

Public Document Pack

Penallta House,
Tredomen Park,
Ystrad Mynach,
Hengoed CF82 7PG

Ty Penallta,
Parc Tredomen,
Ystrad Mynach,
Hengoed CF82 7PG



www.caerphilly.gov.uk
www.caerffili.gov.uk

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

Date: 10th March 2022

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 speaking will be publicly available to all via the recording on the Council website at www.caerphilly.gov.uk

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.

Dear Sir/Madam,

A digital meeting of **Council** will be held via Microsoft Teams on **Wednesday, 16th March, 2022 at 5.00 pm** to consider the matters contained in the following agenda.

Yours faithfully,

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

Christina Harrhy
CHIEF EXECUTIVE

AGENDA

Pages

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

A greener place Man gwyrddach



5 Declarations of Interest.

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

To approve and sign the following minutes: -

- | | | |
|---|--|---------|
| 6 | Council held on 26th January 2022. | 1 - 12 |
| 7 | Special Council held on 24th February 2022. | 13 - 26 |
| 8 | To receive and to answer questions received under Rule of Procedure 10(4).

Question from Councillor S. Morgan to the Cabinet Member for Sustainability, Planning and Fleet, Councillor A. Whitcombe.

Can the Cabinet Member for Sustainability, Planning and Fleet outline what the Council is doing to tackle climate change? | |

To receive and consider the following reports: -

- | | | |
|----|--|-----------|
| 9 | Notice of Motion - Crossing Patrols Policy. | 27 - 32 |
| 10 | Notice of Motion - Standing Up For Responsible Tax Conduct. | 33 - 40 |
| 11 | Notice of Motion - Ukraine. | 41 - 48 |
| 12 | Regional Partnership Board - Population Needs Assessment. | 49 - 112 |
| 13 | National Collaborative Arrangements for Welsh (Local Authority) Adoption and Fostering Services. | 113 - 178 |
| 14 | Publication of the Pay Policy Statement 2022/23. | 179 - 202 |
| 15 | Round Up of the Year Presentation. | |

Circulation:

All Members And Appropriate Officers

HOW WE WILL USE YOUR INFORMATION

Those individuals that attend committee meetings to speak/give evidence will be named in the minutes of that meeting, sometimes this will include their place of employment or business and opinions expressed. Minutes of Meetings including details

of speakers will be publicly available to all via the Council website at www.caerphilly.gov.uk. except for discussions involving confidential or exempt items.

You have a number of rights in relation to your information, including the rights of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please view the [Full Committee Meetings Privacy Notice](#) on our website or contact Legal Services by email griffd2@caerphilly.gov.uk or telephone 01443 863028.

This page is intentionally left blank

Agenda Item 6



COUNCIL

MINUTES OF THE MEETING HELD VIA MICROSOFT TEAMS ON THURSDAY 26TH JANUARY 2022, AT 5.00PM

PRESENT:

Councillor C. Andrews - Mayor

Councillors:

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

Together with:-

C. Harrhy (Chief Executive), M.S. Williams (Corporate Director Economy and Environment), D. Street (Corporate Director Social Services and Housing), R. Edmunds (Corporate Director Education and Corporate Services), R. Tranter (Head of Legal Services and Monitoring Officer), S. Harris (Head of Financial Services and Section 151 Officer), J. Morgan (Trading Standards, Licensing and Registrars Manager), L. Morgan (Licensing Manager), D. Beecham (Electoral Services Manager), L. Lane (Head of Democratic Services and Deputy Monitoring Officer), E. Sullivan (Senior Committee Services Officer).

The Mayor welcomed back to Council, the Chief Executive, Mrs Christina Harrhy and the Chief Executive thanked Members and Officers for all the kind messages which meant so much to her and her family. The Chief Executive also placed on record her thanks to Mr Dave Street for so ably stepping in during her absence.

The Mayor, on behalf of Council expressed her deepest condolences to Councillor J. Pritchard whose mother sadly passed away this week.

RECORDING, FILMING AND VOTING ARRANGEMENTS

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

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J. Bevan, D.T. Hardacre, D. Harse, A.G. Higgs, V. James, Mrs G.D. Oliver, D.V. Poole, Mrs D. Price, Mrs M.E. Sargent, J. Stone, G. Simmonds, C. Thomas.

In noting the apologies, the Mayor on behalf of Council wished Deputy Mayor Councillor J. Stone a speedy recovery after her recent fall.

2. MAYOR'S ANNOUNCEMENTS

The Mayor congratulated Owen Roe a Year 7 pupil at Heolddu School for his outstanding winning design for this year's Mayoral Christmas Card competition and advised Council it had been a very difficult competition to judge as the standard of entries had been so high.

The Mayor expressed her disappointment she had been unable to attend the Christmas Concert by Bedwas Trethomas and Machen Brass Band and the British Empire Medal Presentation and congratulated all those that received a honour, unfortunately having been required to isolate following a contact with COVID 19 she had not been present, but had been able to rely messages of congratulations. She had also been able to send a video message and flowers to a resident Ty Iscoed Residential Home who had celebrated a 100th Birthday.

Finally, the Mayor placed on record her thanks to all those who had organised and contributed to this year's Operation Santa Appeal, which had once again been a tremendous success.

3. STATEMENT FROM THE LEADER OF COUNCIL

Councillor P. Marsden provided a statement on a number of key issues for the Council.

In relation to the 2022/23 budget proposals, which were agreed by Cabinet last week. Council was advised that the proposed bold and ambitious budget which includes £10 million pounds of investment while protecting frontline services from cuts as the authority recovers from the ongoing pandemic. The draft budget also included a proposed Council Tax increase of 2.5%, which is well below the rate of inflation and the lowest increase for a number of years

The Leader felt that this budget really showed that 'Caerphilly cares' by supporting and protecting the community during these difficult times and she asked Members to encourage as many people as possible to have their say and take part in our ongoing budget consultation.

Council were advised that the Welsh Housing Quality Standard programme had recently been completed. This flagship programme had seen the largest ever single investment made into council owned homes in the county borough and appropriate celebrations were being planned.

It was noted that over £260 million has been invested in total through the programme; including internal and external home refurbishments, adaptations to make sure homes meet the needs of individual tenants', and environmental improvements to enhance our local communities.

Delivering a programme of this scale, across our 10,660 rented properties, had not been without its challenges; particularly during the Covid-19 pandemic and the Leader took this opportunity to place on record her thanks to everyone who has been involved in delivering this

programme and to give recognition to the significant contribution made by Cllr Lisa Phipps, in her former role as Cabinet Member for Housing.

Regarding the current coronavirus situation. Members would be aware that Welsh Government is planning the reintroduction of alert level zero at the end of this week thanks to the improving picture across Wales. In response to these changes, the Leader would continue to work closely with the Chief Executive and the Cabinet to consider the impact on services and agree our next steps. Members were advised that details were still being worked through and further updates would follow but did not anticipate a big surge of staff or members returning to the office in the near future. The approach will be slow and steady, gradually increasing numbers and reviewing the impact regularly.

Members noted that Caerphilly had narrowly missed out on being crowned 'council of the year' at a recent ceremony and Christina Harry was also shortlisted for the prestigious title of Chief Executive of the Year and was highly commended. Cllr Kevin Etheridge also scooped the top title of community champion at the LGIU awards.

In concluding her statement, the Leader made a special appeal to every Elected Member present, as unfortunately, we are seeing an increasing number of Councillors and Candidates being subjected to abuse, threats, and intimidation. As well as being totally unacceptable, this behaviour undermines the principles of free speech, democratic engagement, and debate.

Council was advised that she stood shoulder to shoulder with the other Group Leaders, Councillor Colin Mann, and Councillor Kevin Etheridge to call for an end to abuse, intimidation, and harassment of any kind. This pledge had been widely publicised both locally and nationally and is particularly relevant in the run up to the local government elections in May.

We have pledged to participate in a fair election campaign which is based on positive campaigning and merit, rather than personal attacks and smears against individuals. We encourage all elected members and candidates in the forthcoming election to do the same. In addition, we will publicly 'call out' any such inappropriate behaviour and take a zero-tolerance approach to abuse.

Whatever political colour we represent, we all stand united in our shared purpose of representing the people of our county borough. Attacks on political policies and procedures is what we are here to defend, however, personal attacks on individuals are not acceptable and will not be tolerated. This is not how we conduct our political business here in Caerphilly. Whatever, our differences we are all united under the umbrella of "TeamCaerphilly" – working together for the good of all.

In concluding her statement the Leader asked everyone to please join in this movement for positive change.

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

Councillor R. Saralis presented a petition on behalf of residents of Penmaen Estate to Council asking Council to make highway improvements to ensure safe vehicle egress from Penmaen Estate at the junction of Vancouver Drive and Oakdale Terrace.

The Mayor accepted the petition which would be actioned in accordance with the Council's Constitution.

5. PRESENTATION OF AWARDS

The Mayor confirmed that there were two awards to present to Council.

Councillor Kevin Etheridge – Community Champion Award, Local Government Information Unit and Churches, Charities, and Local Authorities 2021 Councillor Awards.

The Leader asked Council to join her in congratulating Councillor Kevin Etheridge, in December last year Councillor Etheridge was awarded the Community Champion Award at the Local Government Information Unit and Churches, Charities and Local Authorities 2021 Councillor Awards. The awards celebrate local councillors across Wales and England and Councillor Etheridge received this prestigious award in recognition of his 'outstanding level of commitment' and 'drive in spearheading successful campaigns'. Receiving 676 nominations for the award from residents across the borough and was the only Welsh Councillor nominated for the Community Champion Award.

Councillor Etheridge was also praised for his work with Bowel Cancer UK raising awareness of Bowel Cancer symptoms and he had become a strong advocate for screening tests, since his own diagnosis in 2019.

Council recognised Councillor Etheridge and congratulated him on his fantastic achievement.

To Recognise Members of Caerphilly County Borough Council on Achieving 40 Years Continuous Service

The Chief Executive recognised those Members of Staff who had achieved 40 years continuous service with Caerphilly County Borough Council and advised Council that they would be awarded a £250 voucher along with an invitation to take Tea with the Mayor once COVID restrictions allowed. The Chief Executive expressed her admiration for the dedication and commitment of these Members of Staff which also included a Member of the Corporate Management Team.

The Leader of Council joined the Chief Executive in congratulating the long serving Members of Staff and thanked them on behalf of Council for their on-going commitment and hard work.

6. DECLARATIONS OF INTEREST

Councillor W. David declared a personal and prejudicial interest in relation to Agenda Item No. 9 – Notice of Motion – Second Homes in that he is second homeowner and as such would take no part in the debate and decision.

7. MINUTES - COUNCIL – 16TH NOVEMBER 2021

RESOLVED that the minutes of Council held on 16th November 2021 (minute nos. 1-12) be approved as a correct record.

8. TO RECEIVE AND TO ANSWER QUESTIONS RECEIVED UNDER RULE OF PROCEDURE 10(4)

Question from Councillor K. Etheridge to the Cabinet Member for Infrastructure and Property, Councillor J. Pritchard.

To ask the Cabinet Member to confirm the number of school contracts that are currently out to tender and to outline the measures that are in place to deal with vulnerable children specifically regarding taxis to and from schools in and outside the County Borough. Also, I would like the Cabinet Member to advise if any delays are being incurred with their transport?

Response from the Cabinet Member for Infrastructure and Property, Councillor. J. Pritchard

There are currently 17 school contracts out to tender. The Council is experiencing a shortfall in available operators that are able to fulfil the number of contracts required, with some contracts being tendered, and subsequently re-tendered multiple times. Indicative information suggests that the biggest reason for this is the number of available drivers within the transport industry – this is for both taxi and bus operations. Where the Council is unable to fulfil the transport requirement, parents are kept up to date on the delays incurred. Alternative travel options are offered where available e.g., a ticket on the public transport network; and in some cases the offer of parental re-imburement is offered.

Question from Councillor R. Saralis to the Cabinet Member for Social Services and Housing, Councillor S. Cook.

Can the Cabinet Member for Social Care and Housing explain what Caerphilly County Borough Council has done to maximise income for eligible residents throughout COVID?

Response from the Cabinet Member for Social Services and Housing, Councillor S. Cook.

At the start of the pandemic the Council immediately responded, as it quickly recognised the financial difficulties caused by COVID 19.

In April 2020 a crisis telephone line was quickly put in place manned by Housing Rents staff who provided a range of financial support to residents, many of whom had never faced such financial difficulties.

A centralised Foodbank contact, collection and distribution system was put in place by the Caerphilly Cares team to support provision with vouchers, donations, and delivery for residents in financial crisis. A triage system was established to connect the individual to a local voucher distributor and stock was centrally replenished and managed by securing food and monetary donations from the private sector.

Since April 2020 the team has made over 2000 referrals to local foodbanks to receive a food parcel or fuel voucher.

In addition, the Caerphilly Cares team supported, funded, and developed several Fareshare schemes that offer free or low-cost food to their local community members, working with community groups and organisations. Securing £250,00 of funding from Welsh Government to run a small grant scheme to support local food insecurity projects. The team has also advised people on how to get a bank account or credit union account.

Over the coming months it became clear that a reactive approach was insufficient, and Caerphilly needed to put in place a proactive strategy which focussed on income maximisation for residents.

Additional resources were identified as part of Caerphilly Cares and an income maximisation team in Housing Rents was created. A twofold approach was developed:

For “at risk” residents the team reacted to their immediate crisis

A more proactive approach using key datasets from the Council systems to identify residents not claiming their full entitlement to benefits. This model has shown

vulnerable tenants are often unable to fully claim their entitlement to a range of benefits.

Since April 2020 the team has supported eligible residents in gaining additional annual income in excess of £4.5M.

In addition the Council has made 3263 Self Isolation Payments totalling £2,108,500.00, and 5743 Winter Fuel Payments, totalling £573,400. (figures up to 11/01/21)

Council will recognise that the support provided has been life changing for many of our residents. As a result of the support provided by the team one family is now receiving additional annual income of £15,500 and the feedback from the family shows the impact the team is having on our residents' lives.

9. NOTICE OF MOTION – SECOND HOMES

Consideration was given to the Notice of Motion which was received from Councillor John Roberts and supported by Councillors A. Angel, C. Bishop, A. Farina-Childs, R.W. Gough, J. Taylor, C. Mann, L. Whittle, P. Marsden, S. Cook, J. Pritchard, and T. Parry.

It was noted that in accordance with rule of procedure 11(3) of the Constitution, the Mayor had agreed to allow the motion to be dealt with at Council, without first being discussed at an overview and scrutiny committee in order to expedite business.

Councillor Roberts outlined his Notice of Motion and expressed concern as to the growing impact of second homes on communities in Wales and in Caerphilly County Borough. He also expressed concern for the increasing number of empty properties that were falling into dereliction and decay and called on Council to look at all available options, including financial penalties, to help tackle the growing issue of empty properties in Caerphilly and to instruct Officers to bring back a report dealing with options as soon as possible.

In seconding the notice of motion Councillor Cook the Cabinet Member for Social Services and Housing expressed his support for a further report on empty properties and outlined the work already being done by the Empty Properties Team.

At this point Councillor S. Skivens sought advice from the Monitoring Officer about declarations of interest and advised that he owned a second property outside the borough. The Monitoring Officer confirmed that his advice was there was no declaration in this case as the motion related to empty properties within this borough and this would not prevent him from taking part in the debate or vote, but the decision whether to declare would be matter for Councillor Skivens. Councillor Skivens accepted the advice and confirmed he would not make a declaration.

Members expressed their support for the motion and although they agreed that Caerphilly did not share the same levels of second homes as other authorities the increasing number of empty properties and the issues, they create in communities required investigation and felt that bringing those properties back in to use was a vital move forward in terms of the housing shortfall.

A Member sought clarification as to how empty properties could be identified and reported and asked if it would be possible for a webpage/web link to be developed to allow the public to report them to the Council.

The Corporate Director for Social Services and Housing recognised that this could be a very helpful addition to the website and advised that this would be looked into.

Members recognised that this would not be an easy issue to resolve and welcomed the motion as a positive step forward. Clarification was sought on the on the number of empty Council properties and the length of turn around required to bring them back into use. The Corporate Director advised that although he did not have this information to hand, he would circulate details following the meeting. He confirmed that the length of turn around was very much dependent on the condition in which the property was left and the impact of COVID had affected progress.

Clarification was then sought in relation to Council Tax and how this was levied on empty properties. The Head of Financial Services and Section 151 Officer advised that charges were brought but this was a very complex process, should Council support the motion he would be happy to cover off the subject in any further report for Member's consideration.

Members then queried the number of empty properties previously acquired via the right to buy option and if these could be bought back by the Council for use. The Corporate Director confirmed that he would make further enquiries about numbers and advised that although not done in any quantity there had been previous occasions when the Council had bought properties back and were actively exploring all housing options.

Following consideration and discussion it was moved and seconded that the notice of motion be supported and by way of Microsoft Forms and verbal confirmation and in noting that there for 55 For and 1 Abstention the motion was declared carried.

RESOLVED that the motion be supported.

10. NOTICE OF MOTION – NATIONAL ENERGY CRISIS

Consideration was given to the notice of motion received from Councillor P. Marsden and supported by Councillors E.M. Aldworth, J. Pritchard, N. George, E. Stenner, A. Whitcombe, R. Whiting, S. Cook, M. Evans, C. Andrews, D. Havard, R. Saralis, W. David, S. Morgan, M. Adams, B. Miles, A. Collis, G. Kirby, A. Higgs, E. Forehead, J. Ridgewell, D. Price, C. Thomas, C. Bezzina, L. Jeremiah, A. Hussey, D. Harse, D. T. Davies, C. Forehead, W. Williams, T. J. Williams, G. Johnston, C. Mann, K. Etheridge. P. Leonard, D. Preece, A. Gair, A. Farina-Childs, C. Thomas, J. Stone, L. Harding, A. Leonard.

Councillor Marsden outlined her Notice of Motion which called on Council to write to the Prime Minister and Chancellor of the Exchequer and call for the immediate implementation and action for the following: -

A reduction in VAT for Energy Bills to help families and householders.

An introduction of a new lower price cap on energy bills to protect households from excessive price rises.

The implementation of grants or interest free loans to encourage the take up of renewable energy solutions such as domestic Solar / PV for private homeowners and local businesses.

The Leader detailed her concerns in relation to the financial impact on families of rapidly increasing energy costs and that many working families may well soon be faced with the choice between 'heating and eating'.

In seconding the motion Councillor Mann expressed the support of the Plaid Cymru Group for the motion and shared the concerns raised by the Leader. Particularly when added to rising food costs, increasing in national insurance contributions, and agreed that UK Government must take action to relieve the burden on families.

Members expressed further concerns as to the number of working families facing poverty with increased reliance on food banks and although they accepted that this was a complex issue of supply and demand, steps needed to be taken to protect those struggling financially. Members debated the reliance on fossil fuels particularly gas and how more sustainable forms of energy must be advanced so they become more affordable priced, and the savings passed on to the public.

Following consideration and discussion it was moved and seconded that the notice of motion be supported and by way of Microsoft Forms and verbal confirmation this was unanimously agreed.

RESOLVED that the notice of motion be supported.

11. NOTICE OF MOTION – RECOGNITION OF ST DAVID’S DAY AS AN OFFICIAL BANK HOLIDAY

Consideration was given to the Notice of Motion received from Councillor T. Parry and supported by Councillors C. Mann, J. Roberts and C. Elsbury.

Councillor Parry outlined the notice of motion and confirmed that she would be accepting an amendment to the motion submitted by Councillor P. Marsden.

The Leader confirmed that the amended Notice of Motion to read ‘St David’s Day is an important day in the Welsh year and for our national culture and we welcome the motion’s ambition to celebrate our Patron Saints Day as a Formal Public Holiday however we feel this must be done in the right way, it would not be right or fair for employees of CCBC alone to benefit from a Public Holiday while their family members and neighbours employed elsewhere do not, that is why in the interest of fairness and equity we would like to make representations to Welsh Government and UK Government to request that National Public Holidays are created for Patron Saints of our country’ was then moved and seconded.

Following considered and debate and by way of Microsoft Forms and verbal confirmation and in noting there were 57 For and 1 Abstention the amended notice of motion was supported by the majority present.

RESOLVED that the notice of motion be supported.

REPORTS OF OFFICERS

12. UPDATE ON WELSH GOVERNMENT REGULATIONS TO ESTABLISH CORPORATE JOINT COMMITTEES AND RESULTANT CHANGES TO THE CARDIFF CAPITAL JOINT COMMITTEE

Consideration was given to the report with set out the interim governance and delivery model sufficient to implement the statutory requirements for the establishment of the Southeast Wales Corporate Joint Committee (CJC). The report also set out the ‘twin-track’ approach to operating the Cardiff Capital Region (CCR) City Deal alongside the ‘bare minimum’ phase of the CJC mobilisation ahead of the SE Wales CJC setting its first statutory budget on the 31st January 2022.

The report also sought to appraise Council of the next phases of progress in line with resolving the current barriers to full implementation of an integrate ‘lift and shift’ approach

which seeks to eventually, bring together the CCR City Deal and CJC into one coherent model of regional economic governance.

Members took the opportunity to reaffirm their concerns regarding the flow of information to back bench members and how this type of organisational structure did not lend itself to engagement with all Members, leaving them excluded from processes.

Clarification was sought as to how the Local Development Plans would fit in with this regional approach and how the CJC would work in conjunction with the various masterplans under development. Particular reference was made to much needed investment opportunities in the north of the borough and assurance was sought that this area would not be overlooked. Members agreed that it would be imperative to secure investment for this area and reference was then made to the Heads of the Valley Masterplan and the Heads of the Valley Road improvements works and how they should be brought to the fore to encourage investment.

Reassurances were given on the development framework and the 3-tier approach that underpinned the various plans ensuring that worked hand in hand and did not contravene each other.

Governance of the CJC was outlined and opportunities for scrutiny were explained, the need for regional working and the opportunities that this provided were detailed. The Chief Executive provided further reassurance on the untapped potential that the CRC would release and how this next step was very much a natural progression that would unlock significant investment opportunities that only a regional footprint would facilitate.

Debate returned to investment opportunities and skills gaps in the north of the borough and how they could be addressed, Members noted that improvements to the Metro and train links would help to facilitate greater access to cities but felt that development that would draw people from the south of the borough to the north must also be explored as a priority. It was noted that there was a medical/life sciences cluster already developing in the Rhymney area with international companies opting to invest there and the Council would be working with companies such as these to secure further opportunities including the upskilling of employees and the release of land for future development opportunities.

Members acknowledged that there was merit to planning on a regional footprint but that the relationship to the authorities own strategic ambitions must be united in a common cause. Concern was expressed that the Heads of the Valley Masterplan came with no money attached and although the development of the Heads of the Valleys Road was very much anticipated works on other north/south links such as the A469 were still unresolved, and reassurances were sought that this was still considered a priority by this Council. The Leader confirmed that Cabinet continued to lobby Welsh Government on the A469 and advised that it remained a key issue and they would continue to fight to see the required improvements were completed.

A Member confirmed that having had previous reservations about the CRC, having listened to the debate and the delivery of investment to the north of the borough felt that this clearly demonstrated more than anything else the real need for a regional approach.

Clarification was sought as to the value of investment made in the north of the borough in comparison to investment in the south. Officers confirmed that although they did not have this information to hand it would be circulated to Members following the meeting.

Having been fully considered it was moved and seconded that subject to an additional recommendation at 3.8 of the Officer's report to read 'once the permanent governance CJC structure is developed a Members Seminar is convened in advance of a further report being presented to Cabinet for approval ' the recommendations contained in the Officer's report be

approved and by way of Microsoft Forms and verbal confirmation and in noting there were 49 For, 1 Against and 1 Abstention this was agreed by the majority present.

RESOLVED that: -

1. The interim governance and delivery model for implementation of the SE Wales Corporate Joint Committee and the 'twin track' arrangements proposed across operation of CCR City Deal, alongside initial enactment of a 'bare minimum' CJC – and until such time the proposed 'lift and shift' approach can occur be noted.
2. The requirement for the CJC to set and approve a budget on or before 31 January 2022 and the steps set out in the report to enable this be noted.
3. The risks and issues set out in the report which require ongoing monitoring, mitigation and management be noted.
4. The request made by CCR of WG to amend the CJC regulations to change the date on which immediate duties commence under the Regulations from 28 February 2022 to 30 June 2022 be noted.
5. The draft Standing Orders at Appendix 1 which set out the initial requirements and operating model for the CJC as well as initial business for the inaugural meeting on 31 January 2022 be noted.
6. The work ongoing by CCR and its constituent Councils to work with WG, Audit Wales and advisors as appropriate, to help inform resolution of the remaining issues wherever possible be noted.
7. The Leader of the Council in her duty to consider and set the first budget of the SE Wales CJC on 31 January 2022 in order to ensure the Council is complying with the legislation as required be supported.
8. Once the permanent governance CJC structure is developed a Members Seminar be convened in advance of a further report being presented to Cabinet for approval.

13. COUNCIL TAX REDUCTION SCHEME 2022/23

Consideration was given to the report which sought Council approval of the Council Tax Reduction Scheme for the 2022/23 financial year.

Members noted that the Council is required to annually adopt a Council Tax Reduction Scheme and local discretions and the report recommended that Council continues to operate a Council Tax Reduction Scheme for the 2022/23 financial year on the same basis as the scheme used in 2021/22.

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

RESOLVED that the current Council Tax Reduction Scheme for the 2022/23 financial year continue the same basis as the scheme used in 2021/22.

14. GAMBLING ACT 2005 – REVIEW OF STATEMENT OF LICENSING POLICY

Consideration was given to the report which sought to inform Council of the result of the consultation carried out to review the Statement of Gambling and Licensing Policy and sought Council approval of the revised Statement of Gambling Licensing Policy as detailed in Appendix 1 of the Officer's report.

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

RESOLVED that the revised Statement of Gambling Licensing Policy as detailed at Appendix 1 of the Officers report be approved.

15. ADVANCE VOTING PILOT – LOCAL GOVERNMENT ELECTION MAY 2022

Consideration was given to the report which sought Council approval to participate in the advanced electoral pilots driven by Welsh Government in the forthcoming Local Government and Community Council elections. Advance voting will be held on Saturday 30th April 2022 and Sunday 1st May 2022, and this was in addition to the election taking place on Thursday 5th May 2022.

Members noted the provisor within the report regarding necessary IT systems being in place and sought clarification as to whether this related to the casting of votes electronically or back-office support for the process. The Electoral Services Manager confirmed that this was in relation to behind-the-scenes processes to ensure the integrity of the vote.

Members welcomed the advance pilot and hoped that it might encourage younger first-time voters to take part in the election process. The Officer advised that the opportunity for advance voting would be included on the poll-cards and the Communications Team would support with engagement via social media and the Council website.

In relation to the digital aspect of voting Members queried whether this would be encouraged for future elections. The Chief Executive confirmed that Returning Officers were lobbying Welsh Government to explore the move to electronic voting and Members agreed that this would be a positive step forward.

Following consideration and discussion it was moved and seconded that the recommendation contained in the Officer's report and by way of Microsoft Forms and Verbal Confirmation and in noting there were 43 For and 1 Abstention this was agreed by the majority present.

RESOLVED that the advance voting pilot take place at Penallta House on Saturday 30th April and Sunday 1st May subject to the necessary IT Systems being in place.

16. THE LAWNS, RHYMNEY – CULVERT ISSUES AND SUBSEQUENT COST OVER RUN

Consideration was given to the report which had been considered as an urgent and exempt item by Cabinet on the 24th November 2021.

The constitution requires that any decision taken as a matter of urgency must be reported to the next available meeting of Council, giving the reason for its urgency. There the report was presented to Council for Members' information.

Members noted the reasons for the urgency and the decision taken by Cabinet.

RESOLVED that the report be noted.

The meeting closed at 19:25pm

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 16th March 2022 they were signed by the Mayor.

MAYOR

Agenda Item 7



SPECIAL COUNCIL

MINUTES OF THE MEETING HELD VIA MICROSOFT TEAMS ON THURSDAY, 24TH FEBRUARY 2022 AT 5.00PM

PRESENT:

Councillor C. Andrews - Mayor

Councillors:

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

Together with: -

D. Street (Corporate Director Social Services and Housing), R. Edmunds (Corporate Director Education and Corporate Services), M.S. Williams (Corporate Director Economy and Environment), S. Harris (Head of Financial Services and S151 Officer), L. Lane (Head of Democratic Services and Deputy Monitoring Officer), N. Roberts (Principal Group Accountant), A. Southcombe (Finance Manager - Corporate Finance), S. Pugh (Communications Manager), R. Barrett (Committee Services Officer), M. Harris (Committee Services Support Officer)

MINUTE SILENCE

Council held a minute's silence to remember retired Councillor Mr Graham Hughes, who represented the St Cattwg ward for a number of years and had recently passed away.

The Mayor also referred to the distressing events currently unfolding in Ukraine, and Council held a minute's silence in solidarity and support for the people of Ukraine.

RECORDING, FILMING AND VOTING ARRANGEMENTS

The Corporate Director of Social Services and Housing 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](#). He advised that decisions would be made by Microsoft Forms.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J. Bevan, P.J. Bevan, C. Bezzina, M. Davies, K. Dawson, C. Elsbury, Mrs C. Forehead, Miss E. Forehead, J.E. Fussell, R.W. Gough, D.T. Hardacre, D. Harse, A.G. Higgs, V. James, Mrs B.A. Jones, Mrs G.D. Oliver, Mrs T. Parry, R. Saralis, Mrs M.E. Sargent, J. Scriven, G. Simmonds, S. Skivens and Mrs J. Stone (Deputy Mayor), together with C. Harry (Chief Executive) and R. Tranter (Head of Legal Services and Monitoring Officer).

2. DECLARATIONS OF INTEREST

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

REPORTS OF OFFICERS

Consideration was given to the following reports.

3. CAPITAL STRATEGY REPORT 2022/2023

Consideration was given to the report, which outlined details of the Capital Strategy for 2022/23 in accordance with the Prudential Code that was introduced by the Local Government Act 2003, and sought Council approval on its contents. The report had been considered by the Policy and Resources Scrutiny Committee on 20th January 2022 who provided comments on the Capital Strategy ahead of its presentation to Council.

Council were advised that the Capital Strategy outlines the principles and framework at the very high level that shape the Authority's capital investment proposals. The principal aim is to deliver an affordable programme of capital consistent with the financial strategy that contributes to the achievement of the Council's priorities and objectives as set out in the Authority's Corporate Plan; consider associated risks; recognise financial constraints over the longer term; and represent value for money. In addition, the Capital Strategy should comply with the Prudential Code for local authority capital investment introduced through the Local Government Act 2003, which has three key objectives: to ensure that capital investment plans are affordable, prudent, and sustainable; that treasury management decisions are taken in accordance with good professional practice; and that local strategic planning, asset management and proper option appraisal are supported.

Council discussed the report and a query was raised on whether the Authority's investments could potentially be impacted by the emerging situation around the invasion of Ukraine. Mr Steve Harris (Head of Financial Services and S151 Officer) confirmed that he was not aware of any direct investments in Ukrainian banks and that the Authority receives advice from their treasury management advisers to alert them of any situations where investments could be put at risk.

One Member sought clarification on the reasons for the Authority's outstanding nominal debt of £313.7m as of 31st March 2021 and asked if this debt level was likely to be reduced at the end of March 2022. Mr Harris explained that this debt has been taken out over a significant period of time, some of which pre-dates local government reorganisation in 1996. Assurances were given that this level of debt is monitored very closely and the Authority has to operate within its Treasury Management prudential indicators to ensure that borrowing remains affordable moving forward. There will be borrowing at some point in

the future but equally the Authority will be paying off some of its existing loans, and it was reiterated that this borrowing would have been used for a range of purposes over a significant period of time.

In response to a query around rising interest rates, Mr Harris confirmed that the Authority meets regularly with its treasury management advisers (Arlingclose) and also reminded Members of the periodic Members' Seminars which provide the opportunity to ask key questions around treasury management and investments. Mr Harris acknowledged the volatile times and the potential pressures on interest rates moving forward and confirmed that Arlingclose provide interest rate forecasts that can be used for financial planning purposes. A query was also received regarding the Authority's investment in commercial activity at a local level, and it was confirmed that when the Authority explores potential commercial ventures, opportunities within the county borough itself will be examined in the first instance.

Following consideration of the report, it was moved and seconded that the recommendation in the report be approved. By way of Microsoft Forms and in noting that there were 45 for, 0 against and 1 abstention, this was agreed by the majority present.

RESOLVED that the annual Capital Strategy Report for 2022/2023 be approved.

4. TREASURY MANAGEMENT ANNUAL STRATEGY, CAPITAL FINANCE PRUDENTIAL INDICATORS AND MINIMUM REVENUE PROVISION POLICY FOR 2022/2023.

Consideration was given to the report, which sought Council approval of the Authority's Annual Strategy for Treasury Management and a dataset of Prudential Indicators relevant to Treasury Management and Capital Finance. The report cross-referenced the report by the Corporate Director of Education and Corporate Services on Revenue and Capital Budgets ["the budget report"] also considered in this meeting. The report also sought approval of the Minimum Revenue Provision (MRP) policy to be adopted by the Authority for 2022/2023. It was noted that the report had been presented to the Policy and Resources Scrutiny Committee on 20th January 2022, who commented on the report and sought clarity on several areas before supporting the recommendations to Council.

Council were advised that the revised "Code of Practice for Treasury Management in the Public Services" requires an Annual Strategy to be submitted to Members on or before the start of a financial year to outline the activities planned within the parameters of the Treasury Management Policy Statement and the Treasury Management Practices. The Local Government Act 2003 also requires the Authority to set out its Treasury Management Strategy for borrowing for the forthcoming year and to prepare an Annual Investment Strategy, which sets out the policies for managing its investments, giving priority to the security and liquidity of those investments. The Authority is also obliged to approve and publish a number of indicators relevant to Capital Finance and Treasury Management and to prepare an annual Minimum Revenue Provision Policy Statement.

During the course of the ensuing debate, clarification was sought on the proposed borrowing of £42.0m for the General Fund to support the 2022/23 capital programme and £17.7m for the HRA WHQS and Affordable Homes programme, in view of the Authority's outstanding nominal debt. Officers explained that the figures within the report are an accumulation of borrowing approvals over a number of years, and that the Council currently follows a practice of internal borrowing, as the cost of borrowing is currently higher than the returns that can be achieved on investments. Therefore, it is more financially prudent to undertake internal borrowing and use available cash balances to temporarily

fund the capital programme instead of borrowing at the present time. In terms of the level of borrowing, budgets must be established to meet the Council's borrowing requirements as there will come a point where cash balances used for internal borrowing will need to be replenished, and this is the reason why borrowing approval is sought from Members year-on-year in the Treasury Management Strategy.

One Member was pleased to note that the policy of internal borrowing is continuing and another Member asked if any increase in investment returns would be cancelled out by an increase in inflation rates. Mr Harris confirmed that this currently presents a balancing act for the Authority as increasing interest rates could mean better returns but could also result in an increase in the cost of borrowing.

Following consideration of the report, it was moved and seconded that the recommendations in the report be approved. By way of Microsoft Forms and in noting that there were 46 for, 0 against and 0 abstentions, this was unanimously agreed.

RESOLVED that: -

- (i) the Annual Strategy for Treasury Management 2022/23 be approved;
- (ii) the strategy be reviewed quarterly within the Treasury Management monitoring reports presented to Policy & Resources Scrutiny Committee and any changes recommended be referred to Cabinet, in the first instance, and to Council for a decision. The Authority will also prepare a half-yearly report on Treasury Management activities;
- (iii) the Prudential Indicators for Treasury Management be approved as per Appendix 5 of the report;
- (iv) the Prudential Indicators for Capital Financing be approved as per Appendices 6 and 7 of the report;
- (v) Members adopt the MRP policy as set out in Appendix 8 of the report.
- (vi) the continuation of the 2021/22 investment strategy and the lending to financial institutions and Corporates in accordance with the minimum credit rating criteria disclosed within this report be approved;
- (vii) the Authority borrows £42.0m for the General Fund to support the 2022/23 capital programme and £17.7m for the HRA WHQS and Affordable Homes programme;
- (viii) the Authority continues to adopt the investment grade scale as a minimum credit rating criterion to assess the credit worthiness of suitable counterparties when placing investments;
- (ix) the Authority adopts the monetary and investment duration limits as set in Appendix 3 of the report.

5. BUDGET PROPOSALS FOR 2022/23 AND MEDIUM-TERM FINANCIAL OUTLOOK

The Cabinet Member for Performance, Economy and Enterprise presented the report, which had been endorsed by Cabinet at its meeting on 23rd February 2022, and sought

Council's approval of the budget proposals for 2022/23. The report also provided an update on the Council's Medium-Term Financial Plan (MTFP).

Members were advised that the ambitious set of budget proposals will support and protect the community as the Council emerges from the Covid-19 pandemic and progresses on the journey of transformation. Despite the allocation of circa £17m to meet unavoidable inflationary cost pressures, the 2022/23 budget proposals include £9.6m of investment and protects key frontline services from cuts. It was emphasised that the Council has made continued efforts to protect the community from significant financial pressures whilst undertaking a prudent and cautious approach to financial management. The proposed budget will allow the Council to protect key services, meet the needs of communities and plot a path for the organisation as it recovers from the pandemic.

Members were advised that the original budget proposals presented to Cabinet on 19th January 2022 included a proposed Council Tax increase of 2.5% which is well below the rate of inflation and the lowest increase for a number of years. However, the concerns raised by residents during the budget consultation process have been listened to and therefore the final budget proposals now include a lower proposed Council Tax increase of 1.9% which equates to a 45p weekly increase for a Band D property.

Council were referred to the £9.6m of new investment in the budget proposals. £5.7m of this will be specifically targeted at social care, including a pledge to pay the Real Living Wage. £250k is proposed for a new CCBC apprenticeship scheme along with significant investment in public protection services, new investment in additional weed control measures to improve Street Scene, additional investment in Community Safety Wardens, and the allocation of £235k to target flood prevention measures and protect vulnerable communities.

Members were advised that within the last week the Welsh Government has announced further funding of £50m for the Local Government Financial Settlement across Wales for the current financial year i.e. 2021/22. This additional one-off funding is intended to displace expenditure met through councils' own resources during the year to enable more flexibility in managing pressures moving forward. The additional funding can be used for any purpose and can be carried forward in reserves. The funding will not be formally approved by the Senedd until March 2022, but it is anticipated that Caerphilly CBC will receive circa £2.9m.

It was explained that this additional sum will increase the current projected General Fund balance of £14.516m as detailed in the budget proposals report. It was therefore proposed that an additional recommendation be added at Section 1.3.8 of the Officer's report for Members to note that the projected General Fund balance may increase by £2.9m, subject to formal confirmation of the recent additional funding announcement by WG.

Council were referred to the financial outlook and the significant challenges that lay ahead for the Authority, including many inescapable cost pressures such as likely increases in pay awards and inflation levels being at a 10-year high. A financial gap of circa £9.7m is currently anticipated for the 2-year period 2023/24 to 2024/25 and the Council's ambitious Transformation Programme and series of service reviews will be key in ensuring financial resilience.

It was emphasised that the budget has regard to the ethos of "Caerphilly Cares" and will support and protect the community during these difficult times, with the key message to residents being one of investment in the community, protecting services and protecting the public from cuts. The Cabinet Member encouraged all Members to support the budget proposals for 2022/23.

The Cabinet Member acknowledged the hard work involved in the development of the budgets proposals over recent months and placed on record her thanks to all Officers and Members who have contributed to the process.

It was moved and seconded that the recommendations in the report, together with the proposed additional recommendation in relation to the recent funding announcement by WG, be approved.

Council debated the proposed Council Tax increase of 1.9% at length and a number of Members stated that they were unable to support the proposed increase, particularly in view of the financial pressures already being faced by many residents as a result of increasing energy bills, rising fuel prices, the National Insurance rise in April, and other increases in the cost of living. Some Members called for a zero increase in Council Tax, expressing significant concerns around the mounting cost of living crisis and the difficult choices being made by many residents in supporting their families. One Member emphasised that she supported the other budget proposals but could not support the recommendation for the proposed increase in Council Tax.

During the course of the debate, a Member made several references to the projected £10.463m underspend in the 2021/22 revenue budget that had been reported to the Policy and Resources Scrutiny Committee at its meeting on 22nd February 2022. The Member suggested that some of this underspend could be used to offset the amount that would be generated as a result of the proposed Council Tax increase for 2022/23. The Member also suggested that the Council's Capital Reserves could be used as another alternative to increasing Council Tax rates. Another Member referred to the additional funding from Welsh Government and also suggested that the Authority could utilise internal borrowing to absorb and offset any shortfall in Council Tax revenue.

Mr Harris advised Members that internal borrowing is for capital purposes only and cannot be used to fund the revenue budget. He also advised that if the Council were to use any underspends or balances currently available to fund a Council Tax freeze, this would only provide funding for one year, and that in subsequent years the Council would need to find additional funding to plug the gap. A Council Tax freeze for 2022/23 would result in a further £1.428m being needed to balance the budget in the following year, meaning that the anticipated financial shortfall of £9.759m for the two-year period 2023/24 to 2024/25 would increase to circa £11.2m.

A number of Members welcomed the budget proposals and were particularly pleased to note that the Council had taken into account the views of residents when preparing the final budget proposals. Individual Members made reference to key aspects of the proposals, including the significant investment in highway resurfacing works and the improvements to roads, footways and drainage schemes in key towns, the investment in the Apprenticeship Scheme which would create opportunities for the young people in the county borough, and the proposed investment to increase the number of Community Safety Wardens. Some Members highlighted how the budget proposals would protect key services, particularly across Social Services, and reference was also made to Caerphilly Council having the second lowest rate of Council Tax across local authorities in Wales.

One Member made reference to the impact on four schools arising from the loss of Welsh Government's Small and Rural Schools Grant, and he expressed a need for investment to be made within small schools. Mr Richard Edmunds (Corporate Director for Education and Corporate Services) acknowledged the need for schools to have a reasonable budget in order to operate but emphasised that the Council is already allocating circa £6m to protect school budgets from any increases that they are facing in 2022/23. Assurances were

given that the Authority does its very best to support all its schools, particularly when they come under financial pressures, and the Authority have already offered a strategy to one school that would be impacted by the withdrawal of the WG grant. It was also emphasised that the Authority will continue to work with Headteachers and governing bodies to ensure that schools are protected, and that it was important to recognise that there is already a significant amount of protection in the budget and that there are strategies available to schools to mitigate any impact arising from the loss of grant funding.

An amendment was moved and seconded in relation to Recommendation 1.3.6 of the Officer's report, for a 0% increase in Council Tax. The mover of the motion referred to the projected increase in funding of £2.9m arising from the recent additional funding announcement by Welsh Government, but subsequently clarified that his amendment included a proposal for any shortfall in the budget arising from a Council Tax freeze to be met through the use of Council reserves.

Council debated the amendment and a number of Members reiterated their views that the proposed increase in Council Tax could be frozen and the shortfall could be addressed through other avenues. Mr Harris emphasised that the anticipated £2.9m of additional WG funding is one-off funding for 2022/23 only and is not money that would be available in future years. Therefore this would only be of benefit in 2022/23, and beyond that, the Council would then have to plug the gap that would be experienced through freezing the Council Tax in the current year. Other Members expressed the need for the Authority to be fiscally responsible by retaining their reserves as planned in order to meet any unforeseen challenges in future years and to continue to support key services, and expressed concerns that the use of reserves could have a detrimental effect on the levels of Council Tax increases moving forward.

The Cabinet Member for Performance, Economy and Enterprise highlighted the Council Tax Reduction Scheme in place, where 9034 households across the county borough receive a 100% reduction in their Council Tax, and she encouraged any struggling families to contact the Council to see if any assistance can be provided to them. The Cabinet Member also highlighted the work of the Caerphilly Cares team who are engaging with residents and can offer advice and support in regards to the cost of living crisis. In response to a query on Band A and Band B Council Tax increases, the Cabinet Member confirmed that the proposed 1.9% increase would equate to 30p a week for Band A and 35p a week for Band B.

Voting then took place on the amendment in respect of Recommendation 1.3.6, which proposed a 0% increase in Council Tax and for the shortfall in the budget to be met through the use of Council reserves. By way of Microsoft Forms and in noting there were 10 for, 37 against and 1 abstention, the amendment was declared lost.

Further debate took place on the substantive motion, with some Members reiterating their concerns around the Council Tax increase and the additional pressures this would place on the cost of living. Other Members highlighted the significant investment in key areas and the financial support already available to its residents through a number of avenues, with particular reference made to the work of the Tenancy Support team. It was emphasised that the budget will enable the Council to continue to safeguard and protect its services whilst listening to its residents and working hard to support them.

Members acknowledged the significant work involved in the planning of the budget and thanked Mr Steve Harris and his staff who had worked so diligently in the preparation of a balanced budget for 2022/23.

Having already moved and seconded that the recommendations in the report and additional recommendation 1.3.8 be approved, voting then took place on this substantive motion.

In accordance with Rule of Procedure 15.4(1) a request was made for a recorded vote which was supported by 10 Members.

For the Motion

M. Adams, Mrs E.M. Aldworth, C. Andrews, A. Collis, S. Cook, C. Cuss, W. David, D.T. Davies, M. Evans, A. Gair, N. George, C. Gordon, L. Harding, D. Havard, A. Hussey, L. Jeremiah, G. Johnston, G. Kirby, Mrs A. Leonard, Ms P. Leonard, P. Marsden, B. Miles, S. Morgan, Mrs L. Phipps, D.V. Poole, D.W.R. Preece, Mrs D. Price, J. Pritchard, J. Ridgewell, J. Simmonds, Mrs E. Stenner, C. Thomas, A. Whitcombe, R. Whiting, T.J. Williams, W. Williams, B. Zaplatynski **(37)**

Against the Motion:

A.P. Angel, C. Bishop, D. Cushing, N. Dix, K. Etheridge, M.P. James, S. Kent, C.P. Mann, B. Owen, L.G. Whittle **(10)**

Abstentions:

J.E. Roberts **(1)**

Councillor J.E. Roberts confirmed that he had abstained from voting as he had not been present during the whole of the debate.

