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**Date: 7th February 2018**

Dear Sir/Madam,

A meeting of the **Cabinet** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 14th February, 2018** at **2.00 pm** to consider the matters contained in the following agenda. You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so. A simultaneous translation will be provided if requested.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chrissy', enclosed in a large, loopy oval shape.

**Christina Harrhy**  
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: -

**A greener place Man gwyrddach**



3	Cabinet held on 31st January 2018.	1 - 10
To receive and consider the following reports on which executive decisions are required: -		
4	Budget Proposals 2018/19 and Medium-Term Financial Strategy 2018/2023.	11 - 78
5	Business Improvement Portfolio Programme.	79 - 86
6	Dying to Work Campaign.	87 - 90
7	Control of Hand Arm Vibration at Work Policy.	91 - 122
8	Electrical Safety Policy.	123 - 156
9	Corporate Risk Register Monitoring (Q3 - 2017/18).	157 - 164
10	Cabinet Forward Work Programme.	165 - 172

**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.

# Agenda Item 3



## CABINET

### MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN ON WEDNESDAY, 31ST JANUARY 2018 AT 2.00 P.M.

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#### PRESENT

Councillor D. Poole – Chair

#### Councillors:

C. Cuss (Social Care and Wellbeing), N. George (Neighbourhood Services), C.J. Gordon (Corporate Services), B.A. Jones (Finance, Performance and Governance), P. Marsden (Education and Achievement), S. Morgan (Economy, Infrastructure and Sustainability), L. Phipps (Homes and Places) and E. Stenner (Environment and Public Protection).

#### Together with:

C. Harray (Interim Chief Executive) and M.S. Williams (Interim Corporate Director – Communities).

#### Also in Attendance:

A. Cullinane (Senior Policy Officer), K. Peters (Corporate Policy Manager), R. Hartshorn (Head of Public Protection), M. Williams (Interim Head of Property), T. Broadhurst (Estates Manager), S. Harris (Interim Head of Corporate Finance), D. Whetter (Interim Head of Regeneration) and C. Evans (Committee Services Officer).

#### Speakers:

Councillor N. Dix (Blackwood Ward Representative) and Councillor K. Etheridge (Blackwood Ward Representative)

#### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from D. Street (Corporate Director – Social Services) and N. Scammell (Acting Director of Corporate Services & S151).

#### 2. DECLARATIONS OF INTEREST

Councillors Mrs B. Jones and N. George declared an interest in the item relating to Housing Revenue Account Charges – 2018/2019. Details are minuted with the respective item.

### **3. CABINET – 13TH DECEMBER 2017**

RESOLVED that the minutes of the meeting held on 13th December 2017 (minute nos. 1 - 8) be approved and signed as a correct record.

### **MATTERS ON WHICH EXECUTIVE DECISIONS WERE REQUIRED**

#### **4. ANNUAL EQUALITIES REPORT**

The report provided Cabinet with an update on the progress made during the financial year 2016-2017 against targets in the Council's current Strategic Equality Plan, and for Cabinet to approve for submission to the Equalities and Human Rights Commission and publication online.

Members noted that the Council has a statutory duty to produce an annual monitoring report on Equalities issues under current legislation. The requirements are very detailed as to what relevant information must be included in the annual monitoring and improvement report.

The amount of information presented is therefore in order to ensure that the regulatory body involved (the Equalities and Human Rights Commission) are provided with full evidence of the Council's compliance and commitment to those statutory duties.

In summary, Cabinet were asked to note that, for the financial year in question; 370 lessons were delivered to over 9,000 students to schools in the county borough under the All Wales School Liaison Core Programme (AWSLCP); £108,000 of funding was used to upgrade properties across the county borough, which included -

- 1 Caerphilly CBC corporate buildings
- 2 countryside locations
- 3 Social Services sites
- 2 Community Education Centres
- 4 Leisure centres
- 18 Schools
- 1 Tourism site

In addition, Alun Davies, AM launched the Welsh Language Strategy in June at Ffiliffest, a LGBTQ+ Youth Group was created which was identified as one of the Youth Forum's priorities and is currently attended by 36 young people. Finally Members noted that the Winding House Museum became the first museum in Wales to be recognised as Dementia Friendly along with Blackwood Miners Institute.

Cabinet thanked the Officer for the detailed report and discussion took place around the Stonewall Benchmarking, links to Community Cohesion and recognition for the work done around Dementia Friendly Communities. Officers explained that, whilst the achievements have been documented they would be present in the next report, for 2017/18 financial year.

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

RESOLVED that for the reasons contained in the Officers report the annual report be noted and submitted to the Equality and Human Rights Commission and published on the Council's website.

## 5. CHILDREN'S BURIAL FEES

The report sought the views of Cabinet on the formal adoption of a Memorandum of Understanding (MoU) between Welsh Government across Wales as attached at Appendix 1 to the report. The MoU sets out a consistent approach in relation to children's burial fees.

Members were asked to note the recent campaign led by Carolyn Harris (MP for Swansea East) to abolish charges imposed by local Authorities for the burial and cremation of children.

As a result, on the 1st February 2017, Cabinet resolved to remove the interment fee for children up to and including the age of 16 years. However, there would still be costs associated with the purchase of Exclusive Rights of Burial (ERoB) if chosen by the bereaved family.

On the 18 October 2017, Cabinet resolved that the Authority commit to working closely with Welsh Government on the formation of the MoU in which burial authorities provide a commitment not to charge any fees in relation to the standard burial or cremation of a child which is defined as a person under the age of 18 years. This report now sets out the details in this respect.

Cabinet noted that the MoU sets out a consistent approach in that a child is defined as a person under the age of 18. It gives a commitment that all standard fees that a burial or cremation Authority may charge in relation to this are waived, as outlined below:

- (i) The cremation of a person under the age of 18;
- (ii) The interment of a person under the age of 18 years;
- (iii) The Exclusive Rights of Burial (ERoB) where required;
- (iv) Any other fees directly relating to the burial or cremation of a person under the age of 18 years such as fees to erect a memorial for example.

It was noted that the MoU is not open ended in terms of its duration and that a two year review period has been built in. This will allow Welsh Government to observe the practical effect if the implementation of the MoU and to record any feedback, successful or otherwise of the process.

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 Memorandum of Understanding, as appended to the report be formally adopted.

## 6. LAND AT PLASTURTWYN TERRACE, LLANBRADACH

The report sought member's instructions in relation to the disposal of land at Plasturtwyn Terrace, Llanbradach.

It was noted that, in 1997, the land at Plasturtwyn Terrace, Llanbradach was declared surplus to requirement, it became apparent with the advent of Technical Advice Note (TAN) 15: Development and Flood Risk (2004) that the site would be difficult to develop and the proposal was "shelved".

Over time, the site has been actively reconsidered and the impediments resolved and, the need for affordable housing being identified, a proposal is being worked up with United Welsh Housing Association (UWHA) (our zoned housing association partner).

In addition, it was noted that Local residents have submitted a petition registering an interest in purchasing part of the land for the purpose of garages and parking.

Cabinet were asked to consider the following options for the site:

1. To negotiate a disposal directly with UWHA in which case affordable housing could be up to 100%. In this scenario, because UWHA has been working up a proposal, it has been established that the wish of residents to purchase part of the land for the purpose of garages and parking cannot be accommodated since the reduction in site area renders the current scheme unviable.
2. To put the site on the market with a view to achieving a capital receipt; in this option, affordable housing will be limited to a maximum of 40% (as referenced in Supplementary Planning Guidance LDP1 – Affordable Housing Obligations July 2017). However, the wish of residents to purchase part of the land for the purpose of garages and parking could be accommodated since the site offered for sale will exclude that part (with a consequential reduction in the purchase price).

Members thanked the Officers for the report and queried the number of parking spaces that would be allotted to residents. Officers explained that this would be a matter to be considered as part of the Planning Application.

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 land (as shown edged black on the plan as appended to the report, save for an area representing a ransom strip to be identified by the Interim Head of Property) be transferred, on terms to be agreed, to UWHA for the development of affordable housing, on terms to be negotiated;
- (ii) that officers ensure that parking provision for the residents of Plasturtwyn Terrace is provided within the development site;
- (iii) that approval of the detailed terms of the transfer be delegated to the Interim Head of Property Services in conjunction with the Cabinet Member for Homes and Places.

## **7. LAND AT CORONATION ROAD EAST UI BLACKWOOD**

The Chair welcomed Councillor N. Dix and Councillor K. Etheridge, Ward Representatives for Blackwood, who requested to speak on the item.

The report sought Cabinet approval to the principle of disposing of land between Coronation Road and Lilian Road, Blackwood to the Pobl Group.

It was noted that in February 2013, the land at the rear of Lillian Road, Blackwood was declared surplus to requirement. In noting that Officers have identified a need for affordable housing, a proposal for the site is being worked up with Pobl (our Housing Association Partner).

Councillor N. Dix was invited to address Cabinet.

Cabinet noted that, whilst Councillor Dix is in support of land being sold for Social Housing use, the particular piece of land is not suitable for housing. Members were asked to note that site access is via a narrow lane and the site itself is wet and boggy and home to newts. In addition, Cabinet were asked to consider the views of local residents and that the land remaining for the use of the Community.

The Chair thanked Councillor Dix and invited Councillor Etheridge to address Cabinet.

It was noted that there have been 16 objections received in relation to the proposed development, along with a petition signed by 39 residents in the local area.

Councillor Etheridge asked Cabinet to consider deferring the report, and to have consideration for the discussions and negotiations being undertaken with Pobl, prior to approval by Cabinet. In addition, Cabinet were asked to note that a Planning Application has been submitted by Pobl for development on the site.

The Chair thanked the speakers for their representations and discussion ensued.

Cabinet sought clarification on the discussions being undertaken with Pobl. Officers assured Members that preliminary discussions have been undertaken in relation to the site, which is considered normal practice. In addition, Members were asked to note that the Planning Application submitted, has been done so at the Housing Associations own risk. In reference to the concerns raised about wildlife on the site, Members were asked to note that an ecologist has revisited the site and the reptile populated has moved, therefore this would have no bearing on the application.

Officers addressed the concerns highlighted in terms of access to the site and Members were assured that, should, during the Planning stage, access be deemed to be unsuitable, the development would not go ahead.

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 land (as shown edged in black on the plan as appended to the report) be transferred, on terms to be agreed, to the Pobl Group;
- (ii) that the detailed terms of transfer be delegated to the Interim Head of Property Services in conjunction with the Cabinet Member for Homes and Places;
- (iii) that, if terms cannot be agreed, a further report be brought forward setting out options for Members' consideration.

## **8. UPDATE ON RESERVES**

The Report, which was considered by Policy and Resources Scrutiny Committee on 16th January 2018, provided details of the usable reserves held by the Authority and included proposals for the user of reserves in some areas.

The Appendix to the report shows an opening balance in usable reserves as at the 1st April 2017 of £120,576m, which is in accordance with the audited Financial Statements for the 2016/17 financial year.

Members were advised that the balance on the General Fund is currently projected to be £13,131m as at 31 March 2018. This is above the minimum prudent level of £10m recommended annually by the Section 151 Officer. The projected balance will be reviewed again when 2018/19 budget proposals are presented to Council in February 2018, and recommendations will be made at the time in relation to use of any balance above the recommended minimum level of £10m.

With regards to Housing Revenue Account (HRA) reserves, Members were informed that these are ring-fenced and cannot be transferred into General Fund Balances. The projected

balance on HRA usable reserves was £16,821m as at the 1st April 2017 and much of this funding will be utilised for the Welsh Housing Quality Standard (WHQS) Capital Programme. The balance on the General Fund Capital Reserves as at the 1st April 2017 was £37,709m and this is ring-fenced for the Authority's Capital Programme. The Capital Reserves will be subject to a detailed review over the coming months and the outcome will be reported to the Scrutiny Committee in due course.

The report detailed the balanced held in usable reserves for each Directorate (29,633m for Corporate Services, £3,285m for Communities, £8,284m for Education and Lifelong Learning and £7,011m for Social Services, Public Protection and Corporate Policy). Members were reminded of the policy previously agreed by Cabinet, whereby service areas retain 50% of reported underspends at the financial year-end, which has resulted in full ownership and accountability by budget holders in respect of delivering a balanced budget. In July 2016, Cabinet agreed a Reserves Strategy which included the introduction of a cap on the cumulative amount that can be held by Directorates in service underspend reserves. Details of the 2017/18 budget for each Directorate, the balance on underspend reserves as at 1st April 2017 and whether the cap has been exceeded were contained in the report.

Members noted the excess accumulated underspend reserves for Corporate Services (£0.769m) and Education and Lifelong Learning (£0.381m) and were asked to consider the proposals contained in the report to utilise or retain these amounts. The report also detailed the projected net overspend for Social Services/Public Protection and Corporate Property arising from increased service demand, and outlined proposals to establish specific reserves funded from the Retained Underspend Reserve and to utilise reserves held in Social Services Initiative Reserve to partially offset this overspend.

Cabinet thanked the Officer for the detailed report and sought clarification on comments received that Caerphilly County Borough Council holds the highest reserves in Wales. Officers were not able to clarify this without considering other Authorities reserves but, reassured Members that Caerphilly CBC are not holding any unnecessary reserves. In addition, it was noted that the accounts have been considered by Wales Audit Officer, who have not expressed any concerns over the levels currently held in reserve.

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) that the report be noted;
- (ii) the accumulated underspend reserves above 3% cap for Corporate Services and Education and Lifelong Learning be utilised as detailed in 4.9.2 of the report;
- (iii) specific reserves totally £711k be established for Social Services as detailed in paragraph 4.9.3 of the report;
- (iv) funding totalling £508k be released from Social Services Service Initiative Reserves to partially offset the anticipated revenue budget overspend for 2017/18 (as detailed in paragraph 4.9.4 of the report).

## **9. HOUSING REVENUE ACCOUNT CHARGES – 2018/19**

Councillor Mrs B. Jones declared an interest in this item, as a Council Tenant and Councillor N. George declared an interest as he rents a garage from the Authority. Both Members left the meeting during the items consideration.



The report, which was considered by Policy and Resources Scrutiny Committee on 16 January 2018, which was provided details of the proposed charges which are intended to be effective for the Housing Revenue Account (HRA) for the 2018/19 financial year.

Officers summarised the process involved in preparing the HRA budget. Members were reminded that Welsh Government's (WG) Policy for Social Housing Rents sets a target rent band for each Authority whereby Councils have to adjust average rents for their properties in line with this banding. The uplift on the new rent policy is fixed for five years and uses the previous September Consumer Price Index (CPI) inflation figure (as opposed to the RPI inflation figure) and also applies a 1.5% real increase to the average local authority rent. The previous September CPI inflation figure was 3%. WG announced the minimum rent uplift for 2018/19 to be 4.5% which is CPI at 3% plus 1.5%. This increase applied to the current average rent means that Caerphilly Council are within the low end of the target rent.

In order to comply with the rent policy, the minimum increase that can be applied in order to remain within the rent envelope is 3.6%, and due to a transitional protection arrangement in place, the maximum rent increase that can be applied by the Authority is 6.5%. However, a minimum increase of 4.5% has been recommended to minimise the additional financial risks within the Council's business plan from 2019/2020 onwards. Members were therefore asked to recommend to Cabinet the level of increase per property from April 2018 based on the options in the report (3.6%, 4.5% or 6.5%). All relevant charges were highlighted within the report and detailed the amount of additional income would be generated (excluding voids) for each of the proposed levels of increase, together with the percentage of service users receiving housing benefit. The increased income is required to offset other inflationary increases within the service area and support the delivery of all housing-related services, including the delivery of the WHQS programme.

The report also provided an update in respect of garage charges and it was noted that it is not proposed to increase the rent on Council-owned garages this year. This is due to the ongoing garage rationalisation and refurbishment programme, which is having a significant impact on some tenants when taking into account potential increases across other areas (such as council tax). Officers confirmed that those tenants in receipt of housing benefits will have the increase incorporated into their allowance, and that the Council's Housing Team can offer support to those tenants not in receipt of housing benefits who may be experiencing financial difficulties.

Cabinet thanked the Officer for the report and discussion ensued.

A Member expressed concerns for the process undertaken for the refurbishment and demolition of garages. Officers explained that there have been a number of unforeseen delays, and the process could have been more efficient, however, Members were assured that contracts have now been awarded and the bulk of the works will be completed at the end of April.

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 and having consideration for the recommendation from the Policy and Resources Scrutiny Committee, the minimum increase of 3.6% to set rents at the absolute bottom of the rent envelope but not future proofing expected rent levels from 2019/20 onwards, be applied from April 2018.

## **RECOMMENDATION TO COUNCIL**

### **10. AMENDMENTS TO AUTHORISATION OF OFFICERS WITHIN THE PUBLIC PROTECTION DIVISION**

The report informed Cabinet of changes to the legislation applicable to officers of the Public Protection Division prior to presentation of the report to Council to amend the Council's Constitution to include the Public Health (Wales) Act 2017.

Members noted that Officers within the Public Protection Division require additional authorisation under the Public Health (Wales) Act 2017 in order to enforce the legislation and carry out their duties.

The Act aims to address a number of specific public health concerns, and to create social conditions that are conducive to good health and where avoidable harms can be prevented. It includes provisions relating to obesity, tobacco and nicotine products, special procedures (acupuncture, body piercing, electrolysis, tattooing), intimate piercing, health impact assessments, pharmaceutical services, and toilets for public use. There are staged commencement dates for the different Parts of the Act which will be enforced/implemented by a variety of organisations. The Parts of the Act which are the enforcement responsibility of the local authority include Part 5 Intimate Piercing, Part 4 Special Procedures and Part 3 Tobacco and Nicotine products.

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 implementation of the legislation be noted by Cabinet and refer the changes to Council for determination;
- (ii) that the Council's Constitution and terms of reference be amended by adding the Public Health (Wales) Act 2017;
- (iii) that Officers within the Public Protection Division be authorised under the Public Health (Wales) Act 2017 in order to enforce the legislation and carry out their duties.

### **EXEMPT ITEM**

Members considered the public interest test and concluded that on balance the public interest in maintaining the exemption outweighed the public interest in disclosing the information and it was: -

RESOLVED that in accordance with the Local Government Act 1972 the public be excluded from the remainder of the meeting because of the likely disclosure to them of exempt information as defined in paragraphs 14 of Schedule 12A of the Local Government Act 1972.

### **11. DISPOSAL OF LAND AT BARGOED DEVELOPMENT PLATEAU TO MARSTONS PLC.**

The report sought the approval of Cabinet for the disposal of Council owned land at Bargoed Development Plateau in order to Marstons PLC in order to accommodate a pub/restaurant development.

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 recommendations contained in 10.1 of the report be approved.

The meeting closed at 3.31 p.m.

Approved and signed as a correct record subject to any corrections made at the meeting held on 14th February 2018.

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CHAIR

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## CABINET – 14TH FEBRUARY 2018

**SUBJECT: BUDGET PROPOSALS 2018/19 AND MEDIUM-TERM FINANCIAL STRATEGY 2018/2023**

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

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### 1. PURPOSE OF REPORT

- 1.1 To seek Cabinet endorsement of the 2018/19 budget proposals contained within this report prior to final determination at Council on the 22<sup>nd</sup> February 2018.
- 1.2 To receive and note an updated Medium-Term Financial Plan (MTFP) covering the five-year period 2018/19 to 2022/23.

### 2. SUMMARY

- 2.1 On the 15<sup>th</sup> November 2017 Cabinet received a report providing details of the draft revenue budget proposals for the 2018/19 financial year based on the Provisional Local Government Financial Settlement announced by the Welsh Government (WG) on the 10<sup>th</sup> October 2017. Following consideration of the report Cabinet: -
  - endorsed the draft 2018/19 budget proposals including proposed savings totalling £7.205m;
  - supported a proposal to increase Council Tax by 4.52% for the 2018/19 financial year to ensure that a balanced budget is achieved (Council Tax Band D being set at £1,057.70); and
  - agreed that the draft budget proposals should be subject to consultation prior to final 2018/19 budget proposals being presented to Cabinet and Council in February 2018.
- 2.2 This report provides an updated position based on the Final 2018/19 Local Government Financial Settlement announced by WG on the 20<sup>th</sup> December 2017. The report seeks Cabinet endorsement of the final 2018/19 budget proposals prior to consideration by Council on the 22<sup>nd</sup> February 2018.
- 2.3 The net 2018/19 revenue budget for the Council, if approved, would be £332.043m (as shown in Appendix 1).
- 2.4 The updated Medium-Term Financial Plan shows a potential savings requirement of £40.822m for the five-year period 2018/19 to 2022/23.

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

- 3.1 The budget setting process encompasses all the resources used by the Council to deliver services and meet priorities.
- 3.2 Effective financial planning and the setting of a balanced budget support the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015: -
- A prosperous Wales.
  - A resilient Wales.
  - A healthier Wales.
  - A more equal Wales.
  - A Wales of cohesive communities.
  - A Wales of vibrant culture and thriving Welsh Language.
  - A globally responsible Wales.

### **4. THE REPORT**

#### **4.1 Headline Issues in the 2018/19 Financial Settlement**

- 4.1.1 Published on the 10<sup>th</sup> October 2017, the key points of the WG Provisional 2018/19 Local Government Financial Settlement were the following: -
- An overall net cash increase of 1.8% in the Aggregate External Finance (Revenue Support Grant (RSG) and Redistributed Non-Domestic Rates) on an all-Wales basis. This cash increase included specific grants totalling circa £92m that would be transferred into the RSG and £6m funding for new responsibilities in relation to the prevention of homelessness.
  - After adjusting for the transfer in of the specific grants and new responsibilities the Provisional Settlement showed an overall net decrease in the Aggregate External Finance of 0.5% on an all-Wales basis (comparing on a like-for-like basis with 2017/18). This varied by Authority due to the funding formula and ranged from minus 1% to plus 0.2%.
  - For Caerphilly CBC there was a cash increase of £1.973m in the Aggregate External Finance. However, after adjusting for the transfer in of specific grants and new responsibilities this equated to a net cash reduction of £2.965m (1%) compared to the 2017/18 financial year.
  - Caerphilly CBC's element of the £92m specific grants transferred into the Settlement and the £6m for new responsibilities totalled £4.937m.
  - Changes to other passported grants in the Provisional Settlement resulted in a net reduction of £0.473m for Caerphilly CBC.
  - An all-Wales indicative reduction in Aggregate External Finance of minus 1.5% was provided by WG for the 2019/20 financial year.
  - The capital allocations available to Caerphilly CBC in the RSG and from the General Capital Grant decreased by £64k from the 2017/18 financial year.
- 4.1.2 The Final 2018/19 Local Government Financial Settlement announced on the 20<sup>th</sup> December 2017 showed a confirmed increase in the Aggregate External Finance of £3.613m (1.37%) for Caerphilly CBC. The main reasons for the increase from the Provisional Settlement were Caerphilly CBC's share of an additional £20m allocated in the Final Settlement on an All-Wales basis, additional funding allocated in respect of changes to the capital limits used in

determining service user financial contributions towards the cost of residential care, and new funding for targeted business rates relief.

- 4.1.3 Cabinet should note that whilst the Final Settlement results in a cash increase for Caerphilly CBC, after adjusting for grants transferred into the Settlement and new responsibilities the net position is an effective cash reduction of £1.778m, as shown in Table 1: -

Table 1 – Adjusted Cash Position for Caerphilly CBC

	<b>£m</b>
2017/18 Aggregate External Finance	263.627
2018/19 Aggregate External Finance	267.240
<b>Cash Increase Before Adjustments</b>	<b>3.613</b>
Transfers into the Settlement	(4.653)
New Responsibilities	(0.738)
<b>EFFECTIVE CASH REDUCTION</b>	<b>(1.778)</b>

- 4.1.4 The effective cash reduction arising from the 2018/19 Provisional Settlement was £2.965m, which means that the Final Settlement does provide headroom of £1.187m in determining the final budget proposals for the 2018/19 financial year.
- 4.1.5 There are a number of emerging issues that require consideration in determining the final 2018/19 budget proposals. These will need to be funded from the £1.187m headroom in the Final Settlement along with additional funding that has been identified as part of an ongoing review of budgets that has been undertaken since the 2018/19 draft budget proposals were presented to Cabinet on the 15<sup>th</sup> November 2017.

## 4.2 Updated 2018/19 Budget Proposals

- 4.2.1 The proposals contained within this report will deliver a balanced budget for 2018/19 on the basis that Council Tax is increased by 4.52%. Table 2 provides a summary: -

Table 2 – Summary of Final 2018/19 Budget Proposals

<b>Paragraph</b>	<b>Description</b>	<b>£m</b>	<b>£m</b>
4.2.2	Transfers into the Settlement	4.653	
4.2.3	Other Passported Grants	(0.474)	
4.2.4	New Responsibilities	0.738	
4.2.6 – 4.2.10	Whole-Authority Cost Pressures	5.253	
4.2.11 – 4.2.14	Inescapable Service Pressures	3.178	
4.1.2	Increase in WG Funding		3.613
4.3.3	Savings Proposals 2018/19		6.736
4.6.1 – 4.6.2	Council Tax Uplift (4.52%)		2.999
	<b>TOTAL</b>	<b>13.348</b>	<b>13.348</b>

- 4.2.2 Table 3 provides details of the transfers into the Final Settlement: -

Table 3 – Transfers into the Settlement 2018/19

	<b>£m</b>
Single Revenue Grant (waste element only)	1.819
Welsh Independent Living Grant	1.010
Social Care Workforce Grant	1.140

Carers' Respite Care Grant	0.180
Looked After Children: -	
• Expanding Edge of Care Service	0.342
• Support for Care Leavers	0.111
• Reflect	0.051
<b>TOTAL</b>	<b>4.653</b>

4.2.3 Table 4 provides details of changes to other passported grants included in the Final Settlement: -

Table 4 – Other Passported Grants 2018/19

	<b>£m</b>
Council Tax Reduction Scheme	(0.272)
Private Finance Initiative (PFI)	(0.202)
<b>TOTAL</b>	<b>(0.474)</b>

4.2.4 Table 5 provides details of funding in the Final Settlement for new responsibilities: -

Table 5 – New Responsibilities 2018/19

	<b>£m</b>
Prevention of Homelessness	0.282
Increasing Capital Limits for Residential Care	0.379
Targeted Business Rates Relief	0.077
<b>TOTAL</b>	<b>0.738</b>

4.2.5 As in previous years, the adjustments in Tables 3, 4 and 5 (both the increases and decreases in funding) will be passed directly to those services that they relate to.

4.2.6 The Whole-Authority cost pressures totalling £5.253m are set out in Table 6 (cost pressures for schools are excluded as these are dealt with separately in Section 4.4 of this report): -

Table 6 – Whole-Authority Cost Pressures

	<b>£m</b>
Pay – Weighted average increase of 2.2%	2.387
Living Wage (assumed increase of 25p per hour)	0.216
Employer pension contributions @ 0.28%	0.251
Non-pay inflation at 2%	2.399
<b>TOTAL</b>	<b>5.253</b>

4.2.7. **Pay – Weighted average increase of 2.2%** - The 2018/19 draft budget proposals report presented to Cabinet on the 15<sup>th</sup> November 2017 included £1.383m for pay cost pressures based on a weighted average increase of 1.2%. In addition, a further £1m was set aside as a contingent sum as the 2018/19 pay award had not been agreed at that time. The pay award is still subject to agreement but the latest employer offer is a weighted average increase of 2.2% for both 2018/19 and 2019/20. This latest offer will add £2.387m to the pay bill for the 2018/19 financial year with a risk still remaining that the offer will be rejected.

4.2.8 **Living Wage** – Caerphilly CBC is a Living Wage Foundation employer so a sum is included in the draft budget proposals to allow for annual increases in the Living Wage hourly rate.

4.2.9 **Employer pension contributions** – Following the outcome of the most recent triennial valuation of the Pension Fund, Caerphilly CBC is required to increase its pension contribution by £251k (0.28%) for the 2018/19 financial year.



4.2.10 **Non-pay inflation at 2%** - The Consumer Prices Index (CPI) inflation rate is currently 3% against the Bank of England's target rate of 2%. The 2018/19 budget proposals allow for non-pay inflation at 2% so budget holders will need to manage the impact of the 1% shortfall. This is sustainable for 2018/19 but in the longer-term additional funding will need to be set aside if inflation continues to exceed the Bank of England target of 2%.

4.2.11 Table 7 provides details of the 2018/19 inescapable service pressures that have been identified and require consideration in respect of funding: -

Table 7 – Inescapable Service Pressures

	<b>£m</b>
Social Services cost pressures	3.000
City Deal partnership revenue contribution	0.066
City Deal debt charges	0.112
<b>TOTAL</b>	<b>3.178</b>

4.2.12 **Social Services cost pressures** – Cabinet will recall that the 2016/17 approved budget included additional funding of £2.5m for Social Services cost pressures and a further £3.5m was also set aside in 2017/18. This was necessary to fund increases in fees for external care providers (due in the main to the introduction of the National Living Wage by the UK Government) and additional costs arising from increasing demand. The increasing demand is particularly being felt within Children's Services where a net overspend of £2.9m is currently projected for the 2017/18 financial year, due to significant pressures on placement budgets. In recognition of these cost pressures it is proposed that an additional £3m should be added to the Social Services budget for 2018/19.

4.2.13 **City Deal partnership revenue contribution** – At its meeting on the 31<sup>st</sup> January 2017, Council agreed an annual revenue contribution of £120k towards the support structure for the City Deal Regional Cabinet. For 2017/18 the contribution was only expected to be £60k due to underspends being carried forward from 2016/17 so £60k was included in the base budget. From 2018/19 onwards there will need to be provision in the base budget to meet the full £120k annual commitment plus inflationary uplifts. Caerphilly CBC's contribution for 2018/19 has recently been confirmed as £126k therefore a further £66k will need to be included in the 2018/19 budget.

4.2.14 **City Deal Debt Charges** – The City Deal includes a borrowing requirement of £120m for the ten partner Local Authorities. £112k has been included in the 2018/19 draft budget proposals to meet the current anticipated revenue cost for Caerphilly CBC's share of borrowing that may be undertaken during the year. This is based on proposals in the Joint Working Agreement Business Plan that is due to be presented to Council before the end of the 2017/18 financial year.

4.2.15 **Private Finance Initiative (PFI) Review** - The 2018/19 draft budget proposals presented to Cabinet in November 2017 informed Members that a review of the Council's PFI contracts was being undertaken. These contracts relate to Fleur de Lys (Ysgol Gyfun Cwm Rhymni) and Pengam (Lewis Boys) Secondary Schools, and Sirhowy Enterprise Way (SEW). To assist with this review the services of a company called Local Partnerships had been commissioned. This organisation has a proven track record in relation to supporting public sector bodies through reviews of operational PFI contracts and was recommended by WG.

4.2.16 The PFI Schemes are financially managed through two Sinking Funds which profile the anticipated costs and financial contributions over the life of the contracts. At the outset of the contracts the Sinking Funds showed a projected balanced position based on a range of assumptions at that time.

4.2.17 Based on updated financial projections completed as part of the ongoing review process the SEW Sinking Fund remains fully funded over the life of the project. However, the latest

financial projections for the Schools PFI reveal an anticipated shortfall that will require budgetary growth of circa £700k to be built into the Education & Lifelong Learning base budget to ensure that a balanced position can be achieved for the Schools PFI Sinking Fund.

4.2.18 This figure may reduce as part of the ongoing work being undertaken with Local Partnerships as discussions are continuing with the service provider regarding the potential for savings on services such as catering and cleaning.

4.2.19 The ongoing review work will take some time to complete and will need to comprehensively explore all options to address the potential affordability gap. The review work is unlikely to be completed until the summer and with this in mind it is proposed that the £700k potential growth requirement is deferred until the 2019/20 financial year. This will allow time for the ongoing review work to be completed, the potential affordability gap to be confirmed and for Members to give detailed consideration to the outcome and the options available to reduce the potential affordability gap.

### 4.3 2018/19 Savings Proposals

4.3.1 The 2018/19 draft budget proposals presented to Cabinet in November 2017 included savings proposals totalling £7.205m as summarised in Table 8: -

Table 8 – Draft Savings Proposals 2018/19

Description	2018/19 Saving £m
Savings proposals with no public impact	4.682
Savings proposals with a public impact: -	
• Low impact	1.218
• Medium impact	1.305
<b>TOTAL</b>	<b>7.205</b>

4.3.2 The updated 2018/19 budget proposals include total proposed savings of £6.736m. The changes from the draft position are summarised in Table 9: -

Table 9 – Changes to 2018/19 Savings Proposals

	£m	£m
<b>2018/19 draft savings proposals (Cabinet 15/11/17)</b>		<b>7.205</b>
<b>Savings to be deferred following consultation process: -</b>		
- Language Support in Primary Schools (vacant posts)	(0.066)	
- Reduction in School Improvement Initiatives budget	(0.120)	
- Introduction of charges for Rat Treatments	(0.020)	
- Deletion of vacant Community Safety Warden posts	(0.040)	
- Reduction in Air Quality/Contaminated Land budget	(0.015)	
- Partial reduction in proposed saving on Highways Maintenance	(0.212)	
- Introduction of charges for all bulky waste	(0.050)	
- Reduction in Traffic Signal Maintenance budget	(0.011)	
- Reduction in Tree Maintenance budget	(0.003)	<b>(0.537)</b>
<b>Other savings to ensure that balanced budget is achieved: -</b>		
- Education & Lifelong Learning contribution to the running costs of Pontllanfraith Leisure Centre	0.026	
- Reduction in RCCO budget	0.042	<b>0.068</b>
<b>TOTAL</b>		<b>6.736</b>

4.3.3 In terms of public impact the updated proposed savings for 2018/19 are summarised in Table10: -

Table 10 – Updated Draft Savings Proposals 2018/19

Description	2018/19 Saving £m
Savings proposals with no public impact	4.724
Savings proposals with a public impact: -	
• Low impact	1.207
• Medium impact	0.805
<b>TOTAL</b>	<b>6.736</b>

- 4.3.4 A summary of the updated savings proposals by Directorate/Service Area is provided in Appendix 2 and Appendix 3. As in previous years, those savings proposals that are not expected to have an impact on the public have been consolidated into a single line for each service area. These 'nil impact' savings consist in the main of vacancy management, budget realignment and minor changes to service provision.
- 4.3.5 Appendix 4 provides further details of the savings proposals that are expected to have an impact on the public.
- 4.3.6 Cabinet will note the proposal in Education and Lifelong Learning to remove a budget of £333k which is used as a 50/50 contribution to capital schemes in schools. It is acknowledged that this will have an adverse effect on school buildings with the potential to accelerate their depreciation and worsen their general condition. To mitigate this effect, it is proposed that consideration is given to utilising Local Management of Schools (LMS) contingency balances to support continued investment with schools in school buildings in the short to medium-term. It is specifically recommended that a sum of £830k is earmarked over 3 years (£330k in year 1 and £250k in each of the following 2 years) to support schemes, particularly with regards to bids relating to fire risk and health & safety works. Cabinet is asked to support this proposed use of reserves.
- 4.3.7 Cabinet will be aware that the proposed closure of Pontllanfraith Leisure Centre is projected to save the Authority £81k from the Community & Leisure Services budget with a further saving of £26k also arising in Education & Lifelong Learning.
- 4.3.8 The detail relating to the proposed closure has been the subject of a significant amount of consultation as well as a number of reports to the Regeneration & Environment Scrutiny Committee and the Authority's Cabinet. These reports have fully outlined all of the issues surrounding the potential closure, including financial implications and the outcome of the consultation process.
- 4.3.9 The matter has now been referred back to Cabinet for consideration and in the event that the proposed closure does not proceed then alternative savings of £107k will need to be identified in-year. Furthermore, additional budgetary growth of circa £17k would be required due to the Leisure Centre now been classified as a single premises for the purpose of rating assessments.
- 4.3.10 The proposed 2018/19 savings of £6.736m presented in this report, along with the proposed Council Tax increase of 4.52% will ensure that a balanced budget can be achieved for the 2018/19 financial year.

#### **4.4 Schools Budget Proposals for 2018/19**

- 4.4.1 The draft budget proposals presented to Cabinet in November 2017 assumed no growth for schools in 2018/19 i.e. a cash flat position. There is no longer a requirement in the Financial

Settlement to protect schools so the schools will therefore be required to manage their own pay and non-pay inflationary increases in 2018/19 along with other emerging cost pressures.

- 4.4.2 At the time of preparing the 2018/19 draft budget proposals the proposed cash flat position for schools in effect equated to a real terms cut of £1.644m (1.68%) based on an assumed pay award for teachers of 1%. This needed to be considered alongside the need to deliver the projected savings of £7.205m for other services across the Council, which equated to 3.24% of current net budgets when the draft budget proposals were presented to Cabinet. This does, therefore, provide some relative protection to schools from the full extent of savings required to deliver a balanced budget.
- 4.4.3 As mentioned above the 2018/19 draft budget proposals assumed a 1% pay award for teachers from September 2018 but it is now anticipated that the pay award is likely to be higher than this. If the pay award for teachers turns out to be 2% from September 2018 then a further financial pressure of £547k will fall on school budgets in 2018/19.
- 4.4.4 A review of the Authority's Capital Financing budgets has been undertaken in recent weeks to determine projected borrowing requirements and returns on investments for the next five years. This exercise has concluded that £547k can be transferred from Capital Financing budgets to assist schools with meeting anticipated further additional costs from the teachers pay award in 2018/19.
- 4.4.5 This report includes a recommendation that Cabinet approves the transfer (virement) of £547k to the delegated schools budget.

#### **4.5 General Fund Balances**

- 4.5.1 Details of the projected movement on General Fund balances are provided in Appendix 5.
- 4.5.2 As previously agreed by Council the Council Tax surplus each year is channelled through the General Fund to support the base budget in the following financial year.
- 4.5.3 A total of £3.601m has been transferred from the General Fund during the 2017/18 financial year in accordance with previous approvals: -
- £619k in respect of additional financial provisions for the senior pay investigation (Council 13/06/17 and 21/11/17).
  - £2.054m transfer into a Capital Earmarked Reserve arising from underspends in the 2016/17 financial year (Cabinet 05/07/17).
  - Adjustment for a £629k misstatement in the 2016/17 Financial Statements (Audit Committee 17/10/17).
  - £299k for Senior Officer Settlement payments (Council 31/10/17).
- 4.5.4 Cabinet will note that projected underspends for 2017/18 will result in £1.927m being transferred into the General Fund.
- 4.5.5 It is proposed that £1.4m should be set aside from the General Fund to meet the anticipated financial deficit that will remain following the closure of Cwmcarn High School.
- 4.5.6 It is further proposed to transfer £3.446m into a Capital Earmarked Reserve which will reduce the projected General Fund balance to £10m. This is the minimum balance recommended by the Council's Section 151 Officer

#### **4.6 Council Tax Implications 2018/19**

- 4.6.1 The budget proposals within this report include a proposed increase of 4.52% in Council Tax for the 2018/19 financial year. This will increase the Caerphilly CBC Band D precept from £1,011.96 to £1,057.70 i.e. an annual increase of £45.74 or weekly increase of £0.88.

- 4.6.2 The proposed increase of 4.52% for 2018/19 will result in the following totals for the Caerphilly CBC element of the Council Tax (the Police & Crime Commissioner and Town/Community Council precepts will be added to these totals): -

Table 11 – 2018/19 Council Tax (CCBC Element) at 4.52% Increase

<b>Band</b>	<b>Council Tax (CCBC Element) £</b>	<b>Weekly Increase £</b>
<b>A</b>	705.13	0.59
<b>B</b>	822.66	0.68
<b>C</b>	940.18	0.78
<b>D</b>	1,057.70	0.88
<b>E</b>	1,292.74	1.08
<b>F</b>	1,527.79	1.27
<b>G</b>	1,762.83	1.47
<b>H</b>	2,115.40	1.76
<b>I</b>	2,467.97	2.05

#### **4.7 Capital Programme 2018/19 to 2020/21**

- 4.7.1 The proposed Capital Programme for the three-year period 2018/19 to 2020/21 is detailed in Appendix 6 of this report and is summarised in Table 12: -

Table 12 – Summary of Capital Programme 2018/19 to 2020/21

	<b>2018/19 £m</b>	<b>2019/20 £m</b>	<b>2020/21 £m</b>
<b>Capital Programme proposals</b>	<b>13.652</b>	<b>10.135</b>	<b>10.056</b>
<b>WG funding available</b>	<b>7.982</b>	<b>7.982</b>	<b>7.982</b>
<b>Capital funding gap</b>	<b>(5.670)</b>	<b>(2.153)</b>	<b>(2.075)</b>
<b>Funded by: -</b>			
Surplus/(Deficit) b/fwd	0.158	0.000	0.000
Capital underspends from previous years	0.168	0.325	0.307
One-Off funding from MRP Policy Review	1.758	1.700	1.640
RCCO budget (Miscellaneous Finance)	0.128	0.128	0.128
Property Services Earmarked Reserve	0.012	0.000	0.000
Proposed transfer from General Fund	3.446	0.000	0.000
<b>Total Additional Funding</b>	<b>5.670</b>	<b>2.153</b>	<b>2.075</b>
<b>Surplus/(Deficit) carried forward</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>

- 4.7.2 A report will be prepared for Cabinet during the spring identifying the sums held in Capital Earmarked Reserves that have not been allocated to specific Schemes/Programmes. The report will contain recommendations for Cabinet to consider and will focus on proposals where external funding can be levered in through match funding e.g. WG contributions to Band B of the 21<sup>st</sup> Century Schools Programme.

