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(Tel: 07714600912 Email: [thomaj8@caerphilly.gov.uk](mailto:thomaj8@caerphilly.gov.uk))

**Date: 8th June 2023**

To Whom It May Concern,

A multi-locational meeting of the **Cabinet** will be held in Penallta House, and via Microsoft Teams on **Wednesday, 14th June, 2023 at 1.00 pm** to consider the matters contained in the following agenda. You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so. A simultaneous translation will be provided on request.

Members of the public or Press may attend in person at Penallta House or may view the meeting live via the following link: <https://civico.net/caerphilly>

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

Yours faithfully,

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

**Christina Harrhy**  
CHIEF EXECUTIVE

## AGENDA

Pages

1 To receive apologies for absence.

A greener place Man gwyrdach



2 Declarations of Interest.

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

To approve and sign the following minutes: -

- 3 Cabinet 19th April 2023. 1 - 6

To note the Cabinet Forward Work Programme.

- 4 Cabinet Forward Work Programme. 7 - 12

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

- 5 Violence At Work Policy. 13 - 52

- 6 Youth Forum Priorities. 53 - 56

- 7 Welsh Language Standards Annual report 2022-23. 57 - 94

- 8 Sustainable Communities For Learning Band B Proposal - Update On Pupil Referral Unit, Pontllanfraith (Centre For Vulnerable Learners). 95 - 100

- 9 Proposed Changes To The Operation Of The Welsh Church Acts Fund And The Small Grants To The Voluntary Sector Fund. 101 - 130

- 10 Update On Decarbonisation Action Plan And Proposed Future Approach. 131 - 162

**Circulation:**

Councillors C. Andrews, S. Cook, E. Forehead, N. George, P. Leonard, S. Morgan, C. Morgan, J. Pritchard and E. Stenner

And Appropriate Officers

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# Agenda Item 3



## CABINET

### MINUTES OF THE MULTI-LOCATIONAL MEETING HELD AT PENALLTA HOUSE AND VIA MICROSOFT TEAMS ON WEDNESDAY 19<sup>TH</sup> APRIL 2023 AT 1PM

#### PRESENT:

Councillor S. Morgan – Chair

#### Councillors:

J. Pritchard (Cabinet Member for Prosperity, Regeneration and Climate Change), S. Cook (Cabinet Member for Housing), N. George (Cabinet Member for Corporate Services and Property), E. Forehead (Cabinet Member for Social Care), P. Leonard (Cabinet Member for Planning and Public Protection), C. Morgan (Cabinet Member for Waste, Leisure and Green Spaces) and E. Stenner (Cabinet Member for Finance and Performance), J. Simmonds (Cabinet Member for Highways and Transportation)

#### Together with:

C. Harrhy (Chief Executive), M.S. Williams (Corporate Director Economy and Environment), R. Edmunds (Corporate Director of Education and Corporate Services).

#### Also in Attendance:

S. Harris (Head of Financial Services and S151 Officer), R. Tranter (Head of Legal Services and Monitoring Officer), S. Richards, (Head of Education Planning and Strategy), A. West (21st Century Schools, Admissions and Exclusions Manager), C. Davies (Private Sector Housing Manager), F. Wilkins (Housing Services Manager), A. Lewis (Transformation Project Officer) C. Edwards (Environmental Health Manager), R. Hartshorn (Head of Public Protection, Community & Leisure Services), S. Ellis (Lead for Inclusion and ALN), P. Cook (Transformation Manager (Lead) – Decarbonisation), K. Cole (Chief Education Officer) and J. Thomas (Committee Services Officer).

## RECORDING AND VOTING ARRANGEMENTS

The Leader reminded those present that the meeting was being live streamed, and a recording would be made available to view via the Council's website, except for discussions involving confidential or exempt items. [Click Here To View](#).

### 1. APOLOGIES FOR ABSENCE

An apology for absence was received from Mr D. Street (Corporate Director for Social Services and Housing)

## **2. DECLARATIONS OF INTEREST**

Mr M.S. Williams (Corporate Director for Economy and Environment) declared an interest in Agenda Item 10 - Sustainable Communities For Learning Band B Proposal - Update Trinity Fields School in that he is a Committee Member of Penallta Rugby Club and left the meeting when this item was discussed.

## **3. MINUTES – 5<sup>th</sup> April 2023**

RESOLVED that the minutes of the meeting held on the 5<sup>th</sup> April 2023 be approved as a correct record.

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

Cabinet was provided with the Cabinet Forward Work Programme, which detailed the scheduled reports until 26<sup>th</sup> July 2023.

Subject to the addition of a report on the 17<sup>th</sup> May in relation to an update on the Decarbonisation Strategy and an additional report on the 14<sup>th</sup> June in relation to the Wylie Bends Highway Scheme.

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

## **5. LOCAL TOILETS STRATEGY**

Cabinet noted that the report had been approved by the Environment and Sustainability Scrutiny Committee on 21<sup>st</sup> March 2023.

Consideration was given to the report which sought Cabinet approval in relation to adopting and publishing the updated Local Toilet Strategy findings.

Cabinet was pleased to note that in 2012 there were 12 toilets operated by CCBC that were open to the public within Caerphilly County Borough. The National Toilet Map App provided by WG shows that the number has now increased to 39, many of which are at Council held buildings such as libraries and leisure centres.

It was moved and seconded that subject to an additional recommendation (3) in that signage be added to publicly available toilets that were formally managed by CCBC but are now managed by others signposting users to other toilets within CCBC facilities (such as libraries). This signage to include opening times and directions and if suitable this signage should include a QR code linked to the Welsh Government National Toilet Map, the recommendations in the Officers report be approved and by way of Microsoft Forms this was unanimously agreed.

RESOLVED that for reasons contained in the Officers report;

1. The recommendations made by the Environment and Sustainability Scrutiny Committee held on 21<sup>st</sup> March 2023 be supported.
2. The findings of the review and the updated Local Toilets Strategy with a view to adopting and publishing the updated Local Toilets Strategy be approved.
3. Signage be added to publicly available toilets that were formally

managed by CCBC but are now managed by other signposting users to other toilets within CCBC facilities (such as libraries). This signage to include opening times and directions and if suitable this signage should include a QR code linked to the Welsh Government National Toilet Map.

## **6. ADDITIONAL SUPPORT DELEGATION**

Consideration was given to the report which provided Members with an update regarding the progress of the Local Authority in relation to the delegation of additional support to schools and also to seek Cabinet approval to endorse the approach to be taken in regard to exploring the delegation of additional support funding to schools and the possible operational models.

Clarification was sought on whether the allocation of funding would recognise issues within schools in areas where there is poverty and deprivation, where research has shown that children with additional learning needs are at a higher level. Further clarification was also sought on what the new model would look like.

The Lead for Inclusion and ALN advised Cabinet that it was important to acknowledge that this funding is additional to the funding schools already have within their budget and schools can access further funding through grants for particular issues such as PDG.

Cabinet noted that following discussions with the 'Working Group', models had been set out which were the most beneficial to school funding. There were four working model options. Models one and four are currently being worked on with the schools, as these are the model's teachers expressed most interest in. These models look at school figures and the number of pupils on roll also considering the size of the school.

Cabinet further noted that the consultation is an ongoing process if there are further factors that need to be considered, these will be looked at before engaging in further consultation.

Following consideration and discussion, it was moved and seconded that the recommendations in the report be approved and by way of Microsoft Forms this was unanimously agreed.

RESOLVED that for reasons contained with the Officer report;

1. The information contained in the report be considered and views and comments offered.
2. The approach to be taken in regard to exploring the delegation of additional support funding to schools and the possible operational models be endorsed.

## **7. CONTINUED SUSPENSION OF NON-PRIORITY HOME REPAIR GRANTS.**

Consideration was given to the report which informed Members that a formal review was being undertaken of the Authority's Private Sector Housing Renewal Policy. The Report also sought Cabinet approval for a moratorium in respect of routine Home Repair Grants, that was initiated due to the impacts of the pandemic to be continued until such time as a revised Private Sector Housing Renewal Policy is formally adopted.

Cabinet noted that the backlog was initially due to the pandemic. However, since the restrictions have been lifted there have been significant issues, such as availability of contractors and increased prices on materials which has exasperated the situation as the grant funding is limited to £10,000.

Cabinet further noted that the Private Sector Housing Renewal Strategy was last reviewed in 2014. However, there was an addendum report to Cabinet in July 2018, when the Council introduced loans.

Following consideration and discussion, it was moved and seconded that the recommendations in the report be approved and by way of Microsoft Forms this was unanimously agreed.

RESOLVED that for reasons contained in the Officers report the continued moratorium in respect of non-priority Home Repair Grants in cases where there is no imminent threat to health and safety, pending the approval and implementation of a revised Private Sector Housing Renewal Policy be approved.

## **8. MUTLI-FUNCTIONAL CADET AND SPORTS PAVILLION AT MORGAN JONES PARK AND PARC PENALLTA VISITORS CENTRE**

Consideration was given to the report which presented Cabinet with an update regarding the inability to progress previously approved proposals to build a multi-functional cadet / sports pavilion at Morgan Jones Park and a Visitor Centre at Parc Penallta.

The report sought Cabinet approval to implement alternative schemes at both locations and to release previously approved capital contributions back to the Authority's capital reserves.

Cabinet noted that on 22<sup>nd</sup> July 2022 approval had been given in relation to financial contributions of £258,000 (including VAT) towards a joint project with the Ministry of Defence (MOD) to construct a multi-functional cadet and sports pavilion at Morgan Jones Park, Caerphilly. Cabinet noted at its meeting of 9th March 2022 Cabinet approved the acceptance of a Substitution Grant of £903,000 from Welsh Government towards the funding of a multipurpose visitor centre at Parc Penallta and also agreed to allocate £1,268,000 of capital funding.

Cabinet was informed that the costs of both projects have significantly increased such that the previously allocated funding is no longer sufficient, and it is not possible for either project to progress as envisaged. The MOD are now pursuing the alternative option of developing a new facility (on the existing site) to replace the current cadet building within the curtilage of Morgan Jones Park. This would accommodate the RAF Air and Army Cadets, but not the Bowls Club, who would continue to use the existing bowls pavilion.

The Chief Executive made Cabinet aware that the Ystrad Mynach Ward Members had been consulted, however, this had only taken place on the 18<sup>th</sup> April. As there had yet to be any comments received it was suggested that in the absence of any consultation responses that Cabinet assume that the Ward Members are happy with the proposals set out within the Officers report. However, if any responses are received to the contrary then Cabinet will be advised, and the appropriate action taken.

Following consideration and discussion, it was moved and seconded that the recommendations in the report be approved and by way of Microsoft Forms this was unanimously agreed.

RESOLVED that for reasons contained in the Officers report:-

1. The updated situation regarding projects to build a multi-functional cadet / sports pavilion at Morgan Jones Park and a Visitor Centre at Parc Penallta be noted and that previously approved funding will not now be drawn down from Corporate Capital budgets.

2. The proposed use of land at Morgan Jones Park for a replacement RAF Air Cadets and Army Cadets facility which would be subject to the necessary approvals including, if required, consideration of any planning application by Planning Committee be endorsed.
3. The virement of £5,600 plus VAT from the Corporate Capital Reserve to purchase and install a storage container for Morgan Jones Park Bowls Club be approved.
4. The virement of £321,000 from the Corporate Projects capital budget for the refurbishment of the steps down to National Cycle Route (47) from the new tourism and educational facility at Colliers Farm Park be approved.

## **9. CWM IFOR SOLAR FARM**

Consideration was given to the report which sought Cabinet approve an additional funding of £180,000 to progress the Cwm lfor Solar Farm project to full business case.

Cabinet noted on the 5<sup>th</sup> October 2022 Cabinet gave approval for the Cwm lfor Solar farm to be taken to full business case using previously approved budgets. Since then, there has been an increase in unforeseen costs which will require additional funding.

Members noted to date a total budget of £483,000 has been approved to take the project to full business case.

Cabinet was informed the further costs relate to the requirement for an alternative route to market after the company operating the preferred Dynamic Purchasing System (DPS) withdrew in February 2023. Members noted there is potentially additional costs as part of the planning process.

Cabinet noted that there were more positive than negative comments received in relation to the public consultations that had taken place to date. The comments received show public support for decarbonisation measures and reduction in carbon throughout the Borough. However, Cabinet was advised that there had been some concerns in relation to ecology.

Following consideration and discussion, it was moved and seconded that the recommendations in the report be approved and by way of Microsoft Forms this was unanimously agreed.

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

1. An increase in the budget of up to £180,000 to take the Cwm lfor Solar Farm project to full business case be approved.
2. The additional £180,000 should be made available from the preciously approved earmarked reserve for the delivery of the Decarbonisation Strategy be approved.

## **10. SUSTAINABLE COMMUNITIES FOR LEARNING BAND B PROPOSAL - UPDATE TRINITY FIELDS SCHOOL**

Consideration was given to a report which presented Cabinet with an update in relation to the Welsh Government's Sustainable Communities for Learning Band B Programme in respect of Trinity Fields School and Resource Centre.

Members were informed that the project is seeking to build a new two storey extension within the curtilage of the existing Trinity Fields School and Resource Centre to accommodate an additional 80 places plus additional facilities.

Members noted the current building will also receive a proportion of remodelling, refurbishment, and condition improvements to offer a whole school solution.

The report sought Cabinet approval on an additional £1,380,783 which is set aside from the Authority's Place-Shaping Reserve in respect of the increased financial contribution required to complete the proposal for Trinity Fields School and Resource Centre as part of the Sustainable Communities for Learning Band B programme. Cabinet was also asked to consider the approval of an upfront allocation of £1,434,186 from the Council's total contribution as outlined in 5.2.9 of the report for pre-construction, design and other professional services including surveys, explorations, early orders and enabling works prior to Welsh Government Full Business Case.

Following consideration of the item, it was moved and seconded that the recommendations in the report be approved and by way of Microsoft Forms this was unanimously agreed.

RESOLVED that for reasons contained the Officer report:-

1. A further £1,380,783 be set aside from the Authority's Place-Shaping Reserve to fund the cost of the expansion of Trinity Fields School and Resource Centre be approved.
2. An upfront allocation of £1,434,186 from the Council's total contribution as outlined in 5.2.9 of the Officer's report for pre-construction, design, and other professional services including surveys, explorations, early orders and enabling works prior to Welsh Government Full Business Case approval be approved.

The meeting closed at 2pm.

Approved and signed as a correct record subject to any corrections made at the meeting held on 14<sup>th</sup> June 2023.

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CHAIR



### Cabinet Forward Work Programme – 6th June 2023

Meeting date:	Report title:	Key issue:	Report author:	Cabinet Member:
14/06/2023 13:00	Violence at Work Policy.	To approve the updated Violence at Work Policy.	Emma Townsend/ Lynne Donovan	Cllr. Nigel George
14/06/2023 13:20	Youth Forum priority issues for the coming year.	Members of the Youth Forum will be requesting Cabinet support to resolve young people's priority issues 2023/24.	Clare Ewings, Community Education Manager (Participation and Inclusion)/Keri Cole/ Paul O'Neil	Cllr. Carol Andrews
14/06/2023 13:40	Welsh Language Standards Annual Report 2022-23	To consider the Welsh Language Standards Annual Report.	Anwen Cullinane/Sue Richards	Cllr. Nigel George
14/06/2023 14:00	Sustainable Communities for Learning Band B Proposal - Update on Pupil Referral Unit, Pontllanfraith (Centre for Vulnerable Learners).	To provide Cabinet with an update on the Centre for Vulnerable Learners (Sustainable Communities for Learning Band B project) and to seek Cabinet approval on the additional budget required to deliver the project.	Ed (Edmunds)/Keri Cole	Cllr. Carol Andrews
14/06/2023 14:20	Proposed changes to the operation of the Welsh Church Acts Fund and the small Grants to the Voluntary Sector Fund	Following a review by the Grants to the Voluntary Sector Advisory Panel to recommend amendments including delegation to the Section 151 Officer for future changes.	Vicki Doyle/Stephen Harris	Cllr. Eluned Stenner
14/06/2023 14:40	Decarbonisation action plan update and proposed future approach.	To seek Cabinet approval of the proposed next steps and implementation of the decarbonisation strategy.	Paul Cooke/Ben Winstanley/Mark S Williams	Cllr. James Pritchard
28/06/2023 13:00	Supplementary Payment for Residential/Nursing Care Homes to Support Increased Costs of Amenities and Food Costs.	To propose the reuse of the previous WG allocation for driving lessons/ driving test and electric vehicles to provide a one-off payment to assist with heating bills.	Viv Daye/Jo Williams	Cllr. Elaine Forehead

### Cabinet Forward Work Programme – 6th June 2023

Meeting date:	Report title:	Key issue:	Report author:	Cabinet Member:
28/06/2023 13:20	Sustainable Communities for learning band B programme – Phase 3 Proposal	To agree the first phase of the place-shaping plan for the North of the county borough which focuses upon 21st Century schools.	Ed/(Sue Richards on leave)/ Andrea West	Cllr. Carol Andrews
28/06/2023 13:40	Caerphilly Town 2035 - Pentrebanne Street Redevelopment Scheme	The report updates Cabinet on the Pentrebanne Street redevelopment project and seeks approval for a preferred Development option to be pursued out of three that are presented in the report.	Rhian Kyte/Allan Dallimore	Cllr. James Pritchard
28/06/2023 14:00	Regeneration Project Board - Non-Community Council Infrastructure Levy Allocation: Pontllanfraith Ward	To recommend the allocation of £25,776 of the Non-Community Council Community Infrastructure Levy funding for the Pontllanfraith Ward to the Engineering Projects Group to create off-street parking on council land at Gelli Lane, Pontllanfraith.	Rhian Kyte//Dave Lucas/Paul Hudson	Cllr. James Pritchard
12/07/2023 13:00	Court House Car Park, Blackwood – variation of parking charges	To seek Cabinet approval to vary the parking charges in Courthouse Car Park, Blackwood to allow up to 1 hour parking free of charge for all users.	Dean Smith/Marcus Lloyd	Cllr. Nigel George
12/07/2023 13:20	Review of Licensing fees for Dog Breeders, Scrap Metal Dealers and Activities involving Animals (Pet sales) 2023.	To seek approval of licensing fees following the funding review.	Lee Morgan/Rob Hartshorn	Cllr. Philippa Leonard
12/07/2023 13:40	Collaboration and Members Agreement (the CAMA)	To seek Cabinet approval to revise the South East Wales Education Achievement Service Collaboration and Members Agreement (the CAMA)	Keri Cole	Cllr. Carol Andrews

### Cabinet Forward Work Programme – 6th June 2023

Meeting date:	Report title:	Key issue:	Report author:	Cabinet Member:
12/07/2023 14:00	George Street Rear Walls, Cwmcarn	To seek approval to allocate additional Private Sector Housing Capital Funds and Housing Revenue Account Funds during 2023-2025	Claire Davies/Fiona Wilkins/Nick Taylor-Williams	Cllr. Shayne Cook
12/07/2023 14:20	Corporate Plan (including Well-Being Objectives) 2023 to 2028	To consider the Councils Corporate Plan and Well-being Objectives 2023 to 2028	Christina Harray/Sue Richards/Kath Peters	Leader/ Cllr. Eluned Stenner
12/07/2023 14:40	Exempt item - Proposed Mineral Working and Restoration of Bedwas Tips - extension of exclusivity agreement.	Exempt item subject to Public Interest Test.	Marcus Lloyd	Cllr. Nigel George
26/07/2023 13:00	Covid 19 - Economic Recovery Framework, Monitoring report	To provide Cabinet with an update on progress in respect of the Council's economic recovery framework.	Rhian Kyte/Allan Dallimore	Cllr. James Pritchard
26/07/2023 13:20	Default speed limit consultation on restricted roads across the county borough from 30mph to 20mph	To review proposed 30mph exemptions within the County Borough as a result of the change in the default restricted road speed limit to 20mph.	Marcus Lloyd	Cllr. Nigel George
26/07/2023 13:40	Annual Corporate Safeguarding Report plus the Annual Safeguarding Management Information Report.	To seek approval of the Annual Safeguarding reports.	Gareth Jenkins	Cllr. Elaine Forehead
26/07/2023 14:00	Day Services	For Cabinet to consider the new proposed Day Services Model.	Jo Williams	Cllr. Elaine Forehead

### Cabinet Forward Work Programme – 6th June 2023

Meeting date:	Report title:	Key issue:	Report author:	Cabinet Member:
26/07/2023 14:20	Provisional Revenue Budget Outturn for 2022/23	To provide Cabinet with details of the provisional revenue budget outturn for the 2022/23 financial year prior to the completion of the external audit by Audit Wales.	Stephen Harris	Cllr. Eluned Stenner
26/07/2023 14:40	Waste Route Map	To agree the waste route map which will inform the development of the Council's Waste Strategy.	Marcus Lloyd	Cllr. Chris Morgan
06/09/2023	No items currently scheduled			
20/09/2023 13:00	Natural Resources Wales (NRW) CCBC Collaboration Agreement - Cwmcarn Forest Drive	To allow Cabinet to review the outcome of the 2-year pilot in respect of the CCBC management of the Cwmcarn Forest Drive and consider whether or not to extend the collaboration agreement for the continued management of the drive with Natural Resources Wales for a further 5 year period.	Antony Bolter/Allan Dallimore	Cllr. James Pritchard
20/09/2023 13:20	Local Housing Market Assessment and the Welsh Government Prospectus	For Cabinet to discuss and approve the Local Housing Market Assessment and the Welsh Government Prospectus.	Nick Taylor- Williams/Jane Roberts- Waite	Cllr. Shayne Cook
20/09/2023 13:40	Development and Governance Strategy - Housing	For Cabinet to consider the establishment of the development strategy which details the principles, practices and governance arrangements which are needed to facilitate enable and support the new build objectives of Caerphilly Homes now and in the future.	Nick Taylor-Williams/ Jane Roberts-Waite	Cllr. Shayne Cook
20/09/2023 14:00	Corporate Performance Assessment	To provide Cabinet with an update with the Corporate Performance Assessment.	Sue Richards/Ros Roberts	Cllr. Eluned Stenner

### Cabinet Forward Work Programme – 6th June 2023

Meeting date:	Report title:	Key issue:	Report author:	Cabinet Member:
04/10/2023 13:00	Caerphilly Homes – Re-development of the Former Oakdale Comprehensive School	To seek Cabinet approval for the signing of a delivery agreement (DA) via SCAPE with Willmott Dixon to deliver an 85 new home mixed tenure scheme.	Jane Roberts-Waite	Cllr. Shayne Cook
04/10/2023 13:20	Caerphilly Homes – Re-development of the Former Ty Darran Care Home, Risca	To seek Cabinet approval for the signing of a delivery agreement (DA) via SCAPE with Willmott Dixon to deliver a 46 new, affordable home later living scheme which will set the ambition for the future of later living accommodation in the county borough.	Jane Roberts-Waite	Cllr. Shayne Cook
18/10/2023 13:00	Exempt item - Ness Tar	Exempt item subject to Public Interest Test	Rhian Kyte	Cllr. James Pritchard

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## CABINET – 14<sup>TH</sup> JUNE 2023

**SUBJECT: VIOLENCE AT WORK POLICY**

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

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### 1. PURPOSE OF REPORT

1.1 The purpose of the report is to seek Cabinet agreement in relation to the updated Violence at Work Policy.

### 2. SUMMARY

2.1 The Council has in place a number of policies setting its approach to managing key health and safety risks. The Violence at Work Policy has been reviewed as part of the rolling programme of Health & Safety policy reviews.

2.2 This policy was considered by Health and Safety Committee and all feedback is included in the final draft.

### 3. RECOMMENDATIONS

3.1 Cabinet are asked to approve the Violence at Work Policy attached at Appendix 1

### 4. REASONS FOR THE RECOMMENDATIONS

4.1 The recommendation is made to ensure that the Council has a fit for purpose policy in place to effectively manage the risk associated with work related violence and to assist the Authority in meeting its statutory responsibilities under Health and Safety law.

### 5. THE REPORT

5.1.1 Managing work related violence and ensuring that arrangements consider and minimise the risks to employees is a key priority.

5.1.2 The Policy details the roles and responsibilities at all levels for managing work

related violence and places responsibilities to ensure that risks are assessed and controlled. The policy also includes details actions to be taken following a violent incident.

- 5.1.3 The Violence at Work Policy (Appendix 1) has been subject to minor wording changes only. The policy and corporate management arrangements have been amalgamated into one document for ease of use.
- 5.1.4 The Employee Protection Register Procedure has been subject to minor wording changes only. The Employee Protection Register Procedure was previously a standalone document. However, this has now been included as an appendix to the policy.
- 5.1.5 The policy has also been subject to Trade Union consultation (GMB, Unison, Unite) and minor amendments suggested as part of the consultation process have been included in the final draft.
- 5.1.6 Compliance with the policy will enable the Council to meet its obligations under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

## 5.2 **Conclusion**

The Council recognises that our workforce may occasionally face work related violence and acknowledges that this is unacceptable. This draft policy sets out a clear commitment to managing the risk and details responsibilities and arrangement to protect our employees and others and to comply with legal requirements.

## 6. **ASSUMPTIONS**

- 6.1 No assumptions have been made in this report.

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

- 7.1 The policy relates to the health and safety of Caerphilly County Borough Staff only, therefore an Integrated Impact Assessment is not required.

## 8. **FINANCIAL IMPLICATIONS**

- 8.1 There are no financial implications.

## 9. **PERSONNEL IMPLICATIONS**

- 9.1 There are no personnel implications.

## 10. **CONSULTATIONS**

- 10.1 All consultation responses have been taken into consideration when drafting the policy.



## **11. STATUTORY POWER**

### 11.1 Local Government Act 1972

Author: Lynne Donovan, Head of People Services

Consultees: Christina Harray, Chief Executive  
David Street, Deputy Chief Executive  
Richard Edmonds, Corporate Director Education and Corporate Services  
Mark S. Williams, Corporate Director Economy and Environment  
Cllr Nigel George, Cabinet Member for Corporate Services, Property and Highways  
Emma Townsend, Health and Safety Manager  
Trade Unions – GMB, UNISON, Unite  
Corporate Health and Safety Committee

Appendices:

Appendix 1 Violence at Work Policy (draft)

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# CAERPHILLY COUNTY BOROUGH COUNCIL

## VIOLENCE AT WORK POLICY

<b>Version:</b>	<b>Version 4</b>
<b>Policy Ratified by:</b>	<b>Health and Safety Division</b>
<b>Date:</b>	<b>2023</b>
<b>Area Applicable:</b>	<b>All Council employees, agency staff and volunteers.</b>
<b>Review Year</b>	<b>2026</b>



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This publication is available in Welsh, other languages or formats on request.

Mae'r cyhoeddiad hwn ar gael yn Gymraeg ac mewn ieithiodd neu fformatau eriall ar gais.

### **NOTE**

Wherever the designation "manager" is used throughout this policy, it is taken to mean Head of Service, Head Teacher, Line Manager, Supervisor and the Officer in charge or anyone who has responsibilities for employees in the course of their work.

## 1. INTRODUCTION

- 1.1 This policy sets out the arrangements and responsibilities for preventing and managing violence at work within the Authority.

## 2. POLICY STATEMENT

- 2.1 The Authority recognises that its employees are its most valuable resource and considers that any violent or threatening behaviour directed towards employees is unacceptable. The Authority will take all reasonable steps to prevent exposing employees, contractors, visitors, and others violence within the workplace environment.
- 2.2 The Authority recognises there are inherent risks of violence and threatening behaviour within some work activities and will assess the risks and consider how to eliminate or reduce the risks where these hazards are identified.
- 2.3 The Authority accepts it has specific duties under the Health and Safety at Work etc. Act 1974 and The Management of Health and Safety at Work Regulations 1999.

## 3. SCOPE

- 3.1 This policy has been agreed with the Trade Unions and applies to all employees.
- 3.2 This policy will be reviewed at least every three years to ensure it is in line with current legislation.
- 3.3 This policy does not deal with incidents of violence and aggression between employees at work. These types of incidences will be dealt with under the HR Policy on Dignity at Work. However, where an employee is acting as a member of the public at the time of the incident this policy will apply.
- 3.4 The effective date of issue 1 of this policy was July 2006. The effective date of issue 4 is February 2023.

## 4. DEFINITIONS

- 4.1 The Health and Safety Executive (HSE) has defined work-related violence as: **‘any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.’** This can include verbal abuse or threats as well as physical attacks. This definition is accepted for the purposes of this policy. This applies irrespective of the location where the incident occurs.
- 4.2 For the purposes of this policy ‘the public’ will be deemed to include clients, residents, pupils, parents, contractors and visitors. This list is not exhaustive.
- 4.3 For the purposes of this policy a ‘visit’ can be classed as a visit to a member of the public’s home or can be an invitation extended to a member of the public into an

Authority, or any other premises.

4.4 For the purposes of this policy, violence or threatening behaviour could include the following:

4.4.1 Verbal abuse, including shouting and swearing, or threats of physical violence.

4.4.2 Physical violence, for example:

- Pushing
- Poking
- Punching
- Slapping
- Kicking
- Spitting
- Head butting
- Biting

This list is not exhaustive.

4.4.3 Interference or deliberate damage to a person's belongings or property.

4.4.4 Actual violence or threats of violence with a weapon for example gun, knife, stick, chair, etc.

4.4.5 Harassment including persistent telephone calls that could be upsetting, that could be upsetting, intimidating or malicious.

4.4.6 Aggressive or violent behaviour, abusive language, taunts and acts of bullying based on any form of discrimination, as outlined in the Council's Personnel Policies and the Strategic Equality Plan.

4.4.7 Inappropriate behaviour, for example of a sexual nature.

4.4.8 Threats - A threat is a clear declaration or indication of someone's intention to inflict punishment or pain. A threat may also manifest itself as a gesture such as an arm with a clenched fist, or a combination of verbal or physical intention.

## 5. LEGISLATION

5.1 This policy along with its supporting procedures is designed to ensure the Authority meets its legal obligations as stated in:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999 (as amended)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- The Data Protection Act 1998
- The Equality Act 2010

## **6. RESPONSIBILITIES**

All employees have a legal responsibility to comply with health and safety law, law and the provisions of this policy. Failure to do so could result in personal and / or corporate liability.

### **6.1 The Chief Executive Officer will:**

- 6.1.1. Be ultimately responsible for ensuring compliance with this policy within Caerphilly County Borough Council.

### **6.2 Directors will:**

- 6.2.1. Be responsible for ensuring the effective implementation of this policy and any associated arrangements, procedures or guidance within their service areas.
- 6.2.2. Ensure that appropriate resources are made available for the effective operation of the policy, including training.

### **6.3 Managers with responsibilities for employees will:**

- 6.3.1 Identify posts which carry any element of risk of violence and aggression against the post holders.
- 6.3.2 Undertake or ensure that a risk assessment for all identified posts is carried out in consultation with affected employees; put in place appropriate risk control measures; and communicate the findings of the assessment to the relevant employees. Risk assessments must ensure that they consider how to prevent incidents of violence from occurring and what control measures should be in place to deal with the potential consequences (see Corporate Health and Safety Policy on Risk Assessment for further information on risk assessments).
- 6.3.3 Ensure employees are aware of the Employee Protection Register and how they are able to access the information held on the register.
- 6.3.4 Ensure local arrangements are in place for the checking of the Employee Protection Register before any employee visits are carried out, including out of hours visits where applicable and that where appropriate arrangements are put in place to access the register out of hours.
- 6.3.5 Ensure employees are aware of the reporting procedure for incidents of violence and aggression and ensure the completion of Violent Incident Report Form and Good Visit Forms where relevant.
- 6.3.6 Ensure a 'Violent Incident Report Form' (See [Appendix 1](#)) is completed when an employee is exposed to any verbal or physical abuse, and sent to the Health and Safety Division. Where the individual sustains an actual physical injury as a result of the violent incident then this should also be reported as detailed within the Accident and Incident Reporting and Investigation policy.

- 6.3.7 Where notification of an individual's entry on the Employee Protection Register to that person may create a further risk of violence or aggression, a section 29 exemption may be applied. The reasons for the exemption must be stated.
- 6.3.8 Ensure a 'Good Visit Form' (See [Appendix 2](#)) is filled out when a visit is completed with a person on the Employee Protection register (appendix 1) without incident. Completed Good Visit Forms must be forwarded to the Health and Safety Division.
- 6.3.9 Ensure that employees are supported following an incident of violence or aggression including referring them to Care First for support/professional counselling as required. Communicate to employees the provision for support the Authority has in place if they experience a violent or aggressive incident.
- 6.3.10 Investigate any violent or aggressive incidents as appropriate and ensure that suitable measures are put in place to minimise the likelihood of further incidents.
- 6.3.11 At the request of the Health and Safety Division form part of a review panel to establish whether a person should be added to or retained on the Employee Protection Register. An individual's entry onto the Employee Protection register shall be reviewed every six to twelve months' depending on the severity of the incident.
- 6.3.12 Ensure this policy is communicated to their employees.
- 6.3.13 Ensure their employees comply with this policy, procedures and guidance on managing violence at work.
- 6.4 Each employee of the Authority will:**
- 6.4.1 Comply with any risk assessment, working procedure or precautionary measure introduced to minimise the risk of violence and aggression against them or their colleagues.
- 6.4.2 Where appropriate carry out or request a search on the Employee Protection Register before any visits are carried out. Where a search result is found the recommendations outlined should be followed. Where relevant discuss additional actions to be taken with their line manager and review any risk assessment.
- 6.4.3 Inform their manager or appropriate officer promptly of any incident involving violence and aggression and complete the Violent Incident Report Form.
- 6.4.4 Complete a good visit form following any positive visit involving an individual on the Employee Protection Register.
- 6.4.5 At the request of the Health and Safety Division form part of a review panel to establish whether a person should be added to the Employee Protection Register.



**6.5 Health and Safety Division will:**

- 6.5.1 Ensure the violence at work policy is reviewed at least every three years to ensure it is in line with current legislation.
- 6.5.2 Act as a system administrator for the Employee Protection Register, including making entries and removals as appropriate.
- 6.5.3 Co-ordinate meetings of the review panel as and when required.
- 6.5.4 Send notifications to individuals placed on the Employee Protection Register unless an exemption has been applied. to whom an exemption has not been applied and send the relevant correspondence to those individuals when they are removed from the register.
- 6.5.5 Direct any 'Freedom of Information' or 'Subject Access' requests to the Information Unit, and act as a central point to provide information and advice relating to the Employee Protection Register.
- 6.5.6 Provide advice and information on legislation or guidance relating to violence and aggression.
- 6.5.7 As required, provide advice and support to managers with regards to carrying out assessments of the risks of violence and aggression.
- 6.5.8 Where appropriate, investigate violence at work incidents together with the relevant manager.
- 6.5.9 Ensure any violent incident, which is reportable under RIDDOR is reported to the HSE within the required timescale as detailed in the Corporate Health and Safety Policy and Accident/Incident Reporting and Investigation Policy.
- 6.5.10 Monitor the effective implementation of this Policy, and any associated arrangements, procedures or guidance.

