding from WG to Introduce a Park and Ride Scheme for Llanbradach
	0.040m	Clean Roundabouts Scheme Build on existing roundabout sponsorship scheme.
	TBC	Improve Flood Defences Design and implement a series of flood defence schemes across the County Borough.
WB05	£	Proposed Investments
	36.00m	Caerphilly Basin Potential development of a key brownfield site within Caerphilly town centre for mixed use facilities, including a combination of education / leisure / housing and employment usage
	1.200m	Penallta Visitors Centre
	1.000m	Canal Improvement Works at Risca Undertake Canal Improvement Works at Risca
	0.500m	County Borough Gateway Enhancement works for 2020/21.
	0.350m	Climate Change - Work to Ty Penallta

		Rooftop PV arrays on Tredomen Campus buildings and additional EV changing points on campus
	0.328m	Community Empowerment Fund Create a fund through which elected members, community groups and organisations can bid for funding to deliver improvements within the locality
	0.400m	Create the Foundations of a Community Sporting Hub at Sue Noake Leisure Centre Replace the ATP at Sue Noake with a state of the art ATP Hockey Hub as well as creating a new senior Rugby Pitch and enhancing the existing Rugby Pitch at the Centre.
	0.200m	Caerphilly Premier Parks Programme (CPPP) Create a Premier Parks Programme that provides a number of attractive public walks and outdoor spaces where residents can take exercise and get fresh air. CPPP to include Morgan Jones Park, Sirhowy Walk, Waunfawr Park, Ystrad Mynach Park, Bargoed Park, the Monmouthshire and Brecon Canal as well as Cwmcarn Forest Drive and Parc Cwm Darran
	0.150m	Park Lane, Caerphilly Explore possibility of opening up as a pop up market with benches / gardens or to open the land to the Dafydd Williams Park for tourists/residents.
	0.080m	Green Flag Status Seek Green Flag status for Risca Canal - Crumlin Arm and Penallta Country Park. This will require some infrastructure improvements, increased maintenance, additional bins and benches as well as tree planting and painting of existing rails and barriers.
	0.020m	Town Cleansing Programme Key towns to be deep cleaned and weeded in advance of the summer months
	TBC	Park Run Sites Active promotion of park run sites across Caerphilly
WB06	£	Proposed Investments
	4.160m	Development of a new purpose-built Respite Centre facility at Pontllanfraith with the potential to deliver respite services from a single location serving the whole county borough
	4.620m	Integrated Health Facility - Ty Darren (Health Centre/element of Housing) to include an additional financial contribution from ABUHB

5.9 Ongoing Place Shaping Engagement Programme

The Place Shaping Engagement Programme will build upon the principles within the council's Consultation and Engagement Framework and the draft projects and ideas set out within section 5.8.

The principles of the Consultation and Engagement Framework were endorsed by Cabinet in February 2020 and include:

- Empowering our residents to have greater influence over the issues that affect them
- Increasing and strengthening the role of communities in how we live, work and visit Caerphilly county borough
- Helping us to understand the needs of our communities, which in turn, will help to ensure the services we deliver meet those needs, and that available resources are used effectively and in line with agreed priorities
- Supporting communities to take action, by helping them identify needs and support them in developing community led solutions.

The council has recently conducted a comprehensive resident survey entitled 'The Caerphilly Conversation'. The Caerphilly Conversation sought views on a wide range of areas including satisfaction with council services, our collective response to the COVID-19 pandemic and views on areas such as education, housing, the local economy and climate change. The findings from that consultation exercise are a very useful contributor to the emerging Wellbeing and Place Shaping Framework which is framed in section 5.8.

Caerphilly – 'A Place for Everyone'

The Place Shaping Engagement Programme – 'A Place for Everyone' will build upon the stakeholder engagement carried out to date and will focus on developing strengthened, ongoing relationships between our residents and public services – to help forge a greater understanding of community needs and aspirations for the future.

The programme will seek to develop a shared vision for the type of place our residents want to live in and the collective role that everyone has to play in achieving this.