#### **4.8 Medium-Term Financial Strategy 2018/2023**

- 4.8.1 At its meeting on the 22<sup>nd</sup> February 2017 Council was presented with a Medium-Term Financial Plan (MTFP) which showed an indicative savings requirement of £37.835m for the

five-year period 2017/18 to 2021/22

- 4.8.2 An updated MTFP is attached as Appendix 7 of this report covering the five-year period 2018/19 to 2022/23. The update is based on the following assumptions: -
- A 1% cut in WG funding for the 2019/20 financial year followed by a 0.5% reduction in each of the subsequent 3 years.
  - A 4.52% increase in Council Tax for each of the five years covered by the updated MTFP.
  - A 2.2% weighted average pay award for 2018/19 and 2019/20 with the pay award reducing to 2% per annum thereafter.
  - An assumed annual increase of 25p per hour for the Living Wage.
  - Non-pay inflation projections based on current Bank of England CPI projections.
  - The Council Tax Reduction Scheme budget to be increased each year between 2019/20 to 2022/23 in line with the proposed increase in the Council Tax i.e. 4.52%.
  - For planning purposes an annual uplift in funding of 1.25% is assumed for schools from 2019/20. However, this will be subject to review as Financial Settlements are confirmed in future years.
  - Additional funding of £1.5m per annum is assumed for Social Services cost pressures for the period 2019/20 to 2022/23.
  - The updated MTFP includes debt charges for Caerphilly CBC's share of the cost of borrowing that may be required for the City Deal between 2018/19 and 2022/23.
  - An annual 1% increase is assumed in employer pension contributions from 2019/20 to 2022/23.
- 4.8.3 Cabinet will note from Appendix 7 that the indicative savings requirement for the five-year period 2018/19 to 2022/23 is £40.822m as summarised in Table 13: -

Table 13 – Updated Cash Savings Targets

<b>Year</b>	<b>Annual Cash Savings Target £m</b>	<b>Cumulative Cash Savings Target £m</b>
2018/19	6.736	6.736
2019/20	10.446	17.182
2020/21	7.925	25.107
2021/22	7.843	32.951
2022/23	7.871	40.822

- 4.8.4 It is important to reiterate that in the absence of any indicative WG Financial Settlement figures from 2020/21 onwards, the updated MTFP assumes a 0.5% reduction in WG funding for 2020/21, 2021/22 and 2022/23. If the reduction in funding is 1% for each of these three years then this will add circa £4m to the total savings requirement.
- 4.8.5 In looking to develop proposals to address the financial challenges going forward it is widely accepted that the Council cannot continue as it is. There is a need to examine the way in which we use our resources to deliver services required by our communities across the county borough.
- 4.8.6 Through the Council's Business Improvement Programme (BIP) strategic reviews will look at how services can become more business efficient through examining how they are currently provided, exploring opportunities for greater customer focus, digital delivery, alternative delivery models, and commercial opportunities; whilst looking at preventative measures that will encourage early intervention that will ultimately allow demand for certain services to be regulated.
- 4.8.7 The Council recognises the importance of retaining a physical presence within each community area, albeit through integrated "one-stop shop" community hubs, where a

combination of council and other public services will be offered. These community hubs may take the form of existing Council or public service owned buildings or existing community assets. Through a strategic asset management approach, the number of buildings we have will significantly reduce but those that are retained will offer maximum opportunities in terms of usage, thereby encouraging community cohesion.

- 4.8.8 Underpinning these strategic reviews will be a robust evidence base obtained from conversations with our communities, which will provide an understanding of specific needs and requirements. These conversations will also begin to establish how communities can remain sustainable through prevention and promoting greater self-reliance. This change programme will mean a dramatic change in the way local authority services are viewed by the public. We will need to find ways to provide communities with advice and support so they are able to help themselves or access services elsewhere. Clearly, where the council remains best placed to deliver key services, they will be provided in a number of different ways, using various delivery models and whilst we aim to continue to provide high quality public services, the way in which they will be delivered will inevitably change.
- 4.8.9 Whilst the need to make the necessary MTFP financial savings provides a clear sense of urgency, the focus is very much about providing services in the most efficient and effective way that delivers maximum impact. Through the integrated approach outlined above, this period of financial austerity provides us with an opportunity to re-establish relationships with our citizens and re-shape the Council in response, ensuring that Caerphilly CBC in 2023 is the place of choice.

#### **4.9 Schools Medium-Term Financial Plan**

- 4.9.1 An updated MTFP for schools is attached as Appendix 8. For planning purposes this update assumes that schools will receive an annual uplift in funding of 1.25% from 2019/20 but this position will be subject to review as Financial Settlements are confirmed and overall savings requirements are determined. Cabinet will note that there is a shortfall of 1.68% for 2018/19, 1.15% for 2019/20, 0.90% for 2020/21, 1.10% for 2021/22 and 1.26% for 2022/23.

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

- 5.1 Effective financial planning is a key element in ensuring that the Well-being Goals within the Well-being of Future Generations Act (Wales) 2015 are met.

### **6. EQUALITIES IMPLICATIONS**

- 6.1 Equality Impact Assessments (EIA's) have been completed for all of the savings proposals that are anticipated to have a public impact and these were appended to the reports presented to the Special Scrutiny Committee meetings held during December 2017.
- 6.2 Arrangements are currently being made for the EIA's to be made available on the Council's website.

### **7. FINANCIAL IMPLICATIONS**

- 7.1 As detailed throughout the report.

### **8. PERSONNEL IMPLICATIONS**

- 8.1 Where staff reductions are required the Council will firstly try to achieve this through 'natural wastage' and not filling vacancies. However, where this is not possible then every opportunity

will be taken to find alternative employment through the Council's redeployment policy. The Council will also utilise other policies as appropriate e.g. voluntary severance.

- 8.2 No compulsory redundancies are anticipated as a consequence of the 2018/19 budget proposals presented in this report.

## **9. CONSULTATIONS**

- 9.1 Following Cabinet endorsement of the draft 2018/19 budget proposals a period of extensive consultation has been undertaken over a period of eight weeks. Appendix 9 provides details of the feedback from the consultation process.
- 9.2 As part of the consultation process Special Scrutiny Committee meetings were held during December 2017 and the minutes of these meetings are attached to this report as Appendices 10 to 13. Cabinet should note that the minutes of the Special Regeneration & Environment Scrutiny Committee and the Special Health, Social Care & Wellbeing Scrutiny Committee are draft and subject to final approval
- 9.3 Feedback from the consultation process has been an important element in determining the final 2018/19 budget proposals, in particular the proposal to defer savings totalling £537k.

## **10. RECOMMENDATIONS**

- 10.1 Prior to consideration and determination at Council on the 22<sup>nd</sup> February 2018, Cabinet is asked: -
- 10.1.1 To support the proposal that the grants transferred/passported into the Financial Settlement and the funding for new responsibilities are passed directly to those services that they relate to (paragraphs 4.2.2, 4.2.3 and 4.2.4).
- 10.1.2 To endorse the proposed savings for 2018/19 totalling £6.736m as set out in paragraph 4.3.3 and Appendix 3 of this report.
- 10.1.3 To support the proposal to utilise £830k of Local Management of Schools (LMS) balances to support continued investment with schools in school buildings in the short to medium-term (paragraph 4.3.6).
- 10.1.4 To note that alternative savings totalling £107k will need to be identified during the 2018/19 financial year in the event that the proposed closure of Pontllanfraith Leisure Centre does not proceed (paragraph 4.3.9).
- 10.1.5 To support the proposal to transfer (vire) £547k from Capital Financing budgets to the delegated schools budget to assist schools with anticipated additional costs from the teachers pay award in 2018/19 (paragraph 4.4.5).
- 10.1.6 To endorse the Revenue Budget proposals for 2018/19 of £332.043m as set out in this report and summarised in Appendix 1.
- 10.1.7 To endorse the proposed use of General Fund balances as detailed in Appendix 5.
- 10.1.8 To endorse the proposed Capital Programme for the period 2018/19 to 2020/21 as set out in Appendix 6.
- 10.1.9 To note the updated MTFP detailed in Appendix 7 of this report and the indicative savings requirement of £40.822m for the five-year period 2018/19 to 2022/23.



## 11. REASONS FOR THE RECOMMENDATIONS

- 11.1 Council is required annually to approve proposals to set a balanced budget and agree a Council Tax rate.
- 11.2 Council is required to put in place a sound and prudent financial framework to support service delivery.

## 12. STATUTORY POWER

- 12.1 The Local Government Acts 1998 and 2003.

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Richard Harris, Internal Audit Manager & Acting Deputy Monitoring Officer  
Lynne Donovan, Acting Head of Human Resources & Organisational Development  
Cllr Dave Poole, Leader  
Cllr Barbara Jones, Deputy Leader & Cabinet Member for Finance, Performance and Governance

### Background Papers:

- Report to Council (22/02/17) – Budget Proposals 2017/18 and Medium-Term Financial Strategy 2017/2022.
- Report to Council (13/06/17) – Internal Investigation of Senior Officers - Additional Financial Provision
- Report to Cabinet (05/07/17) – Provisional Outturn for 2016/17.
- WG Provisional 2018/19 Local Government Financial Settlement (10/10/17).
- Report to Audit Committee (17/10/17) – 2016/17 Statement of Accounts – Uncorrected Misstatement of £629k.
- Report to Special Council (31/10/17) – Potential Settlement Agreement.
- Report to Cabinet (15/11/17) – Draft Budget Proposals for 2018/19.
- Report to Council (21/11/17) – Internal Investigation of Senior Officers – Additional Financial Provision.
- Reports to Special Policy & Resources Scrutiny Committee (04/12/17).
- Reports to Special Education for Life Scrutiny Committee (07/12/17).
- Reports to Special Regeneration & Environment Scrutiny Committee (13/12/17).
- Reports to Special Health, Social Care & Wellbeing Scrutiny Committee (18/12/17).
- WG Final 2018/19 Local Government Financial Settlement (20/12/17).

### Appendices: -

- Appendix 1 Net Revenue Budget 2018/19  
Appendix 2 Summary of 2018/19 Savings Proposals  
Appendix 3 2018/19 Savings Proposals  
Appendix 4 2018/19 Savings Proposals with a Public Impact  
Appendix 5 Movements on General Fund  
Appendix 6 Capital Programme 2018/19 to 2020/21  
Appendix 7 Updated Medium-Term Financial Plan 2018/19 to 2022/23  
Appendix 8 Schools Medium-Term Financial Plan 2018/19 to 2022/23  
Appendix 9 Budget Consultation 2018/19 Feedback  
Appendix 10 Approved Minutes – Special Policy & Resources Scrutiny Committee (04/12/17)  
Appendix 11 Approved Minutes – Special Education for Life Scrutiny Committee (07/12/17)

Appendix 12 Draft Minutes – Special Regeneration & Environment Scrutiny Committee (13/12/17)

Appendix 13 Draft Minutes – Special HSC&WB Scrutiny Committee (18/12/17)

**NET REVENUE BUDGET 2018/19**

	<b>£m</b>	<b>£m</b>
<b>Base Budget 2017/18</b>		<b>325.431</b>
<b>2018/19 Transfers In</b>		
Single Revenue Grant (waste element only)	1.819	
Welsh Independent Living Grant	1.010	
Social Care Workforce Grant	1.140	
Carers' Respite Care Grant	0.180	
Looked After Children	0.504	<b>4.653</b>
<b>Other passported grants</b>		
Council Tax Reduction Scheme	(0.272)	
Private Finance Initiative (PFI)	(0.202)	<b>(0.474)</b>
<b>New Responsibilities</b>		
Prevention of Homelessness	0.282	
Increasing Capital Limits for Residential Care	0.379	
Targeted Business Rates Relief	0.077	<b>0.738</b>
<b>Whole Authority Cost Pressures</b>		
Pay – Weighted average increase of 2.2%	2.387	
Living Wage (assumed increase of 25p per hour)	0.216	
Employer pension contributions @ 0.28%	0.251	
Non-pay inflation at 2%	2.399	<b>5.253</b>
<b>Inescapable Service Pressures</b>		
Social Services cost pressures	3.000	
City Deal partnership revenue contribution	0.066	
City Deal debt charges	0.112	<b>3.178</b>
<b>Savings Proposals 2018/19</b>		<b>(6.736)</b>
<b>Proposed Expenditure</b>		<b>332.043</b>
<b>Funding</b>		
WG Support		(267.240)
Council Tax (4.52%)		(63,403)
Council Tax Surplus		(1.400)
<b>Total Funding</b>		<b>(332.043)</b>

**Summary of 2018/19 Savings Proposals**

Directorate/Service Division	Public Impact			Total Proposed Savings
	Nil	Low	Medium	
	£000's	£000's	£000's	£000's
<b>Education &amp; Lifelong Learning</b>				
- Planning & Strategy	341	0	359	<b>700</b>
- Learning, Education & Inclusion	353	0	0	<b>353</b>
- Lifelong Learning	108	25	35	<b>168</b>
<b>Sub-Total: -</b>	<b>802</b>	<b>25</b>	<b>394</b>	<b>1,221</b>
<b>Social Services/Public Protection/Policy</b>				
- Children's Services	385	0	0	<b>385</b>
- Adult Services	330	563	0	<b>893</b>
- Service Strategy & Business Support	50	0	0	<b>50</b>
- Public Protection	134	151	11	<b>295</b>
- Corporate Policy	79	14	0	<b>93</b>
<b>Sub-Total: -</b>	<b>978</b>	<b>728</b>	<b>11</b>	<b>1,716</b>
<b>Communities</b>				
- Regeneration and Planning	288	166	0	<b>454</b>
- Engineering	175	168	319	<b>662</b>
- Community & Leisure Services	646	40	81	<b>767</b>
- Housing Services	117	0	0	<b>117</b>
<b>Sub-Total: -</b>	<b>1,226</b>	<b>374</b>	<b>400</b>	<b>2,000</b>
<b>Corporate Services</b>				
- Corporate Finance	80	0	0	<b>80</b>
- Procurement & Customer Services	85	80	0	<b>165</b>
- Information Technology	340	0	0	<b>340</b>
- Corporate Property	197	0	0	<b>197</b>
- Human Resources & Communications	140	0	0	<b>140</b>
- Health & Safety	70	0	0	<b>70</b>
<b>Sub-Total: -</b>	<b>912</b>	<b>80</b>	<b>0</b>	<b>992</b>
<b>Miscellaneous Finance</b>	<b>807</b>	<b>0</b>	<b>0</b>	<b>807</b>
<b>Grand Total: -</b>	<b>4,724</b>	<b>1,207</b>	<b>805</b>	<b>6,736</b>

**2018/19 Savings Proposals**

Savings Proposal	£000's	Comments	Public Impact
<b>EDUCATION &amp; LIFELONG LEARNING</b>			
<b>PLANNING &amp; STRATEGY</b>			
Savings proposals with no public impact.	341.00		Nil
Maintenance of School Buildings - Withdrawal of budget for 50/50 schemes.	333.00	LMS Contingency balances to be used initially. However, In the medium to long-term this would have a significant impact on repairs and maintenance spend on our schools.	Medium
Removal of Education & Lifelong Learning contribution to running costs of Pontllanfraith Leisure Centre.	26.00	Subject to final Cabinet consideration of proposed Leisure Centre closure.	Medium
<b>Sub-Total: -</b>	<b>700.00</b>		
<b>LEARNING, EDUCATION &amp; INCLUSION</b>			
Savings proposals with no public impact.	353.00		Nil
<b>Sub-Total: -</b>	<b>353.00</b>		
<b>LIFELONG LEARNING</b>			
Savings proposals with no public impact.	108.00		Nil
Libraries - Reduction in Book Fund.	25.00	Public unlikely to notice any significant impact, budget currently circa £380k.	Low
Libraries - Reduction in newspapers and online subscriptions.	20.00	Reduced Open Access provision within our libraries.	Medium
Youth Service - Removal of payment to GAVO for Holiday Scheme Co-ordinator.	15.00	The medium impact assessment is not in relation to the impact on service users but on the potential impact to GAVO. There would be minimal impact on service users as the Youth Service would take up any shortfall in capacity. GAVO would continue to be supported to the value of £25k.	Medium
<b>Sub-Total: -</b>	<b>168.00</b>		
<b>TOTAL: -</b>	<b>1,221.00</b>		

Savings Proposal	£000's	Comments	Public Impact
<b><u>SOCIAL SERVICES, PUBLIC PROTECTION &amp; POLICY</u></b>			
<b>CHILDREN'S SERVICES</b>			
Savings proposals with no public impact.	385.00		Nil
<b>Sub-Total: -</b>	<b>385.00</b>		
<b>ADULT SERVICES</b>			
Savings proposals with no public impact.	330.00		Nil
Decommission Age Concern Hospital Discharge contract	46.00	Decommissioning of contract for relatively low numbers of people receiving low level non-statutory services for a short period. Links to Information, Advice & Assistance and implementation of the Social Services & Well-Being (Wales) Act 2014 re. promoting independence.	Low
Decommission 2 Luncheon Clubs contract.	12.00	A small number of people attend these 2 Luncheon Clubs. The service may need to cease or different arrangements will need to be put in place if an alternative funding stream cannot be found.	Low
Domiciliary Care Client Income - Realign budget to reflect outcomes from Members Task & Finish Group and Welsh Government Cap.	75.00	There is an expectation that WG will gradually increase the weekly cap on service users' contributions for non-residential care which will translate into a small increase in income each year.	Low
Small reduction in externally commissioned Respite Care for older people and adults with physical disabilities.	30.00	The small reduction will be offset by alternative respite arrangements that can be provided through the Carers Respite Grant.	Low
Decommission DEWIS advocacy contract (residential homes).	12.00	Decommissioning of contract with £45k budget retained for spot purchase. Spot contract is more reflective of the level of service demand.	Low
Decommission Care & Repair (Safety at Home) contract.	13.00	Other schemes are available that provide this service.	Low
Decommission GAVO and MENCAP contracts.	57.00	MENCAP contract ended some time ago and the GAVO contract relates to GAVO's central costs.	Low
Decommission Stroke Association contract.	18.00	Alternative services available through the NHS.	Low

<b>Savings Proposal</b>	<b>£000's</b>	<b>Comments</b>	<b>Public Impact</b>
Reduce Crossroads (Advocacy) contract by 50%.	36.00	Advocacy services are available from other agencies.	Low
Implications of Social Services & Well-Being (Wales) Act 2014.	264.00	Potential service users for some services to be signposted to alternative low or nil cost services.	Low
<b>Sub-Total: -</b>	<b>893.00</b>		
<b>SERVICE STRATEGY/BUSINESS SUPPORT</b>			
Savings proposals with no public impact.	50.00		Nil
<b>Sub-Total: -</b>	<b>50.00</b>		
<b>PUBLIC PROTECTION</b>			
Savings proposals with no public impact.	133.50		Nil
Meals Direct - Removal of 1 Van Helper post.	7.50	Will require a severance payment.	Low
Schools Catering - Increase price of Secondary School meals by 10p from April 2018 i.e. from £2.15 to £2.25.	50.00	Will not impact on the most vulnerable families due to Free School Meal eligibility.	Low
Schools Catering - Increase price of Primary School meals by 10p from April 2018 i.e. from £1.90 to £2.00.	54.00	Will not impact on the most vulnerable families due to Free School Meal eligibility.	Low
Registrar's - Increase in ceremony fees in line with cost of providing the service.	10.00	To ensure costs of service provision are fully recovered.	Low
Environmental Health - Pest Control/Animal Trespass post	29.00	Vacant post.	Low
Meals Direct - Increase in charge for Meals on Wheels.	11.00	Proposed increase of 20p per meal.	Medium
<b>Sub-Total: -</b>	<b>295.00</b>		
<b>CORPORATE POLICY</b>			
Savings proposals with no public impact.	79.00		Nil
Voluntary Sector - Reduction in Technical Assistance Budget.	4.00	Reduction in grants available to Voluntary Sector (total budget is currently £19k).	Low
Policy - Reduction in Well-being budget.	10.00	Reduction in grants available (total budget is currently £41k).	Low
<b>Sub-Total: -</b>	<b>93.00</b>		
<b>TOTAL: -</b>	<b>1,716.00</b>		
<b>COMMUNITIES</b>			
<b>REGENERATION &amp; PLANNING</b>			
Savings proposals with no public impact.	288.00		Nil

<b>Savings Proposal</b>	<b>£000's</b>	<b>Comments</b>	<b>Public Impact</b>
Business Support & Funding - Reduction in Community Regeneration Fund.	137.00	Community Regeneration Fund underspend of £115k in 2016/17. Budget for 2017/18 is £232k.	Low
Business Support & Funding - Reduction in Business Grants Budget.	12.00	Business Grants underspend of £4k in 2016/17. Budget for 2017/18 is £62k.	Low
Destinations & Events - Review of events at Llancaiach Fawr.	10.00	A review of events will be undertaken and some of those which are financially unviable will not be hosted in the future.	Low
Urban Renewal - Reduction in Publicity & Promotion budget.	7.00	Reduced frequency of Town Centre banner replacement and change-over and reduced expenditure on "Choose the High Street" campaigns.	Low
<b>Sub-Total: -</b>	<b>454.00</b>		
<b>ENGINEERING</b>			
Savings proposals with no public impact.	174.50		Nil
Highways Operations - Traffic Management minor works budget reduction.	6.00	Reduced programme and maximising grant applications for main schemes.	Low
Highways Operations - Reduction in Winter Maintenance budget.	35.50	This represents a 3.1% reduction in the budget and will be achieved through a review of gritting routes.	Low
Highways Operations - Street Lighting non-routine maintenance budget reduction.	5.00	New contract with external provider provides some efficiency with an increased fixed element, but with more items included in fixed element the non-routine can be reduced.	Low
Highways Operations - Consultancy/road survey budget reduction	4.00	Reduce the frequency of road condition reports	Low
Highways Operations - Reduction in Structures Service Level Agreement (SLA) budget.	20.00	Requires a new programme of inspection on a risk basis.	Low
Transportation - Road Safety salary budget reduction	25.00	Restructure of Team resulting in removal of 1 Road Safety post that transfers to School Crossing Patrol Supervisor (based on retirement).	Low
Transportation - School Crossing Patrol salary budget reduction.	38.00	Based on current vacant posts accumulated over time due to not meeting the ROSPA criteria when sites assessed after employee leaves/retires.	Low



<b>Savings Proposal</b>	<b>£000's</b>	<b>Comments</b>	<b>Public Impact</b>
Transportation - Accident Studies budget reduction.	10.00	New contract with external provider reduces the minimum fixed contract element and gives more flexibility to use as and when. This does reduce the detailed information across the whole borough but focus can be on target/risk areas.	Low
Transportation - Highways Act S38 etc. fee increase in income budget.	15.00	Due to economic improvement in recent years increased scope to improve external fees. Risks relate to sustainability of existing developments and economic climate.	Low
Transportation - Concessionary Fare Grant support service element increased income budget.	10.00	Due to planned regional collaboration, Caerphilly CBC will look after smaller operator reimbursement for all SE Wales. As we won't have to process large operators this should be maintained within existing support costs but produce more income.	Low
Highways Operations - Reduction in Highways Maintenance budget.	309.00	This represents a 6.7% reduction in the budget and will be achieved through a range of measures.	Medium
Transportation - Bus shelter maintenance budget reduction.	10.00	Reduced maintenance programme, assisted by recent Capital grant in Caerphilly Basin. Assets replacement will be affected in the long-term.	Medium
<b>Sub-Total: -</b>	<b>662.00</b>		
<b>COMMUNITY &amp; LEISURE SERVICES</b>			
Savings proposals with no public impact.	646.00		Nil
Caerphilly Adventures Service - increase in income.	20.00	This will be achieved through a review of the pricing structure for the service.	Low
Waste Strategy & Operations - Introduction of "admin" fee for Duty of Care Transfer notes for Commercial Waste Customers.	20.00		Low
Sport & Leisure Services – Proposed closure of Pontllanfraith Leisure Centre.	81.00	This proposal has been the subject of extensive consultation and has been referred back to Cabinet for consideration.	Medium
<b>Sub-Total: -</b>	<b>767.00</b>		

Savings Proposal	£000's	Comments	Public Impact
<b>HOUSING SERVICES</b>			
Savings proposals with no public impact.	117.00		Nil
<b>Sub-Total: -</b>	<b>117.00</b>		
<b>TOTAL: -</b>			
	<b>2,000.00</b>		
<b><u>CORPORATE SERVICES</u></b>			
<b>CORPORATE FINANCE</b>			
Savings proposals with no public impact.	80.00		Nil
<b>Sub-Total: -</b>	<b>80.00</b>		
<b>PROCUREMENT &amp; CUSTOMER SERVICES</b>			
Savings proposals with no public impact.	85.00		Nil
Customer First - Staffing reductions.	80.00	This will be achieved through vacancy management linked to the delivery of the approved Customer Services Strategy.	Low
<b>Sub-Total: -</b>	<b>165.00</b>		
<b>INFORMATION TECHNOLOGY</b>			
Savings proposals with no public impact.	340.00		Nil
<b>Sub-Total: -</b>	<b>340.00</b>		
<b>CORPORATE PROPERTY</b>			
Savings proposals with no public impact.	197.00		Nil
<b>Sub-Total: -</b>	<b>197.00</b>		
<b>HUMAN RESOURCES &amp; COMMUNICATIONS</b>			
Savings proposals with no public impact.	140.00		Nil
<b>Sub-Total: -</b>	<b>140.00</b>		
<b>HEALTH &amp; SAFETY</b>			
Savings proposals with no public impact.	70.00		Nil
<b>Sub-Total: -</b>	<b>70.00</b>		
<b>TOTAL: -</b>			
	<b>992.00</b>		
<b>MISCELLANEOUS FINANCE</b>			
Savings proposals with no public impact.	807.00		Nil
<b>TOTAL: -</b>	<b>807.00</b>		
<b>TOTAL 2018/19 PROPOSED SAVINGS: -</b>			
	<b>6,736.00</b>		

## 2018/19 SAVINGS PROPOSALS WITH A PUBLIC IMPACT

### EDUCATION & LIFELONG LEARNING

#### Planning & Strategy

1. Maintenance of School Buildings – Withdrawal of Budget for 50/50 Schemes £333k (Public Impact: Medium)

Following the introduction of the Fair Funding Regulations in 2000, the Directorate retained a residual revenue budget to assist with supporting lower value capital schemes. In recent years this budget has typically been used to enhance the core capital programme by offering assistance on a 50/50 basis to support school projects. Schools presently submit bids annually in the Autumn term for consideration for the following financial year. This proposal will have little or no impact upon compliance with statutory maintenance but will adversely affect school condition survey work.

The proposal involves removing the budget of £333k in its entirety in 2018/19. It is acknowledged that this will have an adverse effect on school buildings with the potential to accelerate their depreciation and worsen their general condition.

To mitigate this effect, it is proposed that consideration is given to utilising Local Management of Schools (LMS) contingency balances to support continued investment with schools in school buildings. It is specifically suggested that a sum of £830k is earmarked over 3 years (£330k in year 1 and £250k in each of the following 2 years) to support schemes, particularly with regards to bids relating to fire risk and health & safety works.

The letter requesting bids from schools for 2018/19 projects has already been sent out to schools on the basis of 50/50 funding. It is therefore suggested that the 50/50 commitment is retained for 2018/19 but funded from LMS Contingency.

This arrangement would have the benefit of continuing to support school capital projects but utilising LMS contingency funds for the Central Education proportion, thereby fulfilling the MTFP proposals.

2. Removal of Education & Lifelong Learning Contribution to the Running Costs OF Pontllanfraith Leisure Centre £26k (Public Impact: Medium)

The Education & Lifelong Learning directorate currently makes an annual contribution of £26k to the running costs of Pontllanfraith Leisure Centre. If the proposed closure of the Centre is approved then this budget contribution will no longer be required.

#### Lifelong Learning

1. Libraries – Reduction in Book Fund £25k (Public Impact: Low)

The County Borough Library Service proposes to reduce its book fund by an amount of £25k in 2018/19, against existing budget provision of £380k. The proposal is to top slice equally across all areas of stock with little to no direct effect on customer provision.

This budget reduction represents 6.5% of the overall resource allocation and due to the proposed method of reduction no individual customer grouping or communities will be adversely disadvantaged. The Library Service will seek to affect increased discounts from book suppliers wherever possible and strategically purchase a greater portion of paper book items that are less expensive.

2. Libraries – Reduction in newspapers and online subscriptions £20k (Public Impact: Medium)

This savings proposal includes the withdrawal of hard copy newspapers (local & national) from all Library sites (£10k) and a reduction in online subscriptions (£10k). This proposal is for the removal of the full £10k budget provision for newspapers and £10k of a £15k budget for subscriptions.

The removal of hard copy daily newspapers across all 18 static libraries will impact on customers who visit to read this material. However the following mitigating steps will be introduced and managed in advance of the withdrawal of newspapers to assist all users in adjusting to the changes in provision: -

- Staff in libraries will promote access to online newspaper editions both of local and national titles where they are freely available.
- In each library at least one internet terminal will be allocated to newspaper access on a booking basis and all 250 computers provided in the County Borough's libraries will clearly promote online editions of popular titles.
- Customers who require mediated access to online newspaper titles will be assisted by library staff, again supporting the transition to the alternative provision.
- Subject to the outcome of this proposal, the intention would be to introduce the above adjustments for at least 2 months prior to the final date of hardcopy newspaper removal.

In addition to the proposed withdrawal of newspapers, reductions in online information subscriptions, withdrawal from the pan UK Inter-Library Loans system "Unity" and other back office savings associated with book stock processing will provide a further £10k saving.

The withdrawal of a number of online information databases (including Britannica) will not disproportionately impact on any customer grouping or community within the County Borough. The level of present usage of Britannica and Law & Rights online does not merit their continued provision at a cost of £1.68 per use for the electronic encyclopaedia. Alternative free online resources such as Wikipedia will be promoted to customers who may require this type of service.

The impact of streamlining inter library loan arrangements and licensing costs for online catalogue records will have a small effect on some individual customers who may wish to request books or other materials that prove challenging to source via the South Wales Cooperative Library inter lending initiative. It is anticipated that the South Wales Library Scheme would be able to accommodate 97% of all future customer requests based on performance data for 2015 to 2017.

Whilst staff in libraries may be affected by the introduction of new processes and methods of working in respect of requests and new stock purchased, this change is considered to be relatively minor.

3. Youth Service – Removal of payment to GAVO for Holiday Scheme Co-ordinator £15k (Public Impact: Medium)

Since 2008, the Youth Service has supported the employment of a full time Holiday Scheme Co-ordinator (employed by GAVO) whose function is to advise and support any groups considering the provision of school holiday period specific activity for children and young people between the ages of 8 to 18 years. Although a Steering Group to inform this role has been in place since inception, this has not completely enabled the role to be focussed on holiday specific activity support as originally envisaged.

The proposal would reduce the current funding of £40k in 2017/18 to £25k for 2018/19, prior to 2017/18 financial support from the Authority was £50k. This level of reduction is intended to strike a balance between making the necessary savings and enabling in part a level of

continued support of a partner group.

The “medium” impact assessment is not in relation to the impact on service users but refers to the potential impact on GAVO. There will be minimal impact on service users, as the Youth Service would take up any shortfall in capacity.

## **SOCIAL SERVICES, PUBLIC PROTECTION & POLICY**

### **Adult Services**

1. **Decommission Age Concern Hospital Discharge Contract £46k (Public Impact: Low)**

This proposal is to decommission the current contract let jointly with Health, which provides services for a relatively low number of people receiving non-statutory services for a short period of time. The implementation of the Social Services & Well-Being (Wales) Act 2014 means these people should be sign-posted via the Council’s Information, Advice & Assistance Team to promote their independence and choice and to control their own needs. The current contract comes to an end in March 2018. The impact on the public will be in relation to people being discharged from hospital and will be mitigated via the provision of information, advice and assistance including literature being produced by Health.

2. **Decommission 2 Luncheon Club contracts £12k (Public Impact: Low)**

Two Luncheon Clubs currently operate in Panside (Newbridge) and Nelson. Only 3 people currently attend the Panside Club and 11 people attend Nelson. The savings proposal is to cease funding to both these Clubs and offer people services of a community connector to look at other options in their communities. Alternatively, the provider may be able to find a different funding stream.

3. **Domiciliary Care Client Income – Realign budget to reflect outcomes from Members Task & Finish Group and Welsh Government Cap £75k (Public Impact: Low)**

Some people will see an increase in their charge in 2018/2019, however all people are subject to a financial assessment so those with limited disposable income will not see an increase in their charge.

4. **Small reduction in externally commissioned Respite Care for older people and adults with physical disabilities £30k (Public Impact: Low)**

This is a 14% reduction in the overall budget which will look to be off-set by alternative respite arrangements that can be commissioned from the carers grant. Feedback from these carers has indicated they want more day respite opportunities for themselves as opposed to traditional respite care.

5. **Decommission DEWIS advocacy contract (residential homes) £12k (Public Impact: Low)**

This contract ended in March 2017 and £45k was retained (a budget reduction of £12k) to enable the spot purchase of advocacy services to meet identified needs, using the arrangements Newport City Council have in place. This reduction reflects demand on the advocacy service.

6. **Decommission Care & Repair (Safety at Home) contract £13k (Public Impact: Low)**

The current contract comes to an end in March 2018 and it is proposed that it is not recommissioned. The contract provides minor adaptations in peoples’ own homes but there are many other options to providing this service. The implementation of the Social Services & Well-Being (Wales) Act 2014 means these people should be sign-posted via the Council’s Information, Advice & Assistance Team to promote their independence and choice and to

control their own needs. Mitigation could be via application for Integrated Care Fund grant. In 2017/18 Care & Repair have been successful in securing circa £60k from the Integrated Care Fund across the Gwent region but will need to bid for funding in 2018/19. The Council has a separate minor adaptations budget which provides support for those most in need.

7. Decommission GAVO and Mencap contracts £57k (Public Impact: Low)

The MENCAP contract ended some time ago and the GAVO contract relates to GAVO's central costs.

8. Decommission Stroke Association contract £18k (Public Impact: Low)

The Health Board let this contract to which Caerphilly CBC currently makes an £18k contribution. In the last few years Health have received significant funding via the Integrated Care Fund to develop services for neurological conditions, hence alternatives are available.

9. Reduce Crossroads (Advocacy) contract by 50% £36k (Public Impact: Low)

The current value of this contract is £72k. It is proposed to re-tender on a lower value of £36k to reflect demand as advocacy services are available from a number of other sources. There is the option of potentially looking to commission services on a regional footprint to achieve better value for money when the contract ends in October 2018.

10. Implications of Social Services & Well-Being (Wales) Act 2014 £264k(Public Impact: Low)

The implementation of the Social Services and Well-Being Act 2014 means people should be sign-posted via Information Advice and Assistance to promote their independence, choice and control to meet their own outcomes. This proposal looks to reassess/review individuals who are currently in receipt of a commissioned domestic cleaning or laundry service as part of a package of care and support. 190 people are currently recorded as in receipt of this service and they would be reviewed or reassessed and sign-posted to agencies/services to commission this service privately, or look to utilising their existing networks thus promoting their independence, choice and control. No neighbouring local authority has provided these services for several years. If in exceptional circumstances there is no other way of achieving an individual's identified outcomes we will commission the service externally or provide the service via the Home Assistance & Reablement Team (HART) as part of a package of care and support. Previous budgetary proposals in 2016/2017 to cease domestic support provided via Supporting People and the withdrawal of a shopping service unless there were exceptional circumstances, was successfully implemented.

## **Public Protection**

1. Meals Direct – Removal of 1 Van Helper post £7.5k (Public Impact: Low)

This proposal relates to the removal of 1 of 5 Van Helper posts from the Meals Direct Meals on Wheels service. The post is 17.5 hours a week (0.47 fte) and would result in an annual saving of £7.5k. All 5 posts are currently occupied and so it would be necessary to consider redeployment or a one-off severance payment. The deletion of this post could result in increased meal delivery/waiting times as a result of our reduced ability to get to homes where we need to be double staffed, but the public impact is considered to be low.

2. Schools Catering - Increase price of Primary and Secondary school meals by 10p from April 2018 £104k (Public Impact: Low)

It is estimated that increasing the price charged for a Secondary school meal by 10p, from £2.15 to £2.25, from April 2018 would result in £50k additional income a year. Also, it is estimated that increasing the price of a Primary school meal from £1.90 to £2.00 in April 2018 would result in £54k additional income a year. The proposed increases will mean that a

parent/guardian will pay an additional 50 pence per week per child. This will not impact on the most vulnerable families due to Free School Meal eligibility. The overall impact upon the public of the proposal is considered to be low. School meal prices in Caerphilly have not increased since 2014 and will remain amongst the lowest in Wales even if the proposed increase is implemented.

3. Registrar's - Increase in ceremony fees in line with cost of providing the service £10k (Public Impact: Low)

An analysis has been undertaken of activities in the Registration Service to ensure costs of service provision are fully recovered. Some fees are set centrally by the General Register Office, others, such as Ceremony fees can be determined locally in order to recover the cost of providing that particular service and the proposal is to increase these fees accordingly. It is estimated that increasing fees for all Marriage and Civil Partnership ceremonies held at Ty Penallta and weekend/Bank Holiday ceremonies at external venues would result in additional income of £10k per year. Whilst paying an increased fee will have a financial impact on the service users it can be seen that the ceremonies in question tend to be infrequent life events such that no individual service user would be paying out for ceremony fees on a regular basis. The public impact of this proposal is considered to be low. Comparisons with neighbouring and other districts in Wales indicate that the proposed fees are reasonable.

4. Environmental Health – Deletion of a vacant Pest Control/Animal Trespass post £29k (Public Impact: Low)

This fulltime post (1 fte) has been vacant since March 2017 and is located within a small team that deal with pest control, dog warden matters and animal trespass. In 2016, the team consisted of 6 fte, however one member of staff (with specialised dog warden skills) retired and the post was not re-filled. Since then another member of staff (with specialist animal trespass skills and knowledge) has retired due to ill health, creating a vacant post. To mitigate for the loss of the specialist dog re-homing function, a technical assistant (0.4 fte) has been allocated to the team. Deletion of the vacant post will reduce the size of the team from 5.4 fte to 4.4 fte saving £29k per year. The team currently deals with approximately 5,000 service requests a year. This proposal is considered to have low public impact.

5. Meals Direct - Increase in charge for Meals on Wheels £11k (Public Impact: Medium)

It is estimated that increasing the price from April 2018 of a meal provided by Meals Direct by 20p, from £3.10 to £3.30 for a subsidised hot meal would result in additional income of £11k. Many of the services customers are vulnerable and affordability will be a consideration. A comparison with other Local Authorities in the area demonstrates that our subsidised meal prices would remain amongst the lowest even with this proposed increase. Customer numbers have fallen over a period of years. A number of alternative options are available, but some customers, and their families, continue to opt for a daily visit from Meals Direct and the delivery of a freshly prepared hot meal. A further price increase may result in further loss of customers and this has been accounted for in the overall estimate of £11k per year additional income. The public impact of this proposal is considered to be medium.

## **Corporate Policy**

1. Reduction in Technical Assistance budget £4k (Public Impact: Low)

The Technical Assistance Fund is used to support technical advice and guidance for the required professional assessments and fees to allow access to funding provided through the Community Regeneration Fund and other external grant programmes such as the Community Facilities Programme (Welsh Government) and Big Lottery e.g. solicitors and legal fees, lease costs etc.

The proposed £4k reduction would leave a remaining budget for 2018/19 of £15k. This savings

proposal is expected to have a low public impact.

Members should note that there is also a 2018/19 savings proposal within the Communities Directorate to reduce the budget for the Community Regeneration Fund from the current level of £232k to £100k.

## 2. Corporate Policy - Reduction in Well-Being budget £10k (Public Impact: Low)

The Well-being budget of £41k was established in 2017/18 by bringing together a number of smaller budgets that each had a link to promoting well-being. The budget supports a range of well-being activity including, for example, health, sustainability, and 50+ initiatives. For 2018/19 it is proposed that the £41k budget is reduced to £31k.

The Well-being budget also funds the Greener Caerphilly Small Grants scheme which is usually accessed by services and external partners delivering environmental projects. The projects have always demonstrated collaborative working with other partner organisations and delivered tangible environmental improvement and benefits to the community. The funding awarded was dependant on applicant match funding on a £1 for £1 basis, so in some circumstances the funding helped partners secure additional funding.

Historically approximately £5k of the Well-being budget has been allocated to third sector partners for environment and sustainability projects. This savings proposal is expected to have a low public impact.

## **COMMUNITIES**

### **Regeneration & Planning**

#### 1. Business Support and Funding – Reduction in Community Regeneration Fund grant £137k (Public Impact: Low)

The Community Regeneration Fund (CRF) enables grassroots community and voluntary groups to secure funding to take forward initiatives they have developed for the benefit and sustainability of local communities. In recent years CRF revenue funding has assisted in delivery of a wide range of local projects that support social enterprises, well-being, mental health, churches and art, cultural, heritage and youth organisations.

There is an acceptance that the proposed reduction in the CRF revenue budget allocation will impact on community and voluntary sector organisations. As the level of CRF funding reduces it is expected that either fewer projects will be able to be supported and/or the current maximum revenue funding award of up to 80% (£30,000 maximum) would reduce in order to support more projects.