The vote on the substantive motion was declared carried by the majority present and it was

RESOLVED that: -

- (i) the revenue budget proposals for 2022/23 of £395.071m as detailed throughout the report and summarised in Appendix 1 be approved;
- (ii) the movements on the General Fund in Appendix 3 and the current projected balance as at the 31st March 2022 of £14.516m be noted;
- (iii) it be agreed that the General Fund balance will be subject to review when the 2021/22 Provisional Revenue Budget Outturn Report is presented to Cabinet and Council in July 2022;
- (iv) the proposed Capital Programme for the period 2022/23 to 2024/25 as set out in Appendix 4 be approved;
- (v) the proposals for the use of £3.8m capital grant funding recently announced by the Welsh Government as detailed in paragraph 5.8.4 be approved;
- (vi) the proposal to increase Council Tax by 1.9% for the 2022/23 financial year to ensure that a balanced budget is achieved (Council Tax Band D being set at £1,253.95) be approved;
- (vii) the updated MTFP in Appendix 5 showing an indicative potential savings requirement of £9.759m for the two-year period 2023/24 to 2024/25 be noted;
- (viii) it be noted that the projected General Fund balance may increase by £2.9m, subject to formal confirmation of a recent additional funding announcement by Welsh Government.

6. COUNCIL TAX SETTING RESOLUTION 2022/23

Consideration was given to the report which provided details of the Council Tax Resolutions for the 2022/23 financial year.

It was moved and seconded that the resolutions contained in the Officer's report be approved and by way of Microsoft Forms and in noting that there were 38 for, 2 against and 4 abstentions, this was agreed by the majority present.

RESOLVED: -

1. That it be noted that at its meeting on the 8th December 2021 the Cabinet calculated the following amounts for the year 2022/2023 in accordance with regulations made under Section 33(5) of The Local Government Finance Act 1992 and powers granted under The Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007 (as amended).

- (a) **61,062.71** Being the amount calculated by the Cabinet, in accordance with Regulation (3) of The Local Authorities (Calculation of Council Tax Base) (Wales) Regulations 1995 (as amended), as its council tax base for the year.

- (b) **Part of Council's Area:**

	<u>No. of D Band</u> <u>Equivalent Properties</u>
Aber Valley	2,016.21
Argoed	871.94
Bargoed	3,694.09
Bedwas, Trethomas & Machen	3,948.40
Blackwood	2,972.91
Caerphilly	6,293.38
Darren Valley	714.21
Draethen, Waterloo & Rudry	619.91
Gelligaer	6,285.34

	<u>Tax Base</u>
	<u>No. of D Band</u>
	<u>Equivalent Properties</u>
Llanbradach & Pwllypant	1,501.97
Maesycwmmmer	905.37
Nelson	1,595.45
New Tredegar	1,338.76
Penyrheol, Trecenydd & Energlyn	4,516.18
Rhymney	2,551.88
Risca East	2,040.30
Risca West	1,813.84
Van	1,652.77
Remainder	15,729.80
Total	61,062.71

being the amounts calculated by the cabinet, in accordance with regulation 6 of the Regulations, as the amounts of its council tax base for the year for dwellings in those parts of its area to which one or more special items relate.

2. *That the following amounts be now calculated by the Council for the year 2022/2023 in accordance with Sections 32 to 36 of the Local Government and Finance Act 1992:-*

- (a) **£395,072,587** *being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (d) of the Act;*
- (b) **£1,050,000** *being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3) (a), (aa) and (c) of the Act;*
- (c) **£394,950,653** *being the amount by which the aggregate at (2)(a) above exceeds the aggregate at (2)(b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year;*
- (d) **£317,453,001** *being the aggregate of the sums which the Council estimates will be payable for the year into its council fund in respect of redistributed non-domestic rates, revenue support grant, an authority's council tax reduction scheme or additional grant;*
- (e) **£1,269.15** *being the amount at (2)(c) above less the amount at (2)(d) above, all be divided by the amount at (1)(a) above, calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its council tax for the year;*
- (f) **£928,066** *being the aggregate amount of all special items referred to in section 34(1) of the Act;*
- (g) **£1,253.95** *being the amount at (2)(e) above less the result given by dividing the amount at (2)(f) above by the amount at (1)(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates;*

(h) Part of the Council's Area	Local	County	Total County
	Precept	Borough	Borough & Community
	£	Levy	Council Band D
	£	£	Charge
			£
Aber Valley	19.84	1,253.95	1,273.79
Argoed	15.50	1,253.95	1,269.45
Bargoed	40.49	1,253.95	1,294.44
Bedwas, Trethomas & Machen	25.77	1,253.95	1,279.72
Blackwood	20.00	1,253.95	1,273.95
Caerphilly	15.50	1,253.95	1,269.45
Darren Valley	18.17	1,253.95	1,272.12
Draethen, Waterloo & Rudry	32.26	1,253.95	1,286.21
Gelligaer	21.13	1,253.95	1,275.08
Llanbradach & Pwllpant	23.12	1,253.95	1,277.07
Maesycwmmmer	20.21	1,253.95	1,274.16
Nelson	18.18	1,253.95	1,272.13
New Tredegar	12.64	1,253.95	1,266.59
Penyrheol, Trecenydd & Energlyn	14.22	1,253.95	1,268.17
Rhymney	13.72	1,253.95	1,267.67
Risca East	12.00	1,253.95	1,265.95
Risca West	27.79	1,253.95	1,281.74
Van	16.55	1,253.95	1,270.50
Remainder	0.00	1,253.95	1,253.95

being the amounts given by adding to the amount at (2)(g) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at (1)(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts, of its council tax for the year for dwellings in those parts of its area to which one or more special items relate;

(i)

Valuation Bands	A	B	C	D	E	F	G	H	I
	6.00	7.00	8.00	9.00	11.00	13.00	15.00	18.00	21.00

Valuation Bands	A	B	C	D	E	F	G	H	I
	£	£	£	£	£	£	£	£	£

County Borough Council	835.97	975.29	1,114.62	1,253.95	1,532.61	1,811.26	2,089.92	2,507.90	2,925.88
-------------------------------	--------	--------	----------	----------	----------	----------	----------	----------	----------

Community Councils

Aber Valley	13.23	15.43	17.64	19.84	24.25	28.66	33.07	39.68	46.29
Argoed	10.33	12.06	13.78	15.50	18.94	22.39	25.83	31.00	36.17
Bargoed	26.99	31.49	35.99	40.49	49.49	58.49	67.48	80.98	94.48
Bedwas, Trethomas & Machen	17.18	20.04	22.91	25.77	31.50	37.22	42.95	51.54	60.13
Blackwood	13.33	15.56	17.78	20.00	24.44	28.89	33.33	40.00	46.67
Caerphilly	10.33	12.06	13.78	15.50	18.94	22.39	25.83	31.00	36.17
Darren Valley	12.11	14.13	16.15	18.17	22.21	26.25	30.28	36.34	42.40
Draethen, Waterloo & Rudry	21.51	25.09	28.68	32.26	39.43	46.60	53.77	64.52	75.27
Gelligaer	14.09	16.43	18.78	21.13	25.83	30.52	35.22	42.26	49.30
Llanbradach & Pwllpant	15.41	17.98	20.55	23.12	28.26	33.40	38.53	46.24	53.95
Maesycwmmmer	13.47	15.72	17.96	20.21	24.70	29.19	33.68	40.42	47.16
Nelson	12.12	14.14	16.16	18.18	22.22	26.26	30.30	36.36	42.42
New Tredegar	8.43	9.83	11.24	12.64	15.45	18.26	21.07	25.28	29.49
Penyrheol, Treceenydd & Energlyn	9.48	11.06	12.64	14.22	17.38	20.54	23.70	28.44	33.18
Rhymney	9.15	10.67	12.20	13.72	16.77	19.82	22.87	27.44	32.01
Risca East	8.00	9.33	10.67	12.00	14.67	17.33	20.00	24.00	28.00
Risca West	18.53	21.61	24.70	27.79	33.97	40.14	46.32	55.58	64.84
Van	11.03	12.87	14.71	16.55	20.23	23.91	27.58	33.10	38.62
Remainder	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Valuation Bands	A	B	C	D	E	F	G	H	I
	£	£	£	£	£	£	£	£	£

Totals For Community Council Areas

Aber Valley	849.20	990.72	1,132.26	1,273.79	1,556.86	1,839.92	2,122.99	2,547.58	2,972.17
Argoed	846.30	987.35	1,128.40	1,269.45	1,551.55	1,833.65	2,115.75	2,538.90	2,962.05
Bargoed	862.96	1,006.78	1,150.61	1,294.44	1,582.10	1,869.75	2,157.40	2,588.88	3,020.36
Bedwas, Trethomas & Machen	853.15	995.33	1,137.53	1,279.72	1,564.11	1,848.48	2,132.87	2,559.44	2,986.01
Blackwood	849.30	990.85	1,132.40	1,273.95	1,557.05	1,840.15	2,123.25	2,547.90	2,972.55
Caerphilly	846.30	987.35	1,128.40	1,269.45	1,551.55	1,833.65	2,115.75	2,538.90	2,962.05
Darren Valley	848.08	989.42	1,130.77	1,272.12	1,554.82	1,837.51	2,120.20	2,544.24	2,968.28
Draethen, Waterloo & Rudry	857.48	1,000.38	1,143.30	1,286.21	1,572.04	1,857.86	2,143.69	2,572.42	3,001.15
Gelligaer	850.06	991.72	1,133.40	1,275.08	1,558.44	1,841.78	2,125.14	2,550.16	2,975.18
Llanbradach & Pwllpant	851.38	993.27	1,135.17	1,277.07	1,560.87	1,844.66	2,128.45	2,554.14	2,979.83
Maesycwmmmer	849.44	991.01	1,132.58	1,274.16	1,557.31	1,840.45	2,123.60	2,548.32	2,973.04
Nelson	848.09	989.43	1,130.78	1,272.13	1,554.83	1,837.52	2,120.22	2,544.26	2,968.30
New Tredegar	844.40	985.12	1,125.86	1,266.59	1,548.06	1,829.52	2,110.99	2,533.18	2,955.37
Penyrheol, Treceenydd & Energlyn	845.45	986.35	1,127.26	1,268.17	1,549.99	1,831.80	2,113.62	2,536.34	2,959.06
Rhymney	845.12	985.96	1,126.82	1,267.67	1,549.38	1,831.08	2,112.79	2,535.34	2,957.89
Risca East	843.97	984.62	1,125.29	1,265.95	1,547.28	1,828.59	2,109.92	2,531.90	2,953.88
Risca West	854.50	996.90	1,139.32	1,281.74	1,566.58	1,851.40	2,136.24	2,563.48	2,990.72
Van	847.00	988.16	1,129.33	1,270.50	1,552.84	1,835.17	2,117.50	2,541.00	2,964.50
Remainder	835.97	975.29	1,114.62	1,253.95	1,532.61	1,811.26	2,089.92	2,507.90	2,925.88

being the amounts given by multiplying the amounts at (2)(g) and (2)(h) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation

band divided by the number which in that proportion is applicable to dwellings listed in a particular valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

3. That it be noted that for the year 2022/2023 the major precepting authority has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

<u>Valuation Bands</u>	A	B	C	D	E	F	G	H	I
	£	£	£	£	£	£	£	£	£
<u>Precepting Authority</u>									
Police and Crime Commissioner for Gwent	202.53	236.29	270.04	303.80	371.31	438.82	506.33	607.60	708.87

4. That having calculated the aggregate in each case of the amounts at (2)(i) and (3) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts of Council Tax for the year 2022/2023 for each of the categories of dwellings shown below:-

<u>Valuation Bands</u>	A	B	C	D	E	F	G	H	I
	£	£	£	£	£	£	£	£	£
Aber Valley	1,051.73	1,227.01	1,402.30	1,577.59	1,928.17	2,278.74	2,629.32	3,155.18	3,681.04
Argoed	1,048.83	1,223.64	1,398.44	1,573.25	1,922.86	2,272.47	2,622.08	3,146.50	3,670.92
Bargoed	1,065.49	1,243.07	1,420.65	1,598.24	1,953.41	2,308.57	2,663.73	3,196.48	3,729.23
Bedwas, Trethomas & Machen	1,055.68	1,231.62	1,407.57	1,583.52	1,935.42	2,287.30	2,639.20	3,167.04	3,694.88
Blackwood	1,051.83	1,227.14	1,402.44	1,577.75	1,928.36	2,278.97	2,629.58	3,155.50	3,681.42
Caerphilly	1,048.83	1,223.64	1,398.44	1,573.25	1,922.86	2,272.47	2,622.08	3,146.50	3,670.92
Darren Valley	1,050.61	1,225.71	1,400.81	1,575.92	1,926.13	2,276.33	2,626.53	3,151.84	3,677.15
Draethen, Waterloo & Rudry	1,060.01	1,236.67	1,413.34	1,590.01	1,943.35	2,296.68	2,650.02	3,180.02	3,710.02
Gelligaer	1,052.59	1,228.01	1,403.44	1,578.88	1,929.75	2,280.60	2,631.47	3,157.76	3,684.05
Llanbradach & Pwllpant	1,053.91	1,229.56	1,405.21	1,580.87	1,932.18	2,283.48	2,634.78	3,161.74	3,688.70
Maesycwmmmer	1,051.97	1,227.30	1,402.62	1,577.96	1,928.62	2,279.27	2,629.93	3,155.92	3,681.91
Nelson	1,050.62	1,225.72	1,400.82	1,575.93	1,926.14	2,276.34	2,626.55	3,151.86	3,677.17
New Tredegar	1,046.93	1,221.41	1,395.90	1,570.39	1,919.37	2,268.34	2,617.32	3,140.78	3,664.24
Penyrheol, Trecenydd & Energlyn	1,047.98	1,222.64	1,397.30	1,571.97	1,921.30	2,270.62	2,619.95	3,143.94	3,667.93
Rhymney	1,047.65	1,222.25	1,396.86	1,571.47	1,920.69	2,269.90	2,619.12	3,142.94	3,666.76
Risca East	1,046.50	1,220.91	1,395.33	1,569.75	1,918.59	2,267.41	2,616.25	3,139.50	3,662.75
Risca West	1,057.03	1,233.19	1,409.36	1,585.54	1,937.89	2,290.22	2,642.57	3,171.08	3,699.59
Van	1,049.53	1,224.45	1,399.37	1,574.30	1,924.15	2,273.99	2,623.83	3,148.60	3,673.37
Remainder	1,038.50	1,211.58	1,384.66	1,557.75	1,903.92	2,250.08	2,596.25	3,115.50	3,634.75

The meeting closed at 6.55 p.m.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 16th March 2022.

MAYOR

This page is intentionally left blank



COUNCIL – 16TH MARCH 2022

SUBJECT: NOTICE OF MOTION – CROSSING PATROLS POLICY

REPORT BY: CORPORATE DIRECTOR EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 Council is asked to consider the Notice of Motion as set out in paragraph 5.1 of the report and make an appropriate recommendation. In accordance with Rule 11(3) of the Constitution.

2. SUMMARY

- 2.1 A Notice of Motion has been received from Councillor Kevin Etheridge and is supported by Councillors A. Farina-Childs, G Simmonds, B Owen, D. Cushing, T. Parry and N. Dix, R Gough
- 2.2 The Notice of Motion meets the criteria set out in the Council's Constitution and in accordance with the Council's Rules was considered by the Environment and Sustainability Scrutiny Committee for consideration at its meeting on the 8th February 2022, and is now presented to Council for consideration.

3. RECOMMENDATION

- 3.1 Council are asked to note the comments of the Environment and Sustainability Scrutiny Committee and consider the notice of motion the Notice of Motion as outlined in paragraph 5.1 and make an appropriate recommendation.

4. REASONS FOR THE RECOMMENDATION

- 4.1 In accordance with the Council's Constitution.

5. THE REPORT

5.1 Notice of Motion

Councillor Etheridge in his notice of motion requests a review of the School Crossing Patrols process undertaken by CCBC when a crossing patrol vacancy arises after the existing post holder has left or has retired. We believe the evaluation does not

consider various factors including the number of entrances to the school, engagement and consultation with schools, parents and governors and concentrates on main entrances only.

5.2 Councillor Etheridge also provided the following information in relation to the motion:

The current review process has caused much distress and upset which has been keenly felt with the withdrawal of the service at Blackwood Primary School, and we ask for the school crossing role to be reinstated. At the time of its survey by Highways Officers, we understand attendance at the school was at only 87% and many more children were observed entering the school that were not added to the data, having walked around perimeter or not crossing at the survey location. We wish the Well Being of Future Generations Act regarding the safety of children to also be considered, we believe that this warrants a second look at the review/survey process for School Crossing Patrols.

6. ASSUMPTIONS

- 6.1 As a notice of motion is a procedural matter and must be dealt with in accordance with Council's Constitution, no assumptions have been made.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

- 7.1 This report does not require an Integrated Impact Assessment as it relates to a procedural matter under the Councils Constitution.
- 7.2 The procedural rules regarding a Notice of Motion are contained within Council's Constitution as adopted in May 2002. The Council's Constitution sets out the framework for the decision-making roles and responsibilities.
- 7.3 However the outcome of the Notice of Motion and any subsequent reports arising from it may require an Integrated Impact Assessment.

8. FINANCIAL IMPLICATIONS

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

9. PERSONNEL IMPLICATIONS

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

10. CONSULTATIONS

- 10.1 The Notice of Motion was considered at the Environment and Sustainability Scrutiny Committee on 8th February 2022. Councillor Etheridge was invited to speak on his motion and explained that this was as strategic motion and referred to the Policy that was originally considered by Education for Life Scrutiny committee in 2014. He appreciated that the Policy was based upon national guidance and that this sets out a criteria for evaluation of a school crossing when an attendant leaves the position.

Councillor Etheridge stated that he felt that the evaluation should also include consultation with parents. He outlined that the evaluation by officers looks at the children entering the school through the main entrance and does not include side entrances, which are often used by nursery school children and breakfast clubs. The scrutiny committee were informed that the recent evaluation was carried out during the pandemic, and schools have used side entrances for social distancing. In addition, there is no appeals procedure for schools. Members were asked to consider supporting a review of the policy criteria, as the aim is to protect children.

The Scrutiny Committee were advised that the policy is based on national guidelines and to differ from that would require a bespoke policy. The council would have to think about what it wanted from a policy should the motion be supported by Councillors. The current policy is tried and tested and applied throughout the UK. Members were informed that although the policy was approved in 2014 the National Guidance was updated in 2016. Therefore, the policy can change and will continue to do so when the guidance is updated. Criteria for the evaluation includes the crossing point and also takes into account other entrances if the crossing point is used. They assess the crossing point alongside the number of vehicles, speed, width of the road and walkways as well as any data on road casualties. Importantly, if there is a change in factors, the assessment can be re-done and re-introduce a crossing attendant if the revised assessment score justifies it. The scrutiny committee were also advised that a new assessment will be carried out at Blackwood Primary school once the covid restrictions have been lifted.

Reference was made to the new requirements in the Highway Code, which put pedestrian safety at the forefront. Members asked if this would result in changes to the national guidance, officers stated they were not aware of any changes but would check. However, Members were advised that the new 20MPH zones guidance from Welsh Government (that should be implemented in 2023) will provide additional safety in residential areas.

Members highlighted that there are efforts to encourage a reduction of traffic to schools and promote walking to school, this may increase the amount of pedestrians going into schools.

A motion to not support the Notice of Motion was moved and seconded, by way of Microsoft Forms voting (and in noting that there were 6 votes For, 3 votes Against and 1 Abstentions) the motion was not supported.

Therefore, the Environment and Sustainability Scrutiny Committee RECOMMEND to Council that the motion submitted by Cllr Etheridge **not** be supported

11. STATUTORY POWER

11.1 Local Government Act 2000

Author: Emma Sullivan (Senior Committee Services Officer)

Appendices: Appendix 1 Signed copy of Notice of Motion.

This page is intentionally left blank

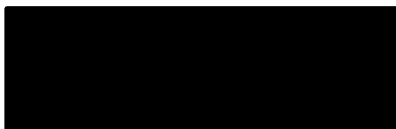
NOTICE OF MOTION – CROSSING PATROLS POLICY

To consider the undersigned Notice of Motion standing in the name of County Borough Councillor K. Etheridge and supported by the Members listed.

We the undersigned elected members request a review of the School Crossing Patrols process undertaken by CCBC when a crossing patrol vacancy arises after the existing post holder has left or has retired. We believe the evaluation does not consider various factors including the number of entrances to the school, engagement and consultation with schools, parents and governors and concentrates on main entrances only.

We provide the following information to be considered with the Notice of Motion: -

The current review process has caused much distress and upset which has been keenly felt with the withdrawal of the service at Blackwood Primary School, and we ask for the school crossing role to be reinstated. At the time of its survey by Highways Officers, we understand attendance at the school was at only 87% and many more children were observed entering the school that were not added to the data, having walked around perimeter or not crossing at the survey location. We wish the Well Being of Future Generations Act regarding the safety of children to also be considered, we believe that this warrants a second look at the review/survey process for School Crossing Patrols.



Signed: Councillor K. Etheridge

Supported by: Councillors A. Farina-Childs, G Simmonds, B Owen, D. Cushing, T. Parry, N. Dix, R. Gough

This page is intentionally left blank



COUNCIL – 16TH MARCH 2022

SUBJECT: NOTICE OF MOTION – STANDING UP FOR RESPONSIBLE TAX CONDUCT

REPORT BY: CORPORATE DIRECTOR EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 Council is asked to consider the Notice of Motion as set out in paragraph 5.1 of the report and make an appropriate recommendation. In accordance with Rule 11(3) of the Constitution, the Mayor has agreed to allow the motion to be dealt with at Council, without being first discussed at an overview and scrutiny committee in order to expedite business.

2. SUMMARY

- 2.1 A Notice of Motion has been received from Councillor P. Marsden and is supported by Councillors J. Pritchard, E Stenner, N. George, S. Cook, R. Whiting, C. Gordon, A. Whitcombe, W. Williams, G. Johnston, J. Simmonds, C. Andrews, D. Harse, L. Phipps, S. Morgan, D. Preece, L. Jeremiah, G. Kirby, A. Leonard, P. Leonard, B. Miles, C. Thomas, L. Harding, K. Etheridge, C. Mann, J. Taylor, J. Roberts, T. Parry, C. Bishop, M. Davies, A. Angel.
- 2.2 The Notice of Motion meets the criteria set out in the Council's Constitution and is in accordance with the Council's Rules of Procedure now referred to Council for consideration.

3. RECOMMENDATION

- 3.1 Council are asked to consider the Notice of Motion outlined in paragraph 5.1 and make an appropriate recommendation.

4. REASONS FOR THE RECOMMENDATION

- 4.1 In accordance with the Council's Constitution.

5. THE REPORT

5.1 Notice of Motion

The Motion asks Council to note that:

The pressure on organisations to pay the right amount of tax in the right place at the right time has never been stronger.

Polling from the Institute for Business Ethics finds that “corporate tax avoidance” has, since 2013, been the clear number one concern of the British public when it comes to business conduct.

Almost two-thirds (63%) of the public agree that the Government and local councils should consider a company’s ethics and how they pay their tax as well as value for money and quality of service provided, when undertaking procurement.

Around 17.5% of public contracts in the UK have been won by companies with links to tax havens.

It has been conservatively estimated that losses from multinational profit-shifting (just one form of tax avoidance) could be costing the UK some £7bn per annum in lost corporation tax revenues.

The Fair Tax Mark offers a means for business to demonstrate good tax conduct and has been secured by wide range of businesses across the UK, including FTSE-listed PLCs, co-operatives, social enterprises and large private businesses.

Caerphilly County Borough Council recognises that paying tax is often presented as a burden, but it shouldn’t be. Tax enables us to provide services from education, health and social care, to flood defence, roads, policing and defence. It also helps to counter financial inequalities and rebalance distorted economies.

As recipients of significant public funding, local authorities should take the lead in the promotion of exemplary tax conduct; be that by ensuring contractors are paying their proper share of tax, or by refusing to go along with offshore tax dodging when buying land and property.

Where substantive stakes are held in private enterprises, then influence should be wielded to ensure that such businesses are exemplars of tax transparency and tax avoidance is shunned - e.g., no use of marketed schemes requiring disclosure under DOTAS regulations (Disclosure Of Tax Avoidance Schemes) or arrangements that might fall foul of the General Anti-Abuse Rule.

More action is needed, however, current law significantly restricts councils’ ability to either penalise poor tax conduct or reward good tax conduct, when buying goods or services.

UK cities, counties and towns can and should stand up for responsible tax conduct - doing what they can within existing frameworks and pledging to do more given the opportunity, as active supporters of international tax justice.

Therefore, this motion asks Council to: -

1. Approve the Councils for Fair Tax Declaration.
2. Lead by example and demonstrate good practice in our tax conduct as a council.
3. Ensure contractors implement IR35 robustly and pay a fair share of employment taxes.
4. Not use offshore vehicles for the purchase of land and property, especially where this leads to reduced payments of stamp duty.
5. Undertake due diligence to ensure that not-for-profit structures are not being used inappropriately as an artificial device to reduce the payment of tax and business rates.
6. Demand clarity on the ultimate beneficial ownership of suppliers and their consolidated profit & loss position.
7. Promote Fair Tax Mark certification for any business in which we have a significant stake and where corporation tax is due.
8. Support Fair Tax Week events in the area and celebrate the tax contribution made by responsible businesses who say what they pay with pride.
9. Support calls for urgent reform of EU and UK law to enable local authorities to better penalise poor tax conduct and reward good tax conduct through their procurement policies.

6. ASSUMPTIONS

- 6.1 As a notice of motion is a procedural matter and must be dealt with in accordance with Council's Constitution, no assumptions have been made.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

- 7.1 This report does not require an Integrated Impact Assessment as it relates to a procedural matter under the Councils Constitution.
- 7.2 The procedural rules regarding a Notice of Motion are contained within Council's Constitution as adopted in May 2002. The Council's Constitution sets out the framework for the decision-making roles and responsibilities. However any

subsequent reports arising from this Notice of Motion may require an integrated impact assessment.

8. FINANCIAL IMPLICATIONS

8.1 There are no financial implications associated with this report.

9. PERSONNEL IMPLICATIONS

9.1 There are no personnel implications associated with this report.

10. CONSULTATIONS

10.1 There has been no consultation undertaken.

11. STATUTORY POWER

11.1 Local Government Act 2000

Author: Emma Sullivan (Senior Committee Services Officer)

Appendices: Appendix 1 Signed copy of Notice of Motion.

NOTICE OF MOTION – STANDING UP FOR RESPONSIBLE TAX CONDUCT

To consider the undersigned Notice of Motion standing in the name of County Borough Councillor P. Marsden and supported by the Members listed.

The Motion asks Council to note that:

The pressure on organisations to pay the right amount of tax in the right place at the right time has never been stronger.

Polling from the Institute for Business Ethics finds that “corporate tax avoidance” has, since 2013, been the clear number one concern of the British public when it comes to business conduct.

Almost two-thirds (63%) of the public agree that the Government and local councils should consider a company’s ethics and how they pay their tax as well as value for money and quality of service provided, when undertaking procurement.

Around 17.5% of public contracts in the UK have been won by companies with links to tax havens.

It has been conservatively estimated that losses from multinational profit-shifting (just one form of tax avoidance) could be costing the UK some £7bn per annum in lost corporation tax revenues.

The Fair Tax Mark offers a means for business to demonstrate good tax conduct and has been secured by wide range of businesses across the UK, including FTSE-listed PLCs, co-operatives, social enterprises and large private businesses.

Caerphilly County Borough Council recognises that:

Paying tax is often presented as a burden, but it shouldn’t be. Tax enables us to provide services from education, health and social care, to flood defence, roads, policing and defence. It also helps to counter financial inequalities and rebalance distorted economies.

As recipients of significant public funding, local authorities should take the lead in the promotion of exemplary tax conduct; be that by ensuring contractors are paying their proper share of tax, or by refusing to go along with offshore tax dodging when buying land and property.

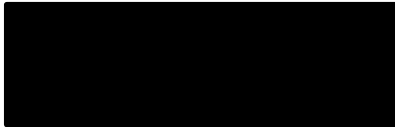
Where substantive stakes are held in private enterprises, then influence should be wielded to ensure that such businesses are exemplars of tax transparency and tax avoidance is shunned - e.g., no use of marketed schemes requiring disclosure under DOTAS regulations (Disclosure Of Tax Avoidance Schemes) or arrangements that might fall foul of the General Anti-Abuse Rule.

More action is needed, however, current law significantly restricts councils’ ability to either penalise poor tax conduct or reward good tax conduct, when buying goods or services.

UK cities, counties and towns can and should stand up for responsible tax conduct - doing what they can within existing frameworks and pledging to do more given the opportunity, as active supporters of international tax justice.

Therefore, this motion as asks Council to: -

1. Approve the Councils for Fair Tax Declaration.
2. Lead by example and demonstrate good practice in our tax conduct as a council.
3. Ensure contractors implement IR35 robustly and pay a fair share of employment taxes.
4. Not use offshore vehicles for the purchase of land and property, especially where this leads to reduced payments of stamp duty.
5. Undertake due diligence to ensure that not-for-profit structures are not being used inappropriately as an artificial device to reduce the payment of tax and business rates.
6. Demand clarity on the ultimate beneficial ownership of suppliers and their consolidated profit & loss position.
7. Promote Fair Tax Mark certification for any business in which we have a significant stake and where corporation tax is due.
8. Support Fair Tax Week events in the area and celebrate the tax contribution made by responsible businesses who say what they pay with pride.
9. Support calls for urgent reform of EU and UK law to enable local authorities to better penalise poor tax conduct and reward good tax conduct through their procurement policies.



Signed: Councillor P. Marsden

Supported by:

Councillor James Pritchard

Councillor Eluned Stenner

Councillor Nigel George

Councillor Shayne Cook

Councillor Ross Whiting

Councillor Colin Gordon

Councillor Andrew Whitcombe

Councillor Walter Williams

Councillor Gary Johnson

Councillor Julian Simmonds

Councillor Carol Andrews

Councillor David Harse

Councillor Lisa Phipps
Councillor Sean Morgan
Councillor Denver Preece
Councillor Leeroy Jeremiah
Councillor Gez Kirby
Councillor Arianna Leonard
Councillor Philippa Leonard
Councillor Brenda Miles
Councillor Carl Thomas
Councillor Lindsey Harding
Councillor Kevin Etheridge
Councillor Colin Mann
Councillor John Roberts
Councillor Theresa Parry
Councillor Charlotte Bishop
Councillor John Taylor
Councillor Mike Davies
Councillor Alan Angel

This page is intentionally left blank



COUNCIL – 16TH MARCH 2022

SUBJECT: NOTICE OF MOTION – UKRAINE

REPORT BY: CORPORATE DIRECTOR EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 Council is asked to consider the Notice of Motion as set out in paragraph 5.1 of the report and make an appropriate recommendation. In accordance with Rule 11(3) of the Constitution, the Mayor has agreed to allow the motion to be dealt with at Council, without being first discussed at an overview and scrutiny committee in order to expedite business.

2. SUMMARY

- 2.1 A Notice of Motion has been received from Councillor P. Marsden and is supported by Councillors J. Pritchard, E. Stenner, N. George, S. Cook, R. Whiting, C. Gordon, A. Whitcombe, A. Gair, L. Harding, C. Bezzina, S. Morgan, G. Kirby, D. Price, C. Thomas, G. Johnston, D. Havard, J. Simmonds, V. James, A. Collis, E. Aldworth, A. Hussey, R. Saralis, W. Williams, M. Adams, C. Andrews, M. Evans, K. Etheridge, C. Mann, J. Taylor, M. Davies, A. Angel, C. Bishop, J. Roberts, T. Parry.
- 2.2 The Notice of Motion meets the criteria set out in the Council's Constitution and is in accordance with the Council's Rules of Procedure now referred to Council for consideration.

3. RECOMMENDATION

- 3.1 Council are asked to consider the Notice of Motion outlined in paragraph 5.1 and make an appropriate recommendation.

4. REASONS FOR THE RECOMMENDATION

- 4.1 In accordance with the Council's Constitution.

5. THE REPORT

- 5.1 **Notice of Motion**

The Motion asks Council to note that:

The ongoing military attack against Ukraine by the Russian Federation and Belarus, which began on 24th February, has caused shock and concern around the world. It has undermined world peace and represents a fundamental attack on democratic ideals and values.

This war, like all wars, will cause disproportionate harm, fear and suffering to civilians. It has been widely reported that the military conflict has already claimed the lives of hundreds of civilians, and thousands of armed forces personnel. The United Nations has estimated over half a million refugees have already left Ukraine, with more likely to follow.

People across the world have recognised the Ukrainian people's suffering, but also their deep resolve to defend their rights and democratic freedoms. The international community has offered them support in their time of greatest need.

Therefore we, the undersigned, move that Caerphilly County Borough Council:

- A. Recognises the suffering and resolve of the people of Ukraine, and those with close links to Ukraine,
- B. Condemns the unprovoked and unacceptable military attack against Ukraine by the Russian Federation and Belarus,
- C. Offers support if needed, through existing Council services, to residents with Ukrainian citizenship, or those with family members in Ukraine and affected areas,
- D. Welcomes the Welsh Government's commitment to accept refugees from Ukraine, and resolves to accept and support refugees within the County Borough,
- E. Urges the UK Government to show compassion by waiving visa requirements for Ukrainian citizens seeking refuge from the military conflict.

6. ASSUMPTIONS

- 6.1 As a notice of motion is a procedural matter and must be dealt with in accordance with Council's Constitution, no assumptions have been made.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

- 7.1 This report does not require an Integrated Impact Assessment as it relates to a procedural matter under the Council's Constitution.
- 7.2 The procedural rules regarding a Notice of Motion are contained within Council's Constitution as adopted in May 2002. The Council's Constitution sets out the framework for the decision-making roles and responsibilities. However, any subsequent reports arising from this Notice of Motion may require an integrated impact assessment.

8. FINANCIAL IMPLICATIONS

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

9. PERSONNEL IMPLICATIONS

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

10. CONSULTATIONS

- 10.1 There has been no consultation undertaken.

11. STATUTORY POWER

- 11.1 Local Government Act 2000

Author: Emma Sullivan (Senior Committee Services Officer)

Appendices: Appendix 1 Signed copy of Notice of Motion.

This page is intentionally left blank

NOTICE OF MOTION – UKRAINE

To consider the undersigned Notice of Motion standing in the name of County Borough Councillor P. Marsden and supported by the Members listed.

The Motion asks Council to note that:

The ongoing military attack against Ukraine by the Russian Federation and Belarus, which began on 24th February, has caused shock and concern around the world. It has undermined world peace and represents a fundamental attack on democratic ideals and values.

This war, like all wars, will cause disproportionate harm, fear and suffering to civilians. It has been widely reported that the military conflict has already claimed the lives of many hundreds of civilians, and thousands of armed forces personnel. The crisis has seen over a million refugees travel to neighbouring countries to seek sanctuary.

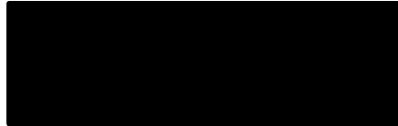
People across the world have recognised the Ukrainian people's suffering, but also their deep resolve to defend their rights and democratic freedoms. The international community has offered them support in their time of greatest need.

Therefore we, the undersigned, move that Caerphilly County Borough Council:

- A. Recognises the suffering and resolve of the people of Ukraine, and those with close links to Ukraine,
- B. Condemns the unprovoked and unacceptable military attack against Ukraine by the Russian Federation and Belarus,
- C. Offers support if needed, through existing Council services, to residents with Ukrainian citizenship, or those with family members in Ukraine and affected areas,
- D. Welcomes the Welsh Government's commitment to accept refugees from Ukraine, and resolves to accept and support refugees within the County Borough,

E. Urges the UK Government to show compassion by waiving visa requirements for Ukrainian citizens seeking refuge from the military conflict,

F. Supports moves by pension funds to divest from Russian linked companies.



Signed: Councillor P. Marsden

Supported by:

Councillor James Pritchard

Councillor Eluned Stenner

Councillor Nigel George

Councillor Shayne Cook

Councillor Ross Whiting

Councillor Colin Gordon

Councillor Andrew Whitcombe

Councillor Ann Gair

Councillor Lindsey Harding

Councillor Carmen Bezzina

Councillor Sean Morgan

Councillor Gez Kirby

Councillor Dianne Price

Councillor Carl Thomas

Councillor Gary Johnston

Councillor Derek Havard

Councillor Julian Simmonds

Councillor Vincent James

Councillor Alan Collis
Councillor Elizabeth Aldworth
Councillor Adrian Hussey
Councillor Roy Saralis
Councillor Walter Williams
Councillor Mike Adams
Councillor Carol Andrews
Councillor Mark Evans
Councillor Kevin Etheridge
Councillor Colin Mann
Councillor John Taylor
Councillor Mike Davies
Councillor Alan Angel
Councillor Charlotte Bishop
Councillor John Roberts
Councillor Theresa Parry

This page is intentionally left blank



COUNCIL – 16TH MARCH 2022

SUBJECT: REGIONAL PARTNERSHIP BOARD – POPULATION NEEDS ASSESSMENT

REPORT BY: PHIL DIAMOND, HEAD OF REGIONAL PARTNERHSIP

1. PURPOSE OF REPORT

- 1.1 To seek approval of the Population Needs Assessment (PNA) from Caerphilly County Borough Council prior to submission to Welsh Government
- 1.2 To receive comments from members on the highlighted need in the PNA and if this need reflects the local authority area.
- 1.3 To demonstrate how the PNA aligns to the regional Wellbeing Assessment required Wellbeing of Future Generations Act.

2. SUMMARY

- 2.1 The Population Needs Assessment is a statutory document required by Welsh Government once per electoral cycle
- 2.2 Local authorities are required under the Social Services and Wellbeing (Wales) Act 2014 to work in partnership with Health Boards to produce a regional PNA
- 2.3 The PNA will set out the extent to which there are people in the area of assessment who need care and support

3. RECOMMENDATIONS

- 3.1 Council are asked to consider if needs identified in the regional Population Needs Assessment are an accurate reflection of local and regional needs; and agree to endorse the Population Needs Assessment.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 The PNA has been completed by the Regional Partnership Board and involved the statutory partners including the 5 local authorities, Aneurin Bevan University Health

Board, third sector umbrella organisations and local citizens and service providers.

4.2 To ensure CCBC fulfils its duty under the SSWB Act.

5. THE REPORT

5.1 As set out in the Social Services and Wellbeing (Wales) Act 2014 (SSWB ACT) local authorities and local Health Boards must enter into a partnership to produce one population assessment report per local government electoral cycle. The Act also stipulates:

- the Regional Partnership Board is required to produce the Population Needs Assessment (PNA) and
- local authorities and local health boards are required formally to approve the PNA report and make available on their websites.

5.2 A copy of the population assessment report must be completed by April 2022 and also be sent to Welsh Ministers at the time of publication. The first regional Population Needs Assessment (PNA) was overseen by the Gwent Regional Partnership Board (RPB) in April 2016. The PNA aligned to Wellbeing Assessment completed by Public Service Boards as required under the Wellbeing of Future Generations Act. The 2022 PNA report will also align, integrate and cross reference the Gwent Wellbeing Assessment to avoid duplication and create a joint population wellbeing assessment for the region (this section can be read alongside the regional Wellbeing Assessment or as an individual document).

5.3 The first PNA was approved assigned off across the region on 1st April 2017(follow link to RPB website Population Needs Assessment <http://www.gwentrpb.wales/> The identified need was used to develop the regional Area Plan. Following the publication of the regional report each local authority and health board required to prepare and publish a plan setting out the range and level of services they proposed to provide, or arrange to be provided, in response to the population needs assessment. The plans are formally referred to as Area plans and a statutory requirement under the SSWB Act. The first regional Area Plan was published 1st April 2018 and set out the partnership working and delivery of services in response to each core theme identified in the population assessment.

5.4 In March 2021, Welsh Government released supplementary advice for Regional Partnership Boards to support development of Population Needs Assessments (PNAs). There were no changes to the guidance, however, some additional information and definition of core themes were included but the statutory PNA themes have not changed and are set out below.

- children and young people
- older people
- health / physical disabilities
- learning disability/autism
- mental health
- sensory impairment
- carers who need support; and
- violence against women, domestic abuse and sexual violence

In Gwent we took an approach to produce a separate Area Plan section for autism, and WG have advised that separate PNA sections should be produced for the next PNA. An additional section in relation to Housing is also appropriate and can provide

a clear link to the national strategies and partnership working with Registered Social Landlords (RSLs).

- 5.5 It will be unrealistic for the PNA to include all the identified needs across health and social care but the regional report will highlight the joint priorities to be progressed across public services, the health board and voluntary sector.

Engagement with citizens is a key requirement under the SSWB Act and the PNA has been developed and includes qualitative data from a range of citizen groups.

As required with the first PNA, the Regional Partnership Board will have to develop a regional Area Plan – publication 1st April 2023 – and will set out how the identified need will be met through partnership working and collaboration. The RPB will once again work alongside Public Service Board partners to ensure alignment with Wellbeing plans required under the Wellbeing of Future Generations Act, as well as linking to LA Corporate Plans and ABUHB Integrated Medium Term Plan.

5.6 **Conclusion**

The PNA has identified and reinforced existing areas of need and priorities for action including:

- Continued support to children looked after and reduction of out of county placements
- Ageing population, loneliness amongst older people and increase in people living with dementia
- Carers and the need for access to information, respite and mental health support
- The need for emotional wellbeing and mental health support across the region
- To mitigate impact of the Covid-19 pandemic and long covid
- Support to vulnerable groups including people living with learning disabilities, physical disabilities and autism

6. **ASSUMPTIONS**

- 6.1 There are no assumptions made in this report

7. **SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

- 7.1 The work of the Regional Partnership Board is consistent with the five ways of working as set out in the sustainable development principle in the Well-being of Future Generations Act: -
- Long Term – Balancing short-term needs with the needs to safeguard the ability to also meet long-term needs
 - Prevention - Acting to prevent problems occurring or getting worse to help public bodies meet their objectives
 - Integration – Considering how the well-being objectives may impact upon each of the well-being goals, or on the objectives of other public bodies
 - Collaboration – Acting in collaboration with any other person that could help the board to meet its well-being objectives
 - Involvement – Involving people with an interest in achieving the well-being goals and ensuring that those people reflect the diversity of the area which the body serves.

8. FINANCIAL IMPLICATIONS

- 8.1 There are no financial implications to agreeing to the PNA but further action planning will be required during 2022/23 which may involve discussions on best use of council budgets.

9. PERSONNEL IMPLICATIONS

- 9.1 No implications to personnel in agreeing to the PNA

10. CONSULTATIONS

- 10.1 CCBC Partnerships Scrutiny Committee - 27th January 2022
- 10.2 CCBC Cabinet Member for Social Care and Housing and Director Social Services.

11. STATUTORY POWER

- 11.1 Well-being of Future Generations (Wales) Act 2015

Author: Phil Diamond, Head Regional Partnership, phil.diamond@tofaen.gov.uk

Consultees: D. Street, Corporate Director Social Services and Housing
C. Harry, Chief Executive
R. Edmunds, Corporate Director Education and Corporate Services
M. S. Williams, Corporate Director Economy and Environment
S. Harris, Head of Finance and Section 151 Officer
R. Tranter, Head of Legal Services and Monitoring Officer
Councillor S. Cook, Cabinet Member for Social Care and Housing
Caerphilly County Borough Council – Partnerships Scrutiny Committee

Appendix 1: Gwent Regional Partnership Board Population Needs Assessment.*

*The above appendix has been provided by the Gwent Regional Partnership Board and may not be fully accessibility compliant for further information please contact: [The Gwent Regional Partnership Board](#).



Gwent Regional Partnership Board Population Needs Assessment

Introduction

As set out in the Social Services and Wellbeing (Wales) Act 2014 local authorities and local Health Boards must produce one population assessment report per local government electoral cycle. The first regional Population Needs Assessment (PNA) was completed by the Gwent Regional Partnership Board (RPB) in April 2016 and aligned to Wellbeing Assessment completed by Public Service Boards as required under the Wellbeing of Future Generations Act. This PNA report will also align, integrate and cross reference the Gwent Wellbeing Assessment to avoid duplication and create a joint population wellbeing assessment for the region (this section can be read alongside the regional Wellbeing Assessment or as an individual document).

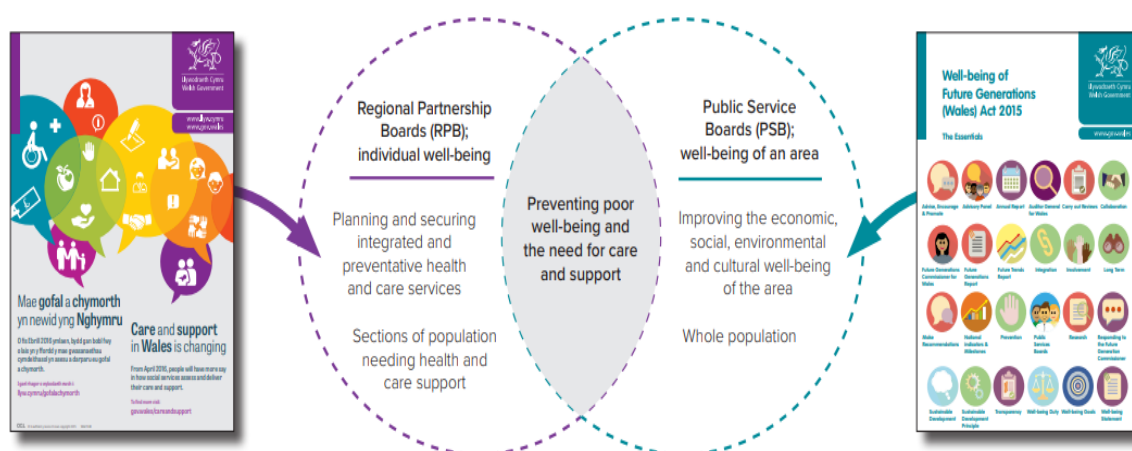


Fig 1: Relationship between RPBs and Public Service Boards.

