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**Date: 9th September 2021**

Dear Sir/Madam,

A digital meeting of the **Cabinet** will be held via Microsoft Teams on **Wednesday, 15th September, 2021 at 10.30 am** to consider the matters contained in the following agenda. You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so.

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

Yours faithfully,

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

**Christina Harrhy**  
CHIEF EXECUTIVE

## AGENDA

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

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

**A greener place Man gwyrdach**



To approve and sign the following minutes: -

3 Cabinet held on 1st September 2021. 1 - 6

To note the Cabinet Forward Work Programme.

4 Cabinet Forward Work Programme. 7 - 10

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

5 Regeneration Board - Project Proposals. 11 - 20

6 Welsh Government Prospectus and Programme Development Plan (PDP). 21 - 60

7 Provision of a Staff Benefit and Recognition Scheme. 61 - 98

8 Freedom of the Borough - Olympic Medallists. 99 - 102

9 Public Interest Test - To receive and consider the following report which in the opinion of the Proper Officer may be discussed when the meeting is not open to the public and first to consider whether the public interest requires that the meeting should be closed to the public for consideration of this item:- 103 - 104

To receive an urgent and exempt item: -

10 The Lawns, Rhymney Cost Overrun Report. 105 - 112

**Circulation:**

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

And Appropriate Officers

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# Agenda Item 3



## CABINET

### MINUTES OF THE REMOTE MEETING HELD VIA MICROSOFT TEAMS ON WEDNESDAY, 1<sup>ST</sup> SEPTEMBER 2021 AT 10.30 A.M.

#### PRESENT:

Councillor P. Marsden (Leader) - Chair

#### Councillors:

S. Cook (Social Care), N. George (Waste, Public Protection and Street Scene), C. Gordon (Corporate Services), L. Phipps (Housing), J. Pritchard (Infrastructure and Property), E. Stenner (Performance, Economy and Enterprise), A. Whitcombe (Sustainability, Planning and Fleet) and R. Whiting (Learning and Leisure).

#### Together with:

C. Harry (Chief Executive) D. Street (Corporate Director Education and Corporate Services) and M.S. Williams (Corporate Director – Economy and Environment).

#### Also in Attendance:

R. Tranter (Head of Legal Services and Monitoring Officer), L. Lucas (Head of Customer and Digital Services), M. Harris (Committee Services Support Officer/Chauffeur) and E. Sullivan (Senior Committee Services Officer).

## RECORDING AND VOTING ARRANGEMENTS

The Leader 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 R. Edmunds (Corporate Director – Education and Corporate Services).

### 2. DECLARATIONS OF INTEREST

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

### 3. CABINET – 21st JULY 2021

RESOLVED that the minutes of the meeting held on 21st July 2021 were approved as a correct record.

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

Cabinet were provided with the Cabinet Forward Work Programme, which detailed the scheduled reports for 29<sup>th</sup> September 2021. Members were reminded that the Cabinet Forward Work Programme is a working document and therefore subject to change.

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

RESOLVED that the Cabinet Forward Work Programme be noted.

#### **5. CAR PARKING CHARGES**

Consideration was given to the report which updated Cabinet on the latest position on the economic impact on town centres caused by the coronavirus pandemic and to seek a Cabinet steer on a further period of free car parking to support the local economy.

Cabinet was advised that many businesses within the County Borough had faced significant challenges as a result of Covid-19 and the lockdown and/or trading restrictions that have resulted. This included many town centre businesses and particularly the town centre hospitality sector. In moving the report Cabinet welcomed the proposals for a Task and Finish Group which would allow all political parties to contribute to any future proposals.

A further recommendation at 3.1.5 of the report was proposed in that Officers bring back a report that sets out proposals to manage the interface between business and customer parking at Twyn Car Park, Caerphilly and Blackwood High Street, Car Park having consideration for the 12 month period of the decision and was seconded.

The Leader of Council emphasised that the proposals within the report were set within the context of the COVID recovery framework which set out the next steps over the next twelve months and was a continuation of the Councils COVID response with the continued aim of supporting the recovery of Town Centres and was not a long term or permanent decision and was time bound until September 2022. It was noted that one of the recommendations moved was for a further report to come forward on the long-term future of town centre car parking charges scheduled for the end of next summer. The Leader emphasised again that what was under consideration today was not a permanent decision but an extension.

With the permission of the Leader, Councillor J.E. Fussell made representations to Cabinet in relation to car parking in Caerphilly Town Centre. Councillor Fussell detailed the issues in relation to the Twyn Car Park and the need to address the impact of town centre parking in terms of the regeneration of specific areas of the town. The Member referenced previous proposals in relation to the reconfiguration of car parking meters for limited free parking hours to support the local shopping environment. The additional recommendation was welcomed but the Member emphasised that this work needed to be timely in order to have any impact on already struggling retailers and felt that consideration also had to be given to the impact of traffic disbursement once the Twyn Car Park was full, particularly into retail loading bays causing issues in terms supplier deliveries and subsequently congestion.

The Leader thanked Councillor Fussell for raising the key issues of concern and confirmed that the report proposed in the addition recommendation would investigate these issues and would be brought forward in a matter of weeks. The Chief Executive urged the Councillor to take up the offer of an Officer/Cabinet Member meeting as part of the report development process and Councillor Fussell welcomed the opportunity for such a meeting if it would inform



the report to Cabinet. The Chief Executive also advised that this process would be mirrored with the Blackwood High Street Car Park.

The Leader then referenced written representations that had been received from Councillor K. Etheridge and Retailers from Blackwood Town Centre and noted the submission of a notice of motion in relation to the abolition of car parking charges, which would be considered shortly by Scrutiny and Council. She emphasised the importance that the review of car parking charges be set alongside the COVID recovery framework and strategic town centre regeneration. The important role that a cross-party task and finish group would play in reviewing car parking was highlighted and the conclusion of its work would be the time to consider any proposals including the possible abolition of charges but within a strategic car park management framework.

Following consideration and discussion, it was moved and seconded that the recommendations in the report and the additional recommendation at 3.1.5 be approved. By way of electronic voting this was unanimously agreed.

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

- 3.1.1 The extension of the period of free car parking in town centres for a further 12 months until 30<sup>th</sup> September 2022 be agreed.
- 3.1.2 The projected income shortfall of £660k be funded from the previously approved Covid-19 Earmarked Reserve.
- 3.1.3 The Joint Scrutiny Committee Cross Party Task and Finish Group to undertake a further review of town centre car parking changes in light of the effects of the pandemic on the economy of our town centres.
- 3.1.4 Residents' season ticket only use of the three car parks in Blackwood (Gordon Road, Libanus and Highland Terrace) be removed for the duration of the free parking.
- 3.1.5 Officers bring back a report that sets out proposals to manage the interface between business and customer parking at Twyn Car Park, Caerphilly and Blackwood High Street Car Park having consideration for the 12 month period of this decision.

## **6. STRATEGIC FRAMEWORK FOR RECOVERY - PROGRESS**

Consideration was given to the report which sought to update Cabinet on the progress made against the Strategic Recovery Framework agreed in September 2020 and to adopt some measures of success that will enable future progress to be assessed.

Cabinet was asked to note that the Covid 19 pandemic had provided an unprecedented set of challenges to the Council and the Communities of Caerphilly since March 2020. During this period the Council had focused on decisions and interventions designed to protect people and places. In September 2020, the Strategic Recovery Framework was adopted and provided an overarching framework through which the Council and its communities could work together to bring about a successful recovery. Now twelve months on, the Council and its Communities were still operating to a large extent in response to the pandemic. Some aspects of recovery had been possible, and the report provided an update on the progress over the last year.

The Leader expressed her admiration and pride in the way in which Council Staff had responded to pandemic, adapting to new ways of working and going above and beyond to deliver services to communities. As the Council transitions into a new normal she saw this as

an opportune time to pause and reflect on the tremendous effort made across every directorate. Cabinet joined the Leader and placed on record their thanks for the herculean efforts of every member of staff.

The Corporate Director for Social Services and Housing provided an update in relation to his Directorate. Cabinet noted that in June 2021, 2 Day Bases were re-opened on a phased basis and further proposals to reshape day services were currently being processed. Montclair had remained open and provided respite care for adults and children with a disability during the pandemic albeit at a reduced capacity and since then other facilities were coming back in to use as detailed in 5.4.3 of the report.

In terms of Housing it was noted that non-emergency repairs, also suspended during the pandemic, were now back up and running as detailed in section 5.44 of the report with staff working hard to clear the backlog. In terms of WHQS it was confirmed that works were in line to meeting the 2021 deadline.

Cabinet were referred to Section 5.7.1 of the report and the Caerphilly Cares initiative and advised that the programme was going from strength to strength and making a real impact in the community. The Corporate Director updated Cabinet on the development of a Universal Gateway bringing access to services into a more holistic model, which would include partners in the 3<sup>rd</sup> Sector and community-based initiatives. It was noted that Caerphilly Cares had now been included in the self-isolation grant application to provide wider support. Referrals were also being received from Council Tax and Housing Benefit and between April-June £625k of additional income had been gained for residents.

The Corporate Director for Economy and Environment provided an update in relation to his Directorate and he expressed his admiration for the way in which staff had stepped up during the pandemic particularly when taking into account that services were still recovering from the impact of Storm Dennis when the pandemic hit.

Front line services such as waste-collection continued seamlessly throughout the pandemic, redeployed Leisure Staff had provided vital support to the mass vaccination centre and the BuddyScheme. Public Protection Staff had worked 12-13-hour days during the height of the pandemic assisting the Aneurin Bevan Health Board. Trading Standards and Licensing colleagues had undertaken an immense amount of work to ensure compliance with COVID regulations and assisting business and the registrars service had worked tirelessly in very difficult circumstances throughout the pandemic. It was also noted that planning staff had implemented a virtual programme of planning committee meetings and had worked against a backdrop of circa 50% increase in planning applications. In addition regeneration staff had worked tirelessly with colleagues in corporate finance to process Welsh Government business support grants. The Corporate Director was humbled by the how staff had responded and adapted and placed on record his sincere thanks to them all.

The Chief Executive provided an update on behalf of the Corporate Director for Education and Corporate Services and expressed how overwhelmed she was by the astonishing depth and breadth of work undertaken.

The phenomenal work of schools was detailed, first as Child Care Hubs for Key Workers, then remote working and finally re-opening despite immense challenges. The level of teamwork this required, and the support given by the Chief Education Officer had been recognised by Wales Audit Office. Free School Meals services via an army of volunteers had delivered healthy fresh produce to the doors of 6500 pupils and had seen FSM take up increase from 68% to 98%.

The redeployment of staff to the Trace and Trace service and the amazing work that they continue to do there was highlighted and the Chief Executive recognised the outstanding work of the Regeneration Team in turning around £55m in grant funding and £5m in other grant schemes.

The Chief Executive expressed her thanks not only to the staff but to the Cabinet and the Corporate Management Team who had worked so closely together in difficult circumstances providing purposeful and honest leadership during an unprecedented period of time and now moving forward into another winter and with COVID still very present there would be more challenges to come. The fact that Caerphilly County Borough Council had been nominated for several prestigious awards was a testament to the all the hard work and commitment over the last 18 months and she expressed her pride in Team Caerphilly.

Clarification was sought as to how the proposed measures would ensure that the Council was progressing in the best way possible. Cabinet was advised that the measures proposed were a starting off point and would be informed by citizen engagement and satisfaction and would evolve and develop as recovery work progressed.

Cabinet Members echoed and endorsed the comments made and the exceptional work done by so many and placed on record special thanks to Youth Services and their work with vulnerable young people, Teachers, Catering Services and made particularly reference to Carers in Residential and Home Care Services who had worked tirelessly at the very front of service provision. It was hoped that the report would help provide the public with a better understanding of the breadth of services provided by the Council and those that had worked so hard throughout the pandemic to provide them.

The Chief Executive re-assured Cabinet that staff wellbeing was paramount, and support was available for anyone struggling, the Corporate Management Team were well aware of the toll that the last 18 months had taken and were 'wrapping their arms around' those that had worked so tirelessly.

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

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

- a. The progress made against the Strategic Recovery Framework for Caerphilly in the last twelve months be noted.
- b. The proposed measured of success for monitoring progress as set out in paragraph 5.9 of the report be agreed.

## **7. MANAGING BUILDING AND SERVICE RISK AT ALERT LEVEL ZERO**

Consideration was given to the report which sought Cabinet endorsement for an evidence-based risk model to be adopted as a basis for undertaking Council building assessment in a consistent and methodical manner, while also enabling the different risk factors and therefore overall risk, at individual settings to be considered.

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

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

1. the Hierarchy of Controls Template set out in Appendix 1 as the mechanism by which the reintroduction of in person services can be assessed be endorsed.
2. The planning for the reopening of Reception and Customer Services at Ty Penallta can now begin in accordance with the controls set out in Appendix 2 under the elimination and substitution controls be agreed.
3. Relevant Heads of Service, in consultation with the appropriate Cabinet Member,

assess all remaining Council buildings currently closed to the public using the template at Appendix 1.

4. The receipt of a supplementary report at its meeting of the 29<sup>th</sup> September 2021 that sets out which of those council buildings should now be reopened and under what conditions and controls be agreed.
5. Cabinet to receive reports that outline any further changes that need to be made should the guidance or risk level change again.

The meeting closed at 11.50am

Approved and signed as a correct record subject to any corrections made at the meeting held on 15th September 2021.

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CHAIR

**Cabinet FWP – from 15.09.21.**

15/09/2021 10:30	Regeneration Board - Project Proposals	To recommend the allocation of up to £130,000 from the Regeneration Project Board Development Fund towards two recently endorsed and evaluated project proposals; (i) Risca – Redevelopment of Strategic Town Centre site (Feasibility & Master-planning); (ii) Bargoed Empty Property Enforcement Action Plan.	Kyte, Rhian;	Cllr. Stenner, Eluned;
15/09/2021 10:30	Welsh Government Prospectus and Social Housing Grant Programme Delivery Plan (PDP)	To seek Cabinet approval for the distribution of SHG (Social Housing Grant) and the Prospectus document requirement by Welsh Government.	Roberts-Waite, Jane;	Cllr. Phipps, Lisa;
15/09/2021 10:30	Staff Benefits Scheme	To seek Cabinet approval of a new staff benefits and reward platform and further recognition of long service.	Donovan, Lynne;	Cllr. Gordon, Colin J;
15/09/2021 10:30	FREEDOM OF BOROUGH – Olympic Medallists	To recommend to Cabinet that Council admit as Honorary Freeman of the Borough. Caerphilly County Borough athletes who were successful in achieving medals at the Tokyo Olympics 2020.	Forbes-Thompson, Cath;	Cllr. Marsden, Philippa;
15/09/2021 10:30	The Lawns, Rhymney cost overrun report (Urgent Item)	(Exempt Item)	Dallimore, Allan;/ Williams, Mark S;	Cllr. Stenner, Eluned
29/09/2021 10:30	Workforce Development Strategy	To seek Cabinet approval of the Workforce Development Strategy 2021 - 24.	Donovan, Lynne;	Cllr. Gordon, Colin J;
29/09/2021 10:30	Well-Being Strategy 2021 - 24	To seek Cabinet approval of the Wellbeing Strategy 2021 - 24	Donovan, Lynne;	Cllr. Gordon, Colin J;
29/09/2021 10:30	Montclair Avenue - Culvert Report	To seek Cabinet approval to fund the culvert repair.	Street, Dave;	Cllr. Phipps, Lisa;

**Cabinet FWP – from 15.09.21.**

29/09/2021 10:30	Car parking at Twyn Car Park and Blackwood High Street Car Park	To consider proposals to manage the interface between business/visitor parking at Twyn Car Park, Caerphilly and Blackwood High Street.	Williams, Mark S;	Cllr. Pritchard, James;
29/09/2021 10:30	Supplementary report - Managing Service Risk at Alert Level Zero	To update Cabinet with a further report detailing proposals for the re-opening of key buildings	Edmunds, Richard (Ed);	Cllr. Gordon, Colin J;
13/10/2021 10:30	21st Century Schools – Band B Programme Update	To provide Cabinet with an update on the progress of the 21st Century Schools Band B programme.- Phase 1 & 2.	West, Andrea; Richards, Sue;	Cllr. Whiting, Ross;
13/10/2021 10:30	Streetlighting Update	To provide Cabinet with an interim update on the monitoring of the street lighting carbon reduction initiative outcomes.	Lloyd, Marcus;	Cllr. Pritchard, James;
13/10/2021 10:30	New Respite Facilities	To seek Cabinet approval to build two state of the art respite facilities, one for adults and one for children in order to replace existing facilities.	Jenkins, Gareth; Street, Dave;	Cllr. Cook, Shayne;
27/10/2021 10:30	Corporate Performance Assessments (CPA's)	To provide Cabinet with information and detailed analysis of performance for the period 01/04/20 to 31/03/21 and forms part of the Council's self-assessment activity.	Richards, Sue;	Cllr. Stenner, Eluned;
27/10/2021 10:30	Local Housing Strategy	To seek Cabinet approval for the acquisition of the former Oakdale School site from the General Fund to the HRA and the development of the site by Willmott Dixon on behalf of Caerphilly Homes.	Roberts-Waite, Jane;	Cllr. Phipps, Lisa;
27/10/2021 10:30	Oakdale Housing Development	For Cabinet to consider the development options presented by Willmott Dixon on behalf of Caerphilly Homes, on the basis of need and viability with regard to the site of the former Oakdale Comprehensive School.	Roberts-Waite, Jane;	Cllr. Phipps, Lisa;

**Cabinet FWP – from 15.09.21.**

27/10/2021 10:30	Annual Performance Report and Corporate Plan 2018-2023	For Cabinet to consider the Council's Annual Performance Report which provides information and analysis of performance against the six well-being objectives for the period 01/04/20 to 31/03/21.	Roberts, Ros; Richards, Sue;	Cllr. Stenner, Eluned;
27/10/2021 10:30	The Principles of a Regional approach to Employability Programme	To consider a regional approach to the provision of employment support programmes within the Cardiff Capital Region.	Kyte, Rhian;	Cllr. Marsden, Philippa;

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## CABINET – 15TH SEPTEMBER 2021

**SUBJECT: REGENERATION BOARD – PROJECT PROPOSALS**

**REPORT BY: CORPORATE DIRECTOR FOR ECONOMY AND ENVIRONMENT**

### 1. PURPOSE OF REPORT

- 1.1 To recommend the allocation of up to £130,000 from the Regeneration Project Board Development Fund towards two recently endorsed and evaluated project proposals; (i) Risca – Redevelopment of Strategic Town Centre site (Feasibility & Master-planning); (ii) Bargued Empty Property Enforcement Action Plan.
- 1.2 To note that a further £1.0M of development funding has been allocated to the Regeneration Project Board.

