

# Public Document Pack

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

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



[www.caerphilly.gov.uk](http://www.caerphilly.gov.uk)  
[www.caerffili.gov.uk](http://www.caerffili.gov.uk)

For all enquiries relating to this agenda please contact Helen Morgan  
(Tel: 01443 864267 Email: [morgah@caerphilly.gov.uk](mailto:morgah@caerphilly.gov.uk))

**Date: 25th November 2015**

Dear Sir/Madam,

A meeting of the **Community Council Liaison Sub-Committee** will be held in the **Council Chamber, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 2nd December, 2015** at **7.00 pm** to consider the matters contained in the following agenda.

A pre-meeting will be held at 6.30p.m. for all **County Borough Members** in the **Ebbw Room** and all **Community Council Members** in the **Council Chamber**.

Members are reminded that if they have any specific issues they wish to raise at the meeting they should advise the Clerk prior to that date in order that a response can be made available.

Yours faithfully,

A handwritten signature in blue ink that reads 'Chris Burns'.

**Chris Burns**  
INTERIM CHIEF EXECUTIVE

## A G E N D A

Pages

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

A greener place Man gwyrdach

Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat



3 To consider and approve the minutes of the meeting held on 29th July 2015 (copy attached). 1 - 6

4 Matters Arising.

To discuss the following matters:-

5 Draft Savings Proposals for 2016/17 - Report Presented to Cabinet on 14th October 2015 attached - Mr S. Harris (Acting Head of Corporate Finance) to attend. 7 - 42

6 Charter for Community and Town Councils (attached). 43 - 48

**Circulation:**

Councillors Mrs A. Blackman, D. Bolter, C.J. Cuss, H.R. Davies, Miss E. Forehead, L. Gardiner, C. Hawker, A.G. Higgs, G. J. Hughes, M.P. James, Ms P. Leonard, A. Lewis, J. Pritchard, J.A. Pritchard and J.E. Roberts

Cabinet Member: N. George (Cabinet Member for Community and Leisure Service)

**Community/Town Councillors**

M. Stretch (Aber Valley Community Council), G. Lewis (Argoed Community Council), H. Llewellyn (Bargoed Town Council), Mrs L. Jones (Bedwas, Trethomas and Machen Community Council), J. Criddle (Blackwood Town Council), Mrs J. Hibbert (Caerphilly Town Council), T. Powell (Darran Valley Community Council), T. Hall (Drathen, Waterloo and Rudry Community Council), Mrs T. Parry (Gelligaer Community Council), Mrs A. Reed (Llanbradach and Pwllpant Community Council), Mrs J. Rao (Maesycwmmmer Community Council), Mrs K. Jones (Nelson Community Council), B. Allen (Penyrheol, Trecenydd and Energlyn Community Council), D. Woodman (New Tredegar), D.T. Williams (Rhymney Community Council), J. Blackburn (Risca East Community Council), M. Parker (Risca Town Council) and Mrs E. Macey (Van Community Council)

Clerks to all Community/Town Councils and Appropriate Officers



## COMMUNITY COUNCIL LIAISON SUB-COMMITTEE

MINUTES OF THE MEETING HELD AT COUNCIL OFFICES, PENALLTA HOUSE,  
ON YSTRAD MYNACH ON WEDNESDAY 29TH JULY 2015 AT 7.00PM

---

PRESENT:

Councillor A. Lewis - Chair

D. Bolter, C.J. Cuss, C. Hawker, A.G. Higgs, G.J. Hughes, J.A. Pritchard

### Community/Town Council Representatives

Aber Valley	-
Argoed	- G. Lewis, Mr. G. James (Clerk)
Bargoed	- H. Llewellyn
Bedwas, Trethomas and Machen	- Miss L. Jones, Mrs A. McConnell
Blackwood	- J.B. Criddle
Caerphilly	- Mr K. Williams (Clerk)
Darran Valley	-
Draethen, Waterloo and Rudry	-
Gelligaer	-
Llanbradach	- C. Choo Yin, Mr. W.M. Thompson (Clerk)
Maesycwmmmer	- Miss J. Rao,
Nelson	-
New Tredegar	-
Penyrheol, Trecenydd and Energlyn	- B. Allen, Mrs. H. Treherne (Clerk)
Rhymney	-
Risca East	- J. Blackburn, Mr G. James (Clerk)
Risca Town	- M. Parker, B. Campbell (Clerk)
Van	- Mrs E. Macey, Mr J. Dilworth (Clerk)

Together with:-

G. Williams, Interim Head of Legal Services and Monitoring Officer, H. Rees (Chair of the Caerphilly Armed Forces Forum and Caerphilly County Borough Council Armed Forces Lead Officer), H.C. Morgan (Senior Committee Services Officer)

### 1. APOLOGIES

Apologies for absence were received from Councillors Mrs G. Bevan, Mrs A. Blackman, H. Davies, N. George (Cabinet Member for Community and Leisure Services) and J.E. Roberts, Community Councillors Mrs A. Reed and Mrs J. Hibbert and Mrs S. Hughes, Mrs L. Tams, Mrs S. Chick, Mr J. Hold, Mr G. Williams, Ms C. Mortimer, and Mrs G. Thomas (Clerks of Aber Valley, Bargoed, Bedwas, Trethomas and Machen and Draethen, Waterloo and Rudry, Blackwood, Darran Valley and Rhymney, Gelligaer and Maesycwmmmer Community/Town Councils respectively).

**2. APPOINTMENT OF CHAIR**

Community Councillor J. Rao was appointed Chair of the Sub Committee for the ensuing year.

**3. APPOINTMENT OF VICE-CHAIRMAN**

Councillor A. Lewis was appointed Vice-Chair of the Sub Committee for the ensuing year.

**4. MINUTES - 4TH MARCH 2015**

The minutes of the meeting held on 4th March 2015 (a copy had been sent to each member) were received and noted.

**MATTERS ARISING**

**5. CODE OF CONDUCT TRAINING (MINUTE NO. 4)**

It was noted that arrangements are in hand for code of conduct training for recently appointed community/town councillors and as a refresher for those who have already attended such a session.

**TOWN AND COMMUNITY COUNCILS LIAISON COMMITTEE**

Consideration was given to the following item raised by the community/town councils.

**6. REGISTER OF MEMBERS' INTERESTS**

Mrs G. Williams, Interim Head of Legal Services and Monitoring Officer, provided an overview of certain provisions of the Local Government (Democracy)(Wales) Act 2013, which came into force on 1st May 2015, and detailed the affect of this legislation on community/town councils. In summary, the Act requires community/town councils to have websites and to publish notices, papers and their register of member's interests electronically. The briefing note provided at the meeting was to supplement the guidance that has been produced by Welsh Government.

It was confirmed that each community/town council now has its own dedicated website. Section 55 requires a community/town council to publish certain information electronically. This includes contact information, and, if different, its clerk, a telephone number, a postal address, an email address and information about each of its members, including the member's name, contact, details of party affiliation (if any), the ward which the member represents (where relevant) and any office of the council held. It was clarified that it is not obligatory for individual members to have email addresses (or addresses) but members names and details of how they can be contacted must be available online.

Section 56 requires a public notice given by a community/town council to be published electronically. Under existing legislation, community/town councils are required to post any public notices in one or more conspicuous places, and anywhere else desirable for giving publicity to the Notice. The Act places an additional requirement to publish such notices electronically.

Section 57, requires that notices of forthcoming meetings must be published electronically. Under existing legislation community/town councils are required to give notice of forthcoming Council meetings three clear days before the meeting is to be held by displaying a notice in a conspicuous place in the community. The Act places an additional requirement for such notices to be published electronically. There is also a requirement to publish electronically, so far as is reasonably practicable, any documents relating to the business to be transacted at the meeting. This does not apply where the documents relate to business, which, in the opinion of the Council, is likely to be transacted in private or where the disclosure of such documents would be contrary to any other legislation.

Reference was then made to Section 58 of the Act as it relates to Members interests and those present were reminded that this Section transfers responsibility for the maintenance of community/town council registers of interest from the principal Councils Monitoring Officer to the Proper Officer of each community/town council. As such, in accordance with the Act, and from 1st May 2015, it is the Proper Officer (a member of the Council's staff designated by the Council for this purpose) who is required to publish all declarations of interest electronically.

Mrs Williams advised that she had sought guidance from Welsh Government and has been advised that Section 81 of the Local Government Act 2000 does require community/town councils to maintain a register of interests. However community/town councils are not required to register certain financial and other interests upfront i.e. within 28 days of taking up office (which County Councillors are required to do). The view of Welsh Government is that the code of conduct has always required that all disclosed interests (whether under paragraph 11 or 15(1) of the code) should be entered into the Section 81 register. They will be modifying the code to make this clear when making other changes later this year.

Members were advised that prior to the introduction of Section 58 of the Act, the register needed to be available for inspection at council offices at all reasonable hours. The Section now requires that the register is also published electronically. Community Councillors will still be required to declare personal and, where appropriate, prejudicial interests at meetings, and these would be recorded in the minutes. The Proper Officer is now required to ensure that this interest is recorded in a register and displayed. The register must be available for inspection at all reasonable hours and must be published electronically.

