

# Pecyn Dogfennau Cyhoeddus

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

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



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Am unrhyw ymholiad yn ymwneud â'r agenda hwn cysylltwch â Helen Morgan  
(Rhif Ffôn: 01443 864267 Ebst: [morgah@caerphilly.gov.uk](mailto:morgah@caerphilly.gov.uk))

**Dyddiad: Dydd Mercher, 18 Ionawr 2017**

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Os oes gennych unrhyw ymholiadau, cysylltwch â'r Pennaeth Gwasanaethau Cyfreithiol a Swyddog Monitro Dros Dro dros ebost at [willige@caerffili.gov.uk](mailto:willige@caerffili.gov.uk) neu dros y ffôn ar rif 01443 863393

Annwyl Syr/Fadam,

Bydd cyfarfod y Cyngor yn cael ei gynnal yn **Siambr y Cyngor - Tŷ Penallta, Tredomen, Ystrad Mynach** ar **Dydd Mawrth, 24ain Ionawr, 2017** am **5.00 pm** i ystyried materion a gynhwysir yn yr agenda canlynol.

Yr eiddoch yn gywir,

**Chris Burns**  
PRIF WEITHREDWR DROS DRO

## A G E N D A

Tudalennau

- 1 I dderbyn ymddiheuriadau am absenoldeb
- 2 Cyhoeddiadau'r Maer.

A greener place Man gwyrddach



3 Cyflwyno Gwobrau.

4 Datganiadau o Ddiddordeb.

Atgoffi'r Cynghorwyr a Swyddogion o'u cyfrifoldeb personol i ddatgan unrhyw fuddiannau personol a/neu niweidiol mewn perthynas ag unrhyw eitem o fushes ar yr agenda hwn yn unol â Deddf Llywodraeth Leol 2000, Cyfansoddiad y Cyngor a'r Cod Ymddygiad ar gyfer Cynghorwyr a Swyddogion.

I gymeradwyo a llofnodi'r cofnodion canlynol:-

5 Cyngor - 22ain Tachwedd 2016. 1 - 8

I dderbyn ac ystyried yr adroddiadau canlynol o gyfarfodydd Cabinet.

6 Adolygiad o Bolisi Darpariaeth Isafswm Refeniw - 18fed o Ionawr 2017. 9 - 24

7 Strategaeth yr Iaith Gymraeg 2017-2022 - 18fed o Ionawr 2017. 25 - 96

I dderbyn ac ystyried yr adroddiad(au) canlynol:-

8 Adolygiad o Gylch Gorchwyl a Strwythur Y Pwyllgor Trwyddedu. 97 - 108

9 Adolygiad o Gydbwysedd Gwleidyddol. 109 - 114

10 Cynllun Datblygu Lleol Bwrdeistref Sirol Caerffili hyd at 2021 - Arweiniad Cynllunio Ategol. 115 - 120

11 Cynllun Gostyngiadau Treth y Cyngor 2017/18. 121 - 124

12 Asesiad Llesiant Lleol ar gyfer yr Ardal Fwrdeistref Sirol. 125 - 128

I dderbyn ac ateb cwestiynau dan Reol Gweithdrefn 10(2) a allai fod wedi'u cyflwyno ar ôl paratoi'r agenda.

**Cylchrediad:**

Pob Aelod a Swyddog Priodol



## COUNCIL

### MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON TUESDAY, 22ND NOVEMBER 2016 AT 5.00 PM

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#### PRESENT:

Councillor J. Bevan - Deputy Mayor (Presiding)

#### Councillors:

Mrs E.M. Aldworth, A.P. Angel, L. Binding, D.G. Carter, Mrs P. Cook, C.J. Cuss, H.W. David, W. David, D.T. Davies, H.R. Davies, K. Dawson, N. Dix, C. Elsbury, M. Evans, Mrs C. Forehead, Miss E. Forehead, J.E. Fussell, Ms J. Gale, L. Gardiner, N. George, C.J. Gordon, R.W. Gough, D.T. Hardacre, L. Harding, D. Havard, C. Hawker, A.G. Higgs, K. James, Mrs B.A. Jones, Ms J.G. Jones, Miss L. Jones, S. Kent, G. Kirby, Ms P. Leonard, A. Lewis, C.P. Mann, P.A. Marsden, S. Morgan, A. Passmore, D.V. Poole, D.W.R. Preece, M.J. Prew, J. Pritchard, J.A. Pritchard, A. Rees, D. Rees, K.V. Reynolds, J.E. Roberts, J. Simmonds, J. Taylor, L.G. Whittle, T.J. Williams

#### Together with:

C. Burns (Interim Chief Executive), C. HARRY (Corporate Director – Communities), N. Scammell (Acting Director of Corporate Services and Section 151 Officer), D. Street (Corporate Director - Social Services), G. Williams (Interim Head of Legal Services and Monitoring Officer), C. Jones (Head of Performance and Property Services), T. Shaw (Head of Engineering Services), T. Stephens (Interim Head of Planning), K. Peters (Corporate Policy Manager) and R. Barrett (Committee Services Officer)

#### Also present:

Non Jenkins (Wales Audit Office)

#### 1. WEB-CASTING FILMING AND VOTING ARRANGEMENTS

The Interim Chief Executive reminded those present that the meeting was being filmed and would be made publicly available in live and archive form via the Council's website. He advised that decisions would be made by a show of hands.

#### 2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors L. Ackerman, Mrs K.R. Baker, P.J. Bevan, Mrs A. Blackman, Mrs P. Griffiths, G.J. Hughes, M.P. James, G. Johnston, K. Lloyd, Mrs G. Oliver, Mrs D. Price, R. Saralis, Mrs M.E. Sargent, S. Skivens and Mrs J. Summers.

### **3. COUNCILLOR LEON GARDINER**

Councillor Leon Gardiner referred to his recent fall and expressed his gratitude for all the kind wishes and messages he had received during his recovery.

### **4. DEPUTY MAYOR'S ANNOUNCEMENTS**

The Deputy Mayor referred to the 33 events and visits that he and the Mayor have undertaken since the last meeting, and spoke of the many commemorative events for Armistice Day that had been held across the county borough. Members were also encouraged to visit the Caerphilly Armed Forces Forum exhibition that is currently on display in the reception area of Penallta House.

### **5. PRESENTATION OF AWARDS**

There were no awards to be presented.

### **6. DECLARATIONS OF INTEREST**

During the course of the meeting, Councillor W. David and Councillor H.W. David declared an interest in Agenda Item No. 9 (Standards Committee – Appointment of Independent Member). Details are minuted with the respective item.

### **7. COUNCIL – 11TH OCTOBER 2016**

RESOLVED that the following minutes be approved as a correct record and signed by the Deputy Mayor.

Council held on 11th October 2016 (minute nos. 1-16).

### **REPORTS REFERRED FROM CABINET**

Consideration was given to the following reports referred from Cabinet.

### **8. CORPORATE ASSET MANAGEMENT STRATEGY**

Consideration was given to the report, which was presented to the Policy and Resources Scrutiny Committee on 4th October 2016 and endorsed by Cabinet on 19th October 2016.

Members were advised that following a review of the Council's Asset Management (Land and Property) Strategy in 2013, Wales Audit Office (WAO) made 5 proposals for improvement, which included "developing a robust Asset Management Strategy for its property and associated infrastructure" and "developing and implementing arrangements to monitor the delivery of the strategy". Following discussion between the WAO and Officers at Audit Committee in December 2015, it was resolved that a Corporate Asset Management Strategy (CAMS) should be progressed.

It was explained that the Corporate Asset Management Strategy (appended to the Scrutiny Committee report in draft form) is an overarching document which aligns with the corporate aims of the Council, and identifies where the Council has appropriate individual service asset

plans/strategies in place and where supporting strategies are needed. The CAMS establishes a set of Principles, which are aligned to the Well-Being of Future Generations (Wales) Act 2015 and has developed a number of Outcomes, namely: Compliance, Condition, Suitability, Sufficiency, Accessibility and Sustainability. The expectation is that all individual council asset plans/strategies will reflect these Principles and Outcomes to ensure the effective implementation of the CAMS, and existing individual service asset plans/strategies will be reviewed and revised to align with these Principles and Outcomes.

A Member queried the progress of the Council's Land and Buildings Asset Rationalisation programme and Officers explained that the recent State of the Estate report highlighted the positive achievements made to date in respect of the rationalisation of office buildings. Reference was also made to the high occupancy levels and demand for business premises across the county borough. Officers explained that Cabinet are due to consider a report to explore the possibility of European Regional Development Funding as part of a collaborative regional project to promote business development and growth in Wales. Members were also advised that the shortage of business premises across South-East Wales has been recognised and will be addressed as part of the Authority's proposals for the Cardiff Capital Region City Deal.

Clarification was sought as to whether a strategy exists for three asset categories set out at page 21 of the CAMS (Fleet, Leisure Services and Open Spaces). Officers explained that this information had been incomplete at the time of the report, but that a strategy is currently being prepared by Leisure Services and that Members would be updated following the meeting in regards to Fleet and Open Spaces.

Following consideration of the report, it was moved and seconded that the recommendation from Cabinet as outlined therein be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the report, the Draft Corporate Asset Management Strategy as appended to the Officer's report be approved.

## **9. HIGHWAY ASSET MANAGEMENT PLAN ENDORSEMENT**

Consideration was given to the report, which was presented to the Regeneration and Environment Scrutiny Committee on 1st November 2016 and endorsed by Cabinet on 16th November 2016.

Members were advised that the Council has a statutory duty to maintain a safe highway network as set out under the Highways Act 1980. The CCBC Highway Asset Management Plan (HAMP) is one of three plans that make up the Highway Operations Group Framework and is a strategic approach that identifies all the highway assets that are the responsibility of the highway authority (the Council). It assesses highway status and condition, and determines and implements the most appropriate maintenance regime within the most efficient cost parameters.

Members placed on record their thanks to Council staff for their efforts in maintaining the highway network during the recent inclement weather. Members were also encouraged to report any concerns or issues in relation to highway assets (such as drains and gullies) to relevant Officers.

Following consideration of the report, it was moved and seconded that the recommendations from Cabinet as outlined therein be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the report:-

- (i) the content and annual review process for the Highway Asset Management Plan and the key aspects contained therein (namely the placement of the HAMP within the Highway Operations Group Framework, coverage of all aspects of highway asset management by the HAMP, and the identification of appropriate communication channels in respect of highway assets) be endorsed;
- (ii) the Highway Asset Management Plan as appended to the Officer's report be endorsed.

## REPORTS OF OFFICERS

Consideration was given to the following reports.

### 10. ANNUAL IMPROVEMENT REPORT BY WALES AUDIT OFFICE

The report informed Members of the content of the Annual Improvement Report, which is a summary by the Wales Audit Office (WAO) of the Council's performance for 2015/2016 against their statutory duty under the Local Government Measure (Wales) 2009. The report outlined how the Council monitors and tracks proposals that are made for improvement by WAO so that Members can have assurance that a robust process is in place for following up on the suggested improvements.

Ms Non Jenkins (Wales Audit Office) was welcomed to the meeting and gave an overview of the content of the Annual Improvement Report (AIR), which is a public document summarising other reports made throughout the year. Any recommendations for improvement made previously are already known and have already been reported to the Council's Corporate Management Team, Cabinet and Audit Committee.

Members were advised that based on the work of the Wales Audit Office and relevant regulators, the findings of the Auditor General are that the Council is likely to comply with the requirements of the Local Government Measure during 2016-17. Ms Jenkins outlined the areas where the Council have met key requirements and demonstrated progress in respect of performance, use of resources and governance. Particular reference was made to the Council's work arising from the WAO review of the development of a Sport and Leisure Strategy, progress against the Medium Term Financial Plan, achievements in respect of waste and recycling targets, and improvements to self-evaluation and Scrutiny arrangements. The full findings were detailed within the Annual Improvement Report, a copy of which was appended to the Officer's report.

It was reported that the Auditor General had made no formal recommendations or suggestions for improvement within the AIR on behalf of the WAO. For accuracy, the report repeated 3 areas for improvement that were made earlier in the year by the Care and Social Services Inspectorate Wales (CSSIW) as part of their own annual review. These areas for improvement are mainly to continue working on the areas that were put on the register earlier in the year. In closing, Ms Jenkins referred to the good working relationship between the Council and the Wales Audit Office and thanked all those involved for their continued and valued co-operation.

It was noted that in addition to the Council's Corporate Management Team, Cabinet and Audit Committee, recommendations and proposals for improvement are also reported to the

appropriate Scrutiny Committees. Members placed on record their appreciation for the work of these committees in challenging and monitoring the progress made against improvements.

A Member referred to a number of areas highlighted in the AIR as in need of strengthening or evidencing (including monitoring progress of savings, Internal Audit and Gwent Frailty Programme outcomes) and sought further information on the actions being undertaken in respect of these areas. Officers explained that the Whole Authority Mid-Year Revenue Budget Monitoring Report 2016/17 recently presented to Cabinet included information on the progress of MTFP savings for 2016/17. This information was also presented at a recent Member's Seminar, where it was explained that a number of these savings had not been fully achieved.

Members were advised that the Annual Outturn Report 2015/2016 for Internal Audit Services was presented to Audit Committee in September 2016 which highlighted the action planning process in place to drive through the necessary improvements where issues have been identified. In respect of the WAO observation that the Gwent Frailty Programme needs to evidence tangible outcomes, Members were advised that establishing the future direction of this programme has been challenging. However, a Members' Seminar was recently held to explore the issues raised in the AIR and the Council has now undertaken a firm commitment to the Gwent Frailty Joint Committee.

Members were pleased to note the overall positive findings of the report and the progress made and thanked all staff involved for their efforts.

Arising from the course of the debate, an amendment to the report recommendation was moved and seconded, in that the arrangements for monitoring improvements be extended to include Cabinet. As such, it was moved and seconded that the amended recommendation be approved, and by a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the report, the contents of the Annual Improvement Report be noted and the arrangements for monitoring improvements via the Audit Committee and Cabinet be endorsed.

## **11. STANDARDS COMMITTEE – APPOINTMENT OF INDEPENDENT MEMBER**

Councillors W. David and H.W. David declared a personal and prejudicial interest (in that the recommended reserve candidate and his family are known to them) and left the meeting during consideration of the item.

The report outlined the need to appoint an independent member to the Standards Committee, and to consider a recommendation for the appointment of a reserve.

On 13th September 2016, Mr Vincent Brickley resigned as an Independent Member of the Standards Committee. A Panel was established to consider all the applications for the subsequent vacancy and to make a recommendation to Council. Arising from the application process, three candidates were interviewed on 4th November 2016. Following interview, the Panel considered that two of the candidates could be considered for appointment, and after discussion agreed that Mr Thenna Daniel Abbas be recommended for appointment as an independent member of the Standards Committee and that Mr Peter James Brunt be invited to remain on a reserve list for a period of one year.

During consideration of the report by Council, Members placed on record their appreciation to Mr Brickley for his invaluable contribution to the work of the Standards Committee.

It was moved and seconded that the recommendations in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons set out in the report:-

- (i) Mr Thenna Daniel Abbas be appointed for a period of four years from 23rd November 2016 as an independent member of the Standards Committee;
- (ii) a reserve list of independent members be established and Mr Peter James Brunt be invited to remain on that list for a period of one year from 23rd November 2016.

## **12. PLANNING COMMITTEE SITE VISITS**

Consideration was given to the report which reviewed the changes to the Planning Committee site visit procedure as agreed by Council in November 2015. These changes were subject to a six-month review following the date of implementation (March 2016) and an all-Member consultation on the new procedures took place in July 2016. During the consultation period, Members highlighted occasions where it may be impractical to visit all sites in one day and suggested there should be some flexibility in this procedure. At the Planning Committee meeting of 9th November 2016, Members noted the comments arising from the consultation process and endorsed the recommendations contained within the report.

It was moved and seconded that the recommendations in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons set out in the report:-

- (i) the relevant changes to the Council's Constitution relating to Planning Site Visits be made permanent;
- (ii) the Council's Monitoring Officer be authorised to make the following amendment:
  - 1. Where it is impractical to undertake all approved site visits on the Monday before the Planning Committee, the visit/s may take place on any day subject to the visit/s taking place before the Planning Committee to which the application/s is/are being reported.

## **13. INTERNAL INVESTIGATION OF SENIOR OFFICERS – ADDITIONAL FINANCIAL PROVISION FOR LEGAL COSTS**

A Member sought clarification on whether he would be required to leave the meeting owing to a personal and prejudicial interest in respect of the investigation. Officers explained that as the report was seeking approval of an additional financial provision for legal costs (and did not address the investigation itself) there was no requirement for Members or Officers to declare a prejudicial interest and leave the meeting on that basis.

The report sought Council approval of an additional financial provision in respect of legal costs relating to the ongoing internal investigation of three Senior Officers.

Members were reminded of the current interim arrangements in place within the Authority arising from the ongoing internal investigation. There are revenue budgets established for the



posts of Chief Executive, Director of Corporate Services and Head of Legal Services/Monitoring Officer and the post holders currently fulfilling these duties on an interim basis are funded from these revenue budgets. Additional costs associated with the three Senior Officers have been funded from General Fund reserves as approved by Council. On 19th July 2016, Council approved a further provision of £282k to cover the anticipated salary costs of the three Senior Officers to 31st March 2017.

The Authority is now progressing internal investigations in accordance with the Council's approved procedures and statutory requirements. At Council on 19th July 2016, Council also agreed a financial provision of £220k to meet the estimated 2016/17 legal costs of the ongoing investigation. However, based on actual legal costs incurred between 1st April 2016 to 31st October 2016, it is estimated that a further financial provision of £150k is required for legal costs in the current financial year, and it was therefore recommended that a further provision of £150k be set aside from General Fund balances.

Members were advised that this estimate is based on a monthly average of actual costs incurred and that actual costs for the remainder of the financial year may be higher or lower than this current average. In the event of costs exceeding the additional £150k, a further report will be prepared for Council.

During the course of the ensuing debate, clarification was sought on the total staffing and legal costs arising from the investigation to date, and whether a further financial provision would be required in the near future. The Interim Chief Executive confirmed that he would arrange for information relating to costs to be collated for Members following the meeting. Members were also advised that this further provision of £150k has been allocated for the period to 31st March 2017, and that if matters are not fully concluded by that time, a further report will be brought to Council.

A Member queried whether a future change in membership of the Investigating and Disciplinary Committee could impact on the investigation process to date. The Interim Chief Executive confirmed that this would not have a significant bearing on proceedings, as membership of this committee can change over time.

It was moved and seconded that the recommendation in the report be approved. By a show of hands (and in noting there were 8 against and 3 abstentions) this was agreed by the majority present.

RESOLVED that for the reasons contained in the report, a further financial provision of £150k be funded from General Fund balances to cover the estimated legal costs of the ongoing investigation to 31st March 2017.

#### **14. QUESTIONS RECEIVED UNDER RULE OF PROCEDURE 10(2)**

There were no questions submitted under Rule of Procedure 10(2).

The meeting closed at 5.53 p.m.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 24th January 2017, they were signed by the Mayor.

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MAYOR

Gadewir y dudalen hon yn wag yn fwriadol



## COUNCIL - 24TH JANUARY 2017

**SUBJECT: REVIEW OF MINIMUM REVENUE PROVISION POLICY**

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

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- 1.1 The attached report was considered by Cabinet on 18th January 2017. The recommendations of Cabinet will be reported verbally to Council on 24th January 2017.
  - 1.2 Members will be asked to consider the recommendations of Cabinet.

Author: Helen Morgan, Senior Committee Services Officer

Appendix Report to Cabinet - 18th January 2017

Gadewir y dudalen hon yn wag yn fwriadol



## CABINET – 18TH JANUARY 2017

**SUBJECT: REVIEW OF MINIMUM REVENUE PROVISION POLICY**

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

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- 1.1 The attached report was presented to the Policy and Resources Scrutiny Committee on the 7<sup>th</sup> December 2016 and provided Members with options for proposed changes to the Council's Minimum Revenue Provision (MRP) policy. Members of the Scrutiny Committee were provided with the opportunity to comment upon the options presented prior to subsequent consideration by Cabinet and Council in January 2017.
- 1.2 Members noted that the MRP is the method by which Local Authorities charge their revenue accounts over time with the cost of their capital expenditure that was originally funded by debt. From 2007/8 onwards, Local Authorities have been free to set their own policy on calculating MRP, with the sole legislative proviso being that the amount calculated must be one that the Council considers to be "prudent".
- 1.3 At a time of increasing pressure on budgets, many Local Authorities have reviewed their MRP policies to generate significant savings to support their Medium-Term Financial Plans. In Wales, such reviews have already been undertaken by Torfaen, Merthyr Tydfil, Conwy, Denbighshire, Flintshire, Rhondda Cynon Taff and Monmouthshire Councils.
- 1.4 The 2017/18 Draft Budget Proposals presented to Cabinet on 30<sup>th</sup> November 2016 included a savings proposal of £3.5m to be achieved through a review of the Council's MRP policy.
- 1.5 The Council's current policy for capital expenditure funded from supported borrowings is for MRP to be charged to revenue at 4% in accordance with the Capital Financing Requirement (CFR) Method on a reducing balance basis. Based on an opening supported borrowing CFR of £175.746m as at the 1<sup>st</sup> April 2016, the 2016/17 MRP charge for supported borrowings is £7.030m.
- 1.6 The Council currently adopts the Asset Life approach using the Equal Instalment Method for capital expenditure funded by unsupported (prudential) borrowing. This allows a charge to revenue over a 25 year period, which is deemed to be the estimated useful life. The charge is applied on a straight-line basis. Based on an opening unsupported borrowing CFR of £16.073 as at the 1<sup>st</sup> April 2016, the 2016/17 MRP charge for unsupported borrowings is £0.831m.
- 1.7 Members were asked to consider 2 alternative options available for charging the MRP on supported and unsupported borrowings i.e. the Straight Line Method and Annuity Method, based on the following: -
  - Historic debt liability as at the 31<sup>st</sup> March 2007 and subsequent capital expenditure funded from supported borrowings to be charged to revenue over 50 years.
  - The MRP charge for individual assets funded through unsupported borrowing to be based on the estimated life of each asset or 25 years where this cannot be determined.

- An assumed annuity rate of 2% for supported borrowing.
- The annuity rate for unsupported borrowing to be based on the average PWLB interest rate for new annuity loans in the year that an asset becomes operational.

- 1.8 An immediate recurring saving of circa £3.5m is available to support the 2017/18 revenue budget through adopting either of the proposed options. In addition to the revenue budget saving the straight-line approach will generate additional one-off sums of circa £3.8m in 2016/17 and £0.232m in 2017/18 to support the Capital Programme. The annuity approach will generate an additional one-off sum of circa £5.5m in 2016/17 and additional annual one-off sums to support the Capital Programme for a number of years as detailed in paragraph 4.6.8 of the report. The total MRP charge required to fully extinguish the CFR is the same under both the straight-line and annuity methods.
- 1.9 Members discussed the report at length and expressed concerns regarding the impact of the proposed changes on future generations. Members were assured that this has been considered and that the proposals in the report essentially seek to charge MRP to the revenue account over a period which is commensurate with the estimated lives of assets. This approach ensures that the charge is applied over the period that benefit is being gained from the use of assets.
- 1.10 Following discussion on the content of the report, it was moved and seconded that the principles of the report be agreed, in favour of the annuity approach being applied to both supported and unsupported borrowing. By a show of hands (and in noting that there were 4 against) this was agreed by the majority present.
- 1.11 It was subsequently resolved that: -
- (i) It be noted that a Member Seminar has been scheduled for the 12th January 2017 to enable all Members to be fully briefed on the proposed changes and to provide a further opportunity for views to be expressed and for questions to be raised.
  - (ii) In supporting the principles of the report and in favour of annuity being applied to both supported and unsupported borrowing, the proposed changes to the MRP policy be presented to Cabinet on the 18th January 2017 and then Council on the 24th January 2017.
- 1.12 Cabinet will wish to note that since the report was considered by the Policy & Resources Scrutiny Committee, confirmation has now been received via the Authority's External Auditor (Grant Thornton), that the Wales Audit Office (WAO) does not have any particular comments on the proposed changes and recognises that it is an approach similar to that adopted at other authorities.
- 1.13 Cabinet is asked to consider the report and recommendation from Policy and Resources Scrutiny Committee and determine whether they endorse this proposal, and recommend its acceptance to Council.

Author: C.A Evans, Committee Services Officer  
Ext. 4210

Appendix: Report to Policy and Resources Scrutiny Committee dated 7th December 2016.



## **SPECIAL POLICY AND RESOURCES SCRUTINY COMMITTEE – 7TH DECEMBER 2016**

**SUBJECT: REVIEW OF MINIMUM REVENUE PROVISION POLICY**

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

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

- 1.1 To present Members with options for proposed changes to the Council's Minimum Revenue Provision (MRP) policy.
- 1.2 To provide Members with an opportunity to comment upon the options presented prior to subsequent consideration by Cabinet and Council in January 2017.