The reduction in CRF revenue funding is anticipated to result in applicants having to examine the availability of alternate funding sources before applying for CRF and potentially increase their project “match funding” contribution.

The CRF revenue budget has a history of underspending, ranging between £71K and £112K during the past five years. Previously the CRF underspend was used to match fund the South East Wales Community Economic Development (SEWCED) Fund which supported social enterprises. Since the SEWCED programme ended the CRF revenue budget has continued to underspend. During 2016/17, £120,035.94 of CRF revenue funding was awarded resulting in an underspend of £108,000.

When taking account of the frequent underspend of the CRF revenue budget, the impact of the proposed 2018/19 budget reduction of £137,000 is potentially not as significant as it would initially appear in that the CRF revenue budget available for 2018/19 would only be £25,000 lower than the £120,035 allocated in 2016/17.



CRF project delivery is also supported via a capital budget allocation. The indicative capital budget allocation for 2018/19 is £99,000 and should the need arise in year the option exists to vire portions of the allocated funding between capital and revenue budgets to reflect the nature of the project for which CRF support is sought.

2. Business Support and Funding – Reduction in Business Grants budget £12k (Public Impact: Low)

The Business Development Grants (BDG) support established small and medium enterprises and business start-ups. The focus of the Council grant funding is on creating or safeguarding jobs in the manufacturing or the service to manufacturing sector.

Investment costs that are eligible for BDG is limited to capital equipment, IT equipment, tools, machinery, software, websites, marketing and ancillary items. The BDG is limited to 50% of eligible costs up to a maximum of £2,000.

In 2016/17 BDG funding totalling £57,340 was awarded to support 40 local businesses and the creation of 64 jobs. Whilst it is to be anticipated that the proposed budget reduction will reduce the number of projects that are able to be supported the impact on the support for the number of jobs created will only become apparent in 2018/19 as each project's scope is unique in relation to jobs created as a consequence of the maximum BDG award being limited to £2,000 regardless of the overall value of the individual project.

The budget saving proposal will not impact on the Business Support & Funding Team's primary purpose of providing an advice and guidance service to the wider local business community. Consequently the vast majority of local businesses will be unaffected by the proposal as only a very small percentage of businesses bring forward applications seeking BDG.

3. Destinations and Events – Review of events at Llancaiach Fawr £10k (Public Impact: Low)

The proposed budget saving will be achieved through a combination of: -

- (i) Moving away from the Council organising major events to delivery model where key events are hosted in partnership with external organisations. By the hosting of events such as the Classic Car Show and Bedwellty Show the venue will continue to deliver a varied events programme at greater value for money.
- (ii) Undertaking events in a more effective way to reduce the associated staff costs, curtailing the scale and associated costs of certain events and ending an event that is not financially viable.

It is anticipated that these changes will allow Llancaiach Fawr to continue to provide a varied programme of activities and events that encourage new and repeat visitors whilst focusing on the venue's core business. In addition staff will build upon the recent successful partnerships with independent event organisers to increase their awareness of Llancaiach Fawr Manor as an event venue that is available to host events.

The proposal to move the "Barking Mad Dog Show" to the Saturday of August Bank Holiday rather than on August Bank Holiday Monday will result in savings in staffing costs. This change of day is not expected to have a significant impact on the Dog Show which has an established following and was previously held for many years on a Saturday in late August.

Llancaiach Fawr's participation in CADW's free access "Open Doors" will continue but change to be delivered through a scheme that requires participants to pre-register for tours within normal opening hours at certain periods of the year. This will allow visitors with free pre-booked Open Doors access to be accommodated alongside other fee paying visitors to protect income streams.

There is a proposed reduction in expenditure and curtailment of the 'Kings Day' event where visitor numbers have been declining for many years despite several efforts to boost the event content.

It is also proposed to end the "Soft Play Days" which are not as well attended as the programme of children's activity days organised throughout the year. The reduction in specific soft play days for very young children will have minimal impact as there are alternative venues in the County Borough providing similar activities and this change will be further mitigated by making increased provision for very young children within the Children's Activity days.

The model show event a "World in Miniature" where the associated costs outweigh income generated will also cease in 2018/19.

4. Urban Renewal – Reduction in Publicity and Promotion budget £7k (Public Impact: Low)

The proposed saving to reduce the Town Centre Management marketing and promotional budget by £7,000 will be implemented equally across all five of the County Borough's managed town centres.

The proposed combination of savings will be achieved by:-

- (i) Reducing the frequency of replacement of town centre promotional banners from three times a year to twice a year to generate savings in banner design and installation costs.
- (ii) Refocussing marketing and promotional activity associated with the "Choose the High Street" brand with the residual budget being more focussed on the lead up to the vital Christmas period.

The proposed savings do not impact on the staff resource within the Town Centre Management team and the two officers will continue to be available to undertake their duties that provide support to the retail and business communities within the five main town centres which is supplemented through regular visits to the towns and engaging in face to face contact.

## **Engineering**

1. Traffic Management minor works budget reduction £6k (Public Impact: Low)

Reduced Traffic Regulation Order programme and maximising grant applications for main schemes.

2. Reduction in Winter Maintenance budget £35.5k (Public Impact: Low)

This represents a 3.1% reduction in the budget and will be achieved through a review of gritting routes and a more targeted approach for gritting based on specific forecast height data.

3. Street Lighting non-routine maintenance budget reduction £5k (Public Impact: Low)

New contract with external provider provides some efficiency with an increased fixed element, with more items included in fixed element the non-routine can be reduced.

4. Consultancy/road survey budget reduction £4k (Public Impact: Low)

Review the frequency of road condition reports and the data provided by requesting more specific data to meet required Welsh Government performance indicators and any detailed reviews based on detailed scheme requirements.

5. Reduction in Structures Service Level Agreement (SLA) budget £20k (Public Impact: Low)

Review works programme of inspection on a risk based approach in line with proposal contained within the new Code of Practice.

6. Road Safety salary budget reduction £25k (Public Impact: Low)

Restructure of team and duties resulting in reduction of 1 Road Safety post. Due to reconfiguration of team and duties this will have minimal impact on the work that is delivered.

7. School Crossing Patrol salary budget reduction £38k (Public Impact: Low)

Saving is based on current vacant posts accumulated over time that do not meet the ROSPA criteria when sites are assessed after employees leave/retire.

8. Accident Studies budget reduction £10k (Public Impact: Low)

New contract with external provider reduces the minimum fixed contract element and gives more flexibility to use as and when. This does reduce the detailed information across the whole borough but will focus and be targeted to high risk areas.

9. Highways Act S38 etc. fee increase in income budget £15k (Public Impact: Low)

Due to economic improvement in recent years increased scope to improve income levels from external fees. Risks relate to sustainability of existing developments and economic climate.

10. Concessionary Fare Grant support service element increased income budget £10k (Public Impact: Low)

Due to planned regional collaboration, Caerphilly CBC will look after smaller operator reimbursement for all SE Wales. As we will not have to process large operators this should be maintained within existing support costs but produce more income.

11. Bus Shelter maintenance budget reduction £10k (Public Impact: Medium)

Reduced maintenance programme with bus shelters cleansed less frequently. Asset replacement may be affected in the long-term.

12. Reduction in Highways Maintenance budget £309k (Public Impact: Medium)

This represents a 6.7% reduction in the Highways Maintenance budget and will be achieved through a range of measures as set out in the table: -

<b>Proposed Saving</b>	<b>£000's</b>	<b>Comments</b>
Highways Operations - General road closures for special events budget removal	5.00	Budget phased Out. Event organisers to fund any associated costs.
Highways Operations - Maintenance of fencing/railings budget reduction	0.50	Small reduction with continued monitoring of usage and costs associated
Highways Operations - Safety barrier maintenance budget reduction	10.00	Efficiency savings using new tender (External contractor Barrier Services)
Highways Operations - Special maintenance of roundabouts budget reduction	0.50	Saving by targeting Traffic Management setup by others on bypass for works

<b>Proposed Saving</b>	<b>£000's</b>	<b>Comments</b>
Highways Operations - Special maintenance of cycleways budget reduction	1.00	Continued underspend on budget as some parts included in structural highway defect budget
Highways Operations - Aids to movement - Traffic sign maintenance budget reduction	0.50	In build-up/readiness for the removal of the CRT by 2019
Highways Operations - Aids to movement - Road markings & Studs budget reduction	0.50	Tighten criteria and monitor usage and cost
Highways Operations - Aids to movement - Street name plates budget reduction	0.50	Many already renewed. Limit further renewals
Highways Operations - Design costs budget removal	5.00	Include in scheme costs or make better use of Capital advance design budget
Highways Operations - Improved walking environment (dropped kerbs) budget reduction	0.50	Include where possible improvements within Capital footway programme
Highways Operations - Structures general maintenance budget reduction	10.00	Requires a new programme of inspection on a risk basis. Ensure good use of existing Capital budget (£444k) to reduce maintenance where possible
Highways Operations - Structures retaining walls budget reduction	5.00	Requires a new programme of inspection on a risk basis. Ensure good use of existing Capital budget (£316k) to reduce maintenance where possible
Highways Operations - Structures embankment/stabilisation budget reduction	5.00	Requires a new programme of inspection on a risk basis.
Highways Operations - Carriageway surface dressing budget reduction	254.70	Reduce preservation treatments i.e. sweat asset which may increase reactive repairs and utilise new technologies etc.
Highways Operations - Land drainage - Provision of grids/fencing budget reduction	0.30	Planned inspection and cleansing programme, limits responsive callouts
Highways Operations - Land reclamation maintenance budget reduction	10.00	Continuation of Capital budget (£248k) reducing maintenance burden, but also noted assets have long term liabilities and WG Derelict Land Grant is no longer available
<b>TOTAL: -</b>	<b>309.00</b>	

### **Community & Leisure Services**

#### 1. Caerphilly Adventures Service – Increase in income £20k (public Impact: Low)

The Authority operates the Caerphilly Adventures Service which provides outdoor adventure opportunities for young people and adults. The customer base incorporates individuals or groups who either directly purchase the service (e.g. corporate team building) or who are "referred" to the service to assist with personal or family difficulties or difficulties within the traditional education environment (e.g. Education Other Than At School - EOTAS or Specialist Resource Bases).

The fees charged by the service have not been increased for the last 10 years and are now below the benchmark charged for such services within the market place. There is an acceptance that the fee increase may impact on other CCBC services such as EOTAS provision and it is therefore proposed to involve the Caerphilly Adventures Service in the review of EOTAS provision across the County Borough which is due to commence shortly.

The potential move from Pontllanfraith to Cwmcarn Forest Drive will also provide the service with an opportunity to increase its private sector income as location at Cwmcarn has a large amount of synergy with the other services offered at the site (e.g. camping).

2. Waste Strategy & Operations - Introduction of an "administration" fee for Duty of Care Waste Transfer Notes for Commercial Waste Customers £20k (Public Impact: Low)

The service operates an all-encompassing service for commercial waste (container provision, collection, disposal & administration). While the service charges cover the costs of container provision, collection and disposal, the service offered for ensuring that customers have all the correct legal documentation in place has never attracted a charge. Many private sector companies charge separately for this element and it is therefore proposed to introduce a charge of £20 per customer per annum for the Duty of Care Certificate & Waste Transfer notes (replacements will also attract a charge of £20 where customers buy sacks and are unable to produce their original documentation). While there is a small risk that customers may not accept the charge and choose to move their business to another service provider, it is not uncommon in the commercial waste industry to charge for the duty of care administration so moving to another service provider is not likely to result in avoidance of these charges.

3. Proposed closure of Pontllanfraith Leisure Centre £81k (Public Impact: Medium)

The proposed closure of Pontllanfraith Leisure Centre is projected to save the Authority £81k from the Community & Leisure Services budget with a further saving of £26k also arising in Education & Lifelong Learning.

The detail relating to this saving has been the subject of a significant amount of consultation as well as a number of reports to the Regeneration & Environment Scrutiny Committee and the Authority's Cabinet. These reports have fully outlined all of the issues surrounding the potential closure, including financial implications and the outcome of the consultation process.

The matter has now been referred back to Cabinet for consideration and in the event that the proposed closure does not proceed then alternative savings of £107k will need to be identified in-year.

## **CORPORATE SERVICES**

1. Customer First - Staffing reductions £80k (Public Impact: Low)

In April 2016 Cabinet agreed the Customer Services Strategy and as a result the Authority is now seeing a much more flexible approach to customer interaction.

During the next twelve months our customers will see the benefits of additional online services coupled with self-service and appointment booking. As a result of these changes in service delivery the relevance of staff being available even if no customers are present is changing. The service is much more planned and focused on customer outcomes and demands.

During the 2016/17 and 2017/18 financial years two members of staff have resigned from their roles and one member of staff has taken a secondment opportunity within the Procurement Team. The new ways of working have allowed Customer First to pause the recruitment to these posts.

After a period of work consolidation and as a result of "channel shift", it is proposed not to

replace the current vacant posts i.e. one full-time Grade 5 and one part-time Grade 6. It is also proposed to make the secondment opportunity in the Procurement Team permanent thus providing a further part-time Grade 5 saving.

As a result of these proposals and in light of the expectations of the customer to deliver services in a different way, the budget savings realised as a result of vacancy management will be as follows: -

	£000's
Full-time Grade 5	26
Part-time Grade 6	20
Part-time Grade 5	18
Total: -	64

It is anticipated that further vacancy management savings through 'natural wastage' during the 2018/19 financial year will deliver the savings target of £80k that has been allocated to the service area.

The proposed savings for 2018/19 will have limited impact on the public due to the proactive change management which is taking place within the service area. However, as the Customer Services Strategy develops the services will transform, thus resulting in a need for a full Customer Services review. The need for such a review has been highlighted as part of the Improving Services Programme element of the Business Improvement Programme (BIP).

Areas to be explored include: -

- How the Authority interacts with the public both face-to-face, online and via telephone services.
- To review our delivery of service in line with other service areas such as Libraries.

Further reports will be prepared for Members as this review work progresses.

**MOVEMENTS ON GENERAL FUND**

	£000's	£000's
<b>Opening Balance 01/04/2017</b>		<b>17,833</b>
<b>2016/17 Council Tax surplus to support 2017/18 Budget</b>		<b>(1,400)</b>
<b>Take from General Fund previously approved: -</b>		
Additional provisions for senior pay investigation	(619)	
Transfer to Capital Earmarked Reserve (2016/17 Outturn)	(2,054)	
Adjustment for misstatement in 2016/17 Financial Statements	(629)	
Senior Officer settlement payments	<u>(299)</u>	<b>(3,601)</b>
<b>Projected take to General Fund from 2017/18 underspends: -</b>		
Education and Lifelong Learning	73	
Social Services/Public Protection/Corporate Policy	61	
Communities	41	
Corporate Services	566	
Miscellaneous Finance	<u>1,186</u>	<b>1,927</b>
<b>Estimated 2017/18 Council Tax surplus</b>		<b>1,400</b>
<b>Approved transfer to General Fund from Earmarked Reserve: -</b>		
Corporate Services – Retained Underspend Reserve		<b>87</b>
<b>2017/18 Council Tax surplus to support 2018/19 Budget</b>		<b>(1,400)</b>
<b>Proposed use of General Fund Balances: -</b>		
Cwmcarn High School deficit	(1,400)	
Transfer to Capital Earmarked Reserve	<u>(3,446)</u>	<b>(4,846)</b>
<b>Projected Balance 31/03/18</b>		<b><u><u>10,000</u></u></b>

**CAPITAL PROGRAMME 2018/19 – 2020/21**

Scheme	Indicative		
	2018/19 £000s	2019/20 £000s	2020/21 £000s
<b><u>Education &amp; Lifelong Learning</u></b>			
Health & Safety Regulations Works	298	298	298
Basic Needs Accommodation	223	223	223
School Security	100	100	100
Asset Management	595	595	595
School Boiler Replacement Programme	218	218	218
<b>Total Education &amp; Lifelong Learning</b>	<b>1,434</b>	<b>1,434</b>	<b>1,434</b>
<b><u>Communities</u></b>			
Sports Pitches (Drainage)	30	30	30
<b>Total Community &amp; Leisure Services</b>	<b>30</b>	<b>30</b>	<b>30</b>
Environmental Schemes	230	230	230
<b>Total Countryside</b>	<b>230</b>	<b>230</b>	<b>230</b>
Voluntary Sector Capital Grants	99	99	99
<b>Total Economic Development</b>	<b>99</b>	<b>99</b>	<b>99</b>
Infrastructure Retaining Walls, Culverts etc.	316	316	316
Street Lighting	50	50	50
Land Purchase – Future Schemes	41	41	41
Major Highway Reconstruction	744	744	744
Bridge Strengthening	444	444	444
Land Drainage – Corporate	124	124	124
Land Drainage – Non-Corporate	124	124	124
Vehicle Restraint Systems	149	149	149
Corporate Maintenance - Tips/Mines/Spoils	248	248	248
Monmouth & Brecon Canal	210	210	210
Footway Reconstruction	149	149	149
<b>Total Engineers</b>	<b>2,599</b>	<b>2,599</b>	<b>2,599</b>
Disabled Facility Grants	1,141	1,141	1,141
Home Improvement Grants/Miscellaneous	248	248	248
Home Repair Grant	794	794	794
<b>Total Private Housing</b>	<b>2,183</b>	<b>2,183</b>	<b>2,183</b>



Scheme	Indicative		
	2018/19 £000s	2019/20 £000s	2020/21 £000s
Commercial and Industrial Grants	50	50	50
Town Centres	20	20	20
Navigation Colliery Site Regeneration	19	19	0
<b>Total Urban Renewal</b>	<b>89</b>	<b>89</b>	<b>70</b>
<b>Total Communities</b>	<b>5,230</b>	<b>5,230</b>	<b>5,211</b>
<b><u>Social Services/Public Protection</u></b>			
CCTV Replacement	74	74	74
Kitchen Refurbishments	422	422	422
<b>Total Public Protection</b>	<b>496</b>	<b>496</b>	<b>496</b>
Condition Surveys	347	347	347
<b>Total Social Services</b>	<b>347</b>	<b>347</b>	<b>347</b>
<b>Total Social Services/Public Protection</b>	<b>843</b>	<b>843</b>	<b>843</b>
<b><u>Corporate Services</u></b>			
IT Hardware & Software	233	233	233
<b>Total ICT &amp; Customer Services</b>	<b>233</b>	<b>233</b>	<b>233</b>
Corporate Asset Management	708	695	695
<b>Total Property</b>	<b>708</b>	<b>695</b>	<b>695</b>
<b>Total Corporate Services</b>	<b>941</b>	<b>928</b>	<b>928</b>
<b>Capital Earmarked Reserve</b>	<b>5,204</b>	<b>1,700</b>	<b>1,640</b>
<b>Total General Fund Capital Programme: -</b>	<b>13,652</b>	<b>10,135</b>	<b>10,056</b>

## MEDIUM-TERM FINANCIAL PLAN 2018/19 TO 2022/23

Description	2018/19 £m	2019/20 £m	2020/21 £m	2021/22 £m	2022/23 £m
WG Funding (+.1.37%, -1% then -0.5%)	3.613	(2.672)	(1.323)	(1.316)	(1.310)
Council Tax (4.52% each year)	2.999	3.065	3.213	3.368	3.531
<b>Total Funding</b>	<b>6.612</b>	<b>0.392</b>	<b>1.890</b>	<b>2.052</b>	<b>2.221</b>
Pay (2.2%, 2.2%, 2%, 2%, 2%)	(2.387)	(2.555)	(2.374)	(2.421)	(2.470)
Living Wage	(0.216)	(0.216)	(0.216)	(0.216)	(0.216)
Employer Pension Contributions (0.28% then 1%)	(0.251)	(0.896)	(0.905)	(0.914)	(0.923)
Non-Pay Inflation (2%, 2.4%, 2.2%, 2.1%, 2.1%)	(2.399)	(2.929)	(2.749)	(2.682)	(2.738)
New Responsibilities	(0.738)	0.000	0.000	0.000	0.000
Transfers In/Out and Other Passported Grants	(4.179)	0.000	0.000	0.000	0.000
<b>Sub-Total</b>	<b>(10.170)</b>	<b>(6.596)</b>	<b>(6.244)</b>	<b>(6.233)</b>	<b>(6.347)</b>
<b>Service Pressures/Additional Funding</b>					
CTRS Additional Liability (0% then 4.52%)	0.000	(0.623)	(0.651)	(0.681)	(0.712)
Schools (0% then 1.25% per annum)	0.000	(1.352)	(1.369)	(1.386)	(1.404)
Social Services Cost Pressures	(3.000)	(1.500)	(1.500)	(1.500)	(1.500)
City Deal Partnership Revenue Contribution	(0.066)	(0.006)	(0.007)	(0.006)	(0.008)
City Deal Debt Charges	(0.112)	(0.061)	(0.044)	(0.089)	(0.122)
PFI Review	0.000	(0.700)	0.000	0.000	0.000
<b>Sub-Total</b>	<b>(3.178)</b>	<b>(4.242)</b>	<b>(3.572)</b>	<b>(3.662)</b>	<b>(3.745)</b>
<b>Annual Shortfall</b>	<b>(6.736)</b>	<b>(10.446)</b>	<b>(7.925)</b>	<b>(7.843)</b>	<b>(7.871)</b>
<b>Cumulative Shortfall</b>	<b>(6.736)</b>	<b>(17.182)</b>	<b>(25.107)</b>	<b>(32.951)</b>	<b>(40.822)</b>

**SCHOOLS MEDIUM-TERM FINANCIAL PLAN 2018/19 TO 2022/23**

	<u>2018/19</u> <u>£m</u>	<u>2019/20</u> <u>£m</u>	<u>2020/21</u> <u>£m</u>	<u>2021/22</u> <u>£m</u>	<u>2022/23</u> <u>£m</u>
<b>Indicative Increase in funding</b> (£0.547m for 18/19 then 1.25%)	<b>0.547</b>	<b>1.352</b>	<b>1.369</b>	<b>1.386</b>	<b>1.404</b>
<b>Inflationary pressures</b>					
Pay award – Teachers (1% Apr – Aug 2018 and 2% Sep 18 to Mar 19. 2 % per annum thereafter)	(1.100)	(1.408)	(1.442)	(1.483)	(1.525)
Pay award - APT&C (2% per annum)	(0.286)	(0.292)	(0.298)	(0.304)	(0.310)
Non-pay inflation (2% per annum)	(0.380)	(0.388)	(0.395)	(0.403)	(0.411)
<b>Service pressures</b>					
Formula related changes (i.e. floor area, FSM)	(0.150)	(0.150)	(0.150)	(0.150)	(0.150)
Projected demographic (increase)/decrease	(0.275)	(0.241)	0.036	(0.124)	(0.246)
<b>TOTAL PRESSURES</b>	<b>(2.191)</b>	<b>(2.478)</b>	<b>(2.249)</b>	<b>(2.464)</b>	<b>(2.642)</b>
<b>Less indicative increase in funding</b>	<b>0.547</b>	<b>1.352</b>	<b>1.369</b>	<b>1.386</b>	<b>1.404</b>
<b>Projected (shortfall)/growth</b>	<b>(1.644)</b>	<b>(1.126)</b>	<b>(0.880)</b>	<b>(1.078)</b>	<b>(1.238)</b>
<b>Percentage shortfall</b>	<b>(1.68%)</b>	<b>(1.15%)</b>	<b>(0.90%)</b>	<b>(1.10%)</b>	<b>(1.26%)</b>

**SUBJECT: BUDGET CONSUTATION 2018/19 FEEDBACK**

**REPORT BY: COMMUNICATIONS MANAGER**

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## **1. PURPOSE OF REPORT**

- 1.1 To provide Members with an outline of the ways in which resident and stakeholder views were sought and to provide a detailed overview of the feedback gathered during the extensive consultation on the draft budget proposals for 2018/19 undertaken over a 7 week period between 20<sup>th</sup> November 2017 and 8<sup>th</sup> January 2018.

## **2. SUMMARY**

- 2.1 Caerphilly County Borough Council is faced with having to make huge financial savings for the forthcoming year. The draft savings proposals, based on a provisional settlement from Welsh Government, amount to **£7.2m** for 2018/19. A significant proportion of these proposals can be considered to have no direct impact on residents however, as cuts deepen, some frontline services can no longer be protected.
- 2.2 On 15<sup>th</sup> November 2017, the council's Cabinet agreed a list of draft savings for the next financial year. The draft budget also includes a proposed increase of **4.52%** in Council Tax for 2018/19.
- 2.3 Effective consultation and community engagement is a key factor in informing the budget debate and resulting feedback will assist Members in their decision making when agreeing the budget for 2018/19 and beyond.
- 2.4 Prior to Cabinet approval of the draft proposals, a cross-section of resident groups was invited to discuss the draft proposals on 13<sup>th</sup> November. Following on from this, the proposals were subject to a period of widespread public consultation for a 7 week period between **20<sup>th</sup> November 2017 and 8<sup>th</sup> January 2018**.

## **3. LINKS TO STRATEGY**

- 3.1 Consultation undertaken by the Council is completed in line with CCBC Citizen Engagement and Communications Strategies. National Principles for Public Engagement in Wales are a key consideration in all Public Engagement activities.

## **4. THE REPORT**

- 4.1 On 15<sup>th</sup> November 2017, the council's Cabinet agreed a list of draft savings for the next financial year. The draft budget also includes a proposed increase of **4.52%** in Council Tax for 2018/19.
- 4.2 The Council wants to ensure that stakeholders and residents from all sectors of the community are informed and get the opportunity to engage and have their say about ongoing savings proposals that may affect them.
- 4.3 Key purposes of the engagement activity were:
- To inform all residents and stakeholders of the detailed proposals

- To seek resident and stakeholder views on the proposed cuts and how we can work together to limit the impact of these cuts and find alternative or additional ways of making savings moving forward.

4.4 Engagement activities are designed in such a way as to ensure that as many people as possible are given the chance to have their say on issues that will affect them and their communities.

4.5 Key audiences include:

- All Caerphilly county borough residents
  - Young people
  - Older people
  - Viewpoint Panel members
- Voluntary sector and partner organisations
- Town and Community Councils
- Businesses
- Elected Members
- CCBC staff

4.6 **Methods**

A variety of methods were utilised to inform and consult with residents and stakeholders. These included: -

#### **Social Media**

Prior to the consultation period proper, Facebook and Twitter channels were used to set the scene in relation to the budget challenges facing the Council. These channels were then used to signpost residents to the online survey and encourage attendance at face to face sessions.

#### **Website**

The Website survey was launched and ran for a 7 week period between **20<sup>th</sup> November and 8<sup>th</sup> January 2018**. The survey and supporting documentation were made available with a prominent banner linking through from the home page of the Website giving direct access to the survey. A user friendly survey was designed using “SNAP” software. A printable version of the survey was also made available on the Website for those who preferred this option.

#### **Paper based survey and documentation**

The survey and an outline of the proposals were included in the December issue of Newline that is delivered to every home across the county borough. Residents were able to complete the survey (a 4 page centre pull out) and return them by post or by dropping them off at any council office, library, leisure centre, housing office or customer first centre without the need for a stamp).

Posters placed in all public facing Council venues including libraries, leisure centres, housing offices and Customer First centres. Additional posters were displayed in venues earmarked for potential savings such as libraries, customer first centres and Registration services.

#### **Stakeholder consultation**

Targeted engagement was carried out with key resident and stakeholder groups either electronically, in paper format or through face to face meetings: -

- All CCBC local members
- Trade Unions
- Voluntary Sector
- Caerphilly 50+ Forum
- Viewpoint Panel members
- Young people
- Caerphilly Parent Network

- Menter Iaith (Welsh speaking residents)
- CCBC Employees
- All Town and Community Councils
- Parents
- Equalities network contacts
- Businesses
- Partner organisations

### Face to Face Meetings

Members of the Caerphilly County Borough Viewpoint Panel, Caerphilly Parent Network, Caerphilly 50+ Forum, Caerphilly Youth Forum and residents from the Welsh speaking community (Menter Iaith) attended a meeting at Penallta House on Monday 13<sup>th</sup> November 2017 to have their say on the draft savings proposals prior to Cabinet approval on 15<sup>th</sup> November 2017.

Face to face drop in sessions were held at 9 venues across the county borough between 21<sup>st</sup> November and 11<sup>th</sup> December 2017.

Tuesday 21 <sup>st</sup> November	2.00pm–6.00pm	Bargoed Library
Thursday 23 <sup>rd</sup> November	2.00pm–6.00pm	Caerphilly Library
Monday 27 <sup>th</sup> November	10.30am – 2.30pm	Risca Palace
Wednesday 29 <sup>th</sup> November	11.00am - 2.00pm	St David's Community Centre, Rhymney
Thursday 30 <sup>th</sup> November	10.30am – 2.30pm	Blackwood Library
Monday 4 <sup>th</sup> December	10.00am – 1.00pm	Nelson Library
Tuesday 5 <sup>th</sup> December	10.30am – 2.00pm	Newbridge Tabernacle
Thursday 7 <sup>th</sup> December	10.30am - 2.30pm	White Rose Resource Centre
Monday 11 <sup>th</sup> December	10.00 – 1.00pm	Ystrad Mynach

### Scrutiny Meetings

To be able to provide elected members with every opportunity to fully scrutinise and comment on the specific savings proposals, a series of Special Scrutiny Committee meetings were held in December 2017

- 04/12/17 – Policy & Resources.
- 07/12/17 – Education for Life.
- 13/12/17 – Regeneration & Environment.
- 18/12/17 – Health, Social Care & Wellbeing.

### Trade Unions

Trade Unions were engaged throughout the budget setting process at face to face meetings

#### 4.7 Summary of Consultation Feedback

Over 500 people engaged directly with the Council over the draft budget proposals for 2018/19. A total of 385 completed questionnaires were returned in addition to a number of responses being received via letter or e-mail directly from individuals and organisations. Overall, 117 attended face to face drop in sessions in libraries and 46 attended the Viewpoint Panel meeting.

#### 4.8 General themes

In general terms, residents are aware of the financial pressures facing local authorities and the need for cuts. Many acknowledged that the draft savings put forward by Caerphilly Council were reasonable although there were concerns over where the cuts will be made.

*"In general the reductions do not seem unreasonable"*

*"All of the proposals are worrying but I have to agree with the councils proposals."*

There was a strong feeling that we should do our best to ensure that frontline services that support the vulnerable in our communities are protected over and above other services. In particular, there were concerns over older people and those with a disability as well as young people and children. It was felt that these groups need to be prioritised when considering budget cuts and this is reflected in the strength of feeling towards cuts within Social Services and Education.

*"A large portion of the savings seem to affect services for the vulnerable in communities, i.e. the elderly, infirm/stroke victims, people with learning disabilities which I would never agree with or support."*

*"I am extremely concerned about all the savings outlined. Particularly those relating to social services, education and all elements that will negatively impact the mental health of the most vulnerable in the community."*

A number of references were made in relation to the organisation being senior management heavy. Reducing the costs of senior management through reducing the overall number of senior officers (possibly through sharing services with other local authorities) as well as assessing pay levels was considered to be of key importance by a number of respondents. The number of councillors was also questioned.

*"Consider all our Senior Managers Pay Structure to ensure consistency and transparency."*

*"Are so many senior staff needed?"*

There were mixed views on increasing fees and charges. Some considered that increasing fees could be a good way of increasing income generation. By increasing charges in some areas, it may be possible to avoid a reduction in budget in other areas. Some noted that as long as the most vulnerable in the community are protected, those who can afford to pay for some services could do so, particularly where the increases proposed were not great. However, there was concern from others that those on low incomes would be affected most by increases in charges whilst those on benefits may be protected to an extent (e.g. increases in school meals).

*"I suggest you do more to raise money - rather than cutting services. That may mean more Council Tax, Higher cost school meals, more charges for care etc. The budget proposal seems to focus on cost / service cuts rather than revenue increase."*

There was widespread concern about the level of the proposed Council Tax increase.

*"... such a large increase in council tax is conducive of further poverty issues for some low income families and elderly"*

"I believe the steep increase of nearly 5% to Council tax is going to affect a lot of people especially families struggling with income as it is. I'm fine for people paying for the service but I feel nearly 5% is too high too soon."

However a few noted that they would accept such an increase as long as it saves public services.

"I am personally happy to have an increase in council tax as proposed in the budget as long as it saves public services."

It was pointed out that there is a need to consider the long term impact of the proposed savings proposals and not just the short term financial benefit. Comments related to the potential impact of, for example, increased charges for bulky waste collection and how this would increase the amount of fly tipping seen and increased claims against the council if roads are not adequately maintained.

"I feel that charges for collecting settees, beds and other large items from householders will only lead to more unsightly fly tipping which must be very costly for the council to clean"

"reduce the Highways Maintenance budget as I wonder if it will result in an increase in claims against the Council for damage to vehicles due to poor road conditions; or to property as a result of flooding due to a reduction in the frequency of gully cleaning. Claims of this kind can be very costly."

"Overall there is insufficient risk assessment to assess the impact of these cuts. The proposed cuts seem a very short term view, that will in the longer term lead to either significantly higher costs, or extremely poor levels of service and asset condition."

Others expressed concern over a reduction in monitoring (air pollution, contaminated land and road condition) and the associated implications this may have for effective health and also for the targeting of limited resources on the future.

"If the reduction in highways maintenance is to go ahead, then the road condition monitoring budget should not be cut, consideration should be made to increasing it to ensure that the reduced maintenance resources are targeted effectively with good information."

Related to this there was concern that cuts will have a 'knock on effect' on service users and an impact on provision by other agencies. It was noted that services provided by the council can often be seen as "preventative". This was of particular concern in relation to health.

"Avoid those cuts that are likely to lead to pressures in other areas or on other services (particularly health services"

"(reducing meals on wheels) could lead in the longer term to further isolation, poor health and increased demands on Social Care/Health Services"

There were a number of concerns relating to the public health and safety implications of reducing school crossing patrols, community safety warden posts, reducing winter maintenance and reducing the frequency of inspection of structures and roads.



Relating to the concerns about the most vulnerable in our communities and the need to protect frontline services, proposed cuts to Social Services raised most concern. Specific savings proposals that elicited a large number of comments under each area are noted below:

#### 4.9 **Social Services, Public Safety and Corporate Policy**

Decommissioning the Stroke Association contract was of concern to a large number of people with responses from the Stroke Association, 63 residents, a local Assembly member and MP.

A formal response was also received from Age Concern.

#### 4.10 **Education and Lifelong Learning**

There were strong feelings that any cuts to education budgets should be minimal and consideration should be given to the longer term implications of reducing maintenance budgets for schools.

#### 4.11 **Regeneration and Planning, Community, Leisure and Housing**

There were mixed views on the introduction of rat treatment fees with some considering the charge to be more than reasonable, others concerned about the health implications where residents may not be able to afford payment.

There was a broad disagreement with any cuts to highways maintenance

"Overall I agree with the savings although cutting cost to the highways seem counter productive as the state of the roads are already in a poor state and this slows movement which cost companies in the long term."

Pontllanfraith Leisure Centre. There were mixed views over this proposal. Some considered this could offer a substantial saving whilst others were concerned about the impact on local residents. It is noted that a more in depth consultation exercise has taken place outside of the broader budget consultation.

Full details of the views expressed to this consultation are set out in the Appendices below and available by visiting the Council Website <http://www.caerphilly.gov.uk/budgetchallenge>

#### **Appendices:**

**Appendix 1: Overview, survey analysis and feedback**

**Appendix 2: Draft Proposals**

**Appendix 3: Survey**

**Appendix 4: Stakeholder lists and methods of engagement**

**Appendix 5: Feedback from VPP meeting**

**Appendix 6: Digest of comments**

**Appendix 7: Voluntary Sector Liaison Committee Meeting notes**

**Appendix 8: Special Scrutiny Committee Meeting notes**

### **5. EQUALITIES IMPLICATIONS**

5.1 Due consideration was given to equalities in the methodology used and in the construction of the survey to ensure that all sectors of the community were given an opportunity to have their say. All consultation documentation was made available bilingually and in other printed formats on request.

The survey included equalities monitoring questions and a question specifically to seek the views of respondents on how the proposed changes would impact differently on those covered protected characteristics under the Equalities Act (2010).



## SPECIAL POLICY AND RESOURCES SCRUTINY COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON  
MONDAY, 4TH DECEMBER 2017 AT 5.30 P.M.

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PRESENT:

Councillor J. Pritchard - Chair

Councillors:

M. Adams, Mrs E.M. Aldworth, K. Etheridge, Mrs C. Forehead, L. Harding, G. Kirby,  
J. Ridgewell, Mrs M.E. Sargent, L.G. Whittle

Cabinet Members:

C. Gordon (Corporate Services), Mrs B. Jones (Finance, Performance and Governance)

Together with:

S. Harris (Interim Head of Corporate Finance), R. Hartshorn (Head of Policy and Public Protection), L. Lucas (Head of Procurement), C. Forbes-Thompson (Interim Head of Democratic Services) and R. Barrett (Committee Services Officer)

### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor K. Dawson, Miss E. Forehead, C.P. Mann, Mrs D. Price (Vice Chair), R. Saralis and J. Taylor, together with Cabinet Member Mrs L. Phipps (Homes and Places).

### 2. DECLARATIONS OF INTEREST

Councillors M. Adams, C. Gordon and G. Kirby declared a personal interest in Agenda Item 3 (Draft Budget Proposals for 2018/19 – Pontllanfraith Leisure Centre) and Councillor J. Pritchard declared a personal interest in Agenda Item 4 (2018/19 Draft Savings Proposals for Corporate Services and Miscellaneous Finance). Details are minuted with the respective item.

### REPORTS OF OFFICERS

Consideration was given to the following reports.

### 3. DRAFT BUDGET PROPOSALS FOR 2018/19

Councillors M. Adams, C. Gordon and G. Kirby declared a personal interest in respect of the proposals relating to Pontllanfraith Leisure Centre, being local ward members for the area and having spoken in opposition to the proposed closure. Councillor M. Adams stated that he did not have a closed mind in respect of the proposed closure. As the Committee were being asked for comments and there were no recommendations in relation to this proposal, these Members remained in the meeting during consideration of the item.

The report, which was presented to Cabinet on 15th November 2017, provided Members with details of draft budget proposals and draft savings proposals for the 2018/19 financial year, to allow for a period of consultation prior to a final decision in February 2018.

Members noted the headline issues in the WG Provisional 2018/19 Local Government Financial Settlement and the details of the draft budget proposals for 2018/19. The report detailed Whole Authority Cost Pressures (£8.867m), together with Inescapable Service Pressures and Other Service Commitments (£2.310m) and a 1% reduction in Welsh Government Funding equating to £2.965m for 2018/19 after adjusting for the transfer in of specific grants and for funding for new responsibilities. Additionally, the report outlined draft savings proposals for 2018/19 (£7.205m) and a proposed Council Tax Uplift of 4.52% (£2.999m) which will ensure that a balanced budget is deliverable for 2018/19. The draft budget proposals assume no growth for schools in 2018/19, and as there is no requirement in the Provisional Settlement to protect schools, they will be required to manage their own pay and non-inflationary increases in 2018/19 along with other emerging cost pressures.

The report outlined the financial pressures placed on service areas, in particular Social Services, arising from fee increases for external care providers and further demand in both Adult and Children's Services. As a result, the report proposed that a further £1.5m be allocated in the 2018/19 budget to meet these ongoing financial pressures. Members were also referred to the report appendices which summarised the savings proposals by Directorate/Service Area, together with the savings proposals that are likely to have an impact on the public. £4.682m of the proposed £7.205m savings are 'nil impact', consisting of vacancy management, budget realignment and minor changes to service provision.

Members were reminded of the Medium-Term Financial Plan presented to Council in February 2017, which showed a potential savings requirement of £22.161m for the three-year period 2019/20 to 2021/22, and assumed a cash flat position in terms of the WG Financial Settlement for each of these years. WG has now provided an all-Wales indicative reduction in Aggregate External Finance of minus 1.5% for 2019/20, which would increase the Council's savings requirement by a further £3.984m for 2019/20 alone. If this was replicated in 2020/21 and 2021/22 then further savings of £7.789m would be required. This would result in a total savings requirement of circa £34m for the three-year period 2019/20 to 2021/22 and presents further challenges moving forward in regards to the Authority's Medium-Term Financial Plan.

It was explained that the indicative reduction of 1.5% is being reviewed by WG following the Chancellor's Autumn Budget Statement and the Final 2018/19 Local Government Financial Settlement, due to be issued on the 20<sup>th</sup> December 2017, may include a revised indicative figure for 2019/20. An updated Medium-Term Financial Plan covering the period 2018/19 to 2022/23 will be presented to both Cabinet and Council in February 2018.

The Scrutiny Committee were invited to consider and comment on the Draft Savings Proposals for 2018/19.

Discussion took place regarding nil impact savings and Members queried why these had not been identified in previous years. Officers outlined the history of nil impact savings as part of the MTFP and explained that these have been significant in recent years due to the continued assessment of staffing levels and working practices across service areas. However, all the 'back office' options are now close to being exhausted and therefore the level of nil impact

savings will decrease in future years.

A Member referred to the increase in employer pension contributions (which form part of the Whole Authority Cost Pressures) and queried whether there could be a significant impact on the Council's pension fund as a result of increased life expectancy. Officers outlined the process in relation to the actuarial valuation of the pension fund and confirmed that longer life expectancy is a significant factor in increasing liabilities on the pension fund.