A query was raised as to whether if the declaration of interest is recorded in the minutes, and subsequently published electronically, there is a requirement to also publish the details in a register. Mrs Williams advised that it is a requirement of the Act that a register is kept electronically for this purpose. It is taken as good practice for declarations to be recorded in the minutes of the meeting and now there is the requirement to ensure they are published on a register kept for this purpose. The register should be updated as soon as practical after each meeting where new interests are declared and published. With regards to the 'Register of Members Interest', which is an up front declaration of members financial and other interests, it was noted that at present, there is no statutory requirement to publish this information.

Concern was expressed that there may be occasions when it is known that a declaration should be made but is not or when it is known that the declaration made is incorrect. Mrs Williams advised that several training sessions on the code of conduct had been arranged to which all community/town councillors and Clerks had been invited. In that a further session is to be arranged for new members, it was proposed that those who require a refresher course be invited to attend. Mrs Williams referred to the flow chart produced with regards to declarations of interest with specific reference to the question that members should ask themselves when considering if there is an interest to declare (personal or prejudicial) and it was agreed that a copy would be sent to each Clerk. It was confirmed that should there be an alleged/potential breach of the code of conduct, it should be referred to the Monitoring Officer in order that it can be determined whether it should be passed to the Ombudsman.

Members thanked Mrs Williams for her informative presentation and for responding to the queries that had been raised during the course of the debate.

## 7. **ARMED FORCES COMMUNITY COVENANT**

Mr H. Rees, Chair of the Caerphilly Armed Forces Forum and Caerphilly County Borough Council Armed Forces Lead Officer, gave a presentation on the Armed Forces Community Covenant and its link to the designated military unit - 203 Welsh Field Hospital. All Armed Forces Community Covenants exist to redress any disadvantages that the Armed Forces community faces in comparison to other citizens, and to recognise the sacrifices that they have made. There is also a nominated dedicated Armed Forces Community Covenant "Champion" - Councillor Alan Higgs.

In opening his presentation, he advised that an Armed Forces Community Covenant is a voluntary statement of mutual support between a civilian community and its local Armed Forces Community. It is intended to complement at a local level, the Armed Forces Covenant introduced nationally by Central Government in 2011, which outlines the moral obligation between the Nation, the Government and the Armed Forces Community. He advised that the purpose of such a scheme is to ensure that the armed forces community has equality of access to local public services, and are not disadvantaged by their military service.

He explained how the local covenant compliments both the national covenant and a number of other support services that are available from partner organisations. Mr Rees referred to the role of the local multi agency Caerphilly Armed Forces Forum (which comprises of representatives from the county borough, Royal British Legion (RBL), Soldiers, Sailors, Airmen and Families Association (SSAFA), 203 (Welsh) Field Hospital, Reserve Forces and Cadets Association, Aneurin Bevan University Health Board, Gwent Police, Gwent Police & Crime Commissioner, Probation Service, Wales Community Rehabilitation Company, Job Centre Plus, Citizens Advice Bureau (CAB), Gwent Association of Voluntary Organisations, Veterans UK; Change Step; Defence Medical Welfare Service, Caerphilly Business Forum, Caerphilly Federation for Small Businesses.

Hire-A-Hero and First Choice Housing Association and to the process of encouraging local communities to support the service community in their area, and to develop an understanding and awareness amongst the public of issues affecting the Armed Forces community (which includes both serving and former serving personnel (veterans) and their families).

It was noted that when an Armed Forces Community Covenant is in place, local groups and organisations are then able to bid for funds from the Community Covenant Grant Scheme, which is administered by the Ministry of Defence. The aim of this grant scheme is to financially support projects, at a local level, which strengthen the ties or the mutual understanding between members of the Armed Forces community and the wider community in which they live.

Mr Rees gave examples of the support that is available and also referred to the number of community events that have been held/are programmed to further this aim:-

**Encourage Armed Forces and civilian community to help and support each other by participation in events, joint projects, or other forms of engagement** - Armed Forces Day; Remembrance Day; Big Cheese; Freedom of the Borough; Homecoming Parade.

**Create opportunities for the Armed Forces community to work closely with the council and other partners** - Caerphilly Armed Forces Forum.

**Recognising and remembering the sacrifices faced by the Armed Forces Community** - Armed Forces Day, Remembrance Day, World War 1 commemorations, Rededication of memorials, Freedom of the Borough, Homecoming Parade.

**Higher prominence to the Royal British Legion, SSAFA and Veterans Associations** - key partners in CAFF; Armed Forces Day; Remembrance Day; RBL Outreach; Change Step.

**Free/discounted access to leisure facilities and discounts at shops/restaurants** - CCBC free swim, Heroes Welcome, Defence Discount Service etc.

**CCBC full disregard** of War Disablement Pension, War Widows Pension and Armed Forces Compensation Scheme payments when 'means testing' for Council Tax and Housing Benefit.

**Royal British Legion Outreach Service** - delivered from country borough offices at Ty Penallta and Bargoed library

Specific reference was made to the 'Help the Heroes' initiative and the support given by the shopkeepers whereby they were invited to place a notice advising that 'Heroes Welcome in Caerphilly County Borough'. Building on the success of this scheme, Officers are supporting the Welsh Government initiative to highlight and promote the Defence Discount Service and the Defence Privilege Card, which provides veterans with substantial discounts from registered retail outlets. Reference was also made to the role of the Caerphilly Armed Forces Forum network and "virtual network", town centre management groups and businesses, Caerphilly Business Forum, Federation of Small Businesses and articles that appeared in Newline and the Town Centre Gazette which all strive to promote the aims of the covenant and of course the availability and advantages of the Defence Privilege Card. Details are available through a dedicated Armed Forces Community Covenant page on a Council's Website.

Mr Rees referred to the most recent event at the Caerphilly Big Cheese which, within the Caerphilly Armed Forces marquee, showcased the Armed Forces community, with assistance from the Royal Welsh, REME, Royal Artillery, Royal Logistics Corps, Army Cadets, Recruiting for Armed Forces Reservists and support from service charities and providers - RBL, SSAFA, Poppy Factory, Change Step, Hire-A-Hero, CAB.

In closing, Mr Rees advised that the Forum will continue to help and support the Armed Forces community, whether through participation in events and joint projects, or other forms of engagement and encourage the civilian community to extend their support beyond Armed Forces Day, throughout the year and on longer-term projects that benefit their local community. Support will continue to be provided to create opportunities for the Armed Forces community to work closely with the council and other partners.

Members thanked Mr Rees for his informative presentation and for responding to the queries that had been raised during the course of the debate.

## **8. NEXT MEETING**

It was noted that the next meeting of the Town and Community Council Liaison Committee is scheduled for 28th October and the Community Council Liaison Sub-Committee for 2nd December 2015.

The meeting closed at 8pm

This page is intentionally left blank





## CABINET – 14TH OCTOBER 2015

**SUBJECT: DRAFT SAVINGS PROPOSALS FOR 2016/17**

**REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES & SECTION 151 OFFICER**

---

### 1. PURPOSE OF REPORT

- 1.1 To provide Cabinet with an updated Medium-Term Financial Plan (MTFP) based on a range of assumptions pending receipt of the Provisional 2016/17 Local Government Financial Settlement.
- 1.2 To present Cabinet with details of draft savings proposals for the 2016/17 financial year to allow for a focussed period of consultation prior to a final decision in February 2016.

### 2. SUMMARY

- 2.1 The report provides details of projected savings requirements for the period 2016/17 to 2018/19 pending confirmation of the Welsh Government (WG) Local Government Financial Settlement.
- 2.2 The report seeks Cabinet endorsement of an updated MTFP, draft savings proposals for 2016/17 and a proposed 3.9% increase in the Council Tax. The report also provides a brief update on progress in relation to potential savings for the 2017/18 financial year.

### 3. LINKS TO STRATEGY

- 3.1 The budget setting process encompasses all the resources used by the Council to deliver services and meet priorities.

### 4. THE REPORT

#### 4.1 Financial Outlook

- 4.1.1 At its meeting on the 25th February 2015 Council was presented with an updated MTFP that showed a potential savings requirement of £14.030m for the 2016/17 financial year and £12.105m for 2017/18 (see Appendix 1). This position assumed a 3.4% cut for both financial years in the Aggregate External Finance (Revenue Support Grant (RSG) and Redistributed Non-Domestic Rates) funding received from WG.
- 4.1.2 Cabinet will be aware that the UK Government is currently undertaking a Comprehensive Spending Review and has asked for savings of between 25% and 40% for non-protected areas. As a consequence of this the financial outlook for Local Government in Wales will inevitably worsen and this will be exacerbated by the likelihood of WG continuing to offer a degree of protection to the NHS.

