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Date: 14th June 2017

Dear Sir/Madam,

A meeting of the **Cabinet** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 21st June, 2017** 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

AGENDA

	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 7th June 2017.	
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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	Education Achievement Service (EAS) Business Plan 2017-2020.	5 - 42
5	National Non-Domestic Rate Relief Grant Funding - WG 'High Street Rate Relief' Scheme 2017/18.	43 - 70
6	Welsh Language Standards Annual Report 2016-2017.	71 - 90
7	Food Standards Agency Report on the Caerphilly Food Law Enforcement Services.	91 - 100

Circulation:

Councillors C.J. Cuss, N. George, C.J. Gordon, Mrs B. A. Jones, P.A. Marsden, S. Morgan, L. Phipps, D.V. Poole and Mrs E. Stenner,

And Appropriate Officers.



CABINET

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN ON WEDNESDAY, 7TH JUNE 2017 AT 2.00 P.M.

PRESENT

Councillor D.V. Poole – Chair

Councillors:

C.J. Cuss (Social Care and Well Being), N. George (Neighbourhood Services), C.J. Gordon (Corporate Services), P.A. Marsden (Education and Achievement), S. Morgan (Economy, Infrastructure and Sustainability), L. Phipps (Homes and Places) and Mrs E. Stenner (Environment and Public Protection).

Together with:

C. Burns (Interim Chief Executive), C. Harrhy (Corporate Director – Communities), N. Scammell (Acting Director of Corporate Services and S151 Officer) and D. Street (Corporate Director – Social Services).

Also in Attendance:

K. Peters (Corporate Policy Manager), R. Roberts (Performance Manager), D. Whetter (Principal Engineer) and C. Evans (Committee Services Officer).

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Mrs B. Jones.

2. DECLARATIONS OF INTEREST

Councillor S. Morgan declared an interest in relation to the report on Bryn Compost Liaison Group Terms of Reference, as it was personal and not prejudicial, there was no requirement to leave the meeting.

3. CABINET – 12TH APRIL 2017

RESOLVED that the minutes of the meeting held on 12th April 2017 (minute nos. 1 - 6) be approved and signed as a correct record.

MATTERS ON WHICH EXECUTIVE DECISIONS WERE REQUIRED

4. CORPORATE REVISED RISK STRATEGY AND GUIDANCE

The report provided Cabinet with an updated and revised Risk Management Strategy 2017 (and guidance) following changes in legislation and sought its approval of the revised Strategy, prior to consideration at Audit Committee on 13th September 2017.

Members have a critical role to play in evaluating the council's risk management arrangements and in particular understanding how the council identifies, manages and, where possible mitigates or removes risk. Risk Management is crucial to the effective delivery of council services.

It was noted that the Council's Risk Management Strategy was approved in 2013, since that time there have been several changes; one in particular was the introduction of the Well-being of Future Generations (Wales) Act 2015 which requires the Council to change the way it views risk in keeping with the principles of sustainability. As a result the Strategy has been updated for 2017 to reflect these changes.

Cabinet noted that the way in which risk is viewed and rated would alter, in that consideration is to be given risk, the short term impacts or operational risks, as well as long term implications and the potential impact on future generations.

A Member noted that there was no reference to cross cutting risks and the impacts on other services within the Authority and it was also noted that reference to the specific changes could be highlighted for ease of reference. Officers thanked Members for the feedback and noted the suggestions for the future.

Following consideration and discussion, it was moved and seconded that the recommendation in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officers report and having consideration for the revisions made to the Corporate Risk Strategy, the Strategy be endorsed prior to presentation to the Audit Committee.

5. A468/A469 PWLLYPANT ROUNDABOUT HIGHWAY IMPROVEMENT SCHEME

The report sought the approval of Cabinet to utilise funding for and progressing the construction of the A468/A469 Pwllypant roundabout highway improvement scheme.

It was noted that the A468/A469 Caerphilly Northern Bypass is the main artery linking Caerphilly and settlements in the north of the borough to the trunk road network (A470, M4) and Cardiff. It is already heavily overloaded at peak periods and all junctions are at, or in excess of, capacity at peak times. The Pwllypant roundabout is the busiest node on this section of the strategic highway network and in the whole of the county borough.

The proposed Pwllypant roundabout highway improvement will increase capacity on the roundabout such that it will not be overcapacity at the completion and will perform satisfactorily taking into account known proposed developments (identified through the LDP review process) up to 2031. It would also improve journey time reliability for bus services and encourage public transport use and reduce traffic travelling through Caerphilly town thereby improving air quality.

The scheme will be funded from developer contributions (S106) and Welsh Government Grant funding. It is intended that construction will commence in September/ October 2017 and take about twelve months to complete.

Following consideration and discussion, it was moved and seconded that the recommendation contained in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officers report:-

- (i) the delivery of the Pwllpant roundabout highway improvement scheme be approved as a priority highway scheme;
- (ii) the use of the £1.5m Local Transport Fund (LTF) funding in 2017/18 be supported and the preparatory and environmental works necessary and the construction procurement tendering exercise be approved to commence in summer 2017;
- (iii) the virement of up to £700k from the Ysbyty Ystrad Fawr funds to the Pwllpant roundabout scheme, as necessary balance funding to deliver the scheme, be approved.

6. UNIT 21 LAWN INDUSTRIAL ESTATE, RHYMNEY – LEASE RENEWAL TO THE FURNITURE REVIVAL, GC ENTERPRISES (WALES) LTD.

The report sought the approval for the Council to enter into a new 10 year lease to GC Enterprises (Wales) Ltd (trading as The Furniture Revival) for Unit 21 Lawn Industrial Estate, which comprises 13, 103 sq ft, at an annual rental of £1 per annum.

GC Enterprises (Wales) Ltd trading as The Furniture Revival and predecessor organisations has been in occupation of Unit 21 Lawn Industrial Estate since May 2001 when a 10 year lease was granted and subsequently the company has held over on the existing agreement by virtue of the Land & Tenant Act 1954. The lease is on fully repairing and insuring terms at an annual rental of £1 per annum.

The Furniture Revival is a social enterprise which, through minimising waste to landfill by reuse and recycling, supports the community and alleviates poverty by providing access to household furniture, electrical items and household paint whilst providing a hub for volunteers and facilitating training to enhance employability and skills.

GC Enterprises (Wales) Ltd have identified the need for capital purchases and refurbishment works in order to continue operating at the site. They have successfully applied for financial assistance through the Council's Community Regeneration Fund (CRF) and £22,855.06 has been awarded in principle. The CRF funding criteria requires that any beneficiary in rented accommodation to have an unexpired lease of a minimum duration of 10 years. Therefore, GC Enterprises (Wales) Ltd has requested that the Council enter into a new 10 year lease agreement on the same terms and conditions as the expired lease.

Cabinet were asked to consider and approve a new 10 year lease with GC Enterprises (Wales) Ltd trading as The Furniture Revival at less than the best price that could be potentially otherwise be achieved in the interests of the economic, social or environmental wellbeing of the whole or part of the County Borough. Entering into a 10 year lease will also satisfy the conditions associated with the in principle CRF funding award to GC Enterprises (Wales) Ltd.

Following consideration and discussion, it was moved and seconded that the recommendation contained in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officers report, the Council enter into a new 10-year lease, at a rental of £1 per annum and otherwise on the same terms, with GC Enterprises (Wales) Ltd trading as The Furniture Revival for Unit 21 Lawn Industrial Estate.

RECOMMENDATIONS TO COUNCIL

7. BRYN COMPOST LIAISON GROUP TERMS OF REFERENCE

In March 2010, Council agreed to establish the Bryn Compost Liaison Group. Following a request from the Liaison Group to extend the terms of reference to incorporate odours created by farming activities, the report sought the view of Cabinet on the future operation of the Group prior to its presentation to Council.

It was noted that Part 2 of the Council's Constitution provides that full Council is responsible for "agreeing and/or amending the terms of reference for committees, sub committees, panels and boards, deciding on their composition and making appointments to them".

The report outlined that Bryn Compost Ltd operates as a commercial composting business at Gelliargwellt Uchaf Farm in Gelligaer. The Bryn Compost Liaison Group was established in March 2010 in order to address complaints of odour experienced around the Gelliargwellt Uchaf Farm location. The Liaison Group is composed of representatives from the Bryn Compost Company, Environmental Health, Natural Resources Wales, Public Health Wales, adjoining local ward members and ten residents and chaired by the Cabinet Member for Community and Leisure Services. Its existing terms of reference are detailed in the appendix to the report. A Local ward member suggested that the terms of reference should be extended to incorporate odours creating by farming activities and this was supported by the Liaison Group.

Cabinet were asked to note that email representations have been made by Natural Resources Wales (NRW) in reference to the Bryn Compost Liaison Group and that it was the view of NRW that the group in its current form does not add sufficient value to the effective regulation of permitted activities at Gelliargwellt Uchaf Farm, Gelligaer to warrant the additional resources required in preparing for and attending these regular meetings. Assurance was given that NRW would continue to regulate the environmental permits in place at the facility, to ensure continued protection of the Environment and, are committed to achieving continual improvement to reduce the risk of odour related issues in future.

Members thanked the Officer for the report and additional information and queried whether consultations had taken place with the Local Ward Members. Officers confirmed that local members had not been consulted and as a result, Cabinet agreed that consultation should take place.

Following consideration and discussion, it was moved and seconded that the recommendation contained 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 and as discussed at the meeting, it be recommended to Council that, subject to consultation with local ward members, the Bryn Compost Liaison Group be disbanded.

The meeting closed at 2.31 p.m.

Approved and signed as a correct record subject to any corrections made at the meeting held on 21st June 2017.

CHAIR



CABINET – 21ST JUNE 2017

SUBJECT: EDUCATION ACHIEVEMENT SERVICE (EAS) BUSINESS PLAN 2017-2020

REPORT BY: ACTING DIRECTOR CORPORATE SERVICES AND SECTION 151 OFFICER

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- 1.1 The attached report was presented to the Education for Life Scrutiny Committee on the 7th June 2017. The report updated Members on the Education Achievement Service (EAS) Business Plan 2017-2020 and the Caerphilly specific Annex (April 1st 2017-March 31st 2018). EAS are required to submit their Business Plan to Welsh Government and Cabinet are required to endorse it.
 - 1.2 The report outlined the South East Wales EAS Business Plan 2017-2020. The plan sets out the priorities, programmes and outcomes to be achieved by the EAS on behalf of the South East Wales Consortium. The report also focuses upon the expected outcomes in Caerphilly and the specific programmes that will be implemented during 2017-2018, these are contained in the Local Authority (LA) Annex.
 - 1.3 Having considered the content of the Officer's report, the Education for Life Scrutiny Committee recommended to Cabinet that:
 - (i) the priorities contained within the Business Plan and the Annex and the impact of the plan for communities within its local authority area, be noted;
 - (ii) the EAS Business Plan be endorsed prior to its submission to Welsh Government.

Author: Amy Dredge, Committee Services Officer - 3100

Appendix 1 - Education Achievement Service (EAS) Business Plan 2017-2020

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EDUCATION FOR LIFE SCRUTINY COMMITTEE 7TH JUNE 2017

SUBJECT: EDUCATION ACHIEVEMENT SERVICE (EAS) BUSINESS PLAN 2017-2020

REPORT BY: DEBBIE HARTEVELD, MANAGING DIRECTOR, EAS

1. PURPOSE OF REPORT

- 1.1 To agree the Education Achievement Service (EAS) Business Plan 2017-2020 and the Caerphilly specific Annex (April 1st 2017-March 31st 2018). Members are requested to note the priorities contained within the Business Plan and the Annex and consider the impact of the plan for communities within its local authority area;

2. SUMMARY

- 2.1 This report presents the South East Wales EAS Business Plan 2017-2020. The plan sets out the priorities, programmes and outcomes to be achieved by the EAS on behalf of the South East Wales Consortium. The report also focuses upon the expected outcomes in Caerphilly and the specific programmes that will be implemented during 2017-2018, these are contained in the Local Authority (LA) Annex.

3. LINKS TO STRATEGY

- 3.1 The recommended course of action contributes to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2016:

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

4. THE REPORT

- 4.1. The South East Wales Consortium is required to submit to the Welsh Government (WG) a three-year Business Plan that will be updated annually. This is the fourth iteration of the plan first submitted in 2013. This plan covers the period April 1st 2017- March 31st 2020. The LA Annex covers April 1st 2017 – March 31st 2018 and is focused upon the specific areas that require improvement within Caerphilly schools.
- 4.2 Although this is a regional plan the EAS has continued to strengthen systems and processes to continue to improve pupil outcomes as a result of ongoing evaluation and the slow progress noted particularly in 2016 in Caerphilly schools at Key Stage 4. For example: Strengthening quality assurance processes around progress towards target submissions, the realignment of

the work of secondary subject specialist for English, Welsh and maths in the delivery of bespoke support packages to schools based upon need and the introduction of a strategy for raising aspiration for more able learners and those challenge by poverty.

- 4.3 This Business Plan sets out the overall targets to be achieved by the EAS working in partnership with the five local authorities. These outcomes are based on an analysis of pupil level data and a sound judgement of what should be achieved over the lifetime of the plan. The programmes of work to achieve these outcomes are set out in detail for 2017-18 and will be reviewed for future years. The targets for schools in Caerphilly are contained within the LA Annex and have been agreed by the Chief Education Officer.
- 4.4 The Business Plan sets out the overall priorities for the South East region and in addition an Annex that focuses in particular on the priorities and programmes for Caerphilly. All Amber and Red schools are noted in the Annex and are subject to regular scrutiny of progress at Intervention and Education Improvement Board (EIB) meetings. In addition, all schools in Caerphilly are in receipt of bespoke support packages based on school needs. These have been discussed with senior LA Officers and the Cabinet Member for Education prior to submission. As in previous years a half yearly review of progress towards the Caerphilly Annex will be provided in November 2017.
- 4.5 The South East Wales EAS Business Plan sets out the following priorities:
- To raise aspiration, to improve pupil outcomes and reduce variance across schools and LAs, to improve the quality of teaching and leadership and accelerate the progress of those schools in amber and red support categories;
 - To implement a regional strategy and Professional Learning Offer that is focused on improving the wellbeing and accelerating outcomes for learners, particularly those facing the challenges of poverty;
 - To implement a regional strategy and Professional Learning Offer (including Governor Development) that covers all the required milestones to improve the capacity and quality of teaching and leadership across the region;
 - To refine the Regional Strategy for Literacy (English and Welsh) and Numeracy in collaboration with key partners to accelerate outcomes at all key stages;
 - To lead, support and appropriately challenge schools to implement the Successful Futures agenda and changes to non-core GCSE specifications; and
 - To rationalise the Regional Model for the delivery of the Self-Improving System.
- 4.6 The Business Plan has been aligned to the following policies;
- Qualified for Life - the national Education Improvement Strategy (2014)
 - Successful Futures - the review of curriculum and assessment (2015)
 - Teaching tomorrow's teachers - Options for the future of initial teacher education in Wales (2015)
 - Children and Families (Wales) Measure 2010
 - Child Poverty Strategy for Wales
 - Welsh Government's Welsh-medium Education Strategy
- 4.7 This plan needs to be endorsed by Cabinet and annual updates on progress will be provided for Members.
- 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.

6. EQUALITIES IMPLICATIONS

- 6.1 The EAS have their own Equalities and Welsh Language plans in place. CCBC has therefore not undertaken any specific impact assessment on the EAS Business Plan.

7. FINANCIAL IMPLICATIONS

- 7.1 Financial arrangements for the core funding to the EAS from Caerphilly County Borough Council for 2017-2018 is £1,064,078 (this represents a 3% efficiency saving on the previous contribution in 2016-2017).

The exact detail of this is noted below:

EAS 'As Is' Model Aug 2012 *	2012/13	2013/14	2014/15 (funding levels set by WG, based on RSG formula to LA)	2015/16	2016/17	2017/18 3% Cut to Core	% Movement since 11/12 to 17/18
-----All % reduction to core are based on the previous year's contribution-----							
1,187,541	1,148,515	1,133,580	1,169,666	1,129,897	1,096,000	1,064,078	-10%

8. PERSONNEL IMPLICATIONS

- 8.1 There are no personnel implications.

9. CONSULTATIONS

- 9.1 The EAS Business Plan has been developed in consultation with a wide range of key stakeholders, feedback has informed the final version of the plan:

- Education Achievement Service staff
- South East Wales Directors / Chief Education Officers and Diocesan Directors
- Joint Executive Group
- Education Achievement Service Company Board
- Education Achievement Service Audit and Risk Assurance Committee
- Circulated to individual Local Authority Education Scrutiny Committees via Chief Education Officers / Directors in January 2017
- Regional Headteacher Strategy Group
- Regional Governor Strategy Group
- Regional Youth Forum

10. RECOMMENDATIONS

- 10.1 That Members note the priorities contained within the Business Plan and the Annex; and consider the impact of the plan for communities within its local authority area.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 EAS are required to submit their Business Plan to Welsh Government and Cabinet are required to endorse it.

