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Date: 4th July 2018

Dear Sir/Madam,

A meeting of the **Community Council Liaison Sub-Committee** will be held in the **Council Chamber, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 11th July, 2018** at **7.00 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.

A pre-meeting will be held at 6.30p.m. for all **County Borough Members** in the **Ebbw Room** and all **Community Council Members** in the **Council Chamber**.

Members are reminded that if they have any specific issues they wish to raise at the meeting they should advise the Clerk prior to that date in order that a response can be made available.

Yours faithfully,

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

Christina HARRY
INTERIM CHIEF EXECUTIVE

AGENDA

Pages

1 To receive apologies for absence.

A greener place Man gwyrddach

Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat



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 this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.

To approve and sign the following minutes: -

- | | | |
|---|--|--------|
| 3 | Community Council Liaison Sub-Committee held on 14th March 2018. | 1 - 6 |
| 4 | Matters Arising. | |
| 5 | Review of Destination Events Programme. Paul Hudson - Marketing and Events Manager Attending. | 7 - 8 |
| 6 | Update on Caerphilly Public Services Board Wellbeing Plan. Kath Peters - Corporate Policy Manager Attending. | 9 - 16 |

To discuss the following issues raised by the Town and Community Council Liaison Committee: -

- | | | |
|---|--|----------|
| 7 | Draft Sport and Active Recreation Strategy 2019/29. Jared Lougher - Sport and Community Leisure Attending. | 17 - 76 |
| 8 | Decriminalisation of Parking - Stage 2 Report. | 77 - 86 |
| 9 | Public Health (Wales) Act 2017. | 87 - 150 |

Circulation:

Councillors A. Angel, C. Andrews, A. Farina-Childs, A. Gair, A.G. Higgs, M.P. James, V. James, L. Jeremiah, Ms P. Leonard, Mrs T. Parry, J. Ridgewell, Mrs M.E. Sargent, C. Thomas, A. Whitcombe, R. Whiting and B. Zaplatynski

Cabinet Member: C.J. Cuss (Cabinet Member for Social Care and Wellbeing)

Community/Town Councillors

Dibiasi (Aber Valley Community Council), Councillor W. Williams (Argoed Community Council), H. Llewellyn (Bargoed Town Council), Mrs J. Winslade (Bedwas, Trethomas and Machen Community Council), D. Davies (Blackwood Town Council), Mrs J. Hibbert (Caerphilly Town Council), P. Roberts (Darran Valley Town Council), T. Hall (Draethen, Waterloo and Rudry Community Council), J. A. Pritchard (Gelligaer Community Council), S. Taviner (Llanbradach and Pwllypant Community Council), Ms J. Rao (Maescwmmer Community Council), Mrs G. Davies (Nelson Community Council), D. Woodman (New Tredegar Community Council), B. Allen (Penyrheol, Trecenydd and Energlyn Community Council), D.T. Williams (Rhymney Community Council), J. Blackburn (Risca East Community Council), B. Hancock (Risca Town Council) and J. Leek (Van Community Council)

Clerks to all Community/Town Councils and Appropriate Officers



COMMUNITY COUNCIL LIAISON SUB-COMMITTEE

MINUTES OF THE MEETING HELD AT COUNCIL OFFICES, PENALLTA HOUSE, YSTRAD MYNACH ON 14TH MARCH 2018 AT 7.00PM

PRESENT:

Community Councillor Ms J. Rao - Chair
Councillor J. Ridgewell - Vice Chair

Councillors:

C. Andrews, A. Gair, L. Jeremiah, C. Thomas, A. Whitcombe, R. Whiting, B. Zaplatynski

Cabinet Member for Social Care and Wellbeing - Councillor C. Cuss

Community/Town Council Representatives

Aber Valley	- T. Richards, Mrs. S. Hughes (Clerk)
Argoed	- W. Williams
Bargoed	- H. Llewellyn
Bedwas, Trethomas and Machen	-
Blackwood	-
Caerphilly	-
Darran Valley	-
Draethen, Waterloo and Rudry	-
Gelligaer	- J.A. Pritchard, Ms. C. Mortimer (Clerk)
Llanbradach	- Mrs. A. Reed, Mr. W.M. Thompson (Clerk)
Maesycwmmmer	- Ms. R. Kedward (Clerk)
Nelson	- Mrs. G. Davies, Mr. T. White (Clerk)
New Tredegar	-
Penyrheol, Trecenydd and Energlyn	- Mrs. H. Treherne (Clerk)
Rhymney	- D.T. Williams
Risca East	- J. Blackburn, Mr G. James (Clerk)
Risca Town	- B. Hancock, B. Campbell (Clerk)
Van	- J. Leek, Mr. J. Dilworth (Clerk)

Together with:-

L. Rawlings (Armed Forces Covenant Co-ordinator), J. Reynolds (Sport and Leisure Facilities Manager) and R. Hartshorn (Head of Public Protection) and Emma Sullivan (Senior Committee Services Officer).

1. APOLOGIES

Apologies for absence were received from Councillors A. Angel, A. Farina-Childs, A.G. Higgs, P. Leonard, Mrs T Parry, J. Pritchard, Mrs M.E. Sargent, J. Taylor and B. Zaplatynski.

Community Councillors D. Woodman (New Tredegar) and Mrs. S. Hughes, Mr. G. James, Mrs. L. Tams, Mrs. J. Dalton, Mr. P. Davy, Mr. G. Williams, Mrs. G. Thomas, D. Gronow, G. Williams and G. James (Clerks of Aber Valley, Argoed and Risca East, Bargoed, Bedwas, Trethomas and Machen, Blackwood, Caerphilly, Darran Valley and Rhymney, Draethen, Waterloo and Rudry and Penyrheol, Treceenydd and Energlyn, New Tredegar, Rhymney and Risca East Community/Town Councils respectively).

2. DECLARATION OF INTEREST

Community Councillor J. A Pritchard declared a personal interest in relation to Agenda Item No. 9 details are minuted with the respective item.

3. MINUTES

The minutes of the meeting held on 15th November 2018 (a copy had been sent to each member) were received and noted.

4. MATTERS ARISING

There were no matters arising.

TOWN AND COMMUNITY COUNCIL LIAISON COMMITTEE

Consideration was given to the following items raised by the Town and Community Council Liaison Committee.

5. WORLD WAR ONE COMMEMORATIONS

Ms L. Rawlings (Armed Forces Covenant Co-ordinator) gave a presentation outlining her role and the work being done to support the Armed Forces in the County Borough and regionally.

Awareness raising and remembrance events were outlined and possible funding streams for commemorative community projects were detailed. It was noted that there would be a number of small and larger scale events scheduled for the forthcoming year. In terms of the ending of World War One commemorations Ms Rawlings confirmed that there were no specific plans as yet however Community Councils were encouraged to look at other remembrance options such as the 'Silent Soldier', which can be purchased for £250.00 or the 'There Not There' translucent figures which Churches have taken on board.

An update was provided with regard to Armed Forces Day and National Armed Forces Day which this year would be held in North Wales and reference was made to the 'Thank You' campaign.

In relation to commemorative ideas and celebrations Ms Rawlings outlined various grant funding opportunities that would welcome applications from Community Councils. Grant criteria and award amounts were discussed and the Officer confirmed that she would be happy to assist with any applications that come forward. It was explained that the awards

come from the Ministry of Defence and as long as the proposals were robust and illustrated clearly that the money would be spent in the integration, recognition or commemoration of armed forces they would be considered favourably. There was a rolling deadline for submissions so applications can be taken at various intervals throughout the year.

Reference was made to the digitalising of historical data, such as enrolment lists, letters etc. and a current project in Risca was explained, it was noted that funding would be available for this type of project.

Clarification was requested as to whether grant funding would be possible to commemorate those that served in the Korean War and it was confirmed that every proposal would be looked at on its own merits and it was always worth submitting a bid.

Ms Rawlings agreed to circulate further information once the specifics of the grants were made available by the Ministry of Defence.

The Chair thanked the Officer for her attendance and presentation.

6. UPDATE ON COUNCIL'S LEISURE PLANS AT PONTLLANFRAITH

Mr R. Hartshorn, Head of Public Protection provided an update on the present position of leisure provision at Pontllanfraith.

Following the call-in of the Cabinet Decision and subsequent Regeneration and Environment Scrutiny Committee and Cabinet meetings further consultation in connection with the proposal to close Pontllanfraith Leisure Centre has been agreed and was being undertaken. A further report would be considered at Cabinet on the 28th March 2018 in light of that consultation and the statement from the Leader of Council to take another look at the decision in relation to the 10 Year Sport and Leisure Strategy.

The Chair thanked the Officer for the update.

7. PUBLIC HEALTH WALES BILL

With the permission of the Chair and agreement of the Liaison Committee this item was brought forward on the agenda.

Mr R. Hartshorn, Head of Public Protection provided an update on the present position of the Public Health Wales Act which had now received royal assent. The act concentrates on various public health points including obesity, extending current smoking bans, registering tobacco retailers and new licensing legislation around body piercing, tattoos and body modification procedures.

In terms of the Local Toilet Strategy there has still been no clarity from Welsh Government in terms of approach. Although stating that toilets should be available for public use it does not compel local authorities to provide them. WG are currently consulting on the statutory guidance to which Officers are preparing a response.

Clarification was sought in relation to funding for local business such as pubs and shops that make their toilets available to the public. The Officer confirmed that this scheme was no longer in operation due to poor take up.

Reference was then made to the Local Toilet Strategy consultation and the Liaison Group Members were encouraged to access it and send a response. With regard to the Nelson toilet block a Member confirmed that a petition of 480 signatures had been gathered demanding the reopening of the facility and emphasised the importance of this facility to the people of Nelson. Clarification was sought in relation to Welsh Government Funding and the possible use of

underspends and reserves. The Member then referred to a communication from CCBC Property Services to Nelson Community Council with regard to the public toilets as to whether there was still public interest in the toilet block and emphatically stated that there was and always would be interested from the community of Nelson in the reopening of its public toilets.

Mr Hartshorn confirmed that CCBC would be responding to the consultation and reiterated that there was nothing within the legislation to compel local authorities to provide public conveniences. In the midst of austerity measures the local authority has had to look hard at discretionary provision and prioritise its funding to its statutory services such as education and social services to ensure their sustainability. In terms of broader provision he agreed that public houses would perhaps not be a good fit for all users, but there are other resources where toilets could be utilised e.g. public buildings, council offices, libraries etc. and this broad basket of provision must be taken into account within any strategy. The Officer apologised for the insensitivity of the generic email sent to Nelson Community Council and explained that this was an automatically generated response in relation to non-operationally active buildings. Part of the process in relation to surplus land would be to contact stakeholders and this is what happened in this case.

In terms of giving clarity to provision a common signage system would be looked at going forward so that toilets that are available to use by the public are clearly posted and easily recognisable across the board in order to prevent any embarrassment or discomfort to the public.

The Chair thanked the Officer for the update.

8. DATA PROTECTION REFORM (GDPR) BRIEFINGS

Mrs Emma Sullivan, Senior Committee Services Officer confirmed that Town and Community Council Clerks and Members would be invited to attend the current series of briefings facilitated by the CCBC Information Governance Unit. An email had been sent to all Clerks confirming dates and times and Mrs Joanne Jones, Information Governance Manager had agreed to spend additional time with Clerks following the meeting in order to take specific questions.

9. A468/A469 PWLLYPANT ROUNDABOUT

An updated briefing note on the progress of works had been circulated to all Clerks prior to the meeting, it was noted that the dedicated link on the CCBC website provided continuous updates as the scheme progressed and in addition to this the Council operated an email update service for those people who have registered.

10. BUDGET PROPOSALS 2018/19 AND MEDIUM TERM FINANCIAL PLAN 2018/2023

Community Councillor J.A. Pritchard declared a personal interest as she was a Member of the Intergenerational Luncheon Club provided at Lewis Boys School.

A Member expressed a generally feeling of dissatisfaction that little consideration had been given to the objections and comments made by the Community Councils and made reference to the decommissioning of Nelson Luncheon Club, Stoke Association and AGE Cymru Hospital Discharge contracts. The Members also referred to page 12 of the report in relation to PFI Review and savings in relation to catering and cleaning. As a user of the Intergeneration Luncheon Club at Lewis Boys Schools the Member had first hand experience of the impact of a change in catering provider, and outlined the poor value and small portions that had resulted in a drop in numbers attending and requested clarification from the Cabinet Member for Social Care and Wellbeing.

Councillor Cuss confirmed that the comments from consultees had been very much taken into account in the preparation of this budget and some savings had been deferred. Where luncheon club services had been decommissioned efforts would be made to ensure a good path to alternative provision before withdrawal, if possible. With regard to the Stroke Association contract, the Health Board had since confirmed that they will pick up the shortfall and advised that all local authorities had decommissioned this contract.

With regard to the Age Concern contract there had been a mixed bag of responses from partner authorities Blaenau Gwent, Monmouthshire and Newport along with CCBC have decommissioned however there were proposals to continue the service but introduce a charge, discussions in relation to this arrangement are on-going.

The Member welcomed the news on those two contracts and queried why reserves could not be used to retrain more services. Reference was also made to Social Services overspends and the possible use of general funds, the Community Councillor felt that there was a lack of public understanding as to why it isn't possible to use these sums to offset savings. Councillor Cuss confirmed that these earmarked reserves would be used to fund improvements such as the 21st Century School Band B proposals allowing the Council to draw down match funding from Welsh Government. As to Social Services overspends he confirmed that there were increased pressures within children services particularly in relation to court mandated out of county placements and that these areas required continued investment in order to safeguard our most vulnerable children. Therefore they must and should be a budgetary priority. The Cabinet agreed to forward on the comments made to the Interim Head of Corporate Finance.

The meeting closed at 8.00pm

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COMMUNITY COUNCIL LIAISON SUB-COMMITTEE – 11TH JULY 2018

BRIEFING NOTE: REVIEW OF DESTINATION EVENTS PROGRAMME

In support of the Council's 'Unique Places' model of town centre management, the destination events programme has focussed on delivering events in the heart of our principal town centres at Caerphilly, Blackwood, Bargoed, Ystrad Mynach and Risca.

The Council has been running a varied and expanding events programme across different departments as a tool to help meet its regeneration, leisure and tourism objectives. The events programme varies in size, nature and net expenditure and has evolved over time in terms of the profile and scale of the programme.

The 15 events listed in Table 1 are delivered and supported through the Destination and Events service budget of £125,902 and is supplemented by an additional £12,000 from central funds to deliver the Bargoed Ice Rink.

Table 1 identifies the events organised and supported by the Destination & Events team and their main funding sources.

The Council is reviewing its Destination Events programme as part of the MTFP process where targets are currently being set against a background of ongoing service pressures. The question of affordability of the destination events programme will be subject to discussion as part of this process and in order to assess the potential for generating further external funding the respective contributions of both the County Borough Council and local Town / Community Council contributions for each of the events listed for the financial period 2017/18 is shown below.

Table 1

FUNDING SOURCES: 2017/2018 EVENT	CCBC	LOCAL COUNCILS
St David's Day – 5 town centres	£3,512	£0
TOTAL	£3,512	£0
BARGOED		
Bargoed Big Screen (* 2)	£2,767	£2,000
Bargoed Spring Fayre	£2,830	£1,400
Bargoed Ice Rink	£14,347	£10,118
Bargoed Christmas Market	£3,968	£2,000
TOTAL	£23,912	£15,518
BLACKWOOD		
Blackwood Summer Festival	£11,227	£750
Blackwood Christmas Market	£8,982	£750
TOTAL	£20,209	£1,500
CAERPHILLY		
Caerphilly Medieval Market	£15,860	£1,500
Caerphilly Lantern Parade	£5,789	£0
Caerphilly Food Festival	£8,213	£1,000
Caerphilly Big Cheese	£27,118	£0
TOTAL	£56,890	£2,500
RISCA		
Risca Summer Music in the Park	£7,964	£0
Risca Christmas Market	£5,570	£0
TOTAL	£13,534	£0
YSTRAD MYNACH		
Ystrad Mynach Christmas Market	£1,565	£2,000
TOTAL	£1,565	£2,000



COMMUNITY COUNCIL LIAISON SUB-COMMITTEE – 11TH JULY 2018

SUBJECT: UPDATE ON CAERPHILLY PUBLIC SERVICES BOARD WELL-BEING PLAN

**REPORT BY: PAUL COOKE SENIOR POLICY OFFICER,
CAERPHILLY COUNTY BOROUGH COUNCIL**

1. PURPOSE OF REPORT

- 1.1 This report is to provide an update to the Committee on the Public Services Board (PSB) Well-being Plan – “The Caerphilly We Want 2018-2023”, including information on the detailed action plans that will drive the delivery of the Well-being Objectives.

2. SUMMARY

- 2.1 The Caerphilly Public Services Board (PSB) published its well-being plan, ‘The Caerphilly We Want 2018-2023’ on 3rd May 2018. This was based on the Local Well-being Assessment, published in March 2017 and developed with extensive research, consultation and involvement to identify the key well-being issues to be addressed in partnership by the PSB.
- 2.2 The Well-being Plan includes a high-level Delivery Plan. Four Enablers and Five Action Areas have been established to drive forward the delivery of the well-being objectives set out in the Plan.

3. LINKS TO STRATEGY

- 3.1 The aim of the PSB is to maximise its contribution to the Well-being Goals within the Well-being of Future Generations Act (Wales) 2015. The PSB’s well-being plan, ‘The Caerphilly We Want 2018-2023’ sets out the PSB’s well-being objectives and how they contribute to 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, and a globally responsible Wales.

4. THE REPORT

- 4.1 On the 3rd May 2018 the Caerphilly Public Services Board (PSB) published its well-being plan, ‘The Caerphilly We Want 2018-2023’. This marked the end of a 2 year long process of consultation and involvement to identify the key well-being issues to be addressed in partnership by the PSB.

- 4.2 Town and Community Council Liaison Committee will recall the workshop session that took place on the 27th July 2016 to explain the requirements of the legislation and the fact that the PSB wished to engage with Town and Community Councils' on the views of the well-being of the area. These views were fed into the Local Assessment of Well-being, the report can be accessed from the hyperlink and 'Background Documents' below.

Local Well-being Assessment

- 4.3 The Plan was based on the Local Assessment of Well-being which was published in March 2017. The Well-being Assessment, which was prepared by the CCBC's Corporate Policy Unit on behalf of the Public Services Board, was part of the requirements set out in the Well-being of Future Generations (Wales) Act 2015. The Assessment was developed by considering the known data for the area and consulting extensively on perceptions of well-being in the area, now and in the future.
- 4.4 The Assessment of Well-being identified 37 issues for consideration and possible further work by the Board, in order to have a deeper understanding of the causes and factors influencing these issues and how they impact on well-being. A series of prioritisation exercises were undertaken with a range of participants (including residents and communities) which identified six priority areas for the Board to consider. A response analysis exercise was undertaken into each of these priority areas to identify why the issue is important, what work was ongoing, what good practice existed and what more could be done in the future.
- 4.5 In formulating the Well-being Plan and Well-being Objectives, the Board was particularly conscious that a different approach and new ways of working were needed. This requires a move away from the silo working that characterised some of the work under the former Single Integrated Plan. Therefore, the Well-being Objectives were designed to be cross-cutting in nature and make the maximum contribution to the National Well-being Goals. The Board were also keen to reflect that residents recognised the assets the area has, in particular the attractive local environment and strong sense of community, and that the plan should be positive and not focused on 'need'. The Objectives have therefore been framed in a positive way.
- 4.6 From the development of the Well-being Plan, four distinct themes emerged – people, places, a focus on early years, and the need for fundamental change to the way we work to enable a more joined up approach in the future. This has led to the development of the four Well-being Objectives that will drive the Well-being Plan:
- **Positive Change** – A shared commitment to improving the way we work together
 - **Positive Start** – Giving our future generations the best start in life
 - **Positive People** – Empowering and enabling all our residents to achieve their own potential
 - **Positive Places** – Enabling our communities to be resilient and sustainable

A 12-week statutory period of consultation period was undertaken which ended on 18th December 2017.

- 4.7 The Well-being of Future Generations (Wales) Act 2015 requires the PSB's to set out the steps that will be taken to achieve the Well-being Objectives included in their plans. Therefore, the Well-being Plan also includes a high level delivery plan, which details how the PSB will collectively deliver against the Well-being Plan over the next five years. It also identifies how these actions will be co-ordinated, and how they will be reported to the PSB.

Delivery Plan

- 4.8 The Delivery Plan is deliberately not divided into the Objectives as the actions, projects and activities will often contribute to more than one Objective. Instead it is made up of five Action Areas. These are supported and underpinned by four Enablers.
- 4.9 **Enabler 1 – Working together**
1. Establishing the delivery framework for the Delivery Plan, including developing detailed action plans for each of the Enablers and Action Areas.
 2. Provide leadership to facilitate the change that needs to happen and enable new ways of working.
 3. Maximise the synergies with key local, regional and national strategies and plans to avoid duplication and provide a clear line of sight on how actions are directed and delivered.
 4. Establish the necessary methods to facilitate joint working and sharing of good practice.
 5. Identify and implement joint projects that provide benefits from partnership working and the sharing of resources.
- 4.10 **Enabler 2 – Communications and engagement**
1. Develop and implement a meaningful, long term engagement and communications strategy to involve and inform stakeholders.
 2. Jointly communicate the positive messages about the county borough to our residents, businesses and potential inward investors.
- 4.11 **Enabler 3 – Procurement and commissioning**
1. Ensure that when we spend our money we maximise the benefits to our communities wherever possible.
 2. Work together to maximise the value for money we gain by jointly purchasing goods and services.
 3. Ensure that where possible, the goods and services we purchase are sustainable, low carbon and ethically responsible.
 4. Work together to develop joint procurement and commissioning frameworks across the five local authorities and particularly with health including a focus on collaborative commissioning with the third sector.
- 4.12 **Enabler 4 – Asset management**
1. Maximise the use and value of all our assets.
 2. Work together to reduce our energy use and increase our generation and use of green energy.
- 4.13 **Action Area 1 – Best start in life**
1. Maximise investment in the early years of a child's life to build resilience across the whole of their lives, thus helping to reduce the demand on services in the future.
 2. Raise awareness and understanding of the importance of early life experiences (including adverse childhood experiences), with professionals and residents working together to reduce inequalities across the county borough.
 3. Work with services and residents to reduce the impact of adverse childhood experiences for our current and future generations.
- 4.14 **Action Area 2 – Volunteering and apprenticeships**
1. Develop a co-ordinated programme of volunteering, maximising it as a route to personal well-being and employment, including promoting corporate volunteering.
 2. Establish an all age apprenticeship programme across PSB member organisations with a co-ordinated point of access.
 3. Maximise the opportunities for residents through the Cardiff Capital Region City Deal and the Valleys Task Force.

4.15 Action Area 3 – Good health and well-being

1. Improve joint working with an emphasis on prevention to address current and future health challenges.
2. Invest in the well-being of our staff.
3. Provide an integrated system of health, social care and well-being closer to home through the Neighbourhood Care Network.
4. Ensure front line staff have the necessary skills and expertise to provide joined up services that meet the needs of residents.
5. Work in close collaboration with the Regional Partnership Board for health and social care to ensure our individual priorities are developed in tandem to achieve our shared well-being goals.
6. Create a supportive environment that enables residents to manage their physical, mental and well-being needs in partnership with services.

4.16 Action Area 4 – Safer, resilient communities

1. Support our most disadvantaged communities to be resilient and cohesive and enable them to help themselves.
2. Support the ‘Coalition for Change’ geographical partnership working, so that it can be rolled out across the area and in other communities.
3. Support housing partners to deliver appropriate, affordable and sustainable homes.
4. Work with regional partners to create safe, confident communities and promote community cohesion.
5. Work in partnership to tackle irresponsible use of green space.

4.17 Action Area 5 – Protect and enhance the local natural environment

1. Protect, enhance and promote our natural environment, including encouraging and supporting community involvement.
2. Identify and remove the barriers to people accessing green spaces.
3. Increase the contribution that the environment makes to the health and well-being of our residents.

4.18 Each Action Area has a nominated Board Champion, who is a member of the PSB and will report at Board level on the progress of the work in their Action Area.

4.19 Each Action Area also has an Action Area Lead Officer (or officers) who has been agreed by the Board. The Action Area Lead Officer(s) will coordinate and drive forward projects and actions. They will also be responsible for compiling reports on progress, and be a point of contact for their Action Area. Work on each Action Area will be undertaken by the Action Area Delivery Group, made up of officers from PSB partner organisations and, where appropriate, local residents or community representatives.

Enabler				
Ref.	Topic	Lead	Lead Officer(s)	Policy Support
1.	Working Together	All Member Organisations		Paul Cooke, CCBC
2.	Communications	PSB Communications and Engagement Group	Kathryn Peters, CCBC	Mandy Keenan, CCBC
3.	Procurement	Caerphilly County Borough Council	Liz Lucas, CCBC	Vicki Doyle, CCBC
4.	Asset Management	Caerphilly County Borough Council with Gwent Police	Mark Williams, CCBC and Kieran McHugh, Gwent Police	Tracy Evans, CCBC

Action Area				
Ref.	Topic	PSB Champion	Lead Officer(s)	Policy Support
1.	Best Start in Life	Public Health Wales: Meredith Bowley	Sarah Mutch, CCBC	Sian Wolfe-Williams, CCBC
2.	a) Volunteering	Gwent Association of Voluntary Organisations : Martin Featherstone	Steven Tiley, GAVO	Alison Palmer, GAVO/CCBC
	b) Apprenticeships	Caerphilly County Borough Council Christina Harrhy	Tina McMahan, CCBC	Vicki Doyle, CCBC
3.	Good Health and Well-being	Aneurin Bevan University Health Board : Bronagh Scott	Ali Gough, ABUHB	Sian Wolfe-Williams, CCBC
4.	a) Safe Communities	Gwent Police : Nicholas McLain	Chief Inspector Jason White	Natalie Kenny, CCBC
	b) Resilient Communities	Caerphilly County Borough Council: Christina Harrhy	Rhian Kyte, CCBC	Paul Cooke, CCBC
5.	Protect and Enhance the Local Natural Environment	Natural Resources Wales: Ceri Davies	Helen Fletcher, NRW	Tracy Evans, CCBC

- 4.20 The Action Area Delivery Groups will develop their own action plan setting out the short, medium and long-term actions to be taken. The action plans will be approved by the Board.
- 4.21 Action Area Lead Officer(s) will prepare reports every 6 months for their Action Area. These will be presented to the Board by the Board Champion. There will also be an opportunity for reporting on an 'exception basis' by the nominated Board Champion at each quarterly Board meeting. Exception reporting will enable specific reports to be provided to the Board should issues need to be brought to their attention, for either positive or negative reasons. Aside from Board reporting, should PSB members (or others) wish to be informed of progress on any of the Action Areas they should contact the Action Area Lead Officer(s).
- 4.22 Action Area Lead Officers will meet on a quarterly basis to ensure that links are maximised and that good practice is shared. Six-monthly events, based on the successful 'Future Scenarios' format, will be held for all Action Area Delivery Group members to hear about progress in other Action Areas and to maximise links.
- 4.23 An overarching Annual Report will be produced, incorporating progress against agreed steps and actions across the whole Well-being Plan.
- 4.24 Draft Action Plans were presented to the PSB and approved on the 5th June. Lead Officers, Policy Support, and delivery Groups are currently developing more detailed action plans, including setting out how progress will be measured. These updated action plans will be presented to the PSB on the 4th September 2018.
- 4.25 The PSB is keen to maintain the dialogue with Town and Community Councils and will ensure that a regular invitation is made for each Council to be part of delivery arrangements as the Action Plans develop. A standing 'Future Scenarios' group will meet on a six-monthly basis, one of these meetings will be part of the PSB's Annual Conference in July each year. The PSB annual conference will replace the current biannual Standing Conference. It is proposed that an invitation is sent via the clerk to each Council for each of these events.

5. WELL-BEING OF FUTURE GENERATIONS

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

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

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

6. EQUALITIES IMPLICATIONS

- 6.1 There are no equalities implications in this report. An Equalities Impact Assessment (EIA) Screening has been conducted on the Well-being Plan in accordance with the Council's Strategic Equality Plan and supplementary guidance. No potential for unlawful discrimination and/or low level minor impact was identified; therefore a full EIA was not carried out.
- 6.2 The Well-being of Future Generations (Wales) Act 2015 requires the PSB to consider a more equal Wales and a Wales of cohesive communities. The Plan and its Enablers and Action have been drafted to be mindful of groups with protected characteristics and people who may be disadvantaged for reasons of economy or health.

7. FINANCIAL IMPLICATIONS

- 7.1 There are no financial implications in this report other than the commitment given by partners to work together collaboratively.

8. PERSONNEL IMPLICATIONS

- 8.1 There are no personnel implications.

