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**Date: 18th July 2018**

Dear Sir/Madam,

A meeting of the **Cabinet** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 25th July, 2018** at **2.00 pm** to consider the matters contained in the following agenda. Councillors and the public wishing to speak on any item can do so by making a request to the Chair. You are also welcome to use Welsh at the meeting, both these requests require a minimum notice period of 3 working days and a simultaneous translation will be provided if requested.

All Committee meetings are open to the Press and Public, observers and participants are asked to conduct themselves with respect and consideration for others. Please note that failure to do so will result in you being asked to leave the meeting and you may be escorted from the premises.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'CHARRY'.

**Christina HARRY**  
INTERIM CHIEF EXECUTIVE

## AGENDA

Pages

1 To receive apologies for absence.

A greener place Man gwyrddach



2 Declarations of Interest.

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

To approve and sign the following minutes: -

- 3 Cabinet held on the 11th July 2018. 1 - 6

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

- 4 Social Worker Recruitment and Retention in Children's Services Locality Teams. 7 - 12
- 5 Proposal to increase Hackney Carriage Fare Tariffs. 13 - 36
- 6 Revised National Home Improvement Loan Schemes and associated amendments to Private Sector Housing Renewal Policy. 37 - 48
- 7 Proposed allocation of Funding for Apprenticeships across Council Services. 49 - 56
- 8 Decriminalisation of Parking (Stage 2). 57 - 70
- 9 Draft Caerphilly Homes Asset Management Strategy. 71 - 88

**Circulation:**

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

And Appropriate Officers.



## CABINET

### MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN ON WEDNESDAY, 11TH JULY 2018 AT 2.00 P.M.

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#### PRESENT

Councillor D.V. Poole – Chair

#### Councillors:

C. Cuss (Social Care and Wellbeing), N. George (Neighbourhood Services), C. Gordon (Cabinet Member for Corporate Services), B.A. Jones (Cabinet Member for Finance, Performance and Governance), Councillor S. Morgan (Economy, Infrastructure and Sustainability) and E. Stenner (Environment and Public Protection).

#### Together with:

C. Harrhy (Interim Chief Executive), R. Edmunds (Corporate Director for Education and Corporate Services), M. S. Williams (Interim Corporate Director - Communities), S. Richards (Head of Education Planning and Strategy), R. Roberts (Performance Manager) and A. Dredge (Committee Services Officer),

#### 1. WELCOME

the Chair welcomed Richard Edmunds, the newly appointed Corporate Director for Education and Corporate Services to his first meeting of Cabinet.

#### 2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors P. Marsden (Cabinet Member for Education and Achievement) and L. Phipps (Cabinet Member for Homes and Places) and D. Street (Corporate Director – Social Services and Housing).

#### 3. DECLARATIONS OF INTEREST

Councillor D. V. Poole (Leader) declared a personal and prejudicial interest in relation to agenda item 4 – Federation of Schools. Details of which are recorded with the respective item.

#### 4. CABINET MINUTES - 27TH JUNE 2018

The minutes of the Cabinet meeting held on 27th June 2018 were approved and signed as a correct record.

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

### **5. FEDERATION OF SCHOOLS**

Councillor D. V. Poole (Leader) declared a personal and prejudicial interest in relation to this item at the commencement of the meeting. He is a School Governor at both Fleur-de-lys Primary and Pengam Primary School and left the room when the report was presented and did not take part in the debate.

The report sought Cabinet approval to move to formal consultation, in partnership with each Governing Body, for the federation of the following schools:

Park Primary School and Gilfach Fargoed Primary School  
Fleur-de-Lys Primary School and Pengam Primary School  
Bedwas Junior School and Rhydri Primary School  
Ynysddu Primary School and Cwmfelinfach Primary School.

Cabinet were advised of the background to the Welsh Government's Federation of Maintained Schools in Wales Regulations, introduced in 2014 that outlines the processes and practical aspects of establishing a federated school governing body. The report identifies the Schools and Governing Bodies who wish to proceed to formal consultation in partnership with the Local Authority. The report links directly to the Authority's Corporate Plan and specifically Well-being Objective 2018 – 2023, Improving Education Opportunities for All.

It was explained that the term 'Federation' describes a formal and legal agreement by which a number of schools share Governance arrangements. The Welsh Government's Federation policy objective is to promote collaboration between all parts of the education system to improve outcomes. School federation is a more formal way of extending collaboration and promoting closer working relationships and is the principal initiative for achieving formal partnership working amongst schools to improve performance and narrow the attainment gap for deprived pupils.

Reference was made to paragraph 4.3. in the report that summarises the Federation Regulations. Emphasis was placed on two key points namely, one governing body sharing governance arrangements and for the federation to be successful, a commitment to work as a group of schools and a willingness to do things differently for the added benefit of all pupils, their well-being and achievements. It was also explained that schools will retain their own budgets, individual school Estyn inspections will be undertaken and separate audit trails for school accounts will continue. Seeking the views of stakeholders is a statutory requirement.

Cabinet noted the benefits and challenges of federation. The benefits include schools working together efficiently and sustainably to raise standards, improve services and increase opportunities for pupils and staff, sharing resources, expertise and facilities. A single strategic Federation Governing Body means that the schools can work formally together to improve opportunities for children. The challenges include building trust between governors and school communities, a commitment from all schools involved, agreeing a shared vision and potential loss of experienced governors.

The composition of the governing body was explained and there will be a minimum of 15 and a maximum of 27 governors for each federation. Cabinet were advised of the current position of all 8 governing bodies and that each groups of schools have already been informally 'collaborating' for a number of years. The federation process was set out in paragraph 4.29 of the report and the next stage of the process is to move forward to formal Consultation for a period of 20 school days to receive governing body responses. Cabinet were referred to appendix 1 which is a sample document that will be adapted for each of the school federations.

Cabinet sought clarification regarding the Scrutiny function in terms of presenting reports for federated schools and questioned if this would be considered best practice. It was explained that individual school reports could be presented at the same Scrutiny meeting. Schools have been collaborating 'informally' for a number of years, sharing resources and staff. This process offers stability for the future as with the current arrangements schools can withdraw if they wish at any time without notice, as there is no formal agreement in place. Members were advised that Officers have met with school governors who saw the 'bringing together' as a positive move forward. The impetus has stemmed from the governing bodies. Estyn are also very keen to support federation for the educational benefits it brings and the sharing of resources that is already working very well.

Cabinet discussed the regulations and in particular schools retaining their Head Teachers or one Head Teacher managing the federated schools. It was confirmed that there are no proposals to change the current structure, however, the position would be quite different if a maximum of six schools were included in one federation.

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

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

- (i) the proposal to proceed to formal consultation to Federate the following groups of schools, be approved:

Park Primary School and Gilfach Fargoed Primary School.  
Fleur de Lys Primary School and Pengam Primary School.  
Bedwas Junior School and Rhydri Primary School.  
Ynysddu Primary School and Cwmfelinfach Primary School.

- (ii) following the Consultation exercise, a further report be presented to Cabinet for final determination on the proposal.

## **6. 21ST CENTURY SCHOOLS AND EDUCATION BAND A PROGRAMME – UPDATE AND PROPOSED ALLOCATION OF UNDERSPEND**

The report updated Cabinet on the financial position of the Band A programme and sought agreement for the projected underspend to be allocated to a refurbishment project at Trinity Fields Special School, subject to approval of the business case by Welsh Government (WG).

Cabinet were advised that the Band A 21st Century Schools and Education Programme (2014-2019) approved an allocation of £56.5 million for improvement/new build schemes at the schools identified in paragraph 4.3 of the report. The current projected underspend on the programme is currently estimated at £940,120. Funding is on a 50/50 basis with Welsh Government and Caerphilly County Borough Council has already set aside its share of the £56.5 million sum.

Cabinet noted that whilst the projected underspend was an estimate an update had been received today and it was confirmed that the procurement process has been finalised and the overall project cost is now confirmed at £875,000. The estimate in respect of Blackwood Comprehensive School refurbishment plus 3G pitch was £65,000 more than predicted. A request has been made to Welsh Government for an additional allocation from the projected underspend to meet this increase. The decision will lie with the Capital Panel of Welsh Government who will discuss the request at their next meeting on Thursday 19th July 2018. The Local Authority will be notified of the decision of the panel by 23rd July.

Due to the limited timescales, it was not possible for the report to be considered by the Education for Life Scrutiny Committee. As the programme is nearing completion Welsh Government has requested all Local Authorities to identify alternative usage of any projected underspend.

In terms of the annual exercise undertaken each year to identify priority areas for School Capital Investment, it became apparent that Trinity Fields School required significant investment to meet the changing needs of the current and future School population. In the main this has arisen by the increasing complex needs of the pupils being admitted to the School. A number of meetings have already taken place involving officers across the Authority and School based staff which has initially identified areas of priority for spend at the School. Details of which were set out in paragraph 4.8. in the report.

It was explained that the Authority in partnership with the School through Capital Investment has already extended the provision available by providing two additional classrooms. This has allowed the Authority to accommodate the increasing number of pupils requiring specialist educational provision. Cabinet were pleased to note that the improvements to Trinity Fields will align with the further expansion of the School proposed within the 21st Century Band B programme and will also assist the Authority in meeting the requirements of the new Additional Learning Needs (ALN) Reform Bill. In addition, the works identified in paragraph 4.8 will be prioritised according to affordability. The budget that is available for the project will be restricted to a maximum of the confirmed underspend on the Band A programme. Cabinet wholly supported the proposals for the many benefits that can be offered to the increasing complex needs of the pupils being admitted to the School. Compliments were extended to the Head Teacher at Trinity Fields for his hard work and commitment to the School and pupils.

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

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

- (i) the projected underspend on the Band A 21st Century Schools Programme (currently estimated at £940,120) to be used for improvement works at Trinity Fields Special School, be approved;
- (ii) a detailed business case for use of this underspend incorporating full costings, be compiled and submitted to Welsh Government for consideration.

## **7. CORPORATE RISK REGISTER MONITORING (Q1 - 2018/19)**

The report updated Cabinet with the Corporate Risk Register (CRR) in accordance with the Council's Risk Management Strategy, prior to its presentation to the Audit Committee. The report sets out the appropriate arrangements that are in place for the Council's Risk Management processes to be regularly and robustly monitored and scrutinised.

Cabinet were advised that Members have a critical role to play in evaluating the Council's Risk Management arrangements and in particular understanding how the Council identifies, manages and, where possible, mitigates/removes risk. Risk Management is crucial to the effective delivery of Council Services. The role of Cabinet and how the Corporate Risk Register is compiled was discussed.

It was explained that under the Council's Risk Management Strategy, the Corporate Management Team (CMT) monitors the Council's Corporate Risks, and the Audit Committee undertake the role of reviewing and challenging the Risk Register and where relevant, resultant action plans, for the Council's key strategic and Corporate Risks. The Corporate Risk Register is a 'living document' and may change when periodically reviewed and

assessed. New risks introduced, existing risks closed, risk levels change (RAG) (red/amber/green), mitigating actions and progress comments updated. In moving forward, Cabinet will receive six monthly progress reports on the Corporate Risk Register. A summary of the main changes was provided and it was confirmed that no new risks had been identified since the last meeting of Cabinet held on the 14th February 2018.

Clarification was sought in relation to CMT42 – Exit from EU (risk removed). It was explained that elements of EU funding had been moved to the budget linked to the MTFP due to the uncertainty of future EU funding. Concerns were expressed in relation to CMT39 – Fragility of the Social Care Market, in that the Domiciliary Care Framework Report was deferred from the Health Social Care and Wellbeing Scrutiny Committee on the 19th June 2018. In the absence of the Corporate Director for Social Services and Housing, an update was not available as to when the report will be considered once again by the Scrutiny Committee.

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

RESOLVED that for the reasons contained in the Officer's Report, the Corporate Risk Register be endorsed prior to the update being presented to the Audit Committee.

The meeting closed at 2.35pm.

Approved and signed as a correct record subject to any corrections made at the meeting held on 25th July 2018.

