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Date: 21st February 2018

Dear Sir/Madam,

A meeting of the **Cabinet** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 28th 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 'Christina Harrhy'.

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 the 14th February 2018.	1 - 6
To receive and consider the following reports on which executive decisions are required: -		
4	Junior and Youth Forum Priorities.	7 - 12
5	Fixed Penalty Notices for the Unauthorised Deposit of Waste.	13 - 18
6	Decriminalisation of Parking - Stage 1 Report.	19 - 28
7	Statutory Data Protection Officer Role.	29 - 38
8	Re-Profiling of WHQS Programme and HRA Capital Programme 2018/2019.	39 - 68
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10	ERDF 4.4 Funding Opportunities - The Lawn Industrial Estate, Rhymney and Ty Du, Nelson.	121 - 138

Circulation:

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

And Appropriate Officers.



CABINET

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN ON WEDNESDAY, 14TH FEBRUARY 2018 AT 2.00 P.M.

PRESENT

Councillor D. Poole – Chair

Councillors:

C. Cuss (Social Care and Wellbeing), N. George (Neighbourhood Services), C.J. Gordon (Corporate Services), 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. Harryh (Interim Chief Executive), D. Street (Corporate Director – Social Services) and M.S. Williams (Interim Corporate Director – Communities).

Also in Attendance:

S. Harris (Interim Head of Corporate Finance), A. Southcombe (Finance Manager (Corporate Finance)), L. Donovan (Acting Head of Human Resources and Organisational Development), R. Hartshorn (Head of Public Protection), C. Forbes-Thompson (Interim Head of Democratic Services) and C. Evans (Committee Services Officer).

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor B.A. Jones (Finance, Performance and Governance), N. Scammell (Acting Director of Corporate Services & S151).

2. DECLARATIONS OF INTEREST

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

3. CABINET – 31ST JANUARY 2018

RESOLVED that the minutes of the meeting held on 31st January 2018 (minute nos. 1 - 11) be approved and signed as a correct record.

MATTERS ON WHICH EXECUTIVE DECISIONS WERE REQUIRED

4. BUSINESS IMPROVEMENT PORTFOLIO

The report provided Cabinet 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.

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 report provided Members with an update on the programmes progress to date and set out how the BIP Board intends to deliver a programme of change that will address some of the organisational pressures moving forward.

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:-

- (i) the content of the report be noted;
- (ii) the aims and objectives of the BIP Programme be approved;
- (iii) the programme structure as set out in Appendix 1 of the report be approved;
- (iv) the specified actions as set out within paragraphs 4.7.6, 4.8.5, 4.8.8 and 4.8.9 of the report be approved;
- (v) the BIP projects as listed in paragraph 4.9.3 and Appendix 1 of the report be approved;
- (vi) the timeframe as set out in paragraph 4.10.2 be noted;
- (vii) the governance and programme management arrangements as set out in paragraphs 4.11.1 to 4.11.6 of the report be approved;
- (viii) the suggested reporting process as set out in 4.11.6 of the report be approved.

5. DYING TO WORK CAMPAIGN

The report sought Cabinet approval for the Council to support the Trade Union's Dying to Work Campaign and sign up to the Charter.

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 report provided Cabinet with an overview of the Trade Union's Dying to Work Campaign and a recommendation that the Council sign up to the Charter.

Cabinet thanked the Officer for the report and requested that a change to the name of the campaign be lobbied.

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 Trade Unions "Dying to Work Campaign" be supported and the Council sign up to the charter.

6. CONTROL OF HAND ARM VIBRATION AT WORK POLICY

The report sought Cabinet approval for the Policy and Corporate Management Arrangements for the control of Hand Arm Vibration at Work.

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.

Cabinet thanked the Officer for the report and sought further information on the number of claims that are ongoing. The Officer explained that there were historically a number of claims, however, since the implementation of a robust screening process and well managed policy, there have been no recent claims.

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 Control of Hand Arm Vibration at Work Policy (appendix 1) and Corporate Management Arrangements (appendix 2) be endorsed.

7. ELECTRICAL SAFETY POLICY

The report sought Cabinet approval and adoption of the Electrical Safety Policy by the Authority.

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 reflects currently in place.

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

RESOLVED that for the reasons contained in the Officers report Electricity at Work Policy be endorsed.

8. CORPORATE RISK REGISTER MONITORING (Q3 – 2017/18)

The Report provided Cabinet with an update of the Corporate Risk Management Strategy and sought the approval of Cabinet prior to the presentation of the Corporate Risk Register to Audit Committee on 3rd April 2018.

Cabinet noted that 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.

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 receive six monthly progress reports in the Corporate Risk Register. The Risk Register has been reviewed and updated by CMT on the 7th December 2017 and the changes made summarised in the table in 4.4 of the report.

Cabinet thanked the Officer for the report and a Member raised concern for the Risk Rating of High, which was assigned to the WHQS Programme. It was noted that significant work has been underway within the programme, which has included the introduction of a new procurement process and the use of the internal workforce to complete works on properties, in response to concerns raised by the Wales Audit Office. It was therefore felt that the risk rating should be reduced. Officers explained that the review of the Corporate Risk Register was undertaken in December, and the rating was appropriate at the time, however, when the Register is next presented to CMT this will be reviewed.

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 as outlined at the meeting, the Corporate Risk Register be endorsed and presented to Audit Committee for their consideration.

9. CABINET FORWARD WORK PROGRAMME

The report sought the endorsement of the Cabinet Forward Work Programme for the period February 2018 to April 2018.

The report outlined the proposed Forward Work Programme of future Cabinet reports.

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

Cabinet were asked to note that, since the publication of the report, there were some changes and additional items added to the Programme, which were highlighted by the presenting Officer.

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 outlined in the report, and subject to amendments provided at the meeting, the Cabinet Forward Work Programme be approved and published.

RECOMMENDATION TO COUNCIL

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

The report sought Cabinet endorsement of the 2018/19 budget proposals prior to final determination at Council on the 22nd February 2018. The report also presented details of an updated Medium-Term Financial Plan covering the five-year period 2018/19 to 2022/23.

Cabinet noted that the WG Provisional 2018/19 Local Government Financial Settlement was published on the 10th October 2017 and after adjusting for transfers in and new responsibilities this showed a net cash reduction of £2.965m for Caerphilly CBC when compared to the 2017/18 financial year on a like-for-like basis.

Details of the draft 2018/19 budget proposals were subsequently presented to Cabinet on the 15th November 2017, the key elements of which were a proposed increase of 4.52% in Council Tax and a package of proposed savings totalling £7.205m.

The Final 2018/19 Financial Settlement announced on the 20th December 2017 showed an improved position with the net cash reduction reducing from £2.965m to £1.778m, which provides headroom of £1.187m in considering the final 2018/19 budget proposals. However, Cabinet will note that there are emerging issues that have required consideration in determining the final budget proposals, in particular cost pressures in Social Services.

Tables 6 and 7 of the report provided details of Whole-Authority cost pressures and inescapable service pressures that require consideration in respect of funding. It was noted that the 2018/19 draft budget proposals included £1.5m growth for Social Services, which has now been increased to £3m due to significant cost pressures particularly in relation to Children's placements. It was also noted that the draft budget proposals included £700k proposed growth in relation to schools PFI Schemes. It is proposed that this is now deferred to 2019/20 to allow ongoing work with Local Partnerships to be concluded and for all potential options to be considered. A detailed report on the outcome of the review will be presented to Members in the summer.

Section 4.3 of the report provided details of updated savings proposals for 2018/19. As a consequence of the headroom in the Final Settlement the savings requirement has been reduced from £7.205m to £6.736m. Table 9 of the report detailed savings totalling £537k which have been deferred as a consequence of feedback from the extensive consultation process undertaken on the draft budget proposals.

Section 4.4 of the report provided details of schools budget proposals for 2018/19. In light of anticipated cost pressures from the Teachers' pay award it is recommended that £547k is vired from Capital Financing budgets to the delegated schools budget to assist with meeting this additional financial burden.

To ensure that a balanced budget is achieved for 2018/19 a Council Tax increase of 4.52% was proposed. 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 88 pence.

Section 4.5 of the report and Appendix 5 set out details of movements on the General Fund. Cabinet noted that these movements result in a projected General Fund balance of £10m as at the 31st March 2018, which is the minimum balance recommended by the Section 151 Officer.

Section 4.7 of the report and Appendix 6 provide details of the proposed Capital Programme for the next three years. Cabinet noted that a further report will be prepared during the spring identifying sums held in Capital Earmarked Reserves, and providing options for how these sums can be used e.g. match funding for Band B of the 21st Century Schools Programme.

Cabinet will be aware that significant financial challenges still lie ahead and Appendix 7 of the report provided details of an updated Medium-Term Financial Plan which demonstrated a potential savings requirement of £40.822m for the period 2018/19 to 2022/23.

Cabinet noted that, through the Council's Business Improvement Programme 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.

Cabinet thanked the Officer for the detailed report and expressed their gratitude to staff for the hard work undertaken.

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.

The meeting closed at 2.51 p.m.

Approved and signed as a correct record subject to any corrections made at the meeting held on 28th February 2018.

CHAIR



CABINET – 28TH FEBRUARY 2018

SUBJECT: JUNIOR AND YOUTH FORUM PRIORITIES

REPORT BY: ACTING DIRECTOR CORPORATE SERVICES AND SECTION 151 OFFICER

-
- 1.1 The attached report was considered by the Education for Life Scrutiny Committee on the 9th January 2018.
 - 1.2 The Youth Forum Co-ordinator introduced the report and the representatives from the Youth Forum delivered their presentation that informed Members of issues raised by Children and Young People via the Youth Service's Junior and Youth Fora.
 - 1.3 An overview was provided of the Youth Forum Conference in October 2017 and the Junior Forum meeting in November 2017, where Children and Young People have identified issues important to them and have voted on Priority Issues for 2018. The previous agreed process that follows the identification of issues was set out in the report.
 - 1.4 The structure of the Junior and Youth Fora was discussed and it was explained that they are organised around the five themes of the Single Integrated Plan. The Junior Forum Representatives are aged 7-11 years and the Youth Forum Representatives are aged 11-25 years.
 - 1.5 The Scrutiny Committee were advised that at the Annual Youth Forum Conference Young People are provided with the opportunity to explore issues previously raised via borough wide consultation. From exploring all themes within the context of young people's lives, young people identify and agree on a priority issue for each theme, details of which are set out in paragraph 4.1.2. and 4.1.3. in the report and Members were given the opportunity to discuss each of the issues in detail. The Youth Forum Overall Priority Issue is Bullying and to increase peoples' understanding of what is classed as bullying and to help people understand how to deal with bullying. The Junior Forum Overall Priority Issue is Homelessness where it is considered more support is needed for homeless people.
 - 1.6 In terms of the priority issue of Bullying, a Member asked if all schools adopt the same policy. The Youth Forum considers that schools need continuity in this area and that policy's need to be displayed in schools. Officers confirmed the Council has a model policy in place, although this may not be implemented consistently as this may depend on the profile within individual schools. An excellent campaign has been undertaken where the Local Authority has looked at the different types of bullying and introduced this policy as a result.

1.7 Following consideration of the report and subsequent presentation, the Education for Life Scrutiny Committee unanimously recommended to Cabinet that for the reasons contained therein:-

- (i) the proposal of the Youth Forum in addressing their Priority Issue – Bullying, be supported;
- (ii) the proposal of the Junior Forum in addressing their Priority Issue – Homelessness, be supported.

1.8 Members are asked to consider the recommendations.

Author: Amy Dredge, Committee Services Officer, 3100.

Appendix 1 Junior and Youth Forum Priorities.



EDUCATION FOR LIFE SCRUTINY COMMITTEE – 9TH JANUARY 2018

SUBJECT: JUNIOR AND YOUTH FORUM PRIORITIES

REPORT BY: CHIEF EDUCATION OFFICER

1. PURPOSE OF REPORT

- 1.1 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.

2. SUMMARY

- 2.1 Following the Youth Forum Conference in October 2017 and the Junior Forum meeting in November 2017, Children & Young People have identified issues important to them and have voted on Priority Issues for 2018.
- 2.2 The previously agreed process that follows the identification of issues has been as follows:
- Presentation of issues to SMT for information.
 - Young People present Junior Forum issues to Cabinet for information only and to request support in addressing the Youth Forum priority.
 - Young People to present issues to relevant scrutiny groups for information.
 - Young People to present issues to the Public Service Board for information.
 - Issues are presented directly by Young People.
 - Young People form a Project Group that meets weekly to address the Youth Forum priority issue, working directly with Officers and Members as appropriate on a range of initiatives intended to have a positive impact on the issue. This work continues until September 2018, with the process re-starting in October.

3. LINKS TO STRATEGY

- 3.1 The Local Participation Action Plan 2013.
- 3.2 The Caerphilly County Borough Single Integrated Plan 2013-2017(SIP) with particular reference to the LSB Citizen Engagement Strategy 2013.
- 3.3 The United Nations Convention on the Rights of the Child and Welsh Government Extending Entitlement Guidance.
- 3.4 Involvement of children and young people in decision making contributes to the Well-being Goals within the Well-being of Future Generations Act (Wales) 2016:

- *A prosperous Wales – Engaging young people in decision making and associated rights-based participative activity enables skills development and access to a variety of experiences which assists on a pathway to further education and employment.*
- *A more equal Wales – Involvement within the Fora aims to give all children and young people access to having a voice and being informed of their rights, regardless of background or circumstance.*
- *A Wales of cohesive communities – Much of the participative outreach related activity has been delivered in community based locations, aiming to connect communities of young people to local decision-making.*
- *A globally responsible Wales – Youth Forum related activity embraces the rights-based agenda with national and European activity, with links to the National Assembly for Wales, the UK Youth Parliament and the European Youth Parliament, enabling local young people to contribute to and influence global issues.*

3.5 The PSB Communication & Engagement Strategy, of which adheres to the National Principles of Engagement and the National Participation Standards for Children and Young People.

4. THE REPORT

4.1 Introduction

4.1.1 The Junior & Youth Fora are structured and organised around the five themes of the Single Integrated Plan: Prosperous Caerphilly; Safer Caerphilly; Learning Caerphilly; Healthier Caerphilly; Greener Caerphilly, enabling children and young people to have a voice on issues that affect them. Junior Forum Representatives are aged 7-11 years; Youth Forum Representatives are aged 11-25 years.

4.1.2 At the Annual Youth Forum Conference Young People are provided with the opportunity to explore issues previously raised via borough wide consultation. Young people attending the conference present their views on each of the themes and engage in a dialogue with relevant Officers and Cabinet members. From exploring all themes within the context of young people's lives, young people identify and agree on a priority issue for each theme.

Following the Conference, an overall priority is voted for by Young People representing the Youth Service, Schools and Youth Support Services. The issues, as voted for by 1491 young people in a post - conference consultation for 2018 are:

Youth Forum Issues:

54% Safer Caerphilly – **Overall Priority Issue**

Bullying – Increase peoples understanding of what is classed as bullying and help people to understand how to deal with bullying.

16% Learning Caerphilly

Life Skills – We need a curriculum to prepare us for life.

12% Healthier Caerphilly

Sexual Health – Improve young people's access to sexual health services.

12% Prosperous Caerphilly

Housing – Affordable housing for young people leaving home.

6% Greener Caerphilly

Adventurous Outdoor Play - Provide safe adventurous play areas suitable for young people to encourage them to use local outdoor spaces.

- 4.1.3 The Junior Forum representatives identified a priority within each Forum theme, raised via consultation and then voted for as the overall priority. The issues voted for by 98 children are:

Junior Forum Issues:

39% Prosperous Caerphilly – **Overall Priority Issue**

Homelessness - More support is needed for homeless people.

33% Safer Caerphilly

Drugs - Too many people use drugs, education needs to start at an earlier age.

18% Healthier Caerphilly

Smoking – People need to stop smoking and vaping around children.

8% Learning Caerphilly

Bullying – Bullying has a negative impact on children’s learning.

2% Greener Caerphilly

Green Spaces – Increase green spaces for outdoor play.

- 4.2 The Youth Forum will attend Education Scrutiny Committee on 9th January 2018. To present on the issues and outline the plans to address the Priority Issue, and wish to proceed with attendance at Cabinet to seek support in addressing the priority issue.

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 by working with children and young people (and supporting other service providers to work with children and young people) to impact on decision making for short term and long term needs. By listening to the voices of children and young people, service providers are better able to respond to needs, better able to identify and understand problems as experienced by our citizens and thus better able to shape services in the future in a more effective responsive way.
- 5.2 Involving children and young people in decision making at all levels fosters a culture of expectation and responsibility, strengthened by increasing their knowledge and understanding in Children’s Rights.

6. EQUALITIES IMPLICATIONS

- 6.1 This report is for information purposes only, so the council’s full Equalities Impact Assessment process does not need to be applied.
- 6.2 The participative activity that has taken place throughout 2017 has benefitted many different groups in the community with many children and young people having been recipients of engagement activity, rights-based education and informed service delivery.

7. FINANCIAL IMPLICATIONS

- 7.1 There are no financial implications in this report.

8. PERSONNEL IMPLICATIONS

- 8.1 There are no personnel implications in this report.

9. CONSULTATIONS

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

10. RECOMMENDATIONS

10.1 That the Education Scrutiny Committee supports the presentation of Junior & Youth Forum issues to Cabinet.

10.2 That Education Scrutiny Committee considers how to support the Youth Forum in addressing their Priority Issue of Bullying.

10.3 That Education Scrutiny Committee considers how to support the Junior Forum in addressing their Priority Issue in supporting homelessness.

10.4 Education Scrutiny Committee to have due regard to issues raised within this report by Children and Young People when making decisions which impact upon their lives.

11. REASONS FOR THE RECOMMENDATIONS

11.1 To ensure members are informed of priorities identified by Children & Young People.

12. STATUTORY POWER

12.1 'Shared Purpose: Shared Future, Statutory Guidance on the Well-Being of Future Generations (Wales) Act 2015', and in particular SPSF 3 – Annex B, which is issued in accordance with Section 17(3) of the Children and Families (Wales) Measure 2010 and applies to local authorities in respect of local well-being plans and whenever they take decisions which might affect children and young people.

Author: Clare Jones, Youth Forum Coordinator Email: jonescl1@caerphilly.gov.uk
Consultees: Directorate Senior Management Team
Cllr Philippa Marsden, Cabinet Member, Education and Achievement
Cllr Wynne David, Chair of Education Scrutiny Committee
Cllr Gaynor Oliver, Vice Chair, Education Scrutiny Committee
Corporate Management Team
Paul O'Neill - Senior Youth Service Manager
Clare Ewings, Participation & Inclusion Manager
Ros Roberts, Corporate Performance Management
Anwen Cullinane, Senior Policy Officer – Equalities and Welsh Language
Richard Harris, Internal Audit Manager



CABINET – 28TH FEBRUARY 2018

SUBJECT: FIXED PENALTY NOTICES FOR THE UNAUTHORISED DEPOSIT OF WASTE

REPORT BY: INTERIM CORPORATE DIRECTOR, COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 To advise Cabinet of the introduction of new fixed penalty notices to deal with fly tipping under the Unauthorised Deposit of Waste (Fixed Penalty) (Wales) Regulations 2017 (referred to in the report as the Regulations).
- 1.2 To seek a Cabinet decision to set the level of the fixed penalty to the maximum of £400 with no discount for early payment.

2. SUMMARY

- 2.1 Fly tipping is an offence under Section 33(1) of the Environmental Protection Act 1990. The Act prohibits, subject to certain exemptions the deposit of controlled waste or extractive waste in or on any land other than in accordance with an environmental permit. A person who commits an offence under section 33(1) is liable on conviction:
 - In Magistrates court to imprisonment for 12 months and a fine to maximum of £50,000 or both.
 - In Crown court to imprisonment for 5 years and an unlimited fine or both.
- 2.2 The Regulations amend the Environmental Protection Act 1990 to insert a new section 33ZB. This enables Welsh waste collection authorities to issue a fixed penalty notice for small-scale fly tipping offences. Such fixed penalties may not be less than £150 and not more than £400. If no amount is specified the penalty will be £200. A discount may be applied for early payment.

3. LINKS TO STRATEGY

- 3.1 The prevention of fly tipping contributes to the Healthier and Greener themes of the single integrated plan, Caerphilly Delivers.
- 3.2 The prevention of fly tipping and can contribute to the following well-being goals within the Well-being of Future Generations Act (Wales) 2015:
 - A sustainable Wales
 - A prosperous Wales
 - A more equal Wales
 - A Wales of more cohesive communities
 - A globally responsible Wales.

4. THE REPORT

- 4.1 In 2016/17 local authorities in Wales received 38,614 reports of fly tipping, costing the Welsh Tax payer over £2.18 million to clear. Caerphilly received 1992 reports of fly tipping, a reduction of 15% on the previous year's 2359, costing in excess of £150,000 to clear
- 4.2 Enforcement action continues to be taken to deal with perpetrators of fly tipping; however this is a complex and time consuming process which requires significant input of staff resources and cannot be guaranteed to be successful. The fines from any successful prosecutions are paid to the court and not to the local authority. In response to public concerns about fly tipping and appropriateness of sanctions available the Welsh Government brought forward the Unauthorised Deposit of Waste (Fixed Penalties) (Wales) Regulations 2017 which came into force on the 25th October 2017.
- 4.3 These Regulations introduce a new power enabling an authorised officer of a Welsh collection authority to serve a fixed penalty notice on a person found to be responsible for fly tipping offences. The explanatory note to the legislation explains that the Regulations provide local authorities with a more efficient and proportionate response to small scale fly tipping of waste instead of enforcement by prosecution. In addition it allows an individual to discharge their liability for conviction of the offence by payment of the fixed penalty. Fixed penalty notices provide an opportunity for first time non-habitual offenders to avoid court and a possible criminal record. They offer a more efficient and proportionate response to tackling small-scale fly-tipping incidents which will also help ease the burden on the court system.
- 4.4 The Regulations give local authorities the power to set the level of the fixed penalty within the range of £150 to £400 with the default being £200 if no other amount is specified. Local Authorities can choose to make arrangements to accept a reduced amount for early payment of no less than £120 if paid within 10 days following the date of the notice. Fixed penalty receipts can be retained by the council and used in exercising its functions in relation to fly tipping. Fixed penalty notices can be used on both publicly and privately owned land. If the fixed penalty notice is not paid then the council's recourse will be prosecution via the normal court process.
- 4.5 Fixed penalty notices should not be issued to repeat offenders. Where an offender is taken to court, the fact they have been issued with a previous fixed penalty notice may influence the court's assessment of the offender's suitability for a particular sentence. In Wales a Flytipping Enforcement Working Group has produced guidance on what constitutes small scale fly tipping. There will be individual circumstances that will need to be considered on occasion, but the guidance will assist in a consistent approach to issuing fly tipping fixed penalty notices in Wales and indicates that the following criteria should apply:
- First time non-habitual offenders only
 - Non-hazardous waste only
 - Up to a car boot load
 - Up to 8 black bags
 - One or two bulky items (e.g. furniture, white goods).
- 4.6 Fly tipping blights our communities and it damages our environment. These powers will provide Local Authorities with an additional enforcement tool for small-scale fly tipping offences where a prosecution is considered disproportionate. The ability to issue fixed penalty notices will not solve the problem of fly tipping but it is a positive step in tackling an issue that has an impact across the County Borough.
- 4.7 Experience has shown over the last two years that fines issued by the courts for small scale tips are in the range between £120 and £250, together with a Victim Surcharge of perhaps £30. In addition the costs involved in investigating the incident and cleanup cost are applied for and are generally awarded in full; typically this would be approximately £250. In the last

six months the authority has prosecuted six individuals for fly tipping related offences with fines and cost totalling £3988 and issued 2 simple cautions recovering £411 in costs. However, it is estimated that only 2 of these offences would have been suitable for discharge by way of a fixed penalty notice.

4.8 In determining the level of the fixed penalty fine it is clearly important that it acts as a deterrent. It is also important that it is not set at a level which incentivises the offender to take the option of a court hearing and therefore encouraging non-payment. Of course the outcome of legal proceedings cannot be pre-determined, but an analysis of financial penalties imposed for relevant offences in recent years indicates that typically it would cost an offender less to pay the fixed penalty fine at the maximum of £400 than being found guilty in court. It also allows the individual to avoid any need for the costs of legal representation.

4.9 As stated above Local Authorities can choose to make arrangements to accept a reduced amount for early payment of no less than £120 if paid within 10 days following the date of the notice. Whilst a discount can encourage early payment, but as it also has the effect of reducing the financial penalty it would impact upon the deterrent effect of the fixed penalty fine. It is therefore proposed that the fixed penalty fine is set at the maximum level of £400 with no discount for early payment.

5. WELL-BEING OF FUTURE GENERATIONS

5.1 The Well-being of Future Generations (Wales) Act commenced in April 2016. The Act is about improving the social, economic, environmental and cultural well-being of Wales. It aims to make public bodies listed in the Act think more about the long term; work better with people and communities and each other; look to prevent problems and; take a more joined-up approach.

5.2 The proposals in this report contribute to the Well-being Goals as set out in Links to Strategy above, as follows:

- Resilient. The proposals will contribute to a cleaner, safer environment by removing the likelihood of fly tipping and associated environmental issues
- Healthier. The proposals are intended to minimise the public exposure to risk that illicit tips can pose.
- More equal. Will allow all the public to get involved in assisting the council in dealing with the problem.
- Cohesive communities – The subsequent publicity and education process will allow all residents to be involved and will allow communities to be involved in making the proposals sustainable
- Vibrant culture and thriving Welsh language – The underlying objective is to enable people to enjoy the area they live in and not be despoiled by fly tipping. It also tries to ensure that tourism is not affected by the visual effects of fly tipping in our rural landscape.
- Globally responsible –The proposals are intended to improve the environment in all areas within the county Borough

5.3 The proposals are consistent with the five ways of working as defined within the sustainable development principle:

- Involvement - The proposals have been generated as a result of a review by the Welsh Government. The proposals are intended to improve the area and make it safer for individuals to go about their daily routines without added risk. The involvement of the public as a whole from the outset will create ownership and participation to allow the orders to have a meaningful outcome. This would include actively encouraging individuals to report issues and incidents.

- Collaboration - Outside stakeholders including Natural Resources Wales, Fly Tipping Action Wales and local stakeholders have been involved and their views have been included in the considerations.
- Long Term - The proposals look to reduce both short term and long term risks to the public from fly tipping and will seek to improve the living environment.
- Integration. The proposals contribute to health objectives through minimising the exposure to fly tipping. They also contribute to resilient objectives by promoting and ensure a clean safe environment.
- Prevention - The proposals are intended to minimise the public to the exposure to risk that illegally deposited materials can generate.

6. EQUALITIES IMPLICATIONS

- 6.1 An equalities impact assessment has been undertaken which indicates that the fixed penalty provisions will apply equally across Caerphilly CBC. The sanction can only be used where there is evidence available of the person responsible for the fly tipping. This has the effect of shifting the cost burden onto the persons responsible rather than it being borne by the Council Tax payers as a whole and is more equitable.

7. FINANCIAL IMPLICATIONS

- 7.1 In order to serve a fixed penalty notice for fly tipping it will still be necessary to determine the identity of the person or persons responsible for the fly tipping and therefore all cases of fly tipping reported to the council will continue to be investigated. Work will continue to encourage communities to report and share information about those known to be fly tipping. This activity will continue to be undertaken within the current resources of the Enforcement Team in Environmental Health. Having regard to the number of appropriate offences it is anticipated that the amount of fixed penalty income may be around £1000 per year. Any income received will be used to support the Enforcement Team to investigate and pursue fly tipping incidents.

8. PERSONNEL IMPLICATIONS

- 8.1 No additional personnel issues have been identified.