12. STATUTORY POWER

- 12.1 Local Government Acts 1972 and 2000
Children's Act 2004
Standards and Framework Act 1998

Author: Debbie Hartevelde, Managing Director, Education Achievement Service
Consultees: Chris Burns, Interim Chief Executive
Keri Cole, Chief Education Officer
Sue Richards, Interim Head of Planning, Strategy and Resources
Jane Southcombe, Financial Services Manager
Ros Roberts, Corporate Performance Manager
Councillor Philippa Marsden, Cabinet Member, Education & Lifelong Learning
Councillor Wynne David, Chair, Education for Life Scrutiny Committee
Councillor Gaynor Oliver, Vice Chair, Education for Life Scrutiny Committee
Nicole Scammell, Acting Director of Corporate Services & S151
Headteachers
SEWC Directors
Joint Education Group (JEG)

Appendices:
Appendix 1 Education Achievement Service Business Plan 2017-2020
Appendix 2 Local Authority Specific Annex 2017-2018

Business Plan 2017 – 2020



The Education Achievement Service Business Plan has been through a thorough consultation process prior to agreeing the final version. The list of consultees is listed below:

- Education Achievement Service staff
- SEWC Directors and Diocesan Directors
- Joint Executive Group
- Education Achievement Service Company Board
- Education Achievement Service Audit and Risk Assurance Committee
- Individual Local Authority Education Scrutiny Committees
- Regional Headteacher Strategy Group
- Regional Governor Strategy Group
- Regional Youth Forum

This Business Plan is the regional strategic plan for accelerating educational outcomes during 2017-2018. It has been agreed by each Local Authority Director of Education / Chief Education Officer, the Joint Executive Group and the Company Board:

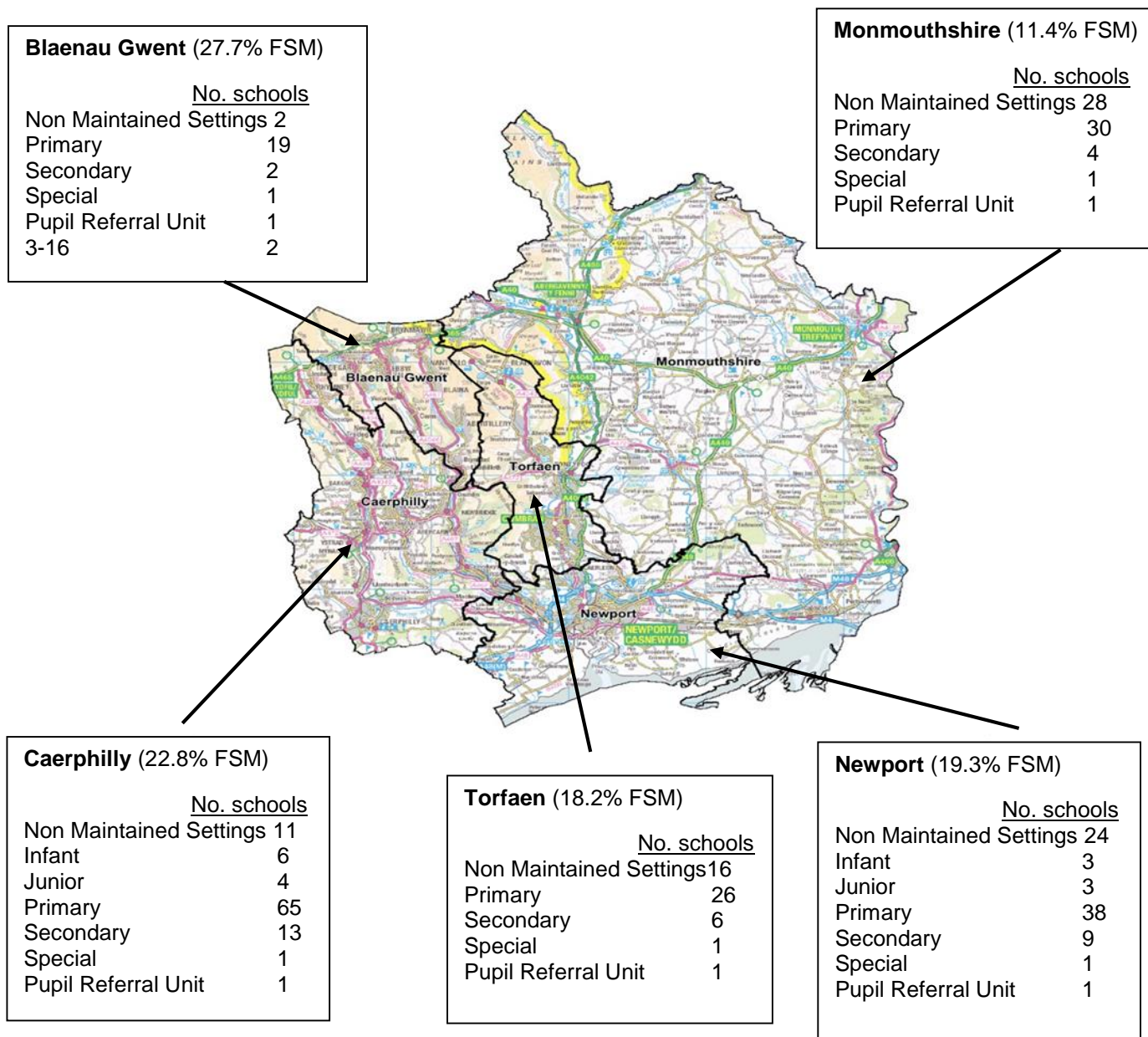
<p>Cllr R Jevons Chair of Education Achievement Service Company Board</p>	
<p>Cllr G Giles Chair of Joint Executive Group</p>	
<p>Mr D McChrystal Lead Director on behalf of South East Wales Directors Group</p>	
<p>Ms D Harteveld Managing Director, Education Achievement Service</p>	

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3	Business Plan (2017-2018) Objectives <ul style="list-style-type: none"> Support for School Improvement Pupil Well-being and Equity in Education Professional Learning: <ul style="list-style-type: none"> Pedagogy and Leadership Curriculum and Assessment: <ul style="list-style-type: none"> Literacy (English and Welsh) and Numeracy and Science Curriculum and Pedagogy: <ul style="list-style-type: none"> Wider Curriculum and Pioneer Development The Self-Improving System (SIS) Wider Regional and EAS Company Developments 	Page 8
4	Regional strategy to address National Priorities and embed the Self-Improving System	Page 13
5	Regional Pupil Targets (All Key Stages) and Attendance Targets	Page 15
6	Supporting documents (available on request) <ul style="list-style-type: none"> Local Authority Annex documents Detailed Business Plan April 2017-March 2018 Detailed Resource Overview 2017-2018 Long Term 3-year Business Plan Overview Regional Professional Learning Offer 2017-2018 Regional Self-Evaluation Report Regional Learner Pledge EAS Risk Register Self-Evaluation Timetable 2016-2018 FADE Timetable 2017-2018 Half-Year Business Plan reviews 2016-2017 Service related interim FADE reports Cross Regional Development Plan 2016-2017 	Page 18

1. Regional Context

The EAS is the school improvement service for the five LAs in South East Wales (Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen). The number of pupils of compulsory school age in 2016 was 70,642. This represents 19% of all pupils in Wales. There are 238 maintained schools in the region, 15% of all maintained schools in Wales (PLASC, 2016). The percentage of pupils of compulsory school age who are eligible for free school meals is 20.1%, which is higher than the national figure of 18.4%. This level of eligibility is the highest of the four regional consortia (PLASC, 2016). In the region, 10% of people aged three and over say that they can speak Welsh compared to the Wales average of 19% (2011 Census, ONS). As of 30 September 2016, ethnic minorities account for 4.5% of the population in the region and this is similar to the Wales average (4.6%). As of July 2016, 777 children in the region are looked after by a local authority and attend a school in the region. This represents 14% of looked-after children in Wales.



2. Introduction

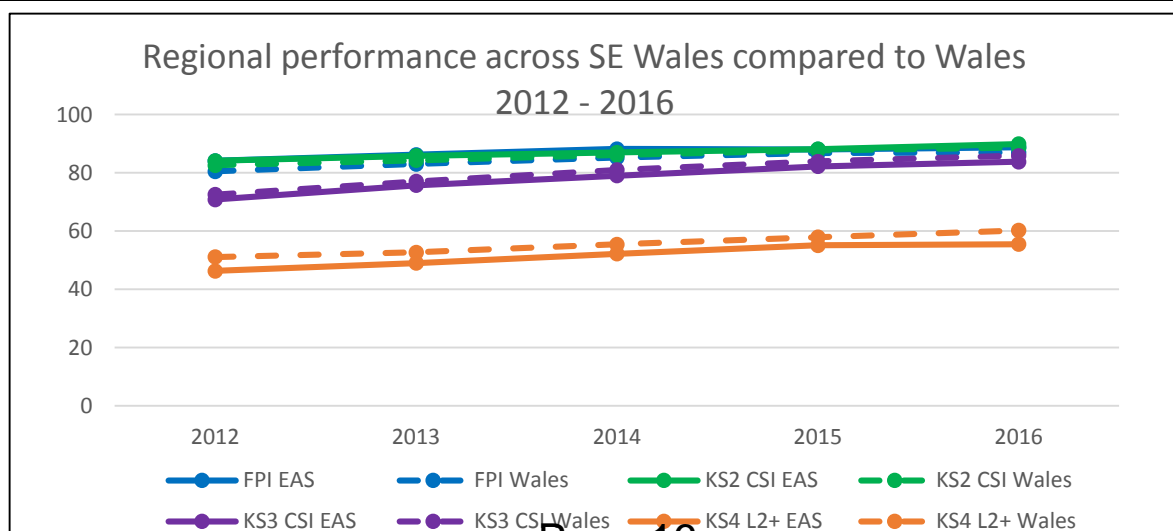
This Business Plan (2017-2020) outlines the programme of work that is required to accelerate outcomes for children and young people across all schools in South East Wales. The plan focuses on the urgent need to raise aspiration and accelerate improvement in pupil outcomes, improve the quality of teaching and leadership and build a self-improving system within and across schools. The rapid improvements that are required will need a strong commitment of partnership working to be successful. The EAS self-evaluation process has identified progress made in previous years, but most importantly the areas that require improvement across the region this academic year. These are noted in the summaries and graphs below:

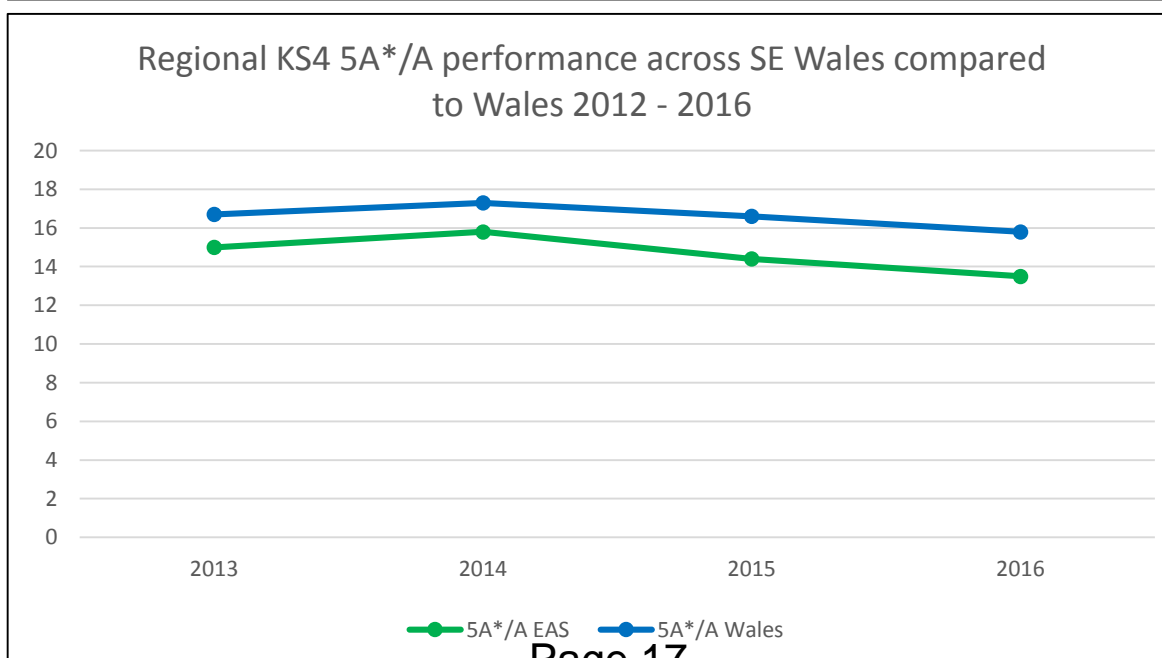
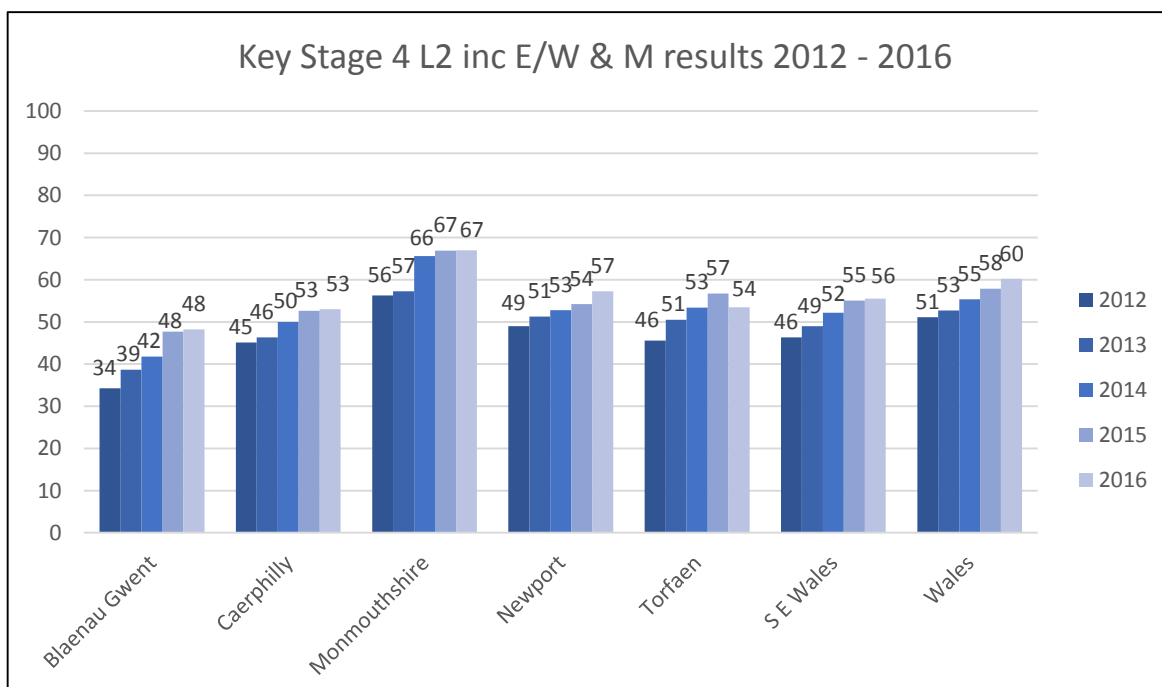
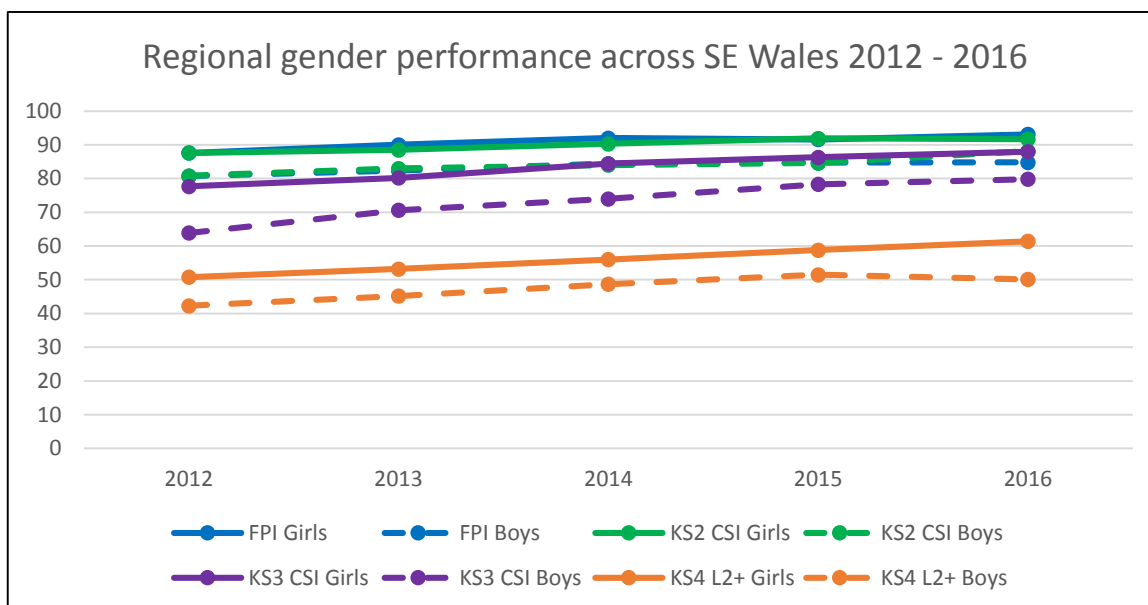
Outcomes	
Improvement 2016-2017	Areas requiring improvement
<ul style="list-style-type: none"> Teacher Assessment outcomes at the end of Foundation Phase and Key Stage 2 (KS2) remain above the national average. Teacher Assessment outcomes at the end of Key Stage 3 (KS3) are adequate. The FSM / non-FSM gap has decreased across the region since 2015 at Foundation Phase (FP), KS2 and KS3. There is a regional four-year improving trend in Level 2 inclusive of English / Welsh and mathematics. Key Stage 4 (KS4) FSM performance shows a slight improvement resulting in a narrowing of the gap between FSM and non-FSM pupils. The number of schools with fewer than 40% of pupils achieving the Level 2+ has reduced from twelve in 2012 to one in 2016. Performance at the Level 3 threshold in Key Stage 5 (KS5) in 2016 has improved by 2% to 97.6%. 	<ul style="list-style-type: none"> Accelerate improvement at KS4, particularly the Level 2+, at least in line with the rate of progress across Wales and other regions, and bring more schools in line with WG modelled expectations. Improve FSM outcomes, particularly at KS4 in identified schools and Local Authorities (LAs) where progress has been too variable and too slow. Raise expectation and secure improvements for more able learners across all phases, particularly at KS4 and KS5. Secure further improvement against the Level 1 threshold and Capped Point Score. Improve the accuracy of teacher assessment in a few identified schools. Improve National Test outcomes. Work with LAs to improve attendance and reduce exclusions across the region where this is an area of concern.
Provision	
Improvement 2016-2017	Areas requiring improvement
<ul style="list-style-type: none"> National Categorisation and the Regional Intervention Framework have been applied consistently. Education Improvement Board (EIB) meetings have helped to address barriers to improvement in amber and identified yellow schools. The quality and range of data from pupil level up that the consortium now uses is improving. There is a clear and coherent regional strategy for the self-improving system. The EAS provides strong support for the implementation of new curriculum specifications at KS4, Welsh BaccaLaureate and Successful Futures. Challenge advisers monitor diligently schools' plans for their use of the Pupil Deprivation Grant (PDG). The introduction of the 'Seren' project to raise aspirations at KS5 has played a role in securing improved regional KS5 outcomes at A/A* in 2016. 	<ul style="list-style-type: none"> Increase the rigour and accuracy in target setting, using pupils' prior performance to increase aspiration. Improve the quality assurance and validation of progress towards targets to avoid the unexpected dips in performance that were experienced in 2016 in a few schools. Continue to use bespoke support packages, to secure improvements in the quality of teaching, learning and leadership, particularly in the secondary phase. Continue to improve the provision for Welsh. Embed the Regional Self-Improving System and further develop the role of clusters to take a collective ownership of pupil outcomes, quality of teaching and leadership. Improve the training available to school leaders to ensure that the effective allocation, monitoring and impact of Pupil Deprivation Grant (PDG) funding on pupil outcomes.

<ul style="list-style-type: none"> • There are good arrangements to identify the development needs of governors. • Specialist human resources support has enhanced the provision that is already in place in LAs. 	<ul style="list-style-type: none"> • Following the revision of the Leadership Offer, embed newly developed programmes. • Continue to work collaboratively with LAs and all Post-16 providers to secure effective provision. • Further develop joint working with LAs to improve the use of data to include all vulnerable learners, attendance and exclusion.
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Leadership

Improvement 2016-2017	Areas requiring improvement
<ul style="list-style-type: none"> • The Business Plan sets out the regional strategic vision, aims and priorities aligned closely to Welsh Government (WG) guidance and key national, regional and local priorities. • Self-evaluation and improvement planning processes are becoming increasingly accurate, evaluative and balanced. The service-wide FADE process is a useful self-evaluation tool to shape and, where appropriate, re-focus resources and approaches. • Strategic leadership and management is good with a clearer governance and communication structure, which is increasingly effective and understood. • The Company Board has taken difficult decisions to ensure that Business Plan priorities have been followed. • School strategic partnerships are good and continue to improve. • The EAS engages effectively with Diocesan authorities. They are formally involved in the governance arrangements. • There is effective working with each LA and the EAS in relation to schools causing concern. • Where warning notices have been issued in LAs linked to standards, most schools have improved their performance. • There are sound financial processes in place. • Appropriate partnerships with other consortia have been forged with the main aims to improve provision and to raise standards for learners across the region. 	<ul style="list-style-type: none"> • To work with LAs to develop a Risk Register to monitor more closely the performance of vulnerable schools, and to develop a more consistent approach to the use of statutory powers across the region. • Continue to build upon and strengthen the impact of the governance arrangements on the work of the service. • Embed service-wide performance management and quality assurance processes. • Improve the use of a wider set of data to inform service priorities and success criteria. • Embed the self-evaluation and risk management processes. • To further refine the partnerships and contracts that the region has to ensure that roles and responsibilities are clearly defined and that they are having the appropriate impact on outcomes. • Produce a written Workforce Strategy. • To fully support and contribute to the regional work streams with LAs to share best practice, join up work more fully between wider services and to realise economies of scale. • To further accelerate cross regional working to facilitate the sharing of practice between consortia.





3. Business Plan (2017-2018) Objectives

This Business Plan focuses upon the actions that are required to accelerate improvement across the region. Whilst this plan is regional, the bespoke approach at school level and through each individual LA Annex enables all nuances in need to be addressed. The actions contained within the plan align with the Welsh Government strategic document 'Qualified for Life' (sections 1-6). Further details on delivery can be found in the 'Detailed Delivery Document' and the 'Professional Learning Offer 2017-2018'.