### **2. SUMMARY**

- 2.1 MRP is the method by which Local Authorities charge their revenue accounts over time with the cost of their capital expenditure that was originally funded by debt.
- 2.2 From 2007/08 onwards, Local Authorities have been free to set their own policy on calculating MRP, with the sole legislative proviso being that the amount calculated must be one that the Council considers to be "prudent".
- 2.3 At a time of increasing pressure on budgets, many Local Authorities have reviewed their MRP policies to generate significant savings to support their Medium-Term Financial Plans. In Wales, such reviews have already been undertaken by Torfaen, Merthyr Tydfil, Conwy, Denbighshire, Flintshire, Rhondda Cynon Taff and Monmouthshire Councils.
- 2.4 The 2017/18 Draft Budget Proposals presented to Cabinet on the 30th November 2016 included a savings proposal of £3.5m to be achieved through a review of the Council's MRP policy.

### **3. LINKS TO STRATEGY**

- 3.1 Treasury Management Strategy 2016/17 as agreed by Council on 24th February 2016.
- 3.2 Prudent financial management contributes to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2016:-
  - A prosperous Wales.
  - A resilient Wales.
  - A healthier Wales.
  - A more equal Wales.
  - A Wales of cohesive communities.

- A Wales of vibrant culture and thriving Welsh Language.
- A globally responsible Wales.

## **4. THE REPORT**

### **4.1 Introduction**

- 4.1.1 The UK Government's programme of austerity has led to unprecedented cuts in the level of funding that Local Authorities receive annually to fund services. This has resulted in significant savings being required to balance budgets and unfortunately this situation is not likely to improve in the near future.
- 4.1.2 During this period of increasing pressure on revenue budgets a number of Local Authorities have reviewed their Minimum Revenue Provision (MRP) policies to generate significant savings to support Medium-Term Financial Plans. In Wales, such reviews have already been undertaken by Torfaen, Merthyr Tydfil, Conwy, Denbighshire, Flintshire, Rhondda Cynon Taff and Monmouthshire Councils.
- 4.1.3 MRP is the method by which Local Authorities charge their revenue accounts over time with the cost of their capital expenditure that was originally funded by debt. This is in accordance with Part 5, Section 21 of the Local Authorities (Capital Finance and Accounting) (Wales) Regulations 2003 (and subsequent amendments in 2008). Before the 2007/08 financial year the method of calculating MRP was specified in legislation. However, from 2007/08 onwards Local Authorities have been free to set their own policy on calculating MRP, with the sole legislative proviso being that the amount calculated must be one that the Council considers to be "prudent".
- 4.1.4 MRP is intrinsically linked to the Capital Financing Requirement (CFR). The CFR represents the total of all the Council's past capital expenditure, less the total capital financing applied other than debt. The CFR therefore represents the Council's underlying need to borrow for capital purposes, and the amount that has yet to be permanently financed. MRP is the main method of permanently financing that expenditure.
- 4.1.5 The Council's Treasury Management Advisor, Arlingclose, was commissioned to review the Council's current MRP policy with the objective of identifying options to deliver savings to support the MTFP. This review has focussed on the Council Fund and does not, therefore, include the Housing Revenue Account (HRA).

### **4.2 Welsh Government MRP Guidance**

- 4.2.1 The Welsh Government (WG) has issued guidance on the calculation of MRP, including a number of methods which it considers to be prudent. The guidance is clear that Local Authorities are free to devise other methods they consider prudent. Broadly speaking, the guidance suggests that: -
- i) MRP on assets acquired through finance leases and Private Finance Initiative (PFI) should be equal to the cash payments that reduce the outstanding liability each year.
  - ii) MRP on all capital expenditure incurred before 1st April 2008, and on expenditure funded by supported borrowing thereafter, is equal to 4% of the opening CFR with some optional adjustments.
  - iii) MRP on expenditure incurred from April 2008 onwards that is funded by unsupported "prudential" borrowing should be calculated by reference to the asset's useful life, using either a straight line or an annuity method, starting in the year after the asset becomes operational.



4.2.2 Importantly, the guidance also suggests that the third method above is an alternative for all other expenditure.

### 4.3 Auditor Guidance

4.3.1 In January 2016, the Auditor General for Wales (AGW) issued guidance to Local Authorities considering revising their MRP policies. This guidance makes it clear that the responsibility for determining what is “prudent provision” lies with the Local Authority itself but points out that as auditors the AGW will consider whether or not the Local Authority has complied with its statutory duties to make MRP. Some of the areas that the AGW has pointed out that he would expect to see in any MRP policy include the following: -

- That MRP should be set at a level reasonably commensurate with the expected life of the asset or reasonably commensurate with the period implicit in the determination of the Revenue Support Grant (RSG).
- Where an Authority wishes to change its MRP for supported borrowing to an amount lower than 4% reducing balance, they would expect the Authority to be able to demonstrate that: -
  - the lower charge more accurately reflects the lives of assets employed by the Authority; or
  - the lower charge is reasonably commensurate with the period implicit in the determination of RSG (i.e. a 4% reducing balance basis).
- That Local Authorities need to make sure that when making decisions in respect of MRP that relate to actions taken in pursuit of their well-being objectives (or other sustainable development action) they act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations in accordance with The Well-being of Future Generations (Wales) Act 2015.
- Where any changes to MRP are taken retrospectively any “over provision” does not result in a negative or zero MRP charge.

### 4.4 Current MRP Policy

4.4.1 The Council’s MRP policy is set on an annual basis in accordance with the 2008 Regulations and approved by Full Council as part of the Treasury Management Strategy and the Revenue Budget prior to the commencement of each financial year.

4.4.2 The Council’s 2016/17 MRP policy was approved by Council on the 24th February 2016 and comprises of the following approach to determine the annual MRP charge: -

- Historic debt liability as at the 31st March 2007 and subsequent capital expenditure funded from supported borrowings to be charged to revenue at 4% in accordance with the CFR Method on a reducing balance basis.
- The Asset Life approach using the Equal Instalment Method for capital expenditure funded by unsupported (prudential) borrowing. This allows a charge to revenue over a 25 year period, which is deemed to be the estimated useful life. The charge is applied on a straight-line basis.

4.4.3 Based on the current policy the MRP charge to the revenue account for the 2016/17 financial year is £7,861,064.

## 4.5 Alternative Approaches

### Supported Borrowings

- 4.5.1 The Council's current policy for capital expenditure funded from supported borrowings is for MRP to be charged to revenue at 4% in accordance with the CFR Method on a reducing balance basis. Based on an opening supported borrowing CFR of £175.746m as at the 1st April 2016, the 2016/17 MRP charge for supported borrowings is £7.030m.
- 4.5.2 An alternative approach that the Council could adopt is to link the supported CFR MRP charge to average asset lives. The MRP Guidance states that "approaches differing from those exemplified are not ruled out" and applying an asset life method to this element of the CFR is an approach being undertaken by a number of Local Authorities. In simple terms, this approach links the annual MRP charge to a more realistic assessment of the lives of assets funded through debt. For example, it would not be unreasonable to assume that a school would have a useful life of up to 70 years.
- 4.5.3 As at the 31st March 2016, the net book value (NBV) of the Council's total fixed assets (excluding HRA housing stock) was £942m. A number of these fixed assets will have been funded from supported borrowing. For supported borrowing the Authority does not assign actual borrowing to individual assets. The supported borrowing CFR as at the 1st April is £175.746m, which represents 18.7% of the net book value of £942m. The assets have a range of estimated asset lives but it is difficult to establish which are unfinanced and included in the supported element of the CFR. On a 4% reducing balance method the financing of the supported borrowing CFR will take in excess of 150 years to fully clear and it may therefore be more prudent to change this to a shorter timescale. Based on a review of the assets in the asset register it is considered that an average outstanding life of 50 years would not be unreasonable for the purpose of calculating MRP.
- 4.5.4 There are 2 alternative options available for charging the MRP on the supported borrowing element of the CFR over a period of 50 years: -

**Straight Line Method** – Under this approach the MRP charge on the supported borrowing CFR would be applied equally over the 50 year period meaning that the year-on-year charge remains constant.

**Annuity Method** – This is more commonly used as a method of establishing loan repayments, where it is required that the total amount of principal and interest repaid each year is a common amount. As such, it produces a profile of principal repayments that starts low and increases each year. For the purpose of calculating MRP a notional interest rate can be assumed and the MRP charge will be linked to the amount of principal on an annual basis. This results in a lower MRP charge in earlier years and a higher charge in later years. However, it is arguably the case that the annuity method provides a fairer charge than equal instalments as it takes account of the time value of money, whereby paying £100 in 10 years time is less of a burden than paying £100 now. For the purpose of this MRP review an annuity rate of 2% over a 50 year period is assumed for supported borrowing as this corresponds with the Bank of England Monetary Policy Committee's inflation target rate of 2%.

### Unsupported Borrowing

- 4.5.5 The Council currently adopts the Asset Life approach using the Equal Instalment Method for capital expenditure funded by unsupported (prudential) borrowing. This allows a charge to revenue over a 25 year period, which is deemed to be the estimated useful life. The charge is applied on a straight-line basis. Based on an opening unsupported borrowing CFR of £16.073m as at the 1st April 2016, the 2016/17 MRP charge for unsupported borrowings is £0.831m.

- 4.5.6 An alternative approach that the Council could adopt is to link the unsupported CFR MRP charge to estimated asset lives for individual assets. Rather than adopting the current policy of assuming that all assets have a 25 year life, this revised approach involves reviewing the assets funded through unsupported borrowing and applying specific estimated lives for each individual asset. In essence, many assets will have estimated lives in excess of 25 years and this will result in a lower annual MRP charge for these assets, albeit that the charge will be applied over a longer period. However, it can be argued that it is reasonable to apply the MRP charge over the period that benefit is being gained from the use of the asset. Where the estimated life of an asset cannot be determined a default position of 25 years can be assumed.
- 4.5.7 As with the supported borrowing CFR there are 2 options available for charging the MRP on the unsupported borrowing element of the CFR i.e. the straight line method and the annuity method. However, for the annuity option the average Public Works Loan Board (PWLB) interest rate for new annuity loans in the year that an asset becomes operational will be used for calculating MRP.
- 4.5.8 Members may wish to note that Blaenau Gwent CBC has recently changed its MRP policy on unsupported borrowing to the annuity method. A number of other Welsh Local Authorities are also considering the annuity method as part of ongoing reviews of their MRP policies.

#### 4.6 Options Appraisal

- 4.6.1 For the purpose of appraising the options available, the opening balance on the CFR as at the 1st April 2016 for both supported and unsupported borrowing will be the start point. It is assumed that new borrowing of £17.550m will be undertaken as follows: -
- Supported borrowing 2016/17 for approved Capital Programme £4.990m
  - Supported borrowing 2017/18 for proposed Capital Programme £4.990m
  - Supported borrowing 2017/18 for 21<sup>st</sup> Century Schools £4.170m
  - Supported borrowing 2017/18 for 21<sup>st</sup> Century Schools £3.400m
- 4.6.2 No further borrowing is assumed as the revenue implications of additional borrowing in future years will be considered as part of the annual process of agreeing the revenue budget.
- 4.6.3 Appendix 1 provides details of the annual MRP charge for the period 2016/17 to 2088/89 for the current policy and for the revised approaches adopting the straight-line method and the annuity method. The current policy assumes the status quo but the figures for the annuity and straight-line methods are based on the following: -
- Historic debt liability as at the 31st March 2007 and subsequent capital expenditure funded from supported borrowings to be charged to revenue over 50 years.
  - The MRP charge for individual assets funded through unsupported borrowing to be based on the estimated life of each asset or 25 years where this cannot be determined.
  - An annuity rate of 2% is assumed for supported borrowing.
  - The annuity rate for unsupported borrowing is based on the average PWLB interest rate for new annuity loans in the year that an asset becomes operational.
- 4.6.4 Members should note that the total MRP charge required to fully extinguish the CFR is the same whichever approach is followed. The variable is the actual annual amount payable depending on which methodology is adopted.
- 4.6.5 The following summarises the main points arising from adopting the straight-line method: -
- For illustration purposes, under the current policy a total MRP charge of £100.657m is payable for the next 15 years (an average of £6.710m per annum).
  - By adopting the straight-line method a total MRP charge of £64.457m is payable for the next 15 years (an average of £4.297m per annum).

- In year one (2016/17) a saving of £3.858m is achieved and this one-off in-year funding would be available to support the Capital Programme.
- In years 19 to 50 the straight-line method is more expensive than the current approach.
- In years 51 to 72 the straight-line method is less expensive than the current approach.
- The CFR for both supported and unsupported elements is fully extinguished by year 72.
- Under the current MRP policy there is still a CFR balance of £10.099m in year 72 and a MRP charge of £0.421m.

4.6.6 The maximum annual MRP payable under the straight-line method is £4.335m. The charge for 2016/17 under the current policy is £7.861m so a budget reduction of £3.526m is achievable without compromising the budget required for future years. For 2017/18 the MRP charge under the straight-line method is less than £4.335m so this would provide additional surplus one-off funding totalling £0.232m that could be used to support the Capital Programme.

4.6.7 The following summarises the main points arising from adopting the annuity method: -

- For illustration purposes, under the current policy a total MRP charge of £100.657m is payable for the next 15 years (an average of £6.710m per annum).
- By adopting the annuity method a total MRP charge of £43.628m is payable for the next 15 years (an average of £2.909m per annum).
- In year one (2016/17) a saving of £5.540m is achieved and this one-off in-year funding would be available to support the Capital Programme.
- In years 22 to 50 the annuity method is more expensive than the current approach.
- In years 51 to 72 the annuity method is less expensive than the current approach.
- The CFR for both supported and unsupported elements is fully extinguished by year 72.
- Under the current MRP policy there is still a CFR balance of £10.099m in year 72 and a MRP charge of £0.421m.

4.6.8 The MRP charge under the annuity method is much lower in the earlier years than later years. However, it would not be prudent to permanently adjust the budget based on the maximum savings achievable as this would mean that significant growth would be required in later years. An alternative approach would be to reduce the MRP budget by £3.5m from 2017/18 and utilise the excess savings above this sum to support the Capital Programme. This would provide significant one-off resources and help to reduce the need to borrow in future years as demonstrated in the table below for the initial 10 year period: -

Year	Adjusted Annual Budget £m	Annuity Annual Charge £m	One-off Surplus Available £m
2017/18	4.361	2.432	1.929
2018/19	4.361	2.603	1.758
2019/20	4.361	2.661	1.700
2020/21	4.361	2.721	1.640
2021/22	4.361	2.783	1.578
2022/23	4.361	2.847	1.514
2023/24	4.361	2.912	1.449
2024/25	4.361	2.978	1.383
2025/26	4.361	3.047	1.314
2026/27	4.361	3.117	1.244
			<b>15.509</b>

4.6.9 Members should note that from the 2046/47 financial year it would be necessary to build growth into the base budget as the MRP charge would exceed the adjusted budget of £4.361m. It is also important to remind Members that all of the projected costs in this report are based on the opening CFR balance as at the 1st April 2016 for both supported and

unsupported borrowing, plus assumed new borrowing of £17.550m. In reality, the level of new borrowing will be much higher in the medium to long-term and some of the one-off annual surpluses indicated in the table above may need to be built back into the base budget to support increased MRP charges arising from additional new borrowing.

- 4.6.10 The total MRP charge required to fully extinguish the CFR is the same under both the straight-line and annuity methods. However, the table below summarises the key points arising from adopting the straight-line or annuity method for calculating MRP based on the opening total CFR as at the 1st April 2016 of £191.819m and new borrowing of £17.550m. A revenue budget saving of circa £3.5m is assumed from 2017/18 to support the MTFP.

<b>Straight-Line</b>	<b>Annuity</b>
MRP charge applied equally over the life of assets.	MRP charge is lower in early years and higher in later years.
CFR fully extinguished by year 72.	CFR fully extinguished by year 72.
£3.858m one-off saving in 2016/17 to support the Capital Programme. Further one-off saving of £0.232m in 2017/18.	One-off savings totalling £15.509m in first 10 years to support the Capital Programme. These one-off savings would continue on an annual basis until 2045/46, albeit that the amount would reduce annually.
No budgetary growth required during 72 year period to fully extinguish the CFR.	Budgetary growth required annually from 2046/47 to 2065/66 to ensure that the CFR is fully extinguished during the 72 year period.

## **5. WELL-BEING OF FUTURE GENERATIONS**

- 5.1 The Wellbeing of Future Generations (Wales) Act 2015 requires that decisions made by Council today must not have a detrimental effect on future generations.
- 5.2 The options set out in this report essentially seek to charge MRP to the revenue account over a period which is commensurate with the estimated lives of assets. This approach ensures that the charge is applied over the period that benefit is being gained from the use of the assets.
- 5.3 Under the existing MRP policy the bulk of the MRP charge is applied in the early years, which means that current council tax payers are paying a premium for assets that will also benefit future generations. Furthermore, the reducing balance methodology currently adopted for supported borrowing results in the MRP charge being applied to the revenue account long after assets have reached the end of their useful lives.
- 5.4 The option of changing to a straight-line basis will ensure that the current CFR for both supported and unsupported elements is fully extinguished by year 72. This approach ensures that a consistent annual charge is payable throughout the life of assets.
- 5.5 The option of changing to an annuity basis will also ensure that the current CFR for both supported and unsupported elements is fully extinguished by year 72. A change in the MRP policy to an annuity basis would result in a lower MRP charge in the earlier years with an increase in the amount charged in later years, and therefore paid by future generations. However, the method does ensure that all generations pay a similar amount when adjusted for the time value of money.

## **6. EQUALITIES IMPLICATIONS**

- 6.1 An Equalities Impact Assessment will be undertaken prior to final proposals being presented to Cabinet and Council in February 2017.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 The projected MRP costs in this report are based on opening CFR balances as at the 1st April 2016 for both supported and unsupported borrowing totalling £191.819m, and assumed new borrowing of £17.550m. In reality, the level of new borrowing will be much higher in the medium to long-term and this will need to be considered as part of the annual budget setting process. The MRP policy will therefore continue to be kept under review annually.
- 7.2 The maximum annual MRP payable under the straight-line method is £4.335m. The charge for 2016/17 under the current policy is £7.861m so a budget reduction of £3.526m is achievable without compromising the budget required for future years. There will be no requirement to build growth into future years to deal with the MRP charge based on the existing CFR balances plus assumed new borrowing of £17.550m. However, additional borrowing in future years will attract further MRP charges and this will need to be considered as part of the annual budget setting process moving forward. A one-off saving of £3.858m will also be achieved in the 2016/17 financial year and this funding would be available to support the Capital Programme. Furthermore, an additional one-off saving of £0.232m is available in 2017/18.
- 7.3 The option of revising the MRP policy to an annuity basis would result in the 2017/18 charge being £5.347m lower than the charge under the existing policy. However, it would not be prudent to permanently adjust the budget based on the maximum savings achievable as this would mean that significant growth would be required in later years. An alternative approach would be to reduce the MRP budget by £3.5m to £4.361m from 2017/18 and utilise the excess savings above this sum to support the Capital Programme in future years. This would provide significant one-off resources and help to reduce the need to borrow in future years. Members should note that from the 2046/47 financial year it would be necessary to build growth into the base budget to deal with the higher MRP charges required in later years to fully extinguish the current CFR balances under the annuity method.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 There are no direct personnel implications arising from this report.

## **9. CONSULTATIONS**

- 9.1 The MRP policy is part of the Treasury Management Strategy, which is approved annually by Full Council. Any change to the MRP policy is therefore of interest to all Members. With this in mind a Members' Seminar has been scheduled for the 12th January 2017. This will provide an opportunity for all Members to be fully briefed on the proposed changes and Arlingclose will be in attendance to assist with dealing with questions that Members may raise. A report on the proposed changes will subsequently be presented to Cabinet on the 18th January 2017 and then Council on the 24th January 2017.
- 9.2 Discussions are ongoing with the Authority's External Auditor, Grant Thornton, regarding the proposed changes to the MRP policy.

## **10. RECOMMENDATIONS**

10.1 The Scrutiny Committee is asked: -

- i) To consider and comment upon the content of this report.
- ii) To note that a Members' Seminar has been scheduled for the 12th January 2017 to enable all Members to be fully briefed on the proposed changes and to provide a further opportunity for views to be expressed and for questions to be raised.
- iii) To note that a further report on proposed changes to the MRP policy will subsequently be presented to Cabinet on the 18th January 2017 and then Council on the 24th January 2017.

## **11. REASONS FOR THE RECOMMENDATIONS**

11.1 To ensure that Members are provided with an opportunity to contribute to the process of agreeing changes to the Council's MRP policy.

## **12. STATUTORY POWER**

12.1 Local Government Acts 1972 and 2003.

12.2 Local Authorities (Capital Finance and Accounting) (Wales) Regulations 2003 (and subsequent amendments in 2008).

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Background Papers:

- Council Report 24th February 2016 – Treasury Management Annual Strategy, Capital Finance Prudential Indicators and Minimum Revenue Provision Policy for 2016/17.
- Cabinet Report 30th November 2016 – Draft Budget Proposals 2017/18.