### 2. SUMMARY

- 2.1 At the meeting on 30<sup>th</sup> May 2018, Cabinet agreed that a Regeneration Project Board would be set up with a cross-party political representation of Councillors plus key officers. This group is supported by a Regeneration Assessment Panel consisting of officers from a range of service areas. An initial sum of £300,000 was allocated to the Project Board.
- 2.2 The Regeneration Assessment Panel have met on numerous occasions to consider the prioritised list of capital projects, which have been identified by the Board to move to the Assessment Stage. Following subsequent Cabinet Approvals, since February 2019 numerous projects have been endorsed with financial assistance provided (where necessary) from the Regeneration Project Board Development Funds.
- 2.3 During January 2019 Cabinet resolved to release £1.2m of reserves for the Regeneration Board prioritised projects. This was supplemented in April 2021 when the Cabinet resolved to allocate an additional £1m to the Development Fund budget. Cabinet on 7 July 2021 resolved that a further £1.0m should be allocated to the Board for prioritised capital regeneration projects. This decision was approved by Full Council on 13 July 2021. This brings the total allocated **Development Fund budget to £3.5M.**

- 2.4 In December 2020 Cabinet resolved to allocate £50,000 seed money to the Regeneration Board for 2020/21 to progress concepts and ideas under the 'Licence to Innovate' Scheme. Due to the success of the initiative, Cabinet on 7 July approved a proposal for a further £200k to be set aside for the scheme. **The total funding allocated to the Regeneration Project Board, including 'Licence to Innovate', is therefore £3.75M.**
- 2.5 This report seeks Cabinet approval for the allocation of £130,000 Regeneration Development Funds towards two project proposals (i) Risca – Redevelopment of Strategic Town Centre site (Feasibility & Master-planning); (ii) Bargoed Empty Property Enforcement Action Plan.
- 2.6 The above request would leave an active overall Regeneration Development Fund of circa £1.436M and a balance of £0.209M in the 'Licence to Innovate' Fund.

### **3. RECOMMENDATIONS**

- 3.1 That Cabinet:
- i) Agree that £130,000 of the Regeneration Project Board Development Fund be allocated to progress two project proposals (i) Risca – Redevelopment of Strategic Town Centre site (ii) Bargoed Empty Property Enforcement Action Plan
  - ii) Note that a further £1.0M funding has been allocated to the Regeneration Project Board to bring forward strategic project development activities.

### **4. REASONS FOR THE RECOMMENDATIONS**

- 4.1 To progress feasibility and master-planning activities for an identified strategic development site in Risca Town Centre, to facilitate future detailed design and funding proposals.
- 4.2 To establish a budget to implement an empty property enforcement action plan in respect of targeted premises requiring urgent remediation works, within Bargoed Town Centre.

### **5. THE REPORT**

- 5.1 On the 30<sup>th</sup> May 2018, Cabinet agreed that Council Officers convene a Regeneration Project Board. The Terms of Reference of the Board were approved by Cabinet at the same meeting.
- 5.2 At the subsequent June 2018 Board meeting a Project Prioritisation Toolkit was approved for the Board to prioritise projects and this was subsequently agreed by Council on 17<sup>th</sup> July 2018. A Regeneration Assessment Panel has been set up to assess each of the projects using this toolkit. The Assessment Panel is an internal Officer panel from a wide range of Service Areas set up specifically to assess prioritised strategic physical regeneration schemes.
- 5.3 The Regeneration Assessment Panel has met several times to consider a list of previously prioritised capital projects. These, for the most part, have been evaluated and considered by the Regeneration Project Board before being presented to Cabinet for endorsement and funding (where required) from the available

## Development Funds.

- 5.4 Initial funding of £300k was allocated to the Regeneration Board Development Fund in 2018. In January 2019 Cabinet resolved to release £1.2m of reserves for Regeneration Board Projects and then in April 2021 the cabinet resolved to allocate a further £1.0M. This has been recently supplemented by an additional £1.0M in July 2021, bringing the **Total Development Fund budget to £3.5M**. This has allowed additional projects to be considered for development support, prioritisation and funding [**Please refer to Appendix 1**]
- 5.5 In December 2020 Cabinet approved the Council's Commercial and Investment Strategy and resolved that a further £50,000 from the Education and Corporate Services reserves be approved to progress 'Licence to Innovate' ideas via the Regeneration Project Board. In July 2021 Cabinet approved proposals to set aside a further £200,000 to the 'Licence to Innovate' scheme. All 'Licence to Innovate' project ideas are subject to a Panel Assessment to determine their eligibility prior to their presentation to the Regeneration Board.
- 5.6 At the Regeneration Board Meeting held on 27 July 2021 a further tranche of schemes was considered by the Board. A summary of each project and the Regeneration Project Board's recommendations are set out below.

### **(A): RISCA – “THE BIRDS SITE” – RE-DEVELOPMENT OF STRATEGIC TOWN CENTRE – FEASIBILITY AND MASTERPLANNING**

- **Total Project Cost Estimate (£): £30,000**
  - *Funding Secured* £0
  - **Request for funding from Regeneration Project Board: £30,000**
- 5.7 Risca is a Principal Town within the Council's Adopted Local Development Plan and plays an important sub-regional role in relation to shopping, employment, leisure and tourism.
- 5.8 Risca is ideally located to benefit from its strategic and geographical prominence within the Cardiff Capital Region City Deal and its principal economic driver, the Valleys Metro. Risca Town Centre is also a short distance from the Crumlin Arm of the Monmouthshire and Brecon Canal and Cwmcarn Forest attractions. Both the Canal and Cwmcarn Forest are recognised as key strategic economic and tourism drivers within the South East region.
- 5.9 The Council's Regeneration and Planning Service recognise the significant potential for Risca to benefit from these emerging regional economic and investment priorities through the creation of a sustainable "investment corridor" linking Risca, Cwmcarn and their adjacent communities.
- 5.10 The proposed project is located at land at the rear of 139-153 Commercial Street, Risca. The development is directly at the southern gateway of the Town Centre and within the main commercial core of the Town. It is a visually prominent brownfield site in joint ownership between the Council and the Birds Group of Companies.
- 5.11 Cabinet of 19<sup>th</sup> May 2021 considered project proposals for the new UK Government Funding Programmes, including the **Levelling Up Fund**. The endorsed project pipeline list included a suite of three interlinked projects for the Islwyn Constituency,

comprising Cwmcarn Visitor Attractions, Monmouthshire & Brecon Canal Enhancements and the Redevelopment of Risca as a Strategic Town Centre. An ambitious mixed-use development, comprising commercial, retail and leisure use is proposed for the site.

- 5.12 Funding from the Regeneration Board has been requested to commission a comprehensive feasibility study for the development area. The funding will support the Council's long-term Place Making plans for Risca as a Strategic Town Centre and its goal to consolidate the area as a regionally important visitor destination. The study will specifically focus on the re-development of the land at the rear of Commercial Street, Risca and help inform the Council's proposed bid to the Levelling Up Fund in 2022.
- 5.13 The contribution from the Regeneration Board will match a complementary bid to Welsh Government's Transforming Towns programme for £45,000 revenue funding towards the development of a wider Place-Making Plan for Risca town as an integral part of the development of the Newbridge to Risca Corridor Masterplan.

**RPB Decision: Project Approved. It was agreed that £30,000 be allocated towards the project.**

#### **(B): BARGOED TOWN CENTRE – EMPTY PROPERTY ENFORCEMENT ACTION PLAN**

- Total Project Cost Estimate (£): £100,000
  - *External Funding Secured* £0
  - **Current Request for funding: £100,000**
- 5.14 Funding is requested to enable Officers to establish an enforcement budget to undertake urgent remedial works on dilapidated, empty and underutilised properties within Bargoed Town Centre.
- 5.15 The town centre is currently experiencing high vacancy rates on several prominent retail/commercial properties. Officers from Regeneration and Planning are developing an Enforcement Action Plan to address the issues relating to the empty properties, including proactive engagement with property owners/landlords to ensure the necessary improvement works are undertaken in a timely manner. The Council will seek to use its authorised powers to serve notice on property owners to undertake the works.
- 5.16 It is hoped that most of the issues will be addressed by the individual property owners/landlords at the request of the Council. However, in the event of landlords failing to act or non-compliance, the Council will use its powers to undertake the improvement works in default. The Council will register a legal charge and restriction on these properties.
- 5.17 The improvement works undertaken as part of the Enforcement Action Plan will deliver a series of economic benefits, including (i) bringing the empty properties up to the necessary standard to attract potential tenants; (ii) contribute to a thriving and visually attractive town centre environment that is well placed to attract future jobs and investment.

- 5.18 The funding will allow a rolling programme of action to be undertaken on property owners in the event of non-compliance with Enforcement Notices. The average default works cost has been estimated at £10,000 per property. Funding support will enable remedial works to be undertaken on approximately 10 properties.
- 5.19 Funding from the Regeneration Project Board will complement additional in-principle financial support of £250,000 received from Welsh Government towards a series of wider town centre interventions for Bargoed, including a third party property grant improvement scheme for local businesses and property acquisition.

**RPB Decision: Project Approved. It was agreed that £100,000 be allocated towards the Empty Property Enforcement Action Plan**

- 5.20 If Cabinet are minded to approve the recommendations contained in the Report the residual funding available to the Regeneration Project Board is:

- Regeneration Development Fund £1,436,800.00
- License to Innovate Fund £209,311.00

## **6. ASSUMPTIONS**

- 6.1 This report assumes that the identified projects, once supported by Cabinet, will be developed further and where applicable implemented, with assistance from appropriate sourced and secured external funding.

## **7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

- 7.1 The recommendations contained in the report have a neutral overall impact, however schemes supported through the board will all have varying impacts and will all be subject of full IIA.

## **8. FINANCIAL IMPLICATIONS**

- 8.1 An overall project Development Fund of £3.5m has been previously approved to allow a project team of officers to develop projects ready for implementation when funding becomes available.
- 8.2 Development Funds of £1,933,200 have previously been approved and allocated to projects. If the current requests of £130,000 contained in this Report are approved, then £1,436,800 remains from the total budget allocation for funding future projects.
- 8.3 A Licence to Innovate budget of £250,000 has previously been approved, of which £40,689 has now been allocated by the Regeneration Board. This leaves a residual balance of £209,311.

## **9. PERSONNEL IMPLICATIONS**

- 9.1 There will be a requirement for Officers from Regeneration & Planning, Transportation & Infrastructure, Corporate Policy, Housing and Corporate Services Divisions within the Authority to dedicate human resources to the project activities outlined in order to progress them, the level of which depends on the status of each project. Otherwise, there are no personnel implications arising from this report.

## **10. CONSULTATIONS**

10.1 Consultees comments have been incorporated into the Report.

## **11. STATUTORY POWER**

11.1 The Planning and Compulsory Purchase Act 2004.

11.2 The Local Government Acts 1998 and 2003.

11.3 Town and Country Planning Act 1990

Author: Glenn Cooper, Principal Regeneration Project Officer

Consultees:

Cllr Eluned Stenner, Cabinet Member for Performance, Economy & Enterprise  
(and Chair of the Regeneration Project Board)  
Mark S. Williams, Corporate Director for Economy & Environment  
Stephen Harris, Head of Financial Services & Section 151 Officer.  
Marcus Lloyd, Head of Infrastructure  
Robert Tranter, Head of Legal Services/Monitoring Officer  
Sue Richards, Head of Education Strategy & Finance (Interim Head of  
Transformation)  
Lynne Donovan, Head of People Services  
Rhian Kyte, Head of Regeneration and Planning  
Allan Dallimore, Regeneration Services Manager  
Paul Hudson, Business, Enterprise & Renewal Team Manager  
Local Ward Members (Bargoed)  
Local Ward Members (Risca East & Risca West)

Appendices:

Appendix 1 List of Approved Projects and Funding Allocations

## ANNEX 1. LIST OF APPROVED PROJECTS AND FUNDING ALLOCATIONS

CAPITAL PROJECT	RPB APPROVED ALLOCATION £
<b><u>TRANCHE 1</u></b>	
LLANBRADACH PARK & RIDE	£150,000
CAERPHILLY TRANSPORT INTERCHANGE	£0
OAKDALE BUSINESS PARK	£100,000
PARK LANE, CAERPHILLY	£40,000
<b>Sub Total Tranche 1</b>	<b>£290,000</b>
<b><u>TRANCHE 2</u></b>	
YSTRAD MYNACH PARK & RIDE	£0
CWMCARN FOREST	£75,000
PENTREBANE STREET, CAERPHILLY	£37,500
<b>Sub Total Tranche 2</b>	<b>£112,500</b>
<b><u>TRANCHE 3</u></b>	
MASTERPLAN FOR PUBLIC SECTOR LAND IN YSTRAD MYNACH	£0
TY DU NELSON (ADDITIONAL UNIT)	£40,000
PENALLTA COLLIERY - FORMER POWERHALL BUILDING	£0
CAERPHILLY CASTLE - NEW COACH FACILITIES	£50,000
<b>Sub Total Tranche 3</b>	<b>£90,000</b>
<b><u>TRANCHE 4</u></b>	
LLANBRADACH PARK & RIDE (REVISIT)	£200,000
YSTRAD MYNACH PARK & RIDE (REVISIT)	£170,000
<b>Sub Total Tranche 4</b>	<b>£370,000</b>
<b><u>TRANCHE 5</u></b>	

## ANNEX 1. LIST OF APPROVED PROJECTS AND FUNDING ALLOCATIONS

<b>CAPITAL PROJECT</b>	<b>RPB APPROVED ALLOCATION £</b>
TRI THEMATIC URBAN CENTRE FUNDS	£20,000
CWM IFOR SOLAR FARM REQUEST	£0
<b>Sub Total Tranche 5</b>	<b>£20,000</b>
<b><u>TRANCHE 6</u></b>	
WG TRI TOWN CENTRE COVID 19 RESPONSE	£142,700
WG TRI CAERPHILLY PLACE MAKING PLAN	£126,000
OAKDALE BUSINESS PARK PLATEAU 1	£85,000
CAERPHILLY WORKMENS HALL & INSTITUTE	£110,000
CWM IFOR SOLAR FARM	£46,000
<b>Sub Total Tranche 6</b>	<b>£509,700</b>
<b><u>TRANCHE 7</u></b>	
A468 / B4600 BEDWAS BRIDGE ROUNDABOUT IMPROVEMENT	£107,000
PEN MARCH WIND FARM - MEMORANDUM OF UNDERSTANDING	£0
<b>LICENCE TO INNOVATE - COFFI VISTA</b>	<b>£20,689</b>
<b>Sub Total Tranche 7</b>	<b>£127,689</b>
<b><u>TRANCHE 8</u></b>	
<b>LICENCE TO INNOVATE - LLANCAIACH FAWR</b>	<b>£10,000</b>
<b>LICENCE TO INNOVATE – COMMERCIAL TRAINING</b>	<b>£10,000</b>
CWM IFOR SOLAR FARM	£434,000
<b>Sub Total Tranche 8</b>	<b>£454,000</b>
<b><u>TRANCHE 9 SUBJECT TO CABINET APPROVAL</u></b>	



**ANNEX 1. LIST OF APPROVED PROJECTS AND FUNDING ALLOCATIONS**

<b>CAPITAL PROJECT</b>	<b>RPB APPROVED ALLOCATION £</b>
<i>BARGOED ENFORCEMENT ACTION PLAN</i>	<i>£100,000</i>
<i>BIRDS SITE RISCA - DEVELOPMENT PLAN</i>	<i>£30,000</i>
<b>Sub Total Tranche 9</b>	<b>£130,000</b>

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## **CABINET – 15TH SEPTEMBER 2021**

**SUBJECT: WELSH GOVERNMENT PROSPECTUS AND PROGRAMME DEVELOPMENT PLAN (PDP)**

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

### **1. PURPOSE OF REPORT**

- 1.1 To seek the views and approval of Cabinet prior to the submission of the 2021/22 Programme Development Plan (PDP) and the Local Housing Market Assessment Prospectus to Welsh Government.
- 1.2 To update Cabinet on the changes that have been made to the way in which the Welsh Government's Social Housing Grant is coordinated and allocated amongst partner housing associations and Caerphilly Homes.