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 It is recommended that Cabinet agree:-
- (i) A flytipping fixed penalty at the maximum level of £400 with no discount for early payment.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 This would act as a deterrent and ensure that the receipts from fixed penalty notices are in proportion to the actual cost of dealing with fly tipping in Caerphilly.

12. STATUTORY POWER

12.1 The Unauthorised Deposit of Waste (fixed Penalties) (Wales) Regulations 2017.

Environmental Protection Act 1990 Section 33ZB.

Author: Lyndon Ross, Senior Environmental Health Officer
Consultees: Councillor Eluned Stenner, Cabinet Member for Environment & Public Protection
Mark S. Williams, Interim Corporate Director, Communities
Rob Hartshorn, Head of Policy and Public Protection
Ceri Edwards, Environmental Health Manager
Richard Harris, Internal Audit Manager
Lisa Lane, Solicitor
Anwen Cullinane, Senior Policy Officer (Equalities & Welsh Language)
Mike Eedy, Finance Manager
Shaun Watkins, Human Resources Manager
Mike Headington, Green Spaces and Transport Services Manager

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CABINET – 28TH FEBRUARY 2018

SUBJECT: DECRIMINALISATION OF PARKING – STAGE 1 REPORT

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

- 1.1 The report, which was presented to Regeneration and Environment Scrutiny Committee on 12th December 2017, asked Members to consider the outcomes from the options appraisal undertaken to date on the implications of taking on Civil Parking Enforcement (CPE) Powers, and sought their 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.
- 1.2 Members noted that, on 16th February 2017, Gwent Police confirmed in writing to all 5 Gwent Local Authorities that they intend “to withdraw its officers and staff from activities that involve enforcing parking restrictions” as of 1st April 2018. Gwent is the only area of Wales where the local authorities have not taken on Civil Parking Enforcement powers, and the communication from Gwent Police now forces the local authorities in the area to decide whether or not to take on these powers.
- 1.3 As a result, the five local authorities have subsequently commissioned a study to investigate the feasibility of creating a Civil Enforcement Area and Special Enforcement Area (CEA/SEA) across each administrative area and for the whole of Gwent. The resulting financial viability of these options shows a mixed picture across the five local authorities however, for CCBC it shows that all options can generate an annual surplus but are unlikely to generate enough income to cover the set up costs after 5 years. If Cabinet approve a decision to adopt Civil Parking Enforcement the relevant capital funding of £390k identified within the report will need to be made available to progress the works required to enable the relevant powers to be transferred to Caerphilly CBC. There are currently two number Engineering Services reserves in relation to the Sirhowy Enterprise Way maintenance contract and the winter maintenance contingency fund that contain approximately £800k that could be considered as funding options. An initial decision is required to progress the TRO review which is estimated at around £70k-£80k and the remaining funding could be considered within the stage 2 report that is to follow.
- 1.4 The report provided Members with details of the advantages of CCBC introducing CPE, which included control over where, when and how the parking in the county is controlled, thus enabling more flexible service provision where needed, the service could eventually become self-financing, improved compliance will be seen in permitted parking spaces and a reduction in congestion around amenities as drivers can find available space more easily. Some of the disadvantages included; based on the current free parking provision on and off-street across the County, any increased enforcement of parking restrictions would simply move the majority of vehicles to the off street areas that are available; the issue of physical violence after the start of CPE is also important to consider. In areas which have already adopted the powers, it has been found that Council CEOs are more prone to physical abuse and even attack than are Police personnel, so an excellent link to the police to request urgent assistance is essential.
- 1.5 The report provided details of collaboration in which, should CCBC decide to collaborate with the other Gwent local authorities to provide a joint service, for all the options considered in the financial models, an operational surplus is forecast for CCBC which increases with collaboration. This is not the case for all local authorities (whether operating individually or as

a Gwent region) and may influence their decision making on whether to collaborate or not.

- 1.6 It was noted that the current notification is that Gwent Police will withdraw from parking enforcement by April 2018. Even if a decision is taken now to adopt CPE powers, it would not be possible to have them in place and enforceable by April 2018. Discussions are ongoing with Gwent Police for them to delay any withdrawal of their services in relation to parking enforcement until the Gwent authorities are in a position to adopt the relevant powers if the authorities support the decision. Should the Gwent authorities not support taking on the powers of CPE, it is currently unknown whether Gwent Police would continue to support enforcement.
- 1.7 In reference to Community Safety Wardens, it was noted that some Authorities have expressed a wish that the CEOs have a dual role in that they enforce other aspects of street management such as litter dropping and dog fouling. The legislation governing the CEO precludes this dual enforcement role being undertaken simultaneously and it could also affect the financial predictions should the CEOs be doing something other than parking enforcement.
- 1.8 Members were asked to consider whether the Authority should take on CPE powers, and if so, should the Authority have direct operation control, offer a shared service or outsource provision
- 1.9 A Member raised concern that, should service provision be withdrawn from December 2017, what resources would be in place in order to provide a service. Officers explained that, following recent dialogue with Gwent Police, there is clear indication the service will not be withdrawn until 2018, Members were also asked to note that Gwent Authorities and Gwent Police have good working relationships and all will be done in order to ensure there is enforcement in place.
- 1.10 Following consideration and discussion, it was moved and seconded that the recommendation, as discussed at the meeting be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officers report, the Scrutiny Committee recommended that Cabinet adopt the delivery model which would be best placed to serve the needs of the county borough and its citizens and seek a Gwent wide collaborative approach for the back-office arrangements and on-street Enforcement be undertaken within Caerphilly CBC.

- 1.11 Members are asked to consider the report and endorse the recommendations from Cabinet.

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

Appendix: Report to Regeneration and Environment Scrutiny Committee dated 12th December 2017.



REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE – 12TH DECEMBER 2017

SUBJECT: DECriminalisation of Parking – Stage 1 Report

REPORT BY: CORPORATE DIRECTOR – COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 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.

2. SUMMARY

- 2.1 On 16 February 2017 Gwent Police confirmed in writing to all five Gwent local authorities that they intend “to withdraw its officers and staff from activities that involve enforcing parking restrictions” as of 1st April 2018. Gwent is the only area of Wales where the local authorities have not taken on Civil Parking Enforcement powers, and the communication from Gwent Police now forces the local authorities in the area to decide whether or not to take on these powers.
- 2.2 The five local authorities subsequently commissioned a study to investigate the feasibility of creating a Civil Enforcement Area and Special Enforcement Area (CEA/SEA) across each administrative area and for the whole of Gwent. The resulting financial viability of these options shows a mixed picture across the five local authorities however, for CCBC it shows that all options can generate an annual surplus but are unlikely to generate enough income to cover the set up costs after 5 years.

3. LINKS TO STRATEGY

- 3.1 Road safety delivery contributes to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015:
- A prosperous Wales,
 - A healthier Wales,
 - A more equal Wales,
 - A Wales of cohesive communities, and
 - A globally responsible Wales.
- 3.2 Engineering Services Division Objective: *To work towards a safer environment through positive measures to reduce road accidents and particularly by protecting and providing for vulnerable road users.*

4. THE REPORT

4.1 Background

Following initial communications and discussions on Civil Parking Enforcement (CPE) initiated by Gwent Police, they confirmed in writing to all five Gwent local authorities on 16 February 2017 that they intend “to withdraw its officers and staff from activities that involve enforcing parking restrictions” as of 1st April 2018. Gwent is the only area of Wales where the local authorities have not taken on CPE powers, and the communication from Gwent Police now forces the local authorities in the area to decide whether or not to take on these powers.

4.2 CPE Study

The five local authorities have commissioned RTA Associates Ltd. to undertake a study to investigate the feasibility of creating a Civil Enforcement Area and Special Enforcement Area (CEA/SEA) across each administrative area and for the whole of Gwent, and the resulting financial viability of these options. A CEA/SEA is an area in which parking contraventions are dealt with under civil procedures, using the powers of the Traffic Management Act 2004. Within a CEA/SEA the responsibility for the enforcement of virtually all on-street parking passes from the Police to the Highway and Traffic Authority. The income from the on-street penalty charge notices (PCN) issued is retained by the Highway Authority to be used to fund the scheme, with on-street and off-street PCN surpluses and on street pay and display income being ring-fenced under Section 55 of the Road Traffic Regulation Act 1984 for certain highway related matters.

CCBC is responsible for all of these matters on-street as the Highway Authority and directly responsible for off-street matters in the Council owned car parks. The study investigated whether CPE is a viable power to be acquired, and the implications of doing so, were CCBC to decide to proceed.

4.3 Study findings for CCBC

The general conclusion reached is that the creation of a CEA/SEA can be financially viable within CCBC but, less so if set up costs are to be repaid from the scheme. All options resulted in a revenue operational surplus.

4.3.1 The financial modelling process tested the following options:

- The introduction of on-street enforcement, without any other major changes to the management of parking within CCBC, and using the Penalty Charge levels as made available by Government – the Base model.
- The Base model with enforcement services externalised (B1).
- The Base model with administration services externalised (B2).
- The Base model with all services externalised (B3).
- Model B3 with 10% less on street PCNs (B4), as a sensitivity test to provide a more conservative financial model if the projected PCNs are not achieved.

4.3.2 The broad conclusions from this exercise were:

1. The project overall is viable as it stands as it shows a small surplus but the set up costs must be covered from alternative funding. The detailed costs are highlighted in section 4.4.
2. The operational surpluses for all options are insufficient to pay back the set up costs within 5 years, with the exception of full externalisation.
3. An active, but not aggressive, programme of enforcement is a basic requirement for a financially viable project; this applies to the issuing of parking tickets, and to the pursuit of debt.
4. The most cost effective method would be to outsource all the parking enforcement and administration. This could be run at an operational surplus and could eventually repay the set up costs over a 5 year period.

4.4 Cost implications for CCBC

In order for CCBC to adopt the powers required for CPE using a fully in house service – the Base Model, the total set up costs would be in the region of £492,000 of which, it is estimated that £390,000 is required to undertake the TRO review and remedial works to signs and lines. Note the total set up costs varies slightly for each option. The table below shows the average annual surplus and deficit after 5 years of operations estimated for each option.

Item	Base model	B1	B2	B3	B4
Public relations	5,000	5,000	5,000	5,000	5,000
Consultancy costs	10000	10000	10000	10000	10000
TRO review	73,000	73,000	73,000	73,000	73,000
Signs and lines remedial works	300,000	300,000	300,000	300,000	300,000
Signs and lines conversion	17,000	17,000	17,000	17,000	17,000
TRO conversion	3,500	3,500	3,500	3,500	3,500
Set up training	1,500	1,500	1,500	1,500	1,500
Sub total	410,000	410,000	410,000	410,000	410,000
On Street equipment set up	42,500	11,000	42,400	12,000	12,000
Off street equipment set up	14,500	0	13,800	0	0
Ticket and processing equipment set up	25,000	25,000	15,800	16,000	16,000
Sub total	82,000	36,000	72,000	28,000	28,000
TOTAL SET UP COSTS	492,000	446,000	482,000	438,000	438,000

Highlighted £390,000 TRO review and remedial works

4.4.1 All models assume 3-5% of contraventions are issued a PCN, 11,250 PCNs issued annually, 75% collection rate of PCNs. These are considered to be conservative assumptions but model B4 has been added as a further sensitivity test reducing the income with a 10% reduction of on-street ECNs issued.

4.4.2 The main savings and cost efficiencies using the contracted out option (model B3) is in the ongoing cost of labour supply and the initial set up costs for the enforcement hardware, the IT software and the administration team that the contractor will spread out within their rates over the 5 year contract.

4.4.3 A project to review the on-street traffic regulations throughout the County should be commenced and this is a large undertaking. These costs comprise about 80% of the capital set up costs identified in the business model. If these costs can be covered elsewhere by the County Council, then they can be removed from the business plan. The review needs to be undertaken to inform the decision making process (at a cost of approximately £70k). The remedial works to amend any lines and signs (estimated at around £320k) could then be phased over 2-3 years but would restrict where enforcement could be undertaken.

4.5 Study findings for a collaborative Gwent option

4.5.1 The joint modelling process tested the following options:

- Model J1: Provision of CPE functions with enforcement retained by each authority individually and the whole of the administration undertaken by one of the Gwent authorities.
- Model J2 is as J1 but the administration undertaken by a 3rd party authority with the current Wales Penalty Processing Partnership rates used.

- Model J3 is where all the enforcement and administration is provided by one Gwent authority for all the 5 partners.
- Model J4 is as for J3 but all services provided under one contract by a national contractor through a procurement exercise. The model has used current market rates from recent tenders.

4.5.2 The broad conclusions from this exercise were:

- The project overall is more financially secure and has greater resilience in adopting a joint approach.
- Outsourcing the whole parking provision under one contract (J4) to an external contractor is shown to be the most cost effective method. This is the only financial business case that achieved an operational surplus across all five authorities.
- Using a Gwent authority to provide all the services costs an extra total of £659,000 over 5 years (J3) compared to J4.
- Comparing J4 to all the 5 authorities working as individuals (summation of models B3 in each authority), shows a combined saving of £1.56million over the 5 years.

4.5.3 It should be borne in mind that the advantages of a Gwent CPE approach are greater for some of the authorities than others. CCBC is one of only 2 authorities that are predicted to maintain a revenue operational surplus for all financial models. The average annual surplus and deficit after 5 years for CCBC is included in the table below.

Item	J1	J2	J3	J4
SET UP COSTS FOR GWENT				
Operational management set up	77,200	77,200	68,400	66,500
On Street equipment set up	144,200	144,100	144,100	57,100
Off street equipment set up	37,000	37,100	37,100	0
Ticket and processing equipment set up	177,800	102,100	177,800	103,500
Sub total	436,200	360,500	427,400	227,100
(CCBC share of set up costs)	(88,800)	(76,000)	(86,800)	(45,600)
TRO review and remedial works	390,000	390,000	390,000	390,000
CCBC incidental costs (e.g. training & TRO conversion)	3,600	3,400	3,500	3,700
CCBC share of set up costs	88,800	76,000	86,800	45,600
CCBC surplus after 5 years	(183,000)	(193,000)	(292,000)	(398,000)
Total deficit after 5 years	299,400	276,400	188,300	41,300

4.6 Statutory process

4.6.1 To acquire the powers, CCBC will have to formally apply to the Welsh Government (WG) for a Designation Order which decriminalises parking enforcement across the whole of the Caerphilly County Borough. From the date set in this Order, Gwent Police will be unable to enforce the majority of parking related offences, and CCBC must be ready to undertake the responsibilities. Moving traffic violations would remain the responsibility of Gwent Police to

enforce and the full list of parking offences to be transferred to the Council would need to be agreed. The formal application element of the project is estimated to take around 8 to 12 months to complete, with the WG requiring a minimum of 6 months to process the application from date of receipt. The WG currently only accept applications in April and October each year but may make an exception for the last remaining 5 authorities in Wales who have not taken on these powers.

- 4.6.2 Experience indicates that to introduce civil enforcement will require an overall timetable of between 15 and 24 months as a minimum, from the date of a decision to proceed. To manage this project, a Project Steering Group and Project Manager role should be established, to include not only officers from the various internal sections that are concerned, but also ad hoc representatives from Gwent Police. Such is the importance of the project, it is suggested that major policy direction for the project should come from a group of Members and senior officers within CCBC, delegated with the responsibility for successful implementation of decriminalisation.
- 4.6.3 The timing of the submission of the formal application is quite important, as it commits CCBC to a start date, from which variation is not easily possible. This date is also the date when the Police lose the power to enforce parking in the County. The County Council must therefore be confident it can achieve the date. On the other hand, the application has to be submitted in good time to get the necessary Order prepared and approved.
- 4.6.4 If contracting out is to occur, thought needs to be given to the availability of confirmation of the application before any contract is signed, which can lengthen the overall timescale by perhaps about 3-6 months.

4.7 Benefits and advantages

4.7.1 The benefits to CCBC by introducing CPE include:

- Taking control of where, when and how the parking in the County is controlled. CCBC could enforce wherever and whenever they wish and this creates a very flexible service provision that can react to requests for assistance, special events and undertaking evening and weekend enforcement where deemed necessary.
- A coordinated parking enforcement service would be established, covering on and off-street parking.
- The service could eventually be self-financing, including the initial set up costs that will need to be funded accordingly.
- Improved compliance will be seen in permitted parking spaces.
- The implementation of proper enforcement creates a higher turnover of spaces and therefore reduces congestion around the amenities as drivers can find available space more easily than driving around until one becomes available.
- Reduced congestion and obstruction to traffic will also be a benefit to the community as those currently parking in contravention to the detriment of the free flow of traffic are moved on to legal spaces where it is appropriate to park.
- Growth in demand for vehicular access in particular to the main County centres would be restrained.
- The design of future parking schemes such as resident permit schemes, for which there may be a demand, could be undertaken in the knowledge that parking controls would be enforced by CCBC, as the County Borough Council and Highway Authority.
- Overall improved environmental conditions, including safer traffic conditions, and less pollution would result from less illegal parking, fewer cars, and better circulation.
- Parking enforcement would become more locally accountable and adaptable.
- Police resources would be freed up to be diverted to other purposes.
- An increase in use of off-street car parking facilities is expected, and the financial model assumes a 1% increase in off-street pay and display income.

4.7.2 The main point with CPE is that it is simply a change in the enforcement service from the police to local authority control and there are no anticipated major changes to the restrictions on site. It is therefore unlikely that the introduction of CPE will have an impact on the local economy or the shops. In fact, it has been known to have a positive impact where shopkeepers themselves were guilty of parking all day in limited waiting bays outside their own shops thereby preventing turnover of spaces and creating a reduction in footfall. Correct enforcement would alleviate this problem.

4.8 Disadvantages

4.8.1 The disadvantages to CCBC by introducing CPE include:

- Based on the current free parking provision on and off-street across the County, any increased enforcement of parking restrictions would simply move the majority of vehicles to the off street areas that are available.
- The main issue is that there is no opportunity to reverse the process once an Order is made. This implies that once civil, CCBC has to make the system work. This is not so large an issue as might be implied because if the resulting financial equation is not appropriate, it is a matter of adjusting the scale of the enforcement resource until a better balance is found. This would not be an attempt to issue more PCNs but to align the resource level to the income generated.
- The issue of physical violence after the start of CPE is also important to consider. In areas which have already adopted the powers, it has been found that Council CEOs are more prone to physical abuse and even attack than are Police personnel, so an excellent link to the police to request urgent assistance is essential.
- The most constructive attitude tends to be where the police recognise that having a larger number of uniformed people on the street can act as a benefit to their operations, acting as eyes and ears to assist them, as well as vice-versa.

4.9 Issues for consideration

4.9.1 Collaboration: Should CCBC decide to collaborate with the other Gwent local authorities to provide a joint service, for all the options considered in the financial models, an operational surplus is forecast for CCBC which increases with collaboration. This is not the case for all local authorities (whether operating individually or as a Gwent region) and may influence their decision making on whether to collaborate or not.

4.9.2 Engagement with Gwent Police: The current notification is that Gwent Police will withdraw from parking enforcement by April 2018. Even if a decision is taken now to adopt CPE powers, it would not be possible to have them in place and enforceable by April 2018. Discussions are ongoing with Gwent Police for them to delay any withdrawal of their services in relation to parking enforcement until the Gwent authorities are in a position to adopt the relevant powers if the authorities support the decision. Should the Gwent authorities not support taking on the powers of CPE, it is currently unknown whether Gwent Police would continue to support enforcement.

4.9.3 Community Safety Wardens: Some Authorities have expressed a wish that the CEOs have a dual role in that they enforce other aspects of street management such as litter dropping and dog fouling. The legislation governing the CEO precludes this dual enforcement role being undertaken simultaneously and it could also affect the financial predictions should the CEOs be doing something other than parking enforcement.

4.10 Considerations for Members

4.10.1 The key questions for Members to consider and for which views are sought in order for the Council to agree a position are:

4.10.2 Should the Council take on CPE powers?

1. Does the Council wish to have direct operational control or can the service be out-sourced?
2. Does the Council wish to operate a shared service with the other local authorities in Gwent in any way?
3. What level of public consultation and engagement is required? The general experience is that CPE on its own is not a topic which engenders a lot of public interest; where such interest does exist, it is usually either a strong view that "more enforcement" is required, or it stems from particular sections of the community who perceive it as a threat e.g. retail operators who think more enforcement will damage trade.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 Should CPE powers be progressed and a clear direction identified, the well-being implications for future generations may include: increased road safety through the reduction of inappropriate parking and freer traffic flow; less congestion through a higher turnover of spaces reducing road risk and improving air quality; a possible shift to more environmentally sustainable transport; police resources released to crime and disorder; a greater uniformed deterrent presence.

Consideration of CPE powers will be subject to the involvement of local communities through consultation once the initial direction is determined. The options include collaboration across the five Gwent local authorities, and with the private sector, should a commissioned service be the favourable option. CPE may prevent some problems that are apparent with the current limited police enforcement due to competing demand.

6. EQUALITIES IMPLICATIONS

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

7. FINANCIAL IMPLICATIONS

- 7.1 The financial implications will depend on the CPE option pursued, if pursued, and are broadly set out within the report at para 4.4.1 for CCBC independently and at para 4.5.3 for CCBC as part of a Gwent collaborative initiative.
- 7.2 More specific detail will be provided in the subsequent report once a clear direction has been identified.
- 7.3 If CCBC were to directly manage enforcement a slightly enlarged parking management structure would be required, including an additional 5.5 full time equivalent (FTE) Civil Enforcement Officers (CEO). Additional financial resources may be required depending on the option pursued and full details would be the subject of a future report.

8. PERSONNEL IMPLICATIONS

- 8.1 If CCBC were to directly manage enforcement a slightly enlarged parking management structure would be required, including an additional 5.5 full time equivalent (FTE) Civil Enforcement Officers (CEO). Additional resources may be required depending on the option pursued and full details would be the subject of a future report.

- 8.2 With regard to Options B1-3 and J1-4, there will be some personnel implications. These are currently being investigated and will be detailed further in the following Stage 2 report.

9. CONSULTATIONS

- 9.1 The comments received on this report from the list of consultees have been incorporated within the report.

10. RECOMMENDATIONS

- 10.1 To consider and discuss the findings of the review undertaken to date and to provide views on the scope of further detailed work that should be undertaken to inform a further report to the committee, prior to proposing a delivery model to the Cabinet that is best placed to serve the needs of the county borough and its citizens.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 To determine whether or not the Council should take on CPE powers and to understand the implications of any decision.

12. STATUTORY POWER

- 12.1 The Traffic Management Act 2004 and the Road Traffic Regulation Act 1984.

Author: Clive Campbell – Transportation Engineer Manager
Consultees: Cllr. Sean Morgan – Cabinet Member for Economy, Infrastructure, Sustainability and Wellbeing of Future Generations Champion
Cllr. Tudor Davies – Chair of Regeneration and Environment Scrutiny Committee
Cllr. Christine Forehead – Vice Chair of Regeneration and Environment Scrutiny Committee
Chris Burns – Interim Chief Executive
Christina HARRY – Corporate Director of Communities
Richard Harris – Acting Deputy Monitoring Officer
Gail Williams – Interim Head of Legal Services and Monitoring Officer
Marcus Lloyd – Acting Head of Engineering Services
Dean Smith – Principal Engineer (Traffic Management)
Mark S. Williams – Head of Community and Leisure Services
Mike Eedy – Finance Manager
Shaun Watkins – HR Manager
Anwen Cullinane – Senior Policy Officer – Equalities and Welsh Language
Kathryn Peters - Corporate Policy Manager



CABINET – 28TH FEBRUARY 2018

SUBJECT: STATUTORY DATA PROTECTION OFFICER ROLE

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

- 1.1 The report, which was considered by the Audit Committee on 30th January 2018 provide Members with details of the requirement to create a new statutory role of Data Protection Officer as prescribed by the forthcoming EU General Data Protection Regulation (GDPR).
- 1.2 The GDPR will come into force on 25th May 2018. The GDPR will enhance existing protections for personal data, introducing new requirements and increasing the maximum monetary penalty for data breaches from £500,000 to £20 million or 4% of global annual turnover.
- 1.3 In addition, there is a requirement to introduce a new statutory role of Data Protection Officer (DPO) for the Council. Currently the Data Controller responsible for data protection compliance is the Council as a corporate body and not a specific employee within the Council. However, responsibility for data protection has been delegated to the Corporate Information Governance Unit (CIGU) which is overseen by the Senior Information Risk Owner (SIRO) and the new statutory role will build on this existing sound foundation.
- 1.4 To assure the Council as Data Controller that information is managed consistently and risks are minimised across every Council service, the SIRO and information governance expertise provision are currently a corporate function. As this is the case, it would seem appropriate that the DPO is located within the corporate function also.
- 1.5 Following consideration and discussion, it was moved and seconded that the recommendation in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officers report Audit supported the proposal to add the DPO role to the responsibilities associated with Corporate Information Governance Manager and recommended to Cabinet to be endorsed,

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

Appendices:
Appendix 1 Audit Committee Report – 30th January 2018.

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AUDIT COMMITTEE – 30TH JANUARY 2018

SUBJECT: STATUTORY DATA PROTECTION OFFICER ROLE

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

1. PURPOSE OF REPORT

- 1.1 To ensure that Members are aware 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 seek the views of Members prior to presentation of the report to Cabinet.

2. SUMMARY

- 2.1 The GDPR will come into force on 25th May 2018 introducing a new requirement for organisations to have a statutory role of Data Protection Officer (DPO). This report proposes how this function could be delivered in CCBC.

3. LINKS TO STRATEGY

- 3.1 Data protection and information governance is an important element in delivering council priorities and ensuring contribution to the well-being goals 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 and thriving Welsh Language
- A globally responsible Wales

4. THE REPORT

- 4.1 The GDPR will come into force on 25th May 2018, enhancing existing protections for personal data, introducing new requirements and increasing the maximum monetary penalty for data breaches from £500,000 to €20 million or 4% of global annual turnover.
- 4.2 One of the new requirements is the need to introduce a new statutory role of Data Protection Officer (DPO) for the Council. Currently the Data Controller responsible for data protection compliance is the Council as a corporate body and not a specific employee within the Council. However, responsibility for data protection has been delegated to the Corporate Information Governance Unit (CIGU) which is overseen by the Senior Information Risk Owner (SIRO) and the new statutory role will build on this existing sound foundation.

- 4.3 The GDPR offers advice regarding the responsibilities and options for organisations relating to the DPO role. The salient points have been extracted and provided as Appendix 1 for ease of reference.
- 4.4 Appendix 2 describes the current allocation of data protection duties within the Council outlining the broader information management role of the Corporate Information Governance Unit (CIGU) including the Corporate Information Governance Manager, the SIRO, the close relationships with Legal Services at Exemption Panel and all Service Areas via their Information Governance Stewards. The CIGU team members have qualifications and experience to satisfy the GDPR requirement for “professional experience and knowledge of data protection law that is proportionate to the level of protection that the personal data processed by the Council requires” as recommended by the Information Commissioner’s Office (ICO) Guide to GDPR.
- 4.5 To assure the Council as Data Controller that information is managed consistently and risks are minimised across every Council service, the SIRO and information governance expertise provision are currently a corporate function. As this is the case, it would seem appropriate that the DPO is located within the corporate function also..
- 4.6 Having considered the GDPR guidance available, ICO advisory publications and current working practices and structure in place in CCBC, the most appropriate approach would be to allocate the DPO role to the Authority’s Corporate Information Governance Manager (CIGM).
- 4.7 It is proposed to maintain a direct reporting line between the DPO and the more senior SIRO role as this keeps GDPR compliance consistent with the UK government approach to broader information risk.