9. CONSULTATIONS

- 9.1 This report reflects the views of the consultees.

10. RECOMMENDATIONS

- 10.1 That the Liaison Committee note the contents of the report and that invitations will be sent to Future Scenarios events and the PSB's Annual Conference.

11. STATUTORY POWER

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

Author: Paul Cooke, Senior Policy Officer, CCBC

Consultees: Cllr David Poole, Leader and Chair of the Caerphilly Public Services Board
Christina Harry, Interim Chief Executive
Kathryn Peters, Corporate Policy Manager, CCBC

Back ground documents:

<https://your.caerphilly.gov.uk/publicservicesboard/sites/your.caerphilly.gov.uk/publicservicesboard/files/pdfs/assessmentlocalwellbeing/008.communitycounciliaisonsubcommittee.pdf>

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REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE – 26TH JUNE 2018

SUBJECT: DRAFT SPORT & ACTIVE RECREATION STRATEGY 2019-29

REPORT BY: INTERIM CORPORATE DIRECTOR - COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 To seek Scrutiny Committee views on a 10 year holistic vision and Strategy for the delivery of Sport and Active Recreation in Caerphilly county borough prior to presenting to Cabinet for approval to commence a ten week consultation exercise with a range of stakeholders.

2. SUMMARY

- 2.1 This report presents a draft strategy which set outs a future purpose and direction for the provision of sport and active recreation in Caerphilly County Borough - it establishes the key principles and vision which will inform future decisions and actions over the next 10 years. For the purposes of the draft Strategy (Appendix 1) and this report we define sport and active recreation as the range of sport and physical activity opportunities provided by Caerphilly County Borough Council in conjunction with our key partners.
- 2.2 The benefits of leading a physically active lifestyle for our residents are well documented and acknowledging the current financial climate within which local authorities operate, a clear strategic direction is essential. The draft Strategy recognises the multiple challenges of poor levels of health, particularly in certain areas of the County; reducing budgets; the large number of facilities across the County and the deteriorating quality of our older buildings; and increasing population and consumer demand.
- 2.3 The draft Strategy is strongly aligned to the Wellbeing Objectives in the Council's Corporate Plan and in doing so also acknowledges that in rising to the future challenges it is clear that we will need to do things differently. The Authority currently provides a large number of opportunities to engage with physical activity which include a physical infrastructure of leisure centres, community centres and fixed play, further supported by a number of (country) parks, cycle paths, outdoor sports facilities and school sport provision. The majority of the current leisure centre facility stock was built during the late 1960s / early 1970s and no longer meet modern day leisure centre requirements.
- 2.4 The draft Strategy proposes adoption of Welsh Government's blueprint for sport and active recreation in Wales, 'Facilities for Future Generations' together with a decision making matrix for determining the provision of strategic leisure facilities that are directly managed by the Sport and Leisure Service. The significant role played by the outdoors in support of a holistic approach to sport and active recreation provision is recognised. The county borough has a significant level of countryside and outdoor space that includes country parks, municipal parks, allotments, fixed play, sport pitches, nature reserves, cycle and walking routes. The aim is also to maximise the use of 3G facilities for school, community and weekend competitive use alongside the grass pitch network, supporting the development of stronger, more sustainable, sports clubs.

- 2.5 In terms of sport and active recreation outreach and intervention programmes the draft Strategy proposes that the Council will continue to:
- Adopt a collaborative approach with schools to motivate children and young people to adopt and continue healthy active lifestyles through inspirational and inclusive physical activity experiences whilst they are in education.
 - Provide targeted support to help keep older people involved and active in local communities helping local organisations to provide ways of supporting older/less independent people to lead healthy lives through low intensity, social and easy to access physical activities.
 - Encourage and support federations of clubs sharing resources, helping to build stronger, more sustainable, and successful sports clubs.
 - Provide essential support underpinning sporting success
 - Provide specialist interventions to reach targeted audiences where there is evidence of need and no other alternative provider.
 - Lead the regional Active Gwent collaboration programme to increase participation in sport and physical activity in a way that has the greatest impact in Caerphilly.
- 2.6 A ten week consultation period is proposed to obtain the views of Caerphilly County Borough residents, existing users and a broad range of stakeholders to shape the future provision and delivery of sport and active recreation across the county borough.

3. LINKS TO STRATEGY

- 3.1 The draft Sport and Active Recreation Strategy 2019-29 supports the following Wellbeing Objectives within the Council's Corporate Plan 2018-23:
- Improve education opportunities for all.
 - Creating a county borough that supports a healthy lifestyle in accordance with the sustainable development principle within the Wellbeing of Future Generations (Wales) Act 2015.
 - Support citizens to remain independent and improve their well-being.
- 3.2 The draft Strategy also supports the Wellbeing Objectives within the Caerphilly Public Services Board's Wellbeing Plan, 'The Caerphilly We Want':
- Positive Change – A shared commitment to improving the way we work together.
 - Positive Start – Giving our future generations the best start in life.
 - Positive People – Empowering and enabling all our residents to achieve their own potential.
 - Positive Places – Enabling our communities to be resilient and sustainable.
- 3.3 The draft Strategy will also contribute to the draft Regeneration Strategy for Caerphilly County Borough, 'A Foundation for Success 2018-2023'.
- 3.4 The Wellbeing of Future Generation (Wales) Act 2015 is about improving the social, economic, environmental and cultural wellbeing of Wales. It requires public bodies to think more about the long-term, working with people and communities, looking to prevent problems and take a more joined up approach. This will create a Wales that we all want to live in, now and in the future. The Act puts in place seven well-being goals:
- 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.

The content of this report supports: A resilient Wales, A healthier Wales, A Wales of cohesive communities, A globally responsible Wales, A more equal Wales.

3.5 Through this Strategy Caerphilly County Borough Council will also contribute to Sport Wales' Community Sport outcomes namely:

- Generating increased frequencies of regular participation.
- Targeting inequalities and barriers to participation.
- Providing high quality opportunities allowing our most talented athletes to realise their potential.

4. THE REPORT

- 4.1 In October 2014 a paper was presented to Regeneration & Environment Scrutiny committee, titled Strategic Review of Leisure Facilities that set the scene in respect of a strategic approach to the provision of leisure facilities. Public consultation was undertaken in June 2015, however the scope of this review was considered too narrow. In 2015 the council adopted an Outdoor Sports Strategy that included sports pitches, allotments, play provision and amenity green spaces. In May 2016 a further review undertaken by the Wales Audit Office concluded that the Authority needed to develop and agree a vision and strategy for its Sport and Leisure Service.
- 4.2 This report presents a draft Sport and Active Recreation Strategy 2019-29 setting out a future purpose and direction for the provision of sport and active recreation in Caerphilly County Borough - it establishes the key principles and vision which will inform future decisions and actions over the next 10 years. For the purposes of the draft Strategy (Appendix 1) and this report we define sport and active recreation as the range of sport and physical activity opportunities provided by Caerphilly County Borough Council in conjunction with our key partners.
- 4.3 The benefits of leading a physically active lifestyle for our residents are well documented and, acknowledging the current financial climate within which local authorities operate, a clear strategic direction is essential. The draft Strategy recognises the multiple challenges of poor levels of health, particularly in certain areas of the County; reducing budgets; the large number of facilities across the County and the deteriorating quality of our older buildings; and increasing population and consumer demand.
- 4.4 The Council does not have a statutory responsibility to provide most of our current sport and active recreation services. This discretionary provision, the maintenance of our facilities and services, has to be measured against their positive impact on our corporate priorities of health, regeneration, education, and future affordability. The draft Strategy is strongly linked to the Wellbeing Objectives in the Council's Corporate Plan and in doing so also acknowledges that in rising to the future challenges it is clear that we will need to do things differently – be innovative and willing to adapt and respond to change. No longer can we do what we have always done - our future role will be less about directly delivering services and more about enabling the many other organisations who already provide excellent opportunities across our communities.
- 4.5 Having regard to the Wellbeing of Future Generations (Wales) Act the draft Strategy reflects that we will need to be bold – not holding on to what we have done in the past, but looking forward to ensure that the decisions we make and opportunities we provide are fit for future generations, responding to the emerging needs of our young people - the adults of tomorrow - and of course looking after the different needs of a growing older population. We must also make sure what we provide is going to be sustainable i.e. we can all afford to maintain it into the future.

- 4.6 The draft Strategy advocates a single, shared outcome of more young people becoming active adults through more inspirational learning experiences, whilst also ensuring the learning environments are maximised for community use out of school hours. This will include a new fit for purpose, robust joint use agreement with schools with clear priorities and outcomes.
- 4.7 Whilst the overarching aim of the strategy is to deliver sport and active recreation services on a holistic basis, it should be noted that the largest element of the authority's investment is consumed by its physical infrastructure. The Authority currently provides a large number of opportunities to engage with physical activity which include a physical infrastructure of leisure centres, community centres and fixed play, further supported by a number of (country) parks, cycle paths and outdoor sports areas. The majority of the current leisure centre facility stock was built during the late 1960s / early 1970s and no longer meet modern day leisure centre requirements.
- 4.8 The draft Strategy proposes adoption of Welsh Government's blueprint for sport and active recreation in Wales, 'Facilities for Future Generations', with the aim of achieving a landscape of modern, fit for purpose and sustainable facilities aimed at providing improved opportunity for access and engagement. Facilities for Future Generations suggests that sport and leisure facilities are classified within three distinct categories, namely:-
- **Level 1** – Very local, community facilities that are essential to deliver door step provision and facilitate daily active lifestyles. An example in this regard is the community centre network and local green infrastructure.
 - **Level 2** – Described as 'travel to' community facilities. It is suggested that these facilities are ideally located on school sites to maximise use and deliver value for money. The primary purpose of these facilities is to inspire young people to engage in physical activity and serve communities through out of hours community use. In this regard an example is the facilities currently delivered upon school campus.
 - **Level 3** – These are identified as large strategically placed facilities that may be specialist sport and /or tourist attractions that have the ability to impact positively upon the local economy. In this regard it is considered that the Centre of Sporting Excellence and the opportunities that exist within the south west of the county borough and the development of a new or refurbished Caerphilly Leisure Centre fit within this category. Investment is proposed to deliver a commercially sustainable leisure attraction in in response to the significant growth in new housing and supporting our tourism aspirations in the south west of the county borough, although this is dependant on the availability of finance.
- 4.9 A proposed decision making matrix for determining the provision of strategic Leisure facilities that are directly managed by the Sport and Leisure Service is set out within the draft Strategy. It is proposed that the criteria for strategic facilities in future would include that provide a range of facilities and services for sport and active recreation including "wetside" (e.g. pool, sauna, spa, etc.) and "dryside" (e.g. fitness suite, dance, classes, etc.) activities, they are shared with a day time user (standalone only in major population centres and/or are attractions of regional or national significance). Strategic facilities would also have over 250,000 visitors per annum, appropriate access, and the aim of reducing the subsidy per user to less than £1 to £1.20. Current visitor and subsidy levels of our existing facilities are detailed in the table below:

FACILITY	2017/18 VISITS	2017/18 NET OPERATING COST (TOTAL)	2017/18 NET COST PER VISIT £
Caerphilly (including pool)	265,624	231,421	0.87
Risca (including pool)	223,687	217,969	0.97
Newbridge (including pool)	264,810	294,127	1.11

Heolddu (including pool)	97,423	256,646	2.63
Cefn Fforest (including pool)	66,598	217,025	3.26
Bedwas (including pool)	27,412	124,775	4.55
St Cenydd	45,868	81,169	1.77
Pontllanfraith	74,347	104,797	1.41
Sue Noake	33,261	51,348	1.54
New Tredegar	17,834	82,211	4.78

- 4.10 Application of the decision making matrix outlined in 4.9 above will result in a rationalisation of facilities over the next 10 years focussing on strategic, high quality, multi service leisure centres that are managed by the authority's Sport and Leisure Service. The 4 strategic centres will be located in Risca, Caerphilly, and Newbridge, and one in the Bargoed/Aberbargoed areas to serve the north of the county borough. It is therefore anticipated that the other leisure centres would either transfer to school management (if they are joint use facilities located on a school site, subject to governing body approval) or could close completely. Decisions on each will be the subject of separate reports and a specific decision making process.
- 4.11 The draft strategy also aims to capture the significant role played by the outdoors in support of a holistic approach to sport and active recreation provision. The county borough has a significant level of countryside and outdoor space that includes country parks, municipal parks, allotments, fixed play, sport pitches, nature reserves, cycle and walking routes. The Council's Outdoor Sports Strategy adopted in 2015 establishes a clear position that the delivery of activities aimed at improving physical health and wellbeing do not need to be exclusively delivered from a built physical structure. The Council will maximise the use of 3G facilities for school, community and weekend competitive use alongside the grass pitch network, supporting the development of stronger sports clubs. The Centre for Sporting Excellence offers a 3G football pitch and rugby pitch; it is used as a training facility by the Dragons Rugby and Coleg-y-Cymoedd, and is used by sports clubs from across the county borough
- 4.12 In terms of sport and active recreation outreach and intervention programmes the draft Strategy proposes that the Council will continue to:
- Collaborate with schools to motivate children and young people to adopt and continue healthy active lifestyles through inspirational and inclusive physical activity experiences whilst they are in education.
 - Provide targeted support to help keep older people involved and active in local communities helping local organisations to provide ways of supporting older/less independent people to lead healthy lives through low intensity, social and easy to access physical activities.
 - Encourage and support federations of clubs sharing resources, helping to build stronger, more sustainable, and successful sports clubs.
 - Provide essential support underpinning sporting success.
 - Provide specialist interventions to reach targeted audiences where there is evidence of need and no other alternative provider.
 - Lead the regional Active Gwent collaboration programme to increase participation in sport and physical activity in a way that has the greatest impact in Caerphilly.
- 4.13 Obtaining the views of Caerphilly County Borough residents, existing users and a broad range of stakeholders will be essential in shaping the future provision and delivery of sport and active recreation across the county borough. In support of this requirement, a ten week consultation period is proposed that includes the following:-

Draft Sport and Active Recreation Strategy – Outline of Proposed Consultation

TIMESCALES	ACTIVITY
9th July	Pre consultation - Members Seminar
Friday 16th July – 21st September 2018	10 week public and stakeholder consultation period
Mid June	Newsline signposting to consultation
At outset of consultation period and follow up	NewsOnline Promotion
At outset of consultation period and follow up	Press activity + social media – Facebook and Twitter
For 10 week consultation period	Website – banner on front page Online survey (SNAP).
For 10 week consultation period	Posters in public facing Council venues and paper versions of survey available from leisure centres, main public facing council buildings and other venues impacted – community centres, country parks and schools
TBC	Surgery/drop in sessions to be held at key locations across the borough - promoted using above tools
At outset of 10 week consultation period	<ul style="list-style-type: none"> • Direct correspondence with groups as outlined in the Consultation and Monitoring Guidance document covering protected characteristics. This may be via e-mail or letter or face to face with groups as appropriate • Age <ul style="list-style-type: none"> – Youth forum – 50+ forum – Age Cymru • Disability <ul style="list-style-type: none"> – Deafblind.org, – RNIB Cymru, – Action Hearing Loss Cymru, – BDA, – Disability Can Do, – Caerphilly County Borough Access Group, – Caerphilly People First, – Disability Sports Wales, – Caerphilly Borough Mind • Pregnancy and Maternity – will be covered by general consultation • Race <ul style="list-style-type: none"> – Gwent Education Multi-Ethnic Service (GEMS) – Race Equality Council, – SEWREC • Religion or Belief – will be covered by general consultation • Sex – will be covered by general consultation • Sexual orientation and gender reassignment <ul style="list-style-type: none"> – Umbrella Cymru – LGBTQ+ youth group, – Stonewall Cymru

	<ul style="list-style-type: none"> • Language <ul style="list-style-type: none"> – Menter Iaith, – Welsh Language Forum including Meithrin etc <p>Direct correspondence with:</p> <ul style="list-style-type: none"> • All smart card users (for leisure centres) • Sports and clubs across the county borough • All groups who use leisure facilities for any other activities • Community centre secretaries and all groups who use community centres currently • All groups who use tourism venues for active recreation. <p>Direct correspondence with:</p> <ul style="list-style-type: none"> • All local Councillors • All town and community councils • WLGA • Dragons Rugby • Coleg-y-cymoedd • Future Generations Commissioner • Older People's Commissioner • Children's Commissioner • Welsh Language Commissioner • Equalities and Human Rights Commission • Local Assembly Members • Local Members of Parliament • Partner organisations through the Public Services Board and Standing Conference members • Voluntary sector through GAVO • All schools and parents via head teachers • Further and Higher Education Colleges • Business forum • All private sector leisure providers within the county borough • Neighbouring local authorities whose provision may be impacted • Welsh Athletics • Sport Wales
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5. WELL-BEING OF FUTURE GENERATIONS

5.1 The issues outlined in this report make a contribution across the seven well-being goals, but in particular to the following areas:

1. **A healthier Wales:** There is significant evidence to support the view that undertaking an active lifestyle has significant benefits in terms of reducing the risk of cardiovascular disease along with positive impacts upon mental health and body weight control. The role of community centres is significant in terms of supporting the integration of physical activity into everyday lifestyles.
2. **A prosperous Wales:** There is significant evidence of the essential role that sport and physical activity plays in regenerating communities, raising aspirations and making them a more attractive place to live, work and visit
3. **A Wales of cohesive communities:** Caerphilly County Borough Council have communicated a vision to place its facilities at the heart of the community, ensuring it's effectively placed to deliver a well-connected, socially inclusive hub.
4. **A globally responsible Wales:** There is significant evidence to support the positive impact that leading a healthy, physically active lifestyle has upon the economic, social and cultural well-being of Welsh residents.

5. **A more equal Wales:** There is significant evidence to support the positive role that engaging in community activity can play in supporting people to fulfil their potential from both an educational and socio economic perspective.

5.2 The Well-being of Future Generations (Wales) Act 2015 sets out the sustainable development principle against which all public bodies in Wales should assess their decision-making. The aim of the legislation is to ensure the well-being of future generations through maximising the contribution public bodies make towards the well-being goals. In using the sustainable development principle it is incumbent that the authority considers the whole of the population it serves and considers the effect of its actions on future generations. The principle, also known as the five ways of working is assessed as follows:

- **LONG TERM** - The Sport and Leisure Services estate across the whole of the authority is not sustainable in the long term due to cuts in the revenue available to the local authority. Securing the provision of sport and active recreation services now and in the future requires that difficult decisions have to be made that balance short term considerations against long term sustainability. The financial climate means that it is not possible to continue subsidising all provision and so decisions must be taken now to secure a sports and leisure service for future generations.
- **INVOLVEMENT** - An extensive consultation will take place with a broad range of stakeholders. Inevitably residents will wish to see as many local authority services as close to their homes as possible, and this view would be held by all communities within the county borough.
- **PREVENTION** - The promotion of health and well-being now prevents need in the future and reduces demand on public services. In preparing the proposed vision and strategic direction we have sought to maintain sports and leisure services accessibility for the community as far as is practicable and affordable in the current challenging financial climate.
- **COLLABORATION** - Sport and Leisure Services currently collaborates with a range of partners both locally and regionally to develop services that support increased opportunity and engagement.
- **INTEGRATION** - Sport and Leisure Services have considered how the proposed vision and strategic direction may impact on the well-being goals and in so doing have been mindful of the requirement to provide a holistic sports and leisure offer that is still accessible across the county borough utilising all available resources.

6. EQUALITIES IMPLICATIONS

- 6.1 An Equalities Impact Assessment (EIA) has been prepared at this consultation stage in accordance with the Authority's Strategic Equality Plan 2016-2020 and is included at Appendix 2. The potential for some negative impacts has been identified associated with mobility issues for some groups with protected characteristics should some leisure facilities close. However, the proposal to focus on 4 strategic leisure facilities accessible by public transport and will ensure, so far as reasonably practicable, geographic coverage across the county borough. There is no statutory requirement for the Council to provide these facilities and this represents a fair and just allocation of resources that will deliver continued sport and leisure provision into the future for the benefit of all.
- 6.2 Actions are proposed to mitigate some potential negative impacts that have been identified and these potential impacts are outweighed by the overall benefits of ensuring sustainable sport and active recreation provision across the county borough. The consultation exercise will be used to strengthen our understanding of any potential positive or negative impacts and the Equalities Impact Assessment will be kept under continuing review throughout the consultation process.

- 6.3 The proposal supports Strategic Equality Objective 3: Improving Physical Access, Strategic Equality Objective 5: Inclusive Engagement and Participation, Strategic Equality Objective 6: Compliance with the Welsh Language Standards, and Strategic Equality Objective 7: Supporting Age-friendly Communities.

7. FINANCIAL IMPLICATIONS

- 7.1 There are no direct financial implications at this initial consultation stage. Should the Strategy be formally adopted then proposed actions will be the subject of separate reports over the 10 year course of the Strategy that will include detailed financial implications. Any decisions will be dependent on the availability of funding and the approval of robust business cases.
- 7.2 The cost of delivering the services identified within the draft Strategy are set out in greater detail in the document, however the table below provides an overview of the net cost of each:

Service Area	Net cost
Leisure Centres	£1,928,047 (inc £213,300 Free Swim Initiative grant)
Community Centres	£358,855
Property Services – Statutory Maintenance at Leisure Centres	£20,000 in 2017/18
Sports Development	
• Caerphilly Adventures	£143,091
• National Exercise Referral	£174,677 (Grant Funded)
• Sports Development Officers	£430,200 (Grant Funded)
Central Leisure Costs	£666,034
Outdoor and Green Spaces	£4,458,662

- 7.3 It should be noted that the above reflects current budgets which will need to reduce as a consequence of the ongoing public sector austerity programme. The updated Medium-Term Financial Plan presented to Council on the 22nd February 2018 showed a potential Authority-wide savings requirement of circa £34m for the four-year period 2019/20 to 2022/23. This is clearly extremely challenging and it is inevitable that some very difficult decisions will need to be made. In looking to develop proposals to address the financial challenges moving forward it is widely accepted that the Council cannot continue as it is. There is therefore a need to examine the ways in which we deliver services to make the best use of available resources in the context of the reduced funding available.
- 7.4 It is noted that the largest investment by the authority is the built infrastructure, in particular the network of leisure centres. The majority of facilities as stated earlier were built in the late 1960s, early 1970s. Buildings of this age are traditionally not energy efficient, despite investments in various Local Authority Energy Finance projects and are also subject to a significant maintenance liability.
- 7.5 The last service wide condition surveys undertaken on the leisure centre portfolio was in 2012 which identified circa £3 million of category 1, 2 and 3 requirements. Whilst there has been investment in addressing, particularly category 1 aspects, it should be noted that it is likely this cost pressure will increase upon completion of updated condition surveys. There is currently no budget or capital set aside for the £3 million backlog. In 2013/2014, £395,000 of Leisure Centre revenue budget was transferred to Property Services for building maintenance and there is a potential saving if the condition of the stock could be improved. There is the potential for capital receipts if rationalisation of facilities is adopted, which would generate funds that could be reinvested subject to the approval of business cases.
- 7.6 A key aspiration of the draft Strategy is the requirement to address the position in respect of Caerphilly Leisure Centre. It has been clearly identified that the south west of the county borough will experience a significant population growth over the strategy timeline. This growth provides an opportunity to develop a Level 3 style facility that supports the authority's aim of Caerphilly as a tourist destination.

7.7 Proposals developed by Sport and Leisure Services in partnership with Alliance Leisure in 2017 identified four options to address Caerphilly Leisure Centre, namely:-

1. Do nothing and continue to subsidise at present values
2. Refurbishment Option 1 – Circa £5.188m
3. Refurbishment Option 2 – Circa £8.915m
4. New Build Option – Circa £13-15m

However, it should be noted these costs would be subject to construction industry inflation given that they are some 12 months old. Any decision to progress refurbishment would be dependent on the availability of funding and the approval of a robust business case.

8. PERSONNEL IMPLICATIONS

8.1 There are no personnel implications at this stage; however should the strategy be formally adopted then due consideration will be required to establish future resource requirements.

9. CONSULTATION

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

10. RECOMMENDATIONS

10.1 That Scrutiny Committee consider the proposal to undertake a public consultation on the draft Sport and Active Recreation Strategy 2019-29 and make any Recommendations prior to presentation to Cabinet.

11. REASONS FOR THE RECOMMENDATIONS

11.1 To set out to all stakeholders the proposed strategic vision for the delivery of sport and active recreation services within the county borough

11.2 To obtain feedback from all stakeholders to assist in informing the next stages of strategy development and implementation

12. STATUTORY POWER

12.1 Local Government Act 1972.

Author: Rob Hartshorn, Head of Policy and Public Protection
Consultees: Mark S. Williams, Interim Corporate Director, Communities
Cllr Nigel George, Cabinet Member for Neighbourhood Services
Jeff Reynolds, Sport & Leisure Services Facilities Manager
Jared Lougher, Sport & Leisure Services Development Manager
Mike Headington, Green Spaces and Transport Services Manager
Anwen Cullinane, Senior Policy Officer (Equalities & Welsh Language)
Mike Eedy, Finance Manager
Shaun Watkins, HR Manager
Sue Richards, Head of Service, Education, Planning and Strategy
Nicole Scammell, Section 151 Officer
Lisa Lane, Interim Monitoring Officer
Stephen Harris, Interim Head of Corporate Finance

Background Papers:

'Strategic Review of Leisure Facilities' report to Regeneration & Environment Scrutiny Committee
28th October 2014.

'Review of Existing Formal Recreation and Leisure Facilities' report to Cabinet 17th June 2015
Wales Audit Office Report 'Review of the development of a sport and leisure strategy – Caerphilly
County Borough Council' May 2016.

Appendices:

Appendix 1: Draft Sport and Active Recreation Strategy 2019-2029

Appendix 2: Equality Impact Assessment

Caerphilly County Borough Council

SPORT AND ACTIVE RECREATION STRATEGY 2019-2029



Man gwyrdach ar gyfer chwaraeon a dull byw gweithredol
A greener place for sport and active lifestyles



2019-2029

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INTRODUCTION

INTRODUCING THIS STRATEGY AND ITS INTENDED PURPOSE

- This strategy sets out a future purpose and direction for the provision of sport and active recreation in Caerphilly County Borough - it establishes the key principles and vision which will inform future decisions and actions.
- Where necessary, as and when required, the strategy implementation will be supported by more detailed communications, consultation, and business cases for action to support reports to the relevant Scrutiny Committee, Cabinet and/or Full Council.

WHAT IS SPORT AND ACTIVE RECREATION?

The definition of Sport and Active Recreation in relation to this strategy is based on the range of sport and physical activity opportunities provided by Caerphilly County Borough Council in conjunction with our key partners:

THE RATIONALE FOR THE STRATEGY

- ‘Caerphilly County Borough Council has embarked on an exciting and challenging journey of improvement and change’ The Corporate Plan (2018-2023).
- ‘Rising to the future challenges it is clear that we will need to do things differently - be innovative and willing to adapt and respond to change’.
- To be successful, the Council must fundamentally redefine its unique role i.e. what we do, the services we provide, and how we provide them.
- No longer can we do what we have always done - our future role will be less about directly delivering services and more about enabling the many other organisations who already provide excellent opportunities across our communities.

To be successful, the Council must fundamentally redefine its unique role i.e. what we do, the services we provide, and how we provide them.

IMPLEMENTING THE WELLBEING OF FUTURE GENERATIONS (WALES) ACT

- We will need to be bold - not holding on to what we have done in the past, but looking forward to ensure that the decisions we make and opportunities we provide are fit for future generations - responding to the emerging needs of our young people, the adults of tomorrow, and of course looking after the different needs of a growing older population.
- We must also make sure what we provide is going to be sustainable i.e. we can all afford to maintain service provision into the future.
- Future approaches will demand that people take greater responsibility for their own health and levels of physical activity. It is the role of the Council to support them to do this for themselves.
- To deliver a 'change agenda' the Council will also have to make a number of critical decisions. It is vital therefore, that this strategy provides a clear rationale and priorities for action. It must provide a vision for where we are going and how we are going to get there, so that everyone understands what we can achieve, what to expect of us, as well as the roles that others have to play.
- Finally, the strategy is not focused just on buildings but the activity that can take place in a wide variety of different places found throughout our County Borough and as a result of many different opportunities provided by a range of organisations.

Future approaches will demand that people take greater responsibility for their own health and levels of physical activity.



THE FORMAT

In developing this strategy we have set out:

1. What we have to achieve, our core purpose i.e. the better health and wellbeing priorities set out in our Corporate Plan (2018-2023).
2. A review of:
 - a. Our communities and their needs - what we know about our population, the place we live, current provision;
 - b. Lessons learnt from our achievements, building on what we do well, taking account of the views of others;
 - c. What we know about future needs and emerging trends.
3. The major challenges:
 - a. Poor levels of health particularly in certain areas of the county;
 - b. Reducing budgets;
 - c. The large number of facilities across the County and the deteriorating quality of our older buildings;
 - d. Increasing population and consumer demand.
4. The actions - what needs to be done.