Qualified for Life Priority	Strategic Actions	Success Criteria <i>(These are in addition to the pupil targets at regional and LA level on Pages 15-17)</i>
1. Support for School Improvement	<p>To raise aspiration, to improve pupil outcomes and reduce variance across schools and LAs, to improve the quality of teaching and leadership and accelerate the progress of those schools in amber and red support categories by:</p> <ul style="list-style-type: none"> Ensuring that all schools and settings receive high quality, bespoke support in line with their needs to accelerate progress and improve outcomes. Working with LAs to develop a more consistent approach with schools causing concern and with the use of statutory powers to accelerate progress. Supporting clusters of schools to build capacity, take collective ownership of outcomes and to improve the quality of teaching and learning, particularly between KS2 and KS3. Reviewing the quality of provision at KS3 across the region and providing support to accelerate improvement as appropriate. Implementing earlier target setting process at KS4. Supporting and challenging school level planning documents, including grant spending plans, to ensure that maximum progress is made by all vulnerable groups of learners at all key stages. Supporting school leaders to deal effectively with underperformance of staff. Providing a regional strategy for the delivery of the Foundation Phase and continuing to support and challenge non-maintained settings effectively to improve outcomes. 	<ul style="list-style-type: none"> There will be a more consistent use of statutory powers for schools causing concern across the region. All schools, including non-maintained settings, will make at least strong progress against their bespoke support plans. Categorisation evidences that schools require reduced support levels over time: <45% of secondary schools will require amber or red levels of support by 2018; <10% of primary schools will require amber or red levels of support by 2018. The majority of secondary schools will be above or at least in line with WG 2b modelled expectations for L2+. >50% of secondary schools will be within 5% of their latest progress towards target submission for the L2+. The number of schools placed in or that remain in Estyn statutory categories will reduce from 6 (5 in SI and 1 in SM) in 2015-2016 to <5 in 2016-2017 and <3 in 2017-2018. Most secondary schools will make at least good progress against identified recommendations following KS3 reviews. Most PDG plans meet requirements and focus appropriately on improving outcomes for vulnerable learners. Many are based on practices that have been proven to improve outcomes. The Regional More Able Strategy will be understood and implemented over a two-year period by all stakeholders leading to improved outcomes for learners.
2. Pupil Well-being and Equity in Education	<p>To implement a regional strategy and Professional Learning Offer that is focused on improving the well-being and accelerating outcomes for learners,</p>	<ul style="list-style-type: none"> Outcomes for pupils faced with the challenges of poverty accelerate at each key stage across the region and the gap between FSM and non-FSM

	<p>particularly those facing the challenges of poverty by:</p> <ul style="list-style-type: none"> Supporting and challenging the use of evidence-based approaches to teaching (e.g. Sutton Trust Teaching and Learning Toolkit) to improve the allocation and impact of the PDG to accelerate outcomes of vulnerable learners. Working with key partners to identify the most effective means of measuring well-being to accelerate the performance of all vulnerable learners. Refining the support mechanisms to support Looked After Children (LAC) to a cluster-based model. Support LAs in accelerating attendance and reducing exclusions across all schools by providing support to middle leaders in school who have this responsibility. 	<p>learners will decrease, particularly at KS4 (see targets for 2017).</p> <ul style="list-style-type: none"> Analysis indicates that PDG has been allocated effectively in most schools and is having a positive effective on outcomes for vulnerable groups. Impact from the Professional Learning Offer to address well-being indicates positive impact at school level. The use of a cluster approach to address the needs of vulnerable learners has been adopted in a minority of schools in 2017. The progress of LAC accelerates across the region. Attendance rates improve in line with schools and LA targets. The rates of exclusions reduce in risk schools.
<p>3. Professional Learning: Pedagogy and Leadership</p>	<p>To implement a regional strategy and Professional Learning Offer (including Governor Development) that covers all the required milestones to improve the capacity and quality of teaching and leadership across the region by:</p> <ul style="list-style-type: none"> Developing strategies that attract, retain and build the capacity of high quality school leaders and teachers in the region. Engaging in the development of Initial Teacher Education (ITE) and introducing Phase 1 (Welsh medium) of a re-designed Graduate Teacher Programme (GTP) to ensure that effective teachers are trained and remain within the region. Refining the Professional Learning Offer for supply teachers and support staff to ensure that there is a well-trained workforce in schools. Updating the Excellence in Teaching and Leadership guidance to incorporate well-being, curriculum, learner voice and the revised WG Professional Standards. 	<ul style="list-style-type: none"> Improvements in the quality of teaching and leadership will be evidenced through Estyn outcomes and an improvement in Step 2 categorisations during 2017-2018. Primary Step 2 categorisations will improve. >35% will be an A for Step 2 Secondary Step 2 categorisations will improve. >65% of schools will be an A or a B for Step 2 The number of Excellent judgements given by Estyn for provision and leadership will increase over the next 2 years at least in line with national outcomes. Effective links will be established with ITE providers enabling the region to shape future delivery models. Increasing capacity in the GTP programme by at least 10% in the priority area of Welsh medium (Phase 1) will begin to reduce recruitment concerns. Most schools where middle leaders attend training will demonstrate improved outcomes in key performance indicators 12 months after their exit from the programme.
<p>4. Curriculum and Assessment: Literacy (English and Welsh) and numeracy and science</p>	<p>To refine the Regional Strategy for literacy (English and Welsh) and numeracy in collaboration with key partners to accelerate outcomes at all key stages by:</p> <ul style="list-style-type: none"> Refining the bespoke support to schools and the Professional Learning Offer to improve the quality of leadership and teaching of literacy, numeracy across all key stages and non-maintained settings. 	<ul style="list-style-type: none"> The Regional Literacy / Numeracy Strategy and assessment strategies will be understood and implemented over a two-year period by all stakeholders. Most English / Welsh / Mathematics departments that receive bespoke support demonstrate at least strong

	<ul style="list-style-type: none"> Supporting and challenging teacher assessment and moderation processes. Leading on the regional strategy for Welsh language development in close collaboration with LAs. <p>Provide support for the GCSE specifications in English, Welsh, mathematics, numeracy and science to improve the quality of teaching and learning and accelerate outcomes at KS3 and KS4.</p> <p>Implement strategies from the National Networks for Excellence in Mathematics (NNEC) and Science (NNES) to improve the quality of teaching and leadership.</p>	<p>improvements in teaching and leadership at both key stages.</p> <ul style="list-style-type: none"> Teaching schools for key curriculum areas and departments are used effectively to accelerate progress in identified schools at all key stages. Most schools make at least strong progress towards embedding the Welsh Language Charter.
<p>5. Curriculum and Pedagogy:</p> <p>Wider Curriculum and Pioneer Development</p>	<p>To lead, support and appropriately challenge schools to implement the Successful Futures agenda and changes to non-core GCSE specifications by:</p> <ul style="list-style-type: none"> Refining the Professional Learning Offer to improve the quality of leadership and teaching of non-core subjects and Welsh Baccalaureate at KS3 and KS4. Supporting schools with the tracking of non-core subjects. Schools continue to embed the Digital Competence Framework. Curriculum Hubs for Welsh Baccalaureate and non-core GCSE subjects established in all areas, providing support and guidance for schools with the new GCSE specifications. A robust regional support programme provided for Pioneers and partner schools through a cluster model of delivery. 	<ul style="list-style-type: none"> Most schools are in a strong position to deliver the Digital Competence Framework by September 2018. Most schools will be fully informed of curriculum changes and developments as they arise. The cluster model for dissemination and development activity will be effective. Nominated 'Teaching Schools' for key curriculum non-core departments are used effectively to accelerate progress in identified schools at all key stages. Most schools involved in the Global Futures programme will evidence an increase in learners studying modern foreign languages at KS4.
<p>6. The Self-Improving System (SIS)</p>	<p>Rationalise the Regional Model for the delivery of the Self-Improving System so that:</p> <ul style="list-style-type: none"> It has a sharper focus upon the improvement of the quality of teaching and leadership and meeting the needs of all learners. All networks of professional practice have a clear focus, expected impact measures and where appropriate is based upon outcomes of research. The school cluster model becomes the 'anchor' for professional practice and capacity building. All schools and clusters grow as learning organisations. Collaborative working arrangements support the wider Federation agenda. Research through HEIs and other institutions is commissioned and regard is given to outcomes to shape future planning. 	<ul style="list-style-type: none"> The regional strategy for the self-improving system is understood by all stakeholders. Impact reports from clusters demonstrate improvements in provision and leadership in 2017 at individual school level, this is evidenced through improvements in outcomes and categorisation. There is evidence that is based upon research and captured through FADE that school to school activity and networks of professional practice are having a positive impact on pupil outcomes, quality of teaching and leadership, particularly at the point of transition. Research outcomes are used effectively to shape future regional delivery.

<p>7. Wider Regional and EAS Company Developments</p>	<p>To improve consistency in the quality of evaluation of school improvement activities throughout the service by:</p> <ul style="list-style-type: none"> Using of a wider range of performance indicators at school and regional level to ensure that the progress of all groups of learners is challenged and supported. Embedding the risk management and processes for reporting on value for money. Embedding the use of the FADE process. <p>To improve the efficiency and effectiveness of the EAS by:</p> <ul style="list-style-type: none"> Ensuring that the Company remains compliant with Company and HR Law. Ensuring that governance and accountability structures are robust and that roles and responsibilities between the LA and the EAS remain clear. Reviewing workforce requirements. Learning from the other regions and sharing best practice in approaches to accelerating pupil outcomes. 	<ul style="list-style-type: none"> At least good progress will be made in addressing all Estyn / WAO recommendations. The Company remains compliant with Company and HR Law. The governance and accountability structures are robust and roles and responsibilities between the LA and the EAS remain clear. Collaboration and learning from other regions demonstrates an impact as evidenced in the Cross Regional Plan.
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3.1. Business Plan process

The EAS has procedures for self-evaluation and planning for improvement that are systematic, responsive and flexible, and provide the service with a platform from which to refine school improvement services to become more effective and efficient.



The half-yearly review of progress towards Service Area Plans in November 2016 indicated that almost all service areas demonstrated at least satisfactory progress towards meeting the objectives at that point in the year. Effective procedures for monitoring, challenge, support and intervention that are differentiated by need are in place. These procedures are underpinned by effective systems that, when implemented consistently, will ensure the impact required to accelerate improved pupil outcomes.

This Business Plan will be reviewed on a half-yearly basis and will be reported through the agreed governance arrangements. In addition, interim progress checks will be completed through the FADE approach. The Business Plan incorporates actions to address the recommendations of the Estyn / Wales Audit Office Inspection, 'A report on the quality of the school improvement services provided by the EAS Consortium' May 2016:

R1: Consider the use of a wider range of performance indicators at school and regional level to ensure that the progress of all groups of learners is challenged and supported;

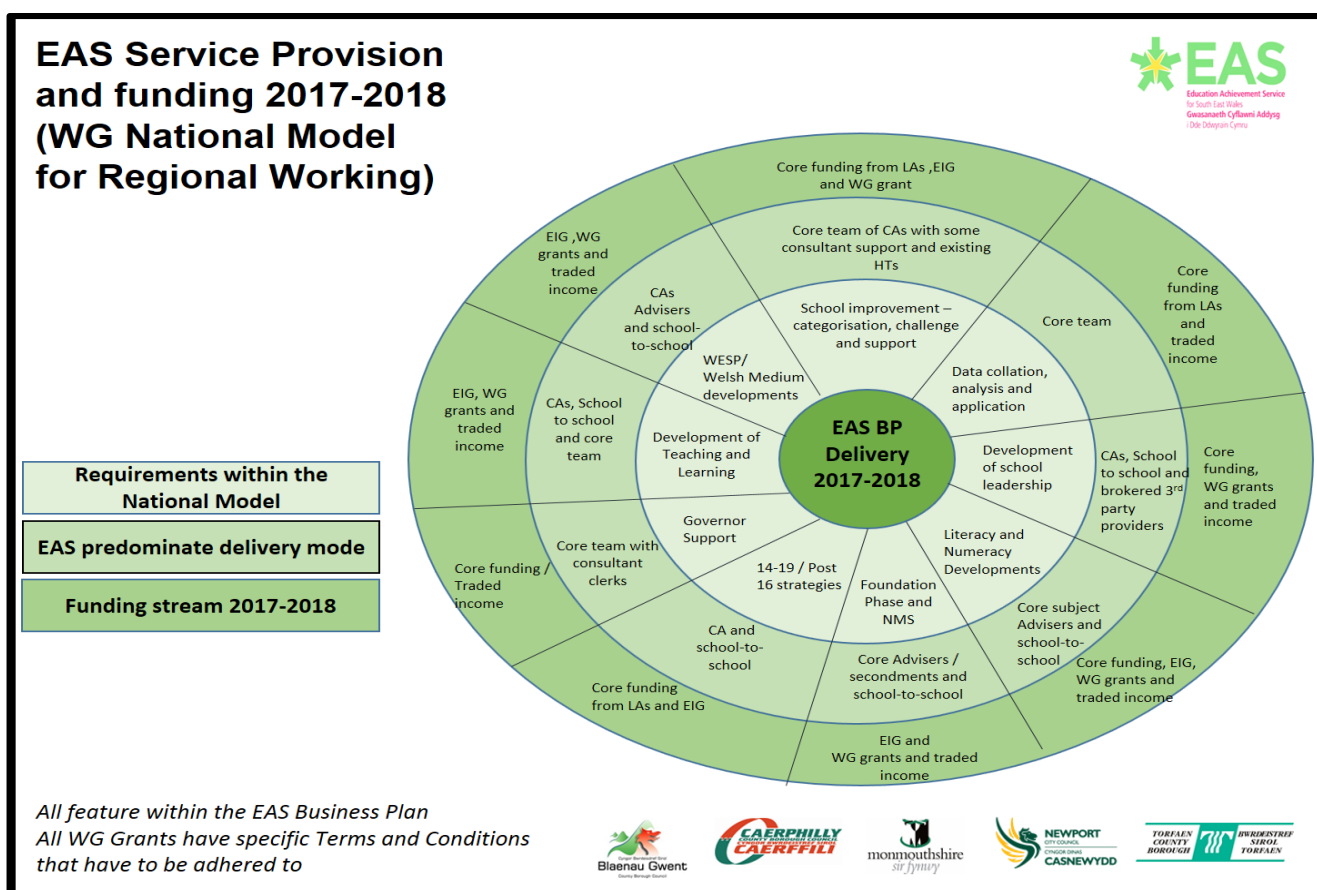
R2: Improve consistency in the quality of evaluation of school improvement activities throughout the service; and

R3: Identify and manage risks more effectively.

A summary of the findings from the full report is below:

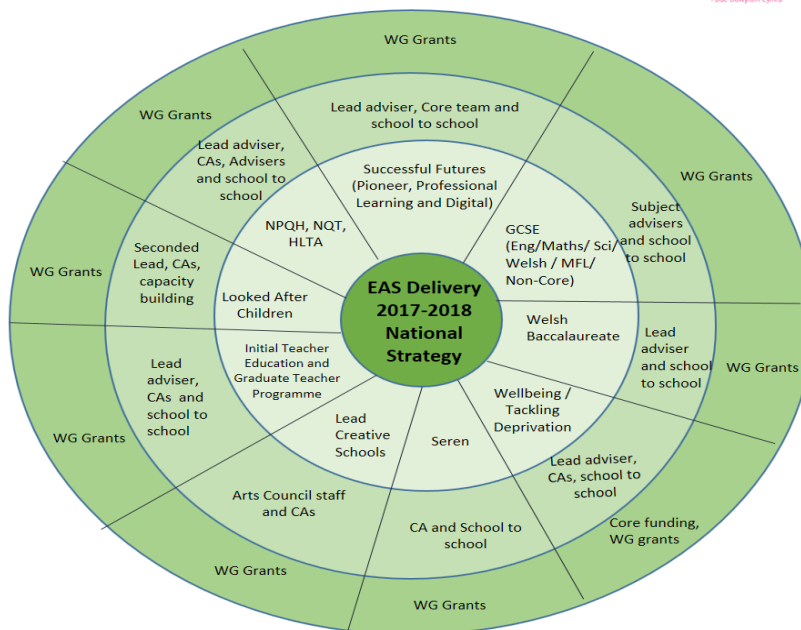
Section	Grade
Support for school improvement	Good
Leadership	Good
Quality improvement	Good
Partnership working	Good
Resource management	Good

The diagram below explains the EAS approach to implementing the National Model for Regional Working and the delivery of the National Policy:



Additional EAS Service Provision and funding 2017-2018

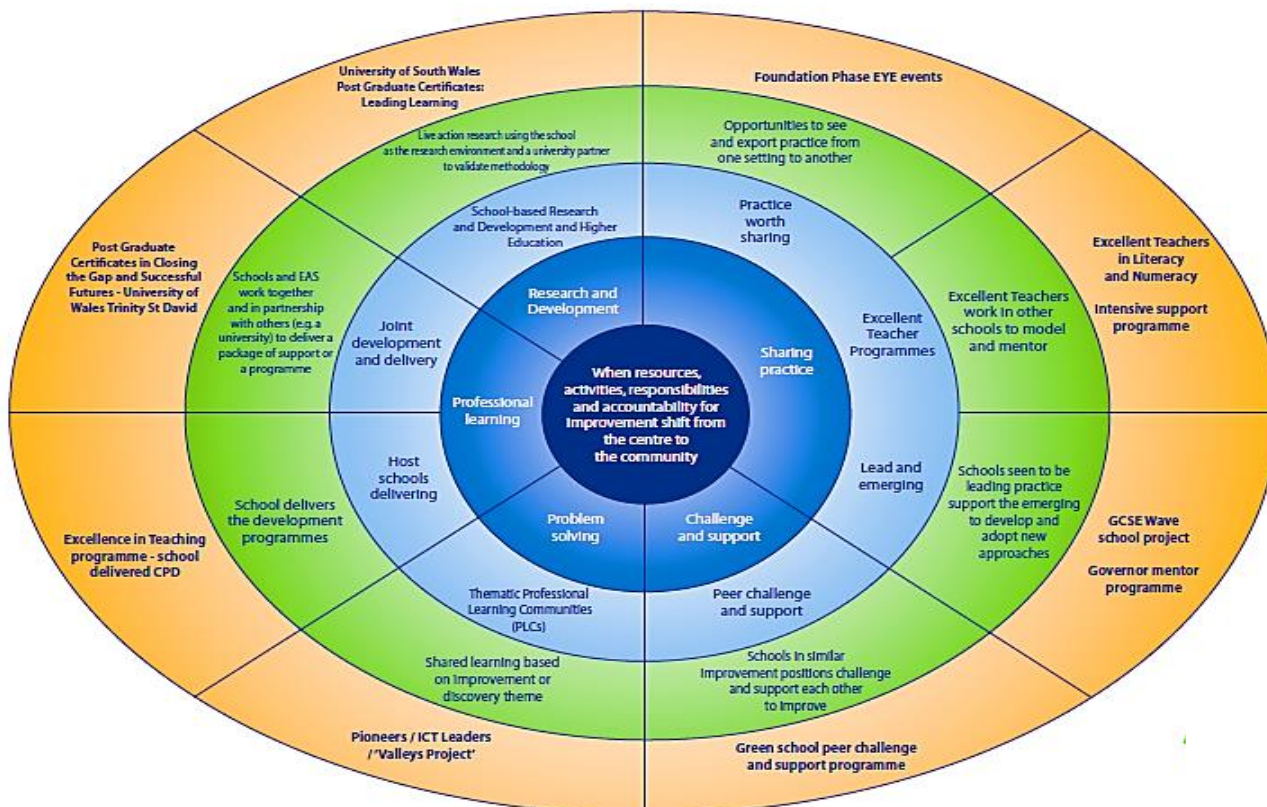
- National Strategies and Priorities
- EAS predominate delivery mode
- Funding stream 2017-2018