**6.6 Occupational Health Department will:**

- 6.6.1 If required provide advice and support to employees and managers who have been affected by violence and aggression.
- 6.6.2 Where relevant maintain health records of any employees relating to violent or aggressive incidents.

## **7. MANAGEMENT ARRANGEMENTS**

### **7.1 Risk Assessment**

- 7.1.1 Risk assessments must be carried out by those who have responsibility for employees who may be exposed to violent/aggressive incidents while at work. The line manager or nominated person carrying out assessments must have received suitable risk assessment training. The risk assessments must be carried out in consultation with employees.
- 7.1.2 The risk assessment should identify the potential hazard, who is at risk, and how arrangements are going to be put into place to control the risk. The findings of the risk assessment should be recorded and communicated to all affected employees.
- 7.1.3 The risk assessment must be reviewed on a periodic basis, when there is reason to suspect that the assessment is no longer valid, or where there has been a change in the work to which the assessments relate. The revised risk assessment must be communicated to all relevant employees.
- 7.1.4 Please see 'Risk Assessment Policy' for further information.

### **7.2 Training**

- 7.2.1 Where identified in the risk assessment, employees who have to deal with situations that may become difficult or present a risk to their personal safety must be trained appropriately. The training must be tailored to the specific needs of the employees and should raise their awareness of situations in which there is a risk to safety. The training should include how to recognise the danger signals, de-escalation techniques, what to do if a violent situation occurs and how to report an incident etc.

### **7.3 Responding to Violent Incidents**

#### **7.3.1 Immediate Response to a Violent Incident**

In the event of a violent incident, employees who suffer shock or injury should obtain immediate medical attention. Employees who need practical information and emotional support can obtain this from 'Care First' by calling 0800 174 319 or accessing the website [www.carefirst-lifestyle.co.uk](http://www.carefirst-lifestyle.co.uk).

- 7.3.2 Where a criminal offence may have been committed during a violent or aggressive incident it may be appropriate to contact the police.
- 7.3.3 Wherever possible the wishes of the offended person will be taken into account when reporting any incident to the police, however the Authority has the responsibility to protect its employees and will report a serious assault or threat of assault where the circumstances warrant it. In all cases the Authority will take steps to protect the identity of the victim.

- 7.3.4 Anyone who has been the victim of verbal abuse, a violent or aggressive incident or hate crime has every right to report these incidents and to expect help and support in preventing reoccurrence. Caerphilly County Borough Council will liaise with partners such as Gwent Police, The Valleys Regional Equalities Council (VALREC) and Safer Wales to deal with these incidents.
- 7.3.5 The Line Manager of the offended employee should decide on appropriate future courses of action where employees have been subject to a violent or aggressive incident. These actions will depend on the circumstances, feelings of the victim and if the violent and aggressive behaviour is likely to continue to present an unacceptable risk to employees.
- 7.3.6 If a violent act has been committed by a member of the public then the Authority may, after following its internal procedures, withdraw its services from that person.
- 7.3.7 A Violent Incident Report Form must be completed detailing the incident and any measures to be taken in response to it. This should be sent to the Health and Safety division for inclusion on the EPR where appropriate.
- 7.3.8 In the event of a physical/verbal assault by another Authority employee, the Authority will, in line with HR policies, take appropriate action to prevent further incidents. However, where the employee was acting as a member of the public at the time of the incident, this policy will apply.
- 7.3.9 Advice on making an individual claim to the Criminal Injuries Compensation Authority can be obtained from Human Resources, Trade Unions, or the Citizens' Advice Bureau.
- 7.4 The Employee Protection Register (EPR)**
- 7.4.1 The Employee Protection Register is a database which includes details of individuals of and/or addresses where it has been identified that they pose a risk to staff. Employees can check the database for the name and/or address of people they are visiting to establish whether there is a known risk.
- 7.4.2 A check on the EPR must be carried out **prior** to any visits or meetings with members of the public where a search result is found. The recommendation on the database should be followed and used to ensure that suitable and sufficient controls are put in place before the visit takes place.
- 7.4.3 Incidents involving violence or aggression including incidents involving animals or premises that may pose a risk, must be reported using the Violent Incident Report form in [Appendix 2](#).
- 7.4.4 Where an incident involves a child (under the age of 16, and not within an education setting), or involves an employee acting as a member of the public, the system administrator must be informed, and a special review panel set up prior to the entry being added.

- 7.4.5 Access to and the use of the Employee Protection Register, including notification to individuals, is detailed within the Employee Protection Register Procedure (appendix 1). Where it is necessary to apply a section 29 exemption on individual notification this must be done in line with the guidance contained within the procedure.
- 7.4.6 Following a visit to an individual who is on the register, if additional problems were encountered then an additional violent incident report form should be completed to ensure a comprehensive history of the risk presented to staff is maintained. If the visit went ahead and no issues occurred, then a good visit form should be completed.
- 7.4.7 Where a physical injury occurs as a result of a violent incident, the Violence Incident Report form must be accompanied by a completed accident report form, in line with the Accident and Incident Reporting and Investigation Policy.

## **8. SUPPORTING DOCUMENTATION**

### **8.1 Health and Safety:**

- 8.1.1 Violence at Work – HSE Guidance [INDG69. R8 - Violence at work: a guide for employers \(hse.gov.uk\)](#).
- 8.1.2 Preventing harassment and Violence at Work - [Preventing Workplace Harassment and Violence \(hse.gov.uk\)](#).
- 8.1.3 Caerphilly County Borough Council's Policy on Lone Working.
- 8.1.4 Caerphilly County Borough Council's Policy on Risk Assessment.
- 8.1.5 Caerphilly County Borough Council's Corporate Health and Safety Policy.
- 8.1.6 Caerphilly Country Borough Council's Employee Protection Register Procedure – [Appendix 1](#)

### **8.2 Other CCBC Documents:**

- 8.2.1 CCBC Strategic Equality Plan

## **APPENDIX 1 – Employer Protection Register Procedure**

# CAERPHILLY COUNTY BOROUGH COUNCIL

## EMPLOYEE PROTECTION REGISTER PROCEDURE

<b>Version:</b>	<b>Version 4</b>
<b>Policy Ratified by:</b>	<b>Health and Safety Division</b>
<b>Date:</b>	<b>February 2023</b>
<b>Area Applicable:</b>	<b>All Council employees, agency staff and volunteers.</b>
<b>Review Year</b>	<b>2025</b>



GWASANAETHAU POBL  
PEOPLE SERVICES



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This publication is available in Welsh, other languages or formats on request.

Mae'r cyhoeddiad hwn ar gael yn Gymraeg ac mewn ieithiodd neu fformatau eriall ar gais.

## **1. INTRODUCTION**

- 1.1 Caerphilly County Borough Council (CCBC/the Authority) has a duty under the Health and Safety at Work etc. Act 1974 to ensure the health, safety and welfare of employees and others affected by its undertakings. Part of this responsibility is to implement a safe system of work to ensure the sharing of information across the organisation e.g., such as contractors working on behalf of the Authority about potentially violent and/or abusive individuals, dangerous locations, and animals.
- 1.2 The Authority, in recognising its obligation to protect the health and safety of employees and others, has implemented a register of names and addresses of individuals/locations/animals where a risk to its employees' safety or wellbeing has been identified, this system is known as the Employee Protection Register or EPR. This register enables staff to identify such persons and/or addresses and take appropriate precautions whilst carrying out work on behalf of the Authority.
- 1.3 This document must be used in conjunction with relevant Corporate Policies, Management Arrangements and Directorate Arrangements on Violence at Work, Lone Working, Risk Assessment etc.
- 1.4 The Authority is committed to ensuring that this register complies with the provisions of the Data Protection Act 2018.
- 1.5 The administrator of the Employee Protection Register is managed by the Health and Safety Division.
- 1.6 The register consists of two parts – the background database called 'INCHECK' accessed only by the Health and Safety Division and a read only intranet-based search facility.

## **2. CRITERIA FOR ENTRY ON THE REGISTER**

- 2.1 The Health and Safety Executive (HSE) has defined work related violence as: 'any incident in Which a person is abused, threatened or assaulted in circumstances relating to their work'.
- 2.2 For the purpose of this procedure the public will be deemed to include clients, pupils, service users, parents, and visitors.
- 2.3 For the purpose of this procedure a 'visit' can be classed as a visit to the home of a member of the public or can be an invitation extended to a member of the public into an Authority premises/third party premises.
- 2.4 The following behaviours or circumstances towards CCBC staff or third parties undertaking work activities on behalf of CCBC may warrant the inclusion of persons, properties, or locations onto the register:
  - Any acts of physical violence towards staff



- Any behaviour, verbal or non-verbal, such as aggressive gestures, verbal abuse, name calling, aggression, shouting, and abusive or discriminatory language (in person or over the phone), which results in the individual feeling threatened, or where that individual feels that other employees may have their safety or wellbeing threatened by such behaviour.
- Threatening post on social media against identifiable individual/s that states an intent to physically harm or damage reputation.
- Any deliberate damage to property
- Any additional factors such as poor condition of premises, dangerous animal, or aggressive relative/visitor, who may compromise safety.
- Inappropriate behaviour, such as unwanted sexual behaviour.
- Any other risks that have been identified and are considered to threaten personal safety or wellbeing e.g., persistent, and unsubstantiated Information from third parties as detailed within section 8.2.

2.5 On the register, each entry is assigned a category dependant on the type of incident. The type of incident will determine the minimum length of time an entry remains on the register. Table 1 (Section 5 below) lists the categories and the minimum length of time the entry will remain on the register.

2.6 Inclusion on the register following a report is not automatic and will be decided on a case-by-case basis (see 'Justification of an Entry' below).

### **3. JUSTIFICATION OF AN ENTRY**

3.1 An entry onto the register shall only be created where there is evidence of an incident suggesting that an individual/premises/animal poses a risk to other Authority employees, members or its contractors. This will usually be in the form of a 'Violent Incident Report Form' or a 'Third Party Information Form' and, where possible, back-up evidence such as a witness statement etc. In some cases, there may be a crime reference number, CCTV evidence, a recorded telephone conversation, a threatening letter, an Anti-Social Behaviour Order (ASBO), Anti-Social Behaviour Injunction (ASBI) or information from additional third parties e.g., Police or another Local Authority involved in the case.

### **4. EXEMPTIONS AND VARIATIONS TO THE ENTRY PROCEDURE**

4.1 The following is a list of exemptions and variations to the entry procedure:

- No child below the age of criminal responsibility (10 years) will be placed onto the register.

- When considering children (under the age of 16) for inclusion on the register the Authority recognises that they should be allowed to make mistakes and should not be unfairly or prematurely labelled. Entry onto the register shall be decided on an individual basis based on professional advice.
- Where an adult with learning difficulties or mental health issues which result in challenging behaviour is considered for entry onto the register, decisions will be made on an individual basis based on professional advice.
- Where an incident involves an employee who was acting as a member of the public at the time e.g., as a service user, a decision regarding entry onto the register will be made on a case-by-case basis.

4.2 In the cases detailed above for incidents involving employees entry onto the register will be decided by a special review panel, which will be made up of the Health and Safety Division and where appropriate representatives from, Legal Services, and, as relevant, the Manager, Inclusion Services, Social Services and the reporting officer.

4.3 For incidents that take place in an educational setting involving individuals under the minimum school leaving age the Education Senior Management Team will also be consulted prior to the special review panel meeting.

4.4 The panel will meet as and when required. All decisions will be documented, and feedback provided to the reporting officer and Manager concerned.

## **5. REVIEW OF ENTRIES**

5.1 Data protection legislation requires personal data be kept no longer than necessary. To satisfy this requirement, the Health and Safety Division will arrange a meeting every 6 months, to review records that have been on the system for longer than the minimum retention periods (as specified in table one). Each case will be discussed individually. Entries will be deleted unless it's retention can be justified, due to the severity of the incident, ongoing risk (e.g., continued necessary contact with the individual) or further incidents. The Health and Safety Division can call additional review meetings in exceptional circumstances. For complex cases advice from Legal Services and/or the Information Unit will be sought.

5.2 Before review meetings the reporting officer or their representative (e.g., line Manager) will, where possible, be contacted to confirm whether there have been any further incidents, whether the individual is still considered a risk and to express an opinion as to whether the individual should be removed or not. This information will be considered as part of the review.

5.3 To satisfy Data Protection legislation, when an entry is removed from the electronic (INCHECK) database it will be permanently deleted and will not be recoverable. All paper records and where practicable, e-mails and notes relating to the entry will also be destroyed.

- 5.4 It should be noted that an entry does not have to be removed just because it has reached its review date.

**Table 1**

Description	Minimum time on EPR (days)
Weapon	365
Dangerous animal	365
Extreme physical violence	365
Physical violence	365
Feeling of being at risk	180
Threat of violence	180
Verbally abusive	180
Premises hazard	180
Difficult persistent callers	180

**Entries can only be deleted by a system administrator either: following a periodic review meeting; when deletion is required in order to update the system e.g., due to a change of address, individual is deceased, or individual is in prison; or following a review due to representations of mitigating circumstances / completion of the Authority's complaints process.**

## **6. ARRANGEMENTS**

- 6.1 The Employee Protection Register can be accessed by authorised persons from CCBC's Intranet site by clicking on the EPR (VAW) 'shortcut'. Access will only be provided to individuals following receipt of authorisation from their Line Manager. The INCHECK system can be accessed by authorised persons via a programme link on their desktop/start menu. The level of access and the information supplied is as follows:

### **6.2 Tier One – Full Access – System Administrator**

- 6.2.1 System administrators have responsibility for data entry, correction and removal of entries on INCHECK. They will also control access for others, by arranging the installation of the register onto their PC and setting up the profile and privileges of the users. The auditing function on the register is only available to the system administrator.

### **6.3 Tier Two – Data Input and Read Only – Health and Safety Officers**

- 6.3.1 Health and Safety Officers have access to complete data entry on the INCHECK database, but not deletion of entries. The Health and Safety Officer acts as the point of contact for any queries regarding entries on the register within their Directorate

### **6.4 Tier Three – No Direct Access, Read Only (Intranet) – Users**

- 6.4.1 Approved persons in relevant sections will be able to access information held on the system via the intranet. They will have read only access to the register; they will only be able to enquire whether a name or location matches an entry on the register and access the notes for that entry, in order to use/relay that information to the person who will be visiting the location or individual. Users are reminded of their responsibility regarding confidential use of

the system and data. Users are forbidden from checking and using this data for non-work purposes.

6.5 Printing of records by tier three users is strictly forbidden.

## **7. SELECTION OF TIER THREE USERS**

7.1 The number and location of tier three users within sections should be based on the need to provide timely information to staff who may be exposed during their work to risks from members of the public.

7.2 Consideration must also be given to the maturity, responsibility and integrity of individuals selected to access the register due to the sensitivity of the information available to them and the need to restrict the unnecessary passage of confidential information. Users should be reminded of their responsibilities, made aware that all information is strictly confidential and informed that disclosing information for non-work-related purposes could lead to disciplinary action.

7.3 The manager of the section is responsible for the selection of users and their ongoing training. Managers must submit a form (see appendix 2) for every user they wish to have access to the system, stating the reasons for access to be granted. Forms will only be accepted in hard copy with the line manager's signature or via e-mail. Managers must inform the Health and Safety Division if an individual has changed jobs and no longer requires access.

7.4 The Health and Safety Division will periodically review those who have EPR access to the register ensure the list of authorised users is kept up to date.

## **8. RECORDING INCIDENTS**

### **8.1 When an incident occurs**

8.1.1 Any employee who feels they have experienced an incident warranting inclusion on the register must report the incident(s) verbally, as soon as is reasonably practicable, to their manager or the most senior staff members available at the time.

8.1.2 The manager will discuss the incident with the employee, any witnesses etc., and together complete the 'Violent Incident Report Form'. Where the incident results in a physical injury an accident/incident form must also be completed.

8.1.3 All parts of the form must be completed including the action to be taken to prevent re-occurrence. The form must be signed and dated by the Manager and employee.

8.1.4 When completing the form, a decision must be made whether or not to notify the individual of their entry onto the register. Where it is felt informing the individual would create a risk of further violence, a request for exemption can be made under section 29 of the Data Protection Act. Where such a request is made, the relevant section must be completed on the Violent Incident report form prior to submission by the Manager to the Health and Safety Division. The details will be considered, and further information requested as required. All exemptions will be considered and agreed by

the Exemptions Panel. The decision to apply an exemption will not delay the entry of the individual/premise/animal onto the register.

- 8.1.5 If the incident is serious and presents an immediate danger to other employees, the manager should contact the Health and Safety Division for advice.
- 8.1.6 If the incident requires an employee to receive hospital treatment, which could delay the completion of the form, the Manager must obtain advice from the Health and Safety Division.
- 8.1.7 Where a visit is made to a person on the register and another incident occurs, a further Violent Incident Report Form must be completed for the new incident. This allows a history of events to be collated and enables managers to make a full assessment of the risks to their staff when making visits. These entries will also be taken into consideration when conducting periodic reviews of the register.

## **8.2 Information from third parties**

- 8.2.1 Information that is received from third parties such as the Police, Health Authority, MAPP/MARAC meetings or other Local Authorities, can be added to the register where it is considered that the individual may pose a risk to Authority employees. This information should be provided on a 'Third Party Information Form' and sent to the Health and Safety Division.
  - 8.2.2 The details on the Third-Party Information form should contain the date of the meeting/date information was received, suggested precautions to be taken, details such as the name, rank/position, organisation worked for and/or identification number of the person providing the information and contact details for the CCBC staff member passing on the information. NB whilst the notes of any meeting do not need to be provided with the Third-Party Information form, they may be requested by the exemption panel in relation to a freedom of information or subject access request.
  - 8.2.3 Every effort must be made to obtain confirmation from the informant(s) in writing, to supplement the third-party information form.
  - 8.2.4 The EPR administrator will discuss the case with other Health and Safety Officers and the reporting officer and take legal advice if needed.
- 8.3 GOOD VISIT FORMS

- 8.3.1 Where an employee visits a person who is on the register and the visit takes place without an incident, then a 'Good Visit' form must be completed and forwarded to the Health and Safety Division.

The Health and Safety Officers will then retain the form with the existing information for that person and it will be taken into consideration during the review process.

## **9. DATA ENTRY**

- 9.1 On receipt of a completed 'Violent Incident Report Form/Third Party Information form the Health and Safety Officer will decide if further information is required.

- 9.2 If the form is not completed fully, the Health and Safety Officer will contact the Manager to inform him/her of the concerns and send the form back for completion.
- 9.3 If an investigation is required, a Health and Safety Officer will carry out the investigation together with the Manager, employee, any witnesses etc. (All incidents leading to an over 7-day injury arising from a physical injury, but not the psychological reaction to the incident, must be investigated). Where a RIDDOR notification to the HSE is required this will be completed by the Health and Safety Division. The Manager and Health and Safety Officer will communicate the results of the investigation to the employees.
- 9.4 If all parties are in agreement that an entry is required, the Health and Safety Division will then enter the information onto the register. A Violent Incident Report Form cover sheet will be completed to justify objectively the reasons that the entry has been made and save it with the report form
- 9.5 Where e-mails are sent / received they should be deleted from the Health and Safety Officer's file once they have been read and any necessary actions taken. If it is felt that the information contained in the e-mails it needs to be kept it should be saved and a copy kept electronically with the relevant Violent Incident Report form / Third Party Form, and the e-mail then deleted.
- 9.6 If the decision is made not to enter the incident onto the register the Manager and the employee concerned will be informed, in writing, with the reason(s). Copies of the original VIRF and following correspondence will be kept by the Health and Safety Division for the periods as detailed within section 11. Following this period the records should be destroyed.
- 9.7 In cases where there is a dispute regarding whether an entry should be made legal advice will be sought and a final decision made based on the advice received.
- 9.8 Where it has been indicated on the form that a letter of notification has been sent then this will be noted on the VAW register entry. Likewise, where an exemption has been applied this will also be noted on the entry.
- 9.9 Where the form indicates that the incident took place over the phone and did not include direct threats or swearing/abusive/obscene/discriminatory language, but did result in the person feeling uncomfortable, upset, or intimidated, then subject to the Manager and H&S Officer agreeing that the individual is a risk to other CCBC staff/third parties, the entry shall be added to the register.
- 9.10 Where a Third-Party Information form is received (as per 8.2.1 above) an entry should be made, and the notes will include:
- Any specific advice provided with regards to contact with the individual;
  - Where possible the type of meeting/incident, the date that it was held/occurred and details of the person supplying the information (e.g., name, job title/rank, identification number). Where the information is not appropriate to be placed on

the register the details must be available for reference on the Third-Party Information form or associated paperwork.

- 9.11 If the H&S Division has concerns that the information may be based on hearsay, this will be discussed and legal advice sought if necessary.

## **10. SYSTEM USAGE**

### **10.1 Conducting a search**

- 10.1.1 Any Authority employee who may, as part of their job, be required to have contact with any member of the public, either within Council premises or on a visit to their home/place of work/third party premises, should initiate a search regarding the named individual or address, either themselves or by contacting an agreed user of the register in their section to carry out a search on their behalf.

- 10.1.2 Where the person/address is on the register, the employee should speak to their Manager to discuss alternative/precautionary measures to be taken. Risk assessments should be modified in-line with the controls to be taken and advice from the Health and Safety Division sought where required.

- 10.1.3 Where a visit will be carried out by a contractor or partnership agency on behalf of the Authority, information contained within the register must be passed on to these individuals. Information provided to the third party will include only details of appropriate risk control measures to be considered prior to somebody meeting the individual/visiting the premises concerned. This will include details of the incident(s) that resulted in entry onto the register. It must be made clear however that this information should be reviewed on a job by job basis and that no long-term record should be kept of the details. These individuals should be requested to submit a Third Party Form or good visit forms as appropriate.

### **10.2 Out of hours**

- 10.2.1 In the event that a search is required of the 'Violence at Work' register out of normal office hours, by someone who does not have access themselves, the control centre room can undertake the search on their behalf, they are located at Tir-Y-Berth can be contacted on 01443 875000. This also applied to contractors working out of normal office hours.

## **11. DATA PROTECTION**

### **11.1 Notifying individuals of their inclusion on the register**

- 11.1.1 Following the inclusion of an individual (or their premises) on the Employee Protection Register a decision must be made as to whether the individual is to be informed of their inclusion. Under the Data Protection Act there is a requirement to inform individuals of their personal data being held however notification need not be sent where it in itself considered likely to inflame the situation and potentially lead to further instances of violence or aggression from the individual towards council employees, contractors, or partnerships. In these cases, the need for notification can be negated

by the use of exemption 29 under the DPA. An exemption must only be used where there is a genuine risk that notifying the individual will escalate the situation and elevate the risk to staff and/or third parties acting on behalf of CCBC. Such information must be confirmed in writing and the exemption agreed by Exemptions Panel.

11.1.2 Contact shall only be made with individuals following their inclusion on the register where appropriate safeguards are in place, the risks have been assessed and any controls implemented.

11.1.3 If the individual is to be notified it must be ensured that the information provided does not allow them to easily identify the Officer who originally reported the incident. Where an exemption is not applied a letter detailing their entry will be sent to the individual.

11.1.4 Where the Reporting Officer and their Line Manager make the decision not to notify the individual in writing, the relevant section of the report form must be completed and signed by the Manager and the offended person. This will be subject to review by Exemption Panel. Where individuals have not been notified then the phrase 'A section 29 exemption under the Data Protection Act has been applied and [name of individual] **MUST NOT** be notified of his/her inclusion on the Employee Protection Register' will be entered onto the individual's record on the register. Where individuals are repeatedly aggressive towards staff and an exemption on notification is not applied, consideration will be given to approaching Legal Services for a letter to be sent on behalf of the Authority.

## 11.2 Record Management

11.2.1 Due to the personal nature of the information held on the Violent Incident Report Forms, Third Party Information forms and Good Visit forms it is important that the records are suitably managed. The Health and Safety Division will keep copies of completed Violent Incident Report, Third Party Information and Good Visit Forms filed in a secure location. The individual reporting officers or their Line Managers should only keep copies of completed forms in accordance with this procedure and the requirements of the Data Protection legislation.

11.2.2 The Health and Safety Division will keep electronic copies of the forms and any associated information for as long as the individual/address is on the register and violent incident report form then for three years and 4 months from the date of the most recent incident involving the individual. After this timescale copies kept by the Health and Safety Division will be destroyed.

## 12. REPRESENTATIONS

12.1 Where an individual is to be notified of their inclusion on the register, they are given the right to make representations regarding mitigating factors to have the entry removed. These must be in writing and submitted within 14 days of the date the notification letter was sent.



- 12.2 Full details on how to make these representations are provided to the individual in the notification letter. The submitting of representations does not automatically lead to the removal of the entry and each individual will be dealt with on a case-by-case basis. Representations will be considered by a panel consisting of the Health and Safety Manager (or their representative) the reporting officer, their line manager (where necessary) and any other person considered necessary by the Health and Safety Manager (e.g., Health and Safety Officer, Legal Services representative, Social Worker). The panel need not physically meet – decisions can be made via written correspondence provided an appropriate admin trail is maintained.
- 12.3 A response will be sent to the individual within 10 working days of receipt of the representation explaining the decision that has been reached and setting out the steps to take if they are still not happy with the decision (follow the Authority's official complaints procedure).
- 12.4 Where an exemption has been applied under Section 29 of the Data Protection Act the right of the individual to make representations is waived.

### 13. FREEDOM OF INFORMATION AND SUBJECT ACCESS REQUESTS

- 13.1 It is foreseeable that the Employee Protection Register will be subject to both Freedom of Information and Subject Access Requests. All such requests **MUST** be dealt with via the Information Unit and forwarded to the Health and Safety Manager
- 13.2 Where individuals contact the Authority by phone following receipt of a letter informing them that they have been placed onto the register, the Officer can confirm if an entry has been made onto the system but nothing further. If the person is asking for additional information, they must be advised to submit a formal subject access request via the Information Unit (see 14.2 below). They should also be informed that if they wish to make representations on their own behalf (see 12 above) then they must do so in writing, as per the information in their letter. Where a person contacts the Authority by phone regarding an entry on the register but has not been sent official notification of their inclusion or is phoning on behalf of/about another individual they must not be given any information, **including not confirming whether or not a record has been made**, and told that the individual must submit a subject access request via the Information Unit.
- 13.3 It is advised that all users of the register attend the Data Protection Act training that is provided by the Information Unit.

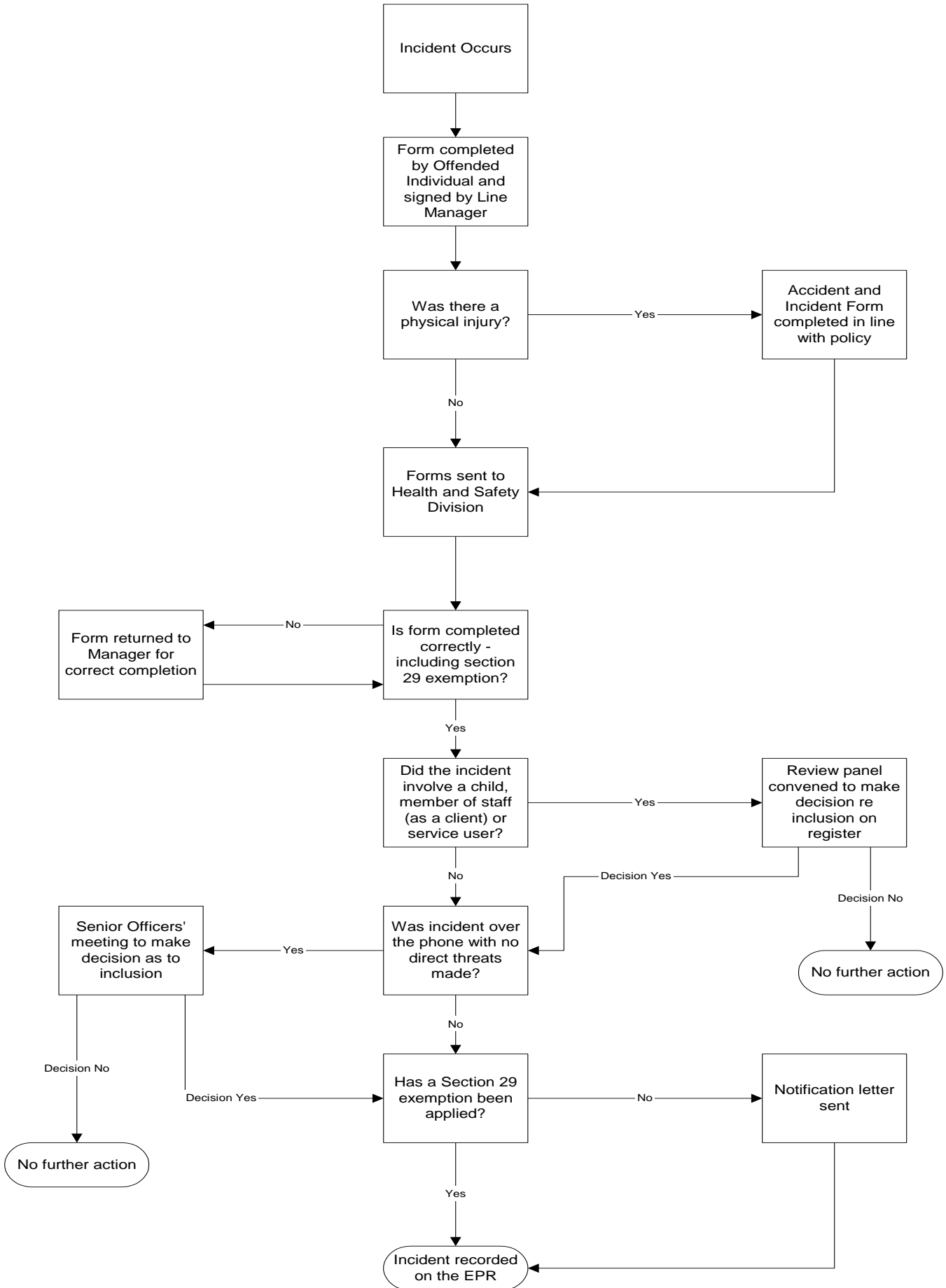
#### 13.4 Freedom of Information (FOI) Requests

- 13.4.1 Requests are usually of a general nature asking, for example, the number of entries on the system, number of individuals banned from premises etc. It is envisaged that under normal circumstances these requests will be answered. Where it is felt that the release of this information may place employees at risk, allow an individual to be identified or increase the potential for violence or aggression to occur then the Health and Safety Division will defer the request to the FOI exemption panel and y recommend that the information is not provided.

### **13.5 Subject Access Requests (SAR)**

- 13.5.1 Where Subject Access Requests (SARs) are received relating to the register these will be dealt with on a case-by-case basis. As SARs are personal to an individual, release of the information requested will only occur where there is no likely increase in the potential risk of violence or aggression from the individual concerned.
- 13.5.2 Where it is felt that releasing the information may result in the information itself contributing to further instances of violence or aggression towards the Authority's staff or third parties working on behalf of the Council, the request will be referred to the Authority's Exemption Panel. Where this occurs the Employee Protection Register Administrator will contact the reporting officer (or their line manager) to allow their input into the recommendations to be submitted to the panel. In responding to a SAR, it must be ensured that the information provided does not allow the individual to easily identify the Officer who originally reported the incident e.g., by redacting information disclosed.

**APPENDIX 1 – Process Flow Chart: Entry of an individual or premises on the EPR**



**APPENDIX 2 – EPR Access Request Form**



**Access to the Employee Protection Register (Incheck) Request Form**

This form must be completed by the line Manager of the individual who requires access to the register.

Details of individual requiring access:

Name

Network ID   
(First part of e-mail address)

Job Title

Service Area

Directorate

Does the named person have direct contact with members of the public?

Yes  No

If YES, what sort of contact (tick all that apply)

Meetings at CCBC Offices

Meetings in public areas/at individuals' homes

Reception duties

Phone contact with members of the public

Other (please specify) \_\_\_\_\_

If NO, why is access to the register required for this individual? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature (Line Manger) \_\_\_\_\_

Date \_\_\_\_\_

Office Use Only

Request Granted

Request Denied

Date \_\_\_\_\_ Initials \_\_\_\_\_

### **APPENDIX 3 – Template Notification Letters**

These may be amended to represent specific circumstances and appropriate context.

Name & Address of Assailant(in case of individuals under the age of 16, address to the Parents/Guardians of ) Health and Safety Division  
Contact Number:

Reference:  
Date:

Dear \_\_\_\_\_ ,

**RE: INAPPROPRIATE AND ANTI SOCIAL BEHAVIOUR - LOCATION  
VERBAL ABUSE AND THREATENING BEHAVIOUR - LOCATION**

[VERBAL ABUSE AND PHYSICAL ASSAULT – LOCATION](#)

Delete as appropriate

It has been reported to the Authority that on the **(insert date of incident)** you **(or name of assailant if under 16)** verbally abused /physically assaulted/ behaved in a threatening manner towards (delete as appropriate), a member of the Authority's staff.

As you will appreciate the safety of our staff is of paramount importance to us, and as an Authority we will not tolerate this type of behaviour towards our staff.

In order to safeguard our employees, the Authority operates an Employee Protection Register, on which we retain details of individuals who have been involved in incidents of violent or aggressive behaviour towards our staff, and who therefore may pose a further risk. Appointed officers within the Authority can access this information in order to ensure the safety of our staff.

Due to the incident detailed above your details have been entered onto the Employee Protection Register detailing appropriate safeguards to be considered when meeting with you. Entries on the register are reviewed periodically and, assuming that no further incidents of this kind are reported to us, the entry will be reviewed within 12 months.

**(add in any conditions that may apply e.g., not allowed on premises etc)**

From time to time information relating to entries on the register may be shared with individuals working on behalf of or with the Authority.

If you wish you may make representation to the council regarding mitigating factors you feel should be taken into consideration. It must be noted that making representations of this kind will not automatically result in the removal of the entry on the Employee Protection Register, however they will be taken into consideration. Any representation must be made, in writing by **(14 days from date of letter)** to **(insert address)** quoting the reference number above. You will be informed in writing of any decision made regarding the entry.

