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For all enquiries relating to this agenda please contact Charlotte Evans
(Tel: 01443 864210 Email: evansca1@caerphilly.gov.uk)

Date: 7th December 2016

Dear Sir/Madam,

A meeting of the **Cabinet** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 14th December, 2016** at **2.00 pm** to consider the matters contained in the following agenda.

Yours faithfully,

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

Chris Burns
INTERIM CHIEF EXECUTIVE

A G E N D A

	Pages
1 To receive apologies for absence.	
2 Declarations of Interest.	

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

To approve and sign the following minutes: -

3 Cabinet held on 30th November 2016.	
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1 - 4

A greener place Man gwyrddach



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

- | | | |
|---|--|---------|
| 4 | Update on Reserves. | 5 - 18 |
| 5 | Council Tax Base 2017-2018. | 19 - 28 |
| 6 | Abertysswg/Pontlottyn Primary and Islwyn High School - Revised Proposed Opening Dates. | 29 - 32 |
| 7 | Cabinet Forward Work Programme. | 33 - 38 |

Circulation:

Councillors D. Havard, Mrs C. Forehead, N. George, D.T. Hardacre, K. James, Mrs B. A. Jones, D.V. Poole, K.V. Reynolds, T.J. Williams and R. Woodyatt,

And Appropriate Officers.

Agenda Item 3



CABINET

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN ON WEDNESDAY, 30TH NOVEMBER 2016 AT 2.00 P.M.

PRESENT

Councillors:

Mrs C. Forehead (Corporate Services), N. George (Community and Leisure Services), D. Hardacre (Performance and Asset Management), D. Havard (Education and Lifelong Learning), Mrs B. Jones (Corporate Services), D.V. Poole (Deputy Leader and Cabinet Member for Housing), T.J. Williams (Highways, Transportation and Engineering), R. Woodyatt (Social Services).

Together with:

C. Burns (Interim Chief Executive), C. HARRY (Corporate Director - Communities) and N. Scammell (Acting Director of Corporate Services & S151 Officer).

Also in Attendance:

S. Harris (Interim Head of Corporate Finance), B. Hopkins (Assistant Director – Education) and C. Evans (Committee Services Officer).

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors K. James and K. Reynolds and D. Street (Corporate Director - Social Services).

2. DECLARATIONS OF INTEREST

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

3. CABINET – 16TH NOVEMBER 2016

RESOLVED that the minutes of the meeting held on 16th November 2016 (minute nos. 1 - 8) be approved and signed as a correct record.

MATTERS ON WHICH EXECUTIVE DECISIONS WERE REQUIRED

4. PROPOSED RHYMNEY 3-18 ALL THROUGH SCHOOL

The report sought approval to commence a consultative process to establish a Rhymney 3-18 school.

The Council is committed to developing and establishing innovative approaches to teaching and learning, which includes securing better outcomes through increased continuity in pupil learning and a joined-up strategy to learning, pastoral care and support.

Cabinet noted that during the summer term 2016, meetings took place with local Members and representatives from Abertysswg and Pontlloftyn Primary Schools and Rhymney Comprehensive School, all of which supported the proposal of establishing the Rhymney 3-18 school. The proposal would incorporate the new Abertysswg/Pontlloftyn Primary School and the existing Rhymney Comprehensive on their sites. No additional build is proposed specifically for this proposal.

Officers explained that, in order to progress the proposal, a statutory consultation process is required, which is envisaged to take place over a 6 week period between 3rd January and 16th February 2017. Following consultation, a report will be presented to Cabinet to consider the views expressed and then decide whether to proceed with the proposal. If the decision is taken to proceed, a statutory notice will be published. The statutory notice will last for 28 days from the date of notice and enables people to express their views in the form of supporting or objecting to the proposal.

Following consideration and discussion, 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 contained in the Officer's report the commencement of a consultative process, in order to establish a Rhymney 3-18 School be agreed.

5. CWMCARN HIGH SCHOOL – PLANNED CLOSURE

The report provided Cabinet with an update on the planned closure of Cwmcarn High School and associated developments.

On 27th June 2016, the Governing Body of Cwmcarn High School made the decision to seek to close the school, despite their best efforts to keep the school open and due to the unprecedented circumstances (asbestos, relocation, falling pupil rolls) that the school has found itself in since 2012. This decision was sought in line with Section 80 of The Schools Standards and Organisation (Wales) Act 2013.

Welsh Government's Cabinet Secretary for Education wrote to the Chair of Governors providing consent to issue notice under the Schools Standards and Organisation (Wales) Act 2013 to discontinue the school. As a result, on 10th October 2016 the Chair of Governors, on behalf of the Governing Body, wrote to Welsh Government's Cabinet Secretary for Education to give Welsh Ministers two years written notice of their intention to discontinue the school. The Council was also informed of this decision at that time by letter.

Cabinet noted that a £3million business case has been approved in principle by Welsh Government, subject to 50% match funding being provided by Caerphilly County Borough Council, in order to plan for the closure. The bid includes plans for additional classrooms at Newbridge School to manage the initial pupil increase and undertake demolition works at both Cwmcarn High school and Newbridge School.

Members were assured that the Council, along with the Education Achievement Service (EAS) and the school, are working collaboratively to ensure the pupils' education is not disadvantaged and further update reports would be provided as detail emerges in relation to the Governing Body's decision.

Following consideration and discussion, 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 contained in the Officer's report: -

- (i) the update in respect of the Governing Body's decision to discontinue the school in 2 years be noted;
- (ii) the capital investment in relation to Newbridge and Cwmcarn Schools and the allocation of £1.5million as CCBC's 50% match funding be agreed;
- (iii) Officers continue to work with the Governing Body and staff at the school regarding the planning of the school budget, staffing and admission issues;
- (iv) regular update reports be provided as the situation develops.

6. DRAFT BUDGET PROPOSALS FOR 2017/18

The report provided Cabinet with details of draft budget proposals and draft savings proposals for the 2017/18 financial year to allow for a period of consultation prior to a final decision in February 2017.

Cabinet noted the Headline issues in the Provisional Statement, which was published on 19th October 2016 and the 2017/18 Draft Proposals including a proposal that Council Tax is increased by 1%. The report outlined detailed Whole Authority Cost Pressures (totalling £2.745m), Inescapable Service Pressures (totalling £6.186m), and the Reduction in Welsh Government Funding (totalling £0.608m). In addition, the report outlined the Draft Savings Proposals 2017/18 (totalling £8.653m) and Council Tax Uplift ((1%) totalling £0.886), which will ensure that a balanced budget is deliverable for 2017/18.

Cabinet thanked the Officer and all staff on their hard work and efforts in order to identify further savings and offer a balanced budget.

Following consideration and discussion, 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 contained in the Officer's report: -

- (i) the draft 2017/18 budget proposals including the proposed savings totalling £8.653m be endorsed;
- (ii) the proposal to increase Council Tax by 1% for the 2017/18 financial year to ensure that a balanced budget is achieved (Council Tax Band D being set at £1,011.96) be agreed;
- (iii) the draft budget proposals be subject to consultation prior to final 2017/18 budget proposals being presented to Cabinet and Council in February 2017.

7. CAPITAL BIDS

The report sought Cabinet approval of proposals to utilise the capital earmarked reserve of £7.9m that was agreed as part of the Capital Programme approved by Council at its meeting on the 24th February 2016.

The report provided details of bids that have been prioritised for utilising the £7.9m capital earmarked reserve approved by Council at its meeting on the 24th February 2016.