All feature within the EAS Business Plan
All WG Grants have specific Terms and Conditions that have to be adhered to



4. Regional strategy to address National Priorities and embed the Self-Improving System

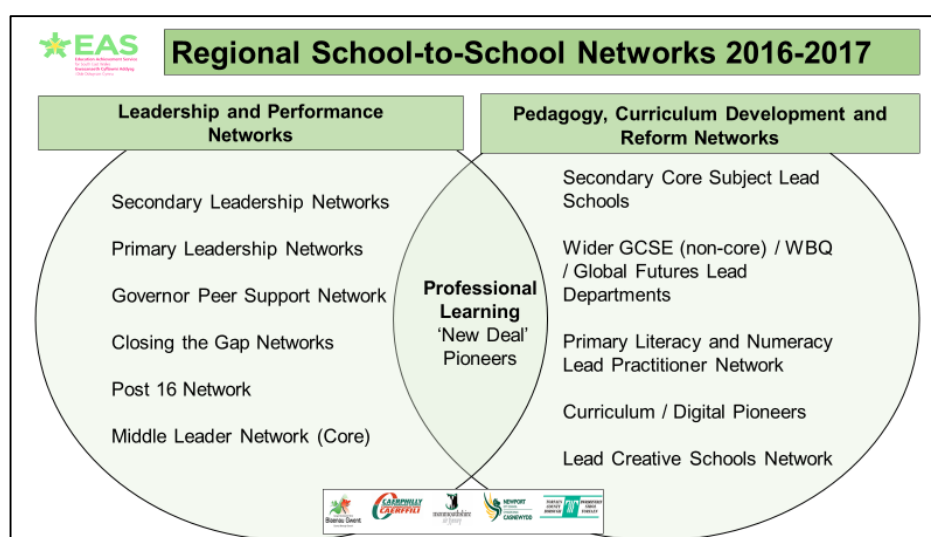


The regional definition of the self-improving system is one in which:

- **Resources** shift from the centre to the system, from the EAS to schools, so that schools have the time, money and people in place to support their own improvement and improvement in other schools
- **Activities** shift from central locations to schools, so that teachers and leaders work in live educational settings where real teaching, learning and leadership are happening
- **Responsibilities and Accountability** shift from the centre to the place where improvement is happening, so that schools share accountability for improvement of other schools

The EAS intends, during the period of the plan, to develop capacity in and improve the performance of the system in:

- Sharing practice, where we will improve the ways in which teachers or leaders share what they do and reflect together on why it works and how it could be adopted or adapted. This will include activities such as practice worth sharing, Excellent Teacher Programmes and pairing lead and emerging schools.
- Challenge and support, where we will improve the ways in which teachers or leaders challenge each other to improve and support each other to find ways to address the challenge.
- Problem solving, where we will improve the ways in which professionals work together to identify a problem and design and implement a solution.
- Professional learning, where we will improve the ways in which schools, teachers, leaders and others work together to deliver programmes of professional development to each other, including activities such as host schools delivering development programmes and schools and the EAS working together and in partnership with others to deliver a package of support or a programme.
- Research and development, where we will improve the ways in which we all work together to explore new areas of work and experiment with solutions that have not been tried before.



This image shows how the EAS has structured and prioritised its work to deliver the national priorities. In our establishment of leadership and performance networks, we have focused on the relationships between school leaders, leadership teams, the EAS workforce and governors. This work has enabled us to focus on the key priorities in leadership across all phases in our schools (including Post-16) on improving the quality of leadership in our schools and settings, and on the key priority of closing the gap between the achievement of priority groups of learners.

Key Stage 2														
All Pupils	2016 Actual	2017 Target	2018 Target	2019 Target	FSM Pupils	2016 Actual	2017 Target	2018 Target	2019 Target	non-FSM Pupils	2016 Actual	2017 Target	2018 Target	2019 Target
CSI	89.9	90.5	90.2	89.2	CSI	80.8	81.4	80.2	78.6	CSI	92.3	92.6	92.5	91.6
English L4+	91.9	92.1	91.7	91.0	English L4+	83.9	83.9	82.7	81.6	English L4+	94.0	93.9	93.7	93.2
Welsh (1st) L4+	93.1	93.8	92.9	93.7	Welsh (1st) L4+	90.1	83.3	82.1	88.0	Welsh (1st) L4+	93.7	95.5	94.4	94.5
Maths L4+	91.7	92.2	92.3	91.1	Maths L4+	84.3	84.1	83.7	82.2	Maths L4+	93.7	94.1	94.3	93.2
Science L4+	93.2	93.4	93.6	91.9	Science L4+	85.7	86.1	85.7	83.8	Science L4+	95.2	95.1	95.4	93.8
English L5+	44.5	46.5	45.8	44.7	English L5+	23.9	25.1	27.0	25.9	English L5+	47.6	51.5	50.1	49.0
Welsh (1st) L5+	36.7	42.8	40.8	41.7	Welsh (1st) L5+	14.3	20.5	16.7	21.3	Welsh (1st) L5+	41.3	45.8	43.0	43.8
Maths L5+	46.0	46.5	44.3	44.0	Maths L5+	24.4	24.9	25.0	27.0	Maths L5+	51.6	51.5	48.7	48.0
Science L5+	46.6	47.7	46.4	45.2	Science L5+	25.0	26.0	27.0	26.2	Science L5+	52.3	52.7	50.9	49.6
Welsh (2nd) L4+	84.4	86.0	87.2	86.2	Welsh (2nd) L4+	71.9	74.6	75.5	75.5	Welsh (2nd) L4+	88.0	88.7	90.0	88.9
Welsh (2nd) L5+	29.5	31.5	33.3	33.4	Welsh (2nd) L5+	16.0	16.3	17.6	20.8	Welsh (2nd) L5+	33.1	35.1	37.0	36.5
FSM/non FSM gap	2016 Actual	2017 Target	2018 Target	2019 Target										
CSI	11.6	11.2	12.3	13.0										
English L4+	10.1	10.0	11.0	11.6										
Welsh (1st) L4+	3.6	12.2	12.4	6.5										
Maths L4+	9.4	10.0	10.5	11.0										
Science L4+	9.5	9.0	9.7	10.0										
English L5+	23.7	26.4	23.1	23.2										
Welsh (1st) L5+	27.1	25.3	26.3	22.5										
Maths L5+	27.2	26.5	23.7	21.0										
Science L5+	27.2	26.7	23.8	23.4										
Welsh (2nd) L4+	16.1	14.1	14.5	13.3										
Welsh (2nd) L5+	17.2	18.8	19.4	15.7										

Key Stage 3														
All Pupils	2016 Actual	2017 Target	2018 Target	2019 Target	FSM Pupils	2016 Actual	2017 Target	2018 Target	2019 Target	non-FSM Pupils	2016 Actual	2017 Target	2018 Target	2019 Target
CSI	83.8	88.2	87.8	87.1	CSI	65.8	74.8	77.0	78.4	CSI	88.4	91.2	90.2	89.1
English L5+	87.5	90.6	90.2	91.6	English L5+	73.0	79.3	80.4	83.3	English L5+	91.3	93.3	92.4	93.5
Welsh (1st) L5+	87.4	89.8	90.8	90.9	Welsh (1st) L5+	67.2	73.3	84.6	87.0	Welsh (1st) L5+	91.0	92.7	91.8	91.6
Maths L5+	89.0	91.3	91.3	92.7	Maths L5+	75.3	81.0	82.4	85.4	Maths L5+	92.4	93.7	93.3	94.5
Science L5+	91.5	92.9	92.0	93.7	Science L5+	80.7	83.4	82.7	87.4	Science L5+	94.3	95.1	94.2	95.2
Welsh 2nd Lang L5+	81.8	86.7	86.9	87.8	Welsh 2nd Lang L5+	64.4	71.4	76.5	76.8	Welsh 2nd Lang L5+	86.5	90.4	89.4	90.4
English L6+	52.9	56.5	57.9	58.3	English L6+	28.1	35.3	38.0	39.3	English L6+	59.1	61.4	62.5	62.8
Welsh (1st) L6+	51.7	40.5	34.6	39.7	Welsh (1st) L6+	37.7	21.7	12.3	20.8	Welsh (1st) L6+	54.2	43.9	38.1	43.0
Maths L6+	60.2	62.8	62.6	65.2	Maths L6+	35.3	40.9	44.6	45.8	Maths L6+	66.4	67.9	66.7	69.8
Science L6+	59.7	61.2	62.7	64.8	Science L6+	36.7	39.7	44.2	44.3	Science L6+	65.5	66.2	66.9	69.7
Welsh 2nd Lang L6+	40.2	49.9	53.9	54.4	Welsh 2nd Lang L6+	18.5	26.4	33.8	33.8	Welsh 2nd Lang L6+	45.7	55.4	58.6	59.3
FSM/non FSM gap	2016 Actual	2017 Target	2018 Target	2019 Target										
CSI	22.7	16.4	13.2	10.7										
English L5+	18.2	14.0	12.0	10.2										
Welsh (1st) L5+	23.8	19.4	7.2	4.6										
Maths L5+	17.2	12.6	10.9	9.0										
Science L5+	13.6	11.7	11.5	7.8										
Welsh 2nd Lang L5+	22.1	19.0	12.9	13.6										
English L6+	31.0	26.1	24.5	23.6										
Welsh (1st) L6+	16.5	22.2	25.8	22.2										
Maths L6+	31.1	27.0	22.1	24.0										
Science L6+	28.8	26.5	22.8	25.4										
Welsh 2nd Lang L6+	27.3	29.0	24.8	25.5										

Key Stage 4														
All Pupils	2016 Actual	2017 Target	2018 Target	2019 Target	FSM Pupils	2016 Actual	2017 Target	2018 Target	2019 Target	non-FSM Pupils	2016 Actual	2017 Target	2018 Target	2019 Target
L2 inclusive	55.5	59.2	62.6	67.7	L2 inclusive	30.5	36.5	40.3	46.5	L2 inclusive	62.5	64.8	67.9	72.7
L2	77.8	77.5	79.3	80.2	L2	61.1	56.8	58.9	64.0	L2	83.7	83.0	84.1	83.9
L1	94.4	94.3	96.0	93.4	L1	90.6	88.2	89.2	90.5	L1	97.6	97.1	97.6	94.1
English A*-C	64.2	65.5	68.6	72.7	English A*-C	39.6	42.9	46.5	53.2	English A*-C	71.2	71.3	73.7	77.1
Welsh (1st) A*-C	68.0	64.0	67.7	81.8	Welsh (1st) A*-C	36.6	59.5	50.9	63.3	Welsh (1st) A*-C	68.4	64.5	70.4	85.1
Maths A*-C	63.6	65.4	68.6	72.0	Maths A*-C	39.8	41.8	46.6	50.3	Maths A*-C	70.5	71.3	73.8	77.0
Maths Numeracy	0.0	63.3	67.0	71.3	Maths Numeracy	0.0	38.9	44.6	49.4	Maths Numeracy	0.0	69.4	72.3	76.2
Science 1st Qual	76.7	70.0	68.8	72.9	Science 1st Qual	65.9	49.6	48.1	51.4	Science 1st Qual	81.2	75.3	73.7	77.8
Science 2nd Qual	-	66.1	66.6	71.1	Science 2nd Qual	0.0	45.7	46.6	49.5	Science 2nd Qual	0.0	71.4	71.3	76.1

FSM/non FSM gap	2016 Actual	2017 Target	2018 Target	2019 Target
L2 inclusive	32.0	28.2	27.6	26.1
L2	22.5	26.2	25.3	19.9
L1	7.0	8.9	8.4	3.5
English A*-C	31.6	28.3	27.2	23.9
Welsh (1st) A*-C	31.8	5.1	19.5	21.8
Maths A*-C	30.7	29.5	27.1	26.7
Maths Numeracy	0.0	30.5	27.7	26.9
Science 1st Qual	15.3	25.8	25.6	26.5
Science 2nd Qual	0.0	25.7	24.7	26.5

All Pupils	2016	2017	2018	2019
	Actual	Target	Target	Target
Capped Pts 9	-	352.4	361.2	366.4
A*/A English	10.3	15.6	14.0	13.7
A*/A Welsh	5.3	6.0	8.9	12.9
A*/A Mathematics	16.4	17.9	17.4	18.8
A*/A Science	12.1	14.9	13.4	11.3

As advised by each LA, below are the number of EOTAS pupils in the Yr11 cohort this year to inform 2017 target setting (the data above for 2017 incorporates these figures):

- Blaenau Gwent – 3
- Caerphilly – 55
- Monmouthshire – 5
- Newport – 18
- Torfaen – 0

Authority Attendance Targets

Primary	2016	2017	2018	2019
	Actual	Target	Target	Target
Blaenau Gwent	94.5	95	95.2	95.4
Caerphilly	94.6	95.3	95.5	95.7
Monmouthshire	95.7	96.1	96.15	96.2
Newport	94.5	95	95.1	95.2
Torfaen	94.6	96	96.5	97

Secondary	2016	2017	2018	2019
	Actual	Target	Target	Target
Blaenau Gwent	94	94.6	94.8	95
Caerphilly	93.4	94.0	94.5	94.8
Monmouthshire	94.7	95	95.1	95.2
Newport	93.2	93.7	93.8	93.9
Torfaen	93.7	95	95.5	96

Additional supporting documents

These documents are available on request (Ref: 1-7 are available on the EAS website)

Ref	Document
1	Local Authority Annex documents
2	Detailed Business Plan April 2017-March 2018
3	Detailed Resource Overview 2017-2018
4	Long Term 3-year Business Plan Overview
5	Regional Professional Learning Offer 2017-2018
6	Regional Self-Evaluation Report
7	Regional Learner Pledge
8	EAS Risk Register
9	Self-Evaluation Timetable 2016-2018
10	FADE Timetable 2017-2018
11	Half-Year Business Plan reviews 2016-2017
12	Service related interim FADE reports
13	Cross Regional Development Plan 2016-2017



Local Authority Specific Annex 2017-2018

Local Authority: Caerphilly

The targets below are derived from pupil level targets submitted by all schools across South East Wales during the statutory target setting process in autumn 2016. The target setting process across the region is robust with all school targets linked to targets for individual pupils and a comprehensive challenge process by Challenge Advisers and quality assurance by Principal Challenge Advisers and Local Authorities including analysis of projected future performance against previous performance, projected Free School Meal benchmark quarters, FFT estimates and WG Modelled Expectations.

Key Stage 2														
All Pupils	2016 Actual	2017 Target	2018 Target	2019 Target	FSM Pupils	2016 Actual	2017 Target	2018 Target	2019 Target	non-FSM Pupils	2016 Actual	2017 Target	2018 Target	2019 Target
CSI	90.4	90.4	88.8	88.9	CSI	80.6	80.2	77.6	79.6	CSI	93.1	93.3	91.8	91.3
English L4+	92.4	92.1	90.4	90.7	English L4+	83.2	83.6	80.8	82.6	English L4+	95.0	94.4	93.0	92.8
Welsh (1st) L4+	91.8	95.6	93.0	94.2	Welsh (1st) L4+	88.5	88.5	83.3	89.2	Welsh (1st) L4+	92.5	97.0	94.8	94.8
Maths L4+	92.0	92.1	91.2	90.8	Maths L4+	84.1	83.1	81.2	82.1	Maths L4+	94.2	94.6	93.9	93.0
Science L4+	93.2	92.9	92.4	91.1	Science L4+	85.9	84.7	82.2	82.8	Science L4+	95.3	95.2	95.2	93.3
English L5+	40.9	44.0	40.8	41.7	English L5+	23.0	23.9	23.8	21.5	English L5+	46.0	49.5	45.5	46.9
Welsh (1st) L5+	34.1	43.9	36.5	37.8	Welsh (1st) L5+	5.8	13.5	14.8	16.2	Welsh (1st) L5+	40.1	49.1	38.7	40.1
Maths L5+	42.5	43.1	40.3	41.2	Maths L5+	19.8	21.6	23.8	22.1	Maths L5+	48.9	49.0	44.8	46.2
Science L5+	42.2	43.9	41.3	41.6	Science L5+	20.0	24.3	25.2	21.3	Science L5+	48.5	49.3	45.8	46.9
Welsh (2nd) L4+	83.9	84.0	84.5	85.6	Welsh (2nd) L4+	72.0	70.2	72.8	75.4	Welsh (2nd) L4+	87.6	88.1	88.0	88.5
Welsh (2nd) L5+	28.3	29.7	30.2	32.1	Welsh (2nd) L5+	12.8	15.8	17.0	20.5	Welsh (2nd) L5+	33.0	33.8	34.2	35.5
FSM/non FSM gap	2016 Actual	2017 Target	2018 Target	2019 Target										
CSI	12.5	13.1	14.3	11.6										
English L4+	11.8	10.8	12.2	10.3										
Welsh (1st) L4+	4.0	8.6	11.4	5.6										
Maths L4+	10.1	11.5	12.7	10.9										
Science L4+	9.3	10.5	13.0	10.6										
English L5+	23.0	25.7	21.7	25.5										
Welsh (1st) L5+	34.3	35.6	23.9	23.8										
Maths L5+	29.1	27.4	21.0	24.0										
Science L5+	28.5	25.0	20.6	25.7										
Welsh (2nd) L4+	15.6	18.0	15.1	13.2										
Welsh (2nd) L5+	20.1	18.0	17.2	15.1										

Key Stage 3														
All Pupils	2016 Actual	2017 Target	2018 Target	2019 Target	FSM Pupils	2016 Actual	2017 Target	2018 Target	2019 Target	non-FSM Pupils	2016 Actual	2017 Target	2018 Target	2019 Target
CSI	82.0	86.1	84.9	88.1	CSI	65.1	71.9	73.1	76.8	CSI	87.1	90.1	88.0	90.9
English L5+	85.3	89.0	87.7	90.1	English L5+	70.0	77.2	77.0	80.3	English L5+	90.0	92.4	90.6	92.5
Welsh (1st) L5+	87.3	91.3	92.5	89.1	Welsh (1st) L5+	65.8	74.2	87.8	82.5	Welsh (1st) L5+	91.3	94.0	93.4	90.1
Maths L5+	87.6	89.5	89.4	91.5	Maths L5+	74.5	78.1	80.3	82.3	Maths L5+	91.6	92.8	91.8	93.7
Science L5+	89.8	92.3	90.7	93.7	Science L5+	78.8	81.9	81.7	86.6	Science L5+	93.2	95.2	93.1	95.4
Welsh 2nd Lang L5+	82.0	85.8	85.1	87.0	Welsh 2nd Lang L5+	66.3	70.3	72.3	75.8	Welsh 2nd Lang L5+	87.4	90.5	88.6	90.0
English L6+	46.6	50.1	50.2	48.5	English L6+	23.9	34.4	32.0	27.5	English L6+	53.5	54.7	55.0	53.7
Welsh (1st) L6+	50.4	37.7	30.6	33.0	Welsh (1st) L6+	36.8	12.9	10.2	2.5	Welsh (1st) L6+	52.9	41.5	34.5	37.6
Maths L6+	54.3	54.7	53.6	55.3	Maths L6+	34.9	35.5	37.4	34.3	Maths L6+	60.4	60.2	57.9	60.5
Science L6+	57.0	57.2	55.3	57.0	Science L6+	35.8	37.9	37.8	35.1	Science L6+	63.5	62.8	59.9	62.4
Welsh 2nd Lang L6+	39.7	47.7	51.2	49.5	Welsh 2nd Lang L6+	19.7	24.7	30.9	29.5	Welsh 2nd Lang L6+	46.3	54.8	56.8	54.9
FSM/non FSM gap	2016 Actual	2017 Target	2018 Target	2019 Target										
CSI	22.0	18.3	14.9	14.1										
English L5+	19.9	15.2	13.5	12.2										
Welsh (1st) L5+	25.5	19.8	5.7	7.6										
Maths L5+	17.1	14.7	11.5	11.4										
Science L5+	14.3	13.3	11.4	8.8										
Welsh 2nd Lang L5+	21.1	20.3	16.3	14.2										
English L6+	29.7	20.3	23.0	26.2										
Welsh (1st) L6+	16.1	28.6	24.3	35.1										
Maths L6+	25.5	24.7	20.5	26.2										
Science L6+	27.7	24.8	22.0	27.3										
Welsh 2nd Lang L6+	26.6	30.1	25.9	25.4										