Appendices:

Appendix 1 MRP Charges for Various Options

**Review of Minimum Revenue Provision Policy (MRP)****MRP Charges for Various Options**

Year	Date	Current Policy (£)	Straight Line Basis (£)	Difference (£)	Annuity Basis (£)	Difference (£)
1	2016/17	7,861,064	4,003,151	(3,857,912)	2,320,640	(5,540,423)
2	2017/18	7,779,471	4,102,951	(3,676,519)	2,432,040	(5,347,431)
3	2018/19	8,003,927	4,334,715	(3,669,211)	2,602,600	(5,401,327)
4	2019/20	7,722,459	4,334,715	(3,387,744)	2,661,381	(5,061,079)
5	2020/21	7,452,251	4,334,715	(3,117,535)	2,721,643	(4,730,607)
6	2021/22	7,192,850	4,334,715	(2,858,135)	2,783,430	(4,409,420)
7	2022/23	6,943,826	4,334,715	(2,609,110)	2,846,787	(4,097,039)
8	2023/24	6,704,762	4,334,715	(2,370,047)	2,911,761	(3,793,002)
9	2024/25	6,475,261	4,334,715	(2,140,546)	2,978,399	(3,496,862)
10	2025/26	6,254,941	4,334,715	(1,920,225)	3,046,752	(3,208,188)
11	2026/27	6,043,433	4,334,715	(1,708,717)	3,116,872	(2,926,561)
12	2027/28	5,840,385	4,334,715	(1,505,669)	3,188,812	(2,651,573)
13	2028/29	5,645,459	4,334,715	(1,310,744)	3,262,628	(2,382,831)
14	2029/30	5,458,330	4,334,715	(1,123,615)	3,338,377	(2,119,953)
15	2030/31	5,278,687	4,334,715	(943,971)	3,416,120	(1,862,567)
16	2031/32	5,106,229	4,301,382	(804,847)	3,451,072	(1,655,156)
17	2032/33	4,874,669	4,243,491	(631,178)	3,447,140	(1,427,529)
18	2033/34	4,389,012	4,195,371	(193,641)	3,452,663	(936,349)
19	2034/35	4,156,912	4,169,131	12,219	3,489,901	(667,012)
20	2035/36	3,891,436	4,130,011	238,575	3,508,416	(383,020)
21	2036/37	3,750,818	4,130,011	379,192	3,584,353	(166,466)
22	2037/38	3,615,826	4,130,011	514,185	3,662,063	46,237
23	2038/39	3,486,233	4,130,011	643,778	3,741,593	255,360
24	2039/40	3,349,823	4,130,011	780,188	3,822,992	473,169
25	2040/41	3,022,390	4,130,011	1,107,620	3,906,310	883,920
26	2041/42	2,887,735	4,130,011	1,242,276	3,991,598	1,103,863
27	2042/43	2,777,665	4,130,011	1,352,345	4,078,908	1,301,243
28	2043/44	2,535,999	4,130,011	1,594,012	4,168,296	1,632,297
29	2044/45	2,434,559	4,130,011	1,695,452	4,259,817	1,825,258
30	2045/46	2,337,177	4,130,011	1,792,834	4,353,530	2,016,354
31	2046/47	2,243,689	4,130,011	1,886,321	4,449,495	2,205,806
32	2047/48	2,153,942	4,125,758	1,971,816	4,539,747	2,385,806
33	2048/49	2,067,784	4,084,320	2,016,536	4,558,214	2,490,430
34	2049/50	1,985,073	4,055,259	2,070,186	4,599,820	2,614,747
35	2050/51	1,905,670	4,010,620	2,104,950	4,610,394	2,704,724
36	2051/52	1,829,443	4,010,620	2,181,177	4,707,154	2,877,711
37	2052/53	1,756,265	4,010,620	2,254,354	4,806,039	3,049,774
38	2053/54	1,686,015	4,010,620	2,324,605	4,907,098	3,221,084
39	2054/55	1,618,574	4,003,357	2,384,783	4,995,680	3,377,106
40	2055/56	1,553,831	4,003,357	2,449,525	5,100,625	3,546,794
41	2056/57	1,491,678	4,003,357	2,511,679	5,207,878	3,716,201
42	2057/58	1,432,011	4,003,357	2,571,346	5,317,495	3,885,484
43	2058/59	1,374,730	4,003,357	2,628,626	5,429,530	4,054,800
44	2059/60	1,319,741	4,003,357	2,683,615	5,544,044	4,224,302
45	2060/61	1,266,952	4,003,357	2,736,405	5,661,094	4,394,142
46	2061/62	1,216,273	4,003,357	2,787,083	5,780,742	4,564,468



Year	Date	Current Policy (£)	Straight Line Basis (£)	Difference (£)	Annuity Basis (£)	Difference (£)
47	2062/63	1,167,623	4,003,357	2,835,734	5,903,050	4,735,428
48	2063/64	1,120,918	4,003,357	2,882,439	6,028,084	4,907,167
49	2064/65	1,076,081	4,003,357	2,927,276	6,155,910	5,079,829
50	2065/66	1,033,038	3,901,479	2,868,441	6,062,106	5,029,069
51	2066/67	991,716	386,567	(605,149)	594,491	(397,225)
52	2067/68	952,048	286,767	(665,280)	451,696	(500,352)
53	2068/69	913,966	103,575	(810,391)	173,543	(740,423)
54	2069/70	877,407	103,575	(773,832)	181,513	(695,894)
55	2070/71	842,311	103,575	(738,736)	189,849	(652,462)
56	2071/72	808,618	103,575	(705,044)	198,568	(610,051)
57	2072/73	776,274	103,575	(672,699)	207,687	(568,586)
58	2073/74	745,223	103,575	(641,648)	217,226	(527,997)
59	2074/75	715,414	103,575	(611,839)	227,203	(488,211)
60	2075/76	686,797	103,575	(583,223)	237,638	(449,160)
61	2076/77	659,325	103,575	(555,751)	248,552	(410,773)
62	2077/78	632,952	103,575	(529,378)	259,968	(372,984)
63	2078/79	607,634	48,571	(559,063)	103,261	(504,373)
64	2079/80	583,329	48,571	(534,757)	107,908	(475,421)
65	2080/81	559,996	48,571	(511,424)	112,764	(447,232)
66	2081/82	537,596	48,571	(489,024)	117,838	(419,758)
67	2082/83	516,092	48,571	(467,521)	123,141	(392,951)
68	2083/84	495,448	48,571	(446,877)	128,682	(366,766)
69	2084/85	475,630	48,571	(427,059)	134,473	(341,158)
70	2085/86	456,605	48,571	(408,034)	140,524	(316,081)
71	2086/87	438,341	48,571	(389,770)	146,848	(291,493)
72	2087/88	420,807	48,571	(372,236)	153,456	(267,351)
73	2088/89	403,975	0	(403,975)	0	(403,975)

Gadewir y dudalen hon yn wag yn fwriadol



## **COUNCIL - 24TH JANUARY 2017**

**SUBJECT: WELSH LANGUAGE STRATEGY 2017-2022**

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

- 
- 1.1 The attached report was considered by Cabinet on 18th January 2017. The recommendations of Cabinet will be reported verbally to Council on 24th January 2017.
  - 1.2 Members will be asked to consider the recommendations of Cabinet.

Author: Helen Morgan, Senior Committee Services Officer

Appendix Report to Cabinet - 18th January 2017

Gadewir y dudalen hon yn wag yn fwriadol



## CABINET– JANUARY 18TH 2017

**SUBJECT: WELSH LANGUAGE STRATEGY 2017-2022**

**REPORT BY: CORPORATE DIRECTOR SOCIAL SERVICES**

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### 1. PURPOSE OF REPORT -

- 1.1 To seek endorsement of the Authority's draft 5-year Welsh Language Strategy as required by Standards 145 and 146 of the Welsh Language Standards (No1) Regulations 2015, prior to presentation to Council for approval.

### 2. SUMMARY

- 2.1 The Authority is required to develop a 5-year strategy that sets out how it proposes to promote the Welsh language and facilitate the use of the Welsh language in the area. The strategy must include a target for increasing or maintaining the numbers of Welsh speakers and a statement setting out how the target is intended to be reached. The strategy must be reviewed and revised on a 5-yearly cycle.

### 3. LINKS TO STRATEGY

- 3.1 The Welsh language strategy directly supports the local authority's duty to contribute to the National Well-being Goals to achieve '**A Wales of vibrant culture and thriving Welsh language**'. In addition allowing people to communicate with public services in the language of their choice is an issue that impacts on 'A More Equal Wales', and 'A More Cohesive Wales'.

### 4. THE REPORT

- 4.1 The Welsh language standards require the authority to develop a 5-year Welsh Language Strategy that sets out how it intends to promote the use of the Welsh language, and facilitate the use of the Welsh language more widely in the area. The strategy must include a target (in percentage terms) for increasing or maintaining the number of Welsh speakers in the area by the end of the 5-year period. In addition, the strategy must include a statement setting out how the target will be met. The strategy must be reviewed and renewed at the end of each 5-year period (Standard 145).
- 4.2 At the end of each 5-year period the authority must assess the extent to which the strategy has been followed and the target met. The assessment, which must be published, must include the number of Welsh speakers in the area and the list of activities that have been undertaken to meet the aims of the strategy (Standard 146).
- 4.3 The appended draft strategy has been developed in conjunction with the members of the Caerphilly Welsh Language Forum. The strategy can only be effectively delivered in collaboration with other organisations operating in the area who also have a remit, either

through legislation or organisational policy, to increase and support the use of the Welsh language. The forum members have developed the draft strategy, in conjunction with the local authority, such that the actions and target are shared collaboratively. The members of the local Welsh Language Forum are:

Caerphilly County Borough Council  
Coleg y Cymoedd (College of the Valleys/ Ystrad Mynach)  
Dysgu Cymraeg Gwent (Gwent Welsh for Adults Centre)  
Menter Iaith Caerffili (Caerphilly Welsh Language Initiative)  
Merched Y Wawr (Welsh Women's Institute)  
Mudiad Ysgolion Meithrin (Welsh Playgroups)  
Rhag (Parents of children in Welsh medium education)  
Yr Urdd (Welsh Youth Movement)

- 4.4 The strategy proposes a target of 3% increase in Welsh speakers over the 5-year period. This target is recognised as aspirational and the actions within the document are a direction of travel for the local authority and its partners. It is set against the backdrop of the draft Welsh Government strategy to increase the number of Welsh speakers in Wales to 1 million by 2050.
- 4.5 The strategy is supported by a 2016 profile of the use of the Welsh language in the area developed by Menter Iaith Caerffili, Appendix 2 to this report.
- 4.6 The structure of the document follows 6 strategic areas; The Family, Children and Young People, Communities, Welsh Language Services, The Workplace and Infrastructure (Policies and Practices).
- 4.7 The Welsh language standards required that the strategy was published on the local authority's website by the 30<sup>th</sup> September 2016. Given the need to prepare a properly consulted and approved strategy a draft strategy, minus associated actions, was published in order to comply with Standard 145. Subsequent development has included consultation with service managers and partners on the proposed actions which are presented as part of the document for consideration. Consultation responses have been reflected in the final draft strategy, as appended. The actions are considered to be achievable within the 5-year time frame.
- 4.8 Progress against the actions set out in the strategy will be monitored by the Welsh Language Forum, in partnership with the local authority. In addition to assessment at the end of the 5-year period, reporting, on an annual basis, will be encompassed within the authorities annual Welsh Language Report. The 2021 Census will be the next official measure of the number of Welsh speakers in the area.

## **5. WELL-BEING OF FUTURE GENERATIONS**

- 5.1 The strategy contributes to the Well-being Goals as set out in Links to Strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act in that the strategy has been developed collaboratively with the local authority's language partners. The intention of the strategy is to take a long-term view of increasing the use of Welsh and preventing the decline of the language within the local authority's area. The strategy integrates the work of the local authority alongside the work of other organisations in the area that have the same aim. The actions in the strategy will involve local communities in assisting them in being able to access services in Welsh.

## **6. EQUALITIES IMPLICATIONS**

- 6.1 This report introduces the first Welsh Language Strategy for the local authority. The authorities Strategic Equality Plan and Objectives 2016-2020 include as Equality Objective 6- Compliance with the Welsh Language Standards:

People living in Caerphilly county borough, council staff and visitors to the area, whether fluent Welsh speakers or learners have their rights to use the Welsh Language supported by Council service areas and not prevented in any way.

An EIA screening has been completed in accordance with the Council's Strategic Equality Plan and supplementary guidance. No potential for unlawful discrimination and/or low level or minor negative impact has been identified; therefore a full EIA has not been carried out.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 There are no direct financial implications in this report. The actions within the strategy are intended to be achieved in partnership. Where actions fall wholly, or partly, within the responsibility of the local authority it is intended that they will be met within existing budgets.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 There are no personnel implications arising directly from this report.

## **9. CONSULTATIONS**

- 9.1 This report has been sent to the Consultees listed below and all comments received are reflected in this report.

## **10. RECOMMENDATIONS**

- 10.1 That the draft Welsh Language Strategy 2017-2022 is submitted to Full Council for approval.

## **11.0 REASONS FOR THE RECOMMENDATIONS**

- 11.1 The strategy is a document required by the Welsh Language Standards (No. 1) Regulations 2015. Standard 145 requires that a 5-year strategy be in existence. Section 146 requires that the progress towards the target set out in the strategy is assessed and published at the end of each 5-year period.

## **12. STATUTORY POWER**

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

Author: Kathryn Peters, Corporate Policy Manager, [peterk@caerphilly.gov.uk](mailto:peterk@caerphilly.gov.uk)  
Consultees: Councillor Barbara Jones, Cabinet Member for Corporate Services  
Councillor Nigel George, Cabinet Member for Community and Leisure Services  
Councillor James Pritchard, Equalities Champion  
Dave Street, Corporate Director, Social Services  
Corporate Management Team  
Heads of Service  
Rob Hartshorn, Head of Public Protection  
Gail Williams, Interim Head of Legal Services/Monitoring Officer  
Anwen Rees, Senior Policy Officer (Equalities and Welsh Language)  
Mike Eedy, Finance Manager

Background Papers: None

Appendices:

Appendix 1 Draft Welsh Language Strategy 2017-2022

Appendix 2 Menter Iaith Caerffili- Welsh Language Profile 2016



# **Welsh Language Strategy 2017 - 2022**

## **Draft for Cabinet and Council**

Version 6

**Prepared in line with the requirements of Welsh Language Standard 145  
under the Welsh Language Standards (No.1) Regulations 2015**

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## CONTACT

If you would like to comment or contribute to this draft strategy, you can do so by contacting the following:

Address: Anwen Rees, Senior Policy Officer, Equalities and Welsh Language

Telephone: 01443 864404

e-mail: reesma@caerphilly.gov.uk

## ACCESSIBLE FORMATS

We can provide a range of accessible versions of this draft Welsh Language Strategy on request, including:

Large print version; Audio version; Braille version; British Sign Language version

Please contact us if you require any of the above.

## 1. INTRODUCTION

**This draft has been prepared so that the Council can circulate it to its own internal departments and to its external partners. This also ensures that elected members are presented with a properly drafted and consulted document for formal approval.**

Caerphilly County Borough Council has a long-standing tradition of developing and implementing Welsh Language Schemes, from the first that was published in November 1998 to its most recent, which ended in March 2016.

Changes in legislation meant that Welsh Language Schemes were no longer required and so for the period 2017-2022 the Council has embedded Welsh Language issues into its 2<sup>nd</sup> Strategic Equality Plan, both directly in its **Strategic Equality Objective (SEO) 6 - Compliance with the Welsh Language Standards**, but also indirectly under other SEOs in terms of communications access, staff training and monitoring and dealing with complaints.

The new Welsh Language Standards however, specifically Standard 145 under the first set of Welsh Language Regulations, places a new requirement on the Council:

**You must produce, and publish on your website, a 5-year strategy that sets out how you propose to promote the Welsh language and to facilitate the use of the Welsh language more widely in your area; and the strategy must include (amongst other matters) (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).**

The task is therefore to develop a strategy that builds on our past successes, meets the needs of the Welsh speakers and learners in the county borough, meets the legislative requirements and most importantly, is meaningful, appropriate and achievable for everyone involved.

The Council's vision for the future of Caerphilly county borough is outlined in 'Caerphilly Delivers - the Single Integrated Plan' 2013-2017, which guides us in how we plan, deliver and review our services in partnership. From 2018 the current plan will be replaced by the Well-being Plan for the county borough. These plans are the responsibility of the Caerphilly Public Services Board the partners of which are Caerphilly County Borough Council, Aneurin Bevan University Health Board, South Wales Fire and Rescue Service, Natural Resources Wales, Gwent Police, Police and Crime Commissioner for Gwent, National Probation Service, Wales Community Rehabilitation Company, Public Health Wales, Gwent Association of Voluntary Organisations, and Welsh Government.

**“Our long-term vision for Caerphilly is for sustainable communities, supported by actions that enhance the quality of life for all.”**

‘Caerphilly Delivers’ further notes that it was developed based on a set of principles that included Equalities and Welsh language, so that the Council and its Public Services Board partners “all promote and mainstream equalities and the Welsh language in accordance with our legislative requirements and strategic equality objectives”. The replacement Well-being Plan will consider the national well-being goal for Wales to promote a “Vibrant culture and thriving Welsh language” and this strategy directly contributes to this goal. We must also consider Welsh Government strategies or regulations that the Welsh Language links to, including “Mwy Na Geiriau / More Than Just Words” (the National Health and Social Care Welsh Language Strategy).

More Than Just Words is a strategic Framework for Promoting the Welsh Language in Health, Social Services and Social Care’ which was published in 2012. The aim of the framework is to ensure that organisations recognise that language is an intrinsic part of care and that people who need services in Welsh get offered them. This is called the ‘Active Offer’.

Developing a long-term language strategy is not an easy task, as many factors such as social circumstances and population movement can make the relevant information outdated very quickly; the most recent Census data is already 5 years old for example.

The Council cannot develop the strategy or reach any agreed targets without working in partnership with a number of other bodies and organisations in the county, the region and nationally within Wales. A concerted effort by all involved offers the chance to meet the aspirations of this strategy.

Menter Iaith Caerffili has prepared a 2016 Language Profile of the county borough (see Section 2 and Appendix B) and by working in partnership with them and using this as a starting point, we are confident that the data about the Welsh language is the best that is available in order for us to develop this 5-year strategy.

The draft is also based around the six themes identified nationally in the Welsh Government’s Welsh Language Strategy: ‘A living language: a language for living’ and also makes reference to the Welsh Government’s new consultation on ensuring a million Welsh speakers by 2050. This means that our draft strategy uses established national criteria but localises the information and targets.

Though it is the Council’s duty to publish the strategy, it cannot implement and deliver all the requirements alone. By consulting with so many local partners, it also means that the strategy in its final form will be “owned” by everyone; through working closely with partners, organisations, schools, individuals and communities, we are confident that delivering this strategy will successfully promote the Welsh language and support its continuing success in the county borough.

## 2. THE WELSH LANGUAGE IN CAERPHILLY COUNTY BOROUGH

The baseline for the draft Strategy has to be a current language profile, in order to be able to determine an achievable target increase in Welsh speakers that is required by Welsh Language Standard 145. Menter Iaith's Language Profile from May 2016 is the most up-to-date information regarding the county's situation and includes the national legislative context as well as links to existing plans and strategies.

According to the 2011 Census, Caerphilly county borough had 19,251 Welsh speakers (11.2% of the population) and according to the Pupil Level Annual School Census figures from January 2015, 16.9% of the primary school population and 12.7% of the secondary school population were in Welsh medium education.

There has been a significant increase in Welsh Medium provision within CCBC since its inception in 1996.

Pupil numbers in Primary schools have increased by over 60% to a current level in excess of 2900. During this 20 year period, 3 additional schools were established, with 7 of the 8 original schools either being replaced or receiving adaptations / extensions to increase capacity.

The pupil numbers at Ysgol Gyfun Cwm Rhymni have increased by circa 75% from 900 to 1600 pupils. The school moved to a new site in 2002 and further developed onto a 2<sup>nd</sup> site (Y Gwyndy) in 2013. The present capacity of both sites in combination is 2,348 which is expected to be reached around 2025.

CCBC's Welsh in Education Strategic Plan (WESP) 2017-2020 proposes the following 7 key outcomes;

- Outcome 1: More seven-year-old children being taught through the medium of Welsh
- Outcome 2: More learners continuing to improve their language skills on transfer from primary school to secondary school
- Outcome 3: More learners aged 14-16 studying for qualifications through the medium of Welsh
- Outcome 4: More learners aged 16-19 studying subjects through the medium of Welsh in schools, colleges and work-based learning
- Outcome 5: More learners with higher skills in Welsh
- Outcome 6: Welsh-medium provision for learners with Additional Learning Needs
- Outcome 7: Workforce planning and Continuous Professional Development

The National Centre for Learning Welsh is a national body responsible for all aspects of the Welsh for Adults education programme. It operates as a body at arm's length from Government and has a clear vision for the future.

The Centre will be a visible institution setting a national strategic direction for the Welsh for Adults sector provide leadership for Welsh for Adults providers raise standards in teaching and learning in Welsh for Adults develop an engaging, appropriate and high quality national curriculum and produce resources suitable for all kinds of learners.

Everyone living in Wales knows that the language is around them and Welsh belongs to us all. Approximately 11% of the population speak Welsh fluently, and another 12% less fluently. Every child and young person learns at least some Welsh and thousands of people register each year on Welsh for Adults courses. This is an excellent opportunity to bring everyone together to speak and use the language.

**The aspirations of the Centre are to:**

- Increase the numbers who **know** about Welsh lessons.
- Increase the numbers **learning** Welsh.
- Increase the numbers attaining **fluency**.
- Increase the numbers who **use** Welsh.

In 2013-14, 15,910 learners registered on various courses across Wales using the standard registration population. Distribution by centre was as follows:

<b>Welsh for Adults Centre</b>	<b>No. of Learners</b>
Aberystwyth University	2,125
Bangor University	5,405
Cardiff University	1,630
Coleg Gwent	2,105
Swansea University	3,165
University of South Wales	1,390

Source: Welsh Government Statistics website based on Data from LLWR and HESA

The former Welsh Government Strategy *Iaith Pawb* aimed to increase the number of people who spoke Welsh to 5%. Their new vision of having a million Welsh speakers by 2050 is shown in Section 3.

Caerphilly County Borough Council recognises this is an aspirational target which will be a challenge for us and our partners to achieve. Caerphilly County Borough Council has a positive approach to assisting to meet the aim; however, we have chosen to select a realistic target which we aim to achieve over the next 5 years. This will be based on what we expect the Welsh language capabilities of our population will be and the number of Welsh speakers leaving Welsh medium education.

**This draft strategy therefore proposes a minimum 3% target increase in the number of Welsh speakers between 2017 and 2022.**

**This target therefore means that by the 2021 Census, Caerphilly county borough will have a minimum 14.2% Welsh speaking population\*.**

(\* - no target population figure is proposed as population numbers change with inward and outward migration)

### 3. THE LEGISLATIVE CONTEXT

The 2016 Language Profile also sets out the broad Welsh Language legislative context and so is not repeated in the body of this strategy, however since the profile was published in May 2016, there has been a further development that must be referenced and noted.

The Council's 5-year strategy must be published by 30<sup>th</sup> September 2016, however in August the Welsh Government launched a new consultation on its updated 5-year strategy, which closes at the end of October.

Caerphilly County Borough Council has worked to similar timescales to allow for full and thorough consideration by partners. The aim is for the final version of the strategy to be ready by the end of January 2017.

Below are extracts from the consultation document:

#### **Consultation on a Welsh Government draft strategy: a million Welsh speakers by 2050**

Section 78(1) of the Government of Wales Act 2006 requires Welsh Ministers to adopt a strategy stating how they propose to promote and facilitate the use of the Welsh language. Section 78(4) requires the Welsh Ministers to keep the strategy under review and enables them from time to time to adopt a new strategy. Therefore, this consultation seeks your views on our proposals for the strategy which will supersede the current Welsh language strategy: *A living language: a language for living* (2012–2017) when that strategy's period comes to an end.

- **Development area 1: Planning and language policy**
- **Development area 2: Normalisation**
- **Development area 3: Education**
- **Development area 4: People**
- **Development area 5: Support**
- **Development area 6: Rights**

The legislative and policy framework supports the Well-being of Future Generations (Wales) Act 2015 and the requirement for all public bodies in Wales to work collaboratively to promote a thriving Welsh language. Though the 6 development areas under consultation differ from the 6 used nationally over the last 10 years in the Welsh language strategy "A living language: a language for living", and which form the basis of the Council's draft 5-year strategy, they complement each other rather than conflict.

It is therefore proposed that the Council's draft strategy continues with the original 6 themes, but that in 2017, when the Welsh Government's own strategy is implemented, that the Council's strategy is reviewed and if necessary, updated and amended to align with the final national document.

#### **4. LOCAL PARTNERS**

In order to achieve the aims and objectives of this strategy it is essential that we work closely with our existing partners and new partners across the county. Through collaborative working we will be better placed to ensure that our vision within this strategy is achieved.

The following key partners are essential to fulfilling the county's vision.

##### **Menter Iaith Sir Caerffili**

Menter Iaith Sir Caerffili (Menter Caerffili) is a voluntary, community based organisation and a registered charity. Its principal aim is to increase the opportunities for people of all ages and backgrounds to use or learn the Welsh language within their local communities. In order to achieve this aim Menter Caerffili develop new and innovative community projects which stimulate and encourage community development and participation in addition to enabling communities to lead their own projects. Menter Iaith are now active in several fields including youth work, childcare, community training and volunteering opportunities, adult education and partnerships with the private sector. These projects enable people to use the Welsh language on a community level in a variety of ways. Previously, Welsh speakers and learners, both adults and children, were faced with a severe lack of services and opportunities to use the Welsh language outside education. During the past sixteen years, Menter Iaith has responded to this lack of equal opportunity by developing and providing projects which now enable people to use the Welsh language within their own communities. These projects work with young children within childcare and play schemes, young people through youth clubs and youth activities, adult Welsh learners through learners' groups and local businesses through advice and support.

All of our projects have developed through partnerships with other organisations such as schools and nurseries, GAVO, Caerphilly C.B. Council, Gwent Centre for Welsh for Adults, local businesses, voluntary organisations, Communities First Partnerships and various other organisations. Menter Caerffili work with communities throughout Caerphilly County Borough and engage with over 3000 Welsh speakers and learners at present in addition to 20+ organisations and societies.

Menter Iaith Sir Caerffili's Corporate Plan 2016-19 builds on the strengths of the organisation over the last sixteen years and much of the good work achieved during this period will continue, to ensure services make a difference regarding the Welsh language in Caerphilly creating a positive impact on the two following elements will be core to their work:

- Changing the use of language amongst individuals and organisations
- Changing the confidence, awareness and attitudes of families, children and young people and adults in relation to the Welsh language



Menter Caerffili's core work will be in the following sectors:

- Lead collaborative planning for Welsh medium services across the county
- Develop and deliver services and opportunities to use the Welsh language
- Influence for the benefit of the Welsh language on a county level
- Represent the voices of Welsh speakers and learners across the county
- Raise confidence and change people's attitudes towards the Welsh language
- Strengthen the Welsh language and its use amongst families
- Strengthen the Welsh language amongst young people aged between 3 and 24 years old through a range of services
- Develop Welsh medium community events and festivals to raise awareness of the Welsh language

Menter Caerffili is a key organisation, progressive and active, influencing and innovative in relation to the Welsh language in Caerphilly Borough.

### **The Urdd**

The aim of the Urdd is to ensure an opportunity, through the medium of Welsh, for the young people of Wales to develop as rounded individuals; to also support them to play a constructive role in society by developing personal and social skills. The Urdd achieves this in a variety of ways.

Within Caerphilly County Borough the Urdd works closely with Welsh medium schools and Second Language schools, offering a range of activities for pupils throughout the year. The Urdd organises sports competitions, residential activities in their centres, Jamborees and the annual Eisteddfod.

In addition to this, the Urdd jointly employs a Youth Officer in Caerphilly with Menter Caerffili and Caerphilly County Borough Council. The officer develops social opportunities for young people in the county through the medium of Welsh. The officer develops these opportunities in a variety of ways, including youth clubs, community groups, one-day trips, trips abroad, volunteering opportunities and accreditation opportunities for young people.