The total value of the prioritised bids is £8.763m which exceeds the capital earmarked reserve by £863k. It is proposed that the additional £863k is funded from a one-off insurance rebate received from the contractor for the Sirhowy Enterprise Way (SEW) PFI Scheme.

Cabinet noted that the bids include a number of projects across the borough, such as the purchase of 9 Twin Pack Refuse Collection Vehicles, to enable the separation of food and garden waste; the demolition and replacement of Longbridge Baths, Risca (Phase 1 and 2); Convert the Former Meals on Wheels Centre, Pengam into office space; Upgrade the Children's Centre for Children with Complex Needs; A drainage scheme to be implemented in the closed Landfill site at Ty Llwyd and Match-funding for Newbridge/Cwmcarn Schools, following the announcement that Cwmcarn High School will close in 2-years.

Following consideration and discussion, 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 contained in the Officer's report: -

- (i) the prioritised bids presented in the report be approved;
- (ii) it be agreed that the £863k additional cost in excess of the £7.9m approved capital earmarked reserve should be funded from the one-off insurance rebate of £919k received from the contractor for the Sirhowy Enterprise Way (SEW) PFI scheme.

The meeting closed at 2.31pm

Approved and signed as a correct record subject to any corrections made at the meeting held on 14th December 2016.

CHAIR



CABINET – 14TH DECEMBER 2016

SUBJECT: UPDATE ON RESERVES

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

-
- 1.1 The attached report, which was presented to the Policy and Resources Scrutiny Committee on the 15th November 2016, provided details of the usable reserves held by the Authority. Members were also asked to consider proposals for the use of reserves in some areas, prior to them being presented to Cabinet for approval.
 - 1.2 It was explained that the usable reserves held by the Authority as at the 1st April 2016 totalled £122.622m, with details of these set out at Appendix 1 of the report. The report also summarised details of these reserves, which are held across a number of areas (General Fund, Housing Revenue Account, Capital Reserves and individual directorates).
 - 1.3 Members were advised that the actual General Fund opening balance as at the 1st April 2016 was £12.615m and after adjusting for the approved use of these balances during 2016/17, the projected balance as at the 31st March 2017 currently stands at £11.155m. This balance is above the minimum recommended level of £10m, which is circa 3% of the Authority's net revenue budget. The HRA usable reserves balance as at the 1st April 2016 was £21.218m, which is ring-fenced and cannot be transferred into General Fund balances. Most of this funding will be utilised for the Welsh Housing Quality Standard (WHQS) Capital Programme. Capital Reserves totalled £39.156m as at the 1st April 2016 and these are ring-fenced for the Authority's Capital Programme, including approved matched funding for 21st Century Schools. Members were advised that capital reserves will be subject to a detailed review over the coming months and the outcome will be reported to the Scrutiny Committee in due course.
 - 1.4 Sections 4.5 to 4.8 of the report provided details of the individual reserves held across each directorate as at the 1st April 2016 (totalling £49.633m). Following a review of these balances the report recommended that some uncommitted reserves should be released to General Fund balances.
 - 1.5 Members were also advised that the Reserves Strategy approved by Cabinet on the 27th July 2016 introduced a cap on the cumulative amount that can be held by Directorates in service underspend reserves. This cap is set at 3% of the net revenue budget for each Directorate. Where this is exceeded, then proposals must be presented to utilise the excess or a justification must be made to hold the reserves above the 3% level. Paragraph 4.9.3 of the report outlined proposals to utilise or retain the excess accumulated underspend reserves for Corporate Services, Education and Lifelong Learning and Social Services. Members noted that at its meeting on the 19th October 2016, Cabinet agreed to utilise £247k of the retained underspend of £305k for Environment to part-fund capital overspends.
 - 1.6 A Member sought clarification on the balances held within the Housing Revenue Account and it was agreed that further information on this matter would be circulated to the Scrutiny Committee following the meeting. A query was also received regarding the progress made against the Authority's investments and Officers explained that despite uncertainties regarding

the current economic climate, the returns on these investments have generally been encouraging.

- 1.7 Following consideration of the report and in noting its contents, the Policy and Resources Scrutiny Committee unanimously recommended to Cabinet that for the reasons contained therein:-
- (i) the contents of the report be noted;
 - (ii) an earmarked reserve of £150k be established from the Local Management of Schools Contingency in respect of targeted support to raise GCSE attainment levels;
 - (iii) the following reserves be released into General Fund balances:- Corporate Services - Policy (£32k), Corporate Services - Recruitment Advertising and Legal Costs (£133k), Corporate Services - Housing Benefits (£100k) and Education and Lifelong Learning - Service Initiatives Reserve (£28k);
 - (iv) accumulated underspend reserves above the 3% cap be utilised as detailed in the table in paragraph 4.9.3 of the report.
- 1.8 Members are asked to consider the recommendations.

Author: R. Barrett, Committee Services Officer, Ext. 4245

Appendices:

Appendix 1 Report to Policy and Resources Scrutiny Committee on 15th November 2016 - Agenda Item 9



POLICY AND RESOURCES SCRUTINY COMMITTEE – 15TH NOVEMBER 2016

SUBJECT: UPDATE ON RESERVES

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

1. PURPOSE OF REPORT

- 1.1 To present the Scrutiny Committee with details of the usable reserves held by the Authority.
- 1.2 To present details of proposals for the use of reserves prior to consideration by Cabinet.

2. SUMMARY

- 2.1 The report provides details of the usable reserves held by the Authority as at the 1st April 2016 totalling £122.622m.
- 2.2 The report also includes proposals for the use of reserves in some areas. The Scrutiny Committee is asked to consider these proposals prior to them being presented to Cabinet at its meeting on the 14th December 2016.

3. LINKS TO STRATEGY

- 3.1 Ensuring that adequate General Fund balances are maintained to meet any unforeseen expenditure and the establishment of specific reserves to meet known future financial commitments are key elements of prudent financial management.
- 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 Appendix 1 provides details of the Authority's usable reserves as at the 1st April 2016 totalling £122.622m. The following paragraphs provide a detailed commentary on the balances held.

4.2 General Fund

4.2.1 As part of the annual budget setting process the Section 151 Officer recommends to Council a prudent level of General Fund reserves. In recent years a minimum of £10m has been recommended which is circa 3% of the Authority's net revenue budget. Members will recall that at its meeting on the 24th February 2016 Council approved the budget for the 2016/17 financial year. This included the proposed use of General Fund balances resulting in a projected balance as at the 31st March 2016 of £10.105m.

4.2.2 The actual General Fund opening balance as at the 1st April 2016 is £12.615m. The main reason for the increase above the projected level is an increased take to working balances resulting from the 2015/16 revenue budget underspend being higher than anticipated. After adjusting for the approved use of General Fund balances during 2016/17 the projected balance as at the 31st March 2017 currently stands at £11.155m

4.3 Housing Revenue Account (HRA)

4.3.1 HRA funds must be ring-fenced and cannot be transferred into General Fund balances. The balance on the HRA usable reserves as at the 1st April 2016 was £21.218m. Most of this funding will be utilised for the Welsh Housing Quality Standard (WHQS) Capital Programme.

4.4 Capital Reserves

4.4.1 The total capital reserves of £39.156m are ring-fenced for the Authority's Capital Programme, including approved matched funding for 21st Century Schools. These reserves will be subject to a detailed review over the coming months and the outcome of this review will be reported to the Scrutiny Committee in due course.