STRATEGY PURPOSE, PRINCIPLES, AND PRIORITIES

OUR VISION AND HOW WE WILL DELIVER IT

- 'Our vision for sport and active recreation is to encourage healthy lifestyles and support our residents to be more active, more often'.
- We will do this by encouraging a collective responsibility and approach to provide and promote appropriate opportunities across a wide range of organisations.
- We will support others and only directly provide where the need is great and no others have the expertise or capacity to:
 - Promote positive messages about health and physical activity;
 - Encourage physical activity through the provision of varied, attractive and accessible opportunities;
 - Achieve raised standards of performance and celebrate local success in sport.

'Our vision for sport and active recreation is to encourage healthy lifestyles and support our residents to be more active, more often'.



OUR COMMUNITY & LEISURE SERVICE'S ROLE

- Within Caerphilly County Borough Council our Community & Leisure Service is responsible for leading the promotion of sport and active recreation. Currently the Service looks after a wide range of active recreation activities and places including children's play areas; country parks and open spaces; sports pitches; and leisure centres - usually on Secondary School sites. It also manages Outdoor Adventure Activities and Sports Development - including services ranging from GP exercise referrals to support for sport.
- The Service will ensure it is able to focus on leading and coordinating the future delivery of this Strategy.

The Service will ensure it is able to focus on leading and coordinating the future delivery of this Strategy.



HELPING DELIVER SPORT WALES' GOALS

- Through this Strategy, Caerphilly County Borough Council will also contribute to Sport Wales's Community Sport outcomes namely:
 - Generating increased frequencies of regular participation;
 - Targeting inequalities and barriers to participation;
 - Providing high quality opportunities allowing our most talented athletes to realise their potential.



ENSURING THE WELLBEING OF FUTURE GENERATIONS

- This strategy is designed to help deliver the goals and principles set out in the Wellbeing of Future Generations (Wales) Act 2015. The Act has put into law 7 Wellbeing Goals for a prosperous; resilient; healthier; more equal and globally responsible Wales; with cohesive communities; a vibrant culture and thriving Welsh language.
- Fundamentally, the Act requires 'responsible and sustainable decision making' - that Caerphilly County Borough Council considers the longer-term impact of the decisions it makes.
- Future decisions made by the Council will need to ensure sustainable developments to deliver wellbeing by:
 - Focussing on securing the sustainability of provision to meet the longer term needs of future generations - not based upon the past;
 - Understanding the root cause of issues to prevent problems from occurring;
 - Involving/considering the diversity of our population and communities in decisions that affect them;
 - Working more with others to secure future provision and sustainable solutions.

Future decisions made by the Council will need to ensure sustainable developments to deliver wellbeing...



SPORT AND ACTIVE RECREATION IS NOT A STATUTORY 'REQUIREMENT'

- Caerphilly County Borough Council does not have to provide most of our current sport and active recreation services - it is not a statutory responsibility. So the case for this discretionary provision - the maintenance of our facilities and services, has to be measured against their positive impact on our corporate priorities of health, regeneration, education, and future affordability.
- This strategy is therefore designed to provide a vision and rationale for the future that is directly linked to the Council's Wellbeing Objectives, its strategic priorities, as set out in the Corporate Plan (2018-2023).

**This strategy
is designed to
provide a vision
and rationale for
the future.**



THE CORPORATE PRIORITIES FOR SPORT AND ACTIVE RECREATION

- The main Wellbeing Objectives in the Corporate Plan that sport and active recreation contributes to are:
 - **Objective 1:** Improving education opportunities for all and improving the learning environment;
 - **Objective 5:** Creating a County Borough that supports a healthy lifestyle and reduces inequalities in health across the County Borough in accordance with the Sustainable Development Principle within the Wellbeing of Future Generations (Wales) Act 2015;
 - **Objective 6:** Supporting citizens to remain independent and improve their wellbeing - helping keep older people involved and active in their local communities.

Not only does health and wellbeing positively contribute to educational attainment, healthier young people are more likely to become healthier adults.

Page 38

Corporate Objective 1: Improved learning attainment and environments

- Not only does health and wellbeing positively contribute to higher educational attainment, healthier young people are more likely to become healthier adults.
- We will work with our schools to support the provision of an inspirational sport and physical activity offer, fit for future generations and to encourage a commitment to active lifestyle habits leading to our young people growing up to become more active adults.
- In the first phase of our 21st Century Schools Programme (2014-2019) over £56m has been invested in schools to improve facilities, (including the new Islwyn High School to replace Pontllanfraith and Oakdale Comprehensive Schools and Y Gwindy Welsh Medium School) - this includes new sport and physical activity spaces which are available for community use.
- We will support and develop successful approaches to maximise community use of all school facilities. Whether our secondary school facilities are part of a Leisure Centre or not, we will expect and support them to ensure they are available for community use out of school hours. We will expect an equitable standard of service regardless of whether the community use is managed by the Community and Leisure Service or School.

Corporate Objective 5: Creating a County Borough that supports a healthy lifestyle

- To create a place that supports a healthy lifestyle, helping encourage people to become more physically active, reducing overweight and obesity rates in children.
- To reduce inequalities in health across the County Borough:
 - We will establish a supportive partnership with our schools, securing a commitment from the top (Head Teachers and Governors) and throughout the school, to engage and motivate all children to be physically active by choice;
 - We will encourage physical activity within our communities in the most appropriate and effective ways through support that reaches out and works with others or through specific intervention programmes targeting communities - to create supportive, welcoming, attractive, easy to access activity opportunities;
 - We will aim to increase the number of visits to all sport and active recreation places across the County Borough - whether they are community centres; primary/secondary schools; parks; the countryside; sports pitches or our strategic leisure centres. This will include targeted investment where there is a clear business case to improve the activity offer such that we respond to the greatest areas of need and demand and reach out to the largest numbers of new participants i.e. targeting known popular activities such as fitness, 5 a-side football, cycling, walking, jogging, dance activities etc.

We will work with communities and local groups to support interventions that help keep older people active and involved in their local communities.

Corporate Objective 6: Supporting citizens to remain independent and improve their wellbeing

- Helping local community clubs and groups to engage ‘older adults’ in volunteering and supporting older people to lead independent, physically active and healthy lives - stimulating both mental wellbeing as well as maintaining appropriate levels of physical activity, bodily strength and mobility.
- We will work with communities and local groups to support interventions that help keep older people active and involved in their local communities.



SUMMARY STRATEGY PURPOSE

Our First Key Outcome: Better Health

- We must achieve a healthier county - recognising that today's unhealthy residents might be tomorrow's customers for our health and social care services. Our long-term plan is to achieve healthier residents and communities although we recognise this will take more than a generation of change - over 20 years.
However due to serious financial constraints, we must also achieve a healthier Borough with less resources - so we will have to be 'smart' in the way we work.

● We will achieve our better health outcomes by:

- Inspiring our future generations of children and young people to willingly choose to adopt healthy active lifestyles - this will be the biggest contribution to generational change;
- Supporting and encouraging the provision of more opportunities for more daily active recreation in our communities and work places - by working with a wide range of other providers including encouraging increased use of the great outdoors;
- Specialist interventions e.g. exercise referral, outreach work using physical activity to improve the lives of priority groups enabling people to lead healthier lifestyles on a daily basis in their local communities. However, these will only be targeted interventions where there is evidence of need and no other alternative solution.

Our Second Key Outcome - Healthier and Prosperous Communities

- This means stronger, safer and improved places to live, work and visit for all - communities with a sense of pride and identity.
- This vision includes:
 - Strong successful local sports clubs at the heart of every community: maintaining local facilities and the environment; providing sport and physical activity; managing events; attracting young people; engaging volunteers; creating safer and socially cohesive places to live and work, helping to keep older people involved and active locally; supporting and promoting sporting success which in turn creates role models, community pride and a feeling of wellbeing and positivity.



- In major conurbations and visitor destinations, commercial leisure attractions can also be a dynamic for regeneration - creating a better place to live and work, attracting employers and businesses and creating jobs, e.g. in North Wales - a new water park and leisure attraction in the Rhyl coastal resort will attract over 350,000 visitors as well as servicing over 40,000 local residents; or in Swansea - LC2 attracting over 750,000 footfalls a year - Wales's most visited paid for attraction for the last 7 years. Our Centre of Sporting Excellence used by Coleg y Cymoedd, Welsh Rugby Union and Dragons Rugby provides a prestigious, specialist regional sports facility attracting visitors to the area, supporting sporting success and stimulating local pride.
- **We will promote Healthier and Prosperous Communities by:**
 - Working with community sports clubs and their governing bodies to help our clubs become bigger and stronger; assisting them to improve their facilities, encouraging more volunteers and creating more sporting opportunities for participation and success;
 - Reviewing the commercial business case and options for a new or improved leisure attraction in the Caerphilly Basin to take account of a growth in new homes and to support our economic regeneration objectives for the area.

Our Centre of Sporting Excellence used by Coleg y Cymoedd, Welsh Rugby Union and Dragons Rugby provides a prestigious, specialist regional sports facility...

Our Third Key Outcome: securing a more efficient and financially sustainable future offer

- As well as our aspirations for a healthier, more physically active and successful sporting County Borough and to close the north/south gap that exists in the average life expectancy between our residents, we also have to secure financial savings and achieve these positive outcomes with increasingly less resources. This will demand that we are smart and focussed in our future actions.
- **We will secure a more efficient and financially sustainable offer by:**
 - Maximising the use of all our community amenities and the local environment, encouraging people to take responsibility for their own health and wellbeing in a sustainable way. Our approach to communities will focus on building on strengths recognising each community is different and it is neither affordable or sustainable for the Council to be expected to provide the same for all and in every area;

- Maximising use of assets through co-locations, invest to save models and aim to reduce subsidy levels at our strategic leisure centres to below a range of £1 to £1.20 per user;
- Creating more sustainable facilities by improving schools use agreements; investment in more attractive strategic facilities leading to a growth in visitor numbers and rationalisation reducing overall running costs;
- Focussing our unique and essential role on providing specialist interventions in communities and with groups where it is most needed whilst recognising and supporting the role of others in providing opportunities;
- Motivating young people will be a key priority as we work collaboratively with others to inspire activity for life - generating more active adults - commissioning and supporting our schools to provide the right learning environment that is also available for community activity at appropriate times;
- Where there is a business case, we will invest in key, strategic facilities to ensure they are appropriate, attractive, inspirational and lifestyle convenient alongside working to maximise the impact of all community amenities;
- Finally, we will ensure that strategic facilities directly operated by us receive the level of regular investment required to ensure that equipment and facilities are safe, functional, modern and inspirational.

Motivating young people will be a key priority as we work collaboratively with others to inspire activity for life



A REVIEW OF WHAT WE KNOW - INFORMING FUTURE DECISIONS

CELEBRATING OUR ACHIEVEMENTS

● Customer satisfaction

- In our bi-annual consultation over 85% of residents said they were satisfied with sport and leisure, recreation and sports ground services, with over 90% satisfied with country parks;
- Our customer satisfaction score is 98% which is 8% above the UK national average.

● The performance of our leisure centres

- We have been able to invest in some of our facilities to improve provision e.g. new fitness suites and 3G pitches. This has generated an increase in visitor numbers and we now also have over 150,000 registered Smart Card users;
- We have also continued to achieve the nationally recognised Quest quality assurance accreditation;
- However, despite our leisure centre subsidy having reduced by over £500,000 over the last 5 years, it still demands over 70% of the sport and leisure budget so the future performance and affordability of our leisure centres needs to be addressed.

● Our parks and great outdoors

- We have been successful in achieving a Green Flag status at 5 of our outdoor parks where we provide a range of activities and create a place people can enjoy;
- It is important to build on these strengths and the significant amount of green space that is available to promote wellbeing;
- Caerphilly Adventures successfully uses our great outdoors to support the Education Service and Families First initiatives and work with young people and their families improving family relations, parenting, confidence and self-esteem and delivering Duke of Edinburgh Awards.

● **Our children and young people**

- 47% of primary and secondary school children aged 7-16 engage in sport and physical activity 3 times a week and overall, there have been year on year increases in participation;
- Over 57% of 16 year olds are also members of a sports club in Caerphilly County Borough.

● **Sports development initiatives and partnerships**

- Free Swimming initiatives take place at all leisure centres and participation rates have increased year on year;
- Caerphilly 10K is now in its 6th year attracting circa 3,000 runners and is part of the Welsh athletics annual race calendar;
- The National Exercise Referral Scheme targeting clients who are at risk of developing, or have, a chronic disease has benefited over 1,000 people a year helping improve those participants' quality of life and life expectancy;
- The Council is playing a lead role in the Active Gwent regional collaboration for community sport and promoting Positive Futures and Tackling Inequalities initiatives - benefiting children and young people from deprived communities who are living in poverty and being supported through an inclusion programme using sport to engage young people - attendances have grown by over 1,200 to 9,000 in 2017;
- The Daily Mile Initiative is embedded across our Primary Schools and is helping children get fit by walking or running for 15 minutes each school day;
- We have contributed to the "large scale change" collaborative programme with Sport Wales, Public Health Wales, Aneurin Bevan Health Board and Blaenau Gwent/Torfaen County Borough Councils aimed at getting females more active to improve health outcomes in the Heads of Valleys area. This has been a successful collaboration leading to a number of success stories and lifestyle changes;
- Increasing women and girls participation is particularly important for health benefits and the Lets Go Girls Initiative encourages activity providers and females interested in taking part in activity to connect.

- Building on these significant achievements, this strategy sets out the direction for the future of sport and active recreation in Caerphilly County Borough to ensure the continued provision of a wide range of opportunities to benefit the health and wellbeing of our residents.

Free Swimming initiatives take place at all leisure centres and participation rates have increased year on year.



CAERPHILLY COUNTY BOROUGH - THE PLACE WE LIVE IN

- The County Borough is spread across a wide geographical area and made up of very different urban, rural, more affluent and some very deprived local communities.
- The 5 principle town centres are: Caerphilly; Blackwood; Risca; Bargoed; and Ystrad Mynach.
- Approximately 80% of the County Borough is classed as rural with a variety of attractive outdoor activity spaces i.e. uplands, lakes and rivers, public rights of way, country parks, nature reserves and many other areas that can be used for healthy active lifestyles.
- Spread across the County Borough there are over 500 different sport and physical activity places, many are old and have become 'tired', are not cost-effective to run with inefficient heating, lighting and insulation services and no longer attractive to new participants or fit for future purposes.

Different approaches are needed to respond to the highly varied and different local community needs...

● **Looking to the Future**

- More emphasis needs to be placed on the promotion of the wide variety of opportunities across the borough as well as in neighbouring areas;
- Different approaches are needed to respond to the highly varied and different local community needs with priority given to addressing the greatest health and activity challenges in the most deprived Heads of the Valley communities;
- The 5 town centres and population hubs should be the future focus of strategic provision - travel to destinations with good transport links. Furthermore, any future strategic sport and active recreation provision should be shared use on education sites. They are an essential requirement for Curricular and Extra Curricular activity and a cost effective way of providing expensive facilities that also serve community needs;
- The Council must address the whole facilities infrastructure as any investment to create fit for future generations facilities will first demand rationalisation and savings in order to finance better quality, more sustainable, fit for purpose facilities in strategic locations.

CAERPHELLY COUNTY BOROUGH... ABOUT THE PEOPLE

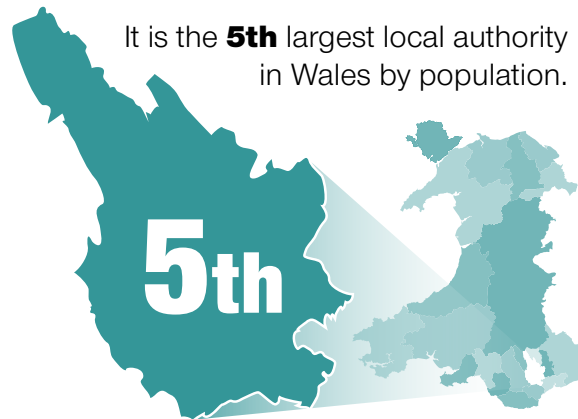
POPULATION SIZE

180,000

people live in Caerphilly County Borough.



It is the **5th** largest local authority in Wales by population.



The population is expected to grow by over

2,155

people within the next **20** years and alongside this

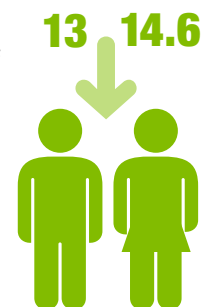
significant additional housing is planned particularly in the south of the County Borough in the Caerphilly basin area.

HEALTH

74% of adults in the County Borough do not meet national physical activity guidelines. The percentage of adults who are overweight or obese within Caerphilly County Borough is **4%** higher than the Wales average of **59%**, and by **2050** it is predicted that **60%** of adult men, **50%** of adult women and **25%** of children will be obese.

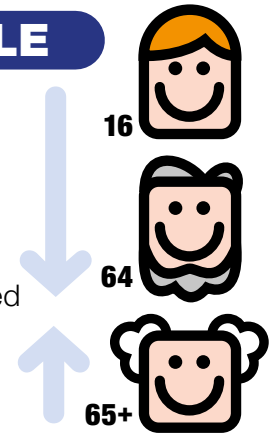


People living in areas of higher deprivation also have higher levels of ill health with life expectancy varying greatly depending on where you live. Between the least and most deprived areas there is a healthy life expectancy gap of **13** years for men and nearly **14.6** years for women.



AGE PROFILE

It is anticipated that numbers of people between 16 and 64 will decrease over the next 20 years, but the numbers of people aged over 65 will increase by nearly **42.2%** in the same period.



ECONOMIC PROFILE

P45

Caerphilly County Borough has some of the most deprived areas in Wales. It has the **5th** highest percentage of people claiming benefits and the joint **5th** lowest employment rate of 16 to 64 year olds compared to the rest of Wales.



● **Looking to the Future**

- There is a need to give priority to help increase activity levels to reduce the health inequalities and levels of obesity with a focus on local community solutions and engaging young people - our future generations;
- A growing and changing population will require appropriate levels of provision to meet demand and with new housing developments comes opportunities to negotiate planning gains to support future community needs - this sport and active recreation strategy should be used to support the business case for these plans;
- There will be a growing need to focus on helping maintain active and independent lifestyles amongst an ever increasing ageing population with more diverse needs.


There will be a growing need to focus on helping maintain active and independent lifestyles...



WHICH OF THE SPORT AND ACTIVE RECREATION ACTIVITIES ARE THE MOST POPULAR

- People leading healthy active lives do so through a wide variety of mediums ranging from allotment gardening and domestic activities to work place activities, cycling to work, walking to a bus stop, swimming, walking the dog etc.
- As well as this, there are over 87 recognised sport and physical activities to choose from ranging from dance, yoga, netball, fencing, a wide range of martial arts, weight training, gymnastics, angling, golf to team sports like netball, rugby and football.
- However, the most significant numbers of adult participation figures are achieved through individual exercise and informal activities which are easy to access and fit into busy lifestyles - walking, cycling and jogging or using the great outdoors with few activities dependent on our built facilities. The most popular activities amongst adults are:
 - walking - 47% of adults participating;
 - indoor exercise activities - 21% of adults participating.
- The great outdoors - our natural resources are also important for encouraging healthier and more active lifestyles - 35% of adults have identified they would like to visit the outdoors to be more active more often with the range of activities becoming more diverse. An example of this is Parkrun:
 - Junior Parkrun - 44 Juniors (age 4-14 years) are participating each week, from 15 clubs;
 - Parkrun (Age 14+) 166 Adults are participating each week from over 203 clubs.

The most significant numbers of adult participation figures are achieved through individual exercise and informal activities.



Future Sport and Active Recreation

- **Adults - into the future**
 - 'Acting today for an Active Tomorrow' identifies trends which will transform sport in Wales, in a report produced in 2014 by A Sport Wales's Advisory Group. This identified a number of themes that should be considered by providers in making future plans i.e. the need to be more responsive to:
 - People leading more demanding lifestyles and having less time therefore requiring easier access to doorstep activities;

- Customers having higher expectations needing a more 'commercial standard' of opportunity i.e. more customer orientated services as well as higher quality facilities;
- The need for greater use of technology to engage people i.e. through mobile devices;
- A more mixed economy of facility providers as a result of emerging not for profit operators, social and community interest companies alongside an ever-changing commercial sector;
- Future sport and active recreation opportunities need to be ever more "lifestyle convenient", for example:
 - Easy to Play Sport e.g. Futsal and 5 a-side leagues; Back to Netball and Hockey - social participation for adults; Parks Tag Rugby and other easy to organise and access small-sided team games;
 - Easy to access outdoor fitness activities when it is most suitable to the individual i.e. in safe walking, jogging and cycling settings (Caerphilly County Borough Council already supports many events that help respond to these demands i.e. parkruns, cycling events etc.).

Future sport and active recreation opportunities need to be ever more "lifestyle convenient."



● **Young People - into the future**

- Sport England's Youth Insights Pack (August 2014) highlights how it is important to look at ways of more effectively reaching out to young people - they have grown up in an environment that is totally different to that of previous generations - this demands change just to maintain levels of interest amongst each new age group i.e.:
 - Technology is an integral part of young people's lives;
 - Reasons for young people to take part need to be relevant to their lives - what matters to them, not what matters to adults and decision makers. Teenagers are also increasingly looking towards the benefits of active lifestyles for reasons of looking and feeling good as well as health and fitness;
 - Participation by children is influenced by what they get offered at school, as well as by the views of parents and friends. Once these influences are removed and lifestyles change, activity levels start to decline;



● **Looking to the Future**

- Caerphilly County Borough Council will need to review and adjust its unique role in response to the many competing and alternative offers that are available;
- To significantly increase activity levels there is a need to give priority to the opportunities that are attractive to the biggest audiences. Where possible this will include investment in better quality facilities for the biggest and fastest growing participation activities - those that have become more popular due to changing lifestyles and people choosing to be active for health and social reasons i.e. exercise, fitness, dance, walking, jogging, cycling, 5 a-side football etc;
- Sport and physical activity facilities in schools, particularly our secondary schools, need to be designed to inspire a nation of young people committed to becoming active adults - currently many school facilities do not meet these expectations;
- Alongside activity venues in local communities, strategically located specialist sports facilities are important to provide for training and competition at the higher levels and to deliver the vision for a 'nation of champions', however whilst specialist facilities are needed they are not necessarily required in all Local Authority areas;
- To embrace these recommendations we will adopt the 'Facilities for Future Generations - blueprint for sport and active recreation in Wales'. (Welsh Government and Sport Wales [March 2016]).

To significantly increase activity levels there is a need to give priority to the opportunities that are attractive to the biggest audiences.



MAJOR CHALLENGES TO BE OVERCOME

BETTER HEALTH CHALLENGES

- Since the Welsh Health Survey started, obesity levels have increased and there has been little evidence of change in physical activity levels. Survey reports have shown that:
 - 58% of adults are overweight and 22% obese;
 - 33% of adults are limited in their day to day activities because of health problems or disability;
 - Only 29% of adults are reported as physically active but there are more men than women active although this decreases with age;
 - Around 1/3 of adults are not physically active at all.
- Low levels of physical activity along with unhealthy eating are leading to significant increases in levels of obesity.
- There are particularly higher incidents of poor health and low levels of physical activity in areas of multiple deprivation.
- Overall it is estimated that the total cost of physical inactivity to Wales is in the regional of £650,000,000 per annum.
- Despite these trends 'Creating an Active Wales' reports how physical activity has many mental as well as physical health and wellbeing benefits i.e.
 - Up to 50% reduced risk of developing major chronic diseases such as heart diseases/ diabetes and some cancers;
 - A 20-30% reduced risk of premature death.
- **Looking to the Future:**
 - Targeted community interventions and low cost, accessible/local, indoor and outdoor health and fitness activity centres are more likely to be attractive to women and disengaged participants who it is difficult to encourage to adopt more active lifestyles.

MAJOR FINANCIAL CHALLENGES

- Caerphilly County Borough Council has already made considerable savings in recent years - over £82,000,000 but further savings of over £34,000,000 are still needed in the next 3 years.
- For the most part, sport and active recreation provision is not a statutory requirement of local government and although Caerphilly County Borough Council is committed to maintaining front line services, it does recognise things need to change.
 - The Community & Leisure Services budget must achieve reductions over the course of this Strategy.
- **Looking to the Future**
 - The more effective use of our many different community facilities will need to be part of the future offer to increase activity levels;
 - This strategy also makes the case for rationalisation enabling some savings to be used to enable investment alongside innovation and transformation.

The more effective use of our many different community facilities will need to be part of the future offer to increase activity levels.



BUILT FACILITY CHALLENGES

- The Council has too many different facilities including leisure centres, many of which are old and vary in quality with high levels of maintenance required - there is a need for fewer but better quality provision. A summary schedule of the 500+ different sport and physical activity spaces across the County Borough is summarised in the adjacent table.
- Caerphilly County Borough Council's independent review of Leisure Centres in 2014 also reported the need for a rationalisation of the separately managed leisure centres.
- 8 of the 10 leisure centres are on Secondary School sites and used by schools during the day. This use is heavily subsidised through the Sport & Leisure budget. Four Secondary Schools have strategic leisure facilities of which any community use is not managed by Sport & Leisure Services.
- The provision of appropriate sport and physical activity facilities on secondary school sites that are accessible for Curricular and Extra Curricular activities is a requirement - wherever possible these should be managed to be available for community use out of school hours.

Table 1: Summary Schedule of Sport and Active Recreation

Facilities Where Physical Activity Can Occur	Total Number of Activity Spaces
Indoor	
Sports Halls	15
Community Centres	50
Youth Centres	20
Swimming Pools	8
Primary Schools i.e. halls	80
Outdoor	
Artificial Turf Pitches (ATPs) Type 1: Sand based shorter pile more suitable for hockey Type 2: '3G' pitches longer pile with rubber infill more suitable for football and rugby	16 Type 1: 7 Type 2: 9 (2@COSE)
Country Parks	6
Youth Shelters	21
Playgrounds (excluding primary school playgrounds)	104
Multi-use Games Areas	25
Skate Parks	9
Kick Walls	10
Football and Rugby Grass Pitches (excluding school pitches)	116
Bowling Greens	20
Cricket Wickets	9
Tennis Courts	18
	500+

- The majority of the Council's investment (approximately 70%) in 'Sport & Leisure Services' - is taken up by the cost of running traditional leisure facilities - with Caerphilly County Borough Council operating more Leisure Centres than any other Local Authority in Wales.
- The cost of maintaining the Leisure Centres in the County Borough is the highest in Wales - over £1m per annum:
 - The subsidy per person is over £1.50 - to bring this subsidy closer to other areas, this figure should be less than £1 to £1.20 - this cannot be achieved without rationalisation and modernisation;
 - There is a significant capital investment liability due to the age of the leisure centres - currently estimated at over £3m;
 - There is also a need for a capital budget to invest in upgraded equipment such as modernised fitness suites, spin bikes and new 3G pitches which increase levels of use following investment.
- Customer comment reports have also identified the need for improvement i.e. 'changing rooms need upgrading', 'the centre is looking dated now' and the need for change given the current financial climate is also recognised.
- Generally across Wales less than 30% of the adult population visit a leisure centre and many of the County Borough Leisure Centres are not generating more users - in half these numbers are declining. Only 3 key strategically located centres in Caerphilly County Borough are attracting over 250,000 visits a year with the majority servicing less than 100,000 visits per year.

● **Looking to the Future**

- Facilities for Future Generations - the blueprint for sport and active recreation in Wales'. Welsh Government and Sport Wales (March 2016) will be adopted by Caerphilly County Borough Council providing the framework for future sport and active recreation facilities. This will take into consideration:
 - The needs of future generations;
 - The need for inspirational learning environments for children and young people on school sites;
 - The need to invest in better quality, more fit for purpose and future facilities that are strategically located;
 - The need to rationalise the existing number of different facilities that are no longer fit for purpose or sustainable into the future set in context with all other active space facilities such as community centres, primary schools, youth centres, outdoor parks etc.;
 - Defining future expectations for and delivery of aquatic provision linked to facility rationalisation.