These various activities provide opportunities for children and young people within Caerphilly to use the Welsh language outside of education and within their communities.

### **Cymraeg i Blant**

Cymraeg i blant / Welsh for kids is a new project run by Mudiad Meithrin and funded by Welsh Government that focuses on increasing the number of nursery age children that are able to speak Welsh. It shares information, advice and support to parents on the benefits of being bilingual, the importance of introducing Welsh to children as early as possible and the advantages of Welsh medium childcare and education.

The local Cymraeg i blant officer runs weekly bilingual baby massage, baby yoga and Welsh rhymetime sessions for parents and young children across Caerphilly.

The officer works closely with the local Midwifery and Health Visiting teams to ensure that parents receive these key early messages and local information about Cymraeg i blant groups as well as Mudiad Meithrin's provision of local Ti & Fi groups (parent & toddler groups) and Cylchoedd Meithrin during the ante-natal and post-natal period so that parents are aware of the bilingual journey available for their child.

### **Welsh Language Forum**

Menter Caerffili coordinates and leads a Forum of organisations and individuals who work through the medium of Welsh or bilingually. The Forum aims to provide an opportunity to work in partnership, share good practice and to develop a strong local voice on behalf of the Welsh language. The Forum meets quarterly and a range of topics and issues are discussed during meetings including the importance of services for children and young people. It is hoped that the Forum will continue to develop and provide an opportunity to convey a strong and influential voice in support for the Welsh language locally in addition to working on a strategic level to support the delivery of this strategy.

### **Coleg y Cymoedd**

The current priorities of Coleg y Cymoedd are to extend the range, type and level of Customer Care courses, *Yr Iaith ar Waith* through the medium of Welsh in order to allow us to offer this additional qualification across more subject areas at a variety of levels and within different skill areas – speaking/reading and writing.

- Phase 1 took place during 2014-15 when the course was introduced to Childcare/Health and Care/Catering students.
- Phase 2 2015-16 – Business/Transport and Tourism (and the subjects within Phase 1)
- Phase 3 2016-17 – The Creative Industries (and subjects from Phase 1 & Phase 2)
- Phase 4 2017-18 – Engineering/Building (and subject from Phase 1-3).

In addition, units across core subject areas are becoming bilingual (for example Business during 2016-7) in order to provide a real choice to the college's Welsh speaking students.

The College works closely with Ysgol Gyfun Cwm Rhymini. The school invites the College into school to speak to the students who are likely to attend College at 16 years old and the College is also invited to have a stand during their Information Evening for Year 11. The school pupils have benefited from attending Welsh medium one day courses at the College (in Car mechanics, Catering and French) which have been funded by the Cross County Forum. Welsh Government will not continue to fund the Forums; therefore it is difficult to plan without funding. The College is in discussion with schools in Caerphilly and Rhondda Cynon Taf to discuss if it's possible to continue this work.

The College provides training (Welsh classes) for its staff as part of its Linguistic Skills Strategy and used an audit of staff Welsh language skills and the requirements of Managers to identify any recruitment needs.

Every student has to attend an induction session as they join the College and a section about the Welsh language is part of this. It provides the following information:

- Students have a right to present their written work through the medium of Welsh (dependent on the requirements of the Awarding Body) regardless of the fact that their tutor does not speak Welsh.
- Students are able to request notes/assessments in Welsh.
- Bilingual booklets are available which provide Mathematical terms bilingually to assist students, particularly during the period when they transfer from school to college.

There are opportunities for students to maintain and improve their language skills informally within a variety of activities, for example coffee mornings, visiting the set of the 'Jonathan' show at the BBC Studios, Urdd activities such as Outdoor Activity days and competing in the Urdd Eisteddfod, an opportunity to contribute to Welsh theme days such as 'Diwrnod Shwmae Su'mae and the Welsh medium activities which are held during Welsh Week (Welsh gigs have been held with Mistar Phormula and Y Ffug and more recently with the singer Emma Hickey from the band 'Beti Galws'). Students themselves also perform

The College is also eager to progress its curriculum in addition to providing opportunities which will appeal to its learners which are Welsh speakers and allow them to maintain and improve their language skills in an informal way. Working in partnership with their partners such as Menter Iaith Sir Caerffili and the Urdd is a continuing.

### **Mudiad Meithrin**

Mudiad Meithrin is a voluntary organisation and is the main provider of Welsh Medium early years care and education in the voluntary sector in Wales.

Our aim is to give every young child in Wales the opportunity to benefit from early years care and education experiences through the medium of Welsh.

We employ 200 staff nationally and an additional 1500 staff work in Cylchoedd Meithrin (Welsh Medium playgroups) throughout Wales.

In Caerphilly, we have 15 Cylchoedd Meithrin and 7 Cylchoedd Ti a Fi ( Welsh medium Parent and toddler groups). We believe that Welsh language acquisition is an advantage to every child and that transition from our settings to Welsh Medium Schools is imperative. The Cylchoedd in Caerphilly receive guidance and practical advice for staff, volunteers and parents at Cylchoedd Meithrin from our designated Support Officers. In addition, the Regional Manager and her deputy offer specialist advice on a wide variety of subject matters including HR advice, finance and management.

We work closely with our funders (Welsh Government) and in partnership with the Local Authority and other stakeholders such as Menter Iaith.

## **Canolfan Cymraeg i Oedolion Gwent**

*Dysgu Cymraeg Gwent* works across Caerphilly Borough providing Welsh for Adults classes.

*Dysgu Cymraeg Gwent* aims to:

- Increase the numbers of adults learning Welsh in the area by providing and developing a broad programme of courses for learners of all levels from beginners (Mynediad level) to those who are reasonably fluent (Hyfedredd level).
- Increase the numbers starting courses and continuing to learn Welsh in the area.
- Increase the numbers becoming fluent in the area.
- Increase the numbers who are aware of Welsh classes in the area and raise the profile of the sector.
- Increase the opportunities for learners to use the Welsh language in the area.

*Dysgu Cymraeg Gwent* specialise in intensive courses – 4 hours (3 hours within the class and 1 hour completing activities through the internet to reinforce class learning). In addition, a further intensive course is offered – 9 hours a week to those who wish to learn Welsh quickly.

In addition to the regular classes provided by *Dysgu Cymraeg Gwent*, a number of informal learning activities are provided which offer opportunities for learner of all levels to use and practice their Welsh in a social situation outside the classroom. This is an increasing development which is essential to those learning Welsh. *Dysgu Cymraeg Gwent* work closely with Menter Iaith Sir Caerffili to ensure that the learners within Caerphilly Borough are able to access opportunities to practice the Welsh they have learnt within the class and use their Welsh with other speakers.

## 5. STRATEGIC AREA 1 - THE FAMILY

Vision:	Promoting use of the Welsh language within the Family.
Outcome:	Increase in the number of families where the Welsh language is spoken with the children.
Strategic Priorities:	<ul style="list-style-type: none"> <li>• Extend regular informal opportunities for parents to develop their Welsh language skills so as to assist their children to acquire and gain confidence in their ability to use the Welsh language.</li> <li>• Create a consistent message across the sector, in order to promote the benefits of transferring the Welsh language within the family and of allowing children to acquire the Welsh language.</li> <li>• Raise awareness about the importance and availability of providing Welsh-medium activities for families.</li> </ul>
Indicators:	<ul style="list-style-type: none"> <li>• % of children, in primary school reception classes, who are learning Welsh.</li> <li>• Number of events run by the Council and partner organisations for the Family where Welsh can be used as part of a family activity.</li> </ul>
Existing legislation, policies, plans or strategies:	The Welsh Language Standards (No.1) Regulations. 2015, Well-being of Future Generations (Wales) Act 2015, "More than Just Words"
Partners: (internal council departments and external organisations)	CCBC departments (Education, Social Services, Families First programme, Leisure, Corporate Policy); Menter Caerffili, Welsh medium schools, Mudiad Meithrin, Cymraeg i Blant, Urdd, Caerphilly Public Services Board partners

Number	Action	Date
1.1	Promote Welsh language organisations such as Menter Caerffili, the Urdd, Mudiad Meithrin, Gwent Welsh for Adults Centre and in particular their family activities and services (through social media, Council publications, Family Information Service)	
1.2	Events evaluation forms to include questions regarding language use.	
1.3	Develop a comprehensive information resource (booklet/online resource) which shows the services available through the medium of Welsh for families and the Welsh medium education journey in addition to the advantages of bilingualism.	
1.4	Newsline to develop a Welsh medium services feature (twice a year) highlighting the Welsh medium activities and services available locally through the Council and partner organisations.	

## 6. STRATEGIC AREA 2 - CHILDREN AND YOUNG PEOPLE

Vision:	Increase the use of the Welsh language amongst children and young people, improve their awareness of the value of Welsh, and ensure better access to Welsh-medium social events and services.
Outcome:	Children and young people increasingly speak Welsh as part of their everyday routine, improve potential career prospects and realise the value of the language.
Strategic Priorities:	<ul style="list-style-type: none"> <li>• Support educators (teachers, youth workers etc.) to allow them to be able to promote the extra-curricular activities available through the medium of Welsh, in order to increase the social use of the Welsh language.</li> <li>• Work with young people to raise their awareness of the Welsh language as a valuable skill for training and employment.</li> <li>• Raise awareness amongst staff that come into contact with children and young people of the need to foster positive attitudes towards the Welsh language.</li> <li>• Increase the number of children accessing Welsh medium education.</li> <li>• Develop bilingual leadership skills amongst young people to help them develop to become champions of the language within their communities.</li> </ul>
Indicators:	<ul style="list-style-type: none"> <li>• % of Year 6 pupils showing an increase in their use of Welsh at the end of their time in primary school.</li> <li>• % of Year 11 pupils who are studying for five or more qualifications through the medium of Welsh.</li> <li>• % of 16-19 learners who study courses through the medium of Welsh.</li> <li>• Attendance numbers of children and young people for Welsh language activities, such as events organised by partner organisations.</li> </ul>
Existing legislation, policies, plans or strategies:	The Welsh Language Standards (No.1) Regulations. 2015, Well-being of Future Generations (Wales) Act 2015, Welsh in Education Strategic Plan, NEET Strategy
Partners: (internal council departments and external organisations)	CCBC departments (Education, Leisure and Tourism), Caerphilly Youth Forum, Menter Caerffili, the Urdd, Mudiad Meithrin, Cymraeg i Blant, Caerphilly Public Services Board partners.

Number	Action	Date
2.1	Audit current Welsh medium opportunities and services for children and young people in order to identify gaps and areas of high demand.	
2.2	Promote Welsh language organisations such as the Urdd and Menter Caerffili widely and in particular their services for children and young people.	

2.3	Work in partnership with a range of organisations such as the Urdd, Menter Caerffili, Careers Wales and Caerphilly Youth Service in order to raise awareness of the value of Welsh language skills as a career or employment opportunity.	
2.4	Develop Welsh language awareness training for staff working with children and young people in addition to a resource pack to support provisions to promote Welsh language and local heritage.	
2.5	Consult and create a campaign to attract young people to be involved in youth work, sport and art activities as leaders.	
2.6	Plan, coordinate and promote a calendar of Welsh medium care, play and recreational activities for children between the ages of 11-18 years old.	
2.7	Plan, coordinate and promote a calendar of Welsh medium care, play and recreational activities for children between the ages of 4-11 years old.	

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## 7. STRATEGIC AREA 3 - COMMUNITIES

Vision:	Support community groups and help them to increase the use of the Welsh language within their localities.
Outcome:	Community groups are aware of, and can access, Welsh language services across many different sectors.
Strategic Priorities:	<ul style="list-style-type: none"> <li>• Support existing Welsh-language community activities and share good practice.</li> <li>• Support community groups to mainstream the use of the Welsh language and offer learners the opportunity to practice it.</li> <li>• Provide specific support to community initiatives in order to enable them to realise their plans to promote the Welsh language.</li> </ul>
Indicators:	<ul style="list-style-type: none"> <li>• The number of Welsh language activities which are arranged and held within communities across the county borough.</li> <li>• The number of people who attend those Welsh medium events.</li> </ul>
Existing legislation, policies, plans or strategies:	The Welsh Language Standards (No.1) Regulations. 2015, Well-being of Future Generations (Wales) Act 2015,
Partners: (internal council departments and external organisations)	GAVO, Menter Caerffili, Community Councils, CAB, Cymdeithas yr Iaith, Caerphilly Public Services Board partners

Number	Action	Date
3.1	Promote the availability of bilingual services by ensuring Welsh speakers and learners within service areas wear appropriate lanyards and or badges showing their skill, this will gradually encourage the public to speak Welsh when accessing services.	
3.2	Plan and coordinate a campaign to distribute Welsh speaking badges and signs across businesses and organisations in order to support local people to use the Welsh language.	
3.3	Support the development and promotion of a directory of Welsh medium services available locally.	
3.4	Support and promote the development of Ffiliffest, Menter Caerffili's annual festival which celebrates the Welsh language and local heritage. This would include support from departments such as Tourism, Leisure, Arts Development, Youth Service and Communications.	
3.5	Ensure Welsh language input and activities within Caerphilly County Borough's community events programme e.g. Big Cheese, Blackwood Beach Party, and Christmas Markets etc.)	



## 8. STRATEGIC AREA 4 - WELSH LANGUAGE SERVICES

Vision:	Promote and improve the availability of Welsh-medium services in Caerphilly county borough.
Outcomes:	More Welsh-medium services available to the public. More use made of the services that are available through the medium of Welsh. Welsh language support groups are included in directories of community and voluntary groups. The Welsh language integrated in collaboration arrangements.
Strategic Priorities:	<ul style="list-style-type: none"> <li>• The relevant language standards being operated.</li> <li>• Senior council managers should show a strong commitment to the Welsh language in collaboration arrangements, and 3<sup>rd</sup> party contract and commissioning documents.</li> <li>• Welsh language classes made available to council staff and partner organisations.</li> </ul>
Indicators:	<ul style="list-style-type: none"> <li>• The % and number of staff able to provide Welsh language services to the public in line with Standards 127 and 151.</li> <li>• Number of complaints received relating to non-compliance of Standard as required by Standard 147.</li> </ul>
Existing legislation, policies, plans or strategies:	The Welsh Language Standards (No.1) Regulations. 2015, Well-being of Future Generations (Wales) Act 2015, "More than Just Words" (the Strategic Framework for Welsh language services in Health and Social Services),
Partners: (internal council departments and external organisations)	Caerphilly County Borough Council (all departments), Caerphilly Public Services Board partners, Menter Caerffili, Cymdeithas yr Iaith.

Number	Action	Date
4.1	Continue to encourage all council departments to use the Iaith Gwaith badges and lanyards (Standard 68).	
4.2	Support and encourage the Council's Welsh speaking staff and learners to use their skills in the workplace.	
4.3	Plan to improve service provision based on feedback and the number of complaints received	
4.4	Award scheme for Welsh learners' courses – Learner of the Year / Most Improved Service Area etc.	
4.5	Group meetings/events for Council learners to practice.	
4.6	Contact partner organisations to determine how many Welsh Essential posts they have, the nature of the posts and how they are currently filled.	
4.7	Contact partner organisations to determine how many currently provide Welsh Language Awareness Training to staff and how that training is provided.	
4.8	With the information collated above, develop a marketing programme including an annual Welsh Language job fair to raise awareness among	

	the community and young people of the potential career opportunities for Welsh speakers.	
4.9	All council departments to log/record details when a member of the public indicates that they wish for all their telephone calls to be conducted through the medium of Welsh (Standard 21).	
4.10	Raise awareness of Welsh Language provision of services in order to meet the requirements of a positive offer and raise awareness of the ability to contact the local authority in Welsh by telephone, face to face or via written communication	
4.11	Develop improved partnerships between Council Departments and partners.	

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## 9. STRATEGIC AREA 5 - THE WORKPLACE

Vision:	Increase opportunities for people to use the Welsh language in the workplace.
Outcome:	An increasing number/percentage of the workforce uses the Welsh language in the workplace.
Strategic Priorities:	<ul style="list-style-type: none"> <li>• Increase Welsh language skills and awareness amongst local managers.</li> <li>• Increase knowledge about the linguistic skills of staff who work within the Council and partner organisations.</li> <li>• Increase recognition that the Welsh language is a valuable skill in the workplace.</li> <li>• Increase awareness of the importance of the Welsh language as a skill when recruiting, amongst those who are responsible for jobs and employment.</li> <li>• Enable and support fluent staff and staff who are learning, to use the Welsh language in the workplace.</li> <li>• Compliance by Commissioned Services and Independent Third Party Provision</li> </ul>
Indicators:	<ul style="list-style-type: none"> <li>• The number of staff employed by partners who use the Welsh language in the workplace.</li> <li>• The number of staff learning Welsh.</li> </ul>
Existing legislation, policies, plans or strategies:	The Welsh Language Standards (No.1) Regulations. 2015, Well-being of Future Generations (Wales) Act 2015, Diwrnod Shwmae,
Partners: (internal council departments and external organisations)	Caerphilly County Borough Council (all departments), Caerphilly Public Services Board partners, Gwent Welsh for Adults Centre (via the local community learning centres), Job Centre Plus,

Number	Action	Date
5.1	Increase partnership work between partners and the Council in order to promote the value of the Welsh language.	
5.2	Encourage businesses and the voluntary sector to use the Iaith Gwaith badges and lanyards and to develop a bilingual image.	
5.3	Develop a joint campaign raising awareness of all partner organisations' existing Welsh language services e.g. phone lines, self-service machines etc.	
5.4	Ensure appropriate Welsh language training is available to staff to learn Welsh from basic to advanced/proficient	
5.5	Establish promoting Welsh as a recognised objective for managers so that they are able to provide evidence of the work undertaken to increase Welsh speaking staff and promote Welsh medium services.	
5.6	Create a resource and App that lists all the businesses and services available locally through the medium of Welsh in order to highlight opportunities to use the language across community life.	
5.7	Promote the opportunities to follow a career through the medium of Welsh locally as a partnership of organisations.	

## 10. STRATEGIC AREA 6 - INFRASTRUCTURE (POLICIES AND PRACTICES)

Vision:	Organisations and services integrate the Welsh language into policies and activities.
Outcome:	The Welsh language integrated appropriately in Council and partners' strategies, policies, and practices.
Strategic Priorities:	<ul style="list-style-type: none"> <li>• Ensure that the impact assessment processes consider Welsh language issues in line with Welsh Language Standards 88-90.</li> <li>• Ensure that the Council's policy development practices comply with the relevant Policy Making Standards.</li> <li>• Ensure that the review of this Strategy is undertaken in 5 years as required by Welsh Language Standard 146.</li> </ul>
Indicators:	<ul style="list-style-type: none"> <li>• % and number of policies that have been impact assessed in line with the requirements of Welsh Language Standards 88-90.</li> </ul>
Existing legislation, policies, plans or strategies:	The Welsh Language Standards (No.1) Regulations. 2015, Well-being of Future Generations (Wales) Act 2015, Welsh Government Technical Advice Note 20: Planning and the Welsh Language (2013), the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011,
Partners: (internal council departments and external organisations)	Caerphilly County Borough Council (all departments), Caerphilly Public Services Board partners, Menter Caerffili,

Number	Action	Date
6.1	Welsh language to be further embedded in consultation practices/exercises (as an element for consideration in addition to the organisations that are consultees).	
6.2	Welsh language as an integral part of developing and impact assessing proposed Caerphilly County Borough Council policies.	
6.3	Establish Welsh language implications as an integral part of planning developments in terms of housing and education expansion, particularly in terms of Welsh medium school places.	
6.4	Encourage wider partners to have the Welsh language as an integral part of developing and impact assessing proposed policies and practices.	

## **11. LOOKING FORWARD**

This strategy is the first Welsh language strategy developed by Caerphilly County Borough Council in collaboration with its partners. The target to increase the Welsh speaking population by 3% over the duration of the strategy is an aspirational one. However, the actions contained herein are considered to be both realistic and achievable.

Progress against the stated aims will be monitored by the local Welsh Language Forum in conjunction with the local authority, with accountability shared across all partners who are responsible for delivering stated actions.

The local authority will report progress on an annual basis as part of its Welsh Language Report required by Welsh Language Standard 158.

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## **APPENDIX A - LIST OF CONSULTEES and RECIPIENTS**

### **Consultees**

- Caerphilly County Borough Council Cabinet Members
- Caerphilly County Borough Council Senior Managers
- Menter Caerffili
- Gwent Welsh for Adults Centre
- Mudiad Ysgolion Meithrin
- The Urdd
- GAVO
- Merched y Wawr (Women's Institute)
- RhAG (Parents of Children in Welsh Medium Education)

### **Recipients**

- Other Local Authorities in Wales
- Grŵp Deddf

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# Menter Iaith Caerffili

## Welsh Language Profile 2016

May 2016

[www.Cwmni2.cymru](http://www.Cwmni2.cymru)

[www.nico.cymru](http://www.nico.cymru)

## 1. Introduction

This profile examines the position of the Welsh language in the County Borough of Caerphilly, and the way that Welsh speakers in the area use the Welsh language in their communities.

The aim is to look at the context of the Welsh language in the area today so that ways of increasing opportunities for Welsh speakers to use the language can be considered. It will help the Menter to plan strategically and operate as an influential partner as organisations are faced with the task of meeting the statutory requirements in relation to the Welsh language in their areas.

**Caerphilly has  
19,251 Welsh  
speakers,  
which is 11.2%  
of the  
population**

This profile is based on the 2011 Census statistics; the Welsh Government's 2013-15 Language Use Survey; the Welsh Government Pupil Level Annual School Census 2015; Use of the Welsh Language in the Community: Research Study, Bangor University 2015; with reference also to the results of a survey held in Mentrau areas in the South East region during February and March 2016, with 733 responses.



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## 2. Context

The county of Caerphilly is a beautiful area with a rich history. It encompasses industrial and rural areas and provides a variety of leisure and cultural opportunities. However, some parts of the county are among the 10% most disadvantaged areas in Wales, and the county has a higher than average rate of unemployment and economic inactivity. There are also challenges in relation to skills development, with a higher than average number of 18-19 year olds leaving full time education. So there are some fundamental challenges in relation to health, welfare, employment and skills among the local population.

Menter Iaith Caerffili was established in 1999 to fulfil the need to promote and increase the use of the Welsh language in the area by creating opportunities and services to enable the county's residents to use the language in their local communities. The Menter focusses its core activities on the following areas:

- Childcare schemes and various opportunities for children during school holidays
- Supporting and encouraging childcare providers to increase their use of Welsh language.
- Providing a health advice and information service for children and young people through the medium of Welsh.
- Social activities for families.
- Social activities for Welsh learners
- Formal and informal learning activities.
- Ffiliffest – Welsh medium Summer Festival

The Menter has a host of partners across the County which include Caerphilly County Borough Council, the Urdd, Mudiad Meithrin, Gwent Welsh for Adults Centre, Merched y Wawr, CADW, schools, colleges and businesses. The two key partners responsible for funding a large part of the services the Menter provide are the Welsh Government and the County Council.

The Menter, with its partners in the county Language Forum, acts as a source of expertise in relation to promoting the Welsh language in the area. It is a key partner of the Local Authority in terms of the support it provides in realising the aim of maintaining and increasing the number of Welsh speakers in the coming years.

In addition to increasing opportunities for Welsh speakers to widen their use of the language in their everyday lives, the Council together with its partners will need to plan strategically for the long term so as to increase the number of speakers. In the South East region, increasing opportunities for Welsh medium education is crucial, and alongside this, it is essential that the bilingual workforce which is created by the education system has the opportunity to use the language in their work. Another important element is to encourage new Welsh language learners and boost their confidence in the skills that they have at whatever level, and progression and support are crucial for this.

In relation to the policy and legislative context in which the Menter laith operates, there is clear national focus on the Welsh language in several areas, and the Local Authority, the Health Board and others have a responsibility to meet these requirements at a local level. These are the main areas:

### **Welsh Language Schemes and Language Standards**

Welsh language schemes will be superseded by a new system of requirements which will come into force following the Welsh Language (Wales) Measure 2011. As well as ensuring official status for the Welsh language, the Measure, through its regulations, sets statutory Standards in relation to the Welsh language for bodies in Wales.

These include Promotion Standards (Standards 145 and 146) which mean that Caerphilly County Borough Council has to:

- Set targets to promote the Welsh language and to facilitate the use of the Welsh language more widely in the area, and maintain or increase the number of Welsh speakers.
- Publish the results of this as well as a list of activities which have been arranged or funded to promote the use of the Welsh language.