Yours sincerely,

Health and Safety Manager



Name & Address of Assailant  
(in case of a dangerous animal the owner of )

Head of Service  
Contact Number:

Reference:  
Date:

Dear \_\_\_\_\_ ,

RE: Chose from:

**DANGEROUS ANIMAL NOTIFICATION- LOCATION  
UNSAFE PREMISES NOTIFICATION - LOCATION**

**Dangerous Animal insert**

It has been reported to the Authority that, whilst visiting your premises on the **(insert date of incident)**, a member of the Authority's staff was subject to injury/ feeling of being at risk **(delete as required)** from your dog **(or insert another animal)**.

**Unsafe Premises insert**

It has been reported to the Authority that, whilst visiting your premises on the **(insert date of incident)**, a member of the Authority's staff noticed that the condition of your premises caused a concern relating to their health and safety. The cause of the concern was **(insert dangerous condition)**

As you will appreciate, the safety of our staff is of paramount importance to us, and as an Authority we will not tolerate our staff being put at risk. In order to safeguard our employees, the Authority operates a Corporate Employee Protection Register, on which we retain details of properties/animals/individuals who may pose a risk towards our staff.

*Due to this incident involving your animal / premises your details have been entered onto the Employee Protection Register together with appropriate safeguards to be considered prior to visiting. Appointed officers within the Authority can access this information in order to ensure the safety of our staff. Entries on the register are reviewed periodically, and when we are aware that the situation has been rectified/animal no longer poses a threat your entry will be removed.*

If you wish you may make representation to the council regarding mitigating factors you feel should be taken into consideration. It must be noted that making representations of this kind will not automatically result in the removal of the entry on the Employee Protection Register, however they will be taken into consideration. Any representation must be made, in writing by **(14 days from date of letter)** to **(insert address)** quoting the reference number above. You will be informed in writing of any decision made regarding the entry.

Yours sincerely

System Administrator  
On Behalf Of insert Head of Service

## **APPENDIX 2 – Violent Incident Report Form**

# VIOLENT INCIDENT REPORT FORM



Please enter details or tick the boxes where appropriate.

<b>DETAILS OF OFFENDED PERSON</b>			
Name:	_____	Job Title:	_____
Service Area:	_____	Location:	_____
Telephone/Extension No:	_____	Directorate:	_____
<b>Status:</b>			
Employee	<input type="checkbox"/>	Staff Number	_____ Other <input type="checkbox"/> Please Specify _____

<b>REPORT OF VIOLENT INCIDENT</b>	
Date of Incident:	_____ Time of Incident: _____
Location of Incident:	_____
What were you doing at the time:	_____

<b>DETAILS OF INCIDENT</b>			
(Please complete as comprehensively as possible. If physical injury occurs an Accident/Incident Form must also be completed.)			
<b>Details Of The Assailant(s)</b>			
Name:	_____	DOB:	_____ Male/Female (delete as appropriate)
Address:	_____		
Other Details (e.g. description):	_____		
<b>Type of Incident:</b>			
Damage to Property	<input type="checkbox"/>	Anti-Social Behaviour	<input type="checkbox"/>
Threat of Physical Assault	<input type="checkbox"/>	Physical Assault No Injury	<input type="checkbox"/>
		Verbal Abuse	<input type="checkbox"/>
		Physical Assault with Injury	<input type="checkbox"/>
Brief description of incident, including the relevant events leading up to it, and nature of any injury and damage caused. Be as explicit as you can, including detailing the <b>EXACT</b> language used. Please continue on a separate sheet if necessary:			
Are you requesting that this individual's details be placed on the Employee Protection Register			
	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
During the incident did the individual use any language that may be considered to be discriminatory on the following grounds:			
Age Related	<input type="checkbox"/>	Gender Reassignment Related	<input type="checkbox"/>
Disability Related	<input type="checkbox"/>	Race Related	<input type="checkbox"/>
Gender/Sex Related	<input type="checkbox"/>	Religion Related	<input type="checkbox"/>
		Pregnancy Related	<input type="checkbox"/>
		Sexual Orientation Related	<input type="checkbox"/>
Please be specific in the description above about the exact language used			
<b>Details Of Witness(es)</b>			
I confirm that I actually saw the incident detailed above, and that the details are correct.			
Name:	_____	DOB:	_____ Staff No: _____
Address:	_____		
Signed:	_____	Date:	_____
Please attach any relevant witness statements			

ACTION TAKEN							
Medical treatment	<input type="checkbox"/>	Police involved	<input type="checkbox"/>	Accident report form completed	<input type="checkbox"/>	Legal services consulted	<input type="checkbox"/>
Injured Employee given time off work	<input type="checkbox"/>	Senior management informed	<input type="checkbox"/>	Counselling offered	<input type="checkbox"/>	Referral to another dept or organisation	<input type="checkbox"/>

Please provide details of any action taken at the time of or since the incident:

**ADDITIONAL INFORMATION**

Please add here any other comment you wish to make (feel free to continue on a separate sheet):

**DECLARATION:** “I certify that, to the best of my knowledge, these details are correct”

Signature of Offended Person: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR COMPLETION BY HEAD OF SERVICE/HEADTEACHER/ MANAGER**

Action taken, including action to be taken to prevent a recurrence:

**Signature:**  
Head of Service/Headteacher/Manager \_\_\_\_\_ Date: \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Notification of Employee Protection Register entry to Assailants**

The Data Protection Act requires us to notify assailants when they are placed onto the Authority’s Employee Protection Register. There is an exemption to this requirement **where the notification is likely to lead to further instances of violence or aggression**. If, for this reason, you do not wish for the assailant detailed above to be notified, please provide details of your reasons and then sign and date your statement below. If this section is not completed then it will be assumed that you are willing for notification to be provided to the individual and an entry will be completed to show this on the register.

**“I feel that notification or correspondence with the assailant on this matter would likely lead to further instances of violence or aggression because...**

Please provide additional notes for justification of use of the exemption:

**Signed:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Line Manager)

**Signed:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Offended Person)

**This form must be completed promptly and returned to the Health and Safety Division**  
Completion of this form does not automatically mean an entry will be made on the Employee Protection Register

**APPENDIX 3 – Good Visit Form**

## GOOD VISIT FORM



To be completed when a visit to a person on the employee protection register is undertaken and concludes without incident

<b>Visit Location</b>	
Person/Address Visited _____	Date of Visit _____
Name of Officer Making Visit _____	Time of Visit _____
Directorate/Service Area _____	

<b>Reason on the Employee Protection Register</b>					
Damage to Property	<input type="checkbox"/>	Anti-Social Behaviour	<input type="checkbox"/>	Verbal Abuse	<input type="checkbox"/>
Threat of Physical Assault	<input type="checkbox"/>	Physical Assault No Injury	<input type="checkbox"/>	Physical Assault with Injury	<input type="checkbox"/>

<b>Visit Details</b>	
Purpose/detail of this visit	_____
Individual's attitude/demeanour during the visit	_____
Any Recommended Future Action	_____ _____ _____

Signature of Reporting Officer: _____	Date: _____
---------------------------------------	-------------

**PLEASE RETURN COMPLETED FORM TO THE HEALTH AND SAFETY DIVISION add in e-mail address**



## CABINET – 14<sup>TH</sup> JUNE 2023

**SUBJECT: YOUTH FORUM PRIORITIES**

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

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

- 1.1 To inform Cabinet of the issues raised by Children & Young People via the Youth Service's Youth Forum.
- 1.2 To seek the views of members in how the issue outlined in the report can be addressed.

### **2. SUMMARY**

- 2.1 Following the annual Youth Forum Conference in January 2023, Children & Young People have identified current issues that are important to them and have voted on Priority Issues for 2023.
- 2.2 The previously agreed process that follows the identification of issues is as follows:
  - Presentation of issues to Education SMT for information.
  - Young People present issues to Education Scrutiny and Cabinet for information and support.
  - Issues are presented directly by Young People.
  - Young People form a Project Group that meets weekly to address the Youth Forum priority issue, working directly with Officers and Members as appropriate on a range of initiatives intended to have a positive impact on the issue. This work will continue until December 2023.
  - Progress, outcomes, and impact, as a result of young people working to address the priority issue, is monitored through the Education's termly monitoring of the Service Improvement Plan.
  - The work of the project group draws to a close ahead of the next conference (January 2024), when the process restarts, and new priority issues are identified. Final impact assessments are completed, and young people receive feedback on progress made.

### **3. RECOMMENDATIONS**

- 3.1 Members are asked to:
  - a) support the Youth Forum in its work to address the overall priority issue.
  - b) consider how to support the Youth Forum in addressing their priority issue.
  - c) have due regard to issues raised within this report by Children and Young People when making decisions which impact upon their lives.

#### 4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To ensure members are informed of the priorities identified by children and young people, and that the voices of children and young people are considered as part of decision-making processes.

#### 5. THE REPORT

- 5.1 The Youth Forum enables young people aged 11-25 to have a voice on issues that affect them. Each year, young people's ideas and issues are identified in a borough wide consultation, structured and organised around five themes: Prosperous Caerphilly; Safer Caerphilly; Learning Caerphilly; Healthier Caerphilly; and Greener Caerphilly.

- 5.2 At the Annual Youth Forum Conference Young People are provided with the opportunity to further explore the issues raised via the borough wide consultation and engage in a dialogue with peers, relevant Officers, and Cabinet members. From exploring all themes within the context of young people's lives, young people identify and agree on a priority issue for each theme.

- 5.3 Following the Conference, an overall priority is voted for by young people representing the Youth Service, Schools, and Youth Support Services. The issues are listed below, with the percentage detailing the proportion of the vote through a borough wide ballot in which 2,145 young people participated. The issue with the most votes is the 'priority issue' and the one in which the youth forum will work on for 2023.

- 34% Learning Caerphilly - **Priority Issue**  
Life skills – We need more opportunities to learn new skills including living independently, budgeting, car maintenance and BSL.
- 24% Healthier Caerphilly  
Vaping – There is a need to raise awareness about the dangers and long-term effects of vaping.
- 21% Prosperous Caerphilly  
Cost of Living – There is a need to raise awareness of advice and tips to help young people and families in the current cost of living crisis.
- 12% Safer Caerphilly  
Drugs – We need more awareness around the dangers of drugs (eg Nitrous oxide and weed).
- 9% Greener Caerphilly  
Green Outdoor Spaces – We need safe and adventurous play areas for all ages in our communities.

- 5.4 Following the ballot to identify the overall priority issue, the Youth Forum project group have since consulted with school councils and the youth service to further explore the issue and gain a more informed insight into why this is a matter of concern for young people. The project group has examined the consultation feedback and have identified common themes important to young people, including but not limited to learning more about independent living skills, employability, and money.

- 5.5 The Youth Forum Project Group have devised a programme of work that is feasible for them to carry out between now and December with the aim of addressing the priority issue. This will include:



- working with a range of Officers and Partners to look at what Life Skills learning, and experiences are available to young people in the borough,
- working with the Youth Service's Curriculum Officers to review the current curriculum content around Life Skills.
- work with Qualifications Wales to inform the work taking place on their 'Life Skills suite' website offer that they are developing for all secondary schools in Wales.
- consider a youth led 'Life Skills Lab' event for young people across the borough which can be developed into a curriculum resource for schools and youth groups.

## **6. ASSUMPTIONS**

6.1 In considering the recommendations the following assumptions have been made:

- Enabling children and young people to have a voice in matters that affect them is a statutory duty and the Youth Forum and the processes that support it, provides the mechanism in which this statutory duty is fulfilled.

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

7.1 This report provides information and asks for support; therefore, an integrated impact assessment has not been completed at this time.

## **8. FINANCIAL IMPLICATIONS**

8.1 There are no financial implications with respect to this report.

## **9. PERSONNEL IMPLICATIONS**

9.1 There are no personnel implications with respect to this report.

## **10. CONSULTATIONS**

10.1 This paper was presented by the Youth Forum Vice Chair to the Education Scrutiny Committee on 15<sup>th</sup> May 2023. Comments and responses are summarised as follows:

10.2 Members enquired about the use of outreach youth workers and how they support the young people in working on their priorities. The scrutiny committee were assured that the youth service outreach workers, along with all other sections of the service, deliver the youth service curriculum, and it will be reviewed to allow the priority identified by the youth forum will be included and delivered upon.

The scrutiny committee discussed the Life Skills priority and whether schools are the place for these to be developed and at what age, or if they should the provision be delivered outside schools. It was suggested that it should be taught between the ages of 14 to 18 both in and outside of schools.

Members agreed that those ages would be appropriate as young people are looking forward to the next stages of their lives and being independent, whether it be further education or living independently. The scrutiny committee acknowledged that although there is a role for schools in providing some of the skills/learning it is important to recognise that not everything can be provided by schools and opportunities outside the school environment to engage young people in a community setting is the way forward.

The scrutiny committee were informed that there is a lot of work in this area at both secondary and primary schools, particularly on relationships.

Members highlighted the work at schools on substance misuse, financial management with the new curriculum focussing on authentic learning experiences.

The scrutiny committee sought further information on access to British Sign Language courses, and how accessible it is for young people. Members were advised that BSL is on the Youth Service curriculum and has been provided in the past at the request of young people. In view of the current request by the Youth Forum the methods of delivery will be reviewed and inform how it will be delivered going forward.

Members expressed surprise that social media wasn't a Youth Forum priority and harmful content and asked if it was discussed by the youth forum. The scrutiny committee were advised that it was mentioned as an issue, but it wasn't selected by the young people as a priority on this occasion. Bullying was also mentioned but again not voted as a current priority.

The scrutiny committee welcomed the presentation and were impressed with the delivery by Brogan Mahoney the Vice Chair of the Youth Forum.

The scrutiny committee supported the priority of the Youth Forum, and it was suggested that members of the scrutiny committee could be invited to any events they have planned to support young people in taking the Life Skills priority forward.

The Chair thanked everyone for their contributions and particularly thanked Brogan Mahoney the Vice Chair of the Youth Forum for the excellent presentation.

It was moved and seconded that the recommendations be approved. By way of Microsoft Forms and verbal confirmation this was unanimously agreed.

## **11. STATUTORY POWERS**

- 11.1 'Shared Purpose: Shared Future, Statutory Guidance on the Well-Being of Future Generations (Wales) Act 2015', and in particular SPSF 3 – Annex B, which is issued in accordance with Section 17(3) of the Children and Families (Wales) Measure 2010 and applies to local authorities in respect of local well-being plans and whenever they take decisions which might affect children and young people.
- 11.2 The Children & Families (Wales) Measure 2010, Section 12 requires local authorities to promote and facilitate participation by children in decisions of the authority which might affect them.

**Author:** Clare Ewings, Youth Service Manager  
Lee Kabza, Youth Participation and Curriculum Coordinator

**Consultees:** Christina Harray, Chief Executive  
Dave Street, Deputy Chief Executive  
Richard Edmunds, Corporate Director, Education and Corporate Services  
Keri Cole, Chief Education Officer  
Paul Warren, Lead for School Improvement  
Rob Tranter, Head of Legal Services and Monitoring Officer  
Steve Harris, Head of Corporate Finance and S151 Officer  
Lynne Donovan, Head of People Services  
Lisa Downey, HR Service Manager  
Sue Richards, Head of Education Planning and Strategy  
Jane Southcombe, Finance Manager  
Councillor Teresa Parry, Chair Education  
Councillor Carol Andrews, Cabinet Member for Education and Communities



## CABINET – 14 JUNE 2023

**SUBJECT: WELSH LANGUAGE STANDARDS ANNUAL REPORT 2022-2023**

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

### 1. PURPOSE OF REPORT

- 1.1 To inform members and seek their endorsement of the progress made during the financial year 2022-2023 against four specific areas of Welsh language work, as required under the regulatory framework for implementing the Welsh Language Standards.
- 1.2 The report will be published online by the deadline date of 30 June 2023, as required by Welsh Language Standard 158.

### 2. SUMMARY

- 2.1 The Council has a statutory duty to produce an annual monitoring report on implementing Welsh language issues under current legislation and in compliance with Standard 158.
- 2.2 The information required for 2022-2023 covers four required key areas.

<b>Detail of Reporting Requirement</b>	<b>Standard No. (and sub-clause)</b>
<b>Complaints from the Public</b> The annual report must include the number of complaints that you received during that year which related to your compliance with the standards with which you were under a duty to comply.	147, 148, 149, 156, 158(2), 162, 164(2), 168(a), 170(2)(d)
<b>Staff Language Skills</b> The number of employees who have Welsh language skills at the end of the year in question (on the basis of the records kept in accordance with standard 151);	170(2)(a) 151

Detail of Reporting Requirement	Standard No. (and sub-clause)
<p><b>Welsh Medium Training Provision</b></p> <p>The number of members of staff who attended training courses you offered in Welsh during the year (on the basis of the records you kept in accordance with standard 152);</p> <p>If a Welsh version of a course was offered by you during that year, the percentage of the total number of staff attending the course who attended the Welsh version (on the basis of the records you kept in accordance with standard 152).</p>	<p>170(2)(b) 170(2)(c) 152</p>
<p><b>Recruiting to Empty Posts</b></p> <p>The number of new and vacant posts that you advertised during the year which were categorised as posts where:</p> <p>(i) Welsh language skills were essential (ii) Welsh language skills needed to be learnt when appointed to the post (iii) Welsh language skills were desirable, (iv) Welsh language skills were not necessary</p> <p>(on the basis of the records you kept in accordance with standard 154);</p>	<p>170(2)(ch), 154</p>

2.3 The report provides an update to Members on the Council's current position in relation to the Welsh Language (Wales) Measure 2011 statutory requirements.

2.4 The report outlines the progress made by the Council in embedding arrangements for delivering services through the medium of Welsh and increasing the Welsh language skills capacity of the workforce.

### 3. RECOMMENDATIONS

3.1 It is recommended that Cabinet Members note the content of the annual report and endorse the publication of this information as a record of progress towards, and compliance with, the relevant Welsh Language Standards.

### 4. REASONS FOR THE RECOMMENDATIONS

4.1 As per Standard 158 of the Council's Compliance Notice, the Council must;

- Produce an annual report which deals with the way in which it has complied with the service delivery standards with which it is under a duty to comply during that year.
- Include in the annual report the number of complaints received during that year which relate to its compliance with the service delivery standards with which it is under a duty to comply.
- Publish the annual report on its website by 30 June each year.

### 5. THE REPORT

5.1 The annual report highlights the following performance information;

- We received 1 complaint during this financial year, which raised a number of issues with one of the issues being that they didn't want to receive correspondence from the Council in Welsh.

Included in the response back to the complainant was an explanation on why, in certain circumstances, the Council must provide bilingual information, as stated in the Council's Compliance Notice.

- In June 2022, the Council approved a **Policy on Awarding Grants** which was developed to assist officers in complying with the requirements of the Welsh Language Standards (No.1) Regulations 2015 – when issuing grants on behalf of Caerphilly County Borough Council. The policy was written by Grŵp Deddf (Welsh Language Officers Network) as a generic policy which could be implemented in all local authorities across Wales.
- A large scale review of the Council's recruitment processes was undertaken in 2022. The review included:
  - an upgrade of the iTrent system to allow Welsh data to be captured and recorded
  - redesign and translation of the recruitment pages on the Council's website, including job adverts and job descriptions
  - recruitment of additional Welsh translator capacity to assist with the recruitment translation
  - streamline the process of receiving application forms in Welsh, previously applicants had to request a paper copy in Welsh or complete the English version online
- We launched the Council's second Five Year Welsh Language Strategy 2022-2027 at Ffillifest in June 2022. The strategy was launched by the Leader Cllr Sean Morgan and the Mayor Cllr Elizabeth Aldworth.
- We promoted and celebrated a number of different Welsh language activities during 2022-2023, including the Make One Small Change Campaign, Diwrnod Shwmae, Welsh Language Rights Day and Dydd Miwsig Cymru.
- We continued our work supporting Careers Wales with talks at Ysgol Gyfun Cwm Rhymni to Years 10 and 11 regarding career and apprenticeship opportunities with the Council, and emphasising how important Welsh language skills are to employers.
- The number of staff learning Welsh increased during this financial year to 61. We have changed the way staff are offered courses and the process for registering on a course. It is now a much more streamlined process which has reduced our administration time.
- Out of 908 new and vacant posts advertised only 2 of these were advertised as Welsh Essential, these were in the Equalities and Welsh Language Team. 10 posts were advertised where Welsh language skills needed to be learnt when appointed; 896 posts advertised as Welsh Desirable; and 0 where no Welsh language skills were required.

All posts are advertised with a default of Welsh desirable as a minimum.

## 5.2 Conclusion

It is evident from the content of the report that there has been some progress during 2022-2023. We will continue to ensure our services are being delivered in line with the Welsh Language Standards. We will also work with service areas to identify and address any Welsh language training or Welsh language skills requirements through undertaking a Welsh Language Skills Audit of the whole workforce.

## 6. ASSUMPTIONS

6.1 No assumptions have been made in this report.

## 7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

7.1 A full Equalities and Welsh language assessment and consultation were undertaken on the Strategic Equality Plan and the Five Year Welsh Language Strategy when they were being developed; therefore no full assessment has been made on this annual report.

The report is an assessment of progress made by the Council under the Welsh Language Standards and in line with associated actions in the Strategic Equality Plan 2020-2024 and the Five Year Welsh Language Strategy 2022-2027.

7.2 Welsh language is a crosscutting theme of the Well-being Goals within the Well-being of Future Generations Act (Wales) 2015 and impacts on every Council policy, function and procedure, covering those aimed at the public and internal policies covering the Council's staff members. The report contributes to the following Well-being Goals:

- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language

7.3 The Strategic Equality Plan 2020-2024, which includes Welsh language and compliance with the Welsh Language Standards as a strategic equality objective in its own right, has direct links with a number of other current policies and strategies, both within the Council and in terms of partnership working.

7.4 There are also Welsh Government strategies or regulations that the Council's Welsh Language work links to, including "Mwy Na Geiriau / More Than Words" (the National Health and Social Care Welsh Language Strategy), "Cymraeg 2050: A Million Welsh Speakers" (Welsh Government's Welsh language strategy) and **Prosperity for All** (Welsh Government's economic action plan).

7.5 This report ties in with the following objectives of the Corporate Plan 2018-2023;

- Objective 1 - Improve education opportunities for all
- Objective 2 - Enabling employment
- Objective 6 - Support citizens to remain independent and improve their well-being

7.6 This report contributes to the Well-being Goals as set out above. It is also consistent with the five ways of working:

- Long Term – Ensuring that staff have the skills to deliver bilingual services now and in the future
- Prevention – Improving services and upskilling staff will ensure that everyone regardless of language choice has equal access to services and thus preventing complaints and Welsh Language Commissioner Investigations.
- Integration – By providing bilingual services to the public we make everyone feel equal and valued.

- Collaboration – Partnership working is key to this and assists the council in meeting its duties under the Welsh Language Standards. Working in collaboration with partners is further evidenced in the Five Year Welsh Language Strategy.
- Involvement – As noted under collaboration, we must involve our partners to deliver on the Five Year Welsh Language Strategy and to assist us with service delivery.

## **8. FINANCIAL IMPLICATIONS**

- 8.1 There are no direct financial implications to this report as the annual report covers work already undertaken in the previous financial year. However it should be noted that moving the agenda forward will incur financial implications, particularly in relation to Welsh language translation and training of staff.

The cost of supporting staff to attend Welsh in the Workplace courses for 2022-2023, which assists in the delivery of bilingual Council services under the Standards, was £4773.20.

## **9. PERSONNEL IMPLICATIONS**

- 9.1 There are no personnel implications to this report, although this continues to be reviewed as the work of implementing the Welsh Language Standards progresses. This is relevant to Section 6 of Appendix A, which focuses on Recruiting to Empty Posts.
- 9.2 No posts are advertised without a Welsh Language Skills Assessment.

## **10. CONSULTATIONS**

- 10.1 All responses from consultations have been incorporated in the report.

## **11. STATUTORY POWER**

- 11.1 Welsh Language Standards (No.1) Regulations 2015, Welsh Language (Wales) Measure 2011.
- 11.2 Well-being of Future Generations (Wales) Act 2015.

### **Author:**

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### **Consultees:**

Christina Harrhy, Chief Executive  
 Richard Edmunds, Corporate Director – Education and Corporate Services  
 Cllr Nigel George, Cabinet Member for Corporate Services, Property and Highways  
 Cllr Philippa Leonard, Equalities Champion  
 Sue Richards, Head of Transformation and Education Planning and Strategy  
 Stephen Harris, Head of Financial Services and Section 151 Officer  
 Keri Cole, Chief Education Officer  
 Lynne Donovan, Head of People Services  
 Kathryn Peters, Corporate Policy Manager

Robert Tranter, Head of Legal Services and Monitoring Officer

**Background Papers:**

- Strategic Equality Plan 2020-2024
- Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011
- Welsh Language Strategy 2022-2027
- Various Guidance Documents (*These are available electronically for information on the Policy Portal and on relevant website pages at [www.caerphilly.gov.uk/equalities](http://www.caerphilly.gov.uk/equalities)*)

**Appendices:**

Appendix A – Welsh Language Standards Annual Report 2022-2023



# Welsh Language Standards Annual Report 2022-2023

Prepared in accordance with the requirements of the



Comisiynydd y  
Gymraeg  
Welsh Language  
Commissioner

**14 June 2023**

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**This report is available in Welsh, and in other languages and formats on request.**

**Mae'r adroddiad hwn ar gael yn Gymraeg, ac mewn ieithoedd a fformatau eraill ar gais.**

## **Introduction**

This annual monitoring report for 2022-2023 covers the four areas required under the regulatory framework and demonstrates the Council's ongoing commitment to providing bilingual services to the public and staff members.

<b>Detail of Reporting Requirement</b>	<b>Related Standard Number (&amp; sub-clause)</b>
<p><b>Complaints from the Public</b></p> <p>The annual report must include the number of complaints that you received during that year which related to your compliance with the standards with which you were under a duty to comply.</p>	147, 148, 149, 156, 158 (2), 162, 164 (2), 168 (a), 170 (2) (d)
<p><b>Staff Language Skills</b></p> <p>The number of employees who have Welsh language skills at the end of the year in question (on the basis of the records kept in accordance with standard 151).</p>	170 (2) (a) 151
<p><b>Welsh Medium Training Provision</b></p> <p>The number of members of staff who attended training courses you offered in Welsh during the year (on the basis of the records you kept in accordance with standard 152);</p> <p>If a Welsh version of a course was offered by you during that year, the percentage of the total number of staff attending the course who attended the Welsh version (on the basis of the records you kept in accordance with standard 152).</p>	170 (2) (b) 170 (2) (c) 152
<p><b>Recruiting to Empty Posts</b></p> <p>The number of new and vacant posts that you advertised during the year which were categorised as posts where:</p> <ul style="list-style-type: none"> <li>(i) Welsh language skills were essential</li> <li>(ii) Welsh language skills needed to be learnt when appointed to the post</li> <li>(iii) Welsh language skills were desirable,</li> <li>(iv) Welsh language skills were not necessary</li> </ul> <p>(on the basis of the records you kept in accordance with standard 154)</p>	170 (2) (ch) 154

On 8 October 2020, the Council adopted a new Strategic Equality Plan 2020-2024. Six of the seven Strategic Equality Objectives, as listed below, include Welsh language implications:

<b>Equality Objective 1</b>	<b>Service Planning and Delivery</b> – Understand and remove the barriers people face when accessing services
<b>Equality Objective 2</b>	<b>Education, Skills and Employment</b> – Improve education opportunities for all
<b>Equality Objective 3</b>	<b>Community Cohesion</b> – Promote and facilitate inclusive and cohesive communities
<b>Equality Objective 4</b>	<b>Inclusive Engagement and Participation</b> – Engage with citizens to encourage participation, to have their voices heard when planning service delivery
<b>Equality Objective 5</b>	<b>Welsh Language</b> – To ensure the Welsh speaking public can access services that comply with the statutory requirements
<b>Equality Objective 6</b>	<b>Inclusive, Diverse and Equal Workforce</b> – Create a workforce which reflects and respects the diversity of the communities within the county borough

The Council’s Cabinet and Corporate Management Team have been actively involved in discussions and debates around the implementation of the Welsh language Standards since January 2014. A number of reports and presentations have been presented in order to keep them fully informed of ongoing improvements in the provision of services through the Welsh language.

## 1. Welsh Language Standards: Action Plan

Since the Welsh Language Standards were introduced on 30 March 2016, we have developed a Compliance Work Programme to ensure that services we deliver are in accordance with the Standards, that staff are aware of their obligations and that they have the required language skills where possible.

The Compliance Work Programme is summarised below:

### **Correspondence - Standards 4, 5 & 7**

These standards relate to correspondence, which must be bilingual if we do not know language choice or are sending letters out to a number of people regarding the same subject matter. We must ensure that our letterhead is also compliant.

#### **Action taken:**

- FACTSHEET for staff – General Correspondence
- Bilingual auto-signatures on emails for all staff on email along with the following statement:  
*Gallwch ohebu mewn unrhyw iaith neu fformat.Ni fydd gohebu yn Gymraeg yn creu unrhyw oedi.*  
*Correspondence may be in any language or format. Corresponding in Welsh will not lead to any delay.*
- Letterhead templates in place.

### **Telephone – Standards 8, 9, 11, 14, 16, 17, 19, 20, 21 & 22**

These standards relate to how we deal with telephone calls and that a bilingual greeting is given. Staff must be equipped with the relevant language skills to deal with calls in Welsh, and if they are unable, that they know who the Welsh speakers are that are able to deal with the matter, and how to transfer calls. If no Welsh speaker is available to provide the subject specific information the call can be put through to a non-Welsh speaker.

We must state, when we publish main telephone numbers that we welcome calls in Welsh and all our automated telephone systems must be bilingual.

#### **Action taken:**

- FACTSHEET for staff– Telephone Greetings.
- Training delivered to staff to ensure they can give basic greetings and provide reception services in our main locations.
- Welcoming Welsh language calls has been published in **Newsline** since the June 2017 edition.
- Employees provided with desk stands, which are Quick Reference Guides.
- Automated telephone messages for service areas recorded bilingually.
- Answer machine messages for service areas recorded bilingually.
- There have been several attempts to recruit Welsh speaking staff to the Contact Centre and Reception. An additional Welsh speaker was appointed in March 2022.

### **Meetings - Standards 24, 24A, 27, 27A, 27D, 29 & 29A**

These standards are about how we invite individuals to meetings and when we must offer them the opportunity to use the Welsh language. If they so wish, we must then arrange simultaneous translation to facilitate that meeting.

If inviting more than one individual to a meeting they must all be asked if they wish to use the Welsh language. However, if at least 10% wish to use Welsh then simultaneous translation must be arranged. If less than 10%, the Welsh speakers must be informed that on this occasion we are not required to fulfil their request to speak Welsh at the meeting.

If the meeting with the individual is regarding their well-being, and they wish to speak Welsh, then simultaneous translation must be provided so that the individual can speak in their language of choice. Well-being meetings must be conducted with simultaneous translation if any attendee has requested that they use Welsh

#### **Action taken:**

- FACTSHEET for staff– Meetings with individuals.
- When inviting individuals to a meeting, services are required to include a standard sentence asking their language choice and if they wish to use or conduct the meeting through the medium of Welsh.
- Using MS Teams for public meetings which now has the simultaneous translation functionality.

### **Public Meetings and Events – Standards 30, 31, 32, 33, 34, 35 & 36**

Any advert or notice publicising public meetings/events/activities must state that Welsh can be used.

Any invitations to public meetings/events/activities must be sent in Welsh and English and all material displayed at the public meeting must be bilingual, Welsh first.

Any speakers at public meetings/events/activities must be asked if they wish to use Welsh, and if so simultaneous translation must be arranged. All attendees at public meetings/events/activities must be informed orally that they are welcome to use Welsh and that simultaneous translation is available for the non-Welsh speakers.

#### **Action taken:**

- FACTSHEET for staff – Public Meetings
- FACTSHEET for staff – Event Planning
- Translation and Interpretation Framework in place since May 2017 for simultaneous translation requests. Framework will be going to Tender during 2023 as a Dynamic Purchasing System (DPS) allowing greater flexibility to add new providers at any time.
- Using MS Teams for public meetings which now has the simultaneous translation functionality.

### **Agendas, minutes and other public documents – Standards 41 & 47**

These Standards relate to producing the following documents in Welsh;

- Agendas and minutes for Cabinet
- Agendas and minutes for Education for Life Scrutiny and Full Council.

In addition if a document is produced for public use, and is not caught by any other standard it must be produced in Welsh if the subject matter suggests it should be produced in Welsh, or if the anticipated audience and their expectations suggests that it should be produced in Welsh e.g. Reports relating to Welsh medium education

#### **Action taken:**

- Producing agendas and minutes for Cabinet, Education for Life Scrutiny and Full Council in Welsh is current practice.

### **General Publications – Standards 42, 43, 44, 45, 46 & 47**

These Standards relate the following being produced in Welsh if they are for the public or provide information to the public;

- licences, certificates, brochures, leaflets, pamphlets, cards, policies, strategies, annual reports, corporate plans, guidelines, codes of practice or any rules that apply to the public.

Any statement that we issue to the press must be bilingual unless the statement is issued during an “emergency” as defined in Section 1 - Civil Contingencies Act 2004.

If a document is produced for public use, and is not caught by any other standard it must be produced in Welsh if, the subject matter suggests it should be produced in Welsh or if the anticipated audience and their expectations of the audience suggests that it should be produced in Welsh.

#### **Action taken:**

- Producing licences, certificates, brochures, leaflets, pamphlets, cards, policies, strategies, annual reports, corporate plans, guidelines, codes of practice or any rules that apply to the public, in Welsh, is already current practice.
- Communications Team aware regarding the issuing of public statements.

### **Consultation Documents – Standards 44, 91, 92 & 93**

Consultation documents must be bilingual and must consider and seek views on;

1. what the effects whether positive or negative the proposal would have on; or
2. how the proposal could be developed or revised so that it would not have negative effects, or so that it would have decreased negative effects on;
  - (a) opportunities for persons to use the Welsh language, and
  - (b) treating the Welsh language no less favourably than the English language.

**Action taken:**

- The Integrated Impact Assessment process includes specific sections on the Welsh Language and Consultation and asks if considerations have been given to the Welsh language during the consultation process.
- A Welsh Language in Consultation Checklist has been drafted so that all officers undertaking consultation exercises are aware of their obligations. Advice and support is available from the Engagement/Equalities and Welsh Language teams

**Website, Social Media and Electronic Devices – Standards 52, 56, 58 & 60**

Each page of the Council's website must be bilingual, fully functional with Welsh treated no less favourably than the English pages. The interface and menus on pages must be bilingual.