### **2. SUMMARY**

- 2.1 In the Welsh Government's 'Programme for Government' announced on the 15<sup>th</sup> June 2021, a commitment was made to deliver 20,000 low carbon homes for rent across Wales during the next 5 years.
- 2.2 The provision of affordable homes in Wales has been traditionally funded via the Welsh Government's Social Housing Grant Programme which has been available as a source of funding to housing associations in order to support their development programmes.
- 2.3 The schemes submitted by the housing associations have been collated into a document known as the Programme Development Plan (PDP) which has been submitted annually by the Council to Welsh Government and updated quarterly as a result of regular meetings with representatives from the housing associations.
- 2.4 For the first time, local authorities who have retained their housing stock are able to apply for Social Housing Grant from 2021/22 onwards.
- 2.5 To coincide with this change, Welsh Government have also introduced a series of new requirements including the introduction of a new grant regime and viability model which calculates the proportion of grant allowable on each scheme (known as the Standard Viability Model (SVM); a new Programme Development Plan (PDP) format and a requirement for a Local Housing Market Assessment (LMHA) Prospectus which sets out the housing need and priorities in each local authority area based on the current LMHA.
- 2.6 This report summarises the previous process and provides information on the new requirements introduced by Welsh Government which seek to enable and facilitate the delivery of more affordable homes.

### **3. RECOMMENDATIONS**

- 3.1 That the content of the report, PDP and draft LHMA Prospectus is approved by Cabinet for submission to Welsh Government.

### **4. REASONS FOR THE RECOMMENDATIONS**

- 4.1 Stock holding local authorities are now able to finance their development programmes in the same way as housing associations and in January 2020, Cabinet gave a commitment to deliver a minimum of 400 new affordable homes over a 5-year period.
- 4.2 The Programme for Government sets out an ambition by Welsh Government to deliver 20,000 low carbon homes for social rent across Wales.
- 4.3 The changes made by Welsh Government to the process for allocating Social Housing Grant, coordinating the PDP and the new requirement for a LHMA Prospectus are designed to bring momentum to the delivery of affordable homes throughout Wales and will help facilitate the delivery of more new affordable homes in Caerphilly.

### **5. THE REPORT**

- 5.1 Historically the provision of affordable homes in Wales has been funded by Welsh Government through the Social Housing Grant programme. Each year local authorities will receive an indicative allocation that housing associations zoned to develop in the county borough are able to draw down from Welsh Government to part fund the cost of development (typically at 58% grant rate for social rented accommodation and 25% for shared ownership). The remainder of the costs for development are funded by the housing associations through private finance.
- 5.2 The housing associations zoned to develop in the county borough are Pobl Group, Linc Cymru, United Welsh Housing Association, Wales & West Housing and First Choice Housing (who have an all Wales remit).
- 5.3 Between 2008 and 2019, £66.3m of Social Housing Grant was successfully secured through Welsh Government's Social Housing Grant programme, which has helped to deliver 1,554 affordable homes throughout the county borough. When taking into consideration the total amount of private finance accessed by the housing associations, the total investment within the county borough during this period exceeded £115m.
- 5.4 Each year the council received a funding allocation from Welsh Government and worked collaboratively with the zoned housing associations to identify potential sites for affordable housing provision. This information was collated and contained within a document called the Programme Development Plan (PDP). The PDP was set over a 3-year period, to enable local authorities to plan developments, and was submitted to Welsh Government on an annual basis, around May or June.

### **New Funding Arrangements**

- 5.5 In 2018, Welsh Government commissioned a review of the delivery of affordable housing. The review was reported in 2019 in a report titled, '*Independent Review of Affordable Housing Supply*'. The review put forward a series of recommendations to improve the supply of affordable housing. The recommendations were summarised under the following headings:
- Understanding housing need;
  - Housing quality standards;
  - Modern methods of construction;
  - Rent policy;
  - Local authorities and enablers and builders;
  - Public sector land;
  - Financing affordable housing; and
  - Dowry and Major Repairs Allowance.
- 5.6 As a result of the review Welsh Government made a number of changes to the process described in paragraphs 5.1 to 5.4. This included the creation of a single source of funding to create a new flexible, long-term finance model, based on a regional rather than a local authority basis. Local authorities are now able to build homes and access Welsh Government funding in the same way that housing associations are permitted to do.
- 5.7 Local authorities will continue to coordinate the PDP. This function is undertaken by the Principal Housing Strategy Officer within the Caerphilly Homes Strategy and Development Team.
- 5.8 Transitional arrangements have been put into place to allow local authorities to access funding from April 2021. However, from April 2022, local authorities will access funding from the same funding source as housing associations. The Council has been provided with an indicative allocation of £2.5m Social Housing Grant (SHG) for 2021/22 from Welsh Government. The grant rate that the Council will apply for to part finance its new build developments will be calculated by Welsh Government's new Standard Viability Model (SVM). The SVM will determine the level of funding that WG can contribute to schemes with the shortfall being match funded via other sources, i.e. Housing Revenue Account.
- 5.9 Housing Associations will continue to be awarded a 58% grant rate for schemes that draw down construction grant in 2021/22. For schemes that draw down construction grant in 2022/23 and beyond, housing associations will also need to utilise the SVM to determine the grant rate awarded.
- 5.10 It should be noted that decisions taken within departments can directly affect the ability of schemes to come forward in accordance with the PDP spend profile. It is therefore imperative that there is a whole 'Team Caerphilly' approach to facilitating the delivery of new affordable housing schemes as delays could result in slippage in the programme and the return of funding allocated to Caerphilly back to Welsh Government for distribution elsewhere in Wales.

### **New Zoning Arrangements**

- 5.11 Current arrangements for zoning are based on a local authority basis and there are 4 housing associations currently zoned to develop in the county borough. As noted in paragraph 5.2, First Choice Housing Association have an all-Wales remit, so in reality the

number currently zoned is 5 including Wales and West Housing, Linc Cymru, Pobl Group and United Welsh Housing Association. Under the new arrangements zoning will be on a regional basis, so that any housing associations currently zoned to work in any of the SE Wales local authority areas could develop new homes in the borough.

- 5.12 The change in arrangements could result in more housing associations looking to develop in the county borough. The Council has already been approached by a previously non-zoned housing association, Bronafon, who have aspirations to build on land located on the periphery of the borough in those areas bordering Torfaen and Newport. Although the council would not be opposed to working closely with other housing associations it is mindful of the excellent relationships established with the existing housing associations and the potential impact of the new arrangements on these relationships.
- 5.13 Advice from Welsh Government officials is that there should be a presumption that previously non-zoned housing associations wanting to work in the borough should not be prohibited from doing so. As a result, it is recommended that any housing association wishing to work within the county borough is required to sign up to the principles contained within the Memorandum of Understanding (MOU) which was signed by the Council, Pobl Group, Linc Cymru, United Welsh Housing Association and Wales & West Housing in October 2020. The MOU sets out the principles by which the providers of affordable homes within the county borough will work together and places a commitment upon them to adhere to the Common Allocations Policy and Common Housing Register.
- 5.14 It should be noted that any non-zoned housing association who agrees to sign up to the MOU could seek SHG funding via the Caerphilly PDP.

#### **Local Housing Market Assessment Prospectus**

- 5.15 The Local Housing Market Assessment (LHMA) provides an evidence base which underpins decision making in relation to the provision of housing and related services. Under existing arrangements, the LHMA is produced by local authorities on a biennial basis. Following the affordable housing review, Welsh Government has established an expert working group to revise the existing LHMA process. The council is represented on this group by the Principal Housing Strategy Officer. The work of this group has, however, been delayed several months due to the pandemic. As a result of this delay and timescales imposed on the completion of a new LHMA to inform the 2<sup>nd</sup> Replacement Local Development Plan, officers propose undertaking a new LHMA using the existing process. The new process will be used when the LHMA is reviewed (expected 2024).
- 5.16 In addition to providing Welsh Government with a copy of the PDP by 22<sup>nd</sup> June 2021, local authorities are now required to provide Welsh Government with a new document called a LHMA Prospectus. The Prospectus is in many respects an executive summary of the key outputs of the LHMA. A template document has been provided to local authorities by Welsh Government to enable them to complete this task. The Prospectus will be used by Welsh Government to support funding applications for new affordable housing developments. It can also be used by housing associations when looking to identify potential sites and determine tenure mix.
- 5.17 Welsh Government officials notified local authorities in mid-May that the Prospectus must be submitted by August 2021. Both the PDP and the Prospectus require Cabinet approval before submission to Welsh Government. Officers have advised Welsh Government that the document will not be tabled to Cabinet until September and that in order to meet the August deadline a draft Prospectus, subject to approval, has been provided in the interim. This arrangement was accepted by Welsh Government.

- 5.18 Given the deadlines imposed by Welsh Government for the submission of a Prospectus, the Council proposes using data from the existing LHMA, dated 2018. Once the new LHMA is produced later this year the Prospectus will be revised in early 2022. The revised Prospectus will be presented to Members before being submitted to Welsh Government.
- 5.19 The Prospectus will be used by Welsh Government to ensure that new developments are taking place in areas where there is a demonstrable need and that the tenure mix proposed in those developments is coterminous with the need identified in the LHMA.
- 5.20 The draft Prospectus is included at Appendix 1.

### **2021/22 Programme Development Plan (PDP)**

- 5.21 The Council was notified by Welsh Government in late May 2021 of the 3-year funding allocation for the PDP commencing April 2021:
- Year 1 - £10.14m for the housing associations and £2.54m for the council (£12.68m in total);
  - Year 2 - £12.68m for all housing associations and the council; and
  - Year 3 - £12.68m for all housing and associations the council.
- 5.22 The schemes being allocated funding over the next 3 years will deliver on the strategic housing priorities of the Council. All these schemes were included in the main programme or the reserve and potential list, with the exception of one scheme in Rhymney that has been prioritised to meet a need for specialist accommodation, as identified by colleagues in Social Services. A summary of the schemes to be funded is included at Appendix 3.
- 5.23 Should the Council not be able to spend its allocation in 2021/22 in full then the unallocated funding will be redistributed to the housing associations working on Caerphilly developments. Should no additional funding be required the unallocated funding will be returned to Welsh Government for redistribution nationally.
- 5.24 Caerphilly Homes have included 4 schemes within the PDP including 1 which will be included on the potential list and brought forward as the proposal progresses. The following schemes have been included:
- St Catherine's Church, Crosskeys – package deal brought forward by a local developer to deliver 15, 1 & 2 bedroom apartments.
  - Ty Darran, Risca – proposal to create a minimum of 40 homes for older people as part of an integrated health and wellbeing hub.
  - Former Oakdale Comprehensive School, Oakdale – framework arrangement with Willmott Dixon to deliver a maximum of 100 new homes as part of an eco-village concept.
  - Land at Heolddu Grove, Bargoed – proposal to develop up to 55 homes which is also the subject of an application for funding to Cardiff Capital Region.
- 5.25 Each of the proposals noted above will be the subject of separate reports to Cabinet as appropriate.
- 5.26 Whilst the figures included in the PDP will inevitably change, the current template suggests a requirement of £10.72m SHG to support the delivery of new Council homes over the next 3 years.

- 5.27 A summary of the PDP tables is attached at Appendix 2. They show a potential £47.51m spend on new affordable homes over the next 3 years, against an allocation of £38.03m. Over planning is an accepted practice by Welsh Government and will allow the Council to manage slippage within our own programme or for the Council and its partners to draw down national slippage at year end, should any be made available by Welsh Government.
- 5.28 The PDP was submitted electronically to Welsh Government on 22<sup>nd</sup> June 2021. The table below provides a summary of funding allocated between the housing associations and Caerphilly Homes:

Breakdown	Q1 2021	Q2 2021	Q3 2021	Q4 2021	2021 Total	2022	2023	Total
<b>Annual Budget for RSLs</b>					£ 10,142,328	£ 12,677,910	£ 12,677,910	£ 35,498,148
<b>RSL Schemes Funding Allocated</b>	£ -	£ 1,926,352	£ 2,091,175	£ 6,124,801	£ 10,142,328	£ 9,799,903	£ 10,771,437	£ 30,713,668
<b>RSL Grant Remaining</b>					£ -	£ 2,878,007	£ 1,906,473	£ 4,784,480
<b>Annual Budget for LA</b>					£ 2,535,582			£ 2,535,582
<b>LA Schemes Funding Allocated</b>	£ -	£ -	£ 195,000	£ 2,091,950	£ 2,286,950	£ 2,878,007	£ 5,552,647	£ 10,717,604
<b>LA Grant Remaining</b>					£ 248,632	-£ 2,878,007	-£ 5,552,647	-£ 8,182,022

## Conclusion

- 5.29 The report reflects the changes implemented by Welsh Government following the Independent Review of Affordable Housing in Wales, 2019 and the commitment made in the Programme for Government, June 2021.
- 5.30 The changes reflect an ambition to increase the number of low carbon affordable homes available in Wales at scale and pace. The new Standard Viability Model will ensure that Welsh Government's investment in new homes is maximised as the grant rate will vary according to the viability of each scheme.
- 5.31 Linked to the request to local authorities to provide a LHMA Prospectus, Welsh Government will take a more active role in understanding local need and ensuring that developments seeking Social Housing Grant funding are designed to meet the need evidenced in the Local Housing Market Assessment.
- 5.32 In summary, these changes, including the ability of local authorities to access Social Housing Grant for the first time, are designed to assist housing associations and local authorities bring forward development proposals in areas where there is a clear need, at scale and pace.

## 6. ASSUMPTIONS

- 6.1 Assumptions made in this report include, that the developments highlighted in the PDP will receive the level of grant indicated from Welsh Government, subject to Welsh Government approval, and that schemes will be delivered on time and within budget and that the grant will be drawn down by the relevant organisations in accordance with schedule included in the PDP.
- 6.2 Welsh Government have assumed that the level of grant will remain the same throughout the 3-year period.

## 7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

- 7.1 The Integrated Impact Assessment (IIA) suggests that the PDP and Prospectus will have a positive impact upon individuals throughout the county borough.
- 7.2 The delivery of more affordable homes as a direct result of the needs identified in the



Prospectus and the funding identified in the PDP will help meet an ever increasing requirement for good quality housing; help mitigate the challenges arising from climate change, address fuel poverty, promote better health and wellbeing and, act as a catalyst for economic recovery.

## **8. FINANCIAL IMPLICATIONS**

- 8.1 With the exception of the St Catherine's Church, Crosskeys proposal, the Council led schemes within the PDP have already been identified as a commitment within the 2021/2022 housing business plan submitted to Welsh Government on 31 March 2021. The funding of these schemes currently is assumed to be in the form of additional borrowing from the HRA, largely due to the uncertainty of potential grant funding for new build schemes at the point of submission.
- 8.2 The grant funding regime, using the new SVM model, will therefore reduce the borrowing requirement for the HRA.
- 8.3 Additional borrowing was approved by Special Council on 20<sup>th</sup> February 2020 to finance new build and the completion of WHQS.