The following will be key components of the programme:

- Ongoing training and development for councillors and key council staff around community involvement and co-production of services
- Making optimum use of the council's existing network of staff who have regular, ongoing trusted dialogue with residents
- Mapping of community assets at individual ward level to build upon the council's existing consultation/engagement network– particularly focussing on hard to reach groups
- Ongoing community and council led projects badged as 'Team Caerphilly in Action' which aim to encourage ongoing dialogue, provide feedback and further build community capacity

- The opportunity to use the enhanced stakeholder mapping to gather regular insights on key service areas – including education, regeneration and quality of life issues.
- Regular ‘pulse checking’ residents surveys to ensure the Council is delivering on its key objectives and highlighting opportunities to refine its approaches.
- A cyclical programme of councillor and officer led community engagement, at individual council ward level. The discussions will focus initially on a number of areas and will take place across a number of platforms. These will include:
 - community pride
 - identity
 - community need
 - identification of gaps
 - what is important to our communities in living full and prosperous lives

As part of this cyclical programme, existing projects can be considered and potentially refined while also providing the platform for additional project ideas to be added into the Framework.

This ongoing approach to community engagement is not intended to replace individual, formal consultation processes specific to particular projects or schemes; rather it is intended to facilitate solid, ongoing, long-term dialogue with our communities where relationships are valued and trust earned, and will support those more formal consultation and engagement processes as required.

5.10 Conclusion

Over the paragraphs above, investment in excess of £485m has been outlined. Some of this has been made over prior years, but a significant proportion can be used to shape Caerphilly’s future over coming years.

The Wellbeing and Place Shaping proposals set out within 5.8 provide the makings of a significant investment into the future of the county borough from an economic, social and environmental perspective and the engagement programme set out from section 5.9 onwards sets out the mechanism by which key stakeholders can directly shape the programme with the Council as it is developed. This provides an essential route-map for our communities to build a resilient and sustainable future as they emerge from the Covid pandemic.

Should Cabinet agree the Wellbeing and Place Shaping Framework set out within 5.8 it will be agreeing to invest significantly in its communities, at a key moment in the recovery of our communities from the impacts of the COVID-19 pandemic.

The potential benefits the Framework can provide in developing, improving and refreshing infrastructure and assets from across Caerphilly should not be underestimated. Sustained investment of this size and scale can help strengthen the local economy, increase community resilience and bring jobs and opportunities.

6. **ASSUMPTIONS**

- 6.1 It is assumed that the current and future economic landscape will be sufficiently viable for the projects proposed within section 5.8 to be progressed.
- 6.2 Should specific projects ultimately prove unviable, it is assumed that it would be possible to divert the funding in support of other Place Shaping projects.
- 6.3 The delivery of the Wellbeing and Place Shaping Framework at pace and scale is critical and its success will be limited without the additional senior management and project management capacity referenced in section 11.

7. LINKS TO RELEVANT COUNCIL POLICIES

- 7.1 Caerphilly's Wellbeing Objectives 2018 to 2023. This proposal will assist the Council in meeting all six of its stated wellbeing objectives:

- **Wellbeing Objective 1** – Improve education opportunities for all
- **Wellbeing Objective 2** – Enabling employment
- **Wellbeing Objective 3** – Address the supply, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people's health and wellbeing
- **Wellbeing Objective 4** – Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impacts on the environment
- **Wellbeing 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
- **Wellbeing Objective 6** – Support citizens to remain independent and improve their wellbeing

- 7.2 The Wellbeing and Place Shaping Framework also aligns specifically with the Council's:

- Team Caerphilly – Better Together
- Sport and Active Recreation Strategy 2019-2029
- 21st Century Schools Band B Programme 2019-2026
- Shared Ambitions Strategy 2019-2022
- Social Services and Well-being (Wales) Act 2014
- A Foundation for Success 2018-2023
- SE Wales Valleys Local Transport Plan 2015
- Covid Strategic Recovery Framework 2020
- Communications and Engagement Strategy 2019-2022

8. WELLBEING OF FUTURE GENERATIONS

- 8.1 The Wellbeing 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 wellbeing

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 wellbeing of future generations through maximising the contribution public bodies make towards the wellbeing goals. In using the sustainable development principle, it is incumbent that the Council 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** – The Place Shaping Framework is a multi-year investment into a wide range of new facilities that hold the potential to benefit the community as whole as well as contributing to all six of the Council’s wellbeing objectives.
- **Prevention** – The provision of new and in many cases, state of the art facilities and programmes holds the potential to support a multitude of preventative work across the Borough.
- **Integration** – The Wellbeing and Place Shaping Framework is designed in order to integrate directly with the Council’s own Wellbeing Objectives and those agreed by the Public Service Board.
- **Collaboration** – Many of the programmes within the Wellbeing and Place Shaping Framework will require integration across Council Directorates as well as key partners from the public, private and third sectors.
- **Involvement** – It is proposed that the Wellbeing and Place Shaping Framework is underpinned by an ongoing engagement programme entitled ‘Caerphilly – a place for everyone’ that will provide the opportunity for key stakeholders to be directly engaged in the future of the Framework. Each project within the draft Framework will also be underpinned by a consultation and engagement exercise.