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 as detailed below:
- 5.1.1 Long Term – Effective and appropriate information governance, data protection and insight sharing is critical to future service provision.
 - 5.1.2 Prevention - Effective and appropriate information governance, data protection and insight sharing will enhance service areas’ capability to predict future service demand, identify trends and revise service plans or intervene to prevent a problem occurring or worsening.
 - 5.1.3 Integration – Safe and appropriate sharing of information contributes to the Well-being Goals, the Council’s own Well-being Objectives as well as those of other organisations.
 - 5.1.4 Collaboration – Safe and appropriate sharing of information is a key element of collaboration projects.
 - 5.1.5 Involvement – Although this report relates to a statutory requirement, an element of the DPO role will be to advise the organisation how to make appropriate information available and accessible thereby facilitating the involvement process.

6. EQUALITIES IMPLICATIONS

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

7. FINANCIAL IMPLICATIONS

7.1 None.

8. PERSONNEL IMPLICATIONS

8.1 The personnel implications are included in this report.

9. CONSULTATIONS

9.1 The report reflects the views expressed by the consultees.

10. RECOMMENDATIONS

10.1 It is recommended that Audit Committee endorse the proposal to add the DPO role to the responsibilities associated with Corporate Information Governance Manager post prior to an approval request being presented to Cabinet.

11. REASONS FOR THE RECOMMENDATIONS

11.1 The recommendation is compliant with the GDPR guidance available, ICO advisory publications and fits well with the current working practices and structure in place in CCBC.

11.2 The CIGM position already demands the technical knowledge required by GDPR and the associated DPO role. The current post-holder has an in-depth knowledge of CCBC's information holdings and strong working relationships with the service areas.

12. STATUTORY POWER

12.1 Local Government Act 2000.

Author: Paul Lewis, Acting Head of IT & Central Services and SIRO
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Consultees: Cllr. Colin Gordon, Cabinet Member for Corporate Services
Cllr. Barbara Jones, Deputy Leader & Cabinet Member for Finance, Performance and Governance / Corporate Governance Panel Member
Richard Harris, Internal Audit Manager / Acting Deputy Monitoring Officer
Robert Hartshorn, Head of Policy and Public Protection / Corporate Governance Panel Member
Lynne Donovan, Acting Head of Human Resources and Organisational Development
Steve Harris, Interim Head of Corporate Finance
Lisa Lane, Corporate Solicitor
Bethan Manners, Senior Solicitor

Appendices:

Appendix 1 – Extract from GDPR (Articles 37, 38 and 39) on DPO role

Appendix 2 – Current Allocation of Data Protection Roles within the Council

Extract from GDPR:

**SECTION 4
DATA PROTECTION OFFICER**

Article 37 - Designation of the Data Protection Officer

1. The controller and the processor shall designate a data protection officer in any case where:

- (a) the processing is carried out by a public authority or body, except for courts acting in their judicial capacity;
- (b) the core activities of the controller or the processor consist of processing operations which, by virtue of their nature, their scope and/or their purposes, require regular and systematic monitoring of data subjects on a large scale; or
- (c) the core activities of the controller or the processor consist of processing on a large scale of special categories of data pursuant to Article 9 and personal data relating to criminal convictions and offences referred to in Article 10.

2. A group of undertakings may appoint a single data protection officer provided that a data protection officer is easily accessible from each establishment.

3. Where the controller or the processor is a public authority or body, a single data protection officer may be designated for several such authorities or bodies, taking account of their organisational structure and size.

4. In cases other than those referred to in paragraph 1, the controller or processor or associations and other bodies representing categories of controllers or processors may or, where required by Union or Member State law shall, designate a data protection officer. The data protection officer may act for such associations and other bodies representing controllers or processors.

5. The data protection officer shall be designated on the basis of professional qualities and, in particular, expert knowledge of data protection law and practices and the ability to fulfil the tasks referred to in Article 39.

6. The data protection officer may be a staff member of the controller or processor, or fulfil the tasks on the basis of a service contract.

7. The controller or the processor shall publish the contact details of the data protection officer and communicate them to the supervisory authority.

Article 38 - Position of the Data Protection Officer

1. The controller and the processor shall ensure that the data protection officer is involved, properly and in a timely manner, in all issues which relate to the protection of personal data.

2. The controller and processor shall support the data protection officer in performing the tasks referred to in Article 39 by providing resources necessary to carry out those tasks and access to personal data and processing operations and to maintain his or her expert knowledge.

3. The controller and processor shall ensure that the data protection officer does not receive any instructions regarding the exercise of those tasks. He or she shall not be dismissed or penalised by the controller or the processor for performing his

tasks. The data protection officer shall directly report to the highest management level of the controller or the processor.

4. Data subjects may contact the data protection officer with regard to all issues related to processing of their personal data and to the exercise of their rights under this Regulation.

5. The data protection officer shall be bound by secrecy or confidentiality concerning the performance of his or her tasks, in accordance with Union or Member State law.

6. The data protection officer may fulfil other tasks and duties. The controller or processor shall ensure that any such tasks and duties do not result in a conflict of interests.

Article 39 - Tasks of the Data Protection Officer

1. The data protection officer shall have at least the following tasks:

- (a) to inform and advise the controller or the processor and the employees who carry out processing of their obligations pursuant to this Regulation and to other Union or Member State data protection provisions;
- (b) to monitor compliance with this Regulation, with other Union or Member State data protection provisions and with the policies of the controller or processor in relation to the protection of personal data, including the assignment of responsibilities, awareness-raising and training of staff involved in processing operations and the related audits;
- (c) to provide advice where requested as regards the data protection impact assessment and monitor its performance pursuant to Article 35;
- (d) to cooperate with the supervisory authority;
- (e) to act as the contact point for the supervisory authority on issues relating to processing, including the prior consultation referred to in Article 36 and to consult, where appropriate, with regard to any other matter.

2. The data protection officer shall in the performance of his or her tasks have due regard to the risk associated with processing operations, taking into account the nature, scope, context and purposes of processing.

Current Allocation of Data Protection Duties within the Council

1. The Data Controller for Data Protection purposes must be the Council, not an employee within the Council, but clearly this task must be delegated day to day. Due to legal changes over the last two decades, the Council has evolved a number of different reporting arrangements for Information Governance (IG), which encompasses data protection, broader information risk relating to non-personal information (e.g. confidentiality for drafts, commercial purposes, legal professional privilege, etc), records management and information requests. Allocation of the DPO role is an opportunity to review arrangements for information governance as a whole to achieve more consistency.
2. Currently the Council delegates data protection duties to the Senior Information Risk Owner (SIRO) (the Head of IT and Central Services), who manages 2.8 permanent and 1 temporary employee in the Corporate Information Governance Unit (CIGU) and oversees the Council's Information Governance Work Programme. The Corporate IG Manager deputises for the SIRO role when required. The SIRO reports to CMT via the Director of Corporate Services and Corporate Governance Panel have oversight of the Council's Information Governance Work Programme via regular reports. The Chief Executive decides on the majority of information request appeals, but the SIRO is responsible for data protection appeals and breaches.
3. To mitigate information risk whilst making better use of Council information assets, CIGU has devised a work programme for Information Governance Stewards Council-wide to advise their Service Area on routine data protection matters, information requests, records management and training requirements. More complex matters, exemptions, contracts, partnership arrangements, data breaches, etc are referred back to CIGU. IG Stewards undertake these tasks alongside their substantive post and whilst Directorates such as Education and Social Services have officers who are able to spend more time on these tasks, other Service Areas rely on a network of IG Liaison Officers to share the IG workload throughout their Service Area.
4. Legal impacts of IG proposals to reduce risk and make better use of information assets are considered by CIGU at Exemption Panel with the Head of Legal or Principal Solicitor and a representative from the Service Area. It is advantageous to have a distinction between IG and Legal Services, as compliance with law is one part of IG, but managing information to best practice standards to benefit service areas is equally important and the current Exemption Panel arrangements have proven to work very effectively over the last 12 years.
5. CIGU team members hold the nationally recognised ISEB qualification in Data Protection and the team has over 12 years experience of working with data protection legal changes, national case law, as well as experience of the Council, its services and its information assets. Retaining day-to-day tasks with this established team will satisfy the GDPR requirement for "professional experience and knowledge of data protection law that is proportionate to the level of protection that the personal data processed by the Council requires".
6. The SIRO role encompasses information risks across all types of information not just those records containing personal information and has a key role in advocating better ways of working to maximise use of the Council's information assets. Therefore it is desirable to maintain the SIRO role at a senior level to oversee Data Protection compliance as well as information risk more broadly, which also fits with best practice across the UK.
7. It is recommended that Information Governance remains a corporate function so that the Council as Data Controller can be assured that its information is managed consistently and risks are low across every Council service. Whilst other Service Areas are key stakeholders in information governance particularly if they process highly sensitive personal information, retaining the function within Corporate Services Directorate will provide corporate assurance and is consistent with the IG role in other local authorities.

8. The following arrangements have developed over time since DPA was passed in 1998 and FOI became fully implemented in 2005. Designation of the DPO role is also an opportunity to clarify responsibilities of the SIRO.

Role	History	Task
Senior Information Risk Owner (SIRO)	Cabinet Office recommended Board level role (one of key improvements after 2007 HMRC data loss). In Welsh LAs this role tends to sit with a Head of Service and in 2013 Audit Committee assigned the role to Head of IT and Central Services.	<ul style="list-style-type: none"> • Oversees info risk evidenced from six monthly info risk returns from each service. • Signs-off data breach outcomes and makes decision on self-reports to ICO. • Makes decisions on DPA complaints, including SARs. • Manages CIGU who undertake IG work day-to-day.
Chief Executive or other appropriate senior officer	CE assigned to review FOI/EIR appeals in 2004. Due to a number of instances where the CE had been involved in a situation that resulted in an FOI request, this was modified to “or an appropriate senior officer”.	<ul style="list-style-type: none"> • FOI/EIR appeals
Exemption Panel	Originally established in 2005 for FOI/EIR exemptions, but quickly started to consider any IG matter that required a legal perspective (either a non-IG law impact on decision, or second opinion on an IG law that CIGU had researched).	<ul style="list-style-type: none"> • Comprises either Head of Legal or Principal Solicitor (on rota basis), CIGU rep and rep from Service Area. Decision is joint, but Exemption Form is signed by the solicitor on duty to give legal weight. • CIGU does background research on law, case law/decision notices and any guidance from regulators (ICO, Surveillance Commissioner, etc) and makes recommendation for Panel. • Consultee together with CIG Manager on FOI/EIR appeals prior to Chief Executive or appropriate senior officer making decision on outcome.
Data Protection Officer (statutory from May 2018)	<p>This role has existed since early 1980s when DPA first introduced and sits with the Head of Service overall responsible for DPA compliance.</p> <p>Since 2013, DP Officer (Head of IT) has also been the SIRO, but the SIRO title has been used instead to reflect broader information risk associated with non-personal data and to fulfil the functions defined by Cabinet Office and WLGA recommendations.</p>	<ul style="list-style-type: none"> • Currently same tasks as SIRO, as sits with same person. • Will be a statutory function from May 2018, which GDPR states needs to sit with someone with DPA expertise. • NB The corporate role needs to be called “Statutory” or “Corporate” DPO to avoid confusion with existing roles in Social Services Directorate.

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CABINET – 28TH FEBRUARY 2018

SUBJECT: RE-PROFILING OF WHQS PROGRAMME AND HRA CAPITAL PROGRAMME 2018/2019

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

-
- 1.1 The attached report, which was presented to the Caerphilly Homes Task Group on 15th February 2018, is due to be considered by the Policy and Resources Scrutiny Committee on 27th February 2018, prior to its referral to Cabinet.
 - 1.2 The views expressed at the meeting and the recommendations of the Scrutiny Committee will be reported verbally to Cabinet.

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

Appendices:

Appendix 1 Report to Caerphilly Homes Task Group on 15th February 2018 - Agenda Item 4

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POLICY AND RESOURCES SCRUTINY COMMITTEE – 27TH FEBRUARY 2018

**SUBJECT: RE-PROFILING OF WHQS PROGRAMME AND HRA CAPITAL
PROGRAMME 2018/2019**

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

- 1.1 The report was considered by Caerphilly Homes Task Group on 15th February provided Members with proposals for re-profiling the WHQS programme with the aim of ensuring full compliance by 2020.
- 1.2 The report outlined that there has continued to be good progress with the WHQS delivery programme during 2017/18. However, it has been necessary to review the programme and take account of changing circumstances to ensure full compliance by 2020. The report sets out the reviewed programme.
- 1.3 Following the Wales Audit Office Review conducted in April 2017, a commitment has been made to complete 40% of the external works and 75% of the internal works by March 2018. At the end of December 2017, 33% of the external works have been completed and 70% of the internal works have been completed. A further commitment has been made to Welsh Government that 80% of external works and 90% internal works would be completed by March 2019.
- 1.4 A separate programme of works was established for the sheltered housing schemes with agreement that both internal and external works would be undertaken by the in-house workforce. This work is on programme for completion by 2020 and is therefore not required to be re-profiled at this time.
- 1.5 The HRA Capital Programme budget has been revised based on accurate recent actual costs projected forward to the end of the programme. This data now replaces the previous Savill's estimates and demonstrates that the housing business plan and the WHQS Programme remains financially viable.
- 1.6 The Caerphilly Homes Task Group discussed the report at length and raised concerns in relation to the external works and assurances were sought that the programme of works would be completed by the 2020 deadline. Officers confirmed that there has been a need to re-profile due to slippage, however, these issues have now been resolved and the Task Group were assured that the works would be completed within the Welsh Government timescale.
- 1.7 The Caerphilly Homes Task Group were also asked to consider rolling forward the properties that were planned to be undertaken by an external contractor during 2018/19 to 2019/20, whereby the in-house workforce would have capacity to undertake the work. With a marginal number of properties programmed for the final year there can be confidence that the internal works can be completed by March 2020. In addition, Welsh Government has confirmed that the deadline for achievement of WHQS is December 2020 which provides additional flexibility.

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

RESOLVED that for the reasons outlined in the Officers report and as discussed at the meeting, the Caerphilly Homes Task Group support the option in 4.17 of the report to roll forward the properties planned to be undertaken in 2018/19, in order that the works can be conducted by the in-house workforce, and recommend to Policy and Resources Scrutiny Committee and thereafter Cabinet.

1.8 The Scrutiny Committee are asked to consider the report and comments from the CHTG.

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

Appendix 1 Report to Caerphilly Homes Task Group – 15th February 2018



CAERPHILLY HOMES TASK GROUP – 15TH FEBRUARY 2018

SUBJECT: RE-PROFILING OF WHQS PROGRAMME AND HRA CAPITAL PROGRAMME 2018/2019

REPORT BY: INTERIM CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 This report provides members with proposals for re-profiling the WHQS programme with the aim of ensuring full compliance by 2020, prior to the report being considered by Policy and Scrutiny Resources Committee and thereafter Cabinet for approval.

2. SUMMARY

- 2.1 Whilst good progress has been made with the delivery of the programme during 2017/18, it has been necessary to review the programme to take account of changing circumstances to ensure full compliance by 2020. This report sets out the revised programme.
- 2.2 Following the Wales Audit Office Review conducted in April 2017, a commitment has been made to complete 40% of the external works and 75% of the internal works by March, 2018. At the time of writing this report 33% of external works had been completed and 70% of internal works. A further commitment has been made to WG that 80% of external and 94% of internal works would be completed by March 2019.
- 2.3 A separate programme of works was established for our sheltered housing schemes with agreement that both internal and external works would be undertaken by our in-house workforce. This work is on programme for completion by 2020 and is therefore not required to be re-profiled at this time.
- 2.4 The HRA Capital Programme budget has been revised based on accurate recent costs projected forward to the end of the programme. This data now replaces the previous Savill's estimates and demonstrates that the housing business plan and the WHQS programme remains financially viable.

3. LINKS TO STRATEGY

- 3.1 The delivery of the WHQS programme is coterminous with the aims of the Wellbeing of Future Generations (Wales) Act 2015 which requires public bodies to work towards a shared vision comprising 7 goals and adopt the 5 "Ways of Working". The goals and the 5 Ways of Working will underpin the delivery of the programme and include planning and acting for the long term, integration, involvement, collaboration and prevention. The WHQS investment in Council homes to transform lives and communities is a Well Being Objective.
- 3.2 The Welsh Housing Quality Standard is intended to ensure that all local authority and housing association homes are improved and maintained to achieve specified standards. It is a Welsh Government requirement that the WHQS is achieved by 2020.

3.3 The Single Integrated Plan 2013-2017 has a priority to “improve standards of housing and communities, giving appropriate access to services across the County Borough”.

4. THE REPORT

- 4.1 In September 2012 an investment strategy was approved by the Caerphilly Homes Task Group/Cabinet Sub Committee which outlined how the WHQS Programme would be implemented on a community based approach over the period to 2019/20. The work is split between the in house work force and contractors and, with the exception of sheltered housing, there are separate sequences for internal and external works.
- 4.2 As a result of various setbacks which caused major slippage to the programme the investment strategy was reviewed and a revised programme was approved in March 2017. This formed the basis for the 2017/18 Capital Programme and 2017/18 works programme.
- 4.3 During the course of the programme there will inevitably be issues that will impact on its delivery given the volumes of properties and works involved. There are occasions where tenants are unable to proceed with the works due to a variety of reasons e.g. ill health, personal circumstances or simply they may not want the disruption that some of these works can cause. There have also been some issues in relation to contractor performance where outputs have not achieved the expected levels as well as encountering unforeseen additional work. These factors can all give rise to delays with the programme and subsequent slippage.
- 4.4 In addition in August 2017 one of our main internal works contractors (Contract Services) ceased trading. This has impacted on the progress of internal works in the Lower Rhymney Valley and therefore the future programme has been amended to take account of this.
- 4.5 Following a WAO Review of the WHQS programme, which was undertaken in April 2017, a commitment has been made to complete 75% of the internal works programme by March 2018 and at the time of preparing this report, completions are at 70%. Projections indicate that completions are still likely to be close to 75% target.
- 4.6 A stepped change has resulted in a significant improvement to the completion of external works. At 31st March 2017 completions were at 10% whereas currently this has increased to 33% with a target for the delivery of 40% by 31st March 2018.
- 4.7 In addition external improvements have also been undertaken to a number of our non-traditional housing which has included major structural changes to Precast Reinforced Concrete (PRC) properties, as well as energy efficiency improvements to no-fines concrete properties, over and above WHQS requirements.
- 4.8 Given the various delays and issues that have occurred over previous years, contingency arrangements have been put in place to increase momentum and to provide a safeguard for any unforeseen changes to ensure the programme continues to be deliverable.
- 4.9 Contingency arrangements include the implementation of a new Dynamic Purchasing System (DPS) which has provided a large list of approved contractors who can be utilised to tender for internal or external works throughout the borough.
- 4.10 The Private Sector Housing team continue to assist with the delivery programme by undertaking packages of external works which include leaseholder properties and the Housing Repair Operations team are also assisting with bespoke projects, e.g. door entry systems, fire doors as well as bringing void properties up to WHQS.
- 4.11 Following previous agreement for the work to our sheltered housing schemes to be undertaken by our own in-house workforce, good progress has been made with completion on track to meet programme targets.

- 4.12 Taking account of various factors impacting on the programme a revised property profile is shown in the table below, which includes the sheltered schemes and leasehold properties.
- 4.13 The property profile assumes that the number of properties for either internal or external works will be delivered in the year shown and provides the basis for planning. However the reality is that this will never be the case on the ground and adjustments will inevitably arise between the years for a variety of reasons. An overriding concern is to limit the amount of slippage as the scope to catch up in the last year is limited. Slippage has been assumed from 2017/18 and 'built in' to the forward work programme below:-

Revised Property Profile

Year	Internal Work	External Work
2018/19	2045	4328
2019/20	666	2165

- 4.14 The average rate of internal weekly completions for 2017/18 is consistent with performance for 2016/17 with approximately 44 per week up to week 36 of the programme. Officers are working closely with the contractors and in-house teams to maintain these high levels of productivity and further improve where possible without impacting on quality.
- 4.15 Members will be aware that one of our main internal contractors ceased trading in August 2017. Consideration has been given on how best to manage the workload that had been programmed for this contractor and taking feedback into account from members and tenants, it has been determined that much of this work could be undertaken by the in-house workforce.
- 4.16 The revised programme, therefore, allows for properties that are remaining in the LRV, which were originally planned to be undertaken by the external contractor, in 2017/18, to now be carried out by the in-house workforce during the 2018/19 financial year. Work allocated to the external contractor for 2018/19 can be packaged to create a number of smaller contracts which could be tendered for using the Dynamic Purchasing System. Therefore those properties originally programmed for 2018/19 will remain within this financial year.
- 4.17 Alternatively, consideration could also be given to rolling forward the properties that were planned to be undertaken by the external contractor during 2018/19 to 2019/20, whereby the in-house workforce would have capacity to undertake the work. The proposed programme, however, has been re-profiled based on works in the LRV being progressed by external contractors. With a significant reduction in the numbers of properties programmed for the final year there can be some confidence that the internal works can be completed by March 2020. In addition Welsh Government have confirmed that the deadline for achievement of WHQS is December 2020 which provides additional flexibility.
- 4.18 For external works the total property completions for 2016/17 amounted to 835. This was significantly short of the original target, so the slippage was brought forward and included in the 2017/18 target of 4,675. Despite significant improvements being made, it is anticipated that we will fall short of this target. A commitment was however made following the Wales Audit Office Review of the WHQS programme, that 40% of the external works would be completed by March 2018. This equates to a total of 4,328 properties which is on target to be delivered.
- 4.19 A further commitment was made to deliver 80% of the external works and 94% of internal works by March 2019 and this has been reflected in the table above and the re-profiled programme attached as Appendix 1.

- 4.20 The expenditure estimates in previous years have been derived from the Savills cost plan which was provided in 2008, based on a 15% stock condition survey. The programme provided in Appendix 1 is now based on more accurate costs, utilising average outturn costs from recent contracts and more up to date surveys. There will continue to be regular reviews of the cost plan based on trend data from valuations and tender prices. The latest assessment indicates that the programme currently remains within the limits of affordability set by the HRA business plan.
- 4.21 Energy efficiency measures continue to be explored and implemented where possible. Works are currently ongoing in Lansbury Park. These works will continue into 2018/19. There are indications that further funding assistance may become available which will be monitored and should suitable funding opportunities be identified applications for access to these funds will be made.
- 4.22 A copy of the sheltered housing programme has been provided in Appendix 2, although this remains unchanged.
- 4.23 Due to the ongoing variances to the budget a contingency sum has been included. Given the size of the programme and the unknown work content this contingency sum is a best assessment based on the knowledge to date.

5. WELLBEING OF FUTURE GENERATIONS

- 5.1 The delivery of the WHQS improvement programme is coterminous with the aims of the wellbeing of Future Generations (Wales) act 2015, in particular:-
- **Long Term:** the report includes the continued investment to achieve WHQS by 2020. This investment provides long term improvements to the property, community and to the tenants well being.
 - **Integration:** The programme looks to integrate property and environmental improvements that will benefit and transform lives and communities throughout the borough. It further brings together a variety of stakeholders to deliver long term sustainable benefits for lives and communities.
 - **Involvement:** Tenants and local residents are being consulted on the proposed property improvements, environmental works along with various initiatives that are part of the WHQS programme delivery.
 - **Collaboration:** The programme delivery is focussed on internal collaboration, partnerships with suppliers and contractors, joint working with the community and various groups. The delivery of community benefits and tenant engagement by all involved with the WHQS programme is a key focus and is clearly demonstrable within its delivery.
 - **Prevention:** The works to improve lives and communities will help tackle local unemployment. It will further improve the look and feel of the environment and help prevent antisocial behaviour.

6. EQUALITIES IMPLICATIONS

- 6.1 An EqlA screening has been completed in accordance with the Council's Equalities Consultation and Monitoring Guidance and no potential for unlawful discrimination and for lower level or minor negative impact have been identified, therefore a full EqlA has not been carried out.
- 6.2 The implementation of the WHQS Programme will ensure compliance where appropriate with current Building Regulations and Equality Act requirements. The Council's procurement processes include equalities requirements and compliance by contractors undertaking WHQS work.

7. FINANCIAL IMPLICATIONS

- 7.1 The budget estimate for the overall programme for 2018/19 is £35m which is now based on a more accurate cost plan for external works and internal works. Work has been completed on assessing the actual outturn costs in place of Savills budget estimates and including an adjustment based on properties that are “previously achieved” or categorised as acceptable fails. This work has been developed and included in the reassessment of the budget cost plan and re-profiled WHQS programme.
- 7.2 Based on the budget estimate the works programme for 2018/19 will require an average expenditure for the direct works programme of approximately £700k per week.
- 7.3 Arbed grant funding is already being utilised at Lansbury Park in relation to EWI works. This grant assisted work will also be supported by WHQS funding to be extended into 2018/19 to transform the estate and contribute towards addressing fuel poverty. Further grant funding opportunities will be sought as opportunities arise for the benefit of our tenants and the housing stock.

8. PERSONNEL IMPLICATIONS

- 8.1 The timetable pressure is increasing and there has to be the capacity within the staff resources to cope with the volume of work. Staff movement and recruitment will continue to meet changing demand and risks to the programme.
- 8.2 A restructure of Caerphilly Homes is being progressed to improve integration in order to maximise the skills, experience and capacity within the service area to not only deliver the WHQS programme by 2020, but to also ensure the required resources are in place to continue to maintain the standard post 2020.
- 8.3 Elements of the programme have also been allocated to third parties as a means to spread the risk and create extra capacity. These relate to the HRA garages and the proposed re-modelling of a number of sheltered schemes allocated to Building Consultancy and the external works to various leaseholder properties throughout the authority being allocated to the Private Sector Housing Team.
- 8.4 A separate report will be provided on the Environmental Programme which is also being delivered with in-house support being provided by Grounds Maintenance and the Highways Operations Group.

9. CONSULTATIONS

- 9.1 Comments received have been taken into consideration within the report.

10. RECOMMENDATIONS

- 10.1 The CHTG note the contents of the report prior to the report being forwarded to the Policy and Resources Scrutiny Committee and Cabinet.
- 10.2 That members consider the options provided in items 4.15 and 4.16 of the report and make a recommendation for further consideration by Policy and Resources Scrutiny Committee and thereafter Cabinet.

11. REASON FOR RECOMMENDATIONS

- 11.1 To inform the Task Group of proposed changes to the WHQS Programme and the HRA Capital Programme.

12. STATUTORY POWER

- 12.1 Housing Acts 1985, 1996, 2004. This is a Cabinet function.