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CHAIR

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## CABINET - 25TH JULY 2018

**SUBJECT: SOCIAL WORKER RECRUITMENT AND RETENTION IN CHILDREN'S SERVICES LOCALITY TEAMS**

**REPORT BY: CORPORATE DIRECTOR, SOCIAL SERVICES & HOUSING**

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### 1. PURPOSE OF REPORT

- 1.1 To report the recruitment and retention challenges being faced within Children's Services and the direct correlation with the Council's current salary scales for Social Workers and Senior Practitioners. The report also identifies additional resources required to safely manage the significant increase in workload experienced over the last 12 to 18 months.
- 1.2 To seek Cabinet approval to use service reserves to fund the recruitment of four additional Social Workers (in addition to the two unfilled posts agreed last year) and an Independent Reviewing Officer to meet workload demands.
- 1.3 To apply a market supplement of £3227 to all Social Worker and Senior Practitioner posts in the six Children's Services Locality Teams, which will be reviewed 12 months after implementation and be reported to Cabinet.

### 2. SUMMARY

- 2.1 Cabinet are already aware of the service pressures faced across Children's Services with the increased complexity of difficulties being presented by families, the significant increase of 100 Looked After Children, the resultant projected budget overspend and the relentless demands of increased court proceedings.
- 2.2 Children's Services relies on professionally trained and registered Social workers and Senior Practitioners in order to deliver its statutory function. Ensuring the Council has a high quality workforce is imperative to managing the risks to children, young people and families across the Borough. Over the last 12-18 months, we have been experiencing increasing difficulties in both recruiting and retaining qualified staff in the six frontline Locality Teams across the Division.
- 2.3 Discussions undertaken with staff leaving and potential applicants who do not accept posts confirm that the current level of remuneration is a critical factor. The Council offers the lowest starting salary and a restricted salary scale for their Social Worker posts in comparison with neighbouring Local Authorities with whom we are in direct competition for qualified staff.
- 2.4 This report identifies the additional resources required in response to the workload pressures and considers the possible actions that can be taken to respond to the recruitment and retention crisis that is being experienced.

### 3. LINKS TO STRATEGY

- 3.1 Social Services & Well Being (Wales) Act 2014.

- 3.2 Children's Services Commissioning Strategy 2015-2020.
- 3.3 Well-Being of Future Generations Act (Wales) 2015. The recommended course of action contributes to the following Well-being Goals:
- A resilient Wales
  - A healthier Wales
  - A more equal Wales.

#### **4. THE REPORT**

- 4.1 Frontline Children's Services teams, called Locality Teams in Caerphilly, have historically been areas where recruitment and retention of staff can be challenging
- 4.2 There are 6 Locality Teams covering the following geographical areas across the Borough; Risca, Blackwood, Bargoed, Rhymney, Caerphilly Town East and Caerphilly Town West. These teams provide direct social work support to children, young people and their families across the following key service areas:
- Assessment and care planning
  - Children in need services
  - Children on the Child Protection Register
  - Children Looked After
  - Court proceedings
- 4.3 The Teams are responsible for undertaking assessments on referrals received from the Information, Advice & Assistance (IAA) Service – the front door for Children's Services, developing Care & Support Plans and delivering direct social work support. The key pressure across the Teams relates to court work and Cabinet will recall their support for the request for additional fixed term Social Workers for the Locality and Fostering Teams and an additional Solicitor for the Legal Team that was approved in July 2017.

#### **Recruitment:**

- 4.4 Currently there are 14 full time equivalent vacancies for qualified Social Workers (including the 2 additional posts agreed last year) and Senior Practitioners across the teams with the Rhymney Team currently being worst affected with 4 full time vacancies. Overall the Locality Teams Social Worker vacancy level equates to 23%.
- 4.5 Whilst adverts continue to run, Children's Services has to cover these critical vacancies through the use of Agency staff which can be disruptive to case planning, can result in poor outcomes and inevitably comes at additional cost. This is not a sustainable position.
- 4.6 Comparisons undertaken across neighbouring local authorities confirm that:
- Caerphilly's starting salary for Social Workers and Senior Practitioners is the lowest in the region
  - Newport and Monmouthshire's starting salary for Social Workers and Senior Practitioners is the same as the top of Caerphilly's grade
  - The recruitment of Social Workers across South Wales is highly competitive and Caerphilly's position in the market is no longer strong enough to attract applications.
  - The option to continue to pay salaries at their current level cannot be supported.
- 4.7 It is important to acknowledge that Caerphilly was one of the first Councils to implement Job Evaluation with Newport and Monmouthshire being two of the most recent to complete the task. This may be a factor in the difference in pay scales across the Councils.

- 4.8 Social Worker recruitment is always advertised externally. Over the past two years 25 adverts have been run for Social Workers within the front line Children's Services teams of which, 3 adverts were re-advertised due to low interest and 7 adverts failed to recruit to the post advertised. Response rates have decreased during this time, the average number of applications in 2016/17 was 7 per vacancy and this has dropped to an average of 4 applications per advert in 2017/18. Senior Practitioner posts are promotional and it is important to acknowledge that the majority of appointments are made internally from the existing pool of Social Workers thereby generating Social Worker vacancies.

**Additional workload pressures:**

- 4.9 In July 2017, Cabinet approved the recruitment of two additional fixed term Social Workers to the Locality Teams to support the increased court pressures but we have been unable to recruit to these posts. The salary and fixed term nature of the positions does not make them attractive.
- 4.10 There has been a further significant increase of 105 Looked After Children (LAC) over the last twelve months which equates to the caseloads of at least 4 Social Workers. It is therefore proposed that four more additional posts are required to meet the increased demands and all the posts need to be advertised as permanent. Any potential risk for the Council can be mitigated by the fact that there is a natural turnover of Social Workers and posts can be reduced in the future through vacancy management.
- 4.11 This increase in LAC also equates to a whole time equivalent caseload for an Independent Reviewing Officer (IRO). The IRO role is a statutory role and they are required to independently review the Care & Support plans for children Looked After. They play a critical quality assurance role in ensuring plans accurately reflect the individual needs of each child and ensuring the child's wishes and feelings are taken into account. It is proposed that an additional IRO is recruited at Senior Practitioner grade.

**Training secondments:**

- 4.12 Supporting unqualified staff to undertake training to qualify and register as a Social Worker is a proven way of ensuring vacancies are able to be filled going forward. When recruitment pressures were not as challenging, staff secondments were suspended across the Directorate. It has been agreed that secondments recommence in Children's Services only, utilising Welsh Government grant funding available through Workforce Development. Seconded staff will require study days and placement opportunities to be made available.

**Retention:**

- 4.13 The current level of resignations and vacancies is significant and the turnover rate for the previous two years has been 24% in front line Children's Services teams. Some staff are transferring to posts in Adult Services and Adoption due to the pressure of Children's Services work. A few staff are moving due to promotion. Over half the staff leaving have cited remuneration as the critical factor and when staff can be paid £3k more in another Local Authority for doing the same job it is hard to argue.
- 4.14 The Divisional Management Team are confident that Social Work staff are well supported with good quality managerial supervision and oversight, well managed caseloads (when fully staffed) and a structured and perhaps most importantly, safe framework in which to practice. Anecdotally, we are aware that staff who have left have only recognised this level of support once they left and acknowledge this can be as important as remuneration. However, it is difficult to use this argument when the financial information is so stark.

**Options for consideration:**

- 4.15 As outlined in paragraph 4.7 above, the option to continue as we are has been considered but is not deemed to be a sustainable position. A report was presented to Corporate Management Team who in turn agreed a Task Group consisting of Finance, Human Resources and Social Services should be established to identify options.

4.16 Two options were considered by the Task Group:

1. *Regrade Social Workers to Grade 10 and Senior Practitioners to Grade 11 within the existing Job Evaluation Pay Scales to align Caerphilly with the other Council's in Gwent.*

The Task Group considered this option and concluded that the Council should not re-evaluate the Grade 9-12 posts because of the equal pay claim potential for all other posts in those grades across the whole of the Council.

2. *Introduce a market supplement in recognition of the recruitment difficulties and the workload pressures in Children's Services Locality Teams only.*

The Task Group agreed that a market supplement should be applied to the posts within the Children's Services Locality Teams. This supplement would need to be £3227 to make it competitive with Newport and Monmouthshire. The Group considered whether this should be applied across the Division and/or the Directorate and agreed that the rationale for applying the supplement clearly links to persistent and sustained recruitment difficulties over 18 months in specific teams.

4.17 The Task Group therefore proposed the following:

- The recruitment of four additional Social Workers (in addition to the two unfilled posts agreed last year) and an Independent Reviewing Officer to meet workload demands
- Apply a market supplement of £3227 to all Social Worker and Senior Practitioner posts in the six Children's Services Locality Teams
- All current Locality Team vacancies will initially be ring fenced internally to allow Social Workers in teams that do not attract the supplement the opportunity to apply to transfer into vacancies if they wish to.
- The market supplement will be reviewed 12 months after implementation though it is fully acknowledged that it is unlikely to change.

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

5.1 Social Services contribute to the Well-being Goals and the 5 ways of working in the context of strategy and vision, preventing problems occurring or getting worse and collaborating to meet agreed objectives specifically:

- Corporate planning
- Risk management
- Workforce planning
- Performance management
- Financial planning.

## **6. EQUALITIES IMPLICATIONS**

6.1 Children's Services provides care and support to the most vulnerable children, young people and families in Caerphilly. It is essential that levels of Qualified Social Workers are maintained in order to safeguard and protect these most vulnerable groups and not leave them at risk. However, the Council's EIA process does not need to be applied in this matter.

## **7. FINANCIAL IMPLICATIONS**

7.1 The full year cost of implementing a £3,227 market supplement to the posts within the six Locality Teams will be £264,776. This is based on 7 Social Workers and 3 Senior Practitioners in each of the six teams plus the two additional posts agreed last year and includes employer's National Insurance and Superannuation contributions.

- 7.2 The full year cost of the 4 additional Social Workers (Grade 9 plus the market supplement) and 1 Independent Reviewing Officer (Grade 10 with no market supplement) would be approximately £244k.
- 7.3 It is proposed that the additional cost of £338,666 for the remainder of 2018/19 is funded through the one-off use of Social Services Reserves. The recurring cost for subsequent financial years will need to be incorporated into the budget setting process for 2019/20 in the light of anticipated growth to be allocated to the Directorate of Social Services.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 There are Human Resources implications related to the implementation of these proposals and HR have been fully involved in the process.

## **9. CONSULTATIONS**

- 9.1 The report reflects the views of the consultees.
- 9.2 The Trade Unions, GMB and Unison have both confirmed their full support of the application of the Market Supplement based on the rationale outlined in this report.
- 9.3 Staff briefings within Children's Services have taken place.

## **10. RECOMMENDATIONS**

- 10.1 Cabinet is asked to note the content of this report.
- 10.2 Cabinet is asked to approve the use of Social Services Reserves in the sum of £338,666 to fund the following proposals for the remainder of 2018/19: -
- a) The recruitment of four additional Social Workers (in addition to the two unfilled posts agreed last year) and an Independent Reviewing Officer to meet workload demands.
  - b) The application of a market supplement of £3,227 to all Social Worker and Senior Practitioner posts in the six Children's Services Locality Teams, which will be reviewed 12 months after implementation with a further report being presented to Cabinet at that time.

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

- 11.1 To ensure Cabinet is fully aware of the staffing pressures being experienced in Children's Services and the associated financial implications of these pressures.
- 11.2 For Cabinet to provide support to Children's Services to assist in combating the challenges being faced.

## **12. STATUTORY POWER**

- 12.1 Social Services and Well Being (Wales) Act 2014.

Authors: Gareth Jenkins, Assistant Director – Children’s Services  
Consultees: Cllr Carl Cuss, Cabinet Member  
Dave Street, Corporate Director – Social Services  
Lynne Donovan – Head of Human Resources  
Nicole Scammell – Section 151 Officer  
Stephen Harris – Interim Head of Corporate Finance  
Social Services Senior Management Team – Dave Street, Jo Williams, Shaun  
Cozens, Mike Jones and Shaun Watkins  
Corporate Management Team – Christina Harray, Dave Street, Mark Williams and  
Richard Edmunds  
Children’s Services Divisional Management Team – Nicola Barrett, Carol Davies,  
Janine Edwards, Dave Thomas, Michaela Rogers and Steph Williams  
Bethan Manners Principal Solicitor Litigation and Welfare  
Anwen Cullinane – Senior Policy Officer (Equalities and Welsh Language)  
Lisa Lane – Interim Monitoring Officer  
GMB and Unison Trade Unions

Background Papers:  
Report to Cabinet 19<sup>th</sup> July 2017 – Request for Additional Resources in Response to Increased  
Demand within Children’s Services.