OTHER FACILITY CHALLENGES - MAXIMISING THE IMPACT OF ALL SPORT AND ACTIVE RECREATION AMENITIES AND OPPORTUNITIES

Outdoor sports pitches

- Grass sports pitches across the County Borough also present a future challenge. Changing climates and reducing budgets provide an increasing challenge for the maintenance of these facilities alongside which capital investment in improved or new drainage is important to help overcome pitch quality issues. Increasingly long spells of wet weather, has resulted in these important facilities which serve the biggest sports becoming a threat to future levels of activity.
- Furthermore, less than 30% of the cost of maintaining the grass pitches is recovered through income due to the low levels of use that is possible to sustain on the grass pitches.
- In total, there are over 120 sports pitches, 20 bowling greens, 9 cricket wickets and a number of tennis courts, more than any other Local Authority in Wales. There are also a large number of football and rugby clubs - over 130 relying on these facilities. However, many of these clubs are small and 'nomadic' relying on access to different and often poor quality grass pitches. On the other hand, Clubs with owned or leased facilities are able to invest more time and resources into maintaining their pitches to a higher standard and can more easily attract members, generate income and become a stronger community clubs.
- In addition to the natural turf pitches, there are 16 artificial turf pitches - again more than any other area in Wales. Nine of these pitches are 3G football/rugby surfaces - a full sized floodlit 3G pitch can provide the same level of use as 5 grass pitches.
 - Looking to the Future Artificial turf '3G' pitches are an important part of future outdoor pitch provision - they provide a consistent quality of service that can be used in all weathers;
 - There is a case to be made for more strategically located 3G pitches to support grass-pitch provision - also taking account of the potential to maximise the beneficial use of school facilities;
 - Future approaches should include support for clubs to play a greater role in the future management and maintenance of sports pitches and pavilions. This would help and lead towards better facilities as well as stronger, more sustainable community clubs;
 - At least one 3G pitch should be available on all secondary school sites with a community sports partnership that guarantees the out of hours use and the formation of sports clubs hubs.

MAXIMISING COMMUNITY USE OF SCHOOL FACILITIES

- The Welsh Government and Local Authority 21st Century Schools programme is intended to help create 'fit for the future' sport and active lifestyle facilities for Wales. Investment is expected to deliver:
 - Learning environments supporting improvement and better education outcomes including health and wellbeing;
 - Greater economies and efficiencies through better use of resources including community use;
 - Sustainable facilities that help to reduce costs and carbon footprints;
 - Finally, this is more than a building programme - 21st Century Schools are intended to impact on both public and community learning, health and wellbeing outcomes.
- This strategy recognises the importance of schools as an essential part of the future community sport and active recreation offer. Currently there is an inconsistent approach to access to school facilities for the wider community.
- **Looking to the Future**
 - The Community & Leisure and Education Services will establish a joint vision to deliver the healthy physical activity outcomes in this strategy as well as serving school and wider community needs. This will inform a robust joint use agreement with clear priorities and outcomes supported by appropriate sustainable funding models.

This strategy recognises the importance of schools as an essential part of the future community sport and active recreation offer.



PLAY AMENITIES

- Caerphilly County Borough has 178 different “play” facilities including fixed play provision, kick walls, Multi Use Games Areas (MUGAs) skate parks etc. Such provision is governed by Welsh Government Play Sufficiency duties and is separately covered by bespoke strategies and plans.



OUTDOOR PARKS AND THE NATURAL OUTDOOR ENVIRONMENT

- Of the 42% of the adult population reported by Sport Wales to be 'hooked on sport' in Caerphilly, the majority do so through activities taking place in facilities that don't demand a strategic sports hall or swimming pool.
- High levels of physical activity are enjoyed in a wide range of environments stretching from the countryside to highways, paths and bridle ways used for walking, cycling and jogging.
- The council's active travel integrated network map was approved in February 2018.
- The natural resources in Caerphilly County Borough provide significant opportunities to increase activity levels.
- It has a large number of high quality countryside as well as more traditional formal parks - 5 of which have a green flag accreditation.
- There is a significant level of countryside and open space - the Countryside Service manages parks, rights of way, nature reserves/managed biodiversity sites and a canal network. In addition there is a substantial amount of unmanaged countryside and open space.
- The Council also provides an Outdoor Adventure Service which supports a range of outdoor activities as well as the Duke of Edinburgh award scheme.
- Whilst important to this strategy, these areas of provision are separately covered by bespoke, formally adopted plans and strategies.

The natural resources in Caerphilly County Borough provide significant opportunities to increase activity levels.



WHAT NEEDS TO BE DONE

1. Corporate Policy

- a. In adopting this strategy Caerphilly County Borough Council recognises that sport and active recreation makes a significant contribution to achieve healthy lifestyles, education, economy and regeneration across the County Borough.
- b. Recognising that it is no longer feasible to provide the 'same service for all', the Council's unique role will focus on:
 - i. Working with others to make the best use of all available opportunities, facilities, funding and people;
 - ii. Making better and more innovative use of the widest possible range of indoor and outdoor physical activity spaces across all communities;
 - iii. Specialist interventions in approaches and places that will have the greatest long term health impact on priority target audiences and where no others are in a position to provide such assistance.
- c. A joint sport and active recreation and schools strategy will be pursued to achieve a single, shared outcome of more young people becoming active adults through more inspirational learning experiences, whilst also ensuring the learning environments are maximised for community use out of school hours. This will include a new fit for purpose, robust joint use agreement with schools with clear priorities and outcomes.

2. Facilities

- a. To inform future decision making, the Council will adopt:
 - i. The Welsh Government and Sport Wales Facilities Blueprint for Sport and Active Recreation (See Table 2) informing all physical activity spaces and their use across the County Borough;
 - ii. A decision making matrix for determining the provision of strategic Leisure facilities that are directly managed by the Sport & Leisure Service (See Table 3);

A joint sport and active recreation and schools strategy will be pursued to achieve a single, shared outcome of more young people becoming active adults through more inspirational learning experiences.

- iii. An “invest to save” strategy enabling the future rationalisation of some facilities, to help achieve a more sustainable future service alongside investment of some savings secured to enhance the quality and customer offer at strategic sites as well as in local communities.

Table 2: Blueprint for Future Generations - Sport and Active Recreation Facilities

Facilities Framework	Action
<p>Facilities Framework Level 1 Local community assets and club facilities essential to serve the needs of sport and doorstep activity - enabling daily active lifestyles i.e. the outdoors for green exercise, multipurpose community halls, sports clubs, primary schools, community parks, community centres, health centres, libraries, church and village halls.</p>	<p>Any future sport and active recreation facility delivery should consider all of these assets and their potential to provide locally accessible physical activity hubs particularly targeting deprived communities. Delivery should include opportunities for potential co-location and shared management to maximise sustainability of future community amenities.</p>
<p>Facilities Framework Level 2 Strategic, ‘travel to’ wider community facilities located on education/secondary school or college sites to maximise use, ensure value for money and because the provision of good quality inspirational physical activity facilities is an obligatory requirement for all schools.</p>	<p>The strategic policy should establish a clear expectation that future school facilities (buildings and pitches) deliver appropriate and fit for purpose physical activity, teaching and recreational spaces as well as contributing to the community sport and active recreation offer including the development of school/community sports club hub management models.</p>
<p>Facilities Framework Level 3 Large strategic “commercial” sport or leisure tourist attractions of regional or national significance. This would include leisure centre provision in the south west of the county borough and the Centre of Sporting Excellence.</p>	<p>Adopt a future sport and active recreation investment strategy that delivers a commercially sustainable leisure attraction in the south west of the county borough, in response to the significant growth in new housing.</p>

The strategic policy should establish a clear expectation that future school facilities deliver appropriate and fit for purpose physical activity...

Table 3: Strategic Leisure Centre Needs Assessment Matrix

Assessment Criteria	Measurement Factors
Impact analysis Number of visitors	1. Over 250k visits pa 2. Shared daytime use with education provider
Need Centre of population Access - travel to location; public transport routes; car parking No competing facilities	1. Easy to access car park, major public routes 2. No other local competing with school/community/commercial offers
Fitness for purpose Fit for future generations 21st Century design Inspirational school	1. Range of 21st century amenities - fitness, dance, activity studio, 3G, spa 2. Strategic standalone facility only in major population centre/visitor destination
Running cost Subsidy per user/sustainability	1. Subsidy per user under £1 to £1.20

- b. A rationalisation of facilities will result in 4 strategic, high quality, multi service leisure centres that are managed by the authority’s Sport and Leisure Service. The 4 strategic centres will be located in Risca, Caerphilly, and Newbridge, and one in the Bargoed/Aberbargoed areas to serve the north of the county borough. It is therefore anticipated that the other leisure centres would either transfer to school management (if they are joint use facilities located on a school site, subject to governing body approval) or could close completely.
- c. The Council will clarify the future swimming entitlement along with supporting the rationale for a sustainable programme of aquatic delivery also informing the need for future aquatic facilities.
- d. In terms of Outdoor Facilities, the Council will:
 - i. develop a plan to enhance and maximise the impact of outdoor spaces, playing fields, parks and informal recreational spaces, where possible utilising investment resulting from planning gain;
 - ii. maximise the use of 3G facilities for school, community and weekend competitive use alongside the grass pitch network, supporting the development of stronger sports clubs.

3. Sport and active recreation outreach and intervention programmes

The Council will continue to:

- a. Collaborate with schools to motivate children and young people to adopt and continue healthy active lifestyles through inspirational physical activity experiences whilst they are in education;
- b. Provide targeted support to help keep older people involved and active in local communities helping local organisations to provide ways of supporting older people/less independent people lead healthy lives through low intensity, social and easy to access physical activities;
- c. Encourage and support federations of clubs sharing resources, helping to build stronger, more sustainable, and successful sports clubs;
- d. Provide essential support underpinning sporting success;
- e. Provide specialist interventions to reach targeted audiences where there is evidence of need and no other alternative provider;
- f. Lead the regional Active Gwent collaboration programme to increase participation in sport and physical activity in a way that has the greatest impact in Caerphilly.

The Council will adopt a collaborative approach with schools to motivate children and young people to adopt and continue healthy active lifestyles...



Caerphilly County Borough Council

SPORT AND ACTIVE RECREATION STRATEGY 2019-2029



EQUALITY IMPACT ASSESSMENT FORM

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 *	Caerphilly County Borough Sport & Active Recreation Strategy 2018-2028
DIRECTORATE	Communities
SERVICE AREA	Communities & Leisure
CONTACT OFFICER	Rob Hartshorn

***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.

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 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**.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The Council has identified the need and opportunity to develop a strategic approach to shape the future of its sport and active recreation services.</p> <p>The draft Strategy aims to establish a joined up vision for future provision, setting clear outcomes recognising the contribution that sport and active recreation makes to economic, social, environmental & cultural well-being.</p>
2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i></p> <p>The draft Sport and Active Recreation Strategy affects the public generally and in particular current, potential and future users of the following:</p> <ul style="list-style-type: none">• Outdoor and Indoor Sport and Leisure Facilities;• Sports Development programmes;• Staff

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><i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Sport and active recreation provision is not a statutory requirement of Local Government in Wales. The Council heavily subsidises Sport and Leisure Services provision in Caerphilly. This subsidy is not necessarily strategically directed nor applied consistently which results in operational anomalies. Reducing revenue and capital resources need to be balanced against crucial health and well-being priorities and focus on making the most impact possible on health and well-being inequalities, which will facilitate continued provision of a range of opportunities to benefit our residents.</p> <p>The draft Strategy proposes a rationalisation of facilities to achieve a sustainable future service alongside investment of some savings to enhance the quality and customer offer at strategic sites.</p> <p>Whilst some existing facilities might close which may result in some users having longer travel time to facilities, all of the proposed strategic facilities are fully accessible, have ample disabled parking, and are accessible by public transport. All future provision will so far as reasonably practicable ensure geographic coverage across the county borough. Implementation ensures a fair and just allocation of resources that will provide for continued sport and active recreation provision into the future for the benefit of all.</p> <p>New and refurbished facilities will be more attractive and accessible to families and people with carers. An ongoing investment strategy will ensure that our leisure facilities are maintained and that equipment is replaced, making them more attractive to all users and improving access equally.</p> <p>A collaborative approach aims to motivate children and young people to adopt and continue healthy active lifestyles through inspirational physical activity experiences whilst they are in education, whilst also ensuring the learning environments are maximised for community use out of school hours.</p> <p>There is a coordinated approach between schools & Caerphilly Adventures in the engagement of the Duke of Edinburgh Awards helping young people to gain skills for life delivering better educational, employment, and social outcomes for the benefit of all of our communities.</p> <p>The Council's sport and active recreation outreach and intervention provides targeted support to help keep older people involved and active in local communities helping local organisations to provide ways of supporting older people/less independent people lead healthy lives through low intensity, social, and easy to access physical activities.</p>
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	<p>The draft Strategy aims to sustainable sport and active recreation provision that can be maintained at a level of service which is comparable with other Local Authorities. Facilities will be improved and the Council will take steps to mitigate any negative impacts and will work to address access for older people, younger people, and disabled people who rely on forms of transport other than private cars.</p>
	<p>Actions required:</p> <ol style="list-style-type: none">1. Undertake consultation on the draft Sport and Active Recreation Strategy.2. Review this consultation stage Equality Impact Assessment following consideration of consultation responses received.3. Take steps to mitigate any negative impacts due to longer travel distances and work to address access for people who rely on forms of transport other than private cars.

4. What are the impacts of the proposals?					
Protected Group		Positive Impact?	Negative Impact?	No Specific Impact	What will the impact be? If the impact is negative how can it be mitigated? (action)
Gender	Male			X	
	Female			X	We provide female only activities as part of our routine service delivery. Action: Sustain female only activities at existing service levels.
	Transgender			X	The Council is sensitive to issues around changing, but has not had any representations' or engagement on this issue to date.
Religion				X	
Race				X	There is no evidence available to the Council to suggest a negative impact due to race.
Disability		X	X		<p>Where leisure facilities are closed people with disabilities may be more greatly affected if this results in longer travel times to alternative facilities. However, all of the proposed strategic facilities are fully accessible, have ample disabled parking, and are accessible by public transport.</p> <p>The draft Strategy aims to sustain sport and active recreation provision in the county borough alongside investment of some savings to enhance the quality and customer offer at strategic sites. It provides the opportunity to promote and increase participation in sport and active recreation.</p> <p>New and refurbished facilities will be more attractive and accessible to families and people with carers. An ongoing investment strategy will ensure that our leisure facilities are maintained and that equipment is replaced, making them more attractive to all users and improving access equally.</p> <p>In promoting a sustainable vision for sport and leisure provision it is recognised that participation in physical activity can have a</p>

					<p>positive effect on both mental and physical health. In particular levels of cardio vascular disease and type 2 diabetes are particularly high in the county. Participation in a physical activity can significantly reduce the risks for both existing sufferers and those most vulnerable.</p> <p>Action: Take steps to mitigate any negative impacts and work to address access for disabled people who rely on forms of transport other than private cars.</p> <p>Action: Use the consultation process to seek views and information from individuals and from groups representing disabled people.</p>
Sexual Orientation				X	
Age	Older People	X	X		<p>The draft Strategy aims to sustain sport and active recreation provision in the county borough alongside investment of some savings to enhance the quality and customer offer at strategic sites. It provides the opportunity to promote and increase participation in sport and active recreation. However there may be some negative impact where there are increased travel distances following any rationalisation of facilities.</p> <p>The Council's sport and active recreation outreach and intervention provides targeted support to help keep older people involved and active in local communities helping local organisations to provide ways of supporting older people/less independent people lead healthy lives through low intensity, social and easy to access physical activities.</p> <p>We will also support individuals by providing specialist interventions to reach targeted audiences in our communities where there is evidence of need and no other alternative provider.</p>

					<p>Action: Take steps to mitigate any negative impacts and work to address access for older people who rely on forms of transport other than private cars.</p> <p>Action: Use the consultation process to seek views and information from individuals and from groups representing older people.</p>
	Children and Younger People (Under 25)	X	X		<p>The draft Strategy aims to sustain sport and active recreation provision in the county borough for future generations alongside investment of some savings to enhance the quality and customer offer at strategic sites. It provides the opportunity to promote and increase participation in sport and active recreation. However there may be some negative impact where there are increased travel distances following any rationalisation of facilities.</p> <p>Young people attending schools where there was joint use would benefit from access to enhanced sport and leisure facilities during the school day. A joint sport and active recreation and schools strategy will be pursued to achieve a single, shared outcome of more young people becoming active adults through more inspirational learning experiences.</p> <p>A collaborative approach with schools to motivate children and young people to adopt and continue healthy active lifestyles through inspirational physical activity experiences whilst they are in education.</p> <p>Action: Take steps to mitigate any negative impacts and work to address access for younger people who rely on forms of transport other than private cars.</p> <p>Action: Action: Use the consultation process to seek views and information from individuals and from groups representing younger people.</p>
Marriage & Civil Partnership				X	

Pregnancy & Maternity				X	We have identified no adverse impact as long as pre and post natal classes are sustained at existing service levels.
Socio-economic Background		X			<p>All future provision will be accessible by public transport and will ensure, so far as reasonably practicable, geographic coverage across the county borough. Implementation ensures a fair and just allocation of resources that will provide for continued sport and leisure provision into the future for the benefit of all.</p> <p>The draft Strategy proposes a financially sustainable vision to secure sport and active recreation provision in the county borough into the future. In doing so any financial pressure to increase prices for customers is reduced thereby promoting accessibility across socio-economic groups.</p> <p>The Strategy proposes the redevelopment of Caerphilly Leisure Centre which is in the vicinity of the most deprived locality (St James 3) in the whole of Wales as defined within the Wales Index of Multiple Deprivation.</p> <p>The Council's unique role will focus on:</p> <ol style="list-style-type: none"> I. Working with others to make the best use of all available opportunities, facilities, funding and people; II. Making better and more innovative use of the widest possible range of indoor and outdoor physical activity spaces across all communities; III. Specialist interventions in approaches and places that will have the greatest long term health impact on priority target audiences in our communities and where no others are in a position to provide such assistance.

5	<p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal)</i></p> <p>The draft Sport and Active Recreation Strategy will not have any effects on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p>
	<p>Actions required: None</p>

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available? <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>In 2016 26.9% of people in the county borough aged 16-64 were disabled as defined by the Equalities Act. In the 2011 Census 97.6% of the population are identified as English/Welsh/Scottish/Northern Irish/British. 50.7 are identified as being of Christian religion with 48.32% identified as having no religion or religion not stated. 50.95% of the population of the county borough were female and 49.05% male.</p> <p>There are limitations in the data that we hold, but information analysis of 152,000 Sport and Leisure service users who hold Smartcards is as follows: 43% male, 52% female, 5% unspecified; 1.3% disabled; 3 different ages groups comprising of 50.9% aged 25-64, 35.9% under 25 and 13.2% over 64. 95.1% of Smartcard holders identified as English/Welsh/Scottish/Northern Irish/British</p> <p>We do not hold data regarding other services users or other protected characteristics.</p>
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	<p>Actions required: We have highlighted above limitations in the information that we hold, but will use the consultation process to strengthen this position and will be engaging directly with:</p> <p>Youth forum 50+ forum Age Cymru Deafblind.org RNIB Cymru Action Hearing Loss Cymru BDA Disability Can Do Caerphilly County Borough Access Group Caerphilly People First Disability Sports Wales Caerphilly Borough Mind Gwent Education Multi-Ethnic Service (GEMS) Race Equality Council SEWREC Umbrella Cymru LGBTQ+ youth group Stonewall Cymru Menter Iaith Welsh Language Forum including Meithrin etc.</p>
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CONSULTATION

<p>7</p>	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council’s Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Full public consultation is proposed. Organisations representing those with protected characteristics will be consulted directly.</p>
	<p>Actions required: 1. Full consultation.</p>

MONITORING AND REVIEW

<p>8</p>	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>There are limitations in the data that we hold and the intention is to use this consultation process to strengthen our understanding.</p>
	<p>Actions required:</p> <ol style="list-style-type: none"> 1. Continue to review customer feedback via established Sport & Leisure Service systems. 2. Review this consultation stage EIA following consideration of consultation responses.
<p>9</p>	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Sport and Leisure Services operate a robust, systematic Customer Comments process that is regularly reviewed for trend data.</p> <p>Regular engagement with groups, clubs and organisations</p> <p>Customer Satisfaction survey and Net Promotor Score process</p>
	<p>Actions required: 1. Consideration given to all observations and responses submitted as part of consultation process</p>
<p>10</p>	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No</p>
	<p>Actions required: None</p>
<p>11</p>	<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>The proposal will ensure future sport and active recreation provision in the county borough alongside investment of some savings to enhance the quality and customer offer at strategic sites. It provides the opportunity to promote and increase participation in sport and active recreation.</p>

Disability

All of the proposed strategic facilities are fully accessible and accessible by public transport.

New and refurbished facilities will be more attractive and accessible to families and people with carers.

In promoting a sustainable vision for sport and active recreation provision it is recognised that participation in physical activity can have a positive effect on both mental and physical health. In particular levels of cardio vascular disease and type 2 diabetes are particularly high in the county. Participation in a physical activity can significantly reduce the risks for both existing sufferers and those most vulnerable.

Gender

We provide female only activities as part of our routine service delivery.

Age

As identified in Section 3 above young people will positive benefit from the enhanced collaboration between the Sport and Leisure service and schools as well as from the strengthening of the Duke of Edinburgh Award scheme.

New and refurbished facilities with modern equipment will be particularly attractive to young people and therefore enhance accessibility.

Summary of Proposed Actions:

- 1. Undertake full consultation on the draft Sport and Active Recreation Strategy including direct consultation with organisations representing groups with protected characteristics.**
- 2. Use the consultation process to seek views and information from individuals and from groups representing those with protected characteristics..**
- 3. Review this consultation stage Equality Impact Assessment following consideration of consultation responses received.**
- 4. Take steps to mitigate any negative impacts due to longer travel distances and work to address access for people who rely on forms of transport other than private cars.**
- 5. Sustain female only activities at existing service levels.**
- 6. Continue to review customer feedback via established Sport & Leisure Service systems.**

12	What outcome does this Equality Impact Assessment suggest you take? You might find that more than one applies. Please explain why you have come to this decision.	
	Outcome 1	No major change needed – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken
	Outcome 2	Adjust the policy to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
	Outcome 3	X Continue the policy despite potential for negative impact.
	Outcome 4	Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination.
<p>Our Assessment is Outcome 3 – Continue the Policy</p> <p>We have reached this conclusion because although the potential for some negative impacts have been identified actions are proposed to mitigate these and the impacts are outweighed by the overall benefits of ensuring sustainable sport and active recreation provision across the county borough. This assessment will be kept under continuing review throughout the consultation process.</p>		

Completed by:	Rob Hartshorn
Date:	4 th June 2018
Position:	Head of Policy and Public Protection



REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE – 26TH JUNE 2018

SUBJECT: DECriminalisation of Parking – Stage 2 Report

REPORT BY: Interim Corporate Director – Communities

1. PURPOSE OF REPORT

- 1.1 To update Members on the progress with pursuing Civil Parking Enforcement Powers, and to seek the views of Members on the proposals for implementation and issues to be considered prior to presenting recommendations to Cabinet.

2. SUMMARY

- 2.1 In light of the feasibility study of creating a Civil Enforcement Area and Special Enforcement Area across the Council's administrative area, Cabinet resolved on 28 February 2018 to adopt an implementation model for Civil Parking Enforcement (CPE) where on street enforcement is undertaken in house and to collaborate with another, or other, local authorities for the back office notice processing and administration.
- 2.2 The decision also included an instruction to undertake the Traffic Regulation Order review necessary to prepare the application to Welsh Government to secure the CPE powers. The current planned 'Go live' date for CPE is April 2019. This report sets out the proposals and recommendations to be undertaken to implement the decision and the issues requiring further consideration that will assist in achieving this implementation date.

3. LINKS TO STRATEGY

- 3.1 Road safety delivery which includes CPE 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
 - 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.
- 3.3 CPE will contribute to the Authority's Well Being Objective 4: Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impacts on the environment.

4. THE REPORT

4.1 The findings of the feasibility study of creating a Civil Enforcement Area and Special Enforcement Area (CEA/SEA) across the Council's administrative area was presented to the Regeneration and Environment Scrutiny Committee on the 17 December 2017. Subsequently Cabinet resolved on 28 February 2018 to adopt an implementation model for Civil Parking Enforcement (CPE) where on street enforcement is undertaken in house and to collaborate with another, or other, local authorities for the back office notice processing and administration (Model B2 as referenced in the Stage 1 report). The decision also included an instruction to undertake the Traffic Regulation Order (TRO) review necessary to prepare the application to Welsh Government (WG) to secure the CPE powers.

4.2 CPE Implementation Timescale

4.2.1 Following discussions with Gwent Police their latest position is to withdraw from parking enforcement duties at the end of December 2018. The current planned 'Go live' date for CPE is April 2019. This will be extremely challenging to meet given the statutory process to be followed and the preparation necessary for successful implementation. Further discussions will be held with Gwent Police to try and negotiate an extension to their withdrawal that allows the Council to have everything in place before the actual go live date and to ensure there is a smooth transition of responsibilities.

4.2.2 The situation is common to all five local authorities in the Gwent Police service area, all of whom have now decided to pursue CPE powers.

4.3 Key Actions for CPE Implementation

4.3.1 The following key actions are in hand or planned in order to prepare for implementation by the go live date:

- Undertake the TRO review and identify what remedial actions are necessary for CPE implementation (May – October 2018)
- Prepare and submit CPE application to WG including statutory consultation - as per the Stage 1 report section 4.6 (May 2018 – December 2018)
- Undertake remedial works to TRO lining and signing (September – December 2018)
- Prepare and process TRO consolidation order (September – December 2018)
- Negotiate back office and set up in house service (April 2018 – January 2019)
- 'Go live' (April 2019)

4.4 Issues

4.4.1 TRO review & CPE application: following a competitive tendering process the services of RTA Associates have been commissioned to undertake the work and provide specialist technical advice. As RTA undertook the initial feasibility study, there will be an element of continuity that assists with meeting the challenging delivery timescale.

4.4.2 TRO lining and signing remedial works: this will be the subject of a separate commissioning exercise the extent and scope of which will be determined by the findings and outcome of the TRO review. All TRO lines and signs must be in an acceptable condition for enforcement to enable CPE powers to be secured and implemented. This work can be phased if necessary with the main towns and settlements given priority.

4.4.3 TRO consolidation order: this is necessary to ensure that the current TRO and the lines and signs on the ground match. This is to avoid any ambiguity for road users, have confidence that Penalty Charge Notices (PCNs) issued are correct and valid and minimise the number of appeals received with valid grounds. Whilst this exercise is ongoing Officers will be unable to process any changes to parking restriction related TROs during 2018/19. Consideration of all outstanding, and any new, requests for changes to parking restrictions will be deferred until 2019/20 after CPE is implemented.

- 4.4.4 Notice processing and administration: Cabinet agreed that the functions necessary for notice processing and administration (including the appeals process) be managed by an external back office. Within Wales the main existing back offices that service the 17 local authorities that currently enforce CPE are Cardiff, Neath Port Talbot and Rhondda Cynon Taff (RCT) councils and the Wales Penalty Processing Partnership (WPPP). The largest and most established, WPPP, is operated by Denbighshire County Council on behalf of 10 Welsh local authorities. Whichever back office is eventually secured, there will be a need to invest in new IT equipment to ensure compatibility of systems and provision of an effective service.
- 4.4.5 Each back office charges a fixed fee per PCN for their services which range from £4.90 to over £10.00 with £5.25 considered to be a reasonable average. Initial discussions have been held with RCT who provide a service for Merthyr County Borough Council as well as themselves under the guise of the South Wales Parking Group (SWPG). They have indicated that they have sufficient capacity to accommodate CCBC's anticipated level of PCNs (approximately 11,200 per annum) at a fixed cost of around £4.90 - £5.20 per PCN. This represents good value for money when compared to the average for Wales and it is proposed that Caerphilly reaches a formal agreement with RCT for them to manage the back office on CCBC's behalf. Should an acceptable agreement not be achievable then alternative arrangements would be negotiated and approved under the delegations sought (see 5.1).
- 4.4.6 Uniformity – Highway owned, Countryside and Tourism car parks: the CEA/SEA must include any off-street car parks currently enforced by CCBC under the 1984 Road Traffic Regulation Act, in order to provide a uniform enforcement capability in all CCBC parking areas. This would include the pay and display car parks in the Council's country parks and Cwmcarn visitor centre that are currently managed and enforced by the Countryside and Tourism sections. This means that the countryside car parks (at Parc Cwm Darren, Penyfan, Sirhowy Valley, Parc Penallta and Bargoed) and tourism car park at Cwmcarn visitor centre will need to be included in the CPE application. At present enforcement is undertaken by Countryside and Tourism staff however, it is proposed for consistency that responsibility for enforcement of these car parks be transferred to the Civil Enforcement Team. The current level of enforcement undertaken by the Countryside and Tourism staff in these car parks is minimal and limited by the availability of staff resources. This transfer of enforcement responsibility would strengthen the monitoring and provide a consistent approach across the authority.
- 4.4.7 Parking Enforcement Operational Policy: it will be necessary for CCBC's enforcement protocol to be revised such that it aligns with national operational guidance for CPE, in order to maintain a consistent approach and compliance with this national framework, and also to ensure that the lowest number of PCNs are raised and cancelled. This will not only affect the way in which PCNs are issued, but also the way in which appeals are considered and determined. Examples of how this could affect the current service are provided below:
- At present no period of grace is allowed for vehicles parked in a free limited waiting car park, however under CPE national guidance it is recommended that 10 minutes be given.
 - At present all ECNs (Excess Charge Notices) issued for failure to display a ticket or blue badge in the Council's Highway owned off street car parks are waived/cancelled if a valid ticket / blue badge is subsequently produced. This would need to change such that, for example, PCNs are only cancelled for first time offenders.
- 4.4.8 The formation of an SEA would grant CCBC the powers to enforce on road parking such as double yellow lines, double parking, and parking over dropped footways (driveways), however careful consideration needs to be given as to how these powers would be enacted because of the range of localised sensitivities that exist e.g. a neighbouring authority has taken the decision to enforce dropped kerbs in town centres but not driveways in residential areas as they have found that this is too contentious/difficult to resolve in a consistent manner. As such, obstructions of this nature are referred to the police for them to deal with using their existing powers of enforcement. It should also be noted that the formation of a CEA/SEA would not grant CCBC the powers to deal with obstructive parking on footways and this responsibility would remain with Gwent Police.