As set out in Welsh Government’s SSWB Act Part 2 Code of Practice, this population assessment comprises of (1) an assessment of need the (2) range and level of services required. It will also jointly assess:

- the extent to which there are people in the area of assessment who need care and support
- the extent to which there are carers in the area of assessment who need support
- the extent to which there are people whose needs for care and support (or, in the case of carers, support) are not being met.

Policy Areas included and within this Population Needs Assessment (PNA).

- National Health Service (Wales) Act 2006 and children and young people’s plans as required by the Children Act 2004.
- Integrated Medium Term Plans produced by Local Health Boards as required by the NHS Finance (Wales) Act 2014,
- Part 2 of the Housing (Wales) Act 2014 including local homelessness strategies
- United Nation Convention on the Rights of Persons with Disabilities, United Nation Convention on the Rights of the Child, and the United Nation Principles for Older Persons

- Equality Act 2010 Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Beliefs, Sex and Sexual Orientation.
- National Outcomes Framework
- Welsh language strategic framework More than just words
- Socio -Economic Duty

Engagement - a culture not a process

The voice of citizens, third sector partners and service providers are key to developing this PNA and the guidance on effective citizen engagement, set out in *'National participation Standards, Participation Cymru's National Principles for Public Engagement in Wales'* and the Older People's Commissioner's Best Practice Guidance for *'Engagement and Consultation with Older People on Changes to Community Services in Wales'*, have been considered. Citizen voices have been included in each PNA section and coordinated through the regional Citizen Panel and Chair who sits on the RPB. This also includes populations from the secure estate in order to fulfil the requirements of section 11 of the Act.

There has been extensive engagement across the region using various methodologies such as Snap surveys, social media and established forums (Carers forum, Youth Council, Dementia Friendly cafes etc). An online survey was distributed across the region and the Public Service Board have analysed comments to identify themes; and there were over 1500 individual comments in relation to health and social care.

Social Care – “Affordable social care and good support for carers”

The need for increased social care provision was a regular theme that emerged through the survey, especially in regard to providing adequate social care for older people. Other comments include:

‘More funding for those with learning difficulties will help provide more support and better quality respite for children and adults with learning difficulties’

A need for improved services for older people within the community and just want somebody to talk to

Elderly people are feeling isolated- More day centres need to be available as many services have closed during the pandemic

Local Authorities - “The Council is doing more to help residents than ever”

There is a mixed view on the local authorities across Gwent from residents. Many commented that their local council has provided more support than ever during the pandemic whereas other residents have expressed concern regarding a lack of involvement from their local council, finding difficulties in knowing what is available within their community as a result of this. When asked what we could do to help improve on this, one resident noted how we

could introduce well-being ambassadors to help improve cohesion between local communities and their council.

Health – “Fair and equal access to support when needed”

Health and wellbeing are important to residents across Gwent and many individuals commented on the importance of mental health services and improving access to them for both adults and children. Residents commented on the importance of exercise and the ability to maintain a healthy lifestyle, access to sports centres and green spaces were felt to be key to this.

‘Need for a more efficient Mental Health and well-being service- Concerns around waiting times and responses from health and well-being advisors’

There were multiple positive comments on health services in the region however a number of residents noted the importance of having access to face to face appointments with their local GP. Difficulties in being able to access appointments for dentists and GPs were raised. Residents also highlighted the importance of given local communities the skills to be able to manage their own health and wellbeing so that there isn’t as much need for services.

‘Waiting list to access all services are high, housing, GPs, social services’

Schools – “There is a sense of community- good schools and facilities”

Throughout the feedback on what we can do to improve wellbeing in Gwent in the future, schools are highlighted as a tool that can be utilised by local communities for groups to meet and more community classes to be held. Schools are very much seen as a positive way to engage with our local residents too.

More Youth activities – Help improve mental well-being of teenagers

Focussed work with minority groups

We have engaged the views of those who would otherwise be hard to reach and marginalised including minority groups such as homeless people and travellers. We have used existing mechanisms to engage with vulnerable groups such as those set out below.

- *Military veterans*
- *Gypsy travellers*
- *Black And Minority Ethnic groups*
- *Asylum seekers and refugees*
- *Lesbian Gay Bisexual Transgender (LGBT) community*
- *People in secure estates and their families*
- *Children and young people in contact with the Youth Justice System*
- *Looked After Children and young carers*
- *Homeless people*

Veterans

A veteran is defined as: 'anyone who has served for at least one day in the Armed Forces (Regular or Reserve), as well as Merchant Navy seafarers and fishermen who have served in a vessel that was operated to facilitate military operations by the Armed Forces.

In 2017 the Ministry of defence estimated 2.4 million UK Armed Forces Veterans in the UK, making up an estimated 5% of household residents aged 16 and over. There are approximately 140,000 veterans living in Wales and Veterans aged above working age (65+) are estimated at 82,000. The majority of Service Leavers transition from the Armed Forces well and integrate back to community life with the right support at the right time. Studies identify that most veterans in general view their time in the Services as a positive experience and do not suffer adverse health effects as a result of the time they have served. However, for a minority, adverse physical and mental health outcomes can be substantial and can be compounded by other factors – such as financial and welfare problems. Key health issues facing the veteran population relate to common mental health problems (but also include Post traumatic Stress Disorder (PTSD)) and substance misuse – including excess alcohol consumption and to a much lesser extent - use of illegal drugs. In addition, time in the Services has been identified to be associated with musculoskeletal disorders for some veterans.

Research suggests that most people 'do not suffer with mental health difficulties even after serving in highly challenging environments. However, some veterans face serious mental health issues. The most common problems experienced by veterans (and by the general population) are:

- depression
- anxiety
- alcohol abuse (13%)

Probable PTSD affects about 4% of veterans. Each year, about 0.1% of all regular service leavers are discharged for mental health reasons. Each Health Board in Wales has appointed an experienced clinician as a Veteran Therapist (VT) with an interest or experience of military (mental) health problems. The VT will accept referrals from health care staff, GPs, veteran charities, and self-referrals from ex-service personnel. The service in ABUHB is based in Pontypool. The primary aim of Veterans' NHS Wales is to improve the mental health and well-being of veterans with a service-related mental health problem. The secondary aim is to achieve this through the development of sustainable, accessible, and effective services that meet the needs of veterans with mental health and well-being difficulties who live in Wales.

A Welsh Government report from 2014 'Improving Access to Substance Misuse Treatment for Veterans' identified that Substance Misuse Area Planning Boards lead on local collaborative planning, commissioning, and delivery for services to ensure that the needs of veterans are met. A 2011 report from Public Health Wales on 'Veterans' health care needs assessment of specialist rehabilitation services in Wales' identified a range of recommendations to support veterans with respect to their physical health and disability with regards to specialist rehabilitation service provision.

The Strategy for Our Veterans (MOD, 2018) has a 10-year scope to 2028. The strategy addresses the immediate needs of older Veterans as well as setting the right conditions for society to empower and support the newer generation.

The key themes that emerged as affecting Veterans lives were:

- Community, relationships and integrating into their community.
- Employment, education, and skills to continue to enhance their careers through their working lives.
- Finance and debt. Veterans have sufficient financial education, awareness, and skills to be financially self-supporting and resilient.
- Health and Wellbeing. All veterans enjoy a state of positive physical and mental health and wellbeing, enabling them to wider aspects of society.
- Making a home in civilian society. Veteran have a secure place to live either through buying, renting or social housing.
- Veterans and the law. They leave the Armed Forces with the resilience and awareness to remain law abiding civilians.

During the pandemic there were challenges of loneliness and isolation in Veterans with Welsh Government funding provided to address this issue.

There are a range of services across Gwent to support Veterans and The Armed Forces Covenant has been recognised in Law from December 2021, meaning that Housing, Education and Health services will have to pay 'due regard' when implementing policies.

Gypsy Travellers

- Blaenau Gwent 72 (0.10%)
- Caerphilly 31 (0.02%)
- Monmouthshire 6 (0.01%)
- Newport 84 (0.06%)
- Torfaen 155 (0.17%)
- Wales 2785 (0.09%)

The 2011 Census showed the following people identified as Gypsy/Traveller or Irish Traveller (this excludes Roma). However, it is likely that many households would not have completed the census – both because they were living on 'unauthorised sites' or encampments and as such did not appear on official records or because of a mistrust of the purpose of the census. Where people did receive forms, potential lower than average literacy levels may have meant that some households would not have completed them, and where they were completed some households would have chosen not to identify as Gypsies/Travellers or Irish Travellers. The largest Gypsy & Traveller (G&T) population is in Torfaen, however Nantyglo in Blaenau-Gwent also has a large population, many now living in 'bricks and mortar' in close proximity to a long established site. Newport also has a significant G&T population in unofficial sites around the periphery of the city centre and Newport is very often the unofficial unauthorised site for travellers in transit heading east/west from Ireland to England.

The Gypsy, Roma and Traveller people have the worst outcomes of any ethnic group across a huge range of areas including education, health, employment, criminal justice and hate crime (House of Commons 2019). It has been found that:

- Infant mortality rates are up to five times higher among this minority group when compared to the national rate.
- The immunisation rates among Travellers children are low compared with the rest of the population. Some suggest that GPs are reluctant to register Travellers as they are of no fixed abode, meaning they cannot be counted towards targets and therefore remuneration.
- There is a high accident rate among the Traveller and Gypsy population, which is directly related to the hazardous conditions on many Traveller sites – particularly as sites are often close to motorways or major roads, refuse tips, sewage work, railways or industrialized areas. Health and safety standards are often poor.
- Travellers have lower levels of breastfeeding.
- There is also a higher prevalence of many medical conditions when compared to the general population, including miscarriage rate, respiratory problems, arthritis, cardiovascular disease, depression and maternal death rates.
- Alcohol consumption is often used as a coping strategy, and drug use among Traveller young people is widely reported and feared by Traveller elders.
- Cultural beliefs include considering that health problems (particularly those perceived as shameful, such as poor mental health or substance misuse) should be dealt with by household members or kept within the extended family unit
- Travellers also face challenges in accessing services either due to the location of the sites (or due to transient nature of being in an area). Not having access to transport (particularly related to women who often cannot drive) to reach services is another reason for low use of services as well as low levels of health literacy of what services they are entitled to use or how to access them.

Generally the communities have low expectations in regard to their health and life expectancy. Studies have repeatedly shown that Travellers often live in extremely unhealthy conditions, while at the same time using health services much less often than the rest of the population.

Black And Minority Ethnic (BAME) groups

The 2011 Census shows the following percentages classed as BAME populations in each local authority compared to Wales

- Blaenau Gwent 1.5%
- Caerphilly 1.6%
- Monmouthshire 1.9%
- Newport 10.1%
- Torfaen 2.0%
- Wales 4.4%

Public Health Wales have found that ethnicity is an important issue because, as well as having specific needs relating to language and culture, persons from ethnic minority backgrounds are more likely to come from low income families, suffer poorer living conditions and gain

lower levels of educational qualifications. In addition, certain ethnic groups have higher rates of some health conditions. For example, South Asian and Caribbean-descended populations have a substantially higher risk of diabetes; Bangladeshi-descended populations are more likely to avoid alcohol but to smoke and sickle cell anaemia is an inherited blood disorder, which mainly affects people of African or Caribbean origin. Raising the Standard: Race Equality Action Plan for Adult Mental Health Services aims to promote race equality in the design and delivery of mental health services in order to reduce the health inequalities experienced by some ethnic groups. People don't always access support that is available as they are often unaware the support exists or it doesn't meet their needs. Language barriers can also cause difficulties for engagement and supporting people. Raising awareness of services and support within BAME communities is crucial to improve uptake of support. It has also been highlighted that although costly, the information needs to be accessible within areas of the community and also accessible in different formats and languages.

It is clear is that coronavirus has had an adverse and disproportionate impact on people from BME communities. A Government enquiry took place to identify why people from BME backgrounds appear to be disproportionately affected and further work is needed to ensure we can improve health outcomes.

Asylum Seekers, Refugees & Migrants

Until 2001, relatively low numbers of asylum seekers and refugees decided to settle in Wales compared to some parts of the UK. The numbers of asylum seekers and refugees increased when Wales became a dispersal area. The number of asylum applications in 2016 has seen an increase of 8% compared to the year before. Service provision to refugees and people seeking asylum by non-government organisations (NGOs) has decreased significantly in recent years. This has an adverse impact on people's health and Well-being. No recourse to public funds and safeguarding issues such as honour based violence and trafficking are key emerging themes for service providers. For service users the lack of, or limited access to information and tenancy support appear to be the key emerging themes. Various reports acknowledge that data collection systems for the number of migrants have weaknesses, which puts limitations on their reliability. There is no agreed definition for 'migrants' which further exacerbates reliable data collection.

The 2011 census found that the top ten countries of origin of people born outside the UK, in order of highest numbers first were: Pakistan, India, Bangladesh, Poland, Philippines, Germany, South Africa, Nigeria, Italy and Zimbabwe. Feedback from Education and Social Services indicate that people from Roma background have very specific needs in addition to those of the general new-migrant population. Good communication with migrants is essential. Determining the language and suitability of format (e.g. written, audio, face to face, telephone) and support available, such as advocacy and interpretation are critical elements to ensure effective communication. This will in turn benefit budgets and customer care as it contributes to determining the appropriate service. In addition, other issues highlighted for both migrants and asylum seekers include the need for more advocacy and floating support for migrants, lack of a strategic approach to information and service provision for new migrants and lack of coordination between services for migrants, asylum seekers and refugees.

Lesbian Gay Bisexual Transgender (LGBT +) community

The public health white paper 'Healthy Lives, Healthy People' identified poor mental health, sexually transmitted infections (STIs), problematic drug and alcohol use and smoking as the top public health issues facing the UK. All of these disproportionately affect LGBT populations:

- Illicit drug use amongst LGB people is at least 8 times higher than in the general population
- Around 25% of LGB people indicate a level of alcohol dependency
- Nearly half of LGBT individuals smoke, compared with a quarter of their heterosexual peers
- Lesbian, gay, and bisexual people are at higher risk of mental disorder, suicidal ideation, substance misuse and deliberate self-harm
- 41% of trans people reported attempting suicide compared to 1.6% of the general population

People in secure estates and their families

HMP Usk/Prescoed is situated in Monmouthshire and social care staff support inmates in line with the Act. The prisons have a combined population of 527. (MoJ, 2108) ABUHB also provide primary healthcare services to offenders in HMP Usk/Prescoed, in partnership with the National Offender Management Service (NOMS). In addition to the prison population it is likely that ex-offenders will require additional care and support to prevent needs arising, particularly those who misuse drugs and/or alcohol or have mental health problems. A recent 'Prison Health Needs Assessment in Wales' report was published by Public Health Wales and highlighted a number of key areas to address:

- Access to healthcare facilities
- Mental health and healthcare
- Substance Misuse including smoking
- Oral health
- Infections disease
- Support following release

During the pandemic we know that there were serious concerns to everyone living and working in prisons, resulting in restrictions put in place to limit the spread of the virus (HM Inspectorate of Prisons 2021) Prisoners have identified a decline in emotional, psychological and physical wellbeing at this time, due to chronic boredom and exhaustion of spending hours locked in their cells. They lacked enough day to day interaction and support from other prisoners, staff and family and friends.

Children and young people in contact with the Youth Justice System

Children and young people in contact with the youth justice system may have more health and well-being needs than other children of their age. They have often missed out on early attention to these needs. They frequently face a range of other, often entrenched, difficulties, including school exclusion, fragmented family relationships, bereavement, unstable living conditions, and poor or harmful parenting that might be linked to parental poverty, substance misuse and mental health problems. Many of the children and young people in contact with

the youth justice system in Gwent may also be known to children's social care and be among those children and young people who are not in education, employment, or training. For vulnerable children and young people, including those in contact with the youth justice system, well-being is about strengthening the protective factors in their life and improving their resilience to the risk factors and setbacks that feature so largely and are likely to have a continuing adverse impact on their long-term development. Well-being is also about children feeling secure about their personal identity and culture. Due attention to their health and well-being needs should help reduce health inequalities and reduce the risk of re-offending by young people. Across the region the Youth Offending Service (YOS) & partners are:

- Developing a health pathway in partnership with ABUHB for young people involved/in contact with the youth justice system.
- Testing the Youth Justice Board (YJB) Enhanced Case Management - a therapeutic approach towards addressing a child's offending behaviour
- Identifying, screening, and responding to Speech, Language & Communication Needs (SLCN) via the provision of a dedicated Gwent YOS Speech & Language Therapist.
- Commissioning a Substance Misuse Service for Children and Young People within Gwent.

(1) CHILDREN AND YOUNG PEOPLE

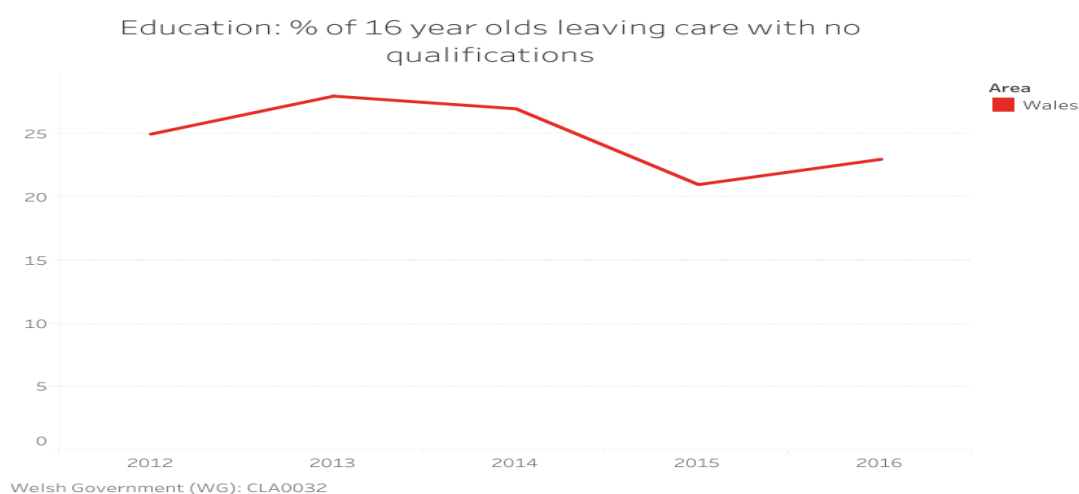
Key themes

- Children with Complex Needs, including seamless transition of care and support needs, for example between Childrens Continuing Care and Continuing NHS Healthcare.
- Safe accommodation for children with complex, high end emotional and behavioural needs. This is a new Welsh Government priority for 2021-22 and aims to both prevent individuals being unnecessarily escalated to, and facilitate de-escalation from, secure or inpatient care.
- Looked After Children and the increasing numbers going into care/adoption (Local Authorities have a specific duty under Section 75 of the Act to ensure they have sufficient accommodation to meet the needs of looked after children).

Policy Areas

- Amendments to Part 9 of the SSWB Act including revisions to the definition of Children and Young People (CYP) with complex needs to include children and young people: with disabilities and/or illness, care experienced, in need of care and support, at risk of becoming looked after, and those with emotional and behavioural needs.
- Children’s Commissioner for Wales ‘No Wrong Door’ recommendations and annual reports.
- Together for Children and Younger People
- National Commissioning Board guidance for Integrated Commissioning of Services for Families, Children and Young People with Complex Needs.
- The NEST (Nurturing, Empowering, Safe, Trusted) Early Help and Enhanced Support National Framework
- United Nations Convention on the Rights of the Child

(1.1) Percentage of 16-year-olds leaving care with no qualifications

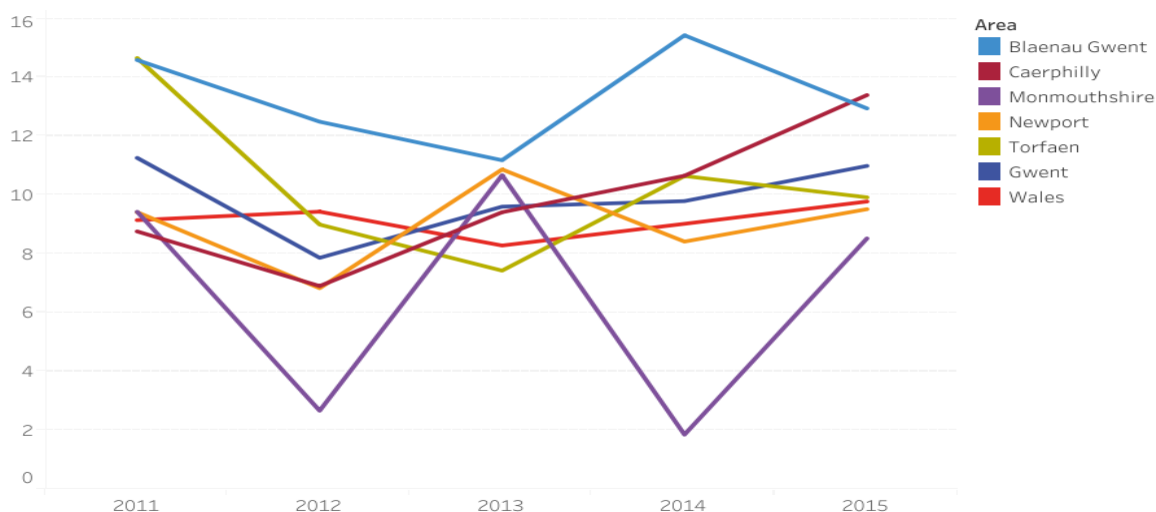


Care leavers will face a large number of personal and emotional challenges when family relationships breakdown and understandably education and aspirations will be affected. Attitudes to school, authority and adults will be indifferent and if a young person feels that

they have been 'given up on' it will be very easy said young person to give up on their selves. Schools will closely monitor the number of CLA and treat as vulnerable learners to ensure additional support and understanding are afforded to CLA. The availability of data is not consistent across the region, but the national data is stark with between 1 in 4 to 5 CLA leaving with no qualification which should not be accepted for any group of young people. The RPB includes statutory membership from education colleagues to ensure issues can be discussed and raised as well as planning actions across multi-agency partners and accessing preventative and transformation funding opportunities. Covid-19 has affected schooling for all young people and education achievements and accessing further education with additional emotional support and housing solutions will remain a priority.

(1.2) Looked after Children with 3 or more placements

Looked after children: SCC/004 - Looked after children with 3 or more placements (%)

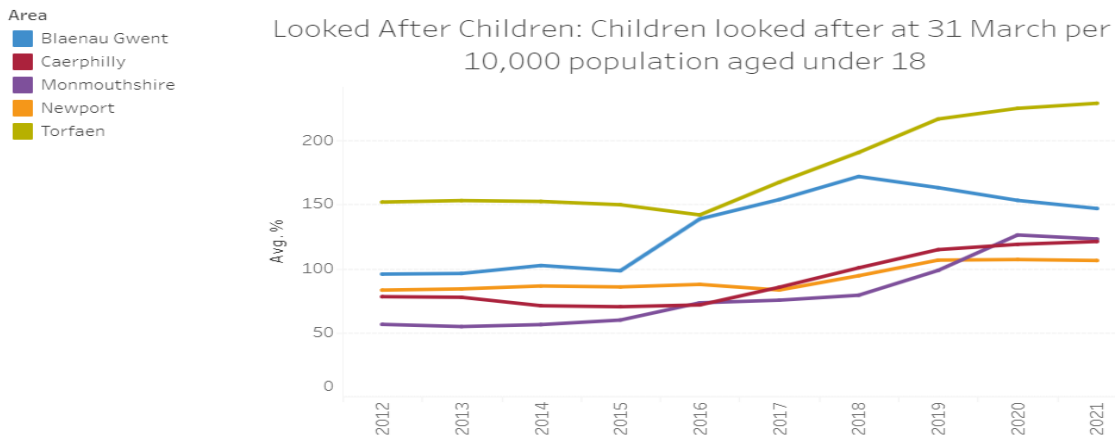


Welsh Government (WG): SCC004

Stability for CLA is key to supporting young people to develop positive relationships, trust, emotional wellbeing and access to education. A change of circumstances can often be unsettling and lead to lack of trust in support organisations as well disengagement, with comments from young people that 'people have given up on them'. A safe, stable home environment is a priority for any young person but especially CLA and even though the numbers seem relatively low, we know outcomes will be affected with increased number of placements. Partner and third sector organisations prioritise the need for remedial actions to avoid placement breakdown, with respite for carers and children a solution to help secure long-term placements. National Youth Advocacy Service (NYAS) offer an independent advocacy service for CLA to ensure the voice and views of young people are heard and greater support and working with third sector partners is key to partnership working through RPB. Covid-19 has affected the face-to-face opportunities for advocacy, but online sessions have been facilitated.

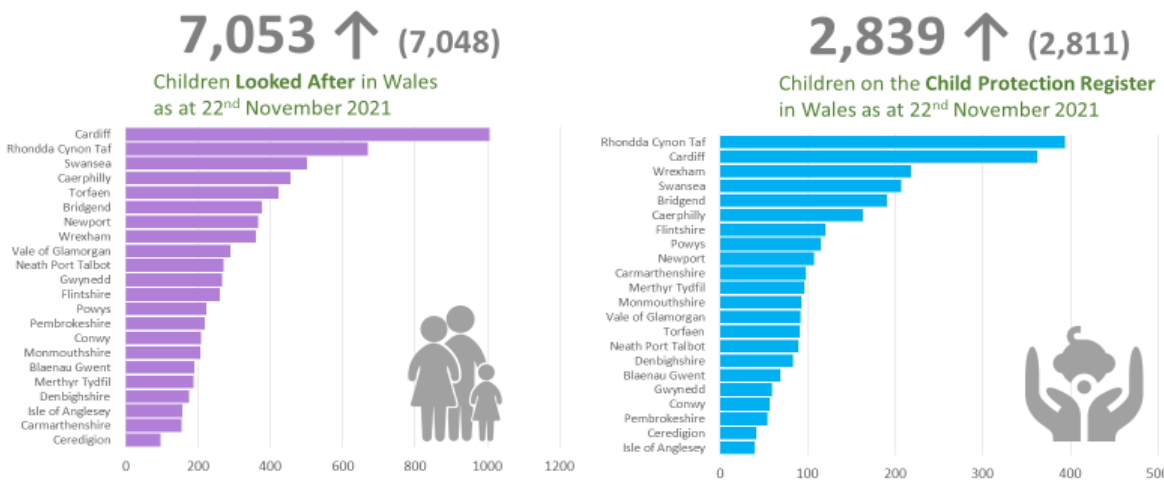
Gwent Population Needs Assessment

(1.3) Rate of Children Looked After per 10,000 population



The number of Children Looked After (CLA) and percentage 10,000 still remains high across all local authority areas. We know that CLA face some of the most complex and challenging of circumstances amongst their peers and Welsh Government has prioritised support at a local and regional level through Integrated Care Funding guidance and legislation. Multi-agency partnership approaches under the RPB have been established such as MYST project and SPACE Wellbeing Panels. However, there have been large costs for emergency and out of county placements incurred across the region which has led to the development of capital projects in Gwent such as Windmill Farm, through ICF capital funding, where savings can be redistributed into preventative programmes. The impact of covid-19 pandemic will have exacerbated circumstances for CLA, and support and prevention will still remain a priority going forward especially the need to develop services and provision that mean young peoples' care and support needs can be met close to home

Children's Social Care - Safeguarding



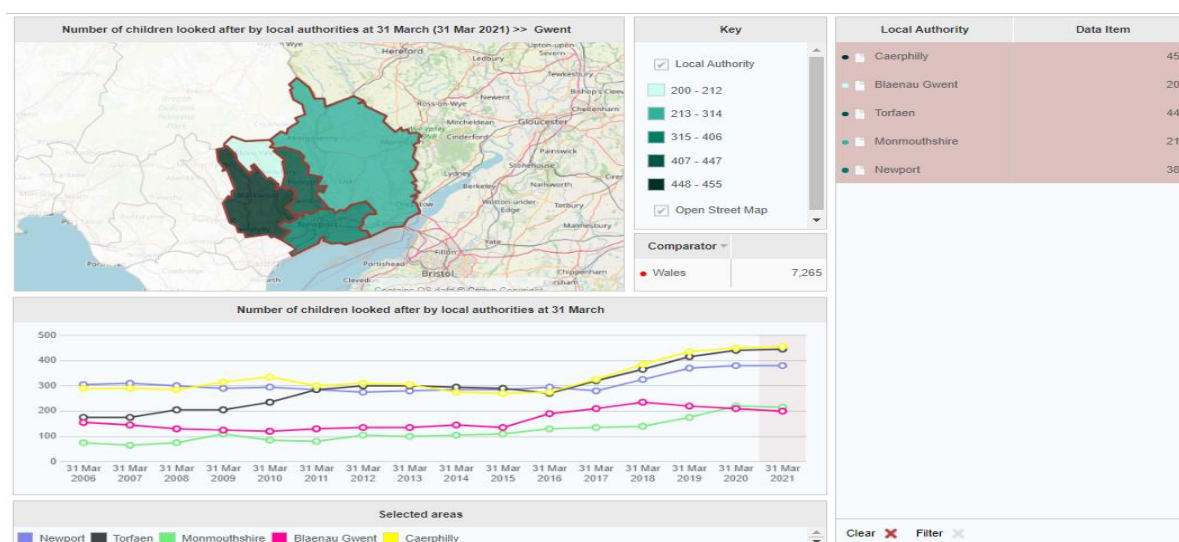
↑↓↔ denotes change from previous week (previous week's figures) Source: Local Authority Covid-19 Data Collections – 24 November 2021

Gwent Population Needs Assessment

There are additional data graphs relating to young people in the Social Wellbeing section (Baby and children's health and development) of the Wellbeing Assessment including

1. % of low birthweight live single births
2. Teenage conceptions
3. Breastfeeding
4. Flying Start children reaching or exceeding developmental milestones
5. Healthy weight and obesity
6. Immunisations
7. Oral health
8. Adverse Childhood Experiences

In addition to the data included in the Wellbeing Assessment there are a number of national data portals outlining need across the region including Social Care Wales Data Portal [Home - Social Care Wales Data Observatory \(socialcaredata.wales\)](https://socialcaredata.wales) and below is the data relating to Children Looked After. This PNA will not duplicate the information but reference where necessary.



Emerging Themes, Future trends, and challenges

The most recent Welsh Government data (as of 31 March 2020) shows that there are 16,580 children who receive care and support from children's services across 22 local authorities. Of those children being supported, 7,180 are looked after. Of those children, 17% live with their families or with other family members through kinship care arrangements, 70% live with foster carers, 8% live in residential care, 3% of children are placed for adoption and 2% of older children live independently with support. Welsh Government have prioritized the need for safe accommodation for children with complex, high end emotional and behavioural needs. This is a new Welsh Government priority for 2021-22 and aims to both prevent individuals being unnecessarily escalated to, and facilitate de-escalation from, secure or inpatient care.

Emerging Priorities

- 1. To improve outcomes for children and young people with complex needs through earlier intervention, community based support and placements closer to home.**
- 2. To ensure good mental health and emotional well-being for children young people through effective partnership working especially mitigating long term impact of Covid-19 pandemic.**

(2) OLDER PEOPLE INCLUDING DEMENTIA

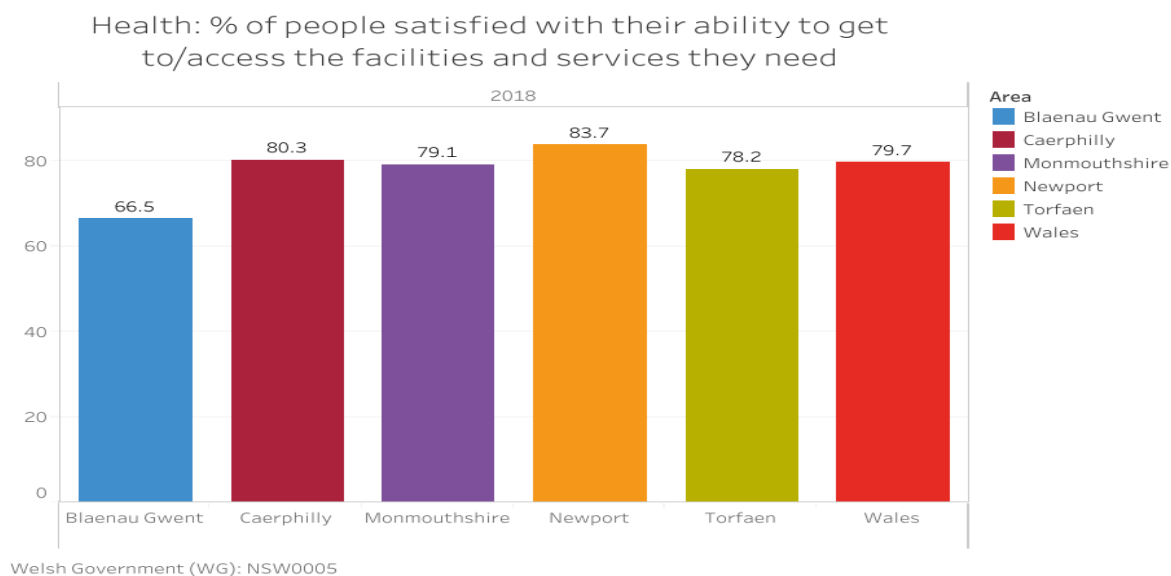
Key Themes

- Improve emotional wellbeing for older people to reduce loneliness and isolation with early intervention
- Improve life outcomes for people living with dementia and their carers.
- Protect the rights for older people as enshrined in the United Nation’s Principles for Older Persons, and the SSWB 2014 Act.

Policy Areas

- United Nation’s Principles for Older Persons, and the SSWB 2014 Act
- Dementia Action Plan 2018-2022
- Older People’s Commissioner ‘Making Wales the best place in the world to grow older: Strategy 2019-22
- Strategy for Older People in Wales: Living Longer, Ageing Well. (2013 -2023)

(2.1) Percentage of people satisfied with their ability to get to/access the facilities and services they need

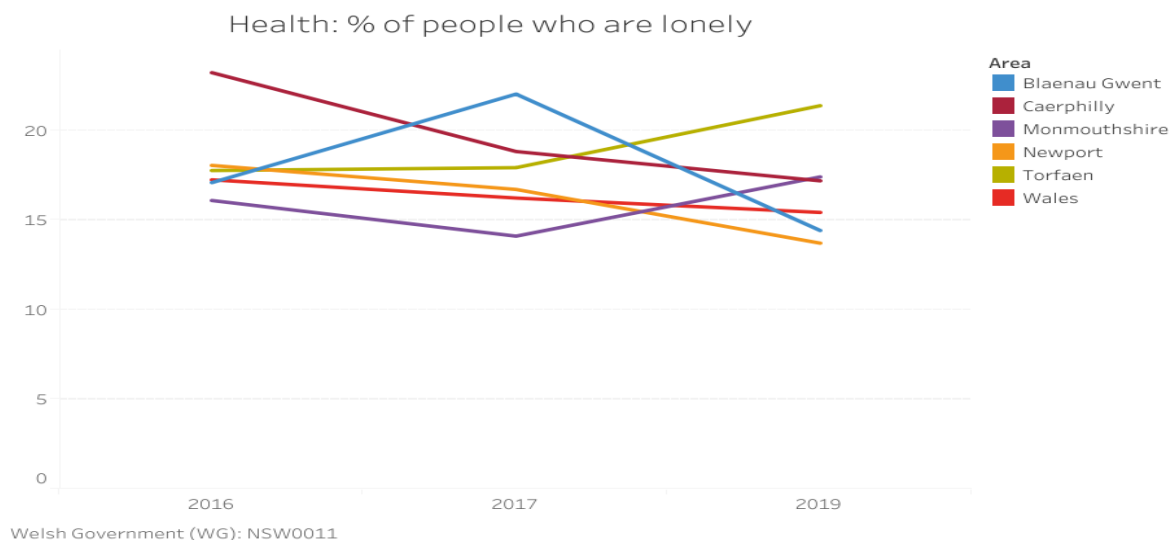


A large percentage of people are generally satisfied with access to facilities across the region. This percentage is within the Wales average for Monmouthshire despite the rurality and access to bus services. This data is from 2018 and Blaenau Gwent figure is quite low in comparison to other local authorities, however since 2018 ABUHB have committed to building a new Health & Wellbeing Centre in Tredegar which was built on the former site of Tredegar General Hospital and Brynmawr Medical Practice has been built to improve access to services. There has been a big shift to digital technologies through the recent Covid-19 pandemic and recognition that a number of people would not have accessed services during lockdown and

Gwent Population Needs Assessment

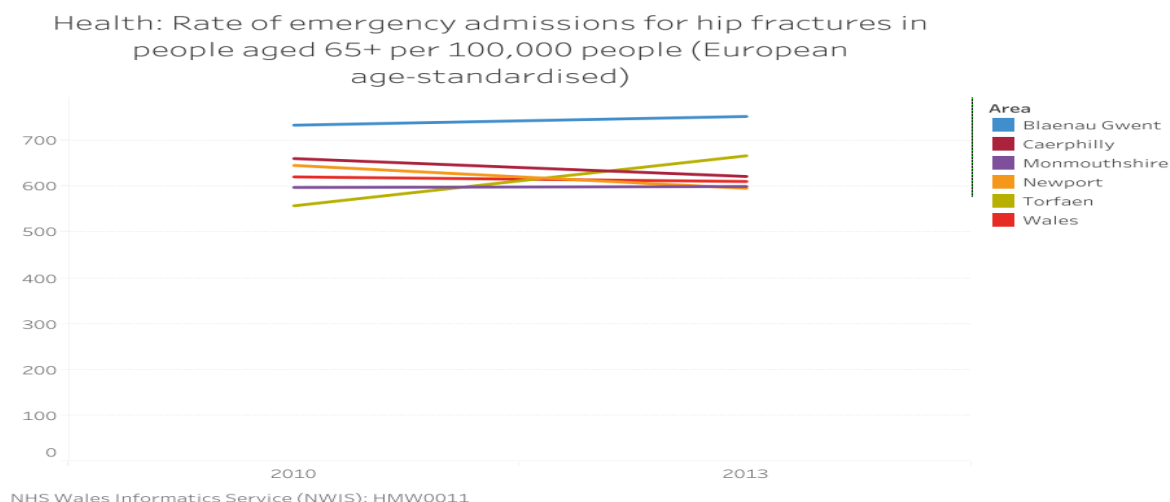
therefore the RPB will still need to ensure an equitable access to services across the region, especially for older people who may not be confident with the use of technologies.

(2.2) Percentage of people who are lonely



We recognise that loneliness is an issue across all local authority areas and highlighted in the previous PNA; and this will have been exacerbated recently through the Covid-19 pandemic where a number of vulnerable people will have been shielding. The data varies across the region but is generally high and between 15-20% (1 in 5 people) which is a considerable number of people susceptible to poor emotional and mental health and deterioration in physical help. Loneliness may be perceived as an older person's issue – recognised by Older People's Commissioner for Wales – but given that the percentage is approximately 20% it is likely that younger people will be affected too, especially given virtual working arrangements. Solutions are generally low cost/no cost and important for RPB to promote networks, access to information and local groups, particularly through Dewis portal.

(2.3) Rate of emergency admissions for hip fractures in people aged 65 plus per 100,000 people



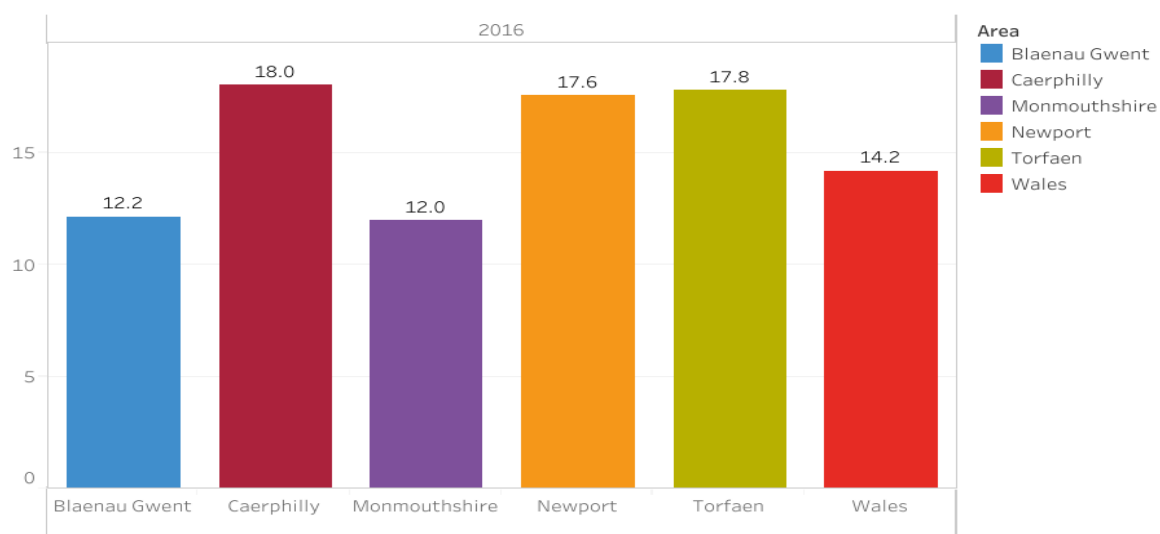
It is widely accepted that falls amongst older people are one of the biggest factors in hospital admissions and calls for ambulance assistance. Hip fractures data can be inferred and indicate level of falls amongst older people and subsequently hospital admissions.

1 in 3 people aged 65+ (over 3 million) fall in the UK every year and 1.2 million people are treated in Accident and Emergency Departments (A&E) after a fall, costing the NHS £1.6 billion each year (CSP, 2015; Tinetti, 1988). The Economic Model for Falls Prevention (CSP, 2016) suggests that mild falls (those that don't require any additional treatment on discharge from A&E) represent 47.2% of the total number of falls. Falls account for approximately 10% of 999 emergency calls received via the Welsh Ambulance Service NHS Trust (WAST) across Wales (WAST, 2016). There has been an emphasis on preventing falls and dedicated studies, roles and services within the ABUHB as well as wider public information and awareness. Gwent Frailty is a multi-disciplinary service within the Primary Care and Community Services Division in Aneurin Bevan University Health Board, centred on providing patients with care and/or treatment closer to home and promoting patient independence; and falls prevention is a core function of the service.

We have seen recently during the pandemic and during the winter periods the impact on WAST and hospitals, falls can have and along with progressed dementia, the predominant factor in 999 calls for ambulances. The data included is a conservative indication of falls given that not all older people will require surgery after an accident. However, the data when totalled is approximately 3000 people during 2013 and will not simply reflect hospital admissions but also the large number of rehabilitation services required and subsequent impact on independent living. Given the impact on health and social care, falls prevention will still remain a priority for RPB consideration.

[\(2.4\) Percentage of people who called for an ambulance in the last 12 months](#)

Health: % of people who called for an ambulance in the last 12 months

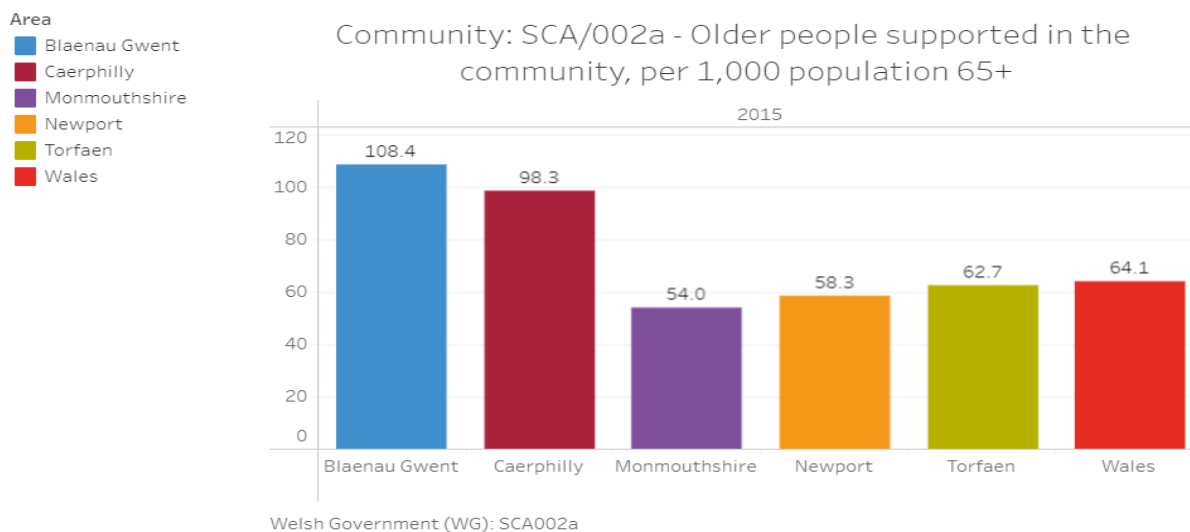


Welsh Government (WG): NSW0037

Gwent Population Needs Assessment

The data can highlight the acute needs of some local authority areas when compared to the rest of Wales. The 3 areas higher than Wales average are valley communities and could point to wider health detriments in those areas.