4.5 Corporate Services

4.5.1 The balance on Corporate Services reserves as at the 1st April 2016 totalled £32.200m. The following table provides details of individual balances and the purpose of the reserves:-

Reserve	Amount £m	Description
Trehir Reserve	0.585	Required for potential works on former landfill site.
Invest to Save Reserve	0.600	To provide repayable one-off financial support for service initiatives that deliver cashable savings. £250k of this balance is currently committed to purchase a Velocity Patcher for carriageway resurfacing works (agreed by Cabinet on the 1 st October 2014). New bids will be sought from Heads of Service to utilise the balance of this funding and these will be considered by Cabinet in due course.
Insurance Earmarked Reserve	6.046	Self-insurance facility. The Authority's insurance excess is £250k. All claims below this level are funded through the insurance earmarked reserve.
Risk Management Reserve	0.795	To support risk management initiatives that mitigate insurance claims. Annual contributions to this reserve from Directorate revenue budgets have been reduced from 2016/17 onwards as part of approved savings to support the MTFP.

General Fund Housing Service Initiatives Reserve	0.268	<ul style="list-style-type: none"> • Renewal Fund for future building costs at Ty Croeso single persons' accommodation (£116k). • Renewal fund for the replacement of white goods and internal decoration at Ty Fesen family accommodation (£111k). • Shortfall in Shelter contract payments for 2017/18 to 2019/20 (£21k). • Homelessness prevention initiatives (£20k).
Corporate Property Service Initiatives Reserve	0.157	To support Corporate building schemes.
Policy	0.032	There are currently no commitments against this reserve. It is therefore recommended that the £32k should be released into the General Fund.
Electoral Admin Reserve	0.442	Cumulative balance on funding set aside annually for local elections.
Health & Safety Initiatives	0.652	To meet unavoidable cost pressures in Council establishments.
PC Replacement Reserve	1.260	This reserve funds the ongoing replacement of essential IT hardware and software across the Authority.
Private Finance Initiative (PFI) Equalisation Reserves	13.334	Committed to funding approved PFI Schemes.
Corporate Services Service Initiatives Reserves	5.224	<ul style="list-style-type: none"> • Careline (£208k) – Retained underspends on the Care First budget. • Counsel Fees (£508k) – Retained underspends on the Counsel Fees revenue budget. • Human Resources (£133k) - Cumulative underspends on HR recruitment advertising budget and legal costs. There are currently no commitments against this reserve. It is therefore recommended that the £133k should be released into the General Fund. • Council Tax Reduction Scheme (£1.146m) – Retained underspends on the CTRS budget. The Welsh Government has currently only committed to a fully funded scheme until the end of 2017/18. Options for the use of this reserve may need to be considered in future years in the event of funding reductions. • Housing Benefits (£100k) - There are currently no commitments against this reserve. It is therefore recommended that the £100k should be released into the General Fund. • Apprenticeship Scheme (£885k) – Committed to ongoing apprenticeships and for match-funding the ESF Inspire to Work project.

		<ul style="list-style-type: none"> • Member Services (£419k) – Ring-fenced retained underspends on the Member Services budget. • Voluntary Sector Grants (£124k) – Retained underspends on the Grants to the Voluntary Sector budget. This budget is monitored by Members on the Grants to the Voluntary Sector Panel. • Municipal Mutual Insurance (MMI) Levy (£1m) – Funding set aside to meet future liabilities arising from the MMI Scheme of Arrangement. • Senior Officer Investigation (£701k) – Previously approved funding in respect of the ongoing investigation.
Ty Pontllanfraith	0.404	One-off costs associated with the closure of Ty Pontllanfraith and associated moves.
Salix Finance	0.203	To support energy saving initiatives.
Retained Underspends Reserves	2.198	Accumulated service underspends.
Total: -	32.200	

4.5.2 Members will note from the above that £2.198m is held in 'Retained Underspends Reserves'. Cabinet has previously agreed a policy whereby service areas retain 50% of reported underspends at the financial year-end. Conversely, any service based overspends are carried forward by the service areas responsible for generating the overspends. This approach has worked well as there is full ownership and accountability by budget holders in respect of delivering a balanced budget. At its meeting on the 27th July 2016, Cabinet agreed a Reserves Strategy which included the introduction of a cap on the cumulative amount that can be held by Directorates in service underspend reserves. This will be covered in more detail in paragraphs 4.9.1 to 4.9.3 of this report.

4.6 Environment

4.6.1 The balance on Environment reserves as at the 1st April 2016 totalled £2.454m. The following table provides details of individual balances and the purpose of the reserves:-

Reserve	Amount £m	Description
DLO Surplus/Deficit	0.208	Retained cash surplus for Network Contracting Services (NCS) work arising from the Sirhowy Enterprise Way PFI contract.
Planning - Community Infrastructure Levy	0.040	This balance will be utilised in 2016/17 to part-fund agreed short-term financial support for Senghenydd Youth Drop In Centre (SYDIC).
Planning - LDP Related Expenditure	0.131	Ring-fenced reserve for the Local Development Plan.
Highways – Service Specific Reserve.	0.492	Ring-fenced winter maintenance reserve.
Community Regeneration Fund	0.178	Approved grants to be drawn down.
Economic Development – Service Initiative Reserve.	0.002	To be utilised in 2016/17 for gathering foot fall data in Town Centres.

Area Forum Reserve	0.115	This is being utilised to support agreed MTFP savings in this area.
Cemeteries Reserve	0.983	Funds set-aside to meet the capital cost of future land acquisition for Cemeteries.
Accumulated Service Underspends	0.305	As per agreed policy (see paragraph 4.5.2)
Total: -	2.454	

4.7 Education & Lifelong Learning

4.7.1 The balance on Education & Lifelong Learning reserves as at the 1st April 2016 totalled £9.240m. The following table provides details of individual balances and the purpose of the reserves:-

Reserve	Amount £m	Description
Service Initiatives Reserve	4.430	<ul style="list-style-type: none"> • Local Management of Schools (LMS) Contingency (£2.550m) – Accumulated underspends on LMS revenue budget. This reserve is maintained to support potential redundancy costs in schools, statutory maintenance costs and other unforeseen unavoidable cost pressures. At its meeting on the 30th March 2016 Cabinet approved £50k funding from this reserve to support the 2016/17 match-funding budget for maintenance projects in schools. Furthermore, it will be recommended to Cabinet on the 14th December 2016 that an earmarked reserve of £150k be established from the LMS Contingency in respect of targeted support to raise GCSE attainment levels. • 21st Century Schools (£750k) – Additional contribution agreed by Cabinet (27/07/15). • ESF Bridges into Work (£374k) – Match-funding contribution (agreed by Cabinet 27/07/15). • ESF Working Skills for Adults (£169k) - Match-funding contribution (agreed by Cabinet 27/07/15). • Voluntary Early Release (VER) costs (£479k) – Required to meet ongoing liabilities. • Fire Safety (£27k) – Earmarked reserve to fund fire alarm upgrades. • Home to School Transport Equalisation Reserve (£53k) – This will be utilised in 2016/17. • Other (£28k) – There are currently no commitments against this balance. It is therefore recommended that the £28k is released into the General Fund.