Any social media accounts, which belong to the Council, must treat the Welsh language no less favourably than the English language.

Self-service machines must treat Welsh no less favourably e.g. parking ticket machines.

**Action taken:**

- Audit of entire website and its functionality was completed in September 2019.
- Staff informed of process for publishing bilingual information on Council's website.
- Social Media Usage Guidance includes a section on the Welsh Language Standards and those with accounts have been asked to acknowledge the requirements to comply. Monitoring will start shortly and those not complying will be reminded of their obligations.
- Any issues on any webpages are actioned with urgency.
- Parking machines give people the option to select language choice.
- Audit of corporate social media accounts started in March 2020 – work ongoing and staff reminded of compliance with Welsh Language Standards.
- The Planning Department's upgraded Public Access Platform enables people to search, track and comment on Planning Applications in English and in Welsh.
- A new website is being developed which will consider the requirements of relevant Welsh Language Standards.

**Public Signage – Standards 62, 67, 70, 141, 142 & 143**

New and renewed signs must be bilingual and treat Welsh no less favourably than English and the Welsh language must be positioned so it is likely to be read first.

**Action taken:**

- New and renewed signs are compliant.
- FACTSHEET – Signage.
- All translation work received is returned in the correct format. This is current practice.
- **Welsh Language Standards Manual for CCBC Works Signage** produced in response to the number of service requests received regarding non-compliant works signage. This has been shared with officers and sub-contractors.



- Signage developed for Council buildings are designed by the Council's in-house Graphic Design Team, who are fully briefed on the Welsh Language Standards, and who send proofs to the Translation Team prior to the signage being created.

### **Visitors to Buildings – Standards 64, 65, 65A, 67 & 68**

A bilingual reception service must be provided at the following Council buildings and the Welsh language must not be treated less favourably than the English language;

- Penallta House
- Bargoed, Risca, Rhymney, Blackwood, Caerphilly and Ystrad Mynach libraries;
- Caerphilly Visitor Centre
- Llancaiach Fawr Manor House
- Registration Services;
- Caerphilly, Heolddu, Newbridge and Risca leisure centres.

Signs must be displayed on receptions stating the Welsh language may be used. Welsh speaking staff at receptions must display a badge stating that they can speak Welsh.

#### **Action taken:**

- Since the pandemic, reception services to the public are by appointment only. Language preference is asked at first contact and a Welsh speaker is made available for the appointment should that be the language preference.
- Training programme completed for staff on reception at Penallta House and Contact Centre. Further training being rolled-out along with ongoing support.
- Cymraeg Gwaith - 10-hour online course rolled out to staff since September 2018.
- All venues listed under Standard 64 have been given the 'Iaith Gwaith' poster to display in reception areas indicating that a Welsh language service is available.
- Information available to staff on the Corporate Policy Unit Portal.
- All learners and Welsh speakers have received a 'Iaith Gwaith' lanyard or badge.

### **Grant Awarding – Standards 71, 72 & 72A**

Application forms for grants must be bilingual. Anything published regarding a grant must state that applications may be submitted in Welsh and will not be treated less favourably than the English, this includes timescales set for assessment etc.

#### **Action taken:**

- FACTSHEET for staff – Grants.
- A [Policy on Awarding Grants](#) was approved by Corporate Management Team in June 2022, which was shared with officers who administer grants, and published on the Corporate Policy Unit Portal and on the Council's website.

### **Education Courses – Standards 84 & 86**

Education courses must be offered in Welsh unless an assessment under Standard 86 has been carried out.

**Action taken:**

- Asking people if they wish to receive the course in Welsh at registration or enquiry point and then assessing the demand for the course through the medium of Welsh.

**Public Address - Standard 87**

All public addresses must be bilingual with Welsh first.

**Action taken:**

- Fire Alarm Test and Minute Silence messages are bilingual.
- Emergency Evacuation – English Only.
- Tourism has been asked to look at their events programme and the need to ensure that all public announcements are bilingual, Welsh first.
- Big Cheese 2019 event – public address messages were bilingual.
- Libraries' automated public address messages are fully compliant.

**Policy Making – Standards 88, 89 & 90**

New, revised or reviewed policies must consider the effect the policy will have on opportunities to use Welsh and must not treat Welsh less favourably.

**Action taken:**

- An Integrated Impact Assessment has been implemented since 1 April 2021 and was developed using the Welsh Language Commissioner's guidance on the Policy Making Standards. The impact assessment now requires officers to give more consideration on the impact on the Welsh language when developing proposals and policies.
- Welsh Language Commissioner's good practice advice document has been published on the Corporate Policy Unit Portal for staff to view.

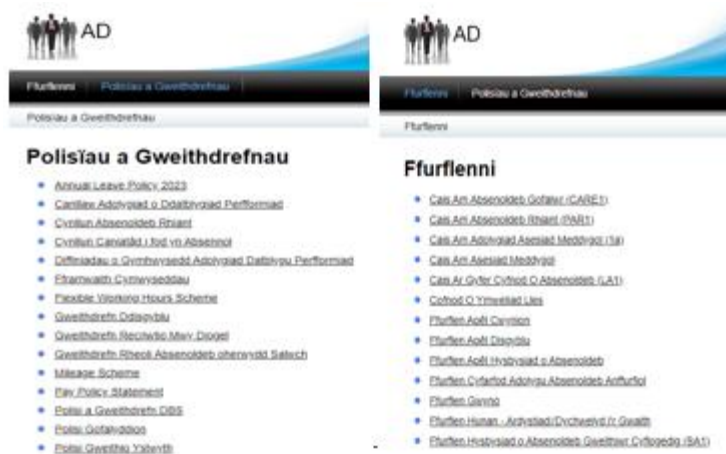
**HR Processes – Standards 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 112A, 114, 115, 116, 116A, 118, 119**

We must ensure that our recruitment and internal HR processes are available in Welsh, where we ask language preference of applicants and staff, and communicate with them in the language of their choice. For staff this includes any disciplinary, complaints, grievance processes and the availability of certain HR Policies in Welsh.

**Action taken:**

- Please see recruitment update in [Section 6](#).
- There are a number of HR forms and policies available for staff in Welsh on the HR Portal.

## Appendix A



### **Intranet / Internet Pages - Standards 122 & 124**

The intranet home page must be bilingual, fully functional and treat Welsh no less favourably. English language pages must state that a corresponding Welsh page is available, with a link if applicable.

#### **Action taken:**

- A bilingual intranet is not current practice. There is a dedicated Welsh Language page on the Corporate Policy Unit Portal for staff to access.
- A new intranet is being developed and Welsh language requirements are being considered as part of the development work.
- Some HR policies are available in Welsh on the HR Portal.

### **Welsh Language Training and Staff Communication – Standards 128, 129, 130, 133, 134 & 135**

We must provide training in Welsh for staff if it is provided in English on; recruitment, performance management, complaints, disciplinary, induction, dealing with the public, health and safety, on using Welsh in meetings, interviews, complaints and during disciplinary procedures.

Staff must be given opportunities in work hours to receive basic Welsh lessons and for employees who manage others to receive training on using Welsh in their role as managers

We must provide new employees with information on the Welsh language and text or logo for Welsh speaking employees to use in e-mail signatures that indicates they are willing to use Welsh, whether fluently or as a learner.

Welsh language version of contact details in emails and out of office, messages must also be in Welsh.

**Action taken:**

- FACTSHEET for staff – HR
- If any training requests were received, we would work with neighbouring councils to make courses viable.
- The annual Welsh language training programme delivered since 1999, offers staff a variety of different courses, including online, self-study, residential, weekly and Welsh Language Awareness courses. 55 learners undertook Welsh language training courses during 2022-2023.
- Information on the Welsh language should be included in HR Induction Packs.
- The Equalities, Welsh Language and Consultation Team are involved in the Social Services Induction Programme for new starters.
- IT has provided all staff with a bilingual auto-signature for all emails.
- IT has been unable to pre-populate a bilingual email out of office message, therefore desk stands were created for all staff to raise awareness of the requirement to ensure their out of office messages are bilingual.

**Workplace Signage – Standards 141,142 and 143**

New and renewed signs must be bilingual and treat Welsh no less favourably than the English and the Welsh language must be positioned so it is likely to be read first.

**Action taken:**

- All public facing signage is bilingual and if new or renewed is produced Welsh first
- Signage developed for Council buildings are designed by the Council's in-house Graphic Design Team, who are fully briefed on the Welsh Language Standards, and who send proofs to the Translation Team prior to the signage being created.

**Welsh Language Strategy – Standards 145 & 146**

We must produce and publish on the website, a 5-year strategy that sets out how we propose to promote the Welsh language and facilitate its use more widely in the county borough. The Strategy must include –

- (a) a target (in terms of the percentage of speakers in your area) for increasing or maintaining the number of Welsh speakers in your area by the end of the 5 year period concerned, and
- (b) a statement setting out how you intend to reach that target; and you must review the strategy and publish a revised version on your website within 5 years of publishing a strategy (or of publishing a revised strategy).

**Action taken:**

- The second Strategy was launched at Ffilifest 2022 by the Leader Cllr Sean Morgan and the Mayor Cllr Elizabeth Aldworth.
- The Council's second Five Year Welsh Language Strategy 2022-2027 was implemented from 1 April 2022. [Click here to view.](#)
- An action plan has been developed in collaboration with stakeholders, which includes the Council's services areas and key Welsh language organisations, through the Welsh Language Forum.

### **Complaints – Standards 147, 148, 149, 156, 158 (2), 162, 164 (2), 168 (a), 170 (2) (d)**

We must keep a record of the number of complaints received which relate to compliance with the Standards.

#### **Action taken:**

- Reported annually in the Welsh Language Standards Annual Report, which is published on the Council's website by the 30<sup>th</sup> June every year. See **Section 4 – Complaints from the Public.**
- Equalities and Welsh language categories added to complaints system so that we can monitor if any complaints have an equalities or Welsh language element. This will help with annual reporting and to identify trends.

### **Publicising Compliance – Standards 161, 167, & 163**

We must publish on the website a document that states the policy making standards we must comply with and how we do so and this must be available in each office open to the public.

We must publish on the website a document that states the operational standards we must comply with and how we do so and this must be available in each office open to the public.

We must have arrangements in place to oversee compliance with the policy making standards, publish the arrangements on the website and make the document available in each office open to the public.

#### **Action taken:**

- See - [CCBC Compliance Notice Report 30.03.16](#) on website.
- Compliance Notice on website to allow any queries from the public to be dealt with by accessing the internet on their behalf.

### **Staff Language Skills – Standards 151 & 170 (2) (a)**

We must keep a record (following an assessment) of the number of employees who have Welsh language skills at the end of every financial year to include the skill level.

#### **Action taken:**

- Following correspondence from the Welsh Language Commissioner, and as outlined in our response dated 22 February 2022, a forward work plan has been developed to address a number of urgent matters relating to recruitment, including compliance with the Welsh Language Standards. Actions required have been scheduled to be completed by the 31 March 2022.

### **Welsh Language Training – Standards 152, 170 (2) (b) & 170 (2) (c)**

We must keep a record of the number of staff that attend training courses through the medium of Welsh and the percentage of the total number of staff who attended a course in Welsh. Please see **Section 5** of this report.

**Recruitment – Standards 154, 170 (2) (ch) & 154**

We must keep a record of the number of new and vacant posts advertised during the year which were categorised as posts where.

- (a) Welsh language skills essential
- (b) Welsh language skills needed to be learnt when appointed to the post
- (c) Welsh language skills were desirable
- (d) Welsh language skills were not necessary

**Action taken:**

- Staff Language Skills, Welsh Language Training Provision and Recruitment are reported on annually in the Welsh Language Standards Annual Report, which is published on the Council's website by the 30 June every year. See **Section 4, 5 and 6** for details.

## 2. Promotion

### Make One Small Change Campaign

On St David's Day 2022, we launched a campaign where colleagues, through a year-long engagement campaign, were encouraged to 'make one small change' to further their use and understanding of the Welsh language, particularly within the context of the workplace. Our [Make One Small Change](#) campaign shared ideas, tips and encouraged colleagues to make a pledge about small changes we can all make.



The key message throughout was that there are many small changes that all of us can make in our daily lives which, collectively, can make a big difference. Among these pledges were to use the cashpoint in Welsh, read a Welsh book, and sign up to learn Welsh. Here's an example:



Happy September and welcome to the next edition of the Gwnewch y Pethau Bychain - Make One Small Change.

With the start of the academic year, you may be feeling inspired to learn something new. If so there has never been a better time to make one small change to help further your understanding of the Welsh language and to ensuring CŴBACHYLLY remains an inclusive place to live and work.

Mis Medi hapus a chroeso i gyhoeddiad diweddaraf Gwnewch y Pethau Bychain.

A hithau'n ddechrau'r flwyddyn academaidd, efallai y byddwch chi wedi'ch ysbrydoli i ddysgu rhywbeth newydd. Os felly, ni fu erioed amser gwell i wneud un peth bach i helpu'ch deallwriaeth chi o'r Gymraeg ymhellach ac i sicrhau bod Bwrdeistref Sirol Caerffili yn parhau i fod yn lle cynhwysol i fwy a gweithio ynddi.

## St David's Day

On 1<sup>st</sup> March 2023, we marked St. David's Day by launching our internal Clwb Clebran. A group formed to give staff who are Welsh speakers and staff learning Welsh the opportunity to come together to use their Welsh in the workplace.

**CLWB CLEBRAN - CHANCE TO CHAT**

**YDYCH CHI'N SIARAD NEU'N DYSGU CYMRAEG?**

**ARE YOU A WELSH SPEAKER OR LEARNER?**

**Dewch i gwrdd â siaradwyr a dysgwyr eraill yn y gweithle.**

**Dewch draw os:**

- Ydych chi'n dysgu Cymraeg ar llyn o bryd (dim ots am eich lefel!)
- Ydych chi'n siarad Cymraeg yn rhugl ac esiaiu defnyddia'r iaith fwy yn y gweithle
- Nad ydych chi wedi siarad Cymraeg ers eich dyddiau ysgol ac yn awyddus i godi hyder eto

**Lleoliad:** Caffi'n Su - Tŷ Penaltia  
**Dyddiad:** Dydd Gŵyl Dewi - 1 Mawrth  
**Amser:** 12.00 - 13.00

**Byddan ni'n newid y lleoliad bob tro, felly cofiwch wirio'r dyddiad a'r lleoliad.**

**Cyswilt:** cydraddoldeb@caerffili.gov.uk

**Come along to meet other Welsh speakers and learners in the workplace**

**Come along if:**

- You're learning at the moment (no matter what level!)
- You speak Welsh fluently and want to use it more in the workplace
- You haven't spoken Welsh since your school days but are keen to gain confidence again

**Location:** The Hive - Penaltia House  
**Date:** St David's Day - 1 March  
**Time:** 12.00 - 13.00

**The location will change each time, so be sure to check the date and location.**

**Contact:** equalities@caerphilly.gov.uk

We also promoted St David's Day via social media.



**Caerphilly County Borough Council**  
Happy St David's Day!  
The patron saint of Wales, St David was the greatest figure in the 6th century Welsh Age of Saints, and the only native-born patron saint of the countries of Britain and Ireland. St David died on 1 March - St David's Day - in 589. He was canonised by Pope Callixtus in the 12th century, and we have celebrated St David's Day ever since.  
[Learn more: https://bit.ly/3yGdUJG](https://bit.ly/3yGdUJG)

**Dydd Gŵyl Dewi Hapus!**  
Newdsant Cymru, Dewi Sant oedd y flgwr mwyaf yn Oes y Seintiau Cymreig yn y 6ed ganrif, ac unig newdsant brodorol gwledydd Prydain ac Iwerddon. Bu farw Dewi Sant ar 1 Mawrth - Dydd Gŵyl Dewi - yn 589. Cafodd ei ganoneiddio gan y Pab Callixtus yn y 12fed ganrif, ac rydym wedi bod yn datlu Dydd Gŵyl Dewi ers hynny. Dyrsgwch fwy.  
<https://bit.ly/3yGdUJG>

Timeline photos · 1 Mar · 0



**Caerphilly County Borough Council**  
Happy St David's Day!  
Whether you are celebrating with a slice of bara brith, proudly wearing a daffodil or attending an eisteddfod, why not share your love for Wales today and try and say it in Welsh?

**Dydd Gŵyl Dewi Hapus!**  
Os ydych yn datlu gyda thamaid o fara brith, yn gwisgo cennin pedr yn falch neu'n mynychu eisteddfodau, beth am rannu eich cariad at Gymru heddiw a cheisio'i ddweud yn Gymraeg?

Timeline photos · 1 Mar · 0



**Caerphilly County Borough Council**  
Happy St David's Day!  
CCBC staff have been celebrating St David's Day today by using their Welsh, how have you been celebrating?

**Dydd Gŵyl Dewi Hapus!**  
Mae staff CBSC wedi bod yn datlu Dydd Gŵyl Dewi heddiw drwy ddefnyddio eu Cymraeg, sut ydych chi wedi bod yn datlu?

Timeline photos · 1 Mar · 0



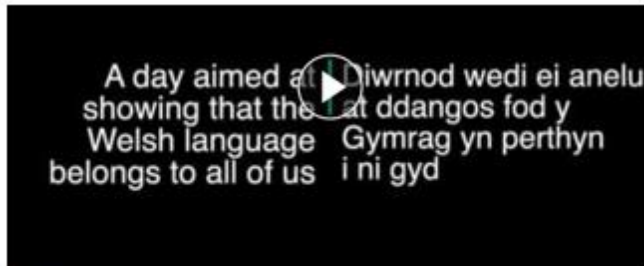
**Caerphilly County Borough Council**  
1 March at 17:17 · 0

Happy St David's Day! | Dydd Gŵyl Dewi Hapus!  
'Yma O Hyd'  
Nant y Parc Primary School | Ysgol Gynradd Nant Y Parc



## Diwrnod Shwmae / Su'Mae

As part of Diwrnod Shwmae / Su'Mae this year, we attended a Welsh Language group in Cross Keys to raise awareness of the Welsh language in the wider community and also visited Ysgol Gyfun Cwm Rhymni. We used this as an opportunity to create a video for social media to show people across the county borough saying "Shwmae", and Llancaiach Fawr Manor also promoted Diwrnod Shwmae / Su'Mae with their visitors.



Caerphilly County Borough Council  
15 October 2022 at 09:00 · 📺

### Shwmae Day 22 final

Happy Shwmae Su'mae Day!  
A day aimed at showing that the Welsh language belongs to us all – fluent speakers, learners or those shy about their Welsh!  
Try greeting someone with shwmae or su'mae today to celebrate the Welsh language!  
Diwrnod Shwmae/Su'mae Hapus!  
Diwrnod wedi ei anelu at ddangos fod y Gymraeg yn perthyn i ni gyd – siaradwyr rhugl, dysgwyr neu'r rhai sy'n seil am eu Cymraeg!  
Ceisiwch gyfaroch rhywun gyda 'shwmae' neu 'su'mae' heddiw i ddathlu'r Gymraeg!

Caerphilly County Borough Council  
14 October 2022 at 15:14 · 📺



Llancaiach Fawr Manor 14 October 2022 at 09:45 · 📺

Early celebrations for Shwmae Su'mae Day, 15th of October, 2022! If you want your photo taken pop along today or tomorrow!  
Dathliadau cynnar ar gyfer Diwrnod Shwmae Su'mae, 15fed o Hydref, 2022! Os ydych chi eisiau tynnu eich llun galwch draw heddiw neu yfory!

## Mae Gen i Hawl (Welsh Language Rights Day)

On 7 December we celebrated Mae Gen i Hawl (Welsh Language Rights Day). We used social media again to ensure residents are aware of their rights as Welsh speakers when accessing services.



Caerphilly County Borough Council  
#MaeGenHawl  
Diwrnod Hawliau'r Gymraeg Hapus i chi!

Mae Diwrnod Hawliau'r Gymraeg yn cael ei ddathlu bob blwyddyn ar 7 Rhagfyr ac mae'n gyfle i gyrrff cyhoeddus fel ni yn CBSC eich atgoffa chi, fel rhan o Safonau'r Gymraeg, eich bod chi'n gallu defnyddio'r Gymraeg gyda ni.

Felly os ydych chi eisiau cysylltu â ni, boed dros y ffôn, ar e-bost neu wrth ddod mewn i un o'n hadeiladau cyhoeddus, beth am ofyn am eich gwasanaeth yn Gymraeg?  
#MaeGenHawl

Am fwy o wybodaeth, ewch i: Ymgyrch 'Mae gen i Hawl' (<http://comisiynyddygyrm.aeg.cymru/>)

Happy Welsh Language Rights Day!

Welsh Language Rights Day is celebrated every year on 7th December and is a chance for public bodies such as ourselves at CCBC to remind you that, as part of the Welsh Language Standards, you can use the Welsh language with us.

So if you're getting in touch with us, by phone, email or by coming to one of our public buildings, why not ask for your service in Welsh? #MaeGenHawl

For more information, visit: 'Mae gen i Hawl' campaign (<http://welshlanguagecommissioner.wales/>)

Timeline photos - 7 Dec 2022 · 📺

Internally we made reminded staff about the Welsh Language Standards and what is expected when communicating with members of the public. This included information on answering phones bilingually, ensuring automated bilingual out of office messages are correct, making sure general correspondence is bilingual, and ensuring that Welsh speakers wear lanyards with the Work Welsh logo on them.

## Dydd Santes Dwynwen

On 21 January, we put out social media posts explaining the story of Santes Dwynwen and encouraged members of the public to use Welsh language phrases.



 Caerphilly County Borough Council  
Dydd Santes Dwynwen Hapus!

St Dwynwen was a fourth century Welsh princess who lived in what is now the Brecon Beacons National Park. Dwynwen was rather unlucky in love and despite being promised to a prince, fell in love with a local boy. Her story ends in heartbreak with Dwynwen fleeing to Anglesey to become a nun where she spent her days praying for true lovers to have better luck than she did.

St Dwynwen is now known as the Welsh patron saint of lovers, and each year on 25th January we celebrate St Dwynwen's Day.  
Learn more: <https://bit.ly/2Yu7MoX>

## Careers Wales – World of Work with YG Cwm Rhymni and Lewis Girls' School

Over the past 12 months we have been working closely with Careers Wales to build links with our secondary schools, raising awareness of careers with the council but in particular how important having Welsh language skills is in the workplace.

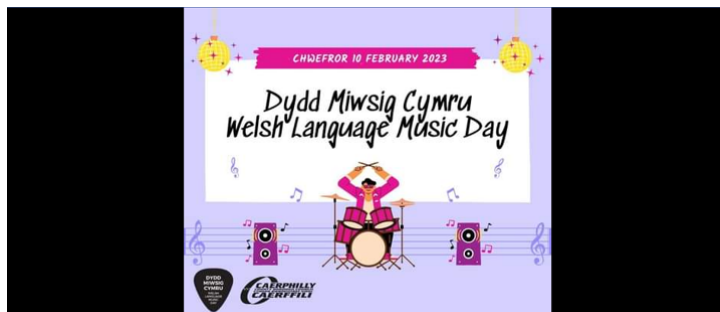
Presentations were made to Year 10 and 11 across both sites of Ysgol Gyfun Cwm Rhymni regarding the importance of Welsh language skills in the workplace, and explain how the language is used as a part of daily work. All these sessions consisted of delivering a number of presentations to pupils promoting career and apprenticeship opportunities within the Council, with the students using their chrome books to search the Council's website for current job opportunities.

The presentation focussed in particular on how important and valuable having and using Welsh language skills are in the workplace. Students were encouraged to wear the 'iaith gwaith' orange speech bubble badges and lanyards to show employers and members of the public that they can speak Welsh.

In February, a presentation was delivered to key stage 4 students at Lewis Girls' School on the use of the Welsh language in everyday life, with a focus on the language as a skill in the workplace. A focus was also put on how the language belongs to everyone, no matter what their ability is in the language and the importance of taking pride in the language and making an effort to learn and use it where possible, as shown in the Slide from the presentation below.

### Dydd Miwsig Cymru (Welsh Language Music Day)

In February, we also promoted 'Dydd Miwsig Cymru' by sharing a link to the Welsh Government's website, which provided more information about the event along with a number of different playlists.



**Caerphilly County Borough Council**  
 Today is Dydd Miwsig Cymru - a chance to enjoy music in Welsh. No matter what your usual choice of music is, there's something for everyone! Check out the link below to find out more information about the day and how to celebrate with us by listening to a playlist that suits you.  
<https://bit.ly/3XeNNbi>  
 #Miwsig #DyddMiwsigCymru

Mae Dydd Miwsig Cymru yn cael ei ddathlu heddiw - cyfle i ni fwynhau cerddoriaeth yn Gymraeg. Dim ots beth yw eich dewis arferol o gerddoriaeth, mae rhywbeth at ddant pawb! Cymerwch gip ar y ddolen isod i ddarganfod mwy am y diwrnod ac i ddathlu gyda ni drwy wrando ar rhestr chwarae sy'n eich siwtio chi.  
<https://bit.ly/3DNo4A4>  
 #Miwsig #DyddMiwsigCymru

Timeline photos · 10 Feb ·

### Five Year Welsh Language Strategy 2022-2027

The Council's second strategy was launched at FfiliFFest 2022 by the Leader Cllr Sean Morgan and the Mayor Cllr Elizabeth Aldworth.



### Welsh Language Statistics 2022-2023

Number of translation requests received.....	3,197
Number of translation requests sent externally.....	84
Number of words translated in-house.....	860,892
Number of words translated externally.....	1,466,900
Number of Welsh language courses advertised / offered.....	66
Number of staff learning Welsh.....	61
Number of Welsh Language Investigations since 2016.....	13

### 3. Complaints from the Public

#### Welsh Language Commissioner Investigations

We use this section of the report to detail any Welsh Language Commissioner Investigations. For the duration of 2022-2023, we received 0 new investigations for the fourth year in succession.

Members of the public can view the Council's Complaints Procedure for dealing with complaints made through the medium of Welsh via our website using the following link:

<https://www.caerphilly.gov.uk/My-Council/Strategies,-plans-and-policies/Equalities/Welsh-language-Standards>

#### Complaints:

The Council's **Strategic Equality Plan 2020-2024** has specific actions, which commits the Council to use its service requests and complaints data to:

- **Equality Objective 1 – Action 5 & Equality Objective 4 – Action 5**  
Identify service needs of specific user groups; what barriers prevent access, and what actions are required to remove those barriers
- **Equality Objective 1 – Action 8**  
Collect equalities monitoring information for compliments and complaints

During 2022-2023, **1** complaint and **2** service requests were received relating to the Welsh language.

The **1** complaint received raised multiple issues, but reference to the Welsh language related to the complainant wishing to only receive correspondence in English.

#### Action taken:

- In the response to the complainant we explained why in some instances the Council must provide bilingual communication and outlined the relevant Welsh Language Standards.

**Service Requests:**

The **2** service requests were made up of the following:

<b>No.</b>	<b>Detail(s) of Service Request(s)</b>	<b>Resolution</b>
<b>SR1</b>	Winter Fuel Support Scheme - On the rejection page, after the Welsh, that the words 'plug in' are there each time, but this does not happen in the English	A problem was found with a piece of coding on the software which affected the online form. Problem resolved.
<b>SR2</b>	Green sacks page on website in English. Problems ordering green sacks on a mobile device.	Web page updated and translated. Issue with software identified and resident provided with assistance to change their password.

**General Definitions**

Corporate complaints are those that are due to failure of process or failure to operate Council policy correctly. These are complaints that could ultimately be forwarded to the Public Services Ombudsman or Welsh Language Commissioner, for example.

Code of conduct issues around staff behaviour or attitude are dealt with via internal HR processes. Equalities and Welsh language complaints are however something of a hybrid, in that a failure of process may be as a result of the attitudes or opinions of a staff member towards a particular group for example.

**Complaints and Service Requests by Directorate**

<b>DIRECTORATE</b>	<b>COMPLAINTS</b>	<b>SERVICE REQUESTS</b>
Economy and Environment	0	0
Education & Corporate Services	1	2
Social Services & Housing	0	0
<b>TOTALS</b>	<b>1</b>	<b>2</b>

## 4. Staff Language Skills

The ability to record Welsh language skills in terms of staff data and analysis is an integral part of the payroll system within Caerphilly County Borough Council. Financial year-end figures to 31 March 2023 are shown below and overleaf. The skills levels are measured in accordance with the language skills guidelines provided by the Association of Language Testers in Europe (ALTE). On pages 22-24 of this report, you will see details of the language skills of staff per service area measures on a scale of 5 being 'Proficient' down to 'No Skills'.

Level 5	Level 4	Level 3	Level 2	Level 1	No Skills
Proficiency	Advanced	Intermediate	Foundation	Entry Level	-

At the time of reporting last year, the total number of staff and Welsh speakers within the organisation was as follows compared with this this reporting year;

### Council Totals for 2021-2022

### Council Totals for 2022-2023

Total Staff	Welsh Speakers	%	Total Staff	Welsh Speakers	%
<b>8348</b>	<b>1968</b>	<b>23.57</b>	<b>8535</b>	<b>2100</b>	<b>24.60</b>

Compared with last year, again we have recorded a slight increase in the number of Welsh speakers, however this was only within the Education and Corporate Services, and Social Services and Housing Directorates. We lost Welsh speakers in the Economy and Environment Directorate.

### LINGUISTIC PROFILE OF WORKFORCE - WELSH LANGUAGE ABILITY BY SERVICE AREA AND FLUENCY AS AT 31 MARCH 2023

#### i) OVERALL STAFF FIGURES

<i>Economy and Environment</i>	2021-2022			2022-2023		
	Total Staff	Welsh Speakers	%	Total Staff	Welsh Speakers	%
Infrastructure	<b>220</b>	34	15.45	<b>813*</b>	148	18.20
Property Services	<b>62</b>	19	30.64	<b>974*</b>	123	12.62
Public Protection	<b>155</b>	41	26.45	<b>68*</b>	22	32.35
Community & Leisure Services	<b>1349</b>	226	16.75			
Regeneration & Planning	<b>319</b>	63	19.74	<b>323</b>	68	21.05
<b>Total</b>	<b>2075</b>	<b>376</b>	<b>18.12</b>	<b>2149</b>	<b>355</b>	<b>16.51</b>

\* During 2022-2023 Infrastructure, Property Services, Public Protection and Community and Leisure Services were reorganised.

	2021-2022			2022-2023		
<i>Education &amp; Corporate Services</i>	<b>Total Staff</b>	<b>Welsh Speakers</b>	<b>%</b>	<b>Total Staff</b>	<b>Welsh Speakers</b>	<b>%</b>
Business Improvement Service	<b>29</b>	11	37.93	<b>0</b>	0	0
Corporate Finance	<b>157</b>	24	15.28	<b>167</b>	28	16.76
Customer & Digital Services	<b>133</b>	30	22.55	<b>153</b>	41	26.79
Learning Education & Inclusion	<b>460</b>	91	19.78	<b>456</b>	101	22.14
Legal & Governance	<b>59</b>	12	20.33	<b>64</b>	16	25.00
People Services	<b>101</b>	28	27.72	<b>105</b>	30	28.57
Schools	<b>3323</b>	1062	31.95	<b>3335</b>	1131	33.91
Transformation Services	<b>717</b>	131	18.27	<b>787</b>	171	21.72
<b><i>Total</i></b>	<b>4761</b>	<b>1333</b>	<b>27.99</b>	<b>4851</b>	<b>1461</b>	<b>30.11</b>

	2021-2022			2022-2023		
<i>Social Services &amp; Housing</i>	<b>Total Staff</b>	<b>Welsh Speakers</b>	<b>%</b>	<b>Total Staff</b>	<b>Welsh Speakers</b>	<b>%</b>
Adult Services	<b>1077</b>	144	13.37	<b>1080</b>	148	13.70
Caerphilly Cares	<b>17</b>	5	29.41	<b>26</b>	7	26.92
Caerphilly Homes	<b>486</b>	60	12.34	<b>491</b>	68	13.85
Children Services	<b>332</b>	100	30.12	<b>335</b>	109	32.53
Joint Workforce Development Team	<b>4</b>	1	25.00	<b>3</b>	1	33.33
<b><i>Total</i></b>	<b>1910</b>	<b>309</b>	<b>16.17</b>	<b>1929</b>	<b>330</b>	<b>17.10</b>

## NOTES

- The figures per service area for **Total Staff** and **Welsh Speakers** do not equal the overall total per Directorate due to some members of staff having more than one post within the organisation and those posts are within different service areas.
- As with previous reports, the figures in **4i)** above are the total number of people per directorate who have completed the Linguistic Skills form noting Welsh Language skills.
- The figures shown in **4ii)** to **4iv)** that follow refer to levels of fluency of Welsh speakers per service area and cannot be compared directly with the totals shown in **4i)** because for example, in Corporate Finance (the second section below in **4ii)** the "Level 4" column refers to a staff member who can read, speak, understand and write at Level 4, not 3 different members of staff.