- 4.1.3 The Spending Review will not be completed until late November and as a result details of the WG 2016/17 Provisional Local Government Financial Settlement are not expected until the 9<sup>th</sup> December 2015. However, it is evident that cuts are likely to be deeper than originally anticipated so the MTFP has now been revised to reflect a reduction in the Aggregate External Finance (AEF) of 4.3% for 2016/17 and 2017/18. In financial terms this equates to a further cash reduction of £2.555m for 2016/17 and £2.360m for 2017/18 above the levels originally assumed.
- 4.1.4 An updated MTFP is attached as Appendix 2 covering the three-year period 2016/17 to 2018/19. This update includes a number of assumptions and adjustments (some of which will reduce the overall savings requirement): -
- An assumed reduction in the AEF of 4.3% for 2016/17 and 2017/18, with a further reduction of 3% for 2018/19.
  - A proposed increase of 3.9% in Council Tax for 2016/17 along with an indicative increase of 3.9% for the following 2 years.
  - A 1% pay award in each of the three years.
  - An assumed annual increase of 20p per hour for the Living Wage.
  - Non-pay inflation at 0% for 2016/17 and 2017/18. Previous versions of the MTFP have assumed a 1.5% increase each year but the Consumer Prices Index (CPI) annual inflation rate was only 0.1% as at July 2015. This adjustment reduces the savings requirement by circa £1.7m per annum.
  - Non-Pay inflation reinstated at 1.5% for 2018/19 (subject to review at a later date).
  - A general 1.5% increase in Fees & Charges on an annual basis.
  - Following a review of Debt Charges the £150k per annum growth included in the MTFP presented to Council in February 2015 has now been removed.
  - A sum has been included each year to honour the schools “pledge” based on current WG guidance.
  - A contingency for Social Services cost pressures of £1.5m has been factored into the MTFP for 2016/17 along with £1m for 2017/18 and £1m for 2018/19.
  - A cost pressure of £1.815m is included in 2016/17 due to increased employer National Insurance contributions from April 2016. This arises as a consequence of the Local Government Pension Scheme (LGPS) no longer being contracted-out of the Additional State Pension when the new Single-Tier State Pension is introduced.
  - The £100k per annum for Welfare Reform included in the MTFP presented to Council in February 2015 has been removed. The Authority will continue to work with partners to manage the impact of Welfare Reform within existing budgets.
  - The £300k per annum for Other Service Pressures included in the MTFP presented to Council in February 2015 has also been removed. Any emerging cost pressures will be considered on a case-by-case basis.

- 4.1.5 Cabinet will note from Appendix 2 that after all of the above adjustments have been factored into the updated MTFP the remaining projected savings requirement is as summarised in Table 1: -

Table 1 – Updated Cash Savings Targets

<b>Year</b>	<b>Annual Cash Savings Target £m</b>	<b>Cumulative Cash Savings Target £m</b>
2016/17	14.321	14.321
2017/18	11.441	25.762
2018/19	9.423	35.185

## 4.2 Schools Medium-Term Financial Plan

- 4.2.1 An updated Medium-Term Financial Plan for schools is attached as Appendix 3. This update assumes that the schools “pledge” will continue to be honoured but schools will be required to manage their own cost pressures and resulting savings requirements. Cabinet will note that there is a shortfall of 2.92% for 2016/17, 0.49% for 2017/18 and 0.81% for 2018/19.

## 4.3 2016/17 Budget Proposals

- 4.3.1 The proposals contained within this report would deliver a balanced budget for 2016/17 on the basis that Council Tax is increased by 3.9%. Table 2 provides a summary: -

Table 2 – Summary of 2016/17 Budget Proposals

Paragraph	Description	£m	£m
4.3.2	Whole Authority Cost Pressures	2.871	
4.3.4	Inescapable Service Pressures	2.699	
4.3.6	Reduction in WG Funding	11.339	
4.4.3	Full-Year Impact of 2015/16 Savings		1.980
4.4.4	Draft Savings Proposals 2016/17		12.432
4.4.5	2016/17 Savings in Excess of Target		(0.091)
4.5.2	Council Tax Increase (3.90%)		2.588
	<b>TOTAL</b>	<b>16.909</b>	<b>16.909</b>

- 4.3.2 The Whole Authority cost pressures totalling £2.871m are set out in Table 3 below (cost pressures for schools are excluded as the full cash “pledge” growth has been provided):-

Table 3 – Whole Authority Cost Pressures

	£m
Pay excluding Teachers and other school staff @ 1%	1.165
Living Wage increase (assumed at 20p per hour)	0.109
Employer National Insurance increase	1.815
1.5% increase on Fees & Charges	(0.218)
<b>TOTAL</b>	<b>2.871</b>

- 4.3.3 Cabinet is reminded that no funding is being allocated for non-pay inflation due to the current low level of the Consumer Prices Index (CPI). 1% has been set-aside in respect of the pay award but Cabinet will be aware that the pay settlement for 2016/17 is still subject to agreement and this has the potential to impact on the level of savings required.
- 4.3.4 It is incumbent upon Council to set a realistic balanced budget each year. Table 4 provides details of those 2016/17 inescapable service commitments/pressures that have been identified and require consideration in respect of funding: -

Table 4 – Inescapable Service Pressures and Other Service Commitments

	£m
Council Tax Reduction Scheme additional liability	0.571
Meeting the Schools “pledge”	0.628
Social Services Cost Pressures Contingency	1.500
<b>TOTAL</b>	<b>2.699</b>

- 4.3.5 The £1.5m Social Services Contingency will initially be held within Miscellaneous Finance. The contingency is required to meet the cost of anticipated increases in demand for services and to fund other potential cost pressures arising from UK Government and WG policy changes that will impact on this service area.

4.3.6 The assumed reduction of 4.3% in the WG Financial Settlement results in a cash reduction of £11.339m for Caerphilly CBC.

#### 4.4 2016/17 Draft Savings Proposals

4.4.1 The budget strategy agreed by Council on the 25th February 2015 included the following principles that would be followed throughout the process of identifying savings proposals: -

- Protecting front-line services where we can and reducing expenditure on management and administrative costs.
- Increasing fees and charges where appropriate.
- Reducing, rather than removing services where possible.
- Focussing on priorities.
- Looking at alternative ways of delivering services (collaboration, partnerships, community trusts, etc).

4.4.2 The work to identify savings proposals has followed these principles and has been led by the Corporate Management Team in consultation with appropriate Cabinet Members. Heads of Service have been heavily involved throughout the process with support from colleagues in Finance. Service Managers have also been included to ensure that all options that are deliverable for 2016/17 have been considered.

4.4.3 Some of the approved savings for the 2015/16 financial year only had a part-year impact with the full-year impact now being available to support the savings required for 2016/17. These are summarised in the Table 5 below: -

Table 5 – 2016/17 Full-Year Impact of Approved 2015/16 Savings

Description	£m
Reduction in HMRC mileage rate (50p to 45p)	0.034
Project Gwyrdd	0.319
Customer First – Review of opening hours	0.109
Closure of Ty Pontllanfraith	0.600
Reduction in Street Cleansing budget	0.200
Public Libraries – Review of opening hours	0.067
Street Lighting – LED Panels etc.	0.350
Review of Passenger Transport services	0.126
Social Services – Cessation of Shopping Service	0.048
Social Services – Review of Day Care provision	0.127
<b>TOTAL</b>	<b>1.980</b>

4.4.4 Appendices 4 to 8 provide details of the new proposed savings for the 2016/17 financial year. Table 6 provides a summary: -

Table 6 – Summary of Proposed 2016/17 Savings

	£m
Whole Authority “corporate nature”	2.696
Corporate Services	1.790
Social Services & Public Protection	4.017
Education & Community Services	3.395
Econ Dev, Regeneration & Planning and Housing (Non-HRA)	0.534
<b>TOTAL</b>	<b>12.432</b>

- 4.4.5 The total proposed savings of £12.432m in Table 6 along with the £1.980m full-year impacts in Table 5 is £91k higher than the anticipated total savings requirement of £14.321m for the 2016/17 financial year. This provides a small buffer which can be used to reconsider some of the savings proposals at the conclusion of the forthcoming consultation process or alternatively the £91k can be set-aside as savings in advance for the 2017/18 financial year.
- 4.4.6 Cabinet should note that the 2016/17 savings proposals that do not have a direct impact on service users or the public have been categorised into a single line for each service area in Appendices 4 to 8. This is consistent with the approach adopted last year and these proposals consist in the main of vacancy management, structural reviews, budget realignment and minor changes to service provision. Across all service areas these savings proposals total £8.661m, which represents 69.7% of the total new proposed savings identified of £12.432m.
- 4.4.7 Whilst the majority of the proposed savings will not have a direct impact on the public it is important to stress that there will be reductions in posts. The total proposed new savings of £12.432m will result in the loss of 130 posts. To date, six months prior to the start of the next financial year, 51 of these posts are currently vacant and 30 could be removed through voluntary severance/early retirements. At the present time, the remaining 49 posts will require redeployment. There is a chance that there may be some compulsory redundancies, albeit that every effort will be made to avoid this situation.
- 4.4.8 Some savings proposals will have a part-year impact in 2016/17 but will deliver further savings in 2017/18. The most notable of these are the following: -

Table 7 – Main Proposals with 2016/17 Part-Year Impact

Ref No.	Saving Proposal	2016/17 Savings £m	2017/18 Savings £m
SS03	Blackwood Resource Centre – Review of care packages	0.050	0.050
SS07	Review of Team structures within Children’s Services	0.077	0.153
SS32	Review of in-house Day Care provision	0.250	0.250
SS33	Reduce number of in-house Learning Disabilities Respite Care establishments from 2 to 1	0.076	0.227
SS36	Supported Living – Externalisation of in-house provision	0.109	0.326
CL14	Bowling Green Rationalisation	0.050	0.120
CL25	Transfer of Bedwas Leisure Centre to Bedwas High School	0.050	0.050
ERP24	Evaluate options to reduce the deficit at Blackwood Miners Institute	0.037	0.111
ERP25	Evaluate options to reduce the deficit at the Winding House Museum	0.034	0.102
	<b>TOTAL</b>	<b>0.733</b>	<b>1.389</b>

- 4.4.9 Cabinet is asked to endorse the proposed package of savings totalling £12.432m as detailed in Appendices 4 to 8. Cabinet is also requested to agree that the proposals should now be subject to a period of consultation prior to final 2016/17 budget proposals being presented to Cabinet on the 3rd February 2016, followed by Council on the 24th February 2016. The consultation process will run from the 19th October 2015 to the 8th January 2016 and will consist of the following: -

- Online and paper consultation.
- Articles in Newslines.
- Use of Social Media.
- Drop-In Sessions at locations across the County Borough.
- Meetings with the Viewpoint Panel, 50+ Forum, Youth Forum etc.
- Engagement with employees and the Trade Unions.
- Consultation with Town and Community Councils.
- Consultation with the Voluntary Sector.