## CABINET - 25TH JULY 2018

**SUBJECT: PROPOSAL TO INCREASE HACKNEY CARRIAGE FARE TARIFFS**

**REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES**

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- 1.1 The attached report, which was considered by the Taxi and General Committee on 21st June 2018, set out proposals for an increase in the hackney carriage fare tariff, ahead of their presentation to Cabinet for approval.
  - 1.2 The Committee were advised of requests received from the Caerphilly County Borough Taxi Drivers Association (CCBTDA) and two Hackney Carriage Vehicle Proprietors for the current hackney carriage fare tariff to be increased. As the current tariff has been in place since 2010, this should be reviewed in line with the current economic climate. The report therefore outlined the details of the requests and how the increase could be achieved.
  - 1.3 Members were referred to the information contained in the report and its appendices, including the current tariff, the Council's position within the National Fare Table, a comparison of the two mile tariff across Wales, a comparison of each proposal as suggested by the trade and Licensing Authority demonstrating the prospective fares based on 1 to 5 mile journeys, details of the proposals made by the trade, a draft new tariff based on the most popular proposal, and the Council's Equality Impact Assessment. Members were also given the opportunity to view a letter from the Licensing Department to the trade in respect of the proposals (which was referred to in the report in respect of Appendix D but omitted from the agenda pack).
  - 1.4 Officers outlined the consultation undertaken in respect of the proposals and the resultant responses and level of support for each proposal, as set out in Section 4.6 of the report. Proposal 1 consisted of identical suggestions made by the taxi association and one proprietor, whilst Proposals 2 and 3 were submitted by another licensee.
  - 1.5 It was noted that the Licensing Department had suggested its own proposal (Proposal 4) as part of the tariff increase exercise, which was supported by the majority of respondents (46 out of 97 respondents which equated to 47.4% of the responses). This would see a tariff increase to fares of between 4%-13%, depending on the relevant tariff period. Members were also asked to note the proposal to amend the range for times of operation relating to Tariffs 1 and Tariff 2 (from 6am and midnight and midnight to 6am respectively, to be amended to 7am to 7pm and 7pm to 7am respectively)
  - 1.6 Members were therefore asked to consider the proposals and recommend a preferred option to Cabinet. It was explained that following ratification by Cabinet, and if no objections are received following advertisement in the press for a 14-day period, the fare tariff shall come into effect immediately. If any objections are received then Cabinet will receive a further report to consider these and to approve the fare tariff with or without modification and the date upon this should come into effect.
  - 1.7 A representative of the CCBTDA and a local taxi proprietor also addressed the Committee regarding the proposals. They spoke of the need to increase fare tariffs in order to meet

their increasing operation costs and provide a reasonable wage for drivers, to create parity with tariffs across other local authorities, and also to level the disparity between their tariffs and the prices charged by competitor transport companies. One speaker also queried the accuracy of the response levels and suggested that some responses had been collectively submitted at a meeting of the CCBTDA on behalf of several drivers and therefore the true percentage of support for some of the proposals could be much higher.

- 1.8 During the course of the ensuing debate, Officers responded to Members' concerns regarding the accuracy of the response levels against each proposal, by providing clarification on the consultation process and the recording process for responses. Discussion took place regarding the number of taxi drivers across the county borough, the number of responses received, and the number of drivers who have membership of the CCBTDA. It was emphasised to the Committee that every licensed driver in the county borough had been consulted on the proposals.
- 1.9 Members discussed whether it might be beneficial to defer the matter in order to seek clarification on the response levels to the consultation and ascertain whether all responses had been received by the Authority and not solely made to the taxi association. Officers outlined the options available to the Committee in this regard but highlighted the need for a recommendation to be made to Cabinet in the near future, given the current economic climate and the fact that there had been no increase to fares since 2010.
- 1.10 Following consideration of the report, and having moved and seconded Proposal 4, an amendment was moved and seconded in that Proposal 1 as set out in the report be recommended as the preferred option to Cabinet. By a show of hands (and in noting that there were 5 for and 5 against with 3 abstentions) and with the casting vote of the Chair, the amendment was declared lost.
- 1.11 The Taxi and General Committee then took the substantive motion and by a show of hands (and in noting there were 5 for with 4 against and 4 abstentions) it was recommended to Cabinet that:-
  - (i) Proposal 4 in respect of an increase to the hackney carriage fare tariff as set in the report and Appendix F be approved, to enable the proposal to be advertised in the press for a 14-day period;
  - (ii) it be noted that following the consultation period if no objections are received, the fare tariff shall come into effect immediately. If any objections are received then Cabinet will receive a further report to consider these and to approve the fare tariff with or without modification and the date upon this should come into effect.
- 1.12 Cabinet are asked to consider the above recommendations.

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

Appendix Report to the Taxi and General Committee on 21st June 2018





## TAXI AND GENERAL COMMITTEE – 21ST JUNE 2018

**SUBJECT: PROPOSAL TO INCREASE HACKNEY CARRIAGE FARE TARIFFS**

**REPORT BY: INTERIM CORPORATE DIRECTOR COMMUNITIES**

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### 1. PURPOSE OF REPORT

- 1.1 That the Taxi and General Committee consider the proposals set out in the report with a view to recommending to Cabinet an increase in the hackney carriage fare tariff, in light of requests received from members of the taxi trade.

### 2. SUMMARY

- 2.1 Requests have been received from the Caerphilly County Borough Taxi Drivers Association (CCBTDA) and two Hackney Carriage Vehicle Proprietors for the current hackney carriage fare tariff to be increased. The current tariff has been in place since 2010 and should be reviewed in line with the current economic climate. This report outlines the details of the requests and the method by which this can be achieved.

### 3. LINKS TO STRATEGY

- 3.1 The review of the Hackney Carriage Fare Tariff contributes to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015:
- A prosperous Wales
  - A resilient Wales
  - A more equal Wales

### 4. THE REPORT

- 4.1 In accordance with Section 65 of the Local Government (Miscellaneous Provisions) Act 1976, a local authority may fix and vary the rates or fares within their district and all other charges in connection with the hire of a hackney carriage. However, prior to bringing into force any changes, the authority must publicise its proposals in the local press for a period of fourteen days to allow for any objections.
- 4.2 The current tariff was introduced in August 2010 following requests for an increase from members of the taxi trade due to increasing fuel costs at that time. The trade were consulted on the need for a review in 2014 but there was insufficient support at that time for any increase or amendment. A copy of the current tariff is attached as **Appendix A**.
- 4.3 Officers have noted the tariffs that apply in neighbouring authorities and information contained within "The Private Hire and Taxi Monthly" magazine, which publishes "league tables" showing fare tariffs throughout England and Wales. Recent comparisons show that based upon a two mile journey, the current national average fare is £5.83, the all-Wales average is £5.22 and the regional average in Gwent is £5.04. This Authority's two mile tariff equates to

£4.80. Caerphilly CBC currently sits at 338 out of 370 local authorities in National Fare Tables. A copy of this table is attached as **Appendix B**. Comparison of the two mile tariff across Wales is attached as **Appendix C**. Since 2010, there has been an increase in the cost of fuel of 3.72%. The latest figures for CPI Consumer Price Index are 2.3%.

- 4.4 Caerphilly County Borough Taxi Drivers Association (CCBTDA) and two Hackney Carriage Vehicle Proprietors submitted requests for the current hackney carriage fare tariff to be increased. One of the licensees' proposal was identical to the taxi association, whilst another licensee submitted two separate proposals. Proposals for an increase were circulated to all 482 licensed drivers and proprietors of hackney carriages in the borough who were invited to comment on the proposals or make additional suggestions. A copy of the letter, the details of each proposal demonstrating the prospective fares based on 1 to 5 mile journeys and a response form sent to the trade are attached for information as **Appendix D**. The proposals submitted by the trade are attached as **Appendix E**.
- 4.5 Members will note that the Licensing service suggested its own proposal (Proposal 4) as part of the tariff increase exercise. This was suggested in acknowledgement that an increase in the tariff was overdue, given the last increase in 2010 and the valuable role that taxi and private hire vehicles undertake in respect of transport provision in the borough. However relevant consideration must be given to fare paying passengers as it would be perhaps unrealistic to expect members of the public to support the cost of a 20-30% increase in a two mile fare as suggested in two of the trade proposals, in one tariff increase.
- 4.6 The consultation ended on the 27th April 2018. In total there were a total of 97 responses the breakdown of which are detailed below with the majority supporting proposal 4.-

| <b>Proposal</b> | <b>No of Responses</b> | <b>Percentage in favour</b> |
|-----------------|------------------------|-----------------------------|
| 1               | 15                     | 15.5%                       |
| 2               | 5                      | 5.2%                        |
| 3               | 1                      | 1.0%                        |
| 4               | 46                     | 47.4%                       |
| No Increase     | 8                      | 8.2%                        |
| Unclear         | 2                      | 2.1%                        |

- 4.7 Members are asked to consider the proposals set out in this report and to recommend a preferred proposal to Cabinet. In addition to the recommendation from this Committee Cabinet will be asked to note that following the consultation period if no objections are received, the fare tariff shall come into effect immediately. If any objections are received then Cabinet will receive a further report to consider these and to approve the fare tariff with or without modification and the date upon this should come into effect.
- 4.8 Members will see that the majority of respondees were in support of proposal 4. If approved this would result in the following: -
- Tariff 1 – An increase of 40p for the first mile and 20p for each subsequent mile.
  - Tariff 2 – An increase of 40p for the first mile and 20p for each subsequent mile.
  - Tariff 3 – An increase of 40p for the first mile and 60p for each subsequent mile.
  - Tariff 4 – An increase of 40p for the first mile and 40p for each subsequent mile.
  - Tariff 5 – An increase of 40p for the first mile and 60p for each subsequent mile.

A copy of the proposed new tariff (proposal 4) is attached for Member information as **Appendix F**.

Members will note that it is also proposed to amend the times of operation relating to the fares from 6am to midnight and midnight to 6am to 7am to 7pm and 7pm to 7am.

This provides the trade with the opportunity of increased income with Tariff 2 commencing at 7pm as opposed to midnight. It is believed that such a move would not disadvantage daytime taxi users, whilst those seeking to enjoy the night time economy would be charged at tariff 2 rates from 7pm and not midnight. A number of respondees suggested that the change of tariff should be 6am-6pm, however it is believed that this could have a detrimental impact upon the number of passenger who use taxis to get to and from work.

Comparisons with national, regional and neighbouring authorities, as stated earlier in the report, suggest that an increase in the tariff is overdue. Caerphilly CBC would move to 258 in the National Fare tables if the proposals above were agreed. If a new tariff is introduced meters in hackney carriages will require re calibrating. It is also noted that 8 respondees were not in favour of any tariff increase, preferring to remain with the current tariff. One respondent made reference to a loss of custom should there be a tariff increase. Another stated that he believed that customers are currently paying too much. These licensees will have the ability to continue to offer a lower tariff should they choose.

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

- 5.1 This report and associated proposals contributes to the Well-being Goals as set out in Links to Strategy above. They are consistent with the five ways of working as defined within the sustainable development principle in the Act. There is an emphasis on prevention and public protection as the tariff setting process establishes a maximum standard charge applicable to all hackney carriages. There is also involvement particularly through the consultation process for the trade to submit proposed amendments to the tariff.