### **The Welsh Government Strategy for the Welsh Language 2012-17: *A Living Language: A Language for Living***

The Government published the *Moving forward* policy statement in August 2014 which builds on *A Living Language: A Language for Living*. Alongside the statutory duties imposed on the Council, the Health Board and others by the Welsh Language Standards, in this document the Government sets out its focus up to 2017, which includes:

- the Welsh language and the economy
- better strategic planning for the Welsh language
- the use of Welsh in the community
- changing linguistic behaviour.

As part of its aim of strengthening the use of the Welsh language in the community, the Government notes its expectations for Wales' *Mentrau Iaith*, which are that they:

- promote and facilitate the use of Welsh among local residents, societies and organisations
- operate as a county-wide and local information exchange
- identify needs and collaborate with local authorities to ensure provision is made in accordance with county language strategies
- undertake specific projects to respond to local needs and, where appropriate, support specific communities.

## The Well-being of Future Generations Act

The Well-being of Future Generations (Wales) Act 2015 lists seven aims for the well-being of future generations in Wales. They include ensuring a *‘Wales with a vibrant culture and thriving Welsh language’*.

According to the Welsh Government: *“The well-being plans which we intend local authorities to prepare as a result of the Well-being of Future Generations Bill will provide an important vehicle to ensure that the goal of a thriving Welsh language is a central consideration in future public policy.”*

### More than Just Words

‘More than Just Words...’ is the Welsh Government’s framework for improving Welsh language services in health, social services and social care. The aim of the targets set for Local Authorities and Health Boards to improve their Welsh language services is to meet people’s linguistic needs and improve the quality of care.

### Welsh in Education Strategic Plans (under the School Standards and Organisation (Wales) Act 2013)

The Welsh Government expects local authorities to respond to the targets set in the Welsh Medium Education Strategy:

- More seven-year-old children being taught through the medium of Welsh
- More learners continuing to improve their language skills on transfer from primary to secondary school
- More learners studying for qualifications through the medium of Welsh
- More learners aged 16–19 studying subjects through the medium of Welsh
- More learners with higher-level Welsh-language skills

In Caerphilly County Borough Council’s Welsh in Education Strategic Plan, the Council notes the following:

*‘By 2017, Caerphilly will:*

- *Continue to proactively offer early years provision to stimulate parental demand, and then continue to meet parental demand for Welsh-medium education.*
- *Conduct annual parental demand surveys in the autumn term. Subsequently, demand will be assessed and an action plan produced and reviewed annually.*
- *Reduce the number of Welsh-medium primary schools with over 10% surplus places from 5 out of 11 to 3 out of 11 schools by meeting parental demand stimulated in the Early Years.*
- *Develop Ysgol Gyfun Cwm Rhymni's Y Gwyndy site to include sixth form provision and relocate Ysgol Gymraeg Caerphilly to the site.'*

### Communities First

The aim of the Welsh Government's Communities First Programme is to improve health, prosperity and access to education and learning, and to support people in the most disadvantaged areas of Wales.

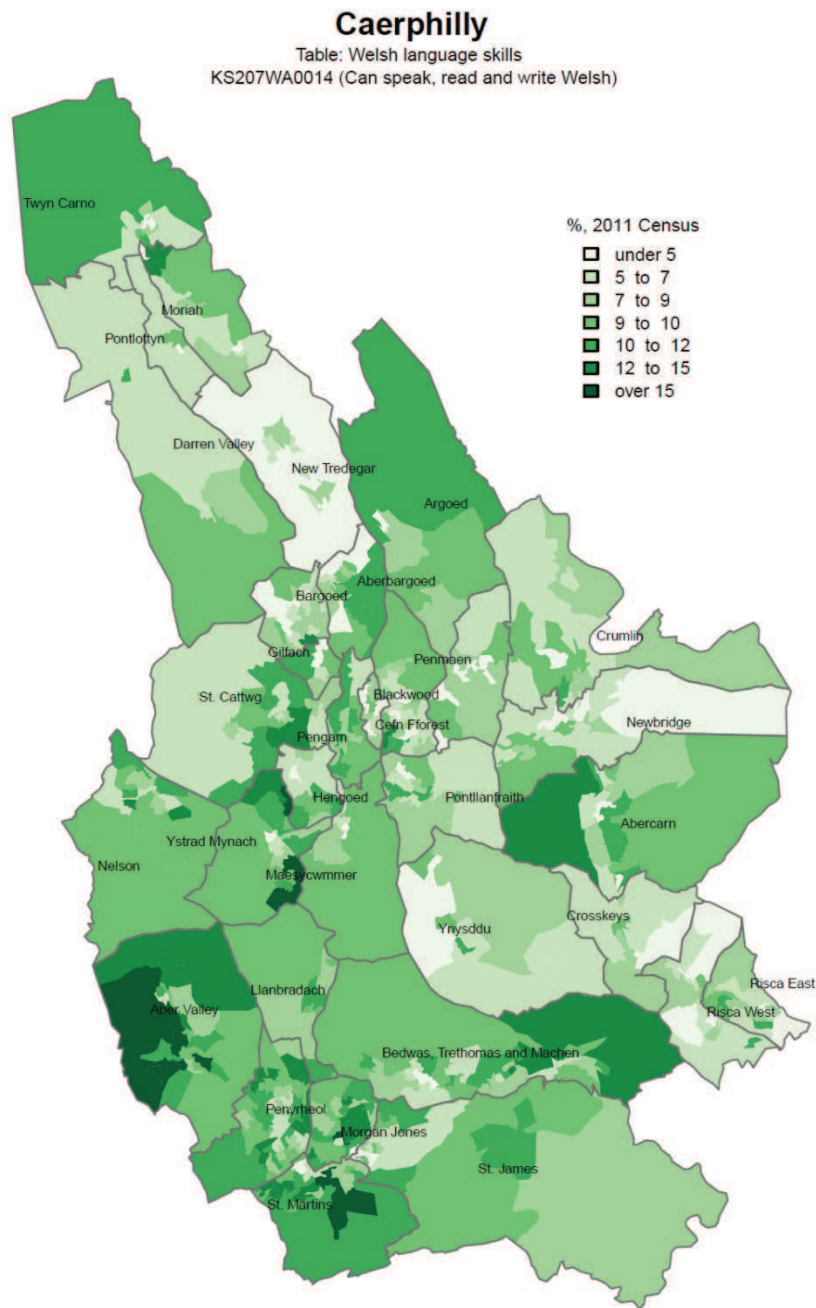
The Government has noted the importance of key partnerships in this context. In its Response to the Review of the work of the Mentrau Iaith (March 2014) and specifically to the recommendation that '*There should be a strengthening of the relationship between the organisations and community development organisations such as Communities First*', it notes:

*We agree there is scope to strengthen the relationship between organisations that promote the Welsh language and community development organisations. That includes Communities First as well as organisations such as local authorities and third sector organisations working in the field of community development and regeneration.*

There is a clear link between opportunities to use the Welsh language and tackling poverty programmes like Communities First and Sure Start, and the Government expects the Communities First clusters to foster a relationship with the Menter Iaith for advice and support as to the best way of developing use of the language, as well as operating bilingually.

### 3. Welsh speakers in Caerphilly

This map shows the Welsh language skills of people in the Caerphilly area in 2011:



The maps show percentages within Census 2011 output areas, within electoral divisions

Map created by Hywel Jones. Variables KS208WA0022-27 corrected

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The 2011 Census results showed a decline in the number of Welsh speakers in Wales since 2001. Despite this decrease across Wales and in

the percentage of Welsh speakers in the South East region itself, the percentage of Welsh speakers in the Caerphilly area remained constant.

Table 1: Comparison in the number and percentage of Welsh speakers between 2001 and 2011

	Can speak Welsh Number		Can speak Welsh Percentage of the population	
	2001	2011	2001	2011
<b>Caerphilly</b>	<b>18,237</b>	<b>19,251</b>	<b>11.2</b>	<b>11.2</b>
Region	173,445	174,782	11.6	10.9
Wales	582,368	562,016	20.8	19.0

Table 2: Number and percentage of Welsh speakers in Caerphilly Communities from the 2011 Census

Community	Population over 3 years old	Welsh speakers	PERCENTAGE
Cwm Aber	6456	1020	<b>15.8</b>
Sant Martin	8134	1132	<b>13.9</b>
Morgan Jones	6495	875	<b>13.5</b>
Caerphilly	13,311	1,760	<b>13.2</b>
Ystrad Mynach	4838	3902	<b>13.2</b>
Pen-yr-heol, Trecennydd and Energlyn	11,949	1571	<b>13.1</b>
Pengam	3687	466	<b>12.6</b>
Nelson	4502	553	<b>12.3</b>
St Cattwg	7523	899	<b>12</b>
Llanbradach	4222	502	<b>11.9</b>
Maes-y-cwmwr	2175	223	<b>11.9</b>
Aber-carn	5139	600	<b>11.7</b>
Bedwas, Tretomas and Machen	10,361	1186	<b>11.4</b>
Argoed	2652	290	<b>10.9</b>
Hengoed	5322	577	<b>10.8</b>
Twyn Carno	2354	255	<b>10.8</b>
St James	5748	614	<b>10.7</b>
Moriah	4329	459	<b>10.6</b>
Aberbargod	3471	366	<b>10.5</b>
Blackwood	8242	869	<b>10.5</b>
Riska East	6228	652	<b>10.5</b>
Cwm Darran	2,512	260	<b>10.4</b>
Crymlyn	5756	590	<b>10.3</b>
Ynys-ddu	3802	387	<b>10.2</b>



Pen-maen	5044	510	<b>10.1</b>
Pontllan-fraith	8237	831	<b>10.1</b>
Bargod	5946	587	<b>9.9</b>
Gilfach	1995	190	<b>9.5</b>
Cefn Fforest	3,749	358	<b>9.5</b>
Crosskeys	3156	285	<b>9</b>
Riska West	5073	457	<b>9</b>
Newbridge	6285	557	<b>8.9</b>
Pontlottyn	1862	145	<b>7.8</b>
New Tredegar	4,728	346	<b>7.3</b>

Table 3: The communities that saw an increase in Welsh speakers

Community	2001	2011	Increase
Aber-carn	9.1%	11.7%	<b>2.6%</b>
Maes-y-cwmwr	8.9%	10.3%	<b>1.4%</b>
Nelson	11.0%	12.3%	<b>1.3%</b>
Pengam	11.7%	12.6%	<b>0.9%</b>
Pontllan-fraith	9.5%	10.1%	<b>0.6%</b>
Caerphilly	13.2%	13.7%	<b>0.5%</b>
Pen-yr-heol, Trecennydd ac Eneu'r-glyn	12.7%	13.1%	<b>0.4%</b>
Gelligaer	11.7%	12.0%	<b>0.3%</b>
Bargod	9.8%	10.0%	<b>0.2%</b>
Cwm Aber	15.7%	15.8%	<b>0.1%</b>

Table 4: Comparison in numbers/percentages across age ranges – between 2001 and 2011

Age group	% Welsh speakers 2001	% Welsh speakers 2011	Number of Welsh speakers 2001	Number of Welsh speakers 2011
<b>All (over 3)</b>	<b>11.2</b>	<b>11.2</b>	<b>18,237</b>	<b>19,251</b>
3-4 years	13.0	20.7	570	925
5-9 years	31.9	33.4	3,674	3,481
10-14 years	39.8	38.8	4,853	4,265
15-19 years	26.5	26.5	2,847	2,994
20-24 years	11.4	12.8	1,059	1,384
25-29 years	8.4	10.6	924	1,032
30-34 years	6.5	9.4	822	1,032
35-39 years	5.1	7.6	649	864
40-44 years	4.2	5.6	483	737
45-49 years	3.8	4.4	414	568
50-54 years	3.7	3.2	446	372
55-59 years	3.4	3.2	341	345
60-64 years	2.9	3.0	245	350
65-69 years	2.5	2.7	192	250
70-74 years	2.6	2.2	168	166
75-79 years	3.4	2.2	190	124
80+ years	5.9	2.8	360	200

There is a clear increase in the early years and children – the percentage of speakers is higher among 3-14 year olds than among their parents' generation (25-49 years). The 5 to 14 age range represents school pupils – this is the highest percentage of Welsh speakers. This shows the influence of Welsh medium education and second language Welsh education, and we shall look at this in more detail in the next chapter.

#### 4. Welsh Language Use

In November 2015, the Welsh Government and the Welsh Language Commissioner published the results of the 'Welsh Language Use in Wales' survey. Also in 2015 Bangor University published the results of its research study on Welsh language use in communities in Wales. Both studies provide valuable data and an illustration of the way that people

**Between the 2004-6 and the 2013-15 language use surveys, Caerphilly has seen an increase of 1000 fluent speakers and an increase of 8,900 non-fluent speakers.**

use the language.

The Language Use Survey shows that fluent people are more likely to speak Welsh in everyday life. According to the Language Use Survey, fluent Welsh speakers are also twice as likely to attend a social or cultural event in Welsh than non-fluent people.

**Despite the increase in the number of people who say that they can speak Welsh in the Caerphilly area, the Language Use Survey shows that the percentage of people in the area who speak Welsh every day has fallen from 46% to 38%.**

As part of creating this profile, a survey of Welsh speakers in the South East was conducted between 12 February and 11 March 2015. A short questionnaire was shared electronically and on paper by all Mentrau in the region. The survey's main aim was to learn about the experiences of Welsh speakers in the area and the opportunities that they have to use the Welsh language.

**66% of responses in Caerphilly were from women and 40% of all responses in the Caerphilly area were from 26-50 year olds.**

In all, 733 people responded to the questionnaire. Of those responses, 10% were from Caerphilly. We must bear in mind that those who responded are not representative of all Welsh speakers in the area. The questionnaire was promoted mainly through the Menter mailing list and we can therefore assume that these are a cohort of the area's Welsh speakers, who already have some sort of link or willingness to engage with the

Menter. However, this is the Menter's natural audience, and the responses are useful in relation to planning for them.

Almost three quarters of the responses from the Caerphilly area were from people who could speak, read and write Welsh.

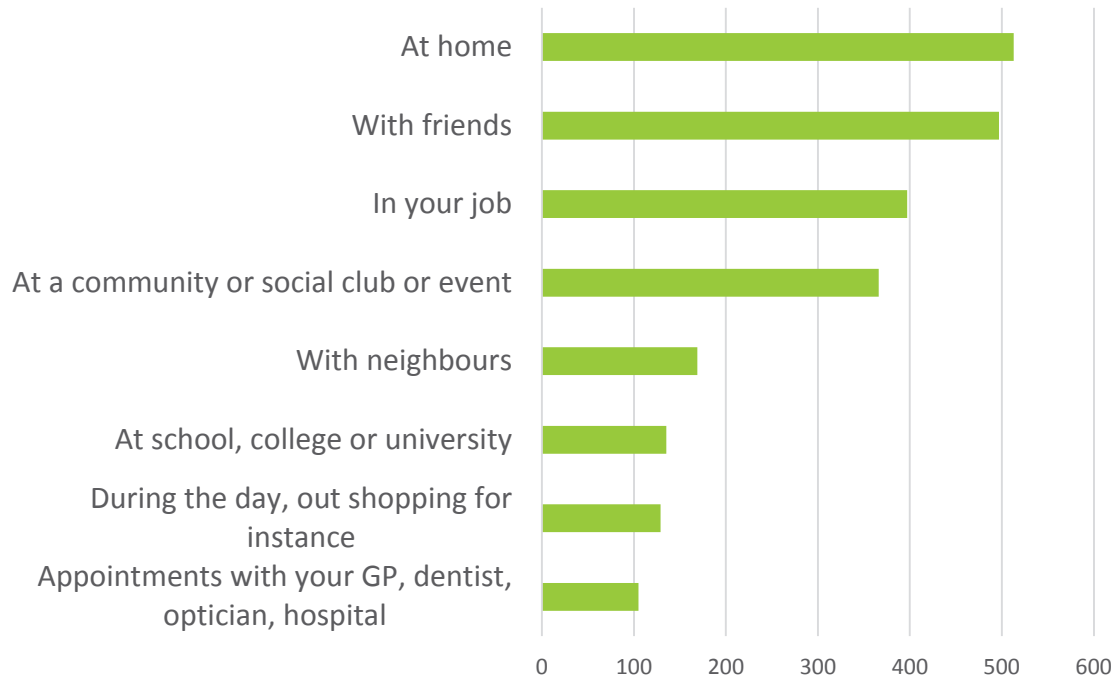
**For 67% of those who responded from Caerphilly, the Welsh language was part of their everyday life most of the time.**

Although many of those surveyed said that Welsh was part of their everyday life, in the Caerphilly area and the whole of the South East most of the opportunities to use Welsh were in the home or with friends. In this area, any opportunities beyond these must be sought, and although there may be a variety of social events available, the lack of opportunity to use Welsh in informal daily interactions/contact in wider circles than the Welsh speakers that we know means that the use of Welsh is not normalised at a community level. This in turn means that it is very difficult to ensure an increase in use.

So the challenge for all the partners and stakeholders is to target efforts in these wider areas; to consolidate and broaden opportunities for fluent speakers; to develop the confidence of non-fluent speakers and facilitate ways of including them; to promote further use of Welsh in workplaces and in public-facing institutions and businesses to make it easier to use Welsh in unfamiliar or new areas.

The results of the survey of Welsh speakers across the region also represents how often Welsh speakers in Caerphilly are presented with an opportunity to use the language:

### Where is the Welsh language part of your everyday life (south east)



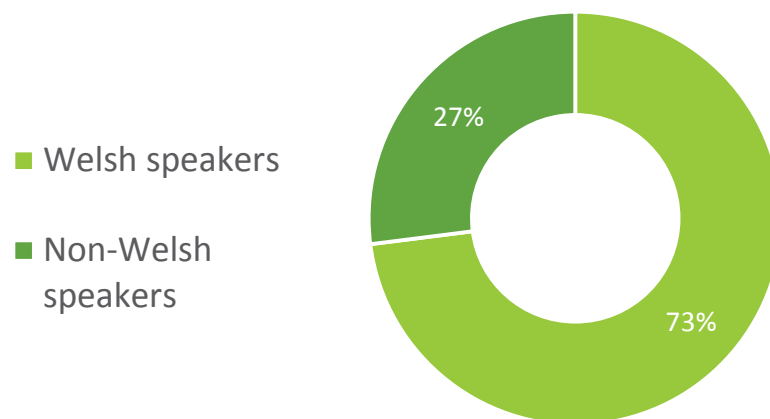
### i In the home

For those from Caerphilly who noted Welsh as a feature of their everyday life, opportunities to use Welsh occur mostly in the home and with friends. 70% of all respondents indicated that they spoke Welsh regularly at home.

Fluent Welsh speakers are also nurtured in the home – they are more likely to be fluent than those who learnt to speak Welsh at school.

In Wales, language transmission – the rate at which the language is passed on to children – in households where two parents can speak Welsh, is 82%. In Caerphilly, this rate is 73%. This means that in households with children aged 3 to 4 years, with both parents able to speak Welsh, 73% of the children were introduced to the language in the home. In 2001, this figure was 64%.

### Language transmission in households where both parents speak Welsh



Source: Welsh Language Commissioner / Statiaith

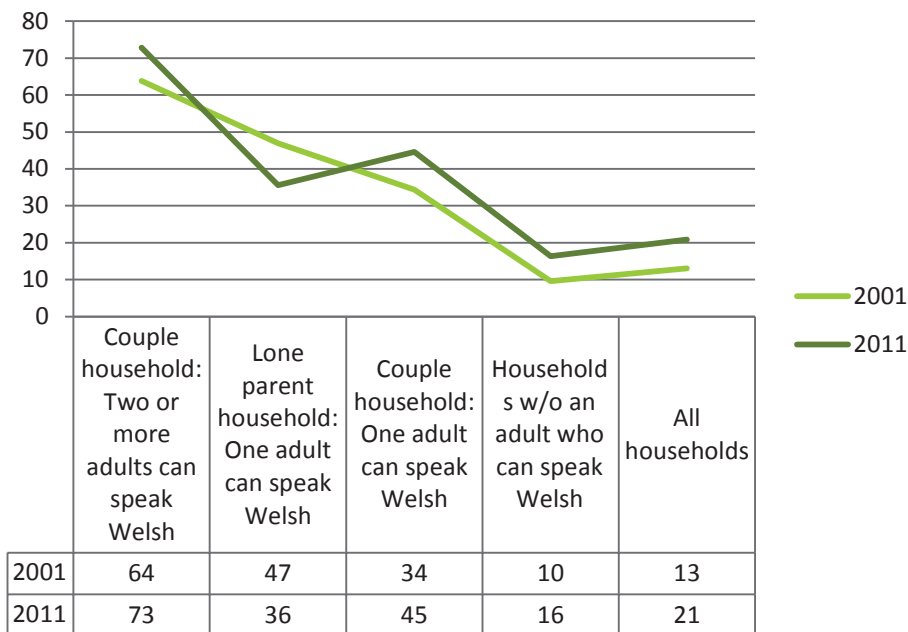
It is also worth noting the increase in the transmission rate in households where one of the two parents speaks Welsh – from 34% to 45%, which corresponds to the national rate of 45%.

With this upward trend it would seem that there is potential for further work to extend influence in this area amongst the 27% of Welsh couples

noted, and those homes where one of the couple speaks Welsh, as well as with their extended families. This may highlight further opportunity for the Menter, together with other organisations that provide family services locally – Cymraeg for Kids, Mudiad Meithrin, Families First, Menter Iaith, Urdd, Welsh for Adults, Flying Start and Communities First – to collaborate to ensure even more influence in this area by exploring opportunities across the sector.

Table 5: Language Transmission to children in the home

### Caerphilly: % of children aged 3 to 4 who can speak Welsh



[Source: Welsh Language Commissioner/Statiath]

## ii The Community

In the South East, where Welsh is a minority language in each geographical area, it is essential to maintain and facilitate communities of Welsh speakers across each age range to ensure a future for the language.

Of course, the word community has several meanings when we refer to Welsh speakers. A community is more than a geographical location, it exists across the boundaries of an area and a region, and now, with social media, it could be argued that there are no boundaries to such a Welsh language community. The Welsh language unites people socially and culturally. It is an added factor to identity that creates a link between people and stimulates activity and interaction.

85% of respondents said that they had attended an event organised by Menter Iaith Caerffili. In light of the fact that the questionnaire was mainly promoted through the Menter mailing list, this figure demonstrates that the Menter has further potential to promote events and services to its supporters. 47% of respondents in Caerphilly also said they had been to an event organised by a Menter Iaith in another area.

**Menter Caerffili's Prosiect Llais is a project in collaboration with GAVO to give a voice to communities that up until now haven't had much representation within the County.**

**The aim of the project is to engage and consult with Welsh speakers and learners of all ages within the County Borough, in order to strengthen their commitment to their communities and ensure that Welsh speakers have input into the way services are planned for them. The purpose is to identify the needs of the Welsh speakers within the borough of Caerphilly and what additional provision they would like to see for fluent Welsh speakers and learners.**

Research shows that several factors influence Welsh language use in the community. Firstly, even though the language has official status, it is a minority language and is therefore not prominent as a community



language in this area. This, of course, means that opportunities to use Welsh are rare.

- ‘Doctor, dentist, optician, most of the shops speak English only. Not everyone speaks Welsh in our hobby clubs, so we have to turn to English.’

Another obvious factor is people’s confidence in using the language and whether they are used to using Welsh – we know that people who aren’t fluent are less likely to speak Welsh every day and attend Welsh language events, and the results of the questionnaire show that this is true for some in Caerphilly:

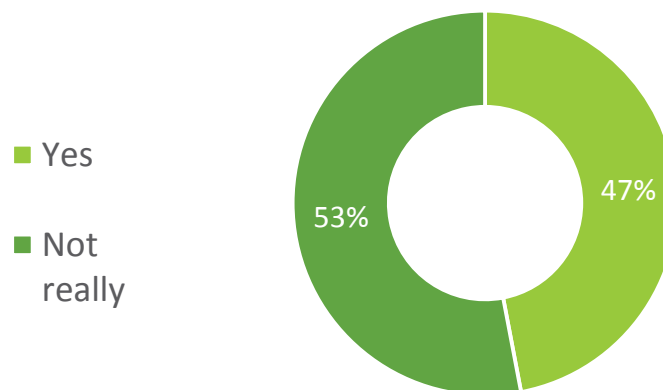
- ‘I have been learning Welsh since 2010, but still find it difficult to talk to fluent Welsh speakers with confidence’
- ‘I am nervous to attend some events as I worry that my Welsh will not be good enough and I will struggle to understand what is being said’

The questionnaire asked what would help to extend the use of Welsh in the community and many answers from Caerphilly echoed the same themes:

- More family and social events
- Support in the workplace to develop Welsh language skills
- A means of identifying Welsh speakers in shops, banks, surgeries etc, with 'Working Welsh' badges for example
- Local centre for socialising in Welsh
- More prominence on the internet – websites and apps
- Create a directory of services/shops/cafés etc offering services in Welsh
- Some say there is a need for more events during the day and others that there is a need for more events after office hours
- Opportunities for 20-40 year olds to meet and socialise

In terms of participation, it is worth noting that 47% of the respondents say that they take part voluntarily in their community (which corresponds to the figure for the region).