- Posters at affected establishments.

4.4.10 As part of the consultation process there will also be a series of Special Scrutiny Committees to focus on the savings proposals. In addition to considering the content of this Cabinet report the Scrutiny Committees will receive further reports providing more detail on the savings proposals that will impact upon the public. Reports on some of the proposals will previously have been considered by Scrutiny Committees and the views expressed at that time will be fed into the consultation process. The dates of the Special Scrutiny Committee meetings are as follows: -

- 23/11/15 – Health, Social Care & Wellbeing.
- 26/11/15 – Regeneration & Environment.
- 03/12/15 – Education for Life.
- 07/12/15 – Policy & Resources.

#### 4.5 Council Tax Implications 2016/17

4.5.1 The Medium Term Financial Plan presented to Council on the 25<sup>th</sup> February 2015 included indicative increases to Council Tax for 2016/17 and 2017/18 of 2.35%.

4.5.2 The budget proposals within this report include a proposed increase of 3.9% in Council Tax for the 2016/17 financial year. An indicative increase of 3.9% is also assumed in the updated MTFP for 2017/18 and 2018/19 but this will be subject to review at a later date.

4.5.3 The proposed increase of 3.9% for 2016/17 would result in the following totals for the Caerphilly CBC element of the Council Tax (the Police & Crime Commissioner and Town/Community Council precepts would be added to these totals when confirmed at a later date): -

Table 8 – 2016/17 Council Tax (CCBC Element) at 3.9% Increase

<b>Band</b>	<b>Council Tax (CCBC Element) £</b>	<b>Weekly Increase £</b>
<b>A</b>	687.14	0.50
<b>B</b>	801.66	0.58
<b>C</b>	916.19	0.66
<b>D</b>	1,030.71	0.74
<b>E</b>	1,259.76	0.91
<b>F</b>	1,488.80	1.07
<b>G</b>	1,717.85	1.24
<b>H</b>	2,061.42	1.49
<b>I</b>	2,404.99	1.74

#### 4.6 2017/18 Savings Proposals

4.6.1 The updated MTFP attached as Appendix 2 shows a net projected savings requirement of £11.441m for 2017/18 based on a projected further cut of 4.3% in WG funding and an assumed increase of 3.9% in Council Tax.

4.6.2 A considerable amount of work has already been undertaken to identify potential savings for the 2017/18 financial year and these currently total £6.930m (details provided in Appendix 9). This leaves a potential shortfall of £4.511m and the Corporate Management Team will continue to work with Heads of Service and finance staff to identify further savings to meet the projected shortfall. Cabinet will receive periodic updates on progress.

4.6.3 The 2017/18 proposals are only presented for information at this stage and will not form part of a wider consultation at this point. However, Cabinet will note in Appendix 9 the inclusion of proposals in relation to Home to School/College Transport (Reference Numbers EDLL02b,

EDLL02c and EDLL02d). If agreed, these proposals would be implemented from September 2017 resulting in a part-year saving in the 2017/18 financial year with the remaining saving being realised in 2018/19. These proposals require a statutory consultation to be undertaken and to ensure that the proposals can be considered for implementation from September 2017, this consultation process will need to be completed and decisions made before the 1st October 2016. Cabinet is therefore requested to agree that this consultation process should be undertaken.

## **5. EQUALITIES IMPLICATIONS**

- 5.1 An equalities impact assessment will be completed for all of the 2016/17 savings proposals that will have an impact on the public. This is to ensure that decisions that affect different individuals and groups are assessed at an appropriate and relevant level and at the correct stage in the process.
- 5.2 Consultation with residents, when done in accordance with the Council's Public Engagement Strategy and the Equalities Consultation and Monitoring Guidance, also ensures that every resident, regardless of circumstances, has the opportunity to have their views heard and considered in the Council's decision-making process.
- 5.3 The list of proposed 2016/17 savings in Appendices 4 to 8 contain high-level narrative around the possible impact of some proposals and this will provide a starting point for assessments when specific areas are being looked at to provide savings.

## **6. FINANCIAL IMPLICATIONS**

- 6.1 As detailed throughout the report.

## **7. PERSONNEL IMPLICATIONS**

- 7.1 As outlined in paragraph 4.4.7 of this report the 2016/17 savings proposals will result in the loss of 130 posts. 51 of these posts are vacant and at least 30 posts will be lost through voluntary severances or retirements. The remaining 49 posts will be dealt with through the Council's redeployment policy with a view to finding alternative suitable employment. Every effort will be made to redeploy staff but where this is not possible then compulsory redundancy will need to be considered.
- 7.2 In addition to the above, for 2016/17 there is likely to be a requirement to reduce school based posts by up to 50.

## **8. CONSULTATIONS**

- 8.1 Details of the consultation process to be adopted in respect of the 2016/17 savings proposals are set out in paragraphs 4.4.9 and 4.4.10 of this report.

## **9. RECOMMENDATIONS**

- 9.1 Cabinet is asked to: -
  - 9.1.1 Approve the updated MTFP as detailed in paragraph 4.1.4 and Appendix 2.
  - 9.1.2 Endorse the proposed package of 2016/17 savings totalling £12.432m, as detailed in Appendices 4 to 8.

- 9.1.3 Agree that the 2016/17 savings proposals should now be subject to a further period of consultation prior to final 2016/17 budget proposals being presented to Cabinet on the 3rd February 2016 and Council on the 24th February 2016.
- 9.1.4 Support the proposal to increase Council Tax by 3.9% for the 2016/17 financial year to ensure that a balanced budget is achieved.
- 9.1.5 Note the current savings proposals for 2017/18 totalling £6.930m as set out in Appendix 9.
- 9.1.6 Agree to a consultation process being undertaken in relation to proposed savings in 2017/18 for Home to School/College Transport.

## **10. REASONS FOR THE RECOMMENDATIONS**

- 10.1 The Council is required annually to approve proposals to set a balanced budget, agree a Council Tax rate and update its MTFP.
- 10.2 Council is required to put in place a sound and prudent financial framework to support service delivery.

## **11. STATUTORY POWER**

- 11.1 The Local Government Acts 1998 and 2003.

Author: Stephen Harris, Interim Head of Corporate Finance  
E-mail: [harrisr@caerphilly.gov.uk](mailto:harrisr@caerphilly.gov.uk) Tel: 01443 863022

Consultees: Corporate Management Team  
Cllr Keith Reynolds, Leader  
Cllr Barbara Jones, Deputy Leader & Cabinet Member for Corporate Services  
Cllr Christine Forehead, Cabinet Member for HR & Governance / Business Manager  
Gail Williams, Interim Head of Legal Services & Monitoring Officer  
David A. Thomas, Senior Policy Officer (Equalities and Welsh Language)

Background Papers: -

Please contact Stephen Harris, Interim Head of Corporate Finance

Appendices: -

- Appendix 1 Medium-Term Financial Plan (Council 25/02/15)
- Appendix 2 Updated Medium-Term Financial Plan 2016/17 to 2018/19
- Appendix 3 Schools Medium-Term Financial Plan 2016/17 to 2018/19
- Appendix 4 2016/17 Draft Savings Proposals – Whole Authority
- Appendix 5 2016/17 Draft Savings Proposals – Corporate Services
- Appendix 6 2016/17 Draft Savings Proposals – Social Services & Public Protection
- Appendix 7 2016/17 Draft Savings Proposals – Education & Community Services
- Appendix 8 2016/17 Draft Savings Proposals – Econ Dev, Regen & Planning and Housing
- Appendix 9 2017/18 Draft Savings Proposals



**Medium-Term Financial Plan 2016/17 and 2017/18**

**Council 25/02/15**

<b>Description</b>	<b>2016/17 £m</b>	<b>2017/18 £m</b>
Aggregate External Finance (AEF)	(8.784)	(8.491)
Council Tax @ 2.35%	1.598	1.642
<b>Total Funding</b>	<b>(7.186)</b>	<b>(6.849)</b>
Pay 1.0%, 1.0%, 1.0%	1.131	1.131
Living Wage (assumes "pledge" funds schools)	0.164	0.164
Non-Pay Inflation (1.5% p.a.)	1.672	1.672
Non-Pay Inflation (1.5% p.a.) - Fees and Charges	(0.240)	(0.240)
Capital Financing	0.150	0.150
<b>Sub-Total</b>	<b>2.877</b>	<b>2.877</b>
<b>Service Pressures/Additional Funding</b>		
CTRS Additional Liability @ 2.35%	0.339	0.347
Welfare Reforms LA Costs	0.100	0.100
Schools "Pledge"	0.628	0.632
Social Services Demographics	1.000	1.000
Employer NI Increase (April 2016) - Excludes schools	1.600	0.000
Other Service Pressures	0.300	0.300
<b>Sub-Total</b>	<b>3.967</b>	<b>2.379</b>
<b>Total Shortfall</b>	<b>14.030</b>	<b>12.105</b>