Key Stage 4														
All Pupils	2016 Actual	2017 Target	2018 Target	2019 Target	FSM Pupils	2016 Actual	2017 Target	2018 Target	2019 Target	non-FSM Pupils	2016 Actual	2017 Target	2018 Target	2019 Target
L2 inclusive	53.0	56.0	59.4	67.4	L2 inclusive	30.1	35.8	37.4	45.6	L2 inclusive	60.9	62.8	66.1	73.9
L2	76.5	71.4	74.4	78.3	L2	64.0	50.4	55.6	59.4	L2	82.7	79.1	79.8	83.7
L1	95.1	93.2	96.0	97.5	L1	94.3	88.6	90.3	99.3	L1	98.0	97.6	97.7	97.0
English A*-C	60.1	61.1	65.2	72.7	English A*-C	39.6	39.7	42.3	53.5	English A*-C	67.4	68.5	71.7	78.2
Welsh (1st) A*-C	61.6	61.5	66.4	89.6	Welsh (1st) A*-C	34.6	52.2	55.6	74.2	Welsh (1st) A*-C	62.0	62.6	68.3	92.0
Maths A*-C	62.3	62.6	66.4	70.6	Maths A*-C	40.4	42.6	44.7	49.4	Maths A*-C	69.9	69.6	72.6	76.6
Maths Numeracy	0.0	59.9	66.2	70.1	Maths Numeracy	0.0	38.7	44.0	48.3	Maths Numeracy	0.0	67.1	72.5	76.3
Science 1st Qual	81.3	67.8	67.0	74.7	Science 1st Qual	77.5	49.1	44.7	50.6	Science 1st Qual	85.4	74.7	73.4	81.5
Science 2nd Qual	-	68.7	66.1	73.5	Science 2nd Qual	0.0	50.6	42.6	49.9	Science 2nd Qual	0.0	75.5	72.8	80.2
FSM/non FSM gap	2016 Actual	2017 Target	2018 Target	2019 Target										
L2 inclusive	30.8	27.0	28.8	28.4										
L2	18.8	28.7	24.2	24.3										
L1	3.7	9.0	7.3	-2.3										
English A*-C	27.7	28.7	29.4	24.7										
Welsh (1st) A*-C	27.4	10.5	12.7	17.8										
Maths A*-C	29.5	27.0	27.9	27.2										
Maths Numeracy	0.0	28.4	28.5	28.0										
Science 1st Qual	7.9	25.6	28.7	31.0										
Science 2nd Qual	0.0	24.9	30.2	30.4										

Note: As advised by LA, 55 EOTAS pupils have been included in the Yr11 cohort this year to inform 2017 target setting.

Primary Attendance

Pupil Attendance				
	2016 Actual	2017 Target	2018 Target	2019 Target
LA	94.6	95.3	95.5	95.7

Secondary Attendance

Pupil Attendance				
	2016 Actual	2017 Target	2018 Target	2019 Target
LA	93.4	94.0	94.5	94.8

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Summary of National Categorisation of schools in the Local Authority in 2014-2015, 2015-2016 and 2016-2017

Step 1 – Primary		Number of Schools				Percentage of Schools			
		Group 4	Group 3	Group 2	Group 1	Group 4	Group 3	Group 2	Group 1
Caerphilly	14-15	2	23	34	16	3%	31%	45%	21%
	15-16	0	9	35	31	0%	12%	47%	41%
	16-17	0	8	22	45	0%	11%	29%	60%
South East Wales	14-15	7	52	88	49	4%	27%	45%	25%
	15-16	2	25	90	82	1%	13%	45%	41%
	16-17	2	19	63	115	1%	10%	32%	58%

Step 2 - Primary		Number of Schools				Percentage of Schools			
		D	C	B	A	D	C	B	A
Caerphilly	14-15	2	15	44	14	3%	20%	59%	19%
	15-16	1	7	51	16	1%	9%	68%	21%
	16-17	2	4	51	18	3%	5%	68%	24%
South East Wales	14-15	9	45	101	44	5%	23%	51%	22%
	15-16	4	29	116	50	2%	15%	58%	25%
	16-17	3	18	109	64	2%	9%	56%	33%

Step 3 - Primary		Number of Schools				Percentage of Schools			
		Red	Amber	Yellow	Green	Red	Amber	Yellow	Green
Caerphilly	14-15	2	17	44	12	3%	23%	59%	16%
	15-16	1	8	50	16	1%	11%	67%	21%
	16-17	3	3	52	17	4%	4%	69%	23%
South East Wales	14-15	9	50	100	40	5%	25%	50%	20%
	15-16	5	31	111	52	3%	16%	56%	26%
	16-17	5	18	111	60	3%	9%	57%	31%

Step 1 - Secondary		Number of Schools				Percentage of Schools			
		Group 4	Group 3	Group 2	Group 1	Group 4	Group 3	Group 2	Group 1
Caerphilly	14-15	5	6	2	1	36%	43%	14%	7%
	15-16	1	11	1	1	7%	79%	7%	7%
	16-17	0	11	2	1	0%	79%	14%	7%
South East Wales	14-15	10	14	10	3	27%	38%	27%	8%
	15-16	3	22	6	4	9%	63%	17%	11%
	16-17	3	19	8	5	9%	54%	23%	14%

Step 2 – Secondary		Number of Schools				Percentage of Schools			
		D	C	B	A	D	C	B	A
Caerphilly	14-15	0	11	2	1	0%	79%	14%	7%
	15-16	1	9	4	0	7%	64%	29%	0%
	16-17	1	3	9	0	8%	23%	69%	0%
South East Wales	14-15	0	25	11	1	0%	68%	30%	3%
	15-16	3	18	14	1	8%	50%	39%	3%
	16-17	6	9	17	4	17%	25%	47%	11%

Step 3 – Secondary		Number of Schools				Percentage of Schools			
		Red	Amber	Yellow	Green	Red	Amber	Yellow	Green
Caerphilly	14-15	3	8	2	1	21%	57%	14%	7%
	15-16	2	9	3	0	14%	64%	21%	0%
	16-17	1	6	6	0	8%	46%	46%	0%
South East Wales	14-15	5	19	10	3	14%	51%	27%	8%
	15-16	6	18	11	1	17%	50%	31%	3%
	16-17	6	12	15	3	17%	33%	42%	8%

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LA schools currently in any Estyn follow-up category

Phase	School	Date of last inspection	Date report published	Follow-up status of last inspection
Primary	Ty Sign Primary*	Nov-15	Jan-16	Estyn monitoring
Primary	Pantside Primary*	Feb-16	Apr-16	Estyn monitoring
Primary	Park Primary	Apr-15	Apr-15	Significant improvement
Primary	St James Primary*	May-16	Jul-16	Estyn monitoring
Primary	The Twyn School	Jul-16	Sep-16	LA monitoring

Phase	School	Date of last inspection	Date report published	Follow-up status of last inspection
Secondary	Lewis Girls Comprehensive	Nov-14	Nov-14	Estyn monitoring
Secondary	Blackwood Comprehensive	Nov-15	Jan-16	Estyn monitoring
Secondary	Ysgol Gyfun Cwm Rhymni	Apr-16	Jul-16	LA monitoring

Pupil outcomes

A high-level analysis of pupil outcomes for the Local Authority indicates that the following aspects require improvement over the next phase of the Business Plan:

Focus for 2016-2017

- Attendance
- Efsm
- Raising standards KS 4
- Continuing development of 21st schools
- ALN review
- EOTAS review

Schools requiring Improvement 2016-2017 (Amber and Red Overall Categories of support)

The information below indicates the additional support that will be given to schools in the overall category of Amber or Red in the Local Authority in the academic year 2016-2017. The support is in line with the guidance within the National Categorisation System and within the SEWC Intervention Framework 2016-2017. Each of these schools will have a detailed Intervention or Support Plan, the progress each school makes over the next academic year will be captured through regular Education Improvement Boards (EIBs) or Intervention Meetings.

Schools requiring Amber levels of support	Schools requiring Red levels of support
Cwmcarn Primary	Park Primary
Pontlloftyn Primary	St James Primary
Upper Rhymney Primary	Cwmcarn High
Bedwas High	Pantside Primary
Heolddu Comprehensive	
P 2016-17 38 D A F I L Y L E G A L D O C U M E N T	
Swyn High	
Lewis Girls	
Rhymney Comprehensive	
St Cenydd Comprehensive	
Glanynant PRU	

Local Authority specific activity financial year 2017-2018

The section below indicates additional school improvement activity that will be undertaken in the Local Authority through this financial year (2017-2018). The additional activity is linked to specific need arising from pupil outcomes.

A detailed programme delivery plan is available. Progress towards each of the additional interventions will be measured at the end of each term.

Nature of Additional Activity	Excepted Outcomes
<ul style="list-style-type: none"> • Bedwas High School • Tyn Y Wern Primary • Graig Y Racca Primary • St Helen's RC Primary • Bedwas Infant • Bedwas Junior • Machen Primary <p>2 3 6</p> <p>To develop the role of the deputy head teacher in working collaboratively with primary Deputy Head colleagues across the cluster and Bedwas Deputy, Yr 7 lead, Transition and MAT lead.</p> <p>This Peer Working Project would allow release time for deputies from all schools in the cluster to share best practice, undertake learning walks across each school and monitor the quality and standards of books, with a focus on writing, planning and the learning environment.</p> <p>Developing this capacity amongst the deputies, with support from the head teachers will raise standards in all schools and support the secondary school in the process.</p> <p>The deputy heads are best placed to implement curriculum reform across the schools, sharing the expertise of the group (Pioneer</p>	<ul style="list-style-type: none"> • Impact on KS 3 curriculum working with primary colleagues from New Deal and Curriculum Pioneer Primary Schools • Shared approaches to KS2 – KS3 Pedagogy and AFL strategies • Closer tracking of pupils between KS2 & KS3 • Focused supported transition for vulnerable groups, eFSM, LAC, EAL • Shared approach to supporting and challenging More Able and Talented Pupils. • A more focused use of Iris software • An improvement in standards in all schools • 6 weekly meeting with deputy group to monitor progress

schools, Creative Lead schools etc) will inform future decisions. Training has already been organised in the form of an inset day, across the cluster to consider the DCF.

The model for transition can be shared across the authority.

LA Strategic lead and EAS to meet with the group to write the action plan and meet half termly to review actions and progress,

Funding: 21.5K through LA annex

DRAFT

The content of this LA Annex has been agreed by:

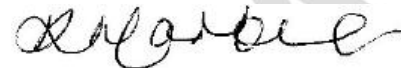
LA Director / Chief Education Officer:

Mrs. Keri Cole

Cabinet Member for Education:

Cllr Derek Havard

EAS Managing Director



Ms. Debbie Hartevelde

DRAFT

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CABINET – 21ST JUNE 2017

**SUBJECT: NATIONAL NON-DOMESTIC RATE RELIEF GRANT FUNDING – WG
'HIGH STREET RATE RELIEF' SCHEME 2017/18**

REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND S151 OFFICER

1. PURPOSE OF REPORT

- 1.1 The Welsh Government (WG) Cabinet Secretary for Finance and Local Government has announced a new temporary national non-domestic rate (NNDR), also known as business rate, 'High Street Rate Relief Scheme' for the financial year 2017-2018 only. Relief granted by the Authority under this new scheme is to be reimbursed by WG by way of a specific cash-limited grant but, before any relief is awarded, the Authority must consider and adopt the new scheme. Approval is therefore sought to adopt the new retail relief scheme in accordance with the guidance set out at Appendix 1.

2. SUMMARY

- 2.1 This report gives details of a new rate relief scheme offered by WG and attaches at Appendix 1 details of the new Scheme. Adoption of the new scheme as set out at Appendix 1 is obligatory because WG has prescribed the details for the scheme. The Authority must formally adopt the new scheme set out in the guidance at Appendix 1 in order to obtain the WG grant funding.

3. LINKS TO STRATEGY

- 3.1 This grant-funded initiative aims to provide support for eligible high street retail businesses in Wales affected by the recent rating revaluation. This is linked to the Anti-Poverty Strategy and the Prosperous theme from the Caerphilly Delivers - Single Integrated Plan.
- 3.2 Maximising the take-up of business rate relief to support businesses where possible contributes to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015:-
- A prosperous Wales
 - A resilient Wales
 - A more equal Wales
 - A Wales of cohesive communities

4. THE REPORT

- 4.1 WG has announced the 'High Street Rate Relief Scheme' 2017-2018 (the Scheme). It is intended that the relief under the Scheme will be made available subject to the Authority adopting the new Scheme as set out in the guidance at Appendix 1 and accepting the final grant offer.

- 4.2 The Scheme aims to provide support for eligible high street retail businesses by offering up to £500 discount on the business rate bill per property for Tier 1 eligible properties and up to £1,500 per property for Tier 2 eligible properties for the financial year 2017-2018, subject to State Aid limits. The provisional funding allocation for the Scheme in respect of this Authority was originally £165k, however, WG later requested revised estimates from each local authority and this Authority's revised estimate is £255k. WG is now determining final funding allocations based on the revised estimates; once this has been done WG will issue grant funding offer letters to each local authority.
- 4.3 Relief is to be provided under Section 47 of the Local Government Finance Act 1988 in accordance with the criteria and conditions specified in the guidance set out at Appendix 1 of this report.
- 4.4 Appendix 1 is a guidance document issued by WG which in effect prescribes the detailed criteria and conditions for the Scheme.
- 4.5 In order to qualify for this rate relief, the guidance states that it will be for local authorities to determine how they wish to administer the Scheme. WG believes this rate relief could be applied directly to eligible ratepayers' bills; however, if this path were to be followed, the guidance sets out a substantial amount of text which it recommends should be incorporated into an award letter/form addressed to each eligible ratepayer setting out the State Aid implications. Furthermore, if an eligible ratepayer believes he or she is not entitled to receive this relief, a declaration within the letter/form must be signed and returned to the Authority.
- 4.6 The process outlined in point 4.5 has several disadvantages that were highlighted when officers from this Authority met with colleagues from Rhondda Cynon Taff, Merthyr Tydfil and Blaenau Gwent County Borough Councils with a view to establishing a common approach on how best to administer the Scheme which in turn should lead to consistency among the Councils. Compared to a direct award, an application-based scheme would ensure that the actual use of the property would be confirmed in writing by the ratepayer (point 16 of the WG guidance refers to 'a test on use rather than occupation'); secondly, a declaration regarding State Aid could be incorporated into the application form and thirdly, relying on applications rather than directly awarding relief should minimise the chances of potentially eligible ratepayers missing out on this Scheme. Consequently, it was unanimously agreed that officers from each local authority present at the meeting would recommend to their respective Members that application forms should be issued to all known eligible ratepayers.
- 4.7 Members may be aware that application forms were issued for two previous temporary business rate relief schemes administered during the 2015/16 and 2016/17 financial years, with follow-up reminder letters being issued some months later urging those ratepayers yet to apply to do so without further delay. It is intended that similar arrangements will be made for this scheme.
- 4.8 It is therefore proposed that each applicant will be required to complete an application form issued by the Authority relating to the Scheme; such application to be submitted to the Authority within the time periods detailed in the guidance.
- 4.9 Officers of the Authority will make the business community aware of the Scheme through its usual channels, such as its website, Town Centre Gazette and the 'Newsline' publication. In addition, the Authority will write to ratepayers that it considers may be eligible for relief under the Scheme to inform them about the availability of relief and to provide information on the application process. The Authority's Business Rate Team will therefore write to all eligible businesses enclosing the appropriate application form to try and maximise take-up of the Scheme.
- 4.10 Full details of the Scheme, including the qualifying criteria, are included in the guidance set out at Appendix 1.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 Effective financial management is a key element in ensuring that the Well-being Goals in the Well-being of Future Generations Act (Wales) 2015 are met. Maximising the take-up of business rate relief minimises the amount of rates payable by businesses which helps them to continue trading.

6. EQUALITIES IMPLICATIONS

- 6.1 An Equality Impact Assessment (EIA) screening has been completed in accordance with the Council's Strategic Equality Plan 2016-2020 and supplementary guidance and is set out in Appendix 2. No potential for unlawful discrimination and/or low level or minor negative impact has been identified. This screening was necessary because WG has not undertaken its own EIA. Each application will be dealt with on its own merits, but will follow the guidance set out in Appendix 1.

7. FINANCIAL IMPLICATIONS

- 7.1 There are no direct financial implications to the Authority as the Authority will be reimbursed by WG for any relief granted, provided it can evidence that the expenditure falls within the terms of the 'High Street Rate Relief Scheme' 2017-2018 grant offer.
- 7.2 Based on an initial assessment of qualifying businesses for the 'High Street Rate Relief Scheme' 2017-2018, this funding will be utilised for circa 443 businesses. These figures are subject to change due to the daily amendments made to the Authority's rating list.

8. PERSONNEL IMPLICATIONS

- 8.1 Regarding the 'High Street Rate Relief Scheme' 2017-2018, a small administration grant of £2,073.04 is offered by WG in respect of the work undertaken to deliver the scheme.

9. CONSULTATIONS

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

10. RECOMMENDATIONS

- 10.1 Subject to the final grant funding offer being received, it is recommended that, Cabinet adopts, with immediate effect, the 'High Street Rate Relief Scheme' 2017-2018, in accordance with the guidance set out at Appendix 1 and the provisions of section 47(1)(a) and section 47(3) of the Local Government Finance Act 1988. The Interim Head of Corporate Finance will use his delegated powers to award the relief.
- 10.2 It is recommended for the reasons outlined in point 4.6 of this report that Cabinet adopts the proposal to require an application form to be properly completed by each eligible ratepayer for each qualifying property.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 To ensure that the Authority complies with the grant conditions in order to obtain and fully utilise the grant funding in respect of any rate relief awarded under the WG Scheme as detailed in the guidance set out at Appendix 1.

12. STATUTORY POWER

12.1 Local Government Finance Act 1988 and Local Government Act 1972, 2000 and 2003.

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Consultees: Nicole Scammell, Acting Director of Corporate Services and S151 Officer

Stephen Harris, Interim Head of Corporate Finance

Cllr. Barbara Jones, Deputy Leader & Cabinet Member for Finance, Performance and Governance

Gail Williams, Interim Head of Legal Services/Monitoring Officer

Anwen Rees, Senior Policy Officer (Equalities & Welsh Language)

Background Papers:

Contact Council Tax and NNDR Manager (ext. 3421)

Appendix 1: 'High Street Rate Relief - Guidance 2017-18'

Appendix 2: 'CCBC EIA HSRR 2017'



Llywodraeth Cymru
Welsh Government

Non-domestic Rates

High Street Rates Relief

Guidance

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Non-domestic Rates – High Street Rates Relief

Guidance

About this guidance

1. This guidance is intended to support local authorities in administering the High Street Rates Relief scheme (“the relief”) announced by the Cabinet Secretary for Finance and Local Government on 17 December 2016. This guidance applies to Wales only.
2. This guidance sets out the criteria which the Welsh Government will use to determine the funding for local authorities for relief provided to high street retail properties. The guidance does not replace any existing non-domestic rates legislation or any other relief.
3. Enquiries on the scheme should be sent to:
localtaxationpolicy@wales.gsi.gov.uk
4. The relief is being offered from 1 April 2017 and will be available until 31 March 2018.