- 4.4.9 Displacement: unless enforcement is applied in a uniform manner across a geographic area, there is a risk of displacement of parked vehicles, causing other, more serious problems.
- 4.4.10 Resident Permit Parking Policy: the Policy has been in existence since the beginning of this Authority in 1996 but was last reviewed in 2012 via a report to the Regeneration and Environment Scrutiny (on the 17th July 2012) (see background papers). The recommendations were endorsed by the Committee and subsequently approved by the Council's Cabinet on the 31st July 2012. The existing schemes in Abercarn, Blackwood, Cwmcarn, Risca, Newbridge, and Rhymney operate within the agreed limits. Amendments to the times of operation and number of permits issued would be needed in Caerphilly, Bargoed, Ystrad Mynach and Nelson. The agreed policy requires a £30 charge be made for the issue of permits to cover administration and maintenance costs. No charges are payable by residents at present for any existing schemes within the borough because the TROs predate the introduction of the current resident permit parking policy. It is proposed that all existing resident permit parking schemes within the borough will be consolidated (as part of the TRO consolidation order) to bring them in line with the policy and ensure consistency across the borough.
- 4.4.11 Clamping and Removals: it is not envisaged that measures for clamping and removals will be necessary for parking contraventions. However, it is proposed that the powers to undertake clamping and removals be sought in the CPE application to WG, so they can be brought into use at any time in the future should a policy on the use of clamping and removals be developed.
- 4.4.12 Bus Lane Enforcement: At present there is very little bus lane provision within the county borough so compliance and enforcement has not been a concern. However, it is possible that additional bus lanes may be considered as part of future public transport infrastructure improvements. Therefore it is proposed to seek the powers for bus lane enforcement to retain the option for the Council to undertake such enforcement in the future if deemed necessary.
- 4.4.13 Cashless payment: With the procurement of a new or upgrading of the existing IT system or back office service provider, it is proposed that CCBC should adopt the introduction of cashless parking and virtual permits in relation to CPE. Cashless parking is most commonly thought of as pay by phone but there are an increased number of methods to pay for parking electronically within the parking industry. Virtual permits that can be applied for and paid for on line also have an impact on staff input and help to eliminate human error when processing applications. It is normal for the cashless pay by phone system to stand alone from any CPE IT system and simply interface with the CEOs handhelds in real time via the IT system. This also allows flexibility when wishing to re tender the cashless parking contract as new technology comes on line in the future. It is recommended that any cashless parking system be procured remote and separate to a CPE IT service provider. Real time information for the CEOs to link into while on patrol is the way forward.
- 4.4.14 PCN targets: It is illegal to set targets for the issue of parking tickets, and the resulting enforcement would have a significant adverse impact on the Council's reputation. This will be made clear in the formal publicity and public information.
- 4.4.15 Event management: The issue of special events in the County is of particular significance for discussion with Gwent Police. On such occasions, the nature of the responsibilities of both Gwent Police and CCBC as the Highway Authority would change, with Gwent Police losing aspects of their powers to enforce parking, yet the Civil Enforcement Officers (CEOs) having no powers to get involved in the direction of traffic. This new relationship will be discussed, and the need for parking enforcement understood between the organisations, with agreement reached as to how the resources would be best deployed in future, after CPE.
- 4.4.16 Community Safety Wardens: various Members have expressed a clear wish that the CEOs have a dual role in that they enforce other aspects of street management such as litter dropping and dog fouling. Whilst the legislation governing the CEO does not preclude this

dual enforcement role, the reality of achieving this is not straight forward because the Public Protection Environmental Health Enforcement Officer and Community Safety Warden roles are covered by both criminal and civil legislation, whereas the CEO role is only covered by civil legislation.

- 4.4.17 The financial forecasts in the feasibility study are based on CEOs spending 100% of their time on enforcement. Should their time be split undertaking other enforcement duties, this would have a direct adverse impact on the level of PCNs issued and income received, and possibly result in an annual operating deficit. Officers will look to maximise the use of dual roles where practical but it is proposed to implement the CEO role initially under CPE to avoid any delays to its implementation. In parallel work on combining the roles will be progressed and implemented at the earliest opportunity, and this will require the existing scheme of delegations under the Council's constitution to be reviewed and amended accordingly. It is proposed that a six month trial period is undertaken to evaluate the effectiveness of utilising a dual role for CSW/CEO. The outcomes will be considered by officers to conclude whether a combined role is viable for future service delivery.
- 4.4.18 Public expectation/demand: it is anticipated that CPE will generate a significant level of public interest and demand which is currently being received and managed by Gwent Police. In order to be able to deal with this increased number of service requests it will be necessary to develop new customer relation protocols and/or systems via the Customer Services team.
- 4.4.19 Publicity: it is proposed to widely publicise the change in enforcement regime and introduction of CPE powers via a variety of media in advance of the 'Go live' date to give road users plenty of forewarning before enforcement begins. A communications strategy will be developed and implemented to ensure a clear and concise message is conveyed to the public on the approach that will be implemented and the timeframes involved,
- 4.4.20 Collaboration: is proposed to utilise RCT (or other local authority provider if agreement is not reached with RCT) for the notice processing and administration of the back office, however, the possibility of future collaboration with other local authorities for CEO enforcement has not been discounted. Should any opportunities for further collaboration in the future be given serious consideration, the proposals would be put before Members for discussion.
- 4.4.21 Officers will be progressing all of the above issues between now and the 'Go live' date as part of the actions and implementation plan, not all of which may be fully resolved given the challenging timescale. This requires formal resolutions and delegations to enable officers to successfully take this forward as set out below.

5. FORMAL RESOLUTIONS / DELEGATIONS

- 5.1 In order to submit the formal application for Civil Parking Enforcement (CPE) powers to Welsh Government (WG) and progress the actions necessary for implementation, Cabinet will be asked to endorse the following recommendations:
- 1) To resolve to undertake CPE within the administrative boundary of CCBC and to support an application to the WG for a Civil Enforcement Area (CEA), Special Enforcement Area (SEA), and Bus Lane Enforcement powers under the provisions of the Traffic Management Act 2004 (the 2004 Act).
 - 2) To nominate and resolve that the Deputy Leader and Cabinet Member for Economy, Infrastructure, Sustainability and Well-being of Future Generations be the Representative and Substitute Representative appointed to stand on the Joint Committee of England and Wales for the Civil Enforcement of Parking and Traffic Regulations outside London, which oversees the adjudication service known as the Traffic Penalty Tribunal (TPT).

- 3) To nominate and resolve that the Deputy Leader and Cabinet Member for Economy, Infrastructure, Sustainability and Well-being of Future Generations be the Representative and Substitute Representative appointed to stand on the Joint Committee.
- 4) To adopt, for the purposes of consultation (see 4.3.1), penalty charge band Level 2 - £70/£50 in accordance with the national framework (and as used for the financial assessment in the feasibility study model B2).
- 5) To resolve that the powers to clamp and remove vehicles, parked in contravention of restrictions, be obtained as part of the application for CPE to the WG.
- 6) To approve the appointment of 'enforcement agents' to collect parking debts, should this approval be necessary.
- 7) To approve that the financial model for CPE is submitted to the WG (model B2 as referenced to in the Stage 1 report), as the required business case.
- 8) To delegate to the Corporate Director - Communities, in consultation with the Cabinet Member, the powers to:
 - a. Agree the details of the final CPE application and submit it to the WG for the adoption of CPE powers.
 - b. Agree, after appropriate consultation on the formal CPE application, the penalty charge band level.
 - c. Agree the terms, in conjunction with the Council's Head of Legal Services and Monitoring Officer, of any legal agreements that need to be entered into between the Council and the TPT, the Traffic Enforcement Centre and the DVLA in order to implement CPE.
 - d. Make any changes considered necessary in order to meet the requirements of the Traffic Management Act 2004, in light of current and future Statutory Guidance.
 - e. Take all steps necessary to introduce appropriate 'Civil Enforcement Off-Street Parking Places Orders' in order to implement CPE in the Council's off street car parks and to meet the requirements of the 2004 Act.
 - f. Take all steps necessary to introduce appropriate 'Civil Enforcement On-street Traffic Regulation Orders' in order to implement CPE on the Council's highways and to meet the requirements of the 2004 Act.
 - g. Agree the extent and terms of the implementation of CPE, including the adoption of such further powers as may be expected by the WG and to take such other steps as are considered appropriate for the application and implementation of CPE to be successful.
 - h. Approve a communications strategy that will clearly set out when and how CPE will be introduced along with the enforcement approach that will be taken.

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 in that:
 - 6.1.1 Long term resourcing of operation and management solutions of this specialised service provision allows for more effective and predictable resource/ financial commitments going forward.

- 6.1.2 Taking direct control of CPE enables CCBC to increase prevention of parking disruption and congestion in conurbations contributing to well-being of its communities.
- 6.1.3 It forms part of an overall strategy integrating the traffic management of local roads to regional transport systems on which public transport, private users, cyclists and walking networks can operate.
- 6.1.4 Collaboration with other organisations and local authorities enables a more effective and efficient service delivery.

7. EQUALITIES IMPLICATIONS

- 7.1 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.

8. FINANCIAL IMPLICATIONS

- 8.1 As set out in the Stage 1 report, the estimated cost for implementing the model approved under the Cabinet resolution (Model B2) is £487,000. This includes the TRO review (£115,000 – updated tender figure), signs and lines remedial works of £300,000 and set up costs of £72,000. There is also an additional £24,000 for the purchase of the specialist Parkmap mapping software for managing TROs and the notice processing. This brings the overall estimated total for implementation to £511,000.
- 8.2 Funding of £80,000 has previously been approved from Sirhowy Enterprise Way (SEW) reserves for the TRO review. It is proposed that the additional funding required totalling £431k should be provided from a further call on the SEW reserve (£291k) with the remaining balance of £140k being funded from Communities Directorate reserves. The Scrutiny Committee is asked to support this proposal prior to consideration by Cabinet.
- 8.3 The feasibility study (Stage 1 report) identified that the estimated income from ECNs would result in an operational deficit of approximately £17,000 for the first year and an annual operational surplus from year two that would cover all operational costs for CPE. After five years the cumulative operational surplus generated would be approximately £58,000. This assessment calculates the annual operational costs over the first five years of operation to vary between £215-245k with the number of PCNs issued annually varying between 10,000 and 11,250. Any surpluses are to be ring fenced to reinvest in CPE activities and other provisions in accordance with the requirements detailed within Section 55 (as amended) of the Road Traffic Regulation Act 1984.
- 8.4 Note this is based on the CEOs undertaking enforcement for 100% of their time. Should this be reduced because of other enforcement duties being undertaken (e.g. dog fouling), then it would probably result in a direct adverse impact on the level of PCNs issued and income received, and possibly result in an annual operating deficit.

9. PERSONNEL IMPLICATIONS

- 9.1 With CCBC directly managing enforcement, a slightly enlarged parking management structure will be required, including an additional 5.5 full time equivalent (FTE) CEOs. The job descriptions of the CEOs and management staff would need to be reviewed but all staff costs have been built in to the operating costs identified above. The existing scheme of delegations under the Council's constitution will also need to be reviewed and amended accordingly.
- 9.2 There is the potential for TUPE of Gwent Police staff to CCBC however, from initial discussions with Gwent Police this is not considered likely, especially since the role of Police Community Support Officers was expanded following the withdrawal of Traffic Wardens. This will be confirmed with Gwent Police as part of the future discussions.

10. CONSULTATIONS

- 10.1 All responses from consultations have been incorporated in the report.
- 10.2 A Member's seminar was held on the 6th June 2018 and a verbal summary of the issues discussed /raised will be given at the Scrutiny Committee meeting.

11. RECOMMENDATIONS

- 11.1 Members are asked to consider the report and give their views, particularly in respect of the issues identified in paras 4.4.1 – 4.4.21 and on the following recommendations proposed to be presented to Cabinet for approval:
 - 11.1.1 It is proposed that CCBC reaches a formal agreement with RCTCBC for them to manage the back office on CCBC's behalf.
 - 11.1.2 It is proposed, for consistency, that responsibility for enforcement of all Countryside and Tourism car parks be transferred to the Civil Enforcement team.
 - 11.1.3 It is proposed that all existing resident permit parking schemes within the borough need to be consolidated (as part of the TRO consolidation order) to bring them in line with the policy and ensure consistency across the borough.
 - 11.1.4 It will be necessary to develop new customer relation protocols and/or systems via the Customer Services team.
 - 11.1.5 It is recommended that any cashless parking system be procured remotely and separate to a CPE IT service provider.
 - 11.1.6 It is proposed to implement the CEO role initially under CPE to avoid any delays to its implementation. In parallel work on combining the role with CSWs will be progressed and implemented at the earliest possibility, if viable.
 - 11.1.7 Any financial surpluses from the operation are to be ring fenced to CPE activities and provisions in accordance with the requirements detailed within Section 55 (as amended) of the Road Traffic Regulation Act 1984.
 - 11.1.8 Seek the recommendations and delegations in 5.1 to facilitate the CPE application to WG and subsequent implementation.
 - 11.1.9 It is proposed to fund the additional costs of £431k for the TRO review and CPE set up costs from SEW and Communities Directorate reserves (i.e. £291k from SEW reserve and £140k from Communities Directorate reserve).

12. REASONS FOR THE RECOMMENDATIONS

- 12.1 To allow Officers to progress the transfer of powers for CPE and to ensure its implementation at the earliest opportunity in 2019.

13. STATUTORY POWER

- 13.1 The following enabling statutory powers apply for the decision under consideration.
 - 13.1.1 Traffic Management Act 2004.

- 13.1.2 The Civil Enforcement of Road Traffic Contraventions (General Provisions) (Wales) Regulations 2013.
- 13.1.3 The Civil Enforcement of Road Traffic Contraventions (Representations and Appeals) (Wales) Regulations 2013.
- 13.1.4 The Civil Enforcement of Road Traffic Contraventions (Representations and Appeals) Removed Vehicles (Wales) Regulations 2013.
- 13.1.5 The Civil Enforcement of Road Traffic Contraventions (Approved Devices) (Wales) Order 2013.
- 13.1.6 The Civil Enforcement of Road Traffic Contraventions (Guidelines on Levels of Charges) (Wales) Order 2013.

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Consultees: Cllr. Sean Morgan – Deputy Leader and Cabinet Member for Economy, Infrastructure, Sustainability and Well-being of Future Generations
 Cllr. Tudor Davies – Chair of Regeneration and Environment Scrutiny Committee
 Cllr. Christine Forehead – Vice Chair of Regeneration and Environment Scrutiny Committee
 Cllr. Eluned Stenner – Cabinet Member for Environment and Public Protection
 Cllr. Nigel George – Cabinet Member for Neighbourhood Services
 Christina HARRY – Interim Chief Executive
 Mark S Williams – Interim Corporate Director of Communities
 Nicole Scammell – Head of Corporate Finance and S151 Officer
 Stephen Harris – Interim Head of Corporate Finance
 Marcus Lloyd – Head of Infrastructure
 Rhian Kyte – Head of Planning and Regeneration
 Robert Hartshorn – Head of Public Protection
 Lisa Lane – Interim Monitoring Officer
 Richard Crane – Principal Solicitor
 Dean Smith – Principal Engineer (Traffic Management)
 Phil Griffiths – Green Space Strategy and Cemeteries Manager
 Paul Hudson – Marketing and Events Manager
 Mike Eedy – Finance Manager
 Shaun Watkins – Principal Personnel Officer
 Anwen Cullinane – Senior Policy Officer – Equalities and Welsh Language
 Kathryn Peters - Corporate Policy Manager
 Ceri Edwards – Environmental Health Manager
 Mike Headington - Green Spaces & Transport Services Manager

Background Papers:

Decriminalisation of Parking – Stage 1 report to Regeneration and Environment Scrutiny committee – 12 December 2017
 Scoping of the countywide review of the operation and management of Highway owned Council car parks report to Regeneration and Environment Scrutiny committee – 29 March 2016
 Management and enforcement of Highway owned public car parks report to Regeneration and Environment Scrutiny committee – 17 September 2013
 Review of the resident permit parking policy report to Regeneration and Environment Scrutiny committee – 17 July 2012

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The Provision of Toilets in Wales: Local Toilets Strategies

Statutory Guidance
June 2018

**Part 8 of the Public Health (Wales) Act 2017:
Provision of Toilets**

GUIDANCE ON PROVISION OF TOILETS IN WALES: LOCAL TOILETS STRATEGIES

Audience: Local authorities; community councils; premises owned, occupied or funded by public authorities which maintain toilet facilities; highways authorities; privately owned premises which maintain toilet facilities; and local and national bodies in Wales with an interest in the provision of toilets for public use.

Overview: This document provides guidance for local authorities on duties and powers introduced under Part 8 of the Public Health (Wales) Act 2017 which places a duty on local authorities (as defined in section 124 of the Public Health (Wales) Act 2017) to prepare and publish a local toilets strategy for its area.

Action

required: Local authorities must have regard to this statutory guidance.

Further

information: Enquires about this document should be directed to:

Health Protection Policy and Legislation Branch,
Public Health Division,
Health and Social Services Group,
Welsh Government,
Cathays Park,
Cardiff,
CF10 3NQ
e-mail: LocalToiletsStrategy@gov.wales

Additional

copies: This document and further information can be accessed from the Welsh Government website at:

<https://consultations.gov.wales/consultations/local-toilets-strategies-statutory-guidance-local-authorities>

Related

documents: Technical Guidance: National Map of Toilets Identified in Local Toilets Strategies

<https://consultations.gov.wales/consultations/local-toilets-strategies-statutory-guidance-local-authorities>

Public Health (Wales) Act 2017

<http://www.legislation.gov.uk/anaw/2017/2/contents/enacted>

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MINISTERIAL FOREWORD

The Cabinet Secretary for Health and Social Services:

The Welsh Government's cross-cutting strategy, *Prosperity for All: the national strategy*¹ was published on 19 September 2017. Prosperity is not just about material wealth, it is about everyone having a good quality of life and living in strong, safe communities. This can only be delivered if all parts of the government and public sector combine their forces and work together, with a focus on the areas where a difference can be made.

Whilst the strategy establishes the government's priorities it is far more than a list of actions. It represents a new way of working, one that recognises the challenges faced today, the Wales we want for the future and the steps that need to be taken to make it a reality. At the heart of the strategy is a recognition that public services and voluntary sector partners want to work together towards common objectives, to focus on the needs of people, at all stages of their lives and in all parts of Wales.

To deliver *Prosperity for All*, the whole public service must therefore work more effectively and better direct their energy and resources. Local government is an important partner in delivering this agenda and every opportunity to remove barriers between different services and organisations must be taken. Achieving the ambitions for Wales will require a different relationship not just between the Welsh Government and local government, but also between organisations themselves. It is only through closer working, on a consistent regional basis, that the resilience and responsiveness of services can be maintained in the future. This is particularly important if we are to realise the full potential of the Wellbeing of Future Generations Act 2015 and focus public services.

Provision of, and access to, toilets is an issue that affects public health. Accessible, clean toilets that are well located in places such as town centres, parks, promenades, cycle trails and walking routes can help encourage people to take exercise and stay more physically active. This has clear health and economic benefits. Conversely, toilets that are poorly designed, inadequately maintained and inappropriately located can create an atmosphere of neglect that discourages use. A lack of adequate toilet facilities can impact on a person's physical and mental health, as well as affecting the wider environmental health of the population.

Toilets for public use matter to everybody and remain a high-profile issue. They are, however, even more important to certain groups within society, including older people, people with disabilities, people with particular needs (including certain medical problems), women, children and young people and their families. These groups can be disproportionately affected by poor provision, for example, poor provision is understood to have particular negative impacts on older people, as some may be less likely to leave their homes without having confidence that adequate facilities will be available to them.

¹ <https://gov.wales/docs/strategies/170919-prosperity-for-all-en.pdf>

This can contribute to increased social isolation and inactivity, as well as affecting people's ability to maintain independence and dignity in later life.

To deliver a strategic approach to the provision of toilets across Wales, the Public Health (Wales) Act 2017 requires local authorities to publish a local toilets strategy for its area.

Strategies will be built around the principles of co-production, with local authorities required to engage with a broad range of potential providers and users. Upon review of their strategies, local authorities are required to publish a statement of progress. A self policing approach will provide transparency to council members and the communities they represent, on the actions taken to progress the provision of toilets across Wales.

This guidance aims to support local authorities to lay a solid foundation for the provision of toilet facilities for public use in Wales, one that is sustainable, both in the short term and for future generations.

I would like to extend my thanks to everyone who assisted in the drafting of this guidance.

A NOTE ON TERMINOLOGY

In this guidance we use the following terms for different types of toilet facility:

Toilet(s): we use this to mean a toilet facility that the general public can use that may be in public or private ownership, within a variety of premises and which does not require the user to be a customer or make a purchase.

Traditional public toilet(s): by this we mean a purpose-built toilet facility in local authority ownership or control provided for use by the public. Some quotes in the text from legislation etc. use the term 'public toilet', and in these cases we have not included the word 'traditional'.

Gender neutral toilet(s): we use this expression in this document to mean a toilet that is not designated for exclusively male or female use, but can be used by anyone. This type of toilet may previously have been termed 'unisex'.

Changing Place(s): these are fully accessible toilets with a height adjustable changing bench, a hoisting system, a peninsular toilet, and enough space for a person with a disability, his/her wheelchair and two carers.

Standard accessible toilet(s): these are specially designed cubicles in separate-sex toilets or a self-contained gender neutral toilet. These may also be known as 'disabled toilets'.

INTRODUCTION

The Public Health (Wales) Act 2017 ('the Act') received Royal Assent on the 3 July 2017. The Act brings together a range of practical actions for improving and protecting health. Part 8 of the Act introduces provision of toilets and specifically local toilets strategies.

INTENDED EFFECT

The aim of Part 8 is to ensure each local authority (LA) in Wales assesses the needs of its community in relation to toilets, and then takes a strategic and transparent approach to best meet that need. This process will enable a broader consideration of options available for providing toilets for use by the public, ranging from traditional stand-alone public toilets through to toilets in private ownership. This is intended to help address the current challenges regarding the provision of public toilet facilities within communities, which have often relied upon traditional stand-alone facilities that have been in decline in recent years due to LA financial pressures.

The intended effect of Part 8 is not to prevent local authorities from taking decisions which they need to take during the course of their activities, which may include decisions to close a traditional public toilet or building when appropriate to do so. Instead, the intended effect is to improve the planning of provision so that any such decisions are taken within the overall context of meeting their communities' identified needs. A strategic approach will also help to mitigate any negative impacts of changes to provision.

REQUIREMENTS

To achieve this, the Act places a duty on each LA in Wales to prepare and publish a local toilets strategy for its area. The Act provides that a strategy must include an assessment of the community's need for toilets, including changing facilities for babies and changing places facilities for people with disabilities. The strategy must also provide details of how the LA proposes to meet the identified need. There is no requirement for the strategies to be presented to the Welsh Government for approval, as the strategies should be subject to LAs' existing scrutiny structures and public scrutiny.

The duty to prepare a strategy does not in itself require LAs to provide and maintain public toilets themselves, but they are required to take a strategic view across their area on how these facilities can be provided and accessed by their local population. In doing so it is envisaged that LAs will consider a full range of options for making facilities available to the public. By way of example, if a toilet is not available at a park but a LA identifies a need for one, then the LA should consider different ways of meeting that need. This could be by the LA directly providing the facility, or by the LA working with a private business within or near to the park to make their facilities freely available to the public.

The Act's provisions on local toilets strategies are ultimately intended to benefit all those living in and visiting Wales. Accordingly, the provisions seek to ensure that appropriate engagement with local communities takes place as part of the development of the strategies, and that the process takes place, as well as with visitors and commuters, in a manner which is both transparent and supports local accountability.

LAs are therefore required to consult with a wide range of interested parties on their draft strategies and to publish their final strategies so that they are available to all. In order to further support local accountability, the Act provides a clear framework to govern the timescales for the production of strategies. The Act requires, within six months of a strategy or strategy review, the preparation and publication of interim progress statements. These statements will review the period of two years since the publication of the strategy or two years since the last review of the strategy, and will report on the steps the LA has taken since the strategy's publication.

In order to provide LAs with the flexibility to respond to changing circumstances, LAs are able to review the strategies at any time. The Act also provides for a mandatory review period, which is intended to align with the cycle for LA elections and local plans provided for in other legislation, in order to both reduce unnecessary bureaucracy and ensure a coherent approach to planning at local level. The importance of ongoing engagement with local communities is upheld within these provisions, through a requirement for any revised strategy to be published.

In recognition of the importance of ensuring that the needs of different groups of people across their communities are considered through local toilet strategies, the Act explicitly provides that the term 'toilets' includes changing facilities for babies and changing places facilities for persons with disabilities.

For clarity, the Act also repeals and restates existing LA powers to provide public toilets.

PURPOSE OF GUIDANCE

There are numerous considerations relevant to LAs in preparing, reviewing, consulting and publishing their strategies and so the Act requires Welsh Ministers to issue guidance on this matter.

LAs are required to have regard to this guidance and to read it in conjunction with the Act.

This guidance is not intended to replace other good practice guidance on the provision of toilet facilities.

STATUS OF GUIDANCE

This is statutory guidance issued under section 113(7) of the Act. All LAs in Wales must have regard to the guidance pursuant to section 113(11).

THE DUTY ON LOCAL AUTHORITIES

This guidance should be read in conjunction with the Act.

Part 8 of the Act deals with strategies and places the following duties on a LA:

- to prepare and publish a strategy before the end of the period of one year beginning with 31 May 2018 (section 113(1));
- to include an assessment of need and steps to be taken to meet that need (section 113(2));
- to review the strategy which includes a requirement to publish a statement of what steps have been taken following the last published strategy and to revise and publish any revisions considered necessary (section 113(3), (5) and (7));
- to publish interim progress statements (section 114);
- to consult any person they consider to be interested in the provision of toilets in their area before publishing the strategy (section 115); and
- to provide those persons with a draft copy of the strategy (section 115(2)).

REVIEW AND REVISION OF THIS GUIDANCE

The Welsh Government will keep this guidance under review and will revise and update it as necessary and appropriate.

TIMETABLE

The Act provides specific timescales that must be followed in relation to the preparation and review of LA strategies. The statutory timetable must be followed, even if an LA decides, for operational reasons, to voluntarily publish a review or update the strategy document between key reporting points in the statutory timetable.

- The latest date for publication of the LA toilet strategy is **31 May 2019**.
- The LA must prepare an interim progress report setting out the steps taken in line with their strategy every two year period commencing from the date of the last published strategy. The interim progress report must be published within six months of the end date of the two year period.

