



## **SUSTAINABLE DEVELOPMENT ADVISORY PANEL**

**MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN,  
ON THURSDAY, 30TH MAY 2013 AT 5.00 PM**

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### **PRESENT:**

Councillor K. James - Chairman  
Councillor D. Havard - Vice Chairman

### **Councillors:**

M. Adams, K. Dawson, C. Elsbury, S. Kent, J.A. Pritchard

### **Together with:**

P. Cooke (Team Leader, Sustainable Development & Living Environment), M. Williams (Building Consultancy Manager), I. Raymond (Performance Management Officer), S.M. Kauczok (Committee Services Officer).

### **APOLOGIES**

Apologies for absence had been received from Councillors Mrs A. Blackman, Mrs P. Cook, Mrs D. Ellis, C.P. Mann, Mr N. Liversuch (Manager, Countryside and Landscape Services) and R. Roberts (Performance Manager).

### **1. DECLARATIONS OF INTEREST**

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

### **2. MINUTES**

The minutes of the Sustainable Development Advisory Panel meeting held on 7th March 2013 (minute nos. 1-5; page nos. 1-4) were approved and signed as a correct record.

### **3. SUSTAINABILITY AND PERFORMANCE MANAGEMENT**

The Panel received a PowerPoint presentation from Ian Raymond, Performance Management Officer, on sustainability and performance. Mr Raymond explained how his role helps to support services with regards to understanding and interpreting the legislation and corporate policies that affect service delivery.

The presentation focussed on the following areas: Improvement legislation; How it fits together in Caerphilly; Service Planning; How performance is measured and monitored and the next steps.

The Local Government (Wales) Measure 2009 is seen as a significant statutory driver for sustainable development. One of the key intentions behind the introduction of the Measure was to strengthen the connections that authorities make between their Improvement Planning and Community Planning. Part 1 of the Measure requires Local Authorities to make arrangements to secure continuous improvement in the exercise of their functions. In fulfilling this duty an Authority must have regard in particular to the need to improve the exercise of its functions in terms of seven specified aspects of improvement.

The Authority must have regard to the need to improve in terms of sustainability and the Measure defines this in relation to the way the Authority's service provision and exercise of its wider functions contributes towards the achievement of sustainable development in the Authority's area. In addition to the legal guidelines, there are also in house policies and procedures, which may be challenged. Part of the legislation states that we have to produce annual reports for the public and there are improvement objectives within the plans.

Reference was then made to Improvement Objective IO 8 - reduce our carbon footprint and improve our sustainability, which was identified as one of the corporate priorities. The priorities within the organisation are often guided by Welsh Government or National Government. The idea of these is to address unmet needs within the environment and to improve performance. In terms of Outcome Agreements for 2010-2013, 2 out of the 10 have SD as a theme i.e. (1) Contribution to Climate Change Mitigation and (2) Enhancing Quality and Enjoyment of the Local Environment.

Members' attention was then drawn to an Improvement Flow Chart 2013 in the form of a pyramid. They were informed that some of the objectives in the Community Strategy 2020, which was agreed in 2004, touch on SD issues. The Authority now has to deliver the Single Integrated Plan "Caerphilly Delivers" which focuses on the wider community. The Authority has its own Corporate Plan, which sits below these documents and has to ensure its services act on these plans to deliver services. There are periodic reviews undertaken by regulators who assess what the Authority is doing and whether it is performing against set criteria.

Each service is expected to produce a Service Improvement Plan and consider an element of SD within it. The SD Team and the PMU work with all service areas across the Authority. Action Plans are drafted each year in February/March and the draft report is assessed by the SD Team and PMU mid April/May. The SIP is the working tool of the area and the service areas have to advise on what they are doing to address these actions. This year because there are changes due to take place as a result of the SD Bill, the document has been narrowed down to six themes.

As part of a wider Performance Management Information Framework, a number of scorecards (datasets) have been developed which allows officers to capture, record, analyse and report on certain aspects of business activities, for example, Buildings and Street Lighting: Energy Consumption (kWh); CO2 emissions (tonnes) and costs (£'s). Officers are also monitoring fleet vehicles in terms of fuel consumption and CO2 emissions.

The Chair thanked Mr Raymond for his informative presentation and a full discussion ensued. Members sought further information on the extent of the use of the Fynnon system, in particular, in terms of a vehicle replacement strategy within the Authority. As a corporate support unit, PMU encourages regular use of Fynnon to assess changes and trends within services. Members were advised that it was in the process of being developed within Fleet Management.

Following various issues raised in relation to lighting and heating systems, it was agreed that arrangements would be made for appropriate officers to make a presentation to a future meeting of the Panel on the carbon reduction strategy.

#### **4. CWM IFOR PRIMARY SCHOOL**

Members received a presentation from Mark Williams, Building Consultancy Manager, on the Cwm Ifor replacement primary school. Images were circulated of the old school, which had been assessed as not fit for purpose and of the new school, which had been built to an energy efficient sustainable design.

Details were received of the materials used in the construction of the new school, the walls and roof of which consisted of sustainably grown timber. The recycled paper, which had been used to insulate the building, had been locally produced in Rhymney. High efficiency gas boilers with under floor heating had been installed together with a Building Management System (BMS), a computer based control system to control the ventilation, heating start time and temperature inside the building.

The school was handed over in October 2012 with phase 2 handed over in May this year. Staff and pupils are delighted with the new school, which has been submitted for a Royal Institute of British Architects (RIBA) Regional Award.

It was agreed that the Building Consultancy Manager would contact the Headteacher with a view to a site visit being arranged for members of the Panel to view the school's sustainable features.

The meeting closed at 6.11 pm.

Approved and signed as a correct record subject to any amendments being recorded in the minutes of the next meeting.

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CHAIRMAN