## **9. PERSONNEL IMPLICATIONS**

- 9.1 There are no personnel implications arising from the report.

## **10. CONSULTATIONS**

- 10.1 The Prospectus has been circulated to partner Housing Associations and the report and accompanying appendices to the consultee's named below. All comments received have been noted and incorporated within the report where appropriate.
- 10.2 Members of the Housing & Regeneration Scrutiny Committee were presented with the report on the 7<sup>th</sup> September 2021 and a verbal update and summary of the discussions that took place will be provided to Cabinet on the 15<sup>th</sup> September.

## **11. STATUTORY POWER**

- 11.1 Local Government Act 2014, Housing Wales Act 2014

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Consultees: Cllr Lisa Phipps, Cabinet Member for Housing  
Cllr John Ridgewell, Chair of Housing & Regeneration Scrutiny  
Cllr Mike Adams, Vice Chair of Housing & Regeneration Scrutiny  
Dave Street, Corporate Director for Social Services and Housing  
Richard (Ed) Edmunds, Corporate Director of Education & Corporate Services  
Mark S Williams, Corporate Director of Communities  
Rob Tranter, Head of Legal Services and Monitoring Officer  
Stephen Harris, Head of Financial Services and Section 151 Officer  
Mark Williams, Interim Head of Property Services  
Marcus Lloyd, Head of Infrastructure  
Rhian Kyte, Head of Regeneration and Planning  
Lesley Allen, Principal Group Accountant – Housing

Fiona Wilkins, Public Sector Housing Manager  
Kerry Denman, Housing Solutions Manager  
Mark Noakes, Development Manager  
Chris Boardman, Development Manager

Appendices:

- Appendix 1 Draft Local Housing Market Prospectus 2021
- Appendix 2 Summary of PDP Spending
- Appendix 3 List of Potential Developments funded by the PDP
- Appendix 4 Integrated Impact Assessment

**Caerphilly County Borough Council**

**Local Housing Market Assessment Prospectus**

**Version: June 2021**

## Purpose of this document

The prospectus provides a summary of the housing need and demand in Caerphilly county borough and outlines the strategic housing priorities of the Council to address need and demand.

The prospectus is to be used by housing associations and the Council to ensure that their proposed affordable housing developments align with the Council's strategic housing priorities and are located in the right places. Welsh Government will use the prospectus to provide evidence to allow final decisions to be made about schemes which will be included in Main and Reserve PDP programmes.

This prospectus is based on the 2018 Local Housing Market Assessment. A new LHMA is currently being undertaken and this prospectus will be updated on approval of the new LHMA, expected late 2021.

Housing associations are encouraged to speak with the Council at an early stage about the details of any proposed development by emailing:  
[stratanddevelop@caerphilly.gov.uk](mailto:stratanddevelop@caerphilly.gov.uk)

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## SECTION 1 – STRATEGIC HOUSING PRIORITIES

- 1.1 The 2018 Local Housing Market Assessment identified a range of housing priorities throughout the county borough. To address these priorities, the Council works closely with its housing association partners and private developers to build new affordable homes throughout the county borough. From this year, the Council will also start to build new affordable homes, thereby increasing the overall capacity to build new affordable housing.
- 1.2 The key strategic housing priorities of the Council for delivering affordable housing in Caerphilly county borough are based on the outputs derived primarily from the 2018 Local Housing Market Assessment and include:
  1. Increasing the provision of **1 bed, general needs accommodation** to reflect the high level of housing needs;
  2. Increasing the range of accommodation for **older people** and creating opportunities for rightsizing;
  3. Increasing the provision of **accessible housing** for people with a physical disability;
  4. Providing a range of **supported accommodation** to enable people to live as independently as possible; and
  5. Providing a range of **move-on accommodation** to enable people to transition from temporary or supported accommodation into independent living.



## **Social Housing Stock**

- 2.2 The table below provides a breakdown of the existing social housing stock in the county borough by landlord and bed count. It consists of general needs and older persons housing.
- 2.3 Some new additions to the stock are not included in the table below. The table will be updated later this year once the information has been provided by the landlords.

**Table 2.2: Social Housing Stock**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Total</b>	
<b>AELWYD</b>	16	-	-	-	-	16	0.11%
<b>CADWYN</b>	12	6	-	-	-	18	0.12%
<b>CCBC</b>	1,878	3,639	4,965	165	1	10,648	73.34%
<b>CHARTER</b>	246	421	309	18	-	994	6.85%
<b>LINC CYMRU</b>	65	274	334	13	-	686	4.73%
<b>UWHA</b>	560	610	715	93	-	1,978	13.62%
<b>WALES &amp; WEST</b>	109	47	22	-	-	178	1.23%
<b>Grand Total</b>	<b>2,886</b>	<b>4,997</b>	<b>6,345</b>	<b>289</b>	<b>1</b>	<b>14,518</b>	
	19.88%	34.42%	43.70%	1.99%	0.01%		

36.66% of the 1 bed accommodation is designated general needs. The remainder is designated older persons.

## **Housing Need & Demand**

- 2.4 The 2018 Local Housing Market Assessment showed a high requirement for 1 bed general needs accommodation throughout the county borough, plus a small requirement for 4 bed general needs accommodation. It showed a nil requirement overall for 2 and 3 bed general needs accommodation, although, there were some wards in the borough where there was a small need for these accommodation types.
- 2.5 The 2018 Local Housing Market Assessment showed a nil requirement overall for older persons accommodation, although, there were some wards in the borough where there was a need for older persons accommodation. Our tenancy records show that we have a high percentage of elderly tenants living in family accommodation, not registered to move, that could potentially benefit from rightsizing, something which needs to be explored further if new homes are going to be built for older people.
- 2.6 Numbers of people requiring accessible housing remain low, as expected. We are working closely with the Occupational Therapist (Housing) to improve the quality of the data, both in terms of the people and type of provision they require. However, the housing requirements of people with a physical disability are often complex and require assessment by the Occupational



Therapist (Housing). Therefore, it would not be appropriate to provide a simple list of units required. Consequently, the Council will liaise with the Occupational Therapist (Housing) on all new development proposals for any accessible housing requirements and advise the housing association accordingly.

- 2.7 The majority of the requirement for intermediate housing consists of one bed need, although, in some wards there is a requirement for 2, 3, and 4 bed homes. However, an analysis of the rental market by ward showed that intermediate renting was only required or viable in certain wards. Consequently, the actual requirement for intermediate renting is less than the 2018 Local Housing Market Assessment identified (see table 2.5).
- 2.8 The three tables below show the need for affordable housing by housing market area, tenure and bed count. A full breakdown by ward can be found at: [Caerphilly - Local Housing Market Assessment](#)

**Table 2.3: Social Housing Requirement Inclusive of Turnover by Ward & Housing Market Area, & by Property Type & Bedroom Count**

Wards	1 bed AH	1 bed GN	1 bed SH	2 bed AH	2 bed GN	2 bed SH	3 bed AH	3 bed GN	3 bed SH	4 bed AH	4 bed GN	4 bed SH	Total
Heads of the Valleys	0	67	-33	1	-54	-28	0	-75	0	1	4	0	-116
Northern Connections Corridor	4	192	-34	6	37	-8	1	-39	0	6	5	0	167
Lower Islwyn	-4	50	-24	0	-15	-6	0	-15	0	1	0	0	-12
Caerphilly Basin	3	167	-26	4	30	-12	-1	-42	0	4	3	0	130
Caerphilly County Borough	2	476	-118	10	-2	-55	0	-170	1	13	12	0	169

Source: CCBC (LHMA 2018)

**Table 2.4: Annual Requirement for LCHO by Ward & Housing Market Area & Bedroom Count**

Wards	1 bed	2 bed	3 bed	4 bed	5 bed	Total
Heads of the Valleys	5.3	1.7	1.1	0.1	-0.3	7.8
Northern Connections Corridor	18.9	8.3	-0.9	2.6	-0.9	28.0
Lower Islwyn	7.0	3.4	0.1	0.9	-0.4	11.0
Caerphilly Basin	6.6	3.2	-0.8	0.9	-0.4	9.5
Caerphilly County Borough	37.8	16.6	-0.5	4.4	-1.9	56.3

Source: CCBC (LHMA 2018)

**Table 2.5: Annual Requirement for Intermediate Rent by Ward & Housing Market Area & Bedroom Count**

Wards	1 bed	2 bed	3 bed	4 bed	5 bed	Total
Heads of the Valleys	1.9	0.1	-0.2	0.0	-0.1	1.7
Northern Connections Corridor	17.0	5.2	1.0	0.2	-0.9	22.6
Lower Islwyn	1.4	2.1	1.5	0.0	-0.1	4.9
Caerphilly Basin	20.7	10.4	-3.3	1.0	-1.0	27.7
Caerphilly County Borough	41.0	17.8	-1.0	1.2	-2.1	56.9

Source: CCBC (LHMA 2018)

2.9 The table below outlines the type of affordable housing provision required and provides an indication of its relative level of priority. Unless stated otherwise the provision is required throughout the county borough.

<b>Type of provision</b>	<b>Priorities</b>
General needs	See table 2.3 above for a full breakdown of need. By far the highest priority is for 1 bed, general needs accommodation.
Older persons	See table 2.3 above for a full breakdown of need. Our tenancy records show that we have a high percentage of elderly tenants living in family accommodation that could potentially benefit from rightsizing, something which needs to be explored further if new homes are going to be built for older people.
Extracare	This information is not contained in the 2018 Local Housing Market Assessment. There are currently two extracare schemes in the county borough. A third scheme was recently redesignated by the Council to sheltered accommodation. There is currently no requirement for additional extracare schemes in the county borough.
Disabled people (accessible housing)	See table 2.3 above for a full breakdown of need. We are currently looking to improve the quality of the data to increase our knowledge on existing provision and the requirement for new provision. There is a small requirement for full wheelchair accessible accommodation and we follow advice from the Occupational Therapist (Housing) on accessible housing requirement for new developments.
Homelessness Provision (Temporary accommodation)	<p>We are currently in the process of assessing our requirements following Covid-19.</p> <p>Increasing the provision of temporary accommodation for single people, in smaller units or larger sites like that Of Ty'r Fesen. Reducing the use of Bed and Breakfast / HMO accommodation with more self-contained style accommodation</p>

	<p>with support on site. Highest demand area is the Caerphilly basin.</p> <p>In terms of longer-term emergency accommodation and move-on, our priorities include rapid rehousing options and an assessment centre.</p>
<p>Supported Housing/Specialist Provision:</p> <ul style="list-style-type: none"> <li>• Learning Disabilities</li> <li>• Mental Health Difficulties</li> <li>• Domestic Violence</li> <li>• Ex-offenders</li> <li>• Drug &amp; Substance Misuse</li> <li>• Young Vulnerable</li> </ul>	<p>This information is not contained in the 2018 Local Housing Market Assessment. Evidence of need is currently provided by colleagues in Social Services, Supporting People and Homelessness as part of the PDP process. Any needs identified are taken into consideration when providing support for new developments to come forward. For further information people contact the Strategy team.</p>
Empty Properties	<p>There are currently 1,642 (April 2021) empty properties in the county borough. The Council is in the progress of producing an Empty Property Strategy, which, once published, will set out the Council's priorities for returning back into beneficial use.</p>
Existing Dwellings	<p>There are currently 79,924 domestic properties on the Council Tax list:</p> <ul style="list-style-type: none"> <li>• Owner-occupied – 69%</li> <li>• Privately rented – 12%</li> <li>• Social rented – 19%</li> </ul> <p>Priorities for addressing the condition of housing in the private sector are set out in the Council's Private Sector Housing Renewal Strategy.</p> <p>Priorities for addressing conditions in the social sector are the responsibility of each landlord. Nil dwellings were listed for demolition in the 2018 Local Housing Market Assessment.</p>
Rural Housing	<p>Helping to sustain communities is a key priority of the affordable housing development programme. No specific priority was identified in the 2018 LHMA.</p>

Homebuy	The Council supports mixed tenure developments. Providing a balanced mix of tenures can help create sustainable communities. Tables 2.4 and 2.5 show the requirement for intermediate housing.
Mortgage Rescue	Applications for Mortgage Rescue are coordinated via the Housing Solutions team. Currently the requirement for Mortgage Rescue is low. We will continue to support Mortgage Rescue Applications put forward by the Housing Solution team, where there are no suitable alternative options. Housing associations are currently expected to use recycled capital grant to fund mortgage rescue.
Regeneration of Town Centres	The regeneration of town centres is overseen by the Council's Regeneration team. The Council's priorities for the regeneration of town centres is set out in the Regeneration Strategy – <a href="#">A Foundation For Success English 7 aug 2018.indd (caerphilly.gov.uk)</a>

- 2.10 The Council is in the process of developing a Housing Support Programme Strategy that will set out the strategic direction for homelessness prevention and housing related support. The strategy will also set out the Council's key priorities based on findings from a comprehensive needs assessment. This section of the document will be updated once the strategy has been finalised.

## SECTION 3 – PROGRAMME DEVELOPMENT PLAN SCHEMES

- 3.1 The Council does not currently operate a matrix system to prioritise schemes that will be included in the PDP for approval and sign off by Welsh Government. However, given the move to regional zoning arrangements this may be something which the Council considers implementing in the future.
- 3.2 Potential development opportunities put forward to the Council for support are currently judged on a range of factors:
- Meeting strategic housing priorities of the Council, as set out in section 1;
  - Aligns closely with identified housing needs, as set out in section 2;
  - Alignment to other programmes such as the Integrated Care Fund or the Innovative Housing Programme;
  - The mix, design and layout of the proposed development;
  - Deliverability of the proposed development both in terms of planning and SAB requirements and Welsh Government timescales for drawing down funding;
  - Ensuring that the potential development does not adversely impact on the existing social housing stock;
  - Complements the national placemaking agenda and the Council's Wellbeing and Place Shaping Framework.
- 3.3 Housing associations are urged to enter into discussions with the Council about potential developments at the earliest opportunity. The housing association must submit a scheme form detailing their proposal and provide any supplementary information the Council requires to make its decision. The Council will notify the housing associations of its decision via email.
- 3.4 All housing associations seeking to access funding via the Affordable Housing Programme will need to:
- Signed up to the Memorandum of Understanding;
  - Regularly attend meeting of the Affordable Housing Partnership;
  - Signed up to the Common Housing Register and Common Allocation Policy; and
  - Agreed to cooperate with the Council in discharge of its statutory homelessness function.
- 3.5 There is also an expectation from the Council that housing associations will conduct themselves in good faith when seeking out new development opportunities. The Council would not expect a housing association to act in a way which increases the cost of development for another housing association, e.g. by openly competing for land opportunities that would result in increased land values.
- 3.6 The Council will accept ad hoc requests from housing associations for specific/specialist accommodation providing that such requests clearly satisfy the criteria set out in this prospectus. Request must, however, be made in writing using the scheme form. The Council will notify the housing associations of its decision via email.

## SECTION 4 – MONITORING & GOVERNANCE

- 4.1 The section sets out the Affordable Housing Programme monitoring and governance arrangements.
- 4.2 The list below shows the types and frequency of the meetings where the delivery of the Affordable Housing Programme is monitored:
- Ad hoc scheme meetings with individual housing associations or the Council's development team;
  - Quarterly PDP meetings with individual housing associations and the Council's development team;
  - Quarterly joint PDP meetings with housing associations, the Council's development team and Welsh Government;
  - Annual submission of the PDP to the Caerphilly Affordable Homes Partnership;
  - Annual submission to the PDP Council's Housing Management Team; and
  - Annual approval of the PDP by the Council's Cabinet.
- 4.3 The PDP will be reviewed and updated on a quarterly basis. Housing associations will be fully consulted on the contents of the PDP prior to its submission to Welsh Government. They will also be provided with a copy of the version submitted to Welsh Government.
- 4.4 Communication of the PDP and of any of the schemes contained within it may be undertaken from time to time either by the housing associations or the Council. Opportunities to promote the benefits of the schemes may be discussed by the Caerphilly Affordable Housing Public Relations working group.
- 4.5 The prospectus will be published by Welsh Government within the new Social Housing Grant Framework guidance.
- 4.6 The prospectus was approved by Cabinet on **XX/XX/2021**.