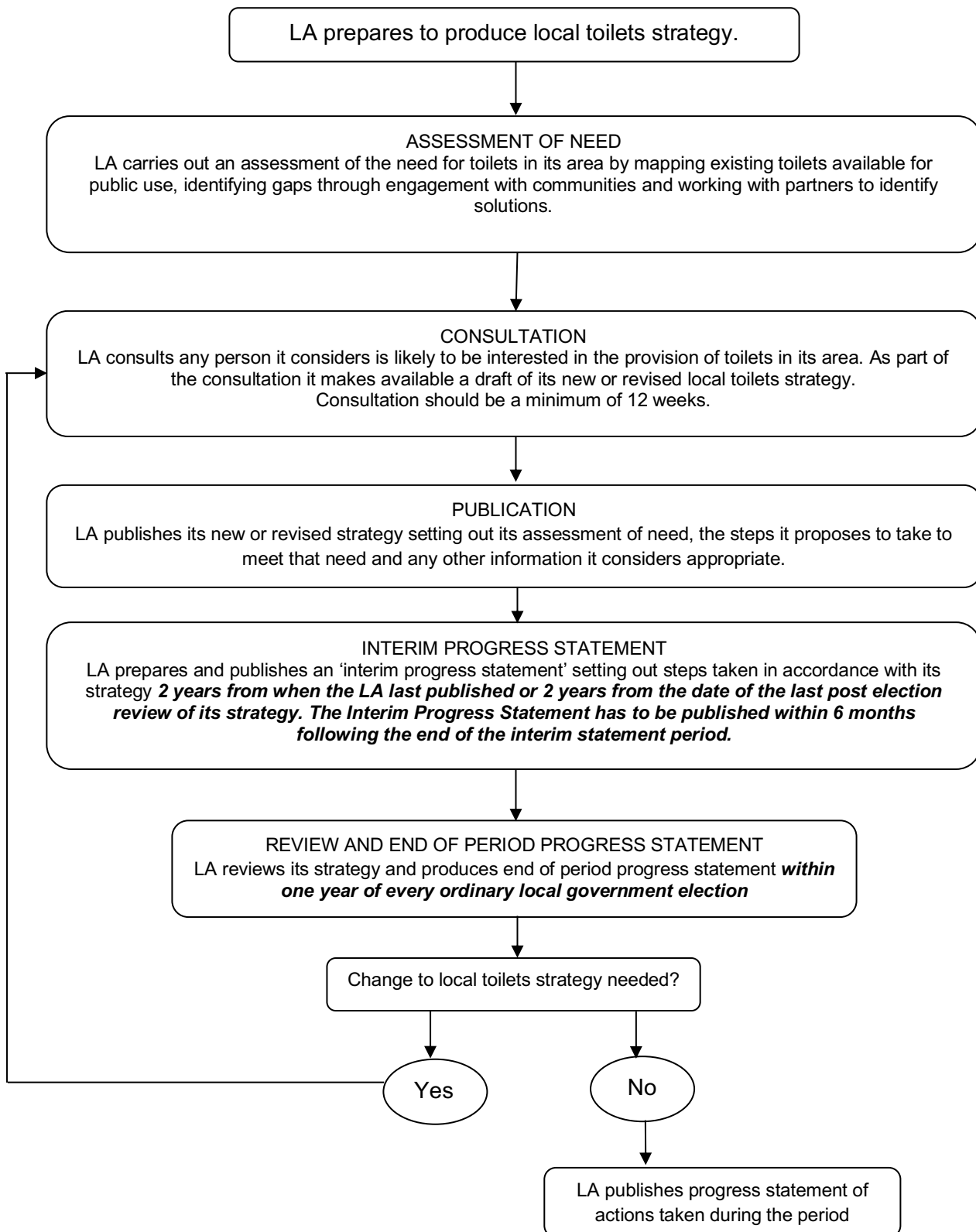
EXAMPLE: If a LA published its first toilet strategy on the 4 February 2019 then it will need to undertake a review of the strategy covering the period 4 February 2019 - 4 February 2021 (two year period from date of publication) and publish the interim progress statement before 4 August 2021 (six months from the last date of the period).

- A LA must also review the local toilet strategy within a year of each ordinary election for its area. The next election date in Wales is Thursday 5 May 2022 so the latest date for review is 4 May 2023. If no changes are made to the strategy following the post election review then the LA must publish an interim progress statement covering a two year period commencing from the date of the last election.

EXAMPLE: Following the 2022 election a LA completes review of the strategy on the 5 November 2022 and makes no changes to the strategy. The LA must prepare an interim progress report for the period of 22 November 2022 – 22 November 2024 (two years period from the date of the last review) and publish the statement before 22 May 2025 (six months after end of period)

- A LA may review its strategy at any time following which it must publish a statement of the steps which it has taken in accordance with the strategy. If following a review a LA decides to revise the strategy it must publish the revised strategy and then prepare an interim progress report covering the two year period commencing from the date of publication.

THE LOCAL TOILETS STRATEGY PROCESS



WAYS OF WORKING DIFFERENTLY

The Well-being of Future Generations (Wales) Act 2015 ('WFG Act') aims to improve the social, economic, environmental and cultural well-being of Wales. It makes those public bodies, such as LAs, Local Health Boards, Public Health Wales NHS Trust and the Welsh Government 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. It means these public bodies must do what they do in a sustainable way.

Public bodies need to make sure that when making their decisions they take into account the impact they could have on people living their lives in Wales in the future.

To make sure we are all working towards the same vision, the WFG Act puts in place seven well-being goals². Together they provide a shared vision for the public bodies listed in the WFG Act to work towards.

The WFG Act puts in place a 'sustainable development principle' which tells public bodies how to go about meeting their duty under that Act. The principle is made up of five ways of working that public bodies should follow when carrying out sustainable development. These are:

- looking to the **long term** so we do not compromise the ability of future generations to meet their own needs;
- taking an **integrated** approach;
- working with others in a **collaborative** way to find shared sustainable solutions;
- **involving** a diversity of the population in the decisions affecting them; and
- acting to **prevent** problems from occurring or getting worse.

Following these five ways of working will help us work together better, avoid repeating past mistakes and tackle some of the long-term challenges we are facing.

Local Authorities in Wales must apply the five ways of working when preparing, reviewing, consulting on and publishing their strategies.

² 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.

DOS AND DON'TS

LAs in Wales **should** undertake the development of their strategies by:

- keeping in mind provision of appropriate toilet facilities to address the current and future needs of the whole of the population, looking out in particular for areas where the existing toilet provision might be at risk of being lost or reduced at some point in the future, acting pre-emptively to prevent this occurring and actively looking for opportunities to increase provision;
- taking every opportunity to talk to the public and representative groups about the challenges they face in accessing local toilet facilities, listening to their concerns and seeking their views and involvement in identifying, and delivering potential solutions;
- working actively with internal and external delivery partners including public and private sector partners in order to benefit the delivery of desired outcomes;
- pursuing long-term, enduring solutions to any gaps in toilet provision; and
- seeking to manage toilet provision at the same time as achieving other, related outcomes;

LAs in Wales **should not** undertake the development of their strategies **by**:

- seeking only short-term solutions to gaps in toilet provision (other than for temporary events);
- seeking to manage provision of toilet facilities separately from the pursuit of other, related outcomes such as better infrastructure planning, active travel routes, safer roads, healthier lifestyles and more resilient communities;
- deciding what's best, and informing the public only after it's all been settled;
- trying to do it all on their own; or
- waiting for the loss or breakdown of provision before starting to do something about it.

1. PREVENTION

WFG: acting to **prevent** problems from occurring or getting worse

Access to public toilets:

- **80 % of respondents do not find it easy to find a public toilet**
- **78 % of respondents found that their local public toilets are not open when they need them**

Age UK – Nowhere To Go 2006³

1.1 Undertaking the full process for strategies set out in this guidance is intended as a prevention scheme to address the challenges facing LAs in providing traditional public toilets. A strategy needs to be more than a piece of paper. It needs to set out the issues and identify creative solutions to improve the provision of toilets for public use. Strategies need to be scrutinised, reviewed and updated to ensure they are making a difference.

1.2 The key prevention aims of a local toilets strategy are to:

- identify key toilet facilities in a location;
- identify facilities at risk of being lost to a location, and ways to preserve their use;
- identify alternative provisions if facilities must close;
- identify additional facilities that can be brought into wider use to supplement existing facilities or as a replacement for those that have been lost; and
- identify opportunities for creating new facilities to modern, inclusive specifications.

Your long-term goal for strategies should be twofold – to achieve an increase in public access to toilets, both in specific hotspots and more widely outside of main centres of population, so as to achieve the greatest public health benefit across Wales.

RATIONALE FOR CHANGE

1.3 The necessity for LA strategies has come about because the current system governing provision and access to toilets for has not met the public's need. There are a number of factors that have contributed to this:

³ [http://www.ageuk.org.uk/documents/en-gb/for-professionals/research/nowhere%20to%20go%20public%20toilet%20provision%20\(2007\)_pro.pdf?dtrk=true](http://www.ageuk.org.uk/documents/en-gb/for-professionals/research/nowhere%20to%20go%20public%20toilet%20provision%20(2007)_pro.pdf?dtrk=true)

- the provision and maintenance of traditional public toilets in Wales is at the discretion of LAs with no national guidance or co-ordination, meaning provision in Wales varies considerably from one LA area to another⁴;
- the provision and maintenance of traditional public toilets in Wales is a considerable cost to LAs and is not always sustainable, as a consequence, provision is declining and toilets are under threat of closure across Wales;
- access to information at street level on toilets available for public use is poor across Wales and opportunities to provide information online are not being maximised;
- best use is not being made of toilets within private buildings (for example by way of public facilities grants) and public buildings, for example those in public libraries, community and town halls, sports centres and museums;
- poor planning around opening hours and signposting is limiting access and use;
- many traditional public toilets are old and often poorly designed, inadequately maintained and poorly located, which can create an atmosphere which attracts vandalism, criminal damage and anti-social behaviour; and
- community toilet schemes have declined despite the funding from the former Public Facilities Grant Scheme having been transferred to LAs via the Revenue Support Grant.

DRAFTING THE STRATEGY

When drafting the strategy, LAs are required to include (as set out in section 113 of the Act):

- ***a completed assessment of need for toilets available for use by the public in their area;***
- ***a statement setting out the steps which the LA proposes to take to meet this need; and***
- ***any other information which the LA consider appropriate.***

1.4 These three components should be included by a LA when publishing their strategy. The assessment of need, when completed, will form a key part of a LA strategy.

1.5 The strategy should include the findings of the assessment of need activities that have taken place. This includes:

- the considerations given to the requirements of the general population;

⁴ legal provisions are set out in Annex A of this guidance.

- the needs identified for particular user groups;
- the condition and usage of existing facilities;
- the considerations given to identifying facilities not currently in general public use; and
- the identification of any gaps in current provision.

PROPOSALS FOR EXISTING FACILITIES

1.6 This includes those facilities in LA ownership, previously identified under community toilet schemes, and those facilities that have previously been subject to asset transfers. LAs should explain the opportunities they have identified as part of the assessment of need process, to meet the demand for toilet provision within their area and should set out any need they have identified for the upgrading, refurbishment or closure of existing facilities.

PROPOSALS FOR ADDITIONAL FACILITIES

- 1.7 Where a gap in provision has been identified, LAs should explain the gap and set out proposals for addressing it. This could include, for example, the creation of facilities at new locations, additional facilities within high usage areas, or specialised facilities for particular user groups. LAs should also explain what future opportunities they may have identified to include provision for toilets for public use within planning proposals and leasing arrangements.
- 1.8 Any proposals should be informed by the findings of the assessment process.
- 1.9 A sum of £9,000 per LA was transferred to LAs by the Welsh Government into the Revenue Support Grant with the intention that they would continue to run community toilet schemes that were previously grant funded under the Community Facilities Scheme.
- 1.10 To facilitate transparency for the public and elected members, it is considered good practice that funding allocated to any proposals should be clearly set out within the strategy.

A NOTE ON TYPES OF FACILITY AVAILABLE IN AN AREA

1.11 When seeking out and engaging participation from owners of different types of premises, LAs should endeavour to secure a mix of toilet types and accessibility within the same area wherever possible, to allow for the equality of access to toilets if all types cannot be provided in one premise. It is acknowledged, however, that this may not always be possible, depending on what premises are in an area and fully accessible toilets and baby changing facilities particularly are not always readily available. A toilet with limited access or facilities is better than no toilet at all if there is no other option. The LA should then identify gaps in provision in their local toilet strategy that can be

addressed over time. Existing toilets should not be closed or taken out of existing toilet schemes because they cannot provide a full range of facilities.

REQUIREMENTS OF THE EQUALITY ACT 2010

1.12 The Equality Act 2010 requires public bodies when providing services or facilities to make reasonable adjustments to allow a person with a disability to overcome any disadvantage of access. In the case of access to toilets, this may involve providing an auxiliary aid (such as information on opening times or charges in large print or Braille), or making adjustments to the physical features of a building (for example by providing a ramp at the entrance to a building where steps exist, wider doorways and larger cubicles for access by wheelchair users). The Equality Act requires service providers to do what is “reasonable” in all the circumstances, which could depend on a range of issues:

- how practicable the changes are;
- if the change would overcome the disadvantage people with disabilities experience;
- the size of the organisation;
- how much money and resources are available;
- the cost of making the changes; and
- if any changes have already been made.

1.13 It may not be possible to make physical changes such as those outlined above to older buildings, in which case it would be unreasonable to close them to all the population because they could not be adapted. In these circumstances, consideration could be given to providing an accessible alternative close by.

1.14 If LAs are in any doubt about the application of the requirements of the Equality Act to any of their proposals, they should consult their own legal departments for advice.

1.15 It should also be remembered that certain premises may effectively be off limits for some members of the community, for example, toilets in premises that have an age restriction would exclude children and young people.

CONSULTATION

LAs are required to undertake a consultation on their proposed strategy, with any person that it considers is likely to be interested in the provision of toilets available for public use in its area before it publishes its strategy - section 115(1)(a) of the Act.

- 1.16 LAs must consult any person they consider likely to be interested in the provision of toilets in its area when it reviews its strategy.
- 1.17 LAs must make available the draft strategy which it proposes to publish to each person it proposes to consult.
- 1.18 LAs should refer to the Involvement section of this guidance for ways in which to consult on their proposed strategy.
- 1.19 LAs are encouraged to issue their proposed strategies for a 12 week public consultation to allow sufficient time for information to be disseminated in the community and respondents to discuss and formulate their responses.

SCRUTINY

- 1.20 Before the strategy is considered finalised for publication and to ensure that it is adopted, LAs should arrange for the proposed strategy to be scrutinised and adopted according to their internal processes. LAs should include in their strategies information for the public on how the strategy will be scrutinised in future and progress measured.

INTERIM PROGRESS STATEMENTS

- 1.21 A LA must publish an interim progress statement, which provides an update on the actions being taken since the publication of their strategy. The interim progress statement must cover:
 - the time period that the progress statement is covering;
 - a reiteration of the action points in the strategy that is being reported upon;
 - an update on the progress which the LA has taken in addressing the actions identified in their strategy, to include actions completed; actions in progress and actions yet to be progressed;
 - an explanation of any outstanding or ongoing actions;
 - a review of the timescale within which the LA intends to meet any outstanding actions;
 - any issues identified that need in-depth consideration at the next formal review point;
 - a statement of the next date the strategy will be formally reviewed; and
 - any other information which the LA consider appropriate.
- 1.22 The interim progress statement must cover a two year period beginning on the last published strategy date (“the statement period”), and must be published within six months from the last day of the two year period.
- 1.23 A LA must also review the local toilet strategy within a year of each ordinary election for its area. If no changes are made to the strategy following the post election review then the LA must prepare an interim progress statement

covering a two year period commencing from the date of the last election and publish this within six months of the end of the statement period.

REVIEW PROCESS

- 1.24 It is important that LAs provide a mechanism by which feedback from the public on the strategy and on toilet facilities can be encouraged, monitored and collated. Complaints and compliments received can be utilised to monitor the effectiveness of the strategy and to inform the review process. The feedback received should be summarised within the review document, and any commentary by the LA noted.
- 1.25 When a LA reviews its strategy and considers that a change is needed it should revise and consult on proposed changes before publishing an updated version. The statutory review and updating process set out in the Act intends to ensure that strategies are regularly revisited to ensure they always meet the need of their local population, but it is not envisaged that they will be completely rewritten each time. Page 11 sets out the process for LAs to develop and review their LA strategies.

REVIEW PROCESS:

Following publication of a strategy, the LA may review the content at any time, but it must review the content after each ordinary local government election. This review must be published no later than one year from the date of the election.

INTERIM PROGRESS STATEMENTS:

An LA must prepare an interim progress statement covering the two year period from the date of the last published strategy or from the date of the last post election review. The progress statement must be published within six months of the end of the two year period under review.

2. LONG-TERM THINKING

WFG: looking to the **long term** so we do not compromise the ability of future generations to meet their own needs

Strategies drawn up to pursue compliance with Part 8 of the Act should look for permanent, long-term solutions wherever possible, not just for quick fixes resulting in provision for the short term. When prioritising measures, long-term demand forecasting is just as important as understanding the current level of public usage.

2.1 In all aspects of long term planning, careful consideration should be given to Future Trends reporting⁵ and population projections⁶.

STRATEGIC THINKING

2.2 LAs need to take a strategic/longer-term view about:

- funding the provision of toilets, including exploring the possibilities of advertising and sponsorship from private companies, charging for use and grant schemes to encourage appropriately located private businesses to make their toilets available for public use;
- planning the provision of toilets, including securing provision of toilets through the planning process – particularly new developments;
- working with adjoining LAs on the provision of toilets, looking at a wider geographical area including travel routes and sites of significance;
- working with community and town councils and local communities around the maintenance and provision of traditional public toilets, including community asset transfers; and
- the design and location of toilets, including considering existing provision within public buildings across Wales and how best these could be made more accessible to the public.

WIDER BENEFITS

2.3 The lack of toilets use in places where people may otherwise take exercise, such as parks and promenades, can contribute to physical inactivity. Physical activity is essential for the health of all members of society but particularly for older people as it can help to maintain independence.

⁵<http://gov.wales/statistics-and-research/future-trends>

⁶<https://stats.wales.gov.wales/Catalogue/Population-and-Migration/Population/Projections/Local-Authority>

- 2.4 In addition, the absence of toilets can exclude people who need regular access to toilet facilities from economic activities, such as shopping, which they would otherwise be undertaking, preventing them from engaging in the local economy. This can increase social isolation and lead to loneliness (especially amongst older people or people with disabilities). Poor provision can also impact on tourism, the economy and use of public amenities.

POPULATION NEED

96% of respondents to a survey conducted by Crohn's and Colitis UK stated that each local authority in Wales should have a duty to create and publish a local toilets strategy. Of these:

- **40% said they supported this due to their need for urgent and frequent access to toilets;**
- **38% cited the significant health benefits and peace of mind that would come from better access to toilets;**
- **16% felt it was necessary due to the increasing incidence of local traditional public toilets being closed.⁷**

- 2.5 In Wales we have a higher percentage of older people than anywhere in the UK. Conditions such as incontinence, urgency and prostate problems tend to be more common as we get older which can lead to a need for more regular access to toilet facilities. Older people rely on toilets and many older people feel unable to take advantage of local amenities without having confidence that toilets are available. The Older People's Commissioner for Wales has highlighted the need for access to toilets by older people, and the impact a lack of provision can have on their health⁸.

- 2.6 There are over eleven million people with a limiting long term illness, impairment or disability in Great Britain⁹ and the prevalence of disability rises with age.

- 2.7 Standard accessible toilets meet the needs of some people with disabilities but not all. The Changing Places Consortium¹⁰ campaigns on behalf of those people who cannot use standard accessible toilets. This includes people with profound or multiple disabilities and their carers, as well as many other people with disabilities and people with long term serious health conditions. They need Changing Places toilets which are publically accessible with enough space and appropriate equipment, including a height adjustable adult changing bench and a hoist. Changing Places are currently not mandated in planning requirements,

⁷ <http://www.senedd.assembly.wales/documents/s57528/PHB%2038%20Crohns%20and%20Colitis%20UK.pdf>

⁸ [http://www.olderpeoplewales.com/en/news/news/14-03-](http://www.olderpeoplewales.com/en/news/news/14-03-31/Commissioner_strongly_welcomes_proposals_to_improve_access_to_public_toilets_in_Wales.aspx)

[31/Commissioner_strongly_welcomes_proposals_to_improve_access_to_public_toilets_in_Wales.aspx](http://www.olderpeoplewales.com/en/news/news/14-03-31/Commissioner_strongly_welcomes_proposals_to_improve_access_to_public_toilets_in_Wales.aspx)

⁹ <https://www.gov.uk/government/publications/disability-facts-and-figures/disability-facts-and-figures#fn:1>

¹⁰ <http://www.changing-places.org/>

but provision of these specialised facilities must not be overlooked, as the definition of a toilet in the Act includes ‘changing places for disabled persons’.

- 2.8 Many of the units surveyed each year by the British Toilet Association fall well below the current Equality Act 2010 standards. Ostomy users, persons with restricted mobility issues and wheelchair users often struggle with incorrect fittings in accessible toilets and the lack of specified provision.
- 2.9 Children, young people and families need access to suitable facilities, including baby changing facilities. Traditionally, these may have been provided only in women’s toilets, which would present a problem for men who care for children.
- 2.10 Gender is also an issue in terms of toilet provision; despite women making up more than half of the UK population, and with a higher proportion of older people being women, there is more provision for men, primarily because of the smaller space that urinals take up. Historically, the ideal ratio of 1 male facility to 2 female facilities has not been delivered, which results in insufficient provision for women. In addition, during the consultation for the Welsh Government Action Plan to Advance Equality for Transgender People, consultees identified that the issue of toilet provision is of concern to the Transgender community.¹¹
- 2.11 The expansion of the night-time economy, and changes in working patterns, has led to a requirement for toilets to be available on a 24 hour basis every day. The needs of transport workers, delivery workers, emergency service representatives and others who work outdoors or travel from place to place or at irregular times are also often overlooked in the provision of toilets.
- 2.12 Whilst certain groups may have specific needs, access to toilets is a cross cutting issue as all groups in society rely on adequate toilet provision to go about their daily lives.
- 2.13 LAs must be careful to strike a balance between all the requirements of their communities, to ensure that by addressing the needs of one group, an unintended detrimental consequence is not created for other groups.

LAs should consider their populations need in detail in order to allow their local toilets strategies to best meet the need for accessible toilets in their area.

¹¹ <http://gov.wales/docs/dsjlg/publications/equality/160314-transgender-action-plan-en.pdf>

3. POLICY INTEGRATION

WFG: taking an *integrated* approach

“Toilet provision needs to be mainstreamed into strategic urban policy, transportation policy and urban design considerations”.

Dr Clara Greed, Code of Practice for Toilets, 2015

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- 3.1 **Prosperity for All, the National Strategy**¹³, sets out how the Welsh Government will deliver for Wales during the current Fifth Assembly term, and sets out long-term foundations for the future. This strategy makes a number of key commitments, (including those relating to health and well-being), places those commitments in a long-term context, and sets out how they fit with the work of the wider Welsh public service to lay the foundations for achieving prosperity for all. It acknowledges that *how* we deliver is just as important as *what* we deliver, and in order to make a real difference to people’s lives, we need to do things differently and involve people in shaping the services they use every day.
- 3.2 Decisions about toilet provision should form part of each LA’s strategic planning, taking into account varying needs at regional, district and local level. **Development plans** should ensure consideration is given to opportunities for the long-term provision of public facilities within proposed developments and the demand for toilets available for public use associated with them. They should also ensure consideration is given to the long-term benefits that toilet provision may have on people using and visiting proposed developments.
- 3.3 City centres, transport hubs, recreation and tourist hot spots will often be priority areas for toilets. Consideration should also be given to requirements for toilets in areas identified as Business Improvement Districts¹⁴.
- 3.4 LAs must follow the requirements of the **Welsh Language Measure 2011** and related regulations, their Welsh Language policies and their compliance notices, ensuring that the Welsh language is treated no less favourably than the English language when pursuing the engagement, communication, publicity and dissemination activities set out in this guidance. If LAs are in any doubt as to whether any aspect of the Measure and Regulations apply to any proposed activity, they must seek advice from their legal department and consult the guidances issued by the Welsh Language Commissioner’s Office¹⁵.
- 3.5 There are a range of Welsh Government policies that require strategies and plans at a local level. The challenge is to build on and add value to these rather

¹² www.researchgate.net/publication/228916130_A_Code_of_Practice_for_Public_Toilets_in_Britain

¹³ <http://gov.wales/docs/strategies/170919-prosperity-for-all-en.pdf>

¹⁴ <http://gov.wales/topics/housing-and-regeneration/grants-and-funding/business-improvement-districts/?lang=en>

¹⁵ <http://www.comisiynyddygydraeg.cymru/English/Organisations/Pages/InformationForOrganisations.aspx>

than to undermine or duplicate them. In some cases, explicit cross references will be appropriate. The local toilets strategies should acknowledge this.

3.6 Key policies are as follows:

- Health and Equality Impact Assessments;
- Local Wellbeing Plans;
- Population Needs Assessments;
- Local Development Plans;
- Local Transport Plans;
- Active Travel routes and maps; and
- Partnership for Growth.

3.7 **Health Impact Assessments (HIA)** offer a systematic yet flexible means of taking health into account as part of decision-making and planning processes. When developing a strategy, LAs should use the HIA process as an integral part of the needs assessment process to promote broad consideration of how a range of factors associated with a proposed action or decision in relation to local toilet provision will impact on population health at a local level. The assessment will provide a view to maximising positive impacts and help to eliminate or mitigate negative effects. Further information, screening tools and resources on HIA are available on the Wales Health Impact Assessment Support Unit's (WHIASU) website¹⁶.

3.8 Updated guidance will also be available to reflect new regulations about the use of HIA by public bodies in Wales, which will be made under the Act.

¹⁶ <http://www.wales.nhs.uk/sites3/home.cfm?orgid=522>

Case Study

In response to Welsh Government's proposals that LAs should prepare local toilet strategies, the Isle of Anglesey County Council undertook a prospective Comprehensive Health Impact Assessment (HIA). The intention was to trial this by examining the specific circumstances found on Anglesey using the WHIASU Practical Guide (2012) (www.whiasu.wales.nhs.uk).

The HIA considered the views of various Public Health experts and stakeholders through both direct communication and a half-day rapid HIA participatory workshop (which engaged older people, parents with young children, tourists, the provider service and community representatives). This resulted in a number of negative and positive health effects being identified and various issues scoped-in for further assessment, including:

- vulnerable Groups such as older people, individuals on low incomes, homeless people, people with certain medical conditions and tourists;
- lifestyles impacts such as dehydration in individuals, (particularly amongst older people and drivers) who reduce fluid intake in order to avoid toilet stops;
- social and community issues such as isolation and loneliness amongst older people including those with disabilities, who are reluctant to go out because of a lack of public toilets to meet their needs;
- environmental issues such as street fouling, particularly along A55(T);
- economic issues such as impacts on tourists and peripatetic workers; and
- impacts on services such as reduction in amenities, alternative provision by private businesses and use of IT.

These issues were refined by further discussions with three separate focus groups: postal workers, haulage and a coach/bus company (all of which employed a peripatetic workforce), as well as telephone interviews with organisations responsible for maintaining the A55(T) and another that works on behalf of homeless people. The outcome of these assessments, when considered in terms of the community profile and literary evidence, resulted in a number of recommendations.

The HIA identified that there may be unintended consequences when a LA closes public toilets. These can range from impacts on the tourism economy (e.g. retaining Seaside Awards) to the provision of services for the homeless. HIA enables a LA to ensure that decisions on public toilet closures are not taken in isolation and when closures are approved, suggests methods of mitigating or even negating the impacts.

3.9 Equality Impact Assessments (EqIAs) enable an organisation to consider the effects of its decisions, policies or services on different communities, individuals or groups, particularly in relation to those most vulnerable in society.

3.10 EqIAs provide a systematic way of ensuring that legal obligations are met and are a practical means of examining new and existing policies and practices to determine what impact they may have on equality for those affected by the outcomes.

3.11 EqlAs involve:

- anticipating or identifying the consequences of this work on individuals or groups of service users/employees;
- making sure that any negative impact is eliminated or minimised, and
- maximising opportunities for promoting positive impact.

3.12 A Toolkit¹⁷ has been developed to help organisations consider the effects that decisions, policies or services have on people with a protected characteristic. Assessing impact across a broad range of characteristics (not just those required by law), helps organisations to embed equality and human rights and assist them in the delivery of their services. It is therefore suggested that an assessment is made at the start of the assessment of need process.

3.13 **Local Well-being Plans (LWP):** Each Public Services Board (PSB) must assess the state of economic, social, environmental and cultural well-being in their areas. The assessment must consider the state of well-being of the people in the area as well as the communities which comprise the area.

3.14 Welsh Government guidance¹⁸ on the preparation of an assessment of local well-being and a LWP states:

Relevant Welsh Government policy frameworks such as the revised Child Poverty Strategy¹⁹ and the Tackling Poverty Action Plan²⁰ can help Boards assess the needs of children in poverty. Similarly, the Welsh Language Strategy²¹ may help boards assess the needs of Welsh-speakers and Welsh-speaking communities, and wellbeing indicators for older people²² can assist the boards in identifying the needs of older people in the community.

3.15 The assessment of the well-being of people in each area may be useful in preparing the assessment of need for the provision of toilets. The LA assessments of the community's need for toilets could then itself prove useful in the preparation of future assessments of local well-being.