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Consultees:

Cllr Lisa Phipps	- Cabinet Member for Homes and Places
Christina Harrhy	- Interim Chief Executive
Marcus Lloyd	- Acting Head of Engineering Services
Jane Roberts Waite	- Strategic Co-ordination Manager
Rhys Lewis	- Systems and Performance Manager
Fiona Wilkins	- Public Sector Housing Manager
Paul Smythe	- Housing Repair Operations Manager
Colin Roden	- WHQS Project Manager
Alan Edmunds	- WHQS Project Manager
Steve Greedy	- WHQS Project Manager

Appendices:

Appendix 1: Re-profiled Investment Strategy

Appendix 2: Sheltered Housing Programme

Community/Street	Number of homes	Internal works complete by	External works complete by	All works complete by
ABERBARGOED LOWER	47	2016/17	2017/18	2017/18
CHURCH STREET	1	2016/17	2017/18	2017/18
COMMERCIAL STREET	15	2016/17	2017/18	2017/18
CWRT COCH STREET	8	2016/17	2017/18	2017/18
ELM STREET	2	2016/17	2017/18	2017/18
GEORGE STREET	1	2016/17	2017/18	2017/18
HEOL TIR Y LLAN	2	2016/17	2017/18	2017/18
PENGAM ROAD	3	2016/17	2017/18	2017/18
TY FRY ROAD	11	2016/17	2017/18	2017/18
WILLIAM STREET	4	2016/17	2017/18	2017/18
ABERBARGOED MIDDLE	88	2016/17	2017/18	2017/18
BEDWELLY ROAD	3	2016/17	2017/18	2017/18
BRYN Y PWLL	10	2016/17	2017/18	2017/18
BYRON ROAD	5	2016/17	2017/18	2017/18
DUFFRYN STREET	11	2016/17	2017/18	2017/18
MILTON CLOSE	7	2016/17	2017/18	2017/18
NEUADDWEN STREET	19	2016/17	2017/18	2017/18
PANT STREET	4	2016/17	2017/18	2017/18
RHIWAMOTH STREET	5	2016/17	2017/18	2017/18
SHELLEY CLOSE	12	2016/17	2017/18	2017/18
TREDEGAR TERRACE	4	2016/17	2017/18	2017/18
YEW STREET	8	2016/17	2017/18	2017/18
ABERBARGOED UPPER	216	2017/18	2018/19	2018/19
COEDYMOETH ROAD	17	2017/18	2018/19	2018/19
COMMIN ROAD	9	2017/18	2018/19	2018/19
HEATHFIELD WALK	11	2017/18	2018/19	2018/19
HIGHFIELD CRESCENT	25	2017/18	2018/19	2018/19
LEWIS STREET	59	2017/18	2018/19	2018/19
PANTYFID ROAD	19	2017/18	2018/19	2018/19
ROCKLEIGH AVENUE	11	2017/18	2018/19	2018/19
SANNAN STREET	16	2017/18	2018/19	2018/19
THOMAS STREET	16	2017/18	2018/19	2018/19
TY LLWYD WALK	3	2017/18	2018/19	2018/19
WILLIAM FORBES BUNGALOWS	30	2017/18	2018/19	2018/19
ABERCARN	37	2018/19	2018/19	2018/19
GWYDDON COURT	11	2018/19	2018/19	2018/19
THE RANKS	26	2018/19	2018/19	2018/19
ABERTRIDWR	133	2017/18	2014/15	2017/18
BRIDGEFIELD STREET	1	2016/17	2014/15	2016/17
BRONMYNYDD	15	2016/17	2014/15	2016/17
BRYNGELLI TERRACE	1	2016/17	2014/15	2016/17
CEFN ILAN	28	2017/18	2018/19	2018/19
COEDCAE ROAD	1	2016/17	2014/15	2016/17
DAN Y GRAIG	4	2016/17	2014/15	2016/17
GRAIG Y FEDW	7	2016/17	2014/15	2016/17

GREENFIELD PLACE	13	2016/17	2014/15	2016/17
HIGH STREET	1	2016/17	2014/15	2016/17
HILLSIDE AVENUE	2	2016/17	2014/15	2016/17
ILAN ROAD	48	2016/17	2014/15	2016/17
LOWER FRANCIS STREET	1	2016/17	2014/15	2016/17
PLAS NANT	8	2016/17	2014/15	2016/17
THOMAS STREET	1	2016/17	2014/15	2016/17
WILLIAM STREET	2	2016/17	2014/15	2016/17
ABERTYSSWG	51	2017/18	2016/17	2017/18
ALEXANDER STREET	2	2017/18	2016/17	2017/18
ARTHUR STREET	2	2017/18	2016/17	2017/18
CARNYTYLA TERRACE	3	2017/18	2016/17	2017/18
GREENSWAY	35	2017/18	2016/17	2017/18
WARNS TERRACE	7	2017/18	2016/17	2017/18
WESTVILLE	2	2017/18	2016/17	2017/18
PROSPECT PLACE	30	2019/20	2019/20	2019/20
ARGOED	30	2015/16	2014/15	2015/16
GREENFIELD TERRACE	5	2015/16	2014/15	2015/16
LOWER JAMES STREET	1	2015/16	2014/15	2015/16
PENYLAN ROAD	24	2015/16	2014/15	2015/16
BARGOED	155	2018/19	2017/18	2018/19
GILFACH STREET	1	2018/19	2017/18	2018/19
HEOLDDU AVENUE	5	2018/19	2017/18	2018/19
HEOLDDU CRESCENT	21	2018/19	2017/18	2018/19
HEOLDDU DRIVE	4	2018/19	2017/18	2018/19
HEOLDDU GREEN	6	2018/19	2017/18	2018/19
HEOLDDU GROVE	47	2018/19	2017/18	2018/19
HEOLDDU ROAD	1	2018/19	2017/18	2018/19
MOORLAND ROAD	5	2018/19	2017/18	2018/19
MOUNT PLEASANT	10	2018/19	2017/18	2018/19
PARK LODGE	1	2018/19	2017/18	2018/19
ST GWLADYS AVENUE	33	2018/19	2017/18	2018/19
ST GWLADYS COURT	21	2018/19	2018/19	2018/19
BEDWAS	254	2018/19	2018/19	2018/19
BRYNAWEL	17	2018/19	2017/18	2018/19
BRYNCANOL	15	2018/19	2017/18	2018/19
BRYNFEDW AVENUE	26	2017/18	2017/18	2017/18
BRYNGLAS	21	2018/19	2018/19	2018/19
BRYNGOLEU	12	2018/19	2018/19	2018/19
BRYNHEOL	25	2018/19	2017/18	2018/19
BRYNTEG	8	2018/19	2018/19	2018/19
BRYNTIRION	15	2018/19	2018/19	2018/19
EAST AVENUE	10	2017/18	2017/18	2017/18
GLEBE STREET	4	2017/18	2017/18	2017/18
GREENACRE DRIVE	45	2017/18	2017/18	2017/18
HILLSIDE TERRACE	10	2017/18	2017/18	2017/18
NEWPORT ROAD	6	2017/18	2017/18	2017/18
RECTORY ROAD	3	2018/19	2018/19	2018/19
THE CRESCENT	8	2017/18	2017/18	2017/18

THE WILLOWS	29	2017/18	2017/18	2017/18
BLACKWOOD	307	2019/20	2018/19	2019/20
ALBANY ROAD	14	2019/20	2017/18	2019/20
ALDERMAN CLOSE	16	2018/19	2017/18	2018/19
APOLLO WAY	23	2018/19	2017/18	2018/19
ATLEE ROAD	12	2018/19	2018/19	2018/19
BLOOMFIELD ROAD	11	2019/20	2017/18	2019/20
CEFN ROAD	2	2018/19	2017/18	2018/19
CHARTIST WAY	40	2018/19	2017/18	2018/19
COEDCAE WALK	2	2018/19	2017/18	2018/19
CORONATION ROAD	14	2019/20	2017/18	2019/20
CROESO SQUARE	14	2018/19	2017/18	2018/19
DAVID STREET	1	2018/19	2017/18	2018/19
FROST PLACE	5	2018/19	2017/18	2018/19
GIBBS CLOSE	23	2018/19	2017/18	2018/19
LEWIS LEWIS AVENUE	21	2019/20	2018/19	2019/20
MONTCLAIRE AVENUE	19	2019/20	2018/19	2019/20
MORRISON STREET	21	2019/20	2018/19	2019/20
PALMERS PLACE	16	2017/18	2017/18	2017/18
PARFITT PLACE	15	2019/20	2017/18	2019/20
PLEASANT VIEW	3	2019/20	2018/19	2019/20
SUNNYBANK ROAD	2	2019/20	2018/19	2019/20
TREE TOPS AVENUE	8	2019/20	2018/19	2019/20
TY ISHA TERRACE	6	2019/20	2018/19	2019/20
WAUN LLWYN CRESCENT	18	2019/20	2017/18	2019/20
WOODBINE ROAD	1	2019/20	2018/19	2019/20
BRITANNIA	83	2015/16	2017/18	2017/18
BRITANNIA WALK	15	2015/16	2017/18	2017/18
FARM VIEW	12	2015/16	2017/18	2017/18
HODGES CRESCENT	4	2015/16	2017/18	2017/18
ORCHARD LANE	22	2015/16	2017/18	2017/18
SALWAY AVENUE	30	2015/16	2017/18	2017/18
BRITHDIR	8	2016/17	2015/16	2016/17
BRISTOL TERRACE	8	2016/17	2015/16	2016/17
BRYNCENYDD	32	2014/15	2017/18	2017/18
HEOL GANOL	3	2014/15	2017/18	2017/18
HEOL Y FELIN	1	2014/15	2017/18	2017/18
HEOL Y NANT	2	2014/15	2017/18	2017/18
HEOL Y PARC	3	2014/15	2017/18	2017/18
HEOL YR ONEN	9	2014/15	2017/18	2017/18
MORGAN JONES PARK	8	2014/15	2017/18	2017/18
PLAS PHILLIPS	6	2014/15	2017/18	2017/18
CAERBRAGDY	24	2017/18	2018/19	2018/19
CAEBRAGDY	24	2017/18	2018/19	2018/19
CASCADE	18	2015/16	2018/19	2018/19
LLWYN ONN	18	2015/16	2018/19	2018/19
CEFN FFOREST	349	2017/18	2018/19	2018/19
ADDISON STREET	17	2015/16	2018/19	2018/19
BEDWELLY ROAD	26	2015/16	2018/19	2018/19

BEVAN CRESCENT	4	2015/16	2018/19	2018/19
BRYN ROAD	2	2015/16	2018/19	2018/19
BRYNGOLEU STREET	10	2015/16	2018/19	2018/19
CEFN FFOREST AVENUE	20	2015/16	2018/19	2018/19
CENTRAL AVENUE	4	2015/16	2018/19	2018/19
CRAIGLAS CRESCENT	10	2015/16	2018/19	2018/19
DAVIES STREET	7	2015/16	2018/19	2018/19
DERWENDEG AVENUE	13	2015/16	2018/19	2018/19
DYLAN AVENUE	27	2015/16	2018/19	2018/19
FAIR VIEW	6	2015/16	2018/19	2018/19
GREENWOOD ROAD	14	2015/16	2018/19	2018/19
MARIANWEN STREET	1	2015/16	2018/19	2018/19
PENCOED AVENUE	66	2015/16	2018/19	2018/19
PENYBRYN AVENUE	23	2015/16	2018/19	2018/19
PWLLGLAS ROAD	8	2015/16	2018/19	2018/19
ST MARGARETS AVENUE	27	2015/16	2018/19	2018/19
THE OLD POLICE STATION	4	2015/16	2018/19	2018/19
TWYNYFFALD ROAD	15	2015/16	2018/19	2018/19
TY BEDWELLY	25	2017/18	2017/18	2017/18
TYNCOED CRESCENT	2	2015/16	2018/19	2018/19
WAUNBORFA ROAD	8	2015/16	2018/19	2018/19
WHEATLEY PLACE	10	2015/16	2018/19	2018/19
CEFN HENGOED	165	2017/18	2018/19	2018/19
BIRCH CRESCENT	23	2017/18	2016/17	2017/18
DERWENDEG AVENUE	1	2015/16	2018/19	2018/19
GELLIGAER ROAD	11	2015/16	2018/19	2018/19
HENGOED AVENUE	5	2017/18	2016/17	2017/18
HENGOED CRESCENT	5	2017/18	2016/17	2017/18
HENGOED HALL CLOSE	10	2017/18	2015/16	2017/18
HENGOED HALL DRIVE	4	2017/18	2015/16	2017/18
HEOL Y FELIN	16	2015/16	2018/19	2018/19
LANSBURY AVENUE	76	2015/16	2018/19	2018/19
THREE ELMS CLOSE	9	2017/18	2015/16	2017/18
WOODLAND PLACE	5	2017/18	2015/16	2017/18
CHURCHILL PARK	178	2016/17	2018/19	2018/19
CEIRIOG DRIVE	5	2016/17	2018/19	2018/19
DAVIES DRIVE	9	2016/17	2018/19	2018/19
DYFED DRIVE	9	2016/17	2018/19	2018/19
DYLAN DRIVE	19	2016/17	2018/19	2018/19
EMLYN DRIVE	3	2016/17	2018/19	2018/19
GLYN DERW	32	2017/18	2017/18	2017/18
GRUFFYDD DRIVE	16	2016/17	2018/19	2018/19
GWYN DRIVE	3	2016/17	2018/19	2018/19
HERBERT DRIVE	1	2016/17	2018/19	2018/19
HOWARD DRIVE	14	2016/17	2018/19	2018/19
ISLWYN DRIVE	4	2016/17	2018/19	2018/19
LEWIS DRIVE	39	2016/17	2018/19	2018/19
LLEWELLYN DRIVE	7	2016/17	2018/19	2018/19
PANTYCELYN DRIVE	3	2016/17	2018/19	2018/19

STANLEY DRIVE	14	2016/17	2018/19	2018/19
CLAUDE ROAD	70	2017/18	2018/19	2018/19
CLAUDE ROAD	70	2017/18	2018/19	2018/19
CROESPENMAEN	28	2017/18	2015/16	2017/18
BYRON PLACE	14	2017/18	2015/16	2017/18
PANDY ROAD	6	2017/18	2015/16	2017/18
SHELLEY CLOSE	8	2017/18	2015/16	2017/18
VERNON PLACE	1	2017/18	2015/16	2017/18
<i>TY MELIN</i>	<i>33</i>	<i>2025</i>	<i>2025</i>	<i>2025</i>
CROSSKEYS	126	2019/20	2019/20	2019/20
RISCA ROAD	36	2017/18	2019/20	2019/20
TREDEGAR COURT	25	2019/20	2019/20	2019/20
TREDEGAR STREET	13	2019/20	2019/20	2019/20
WAUNFAWR GARDENS	46	2017/18	2019/20	2019/20
WAUNFAWR PARK ROAD	3	2017/18	2019/20	2019/20
WOODWARD AVENUE	3	2017/18	2019/20	2019/20
<i>WAUNFAWR HOUSE</i>	<i>22</i>	<i>2025</i>	<i>2025</i>	<i>2025</i>
CWMCARN	104	2017/18	2019/20	2019/20
ABERCARN FACH	23	2017/18	2019/20	2019/20
EDWARDSVILLE	15	2017/18	2019/20	2019/20
GEORGE STREET	41	2017/18	2019/20	2019/20
NANTCARN ROAD	20	2017/18	2019/20	2019/20
TRIBUTE AVENUE	5	2017/18	2019/20	2019/20
DERI	28	2016/17	2017/18	2017/18
GLYN DERW	4	2016/17	2017/18	2017/18
YSGWYDDGWYN	24	2014/15	2017/18	2017/18
FAIRVIEW	31	2015/16	2017/18	2017/18
ANEURIN AVENUE	15	2015/16	2017/18	2017/18
EDWARD STREET	13	2015/16	2017/18	2017/18
FLORAL AVENUE	3	2015/16	2017/18	2017/18
FLEUR-DE-LYS	46	2015/16	2017/18	2017/18
BEILI GLAS ROAD	9	2015/16	2017/18	2017/18
CHURCH VILLA	1	2015/16	2017/18	2017/18
COUNDLEY CLOSE	6	2015/16	2017/18	2017/18
FRANCIS STREET	1	2015/16	2017/18	2017/18
GWENT COURT	6	2015/16	2017/18	2017/18
HAFOD CLOSE	11	2015/16	2017/18	2017/18
SCHOOL STREET	1	2015/16	2017/18	2017/18
SUMMERFIELD TERRACE	9	2015/16	2017/18	2017/18
WARNE STREET	2	2015/16	2017/18	2017/18
FOCHRIW	150	2018/19	2017/18	2018/19
BRYN NANT	12	2018/19	2017/18	2018/19
CAE GLAS NEWYDD	19	2018/19	2017/18	2018/19
CORONATION CRESCENT	20	2018/19	2017/18	2018/19
GLANYNANT	38	2018/19	2017/18	2018/19
HEOL IAGO	7	2018/19	2017/18	2018/19
HEOL Y BRYN	24	2018/19	2017/18	2018/19
HILLSIDE	9	2018/19	2017/18	2018/19
PONTLOTTYN ROAD	13	2018/19	2017/18	2018/19

RHODFA GANOL	8	2018/19	2017/18	2018/19
GELLIGAER	345	2017/18	2017/18	2017/18
ANEURIN BEVAN AVENUE	51	2017/18	2017/18	2017/18
CHURCH ROAD	10	2017/18	2017/18	2017/18
CLAERWEN	62	2017/18	2017/18	2017/18
DAN Y GAER	7	2017/18	2017/18	2017/18
GAER PLACE	11	2017/18	2017/18	2017/18
GREENHILL PLACE	38	2017/18	2017/18	2017/18
HAMAN PLACE	17	2017/18	2017/18	2017/18
HEOL CATTWG	11	2017/18	2017/18	2017/18
HEOL EDWARD LEWIS	42	2017/18	2017/18	2017/18
HEOL PENALLTA	2	2017/18	2017/18	2017/18
HEOL Y WAUN	21	2017/18	2017/18	2017/18
PENYWRLOD	2	2017/18	2017/18	2017/18
ST CATTWGS AVENUE	41	2017/18	2017/18	2017/18
WAUN RHYDD	30	2017/18	2017/18	2017/18
GELLIGROES	58	2018/19	2018/19	2018/19
GELLIGROES ROAD	28	2017/18	2015/16	2017/18
TY MYNYDDISLWYN	30	2018/19	2018/19	2018/19
GILFACH LOWER	108	2018/19	2017/18	2018/19
AERON COURT	20	2018/19	2017/18	2018/19
AERON PLACE	1	2018/19	2017/18	2018/19
ANDREWS CLOSE	29	2018/19	2017/18	2018/19
CROSS STREET	1	2018/19	2017/18	2018/19
GWERTHONOR ROAD	4	2018/19	2017/18	2018/19
LEWIS CRESCENT	12	2018/19	2017/18	2018/19
ST ANNES CRESCENT	1	2018/19	2017/18	2018/19
THE AVENUE	5	2018/19	2017/18	2018/19
THE CLOSE	6	2018/19	2017/18	2018/19
THE DRIVE	5	2018/19	2017/18	2018/19
VERE PLACE	20	2018/19	2017/18	2018/19
VERE STREET	4	2018/19	2017/18	2018/19
GILFACH PHASE 1 GIL1	72	2018/19	2018/19	2018/19
BRYNTEG	1	2016/17	2017/18	2017/18
HEOL FACH	3	2016/17	2017/18	2017/18
HEOL FARGOED	14	2016/17	2017/18	2017/18
HILLSIDE VIEW	8	2016/17	2017/18	2017/18
VALE VIEW	10	2016/17	2017/18	2017/18
WESTERN DRIVE	5	2016/17	2017/18	2017/18
OAKLANDS	31	2018/19	2018/19	2018/19
GILFACH PHASE 2	178	2017/18	2017/18	2017/18
ASH PLACE	29	2016/17	2017/18	2017/18
BEECH COURT	16	2016/17	2017/18	2017/18
BRYNTEG	10	2016/17	2017/18	2017/18
OAK PLACE	16	2016/17	2017/18	2017/18
PARK VIEW	73	2017/18	2017/18	2017/18
PARK VIEW COURT	4	2017/18	2017/18	2017/18
SYCAMORE COURT	30	2017/18	2017/18	2017/18
GILFACH PHASE 3	137	2017/18	2018/19	2018/19

HEOL BRYCHAN	17	2017/18	2018/19	2018/19
HEOL CAE DERWEN	29	2017/18	2018/19	2018/19
HEOL CARADOC	36	2017/18	2018/19	2018/19
HEOL COEDCAE	22	2017/18	2018/19	2018/19
HEOL PENGARREG	9	2017/18	2018/19	2018/19
HEOL Y MYNYDD	24	2017/18	2018/19	2018/19
GRAIG Y RHACCA	388	2016/17	2019/20	2019/20
BURNS CLOSE	16	2016/17	2019/20	2019/20
COLERIDGE GARDENS	18	2015/16	2019/20	2019/20
DICKENS COURT	48	2015/16	2019/20	2019/20
GRAYS GARDENS	57	2015/16	2019/20	2019/20
HERRICK PLACE	7	2016/17	2019/20	2019/20
KEBLE COURT	92	2016/17	2019/20	2019/20
LONGFELLOW GARDENS	61	2016/17	2019/20	2019/20
MILTON PLACE	47	2016/17	2019/20	2019/20
SHELLEY COURT	42	2016/17	2019/20	2019/20
HENGOED	105	2016/17	2018/19	2018/19
ACACIA AVENUE	2	2014/15	2018/19	2018/19
ASHGROVE	10	2014/15	2018/19	2018/19
BEECH DRIVE	9	2014/15	2018/19	2018/19
BRYNGLAS	1	2014/15	2018/19	2018/19
CEFN ROAD	1	2014/15	2018/19	2018/19
CHAPEL TERRACE	16	2014/15	2018/19	2018/19
HAWTHORNE AVENUE	20	2014/15	2018/19	2018/19
HENGOED ROAD	5	2014/15	2018/19	2018/19
HEOL CELYN	4	2014/15	2018/19	2018/19
HEOL DERW	5	2014/15	2018/19	2018/19
HEOL DEWI	6	2014/15	2018/19	2018/19
HEOL UCHAF	1	2014/15	2018/19	2018/19
HILL VIEW	10	2014/15	2018/19	2018/19
MYRTLE GROVE	1	2014/15	2018/19	2018/19
THE BUNGALOWS	14	2016/17	2018/19	2018/19
HEOL TRECASTELL	57	2018/19	2014/15	2018/19
HEOL BEDDAU	1	2018/19	2014/15	2018/19
HEOL GLEDYR	13	2018/19	2014/15	2018/19
HEOL TRECASTELL	34	2018/19	2014/15	2018/19
NANTGARW ROAD	1	2018/19	2014/15	2018/19
PLAS THOMAS	8	2018/19	2014/15	2018/19
HIGHMEADOW	42	2014/15	2015/16	2015/16
HIGH MEADOW	42	2014/15	2015/16	2015/16
LANSBURY PARK	520	2015/16	2018/19	2018/19
ALEXANDER COURT	64	2015/16	2017/18	2017/18
ATLEE COURT	54	2014/15	2018/19	2018/19
BUXTON COURT	57	2015/16	2017/18	2017/18
GRAHAM COURT	64	2015/16	2018/19	2018/19
GREENWOOD COURT	20	2014/15	2017/18	2017/18
HALDANE COURT	23	2014/15	2018/19	2018/19
HARTSHORN COURT	41	2015/16	2018/19	2018/19
MAXTON COURT	51	2015/16	2017/18	2017/18

SNOWDEN COURT	74	2015/16	2017/18	2017/18
TREVELYAN COURT	36	2015/16	2017/18	2017/18
WEDGEWOOD COURT	36	2015/16	2018/19	2018/19
LLANBRADACH	76	2016/17	2017/18	2017/18
GARDEN STREET	16	2016/17	2017/18	2017/18
PLAS CAE LLWYD	26	2016/17	2017/18	2017/18
SCHOOL STREET	25	2016/17	2017/18	2017/18
THOMAS STREET	1	2016/17	2017/18	2017/18
WOODLAND FLATS	8	2016/17	2017/18	2017/18
LLANFACH	24	2014/15	2017/18	2017/18
CLYTHA SQUARE	8	2014/15	2017/18	2017/18
PENRHIW TERRACE	11	2014/15	2017/18	2017/18
TWYN PLACE	5	2014/15	2017/18	2017/18
MACHEN	63	2017/18	2018/19	2018/19
BRONRHIW	7	2017/18	2018/19	2018/19
BRYNHEULOG TERRACE	1	2017/18	2018/19	2018/19
BRYNHYFRYD TERRACE	5	2017/18	2018/19	2018/19
CHATHAM PLACE	4	2017/18	2018/19	2018/19
FFWRWM ROAD	18	2017/18	2018/19	2018/19
GLAN YR AFON	2	2017/18	2018/19	2018/19
GRAIG VIEW	7	2017/18	2018/19	2018/19
LLANARTH STREET	1	2017/18	2018/19	2018/19
MOUNTAIN VIEW	2	2017/18	2018/19	2018/19
SUNNYBANK TERRACE	3	2017/18	2018/19	2018/19
THE CRESCENT	13	2017/18	2018/19	2018/19
MAES MABON	148	2016/17	2019/20	2019/20
CHURCH LANE	20	2016/17	2019/20	2019/20
HEOL LLYSWEN	8	2016/17	2019/20	2019/20
LAN Y PARC	28	2016/17	2019/20	2019/20
LLWYN YR EOS	35	2016/17	2019/20	2019/20
MAES YR ONEN	17	2016/17	2019/20	2019/20
PRIMROSE CLOSE	6	2016/17	2019/20	2019/20
YNYS LAS	34	2016/17	2019/20	2019/20
MAESYCWMMER	112	2018/19	2017/18	2018/19
CHAVE TERRACE	1	2018/19	2017/18	2018/19
GLEN VIEW	4	2018/19	2017/18	2018/19
GLENCOED	16	2018/19	2017/18	2018/19
GWERNA CRESCENT	13	2018/19	2017/18	2018/19
HILL VIEW	13	2018/19	2017/18	2018/19
PARK ROAD	12	2018/19	2017/18	2018/19
PLEASANT VIEW	5	2018/19	2017/18	2018/19
THE CRESCENT	6	2018/19	2017/18	2018/19
VALE VIEW	5	2018/19	2017/18	2018/19
Y GLYN	37	2017/18	2017/18	2019/20
MARKHAM-HOLLYBUSH	127	2016/17	2014/15	2016/17
COMMIN CLOSE	13	2016/17	2014/15	2016/17
JAMES STREET	18	2016/17	2014/15	2016/17
JOHN STREET	3	2016/17	2014/15	2016/17
LLWYNBACH TERRACE	1	2016/17	2014/15	2016/17

MONMOUTH WALK	39	2016/17	2014/15	2016/17
MOUNTAIN VIEW	51	2015/16	2014/15	2015/16
SPRINGFIELD TERRACE	2	2016/17	2014/15	2016/17
MORRISVILLE	12	2015/16	2017/18	2017/18
MORRISVILLE	11	2015/16	2017/18	2017/18
NINE MILE POINT ROAD	1	2015/16	2017/18	2017/18
NANTDDU	52	2016/17	2014/15	2016/17
NANTDDU	52	2016/17	2014/15	2016/17
NELSON	79	2015/16	2019/20	2019/20
BRYNCELYN	35	2015/16	2019/20	2019/20
RHIWFER	1	2015/16	2019/20	2019/20
TAI SIRIOL	11	2015/16	2019/20	2019/20
HEOL ISLWYN	32	2019/20	2019/20	2019/20
NEW TREDEGAR	140	2019/20	2017/18	2019/20
GLYNSYFI	32	2017/18	2017/18	2017/18
GREENFIELD STREET	23	2019/20	2016/17	2019/20
JUBILEE ROAD	28	2019/20	2016/17	2019/20
LONG ROW	29	2019/20	2016/17	2019/20
QUEENS ROAD	8	2019/20	2016/17	2019/20
RHOSYN GWYN	20	2019/20	2016/17	2019/20
NEWBRIDGE	88	2019/20	2019/20	2019/20
ASHFIELD ROAD	6	2017/18	2019/20	2019/20
BEYNON STREET	5	2017/18	2019/20	2019/20
BLAENBLODAU STREET	16	2017/18	2019/20	2019/20
DOLAU	1	2017/18	2019/20	2019/20
HIGH STREET	2	2017/18	2019/20	2019/20
HILL STREET	5	2017/18	2019/20	2019/20
MARTINSFIELD	20	2017/18	2019/20	2019/20
MEREDITH TERRACE	5	2017/18	2019/20	2019/20
PANTEG TERRACE	3	2017/18	2019/20	2019/20
PENNAR STREET	4	2017/18	2019/20	2019/20
HIGHFIELD COURT	20	2019/20	2019/20	2019/20
HIGHFIELD HOUSE	1	2019/20	2019/20	2019/20
OAKDALE	73	2016/17	2014/15	2016/17
CENTRAL AVENUE	7	2016/17	2014/15	2016/17
FARM CLOSE	19	2016/17	2014/15	2016/17
GROVESIDE ROAD	6	2016/17	2014/15	2016/17
HIGHTREE RISE	3	2016/17	2014/15	2016/17
IVY BUSH COURT	8	2016/17	2014/15	2016/17
PARK VIEW BUNGALOWS	2	2016/17	2014/15	2016/17
PENMAEN CORNER	11	2016/17	2014/15	2016/17
TREKENNING	1	2016/17	2014/15	2016/17
UNDERWOOD ROAD	15	2016/17	2014/15	2016/17
WEST VIEW CRESCENT	1	2016/17	2014/15	2016/17
PANTSIDE LOWER	221	2014/15	2017/18	2017/18
CARLYON ROAD	14	2013/14	2017/18	2017/18
CENTRAL AVENUE	30	2014/15	2017/18	2017/18
CLAREMONT ROAD	12	2013/14	2017/18	2017/18
CORONATION CRESCENT	14	2013/14	2017/18	2017/18