A number of queries were received regarding the Council's Private Finance Initiative (PFI) contracts for schools, which are currently subject to an ongoing review and which has been included in the 2018/19 inescapable service commitments/pressures. Members sought clarification on the costs and duration of these contracts and it was confirmed that these are due to run to 2033/34. Officers explained that the ongoing work with Local Partnerships may allow for potential flexibility across certain areas of the PFI contracts (such as catering and cleaning) which could enable savings to be made in these areas. Officers confirmed that all options will be examined as part of the ongoing review, which could include the consideration of early termination of the contracts. Members requested that they be kept informed of the outcome of the review.

In response to a Member's query, Officers provided an explanation of the possible "double count" in relation to the treatment of Free School Meals as part of the anticipated shortfall of £22m for the Schools PFI Sinking Fund. Members were advised that following completion of the review, a detailed report will be prepared confirming the specific reasons for the anticipated shortfall.

A Member queried whether the funds allocated under inescapable service commitments/pressures for the City Deal partnership revenue contribution (£60k) and City Deal debt charges would be sufficient to cover the potential costs. Officers explained that the 10 local authorities are currently working on the City Deal business plan and that this will clarify the financial commitment in the medium-term.

Concerns were expressed regarding the impact of a proposed 11.3% reduction in the Highways Maintenance budget, to include a reduction in the frequency of gully cleansing. Officers explained that detailed information would be contained in the report being presented at a special meeting of the Regeneration and Environment Scrutiny Committee on 13th December 2017 and that the concerns of Members would be highlighted at that meeting. Members also referred to the proposed deletion of two Community Safety Warden (CSW) posts and queried the number of staff in post. Officers confirmed that there are currently 9.8 FTE (full time equivalent) permanent posts, although 1.8 is vacant and has been offered up as an MTFP saving. 3 CSWs have been appointed in the year on fixed term contracts to cover the vacant posts.

Discussion took place regarding the proposal to reduce Air Quality and Contaminated Land Monitoring and Contractors. Officers confirmed that this proposal would reduce the resources associated with environmental monitoring. Members raised concerns that this proposal could have an impact on Air Quality Management Areas (such as Hafodyrynys) but Officers explained that monitoring at Air Quality Management Areas would be prioritised within remaining resources.

A Member suggested that it could be seen as inappropriate to include the proposed closure of Pontllanfraith Leisure Centre in the list of proposed savings, given that this item is currently the subject of a consultation exercise. Members were reminded that all the proposals contained within the report were in draft form only at the current time and would be subject to approval from Cabinet. Discussion also took place regarding the proposed introduction of a £20 charge for household rat treatments. It was confirmed that this would comprise of a single charge for multiple visits if required and there would be a reduction for those in receipt of means-tested benefits.

Having fully considered the report, Members unanimously agreed that the details of the draft budget proposals for 2018/19 be noted.

#### **4. 2018/19 DRAFT SAVINGS PROPOSALS FOR CORPORATE SERVICES AND MISCELLANEOUS FINANCE**

Councillor J. Pritchard declared a personal interest in respect of the savings proposals relating to the Greener Caerphilly Small Grants Fund, as the building where he works is a previous recipient of this funding.

Consideration was given to the report, which provided the Scrutiny Committee with details of the 2018/19 draft savings proposals for the Corporate Services Directorate and Miscellaneous Finance, and sought the views of Members prior to final 2018/19 budget proposals being presented to Cabinet and Council in February 2018.

It was explained that the proposed savings of £1,967k have been split into those with nil direct public impact and those with a low or medium public impact. The nil impact savings (£1,873k) consist mainly of vacancy management, budget realignment and minor changes to service provision, and details of these were outlined to the Scrutiny Committee. Members noted that the vacancy savings include a number of retirements across individual service areas where these posts will not be replaced. The remaining savings proposals (£94k) will impact on the public to varying degrees, and Officers summarised each of these as follows, with further details contained in the report:-

1. Customer First – Staffing Reduction - £80k (Public Impact: Low)
2. Corporate Policy – Reduction in Technical Assistance Budget- £4k (Public Impact: Low)
3. Corporate Policy – Reduction in Well-being budget - £10k (Public Impact: Low)

Members were referred to the report appendices which contained equalities impact assessments for the proposed reduction in the Technical Assistance and Well-being budgets. Further information was also tabled at the meeting which detailed footfall across Customer Services Offices, types of usage, and service requests received through the Contact Centre.

Discussion took place regarding the proposed staffing reduction within Customer First and Members sought clarification on the reasons for a significant drop in footfall across Customer Services Offices during 2016/17 and for 2017/18 to date. The Scrutiny Committee were reminded that as a result of the Customer Services Strategy agreed by Cabinet in April 2016, the Council is now seeing a much more flexible approach to customer interaction, and the service is now more planned and focused on customer outcomes and demands. An increasing amount of residents are now using online methods to contact the Council, and additional online services coupled with self-service and appointment booking will also be introduced in the next 12 months. Therefore less people are visiting Customer Services Centres or requiring face-to-face contact with staff.

In response to a Member's query, it was confirmed that all Customer Services staff are fully utilised across the service area and are working to their full capacity, and the Scrutiny Committee were asked to note that staff in face to face roles support the contact centre by answering calls remotely. .

Concerns were raised over whether the relocation of Blackwood Customer Services from the Market Place in the town centre to the Blackwood Library site has contributed to a decline in footfall numbers. Officers reiterated the changes to the service since the relocation in 2015, including an increase in online contact and improved access to flexible payment methods, which have contributed to a decrease in visitor numbers.

Members were advised that Officers, in consultation with the Leader and Cabinet Member for

Corporate Services, will be examining the way that services are delivered and whether these can be more effectively delivered in a different way. These will include examining the use of libraries across the county borough to determine whether additional services can be delivered from these sites. Reference was made to the use of hubs and one-stop shops in other parts of the UK that allow users to access a variety of services in one place (such as doctors' surgeries and housing offices), and it was explained that consideration would be given to how a similar type of service could be implemented within Caerphilly county borough. Particular emphasis was placed on the need for the Council to consider smarter (more digital) ways of working with regards to Customer Services in the future.

Queries were received regarding the user location for Customer Services Offices and their potential travel distances to an alternative site if their preferred location is closed. Officers explained that they do not hold travel data for customers but that an appointments system is offered to the public to ensure that they are receiving the correct service and to avoid unnecessary or lengthy journeys.

Discussion also took place regarding the proposals to reduce the Technical Assistance and Well-being budgets within Corporate Policy. Arising from this, a Member queried whether underspends had contributed to the proposed budget reduction for the Community Regeneration Fund. It was confirmed that the Fund has a recent history of underspends arising from a lack of match funding applications and that further information would be made available in the report being presented to the special meeting of the Regeneration and Environment Scrutiny Committee on 13th December 2017. Clarification was also sought on funding levels in respect of the Greener Caerphilly Small Grants scheme. Officers explained that this is difficult to define as it is dependent on applicant match funding on a £1 for £1 basis, but that only £5k was awarded externally during 2016/17.

A Member suggested that it would be useful for a Members' Seminar to be arranged combining the outcome of the discussions from all the special Scrutiny Committee meetings on the 2018/19 draft savings proposals. Officers confirmed that arrangements would be made to progress this in due course.

Having fully considered the report, Members noted the details of the 2018/19 draft savings proposals for Corporate Services and Miscellaneous Finance.

The meeting closed at 6.39 p.m.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 16th January 2018, they were signed by the Chair.

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CHAIR



## SPECIAL EDUCATION FOR LIFE SCRUTINY COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON  
THURSDAY, 7TH DECEMBER 2017 AT 5.30 P.M.

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PRESENT:

Councillor W. David - Chair

Councillors:

A. Collis, S. Cook, A. Farina-Childs, D.T. Hardacre, D. Havard, M.P. James, Mrs B. Miles,  
Mrs T. Parry, R. Whiting

Cabinet Member:

P. Marsden (Cabinet Member for Education and Achievement)

Co-opted Members:

Mr D. Davies (Caerphilly Governors Association), Mrs J. Havard (NUT), Mr R. Morgan (Parent Governor)

Together with:

K. Cole (Chief Education Officer), S. Harris (Interim Head of Corporate Finance), S. Richards (Interim Head of Planning, Strategy and Resources), S. Ellis (Lead for Inclusion and ALN), G.H. Evans (Senior Manager Libraries), J. Southcombe (Finance Manager – Education and Lifelong Learning and Schools), L. Thomas (Acting Senior Manager Libraries), C. Forbes-Thompson (Interim Head of Democratic Services) and R. Barrett (Committee Services Officer)

### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs C. Andrews, J. Bevan, P.J. Bevan, Mrs G. D. Oliver, J.E. Roberts, and R. Saralis, together with Mr M. Barry (Parent Governor) and Mr M. Western (Cardiff ROC Archdiocesan).

### 2. DECLARATIONS OF INTEREST

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

## REPORTS OF OFFICERS

Consideration was given to the following reports.

### 3. DRAFT BUDGET PROPOSALS FOR 2018/19

The report, which was presented to Cabinet on 15th November 2017, provided Members with details of draft budget proposals and draft savings proposals for the 2018/19 financial year, to allow for a period of consultation prior to a final decision in February 2018.

Members noted the headline issues in the WG Provisional 2018/19 Local Government Financial Settlement and the details of the draft budget proposals for 2018/19. The report detailed Whole Authority Cost Pressures (£8.867m), together with Inescapable Service Pressures and Other Service Commitments (£2.310m) and a 1% reduction in Welsh Government Funding equating to £2.965m for 2018/19. Additionally, the report outlined draft savings proposals for 2018/19 (£7.205m) and a proposed Council Tax Uplift of 4.52% (£2.999m) which will ensure that a balanced budget is deliverable for 2018/19. The draft budget proposals assume no growth for schools in 2018/19, and as there is no requirement in the Provisional Settlement to protect schools, they will be required to manage their own pay and non-inflationary increases in 2018/19 along with other emerging cost pressures.

The report outlined the financial pressures placed on service areas, in particular Social Services, arising from fee increases for external care providers and further demand in both Adult and Children's Services. As a result, the report proposed that a further £1.5m be allocated in the 2018/19 budget to meet these ongoing financial pressures. Members were also referred to the report appendices which summarised the savings proposals by Directorate/Service Area, together with the savings proposals that are likely to have an impact on the public. £4.682m of the proposed £7.205m savings are 'nil impact', consisting of vacancy management, budget realignment and minor changes to service provision.

Members were reminded of the Medium-Term Financial Plan presented to Council in February 2017, which showed a potential savings requirement of £22.161m for the three-year period 2019/20 to 2021/22, and assumed a cash flat position in terms of the WG Financial Settlement for each of these years. WG has now provided an all-Wales indicative reduction in Aggregate External Finance of minus 1.5% for 2019/20, which would increase the Council's savings requirement by a further £3.984m for 2019/20 alone. If this was replicated in 2020/21 and 2021/22 then further savings of £7.789m would be required. This would result in a total savings requirement of circa £34m for the three-year period 2019/20 to 2021/22 and presents further challenges moving forward in regards to the Authority's Medium-Term Financial Plan.

It was explained that the indicative reduction of 1.5% is being reviewed by WG following the Chancellor's Autumn Budget Statement and the Final 2018/19 Local Government Financial Settlement, due to be issued on the 20<sup>th</sup> December 2017, may include a revised indicative figure for 2019/20. An updated Medium-Term Financial Plan covering the period 2018/19 to 2022/23 will be presented to both Cabinet and Council in February 2018.

The Scrutiny Committee were invited to consider and comment on the Draft Savings Proposals for 2018/19.

A Member referred to the 1.8% increase (£1.973m) in the Aggregate External Finance as detailed in the report and queried how this equated to a net cash reduction of 1% (£2.965m) compared to 2017/18. Officers provided a further explanation of how the transfer in of specific grants and new responsibilities and changes to other passported grants has resulted in this overall cash reduction.

In response to discussion regarding the proposed Council Tax Uplift of 4.52%, Officers explained that each 1% equates to a value of around £0.5m and that should Members be minded to reduce the level of the proposed uplift, this would lead to the Authority having to



find an additional £0.5m in savings elsewhere for each 1% reduction.

Clarification was sought on the details of the Private Finance Initiative (PFI) review included in the 2018/19 inescapable service commitments/pressures and the anticipated shortfall of £22m for the Schools PFI Sinking Fund. Officers explained that this review is ongoing and at its conclusion a detailed report will be prepared confirming the specific reasons for the anticipated shortfall. In response to a Member's query, it was explained that the £22m is a cumulative figure for the remaining life of the PFI contracts. A query was also received regarding the changes in the payment profile for the Schools PFI Sinking Fund, which has led to the projected interest on balances being circa £7.1m less than originally anticipated. Officers explained that the changes to the payment profile reflect actual payments made to date against those that were anticipated at the outset. This has resulted in balances being lower than originally projected which has impacted on investment income.

It was confirmed that the minutes from the Special Scrutiny Committee meetings, incorporating the views and comments of Members on the draft budget proposals, would be appended to the final 2018/19 budget report being presented to both Cabinet and Council in February 2018. Members were also advised that a Members' Seminar is in the process of being arranged for January 2018 to enable all Members to be briefed on the Final 2018/19 Local Government Financial Settlement and to provide a further opportunity for views to be expressed and shared and for questions to be raised.

Having fully considered the report, Members unanimously agreed that the details of the draft budget proposals for 2018/19 be noted.

#### **4. MEDIUM TERM FINANCIAL PLAN – SAVINGS PROPOSALS FOR 2018/19**

Consideration was given to the report, which provided details of the Education Directorate's 2018/19 savings proposals to support the Authority's Medium Term Financial Plan, and sought the views of the Scrutiny Committee on the range of these proposals. Members' support was also sought regarding a future report to Cabinet, on the use of £830k of Local Management of Schools (LMS) contingency balances towards the maintenance of school buildings for a period of 3 years.

It was explained that the proposed savings of £1.381m have been split into those with nil direct public impact and those with a low or medium public impact. The nil impact savings (£802k) consist mainly of vacancy management, budget realignment and minor changes to service provision, and the remaining savings proposals (£579k) will impact on the public to varying degrees. Officers summarised each of the public impact proposed savings as follows, with further details contained in the report:-

1. Library Book Fund Reduction £25k (Public Impact: Low);
2. Maintenance of School Buildings - 50/50 Funding with Schools £333k (Public Impact: Medium);
3. SPLD Teachers Team (Specific Learning Difficulties) – Removal of Vacant Posts - £66k (Public Impact: Medium);
4. School Improvement Initiatives – Budget Reduction - £120k (Public Impact: Medium);
5. Libraries – Removal of Newspapers and Reduction in Online Subscriptions - £20k (Public Impact: Medium);
6. Youth Service – Reduction in Contribution to GAVO for Holiday Scheme Co-Ordinator - £15k (Public Impact: Medium).

Members were also referred to the report appendices which contained an equalities impact assessments for each of the 2018/19 savings proposals that are expected to have an impact on the public.

In view of the proposals in relation to School Improvement Initiatives and the Maintenance of

School Buildings (50/50 Funding), discussion took place regarding the current condition of school buildings. Officers explained that the overall condition of buildings are mixed but that building surveys are currently underway which will provide an updated overview of the situation when completed. Clarification was sought on the type of emergency situations that could allow funding to be accessed from reserves. Officers explained that in addition to the 50/50 project, the Council has alternative funds to deal with emergency works such as boiler repairs/replacements. It was explained that although there is insufficient funding to bring school buildings up to Category A or B standard, the Council is managing well in regards to maintenance requirements and will continue to prioritise areas such as fire risk and health and safety works.

Concerns were raised regarding the removal of the budget for the Maintenance of School Buildings (50/50 Funding), given that the utilisation of £830k of LMS contingency balances towards the maintenance of school buildings is only for a period of 3 years and there may be no alternative funding once this period has lapsed. Members expressed a need for continued investment and improvement across all existing schools in order to provide a suitable learning and teaching environment. It was also suggested that it might have been beneficial to seek Cabinet approval for this proposal ahead of it being presented to the Scrutiny Committee, in order to reassure Members that this funding has been secured. Officers explained that this proposal will form part of the recommendations within the Medium Term Financial Plan report being presented to Cabinet and Council in February 2018.

A Member also queried whether there were sufficient funds in the LMS contingency balances to allow their use towards the maintenance of school buildings. Officers explained that these balances are currently in the region of £2m, which have accrued over a number of years, and have not been accessed on a regular basis to date. Therefore a sizeable balance would still remain if a portion of this funding were to be utilised for school maintenance, and Officers will give further examination to its use over the next few years.

Queries were received in respect of the proposal to remove vacant posts from the SPLD Team. A Member queried the number of children supported by the team, and Officers explained that they did not have this information to hand but could arrange to circulate details to Members following the meeting. It was confirmed that the Council have been able to build up a large team of staff to provide early intervention in such cases, and assurances were given that the team have adequate staffing levels in place to cover all statutory requirements.

The Member queried the waiting time for cases to be dealt with (from when first identified by the school). Officers explained that there is no waiting list due to the way these are allocated, but that timescales can vary depending on how the school prioritises such cases and that regular meetings are held between schools and the local authority to ensure that they are receiving the necessary support. The same Member also queried the impact of the behaviour by children (who are supported by SPLD) upon other children in the school. Officers explained that work is ongoing across local authorities in relation to how schools manage such cases, and that the Council places a focus on assessing the impact across a number of other areas, in addition to Specific Learning Difficulties. Officers confirmed that they would arrange to circulate further information to the Scrutiny Committee in regards to the queries raised by the Member. Members were also reminded of the need to protect statutory elements of Learning, Education and Inclusion and of the Council's excellent track record in relation to pupil intervention. It was explained that moving forward; a forum will be arranged between schools and the Authority to provide an avenue for teachers of pupils with Additional Learning Needs.

A Member queried why the proposal to remove vacant SPLD posts had been classed as a medium impact, given that there are no consequences anticipated for children/young people with the most complex needs. Officers explained that this is because schools have become accustomed to the support provided by the discretionary element of the service and there could be an impact on this support if there were a significant increase in the number of referrals.

Discussion took place regarding the savings proposals in relation to libraries and concerns were raised that the proposal to reduce the Library Book Fund might have an impact in relation to the upholding of Welsh Language Standards. Officers explained that the Council have access to a wide range of resources through other avenues such as the shared "Books4U" scheme and that they did not anticipate this proposal would have a significant impact on the provision of Welsh language materials. Members were also advised that Library Services currently purchase every book title that is produced in the Welsh Language. In addition, Officers explained that the Council would be able to approach establishments such as the British National Library for hard-to-find books if these could not be sourced via the normal routes.

Members expressed their disappointment regarding the proposed removal of hard copy newspapers from libraries. Officers acknowledged the strength of feeling against this proposal but reiterated the need for savings to be made, and emphasised that most publications are available in online form and can be accessed via the computers located in all Council libraries. It was confirmed that library staff will be on hand to help users access this online content and there will be a two month transitional period prior to the withdrawal of the hard copies whereby library users will be encouraged to use the online resources. In addition, the Council runs a number of schemes across its libraries (such as Digital Fridays) to help users develop their computer skills. The Council are also in discussion with a national free daily newspaper to determine whether they can supply copies of their publication to libraries.

In closing, the Cabinet Member for Education referred to the difficult decisions that needed to be made at the present time and in the near future regarding the savings proposals. She also requested that her thanks to the presenting Officers be placed on record for the professional way in which they had prepared the proposals.

Following consideration of the proposals in the report, it was moved that recommendation 10.1 be amended, in that the removal of vacant posts within the SPLD team and the budget reduction for School Improvement Initiatives be not supported. This motion was not seconded.

In taking both of the recommendations separately, with regard to recommendation 10.1, it was agreed that the proposals detailed in the report be supported. By a show of hands (and in noting there was 1 against and 1 abstention), this was agreed by the majority present.

A Member queried the feasibility of increasing the proposed level of funding for the LMS contingency balances (from £830k to £999k) and Officers expressed the need for caution in this area in view of the potential financial uncertainty in future years. The Member then moved an amendment to recommendation 10.2 of the report, in that the proposed level of funding for the LMS contingency balances be increased from £830k to £999k. This motion was not seconded.

It was moved and seconded that recommendation 10.2 of the report (the use of £830k of LMS contingency balances towards the maintenance of school buildings for a period of 3 years) be supported. By a show of hands (and in noting there were 2 abstentions), this was agreed by the majority present.

RESOLVED that for the reasons contained in the Officer's report:-

- (i) the draft savings proposals for 2018/19 for the Education Directorate be supported;
- (ii) proposals for the use of £830k of LMS contingency balances towards the maintenance of school buildings for a period of 3 years be supported and a report be presented to Cabinet accordingly.

The meeting closed at 6.44 p.m.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 9th January 2018, they were signed by the Chair.

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CHAIR



## **SPECIAL REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE**

**DRAFT MINUTES OF THE MEETING HELD AT PENALLTA HOUSE ON WEDNESDAY  
13TH DECEMBER 2017 AT 5.30PM.**

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PRESENT:

Councillor D.T Davies - Chair  
Councillor Mrs C. Forehead - Vice Chair

Councillors:

C. Elsbury, Mrs C. Forehead, R.W. Gough, A. Hussey, S. Kent, A. Whitcombe, T.J. Williams, W. Williams and B. Zaplatynski.

Cabinet Members:

N. George (Neighbourhood Services), S. Morgan (Economy, Infrastructure and Sustainability) and Mrs E. Stenner (Environment and Public Protection).

Together with:

C. Harrhy (Corporate Director Communities), S. Harris (Interim Head of Corporate Finance), P. Hudson (Marketing and Events Manager), M. Lloyd (Head of Programmes), M.S. Williams (Head of Community and Leisure), A. Bolter (Business and Support Funding Manager) and E. Sullivan (Interim Scrutiny Officer).

### **1. APOLOGIES**

Apologies for absence were received from Councillors J. Bevan, A.G. Higgs, J. Ridgewell, J. Scriven and G. Simmonds.

### **2. DECLARATIONS OF INTEREST**

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

### **REPORTS OF OFFICERS**

Consideration was given to the following reports:-

### 3. DRAFT BUDGET PROPOSALS FOR 2018/19

Mr S. Harris (Interim Head of Corporate Finance) introduced the report which was presented to and approved by Cabinet at its meeting on the 15th November 2017. It detailed the draft budget proposals for the 2018/19 financial year and as part of the consultation process the savings proposals contained therein were being presented to scrutiny committees for their consideration and comment.

In order to provide some financial context Mr Harris outlined the key elements of the Welsh Government Provisional 2018/19 Local Government Financial Settlement. Members were referred to the Transfers In and New Responsibilities and were advised that after adjusting for these Caerphilly would face a net cash reduction of £2.965m compared to the 2017/18 financial year. Changes to other Passported Grants were detailed within section 4.1.3 and resulted in a net reduction of £0.473m. An All-Wales indicative reduction in Aggregate External Finance of minus 1.5% has been provided by Welsh Government (WG) for the 2019/20 financial year and capital allocations available in the RSG and from the General Capital Grant have decreased by £64k from the 2017/18 financial year.

It was noted that a Council Tax increase of 4.52% would be required for the proposals under consideration to achieve a balanced budget. The proposals also assume a no growth or cash flat position for Schools. Schools would be required to manage their own pay and non-pay inflationary increases along with any other emerging cost pressures which in effect equated to a real terms cut of 1.68%. Mr Harris confirmed that £7.205m of savings would need to be delivered across the other services areas within the Council which equated to 3.24% of current budgets.

In terms of cost pressures, Members were advised that a proposed £1.5m would need to be allocated to Social Services in the 2018/19 budget to fund increases in fees for external care providers. This was due to the introduction of the National Living Wage and additional costs arising from increased demand for services including child placements.

Members were referred to section 4.3 of the report which detailed savings proposals with no public impact which had the potential to achieve £4.692m of savings, low public impact savings of £1.218m and medium public impact savings of £1.305m. It was explained that no impact savings were derived from vacancy management, budget realignment and minor changes to service provision.

In conclusion Mr Harris summarised the outlook for future years and drew Members attention to a potential savings requirement of £22.161m for the three-year period 2019/20 to 2021/22 and advised that this assumed a cash flat position in term of the WG Financial Settlement for each of these years. Changes to this position would therefore directly impact on the savings requirements from Caerphilly County Borough Council going forward. For example should the minus 1.5% reduction for 2019/20 be replicated in 2020/21 and 2021/22 further savings of £7.789m would be required. The Officer confirmed that a seminar would be held week commencing the 8th January 2018 to help Members bring together common themes and provide alternative savings proposals.

The Chair thanked the Officer and the Corporate Director of Communities for the report and Members questions and comments we welcomed as part of the consultation process.

Members agreed that they would provide comment only on those proposals within the remit of this committee's terms of reference as detailed within the 2018/19 Draft Savings Proposals for the Communities Directorate (Agenda Item No. 4). Members who expressed concerns in relation to savings lying within the remit of the Health Social Care and Wellbeing (HSCWB) Scrutiny Committee agreed to bring those forward at the aforementioned seminar. Councillor D.T. Davies and Councillor P. Leonard expressed their intention to speak at the special HSCWB scrutiny committee meeting on the 15th December 2018 in relation to Rat Treatment Fees, the deletion of two vacant Community Safety Warden Posts and the Decommissioning of the Age Concern Hospital Discharge contract.

Having fully considered its content it was moved and seconded that the report be noted and by show of hands this was unanimously agreed.

RESOLVED that the Draft Budget Proposals for 2018/19 be noted.

#### **4. 2018/19 DRAFT SAVINGS PROPOSALS FOR THE COMMUNITIES DIRECTORATE**

Mrs C. Harrhy, Corporate Director Communities introduced the report with detailed the 2018/19 draft savings proposals for the Communities Directorate. The Directorate which delivered the majority of the front line services provided within the borough was comprised of four divisions, namely Community and Leisure Services, Engineering, Regeneration and Planning and Housing.

Members were advised that the savings proposed had been categorised by public impact and totalled £817,000 from Community and Leisure Services, £888,000 from Engineering Services and £454,000 from Regeneration and Planning. Full details of the savings proposals were appended to the report and included Equality Impact Assessments.

The Chair thanked the Corporate Director for the report and referred Members to its appendices it was agreed that the proposals would be considered by directorate.

##### **Engineering Services Division**

Mr M. Lloyd, Acting Head of Engineering Services introduced the proposed savings relating to the Engineering Services Division and highlighted those with low to medium public impact.

Members were advised that this division had proposed 12 savings which had been deemed to have a 'low' impact on the public which included traffic management and maintenance. There were 3 proposed 'medium' impact savings in relation to a reduction in the Highways Maintenance Budget achieving a saving of £110.4k, a reduction in Carriageway Surface Dressing/Resurfacing saving £310k and finally a reduction in scheduled Gully Cleansing and vehicles saving £107k.

Clarification was sought in relation to the Consultancy/Road Survey Budget Reduction proposal and whether this related to road condition reports. The Officer confirmed that this related to data required to meet Welsh Government performance indicators rather than road condition reports.

With regard to the proposed saving detailed at 3 (1) of Appendix 2, Reduction in the Highways Maintenance budget, concern was expressed about the long term impact of reducing safety fencing, general maintenance, footway surfacing, culvert inspections and tip maintenance and the potential for far greater cost in the future. A Councillor asked if consideration could be given to withdrawing financial support for non-essential events such as the Velathon, and reinvesting said sums into front-line services. The Officer accepted there could be long-term implications from the proposed savings should reductions continue over time and the risks had been identified within the report. It was acknowledged that doing less over time would have an impact on the condition of the borough's roads and there would be a tipping point when the planned maintenance reduction would be overtaken by the increased need for reactive maintenance.

Mention was made to the City Deal and the impact a reduction in road maintenance could have on public transportation routes, which might be changed or have increased use as a result of the project. The Member felt that the impact of reducing maintenance and repairs could impact the future viability of the borough as road conditions deteriorate.

Concerns were also expressed in the relation to saving 3(3), Scheduled Gully Cleansing and the reduction in the frequency and the loss of one vehicle, primarily the increased risks of flooding during periods of inclement weather when debris could quickly cause blockages. The Officer explained that the cleansing programme would be priority based but the saving would mean 24% less coverage so the public would see an impact.

In relation to the Winter Maintenance Budget and the proposed utilisation of weather forecasting models to target gritting schedules, Members requested clarification on the level of accuracy that could be achieved using such models. The Officer outlined the nature of the forecasting banding systems and how they would be used to target gritting during periods of inclement weather. He advised that these systems provided more specific data obtained in 'real time' from various weather stations positioned at different heights throughout the borough. Using this data, areas at risk can be quickly identified and teams immediately pulled in to get the salt put down.

Reference was made to the suggested savings relating to School Crossing Patrol provision and Members asked if volunteers could be used to continue the service. It was explained that the service would only be discontinued at the retirement of the current post holder. It was noted that there were certain HR issues in relation to paid/unpaid persons holding the same post and there were also criteria compliance implications that would need to be adhered to. However Officers were aware that certain authorities in England had used volunteers and confirmed that a further piece of work was being undertaken with HR and Health and Safety colleagues in this regard, although this was at a very early stage.

Concerns were express with regard to the proposed reduction in the Traffic Signals Maintenance budget and the impact that breakdowns could have on road safety. Officers confirmed that the £7000 saving would be achieved by changing the approach to maintenance for before life expired to life expired and confirmed that there may be times when traffic signals would be out of action. Members questioned the relatively small amount of savings that could be achieved compared to the possible risks.

Members were reminded that should this saving not be supported then alternative efficiencies would need to be found.

It was suggested that in order to safeguard essential services a reduction in the number of festivities or tourism events which are supported by the Council and incur additional expenditure be considered.

Reference was made to the reduction in relation to Tree Maintenance and a report recently presented to this committee which sought permission to make increase to the service, which now seemed to be contradicted by this proposal. Mrs Harray acknowledged this disparity and confirmed that she would seek further clarification.

In terms of the proposed reduction in Tips Maintenance further detail was sought as to how the inspection process would now be taken forward. Members were advised that going forward inspections would be carried out remotely using drones. The drone would provide a detailed 3D image of the tip being surveyed; this image would then be overlaid on previous surveys to present an accurate topographical depiction of the tip highlighting any changes.

Members asked if there would be capacity to continue a reduced manual inspection process to follow-up on the drone technology and it was acknowledged that the drone data might well identify the need for such inspections and if so working practices could be revisited.

Following consideration of the Engineering Services Division 2018/19 draft savings proposals it was moved and seconded that the aforementioned comments and concerns be presented to Cabinet as part of the consultation process and by show of hands this was unanimously agreed.



## **Regeneration and Planning Division**

Mrs C. Harrhy, Corporate Director Communities introduced the proposed savings relating to the Regeneration and Planning Division and highlighted that the Division had proposed four savings that had been deemed to have a low impact on the public.

Members were advised that those savings related to a reduction in the Community Regeneration Grant by £137,000, a reduction in the Business Grants Budget by £12,000, a review of the events at Llancaiach Fawr saving £10,000 and finally a reduction in the Publicity and Promotion Budget by £7,000.

In relation to the Community Regeneration Grant a Member referenced difficulties community and voluntary groups had in drawing down funding from the grant and expressed concern that valuable local projects could be lost as a result of further cuts. Officers agreed to look at the detail to establish if changes were required in order to make application process and criteria more accessible, however this would take some time to take forward.

Reference was made with regard to Llancaiach Fawr and it being closed on Monday's which meant that the opportunity for Bank Holiday revenue is lost. Officers confirmed that opening the facility on Bank Holidays was not cost effective due to the increased staffing costs needed. Members argued that not providing a tourism venue during a time when visitor numbers could be maximised made no sense and asked if costs could be offset by revising provision during other weeks of the year.

Members' referenced the proposed reduction in the publicity and promotion budget as it related to Town Centre Management marketing and referred to the wider events held throughout the borough and the cost against income generation was discussed. Members noted supplementary information requested by the Chair and tabled at the meeting in relation to the contributions made by Town and Community Council to events. Members noted the disparity in terms of the financial supported contributed by the various Town and Community Councils and agreed that if the current scheduled of events were to continue this support would need to be revisited in order to reduce the financial burden on the Authority. Members agreed that they would like to explore the possibility of reducing the number of events supported by the Council, which are non-essential, if it would secure essential front line services.

Mrs Harrhy in noting the concerns raised advised that Officers would be looking at a fundamental review of the events framework and asked if Members would like to consider adding this to their forward work programme as their input would be very valuable to the process. Members agreed that they would welcome a report reviewing the Event Framework and request that feedback be provided to this committee on possible timeframe for its inclusion on the forward work programme.

Following consideration of the Regeneration and Planning Division 2018/19 draft savings proposals and it was moved and seconded that the aforementioned comments and concerns be presented to Cabinet as part of the consultation process and by show of hands this was unanimously agreed.

## **Community and Leisure Services Division**

Mr M.S. Williams, Head of Community and Leisure introduced the proposed savings for the Community and Leisure Services Division and highlighted that the Division had proposed 2 low impact savings and two medium impact savings.

Low impact savings related to the changing of the fee structure for the Caerphilly Adventures Service, generating £20,000 of income and the introduction of an administration fee for Duty of Care Waste Transfer Notes for commercial waste customers which would again raise an additional £20,000 in income.

In relation to the Caerphilly Adventures Services the Officer confirmed that there had been no increase in charges for the last 10 years and the proposed increase would bring fees into line with the current marketplace. Members were advised of a potential impact on other CCBC services such as EOTAS provision and therefore it is proposed that this consideration be taken into account when EOTAS provision is reviewed. The potential move of the service to Cwmcaran Forest Drive would also provide opportunities to increase private sector income generation.

The introduction of a £20 annual fee per customer for the Duty of Care Waste Transfer Notes was in line with that of private sector companies and although there might be a small risk that customers might choose to move their business they may be facing a similar charge with a different waste provider.

Medium impact savings related to the introduction of charges for all bulky household items generating an estimated additional income of £50,000 and the closure of the Pontllanfraith Leisure Centre project to make savings of £81,000 per annum.

Members expressed concern with regard to the charge across the board for bulky waste items and queried whether consideration had been given to means testing the provision in order to safeguard pensioners and those on low incomes. The Officer explained that the introduction of a 'means test' system would add a layer of bureaucracy to the process incurring additional administration costs.

Further concerns were expressed that this might lead to an increase in fly-tipping and Officers accepted that this was a potential risk however the operating models of other Councils with similar charging structures had been looked at and they had not experienced significant increases in fly-typing.

Concerns were also expressed that the proposed increase in charges contained within the MTFP proposals would have the greatest impact on those on low incomes, single parents, and pensioners. The Officer reminded Members that there was a current charging structure in place for bulky items; this proposal would only incorporate beds and 3 piece suites into this charging structure while also slightly increasing fees.

Members agreed that given the decision of Cabinet and the discussions at two previous scrutiny committee meetings with regard to the closure of the Pontllanfraith Leisure Centre this proposed saving would be noted without further comment.

Following consideration of the Community and Leisure Services Division 2018/19 draft savings proposals, it was moved and seconded that the aforementioned comments and concerns be presented to Cabinet as part of the consultation process and by show of hands this was unanimously agreed.

#### **'Nil Impact'**

Following consideration of the 'nil' impact proposals for the Communities Directorate, as listed in Appendix 4 of the report it was moved and seconded that they be noted and by show of hands this was unanimously agreed.

The meeting closed at 18:45p.m.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 13th February 2018, they were signed by the Chair.

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CHAIR



## SPECIAL HEALTH SOCIAL CARE AND WELL BEING SCRUTINY COMMITTEE - 18TH DECEMBER 2017

DRAFT MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH  
ON MONDAY, 18TH DECEMBER 2017 AT 5.30 P.M.

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PRESENT:

Councillor L. Binding – Chair  
Councillor Ms J. Gale – Vice Chair

Councillors:

A. Angel, Mrs C. Bezzina, Mrs D. Cushing, M. Evans, Ms A. Gair, D. Harse, V. James, J. Simmonds and S. Skivens.

Cabinet Member:

C. Cuss (Social Care and Well Being) and Mrs E. Stenner (Environment and Public Protection)

Co-opted Members:

Ms J. Lawton and Mrs M. Jones

Together with:

D. Street (Corporate Director – Social Services), R. Hartshorn (Head of Public Protection), S. Harris (Interim Head of Corporate Finance), G. Jenkins (Assistant Director – Children's Services), J. Williams (Assistant Director – Adult Services), C. Forbes-Thompson (Interim Head of Democratic Services) and C. Evans (Committee Services Officer)

### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ms E. Forehead, L. Jeremiah, B. Owen, C. Thomas and C. Luke (Co-opted Member).

### 2. DECLARATIONS OF INTEREST

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

## **REPORTS OF OFFICERS**

Consideration was given to the following reports.

### **3. DRAFT BUDGET PROPOSALS FOR 2018/19**

The report, which was presented to Cabinet on 15th November 2017, provided Members with details of draft budget proposals and draft savings proposals for the 2018/19 financial year, to allow for a period of consultation prior to a final decision in February 2018.

Members noted the headline issues in the WG Provisional 2018/19 Local Government Financial Settlement and the details of the draft budget proposals for 2018/19. The report detailed Whole Authority Cost Pressures (£8.867m), together with Inescapable Service Pressures and Other Service Commitments (£2.310m) and a 1% reduction in Welsh Government Funding equating to £2.965m for 2018/19. Additionally, the report outlined draft savings proposals for 2018/19 (£7.205m) and a proposed Council Tax Uplift of 4.52% (£2.999m) which will ensure that a balanced budget is deliverable for 2018/19. The draft budget proposals assume no growth for schools in 2018/19, and as there is no requirement in the Provisional Settlement to protect schools, they will be required to manage their own pay and non-inflationary increases in 2018/19 along with other emerging cost pressures.

The report outlined the financial pressures placed on service areas, in particular Social Services, arising from fee increases for external care providers and further demand in both Adult and Children's Services. As a result, the report proposed that a further £1.5m be allocated in the 2018/19 budget to meet these ongoing financial pressures. Members were also referred to the report appendices which summarised the savings proposals by Directorate/Service Area, together with the savings proposals that are likely to have an impact on the public. £4.682m of the proposed £7.205m savings are 'nil impact', consisting of vacancy management, budget realignment and minor changes to service provision.

Members were reminded of the Medium-Term Financial Plan presented to Council in February 2017, which showed a potential savings requirement of £22.161m for the three-year period 2019/20 to 2021/22, and assumed a cash flat position in terms of the WG Financial Settlement for each of these years. WG has now provided an all-Wales indicative reduction in Aggregate External Finance of minus 1.5% for 2019/20, which would increase the Council's savings requirement by a further £3.984m for 2019/20 alone. If this was replicated in 2020/21 and 2021/22 then further savings of £7.789m would be required. This would result in a total savings requirement of circa £34m for the three-year period 2019/20 to 2021/22 and presents further challenges moving forward in regards to the Authority's Medium-Term Financial Plan.

It was explained that the indicative reduction of 1.5% is being reviewed by WG following the Chancellor's Autumn Budget Statement and the Final 2018/19 Local Government Financial Settlement, due to be issued on the 20th December 2017, may include a revised indicative figure for 2019/20. An updated Medium-Term Financial Plan covering the period 2018/19 to 2022/23 will be presented to both Cabinet and Council in February 2018.

Having fully considered the report, Members unanimously agreed that the details of the draft budget proposals for 2018/19 be noted.

### **4. 2018/19 DRAFT SAVINGS PROPOSALS FOR SOCIAL SERVICES AND PUBLIC PROTECTION**

Consideration was given to the report, which provided details of the 2018/19 draft savings proposals for Social Services and Public Protection and sought the views of the Scrutiny Committee prior to final 2018/19 budget proposals being presented to Cabinet and Council February 2018.

At its meeting on the 15th November 2017, Cabinet was presented with details of draft revenue budget proposals for the 2018/19 financial year, including savings proposals across the Council amounting to £7,205k.

The Committee noted that, as in previous years, the savings proposals that are not expected to have an impact on the public have been consolidated into a single line for each service area. These 'nil impact' savings consist in the main of vacancy management, budget realignment and minor changes to service provision.

The Corporate Director- Social Services provided the Committee with an overview of the review of the Voluntary Sector Contracts, which referred to Social Services. It was noted that each of the contracts have been considered carefully in line with the implementation of the Social Services & Well-Being (Wales) Act 2014, which means that people should be sign-posted via the Council's Information, Advice & Assistance Team to promote their independence and choice and to control their own needs.

The Committee discussed the proposal to decommission the Hospital Discharge Contract, which is currently held by Age Concern to achieve a saving of £46k. It was noted that the contract is currently run jointly with Health and provides services to relatively low numbers of people receiving non-statutory services for a short period of time. The current contract comes to an end in March 2018. The impact on the public will be in relation to people being discharged from hospital would be mitigated via the provision of information, advice and assistance including literature being produced by Health. Members noted that CCBC provide a 30% funding contribution to the service, and should this be withdrawn, the Health Service may look to continue the service and retender. Following discussion, it was agreed that further information be sought on the impact of withdrawing CCBC funding for this service and the impact on current users.

Members discussed the proposal to decommission 2 Luncheon Club Contracts, to achieve a saving of £12k. The clubs currently operate in Panside and Nelson and are attended by fewer than 15 people. It is proposed that the funding be withdrawn from these clubs and the Service Users be offered the services of a community connector to look at other options in their communities. Alternatively the provider may be able to find a different funding stream. Members expressed concern for the Service Users and sought further details on the amount of notice that would be provided to the service users. Officers explained that, until a Cabinet decision has been made on savings proposals, it would not be possible to provide notice to the Services Users; however, officers assured Members that Service Users would be provided with support, guidance and information in order to find a service to meet their needs, should the proposal be implemented.