## **6. EQUALITIES IMPLICATIONS**

- 6.1 An EIA screening has been completed in accordance with the Council's Strategic Equality Plan and supplementary guidance and some potential negative impact has been identified affecting one or more of the target groups. A full EIA has been carried out and the summary and recommendations are included below. The completed EIA is attached as **Appendix G**.
- 6.2 Increasing the tariff of fares will impact on the travelling public and in particular on those groups that use Hackney carriages more often as detailed in the EIA. The increase is believed to be moderate and if implemented Tariff 2 will not apply until 7pm thus not impacting on day time travel. The taxi trade also have to earn a living and the current tariff is below the regional and national average and has not increased since 2010. Running costs have increased since that time and so in summary the conclusion is that the tariff should be amended and that an increase is overdue. The EIA will be updated after the formal consultation exercise.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 There are no financial implications except for the advertising costs in publishing details of the proposals for which a budget already exists.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 None.

## **9. CONSULTATIONS**

- 9.1 Responses to consultation with the trade are reflected in 4.4 to 4.6 above.
- 9.2 This report has been sent to the Consultees listed below and all comments received are reflected in this report.

## **10. RECOMMENDATIONS**

- 10.1 Members consider the proposals on the amendments to the hackney carriage fare tariff, and make recommendations to Cabinet to approve them, to enable them to be advertised in the press for a 14-day period.

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

- 11.1 To bring into force amendments to the hackney carriage vehicle fare tariff following consultation with representatives of the trade. This is an Executive function.

## **12. STATUTORY POWER**

- 12.1 Local Government (Miscellaneous Provisions) Act 1976.

Author: Lee Morgan, Licensing Manager.  
Consultees: Cllr Denver Preece Chair, Licensing Committee  
Cllr Julian Simmonds, Vice Chair, Licensing Committee  
Cllr Eluned Stenner, Cabinet Member for Environment and Public Protection  
Mark S. Williams, Interim Corporate Director Communities  
Robert Hartshorn, Head of Policy and Public Protection  
Jacqui Morgan, Trading Standards, Licensing and Registrars Manager  
Lisa Lane, Interim Monitoring Officer  
Mike Eedy, Finance Manager  
James Williams, Senior Solicitor, Legal Services  
Anwen Cullinane, Senior Policy Officer (Equalities and Welsh Language)  
Shaun Watkins, HR Manager  
Huw Morgan, Team Leader Integrated Transport  
Ruth Evans, Senior Transport Officer

### Appendices:

Appendix A - Current Hackney Carriage Fare Tariff  
Appendix B - Private Hire Monthly National Table of Fares  
Appendix C - 2 mile Tariff Comparison across Wales  
Appendix D - Letter to the trade and details of each proposal with 5 mile comparison  
Appendix E - Trade Proposals  
Appendix F - Tariff for Proposal 4  
Appendix G - Equality Impact Assessment

**CAERPHELLY COUNTY BOROUGH COUNCIL  
CYNGOR BWRDEISTREF SIROL CAERFFILI  
FARES FOR HACKNEY CARRIAGES**

**TARIFF 1** (1-4 passengers for hiring begun between 6.00 am & midnight)

|  |       |
|--|-------|
| For the first mile or part thereof                               | £3.00 |
| For each subsequent 1/18 <sup>th</sup> of a mile or part thereof | 10p   |

**TARIFF 2** (1-4 passengers for hiring begun between midnight & 6.00 am)

|  |       |
|--|-------|
| For the first mile or part thereof                               | £3.50 |
| For each subsequent 1/20 <sup>th</sup> of a mile or part thereof | 10p   |

**TARIFF 3** (1-4 passengers for hiring on Bank & Public Holidays and 5-8 passengers for hiring at all times)

|  |       |
|--|-------|
| For the first mile or part thereof.                              | £4.50 |
| For each subsequent 1/18 <sup>th</sup> of a mile or part thereof | 15p   |

**TARIFF 4** (1-4 passengers for hiring between 6.00 pm Christmas Eve and 6.00 am on 27<sup>th</sup> December and between 6.00 pm New Years Eve and 6.00 am on 2<sup>nd</sup> January only)

|  |       |
|--|-------|
| For the first mile or part thereof                               | £6.00 |
| For each subsequent 1/18 <sup>th</sup> of a mile or part thereof | 20p   |

**TARIFF 5** (5-8 passengers for hiring between 6.00 pm Christmas Eve and 6.00 am on 27<sup>th</sup> December and between 6.00 pm New Years Eve and 6.00 am on 2<sup>nd</sup> January only)

|  |       |
|--|-------|
| For the first mile or part thereof                               | £9.00 |
| For each subsequent 1/18 <sup>th</sup> of a mile or part thereof | 30p   |

**WAITING TIME** (Incorporated in each of the above Tariffs)

|   |     |
|---|-----|
| For each period of 30 seconds or uncompleted part thereof | 10p |
|---|-----|

**EXTRA CHARGES**

N/A incorporated in Tariffs 3 & 5

|   |          |
|---|----------|
| Animals carried at the driver's discretion (except guide, hearing & other assistance dogs which will be carried free of charge) | 50p each |
|---|----------|

|  |         |
|--|---------|
| Contamination fee for fouling of the vehicle | £150.00 |
|--|---------|

**JOURNEYS OUTSIDE CAERPHELLY COUNTY BOROUGH**

Fares for journeys ending outside the area of the Caerphilly County Borough and in respect of which no fare or rate of fare was agreed before the hiring was effected, must not exceed the authorised fare scale as shown above

Dated this 12<sup>th</sup> day of August 2010

MR. R. HARTSHORN

Head of Public Protection



# The Bryan Roland Memorial NATIONAL FARES TABLES MAY 2018

| TABLE COLOUR CODE |
|-------------------|
| RISE IN 2018      |
| RISE IN 2017      |
| RISE IN 2016      |
| RISE IN 2015      |
| RISE IN 2014      |
| RISE IN 2013      |
| RISE IN 2012      |
| RISE IN 2011      |
| RISE IN 2010      |
| RISE IN 2009      |
| RISE IN 2008      |
| RISE IN 2007      |
| RISE IN 2006      |
| FARE REDUCED      |
| NO SET FARE       |