ELLESMERE COURT	2	2013/14	2017/18	2017/18
GREENLANDS	10	2013/14	2017/18	2017/18
HAZELWOOD ROAD	9	2013/14	2017/18	2017/18
HILARY ROAD	10	2013/14	2017/18	2017/18
HILLTOP CRESCENT	15	2013/14	2017/18	2017/18
NEWLYN ROAD	18	2013/14	2017/18	2017/18
OLD PANT ROAD	22	2013/14	2017/18	2017/18
PANT VIEW	16	2013/14	2017/18	2017/18
QUEENS ROAD	9	2013/14	2017/18	2017/18
STONERWOOD VIEW	5	2013/14	2017/18	2017/18
SUNNYCREST	6	2013/14	2017/18	2017/18
TIR Y PWLL TERRACE	18	2013/14	2017/18	2017/18
ST PETERS CLOSE	11	2017/18	2017/18	2017/18
PANTSIDE UPPER	77	2014/15	2017/18	2017/18
CEFN COURT	2	2013/14	2017/18	2017/18
ELM COURT	6	2014/15	2017/18	2017/18
GLANSHON COURT	13	2013/14	2017/18	2017/18
LIME COURT	9	2014/15	2017/18	2017/18
LINDEN COURT	11	2013/14	2017/18	2017/18
OAK TREE COURT	12	2014/15	2017/18	2017/18
PENYCAEAU COURT	5	2014/15	2017/18	2017/18
ROSE COURT	8	2013/14	2017/18	2017/18
WILLOW COURT	11	2013/14	2017/18	2017/18
PENGAM	28	2015/16	2017/18	2017/18
BONT CLOSE	9	2015/16	2017/18	2017/18
ISLWYN CLOSE	19	2015/16	2017/18	2017/18
PENLLWYN LOWER	71	2016/17	2017/18	2017/18
AELYBRYN	1	2016/17	2017/18	2017/18
BELMONT	1	2016/17	2017/18	2017/18
BRYNGLAS AVENUE	20	2016/17	2017/18	2017/18
BRYNTEG AVENUE	33	2016/17	2017/18	2017/18
COED CAE DDU RD -PLEASANT VIEW	1	2016/17	2017/18	2017/18
GLAN ISLWYN	3	2016/17	2017/18	2017/18
HEBRON	1	2016/17	2017/18	2017/18
MANOR ROAD	8	2016/17	2017/18	2017/18
PENLLWYN TERRACE	3	2016/17	2017/18	2017/18
PENLLWYN UPPER	253	2018/19	2017/18	2018/19
BEECH AVENUE	4	2017/18	2017/18	2017/18
BEECH CROFT	2	2017/18	2017/18	2017/18
BROADMEAD	11	2017/18	2017/18	2017/18
EDGEHILL	8	2017/18	2017/18	2017/18
FLEUR DE LYS AVENUE	31	2017/18	2017/18	2017/18
HEOL TRELYN ROAD	16	2017/18	2017/18	2017/18
HIGHMEAD	36	2018/19	2017/18	2018/19
HILL VIEW	34	2018/19	2017/18	2018/19
LLANOVER AVENUE	10	2017/18	2017/18	2017/18
MYNYDDISLWYN CLOSE	15	2017/18	2017/18	2017/18
PENYMEAD	12	2017/18	2017/18	2017/18

RHYMNEY CLOSE	9	2017/18	2017/18	2017/18
RUSHMERE ROAD	2	2017/18	2017/18	2017/18
ST MARYS ROAD	21	2017/18	2017/18	2017/18
ST SANNANS ROAD	27	2017/18	2017/18	2017/18
THE GROVE	7	2017/18	2017/18	2017/18
TREOWEN AVENUE	8	2017/18	2017/18	2017/18
PENPEDAIRHEOL	8	2018/19	2018/19	2018/19
HENGOED ROAD	2	2018/19	2018/19	2018/19
OAKS END CLOSE	6	2018/19	2018/19	2018/19
PENTWYNMAWR	62	2017/18	2016/17	2017/18
CAERBRYN	16	2017/18	2016/17	2017/18
COED DUON VIEW	3	2017/18	2016/17	2017/18
EDMUND PLACE	6	2017/18	2016/17	2017/18
GLANBRYNNAR	4	2017/18	2016/17	2017/18
MAESGWYN	6	2017/18	2016/17	2017/18
MAESTEG	27	2018/19	2018/19	2018/19
PENYBRYN	4	2018/19	2018/19	2018/19
CYLLA STREET	2	2018/19	2018/19	2018/19
PENYBRYN TERRACE	2	2018/19	2018/19	2018/19
PENYRHEOL LOWER	167	2018/19	2018/19	2018/19
BRYNGLAS	42	2018/19	2017/18	2018/19
BRYNHEULOG	5	2018/19	2017/18	2018/19
BRYNTEG	12	2018/19	2017/18	2018/19
BRYNTIRION	3	2018/19	2017/18	2018/19
CAE GLAS	4	2018/19	2017/18	2018/19
GELLI DEG	20	2018/19	2017/18	2018/19
HEOL TIR COED	3	2018/19	2017/18	2018/19
HEOL TIR GIBBON	28	2018/19	2017/18	2018/19
MAES HIR	4	2018/19	2017/18	2018/19
PLEASANT PLACE	31	2018/19	2018/19	2018/19
RHIW FACH	4	2018/19	2017/18	2018/19
TROED-Y-BRYN	11	2018/19	2017/18	2018/19
PENYRHEOL UPPER	322	2018/19	2018/19	2018/19
CEFN Y LON	4	2018/19	2018/19	2018/19
GLAN FFRWD	32	2018/19	2018/19	2018/19
HEOL ANEURIN	67	2018/19	2018/19	2018/19
HEOL FAWR	18	2018/19	2018/19	2018/19
HEOL FER	1	2018/19	2018/19	2018/19
HEOL TIR BACH	7	2018/19	2018/19	2018/19
HEOL Y GOGLEDD	2	2018/19	2018/19	2018/19
PENTWYN	34	2018/19	2018/19	2018/19
PENYBRYN	66	2018/19	2018/19	2018/19
PENYGROES	32	2018/19	2018/19	2018/19
Y CILGANT	59	2018/19	2018/19	2018/19
PERSONDY	29	2015/16	2017/18	2017/18
ACACIA TERRACE	6	2015/16	2017/18	2017/18
LABURNUM TERRACE	2	2015/16	2017/18	2017/18
MAPLE TERRACE	2	2015/16	2017/18	2017/18
PERSONDY TERRACE	4	2015/16	2017/18	2017/18

SYCAMORE TERRACE	13	2015/16	2017/18	2017/18
YSTRAD TERRACE	2	2015/16	2017/18	2017/18
PHILLIPSTOWN	159	2019/20	2015/16	2019/20
CEFN RHYCHDIR ROAD	4	2019/20	2015/16	2019/20
CROFT STREET	6	2019/20	2015/16	2019/20
DAVALOG TERRACE	13	2019/20	2015/16	2019/20
DERLWYN STREET	18	2019/20	2015/16	2019/20
FARM TERRACE	2	2019/20	2015/16	2019/20
FERNHILL TERRACE	16	2019/20	2015/16	2019/20
FIELD TERRACE	6	2019/20	2015/16	2019/20
JONES STREET	43	2019/20	2015/16	2019/20
MEADOW TERRACE	15	2019/20	2015/16	2019/20
ORCHARD STREET	6	2019/20	2015/16	2019/20
PENRHYN TERRACE	6	2019/20	2015/16	2019/20
PRITCHARDS TERRACE	21	2019/20	2015/16	2019/20
SOUTH VIEW ROAD	3	2019/20	2015/16	2019/20
PONTLOTTYN	231	2015/16	2018/19	2018/19
BOARD STREET	9	2015/16	2018/19	2018/19
BRYNGLAS	20	2015/16	2018/19	2018/19
BRYNHYFRYD	67	2015/16	2018/19	2018/19
CHAPEL STREET	4	2015/16	2018/19	2018/19
DANYGRAIG	31	2015/16	2018/19	2018/19
FARM ROAD	15	2015/16	2018/19	2018/19
HEOL EVAN WYNNE	5	2015/16	2018/19	2018/19
HEOL Y WAUN	6	2015/16	2018/19	2018/19
HIGH STREET	7	2015/16	2018/19	2018/19
HILL ROAD	5	2015/16	2018/19	2018/19
MERCHANT STREET	3	2015/16	2018/19	2018/19
MOUNT STREET	12	2015/16	2018/19	2018/19
QUEEN STREET	9	2015/16	2018/19	2018/19
RIVER ROAD	8	2015/16	2018/19	2018/19
SOUTHEND TERRACE	2	2015/16	2018/19	2018/19
SUNNYVIEW	13	2015/16	2018/19	2018/19
UNION STREET	5	2015/16	2018/19	2018/19
WINE STREET	10	2015/16	2018/19	2018/19
PONTYMISTER	50	2018/19	2017/18	2018/19
FIELDS ROAD	10	2018/19	2017/18	2018/19
HILL STREET	2	2018/19	2017/18	2018/19
MEADOW CRESCENT	2	2018/19	2017/18	2018/19
NEWPORT ROAD	17	2018/19	2017/18	2018/19
SPRINGFIELD ROAD	30	2018/19	2017/18	2018/19
TANYBRYN	13	2018/19	2017/18	2018/19
TY ISAF CRESCENT	5	2018/19	2017/18	2018/19
TY ISAF PARK AVENUE	30	2018/19	2017/18	2018/19
TY ISAF PARK CIRCLE	4	2018/19	2017/18	2018/19
TY ISAF PARK CRESCENT	3	2018/19	2017/18	2018/19
TY ISAF PARK ROAD	22	2018/19	2017/18	2018/19
TY ISAF PARK VILLAS	5	2018/19	2017/18	2018/19
TYNYCWM ROAD	7	2018/19	2017/18	2018/19

TY ISAF COMPLEX	12	2019/20	2019/20	2019/20
PONTYWAUN	19	2018/19	2017/18	2018/19
GARDEN SUBURBS	18	2018/19	2017/18	2018/19
NORTH ROAD	1	2018/19	2017/18	2018/19
<i>CASTLE CLOSE</i>	<i>15</i>	<i>2025</i>	<i>2025</i>	<i>2025</i>
<i>CASTLE COURT</i>	<i>41</i>	<i>2025</i>	<i>2025</i>	<i>2025</i>
PORSET PARK	179	2018/19	2018/19	2018/19
CLOS GUTO	7	2018/19	2018/19	2018/19
COED CAE	43	2018/19	2018/19	2018/19
COED MAIN	35	2017/18	2018/19	2018/19
COED PWLL	29	2018/19	2018/19	2018/19
GWAUN NEWYDD	46	2018/19	2018/19	2018/19
LON YR ODYN	19	2018/19	2018/19	2018/19
PWLLYPANT	38	2013/14	2017/18	2017/18
CASTLE VIEW	7	2013/14	2017/18	2017/18
CENTRAL STREET	26	2013/14	2017/18	2017/18
MOUNTAIN VIEW	2	2013/14	2017/18	2017/18
NEW STREET	3	2013/14	2017/18	2017/18
RHYMNEY NORTH	394	2014/15	2017/18	2017/18
ANEURIN TERRACE	10	2013/14	2017/18	2017/18
BRYN CARNO	38	2014/15	2017/18	2017/18
GLAN YR AFON	28	2012/13	2017/18	2017/18
GLANYNANT	24	2014/15	2017/18	2017/18
GOLWG Y MYNYDD	19	2014/15	2017/18	2017/18
HEOL UCHAF	12	2013/14	2017/18	2017/18
HEOLYTWYN	24	2013/14	2017/18	2017/18
HIGH STREET	1	2014/15	2017/18	2017/18
ISFRYN	19	2014/15	2017/18	2017/18
LOWER ROW	1	2014/15	2017/18	2017/18
PENYDRE	32	2014/15	2017/18	2017/18
PHILLIPS WALK	50	2014/15	2017/18	2017/18
ROWAN PLACE	64	2014/15	2014/15	2014/15
TWYN CARNO	2	2014/15	2017/18	2017/18
TY COCH	70	2014/15	2017/18	2017/18
RHYMNEY SOUTH	443	2014/15	2019/20	2019/20
BEULAH STREET	2	2014/15	2019/20	2019/20
BROOKFIELD AVENUE	12	2014/15	2019/20	2019/20
BRYNHYFRYD	10	2014/15	2019/20	2019/20
DUFFRYN VIEW	13	2014/15	2019/20	2019/20
EGLWYS FAN	15	2014/15	2019/20	2019/20
FORGE CRESCENT	12	2014/15	2019/20	2019/20
GARDEN CITY	5	2012/13	2019/20	2019/20
HAFODYMYNYDD	28	2013/14	2019/20	2019/20
HAVARDS ROW	20	2014/15	2019/20	2019/20
IDRIS DAVIES PLACE	12	2012/13	2019/20	2019/20
JENKINS ROW	3	2014/15	2019/20	2019/20
MAERDY VIEW	52	2014/15	2019/20	2019/20
MAES YR HAF	3	2012/13	2019/20	2019/20
MOUNTBATTEN	10	2014/15	2019/20	2019/20

NURSERY CRESCENT	31	2012/13	2019/20	2019/20
PLANTATION TERRACE	14	2014/15	2019/20	2019/20
RAMSDEN STREET	9	2014/15	2019/20	2019/20
ST CLARES	32	2013/14	2017/18	2017/18
SUNNYHILL	12	2012/13	2019/20	2019/20
TANYBRYN	121	2012/13	2019/20	2019/20
THOMAS FIELDS	6	2014/15	2019/20	2019/20
WELLINGTON WAY	21	2012/13	2019/20	2019/20
RISCA	101	2018/19	2017/18	2018/19
CLYDE STREET	27	2018/19	2017/18	2018/19
CRESCENT ROAD	8	2018/19	2017/18	2018/19
CROMWELL ROAD	10	2018/19	2017/18	2018/19
CROMWELL ROAD BUNGALOWS	10	2018/19	2017/18	2018/19
DANYGRAIG BUNGALOWS	5	2018/19	2017/18	2018/19
EXCHANGE ROAD	3	2018/19	2017/18	2018/19
FERNLEA	14	2018/19	2017/18	2018/19
GROVE ROAD	15	2018/19	2017/18	2018/19
RAGLAN STREET	9	2018/19	2017/18	2018/19
<i>ST MARYS COURT</i>	<i>33</i>	<i>2025</i>	<i>2025</i>	<i>2025</i>
<i>BRITANNIA CLOSE</i>	<i>30</i>	<i>2025</i>	<i>2025</i>	<i>2025</i>
RUDRY	15	2017/18	2018/19	2018/19
EDWARD THOMAS CLOSE	10	2017/18	2018/19	2018/19
GARTH LANE	1	2017/18	2018/19	2018/19
PENTWYNGWYN	2	2017/18	2018/19	2018/19
STARBUCK STREET	2	2017/18	2018/19	2018/19
SENGHENYDD	118	2014/15	2017/18	2017/18
ALEXANDER TERRACE	2	2013/14	2017/18	2017/18
CENYDD TERRACE	2	2014/15	2017/18	2017/18
COMMERCIAL STREET	6	2013/14	2017/18	2017/18
HIGH STREET	4	2013/14	2017/18	2017/18
PARC COTTAGES	8	2013/14	2017/18	2017/18
PLAS CWM PARC	59	2014/15	2017/18	2017/18
STATION TERRACE	1	2013/14	2017/18	2017/18
TAN Y BRYN TERRACE	36	2013/14	2017/18	2017/18
SPRINGFIELD	220	2016/17	2015/16	2016/17
ALDER RISE	6	2016/17	2015/16	2016/17
BROOK LANE	1	2016/17	2015/16	2016/17
BROOKFIELD ROAD	34	2016/17	2015/16	2016/17
CWMALSIE CRESCENT	5	2016/17	2015/16	2016/17
CWMDRAW COURT	8	2016/17	2015/16	2016/17
HIGHLAND CRESCENT	5	2016/17	2015/16	2016/17
LEA COURT	1	2016/17	2015/16	2016/17
MEADOW ROAD	32	2016/17	2015/16	2016/17
MILL ROAD	18	2016/17	2015/16	2016/17
MILLBROOK ROAD	35	2016/17	2015/16	2016/17
MUSSELWHITE COURT	14	2016/17	2015/16	2016/17
OAKFIELD	3	2016/17	2015/16	2016/17
ORCHARD COURT	3	2016/17	2015/16	2016/17
PEMBREY GARDENS	11	2016/17	2015/16	2016/17

SIRHOWY VIEW	16	2016/17	2015/16	2016/17
SPRINGFIELD COURT	3	2016/17	2015/16	2016/17
UPLAND ROAD	10	2016/17	2015/16	2016/17
WARREN COURT	2	2016/17	2015/16	2016/17
WOODLAND ROAD	13	2016/17	2015/16	2016/17
<i>YNYSWEN</i>	<i>19</i>	<i>2025</i>	<i>2025</i>	<i>2025</i>
THOMASVILLE	31	2013/14	2018/19	2018/19
THOMASVILLE	31	2013/14	2018/19	2018/19
TIRPHIL	39	2016/17	2018/19	2018/19
BIRCHGROVE	23	2016/17	2018/19	2018/19
CEFN Y MYNYDD	16	2016/17	2018/19	2018/19
TIRYBERTH	44	2015/16	2018/19	2018/19
CHURCHFIELD CLOSE	30	2015/16	2018/19	2018/19
ORCHID CLOSE	14	2015/16	2018/19	2018/19
TRAPWELL	10	2017/18	2018/19	2018/19
TRAPWELL	10	2017/18	2018/19	2018/19
TRECENYDD	201	2014/15	2017/18	2017/18
EAST AVENUE	17	2014/15	2017/18	2017/18
FIRST AVENUE	42	2014/15	2017/18	2017/18
GRANGE CLOSE	33	2014/15	2017/18	2017/18
HEOL FACH	2	2014/15	2017/18	2017/18
PEN Y FFORDD	3	2014/15	2017/18	2017/18
SECOND AVENUE	30	2014/15	2017/18	2017/18
TEGFAN	12	2014/15	2017/18	2017/18
THE CRESCENT	30	2014/15	2017/18	2017/18
THIRD AVENUE	23	2014/15	2017/18	2017/18
WEST AVENUE	9	2014/15	2017/18	2017/18
TRELYN UPPER	79	2014/15	2017/18	2017/18
ADELAIDE COURT	10	2014/15	2017/18	2017/18
BRISBANE COURT	13	2014/15	2017/18	2017/18
CWRT Y WAUN	14	2014/15	2017/18	2017/18
MELBOURNE COURT	14	2014/15	2017/18	2017/18
PERTH COURT	15	2014/15	2017/18	2017/18
SYDNEY COURT	13	2014/15	2017/18	2017/18
TREOWEN	11	2017/18	2019/20	2019/20
AEL Y BRYN TERRACE	5	2017/18	2019/20	2019/20
BRYNDERI TERRACE	2	2017/18	2019/20	2019/20
PARRY TERRACE	1	2017/18	2019/20	2019/20
PENYLAN TERRACE	3	2017/18	2019/20	2019/20
TRETHOMAS	143	2018/19	2018/19	2018/19
AELYBRYN	18	2015/16	2018/19	2018/19
ASHGROVE	2	2015/16	2018/19	2018/19
BEVAN CLOSE	17	2015/16	2018/19	2018/19
BEVAN RISE	8	2015/16	2018/19	2018/19
BIRCHGROVE	2	2015/16	2018/19	2018/19
BRYN Y FRAN AVENUE	12	2015/16	2018/19	2018/19
GROVE ESTATE	62	2018/19	2018/19	2018/19
HAZEL GROVE	4	2015/16	2018/19	2018/19
NAVIGATION STREET	3	2015/16	2018/19	2018/19

REDBROOK AVENUE	4	2015/16	2018/19	2018/19
STANDARD STREET	3	2015/16	2018/19	2018/19
THE BRYN	7	2015/16	2018/19	2018/19
UPPER GLYN GWYN STREET	1	2015/16	2018/19	2018/19
TRINANT	240	2017/18	2018/19	2018/19
BELVEDERE CLOSE	12	2017/18	2018/19	2018/19
CEDAR ROAD	11	2017/18	2018/19	2018/19
CHARLES STREET	3	2017/18	2018/19	2018/19
CONWAY ROAD	21	2017/18	2018/19	2018/19
HOREB COURT	20	2017/18	2018/19	2018/19
LLANERCH ROAD	27	2017/18	2018/19	2018/19
MARSHFIELD ROAD	6	2017/18	2018/19	2018/19
OSBOURNE ROAD	4	2017/18	2018/19	2018/19
PENTWYN TERRACE	12	2017/18	2018/19	2018/19
PENYFAN CLOSE	6	2017/18	2018/19	2018/19
PENYWAUN ROAD	23	2017/18	2018/19	2018/19
PHILIP STREET	11	2017/18	2018/19	2018/19
PRINCE ANDREW ROAD	11	2017/18	2018/19	2018/19
PRINCESS CRESCENT	18	2017/18	2018/19	2018/19
THORNLEIGH ROAD	2	2017/18	2018/19	2018/19
TRINANT TERRACE	49	2017/18	2018/19	2018/19
VALLEY VIEW	4	2017/18	2018/19	2018/19
TWYN GARDENS	37	2016/17	2018/19	2018/19
TWYN GARDENS	37	2016/17	2018/19	2018/19
TY ISAF	7	2014/15	2016/17	2016/17
TY ISAF BUNGALOWS	7	2014/15	2016/17	2016/17
TY NANT	29	2013/14	2018/19	2018/19
TY NANT	29	2013/14	2018/19	2018/19
TY-SIGN LOWER	153	2019/20	2019/20	2019/20
CHANNEL VIEW	35	2017/18	2019/20	2019/20
CHARTIST COURT	9	2017/18	2019/20	2019/20
HAFOD Y BRYN	29	2019/20	2019/20	2019/20
ISLWYN COURT	6	2017/18	2019/20	2019/20
MACHEN CLOSE	4	2017/18	2019/20	2019/20
MAPLE AVENUE	7	2017/18	2019/20	2019/20
SEVERN CLOSE	12	2017/18	2019/20	2019/20
SYCAMORE CRESCENT	8	2017/18	2019/20	2019/20
THISTLE WAY	2	2017/18	2019/20	2019/20
WOODVIEW CRESCENT	22	2017/18	2019/20	2019/20
WOODVIEW ROAD	19	2017/18	2019/20	2019/20
TY-SIGN UPPER	304	2016/17	2018/19	2018/19
ALMOND AVENUE	19	2016/17	2018/19	2018/19
ASTER CLOSE	5	2016/17	2018/19	2018/19
BIRCH GROVE	3	2016/17	2018/19	2018/19
ELM DRIVE	78	2015/16	2018/19	2018/19
FAIRVIEW AVENUE	17	2016/17	2018/19	2018/19
FORSYTHIA CLOSE	31	2016/17	2018/19	2018/19
HOLLY ROAD	83	2016/17	2018/19	2018/19
MANOR COURT	4	2016/17	2018/19	2018/19

MANOR WAY	64	2016/17	2018/19	2018/19
WATTSVILLE	49	2018/19	2018/19	2018/19
ISLWYN ROAD	28	2015/16	2017/18	2017/18
WOODLAND VIEW	21	2018/19	2018/19	2018/19
WAUNFACH	17	2018/19	2017/18	2018/19
WAUNFACH STREET	1	2018/19	2017/18	2018/19
WAUNFACH STREET FLATS	16	2018/19	2017/18	2018/19
WESTEND	12	2015/16	2017/18	2017/18
RAILWAY TERRACE	11	2015/16	2017/18	2017/18
TROEDYRHIW	1	2015/16	2017/18	2017/18
YNYSDDU-CWMFELINFACH	41	2018/19	2015/16	2018/19
CRAIG Y DON BUNGALOW	1	2018/19	2015/16	2018/19
GRAIG VIEW	8	2018/19	2015/16	2018/19
HIGH STREET	5	2018/19	2015/16	2018/19
ISLWYN CLOSE	6	2018/19	2015/16	2018/19
JOHN STREET	1	2018/19	2015/16	2018/19
ROSE VILLA BUNGALOW	1	2018/19	2015/16	2018/19
ALEXANDRA COURT	19	2019/20	2019/20	2019/20
YSTRAD MYNACH	48	2014/15	2018/19	2018/19
BRYNMYNACH AVENUE	11	2014/15	2018/19	2018/19
CENTRAL STREET	1	2014/15	2018/19	2018/19
COED YR HAF	12	2014/15	2018/19	2018/19
EDWARD STREET	1	2014/15	2018/19	2018/19
GRIFFITHS STREET	2	2014/15	2018/19	2018/19
HILL STREET	6	2014/15	2018/19	2018/19
PANTYCELYN STREET	15	2014/15	2018/19	2018/19
Grand Total	10802	2019/20	2019/20	2019/20

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SHELTERED HOUSING PROGRAMME

2017/2018

Ty Bedwellty (26 units)	- Under one roof.
Palmer Place/Gibbs Close (39 units)	- Self contained lounge, separate communal
Horeb Court (21 units)	- Bungalows & flats with communal
St Peters Close (30 units)	- Bungalows & communal
Y Glyn (37 units)	- Bungalows & flats with communal
Ysgwyddgwyn (25 units)	- Bungalows, flats & communal.
Waun Rhydd (32 units)	- Bungalows & flats with communal
Glyn Syfi (33 units)	- Bungalows with separate communal
St Clares (33 units)	- Bungalows with communal.
Glynderw (33 units)	- Bungalows with communal
The Willows (30 units)	- Bungalows with communal

2018/2019

Gwyddon Court (40 units)	- Under one roof & outside flats
Ty Mynyddislwyn (31 units)	- Under one roof
Woodland View (22 units)	- Flats & communal.
Maesteg (28 units)	- Flats, bungalows and communal
Oaklands (32 units)	- Bungalows & communal
St Gwladys (22 units)	- Under one roof & flats.
Pleasant Place (32 units)	- Bungalows & communal
Grove 1 (32 units)	- Bungalows & communal
Grove 2 (32 units)	- Bungalows & communal

2019/2020

Highfield Court (23 units)	- Under one roof
Alexander Court (20 units)	- Under one roof
Ty Isaf (13 units)	- Under one roof
Tredegar Close (39 units)	- Under one roof & Tredegar St Flats
Hafod Y Bryn (30 units)	- Flats & communal
Prospect Place (31 units)	- Bungalows & communal
Heol Islwyn (33 units)	- Bungalows & communal
Greenacres (32 units)	- Bungalows & communal

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CABINET – 28TH FEBRUARY 2018

SUBJECT: SOCIAL SERVICES ASSISTED TRANSPORT POLICY

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

- 1.1 The attached report, which was presented to the Health, Social Care and Wellbeing Scrutiny Committee on 24th October 2017, sought the views of Members on the proposed Assisted Transport Policy for Adult Social Services, prior to consideration by Cabinet.
- 1.2 Members were advised that assisted transport is the discretionary provision of transport by Social Services to enable individuals to access the community support service for which individuals have been assessed as eligible to attend (such as day services). The policy has been drafted as a result of legislation which requires Council to change the way it works with people and to promote a focus on actively supporting people to develop lifestyles that are not reliant on statutory services.
- 1.3 It was explained that the aim of the new Assisted Transport Policy is to provide a clear framework for practitioners to assess and support individuals to identify methods of promoting independence when accessing transport. The policy will help identify what is available within the local community and provide a consistent approach to determining eligibility for funded transport where it has been identified as a requirement to access services commissioned by Social Services. The policy framework will also work in parallel with other Social Services policies for transport across the Gwent region.
- 1.4 The report proposed the implementation of the policy from 1st January 2018 for all new requests for transport made to Adult Social Services, and for it to be applied to the annual review of the care and support plan for existing service users. The key elements of the policy were outlined within the report and Members were referred to the report appendices which contained an easy read version and full version of the policy.
- 1.5 Clarification was sought on the criteria and assessment process for assisted transport and it was explained that the individual's support networks would be examined in the first instance, and if they have difficulty accessing these services then the Council will consider if they are able to provide transport. Discussion took place regarding the consideration of public transport within the assessment process, and assurances were given that practitioners will examine all options available (such as whether the community support service is a safe and reasonable distance via public transport) and that all assessments would be carried out on a case by case basis. It was confirmed that the Council's Integrated Transport Unit communicates with local bus companies regarding relevant routes and that the Council will look at other options available if there are changes to these routes that may affect the individual's ability to access community support.
- 1.6 A Member referred to a combination of transport options already utilised by some service users and welcomed the opportunities for independence and choice arising from the new policy. Discussion took place regarding transport arrangements across other authorities and it was confirmed that the same set of principles is being applied on a region-wide basis. In response to a Member's query, it was also confirmed that arrangements are in place (via

separate policies across other Council departments) for service users to access transport in order to attend college or other training

- 1.7 Following consideration of the report, the Health, Social Care and Wellbeing Scrutiny Committee unanimously recommended to Cabinet that for the reasons contained therein, the Assisted Transport Policy as appended to the report be endorsed.
- 1.8 Cabinet are asked to note that following consideration by the Health, Social Care and Wellbeing Scrutiny Committee, a number of amendments have been made to the proposed Assisted Transport Policy. The key amendments are the inclusion and clarity over timescales for assessment and appeals, which are contained in Sections 5 and 7 of the proposed policy. The amended version of the proposed Assisted Transport Policy is attached at Appendix A1 for Members' consideration, together with the amended Easy Read version of this policy (Appendix A2). Also appended to this report are the original documents presented to the Health, Social Care and Wellbeing Scrutiny Committee on 24th October 2017 (Appendix B).
- 1.9 Cabinet are asked to consider the proposed Assisted Transport Policy as amended and the recommendation of the Scrutiny Committee.