3.16 PSBs are then required to prepare and publish a LWP, informed by their assessment of local well-being. The LWPs will set out how the PSB intends to work together to improve the economic, social, environmental and cultural well-being of its area by setting local objectives which will maximise the contribution made by the board to achieving the well-being goals.

3.17 **Population Needs Assessments:** Population Needs Assessments are required under the Social Services and Well-being (Wales) Act 2014. LAs and Local Health Boards must jointly carry out an assessment of the population to

¹⁷ <http://www.equalityhumanrights.wales.nhs.uk/equality-impact-assessment-toolkit>

¹⁸ <http://gov.wales/docs/desh/publications/161111-spsf-3-collective-role-en.pdf>

¹⁹ <http://gov.wales/topics/people-and-communities/people/children-and-young-people/child-poverty/?lang=en>

²⁰ <http://gov.wales/topics/people-and-communities/tackling-poverty/taking-forward-tackling-poverty-action-plan/?lang=en>

²¹ <http://gov.wales/docs/dcells/publications/122902wls201217en.pdf>

²² <http://www.olderpeoplewales.com/en/news/news/15-03->

[19/Wellbeing Indicators for Older People.aspx#.VYqVr9JFDcs](http://www.olderpeoplewales.com/en/news/news/15-03-19/Wellbeing_Indicators_for_Older_People.aspx#.VYqVr9JFDcs) – Published by the Older People's Commissioner for Wales. This is an advisory document that PSBs may find useful.

find out the care and support needs in an area. The assessments must also set out the range and level of services required to meet those needs²³. The information in these assessments may be useful in preparing the assessment of need for the provision of toilets.

- 3.18 **Local Development Plan (LDP):** Informed by the **Wales Spatial Plan**²⁴, every local planning authority in Wales must prepare a LDP for its area. The LDP is the development plan for each county or county borough council and each National Park, superseding the Unitary Development Plan or any other existing development plan. LDPs provide the proposals and policies to control development of the local area for the next 15 years. Planning Policy Wales stresses the presumption in favour of sustainable development. LDPs should be based on prudent use of resources, a clear understanding of the economic, social and environmental needs of the area and any constraints on meeting those needs. The process of developing the LDP may well provide insight, evidence and solutions that can be used by LAs in the development of their strategies.
- 3.19 **Place Plans:** The Planning (Wales) Act 2015 enables Local Planning Authorities in Wales to work with communities to create Place Plans²⁵. These are planning documents prepared and led by communities to assist residents to shape the finer detail on developments within their local area. Place Plans will need to be in conformity with the LA's Local Development Plan, and will become a non-statutory document to be adopted by the Council as Supplementary Planning Guidance.
- 3.20 **Local Transport Plan:** The Transport Act 2000, as amended by the Transport (Wales) Act 2006, introduced a statutory requirement for local transport authorities to produce a Local Transport Plan every five years and to keep it under review. The most recent plans describe the key transport issues relevant to the LA and set out specific priorities for the LA to deliver in the five year period 2015 to 2020, and medium and longer term aspirations up to 2030. The LA strategies should take the key transport issues identified and priorities for delivery into consideration.
- 3.21 Information on current and future transport trends is regularly updated and provided by Welsh Government Statistics and Research, available at:
- <http://wales.gov.uk/statistics-and-research/?topic=Transport&lang=en>.
- 3.22 LAs should also have regard to section 114 of the Highways Act 1980, which gives LAs the power to provide public conveniences for users of their roads in proper and convenient situations on or under land adjoining, or in the vicinity of, the highway or proposed highway²⁶.

²³ <http://gov.wales/topics/health/socialcare/act/population/?lang=en>

²⁴ <http://gov.wales/topics/planning/development-plans/wales-spatial-plan/?lang=en>

²⁵ <http://www.planningaidwales.org.uk/place-plans-from-concept-to-reality/> - sponsored by WG Planning

²⁶ <http://www.legislation.gov.uk/ukpga/1980/66/section/114>

3.23 **The Active Travel (Wales) Act 2013 (2013 Act):** The 2013 Act is considered to be a world first - and makes it a legal requirement for LAs in Wales to map and plan for suitable routes for active travel, and to build and improve their infrastructure for walking and cycling every year. It creates new duties for highways authorities to consider the needs of walkers and cyclists and make better provision for them. It requires both the Welsh Government and LAs to promote walking and cycling as a mode of transport. Section 2(8) of the 2013 Act defines a range of features as related facilities for the purposes of the Act, including public toilets. Section 8 of the statutory Design Guidance provides more detail and includes guidance on toilets at 8.4.²⁷ This guidance provides:

'The Act requires two maps to be produced, the existing routes map and the integrated network map. The existing routes maps will show the routes within the designated areas that are suitable and appropriate for making active travel journeys. These routes could be on road, shared, segregated, or traffic-free. They can be for walkers or cyclists, or both. They will also show crossing points and the facilities that exist to support active travel on these routes, including cycle shelters/parking/storage and public toilets.'

Any facilities shown on the existing routes map must be publicly available, but they do not necessarily have to be "free" to use (e.g. coin operated toilets). Facilities only available to selected groups, such as toilet facilities in a members-only gym, should not be included.'

3.24 The statutory guidance is available on the Welsh Government website²⁸.

3.25 The work already undertaken by LAs in relation to the 2013 Act will be valuable in supporting the development of the LA strategies.

3.26 **Partnership for Growth** is the Welsh Government strategy for tourism up to 2020. One of the key focuses of this document is 'place building' as it recognises that successful tourism destinations are those that provide a high quality environment for the visitor. It also recognises that facilities provided for visitors can also be used by the communities in which they are located and can help to generate local income and jobs. **Partnership for Growth** states:

'It will be important to improve the visitor appeal of tourism destinations throughout Wales. Destination Management is a simple concept which involves a partnership approach to managing places. Tourism infrastructure such as way-marking, signposting, car parking, beach management, toilets, tourist information and litter collection are often only noticed when they are sub-standard but they can often be the difference between a satisfied and an alienated visitor.'

3.27 LAs may wish to note that information on tourist experience (day visitors, UK visitors and overseas visitors) is regularly updated and provided by Welsh Government Statistics and Research.²⁹

²⁷ <https://beta.gov.wales/active-travel-design-guidance>

²⁸ <https://beta.gov.wales/active-travel-statutory-guidance-local-authorities>

²⁹ available at: <http://gov.wales/statistics-and-research/?topic=Tourism&lang=en>

3.28 An extract from the Welsh Government Day Visitors Survey 2016 demonstrates how important the availability of public toilets is to this area:

'While Wales scores very highly overall among day visitors as a place to visit, the study does highlight some areas where the experience could be enhanced and differences in opinion across visitors to different areas of the country. The quality and availability of public transport, the cleanliness and availability of public toilets, shopping and Wales' accessibility for people with a disability all scored lower than 8 in 10, suggesting there is room for improvement on all these dimensions. '

3.29 **Destination Management Plans**³⁰ can be used by LAs to look strategically at how they attract visitors to destinations and ensure they enjoy their visit. Not all LAs have Destination Management Plans at present, but LAs preparing their local toilet strategy should make contact with their local tourism team to discuss.

3.30 Guidance on a collaborative approach to destination management is in preparation and can be accessed on the Business Wales website³¹.

3.31 **Tourism Amenity Investment Support** is funding targeting amenity projects in the tourism sector in Wales. Funding is available to public, third sector and not for profit organisations³² with the aims of developing quality sustainable tourism facilities; adding value to visitor experience and delivering quality, innovation and a sense of place.

³⁰ <https://businesswales.gov.wales/dmwales/>

³¹ <https://businesswales.gov.wales/tourism/working-together>

³² <https://businesswales.gov.wales/tourism/finance#guides-tabs--4>

Case Study: Tourism Amenity Investment Support

Vale of Glamorgan Council – refurbishment of car park and toilets at Dunraven Bay

The Vale of Glamorgan Council's Destination Plan objectives for Dunraven Bay include developing a prosperous visitor economy. With the main beach car park and the car park to the Heritage Coast Centre in a poor state of repair, the local authority proposed a range of works to upgrade the basic infrastructure of the area to help improve the visitor appeal.

The works include resurfacing the car parks for the main beach and at the side of the Heritage centre and the resurfacing of the public forecourt to the front of the Heritage Coast Centre, and refurbishment works to the external toilet block and shower/wet room.

The works will ensure that parking space is maximised with adequate areas for disabled access/ parking; improved traffic flow and safe pedestrian walkways, and improved access and a direct route onto the Wales Coastal Path.

The refurbishment of the external toilet block at the Heritage Coast Centre; will include the fitting of energy efficient hand dryers and energy efficient light systems. The works to the shower/wet room will ensure that it complies with disability access regulations and that it is fit for use by all.

This new wet changing area will enable community groups and third party commercial organisations the opportunity to develop their product offer and help develop the site as a focal point for outdoor water based activities.

4. **INVOLVEMENT**

WFG: involving a diversity of the population in the decisions affecting them

- 4.1 The local population and key stakeholders are more likely to feel their needs have been considered sufficiently if they have been part of the process, increasing their value of ownership of the strategy. This is particularly important when LAs consider the assessment of need.

MANAGING EXPECTATIONS

- 4.2 LAs will need to manage messaging about what they are setting out to achieve from the start of the process. LAs will need to emphasise that this is the start of a long term process, and will need to be clear about what they can and cannot do in respect of directly providing toilets. It should be emphasised that the primary purpose of the strategy is to improve everyone's access to toilets in their day to day lives through better use of existing resources.
- 4.3 It should be emphasised that not all existing toilet facilities need to remain, especially if there are better alternatives and not all potential facilities within buildings can be made accessible to the public. Using existing resources will also mean that not every toilet brought into public use is likely to be fully accessible to everyone due to building limitations and what is proportionate to change to make the toilet fully accessible but a much wider range of available toilets will benefit all.

Local communities should be involved from the outset in the development of strategies. LAs should not wait until the strategies exist in draft form before seeking their input.

- 4.4 LAs should produce their strategies by engaging with:
- key delivery partners such as Town and Community Councils;
 - third sector and community volunteer councils and fora, social enterprises and housing associations;
 - local businesses and private landowners;
 - individuals who are dependent on the provision of toilet facilities for public use, including children and their parents, older people, people with disabilities, carers and care workers, rough sleepers, outdoor and travelling workers and those who commute to the area;
 - representative groups, including for example, the British Toilet Association, Age Cymru, Crohn's and Colitis UK, Alzheimer's Society and Disability Wales amongst others;

- the Children’s Commissioner and Older People’s Commissioner for Wales;
- public sector partners, including the police and ambulance service; NHS providers and bodies such as Community Health Councils, patient groups and Social Care providers;
- the National Trust and National Parks Authorities;
- Visit Wales and local tourism bodies; and
- local Trade Unions.

ASSESSMENT OF NEED – ENGAGEMENT WITH STAKEHOLDERS

- 4.5 A key part of the development of a LA strategy is the ‘assessment of need’ that each LA must make. This involves undertaking a review of the existing provision, identifying gaps and finding opportunities to increase the toilet provision within their local area.
- 4.6 LAs should not undertake this assessment of need in isolation. Early involvement of the local community and key stakeholders (as identified above) in this assessment is pivotal to the ultimate success of each strategy. This is particularly true where LAs are seeking to involve business owners in opening up their toilet facilities for wider public use.
- 4.7 LAs should engage with their communities to ensure the assessment of need accurately reflects the behaviours and requirements of the local and visiting population. This should be achieved via a range of approaches and a number of possibilities are set out below:
- Steering/ Focus groups;
 - Feedback received from the public;
 - Workshops;
 - Events;
 - Exhibitions;
 - Public meetings;
 - Social media;
 - Online content and e-mails;
 - Newsletters;
 - Local newspapers; and
 - Surveys and questionnaires.
- 4.8 The above examples are not an exhaustive list: LAs should use the method(s) of engagement which will best obtain the views of their population, and bear in mind that different groups may need different methods, e.g. online surveys may not be accessible to all population groups, and different times of day and locations may yield different results. LAs should, however, make every effort to

engage with those within their population who are more likely to rely on access to toilets, such as rough sleepers, people living with long-term health conditions, those attending local support groups (such as people with disabilities or those people with specific medical conditions), older people, parents and carers for young children and carers for people with additional needs. Third sector groups can be particularly helpful in this regard.

- 4.9 LAs should also consider engaging social groups and clubs who may require access to toilets.

ASSESSMENT OF NEED – WHAT TO CONSIDER

Section 113(8)(a) of the Act requires that this guidance makes provision about the assessment of need for toilets available for use in the vicinity of sites and in connection with events that are of particular significance or of cultural, sporting, historic, popular or national interest.

- 4.10 When producing the assessment of need, LAs should consider a range of factors, including:

- an assessment of the local population, including age, gender and additional health needs;
- an assessment of the gender balance of the current provision;
- an assessment of locations, including popular destinations and distance between facilities;
- an assessment of availability and accessibility, opening hours, usage charges, access for people with disabilities, Changing Places and baby changing facilities;
- an assessment of the condition of existing facilities;
- consideration of seasonal variations, including local events and seasonal population growth;
- consideration of social factors such as, whether facilities are a target for abuse and anti-social behaviours or perceived to be in a dangerous location;
- consideration of future requirements, including local development plans;
- consideration of statistics in relation to population statistics³³; deprivation measures³⁴ and projections for demographics³⁵ such as older people, children, benefit claimants³⁶ etc.
- analysis of current usage, including popular times, population assessment, transient visitors, such as van and lorry drivers, or those on coaches and buses,

³³ <https://statswales.gov.wales/Catalogue/Population-and-Migration/Population>

³⁴ <http://wimd.wales.gov.uk/>

³⁵ <https://statswales.gov.wales/Catalogue/Population-and-Migration/Population/Projections>

³⁶ <https://statswales.gov.wales/Catalogue/Community-Safety-and-Social-Inclusion/Welsh-Index-of-Multiple-Deprivation/WIMD-Indicator-Analysis>

- analysis of the reasoning behind usage or lack of use, including consideration of any feedback received;
- analysis of running costs of facilities; including management and maintenance;
- analysis of limitations, including opening hours and cost; and
- regional/national infrastructure and trunk roads, working with other LA's to ensure suitable toilet provision along these routes.

4.11 The above examples are not an exhaustive list: LAs should consider any additional factors they feel relevant to their assessment of their community's needs. LAs should also take into account plans and strategies they have already produced, such as Ageing Well Plans.

4.12 Additionally, LAs should consider any relevant legislation and standards such as the Equality Act 2010³⁷ and the BSI business standards BS 6465 (*BS 6465-4:2010 Sanitary installations. Code of practice for the provision of public toilets*) which provides recommendations and guidance intended for those responsible for the surveying, assessing, planning, commissioning, designing, managing and use of public toilets³⁸ and BS 8300 Standard for the provision of accessible toilets.

CRITERIA FOR DETERMINING TRANSPORT ROUTES AND SITES OF PARTICULAR SIGNIFICANCE

'Particular significance' is defined for this guidance as follows: significant transport routes such as trunk roads and motorways and other places that have high levels of footfall such as cultural and sporting events, as well as sites of a historic or national importance.

4.13 These could be places that a lot of people use, visit or pass through on a regular basis, for special events or on a seasonal basis. It may also cover the whole range of places from internationally recognised tourist destinations through to small places of importance within their localities. The following places are suggested examples of routes and sites of significance, but this is not an exhaustive list:

- Bus, rail stations, active travel routes, airports and other termini;
- Coach stops, car and bike parks and other stopping places on cross-country routes;
- Shopping destinations, both urban and rural;
- Significant buildings and other structures, for example, those of historical significance;
- Towns or landscapes;

³⁷ www.legislation.gov.uk/ukpga/2010/15/contents

³⁸ <http://shop.bsigroup.com/ProductDetail/?pid=000000000030177389>

- National Parks, Country Parks, National Trust properties; gardens and other open spaces;
- Places of cultural significance – such as Eisteddfodau, agricultural show-grounds, museums and places associated with historical and cultural figures;
- Music, art and other annual festivals and sporting events;
- Sports stadia and grounds, locations associated with outdoor and indoor sports;
- Theme parks, animal parks and other recreational destinations;
- Beaches, coastal towns and areas such as coastal paths.

4.14 If a LA strategy proposes the provision of toilets sited on or under land adjoining, or in the vicinity of, a highway or proposed highway (including bridges and tunnels), the relevant highway authority must consent to the provision of the toilets. If the LA is also the relevant highway authority no consent is required.

4.15 LAs are best placed to judge what routes and areas are considered significant within their own areas both on a permanent and seasonal basis and during short term events. The Local Authority Events Safety Advisory Group of each LA can also make recommendations to event organisers on the provision of toilets.

4.16 When determining the need, location and numbers for toilets that may be required at the different types of sites listed previously, the following criteria should be taken into consideration:

The location of the destination

- Is it in an urban or rural setting?
- Are there existing toilet facilities at the location?
- Are they adequate to meet anticipated demand?
- Are visitors likely to have travelled long distances (therefore needing toilet facilities on arrival)?

The type of venue/destination

- Are there existing toilet facilities at the destination?
- Are they adequate to meet anticipated demand?
- Are additional facilities required for particular events?
- Where are toilets sited at the destination in relation to parking and the venue itself?
- Are toilets needed in more than one place at the destination if it is a large site and visitors will be moving around?

The duration of the event/demand at the location

- Is it a one-off event, or is there constant demand?

- How many people visit the destination on average per day in the season/off season (if different)?
- What are the times people are likely to visit? Does demand change over 24 hours or over the course of the week – or both?

The demographic of the visitors

- Are visitors generally of mixed population (i.e. a mix of gender, age, etc.)?
- Are particular demographics likely to be attracted to the destination (e.g. people with babies/small children; older children; older people, people with disabilities)?

The types of toilet facilities that will be required

- Permanent or temporary?
- Appropriate ratio of male/female (1 male: 2 female is recommended) or gender neutral toilets?
- Baby changing facilities (needed in both male and female toilets if gender neutral toilets not provided)?
- Accessible for use by people with disabilities?
- Changing Places facilities required?

Whether food and/or drink is provided at the location

- What is the anticipated consumption of food and/or drink based on anticipated peak numbers?

Access to services

- Can the sewage and water systems cope with peak times of usage?
- What level of servicing/cleaning of toilet facilities is required based on anticipated usage?
- Distance of parking places from toilets?

Whether visitors are able to stay for extended periods

- Will visitors stay for extended periods (i.e. more than a few hours)?
- Will visitors be able to camp or park caravans and stay overnight?

4.17 One-off events may need different requirements to those usually provided in particular destinations, according to all of the criteria above.

4.18 'Events' should also be interpreted as 'destinations'.

DETERMINING NUMBERS OF TOILETS REQUIRED

- 4.19 Tables of ratios for providing toilet facilities in a range of settings can be found in guidances such as the Purple Guide to Health, Safety and Welfare at Music and Other Events³⁹ and BS6465: Parts 1-4 Codes of Practice for Sanitary Installations.
- 4.20 BS6465- Part 4:2010 – the Code of Practice for the Installation of Public Toilets is intended to guide LAs in respect of the provision of traditional public toilets. However, the document contains valuable information in making assessments of need of the population for toilet provision, assessing where toilets should be located, and sets out how a toilets strategy should be prepared. The document also contains useful technical information that can be applied in relation to assessing footfall, mileage and numbers of toilets to be provided, and information on the design and technical specification of facilities of all types.
- 4.21 There are no specific ratios in respect of the number of toilets that should be provided for people with disabilities. The British Standards document BS6465-4:2010 “Code of Practice for the Installation of Public Toilets”⁴⁰ suggests that around 18% of the population have disabilities. This document also suggests that for new toilets:
- If only one toilet is provided, it should be a gender neutral enlarged accessible cubicle;
 - In toilet blocks, at least one gender neutral enlarged accessible cubicle should be provided and in addition to this, at least one enlarged toilet cubicle should be provided within separate-sex provision;
 - Where there are four or more cubicles in separate-sex toilet provision, at least one enlarged cubicle should be provided; and
 - In areas with heavy use, an additional Changing Place should be provided.
- 4.22 It should be noted that enlarged cubicles intended for use by people with disabilities can be preferred by people without disabilities for a number of reasons, the increased space allowing adults to assist children or to allow ease of movement not available in the standard cubicles. The increased privacy can also be required by members of the Transgender community. Consideration should therefore be given to providing additional enlarged cubicles if practicable.
- 4.23 The Changing Places Consortium provides guidance on where Changing Places should be situated and the facilities required.⁴¹

³⁹ <https://www.thepurpleguide.co.uk/>

⁴⁰ <https://shop.bsigroup.com/ProductDetail?pid=00000000030177389>

⁴¹ http://www.changing-places.org//install_a_toilet.aspx

5. **COLLABORATION**

*WFG: working with others in a **collaborative** way to find shared sustainable solutions*

- 5.1 For strategies to be effective, LAs must undertake their planning collaboratively with both internal and external partners. If all departments within LAs do not take part-ownership of the strategy process, it is less likely to be successful.
- 5.2 LAs should work with Community and Town Councils, other LAs, public bodies, third sector organisations commercial and private entities, when making the assessment of need, to identify toilet facilities that could be brought into general public use.
- 5.3 The collaborative involvement of others is also applicable when considering toilet provision along routes that cross boundaries such as coastal paths, walking trails, active travel routes and large areas of countryside that attract visitors.

REGIONAL WORKING

- 5.4 Whilst each LA is required to develop and adopt its own strategy, it may be desirable in some circumstances for LAs to work together on a regional rather than an individual LA basis wherever it makes sense to do so. Regional working should enable a greater focus on preventing declining provision and improving standards of toilets, and help bring about better outcomes for people and communities in both the short and the long term. It offers practical benefits in terms of economies of scale, removing duplication, reducing complexity, simplifying activity, ensuring consistency, and building workforce resilience in a policy area which is often too dependent for delivery on small numbers of staff. It should also help to identify, at an early stage, situations where provision in a LA may be adversely affected by land use or transport decisions made in a neighbouring LA, and to pursue cross-border solutions to shared problems, including sustainability.
- 5.5 It may be desirable in some circumstances for LAs to work with a National Park Authority where there is a common interest in toilet provision related to particular attractions or infrastructure within their area or that cross from one LA area to another (for example, active travel routes). However, it should be noted that the requirements of the Act only apply to Wales, and do not extend to England.

WORKING WITH COMMUNITY AND TOWN COUNCILS

- 5.6 Community and town councils should be considered as key delivery partners as they are uniquely placed to help build resilience and renewal in areas through understanding communities' strengths and assets, and actively engaging local

people and local business to help identify and meet local ambitions and needs. They may already be managing toilets on behalf of LAs, or have undertaken asset transfers. LAs should work with community and town councils to utilise their knowledge of their communities' needs, as well as in respect of the consideration of community-based assets such as public conveniences.

- 5.7 Where funding has been applied for in relation to the refurbishment of community buildings, such as under the Lottery or other grants, LAs should consider at the planning stage whether it is appropriate to make provision for toilets within a new planning application. Additionally, community groups and others when applying for such funding should be encouraged to consider including accessible toilets for public use within their proposals.
- 5.8 Community asset transfers of existing buildings (either purpose built traditional public toilets or other buildings that have toilets that can be brought into wider use) may be an appropriate mechanism for some communities, and this should be considered carefully with any community council, community group or third sector organisation that expresses an interest. The Welsh Government provides guidance on its website on how transfers may be achieved, which includes the document 'Community Asset Transfers in Wales – A Best Practice Guide'.⁴²
- 5.9 When considering transfers of this type, however, future proofing must be built into arrangements to ensure that the new owners cannot close the toilets, change the use of the building or otherwise terminate the agreed access to toilets. This is particularly important if the asset in question is a purpose-built traditional public toilet block.

⁴² <http://gov.wales/topics/people-and-communities/communities/community-asset-transfer/?lang=en>

Case Study - Village Toilets Llansannan, North Wales

In 2009 the community council in the village of Llansannan held a community wide appraisal to understand the needs, wants and aspirations of residents. It transpired that the issue many people were concerned about was the threatened closure of the village's public toilets.

To try to stop this action, the village began negotiations with Conwy County Borough Council to take over the ownership of the toilet facilities. However, there were a number of overheads that the community council would need to take on – chiefly raising the funds to pay the annual rates (£1800). So the village decided to register as a limited company with charitable status, 'Menter Bro Aled', which would make them eligible for grants and for discounts on the rates. They successfully applied for a 100% rate rebate and negotiated £4000 from the local authority towards restoring the toilet facilities to a working standard, a sign of Conwy Council's support for this local initiative.

Village activists who were involved in the building trade provided many of the necessary skills for the restoration of the building, and work was carried out on a voluntary basis. Cleaning of the toilets is also voluntary by the landlady of the local pub.

The toilets have been in local ownership for a year now and there has been no anti-social behaviour, despite concerns about graffiti. The toilets are used extensively especially by delivery and service drivers, as well as walkers and other tourists passing through. Word has spread of the toilets to other areas and it has become a 'toilet to be seen'. It is considered an important element in attracting visitors to the village shops and services.

In light of this experience of taking over the toilets, Menter Bro Aled are now looking at other community-based initiatives.

WORKING WITH OTHER LA DEPARTMENTS PUBLIC AND THIRD SECTOR BODIES

5.10 LAs should include toilets which are within publicly owned, occupied, or funded premises; for example this may include museums, historic sights, leisure centres, transport stations, national parks and low level security government buildings. LAs should also consider making links with hospitals, health centres and GP surgeries. LAs should first consider the buildings they own and occupy themselves or lease out to others as to whether there are toilets that can be brought into wider public use, for example in council offices (particularly those the public visit for council transactions), leisure centres, libraries and other

such premises. Where councils own buildings but intend to lease them out, consideration should be given to including access to toilets by the public as a condition of the lease wherever appropriate.

EXAMPLE: the LA owns a disused gate house building in a park. It is planned to refurbish and lease it as a café. A clause is added to the lease that the lessees must allow members of the public other than customers to use the toilets inside the café without restriction when the café is open. This arrangement returns toilet facilities to the park, and allows for the toilets to be effectively 'supervised' during opening hours.

Case Study: Refashioning toilet blocks in Pembrokeshire

In Pembrokeshire the council identified a number of facilities where a reduced provision would provide adequate facilities and not have a detrimental impact on members of the public. In these instances certain toilet blocks were 'down-sized' by closing the separate ladies and gents and retaining a single, gender neutral facility with disabled access. The cost of running these facilities was passed to community councils with an initial parachute payment. The space created by downsizing has been offered to the community councils for them to generate an income, such as through renting as a store. This has happened at a number of locations and contributes to the running costs for the remaining gender neutral toilet. This model ensures a sustainable service and generates more local involvement and responsibility.

- 5.11 Where publicly accessible premises are owned by persons other than LAs (for example government offices, commercial complexes, universities and colleges, premises run by third sector organisations), LAs are required to consult with, and gain the consent of, the owners/occupiers of the relevant premises before it can include toilets in those buildings within their strategy.
- 5.12 It should also be borne in mind that third sector organisations, although willing to help, may be reliant on voluntary workers or have other limitations on what they can provide. LAs are encouraged to work with the owners of these premises to seek their agreement to making their toilet facilities available to the wider public.

COMMUNITY ASSET TRANSFERS

- 5.13 We know that traditional services such as public buses, toilets, libraries and community/ day centres are being increasingly challenged due to the reductions in frontline services budgets. However, good practice already exists across Wales, where new approaches such as community asset transfer, empowering town/community councils and social enterprises to take on responsibilities for managing buildings/facilities are being embraced.

- 5.14 Welsh Government guidance⁴³ has been produced to support a step-change in enabling communities to play a more active role in service design and delivery. It helps organisations to be better equipped to undertake community asset transfers and so develop a thriving and sustainable long-term use for property assets and services in communities across Wales. However, such transfers must be considered carefully to ensure that any proposal is sustainable in the long term.
- 5.15 It is crucial that good practice is shared and that smart, innovative and cost-effective models are adopted. A range of good practice, including in relation to public toilets, can be found on the good practice website⁴⁴.

WORKING WITH THE PRIVATE SECTOR

- 5.16 LAs should consider extending community toilet schemes where they are still running, or reviving such schemes where they have been discontinued. Guidance on management of a community toilet scheme can be found in a later section of this guidance under the heading ‘Good Practice and Guidance’.
- 5.17 LAs should consider the limitations placed on the use of toilets in the private sector, which could include restricted access as a result of limitations of the building structure and the business opening hours.
- 5.18 LAs in Wales have the freedom to utilise monies set aside in the Revenue Support Grant, following the transfer of the Public Facilities Grant Scheme funding. Many privately owned premises and businesses may be amenable to allowing wider public use of their toilet facilities and this should be investigated by the LA. LAs can be assured that to name and publicise the opening times of the premises identified (and therefore the toilets therein) as part of the scheme as a whole is good practice. This has the sole purpose of informing the public of facilities available to them, and therefore should not be interpreted as “advertising” or “showing favouritism”. Businesses cannot expect, however, that LAs will promote their facilities in any other context or ahead of non-commercial premises as a “reward” for participating in the scheme or as a condition of securing their participation.