9. EQUALITIES IMPLICATIONS

9.1 The Equalities Implications will differ significantly across each project within the draft Wellbeing and Place Shaping Framework. With this in mind, the equalities implications of each of the proposed projects will need to be addressed as part of the project development and delivery mechanisms.

10. FINANCIAL IMPLICATIONS

10.1 The Wellbeing and Place Shaping Framework is an ambitious programme that will require large scale investment. The funding of the projects will involve a combination of approaches with some being funded directly through council resources, some

through external funding alongside a match-funding requirement for the council and some wholly funded externally.

- 10.2 As certain projects are developed into business cases for consideration, the detailed financial implications will need to be considered in accordance with the Council's Constitution and Financial Standing Orders. Wherever possible, one of the key drivers in the development of business cases will be to lever in funding from grants and/or external partners.
- 10.3 At its meeting on the 29th January 2020, Cabinet approved a recommendation to earmark £24.543m from useable reserves for the Place Shaping Framework. In addition to this at its meeting on the 20th February 2020, Council approved further funding for the Place Shaping Framework totalling £4.048m from 2020/21 savings in advance and a surplus balance on the General Fund. This brings the total approved funding to date to £28.591m.
- 10.4 Cabinet was asked to approve a further recommendation that funding of £1.640m held in the 2020/21 Miscellaneous Finance Revenue Contribution to Capital Outlay (RCCO) budget should also be allocated to the Place Shaping Framework, which would increase the total funding available to £30.231m.

11. PERSONNEL IMPLICATIONS

- 11.1 In order to deliver an investment programme of this size and scale, the delivery of the Wellbeing and Place Shaping Framework has been identified as a core priority for Council's Leadership team. To complement this focus, a growth bid has been put forward as part of the 2021/22 budget which will be considered by Council in February 2021 to appoint additional resources.
- 11.2 The growth bid seeks to secure the permanent employment of the previously fixed term transformation resources as well as the creation of a new permanent Head of Transformation and a new permanent Head of Prosperity.
- 11.3 The Framework will also be supplemented by the acquisition of four fixed term project management resources and the creation of a project management office to support the delivery of this wide-ranging transformation programme of investments.
- 11.4 This additional resource, coupled with the existing corporate leadership team focus, will enable the Council's "TeamCaerphilly" wider transformation programme to be further embedded and progressed at the necessary pace. The Wellbeing and Place Shaping Framework is a pivotal element of this overall programme of investment and change. If the bid for additional resources is not supported by Council as part of the 2021/22 budget, the Placeshaping framework will not be able to delivered at the desired pace and scale and the programme will need to be "scaled back" to align with any existing resources that are available..

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 Various Local Government legislation including the Local Government Acts 1972, 2000 and 2003, and the Local Government (Wales) Measure 2011.

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- Cllr Philippa Marsden, Leader
- Cllr Sean Morgan, Deputy Leader and Cabinet Member for Economy and Enterprise
- Cllr Eluned Stenner, Cabinet Member for Performance and Customer Services
- Cllr Ross Whiting, Cabinet Member for Learning and Achievement
- Cllr John Ridgewell, Cabinet Member for Environment and Infrastructure
- Cllr Colin Gordon, Cabinet Member for Corporate Services
- Cllr Nigel George, Cabinet Member for Waste and Public Protection
- Cllr Lisa Phipps, Cabinet Member for Housing and Property
- Cllr Shayne Cook, Cabinet Member for Social Care
- Dave Street, Corporate Director for Social Care and Housing
- Ed Edmunds, Corporate Director for Education and Corporate Services
- Mark S Williams, Interim Corporate Director for Communities
- Steve Harris, Head of Financial Services and Section 151 Officer
- Robert Tranter, Head of Legal Services and Monitoring Officer
- Cllr Colin Mann, Leader of the Plaid Cymru Group
- Cllr Kevin Etheridge, Leader of the Independent Group