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

Appendices:

- Appendix A1 Proposed Assisted Transport Policy (amended version)
- Appendix A2 Proposed Assisted Transport Policy - Easy Read (amended version)
- Appendix B Report to Health, Social Care and Wellbeing Scrutiny on 24th October 2017 - Agenda Item 9

Adult Social Services Assisted Transport Policy

1 What is Adult Social Services Assisted Transport?

Adult Social Services Assisted Transport is a transport service provided to people over the age of 18, to access 'community activities' within Caerphilly borough. A community activity is a care and support service that an individual attends away from their home, which is provided by Adult Social Services as part of a care and support plan.

These people generally cannot use public transport independently due to disability or health problems and have no reasonable access to private transport. It can be provided through taxis and mini buses either through direct provision by the Council, or sourced by the Council through transport contracts.

Assisted transport is specifically for access to social services commissioned services.

2 Policy Framework

The Social Services and Well-being (Wales) Act 2014 is the legislative framework for Social Services to identify an individual's outcomes and assess their need for care and support services. The Local Authority will have a duty to meet that need if the need cannot be met by the person's own resources or community resources.

The Well-being of Future Generations Act (Wales) 2015 outlines principles and ways of working which include the responsibility for ensuring sustainable developments for individuals to connect with their local communities and the needs of the present being met without compromising the ability of future generations to meet their own needs. This links directly to the well-being principles underpinning this policy.

3 Principles of the Policy

The aim of this policy is to reflect national and local priorities and is based upon the following principles:

- Promoting independence
- Maximising choice and control
- Builds on strengths of someone's own network
- Supporting a healthy lifestyle
- Improving quality of life
- Maximising dignity and respect
- Developing local and community networks.

The overriding principle of this policy is that the decision to provide transport is based on needs, outcomes and on promoting independence, as part of the Council's commitment to inclusion and independence.

4 Policy Statement

This policy outlines how we will ensure that we have a consistent and equitable way of supporting individuals in the provision of Adult Social Services Assisted transport.

This policy sets the criteria that will be used to assess how people access transport to services identified in a care and support plan and provided by Adult Social Services. Caerphilly County Borough Council is committed to promoting independence across all areas of service provision and seeks to ensure that people live as independently as possible within their own communities and continue to access services and support in ways which meet their needs.

As the need for transport is not an eligible need in its own right, but simply a means of accessing services, this policy rests upon a general assumption and expectation that clients will meet their own needs for transport to access services.

Funded transport will only be provided if, in the opinion of the assessor, ***if it is the only reasonable way to allow the person to safely access an eligible service***. Where there is appropriate transport available, it will be assumed that the individual will use this as a first option.

Adult Social Services will signpost individuals to appropriate transport options in order to promote the independence of that person.

5 Assessment for Assisted Transport to a Care and Support Service

An assessment for assisted transport will only be carried out when an individual is identified as being eligible for a community service provided by Adult Social Services.

The assessment will be undertaken as part of the person's Integrate Assessment, in line with the national eligibility criteria as outlined by Welsh Government within part 4 of the Social Services and Well – Being (Wales) Act 2014.

The target for starting the integrated assessment is within 28 days of the date of referral unless otherwise agreed with the referrer.

The target completion for the assessment for eligibility for assisted transport will be within 42 working days from date of referral.

In completing this assessment, consideration will be made to the person's strengths and abilities, with a focus on solutions that enable them to do things for themselves rather than become dependent. All transport options will be examined. The assessment will aim to establish whether it is safe and reasonable to expect the person, or their representative, to make transport arrangements.

When assessing eligibility for transport, the following factors will be taken into account:

- Access to existing transport.
- Access to mobility allowance or alternative funds.

- Assessment of mobility.
- Assessment of ability to travel independently.
- Identification of appropriate transport provision for those eligible.
- People may have the financial means to fund their own travel arrangements.
- Outcome of a period of travel training.
- Environmental assessment for entry / exit points to buildings to be transported to/from.
- Assessment of Health and safety requirements and suitability of wheelchairs and mobility aids to be transported on public / specialist transport.

Having explored all alternatives, assisted transport will only be provided to meet an eligible need that cannot be met by the person or through their network of support. The transport provided will be appropriate for that need, will provide value for money and be cost effective.

The outcome of the assessment will be clearly documented in the integrated assessment and Care and Support plan. A summary of the assessment and copy of Care and Support Plan will be provided to the individual. The Care and Support Plan will be reviewed a minimum of every 12 months.

Should an individual's circumstances change they will be able to request a new assisted transport assessment.

6 People will normally not be eligible for transport if:

- They have the physical and/or mental ability to travel to a community activity, either independently or with assistance from family, friends or support providers.
- They are eligible for and receive mobility component of DLA / PIP.
- They have their own vehicle, access to family vehicle or a Motability vehicle which they drive themselves.
- They have a mobility vehicle of which they are not normally the driver themselves.
- Where the individual has access to a family/ household car, consideration will be made regarding whether it is reasonable to expect the person's family and friends network to help them travel to the location of the care service/ activities.
- They are in receipt of the Mobility component of Disability Living Allowance, the purpose of which is to assist those who have mobility problems, with severe difficulty walking or who need help getting around outdoors and in the community. These people will only be eligible for transport if they are assessed as not capable of

independent travel or if the mobility element of the benefit does not fully cover their needs (due to distance from services, the nature of the disability, wheelchair type, carer support requirements etc). As part of the full financial assessment, Caerphilly County Borough Council's officers will also help people maximise their access to any benefits they may be entitled to.

- They live in a registered care home as these are subject to the terms and conditions of the contract between the Council and the care home. However, if the individual is assessed as having the ability to travel independently, or with minimal intervention, the care home will make provision to support independent travel if they are responsible for transport arrangements.
- They live in settings where their care needs are funded by the Adult Social Services Service e.g. Residential Care, supported living schemes (such as those for people with a learning disability or younger adults with mental health disorders), or shared lives placement, as the cost of the placement needs to cover the full range of support needs, including transport, to attend community activities.
- Where the individual is reliant on a relative or other carer to drive a mobility car, consideration must be given to supporting carer's respite needs. Nonetheless, if an individual or carer makes the decision that the car will not be used for the intended purpose the onus must be on the individual and/ or carer to make alternative appropriate arrangements. Assessing officers must also ensure that a carer's reluctance or inability to assist with transport does not prevent an individual from accessing a service that meets their assessed needs and the individual/ carer will need to make alternative arrangements.
- Where there is conflict between the individual and carer, regarding Motability cars, officers may need to consider safeguarding issues. The worker will need to consider discussing with the individual the possibility of reverting back to a monetary allowance, if the individual so wishes. This would promote independence and allow the individual to take control of their own transport requirements. Consideration will be given to the impact of this option on individual-carer relationships and the need to avoid creating unnecessary conflict.

If it is established during the assessment process that the person can travel to a community activity that meets their outcomes, either independently or with assistance from family, friends or support providers, the Local Authority will not provide transport, or pay for travel costs. However, this does not prevent people using their own financial resources to pay for transport should they choose to do so.

People who qualify for concessionary travel (i.e. bus passes), will be expected to apply and use these as and when appropriate. Where access to a companion bus pass would enable the person to travel by means of public transport, this will be considered for their carer/ companion. The constraints of concessionary travel will also be taken into account during the assessment.

7 Appeals

It is not possible to appeal the decision of an assessment where all factors have been considered.

However, if an individual or their carer is unhappy with the content of the assessment carried out for assisted transport, they can request the assessment document to be reviewed independently by a Team Manager.

This request should be put in writing to the customer services department who will forward the request to the necessary team manager for consideration. Feedback will be provided within 7 working days of receipt of the request.

<http://www.caerphilly.gov.uk/My-Council/Complaints-and-feedback/Adult-services-complaints>

8 Declining Services

If an individual has been assessed as able to make their own transport arrangements but declines to do so, and as a result is unable to attend the service for which they have an assessed eligible need, this will be viewed as the person declining services.

9 Access to Transport for services not provided by Adult Social Services:

The codes of practice for eligibility within the Social Service and Well Being (Wales) Act 2014, Part 4.1 states: *“It is not the purpose of the eligibility criteria to draw local authority care and support services into challenges they cannot address (such as provision of health care, employment, or education).”* Therefore:

Where there is a requirement for access to transport health care, an individual can seek assessment from the NHS via their GP for transport services to the hospital or out patient department they are required to attend.

Where there is a requirement for access to transport to employment, an individual can seek assessment from employment service such as the Job Centre Plus or Access to Work.

Where there is a requirement for access to transport for college or education. Education is not a provision of service under a care and support plan by adult social services and therefore assessment for such a requirement falls under the Education and transport department policy regarding post 16 transport to educational settings is outlined in a separate policy:

<http://www.caerphilly.gov.uk/Services/Schools-and-learning/School-travel>

10 Alternative Methods of Transport in the Borough

There are several community transport schemes across the county, mainly covering areas with less reliable transport links but not restricted to these areas. The Council ensures,

through its support to the voluntary and community sector, that such schemes continue to be sustainable and serve the areas most in need. Caerphilly County Borough Council also has a robust Local Transport Plan, outlining current options for public transport and future proposed developments, this is updated as and when needed.

Caerphilly County Borough Council operates the Concessionary Travel Scheme, this scheme provides free bus travel at all times, everyday on most local bus services for anyone with an eligible disability and anyone over 60 who is a resident of Caerphilly Borough. The scheme also provides concessionary companion bus passes to those meeting the defined criteria and anyone unable to travel on public transport alone.

For eligibility and how to apply:

Over 60's bus pass:

<http://www.caerphilly.gov.uk/Services/Transport-and-parking/Bus-pass-for-over-60s>

disabled bus pass and companion bus pass:

<http://www.caerphilly.gov.uk/Services/Transport-and-parking/Bus-passes>



Adult Social Services Assisted Transport Policy

Easy Read

Adult Social Services Assisted Transport Policy

What is Adult Social Services Assisted Transport?

Assisted Transport usually helps people to go to places in Caerphilly borough as part of their arranged care plan, like day services.

You may need support due to disability or health problems.

You may need support because you don't have a car or transport of your own.

You may need support because your family doesn't have a car.

Support can be taxis and mini buses or through council transport contracts.

Why we support you to travel

You need to get to day service and can't travel by yourself or with the help of family and friends. The council will look at ways to help you to travel.

This does not mean Social Services will meet your needs. It means that any service in the local authority might help you.

Adult Social Services Assisted Transport Policy

Aim of the policy

When assessing for transport the aim is to help you to

- Be more independent
- Have more choice and control
- Build on your strengths and help you make the most of where you live
- Have a healthier lifestyle
- Improve your quality of life
- Be shown more dignity and respect from others
- Meet more people and make friends.

How do we decide?

To get help with transport you will need an assessment. The assessment will take less than 42 working days. An assessment is when someone meets with you to find out what you need and what is important to you. They will write down what is important to you.

The assessment will look at whether it is safe for you, or your family or friends, to make transport arrangements.

As part of the assessment, all transport options will be looked at.

If you have transport this will be reviewed every year.

Who can be helped with transport?

- People over the age of 18 who have had an assessment that agreed they need care and support from Adult Social Services.
- You have been assessed and agreed to attend a service away from home, like day services
- The service away from home must be in Caerphilly Borough
- You must be eligible for the service.

When assessing eligibility for transport and different ways to access services away from home, the following things will be taken into account:

- If you already have access to transport;
- If you have mobility allowance or other money to pay for transport
- How well you can move around or your mobility
- How well you can travel by yourself
- If transport is available to take you where you need to go
- How well you do in travel training to learn how to travel by yourself.

Who can't get help with social services assisted transport?

You might not get help with transport

- If you can travel to a community activity that meets your needs by yourself or with help from family, friends or support providers
- If you get mobility component of DLA / PIP
- If you have a vehicle which you drive yourself.
- If you or your family have a vehicle which you do not drive yourself but it is reasonable for family or friends to drive you.
- If you get Mobility component of Disability Living Allowance (DLA) and are able to use it to get to where you need to go. If you can't use the DLA to get to where you need to go the council will look at why. If the money is not enough, the council will help you check if you are getting the right benefits. If there is a different reason, like it's too far or your wheelchair costs too much to transport, you may still be able to get help with transport.

Adult Social Services Assisted Transport Policy

- If you live in a registered care home and the care home has agreed to help you travel.
- If you live somewhere else that your care needs are funded by Social Services. For example, a Residential Care placement, supported living scheme or shared lives placement. This is because the council may already pay the support provider to support all your needs, including travelling to community activities.
- If you rely on a relative or other carer to drive a mobility car and your carer's needs mean they can't drive you.

If you and your carer can't agree on how to use your Motability car the council may need to consider safeguarding issues. You might want to give the Motability car back and get money instead to pay for your travel needs.

- If you need help with transport to work, to education or to Doctor or hospital appointments.

Adult Social Services Assisted Transport Policy

- If you need help with transport to a service outside Caerphilly borough.

Appeals

You can't appeal a decision.

If you or your carer think something has been left out from the assessment of your transport needs, or you are unhappy, you can ask the team manager to look at how your needs were assessed.

You will have a reply in 7 working days

You can find out more here:

<http://www.caerphilly.gov.uk/My-Council/Complaints-and-feedback/Adult-services-complaints>

Turning down services

If you are assessed and it is decided you can make your own transport arrangements but you decide not to so you can't attend the service you need, it will be seen that you have turned down services.

Other ways to get help with transport

- Transport for health care – you can ask for an assessment from the NHS via your GP to attend health appointments.

Adult Social Services Assisted Transport Policy

- Transport to employment – you can ask for an assessment from employment services such as the Job Centre Plus or Access to Work
- Transport for college or education – you can find out more information here

<http://www.caerphilly.gov.uk/Services/Schools-and-learning/School-travel>

Caerphilly County Borough Council operates the Concessionary Travel Scheme. This scheme provides free bus travel at all times and every day on most local bus services.

You can use this scheme

- if you live in Caerphilly Borough
- and have a disability
- or are over 60

If you need support to travel on public transport you could get a companion pass. This lets someone supporting you to travel free too.

To find out more:

Over 60's bus pass:

<http://www.caerphilly.gov.uk/Services/Transport-and-parking/Bus-pass-for-over-60s>

Adult Social Services Assisted Transport Policy

Disabled bus pass and companion bus pass:

<http://www.caerphilly.gov.uk/Services/Transport-and-parking/Bus-passes>

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HEALTH SOCIAL CARE AND WELLBEING SCRUTINY COMMITTEE - 24TH OCTOBER 2017

SUBJECT: SOCIAL SERVICES ASSISTED TRANSPORT POLICY

REPORT BY: CORPORATE DIRECTOR SOCIAL SERVICES.

1. PURPOSE OF REPORT

- 1.1 The report is to seek the views of members of the scrutiny committee on the proposed assisted transport policy for adults, prior to it going to cabinet for a decision on implementation.

2. SUMMARY

- 2.1 The report will outline the need to have a policy that reflects the Social Services and Well-Being (Wales) Act 2014, explaining the ethos of the policy being to promote independence choice and control for individuals building on people's strengths and networks
- 2.2 The report will propose and time scale and method for implementation the new policy to ensure equity across all current and future service users

3. LINKS TO STRATEGY

- 3.1 The policy discussed within this report is written in line with the ethos of the Social Services and Well-Being (Wales) Act 2014, it also contributes to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015:

- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities

4. THE REPORT

- 4.1 Assisted transport is the discretionary provision of transport by social services to enable individuals to access the community support service for which individuals have been assessed as eligible to attend for example; day services.
- 4.2 Adult Social Services are facing considerable challenges. Through legislation such as the Social Services and Well-being (Wales) Act 2014 and The Well-Being of Future Generations Act 2015, the council is required to change the way in which it works with people, promoting a focus on actively supporting people to develop lifestyles that are not reliant on statutory services. Therefore policies are required to reflect this.

- 4.3 The aim of the Assisted Transport policy (Appendix 1 and 2) is to provide a clear framework for practitioners to assess and support individuals to identify methods of promoting independence when accessing transport. By identifying what is available within the local community and provide a consistent approach to determining eligibility for funded transport where it has been identified as a requirement to access services commissioned by Social Services.
- 4.4 Appendix 1 the easy read version of the policy outlines the key elements:
- How we decide, everyone will be subject to an individual assessment or review
 - Provision of transport is only considered when linked to an eligible need for an assessed service, for example someone can be eligible for day care but not for transport.
 - Implementation of the Social Care and Well-being Act principles of promoting independence, is paramount this could result in travel training for individuals to enable them to access their community as well as attend services.
 - The policy will look to build on existing strengths and networks exploring all other options for example provision of a bus pass and /or companion bus pass
 - Existing resources will be looked at and maximised for example mobility allowance access to and use of a mobility car
 - Sign posting to help with other transport requirements such as attending hospital appointments, education and employment
 - Detail how to appeal if someone is unhappy with the decision.
- 4.5 To provide a framework that is working within the principles of the Social Services and Well-being (Wales) Act 2014 and is working in parallel with other Social Services policies for transport across the Gwent region. The policy takes account of guidance under Part 4 of the code of practice outlining that eligibility for assistance from social service is relating to provision of service under care and support and not the provision or health care, employment or education. Therefore the policy is applicable to the provision of assisted transport to access services commissioned directly by Adult Social Services.
- 4.6 The ethos of the policy is in keeping with the aforementioned legislative changes in that it seeks to:
- *Promoting independence*
 - *Maximising choice and control*
 - *Builds on strengths of someone's own network*
 - *Supporting a healthy lifestyle*
 - *Improving quality of life*
 - *Maximising dignity and respect*
 - *Developing local and community networks.*
- 4.7 The overriding principle of this policy is that the decision to provide transport is based on needs, intended outcomes and on promoting independence, as part of the Council's commitment to inclusion and independence.
- 4.8 It is proposed that the policy is implemented from 1st January 2018 for all new requests for transport made to Adult Social Services.
- 4.9 It is proposed that the policy is applied to the review of existing transport provisions at the time of the annual review of the care and support plan for those individuals who currently get it. Where individuals are identified as having access to alternative transport options, it is proposed that they be given an 8 week period in which to implement the new arrangements.

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 aims to promote the use of local resources where possible and local transport options, developing stronger networks and community links for individuals who reside within them.
- 5.2 The implementation of this policy aims to improve equality for access to funded services, promote independence, increase individual resilience and ensure longer term sustainable service for those who require it. The policy aims to strengthen use of public transport by local communities and increase choice and control for the individuals accessing services.

6. EQUALITIES IMPLICATIONS

- 6.1 An equalities impact assessment has been completed please refer to Appendix 4.

7. FINANCIAL IMPLICATIONS

- 7.1 It is not possible to quantify financial implications in respect of implementation of this policy at this stage However it is anticipated that in due course there would be a reduction in the amount of transport provided, therefore reduce demands upon the existing budget.
- 7.2 Current budget is £1,435,771 inclusive of staffing costs

8. PERSONNEL IMPLICATIONS

- 8.1 There are no direct personnel implications in relation to this policy.

9. CONSULTATIONS

- 9.1 Public consultation was conducted from 25th August 2017 to 25th September 2017. This consultation was implemented by:
- A mail drop of consultation packs to 100 individuals in receipt of services from social services.
 - Promoting the consultation through email correspondence to social services staff and relevant parties across the council
 - Promoting the consultation through email correspondence to partner agencies.
 - Posting the consultation of the boroughs consultation webpages
- 9.2 Following consultation with professionals, partner agencies and the general public; feedback has been very positive.
93% of respondents thought that the policy encourages people to access support in their local communities
90% felt that the policy went far enough to promote independence
97% felt the policy was clearly written
See appendix 3 for full details including additional comments.
- 9.3 It has been highlighted that there are examples presented that demonstrate the current provision of transport is somewhat over subscribed and there has been a dependency upon the local authority to provide transport even when individuals have alternative options available to them.

9.4 This has resulted in situations arising where individuals who do not have alternative transport options and have specialist transport needs, are unable to commence services they have been assessed to need that are commissioned by Social Services, more often due to limited availability of appropriate vehicles; due to vehicles being at full capacity.

10. RECOMMENDATIONS

10.1 Member are requested to give their views on endorsing the Assisted Transport Policy

11. REASONS FOR THE RECOMMENDATIONS

11.1 Scrutiny members views will be included in the future cabinet report regarding a decision to implement the policy in the time frame outlined.

12. STATUTORY POWER

12.1 None

Author: Becky Griffiths, Service Manager, griffr7@caerphilly.gov.uk

Consultees:

Transport department
Adult Services Staff
Adult Services DMT
Social Services SMT
Public consultation
Caerphilly Peoples First and relevant partner agencies.
Cllr Carl Cuss Cabinet Member Social Services

Appendix 1 Adult Social Services Assisted Transport Policy – Easy Read Version

Appendix 2 Adult Social Services Assisted Transport Policy – Full Version

Appendix 3 consultation summary, consultation feedback

Appendix 4 Equalities impact assessment

Adult Social Services Assisted Transport Policy



Adult Social Services Assisted Transport Policy

Easy Read

What is Adult Social Services Assisted Transport?

Assisted Transport usually helps people to go to places in Caerphilly borough as part of their arranged care plan, like day services.

You may need support due to disability or health problems.

You may need support because you don't have a car or transport of your own.

You may need support because your family doesn't have a car.

Support can be taxis and mini buses or through council transport contracts.

Why we support you to travel

You need to get to day service and can't travel by yourself or with the help of family and friends. The council will look at ways to help you to travel.

This does not mean Social Services will meet your needs. It means that any service in the local authority might help you.

Aim of the policy

When assessing for transport the aim is to help you to

- Be more independent
- Have more choice and control
- Build on your strengths and help you make the most of where you live
- Have a healthier lifestyle
- Improve your quality of life
- Be shown more dignity and respect from others
- Meet more people and make friends.

How do we decide?

To get help with transport you will need an assessment. An assessment is when someone meets with you to find out what you need and what is important to you.

The assessment will look at whether it is safe and reasonable to expect you, or your family or friends, to make transport arrangements.

As part of the assessment, all transport options will be looked at.

They will write down your needs and what is important to you.

Who can be helped with transport?

- People over the age of 18 who have had an assessment that agreed they need care and support from Adult Social Services.
- You have been assessed and agreed to attend a service away from home, like day services
- The service away from home must be in Caerphilly Borough
- You must be eligible for the service.

When assessing eligibility for transport and different ways to access services away from home, the following things will be taken into account:

- If you already have access to transport;
- If you have mobility allowance or other money to pay for transport
- How well you can move around or your mobility
- How well you can travel by yourself
- If transport is available to take you where you need to go
- How well you do in travel training to learn how to travel by yourself.

Who can't get help with social services assisted transport?

You might not get help with transport

- If you can travel to a community activity that meets your needs by yourself or with help from family, friends or support providers
- If you get mobility component of DLA / PIP
- If you have a vehicle which you drive yourself.
- If you or your family have a vehicle which you do not drive yourself but it is reasonable for family or friends to drive you.
- If you get Mobility component of Disability Living Allowance (DLA) and are able to use it to get to where you need to go. If you can't use the DLA to get to where you need to go the council will look at why. If the money is not enough, the council will help you check if you are getting the right benefits. If there is a different reason, like it's too far or your wheelchair costs too much to transport, you may still be able to get help with transport.

- If you live in a registered care home and the care home has agreed to help you travel.
- If you live somewhere else that your care needs are funded by Social Services. For example, a Residential Care placement, supported living scheme or shared lives placement. This is because the council may already pay the support provider to support all your needs, including travelling to community activities.
- If you rely on a relative or other carer to drive a mobility car and your carer's needs mean they can't drive you.

If you and your carer can't agree on how to use your Motability car the council may need to consider safeguarding issues. You might want to give the Motability car back and get money instead to pay for your travel needs.

- If you need help with transport to work, to education or to Doctor or hospital appointments.
- If you need help with transport to a service outside Caerphilly borough.

Complaints and Appeals

If you or your carer are unhappy with the decision of the assessment of your transport needs, you can ask the Council to look at how your needs were assessed. You can find out more here:

<http://www.caerphilly.gov.uk/My-Council/Complaints-and-feedback/Adult-services-complaints>

Turning down services

If you are assessed and it is decided you can make your own transport arrangements but you decide not to so you can't attend the service you need, it will be seen that you have turned down services.

Other ways to get help with transport

- Transport for health care – you can ask for an assessment from the NHS via your GP to attend health appointments.
- Transport to employment – you can ask for an assessment from employment services such as the Job Centre Plus or Access to Work
- Transport for college or education – you can find out more information here

<http://www.caerphilly.gov.uk/Services/Schools-and-learning/School-travel>

Caerphilly County Borough Council operates the Concessionary Travel Scheme. This scheme provides free bus travel at all times and every day on most local bus services.

You can use this scheme

- if you live in Caerphilly Borough
- and have a disability
- or are over 60

If you need support to travel on public transport you could get a companion pass. This lets someone supporting you to travel free too.

To find out more:

Over 60's bus pass:

<http://www.caerphilly.gov.uk/Services/Transport-and-parking/Bus-pass-for-over-60s>

Disabled bus pass and companion bus pass:

<http://www.caerphilly.gov.uk/Services/Transport-and-parking/Bus-passes>

Adult Social Services Assisted Transport Policy

1 What is Adult Social Services Assisted Transport?

Adult Social Services Assisted Transport is a transport service provided to people over the age of 18, to access 'community activities' within Caerphilly borough. A community activity is a care and support service that an individual attends away from their home, which is provided by Adult Social Services as part of a care and support plan.