This page is intentionally left blank

**APPENDIX 2**

**Updated Medium-Term Financial Plan 2016/17 to 2017/18**

**Cabinet 14/10/15**

<b>Description</b>	<b>2016/17 £m</b>	<b>2017/18 £m</b>	<b>2018/19 £m</b>
Aggregate External Finance (AEF) -4.3%. -4.3%, -3%	(11.339)	(10.851)	(7.245)
Council Tax @ 3.90%	2.588	2.702	2.821
<b>Total Funding</b>	<b>(8.751)</b>	<b>(8.149)</b>	<b>(4.424)</b>
Pay 1.0%, 1.0%, 1.0%	1.165	1.177	1.189
Living Wage (assumes pledge funds schools)	0.109	0.111	0.114
Employer NI Increase (April 2016) - Excludes schools	1.815	0.000	0.000
Non-Pay Inflation 0%, 0%, 1.5%	0.000	0.000	1.668
Non-Pay Inflation (1.5% p.a.) - Fees and Charges	(0.218)	(0.221)	(0.224)
<b>Sub-Total</b>	<b>2.871</b>	<b>1.067</b>	<b>2.747</b>
<b>Service Pressures/Additional Funding</b>			
CTRS Additional Liability @ 3.90%	0.571	0.593	0.616
Schools Pledge	0.628	0.632	0.636
Social Services Cost Pressures Contingency	1.500	1.000	1.000
<b>Sub-Total</b>	<b>2.699</b>	<b>2.225</b>	<b>2.252</b>
<b>Total Shortfall</b>	<b>14.321</b>	<b>11.441</b>	<b>9.423</b>

This page is intentionally left blank

### APPENDIX 3

#### Schools Medium-Term Financial Plan 2016/17 to 2018/19

	<u>2016/17</u> <u>£m</u>	<u>2017/18</u> <u>£m</u>	<u>2018/19</u> <u>£m</u>
Funding to meet the "pledge"	<b>0.629</b>	<b>0.632</b>	<b>0.636</b>
<b>Inflationary Pressures</b>			
Pay award - teachers (1%, 1%, 1%)	0.672	0.684	0.691
Pay award – APT&C (1%, 1%, 1%)	0.121	0.122	0.123
Non-pay (0%, 0%, 1.5%)	0.000	0.000	0.283
Superannuation (2.3% increase from 01/09/15)	0.589	0.000	0.000
NI increase – Contracted-out staff	1.680	0.000	0.000
<b>Service Pressures</b>			
Premises related changes (i.e. floor area) & FSM	0.220	0.160	0.160
Demographic increase	0.120	0.120	0.120
<b>TOTAL PRESSURES</b>	<b>3.402</b>	<b>1.086</b>	<b>1.377</b>
Less "pledge" monies	0.629	0.632	0.636
<b>Projected Shortfall</b>	<b>2.773</b>	<b>0.454</b>	<b>0.741</b>
<b>Percentage Reduction in Total Budget</b>	<b>2.92%</b>	<b>0.49%</b>	<b>0.81%</b>

This page is intentionally left blank

**2016-17 Draft Savings Proposals - Whole Authority**

Directorate	Service	Ref. No	Savings Proposal	Saving 2016/17 £,000	Comments	Public Impact Category
All Authority	All Authority	General Savings	Savings that have no direct impact on the public	1,230		Nil
Miscellaneous Finance	All Authority	General Savings	Savings that have no direct impact on the public	1,466		Nil
			<b>Total</b>	<b>2,696</b>		

This page is intentionally left blank



### 2016-17 Draft Savings Proposals - Corporate Services

Directorate	Service	Ref. No	Savings Proposal	Saving 2016/17 £,000	Comments	Public Impact Category
Corporate	All	General Savings	Savings that will have no direct impact on the public	1,583		Nil
Corporate	Corporate Finance	CF01	Council Tax - increase in court fees.	23	This will be achieved through a circa 8.5% increase in fees. The increased charge will be paid by individuals whose Council Tax arrears are passed to the courts.	Low
Corporate	ITCE	ICE22	Customer Services - Further reduction in Customer Services opening hours.	52	Close Customer Service Centres for one day a week on a rolling basis, enabled by further channel shift to digital services & less face to face customer contact.	Low
Corporate	ITCE	ICE26	Customer Services - Cease mobile Customer Service Centre.	70	Cease to operate Mobile Customer Services Centre, savings on staff resource and vehicle operating cost savings. Footfall is currently very low.	Low
Corporate	Legal	LG08	Policy - Reduce voluntary organisation budget.	30	This budget has not been reduced to date and this proposal represents an 8.7% cut from October 2016.	Low
Corporate	Perf & Prop	PRP08	Closure of 50 worse condition buildings	15	Ongoing exercise to dispose of 50 worse council properties, based on condition, costs etc. Savings will be delivered over more than one financial year.	Low
Corporate	Perf & Prop	PRP09	Transfer of Blackwood Customer First lease.	16	Lease to be transferred to Housing Revenue Account (HRA) and premises to be used as Area Housing Office. There may be some minor inconvenience to the public in the early stages of the move.	Low
			<b>Total</b>	<b>1,790</b>		

This page is intentionally left blank

**2016-17 Draft Savings Proposals - Social Services & Public Protection**

Directorate	Service	Ref. No	Savings Proposal	Saving 2016/17 £,000	Comments	Public Impact Category
Soc. Serv.	Social Services & Public Protection	General Savings	Savings that will have no direct impact on the public	1,633		Nil
Soc. Serv.	Pub. Prot.	PP08	Introduce charge to Schools for the setting up of sandwich places.	174	This is currently provided free of charge to schools and under this proposal schools will be charged for the service. Schools may choose to make their own arrangements for sandwich place settings in which case the Catering Service will be able to reduce staffing hours and still realise a saving.	Low
Soc. Serv.	Pub. Prot.	PP14	General Enforcement.	20	Reduction of one post in the Team. This may lead to potential delays in specific investigations.	Low
Soc. Serv.	Pub. Prot.	PP15	Rat Treatment Fees.	20	This proposal would introduce a charge for rat treatments. Rat treatments in domestic premises are currently undertaken free of charge. A charge of £20 is proposed.	Low
Soc. Serv.	Pub. Prot.	PP21	Increase Registration Fee charges.	10	Increase in ceremony fees in line with cost of providing the service.	Low
Soc. Serv.	Pub. Prot.	PP22	Removal of Trading Standards Officer post	45	Retirement of Senior Trading Standards Officer, backfill from within service resulting in loss of Trading Standards Officer post.	Low
Soc. Serv.	Pub. Prot.	PP24	Reduce the levels of CCTV staff cover for certain shifts	18	Reduce all CCTV day shifts to single staffing and reduce 50% of evening shifts from 3 to 2 operators.	Low

Directorate	Service	Ref. No	Savings Proposal	Saving 2016/17 £,000	Comments	Public Impact Category
Soc. Serv.	Soc. Serv.	SS05	Commissioned Assessments and Therapies - Reduce budget.	50	Attachment Therapies, Post Adoption Support and Life Story work will cease. Court ordered assessments will need to be prioritised including parenting capacity and drugs testing.	Low
Soc. Serv.	Soc. Serv.	SS10	Reduce Independent Foster Agencies by 10 placements over 2 years.	150	Reduce total number of placements with independent foster care agencies by 5 each year through early intervention and prevention.	Low
Soc. Serv.	Soc. Serv.	SS14	Decommission Care & Repair (Safety at Home) Contract.	12	Loss of service would impact on potential future service users who would be required to fund their own provision via the handyman scheme.	Low
Soc. Serv.	Soc. Serv.	SS15	Decommission GAVO contract.	5	This represents the Social Services contribution to the Council's grant.	Low
Soc. Serv.	Soc. Serv.	SS23	Domiciliary Care (Extra Care Plas Hyfryd and Cefn Glas) – Review levels of support.	18	Review the proportion of service users with high, medium or low needs that are accommodated at these facilities so that the overall level of support can be reduced. Both establishments have vacancies and no waiting lists.	Low
Soc. Serv.	Soc. Serv.	SS24	Domiciliary Care - Review care packages provided by independent sector providers against monitoring information.	160	Review existing care packages in light of actual care received by service users. Impact on service users and carers should not be evident.	Low
Soc. Serv.	Soc. Serv.	SS26	Domiciliary Care Client Income - Realign budget to reflect outcomes from Members Task & Finish Group.	150	Continue to implement the above inflation increases in charges for non-residential care already approved by Members.	Low
Soc. Serv.	Soc. Serv.	SS34	Externally commissioned Respite Care for older people and adults with physical disabilities.	15	Reduce levels of Respite Care provided through working with people differently. This could impact upon carers if alternatives are not found.	Low