## Appendix 2: Summary of PDP Key Tables

Breakdown	Q1 2021	Q2 2021	Q3 2021	Q4 2021	2021 Total	2022	2023	Total
Annual Budget for RSLs					£10,142,328	£12,677,910	£12,677,910	£35,498,148
RSL Schemes Funding Allocated	£ -	£1,926,352	£2,091,175	£6,124,801	£10,142,328	£9,799,903	£10,771,437	£30,713,668
RSL Grant Remaining					£ -	£2,878,007	£1,906,473	£4,784,480
Annual Budget for LA					£2,535,582			£2,535,582
LA Schemes Funding Allocated	£ -	£ -	£195,000	£2,091,950	£2,286,950	£2,878,007	£5,552,647	£10,717,604
LA Grant Remaining					£248,632	-£2,878,007	-£5,552,647	-£8,182,022

Reserve Schemes	Grant Required
Reserve RSL	4,299,566
Reserve LA	-
Total Reserve Schemes	4,299,566
Percentage of Reserves Against Main PDP Budget	11.30%

Need	LA	RSL	Total Homes	Percentage
General Needs	65	436	501	80.7%
Extra Care Older Persons	0	0	0	0.0%
Homebuy	0	0	0	0.0%
Mortgage Rescue	0	0	0	0.0%
Older Persons	40	5	45	7.2%
Shared Ownership	0	0	0	0.0%
Supported Housing Domestic Violence	0	0	0	0.0%
Supported Housing Drug & Substance Misuse	0	0	0	0.0%
Supported Housing Ex-Offenders	0	0	0	0.0%
Supported Housing Homelessness	0	0	0	0.0%
Supported Housing Learning Disabilities	0	5	5	0.8%
Supported Housing Mental Health	0	0	0	0.0%
Supported Housing Refugees	0	0	0	0.0%
Supported Housing Young Vulnerable	0	8	8	1.3%
<b>Total</b>	<b>105</b>	<b>454</b>	<b>559</b>	<b>90.0%</b>
Tenure	LA	RSL	Total Homes	Percentage
Tenure Neutral	0	0	0	0.0%
Social	80	287	367	0.0%
Intermediate Rent	0	0	0	0.0%
Homebuy	0	0	0	0.0%
Rent to Own	0	0	0	0.0%
Shared Ownership	25	167	192	0.0%
<b>Total Homes</b>	<b>105</b>	<b>454</b>	<b>559</b>	<b>0.0%</b>
Incl Wheelchair Accessible	2	0	2	0.0%





Appendix 3: Summary of Development Funded by the PDP

<b>Organisation</b>	<b>Scheme</b>	<b>Units</b>	<b>Total SHG</b>
First Choice	Learning Disability Scheme, Rhymney	5	£ 556,107
Pobl H&C	Land at Gellideg Lane, Maesycwmmwr	110	£6,564,116
Pobl H&C	Chartist Garden Village	84	£4,774,087
Linc Cymru	Former Police Station, Caerphilly	43	£1,368,732
Linc Cymru	Winston Osbourne House, Caerphilly	8	£ 400,000
Linc Cymru	Land at Newport Road, Pontymister	18	£1,651,058
Linc Cymru	The Former Crown Inn, Bryn View, Pontllanfraith	14	£1,406,707
Linc Cymru	Land at Syr Dafydd Avenue, Oakdale	16	£1,309,824
United Welsh	Former Ambulance Station, Nelson	5	£ 662,463
United Welsh	Wingfield Crescent, Llanbradach (Phase 2)	23	£1,991,521
United Welsh	Former Windsor Colliery, Senghenydd	97	£6,270,768
United Welsh	Bedwas Road, Caerphilly	31	£3,758,285
Caerphilly LA	Oakdale School site, Oakdale	50	£4,019,675
Caerphilly LA	Ty Darren, Risca	40	£5,760,979
Caerphilly LA	St Catherine's Church, Crosskeys	15	£ 936,950

## 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
Mark Jennings	Vacant Post	Strategy & Development, Caerphilly Homes	23/07/21

#### **What is the proposal to be assessed?** *Provide brief details of the proposal and provide a link to any relevant report or documents.*

The 2021 Local Housing Market Assessment (LHMA) Prospectus and the 2021/20 Programme Development Plan (PDP). Local Authorities are now required to produce and submit a LHMA Prospectus to Welsh Government.

The purpose of the LHMA Prospectus is to:

- provide a clear and concise summary of the housing need and demand in the borough and succinctly identifies the Council's housing priorities.
- explain the type of provision planned for delivery with Welsh Government Social Housing Grant in order to meet the Council's housing priorities.

The PDP outlines the amount and type of affordable housing to be built in the borough using Welsh Government Social Housing Grant. The PDP is submitted to Welsh Government on a quarterly basis, following updating by the Council.

## 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?
<p><b>Age</b> (<i>people of all ages</i>)</p>	<p>Positive impact.</p> <p>The Council collects information on age as part of the housing application form. This information is fed into the LHMA and PDP to influence the amount and type of accommodation to be built.</p> <p>Accommodation is provided to people aged 16+. People apply for the housing via the Common Housing Register, in accordance with the criteria set out in the Common Allocation Policy. Some of the accommodation can be age specific, e.g. older person’s housing for people aged 55 or 60 yrs depending on the landlord.</p>		<p>Application data collected via the Common Housing Register.</p>
<p><b>Disability</b> (<i>people with disabilities/ long term conditions</i>)</p>	<p>Positive impact.</p> <p>The Council collects information on disability as part of the housing application form. This information is fed into the LHMA and PDP to influence the amount and type of accommodation to be built.</p> <p>Discussions take place with the Occupational Therapist (Housing) and colleagues in Social Services regarding</p>		<p>Application data collected via the Common Housing Register.</p>

	any specific requirements for accommodation. This information helps shapes the type of accommodation provided on sites progresses through the PDP and s106 process.		
<b>Gender Reassignment</b> <i>(anybody who's gender identity or gender expression is different to the sex they were assigned at birth)</i>	Neutral impact.  Any specific need for rehousing would be processed via the Common Allocation Policy and not necessarily via the LHMA Prospectus and PDP.		
<b><u>Protected Characteristics</u></b>	<b>Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?</b>	<b>If there are negative impacts how will these be mitigated?</b>	<b>What evidence has been used to support this view?</b>
<b>Marriage or Civil Partnership</b> <i>(people who are married or in a civil partnership)</i>	Neutral impact.  This would not be a deciding factor when determining the amount and type of provision of new homes.		Application data collected via the Common Housing Register.
<b>Pregnancy and Maternity</b> <i>(women who are pregnant and/or on maternity leave)</i>	Positive impact.  The Council collects information on pregnancy and maternity as part of the housing application form. This information is fed into the LHMA and PDP to influence the amount and type of accommodation to be built.		Application data collected via the Common Housing Register.
<b>Race</b> <i>(people from black, Asian and minority ethnic communities and different racial backgrounds)</i>	Neutral impact.  The Council collects information on race as part of the housing application form.  This is not currently a deciding factor when determining the amount and type of provision of new homes.		Application data collected via the Common Housing Register.

<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?
<b>Religion or Belief</b> ( <i>people with different religions and beliefs including people with no beliefs</i> )	<p>Neutral impact.</p> <p>The Council collects information on religion and belief as part of the housing application form.</p> <p>This would not be a deciding factor when determining the amount and type of provision of new homes.</p>		Application data collected via the Common Housing Register.
<b>Sex</b> ( <i>women and men, girls and boys and those who self-identify their gender</i> )	<p>Neutral impact.</p> <p>The Council collects information on sex as part of the housing application form.</p> <p>This would not be a deciding factor when determining the amount and type of provision of new homes.</p>		Application data collected via the Common Housing Register.
<b>Sexual Orientation</b> ( <i>lesbian, gay, bisexual, heterosexual, other</i> )	<p>Neutral impact.</p> <p>The Council collects information on sexual orientation as part of the housing application form.</p> <p>This would not be a deciding factor when determining the amount and type of provision of new homes.</p>		Application data collected via the Common Housing Register.

### 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>	<b>Does the proposal have any positive, negative or neutral impacts on the following and how?</b>	<b>If there are negative impacts how will these be mitigated?</b>	<b>What evidence has been used to support this view?</b>
<p><b>Low Income / Income Poverty</b> <i>(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)</i></p>	<p>Positive impact.</p> <p>The purpose of the LHMA Prospectus and PDP is to identify the need and plan for the provision of good quality, affordable housing, which are typically let to people on low incomes.</p> <p>In addition, the investment in building new homes is utilised by the housing providers is to provide opportunities in targeted recruitment and training.</p>		<p>Data on income is collected via the Common Housing Register application process. This data shows that the majority of people accessing social housing earn less than the average income in Caerphilly.</p>
<p><b>Low and/or No Wealth</b> <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></p>	<p>Positive impact.</p> <p>The purpose of the LHMA Prospectus and PDP is to identify the need and plan for the provision of good quality, affordable housing, which are typically let to people on low incomes.</p> <p>In addition, the investment in building new homes if utilised by the housing providers is to provide opportunities in targeted recruitment and training.</p>		
<u>Socio-economic Disadvantage</u>	<b>Does the proposal have any positive, negative or</b>	<b>If there are negative impacts how</b>	<b>What evidence has been</b>

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	neutral impacts on the following and how?	will these be mitigated?	used to support this view?
<p><b>Material Deprivation</b> (<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>)</p>	<p>Positive impact.</p> <p>The purpose of the LHMA Prospectus and PDP is to identify the need and plan for the provision of good quality, affordable homes, which are typically let to people on low incomes.</p> <p>In addition, the investment in building new homes is utilised by the housing providers is to provide opportunities for social value and targeted recruitment and training.</p>		
<p><b>Area Deprivation</b> (<i>where you live (rural areas), where you work (accessibility of public transport) Impact on the environment?</i>)</p>	<p>Positive impact.</p> <p>The purpose of the LHMA Prospectus and PDP is to identify the need and plan for the provision of new good quality, affordable homes, which are typically let to people on low incomes.</p> <p>In addition, the investment in building new homes is utilised by the housing providers is to provide opportunities for social value and targeted recruitment and training.</p>		
<p><b>Socio-economic Background</b> (<i>social class i.e. parents, education, employment and income</i>)</p>	<p>Positive impact.</p> <p>The purpose of the LHMA Prospectus and PDP is to identify the need and plan for the provision of good quality, affordable homes, which are typically let to people on low incomes.</p> <p>In addition, the investment in building new homes is utilised by the housing providers is to provide opportunities for social value and targeted recruitment and training.</p>		<p>The links between poverty and poor housing are well researched - <a href="#">The links between housing and poverty   JRF</a></p>



<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?
<p><b>Socio-economic Disadvantage</b>  <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></p>	<p>Positive impact.</p> <p>The purpose of the LHMA Prospectus and PDP is to identify the need and plan for the provision of good quality, affordable housing, which are typically let to people on low incomes.</p> <p>In addition, the investment in building new homes if utilised by the housing providers is to provide opportunities in targeted recruitment and training.</p>		

#### 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*

<p><b>Objective 1</b> - Improve education opportunities for all</p>	<p>There have been many studies into the effects of homelessness and poor-quality accommodation on the educational attainment of young people. Through the provision of good quality, affordable housing, this policy will have a positive impact on the realisation of this objective.</p>
<p><b>Objective 2</b> - Enabling employment</p>	<p>Thousands of job opportunities are created each year in the construction industry. In addition, the council and housing association partners all use social benefit clauses in their contracts to provide job and training opportunities for local people. This policy will, therefore, have a positive impact on the realisation of this objective.</p>
<p><b>Objective 3</b> - 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</p>	<p>This policy relates directly and positively to the realisation of this objective.</p>

<b>Objective 4</b> - Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impact on the environment	Does not contribute directly to this objective. Although, the provision of new homes located in sustainable communities will minimise any adverse impact on the environment. The impact, therefore, is neutral.
<b>Objective 5</b> - Creating a county borough that supports healthy lifestyle in accordance with the Sustainable Development principle within the Well-being of Future Generations (Wales) Act 2015	Does not contribute directly to this objective. However, good quality, affordable housing contributes to good health and wellbeing. The impact, therefore, is positive.
<b>Objective 6</b> - Support citizens to remain independent and improve their well-being	The provision of a range of good quality, affordable housing contributes to enabling people to live independently and promotes well-being. The impact, therefore, is positive.






#### 4a. Links to any other relevant Council Policy

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

1. The policy links directly to the realisation of the 4 strategic themes of *A Foundation for Success 2018-2023' - Regeneration Strategy for Caerphilly County Borough* by helping to create prosperous and cohesive communities, promoting the foundational economy, helps to create sustainable communities and providing access to jobs, apprenticeships and training opportunities.
2. The provision of new homes contributes directly to the house building targets contained in the *Local Development Plan (2010)*.
3. The benefits of providing new homes including the promotion of the foundational economy and improving health and wellbeing contributes directly to the Wellbeing & Place Shaping Framework.
4. The provision of new homes and promotion of the foundational economy will contribute directly to aims set out in the *Local Housing Strategy 2021-26* (under development).
5. Strategic Equality Plan 2020-2024 – Equality Objective 2

## 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><b>Long Term</b></p> 	<p>Housing is a long-term asset. The provision of new homes, built to high energy efficient and climate resilient standards, will add to the sustainability and wellbeing of the communities where these properties are located.</p>
<p><b>Prevention</b></p> 	<p>Additional new homes provides opportunities for people to live in good quality, affordable housing thereby reducing the need to live in homes which do not meet their needs and aspirations and relieving homelessness.</p>
<p><b>Integration</b></p> 	<p>The Council works in partnership with Welsh Government, the ABUHB and housing associations to plan and deliver new homes to meet the housing needs and priorities set out in the LHMA Prospectus. The LHMA Prospectus and PDP will help achieve the well-being goals of the partner organisations. The links between good housing and good health are well reserached, therefore, it is expected that the provision of new homes would have a positive impact on the health and wellbeing of the occupants, which would help contribute to the objectives of the National Health Service.</p>
<p><b>Collaboration</b></p> 	<p>The Council works in partnership with Welsh Government, the ABUHB and housing associations to plan and deliver new homes to meet the housing needs and priorities set out in the LHMA Prospectus.</p>
<p><b>Involvement</b></p> 	<p>Data taken from completed housing application forms is analysed to identify the range and type of housing needs in the borough. This information is considered during the LHMA process and the priorities identified are based on this information. Discussions also take place with the housing associations and other partners on the number and type of homes to be built.</p>

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## 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><b>A Prosperous Wales</b>  <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>The homes provided by the council or housing association partners using Social Housing grant will be built using zero carbon or near zero carbon principles, thereby minimising the impact of development on the environment.</p> <p>New house building provides the council with the opportunity to promote the foundational economy by supporting local supply chains and through the creation of jobs, apprenticeships and training opportunities.</p>
<p><b>A Resilient Wales</b>  <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>The homes provided by the council and housing association partners will be built using zero carbon or near zero carbon principles, thereby minimising the impact of development on the natural environment. An Environmental Impact Assessment may be required to be completed as part of the planning process depending on the nature of the development.</p>
<p><b>A Healthier Wales</b>  <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>There is a significant body of research which shows that poor quality housing is a wider determinant of poor health. Providing good quality, affordable homes and the promotional of the foundational economy will have a positive impact on health and wellbeing.</p>
<p><b>A More Equal Wales</b>  <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>There is a wide body of research which demonstrates the importance of the provision of good quality, affordable housing. Building new homes will enable the council to promote the foundational economy and to create jobs, apprenticeships and training opportunities, which in turn will help to promote a more equal Wales. The analysis undertaken in the sections above clearly supports the positive impact that the LHMA Prospectus and the PDP will have in helping to create a more equal Wales.</p>
<p><b>A Wales of Cohesive Communities</b>  <i>Attractive, viable, safe and well-connected communities</i></p>	<p>Providing good quality, affordable homes will help to promote cohesive and sustainable communities. The LHMA Prospectus promotes a place making approach to ensure new developments have a positive impact on the wider community.</p>
<p><b>A Wales of Vibrant Culture and Thriving Welsh Language</b>  <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>It has been assessed that the LHMA Prospectus and PDP will have a neutral impact on the Welsh Language. The LHMA Prospectus will be translated into Welsh.</p>
<p><b>A Globally Responsible Wales</b></p>	<p>The analysis provided in the sections above shows that the LHMA Prospectus and PDP will</p>

<p><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>have a positive impact on the local economy and society and that any impact on the environment will be minimised through the provision of good quality homes that meet high efficiency standards.</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) [Policy Making Standards - Good Practice Advice Document](#)*