Schools PFI Earmarked Reserves	0.757	Contingent sum for unforeseen cost pressures for 2 PFI schools.
School Balances	2.887	Net overall retained underspends ring-fenced to schools.
Accumulated Service Underspends	1.166	As per agreed policy (see paragraph 4.5.2)
Total: -	9.240	

4.8 Social Services

4.8.1 The balance on Social Services reserves as at the 1st April 2016 totalled £5.739m. The following table provides details of individual balances and the purpose of the reserves:-

Reserve	Amount £m	Description
Community Activities Reserve	0.059	To support trading activities in Day Centres.
Service Initiatives Reserve	1.700	<ul style="list-style-type: none"> • Therapeutic Fostering Service (£875k). Approved by Cabinet 13/04/16. • Operation Jasmine (£112k). • Finance IT System (£34k) – Required to replace Microsoft Access databases. • Gwent Frailty Programme (£336k) – To meet future Invest to Save loan repayments to the Welsh Government. • Immediate Response Team (£343k) – See paragraph 4.8.2 below.
Reserves Held for Partnerships	0.807	Reserves held on behalf of partnerships led by Caerphilly CBC:- <ul style="list-style-type: none"> • North Resource Centre (£25k). • SE Wales Shared Lives Scheme (£117k). • Youth Offending Service (£416k). • SE Wales Safeguarding Children Board (£70k). • SE Wales Emergency Duty Team (£7k). • I.T. Consortium (£172k).
Accumulated Service Underspends	3.173	As per agreed policy (see paragraph 4.5.2)
Total: -	5.739	

4.8.2 £343k of the Service Initiatives Reserve was originally set aside to fund a pilot Immediate Response Team within Children's Services to deal with situations where children are at risk of becoming 'looked after' by the Authority. Due to revenue budget underspends across the Social Services Directorate in recent years the Team has been funded from core revenue budget and there has been no requirement to draw on the reserve. Funding for the Team was built into the Social Services base revenue budget from the 2015/16 financial year. However, increased demand is impacting on the Social Services revenue budget and will continue to do so in future years. It is therefore prudent to retain this reserve as a contingent sum to help deal with any spikes in demand.

4.9 Cap on Retained Underspend Reserves

4.9.1 As mentioned in paragraph 4.5.2, at its meeting on the 27th July 2016 Cabinet agreed a Reserves Strategy which included the introduction of a cap on the cumulative amount that can be held by Directorates in service underspend reserves. This cap is set at 3% of the net revenue budget for each Directorate and where this is exceeded then proposals must be presented to utilise the excess or a justification must be made to hold the reserves above the 3% level. The following table summarises the 2016/17 net budget for each Directorate, the balance on underspend reserves as at the 1st April 2016 and whether the cap has been exceeded:-

Directorate	2016/17 Net Budget £m	Reserve Balance £m	3% Cap £m	Excess Above Cap £m
Corporate Services	21.863	2.198	0.656	1.542
Environment	34.245	0.305	1.027	-
Education & Lifelong Learning	33.661	1.166	1.010	0.156
Social Services	84.520	3.173	2.536	0.637

4.9.2 Members should note that at its meeting on the 19th October 2016, Cabinet agreed to utilise £247k of the retained underspend of £305k for Environment to part-fund capital overspends.

4.9.3 The following table summarises proposals to utilise or retain the excess accumulated underspend reserves for Corporate Services, Education & Lifelong Learning and Social Services:-

Directorate/Proposal	£m
1) Corporate Services Excess	1.542
Proposals: -	
- Additional car parking at Ty Penallta (agreed by Cabinet 02/11/16)	(0.439)
- 2016/17 projected overspend for Policy Unit	(0.035)
- Replacement of IDOX for Council Tax/Housing Benefits	(0.150)
- Transfer Housing balances to Director of Communities	(0.249)
- Establish contingency for one-off cost of MTFP staffing reductions	(0.381)
- Balance to be released into the General Fund	(0.288)
	0.000
2) Education & Lifelong Learning Excess	0.156
Proposals: -	
- Contribution to one-off investment in Behaviour Support	(0.084)
- Contribution to one-off investment in EOTAS (Educ Other Than at Schools)	(0.072)
	0.000
Social Services Excess	0.637
Proposals: -	
- Contribution to the Gwent Safeguarding Partnership (2016/17 to 2018/19)	(0.210)
- Temporary staff in Adult Services (transformation projects)	(0.270)
- Retain balance of excess as a contingency for demographic pressures	(0.157)
	0.000

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 The establishment and management of reserves are key elements of effective financial management which assists the achievement of the Well-being Goals within the Well-being of Future Generations Act (Wales) 2016.

6. EQUALITIES IMPLICATIONS

- 6.1 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 regarding this report; therefore a full EIA has not been carried out.

7. FINANCIAL IMPLICATIONS

- 7.1 As detailed throughout the report.

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 Members of the Scrutiny Committee are asked to:-

- 10.1.1 Note the content of the report.

- 10.1.2 Support a recommendation to Cabinet that an earmarked reserve of £150k be established from the LMS Contingency in respect of targeted support to raise GCSE attainment levels.

- 10.1.3 Support a recommendation to Cabinet to release the following reserves into General Fund balances:-

- Corporate Services – Policy (£32k).
- Corporate Services - Recruitment Advertising and Legal Costs (£133k).
- Corporate Services – Housing Benefits (£100k).
- Education & Lifelong Learning – Service Initiatives Reserve (£28k).

- 10.1.4 Support a recommendation to Cabinet that accumulated underspend reserves above the 3% cap be utilised as detailed in the table in paragraph 4.9.3 of this report.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 To ensure that the Scrutiny Committee is provided with details of the usable reserves held by the Authority and is able to consider specific proposals to Cabinet.

12. STATUTORY POWER

12.1 The Local Government Acts 1998 and 2003.

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

Consultees: Chris Burns, Interim Chief Executive
Nicole Scammell, Acting Director of Corporate Services & Section 151 Officer
Dave Street, Corporate Director Social Services
Gail Williams, Interim Head of Legal Services & Monitoring Officer
Andrew Southcombe, Finance Manager, Corporate Finance
Dave Roberts, Principal Group Accountant, Corporate Services
Mike Eedy, Finance Manager, Environment
Jane Southcombe, Finance Manager, Education & Lifelong Learning
Mike Jones, Interim Financial Services Manager, Social Services
Lesley Allen, Principal Accountant, Housing
Cllr B Jones, Deputy Leader & Cabinet Member for Corporate Services

Background Papers:

Council (24/02/16) – Budget Proposals 2016/17 and Medium-Term Financial Strategy 2016/2021
Cabinet (27/07/16) – Reserves Strategy

Appendices:

Appendix 1 - List of Usable Reserves

List of Usable Reserves**Appendix 1**

Directorate	Service Area	C.C.	Subj	Description	Opening Balance (01/04/16)
1) General Fund					
Corporate Services	CORPORATE BAL SHEET	9931	D781	GENERAL FUND	12,615,054
Total General Fund					12,615,054
2) Housing Revenue Account					
Housing Revenue Account	HRA			VARIOUS	21,217,748
Total HRA					21,217,748
3) Capital Reserves					
All	CAPITAL EARMARKED RESERVES			VARIOUS	17,773,742
All	USEABLE CAPITAL RECEIPTS			VARIOUS	11,910,898
All	CAPITAL GRANTS UNAPPLIED			VARIOUS	9,471,816
Total Capital Reserves					39,156,456
4) Corporate Services					
Corporate Services	CORPORATE BAL SHEET	9931	D861	TREHIR RESERVE	584,549
Corporate Services	B/S CAP - CORPORATE	9985	D857	RESERVE - INVEST TO SAVE	600,135
Corporate Services	INSURANCE FUND	9987	D911	INSURANCE EARMARKED RESERVE	6,046,129
Corporate Services	INSURANCE FUND	9987	D935	RISK MANAGEMENT RESERVE	794,909
Corporate Services	HOUSING NON HRA BAL SHEET	9917	D899	SERVICE INITIATIVES RESERVE	268,393
Corporate Services	PROPERTY - CORPORATE SERVICES	9924	D899	SERVICE INITIATIVES RESERVE	157,392
Corporate Services	POLICY AND RESOURCES BAL SHEET	9926	D892	RESERVE - POLICY	31,697
Corporate Services	POLICY AND RESOURCES BAL SHEET	9926	D948	ELECTORAL ADMIN RESERVES	442,167
Corporate Services	CORPORATE SERVICES BAL SHEET	9928	D952	HEALTH & SAFETY INITIATIVES	651,804
Corporate Services	CORPORATE SERVICES BAL SHEET	9928	D953	CORPORATE PC REPLACEMENT RESER	1,260,239
Corporate Services	CORPORATE SERVICES BAL SHEET	9928	D828	SEW PFI EQUALISATION RESERVE	3,451,940
Corporate Services	CORPORATE SERVICES BAL SHEET	9928	D850	EDUC PFI EQUALISATION RESERVE	9,882,065
Corporate Services	CORPORATE BAL SHEET	9931	D899	SERVICE INITIATIVES RESERVE	1,701,114
Corporate Services	CORPORATE SERVICES BAL SHEET	9928	D899	SERVICE INITIATIVES RESERVE	3,523,372
Corporate Services	CORPORATE SERVICES BAL SHEET	9979	D899	TY PONTLLANFRAITH CLOSURE	404,398
Corporate Services	B/S CAP - PROPERTY	9979	D944	SALEX FINANCE	203,038
Corporate Services	HOUSING NON HRA BAL SHEET	9917	D856	RESER - UNDER/ OVER SPEND C/F	150,993
Corporate Services	HOUSING PRIVATE BAL SHEET	9918	D856	RESER - UNDER/ OVER SPEND C/F	98,351
Corporate Services	BUILDING CONSULTANCY	9925	D856	RESER - UNDER/ OVER SPEND C/F	54,203
Corporate Services	POLICY AND RESOURCES BAL SHEET	9926	D856	RESER - UNDER/ OVER SPEND C/F	288,416
Corporate Services	CORPORATE SERVICES BAL SHEET	9928	D856	RESER - UNDER/ OVER SPEND C/F	1,604,815
Total Corporate Services					32,200,119

Directorate	Service Area	C.C.	Subj	Description	Opening Balance (01/04/16)
5) Environment					
Environment	HIGHWAYS BALANCE SHEET	9908	D882	DLO SURPLUS / DEFICIT C/F	208,097
Environment	PLANNING BAL SHEET	9923	D877	COMMUNITY INFRASTRUCTURE LEVY	39,673
Environment	PLANNING BAL SHEET	9923	D899	LDP RELATED EXPENDITURE	130,527
Environment	HIGHWAYS BAL SHEET	9932	D899	SERVICE SPECIFIC RESERVE	492,477
Environment	ECON DEVT & TOURISM BAL SHEET	9927	D892	RESERVE - COMMUNITY REGEN FUND	177,684
Environment	ECON DEVT & TOURISM BAL SHEET	9927	D899	SERVICE INITIATIVE RESERVE	1,874
Environment	PLANNING BAL SHEET	9923	D891	RESERVE - AREA FORUM	115,385
Environment	COMMUNITY & LEISURE BAL SHEET	9939	D865	RESERVES - CEMETERIES	983,388
Environment	PLANNING BAL SHEET	9923	D856	RESER - UNDER/ OVER SPEND C/F	17,242
Environment	ECON DEVT & TOURISM BAL SHEET	9927	D856	RESER - UNDER/ OVER SPEND C/F	47,024
Environment	HIGHWAYS BAL SHEET	9932	D856	RESER - UNDER/ OVER SPEND C/F	(7,876)
Environment	DIRECTORATE OF ENVIRONMENT	9936	D856	RESER - UNDER/ OVER SPEND C/F	248,059
Total Environment					2,453,554
6) Education & Lifelong Learning					
Education	EDUCATION BAL SHEET	9919	D899	SERVICE INITIATIVES RESERVE	4,430,085
Education	EDUCATION BAL SHEET	9919	D949	PFI SCHOOLS EARMARKED RESERVES	757,174
Education	SCHOOLS BAL SHEET	9920	D785	RESERVES - DELEGATED SCHOOLS	2,886,662
Education	EDUCATION BAL SHEET	9919	D856	RESER - UNDER/ OVER SPEND C/F	937,017
Lifelong Learning	CELL BAL SHEET	9921	D856	RESER - UNDER/ OVER SPEND C/F	229,089
Total Education & Lifelong Learning					9,240,026
7) Social Services (Inc. Public Protection)					
Social Services	SOCIAL SERVICES BAL SHEET	9922	D859	RESER - SOC SERV COMM ACTIVITIES	58,621
Social Services	SOCIAL SERVICES BAL SHEET	9922	D899	SERVICE INITIATIVES RESERVE	1,700,360
Social Services	SOCIAL SERVICES BAL SHEET	9922	D951	RESERVES HELD FOR PARTNERSHIPS	806,519
Social Services	SOCIAL SERVICES BAL SHEET	9922	D856	RESER - UNDER/ OVER SPEND C/F	3,128,520
Public Protection	TRADING STANDARDS	9937	D856	RESER - UNDER/ OVER SPEND C/F	31,011
Public Protection	ENVIRON HEALTH BAL SHEET	9938	D856	RESER - UNDER/ OVER SPEND C/F	13,720
Total Social Services & Public Protection					5,738,752
GRAND TOTALS: -					122,621,709

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CABINET - 14TH DECEMBER 2016

SUBJECT: COUNCIL TAX BASE 2017-2018

REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND S151 OFFICER

1. PURPOSE OF REPORT

1.1 For Cabinet to agree the calculation of the Council Tax Base for 2017/18.

2. SUMMARY

2.1 The report provides details of the Council Tax base for 2017/18 for tax setting purposes and the collection percentage to be applied.

3. LINKS TO STRATEGY

3.1 The Council Tax is a significant resource which assists the Council in achieving its various strategies.

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 The Local Government Finance Act 1992 and The Local Authorities (Calculation of Council Tax Base) (Wales) Regulations 1995 as amended sets out the rules for the calculation of the Council Tax base. This is the amount required by the Local Government Finance Act 1992 to be used in the calculation of the Council Tax.

4.2 The Council Tax base for discounted chargeable dwellings expressed as Band D equivalents has been calculated at 61,535.91 for 2017/18. This is a **0.19%** increase on 2016/17. Members are advised that increases in Band D equivalents can result in a reduced Revenue Support Grant when the final settlement announcement is made later this year.

- 4.3 For 2016/17 a collection rate of 97% was assumed. The collection rates for council tax have steadily increased over recent years, in fact the in-year collection rate for council tax in 2015/16 was 97.0%, which was the best ever performance for Caerphilly CBC. This has been achieved against the backdrop of reduced staffing levels, with staffing being reduced in recent years from 31 to 24.5. The Authority pursues Council Tax arrears and this results in the collection rate of 97% being regularly exceeded. This generates a council tax surplus at the financial year end. For 2015/16 the Council Tax surplus was £1.4m. Members should note that the surplus is used to support the Authority's base budget.
- 4.4 Following the abolition of Council Tax Benefit in 2013/14 by the UK Coalition Government, Welsh Government (WG) decided to maintain entitlements under the Council Tax Reduction Scheme (CTRS) until 31st March 2017. In November 2013 WG brought forward regulations placing a duty on local authorities to introduce Council Tax Reduction Schemes for 2014/15, this was extended for both 2015/16 and 2016/17.
- 4.5 WG have recently announced that they will continue to protect vulnerable and low income households by maintaining full entitlements for CTRS until the end of 2017/18. They further added that the longer term arrangements for 2018/19 onwards will be determined as part of wider considerations about how to make council tax fairer.
- 4.6 Since 2014/15 funding for the CTRS has been included within the Revenue Support Grant at 2013/14 levels. This means that local authorities must take account of any additional CTRS costs arising from their decisions about Council Tax levels for 2017/18. Any increase in CTRS expenditure would have to be met by the Authority and therefore it would be prudent to apply the same percentage increase in the Council Tax for 2017/18, to the total funds set aside for the CTRS. An element of the increased revenue from Council Tax would then need to be set aside to fund the increased CTRS costs.
- 4.7 The Council Tax base for 2017/18 is 61,535.91 x 97% which equates to **59,689.83**. The Council Tax base analysed over community council areas is as follows:

Community Councils Tax Base 2017/18

Community Council	Band D
Aber Valley	2006.91
Argoed	861.89
Bargoed	3578.89
Bedwas, Trethomas & Machen	3775.45
Blackwood	2922.66
Caerphilly	6159.77
Darran Valley	694.50
Draethen, Waterloo & Rudry	596.09
Gelligaer	6224.70
Llanbradach & Pwllypant	1460.46
Maesycwmmmer	760.76
Nelson	1602.15
New Tredegar	1338.53
Penyrheol, Trecenydd & Energlyn	4413.36
Rhymney	2524.62
Risca East	2046.46
Risca West	1768.49
Van	1632.87

Areas without Community Councils	<u>15321.27</u>
Total	<u>59689.83</u>

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 There are no potential equalities implications of this report and its recommendations on groups or individuals who fall under the categories identified in Section 6 of the Council's Strategic Equality Plan, therefore no Equalities Impact Assessment has been carried out.

7. FINANCIAL IMPLICATIONS

- 7.1 As identified throughout this report.

8. PERSONNEL IMPLICATIONS

- 8.1 There are none.

9. CONSULTATIONS

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

10. RECOMMENDATIONS

- 10.1 It is recommended that:

- The Council Tax collection rate of 97% remains unchanged for 2017/18.
- CTRS funding is increased by the same percentage as the Council Tax for 2017/18. This will be funded by setting aside funding from anticipated Council Tax income as outlined in paragraph 4.6.
- The Council Tax Base for the year 2017/18 be 59,689.83, with the Council Tax Base for each community council area as outlined in paragraph 4.7.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 To determine the Council Tax base for 2017/18.

12. STATUTORY POWER

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

Author: S. Harris, Interim Head of Corporate Finance
Tel: 01443 863022 Email: harrisr@caerphilly.gov.uk

Consultees: C. Burns, Interim Chief Executive
Cllr K. Reynolds, Leader
Cllr B. Jones, Deputy Leader/Cabinet Member for Corporate Services
N. Scammell, Acting Director of Corporate Services & Section 151 Officer
J. Carpenter, Council Tax & NNDR Manager
S. O'Donnell, Principal Council Tax & NNDR Officer
A. Southcombe, Finance Manager, Corporate Finance

Appendices:
Appendix 1 Council Tax Dwellings Return for 2017-18

English / Saesneg

Caerphilly County Borough Council



ystadegau
ar gyfer cymru
statistics
for wales

Mrs Nicole Scammell
Penallta House
Tredomen Park
Ystrad Mynach

CF82 7PG

Please select your authority and if necessary, amend any incorrect details

Name: Sean O'Donnell

E-mail (please enter N/A if unavailable): odonns@caerphilly.gov.uk

Telephone: STD code: (01443) 864013

Authorities are required to calculate the council tax base for 2017-18 with reference to dwellings shown on the valuation list for the authority as at 31 October 2016 supplied to the authority under section 22B(7) of the Local Government Finance Act 1992.

The figures should also take account of changes to the valuation list that appear likely to occur during 2017-18.

The information requested on this return must be submitted to the Welsh Government under section 68 of the Local Government Finance Act 1992.

Forms should be returned to the address below, according to the following timetable:

(i) certified signed copy and spreadsheet

23 November 2016

(ii) final ratified taxbase

4 January 2017

Please check the validation sheet before sending the form.

Any queries on completion of the form or spreadsheet should be directed in the first instance, via telephone or e-mail, as directed below:

It is a Welsh Government audit requirement that all cells are completed. Please ensure that all blank cells are populated with zeros, those that are not will be assumed to be zero.

Local Government Financial Statistics Unit,
Welsh Government,
CP2
Cathays Park,
CARDIFF,
CF10 3NQ.

E-mail: lgfs.transfer@wales.gsi.gov.uk

Telephone: 029 2082 5673



Llywodraeth Cymru
Welsh Government

	A*	Valuation band										Total (= sum of band figures)
		A	B	C	D	E	F	G	H	I		
Part A: Chargeable dwellings												
A1		14,535	25,925	17,962	9,086	6,271	2,183	739	88	68		76,857
A2		54	207	179	103	68	29	13	4	15		672
A3	54	14,688	25,897	17,886	9,051	6,232	2,167	730	96	53		76,857
B1	23	6,998	16,157	11,840	6,602	5,104	1,871	625	71	43		49,434
B2a	30	7,663	9,705	5,926	2,437	1,116	290	98	12	6		27,303
B2b	1	7	35	20	12	12	6	7	16	4		120
B3a	0	0	0	0	0	0	0	0	0	0		0
B3b	0	0	0	0	0	0	0	0	0	0		0
B3c	0	0	0	0	0	0	0	0	0	0		0
B4	54	14,688	25,897	17,886	9,051	6,232	2,167	730	96	53		76,857
Validation check: B4 should equal A3 (failure = difference, pass =0)												
Discount and premium adjustments												
B5	0	0	0	0	0	0	0	0	0	0		0
B6	0	0	0	0	0	0	0	0	0	0		0
B7	0	0	0	0	0	0	0	0	0	0		0
Part C: Calculation of chargeable dwellings with discounts and premiums												
C2	46	12,764	23,453	16,395	8,436	5,947	2,092	702	88	50		
C3	5/9	6/9	7/9	8/9	1	11/9	13/9	15/9	18/9	21/9		
C4	25.56	8,509.17	18,241.42	14,572.89	8,435.75	7,268.56	3,021.06	1,170.00	176.00	115.50		61,535.91
C5	46	12,764	23,453	16,395	8,436	5,947	2,092	702	88	50		
C6	25.56	8,509.17	18,241.42	14,572.89	8,435.75	7,268.56	3,021.06	1,170.00	176.00	115.50		61,535.91
Part D: Memorandum items												
D1		592	761	460	182	97	54	30	2	9		2,187
D2		0	0	0	0	0	0	0	0	0		0
(sum of individual bands - carry to E1)												

Part E: Calculation of council tax base

E1	Chargeable dwellings: band D equivalents (=C4 total)	61,535.91
E2	Collection rate (please enter to 2 decimal places)	97.00 %
E3	= E1 x E2 (rounded to 2 decimal places)	59,689.83
E4	Class O exempt dwellings: band D equivalents (please enter to 2 decimal places)	0.00
E5	Council tax base for tax-setting purposes (=E3+E4)	59,689.83
E5a	Discounted chargeable dwellings excluding premium adjustment	61,535.91
E6	100% council tax base for calculating revenue support grant (=E5a+E4)	61,535.91

Part F: Exempt dwellings by class of exemption

Class A	332	Class I	26	Class Q	4
Class B	0	Class J	9	Class R	0
Class C	946	Class K	1	Class S	4
Class D	6	Class L	18	Class T	15
Class E	129	Class M	0	Class U	319
Class F	260	Class N	77	Class V	0
Class G	10	Class O	0	Class W	26
Class H	5	Class P	0	Total all classes	2,187

(must match total of lines D1 and D2)

For Welsh
Government
Administration only

OCHNCRZBSN

Validation check

OK

Part H: Empty and second homes - chargeable only - exclude exemptions

If the value of percentage discount/premium is not shown in the table please add the percentage value to the bottom row of the "Percentage discount" or "Percentage premium" column.