Directorate	Service	Ref. No	Savings Proposal	Saving 2016/17 £,000	Comments	Public Impact Category
Soc. Serv.	Soc. Serv.	SS35	Equipment & Adaptations.	100	Implementation of a new funding formula already agreed by the Management Advisory Board will achieve part of this saving. A reduction in the range of equipment provided will reduce logistic costs. People will be expected to purchase some items of equipment themselves.	Low
Soc. Serv.	Soc. Serv.	SS38	Meals on Wheels – Increase in charge of 50p per meal.	44	May result in a decrease in uptake which could impact on the long-term sustainability of the service.	Low
Soc. Serv.	Soc. Serv.	SS42	Office Accommodation Rationalisation.	50	Rationalisation of the office bases used by Social Services in response to reductions in the workforce resulting from other MTFP proposals.	Low
Soc. Serv.	Pub. Prot.	PP01	Increase price of school meals by 10p from Sept 2016 i.e. from £2.15 to £2.25 (Secondary).	24	This will increase expenditure to the parent by 50p per week per child in the family. However, CCBC has one of the lowest costs for a school meal. This will not impact upon those in receipt of free school meals.	Medium
Soc. Serv.	Pub. Prot.	PP03	Increase price of school meals by 10p from Sept 2016 i.e. from £1.90 to £2.00 (Primary).	28	This will increase expenditure to the parent by 50p per week per child in the family. However, CCBC has one of the lowest costs for a school meal. This will not impact upon those in receipt of free school meals.	Medium
Soc. Serv.	Pub. Prot.	PP18	Deletion of 1.5 Environmental Health Officer Posts - Pollution Team	67	A reduction in the Team from 5 to 3.5 will impact on response times and the ability to run a service during times of annual leave or other absence. There is potential for impact on all service users including members of the public and other Council services e.g. Planning & Licensing.	Medium

Directorate	Service	Ref. No	Savings Proposal	Saving 2016/17 £,000	Comments	Public Impact Category
Soc. Serv.	Pub. Prot.	PP23	Provide CCTV service in main town centres only.	4	The saving will be achieved in maintenance and power costs. Village and smaller town cameras tend to record fewer incidents of crime and disorder as there is less activity in those areas. However the system does provide a deterrent effect. Cameras were located in such areas as a response to crime and anti-social behaviour that may no longer be prevalent.	Medium
Soc. Serv.	Soc. Serv.	SS11	Decommission Age Concern Hospital Discharge contract.	47	Services would not be provided for low level need to facilitate discharge from hospital e.g. shopping as this is no longer provided by the Authority.	Medium
Soc. Serv.	Soc. Serv.	SS12	Decommission DEWIS Advocacy Contract (Residential Homes).	55	Loss of service would impact on people currently accessing the service. However, there are other advocacy services available that could be commissioned on an individual basis if required.	Medium
Soc. Serv.	Soc. Serv.	SS13	Decommission 2 Luncheon Club contracts.	11	Loss of service would impact on people currently accessing the service if provision was reduced or terminated.	Medium
Soc. Serv.	Soc. Serv.	SS16	Decommission Stroke Association contract.	17	Loss of service would impact on people who could access the service in future. However, funding from the Intermediate Care Fund has been utilised to develop an Early Supported Discharge Scheme for people suffering from strokes.	Medium

Directorate	Service	Ref. No	Savings Proposal	Saving 2016/17 £,000	Comments	Public Impact Category
Soc. Serv.	Soc. Serv.	SS18	Reduce Crossroads Advocacy contract by 20%.	13	Some of the savings could be achieved by efficiencies within the voluntary organisation but more likely to result in a contraction of service provision. Loss of service could impact on people currently accessing the service and their Carers. Other advocacy services do exist and could be commissioned on an individual basis if required.	Medium
Soc. Serv.	Soc. Serv.	SS19	Domiciliary Care - Provide domestic support in exceptional circumstances only.	153	Cease to provide domestic support to clients unless there are exceptional circumstances. Reviews will be undertaken with all existing service users to identify alternatives.	Medium
Soc. Serv.	Soc. Serv.	SS20	Domiciliary Care - Provide laundry service in exceptional circumstances only.	138	Cease to provide a laundry service unless there are exceptional circumstances. Reviews will be undertaken with all existing service users to identify alternatives.	Medium
Soc. Serv.	Soc. Serv.	SS21	Domiciliary Care (Sitting Services) - Cease provision of night sitting for new users unless exceptional circumstances and reduce budget by 20%.	75	Where there are exceptional circumstances this will be covered by the Emergency Care at Home Team. Existing night services to remain and taper off. Assessment & Care Management Staff will work with carers to identify different solutions using their existing networks. Potential impact on carers in terms of development of waiting lists or reduction in levels of service provided.	Medium
Soc. Serv.	Soc. Serv.	SS32	Day Care and Day Opportunities Services - Review of discretionary service provision.	250	Further rationalisation of bases, hours of operation and potential cessation of some services. Some service users will need to be re-located.	Medium

Directorate	Service	Ref. No	Savings Proposal	Saving 2016/17 £,000	Comments	Public Impact Category
Soc. Serv.	Soc. Serv.	SS33	Respite Care - Reduce number of Learning Disability establishments from 2 to 1 and reduce the overall number of respite care nights provided.	76	Close 1 of the 2 Council owned Respite homes and provide a reduced number of respite nights overall. This could impact on families/carers and result in more long-term placements if alternatives not established.	Medium
Soc. Serv.	Soc. Serv.	SS36	Supported Living – Externalisation of in-house provision.	109	No longer provide direct care support in the 7 Supported Living homes that are currently staffed by Social Services employees and commission the care from the Independent sector instead. Service users could experience a change in staff, although TUPE Plus would apply.	Medium
Soc. Serv.	Pub. Prot.	PP12	Reduce operational Breakfast Clubs costs by 1 hour of staffing per day.	60	Staffing hours would be reduced by 1 hour in all Breakfast Clubs.	High
Soc. Serv.	Pub. Prot.	PP27	Reduce Community Safety Warden Service.	40	Withdrawal of the service on a Sunday or cutting the service to the late shift only. This would involve a reduction in hours of existing staff and/or a reduction in posts. Staffing complement would need to reduce from 9 FTE's to 7.6 FTEs.	High
Soc. Serv.	Soc. Serv.	SS03	Blackwood Resource Centre - Review care packages and demand trends to identify further efficiency savings.	50	Will need to ensure that social work assessments are proportionate and limit the use of the Centre to those with no other alternative.	High
Soc. Serv.	Soc. Serv.	SS04	Barnardo's Family Support & Young Carers Contracts.	50	Reduced support to families in need and young carers. Less support could result in family breakdown with increased numbers of children being placed on the child protection register or becoming looked after.	High



Directorate	Service	Ref. No	Savings Proposal	Saving 2016/17 £,000	Comments	Public Impact Category
Soc. Serv.	Soc. Serv.	SS07	Review of Team structures within Children's Services.	77	This could result in children and young people being left vulnerable and at risk with increased numbers placed on the child protection register or becoming looked after.	High
			<b>Total</b>	<b>4,017</b>		

This page is intentionally left blank

**2016-17 Draft Savings Proposals - Education & Community Services**

Directorate	Service	Ref. No	Savings Proposal	Saving 2016/17 £,000	Saving Description and Possible Public Impact	Public Impact Category
<b>Education &amp; Community Services</b>	<b>All</b>	<b>General Savings</b>	<b>Savings that will have no direct impact on the public</b>	<b>2,353</b>		<b>Nil</b>
Education & Community Services	C & L	CL04	Reduction in Allotment Grants to federations in former Islwyn & Rhymney Valley areas.	14	A reduced annual grant will be allocated to both federations, who manage allotments on behalf of the Authority.	Low
Education & Community Services	C & L	CL07	Further reduction in Playground Maintenance Budget.	9	There will be a reduced budget available to fund replacement and additional items of play equipment. There may be periods when play grounds are out of commission for longer periods than in previous years. Health and Safety responsibilities will be maintained.	Low
Education & Community Services	C & L	CL19	Removal of 5 additional posts in Cleansing and reconfiguration of staffing structure.	110	Deletion of posts. Minimal impact on cleansing standards.	Low
Education & Community Services	C & L	CL20	Introduction of Admin (Waste Transfer Note) charges for Commercial Waste customers.	20	This will only impact on commercial waste customers and is already charged by service competitors and many other Local Authorities.	Low
Education & Community Services	C & L	CL30	4% increase in Leisure Centre charges.	50	A further increase of 4% is also proposed for 2017/18.	Low
Education & Community Services	C & L	CL31	Changing the pricing structure for Caerphilly Adventures services.	18	A further increase is also proposed for 2017/18.	Low