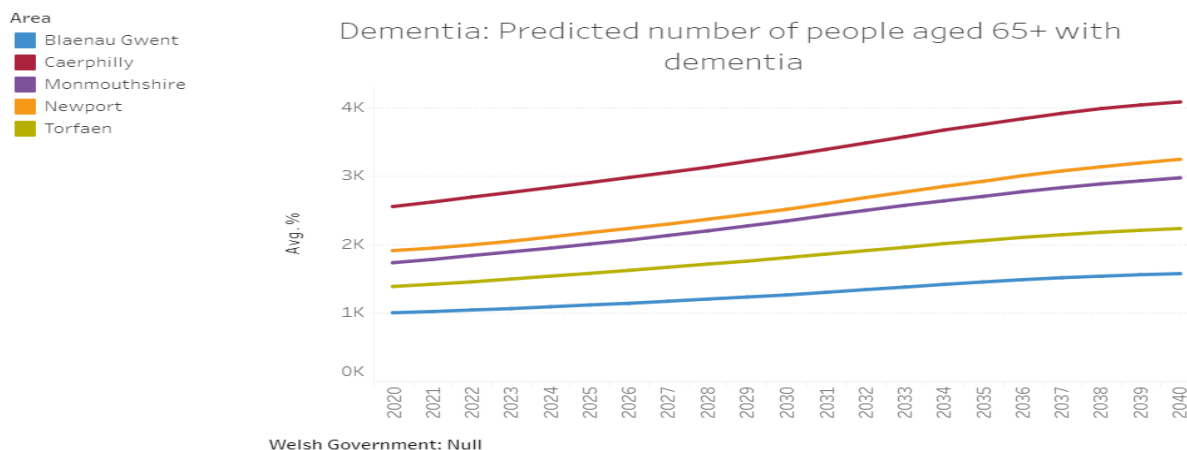
(2.5) Older people supported in the community, per 1,000 population 65+



Remaining at home is at the heart of many peoples view of being independent. People have told us they would like help and support to move around and maintain their own home, go out as they please and not have to depend too much on others. We also know that many older people with long term health conditions are caring for a family member, friend or neighbour and need to be supported to continue to do so. These unpaid carers contribute significantly to the Gwent economy and potential health and social care costs.

Older people need good, timely and accurate information to be able to understand what support is available to them and this can be important to maintaining independence. This also needs to be provided in a range of ways so people can access it. Small things can be quite significant – such as size and type of fonts in leaflets or background colours to aid readability. Information is now often provided digitally and so access to online information for older people is dependent on skills and resources. Greater consideration should be given to supporting older people to develop the necessary skills and confidence to access information online. Public access areas such as GP Surgeries, public transport and community libraries can act as access points for information but in some areas of Wales these are underutilised and overlooked. We have valuable community library resources across Gwent which provide information, advice, and guidance for both older people and those living with dementia.

(2.6) Predicted number of people with dementia 65 plus

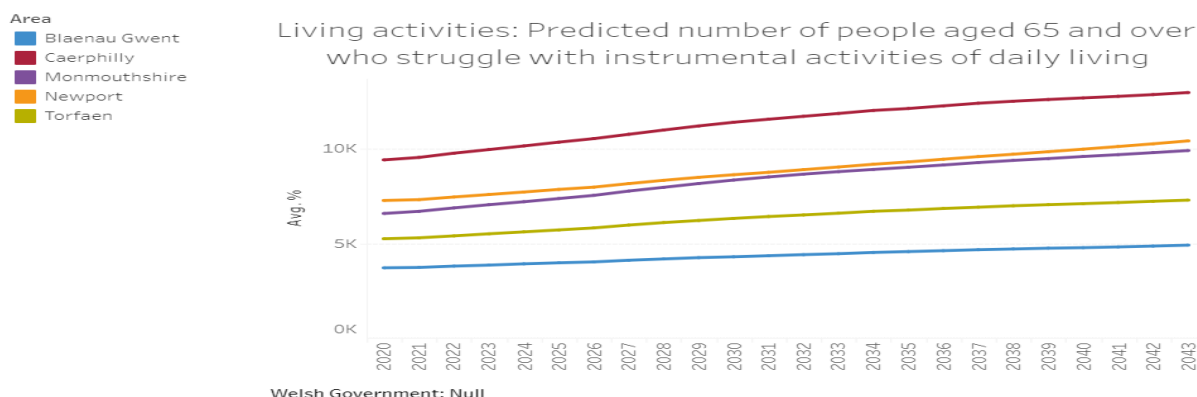


Approximately 42,000 people are living with dementia in Wales, and it is most common in older people, affecting 1 in 20 people over the age of 65 and 1 in 5 over the age of 80. It is predicted that 1 million people in the UK will have dementia by 2025 and this could increase to 2 million by 2050 (Alzheimer’s Research UK). Above figures are from 'Dementia UK: A report into the prevalence and cost of dementia' prepared by the Personal Social Services Research Unit (PSSRU) at the London School of Economics and the Institute of Psychiatry at King's College London, for the Alzheimer's Society, 2007. The prevalence rates have been applied to population projections of the 65 or older population to give estimated numbers of people predicted to have dementia, to 2035.

Across all local authority areas in the Gwent region, an increase in the number of people living with dementia is predicted. The increases range from 62.1% in Blaenau Gwent to 97.1% in Monmouthshire over the period 2013 to 2035. The RPB are working to support more timely diagnosis and are developing a consistent clearly understood diagnosis, care and support pathway which incorporates standards of care and outcome measures. Living with dementia can have a big emotional, social, and psychological impact on a person, their families, and carers. This can affect the relationships a person has with their environment and the support that they receive. It is important to people living with dementia that people develop awareness and understanding of the condition so they can be supported to maintain quality of life. As an RPB we provide development and learning opportunities jointly with our key partners to the workforce and communities to raise awareness, understanding and highlight risk factors and preventative measures. We also work with partners and continue to develop and build on the strengths of our Dementia Friendly Communities, working in collaboration of Age Friendly Community groups.

We are aware of the impact of the pandemic on people living with dementia and professionals within health and social care have been working hard to support people through assistive technology, online support and telephone calls where face to face visits could not be provided. We have also been supporting people living with dementia their family and carers through the Get There Together National project, working with partners to create a series of films aimed to reduce concerns and reassure anyone who is anxious about getting beyond the front door as well as dealing with the stresses of Covid-19.

(2.7) Predicted number of people struggle with at least one domestic task 65 plus



Healthy life expectancy is increasing over time, which is positive, however when the time comes where the oldest population develop care and support needs, those needs are more intensive and expensive as people live longer. People over the age of 65 are more likely to need extra support to remain independent in their own homes and across all local authorities in Gwent it is predicted there will be an increase in people unable to manage at least one domestic task on their own.

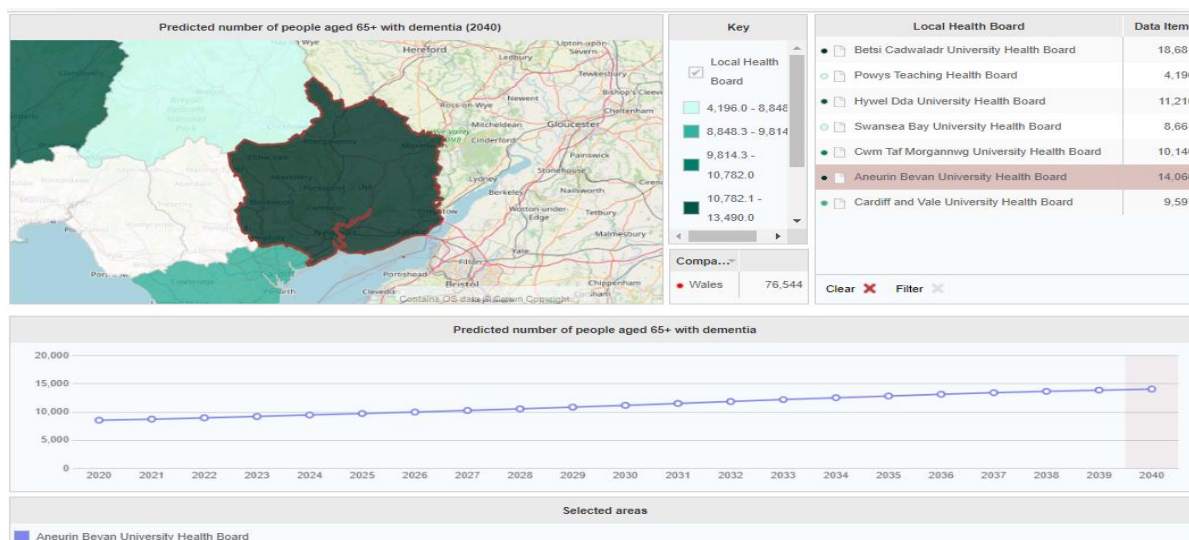
Predicted number of people aged 65 or over that will be unable to manage at least one domestic task on their own (household shopping, wash and dry dishes, clean windows inside, jobs involving climbing, use a vacuum cleaner, wash clothing by hand, open screw tops, deal with personal affairs, do practical activities). Figures are taken from *Living in Britain; Results from the 2001 General Household Survey, Supplementary report: People aged 65 and over, table 37, ONS*. The predicted increases range is from 44.9% in Blaenau Gwent to 71.6% in Monmouthshire. As an RPB we have a range multi-disciplinary reablement and care services in place to provide long and short-term support to help people live independently in their own homes. We also have been using grant funding from the Integrated Care Fund to promote digital and mobile assistive technology solutions to support the prevention of falls.

There are additional data graphs relating to adults in the Social Wellbeing section of the Wellbeing Assessment including

1. Life expectancy and health inequalities
 2. Cancer registrations
 3. Deaths due to cancer
 4. Deaths due to cardiovascular disease
 5. Delayed transfers of care
- Healthy lifestyles including
6. Physical activity
 7. Healthy diet
 8. Alcohol
 9. Smoking
 10. Individuals who are overweight or obese
 11. Overweight/obesity
 12. Diabetes

Gwent Population Needs Assessment

In addition to the data included in the Wellbeing Assessment there are a number of national data portals outlining need across the region including Social Care Wales Data Portal [Home - Social Care Wales Data Observatory \(socialcaredata.wales\)](#) below is information relating to number of people predicted to be living with dementia. This PNA will not duplicate the information but reference where necessary.



Emerging Themes, Future trends, and challenges

Wales has an ageing population and many people stay healthy, independent, and well into old age, however as people age, they are more likely to live with complex co-morbidities, frailty, and disability. By 2030 it is projected that there will be over 1,008,000 older people in Wales (33% of the population) (ONS 2017/2018). Older people have lots of skills, knowledge, and experience to contribute to society and are a valuable resource to us in Gwent, with many volunteering and sharing their skills in communities. A whole system approach is needed between health and social care and other partners to help people remain independent and as healthy as possible so they can continue to live at home.

What people have told us

Remaining at home is at the heart of many peoples view of being independent. People have told us they would like help and support to move around and maintain their own home, go out as they please and not have to depend too much on others. We also know that many older people with long term health conditions are caring for a family member, friend or neighbour and need to be supported to continue to do so. These unpaid carers contribute significantly to the Gwent economy and potential health and social care costs.

“I want to remain in my own home for as long as I can. It’s where all my memories are”.

“I am scared of being in contact with people as don’t want to get covid, but I am also isolated so feel really down. It’s confusing!”.

What are the gaps in understanding of well-being?

The number of older people with unmet care and support needs is increasing substantially due to challenges in the health and care system. Effective solutions are needed to address these needs including addressing delayed discharges in hospitals that can lead to worsening health outcomes and complications around care and support needs. It is clear that most people desire to cope with their illnesses and remain independent at home and care models need to reflect the needs of the person as part of their care and support.

The public health restrictions put in place to keep people safe during the pandemic, meant that older people saw big changes to their normal activities and routines. It also meant spending time apart from family, friends, volunteering roles, jobs and communities and creating loneliness and isolation. These changes have meant some people are nervous and anxious to return to normality and are unsure of what the future holds.

Connecting through digital platforms became a valuable resource to many people in Gwent so they could stay in touch with family and friends, access health services, shopping, advice, guidance, and entertainment. However digital exclusion still remains across Wales where some older people have a number of barriers to getting connected such as lack of confidence in using digital technology, financial barriers, costs of broadband services or lack of broadband due to rurality of area. Some people also said that healthcare appointment had been cancelled and they were now struggling as had to wait for health procedures and were unsure of how long they would have to wait. This will impact future waiting lists for procedures and appointments and currently the total Outpatient waitlist position is 111,239, reduced from 116,336 as at October 2021. The Inpatient waitlist is currently 17,703 and as of December 2021, the Referral to Treatment Time position is: 4818 open pathways are over 104 weeks, 22,984 over 52 weeks and 34,254 over 36 weeks.

The pandemic has also brought to light positives about life in Gwent, with communities coming together to support each other, people volunteering and responding to calls for help. There has been a wave of solidarity during this time and the commitment and dedication of our health and social care workforce during this time and continues to be incredible. Also:

- We have key assets in Gwent such as our network of unpaid carers and volunteers and a passionate multi-agency workforce. We also have a very good relationship with our independent/third sector partners and Dementia Supportive Communities.
- There are roughly four million unpaid carers (for all service user groups), of whom one quarter provide more than 50 hours a week of care, giving practical help, companionship, and general supervision. Nearly 90% of older people with dependency problems receive some informal care (some alongside formal care). There is likely to be a fall in the future supply of such carers, arising from changes in the population age structure, rising divorce rates, decline in family size, rising childlessness, growing employment among married women, changing household composition of older people, and changing preferences of older people. (SCIE)

- Volunteers also play a major part in providing social care. It has been estimated that their contribution represents the equivalent of 221,000 full-time employees, or roughly one in every five hours of formal caring. Many such volunteers are older people themselves.
- There are pressures on social care services arising from the needs and preferences of older people increasing.
- Recruitment and retention of employees is challenging for services for older people. High levels of stress and dissatisfaction are reported by staff, and although low pay is an issue, the introduction of the national minimum 4 wage should have eased recruitment. This has been exacerbated by the pandemic.

Emerging Priorities

- 1. To improve emotional well-being for older people by reducing loneliness and social isolation with earlier intervention and community resilience.**
- 2. To improve outcomes for people living with dementia and their carers**
- 3. To support older people to live, or return following a period of hospitalisation, to their own homes and communities through early intervention and integrated care models.**

(3) HEALTH / PHYSICAL DISABILITIES & SENSORY IMPAIRMENT

A person with a ‘health or physical disability including sensory impairment’, may have difficulty carrying out everyday activities, as their movement and senses may be limited. Sensory impairment is reduced or loss of sight, hearing, or both. Those included are the blind, partially sighted, deaf, and hard of hearing. A disability may be present from birth or occur during a person's lifetime. Health disabilities can include chronic conditions such as obesity or an individual might have had a stroke and have long term effects with movement, speech, hearing, and sight. Equipment and adaptations can help a person to live more independently and confidently at home. Prevention, early identification and providing practical and emotional support and easier accessibility to services can have a real positive impact on life outcomes.

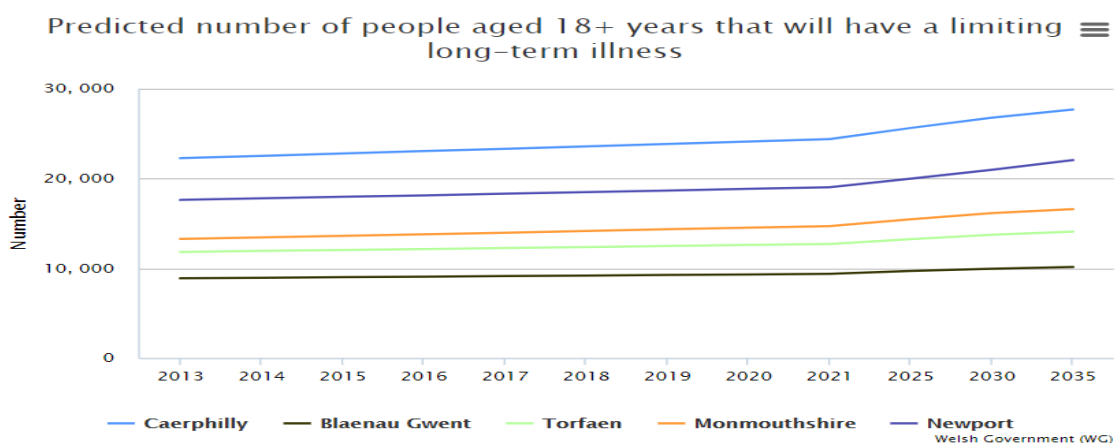
Key Themes

- Supporting disabled people through an all-age approach to live independently in appropriate accommodation
- Support access to community-based services, including transport.
- Help people reduce the risk of poor health and well-being through earlier intervention and community support.
- Ensure people are supported through access to accurate, timely information and assistance and ‘rehabilitation’ where required.
- Improve emotional well-being particularly through peer-to-peer support.

Policy Areas

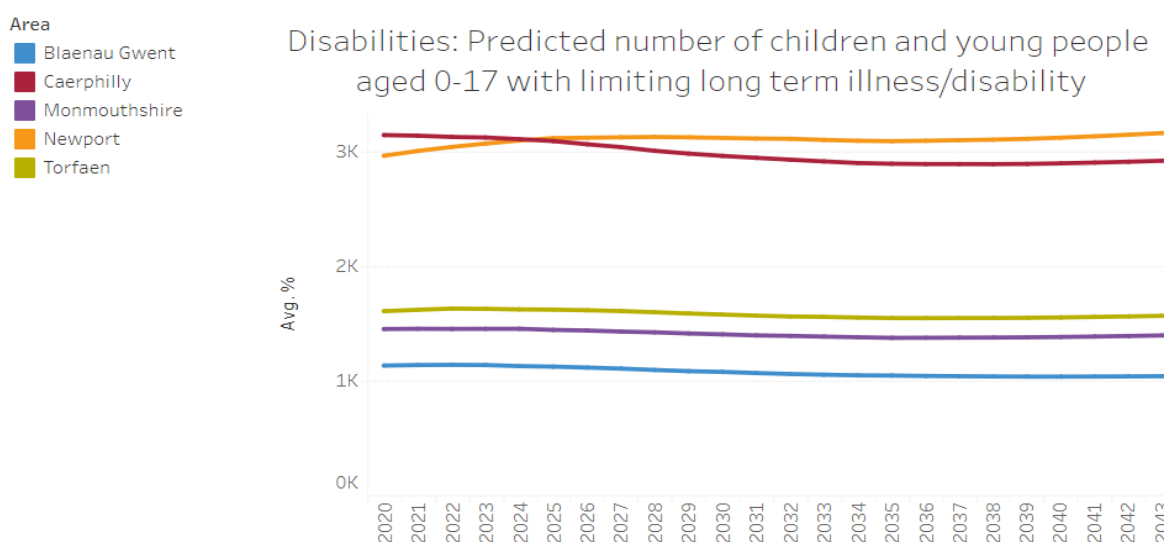
- Welsh Government’s Disability Equality Forum Impact of Covid-19 on disabled people in Wales and ‘Action on Disability’ framework
- Wales Council of the Blind. Rehabilitation Officers for Visual Impairment, Addressing a workforce crisis in Wales
- All Wales Deaf Mental Health and Wellbeing Group. Deaf People Wales: Hidden Inequality.

(3.1) Predicted number of people aged 18+ years with a limiting long-term illness



The impact of chronic conditions on peoples lives and services in Wales is of growing concern. Wales has the highest rates of long-term limiting illness in the UK, accounting for a large proportion of unnecessary emergency hospital admissions (NHS Wales). Figures are taken from the *Welsh Health Survey 2012, table 3.11 Adults who reported having illnesses, or being limited by a health problem/disability, by age and sex*. Adults who reported having a limiting long-term illness were asked to specify the illness which was the main cause of their limitation. All local authority areas across the Gwent region are predicted to see an increase in the number. The predicted increases range from 14.1% in Blaenau Gwent to 25.1% in Newport

(3.2) Predicted number of people aged 0 - 17 that will have a disability according to Disability Discrimination Act definitions 2035

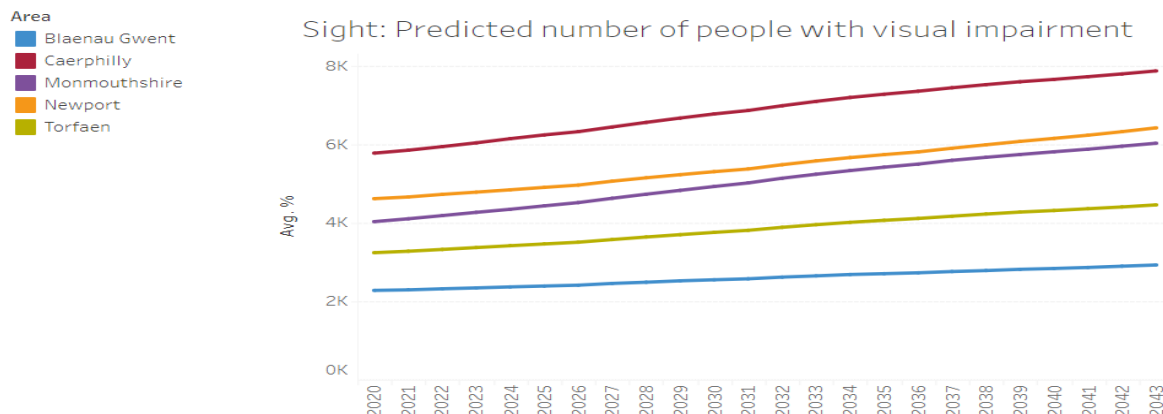


This figure is taken from the study *Prevalence of childhood disability and the characteristics and circumstances of disabled children in the UK, Blackburn et al, BMC Paediatrics 2010*. Children were defined as disabled if they met the Disability Discrimination Act criteria for a disabled person. Disability Discrimination Act definitions mean that the child has significant difficulties with any of the following areas: mobility, lifting/carrying, manual dexterity, continence, communication (speech, hearing, eyesight), memory/ability to concentrate or understand, recognise if in physical danger, physical coordination, or other problem or disability.

The number of young people living with a disability is predicted to be relatively stable over the next 10 years but will still remain significant in terms of multi-agency partnership support required to ensure outcomes. Transition arrangements between primary and secondary education is key to ensuring outcomes as well as effective planning between partners. Parents often highlight the number of different partners requesting information and the RPB has invested in an Integrated Service for Children with Additional Needs (ISCAN) to coordinate services for children and families in one place. ISCAN has been key to reducing multiple ‘hand

offs' to partners and supported parents with caring of children with disabilities especially during Covid-19 pandemic.

(3.3) Number of sight impaired people 65 plus



The above data has been taken from the registers of people with physical or sensory disabilities, data includes all persons registered under Section 29 of the National Assistance Act 1948. However, registration is voluntary, and figures may therefore be an underestimate of the numbers of people with physical or sensory disabilities. Registration of severe sight impairment is, however, a pre-condition for the receipt of certain financial benefits and the number of people in this category may therefore be more reliable than those for partial sight impairment or other disabilities. These factors alongside the uncertainties about the regularity with which local authorities review and update their records, mean that the reliability of this information is difficult to determine and so it cannot be thought of as a definitive number of people with disabilities. People with sight impairment are registered by local authorities following certification of their sight impairment by a consultant ophthalmologist. The Certificate of Vision Impairment (Wales) formally certifies someone as partially sighted or as blind (now using the preferred terminology 'sight impaired' or 'severely sight impaired', respectively) so that the local authority can register him/her. Registration is voluntary and access to various, or to some, benefits and social services is not dependent on registration. If the person is not known to social services as someone with needs arising from their visual impairment, registration also acts as a referral for a social care assessment.

The majority of local authority areas in the Gwent region have experienced a decrease however this data will need to be explored further to ascertain if this is a registration issue and if people are aware of services.

Rehabilitation Officers for Visual Impairment (ROVI) provide early intervention support, helping people to remain independent and contribute to their community. There is a concern that in some areas some people are being signposted away from this support however we don't have the full data on this. The role has been identified across Wales as needing a clear pathway for referral to address unmet need and further promotion of the role which has been taken forward in Torfaen. The RPB work closely with third sector partners and will continue to support people with sight impairment through multi-agency partnership approaches and access to new technologies.

It is estimated that there are around 2000 children and young people aged 0-19 with a visual impairment in Wales. At least 20 per cent of these will have additional disabilities and/or additional learning needs; a further 30 per cent have very complex needs (Vision2020UK: Shared statistics and key messages about sight loss 2013). Wales Council for the Blind have highlighted that *'Partnership working is the only way to provide services that will ensure that Welsh CYPVI achieve their full potential and have the skills to be ready for adult life. This can only be achieved with early intervention by the right people at the right time.'* The report can be downloaded here http://www.wcb-ccd.org.uk/wales_vision_forum.php.

Emerging Themes, Future trends, and challenges

More than **600,000** people in Wales have hearing or sight loss (NHSWales2015) with the number increasing due to demographic trends and increases in chronic health conditions, amongst other causes. The effects of living with multiple health conditions can be profound, affecting quality of life, daily activities, poor physical and mental wellbeing and finding and maintaining employment, leading to financial hardship. This can then exacerbate inequalities, with loss of income and worklessness contributing to further declines in health. There is a danger that, without action, worsening socioeconomic inequalities will further concentrate this trend among the most disadvantaged.

Disability is extremely diverse and although some people might have extensive health care needs others might not, however all people with a disability need to access mainstream healthcare services. Almost everyone is likely to experience some form of disability during their lifetime, which could be temporary or permanent, having a dramatic impact on quality of life. There have been many improvements through the years, however the UK Disability Survey (2021) identified that public perception of disabled people is still a significant barrier to participation in areas, including employment and education and unhelpful perceptions and stigma.

People living with disabilities have been disproportionately impacted by the Covid 19 pandemic. They have had potentially higher risk of catching the virus due to underlying health conditions and had difficulty in engaging in preventative measures and experienced disruptions to health services they usually rely on. People with sensory loss have found it extremely challenging as their communication needs have not been met leaving them increasingly isolated. Although health and social care have worked hard across Gwent to reach out and support people during this time, we need more specific actions going forward, to recognise the impact there has been for people with health, physical and sensory disabilities.

There is an urgent need to improve the data we collect on disability, to further improve equality for disabled people and increase emotional wellbeing within health and social care.

What are the gaps in understanding of well-being?

Adults and children with disabilities have struggled both physically and mentally throughout the pandemic with the loss of services and support during this time. Some people previously found comfort in their daily routines which were removed with cancelled appointments and lockdown of education and activities.

Some people who are blind and visually impaired felt lonely prior to the pandemic but during this challenging time they have had to face more physical and psychological barriers. Social

distancing rules have been difficult, as this cannot be observed along with directional arrows, screens etc. In community settings and trying to follow the rules has caused anxiety, stress, and exhaustion. Rehabilitation in sight loss is key in preventative approaches to support new ways to accomplish essential tasks and to introduce a range of equipment and techniques to avoid injuries and falls and mitigate or defer the need for longer term care. There is a scarcity of ROVIs which needs to be anticipated and addressed in the Gwent area to support eye conditions, orientation and mobility, independent living and communication skills. During the pandemic the ROVI in Torfaen has provided training to social care colleagues on the ROVI role and referral pathways and the benefits they bring. This has resulted in more referrals.

Visual impairment is strongly associated with falls and hip fractures. The rate of falls in older people with visual impairment is 1.7 times higher than other older people of the same age, with hip fractures 1.3 - 1.9 times higher

The new normal is for people to wear facemasks to prevent transmission of disease. As a result of this deaf and hearing-impaired people feel excluded from the world. Deaf people who rely on sign language still need facial expressions for full communication, so this has been difficult.

What people have told us

Some people feel isolated and excluded and have been struggling with mental and physical health. Some people feel there is lack of multi-agency support and they don't always know who to contact. Some people also struggle with accessibility of certain buildings, pavements and using public transport.

“I have just applied for a guide dog and am on the ‘awaiting training list’ I can’t wait to get my confidence back and be able to go out and have my independence back”.

Some people have hidden disabilities which are not visible but are just as challenging. They have faced discrimination as their disability can't be seen. There needs to be more positive attitudes towards disabled people. It is important for us to have a more inclusive future that focuses on our strengths.

- People are living longer; however future trends indicate that on average a quarter of people after age 65 will live with some form of health disability. This needs to be considered when developing service models with a particular focus on effective prevention interventions. There are estimated to be about 9 million deaf and hard of hearing adults in the UK, that is about 18% of the total population. About 640,000 of these are profoundly or severely deaf. As people grow older the changes of becoming deaf increase: 7 out of 10 people over 70 will have developed a significant hearing loss. This could have a significant impact on health and social care services.
- Sensory impairment can be a significant life limiting condition and its incidence increases with age. This means the challenges associated with the condition are likely to grow over

coming decades. People with sensory impairment have a range of care and support needs. There is a scarcity of ROVI workers who can provide the necessary assessment and delivery of interventions including a lack of adequate supervision to support the workforce which also needs addressing.

- Early identification is vital, as is prevention, support to reduce loneliness, isolation and promote mental health and well-being. Offering effective care and support is likely to reduce other risks associated with age and frailty, such as falls. A focus is needed on further development of generic and specialist services and improving the access to other services for people with a sensory impairment. This will require a multi-agency approach.
- The prevalence of physical disability is much wider than those who need or want help from social care however this could change in the future if needs increase.
- Sight loss in the UK is estimated to double over the next 40 years, which will have a significant impact on the UK's health and social care system and damage the quality of life for millions of people. (RNIB 2009)
- Hearing loss is a common health issue in the armed forces. Many veterans will have had prolonged exposure to loud noise from small arms fire, artillery, engines, and other machinery during service, causing permanent hearing damage. The Veterans Gateway website provides information, advice and support for Veterans and their families on support and services currently available.

It is important that people with sight loss are signposted to support services within their communities and the sight loss sector in Wales recognises *Perspectif* as the tool to identify these services and it is available at <http://www.wcb-ccd.org.uk/perspectif/index.php>. *Sight Cymru* also provide a range of services across Gwent. Another critical service is Low Vision Service Wales – provided by Optometrists or Dispensing Optometrists accredited as Low Vision Practitioners in a Primary Care setting. People accessing the Service are able to receive low vision aids to support with day-to-day activities and are also offered advice and guidance. Practitioners will also be able to signpost service users to third sector providers for further support. There are currently 41 practices that provide the Low Vision Service to patients in Gwent.

Emerging Priorities

- 1. To support disabled people through an all age approach to live independently in appropriate accommodation and access community based services, including transport.**
- 2. Ensure people are supported through access to accurate information, assistance and 'rehabilitation' where required.**
- 3. Improve transition across all age groups and support services**

(4) LEARNING DISABILITIES

There are approximately 54,000 people in Wales living with a learning disability (ONS, 2019). A learning disability affects the way a person learns new skills throughout their lifetime. This can affect communication, understanding new or complex information and coping independently. A learning disability can be mild, moderate, or severe. Some people with a mild learning disability might be able to communicate well and look after themselves independently but might need a bit longer to embrace new skills. Other people might not be able to communicate and have more complex needs, needing further support. It very much depends on the persons abilities and the level of care and support they receive.

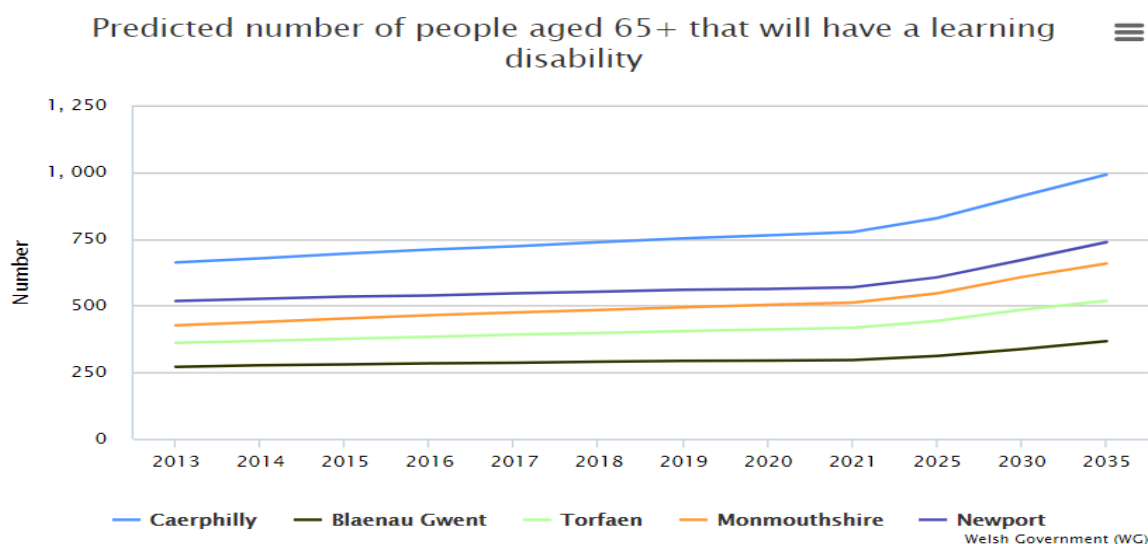
Key Themes

- Support people with learning disabilities to live independently with access to early intervention services in the community.
- Provide greater public awareness and understanding of people with learning disabilities needs.

Policy Areas

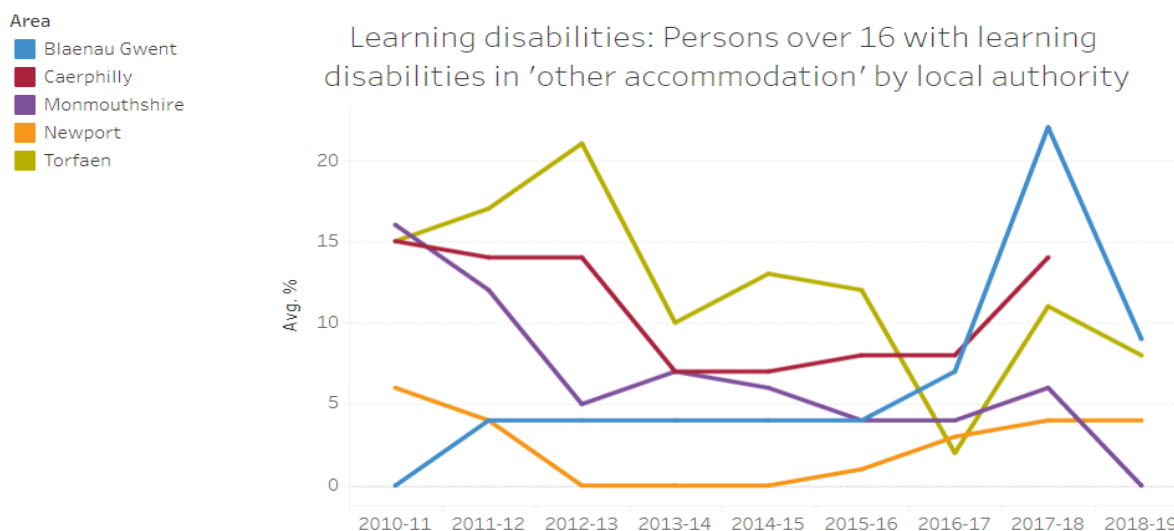
- Learning Disability Improving Lives Programme
- Children’s Commissioner Report ‘No Wrong Door’ in relation to adult services for children with learning disabilities.

(4.1) Predicted number of people 65 plus with Learning Disabilities



The data is taken from the Register of persons with learning disabilities (SSDA901). The data may be an underestimate of the total number of people with learning disabilities as registration is voluntary. Local authorities submit numbers of those identified as having a learning disability currently known to the authority and included in a register for the purpose of planning or providing services. All local authority areas across the region are predicted to see an increase in the number. The predicted increases range from 35.4% in Blaenau Gwent to 54.5% in Monmouthshire.

(4.2) Number of placements for persons aged 16 years or older with learning disabilities



Emerging Themes, Future trends, and challenges

Blaenau Gwent	Caerphilly	Monmouthshire	Newport	Torfaen
106	205	80	153	129

There are a total of 673 people with learning disabilities known to ABUHB with average life expectancy increasing over the last few decades. However, the impact of the pandemic has had a negative impact on people with a learning disability, where they have felt isolated at being separated from family and friends and daily routines disrupted. People have said that stress, anxiety, feeling isolated and changes to their normal routine has had a negative impact on mental health. Also, some people felt their health had deteriorated as they weren't as active and had put on weight due to not going out and about.

Communication and information was felt to be confusing surrounding Covid-19 which saw lots of organisations adapting the way they worked and providing more innovative ways to support people. Social media, websites and online platforms were used so people could connect and also telephone support calls as well as easy read resources so people could feel informed.

A reduction in community-based support due to restrictions has left some people feeling unsupported which has had a detrimental impact on mental health and physical wellbeing. There was also confusion over Government guidelines with people needing further advice and reassurance, which saw lots of people not wanting to visit a health professional even if this was needed. Organisations across Gwent adapted the way they worked and provided more innovative ways to support people. This was done through providing activities and services through social media, websites, and online platforms, so people could connect. Telephone check in calls were also provided by some organisations to help people stay connected, as well as easy read resources so people could keep informed.

Emerging Priorities

- 1. To support people with learning disabilities to live independently with access to early intervention services in the community; and greater public awareness and understanding of people with learning disabilities needs.**

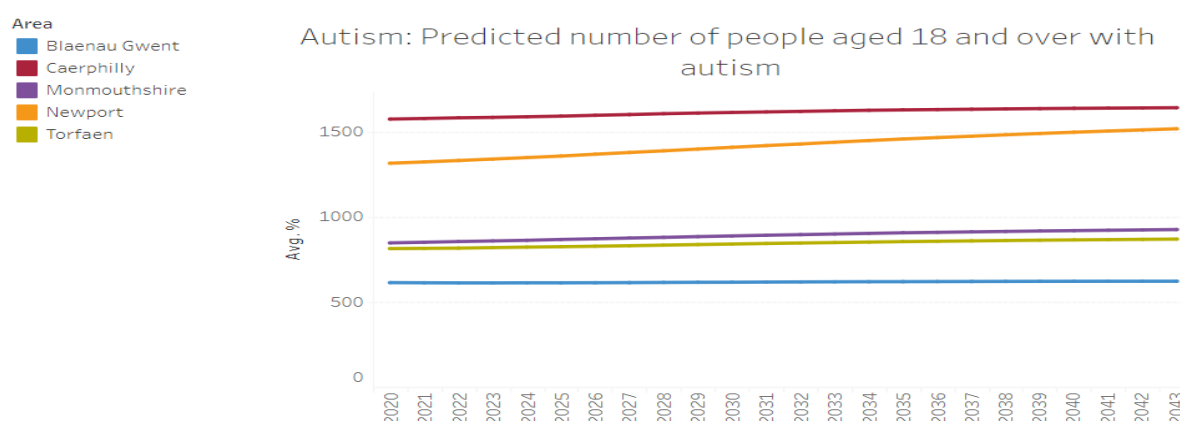
(5) AUTISM

Autism or Autism Spectrum Disorder (ASD) is a lifelong neurodevelopmental condition which affects how people communicate and interact with the world. One in 100 people are on the autistic spectrum and there are around 700,000 autistic adults and children in the UK (NAS). Each person living with autism has a distinct set of strengths and challenges and the way in which people learn with autism can range from highly skilled to severely challenged. Autism means that the way a person thinks about and experiences the world is different to most people. Autism is different for everyone and some autistic people need little or no support. Others may need help from a parent or carer on a daily basis. These figures are taken from the study Prevalence of disorders of the autism spectrum in a population cohort of children in South Thames: The Special Needs and Autism Project (SNAP), Baird et al, the Lancet, 2006.

Policy Areas

- Part 2 of the Code of Practice within the SSWB Act
- Autism Delivery Plan 2021-2022

(5.1) Predicted number of people aged 0-17 with Autistic Spectrum Disorder (ASD).



Across local authorities in the Gwent region, with the exception of Blaenau Gwent, all local authority areas are predicted to see an increase in the number. Across the remaining local authority areas in the Gwent region predicted increases range from 2.1% in Monmouthshire to 17.7% in Newport. Autistic people often have difficulty in accessing community activities, leisure facilities and other services. The RPB has supported the embedding of the Integrated Autism Service and raising awareness of autism in schools through a children’s story book – ‘Moli the Cow who Moo she was Different’.

Emerging Themes, Future trends, and challenges

What people have told us

People want help to plan their life the way they want with the right support and services to help. Person centred planning can help people to make their own choices and achieve life goals so people can reach their potential.

There is also a need for more meaningful activities that are fun but also help people to grow and learn. Although volunteering is considered important to learn new skills, more opportunities are needed for paid employment, training, and education. Organisations adapted through the pandemic with some activities being held on Zoom. This created barriers for some organisations to join, due to data protection laws. Many people appreciated the online support and to have options to connect on zoom but have now said they have 'zoom fatigue'.

Independent living is important and the opportunity to live in suitable housing, in a suitable location with the right individual support. One size does not fit all. Some people with autism said they felt that some professionals did not know enough about autism and had a very 'stereotypical view' and felt more training was needed for not just awareness but acceptance of difference.

"My autism is unique to me. I want people to have not just a greater awareness of autism, but also an acceptance of it. My brain works differently to other people, but I have my own unique skills to offer so don't see my diagnosis, see me".

- People have felt isolated and feel nervous so could need emotional and practical support to return to normality.
- Children and young people with a disability need an improved transition support programme to improve outcomes.
- There have been difficulties with some people accessing suitable health provision so this need addressing for effective future support.
- Improved post diagnostic support is needed for adults as some feel since having their diagnosis they are left "to get on with it".
- People with autism have struggled through the pandemic with loneliness and want more meaningful activities that inspire and support learning.
- Increased Autism Awareness training for the workforce and communities and how each person is unique with their own strengths and abilities.

Emerging Priorities

- 1. To provide more timely diagnosis of Autistic Spectrum Disorder and access to support services and information and advice.**

(6) MENTAL HEALTH

Mental health affects everyone as it includes emotional, psychological, and social well-being. It affects how we think, feel, and act. It helps determine how we handle stress, relate to others, and make life choices. Mental health is important at every stage of life, from childhood and adolescence through to adulthood. A quarter of people will experience mental health issues or illness at some point during their lifetime, often facing discrimination and stigma and affecting the people around them.

- 1 in 10 children between the ages of 5 and 16 have a mental health problem and many more have behavioural issues. There is evidence this is increasing.
- Approximately 50% of people with enduring mental health problems will have symptoms by the time they are 14 and many at a much younger age, demonstrating that mental illness can affect people across the course of their lives.
- Between 1 in 10 and 1 in 15 new mothers experience post-natal depression.
- 1 in 16 people over 65, and 1 in 6 over the age of 80, will be affected by dementia. Current estimates are that approximately 43,000 people in Wales are experiencing dementia and this is predicted to increase by over 30% in the next 10 years.
- 9 in 10 prisoners have a diagnosable mental health and/or substance misuse problem
- 295 people took their own life in Wales in 2020 (Samaritans)

Key Themes

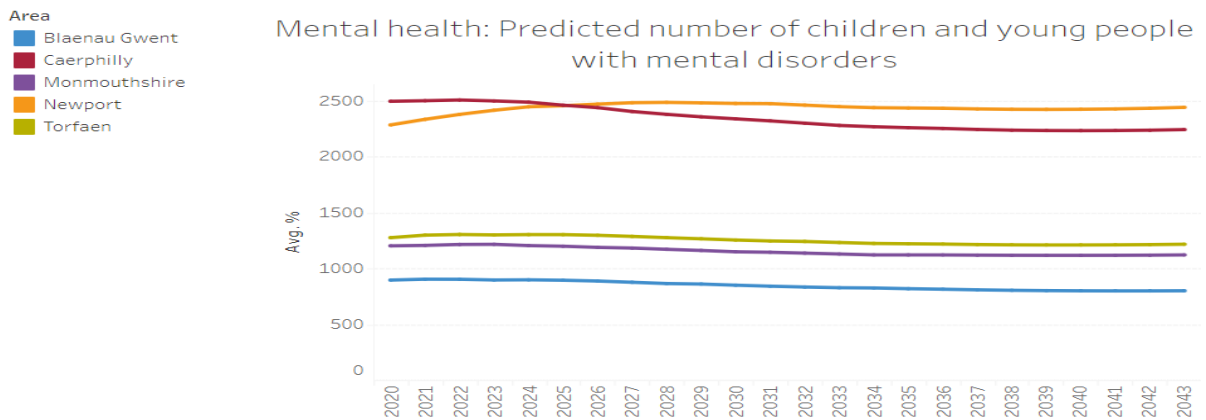
- Increased understanding and awareness of mental health amongst the public to reduce stigma.
- Improved interventions to help people to seek support earlier.
- To improve emotional well-being and mental health for adults and children through early intervention and community support.