Introduction

5. This relief is aimed at high street retailers in Wales, for example shops, pubs, restaurants and cafes – including those retailers which have seen their rates increase as a result of the 2017 revaluation undertaken by the independent Valuation Office Agency.
6. The Welsh Government will provide two tiers of non-domestic rates relief, of up to £500 (Tier 1) or up to £1,500 (Tier 2), to eligible high street retailers occupying premises with a rateable value of £50,000 or less in the financial year 2017-18, subject to State Aid limits.
7. This document provides guidance on the operation and delivery of the scheme.

Section 1

High Street Rates Relief

How will the relief be provided?

8. As this is a temporary measure, we are providing the relief by reimbursing local authorities that use their discretionary relief powers under section 47 of the Local Government Finance Act 1988. It will be for individual local authorities to adopt a scheme and decide in each individual case when to grant relief under section 47. The Welsh Government will then reimburse local authorities for the relief that is provided in line with this guidance via a grant under section 31 of the Local Government Act 2003.

How will the scheme be administered?

9. It will be for local authorities to determine how they wish to administer the scheme to maximise take-up and minimise the administrative burden for ratepayers and for local authority staff. Subject to State Aid considerations set out in paragraphs 28 to 32, the Welsh Government believes that this relief could be directly applied to eligible ratepayers' bills.
10. Local authorities are responsible for providing ratepayers with clear and accessible information on the details and administration of the scheme. If, for any reason, an authority is unable to provide this relief to eligible ratepayers from 1 April 2017, consideration should be given to notifying eligible ratepayers that they qualify for the relief and that their bills will be recalculated.
11. Local authorities will be asked to identify the total amount of relief provided under the scheme in their Non-Domestic Rates Return 3 (NDR3) return for data collection purposes only. A new line will be included in the NDR3 return for this.

Which properties will benefit from relief?

12. Properties that will benefit from this relief will be occupied high street properties such as shops, restaurants, cafes and drinking establishments, with a rateable value of £50,000 or less on 1 April 2017. More detailed eligibility criteria and exceptions to the relief are set out in paragraphs 15 to 19.
13. Two tiers of relief will be provided depending on the rateable value of the property, whether liability is increasing from 1 April 2017 as a result

of the revaluation and whether the business is already entitled to other Welsh Government support.

14. Relief should be granted to businesses as a one-off payment based on occupation as at 31 March 2017 (provided the same occupier continues to be in occupation on 1 April 2017). It is recognised that there may be some instances where a local authority is retrospectively notified of a change of occupier. In such cases, if it is clear that the occupier was in occupation on 1 April 2017, the local authority may use its discretion in awarding relief.

Tier 1 – lower level of support: £500 (or the total remaining liability if this is less than £500)

Eligible ratepayers will be high street retailers whose properties have a rateable value of between £6,001 and £12,000* for the financial year 2017-18 and who meet the following criteria:

- In receipt of Small Business Rates Relief (SBRR) on 1 April 2017; and / or
- In receipt of Transitional Relief on 1 April 2017.

*There will be a small number of ratepayers whose properties have a rateable value of £12,000 or above who are in receipt of Transitional Relief. These ratepayers will qualify for Tier 1 relief.

It is recognised that there may also be a small number of ratepayers whose properties have a rateable value of £12,000 who are not in receipt of Transitional Relief and who are on the very upper threshold of the SBRR taper and hence receive no SBRR relief. Such ratepayers will be eligible for Tier 1 relief.

Tier 2 – higher level of support: up to £1,500

Eligible ratepayers will be high street retailers whose property has a rateable value between £12,001 and £50,000 for the financial year 2017-18 and who meet the following criteria:

- Not in receipt of SBRR or Transitional Relief on 1 April 2017; and
- Have an increase in their liability on 1 April 2017 as a result of the 2017 Revaluation

15. It is intended that, for the purposes of this scheme, high street properties such as, “shops, restaurants, cafes and drinking establishments” will mean the following (subject to the other criteria in this guidance).

i. Hereditaments that are being used for the sale of goods to visiting members of the public

- Shops (such as florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off-licences, newsagents, hardware stores, supermarkets, etc)
- Opticians
- Pharmacies
- Post offices
- Furnishing shops or display rooms (such as carpet shops, double glazing, garage doors)
- Car or caravan showrooms
- Second hand car lots
- Markets
- Petrol stations
- Garden centres
- Art galleries (where art is for sale or hire)

ii. Hereditaments that are being used for the provision of the following services to visiting members of the public

- Hair and beauty services
- Shoe repairs or key cutting
- Travel agents
- Ticket offices, eg. for theatre
- Dry cleaners
- Launderettes
- PC, TV or domestic appliance repair
- Funeral directors
- Photo processing
- DVD or video rentals
- Tool hire
- Car hire
- Cinemas
- Estate and letting agents

iii. Hereditaments that are being used for the sale of food and / or drink to visiting members of the public

- Restaurants
- Drive-through or drive-in restaurants
- Takeaways
- Sandwich shops
- Cafés
- Coffee shops
- Pubs
- Wine Bars

16. To qualify for the relief a hereditament listed in (i) to (iii) should be wholly or mainly used as a shop, restaurant, café or drinking establishment. This is a test on use rather than occupation. Therefore, hereditaments which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the relief.
17. The list set out above is not intended to be exhaustive as it would be impossible to list all the many and varied high street retail uses that exist. There will also be mixed uses. However, it is intended to be a guide for local authorities as to the types of uses that the Welsh Government considers for this purpose to be high street and retail. Local authorities should determine for themselves whether particular properties not listed are broadly similar in nature to those above and, if so, to consider them eligible for the relief. Conversely, properties that are not broadly similar in nature to those listed above should not be eligible for the relief.
18. As the grant of the relief is discretionary, local authorities may choose not to grant the relief if they consider that appropriate, for example where granting the relief would go against the local authority's wider objectives for the local area.

Types of hereditaments that are not considered to be eligible for the high street relief

19. The list below sets out the types of uses that the Welsh Government does not consider to be high street retail use for the purpose of this relief and would not be deemed eligible for the relief. However, it will be for local authorities to determine if hereditaments are similar in nature to those listed below and if they would not be eligible for relief under the scheme.
- i. ***Hereditaments that are being used wholly or mainly for the provision of the following services to visiting members of the public***
- Financial services (eg. banks, building societies, cash points, ATMs, bureaux de change, payday lenders, betting shops, pawn brokers)
 - Medical services (eg. vets, dentists, doctors, osteopaths, chiropractors)
 - Professional services (eg. solicitors, accountants, insurance agents, financial advisers, tutors)
 - Post office sorting office
 - Tourism accommodation, eg. B&Bs, hotel accommodation and caravan parks
 - Sports clubs
 - Children's play centres
 - Day nurseries
 - Outdoor activity centres

- Gyms
- Kennels and catteries
- Show homes and marketing suites
- Employment agencies

There are a number of further types of hereditaments which the Welsh Government believes should not be eligible for the high street relief scheme

ii. *Hereditaments with a rateable value of more than £50,000*

It is recognised there are some high street retail businesses with rateable value above the £50,000 relief threshold who are also experiencing increases in their rateable values as a result of the 2017 Revaluation. These properties will not be eligible for this relief. However, local authorities have the option to use their discretionary powers to offer discounts outside this scheme to such businesses if it is in the interests of the local community to do so.

iii. *Hereditaments that are not reasonably accessible to visiting members of the public*

If a hereditament is not reasonably accessible to visiting members of the public, it will be ineligible for relief under the scheme even if there is ancillary use of the hereditament that might be considered to fall within the descriptions in paragraph 15 (i), (ii) or (iii).

iv. *Hereditaments that are in out-of-town retail parks or industrial estates*

What constitutes a high street retailer will vary significantly across local authority areas and it is left to the discretion of authorities to determine this based on their local areas. However, hereditaments in out-of-town retail parks and industrial estates are not considered to constitute the high street for the purposes of this relief even if there is ancillary use of the hereditament that might be considered to fall within the descriptions in paragraph 15 (i), (ii) or (iii). As the grant of the relief is discretionary, it is for authorities to determine for themselves whether particular properties constitute a high-street retailer.

v. *Hereditaments that are not occupied*

Properties that are not occupied on 1 April 2017 should be excluded from this relief. However under the Empty Property Relief scheme, empty properties will receive a 100% reduction in rates for the first three months (and in certain cases six) of being empty.

vi. *Hereditaments that are in receipt of mandatory charitable rates relief*

These properties already receive mandatory charitable relief which gives an 80% reduction in liability and authorities may also choose to provide

discretionary charitable relief which can reduce the remaining liability to nil. As such, these properties will not be eligible for high street rate relief.

How much relief will be available?

20. The total amount of government funded relief available for each property for 12 months under this scheme is up to £500 for Tier 1 properties and up to £1,500 for Tier 2 properties.
21. This relief can be provided in addition to SBRR and Transitional Relief. The High Street Rates Relief should be applied against the net bill after these two reliefs have been applied. Any hardship or discretionary relief awarded by the local authority should be considered by the local authority once all other rates reliefs have been awarded.
22. The eligibility for the relief and the relief itself will be assessed and calculated on a daily basis. The following formula should be used to determine the amount of relief to be granted for a particular hereditament in the financial year:

Amount of relief to be granted = funding amount for Tier 1 or Tier 2 (delete as appropriate) x A/B

Where:

A is the number of days in the financial year that the hereditament is eligible for relief; and

B is the number of days in the financial year

23. When calculating the relief, if the net liability before High Street Rates Relief is £500 or less for Tier 1 or £1,500 or less for Tier 2, the maximum amount of this relief will be no more than the value of the net rate liability. This should be calculated ignoring any prior year adjustments in liabilities which fall to be liable on the day.
24. Ratepayers that occupy more than one property will be entitled to High Street Rates Relief for each of their eligible properties, subject to State Aid de minimis limits.

Changes to existing hereditaments including change in occupier

25. Eligibility for the relief will be calculated based on the circumstances of the property and ratepayer as at 1 April 2017. Changes to properties which occur after this date will have no impact on eligibility for this relief.
26. Empty properties becoming occupied after 1 April 2017 will not qualify for this relief.

27. If there is a change in occupier part way through the financial year, after relief has already been provided to the hereditament, the new occupier will not qualify for the relief.
28. This treatment is intended to simplify the administration of the scheme but also reflects that the relief is to help support those affected by the revaluation. It is assumed that the rateable values for properties being occupied after 1 April 2017 will have been known in advance of occupation and would have been taken into account prior to occupation.

State Aid

29. State Aid law is the means by which the European Union regulates state funded support to businesses. Providing discretionary relief to ratepayers is likely to amount to State Aid. High Street Rates Relief will be State Aid compliant where it is provided in accordance with the De Minimis Regulation (1407/2013).
30. The De Minimis Regulation allows an undertaking to receive up to €200,000 of De Minimis aid in a three-year period (consisting of the current financial year and the two previous financial years). Local authorities should familiarise themselves with the terms of this State Aid exemption, in particular the types of undertaking that are excluded from receiving De Minimis aid, the relevant definition of undertaking and the requirement to convert the aid into Euros.
31. To administer De Minimis it is necessary for the local authority to establish that the award of aid will not result in the undertaking having received more than €200,000 of De Minimis aid. Note that the threshold only relates to aid provided under the De Minimis Regulations (aid under other exemptions or outside the scope of State Aid is not relevant to the De Minimis calculation).
32. Section 3 of this guidance contains a sample De Minimis declaration which local authorities may wish to use. Where local authorities have further questions about De Minimis or other aspects of State Aid law, they should seek advice from their legal department in the first instance.
33. Desk instructions covering the administration of De Minimis schemes are available at:

<http://gov.wales/funding/state-aid/de-minimis-aid/?lang=en>

http://ec.europa.eu/competition/state_aid/legislation/de_minimis_regulation_en.pdf

Section 2 – Calculation examples

SBRR – Small Business Rates Relief

TR – Transitional Relief

HSRR – High Street Rates Relief

Example 1	£
Rateable Value in 2010	= 6,000
2010 Base liability @ 0.486	= 2,916
2010 liability after SBRR	= 0

Rateable Value in 2017	= 8,000
Base liability @ 0.499	= 3,992
Liability after SBRR	= 1,331
Liability after TR	= 333
Tier 1 HSRR	= 333
2017 liability after Tier 1 HSRR	= 0

Example 2	£
Rateable Value in 2010	= 9,000
2010 Base liability @ 0.486	= 4,374
2010 liability after SBRR	= 2,187

Rateable value in 2017	= 14,000
Base liability @ 0.499	= 6,986
Liability after SBRR	= 6,986
Liability after TR	= 3,387
Tier 1 HSRR	= 500
2017 liability after Tier 1 HSRR	= 2,887

Example 3	£
Rateable Value in 2010	= 15,000
2010 Base liability @ 0.486	= 7,290
2010 liability after SBRR	= 7,290

Rateable value in 2017	= 24,000
Base liability @ 0.499	= 11,976
Liability after SBRR	= 11,976
Liability after TR	= 11,976
Tier 2 HSRR	= 1,500
2017 liability after Tier 2 HSRR	= 10,476

Section 3 – State Aid

Sample paragraphs that could be included in letters to ratepayers about High Street Rates Relief for 2017-18

The Cabinet Secretary for Finance and Local Government announced on 16 February 2017 that relief of up to £1,500 will be provided to eligible occupied retail properties with a rateable value of £50,000 or less in 2017-18. Your current rates bill includes this High Street Rates Relief for 2017-18.

Awards such as High Street Rates Relief are required to comply with the EU law on State Aid¹. In this case, this involves returning the attached declaration to this authority if you have received any other De Minimis State Aid, including any other High Street Rates Relief you are being granted for premises other than the one to which this bill and letter relates, and confirming that the award of High Street Rates Relief does not exceed the €200,000 an undertaking² can receive under the De Minimis Regulations EC 1407/2013.

Please complete the declaration and return it to the address above. In terms of declaring previous De Minimis aid, we are only interested in public support which is De Minimis aid (State Aid received under other exemptions or public support which is not State Aid does not need to be declared).

If you have not received any other De Minimis State Aid, including any other High Street Rates Relief you are being granted for premises other than the one to which this bill and letter relates, you do not need to complete or return the declaration.

If you wish to refuse to receive the High Street Rates Relief granted in relation to the premises to which this bill and letter relates, please complete the attached form and return it to the address above. You do not need to complete the declaration. This may be particularly relevant to those premises that are part of a large retail chain, where the cumulative total of High Street Rates Relief received could exceed €200,000.

Under the European Commission rules, you must retain this letter for three years from the date on this letter and produce it on any request by the UK public authorities or the European Commission. (You may need to keep this letter longer than three years for other purposes). Furthermore, information on this aid must be supplied to any other public authority or agency asking for information on 'De Minimis' aid for the next three years.

1. Further information on State Aid law can be found at <https://www.gov.uk/state-aid>

2 An undertaking is an entity which is engaged in economic activity. This means that it puts goods or services on a given market. The important thing is what the entity does, not its status. Thus a charity or not for profit company can be undertakings if they are involved in economic activities. A single undertaking will normally encompass the business group rather than a single company within a group. Article 2.2 of the de minimis Regulations (Commission Regulation EC/ 1407/2013) defines the meaning of 'single undertaking'.

‘De Minimis’ declaration

Dear []

NON-DOMESTIC RATES ACCOUNT NUMBER: _____

The value of the non-domestic rates High Street Rates Relief to be provided to [name of undertaking] by [name of local authority] is £ [] (Euros []).

This award shall comply with the EU law on State Aid on the basis that, including this award, [name of undertaking] shall not receive more than €200,000 in total of De Minimis aid within the current financial year or the previous two financial years). The De Minimis Regulations 1407/2013(as published in the Official Journal of the European Union L352 24.12.2013) can be found at:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:352:0001:0008:EN:PDF>.

Amount of De Minimis aid	Date of aid	Organisation providing aid	Nature of aid
€	1 April 2017 – 31 March 2018	Local authorities (for the High Street Rates Relief total, you do not need to specify the names of individual authorities)	High Street Rates Relief

I confirm that:

1) I am authorised to sign on behalf of _____ [name of undertaking]; and

2) _____ [name of undertaking] shall not exceed its De Minimis threshold by accepting this High Street Rates Relief.

SIGNATURE:

NAME:

POSITION:

BUSINESS:

ADDRESS:

DATE:

Refusal of High Street Rates Relief form

Name and address of premises	Non-domestic rates account number	Amount of High Street Rates Relief

I confirm that I wish to refuse High Street Rates Relief in relation to the above premises.

I confirm that I am authorised to sign on behalf of _____ [name of undertaking].

SIGNATURE:

NAME:

POSITION:

BUSINESS:

ADDRESS:

DATE:

EQUALITY IMPACT ASSESSMENT FORM

April 2016

THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

NAME OF NEW OR REVISED PROPOSAL *	Welsh Government High Street Rates Relief Scheme 2017/18
DIRECTORATE	Corporate Services
SERVICE AREA	Corporate Finance – Business Rates
CONTACT OFFICER	John Carpenter
DATE FOR NEXT REVIEW OR REVISION	Not applicable as one-off scheme

***Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

INTRODUCTION

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The form should be used if you have identified a need for a full EIA following the screening process covered in the [Equalities Implications in Committee Reports](#) guidance document (available on the [Equalities and Welsh Language Portal](#) on the Council's intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the [Equalities and Welsh Language Objectives and Action Plan 2016-2020](#).

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the [Equalities and Welsh Language Portal](#) and the Council's Equalities and Welsh Language team can offer support as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The Welsh Government (WG) has decided to fund a High Street Rate Relief Scheme from 1 April 2017 to 31 March 2018 which is aimed at helping certain business rate payers facing an increase in their rate liability as a result of the recent rating revaluation carried out by the Valuation Office Agency (part of Her Majesty's Revenue and Customs). WG has not carried out an equality impact assessment (EIA), hence the need for this assessment.</p> <p>WG is offering specific grant funding to each local authority in Wales and has issued a Guidance document which contains the requirements that need to be followed in administering the scheme. This rate relief scheme has to be adopted by each local authority wishing to award the relief and in this Authority's case a report is to be taken to Cabinet proposing the adoption of the WG scheme.</p>
2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i></p> <p>If this proposal is adopted, it will affect certain business rate payers that would otherwise have had to pay a higher amount in business rates for the financial year 2017/18.</p> <p>A ratepayer may apply for relief of up to £500 (Tier 1) or up to £1,500 (Tier 2) on a business rates bill for the financial year 2017/18 if they are an eligible high street retailer occupying qualifying premises with a rateable value of £50,000 or less on 1 April 2017, subject to State Aid limits.</p> <p>Properties that benefit from the relief will be occupied high street properties and must be wholly or mainly being used as a shop, restaurant, café or drinking establishment that is wholly or mainly providing a service to visiting members of the public (properties must be reasonably accessible to the public).</p> <p>Two tiers of relief are provided depending on the rateable value of the property, whether liability has increased on 1 April 2017 as a result of the rating revaluation and whether the business is already entitled to other Welsh Government support.</p> <p>Tier 1 Relief – £500 (or the total remaining amount payable if this is less than £500)</p> <p>Eligible ratepayers are high street retailers whose properties have a rateable value of between £6,001 and £12,000* for the financial year 2017/18 who are:</p> <ul style="list-style-type: none">• Receiving Small Business Rate Relief on 1 April 2017; and/or• Receiving Transitional Rate Relief on 1 April 2017.

*A small number of ratepayers occupying properties with a rateable value of £12,000 or above who are receiving Transitional Rate Relief will qualify for Tier 1 relief where their use of the property and any other WG conditions are satisfied by properly completing and returning an application form.

Tier 2 Relief – £1,500 (or the total remaining amount payable if this is less than £1,500)

Eligible ratepayers are high street retailers whose properties have a rateable value of between £12,001 and £50,000 for the financial year 2017/18 who:

- Are not receiving Small Business Rate Relief or Transitional Rate Relief on 1 April 2017; and
- Have an increase in their rate liability on 1 April 2017 due to the 2017 revaluation.