Directorate	Service	Ref. No	Savings Proposal	Saving 2016/17 £,000	Comments	Public Impact Category
Education & Community Services	EDLL	EDLL04	Removal of the revenue budget for a 50% contribution to schools one-off maintenance projects.	329	A separate report will be prepared outlining a proposal to make a contribution to the cost of such works from LMS balances.	Low
Education & Community Services	EDLL	EDLL22c	Libraries - Book Fund reduction	55	Total Book Fund budget is currently £377k.	Low
Education & Community Services	Eng	Eng04	School Crossing Patrol Site reduction through necessary site assessments.	10	Ongoing application of national criteria to sites that become vacant via SCP resignation (average 4 sites per year). This approach is already established and has been applied for the last 18 months, therefore impact should be low i.e. at specific sites only.	Low
Education & Community Services	Eng	Eng10	Increase car park Excess Charge Notice from £30 to £40.	25	Amend the arrangements for issuing ECN's.	Low
Education & Community Services	Eng	Eng13	Reduce Traffic Management operational budget.	10	Reducing the revenue budget for Traffic Road Orders e.g. double yellow lines.	Low
Education & Community Services	Eng	Eng17	Community Response Team (CRT).	9	This will be achieved by reducing the programme of CRT works in CCBC and efficiencies in material supplies and procurement. The public may note slower response times to defect enquiries and a reduced amount of Streetscene works done by this Team.	Low

Directorate	Service	Ref. No	Savings Proposal	Saving 2016/17 £,000	Saving Description and Possible Public Impact	Public Impact Category
Education & Community Services	C & L	CL14	Bowling green rationalisation.	50	This will be achieved through the merger of some facilities and bowling clubs taking on an element of self-management, and where the Council continue to provide, a reduced maintenance regime will be agreed. If some facilities close, this will result in members of the public having to join/transfer their membership to existing clubs to enable their continued participation in the sport.	Medium
Education & Community Services	C & L	CL25	Transfer of Bedwas Leisure Centre to Bedwas High School.	50	Bedwas High School will be provided with a subsidy per annum to manage the facility in accordance with curriculum priorities. There may be some limited public usage. Any reduction in swimming provision can be mitigated through delivery programmes developed by Bedwas High School and Caerphilly Leisure Centre.	Medium
Education & Community Services	EDLL	EDLL21b	Review of Community Centres.	64	This will be subject to a report from a Task and Finish Group.	Medium
Education & Community Services	EDLL	EDLL20b	Community Education - Contribution to GAVO Play Programme.	20	Reduce budget to GAVO towards Summer/Play Programme. This will impact on the voluntary sector as funding is utilised for a post.	Medium
Education & Community Services	Eng	Eng12	Review of car parking charges.	50	Review of tariffs on all Council Pay & Display car parks, together with a review of locations.	Medium

Directorate	Service	Ref. No	Savings Proposal	Saving 2016/17 £,000	Saving Description and Possible Public Impact	Public Impact Category
Education & Community Services	Eng	Eng14	Reduce planned carriageway operational resurfacing budget.	50	This will be achieved by reducing the annual area of treatment. This may diminish the quality and resilience of the carriageway, which may lead to increased defects and potentially increased claims for damages/insurance challenges. A further saving of £50k is proposed for 2017/18.	Medium
Education & Community Services	Eng	Eng15	Reduce carriageway surface dressing budget.	100	This will be achieved by reducing the number of surface dressing treatments for deficient roads in CCBC. This may diminish the quality and resilience of the carriageway, which may lead to increased defects and potentially increased claims for damages/insurance challenges. A further saving of £200k is proposed for 2017/18.	Medium
			<b>Total</b>	<b>3,395</b>		

## 2016-17 Draft Savings Proposals - Economic Development, Regeneration & Planning and Housing

Directorate	Service	Ref. No	Savings Proposal	Saving 2016/17 £,000	Saving Description and Possible Public Impact	Public Impact Category
Ec. Dev & Reg.	All	General Savings	Savings that will have no direct impact on the public	280		Nil
Housing	All	General Savings	Savings that will have no direct impact on the public	116		Nil
Ec. Dev & Reg.	Ec. Dev & Reg.	ERP11	Pre-Planning Advice – Charging for service.	5	Householders will be charged a fee of £48.	Low
Ec. Dev & Reg.	Ec. Dev & Reg.	ERP18	Review of Events Budget.	17	Increasing fees and charges for stall holders. Possible reduction in stall holders but demand remains high.	Low
Ec. Dev & Reg.	Ec. Dev & Reg.	ERP19	Community Regeneration Fund - Reduce Budget.	20	10% reduction in Grants allocated. Possible impact as external bodies may have to look elsewhere.	Low
Housing	Housing	H05	Contribution to Care & Repair service.	10	Withdraw funding for Care & Repair operational running costs.	Low
Housing	Housing	H07	Cease payment for the Family Intervention Project (Housing Advice).	15	Removal of this funding whilst continuing to support the Valleys Inclusion Project will provide better value for money. Impact will be low due to the small number of families supported.	Low
Ec. Dev & Reg.	Ec. Dev & Reg.	ERP24	Evaluate options to reduce the deficit at Blackwood Miners Institute.	37	A review of the operating model for Blackwood Miners Institute will be undertaken. This review will deliver further savings in 2017/18.	Medium
Ec. Dev & Reg.	Ec. Dev & Reg.	ERP25	Evaluate options to reduce the deficit at the Winding House Museum.	34	A review of the operating model for the Winding House Museum will be undertaken. This review will deliver further savings in 2017/18.	Medium
			<b>Total</b>	<b>534</b>		

This page is intentionally left blank



**2017-18 Draft Savings Proposals**

<b>Directorate</b>	<b>Service</b>	<b>Ref. No</b>	<b>Savings Proposal</b>	<b>Saving 2017/18 £,000</b>
<b>All</b>	<b>All</b>	<b>General Savings</b>	<b>Savings that will have no direct impact on the public</b>	<b>3,025</b>
Corporate	ITCE	ICE23	Customer Services - Review feasibility of Pontlottyn Customer Services moving into Rhymney Library	8
Corporate	ITCE	ICE24	Customer Services - Close Newbridge cash office	8
Corporate	Legal	LG08	Policy - Reduce voluntary organisation budget	30
Corporate	Perf & Prop	PRP08	Corporate closure of 50 worse condition buildings	18
Soc. Serv.	Pub. Prot.	PP11	Catering - Reduce refuse collections to fortnightly	52
Soc. Serv.	Pub. Prot.	PP24	Reduce the levels of CCTV staff cover for certain shifts	18
Soc. Serv.	Soc. Serv.	SS10	Further reduction of 5 placements with Independent Foster Agencies	150
Soc. Serv.	Soc. Serv.	SS23	Domiciliary Care - (Extra Care Plas Hyfryd and Cefn Glas) – Review levels of support	18
Soc. Serv.	Soc. Serv.	SS24	Domiciliary Care - Review care packages provided by independent sector providers against monitoring information	160
Soc. Serv.	Soc. Serv.	SS34	Externally commissioned Respite Care for older people and adults with physical disabilities – Reduce levels of Respite Care provided	15
Soc. Serv.	Soc. Serv.	SS38	Charging for Meals on Wheels - Further increase of 50p per meal	44
Soc. Serv.	Soc. Serv.	SS42	Office Accommodation - 20% savings target as a result of downsizing Management, Fieldwork and Admin Structures	50

Directorate	Service	Ref. No	Savings Proposal	Saving 2017/18 £,000
Soc. Serv.	Pub. Prot.	PP01	Increase price of school meals by 10p from Sept 2016 i.e. from £2.15 to £2.25 (Secondary). Full-year impact of 2016/17 increase	24
Soc. Serv.	Pub. Prot.	PP02	Increase price of school meals by 10p from Sept 2017 (Secondary)	24
Soc. Serv.	Pub. Prot.	PP03	Increase price of school meals by 10p from Sept 2016 i.e. from £1.90 to £2.00 (Primary). Full-year impact of 2016/17 increase	27
Soc. Serv.	Pub. Prot.	PP04	Increase price of school meals by 10p from Sept 2017 (Primary)	28
Soc. Serv.	Pub. Prot.	PP17	Animal Trespass – Cessation of service	25
Soc. Serv.	Pub. Prot.	PP23	Provide CCTV service in towns Only	44
Soc. Serv.	Soc. Serv.	SS21	Domiciliary Care (Sitting Services) - Cease provision of night sitting for new users unless exceptional circumstances and reduce budget by 20%	75
Soc. Serv.	Soc. Serv.	SS32	Day care and Day Opportunities Services - Review of discretionary service provision	250
Soc. Serv.	Soc. Serv.	SS33	Respite Care - Reduce number of LD establishments from 2 to 1 and reduce overall number of nights respite provided	227
Soc. Serv.	Soc. Serv.	SS36	Supported Living – Externalisation of in-house provision	326
Soc. Serv.	Pub. Prot.	PP12	Reduce operational Breakfast Clubs costs by 1 hour of staffing per day	60
Soc. Serv.	Soc. Serv.	SS03	Blackwood Resource Centre - Review care packages and demand trends to identify further efficiency savings	50
Soc. Serv.	Soc. Serv.	SS04	Review of Barnardo's Family Support & Young Carers Contracts	50