Policy Areas

- Together for Mental Health Delivery Plan 2019-2022
- Together for Children and Young People Plan Together for Children and Young People, NHS Wales Health Collaborative
- Covid-19 in Wales: 'the mental health and wellbeing impact' by Cardiff University
- Talk to Me 2, Suicide and Self-Harm Prevention Strategy for Wales 2015-2020 [talk-to-me-2-suicide-and-self-harm-prevention-strategy-for-wales-2015-2020](#)
- National Mental Health Covid survey

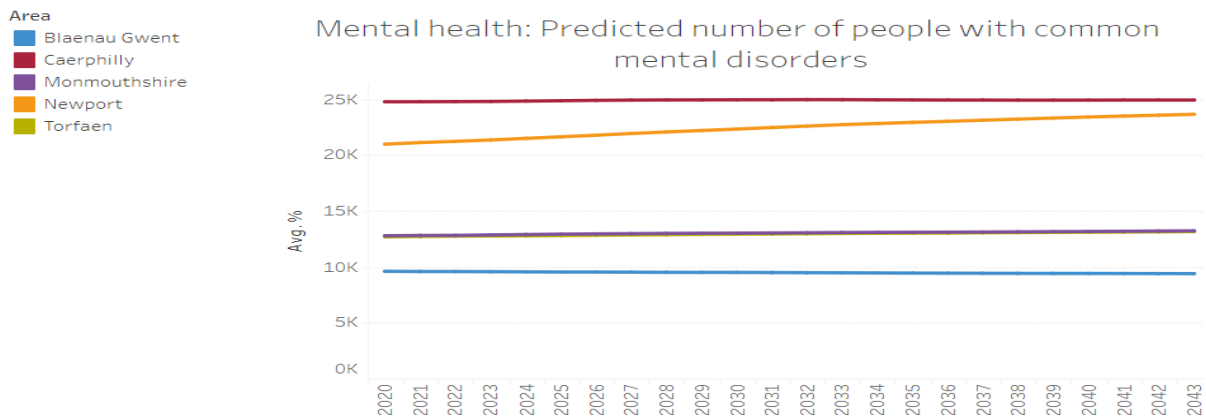
Gwent Population Needs Assessment

(6.1) Predicted number of people aged 5-15 that will have a mental disorders



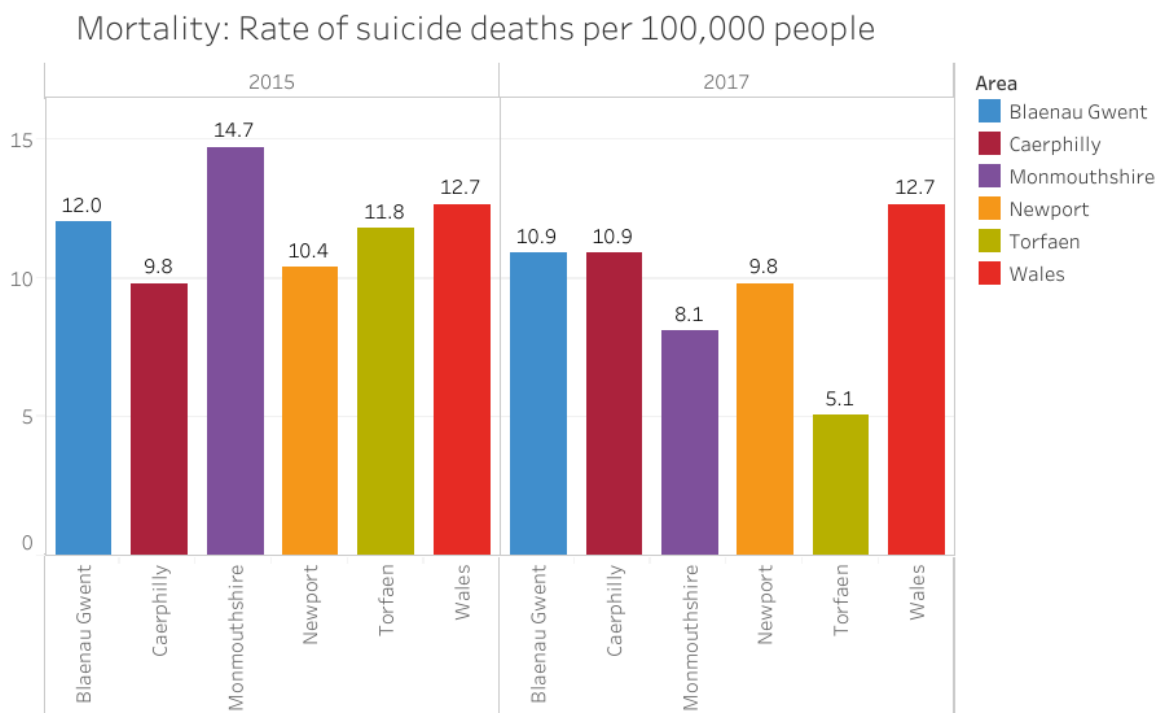
The percentage ranged from 66% in Blaenau Gwent to 78% in Monmouthshire. This compares with 72% of people aged 16 years or older free from a common mental disorder for Gwent and 74% for Wales.

(6.2) Number of people aged 16 plus free from a common mental disorder



Across the local authority areas in the Gwent region both Torfaen and Newport are predicted to see increases of 0.4% and 16.6% in the number of people aged 5 - 15 with a mental health problem. The other local authority areas are all predicted to see decreases over the same period

(6.3) Rate of suicide deaths per 100,000 people.



Office for National Statistics (ONS): SUI0003

Suicide is a major cause of death amongst the 15 to 44 age group. In Wales over the period 2010 – 2012 it accounted for almost one in five deaths in males aged 15 to 24 years and just over one in ten deaths amongst women of that age. Suicide (intentional self-harm and events of undetermined intent) accounted for 27% of external causes of death (transport accident, suicide, other accidental injury, other external causes) in all ages (15 and over) between 2010 and 2012. This exceeded deaths from road traffic accidents which account for 9.1% (an average of 107 per year) in the same age group and time period.

Research was completed in 2020/2021 by a range of partners from ABUHB, Swansea and Cardiff University, *‘The influence of the COVID-19 pandemic on mental wellbeing and psychological distress: A comparison across time’*. This research highlighted the impact the pandemic has likely had on psychological wellbeing and the mental health of many people. It was found that there was an increase in clinically significant levels of psychological distress in Wales, particularly in younger adults, women, and those from areas of greater deprivation. These findings can be used to prepare and plan for the wave of psychological distress that has been predicted to hit mental health support services due to the pandemic. ‘There is a need to balance the efforts to stop the spread of the virus against the mental health problems being caused by the virus’.

In Gwent we have established the multi-agency Gwent Suicide and Self-Harm Prevention Steering group to develop our local plan to be responsive to the needs of the population. We hold biannual workshops to ensure we engage and take account of evidence and local data. Suicide and self-harm prevention are everyone’s business and requires a collaborative

approach and we have a passionate proactive partnership to take this work forward. The Gwent Suicide and Self-Harm prevention plan reflects the national Talk to Me 2 strategy, setting our aims and objectives to prevent and reduce suicide and self-harm in Gwent and the workshops are used to discuss priorities for the year ahead.

There are additional data graphs relating to adults in the Social Wellbeing section of the Wellbeing Assessment including

1. Mental health
2. Loneliness
3. Suicide and self-harm

NHS Wales in conjunction with Cardiff and Swansea Universities developed a national survey to assess levels of mental health during the recent pandemic. This research examined the psychological wellbeing and mental distress of the population of Wales during the first and second national lockdown periods – June to July 2020 and Jan to March 2021 respectively.

- Survey 1 (June – July 2020): 12,989 completed the survey and of those, 2,470 (20%) indicated they lived in ABUHB region.
- Survey 2 (Jan – March 2021): 10,428 completed the survey and of those 3,486 (33%) indicated they lived in ABUHB region

(6.4) Research Findings: Variations across Wales – Percentage of respondents reporting moderate to severe psychological distress

Local Authority	Survey 1	Survey 2	Change from 2020 to 2021
Blaenau Gwent	43%	49.1%	+ 6.1
Caerphilly	37.8%	48.2%	+ 10.4
Monmouthshire	23.4%	34.9%	+ 11.5
Newport	38.6%	44.8%	+ 6.2
Torfaen	32.0%	46.8%	+ 14.8

More respondents were experiencing severe psychological distress in survey 2, compared to survey 1, and the RPB will need to keep the mental health and wellbeing of our population central to our medium/long whole system Covid-19 recovery policy and planning. The RPB will consider further actions at both a local and national level to mitigate the risk factors, and enhance the protective factors, associated with poor mental wellbeing and psychological distress; as well as exploring what further actions need to be taken to meet an increased need for mental health support across all tiers of service provision.

Emerging Themes, Future trends, and challenges

- Poor mental health and mental illness have a significant impact on individuals, society, and the economy overall. To respond to the mental health emergency, we need to work collaboratively to support more preventative and early interventions and encourage inclusivity.
- We need to promote the mental wellbeing of people in Gwent and ensure that the workforce is supported to be able to provide people with the support they need at the right time.
- Although progress has been made through previous strategies there is still work to do to improve life outcomes for people and address stigma.
- We need to improve information available to the public, to create more understanding of mental health and encourage people to talk to gain early support. It is also crucial we meet the needs of Welsh language, other languages, Easy Read and Braille; and other accessible formats so mental health information is accessible to all.
- There is a need for more meaningful activities to promote wellbeing and improve life outcomes.
- There is a need to tackle loneliness and isolation.
- In Gwent we need to look at ways of improving job opportunities for people with mental health issues to get people into work and out of poverty.
- The need to adopt the principles of consent, choice and inclusiveness, and respect for delivering care, within the least restrictive measure under the umbrella of ***mental capacity Act 2005 and the amended 2019 act***. This will mean commitment to implementing the newly amended MCA 2019 act when it finally becomes law

What are the gaps in understanding of wellbeing?

Blaenau Gwent	Caerphilly	Monmouthshire	Newport	Torfaen
316	758	324	567	378

There are a total of 2,343 people supported with mental health services through ABUHB but there are also signs that the pandemic is driving a worrying rise in mental health in Wales. Two thirds of people in Wales have said the pandemic has had a negative impact on their wellbeing. People have gone through adverse experiences such as losing their jobs, falling into debt, worrying about their health, and been isolated from friends and families. For most people, the symptoms of Covid-19 pass within a few days or weeks, but for some people the effects can last for weeks or months. This condition is called long Covid and can impact mental health causing depression and anxiety as well as sleep issues, extreme tiredness and a range of other debilitating symptoms.

Research was completed in 2020/2021 by a range of partners from ABUHB, Swansea and Cardiff University, ‘The influence of the COVID-19 pandemic on mental wellbeing and psychological distress: A comparison across time’. This research highlighted the impact the pandemic has likely had on psychological wellbeing and the mental health of many people. It was found that there was an increase in clinically significant levels of psychological distress in

Wales, particularly in younger adults, women, and those from areas of greater deprivation. These findings can be used to prepare and plan for the wave of psychological distress that has been predicted to hit mental health support services due to the pandemic. 'There is a need to balance the efforts to stop the spread of the virus against the mental health problems being caused by the virus'.

What people have told us

People have said they are struggling with poor mental health due to their early life experiences, financial issues, housing, long term illness, family worries, employment issues, bereavement or feeling burnt out from workloads and caring roles. Many people feel worse emotionally since the pandemic however it is worth noting that some people in Gwent also said they feel more relaxed in some ways; as life has slowed down for them and they don't have to go out of the house to access some services.

Some people felt they had to fight for support and had been pushed into financial difficulty as they had to give up work as unable to cope. Also, people from BAME communities said their mental health had been affected by racism, inequalities, and mental health stigma with added stress of the challenges of accessing services. There can also be language barriers and not knowing where to turn for help.

Waiting lists for mental health services can be lengthy due to the level of need and during this time an individual's emotional wellbeing can decline further. Some people also felt that there was not enough crisis support.

"I wish people viewed mental health differently I used to work but had to give up as I was not emotionally well enough and started having physical problems. That could happen to anyone at any time, People still judge and there is still a stigma to mental health".

Emerging Priorities

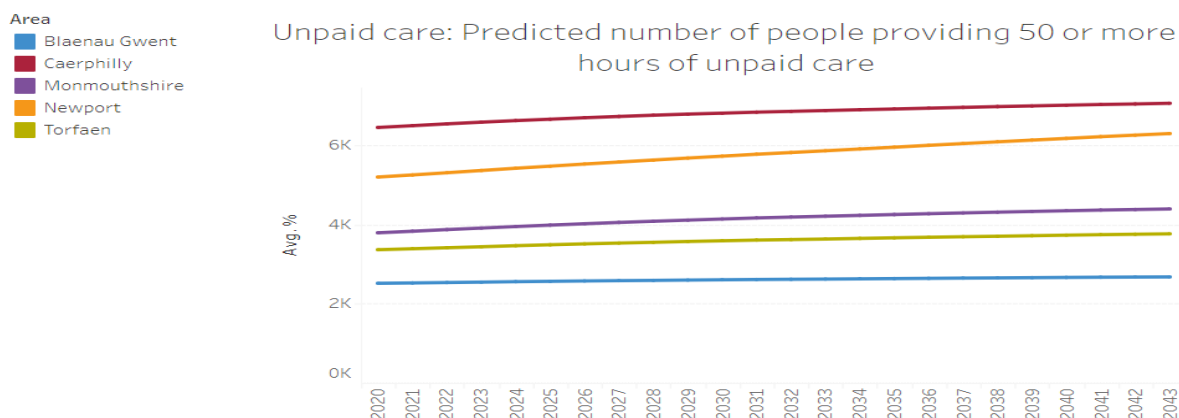
- 1. Increased understanding and awareness of mental health amongst the public to reduce stigma and help people to seek support earlier.**
- 2. To improve emotional well-being and mental health for adults and children through early intervention and community support.**

(7) CARERS WHO NEED SUPPORT

Policy Area

- Welsh Government’s Strategy for Unpaid Carers

(7.1) Predicted number of people providing 50+ hours of unpaid care



Figures are taken from the Census 2011 reference CT0224 - Sex by age by provision of unpaid care by general health. This dataset provides estimates that classify usual residents of England and Wales by provision of unpaid care and by age and by general health. All local authority areas across the Gwent region are predicted to see an increase in the number. The predicted increases range from 35.6% in Blaenau Gwent to 58.9% in Monmouthshire over the period.

A survey by Carers UK of over 8,000 people currently caring unpaid for family or friends, the majority of whom provide well over 50 hours of care every week, reveals the huge personal and financial cost of caring for a loved one. Nearly one in four carers (23%) do not have enough money to cover their monthly expenses. Many carers are worrying about how they will cope this winter face rising energy prices and increases in the cost of living. As well as providing significant levels of care themselves, almost two thirds (63%) of carers are also using their own income or savings to cover the cost of care, equipment or products for the person they care for. On average carers spend an estimated £1,370 a year on services or equipment for the person they care for.

The situation has got worse during the pandemic with over one in three carers (36%) saying that their financial situation has worsened since the start of the COVID-19 pandemic and a quarter (25%) are spending more on equipment or products for the person they care for. As a result many are struggling financially and unable to save for their own retirement. Almost two-thirds of carers (65%) say they are worried about their ability to save and plan for the future. The financial strain is also damaging carers’ mental health with over half (52%) reporting they feel anxious or stressed about their finances, and over one in three carers (35%) providing more than 35 hours of care a week said they have been or are in debt.

Gwent Population Needs Assessment

Carers are still having to take on more hours of care for the person they care for, with 55% of carers having reduced or no access to day services and a third of carers reporting reduced or no access to paid care workers.

(7.2) Number of young carers known to Social Services during the year 2016

Blaenau Gwent	Caerphilly	Monmouthshire	Newport	Torfaen
17	45	38	51	49

A young carer is someone aged under 18 who takes responsibility for someone who is ill, disabled, elderly, experiencing mental distress or affected by substance misuse, or has substantial responsibility for caring for a sibling. A young carer may be from any family. They may be the person providing all of the care but may also help someone else to provide the care.

(7.3) Number of schools engaging in Young Carers in School Programme

	Number of Primary Schools	Engaging Primary schools	Number of Secondary Schools	Engaging secondary schools	Engaging PRS 1/5
Blaenau Gwent	23	3	4	3	
Caerphilly	78	8	12	7	
Monmouthshire	30	1	4	4	1
Newport	46	3	9	8	
Torfaen	26	6	6	5	
Total	203	21 (10%)	35	27 (77%)	1 (20%)

The RPBs commitment to supporting young/young adult carers in education remains high especially identifying hidden carers. We have seen a changing climate for young carers balancing their caring roles, alongside coping with firstly school closures and managing online learning and then reopening of schools further exacerbated by outbreak quarantines. It has become ever more important that systems are in place to understand, inform, identify, support and listen to young carers. We have been raising awareness with school staff and students about young carers and the challenges they may face and encouraging parents and young people to identify themselves to receive tailored support with their education. This has been done in a range of ways to take account of Covid restrictions which has made it difficult to offer face to face visits including: staff training is offered every 6-8 weeks virtually to schools in Gwent; assembly videos can be shared with students and staff of all ages; letters sent to families with information on how to access young carer services and carers assessments locally.


The Young Carers in schools programme delivered by CTSEW has seen an increase in demand. In Gwent, a total of 49 primary/ secondary schools are engaging with the programme. Originally this programme funded one Schools Development Worker with support from the Young Carers Manager. This year it has become necessary to review this, to take account of support and engagement needed with primary schools with an additional Young Carers in Schools Programme Officer to focus on primary schools in Gwent.

(7.4) Predicted number of people aged 16 - 24 that will provide 1 - 19 hours of unpaid care in 2035

Blaenau Gwent	Caerphilly	Monmouthshire	Newport	Torfaen
266	904	236	740	464

Figures are taken from the Welsh Health Survey 2008: Health of Carers. The prevalence rates have been applied to population projections to give estimated numbers predicted to provide unpaid care, to 2035.

(7.5) Number of carers accessing regional Carers Hub

	Number of Carers Accessing Gwent Carers Hub	Number of Referrals Received	Number of Referrals from Professionals
April 2020 – March 2021	1105	530	187
April 2021	283	42	3
May	239	85	8
June	323	70	3
July	310	58	12
August	303	48	3
Sept	191	50	6
Total	1649	353	35

The Gwent Carers Hub is available to all carers in the Gwent region. During 2020/21, 1105 carers accessed the Gwent carers hub. We have already seen a significant increase this year; in the period April 2021- September 2021 up to 24th September 2021, 1649 carers accessed the service. The Carers Hub provide accesses to information as well as wellbeing activities, first aid training for carers, legal clinics, coffee morning, complimentary therapies and drop in services.

Emerging Themes, Future trends, and challenges

Carers UK report that:

- There are 370,230 carers in Wales according to the 2011 census
- The Office of National Statistics indicated that there are 487,000 carers in Wales in a 2019 survey
- Every year in Wales 123,000 people become carers
- Carers save the Wales economy £8.1 billion per year
- Nearly 3 million people in the UK juggle caring with holding down a job
- The main carers' benefit is worth just £64.60 for a minimum of 35 hours - £1.85 per hour
- 103,594 people in Wales provide over 50 hours of care per week

- People providing high levels of care are twice as likely to be permanently sick or disabled
- Over 1 million people in the UK care for more than one person
- 58% of carers across the UK are women; 42% are men
- By 2037 the number of carers in the UK will have increased to 9 million

On 1st October 2021, the **Older Persons Commissioner reported on her findings in their 'State of the nation' report**. This highlighted that unpaid care had increased significantly with 80% providing more care than before the pandemic, 72% had not had a break from their caring roles since the pandemic and reported loneliness of older people had increased from 49% to 75%.

In **2021/22 Welsh Government reaffirmed its commitment to carers with the announcement of £1 million nationally for Local Health Boards** to work collaboratively with partners to address four national priorities to improve support for carers by:

- identifying and valuing carers;
- providing information, advice and assistance
- supporting life alongside caring and
- supporting unpaid carers in education and the workplace.

In January 2022 the commitment was confirmed further but with a single focus of supporting hospital discharge.

Public Health Wales research *'Unpaid carers in Wales: The creation of an e-cohort to understand long-term health conditions amongst unpaid carers in Wales'* was the first study in Wales providing a comprehensive assessment of the prevalence of physical and mental long-term health conditions and multimorbidity as managed in primary care amongst unpaid carers, and compared to a matched comparison group of non-carers in Wales. The study highlights the health needs of unpaid carers are often overlooked due to the focus on the health of those being cared for. Understanding the health and wellbeing needs of unpaid carers themselves is of key importance, to ensure support is in place to maintain their own good health whilst they also care for others. The research also found:

- Routinely collected primary care data and National Survey for Wales data were used to identify 62,942 unpaid carers in Wales since 2011; this electronic-cohort **of unpaid carers were more likely to be female, of older age and live in deprived areas**, compared to the general population in Wales.
- Thirty-six out of thirty-seven physical and mental long-term health conditions recorded in primary care were more prevalent among unpaid carers than non-carers. The most **prevalent condition for both unpaid carers and non-carers was anxiety and/or depression, with standardised rates of 248 and 137 per 1,000 population respectively**.
- For some conditions, there was evidence to suggest onset at a younger age amongst unpaid carers such as anxiety and/or depression, irritable bowel syndrome and musculoskeletal disorders.
- **Unpaid carers were more likely to be living with multiple long-term health conditions (308 per 1,000 population amongst unpaid carers compared to 187 per 1,000 population**

amongst non-carers), and the difference in prevalence was greater at a younger age (e.g. for those aged 25-34yrs, 205 per 1,000 population amongst unpaid carers compared to 79 per 1,000 population amongst non-carers). In older age, the proportion of unpaid carers managing multiple long-term conditions exceeded 550 per 1,000 by the age of 65 years and above, whereas amongst non-carers this proportion was only exceeded at 75 years and above.

What Carers have told us?

During Cares week 2021, over 700 carers were involved in activities and information awareness including over 100 young carers. Carers week is an opportunity to raise greater awareness of the caring role and provide information to the public. One local authority used this an opportunity to all gather feedback on services.

There were 466 webpage views during Carers Week, an average of 1,684 people saw each daily Facebook carers posts between 3 and 13 June 2021 which resulted in 102 clicks for further information. The highest numbers of people who saw individual posts was on 8 June with a reach of 2,093 people. There was an average of 1,669 Twitter impressions across the week. The most popular post was on 3 June which detailed the lighting of the Civic Centre clock tower in blue to mark Carers Week 2021.

State of Caring 2021 in Wales: each year, Carers UK carries out a survey of carers to understand the current state of caring in the UK. This report contains a snapshot of what caring in Wales is like in 2021, capturing the impact that caring has on carers' lives and evidencing the policy recommendations that would improve this.

Finances: caring often brings with it additional costs, from equipment and care costs to increased expenditure on fuel and transportation. When asked to describe their current financial situation, 36% of carers in Wales said they were struggling to make ends meet. A further 23% are or have been in debt as a result of caring and 8% cannot afford utility bills such as electricity, gas, water or telephone bills. When asked about how their financial situation had changed since the start of the COVID-19 pandemic, 36% of carers said that their financial situation had got worse since the start of the pandemic. Caring can be expensive and 65% of carers are spending their own money on care, support services or products for the person they care for. The average monthly spend for carers in Wales is £109.75 and with high rates of inflation and a rising cost of living, this extra spend is likely to further disadvantage carers financially.

Support and Services: carers often need practical and emotional support to enable them to care safely for people with complex needs, and too often they struggle to get the support they need. When asked about barriers to accessing support, the largest issue for Welsh carers was that they did not know what services were available in their area with 40% of carers reporting this as a barrier. In addition, 30% of carers were concerned about the risk of catching COVID-19 and 32% say that the care and support services did not meet their needs. Considering the future of services, 51% of carers were uncertain about what practical support

they may be able to access in the next twelve months and 66% were worried that services will be reduced.

Health: Caring can have a detrimental impact on someone's physical and mental health. 26% of carers described their physical health as bad or very bad. 34% of carers rated their mental health as bad or very bad. Looking at wider indicators of wellbeing, 36% of carers reported that they are often or always lonely, otherwise known as being 'chronically lonely'. Carers also rated their overall satisfaction with life at an average of 4 out of 10 and their level of anxiety at 6 out of 10. Carer's assessments The Social Services and Well-being (Wales) Act 2014 gives Welsh carers the right to a carer's needs assessment. Despite carers' rights to assessments only 21% of Welsh carers reported having an assessment in the last 12 months. Of those, 28% waited more than six months for their assessment. Of those who hadn't requested a carer's assessment, 37% stated that this was because they didn't know what it was and 20% stated it was because they didn't think it would be beneficial. 10% of carers said their assessment had been postponed or they were still waiting.

Technology: When asked about their current use of digital technology, remote healthcare such as online GP appointments was the most popular technology listed with 37% of carers stating that this made their caring role easier. Looking to the future, 31% of Welsh carers would like to continue accessing support services digitally in the future and 44% stating they would like to continue accessing health and social care services digitally.

Work: Working carers represent a significant proportion of the working population and 196 respondents were in paid work. The pandemic is continuing to have an impact on working experiences, with 51% of working carers are working from home part or full time. The limited return of services continues to have an impact. 30% of working carers in Wales stated that if care services did not return, they would either need to reduce their working hours or give up work entirely.

Respite is continually highlighted as the highest support need for carers across Gwent.

Emerging Priorities

1. Support carers to care through flexible respite, access to accurate information, peer to peer support, effective care planning and through an increased public understanding.
2. Improve well-being of young carers & young adult carers and mitigating against the long term impact of Covid-19 pandemic

(8) HOUSING

Housing needs include specialist housing and accommodation needs of the core priority groups, including supported accommodation, such as extra care housing, supported living for adults with a disability, and small unit residential care for children with higher needs. Also included are additional investment in adaptations to support people in the priority groups to continue to live independently and safely in their own home.

Policy Areas

- The Housing (Wales) Act 2014
- Well-being of Future Generations (Wales) Act 2015
- Renting Homes (Wales) Act 2016
- Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015
- Substance Misuse Delivery Plan 2019 – 2022
- Together for Mental Health: A Strategy for Mental Health and Wellbeing in Wales
- Equality Act 2010
- Code of Guidance for Local Authorities on the Allocation of Accommodation and Homelessness 2016
- Housing Support Grant Guidance March 2021
- Programme Plans and Objectives (PPO) being undertaken for the ICF Capital Funding programme.
- Local Housing Market Assessments (LHMAs)
- Welsh Government Strategy for Preventing and Ending Homelessness
- Ending Homelessness in Wales: A high level action plan 2021-2026

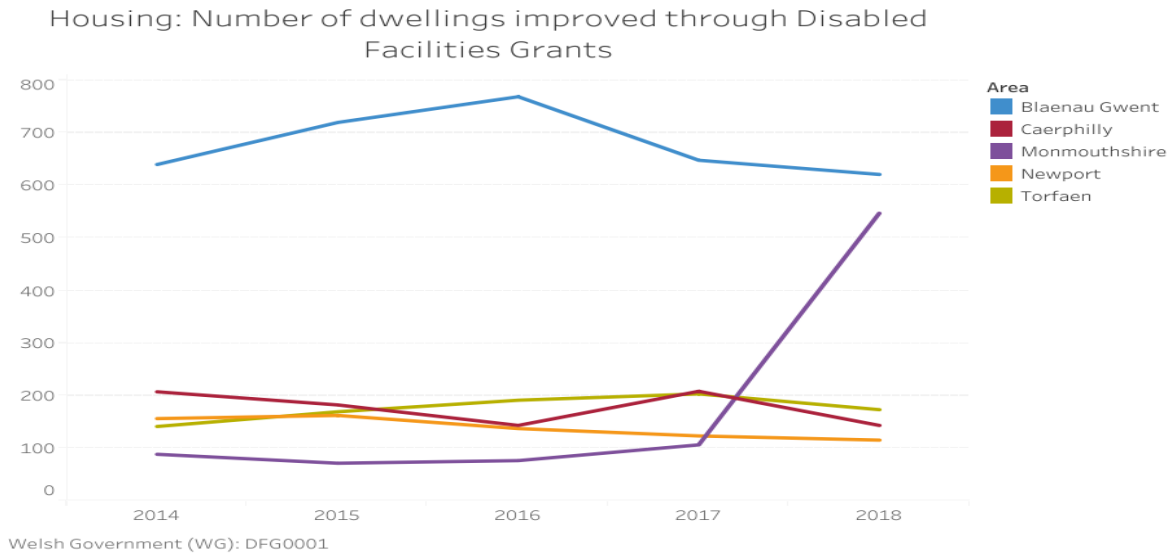
(8.1) Rate of all other accommodation for persons aged 16+ with a learning disability per 10,000 population

Blaenau Gwent	Caerphilly	Monmouthshire	Newport	Torfaen
3.8	6.6	9.4	7.6	5.1

The data is taken from the Register of persons with learning disabilities (SSDA901). The data may be an underestimate of the total number of people with learning disabilities as registration is voluntary. Local authorities submit numbers of those identified as having a learning disability currently known to the authority and included in a register for the purpose of planning or providing services.

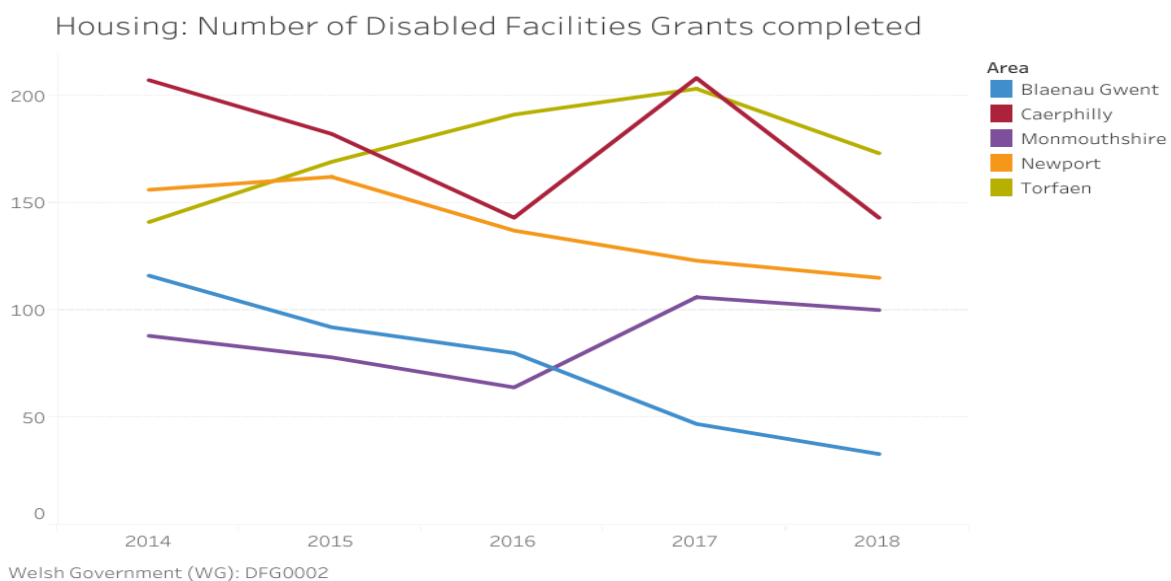
Gwent Population Needs Assessment

(8.2) Number of dwellings improved through Disabled Facilities Grant



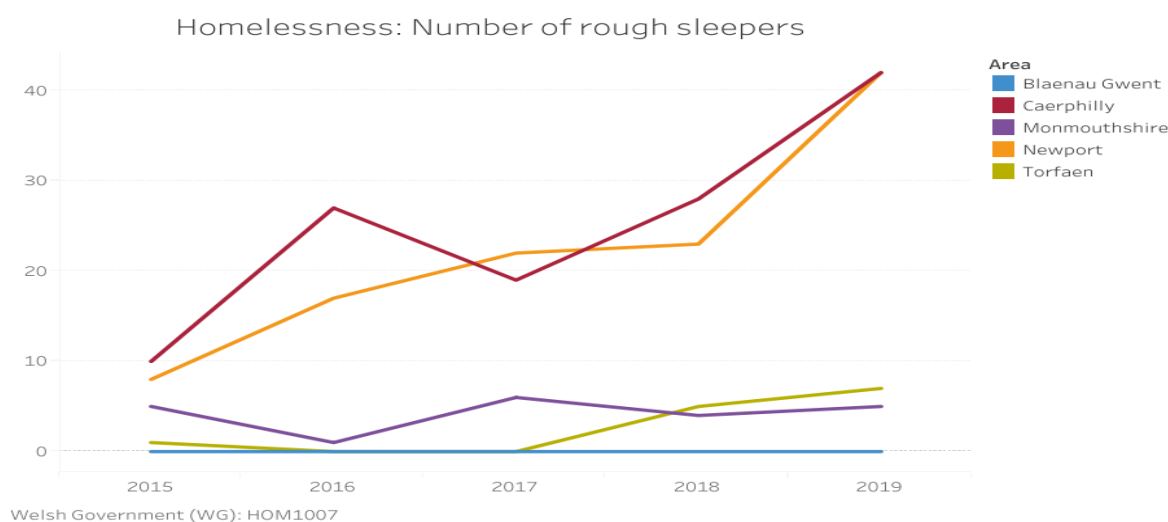
The DFG is a mandatory council grant that helps to meet the costs of adapting a disabled person's home so that they can continue to live there as independently as possible. Tenants, owner occupiers and landlords who have a disabled tenant can apply for a DFG. The DFG is a means tested grant to disabled adults (means testing does not apply to parents of dependent disabled children or young people under 19). This means depending on your income, savings and outgoings, you might have to make a contribution towards the cost of the works. In Wales, the maximum DFG award is currently £36,000. There is growing concern amongst LAs given budget pressures and introduction of financial assessments, that a number of people are pulling out of the process and exacerbating original issues.

(8.3) Number of Disabled Facilities Grants completed



Examples of the sorts of adaptations the DFG covers include: Widening doors and installing ramps or stairlifts, Kitchen and bathroom adaptations for eg. walk in showers, Extensions (possibly for a downstairs bathroom and/or bedroom), Installing a suitable heating system that meets the disabled person's needs, Adapting the controls on the heating system or lighting so they are easier to use. Before a formal DFG application is considered, a social services department's occupational therapist (OT) will usually need to assess the disabled person's needs, including whether the works are "necessary and appropriate". The OT's recommendations are normally put to the Housing Department who administers the DFG. The council will then have to decide whether it is "reasonable and practicable" to do the works. Given the challenges and lack of recruitment into OT posts, there is a real concern that the number of DFG completed will decrease. The RPB are currently assessing the potential impact across the 5 LAs.

(8.4) Number of rough sleepers



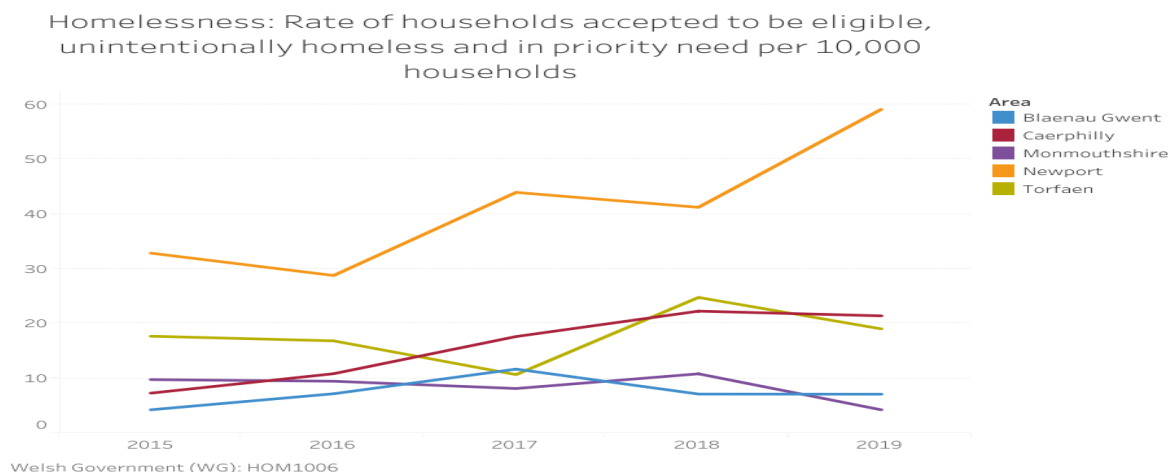
Homelessness is where a person lacks accommodation or where their tenure is not secure. Rough sleeping is the most visible and acute end of the homelessness spectrum, but homelessness includes anyone who has no accommodation, cannot gain access to their accommodation or where it is not reasonable for them to continue to occupy accommodation. This would include overcrowding, 'sofa surfing', victims of abuse and many more scenarios. A person is also homeless if their accommodation is a moveable structure and there is no place where it can be placed. Homelessness, or the risk of it, can have a devastating effect on individuals and families. It affects people's physical and mental health and well-being, and children's development and education, and risks individuals falling into a downward spiral toward the more acute forms of homelessness. The impacts can be particularly devastating if a stable, affordable, housing solution isn't achieved and people end up having to move frequently. The average age of death for people experiencing homelessness is 45 for men and 43 for women. People sleeping rough are 17 times more likely to have been the victims of violence. Homeless people are 9 times more likely to take their own life than the general population Ref: [About Homelessness | Crisis UK](#)

Gwent Population Needs Assessment

Implementation of Part 2 of the Housing (Wales) Act 2014 by local authorities across Wales has done much to prevent individuals and families from becoming homeless – over 23,673 households since 2015. However, whilst prevention rates remain high at 68% in 2018-19, there are still far too many whose homelessness is not prevented and who are falling through the net. The demand on local authority services under the 2014 Act duties is increasing. In 2018-19 over 10,000 households presented to local authorities as at risk and a further 11,500+ presented as homeless and owed a duty.

Rough sleeper numbers in Wales are estimated to be 128 in September 2021, with numbers increasing slightly over the summer period. The data available is more accurate and current than it has ever been and provides a clearer understanding of all forms of homelessness in Wales, which would otherwise be masked through sofa surfing, living in overcrowded homes or unconventional types of dwellings.

(8.5) Rate of households accepted to be eligible, unintentionally homeless and in priority need per 10,000 households.



At the start of the first lockdown in March 2020, an emergency homelessness response was put in place. This involved additional funding, together with both statutory and non-statutory guidance to ensure that no-one was left without accommodation, together with the support they need, to stay safe during the pandemic. The inclusive 'no-one left out' approach has been in place continuously since then and to date has resulted in local authorities and their partners supporting over 15,300 people into temporary accommodation since March 2020. Latest data shows there were 6,935 people in temporary accommodation at the end of September 2021, of which 1,742 were dependent children.

Whilst the pressure on homelessness services remains high, with around 1,000 people presenting a month, understanding the true scale of homelessness presents us with a unique opportunity to make the radical change required to address it. It increases the urgency and importance of preventative work to stop people ever experiencing the destabilising impact of homelessness. It increases the urgency and understanding of the housing capacity required, both in the social and private sector, to make the transformational shift required to end homelessness. Latest figures for 2021

Blaenau Gwent	Caerphilly	Monmouthshire	Newport	Torfaen	Wales
8	24	4	58	33	28

(8.6) Temporary Accommodation

The table below shows the number of homeless households in temporary accommodation in Gwent at 31st March 2021 and to allow for comparison the table following shows the number of households in temporary accommodation in Gwent as at 31st March 2020 and number of households in temporary accommodation in Gwent as at 31st March 2020 is also provided. Ref: [Households in Temporary Accommodation \(gov.wales\)](#)

Authority	No of households in temporary accommodation at 31 March 2021	Mid-year 2020 household estimates	Rate per 10,000 households	No of households in temporary accommodation at 31 March 2020
Blaenau Gwent	38	31,371	12.1	27
Caerphilly	224	77,242	29.0	123
Monmouthshire	131	40,712	32.2	21
Newport	346	66,543	52.0	153
Torfaen	88	40,813	21.6	60
Gwent	827	N/A	N/A	384
Wales	3,730	1,378,226	27.1	2,325

Newport reported the second highest number of households in temporary accommodation as at 31st March 2021 in Wales and saw the biggest increase during this collection period (April 2020 – March 2021). Following a Gwent regional snapshot collection that was collated during September 2021 through the Regional Housing Support Collaborative Group, we can see that the trajectory of people accommodated in temporary accommodation has since increased again to 936 households. Additionally, waiting list figures were also collected as part of this snapshot exercise and as of 10th Sept 2021 there were 452 households on the waiting list for temporary accommodation.

(8.7) Provision of accommodation for 16 and 17-year-old young people who may be homeless

Supporting children and young people to remain with their families is in the best interest of most children. This fundamental principle also applies to 16 or 17 year olds, unless it is not safe or appropriate to do so or where there are other responsible adults in their wider family and friends network that can care for the young person. Gwent Local Authorities explicitly recognise this principle, with services commissioned to work pro-actively with young people and their families to identify and resolve the issues which have led to the homelessness crisis. This could involve family support such as family mediation or family group conferences.

Where a young person approaches for housing assistance, their needs for accommodation are clearly assessed taking into consideration their welfare and ability to continue to live in their current accommodation or family home. If a young person is eligible for assistance the accommodation must be suitable. B&B accommodation is not normally considered to be a suitable option and therefore is only used by Gwent Local Authorities as an emergency short term provision.

The following information is collected by Welsh Government in order to establish the number of placements made by Local Authorities into Bed and Breakfast accommodation to meet the

Gwent Population Needs Assessment

immediate housing needs of all young people aged 16/17, and also 18-20 year olds (up to 21st birthday) who have previously been in care.

Total placements in bed and breakfasts during the quarter, by length of stay and whether the provision is through Homelessness or Social Services legislation - Period (2020-21 January –March)

	Total		Total of which are single person household: Aged 16 to 17	Of which are care leavers only, aged 18 to 21, accommodated by the current Homelessness legislation
	Of which are single person household: Aged 16 to 17, accommodated by the current Homelessness legislation	Of which are single person household: Aged 16 to 17, Accommodated by Children's Social Services		
Wales	75	42	120	69
Gwent	30	21	54	18

Emerging Themes, Future trends, and challenges

Each year local authority Housing Support Grant teams will distribute a Gwent Housing Support annual service user survey and the survey has become an important and established element of the needs mapping process. It is the responsibility of the local authorities in the region to ensure that engagement is undertaken with those who have used services. Those who have needed to use services funded through the Housing Support Grant come from a wide range of backgrounds and receive support on a range of different issues; the support they receive is person centred and aims to help people to secure and maintain sustainable housing and to develop the skills needed to help them thrive. Consultation with stakeholders happens with face to face meetings and forums taking place at a local level and regionally through an annual survey and quarterly regional provider forum meetings.

During 2020/21, a total of 262 responses were received to the questionnaire with engagement in the consultation exercise across all Gwent Local Authorities. There are approximately 7000 people receiving support across Gwent at any one time from services funded through the Housing Support Grant; finding ways to encourage people to engage in the survey continues to be an important consideration going forward. A number of key messages were highlighted through the survey and included

- access to technology as part of the support planning process
- closer links need to be made with digital inclusion projects delivered across the region
- access to digital inclusion services and projects to improve their skills and develop their learning in this area and this should be clearly identified in their support plan.

A stakeholder survey is also shared with the service user questionnaire and 31 partners provided feedback and includes

- Scope out exactly what is available
- Long term planning, partnership working and communication is key
- Develop assessments of need

Gwent Population Needs Assessment

- Lack of suitable affordable accommodation and not enough single units as there are not the properties available and we need to develop and bring online more accommodation
- Young people being placed in accommodation that does not meet their needs
- Great vision but stock needs to be there in order for it to be successful.

Following the Housing Support needs planning and consultation processes completed during 2021; the following regional strategic objectives have been developed and agreed with partners and the Regional Housing Support Collaborative Group:

- Deliver high quality, effective and responsive services
- Expand our reach by collaborating and working in partnership
- Strengthen engagement and accessibility

Key initiatives are being developed to deliver against these strategic goals and these will be reviewed on an annual basis (*– the attached pic captures the above responses – workforce development –training, promotion, collaboration and partnership working, digital inclusion and engagement*).



Homelessness

A change in circumstances or a significant life event such as a relationship breakdown or losing employment, has the potential to unexpectedly push any one of us towards the experience of homelessness; a devastating, dangerous, isolating and potentially life changing and

threatening experience. Some people are more at risk of homelessness and these include those who are leaving home for the first time or leaving care, being pregnant and having nowhere to stay, living on a low income, leaving prison, or from being an asylum seeker or refugee.

The Welsh Government definition of homelessness:

'Homelessness is where a person lacks accommodation or where their tenure is not secure. Rough sleeping is the most visible and acute end of the homelessness spectrum, but homelessness includes anyone who has no accommodation, cannot gain access to their accommodation or where it is not reasonable for them to continue to occupy accommodation. This would include overcrowding, 'sofa surfing', victims of abuse and many more scenarios. A person is also homeless if their accommodation is a moveable structure and there is no place where it can be placed.'

Homelessness, or the risk of it, can have a devastating effect on individuals and families. It affects people's physical and mental health and well-being, and children's development and education, and risks individuals falling into a downward spiral toward the more acute forms of homelessness. The impacts can be particularly devastating if a stable, affordable, housing solution isn't achieved, and people end up having to move frequently.

Impact and response during pandemic

The vision in Gwent is for everyone to have a home to live in and the right support if they need it to lead a fulfilling life. Since the onset of the Coronavirus (COVID-19) pandemic, an emergency homelessness response has been in place and the approach to homelessness has been transformed with the introduction of a 'no-one left out' approach, this involved additional funding, together with both statutory and non-statutory guidance to ensure that no-one was left without accommodation, together with the support they need, to stay safe during the pandemic. Many households were supported into emergency temporary accommodation and as at 31 March 2021, there were 3,729 households placed in temporary accommodation across Wales. This is an increase of 60% on 31 March 2020, and is the highest figure recorded since the introduction of the current legislation in April 2015.

This inclusive "no-one" left out approach has been in place continuously since then and resulted in over 15,000 people being supported into temporary accommodation across Wales between March 2020 and the end of September 2021. The scale of what may once have been considered hidden homelessness and inequality within Wales has become evident. Latest data shows there were 6,935 people in temporary accommodation across Wales at the end of September 2021, of which 1,742 were dependent children.

Whilst the pressure on homelessness services remains high, with around 1,000 people presenting a month, understanding the true scale of homelessness presents us with a unique opportunity to make the radical change required to address it. It increases the urgency and importance of preventative work to stop people ever experiencing the destabilising impact of homelessness. It increases the urgency and understanding of the housing capacity required,

both in the social and private sector, to make the transformational shift required to end homelessness.

The publishing of the “Ending Homelessness in Wales: A high level action plan 2021-2026 sets out that Welsh Government sees being homeless as simply intolerable and their vision to make homelessness

- **“Rare”** - Ensuring homelessness is rare means preventing people from becoming homeless in the first place
- **“Brief”** – How a national focus on rapid rehousing will lead to a Wales where homelessness is brief
- **and “Unrepeated”** – Ensuring we have a system which places the right people in the right homes in the right communities with the right support, in order for people to succeed and thrive

The above sets the direction of travel for the work of Welsh Government and its partners to end homelessness in the next five years and the responsibility for ending homelessness to extend beyond dedicated homelessness and housing teams and demanding an “all public services” response.

There were a number of principles set out in the Welsh Governments Strategy for Ending Homelessness 2019 that underpin the approach to homelessness prevention and going forward are expected to underpin the work of delivery partners and are to be reflected across public services.

- The earliest preventions are most effective and most cost effective and should always be the interventions of first choice.
- Tackling and preventing homelessness is a public services matter – rather than a ‘housing matter’.
- All services should place the individual at the centre and work together in a trauma informed way.
- The duties in Part 2 of the Housing (Wales) Act 2014 should be the last line of defence – not the first - and all services should work to the spirit not simply the letter of the law.
- Policy, service delivery and practice should be informed and shaped in a co-productive manner and by those with lived experience.