## Do you take part in your community on a voluntary basis?



The voluntary activities varied greatly and highlighted a broad range of skills and interests: work for the local Welsh language newspaper; local food bank; charity committees; school governors; 'siop siarad' for Welsh learners; chapels and churches; Welsh language nurseries; community orchestra; Gwawr and Merched y Wawr clubs; and many more.

The main reason given by those who noted that they did not participate voluntarily in the community was lack of time because of family and work commitments. However, it is worth noting that many were keen to contribute in some way:

- 'Too much going on during the day for the elderly and unemployed but not enough for people after office hours'
- 'Not aware of the opportunities. I would be very happy to do so.'
- 'Not interested in local councils but I would be happy to support the Menter Iaith'

So the willingness to volunteer exists amongst those who don't at present, which suggests a possible opportunity for the Menter to expand and promote opportunities to volunteer in different areas and perhaps in different ways to the usual concept of volunteering.

### iii Education

As has been noted by Caerphilly Council in its Welsh in Education Strategic Plan, it is vital to encourage further demand for Welsh medium provision during the early years. Caerphilly is an area that is continually developing and any developments in terms of new housing will lead to increasing demand on the local Welsh medium education system.

At present, there is a Cylch Meithrin or Ti a Fi group within reach to the majority of communities in the area and the Menter has an important role in developing provision in future that is led by the results of the Childcare Sufficiency Assessment. It is therefore important that the strength of the Menter and its work with its partners in this area continues to promote provision as well as looking into new opportunities to expand and collaborate.

Transition between nursery provision and primary schools is a key area. Across the county, generally, the rate of transition from Cylchoedd Meithrin to primary provision is noted as 80% and the Council notes a transition of 100% of children in the Welsh medium Flying Start childcare provision to a Welsh medium primary school. Because of challenges related to geography and travel distances, it is essential to ensure that Welsh medium provision is accessible to all within their local communities.

Across Wales as a whole, around 22% of children attend Welsh medium primary education, with 17% of pupils attending Welsh medium secondary education. But in the further education sector, the percentage is less than 5%, and this is similar in relation to higher education too.

Between 2001 and 2011 there was an increase in the number of children receiving Welsh medium education in Caerphilly.

**Table 6: Percentage of 7 year old children in the Caerphilly area receiving Welsh medium education**

2001	2011
11%	17%

Despite this increase, in order to reach the goal set by the Welsh Government, the Council has set a target of ensuring that 18.98% of 7 year olds receive Welsh medium education by 2017.

Across Wales, there has been a general drop of 14% in the number of school age children between 2001 and 2011. The fact that an equivalent drop has not been evident in the number of children receiving Welsh medium education highlights the extent of the demand.

Looking at the figures for Welsh medium education in Caerphilly and the region as a whole, one issue becomes apparent, and this creates different challenges for the local authority and its partners. On the other hand, there is also scope to focus on possible opportunities.

Looking at the percentage of 5-14 year old Welsh speakers in Table 4, we see that there are more Welsh speakers amongst school age children in Caerphilly than there are receiving Welsh medium education. It is therefore likely that some parents of children who have Welsh lessons in English medium schools have noted on the Census that their children can speak Welsh. It could be argued that this reflects pride in the language and faith in education to provide those skills.

While this pride and faith may exist, it appears that the system of teaching Welsh as a Second Language fails to live up to parent aspiration. This is shown in the following table that notes the number of 10-14 year-olds speaking Welsh in 2001, and the same cohort of the population 10 years later:

Welsh Speakers in Caerphilly	2001	2011
<b>10-14 years old</b>	39.8%	
<b>20-24 years old</b>		12.8%

These figures suggest that a number of school pupils who were 10-14 years old in 2001 have not retained their Welsh language skills after leaving school. Of course, the latter figure is closer to the percentage of the population that receives Welsh medium education.

There is, of course, more than one factor responsible for the change, such as Welsh speakers leaving the area, but it underlines the point that education should not be too heavily relied upon to create and maintain Welsh speakers without there being strategic planning between the many agencies and partners involved to improve the education itself, and to extend opportunities beyond education and into the workplace.

The period when young people leave education is a crucial one in terms of establishing patterns of language use. According to the Language Use Survey, *'it is already evident that 16 to 29 year olds are less likely than any other age group to speak Welsh every day.'*

According to research by Bangor University, there is an obvious gap in Welsh medium provision for older young people:

*'It could be argued that this endangers the language progression and progress of the education sector and reinforces the perception that Welsh is the language of education only.'*

Many of those who responded to the questionnaire noted that opportunities for young people to use Welsh outside education were rare:

- 'Since they cannot see Welsh being used in everyday life they perceive the language as a language to be used in school only – this is a huge barrier!'
- 'From the point of view of my children and with young people in mind, there isn't enough provision regarding Welsh medium play and leisure opportunities for them in the local community.'

In addition to the work of the Menter with this age group, organisations like the Urdd contribute substantially to the use of Welsh among young people in the area and there are also opportunities for the Council's

youth services to collaborate and utilise the expertise of the Menter and others. With appropriate investment, the Menter could assist the Council to do more with this age range in Welsh. It may be possible to utilise existing volunteering programmes in education, such as the Welsh Baccalaureate and the Duke of Edinburgh award, to introduce young people to the idea of contributing to their communities through volunteering, expanding the work the Menter is already doing in encouraging young volunteers with initiatives such as Ffilifest.

#### iv Learning Welsh

At present, the Council works in partnership with Gwent College to develop and maintain the Welsh for Adults provision. The programme includes various classes across the County's communities in adult learning centres, Coleg Ystrad Mynach, classes in the workplace and Welsh classes for the family.

Of those who responded to the questionnaire in the Caerphilly area, 26% of them had noted that they were learners. It is clear from the responses that there is a great desire to practice and expand the opportunities to speak Welsh. It is also clear that there is a need for a variety of activities and opportunities outside the more formal provision provided by Welsh for Adults. This highlights possible opportunities for the Menter and informal learning officers from the Welsh for Adults Centre to work jointly to arrange more varied activities, or to work in partnership with others to offer volunteering opportunities to learners in small projects or initiatives locally to gain confidence and to encourage them to use the language in the community.

Welsh learners in Caerphilly also note the barriers they face:

- In my experience I am put off going to some events because of lack of confidence
- I also think there needs to be better engagement with younger learners, perhaps by having a greater presence on social media. I met lots of really nice people... but I often found that I was the youngest in the group by 30-40 yrs. Whilst I have no problem with this, it's nice to have a balance of ages within a group
- I would like more social opportunities for using Welsh for example I can't make the coffee mornings as they are usually when I am in work
- More confidence classes
- More support at work to develop my Welsh language skills
- I had difficulty in maintaining commitments as many activities ran during the day or on weekends I think there should be more

opportunities for midweek evening events, like pub quizzes, bowling or even just a pint or two.

The survey also asked everyone for their experiences in respect of various events, with 85% saying that they had attended an event by the Menter and 68% saying that they had gone to a learners' event. There may be potential for more collaboration along with creating more opportunities to involve learners. There may also be opportunities for facilitating the learners' understanding of some events, which could increase their confidence and enjoyment.



## v Workplace

In 2013, research was carried out into the need for Welsh language skills in eight sectors in Wales, and it was noted:

*Even though Welsh medium education provision is in itself an all-important part of the effort to promote and increase Welsh language use, it is considered that Welsh language use in the workplace is essential in order to move towards a bilingual society.*

Childcare is a clear example where Welsh speakers are sought for a particular workplace to meet clear needs in an area of work where demand is constantly increasing. The Menter itself has initiatives to promote employment and work opportunities for a Welsh language workforce, and this offers a strong basis for further discussion with stakeholders, especially in the context of the Welsh Language Standards.

The Welsh Language Standards require that Welsh is given a more prominent place in the workplace, and the County Council is getting to grips with this with more opportunities to learn and use Welsh at work.

According to the Language Use Survey, Welsh speakers working in the public sector are more likely to use Welsh with colleagues, compared to Welsh speakers working in the private sector.

In the survey of the eight sectors in 2013, it was noted that ‘two thirds (66 per cent) of employers had staff with Welsh language skills, and slightly more than a third said that Welsh was used in the workplace (35 per cent)’.

In terms of the survey held before this profile was drawn up, 54% of those who responded noted that they had the opportunity to use Welsh at work, with one learner noting:

- ‘At work, I am fortunate to have contact with Welsh policy staff who encourage me to converse in Welsh. I also use Welsh when emailing people I know who are Welsh speakers, which helps.’

It would seem that the profile of Welsh in the workplace is increasing gradually, with the help of the Welsh Language Standards and promotion work at a local level.

**According to the Language Use Survey, almost three quarters of workers in the public sector thought their employer was supportive of using Welsh, compared to 41% in the private sector**

But this positive shift should not be taken for granted. There is still work to be done, to protect the rights of Welsh speakers in the workplace and increase awareness of the value of Welsh as a skill.

Another learner reminds us of this in responding:

- ‘there is negativity in work towards Cymraeg’

In the Employers’ Skills Survey 2013, it was noted that a lack of skills is a problem for employers in Wales, with planning and organising skills counting for 57% of the skills’ deficit, but the lack of Welsh language skills (oral and written) was attributed at least in part, to over a quarter of all the skills’ deficit in jobs in Wales. In this context there may be a case for strengthening work with partners to promote and develop skills for the workplace specifically.

On the other hand, as has already been noted, many of the questionnaire’s respondents emphasised the need to be able to recognise Welsh speakers when dealing with people face to face in public organisations and in businesses and shops. There is a need to further promote ‘Working Welsh’ badges to ensure that they are used in the most effective way possible – best practice would be to discuss this with staff, ensuring that they are aware of the need to promote Welsh language services as well as giving them reassurance over any possible issues that may arise.

- ‘I’ve had conversations in English in many shops because I didn’t know that the other person spoke Welsh. All those who are willing to speak Welsh in the workplace should wear a badge saying that they are happy to deal with the customer in Welsh.’

## vi Public, private and voluntary bodies

Recent research by Citizens Advice Cymru has highlighted the barriers to using Welsh medium services and what affects people's faith in services. These barriers included a lack of a clear Welsh language choice, a lack of information and consistency, and the fact that very often English is presented as the main language or the default language.

According to the Language Use Survey, a little over half of Welsh speakers try to use Welsh when dealing with public bodies, and Welsh speakers who speak the language every day are twice as likely to do so.

The questionnaire asked respondents how much faith they had in various bodies to do their best for them in terms of the Welsh language and the responses varied from area to area. Due to the low numbers in the local sample, it is clear that the responses reflect personal perception or experience, but it is interesting to see the image these organisations have amongst this group of Welsh speakers.

Table 7: People's faith in organisations to do their best for the Welsh language (Total 'very much' – 'moderate')

Body	Caerphilly	Regional
County Council	51%	41%
Community Council	22%	20%
Welsh Government	73%	74%
Health Service	21%	36%
Charities	39%	34%
Supermarkets	28%	27%
Banks	21%	27%
Post Office	26%	30%
Agencies such as the DVLA	34%	42%
UK Government	11%	12%

Respondents in Caerphilly noted a variety of experiences with different sectors:

'I appreciate it when a company/individual tries to speak Welsh.... But normally I get the answer 'Sorry, I dun speak Welsh' without having the choice to speak Welsh with someone else – this normally happens at reception desks in local authorities.'

'I managed to contact the Electricity and Phone companies immediately using the Welsh option.'

'I received a questionnaire from the new rector in church asking what changes I would like to see in church. I wrote that I would like to have more Welsh. The rector then went ahead and learnt Welsh. He gives me Communion in Welsh and tries his best to use a little Welsh with me face to face and in e-mails.'

## vii Social Media

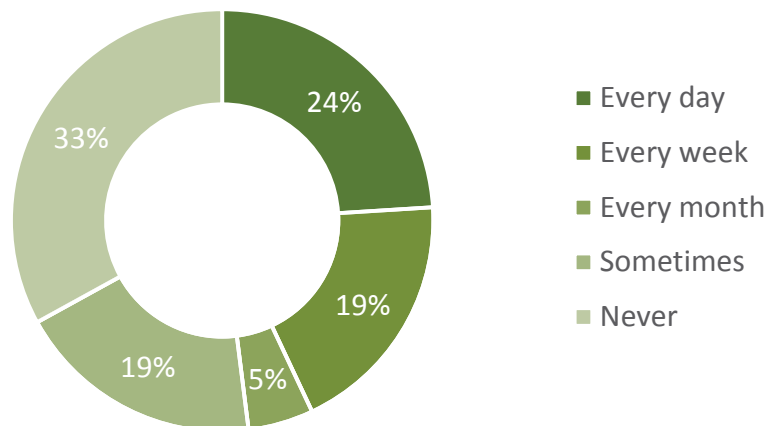
Of course, as noted above there are community networks that are not geographical in nature. It is worth referring to Welsh speakers' habits in respect of their use of the internet, either as a means of communicating between family and friends, or further in terms of the possible use the Menter and others could make of social media in communication and promotion work.

According to Bangor University's research *Use of the Welsh Language in the Community*, the existence of an online Welsh speaking community is noted 'as a new location for using the language and developing extended language networks'.

The Language Use Survey also looks at social media in the context of language use, noting that a little over half the fluent Welsh speakers use at least as much Welsh as English when sending text messages and that between 12-18 per cent of all Welsh speakers who use Twitter and Facebook use at least as much Welsh as English.

In respect of the Welsh speakers in the Caerphilly area who responded to the questionnaire, 43% say that they use Welsh with other people on social media such as Twitter or Facebook regularly (either weekly or daily). This compares with 48% of the whole South East region.

## How often do you use Welsh on social media, like Facebook and Twitter?



Technology is a key area to facilitate the use of Welsh in all aspects of life. Menter Caerffili has identified the potential of new media to attract Welsh language speakers through the e-chlysur mailing list and the use of survey monkey to gather opinion on what's needed. It will be important to continue to expand methods of communication (Twitter, Snapchat etc), to ensure that there are plenty of options for young people to engage best with those methods of communication they are familiar with.

## 5. Conclusion

This profile has brought together

- key statistics of Welsh speakers in the area
- the main statutory requirements relevant to the Menter's key partners
- a number of research findings on Welsh language patterns of use by Welsh speakers in the area
- the results of the survey held as part of this work that highlight the experiences of Welsh speakers and learners in the area

The key messages that emerge from the experiences of Welsh speakers, together with the formal data, highlight a number of areas that need to be addressed, for instance:

- the need for more opportunities for young people to use their Welsh outside school and after leaving school (from leisure to the workplace)
- the need for more experiences to increase the confidence and use of the language amongst learners and those Welsh speakers with little or no confidence to use their Welsh in new situations
- the need for employers to recognise the value of the language for their workplaces, ensuring support for Welsh speakers
- the need to ensure that the language is more prominent in the community in order to promote wider use – both the spoken word and visually

The work of Menter Caerffili is based on a sound understanding of its communities and the needs of its communities, and the Menter is able to address those needs in a creative and flexible way. The ability of the Menter to respond innovatively to local needs through projects with partners old and new, is reflected in local projects and the Ffiliffest festival for example.

Another aspect that becomes apparent in the work of the Menter is that it is not just responding to targets set by the Welsh Government. The activities and services provided by the Menter also act to strengthen and

enrich what is taking place on a local statutory level to promote the Welsh language and establish rights for Welsh speakers.

The local authority and partners need to respond to the Welsh Language Standards, the Well-being of Future Generations Act and More than Just Words – a host of requirements leading to the improvement of services and increasing the use of the Welsh language. They will also be required to respond to future local government reorganisation and the implications of this to services across the region. Therefore, there has never been a more crucial time to emphasise the importance, strength and expertise of the Menter and partners as a source of advice and guidance.

Partners and bodies are able to turn to the Menter to plan strategically together across a number of sectors to promote and increase the use of the Welsh language in the area, with opportunities for collaboration and coproduction across a number of areas, eg:

- Education
- Youth Services
- Leisure
- Health and Social Care
- Tackling Poverty
- Economic Development
- Work and Skills
- Volunteering

The aim of the recommendations that follow is to highlight those issues that need to be addressed in order ensure an increase in the number of Welsh speakers and use of the language in communities across the area. These are not the responsibility of the Menter alone. Many encapsulate what is required to happen at a wider level than the Menter itself, in order to create a stronger basis for the Menter to be able to continue to develop and extent its provision in the most strategic and effective way.



## 6. Recommendations

**These recommendations summarise the areas where further attention is required and are relevant to all local, regional and national partners involved in increasing opportunities to use the Welsh language:**

### General

1. The Welsh Government should ensure that regional needs are fully considered and incorporated into the next Language Strategy, and should recognise the potential for growth in numbers and the percentage of Welsh speakers in this region.
2. Local Authorities should plan and implement Strategies to Promote and Facilitate use of the Welsh language with their local Menter Iaith and other partners. There are opportunities to collaborate with the local Menter to coordinate projects or research into gaps in services and provision across the area.
3. On the basis of their plans/strategies, Local Authorities and the Welsh Government should safeguard adequate resources for Welsh language services, and adequate resources to promote and facilitate use of the Welsh language in the community.
4. The Welsh Government should ensure that Local Authorities consider the Welsh language and the needs of Welsh speakers effectively in their response to their statutory requirements under the Well-being of Future Generations Act.
5. Mentrau Iaith and their partners should explore how the role of Language Forum could be strengthened to make full use this body's potential to assist them in a dynamic and strategic way to the future.

### The Home

6. Clarity should be established in relation to planning and strategic collaboration both locally and regionally between all bodies providing family services, including Cymraeg for Kids, Mudiad Meithrin, Families First, the Urdd, Welsh for Adults, Flying Start and Communities First. The Government should ensure further

clarity when allocating targets and funding to bodies in this area of work.

7. Schemes to support parents using Welsh in the home should be developed and supported to improve their confidence and ability to speak Welsh.
8. Childcare settings should be planned strategically with partners to develop comprehensive Welsh medium childcare provision in response to the needs of families in the local area.
9. The Mentrau and partners should collaborate in organising social events to promote the Welsh language to families.

### The Community

10. Local Authorities and the Mentrau should discuss and plan effectively targeted community activities and events to facilitate and increase the use of Welsh with their other partners.
11. Tackling Poverty schemes, including Communities First, Families First and Flying Start should plan Welsh-medium programmes and operational developments in partnership with local Welsh language partners.
12. The Mentrau and partners should consider how to provide a greater variety of volunteering opportunities including opportunities for young people and learners.

### Education

13. Local authority policies should highlight access to Welsh-medium education as a priority ensuring fair and equitable access to all, and should also ensure that any proposed transport cuts would have no detrimental effect on the numbers able to access Welsh-medium education.
14. The Government needs to provide clear guidance for local and regional WESPS in terms of setting far-reaching targets when planning growth and progression in Welsh-medium education and increasing Welsh-medium provision.

## Children and Young People

15. Local Authorities and the Welsh Government should work together with the Mentrau to ensure that investment and growth in Welsh-medium education in the region is enhanced and supported by a variety of leisure and community opportunities for children and young people.
16. Local Authorities should consider the geographical challenges faced by Welsh-medium comprehensive schools in their areas in targeting young people outside school because of the size of their catchment areas and should respond to those needs practically.
17. Partners should discuss together to ensure that specialist providers in the field in Wales (Children in Wales, Clybiau Plant Cymru Kids Clubs etc) provide Welsh-medium activities and training
18. The Mentrau and partners should offer clear guidance to Local Authority Youth Services in relation to providing adequate Welsh-medium services including weekly opportunities, specialist support services and opportunities to consult and participate.
19. The voice and opinions of young Welsh speakers themselves should be sought and heard when planning, organising and providing, so that they can participate fully.

## Learning Welsh

20. In collaboration with Welsh language partners, Local Authorities and Schools, there is scope for Welsh for Adults Centres to provide a programme of classes and activities that are not focused on qualifications, but rather on volunteering and using the language in the community.
21. Free provision and opportunities need to be ensured for people in deprived areas who wish to learn Welsh.

## The Workplace

22. In partnership with the Mentrau, Local Authorities and the Welsh Government should ensure appropriate support for the far-reaching plans of the Welsh Language Labour Market scheme across the region.
23. The Mentrau should continue to promote use of Working Welsh badges by employers to target, identify and celebrate locations where Welsh speaking workers are employed.

## Social Media

24. The Welsh Government should continue to invest in the growth and availability of Welsh medium social media use and promote local schemes and projects at Mentrau level.
25. In collaboration with the Mentrau, Welsh language partners and social media developers and the Welsh media, local schemes should be developed and implemented at grass roots level to broaden the use of social media in Welsh.

## Local recommendations

**In addition to the general recommendations previously noted, Menter Caerffili has identified the following additional areas that merit further attention and action on a local level in the Caerphilly area:**

### General

1. The Council should form an agreement with Menter Caerffili in order to plan, advise and provide relevant and far reaching developments locally.

### At home

2. Local partners should provide an 'Information service for families' where relevant, useful information can be given to families in order to support them to access services and support through their chosen language.
3. Any programmes of projects providing support to families should include Welsh medium or bilingual provision where necessary and should collaborate with the most appropriate Welsh language partner locally to deliver this service.

### The Community

4. Caerphilly Council should discuss, fund and plan community activities and events that promote and facilitate the Welsh language together with the Menter.
5. Communities First and Families First should plan Welsh medium programmes and developments.
6. Partners should research the needs of particular areas and implement schemes and projects specifically to meet those needs.
7. All partners should clearly include the Welsh language within their various community activities.

8. Caerphilly Council should continue to develop the partnership with Menter Caerffili within the RDP ensuring that the Welsh language is an intrinsic part of the programme locally.

### Education

9. Caerphilly Council's WESP should be responsive to robust guidance from the Government in setting far-reaching targets and planning the growth in Welsh medium education.
10. The Council should plan for Welsh medium primary schools in new areas where the demand and need is highest, and consider the effect of future housing developments eg. Risga, Blackwood and Bedwas/Threthomas/Machen.

### Learning Welsh

11. Welsh for Adults, together with partners should promote, encourage and ensure that their learners are provided with and take up Welsh medium volunteering opportunities within the County and encourage them to join local committees or societies in the area to extend their opportunities to use the language socially.
12. The informal learning provision provided by Welsh for Adults should include a wider variety of evening activities and these should be planned in partnership with the Menter where appropriate

### The workplace

13. The Menter together with its partners, should ensure strong links with the language and the workplace by developing the following initiatives:

- Supporting local businesses to increase their use of Welsh and promote those who are able to provide services through the medium of Welsh.
- Promoting a Working Welsh badge scheme to target, identify, distribute and celebrate businesses who employ Welsh speakers within their workforce
- Supporting the implementation of a Welsh language labour market scheme locally
- Working with programmes locally in order to support Welsh speakers seeking work in order to promote their skills as Welsh speakers
- Planning, publishing and promoting a directory of businesses who offer local services through the medium of Welsh.
- Arranging events for young people to meet with local employers who need Welsh speakers on their workforce.

### Social Media

14. The Menter should develop links through social media especially with the older youth group. It should extend the current network and continue to respond to new methods of communication.
15. The Menter should seek information and opinion from local residents regarding ways of communicating on social networks. The Menter should plan projects in this area through materials, skills development and communication.
16. The Menter should ensure the presence of national media in the area and ensure the value of developing audiences through direct engagement and promotion is realised
17. The Menter should receive the latest information on new resources from the Government.

### Children and Young People

18. Welsh medium childcare and play scheme provision should continue to be developed within the County in close partnership with Caerphilly Council, Mudiad Meithrin and GAVO.
19. Welsh medium childcare settings should be planned strategically with partners to ensure wide access to provisions
20. Partners should respond strategically and practically to the funding challenges/cuts in this area and ensure that it is possible to provide services for 16-25 year olds
21. Key partners (Menter Caerffili, the Urdd, Careers Wales and Caerphilly Youth Services) should develop a targeted programme to provide effective careers advice and information in Welsh to emphasise the Welsh language skills of young people.
22. Welsh medium volunteering, training and employment opportunities for young people should be developed through the network of partners including Menter Caerffili, the Urdd, Careers Wales and Caerphilly Youth Services and GAVO.