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>
<p><b>Links with Welsh Government’s <a href="#">Cymraeg 2050 Strategy</a> and CCBC’s <a href="#">Five Year Welsh Language Strategy 2017-2022</a> and the <a href="#">Language Profile</a></b></p>	<p>Neutral impact.</p> <p>The LHMA Propectus will be made available in Welsh and will be posted on the council’s website.</p>		
<p><b>Compliance with the <a href="#">Welsh Language Standards</a>.</b> <i>Specifically, Standards 88 - 93</i></p>	<p>Neutral impact.</p> <p>The LHMA Propectus will be made available in Welsh and will be posted on the council’s website.</p>		
<p><b>Opportunities to promote the Welsh language</b> <i>e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community</i></p>	<p>Neutral impact.</p> <p>The LHMA Propectus will be made available in Welsh and will be posted on the council’s website.</p> <p>Welsh speakers are able to access the housing service using their preferred language.</p>		
<p><b>Opportunities for persons to use the Welsh language</b> <i>e.g. staff, residents and visitors</i></p>	<p>Neutral impact.</p> <p>The LHMA Propectus will be made available in Welsh and will be</p>		

	<p>posted on the council's website. Welsh speakers are able to access the housing service using their preferred language.</p>		
<p><b>Treating the Welsh language no less favourably than the English language</b></p>	<p>Neutral impact.</p> <p>The Welsh language will be treated no less favourably than the English language.</p> <p>The policy will be made available in Welsh and will be posted on the council's website. Welsh speakers are able to access the housing service using their preferred language.</p>		
<p><b>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.</b></p>			
<p>Neutral impact. The LHMA Prospectus will be made available in Welsh and will be posted on the council's website. Welsh speakers are able to access the housing service using their preferred language.</p>			

## 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>The 2018 LHMA analysed a range of data to identify housing needs throughout the borough, including data collected from the Common Housing Register.</p> <p>For a full list of the data please see the 2018 LHMA - <a href="#">Caerphilly - Local Housing Market Assessment</a></p>	<p>Key findings are set out in section 2 on the LHMA Prospectus.</p>	<p>The LHMA Prospectus is underpinned by the 2018 LHMA, which used a wide range of data to identify housing needs throughout the borough. Outputs from the 2018 LHMA area included within the LHMA Prospectus. The strategic priorities contained with the LHMA Prospectus are based on outputs from the 2018 LHMA.</p>

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

The equalities data collected on the housing application forms is reliant on the applicant providing this information. Following good practice this information is not a mandatory part of the housing application form. Therefore, there will be gaps in the data, which we are not able to fill. All we can do is encourage applicants to complete this data fully when filling out their housing application form.

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## 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.

Housing association partners have been consulted on the contents of LHMA Prospectus and the developments contained within the PDP. Regular meetings have been held with the housing associations to develop and finalise the PDP prior to its submission to Welsh Government. However, given the nature of both documents it would not be appropriate to undertake public consultation and engagement exercises on their outputs, which have been derived from a complex analysis of a wide range of data sources.

## 10. Monitoring and Review

<b>How will the implementation and the impact of the proposal be monitored, including implementation of any amendments?</b>	The PDP is reviewed quarterly with housing association partners. Updates are then submitted to Welsh Government. A new PDP is submitted to Welsh Government at the beginning of each financial year. The LHMA Prospectus is based on the outputs of the LHMA, which is currently produced every two years.
<b>What are the practical arrangements for monitoring?</b>	Quarterly meetings are held with housing association partners to review progress on the PDP.
<b>How will the results of the monitoring be used to develop future proposals?</b>	The PDP is updated following each quarterly meeting.
<b>When is the proposal due to be reviewed?</b>	The PDP is updated quarterly and the LHMA Prospectus will be updated following completion to the LHMA.
<b>Who is responsible for ensuring this happens?</b>	The Strategy & Development team within Caerphilly Homes.

## 11. Recommendation and Reasoning

page 58	<input checked="" type="checkbox"/>	Implement proposal with no amendments
	<input type="checkbox"/>	Implement proposal taking account of the mitigating actions outlined
	<input type="checkbox"/>	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).*

The Council is required by Welsh Government to prepare a LHMA Prospectus and Programme Development Plan. The LHMA Prospectus is based on the outputs of the 2018 LHMA and the PDP has been finalised following detailed discussions with housing association partners. When approved by Cabinet the LHMA Prospectus will be made available in English and Welsh on the Council's website.

The production of the LHMA Prospectus and PDP are based on a robust analysis of data derived from the 2018 LHMA. Given the nature of the document's consultation and engagement on their development has been limited to key stakeholders only.

Overall, the integrated impact assessment shows that the production of the LHMA Prospectus and PDP do not give rise to any potential negative impacts. Most of the impacts identified were found to be positive. The PDP provision of social housing will have a significant positive impact on socio-economic deprivation, by providing people with affordable homes to live and opportunities for targeted recruitment and training. The provision of good quality homes also contributes to positive health and wellbeing outcomes.

## 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
1	M Jennings	Draft IIA to submission on committee report.	20/07/21
2	M Jennings	Minor amendments following consultation with the Senior Policy Officer – Equalities & Welsh Language	23/07/21

## Integrated Impact Assessment Author

<b>Name:</b>	Mark Jennings
<b>Job Title:</b>	Principal Housing Strategy Officer
<b>Date:</b>	26/04/21

## Head of Service Approval

<b>Name:</b>	Vacant Post
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<b>Job Title:</b>	Chief Housing Officer		
<b>Signature:</b>		<b>Date:</b>	



## CABINET – 15TH SEPTEMBER 2021

**SUBJECT: PROVISION OF A STAFF BENEFIT AND RECOGNITION SCHEME**

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

### 1. PURPOSE OF REPORT

- 1.1 To seek Cabinet approval of a new staff benefits and reward platform that will support the forthcoming Wellbeing Strategy.
- 1.2 Cabinet are also asked to agree the proposal to further recognise long service.

### 2. SUMMARY

- 2.1 As part of its ongoing TeamCaerphilly Transformation Programme and as recognition of our valued staff, a new staff benefits package can be introduced across the Council.
- 2.2 The MyAdvantages platform, by Edenred, offers a free to use online benefits service, accessed via the National Procurement Service framework, that makes a wide range of employee benefits, savings, discounts and advice available to public service employees.
- 2.3 The platform also enables local businesses across Caerphilly to promote their businesses and offers directly to our employees and, in doing so, provides the opportunity for our staff to access discounts while still 'shopping local'.
- 2.4 Cabinet will be aware that twenty five years' service with Caerphilly CBC and a predecessor Authority is currently recognised. It is proposed that recognition of long service is now extended to include forty years' continuous Local Government service.

### 3. RECOMMENDATIONS

- 3.1 That Cabinet:
  - 1) Agree the implementation of the MyAdvantages platform by Edenred for Caerphilly
  - 2) Agree the proposal to recognise forty years' continuous Local Government

Service.

#### **4. REASONS FOR THE RECOMMENDATIONS**

- 4.1 Employee wellbeing, including financial wellbeing, is critical for business performance. A healthy workplace, that promotes a state of contentment, benefits both employees and the organisation. These recommendations will assist us as an employer to support and contribute further to our employees' overall wellbeing.

#### **5. THE REPORT**

- 5.1 Throughout the pandemic staff from every corner of the organisation have contributed significantly to the work of the Council and to the delivery of services across our communities during some very difficult times.
- 5.2 The loyalty and commitment shown by staff has been exceptional and this report details the introduction of a scheme that, in its own way, gives something back to those that have contributed so much. The benefits scheme may also offer financial support to those who have been affected financially by the pandemic or times of austerity.

##### **MyAdvantages**

- 5.3 The Council already provides a number of staff benefit schemes to its employees such as childcare vouchers, cycle to work and green car scheme. The MyAdvantages platform by Edenred takes those initial benefits and adds to them a range of other features that further assist our staff.
- 5.4 The MyAdvantages platform can be completely tailored to suit the Council and to promote local businesses. The platform is accessed by the National Procurement Service framework and there will not be a cost to the Council.
- 5.5 The platform allows the Council to tailor benefits to include:
- Employee savings
  - Childcare vouchers
  - Cycle to Work
  - Reward & Recognition
  - Gym membership
  - Home technology & smartphone
  - Financial Wellbeing
  - Green Car
  - Payroll Giving
  - Health & Wellbeing
- 5.6 The Council currently offers the benefits listed below to employees, which would not be compromised by the introduction of this portal:
- Childcare vouchers (Salary Sacrifice Scheme)
  - Green car (Salary Sacrifice scheme)
  - Cycle to Work (Salary Sacrifice)
  - Discounted membership to CCBC Leisure Centres
  - Eyecare Voucher Scheme.

- 5.7 Any benefits related to gym or health club membership will be considered in conjunction with relevant Priority Actions in the Council's Wellbeing Strategy.
- 5.8 The brochure attached at Appendix 1 provides details of the platform, which as stated, can be tailored to suit the Council. Cabinet will note that there are three main sections to the portal:

My Wellbeing  
 My Benefits  
 My Recognition

- 5.9 The **My Wellbeing** section contains a host of useful information to help employees with everyday financial issues as well as providing access to charity and insurance sites. There are tips on saving money, taking out a mortgage, searching for insurance and lots more. All of the content, including videos and financial calculators comes from the Money Advice Service.
- 5.10 The section also provides an effective way to boost the financial wellbeing of our employees by offering the ability to access shopping discounts at hundreds of big-brand online, high street and local retailers. With hundreds of ways to help make shopping for goods and services a little bit cheaper, employees can save money on many regular and one-off purchases.
- 5.11 Offers can be redeemed by eGift cards, reloadable cards, vouchers and online offers and can be used in conjunction with any existing in store promotions. Offers are accessible in store, over the phone, online or via mobile devices and Edenred's merchant team are constantly sourcing new retailers and competitive discount rates. Councillors can also access the retail discounts.
- 5.12 The **MyBenefits** section allows the Council to add and remove a range of additional benefits at any time to include Childcare vouchers, Cycle to Work scheme, Car Benefit scheme, Home technology and Smart Phones, Gym Membership and Payroll Giving.
- 5.13 **MyRecognition** is the third section of the platform. This module makes it simple to reward employees and deliver recognition for a job well done. This module is completely configurable to suit local approaches and can range from digital peer to peer recognition to tailored rewards.
- 5.14 The MyAdvantages platform provides a range of benefits to employees and the organisation. These are summarised as follows:

<b>Benefits to our Employees</b>	<b>Benefits to the Organisation</b>
Personalised benefits package	NI Savings
Tax and NI savings	Enhanced employee value proposition
Savings on shopping	Reduced administrative burden
Access to financial well-being tools	Reward and recognition in one place
	Improved employee engagement
	Improved employee retention

- 5.15 MyAdvantages also comes with a first class user interface and a bespoke communications programme designed to drive awareness and maximise its impact across the organisation.

- 5.16 The platform also contains all relevant information including frequently asked questions, benefit in kind information, scheme documentation and links to the benefit providers, ensuring that employees can make informed choices if considering any of the benefits.

### **Long Service Award**

- 5.17 The Council currently recognises twenty five years' service with Caerphilly CBC and a predecessor Authority i.e. Mid Glamorgan CC, Gwent CC, Islwyn BC, Rhymney Valley DC, by giving employees a £250 gift voucher. This is paid for by the employing service area. From 1<sup>st</sup> April 2021, the predecessor Authority is not applicable.

- 5.18 It is also now recommended that we recognise 40 years' continuous Local Government Service by giving employees a £250 gift voucher, paid for by the employing service area, offering them an invitation for afternoon tea with the Mayor, Leader, Chief Executive and relevant Corporate Director and acknowledging the achievement at a Council meeting.

### **5.19 Conclusion**

The implementation of the MyAdvantages platform and the extension of the long service award provides the Council with an opportunity to recognise the importance of our employees and to offer access to financial benefits, which will support their wellbeing.

## **6. ASSUMPTIONS**

- 6.1 There are no assumptions made within this report.

## **7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

- 7.1 The Integrated Impact Assessment indicates many neutral impacts, there are positive impacts for our employees' wellbeing and the community. The proposals also support the principles of wellbeing as set out in the forthcoming Wellbeing Strategy 2021 – 24.

## **8. FINANCIAL IMPLICATIONS**

- 8.1 EdenRed's MyAdvantages online platform accessed via the National Procurement Service Framework is free to use.
- 8.2 The recognition of forty years' continuous Local Government service will be a cost to an employing service of £250 for each qualifying employee. For information, the total number of employees that could have reached 40 years' Local Government Service in 2021 is 12, which would be a total cost across the Council of £3,000.

## **9. PERSONNEL IMPLICATIONS**

- 9.1 There are no specific personnel implications associated with this report.

## **10. CONSULTATIONS**

10.1 All consultation responses have been reflected in this report.

## **11. STATUTORY POWER**

11.1 Local Government Act 1972

Author: Lynne Donovan, Head of People Services

Consultees: Cllr. Philippa Marsden, Leader of the Council  
Cllr. Colin Gordon, Cabinet Member for Corporate Governance  
Christina Harray, Chief Executive  
Corporate Management Team  
Robert Tranter, Head of Legal Services and Monitoring Officer,  
Steve Harris, Head of Corporate Finance/s.151 officer,  
Leadership Team  
Cllr Gez Kirby, Chair of Policy and Resources Scrutiny Committee  
Cllr Brenda Miles, Vice Chair of Policy and resources Scrutiny Committee  
Trade Unions

Appendices:

Appendix 1 EdenRed MyAdvantages brochure

Appendix 2 Integrated Impact Assessment

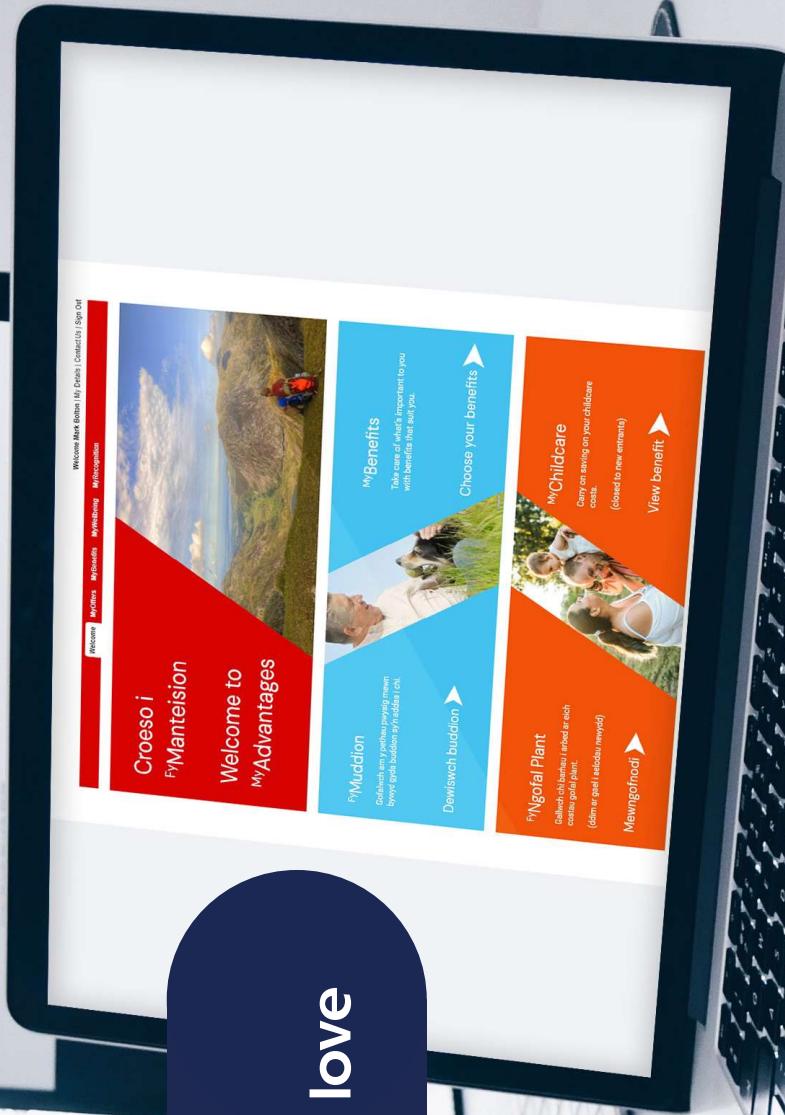
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# FyManteision MyAdvantages

The benefits and reward  
platform your people will love



# FyManteision MyAdvantages

All public sector organisations can now manage their benefits and recognition programmes with Edenred's 'My Advantages', an online platform accessed via the National Procurement Service framework.