Directorate	Service	Ref. No	Savings Proposal	Saving 2017/18 £,000
Soc. Serv.	Soc. Serv.	SS07	Review of Team structures within Children's Services	153
Education & Community Services	C & L	CL04	Reduction in Allotment Grants to federations in former Islwyn & Rhymney Valley areas	14
Education & Community Services	C & L	CL30	4% increase in Leisure Centre charges	50
Education & Community Services	C & L	CL31	Changing the pricing structure for Caerphilly Adventures services.	10
Education & Community Services	EDLL	EDLL22c	Libraries - Book Fund reduction	50
Education & Community Services	Eng	Eng04	School Crossing Patrol Site reduction through necessary site assessments	10
Education & Community Services	Eng	Eng05	Removal of School Crossing Patrol lunchtime service	40
Education & Community Services	Eng	Eng17	Community Response Team – Reduction in programme of works	10
Education & Community Services	Eng	Eng21	Introduce resident permit parking charge county-wide.	15
Education & Community Services	C & L	CL14	Bowling green rationalisation.	120
Education & Community Services	C & L	CL25	Transfer of Bedwas Leisure Centre to Bedwas High School	50
Education & Community Services	EDLL	EDLL20b	Community Education – Reduce contribution to GAVO Play Programme	30
Education & Community Services	Eng	Eng12	Review of car parking charges	80
Education & Community Services	Eng	Eng14	Reduce planned carriageway operational resurfacing budget	50

<b>Directorate</b>	<b>Service</b>	<b>Ref. No</b>	<b>Savings Proposal</b>	<b>Saving 2017/18 £,000</b>
Education & Community Services	Eng	Eng16	Street Lighting - further roll-out of new energy saving technology	100
Education & Community Services	Eng	Eng15	Reduce carriageway surface dressing budget.	200
Education & Community Services	C & L	CL32	Closure of Pontllanfraith Leisure Centre	70
Education & Community Services	EDLL	EDLL02b	Home to School / College Transport - Hazardous Routes	53
Education & Community Services	EDLL	EDLL02c	Home to School / College Transport - Statutory Distance	146
Education & Community Services	EDLL	EDLL02d	Home to School / College Transport - Post 16	438
Education & Community Services	EDLL	EDLL22d	Libraries – Review of Library Link service	80
Education & Community Services	Eng	Eng07	Public Transport – Review of existing services	115
Ec. Dev & Reg.	Ec. Dev & Reg.	ERP18	Review of Events Budget	17
Housing	Housing	H05	Withdraw funding for Care & Repair operational running costs	10
Ec. Dev & Reg.	Ec. Dev & Reg.	ERP24	Evaluate options to reduce the deficit of Blackwood Miners Institute	111
Ec. Dev & Reg.	Ec. Dev & Reg.	ERP25	Evaluate options to reduce the deficit at the Winding House Museum	102
			<b>Total</b>	<b>6,930</b>



---

**A CHARTER FOR  
COMMUNITY AND  
TOWN COUNCILS  
Revised May 2011**

**Agreed at meeting on 30th July 2014 that there was no requirement to review the Charter.**

**SIARTER AR GYFER  
CYNGHORAU  
CYMUNED A THREF**

---

<b>SECTION ONE: EXCHANGE OF INFORMATION</b>
---

**The County Borough will provide to Community Councils**

- The names, addresses and telephone numbers of all County Borough Councillors
- The names, titles, location, telephone and fax numbers of all Directors and Heads of Service
- A timetable of County Borough meetings
- Agendas and papers for the Community Council Liaison Sub-Committee meetings
- Links to agenda, reports and minutes of Committee meetings
- Details of Chairmen and Vice Chairmen of major Committees

*The information will be updated regularly*

**Community Councils will provide to the County Borough Council**

- The names, addresses and telephone numbers of all Community Councillors
- The name, address and telephone number of the Clerk to the Community Council
- A list of meetings
- Agendas and papers for Community Council meetings
- Agenda items for the Community Council Liaison Sub-Committee meetings through the Town and Community Council Liaison Committee

*The information will be updated regularly*

***NB. Throughout this document, the term community council(s) also refers to town council(s)***

**SECTION TWO:  
LIAISON BETWEEN THE COUNTY BOROUGH COUNCIL  
AND COMMUNITY COUNCILS**

**The County Borough Council will:**

- Nominate a person who will be the first point of contact for Community Councils for all County Borough matters and from whom all County Borough Council information will be sent
- Hold quarterly meetings of the Community Council Liaison Sub-Committee, to which representatives of all Community Councils will be invited, namely one Community Councillor and the Clerk from each Community Council. The Committee will be chaired alternate years by a County Borough Councillor and Community Councillor. New Community Councils will be invited to join
- Accept items for agenda for the Community Council Liaison Sub-Committee at least fifteen working days before the date of the meeting
- Acknowledge receipt of correspondence within seven working days
- Send agendas and papers for meetings to Community Councils at least three clear working days before the Community Council Liaison Sub-Committee is due to meet, unless it is unavoidable that papers are delayed
- Inform the relevant Community Councils within twenty working days of the outcome on issues (requested by the Community Council) requiring action by the County Borough Council. If this is not possible, the County Borough Council will write to the Community Council(s) informing them of the delay and stipulate a revised date
- On receipt of correspondence written in Welsh the reply will be in Welsh, adhering to the targets for correspondence in English as set out above
- Provide a person to communicate in Welsh with the Community Council(s) if required. If a Welsh speaking person is not immediately available, the caller will be contacted as soon as possible
- Ensure that the Cabinet work programme is copied to each Clerk on a regular basis

- **The Community Council(s) will**
- Nominate a representative (one Community Councillor and Clerk) to attend Community Council Liaison Sub-Committee meetings. A substitute should be appointed in the event that the nominated Member or Clerk is not be able to be present - the responsibility being with that Member/Clerk to forward the papers to the substitute.
- Provide the County Borough Council with issues for the agenda of the Community Council Liaison Sub-Committee at least fifteen working days before the date of the meeting
- Direct all correspondence (except where instructed differently by the County Borough Council) to the Senior Committee Services Officer who has responsibility for Community Council Liaison
- Inform the County Borough Council within twenty working days of the outcome on issues requiring action by the Community Council(s). If this is not possible, the Community Council will write to the County Borough Council informing them of the delay and stipulate a revised date.



<b>SECTION THREE: CONSULTATION ON SPECIFIC SUBJECTS</b>
---

**The County Borough Council will provide written information to the Council(s). The information will:**

- Be sent to Council(s) at least twenty working days before the closing date for responses where possible. If this cannot be achieved, the County Borough Council will clearly explain the reasons for the shorter timescale
- Include a clear statement on the matters on which the Council(s) are being consulted
- Include a closing date for responses being mindful of the frequency of community council meetings and August recess when no meetings are held
- Include copies of all relevant documents, including plans if requested
- Include an officer contact name and telephone number for specific queries
- Include the name, title and address of the officer to whom responses should be sent

**The Community Council(s) will:**

- Respond in writing within the time limit set by the County Borough Council
- If this is not possible, formally request an extension to the time limit before the original time limit has expired
- If there is no response the County Borough be advised accordingly

**After consultation, the County Borough Council will:**

- Inform the Community Council(s) in writing of its decision within fifteen working days of the decision being made
- Explain, if necessary, why the decision is different from the view put forward by the Community Council(s)
- Consult with Community Council(s) again if the substance of the proposal changes

## SUBJECTS FOR CONSULTATION

<b>Chief Executive's</b>	<ul style="list-style-type: none"> <li>• Community strategy</li> <li>• Caerphilly County Borough Council's Welsh Language Scheme</li> <li>• Improvement objectives</li> <li>• Economic Development/Tourism</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>• The Development Plan</li> <li>• Applications for planning permission (via weekly list)</li> <li>• Applications for listed buildings consent; proposals for additions to the listed buildings list</li> <li>• Establishment of conservation areas; tree preservation orders</li> <li>• Advertisement control</li> <li>• Street naming</li> </ul>
<b>Local Recreation or other Facilities</b>	<ul style="list-style-type: none"> <li>• Major changes of use or closure of leisure or sports fields</li> <li>• Major changes of use or closure of community centres or community facilities</li> <li>• Major new arrangements or changes to play areas</li> <li>• Major new initiatives and developments in local arts provision</li> <li>• Opening, closure or alteration or opening times of libraries (including mobile libraries)</li> <li>• Community projects which relate to a specified locality or community</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>• Proposals for the opening or closure of schools under local education authority control or funding</li> </ul>
<b>Waste management , waste collection and Cleansing</b>	<ul style="list-style-type: none"> <li>• Major changes and new methods of the provision of domestic waste collection and disposal including the development of new treatment and disposal facilities</li> <li>• Major changes and new methods of street cleansing or litter clearance</li> <li>• Changes to the provision and location of recycling facilities</li> <li>• Public convenience provision</li> </ul>
<b>Environmental Health, Trading Standards, Community Safety</b>	<ul style="list-style-type: none"> <li>• The establishment or abolition of litter control zone</li> <li>• Establishment of No Cold Calling Zones</li> <li>• Declaration of an Air Quality Management Area</li> <li>• Applications for prior approval of construction works</li> </ul>
<b>Highways, Access and Public Transport</b>	<ul style="list-style-type: none"> <li>• Major highway maintenance schemes; winter highway maintenance regimes</li> <li>• Major traffic management schemes, road safety schemes</li> <li>• Permanent highway closures or diversions (including footpaths, bridleways, cycleways and other minor highways)</li> <li>• Changes in parking (including off and on street) provision</li> <li>• Local authority supported bus services; local authority bus shelters</li> <li>• Alterations in rail services where notified to and supported by the authority</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Land disposal (sale or lease)</li> <li>• Other areas of council business not detailed which are key and fundamental to the majority of wards that have community/town councils</li> </ul>