The Committee discussed the proposal regarding the Care and Repair Safety at Home Service. It was noted that the contract is due to end in March 2018 and the report proposed that the service not be recommissioned. Members noted that the contract provides minor adaptations in people's own homes, however, other options are available, which provide the same service and the Council has a separate minor adaptations budget which provides support for those most in need.

The report outlined a proposal to cease the CCBC contribution to the Stroke Association contract, realising a saving of £18k. Members noted that the Health Board let this contract to which Caerphilly CBC currently makes an £18k contribution.

The Chair invited Mr M. O'Grady and Ms A. Markel to provide further information on the Stroke Association and the services they provide.

The Committee were asked to note that the Stroke Association provide emotional and practical support for people who have suffered with a Stroke. Home visits are provided post Stroke and regular contact for up to a year, to support the client. The service received by each individual is tailored to their specific needs in order to manage their recovery. Referrals

are received from Health and other services and Members were asked to note the impact on Services users should the service not be funded. Service users would be left isolated without support and their needs wouldn't be met.

A Member sought information on the number of visiting officers provided support to residents of Caerphilly. It was confirmed that there is 1 officer for Caerphilly, providing support to 70 people in service, 58 of which are engaged referrals within Caerphilly.

A Member, in noting the cuts to the NHS and the positive impact the service has on stroke survivors, sought the rationale for the saving proposal. Officers explained that each proposal will have an impact on someone and that similar contributions are not being made to other associations. In addition, Members were asked to note that the Health Board has received funding for neurological services; therefore alternative provisions would be available in the service area.

Following consideration and discussion, it was requested the further information be sought from the Health Board to determine the impact on Service Users, should the £18k funding cease from CCBC.

The Corporate Director-Social Services and Head of Public Protection provided the Scrutiny Committee with an overview of the Savings proposals suggested for the services under Public Protection.

The Committee were asked to note that the Deletion of 1 Van Helper Post within the Meals Direct meals on wheels service area could realise a saving of £7.5k. The post is 17.5 hours per week and, as all 5 posts are currently occupied, it would be necessary to consider redeployment or a one-off severance payment. The deletion of this post could result in increased meal delivery/waiting time as a result of our reduced ability to get to homes where we need to be double staffed, but the public impact is considered to be low.

Members raised concerns for the impact on service delivery with a reduction in staff. Officers assured Members that the impact to service delivery would be minimal, as the number of meals on wheels vehicles would remain the same, the lone driver would not be sent to any properties that pose a risk, and routes are carefully planned, however there could be less flexibility due to staff absence.

The Committee were asked to consider an increase in the charge for Meals on Wheels, which would provide a proposed saving of £11k. It was noted that by increasing the price of a meal provided by the service by 20p (from £3.10 to £3.30) from April 2018, would result in an additional income of £11k. Due to the service users, Members were advised that affordability would be considered and, in addition, Members were assured that in comparison to other Local Authorities in the area, CCBC subsidised meal prices would remain amongst the lowest even with the proposed increase. Customer numbers have fallen over a period of years. A number of alternative options are available, but some customers, and their families, continue to opt for a daily visit from Meals Direct and the delivery of a freshly prepared hot meal. A further price increase may result in further loss of customers and this has been accounted for in the overall estimate of £11k additional income per year.

Members were asked to consider a proposal to introduce a Rat Treatment Fee, which would provide a proposed saving of £20k. It was noted that Rat treatments in domestic premises are currently undertaken free of charge. It is proposed to introduce a £20 (plus VAT) charge. Customers in receipt of means tested Universal Credit or Guaranteed Pension Credit would receive a 50% discount on the Council's Pest Control charges and so would pay £10 (plus VAT). At £20 the Council would still be subsidising the service. By way of comparison the Council's current charge for treating a mouse infestation is £50 (plus VAT). Experience from other local authorities has demonstrated that following the introduction of such charges there has subsequently been a significant decline in the number of service requests processed. Income from the introduction of a £20 charge is therefore estimated to be £20k per year. It

was noted that there is some risk of public health implications due to infestations left untreated. Members of the public may try to undertake treatments themselves which can lead to the improper placing of rodenticides. The introduction of charging and a decline in service uptake is likely to create some increase in the workload of environmental health officers as they have to investigate the cause of rat infestations, neighbour disputes, and to take enforcement action to remedy problems, including the service of notices and undertaking works in default. The public impact of this proposal is considered to be medium.

The Chair invited Councillor D.T. Davies to address the Committee as the Chair of Regeneration and Environment Scrutiny Committee and having an overlapping portfolio.

Councillor Davies asked the Committee to note the concerns the Regeneration and Environment Scrutiny Committee had in relation to the savings proposals relating to the introduction of Rat Treatment fees the impact on the Borough, should a charge be applied for the treatment of Rat infestations. Concerns were raised that there would be a decrease in the number of service requests and incidents reported and as a result an increase in the rat population.

Members raised concerns that the implementation of a cost to the service could result in a reduction in service requests and people choosing to use various poisons in order to treat the issue. Officers explained an equalities impact assessment was undertaken for the proposal, which was included within the report. In addition, Members were asked to note that other Local Authorities have introduced a charge for some time and there has not been a significant increase in the rat population in these areas.

The report detailed a proposal to delete vacant Community Safety Warden posts, realising a proposed saving of £40k. It was noted that the current Community Safety Warden establishment is 9.3fte with 1.8fte being vacant and currently being covered by temporary staff. The Community Safety Warden service provides a uniformed patrolling presence in communities dealing with low level crime and anti-social behaviour. Each Warden is authorised by the Chief Constable of Gwent Police with powers that include traffic management and the issue of Police penalty notices. The service works very closely with the local Neighbourhood Policing Teams tackling issues in communities ranging from youth annoyance and disorder, persons under the influence of substances, environmental crime issues, defects in infrastructure, dog fouling and littering etc. As Neighbourhood Policing Teams are being depleted the service is increasingly the first line of response. As a result, it would be necessary for the Community Safety Warden Service to prioritise proactive patrols and responses to service requests as a result of any reduction in staffing establishment. It is considered that this proposal would have a medium public impact.

Councillor D.T. Davies, as Chair of the Regeneration and Environment Scrutiny Committee addressed the Committee and expressed concern at the proposal, noting the exceptional service provided by Community Safety Wardens, and asked the Committee to consider the proposal from Gwent Police to decriminalise parking, in which Community Safety Wardens would play an integral part in parking enforcement. As a result, it was suggested that the proposal to reduce the number of Community Safety Wardens be postponed until a further report can be provided on the decriminalisation of parking.

The Chair thanked Councillor Davies for his representations and discussion ensued.

Members expressed similar concerns to the Regeneration and Environment Scrutiny Committee and noted the work undertaken within their wards such as assistance with reducing Anti-Social Behaviour.

The Committee discussed the proposal to reduce Air Quality and Contaminated Land Monitoring and Contractors, which proposed a saving of £15k. It was noted that the Environmental Health service discharges statutory responsibilities in respect of Local Air Quality Management and investigation of contaminated land and also manages the Authority's

closed landfill sites. The activity is supported by the use of specialist monitoring equipment, laboratory services, and environmental consultants. This includes 6 real time air quality monitoring stations, 3 of which are located within the Hafod-yr-Ynys and Caerphilly Air Quality Management Areas (AQMA's). There are also 58 passive diffusion tubes which are located in various streets and towns. This monitoring network is used to review and assess air quality across the county borough. External expert advice, modelling, and assessment is also engaged to assist in bringing forward the Air Quality Action Plans required for the 2 AQMA's and in meeting the Council's obligations for Local Air Quality Management.

The budget currently allocated for air quality is £46,857 and for contaminated land assessment is £18,562, totalling £65,419. Therefore a reduction of £15k would leave a remaining combined budget of £50,419 and environmental monitoring activity would need to be prioritised accordingly. This proposal is assessed as having medium public impact.

Members thanked the Officer for the overview and sought further information on the impact to service and increased risk. Officers assured Members that there is no increased risk to the Air Quality Management process, however, there will be a requirement to prioritise works and address situations where required.

Members thanked the Officers for the detailed report and noted that a Members' Seminar has been arranged, which will combine the outcome of the discussions from all Special Scrutiny Committee meetings on the 2018/19 draft savings proposals.

Having fully considered the report, Members noted the details of the 2018/19 draft savings proposals for Social Services and Public Protection.

The meeting closed at 7.04 p.m.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 6th February 2018, they were signed by the Chair.

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CHAIR





## CABINET – 14TH FEBRUARY 2018

**SUBJECT: BUSINESS IMPROVEMENT PORTFOLIO PROGRAMME**

**REPORT BY: INTERIM CHIEF EXECUTIVE**

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

- 1.1 To provide Members with an update on the work of the Business Improvement Portfolio (BIP) Programme; its aims and objectives; programme structure; timelines for delivery, and governance and programme management arrangements moving forward.

### **2. SUMMARY**

- 2.1 The BIP Programme was launched in March 2016. However, since then the programme has been the subject of a review which identified the need for the programme to be refined to take account of the challenges which have faced the organisation over the past year and the challenges which lay ahead. The following report provides members with an update on the programmes progress to date and sets out how the BIP Board intends to deliver a programme of change that will address some of the organisational pressures moving forward.

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

- 3.1 The Authority has already made considerable savings totalling £82.17m, however it has been estimated in a recent Cabinet report (15.11.17) that further savings requirements of circa £34m will be needed over the next 3 years (19/20, 20/21 and 21/22) in order to deliver a balanced budget.
- 3.2 Accordingly, the BIP programme will seek to not only assist with the process of delivering a balanced budget by seeking to ensure that services are delivered as efficiently and effectively as possible but also to ensure that services are redesigned, where necessary, and 'future proofed' to meet the demands and expectations of our communities.
- 3.3 Taking account of the financial pressures and service demands outlined in 3.1 and 3.2 above, the BIP programme will contribute to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015:
- A prosperous Wales
  - A resilient Wales
  - A healthier Wales
  - A more equal Wales
  - A Wales of cohesive communities
  - A Wales of vibrant culture and thriving Welsh language
  - A globally responsible Wales

## 4. THE REPORT

4.1 Caerphilly has a proud performance record and maintaining this record is something we want to preserve.

4.2 However, there is no doubt that local government is at a crossroads and moving forward as a Council we will have to fundamentally redefine what we do; what services we provide and how we provide them. It will require a new relationship and understanding with our communities as to what we do, why we exist and what our residents can expect.

4.3 Over the next few years some things are certain:

- We will have less money to spend on services than we do now;
- We will have a growing proportion of older people;
- The shape of local government will change as a result of Local Government Reform;
- There will be an expectation for more cooperation between public services and collaboration between local authorities;
- We are operating against a backdrop of a relatively weak local economy and high levels of deprivation, and finally
- Public expectations will continue to change and the demand for high quality, responsive services will continue to grow.

4.4 As an authority the impact of these pressures will mean that it is likely that:

- We will need to have a greater sense of focus on our 'core' purpose, and a better sense of priority in what matters most.
- Some services will contract and some may cease or have to be commissioned and delivered in a different way
- Back office services and administration will need to be highly efficient so as to protect as much money as possible for front-line services.
- We will be working more closely with communities in designing, delivering and commissioning services.
- We will have less staff and more flexibility as to roles and responsibilities.
- We will have less buildings and a different workplace environment.
- We will have a far greater use of digital and IT solutions in our interface with the public.
- Potentially have to charge, or charge more for some of our services
- We will have to be more entrepreneurial in the way we develop and deliver our services.

4.5 With this in mind, Caerphilly's Corporate Management team wish to embark on a portfolio of change which will '**seek to transform areas such as our Culture, Leadership Competencies and Skills, Engagement practices and the way in which we deliver our services.**' This improvement programme will start the process of change required to deliver the Council's vision of the future.

4.6 The BIP consists of three programmes. Each of the programmes will have a great deal of interconnectivity and there will be a requirement for a range of discrete projects to be established in order to deliver key outcomes and benefits. The structure of the BIP is set out in Appendix 1.

### 4.7 Improving Leadership Programme (ILP)

4.7.1 The purpose of the ILP is to set the direction and establish a means by which the Authority will attract, identify, develop and retain leadership capability of the highest quality. The programme aims to reach all leaders and managers from Directors through to frontline supervisors. It recognises that even the most junior supervisors and team leaders have a part to play in the delivery of a motivated and productive staff, and that senior managers have a

key role in leading and managing this strategically and in acting as role models in their leadership behaviours.

4.7.2 The programme acknowledges the clear link between leadership and organisational performance, development and culture, and employee engagement.

4.7.3 The key objectives of the ILP will be to:

- Define and embed the leadership behaviours and competencies needed to deliver organisational success;
- Ensure there is a diverse, capable and expanding leadership population across all levels and professions, and
- Implement a Leadership Development programme that will support existing and rising leaders.

4.7.4 The programme began with a review being undertaken to establish the type of management/leadership training currently offered across the organisation and the overall spend on training and development. This work established that approximately £670k is budgeted for training and development activity each year with the majority of it spent within individual services. It also highlighted that there was no real strategic focus to the training in terms of alignment with corporate priorities or understanding of the return on investment received from any such training and development, and that the current approach was unlikely to provide the necessary structure and learning opportunities to allow leaders and managers to respond effectively to the challenges that lay ahead.

4.7.5 This review also considered and compared the current CCBC management and leadership competencies and values to those developed by Academi Wales, the WLGA and a selection of companies in the private sector. A number of synergies were established but equally the exercise identified a large number of gaps.

4.7.6 Initially work on developing a values and behaviours framework for the organisation was hindered by the fact that it could not be linked to a corporate vision, purpose and value set. However, Cabinet have since developed a draft vision and values set which has allowed this work to progress to a point whereby a draft Values and Behaviours Framework has been created. The draft Framework will be considered by the BIP Board at their meeting in February 2018. It is also planned to consult with staff via the staff roadshows that are planned for the spring of 2018 in order to seek their views on the draft Framework.

## 4.8 **Improving Engagement Programme (IEP)**

4.8.1 Caerphilly County Borough Council values its workforce and values the importance of effective engagement and internal communications. In the wider context, Local Government is changing and in order to secure its ongoing success, and of its workforce, it is imperative that we work to improve and/or enhance current practices, and where necessary, develop new ways of working. To be successful will require the commitment and engagement of our entire workforce because engaged employees perform better and know better than anyone where we can eradicate unnecessary waste and become more efficient.

4.8.2 The authority already has a number of internal communication mechanisms in place to engage the workforce. These include a staff intranet, internal messages from CMT, Performance Development Reviews and arrangements in individual service areas, such as team briefings and one-to-one meetings. However, the approach can be piecemeal and inconsistent depending on the effectiveness of individual managers. What is lacking is a consistent, regular and timely engagement strategy which ensures all employees at all levels across the organisation can benefit from a two-way flow of communication.

4.8.3 In order to deliver a more cohesive and consistent approach to internal communication the BIP Board agreed to the development of 5 distinct but interconnected engagement projects.

These are set out in Appendix 1.

- 4.8.4 Cabinet will recall that throughout the autumn of 2016 a series of staff roadshows within the Communities Directorate were held which started a process of engagement. A key feature of these events were that staff were asked to share '3 Little Words' that they felt described the organisation now and 3 words that would describe the organisation they would wish to work for in the future. This exercise provided an insight into how staff felt about working within the Communities Directorate and what they wished it to look and feel like in the future.
- 4.8.5 In order to build on the work undertaken within the Communities Directorate, the BIP Board have agreed to a series of whole authority staff roadshows starting in the spring of 2018. The information generated by these events will be added to that already captured in the '3 Little Words' project.
- 4.8.6 Cabinet will also be aware that the Council recently undertook a whole authority staff survey, which Members have received comprehensive feedback on. Again, this exercise provided valuable information on the thoughts and feelings of the workforce.
- 4.8.7 It is recognised that the Corporate Intranet has been the 'communication backbone' for the authority for many years, and while it has served the authority well, it is also recognised that it has been in need of modernisation for some time. Accordingly, a key action of the IEP was to reinvigorate the Corporate Intranet site.
- 4.8.8 A small working group was established to undertake this task and recently demonstrated to the BIP Board a suggested new system. Following the demonstration it was agreed that a pilot be undertaken, starting in January 2018, which would see the roll out of the new intranet system to the authority. Staff will be asked for their views and opinions on the new site and their feedback used to make changes as and where necessary. Staff will also be asked to name the new intranet. It is hoped that the new intranet will provide staff with a more personal, interactive and informative medium of internal communication.
- 4.8.9 Unfortunately, progress with the establishment of a Staff Engagement Working Group or wider Staff Engagement Forum has not been possible due to resource demands. This work is planned for 2018.
- 4.9 Improving Services Programme (ISP)**
- 4.9.1 Initially the ISP began with the identification and introduction of a series of projects. Each project had a defined scope and agreed milestones. The intention of the programme was to bring structure to the work already underway in a number of areas. The programme would also allow the BIP Board to consider new approaches to the way services are provided.
- 4.9.2 In July 2017 a review of the programme was undertaken as it became apparent that while some projects had developed well, others less so. This prompted the Board to consider whether the projects identified were in fact strategic enough and contributed towards the overall organisational change process. It was also felt that the project management arrangements put in place were too onerous and in some instances disproportionate to the scale and scope of individual projects. Consideration also needed to be given to aligning the strategic projects to the MTFP timelines where appropriate.
- 4.9.3 As a result of the review, it was agreed by the BIP Board to reframe the strategic projects into a number of themes. Within each 'theme' would sit a number of projects, as shown below:
- Digital Theme – Digital Strategy; Customer Service Review, and Agile Working.
  - Collaboration Theme – I.T. Collaboration.
  - Alternative Service Delivery Theme – Tourism Facilities.
  - Major Projects Theme – Band A 21<sup>st</sup> Century Schools; Band B 21<sup>st</sup> Century Schools; WHQS Delivery; Post 16 Education; Library Review; Youth Service Review; Children's Centre; Leisure Review; Waste Review, Community Centres Review, Street Lighting, and Civil Parking Enforcement.

- Income Generation – to be agreed.
- Green Energy/Carbon Reduction - to be agreed.

4.9.4 A number of projects were also removed from the original list developed back in March 2016; these were: Reducing Building Costs, Fleet Review, Street Scene and Catering.

#### 4.10 **Timelines**

4.10.1 The BIP is a long term strategic change programme that will run over a number of years. The programmes and projects that underpin it are intended to be evolutionary in nature and able to be modified as necessary in line with the needs of the business.

4.10.2 It is the intention of the BIP Board to phase the projects listed in 4.9.3 over the short, medium and longer term. Work is currently underway to develop an appropriate timeframe that will align with the MTFP and deliver the more pressing changes required in the short to medium term. This timeframe will be shared with Members in the early part of 2018.

#### 4.11 **Governance and Programme Management Arrangements**

4.11.1 The BIP Board is ultimately responsible for the delivery of the strategic programmes that sit under its remit. The Board consists of all members of the Corporate Management Team together with the Deputy Leader (Cllr Barbara Jones), the Head of Policy and Public Protection and the relevant Programme Managers (Lianne Dallimore (Improving Leadership), Stephen Pugh (Improvement Engagement), Rob Hartshorn (Improving Services)).

4.11.2 The programme management arrangements put in place are consistent with the recognised approach to managing programmes/projects within the authority. This approach ensures that there is a strong corporate overview of the various programmes/projects.

4.11.3 Each programme has a designated Programme Manager and each project will have a designated Project Manager. A defined scope and key milestones will be agreed and progress against each programme/project will be provided to the BIP Board in line with the agreed milestones of each individual programme and/or project.

4.11.4 A particular gap identified whilst undertaking the review in July '17 was that closer links required to be established between the BIP Board, Cabinet and Scrutiny committees in order to ensure the optimum amount of Member interaction and scrutiny. In order to address this 'gap', the BIP Board agreed that a Cabinet member should be assigned to an individual theme, as outlined in 4.9.3.

4.11.5 On agreement of the programme/project timeframe, suitable points throughout the programme lifecycle will be identified to update Cabinet and Scrutiny on the progress of the overall programme and on individual projects. It is suggested that this be done on an exception reporting basis. Regular reporting at appropriate intervals will ensure that Cabinet and Scrutiny members are kept well informed and have the opportunity to challenge progress and performance.

4.11.6 Suggestions put forward by the BIP Board on the frequency of progress reporting are as follows:

- Progress update reports to be provided to Cabinet on a 6 monthly basis;
- An annual progress update report to be presented to the Policy and Resources Scrutiny Committee, and
- An annual progress update report presented to Council as part of the annual budget report.

4.11.7 The BIP Board will work with Committee Services to ensure progress update reports are incorporated into the Council/Cabinet/Scrutiny Forward Work Programmes as set out in

4.11.6.

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

5.1 The BIP contributes to the Well-being Goals as set out in Links to Strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act in that it recognises that:

- Local Government is changing and in order for it to remain sustainable in the longer term, work requires to be done now in order to secure essential services for the communities we serve.
- Services will need to change for them to remain viable. This demands a programme of service redesign in order to address the financial and demographic challenges that lay ahead, to achieve the Councils objectives in the longer term and the demands and expectations of our customers.
- Redesigned services will undoubtedly mean services being delivered in a different way. This may demand better alignment of our internal services; better partnership working with our colleagues within the public and voluntary sectors, and a new relationship with our communities who may be called upon to help us deliver local services.
- Opportunities will be taken to focus on prevention recognising that this will reduce need and service demand in the future.
- The programmes delivered under the BIP will require high levels of involvement and public consultation in order to ensure that the outcomes we are seeking to achieve are fit for purpose, supported by our communities and will create a more sustainable position for the future.

## **6. EQUALITIES IMPLICATIONS**

6.1 An Equalities Impact Assessment (EIA) is not needed because the issues covered are for information purposes only, therefore the Council's full EIA process does not need to be applied. As the BIP programme progresses EIAs will be developed for all projects in line with the Council's Strategic Equality Plan.

## **7. FINANCIAL IMPLICATIONS**

7.1 There are no direct financial implications as a result of this report, however the financial implications of each programme area included within the BIP will be developed and reported via the appropriate Scrutiny Committee, Cabinet and Council as specified by the Council's agreed governance processes.

## **8. PERSONNEL IMPLICATIONS**

8.1 There are no direct personnel implications as a result of this report, however the personnel implications of each programme area included within the BIP will be developed and reported via the appropriate Scrutiny Committee, Cabinet and Council as specified by the Council's agreed governance processes.

## **9. CONSULTATIONS**

9.1 The report reflects the views of the consultees.

## **10. RECOMMENDATIONS**

10.1 Cabinet is asked to:-

10.1.1 Note the content of the report.

10.1.2 Approve the aims and objectives of the BIP programme.

10.1.3 Approve the programme structure as set out in Appendix 1.

10.1.4 Approve the specified actions as set out within paragraphs 4.7.6, 4.8.5, 4.8.8 and 4.8.9 of the report.

10.1.5 Approve the BIP projects as listed in paragraph 4.9.3 of the report and Appendix 1.

10.1.6 Note the timeframe set out in paragraph 4.10.2.

10.1.7 Approve the governance and programme management arrangements as set out in paragraphs 4.11.1 to 4.11.6.

10.1.8 Approve the suggested reporting process as set out in 4.11.6.

## 11. REASONS FOR THE RECOMMENDATIONS

11.1 The Authority is required to deliver savings over the next 3 financial years of circa £34m. The BIP programme will offer the opportunity to fundamentally redefine what we do, provide a clear strategic approach to address the challenges ahead and contribute towards the requirement for the Council to put in place a sound and prudent financial framework which supports service delivery.

## 12. STATUTORY POWER

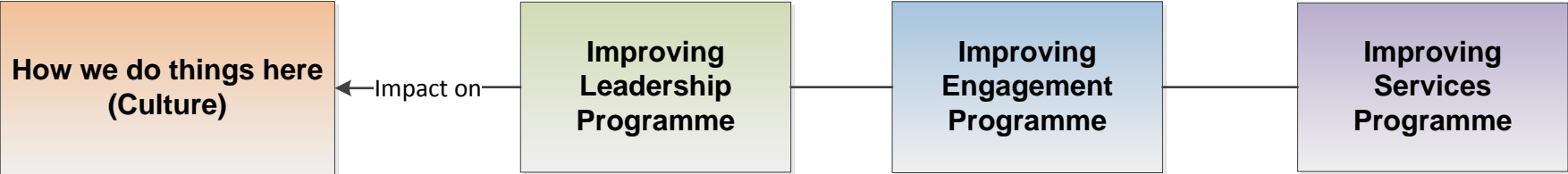
12.1 The Local Government Acts 1998 and 2003.

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

Appendices:  
Appendix 1 Business Improvement Portfolio Programme Structure

# Business Improvement Portfolio

## APPENDIX 1



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### Improved Results

Delivery of Organisational Vision

Delivery of Organisational Values

Delivery of Leadership and Management Competencies

### Projects

Leadership Development Programme

Middle Managers Development Programme

Team Leader Development Programme

HR & Workforce Development Strategy

Development of a Staff Engagement Working Group and Wider Staff Engagement Forum

Development of Staff Roadshows

Development of a Staff Engagement Tools

'3 Little Words'

Gathering Views and Feedback

Digital Theme

Collaboration Theme

Alternative Service Delivery Theme

Major Projects Theme

Income Generation

Green Energy/Carbon Reduction





## CABINET – 14TH FEBRUARY 2018

**SUBJECT: DYING TO WORK CAMPAIGN**

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

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### 1. PURPOSE OF REPORT

1.1 The purpose of the report is to seek Cabinet's approval for the Council to support the TUC's Dying to Work campaign and sign up to the charter.

### 2. SUMMARY

2.1 The Trade Unions are campaigning for a change in legislation to change the employment status of a terminally ill worker, so that their job is protected in the same way as a pregnant worker. This report provides Cabinet with an overview of the TUC's Dying to Work campaign and a recommendation that the Council sign up to the charter.

### 3. LINKS TO STRATEGY

3.1 The recommendation set out in this report contributes to the following Well-being goals within the Well-being of Future Generations Act (Wales) 2015:

- *A healthier Wales*
- *A more equal Wales*

### 4. THE REPORT

4.1 The Trade Unions are campaigning for greater rights for workers facing terminal illnesses. As previously stated, the Trade Unions are campaigning for a change in legislation to change the employment status of a terminally ill worker, so that their job is protected in the same way as a pregnant worker. The Trade Unions believe that this will end the indignity of workers facing dismissal during terminal illness and it will protect any in-work benefits likely to be left to loved ones in the event of death.

4.2 A website has been developed to provide more information regarding the campaign:  
[www.dyingtowork.co.uk](http://www.dyingtowork.co.uk)

4.3 Cabinet should be reassured that employees of the Council facing such difficult situations are treated with dignity and respect. Managers and HR always support employees (and their families) to achieve their choice of outcome with regards to continued employment. This supportive position has been recognised by both GMB and Unison when requesting that the Council support the campaign and sign up to the charter.

4.4 In signing the voluntary charter, the TUC advise that Union negotiators should seek agreement that an employer will:

- 4.4.1 *Review sick pay and sickness absence procedures and include a specific statement that they will not dismiss any person with a terminal diagnosis because of their condition.*

Employees' entitlements to sickness pay are in accordance with National Conditions. The Council has a Managing Sickness Absence Procedure that has been agreed by the Trade Unions, with a specific section relating to terminally ill employees which states:

*"If an employee is diagnosed with a terminal illness, there is a need to consider the employee's situation and their continued employment in a particularly sensitive and understanding way.*

*Contact with the employee is an important part of the process to determine their wishes and provide them with information on all the options available."*

This wording can be reconsidered, if deemed necessary, when the Procedure is subject to review.

- 4.4.2 *Ensure that they have an Employee Assistance Programme that has the capacity and competency to provide support to any person with a terminal illness, including access to counselling and financial advice.*

The Council has this in place via a confidential advice, information and counselling service provided independently by Care First.

- 4.4.3 *Provide training to line managers and all HR staff on dealing with terminal illness, including how to discuss future plans with any worker who has a diagnosis of a terminal illness, and on what adaptations to work arrangements that may be necessary.*

Training is provided to Managers, but HR support Managers when dealing with employees with a terminal illness on a case by case basis, as each will be different.

- 4.4.4 *Adopt the Dying to Work Charter and notify all employees that they have made the commitments contained in it.*

This is covered within this report.

- 4.5 The campaign requires a charter to be agreed by the employer and the Trade Union. An example of a charter is attached at Appendix A.

- 4.6 Signing up to such a charter would not require a change in how the Council supports employees facing a terminal illness, but it will hopefully encourage other organisations to support the campaign.

- 4.7 If Cabinet agree the recommendation in this report and a charter is signed, the TUC will liaise with the Council's Communications Team to arrange a public signing ceremony and a press release. Photos taken could be shared on the campaign website, social media and other outlets.

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

- 5.1 The five ways have been considered as follows:

- Involvement – in achieving our goal (to sign up and act in accordance with the campaign) we have involved our members and staff. As this is an internal change we do not need partnership involvement although leading by example as the largest employer in the borough may encourage other employers to participate.
- Collaboration – the Dying to Work Campaign does not need any external collaboration to be implemented

- Long term – this will show individual staff we support their short term and longer term needs should they wish to continue working during a terminal prognosis
- Integration – this would support the health and quality of life goals of our organisation and our partner organisations
- Prevention – this way of working is about understanding the causes of a problem and seeking to prevent them. We already have processes in place to support staff with a terminal illness as part of our wider managing attendance but being a formal partner and signing up to the campaign shows our employees the importance we place on their well-being.

## **6. EQUALITIES IMPLICATIONS**

- 6.1 The Managing Sickness Absence Procedure was assessed in 2012 and takes Equalities related issues into account when dealing with sickness issues. This was done in order to ensure that any individual falling under one or more of the protected characteristics or wider issues covered by the Council's Strategic Equality Plan, is not adversely affected by that procedure.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 There are no financial implications should the Council sign up to this Charter.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 There are no personnel implications in the report, as the Council will not be required to change how employees facing a terminal illness are currently supported.

## **9. CONSULTATIONS**

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

## **10. RECOMMENDATIONS**

- 10.1 Cabinet are asked to agree that the Council support the TUC's Dying to Work campaign and sign up to the charter.

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

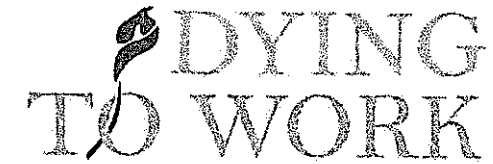
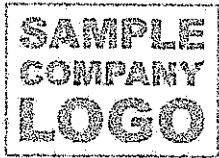
- 11.1 The recommendation is made to confirm the Council's support to the TUC's campaign and to hopefully encourage other employers to support it.

## **12. STATUTORY POWER**

- 12.1 The Equality Act 2010  
Employment Relations Act 2004

Author: Lynne Donovan, Acting Head of Human Resources and Organisational Development

Consultees: Corporate Management Team  
Cllr Colin Gordon, Cabinet Member for Corporate Services  
Stephen Harris, Acting Head of Corporate Finance and S151 Officer  
Lisa Downey, Acting HR Service Manager  
Shaun Watkins, Acting HR Service Manager  
Geraldine Burns, Acting HR Manager



**This charter sets out an agreed way in which 'Sample Company' employees will be supported, protected and guided throughout their employment, following a terminal diagnosis.**

- We recognise that terminal illness requires support and understanding and not additional and avoidable stress and worry.
- Terminally ill workers will be secure in the knowledge that we will support them following their diagnosis and we recognise that, safe and reasonable work can help maintain dignity, offer a valuable distraction and can be therapeutic in itself.
- We will provide our employees with the security of work, peace of mind and the right to choose the best course of action for themselves and their families which helps them through this challenging period with dignity and without undue financial loss.
- We support the TUC's Dying to Work campaign so that all employees battling terminal illness have adequate employment protection and have their death in service benefits protected for the loved ones they leave behind.

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 Chief Executive of Sample Company

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 TUC Regional Secretary


 The TUC logo consists of the letters "TUC" in a bold, sans-serif font, with a stylized grid pattern to the right of the letters.
 **TUC**



## CABINET – 14TH FEBRUARY 2018

**SUBJECT: CONTROL OF HAND ARM VIBRATION AT WORK POLICY**

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

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### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek Cabinet approval for the Policy and Corporate Management Arrangements for the control of Hand Arm Vibration at work.

### 2. SUMMARY

- 2.1 In 2012 a report to CMT advised of the range of issues associated with exposure to Hand Arm Vibration. At that time improvements were required in the employment screening, risk assessment and vibration exposure monitoring processes within service areas. In addition health surveillance which had previously been contracted out was in need of review and improvement. Since 2012 improvements have been made in all areas of vibration control and at the end of the improvement programme a Hand Arm Vibration Policy and Corporate Management Arrangements have been drafted by Health and Safety which reflect the arrangements currently in place.

### 3. LINKS TO STRATEGY

- 3.1 The report links to the Authority's statutory duties in relation to control of vibration from use of work equipment.

### 4. THE REPORT

- 4.1 Hand Arm Vibration Syndrome (HAVS) is caused by repeated and frequent use of hand-held vibrating tools - for example, power drills, chainsaws, pneumatic drills, etc. It may also be caused by holding or working with machinery that vibrates. It is not clear how vibration causes the condition. It is probably due to slight but repeated injury to the small nerves and blood vessels in the fingers. Over time these may gradually lose some of their function and cause symptoms such as numbness, tingling and loss of sensation. Possibly, up to 1 in 10 people who work regularly with vibrating tools may develop HAVS.
- 4.2 The attached Policy (appendix 1) details the roles and responsibilities at all levels for the control of vibration.
- 4.3 The attached Corporate Management Arrangements (appendix 2) detail the practical measures which will be undertaken to control the risk from use of vibratory tools, including ~

**Risk Assessment**, which determines employees' daily vibration exposures, with enough accuracy to establish who is likely to be exposed at or above the exposure action value or exposure limit value as detailed in the Control of Vibration at Work Regulations 2005 as well as the preventative and protective measures in place to control the risk.

**Selection and Procurement**, of equipment includes the sourcing of low vibration emitting tools.

**Maintenance**, of equipment can dramatically reduce vibration emitted from power tools and other equipment; the arrangements require suitable maintenance regimes.

**Health surveillance** must be robust to monitor the effects of exposure to vibration from the start of employment to establish a baseline and throughout employment in relevant posts. Those staff removed from work with vibratory tools will be removed from ongoing surveillance, symptoms which require no further exposure are unlikely to recover to the level where exposure to vibration can be re-introduced. In 2016 94 employees have been seen by the Occupational Health Physician who specialises in the assessment of vibration induced diseases and is registered with the HSE.

**Instruction & Training**, both initial and refresher training will be provided to relevant staff and records of training retained.

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

- 5.1 This report contributes to the Well-being Goals as set out in Links to Strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act in that we will seek to prevent accidents and incidents occurring through proactively managing risk associated with use of vibrating equipment in accordance with HSE legislation and guidance. This will assist in safeguarding the health and safety of our employees, residents, service users and visitors and ensure that the Council as a public body and social landlord meets its regulatory duties and corporate objectives.

## **6. EQUALITIES IMPLICATIONS**

- 6.1 There are no equalities implications associated with this report.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 The cost of health surveillance is covered by the Service areas affected.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 There are no direct personnel implications.

## **9. CONSULTATIONS**

- 9.1 The report reflects the views of the listed consultees.

## **10. RECOMMENDATIONS**

- 10.1 Cabinet are asked to approve the attached Control of Hand Arm Vibration at Work Policy (appendix 1) and Corporate Management Arrangements (appendix 2).

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

- 11.1 The recommendation is made to ensure that the Authority meets its statutory responsibilities under Health and Safety law.

## **12. STATUTORY POWER**

12.1 The Health and Safety at Work etc. Act 1974 and the Control of Vibration at Work Regulations 2005.

Author: Emma Townsend, Acting Senior Health and Safety Manager,  
townsej@caerphilly.gov.uk

Consultees: Corporate Management Team  
Lynne Donovan, Acting Head of Human Resources and Organisational Development  
Cllr Colin Gordon, Cabinet Member for Corporate Services  
Mark Williams, Interim Head of Property Services

Appendices:

Appendix 1 Control of Hand Arm Vibration Exposure at Work Policy

Appendix 2 Corporate Management Arrangements for the Control of Hand Arm Vibration Exposure at Work

# CAERPHILLY COUNTY BOROUGH COUNCIL

## CONTROL OF HAND ARM VIBRATION EXPOSURE AT WORK POLICY

<b>Version:</b>	<b>Version 1</b>
<b>Policy Ratified by:</b>	<b>Health and Safety Division</b>
<b>Date:</b>	<b>February 2018</b>
<b>Area Applicable:</b>	<b>All Council employees, agency staff and volunteers.</b>
<b>Review Year</b>	<b>2020</b>



A greener place Man gwyrdach





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This publication is available in Welsh, other languages or formats on request.

Mae'r cyhoeddiad hwn ar gael yn Gymraeg ac mewn ieithiodd neu fformatau eriall ar gais.

### NOTE

Wherever the designation "manager" is used throughout this policy, it is taken to mean Head of Service, Head Teacher, Line Manager, Supervisor and the Officer in charge or anyone who has responsibilities for employees in the course of their work.

## **1. INTRODUCTION**

- 1.1. This document sets out the policy, and outlines the protective and preventative measures to be implemented by Caerphilly County Borough Council (the Authority), to ensure the health, safety and welfare of its employees in relation to the control of hand-arm vibration (HAV) while at work.
- 1.2. This policy must be read in conjunction with the Corporate Management Arrangements for the Control of Hand Arm Vibration Exposure at Work document that sets out the arrangements and responsibilities for managing the exposure of employees to hand arm vibration while undertaking work activities for the Authority.

## **2. POLICY STATEMENT**

- 2.1. The Authority recognises that its employees are its most valuable resource in delivering high quality services to the community, and will take all practical steps to ensure the health and safety of its employees, as well as contractors, agency staff and visitors to and users of Authority premises and work equipment by controlling their exposure to hand arm vibration from work equipment and processes.
- 2.2. The Authority recognises there are inherent risks with some work activities which put its employees at greater risk of exposure to work related hand arm vibration. The Authority will therefore assess the risks associated with work activities that present a risk associated with hand arm vibration and consider alternative safer systems of work where reasonably practicable that eliminate the risk at source, or reduce the extent and duration of exposure, so far as is reasonably practicable.
- 2.3. Where control of hand arm vibration is necessary, the effective control of these risks will be achieved through the management systems as set out in this policy, and the provision of appropriate training, information, instruction and supervision. To be effective this policy requires the full co-operation of management and employees at all levels.
- 2.4. The Authority accepts it has specific duties under various health and safety legislation including those specified in Section 5.

## **3. SCOPE**

- 3.1. This policy has been agreed with the Trade Unions and applies to all employees.
- 3.2. This policy will be reviewed at least every 2 years to ensure it is in line with current legislation.
- 3.3. The effective date of the policy is February 2016.

#### 4. DEFINITIONS

4.1. For the purpose of this policy the following definitions are to be used and applied throughout the policy and the supporting Corporate Management Arrangements document:-

- **'vibration'** - mechanical vibration produced by a piece of machinery or equipment, or in a vehicle as a result of its operation (particularly on uneven ground);
- **'hand-arm vibration'** (HAV) - mechanical vibration transmitted into the hands and arms, typically as a result of the use of vibrating hand held tools such as power tools and road breakers, and hand-guided equipment such as powered lawnmowers, and strimmers.
- **'daily exposure'** - the quantity of mechanical vibration to which a worker is exposed during a working day, normalised to an 8-hour reference period, which takes into account of the magnitude and duration of vibration.
- **'daily exposure limit value'** - the maximum amount of vibration an employee may be exposed to on any single working day, averaged over an 8-hour period:-
  - For hand arm vibration this has been set at 5 m/s<sup>2</sup> A (8)
- **daily exposure action value** - the level of daily exposure to vibration above which there is a requirement to take action to reduce exposure, averaged over an 8-hour period:-
  - For hand–arm vibration this has been set at 2.5m/s<sup>2</sup> A (8)
- **m/s<sup>2</sup>A(8)** - the unit of measurement for the total exposure to vibration, averaged over an 8 hour period.
- **m/s<sup>2</sup>A(8)<sub>week</sub>** - the unit of measurement for the total exposure to vibration occurring within a seven-day period, averaged over a period of five 8-hour days (40 hours). This averaging period rarely applies and relates to occasional exposures above the exposure action value, eg unavoidable activities of high exposure but low frequency ie; emergency work.
- **'working day'** - a daily working period, irrespective of the time of day when it begins and ends, and of whether it begins or ends on the same calendar day.
- **'risk assessment'** - all assessments relating to the identification and assessment of hazards and risks associated with vibration and of the effectiveness of risk-control measures.
- **'equipment'** - includes all hand tools, mobile and fixed plant /machinery and vehicles with the potential to cause harm through vibration as a direct or indirect result of its use.
- **a 'survey'** - a visit to an Authority premises to conduct vibration measurement on selected 'equipment'.
- **'employees'**- all persons employed by the Authority conducting any activity relating to the Authority's undertaking whether for payment or otherwise (eg. volunteers and those on work experience placements.) This also includes temporary and agency staff.
- **'competent person'** refers to a person with the appropriate knowledge, theoretical and practical understanding, training, experience and personal qualities that make them qualified to make informed decisions regarding the control of vibration exposure in connection with work activities.
- **'contractor'** - any person (or persons) who is not an 'employee' but who is authorised by the Authority to carry out work on its behalf.