You can tailor your platform to include:

- Employee Savings
- Childcare Vouchers
- Cycle to Work
- Reward & Recognition
- Gym Membership
- Home Technology & Smart Phone
- Financial Wellbeing
- Green Car
- Payroll Giving
- Health and Wellbeing



# FyManteision MyAdvantages

The My Advantages platform gives your employees a personalised and comprehensive benefits package that caters exactly to their needs - no matter what stage of their life they are at.

With a first-class user interface, and bespoke communications programme driving awareness, your employees will be able to simply and quickly access the benefits they need at any given time or place.



## Benefits for your employees

- Personalise their benefits package
- Make substantial tax and NI savings
- Save over £1,000 a year on their annual shopping bill
- Access to financial wellbeing tools



## Benefits for your organisation

- Significant National Insurance savings
- Enhance your employee value proposition
- Reduce administrative burden
- Reward and recognition through one hub
- Improved employee engagement and retention
- The ability to compete with the private sector for top talent

# FyManteision MyAdvantages

Edenred will provide all of the government recognised tax and NI efficient benefits, as well as helping source any additional ones under the framework. Links to other existing or new benefits can also be included, cementing My Advantages as a comprehensive benefits platform.

Edenred will administer all salary sacrifice schemes on your behalf. Employees can access these from work or at home, on a branded online platform. The platform contains all relevant information, including frequently asked questions, benefit in kind (BIK) details, scheme documentation and links to the benefits providers ensuring employees can make an informed choice when choosing benefits.



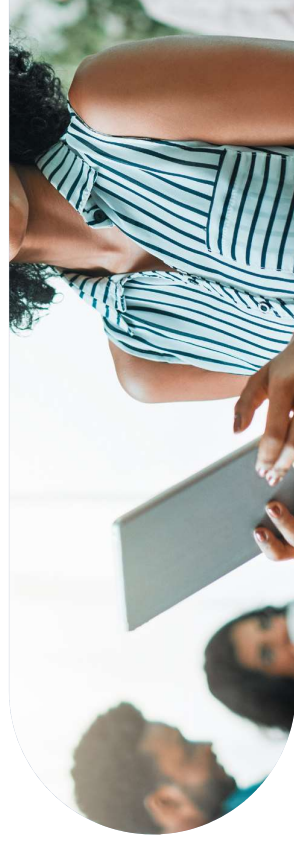


# FyLies MyWellbeing

My Wellbeing contains a host of useful information to help your employees with everyday financial issues and provides access to charity and insurance sites.

There are tips on saving money, taking out a mortgage, searching for insurance and lots more. All the content - including videos and financial calculators - comes from the Money Advice Service. You can add your own HR tools and links to My Wellbeing to really make My Advantages your single platform for all reward, recognition and wellbeing.

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# FyLles MyWellbeing

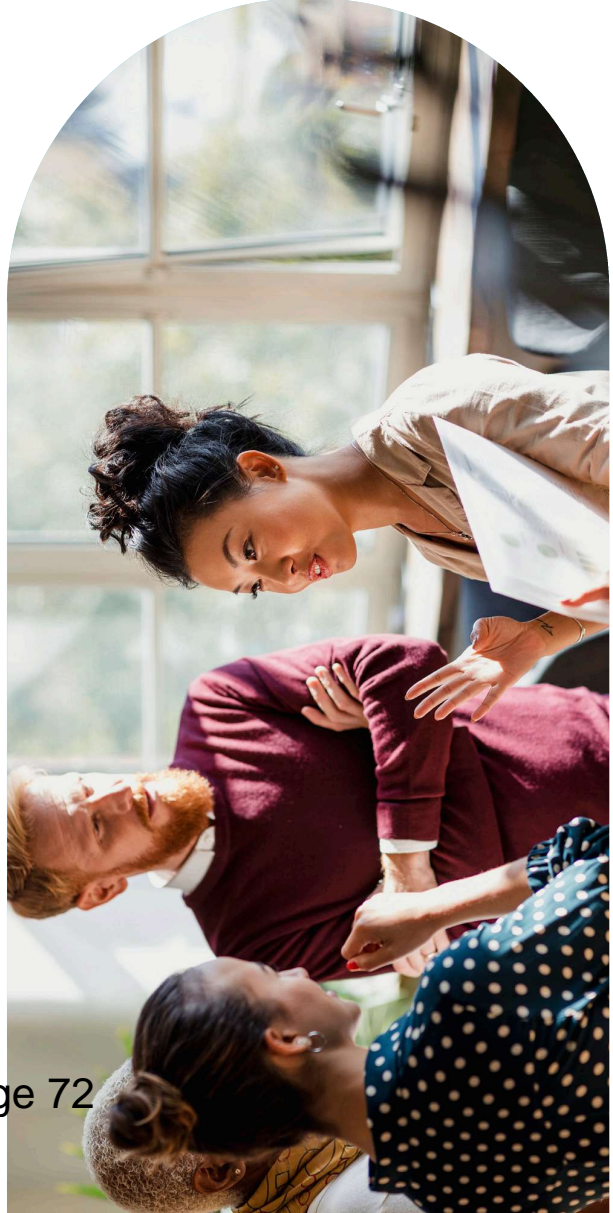
The My Savings module offers an effective way to boost financial wellbeing by giving your employees access to shopping discounts at hundreds of big-brand online, high street and local retailers. It may not always be possible to give pay rises, but with hundreds of ways to save on spending, you can help stretch your people's pay further. Whether it is on the daily essentials, the latest tech or the exciting travel plans ahead, My Savings provides a fast, easy and engaging way for your employees to save money.

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Offers can be redeemed in several ways:

- eGift Cards
- Reloadable Cards
- Vouchers
- Online Offers

These discounts can be used in conjunction with any existing in-store promotions and are accessible in-store, over the phone, online or via mobile devices. Our Merchant Team sources new retailers and ensures we are delivering market competitive discount rates.



My Savings comes with a comprehensive communication programme to help increase engagement. Our dedicated communications team work tirelessly to come up with innovative ways to help your staff maximise their savings. Your communication programme will include:

- Regular emails to scheme users showcasing the latest discounts and offers
- Monthly email newsletter for administrators
- Evergreen and monthly off-the-shelf digital communication toolkits

## Page 73

### Quarterly lifestyle magazine

Email welcome programme for all new joiners

- Regular flash sales, competitions and promotion events in partnership with our extensive retail partner network
- Black Friday and Christmas campaigns to help users save at one of the most expensive times of the year
- The option to globally opt in all employees to communications, meaning your administrative burden of increasing awareness is reduced
- Regular Webinars/roadshows





# FyMuddion My Benefits

You can easily add and remove a huge range of additional benefits to your My Advantages platform at any time.

Our benefits partners have extensive experience of working closely with the Welsh public sector, so you can rest assured of a smooth experience throughout setup, launch and ongoing management.

## Childcare Vouchers

Employees can manage their Childcare Vouchers using My Benefits. They can access their online account and enjoy tax and NI savings as their payments are taken straight from their pay. The Government closed the Childcare Vouchers scheme to new entrants on 4th October 2018, but you can still switch your existing scheme and your members over to Edenred.

## Cycle to Work

Cycle to Work is a scheme introduced by the Government to promote cycling, a healthy lifestyle and sustainable transport. The scheme enables employees to get a tax-free bike through work. There are savings of up to 48% on a bike from over 140 cycling brands. **Choice of providers, both catering for increase in cycle to work limit**







### **Payroll Giving**

This Government supported tax relief scheme means each donation costs employee less. It's a simple way for employees to support their favourite charities and fundraising pages by making regular donations straight from their pay saving them tax.



### **Car Benefit**

Running a car has just got easier and greener. With our ground-breaking Car Benefit Scheme employees get a brand new car, and they don't have to worry about the hassles and extra expense of running a car (from MOTs to insurance).



### **Home Technology and Smart Phones**

Offer employees the latest, highly-desirable home technology products from the likes of Apple, HP and Samsung, all through a convenient salary sacrifice benefits arrangement. It's fully-managed by us and cost neutral to the employer.





### My Gym Discounts

My Gym Discounts is a voucher based or discount code scheme offering discounts at over 3,000 gyms. The large number of health clubs, leisure centres and fitness studios ensures all employees are catered for no matter where they live or work. The My Gym Discounts scheme is paid directly by employees, meaning no added impact on payroll.



### GymFlex

GymFlex offers employees discounted annual health club memberships which they pay through payroll deductions. Using a national network of gym chains, leisure centres and hotel health clubs we offer your employees the choice and flexibility they require.

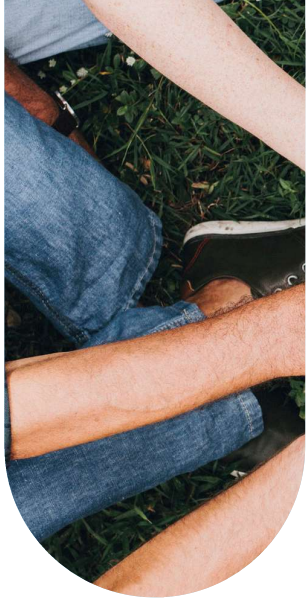


### Financial Wellbeing

Give employees access to trusted financial advice, easy debt consolidation and secure, affordable loans. Implemented via salary sacrifice, you will be able to help employees take control of their finances, and make their salaries go further.



# Fy Nghydabyddiaeth My Recognition



My Recognition make it easy for you to reward employees quickly and deliver recognition in the moment of optimum motivation.

Simply issue eCodes of any value embedded in a personalised email, delivered direct to your employees. Employees can log into the online reward catalogue, using their eCode to select their chosen retailer gift voucher, card or digital eGift card. The catalogue contains a huge range of rewards from over 120 top brands, allowing them to instantly pick something which suits their own wants and needs.



The choice on offer is unsurpassed. A rewards and recognition heaven that covers our Compliments range of vouchers, multi-store and single-store retail cards, vouchers, instant eGift Cards, travel and experience days. There's only three simple steps to order, and three simple steps for the recipient to redeem the reward of their choice.





# Fy Nghyd nabyddiaeth My Recognition

## To order:



**Create** - enter the recognition recipient name (s) and the value of their eCodes



**Personalise** - write messages for the group of recipients or individually, brand your emails or use one of the templates



**Confirm** - review, pay and deliver recognition directly to employees

## To redeem:



**Ping** – employee receives email and their unique eCode

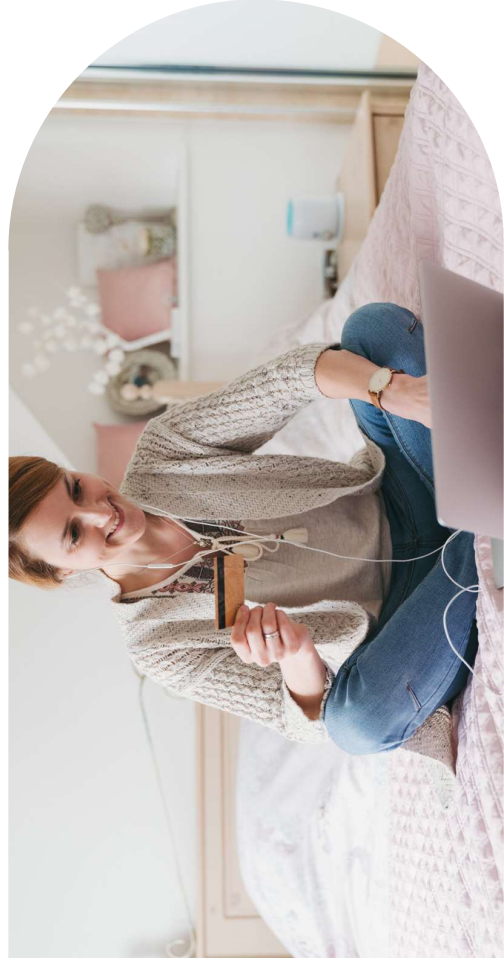


**Select** - employee selects their preferred retailer voucher/card or digital eGift card from the extensive catalogue



**Receive** – digital eGift Cards arrive immediately; gift cards and vouchers are posted

Digital peer-to-peer recognition programmes can be also added to your mylifestyle platform at an additional cost.



# The Edenred difference



## Easy to manage

Each month Edenred will provide reports stating your employees' benefits choices and the value of the salary deductions to be made. Edenred aggregate all of the benefits into a single payroll deduction file, simplifying administration and realising efficiencies.



## Fully customisable portal

The platform will be co-branded with your department logo but it can also be customised further, depending on your requirements (subject to additional costs). The 'myresources' module can be used to promote other benefits, or advice services like EAPs.



## Customer services

Your employees will have access to FAQ's, online help and a single dedicated phone line, where they can select the most suitable option for their specific query. A dedicated contact centre manages staff enquiries, benefits order management, technical queries, finance, contracts and more.



## Relationship management and client support

You will have a team, consisting of a Project Manager, Communications Executive and Account Manager, who will manage the scheme implementation, communication and on-going support for the life of the contract.



## Confidence & peace of mind

- Quality & security – ISO 27001, 9001:2015, and 14001 and Cyber Essentials accreditations for data security and quality
- Experience – part of an international group with the know-how of working with all types and sizes of client
- Financial strength – 5A1 Dun & Bradstreet rating and BBB+ Standard & Poor's rating
- Well connected – vast and growing network of partners, including hundreds of retail merchants



## Service agility & focus

- Innovation – intelligent SaaS with new features and performance enhancements that just keep on coming
- Speed & ease – our mission is to take out the pain, cost, and admin burden of setting up, launching, and managing schemes

- Passion for customers – We will not stop improving every last detail of everything we do until 100% of our customers insist that their friends do business with us

- People – the right teams with the expertise to take your programmes to the next, award winning level



## Choice

- For you and your users – tailor one or a combination of our solutions to fit your needs and budget



# Ready to connect?



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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.

<b>1. Proposal Details</b>			
<b>Lead Officer</b>	<b>Head of Service</b>	<b>Service Area &amp; Department</b>	<b>Date</b>
Lynne Donovan	Lynne Donovan	People Services	31.08.21

**What is the proposal to be assessed?** *Provide brief details of the proposal and provide a link to any relevant report or documents.*

The introduction of a new staff benefits and reward platform that will support the forthcoming Wellbeing Strategy and also to further recognise long service.

## 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?
<b>Age</b> ( <i>people of all ages</i> )	Staff benefits – positive 40 years’ service - positive impact on staff with 40 years’ service		See Appendix 1 of main report.
<b>Disability</b> ( <i>people with disabilities/ long term conditions</i> )	Neutral impact. The staff benefits scheme applies to all staff and the long service award is available to all staff that achieve 40 years’ continuous Local Government Service.		
<b>Gender Reassignment</b> ( <i>anybody who’s gender identity or gender expression is different to the sex they were assigned at birth</i> )	Neutral impact. The staff benefits scheme applies to all staff and the long service award is available to all staff that achieve 40 years’ continuous Local Government Service.		
<b>Marriage or Civil Partnership</b> ( <i>people who are married or in a civil partnership</i> )	Neutral impact. The staff benefits scheme applies to all staff and the long service award is available to all staff that achieve 40 years’ continuous Local Government Service.		