## 7. Useful Resources

**Statiath** website

**Welsh language use in Wales, 2013-15** Welsh Government and Welsh Language Commissioner; November 2015

**Welsh language use in the community: Research study** Bangor University on behalf of the Welsh Government; October 2015

**English by default: Understanding the use and non-use of Welsh language services** CAB; March 2015

**Moving forward** Welsh Government; 2014

**A Review of the Work of Mentrau Iaith, Language Action Plans and the Aman Tawe Language Promotion Scheme** Cardiff University, 2013

**Communities First and Bilingualism: Meeting the Challenge** Menter a Busnes

**Welsh language skills needs in eight sectors** Welsh Government 2014

**Census Ward Profiles 2011 Caerphilly County Borough** Caerphilly County Borough Council

**Strategic Equality Plan 2016-2020** Caerphilly County Borough Council

**Welsh in Education Strategic Plan 2014-2017** Caerphilly County Borough Council

Gadewir y dudalen hon yn wag yn fwriadol



## COUNCIL - 24TH JANUARY 2017

**SUBJECT: REVIEW OF LICENSING COMMITTEES STRUCTURE AND TERMS OF REFERENCE**

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

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1.1 The attached report was considered by the Licensing Committee on 16th January 2017. The recommendations of the Licensing Committee will be reported verbally to Council on 24th January 2017.

1.2 Members will be asked to consider the recommendations of the Licensing Committee.

Author: Helen Morgan, Senior Committee Services Officer

Appendix Report to Licensing Committee - 16th January 2017

Gadewir y dudalen hon yn wag yn fwriadol



## LICENSING COMMITTEE – 16TH JANUARY 2017

**SUBJECT: REVIEW OF LICENSING COMMITTEE’S STRUCTURE AND TERMS OF REFERENCE**

**REPORT BY: INTERIM HEAD OF LEGAL SERVICES AND MONITORING OFFICER**

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

- 1.1 To ask the Licensing Committee to consider and provide its views on the proposals below prior to presenting the recommendations to Council as follows.
  - 1.1.1 To replace the existing Licensing structure by setting up two Licensing Committees to be retitled the Licensing and Gambling Committee and a Taxi and General Committee.
  - 1.1.2 To endorse the Terms of Reference for each of the above Committees as set out in Appendix 1 which have also been updated to reflect the proposed review of the arrangements and relevant legislation in force.
  - 1.1.3 To note and endorse the arrangements for setting up sub-committees for the Licensing and Gambling Committee and Taxi and General Committee as set out in Appendix 1, which are to be named the Licensing and Gambling Sub Committee and Taxi and General Sub Committee.
  - 1.1.4 To refer the recommendations to Council for approval and to seek authority for the Interim Head of Legal Services and Monitoring Officer to amend the Constitution to reflect the proposals set out above.

### **2. SUMMARY**

- 2.1 To seek the Licensing Committee’s endorsement of the proposed changes to the Licensing Committee structure as set out in this report.

### **3. LINKS TO STRATEGY**

- 3.1 The responsibilities of Licensing Committees contribute to the Healthier, Safer, and Prosperous themes of the Single Integrated Plan, Caerphilly Delivers and the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015.

- A prosperous Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language
- A globally responsible Wales

#### **4. THE REPORT**

- 4.1 The existing arrangements for how the Council discharges its licensing function have been reviewed following consideration of legal advice and guidance. By operating separate licensing Committees as proposed below, the Council will be able to maintain its effective governance arrangements.
- 4.2 Having considered the Council's existing arrangements it is proposed that two distinct Committees are set up as follows. A statutory Licensing Committee which will be responsible for all matters regulated by the Licensing Act 2003 and the Gambling Act 2005. In addition a second Committee will be responsible for discharging those licensing activities which are not governed by the 2003 or 2005 Acts and which do not fall within the responsibility of the Council. The mechanism to enable the local authority to discharge these matters is contained in sections 101 and 102 of the Local Government Act 1972 (unless the matter is an Executive function which relates to certain taxi matters under the Local Government (Miscellaneous Provisions) Act 1976 and for example the whole of the Scrap Metal Dealers Act 2013).
- 4.3 It is proposed that the statutory Licensing Committee be named the "Licensing and Gambling Committee and the second Committee is named the "Taxi and General Committee". Both committees would be able to appoint Sub-Committees if desired.
- 4.4 Whilst the two Committees will be separately constituted, the proposed Licensing and Gambling Committee does not need to be politically balanced (although it can be) as it is not a Committee created under the Local Government Act 1972. However, that said the Taxi and General Committee does have to be politically balanced. For the sake of continuity it is proposed that the current Licensing Committee Members are appointed to both Committees. The effect of this will be that both committees will be politically balanced.
- 4.5 With regard to the setting up of sub-committees the proposed arrangements are set out in Appendix 1 to the report.
- 4.6 It is not proposed to increase the frequency of licensing meetings and where necessary the two Committees can hold the meetings on the same day one after each other, but with separate agendas and roles.
- 4.7 Attached for Members consideration at Appendix 1 are the proposed terms of reference for each Committee. Whilst reviewing the terms of reference for each Committee officers have taken the opportunity to update the list of functions the Committees undertake taking into account existing arrangements and current legislation. This includes the setting of tariffs which is a Cabinet function.

#### **5. WELL-BEING OF FUTURE GENERATIONS**

- 5.1 This report and associated proposals contributes to the Well-being Goals as set out in Links to Strategy above. The Council has a mandatory obligation to process applications for a large number of licences, permits and Registrations from businesses and persons in compliance with legislation and statutory guidance. Members of these Committees play a pivotal role in determining policy, licence conditions, contested applications and suspending and revoking licences to ensure Public protection and safety.
- 5.2 Having regard to the five ways of working set out in the sustainable development principle, as defined in the Act the proposal is integrated in that it contributes to a number of the Well-being goals and supports the objectives of other stakeholders. The Policy promotes involvement particularly through the consultation process for a variety of applications allowing other agencies and the community to input into the decision making process. There is an emphasis

on prevention as the Licensing processes ensure that a number of checks and safeguards are in place before licences are issued.

## **6. EQUALITIES IMPLICATIONS**

6.1 There are no equalities implications arising from this report.

## **7. FINANCIAL IMPLICATIONS**

7.1 There will be some additional minimal costs arising from the need to produce separate agendas which can be met from existing budgets.

## **8. PERSONNEL IMPLICATIONS**

8.1 There are no personnel implications arising from this report.

## **9. CONSULTATIONS**

9.1 The report reflects the views of the consultees.

## **10. RECOMMENDATIONS**

10.1 Members are asked to endorse the following proposals:

10.1.1 To replace the existing Licensing structure with two Licensing Committees entitled the Licensing and Gambling Committee and the Taxi and General Committee respectively.

10.1.2 To note the changes and endorse the Terms of Reference for each of the above Committees and the arrangements for the Sub Committees as set out in Appendix 1.

10.1.3 To note the membership of each Committee will remain the same as the current membership of the Licensing Committee.

10.1.4 To refer the above recommendations to Council for approval and to seek authority from Council for the Interim Head of Legal Services and Monitoring Officer to amend the Constitution to reflect the proposals set out above.

## **11. REASONS FOR THE RECOMMENDATIONS**

11.1 To update the licensing process to comply with legal requirements and guidance.

## **12. STATUTORY POWER**

12.1 Licensing Act 2003, Gambling Act 2005, Local Government Miscellaneous Provisions Act 1976

Author: Lisa Lane, Corporate Solicitor  
Consultees: Councillor Denver Preece, Chair, Licensing Committee  
Councillor Colin Gordon, Vice Chair, Licensing Committee  
Councillor Nigel George, Cabinet Member for Community and Leisure Services  
Gail Williams, Interim Head of Legal Services and Monitoring Officer  
Robert Hartshorn, Head of Public Protection

Jacqui Morgan, Trading Standards, Licensing and Registrars Manager  
Myra McSherry, Licensing Manager  
Susan Ead, Solicitor  
Anwen Rees Senior Policy Officer (Equalities and Welsh Language)  
Mike Eedy, Finance Manager

Appendices:

Appendix 1 Proposed Terms of Reference - Licensing and Gambling Committee and Taxi and General Committee and the respective sub committees



## LICENSING AND GAMBLING COMMITTEE

**Terms of Reference**

1. To discharge the functions of a licensing committee as required by the Licensing Act 2003 and the Gambling Act 2005 and to authorise, approve or determine any enforcement matters under the Acts;
2. ~~To discharge on behalf of the Council all matters relating to the grant, refusal, issue, revocation, cancellation and suspension of licences or permits and without prejudice to the generality of the foregoing to discharge these functions in respect of:~~
  - a) ~~Private Hire Operators.~~
  - b) ~~Private Hire and Hackney Carriage Drivers.~~
  - c) ~~Private Hire Vehicles.~~
  - d) ~~Hackney Carriage Vehicles including setting tariffs.~~
  - e) ~~Hypnotism~~
  - f) ~~Lottery Registrations~~
  - g) ~~Street Collections.~~
  - h) ~~House to House Collections.~~
  - i) ~~Street Trading.~~
  - j) ~~Sex Shops & Sexual Entertainment Venues.~~
  - k) ~~Burials in Public Cemeteries.~~
  - l) ~~Reservoirs.~~
  - m) ~~Dangerous Wild Animals.~~
  - n) ~~Animal Boarding Establishments.~~
  - o) ~~Dog Breeding.~~
  - p) ~~Guard Dogs.~~
  - q) ~~Acupuncture\Cosmetic\Piercing\Electrolysis\Tattooing\Semi Permanent Skin Colouring.~~
  - r) ~~Performing Animals.~~
  - s) ~~Pet Shops.~~
  - aa) ~~Zoos.~~
  - bb) ~~Camping Sites.~~
  - cc) ~~Caravan Sites.~~
  - dd) ~~Pleasure Boats.~~
  - ee) ~~Filling Materials.~~
  - ff) ~~Riding Establishments.~~
  - gg) ~~Scrap Metal Dealers.~~
  - hh) ~~Slaughter of Poultry.~~
  - ii) ~~Charities for Disabled Persons and War Charities.~~
  - jj) ~~Explosives.~~
  - kk) ~~Fireworks.~~
  - ll) ~~Petroleum.~~
  - mm) ~~Poisons.~~
  - nn) ~~Sports Grounds.~~
  - oo) ~~Marriage & Civil Partnerships.~~
  - pp) ~~Control of Horses~~
  - qq) ~~Those matters set out in Part B of Schedule 1 of the Local Authorities Executive Arrangements (Functions and Responsibilities) (Wales) Regulations 2001.~~

~~rr) — Such other matters as may from time to time under statute or practice fall to be considered by the Council in a quasi-judicial manner, other than employment appeals or grievances.~~

#### POWERS DELEGATED TO THE COMMITTEE

All those matters *referred to in paragraph 1* above, including a power to delegate to a sub-committee the power to determine matters within the Committee's Terms of Reference.

#### POWERS DELEGATED TO OFFICERS

POWER	DELEGATED TO
All matters arising from the exercise of the Committee's terms of reference (to include the power to issue licences and permits), with the power to establish one or more sub-committees in accordance with Section 9 of the Licensing Act 2003, and powers under the Gambling Act 2005 and power to delegate its functions under the Licensing Act 2003, and under the Gambling Act 2005 to a sub-committee or to an officer of the authority.	The Chief Executive or a Director or a <i>relevant</i> Head of Service or any of the following officers:- Licensing <i>Manager Officer</i> & Assistant Licensing <i>Manager Officer</i> , Senior Licensing Administrator, Licensing Administrator Trading Standards, Licensing & Registrars Manager Environmental Health Manager *Senior Trading Standards Officer *Senior Environmental Health Officer *Trading Standards Officer *Senior Fair Trading Officer * Environmental Health Officer *Senior Commercial Safety Officer *Commercial Safety Officer *Fair Trading Officer *Enforcement Officer (Directorate of the Environment) (Officers marked * <i>where appropriate</i> are appointed under Section 19(1) of the Health and Safety at Work Act 1974 or any statutory amendment thereto)]
The following officers are designated as authorised for the purposes of the Licensing Act 2003, and of the Gambling Act 2005 and are given delegated powers to act in that capacity.	Head of Public Protection Environmental Health Manager Trading Standards Licensing & Registrars Manager Licensing <i>Manager Officer</i> Assistant Licensing <i>Manager Officer</i> Senior Environmental Health Officer Environmental Health Officer Senior Trading Standards Officer Trading Standards Officer Senior Fair Trading Officer Fair Trading Officer Scientific Officer Senior Commercial Safety Officer <del>Community Safety Manager</del> Commercial Safety Officer

	Community Safety Wardens Enforcement Officer
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The Council on the \_\_\_\_\_ approved the following procedural matters in relation to the Licensing and Gambling Committee and the Licensing and Gambling sub-committee, including a procedural change to the Council's Standing Orders, as follows: -

- (a) the quorum for the Licensing and Gambling sub-committee is two. Every effort will be made to maintain the sub-committee at three members present when dealing with an application but there will inevitably be some circumstances where a member is unable to attend at the last minute and a substitute cannot be found or a member part way through needs to declare an interest and withdraw from the hearing. In accordance with our Standing Orders, the chairman will have a casting vote.
- (b) that members serving on the Licensing and Gambling sub-committee will be drawn in rotation from the whole of the Licensing and Gambling Committee. This will allow each member an equal opportunity to contribute to the work of the Committee and will hopefully ensure a fairness to members in the demands being made on them to sit;
- (c) that the chair and vice-chair of the Licensing and Gambling Committee are not automatically on the Licensing and Gambling sub-committee but will be part of the normal rotation;
- (d) that the current restriction within Standing Orders which prohibits a meeting sitting for longer than four hours be removed from applying to the Licensing and Gambling Committees or its sub-committee, subject to a requirement on the committee to take appropriate breaks so as to ensure the comfort of those participating in the meeting.

## TAXI AND GENERAL COMMITTEE

## Terms of Reference

~~4. To discharge the functions of a licensing committee as required by the Licensing Act 2003 and the Gambling Act 2005 and to authorise, approve or determine any enforcement matters under the Acts;~~

21. To discharge on behalf of the Council all matters relating to the grant, refusal, issue, revocation, cancellation and suspension of licences or permits and without prejudice to the generality of the foregoing to discharge these functions in respect of:

- a) Private Hire Operators.
- b) Private Hire and Hackney Carriage Drivers.
- c) Private Hire Vehicles.
- d) Hackney Carriage ~~Vehicles (including setting tariffs).~~
- e) Hypnotism
- f) Lottery Registrations
- g) Street Collections.
- h) House-to-House Collections.
- i) Street Trading.
- j) Sex Shops & Sexual Entertainment Venues.
- k) Burials in Public Cemeteries.
- l) Reservoirs.
- m) Dangerous Wild Animals.
- n) Animal Boarding Establishments.
- ~~o) Dog Breeding.~~
- p) Guard Dogs.
- q) Acupuncture\Cosmetic\Piercing\Electrolysis\Tattooing\Semi Permanent Skin Colouring.
- r) Performing Animals.
- s) Pet Shops.
- aa) Zoos.
- bb) Camping Sites.
- cc) Caravan Sites.
- dd) Pleasure Boats.
- ee) Filling Materials.
- ff) Riding Establishments.
- ~~gg) Scrap Metal Dealers.~~
- ~~hh) Slaughter of Poultry.~~
- ii) Charities for Disabled Persons and War Charities.
- jj) Explosives.
- kk) Fireworks.
- ll) Petroleum.
- ~~mm) Poisons.~~
- ~~nn) Sports Grounds.~~
- oo) Marriage & Civil Partnerships.
- ~~pp) Control of Horses~~
- ~~pp) qq) Those matters set out in Part B of Schedule 1 of the Local Authorities Executive Arrangements (Functions and Responsibilities) (Wales) Regulations 2007 in so far as they are not governed by the~~

Licensing Act 2003 and/or the Gambling Act 2005 or delegated separately under Part 3 of the Council's Constitution

- qq) Such other matters as may from time to time under statute or practice fall to be considered by the Council in a quasi-judicial manner, other than employment appeals or grievances in so far as they are not governed by the Licensing Act 2003 and/or the Gambling Act 2005 or delegated separately under Part 3 of the Council's Constitution

POWERS DELEGATED TO THE COMMITTEE

All those matters listed above, including a power to delegate to a sub-committee the power to determine matters within the Committee's Terms of Reference.

POWERS DELEGATED TO OFFICERS

POWER	DELEGATED TO
<p>All matters arising from the exercise of the Committee's terms of reference (to include the power to issue licences and permits), <del>with the power to establish one or more sub-committees in accordance with Section 9 of the Licensing Act 2003, and powers under the Gambling Act 2005 and power to delegate its functions under the Licensing Act 2003, and under the Gambling Act 2005 to a sub-committee or to an officer of the authority.</del></p>	<p>The Chief Executive or a Director or a <u>relevant</u> Head of Service or any of the following officers:-            Licensing <u>Manager Officer</u> &amp; Assistant Licensing <u>Manager Officer</u>, Senior Licensing Administrator, Licensing Administrator Trading Standards, Licensing &amp; Registrars Manager            Environmental Health Manager            *Senior Trading Standards Officer            *Senior Environmental Health Officer            *Trading Standards Officer            *Senior Fair Trading Officer            * Environmental Health Officer            *Senior Commercial Safety Officer            *Commercial Safety Officer            *Fair Trading Officer            *Enforcement Officer (Directorate of the Environment)  <u>Acting Parks Manager</u>            (Officers marked * <u>where appropriate</u> are appointed under Section 19(1) of the Health and Safety at Work Act 1974 or any statutory amendment thereto)]</p>
<p><del>The following officers are designated as authorised for the purposes of the Licensing Act 2003, and of the Gambling Act 2005 and are given delegated powers to act in that capacity.</del></p>	<p><del>Head of Public Protection            Environmental Health Manager            Trading Standards Licensing &amp; Registrars Manager            Licensing Officer            Assistant Licensing Officer Senior            Environmental Health Officer            Environmental Health Officer            Senior Trading Standards Officer</del></p>

	<i>Trading Standards Officer  Senior Fair Trading Officer  Fair Trading Officer  Scientific Officer  Senior Commercial Safety Officer  Community Safety Manager  Commercial Safety Officer  Community Safety Wardens  Enforcement Officer</i>
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The Council on the \_\_\_\_\_ approved the following procedural matters in relation to the Taxi and General Committee and the Taxi and General sub-committee, including a procedural change to the Council's Standing Orders, as follows: -

- (a) *the quorum for the Taxi and General sub-committee is two. Every effort will be made to maintain the sub-committee at three members present when dealing with an application but there will inevitably be some circumstances where a member is unable to attend at the last minute and a substitute cannot be found or a member part way through needs to declare an interest and withdraw from the hearing. In accordance with our Standing Orders, the chairman will have a casting vote.*
- (b) *that members serving on the Taxi and General sub-committee will be drawn in rotation from the whole of the Taxi and General Committee. This will allow each member an equal opportunity to contribute to the work of the Committee and will hopefully ensure a fairness to members in the demands being made on them to sit;*
- (c) *that the chair and vice-chair of the Taxi and General the Licensing Committee are not automatically on the Taxi and General sub-committee but will be part of the normal rotation;*
- (d) *that the current restriction within Standing Orders which prohibits a meeting sitting for longer than four hours be removed from applying to the Taxi and General Committee or its sub-committee, subject to a requirement on the committee to take appropriate breaks so as to ensure the comfort of those participating in the meeting.*



## COUNCIL – 24TH JANUARY 2017

**SUBJECT: REVIEW OF POLITICAL BALANCE**

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

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### 1. PURPOSE OF REPORT

- 1.1 To carry out a review of political balance across the authority and the allocation of seats to political groups in accordance with statute.

### 2. SUMMARY

- 2.1 This report states that following the resignation of two members from the Labour group that the political balance has changed and there is a subsequent impact on the allocation of seats on Planning Committee.

### 3. LINKS TO STRATEGY

- 3.1 The Council is under a statutory duty to review the political balance of the authority and to comply with relevant legislation regarding the governance arrangements for Local Authorities in Wales.
- 3.2 The recommended course of action contributes to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2016:
- *A more equal Wales*

### 4. THE REPORT

- 4.1 Following the resignation of Councillor Nigel Dix and Councillor Allan Rees from the Labour Party on 28th September and 29th September 2016 respectively, the two Members have now confirmed as having joined the Independent Group. This change has an effect on the political balance of the Authority and some effect on Committee seat allocations.
- 4.2 The legislation requires a council to review the political balance and apply the following principles to that review:-
- (a) Not all the seats on the body are allocated to the same political group;
  - (b) That the majority of seats on the body is allocated to a particular political group if the number of people belonging to that group represents a majority of the council's membership;

- (c) Subject to those earlier rules the number of seats on the ordinary committees of the council allocated to each group bear the same proportion to the total of all seats allocated as is borne by the number of members of that group to the membership of the authority.

4.3 The Council has always applied the legislation to mean that so far as is practicable the allocation of seats is the same as the overall percentage that a party has of the total seats of the authority. However it is impossible to obtain a perfect percentage balance on each and every committee and there are therefore two principles:-

- (i) The majority group must have the majority on any committee;
- (ii) That the overall allocation of seats is as close as possible to the overall percentage that a party holds on the council.

4.4 The current membership of the current political groupings following these resignations and the respective percentage share of the seats is as follows:-

<b>Group</b>	<b>Membership</b>	<b>Percentage</b>
Labour	48	65.8%
Plaid Cymru	20	27.4%
Independents	5	6.8%

4.5 The political balance and the allocation of seats has now been reviewed in light of the current groupings and there is a requirement to make changes on those Committee with 20 Members. There is no change required for those Committee with less than 20 Members. Appendix 1 sets out the recommended allocation of seats for Committees of any size.

4.6 Members are now asked to approve the revised allocation of seats as follows:-

4.6.1 Planning Committee 20 Members to become 13 (Labour), 6 (Plaid), 1 (Independent).

## **WELL-BEING OF FUTURE GENERATIONS**

5.1 This report contributes to the Well-being Goals as set out in Links to Strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act in that the importance of ensuring that representation on committees reflect the political balance of the local authority thereby involving people with an interest in achieving the well-being goals.

## **6. EQUALITIES IMPLICATIONS**

6.1 The Council is under a statutory duty to review the political balance of the authority and apply that balance to the allocation of seats on committees.

## **7. FINANCIAL IMPLICATIONS**

7.1 There are no financial implications which have not been included in this report.

## **8. PERSONNEL IMPLICATIONS**

8.1 There are no personnel implications which have not been included in this report.



## **9. CONSULTATIONS**

9.1 There are no consultations that have not been included in the report.

## **10. RECOMMENDATIONS**

10.1 That the Council notes the changes in relation to the political grouping on the authority.

10.2 That Council notes and approves the changes to allocation of seats set out in the report.

## **11. REASONS FOR THE RECOMMENDATIONS**

11.1 In order to comply with statutory requirements to keep the political balance of the authority under review and to allocate seats on committees in accordance with that balance.