## **5. LEGISLATION**

- 5.1. This policy, along with its supporting procedures, is designed to ensure the Authority meets its legal obligations under the following legislation:-
- The Health and Safety at Work etc. Act 1974
  - The Control of Vibration at Work Regulations 2005
  - The Provision and Use of Work Equipment Regulations 1998 (PUWER) (as amended)
  - The Supply of Machinery (Safety) Regulations 1992 (as amended)
  - The Management of Health and Safety at Work Regulations 1999
  - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

## **6. RESPONSIBILITIES**

### **6.1. The Chief Executive Officer will:**

- 6.1.1. Be ultimately responsible for ensuring compliance with this policy within Caerphilly County Borough Council.

### **6.2. Directors and Heads of Service will:**

- 6.2.1 Be responsible for ensuring the effective implementation of this Corporate Policy, the Corporate Management Arrangements, associated Directorate policies and local management arrangements within their service areas;
- 6.2.2 Ensure that appropriate resources are made available for the effective operation of this policy, including training.

### **6.3. Managers with responsibilities for employees will:**

- 6.3.1 Identify all work activities and equipment where potential exposure to hand arm vibration could occur;
- 6.3.2 Appoint a 'competent person' (as defined in Section 4) to assist in the effective elimination or control of exposure to vibration that may put employees' health at risk.
- 6.3.3 Undertake, or ensure that, a suitable and sufficient risk assessment is undertaken for employees exposed to vibration, and ensure the findings are communicated to all employees to whom the assessment concerns. Please refer to the Corporate Management Arrangements for information on carrying out and recording risk assessments;
- 6.3.4 Take action to prevent exposure to hand arm vibration, wherever it is reasonably practicable to do so. Where this is not possible, ensure that hand arm vibration exposure is reduced to the minimum level achievable;
- 6.3.5 For employees who are exposed to vibration levels at, or above, the Exposure Action Value (as defined in Section 4), ensure:-
- that exposure is eliminated at source,
  - or, where this is not possible, reduced as far as is reasonably practicable.

- Information, instruction and training is made available regarding the risks associated with the use of vibrating equipment or processes and the control measures to be implemented to minimise the risks.

This will require a programme of control measures, as set out in the supporting Corporate Management Arrangements for the Control of Hand Arm Vibration Exposure at Work.

- 6.3.6 Where required, ensure that vibrating equipment usage logs are used to monitor and record exposure (eg; see Appendix G of the Corporate Management Arrangements);
- 6.3.7 Ensure that employees are not exposed to vibration above the Exposure Limit Value, defined in Section 4;
- 6.3.8 Ensure low vibration and ergonomic design features have been considered when purchasing or hiring equipment or machinery.
- 6.3.9 Ensure that data regarding the vibration magnitude associated with normal use of the equipment is obtained from the supplier/manufacturer;
- 6.3.10 Ensure planned preventative maintenance of vibrating hand tools and processing equipment, including the sharpening of cutting tools and lubrication of moving components as and when required and in line with manufacturers' guidelines;
- 6.3.11 Ensure equipment identified as, or suspected of, being faulty is taken out of use for service, repair or replacement as necessary;
- 6.3.12 Ensure that employees are provided with sufficient training and information on;
- how to select the most appropriate tool and accessory/attachment for a job, and
  - how to use and maintain the work equipment to minimise vibration exposure;
- 6.3.13 Ensure all new employees, or those changing jobs, who will be exposed to vibration for the first time, are given suitable information about the hazards of vibration exposure, the potential health symptoms associated with vibration exposure, and the potential long-term health consequences of failing to promptly report symptoms of HAVS;
- 6.3.14 Ensure that all new employees, or those changing jobs, that will be exposed to hand arm vibration due to their work for the first time, are issued with the initial screening for HAVS questionnaire (see Corporate Management Arrangements - Appendix H), and that employees complete and send them to Occupational Health for screening;
- 6.3.15 Ensure, where possible, that employees diagnosed with any significant medical condition or restriction, resulting from exposure to vibration are assigned, as appropriate, to activities where there is no further exposure or exposure is controlled to the recommendations of occupational health. In such circumstances an employee risk assessment must be carried out.

- 6.3.16 Ensure that any employee with any diagnosed condition resulting from exposure to vibration is provided with information and advice regarding future surveillance requirements;
- 6.3.17 Ensure that each employee exposed to vibration (at or above the exposure action value) in connection with their work activities is issued with a copy of the annual medical screening questionnaire on an annual basis;
- they report any health symptoms associated with exposure to vibration, or
  - as recommended by an Occupational Health specialist,
- and that these questionnaires are completed and sent to Occupational Health for screening;
- 6.3.18 Ensure that employees have been made aware of the reporting procedures for raising concerns relating to the use and handling of vibrating equipment, and symptoms associated with vibration exposure;
- 6.3.19 Ensure employees understand the provisions for support the Authority has in place following referral to Occupational Health;
- 6.3.20 Maintain confidentiality regarding any information received from Occupational Health regarding the significant findings of any health surveillance relating to employees;
- 6.3.21 Ensure arrangements are in place for keeping records of equipment maintenance and Vibrating Equipment Usage Logs;
- 6.3.22 Ensure this policy is communicated to their employees and temporary staff under their control;
- 6.3.23 Ensure employees comply with this policy and associated Directorate arrangements for control of hand-arm vibration derived from this policy;

**6.4. The Competent Person will:**

- 6.4.1. Complete a training course in vibration exposure management, including common causes of excess vibration magnitude and exposure, practical measures to reduce exposure, methods of measuring and calculating daily exposure.
- 6.4.2. Ensure a suitable and sufficient risk assessment is carried out regarding the exposure of Authority employees to vibration while at work, and that the findings are reported to the relevant Line Manager, relevant Directorate Health and Safety Officer.
- 6.4.3. Make recommendations, as required, for engineering or control methods to eliminate or reduce exposure to vibration exposure to the lowest practicable levels;

**6.5. Each employee of the Authority will:**

- 6.5.1. Comply with any working procedure and control measures introduced to minimise the risk associated with exposure to hand-arm vibration;
- 6.5.2. After training and being provided with relevant information, understand the effects of vibration on health and learn to recognise the symptoms associated with excessive hand-arm vibration exposure;
- 6.5.3 Inform their line manager, or Health and Safety Officer, of any health and safety concerns regarding their work activities or those of work colleagues;
- 6.5.4 Promptly inform their line manager, or Health and Safety Officer, of any symptoms or medical conditions suspected to be caused by vibration exposure so they may be referred to occupational health for assessment;
- 6.5.5 At the request of their line manager or directly via occupational health, complete any medical questionnaires relating to HAV and attend health surveillance appointments with Occupational Health during work hours;
- 6.5.6 Understand their responsibilities in relation to this policy and any supporting documentation;
- 6.5.7 Check tools prior to use to ensure eg; that cutting tools are sharp, equipment is appropriately maintained, lubricated where necessary, and that all necessary ergonomic or vibration reduction attachments are fitted and are correctly used;
- 6.5.8 Discontinue use of any vibrating hand tools that they have reason to believe requires maintenance or repair or has damage to attachments and features intended to reduce their exposure to harmful vibration levels.

**6.6. The Health and Safety Division will:**

- 6.6.1. Ensure the control of hand arm vibration at work policy is reviewed at least every 2 years to ensure it is in line with current legislation;
- 6.6.2. Provide advice and information on legislation or guidance relating to control of vibration at work;
- 6.6.3. Ensure that confirmed cases of carpal tunnel syndrome or HAVS arising from the use of vibrating hand tools, or handling of material being processed that transmits vibration, are reported appropriately in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995;
- 6.6.4. Work with Occupational Health and Procurement to engage a contractor/consultant to assist the Authority in complying with the Control of Vibration Regulations.
- 6.6.5. Monitor implementation of this policy.

**6.7. Procurement will:**

- 6.7.1 Ensure the purchasing policy reflects the selection of appropriate equipment.
- 6.7.2 Arrange for suppliers to demonstrate and allow the Authority to trial any equipment, plant or machinery as part of the pre-selection and procurement process where appropriate;
- 6.7.3 Ensure a competent person (as defined in Section 4) is consulted regarding any issues relating to equipment, plant and machinery intended for use that will cause those using the equipment to be exposed to vibration;
- 6.7.4 Ensure any external occupational health service provider, if appointed to provide medical screening on behalf of the Authority, is suitably qualified in the screening and diagnosis of hand arm vibration exposure;

**6.8. Occupational Health will:**

- 6.8.1 Carry out initial screening for all employees identified as working with vibrating equipment.
- 6.8.2 Carry out annual screening for all employees identified as working with vibrating equipment.
- 6.8.3 Work with Procurement and the health and safety division to engage a contractor/consultant to assist the Authority in complying with the Control of Vibration Regulations.
- 6.8.4 Maintain health records of any employees relating to vibration. These records must be kept for at least forty years;
- 6.8.5 If requested provide the Authority with copies of health records and, on reasonable notice, allow an employee access to their personal health records;
- 6.8.6 Liaise with the health and safety division to ensure that confirmed cases of carpal tunnel syndrome or HAVS arising from the use of vibrating hand tools, or handling of material being processed that transmits vibration are reported appropriately in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

**6.9 Consultant/Contractor Occupational Health Provider engaged will:**

- 6.9.1 Conduct any further enquiries and medical assessments deemed necessary by initial and annual screening with appropriate employees.
- 6.9.2 In the case of formal diagnosis of hand arm vibration ensure that the Authority's Occupational Health Department are informed and are provided with copies of all relevant health surveillance, forms and reports.



## Appendix 1

- 6.9.3 Where required, provide advice, information and support to employees, who have been exposed to vibration at work, and inform managers of significant findings of health surveillance;
- 6.9.4 Maintain health records of any employees relating to above. These records must be kept for at least forty years; ensure that these records are provided to the Authority's Occupational Health Department.
- 6.9.5 Inform the Authority's Occupational Health Department of any confirmed cases of carpal tunnel syndrome or HAVS arising from the use of vibrating hand tools, or handling of material being processed that transmits vibration to allow reporting under the RIDDOR Regulations.

# CAERPHILLY COUNTY BOROUGH COUNCIL

## CORPORATE MANAGEMENT ARRANGEMENTS FOR THE CONTROL OF HAND ARM VIBRATION EXPOSURE AT WORK

<b>Version:</b>	<b>Version 1</b>
<b>Related Policy:</b>	<b>Control Of Hand-Arm Vibration Policy</b>
<b>CMA Ratified by:</b>	<b>Health and Safety Division</b>
<b>Date:</b>	<b>February 2018</b>
<b>Area Applicable:</b>	<b>All Council employees, agency staff and volunteers.</b>
<b>Review Year</b>	<b>2020</b>



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This publication is available in Welsh, other languages or formats on request.  
Mae'r cyhoeddiad hwn ar gael yn Gymraeg ac mewn ieithiodd neu fformatau eriall ar gais.

NOTE

Wherever the designation "manager" is used throughout this policy, it is taken to mean Head of Service, Head Teacher, Line Manager, Supervisor and the Officer in charge or anyone who has responsibilities for employees in the course of their work.

## 1.1 ARRANGEMENTS

1.1.1 This document sets out the corporate management arrangements for implementing the Corporate Control of Hand Arm Vibration Policy, CHSU document number CHSU????.

### Background

1.1.2 Hand arm vibration (HAV) exposure typically occurs during the use of hand-held power tools or holding items that vibrate and can cause significant injury, in particular;

- Tingling and numbness in the fingers (which can cause sleep disturbance).
- Not being able to feel things with your fingers (including sharp edges, heat and sense of gripping an object).
- Loss of strength in your hands (you may be less able to pick up or hold objects).
- In the cold and wet, the tips of your fingers going white then red and being painful on recovery (vibration white finger).
- If you continue to use high-vibration tools these symptoms will probably get worse, for example:
  - The numbness in your hands could become permanent and you won't be able to feel things at all;
  - You will have difficulty picking up small objects such as screws or nails;
  - The vibration white finger could happen more frequently and affect more of your fingers

1.1.3 The risk of injury must be assessed, and action taken to either prevent hand arm vibration exposure completely (wherever it is reasonably practicable to do so) or reduce it to a minimum.

1.1.4 Actions may include changing working methods, equipment or processes to eliminate or reduce vibration exposure.

## 1.2. Risk Assessment:

### Step 1 - Identifying hand arm vibration problems

1.2.1 A full risk assessment is only necessary where work is carried out which is liable to expose employees to the risk from vibration.

To help Managers decide if their work is exposing staff above the daily Exposures Action Value, EVA, a 'vibration magnitude tool assessment form' is provided in **Appendix 1**

### Step 2 – Risk Assessment

1.2.2 The purpose of the risk assessment is to:

- Identify where there is risk to employees, so that an action plan for controlling exposure and managing the risk in accordance with the Regulations can be produced;
- Determine employees' daily vibration exposures, with enough accuracy to establish who is likely to be exposed at or above the exposure action value or exposure limit value
- Identify any additional information needed for the action plan, including how the tools / equipment or work process may be replaced or modified to control vibration exposures, whether any special training is required, who should receive health surveillance and how it will be provided.

1.2.3 The Regulations require careful consideration of employees whose health may be at particular risk from vibration due, for example, to circulatory problems, joint or muscular problems.

1.2.4 The risk assessment shall be carried out by a competent person; ie; someone who is familiar with the Control of Vibration at Work Regulations 2005. The person should have received adequate training in the use of vibration measuring equipment and/or interpretation of vibration data supplied by manufacturers and obtained from the internet. The person should be able to provide practical advice on appropriate measures to reduce the risk of vibration injury.

1.2.5 A *suitable and sufficient* risk assessment must address the actual work practices and tools being used and:

- (i) Identify all employees who are likely to be exposed to vibration;
- (ii) Where exposure is likely to be at or above the exposure limit value, contain information on vibration exposure derived from measurements (vibration surveys), supported by information on duration and type of exposure;
- (iii) Identify measures necessary to eliminate risks or reduce to a minimum.

1.2.6 To help Managers record the risk assessment and the measures necessary to eliminate risks, or reduce them to a minimum, a Hand Arm Vibration Risk Management form is provided in **Appendix 2**.

### **1.3 Maintenance:**

- 1.3.1 Vibration emissions can be dramatically reduced by good tool maintenance. Managers will ensure that equipment is properly cared for and any damage reported immediately. Power tools and other work equipment will be serviced and maintained in accordance with the manufacturers' maintenance schedules to prevent unnecessarily high vibration levels and ensure efficient operation.
- 1.3.2 Staff will be reminded to report any tools perceived to be giving rise to excessive vibration to their supervisors. The supervisors will subsequently arrange for such tools to be examined and repaired where necessary.
- 1.3.3 Maintenance schedules will, where appropriate, make specific reference to inspection and repair of any anti vibration measures.

### **1.4 Procurement:**

- 1.4.1 Caerphilly County Borough Council will maintain a procurement policy that prioritises low vibration tools and processes. Procurement staff engaged in the purchase of low vibration tools must be familiar with Control of Vibration at Work Regulations Practical guidance for employers Part 4: "Information from Manufacturers and Suppliers of Machinery".
- 1.4.2 Managers will ensure that procurement requests are clearly accompanied by advice that low vibration characteristics are a priority in selecting tools and equipment.
- 1.4.3 Procurement will respond positively to requests for low vibration tools and equipment, even though cheaper alternatives may be available. Selection of such tools and equipment shall be carried out in consultation with / or at the request of a competent person, eg. line manager or persons who will be exposed to vibration during their work activities and appropriate Corporate Health and Safety Officer.
- 1.4.4 As far as possible, CCBC will standardise the tools used for various tasks ie; minimise the range of tool brands and models in use.

### **1.5 Health Surveillance:**

- 1.5.1 Health surveillance shall be carried out where:
- A risk assessment indicates there is a risk to health of employees who are likely to be exposed to vibration; or
  - **Employees are likely to be exposed at or above an exposure action value;**
  - A direct link can be established between an exposure and an identifiable disease or adverse health effect;
  - It is probable that the disease or adverse health effect may occur under the conditions of work;
  - Valid techniques are available for detecting the disease or adverse health effect.

- 1.5.2 Evidence of all employees undergoing health surveillance shall be recorded and maintained for at least 40 years.
- 1.5.3 To identify employees with symptoms that require further investigation, while avoiding unnecessary use of specialist resources, a tiered approach to health surveillance will be implemented.
- 1.5.4 Tier 1 Initial or baseline assessment.  
Before any employee is exposed to Hand Arm Vibration, Occupational Health will undertake an initial assessment, upon notification of such by the manager or as part of the pre-employment process. Initial screening questionnaire, **Appendix 3**, will be carried out using a self-administered questionnaire that includes questions about the person's medical history and is to be returned in confidence to the health professionals.
- 1.5.5 Tier 2 Annual (screening) questionnaire.  
Managers of operatives working with vibrating tools will ensure on an annual basis, their employees complete a Hand Arm Vibration screening questionnaire, **Appendix 4**, and returned to Occupational Health. This will form the routine health surveillance for employees who are at risk but have not reported any symptoms suggestive of HAVS.
- 1.5.6 Tier 3 Assessment by qualified person  
If any symptoms are reported at Tier 2 stage the operative may be required to be assessed by the Occupational Health Advisor who will then decide whether the operative is referred to the Occupational Health Physician for further assessment.
- 1.5.7 Tier 4 Formal Diagnosis  
Any formal diagnosis is made by the doctor who may also wish to refer the operative to a vascular consultant.
- 1.5.8 Occupational Health will write to the operative's manager and the health and safety division advising on fitness for continuing work involving vibrating tools and any specific measures that need to be implemented.
- 1.5.4 Temporary (agency) staff,  
Agency staff required to work in service areas where the use of vibratory equipment is required, shall complete a hand arm vibration Initial pre-exposure assessment questionnaire prior employment. The 'agency' must ensure the questionnaire is completed and should the questionnaire identify any health concerns the 'agency' must discuss with the service area manager prior to agency worker being approved for CCBC employment.
- 1.5.5 The manager shall immediately refer any employee reporting any symptoms associated with exposure to vibration to Occupational Health for assessment. Where an employee is showing symptoms associated with exposure to vibration, that employee must be removed from using vibrating equipment until the occupational assessment is completed.

## **1.6 Confirmed cases of hand arm vibration syndrome & restrictions:**

1.6.1 Where occupational health has diagnosed an employee with hand arm vibration syndrome or where a restriction has been placed on the employee, health and safety in conjunction with the Manager will carry out a risk assessment detailing the controls required to comply with the recommendations / restrictions of occupational health.

## **1.7 Training, information and instruction; Supervision:**

1.7.1 Where identified by risk assessment, persons who have to use vibratory equipment must receive suitable instruction, information, training and supervision in how to operate such equipment.

1.7.2 Information, instruction and training will include:

- The health effects of vibration
- Sources of vibration
- The level of risk, where identified, whether the risk is high (above the ELV), medium (above the EAV) or low (below the EAV);
- The risk factors (eg the levels of vibration, daily exposure duration, regularity of exposure over weeks, months and years);
- How to recognise and report symptoms;
- The need for health surveillance, how it can help them remain fit for work, how it is provided, how the results will be used and the confidentiality of the results;
- Ways to minimise risk to health, including:
  - Changes to working practices to reduce vibration exposure;
  - Correct selection, use and maintenance of equipment;
  - Correct techniques for equipment use, how to reduce grip force etc;
  - Maintenance of good blood circulation at work by keeping warm, massaging fingers and where relevant, cutting down on smoking.

1.7.3 Training records will include copy of training course notes and a signed and dated declaration of attendance by operators.

1.7.4 Refresher training will be provided to ensure that members of staff having received initial training have retained their competencies.

## **1.8 Audit**

1.8.1 Managers and supervisors are required to audit compliance with the arrangements and correct employees' practice in the workplace to ensure vibration exposure control measures are properly implemented.

1.8.2 It is the responsibility of the Manager to oversee the completion and review of risk assessments and action plans for control of vibration exposure.



## **2. SUPPORTING DOCUMENTS**

- 2.1 Statutory Instrument 2005 -1093 "The Control of Vibration at Work Regulations 2005", ISBN 0110727673
- 2.2 L140 'Hand-Arm Vibration – The Control of Vibration at Work 2005 Regulations: Guidance on Regulations,' ISBN 0 7176 6125 3
- 2.3 L141 'Whole-Body Vibration – The Control of Vibration at Work 2005 Regulations: Guidance on Regulations,' ISBN 0 7176 6126 1
- 2.4 HSG170 'Vibration Solutions: Practical Ways to Reduce the Risk of Hand-Arm Vibration Injury', ISBN 07176095453
- 2.5 INDG404 'Drive Away Bad Backs: Advice for Mobile Machine Operators and Drivers,'
- 2.6 INDG242 'Control Back-Pain Risks From Whole-Body Vibration: Advice for Employers on the Control of Vibration at Work Regulations 2005,'
- 2.7 INDG175 'Control The Risks From Hand-Arm Vibration,'
- 2.8 INDG296 'Hand-Arm Vibration: Advice for Employees,'
- 2.9 Health and Safety Executive (HSE) website: [www.hse.gov.uk/vibration](http://www.hse.gov.uk/vibration)

**APPENDIX 1 - VIBRATION MAGNITUDE TOOL ASSESSMENT FORM**

<b>APPENDIX 1</b>	
<b>VIBRATION MAGNITUDE TOOL ASSESSMENT FORM</b>	

**ASSESSMENT OF VIBRATION MAGNITUDE AND ACTION VALUES**

\*Input Vibration Magnitude (3) Into HSE Vibration Calculator <http://www.hse.gov.uk/vibration/hav/hav.xls> to calculate columns (4) (5) and (6)

(1) MACHINE TYPE	(2) MACHINE MODEL	(3) TYPICAL VIBRATION MAGNITUDE (m/s <sup>2</sup> )	(4) Vibration Points Per Hour	(5) Time To Reach EAV 2.5 m/s <sup>2</sup>	(6) Time To Reach ELV 5.0 m/s <sup>2</sup>
<i>Pedestrian Mower</i>	<i>Etesia Pro51K</i>	<i>2.5</i>	<i>13</i>	<i>8 hours</i>	<i>.&gt;24 HOURS</i>

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**APPENDIX 2 – HAND ARM VIBRATION MANAGEMENT RISK ASSESSMENT**

APPENDIX 2	
<b>HAND ARM VIBRATION MANAGEMENT RISK ASSESSMENT</b>	

**Section 1 – Identify Hazards & Persons Exposed**

<b>ACTIVITY:</b>				
<b>PERSONS/TEAMS EXPOSED:</b>				
Tool Used	Points Per Hour	Typical daily Trigger Time (must be previously assessed for this activity)	Activity Points Total	Daily Points Total 100pts = EAV 400 pts = ELV

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Section 2 – Control Measures	Responsible Person
<b>Activity Based Control Measures e.g. job rotation:</b>	
<b>Equipment Based Control Measures e.g. low vibration procurement, maintenance:</b>	
<b>Personal Control Measures e.g. training, health surveillance</b>	

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**APPENDIX 3 – INITIAL SCREENING QUESTIONNAIRE**

**Initial Screening questionnaire for workers using hand-held vibrating tools, hand-guided vibrating machines and hand-fed vibrating machines**

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
National Insurance Number: \_\_\_\_\_  
Employee Number: \_\_\_\_\_  
Supervisors Name: \_\_\_\_\_

Have you ever used hand-held vibrating tools, machines or hand-fed process in your previous job/s? Y/N

If **YES**:

List year of first exposure \_\_\_\_\_  
When was the first time you used them \_\_\_\_\_

(detail work history overleaf)

- 1) Do you have any tingling of the fingers lasting more than 20 minutes after using vibrating equipment? Y/N
- 2) Do you have tingling of the fingers at any other time? Y/N
- 3) Do you wake at night with pain, tingling or numbness in your hand or wrist? Y/N
- 4) Do one or more of your fingers go numb more than 20 minutes after using vibrating equipment? Y/N
- 5) Have your fingers gone white on cold exposure? Y/N

\*Whiteness means a clear discoloration of the fingers with a sharp edge, usually followed by a red flush





- 6) If Yes to 5, do you have difficulty re-warming them when leaving the cold? Y/N
- 7) Do your fingers go white at any other time? Y/N
- 8) Are you experiencing any other problems with the muscles or joints of the hands or arms? Y/N
- 9) Do you have difficulty picking up very small objects, e.g. screws or buttons, or opening tight jars? Y/N
- 10) Have you ever had a neck, arm or hand injury or operation? Y/N  
If so give details: \_\_\_\_\_
- 11) Have you ever had any serious diseases of joints, skin, nerves, heart or blood vessels? Y/N  
If so give details: \_\_\_\_\_
- 12) Are you on any long term medication? Y/N  
If so give details: \_\_\_\_\_

**OCCUPATIONAL HISTORY**

Dates	Job Title
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

**I certify that all the answers given above are true to the best of my knowledge and belief.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**RETURN IN CONFIDENCE TO:**

\_\_\_\_\_

**APPENDIX 4 – ANNUAL SCREENING QUESTIONNAIRE**

**Annual Screening questionnaire for workers using hand-held vibrating tools, hand-guided vibrating machines and hand-fed vibrating machines**

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
National Insurance Number: \_\_\_\_\_  
Employee Number: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Date of Previous Screening: \_\_\_\_\_

Have you been using hand-held vibrating tools, machines or hand-fed process since your last assessment? (detail work history overleaf) Y/N

If **NO**, or more than 2 years since your last exposure, please return the form to your supervisor. There is no need to answer further questions

If **YES**:

- 1) Do you have any numbness or tingling of the fingers lasting more than 20 minutes after using vibrating equipment? Y/N
- 2) Do you have any numbness or tingling of the fingers at any other time? Y/N
- 3) Do you wake at night with pain, tingling or numbness in your hand or wrist? Y/N
- 4) Have any of your fingers gone white on cold exposure? Y/N

\*Whiteness means a clear discoloration of the fingers with a sharp edge, usually followed by a red flush



- 5) Have you noticed any change in your response to your tolerance of working outdoors in the cold? Y/N
- 6) Are you experiencing any other problems in your hands or arms? Y/N
- 7) Do you have difficulty picking up very small objects, e.g. screws or buttons, or opening tight jars? Y/N

8) Has anything changed about your health since the last assessment Y/N

**Hand-arm vibration syndrome (HAVS):**

- Is a disorder which affects the blood vessels, nerves, muscles and joints of the hand, wrist and arm
- Can become severely disabling if ignored, and
- Its best known form is vibration white finger (VWF) which can be triggered by cold or wet weather and can cause severe pain in the affected fingers

**Signs to look out for in hand-arm vibration syndrome:**

- Tingling and numbness in the fingers
- In the cold and wet, fingers go white, then blue, then red and are painful
- You can't feel things with your fingers
- Pain, tingling or numbness in your hands, wrists and arms
- Loss of strength in hands

**OCCUPATIONAL HISTORY**

Dates	Job Title
.....	.....
.....	.....
.....	.....
.....	.....

**I certify that all the answers given above are true to the best of my knowledge and belief.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**RETURN IN CONFIDENCE TO:**

\_\_\_\_\_



## CABINET – 14TH FEBRUARY 2018

**SUBJECT: ELECTRICAL SAFETY POLICY**

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

---

### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek Cabinet approval for the policy for Electrical Safety prior to the policy being formally adopted by the Authority.

### 2. SUMMARY

- 2.1 The Health and Safety Executive (HSE) made recommendations regarding the need for a policy setting out the Authority's commitment to and arrangement for managing electrical safety following a RIDDOR reportable electrical incident, and subsequent electrical safety spot checks by HSE Inspectors. Since the HSE's visits improvements have been made in managing electrical safety and the Electrical Safety Policy has been drafted by Property Services and Health and Safety which reflect the arrangements currently in place.

### 3. LINKS TO STRATEGY

- 3.1 The report links to the Authority's statutory duties in relation to managing the risks associated with electrical work and electrical installations.

### 4. THE REPORT

- 4.1 Work on and maintenance of electrical systems is fundamental to the safe and efficient operation of CCBC premises and maintenance of services. The main hazards of working with electricity are:
- electric shock and burns from contact with live parts
  - injury from exposure to arcing,
  - fire from faulty electrical equipment or installations
  - explosion caused by unsuitable electrical apparatus or static electricity igniting flammable vapours or dusts
- 4.2 The Policy details the role and responsibilities at all levels for managing the risks associated with electricity, electrical work and inspecting electrical equipment/installations.
- 4.3 The Policy details the practical measures which will be undertaken to control the risks including:
- Competence of employees working on or near to electrical equipment
  - Selection of electrical contractors and testing personnel
  - Selection and use of equipment

- Deciding whether to work with the electrical installation dead or live
- Planning and preparation for both dead and live working
- Asbestos and electrical work
- Arrangements for inspection and testing of fixed electrical systems in council premises
- Arrangements for inspection and testing of fixed electrical systems for council highway power supplies
- Electrical permits-to-work

4.4 Compliance with the policy will enable the Authority to meet its obligations under the Health and Safety at Work etc. Act 1974 and the Electricity at Work Regulations 1989.

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

5.1 This report contributes to the Well-being Goals as set out in Links to Strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act in that we will seek to prevent accidents and incidents occurring through proactively managing electrical risk in accordance with HSE legislation and guidance. This will assist in safeguarding the health and safety of our employees, residents, service users and visitors and ensure that the Council as a public body and social landlord meets its regulatory duties and corporate objectives.

## **6. EQUALITIES IMPLICATIONS**

6.1 There are no equalities implications associated with this report.

## **7. FINANCIAL IMPLICATIONS**

7.1 There are no direct financial implications.

## **8. PERSONNEL IMPLICATIONS**

8.1 There are no direct personnel implications associated with this report.

## **9. CONSULTATIONS**

9.1 The report reflects the views of the listed consultees.

## **10. RECOMMENDATIONS**

10.1 Cabinet are asked to approve the attached Electricity at Work Policy.

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

11.1 The recommendation is made to ensure that the Authority meets its statutory responsibilities under Health and Safety law.

## **12. STATUTORY POWER**

12.1 The Health and Safety at Work etc. Act 1974 and the Electricity at Work Regulations 1989.

Author: Emma Townsend, Acting Senior Health and Safety Manager,  
townsej@caerphilly.gov.uk

Consultees: Corporate Management Team  
Lynne Donovan, Acting Head of Human Resources and Organisational Development  
Cllr Colin Gordon, Cabinet Member for Corporate Services  
Mark Williams, Interim Head of Property Services

Appendices:  
Appendix 1 Electricity at Work Policy

# CAERPHILLY COUNTY BOROUGH COUNCIL

## ELECTRICAL SAFETY POLICY

<b>Version:</b>	<b>Version 1</b>
<b>Policy Ratified by:</b>	<b>Corporate Management Team</b>
<b>Date:</b>	<b>February 2018</b>
<b>Area Applicable:</b>	<b>All Council employees, agency staff, contractors and volunteers.</b>
<b>Review Year</b>	<b>2020</b>



A greener place    Man gwyrdach





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This publication is available in Welsh, other languages or formats on request.

Mae'r cyhoeddiad hwn ar gael yn Gymraeg ac mewn ieithiodd neu fformatau eriall ar gais.

### NOTE

Wherever the designation “manager” is used throughout this policy, it is taken to mean Head of Service, Head Teacher, Line Manager, Supervisor and the Officer in charge or anyone who has responsibilities for employees in the course of their work.

## 1. INTRODUCTION

- 1.1 This document sets out the policy, and outlines the protective and preventative measures to be implemented by Caerphilly County Borough Council (the Authority), to ensure safety while inspecting, testing and working on electricity.
- 1.2 The Electricity at Work Regulations 1989 (EAW Regulations) apply to all places of work within the Council. The Memorandum of guidance on the Electricity at Work Regulations 1989 has been referenced within this policy to assist the Council meet the requirements of the Regulations. Other legislation and industry standards which have been referenced within this policy include:-
- Health and Safety Management Regulations 1999
  - HSG 85, Electricity at Work Safe Working Practices
  - BS7671: 2008 Requirements for electrical installations IET Wiring Regulations.  
Seventh Edition.
  - Dangerous Substances and Explosive Atmospheres Regulations 2002.  
Approved Codes of Practice and Guidance
  - HSG230, Keeping Electrical switchgear safe
  - GS6 2013 Avoiding danger from overhead power lines
  - Construction Design and Management Regulations 2015

## 2. POLICY STATEMENT

- 2.1 The Council, as duty holder, will ensure that all work on electrical services undertaken by employees and contractors is undertaken in a safe manner in line with legal requirements and industry standards. Fixed electrical installations will be maintained in a safe condition and inspected and tested at appropriate frequencies, to the required standards. All electrical works to fixed installations will be carried out in accordance with BS. 7671 2008, including all current amendments.

## 3. SCOPE

- 3.1 This policy applies to all electrical work undertaken within the Council by employees or contractors. Relevant sections of the policy address testing and inspection of fixed electrical installations of Council owned premises and domestic dwellings which form part of the Council premises and inspection of street lighting. Electrical Inspection/testing and maintenance for leased premises will be undertaken in line with the terms of individual lease agreements.
- 3.2 This policy has been agreed with the Trade Unions and applies to all relevant employees.

3.3 This policy will be reviewed at least every 3 years to ensure it is in line with current legislation and guidance and remains fit for purpose.

3.4 The effective date of the policy is August 2017.

## 4. DEFINITIONS

4.1 For the purpose of this policy, the following definitions are to be used and applied throughout the policy:-

- **charged:** the item has acquired a charge either because it is live or because it has become charged by other means such as by static or induction charging, or has retained or regained a charge due to capacitance effects even though it may be disconnected from the rest of the system;
- **dead:** not electrically 'live' or 'charged';
- **designated competent person (also known in some industries as 'authorised person' and 'senior authorised person')**: a competent person appointed by the employer, preferably in writing, to undertake certain specific responsibilities and duties, which may include the issue and/or receipt of safety documents such as permits-to-work. The person must be competent by way of training, qualifications and/or experience and knowledge of the system to be worked on;
- **disconnected:** equipment (or a part of an electrical system) that is not connected to any source of electrical energy;
- **equipment:** electrical equipment including anything used, intended to be used or installed for use, to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure or use electrical energy (as defined in the EAW Regulations);
- **high voltage:** a voltage in excess of 1000 V ac or 1500 V dc. Voltages below these values are 'low voltage';
- **isolated:** equipment (or part of an electrical system) which is disconnected and separated by a safe distance (the isolating gap) from all sources of electrical energy in such a way that the disconnection is secure ie., it cannot be re-energised accidentally or inadvertently;
- **live:** equipment that is at a voltage by being connected to a source of electricity. Live parts that are uninsulated and exposed so that they can be touched either directly or indirectly by a conducting object are hazardous if the voltage exceeds 50 V ac or 120 V dc in dry conditions – see BSI publication PD 6519<sup>3</sup> – and/or if the fault energy level is high;
- **live work:** work on or near conductors that are accessible and 'live' or 'charged'. Live work includes live testing, such as using a test instrument to measure voltage on a live power distribution or control system.
- **NICEIC** – National Inspection Council for Electrical Installation Contracting.
- **SSIP** - Safe Systems in Procurement.
- **ECA** – Electrical Contractors Association

- **C&G** – City and Guilds
- **PAT** – Portable Appliance Testing
- **RAMIS** – Risk Assessment Management Information System
- **KPI** – Key Performance Indicators
- **Code 1 (C1)** – Danger present. Risk of injury. Immediate remedial action required.
- **Code 2 (C2)** – Potentially dangerous – urgent remedial action required.
- **Code 3 (C3)** – Improvement recommended.
- **Further Investigation (FI)** – Any defects requiring further investigation.

## 5. LEGISLATION

- 5.1. This policy, along with its supporting procedures, is designed to ensure the Authority meets its legal obligations under the following legislation and technical standards:-

Health and Safety Management Regulations 1999  
HSG 85, Electricity at Work Safe Working Practices  
BS7671: 2008 Requirements for electrical installations IET Wiring Regulations, Seventeenth Edition.  
Dangerous Substances and Explosive Atmospheres Regulations 2002.  
Approved Codes of Practice and Guidance  
HSG230, Keeping Electrical switchgear safe  
GS6 2013 Avoiding danger from overhead power lines  
Construction Design and Management Regulations 2015

## 6. RESPONSIBILITIES

### 6.1 The Chief Executive Officer will:

- 6.1.1 Seek assurance from Directors and Responsible Officers, that this policy is being applied and that appropriate arrangements are in place to ensure ongoing compliance with this policy within Caerphilly County Borough Council. Receive and scrutinise compliance statistics for electrical Safety and ensure that arrangements are regularly reviewed.

### 6.2 Corporate Management Team and Heads of Service will:

- 6.2.1 Receive and scrutinise compliance statistics in relation to electrical testing and review proactive and reactive reports in relation to compliance with this policy.
- 6.2.2 Ensure that appropriate resources are made available for the safe management of electrical safety.

**6.3 Relevant Heads of Service Will:**

- 6.3.1 Take overall responsibility for electrical safety within their service areas in terms of electrical work undertaken by employees, contractors and the safety of electrical installations within Council premises or assets under Council control.
- 6.3.2 Ensure appropriate technical resources are in place, both internal and external to support the organisation to effectively implement the policy and meet legal requirements to ensure ongoing safe work on electrical installations and safety of fixed electrical systems.

**6.4. Statutory Maintenance Board will:**

- 6.4.1 Be chaired by an appointed Director and made up of Technical Officers and Senior Officers representing relevant Service Areas.
- 6.4.2 Meet at least quarterly to monitor statutory compliance including electrical safety of fixed installations.
- 6.4.3 Review compliance statistics and contractor performance and advise and monitor where improvements are required.
- 6.4.4 Report to Corporate Management Team as required.

**6.5 Communities Health and Safety Board will:-**

- 6.5.1 Be chaired by the Director for Communities and made up of Heads of Service from relevant service areas.
- 6.5.2 The Board will, as part of its strategic monitoring role, review arrangements for work on or near live electrical equipment undertaken by employees or contractors as well as review fixed wiring inspections and testing of Highways and Housing Assets.

**6.6 Managers/Supervisors will :-**

- 6.6.1 Managers/Supervisors responsible for staff undertaking work on or near to electrical equipment will ensure that work is undertaken in line with the requirements of this policy.
- 6.6.2 Managers/Supervisors will ensure that everyone knows how to work safely and without risk to their health, and that all employees/contractors follow safety rules and control measures identified in risk assessments:
  - be involved in planning the work and in the risk assessment process, coordinating the work where more than one group is involved, and discussing the necessary precautions and emergency procedures with employees;

## **Appendix 1**

- clearly define roles and responsibilities of the supervisors and employees, including those of any contractors who may be employed;
- ensure that supervisors are competent to supervise the work and the level of supervision is appropriate to the danger and the competence of those carrying out the work.
- identify those people who are competent and have knowledge and experience of the electrical system to be worked on. Anyone who does not have this will need a greater level of supervision, or will need to be given adequate training to make sure that they have the correct skills, knowledge and risk awareness for the task. Managers/Supervisors must not let unauthorised, unqualified or untrained people work on electrical systems.

### **6.7 Building Managers will:-**

- 6.7.1 Ensure, through regular inspection, that any electrical faults or damage to electrical accessories are reported immediately to Facilities Management for rectification.
- 6.7.2 Ensure that all electrical portable appliances within the premises are tested at the required frequencies in line with Corporate H&S guidance.
- 6.7.3 Report any concerns with regards to the work undertaken by electrical contractors to Facilities Management.

### **6.8. The Corporate Health and Safety Manager will:**

- 6.8.1 Assist with monitoring compliance with the policy.
- 6.8.2 Direct appropriate investigations of any incidents/accidents involving electricity, liaising with relevant officers as appropriate.
- 6.8.3 Report as required to Corporate Management Team on performance against the requirements of the policy.