## APPENDIX B

| POSITION | TARIFF ONE COUNCIL | TWO MILE FARE | POSITION | TARIFF ONE COUNCIL         | TWO MILE FARE | POSITION | TARIFF ONE COUNCIL | TWO MILE FARE | POSITION | TARIFF ONE COUNCIL | TWO MILE FARE | POSITION | TARIFF ONE COUNCIL | TWO MILE FARE | POSITION | TARIFF ONE COUNCIL | TWO MILE FARE | POSITION | TARIFF ONE COUNCIL | TWO MILE FARE | POSITION | TARIFF ONE COUNCIL | TWO MILE FARE | POSITION | TARIFF ONE COUNCIL | TWO MILE FARE | POSITION | TARIFF ONE COUNCIL | TWO MILE FARE |     |           |       |   |               |       |    |           |       |     |                 |       |     |            |       |     |         |       |     |                   |       |   |         |       |    |           |       |     |             |       |     |           |       |     |                    |       |     |          |       |   |                |       |    |        |       |     |         |       |     |               |       |     |                           |       |     |  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| 1        | LONDON (HEATHROW)  | £10.60        | 66       | BATH & NORTH EAST SOMERSET | £6.40         | 131      | BRACKNELL FOREST   | £6.00         | 196      | EASTBOURNE         | £5.70         | 261      | DONCASTER          | £3.40         | 326      | SOUTH NORTHANTS    | £3.00         | 1        | LONDON (HEATHROW)  | £10.60        | 67       | CREWE & NANTWICH   | £6.40         | 132      | CANTERBURY         | £6.00         | 197      | ISLE OF WIGHT      | £5.70         | 262 | DUNBARTON | £3.40 | 2 | LUTON AIRPORT | £9.20 | 68 | GRAVESEND | £3.40 | 133 | CARMARTHENSHIRE | £6.00 | 198 | MANCHESTER | £5.70 | 263 | FAREHAM | £3.40 | 327 | STOKE-ON-TRENT UA | £4.95 | 3 | WATFORD | £8.40 | 69 | GUILDFORD | £6.40 | 134 | CARLE PLACE | £6.00 | 199 | MID DEVON | £5.70 | 264 | KINGSTON-UPON-HULL | £3.40 | 328 | BRIDGEND | £4.90 | 4 | ERSFOM & EWELL | £7.80 | 70 | HARLOW | £6.40 | 135 | CHESTER | £6.00 | 200 | MONMOUTHSHIRE | £5.70 | 265 | KINGS LYNN & WEST NORFOLK | £3.40 | 329 | CORLEY | £4.90 | 5 | LONDON | £7.80 | 71 | LEEDS | £6.40 | 136 | DOVER | £6.00 | 201 | NORTH SOMERSET | £5.70 | 266 | LIVERPOOL | £3.40 | 330 | COBY | £4.90 | 6 | CARRICK | £7.30 | 72 | MALVERN HILLS | £6.40 | 137 | EAST HAMPSHIRE | £6.00 | 202 | RYEDALE | £5.70 | 267 | BACLESFIELD | £3.40 | 331 | FLINTSHIRE | £4.90 | 7 | READING | £7.20 | 73 | NORTH HERTS | £6.40 | 138 | EAST LINDSEY | £6.00 | 203 | STIRLING | £5.70 | 268 | MID SUFFOLK | £3.40 | 332 | ROSENDALE | £4.90 | 8 | DAFFORD | £7.00 | 74 | OXFORD | £6.40 | 139 | GLOUCESTER | £6.00 | 204 | WELWYN HATFIELD | £5.70 | 269 | NEWARK & SHERWOOD | £3.40 | 333 | TELFORD & WREKIN | £4.90 | 9 | HERTSMERE | £7.00 | 75 | PURBECK | £6.40 | 140 | GREAT YARMOUTH | £6.00 | 205 | VALE OF GLAMORGAN | £5.65 | 270 | PEMROKESHIRE | £3.40 | 334 | WELLINGBOROUGH | £4.90 | 10 | JERSEY | £7.00 | 76 | SOUTH CAMBRIDGE | £6.40 | 141 | IPSWICH | £6.00 | 206 | BRECKLAND | £3.40 | 271 | PETH & KINROSS | £3.40 | 335 | REDITCH | £4.88 | 11 | KENNETT (see Wokingham (East Zone)) | £7.00 | 77 | STEVENAGE | £6.40 | 142 | KETERING | £6.00 | 207 | BROXBORNE | £3.40 | 272 | POWYS | £3.40 | 336 | WESTERN ISLES | £4.85 | 12 | MID SUSSEX | £7.00 | 78 | STEVENAGE | £6.40 | 143 | LUTON | £6.00 | 208 | CALDERDALE | £3.60 | 273 | ROTHERHAM | £3.40 | 337 | ASHFIELD | £4.80 | 13 | NORTH WILTSHIRE | £7.00 | 79 | SURREY HEATH | £6.40 | 144 | MILTON KEYNES | £6.00 | 209 | DENBIGHSHIRE | £3.60 | 274 | SUNDERLAND | £3.40 | 338 | CAERPHILLY | £4.80 | 14 | SALISBURY | £7.00 | 80 | WOKING | £6.40 | 145 | NORTH DORSET | £6.00 | 210 | EDINBURGH | £3.60 | 275 | TANDBRIDGE | £3.40 | 339 | DERBYSHIREDALES | £4.80 | 15 | STROUD | £7.00 | 81 | WOKINGHAM | £6.40 | 146 | PLYMOUTH | £6.00 | 211 | FOREST HEATH | £3.60 | 276 | THAME | £3.40 | 340 | HAMILTON | £4.80 | 16 | TONBRIDGE & MALLING | £7.00 | 82 | TOBBAY | £6.39 | 147 | PRESTON | £6.00 | 212 | GOSPORT | £3.60 | 277 | WYGHAMTON | £3.40 | 341 | MANSHIELD | £4.80 | 17 | TONBRIDGE WELLS | £7.00 | 83 | COUNTRY OF HEREFORD | £6.30 | 148 | SCARBOROUGH | £6.00 | 213 | HINCKLEY & BOSWORTH | £3.60 | 278 | BRADFORD | £3.40 | 342 | NORTH AYSHIRE | £4.80 | 18 | WEST WILTSHIRE | £7.00 | 84 | COVENTRY | £6.30 | 149 | SLOUGH | £6.00 | 214 | NEWPORT | £3.60 | 279 | COTSWOLD | £3.35 | 343 | ROCHDALE | £4.80 | 19 | VALE OF WHITE HORSE | £6.90 | 85 | DACORUM | £6.30 | 150 | SOUTH HAMPS | £6.00 | 215 | NORTH EAST LINCOLNSHIRE | £5.60 | 344 | RUTHERGLEN | £4.80 | 20 | WEALDON | £6.90 | 86 | EAST DEVON | £6.30 | 151 | TAINESIDE | £6.00 | 216 | NORTH KESTEVEN | £3.60 | 345 | TORFAEN | £4.80 | 21 | ADUR | £6.80 | 87 | ISLE OF MAN | £6.30 | 152 | TEST VALLEY | £6.00 | 217 | NORTH TYNESIDE | £3.60 | 346 | BERKSWICK ON TWEED | £4.70 | 22 | BRIGHTON & HOVE | £6.80 | 88 | LEWES | £6.30 | 153 | THREE RIVERS | £6.00 | 218 | NORTH WEST LICESTER | £3.60 | 347 | BLACKBURN | £4.70 | 23 | CARDON | £6.80 | 89 | PENWITH | £6.30 | 154 | THURROCK | £6.00 | 219 | NOTTINGHAM | £3.60 | 348 | FALKIRK | £4.70 | 24 | CHELTENHAM | £6.80 | 90 | SWALE | £6.30 | 155 | WARWICK | £6.00 | 220 | PORTSMOUTH UA | £3.60 | 349 | HYNDEN | £4.70 | 25 | CHRISTCHURCH | £6.80 | 91 | FOREST OF DEAN | £6.27 | 156 | WEST DORSET | £6.00 | 221 | ORKNEY | £3.60 | 350 | WEST LANCAHIRE | £4.70 | 26 | COLCHESTER | £6.80 | 92 | MIDLOTHIAN | £6.22 | 157 | WEST LINDESEY | £6.00 | 222 | RENFREWSHIRE | £3.60 | 351 | BOLSOVER | £4.60 | 27 | EAST LOTHIAN | £6.80 | 93 | ARGYLL & BUTE | £6.20 | 158 | DARLINGTON | £3.95 | 223 | RUSHCLIFFE | £3.60 | 352 | ST HELENS | £4.60 | 28 | HART | £6.80 | 94 | BIRMINGHAM | £6.20 | 159 | TENDRING | £3.95 | 224 | SANDWELL | £3.60 | 353 | WAKFIELD | £4.60 | 29 | NORTH CORNWALL | £6.80 | 95 | BRANTREE | £6.20 | 160 | BABERGH | £3.90 | 354 | BURNLEY | £4.60 | 30 | POOLE | £6.80 | 96 | BRISTOL, CITY OF UA | £6.20 | 161 | BASSETLAW | £3.90 | 355 | KNOWSLEY | £4.50 | 31 | WEST BERKSHIRE | £6.80 | 97 | CHICHESTER | £6.20 | 162 | DUDLEY | £3.90 | 356 | MERTHYR TYDFIL | £4.50 | 32 | KERRIER | £6.75 | 98 | DERBY | £6.20 | 163 | DURHAM COUNTY COUNCIL | £3.90 | 357 | REDCAR & CLEVELAND | £4.50 | 33 | NUWEATON & BEDWORTH | £6.75 | 99 | HORSHAM | £6.20 | 164 | SOUTH AVONSHIRE | £3.90 | 358 | STOCKTON ON TEES | £4.50 | 34 | SEVENOAKS | £6.74 | 100 | LINCOLN | £6.20 | 165 | WALSALL | £3.90 | 359 | OADBY & WIGSTON | £4.40 | 35 | CHELMSFORD | £6.74 | 101 | MENDIP | £6.20 | 166 | TEWKSBURY | £3.85 | 360 | PENDE | £4.40 | 36 | EASTLEIGH | £6.70 | 102 | NORTHAMPTON | £6.20 | 167 | BASILDON | £3.80 | 361 | AYLESBURY VALE | £4.30 | 37 | ROTHER | £6.70 | 103 | ROCHFORD | £6.20 | 168 | BLACKPOOL | £3.80 | 362 | BLAENAU GWENT | £4.30 | 38 | SWINDON | £6.70 | 104 | RUNNYMEDE | £6.20 | 169 | BROMSGROVE | £3.80 | 363 | MIDDLESBROUGH | £4.30 | 39 | WELMOUTH & PORTLAND | £6.70 | 105 | SEDGWODE | £6.20 | 170 | CARLISLE | £3.80 | 364 | NEWCASTLE-UNDER-LYME | £4.30 | 40 | BOURNEMOUTH | £6.68 | 106 | SHEFFIELD | £6.20 | 171 | CLACKMANNAN | £3.80 | 365 | HARTLEPOOL | £4.10 | 41 | HARBOROUGH | £6.62 | 107 | SHEPWAY | £6.20 | 172 | EAST HERTS | £3.80 | 366 | SOUTH KESTEVEN | £3.90 | 42 | TORRIDGE | £6.62 | 108 | SOLIHULL | £6.20 | 173 | FYLDE | £3.80 | 367 | MALDON | £3.90 | 43 | ARUN | £6.60 | 109 | SOUTHAMPTON | £6.20 | 174 | GLASGOW | £3.80 | 368 | RUTLAND | £3.90 | 44 | BASINGSTOKE & DEANE | £6.60 | 110 | SOUTHEND ON SEA | £6.20 | 175 | HAVANT | £3.80 | 369 | SOUTH DEVONSHIRE | £3.90 | 45 | BRENTWOOD | £6.60 | 111 | SPELLTHORPE | £6.20 | 176 | HIGHLANDS | £3.80 | 46 | CRAWLEY | £6.60 | 112 | ST ALBANS | £6.20 | 177 | LEICESTER | £3.80 | 47 | EAST DORSET | £6.60 | 113 | STRATFORD ON AVON | £6.20 | 178 | NEWCASTLE-UPON-TYNE | £3.80 | 48 | EKETER | £6.60 | 114 | TAUNTON DEANE | £6.20 | 179 | NORTH LINCOLNSHIRE | £3.80 | 49 | FIFE | £6.60 | 115 | TEIGNBRIDGE | £6.20 | 180 | RIEGATE & BANSTEAD | £3.80 | 50 | GUERNESEY | £6.60 | 116 | WAVERLEY | £6.20 | 181 | RUGBY | £3.80 | 51 | HIGH PEAK | £6.60 | 117 | WEST OXFORD | £6.20 | 182 | SELBY | £3.80 | 52 | MEDWAY | £6.60 | 118 | WINCHESTER | £6.20 | 183 | SOUTH RIBBLE | £3.80 | 53 | NORWICH | £6.60 | 119 | CENTRAL BEDFORDSHIRE | £6.13 | 184 | STOCKPORT | £3.80 | 54 | SOUTH GLOUCESTER | £6.60 | 120 | CARDIFF | £6.10 | 185 | TRAFALD | £3.80 | 55 | WAVENEY | £6.60 | 121 | ELMBRIDGE | £6.10 | 186 | UTTLESFORD | £3.80 | 56 | YORK | £6.60 | 122 | HASTINGS | £6.10 | 187 | WEST SOMERSET | £3.80 | 57 | NORTH DEVON | £6.55 | 123 | NEW FOREST | £6.10 | 188 | WINDSOR & MAIDENHEAD | £3.80 | 58 | CAMBRIDGE CITY | £6.50 | 124 | NORTH WARWICK | £6.10 | 189 | WORCESTER | £3.80 | 59 | MAIDSTONE | £6.50 | 125 | RUSHMORE | £6.10 | 190 | YMS MON | £3.80 | 60 | MOLE VALLEY | £6.50 | 126 | TAMWORTH | £6.10 | 191 | CHESTERFIELD | £3.75 | 61 | SOUTH SOMERSET | £6.50 | 127 | CHARNWOOD | £6.05 | 192 | EAST AYRSHIRE | £3.75 | 62 | WORTHING | £6.50 | 128 | SHELLAND ISLES | £6.05 | 193 | SCOTTISH BORDERS | £3.75 | 63 | RESTORIEL | £6.45 | 129 | ABERDEENSHIRE | £6.00 | 194 | WYCOMBE | £3.75 | 64 | HARROGATE | £6.43 | 130 | BOSTON | £6.00 | 195 | EAST KILBRIDE | £3.70 | 65 | ASHFORD | £6.40 | 131 | CANTERBURY | £6.00 | 196 | ISLE OF WIGHT | £5.70 | 261 | DONCASTER | £3.40 | 326 | SOUTH NORTHANTS | £3.00 | 66 | BATH & NORTH EAST SOMERSET | £6.40 | 132 | CANTERBURY | £6.00 | 197 | ISLE OF WIGHT | £5.70 | 262 | DUNBARTON | £3.40 | 327 | STOKE-ON-TRENT UA | £4.95 | 67 | CREWE & NANTWICH | £6.40 | 133 | CARMARTHENSHIRE | £6.00 | 198 | MANCHESTER | £5.70 | 263 | FAREHAM | £3.40 | 328 | BRIDGEND | £4.90 | 68 | GRAVESEND | £3.40 | 134 | CARLE PLACE | £6.00 | 199 | MID DEVON | £5.70 | 264 | KINGSTON-UPON-HULL | £3.40 | 329 | CORLEY | £4.90 | 69 | GUILDFORD | £6.40 | 135 | CHESTER | £6.00 | 200 | MONMOUTHSHIRE | £5.70 | 265 | KINGS LYNN & WEST NORFOLK | £3.40 | 330 | COBY | £4.90 | 70 | HARLOW | £6.40 | 136 | DOVER | £6.00 | 201 | NORTH SOMERSET | £5.70 | 266 | LIVERPOOL | £3.40 | 331 | FLINTSHIRE | £4.90 | 71 | LEEDS | £6.40 | 137 | EAST HAMPSHIRE | £6.00 | 202 | RYEDALE | £5.70 | 267 | BACLESFIELD | £3.40 | 332 | ROSENDALE | £4.90 | 72 | MALVERN HILLS | £6.40 | 138 | EAST LINDSEY | £6.00 | 203 | STIRLING | £5.70 | 268 | MID SUFFOLK | £3.40 | 333 | TELFORD & WREKIN | £4.90 | 73 | NORTH HERTS | £6.40 | 139 | GLOUCESTER | £6.00 | 204 | WELWYN HATFIELD | £5.70 | 269 | NEWARK & SHERWOOD | £3.40 | 334 | WELLINGBOROUGH | £4.90 | 74 | OXFORD | £6.40 | 140 | GREAT YARMOUTH | £6.00 | 205 | VALE OF GLAMORGAN | £5.65 | 270 | PEMROKESHIRE | £3.40 | 335 | REDITCH | £4.88 | 75 | PURBECK | £6.40 | 141 | IPSWICH | £6.00 | 206 | BRECKLAND | £3.40 | 271 | PETH & KINROSS | £3.40 | 336 | WESTERN ISLES | £4.85 | 76 | SOUTH CAMBRIDGE | £6.40 | 142 | KETERING | £6.00 | 207 | BROXBORNE | £3.40 | 272 | POWYS | £3.40 | 337 | ASHFIELD | £4.80 | 77 | STEVENAGE | £6.40 | 143 | LUTON | £6.00 | 208 | CALDERDALE | £3.60 | 273 | ROTHERHAM | £3.40 | 338 | CAERPHILLY | £4.80 | 78 | SURREY HEATH | £6.40 | 144 | MILTON KEYNES | £6.00 | 209 | DENBIGHSHIRE | £3.60 | 274 | SUNDERLAND | £3.40 | 339 | DERBYSHIREDALES | £4.80 | 79 | WOKING | £6.40 | 145 | NORTH DORSET | £6.00 | 210 | EDINBURGH | £3.60 | 275 | TANDBRIDGE | £3.40 | 340 | HAMILTON | £4.80 | 80 | WOKINGHAM | £6.40 | 146 | PLYMOUTH | £6.00 | 211 | FOREST HEATH | £3.60 | 276 | THAME | £3.40 | 341 | MANSHIELD | £4.80 | 81 | WOKINGHAM | £6.40 | 147 | PRESTON | £6.00 | 212 | GOSPORT | £3.60 | 277 | WYGHAMTON | £3.40 | 342 | NORTH AYSHIRE | £4.80 | 82 | TOBBAY | £6.39 | 148 | SCARBOROUGH | £6.00 | 213 | HINCKLEY & BOSWORTH | £3.60 | 278 | BRADFORD | £3.40 | 343 | ROCHDALE | £4.80 | 83 | COUNTRY OF HEREFORD | £6.30 | 149 | SLOUGH | £6.00 | 214 | NEWPORT | £3.60 | 279 | COTSWOLD | £3.35 | 344 | RUTHERGLEN | £4.80 | 84 | COVENTRY | £6.30 | 150 | SOUTH HAMPS | £6.00 | 215 | NORTH EAST LINCOLNSHIRE | £5.60 | 280 | EAST DUNBARSHIRE | £3.34 | 345 | TORFAEN | £4.80 | 85 | DACORUM | £6.30 | 151 | TAINESIDE | £6.00 | 216 | NORTH KESTEVEN | £3.60 | 281 | BARNSELY | £3.30 | 346 | BERKSWICK ON TWEED | £4.70 | 86 | EAST DEVON | £6.30 | 152 | TEST VALLEY | £6.00 | 217 | NORTH TYNESIDE | £3.60 | 282 | BLAY | £3.30 | 347 | BLACKBURN | £4.70 | 87 | ISLE OF MAN | £6.30 | 153 | THREE RIVERS | £6.00 | 218 | NORTH WEST LICESTER | £3.60 | 283 | GRAVEN | £3.30 | 348 | FALKIRK | £4.70 | 88 | LEWES | £6.30 | 154 | THURROCK | £6.00 | 219 | NOTTINGHAM | £3.60 | 284 | EAST RENFREW | £3.30 | 349 | HYNDEN | £4.70 | 89 | PENWITH | £6.30 | 155 | WARWICK | £6.00 | 220 | PORTSMOUTH UA | £3.60 | 285 | FENLAND | £3.30 | 350 | WEST LANCAHIRE | £4.70 | 90 | SWALE | £6.30 | 156 | WEST DORSET | £6.00 | 221 | ORKNEY | £3.60 | 286 | LICHFIELD | £3.30 | 351 | BOLSOVER | £4.60 | 91 | FOREST OF DEAN | £6.27 | 157 | WEST LINDESEY | £6.00 | 222 | RENFREWSHIRE | £3.60 | 352 | ST HELENS | £4.60 | 92 | MIDLOTHIAN | £6.22 | 158 | DARLINGTON | £3.95 | 223 | RUSHCLIFFE | £3.60 | 353 | WAKFIELD | £4.60 | 93 | ARGYLL & BUTE | £6.20 | 159 | TENDRING | £3.95 | 354 | BURNLEY | £4.60 | 94 | BIRMINGHAM | £6.20 | 160 | BABERGH | £3.90 | 355 | KNOWSLEY | £4.50 | 95 | BRANTREE | £6.20 | 161 | BASSETLAW | £3.90 | 356 | MERTHYR TYDFIL | £4.50 | 96 | BRISTOL, CITY OF UA | £6.20 |