<p><b>Pregnancy and Maternity</b> <i>(women who are pregnant and/or on maternity leave)</i></p>	<p>Neutral impact. The staff benefits scheme applies to all staff and the long service award is available to all staff that achieve 40 years' continuous Local Government Service.</p>		
<p><b>Race</b> <i>(people from black, Asian and minority ethnic communities and different racial backgrounds)</i></p>	<p>Neutral impact. The staff benefits scheme applies to all staff and the long service award is available to all staff that achieve 40 years' continuous Local Government Service.</p>		
<p><b><u>Protected Characteristics</u></b></p>	<p><b>Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?</b></p>	<p><b>If there are negative impacts how will these be mitigated?</b></p>	<p><b>What evidence has been used to support this view?</b></p>
<p><b>Religion or Belief</b> <i>(people with different religions and beliefs including people with no beliefs)</i></p>	<p>Neutral impact. The staff benefits scheme applies to all staff and the long service award is available to all staff that achieve 40 years' continuous Local Government Service.</p>		
<p><b>Sex</b> <i>(women and men, girls and boys and those who self-identify their gender)</i></p>	<p>Neutral impact. The staff benefits scheme applies to all staff and the long service award is available to all staff that achieve 40 years' continuous Local Government Service.</p>		
<p><b>Sexual Orientation</b> <i>(lesbian, gay, bisexual, heterosexual)</i></p>	<p>Neutral impact. The staff benefits scheme applies to all staff and the long service award is available to all staff</p>		

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	that achieve 40 years' continuous Local Government Service.		
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### 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

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<u>Socio-economic Disadvantage</u>	<b>Does the proposal have any positive, negative or neutral impacts on the following and how?</b>	<b>If there are negative impacts how will these be mitigated?</b>	<b>What evidence has been used to support this view?</b>
<p><b>Low Income / Income Poverty</b> <i>(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)</i></p>	<p>The staff benefits scheme provides a positive impact by offering staff the ability to access shopping discounts at hundreds of big-brand online, high street and local retailers. By making shopping for goods and services a little bit cheaper, employees can save money on many regular and one off purchases The platform also provides useful information to help employees with everyday financial issues as well as providing access to charity and insurance sites.</p>		

<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?
<p><b>Low and/or No Wealth</b> (<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>)</p>	<p>The staff benefits scheme provides a positive impact by offering staff the ability to access shopping discounts at hundreds of big-brand online, high street and local retailers,. By making shopping for goods and services a little bit cheaper, employees can save money on many regular and one off purchases. The platform also provides useful information to help employees with everyday financial issues.</p>		
<p><b>Material Deprivation</b> (<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>)</p>	<p>The staff benefits scheme provides a positive impact by offering staff the ability to access shopping discounts at hundreds of big-brand online, high street and local retailers. By making shopping for goods and services a little bit cheaper, employees can save money on many regular and one off purchases which can support their access to <i>financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.</i> The platform also provides useful information to help employees with everyday financial issues including access to insurance sites.</p>		

<p><b>Area Deprivation</b> <i>(where you live (rural areas), where you work (accessibility of public transport))</i></p>	<p>Neutral impact</p>		
<p><b>Socio-economic Background</b> <i>(social class i.e. parents education, employment and income)</i></p>	<p>Neutral impact</p>		
<p><b>Socio-economic Disadvantage</b> <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></p>	<p>Neutral impact</p>		

#### 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](#)*

<b>Objective 1</b> - Improve education opportunities for all	Neutral impact
<b>Objective 2</b> - Enabling employment	Neutral impact
<b>Objective 3</b> - 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	Neutral impact
<b>Objective 4</b> - Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impact on the environment	N/A
<b>Objective 5</b> - 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	Positive impact. The discount for staff accessing leisure facilities in the county borough helps to promote a healthy and active lifestyle, which has a positive impact on mental health wellbeing.
<b>Objective 6</b> - Support citizens to remain independent and improve their well-being	The staff benefits scheme provides a positive impact by offering staff the ability to access shopping discounts at hundreds of big-brand online, high street and local retailers. By making shopping for goods and services a little bit cheaper, employees can save money on many regular and one off purchases, which hopefully can support a healthy lifestyle and improve wellbeing. The platform also provides useful information to help employees with everyday financial issues as well as providing access insurance sites.

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#### 4a. Links to any other relevant Council Policy



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

The Council's Wellbeing Strategy 2021 – 24 focuses on five key areas of wellbeing: Health & Lifestyle, Environment, Culture & Values, Personal Development and Financial Wellbeing. The introduction of staff benefits via the EdenRed platform and the extension of the Long Service Award support the principles of the Strategy, in particular financial wellbeing.




The platform also supports the local economy by enabling local businesses across Caerphilly to promote their businesses and offers directly to our employees and, in doing so, provides the opportunity for our staff to access discounts while still 'shopping local'.

#### 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>Page 96</p> <p><b>Long Term</b></p> 	<p>Consider the long-term impact of the proposal on the ability of communities to secure their well-being.</p> <p>The employee benefits platform offers a framework of financial support for our employees. Aligned to the Council's Wellbeing Strategy this will have a long term positive impact on employees.</p>
<p><b>Prevention</b></p> 	<p>Consider how the proposal is preventing problems from occurring or getting worse</p> <p>The employee benefits platform provides support to our employees' wellbeing (including financial). Our commitment to our employee' wellbeing will have preventative benefits.</p>



<p><b>Integration</b></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>Working in synergy with relevant strategies, we will continue to develop a strong organisational culture and values and strengthen the work environment by fully supporting the health and wellbeing of our employees.</p>
<p><b>Collaboration</b></p> 	<p>Consider how you are working with Council services or services delivered by other organisations or groups in our communities.</p> <p>The employee benefits platform supports the local economy by enabling local businesses across Caerphilly to promote their businesses and offers directly to our employees.</p>
<p><b>Involvement</b></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> <p>These proposals are not terms and conditions of employment but benefits available to all employees. The Trade Unions have been consulted. The impact on the community can be economically positive and we will be engaging with local businesses to offer the opportunity to promote their service via the platform.</p>

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**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><b>A Prosperous Wales</b>  <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>N/A</p>
<p><b>A Resilient Wales</b>  <i>A nation which maintains and enhances a biodiverse natural environment healthy functioning ecosystems</i></p>	<p>Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>

<p><i>that support social, economic and ecological resilience and the capacity to adapt to change (for climate change)</i></p>	<p>N/A</p>
<p><b>A Healthier Wales</b>  <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>The benefits scheme supports our commitment to employee wellbeing, which is critical for business performance. A healthy workplace, that promotes a state of contentment, benefits both employees and the organisation.</p>
<p><b>A More Equal Wales</b>  <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> <p>N/A</p>
<p><b><u>Well-being Goals</u></b></p>	<p><b>Does the proposal maximise our contribution to the Well-being Goal and how?</b></p>
<p><b>A Wales of Cohesive Communities</b>  <i>Attractive, viable, safe and well-connected communities</i></p>	<p>Communities are attractive, viable, safe and well connected.</p> <p>N/A</p>
<p><b>A Wales of Vibrant Culture and Thriving Welsh Language</b>  <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>N/A</p>
<p><b>A Globally Responsible Wales</b>  <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</i></p>	<p>Taking account of impact on global well-being when considering local social, economic and environmental well-being.</p> <p>N/A</p>

a thing may make a positive contribution to global well-being

## 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 <a href="#">Cymraeg 2050 Strategy</a> and CCBC's <a href="#">Five Year Welsh Language Strategy 2017-2022 and the Language Profile</a>	Neutral impact		
Compliance with the <a href="#">Welsh Language Standards</a> . Specifically Standards 88 - 93	Neutral impact. The platform will be bilingual		
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>	Neutral impact. The platform will be bilingual		
Opportunities for persons to use the Welsh language <i>e.g. staff, residents and visitors</i>	Neutral impact. The platform will be bilingual		
Treating the Welsh language no less favourably than the English language	Neutral impact. The platform will be bilingual		

**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.**

The platform will be bilingual, providing opportunities for staff to use Welsh language and to ensure that it is not treated less favourably than English language.

**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.)*

<b>Data/evidence</b> <i>(Please provide link to report if appropriate)</i>	<b>Key relevant findings</b>	<b>How has the data/evidence informed this proposal?</b>
What data / evidence was used? Provide links to any reports if appropriate e.g. Household Survey 2017 Opportunities available at no cost to the Council via the National Procurement Service (NPS) framework	What were the key findings? What did the data / evidence used tell you?  N/A	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?  N/A

**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?

N/A

## 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?

Cllr. Philippa Marsden, Leader of the Council

Cllr. Colin Gordon, Cabinet Member for Corporate Governance

Corporate Management Team

Robert Tranter, Head of Legal Services and Monitoring Officer,

Steve Harris, Head of Corporate Finance/s.151 officer,

Leadership Team

Anwen Cullinane, Senior Policy Officer

Cllr Gez Kirby, Chair of Policy and Resources Scrutiny Committee

Cllr Brenda Miles, Vice Chair of Policy and resources Scrutiny Committee

Trade Unions

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

Consultation provided enough time for consultees to consider and respond

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

Yes

What were the key findings?

No

How have the consultation findings been taken into account?

Yes

## 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? Implementation will be the responsibility of the Head of People Services. Monitoring will be the responsibility of the Head of People Services and the Head of Customer & Digital Services
What are the practical arrangements for monitoring?	For example, who will put this in place? When will it start? Contract management with the Head of People Services, Head of Customer & Digital Services and EdenRed
How will the results of the monitoring be used to develop future proposals?	Ongoing
When is the proposal due to be reviewed?	Ongoing in accordance with contract arrangement and the NPS framework
Who is responsible for ensuring this happens?	Head of People Services

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## 11. Recommendation and Reasoning

<input checked="" type="checkbox"/>	Implement proposal with no amendments
<input type="checkbox"/>	Implement proposal taking account of the mitigating actions outlined
<input type="checkbox"/>	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).*

Whilst the IIA indicates many neutral impacts, there are positive impacts for our employees' wellbeing and the community. The proposals also support the principles of wellbeing as set out in the Wellbeing Strategy 2021 – 24.

## 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
1	Lynne Donovan	First version	01.09.21

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### Integrated Impact Assessment Author

<b>Name:</b>	Lynne Donovan
<b>Job Title:</b>	Head of People Services
<b>Date:</b>	01.09.21

### Head of Service Approval

<b>Name:</b>	Lynne Donovan		
<b>Job Title:</b>	Head of People Services		
<b>Signature:</b>		<b>Date:</b>	01.09.21

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## CABINET – 15TH SEPTEMBER 2021

**SUBJECT: FREEDOM OF BOROUGH – OLYMPIC MEDALLISTS**

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

### 1. PURPOSE OF REPORT

- 1.1 This report is to seek a decision on whether the Cabinet wishes to recommend that Council admit as Honorary Freeman of the Borough the Caerphilly County Borough athletes who were successful in achieving medals at the Tokyo Olympics 2020.

### 2. SUMMARY

- 2.1 Under Section 249(5) of the Local Government Act 1972 a Borough Council can grant the Freedom of the Borough to "persons of distinction and persons who have, in the opinion of the Council, rendered eminent services to the Borough". In order to grant the Freedom of the Borough, a resolution must be passed by not less than two thirds of the members voting at a meeting of the Council.

### 3. RECOMMENDATIONS

- 3.1 Cabinet are asked to recommend to Council the following:
- 3.2 In pursuance of Section 249 (as amended) of the Local Government Act 1972 the Council confers upon the following athletes, the Freedom of the County Borough of Caerphilly:

Lauren Price Gold Medallist - Boxing Women's Middleweight (75kg)  
Lauren Williams Silver Medallist - Taekwondo Women's -67kg

### 4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To give public recognition to the Olympic medallists and demonstrate the high esteem in which they are held by Caerphilly County Borough Council and the people of the County Borough.

### 5. THE REPORT

- 5.1 Councillor Phillipa Marsden, Leader of Council, Councillor Colin Mann, Leader of

Plaid Cymru Group and Councillor Kevin Etheridge Leader of the Independents Group have nominated the following athletes for the Freedom of the County Borough of Caerphilly, in recognition of their inspirational and outstanding achievements at the Tokyo Olympics 2020:

Lauren Price – Gold Medallist Women’s Boxing Middleweight  
Lauren Williams – Silver Medallist, - 67kg Women’s Taekwondo

- 5.2 The tradition of Boroughs conferring the Freedom goes back to ancient times when the Royal Charter Boroughs were almost, if not entirely, self-governing. Originally, such conferment conveyed special privileges of various kinds upon the recipient that could involve the right to vote, property and local taxation benefits.
- 5.3 Over the years, and especially since the passing of the Reform Act 1983 and the Municipal Corporations Act 1835, successive Acts of Parliament have sought amongst other things severely to curtail the extent of the privileges so that, today, the conferment is purely honorary. Today’s Freemen have no special rights.
- 5.4 However, the tradition is maintained as a means whereby public recognition may be given to the recipients as an expression of the high esteem in which, they are held by the Council and people of the Borough.
- 5.5 Council agreed at the meeting dated 29th January 2008 to award Freedom of the Borough and Cabinet subsequently agreed the nomination criteria at the meeting dated 3rd March 2009. These criteria are set out below:

#### **Nomination criteria**

(a) Nominations must show that the nominee is a ‘person/s of distinction and/or a person/s who has rendered eminent services to the County Borough’.

(b) In keeping with special nature of the award conferment should be strictly limited to those who have made a very significant contribution to the locality either on the national or international scene. It should be noted that the Council already has an annual award scheme for the Voluntary Sector Achievement Awards, (which also encompasses the Mayoral Civic Awards) to recognise those who have made an important contribution to the local community especially in a voluntary capacity.

#### **5.6 Conclusion**

By conferring the Freedom of the Borough, Caerphilly County Borough Council gives an opportunity to recognise the achievements and work of individuals and organisations within its community. The Gold, Silver and Bronze Medals awarded to competitors at the Olympic and Paralympics represent the highest athletic achievement at the Games. Therefore, awarding the Freedom of the Borough would recognise their achievement and the positive public sentiment that has been demonstrated towards the medallists.

Cabinet are asked to consider the nomination against the criteria outlined in this report as set out in 5.5 and make a recommendation to Council.

## **6. ASSUMPTIONS**

- 6.1 The recommendation as set out in this report assumes that Members will wish to recognise their achievements and support conferring the Freedom of the Borough upon the Olympic Medallists.

## **7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

- 7.1 Council has previously agreed the procedure and criteria for nominations for Freedom of the Borough which is a Civic and Ceremonial function.

## **8. FINANCIAL IMPLICATIONS**

- 8.1 The Local Government, Planning and Land Act 1980 provides that the Authority may spend such reasonable sum as they think fit for the purpose of presenting an address or a casket containing an address to any person admitted to be an honorary freeman.
- 8.2 The ceremonial presentation and reception for each nominee shall be funded from the Mayoral office funds in consultation with the Chief Executive and Leader of the Council.

## **9. PERSONNEL IMPLICATIONS**

- 9.1 There are no personnel implications.

## **10. CONSULTATIONS**

- 10.1 There are no consultation responses not included within this report.

## **11. STATUTORY POWER**

- 11.1 The Local Government Act 1972, (as amended) and The Local Government, Planning and Land Act 1980.

Author: Catherine Forbes-Thompson, Scrutiny Manager, [forbec1@caerphilly.gov.uk](mailto:forbec1@caerphilly.gov.uk)

Consultees: Christina HARRY Chief Executive,  
Richard Edmunds, Corporate Director Education and Corporate Services,  
Robert Tranter Head of Legal and Monitoring Officer  
Lisa Lane Deputy Monitoring Officer and Head of Democratic Services  
Cllr P Marsden, Council Leader  
Cllr C Mann, Plaid Cymru Group Leader  
Cllr K Etheridge, Independents Group Leader

Background Papers:

Council report 29th January 2008.

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CABINET – 15<sup>TH</sup> SEPTEMBER 2021

## PUBLIC INTEREST TEST – EXEMPTION FROM DISCLOSURE OF DOCUMENTS PARAGRAPHS 14 AND 16 OF SCHEDULE 12A LOCAL GOVERNMENT ACT 1972

**SUBJECT: THE LAWNS, RHYMNEY COST OVERUN REPORT**

**REPORT BY: MONITORING OFFICER**

I have considered grounds for exemption of information contained in the report referred to above and make the following recommendations to the Proper Officer:-

### EXEMPTIONS APPLYING TO THE REPORT:

Information relating to the financial or business affairs of any particular person (including the Authority holding that information) (Paragraph 14).

Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings (Paragraph 16).

### FACTORS IN FAVOUR OF DISCLOSURE:

There is a public interest in the way in which the Council manages its contracts.

### PREJUDICE WHICH WOULD RESULT IF THE INFORMATION WERE DISCLOSED:

The Report includes legal advice in relation to a number of contractual scenarios. The report also contains detailed financial information about the contractual arrangements.

### MY VIEW ON THE PUBLIC INTEREST TEST IS AS FOLLOWS:

That paragraphs 14 and 16 should apply.

In relation to paragraph 16, the exemption is absolute, and the public interest test does not need to be considered. In relation to paragraph 14, I am mindful of the need to ensure the transparency and accountability in the way the council manages its contracts. However, disclosure of the information contained in the report would result in financial information of the company being in the public domain which the company would expect to be confidential at this stage.

On that basis I feel that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider these factors when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.

### RECOMMENDED DECISION ON EXEMPTION FROM DISCLOSURE:

On the basis set out above I feel that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, and that the report should be exempt.

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

Signed:

Dated: 7.9.21

Post: Head of Legal Services and Monitoring Officer

I accept/~~do not accept~~ the recommendation made above.

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

Signed:

Date: 07.09.2021

Proper Officer

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# Agenda Item 10

By virtue of paragraph(s) 14, 16 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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