## ii) Economy and Environment

<b>Infrastructure</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>Undisclosed</b>
<b>Listening / Speaking</b>	12	3	2	7	85	10	4
<b>Understanding</b>	13	5	4	8	70	18	5
<b>Writing</b>	13	2	2	7	51	39	9
<b>Total Staff</b>	<b>123</b>						

<b>Property Services</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>Undisclosed</b>
<b>Listening / Speaking</b>	0	0	1	2	18	1	0
<b>Understanding</b>	0	2	1	4	13	3	1
<b>Writing</b>	0	0	0	2	9	11	0
<b>Total Staff</b>	<b>22</b>						

<b>Public Protection Community &amp; Leisure Services</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>Undisclosed</b>
<b>Listening / Speaking</b>	15	7	10	21	90	5	0
<b>Understanding</b>	16	11	13	14	77	16	1
<b>Writing</b>	13	4	15	18	56	42	0
<b>Total Staff</b>	<b>148</b>						

<b>Regeneration &amp; Planning</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>Undisclosed</b>
<b>Listening / Speaking</b>	11	0	2	15	35	5	0
<b>Understanding</b>	11	3	2	9	36	5	2
<b>Writing</b>	11	0	2	9	30	13	3
<b>Total Staff</b>	<b>68</b>						



## iii) Social Services and Housing

<b>Adult Services</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>Undisclosed</b>
<b>Listening / Speaking</b>	13	9	2	9	104	10	1
<b>Understanding</b>	14	11	2	4	86	27	4
<b>Writing</b>	14	8	1	9	49	60	7
<b>Total staff</b>	<b>148</b>						

<b>Caerphilly Cares</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>Undisclosed</b>
<b>Listening / Speaking</b>	0	0	0	0	6	1	0
<b>Understanding</b>	0	0	0	0	7	0	0
<b>Writing</b>	0	0	0	0	3	4	0
<b>Total staff</b>	<b>7</b>						

<b>Caerphilly Homes</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>Undisclosed</b>
<b>Listening / Speaking</b>	2	4	6	5	47	4	0
<b>Understanding</b>	2	7	2	1	35	17	4
<b>Writing</b>	1	5	4	3	20	31	4
<b>Total staff</b>	<b>68</b>						

<b>Children Services</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>Undisclosed</b>
<b>Listening / Speaking</b>	7	5	4	3	85	5	0
<b>Understanding</b>	9	7	2	6	66	16	3
<b>Writing</b>	8	5	3	4	52	34	3
<b>Total staff</b>	<b>109</b>						

<b>Joint Workforce Development Team</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>Undisclosed</b>
<b>Listening / Speaking</b>	0	0	0	0	1	0	0
<b>Understanding</b>	0	0	0	0	1	0	0
<b>Writing</b>	0	0	0	0	0	1	0
<b>Total staff</b>	<b>1</b>						

## iv) Education and Corporate Services

<b>Corporate Finance</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>Undisclosed</b>
Listening / Speaking	0	1	0	5	18	4	0
Understanding	0	1	1	2	19	5	0
Writing	0	1	0	4	13	9	1
<b>Total staff</b>	<b>28</b>						

<b>Customer &amp; Digital Services</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>Undisclosed</b>
Listening / Speaking	3	0	2	2	33	1	0
Understanding	3	2	1	1	27	5	2
Writing	3	1	1	0	22	12	2
<b>Total staff</b>	<b>41</b>						

<b>Learning Education &amp; Inclusion</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>Undisclosed</b>
Listening / Speaking	6	5	0	9	78	2	1
Understanding	7	3	3	3	74	9	2
Writing	7	1	3	5	52	28	5
<b>Total staff</b>	<b>101</b>						

<b>Legal &amp; Governance</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>Undisclosed</b>
Listening / Speaking	0	1	1	2	11	0	1
Understanding	1	1	1	2	8	2	1
Writing	0	2	0	3	7	3	1
<b>Total staff</b>	<b>16</b>						

<b>People Services</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>Undisclosed</b>
Listening / Speaking	1	1	0	5	21	2	0
Understanding	1	3	0	2	21	3	0
Writing	0	2	1	3	13	11	0
<b>Total staff</b>	<b>30</b>						

<b>Schools</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>Undisclosed</b>
Listening / Speaking	194	48	43	218	605	19	4
Understanding	194	73	92	165	516	60	31
Writing	199	36	47	204	391	208	46
<b>Total staff</b>	<b>1131</b>						

<b>Transformation Services</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>Undisclosed</b>
Listening / Speaking	11	9	4	19	115	13	0
Understanding	13	10	8	19	97	24	0
Writing	14	3	6	17	51	74	6
<b>Total staff</b>	<b>171</b>						

## 5. Welsh Medium Training Provision

Caerphilly CBC has provided conversational Welsh courses for staff and elected members since 2001. Courses are also accessible to members of the public and staff members from partner organisations to attend. The courses range from basic taster courses for beginners to courses, which cater for those who are now fluent Welsh speakers. During the initial lockdown, all courses moved to being held online; this in turn has led to the majority of lessons continuing to be held online, with a small number of staff attending lessons in person.

The data for the Welsh courses offered and attended by Caerphilly CBC staff for the academic year 2022-2023 is as follows:

<b>COURSE OFFERED</b>	<b>NUMBER OF STAFF ATTENDING</b>
Taster Courses	6
Entry Level Year Courses	31
Foundation Level Year Courses	8
Intermediate Level Year Courses	7
Advanced Level Year Courses	2
Proficiency Courses	7
Withdrawn	5

Caerphilly Council are proud to support staff in a wide range of Welsh language courses via the Learn Welsh website. Courses include year-long courses, lasting between 30 and 32 weeks; online courses, 10 hour self-study modules; summer and residential schools; and taster and supplementary courses, each ranging from Entry Level to Proficiency level.

### Caerphilly Staff Figures – 2018-2023

<b>Academic Year</b>	<b>Year courses</b>	<b>Taster and Supplementary Courses</b>	<b>Total Number of Learners</b>	<b>(Numbers withdrawn)</b>
2018 – 2019	53	91	144	<i>(6)</i>
2019 – 2020	62	185	223	<i>(0)</i>
2020 – 2021	27	219	246	<i>(2)</i>
2021 – 2022	35	-	35	<i>(1)</i>
2022 – 2023	50	11	61*	<i>(5)</i>
<b>TOTALS</b>	<b>322</b>	<b>581</b>	<b>879</b>	<b><i>(21)</i></b>

\*Some members of staff completed more than one course.

The number of staff learning Welsh increased during this financial year to 61. This coincides with us changing the way staff are offered courses and the process for registering on a course. It is now a much more streamlined process which has helped reduce our administration time.

## Appendix A

Working closely with the National Learn Welsh centre, staff can start a Welsh course at any point during the academic year, and as noted above courses vary in delivery style and location. Some staff have even followed intensive week long courses at Nant Gwrtheyrn on the Llŷn Peninsula.

To further encourage staff to attend courses, we set-up a 'Clwb Clebran' (chat club) for Welsh learners and speakers, to come together and to create a welcoming environment for staff to use their Welsh language skills. The network of people will support each other in the workplace, and help develop Welsh language skills for the workplace.

During 2022-2023, staff were given 2 opportunities to attend a Welsh Language Awareness course, which attracted 19 attendees across the two sessions, up from 10 attendees from the previous year's two sessions. This course must be provided for staff in line with **Standard 132**;

*You must provide training courses so that your employees can develop –*

*(a) awareness of the Welsh language (including awareness of its history and its role in Welsh culture);*

*(b) an understanding of the duty to operate in accordance with the Welsh language standards;*

*(c) an understanding of how the Welsh language can be used in the workplace.*

The Welsh Language Awareness courses can be very effective in changing attitudes and explore the following points:

1. Why do we need to give attention to the Welsh language?
2. What do we need to know about the language and its speakers?
3. How can we act in a way that facilitates the use of the Welsh language?

Staff who attended the sessions gave very positive feedback, a comment from which is below:

*"The session was very informative with great interaction. I didn't attend the course looking to learn Welsh but came away inspired and motivated to start learning again. I was expecting some information about meeting the Welsh Language Standards but know where to find this now. Thank you and great trainer."*

In accordance with Standard 128, the council must provide training to staff through the medium of Welsh in the following areas:

*You must provide training in Welsh in the following areas, if you provide such training in English –*

*(a) recruitment and interviewing;*

*(b) performance management;*

*(c) complaints and disciplinary procedures;*

*(ch) induction;*

*(d) dealing with the public; and*

*(dd) health and safety.*

No requests from staff were received for any of the above listed courses to be delivered through the medium of Welsh, therefore there are no staff training figures recorded. The above information is published here to provide continuity with previous reports.

## 6. Recruiting to Empty Posts

A total of **908** new and vacant posts advertised since 31<sup>st</sup> March 2022 were categorised as posts where:

- (i) Welsh language skills were essential

**2**

- (ii) Welsh language skills needed to be learnt when appointed to the post

**10**

Welsh language training courses have been available to all staff and elected members free of charge since the 2001-2002 academic years (see **Section 3**)

- (iii) Welsh language skills were desirable,

**896**

- (iv) Welsh language skills were not necessary

**0**

The Welsh Language Skills Assessments in relation to vacant or new posts are undertaken as required by Standard 136, and have been recorded by Human Resources since October 2016. The assessment and supporting evidence then forms part of the business case that is required to gain permission to fill a vacant post or create a new one.

A Welsh Language Skills Assessment is completed for all vacant or new posts, which are advertised as **Welsh desirable** as a standard requirement. The assessment undertaken determines whether any new or vacant posts should be advertised as **Welsh essential**, in accordance with the job role and contact with the public.

### Progress Update

In January 2022, the Council received correspondence from the Welsh Language Commissioner relating to the Council's duty to comply with Standards 8, 9, 11, 17, 52, 55, 56, 136A, 137, 137A and 139. Standards 136A, 137, 137A and 139 relate to the Council's recruitment process.

A forward work plan was developed to address a number of urgent matters relating to recruitment.

**RECRUITMENT ACTION PLAN – WEB RECRUITMENT AND WELSH TRANSLATION**

<b>ACTIONS</b>	<b>DATE</b>	<b>PROGRESS</b>
CCBC Internet – Redesign content of Job Pages	Completed	CCBC Internet Job Pages (Outside of ITrent) have been redesigned to support the customer experience. The web recruitment introductory pages including the supporting information and documentation contained therein are 'live'. (English and Welsh views). Evidence of this progress below.
Redesign English Web Recruitment view within iTrent.	Completed	Midland HR consultants supporting ITrent have been consulted and the web recruitment view within ITrent has presented limited opportunity to influence the overall design. Navigation around the site and the main content area however have been updated in line with the recruitment forward plan to support the user experience.
Produce a streamlined CCBC job application form	Completed	A tested and final streamlined CCBC job application form inclusive of help text and in an easier to complete format, has been produced within the ITrent test environment for the purpose of data extraction and Welsh translation.
Web Recruitment Welsh Language	12/08/2022	<p>Aligned to and following the work above, the work relating to data translation configuration; the tables that require translation and the data extraction of those tables for translation was completed 08/06/2022.</p> <p>The extracted tables inclusive of the streamlined CCBC application form and automated messages has of the 09/06/2022 been sent for translation.</p> <p>On receipt of the translation, the translated converted tables will be reimported back into ITrent 'test' environment and the URL supporting the Welsh view will be enabled. Midland HR Consultancy and the Council's Equalities and Welsh Language Team are on standby to support the testing of the web recruitment life cycle in this capacity.</p>
BPR Recruitment Administration Processes- Analyse current processes and procedures to cover cohesive Welsh Language into recruitment campaign	30/09/2022	<p>The Welsh translation of documents and forms that sit outside of the translation configuration tables referred to above, such as invite to interview, reference requests and job descriptions have been prioritised for translation.</p> <p>Following a successful test with the support of Midland HR and the Council's Equalities and Welsh Language Team, training of the Clerical and HR Assistant Team whose roles support the recruitment process will be in place for the next stage of 'Testing' before Going 'Live'. Requisitions will be raised in the Welsh language and all posts advertised to incorporate the Welsh and English languages simultaneously.</p>

## Appendix A

The following screenshots of webpages and an example job description, are evidence of some of the progress made to date. These were developed to recruit the recent apprentice posts we had created:



To assist with the translation of the recruitment pages and their content, we recruited a Welsh Translator to facilitate this. They commenced their role in February 2023.

[Web Page - Jobs with Caerphilly Council](#)

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## CABINET - 14<sup>TH</sup> JUNE 2023

**SUBJECT: SUSTAINABLE COMMUNITIES FOR LEARNING BAND B PROPOSAL - UPDATE ON PUPIL REFERRAL UNIT, PONTLLANFRAITH (CENTRE FOR VULNERABLE LEARNERS)**

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

### 1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to update Members in relation to the Welsh Government's Sustainable Communities for Learning Band B Programme in respect of the Pupil Referral Unit, Pontllanfraith – locally referred to as the 'Centre for Vulnerable Learners'.
- 1.2 The project is seeking to create a Pupil Referral Unit for vulnerable pupils on the former Pontllanfraith Comprehensive site to accommodate between 80 - 120 pupils and be equipped with high quality learning opportunities, indoor and outdoor sporting provision as well as enabling wider community use of the facilities outside of school hours.
- 1.3 The project will support vulnerable learners from across Caerphilly at Key Stage 3/4, sitting at the centre of the Council's Education Other Than At School (EOTAS) Strategy and the Cwmpawd hub and spoke model.
- 1.4 Members are asked to approve that an additional £2,150,739.40 is set aside from the Authority's Place-Shaping Reserve in respect of the increased financial contribution required to complete the proposal for a new Pupil Referral Unit, Pontllanfraith as part of the Sustainable Communities for Learning Band B programme.

### 2. SUMMARY

- 2.1 Cabinet approved on the 26<sup>th</sup> January 2022 the proposal to create a new Pupil Referral Unit, locally referred to as the 'Centre for Vulnerable Learners' with extra facilities for use by the school and wider community.

- 2.2 Welsh Government and Members have previously agreed in principle to earmark a total of £5,500,000 for the creation of a new Pupil Referral Unit on the former Pontllanfraith Comprehensive School site, with a Welsh Government contribution of £4,125,000 (75%) and the Authority's contribution within this sum of £1,375,000 (25%).
- 2.3 Further site investigations and confirmed designs together with the impact of inflation has resulted in the total cost of the project now being £14,102,957.61. The design has also maximised opportunities to provide low energy/decarbonisation elements to meet Welsh Government legislation.
- 2.4 As a result, there needs to be an increase of £8,602,957.21 in funding for the project overall. This will mean a revised overall Welsh Government contribution of £10,577,218.21 (75%) and a revised contribution from Caerphilly of £3,525,739.40 (25%).
- 2.5 Members are asked to approve an additional £2,150,739.40 be set aside from the Authority's Place-Shaping Reserve, on top of the £1,375,000 previously agreed.
- 2.6 Full Business Case approval is anticipated for July 2023, however Welsh Government approval of the Strategic Outline Case and the Outline Business Case demonstrates that Welsh Government are supportive of the project.

### **3. RECOMMENDATIONS**

- 3.1 Cabinet Members are asked to agree:

a) A further £2,150,739.40 be set aside from the Authority's Place-Shaping Reserve to fund the cost of the creation of a new Pupil Referral Unit, Pontllanfraith

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

- 4.1 To ensure Cabinet Members are updated on the progress of the Welsh Government's Sustainable Communities for Learning Band B Programme in respect of the creation of a Pupil Referral Unit, Pontllanfraith.
- 4.2 To ensure that funding is available to meet the additional costs of creating the Pupil Referral Unit.

### **5. THE REPORT**

#### **5.1 Band B**

- 5.1.1 The key aims of the Sustainable Communities for Learning Band B investment programme, outlined by Welsh Government, are:

- *Investment Objective One* - to provide efficient and effective educational infrastructure that will meet current and future demand for places

To include:

- The right number of places for the delivery of Welsh and English medium

- education
  - Addressing sufficiency issues where relevant
  - Reducing in Backlog maintenance costs for schools
  - Working towards Net Zero Public Sector Buildings in line with Welsh Government Carbon Reduction Commitments
- *Investment Objective Two* – to optimise the use of infrastructure and resources, to deliver public services for our communities.

This will include:

- Flexibility of our assets so that space and facilities available for our stakeholders are maximised.

## **5.2 Pupil Referral Unit, Pontllanfraith (Centre for Vulnerable Learners)**

- 5.2.1 Cabinet approved on the 26<sup>th</sup> January 2022 the proposal to create a new Pupil Referral Unit, locally referred to as the 'Centre for Vulnerable Learners' with extra facilities including a 4 court Sports Hall and MUGA with 3G surface for use by the school and wider community.
- 5.2.2 Officers have subsequently undertaken a tendering exercise for delivery of the project, using the SEWSCAP Framework, with the appointment of Wynne Construction as the successful contractor.
- 5.2.3 Welsh Government and Members have previously agreed in principle to earmark a total of £5,500,000 for the creation of a new Pupil Referral Unit on the former Pontllanfraith Comprehensive School site, with a Welsh Government contribution of £4,125,000 (75%) and the Authority's contribution within this sum of £1,375,000 (25%).
- 5.2.4 Whilst there is no specific guidance directly relevant to providing building area formulae for Pupil Referral Units, when calculating the cost, Building Bulletins 104 and 98 were referred to as a guide which provide the formulae recommended for special schools and primary provision. In addition, the sports hall has been designed in accordance with Sport England guidelines. As such the estimated original cost for the project of £5,500,000 was not market tested at Outline Business Case stage.
- 5.2.5 Further site investigations and confirmed designs together with the impact of inflation has resulted in the total cost of the project now being £14,102,957.61. The design has also maximised opportunities to provide low energy/decarbonisation elements to meet Welsh Government legislation.
- 5.2.6 As a result, there needs to be an increase of £8,602,957.21 in funding for the project overall. This will mean a revised overall Welsh Government contribution of £10,577,218.21 (75%) and a revised contribution from Caerphilly of £3,525,739.40 (25%).
- 5.2.7 Members are asked to approve an additional £2,150,739.40 be set aside from the Authority's Place-Shaping Reserve, on top of the £1,375,000 previously agreed.

- 5.2.8 Full Business Case approval is anticipated for July 2023, however Welsh Government approval of the Strategic Outline Case and the Outline Business Case demonstrates that Welsh Government are supportive of the project.

### 5.3 **Conclusion**

The proposal for the Pupil Referral Unit, Pontllanfraith- locally referred to as the 'Centre for Vulnerable Learners' has progressed through the appropriate consultation and engagement process guided by the School Organisation Code 2018 and has progressed through the planning application, and procurement processes.

To meet these additional costs and ensure this exciting project can be delivered, Cabinet Members are asked to approve an additional £2,150,739.40 from the Authority's Place-Shaping Reserve, on top of the £1,375,000 previously agreed, bringing the overall Authority contribution towards the project to £3,525,739.40 which equates to 25% of the total project cost.

## 6. **ASSUMPTIONS**

- 6.1 It is assumed that the increase in project cost for the Authority will be no more than £2,150,739.40 in order to complete the project.
- 6.2 It is assumed that the completion date of August 2024 is achievable.

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

- 7.1 An Integrated Impact Assessment for this proposal was undertaken and updated as part of the School Organisation Code 2108 and consultation process and is published on the Council's website.

[Link to full Integrated Impact Assessment](#)

## 8. **FINANCIAL IMPLICATIONS**

- 8.1 Welsh Government and Members have previously agreed in principle to earmark a total of £5,500,000 for the creation of a new Pupil Referral Unit on the former Pontllanfraith Comprehensive School site, with a Welsh Government contribution of £4,125,000 (75%) and the Authority's contribution within this sum of £1,375,000 (25%).
- 8.2 However, currently market forces have resulted in significant inflationary increase within the construction sector along with additional low energy requirements requested from Welsh Government. This has been kept under close review and has been reflected within the tendering costs provided from Wynne Construction.
- 8.3 The revised total cost of the project is now £14,102,957.61. An increase of £8,602,957.21 for the project overall and a revised Welsh Government contribution of £10,577,218.21 (75%) and revised Authority contribution of £3,525,739.40 (25%).
- 8.4 It is proposed that an additional £2,150,739.40 be set aside from the Authority's Place-Shaping Reserve in order to meet the additional financial contribution.

8.5 Any unspent allocation will be returned to the Authority's Place-Shaping Reserve.

## **9. PERSONNEL IMPLICATIONS**

9.1 There are no personnel implications to the recommendations of the report at this time.

## **10. CONSULTATIONS**

10.1 The draft report was distributed as detailed below. All comments received have been reflected within the report.

## **11. STATUTORY POWER**

11.1 School Organisation Code 2018 (Welsh Government)  
School Standards and Organisation (Wales) Act 2013

Author: Andrea West, Sustainable Communities for Learning Manager

Consultees: Christina Harrhy, Chief Executive  
Richard Edmunds, Corporate Director of Education and Corporate Services  
Dave Street, Deputy Chief Executive  
Mark S Williams, Corporate Director for Economy and Environment  
Councillor Carol Andrews, Cabinet Member for Education and Communities  
Councillor Teresa Parry, Chair of Education Scrutiny Committee  
Sue Richards, Head of Education Planning and Strategy  
Steve Harris, Head of Financial Services and S151 Officer  
Keri Cole, Chief Education Officer  
Sarah Ellis, Lead for Inclusion and ALN  
Sarah Mutch, Early Years Manager  
Paul Warren, Strategic Lead for School Improvement  
Jane Southcombe, Financial Services Manager  
Lynne Donovan, Head of People Services  
Rob Tranter, Head of Legal Service and Monitoring Officer  
Ben Winstanley, Head of Land and Property Services  
Steve Pugh, Corporate Communications Manager  
Liz Lucas, Head of Customer and Digital Services  
Ian Evans, Procurement and Information Manager

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## CABINET – 14<sup>TH</sup> JUNE 2023

**SUBJECT: PROPOSED CHANGES TO THE OPERATION OF THE WELSH CHURCH ACTS FUND AND THE SMALL GRANTS TO THE VOLUNTARY SECTOR FUND**

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

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### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to recommend to Cabinet a number of changes in relation to the operation of the Welsh Church Acts Fund (WCAF) and the Grants to the Voluntary Sector (GTVS) Fund, following a review by the Grants to the Voluntary Sector Panel, and recommend delegation of future changes to Head of Financial Services & S151 Officer.

### 2. SUMMARY

- 2.1 This report will provide a summary of the recommendations that have been proposed by the GTVS Panel, in relation to the operation of the WCAF and the GTVS Fund. It will detail the consultation undertaken with the Panel and the various options that were considered in order to arrive at the recommendations detailed in this report.

### 3. RECOMMENDATIONS

- 3.1 Cabinet are asked to approve the following recommendations from the GTVS Panel in relation to the operation the WCAF and the GTVS Fund:
1. The Welsh Church Acts Fund will not provide funding for revenue costs.
  2. The maximum level of future grants under the Welsh Church Acts Fund be £7,500 until the underspend is fully utilised.
  3. The General Criteria amounts for the Grants to the Voluntary Sector Fund be uplifted by 20% from the 2023/24 financial year and then in line with CPI inflation in future years.
  4. The list of proposed General Criteria for the Grants to the Voluntary Sector Fund covers all the categories required.
  5. A new set of terms of reference will be agreed at the next available Voluntary Sector Liaison Sub-Committee to allow this to happen and put in place a post-meeting with Elected Members only, to consider applications that fall outside the General Criteria or relate to 'exceptional individuals' seeking financial support.
  6. That the application form and criteria for the Welsh Church Acts Fund be published on the Council's website.
  7. That the minimum amount of grant funding to be awarded to voluntary organisations is increased to £200.

8. That future decisions in relation to the management and operation of the Welsh Church Acts Fund and Grants to the Voluntary Sector Fund are delegated to the Head of Financial Services & S151 Officer.

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

- 4.1 To make Cabinet aware of the recommendations of the GTVS Panel following the recent review undertaken of the WCAF and the GTVS Fund and to seek their endorsement.
- 4.2 To allow the Head of Financial Services & S151 Officer to make any future decisions on the operation of both grant schemes, given the relatively low value of each grant considered against the set criteria.

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

##### **Introduction**

- 5.1 The WCAF and GTVS Fund were both established on the creation of Caerphilly County Borough Council in 1996, following Local Government Reorganisation. They are both grant schemes which can be accessed by community and voluntary organisations operating within Caerphilly county borough, and a limited number of 'exceptional' individuals that satisfy the grant criteria.

##### **Welsh Church Acts Fund**

- 5.2 The WCAF was established from the proceeds and assets of the disestablishment of the Church in Wales. These assets were distributed evenly amongst the former county councils in Wales, and then divided between the Welsh Unitary Authorities when they were formed in 1996. The Welsh Church Act Fund is an independent charitable trust managed by Monmouthshire County Council on behalf of the Gwent region.
- 5.3 Within Caerphilly County Borough Council the following criteria is used to award grants, which are derived from the Charitable Purposes for which the Fund may be applied:  
  
*"The Welsh Church Acts Fund is available to churches, chapels, places of public worship, community organisations and charities operating in Caerphilly county borough. It provides support to these organisations in the form of capital grants for the repair or refurbishment of buildings and the purchase of equipment to support the aims of the organisation and meet the identified needs of the local community. It is intended that projects supported will have a lasting effect on the communities in which these organisations and buildings are located."*
- 5.4 Limited support for is also provided for 'exceptional' individuals in relation to the advancement of education. The definition of 'exceptional' was deliberately not prescribed, as what is defined as 'exceptional' for one individual may be very different for another individual. Apart from the 'exceptional' individuals, the WCAF can only be used to pay for capital items of expenditure i.e. works to land or buildings (such as refurbishment or development), equipment, furniture etc. The current criteria for the WCAF are provided at Appendix 1.
- 5.5 The Council receives an annual budget of circa £60k from Monmouthshire County Council as its share of the income from investments. In 2023/24 this amount is £59,841. In addition there is an historic underspend which has built up over a number of years. Various adjustments have been made over the years in terms of the maximum amount an organisation can apply for, but the current maximum is £5,000 per application. At the end of 2022/23 the underspend stood at £155,874, which will be carried forward to 2023/24. This gives a total budget for the year of £215,715.



## **Grants to the Voluntary Sector Fund**

- 5.6 The GTVS Fund is a small value grant scheme which is aimed at providing grants towards running costs for community and voluntary organisations. In addition, the grant scheme also provides grants to individuals who represent Wales or GB and their chosen sport at either a UK or international level. Both these types of grants can be applied for annually. Grants are awarded on the basis of a set of General Criteria – the current criteria are listed in Appendix 2.
- 5.7 The funding for the GTVS Fund comes from a wider Voluntary Sector Budget, which is top sliced to provide funding for the Discretionary Rate Relief scheme. In 2022/23, the total budget was £195,686 and was top sliced by an amount of £187,367, leaving a balance of approximately £8,319 for projects (amounts to be confirmed for 2023/24). At that time, there was an historic underspend on the budget of £110,883, giving a total budget for 2022/23 of £119,202.
- 5.8 During 2022/23, grants were awarded to the value of £12,850, which leaves an amount of £106,352 to be carried forward to 2022/23.

## **Grants to the Voluntary Sector Panel**

- 5.9 The GTVS Panel was established at the same time as the GTVS Fund in 1996. The Panel meets three times a year to receive retrospective information reports on grants awarded under both the WCAF and the GTVS Fund, as the majority are approved under the delegated powers of the Head of Financial Services & S151 Officer. In addition, the Panel considers and makes recommendations in relation to any applications to the WCAF from 'exceptional' individuals and applications to the GTVS Fund that are outside the General Criteria.
- 5.10 Over the years, the GTVS Panel has been consulted on minor changes to both the WCAF and the GTVS Fund, and where these have been agreed they have been implemented as appropriate. Officers have also responded to requests for changes, such as when the WCAF was opened to 'exceptional' individuals in 2019. However, both grant schemes have largely remained unchanged since they were first established in 1996.
- 5.11 During the Local Government Elections in 2022, a number of new Members were elected to the Council for the first time, which resulted in a number of new Members being nominated to sit on the GTVS Panel. The first meeting of the Panel after the 2022 Elections took place on 14<sup>th</sup> July 2022, and at that meeting Panel members expressed concerns regarding the historic underspends, accessing the funding and the level of grants available in relation to both the WCAF and the GTVS Fund. They requested that a review be undertaken, and a Working Group be established to consider various elements of both grant schemes. This request was considered by the Head of Financial Services & S151 Officer, who agreed that a workshop would be held to discuss the issues of concern and agree a set of recommendations to be taken forward to Cabinet for consideration.
- 5.12 A workshop was held with the GTVS Panel and other invited representatives from the voluntary sector on 18<sup>th</sup> January 2023, to discuss the issues raised at the Panel meeting on 14<sup>th</sup> July 2022 and to consider a set of options developed by Officers in relation to changes the Panel felt were needed. The notes of the workshop are attached at Appendix 4, and they outline a number of areas options were provided for consideration by the Panel. A summary of the preferred options is shown below.

## **Recommendations for Welsh Church Acts Fund**

- 5.13 The WCAF can only fund capital projects currently, apart from those applications from 'exceptional' individuals. Panel members had suggested that consideration be given to providing funding for revenue projects. Following discussions at the workshop it was agreed to maintain the current position that only capital projects would be funded moving forward.

**Recommendation 1: The Welsh Church Acts Fund will not provide funding for revenue costs.**

5.14 The Panel expressed concern regarding the level of the historic underspend and wanted to allocate this as soon as possible. Three options were provided for the Panel to consider:

- a) Maintain the status quo i.e. maximum grant of £5,000
- b) Increase the maximum grant to £10,000 until the underspend is fully utilised
- c) Increase the maximum grant by a smaller amount e.g. a maximum of £7,500 until the underspend is fully utilised

Following a discussion it was agreed that the maximum amount is increased to £7,500 until the historic underspend is fully utilised.

**Recommendation 2: The maximum level of future grants under the Welsh Church Acts Fund be £7,500 until the underspend is fully utilised.**

**Recommendations for the Grants to the Voluntary Sector Fund**

5.15 Panel members acknowledged that the General Criteria award values had not been uplifted since 2015. In addition, there was a large historic underspend which Panel members were keen to utilise. Therefore, Panel members agreed that the General Criteria values be uplifted by 20% in 2023/24 and by the CPI inflation rate in each subsequent year.

**Recommendation 3: The General Criteria amounts for the Grants to the Voluntary Sector Fund be uplifted by 20% from the 2023/24 financial year and then in line with CPI inflation in future years.**

5.16 Panel Members also expressed concern regarding the large number of categories that currently exist under the General Criteria and suggested the need to simplify these. They suggested the revised criteria could be linked to factors such as the number of members and organisation has, whether the organisation operates a building, how often a group meets etc. Officers therefore devised a shorter set of criteria which was agreed by the Panel (Note: the 20% uplift recommended above has already been applied to these figures):

Category	Criteria	Amount (£)
A	Organisation or Association owning a building	360
B	Organisation or Association not owning a building	180
C	Sports Club (up to 50 members)	120
D	Sports Club (over 50 members)	240
E	Other membership group e.g. Boys & Girls Club, YMCA, Scouts, Cubs, Brownies, Rainbows, St John Ambulance etc. (up to 50 members)	120
F	Other membership group e.g. Boys & Girls Club, YMCA, Scouts, Cubs, Brownies, Rainbows, St John Ambulance etc. (over 50 members)	240
G	Brass and Silver Bands	480
H	Arts Groups e.g. Jazz Bands, Choirs, Arts Societies, Writers Clubs, Theatre Groups etc.	120
I	Environment Groups e.g. Allotments, Beekeepers Groups, Gardening Clubs, Tenants & Residents Associations, Pigeon Clubs etc.	120
J	Other Community Groups	120
K	Individuals (amateur) representing Wales within the UK	156
L	Individuals (amateur) representing Wales outside the UK	300
M	Individuals (amateur) representing Wales Top-up Grant	144

**Recommendation 4: The list of proposed General Criteria for the Grants to the Voluntary Sector Fund covers all the categories required.**

**Recommendations regarding the Grants to the Voluntary Sector Panel**

- 5.17 As part of the review, the opportunity was taken to consider the respective roles of the GTVS Panel and the Voluntary Sector Liaison Sub-Committee (VSLC), and to consider the interrelationship between the Council and the sector. Both the Panel and Committee have been in place since Local Government Reorganisation in 1996, and (over time) their roles have become overlapped. Both the Panel and Committee comprise 15 cross-party Elected Members, however, the VSLC is a committee that sits with members of the voluntary sector alongside Elected Members. The role of the GTVS Panel has become limited over the years to receiving retrospective reports on grants agreed under delegated powers, and considering the relatively few applications that fall outside the Grant Criteria or pertain to 'exceptional' individuals seeking financial support.
- 5.18 During the workshop session it was concluded by the Panel that it would be an opportune time to disband the GTVS Panel and transfer its activities to the VSLC. The primary reason for this is that the sector would be more closely sighted on the process of grant awards by the Council under the two schemes. However, as the disbanding of the GTVS Panel is a decision to be made by Full Council at the AGM rather than Cabinet, it was considered at the Full Council meeting on 11<sup>th</sup> May 2023 and the GTVS Panel has now been disbanded. Future reports on grant awards under the GTVS Fund and the WCAF will be made to the VSLC.
- 5.19 In order to ensure that the functions of the Panel are restricted to democratically Elected Members of the Council, it was proposed that a post-meeting of the VSLC Elected Members only would be held following each VSLC meeting (if applications have been submitted), to consider any applications that fall outside the General Criteria or relate to 'exceptional' individuals seeking financial support, where necessary. An information report on grants awarded during the previous quarter would be reported to the main meeting of the VSLC. The Panel agreed with these suggestions and made the following recommendation:

**Recommendation 5: A new set of terms of reference will be agreed at the next available Voluntary Sector Liaison Sub-Committee to allow this to happen and put in place a post-meeting with Elected Members only, to consider applications that fall outside the General Criteria or relate to 'exceptional individuals' seeking financial support.**

- 5.20 The GTVS Panel met on 9<sup>th</sup> March 2023 to formally approve the recommendations made during the workshop on 18<sup>th</sup> January 2023. At this meeting the Panel Members requested that two additional recommendations be included in the Cabinet report.

**Recommendation 6: That the application form and criteria for the Welsh Church Acts Fund be published on the Council's website.**

- 5.21 The criteria for the WCAF are already published on the Council's website [Caerphilly - Caerphilly County Borough](#). The application forms are not currently published on the website as Officers would prefer to have an initial conversation with potential applicants, so they can understand what the project entails, to help ensure that the application process is as easy as possible, and to signpost applicants to other departments (e.g. Caerphilly Cares) or organisations (e.g. GAVO) who can help them to develop their project or complete an application form. If the application form were published on the Council website this may not happen, and applicants could submit an application form that is ineligible or is not as developed as it could be, which could lead to the application being unsuccessful. Cabinet is asked to make a decision in relation to this suggestion.

**Recommendation 7: That the minimum amount of grant funding to be awarded to voluntary organisations is increased to £200.**

- 5.22 The Panel agreed at the workshop on 13<sup>th</sup> January 2023 to increase the current General Criteria values by 20% in 2023/24. This would result in the grants levels as detailed in 5.16 of this report. However, at the Panel meeting on 9<sup>th</sup> March 2023, Panel members suggested that the minimum amount that should be awarded to voluntary organisations is £200 be application. If this suggestion is agreed by Cabinet, eight of the thirteen categories in 5.16 would be affected by this increase. Cabinet is asked to make a decision in relation to this suggestion.

**Delegation of decision making to Head of Financial Services & S151 Officer**

- 5.23 The final issue for consideration by Cabinet is the request that in future, decisions of this nature in relation to the WCAF or the GTVS Fund are delegated to the Head of Financial Services & S151 Officer. This will help to ensure that future changes to the grant schemes are more responsive to changing circumstances e.g. the recommendation included in this report is for the maximum grant amount to increase to £7,500 until the historical underspend is utilised, however, once the underspend has been used the maximum grant will revert to the current level i.e. £5,000.