Community Toilets Schemes – Good Practice Guidance

- 5.19 In England, the Department of Communities and Local Government published its strategic guide, *Improving Public Access to Better Quality Toilets*⁴⁵, on 6 March 2008. Amongst other things, the guide highlighted some innovative approaches taken by local authorities to public toilet provision, although it did

⁴³ <http://gov.wales/topics/people-and-communities/communities/community-asset-transfer/best-practice-guide/?lang=en>

⁴⁴ <http://www.goodpractice.wales/home>

⁴⁵ <http://webarchive.nationalarchives.gov.uk/20120919231747/http://www.communities.gov.uk/publications/localgovernment/guidancetoiletschemes>

not prescribe what approaches they should take. Local authorities are best placed to determine the mix of approaches most suitable to their area, and this guidance is intended to support them in making that decision.

- 5.20 This guidance is primarily intended for local authorities and partnerships wishing to explore the feasibility of setting up a Community Toilet Scheme. It provides an overview of the Community Toilet Scheme developed by the London Borough of Richmond-upon-Thames, as well as a step-by-step guide on how to set up a similar scheme.
- 5.21 The toolkit includes a case study of the SatLav text messaging service operated by Westminster City Council, which makes use of mobile phone technology to help the public locate their closest accessible toilets.
- 5.22 LAs are recommended to consider this guidance when seeking delivery partners in local businesses and other organisations, as it contains practical information on establishing and maintaining a successful Community Toilet Scheme.
- 5.23 Any discussions with potential delivery partners must cover all aspects of the management of toilets, including dealing with anti-social behaviour, and the health and safety aspects of management of waste from drug use or sexual behaviour. A problem reduction guide is available from the British Toilets Association on dealing with these types of issues⁴⁶. Any agreements should include consideration of future maintenance.
- 5.24. It is good practice (though not a requirement under the wider proposals in this document) for LAs to inspect the facilities of any potential community toilet scheme delivery partners, and to undertake spot checks on those that have signed up. The latter is particularly important if a payment has been made for participation, to ensure that they are continuing to allow access to the facilities they have agreed to provide.

ALL PREMISES TYPES

- 5.25 There are no specific types of premises exempt from consideration on the face of the Act. However, local circumstances and sensitivities presented by particular premises may necessitate exceptions from inclusion in the strategy. Participating owners of buildings should not be expected to allow access to toilets on their premises outside their usual opening hours unless a specific agreement is made.

⁴⁶ http://www.btalooos.co.uk/?page_id=307

Security: LAs are not required to consider referring to toilets in buildings which, in their opinion, should not be made available for public use on security grounds. For example, LAs are not required to consider public access to toilets in prisons, or those buildings which require a high level of security, such as government buildings.

Safeguarding children and vulnerable adults: LAs are not required to consider public access to toilets in schools or other buildings such as residential premises for children or vulnerable adults. However, local circumstances may permit the use of toilets in these types of premises. For example, a school building that is also open for wider community activities, or can be opened during school holidays.

Any such proposed use should be given consideration on a case by case basis.

RADAR NATIONAL KEY SCHEME

- 5.26 The Royal Association for Disability and Rehabilitation (RADAR) operates a National Key Scheme⁴⁷ whereby toilets designed for people with disabilities can be locked to prevent damage and misuse and keys provided to people with disabilities to allow them access to the facilities. The scheme is operated on a UK national basis, and toilet owners are asked to join the National Key Scheme to provide the standard locks and the keys for users.
- 5.27 A range of LAs, other public and third sector organisations and commercial companies are members of the scheme, and toilet facilities can be found in a range of premises of all types. RADAR has published a scheme guidance document, which can be purchased from them. A list of RADAR key toilets is also published by region.⁴⁸
- 5.28 LAs should consider this provision when developing their local toilet strategies.
- 5.29 The solutions put forward in this guidance are suggestions to increase public access to toilets. It should be noted that the options set out here for increasing availability of toilet facilities are suggestions of avenues that LAs could and should explore. Those that can ultimately be taken up will differ between LAs according to local circumstances. It is not suggested that it is feasible to provide all of these solutions in each LA, only that they should be considered.

⁴⁷ <https://nks.directenquiries.com/nks/page.aspx?pageid=10&tab=National+Key+Scheme&level=2>

⁴⁸ <https://nks.directenquiries.com/nks/search.aspx?st=nks&tab=RADAR+Accessible+Toilets&where=wales&level=1>

6. PUBLICATION AND DISSEMINATION

- 6.1 One of the purposes of the strategy is to help prevent the kinds of health and well-being issues as discussed elsewhere in this document. To help achieve this and for a strategy to be successful, and its preventative intention to be effective, it is essential that it is publicised and the provision of toilets for public use is made known to as wide a public as possible. The success of the strategy is dependent on members of the public and owners of facilities fully understanding the principles of the scheme and recognition of any signage or publicity materials.
- 6.2 LAs should publish and publicise their first strategy no later than 31 May 2019. LAs are not required to submit their published strategies to the Welsh Government. LAs are accountable to their councillors and residents for the publication of their strategy, completion of identified actions and subsequent interim statements.
- 6.3 On publication, LAs should consider engaging again with the people they worked with in developing the assessment of need to disseminate the strategy. This could be done with the request that it be shared further with any networks individuals or groups may have access to. Third sector organisations and others should be encouraged to promote the message of the availability of toilets and to address any reluctance to access toilets that are not traditional public toilets. All participants in the process of the assessment of need and delivery plans can play a part in this process of culture change.
- 6.4 LAs should also consider how the wider public could be made aware of the strategy, and similar methods to those used for engagement with communities should be used. As a minimum, the strategy should be published in a prominent place on the website of each individual LA and publicised in any relevant LA maintained newsletters. Additional publicity approaches to ensure the information reaches as many people as possible, both residents and visitors, should also be considered.
- 6.5 The Dewis Cymru (www.dewis.wales) website is a resource that brings together local information on social services, health and wellbeing services in one place. A number of LAs already post their information to this site. These are Isle of Anglesey, Gwynedd, Conwy, Denbighshire, Flintshire, Wrexham, Bridgend, the Vale of Glamorgan, Cardiff, Rhondda Cynon Taf, Merthyr Tydfil, Blaenau Gwent, Caerphilly, Torfaen, Monmouthshire and Newport. It is being rolled out across other parts of Wales. LAs should post information about their toilets on this website as well as on their own.

PUBLICITY MATERIALS

- 6.6 Any publicity materials should be available in both downloadable and printed formats to ensure the information reaches as many people as possible, both residents and visitors. Any materials produced should be published in both

Welsh and English, and should also be made available in other formats (such as Braille) on request. Information should be published in a prominent location on the LA website. Printed versions could be distributed via visitor centres, libraries and other well attended venues. Consideration should also be given to the need for necessary street signage.

- 6.7 To assist LAs with the publicising of information on the location of toilets, and help the general public identify the provision of toilets for public use, both locally and nationally, the following tools have been developed.

TOILET MAP DEVELOPMENT

- 6.8 The development of a national toilet map for Wales will provide the public both locally and nationally with a resource that they can use to see the availability of toilets in an area they intend to visit. This will be developed by utilising data provided by LAs, in existing mapping tools, to Welsh Government. The map, utilising the data, will be presented in Welsh and English on the Welsh Government's Lle data mapping website⁴⁹. The data collected will also be made available to third parties who will be able to use it to develop their own maps and apps. The Welsh Government does not intend to develop its own app as it is considered that third party developers are better placed to do this utilising the Welsh Government data and there are already apps of this kind in use.

- 6.9 To deliver this, under section 141 of the Local Government Act 1972, LAs should make an open dataset available to the Welsh Government, containing information consisting of the location and specified characteristics of the toilets they identify under their local toilets strategies. Full details on the data required and how it will be collected are provided in a separate **technical guidance** document.

- 6.10 LAs are asked to post details about their toilets to the Dewis Cymru website, and it is hoped that eventually the data collected for the Lle mapping can be cross referenced with the Dewis website. This is still being developed and further advice will be given once the mapping process is underway.

NATIONAL LOGO

- 6.11 We know that a national recognised scheme has many benefits, therefore it is considered desirable to advertise provision of toilets for public use in a consistent way. A logo can be used as signage, for example displayed in windows of premises that have consented to allow their toilet facilities to be used by the public. It can also be contained within printed materials to identify those premises.

⁴⁹ <http://lle.gov.wales/home>

6.12 A logo has been designed for this purpose and will be released for use at a later date. When released, it would be helpful if LAs adopt and publicise it, so that residents and visitors will readily recognise it wherever they are in Wales. Although its use is not mandated within the Act, we recommend that LAs incorporate the logo as part of their awareness raising of toilets for public use.

6.13 Full details on the logo and its suggested use will be provided at **Annex B**.

LEGAL PROVISIONS

Sections 113 to 115 of the Act have been covered in the main body of this guidance.

This annex covers sections 116 to 118 of the Act which restate or replace various legal powers that LAs already have. This annex also covers other legislation of relevance to the provision of toilets for public use.

Section 116(1) provides that a LA may provide toilets in their area for use by the public. This section restates the power that LAs previously had under section 87 of the Public Health Act 1936. Section 116(1) essentially means that the provision and maintenance of toilets in public places is at the discretion of LAs who have power to provide public conveniences, but are under no duty to do so.

Section 116(2) provides that LAs must have regard to their own strategy when deciding to exercise their discretionary power to provide toilets, and of what type. Section 116(3) provides definitions relevant to section 116(2).

Section 116(4) provides that a LA may not provide toilets on or under land adjoining, or in the vicinity of a highway or proposed highway unless the LA is the highway authority or has the consent of the highway authority. Section 116(6) provides definitions relevant to section 116(4).

Section 116(5) provides that a LA may charge for the use of any toilets they may provide.

Section 117(1) provides LAs that provide toilets with the power to make byelaws as to the conduct of people using or entering those toilets.

Section 117(2) reserves the right of a community council to make byelaws in relation to toilets provided by them, in which case their byelaws take precedence over any byelaws made by the county or county borough council under section 2 of the Local Government Byelaws (Wales) Act 2012.

Section 118 and Schedule 4 of the Act deals with consequential amendments to the Public Health Act 1936; Highways Act 1980 and the Local Government Byelaws (Wales) Act 2012.

The following legislation is also of relevance when considering the development of the local toilets strategies.

Local Government Act 1972, section 123

A LA may dispose of its property however it wishes to do. In circumstances where LA property is being leased to a private party for the property's use as, for example, a café, the LA may exercise its section 123 power to insert a condition into the lease agreement to the effect that the new occupier/s of the premise would be required to make the toilet facilities available for use by the public.

Local Government (Miscellaneous Provisions) Act 1976, section 20

A LA has power under section 20 of the Local Government (Miscellaneous Provisions) Act 1976 to require toilets to be provided and maintained for public use in any place providing entertainment, exhibitions, sporting events and places serving food and drink for consumption on the premises.

Highways Act 1980, section 114

Where the LA is the authority for a highway they may provide public sanitary conveniences (including toilets) in proper and convenient situations and may manage such conveniences.

Town and Country Planning Act 1990, Section 106

In limited circumstances, a LA, in their capacity as local planning authorities, may use powers under s.106 of the Town and Country Planning Act 1990 to make an agreement with a developer for the provision of toilets for public use as part of an approved development.

Local Government Act 2000, section 2

A LA may do anything which it considers is likely to achieve the promotion or improvement of the well-being of its area. This may include entering into grant agreements with the operators of commercial premises in order to require such operators to allow public access to the toilet facilities at the premises.

Equality Act 2010

The Equality Act 2010 covers a wide range of duties and responsibilities that LAs should have regard to in relation to people with protected characteristics and the provision of services and facilities.

Other powers

LA Environmental Health Officers can review plans and licence applications and object that an application does not meet the requirements of relevant British Standards relating to sanitary facilities.

Other tools

The **British Standard BS6465-1:2006** *Code of Practice for the design of sanitary installations and scales of provision of sanitary and associated appliances* can be used to secure an appropriate level of provision, design quality and accessibility for toilets in new buildings and those undergoing major refurbishment.

The **British Standard BS 8300:2009+A1:2010** Code of Practice for the design of buildings and their approaches to meet the needs of people with disabilities.

Leasing conditions can also be useful for providing access to additional toilets for public use. When letting council properties, LAs could consider including clauses within the lease to allow the public access to toilets on the premises when appropriate.

NATIONAL TOILET LOGO

To be provided.

USEFUL REFERENCES

Assessment Tools

Assessments of Local Wellbeing – Common data set

<http://www.dataunitwales.gov.uk/SharedFiles/Download.aspx?pageid=30&mid=64&fileid=95>

Welsh Index of Multiple Deprivation

<http://gov.wales/statistics-and-research/welsh-index-multiple-deprivation/?lang=en>

Wales Census Data

<http://gov.wales/statistics-and-research/census-population/?lang=en>

Future Trends Data

<http://gov.wales/statistics-and-research/future-trends>

Population projections

<https://statswales.gov.wales/Catalogue/Population-and-Migration/Population/Projections/Local-Authority>

Transport Trends

<http://wales.gov.uk/statistics-and-research/?topic=Transport&lang=en>

Disability Figures

<https://www.gov.uk/government/publications/disability-facts-and-figures/disability-facts-and-figures#fn:1>

Tourism Statistics

<http://gov.wales/statistics-and-research/?topic=Tourism&lang=en>

Welsh Language Commissioner - Guidance for Organisations

<http://www.comisiynyddygyymraeg.cymru/English/Organisations/Pages/InformationForOrganisations.aspx>

Welsh Health Impact Assessment Support Unit

<http://www.wales.nhs.uk/sites3/home.cfm?orgid=522>

Equality Impact Assessment Toolkit

<http://www.equalityhumanrights.wales.nhs.uk/equality-impact-assessment-toolkit>

Population Needs Assessment

<http://gov.wales/topics/health/socialcare/act/population/?lang=en>

Wales Spatial Plan

<http://gov.wales/topics/planning/development-plans/wales-spatial-plan/?lang=en>

Place Plans

<http://www.planningaidwales.org.uk/place-plans-from-concept-to-reality/>

Destination Management Plans

<https://businesswales.gov.wales/dmwales/>

Business Wales Tourism Pages

<https://businesswales.gov.wales/tourism/working-together>

Tourism Amenity Investment Support

<https://businesswales.gov.wales/tourism/finance#guides-tabs--4>

Policy Guidance

Prosperity for All

<https://gov.wales/docs/strategies/170919-prosperity-for-all-en.pdf>

Wellbeing of Future Generations Act and Toolkit

<http://gov.wales/topics/people-and-communities/people/future-generations-act/?lang=en>

Older People's Strategy for Wales

<http://gov.wales/docs/dhss/publications/130521olderpeoplestrategyen.pdf>

The Importance and Impact of Community Services in Wales – Older People's Commissioner Report 2014

http://www.olderpeoplewales.com/en/Publications/pub-story/14-02-25/The_Importance_and_Impact_of_Community_Services_within_Wales.aspx

Equality and Human Rights Impact Assessments Guidance – Older People’s Commissioner

http://www.olderpeoplewales.com/en/Publications/pub-story/16-02-16/Section_12_Guidance_Equality_and_Human_Rights_Impact_Assessments_Scrutiny.aspx

Preparing Local Wellbeing Plans for Public Services Boards – Older People’s Commissioner

http://www.olderpeoplewales.com/en/Publications/pub-story/16-10-05/Preparing_Local_Wellbeing_Plans_Guidance_for_Public_Services_Boards.aspx

Engagement and consultation with older people – Older People’s Commissioner Guidance

http://www.olderpeoplewales.com/en/Publications/pub-story/14-07-01/Best_Practice_Guidance_for_Engagement_and_Consultation_with_Older_People_on_Changes_to_Community_Services_in_Wales.aspx

Wellbeing Indicators for Older People

http://www.olderpeoplewales.com/en/news/news/15-03-19/Wellbeing_Indicators_for_Older_People.aspx#.VYgVr9JFDcs

Transgender Action Plan

<http://gov.wales/docs/dsjlg/publications/equality/160314-transgender-action-plan-en.pdf>

Local Wellbeing Plans

<http://gov.wales/docs/desh/publications/161111-spsf-3-collective-role-en.pdf>

Child Poverty Strategy

<http://gov.wales/topics/people-and-communities/people/children-and-young-people/child-poverty/?lang=en>

Tackling Poverty Action Plan

<http://gov.wales/topics/people-and-communities/tackling-poverty/taking-forward-tackling-poverty-action-plan/?lang=en>

Welsh Language Strategy

<http://gov.wales/docs/dcells/publications/122902wls201217en.pdf>

Active Travel (Wales) Act 2013, Statutory and Design Guidance

<http://www.legislation.gov.uk/ukpga/1980/66/section/114>

<https://beta.gov.wales/active-travel-design-guidance>

<https://beta.gov.wales/active-travel-statutory-guidance-local-authorities>

Practical Guidance

Changing Places information and guidance

<http://www.changing-places.org/>

Blue Flag Scheme (includes criteria for toilet provision)

<https://www.keepwalestidy.cymru/blue-flag>

Welsh Health Impact Assessment Support Unit

<https://whiasu.publichealthnetwork.cymru/en/>

Community Asset Transfer guidance and resources

<http://gov.wales/topics/people-and-communities/communities/community-asset-transfer/?lang=en>

Community Toilets Scheme Guidance

<http://webarchive.nationalarchives.gov.uk/20120919231747/http://www.communities.gov.uk/publications/localgovernment/guidancetoiletschemes>

The Purple Guide to Health, Safety and Welfare at Music and Other Events

<https://www.thepurpleguide.co.uk/>

The Green Guide (Safety at Sports Grounds)

<http://www.safetyatsportsgrounds.org.uk/publications/green-guide>

HSE Resources – Event Safety

<http://www.hse.gov.uk/event-safety/index.htm>

Miscellaneous Information

<https://www.livingstreets.org.uk/media/1794/overcoming-barriers-and-identifying-opportunities-for-everyday-walking-for-disabled-people.pdf>

[The London Plan: Social Infrastructure Section S6 on Public Toilets](#)

Business Improvement Districts

<http://gov.wales/topics/housing-and-regeneration/grants-and-funding/business-improvement-districts/?lang=en>

Code of Practice for Public Toilets in Britain

www.researchgate.net/publication/228916130_A_Code_of_Practice_for_Public_Toilets_in_Britain

Just Can't Wait card scheme

<https://www.bladderandbowel.org/help-information/just-cant-wait-card/>

Mobile toilet facilities for people with disabilities

<https://www.mobiloo.org.uk/>

TECHNICAL GUIDANCE

National Map of Toilets Identified in Local Toilets Strategies

Mapping Data Required from Local Authorities

Background

One of the commitments made during the passage of the Public Health (Wales) Act 2017 through the National Assembly for Wales in respect of local toilets strategies was to work to produce a national map of toilets. This map will be produced within existing Welsh Government mapping infrastructure, via the Lle website. This provides a geo-portal which was developed in partnership between Welsh Government and Natural Resources Wales. Lle serves as a hub for data and information covering a wide spectrum of topics, but primarily around the environment. Examples of data displayed on the online maps include Active Travel designated routes; air quality management areas; environment noise mapping; National Park and local authority boundaries; flood alert areas; habitat survey data and a range of other environmental information.

The website will generate all-Wales maps based on the datasets provided by local authorities which can be configured to focus on either the national picture, or on more local areas. The data included in the Lle map will be available as an open data service accessible to everyone. The link to the Lle portal is below.

<http://lle.gov.wales/home>

The Welsh Government has not developed an app, as many people are unable to use a smartphone for a number of reasons. It is more appropriate to focus on ensuring the information is available online through a wide range of websites and via traditional offline methods. We believe that app development is best done by professional developers who will be able to access the data from the Lle website.

Requirements

Once local authorities have identified the toilets that will be publicised as available for use by the general public, local authorities are required to prepare a dataset to a given specification (see later), and make it available as open data on their website. The dataset will consist of the location and specified characteristics of the identified toilets, and this data will be

consumed by the Welsh Government system and joined to other LA datasets to produce the national dataset for the Lle map.

For data to be classed as open data it needs to be made available under an open licence. Within the Public Sector this can be achieved by publishing data under the [Open Government Licence \(OGL\)](#).

As the data provided by local authorities is to be made available as open data, it will be available for reuse by third parties, either directly from the local authority's own website, or via the joined dataset behind the Lle map. This might include other online map services, app developers or commercial interests, as well as being available for reuse by other public sector organisations.

The dataset will be available in Welsh and English. The public will be able to see and search the data as it appears on the Lle website, to see the whole of Wales or to look at particular areas.

Local authorities will be able to generate their own maps from these open data feeds, or they can choose to configure the national map published on Lle to focus on their own area, with the potential to embed the locally configured map into their own website. Local Authorities are requested to also show a link to the Lle map as a whole to assist people in searching the data for other areas they may be visiting.

The Welsh Government will also endeavour to encourage other public sector websites to link to the maps.

Legal Basis

Section 141 of the Local Government Act 1972 provides the basis for the required data collection. This is reproduced below:-

“(1)[E1The council of a non-metropolitan county] may conduct, or assist in the conducting of, investigations into, and the collection of information relating to, any matters concerning the county or any part of the county and may make, or assist in the making of, arrangements whereby any such information and the results of any such investigation are made available to any other local authority in the county, any government department or the public.

(2)The appropriate Minister with respect to any matter may require the council of a county to provide him with any information with respect to that matter which is in the possession of, or available to, that council or any other local authority in the county in consequence of the exercise of any power conferred

by or under any enactment; and where such requirement is made in respect of any information which is in the possession of, or available to, any other local authority in the county, but not the county council, the county council may require that other authority to furnish them with that information.

[F2(3)This section shall have effect in relation to Wales—

(a)as if any reference to a council were a reference to a principal council; and

(b)as if any reference to a county were a reference to a principal area.]”

PLEASE NOTE: all owners of toilets should be made aware the data gathered under this strategy will be made openly available. This is in line with the Welsh Government’s commitment to open data which is outlined within the [Welsh Government Open Data Plan](#).

Technical Requirements

For this process to work, it is imperative that a consistent data structure is observed by all local authorities when making their data available as open data. The dataset that is to be collected for each toilet facility identified is specified in the table below. Please note that the comments do not form part of the dataset, but are there for explanatory purposes.

Please note that all text description fields **MUST** be supplied in Welsh and English as separate fields. This is because the Lle mapping generates a Welsh version and an English version of the maps separately.

The completed dataset must be published as a minimum in the CSV format, although other formats such as KML or JSON may also be used alongside the CSV. The CSV (and any other formats) should be made available on the local authority website behind a separate URL link to be publicised by the authority. This will enable the Welsh Government mapping systems to automatically consume the dataset from each local authority. The datasets behind these URL links should be kept up to date by each local authority so that regular refreshes by the Welsh Government system will pick up any updates. The URLs should ideally not change once data are placed behind them but if this proves necessary, the Welsh Government should be informed immediately.

Notes on the dataset

- Where rows are shaded in grey, supply of the data is not mandatory.

- One record should be completed per location reference number. Completion of all fields correctly will ensure that all the types of facilities available under each location reference will be recorded.
- The following table is indicative of the data required. The data **should not** be mapped using this table as a template, but to be put into a CSV or Excel format, utilising the data field names as the column headings. Data for each location should therefore be entered as one line per premises (see example section below).
- The CSV template populated with the headings will be available from the Welsh Government data mappers on request.

LocalToiletsStrategy@gov.wales

Local authority ID	Name of location – English	Name of Location - Welsh	UPRN reference	British National Grid location – x co-ordinate
W060000XX	High Street, Town	Y Stryd Fawr, Y Dre	xxx	xxx

Dataset to be collected for each identified toilet location

Data field name	Required format	Comment
Local authority ID	W060000XX	See separate list
Name of location – English		If the facility is located inside a shop, for example.
Name of Location – Welsh		
UPRN reference		This is a unique reference number that is allotted to each premises. It will be available from your LA's Local Land and Property Gazetteer Custodian.
British National Grid location – x co-ordinate		To nearest metre This can be found via internal GIS systems or via OS paper maps. This is only required if the UPRN cannot be provided.
British National Grid location – y co-ordinate		To nearest metre This is only required if the UPRN cannot be provided.
Postcode		To be provided to assist the public in locating toilet site.
Access notes – English	Text: 255 character limit	This should provide any access information a user may need to know – e.g. “on first floor”; “underground facilities, access via steps, disabled facility above ground, ask for key at café” Both languages <u>must</u> be provided, in separate fields
Access notes – Welsh	Text: 255 character limit	
Charge to access		If there is a charge to enter, put the amount only in the cell.
Opening times	Format to be used is 24 hr clock – 00.00	If opening times are the same Monday-Friday, only Monday needs to be completed.
Monday – open	00.00	
Monday – close	00.00	
Tuesday – open	00.00	
Tuesday – close	00.00	

Wednesday - open	00.00		
Wednesday - close	00.00		
Thursday – open	00.00		
Thursday – close	00.00		
Friday – open	00.00		
Friday – close	00.00		
Saturday – open	00.00		
Saturday – close	00.00		
Sunday – open	00.00		
Sunday – close	00.00		
Off peak and public holiday closure	Y = 1 N = 0	<p>The off-peak questions allow for the recording of seasonal opening variations. The minimum of text should be recorded to define the off-peak season, such as “September-May”; “closed during school term time”</p> <p>Both languages must be provided for all text fields completed.</p> <p>All the public holidays are listed separately on a yes/no basis, to allow for seasonal variations and the opening pattern of different types of premises. For consistency purposes between Welsh and English versions of the Lle map, yes should be recorded as 1, no as 0.</p> <p>Each field must be completed with 1 or 0. Do not leave any fields blank.</p>	
Are services reduced during off-peak seasons?	1/0		
What is off peak (English)	Text - 255 characters		
What is off peak (Welsh)	Text - 255 characters		
Closed Christmas Day	1/0		
Closed Boxing Day	1/0		
Closed New Year’s Day	1/0		
Closed May Bank Holiday	1/0		
Closed Good Friday	1/0		
Closed Easter Sunday	1/0		
Closed Easter Monday	1/0		
Closed Spring Bank Holiday	1/0		
Closed August Bank Holiday	1/0		
Facilities available	Y = 1 N = 0		Y/N answers as before. Each field must be completed with 1 or 0. Do not leave any fields blank.
Male only	1/0		i.e. for the sole use of the designated sex. A traditional male/female pairing of facilities

Female only	1/0	would therefore be recorded as male only and female only under the same reference number.
Unisex toilet	1/0	i.e. not marked for the sole use of male or female.
Baby change - in male only toilet	1/0	Denotes where the baby change facility is located – i.e. in women’s toilet; separate room; within the disabled toilet facility
Baby change - in female only toilet	1/0	
Baby change - in unisex toilet	1/0	
Baby change - in separate room to toilets	1/0	
Baby change – in disabled toilet	1/0	
Disabled – open access – male only	1/0	i.e. not reliant on user having a RADAR key
Disabled – open access – female only	1/0	
Disabled – open access – unisex	1/0	
Disabled RADAR – male only	1/0	i.e. RADAR key holders only
Disabled – RADAR – female only	1/0	
Disabled – RADAR – unisex	1/0	
Changing Place	1/0	These are toilets incorporating adult change facilities, hoists etc. for the use of people with profound disabilities and their carers

List of Local Authority ID codes

Code	English	Welsh
W06000001	Isle of Anglesey	Ynys Môn
W06000002	Gwynedd	Gwynedd
W06000003	Conwy	Conwy
W06000004	Denbighshire	Sir Ddinbych
W06000005	Flintshire	Sir y Fflint
W06000006	Wrexham	Wrecsam
W06000008	Ceredigion	Ceredigion
W06000009	Pembrokeshire	Sir Benfro
W06000010	Carmarthenshire	Sir Gaerfyrddin
W06000011	Swansea	Abertawe
W06000012	Neath Port Talbot	Castell-nedd Port Talbot
W06000013	Bridgend	Pen-y-bont ar Ogwr
W06000014	Vale of Glamorgan	Bro Morgannwg
W06000015	Cardiff	Caerdydd
W06000016	Rhondda Cynon Taf	Rhondda Cynon Taf
W06000018	Caerphilly	Caerffili
W06000019	Blaenau Gwent	Blaenau Gwent
W06000020	Torfaen	Tor-faen
W06000021	Monmouthshire	Sir Fynwy
W06000022	Newport	Casnewydd
W06000023	Powys	Powys
W06000024	Merthyr Tydfil	Merthyr Tudful