Ref: Homelessness in Wales 2020-2021 Statistical First Release, Ending Homelessness in Wales; A High Level Action Plan 2021-2026

Emerging Priorities

1. A multi agency partnership approach to ensure appropriate housing and accommodation for older people and vulnerable citizens
2. Homelessness requiring a collaborative response from public services
3. Non use of B&B accommodation for young people

(9) Violence against women, domestic abuse and sexual violence (VAWDASV)

Domestic violence and abuse is a serious health and social care issue and has escalated through the pandemic, with access to services curtailed due to the covid 19 outbreak. It impacts on all services including adult and children's social service, health services, housing, criminal justice, education, police, and voluntary and community organisations; so, needs a collaborative approach. Anyone can be affected by domestic abuse and sexual violence including women, men, children, and young people. This can happen regarding of sex, age, ethnicity, gender, sexuality, disability, religion or belief, income, geography, or lifestyle. A significant number of people who experience VAWDASV will have one or more 'protected characteristic' under the Equality Act 2010 and will face additional vulnerabilities and have increased barriers to support.

Gwent has been working in partnership as the first region in Wales for strategic coordination of VAWDASV services, where we pioneer new ways of working. We have a range of early intervention and prevention services through Supporting People, Flying Start, Families First and also specialist sector services, recognising that survivors are the experts. There are a number of data sources available to the regional VAWDASV Board including

- Rate of sexual offences per 1,000 people
- Number of sexual offences
- Number of domestic violence offences
- Number of sexual and domestic violence offences
- Number of MARAC (domestic abuse) cases
- Number of recorded incidents of domestic abuse (DACC)

The RPB works alongside the VAWDASV Board and does not replicate the information monitored.

Emerging Themes, Future trends, and challenges

The pandemic has highlighted the dangers faced by victims and survivors. In Wales during the lockdown period calls to the Wales national helpline Live Fear Free, rose by 49% and call times trebled with those contacting the helpline often reporting more frequent abuse with shorter escalation periods. (Social Care Wales 2021) There has also been a surge in calls and website visits to specialist domestic violence services and emergency services have experienced an overstretched workforce tackling the pandemic.

As lockdown restrictions ease it is expected there will be a demand in services as individuals and

"I have spent most of the pandemic living with daily anxiety for fear something will kick off and have been trying to avoid conflict at all costs with my partner. It has been a scary depressing time for me, and I have felt like I can't breathe".

families look for support. We need to build back better, investing in prevention and early intervention so people can access the right support at the right time. We also need to deliver a whole system approach to tackling abuse and ensuring the safety of both young people and adults through access to safe, effective, trauma informed support.

Gwent Population Needs Assessment

Emerging Priorities

- 1. TBC by VAWDASV Board**

(10) GWENT WORKFORCE AND DEVELOPMENT

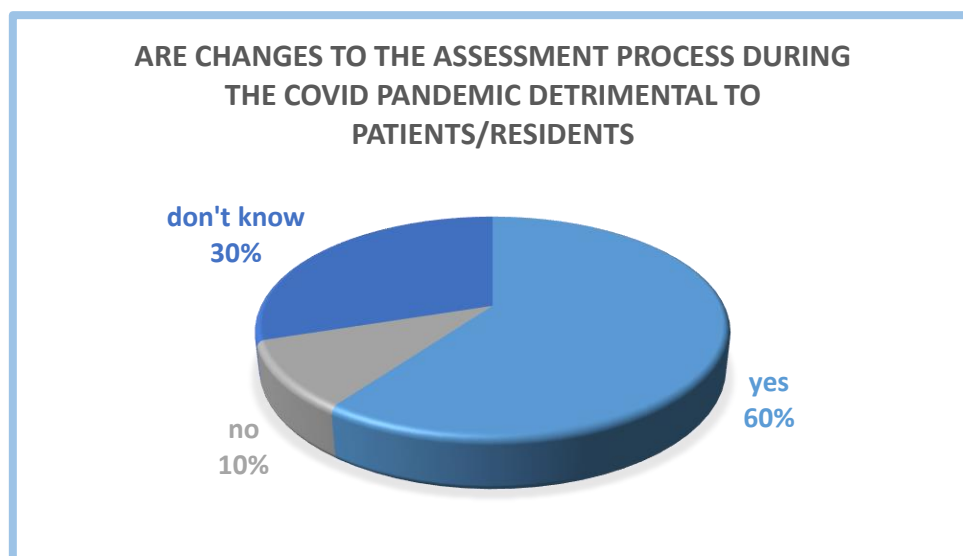
The RPB have established a regional Workforce and Development Board with a delivery plan which is monitored by the Board. Workforce Development managers and the regional Partnership Team meet regularly, prior to the board to ensure consistent developments across the workforce, joint training and continuous development of the regional training plan.

The health and social care workforce has come under an increased focus during the pandemic and with huge recognition amongst the public given the commitment of staff to support vulnerable citizens across the region. Recruitment and levels of pay have proven to be challenging issues across the UK, Wales and in the region. This will require national solutions and an area for RPB focus going forward given that workforce will be the foundations for all health and social care support going forward.

Local Workforce Development Managers and the regional Transformation team form part of a National Social Services and Well-being Act Workforce Development Group. The group ensures coordinated development across Welsh Government, Care Council for Wales and regional and Workforce Development teams and ensures there is a focus on raising the profile of the care sector as a career path and raising standards through commissioning.

(10.1) A survey of the experiences and views of Mental Health assessors and Deprivations of Liberties process during the COVID-19 pandemic.

The Deprivation of Liberty Safeguards (DoLs) provides a legal framework to protect vulnerable adults, who may become, or are currently being deprived of their liberty in a care home or hospital setting and who lack mental capacity to consent to their care arrangements. Measures introduced to manage the spread of COVID-19 by the UK and Welsh Government have impacted upon the assessment process for Deprivation of Liberty safeguards and Best Interest Assessors, Mental health Assessors and DoLs Signatories working in Gwent were asked to complete a survey in relation to their views and experiences during the COVID pandemic.



Gwent Population Needs Assessment

It is clear from practitioners that the virtual and online form of assessment, although necessary at the time, has not been as seamless as other assessments. Barriers to completing DoLs assessments due to the COVID pandemic need further examination and an area of focus for Welsh Government as well as the RPB.



COUNCIL – 16TH MARCH 2022

**SUBJECT: NATIONAL COLLABORATIVE ARRANGEMENTS FOR
WELSH LOCAL AUTHORITY ADOPTION AND FOSTERING
SERVICES**

REPORT BY: CORPORATE DIRECTOR – SOCIAL SERVICES & HOUSING

1. PURPOSE OF REPORT

- 1.1 The attached reports cover the proposal to establish national collaborative governance arrangements for the National Adoption Service (NAS) and Foster Wales (FW) through the creation of a Joint Committee supported by the Welsh Local Government Association (WLGA).

2. SUMMARY

- 2.1 The delivery of statutory Adoption and Fostering Services are a key component of Local Authority Children's Services' and are closely aligned in terms of regulation, guidance and operational practice.
- 2.2 The Association of Directors of Social Services Cymru (ADSSC), through the Heads of Children's Services Group have led the way in relation to service delivery and improvement in both Adoption and Fostering through the establishment of a National Adoption Service (NAS) and Foster Wales (FW). Both NAS and FW provide national strategic direction including policy and practice frameworks that are subsequently delivered regionally and locally.
- 2.3 Given the stage of these developments, it is appropriate and necessary to formalise the governance arrangements for both NAS and FW. The WLGA, Cabinet Members, Directors of Social Services and Heads of Children's Services have been fully engaged in the consultation and development of the proposals set out in the attached reports.
- 2.4 In summary, the proposal is to establish a Joint Committee to oversee NAS and FW and this is underpinned by every Welsh Local Authority signing the formal Joint Agreement.

3. RECOMMENDATIONS

- 3.1 That Council approve the proposed governance arrangements for the National

Adoption Service and Foster Wales through the establishment of the Joint Committee facilitated by WLGA.

- 3.2 That Council approve the signing of the Joint Agreement.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To improve the collaborative governance arrangements for Welsh Local Authority Adoption and Fostering Services and provide assurance to the Council that service developments and improvement will continue to be overseen by the National Joint Committee.

5. THE REPORT

- 5.1 The National Adoption Service (NAS) has been in place since 2014, hosted by Cardiff City Council on behalf of all 22 local authorities. A review undertaken in 2018 recommended that the governance arrangements needed to be strengthened in order to support the hosting and service delivery relationship and both the WLGA and ADSSC agreed with the recommendation that a Joint Committee should be established. Work to develop this model has now been completed.

- 5.2 During this same period, the National Fostering Framework (NFF), now known as Foster Wales (FW), was established and the Director of NAS has played a critical role in supporting the development of FW. The links between the two services are very clear; Fostering and Adoption have always been closely aligned and the current service models are based on National strategic co-ordination of policy and practice standards supporting regional and local delivery of services. It was logical therefore, to take the opportunity to expand the remit of the proposed Joint Committee for NAS to include FW.

- 5.3 It is proposed that the Joint Committee will be comprised of Council Members and will oversee the production of annual reports, work programmes and the budgets for the Central Support Team for both NAS and FW, the funding for which is top sliced from the RSG and administered through the WLGA.

- 5.4 The full detail underpinning the development of the Joint Committee is outlined in the WLGA Report attached at Appendix 1 and the legal Joint Agreement is attached at Appendix 2. The next and final step is to legitimise the proposal through the signing of the agreement by each local authority in Wales which naturally requires political approval hence the presentation of the attached reports to Council.

6. ASSUMPTIONS

- 6.1 It is assumed that the implementation of enhanced collaborative governance arrangements for both the National Adoption Service and Foster Wales through the establishment of the Joint Committee supported by WLGA will provide greater assurance to the Council in relation to both the delivery and the development of these services going forward.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

- 7.1 The agreement to cooperate with the other Welsh Local Authorities through the

establishment of collaborative governance arrangements has no direct impact on users of either NAS or FW and an Integrated Impact Assessment is therefore not required.

8. FINANCIAL IMPLICATIONS

- 8.1 As outlined above and detailed in Appendix 1, funding for the governance arrangements and the Central Support Team is provided from the WLGA via a top slice of the Rate Support Grant plus grant funding from Welsh Government. There is no expectation that individual councils will incur additional costs in relation to these functions.

9. PERSONNEL IMPLICATIONS

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

10. CONSULTATIONS

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

11. STATUTORY POWER

- 11.1 The Local Government Act 2000.

Author: Gareth Jenkins, Head of Children's Services

Consultees: Dave Street, Corporate Director Social Services & Housing
Christina Harrhy, Chief Executive
Richard Edmunds, Corporate Director Education and Corporate Services
Mark S. Williams, Corporate Director Economy and Environment
Councillor Shayne Cook, Cabinet Member for Social Services & Housing
Robert Tranter, Head of Legal Services/ Monitoring Officer
Lisa Lane, Head of Democratic Services and Deputy Monitoring Officer,
Legal Services

Appendices:

Appendix 1 WLGA Report: National Collaborative Arrangements for Welsh Local Authority Adoption and Fostering Services

Appendix 2 Legal Agreement to establish a Joint Committee

This page is intentionally left blank

**WLGA REPORT TO ALL WELSH LOCAL AUTHORITIES:
CAERPHILLY COUNTY BOROUGH COUNCIL
COUNCIL MEETING: 16th MARCH 2022**

**National Collaborative Arrangements for Welsh (local authority)
Adoption and Fostering services**

**National Adoption Service for Wales and Foster Wales –
Enhancing Governance, Leadership and Enabling**

Reason for this Report:

1. To update on the proposals for developing the governance and enabling for the National Adoption Service for Wales as it assumes responsibility for Foster Wales
2. To achieve agreement to signing the Joint Committee Agreement for the proposed Joint Committee

Background:

3. The National Adoption Service has been in existence since 2014 and has enabled significant change and improvement in adoption services across Wales. Its structure and governance through national, regional and local arrangements were agreed by all councils at that time; a review in 2018 led to proposals to streamline governance and improve accountability. Some of these e.g. creating a Combined Governance Board (bringing together the Advisory Group and Governance Board required by the legislation) and a new Partnership Agreement to replace the original functional model have been already implemented.
4. Legal advice obtained by the Welsh Local Government Association (WLGA) determined that in order for NAS to operate effectively on behalf of all 22 Welsh authorities, and for there to be a robust hosting arrangement with the host authority for the national and enabling functions (Cardiff), co-operation between Welsh local authorities needed to be put on a formal footing. The preference of the WLGA and the Association of Directors of Social Services Cymru (ADDSC) was that this should be through a Joint Committee. Work on a National Joint Committee, to give proper effect to the co-operation and oversight from all 22 local authorities, has continued and is ready for implementation.
5. Since 2015, the National Adoption Service Director and central team has been supporting the work of the National Fostering Framework (NFF) to create a similar national, regional and local collaborative arrangement to

improve Welsh fostering services albeit not through the creation of a national fostering service. Foster Wales has now emerged from the NFF and will support a defined range of fostering functions linked to recruitment and retention of local authority foster carers. Throughout this time, the WLGA and ADSS-C as lead bodies wanted the national functions for fostering to be linked to the National Adoption Service national functions to reduce duplication and costs as well as to maximise resilience, flexibility and longevity across both functions.

6. The proposed Joint Committee and the agreement underpinning it have been extended to include Foster Wales as has the capacity and functions for national co-ordination and enabling through a combined Central Team. The linking to the Joint Committee is critical for Foster Wales given the lack of a legislative basis for such co-operation for fostering services.

Governance: Establishment of a Joint Committee

7. The proposed governance structure is presented diagrammatically and with a narrative in Appendix A. The national Joint Committee will, on behalf of the 22 Welsh Local Authorities, exercise their powers for the provision of the collaborative arrangements for the National Adoption Service for Wales (NAS) and for Foster Wales (FW). It will be comprised of Council Members meeting twice yearly.
8. WLGA lawyers have drafted a Joint Committee legal Agreement to be signed by all 22 local authorities; this is now ready to progress and is available alongside this report. This also contains a formal Scheme of Delegation and provision for the formal agreement with the host local authority for national functions.
9. The Joint Committee will provide the mechanism for all Welsh local authorities to discharge an executive and oversight role for NAS and FW. It will approve / receive:
 - The Annual Report of NAS and of Foster Wales;
 - The annual programme of work for the NAS and for Foster Wales;
 - The budget for the office of the Director and national work for NAS and for FW; and
 - The agreement, and any changes to the agreement, for the host authority support of the office of the Director and national work for NAS and FW.

For the National Adoption Service only it will also oversee how the authorities work together to exercise their powers and comply with the National Assembly Directions.

Enabling: National infrastructure

10. A functional structure is proposed which, below the Director, has separate lead functions for adoption and fostering but a combined business and enabling function supporting both. The range of functions

that will be carried out is described in Appendix B with a staffing structure of 9.5 f.t.e. staff (incl. Director.)

11. The core funding for the national functions for the National Adoption Service and Foster Wales is provided from a top slice of the Revenue Support Grant made available through the WLGA. This allocation, currently £473k per annum for adoption and £400k per annum for fostering, is subject to the agreement of the relevant WLGA committee periodically. Foster Wales has been awarded Welsh Government grant funding up to the end of March 2023 to fund specific purposes, this is £573 for 2021/22 reducing by a small amount for 2022/23. Although Welsh Government investment is available to adoption this is fully utilised for direct service delivery through the regional structure. There are resources in both the Foster Wales WLGA allocation and the Foster Wales Welsh Government grant aid that part fund posts on a regional basis to directly support local authority activities.
12. The total cost of the proposed national structure is £586,384 for 2021/22 salary rates. Total available core budget across NAS and Foster Wales for 2021/22 is circa £1,449,000 albeit that over half the Foster Wales funding stream is subject to WG grant conditions for specific purposes as indicated above.
13. The structure is affordable up to the end of the Welsh Government Grant period (31.03.23) but there are pressures on staffing and operating budgets for both NAS and Foster Wales beyond that. The financial pressures have been flagged with Welsh Government, but work is commencing to consider how to resolve this beyond the current grant aid period. Resolving this will require the commitment of both Local Government and Welsh Government.
14. The proposals outlined are being progressed in order to formalise and consolidate the existing position of the Central Team in respect of the work it is currently doing for the National Adoption Service and for Foster Wales. This will allow both collaborative arrangements to continue to function and meet agreed plans and commitments in the short to medium term.

Engagement of stakeholders:

15. Local authority members have been kept informed throughout via the WLGA, most recently, during September 2021 via the Cabinet Members (social care and health) Network and the WLGA Council.
16. The National Adoption Service Governance Board, the Foster Wales Lead Heads of Children's Services and Social Services Directors via ADSSC have agreed these proposals in principle.
17. The proposals have been informed by and developed with the full engagement of these key stakeholder groups.

Financial Implications:

18. As outlined above, funding for the governance arrangements and central / national leadership and enabling, is provided from the WLGA via a top slice of the Rate Support Grant plus grant funding from the Welsh Government. There is no expectation that individual councils will incur additional costs in relation to these functions.

Legal Implications:

19. Individual local authorities remain legal responsible and accountable for the provision and adoption and fostering services. In respect of adoption services, the legal provisions outlined in paragraph 20 below require adoption responsibilities to be delivered in accordance with the arrangements for the National Adoption Service.
20. The legal basis underpinning the National Adoption Service is contained in section 3A of the Adoption and Children Act 2002 [which was inserted by the Social Services and Well Being (Wales) Act 2014] and the Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions 2015. These set out in detail expectations on local authorities to co-operate at regional and national level to deliver and improve adoption services. They do not, however, contain provisions that explicitly create a mechanism that gives proper legal effect to the co-operation at national level or for the agreement with one local authority to host the national functions. The Joint Committee, and the Agreement that will accompany it, will put this on a formal legal footing as well as providing greater clarity and certainty for all authorities, the WLGA as well as the National Adoption Service and Foster Wales.
21. There are no regulations underpinning Foster Wales so the Joint Committee will provide the basis for the co-operation that is needed so it can operate as proposed.

Reason for Recommendation:

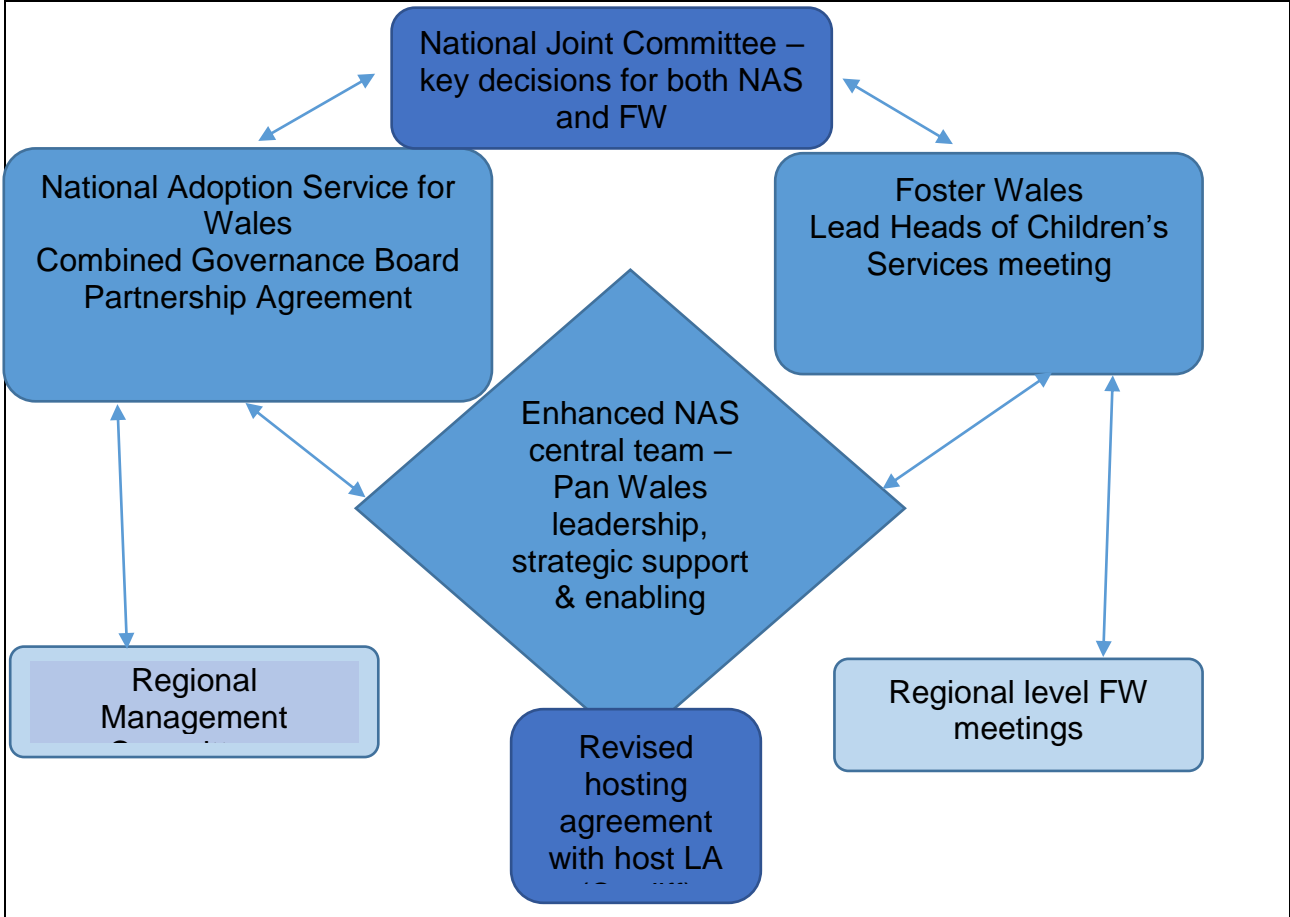
22. Agreeing these proposals and signing the Joint Committee Agreement will put Caerphilly County Borough Council's cooperation in these collaborative arrangements on a formal basis as well as clarifying roles and responsibilities for the hosting of and delivery of national functions which support and enable local authority delivery of their adoption and fostering responsibilities.

RECOMMENDATION:

Council is requested to:

1. Agree that Caerphilly County Borough Council signs the Joint Committee Agreement for the National Adoption Service and Foster Wales

Governance



WLGA Joint Committee (all 22 LA’s) over-sees NAS & Foster Wales:

The Joint Committee will, on behalf of the 22 Welsh Local Authorities, exercise their powers with reference to the provision of the collaborative arrangements for the National Adoption Service for Wales (NAS) and for Foster Wales (FW). It will be underpinned by a legal agreement (Joint Committee Agreement) and be comprised of Council Members. Its role will be to oversee the work of NAS and Foster Wales and specifically approve / receive the below:

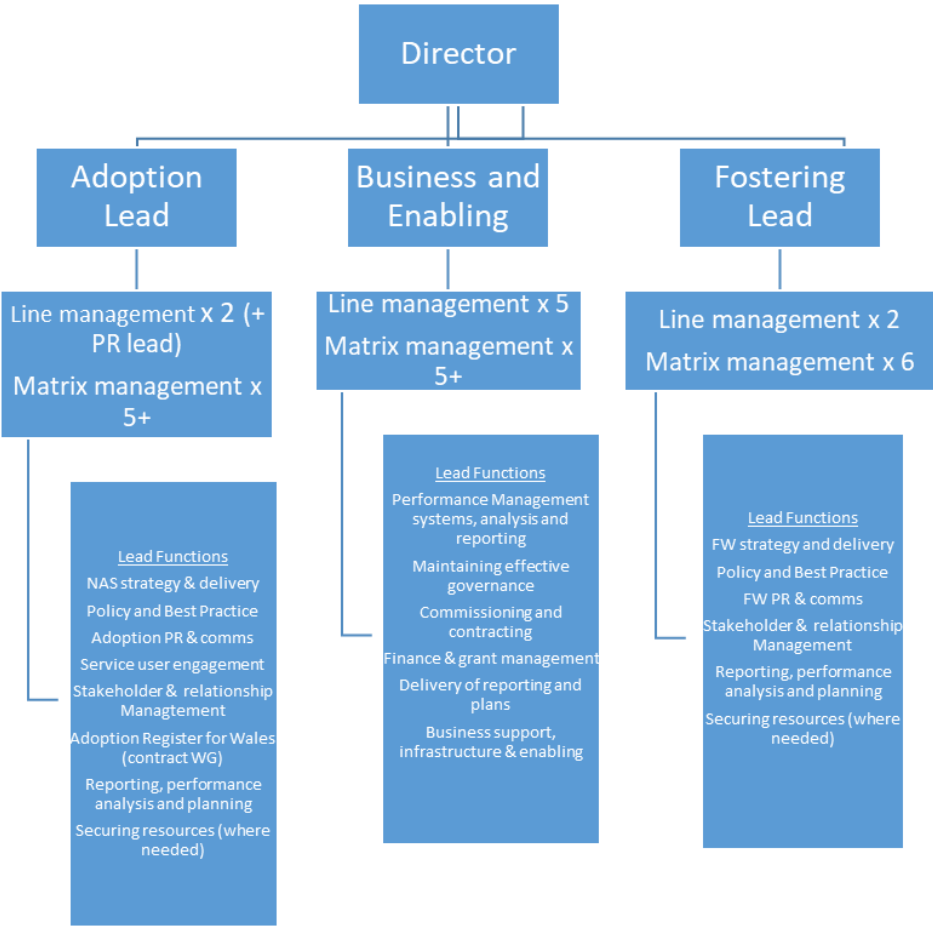
- The Annual Reports of NAS and of Foster Wales;
- The annual programmes of work for the NAS and for Foster Wales;
- The budget/s for the office of the Director and the national work of NAS and for Foster Wales; and
- The agreement, and any changes required, for the host LA support of the office of the Director to enable it to facilitate the work of NAS and FW.

For NAS only it will also oversee how the authorities work together to exercise their powers and comply with the National Assembly Directions.

<p><u>NAS - National level - Combined Governance Board (CGB)</u></p> <p>Provides strategic direction and decision making to facilitate the delivery and</p>	<p><u>Foster Wales - National level - Lead Heads of Children’s Services meeting</u></p> <p>Provides strategic direction and decision making in relation to the agreed national</p>
--	---

<p>improvement of adoption services in Wales through the National Adoption Service arrangements in line the Senedd Directions and its Terms of Reference.</p>	<p>and regional functions of Foster Wales on behalf of Welsh local authorities in line with its Terms of Reference.</p>
<p><u>NAS – regional / LA level - Regional Management Boards & VAA's Boards</u></p> <p>Each region is made up of specified local authority areas, set out in the Directions and overseen by Regional Management Boards (RMB's). Primary role is to coordinate adoption activities at the regional level and to implement decisions and strategies from the national Governance Board; may also have roles determined by their legal agreement. Plus VAA equivalent.</p>	<p><u>Foster Wales - regional / LA level - Regional HoS meeting</u></p> <p>These are now in place and may be a specific FW meeting or included in the agenda of pre-existing HoS or HoS & DSS regional meetings.</p>

Central team – leadership and enabling



This page is intentionally left blank

DATED

2022

- (1) BLAENAU GWENT COUNTY BOROUGH COUNCIL
 - (2) BRIDGEND COUNTY BOROUGH COUNCIL
 - (3) CAERPHILLY COUNTY BOROUGH COUNCIL
 - (4) THE COUNTY COUNCIL OF THE CITY AND COUNTY OF CARDIFF
 - (5) CARMARTHENSHIRE COUNTY COUNCIL
 - (6) CEREDIGION COUNTY COUNCIL
 - (7) CONWY COUNTY BOROUGH COUNCIL
 - (8) DENBIGHSHIRE COUNTY COUNCIL
 - (9) FLINTSHIRE COUNTY COUNCIL
 - (10) GWYNEDD COUNTY COUNCIL
 - (11) ISLE OF ANGLESEY COUNTY COUNCIL
 - (12) MERTHYR TYDFIL COUNTY BOROUGH COUNCIL
 - (13) MONMOUTHSHIRE COUNTY COUNCIL
 - (14) NEATH PORT TALBOT COUNTY BOROUGH COUNCIL
 - (15) NEWPORT CITY COUNCIL
 - (16) PEMBROKESHIRE COUNTY COUNCIL
 - (17) POWYS COUNTY COUNCIL
 - (18) RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL
 - (19) THE COUNCIL OF THE CITY AND COUNTY OF SWANSEA
 - (20) TORFAEN COUNTY BOROUGH COUNCIL
 - (21) VALE OF GLAMORGAN COUNCIL
 - (22) WREXHAM COUNTY BOROUGH COUNCIL
- and
- (23) THE WELSH LOCAL GOVERNMENT ASSOCIATION

AGREEMENT FOR THE ESTABLISHMENT OF A JOINT COMMITTEE FOR THE
NATIONAL ADOPTION SERVICE

CONTENTS

1.	Interpretation	3
2.	Aims of Joint Discharge of Functions	8
3.	Establishment of a Joint Committee	10
4.	Establishment of Combined Governance Board and other Advisory Groups	11
5.	Arrangements for the Discharge of Functions	12
6.	Governance	13
7.	Appointment of Host Council	13
8.	Responsibilities of the Host Council	13
9.	Expenses of Joint Committee Members	14
10.	Monitoring Officer	14
11.	Reviews	15
12.	Audit	15
13.	Costs of Discharge of Functions	15
14.	Costs of the Joint Committee	167
15.	Liabilities Under This Agreement	17
16.	Duration of This Agreement	17
17.	Variation of this Agreement	18
18.	Withdrawal from the Joint Committee on Notice	18
19.	Termination of this Agreement for Cause	189
20.	Termination of the Agreement by Agreement	19
21.	Termination – Consequential Matters	1920
22.	Dispute Resolution	20
23.	Notices	201
24.	Information and Confidentiality	21
25.	Data Protection	21
26.	Freedom of Information	22
27.	Intellectual Property	24

28.	Language	256
29.	Severability	266
30.	Relationship of Parties	26
31.	Third Party Rights	26
32.	Entire Agreement	26
33.	Law of Agreement or Jurisdiction	26
34.	Discretion of the Councils	267
	Schedule 1 Constitution of the Joint Committee	28
	Schedule 2 Terms of Reference of the Corporate Governance Board	31
	Schedule 3 Notice Provisions	314
	Schedule 4 Financial Memorandum	34
	Schedule 5 Specified Functions and Services	37
	Schedule 6 Terms of Reference for the Lead Head of Childrens Services Group	43
	Schedule 7 Functions Delegated to the Director of Operations	45

BETWEEN:

- (1) Blaenau Gwent County Borough Council of Municipal Offices, Civic Centre Ebbw Vale NP23 6XB ("Council")
- (2) Bridgend County Borough Council of Civic Offices, Angel Street, Bridgend CF31 4WB ("Council")
- (3) Caerphilly County Borough Council of Ty Penallta, Tredomen Park, Ystrad Mynach Hengoed CF82 7PG ("Council")
- (4) The County Council of the City and County of Cardiff of County Hall, Atlantic Wharf, Cardiff CF10 4UW ("Council")
- (5) Carmarthenshire County Council of County Hall, Carmarthen, Carmarthenshire SA31 1JP ("Council")
- (6) Ceredigion County Council of Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron, Ceredigion SA46 OPA ("Council")
- (7) Conwy County Borough Council of Bodlondeb, Bangor Road, Conwy LL32 8DU ("Council")
- (8) Denbighshire County Council of County Hall, Wynnstay Road, Ruthin LL15 1YN ("Council")
- (9) Flintshire County Council of County Hall, Mold CH7 6NB ("Council")
- (10) Gwynedd Council of Council Offices, Shirehall Street, Caernarfon LL55 1SH ("Council")
- (11) Isle of Anglesey County Council of Council Offices, Llangefni, LL77 7TW ("Council")
- (12) Merthyr Tydfil County Borough Council of Civic Centre, Merthyr Tydfil CF47 8AN ("Council")
- (13) Monmouthshire County Council of PO Box 106, Caldicot NP26 9AN ("Council")
- (14) Neath Port Talbot County Borough Council of Port Talbot Civic Centre, Port Talbot SA13 1PJ ("Council")
- (15) Newport City Council of Civic Centre, Godfrey Road, Newport NP20 4UR ("Council")
- (16) Pembrokeshire County Council of County Hall, Haverfordwest, Pembrokeshire SA61 1TP ("Council")
- (17) Powys County Council of Powys County Hall, Spa Road East, Llandrindod Wells, Powys LD1 5LG ("Council")
- (18) Rhondda Cynon Taf County Borough Council of The Pavilions, Cambrian Park, Clydach Vale, Tonypany CF40 2XX ("Council")

- (19) The Council of the City and County of Swansea of Civic Centre, Oystermouth Road, Swansea SA1 3SN (“Council”)
- (20) Torfaen County Borough Council of the Civic Centre, Pontypool, Torfaen NP4 6YB (“Council”)
- (21) Vale of Glamorgan Council of Civic Offices, Holton Road, Barry, Vale of Glamorgan CF63 4RU (“Council”)
- (22) Wrexham County Borough Council of The Guildhall, Wrexham LL11 1AY (“Council”)

(collectively referred to as “the Councils” for the purposes of this Agreement) and

- (23) Welsh Local Government Association of One Canal Parade, Dumballs Road, Cardiff CF10 5BF (“WLGA”); and

WHEREAS:

- A The parties to this Agreement have agreed to enter into this Agreement in order to provide a framework for the Councils to give effect to the obligations and arrangements for the Specified Functions set out by the Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions 2015 (“the Directions”) made by the Welsh Ministers in exercise of their powers under section 3A of the Adoption and Children Act 2002 and to document and regulate their respective rights and obligations to each other in that regard. The Agreement also provides a framework for the parties to give effect to the co-ordination of identified foster service functions across Wales.
- B The Councils have agreed to establish and to participate in a joint committee to facilitate the delivery of the Specified and Agreed Functions with a view to their economical, efficient and effective discharge.
- C This Agreement sets out the arrangements in relation to the manner in which the Councils will work together and use the Joint Committee to deliver the Specified and Agreed Functions.
- D The Councils have agreed that the Director of Operations shall be responsible for the day to day management of the delivery of the Specified and Agreed Functions.
- E The Councils have entered into this Agreement in reliance on the powers of Welsh local authorities under:
 - (i) sections 101, 102, 112 and 113 of the Local Government Act 1972 and sections 19 and 20 of the Local Government Act 2000 and the regulations made under these Acts to make arrangements to discharge functions jointly and to employ staff and place them at the disposal of other local authorities;
 - (ii) the powers in section 9 of the Local Government (Wales) Measure 2009 to collaborate;
 - (iii) the incidental powers in section 111 of the Local Government Act 1972, and

(iv) all other powers them so enabling.

F The Councils have each taken decisions compliant with the requirements of their respective constitutions to participate in the Joint Committee and enter into this Agreement.

G The Parties to the Agreement have agreed to comply with the requirements of this Agreement to enable the Director of Operations to fulfil their legal obligations.

IT IS AGREED AS FOLLOWS:

1. Interpretation

1.1 The following definitions and rules of interpretation apply in this Agreement:

Term here	Definition here
“Agreed Functions	the functions relating to fostering to be discharged by the Joint Committee pursuant to this Agreement being set out at Schedule 5 and any other functions which from time to time the Councils arrange for the Joint Committee or one or other of the Councils to discharge pursuant to the Powers
“Assets”	any tangible assets or property acquired, leased, licensed, loaned or purchased as required by the Host Council or another Council for the administration of this Agreement;
“Business Day”	any day other than a Saturday or Sunday or a public or bank holiday in Wales;
Combined Governance Board	the group established in accordance with clause 4 to comply with the requirements of the Directions;
“Commencement Date”	the date of this Agreement or such later date as the Councils, by resolution of each them, agree;
“Conflict of Interest Protocol”	The protocol agreed by the Combined Governance Board as required by the Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions

	2015 for identifying and avoiding conflicts of interests;
“Constitution of the Joint Committee”	the constitution set out at Schedule 1 to this Agreement;
“Council”	each of Blaenau Gwent County Borough Council, Bridgend County Borough Council, Caerphilly County Borough Council, the County Council of the City and County of Cardiff, Carmarthenshire County Council, Ceredigion County Council, Conwy County Borough Council, Denbighshire County Council, Flintshire County Council, Gwynedd Council, Isle of Anglesey County Council, Merthyr Tydfil County Borough Council, Monmouthshire County Council, Neath Port Talbot County Borough Council, Newport City Council, Pembrokeshire County Council, Powys County Council, Rhondda Cynon Taf County Borough Council, City and County of Swansea Council, Torfaen County Borough Council, Vale of Glamorgan Council, Wrexham County Borough Council and “Councils” shall be construed accordingly;
Data Protection Legislation	all applicable data protection and privacy legislation in force from time to time in the UK including the UK GDPR; the Data Protection Act 2018 (DPA 2018) (and regulations made thereunder) and the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) as amended;
“Director of Operations”	the person employed by the Host Council in compliance with the Directions with day to day responsibility for leadership, co-ordination of the service as a whole as well as delivery of national functions
“Directions”	The Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions 2015;

“Exempt Information”	any information or class of information relating to this Agreement which may fall within an exemption to disclosure under FOI Legislation;
“Financial Memorandum”	the approach to financial and accounting matters agreed by the Councils as set out at Schedule 4 to this Agreement;
“FOI Legislation”	the Freedom of Information Act 2000 and subordinate legislation made under this and the Environmental Information Regulations 2004;
Foster Wales	The collaborative endeavour agreed by local government to deliver and improve certain fostering functions through national and regional leadership and enabling.
“Governance Board”	the board which the Councils are required by the Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions 2015 to establish to provide national oversight of regional collaboration on adoption services;. Since 2019 this function is managed through the Combined Governance Board
“Host” and “Host Council”	the Council appointed as Host Council in accordance with clause 7 of this Agreement;
“IP Material”	the Intellectual Property in the Material;
“Information Request	a request for information under FOI Legislation;
“Intellectual Property Rights”	patents, rights to inventions, copyright and related rights, trade-marks, trade names and domain names, rights in get-up, rights in goodwill or to sue for passing off, rights in designs, rights in computer software, database rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all

	<p>applications (or rights to apply) for, and renewals or extensions of, such rights and all similar or equivalent rights or forms of protection which may now or in the future subsist in any part of the world;</p>
“Joint Committee”	<p>a committee of elected members from the Councils which will be responsible for ensuring and overseeing the delivery of the Specified and Agreed Functions in Accordance with the Directions and with a view to securing their more economical, efficient and effective discharge;</p>
“Material”	<p>all data, text, graphics, images and other materials or documents created, used or supplied by a Council in connection with this Agreement unless before the first use or supply the Council notifies the other Councils that the data or text supplied is not to be covered by this definition;</p>
“National Adoption Service”	<p>The adoption services and functions delivered collectively by the Joint Committee, the Regional Collaboratives, the Councils and partners;</p>
“Personal Data”	<p>Personal data as defined in the Data Protection Legislation;</p>
“Powers”	<p>The powers of Welsh local authorities under:</p> <p>sections 101, 102, 112 and 113 of the Local Government Act 1972 and sections 19 and 20 of the Local Government Act 2000 and the regulations made under these Acts to make arrangements to discharge functions jointly and to employ staff and place them at the disposal of other local authorities;</p> <p>the powers in section 9 of the Local Government (Wales) Measure 2009 to collaborate;</p>

	<p>the incidental powers in section 111 of the Local Government Act 1972,</p> <p>the powers in section 1 of the Local Authorities (Goods and Services) Act 1970 and section 25 of the Local Government (Wales) Act 1994 to provide services;</p> <p>all other powers them so enabling;</p>
“Proportionate Basis”	<p>in accordance with the relevant proportion for each Council by reference to their respective percentage contribution as set out in the Financial Memorandum</p>
“Regional Collaboratives”	<p>the groupings of the Councils as set out in Schedule to the Directions for the purpose of collaboration on adoption services;</p>
“Secondment Agreement”	<p>an agreement made between the Councils for the secondment of staff from one Council to the Host Council or another Council relating to arrangements for the discharge of the Specified and Agreed Functions pursuant to this Agreement;</p>
“Section 151 Officer”	<p>the officer designated by a local authority as the person responsible for the proper administration of its financial affairs as required by section 151 of the Local Government Act 1972;</p>
“Hosting Agreement”	<p>an agreement made between the Councils pursuant to this Agreement relating to arrangements for the provision of specified support by the Host Council to assist the Joint Committee to discharge the Specified and Agreed Functions delegated to it pursuant to this Agreement;</p>
“Services”	<p>the Services to be provided on behalf of the Councils pursuant to the discharge of the Specified and Agreed Functions being set out at Schedule 5</p>
“Specified Functions”	<p>the functions relating to adoption to be discharged by the Joint</p>

Committee pursuant to this Agreement being set out at Schedule 5 and any other functions which from time to time the Councils arrange for the Joint Committee or one or other of the Councils to discharge pursuant to the Powers;

“Staff Transfer Agreement”

an agreement made between the Councils for the transfer of staff from one Council to the Host Council or another Council relating to arrangements for the discharge of the Specified and Agreed Functions pursuant to this Agreement;

- 1.2 References to any statute or statutory provision shall, unless the context otherwise requires, be construed in accordance with the Interpretation Act 1978.
- 1.3 The headings are inserted for convenience only and shall not affect the construction of this Agreement.
- 1.4 Words importing one gender include all other genders and words importing the singular include the plural and vice versa.
- 1.5 A reference in this Agreement to any clause, paragraph or schedule is, except where it is expressly stated to the contrary, a reference to a clause or paragraph of or schedule to this Agreement.
- 1.6 Any reference to this Agreement or to any other document unless otherwise specified shall include any variation, amendment or supplements to such document expressly permitted by this Agreement or otherwise agreed in writing between the relevant parties.
- 1.7 Words preceding “include”, “includes”, “including” and “included” shall be construed without limitation by the words which follow those words unless inconsistent with the context, and the rule of interpretation known as “*eiusdem generis*” shall not apply.
- 1.8 The schedules form part of this Agreement and will have the same force and effect as if expressly set out in the body of this Agreement and references to this Agreement includes the Schedules.
- 1.9 References to “the parties” shall be to the parties to this Agreement.

2. Aims of Joint Discharge of Functions

- 2.1 The aims of the joint discharge of the Specified Functions relating to adoption services under the provisions of this Agreement are:

- (a) The consistent delivery of high quality adoption services throughout Wales.

- (b) Keeping delay to a minimum in the placement of children for adoption.
- (c) Ensuring the widest choice possible of placements for adoption of children.
- (d) Ensuring that high quality and timely training and assessment for prospective adopters is consistently available.
- (e) Improving the process of matching children with prospective adopters.
- (f) The streamlining of adoption processes and improved liaison between social workers involved in adoption cases.
- (g) Keeping adoption breakdown to a minimum by the provision of adoption support services according to assessed need.
- (h) Collaborative working between local authorities, registered adoption societies, NHS local health boards and NHS Trusts and education services.

2.2 The aims of the joint discharge of the Agreed Functions relating to fostering are:

- (a) To support the strategic oversight of Foster Wales.
- (b) To consider the implications at local and regional level arising from the transition to Foster Wales.
- (c) To consider the development needs of services at local, regional, and national level.
- (d) To seek and support solutions to overcome barriers and challenges.
- (e) To continue to develop and maintain collaboration across local authority fostering.
- (f) To consider reports presented, agree actions, make decisions, and monitor progress.
- (g) To consider performance reports and monitor KPIs as identified and agreed.
- (h) To make recommendations for future areas of work programme development.

2.3 The Director of Operations and a central team of staff to support the Director of Operations are employed by the Host Council to fulfil a range of functions related to leadership, management and oversight of the National Adoption Service. The functions of the Director of Operations and central team include:

- (a) Providing leadership to set the direction for the National Adoption Service including strategic planning by agreeing priorities, targets and resourcing following engagement with partners and stakeholders as well as support to operational planning.

- (b) Reviewing progress including analysis of performance data and service information from the regions and Registered Adoption Agencies (otherwise known as Voluntary Adoption Agencies (VAA's's).
- (c) Providing annual and mid-year reports each year for agreement by the Combined Governance Board, endorsed by the Joint Committee and submission to Welsh Ministers as well as to WLGA and the Association of Directors of Social Services Cymru where required.
- (d) Providing specific functions nationally to support and enable National Adoption Service operations (currently as below).
- (e) Establishing and maintaining a website for the National Adoption Service for Wales.
- (f) Management of the Adoption Register for Wales (under contract from Welsh Government).
- (g) Commissioning and contracting national contracts to support service delivery functions and support.
- (h) Maintaining arrangements for service user engagement across Wales.
- (i) Leadership, matrix management oversight, advice and support to regions and VAA's.
- (j) Promotion of best practice and a culture of continuous improvement throughout the National Adoption Service.
- (j) Securing appropriate resourcing through new / additional finance or re-profiling of existing as well as managing the central team allocation, grants and investment.
- (k) Strategic commissioning as necessary for the discharge of functions.
- (l) Maintaining arrangements for national governance and allied sub / task & finish groups to engage stakeholders in carrying out the actions / work agreed by the Combined Governance Board.
- (m) Promotion of adoption, including national PR and marketing and the provision of the 'face and voice' of adoption in Wales.
- (n) Stakeholder and relationship management including with allied services and organisations in Wales and UK, Ministers and Welsh Government.
- (o) Strategic support and enabling functions, as agreed, for the National Fostering Framework / Foster Wales.

2.4 In addition Schedule 7 sets out a Scheme of Functions delegated to the Director of Operations to facilitate the achievement of the objectives of this Agreement.

3. Establishment of a Joint Committee

3.1 In exercise of their powers under sections 101(5) and 102 of the Local Government Act 1972, sections 19 and 20 of the Local Government Act

2000 and all other enabling powers the Councils hereby create a joint committee to be known as the National Adoption Joint Committee with effect from the Commencement Date.