## **7.0 COMPETENCY OF EMPLOYEES WORKING ON OR NEAR TO ELECTRICAL EQUIPMENT.**

- 7.1 Social Housing Services require in-house electricians to be competent to the following:
  - City & Guilds Advanced Craft Certificate or an NVQ Level 3 qualification.
  - Inspection and Testing (City & Guilds 2395). (All to BS 7671)

7.2 Highways Public Lighting, require the following staff competencies.

**Senior Engineer**

Engineering Council Incorporated Engineer (IEng)  
Member of the Institution of Lighting Professionals (MILP)  
BTEC Higher National Certificate in Electrical Engineering  
C&G 2380 Level 3 Certificate in the Requirements for Electrical Installations  
BS7671  
C&G 2391 Level 3 Certificate in Inspection, Testing & Certification of  
Electrical Installations  
Western Power Distribution Authorised person Category LVPL4 public lighting  
G39 Working in the vicinity of DNO/IDNO equipment

**Technician**

Engineering Council Engineering Technician (EngTech)  
Associate Member of the Institution of Lighting Professionals (AMILP)  
C&G 2380 Level 3 Certificate in the Requirements for Electrical Installations  
BS7671  
C&G 2391 Level 3 Certificate in Inspection, Testing & Certification of  
Electrical Installations  
Western Power Distribution Authorised person Category LVPL4 public lighting  
G39 Working in the vicinity of DNO/IDNO equipment

**8.0. SELECTION OF ELECTRICAL CONTRACTORS AND TESTING PERSONNEL:**

- 8.1 All Contractors are selected in accordance with CCBC standing orders for contracts/frameworks.
- 8.2 Contractors must be able to evidence accreditation to an SSIP scheme and electrical contractors must also be members of NICEIC or ECA and utilise competent approved electricians to carry out inspection and testing.
- 8.3 For work on Corporate premises contractors personnel must have completed a recognised updating of the 17<sup>th</sup> Edition of the Wiring Regulations Course to C&G 2382 (C&G 2382-20 or 2381-10) standard or equivalent and either an Electrical Testing Course to C&G 2391 (C&G 2392) standard or C&G 240 to undertake the testing.
- 8.3 Social Housing require competency to 17<sup>th</sup> Edition of the Wiring Regulations course to 2391 or 2392 (Inspection, Testing and Certification).
- 8.4 Highways, Public Lighting require competency to the following requirements:-
- Electrical Association Engineering Recommendation G39
  - I.E.E. Regulations BS7671 2008 incorporating 3:2015.
  - The Institution of Lighting Engineers, Code of Practice for Electrical Safety in Public Lighting Operations.

- The Electricity at Work Regulations 1989
- Health and Safety Commission 1994.
- NDO Company Directive Standard Technique OC20G/1
- Construction (Design and Management) Regulations 2015

The Contractor's Operational staff shall possess a Certificate of Competency issued by DNO for Public Lighting Attendants to work on public lighting furniture adjacent to DNO overhead lines. All electricians shall be qualified, to a minimum, of City and Guilds 2330 Part 1, Part 2 and Part 3 (Electrical Installation).

The Contractor's Supervisory staff shall be competent to co-ordinate all the Service requirements set out in the Contract, and be suitably qualified to possess knowledge of all the operations likely to be carried out, the methods and techniques employed, any potential hazards involved and the methods of preventing accidents. In general a person with a complete understanding of all the categories of the Conditions and Requirements for the Planning, Installation, Repair and Maintenance of Street Lighting Installations Issued by DNO and Engineering Recommendation G39/1-1992.

## 9. SELECTION AND USE OF EQUIPMENT

9.1 Equipment installed in Council premises will be properly designed, constructed, installed and maintained so that it does not present a risk of electric shock, burns, fire or explosion when properly used,

9.2 The main standard for low-voltage electrical installations is BS 7671

Requirements for electrical installations. It describes how systems and equipment can be designed, constructed and installed so that they can be used safely. The standard covers installations that operate at low voltage (up to 1000 V ac). The Council aim to meet the requirements of this standard as this is likely to achieve compliance with the relevant parts of the EAW Regulations.

9.3 Equipment which operates at low voltages may not present a risk of harmful electric shock, but even at extra-low voltages, an arc can occur, burns can result from overheated conductors, or an explosive atmosphere can be ignited.

9.4 Employees and contractors must select equipment that is suitable for the environment in which the work is to be undertaken, for example, excessively damp or humid conditions will increase the risk of injury because of reduced effectiveness of insulation, which may undermine the effectiveness of devices used for isolation, or increase the severity should an electric shock occur. Equipment that has corroded may not function as intended.

9.5 Certified explosion-protected equipment must be used in areas where there is a potentially explosive atmosphere, please refer to the site Fire Risk Assessment and the specific DSEAR Assessment (Dangerous Substances and Explosive Atmospheres Regulations 2002) which should be located on



## Appendix 1

RAMIS. Premises which present this type of risk include those with fuel and solid fuel storage. For further advice on this issue please contact Health and Safety.

- 9.6 Employees and contractors must assess the situation before work is carried out on or near electrical equipment. Working on electrical equipment may result in removal of components and parts that provide protection for people against electric shock when the equipment is in normal use.

The Council will ensure so far as is reasonably practicable that the safety of those maintaining and testing the electrical equipment by careful design and selection of electrical equipment, such as:

- switch disconnectors should have a locking-off facility or other means of securing them in the OFF position;
- circuits and equipment should be installed so that all sections of the system can be isolated as necessary;
- switch disconnectors should be suitably located and arranged so that circuits and equipment can be isolated without disconnecting other circuits that are required to continue in service;
- devices used for isolating circuits being clearly marked to show their relationship to the equipment they control.

- 9.7 Where possible, employees and contractors should avoid live working during commissioning and fault-finding; eg by using suitably designed equipment with in-built test facilities and diagnostic aids. There should be adequate space, access and lighting to work safely. Temporary systems and equipment should be designed, constructed, installed and maintained to avoid danger.

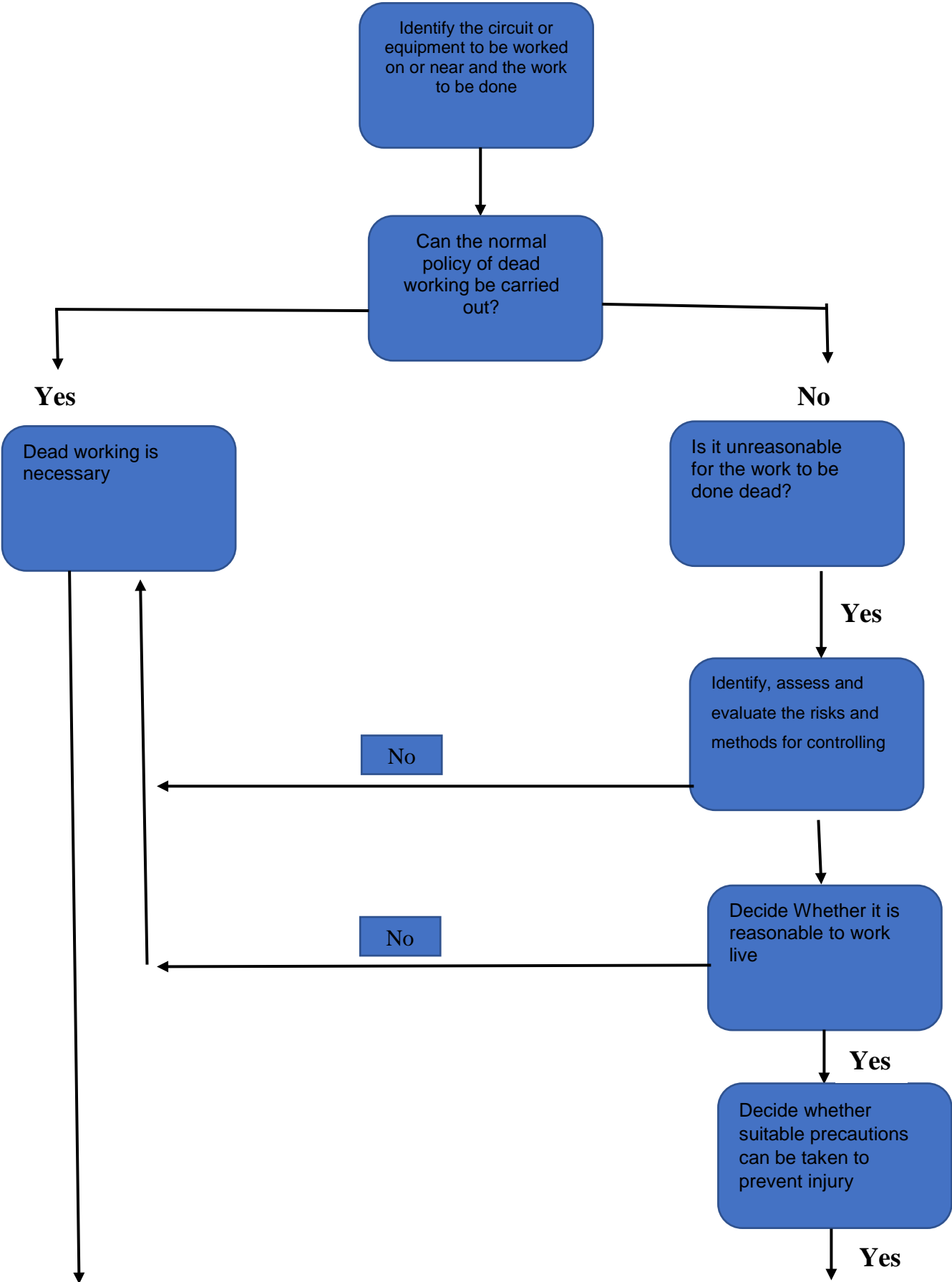
## 10. DECIDING WHETHER TO WORK DEAD OR LIVE

- 10.1 Work on or near live exposed conductors should rarely be permitted. Work should be planned to allow all jobs to be carried out where possible with the equipment dead. Three conditions must be met for live working to be permitted where danger may arise. **If just one of these conditions cannot be met, live working must not be permitted and dead working is essential.** The assessment procedure (figure 1) illustrates this. The conditions are:

- it is unreasonable in all the circumstances for the conductor to be dead; and
- it is reasonable in all the circumstances for the person to be at work on or near that conductor while it is live; and
- suitable precautions (including, where necessary, the provision of personal protective equipment) have been taken to prevent injury.

- 10.2 There are some circumstances where it is unreasonable to make equipment dead because of the difficulties it would cause. For example:
- it may be difficult, if not impossible, to commission a complex control cabinet without having it energised at some time with parts live (but not exposed so that they may be easily touched);
  - it may not be technically feasible to monitor the operation and performance of a control system or to trace a malfunction of such equipment with it dead, ie fault-finding;
- 10.3 Where it has been determined that it is unreasonable for the work to be done dead, a specific risk assessment must be undertaken. The risk assessment must cover the work on or near the specific equipment and it must be carried out by someone with comprehensive knowledge and experience of the type of work and the means of controlling the risks

Figure 1. Deciding Whether to Work Dead or Live



## 11. DEAD WORKING TO WORK LIVE?

## LIVE WORKING PERMITTED

The Council's policy on electrical work is that it should only be undertaken when power is isolated. If live working is required, this should be following a detailed risk assessment and only then approved by a Manager/Supervisor or in the case of contract work approved, by a CCBC contract Manager. A decision to work live will not be taken lightly. Although the cost and operational factors would be a consideration, these should be evaluated against the risks involved before making a decision, bearing in mind that the risks associated with working live can be very serious. The Council share the view of the HSE in this matter, in that minor inconveniences arising from working dead will very rarely outweigh the risks associated with live work.

## 12. CAN SUITABLE PRECAUTIONS BE TAKEN TO PREVENT INJURY?

Providing the requirements above have been met, live working can still only be justified if suitable precautions are taken to prevent injury arising from the hazards identified in the risk assessment. The precautions should have been identified in the risk assessment and might include:

- installing temporary insulation, protective enclosures, or screens to prevent parts at different potentials being touched at the same time;
- using temporary barriers with warning notices affixed to keep unauthorised people away from the work area;
- ensuring that adequate clearances are established and maintained when working near to live equipment making sure that workers understand the task and the system to be worked on (clarity of instructions is essential), are trained and experienced, and follow the correct procedures. They must be competent to realise their own limitations and know when to seek help;
- providing lighting and working space that is adequate and free from trip hazards. Further details on lighting at work can be found in HSG38 *Lighting at work*;
- using robust and properly insulated tools (see BS EN 60900);
- using test instruments with insulated probes and fused leads (see GS38 *Electrical test equipment for use by electricians*);
- maintaining tools and test equipment in good condition and replacing them if
- storing tools correctly – horizontal surfaces and projections inside control cabinets should not be used – and ensuring that objects such as tools and bolts cannot fall onto exposed live parts;
- avoiding lone live working. Quick action is needed in the event of an electric shock to disconnect the supply and give assistance, so it will usually be necessary to be accompanied by someone who is competent to make the system safe and avoid injury;
- providing and using correct personal protective equipment (PPE) to reduce the risk of contact with live parts or earth, eg insulating gloves, insulating matting. If there is a risk of burns from arcing or flashover that cannot be avoided, consider the use of adequately rated, thermally insulating, flame-resistant PPE (including face/eye protection). PPE should be frequently inspected and replaced if damaged.

## **13. PLANNING AND PREPARATION FOR BOTH DEAD AND LIVE WORKING:-**

### **13.1 Identify the circuit or equipment to be worked on or near and the work that needs to be done**

These tasks should be carried out before the work starts. Factors that may affect the safe system of work should also be taken into account. In many cases, actual physical identification will be necessary and this may be aided by the use of appropriate drawings, diagrams and other written information. Refer to selection of equipment in section 9.

### **13.2 Plan the work**

Electrical accidents are mainly due to a failure to plan ahead. Planning should consider the management, supervision, implementation and completion of the work, and should lead to a formal system of work based on information in the safety rules and a task-specific risk assessment. In some instances, the planning requirements of the Construction (Design and Management) Regulations will apply, please check. You should consider the following:

- the work to be done;
- the hazards of the system or equipment to be worked on and the risks associated with the work;
- the people doing the work, their competence and the level of supervision
- the precautions to be taken and the system of work to be employed;
- the possibility that the nature of the work may change, eg a testing job may turn into fault finding.

There must be adequate information available about the electrical system and the work to be completed. For corporate buildings, drawings, schematics and test records will be held on RAMIS. Housing and Highways will hold specific records on electrical services. Contractors must be provided with relevant information in order for them to plan the work properly.

Drawings and/or schedules should be kept on RAMIS. In the case of old installations where records may be poor, the Council will improve the records by a combination of surveying, testing and labelling. All information should be reviewed and issued in order to plan works.

Service areas and framework contractors will establish fault-finding procedures to be implemented during breakdown maintenance which anticipate the pressure to reinstate power as soon as possible.

### **13.3 Specify level of supervision**

The planning process will have indicated the level of supervision required. An important factor to consider is the amount of training and experience employees and contact workers have had to do the specific jobs – the less

experienced or knowledgeable the employee/contract worker is, including the level of familiarity with the system to be worked on, the greater will be the need for supervision. There will also be a greater need for supervision when working live. The need for accompaniment is also greater for live work, although it may still be necessary for some cases of working dead, especially if there are adjacent live parts. The accompanying person should be trained to recognise danger, to switch off and, if necessary, to give assistance in the event of an emergency.

### 13.4 Select and instruct competent workers

Training as part of making a person competent is very important. Even the most highly qualified and capable people may not be competent to carry out specific types of work without suitable training. Competent workers will be self-disciplined and aware that reckless behaviour with electricity can lead to injury and death.

Managers/Supervisors and Contractors in control of the work should:

- assess the degree of competence of individual workers against the **specific** type of work to be done;
- provide clear instructions, information and adequate training for employees on:
  - the risks they may face;
  - the measures in place to control the risks, emphasising the safe system of work to be used;
  - how to follow emergency procedures;
- arrange for those being trained or those newly trained to be accompanied and supervised.

### 13.5 Ensure correct working methods

Managers/supervisors and contractors should ensure that employees/workers understand the correct working methods, related to the specific work in hand. People doing the work should be aware of the limitations of that work and the constraints as to how they carry out the work. This includes recognising when it is unsafe to continue with the work and knowing how to deal with any contingencies that may arise.

### 13.6 Provide and ensure use of appropriate protective equipment

Managers, supervisors and contractors have a responsibility to provide the protective equipment identified in the task-specific risk assessment and make sure that it is:

- suitable for the use for which it is provided;
- maintained in a condition suitable for that use; and
- used properly.

**13.7 Information, tools and instruments and ensure workers are fully instructed**

Employee and contract workers must be supplied with and use correct equipment and appropriate information, such as electrical drawings, tools, instruments etc.

**13.8 Management checks and supervision of work**

The Council and its appointed contractors must comply with the EAW Regulations in so far as they relate to matters within our control. The Council will undertake monitoring of employees and contractors to ensure they are following the rules and correct safe working procedures. Service Areas will retain written records of regular inspections of in-house electrical testing and maintenance work. These inspections will be undertaken by a suitably qualified Supervisor or Manager. In line with CDM15 and EAW Regulations Monitoring, records of contractors work will be retained by the CCBC Contract Manager.

**14. WORKING DEAD**

**14.1 Identification**

Adequate information will be supplied to identify equipment correctly. For most circuits and equipment, correct labelling is important, but it should never be assumed that labelling is correct and that work can be started without having first proved that the equipment or circuit is dead. In some special cases, eg underground cables, cable-locating techniques using specialised scanning instruments may be necessary and it may also be necessary to identify the cable both before and after switching operations and cable spiking.

**14.2 Disconnection**

Disconnect the equipment from every source of electrical energy before working on, or near, any part which has been live or is likely to be live. On equipment that is capable of storing charge, such as capacitors and high-voltage cables, ensure that any stored charge has been safely discharged.

**14.3 Secure Isolation**

For adequate isolation, the disconnecting device should have an isolating gap sufficient for the voltage levels present or likely to occur. Make sure that any switch disconnecter or other means of disconnection is secure. Switches, including circuit breakers, should be locked in the OFF position using a 'safety' lock ie., a lock or padlock having a unique key or combination. Lockout devices that can be attached to the actuators of circuit breakers are available and should be used where appropriate. All keys should be retained in a secure place. If a plug has been withdrawn, make sure that it cannot be reconnected to the electrical supply while work is

taking place on the circuits or apparatus – proprietary lock-out devices should be used for this purpose.

If a fuse is removed, make sure that it or a similar one cannot be reinserted by taking it away or by locking the box or enclosure until work is completed. Lockable insulating blanks that you can insert in an empty fuseway could be used where able to as these prevent inadvertent fitting of a fuse while the associated circuit is being worked on.

If you rely on locking off where a number of people are working, the use of a multiple locking hasp attachment, lock-out box or key-safe may be appropriate to ensure that all the locks have to be removed before the equipment can be re-energised. Everyone involved in the work should apply a lock to the multiple locking hasp and keep personal possession of the key.

### 14.4 Post Notices

A notice or label should be posted at the place of disconnection so everyone else knows that work is being done. For example, a 'caution' notice can be used to indicate that someone is working on the apparatus and may be injured if it is re-energised, and 'danger' notices attached to live equipment adjacent to the place of work will indicate that the apparatus is still energised. Notices or labels should be easily understood by anyone in the area. Remove labels or notices when they no longer apply.

### 14.5 Proving dead

Having isolated the circuit or equipment, and before working on it, employees and contractors should check that the parts to be worked on or near are dead, even if the isolation has been achieved automatically through an interlocking system. If it is a three-phase system or equipment with more than one supply, prove that all supply conductors are dead.

The instrument to do this should be properly constructed to protect against electric shock and designed to prevent short circuits occurring during use. For low voltages, proprietary, voltage detectors such as two-pole voltage detectors, test lamps, or voltmeters with insulated probes and fused leads can be used (see HSE Guidance Note GS38). The use of multimeters, which can be set to the wrong function, is not recommended for proving dead on low-voltage systems, neither is the use of non-contact devices such as 'volt sticks'.

It will be necessary to test the instrument before and after use. This may be done by means of a proving unit with a low power output. If live circuits are used to prove instruments, adequate precautions against electric shock and short circuits should be taken. Training in the correct use of voltage detectors is essential to avoid risk in the event of unexpected use on a live conductor. All instruments used for checking circuits should be maintained and inspected frequently.

Where underground cables cannot be positively identified and proved dead at the point of work, it may be necessary to spike the cable using a properly



designed, cartridge-operated spiking gun.

#### **14.6 Earthing**

The risk to people if the above precautions fail can be minimised by securely earthing all the conductors using properly designed earthing devices or earthing leads, usually applied to all points where the circuit or equipment is isolated from the supply. Additional, local earths at the point of work may also be necessary if this is remote from the point of isolation, but these should be applied only after proving dead at the point of work. This procedure is essential for high-voltage apparatus and stored energy equipment (eg capacitors). The earthing conductors and their connections should be suitable for the energy that may flow in the event of a failure of the above precautions.

Earthing low-voltage equipment is desirable if there is a risk of re-energisation, eg from a generator under someone else's control. In other low-voltage equipment, however, it may be physically impractical to apply earths, or the risk of short circuit from introducing an earth near adjacent live parts may outweigh the benefit of earthing the apparatus being worked on.

#### **14.7 Adjacent parts**

When the circuit or equipment to be worked on has been made dead or where the work is non-electrical, you must still protect against danger from inadvertent contact with other live parts nearby. This should preferably be done by erecting physical barriers and/or the use of temporary insulation and posting 'danger' notices. The requirements regarding adequate working space, access and lighting must also be considered and planned for.

#### **14.8 Additional procedures**

A permit to work should be organised for work on high-voltage systems, those over 600 volts. A Permit is not required for work on low-voltage systems, but could still be used if deemed an additional safety measure.

#### **14.9 Extra precautions for high-voltage work**

Work on High-voltage equipment (Voltages from 69 kV-230 kV) is contracted out. Equipment should be designed and installed so that it is not necessary to work on exposed live parts. However, it is commonly necessary for voltage checks or tests to be carried out, and for observations to be made from safe distances such as when carrying out phase rotation tests.

High voltages can arc across an air gap, resulting in a shock or burn without touching live voltage parts. The dead working procedure in paragraphs detailed in this policy must therefore be followed by contractors and detailed in their Risk Assessments and Safety Systems of Work. Isolation should be by means of a device that has a safe isolating gap between live parts and those that have been made dead for work to be carried out (refer to the relevant British Standards). Earthing conductors at the point where the supply is disconnected are essential and additional earths may be necessary

at the place of work.

The system of locking OFF while work is in progress must use safety locks which have unique keys so that the apparatus cannot be inadvertently re-energised. The keys should be retained in a key safe or other suitable place available only to the person in charge of the work. The precautions should be detailed in the permit to work (see appendix 2).

Additional procedures will be necessary to adequately cover any shift changes (if applicable) or work extending over long periods. It may also be necessary to have special rules or procedures for particular items of equipment and for particular working practices such as testing (eg it may be necessary to remove earths to facilitate testing under a clearly defined sanction-to-test procedure).

## **15. ASBESTOS INVOLVED IN ELECTRICAL WORK**

- 15.1 CCBC requires that all operatives working on its buildings have received asbestos awareness training from a suitably accredited provider (UKATA/ IATP/ BOHS/ ASHEeLA) within the previous 12 months. Furthermore, those involved in statutory testing including electrical inspection and testing must have also received Task Specific Work with Non-licensed Asbestos Products (Category B) training from a UKATA/IATP registered provider.
- 15.2 Electrical contractors can access all available asbestos information via the Risk Assessment Management Information System (RAMIS) database. Where available, supplementary guidance provided by the CCBC asbestos team is also included with tender documents and additional support is provided by a CCBC asbestos officer, where appropriate.
- 15.3 It is CCBC policy and a condition of the contract that all Contractor's staff sign the asbestos log book for the premises and read the asbestos survey and any associated prohibitions or restrictions relating to the site at commencement of each visit to an Authority building

The following section is consistent with the Council's Asbestos Management Plan

- 15.4 CCBC requires all internal staff/Contractors working on the fabric of its buildings to have undertaken and completed Asbestos Awareness Training as a minimum. This training must be provided by a Training Company/Trainer accredited by the following bodies (UKATA/ IATP/ BOHS/ ASHEeLA). The training must be valid within the previous 12 months. As stated, Asbestos Awareness is the minimum level of Asbestos Training required, however, works within some of Caerphilly properties require Non Licensed Training (Category B) as a minimum. This level of training must be accredited by the following bodies (UKATA/IATP). Non Licensed Training has been stipulated as a minimum requirement for those undertaking Statutory Testing throughout Caerphilly Properties.

- 15.5 The electrical contractors can access all available asbestos information via the Risk Assessment Management Information System (RAMIS) database. However, unless the building is constructed post 2000, then site specific advice and support must be provided by Building Consultancy's Asbestos Officer (AO). This AO has the correct level of training, skills, experience and knowledge to review proposed testing programme/works and cross reference with all relevant asbestos information relating to site and specific work areas. Following this, the AO will provide advice to support the proposed testing at tender stage, along with all relevant Asbestos information. Once the tender is awarded to the successful contractor, there may be a requirement for more detailed specific advice from the AO once contractor has attended site. Also onsite support and monitoring from the AO will be carried out whilst some asbestos works are being undertaken.

Although Asbestos information and advice will have been provided to the selected Contractor prior to them attending site(s), the Contractors must read the relevant sections of the asbestos survey and any prohibitions or restrictions relating to the site. This must be prior to the commencement of work or disturbance to the fabric of the building or prior to any access into a Prohibited or Restricted areas, they must then confirm they understand the information by completing and signing the Asbestos Log Book for the premises. The Contractors should be fully aware of this information, as it will have been provided to them prior to any access. The contractor must ensure this information is provided to any members of staff who attend the specific site(s).

## Appendix 1

### Arrangements for Inspection and Testing of Fixed Electrical Systems in Council Premises

#### 1. FREQUENCY OF TESTING:

1.1 The frequency of periodic testing is determined by taking into account the type of installation; its use and operation, the frequency of maintenance and external influences to which it is subjected. In general terms, frequencies advised by BS7671 and Guidance Note 3 – Inspection and Testing, will apply i.e. Inspection and testing will be undertaken every 5 years except in the following circumstances:

- Swimming Pools and associated changing rooms – Annually
- Caravan Parks, communal facilities and individual connections – Annually
- Installations in the vicinity of fuel pumps – Annually
- Leisure Centres – 3 Yearly
- Public entertainment venues / theatres – 3 Yearly
- External Flood Lighting, 3 yearly
- Domestic Dwellings (which form part of the Council Premises) will be inspected 10 years after installation or full rewiring and every 5 years thereafter.

1.2 All buildings and facilities shall be subject to a full periodic inspection and test at the prescribed frequency. Partial testing of circuits or installations is not permitted. Any reduction in testing frequency must be agreed by the Statutory Maintenance Board and ratified by the Corporate Management Team, following review of detailed records and test results and risk assessment by a competent person.

1.3 The frequency of inspection and testing will be increased if the history indicates signs of progressive deterioration.

#### 2. SCOPE OF TESTING:

2.1 All circuits to the building side of the main meter shall be tested, using the following:-

2.2 All visible fittings and accessories will be visually inspected for damage, signs of overheating etc.

2.3 In addition, a proportion, but at least 20% of fittings (sockets, lights etc), will be dismantled or removed and the condition of the incoming wiring inspected. Proportionally more power sockets will be inspected than lights. Furthermore, the proportion of fittings inspected will be increased where poor or unacceptable conditions are encountered. Records to be provided by the Contractor of the location of the 20% of fixtures and fittings in each premise, which have undergone detailed inspection.

- 2.4. Fixed Appliances will be tested by the fixed wiring testing contractor. Where testing could not be completed on a given appliance, the Contract Administrator will be notified whilst the testing contractor is still on site. Where it is agreed that testing is not possible, the omission and reasons will be recorded on the test report.
- 2.5. Portable appliances are excluded. The relevant building manager is responsible for ensuring PAT testing is carried out

**3. LIMITATIONS OF TESTING:**

- 3.1 The testing contractor is expected to eliminate limitations wherever possible. Meaningful live/neutral tests on lighting circuits which include ballasts are not possible and this is an acceptable limitation although live/earth tests shall be carried out. Any other limitations that are not eliminated will be recorded as faults. An installation shall not be deemed satisfactory if the scope of testing was limited.
- 3.2 A visual inspection of wiring above all ceiling and roof voids is required, high level access should be arranged as appropriate. Contractors must read the relevant sections of the asbestos survey and any prohibitions or restrictions relating to access into ceiling or roof voids, refer to section 18.0 of the policy.

**4. ENSURING ALL ASSETS ARE TESTED:**

- 4.1 CCBC has a large and diverse property portfolio. It includes operational buildings, non-operational buildings, buildings leased in and buildings leased out. A list of all such buildings has been compiled and Heads of Service will be consulted to check that no assets have been omitted and to ensure it is clear where responsibility lies for Statutory Testing.

**5. ENSURING TIMELY ACCESS FOR TESTING:**

- 5.1 The escalation hierarchy is:
  - Contractor attempts to arrange access to complete the testing. If unsuccessful the contractor will escalate to:
  - Property Administrator, If unsuccessful the contractor will escalate to:
  - Head of Property who will contact the relevant Head of Service.

Significant issues with access will be reported to the Statutory Testing board

**6. FAULT RECTIFICATION:**

- 6.1 If the testing contractor encounter any faults that presents an immediate danger such as C1 faults, then these are made safe – either by disconnection or rectification – at the time of identification.

If the fault is isolated, the testing contractor will upload the fault onto RAMIS detailing the isolation.

- 6.2 The Contract Administrator (CA) and building manager are notified forthwith and an additional written record of all such emergency works is submitted to the CA within 24 hours.

- 6.3 Furthermore, any C2 category faults which, due to their location or other reason, the testing contractor considers present a relatively high risk are also rectified or made safe at the time of identification.

If the fault is isolated, the testing contractor will upload the fault onto RAMIS detailing the isolation.

- 6.4 Any remaining C2 faults are uploaded onto the RAMIS database system together with the testing report within 14 days of the test and wherever possible rectified within the following 60 days.

**7. RAMIS DATABASE:**

- 7.1 The testing contractor is provided access to the RAMIS system to view building related information as well as historic testing information held on the site. Contractors will upload test information and to close down remedial tasks when completed. A RAMIS user guide for CCBC appointed electrical contractors is issued to the testing contractor and is included in Appendix A. Training is also provided to the appointed contractor in RAMIS.

- 7.2 The contracts require that the Contractor uploads reports and details of any required remedial works to the RAMIS database system within 14 days of the site inspection.

**8. RECORDS**

Inspection and Testing records uploaded to RAMIS must be provided in full accordance with BS7671 2008 Requirements for Electrical Installations and Guidance Note 3 (Inspection and Testing) including all amendments. Additionally, electrical schematics shall be suitable provided/annotated to illustrate the electrical layout and circuit configuration of the installation following completion of the Inspection and Testing regime and any necessary rectification works.

- 8.1 Test reports must be reviewed and countersigned by a person of equal competence prior to uploading to RAMIS.

**9. AUTHORISATION OF PAYMENTS TO CONTRACTORS:**

- 9.1 All electrical orders issued to contractors will include the RAMIS ID number for the Building to be tested or in the case of fault rectification the fault ID number. Conversely, all invoices submitted by contractors must include the RAMIS ID number for each fault included in the invoice. Invoice details are spot checked against RAMIS records. If the invoice details do not match the RAMIS records, the contractor is notified and payment is withheld until RAMIS discrepancies are resolved.
- 9.2 **Payments for electrical fault rectification will not be made until the contractor has closed down the faults on RAMIS.**

**10. MONITORING CONTRACTOR PERFORMANCE:**

- 10.1 Regular progress meetings are held with the testing contractor and contract KPIs monitored and discussed. These KPIs include timeliness of testing and timeliness of uploading records to RAMIS.
- 10.2 The NICEIC have previously carried out audits of contractors during testing and have also carried out desktop reviews of testing certification.
- 10.3 A consultant electrical engineer has now been appointed to further assist with quality control. Specifically, the consultant will:
- Review the content of electrical testing reports,
  - Provide confirmation that C1 and C2 faults have been properly categorised.
  - Provide assurance that residual C2 designated faults entered into the RAMIS system have been properly risk assessed and confirm that the Council's standard 60 day maximum period for completing rectification is reasonable.
  - Quality assure selected rectification work.
  - Work with the Council's Statutory Maintenance team to provide assurance that RAMIS entries are accurate and timely.
  - Oversee and give advice on council statutory maintenance procedures
  - Maintain an independent audit relationship with all parties
- 10.4 Furthermore, an electrical inspector is to be employed to spot check the quality of the visual element of the testing and inspection completed by contractors and to spot check the quality of completed remedial works.
- 10.5 Additional technical support is available from Building Consultancy electrical engineers, but this arrangement will be subject to continuous review and a dedicated officer will be recruited into the statutory testing team, if required.

## Appendix 2

### Arrangements for Inspection and Testing of Fixed Electrical Systems for Council Highway Power supplies

Periodic electrical testing is carried out to the street lighting and illuminated signs at the frequency recommended within *Guidance Note 3 Inspection and Testing*, with each item of street lighting electrical equipment subject to testing once during a 6 - 8 year cycle. Day to day monitoring shall be the responsibility of the Engineers staff. A sample of lighting units, which have been tested under the terms of the Contract shall be inspected to ensure the specified standards, as laid down in the Criteria of Assessment, are achieved. A copy of the results of the lighting units inspected will be made available to the Contractor.

#### Electrical Testing of Lighting Units

- (i) The Engineer will issue an instruction, identifying the quantity, location, column/sign number and type to be inspected.
- (ii) The Contractor shall carryout Electrical inspection and testing in accordance with the requirements of the Electricity Safety, Quality and Continuity Regulations 2002 and BS7671 2015 for compliance with health and safety legislation.

#### SCOPE OF TESTING:

- (i) The testing for adequate insulation and earth loop impedance of individual lighting units.
- (ii) The testing for adequate insulation and earth loop impedance of "Council" owned underground cable networks at the control point.
- (iii) The testing for polarity, continuity of protective conductors, the operation of residual current devices and resistance of earth electrodes at all locations.
- (iv) To identify items which pose a possible danger such as bare conductors, loose or missing earth wires, poor earth crimps, wrong size fuses, missing bolt or connection of any earth within the internal wiring.
- (v) To undertake a visual inspection of the general condition of the equipment.
- (vi) To provide and fit a waterproof label in the base of each column or lit sign post, indicating with indelible marker the name of tester and date on which the test was carried out.
- (vii) Western Power Distribution the "Distribution Network Operator" shall supply the service to the Units, unless otherwise stated. The supply service will be terminated with a DNO service cut-out. This cut-out is not included as part of this testing.



**LIMITATIONS OF TESTING:**

The testing contractor is expected to eliminate limitations wherever possible. Meaningful live/neutral tests on lighting circuits which include ballasts are not possible and this is an acceptable limitation although live/earth tests shall be carried out. Any other limitations that are not eliminated will be recorded as faults. An installation shall not be deemed satisfactory if the scope of testing was limited.

**FAULT RECTIFICATION:**

If the testing contractor encounter any faults that presents an immediate danger such as C1 faults, then these are made safe – either by disconnection or rectification – at the time of identification.

The Contractor shall notify the Engineer of any column/sign found on site that represents an immediate electrical danger.

Any C2 category faults which, due to their location or other reason, the testing contractor considers present a relatively high risk are also rectified or made safe at the time of identification.

**1. YOTTA “MAYRISE” DATABASE:**

The Council operates a “Mayrise” computerised street lighting management system which is utilised for the following:-

**1.1 Computer Record and Management Systems**

- (i) Storage of inventory records for street lighting, traffic signs and feeder pillars, private cable network and other furniture covered by the Contract.
- (ii) The transmission of works instruction and fault instruction by the Overseeing Organisation.
- (iii) The return of completed reports, repairs and final measure by the Contractor.
- (iv) Budgetary management and audit.

The contractor is provided access to the “Mayrise” system to view Highway asset information as well as historic testing information held. Contractors will upload test information and to close down remedial tasks when completed.

**2. RECORDS**

The Contractor shall enter the duly signed and certified results of any test carried out during the inspection and of any minor repairs carried out whilst on site directly onto the Clients “Mayrise” computer database within five working days of the date of inspection.

**3. AUTHORISATION OF PAYMENTS TO CONTRACTORS:**

- 3.1 Orders issued to contractors will include the unique ID number for the asset to be tested.
- 3.2 Payments will be authorised following a satisfactory inspection by the Councils Technician.

**4. MONITORING CONTRACTOR PERFORMANCE:**

- 4.1 The Councils supervisory staff undertake sample inspections of all electrical works undertaken by the contractor.
- 4.2 Regular progress meetings are held with the testing contractor and contract KPIs monitored and discussed.
- 4.3 The NICEIC regularly audits the contractors during testing and have also carried out desktop reviews of testing certification.
- 4.4 Further in addition to the existing Technician, extra resources are to be engaged to sample the quality of the visual element of the testing and inspection completed by contractors and to sample the quality of completed remedial works. The number of units sampled will be a minimum of 10% of the tested installations.
- 4.5 Additional technical support is available from the Senior Engineer

## Appendix 3

**Electrical permits-to-work**

1. The electrical permit-to-work form is provided in this appendix. Further information is available in BS 6626 and BS 6867. An electrical permit-to-work is primarily a statement that a circuit or item of equipment is safe to work on – it has been isolated and, where appropriate, earthed. You must never issue an electrical permit-to-work for work on equipment that is still live or to authorise live work. The information it contains should be precise, detailed and accurate. It should state which equipment etc has been made safe, the steps by which this safety has been achieved, and exactly what work is to be done.
2. An electrical permit-to-work differs to the more general permit-to-work systems.
3. You should not allow anyone to work on equipment that is not specified in the electrical permit-to-work as having been made safe. This restriction should be understood and complied with by everyone in the premises, including directors and senior staff.
4. If a programme of work must be changed, the existing electrical permit-to-work should be cancelled and a new one issued before any variation is made to the work. The only person who has the authority to agree the change in programme and issue the new electrical permit-to-work is either the person who issued the original permit or the person nominated by management to take over the responsibility, eg at the end of a shift or during absence or leave.
5. An electrical permit-to-work should be issued by a designated competent person who has been assessed to be so by means of technical knowledge and/or experience and who is familiar with the system and equipment. The person should be authorised, in writing, by their Head of Service to issue electrical permits-to-work relating to specified equipment or systems. Before issuing the permit, they should work out, in detail and in writing, what the various steps are to disconnect, isolate, prove dead, lock OFF, earth the equipment, post warning notices, and identify the equipment to be worked on and adjacent equipment which will still be live.
6. The electrical permit-to-work should state clearly:
  - the person the permit is addressed to, ie the Manager/Supervisor or leader of the group or working party, who will be present throughout the work;
  - the exact equipment which has been made dead and its precise location;
  - the points of isolation;
  - where the conductors are earthed;
  - where warning notices are posted and special safety locks fitted;
  - the nature of the work to be carried out;
  - the presence of any other source of hazard, with cross-reference to other relevant permits;
  - further precautions to be taken during the course of the work.
7. In most cases it is preferable to include a diagram on, or attached to, the permit confirming the above information and showing the zone for work.
8. The electrical permit-to-work should be issued at the place where the work is being done. The designated competent person issuing the permit should explain the work and agree the accuracy and completeness of the details with the person doing the work before they both sign the permit. The person issuing the permit must be sure that all necessary action has been taken to make the equipment safe.

## Appendix 1

9. In cases where there may be divided responsibility i.e. leased premises, roles must be defined to ensure there is no confusion over respective responsibilities, for instance.
10. At the time the person in immediate charge of the operation accepts the permit they become responsible for ensuring that all the specified safety precautions are followed that:
  - only permitted work is done; and
  - the work is confined to the area defined in the permit.
11. If the permit is issued to the leader of a group, the leader accepts responsibility for the people in the group and should explain to them – before the work begins – the scope of work and the means by which safety has been achieved.
12. If the person issuing the electrical permit-to-work will also be doing the work, it is strongly recommended that someone else makes an independent check of the precautions taken. The person doing the work should then issue a permit to themselves. This routine helps to ensure that the full safety procedure is applied.
13. The recipient of an electrical permit-to-work should keep it for reference while the work is in progress and to prevent inadvertent cancellation and re-energisation of the equipment.
14. When the work is complete, whoever the permit was issued to should sign it to declare that any additional earths and tools have been removed and people in the group have been withdrawn and instructed not to approach the equipment again. The person clearing the permit should also indicate whether or not the equipment is fit for service. The permit is then returned, preferably to the designated competent person who originally issued it, for cancellation before the equipment is re-energised.



# Electrical permit-to-work

To: \_\_\_\_\_ in charge of this work.

I hereby declare that the following high-voltage apparatus in the area specified is dead, isolated from all live conductors and is connected to earth:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Treat all other apparatus and areas as dangerous***

The apparatus is efficiently connected to EARTH at the following points:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The points of isolation are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CAUTION NOTICES have been posted at the following points:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SAFETY LOCKS have been fitted at the following points:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following work is to be carried out:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Diagram (attached)***

Signed \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

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## CABINET - 14TH FEBRUARY 2018

**SUBJECT: CORPORATE RISK REGISTER MONITORING (Q3 - 2017/18)**

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

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### 1. PURPOSE OF REPORT

- 1.1 To provide an update of the Corporate Risk Register in accordance with the Council's Risk Management Strategy.
- 1.2 The Corporate Risk Register update seeks the views and approval of Cabinet prior to its presentation to Audit Committee on the 3<sup>rd</sup> April 2018.
- 1.3 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/removes risk. Risk Management is crucial to the effective delivery of Council services.

### 2. SUMMARY

- 2.1 Under the Council's Risk Management Strategy, the Corporate Management Team (CMT) monitors the Council's Corporate Risks, and Audit Committee have the role of reviewing and challenging the risk register and where relevant, resultant action plans, for the Council's key strategic and corporate risks. The role of Cabinet has been formalised and moving forward, Cabinet will receive six monthly progress reports on the Corporate Risk Register. The Risk Register has been reviewed and updated by CMT on the 7<sup>th</sup> December 2017 and the changes made summarised in the table in 4.4.

Attached at Appendix 1 is the updated version of the Council's Corporate Risk Register.