These people generally cannot use public transport independently due to disability or health problems and have no reasonable access to private transport. It can be provided through taxis and mini buses either through direct provision by the Council, or sourced by the Council through transport contracts.

2 Policy Framework

The Social Services and Well-being (Wales) Act 2014 is the legislative framework for Social Services to identify an individual's outcomes and assess their need for care and support services. The Local Authority will have a duty to meet that need if the need cannot be met by the person's own resources or community resources.

The Well-being of Future Generations Act (Wales) 2015 outlines principles and ways of working which include the responsibility for ensuring sustainable developments for individuals to connect with their local communities and the needs of the present being met without compromising the ability of future generations to meet their own needs. This links directly to the well-being principles underpinning this policy.

3 Principles of the Policy

The aim of this policy is to reflect national and local priorities and is based upon the following principles:

- Promoting independence
- Maximising choice and control
- Builds on strengths of someone's own network
- Supporting a healthy lifestyle
- Improving quality of life
- Maximising dignity and respect
- Developing local and community networks.

The overriding principle of this policy is that the decision to provide transport is based on needs, outcomes and on promoting independence, as part of the Council's commitment to inclusion and independence.

4 Policy Statement

This policy outlines how we will ensure that we have a consistent and equitable way of supporting individuals in the provision of Adult Social Services Assisted transport.

This policy sets the criteria that will be used to assess how people access transport to services identified in a care and support plan and provided by Adult Social Services. Caerphilly County Borough Council is committed to promoting independence across all areas of service provision and seeks to ensure that people live as independently as possible within their own communities and continue to access services and support in ways which meet their needs.

As the need for transport is not an eligible need in its own right, but simply a means of accessing services, this policy rests upon a general assumption and expectation that clients will meet their own needs for transport to access services.

Funded transport will only be provided if, in the opinion of the assessor, ***if it is the only reasonable way to allow the person to safely access an eligible service.*** Where there is appropriate transport available, it will be assumed that the individual will use this as a first option.

Adult Social Services will signpost individuals to appropriate transport options in order to promote the independence of that person.

5 Assessment for Assisted Transport to a Care and Support Service

Assessment for assisted transport will only be considered where the person is eligible for a community service provided by Adult Social Services. The assessment must be part of the assessment of a person's outcomes and needs, and will be considered at any subsequent care and support plan review(s).

In completing this assessment, emphasis will be placed on the person's strengths and capabilities, and focus on solutions that enable them to do things for themselves rather than become dependent. The assessment will aim to establish whether it is safe and reasonable to expect the person, or their representative, to make transport arrangements. As part of the assessment, all transport options will be examined and the outcomes will be identified and evidenced.

The need for, and purpose of transport should be clearly stated on an individual's Care and Support Plan. The provision and/or funding for assisted transport should only be considered if the service user's own resources and all other options have been exhausted.

When assessing eligibility for transport and feasibility of different ways to access provision of services, the following factors will be taken into account:

- Access to existing transport;
- Access to mobility allowance or alternative funds

- Assessment of mobility;
- Assessment of ability to travel independently;
- Identification of appropriate transport provision for those eligible.
- People may have the financial means to fund their own travel arrangements
- Outcome of a period of travel training

Following an assessment, transport will only be provided to help meet an assessed need that cannot be met by the person themselves, having explored all alternatives. The transport provided will be appropriate for that need, will provide value for money and be cost effective.

6 People will normally not be eligible for transport if:

- They have the physical and/or mental ability to travel to a community activity, either independently or with assistance from family, friends or support providers.
- They are eligible for and receive mobility component of DLA / PIP.
- They have their own vehicle, access to family vehicle or a Motability vehicle which they drive themselves.
- They have a mobility vehicle of which they are not normally the driver themselves.
- Where the individual has access to a family/ household car, consideration will be made regarding whether it is reasonable to expect the person's family and friends network to help them travel to the location of the care service/ activities.
- They are in receipt of the Mobility component of Disability Living Allowance, the purpose of which is to assist those who have mobility problems, with severe difficulty walking or who need help getting around outdoors and in the community. These people will only be eligible for transport if they are assessed as not capable of independent travel or if the mobility element of the benefit does not fully cover their needs (due to distance from services, the nature of the disability, wheelchair type, carer support requirements etc). As part of the full financial assessment, Caerphilly County Borough Council's officers will also help people maximise their access to any benefits they may be entitled to.
- They live in a registered care home as these are subject to the terms and conditions of the contract between the Council and the care home. However, if the individual is assessed as having the ability to travel independently, or with minimal intervention, the care home will make provision to support independent travel if they are responsible for transport arrangements.
- They live in settings where their care needs are funded by the Adult Social Services Service e.g. Residential Care, supported living schemes (such as those for people

with a learning disability or younger adults with mental health disorders), or shared lives placement, as the cost of the placement needs to cover the full range of support needs, including transport, to attend community activities.

- Where the individual is reliant on a relative or other carer to drive a mobility car, consideration must be given to supporting carer's respite needs. Nonetheless, if an individual or carer makes the decision that the car will not be used for the intended purpose the onus must be on the individual and/ or carer to make alternative appropriate arrangements. Assessing officers must also ensure that a carer's reluctance or inability to assist with transport does not prevent an individual from accessing a service that meets their assessed needs and the individual/ carer will need to make alternative arrangements.
- Where there is conflict between the individual and carer, regarding Motability cars, officers may need to consider safeguarding issues. The worker will need to consider discussing with the individual the possibility of reverting back to a monetary allowance, if the individual so wishes. This would promote independence and allow the individual to take control of their own transport requirements. Consideration will be given to the impact of this option on individual-carer relationships and the need to avoid creating unnecessary conflict.

If it is established during the assessment process that the person can travel to a community activity that meets their outcomes, either independently or with assistance from family, friends or support providers, the Local Authority will not provide transport, or pay for travel costs. However, this does not prevent people using their own financial resources to pay for transport should they choose to do so.

People who qualify for concessionary travel (i.e. bus passes), will be expected to apply and use these as and when appropriate. Where access to a companion bus pass would enable the person to travel by means of public transport, this will be considered for their carer/ companion. The constraints of concessionary travel will also be taken into account during the assessment.

7 Complaints / Appeals

If an individual or their carer is unhappy with the outcome of the assessment of their transport needs, they have the option to ask the Council to reconsider the way in which the application has been assessed.

<http://www.caerphilly.gov.uk/My-Council/Complaints-and-feedback/Adult-services-complaints>

8 Declining Services

If an individual has been assessed as able to make their own transport arrangements but declines to do so, and as a result is unable to attend the service for which they have an assessed eligible need, this will be viewed as the person declining services.

9 Access to Transport for services not provided by Adult Social Services:

The codes of practice for eligibility within the Social Service and Well Being (Wales) Act 2014, Part 4.1 states: *“It is not the purpose of the eligibility criteria to draw local authority care and support services into challenges they cannot address (such as provision of health care, employment, or education).”* Therefore:

Where there is a requirement for access to transport health care, an individual can seek assessment from the NHS via their GP for transport services to the hospital or out patient department they are required to attend.

Where there is a requirement for access to transport to employment, an individual can seek assessment from employment service such as the Job Centre Plus or Access to Work.

Where there is a requirement for access to transport for college or education. Education is not a provision of service under a care and support plan by adult social services and therefore assessment for such a requirement falls under the Education and transport department policy regarding post 16 transport to educational settings is outlined in a separate policy:

<http://www.caerphilly.gov.uk/Services/Schools-and-learning/School-travel>

10 Alternative Methods of Transport in the Borough

There are several community transport schemes across the county, mainly covering areas with less reliable transport links but not restricted to these areas.

The Council ensures, through its support to the voluntary and community sector, that such schemes continue to be sustainable and serve the areas most in need.

Caerphilly County Borough Council also has a robust Local Transport Plan, outlining current options for public transport and future proposed developments, this is updated as and when needed.

Caerphilly County Borough Council operates the Concessionary Travel Scheme, this scheme provides free bus travel at all times, everyday on most local bus services for anyone with a disability and anyone over 60 who is a resident of Caerphilly Borough. The scheme also provides concessionary companion bus passes to anyone unable to travel on public transport alone.

For eligibility and how to apply:

Over 60's bus pass:

<http://www.caerphilly.gov.uk/Services/Transport-and-parking/Bus-pass-for-over-60s>

disabled bus pass and companion bus pass:

<http://www.caerphilly.gov.uk/Services/Transport-and-parking/Bus-passes>

Consultation for: Adult Social Services Assisted Transport Policy

The Social Service and Well-Being (Wales) Act 2014 and the Well-being of Future Generations (Wales) Act 2015 place a duty on the Local Authority to promote independence, to encourage people to broaden and develop networks of support within their local communities. These factors have been integral to underpinning this policy.

The policy outlines when an individual is entitled to an assessment for assisted transport and how the assessment process and eligibility works.

In order to gain feedback and to consult upon this proposed policy, please can you read the policy and provide a response to the following questions:

Q1 Are you: (please tick one)

- 6 A member of CCBC staff
- 6 A member of the public
- 14 Receiving a service from Social Services
- 3 A relative (of the above)
- 1 A professional (not CCBC)
- 0 Other

please state

6

Q2 Do you feel this policy encourages people to access support in their local community?

28 Yes

2 No

Please comment

6

Q3 Do you feel this policy goes far enough to promote independence?

26 Yes

3 No

Please comment

6

Q4 Is the policy clearly written?

29 Yes

1 No

Please comment

1

Q5 Do you have any other comments you wish to make?

17

Equalities

Q6 Do you feel that your experience in dealing with the Council was better or worse in any way, because of who you are (e.g. because of your age, your ethnic origin, your language requirements, your disabilities, your sexual orientation or gender, or anything else that makes you an individual)?

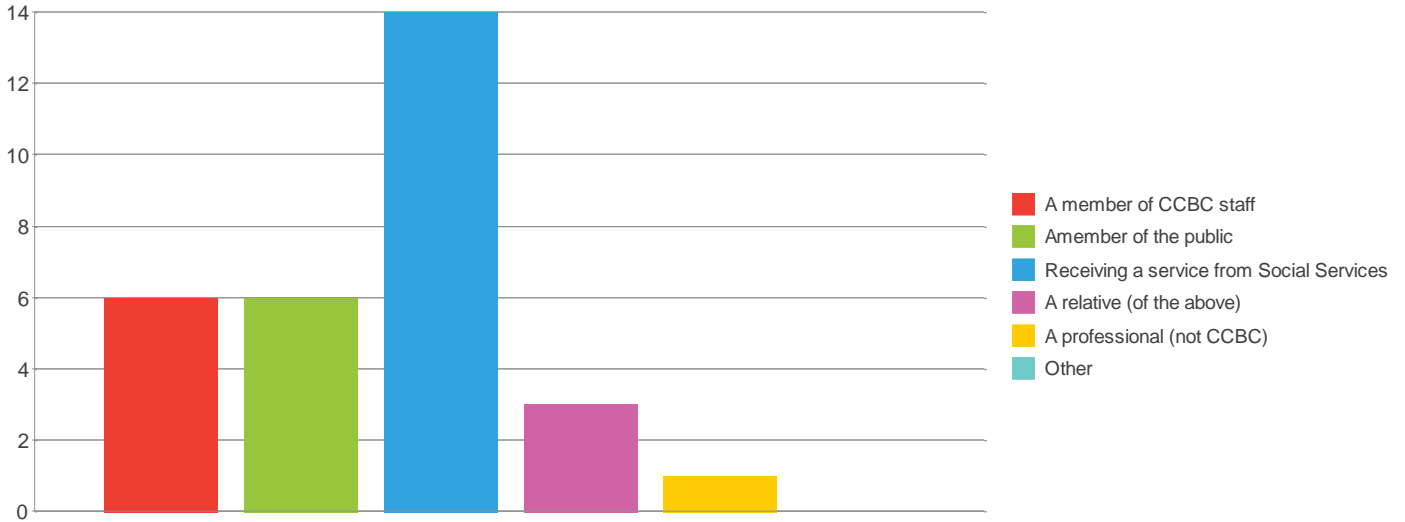
Please write in:

16

Thank you for taking the time to complete our questionnaire.
Your views are important to us.

Consultation for: Adult Social Services Assisted Transport Policy 32 Respondents

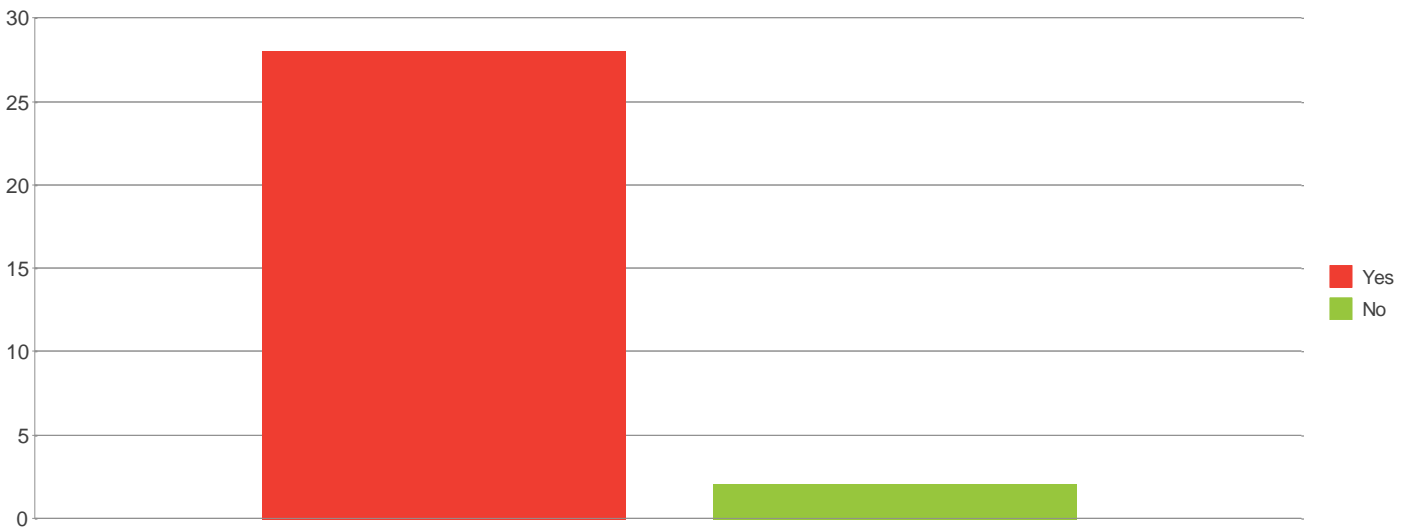
Q1. Are you: (please tick one)



please state

- Receiving care from Radis Care
- (Lee's mother) Linda LLoyd
- Care Worker visits me every week
- Daughter of this individual
- A member of the public
- Charity

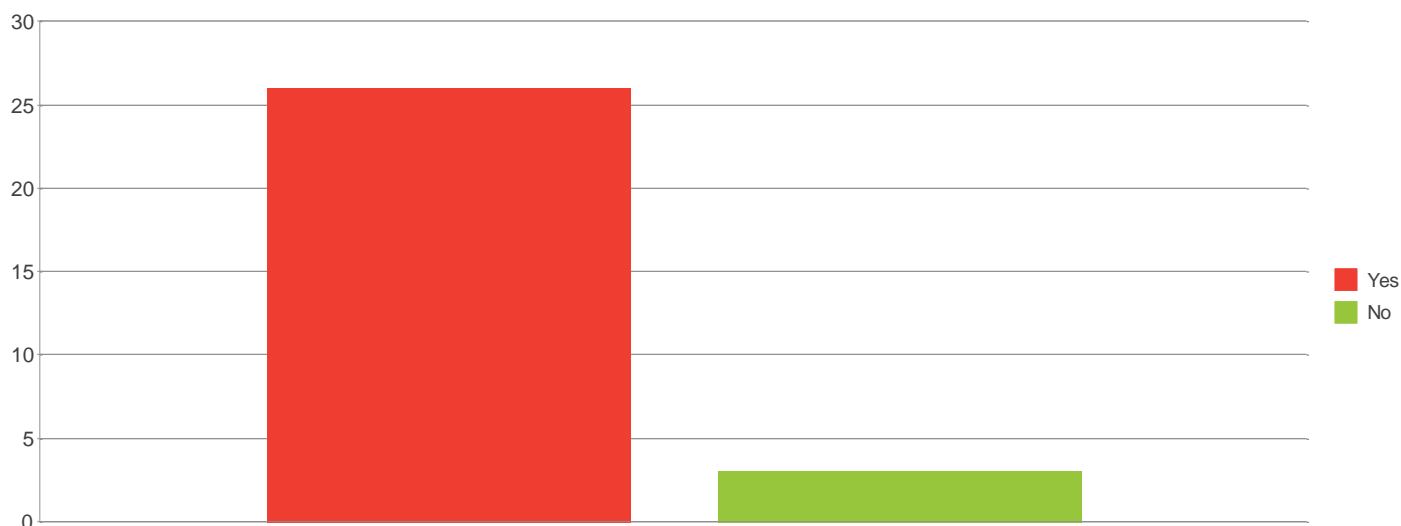
Q2. Do you feel this policy encourages people to access support in their local community?



Please comment

- Would be ideal for me.
- But it is not suitable for Lee's needs.
- If this includes ambulance to transport my mum to hospital for appointments as is immobile
- I know individuals that I see shopping in Brecon, Merthyr and local areas that do this via public transport however they are brought to day services via social services transport. It would be promoting independence if these individuals that use public transport at weekend used public transport to access services on a daily basis.
- However, there are not many examples given about the kind of private provision people might be expected to be supported to look into (e.g. use of private taxi providers, private providers with escorts, wheelchair accessible taxis)
- it helps people to be part of the community

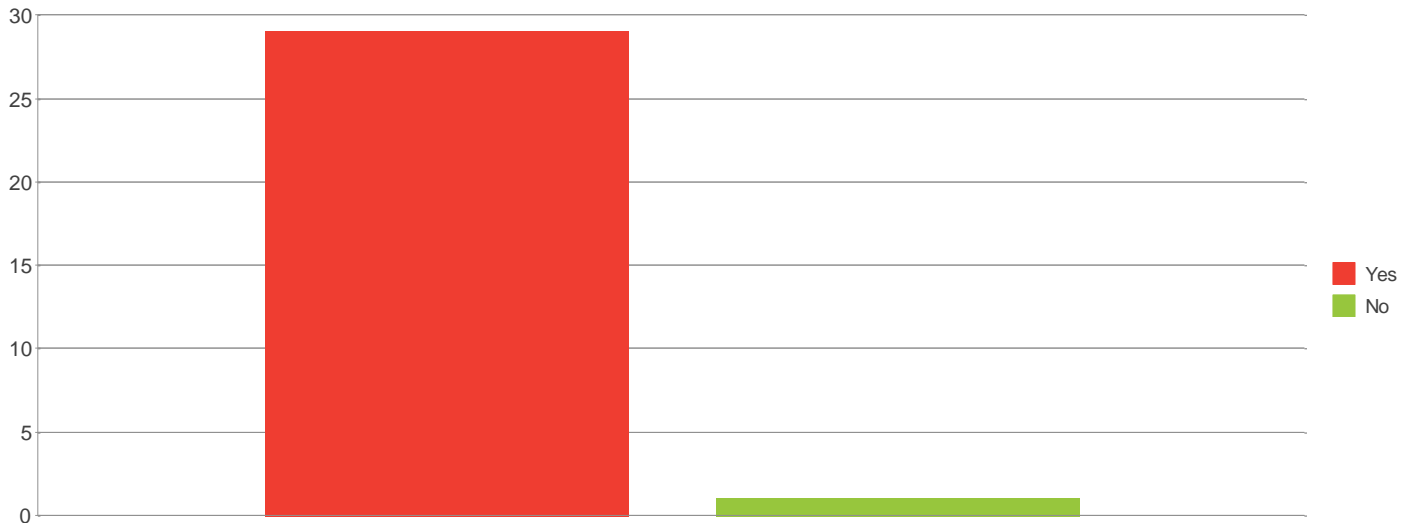
Q3. Do you feel this policy goes far enough to promote independence?



Please comment

- Get to use it more
- Could be better for the right person.
- The policy does only if a person knows about it?
- Don't really know
- As above.
- If people learn to travel independently it gives them more Independence to visit doctors, shopping, dentist, hospital and leisure

Q4. Is the policy clearly written?



Please comment

- Transport staff are brilliant and very understanding of Lee's needs.

Q5. Do you have any other comments you wish to make?

- Would be nice to get out and about in the community with a van that can accommodate a wheelchair.
- No
- My carer takes me everywhere
- No
- No thank you
- None
- Lee has to have a seat on her own, it has to be the 2nd seat on the driver's side. *No other person to sit with her as she likes her space and could start to pull hair or push at you upset starts problems and Lee will start to have fits.
- How is a person to know that this help exists, as until I received this form I didnt know there was such a policy?
- No not really.
- No
- As discussed previously, we fully support the principles outlined in the consultation document and feel it will support the provision of transport for those most vulnerable and genuinely unable to access day care facilities otherwise. Just a couple of observations. Section 5 Following on from our recent discussions, we would like to see a statement to the effect that if a person is assessed and deemed to be eligible for transport, appropriate transport will be considered, but the ability of the Council to meet these needs will depend on the mobility requirements of the individual and there being appropriate access to the property to facilitate this. Similarly, if the individual is a wheelchair user, an individual can only be transported if the chair has been appropriately crash tested for transport. In the case of electric wheelchairs, these would normally be expected to be dual controlled and capable of being isolated when

boarding and alighting via the passenger lift such that the driver or escort assisting has sole control over the chair. Section 10 Paragraph 4everyday on most local bus services for anyone with a disability and anyone over 60 who is a resident of Caerphilly Borough Can this be qualified – for anyone with an eligible disability. The scheme also provides concessionary companion bus passes to anyone unable to travel on public transport alone. Can this be qualified – to those meeting the defined criteria and unable to travel on public transport alone.

- The only comment I have from my perspective as a complaints officer in education. I cannot see how either departments policy can accommodate 19+aged persons going into further education. These few cases tend to slip through our policy and Social Services Policy as ours doesn't allow based on age and SS. Based on if they go on to further education. I am sorry I am not sure what a solution is but case in hand we have had an issue with this over the last few weeks. Apologies would like to be part of a solution on this.
- I have difficulty understanding why individuals that have mobility allowance/cars are picked up from and returned home when the car that was for their mobility needs is parked on the drive. I feel that the individuals that receive the mobility car/allowance should be used to transport them, then the allowance/car could be given to social services transport department to be used to transport the individual. I know a family that have the mobility car however their son in in supported living and is transported via Social services transport how is that car for him ?
- Would it be possible for people who do may not have eligible needs for transport (e.g. those in receipt of mobility benefits) to choose to pay a non-subsidised rate for our transport to access this service. The availability in the community for vulnerable people to safely access transport if they need to have an escort is limited and this might mean that our service is the only option. Other services like Meals on Wheels have a non-subsidised rate and this would be a useful option for us to be able to explore under The Act if it were an available option.
- if people learn to travel independently it will help parents and careers when they get older to not worry about different things such as appointments and leisure activities and helping them meet friends and be part of the community
- The policy supports the ethos of the Social Services and Well-being (Wales) Act.
- I strongly feel some changes were required to the old policy. This policy will ensure that transport services are used fairly and will ensure staff look at the persons own community for resources and services they can access which is a key feature within the new Act.

Q6. Do you feel that your experience in dealing with the Council was better or worse in any way, because of who you are (e.g. because of your age, your ethnic origin, your language requirements, your disabilities, your sexual orientation or gender, or anything else that makes you an individual)?

- At present, I am unable to use the services you are offering as I am on bed rest (32 weeks to date) and I have to have ambulance to go to and from the hospital as I am not able to use my Motability car. If thing change in the future I would be interested in your service.
- They treated me well.
- Don't understand what this says.
- No
- Could do better

- It got worse with the cuts. I have gone at A+C, Lee gets picked up very late each day (10 o'clock). I could drop her off as its only 5 mins up road, (but she would lose her independence) which she needs as she's like my shadow now.
- N/A
- No, always been good to me
- My mum has dementia so has no understanding, fortunately I deal with things for her, but if she didnt have me I dont think she would cope.
- I haven't had much contact with the council so cannot honestly comment.
- In my experience when dealing with the council they have always been extremely helpful and willing to provide any help and assistance required.
- Yes
- I have not experienced any difficulty when dealing with the council.
- No
- I have not experienced any change with the Council
- All of our dealings over the years with the council has been brilliant in joint working and partnership and if we have got a problem we discuss it with the real-vent bodies

END OF ANALYSIS
27 SEPTEMBER 2017

EQUALITY IMPACT ASSESSMENT FORM

April 2016

THE COUNCIL'S EQUALITIES STATEMENT

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

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

NAME OF NEW OR REVISED PROPOSAL *	Assisted Transport policy
DIRECTORATE	Social Services
SERVICE AREA	Adult Services
CONTACT OFFICER	Becky Griffiths
DATE FOR NEXT REVIEW OR REVISION	TBC

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

INTRODUCTION

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

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

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

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

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

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

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

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

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

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

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve?</p> <p>The aim of the Assisted Transport is to provide a clear framework for practitioners to assess and support individuals to identify methods of promoting independence when accessing transport. By identifying what is available within the local community and provide a consistent approach to determining eligibility for funded transport where it has been identified as a personal outcome.</p> <p>To provide a framework that is working within the principles of the Social Services and Well-being (Wales) Act 2014 and is working in parallel with other Social Services policies for transport across the Gwent region. The policy takes account of guidance under Part 4 of the code of practice outlining that eligibility for assistance from social service is relating to provision of service under care and support and not the provision or health care, employment or education. Therefore the policy is applicable to the provision of assisted transport to access services commissioned directly by Adult Social Services.</p>
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2	<p>Who are the service users affected by the proposal?</p> <p>All individual's who have been assessed as eligible for services commissioned by social services that take place at a base away from the home environment, eg day centre.</p>
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IMPACT ON THE PUBLIC AND STAFF

3	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</p> <p>The ethos of the policy is in keeping with the legislative changes in that it seeks to:</p> <ul style="list-style-type: none">• Promoting independence• Maximising choice and control• Builds on strengths of someone's own network• Supporting a healthy lifestyle• Improving quality of life• Maximising dignity and respect• Developing local and community networks. <p>The overriding principle of the policy is that the decision to provide transport is based on needs, outcomes and on promoting independence, as part of the Council's commitment to inclusion and independence.</p> <p>The current approach to assessing for transport is not equitable and has resulted in some individuals being unable to access services they require due to over</p>
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	<p>subscription of transport provision where individuals have access to alternative transport options but decline to make use of these.</p> <p>There are also inconsistencies between teams and departments in respect of the provision of transport to access services.</p>
	<p>Actions required:</p> <p>Implement the policy across all teams in adult service; to provide a consistent and equitable approach to transport assessment and provision.</p> <p>Provide staff and service users with a clear framework for assessment.</p>

<p>4</p>	<p>What are the consequences of the above for specific groups?</p> <p>The consequences are that individuals will be encouraged to access more community based options within their local communities, which will promote independence and enable them to become more integrated in the local community.</p> <p>Where this is not possible, transport will be assessed and solutions identified as per the principles of the policy.</p>
	<p>Actions required:</p> <p>Support individuals to make use of public transport where they are able to do so. be provide support to enable individuals to access discretionary transport passes provided by the local authority.</p> <p>Support individual's to make use of their mobility vehicles which they have been provided by the Department of Work and Pensions as assessed as a requirement for their disability.</p>

5	<p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p> <p>None applicable. The welsh language Act is applicable for all aspects of public sector communication and the policy will not effect implementation of the welsh language act.</p>
	<p>Actions required:</p> <p>Policy is available bilingually</p>

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available?</p> <p>Data of individuals accessing services or who may be awaiting services due to transport requirements is available from transport colleagues.</p> <p>At this time savings have not been considered as the implementation of the policy is to introduce and equitable approach to assessment for assisted transport and enable anyone who requires so to have support identifying transport options available to them.</p>
	<p>Actions required:</p> <p>N/A</p>

CONSULTATION

7	What consultation has taken place? Public consultation took place 25 th August 2017 – 25 th September 2017 This was facilitated through raising public awareness of the policy via the CCBC consultation web pages. Email to relevant staff and partner agencies Postal consultation of 100 individual's receiving a service from social services.
	Actions required: Minor wording amendments requested by transport departments and this has been undertaken.