**Recommendation 8: That future decisions in relation to the management and operation of the Welsh Church Acts Fund and Grants to the Voluntary Sector Fund are delegated to the Head of Financial Services & S151 Officer.**

5.24 **Conclusion**

This report summarises the proposed changes to the operation of WCAF and GTVS Fund that have been recommended by the GTVS Panel. Cabinet is asked to consider each of the recommendations.

**6. ASSUMPTIONS**

- 6.1 There are no assumptions applicable to this report. The grant amounts available in 2022/23 and 2023/24 have been confirmed.

**7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

- 7.1 An IIA has not been completed as the proposed changes will benefit the recipients of the WCAF and GTVS Fund due to increases in the grant awards to be made. The recommended changes will also help to simplify current application processes.

**8. FINANCIAL IMPLICATIONS**

- 8.1 Increasing the level of grants awards to be made will mean that the historical underspends for the WCAF and the GTVS Fund will be used up more quickly than they would be under the current grant levels. However, if the suggested changes are implemented, Officers will monitor the effect of the higher grant award levels and make the necessary adjustments once the underspends have been utilised.

**9. PERSONNEL IMPLICATIONS**

- 9.1 There are no personnel implications. Both grant schemes are currently managed by a Policy Officer within the Policy & Partnerships Team.

## 10. CONSULTATIONS

10.1 The views of consultees have been incorporated into the report as appropriate.

## 11. STATUTORY POWER

11.1 Equality Act 2010 and Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011. One of the specific duties covers matters of engagement.

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Consultees: Richard Edmunds, Corporate Director of Education and Corporate Services (edmunre@caerphilly.gov.uk)  
Stephen Harries, Head of Financial Services and S151 Officer (harrisr@caerphilly.gov.uk)  
Lisa Lane, Head of Democratic Services and Deputy Monitoring Officer (lanel@caerphilly.gov.uk)  
Sue Richards, Head of Education Planning and Strategy (richase@caerphilly.gov.uk)  
Kathryn Peters, Corporate Policy Manager (petersk@caerphilly.gov.uk)  
Cllr Eluned Stenner, Cabinet Member for Finance and Performance (stenne@caerphilly.gov.uk)  
Cllr Marina Chacon-Dawson, Chair of the Grants to the Voluntary Sector Panel (chacom@caerphilly.gov.uk)

### Appendices:

Appendix 1 Current criteria for Welsh Church Acts Fund  
Appendix 2 Current General Criteria for the Grants to the Voluntary Sector Fund  
Appendix 3 Minutes of the Grants to the Voluntary Sector Panel meeting 14-07-22  
Appendix 4 Notes of workshop session with the Grants to the Voluntary Sector Panel 18-01-23  
Appendix 5 Draft minutes of the Grants to the Voluntary Sector Panel 09-03-23

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## Welsh Church Acts Fund - Application Criteria

### Purpose of the Grant

The Welsh Church Acts Fund is available to churches, chapels, places of public worship, community organisations and charities operating in Caerphilly county borough. It provides support to these organisations in the form of capital grants for the repair or refurbishment of buildings and the purchase of equipment to support the aims of the organisation and meet the identified needs of the local community. It is intended that projects supported will have a lasting effect on the communities in which these organisations and buildings are located. In addition, limited support may be provided for 'exceptional' individuals in relation to the advancement of education.

### COMMUNITY ORGANISATIONS AND COMMUNITY BASED PROJECTS

Community projects must be managed by a non-profit organisation based within Caerphilly county borough, of one of the following types:

- (i) Churches and chapels or other places of public worship with an adopted constitution
- (ii) Unincorporated voluntary/community organisation or club with an adopted constitution or rules
- (iii) Charities or Charitable Incorporated Organisations (CIOs) registered with the Charities Commission
- (iv) Community organisations who are Companies Limited by Guarantee (CLG) with no share capital and are registered with Companies House
- (v) Community Interest Companies (CICs) which are not established or conducted for private gain: any surplus or assets are used exclusively for the benefit of the community

**Please note: All organisations must have their own bank account in the name of the organisation.**

The following types of organisations will not be funded:

- (i) Any commercial/trading or profit-making organisations where the profits are shared amongst the Directors or members
- (ii) This list is not exhaustive

For projects which involve the refurbishment, development, extension or construction of land and/or buildings, applicants should be the owner of the land and/or buildings or have a formal agreement in place with the landlord that the work can be undertaken. In addition, where the landlord is Caerphilly County Borough Council and a private contractor will be undertaking the work, a lease or license will be required within a minimum of six years left to run when the application is submitted.

### **What can be funded?**

- (i) The restoration or maintenance of any place of public worship and community or village halls
- (ii) Organisations working to address disadvantage for people on low incomes or those who are sick or disabled
- (iii) The provision of services or facilities by organisations promoting the welfare of elderly persons
- (iv) The provision of facilities for recreation or other leisure time occupation which are available to members of the public at large, with a view to improving the lives of individuals. This can include the provision of playing fields, sporting facilities, parks, open spaces and centres/halls for meetings, lectures, classes or training
- (v) The advancement of the education and public benefit of residents by promoting their interest in aesthetic, architectural, historical or scientific matters relating to Wales

Applicants will be required to evidence the need for their project or activity and the lasting benefits it will provide for the local community.

### **What cannot be funded?**

The following cannot be funded:

- (i) Usual running costs of any organisation e.g. rent, utilities, insurance etc.
- (ii) Any other revenue costs including the employment of staff, training etc.
- (iii) Items for a one off or annual use and/or seasonal items
- (iv) Subsequent grants for the same project, unless the work has distinct separate phases (by this we mean that any new application must be for work substantially different to the original application)
- (v) Retrospective costs for any project i.e. costs for work already undertaken or equipment and/or materials that have been purchased or ordered prior to a formal grant offer being made and the Terms & Conditions of the grant being signed and submitted. If using a tender process, tenders cannot be awarded prior to a grant approval being made
- (vi) This list is indicative only and is not exhaustive

### **When can an application be submitted?**

The grant scheme opens on 1<sup>st</sup> April each year and applications can be submitted at any time. Limited funding is available and there is no guarantee that any application submitted will be supported. Applicants will be informed of the outcome of their application approximately 4-6 weeks after submission.

Applicants cannot apply for further grants in successive years i.e. if a successful application is made in 2022, the applicant cannot make a further application until 2024 at the earliest.

### **How much can be applied for?**

The maximum grant available to any organisation is £5,000. Approved projects where the total cost is less than £5,000 can be awarded a grant of up to 100% of the project costs. Larger projects (costing over £5,000) can receive a grant of up to the maximum amount.



## **Estimates/quotes**

Applicants must submit comparable estimates/quotes to support their application. For projects where the total project cost is under £5,000 two written estimates/quotes are required.

For projects where the total project cost is £5,000 or over, three written estimates/quotes are required. Applicants must ensure that all costs are inclusive of VAT where appropriate.

Estimates/quotes must be itemised, detailed and comparable (in terms of measurements, rates, quantities, specification etc.). They must also detail VAT where applicable and include the VAT number for VAT registered organisations.

Any grant offered is made on the basis of the cheapest quote provided. Applicants can choose a more expensive supplier or contractor to complete the work or provide goods/services, but this will be at the applicants' cost.

## **Payments**

For approved applications, payment is made on the submission of invoices and copies of bank statements showing the payment being made to the named supplier or contractor. All payments are made to the applicant and no payments can be made to third party organisations. All payments will be made via BACS transfer to the applicant organisations' bank account.

Staged payments can be made in exceptional circumstances where the organisation does not have the necessary funds to pay for the project in full. These payments will still require the submission of relevant invoices and bank statements.

## **Project timescales**

All approved projects must be completed within 18 months of the date of the formal offer letter. The funding for any projects not completed within this timescale will be automatically withdrawn.

## **APPLICATIONS FROM INDIVIDUALS**

### **What can be funded?**

Applications may be accepted from 'exceptional individuals' in relation to the advancement of education. Applicants will be required to provide evidence of what makes them 'exceptional' and what purpose any grant would be used towards. Applications can be made for a maximum of £1,500 for up to three years. Applicants will be required to submit a new application each year, in order to evidence their continued attendance and the costs for which they are applying.

### **When can an application be submitted?**

The grant scheme opens on 1<sup>st</sup> April each year and applications can be submitted at any time. Limited funding is available and there is no guarantee that any application submitted will be supported. Applicants will be informed of the outcome of their application approximately four weeks after the relevant Grants to the Voluntary Sector Panel meeting, which take place in March, July and November each year.

### **How will applications be assessed?**

The Grants to the Voluntary Sector Panel will consider all applications from individuals and will make recommendations to the Head of Financial Services and S151 Officer in relation to which applications should be supported and the level of grant to be awarded. The Panel will determine whether an applicant is 'exceptional' in nature.

### **Evidence of costs**

Individuals will be required to provide documentary evidence of the costs for which they are applying in order to support their grant application.

### **Payments**

Payment will be made via BACS transfer to the bank account details provided on the application form.

### **WHO TO CONTACT?**

For more information or if you have any queries, please contact:

Policy and Partnerships Team, Caerphilly County Borough Council, Penallta House,  
Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG

E-mail: [communitygrants@caerphilly.gov.uk](mailto:communitygrants@caerphilly.gov.uk)

Telephone: 01443 866391

Category	Criteria	Value
a	OAP Association with own building	300
b	OAP Association without own building	150
c	Individuals (amateur) representing Wales at home	130
c1	Individuals (amateur) representing Wales Top Up Grant	120
d	Individuals (amateur) representing Wales abroad	250
e	Jazz Bands	100
f	Choirs	100
g	Junior Sports Club (up to 50 members)	100
g1	Junior Sports Club (over 50 members)	200
h	Boys & Girls Clubs/YMCA/Scouts/Cubs/Brownies/Guides/Boys Brigade/Crusaders (up to 50 members)	100
h1	Boys & Girls Clubs/YMCA/Scouts/Cubs/Brownies/Guides/Boys Brigade/Crusaders (over 50 members)	200
l	St John Ambulance (up to 50 members) Cadets/Badgers	100
j	St John Ambulance (over 50 members) Cadets/Badgers	200
m	Brass and Silver Bands	400
n	Allotments	100
o	Arts Society	100
p	Writers Clubs	100
q	Theatre Groups	200
r	Community Groups	100
s	Beekeepers Groups	100
t	Garden Clubs	150
u	Tenants & Residents Association	100
v	Websites - Initial design stage only	100
w	Pigeon Clubs	200
x	Clubs run From Churches/Chapels	200
y	Sports Club (up to 50 members)	100
z	Sports Club (over 50 members)	200
aa	Other - up to max	400

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## GRANTS TO THE VOLUNTARY SECTOR PANEL

### MINUTES OF THE MULTI-LOCATIONAL MEETING HELD AT PENALLTA HOUSE AND VIA MICROSOFT TEAMS ON THURSDAY 14TH JULY 2022 AT 5.00 P.M.

PRESENT:

Councillors:

A. Broughton-Pettit, M. Chacon-Dawson, G. Enright, A. Gair, T. Heron, D. Ingram-Jones, L. Jeremiah, D.W.R. Preece, J. A. Pritchard, J. Reed and W. Williams.

Together with:

S. Richards (Head of Education Planning and Strategy), V. Doyle (Policy Officer), L. Lane (Head of Democratic Services and Deputy Monitoring Officer), S. Hughes (Committee Services Officer) and J. Thomas (Committee Services Officer).

#### RECORDING AND VOTING ARRANGEMENTS

The Chair reminded those present that the meeting would be live-streamed and a recording made available to view via the Council's website, except for discussions involving confidential or exempt items - [Click here to view](#). The Committee was advised that voting on decisions would be taken via Microsoft Forms.

#### 1. TO APPOINT A CHAIR FOR THE ENSUING YEAR

It was moved and seconded that Councillor M. Chacon-Dawson be appointed as Chair. By way of Microsoft Forms (and in noting there were 8 votes for, 0 votes against and 0 abstentions) this was agreed.

RESOLVED that Councillor M. Chacon-Dawson be appointed as Chair of the Grants to the Voluntary Sector Panel for the ensuing year.

#### 2. TO APPOINT A VICE CHAIR FOR THE ENSUING YEAR

It was moved and seconded that Councillor T. Heron be appointed as Vice Chair. By way of Microsoft Forms (and in noting there were 10 votes for, 0 votes against and 0 abstentions) this was agreed.

RESOLVED that Councillor T. Heron be appointed as Vice Chair of the Grants to the Voluntary Sector Panel for the ensuing year.

#### 3. APOLOGIES

Apologies for absence were received from Councillors P. Cook, J. Rao, J. E. Roberts and J. Taylor, together with S. Harris (Head of Financial Services and Section 151 Officer).

#### **4. DECLARATIONS OF INTEREST**

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

#### **5. MINUTES – 3<sup>RD</sup> MARCH 2022**

It was moved and seconded that the minutes of the meeting held on 3<sup>rd</sup> March 2022 be approved as a correct record.

RESOLVED that the minutes of the Grants to the Voluntary Sector Panel held on 3<sup>rd</sup> March 2022 (minute nos. 1 – 4) be approved as a correct record.

#### **6. APPLICATIONS FOR FINANCIAL ASSISTANCE**

The Policy Officer presented the report to inform the Grants to the Voluntary Sector Panel of the applications for financial assistance received between 1<sup>st</sup> February and 31<sup>st</sup> March 2022, relating to the 2021/22 financial year and the applications for financial assistance received between 1<sup>st</sup> April and 31<sup>st</sup> May 2022, relating to the 2022/23 financial year. Panel views were sought on an application for financial assistance from an organisation which did not meet the General Criteria.

The Panel was also informed of the applications for Welsh Church Acts Fund received between 1<sup>st</sup> February and 31<sup>st</sup> March 2022, relating to the 2021/22 financial year and the applications for Welsh Church Acts Fund received between 1<sup>st</sup> April and 31<sup>st</sup> May 2022, relating to the 2022/23 financial year. Panel views were sought on one application from an individual in relation to the Welsh Church Acts Fund.

Members were advised of the budget allocations for the Voluntary Sector budget. Details of the applications received and approved by the Head of Financial Services and S151 Officer under delegated powers between 1<sup>st</sup> February and 31<sup>st</sup> May 2022 were outlined.

A number of concerns were expressed regarding the Grants to the Voluntary Sector Fund, particularly in relation to the amount remaining in the budget, accessing the funding and the level of grants available. A request was made for a review of the application process, and it was suggested that the minimum amount awarded is raised from £100 to £200. During the course of discussion, it was noted that the latest revision of the General Criteria was 15<sup>th</sup> July 2015 and a further request was made for it to be reviewed. In response, the Policy Officer advised the Panel that the application form will be made available on the Caerphilly County Borough Council website very shortly and the Caerphilly Cares Team will support community groups or individuals in completing the form. It was also agreed that wider promotion of the Grants to the Voluntary Sector Fund would be advantageous. The Policy Officer further clarified that the grant scheme offers very small grants as a contribution towards the running costs of an organisation, there is no formal grant criteria and instead grants are allocated according to a set of 'General Criteria'.

Reference was made to the Welsh Church Acts Fund and a discussion took place surrounding the amount remaining in the budget, the level of grant available and the application process and criteria.

In conclusion to the previous discussions, it was moved and seconded that the principle of establishing a Task and Finish Group to review the criteria and processes for the Grants to the Voluntary Sector Fund and Welsh Church Acts Fund be recommended to S. Harris (Head of

Financial Services and Section 151 Officer). By a show of hands this was agreed by the majority present.

The Panel was referred to Appendix 2 of the report and requested to make a recommendation for approval or otherwise in relation to an application for financial assistance from an organisation which did not meet the General Criteria. In response to a Member's query, the Policy Officer provided clarification and further details on the purpose for which the grant was sought and how much is being sought from or provided by other sources.

Following consideration of the report it was moved and seconded that the recommendations be approved. By way of Microsoft Forms (and in noting there were 8 votes for, 0 votes against and 1 abstention) this was agreed by the majority present.

The Grants to the Voluntary Sector Panel:

- (i) Noted the applications received that met the criteria for Financial Assistance and the Welsh Church Acts Fund, which have already been approved by the Head of Financial Services and S151 Officer under delegated powers, and which are reported to the Panel for information.
- (ii) Made a recommendation for approval in relation to an application for financial assistance from an organisation which did not meet the general criteria. This recommendation to be considered and approved or otherwise by the Head of Financial Services & S151 Officer under delegated powers.

RECOMMENDED to the Head of Financial Services and Section 151 Officer:

To approve the application for financial assistance from Kids Cancer Charity in the sum of £1,650.

The Policy Officer continued to present the report and Members were advised of the budget allocations for the Welsh Church Acts Fund. Details of the applications received and approved by the Head of Financial Services and S151 Officer under delegated powers between 1<sup>st</sup> February and 31<sup>st</sup> May 2022 were outlined. A Member drew particular attention to the report which detailed the total Welsh Church Act Funds budget available for 2021/22. The Policy Officer responded to the queries raised and provided clarification on the figures and budget headings.

The Panel was advised that between 1<sup>st</sup> April and 30<sup>th</sup> June 2022, one application was received from an individual in relation to the Welsh Church Acts Fund, attached as Appendix 3. Panel Members were asked to consider the application and make a recommendation as to whether to support the application and if so, the level of grant to be awarded. The recommendation will then be considered and approved or otherwise by the Head of Financial Services and S151 Officer under delegated powers.

## **PUBLIC INTEREST TEST**

The Grants to the Voluntary Sector Panel considered the Public Interest Test, in relation to Appendix 3 of the report, and concluded that on balance the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

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

## EXEMPT MATTER

Following consideration of the report it was moved and seconded that the recommendation be approved. By way of Microsoft Forms and verbal confirmation (and in noting there were 10 votes for, 0 votes against and 0 abstentions) this was unanimously agreed.

The Grants to the Voluntary Sector Panel made a recommendation for approval in relation to one application from an individual under the Welsh Church Acts Fund. This recommendation to be considered and approved or otherwise by the Head of Financial Services and S151 Officer under delegated powers.

RECOMMENDED to the Head of Financial Services and Section 151 Officer:

To approve the application from an individual in relation to the Welsh Church Acts Fund.

The meeting closed at 6.20 pm.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 21<sup>st</sup> November 2022, they were signed by the Chair.

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CHAIR



**Notes of Workshop Session with Grants to the Voluntary Sector Panel –  
18<sup>th</sup> January 2023**

Officers of the Council held a workshop with representatives of the Grants to the Voluntary Sector (GTVS) Panel and the voluntary sector on 18<sup>th</sup> January 2023, to discuss the view from the voluntary sector that changes were needed to the criteria and operation of the Welsh Church Acts Fund (WCAF) and the Grants to the Voluntary Sector (GTVS) Fund. The S151 Officer Stephen Harris (SH) opened the meeting by stating that the role of the GTVS Panel was to make recommendations on possible changes, but these would need to be formally approved or otherwise by Cabinet, before any changes could be introduced. SH also explained that in his role as S151 Officer he has a responsibility for the effective stewardship of public funds and will be mindful of that in recommending any changes.

Vicki Doyle (VD) gave a presentation on the current application processes and budgets for both grant schemes, including historical underspends. It was noted that once these underspends have been utilised, each grant scheme would only have the annual allocation each year to be spent. Opportunity was given to Panel members to discuss the current processes at various stages during the presentation.

Kath Peters (KP) noted that the only role of the Panel was to receive details of grants already awarded and approved under delegated powers by the S151 Officer, and to make recommendations in relation to GTVS Fund applications that were outside the General Criteria, and applications from 'exceptional' individuals in relation to the WCAF. She drew members attention to the fact that the VSLC also exists, which has membership from both Councillors and the wider voluntary sector, and may be a more appropriate Committee to report these grants to.

The rest of this report summarises the agreed actions and identifies options for the Panel to discuss and agree their preferred approach for reporting to Cabinet for a final decision.

**Welsh Church Acts Fund**

VD noted that each year the Council receives an annual allocation from Monmouthshire County Council, the trustee for the Welsh Church Acts Fund (WCAF) in Gwent. The annual budget for this grant scheme is around £60,000, with a confirmed amount of £57,760 for 2022/23. In addition, there currently is an historic underspend on the grant scheme which amounts to £186,011.

Panel members noted their concern over the historic underspend, and wanted to allocate it as quickly as possible. One of the issues raised was the need for two quotes, as this proved problematic for applicants sometimes. VD noted that for items of equipment etc. two quotes could mean two different prices from different companies on the internet. Actual quotes are only needed where a contractor will be carrying out work on behalf of the applicant organisation. The S151 Officer recognised the issues raised and agreed that he would be happy to accept one quote in exceptional cases, and this would be considered and agreed on a case by case basis. It was requested that the application criteria and Council webpage be updated to reflected this. **Action: VD to update.**

Currently the WCAF could only fund capital projects, although it was noted that other local authorities accept applications for revenue projects. Subsequent to the meeting, VD has undertaken further research and grants are available in other authorities for the following revenue purposes:

- Carmarthenshire County Council – for individuals towards a specific activity with the county, apprenticeship, or work placement to a maximum of £150
- Newport City Council – individuals where they are a resident of the City of Newport and can clearly demonstrate that there is no alternative source of funding available for intended purpose. Grants will not be provided to support the day to day running costs of groups and organisations where these are likely to create an ongoing dependency on the Fund for future financial assistance.
- Vale of Glamorgan Council – no funding priority is indicated, but due to the level of resources available, applications are not normally accepted from individuals.
- Flintshire County Council – individuals up to 25 years who are resident in the Flintshire local authority area (not including statutory provision) can apply for a grant of £200. Community groups can apply for funding for core costs for up to 3 years, providing the group can provide accounts for at least the last 12 months and the amount being applied for is less than 50% of annual turnover.
- Powys County Council – revenue grants are awarded to support organisations with projects and activities to benefit the residents of Powys.
- Gwynedd County Council – revenue support is provided in relation to the following types of activity i.e. training costs for volunteers; costs in connection with new activities for older people/pensioners; support studies and research into subjects involving history, topography, literature and Welsh life; interpretation materials for buildings of historic and/or architectural interest. No grants provided for individuals.
- Swansea Council – Other than applications from churches, priority will normally be given to revenue funded schemes. Organisations seeking deficit funding will not normally be eligible and neither will individuals seeking funding for educational purposes, sponsorship or charitable donations.

As can be seen from this information, other local authorities have different approaches to revenue funding, with some only offering grants to individuals and others not offering revenue support at all.

During the discussions, the Panel view was that salaries should not be supported as only part of the costs could be funded, and that revenue costs for organisations should not be funded year on year.

**Panel recommendation needed: Should the WCAF provide funding for revenue costs and if so, what would be the criteria for providing revenue funding for projects?** Note: The Panel already provides funding for ‘exceptional’ individuals of up to £1,500 per year for up to 3 years.

A discussion took place on the level of the historic underspend. VD explained that when she took the grant over from Finance in 2018/19 the underspend had been over £300,000. As a result of concerns the maximum grant was changed to £10,000 for one year, and then back to £5,000 the following year when the balance reduced (it should be noted that when the Fund was managed by Finance the maximum grant was £1,500 for up to a third of project costs). The result of this was that the underspend reduced from over £300,000 to around £100,000 by the end of 2021/22.

However, we were then informed unexpectedly of an additional £86,000 that Monmouthshire County Council were holding on our behalf, which brought the total back to £186,111.

Panel members were concerned over the level of the underspend and suggested raising the maximum grant amount to fully utilise the underspend, although officers noted that once the underspend is fully used there will only be the annual allocation each year. VD noted that the bids received in the current financial year are already higher than the annual allocation, so the historic underspend is already being spent.

**Panel recommendation needed: What should the maximum level of future grants under the WCAF be?**

- 1. Maintain the status quo i.e. maximum grant of £5,000**
- 2. Increase the maximum grant to £10,000 until the underspend is fully utilised**
- 3. Increase the maximum grant by a smaller amount e.g. a maximum of £7,500 until the underspend is fully utilised**

VD noted that even if the maximum amount is increased, not every project requests the maximum amount.

Panel members were concerned that potential applicants could not access the application form online. Officers explained that the reason for this was that it is helpful for officers to understand the proposed project before an application is made, and also to provide any assistance or signposting that the potential applicant may need. Once an initial discussion has taken place and officers are reassured that the project meets the application criteria, an application form is sent. This helps to reduce unnecessary time wasted for both the applicant organisation and officers in assessing the application.

Panel members were also concerned that payments were made in arrears once work had been completed or the funding awarded spent. Officers recognised the problems that this can cause, and the S151 Officer agreed to support the recommendation that 50% of the grant is provided up front, the same as the Community Empowerment Fund. It will be important however to have robust monitoring arrangements in place to ensure that grants are used for the intended purposes.

Panel members raised the issue that we provide funding based on the cheapest quote, and there are certain circumstances where a more expensive quote is a more appropriate option i.e. purchasing specialist items or undertaking specialist works. The S151 Officer agreed to support the recommendation that a more expensive quote be considered, on a case by case basis providing appropriate evidence for the need for this is provided by the applicant.

Some issues were raised in relation to the communications of the grant scheme. It was suggested that more information is provided on the dedicated webpage in relation to where groups can access support if they are just setting up. **Action: VD to update website with contact details for GAVO/Community Cares.**

In addition, it was suggested that communications need to be improved for those groups not able to access information via a website, and a leaflet was suggested that could be given to interested groups. **Action: VD to design a leaflet to support the information available on the webpage.**

## Grants to the Voluntary Sector Fund

VD also gave a presentation on the current process for the GTVS Fund. She noted that each year the budget is top sliced to provide funding for Discretionary Rate Relief and the budget allocation each year is relatively small. For 2022/23 the Grants to the Voluntary Sector Budget is £195,686, however £187,367 has been top sliced for Discretionary Rate Relief, leaving a balance of £8,319 for the grant scheme. In addition, £110,883 has been brought forward from historic underspends, giving a total of £119,202 for 2022/23. The S151 Officer agreed that from 2023/24, Discretionary Rate Relief would be split into a separate budget and an annual amount would be allocated to the GTVS Fund. VD noted that the vast majority of applications received for this Fund are automatically approved using the General Criteria (previously agreed by the Panel) via the delegated powers of the S151 Officer and are reported to the Panel for information only.

It was recognised by officers that the General Criteria amounts have not received an uplift since 2015, and therefore agreed that an uplift would be appropriate. Panel members suggested that an immediate uplift of 20% is applied from the 2023/24 financial year, and then an annual uplift each financial year in line with the Consumer Prices Index (CPI) rate of inflation, which would help to reduce the historic underspend over time.

### **Panel recommendation needed: Should the General Criteria amounts for the GTVS Fund be uplifted by 20% from the 2023/24 financial year and then in line with CPI inflation in future years?**

Panel Members expressed concern regarding the large number of categories that currently exist under the General Criteria, and suggested the need to simplify these. They suggested the revised criteria could be linked to factors such as the number of members and organisation has, whether the organisation operates a building, how often a group meets etc. Officers have considered a revised list of General Criteria and propose the following (a table of existing categories and amounts is included at Annex 1):

Category	Criteria	Amount (£)
A	Organisation or Association owning a building	360
B	Organisation or Association not owning a building	180
C	Sports Club (up to 50 members)	120
D	Sports Club (over 50 members)	240
E	Other membership group e.g. Boys & Girls Club, YMCA, Scouts, Cubs, Brownies, Rainbows, St John Ambulance etc. (up to 50 members)	120
F	Other membership group e.g. Boys & Girls Club, YMCA, Scouts, Cubs, Brownies, Rainbows, St John Ambulance etc. (over 50 members)	240
G	Brass and Silver Bands	480
H	Arts Groups e.g. Jazz Bands, Choirs, Arts Societies, Writers Clubs, Theatre Groups etc.	120
I	Environment Groups e.g. Allotments, Beekeepers Groups, Gardening Clubs, Tenants & Residents Associations, Pigeon Clubs etc.	120
J	Other Community Groups	120
K	Individuals (amateur) representing Wales within the UK	156
L	Individuals (amateur) representing Wales outside the UK	300
M	Individuals (amateur) representing Wales Top-up Grant	144

This list has been derived by combining some of the existing General Criteria categories, and the amounts listed incorporate the 20% uplift recommended by the Panel.

**Panel recommendation needed: Does the list of proposed General Criteria for the GTVS Fund cover all the categories required or are additional categories needed?**

Officers asked what else could be done to reduce the historic underspend relating to this grant scheme. Panel members suggested that more needs to be done to encourage wider uptake of the grant scheme, and recognised that GAVO had a role to play in this. It was also important for groups to realise that they are able to apply for a grant every year. Some Panel Members thought that groups may not apply due to the small grant amount that they can access, and that this is a disincentive for them. **Action: The Council and GAVO to do more to publicise the availability of the GTVS Fund.**

**GTVS Panel -v- VSLC**

KP outlined that there are currently two groups that reports relating to the WCAF and the GTVS Fund could go to – the GTVS Panel and the Voluntary Sector Liaison Committee (VSLC). Both the panel and the committee comprise 15 cross-party elected members, some overlapping (see list in Annex 2). Both groups have been in existence since 1996 and there seemed to be a large degree of duplication involved in their respective roles. KP noted the limited role of the GTVS Panel (i.e. to make recommendations in relation to applications outside the GTVS General Criteria and applications received from ‘exceptional’ individuals in relation to the WCAF), compared with the much wider remit of the VSLC i.e. being consulted on the annual budget proposals and any other Council budget changes, receiving presentations on items of interest, equal status and membership of the sector on the committee etc. KP also noted that the VSLC have requested an update on the outcome of the GTVS Panel workshop at its next meeting. Some invited voluntary sector representatives agreed that there is duplication between the two Committees.

Officers suggested that one option could be to disband the GTVS Panel and provide all future reports in relation to the GTVS and WCAF to the VSLC. A couple of suggestions were made in relation to approving applications outside the GTVS General Criteria and applications received from ‘exceptional’ individuals in relation to the WCAF, should the GTVS Panel be disbanded:

1. These applications are discussed with the S151 Officer and Cabinet Member, who agree whether a grant should be awarded.
2. These applications are discussed at the pre-meeting of the VSLC with Councillors on the Committee, which make a recommendation on whether a grant should be awarded in a similar way that the GTVS Panel do currently.

There was some concern from voluntary sector representatives that if either of these options were pursued then they would be excluded from the process.

**Panel recommendation needed: Should the GTVS Panel be disbanded and future reports in relation to the GTVS and Welsh Church Act Funds be made to the VSLC?**

**Panel recommendation needed: If this is agreed, a recommendation will be needed in relation to applications received which are outside the General Criteria for the GTVS and applications received from ‘exceptional’ individuals in relation to the WCAF. Two options are proposed:**

- i. These applications are discussed with the S151 Officer and Cabinet Member, who agree whether a grant should be awarded.**
- ii. These applications are discussed at the pre-meeting of the VSLC with Councillors on the Committee, which make a recommendation on whether a grant should be awarded in a similar way that the GTVS Panel do currently.**

GAVO representatives noted that they sit on a number of multi-agency funding panels, which could be useful in terms of sharing information on what other funds groups are applying for. Some Panel members were concerned that they would be disadvantaged if the Council were to reduce down to a single Committee covering the work of both Committees. It was also suggested that there may need to increase the number of VSLC meetings to accommodate the extra workload, if the GTVS Panel is disbanded. Currently the GTVS meets 3 times per year and the VSLC meets 4 times per year.

## Existing General Criteria

Category	Criteria	Value
a	OAP Association with own building	£300
b	OAP Association without own building	£150
c	Individuals (amateur) representing Wales at home	£130
c1	Individuals (amateur) representing Wales Top Up Grant	£120
d	Individuals (amateur) representing Wales abroad	£250
e	Jazz Bands	£100
f	Choirs	£100
g	Junior Sports Club (up to 50 members)	£100
g1	Junior Sports Club (over 50 members)	£200
h	Boys & Girls Clubs/YMCA/Scouts/Cubs/Brownies/Guides/Boys Brigade/Crusaders (up to 50 members)	£100
h1	Boys & Girls Clubs/YMCA/Scouts/Cubs/Brownies/Guides/Boys Brigade/Crusaders (over 50 members)	£200
l	St John Ambulance (up to 50 members):- Cadets/Badgers	£100
j	St John Ambulance (over 50 members):- Cadets/Badgers	£200
m	Brass and Silver Bands	£400
n	Allotments	£100
o	Arts Society	£100
p	Writers Clubs	£100
q	Theatre Groups	£200
r	Community Groups	£100
s	Beekeepers Groups	£100
t	Garden Clubs	£150
u	Tenants & Residents Association	£100
v	Websites - Initial design stage only	£100
w	Pigeon Clubs	£200
x	Clubs run From Churches/Chapels	£200
y	Sports Club (up to 50 members)	£100
z	Sports Club (over 50 members)	£200
aa	Other - up to max	£400

Latest Revision 15/7/15

**Summary of Membership of the Grants to the Voluntary Sector Panel and the Voluntary Sector Liaison Committee**

<b>Grants to the Voluntary Sector Panel</b>	<b>Voluntary Sector Liaison Committee</b>
Cllr Anne Broughton-Petit	Cllr Robert Chapman
Cllr Marina Chacon-Dawson (Chair)	Cllr Mrs Patricia Cook
Cllr Mrs Patricia Cook	Cllr Kevin Etheridge
Cllr Gary Enright	Cllr James Fussell
Cllr Ann Gair	Cllr Colin Gordon
Cllr Teresa Heron (Vice Chair)	Cllr Teresa Parry
Cllr Dawn Ingram-Jones	Cllr Denver W R Preece
Cllr Leeroy Jeremiah	Cllr Mrs Dianne Price
Cllr Denver W R Preece	Cllr Haydn Pritchard
Cllr Judith Ann Pritchard	Cllr Jim Sadler
Cllr Jo Rao	Cllr Eluned Stenner
Cllr Janine Rees	Cllr Lindsay Whittle
Cllr John Eryl Roberts	Cllr Shane Williams
Cllr John Taylor	Cllr Walter Williams
Cllr Walter Williams	Cllr Jill Winslade
	Voluntary sector representatives:
	Sam Howells
	Simon Ellington
	Mrs C Williams
	Lisa Tibbs
	Mr S Tiley
	Judith Pritchard
	Ms Katy Stevenson
	Ms Lowri Jones
	Ms Carlie Loring
	Margaret Lippard
	K Sutcliffe
	Roger Evans
	Nyree George-Titley
	Ms M Jones
	Mr J Wade
	Mrs M Wade
	Catherine Gregory
	Ms J Tippins
	Rich Hassett
	Mrs D Lovering
	Community Councillor H Llewellyn
	Mr J Goldsworthy
	Chief Inspector Amanda Thomas



## GRANTS TO THE VOLUNTARY SECTOR PANEL

### MINUTES OF THE MULTI-LOCATIONAL MEETING HELD AT PENALLTA HOUSE AND VIA MICROSOFT TEAMS ON MONDAY 9<sup>TH</sup> MARCH 2023 AT 5.00 P.M.