## Tariff One - Two Mile Comparison

Appendix C

| Authority         | 2 Mile Fare  | Last rise   |
|-------------------|--------------|-------------|
| Carmarthenshire   | £6.00        | 2011        |
| Ynys Mon          | £5.80        | 2017        |
| Monmouthshire     | £5.70        | 2011        |
| Vale of Glamorgan | £5.65        | 2011        |
| Wrexham           | £5.60        | 2011        |
| Newport           | £5.60        | 2015        |
| Cardiff           | £5.59        | 2016        |
| Gwynedd           | £5.50        | 2011        |
| Pembrokeshire     | £5.40        | 2008        |
| Powys             | £5.40        | 2018        |
| Ceredigion        | £5.20        | 2014        |
| Conwy             | £5.20        | 2016        |
| Denbighshire      | £5.20        | 2010        |
| Rhondda Cynon Taf | £5.20        | 2012        |
| Swansea           | £5.05        | 2008        |
| Neath Port Talbot | £5.00        | 2007        |
| Bridgend          | £4.90        | 2011        |
| Flintshire        | £4.90        | 2008        |
| <b>Caerphilly</b> | <b>£4.80</b> | <b>2010</b> |
| Torfaen           | £4.80        | 2008        |
| Merthyr Tydfil    | £4.50        | 2008        |
| Blaenau Gwent     | £4.30        | 2006        |

## Tariff 1

|        | Current | 1      | %  | 2      | %  | 3      | %.. | 4      | %... |
|--------|---------|--------|----|--------|----|--------|-----|--------|------|
| 1 Mile | £3.00   | £3.50  | 17 | £3.50  | 17 | £4.10  | 37  | £3.40  | 13   |
| 2 Mile | £4.80   | £5.90  | 23 | £5.30  | 10 | £5.90  | 23  | £5.40  | 13   |
| 3 Mile | £6.60   | £8.30  | 26 | £7.10  | 8  | £7.70  | 17  | £7.40  | 12   |
| 4 Mile | £8.40   | £10.70 | 27 | £8.90  | 6  | £9.50  | 13  | £9.40  | 12   |
| 5 Mile | £10.20  | £13.10 | 28 | £10.70 | 5  | £11.30 | 11  | £11.40 | 12   |

## Tariff 2

|        | Current | 1      | %  | 2      | %  | 3      | %  | 4      | %  |
|--------|---------|--------|----|--------|----|--------|----|--------|----|
| 1 Mile | £3.50   | £4.00  | 14 | £4.00  | 14 | £4.70  | 34 | £3.90  | 11 |
| 2 Mile | £5.50   | £6.60  | 20 | £6.00  | 9  | £6.70  | 22 | £6.10  | 11 |
| 3 Mile | £7.50   | £9.20  | 23 | £8.00  | 7  | £8.70  | 16 | £8.30  | 11 |
| 4 Mile | £9.50   | £11.80 | 24 | £10.00 | 5  | £10.70 | 13 | £10.50 | 11 |
| 5 Mile | £11.50  | £14.40 | 25 | £12.00 | 4  | £12.70 | 10 | £12.70 | 10 |

## Tariff 3

|        | Current | 1      | %  | 2      | % | 3      | %  | 4      | %  |
|--------|---------|--------|----|--------|---|--------|----|--------|----|
| 1 Mile | £4.50   | £5.20  | 16 | £4.50  | 0 | £5.35  | 19 | £4.90  | 9  |
| 2 Mile | £7.20   | £8.80  | 22 | £7.20  | 0 | £8.05  | 12 | £8.20  | 14 |
| 3 Mile | £9.90   | £12.40 | 25 | £9.90  | 0 | £10.75 | 9  | £11.50 | 16 |
| 4 Mile | £12.60  | £13.00 | 3  | £12.60 | 0 | £13.45 | 7  | £14.80 | 17 |
| 5 Mile | £15.30  | £19.60 | 28 | £15.30 | 0 | £17.65 | 15 | £18.10 | 18 |

## Tariff 4

|        | Current | 1      | %  | 2      | % | 3      | % | 4      | %  |
|--------|---------|--------|----|--------|---|--------|---|--------|----|
| 1 Mile | £6.00   | £7.00  | 17 | £6.00  | 0 | £6.30  | 5 | £6.40  | 7  |
| 2 Mile | £9.60   | £11.80 | 23 | £9.60  | 0 | £9.90  | 3 | £10.40 | 8  |
| 3 Mile | £13.20  | £16.60 | 26 | £13.20 | 0 | £13.50 | 2 | £14.40 | 9  |
| 4 Mile | £16.80  | £21.40 | 27 | £16.80 | 0 | £17.10 | 2 | £18.40 | 10 |
| 5 Mile | £20.40  | £26.20 | 28 | £20.40 | 0 | £20.70 | 1 | £22.40 | 10 |

## Tariff 5

|        | Current | 1      | %  | 2      | % | 3      | %  | 4      | % |
|--------|---------|--------|----|--------|---|--------|----|--------|---|
| 1 Mile | £9.00   | £10.00 | 11 | £9.00  | 0 | £11.70 | 30 | £9.40  | 4 |
| 2 Mile | £14.40  | £14.80 | 3  | £14.40 | 0 | £17.10 | 19 | £15.40 | 7 |
| 3 Mile | £19.80  | £19.60 | -1 | £19.80 | 0 | £22.50 | 14 | £21.40 | 8 |
| 4 Mile | £25.20  | £24.40 | -3 | £25.20 | 0 | £27.90 | 11 | £27.40 | 9 |
| 5 Mile | £30.60  | £29.20 | -5 | £30.60 | 0 | £33.30 | 9  | £33.40 | 9 |

Proposal 1 submitted by 2 Operators

Tariff 1 applicable 6am - Midnight

Proposal 2 submitted by Licensee

Tariff 1 applicable 7am - 6pm

Proposal 3 submitted by Licensee

Tariff 1 applicable 7am - 6pm

Proposal 4 Licensing Authority Proposal

Tariff 1 applicable 7am-7pm



**FARE INCREASE**

In view of the forth coming Committee meeting to discuss the proposals to increase the fares throughout the Borough I would urge the Committee to consider the following.

**TARIFF 1 (1-4 passengers for hiring began between 6.00am & midnight).**

For the first mile of travel a flag fall price of £3.50 followed by a running charge of 10p per 1/24<sup>th</sup> of a mile there after.

**TARIFF 2 (1-4 passengers for hiring began between midnight & 6.00am).**

For the first mile of travel a flag fall price of £4.00 followed by a running charge of 10p per 1/26<sup>th</sup> of a mile there after.

**TARIFF 3 (1-4 passengers for hiring on Bank & Public Holidays and 5-8 passengers for hiring at all times).**

For the first mile of travel a flag fall price of £5.20 and a running charge of 10p per 1/36<sup>th</sup> of a mile there after.

**TARIFF 4 (1-4 passengers for hiring between 6.00 pm Christmas Eve and 6.00 am on the 27<sup>th</sup> December and between 6.00 pm New Years Eve and 6.00 am on 2<sup>nd</sup> January only.**

For the first mile of travel a flag fall price of £7.00 followed by a running charge of 10p per 1/48<sup>th</sup> of a mile there after.

**TARIFF 5 (5-8 passengers for hiring between 6.00 pm Christmas Eve and 6.00 am on the 27<sup>th</sup> December and between 6.00 pm New Years Eve and 6.00 am on 2<sup>nd</sup> January only.**

For the first mile of travel a flag fall price of £10.00 followed by a running charge of 10p per 1/48<sup>th</sup> of a mile there after.

**WAITING TIME ( Incorporated in each of above Tariffs)**

For each period of 20 seconds or uncompleted part thereof. 10p

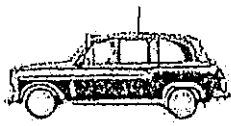
**EXTRA CHARGES**

N/A incorporated in Tariff 3 & 5

Animals carried at driver's discretion (except guide, hearing & other assistance dogs which will be carried free of charge). A fee of £1.00 will be chargeable.

**CONTAMINATION FEE FOR FOULING VEHICLE TO REMAIN AT £150.00**

Option 1  
Indexed Submission



# Charlies Taxis



[REDACTED]  
[REDACTED]  
[REDACTED]

Date 23 FEBRUARY 2018

Dear Sir or Madam

## FARE INCREASE

In view of the forth coming Committee meeting to discuss the proposals to increase the fares throughout the Borough I would urge the Committee to consider the following.

**TARIFF 1** (1-4 passengers for hiring began between 6.00am & midnight).

For the first mile of travel a flag fall price of £3.50 followed by a running charge of 10p per 1/24<sup>th</sup> of a mile there after.

**TARIFF 2** (1-4 passengers for hiring began between midnight & 6.00am).

For the first mile of travel a flag fall price of £4.00 followed by a running charge of 10p per 1/26<sup>th</sup> of a mile there after.

**TARIFF 3** (1-4 passengers for hiring on Bank & Public Holidays and 5-8 passengers for hiring at all times).

For the first mile of travel a flag fall price of £5.20 and a running charge of 10p per 1/36<sup>th</sup> of a mile there after.