Please enter actual dwelling numbers

		A	B	C	D	E	F	G	H	I	Total
H1	Chargeable empty properties with no discount or premium	346	300	147	53	29	10	5	1	2	893
H2	Chargeable second homes with no discount or premium	61	104	55	22	18	9	3	1	1	274

Empty Property Discount

Please enter by band and percentage discount, the number of dwellings that are empty as at 31 October 2016.

	Percentage Discount	A	B	C	D	E	F	G	H	I	Total
H3a	10	0	0	0	0	0	0	0	0	0	0
H3b	25	0	0	0	0	0	0	0	0	0	0
H3c	50	0	0	0	0	0	0	0	0	0	0
H3d	75	0	0	0	0	0	0	0	0	0	0
H3e	100	0	0	0	0	0	0	0	0	0	0
H3f		0	0	0	0	0	0	0	0	0	0
H3g	Total	0	0	0	0	0	0	0	0	0	0

Empty Property Premium

Please enter by band and percentage the premium your authority charges for empty properties and not included in table above.

	Percentage Premium	A	B	C	D	E	F	G	H	I	Total
H4a	10	0	0	0	0	0	0	0	0	0	0
H4b	25	0	0	0	0	0	0	0	0	0	0
H4c	50	0	0	0	0	0	0	0	0	0	0
H4d	75	0	0	0	0	0	0	0	0	0	0
H4e	100	0	0	0	0	0	0	0	0	0	0
H4f		0	0	0	0	0	0	0	0	0	0
H4g	Total	0	0	0	0	0	0	0	0	0	0

Second Homes Discount

Please enter by band and percentage the discount your authority awards for dwellings registered as second homes

	Percentage Discount	A	B	C	D	E	F	G	H	I	Total
H5a	10	0	0	0	0	0	0	0	0	0	0
H5b	25	0	0	0	0	0	0	0	0	0	0
H5c	50	0	0	0	0	0	0	0	0	0	0
H5d	75	0	0	0	0	0	0	0	0	0	0
H5e	100	0	0	0	0	0	0	0	0	0	0
H5f		0	0	0	0	0	0	0	0	0	0
H5g	Total	0	0	0	0	0	0	0	0	0	0

Second Homes Premium

Please enter by band and percentage the premium your authority charges for dwellings registered as second homes and not included in table above.

	Percentage Premium	A	B	C	D	E	F	G	H	I	Total
H6a	10	0	0	0	0	0	0	0	0	0	0
H6b	25	0	0	0	0	0	0	0	0	0	0
H6c	50	0	0	0	0	0	0	0	0	0	0
H6d	75	0	0	0	0	0	0	0	0	0	0
H6e	100	0	0	0	0	0	0	0	0	0	0
H6f		0	0	0	0	0	0	0	0	0	0
H6g	Total	0	0	0	0	0	0	0	0	0	0

Part H: Empty and second homes - chargeable only - exclude exemptions

H7	Total chargeable empty properties	346	300	147	53	29	10	5	1	2	893
H8	Total chargeable second homes	61	104	55	22	18	9	3	1	1	274

Dwelling equivalents

Reduction due to Empty Property Discount

	Percentage Discount	A	B	C	D	E	F	G	H	I	Total
H9a	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H9b	25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H9c	50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H9d	75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H9e	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H9f	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H9g	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Increase due to Empty Property Premium

	Percentage Premium	A	B	C	D	E	F	G	H	I	Total
H10a	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H10b	25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H10c	50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H10d	75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H10e	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H10f	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H10g	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Reduction due to Second Homes discount

	Percentage Discount	A	B	C	D	E	F	G	H	I	Total
H11a	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H11b	25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H11c	50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H11d	75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H11e	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H11f	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H11g	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Increase due Second Homes Premium

	Percentage Premium	A	B	C	D	E	F	G	H	I	Total
H12a	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H12b	25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H12c	50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H12d	75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H12e	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H12f	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H12g	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Part G : Variable discounts

	Area	Discount percentage applied	Properties / Discounts	A*	Valuation band											Total	
					A	B	C	D	E	F	G	H	I				
G1	Enter the name of area 1*	0%	Number of properties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G2			Discounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G3	Enter the name of area 2*	0%	Number of properties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G4			Discounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G5	Enter the name of area 3*	0%	Number of properties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G6			Discounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G7	Enter the name of area 4*	0%	Number of properties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G8			Discounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G9	Enter the name of area 5*	0%	Number of properties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G10			Discounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G11			Total number of properties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G12	Total discounts (G2+G4+G6+G8+G10) (see note 11)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

* this may be 'whole authority', a single community area or a number of community areas

CERTIFICATE OF CHIEF FINANCIAL OFFICER

I certify that the council tax base shown in sections A to E above has been calculated by my authority in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1995 (Wales) (SI 1995/2561) as amended. Where indicated below, the figures have been approved, in accordance with section 67 of the Local Government Finance Act 1992, as amended by section 84 of the Local Government Act 2003.

Please tick the appropriate box

The figures have not yet been approved; or
 the figures have been approved by executive decision;
 or
 the figures have been approved by the full council.

Chief Financial Officer: _____ Date: 23/11/12

For Welsh Government Administration only	BJANBHPBMBVAP	A-D
	OCHNCRZBSN	E-F
	AJLBAAFZBKBK	H
	BZBJCIBNXBSS	Total



CABINET - 14TH DECEMBER 2016

**SUBJECT: ABERTYSSWG/PONTLOTTYN PRIMARY AND ISLWYN HIGH SCHOOL
– REVISED PROPOSED OPENING DATES**

REPORT BY: CHIEF EDUCATION OFFICER

1. PURPOSE OF REPORT

- 1.1 To seek approval to notify relevant parties of the delay in implementation dates of the above projects.

2. LINKS TO STRATEGY

- 2.1 The report links directly to the Education for Life, sustainability and regeneration strategies, particularly in the context of provision of modern fit for purpose teaching and learning environments.
- 2.2 The report contributes to the Well-being Goals within the Well-being of Future Generations Act (Wales) 2016. In particular, as follows :
- A prosperous Wales as it details improved outcomes for learners, and reduces impact of poverty if people are able to gain skills to gain employment.
 - A healthier Wales, supporting vulnerable learners can improve their well-being and add educational achievement.
 - A more equal Wales, a society that enables people to fulfil their potential no matter what their background is; and.
 - A Wales of cohesive communities (in the context of improving quality of life with attractive, viable, safe and well connected communities).

3. THE REPORT

Abertysswg / Pontlottyn Primary

- 3.1 The Statutory Notice was published on 20 April 2015 and ended on 18 May 2015. This notice originally specified a new school opening date of 1 January 2017.
- 3.2 The business case processes became protracted, particularly in relation to the estimated costs of the scheme.
- 3.3 The full business case (FBC) received final approval from Welsh Government (WG) on 13 June 2016. This inevitably caused a delay to the project.
- 3.4 A contractor (Willmott Dixon) was subsequently appointed and commenced site surveys and mobilisation in September 2016.

- 3.5 A plan for the build programme was agreed in November 2016 and it is envisaged the scheme will be completed in December 2017 and the new school will open in January 2018 at the commencement of the Spring term. The Council's Starting School book for 2016/17 acknowledged this delay by not making any changes to existing arrangements for that academic year.
- 3.6 In view of the delay in school opening, it is necessary to advise relevant parties in accordance with the School Organisation Code 2013.