PRESENT:

Councillor M. Chacon-Dawson – Chair  
Councillor T. Heron – Vice Chair

Councillors:

A. Broughton- Pettit, P. Cook, A. Gair, D. Ingram-Jones, L. Jeremiah, D.W.R. Preece, J. A. Pritchard, J. Rao, J. Reed, J. E. Roberts, J. Taylor and W. Williams.

Together with:

S. Harris (Head of Financial Services and Section 151 Officer), L. Lane (Head of Democratic Services and Deputy Monitoring Officer), S. Richards (Head of Education Planning and Strategy), K. Peters (Corporate Policy Manager), V. Doyle (Policy Officer) and S. Hughes (Committee Services Officer).

### RECORDING AND VOTING ARRANGEMENTS

The Chair reminded those present that the meeting would be live-streamed and a recording made available to view via the Council's website, except for discussions involving confidential or exempt items - [Click here to view](#). The Committee was advised that voting on decisions would be taken via Microsoft Forms.

#### 1. APOLOGIES

An apology for absence was received from Councillor G. Enright.

#### 2. DECLARATIONS OF INTEREST

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

#### 3. MINUTES – 21<sup>ST</sup> NOVEMBER 2022

It was moved and seconded that the minutes of the meeting held on 21<sup>st</sup> November 2022 be approved as a correct record. By way of Microsoft Forms (and in noting there were 11 for, 0 against and 2 abstentions) this was agreed by the majority present.

RESOLVED that the minutes of the Grants to the Voluntary Sector Panel held on 21<sup>st</sup> November 2022 (minute nos. 1 – 4) be approved as a correct record.

#### **4. APPLICATIONS FOR FINANCIAL ASSISTANCE**

The Policy Officer presented the report to inform the Panel of the applications for Financial Assistance and the applications for Welsh Church Acts Fund received between 1<sup>st</sup> October 2022 and 31<sup>st</sup> January 2023.

Members were advised of the budget allocations for both the Voluntary Sector budget and the Welsh Church Acts Fund budget for 2022/23. The Panel were provided with details of the applications received and approved by the Head of Financial Services and S151 Officer under delegated powers between 1<sup>st</sup> October 2022 and 31<sup>st</sup> January 2023.

A Member referred to the Welsh Church Acts Fund annual allocation from Monmouthshire County Council and concerns were raised regarding the level of underspend on the grant scheme. The Policy Officer explained how they were unexpectedly informed of an additional unallocated underspend (around £80k) held by Monmouthshire County Council, which was carried forward to the Welsh Church Acts Fund budget for 2022/23.

In response to a Members query regarding Discretionary Rate Relief, the Head of Financial Services and Section 151 Officer informed the Panel that a revaluation for rating purposes has been undertaken across the board by the Valuation Office Agency. The Panel was further informed that there is a potential impact on rateable values and rates that are going to be paid.

The Grants to the Voluntary Sector Panel noted the applications received that met the criteria for Financial Assistance and the Welsh Church Acts Fund, which have already been approved by the Head of Financial Services and S151 Officer under delegated powers, and which are reported to the Panel for information.

#### **5. FUTURE OPERATION OF THE GRANTS TO THE VOLUNTARY SECTOR FUND AND THE WELSH CHURCH ACTS FUND.**

The Corporate Policy Manager presented the report to consult with the Grants to the Voluntary Sector Panel on a number of options for the future operation of the Grants to the Voluntary Sector Fund and the Welsh Church Acts Fund. The Panel was asked to make recommendations on their preferred options, to be taken forward for consideration by Cabinet in due course. The Panel was also asked to make a recommendation on whether to disband the Grants to the Voluntary Sector Panel and for all future reports to be taken to the Voluntary Sector Liaison Committee, which will be considered by Corporate Management Team, Cabinet and/or Full Council in due course.

Members were referred to Appendix 1 which provided a report on a workshop session with the Grants to the Voluntary Sector Panel, held on 18<sup>th</sup> January 2023. The Corporate Policy Manager summarised the main points of the report.

In response to a Members query, it was clarified that each recommendation would be considered separately.

Following consideration of recommendation 3.1 (a) it was moved and seconded that the Welsh Church Acts Fund should not provide funding for revenue costs. By way of Microsoft Forms (and in noting there were 10 for, 3 against and 1 abstention) this was agreed by the majority present.

RECOMMENDED to Cabinet that: -

- (a) The Welsh Church Acts Fund should not provide funding for revenue costs.

Following consideration of recommendation 3.1 (b) it was moved and seconded that the maximum level of future grants under the Welsh Church Acts Fund be increased to a maximum of £7,500 until the underspend is fully utilised. By way of Microsoft Forms (and in noting there were 13 for, 0 against and 0 abstentions) this was unanimously agreed.

RECOMMENDED to Cabinet that: -

- (b)iii The maximum level of future grants under the Welsh Church Acts Fund be a maximum of £7,500 until the underspend is fully utilised.

Following consideration of recommendation 3.1 (c) it was moved and seconded that the General Criteria amounts for the Grants to the Voluntary Sector Fund should be uplifted by 20% from the 2023/24 financial year and then in line with CPI inflation in future years. By way of Microsoft Forms (and in noting there were 11 for, 3 against and 0 abstentions) this was agreed by the majority present.

RECOMMENDED to Cabinet that: -

- (c) The General Criteria amounts for the Grants to the Voluntary Sector Fund be uplifted by 20% from the 2023/24 financial year and then in line with CPI inflation in future years.

Following consideration of recommendation 3.1 (d) it was moved and seconded that the revised list of the proposed General Criteria for the Grants to the Voluntary Sector Fund does cover all the categories required. By way of Microsoft Forms (and in noting there were 14 for, 0 against and 0 abstentions) this was unanimously agreed.

RECOMMENDED to Cabinet that: -

- (d) The list of proposed General Criteria for the Grants to the Voluntary Sector Fund does cover all the categories required.

Following consideration of recommendation 3.1 (e) it was moved and seconded that the Grants to the Voluntary Sector Panel be disbanded and future reports in relation to the Grants to the Voluntary Sector Fund and Welsh Church Acts Fund be made to the Voluntary Sector Liaison Committee. By way of Microsoft Forms (and in noting there were 13 for, 1 against and 0 abstentions) this was agreed by the majority present.

RECOMMENDED to Cabinet that: -

- (e) The Grants to the Voluntary Sector Panel be disbanded and future reports in relation to the Grants to the Voluntary Sector Fund and Welsh Church Acts Fund be made to the Voluntary Sector Liaison Committee.

Following consideration of recommendation 3.1 (f) it was moved and seconded that subject to an amendment of recommendation (f) (ii), the recommendation be approved. By way of Microsoft Forms (and in noting there were 14 for, 0 against and 0 abstentions) this was unanimously agreed.

RECOMMENDED to Cabinet that: -

- (f) Applications received which are outside the General Criteria for the Grants to the Voluntary Sector Fund and from 'exceptional' individuals in relation to the Welsh Church Acts Fund be discussed at the end of each Voluntary Sector Liaison Committee meeting with Councillors on that Committee.

As the Voluntary Sector Liaison Committee Chair and Vice Chair rotates each year between the Council and the Voluntary Sector Representatives, the Vice Chair would preside over the part of the meeting where these applications are considered in a year where the Chair is a Voluntary Sector Representative.

Two additional recommendations were suggested by members of the Panel after the above recommendations were agreed. It was moved and seconded that an additional recommendation to publish the application form for the Welsh Church Acts Fund and the criteria on the Council's website be approved. By way of Microsoft Forms (and in noting there were 12 for, 1 against and 0 abstentions) this was agreed by the majority present.

RECOMMENDED to Cabinet that: -

- (g) The application form for the Welsh Church Acts Fund and criteria be published on the Council's website.

It was moved and seconded that an additional recommendation for the minimum amount of grant funding to be offered to voluntary sector organisations be set at a minimum of £200. By way of Microsoft Forms (and in noting there were 11 for, 2 against and 0 abstentions) this was agreed by the majority present.

RECOMMENDED to Cabinet that: -

- (h) The minimum amount of grant funding offered to voluntary organisations be set at £200.

The meeting closed at 6.58 pm

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 5<sup>th</sup> July 2023, they were signed by the Chair.

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CHAIR



## CABINET - 14<sup>TH</sup> JUNE 2023

**SUBJECT: UPDATE ON DECARBONISATION ACTION PLAN AND PROPOSED FUTURE APPROACH**

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

### 1. PURPOSE OF REPORT

- 1.1 To provide Cabinet with an update on the work undertaken to deliver the actions set out in the Decarbonisation Action Plan.
- 1.2 To seek Cabinet approval of the recommendations on the next steps towards achieving our target to be net zero carbon by 2030.

### 2. SUMMARY

- 2.1 In June 2019 Caerphilly County Borough Council (CCBC) declared a Climate Emergency and committed to 'making Caerphilly County Borough Council a net zero carbon local authority by 2030'.
- 2.2 A Decarbonisation Strategy and accompanying Action Plan, containing 122 actions was approved in November 2020. A Decarbonisation Team was appointed in 2022.
- 2.3 Updates have been provided for each of the actions, and an assessment of progress against each action has been undertaken. Of the 122 actions:
  - 9 have been completed,
  - 27 are making good progress,
  - 30 are making reasonable progress,
  - 44 have started but it is too early to report on progress,
  - 3 have started but not progressing well
  - 9 have not yet started

A full update of all the actions and their assessed progress is attached as Appendix 1.

- 2.4 Over half of the 122 actions are either complete, or at least reasonable progress has been made. Some of the corporate and cross cutting actions are behind schedule due to the gap between the approval of the Action Plan and the appointment of the dedicated Decarbonisation Team. Very good progress has been made against some important specific actions. The authority now has a much better understanding of the scale of the challenge ahead, and it is clear that a step change and acceleration is required for the organisation to reach the 2030 targets.

- 2.5 Carbon baseline data has been submitted through the Welsh Public Sector Net Zero Carbon Reporting Scheme. Following an analysis of current progress, 9 recommendations have been made to enable the authority to meet the milestones set for 2026 in the Welsh Government route map for Decarbonisation across the Welsh public sector. These recommendations include the establishment of carbon budgets, the establishment of 4 working groups, and specific recommendations on renewable energy production, carbon offsetting and tackling supply chain emissions.

### **3. RECOMMENDATIONS**

- 3.1 That Cabinet notes the progress made to date on the actions set out in the Decarbonisation Action Plan

- 3.2 That Cabinet considers the 10 recommendations set out below.

Recommendation 1: That the CCBC Decarbonisation Action Plan is reviewed and updated to focus on the 2030 organisational requirements, to align with the WG route map and timeframes, and that a separate action plan for the county borough as a whole in accordance with the 2050 targets, is developed and considered.

Recommendation 2: That each Directorate and Service area is given a copy of their carbon baseline, and that during 2023/24 financial year work is done to support them to fully understand and analyse those emissions and to identify priority areas for reduction.

Recommendation 3: That from 2024/25 carbon budgets, with identified reduction targets, are agreed with CMT for each service area, and reported via Directorate Performance Assessments.

Recommendation 4: That a working group for each of the 4 pillars of Reduce, Produce, Offset and Buy is established to co-ordinate the work on each area.

Recommendation 5: That the following 5 corporate commitments are agreed:

- Net zero carbon considerations should be included in all major decisions as part of the Integrated Impact Assessment process
- All new corporate buildings and schools will be designed to net zero carbon standards where possible.
- All new heating systems will transition to low carbon heat with appropriate insulation upgrades where possible with fossil fuels will be used only as a last resort
- A low carbon travel hierarchy should be developed and implemented for business travel which accelerates the transition to low carbon transport.
- We will aim to plant 300,000 new trees before 2030 where land availability allows.

Recommendation 6: That a programme of skills development, awareness raising and behaviour change is developed alongside detailed support for specific roles, including technical knowledge

Recommendation 7: That we continue our work to develop specific renewable energy projects that contribute to our overall programme.

Recommendation 8: That detailed land mapping and evaluation is undertaken to

protect existing habitats and to identify land for tree planting. Further work should be undertaken to assess the feasibility of a potential Caerphilly Forest programme and the potential for growing our own trees.

Recommendation 9: That low-carbon procurement policies be embedded through procurement frameworks forming a key part of cost-benefit analysis and contract appraisal. Suppliers and services are challenged to identify and make significant supply chain emissions reductions.

Recommendation 10: That progress is monitored and evaluated on an annual basis with key metrics to be agreed with individual services and included in an Annual Decarbonisation Report prepared each November.

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

4.1 To contribute to the Council's commitment to become net zero carbon by 2030.

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

5.1 In June 2019 Caerphilly County Borough Council (CCBC) declared a Climate Emergency and committed to making CCBC a net zero carbon local authority by 2030. In working to achieve this objective, a Decarbonisation Strategy was agreed in November 2020, along with an accompanying Action Plan containing 122 actions.

5.2 The Strategy and Action Plan were structured on four pillars with an overarching section on corporate or cross-cutting actions. The pillars are:

- **Reduce** - Focussing on reducing the amount of energy we use through good housekeeping, changing behaviour and capital investment including insulation, low energy lighting or more efficient heating systems.
- **Produce** - Generating our own 'green' electricity and heat through technologies such as photovoltaic systems or solar thermal.
- **Offset** - Offsetting any carbon emissions through habitat management or tree planting.
- **Buy** - Everything we purchase has embedded carbon associated with it and this will need to be considered in the procurement process

5.3 In 2022 approval was given to put in place a new Decarbonisation Team of four officers with the specific aim of leading and driving the decarbonisation work. This Team is now in place.

5.4 The initial tasks for the new team were to submit carbon baseline data through the Welsh Public Sector Net Zero Carbon Reporting Scheme, to assess the work done to date, and to make recommendations on the next actions required to enable the authority to achieve its target of being net zero carbon by 2030. This report is therefore split into two elements, firstly looking back to assess progress on the 122 actions included in the Action Plan, and secondly looking forward and making recommendations on the proposed future approach.

#### **Update on the Decarbonisation Action Plan**

5.5 As part of the review of the 122 actions, the services responsible for each action were

contacted to provide and update on progress against their actions. Following that the Decarbonisation Team ranked progress against each action. The total number of actions against each heading were ranked as follows:

- 9 have been completed,
- 27 are making good progress,
- 30 are making reasonable progress,
- 44 have started but it is too early to report on progress,
- 3 have started but not progressing well
- 9 have not yet started

A full update of all the actions is attached as Appendix 1.

- 5.6 Whilst the key corporate action of submitting carbon baseline data through the Welsh Public Sector Net Zero Carbon Reporting Scheme was achieved on time, the majority of the corporate/cross cutting actions were rated as “started but too early to report progress”. The gap between the approval of the Strategy and Action Plan, and putting in place a dedicated Decarbonisation Team has delayed some corporate and cross cutting actions being delivered. Now that the Decarbonisation Team is in place it is anticipated that the pace will be increased, particularly with the key actions around engaging with staff, raising awareness, delivering carbon literacy education sessions, and building relationships key partners.
- 5.7 The authority first submitted baseline data to Welsh Government for the reporting year 2019/20. There have been some fluctuations in the figures reported, mainly due to difficulties with obtaining accurate data and changes to reporting methodology and scope of emissions. This means that making comparisons on progress over these years compared to 2021/22 is not possible, however the reporting methodology and data is now more consistent and it should hopefully be possible to make meaningful comparisons in future years.
- 5.8 For the reporting year 2021/22 Caerphilly CBC reported an emissions total of 101,677,791 kg CO<sub>2</sub>e (22,560,205 kg CO<sub>2</sub>e operational emissions plus 79,117,586 kgCO<sub>2</sub>e supply emissions). This was offset by -7,420,489 kgCO<sub>2</sub>e through our land use, giving a submitted carbon emissions figure of 94,257,302 kgCO<sub>2</sub>e (or 94,257tCO<sub>2</sub>e).
- 5.9 The “Reduce” section of the Action Plan has the most listed actions, with 55, in the Action Plan. This division of actions is consistent with the aims of the Strategy and decarbonisation, with direct emissions reduction being central to any decarbonisation agenda. Thirty-seven of the actions have either been completed or are making at least reasonable progress. Reducing emissions from our corporate non-domestic buildings and street lighting are examples where very good progress has been made. Business travel or grey fleet emissions (the emissions resulting from the miles travelled by employees, during work time, in their own vehicles) have reduced significantly, primarily due to changes in the way that we operate as the result of COVID-19.
- 5.10 Of the 20 actions in the “Produce” section of the Action Plan, 8 are making good or reasonable progress. Fifty-three of our schools now have photo-voltaic (PV) systems installed. The Cwm Ifor solar farm project, a 20MW solar farm development is progressing well with the submission of a planning application anticipated early in 2023. If we progress with an ownership stake in the project it will be the largest local authority owned solar farm in Wales and will generate enough electricity to power around 6,000 homes.



- 5.11 Of the 24 actions in the “Offset” section, 10 are making at least reasonable progress. Over 34,000 trees were planted in the 2021/22 planting season at Ynys Hywel Farm forming part of a Covid Memorial Woodland – one of three across Wales.
- 5.12 Of the 11 actions in the “Buy” section of the Action Plan, 1 is complete and a further 7 are making good or reasonable progress. This is an important area, with 80% of the authority’s emissions related to the goods and services that we procure.
- 5.13 In total just over half of the 122 actions are either complete or are making at least reasonable progress. Some of the actions are either medium or long-term so significant progress will not have been expected yet. Very good progress has been made with some service area specific projects. Overall progress has been rated as reasonable, but a step up in scale and pace will be required to achieve the net zero carbon target by 2030.
- 5.14 The CCBC Decarbonisation Strategy and Action Plan were developed and agreed before Welsh Government (WG) published their Net Zero Carbon Reporting Scheme, , or aspirational target for net zero for all emissions (including businesses and residents) by 2050. The analysis of the baseline reporting data has also given us a better understanding of where our emissions come from and therefore our priority areas for action.
- 5.15 WG have also more recently published their “Net Zero Carbon Status by 2030 – A Route Map for Decarbonisation across the Welsh public sector”. This provides a strategic overview of the key priority areas for action and milestones needed for the Welsh public sector to reach net zero greenhouse gas emissions by 2030. The route map sets expectations to be achieved between now and 2026 for us to be on track to achieve the 2030 targets.

**Looking Forward – Proposed approach to decarbonisation**

- 5.16 The proposed approach to decarbonisation across the authority will be based on the 4 pillars of reduce, produce, offset and buy as set out in the Decarbonisation Strategy and summarised in section 5.2. A key first element will be to for service areas to understand the carbon emissions that they are responsible for, and for them to take ownership of these emissions and responsibility for their reduction. Central corporate support will be provided and co-ordinated by the Decarbonisation Team.
- 5.17 Around 20% of our emissions are “operational” emissions such as diesel used to fuel our vehicles or gas and electricity used in our buildings or street lighting. We have direct control over our operational emissions, and these are considered to be the key emissions for us to tackle as a key priority, with becoming net zero carbon on our operational emissions a key primary target.
- 5.18 The largest proportion (approximately 80%) of our emissions are identified as “supply chain” emissions resulting from the goods and services that we procure. These emissions will be much harder to reduce as they relate to the embedded carbon in the materials that we buy or the emissions of our suppliers. We must look to purchase materials with lower embedded carbon and influence our suppliers to reduce their emissions. However, it must be understood that we will still need to purchase goods and services, for example to construct new schools and to deliver social care etc so there will be considerable emissions related to this that we will not be able to eliminate.

- 5.19 An analysis of data submitted to the Welsh Government to calculate the 2021/22 carbon report has been undertaken. This has enabled us to identify the emissions for each service area against the reporting categories in the WG report, both operational and supply chain. This has enabled us to produce detailed carbon baseline data for each of the 16 service areas across all emissions and offsetting.
- 5.20 It is considered to be a key element in reducing our emissions that we have a detailed understanding of where they are from, and that those responsible for the emissions are also responsible for driving the reductions. In line with the stages set out in the WG route map it is proposed that each service area is given a detailed breakdown of its emissions in the same format as the organisation reports to WG. Support will then be provided to enable them to fully understand their emissions.
- 5.21 The proposed next stage is to use the baseline data to allocate a 'carbon budget' for each service area, in the same way that they would have a financial budget. The objective of this exercise is to empower each service area to take ownership of their carbon emissions and to develop robust action plans to reduce those emissions.
- 5.22 Allocating carbon budgets, with reduction targets will present varying degrees of difficulty for each service area. The emissions from some services are less avoidable than others, and some have more opportunities to offset than others. With supply chain emissions being hard to reduce, the primary focus, initially will be on operational emissions. It is proposed that the carbon budgets are reported as part of the Directorate Performance Assessments.
- 5.23 With the Decarbonisation Strategy being structured around four pillars: Reduce, Produce, Offset and Buy, it is proposed to establish working groups for each of these 4 areas. The working groups will enable the Decarbonisation Team to effectively co-ordinate actions, share best practices and drive forward projects to accelerate the decarbonisation of the organisation in line with our strategy goals.
- 5.24 To drive progress it will be important to provide direction on specific areas by setting corporate principles and commitment. The following commitments will drive progress:
- Net zero carbon considerations should be included in all major decisions as part of the Integrated Impact Assessment process
  - All new corporate buildings and schools will be designed to net zero carbon standards
  - All new heating system will transition to low carbon heat with appropriate insulation upgrades where possible with fossil fuels used only as a last resort
  - A low carbon travel hierarchy to be implemented for business travel which accelerates the transition to low carbon transport.
  - We will aim to plant 300,000 trees where land availability allows between November 2020, when the Decarbonisation Strategy was agreed, and November 2030. While this target seems challenging, we are currently in the process of developing a register of trees planted. By the end of April 2023, we will have planted around 80,000 trees. The 5 phases of planting at Ynys Hywel will account for 100,000 trees. Housing have also identified 10 potential sites totalling around 25 hectares. Trees are planted at 1m spacings so if suitable this land could accommodate a further 250,000 trees. We will also be embarking on a similar process to identify suitable land with other services with significant opportunities in Parks and Countryside.
- 5.25 Building knowledge, understanding, and skills, including raising awareness of

decarbonisation issues will be vital in mobilising employees across the authority to play their part in delivering the Decarbonisation Strategy. Both general awareness raising and bespoke training for specific roles and tasks will be required. There will also be a need to increase technical knowledge and expertise in renewable energy and carbon reduction technology and processes.

- 5.26 Renewable energy production should be an important element of our decarbonisation approach. Specific schemes in development which should continue to be supported are:
- Cwm lfor – 20MW solar Farm near Caerphilly which has the potential to generate enough green energy to power around 6,000 homes.
  - Hydrogen – Green hydrogen is seen as an increasingly important element of the decarbonisation programme and bids have been submitted to undertake feasibility studies to inform decisions on its generation and use.
  - The installation of photovoltaic (PV) schemes in suitable locations on our estate.
  - Other schemes are also being considered and developed, including wind power and green heat schemes.
- 5.27 To be net carbon zero, any emissions which cannot be eliminated will need to be offset. There are two principal ways that this can be done, carbon sequestration (capturing carbon usually by planting trees or by habitat management) or by purchasing carbon units/offsetting credits. Sequestration should be the primary option. Service areas with high land ownership will need to review land assets to identify opportunities for offsetting emissions through tree planting, improved land management and carbon sink habitats.
- 5.28 The supply of the quantities of locally sourced native trees is likely to be an issue and therefore partnership opportunities to develop our own tree nurseries are being investigated.
- 5.29 Supply chain emissions accounted for around 80% of CCBC carbon emissions and, in order to achieve Net Zero, a closer focus will be needed on supply chain emissions. Strategies to reduce emissions within each service area will be a key element of this work, with robust low carbon procurement policies enacted to ensure contracts are appraised in terms of their sustainability credentials and carbon emissions. Within the supply chain the largest emitters reported by CCBC in 2021/22 were:
- Social Care; 21,331,517 kgCO<sub>2</sub>e.
  - Construction; 16,857,359 kgCO<sub>2</sub>e
  - Computer, electronic and optical products; 10,395,000 kgCO<sub>2</sub>e.
- 5.30 Progress towards the overall Net Zero target will be monitored and measured on an ongoing basis and will be reported on as part of an Annual Decarbonisation Report to be prepared each November (with reporting as set out below). The annual submission of carbon emissions data through the Welsh Government's Welsh Public Sector Net Zero Carbon Reporting Scheme will be a key headline indicator of progress within the annual report. Other key metrics including the number of trees planted, the number of kWh of electricity generated from renewable sources and the percentage of employees receiving carbon literacy training will be established with targets and timescales. Following the evaluation of baseline carbon emissions by each service area, individual carbon budgets will be agreed and these will form a key element of year on year targets which will be assessed, reviewed and reported on an annual basis. Actions in the Decarbonisation Action Plan will be evaluated and

reviewed on an annual basis, with reports from each of the 4 pillar groups of Reduce, Produce, Offset and Buy also included as part of this process. Decarbonisation performance data will feature in the Economy and Environment Directorate Performance Assessment (DPA) and Annual reports on progress against the agreed Decarbonisation Action Plan will be provided to Corporate Management Team, the Environment and Sustainability Scrutiny Committee and Cabinet.

## **6. ASSUMPTIONS**

- 6.1 It has been assumed that the WG guidance and net zero carbon reporting methodology will not change. Previous reporting has changed which has made it impossible to compare year on year progress.

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

- 7.1 The IIA identifies that as this covers a strategy there is no direct impact to service delivery from the provision of the strategy document. Impacts that come about as a result of the implementation and roll out of the strategy will be assessed in due course.

There will be CO<sub>2</sub> and greenhouse gas savings which will provide health and wellbeing benefits, and other advantages to be gained from the implementation of the strategy.

The full IIA can be found at:  
[lia-decarbonisation-strategy-report \(caerphilly.gov.uk\)](http://lia-decarbonisation-strategy-report (caerphilly.gov.uk))

## **8. FINANCIAL IMPLICATIONS**

- 8.1 A budget of £500,000 was allocated for decarbonisation work by Cabinet in 2020/21. As yet this budget has not been accessed, with the achievements and actions to date being undertaken by services within their existing programmes and budgets.
- 8.2 The internal Salix Local Authority Energy Fund (LAEF) invest to save scheme has invested over £2 million in energy efficient technologies in projects in corporate, non-domestic buildings which meet the scheme and pay back criteria. This will continue to be an important element in delivering our net zero ambitions.
- 8.3 The authority has been successful in securing funding from various grant sources to support this work. Identifying and securing grant support is an important element of achieving our decarbonisation targets.
- 8.4 Calculating the cost of becoming carbon neutral by 2030 is extremely difficult at this stage. It will however be considerable, and identifying the cost of the various elements of work will be required in order to develop a fully costed delivery plan. This work should be prioritised as a key initial action.
- 8.5 Specific, detailed, and costed proposals for future work will be developed and brought forward as future reports for consideration.

## **9. PERSONNEL IMPLICATIONS**

- 9.1 The Corporate Director Lead will be the Corporate Director for Economy and Environment. The Decarbonisation agenda and its supporting performance data will feature in the Economy and Environment Directorate Performance Assessment (DPA) and Annual reports on progress against the agreed Decarbonisation Action Plan will be provided to the Environment and Sustainability Scrutiny Committee followed by Cabinet. Annual reports to Welsh Government through the Welsh Public Sector Net Zero Carbon Reporting Scheme will also be required.
- 9.2 For the authority to become carbon neutral by 2030 a whole organisation approach and cultural shift will be required. Service areas will need to allocate staff resources to understand and to reduce their emissions. Significant work will be required to build knowledge, understanding, and the skills required to enable all employees across the authority to play their part in delivering the Decarbonisation Strategy
- 9.3 The newly formed Decarbonisation Team will have a key role to play in driving forward this agenda, co-ordinating work, facilitating training and managing individual projects. The establishment of the four corporate pillar groups; Reduce, Produce, Offset and Buy will be an important element, which should be the catalyst to drive culture change in services but will also require specific input from services. These groups will be co-ordinated by the Decarbonisation Team. The Team will also work with each directorate to enable them to understand their emissions, to identify priorities for reduction and to support with decarbonisation projects. Project specific work will be undertaken with all services, but will require input from Finance, Procurement, Legal and Property, plus support from HR, IT and Policy on specific work. Additionally opportunities will be considered to engage employees in a “bottom up” approach to assist in mobilising employees in this programme of works.

## **10. CONSULTATIONS**

- 10.1 The views of the listed consultees have been reflected within this report.
- 10.2 The Update on the Decarbonisation Action Plan and Proposed Future Approach report was considered by the Environment and Sustainability Scrutiny Committee on Tuesday 2<sup>nd</sup> May, 2023.

One Member welcomed the report and highlighted the need to have realistic actions that did not have a negative impact on parts of the World where raw materials are sourced.

Another Member praised the progress made on the actions set out in the report and emphasised the need to reduce the reliance on fossil fuels.

The report was then duly noted by Committee Members in accordance with the recommendations set out in the report.

## **11. STATUTORY POWER**

- 11.1 Climate Change Act 2008.

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Consultees:

- Cllr James Pritchard – Deputy Leader and Cabinet Member for Prosperity, Regeneration and Climate Change
- Cllr Nigel George – Cabinet Member for Corporate Services, Property and Highways
- Cllr D.T Davies Chair Environment and Sustainability Scrutiny Committee
- Cllr A Hussey Vice Chair Environment and Sustainability Scrutiny Committee
- Christina HARRY – Chief Executive
- Richard Edmunds, Corporate Director, Education and Corporate Services
- Dave Street, Deputy Chief Executive
- Mark S Williams, Corporate Director of Economy and Environment
- Rob Tranter, Head of Legal Services/ Monitoring Officer
- Stephen Harris, Head of Financial Services and S.151 Officer
- Sue Richards, Head of Education Planning and Strategy
- Keri Cole, Chief Education Officer
- Ben Winstanley, Head of Property
- Lynne Donovan, Head of People Services
- Liz Lucas, Head of Customer and Digital Services
- Marcus Lloyd, Head of Infrastructure
- Rhian Kyte, Head of Regeneration and Planning
- Rob Hartshorn, Head of Public Protection, Community and Leisure Services
- Nick Taylor-Williams, Head of Housing
- Jo Williams, Assistant Director – Adult Services
- Gareth Jenkins, Assistant Director – Children’s Services
- Kathryn Peters, Corporate Policy Manager
- Allan Dallimore, Regeneration Services Manager
- Paul Rossiter, Energy and Water Officer
- Heather Richardson, Decarbonisation Project Officer  
Environment and Sustainability Scrutiny Committee.