## **12. STATUTORY POWER**

12.1 Local Government and Housing Act 1989 and regulations made under the Act and Local Government (Wales) Measure 2011.

Author: Catherine Forbes-Thompson, Interim Head of Democratic Services  
Consultees: Chris Burns, Interim Chief Executive  
Gail Williams, Interim Head of Legal Services and Monitoring Officer  
Helen Morgan, Senior Committee Services Officer

Appendices:  
Appendix 1 Political Balance as at January 2017

Gadewir y dudalen hon yn wag yn fwriadol

**Caerphilly County Borough Council**  
Political balance as at September 2016

Seats	No.	%
Total	73	100
Labour Group	48	65.8
Plaid Cymru Group	20	27.4
Independent Group	5	6.8

Seats allocated to particular committee sizes

Committee Size	Labour		Plaid Cymru		Independent	
	Actual	%	Actual	%	Actual	%
2	1	50.0	1	50.0	0	0.0
3	2	66.7	1	33.3	0	0.0
4	3	75.0	1	25.0	0	0.0
5	3	60.0	1	20.0	0	0.0
6	4	66.7	2	33.3	0	0.0
7	5	71.4	2	28.6	1	14.3
8	5	62.5	2	25.0	1	12.5
9	6	66.7	3	33.3	1	11.1
10	7	70.0	3	30.0	1	10.0
11	7	63.6	3	27.3	1	9.1
12	8	66.7	3	25.0	1	8.3
13	9	69.2	4	30.8	1	7.7
14	9	64.3	4	28.6	1	7.1
15	10	66.7	4	26.7	1	6.7
16	11	68.8	4	25.0	1	6.3
17	11	64.7	5	29.4	1	5.9
18	12	66.7	5	27.8	1	5.6
19	13	68.4	5	26.3	1	5.3
20	13	65.0	6	30.0	1	5.0
21	14	66.7	6	28.6	1	4.8
22	15	68.2	6	27.3	2	9.1
23	15	65.2	6	26.1	2	8.7
24	16	66.7	7	29.2	2	8.3
25	16	64.0	7	28.0	2	8.0
26	17	65.4	7	26.9	2	7.7
27	18	66.7	7	25.9	2	7.4
28	18	64.3	8	28.6	2	7.1
29	19	65.5	8	27.6	2	6.9
30	20	66.7	8	26.7	2	6.7
31	20	64.5	9	29.0	2	6.5
32	21	65.6	9	28.1	2	6.3
33	22	66.7	9	27.3	2	6.1
34	22	64.7	9	26.5	2	5.9
35	23	65.7	10	28.6	2	5.7
36	24	66.7	10	27.8	3	8.3
37	24	64.9	10	27.0	3	8.1
38	25	65.8	10	26.3	3	7.9
39	26	66.7	11	28.2	3	7.7
40	26	65.0	11	27.5	3	7.5
41	27	65.9	11	26.8	3	7.3
42	28	66.7	12	28.6	3	7.1
43	28	65.1	12	27.9	3	7.0
44	29	65.9	12	27.3	3	6.8
45	30	66.7	12	26.7	3	6.7
46	30	65.2	13	28.3	3	6.5
47	31	66.0	13	27.7	3	6.4
48	32	66.7	13	27.1	3	6.3
49	32	65.3	13	26.5	3	6.1
50	33	66.0	14	28.0	3	6.0
51	34	66.7	14	27.5	4	7.8
52	34	65.4	14	26.9	4	7.7
53	35	66.0	15	28.3	4	7.5
54	36	66.7	15	27.8	4	7.4
55	36	65.5	15	27.3	4	7.3
56	37	66.1	15	26.8	4	7.1
57	38	66.7	16	28.1	4	7.0
58	38	65.5	16	27.6	4	6.9
59	39	66.1	16	27.1	4	6.8
60	40	66.7	16	26.7	4	6.7
61	40	65.6	17	27.9	4	6.6
62	41	66.1	17	27.4	4	6.5
63	41	65.1	17	27.0	4	6.3
64	42	65.6	18	28.1	4	6.3
65	43	66.2	18	27.7	5	7.7
66	43	65.2	18	27.3	5	7.6
67	44	65.7	18	26.9	5	7.5
68	45	66.2	19	27.9	5	7.4
69	45	65.2	19	27.5	5	7.2
70	46	65.7	19	27.1	5	7.1
71	47	66.2	20	28.2	5	7.0
72	47	65.3	20	27.8	5	6.9
73	48	65.8	20	27.4	5	6.8

AVERAGE %: 66.0 27.7 7.2

Main committee sizes highlighted:

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## COUNCIL – 24TH JANUARY 2017

**SUBJECT: CAERPHILLY COUNTY BOROUGH LOCAL DEVELOPMENT PLAN UP TO 2021 - SUPPLEMENTARY PLANNING GUIDANCE**

**REPORT BY: CORPORATE DIRECTOR - COMMUNITIES**

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

- 1.1 To update and formally adopt LDP4 – Trees and Development as Supplementary Planning Guidance to the Caerphilly County Borough Local Development Plan up to 2021.
- 1.2 To update and formally adopt LDP5 – Car Parking Standards as Supplementary Planning Guidance to the Caerphilly County Borough Local Development Plan up to 2021.
- 1.3 To update and formally adopt LDP6 – Building Better Places to Live as Supplementary Planning Guidance to the Caerphilly County Borough Local Development Plan up to 2021.
- 1.4 To update and formally adopt LDP7 – Householder Development as Supplementary Planning Guidance to the Caerphilly County Borough Local Development Plan up to 2021.
- 1.5 To consider affording officers delegated powers in consultation with the relevant Cabinet Member for future non-material amendments to existing Supplementary Planning Guidance.

### **2. SUMMARY**

- 2.1 Supplementary Planning Guidance (SPG) is produced to support and strengthen the Caerphilly County Borough Local Development Plan up to 2021 (LDP). It sets out detailed guidance on the way in which the policies of the LDP will be applied in particular circumstances or areas.
- 2.2 The formal procedure for adoption of SPG was approved by Council in 2001. The following pieces of guidance have been prepared previously under the agreed procedure and are subject of this report:
  - LDP4 – Trees and Development
  - LDP5 – Car Parking Standards
  - LDP6 – Building Better Places to Live
  - LDP7 – Householder Development
- 2.3 Due to changes in primary and secondary legislation and national planning policy and guidance, minor modifications are required to be made in order to ensure that the Council's Guidance remains up to date. This report outlines the modifications required for each document.
- 2.4 The report also outlines the procedure for any future minor, non-material modifications that may be required to SPG.

### 3. LINKS TO STRATEGY

3.1 The Well-being of Future Generations Act (Wales) 2015 comprises seven well being goals as follows:

- *A prosperous Wales*
- *A resilient Wales*
- *A healthier Wales*
- *A more equal Wales*
- *A Wales of cohesive communities*
- *A Wales of vibrant culture and thriving Welsh language*
- *A globally responsible Wales*

3.2 Sustainable Development has been at the heart of the planning system, its policies and practices since the introduction of Planning Policy Wales in 2002. Therefore the seven well being goals and five governance principles of the Act are already enshrined in the Caerphilly County Borough Local Development Plan up to 2021 through the plan preparation process and implemented when decisions on planning applications are made. The LDP embodies the land-use proposals and policies of the Council and will contribute to the Well-being Goals within the Well-being of Future Generations Act (Wales) 2015.

3.3 LDP4, LDP5, LDP6 and LDP 7 will assist in the delivery of the LDP and the successful implementation of its policies.

### 4. THE REPORT

4.1 The Caerphilly County Borough Local Development Plan up to 2021 (LDP) is the statutory framework for the development and use of land within the county borough. The LDP is designed to be part of a package of documents and strategies that support and strengthen each other.

4.2 Supplementary Planning Guidance (SPG), in the form of Design Guides, is one such type of supporting document. Design Guides set out in detail the standards which development conforming to the policy criteria of the LDP must adhere to.

4.3 SPG does not form part of the development plan but it must be consistent with it. Whilst only policies in the development plan have special status under section 38(6) of the Planning and Compulsory Purchase Act 2004 in deciding planning applications, SPG may be taken into account as a material consideration.

4.4 The procedures for approving SPG are set out in a report approved by Technical Scrutiny Committee on the 10th July 2001 – ‘Supplementary Planning Guidance – Procedures’. Under those procedures (updated in 2003) the following SPG which are subject of this report, have all been formally adopted.

Supplementary Planning Guidance LDP4 – Trees and Development  
Supplementary Planning Guidance LDP5 – Car Parking Standards  
Supplementary Planning Guidance LDP6 – Building Better Places to Live  
Supplementary Planning Guidance LDP7 – Householder Development

4.5 Due to changes in legislation and updates in procedures the above guides now require minor non material modification.

#### **Supplementary Planning Guidance LDP4 – Trees and Development**

4.6 LDP4 – Trees and Development was adopted in January 2012.

- 4.7 LDP 4 concerns the incorporation of trees and hedgerows within development schemes. It provides guidance on the application of LDP policies SP6 (Place Making), SP10 (Conservation of Natural Heritage) and CW6 (Trees, Woodland and Hedgerow Protection). In particular, it includes details of the process of undertaking tree survey work with regard to proposed development and those factors that should be taken into consideration when assessing the design of a development scheme, bearing in mind the requirements of trees, woodland and hedgerows.
- 4.8 The guidance refers to various legislation that needs to be taken into account when implementing LDP policies and the guidance contained in LDP4. LDP4 refers to the relevant British Standard in relation to trees, and quotes BS5837:2005 – Trees in Relation to Construction – Recommendations as the relevant legislation.
- 4.9 This legislation is now out of date and therefore LDP4 should be amended throughout to read *BS5837:2012, Trees in Relation to Construction – Recommendations, and any later revised or updated edition of this standard*. These amendments are not regarded as material changes.

#### **Supplementary Planning Guidance LDP5 – Car Parking Standards**

- 4.10 LDP5 – Car Parking Standards was adopted in November 2010.
- 4.11 The application of parking standards enables a transparent and consistent approach to the provision of parking facilities associated with new development and change of use.
- 4.12 Throughout the SPG, Caerphilly County Borough Council has adopted the CSS Wales – Wales Parking Standards 2008. However, these standards have now been updated, the most recent being CSS Wales – Wales Parking Standards 2014.
- 4.13 The updates are primarily with regards to car parking at educational establishments and also in respect of the sustainability criteria which can allow a reduction in the number of car parking spaces required for developments located within proximity to public facilities and public transport.
- 4.14 In line with this update, minor modifications are required to LDP5 to ensure consistency with CSS Wales – Wales Parking Standards 2014. These amendments are not regarded as material changes.

#### **Supplementary Planning Guidance LDP6 – Building Better Places to Live**

- 4.15 LDP6 – Building Better Places to Live was adopted in November 2010.
- 4.16 The main purpose of LDP6 is to improve the standard of design in new residential development.
- 4.17 Minor modifications to terminology are required to reflect changes in national policy and guidance, as well as changes to legislation and procedure, including the need to reference the requirement for Pre-Application Consultation. It is also proposed to amend the layout of the document to ensure that the checklist of good design is better placed towards the start of the document to aid users.
- 4.18 These amendments are not regarded as material changes.

#### **Supplementary Planning Guidance LDP7 – Householder Development**

- 4.19 LDP 7 – Householder Development was adopted in November 2010.
- 4.20 The main purpose of LDP7 is to improve the standard of design in householder development.

4.21 Amendments are now required in line with changes in legislation as well as updates to National policy and guidance and new and updated procedures. Amendments include minor modifications in accordance with new permitted development rights, clarification and minor amendment to terminology, updates to resource efficiency section and revised requirements for submission of a planning application.

4.22 These amendments are not regarded as material changes.

#### **Further minor modifications of Supplementary Planning Guidance**

4.23 This report seeks approval to consider any further minor, non-material modifications to SPG under Delegated Powers in consultation with the relevant Cabinet Member.

### **5. WELL-BEING OF FUTURE GENERATIONS**

5.1 This report contributes to the Well-being Goals as set out in Links to Strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act in that all four pieces of SPG supplement policies contained in the LDP.

5.2 The LDP places great emphasis on sustainable development and seeks to protect the environment for both the current and future needs of the population, ensuring that there is a viable future for the county borough's towns and villages. As part of the LDP process the Council engages with residents, service users, stakeholders and partners. The LDP is subject to independent Strategic Environment Assessment and Sustainability Appraisal which balance economic, social and environmental issues.

### **6. EQUALITIES IMPLICATIONS**

6.1 There are no direct implications associated with this report. However, any review of policies and proposals contained within the LDP will require an equalities impact assessment to be carried out.

### **7. FINANCIAL IMPLICATIONS**

7.1 There are no financial implications as a consequence of this report.

### **8. PERSONNEL IMPLICATIONS**

8.1 There are no direct personnel implications as a result of this report.

### **9. CONSULTATIONS**

9.1 All responses from consultations have been incorporated in the report.

### **10. RECOMMENDATIONS**

10.1 To recommend that the Council formally updates and adopts Supplementary Planning Guidance LDP4 – Trees and Development.

10.2 To recommend that Council formally updates and adopts Supplementary Planning Guidance LDP5 – Car Parking Standards.



- 10.3 To recommend that Council formally updates and adopts Supplementary Planning Guidance LDP6 – Building Better Places to Live.
- 10.4 To recommend that Council formally updates and adopts Supplementary Planning Guidance LDP7 – Householder Development.
- 10.5 To recommend to Council that any future minor, non-material amendments to update Supplementary Planning Guidance be undertaken under delegated powers in consultation with the relevant Cabinet Member.

## **11. REASONS FOR THE RECOMMENDATIONS**

- 11.1 To provide a robust policy framework against which to determine planning applications.

## **12. STATUTORY POWER**

- 12.1 The Council as Local Planning Authority has the statutory power to take these actions under the Town and Country Planning Acts and associated regulations and guidance.

Author: Lisa James, Senior Planner, Strategic & Development Plans,  
jameslm@caerphilly.gov.uk

Consultees: Councillor Ken James, Cabinet Member for Regeneration, Planning & Sustainable  
Development  
Councillor Tom Williams, Cabinet Member for Highways, Transportation &  
Engineering  
Councillor Nigel George, Cabinet Member for Community & Leisure Services  
Christina Harrhy, Corporate Director Communities  
Gail Williams, Interim Head of Legal and Monitoring Officer  
Terry Shaw, Head of Engineering Services  
Mark Williams, Head of Community and Leisure Services  
Tim Stephens, Development Manager  
Rhian Kyte, Team Leader, Strategic & Development Plans.

### Background Papers:

Supplementary Planning Guidance LDP4 – Trees and Development, 2017  
*(made available in the resource library and Members Portal)*

Supplementary Planning Guidance LDP5 – Car Parking Standards, 2017  
*(made available in the resource library and Members Portal))*

Supplementary Planning Guidance LDP6 – Building Better Places to Live, 2017  
*(made available in the resource library and Members Portal))*

Supplementary Planning Guidance LDP7 – Householder Development, 2017  
*(made available in the resource library and Members Portal))*

Lisa James can be contacted on 01495 235096 should you wish to inspect the above-mentioned papers.

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## COUNCIL – 24TH JANUARY 2017

**SUBJECT: COUNCIL TAX REDUCTION SCHEME 2017/18**

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

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### 1. PURPOSE OF REPOR

1.1 To seek Council approval of the Council Tax Reduction Scheme for the 2017/18 financial year.

### 2. SUMMARY

2.1 The report recommends continuing to operate a Council Tax Reduction Scheme for the 2017/18 financial year on the same basis as the scheme used in 2016/17.

### 3. LINKS TO STRATEGY

3.1 The payment of Council Tax Reduction is a key element of the Council's anti-poverty strategy and a significant source of funding.

3.2 The revenue raised through Council Tax is a key element in setting a balanced budget which in turn supports the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015: -

- A prosperous Wales.
- A resilient Wales.
- A healthier Wales.
- A more equal Wales.
- A Wales of cohesive communities.
- A Wales of vibrant culture and thriving Welsh Language.
- A globally responsible Wales.

### 4. THE REPORT

4.1 Members will recall that Council Tax Benefit was abolished in April 2013 and replaced by the Council Tax Reduction Scheme.

4.2 On the 2th January 2013, Council adopted the Council Tax Reduction Scheme for 2013/14 in accordance with the Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2012. The Welsh Government put a sunset clause in those regulations which meant that they became invalid after the 31st March 2014.

- 4.3 On the 28th January 2014, Council adopted a Council Tax Reduction Scheme for 2014/15 (its local scheme) in accordance with the Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) (Amendment) Regulations 2014. These regulations prescribe the main features of the scheme to be adopted by all Councils in Wales and allow for some limited local discretions. The scheme provides for claimants to receive a reduction of up to 100% of their Council Tax bill in certain circumstances. The same arrangements were adopted for 2015/16 and 2016/17.
- 4.4 The Council is required to formally approve a Council Tax Reduction Scheme on an annual basis. The Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) (Amendment) Regulations 2017 have now been agreed and these apply in relation to a Council Tax Reduction Scheme made for a financial year beginning on or after the 1st April 2017. The regulations uprate certain figures used to calculate an applicant's entitlement to a reduction under a Council Tax Reduction Scheme, and the subsequent level of reduction. It also makes consequential amendments as a result of changes to the wider welfare system.
- 4.5 As the 2017 regulations do not contain any significant changes for claimants, it is proposed that the Council continues its local scheme in line with the regulations as recently amended for the financial year 2017/18, effective from the 1st April 2017, and continues to exercise the previously approved local discretions as provided for within Part 5 of the Prescribed Requirements Regulations: -

<b>Discretion</b>	<b>Discretion to be adopted by CCBC</b>
The ability to increase the standard extended reduction period of 4 weeks given to persons who have ceased to receive qualifying benefits after they return to work, where they have previously been receiving a Council Tax reduction that is to end as a result of their return to work.	<p><u>Pensioners</u> The standard period of 4 weeks specified in paragraph (33) Schedule 1 will apply, and</p> <p><u>Non-Pensioners</u> The standard period of 4 weeks specified in paragraphs (35) and (40) Schedule 6 will apply.</p>
The ability to backdate the application of Council Tax reduction for periods longer than the new standard period of 3 months before the claim is made.	<p><u>Pensioners</u> The standard period of 3 months specified in paragraph (3) Schedule 13 will apply, and</p> <p><u>Non-Pensioners</u> The standard period of 3 months specified in paragraph (4) Schedule 13 will apply.</p>
Discretion to disregard more than the statutory weekly amount of £10 of income received in respect of War Disablement Pensions and War Widow's Pensions (disregarded when calculating the income of the applicant).	<p><u>Pensioners</u> The total value of any pension specified in paragraphs 1(a) and 1(b) Schedule 4 will be disregarded, and</p> <p><u>Non-Pensioners</u> The total value of any pension specified in paragraphs 20(a) and 20(b) Schedule 9 will be disregarded.</p>
Discretion to provide more than the minimum information prescribed in the Prescribed Requirements Regulations when issuing notification of decisions of an award of Council Tax Reduction.	To supplement the minimum requirements specified in the Prescribed Requirements Regulations, where appropriate.

4.6 The provisional 2017/18 budget for the Council Tax Reduction Scheme totals £14.977m.

## **5. WELL-BEING OF FUTURE GENERATIONS**

5.1 The revenue raised through Council Tax supports effective financial planning which is a key element in ensuring that the Well-being Goals within the Well-being of Future Generations Act (Wales) 2015 are met.

## **6. EQUALITIES IMPLICATIONS**

6.1 An Equalities Impact Assessment has previously been carried out for the Council Tax Reduction Scheme. As the proposed Scheme for 2017/18 has no significant changes from previous years, a further impact assessment will not be required at this time.

## **7. FINANCIAL IMPLICATIONS**

7.1 Funding for the Council Tax Reduction Scheme was transferred into the Revenue Support Grant (RSG) in the 2013/14 financial year.

7.2 The Welsh Government has confirmed its commitment to a fully funded Council Tax Reduction Scheme to the 31st March 2018. There is currently no firm commitment beyond this date.

## **8. PERSONNEL IMPLICATIONS**

8.1 There are no direct personnel implications arising from this report.

## **9. CONSULTATIONS**

9.1 There are no consultation responses that have not been reflected in this report.

## **10. RECOMMENDATIONS**

10.1 It is recommended that the current Council Tax Reduction Scheme should continue for the 2017/18 financial year along with the previously agreed local discretions.

## **11. REASONS FOR THE RECOMMENDATIONS**

11.1 Council is required annually to adopt a Council Tax Reduction Scheme and local discretions.

## **12. STATUTORY POWER**

12.1 Local Government Finance Act 1992 and regulations made under the Act.

12.2 Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013 and the Council Tax Reduction Schemes (Default Scheme) (Wales) Regulations 2013 (as amended).

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Tel: 01443 863022 E-mail: harrisr@caerphilly.gov.uk  
Consultees: Nicole Scammell, Acting Director of Corporate Services & S151 Officer  
Amanda Main, Housing & Council Tax Benefits Manager  
Gail Williams, Interim Head of Legal Services & Monitoring Officer

Background Papers:

- Council Report 29th January 2013 – Adoption of a Council Tax Reduction Scheme
- Council Report 28th January 2014 – Council Tax Reduction Scheme 2014/15.
- Special Council Report 25th February 2015 – Council Tax Resolution 2015/16 and Council Tax Reduction Scheme.
- Special Council Report 24th February 2016 – Council Tax Resolution 2016/17 and Council Tax Reduction Scheme.



## COUNCIL – 24TH JANUARY 2017

**SUBJECT: LOCAL WELL-BEING ASSESSMENT FOR THE COUNTY BOROUGH AREA**

**REPORT BY: CORPORATE DIRECTOR – SOCIAL SERVICES**

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### 1. PURPOSE OF REPORT

- 1.1 To inform Council that the Caerphilly Public Services Board has published its draft Assessment of Local Well-being for final consultation.

### 2. SUMMARY

- 2.1 The draft Assessment of Local Well-being (Well-being Assessment) was approved by the Public Services Board on the 6<sup>th</sup> December 2016. The Well-being Assessment, which was prepared by the Corporate Policy Unit on behalf of the Public Services Board, is part of the requirements set out in the Well-being of Future Generations (Wales) Act 2015. The Assessment has been developed by considering the known data for the area and consulting extensively on residents perceptions of well-being, now and in the future. It highlights a number of emerging trends that will be the focus of objective setting and planning across public services. The subsequent Well-being Plan will be developed over the 16 month period leading up to May 2018.
- 2.2 The Authority is required to set its own corporate Well-being Objectives that maximise the contribution to the 7 Well-being Goals for Wales. These should be informed by the Well-being Assessment and subsequent Plan.

### 3. LINKS TO STRATEGY

- 3.1 The production of the draft Well-being Assessment is a requirement of the Well-being of Future Generations (Wales) Act 2015. It is structured around the 7 Well-being Goals, and identifies issues that relate to each of the 7 Goals:

- *A prosperous Caerphilly*
- *A resilient Caerphilly*
- *A healthier Caerphilly*
- *A more equal Caerphilly*
- *A Caerphilly of cohesive communities*
- *A Caerphilly of vibrant culture and thriving Welsh language*
- *A globally responsible Caerphilly.*

### 4. THE REPORT

- 4.1 The draft Well-being Assessment was approved by the Caerphilly Public Services Board on the 6<sup>th</sup> December 2016. The Assessment was prepared by the Corporate Policy Unit on

behalf of the Public Services Board. Caerphilly Public Services Board is required to prepare a local assessment of well-being for the area that looks at its economic, environmental, cultural and social situation. The Well-being Assessment will be used to inform planning across the public sector to deliver 'The Caerphilly We Want' and meet the national Well-being Goals for Wales.

- 4.2 The Assessment will be used to set the Public Services Board's own Well-being Objectives and the Well-being Plan for the area. The assessment has been developed by consulting extensively with our communities to gather their views on the well-being of the area, now and in the future. This engagement is supported by the relevant data for the county borough to paint a rich picture of life in the area. It highlights a number of emerging trends that will be the focus of objective setting and planning across public services.
- 4.3 The draft Assessment has been sent for comment to all stakeholders who were involved in its preparation. Elected Members have been consulted as representatives of the communities in the area. It has also been sent to those others identified in Section 38 of the Act as statutory consultees. This consultation process will close on the 31<sup>st</sup> January 2017. The subsequent Well-being Plan will be developed over the 16 month period leading up to May 2018.

## **5. WELL-BEING OF FUTURE GENERATIONS**

- 5.1 This report relates to the draft local Well-being Assessment which is a requirement of the Well-being of Future Generations (Wales) Act 2015. It is structured around the 7 Well-being Goals, and identifies issues that relate to each goal.

It is consistent with the five ways of working as defined within the sustainable development principle in the Act in that it is:

- Long-term – It identifies issues that will affect the county borough over the next 25 years.
- Preventative – It sets out preventative action and how acting to prevent problems occurring, or getting worse, will improve local well-being.
- Integrated – It considers how the issues may impact upon each of the well-being goals, and how these are interrelated.
- Collaborative – The Assessment was prepared in collaboration with PSB organisations, and other bodies and groups with an interest in the well-being of the area. It identifies how acting in collaboration could help improve local well-being.
- Involvement – The Assessment was prepared involving people and organisations with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area.

## **6. EQUALITIES IMPLICATIONS**

- 6.1 Promoting equalities is a fundamental requirement of the Future Generations legislation, with specific resonance for meeting the well-being goals of - *A more Equal Wales*, and *A Wales of Cohesive Communities*.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 There are no financial implications related to this report.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 Officers within the Council's Corporate Policy Unit have played a key part in driving forward the assessment of local well-being under the leadership of Caerphilly PSB, working closely with partner organisations. This work will continue into the Local Well-being Plan.



## **9. CONSULTATIONS**

- 9.1 This report has been sent to the Consultees listed below and all comments received are reflected in this report.

## **10. RECOMMENDATIONS**

- 10.1 That Council notes that the Caerphilly Public Services Board has published its draft Assessment of Local Well-being for final consultation. Further that all Elected Members have been asked to provide any comment on its content by the 31<sup>st</sup> of January 2017.

## **11. REASONS FOR THE RECOMMENDATIONS**

- 11.1 For the reasons set out in the report.

## **12. STATUTORY POWER**

- 12.1 Well-being of Future Generations (Wales) Act 2015.

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Consultees: Cllr Ken James, Cabinet Member for Regeneration & Planning, and Future Generations Champion.  
Dave Street, Corporate Director, Social Services  
Rob Hartshorn, Head of Public Protection  
Gail Williams, Interim Head of Legal Services and Monitoring Officer  
Mike Eedy, Finance Manager  
Shaun Watkins, Principal Human Resources Officer  
Paul Cooke, Senior Policy Officer  
Vicki Doyle, Policy Officer

### Background papers:

Link to Draft Caerphilly Local Well-being Assessment (please note this is a large document)

<https://your.caerphilly.gov.uk/publicservicesboard/content/well-being-assessment>

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