WG has also laid down other conditions in its Guidance document, in particular:

- The amount of relief will be limited to the amount of rates actually payable.
- If a property is occupied after 1 April 2017 the ratepayer will not be eligible for this relief.
- If a property is vacated after 1 April 2017 the amount of relief will be reduced proportionately.
- Ratepayers occupying more than one property may apply for High Street Rate Relief on each of their eligible properties, subject to State Aid limits.
- Properties already receiving mandatory charitable rate relief are not eligible for High Street Rate Relief.
- State Aid 'de minimis' rules apply.

IMPACT ON THE PUBLIC AND STAFF

<p>3</p>	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Those ratepayers that may be eligible to apply for this relief will be sent an application form. Officers of the Authority will make the business community aware of the WG Scheme through its usual channels, such as its website, Town Centre Gazette and the 'Newslines' publication.</p>
	<p>Actions required:</p> <ul style="list-style-type: none"> • Issue an application form to ratepayers that appear to be eligible to apply for this relief; • Publicise the WG Scheme through the Council's usual channels.
<p>4</p>	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>The proposal is not aimed at a specific group within the eligible ratepayer group. No evidence has been identified to suggest that the WG scheme would have a differential impact on this group.</p> <p>The WG scheme proposal will assist those eligible ratepayers that properly complete and return the relevant application form within the time scales determined by WG, irrespective of people's disability, race, gender, sexuality, age, language, and religion/belief.</p>
	<p>Actions required:</p> <p>None.</p>

5	<p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal)</i></p> <p>The Council is required to ensure it complies with requirements under the Welsh Language Standards. The duties which come from the standards mean that organisations should not treat the Welsh language less favourably than the English language, together with promoting and facilitating the use of the Welsh language (making it easier for people to use in their day-to-day-lives).</p>
	<p>Actions required: None</p>

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available?</p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>All ratepayers (service users) who appear to the Council to be eligible to apply for relief under the WG scheme will be identified by data analysis of the business rates database to ensure take-up of the assistance available under the scheme is maximised. Beyond this, no detailed analysis has been undertaken.</p>
	<p>Actions required:</p> <p>Eligible ratepayers to be identified in accordance with the WG scheme requirements.</p>

CONSULTATION

7	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>WG developed this rate relief scheme and has laid down guidance containing various criteria which must be satisfied; therefore the Council was not at liberty to carry out a consultation on its development.</p> <p>The Council's Senior Policy Officer (Equalities and Welsh Language) has been consulted and the Equalities Consultation and Monitoring Guidance considered.</p>
	<p>Actions required:</p> <p>None.</p>

MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>As this is a WG scheme, the Council will be required to provide certain information to WG about the number of ratepayers receiving this relief and the amount of relief awarded. This information may be used by WG to inform future policy decisions regarding the provision of this type of rate relief.</p>
	<p>Actions required:</p> <p>None.</p>

<p>9</p>	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>As above, WG may use information reported to them by each local authority to inform future policy decisions regarding the provision of this type of rate relief.</p> <p>No evidence has been identified to suggest that the implementation of this WG scheme would have a differential impact on this group.</p>
	<p>Actions required:</p> <p>No actions required, as the proposal does not impact all sections of the community.</p>

<p>10</p>	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No</p>
	<p>Actions required:</p> <p>None</p>

11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>N/A</p>
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12	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>It will be used to support the proposal to adopt the WG scheme going before Cabinet in June 2017.</p>
	<p>Actions required:</p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed by:	John Carpenter
Date:	May 2017
Position:	Council Tax & NNDR Manager
Name of Head of Service:	Stephen Harris



CABINET – 21ST JUNE 2017

SUBJECT: WELSH LANGUAGE STANDARDS ANNUAL REPORT 2016-2017

REPORT BY: CORPORATE DIRECTOR, SOCIAL SERVICES

1. PURPOSE OF REPORT

- 1.1 To inform members and seek their endorsement of the progress made during the financial year 2016-2017 against four specific areas of Welsh language work, as required under the regulatory framework for implementing the Welsh Language Standards.
- 1.2 The report will then be published online by the deadline date of 30th June 2017, as required by Welsh Language Standard 158.

2. SUMMARY

- 2.1 The Council has a statutory duty to produce an annual monitoring report on implementing Welsh Language issues under current legislation.
- 2.2 The information required for 2016-2017 covers four required key areas.

3. LINKS TO STRATEGY

- 3.1 Welsh language is a crosscutting theme of the Well-being Goals within the Well-being of Future Generations Act (Wales) 2015 and impacts on every Council policy, function and procedure, covering those aimed at the public and internal policies covering the Council's staff members. The report contributes to the following Well-being Goals:
 - A more equal Wales
 - A Wales of cohesive communities
 - A Wales of vibrant culture and thriving Welsh language
- 3.2 The Strategic Equality Plan 2016-2020, which includes Welsh language and compliance with the Welsh Language Standards as a strategic equality objective in its own right, has direct links with a number of other current policies and strategies, both within the Council and in terms of partnership working.
- 3.3 There are also Welsh Government strategies or regulations that the Council's Welsh Language work links to, including "**Mwy Na Geiriau / More Than Words**" (the National Health and Social Care Welsh Language Strategy) and "**A living language: a language for living**" (Welsh Government's Welsh language strategy 2012 to 2017).

4. THE REPORT

- 4.1 A Welsh Language Standards Annual Report must be published by the 30th June each year.

- 4.2 The annual report for the 2016-2017 financial year is expected, in accordance with the regulatory framework, to only publish information on four main areas of work.
- 4.3 The annual report therefore presents data on the required indicators in compliance with the Standards shown below:

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

- 4.4 In summary the annual report highlights the following performance information;
- The number of complaints received reduced. However, we received 5 formal Welsh Language Commissioner Investigations.
 - 304 vacancies were categorised as Welsh desirable, with 4 being identified as Welsh essential.
 - Training figures remain consistent with previous years, with 59 learners.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 This report contributes to the Well-being Goals as set out in the Links to Strategy above in particular the responsibility placed on public bodies to contribute to a more equal Wales, a Wales of cohesive communities and a Wales of vibrant culture and thriving Welsh language. It is consistent with the five ways of working as set out in the sustainable development principle in the Act.

6. EQUALITIES IMPLICATIONS

- 6.1 Full Equalities and Welsh Language assessments and consultation were undertaken on the Strategic Equality Plan as it was being developed; therefore no full assessment has been made on this annual report. The report is an assessment of progress made by the Council.

7. FINANCIAL IMPLICATIONS

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

8. PERSONNEL IMPLICATIONS

- 8.1 There are no personnel implications to this report, although this continues to be reviewed as the work of implementing the Welsh Language Standards progresses. This is relevant to section 4 of the annual report, which focuses on Recruiting to Empty Posts.

9. CONSULTATION

- 9.1 The report is based on data gathered across the service areas on implementing the Welsh Language Standards during 2016-2017. A number of the officers shown at the end of this report as consultees contributed specific reporting information for the annual report.

10. RECOMMENDATIONS

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

11. REASONS FOR RECOMMENDATIONS

- 11.1 By gathering all the required information together into this report from the Council's service areas and from partnership working, and then publishing them, the Council is ensuring that it complies with its statutory duties under current Welsh Language legislation.

12. STATUTORY POWER

- 12.1 Welsh Language Standards (No.1) Regulations 2015, Welsh Language (Wales) Measure 2011.

Author	Anwen Rees, Senior Policy Officer (Equalities and Welsh Language) Ext 4404 reesma@caerffili.gov.uk
Consultees	Dave Street (Corporate Director – Social Services) Rob Hartshorn (Head of Public Protection) Cllr Barbara Jones (Deputy Leader and Cabinet Member for Finance, Performance and Governance) Kathryn Peters (Corporate Policy Manager) Gail Williams (Interim Head of Legal Services / Monitoring Officer) Tim Jilg (Equalities Training and Promotion Officer) Sue Christopher (Human Resources) Ian Joynes (Human Resources) Ros Roberts (Performance Manager)

Background Papers:

Strategic Equality Plan 2016-2020

Equalities and Welsh Language Objectives and Action Plan 2016-2020

Various Guidance Documents

(These are available electronically for information on the Intranet Portal and on relevant pages at www.caerphilly.gov.uk/equalities)

Appendices:

Appendix 1 - Welsh Language Standards Annual Report 2016-2017

Welsh Language Standards Annual Report 2016 - 2017

Prepared in accordance with the requirements of the



Comisiynydd y
Gymraeg
Welsh Language
Commissioner

30th June 2017

A greener place
Man gwyrddach

Page 75



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Introduction

This annual monitoring report for 2016-2017 covers the four areas required of it under the regulatory framework and demonstrates the Council's ongoing commitment to providing bilingual services to the public and staff members.

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

The Council's 5th Welsh Language Scheme came to an end on 31st March 2016 and has been replaced by a commitment in the Council's updated Strategic Equality Plan 2016-2020. Four of the Strategic Equality Objectives explicitly include Welsh language issues, namely:

Strategic Equality Objective 4	-	Improving Communication Access
Strategic Equality Objective 6	-	Compliance with the Welsh Language Standards
Strategic Equality Objective 10	-	Diversity in the Workplace
Strategic Equality Objective 11	-	Corporate Compliance

The Council's Cabinet and Corporate Management Team have been actively involved in discussions and debates around the implementation of the Welsh Language Standards since January 2014 and have received a number of reports and presentations in order to keep them fully informed of progress prior to the final Compliance Notice date of 23rd January 2017.

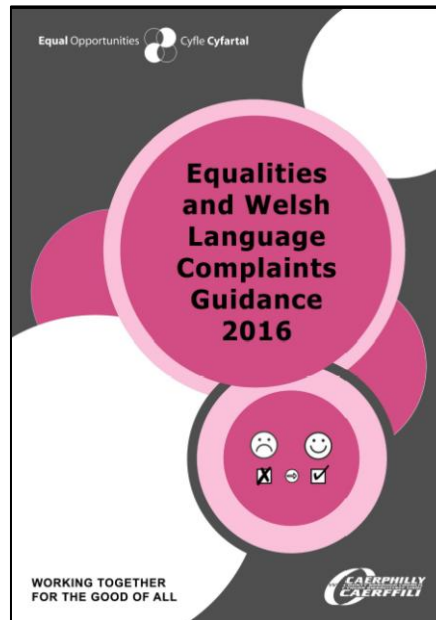
This annual report will be published online by the 30th June 2017.

It is also available to download in pdf format on the Council's website on the dedicated Welsh Language page at www.caerphilly.gov.uk/equalities.

**This report is available in Welsh, and in other languages or formats on request.
Mae'r adroddiad hwn ar gael yn Gymraeg, ac mewn ieithoedd neu fformatau eraill ar gais.**

1. Complaints from the Public

The Council's **Strategic Equality Objective 11 – Corporate Compliance** commits the Council to monitoring Equalities and Welsh Language complaints, and staff guidance has been issued on the staff Portal and the external website giving details of how staff should deal with these issues.



During 2016-2017, there have been **17** instances recorded with **12** of these being classed corporately as service requests. However **5** of those were categorised as Welsh Language complaints. The information overleaf is in summary to maintain the anonymity of those making the complaint.

Equalities and Welsh language complaints data (when relevant) form part of the quarterly reporting to the Audit Committee as part of the Corporate Complaints process, and the Senior Policy Officer (Equalities and Welsh Language) is a part of the Learning From Complaints Group that meets quarterly to discuss specific and cross-cutting complaints.

General Definitions

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

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

Complaints by Directorate

DIRECTORATE	WELSH LANGUAGE
Chief Executive	0
Corporate Services	1
Communities	4*
Social Services	1*
TOTALS	5

* One of the complaints covered two Directorates

Complaint Themes and Timescales

All **5** Welsh language complaints relate to breaches of the Welsh Language Standards from failing to provide information or signage bilingually to treating the Welsh language less favourably than the English. The **5** complaints received, **4** were dealt with within 10 days and **1** took 17 days to respond to.

The corporate target for responding in full to a complaint is 20 working days, therefore the overall performance shown here is very good. Every Welsh Language complaint was dealt with in the corporate target timescale.

Welsh Language Commissioner Investigations

During the first full year since the implementation of the Welsh Language Standards, we received **5** Welsh Language Commissioner Investigations, details of which are listed below;

CSG46

DETAILS OF INVESTIGATION	OUTCOME
<p>The Welsh Language Commissioner received a complaint from a member of the public alleging;</p> <ul style="list-style-type: none"> the incorrect spelling of the word rhenti was used instead of rhentu on social media. Both spellings are correct but have different meanings translation of a hashtag used on our Facebook page was incorrect the Welsh translation of a sign erected in one of our leisure centres was incorrect 	<ul style="list-style-type: none"> Standard 58 – failed as the Council has treated the Welsh language less favourably than the English. No further action due to human typographical error. Standard 63 – did not fail the Standards – translation was correct in both instances

CSG64

DETAILS OF INVESTIGATION	OUTCOME
<p>The Welsh Language Commissioner received a complaint from a member of the public alleging;</p> <ul style="list-style-type: none">• we had failed the Standards by erecting English only street name signs	<ul style="list-style-type: none">• Determined that the investigation could not continue because we are not duty bound to comply when there is another piece of legislation (Public Health Act 1925) in place which states we do not have to erect street name signs in Welsh and English

CSG83

DETAILS OF INVESTIGATION	OUTCOME
<p>The Welsh Language Commissioner received information regarding possible failure to comply with the Standards;</p> <ul style="list-style-type: none">• in relation to the provision of swimming lessons in Welsh	<ul style="list-style-type: none">• This investigation continued under a new investigation reference number as CSG83 was sent to most local authorities in Wales

CSG122

DETAILS OF INVESTIGATION	OUTCOME
<p>The Welsh Language Commissioner pursued CSG83 under CSG122 which related to;</p> <ul style="list-style-type: none">• the provision of Swimming lessons in Welsh by Caerphilly Council	<ul style="list-style-type: none">• It was determined that Caerphilly Council had failed 2 of the 3 relevant Standards• Standard 81 – failed on the grounds that swimming lessons provided in Welsh were advertised in English only• Standard 84 – failed on the basis that the Council doesn't provide swimming lessons in Welsh at all levels, but they are available in English• Standard 86 – did not fail as no education courses in relation to swimming lessons had been developed since the imposition date of the Standards

CSG176

DETAILS OF INVESTIGATION	OUTCOME
<p>The Welsh Language Commissioner received a complaint alleging failure to comply with Welsh Language Standards;</p> <ul style="list-style-type: none">• In relation to the website www.caerphillyasks.org.uk	<ul style="list-style-type: none">• This investigation is currently ongoing

2. Staff Language Skills

The ability to record Welsh language issues in terms of staff data and analysis is an integral part of the payroll system within Caerphilly County Borough Council. Financial year-end figures to 31st March 2017 are shown below and overleaf.

Compared with last year, the numbers of recorded Welsh speakers has dropped, though the percentage of Welsh speakers is only slightly lower – this difference is due to the fact that the overall numbers of Council staff has dropped since the same period last year.

LINGUISTIC PROFILE OF WORKFORCE: WELSH LANGUAGE ABILITY BY SERVICE AREA AND FLUENCY AS AT 31st MARCH 2017

i) OVERALL STAFF FIGURES

	Total Staff	Welsh Speakers	%
<i>Corporate Services</i>			
Corporate Finance	132	12	9.09
Human Resources	107	6	5.61
Information & Citizen Engagement	101	7	6.93
Legal & Governance	59	7	11.86
Property Services	60	5	8.33
Procurement Services	67	9	13.43
Total	531	46	8.66
<i>Directorate of Social Services</i>			
Adult Services	1,115	42	3.77
Business Support	29	3	10.34
Children's Services	297	18	6.06
Public Protection	728	25	3.43
Total	2,176	87	4.00

	Total Staff	Welsh Speakers	%
<i>Communities</i>			
Community & Leisure Services	1,154	11	0.95
Engineering & Transport	247	8	3.24
Planning & Regeneration	395	36	9.11
Caerphilly Homes	523	42	8.03
<i>Total</i>	2,284	95	4.16
<i>Directorate of Education & Lifelong Learning</i>			
Learning, Education & Inclusion	424	90	21.23
Lifelong Learning & Planning & Strategy	440	46	10.45
Schools	3,544	91	2.57
<i>Total</i>	4,365	223	5.11
<i>COUNCIL TOTALS</i>	8,767	436	4.97

NOTES

- As with previous reports, the figures in **B i)** above are the total number of people per directorate who have completed the Linguistic Skills form noting Welsh Language skills.
- The figures shown in **B ii)** to **B v)** that follow refer to levels of fluency of Welsh speakers per service area and cannot be compared directly with the totals shown in **B i)** because for example, in Corporate Finance (the second section below in **B ii)** the "Quite Well" column refers to a staff member who can read, speak, understand and write quite well, not 3 different members of staff.
- Since the introduction of the Welsh Language Standards and the ongoing low numbers recorded on the system, CCBC's Human Resources Department will be conducting an Equalities and Welsh Language Staff Survey.

The survey will be circulated to all staff in June 2017 and the information collected will be used to update the numbers currently recorded on the iTrent Payroll System, along with a corporate drive to increase the figures held on iTrent in order to tackle this issue.

ii) CORPORATE SERVICES

Corporate Finance	Fluently	Quite Well	Moderately	A Little	Level Undisclosed
Reading	-	2	2	6	2
Speaking/Use	-	1	1	9	1
Understanding	-	-	3	9	-
Writing	-	-	2	8	2
Total Staff	12				

Human Resources	Fluently	Quite Well	Moderately	A Little	Level Undisclosed
Reading	-	3	-	2	1
Speaking/Use	1	2	-	3	-
Understanding	1	2	-	3	-
Writing	-	3	-	-	3
Total Staff	6				

IT & Citizen Engagement	Fluently	Quite Well	Moderately	A Little	Level Undisclosed
Reading	2	1	-	4	-
Speaking/Use	2	1	-	4	-
Understanding	3	-	-	4	-
Writing	3	-	-	4	-
Total Staff	7				

Legal & Governance	Fluently	Quite Well	Moderately	A Little	Level Undisclosed
Reading	-	2	1	3	1
Speaking/Use	-	2	1	3	1
Understanding	-	2	1	4	-
Writing	-	2	1	3	1
Total Staff	7				

Property Services	Fluently	Quite Well	Moderately	A Little	Level Undisclosed
Reading	1	-	-	4	-
Speaking/Use	1	-	1	3	-
Understanding	1	-	-	4	-
Writing	1	-	-	4	-
Total Staff	5				

Procurement	Fluently	Quite Well	Moderately	A Little	Level Undisclosed
Reading	1	1	2	2	3
Speaking/Use	1	1	1	5	1
Understanding	1	1	1	5	1
Writing	1	1	1	3	3
Total Staff	9				

iii) DIRECTORATE OF SOCIAL SERVICES

Adult Services	Fluently	Quite Well	Moderately	A Little	Level Undisclosed
Reading	10	11	5	13	3
Speaking/Use	10	6	10	15	1
Understanding	12	9	4	15	2
Writing	8	10	8	12	4
Total Staff	42				

Business Support	Fluently	Quite Well	Moderately	A Little	Level Undisclosed
Reading	1	-	-	2	-
Speaking/Use	-	-	1	2	-
Understanding	-	-	1	2	-
Writing	-	1	-	2	-
Total Staff	3				

Children's Services	Fluently	Quite Well	Moderately	A Little	Level Undisclosed
Reading	1	2	3	8	4
Speaking/Use	1	1	4	9	3
Understanding	1	1	4	12	-
Writing	1	1	4	6	6
Total Staff	18				

Public Protection	Fluently	Quite Well	Moderately	A Little	Level Undisclosed
Reading	6	2	3	10	4
Speaking/Use	6	1	2	14	2
Understanding	4	2	3	13	3
Writing	5	2	2	12	4
Total Staff	25				

iv) COMMUNITIES

Community and Leisure Services	Fluently	Quite Well	Moderately	A Little	Level Undisclosed
Reading	1	-	5	4	1
Speaking/Use	1	-	4	4	2
Understanding	1	-	4	5	1
Writing	1	-	4	4	2
Total Staff	11				

Engineering & Transport	Fluently	Quite Well	Moderately	A Little	Level Undisclosed
Reading	2	2	2	2	-
Speaking/Use	2	3	1	2	-
Understanding	2	3	1	2	-
Writing	2	1	3	2	-
Total Staff	8				

Planning & Regeneration	Fluently	Quite Well	Moderately	A Little	Level Undisclosed
Reading	5	4	4	21	2
Speaking/Use	5	3	3	24	1
Understanding	5	4	3	23	1
Writing	5	1	3	24	3
Total Staff	36				

Caerphilly Homes	Fluently	Quite Well	Moderately	A Little	Level Undisclosed
Reading	1	1	2	28	10
Speaking/Use	1	-	2	36	3
Understanding	1	1	3	34	3
Writing	1	1	1	26	13
Total Staff	42				

v) **DIRECTORATE OF EDUCATION & LIFELONG LEARNING**

Learning Education & Inclusion	Fluently	Quite Well	Moderately	A Little	Level Undisclosed
Reading	10	6	3	43	28
Speaking/Use	8	6	5	63	8
Understanding	8	8	4	66	4
Writing	7	7	4	40	32
Total Staff	90				

Lifelong Learning & Planning & Strategy	Fluently	Quite Well	Moderately	A Little	Level Undisclosed
Reading	4	-	8	26	8
Speaking/Use	4	1	7	32	2
Understanding	3	1	6	31	5
Writing	4	-	6	28	8
Total Staff	46				

Schools	Fluently	Quite Well	Moderately	A Little	Level Undisclosed
Reading	56	7	6	19	3
Speaking/Use	56	5	6	24	-
Understanding	22	6	7	20	36
Writing	55	5	7	20	4
Total Staff	91				

3. Welsh Medium Training Provision

By the current academic year 2016-2017, **1556** of the Council's staff and staff of partner organisations have now been on conversational Welsh classes ranging from taster courses for absolute beginners, up to and including 'A' level courses.