## **Appendices**

### **Appendix 1. Decarbonisation Action Plan Progress December 2022**

## Appendix 1. Decarbonisation Action Plan Update on progress December 2022

### Corporate and Cross-cutting Actions

REF	PROJECT	ACTION	DELIVERY BY	TIMESCALES	PROGRESS	COMMENTS
C1	Establish the authority carbon baseline.	Identify emissions values via data capture for Scope 1, 2 and 3 emissions as prescribed by Welsh Government.	Corporate Responsibility	Short/ Medium	<b>Completed</b>	Baseline data submitted to WG, processes in place to capture and report data
C2		Identify key carbon contributors to the baseline, each directorate to take on responsibility	Corporate Responsibility	Short	Started with reasonable progress achieved	Analysis of baselines undertaken. Corporate carbon baselines being calculated, should be completed Dec '22
C3	Communications/awareness/staff engagement	Each directorate to take on responsibility of weaving decarbonisation into the way they operate, initially through staff awareness/engagement.	Corporate Responsibility	Short	Started but too early to report any progress	Training programmes and delivery options are being assessed
C4	Educate staff and residents on their responsibility to reduce their carbon footprint.	Promote understanding of the benefits of energy efficiency, including cost savings and improved comfort and health. e.g. the update of smart meters in the home.	Corporate Responsibility	Short	Started but too early to report any progress	Training programmes and delivery options are being assessed
C5	All Council Strategic Policy Documents to have decarbonisation at their heart.	Decarbonisation to be included as a fundamental element of all strategic policy documents prepared by the Council.	Corporate Responsibility	Short/Medium	Started but too early to report any progress	
C6	Reduce plastic use as a Council.	Promotional campaign to make staff aware of their responsibilities to reduce plastic consumption.	Corporate Responsibility	Short	Started but too early to report any progress	
C7	Build relationships with academic institutions and innovative and pioneering businesses in this field.	Build on the region's strong reputation for research and innovation through engagement with Higher Education institutes and blue-chip companies including	Corporate Responsibility	Short/Medium	Going well with good progress	Developing ongoing links. Specific work as part of skills agenda and hydrogen project. Will be considered on a project-by-project basis.

		developing digital and smart solutions to energy transitions as well as seeking solutions to future proofing ongoing developments.				
C8		Promote research into battery and hydrogen technologies.	Corporate Responsibility	Short/Medium	Started but too early to report any progress	Consider as part of fleet transition to Ultra Low Emission Vehicles
C9	Develop skilled workforce in this sector.	Develop training programmes with our educational partners to provide skill set to gain employment in work sector that can positively influence the decarbonisation agenda.	Corporate Responsibility	Short/Medium	Started but too early to report any progress	Initial meetings with Coleg y Cymoedd to discuss what training courses can be offered to support
C10	Encourage employment opportunities in this sector.	Encourage local employment for new Council and private sector projects.	Corporate Responsibility	Short/Medium	Started but too early to report any progress	Secure partnership arranged with Caledan, a Ystrad Mynach based steel frame off- site modular build company to build new homes Partnership arranged with.
		Support a 'just transition' for workers by supporting those in 'traditional' high carbon industries to retrain	Corporate Responsibility	Short/Medium	Not yet started	
	Low Carbon design training	Investment in training and knowledge gain for our staff, from engineers to architects and procurement into low carbon and natural material use within the design and construction of new and renovation of existing buildings.	Corporate Responsibility	Short/Medium	Started but too early to report any progress	Training programmes and delivery options are being assessed



## REDUCE

REF	PROJECT	ACTION	DELIVERY BY	TIMESCALES	PROGRESS	COMMENTS
	<b>EXISTING NON DOMESTIC BUILDINGS</b>					
R1	Consider designing existing buildings to net carbon neutral standards and carbon neutral for operational activities.	Implement all available opportunities for carbon reduction within portfolio of existing building stock. Property Services to lead but each Directorate to examine its own property assets register to identify opportunities.	Property Services	Short/Medium/Long	Started with reasonable progress achieved	All new building proposals are being identified and discussions held on how they should be designed to meet new net zero requirements The new Plas-y-Felin primary school is being designed and built to Net Zero guidelines. This will be CCBC first net Zero building. Lessons will be learnt during design and construction, which will help with future net zero carbon building across the Caerphilly CBC portfolio.
R2	Convert all lighting to LED format.	Expand existing programme of lighting upgrade to take in all CCBC owned properties	Property Services	Short/Medium	Going well with good progress	There are 11 properties identified for complete upgrade in 22/23 with a further 16 identified for investigation with strong potential. These include Tredomen Innovation and Business and technology buildings and Nant Y Parc Primary school.
R3	Consider improving building insulation levels on existing buildings.	Identify buildings that could have insulation levels increase.	Property Services	Short/Medium/Long	Going well with good progress	A programme of insulation for walls and ceilings has already taken place, covering many schools, corporate offices and care homes. The best opportunities are during roof replacements, refurbishment works and new build, where insulation levels can be greatly improved. This is already being implemented on school roof replacements and linked to the authorities Invest To Save scheme.
R4	Consider improving energy efficiency through other technologies e.g. heat pumps, CHP units on existing buildings.	Identify opportunities for technology that can improve energy efficiency.	Property Services	Short/Medium/Long	Started but too early to report any progress	Being considered as part of a comprehensive approach to all our corporate, non-domestic buildings
R5	Consider alternative heating formats to gas boilers on new build	Review opportunity to replace gas boilers when appropriate to move away from gas supply.	Corporate Approach/Property Services	Short/Medium/Long	Started with reasonable	Pilot projects have been undertaken. This is being considered wherever appropriate across our stock.

	opportunities, major refurbishments and when existing boilers fail.				progress achieved	
R6	Provide energy efficiency training to key building staff.	Provide training on Building energy management systems and good housekeeping techniques.	Property Services	Short	Going well with good progress	Training is provided on Building Energy Management Services as required. Training is provided to school staff and pupils on energy efficiency methods. Training has been identified for leisure services and will be delivered as a group event.
R7	Develop a water conservation plan.	Look at opportunities to reduce water consumption through reduced flows, demand and design.	Property Services	Short/Medium/Long	Started but too early to report any progress	Being developed by the Energy Team
R8	Continue to rationalise our non domestic property portfolio.	Post Covid 19, examine opportunities to reduce our office accommodation requirements which will reduce carbon emissions from gas and electricity plus other activities.	Property Services	Short/Medium	Started but too early to report any progress	Being undertaken as part of a Corporate Review.
	<b>EXISTING HOUSING STOCK</b>					
R9	Deliver fabric improvements to reduce energy consumption and deliver cost savings, considering a whole house retrofit approach where possible in existing CCBC owned Council housing stock.	Improve energy efficiency of Council owned domestic properties through the completion of the boiler replacement programme to introduce energy efficient condensing boilers to all our stock.	Housing	Short/Medium	Going well with good progress	WHQS is driving this <b>Note that emissions from our council housing is outside the scope of our Welsh Government Carbon Baseline Reporting but will contribute to the 2050 aspiration</b>
R10		Improve energy efficiency of Council owned domestic properties through the completion of the external wall insulation programme on non-traditional build properties.	Housing	Short	Going well with good progress	WHQS is driving this <b>Note that emissions from our council housing is outside the scope of our Welsh Government Carbon Baseline Reporting but will contribute to the 2050 aspiration</b>
R11		Improve energy efficiency of Council owned domestic properties through the continued	Housing	Short/Medium	Going well with good progress	WHQS is driving this <b>Note that emissions from our council housing is outside the scope of our Welsh</b>

		implementation of the external/internal wall insulation programme on traditional build dwellings.				<b>Government Carbon Baseline Reporting but will contribute to the 2050 aspiration</b>
R12		Improve energy efficiency of Council owned domestic properties through the UPVc window replacement programme that will introduce high spec energy efficient glazing.	Housing	Short/Medium	Going well with good progress	WHQS is driving this <b>Note that emissions from our council housing is outside the scope of our Welsh Government Carbon Baseline Reporting but will contribute to the 2050 aspiration</b>
R13		Survey all CCBC owned homes to establish their energy rating and to identify least energy efficient stock. Identify an Energy Budget to act as match and support to national energy efficiency schemes and programmes to target these properties.	Housing	Short	Going well with good progress	WHQS is driving this <b>Note that emissions from our council housing is outside the scope of our Welsh Government Carbon Baseline Reporting but will contribute to the 2050 aspiration</b>
<b>Page 145</b>	Introduce pilot projects to investigate hybrid heating systems on existing stock.	Complete hybrid gas and air source pilot on 20 flats at Martins Field, Newbridge.	Housing	Short	<b>Completed</b>	
	<b>NEW DEVELOPMENT – HOUSING</b>					
R15	Promote and encourage carbon friendly construction methods and a reduction in energy consumption in all new housing development.	Provide a policy framework within the 2 <sup>nd</sup> Replacement Local Development Plan (LDP) that presumes in favour of such constructions where appropriately located.	Planning & Regeneration	Medium	Started but too early to report any progress	2nd Replacement LDP preparation ongoing.
R16	Reduce energy consumption in new “Caerphilly Homes” properties.	Introduce new build specifications that aim to minimise heat loss, introduce efficient internal heating systems and reduce overall levels of carbon.	Caerphilly Homes	Short/Medium/Long	Going well with good progress	The pilot developments have now been completed and both sites are occupied. We are monitoring the thermal efficiency of the building/flats and the results will be shared. The fabric first approach remains our strategy at this time for future development.

R17		Investigate utilising new battery technology to store energy within domestic properties.	Caerphilly Homes	Short/Medium	Started but too early to report any progress	Our delivery partner Wilmott Dixon are assessing our options and will provide a report for us to consider.
R18	Introduce carbon friendly construction methods in "Caerphilly Homes" new build programme.	Secure partnership arrangement with local steel frame off-site modular build company to build new homes in Caerphilly County borough.	Caerphilly Homes	Short/Medium	Started with reasonable progress achieved	Partnership arranged with Caledan, a Ystrad Mynach based company. Our expectation is to continue the relationship on the Oakdale development which comprises of 85 new homes.
R19		Investigate and develop other off-site modular construction methods (e.g. Timber frame) for use within the Caerphilly Homes new build programme. Linking timber homes back to Welsh suppliers providing employment, shorten supply chains and reduce carbon along the Home Grown Homes.	Caerphilly Homes	Short/Medium	Started with reasonable progress achieved	Ongoing, led by Welsh Government.
R20	Page 146	Take a fabric first approach to Caerphilly Homes new developments to achieve an EPC band B rating on all new build properties. Concentrate on energy efficient glazing and insulation to make properties airtight.	Caerphilly Homes	Short/Medium	Started with reasonable progress achieved	Ongoing
		Move away from traditional fossil fuel heating systems on Caerphilly Homes new builds.	Caerphilly Homes	Short/Medium	Going well with good progress	Ongoing No gas within pilot schemes and future developments. This continues to be our strategy.
R22		Introduce eco-friendly materials to specification of new build properties.	Caerphilly Homes	Short/Medium	Started but too early to report any progress	Our delivery partner Wilmott Dixon are tasked to investigate this.
R23	Ensure Council led programmes produce energy efficient houses (EPC rating A/B).	Introduce specific conditions to the Plot Shop self-build Programme to ensure delivery of energy efficient new housing on the identified Council owned land sites.	Planning & Regeneration/ Housing	Short/Medium	Started but not progressing well/Not progressed	No progress with Plot Shop programme.

R24	Work with and support RSL's to deliver eco-friendly housing in the county borough.	Enter into a Memorandum of Understanding with zoned RSL's to work collaboratively and share knowledge and resources to work towards delivering more energy efficient housing.	Housing	Short/Medium	Completed	Memorandum of Understanding signed.
R25		Support RSL's to secure the necessary Social Housing Grant and Innovative Housing Grant to take eco –friendly schemes forward.	Housing	Short/Medium	Completed	<p>Housing association partners and the Council have been successful in accessing Innovative Housing Programme funding to progress 4 eco-friendly developments in the borough. Developments include the former Magistrates Court, Caerphilly (Linc Cymru), Cwm Ifor, Penyrheol (UWHA) and Trecenydd and Trethomas (Caerphilly Homes). early 2021. Learning from these developments have been feedback to Welsh Government. Welsh Government have now mainstreamed Innovative Housing Programme funding into the Social Housing Grant programme.</p> <p>Discussions continue at the Affordable Homes Partnership and during Programme Delivery Plan meetings on how partners can collaborate more effectively to delivery more eco-friendly homes.</p>
R26		Use the capital value of CCBC owned land to offset the prohibitive costs of developing low carbon/net carbon zero/eco friendly schemes.	Housing/Property Services	Short/Medium	Started but not progressing well/Not progressed	<p>Predominantly Caerphilly owned land suitable for housing is initially offered to Caerphilly Homes.</p> <p>Caerphilly Homes are bound by statute to pay market value for land if not HRA owned. Residual Council owned sites are not viable and rely on Social Housing Grant.</p>
R27	Work collectively with zoned RSL's to Introduce more modular off site construction techniques	Ensure a strong pipeline of development to make a locally based modular factory commercially viable.	Housing	Medium	Going well with good progress	UWHA have opened a new MMC factory in the borough with ambitions to increase the number of homes they build using MMC techniques. Timber frame for the Cwm Ifor developments (R25) where built in UWHA's

	to reduce carbon used in construction.					MMC factory. UWHA has provided a presentation on the use of the MMC factory to the Affordable Homes Partnership and are in discussions with other community landlords about using the factory to build timber frames for their new developments. Welsh Government now incentivises the use of MMC in new developments through the Social Housing Grant programme and, as a result, the Council expects to see an increase in the number of new homes developed using MMC. The Council continues to collaborate in the All Wales Net Zero Carbon timber frame project.
R28	Develop Smart Homes.	Introduce the necessary smart infrastructure within dwellings to future proof them so they can take full advantage of emerging SMART technologies.	Housing	Short/Medium	Started with reasonable progress achieved	Ongoing
	<b>NEW DEVELOPMENT – NON DOMESTIC</b>					
R28	Update Building Regulations Part L.	Lobby to review central Building Control legislation so that it introduces more stringent controls on new builds and conversions to ensure improved energy efficiency in both residential and commercial buildings.	Planning & Regeneration	Short/Medium	Completed	Comments submitted as part of Building Regulations Part L (and F) Stage 2B consultation.
R30	Promote and encourage carbon friendly construction methods and a reduction in energy consumption in all new development.	Provide a policy framework within the 2 <sup>nd</sup> Replacement LDP that presumes in favour of such constructions where appropriately located.	Planning & Regeneration	Medium	Started but too early to report any progress	2nd Replacement LDP preparation ongoing.
	<b>TRAVEL AND TRANSPORT</b>					

R31	Reduce the number of vehicles and mileage driven by our fleet	Undertake review of fleet vehicles across the whole authority. Set targets and timescales for reductions	Policy Team/ Fleet Management	Short/Medium	Started with reasonable progress achieved	Overview undertaken and priority service areas for detailed review identified. Initial reviews undertaken
R32	Reduce 'grey fleet' work mileage made by staff.	Review Grey Fleet mileage claims. Develop and implement robust travel hierarchy, policies and actions to reduce emissions.	Corporate Responsibility Transformation Team	Short	Going well with good progress	Grey fleet mileage reduced significantly due to COVID. Pool car options being evaluated
R33	Reduce the use of petrol and diesel vehicles through the implementation of the Electric Vehicle Strategy.	Implement Electric Vehicle strategy, including introducing electric vehicles and charging infrastructure across the authority	Policy	Short/Medium	Going well with good progress	Installation of charging infrastructure identified as a priority. Phase I including 3 hubs due to be completed early 2023
R34	Reduce travel to work (commuting miles)	Review commuting patterns, produce recommendations including roll out of agile working, capitalising on changing behavioural patterns as a result of the Covid-19 crisis	Policy	Medium	Started with reasonable progress achieved	Put on hold during pandemic. New staff survey identified as a priority for Q4 2022/23
R35	Promote modal shift to more sustainable modes of transport.	2 <sup>nd</sup> Replacement LDP and Local Transport Plan will identify policies to make public transport more attractive and accessible.	Transport/ Planning & Regeneration	Medium	Started but too early to report any progress	2nd Replacement LDP preparation ongoing.
R36		Introduce a network of active travel routes throughout the county borough that will encourage CCBC staff and residents to walk and cycle more.	Transport	Short/Medium	Started but too early to report any progress	2nd Replacement LDP preparation ongoing.  Review of candidate sites submitted as part of 2nd Replacement LDP preparation ongoing
R37		Enhance crossing facilities and improve walking and cycling routes	Transport	Short/Medium	Going well with good progress	A programme of minor works improvements (e.g. uncontrolled drop kerb crossing points) delivered in 2021/22. Some facilities were delivered in 2020/21 under WG's Covid response sustainable travel funding along with route INMC24 (Ystrad Mynach to Penpedairheol).  The adopted Integrated Network Map has been formally reviewed and replaced with

						the Active Travel Network Map (ATNM). The proposed routes have been prioritised (S/M/L term) over a 15 year delivery period.
R38		Trial implementation of pedestrian and cycle zones at schools	Transport	Short	Started with reasonable progress achieved	Implemented at 3 schools in 2021 (Libanus, Risca and Twyn primary schools).
R39		Continue with school educational programme of road and bike safety to encourage walking and cycling.	Transport	Short	Started with reasonable progress achieved	Although impacted upon by Covid restrictions, National Standards Level 2 & 3 training was delivered throughout the 2021/22 academic year.
R40		Promote walking buses to school.	Transport/Education	Short	Not yet started	This was not possible during the Covid pandemic.
R41		Introduce additional park and ride spaces at key locations on rail routes to encourage use of public transport.	Transport	Medium/Long	Started with reasonable progress achieved	WelTAG development work is ongoing for park & ride proposals on the Central Rhymney rail line in collaboration with Transport for Wales. Proposals should be available for wider consultation in 2022/23
	Page 150	Lobby Welsh Government and Transport for Wales for additional Valleys Metro nodes to improve connectivity and accessibility.	Transport/Planning & Regeneration	Medium	Started with reasonable progress achieved	This work is ongoing via the RTA. A high level strategic mid valleys public transport study was recently undertaken by Transport for Wales in liaison with the RTA. This will feed into proposals to develop the South Wales Metro.
R43	Introduce electric public transport vehicles to the local authority transport network.	Work with Stagecoach to introduce fleet of electric service buses to Caerphilly.	Transport	Short	Not yet started	This proposal has been the victim of the Covid pandemic. Regional work will start anew via the RTA as and when WG funding becomes available under the ULEV programme.
R44	Develop electric vehicle friendly new transport interchange in the heart of Caerphilly town centre.	Work with transport for Wales and Welsh Government to realise this objective within the Caerphilly Place-making plan.	Corporate approach	Medium/Long	Started but too early to report any progress	This work is being progressed through the Caerphilly Interchange and wider Caerphilly 2035 workstream. Proposals should be available for wider consultation in 2022/23.
	<b>INFRASTRUCTURE</b>					



R45	Make street lighting more energy efficient.	Complete programme of street light replacement to LED lanterns by December 2020.	Engineering	Short	Completed	
R46		Continue with programme of part light lighting in the county borough.	Engineering	Short/Medium	Completed	Completed January 2021. Cabinet approved continuation of reduction in street lighting operating hours in November 2022
R47	Maximise use of recycled materials on Council funded projects and programmes.	Examine resurfacing programme to introduce higher levels of recycled aggregates (up to 50%) to surface course.	Engineering	Short/Medium	Started but too early to report any progress	Suppliers have begun using lower temperature aggregates for resurfacing works
R48		Use natural materials where suitable and recycled products where possible such as bollards, bins, benches and curbs on street-scene projects.	Engineering	Short/Medium	Started with reasonable progress achieved	Recycled materials used for bollards, benches, footbridge decks and kerbs
<b>WASTE MANAGEMENT</b>						
R49	Investigate opportunities for reducing waste within the local authority.	Less waste to landfill will result in less green- house gas emissions.	Corporate approach/Com munications	Short	Started with reasonable progress achieved	The Authority has signed up to the Public Sector Waste Minimisation Campaign and to this end provides infrastructure to facilitate recycling for its workforce. It has also recently signed up to the national WARPIT initiative (led by Procurement and FM)  A Waste Strategy is in the process of being developed to enhance the sustainable management of its municipal waste arising and in turn attain the statutory targets set by Welsh Government. There is a campaign in place to incentivise participation in the food waste recycling collection service which supplies feedstock for a local anaerobic digestion facility which is providing electricity for 2000 homes.
R50	Life Cycle Waste analysis	Design waste out of purchases with priority given to the purchase of goods that last longer, are reconfigurable or are repairable even if more expensive.	Procurement/ Waste Management	Short/Medium	Not yet started	To be considered as part of Service Decarbonisation Review and Supply Chain work

R51	Packaging Review	Review how consumables and foods/drinks are made available. Priority to be given to re-useable and fillable options and phasing out of all single use containers (even if recyclable).	Catering/ Waste Management	Short/Medium	Started but too early to report any progress	<p>Consultation response submitted to Welsh Government regarding deposit return scheme.</p> <p>Being considered in development of upcoming Waste Strategy</p> <p>Community Regeneration and Town Centre Management Team to develop refill stations and eco friendly business in our towns villages and local communities and develop more areas with Plastic Free Status</p> <p>To be further considered as part of Service Decarbonisation Review or Supply Chain work</p>
R52	Repair First, Recycle Last	Support, encourage and invest in a repair and care team to extend the life cycle of office furniture etc.	Waste Management	Short/medium	Started with reasonable progress achieved	<p>Penallta Reuse shop has been opened in partnership with Wastesavers encouraging residents to donate items for reuse rather than taking them to the tip. Penallta Reuse Shop is the perfect opportunity to divert good condition, fit-for-purpose items from the waste stream and get them into the hands of people who can use them, for a great price.</p> <p>Scope for development of a repair centre at Penallta reuse shop as part of phase 2</p> <p>The Authority also works in partnership with Groundwork Wales' Furniture Revival Team who offer a collection, repair and reuse service for household furniture and appliances.</p> <p>Member of regional repair directory <a href="http://reparefficiencywales.co.uk">reparefficiencywales.co.uk</a></p>
	<b>MISCELLANEOUS</b>					
R53	Maximise the use of intelligent IT systems to	Paperless office working practices to be introduced throughout the Council.	Corporate approach	Short/Medium	Going well with good progress	

	reduce our carbon emissions					
R54		Make conference calling the norm through appropriate IT facilities for everyone.	Corporate approach/IT	Short/Medium	Going well with good progress	Business as usual due to agile ways of working introduced during the Covid pandemic
R55	Encourage Community Councils to use their Community Infrastructure Levy funding to address decarbonisation at a local level.	Highlight opportunities and provide support and assistance to Community/Town Councils to encourage funding of renewable and low carbon energy schemes.	Planning & Regeneration	Short	Started but too early to report any progress	Ongoing

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## PRODUCE

REF	PROJECT	ACTION	DELIVERY BY	TIMESCALES	PROGRESS	COMMENTS
	<b>GREEN ENERGY PRODUCTION</b>					
P1	Identify the potential for Solar power generation on non domestic building stock.	Review all roof space and prioritise for PV installation. (Look to maximise roof space for renewable energy generation).	Property Services	Short	Going well with good progress	Several sites have been reviewed for a solar PV roof installation and sized according to the buildings electrical demand. All appear to be suitable pending the structural roof survey. Buildings include Tredomen Innovation and Lewis Girls Comprehensive.
P2	Review properties where there is Solar Thermal potential.	Review roof space for solar thermal panels, prioritising at leisure centres.	Property Services	Short	Started with reasonable progress achieved	Trinity Fields school is the best opportunity for solar thermal due to the high pool temperature. Opportunities remain at Risca, Caerphilly and Bedwas leisure facilities. Gibsons have been asked to quote for a system at these 4 sites.

P3	Maximise green energy production on Caerphilly Homes new build domestic properties.	Investigate and where possible introduce photovoltaics, ground source and air source energy and heating to new homes stock.	Housing	Medium	Started with reasonable progress achieved	Ongoing, and will be a key element of WHQS II
P4	Investigate opportunities to turn existing CCBC owned homes into "mini power stations".	Investigate and where possible retrofit photovoltaics, ground source and air source energy and heating to existing stock. Work with WGES to establish opportunities.	Housing	Medium/Long	Started with reasonable progress achieved	Ongoing, and will be a key element of WHQS II
P5	Review Council owned land to identify opportunities for solar farms and wind turbines.	Welsh Government Energy Service (WGES) to produce viability assessment reports for reviewed Council owned land.	Policy / Property Services/Planning & Regeneration / Transformation /Welsh Government Energy Service	Short	Going well with good progress	Work reviewed 2022 and consideration for H2 and tree planting included
P6	Produce green energy for CCBC consumption on Council owned land.	Develop Council owned land for solar farms and wind turbines, identifying and implementing priority projects from WGES viability assessment reports.	Corporate approach	Medium	Going well with good progress	Cwm Ifor Solar Farm Project progressing well.
P7		Take a commercial interest in private sector solar farm developments within and outside of the county borough where opportunity presents itself.	Corporate approach	Short	Not yet started	Not progressed, currently would increase, not provide any benefit on our carbon footprint
P8	Produce green on shore wind energy.	Take a commercial interest in private sector on-shore wind developments within and outside of the county borough where opportunity presents itself.	Corporate approach	Short	Going well with good progress	Wind Farm: Discussion with RWE continue regarding equity shared ownership scheme above Rhymney
P9	Maximise the opportunities to link locally generated electricity to Council offices.	Tredomen Campus - Implement proposals to partner with local anaerobic digester to take energy to main Council campus.	Property Services	Short	Started but too early to report any progress	Ongoing

P10	Look at opportunities to invest in large scale renewable energy generation outside of the county borough.	Explore opportunities to invest in large scale renewable energy opportunities, including offshore opportunities.	Corporate approach	Short/Medium /Long	Not yet started	Not progressed, currently would increase, not provide any benefit on our carbon footprint
P11		Assess candidate sites for 2 <sup>nd</sup> Replacement LDP to establish opportunities for renewable energy production.	Planning & Regeneration	Short/Medium	Started but too early to report any progress	2nd Replacement LDP preparation ongoing.
P12	Undertake Renewable Energy Assessment of the county borough as part of the 2 <sup>nd</sup> Replacement LDP.	Carbon Trust will carry out Renewable Energy Assessment in partnership with CCBC – this will provide an existing and future energy demand baseline, inform spatial energy policies for inclusion in the 2 <sup>nd</sup> Replacement LDP, identify renewable energy targets for the county borough and identify any actions that could assist in the delivery of opportunities for renewable and low carbon energy generation.	Planning & Regeneration	Short/Medium	Started but too early to report any progress	2nd Replacement LDP preparation ongoing.
P13		Map renewable energy potential against proposed development, particularly strategic sites within the 2 <sup>nd</sup> Replacement LDP	Planning & Regeneration	Short/Medium	Started but too early to report any progress	2nd Replacement LDP preparation ongoing.
P14		Establish joint renewable energy projects with adjoining authorities.	Planning & Regeneration	Medium/Long	Not yet started	Part of CCR discussions
P15	Maximise the potential of generating electricity from landfill sites.	Maximise electricity production at Trehir and investigate whether other landfill sites could generate electricity.	Policy	Medium	Started but not progressing well/Not progressed	Not progressed
P16	Investigate opportunities to produce hydro-electricity.	Work with NRW and WGES to establish potential sites for feasibility studies to be undertaken.	Corporate approach	Medium	Started with reasonable progress achieved	Initial scoping exercise identified very few opportunities.  Cwmcarn Forest Drive study to be re-evaluated.

P17	Support repowering of existing renewable energy assets.	Adopt supportive planning policy within the 2 <sup>nd</sup> Replacement LDP relating to repowering existing assets at the end of their current planning consent period.	Planning & Regeneration	Short/Medium	Started but too early to report any progress	2nd Replacement LDP preparation ongoing.
<b>MISCELLANEOUS</b>						
P18	Investigate opportunities for heat production from ground source water.	Navigation Colliery – support the University of South Wales ground water heating pilot scheme.	Planning & Regeneration	Medium	Started but too early to report any progress	Work ongoing with Coal authority
P19	Work with Argoed Community Council to develop green energy eco-park at Markham Colliery.	CCBC to facilitate the project group and assist to investigate opportunities for the site.	Planning & Regeneration	Short/Medium	Started but too early to report any progress	Discussions ongoing but will have little potential to impact our organisational 2030 targets with more potential to impact WG 2050 aspiration
P20	Support energy systems that are developed for the benefit of the community.	Support appropriate renewable and low carbon energy projects which are developed by the community or benefit the host community.	Planning & Regeneration	Short/Medium	Started but too early to report any progress	Discussions ongoing but will have little potential to impact our organisational 2030 targets with more potential to impact WG 2050 aspiration

REF	PROJECT	ACTION	DELIVERY BY	TIMESCALES	PROGRESS	COMMENTS
<b>GREEN INFRASTRUCTURE</b>						
O1	Adopt a Green Infrastructure Strategy.	Work in partnership with relevant agencies to develop a comprehensive, county borough wide Green Infrastructure Strategy.	Parks/Countryside/ Planning	Short/Medium	<b>Completed</b>	
O2		Emphasis on maintaining, improving and enhancing existing green infrastructure in addition to new	Parks/Countryside/ Planning	Short/Medium	Going well with good progress	Ongoing. Revised mowing regimes approved and a series of funded regional and local projects being undertaken through initiatives that target natural resource management. Works ongoing to achieve a strategic regional approach to

						reduce and off set carbon through initiatives.
	<b>FOSSIL FUEL DIVESTMENT</b>					
O3	Examine opportunities to decarbonise the authority's investments.	Establish which companies and organisations the authority invests with.	Corporate approach	Short	Started but too early to report any progress	Discussions ongoing with Treasury Team <b>It should be noted that carbon emissions associated with investments are not reportable as part of organisational emissions and so have no impact on the 2030 or wider 2050 targets</b>
O4		Develop policies to reduce investment with fossil fuel based and high emissions businesses.	Corporate approach	Short	Started but too early to report any progress	
	<b>SEQUESTRATION</b>					
O5	Encourage afforestation in the county borough.	Review land holding across the authority to identify opportunities for tree planting.	Property/ Countryside/ Parks	Medium	Going well with good progress	Group established to do this
O6	Page 157	Develop and implement tree planting programme. Opportunities exist to develop tree planting schemes on land within the recognised Council owned and run country parks.	Countryside/ Parks	Short	Going well with good progress	Group established to do this
O7		Identify land in the 2 <sup>nd</sup> Replacement LDP for a "Caerphilly Forest".	Countryside/Planning	Medium/Long	Started but too early to report any progress	Being considered by Offsetting group
O8		Work with partners and landowners to promote and support tree planting schemes.	Corporate approach/ Countryside	Medium	Started with reasonable progress achieved	Ongoing
O9	Work with Transport for Wales to identify sites for replacement tree planting.	Identify land via the WGES Land Asset Review that will help to replace trees lost on Valleys Metro schemes.	Corporate approach/ Land & Property	Short	Not yet started	Not progressed. Planting which is not on our land is unlikely to be counted as part of our offsetting on the Welsh Government Carbon reporting figures
O10		Collaborate with NRW to promote tree planting on NRW	Planning & Regeneration/ Countryside	Short/Medium / Long	Started but too early to	Ongoing, consultations through Countryside regarding replanting proposals.

		owned land - for example at Cwmcarn Forest.			report any progress	
O11		Develop small community woodland projects to add to the existing climate change woodlands already planted by the Council in partnership with local groups.	Countryside/Policy	Medium/Long	Started with reasonable progress achieved	Ongoing with RDP Team
O12		Support existing community woodland managers and groups to expand and develop good principles of woodland management that include sustainably produced timber products	Countryside		Started but too early to report any progress	Ongoing with RDP Team
O13		Introduce tree sponsorship - "Tree for Me" purchase scheme to residents and businesses of the county borough.	Communications	Medium	Not yet started	Not Progressed
O14	Promote wetland habitats within the county borough.	Identify suitable CCBC owned land to pilot wetland habitat re-introduction and work with landowners to introduce more wetland landscapes.	Countryside	Medium	Started but too early to report any progress	Ongoing via Countryside Svs
O15	Promote landscaping within new development.	Support appropriate new development with significant carbon focused landscaping as an integral part of design and layout.	Planning	Short/Medium	Started but too early to report any progress	Ongoing via Countryside Svs
O16	Promote natural planting on SAB sustainable drainage applications.	Incorporate green drainage infrastructure on new schemes through the SAB application process.	Drainage/Planning	Short	Going well with good progress	Ongoing
O17	Use CCBC owned land to grow crops that absorb carbon dioxide.	Investigate the opportunity for CCBC owned land assets to be planted with crops that help reduce carbon in the atmosphere.	Property Services/Countryside	Medium	Started but too early to report any progress	Land Economics have been commissioned to explore and report on the timber supply chain locally that includes an analysis of the embedded carbon of the supply and its use



O18	Reduce intensity of grass cutting maintenance in parks and on highway verges.	Reduce the frequency of planned grass cutting regimes to encourage natural habitats to grow.	Parks/Highways	Short	Going well with good progress	Report presented to the Environment and Sustainability Scrutiny Committee on 26th of October, which set out proposals to reduce grass cutting frequencies at specific locations to enhance biodiversity. The report was unanimously supported and will now be considered by Cabinet in December.
O19	Promote more green space in urban environments.	Introduce pocket parks and green infrastructure to town centres. An example will be the implementation of the Caerphilly Place-making plan.	Parks/Countryside/ Planning & Regeneration	Medium	Started but too early to report any progress	Ongoing
O20	Improve, maintain, enhance and support upland grassland as natural carbon stores	Upland landscapes are important stores of soil carbon across Wales and here in Caerphilly. They support wildlife, agricultural income and are rich parts of our heritage. Work with local common associations, agricultural partners and landowners to positively manage this resource to maximise carbon storage	Countryside		Started with reasonable progress achieved	Ongoing via RDP/Countryside
O21	Supporting Climate Smart Agriculture	Collaborate with research institutions and local landowners / farmers to support and foster knowledge transfer in agricultural production, reduce green house gas emissions and build climate resilience.	Countryside		Started with reasonable progress achieved	Ongoing via RDP/Countryside
O22		Work with landowners to explore carbon payments to create accessible and productive woodlands as carbon stores and a productive resource for construction and other uses.	Countryside		Started but too early to report any progress	Ongoing via RDP/Countryside/Offsetting Group

O23	Street Trees	Where practicable develop on street tree planting and management to provide shade, reduce run off and sequester carbon.	Planning & Regeneration		Started but too early to report any progress	Ongoing. These features are considered, especially in relation to SAB legislation where it is one of a number of requirements that have to be considered.
O24	Re-wilding Pilot	Work with landowners and local authority land to reduce active management and revert to natural processes to store carbon and improve biodiversity. Carbon and ecological baselines to be taken prior and during process to appraise outcomes.	Countryside		Started but too early to report any progress	Ongoing via Countryside Svs

**BUY**

REF	PROJECT	ACTION	DELIVERY BY	TIMESCALES	PROGRESS	COMMENTS
	<b>PROCUREMENT</b>					
B1	Assist with quantifying the authority carbon baseline.	Map the procurement categories in Spike Cavell (central IT system which captures data on public sector spend) to the carbon emission factors proposed by Welsh Government and report to Welsh Government.	Procurement	Short/Medium	<b>Completed</b>	Information provided via Spikes Cavell, however, WG reporting guide and process had inconsistencies in terms of the methodology and proposed approach. This was fed back to representatives of WG. WG SIC categories and Emissions Factors mapped to Spikes Cavell & UNSPSC codes
B2	Develop a carbon benefits toolkit	Introduce green clause to contractors acting for the Council or offering a service to the Council.	Property Services/ Procurement	Short	Started with reasonable progress achieved	An approach to the introduction of green clauses and defining technical specifications being considered, agreed and implemented on a Corporate basis via

						associated officers and advice and guidance provided across the Council. working group(s). WLGA have developed a Sustainable Procurement Toolkit which is to be launched in January 2023
B3	Purchase 'locally' where possible.	Use local suppliers to reduce carbon footprint. Procurement of goods from local producers or co-operatives where possible	Corporate approach	Short	Going well with good progress	Business as usual. In the Council's Programme for Procurement including KPIs and Social Value Policy. Supplier Relationship Officer (SRO) continues to work with local supply chain and across the Council. E.g. SRO worked with RDP re: food producers and understanding local food supply chain. Working on a regional basis via Gwent, South East Wales and nationally via the WLGA.
B4	Prioritise the purchase carbon neutral/lower carbon products.	Identify where such opportunities exist and consider switching.	Corporate approach	Short	Started with reasonable progress achieved	Please refer to B2 above
B5	Monitor and manage purchases likely to have a significant impact on energy consumption.	Review purchase of major equipment e.g. Boiler or multiple purchase computer monitors, to ensure energy efficiency.	Procurement/Property services	Long	Started with reasonable progress achieved	Please refer to B2 above
B6	Introduce recycled materials where possible.	Introduce recycled materials to reduce production of new products from non-renewable resources.	Corporate approach	Short	Started with reasonable progress achieved	Please refer to B2 above
B7	Ensure an effective and efficient mechanism in measuring, recording and monitoring social value and community benefits utilising Theme's, Outcomes, Measures (TOMs) via a Social Value Measurement Framework.	Introduce innovative measures to promote local skills and employment to be built into contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.	Procurement	Short/Medium	Started with reasonable progress achieved	Social Value Policy and the use of TOMs agreed by Cabinet in July 2021. Extensive consultation across the Council and with Supply Chain. Decarb Strategy included within SV Policy. Information published on the intranet and intranet. Further work on the TOMs methodology proposed for 2022.

B8		Create more opportunities for local micro, small and medium enterprises to respond to tenders for de-carbonisation work on contracts	Procurement	Short/Medium	Started with reasonable progress achieved	Please refer to B2 above
B9		Provide expert business advice to help voluntary community voluntary community social enterprise VCSEs and MSMEs achieve net zero carbon by 2030	Procurement	Short/Medium	Started but too early to report any progress	Ongoing
B10		Introduce a requirement to make savings in CO2 emissions on LA contract.	Procurement	Short/Medium	Started but too early to report any progress	This information to be captured in our processes and procedures moving forward.
B11	Integrate life-cycle costs into procurement frameworks	Consider and evaluate the embedded carbon of products during their whole life cycle not just the upfront carbon.	Procurement	Short	Started but too early to report any progress	