- 3.2 The Joint Committee shall take decisions relating to the use of the National Adoption Service budget which shall be provided as a topslice from the Revenue Support Grant via the Welsh Local Government Association for the discharge of the Specified Functions, a similar topslice from the Revenue Support Grant via the Welsh Local Government Association for the discharge of the Agreed Functions, to meet the costs of the Host Council and the Joint Committee relating to this Agreement and shall have regard to reports and advice from the Combined Governance Board, Lead Heads of Children's Service's Meeting and Director of Operations.
- 3.3 The Joint Committee shall ensure the Scheme of Delegation set out in Schedule 7 is kept under review in accordance with paragraphs 5.2 and 5.3 of Schedule 7.
- 3.4 The Joint Committee shall operate and conduct its business in accordance with the terms of this Agreement including the Constitution set out at Schedule 1.
- 3.5 The Joint Committee shall review the terms of reference of the Joint Committee towards the end of each council term and shall make recommendations to the Councils and the WLGA for their consideration as to any amendments that the Joint Committee are required to discharge the Specified and Agreed Functions in accordance with the Directions.
- 3.6 This Agreement is without prejudice to each Council's other powers and responsibilities for its area.

4. Establishment of Combined Governance Board and other advisory groups

- 4.1 The Councils have established the Combined Governance Board. The Combined Governance Board shall act as an advisory group to the Joint Committee and shall discharge the role of the Governance Board and Advisory Group which the Councils are required by the Directions to establish for the purpose of providing national oversight of regional collaboration arrangements over adoption services.
- 4.2 The terms of reference of the Combined Governance Board shall be as set out in Schedule 2.
- 4.3 In respect of fostering services, the Councils have established the Lead Head of Children's Services Group as an advisory group to the Joint Committee. The Lead Head of Children's Services Group shall advise the Joint Committee on issues relating to Foster Wales. The terms of reference for the Lead Head of Children's Services Group shall be as set out in Schedule 6.
- 4.4 The Joint Committee may establish other advisory groups to advise the Joint Committee.

5. Arrangements for the Discharge of Functions

- 5.1 The Councils agree to use their Powers to enter into these arrangements under which the Joint Committee shall discharge on their behalf the Specified and Agreed Functions.
- 5.2 The Joint Committee shall discharge the Specified and Agreed Functions through the Host Council which shall, subject to and within the limitations and constraints of the resources allocated and paid to it pursuant to this Agreement, deliver the Services to support the delivery of the Specified and Agreed Functions. The Councils agree and acknowledge that the responsibility for discharging the Specified and Agreed Functions will none the less remain with the Joint Committee and notes the limitation of the Host Council's liability in that regard.
- 5.3 The Joint Committee may agree to bring additional functions and services within the scope of this Agreement but the Joint Committee may not agree to do so unless it has first received approval from all the Councils to discharge the additional functions and deliver the additional services. The provisions of this Agreement shall apply to any such additional functions and services.
- 5.4 The Councils here by agree the Financial Memorandum. The Councils shall have the discretion to agree variations to the Financial Memorandum at any time without varying the rest of this Agreement. For the avoidance of any doubt variation of the Financial Memorandum is subject to unanimous agreement of the Councils and is not a matter for decision by the Joint Committee.
- Each of the Councils shall contribute to the costs of the discharge of the Specified and Agreed Functions pursuant to this Agreement in accordance with the terms of the body of this Agreement and the Financial Memorandum. Subject to the overarching terms set out in this Agreement, particulars of the arrangement may be further detailed, (including for example the mechanics of payment), in any Hosting Agreement, Secondment Agreement or Staff Transfer Agreement that may be entered into by the Councils.
- 5.5 The Councils intend to enter into a Hosting Agreement with the County Council of the City and County of Cardiff for the delivery of services (subject to all Councils being satisfied as to the terms and conditions proposed) pursuant to the discharge of the Specified and Agreed Functions. The Councils may enter into further Hosting Agreements to record the detailed requirements of further individual arrangements made in connection with the discharge of the Specified and Agreed Functions pursuant to this Agreement.
- 5.6 The Councils may also enter into a Secondment Agreement to record the arrangements for the secondment of staff for further individual arrangements made in connection with the discharge of the Specified and Agreed Functions pursuant to this Agreement.
- 5.7 The Councils may also agree to enter into a Staff Transfer Agreement to record the arrangements for the transfer of staff for further individual

arrangements made in connection with the discharge of the Specified and Agreed Functions pursuant to this Agreement.

6. Governance

- 6.1 The Councils each undertake to ensure that they make any changes to their own constitutions as are necessary to facilitate the operation of this Agreement. Each Council shall notify the other Councils and WLGA in writing within twenty-eight days of the date of this agreement either that it has made (or is in the process of making) the necessary changes to its constitution or that no changes are considered necessary.

7. Appointment of Host Council

- 7.1 Subject to the provisions of clauses 7.2 and 7.3 the Councils agree that the Council of the City and County of Cardiff should be the Host Council for the purposes of this Agreement.
- 7.2 The Council of the City and County of Cardiff and any other Council which is appointed as Host Council may terminate its appointment as Host Council by giving not less than twelve months' written notice or such other period of notice as is agreed by all the Councils to the other Councils of its intention to terminate its appointment. Such twelve months' written notice shall end at the end of a financial year.
- 7.3 The Joint Committee may terminate the appointment of City and County of Cardiff Council or any other Council as the Host Council by giving at not less than twelve months' written notice or such other period of notice as is agreed by all the Councils to the Host Council of the Joint Committee's intention to terminate the appointment of the Host Council. Such twelve months' written notice shall end at the end of a financial year.
- 7.4 If the appointment of a Council as the Host Council is terminated in accordance with clause 7.2 or clause 7.3 the Joint Committee may appoint one of the Councils as Host Council such appointment to be effective from the commencement of the financial year following the expiry of notice of termination under clause 7.2 or 7.3.
- 7.5 If the appointment of a Council as the Host Council is terminated in accordance with clause 7.2 or clause 7.3 any outstanding payment due to that Council from the Joint Committee for costs incurred in the role of the Host Council and any costs it incurs upon or as a consequence of Termination shall be paid in accordance with the terms of this Agreement, including the Financial Memorandum.
- 7.6 Any dispute over the appointment or the termination of the appointment of a Council as the Host Council shall be dealt with in accordance with the dispute resolution procedure in clause 23 of this Agreement.

8. Responsibilities of the Host Council

- 8.1 (i) Subject to and within the limitations of the funding allocated and received by the Host Council, the Host Council shall provide Assets, staff and other resources as are necessary to discharge the Specified and Agreed Functions pursuant to this Agreement.

(ii) Subject to the overarching terms and principles set out in in this Agreement, in particular clause 13, the detailed provisions as to the payment of the costs of the Host Council in providing such Assets, staff and other resources shall be in accordance with a Hosting Agreement between the Councils, and the Host Council and shall be facilitated by the Welsh Local Government Association. Any such Hosting Agreement must be in a form to the satisfaction of the Host Council.

8.2 The Host Council shall employ the Director of Operations and the staff required for undertaking the national functions.

8.3 The Host Council has agreed and arranged for the Director of Operations to have the day-to-day responsibility for the management and delivery of the Services.

8.4 In carrying out its role the Host Council shall have regard to :

- (a) all applicable Laws and Regulations.
- (b) best practice.
- (c) the aims, principles and objectives of this Agreement and any applicable policies agreed by the Councils.
- (d) any relevant guidance issued or specified by the Care and Social Services Inspectorate Wales and any other relevant regulator.
- (e) the Councils duties under the Welsh Language (Wales) Measure 2011.

And shall facilitate the proper discharge of the Specified and Agreed Functions of the Councils and discretionary provision of in-scope elements of the Services.

8.4.2 The Host Council shall ensure that its health and safety policy statements together with related policies and procedures are made available to the Joint Committee on request.

8.4.3 The Host Council shall comply with any investigation by any statutory ombudsman or tribunal relating to the discharge of the Specified or Agreed Functions.

9. Expenses of Joint Committee Members

9.1 Each Council shall be responsible for meeting any expenses to which any Joint Committee Member or officer appointed by it as its representative is entitled as a result of their attendance at duly authorised meetings.

10. Monitoring Officer

10.1 The Councils agree that at the date of the Agreement the Monitoring Officer of Cardiff Council shall act as Monitoring Officer for the Joint Committee. The appointment of Cardiff Council's Monitoring Officer as Monitoring Officer to the Joint Committee shall cease at the earlier of (i) such date as Cardiff Council ceases to act as Host Council or (ii) the Councils unanimously decide to appoint the Monitoring Officer of a different Council as Monitoring Officer to the Joint Committee pursuant to clause 10.2.

- 10.2 The Councils may decide that the Monitoring Officer of a different Council shall be designated as Monitoring Officer for the Joint Committee. This shall require a unanimous decision from the Councils. Following such a decision the Host Council shall notify the officer who is currently acting as Monitoring Officer and the officer who has been designated as Monitoring Officer for the future.
- 10.3 The Councils acknowledge and agree that the Monitoring Officer will need to be provided with such resources as the Monitoring Officer considers sufficient to allow her to perform her duties and that this will be a cost of the Joint Committee.
- 10.4 For such time as the Host Council and the Monitoring Officer to the Joint Committee is being performed by the same Council then the Monitoring Officer's cost will be added to the Host Council's costs and the provisions of clause 13 of this Agreement shall apply.

11. Reviews

- 11.1 The Joint Committee shall review the discharge of the Specified and Agreed Functions at least annually alongside the Combined Governance Board reviewing service progress and performance quarterly and reporting to the Joint Committee on the results of its review.
- 11.2 The Director of Operations shall submit a quarterly report to the Combined Governance Board and an annual report to the Joint Committee, setting out details of:
- (a) The performance of the Specified and Agreed Functions.
 - (b) Income and expenditure and compliance with the Financial Memorandum.
- 11.3 The Councils and the Regional Collaboratives shall carry out a review of their discharge of the regional Specified Functions for adoption and provide the following to the Director of Operations
- (a) An annual work programme by 31 March each year
 - (b) Quarterly performance reporting
 - (c) An annual report by 31 May each containing the items detailed in the Directions.
- 11.4 The Director of Operations will use this information as the basis for reporting to the Joint Committee for adoption services.

12. Audit

- 12.1 The discharge of the Specified and Agreed Functions on behalf of the Councils and the finances relating to the discharge of the Specified or Agreed Functions shall be subject to an annual external audit by the central team of the National Adoption Service which shall be commissioned by the Host Council in accordance with the Host Council's audit processes.

13. Costs of Discharge of Functions

- 13.1 The Host Council agrees that any of the Services it provides for the discharge of the Specified and Agreed Functions shall be on a cost recovery basis. For the avoidance of any doubt such costs shall be deemed to include all costs incurred howsoever arising, including , without limitation to the generality of the foregoing;
- (i) costs of any additional employees required in order to carry out the Host Council role/provide capacity to carry out such role and all associated recruitment costs,
 - (ii) all employee related costs including on costs,pension strain, termination costs and any employee related claims,
 - (iii) fees and charges incurred (including external fees or charges for any third party services, goods or works procured) and
 - (iv) expenses, legal costs, claims, damages, insurance premiums and the like that the Host Council reasonably incurs in carrying out its role.
- 13.2 The Councils shall each year apply the central National Adoption Services budget to fund the payment of the costs of the Host Council. Any shortfall in such funding shall be paid by the Councils within 30 days of demand by the Host Council and as follows. Each Council's contribution shall be calculated by reference to their respective percentage contribution as set out in the Financial Memorandum.
- 13.3 To aid transparency and accountability the Host Council shall:
- (i) Provide the Joint committee, at its first meeting, with a report outlining its estimated costs for acting as Host Council for the financial year 2022/2023. For the avoidance of any doubt the estimated costs submitted will be for noting purposes only and the Council's will be obliged to meet the Hosts Council's actual costs as set out in this Agreement.
 - (iii) For each subsequent financial year ('Subsequent Financial Year') the Host Council shall, prior to the Subsequent Financial Year in question, present to the Joint committee a report as to its estimate costs for acting as Host Council for the Subsequent Financial Year.
 - (iii) If, in any year, the Joint Committee does not find acceptable the estimated costs for the Subsequent Financial year then the Joint Committee may terminate the appointment of the then Host Council and the provision of clause 7.3 shall be deemed to apply save that the termination date of the appointment of the then Host Council shall be the 31st March, in the financial year proceeding the Subsequent Financial Year or such latter date as all the Councils may agree.
 - (iv) As part of its financial reporting to the Joint Committee the Host Council shall from time to time present to the Joint Committee reports of the actual costs incurred in carrying out the Host Council role.
- 13.4 The Host Council in determining the level of resources it requires to carry out its role under the Agreement shall (i) act responsibly and prudently (ii) use its reasonable endeavours to put in place and maintain in place sufficient assets staff and other resource to undertake its role and (iii) wherever reasonably practicable report to the Joint Committee and/or Director of Operations for information if in any financial year its costs are likely to materially exceed the estimated costs that have previously been submitted to the Joint Committee.

14. Costs of the Joint Committee

14. The Councils shall apply the central National Adoption Services budget to fund any costs of the Joint Committee, including the Host Councils costs. Any shortfall in such funding shall be paid by the Councils. Each Council's contribution shall be calculated by reference to their respective percentage contribution as set out in the Financial Memorandum. The Welsh Local Government Association shall be responsible for the administration of the payment of costs involved in the administration of the Joint Committee.

15. Liabilities Under This Agreement

- 15.1 The Host Council shall indemnify and keep indemnified each of the other Councils to this Agreement against any losses, claims, expenses, actions, demands, costs and liability suffered by that Council to the extent arising from any wilful default or wilful breach by the Host Council of its obligations under this Agreement or its statutory duties (and "wilful" in this context shall, for the avoidance of doubt, not include matters which are outside the reasonable control of the Host Council or matters arising from any negligent act or omission in relation to such obligations).
- 15.2 No claim shall be made against the Host Council by the other Councils or any of them to recover any loss or damage which may be incurred by reason of or arising out of the carrying out by the Host Council of its obligations under this Agreement unless and to the extent such loss or damage arises from a wilful default or wilful breach by the Host Council under clause 15.1.
- 15.3 Each of the other Councils (acting severally) shall indemnify and keep indemnified the Host Council against all losses, claims, expenses, actions, demands, costs and liabilities which the Host Council may incur by reason of or arising out of the carrying out by the Host Council of its obligations under this Agreement for that Council or arising from any wilful default or wilful breach by a Council of its obligations under this Agreement (and wilful in this context shall, for the avoidance of doubt, not include matters which are outside the reasonable control of that Council or matters arising from any negligent act or omission in relation to such obligations) unless and to the extent that the same result from any wilful breach by the Host Council of any such obligations.
- 15.4 The amount to be paid to the Host Council by any of the other Councils under clause 15.3 shall be borne by each of the Councils to the extent of its responsibility, however in the event that the responsibility is a shared one between the Councils (so that it is not reasonably practicable to ascertain the exact responsibility between the Councils) then the amount to be paid shall be divided between the Councils on a Proportionate Basis.
- 15.5 In the event of a claim under this clause 15 in which it is not reasonably practicable to determine the extent of responsibility as between the Councils then the amount shall be divided amongst the Councils on a Proportionate Basis.
- 15.6 A Council which receives a claim for losses, expenses, actions, demands, costs and liabilities related to the discharge of the Specified and Agreed

Functions shall notify and provide details of such claim as soon as is reasonably practicable to the other Councils.

- 15.7 Failure to give notice in accordance with clause 15.6 shall not relieve a party of its obligations to indemnify another under this clause 15.
- 15.8 Each Council shall not be obliged to indemnify the other Councils to the extent that the insurances maintained by the other Councils at the relevant time provide an indemnity against the loss giving rise to a claim and to the extent that another Council recovers under a policy of insurance save that the Council responsible for liabilities suffered by another Council shall be responsible for (i) the deductible under any such policy of insurance (ii) any amount over the maximum amount insured under such policy of insurance and (iii) any resultant increase in future year premiums (for a maximum of 10 years) incurred by the Council who claims on its insurance.
- 15.9 The indemnities given under this Agreement are in addition to any Hosting Agreement between the Host Council and any of the other Councils.

16. Duration of this Agreement

- 16.1 This Agreement shall come into force on the Commencement Date and shall continue from year to year or until terminated in accordance with the provisions of this Agreement.

17. Variation of This Agreement

- 17.1 Any of the Councils may request a variation to this Agreement by making such a written request to the officer acting as Monitoring Officer to the Joint Committee.
- 17.2 The officer acting as Monitoring Officer to the Joint Committee shall circulate the request to each of the Councils within ten Business Days of receipt of the request for consideration and approval by the Councils.
- 17.3 If each of the Councils approve such variation, then the officer acting as Monitoring Officer to the Joint Committee shall arrange for the preparation of an appropriate Deed of Variation to this Agreement to be prepared for execution by the Councils and such change shall only take effect upon completion of that Deed and the costs associated with the preparation of such Deed of Variation shall be shared equally between the Councils. Such Deed of Variation may be executed in parts by each Council that is then a party to this Agreement.
- 17.4 If one of the Councils does not approve such variation, then the variation to this Agreement shall not occur.

18. Withdrawal from the Joint Committee on Notice

- 18.1 Any Council may withdraw from the Joint Committee in accordance with the following procedure:
- 18.2 Any Council which wishes to withdraw from the Joint Committee shall give not less than twelve months' written notice terminating at the end of a financial year to the other Councils and the officer acting as Monitoring

Officer to the Joint Committee shall consult the other Councils giving due consideration to:

- (a) Any loss of funding arising from such withdrawal and including any non-payment, clawback or repayment of such funding;
- (b) Any other loss, liability, damage, claim or expense,

which would be incurred by the Councils upon which notice has been served by reason of such withdrawal from the Joint Committee.

- 18.3 Any Council wishing to withdraw from the Joint Committee undertakes as a condition of such withdrawal to make, prior to withdrawal such reasonable payment or payments which fairly reflect the actual losses caused by or anticipated as a result of the withdrawal as shall be determined by the other Councils pursuant to clauses above and no notice under this clause 18 shall take effect unless and until such payment has been agreed or referred to the Dispute Resolution procedure under Clause 22.
- 18.4 Subject to the provisions of clause 15 or unless agreed otherwise by the parties, each Council reserves the right to recover from any party to this Agreement the costs of any claims, costs, expenses, losses or liabilities of any nature or which have been caused by any act or omission of that party and which are discovered after the party's withdrawal from this Agreement.
- 18.5 Any Council that withdraws from the Joint Committee shall be responsible for ensuring that it is able to comply with its legal obligations in respect of the discharge of the Specified and Agreed Functions. Any Council that withdraws from the Joint Committee shall include in its notice to the other Councils confirmation that it shall comply with its legal obligations in respect of the discharge of the Specified and Agreed Functions

19. Termination of this Agreement for Cause

- 19.1 Without prejudice to any other rights or remedies, this Agreement may be terminated in relation to any other Council ("Defaulter") by the other Councils ("Non-Defaulting Councils") acting unanimously in giving sixty-five Business Days written notice to the Defaulter where the Defaulter materially breaches any of the provisions of this Agreement or in the case of a breach capable of remedy fails to remedy the same within thirty Business Days (or such other period as agreed by the Non-Defaulting Councils) of being notified of each breach in writing by the Non-Defaulting Councils and being required to remedy the same.
- 19.2 If this Agreement is terminated each Council shall be responsible for ensuring that it is able to comply with its legal obligations in respect of the discharge of the Specified and Agreed Functions.

20. Termination of the Agreement by Agreement

- 20.1 The Councils agree that this Agreement may be determined upon terms agreed by all the Councils.
- 20.2 Upon termination of this Agreement the parties agree that the Joint Committee shall cease to exist and any arrangement for the discharge of

Specified and Agreed Functions which has been made pursuant to this Agreement shall cease on the expiry of the notice period specified in the relevant Hosting Agreement and the Specified and Agreed Functions shall be returned to the Councils which were responsible for them prior to this Agreement.

- 20.3 If this Agreement is terminated each Council shall be responsible for ensuring that it is able to comply with its legal obligations in respect of the discharge of the Specified and Agreed Functions.

21. Termination – Consequential Matters

- 21.1 In the event of termination of this Agreement under Clause 20 as the case may be, any party shall supply to any other party when requested any information which the other party requires for the continuing discharge of the Specified and Agreed Functions; and
- 21.2 Any Intellectual Property Rights created under this Agreement shall be owned by the then parties in equal proportions; and
- 21.3 Each of the parties shall undertake to make such reasonable payment or payments which fairly reflect the obligations of that Council pursuant to this Agreement.
- 21.4 In the event of termination of this Agreement all Assets held by any of the Councils for the purposes of this Agreement shall be dealt with in accordance with the Financial Memorandum.
- 21.5 The Host Council shall: -
21.5.1 be reimbursed by the Councils for all costs it incurs upon or as a consequence of Termination with each Council's contribution to such costs being calculated by reference to their respective percentage contribution as set out in the Financial Memorandum and
21.5.2. transfer any relevant information it holds to the Council to which the relevant information relates.
- 21.6 It shall be the duty of the Councils to try to minimise any losses arising from the termination of this Agreement.
- 21.7 Each Council is responsible for its own compliance with the Directions and any other relevant law that applies to the Specified and Agreed Functions and shall take any action necessary to ensure that it is able to comply with its legal obligations following termination of this Agreement.

22. Dispute Resolution

- 22.1 The Councils undertake and agree to pursue a positive approach towards dispute resolution which seeks in the context of this joint working arrangement to identify a solution at the lowest operational level that is appropriate to the subject of the dispute, and which avoids legal proceedings and maintains a strong working relationship between the parties.
- 22.2 Any dispute arising in relation to any aspect of this Agreement shall be resolved in accordance with this clause 22.

- 22.3 All disputes, claims or differences between the Councils arising out of or in connection with this Agreement or its subject matter or formation, including any question regarding its existence, validity or termination, (a "Dispute") shall be referred to the Director of Operations who shall produce and implement a plan for resolving the dispute.
- 22.4 If the plan of the Director of Operations does not resolve the dispute it may at the written request of any Council involved in the dispute, be referred by each Council to its chief executive.
- 22.4 If the Councils' chief executives do not agree a resolution of the Dispute within one month of the date of service of any such request, the Councils may agree a process to attempt to settle the Dispute by mediation or arbitration.

23. Notices

Form of Notice

- 23.1 Any demand, notice or other communication given in connection with or required by this Agreement shall be made in writing and shall be delivered to or sent by pre-paid first class post to the recipient at the address stated in Schedule 3 (or such other address as may be notified in writing from time to time) or sent by facsimile transmission to the recipient to the facsimile number stated in Schedule 3 or sent electronically to the e-mail address stated in Schedule 3.

Service

- 23.2 Any such demand, notice or communication shall be deemed to have been duly served:
- (a) If delivered by hand, when left at the proper address for service.
 - (b) If given or made by pre-paid first-class post two Business Days after being posted;
 - (c) If sent by facsimile at the time of transmission provided that a confirmatory copy is on the same day that the facsimile is transmitted sent by pre-paid first class post in the manner provided for in clause 23.1 Provided That in each case that if the time of such deemed service is either after 4.00pm on a Business Day or on a day other than a Business Day service shall be deemed to occur at 10.00am on the next following Business Day; or
 - (d) If sent by e-mail, when it has been sent to the e-mail address stated in Schedule 4 and receipt of such e-mail has been acknowledged.

24. Information and Confidentiality

- 24.1 Without prejudice to clauses 25 and 26 the parties shall keep confidential all matters relating to this Agreement or the Intellectual Property Rights of the parties and shall use all reasonable endeavours to prevent their employees and agents from making any disclosure to any person of any matter relating to the Agreement or Intellectual Property Rights of the parties.

24.2 Clause 24.1 shall not apply to:

- (a) Any disclosure of information that is reasonably required by persons engaged in the performance of their obligations under this Agreement.
- (b) Any matter which a party can demonstrate is already generally available and in the public domain otherwise than as a result of a breach of this clause.
- (c) Any disclosure which is required by any law (including any order or a court of competent jurisdiction) any Parliamentary obligation or the rules of any stock exchange or governmental or regulatory authority having the force of law.
- (d) Any disclosure of information which is already lawfully in the possession of the disclosing party prior to its disclosure by the disclosing party.
- (e) Any disclosure which is required or recommended by the rules of any governmental or regulatory authority including any guidance from time to time as to openness and disclosure of information by public bodies.
- (f) Any disclosure which is necessary to be disclosed to provide relevant information to any insurance broker in connection with obtaining any insurance required by this Agreement.
- (g) Any disclosure by a party to a department, office or agency of the Government.
- (h) Any disclosure for the purpose of the examination and certification of a party's accounts.

Where disclosure is permitted under clauses 24.2(a), 24.2(f), 24.2(g), or 24.2(h) the recipient of the information shall be placed under the same obligation of confidentiality as that contained in this Agreement by the disclosing Council.

25. Data Protection

25.1 In relation to the subject matter of this agreement each party undertakes at all times to comply with the Data Protection Legislation. This clause 25 is in addition to and does not relieve remove or replace a party's obligations under the Data Protection Legislation.

25.2 Each Council:

- (a) Shall process Personal Data belonging to any other Council only on the instructions of that Council (subject to compliance with applicable law);
- (b) Shall only undertake processing of Personal Data reasonably required in connection with this Agreement.
- (c) Shall ensure that it has in place appropriate technical and organisational measures to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction

of or damage to Personal Data appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss destruction or damage and the nature of the data to be protected having regard to the state of technological development and the cost of implementing any measures (those measures may include where appropriate pseudonymising and encrypting Personal Data ensuring confidentiality integrity availability and resilience of its systems and services ensuring (subject to the terms of any third party arrangements that may be in place) that availability of and access to Personal Data can be restored in a timely manner after an incident and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it);

- (d) Shall ensure that all personnel who have access to and/or process Personal Data are obliged to keep the Personal Data confidential.
- (e) Shall not transfer any Personal Data outside of the European Economic Area unless the prior written consent of the other Councils has been obtained and the following conditions are fulfilled.
 - (i) The Council transferring the Personal Data has provided appropriate safeguards in relation to the transfer.
 - (ii) The data subject has enforceable rights and effective legal remedies.
 - (iii) The Council transferring the Personal Data complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred
- (f) Shall assist the other Councils in responding to any request from a data subject and in ensuring compliance with their obligations under the Data Protection Legislation with respect to security breach notifications impact assessments and consultations with supervisory bodies.
- (g) Shall use its reasonable endeavours to procure that all relevant sub-contractors and third parties comply with this clause 25.

25.3 The Councils shall not disclose Personal Data to any third parties other than:

- (a) To employees and sub-contractors and third parties to whom such disclosure is reasonably necessary in order for the Councils to discharge the Councils' obligations in relation to this Agreement; or
- (b) To the extent required under a court order or to comply with any applicable laws

provided that any disclosure to any sub-contractor or any third parties under clause 25.3 shall be made subject to written terms substantially the same as, and no less stringent than, the terms contained in this clause 25 and that the Councils shall give notice in writing to all other Councils of any disclosure of Personal Data belonging to them which they or a sub-contractor or third parties are required to make under clause 25 immediately they are aware of such a requirement.

- 25.4 Any Council may, at reasonable intervals, request a written description of the technical and organisational methods employed by any other Council and the relevant sub-contractors. Within five Business Days of such a request, the Council requested to do so shall supply written particulars of all such measures as it is maintaining detailed to a reasonable level such that the requesting Council can determine whether or not, in connection with the Personal Data, it is compliant with the Data Protection Legislation. Each Council shall use its reasonable endeavours to ensure that the sub-contractors and any third parties also comply with such request from any other Council.
- 25.5 All Councils shall ensure that any Personal Data they obtain and provide to any other Council has been lawfully obtained and complies with the Data Protection Legislation and that the use thereof in accordance with this Agreement shall not breach any of the provisions of the Data Protection Legislation.
- 25.6 Each Council shall provide the other Councils as soon as reasonably practicable, with such information in relation to Personal Data and their processing as the other Councils may reasonably request in writing and the party asked to provide the relevant data may reasonably be able to provide in order for the other Council to comply with its obligations under this clause and the Data Protection Legislation.
- 25.7 Each Council shall take reasonable precautions (having regard to the nature of their respective obligations under this Agreement) to preserve the integrity of any Personal Data.
- 25.8 The Councils shall continually review any existing information sharing protocols being used in relation to this Agreement to ensure they remain relevant and to identify which Personal Data needs to be processed and on what basis to ensure compliance with this clause 25.
- 25.9 Each Council shall maintain complete and accurate records to demonstrate its compliance with this clause 25.

26. Freedom of Information

- 26.1 The parties recognise that the Councils are public authorities as defined by FOI Legislation and therefore recognise that information relating to this Agreement may be the subject of an Information Request.
- 26.2 The Councils shall assist each other in complying with their obligations under FOI Legislation, including but not limited to assistance without charge in gathering information to respond to an Information Request.
- 26.3 Any Council shall be entitled to disclose any information relating to this Agreement and the Specified and Agreed Functions in response to an Information Request save that in respect of any Information Request which is in whole or part a request for Exempt Information.
- 26.4 The Council which receives the Information Request shall circulate the Information Request and shall discuss it with the other Councils and the Director of Operations.

- 26.5 The Council which receives the Information Request shall in good faith consider any representations raised by other Councils when deciding whether to disclose Exempt Information and
- 26.6 The Council which receives the Information Request shall not disclose any Exempt Information beyond the disclosure required by FOI Legislation without the consent of the Council or Councils to which it relates.
- 26.7 The parties to this Agreement acknowledge and agree that any decision made by a Council which receives an Information Request as to whether to disclose information relating to this Agreement pursuant to FOI Legislation is solely the decision of that Council. A Council will not be liable to any party to this Agreement for any loss, damage, harm or detrimental effect arising from or in connection with the disclosure of information in response to an Information Request.

27. Intellectual Property

- 27.1 Each Council will retain all Intellectual Property in its Material.
- 27.2 Each Council will grant all of the other Councils a non-exclusive, perpetual, non-transferable and royalty free licence to use, modify, amend and develop its IP Material for the discharge of the Councils' obligations in relation to this Agreement whether or not the Council granting the licence remains a party to this Agreement.
- 27.3 Without prejudice to clause 27.1, if more than one Council owns or has a legal or beneficial right or interest in any aspect of the IP Material for any reason (including without limitation that no one Council can demonstrate that it independently supplied or created the relevant IP Material without the help of one or more of the other Councils), each of the Councils who contributed to the relevant IP Material will grant to all other Councils to this Agreement a non-exclusive, perpetual, non-transferable and royalty free licence to use and exploit such IP Material as if all the other Councils were the sole owner under the Copyright Design and Patents Act 1988 or any other relevant statute or rule of law.
- 27.4 Any entity or person who is at the date of this Agreement a party to this Agreement and who has licensed any Intellectual Property under this Agreement shall have a non-exclusive, perpetual right to continue to use the licensed Intellectual Property.
- 27.5 Each Council warrants that it has or will have the necessary rights to grant the licences set out in clause 27.2 and 27.3 in respect of the IP Material to be licensed.
- 27.6 Each Council agrees to execute such further documents and take such actions or do such things as may be reasonably requested by any other Councils (and at the expense of the Council or Councils making the request) to give full effect to the terms of this Agreement.

28. Language

- 28.1 The Joint Committee shall arrange for the Specified and Agreed Functions to be discharged in such a way that each of the Councils comply with their duties under the Welsh Language (Wales) Measure 2011

29. Severability

- 29.1 If at any time any clause or part of a clause or schedule or appendix or part of a schedule or appendix to this Agreement is found by any court, tribunal or administrative body of competent jurisdiction to be wholly or partly illegal, invalid or unenforceable in any respect:

- (a) That shall not affect or impair the legality, validity or enforceability of any other provision of this Agreement.
- (b) The parties shall in good faith amend this Agreement to reflect as nearly as possible the spirit and intention behind that illegal, invalid or unenforceable provision to the extent that such spirit and intention is consistent with the laws of that jurisdiction and so that the amended Agreement complies with the laws of that jurisdiction.

30. Relationship of Parties

- 30.1 Each of the parties is an independent organisation and nothing contained in this Agreement shall be construed to imply that there is any relationship between the parties of partnership or principal/agent or of employer/employee. No party shall have any right or authority to act on behalf of another party nor to bind another party by contract or otherwise except to the extent expressly permitted by the terms of this Agreement.

31. Third Party Rights

- 31.1 The parties to this Agreement do not intend that any of its terms will be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person not a party to it.

32. Entire Agreement

- 32.1 This Agreement and all documents referred to in this Agreement set forth the entire agreement between the parties with respect to the subject matter covered by them and supersede and replace all prior communications, representations (other than fraudulent representations), warranties, stipulations, undertakings and agreements whether oral or written between the parties. Each party acknowledges that it does not enter into this Agreement in reliance on any warranty, representation or undertaking other than those contained in this Agreement and that its only remedies are for breach of this Agreement, provided that this shall not exclude any liability which either party would otherwise have to the other in respect of any statements made fraudulently by or on behalf of it prior to the date of this Agreement.

33. Law of Agreement or Jurisdiction

- 33.1 This Agreement shall be governed by the laws of England and Wales and the parties submit to the exclusive jurisdiction of the courts of England and Wales.

34. Discretion of the Councils

- 34.1 The discretion of any Council shall not be fettered or otherwise affected by the terms of this Agreement.

THE COMMON SEAL OF

[] Council

was affixed in the presence of

SIGNED BY

Duly authorised for and

on behalf of Welsh Local Government Association

in the presence of

Schedule 1 Constitution of the Joint Committee

- 1 All 22 Councils shall appoint one representative as voting members of the Joint Committee.
- 2 The Joint Committee shall appoint one of its voting members as chair and one of its voting members as vice chair.
- 3 Unless they have already been appointed by their Council as its representative the Councils shall appoint the following persons (subject to the agreement of such persons) as non-voting members of the Joint Committee:
 - 3.1 A WLGA spokesperson for health and social services.
 - 3.2 A WLGA deputy spokesperson for health and social services.
 - 3.3 The executive leader or a deputy in respect of one of those roles of the Host Council.
 - 3.4 The Co-chairs of the Combined Governance Board.
- 4 The relevant Councils may nominate one or more substitute members from, subject to notification being given to the officer acting as Monitoring Officer to the Joint Committee before the start of the meeting. The member appointed as a substitute shall have full voting rights where the member for whom they are substituting does not attend.
- 5 Each voting member of the Joint Committee shall comply with the Code of Conduct of their Council when acting as a Member of the Joint Committee.
- 6 The Host Council or, as the case may be the relevant councils may remove any voting member or substitute voting members of the Joint Committee and appoint a different representative of the Host Council or, as the case may be, the same council as the member or substitute being replaced by giving written notice to the officer who is acting as Monitoring Officer to the Joint Committee.
- 7 Each voting member of the Joint Committee shall have one vote.
- 8 Each member of the Joint Committee shall serve upon the Joint Committee for as long as he or she is appointed to the Joint Committee by the relevant Councils, but a member shall cease to be a member of the Joint Committee if he or she ceases to be a member of the Council of which he or she was a member when he or she was appointed to the Joint Committee or if the Councils remove him or her as a member of the Joint Committee.
- 9 Any casual vacancies howsoever arising shall be filled by the Councils by notice in writing sent to the officer who is acting as Monitoring Officer to the Joint Committee.
- 10 Unless otherwise agreed by the Councils, meetings of the Joint Committee shall be held at the offices of the WLGA, Host Council or virtually.
- 11 The Joint Committee shall meet at least once annually.

- 12 The officer who is acting as Monitoring Officer to the Joint Committee shall call additional meetings at the direction of the chair by providing at least three clear days' notice to members of the Joint Committee, unless the meeting is called at shorter notice. The officer who is acting as Monitoring Officer to the Joint Committee must call a meeting of the Joint Committee if all the voting members of the Joint Committee request it or the Head of Paid Service of each Council requests it.
- 13 Meetings shall be notified to members of the Joint Committee by the officer who is acting as Monitoring Officer to the Joint Committee.
- 14 The officer who is acting as Monitoring Officer to the Joint Committee shall send electronically to all members and relevant officers of each Council the agenda for each meeting of the Joint Committee no later than three clear days before the date of the relevant meeting unless the meeting is convened at shorter notice
- 15 The officer who is acting as Monitoring Officer to the Joint Committee shall arrange for written minutes to be taken of each meeting of the Joint Committee and shall present them to the Joint Committee at its next meeting for approval as a correct record. The Officer who is acting as Monitoring Officer to the Joint Committee shall circulate the minutes to the Councils prior to the next meeting of the Joint Committee. If the Joint Committee confirms that the minutes contain an accurate record of the previous meeting, those minutes shall be signed by the chair or vice-Chair.
- 16 A meeting of the Joint Committee shall require a quorum of 60% of the voting members. If there is a quorum of members present but neither the chair nor the vice-chair is present, the members present shall designate one member to preside as chair for that meeting.
- 17 Subject to the provisions of any enactment all questions coming or arising before the Joint Committee shall be decided by a majority of the members of the Joint Committee immediately present and voting thereon. In the case of an equality of votes the chair shall have a casting vote. Subject to paragraph 18 below all voting shall be by a show of hands.
- 18 Any member of the Joint Committee may request the Joint Committee to record the votes of individual members of the Joint Committee on a matter for decision.
- 19 The order of business shall be indicated in the agenda for the meeting.
- 20 Any member of the Councils who is not a member of the Joint Committee is entitled to attend the Joint Committee but he or she shall not be entitled to vote, shall not take part in the consideration or discussion of any business, save by leave of the chair and comments will be recorded only on the direction of the chair.
- 21 A meeting of a principal council shall be open to the public except to the extent that they are excluded (whether during the whole or part of the proceedings).The public may be excluded from a meeting of the Joint Committee during an item of business whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present during that item, confidential information as defined in section 100A(3) of the Local Government Act 1972 or exempt

information as defined in section 100I of the Local Government Act 1972 would be disclosed to them. In view of the sensitivity of the matters for which the Joint Committee is responsible it is to be expected that most business to be transacted at meetings of the Joint Committee will include confidential or exempt information but the Joint Committee will consider this in respect of every item of business to be considered at a meeting of the Joint Committee.

- 22 Unless members of the public are excluded from a meeting of the Joint Committee in accordance with paragraph 21 above meetings of the Joint Committee will be open to the public.
- 23 Members of the public wishing to address the Joint Committee (or a sub-committee of the Joint Committee) on reports contained within the agenda for the meeting may at the discretion of the Chair be given the opportunity to do so.
- 24 Each Council may call in any decision of the Joint Committee in accordance with the overview and scrutiny provisions of that Council's constitution. If any decision of the Joint Committee is subject to call in by a Council, the Joint Committee shall take no action to implement that decision unless the call in process upholds the decision.
25. The Joint Committee may delegate a function to an officer. At the commencement of this agreement, the Joint Committee has delegated functions to the Director of Operations as outlined in Schedule 5

Schedule 2 Terms of Reference of the NAS Combined Governance Board

Functions and responsibilities of the Combined Governance Board

- 1 The Combined Governance Board shall have the following responsibilities:
 - 1.1 To provide political and professional leadership and advice to inform the overall strategic direction of the National Adoption Service in Wales.
 - 1.2 To hold the Regional Collaboratives (and their staff), the Director of Operations and central team, the VAA's and other services accountable for the delivery and performance of their services within the National Adoption Service arrangements.
 - 1.3 To approve for submission to the Joint Committee as prepared by the Director of Operations / central team.
 - An annual programme of work for the National Adoption Service.
 - A half year and full year progress report for the Welsh Local Government Association (WLGA – Full Council), the Minister for Health and Social Service and the Welsh Government.
 - The budget and financial management arrangements of services and the office of the Director of Operations.
 - 1.4 To monitor and have oversight of:
 - The performance of the National Adoption Service to ensure its successful delivery and improvements in the adoption process to lead to positive outcomes for children and adults affected by adoption.
 - The quality of engagement with the Voluntary Adoption Agencies (VAAs) and service user representatives at central and regional levels.
 - Compliance with The Directions
 - Compliance with the Conflict-of-Interest Protocol
 - 1.5 To consider and make recommendations for the future direction of the National Adoption Service using:
 - Information and data, including from the National Performance System in relation to the services as a whole, each Regional Collaborative, the VAA's and other services.
 - Professional and best practice advice from the sector.
 - The views of children, young people and adults who use services.
 - Other evidence including reports from the Director of Operations.

- 1.6 To ensure arrangements are in place for the flow of information, including receipt of minutes and papers, between the Combined Governance Board and:
- The Joint Committee.
 - Regional Management Committees.
 - Local government members and officers across Wales.
 - Equivalent bodies in VAA's and other services.
- 1.7 To encourage and enable the statutory and voluntary sectors to work in partnership to deliver the best outcomes for children and adults affected by adoption.
- 1.8 To ensure that the views of all stakeholders, including those who use adoption services, are represented effectively both at national and regional levels.
- 1.9 To ensure the National Adoption Service is working within Welsh Government guidance and strategies for children particularly looked after and adopted children.
- 1.10 To ensure that due consideration is given to the need for Welsh Language services in planning and delivery of adoption services throughout Wales.
- 1.11 To support the delivery of adoption services through the National Adoption Service arrangements to ensure it reflects the best possible practice and is based on a culture of continuous improvement.
- 1.12 To notify Joint Committee and Welsh Ministers of any issues regarding the National Adoption Service which it considers need to be drawn to their attention.
- 2 Membership of the Combined Governance Board will comprise of:
- WLGA Spokesperson for Health and Social Services or their representative.
 - WLGA Deputy Spokesperson for Health and Social Services
 - Independent Chair of the National Adoption Service Advisory Group (Chair of the Advisory Group and Co-Chair of the Combined Governance Board Meeting).
 - Leader (or nominated executive representative) of Host Council.
 - Elected member representative for each of the 5 Regional Adoption Collaboratives (from which the Vice Chair will be drawn).
 - Director / Head of Service from each of the Regional Collaboratives.
 - Senior officer representative of the Host Council.
 - Representative of the 5 VAAs in Wales.
 - Officer representative from the WLGA.

- Representative from the Association of Directors for Social Services Cymru (ADSSC).
 - Representative of Association of Directors of Education in Wales (ADEW).
 - A Designated doctor for Safeguarding/Looked After Children.
 - A current RAC Adoption Panel Medical Advisor.
 - Child and Adolescent Mental Health Services (CAMHS) representative.
 - Representative of a Social Research Centre (currently Cardiff University, CASCADE).
 - Representative of Children's Commissioner for Wales.
 - Representative of CAF/CASS Cymru
 - Citizen or service user.
 - Legal services representative from the Host Council.
 - Director of Operations, National Adoption Service and secretariat.
- 3 The Joint Committee may invite other persons to attend meetings of the Combined Governance Board as observers.
- 4 The terms of reference of the Combined Governance Board shall be reviewed by the Joint Committee at least once a year which may make amendments to the terms of reference.

Schedule 3 Notice Provisions

Welsh Local Government Association
One Canal Parade,
Dumballs Road
CARDIFF
CF10 5BF

Blaenau Gwent County Borough Council
Municipal Offices
Civic Centre
Ebbw Vale
NP23 6XB

Bridgend County Borough Council
Civic Offices
Angel Street
Bridgend
CF31 4WB

Caerphilly County Borough Council
Ty Penalta
Tredomen Park
Ystrad Mynach Hengoed
CF82 7PG

The County Council of the City and County of Cardiff
County Hall
Cardiff
CF10 4UW

Carmarthenshire County Council
County Hall
Carmarthen
Carmarthenshire
SA31 1JP

Ceredigion County Council
Neuadd Cyngor
Ceredigion
Penmorfa
Aberaeron
Ceredigion
SA46 OPA

Conwy County Borough Council
Bodlondeb
Bangor Road
Conwy
LL32 8DU

Denbighshire County Council
County Hall
Wynnstay Road
Ruthin
LL15 1YN

Flintshire County Council
County Hall
Mold
CH7 6NB

Gwynedd Council
Council Offices
Shirehall Street
Caernarfon
LL55 1SH

Isle of Anglesey County Council
Council Offices
Llangefni
LL77 7TW

Merthyr Tydfil County Borough Council
Civic Centre
Merthyr Tydfil
CF47 8AN

Monmouthshire County Council
PO Box 106
Caldicot
NP26 9AN

Neath Port Talbot County Borough Council
Port Talbot Civic Centre
Port Talbot
SA13 1PJ

Newport City Council
Civic Centre
Godfrey Road
Newport
NP20 4UR

Pembrokeshire County Council
County Hall
Haverfordwest
Pembrokeshire
SA61 1TP

Powys County Council
Powys County Hall
Spa Road East
Llandrindod Wells
Powys
LD1 5LG

Rhondda Cynon Taf County Borough Council
The Pavilions
Cambrian Park
Clydach Vale
Tonypany
CF40 2XX

The Council of the City and County of Swansea
Civic Centre
Oystermouth Road
Swansea
SA1 3SN

Torfaen County Borough Council
Civic Centre
Pontypool
Torfaen
NP4 6YB

Vale of Glamorgan Council
Civic Offices
Holton Road
Barry
Vale of Glamorgan
CF63 4RU

Wrexham County Borough Council
The Guildhall
Wrexham
LL11 1AY

[The Councils to provide details of fax numbers and e-mail addresses.]

Schedule 4 Financial Memorandum

- 1 The core budget for the office of the Director of Operations and national functions of the National Adoption Service is provided by a 'top slice' of the Revenue Support Grant and made available to the NAS via the Welsh Local Government Association. This arrangement was agreed by the Co-ordinating Committee of the WLGA in March 2014 as part of its agreement to the proposals to establish NAS.
- 2 The Councils shall ensure that:
 - 2.1 The Joint Committee, the Combined Governance Board and the Director of Operations make appropriate use of the National Adoption Services budget to perform their functions and to facilitate achievement of the aims in clause 2 of this Agreement.
 - 2.2 There are adequate financial and accounting procedures for the purposes of this Agreement.
- 3 The Host Council will provide the financial administrative accounting system and appropriate associated support for the discharge of the Specified and Agreed Functions on behalf of the Councils. Subject to the statutory role of each Council's Section 151 Officer in relation to their Council, the Host Council shall provide for the purposes of this Agreement the services of its Section 151 Officer to the Joint Committee.
- 4 The Director of Operations shall submit annual monitoring and accounting reports to the Joint Committee which shall include explanations for any variances against the profiled budget.
- 5 The Joint Committee shall review the expenditure and forecast to ensure that the allocated budget is being correctly adhered to.
- 6 The Joint Committee shall be presented with a report on the proposed use of the budget for the discharge of the Specified and Agreed Functions for approval on behalf of the Councils for the following financial year.
- 7 The Host Council shall apply its Financial Regulations and Contract Procedure Rules to the discharge of the Specified and Agreed Functions on behalf of the Councils pursuant to this Agreement.
- 8 Proportionate Basis for costs and liabilities of the Councils arising under the Agreement:

The Proportionate Basis for which each Council shall be liable for costs arising under the Agreement (to the extent that the same exceed the 'top slice' of the Revenue Support Grant made available to the Joint Committee) shall be calculated by reference to the proportion that the population of each Council's area makes of the total population of Wales. Any indemnity to be funded by all Councils shall be calculated on the same basis.