MONITORING AND REVIEW

8	How will the proposal be monitored? The policy following implementation will be reviewed after 1 year to determine if it is providing the equity that is anticipated. Thereafter every 3 years.
	Actions required: n/A

9	<p>How will the monitoring be evaluated?</p> <p>Survey of service users in receipt of services from social services.</p>
	<p>Actions required:</p> <p>Conduct survey 1 year post implementation</p>

10	<p>Have any support / guidance / training requirements been identified?</p> <p>Staff will require training and awareness raising to be aware of the changes in policy and to ensure all staff are implementing the policy in the same manner.</p>
	<p>Actions required:</p> <p>Facilitate awareness raising for staff and training for practitioners.</p>

11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>N/A</p>
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12	<p>What wider use will you make of this Equality Impact Assessment?</p> <p>Appendix to scrutiny report</p>
	<p>Actions required:</p> <ul style="list-style-type: none"> • EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed by:	Becky Griffiths
Date:	03/10/2017
Position:	Service Manager
Name of Head of Service:	Jo Williams

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CABINET – 28TH FEBRUARY 2018

SUBJECT: ERDF 4.4 FUNDING OPPORTUNITIES – THE LAWN INDUSTRIAL ESTATE, RHYMNEY AND TY DU, NELSON

REPORT BY: INTERIM CORPORATE DIRECTOR - COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 To agree that the Lawn Industrial Estate Rhymney and Ty Du Nelson be the Council's primary focus for ERDF Programme measure 4.4 and to identify and confirm the required levels of match funding to allow the projects to progress.
- 1.2 To agree in principle to enter into a Joint Working/Development Agreement with Welsh Government at Ty Du based on the draft Heads of Terms that are to be agreed with Welsh Government.

2. SUMMARY

- 2.1 This report updates Cabinet on opportunities that exist to bid for European funding to WEFO for the phased provision of employment units at two sites in the county borough, namely, the Council owned Lawn Industrial Estate in Rhymney and Welsh Government (WG) owned land at Ty Du in Nelson.
- 2.2 External grant funding under the European Regional Development Fund (ERDF) Priority 4, Strategic Objective 4 has been sought by the Council to deliver the first phase of employment units and associated infrastructure at both sites. In order to draw down this external funding the Council is required to confirm match funding and also establish the joint working arrangements with WG at Ty Du, Nelson through entering into a formal Joint Working/Development Agreement.
- 2.3 Cabinet is requested to confirm that both the Lawn and Ty Du projects proceed as joint Council priorities and to identify the necessary match funding. The report recommends the best option available to the Council to allocate a total of £1.07m of match funding for both sites that is required to draw down £2.58m of overall ERDF funding and potentially at Ty Du an additional £0.35m of WG Department of Economy and Infrastructure funding.
- 2.4 The report sets out the main Heads of Terms presented by WG to the Council for a Joint Working/Development Agreement. Cabinet is requested to agree the principle of entering into a working relationship with WG and the use of the delegated powers process to approve that the Interim Head of Regeneration negotiate, in consultation with Property Services, Legal Services and the relevant Cabinet Member, and authorise the Head of Legal Services/Principal Solicitor to enter into the Agreement on behalf of the Council.

3. LINKS TO STRATEGY

- 3.1 The opportunity to provide additional industrial and business units aligns with the Well-Being of Future Generations (Wales) Act 2015 with regard to:-
- A prosperous Wales
 - A resilient Wales
 - A more equal Wales
- 3.2 The opportunity to provide additional industrial and business units aligns with the relevant priorities identified for the European Structural & Investment Funds Operational Programme, namely:
- Jobs and growth;
 - SME competitiveness and enterprise;
 - Energy efficiency and renewables;
- 3.3 The project aligns with the Cardiff Capital Region's strategic vision as set out in "Powering the Welsh Economy". Additionally, both schemes are further aligned with this regional approach due to the sites close proximity to the strategic locations identified for the Cardiff Capital Region City Deal (CCRCD) and Valleys METRO initiatives specifically the Rhymney/Cardiff and Ystrad Mynach/Nelson corridors. In addition, it fulfils the aspirations of WG with their "Prosperity for All" economic action plan.

Ty Du has been identified for employment use for many years and is allocated for employment in the Caerphilly County Borough Local Development Plan up to 2021 (LDP). Ty Du is also a key site for WG who have identified it as a strategic site. It also sits within the Caerphilly Basin/Ystrad Mynach corridor identified as a hub of activity by the Valleys Taskforce.

The Lawn Estate is identified for a mixed use scheme within the LDP comprising a Health Centre and a Food store. The Health Centre has been developed however the land for the Food store remains available, and it is this land that is now proposed for an extension to the employment use.

4. REPORT

Background

- 4.1 Over the last 18 months officers have been developing two projects that would bring further employment opportunities to the County Borough. The incentive to develop these projects has been the opportunity for the Council to secure additional EU grant funding, under ERDF Priority 4 "Connectivity and Urban Development".
- 4.2 A £15.5m Priority 4.4 ERDF budget has been allocated between the six South East Wales local authorities identified to benefit from this programme. This provides an allocation of approximately £2.58m per local authority based on an ERDF grant intervention rate of 65.66%. This regional and individual authority allocation has been endorsed at CCR Programme Board level. The expected duration of the ERDF programme is up to five years.
- 4.3 Detailed Business plans for both projects have been submitted to Welsh European Funding Office (WEFO) and on the 30th November 2017, WEFO provided the Council with grant approval letters to both schemes on condition that the relevant match funding contribution could be established.

The Lawn Industrial Estate, Rhymney

- 4.3 On 15th February 2017 Cabinet approved progressing the development of additional business units at the Lawn Industrial Estate, Rhymney. Overall the proposed project will focus on unlocking, over two phases, approximately 1.3 hectares of underutilised brownfield land located at the southern end of the Council owned Lawn Industrial Estate. When fully developed, the land has the potential to accommodate approximately 20 small modern business units. WEFO have approved the revised business plan on condition that the match funding requirements of £0.71m minimum can be identified.
- 4.4 The February 2017 Cabinet report highlighted the need to establish a minimum of £0.71m of match funding, and this remains the case. A total budget of circa £2m (comprising £1.29m ERDF and £0.71m of Council match funding) would result in delivery of Phase 1 of a scheme comprising site preparation, groundworks and the associated highway infrastructure along with the initial provision of up to 7,000 sq ft of employment space. An indicative Phase 1 layout plan is attached at Appendix 1.
- 4.5 In order to satisfy WEFO grant award requirements, the Council is required to confirm a minimum of £0.71m match funding for Phase 1.

Ty Du Nelson

- 4.6 Ty Du, Nelson has been identified as a Welsh Government Strategic Employment site. In October 2016 outline planning permission (16/0373/OUT) was granted to develop a major mixed use development on the Welsh Government owned site. The masterplan for the site (Appendix 2) comprises a mixed use development of up to 200 dwellings and up to 3.8ha of B1 employment floor space. An opportunity has presented itself for the Council to work jointly with WG to deliver employment units at Ty Du. The arrangement between WG and the Council would be formalised by entering into a Joint Working/Development Agreement, the detailed terms of which remain to be agreed.
- 4.7 The employment element of the wider Ty Du project would see a speculative scheme of terraced B1 starter units on the land designated for employment. Officers submitted the business plan to WEFO and a grant approval letter has been received from WEFO on condition that the match funding requirements can be identified.
- 4.8 Ty Du is owned by Welsh Government and WG's Department for Economy and Infrastructure has secured EU investment to deliver the primary infrastructure to the whole site. The current WG programme indicates work on the site's infrastructure would commence in early 2018 for completion by early 2019.
- 4.9 WG is prepared to enter into a Joint Working /Development Agreement with the Council to develop the project and commence the first phase build construction of business units on the employment land. WG have proposed that Council officers lead on the process to secure grant funding under ERDF Priority 4 and that the match funding requirements are split equally between the Council and WG. WG's draft Heads of Terms for the proposed Joint Working/Development Agreement have been issued for the Council's consideration and are summarised below:

Proposed Joint Working/Development Agreement

- 4.10 The draft Heads of Terms of the proposed Joint Working/Development Agreement tabled by WG are annexed at Appendix 4 and summarised below:-

Parties:

The Welsh Government (WG) and Caerphilly County Borough Council (CCBC).

Duration:

A 5 year minimum from the final payment of WG grant until disposal of the last unit or 20 years (whichever is later).

Development Works:

The construction of speculative business units on the JV site.

Development Expenditure:

Expenditure to undertake the Development Works.

Financial Arrangements:

- Match funding will be provided by the Parties towards the capital costs of the scheme with the WG contribution being capped at £0.35m.
- WG and CCBC will pay the proportion of capital on a quarterly basis on receipt of certificates produced by the appointed cost consultants.
- Receipts from the development will be apportioned between the parties in accordance with the respective financial contributions of the Parties, including the value of the land provided for the development by WG.
- Deductions will be allowed for reasonable management costs incurred by CCBC.

Governance Arrangements:

Upon signing of the JV a Steering Group comprising officers from WG and CCBC will formulate proposals and recommendations for the parties, as defined above, to approve. The Steering Group will meet periodically as defined in the JV.

Disposals:

A disposal strategy will be agreed between the Parties. There will be an ultimate long stop date of 20 years from the date of the JV whereby if any part of the property remains unsold CCBC will be required to acquire a long leasehold interest (not less than 99 years) from WG at market value. (This is a recently introduced standard requirement of WG).

Grant Support:

WEFO to award a conditional grant offer to contribute to the cost of the development works. It is the responsibility of CCBC to ensure that the conditions attached to this grant are adhered to.

- 4.11 Cabinet approval is sought for the use of delegated powers process to approve that the Interim Head of Regeneration negotiate, in consultation with Property and Legal and the relevant Cabinet Member, with WG on the detailed terms and conditions of the Joint Working/Development Agreement and authorise the Head of Legal/Principal Solicitor to enter into the Agreement on behalf of the Council.
- 4.12 Limiting the initial Ty Du employment development project costs to circa £2m (£1.29m ERDF plus £0.36m Council match funding and £0.35m WG match funding) would result in delivery of Phase 1 comprising up to 10,000 sq ft of floor space. If successful, this initial phase would potentially stimulate further development on the remainder of the residual land allocated for employment use.
- 4.13 Whilst outside the scope of this report Cabinet are reminded that Council officers are also in discussions with WG officials and local housing associations to explore development options to realise the residential phases of this important strategic WG scheme.
- 4.14 In order to progress Ty Du Phase 1, the Council are required to confirm a minimum of £0.36m match funding submission to the project and for the Joint Working/Development Agreement terms to be approved in principle in order to secure the £0.35m WG match contribution.

Council's Overall Match Funding Requirement

- 4.15 For the initial phases of Lawn Industrial Estate and Ty Du projects to progress the Council's match funding requirement will be £1.07m (£0.71m at the Lawn and £0.36m for Ty Du) in order to be able to secure the £2.58m indicative CCBC ERDF allocation and £0.35m WG match funding. Should additional ERDF Priority 4.4 funding become available the indications to date from WEFO and the region via the CRR Programme Board, are that the Council's projects at the Lawn Estate and Ty Du are well placed to receive further funding that would deliver subsequent phases of business units. However, should this opportunity arise the Council may well have to consider allocating further additional match funding.
- 4.16 Officers have been tasked with identifying sources of funding which could contribute to establishing the overall required Council match funding budget of £1.07m for Phase 1 developments at both sites. This is covered in more detail in the following section.

5. FINANCIAL IMPLICATIONS

- 5.1 As outlined above, an indicative ERDF P4.4 allocation of approximately £2.58m grant per local authority at an intervention rate of 65.66% has been endorsed at CCR Programme Board with the potential opportunity for these schemes to secure additional grant should it become available.
- 5.2 The employment unit proposals at Ty Du and the Lawn Industrial Estate are at an early design stage but certain assumptions based on costs per square metre can be made. The table in Appendix 3 sets out the match funding requirement for the first phase of both schemes which is restricted to a £2m total budget per project due to a restricted ceiling figure of ERDF funding being imposed for Caerphilly County Borough Council. Appendix 3 also sets out the indicative floor space that could be built and also the anticipated rental income once all the business units are let.
- 5.3 As outlined above, the match funding requirement to secure the £2.58m indicative ERDF allocation to the Council will be £1.07m (£0.71m for the Lawn and £0.36m for Ty Du). Officers have been tasked with identifying sources of funding which could contribute to establishing the required match funding budget.
- 5.4 The February 2017 Cabinet report on Lawn Industrial Estate outlined the Cardiff Capital Region City Deal (CCRCD) Wider Investment Fund as a potential match funding source. However, this CCRCD fund is not yet active, so to secure monies from this source at this moment in time is not feasible. However, when this fund becomes active then there should be opportunities to secure the necessary match-funding from this source. Until such time as the CCRCD Wider Investment Fund is activated however, the Council is required to commit the necessary match-funding in the knowledge that there is no guarantee that funding will be secured from CCRCD.
- 5.5 A number of financial options have been considered with the Council's Finance Section and it has been proposed that the Council use its Capital earmarked reserve which currently stands at circa £6.5m to underwrite the projects.
- 5.6 This approach gives security to WEFO whilst officers pursue external funding mechanisms to deliver the necessary match. Cabinet are being asked to endorse this approach.
- 5.7 In summary, it is clear that the best option for identifying match funding for both projects is through the establishment of a regional CCRCD Wider Investment Fund. However until such time as this fund is active and monies secured, it will be necessary for the Council to agree to underwrite both projects.

5.8 Both Projects may be subject to detailed and technical European Commission regulations in relation to State Aid and Net Revenue Generation. Broadly, EC regulations state that any net revenues or surplus generated by activities (e.g. rental income from new employment units) should be “re-invested” back into the project. Therefore, to comply with EC grant conditions, the income generated from rental of these new units should be ring-fenced for the maintenance of the Council’s existing employment sites for the first five years of the project.

6. WELL-BEING OF FUTURE GENERATIONS

6.1 This proposal 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 and it is aimed at improving the economic well being of the area.

6.2 As such it aligns with the following well being goals:

- A prosperous Wales – Providing more jobs in the area will create more wealth for the local population
- A Resilient Wales – Providing additional and more diverse employment opportunities will make the area more resilient to external economic factors
- A Wales of Cohesive Communities – providing local employment opportunities will help to stabilise and develop local communities and prevent outmigration as people seek work.

6.3 A long term approach to the economic well being of the area will be taken to ensure that the programme of measures are targeted in a way that allows for long term growth through collaborative working with other public sector organisations and the private sector. The project aims to integrate with other public bodies’ goals and aspirations including those of the Welsh Government through the Cardiff Capital Region, the Valleys Metro and the Valleys Task Force.

7. EQUALITIES IMPLICATIONS

7.1 Equalities is a cross cutting theme for the European Structural Investment Funds programmes and each project must address this according to each Priority and Theme. The planned investments inherent in the EU Funding programmes will benefit many different groups in the community.

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

8. PERSONNEL IMPLICATIONS

8.1 Business Plan to WEFO in collaboration with Welsh Government. As the project progresses, technical advice and expertise from other Service Areas including the Council’s Engineering Projects Group, Building Consultancy, Caerphilly Homes and Housing Service Area, Corporate Finance, Procurement and Legal Service will be required with Officers from Regeneration and Planning’s Urban Renewal Team co-ordinating delivery. Where appropriate, the relevant staff time charges for support services (including financial grant management, procurement services and legal inputs) will be identified and included within the project financial cost profiles.

9. CONSULTATIONS

- 9.1 Arising from consultation on the report, a local Member has sought reassurance over the design of the proposed employment units at Ty Du, Nelson, specifically in relation to the range of size units and their integration within the local environment. The Councillor also requested that consideration be given to the provision of ancillary services, such as a crèche or gym facilities.
- 9.2 Officers have responded with assurances that B1 class units are considered to be acceptable in or close to residential areas. In addition, Officers have also advised that the integration of the units with the nearby residential development will be an important design consideration, as the aspiration for the Ty Du site is to create a high quality, attractive, sustainable form of development that respects the existing topography and landscape features. The overall project's design objective is to support existing natural features to provide a layout that takes account of its semi-rural location and to provide a characterful and attractive place to live and work.
- 9.3 In relation to the suggestion of gym/crèche facilities, Officers have advised that, whilst these sit outside the planned B1 class use, there are examples within the County Borough of such uses having been granted planning consent in or adjacent to areas of employment.

10. RECOMMENDATIONS

- 10.1 It is recommended that Cabinet:
- (i) Confirms the Council's priorities for the ERDF Programme measure 4.4 as the Lawn Industrial Estate and Ty Du to create new employment opportunities in the County Borough.
 - (ii) Approve that the initial match funding of £1.07m be established to secure up to £2.58m of ERDF grant and potential £0.35m of WG funding.
 - (iii) Approve that funding of £1.07m be committed from the Council's Capital reserve.
 - (iv) Approve that when CCRCD establish a Wider Investment Fund and allocate resources to new employment provision, that the relevant Head of Service be authorised to submit a bid for the necessary match-funding for the delivery of the Lawn Industrial Estate and Ty Du projects.
 - (v) Endorse the Council's collaborative working arrangement with Welsh Government to realise the full development of the mixed use site at Ty Du, Nelson.
 - (vi) Agree in principle to entering into a Joint Venture agreement with WG based on the Heads of Terms presented by WG with the approval of final Heads of Terms being delegated to the Interim Head of Regeneration in consultation with Property Services and Legal Services and the relevant Cabinet Member, and that the Head of Legal Services /Principal Solicitor be authorised to enter into the Agreement on behalf of the Council.
 - (vii) Agree that, should additional ERDF grant become available, that the relevant Head of Service investigate opportunities to secure match funding to implement the further phases at the Lawn and Ty Du sites.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 To allow CCBC, working collaboratively with its partner organisations, to bring forward employment opportunities at the strategically significant site at Ty Du, Nelson and the council owned brownfield site at The Lawns Industrial Estate, Rhymney. These developments will deliver a series of significant economic and social benefits in line with existing local, regional and national priorities.

12. STATUTORY POWER

- 12.1 Local Government Act 2000.

Author: Dave Whetter – Interim Head of Regeneration
Consultees: Cllr Sean Morgan, Deputy Leader and Cabinet Member for Economy, Infrastructure, Sustainability & Wellbeing of Future Generations
Local Ward Members (Nelson & Moriah Wards)
Mark S Williams Interim Director of Communities
Rhian Kyte, Strategic Planning Team Leader
Allan Dallimore, Urban Renewal Team Leader
Antony Bolter, Business Support & Funding Manager
Stephen Harris, Interim Head of Corporate Finance
Richard Crane, Principal Solicitor
Dave Roberts, Principal Accountant
Mike Eedy, Finance Manager
Richard M Harris, Internal Audit Manager/Acting Deputy Monitoring Officer
Shaun Watkins, Human Resources Manager
Anwen Cullinane, Senior Policy Officer (Equalities & Welsh Language)

Appendices:

- Appendix 1 – The Lawn Phase 1 draft layout plan
- Appendix 2 – Ty Du Masterplan
- Appendix 3 – Scheme Costs, match funding and rents
- Appendix 4 - Draft Heads of Terms for Proposed Joint Venture Agreement at Ty Du, Nelson

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Appendix 2

Rev : . Date : .

Scale	Date	Drawn by
1:2500@A3	MAR 2017	PC
Project No.	Drawing No.	Revision.
1694	MP-01	-

Issue	Date	By	Chkd	Appd



WSP Parsons Brinckerhoff
1 Capital Quarter
Tyndall Street
Cardiff
CF10 4BZ

Project Title
Land at Ty Du, Nelson

Drawing Title
Proposed Illustrative Masterplan



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APPENDIX 3

**BUSINESS INNOVATION & ENTERPRISE - REGIONAL OPERATION
INDICATIVE/DRAFT COST EST & PROJECT PROPOSALS WITHIN CCBC AT THE LAWN ESTATE & TY DU**



Regional Summary:

South East Wales Regional ERDF Allocation	£	15,500,000	
Approx. LA Allocation (between 6 LA's)	£	2,600,000	<i>(£1.3m allocated towards each CCBC scheme at The Lawn & Ty Du)</i>

CCBC Project Activity:

	Lawn (Ph1)	Rental (full occupancy). Preliminary Indicative Figures
Total Est	£ 2,000,000	upto 7,000 sq ft at £3.50 per sq ft
CCBC Match Funding	£ 710,000	
WG Match Funding		
WEFO ERDF	£ 1,290,000	
Indicative Rental Income		upto £24,500 per annum

	Ty Du (Ph 1)	Rental (full occupancy) Preliminary Indicative Figures
	£ 2,000,000	upto 10,000 sq ft at £4.75 per sq ft
	£ 360,000	
	£ 350,000	
	£ 1,290,000	
		upto £47,500 per annum (split with WG - percentage still to be determined)

Anticipated Outputs:

1. Employment space developed	upto 7,000 sq ft
2. FTE jobs created	5-10FTE
3. Infrastructure	provide full infrastructure on site

upto 10,000 sq ft
10-15 FTE
Infrastructure already in place

CCBC Potential Funding Requirements:

Total CCBC Match for **Phase 1** interventions at The Lawn & Ty Du

Amounts (£)

£ **1,070,000** *(£710K + £360K) - CCBC Match Funding Required*

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Proposed Joint Venture Agreement - Ty Du, Nelson, Caerphilly

SUBJECT TO WG AND CCBC APPROVAL

From: The Welsh Ministers, Crown Building, Cathays Park, Cardiff, CF10 3NQ (“WG”)

To: Caerphilly County Borough Council of Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG (“CCBC”)

- (a) WG owns a freehold interest in a 42.34 acre site at Ty Du, Nelson, shown edged in red on the plan attached at Appendix 1 (“Site”)
- (b) WG and CCBC wish to procure the construction of speculative units comprising 20,000 square feet at the Site for B1 business uses in a location to be agreed within the Site (“Property”).
- (c) The Site has the benefit of outline planning permission for a mixed use development comprising employment and residential uses, 9.39 acres (3.8 ha) and 67,812 sq ft of which is proposed for employment land.
- (d) CCBC will be the lead partner in terms of delivering the construction of the units, management of the units and granting occupational tenancies
- (e) CCBC and WG will share the rental income and capital receipts in the ratio to which they have contributed to the construction costs and taking into account the value attributed to the land required for development (as shown edged red at Appendix 2).

Agreed terms:

1. **Primary purpose:** the construction, management, letting and disposal of the units
2. **Funding:** CCBC will apply for financial support from WEFO of 66% of the total development costs which will be in the region of £2,000,000 under the West Wales and the Valleys European Regional Development Fund 2014-2020. CCBC will be liable for complying with all conditions set out or referred to in the grant offer letter.

Match funding will be provided by WG and CCBC of 17% each with WG’s contribution being a maximum of £340,000.

CCBC will use reasonable endeavours to ensure that the construction costs do not exceed £2,000,000.

WG's contribution will be released to CCBC in staged payments on a [monthly/quarterly] following receipt of satisfactory evidence of expenditure and certificates which will be verified by a quantity surveyor appointed by WG.

Claims to WEFO will be submitted by CCBC on a quarterly basis.

3. **Land value:** the land edged red on the plan attached at Appendix 2 will be valued by the [District Valuer/independent valuer] and the share of revenue/capital receipts will reflect the both the capital contribution and value of land contributed by WG.
4. **Development obligations:** CCBC will be responsible for:
 - a. obtaining detailed planning permission for the construction of the units;
 - b. appointing a professional team to be procured from the NPS framework;
 - c. designing and preparing tender documentation for the construction of the units;
 - d. appointing a contractor;
 - e. supervising the construction of the units;
 - f. procuring a set of warranties from the professional team and main contractor in favour of WG, CCBC and occupational tenants in the form attached at Appendix 3 required by WG (acting reasonably)
5. **WG approval:** WG approval in writing will be required in respect of the design of the units, the appointment of the professional team and contractor. WG shall be entitled to attend the final inspection when the certificate of practical completion shall be issued in respect of the construction of the units. The certifying officer shall take into account any proper representations made by WG.
6. **[Estate Road:** WG will be responsible for constructing the estate road within the Site to provide access from the Property to the public highway at its own expense.]
7. **Project team and accounts:** a project team will be set up comprising of CCBC officers to meet on a monthly basis.

CCBC will maintain annual management accounts that clearly show the contributions of each partner including capital expenditure, eligible costs, rental income, capital receipts, management costs and funds distributed and will provide copies to WG upon request.
8. **Steering Group:** A steering group will be set up comprising of officers within CCBC and WG that will meet on the following basis to formulate proposals and recommendations for the parties to approve:
 - a. Quarterly until practical completion of the units;
 - b. 6 monthly following practical completion until all units are fully let; and
 - c. Annually thereafter until termination of the JVA

CCBC will be responsible for preparing and circulating minutes of each steering group meeting which will include details of any outcomes and actions agreed.

9. **Term of the JVA:** To comply with WEFO requirements the JVA will be for a minimum of 5 years from the final payment of grant until disposal of the last unit or 20 years (whichever is later).
10. **Lease:** to facilitate the grant of occupational lettings by CCBC, WG will grant a lease of the Property to CCBC upon the following terms:
- a. Term: [20 years?]
 - b. Rent: WG will receive a % of rents received on an annual basis based on WG's capital contribution and the land value attributable to the property having deducted CCBC's reasonable management charges (to include reasonable estate management costs, surveyors and legal fees in connection with occupational lettings)
 - c. Service charge: a fair proportion of the estate service charge will be payable.
 - d. Termination: the lease will determine upon termination of the JVA
 - e. Use: B1 use
 - f. Alienation: Assignment of the lease is prohibited but CCBC may underlet the whole or part of the Property to occupational tenants on market terms [subject to the approval of WG to the terms of the underlease]
 - g. CCBC will use reasonable endeavours to enforce the tenant's covenants in occupational leases and market the units to ensure that they are fully let
 - h. The Tenant will be required to take a share in any management company set up in respect of the provision of services for the Site

11. **Occupational Lettings:** CCBC must use reasonable endeavours to secure lettings for the units as soon as reasonably practicable following practical completion.

The terms of all lettings must be on market terms, at a market rent, for a minimum term of 3 years and be approved by WG.

No premium leases may be granted until the expiry of the WEFO clawback period, i.e. 5 years from the final payment of grant.

The cost of any vacant units will be met by CCBC

12. **Disposals:** following the expiry of the WEFO claw back period CCBC may market the units for disposal, the terms of which are to agreed by WG in writing and will be on a long leasehold basis with service charge payable in respect of the services provided for the Site.

The proceeds of sale will be split in the ratio to which the parties have contributed to the construction costs and taking into account the value attributed to the Property owned by WG having deducted CCBC's reasonable management costs.

13. **Termination of the JVA:** If the units have not all been disposed of within 15 years of the date of the JVA CCBC will be required to either acquire a long leasehold interest (not less than 99 years) in the remaining part of the Property on market terms or dispose of it on the market.

14. **Ultimate long stop date:** there will be an ultimate long stop date of 20 years from the date of the JV whereby if any part of the Property remains unsold CCBC will be required to acquire a long leasehold interest (not less than 99 years) from WG at market value.