**TARIFF 4** (1-4 passengers for hiring between 6.00 pm Christmas Eve and 6.00 am on the 27<sup>th</sup> December and between 6.00 pm New Years Eve and 6.00 am on 2<sup>nd</sup> January only.

For the first mile of travel a flag fall price of £7.00 followed by a running charge of 10p per 1/48<sup>th</sup> of a mile there after.

**TARIFF 5** (5-8 passengers for hiring between 6.00 pm Christmas Eve and 6.00 am on the 27<sup>th</sup> December and between 6.00 pm New Years Eve and 6.00 am on 2<sup>nd</sup> January only.

For the first mile of travel a flag fall price of £10.00 followed by a running charge of 10p per 1/48<sup>th</sup> of a mile there after.

**WAITING TIME** ( Incorporated in each of above Tariffs)

For each period of 20 seconds or uncompleted part thereof: 10p

## **EXTRA CHARGES**

N/A incorporated in Tariff 3 & 5

Animals carried at driver's discretion (except guide, hearing & other assistance dogs which will be carried free of charge). A fee of £1.00 will be chargeable.

**CONTAMINATION FEE FOR FOULING VEHICLE TO REMAIN AT £150.00**

YOURS SINCERELY

C H EVANS

CAERPHILLY COUNTY BOROUGH COUNCIL  
CYNGOR BWRDEISTREF SIROL CAERPHILLI  
FARES FOR HACKNEY CARRIAGES

|   |         |
|---|---------|
| TARIFF 1 (1-4 passengers for hiring begun 07:00am & 18:00pm)  |         |
| For the first half mile or part thereof   | £3.20   |
| For each subsequent 1/18 <sup>th</sup> of a mile or part thereof  | 10p     |
| TARIFF 2 (1-4 passengers for hiring begun between 18:00pm & 07:00am)  |         |
| For the first half mile or part thereof   | £3.70   |
| For each subsequent 1/20 <sup>th</sup> of a mile or part thereof  | 10p     |
| TARIFF 3 (1-4 passengers for hiring on Bank & Public Holidays and 5-8 Passengers for hiring at all times)   |         |
| For the first half mile or part thereof   | £4.00   |
| For each subsequent 1/18 <sup>th</sup> of a mile or part thereof  | 15p     |
| TARIFF 4 (1-4 passengers for the hiring between 18:00pm Christmas Eve And 07:00am on 27 <sup>th</sup> December and between 18:00pm New years Eve And 07:00am on 2 <sup>nd</sup> January only) |         |
| For the first half mile or part thereof   | £4.50   |
| For each subsequent 1/18 <sup>th</sup> of a mile or part thereof  | 20p     |
| TARIFF 5 (5-8 passengers for hiring between 18:00pm Christmas Eve And 07:00am on 27 <sup>th</sup> December and between 18:00pm on New years Eve And 07:00am 2 <sup>nd</sup> January only)     |         |
| For the first half mile or part thereof   | £9.00   |
| For each subsequent 1/18 <sup>th</sup> of a mile or part thereof  | 30p     |
| WAITING TIME (incorporated in each of the above Tariffs )   |         |
| For each period of 30 seconds or uncompleted part thereof   | 20p     |
| EXTRA CHARGES   |         |
| N/A incorporated in Tariffs 3 & 5   |         |
| Animals carried at the drivers discretion (except guide, hearing & other Assistance dogs which will be carried free of charge)  |         |
| Contamination fee for fauling of the vehicle  | £150.00 |

JOURNEYS OUTSIDE CAERPHILLY COUNTY BOROUGH

Fares for journeys ending outside the area of the Caerphilly County Borough and in respect of which no fare or rate of fare was agreed before hiring was effected, Must not exceed the authorised fare scale as shown above

CAERPHILLY COUNTY BOROUGH COUNCIL  
 CYNGOR BWRDEISTREF SIROL CAERPHILLY  
 FARES FOR HACKNEY CARRIAGES

|  |         |
|--|---------|
| TARIFF 1 (1-4 passengers for hiring begun 07:00am & 18:00pm)   |         |
| For the first mile or part thereof   | £3.50   |
| For each subsequent 1/18 <sup>th</sup> of a mile or part thereof   | 10p     |
| TARIFF 2 (1-4 passengers for hiring begun between 18:00pm & 07:00am)   |         |
| For the first mile or part thereof   | £4.00   |
| For each subsequent 1/20 <sup>th</sup> of a mile or part thereof   | 10p     |
| TARRIF 3 (1-4 passengers for hiring on Bank & public holidays and 5-8 Passengers for hiring at all times)  |         |
| For the first mile or part thereof   | £4.50   |
| For each subsequent 1/18 <sup>th</sup> of a mile or part thereof   | 15p     |
| TARRIF 4 (1-4 passengers for the hiring between 18:00pm Christmas Eve And 07:00am on 27 <sup>th</sup> December and between 18:00pm New Year's Eve And 07:00am on 2 <sup>nd</sup> January only) |         |
| For the first mile or part thereof   | £6.00   |
| For each subsequent 1/18 <sup>th</sup> of a mile or part thereof   | 20p     |
| TARIFF 5 (5-8 passengers for hiring between 18:00pm Christmas Eve And 07:00am on 27 <sup>th</sup> December and between 18:00pm New Year's Eve And 07:00am on 2 <sup>nd</sup> January only)     |         |
| For first mile or part thereof   | £9.00   |
| For each subsequent 1/18 <sup>th</sup> of a mile or part thereof   | 30p     |
| Waiting Time (Incorporated in each of the above Tariffs)   |         |
| For each period of 30 seconds or uncompleted part thereof  | 20p     |
| EXTRA CHARGES  |         |
| N/A incorporated in Tariffs 3 & 5  |         |
| Animals carried at the driver's discretion (except guide, hearing & other Assistance dogs which will be carried free of charge)  |         |
| Contamination fee for fouling of the vehicle   | £150.00 |

JOURNEYS OUTSIDE CAERPHILLY COUNTY BOROUGH

Fares for journeys ending outside the area of the Caerphilly County Borough and in respect of which no fare or rate of fare was agreed before hiring was effected,

Must not exceed the authorised fare scale as shown above

**CAERPHILLY COUNTY BOROUGH COUNCIL  
CYNGOR BWRDEISTREF SIROL CAERFFILI  
FARES FOR HACKNEY CARRIAGES**

|   |          |
|---|----------|
| <b>TARIFF 1</b> (1-4 passengers for hiring begun between 7.00 am & 7.00pm)  |          |
| For the first mile or part thereof  | £3.40    |
| For each subsequent 1/20 <sup>th</sup> of a mile or part thereof  | 10p      |
| <b>TARIFF 2</b> (1-4 passengers for hiring begun between 7.00pm & 7.00 am)  |          |
| For the first mile or part thereof  | £3.90    |
| For each subsequent 1/22 <sup>th</sup> of a mile or part thereof  | 10p      |
| <b>TARIFF 3</b> (1-4 passengers for hiring on Bank & Public Holidays and 5-8 passengers for hiring at all times)  |          |
| For the first mile or part thereof.   | £4.90    |
| For each subsequent 1/22 <sup>nd</sup> of a mile or part thereof  | 15p      |
| <b>TARIFF 4</b> (1-4 passengers for hiring between 7.00 pm Christmas Eve and 7.00 am on 27 <sup>th</sup> December and between 7.00 pm New Years Eve and 7.00 am on 2 <sup>nd</sup> January only)                                |          |
| For the first mile or part thereof  | £6.40    |
| For each subsequent 1/20 <sup>th</sup> of a mile or part thereof  | 20p      |
| <b>TARIFF 5</b> (5-8 passengers for hiring between 7.00 pm Christmas Eve and 7.00 am on 27 <sup>th</sup> December and between 7.00 pm New Years Eve and 7.00 am on 2 <sup>nd</sup> January only)                                |          |
| For the first mile or part thereof  | £9.40    |
| For each subsequent 1/20 <sup>th</sup> of a mile or part thereof  | 30p      |
| <b>WAITING TIME</b> (Incorporated in each of the above Tariffs)   |          |
| For each period of 30 seconds or uncompleted part thereof   | 10p      |
| <b>EXTRA CHARGES</b>  |          |
| N/A incorporated in Tariffs 3 & 5   |          |
| Animals carried at the driver's discretion (except guide, hearing & other assistance dogs which will be carried free of charge)   | 50p each |
| Contamination fee for fouling of the vehicle  | £150.00  |
| <b>JOURNEYS OUTSIDE CAERPHILLY COUNTY BOROUGH</b>   |          |
| Fares for journeys ending outside the area of the Caerphilly County Borough and in respect of which no fare or rate of fare was agreed before the hiring was effected, must not exceed the authorised fare scale as shown above |          |
| Dated this <sup>h</sup> day of 2018   |          |
| MR. R. HARTSHORN  |          |
| Head of Public Protection   |          |

# EQUALITY IMPACT ASSESSMENT FORM

April 2016

## THE COUNCIL'S EQUALITIES STATEMENT

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

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

|  |   |
|--|---|
| <b>NAME OF NEW OR REVISED PROPOSAL *</b> | Review of Hackney Carriage Tariff of Fares  |
| <b>DIRECTORATE</b>                       | Communities   |
| <b>SERVICE AREA</b>                      | Public Protection   |
| <b>CONTACT OFFICER</b>                   | Jacqui Morgan   |
| <b>DATE FOR NEXT REVIEW OR REVISION</b>  | At next tariff review or on receipt of objections to the formal consultation process. |

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

## INTRODUCTION

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

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

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

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

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

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

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

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

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

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

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

|          |   |
|----------|---|
| <b>1</b> | <p><b>What is the proposal intended to achieve?</b><br/><i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The aim of the proposal is to set a tariff of fares that is reasonable to the travelling public and to the taxi trade who earn a living by owning or driving hackney carriages. The current tariff of fares has not increased since 2010. A number of factors influencing taxi journey costs have increased since that time e.g. 3.2 % increase in fuel costs and significant increases in vehicle insurance prices. The latest figures for CPI Consumer Price Index is 2.3%.</p> |
| <b>2</b> | <p><b>Who are the service users affected by the proposal?</b><br/><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>Members of the public who use Hackney Carriages and Hackney carriage drivers and proprietors who earn their living from this trade.</p>  |

## IMPACT ON THE PUBLIC AND STAFF

|          |   |
|----------|---|
| <b>3</b> | <p><b>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?</b><br/><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>Tariff of fares applies to all passengers who use Hackney carriage vehicles with a set tariff of fares. An increase may impact on those that use taxis regularly, the elderly, the young, those who live in rural areas with limited public transport, do not have access to their own transport, have mobility issues. Passengers may however also contact private hire companies and book vehicles in advance with prior knowledge of the cost of the journey. These fees are set by the private hire companies themselves and are not subject to this assessment.</p> |
|          | <b>Actions required:</b>  |



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| <p><b>4</b></p> | <p><b>What are the consequences of the above for specific groups?</b><br/> <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p><b>Passengers</b><br/> The increase in fares applies to all passengers regardless of race, ethnicity, sexual orientation or religion/belief. An increase may impact more on those that use taxis regularly, live in rural areas with limited public transport, do not have access to their own transport, have mobility issues.</p> <p>There is no specific data available on impacts of tariff increases on users in Wales. Statistics from the Department of Transport in England in 2016 provide information on categories of users generally of Hackney carriage and Private hire vehicles by age, gender, mobility difficulties, household income and car access. The data includes average number of journeys for people in various groups. This has been used to assess impact in conjunction with statistical information for the borough from the 2011 census.</p> <p><b>Taxi Trade</b><br/> The taxi trade would benefit from a Tariff increase as the current tariff has not been increased since 2010. It was reviewed in 2014 but there was no appetite from the trade for an increase at that time. Members of the trade have approached the authority requesting an increase due to increased costs .</p> <p>One proposal put forward by the trade equated to a 25% increase. Option 4 proposes an increase of 13% for a 2 mile journey. National average fare for a 2 mile journey is £5.82, regional average £5.04, CCBC current tariff is £ 4.80.</p> <p><b>Insure survey of 1000 drivers in 2016</b><br/> Fuel costs have increased by 3.2 % since 2010, average spend on fuel by drivers in Wales is £80 per week . General consumer insurance costs have risen by 15% since 2010. Average cost of taxi insurance is between £1000 and £4000 per annum. Maintenance costs between £50 and £100 per month. Average taxi driver earnings in Wales before tax = £310 per week. 40 % of responders sited the cost of being a taxi driver as the biggest threat to their profession.</p> <p><b>CCBC consultation exercise.</b><br/> 482 consulted, 20% response rate. 94 % of responders were in favour of an increase, 47.4 % in favour of option 4. 8.2 % were against an increase. The Tariff is the recommended fare , drivers may charge less but cannot charge more. There will be a cost to proprietors for recalibration of meters if the tariff is amended.</p> |
|                 | <p><b>Actions required:</b></p> <p>Consideration of proposed amendments at Licensing Committee and Cabinet. Formal consultation exercise and consideration of responses, objections received before a further Licensing Committee to set the tariff.</p>  |