### 3. LINKS TO STRATEGY

- 3.1 Management of risk is a crucial element in delivering Council priorities and ensuring contribution to, the Well-being Goals as set out in the Well-being of Future Generations (Wales) Act 2015 [WBFGA]:

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

**4. THE REPORT**

4.1 Part of Cabinet’s role (as noted in the Council Risk Management Strategy 2017) is to:

- Approve the “risk appetite” of the Council i.e. the definition of high (red) risk, medium (amber) risk and low (green) risk as recommended by the Corporate Management Team.
- Approve the risk “appetite” in light of the new way to view risk through the lens of the sustainable development principles, the short/medium/long term, and the 7 Well-being Goals - Well-being of Future Generations (Wales) Act 2015.
- Hold the Corporate Management Team accountable for the effective management of risk.
- Monitor the arrangements for managing the Council’s Corporate (Whole Authority) Risks, through six-monthly progress reports.
- Receive and review the risk register and resultant action plans for the top corporate risks.
- Make an appropriate allocation of resources to address identified risks and risk management framework.
- Ensure that appropriate and effective communication reporting lines are in place in the context of risk management.

4.2 The Corporate Risk Register is compiled generally in the following ways:

- Corporate Management Team (CMT) collectively identify organisational risks that arise from such sources; as national/regional agendas, changing legislation, budget settlements, partnership risks, project risks.
- CMT collectively identify whole authority operational risks that could result from regulatory inspections/reviews, political influences, work-force planning, performance management and from risks escalating from Directorate Risk Registers.
- Directors escalate operational risks that, in their opinion, require a corporate approach to their management.
- Strategic risks suggested by members.

4.3 The Corporate Risk Register (CRR) is a ‘living document’ and may change when periodically reviewed and assessed. New risks introduced, existing risks closed, risk levels change (RAG-red/amber/green), mitigating actions and progress comments updated. See Appendix 1.

4.4 The Risk Management Strategy has been updated and approved (June 2017) and moving forward, Cabinet will receive six monthly progress reports on the Corporate Risk Register. A summary of the main changes in the Risk Register since the last report is provided in the table below:

Risks Removed	Risks Added	Risks Amended
CMT18 – School Rationalisation		CMT01 – Mitigating Actions and Comment.  CMT29 - Risk Narrative, Risk Level. Mitigating Actions & Comment.  CMT12/37 – Risk Narrative. Mitigating Actions & Comment.  CMT39 – Risk Level & Comment.  CMT44 – Risk Level & Comment.



4.5 The attached register has been updated to reflect changes in the way risk is identified and assessed in light of the 'duty' to act sustainably (paragraph 5.2) which emphasises a long term and prevention aspect in the way we view risk, particularly its affects on citizens or their communities. The WBFGA legislation states in its guidance that a public body will need to change the way it manages risk. Under section 3 of 'where change needs to happen' of the Welsh Government Guidance, it states that:

*"There will be long term risks that will affect both the delivery of your services but also the communities you are enabling to improve. Use the well-being goals and five ways of working to frame what risks you may be subject to in the short, medium and long term and together with the steps you will take to ensure they are well managed".*

4.6 Looking to the long term, does not mean short term risks go away, or that operational risks for example, are less important. It means we have to broaden our scope to include risks to the public, risks to services for those with protected characteristics and recognising strengths of communities as opportunities. The register template (Appendix 1) reflects this.

## 5. WELL-BEING OF FUTURE GENERATIONS

5.1 The Well-being of Future Generations (Wales) Act 2015 [WBFGA] identifies a core set of activities that are common to the corporate governance of public bodies where change needs to happen:

- Corporate Planning
- Financial Planning
- Workforce Planning
- Procurement
- Assets
- **Risk Management**
- Performance Management

5.2 The Corporate Risk Register incorporates the five ways of working (ICLIP) identified within the sustainable development principle in the WBFGA. These are:

- **Involving** a diversity of the population in the decisions that affect them.
- Working with others in a **Collaborative** way to find shared sustainable solutions.
- Looking to the **Long-term** so that we do not compromise the ability of future generations to meet their-own needs.
- Taking an **Integrated** approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.
- Understanding the root causes of issues to **prevent** them from occurring.

5.3 Risks are assessed in terms of their implications for the wellbeing of future generations.

## 6. EQUALITIES IMPLICATIONS

6.1 The Local Government Measure defines fairness and access as one of the criteria that constitutes 'improvement' within the Wales programme for Improvement 2009.

6.2 Promoting equalities is a fundamental requirement of the Future Generations Legislation, with specific resonance for meeting the Well-being Goals of: *A More Equal Wales*, and *A Wales of Cohesive Communities*.

## 7. FINANCIAL IMPLICATIONS

7.1 There are no financial implications associated with this report.

## **8. PERSONNEL IMPLICATIONS**

8.1 There are no personnel implications associated with this report.

## **9. CONSULTATIONS**

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

## **10. RECOMMENDATIONS**

10.1 That Cabinet provides their views on the Corporate Risk Register and having done so endorse the update prior to presentation to the Audit Committee.

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

11.1 To be assured that the Council is managing its risks effectively and in compliance with the Council's Risk Management Strategy.

## **12. STATUTORY POWER**

12.1 Local Government Measure 2009. Wales Programme for Improvement 2010. Well-being of Future Generations (Wales) Act 2015.

Author:	Ian Raymond	Performance Officer
Consultees:	Christina Harrhy	Interim Chief Executive
	Mark S Williams	Acting Director of Corporate Services & Section 151 Officer
	Dave Street	Interim Corporate Director of Communities
	Robert Hartshorn	Corporate Director of Social Services
	Kathryn Peters	Head of Policy and Public Protection
	Ros Roberts	Corporate Policy Manager
	Lisa Lane	Corporate Performance Manager
	Richard Harris	Corporate Solicitor
	Anwen Cullinane	Internal Audit Manager
	David Roberts	Senior Policy Officer- Equalities & Welsh Language
	Shaun Watkins	Principal Group Accountant
	Cllr Barbara Jones	Principal Personnel Officer
		Deputy Leader and Cabinet Member for Finance, Performance and Governance

Appendices:

Appendix 1 Corporate Risk Register (December 2017)

Ref	Area	Background information	Actual Risk	Mitigation actions - what we are doing to reduce the risk and by when. Have we considered the five ways of working to help with a solution? (see ICLIP key)	Additional Resources Required	Risk Level 2017-18 Q1	Risk Level 2017-18 Q3	Comments from latest risk review	Does this effect the Well-being of Future Generations in our Communities?	Long term (20-25 years) / medium / or short-term risk	FGA Risk Level	Risk Owner
CMT01	Medium Term Financial Planning (MTFP):  MTFP Strategy 2017/22  Capital Budget Pressures	Budget pressures will potentially have a negative effect on service delivery across all services.  Inadequate funds to maintain assets. Need to rationalise.	<ol style="list-style-type: none"> <li>1. Workforce Planning: less staff to deliver services.</li> <li>2. Failure to maintain and/or improve service delivery.</li> <li>3. Failure to take early decisions on which services should be cut could limit planning for changes.</li> <li>4. Managing staff morale in light of cuts.</li> <li>5. Revenue Support Grant (RSG) formula change.</li> <li>6. National living wage.</li> <li>7. Member/public expectation levels and reputation risk.</li> <li>8. CCBC priorities moving forward.</li> <li>9. National and Regional change agenda.</li> <li>10. Inability to invest in assets e.g. progress 'Band B' of the 21st Century Schools Programme.</li> </ol>	<ol style="list-style-type: none"> <li>1. Human Resources (HR) have a suite of policies agreed by Cabinet/Council to help downsize the workforce, although these will need to be kept under review.</li> <li>2. Decisions taken so far have aimed to reduce rather than remove services. This will not be possible in the light of future projections. The Cabinet is currently working on revised "savings principles".</li> <li>3. 2018/19 draft savings proposals totalling £7.205m were endorsed by Cabinet on the 15th November 2017. Following an extensive period of consultation, final budget proposals will be presented to Cabinet on the 14th February 2018 and then Council on the 22nd February 2018. An updated Medium-Term Financial Plan (MTFP) will also be presented to Cabinet and Council in February 2018.</li> <li>4. Development of an appropriate communication strategy.</li> <li>5. Consultation with the public, and affected service users.</li> <li>6. Need to pursue an Asset rationalisation programme.</li> <li>7. Savings targets have been allocated to Heads of Service.</li> <li>8. Business Improvement Board has been established and part of its remit will be to oversee major projects focussing on service change.</li> </ol>	1-4 None	High	High	2018/19 final budget proposals to be presented to Cabinet and Council in February 2018. An updated Medium-Term Financial Plan will also be presented covering the period 2018/19 to 2022/23. Once the updated indicative savings requirement has been established for the four-year period 2019/20 to 2022/23, Heads of Service will need to identify further potential savings proposals for consideration.	Yes, the financial resources available will impact on the services we deliver and the way we deliver them. This will affect the community.	Medium-term	High	Corporate Management Team
CMT16	School Attainment	School attainment levels are still below the all Wales average, along with pupil attendance. Low levels of attainment and relative achievement are continual risks for the borough.	<ol style="list-style-type: none"> <li>1. Attainment levels are below the Welsh average.</li> <li>2. There is a gap between the attainment of Free School Meals pupils and Non-Free School Meals pupils which must be addressed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Standards of attainment are monitored and reported to the; Senior Management Team (SMT) / Corporate Management Team (CMT) / Scrutiny Committee, through an annual programme of reporting described in the Directorate Plan Handbook.</li> <li>2. The LA will continue to work closely with the EAS to ensure that schools are challenged and supported effectively.</li> <li>3. Schools most at risk of underperformance will be monitored on the regional Schools Causing Concern process.</li> <li>4. Where schools fail to make the expected programme at the expected rate, in consultation with the EAS, the LA will consider the use of statutory powers.</li> </ol>	1 None	Medium	High	Improvement has been continuous in the majority of key indicators for several years but remains a priority, especially at L2+ KS4. The Chief Executive and Chief Education Officer are working with the Education Achievement Service (EAS) and Head teachers to develop a comprehensive strategy for improvement. To be reviewed in August after the next set of results become available. Performance in 2017 was in line with the national profile and, although there was a decline in most indicators, Caerphilly improved its comparative position, demonstrating a resilience in the face of much change. The Strategy is in development and is scheduled to be completed this summer.	Yes, this limits contribution to 'Prosperous and More Equal Wales'. Standards of attainment and gaps in inequality can result in a low skilled, low paid workforce, and higher levels of unemployment leading to poverty. Over the long-term (25 years) in the life of a young child to adult the potential outcome of the attainment gap makes this a high risk.	Long-term	High	Interim Chief Executive
Page 161	Sustainability of service provision via grant funding	Heads of Service and Directors are aware of all the grant funded schemes within their service areas.	<ol style="list-style-type: none"> <li>1. There is lack of security or sustainability in maintaining grant funded programmes</li> <li>2. Critical workforce levels cannot be maintained as staff are lost.</li> <li>3. Grant funding is sustaining some key areas of work. If this is lost there will be a reduction in service that may impact on customer satisfaction levels.</li> </ol>	<ol style="list-style-type: none"> <li>1. The risk will be closely monitored in light of the expected worsening settlement from Central Government to WG.</li> <li>2. Staff are placed on temporary contracts.</li> <li>3. Officers have prepared detailed transition plans (31.05.17) for Communities First(CF) for submission to Welsh Government (WG). The focus of revised WG programme will be on employment, early years and empowerment.</li> <li>4. Details reported to the Public Services Board 5.9.2017.</li> <li>5. Proposals to address the funding and policy criteria offered by WG presented to Scrutiny 19.9.2017 prior to Cabinet 4.10.2017.</li> </ol>	1-2 None	High	High	This risk is predicted to be HIGH going forward to 2017-20	Yes, grants are usually allocated to support vulnerable communities and improve the prospects of individuals. Cuts affect the ability to contribute to a 'Prosperous and More Equal Wales'.	Medium-term	High	Corporate Management Team
	Welsh Housing Quality Standard (WHQS) programme	Everyone in Wales should have the opportunity to live in a good quality home within a safe and secure community. To help achieve this, the physical standard and condition of existing housing must be maintained and improved to the Welsh Housing Quality Standard (WHQS).	Failure to meet WHQS for all our social housing stock by 2020.	<p>The WHQS programme has its own specific risk register which is reviewed and updated by the Project Board quarterly.</p> <p>The last update was June 2017. The highest risks are:</p> <ul style="list-style-type: none"> <li>● Failure to achieve programme objectives - the probability level has increased due to one of the main internal works contractors having ceased trading and still high risk in relation to the external works. Contingency arrangements have been implemented as identified below. There is also contingency built into the programme for the final year (2019/20) in relation to the internal works where there is currently no work allocated to the external contractors appointed to the internal works contracts.</li> </ul>	None	Medium	High	<p>A review of the business plan has now taken place using accurate costs based on recent tender submissions and identified work based on in-house surveys, to replace the previous Savill's estimates which were known to be inaccurate. Whilst costs have increased above the estimates, the scope of work has reduced due to previously achieved work, acceptable fails and no accesses, which has resulted in the business plan remaining affordable and the overall programme being achievable.</p> <p>Due to the way the WHQS programme has been structured (phased delivery) i.e. internal and external works being undertaken separately and in different communities, and at different times, the number of fully compliant WHQS properties registered, will not show significant increases, until such time these phased workstreamscombine, which should show a noticeable effect occurring from the end of 2017/18.</p> <p>At the end of Q2 (Sept'17) only ~10.2% of our stock (1,103 properties) had been recorded as being deemed fully WHQS compliant, with ongoing and revised works programmes going into Q3 adding to this.</p> <p>Q3 data is currently being checked,with latest records showing:-</p>		Medium-term	Medium	Corporate Director Communities

Ref	Area	Background information	Actual Risk	Mitigation actions - what we are doing to reduce the risk and by when. Have we considered the five ways of working to help with a solution? (see ICLIP key)	Additional Resources Required	Risk Level 2017-18 Q1	Risk Level 2017-18 Q3	Comments from latest risk review	Does this effect the Well-being of Future Generations in our Communities?	Long term (20-25 years) / medium / or short-term risk	FGA Risk Level	Risk Owner
				<ul style="list-style-type: none"> <li>Capacity -Staff resources, especially amongst front line roles such as Surveyors, Clerk of Works, Quantity Surveyors, etc. are critical to cope with the volume of work within a fixed timetable. The addition of the Sheltered schemes to the programme for 2017/18 has slightly increased the resource requirements in the immediate and short term. However, a business case to increase resources as and when required to deal with peaks and troughs has been approved and is in place to be used when necessary. New contract arrangements for the south of the borough have been put in place for the external works. This Dynamic Purchasing System (DPS) arrangement also provides opportunity to undertake both internal and external works around the authority should the need arise as a further contingency measure. As a result of one of the main internal works contractors having ceased trading, alternative arrangements are in the process of being implemented whereby the in-house workforce will pick up the majority of this workload by moving resources from other contract areas, with additional support being provided by external contractors via the DPS as and when required. A new programme is being developed based on more accurate cost information in place of previous Savill's estimates and the anticipated work that is being projected to 2020. Monthly Project Board meetings will continue to be held to monitor ongoing performance and to assist with the decision making process.</li> </ul>				<p>Internal improvement work completions to date are 70.4% (7,619) of our property stock and External improvement work completions being 32.4% (3,511) properties.</p> <p>The WHQS programme and delivery plan is constantly under review in order to respond to any changing circumstances. There is a significant pipeline of external works on the ground and a further 1,000, at contract award stage or being tendered. Nevertheless, the external works remain a risk area to the programme due to the amount of previous slippage, resource capacity and weather conditions.</p> <p>A procurement process (Dynamic Purchasing System) has been initiated for the LRV to establish a new framework for external and internal works to act as a general contingency. The procurement process will be based on a Bill of Quantities in an attempt to improve value for money. The DPS will be utilised to assist in supporting the internal work in the south area following the loss of one of our main contractors, although the majority of work will be picked up by our in-house team.</p> <p>A significant percentage of work to the sheltered housing schemes will be undertaken by the in house workforce. Good progress has been made during the first quarter with work to five schemes currently ongoing.</p> <p>Staff movement and recruitment issues will be a continuing risk to the delivery of the programme and maintaining sufficient capacity in key areas such as Clerk of Works and Quantity Surveyors.</p> <p>Projected expenditure against the budget continues to be monitored closely and a review of the cost plan has recently been completed as well as a review of work programmes and specifications. This indicates that the programme remains affordable and achievable</p> <p>The findings of the WAO and their key recommendations will need to be addressed without having a detrimental impact on the continued delivery of the programme due to the need for staff to respond to the issues raised. A commitment has also been made to complete 40% of external and 75% of internal works by March 2018 which is challenging.</p> <p>While there are risks that require appropriate mitigation measures there is an increased momentum to achieve the 2020 deadline.</p>				
CMT37	Waste Management Service Continuity & Target Achievement	The Welsh Government (WG) drive for source segregated collections and substantial change to the recycling Material Recovery Facility (MRF) market and restrictions on exporting low grade recyclate could potentially affect service delivery to the public and/or target achievement if mitigation measures are not put in place.	The ability to meet future recycling and landfill diversion targets with our current collection, disposal and treatment framework.  Specific areas that need to be considered are: i. Levels of contamination in our recycling; ii. Loss of food waste within residual waste; iii. Type of collection (WG blueprint or alternative); iv. Contractual arrangements for recycling and organics v. Appropriate levels of budget and staffing structure to support daily front line collection services and our future strategy, and vi. Insufficient community participation in food recycling	A Waste Board has been established, Chaired by the Director and including relevant senior officers. i. WG targets continue to be exceeded (2016/17 outturn was circa 65%) as result of some intervention put in place in the last 2-3 years. ii. Deliver 2nd annual doorstepping communications campaign aimed at targetting contamination (last year's concentrated on food waste participation) iii. Deliver 3rd annual doorstepping communications campaign with every household in the county borough being visited with a focus on reducing contamination levels in the recycling stream and using the food waste service. iii. Continue delivery of Project Gwyrdd to further reduce reliance on landfill. iv. CCP modelling work with WG consultants nearing completion with the result that member decisions will be required on future service strategies over the coming 3-6 mths. The collection modelling is complete but we are awaiting further costed option on an alternative WTS/HWRC site. iv. New 2 year MRF contract commenced in July 2017 and long term organics contract currently out to tender with response due in late october. Corporate director is keen to build up the waste budgets from a zero base and has therefore set up a series of meetings to examine this commencing in September 2017. vi. Slight amendments being made to dry recycling collection service to reduce contamination and black bag issues in light of new MRF contract now being operational		Medium	Medium	Although the Authority is performing well against WG Targets, many of the risks (eg: budget, staffing, etc.) remain going forward.	Yes - the purpose of the landfill directive is to divert biodegradable waste away from landfill to reduce pollution. A diverse natural environment with healthy functioning ecosystems contributes to a 'Resilient Wales'. Failure to deal with waste properly affects future generations.	Long-term	Medium	Corporate Director Communities
CMT39	Fragility of the Social Care market	The independent sector social care market across Wales is in an unprecedented position in terms of its fragility and this is starting to be felt in Caerphilly.	<ol style="list-style-type: none"> <li>Providers unable to sustain existing packages of care.</li> <li>National Minimum Wage and National Living Wage creating additional financial strain which providers are expecting LA's to resolve.</li> <li>Little additional capacity to take on new packages of care.</li> <li>Ongoing Judicial Review across Wales re responsibility for Funded Nursing Care Payments</li> <li>Potential Financial impact on the Directorate &amp; authority</li> </ol>	Fee levels for 2017/18 agreed at 3.1%. This was funded via a mix of core funding and CCBC's element of the Social Care Workforce grant paid by Welsh Government. A further element of workforce funding has recently been released by WG. Discussions are ongoing with commissioned providers to determine how these monies should be allocated.	Yes	High	High	No change in risk level. 2017/18 fees agreed.	Yes - reducing help that can be provided for the most vulnerable in our society will affect our ability to contribute to a 'Healthier Wales' which requires peoples mental and physical well-being to be maximised. Whilst this may be a medium risk operationally from a FGA perspective this would be high as it directly affects those most in need.	Medium-term	High	Corporate Director Social Services

Ref	Area	Background information	Actual Risk	Mitigation actions - what we are doing to reduce the risk and by when. Have we considered the five ways of working to help with a solution? (see ICLIP key)	Additional Resources Required	Risk Level 2017-18 Q1	Risk Level 2017-18 Q3	Comments from latest risk review	Does this effect the Well-being of Future Generations in our Communities?	Long term (20-25 years) / medium / or short-term risk	FGA Risk Level	Risk Owner
CMT41	Local Climate Impacts Profile (July 2015)	Not being prepared for the impacts associated with climate change. For Caerphilly this will manifest as a more volatile weather pattern:	<ol style="list-style-type: none"> <li>1. More severe storms resulting in damage to trees and buildings.</li> <li>2. Increase in winter rainfall resulting in flooding, affecting people, property and infrastructure.</li> <li>3. Extreme Weather Conditions: Difficulty in modifying temperatures in some of our buildings (incl Housing) could lead to increased financial burden, uncomfortable environment conditions (dangerous temperatures) affecting people's health, wellbeing and delivery/receipt of effective services.</li> <li>4. Changes in species including a decline in native species, changes in migration patterns and increases in alien and invasive species, including pests and disease.</li> <li>5. Reduction in summer rainfall resulting in reduced river flows and water availability.</li> <li>6. Increase in levels of extreme weather such as snow/ice which could potentially impact on not only the travelling public but the elderly/frail and those in fuel poverty.</li> <li>7. Non-compliance with the legislation resulting in a poor regulatory report.</li> </ol>	<p>A Local Climate Impact Profile (LCLIP) has been prepared for use by services. It identifies the priority impacts to enable services to develop plans to address the impact. The LCLIP links to other plans including Highways Winter Maintenance Plans, Business Continuity Plans &amp; Emergency Plans etc.</p> <p>Mitigation work being undertaken includes:</p> <ol style="list-style-type: none"> <li>1. Develop a Tree Management Strategy and seek approval for implementation and review resources to manage tree stock (prior to consideration by scrutiny committee and cabinet).</li> <li>1. Assessing the condition of trees.</li> <li>2. Assessing the vulnerability of drainage infrastructure in excessive rainfall</li> <li>2. Installing flood risk measures at priority vulnerable locations</li> <li>3. Considering climate change in the Asset Management Programme</li> <li>3. Plan for improved monitoring, managing and control of the temperature in high risk buildings (e.g. homes for the elderly) in hot/cold weather conditions.</li> <li>3. WHQS - requires housing stock to have heating systems and controls that are suitable for tenants homes and easy to use.</li> </ol>		Medium	Medium	<p>The Local Climate Impact Profile was approved by CMT in July 2015. It's recommendations should now be considered as business as usual and included in Self-Evaluation and Service Plans.</p> <p>Some projects/programmes currently active to address/minimise the effects/impacts are:</p> <ol style="list-style-type: none"> <li>1. Tree Management Strategy has been prepared and has been considered by scrutiny (when?)</li> <li>1. Following a review of resources (both budget and staff) to manage our tree stock, a further report was considered and supported by both scrutiny committee and cabinet. An advert will be placed in the New Year for an additional Arboricultural Officer to assist with tree surveys. In addition, Parks Services are currently reviewing front line staff to form an additional tree maintenance team.</li> <li>2. Local Flood Risk Management Strategy (Engineering) in place.</li> <li>2. Risca flood defences are being considered.</li> <li>3. Ongoing staff training is being delivered by the Corporate Energy Team re: Energy Efficiencies/Carbon Management and Effects of Climate Change.</li> <li>3. Several larger scale projects have been delivered for solar PV installations to Corporate Building (e.g Care Homes).</li> <li>3. Initiated works to install PV systems on 20 schools (4Kw) - Contract to be let for 18 schools before the end of December 2017.</li> <li>3. Heating systems and controls are a key component for considerations in our WHQS improvements programme (see CMT29)</li> <li>4. Biodiversity Work: Supporting 'pollinators' projects including work with Sirhowy Valley Honey Bee Company.</li> <li>6. The Winter Service Plan 2017/18 (Highways) has been reviewed, updated, place on the CCBC internet and effectively delivered to date.</li> </ol> <p>Other innovative piloting and research works include: The installation of electric vehicle (slow) charging stations x6 at Ty Penallta &amp; x5 at Tiryberth Deport. MOWs Service has piloted the use of x1 electric light van, which was also piloted as a pool vehicle for a short period of time. Awaiting further information and the opportunity to pilot of light van for use by Countryside Services (not expected until later in 2018). Also installing x2 fast charging points at Ty Penallta.</p>	Yes - there is an impact to a 'Resilient Wales' by not proactively addressing the operational response to climate change. The contribution to global issues and a 'Globally Responsible Wales' is met through low carbon planning and sustainable development. There is a direct impact to Health also.	Short, medium & Long-term	Medium	Corporate Management Team
CMT42	Exit from the EU		The decision to leave the EU has created a degree of uncertainty. This has caused some turbulence in the short term. Moving forward it is currently difficult to determine whether Brexit will be better, or worse, for the Authority, Wales and the UK.	CMT are continuing to monitor the situation.		Unable to assess due to level of uncertainty	Unable to assess due to level of uncertainty	There remains a great deal of uncertainty around the potential positive or negative impacts of the decision to leave the EU. Officers are continuing to monitor the situation.	Impacts are not yet fully understood, however they will take place over a longer time frame	Long-term	Unable to assess due to level of uncertainty	Corporate Management Team
CMT44	Local Development Plan (LDP)	Not having an up to date Local Development Plan (LDP) in place to address the shortfall on 5 year housing land supply. Following extensive consultation Councillors concluded in a vote 19th July to formally withdraw the draft Local Development Plan following opposition to some development sites.	The adopted LDP proposes a number of houses to be built over a 15 year period and allocates land for that housing development. However, the annual housing land available study conducted with the housebuilding industry and Welsh Government has revealed that many of the allocated sites are not available or viable, and there is therefore a shortfall of housing land on which the remaining number of houses can be built. Housing developers will therefore submit applications to develop land that is not allocated in the LDP. The Council will consider the applications, but the lack of a five-year housing land supply will be a strong material planning consideration that may outweigh other policies in the plan. A refusal of planning permission may lead to an increase in appeals and award of costs if the Council is considered to behave unreasonably, e.g. where a reason for refusal is not based on any sound evidence.	The Adopted LDP remains in force until 2021. In the interim, officers are working closely with Welsh Government officials to agree the appropriate footprint for strategic planning for the Cardiff Capital Region. It is unlikely that the 5 year land supply can be addressed in the short term. In the medium to long term a replacement plan will increase the land supply position.		Medium	High	A number of significant applications have been submitted and approved by Welsh Government on appeal. Resulting in significant cost to the authority. Having regard to the number of potential future developments there are concerns that existing infrastructure such as transport, schools, and other services is inadequate. Due to the number of impending developments being agreed by the WG Planning Inspector we have moved this into a high risk category.	Yes - the lack of an LDP threatens the timely delivery of land for development, particularly housing, making it more difficult to achieve the goal of prosperity.	Medium Term	Medium	Corporate Director of Communities
CMT45	Local Government Reform	Welsh Government White Paper: 'Reforming Local Government: Resilient and Renewed' - Published on 31st January 2017 and draft Local Government (Wales) Bill issued in November 2015.	<ol style="list-style-type: none"> <li>1. Logistics and impact of 'regionalising' certain services could lose sight of localised needs. This could have a negative effect on the well-being of some of our communities. (E.g. perceived priorities/disparities between; Cities v Town v Village v Rural areas).</li> <li>2. Changes to Governance arrangements could initially delay decision making, operational and service delivery and overall performance of the authority.</li> <li>3. Scrutiny may be diluted, creating an exposure and vulnerability to regulatory criticism.</li> <li>4. Staff re-structuring could cause service delivery interruptions at pressing times / there will be cost implications / and, uncertainties about retaining or recruiting appropriately educated and skills workforces throughout the organisation to continue delivery of high levels of performance.</li> <li>5. Current financially stable authority monies may be diverted / used to support the lesser financially stable authorities, reducing opportunities locally</li> </ol>	<ol style="list-style-type: none"> <li>1. Report to Council - 7th March 2017: To seek Council approval for the proposed Caerphilly County Borough Council response to the consultation on the Welsh Government White Paper: 'Reforming Local Government: Resilient and Renewed'. Approved.</li> <li>2. Welsh Government are currently working to a timetable which would see a Local Government Bill introduced in summer 2018, to commence in 2019, with mandated regional working arrangements in place in 2020.</li> </ol>		Low	Low	New risk. Await the result of the Local Government Reform White Paper. The Welsh Local Government Association (WLGA) has submitted a response to the consultation, which does not support mandated regional delivery.	Yes - However, impacts are not yet fully understood.	Medium and Long term	Medium	Corporate Management Team

Ref	Area	Background information	Actual Risk	Mitigation actions - what we are doing to reduce the risk and by when. Have we considered the five ways of working to help with a solution? (see ICLIP key)	Additional Resources Required	Risk Level 2017-18 Q1	Risk Level 2017-18 Q3	Comments from latest risk review	Does this effect the Well-being of Future Generations in our Communities?	Long term (20-25 years) / medium / or short-term risk	FGA Risk Level	Risk Owner
CMT46	Cardiff Capital Region City Deal (CCRCD)	CCRCD signed by all 10 Local Authorities in January 2017	<ol style="list-style-type: none"> <li>1. That the business plan detailing themes &amp; indicative spend is not agreed by all 10 LA's.</li> <li>2. CCRCD is unable to pass scheduled gateway reviews potentially leading to financial liability.</li> <li>3. Challenging timeframes.</li> <li>4. Senior managers ability to lead on CCRCD proposal.</li> </ol>	<ol style="list-style-type: none"> <li>1a. Director working as part of thematic lead team will input into the draft proposals. Working closely with the CEO we will ensure Members fully understand the proposals offered for approval, which will capture the benefits of this regional initiative, and that activities in other county boroughs will benefit the region as a whole, including Caerphilly borough.</li> <li>1b. CCBC Regeneration Strategy/Resilience Strategy to be drafted as soon as possible to identify CCBC regeneration priorities.</li> <li>1c. A project development fund is included within the CCRCD Programme office which can be accessed for bid development.</li> <li>2. The process will be closely monitored so that any potential liabilities are identified well before the gateway reviews.</li> <li>3. Work priorities will be reviewed to accommodate the timeframes.</li> <li>4. Skills amongst senior managers within the constituent authorities will be identified to ensure that the necessary leadership is available.</li> </ol>		Low	Low		The CCRCD is intended to bring significant benefits in terms of greater prosperity for the region and to maximise the ability of the authority to capitalise on training and employment opportunities for the area	Long-term	Low	Corporate Director of Communities
CMT47	Asset Management.	Insufficient budget to manage existing assets or pursue necessary development. The authority has too many buildings and insufficient capital programme allocation to maintain them. Additionally revenue budgets for building maintenance are being diverted to meeting the demands of the necessary legal standards, in particular health and safety legislation and that might well mean that normal building maintenance will suffer.	<ol style="list-style-type: none"> <li>1. Maintenance of existing sites will not be to a required standard</li> <li>2. Disposal of assets must be managed carefully to minimise community and service impacts</li> <li>3. Community Asset Transfer as an option brings risks in relation to continued liability</li> <li>4. Asset disposal may not realise expected returns</li> <li>5. Inability to pursue issues that we would wish, to improve service provision and community outcomes e.g. Band B of 21st Century Schools</li> </ol>	<ol style="list-style-type: none"> <li>1. Development of asset management and rationalisation programmes</li> <li>2. Cost benefit assessment before planned expenditure supported by business case where relevant</li> <li>2. Early stakeholder and community consultation before asset disposal</li> <li>3. Support for recipient organisations accepted for Community Asset Transfer</li> <li>4. Long term view of the needs of local communities balanced against the need to secure budget savings in the short to medium term.</li> <li>5. Services to identify what buildings they can realise as a consequence of Medium Term Financial Plan (MTFP) savings.</li> </ol>		Medium	Medium	Risk added to reflect MTFP pressures on capital decisions and inadequacy of capital funds.	Potentially disposal of assets across the authority may affect some communities disproportionately in the short to medium term. However, this has to be balanced against the need to manage a 'fit for use' portfolio to secure provisions for future generations over a longer timeframe.	Medium-term	Medium	Corporate Management Team

## ICLIP Key:

**Involving** a diversity of the population in the decisions that affect them;

**Working with others in a collaborative** way to find shared sustainable solutions;

**Looking to the long term** so that we do not compromise the ability of future generations to meet their own needs;

**Taking an integrated** approach so that public bodies look at all the well-being goals in deciding on their well-being objectives;

**Understanding the root causes of issues to prevent** them from occurring.



## CABINET – 14TH FEBRUARY 2018

**SUBJECT: CABINET FORWARD WORK PROGRAMME**

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

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### 1. PURPOSE OF REPORT

- 1.1 To seek Cabinet endorsement of the Forward Work Programme for the period February 2018 to April 2018.

### 2. SUMMARY

- 2.1 The report outlines a proposed Forward Work Programme of future Cabinet reports.
- 2.2 The Forward Work Programme is updated on a monthly basis to reflect any amendments that are made to it since it was first agreed on 22nd January 2014.

### 3. LINKS TO STRATEGY

- 3.1 The Council is required to publish a Cabinet Forward Work Programme to assist in open and transparent decision-making.
- 3.2 This section would highlight how the recommended course of action contributes to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015:
- *A more equal Wales*

### 4. THE REPORT

- 4.1 The Cabinet Forward Work Programme sets out the key reports that Cabinet expects to receive in the coming months. It is a legal requirement that such programmes are published. The programme is an important way of tracking progress against targets set in the Council's Improvement Plan.
- 4.2 Appendix 1 to this report sets out details of the Cabinet Forward Work Programme for the period February 2018 to April 2018.
- 4.3 It should be noted that urgent and unanticipated reports could be added to the Cabinet Work Programme.
- 4.4 Members will be aware that, following the Scrutiny review and recommendations approved by Council on 6th October 2015, that it was agreed that the format of the Forward Work Programme will be reviewed so that it gives more detailed narratives. This has been undertaken and presented at Appendix 1.

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

- 5.1 This report contributes to the Well-being Goals as set out in Links to Strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act in that it ensures that the Cabinet Forward Work Programme is regularly published and publically available, thus informing the public and stakeholders of upcoming reports and key issues and offering them the opportunity to attend and observe executive decisions, thus promoting openness and transparency.

## **6. EQUALITIES IMPLICATIONS**

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

## **7. FINANCIAL IMPLICATIONS**

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

## **8. PERSONNEL IMPLICATIONS**

- 8.1 There are no personnel implications associated with this report.

## **9. CONSULTATIONS**

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

## **10. RECOMMENDATIONS**

- 10.1 It is recommended that Cabinet approve the Forward Work Programme as outlined in Appendix 1.

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

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

## **12. STATUTORY POWER**

- 12.1 Local Government Acts 1972 and 2000.

Author: Cath Forbes-Thompson, Interim Head of Democratic Services  
Consultees: Corporate Management Team

Appendices:  
Appendix 1 Cabinet Forward Work Programme



<b>CABINET FORWARD WORK PROGRAMME: FEBRUARY 2018 TO APRIL 2018</b>		
<b>14TH FEBRUARY 2018</b>	<b>Key Issues</b>	<b>Cabinet Member</b>
Budget Proposals 2018/19 and Medium-Term Financial Strategy 2018/2023	To seek Cabinet endorsement of the 2018/19 budget proposals contained within this report prior to final determination at Council on the 22nd February 2018.	Councillor B. Jones
Business Improvement Programme	To provide Cabinet with an overview of the Business Improvement Portfolio Board aims and objectives; the programmes/projects which sit within its remit and associated timelines for delivery, and the programme/project management arrangements in place and interfaces with existing governance requirements	Councillor B. Jones
Control of Hand Arm Vibration at Work Policy	Cabinet approval is sought for the Policy which details the roles and responsibilities at all levels for the control of vibration.	Councillor C. Gordon
Electrical Safety Policy	The purpose of this report is to seek Committee Members approval for the draft policy for Electrical Safety prior to the report being referred to Cabinet for consideration.	Councillor C. Gordon
Dying to Work Campaign	The purpose of the report is to seek Cabinet's approval for the Council to support the TUC's Dying to Work campaign and sign up to the charter.	Councillor C. Gordon
Corporate Risk Register	To provide an update of the Corporate Risk Register in accordance with the Council's Risk Management Strategy. The updated Corporate Risk Register (CRR) is presented to Audit Committee so there is opportunity for the Committee to satisfy itself that appropriate arrangements are in place for the council's risk management processes to be regularly and robustly monitored and scrutinised	Councillor E. Stenner
Cabinet Forward Programme	To seek Cabinet endorsement of the Forward Work Programme for the period February 2018 to May 2018.	Councillor B. Jones

28TH FEBRUARY 2018	Key Issues	Cabinet Member
CCBC Corporate Plan	The Corporate Plan sets out the Council's Priorities. The Local Government Measure 2009 requires all local authorities in Wales to set and publish a set of priorities as is 'practicably possible' in the new financial year. The introduction of the Well-being of Future Generations (Wales) Act 2015 (WBFGA) also places a legal requirement for public bodies to set and publish 'Well-being Objectives' and publish by a specific date of no later than 31st March 2018.	Councillor E. Stenner
General Data Protection Regulation (GDPR) – Statutory Role of Data Protection Officer	To inform Members of the requirement to create a new statutory role of Data Protection Officer as prescribed by the forthcoming EU General Data Protection Regulation (GDPR) and recommend a suitable allocation of the responsibility to an existing role within the Authority.	Councillor C. Gordon
Fixed Penalty Notices for Flytipping	To seek Cabinet approval for a fixed penalty amount for flytipping offences following the introduction of the Unauthorised Deposit of Waste (Fixed Penalties) (Wales) Regulations 2017.	Councillor E. Stenner
Junior and Youth Forum Priorities	To inform Members of issues raised by Children & Young People via the Youth Service's Junior and Youth Fora. The report is seeking the views of Members prior to its presentation to Cabinet.	Councillor P. Marsden
ERDF 4.4 Funding Opportunities – The Lawn Industrial Estate Rhymney and Ty Du Nelson.	The report advocates identifying the Lawn Industrial Estate and Ty Du Nelson as the Council's primary focus for ERDF Programme measure 4.4 and seeks to identify the required levels of match funding to allow the projects to progress. It also advocates agreeing in principle entering into a Joint Working/Development Agreement with Welsh Government at Ty Du based on the received draft Heads of Terms.	Councillor S. Morgan
Decriminalisation of Parking – Stage 1 Report	For members of the committee to consider the outcomes from the options appraisal undertaken to date on the implications of taking on Civil Parking Enforcement Powers, and to offer views on how these findings should be developed further, in order to propose the most economical, effective and efficient service delivery model for the Council.	Councillor E. Stenner

Adult Assisted Travel		Councillor C. Cuss
Re-Profiling of WHQS Programme and HRA Capital Programme 2018/2019	This report provides members with proposals for re-profiling the WHQS programme with the aim of ensuring full compliance by 2020.	Councillor L. Phipps

14TH MARCH 2018	Key Issues	Cabinet Member
Cefn Brithdir Access Road	To stop access to Cefn Brithdir access road	Councillor E. Stenner
Park Lane	To enter into formal dialogue with one bidder.	Councillor S. Morgan
Regeneration Strategy	To consider the performance made against the existing strategy and to consider a proposed new strategy.	Councillor S. Morgan

28TH MARCH 2018	Key Issues	Cabinet Member
The Gwent VAWDASV Strategy	To seek Cabinet approval for the Regional Gwent Violence Against Women, Sexual Violence, & Domestic Abuse Strategy 2017-22. The purpose of this strategy is to set out the regional integrated approach to stop violence against women, domestic abuse and sexual violence, to improve the health and well-being of individuals and families affected by abuse and hold to account those who perpetrate such abuse.	Councillor E. Stenner
EAS Business Plan	To seek members views on the draft EAS Business Plan 2018-2021 and the Local Authority Annex 2018-2019	Councillor P. Marsden

21 <sup>st</sup> Century Schools Consultation	To seek Cabinet endorsement on the proposals contained within the 21st Century Schools and Education Band B Strategic Outline Programme 2019 – 2026	Councillor P. Marsden
<ul style="list-style-type: none"> <li>• Data Protection Policy</li> <li>• Records Management Policy</li> <li>• Policy on Public Access to and Requests for Unpublished Information</li> <li>• Information Security Policy</li> </ul>	To seek Cabinet approval for the adoption of the amended versions of the listed policies. The updates are required to meet the forthcoming requirements of the new EU General Data Protection Regulation, reflect industry best practice and underpin our ongoing campaign to assure information security within CCBC.	Councillor C. Gordon
Pooled Funds	To agree proposals for integrated commissioning 2018-19	Councillor C. Cuss
and Drainage Byelaws		Councillor E. Stenner

11TH APRIL 2018	Key Issues	Cabinet Member

25TH APRIL 2018	Key Issues	Cabinet Member
Programme for Procurement	<p>The Programme for Procurement sets out the Councils vision for developing and managing its third party expenditure in line with the Councils wellbeing objectives, Wales Procurement Policy and UK legislation.</p> <p>The Council is committed to ensuring it achieves value for money from its third party procurement expenditure – circa, £170,000,000 per annum. It also recognises the value of using procurement to support its wider Cultural, Social, Economic and Environmental objectives, in ways that offer real long-term benefits to the community it serves and the people of Wales, whilst balancing the issues of value for money</p>	Councillor C. Gordon

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