During the year in question, Caerphilly CBC also arranged conversational and awareness raising training for staff and staff from partner organisations, and the following table shows the numbers of staff involved:

COURSE OFFERED	NUMBER OF COURSES	CAERPHILLY	EXTERNAL
30 Week	31	45	-
2 Day Welsh Taster	7	14	31
10 Week Welsh Taster	1	4	17
Withdrawn	-	3	1

Caerphilly Staff Figures – 2001-2017

Academic Year	Year courses	Taster Courses	Total Learners	(Numbers withdrawn)
2001 – 2002	46	0	46	(0)
2002 – 2003	66	0	66	(11)
2003 – 2004	84	37	121	(17)
2004 – 2005	70	43	113	(15)
2005 – 2006	61	77	138	(10)
2006 – 2007	66	27	93	(12)
2007 – 2008	68	38	106	(7)
2008 – 2009	43	58	101	(9)
2009 – 2010	48	50	98	(13)
2010 – 2011	50	33	83	(1)
2011 – 2012	52	21	73	(2)
2012 – 2013	52	22	74	(3)
2013 – 2014	61	142	203	(16)
2014 – 2015	56	58	114	(13)
2015 – 2016	40	28	68	(14)
2016 - 2017	45	14	59	(3)
TOTALS	908	648	1556	(146)

The 2 day Welsh courses are run as a collaboration with several other South East Wales authorities and organisations. They meet monthly as **Grŵp Deddf** and have been running these courses annually for several years and always prove to be very popular and successful.

A new 10 Week Welsh Course has been developed and tailored for staff working in the Contact Centre to ensure that in providing a service to the public they also meet the requirements of the Welsh Language Standards. Further courses are currently being tailored for staff working on Reception in Penallta House, 6 main libraries, 4 main leisure centres, Caerphilly Visitor Centre, Llancaiach Fawr and the Registration Service at Penallta House.

On the basis of the requirements of the Standards, no courses were offered through the medium of Welsh due to the nature of the courses that were delivered, therefore there are no staff figures to record. The above information is published here to provide continuity with previous reports.

4. Recruiting to Empty Posts

The number of new and vacant posts advertised since 30th March 2016 categorised as posts where:

- (i) Welsh language skills were essential

4

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

11

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

- (iii) Welsh language skills were desirable,

304

- (iv) Welsh language skills were not necessary

302 including school vacancies

The Welsh Language Skills assessments in relation to vacancies/new posts has been in line with Standard 136, and have been recorded since October 2016. All vacant or new posts must have a Welsh language skills assessment and all posts are advertised as **Welsh desirable** as a standard requirement, and that the assessment will consider whether that needs to change to **Welsh essential**.

The assessment and supporting evidence then forms part of the business case that is necessary to gain permission to fill a vacant post or create new ones.



CABINET – 21ST JUNE 2017

SUBJECT: FOOD STANDARDS AGENCY REPORT ON THE CAERPHILLY FOOD LAW ENFORCEMENT SERVICES

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

-
- 1.1 The attached report was considered by Health, Social Care and Wellbeing Scrutiny Committee on 21st March 2017. Members were presented with the findings of an audit conducted by the Food Standards Agency (FSA), in relation to Caerphilly County Borough Council's food law enforcement services. These include the food safety, food standards and communicable disease control functions in Public Protection.
 - 1.2 The audit, which took place in January 2016, examined Caerphilly County Borough Council's arrangements for the delivery of official food controls. The final report was received on 21st February 2017. The six key strengths and four areas for improvement that were identified are summarised in the report. The Scrutiny Committee were advised that Caerphilly is in a strong position compared with other Local Authorities in Wales and this is a good news report.
 - 1.3 Following consideration and discussion, subject to Cabinet being satisfied that the service is appropriately resourced, it was moved and seconded that the recommendation in the report be approved. By a show of hands this was supported by the majority present.

RESOLVED that:

- (i) the findings of the Food Standards Agency Audit and proposed Action Plan be referred to Cabinet for consideration;
 - (ii) Cabinet consider and be satisfied that the service is appropriately resourced.
- 1.4 Members are invited to consider the report and the recommendations.

Author: Amy Dredge, Committee Services Officer – 3100

Appendix 1 - Report to Health, Social Care and Wellbeing Scrutiny Committee on 21st March 2017



HEALTH, SOCIAL CARE AND WELLBEING SCRUTINY COMMITTEE – 21ST MARCH 2017

**SUBJECT: FOOD STANDARDS AGENCY AUDIT ON THE CAERPHILLY FOOD
LAW ENFORCEMENT SERVICES**

REPORT BY: CORPORATE DIRECTOR SOCIAL SERVICES

1. PURPOSE OF REPORT

- 1.1 To present to Members the findings of an audit conducted by the Food Standards Agency, on Caerphilly County Borough Council's food law enforcement services, which include the food safety, food standards and communicable disease control functions in Public Protection.
- 1.2 To seek any views and recommendations on the Food Standards Agency Audit Findings and Action Plan prior to presentation to Cabinet.

2. SUMMARY

- 2.1 The audit which took place during the week of the 18th to 22nd January 2016 examined Caerphilly County Borough Council's arrangements for the delivery of official food controls. This included reality checks at food establishments to assess the effectiveness of official controls and, more specifically, the checks carried out by the authority's officers, to verify food business operator (FBO) compliance with legislative requirements. The scope of the audit also included an assessment of the authority's overall organisation and management, and the internal monitoring of food law enforcement activities. The final report was received on 21st February 2017.
- 2.2 The report details the results of the audit of food hygiene and food standards at Caerphilly County Borough Council under the headings of the FSA Feed and Food Law Enforcement Standard. The audit identified six key strengths and four areas for improvement. An action plan has been developed to address the areas for improvement.

3. LINKS TO STRATEGY

- 3.1 The food safety, food standards and communicable disease functions are statutory functions linked to: the Healthier Caerphilly, Greener Caerphilly, Learning Caerphilly, Prosperous Caerphilly, and Safer Caerphilly priorities within the Caerphilly Local Service Board single integrated plan, Caerphilly Delivers.
- 3.2 The food safety, food standards and communicable disease functions also contribute to the following Well-being Goals within the Well-being of Future Generations (Wales) Act 2015:
 - A resilient Wales
 - A prosperous Wales
 - A healthier Wales
 - A more equal Wales
 - A Wales of cohesive communities
 - A Wales of vibrant culture and thriving Welsh language.

4. THE REPORT

- 4.1 The Food Standards Agency, has a duty to monitor and audit the performance of local authorities. The audit was part of a three year programme (2013 – 2016) of full audits of the 22 local authorities in Wales.
- 4.2 The main aim of the audit scheme is to maintain and improve consumer protection and confidence by ensuring that authorities are providing effective food and feed law enforcement services. The scheme also provides the opportunity to identify and disseminate good practice, and provides information to inform Agency policy on food safety, standards and feeding stuffs.
- 4.3 The audit took place during the week of the 18th to 22nd January 2016 and the final report was received on 21st February 2017.
- 4.4 The audit assessed the authority's conformance against "The Standard". The Standard was adopted by the FSA Board on 21st September 2000 (and was subject to its fifth amendment in April 2010), and forms part of the Agency's Framework Agreement with local authorities. The audit also included verification visits at food businesses to assess the effectiveness of official controls implemented by the authority, and more specifically, the checks carried out by the authority's officers, to verify food business operator (FBO) compliance with legislative requirements. It also afforded the opportunity for discussion with officers involved in food law enforcement with the aim of exploring key issues and gaining opinions to inform Agency policy.
- 4.5 The audit report identifies six key strengths:-

Food Hygiene Interventions / Inspections Reports

Intervention / inspection reports provided to food business operators contained all the information required by the Food Law Code of Practice.

Food and Food Establishments Complaints

The authority had responded to food complaints and complaints about food establishments in accordance with its procedures and centrally issued guidance, taking appropriate action in response to the findings of investigations.

Advice to Business

The authority had been proactive and was able to demonstrate that it works with businesses to help them comply with the law. It had delivered a number of initiatives with the aim of promoting food hygiene and standards.

Food Establishments' Database

The authority had maintained its food establishments database and was able to provide accurate information to the FSA.

Food Hygiene Sampling

The authority was able to evidence that it had consistently taken appropriate action in response to unsatisfactory food samples.

Liaison

The authority had robust arrangements in place to liaise with neighbouring local authorities and other appropriate bodies to facilitate consistent enforcement. Its collaboration arrangements to procure a new Public Protection software system for Wales and work within the authority on food procurement were positive steps in ensuring consistent service delivery and improving food hygiene standards through its purchasing powers.

4.6 Four Areas for Improvement were identified:-

Officer authorisations

The authority's authorisation procedures require amendment to ensure authorisation of food standards officers under all relevant legislation under which authorisation is required.

Food Hygiene and Food Standards Intervention Frequencies

The authority had not carried out lower risk food hygiene and medium and low risk food standards interventions at the minimum frequencies required by the Food Law Code of Practice. Interventions carried out at the minimum frequency ensure that risks associated with food businesses are identified and followed up in a timely manner.

Food Standards Establishment Interventions and Inspections

Information captured by officers during interventions was not always sufficiently detailed to demonstrate that thorough assessments of business compliance had been undertaken for all key aspects.

Food Standards Intervention / Inspection Reports

Food standards intervention / inspection reports provided to food business operators did not contain all the information required by the Food Law Code of Practice.

4.7 A summary of the audit findings is attached as appendix 1. The full report has been made publicly available on the Agency's website at: www.food.gov.uk/enforcement/auditandmonitoring/auditreports

4.8 An Action Plan has been developed with the Food Standards Agency to address the areas for improvement identified following the audit. This is attached at appendix 2.

5. WELL-BEING OF FUTURE GENERATIONS

5.1 The food safety, food standards and communicable disease control functions in the Authority's Public Protection service contributes to the Well-being Goals as set out in Links to Strategy above. The service's activity in this regard is consistent with the five ways of working as defined within the sustainable development principle in the Act in that it is focussed on preventing harm to public health and safety and protecting consumer and business interests by promoting a fair trading environment. The service uses a range of strategies, activities and interventions that ensure an integrated and balanced approach to service delivery. This 'enforcement mix' seeks to balance the need for proactive intervention programmes with the need to promote, educate and inform both business and the public; collaborating with them to promote compliance and improve standards over the long term.

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.

7. FINANCIAL IMPLICATIONS

7.1 Resources will need to be prioritised to address the overdue low risk inspections. It is considered that this can be met within the current Environmental Health budget at the present time, but this is an area which will need to be closely monitored through routine budget monitoring and in the light of other pressures on the service.

8. PERSONNEL IMPLICATIONS

8.1 There are no personnel implications arising 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 Scrutiny Committee is asked to consider and make any recommendations to Cabinet on the Food Standards Agency Audit Findings and Action Plan.

11. REASONS FOR THE RECOMMENDATIONS

11.1 To comply with the requirements of the Food Standard Agency.

12. STATUTORY POWER

12.1 The Framework Agreement on Official Feed and Food Controls by Local Authorities provides the Agency with a mechanism for implementing its powers under the Food Standards Act 1999 to influence and oversee local authority enforcement activity.

Author: Rob Hartshorn, Head of Public Protection
Consultees: Cllr. Nigel George, Cabinet Member for Community and Leisure Services
Dave Street, Corporate Director, Social Services
Ceri Edwards, Environmental Health Manager
Jacqui Morgan, Trading Standards & Licensing Manager
Michele Wehden, Senior Environmental Health Officer
Dilys Harris, Senior Trading Standards Officer
Gail Williams, Interim Head of Legal Services and Monitoring Officer
Anwen Rees, Senior Policy Officer (Equalities and Welsh Language)
Mike Eedy, Finance Manager
Shaun Watkins, HR Manager

Background Papers:
Report on the Food Law Enforcement Services of Caerphilly County Borough Council
18th – 22nd January 2016

Appendices:
Appendix 1 Summary of Audit Findings
Appendix 2 Action Plan for Caerphilly County Borough Council

Summary of Audit Findings

The Head of Public Protection had overall responsibility for the delivery of food law enforcement services. The food hygiene service was delivered within the Food Safety, Health and Safety & Communicable Disease team within the Environmental Health section whilst the food standards service was delivered within the Trading Standards and Licensing section.

The food law enforcement Service Plan developed by the authority was largely in accordance with FSA guidance. The authority had provided its work programmes for the year, identified the resources required to deliver them and had reviewed its performance against the previous year's performance. A number of variations in achieving the targets were identified and explained, however, variances relating to lower risk food establishments had not been clearly addressed.

The authority had arrangements in place to ensure effective service delivery by appropriately authorised officers which require amendment to ensure food standards officers are authorised under all required legislation. Officers had been authorised in accordance with their qualifications, training and experience. The provision of access to several portals of information for food standards officers was identified as an area of good practice.

A documented work procedure had been developed to ensure the accuracy of the authority's food establishments' database. Audit checks confirmed that overall, the food hygiene and food standards database was accurate and the authority had been able to provide an electronic Local Authority Enforcement Monitoring System (LAEMS) return. The authority had been involved in a collaboration project to procure new Public Protection software for adoption by local authorities across Wales to improve consistency and value for money.

Record and database checks confirmed that the food hygiene service had achieved the required inspection frequencies at higher-risk and approved establishments. Some lower risk establishments were not being inspected at the frequencies required by the Food Law Code of Practice and centrally issued guidance. The food standards service had a similarly risk based approach where high risk establishments had been prioritised for inspection. A significant number of medium and lower risk establishments were overdue a food standards intervention.

Inspection records did not always demonstrate that a thorough assessment of business compliance had taken place during food standards inspections or for all aspects of food hygiene. Interventions at low-risk establishments had not generally been undertaken in accordance with the Food Law Code of Practice. In general, risk rating, revisits and follow up action was being carried out as required for both food hygiene and food standards services.

Food hygiene inspection records and reports were being adequately maintained by the authority. Food standards reports contained some but not all of the information required by the Food Law Code of Practice; and would benefit from improvement to include actions to be taken by the authority and an indication of timescales for compliance.

Food and food establishment complaints, food sampling interventions, notifications of food related infectious disease and food incident interventions had generally taken place in accordance with the Food Law Code of Practice. However, notifications of *Campylobacter* had not always been appropriately investigated.

The authority had been proactive in providing advice and guidance to food businesses in its area and undertaking promotional activities. Collaboration between food hygiene and standards officers and the authority's food procurement section and the use of social media to promote the Food Hygiene Rating Scheme and food alerts were identified as areas of good practice.

The authority had used a range of enforcement tools to secure improved business compliance with food hygiene legislation whilst the food standards service had conducted a major investigation and prosecution in respect of food supplements.

There was some evidence of internal monitoring of the food hygiene and food standards services. Further development and implementation of the authority's internal monitoring procedures will assist in achieving improvements.

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Action Plan for Caerphilly County Borough Council

Audit Date: 18th – 22nd January 2016

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TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
3.23 (i) Ensure variances relating to lower risk food hygiene establishment interventions are identified in the service plan. [The Standard 3.1]	Completed		Completed in 2016/17 Food Service Plan.
5.9 (i) Amend its food standards authorisations to ensure officers are correctly authorised under all appropriate legislation. [The Standard – 5.1] (ii) Maintain records of relevant training and experience of all authorised food standards officers in accordance with the Food Law Code of Practice. [The Standard – 5.5]	Completed Completed		November 2016, OP- 01 Authorisations procedure reviewed and amended. Food Standards officer authorisations amended. Non Food Standards officer authorisations added. Completed January 2017 officer qualification and training records maintained and stored electronically..
7.24 (i) Ensure that food hygiene interventions/inspections are carried out at the minimum frequency specified by the Food Law Code of Practice. [The Standard -7.1] (ii) Ensure that, where applicable, AES are undertaken and all registration forms are date stamped so that establishments are registered in accordance with the Food Law Code of Practice, centrally issued guidance, and local procedures. [The Standard – 7.2]	During 2016/2017 & 2017/2018	Plan in place to address these interventions during 16/17 - 17/18 with officer overtime/engagement of contractor. Checks undertaken as part of internal monitoring.	Priority given to High Risk businesses. AES's undertaken for Low Risk businesses outside the scope of the FHRS. Low Risk interventions ongoing. All registration forms are date stamped on receipt.

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
(iii) Fully assess the compliance of establishments in its area to the legally prescribed standards; particularly, in relation to checks on the provenance of imported food and checks on health / ID marks. [The Standard -7.3]		Checks undertaken as part of internal monitoring.	Inspection and Approved premises forms have been amended to include prompts for officers to record this information.
<p>7.44 (i) Ensure that food standards establishment interventions and inspections are carried out at a frequency which is not less than that determined by the Food Law Code of Practice. [The Standard - 7.1]</p> <p>(ii) Carry out interventions / inspections including alternative enforcement strategy, in accordance with relevant legislation, the Food Law Code of Practice and centrally issued guidance. [The Standard - 7.2]</p> <p>(iii) Assess the compliance of establishments in its area to the legally prescribed standards; and ensure appropriate action is taken to follow-up non-compliance in accordance with the authority's Enforcement Policy. [The Standard – 7.3]</p>	<p>During 2017/18</p> <p>During 2017/18</p> <p>During 2017/18</p>	<p>Checks undertaken as part of internal monitoring.</p> <p>Checks undertaken as part of internal monitoring.</p> <p>Internal monitoring to check improvements applied in practice.</p>	<p>June 2016 - Food Standards Inspections at Food Establishments Policy amended. Policy sets out how food standards inspections at Food Establishments are prioritised and how premises are selected for intervention.</p> <p>June 2016 new Food Standards OP-13 AES procedure devised and implemented. 358 out of 408 low risk food premises returned self-assessment survey forms to date.</p> <p>New Enforcement Policy circulated to staff 27/10/16. Officers have access to and follow Trading Standards Quality Manual and Food Manual procedures.</p> <p>December 16 - Internal Food Standards staff training. Covered Food Quality manual procedures including Interventions/data capture, significant breaches, Revisits, Notices and recording methods.</p>