Islwyn High School

- 3.7 The Council published a Statutory Notice on 3 March 2014 to discontinue Oakdale and Pontllanfraith Secondary Schools and establish a new school on the Oakdale plateau 3 site. The proposed date was 1 September 2016.
- 3.8 This change took effect on 1 September 2016 insofar as Oakdale and Pontllanfraith Secondary Schools were discontinued and the new Islwyn High School was established, albeit operating initially on the 2 previous school sites.
- 3.9 The contractor (Wilmott Dixon) commenced the build programme in the summer of 2015 and it soon became evident that the school build would not be completed until end April 2017.
- 3.10 The newly constituted Governing Body met in November 2016 and agreed to open the new school for staff on 26 June and pupils shortly after, following closure days to facilitate the move.
- 3.11 The headteacher has kept parents, staff, governors, etc. up to date with developments, including timescales. Members have also received update reports at Scrutiny Committee. The Council has also updated its Starting School booklet 2016/17 to reflect the revised school/site arrangements from September 2016.

4. EQUALITIES IMPLICATIONS

- 4.1 Impact Assessment screening has been completed in accordance with the Council's Strategic Equality Plan and no potential for unlawful discrimination has been initially identified affecting one or more of the target equality groups.
- 4.2 Equalities Impact Assessments were completed as part of the statutory process.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 The report contributes to the 5 ways of working in the context of a long term strategy and vision, (closely aligning with the principles of the recent Donaldson report and provide a more coherent basis for learning, teaching and assessment); integration approach (more closely aligning communities) and collaborating to meet the objectives.
- 5.2 This report contributes to the Well-being Goals and in particular in the context of :
- Corporate planning,
 - Risk management,
 - Workforce planning,
 - Financial planning, and
 - Asset management

6. FINANCIAL IMPLICATIONS

6.1 None.

7. PERSONNEL IMPLICATIONS

7.1 None.

8. CONSULTATIONS

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

9. RECOMMENDATIONS

9.1 Members are requested to agree the revised school opening dates to enable relevant parties to be advised as per School Organisation Code 2013.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To meet the requirements of the School Organisation Code 2013 in respect of delays and school openings.

11. STATUTORY POWER

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

Author: Bleddyn Hopkins, Assistant Director, 21st Century Schools

E-mail: hopkib@caerphilly.gov.uk

Consultees: Chris Burns, Interim Chief Executive

Nicole Scammell, Acting Director of Corporate Services & S151

Dave Street, Corporate Director – Social Services

Christina HARRY, Corporate Director - Communities

Keri Cole, Chief Education Officer

Councillor Derek Havard, Cabinet Member, Education

Acting Headteacher, Abertysswg Primary School

Acting Headteacher, Pontlloftyn Primary School

Headteacher, Rhymney Comprehensive School

Headteacher, Islwyn High School

Mark Williams, Building Consultancy Manager

Gail Williams, Interim Head of Legal Services & Monitoring Officer

Lynne Donovan, Acting Head of Human Resources and

Organisational Development

Jane Southcombe, Financial Services Manager

Kathryn Peters, Corporate Policy Manager

Background Papers: 21st Century Schools files

Council report 23 November 2010 (SOP)

Council report 3 November 2011 (SOP2)

School Organisation Code (2013)

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CABINET - 14TH DECEMBER 2016

SUBJECT: CABINET FORWARD WORK PROGRAMME

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

1. PURPOSE OF REPORT

1.1 To seek Cabinet endorsement of the Forward Work Programme for the period January 2017 to March 2017.

2. SUMMARY

2.1 The report outlines a proposed Forward Work Programme of future Cabinet reports.

2.2 The Forward Work Programme is updated on a monthly basis to reflect any amendments that are made to it since it was first agreed on 22nd January 2014.

2.3 A more detailed Forward Work Programme will be reviewed during this period and a more detailed format will be developed.

3. LINKS TO STRATEGY

3.1 The Council is required to publish a Cabinet Forward Work Programme to assist in open and transparent decision-making.

3.1 This section would highlight how 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 The Cabinet Forward Work Programme sets out the key reports that Cabinet expects to receive in the coming months. It is a legal requirement that such programmes are published. The programme is an important way of tracking progress against targets set in the Council's Improvement Plan.

4.2 Appendix 1 to this report sets out details of the Cabinet Forward Work Programme for the period January to March 2017.

4.3 It should be noted that urgent and unanticipated reports could be added to the Cabinet Work Programme.

- 4.4 Members will be aware that, following the Scrutiny review and recommendations approved by Council on 6th October 2015, that it was agreed that the format of the Forward Work Programme will be reviewed so that it gives more detailed narratives. This has been undertaken and presented at Appendix 1.

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 it ensures that the Cabinet Forward Work Programme is regularly published and publically available, thus informing the public and stakeholders of upcoming reports and key issues and offering them the opportunity to attend and observe executive decisions, thus promoting openness and transparency.

6. EQUALITIES IMPLICATIONS

- 6.1 The principles of good governance are directly linked to the Council's Strategic Equality Objectives, stemming from duties under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 and the Welsh Language (Wales) Measure 2011. Equalities Implications are a standard part of all committee reports in order to ensure that due consideration has been given to the views of individuals and groups from the communities of Caerphilly county borough, regardless of their backgrounds and circumstances.

7. FINANCIAL IMPLICATIONS

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

8. PERSONNEL IMPLICATIONS

- 8.1 There are no personnel implications associated with 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 Cabinet approve the Forward Work Programme as outlined in Appendix 1.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 To satisfy legislative requirements and to ensure more transparent and effective decision-making.

12. STATUTORY POWER

- 12.1 Local Government Acts 1972 and 2000.

Author: Cath Forbes-Thompson, Interim Head of Democratic Services
Consultees: Corporate Management Team
Gail Williams, Interim Head of Legal Services and Monitoring Officer

Appendices:
Appendix 1 Cabinet Forward Work Programme

CABINET FORWARD WORK PROGRAMME: JANUARY TO MARCH 2017		
18TH JANUARY 2017	Key Issues	Cabinet Member
Welsh Language 5-Year Strategy Strategaeth 5 Mlynedd yr Iaith Gymraeg	The Welsh Language Standards require the authority to produce a 5 year Welsh language strategy that sets out a target to maintain, or improve, the number of Welsh speakers in the area and the steps that will be taken to achieve the target. The strategy has been developed with local partners but must be adopted by the local authority.	Councillor
Treasury Management - Review of MRP Policy. Rheolaeth Y Trysorlys – Adolygiad o’r Polisi Isafswm y Ddarpariaeth Refeniw.	This report will set out options for revising the Minimum Revenue Provision (MRP) Policy to identify potential savings to support the Medium Term Financial Plan (MTFP).	Councillor B. Jones
1ST FEBRUARY 2017	Key Issues	Cabinet Member
Well Being Assessment Asesiad Lles	The local assessment of well-being is a key Public Services Board document that must be published by early May 2017. The local authority will have a statutory duty to contribute to the PSBs objectives which will follow in the subsequent Well-being Plan	Councillor B. Jones

15TH FEBRUARY 2017	Key Issues	Cabinet Member

1ST MARCH 2017	Key Issues	Cabinet Member

15TH MARCH 2017	Key Issues	Cabinet Member
Rhymney 3-18 All Through School	To apprise Members of the outcome of the consultative process to establish a Rhymney 3-18 All Through School and determine whether to proceed to publish a statutory notice.	Councillor D. Hardacre
Cabinet Forward Work Programme	To seek Cabinet endorsement of the Forward Work Programme for the period April 2017 to June 2017.	Councillor C. Forehead

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