Schedule 5 Specified and Agreed Functions and Services

1 Service Vision

- 1.1 The Councils wish to use the joint discharge of the Specified Functions to improve the performance of the Councils and partners in meeting the needs of those children who require permanence through adoption by bringing together the best practice from each authority and partner into an integrated adoption service and similarly for an agreed range of fostering functions.
- 1.2 The Councils agree that the joint discharge of the Specified and Agreed Functions should be underpinned by the guiding principles that looked after children and prospective adopters alike are advantaged by the joint discharge of functions and that the joint discharge of functions is demonstrably more efficient and flexible in delivering the Services.

2 Aims, Principles and Objectives of the joint discharge of the Specified Functions for adoption services

- 2.1 Enabling the Councils to comply with their obligations under the Directions.
- 2.2 Delivering a comprehensive adoption service at a national level.
- 2.3 Exercising oversight of Councils' compliance with legislation, regulations, minimum standards, local procedures and the performance management framework set by the Welsh Government and accountable to the Senedd / Welsh Parliament in line with the Directions.
- 2.4 Ensuring that services are carried out in a timely and efficient way and based upon the assessed needs of those persons requiring the service.
- 2.5 Ensuring that persons seeking approval as adoptive parents are welcomed without prejudice and delay and that their applications are considered on their individual merit.
- 2.6 Developing a recruitment strategy which ensures a range of adoptive placements are available nationally or through external agencies to ensure timely placements for all children where the placement plan is adoption.
- 2.7 Providing a child focused placement service to ensure that children are appropriately matched with adopters who can meet their needs throughout their childhood.
- 2.8 Providing a range of pre and post adoption support and intermediary services in conjunction with statutory and voluntary sector providers.
- 2.9 Establishing effective working links with key stakeholders.

- 2.10 Maintaining effective working links with local authority children's services departments to ensure that agency functions in relation to children requiring adoptive placements are maintained.
- 2.11 Utilising and building upon examples of good practice and promote consistency, excellence and continuous improvement.
- 2.12 Complying with the requirements of external audit and inspection.
- 2.13 Ensuring that customer feedback and the views of service users are obtained and considered in the development of services.

3 Aims, Principles and Objectives of the joint discharge of the Agreed Functions for fostering services through Foster Wales

- 3.1 National leadership to ensure consistency of approach on a regional and local authority basis
- 3.2 Commission / monitoring of the programme management contract with Association for fostering and adoption Cymru (AFA Cymru) / creation of a post for this function plus oversight / support of programme manager's work
- 3.3 Maintaining a performance framework and supporting performance reporting at national and regional level to inform improvement
- 3.4 Production of annual report and any other reporting required
- 3.5 Administration of agreed Foster Wales national Governance arrangements and support to Regional Development Manager meetings, practice forums and task & finish groups
- 3.6 Promotion of best practice and culture of continuous improvement currently as below:
 - Oversight and ongoing development of the Foster Wales brand
 - Production of national Policy and Procedures handbook incl. for recruitment
 - Core Offer of support
 - Fees and Allowances
 - Learning and Development framework
- 3.7 Commissioning and contract monitoring of contracts required for FW work – incl. website, brand repository, national marketing manager, launch & campaigns.
- 3.8 Administration of FW finance and grants and accountancy support. Securing resourcing through new / additional finance where possible.

4 The Specified and Agreed Functions

- 4.1 The Specified and Agreed Functions are:

The functions of the Director of Operations and central team including the following:

- Providing leadership to set the direction for NAS and Foster Wales including strategic planning by agreeing priorities, targets and resourcing following engagement with partners and stakeholders as well as support to operational planning.
- Reviewing progress including analysis of performance data and service information from the regions and VAA's.
- Providing annual and mid-year reports each year for agreement by the Combined Governance Board, Joint Committee and submission to Welsh Ministers as well as to WLGA and ADSS-C where required.
- Providing specific functions nationally to support and enable NAS operations (currently as below)
 - Establishing and maintaining a website for the National Adoption Service for Wales
 - Management of the Adoption Register for Wales (under contract from Welsh Government)
 - Commissioning and contracting national contracts to support service delivery functions and support
 - Maintaining arrangements for service user engagement across Wales
 - Leadership, matrix management oversight, advice and support to regions and VAA's.
 - Promotion of best practice and a culture of continuous improvement throughout the NAS.
 - Securing appropriate resourcing through new / additional finance or re-profiling of existing as well as managing the central team allocation, grants and investment.
 - Strategic commissioning as necessary for the discharge of functions
 - Maintaining arrangements for national governance and allied sub / task & finish groups to engage stakeholders in carrying out the actions / work agreed by the Combined Governance Board
 - Promotion of adoption, including national PR and marketing and the provision of the 'face and voice' of adoption in Wales.
 - Stakeholder and relationship management including with allied services and organisations in Wales and UK, Ministers and Welsh Government.
- Providing specific functions nationally to support and enable Foster Wales operations (currently as below)
 - Establishing and maintaining a national website for Foster Wales

- Commissioning and contracting national contracts to support service delivery functions and support
- Leadership, matrix management oversight, advice and support to regions and LA's
- Promotion of best practice and a culture of continuous improvement
- Managing the central team allocation, grants and investment, enabling negotiations with funding bodies to secure ongoing resourcing.
- Maintaining arrangements for national governance and allied sub / task & finish groups to engage stakeholders in carrying out the actions / work agreed by the Lead Heads of Children's Services Group
- Promotion of Foster Wales, including national PR and marketing.
- Stakeholder and relationship management including with allied services and organisations in Wales and UK, Ministers and Welsh Government.

5 The Services

5.1 The services to be provided by the host local authority to facilitate the discharge of the Joint Committee's function shall be detailed in a separate agreement but will be provided subject to and on the overarching terms and conditions set out in this Agreement . Such Host services may include:

(i) Office accommodation and allied facilities services

(ii) Employment of staff, associated human resource functions and advising on workforce planning / issues

(iii) Use of its IT systems and databases, including provision of a separate email domain/s and stand-alone websites as needed

(iv) Finance / accounting services, supporting management of core budget and grant aid including facilitating the transfer of funds to relevant local government or partners agencies of NAS and Foster Wales.

(v) Information security advice and support, ensuring compliance with changing legislation

(vi) Facilitation of procurement and contracting requirements to deliver functions

(vii) Legal advice as required incl. for contracts.

(viii) Engagement of Officers and Members in governance arrangements as required by the Directions

5.2 The Host Authority may make arrangements with third parties for the discharge of the Services and recharge such costs to the Joint

Committee. The Host Authority shall first discuss such matters with the Director of Operations.

Schedule 6 Terms of Reference for the Lead Head of Children's Services Group

1 Objectives and Scope

- 1.1 The main objectives of this group are:
- (a) To support the strategic oversight of Foster Wales
 - (b) To consider the implications at local and regional level arising from the transition to Foster Wales
 - (c) To consider the development needs of services at local, regional, and national level
 - (d) To seek and support solutions to overcome barriers and challenges
 - (e) To continue to develop and maintain collaboration across local authority fostering
 - (f) To consider reports presented, agree actions, make decisions, and monitor progress
 - (g) To consider performance reports and monitor KPIs as identified and agreed
 - (h) To make recommendations for future areas of work programme development

2 Membership

- 2.1 Core membership will include:
- (a) 6 x Regional designated Lead Head of Children's Services
 - (b) Director of the National Adoption Service
 - (c) 6 x Regional Development Managers
 - (d) A Director of Social Services
 - (e) Programme Manager
 - (f) An officer of the Welsh Local Government Association
- 2.2 Arrangements will be put in place to ensure good links between this meeting and members including briefing the WLGA spokesperson for health and Social Care or their nominated Deputy with responsibility for children's services.

3 Frequency of meetings

- 3.1 Meetings will be held at an agreed frequency no less than quarterly (currently monthly), dates and times will be scheduled and provided with advanced notice.

4 Accountability and communication

- 4.1 The group is accountable to the Joint Committee, which holds responsibility for overall oversight of the National Adoption Service and Foster Wales.
- 4.2 Regional representatives are responsible for ensuring that effective communication channels are in place. This should include mechanisms for the sharing of information, decisions, and outcomes from this group to relevant forums and individuals within their own region.

Schedule 7 Scheme of Functions Delegated to the Director of Operations

Part One

SCHEME OVERVIEW

1. Purpose

- 1.1. The National Adoption Service for Wales (NAS) operates in a multi-agency partnership context. This is a complex arrangement best described as a local government led collaborative with a range of different interfaces including the voluntary sector. In order that the NAS national / central team staff can carry out its functions effectively under the Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions 2015, it is essential that employees at all levels of the organisation are clear that they have the delegated authority to make decisions. It is also important that employees are clear where they do not have the authority to make decisions.
- 1.2. The Scheme of Delegation is the framework creating the authority to make a decision or discharge a function. Delegation also means that those to whom responsibility has been given are prepared to be accountable for the decisions they have been asked to make and the functions they discharge. Effective and transparent decision making also requires that those making a decision must be confident about the scope of their authority.
- 1.3. The aim of the Scheme of Delegation is to set out who has the authority to make decisions within the national / central team of the National Adoption Service for Wales. It is a companion document to the National Adoption Service in Wales Partnership Agreement and the Agreement for the Establishment of a Joint Committee for the National Adoption Service.
- 1.4. This Scheme of Delegation sets out who can carry out the functions. It does not explain how they are to be carried out. The NAS has adopted the procedures of the Host Council (Cardiff Council) which set out the rules for this. The Host Council is also the employer of NAS staff. As a result, NAS Officers must be familiar with the Host Council's:
 - Financial Procedure Rules (Part 4.6 of the Constitution)
 - Contract Standing Orders and any Procurement guidelines issued by the Host Council
 - Human Resources guidance and procedures
- 1.5. All powers within the Scheme of Delegation are to be exercised within approved budgets and all staffing and recruitment delegations take effect subject to approved HR guidelines.
- 1.6. At the commencement of this Agreement the full arrangements for Foster Wales are being developed but it is anticipated that its relationship to the Joint Committee will be the same as for NAS albeit that governance is managed through the Lead Heads of Children's Services (LHOCS) meeting and that delegated authority will operate in the same way. The Terms of Reference of the Lead Heads of Children's Services meeting are in Schedule 6 of this Joint Committee Agreement.

2. Arrangement of the Scheme of Delegation

- 2.1. . The Scheme of Delegation is arranged in three parts.
 - a) Scheme Overview
 - b) The Joint Committee and Combined Governance Board
 - c) The Director of Operations

3. The Joint Committee, Combined Governance Board and Regional Collaboratives

- 3.1. The complex nature of the arrangements has a number of key bodies either delivering the Adoption Services or setting overall strategy. They interact in a way that influences the approach to delegation.
- 3.2. The Joint Committee will, on behalf of the 22 Welsh Local Authorities, exercise their powers with reference to the provision of the collaborative arrangements for the National Adoption Service for Wales (NAS) and for Foster Wales (FW). It will be underpinned by a legal agreement (Joint Committee Agreement) and be comprised of Council Members. Its role will be to oversee the work of NAS and Foster Wales and specifically approve / receive the below:
 - The Annual Reports of NAS and of Foster Wales;
 - The annual programmes of work for the NAS and for Foster Wales;
 - The budget/s for the office of the Director and the national work of NAS and for Foster Wales; and
 - The agreement, and any changes required, for the Host Council support of the office of the Director to enable it to facilitate the work of NAS and FW.
- 3.3. For NAS (only) it will also oversee how the authorities work together to exercise their powers and comply with the National Assembly Directions (now Senedd Wales).
- 3.4. The Joint Committee has primary responsibility for the delegation framework as it may delegate a function to an officer.
- 3.5. The terms of reference for the Combined Governance Board are contained in schedule 2 of the Agreement for the Establishment of a Joint Committee for the National Adoption Services. The schedule indicates the Board must approve as prepared by the Director of Operations / central team the following:
 - An annual programme of work for the National Adoption Service.
 - A half year and full year progress report for the Welsh Local Government Association (WLGA – Full Council), the Minister for Health and Social Service and the Welsh Government.
 - The budget and financial management arrangements of services and the office of the Director of Operations.
- 3.6. The terms of reference also hold the following accountable for the delivery and performance of their services within the NAS arrangements:
 - Regional Collaboratives (and their staff),
 - the Director of Operations and central team,
 - the Voluntary Adoption Agencies and other services
- 3.7. In order to support the work of the Combined Governance Board the Director of Operations will prepare the items listed in section 3.3 using the support of the Host Council where appropriate.
- 3.8. As the lead executive of the NAS, the Director of Operations has delegated authority from the Joint Committee to manage the organisation. The Director of Operations is also responsible for delegating other decision-making responsibilities to officers within NAS.
- 3.9. The Joint Committee delegates to the Combined Governance Board or Director of Operations all matters which it does not reserve to itself for decision.

- 3.10. The Director of Operations shall provide regular reports to the Combined Governance Board and Joint Committee on the discharge of the Specified Functions.
- 3.11. The delegation of functions and responsibilities both from the Joint Committee and the Director of Operations requires those using delegated authority to carry out those functions in a way that will not prevent the effective discharge of any functions or bring the NAS into disrepute or in any other way have an adverse effect on the NAS.
- 3.12. The scheme of delegation can be removed by the Joint Committee if it takes a formal decision to do so. In these circumstances the Joint Committee would assume those responsibilities that it had previously delegated or delegate these responsibilities to the Combined Governance Board. The Director of Operations can also remove delegations they have granted to their team and in doing so would assume the previously delegated responsibilities or transfer these to another member of their team.
- 3.13. Each region is made up of a number of specified local authorities. These are regional collaboratives overseen by Regional Management Boards. For the NAS to work effectively Partnership Agreement states there should be robust links between RMBs, the Combined Governance Board and the central team (led by the Director of Operations). The RMBs are required to produce an annual report submitted to the Director of Operations by 31st May each year. Other aspects of regional working include the Regional Joint Committees, Regional Operation Groups and a lead authority for each region.
- 3.14 There is no legislation underpinning Foster Wales. Existing regional meetings link to the national Lead Heads of Children's Services meeting which in turn reports to the Joint Committee.

4. Principles of Delegation

- 4.1. The scheme of delegation has a number of principles that underpin the approach adopted so that the transfer of responsibility for a task or function from the Joint Committee, Board Meeting or Director of Operations does not change the overall accountability.
- The Joint Committee, Combined Governance Board LHOC's meeting and the Director of Operations remain accountable for all their functions, even those they have delegated. In order to be assured that the responsibilities that they have delegated are being discharged properly they require information about the exercise of those functions. Appropriate management oversight must be exercised to ensure there is sharing of delegated decisions.
 - In order to make sound decisions, the authority to take decisions must be supported by appropriate skills and knowledge. Those exercising delegated decision-making powers must be made aware of the decisions that have been delegated to them, the limits of their authority and have access to relevant advice if appropriate.
 - A record of delegated decisions will be kept and shared with the Joint Committee and the Combined Governance Board. The frequency of the information to be received will be determined by the Joint Committee and Board but should not be less than quarterly. Where a decision has been formally delegated to the Director of Operations by the Joint Committee or the Combined Governance Board, the decision to delegate will be recorded in the Committee or Board minutes. The decision and its outcome will then be contained in a separate section within the Director of Operations' Quarterly Report to the following

Combined Governance Board. An equivalent process will be developed for Foster Wales

- If the post holder for a delegated decision is absent the line manager will be expected to make the decision. Should the decision be urgent, and a matter delegated to the Director of Operations the Chair of the Combined Governance Board will be able to make the decision in consultation with the Board and, in the case of the absence of the Director of Operations, the relevant staff reporting to the Director of Operations.
- Where a delegated decision is viewed by the postholder as requiring further discussion due to the sensitivity of the issue they should consider approaching the Director of Operations for advice. In the case of the Director of Operations this would involve the Chair of the Joint Committee or the Combined Governance Board as appropriate.

5. Variation, ownership and review of the scheme

- 5.1. The constitution of the Joint Committee includes authority to delegate a function to an officer (Schedule 1, paragraph 25). Variations to the Scheme of delegation will be approved by the Joint Committee and any deviation from it must be approved by the Joint Committee, with such deviations being reported to the next meeting.
- 5.2. For administrative purposes, the Director of Operations, on behalf of the Joint Committee, is the manager of the Scheme of Delegation and will keep the scheme under review in consultation with the Joint Committee Monitoring Officer who will be required to comment on the proposals. Any suggested amendments will be subject to consultation with the Combined Governance Board. Any proposed changes will be submitted to the Joint Committee unless authority to amend the scheme is delegated to the Combined Governance Board. If delegation occurs any changes to the Scheme of Delegation will be reported to the next Joint Committee.
- 5.3. However, the Scheme will be updated as often as is necessary to ensure it remains current, following review and consultation in accordance with paragraph 5.2.

Part Two

The Joint Committee, the Combined Governance Board, Regional Collaboratives, Lead Heads of Children's Services meeting and Director of Operations

a. The Joint Committee

1. The Agreement for the Establishment of a Joint Committee for the National Adoption Service indicates Welsh Councils have agreed to establish and participate in a joint committee to facilitate the delivery of the Specified and Agreed Functions with a view to their economical, efficient and effective discharge.
2. The Joint Committee is specifically responsible for:
 - a. The overall scheme of delegation.
 - b. establishing and delivering the NAS and Foster Wales strategic aims and objectives consistent with its overall strategic direction and within the agreed Welsh Government policy.
 - c. strategic direction and decisions as submitted by the Combined Governance Board and LHOC's meeting.
 - d. ensuring that the responsible minister is kept informed of any changes which are likely to impact on NAS strategic direction or the delivery of the

obligations set out in the Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions 2015.

b. The Combined Governance Board

3. The terms of reference of the Combined Governance Board (the Board) indicates the overall role is to provide strategic direction and decisions for submission to the Joint Committee to facilitate the delivery and improvement of adoption services on Wales through the National Adoption Service (NAS) arrangements.
4. The Board also holds the Regional Collaboratives and the Director of Operations and central team accountable for delivery and performance of their services within the NAS arrangements.
5. The Board is responsible for ensuring the Director of Operations has adequate resources to discharge the Specified Functions and deliver an effective NAS. In coming to a decision whether to recommend this to the Joint committee the Board will rely on the advice of the Director of Operations.

c. Regional Collaboratives

6. The Regional Collaboratives must provide an annual report to the Director of Operations by 31st May covering
 - a. The performance of the regional collaborative against the performance measures in the National Performance Management Framework
 - b. An analysis of the implementation of the annual work programme and plans to address any under-performance
 - c. Plans to develop the adoption service within the region in accordance with the national business priorities
 - d. Information regarding the resolution of complaints and determination of disputes at local and regional level and any impact on the provision of adoption services
7. The Scheme of Delegation recognises that the Director of Operations will need to act on behalf of the Combined Governance Board and the Joint Committee when working with the Regional Collaboratives.
8. The Scheme of Delegation recognises that the Director of Operations is not only a member of the Combined Governance Board but is also the principal professional advisor on delivery and improvement of adoption services in Wales through the National Adoption Service arrangements. This will include providing advice to the Joint Committee and Combined Governance Board on the Regional Collaborative arrangements including reporting on the position to the Board based on the reports that Regional Collaboratives must provide to the Director of Operations by 31st May of each year

d. The Director of Operations

7. The scheme of delegation will operate to enable the Director of Operations to carry out the following Specified and Agreed Functions:
 - a. Providing leadership to set the direction for NAS including strategic planning by agreeing priorities, targets and resourcing following engagement with partners and stakeholders as well as support to operational planning.
 - b. Reviewing progress including analysis of performance data and service information from the regions and VAA's.
 - c. Providing annual and mid-year reports each year for agreement by the Combined Governance Board, Joint Committee, and submission to

Welsh Ministers as well as to WLGA and ADSS-C where required;
and

- d. Providing specific functions nationally to support and enable NAS operations including those outlined in the table below.

MATTERS DELEGATED BY THE JOINT COMMITTEE TO THE DIRECTOR OF OPERATIONS. (The delivery of these delegated functions will be overseen on a day-to-day basis by the Combined Governance Board for NAS and the Lead Heads of Services meeting for Foster Wales)

Strategic Direction and Business Planning

The Director of Operations is responsible for:

- Overseeing the development of the annual programme of work and budget for the National Adoption Service (incl. Foster Wales). This will include a medium term (3 year) financial plan accompanied by the assumptions on which longer term planning is based
- A half year and full year progress report for the Welsh Ministers and the Welsh Government with required oversight of the Combined Governance Board and the Joint Committee.

Financial Management, Commissioning, Propriety and Value for Money

The Director of Operations is responsible for:

- Ensuring the NAS stays within its overall budget
- Ensuring the NAS operates within the financial regulations of the Host Council
- Signing agreements or other documents on behalf of the Joint Committee and/or the Combined Governance Board
- Securing appropriate resourcing through new/additional finance or reprofiling of existing as well as managing the central team allocation, grants and investment
- Ensuring the NAS complies with any requirements to publish information as required by legislation and the Welsh Government
- Approving the level of delegation for non-pay expenditure within the overall delegation scheme as approved by the Joint Committee and/or the Combined Governance Board
- Approving those posts as having the responsibility of Budget Holder
- Authorising contracts up to £1m, and in excess of £1m in conjunction with the Combined Governance Board
- Taking overall responsibility for the control of the NAS's fixed assets
- Ensures the Host Council's agreed systems of control are applied within the NAS to protect against fraud and losses including data losses
- Strategic Commissioning as necessary for the discharge of functions
- Ensuring all staff are aware that the NAS operates within the Host Council's:
 - Financial Regulations and procedures.
 - Contract Standing Orders and any Procurement guidelines issued by the Host; and
 - Human Resources guidance and procedures

Risk Management and Assurance

The Director of Operations is responsible for:

- Ensuring the risks to the Annual Plan are identified, assessed, managed and escalated where necessary in accordance with the Host Council's risk management policy
- Monitoring, controlling and assuring the Joint Committee and Combined Governance Board of the business and regulatory risks for which they are responsible

Information and Information Governance

The Director of Operations is responsible for:

- Understanding and addressing the risks to the information assets under their control or delegated to them by the Joint Committee and/or Combined Governance Board
- Providing assurance to the Host Council's SIRO on the security and use of information assets
- Ensuring data is managed in accordance with the requirements of the Data Protection Act 1998
- Approving the release of information about the provision of National Adoption Services
- Establishing and maintaining a website for the National Adoption Service for Wales
- Promotion of adoption, including PR and marketing and the provision of the 'face and voice' of adoption in Wales
- Management of the Adoption Register for Wales (under contract from the Welsh Government)
- Maintaining arrangements for service user engagement across Wales

Dispute Resolution

The Director of Operations is responsible for:

- Producing and implementing a plan to resolve any dispute that arises in relation to any aspect of the Agreement for the Establishment of a Joint Committee for the National Adoption Service

Regional Arrangements and Regional Collaboratives

- Advising the Joint Committee and/or the Combined Governance Board on the working arrangements for the Regional Collaboratives
- Leadership, matrix management oversight, advice and support to regions and VAA's
- Maintaining arrangements for national governance and allied sub/task & finish groups to engage stakeholders in carrying out the actions/work agreed by the Combined Governance Board



COUNCIL – 16TH MARCH 2022

SUBJECT: PUBLICATION OF THE PAY POLICY STATEMENT 2022 / 23

REPORT BY: LYNNE DONOVAN, HEAD OF PEOPLE SERVICES

1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to seek approval from Council for the publication of the Authority's Pay Policy Statement 2022 / 23.

2. SUMMARY

- 2.1 The Pay Policy Statement attached at Appendix 1 contains the full details of the remuneration position for the Council for 2022 / 23. It is a statement of fact.
- 2.2 It is a legislative requirement that this information is published on an annual basis by 31st March each year, once agreed by Council.
- 2.2 The Pay Policy Statement will be published on the Council's Website and will be available for access by members of the public.

3. RECOMMENDATIONS

- 3.1 Council is asked to agree the attached Pay Policy Statement 2022 / 23 (Version 11) for publication on the Council's website.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 The recommendation ensure that the Council complies with legislative requirements by the publication of the Pay Policy 2022 / 23.

5. THE REPORT

- 5.1 Since 2012, Local Authorities in England and Wales have been required to publish an annual pay policy statement in accordance with the Localism Act 2011 detailing:

- a) The Council's policies towards all aspects and elements of the remuneration of Chief Officers (Chief Officers are as defined in para 5.1 of this policy);
 - b) The approach to the publication of, and access to, information relating to all aspects of the remuneration of Chief Officers;
 - c) The Council's policy on the remuneration of its lowest paid employees (including the definition adopted and reasons for it);
 - d) The relationship between the remuneration of its Chief Officers and other employees.
- 5.2 Further guidance has been issued since this date and in December 2016, the Staff Commission published "Advice and guidance on the Welsh Government Framework on 'Transparency of Senior Remuneration in the Devolved Welsh Public Sector'". This guidance replaced any previous guidance issued under section 40 of the Localism Act 2011.
- 5.3 The provisions which relate to Pay Policy Statement only apply to employees directly appointed and managed by the Council. Employees who are appointed and managed by schools are, therefore, not required to be included within the scope of Pay Policy Statement. This reflects the unique employment legislation position whereby all schools' employees are employed by the Local Authority, but decisions about the appointment and management of such employees are mostly discharged by Head Teachers / Governing Bodies, as appropriate.
- 5.4 The Pay Policy Statement attached at Appendix 1 contains the full details of the remuneration position for the Council for 2022 / 23 that are required to be published under legislation. It is a statement of fact.
- 5.5 There is a legislative requirement that the Pay Policy Statement is published on an annual basis by 31st March each year, once agreed by Council.
- 5.6 The Pay Policy Statement will be published on the Council's Website, and will be available for access by members of the public.
- 5.7 The Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton "Review of Fair Pay in the Public Sector" (2010). The Pay Policy Statement publishes these relativities at paragraph 7.5 and CCBC is well within the advisory guidelines provided.
- 5.8 **Conclusion**
The Council has a legal requirement to publish a Pay Policy Statement by 31st March each year. The Pay Policy statement attached at Appendix 1 is a statement of fact of remuneration at the time of agreement by Council.
- 6. ASSUMPTIONS**
- 6.1 There are no assumptions made within this report.
- 7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT**
- 7.1 The Pay Policy 2022 / 23 is a statement of fact, therefore an integrated impact assessment has not been completed.

8. FINANCIAL IMPLICATIONS

- 8.1 Salaries are accounted for within core service revenue budgets. The national pay award for Youth and Community Support Workers for 2021 /22 is still subject to agreement. The national pay awards for 2022 / 23 are subject to negotiation. Any increase in salaries will need to be funded from the Council's Revenue Budget.

9. PERSONNEL IMPLICATIONS

- 9.1 The personnel implications are included in the report.

10. CONSULTATIONS

- 10.1 All consultation responses have been reflected in this report.

11. STATUTORY POWER

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

Author: Lynne Donovan, Head of People Services,
donovl@caerphilly.gov.uk

Consultees: C. Harrhy, Chief Executive
D. Street, Corporate Director Social Services and Housing
R. Edmunds, Corporate Director Education and Corporate Services
M.S. Williams, Corporate Director Economy and Environment
Cllr Colin Gordon, Cabinet Member for Corporate Services,
gordocj@caerphilly.gov.uk
Stephen Harris, Head of Financial Services & S151 Officer,
harrisr@caerphilly.gov.uk
Robert Tranter, Head of Legal Services & Monitoring Officer,
trantrj@caerphilly.gov.uk
Lisa Downey, HR Service Manager,
downel@caerphilly.gov.uk

Appendices:

Appendix 1 Pay Policy Statement 2022 / 23 (Version 11)

This page is intentionally left blank

Pay Policy Statement

Version:	Version 11
Policy Ratified by:	Council
Date:	16th March 2022
Area Applicable:	All Caerphilly employees (including Agency Workers) except School contracted employees.
Review Year	Financial Year 2022 - 2023
Impact Assessed	Yes



INDEX

CONTENT	PAGE NUMBER
<u>1. Introduction & Purpose</u>	3
<u>2. Legislative Framework</u>	3
<u>3. Scope of the Pay Policy</u>	4
<u>4. Pay Structure and Arrangements</u>	4
<u>5. Chief Officer Remuneration</u>	6
<u>6. Publication</u>	8
<u>7. Pay Relativities within the Council</u>	8
<u>8. Accountability and Decision Making</u>	9
<u>9. Re-Employment</u>	9
<u>10. Reviewing the Policy</u>	9
<u>Appendix A CCBC NJC Pay Structure</u>	10
<u>Appendix B Soulbury Pay Structure</u>	11
<u>Appendix C JNC Youth and Community Workers Pay Structure</u>	14
<u>Appendix D CCBC Senior Management Pay Structure (Hay) – JNC Staff</u>	15
<u>Appendix E All Employee Groups - Main Conditions of Service</u>	16
<u>Appendix F – CCBC Election Fees</u>	18

1. Introduction & Purpose

- 1.1 Under Section 112 of the Local Government Act 1972 the Council has the power 'to appoint officers on such reasonable terms and conditions as the Authority thinks fit'. This Pay Policy statement sets out Caerphilly CBC's approach to Pay Policy in accordance with the requirements of Section 38 to 43 of the Localism Act 2011. This requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement for 2012 / 2013 and for each financial year after that, detailing:
- a) The Council's policies towards all aspects and elements of the remuneration of Chief Officers (Chief Officers are as defined in para 5.1 of this policy);
 - b) The approach to the publication of, and access to, information relating to all aspects of the remuneration of Chief Officers;
 - c) The Council's policy on the remuneration of its lowest paid employees (including the definition adopted and reasons for it);
 - d) The relationship between the remuneration of its Chief Officers and other employees.
- 1.2 Guidance regarding these matters was issued by Welsh Government and, in accordance with section 40 (2) of the Act, Local Authorities in Wales were required to have regard to this Guidance when performing their functions in preparing and approving Pay Policy statements. In December 2015, Welsh Government also published a framework document that set out a common set of high level principles and minimum standards for reporting arrangements of senior remuneration within the Welsh public sector (including local authorities).
- 1.3 In December 2016, the Staff Commission published "Advice and guidance on the Welsh Government Framework on 'Transparency of Senior Remuneration in the Devolved Welsh Public Sector'". This guidance replaced any previous guidance issued under section 40 of the Localism Act 2011.
- 1.4 Welsh Government also issued further guidance in December 2020 entitled "Pay Accountability in local government. What to include in local authority annual pay policy statements".
- 1.5 This is an update to the previous Pay Policy statement first issued in June 2012, and last updated with Council approval on 2 March 2021. This statement will come into immediate effect once fully endorsed by Council at its meeting on the 16 March 2022.
- 1.6 This pay policy statement needs to be placed in context. Caerphilly County Borough Council is a large complex organisation with a multi-million pound budget. CCBC year has a workforce of just over 8,300 employees and a combined revenue and capital budget for 2020/2021 of over £629.7 million. We are in addition the largest single employer based in the County Borough.
- 1.7 As an employer we have a very wide range of functions and are responsible for the provision of many essential services at a local level. The general approach to employee remuneration levels may therefore differ from one group of employees to another to reflect specific circumstances at a local, Welsh or UK national level. The approach also needs to be flexible when required to address a variety of changing circumstances, whether foreseeable or not.

2. Legislative Framework

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

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

3. Scope of the Pay Policy

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

4. Pay Structure and Arrangements

- 4.1 Caerphilly utilizes the Greater London Provincial Council (GLPC) Job Evaluation process, and uses the nationally negotiated pay spine referred to as the National Joint Council (NJC) for Local Government Services, as the basis for its local grading structure. Our localised Pay & Grading structure was achieved through a collective agreement with the Trade Unions, and implemented with effect from the 1st of April 2009. The Council’s NJC Pay & Grading structure was updated, through a collective agreement with the Trade Unions as a result of the NJC’s pay agreement for 2018-2020, which included the introduction of a new NJC for Local Government Services Pay Spine. In terms of Chief Officers, the council uses the Hay Job Evaluation process which allows the posts to be effectively benchmarked against the internal and external markets, as approved by Cabinet in 2004. These processes determine the salaries of the large majority of the non teaching workforce, together with the use of other nationally defined rates where relevant.
- 4.2 The Council employs Chief Officers under Joint Negotiating Committee (JNC) terms and conditions which are incorporated in their contracts. The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises and this Council will therefore pay these as and when determined in accordance with current contractual requirements.
- 4.3 The terms and conditions for Chief Executives are agreed by a separate body i.e. the Joint Negotiating Committee (JNC) for Chief Executives, which also negotiates on a national basis. Council, at the meeting held on 19th November 2019, agreed that all future nationally agreed pay awards for the Chief Executive would be approved automatically.
- 4.4 In addition to the NJC and JNC arrangements referred to above, the Council recognises other nationally negotiated arrangements including National Pay Grades under the Soulbury Agreement and the National Pay Grades under the JNC for Youth & Community Workers. The details of these scales are contained in Appendices A – D.
- 4.5 The Council also has in place local agreements achieved via collective agreements with the Trade Unions for these staff groups.
- 4.6 New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary, subject to the approval of Head of Service. From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent

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

Pay Supplements

- 4.7 All other pay related allowances are subject to either nationally or locally negotiated rates, that are determined in accordance with collective bargaining machinery and/or Council Policy. In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money against the ability to recruit and retain appropriately skilled and experienced employees that can deliver high quality services to the public.
- 4.8 The Council has committed itself to being a Living Wage Employer. The previous Living Wage rate was £9.50 per hour as covered in last year's Pay Policy. With effect from 1st November 2021 this rate was increased to £9.90 per hour. The Council will therefore continue to pay the difference between the relevant Spinal Column Point (NJC SCP's 1 to 3 are affected) as a supplement. This supplement is included in the hourly rate as pensionable pay. This is demonstrated in the Council's NJC pay scales as provided in Appendix A.

Honoraria / Acting Up arrangements

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

Early Retirement, Voluntary Severance & Redundancy

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

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

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

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

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

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

Mileage

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

5. Chief Officer Remuneration

5.1 Definitions of Chief Officer / Pay Levels

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

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

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

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

5.1.3 At the meeting held on 19th November 2019, Council agreed the recruitment to the post of Chief Executive on a permanent basis on a spot salary of £140,000 per annum. This has now been subject to national pay awards and is £146,008.

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

- Corporate Directors - The salary of the post falls within a range of four incremental points between £118, 872 rising to a maximum of £132,080 per annum;
- Heads of Service (Band A) - The salary of the post fall within a range of four incremental points between £90,732 rising to a maximum of £100,813 per annum
- Heads of Service (Band B) - The salary of the post fall within a range of four incremental points between £70,107 rising to a maximum of £77,898 per annum
- No bonus or performance-related pay mechanism is applicable to any Chief Officers’ pay.

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

5.2 Recruitment of Chief Officers

- 5.2.1 The Council's Policy and Procedures with regard to the recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in Part 4 of the Council's Constitution.
- 5.2.2 The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant Council policies in place at the time of recruitment.
- 5.2.3 Where the Council is unable to recruit a Chief Officer under a contract of service, or there is a need for support for a specific project or to provide cover for a vacant substantive Chief Officer post, the Council will, where necessary, consider engaging individuals under "contracts for service". These will be sourced through a relevant procurement process (in accordance with standing orders and financial regulations), ensuring the Council is able to demonstrate value for money from competition in securing the relevant service. There are however no current examples of this arrangement.
- 5.2.4 Welsh Government recommends in addition to agreeing the parameters for setting the pay of Chief Officers, full Council should be offered the opportunity to vote on large salary packages that are to be offered in respect of new appointments in accordance with their agreed pay policy statements. The Welsh Ministers consider £100,000 is the right level for that threshold.
- 5.2.5 For this purpose, salary packages should be consistent with the categories defined for remuneration in the Accounts and Audit (Wales) Regulations 2014. This will include salary, bonuses, fees, allowances routinely payable, any expenses allowance chargeable to UK income tax, the relevant authorities' contribution to the officer's pension and any other benefits in kind to which the officer is entitled as a result of their employment.
- 5.2.6 There is a requirement to specifically consult the Independent Remuneration Panel on any intention to change the salary of the Head of Paid Service (in our case the Chief Executive) or Chief Officers that are not in keeping with changes applied to other officers of the authority. The Council is then required to give due regard to their recommendations on the salary of the Head of Paid Service or Chief Officer prior to considering any changes.

5.3 Additions to Salary of Chief Officers

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

5.4 Payments on Termination

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

6. Publication

- 6.1 This is an update of the Pay Policy Statement. This statement will come into effect, once fully endorsed by Council in March 2022.
- 6.2 In addition, the Accounts and Audit (Wales) Regulations 2014 require the Authority to disclose the following information in respect of remuneration in its annual Statement of Accounts:
- The number of employees whose remuneration, excluding pension contributions, was greater than £60,000
 - The remuneration and the components of remuneration for statutory chief officers and designated head of paid service who have responsibility for the management of the Authority
 - The total number and cost of exit packages
 - The remuneration ratio between the Chief Executive and the median remuneration of all employees.

7. Pay Relativities within the Council

- 7.1 The "lowest paid" persons employed under a contract of employment with the Council are employed at the new Living Wage (Foundation) rate of £9.90 per hour. All roles within our grading structure previously paid in accordance with the spinal column points 1 to 3(SCP 1 -3 of the NJC pay spine for Local Government Services employees, receive a supplement to make the rate £9.90 per hour. As at 1 November 2021, this is £19,100 (Full Time Equivalent Earnings) per annum for a 37 hour standard working week.
- 7.2 The relationship between the rate of pay for the "lowest paid" employees and the Council's Chief Officers is regulated by the processes used for determining pay and grading structures as set out in this Pay Policy Statement.
- 7.3 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton "Review of Fair Pay in the Public Sector" (2010).

- 7.4 Will Hutton was asked by the UK Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organization. Hutton concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between the highest rate of pay and the median average pay of the whole of the Council's workforce (but excluding teachers and other employees appointed and managed by schools, in the case of local authorities).
- 7.5 The salary utilised for the Chief Executive calculations of all the pay multiple data is £146,008, i.e. the salary of the Chief Executive.

Pay Multiple Data

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

Salary Multiple	Ratio
the multiple between the annual salary of the lowest paid Council employee and the Chief Executive (full-time equivalent basis) as a ratio	1:7.84
the multiple between the annual salary of the lowest paid Council employee and the average Chief Officer (full-time equivalent basis) as a ratio	1:5.41
the multiple between median earning of Council employees and the Chief Executive (full-time equivalent basis) as a ratio	1:6.73
the multiple between median earning of Council employees and the average Chief Officer (fulltime equivalent basis) as a ratio	1:4.65

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

8. Accountability and Decision Making

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

- 8.2 The Council will set remuneration for the Chief Executive and Chief Officers (as defined in paragraphs 5.1.3 and 5.1.4).

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

9. Re-Employment

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

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

10. Reviewing the Policy

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

Appendix A NJC Pay Structure 2021 / 22

Grade	SCP	1 April 21	Foundation Living Wage 1st Nov 21
Grade 1	1	£18,333	£19,100
Grade 2	2	£18,516	£19,100
Grade 3	3	£18,887	£19,100
	4	£19,264	
Grade 4	5	£19,650	£19,100
	6	£20,043	
Grade 5	7	£20,444	£19,100
	8	£20,852	
	9	£21,269	
	10	£21,695	
	11	£22,129	
Grade 6	12	£22,571	£19,100
	13	£23,023	
	14	£23,484	
	15	£23,953	
	16	£24,432	
	17	£24,920	
Grade 7	18	£25,419	£19,100
	19	£25,927	
	20	£26,446	
	21	£26,975	
	22	£27,514	
	23	£28,226	
Grade 8	24	£29,174	£19,100
	25	£30,095	
	26	£30,984	
	27	£31,895	
Grade 9	28	£32,798	£19,100
	29	£33,486	
	30	£34,373	
	31	£35,336	
Grade 10	32	£36,371	£19,100
	33	£37,568	
	34	£38,553	
	35	£39,571	
Grade 11	36	£40,578	£19,100
	37	£41,591	
	38	£42,614	
	39	£43,570	
Grade 12	40	£44,624	£19,100
	41	£45,648	
	42	£46,662	
	43	£47,665	

Notes: The Foundation Living Wage rate applies from 1st November 2021.

Appendix B Soulbury Pay Structure 2021 / 22

EDUCATIONAL PSYCHOLOGISTS – SCALE A

Spine Point	Salary (from 1 Sep 2021)
1	£38,865
2	£40,838
3	£42,811
4	£44,782
5	£46,755
6	£48,727
7	£50,584
8	£52,440
9	£54,179*
10	£55,921*
11	£57,544*

Notes:

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

SENIOR / PRINCIPAL EDUCATIONAL PSYCHOLOGISTS – SCALE B

Spine Point	Salary (from 1 Sep 2021)
1	£48,727
2	£50,584
3	£52,440*
4	£54,179
5	£55,921
6	£57,544
7	£58,210
8	£59,456
9	£60,690
10	£61,945
11	£63,177
12	£64,431
13	£65,707
14	£66,941**
15	£68,235**
16	£69,514**
17	£70,803**
18	£72,090**

Notes:

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

TRAINEE EDUCATIONAL PSYCHOLOGISTS

Spine Point	Salary (from 1 Sep 2021)
1	£24,970
2	£26,798
3	£28,623
4	£30,453
5	£32,279
6	£34,107

ASSISTANT EDUCATIONAL PSYCHOLOGISTS

Spine Point	Salary (from 1 Sep 2021)
1	£30,694
2	£31,948
3	£33,201
4	£34,448

EDUCATION IMPROVEMENT PROFESSIONALS

Spine Point	Salary (from 1 Sep 2021)
1	£37,056
2	£38,383
3	£39,637
4	£40,907
5	£42,168
6	£43,431
7	£44,758
8	£46,035*
9	£47,552
10	£48,849
11	£50,158
12	£51,425
13	£52,860**
14	£54,140
15	£55,553
16	£56,831
17	£58,113
18	£59,371
19	£60,668
20	£61,338***
21	£62,626
22	£63,749
23	£64,985
24	£66,093
25	£67,278
26	£68,434
27	£69,616
28	£70,815
29	£72,016
30	£73,215

31	£74,404
32	£75,611
33	£76,819
34	£79,056
35	£79,291
36	£80,560
37	£81,809
38	£83,071
39	£84,316
40	£85,561
41	£86,811
42	£88,061
43	£89,309
44	£90,564
45	£91,815
46	£93,069
47	£94,327
48	£95,574****
49	£96,825****
50	£98,079****

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

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

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

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

Appendix C JNC Youth and Community Workers Pay Structure 2021 / 22 (pay award pending)

YOUTH AND COMMUNITY SUPPORT WORKER

Spine Point	Salary (from 1 Sep 2020)
3	£18,615
4	£18,938
5	£19,308
6	£19,631
7	£19,922
8	£20,589
9	£21,439
10	£22,104
11	£23,178
12	£24,228
13	£25,313
14	£26,437
15	£27,202
16	£28,001
17	£28,787

YOUTH AND COMMUNITY SUPPORT WORKER (SENIOR)

Spine Point	Salary (from 1 Sep 2020)
13	£25,313
14	£26,437
15	£27,202
16	£28,001
17	£28,787
18	£29,579
19	£30,364
20	£31,152
21	£32,036
22	£33,039
23	£34,015
24	£34,997
25	£35,985
26	£36,973
27	£37,961
28	£38,961
29	£39,953
30	£40,947
31	£41,617*
32	£42,718*

*Discretionary Points

Appendix D JNC Senior Management Pay Structure with effect from 1 April 2022

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

	Increment 1	Increment 2	Increment 3	Increment 4
Chief Executive	146,008	N/A	N/A	N/A
Deputy Chief Executive	131,993	136,876	141,761	146,657
Director	118,872	123,271	127,667	132,080
Band A+ Heads Of Service	101,261	15,007	108,755	112,513
Band A Heads Of Service	90,732	94,089	97,446	100,813
Band B	70,107	72,701	75,296	77,898
Band C	54,943	56,774	58,604	60,439
Band D	48,731	50,357	51,983	53,605
Band E	43,423	44,419	45,407	46,381

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

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

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

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

Appendix E All Employee Groups - Main Conditions of Service

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

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

Appendix F

CAERPHILLY COUNTY BOROUGH COUNCIL - LOCAL ELECTION FEES

A) RETURNING OFFICERS FEE

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

1) <u>CONTESTED ELECTIONS</u>	1/4/2022
For each Electoral Division / Community Ward	£
For each 1000 Electors (or part)	86.97
For next 1000 Electors (or part)	49.47
For every subsequent 250 Electors (or part)	16.71
2) <u>UNCONTESTED ELECTIONS</u>	
For each uncontested Division / Ward	78.63
3) <u>POSTAL VOTES – (Supervision)*</u> to be paid to DRO and or Asst. DRO's	
*NB – in this event no fee should be claimed by the DRO or Asst. DRO's from the clerical fund for these duties.	
Issue (for each paper)	0.35p
<i>(minimum per Division / Ward)</i>	<i>(26.35)</i>
<i>(minimum per casual vacancy)</i>	<i>(76.15)</i>
Receipt (for each paper)	0.35p
<i>(minimum per Division / Ward)</i>	<i>(26.35)</i>
<i>(minimum per casual vacancy)</i>	<i>(76.15)</i>
4) <u>POLL CARDS (Supervision)*</u> to be paid to DRO and or Asst. DRO as above	
Per 1000 or part issued	31.86
<i>(minimum per casual vacancy)</i>	<i>45.49</i>

This page is intentionally left blank