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| <b>5</b> | <p><b>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.</b></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 tariff of fares required to be displayed in hackney carriages is bilingual and applies across the board so there would be no impact on the Welsh language. The consultation advertisement in newspapers and on the CCBC website will be bilingual. The language requirements of taxi drivers, proprietors is recorded and complied with when corresponding with them.</p> |
|          | <p><b>Actions required:</b></p> <p>Produce new bilingual tariffs and issue to trade once tariff is set.</p>  |

## INFORMATION COLLECTION

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| <b>6</b> | <p><b>Is full information and analysis of users of the service available?</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>See section 4 .</p> <p>We are not aware of any information specifically for Wales so have used the data in survey detailed in section 4 above and the CCBC profile from the last census.</p> <p>NB where “taxi” is used below this includes private hire vehicles as well as taxis. Percentages in brackets are figures for CCBC from the 2011 census. Caerphilly has a divergent demographic profile with a higher proportion of children and people of retirement age than Welsh averages. It has the second lowest employment rate in Wales with comparatively higher levels of deprivation.</p> <p>Proposal 4 has been used to consider financial impact .</p> <p><b>Passengers</b></p> <p><b>General impact</b></p> <p>Average person takes 11 trips per annum, 49% trips for leisure purposes, 51% shopping, personal business&amp; commuting. 24% of trips are less than 2 miles, 50% are between 2 and 5 miles.</p> |
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|  | <p><b>Annual increase of £6.60 for 2 mile journeys and £ 13.20 for 5 mile journeys.</b></p> <p><b>Largest use group by age is 16 to 29 year olds ( 12.7% 33,437)</b></p> <p><b>Women</b> take more trips than men, averaging 12 per year (50.5 % CCBC population)</p> <p><b>Passengers with mobility issues</b> take on average 16 journeys per year (14% or approximately 25,000 )</p> <p><b>Annual increase of £9.60 for 2 mile journeys and £ 19.20 for 5 mile journeys.</b></p> <p><b>Household income</b></p> <p>Average person in the lowest real income quintile take 14 journeys per year averaging 4.6 miles. <b>Annual increase =£16.80 for 5 mile journeys.</b></p> <p><b>No car access</b></p> <p>Persons with no access to a vehicle take on average 29 journeys per annum.<br/> <b>Annual increase of £17.40 for 2 mile journeys, £34.80 for 5 mile journeys.</b></p> <p>A person using a taxi once a week for a journey to a supermarket etc.<br/> <b>Annual increase 2 mile journey £31.20, 5 mile journey £62.40.</b></p> |
|  | <p><b>Actions required:</b></p> <p>As information on this issue is limited we will endeavour to strengthen our understanding by engaging with organisations representing those with protected characteristics for example, 50+ Forum, Caerphilly County Borough Access group, Disability Can Do, Deafblind.org etc.</p>  |

## CONSULTATION

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| <p><b>7</b></p> | <p><b>What consultation has taken place?</b><br/> <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>Members of the taxi trade have been consulted on suggestions for amending the tariff and stakeholders within the authority. Members of the Taxi and General Licensing Committee will consider a number of proposals for amending the tariff and the taxi trade consultation responses. The Committee will then recommend a proposed new tariff to Cabinet who give approval for formal consultation via an advertisement in the local press. This is a statutory requirement.</p> <p>The proposed tariff will also be published on the CCBC website and displayed at Ty Penallta. The authority will issue a press release making the public aware of the 14 day consultation and how to give feedback on the amended tariff. Representatives of groups likely to be more effected by the increase will proactively be made aware of the consultation e.g 50+ Forum, Disability groups.</p> |
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|  | <p>If no objections are received the tariff will come into effect at the end of the 14 day consultation period. If objections are received a further meeting of the Taxi and General Licensing Committee will be convened to consider the objections and to determine the tariff that will apply in the borough.</p> |
|  | <p><b>Actions required:</b><br/>Publish proposed tariff as detailed above and take action depending on whether or not any objections are received. Review EIA in light of any comments received.</p>   |

## MONITORING AND REVIEW

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| <p><b>8</b></p> | <p><b>How will the proposal be monitored?</b><br/><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>Monitor complaints received about tariffs, feedback from trade and public on any impacts of the increase. Review if any objections are received to the formal consultation. Additionally at the next tariff review and or when any new data is available on taxi usage in Wales/ the borough.</p> |
|                 | <p><b>Actions required:</b></p> <p>Monitor as detailed above.</p>  |

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| <p><b>9</b></p> | <p><b>How will the monitoring be evaluated?</b><br/><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Monitor any complaints, data received for impacts on specific groups.</p> |
|                 | <p><b>Actions required:</b></p>  |

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| <b>10</b> | <p><b>Have any support / guidance / training requirements been identified?</b><br/> <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>Officers involved in the Tariff review process, consultation and preparation of reports for the Licensing Committee and Cabinet have recently attended training on Equality Impact Assessments. Training materials from the course are also available for dissemination to other officers in the team.</p> |
|           | <p><b>Actions required:</b></p> <p>Managers will consider the need for staff members to attend general Equalities training.</p>   |

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| <b>11</b> | <p><b>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.</b></p> <p>Increasing the tariff will impact on Hackney Carriage users, higher users for whatever reason ( age , mobility, no access to vehicles etc) will obviously be more affected . The taxi trade also have to earn a living. The tariff has not increased since 2010 and costs associated with providing that service have increased significantly since then. The increase is modest and if implemented Tariff 2 will not have effect until 7pm so will not impact on day time users.</p> |
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| <b>12</b> | <p><b>What wider use will you make of this Equality Impact Assessment?</b><br/> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>All CCBC EIA's are published on our website. This EIA will be included as an appendix to the report for the Taxi and General Licensing Committee and Cabinet.</p> |
|           | <p><b>Actions required:</b></p> <ul style="list-style-type: none"> <li>• EIA, when completed, to be returned to <a href="mailto:equalities@caerphilly.gov.uk">equalities@caerphilly.gov.uk</a> for publishing on the Council's website.</li> </ul>   |

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| <b>Completed by:</b>            | Jacqui Morgan |
| <b>Date:</b>                    | 21.5.18       |
| <b>Position:</b>                | Group Manager |
| <b>Name of Head of Service:</b> | Rob Hartshorn |



## CABINET – 25TH JULY 2018

**SUBJECT: REVISED NATIONAL HOME IMPROVEMENT LOAN SCHEMES AND ASSOCIATED AMENDMENTS TO PRIVATE SECTOR HOUSING RENEWAL POLICY**

**REPORT BY: DIRECTOR - SOCIAL SERVICES AND HOUSING**

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

- 1.1 To inform Members of the changes introduced by Welsh Government (WG) in relation to the Houses into Homes and Home Improvement Loan schemes, and the need to amend the Authority's Private Sector Housing Renewal Policy accordingly.
- 1.2 To advise Members of changes introduced by WG in relation to the financing of capital budgets for Home Improvement Loans and Houses into Homes schemes.
- 1.3 A Cabinet decision is required in respect of amendments to the Private Sector Housing Renewal Policy in relation to loans for owner occupiers and landlords, including a proposal to offer lifetime loans to help those homeowners most in need.

### **2. SUMMARY**

#### **2.1 Home Improvement Loan Scheme / Houses into Homes Scheme**

- 2.1.1 In February 2018, WG introduced amendments to the Houses into Homes and Home Improvement Loan schemes that will affect arrangements for loans currently offered by Caerphilly County Borough Council. The report outlines how the revised National Home Improvement Loan Scheme is required to operate.

#### **2.2 Financing of capital budgets for Home Improvement Loans and Houses into Homes Schemes**

- 2.2.1 In February 2018, WG introduced changes to the capital funding arrangements for Local Authorities who offer Houses into Homes and Home Improvement Loans. These changes were accepted, in principle, by the Cabinet Member for Homes and Places and Interim Head of Corporate Finance, to enable the Council to accept the award of funding within the specified timescale.
- 2.2.2 There were originally 2 separate sources of capital funding. Initially, non repayable, recyclable WG capital grant was provided for the Houses into Homes scheme, which was operated on a regional basis. In addition, WG provided a source of capital funding in the form of an interest free, long term repayable loan to Local Authorities, to fund loans for home owners and landlords and to return Empty Properties back into use.

2.2.3 Both sources of funding will now be merged to form a single pot for the Authority to utilise for repayable loans according to local need and demand. However the Authority must ensure that sufficient funding is available to allocate to loans in respect of Empty Properties to ensure that the all Wales sector target of 5,000 homes brought back into use is met.

### **2.3 Owner Occupier Repayable Financial Assistance - 'Lifetime Loans'**

2.3.1 In addition to requiring changes to the administration of existing loans available to owner occupiers and landlords, as a condition of accepting the revised award for loan assistance, WG require the Local Authority to also provide repayable financial assistance to low income owner occupiers, who fail Home Improvement Loan affordability criteria and are ineligible for other available grants. These 'lifetime loans' will be available to remove hazards within the home and to make the homes 'safe, warm and secure'.

2.3.2 Such assistance is to be provided at the discretion of the Local Authority and is required to be offered in addition to pre-existing financial assistance products. It should have been made available to the public by 30<sup>th</sup> June 2018 but WG are aware of our timeline for consideration by Cabinet.

2.3.3 As the changes to existing loans and the introduction of Owner Occupier Repayable Financial Assistance are prescriptive in their format Members are asked to consider only whether or not to agree to make the revised financial products available as part of the Private Sector Housing Renewal Policy.

## **3. LINKS TO STRATEGY**

3.1 The provision of loan assistance to house owners within the County Borough supports all six key priorities identified within the Caerphilly County Borough Council Private Sector Housing Renewal Policy. This policy is the strategic document upon which the Authority's private sector housing activities are based. By providing a framework for the improvement of conditions and management within the private sector the policy also links to:

- **Improving Lives and Communities; Homes in Wales** (WG 2010) which sets out the national context on improving homes and communities.
- **The Caerphilly We Want (CCBC, 2018 – 2023) Well-Being Plan: Positive Places –** Enabling our communities to be resilient and sustainable
- **Corporate Plan 2018-2023 Well-being Objective 3 –** Address the supply, condition and sustainability of homes throughout the County Borough and provide advice, assistance or support to help improve people's health and well-being.

3.2 The recommended course of action contributes to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015:

- *A prosperous Wales*
- *A resilient Wales*
- *A healthier Wales*
- *A more equal Wales*
- *A Wales of cohesive communities*
- *A globally responsible Wales*

## **4. THE REPORT**

4.1 In January 2015 WG launched an initiative offering interest free long term loans to Local Authorities, providing a source of capital funding to enable them to offer Home Improvement Loans to qualifying house owners. The loan was for a maximum 15 year period with Authorities having to make staged repayments to the UK treasury in years 13 to 15.



- 4.2 To participate in the scheme WG set some 'ground rules' and required that Home Improvement Loans to eligible applicants be provided within a prescribed framework that mirrored the principles of a loan product previously endorsed by Cabinet in April 2014. These interest free loans required staged repayments or full repayment at the end of the loan term or on sale of the property if earlier and were available to owner occupiers and landlords for a variety of uses such as:
- A top up to grant assistance
  - To fund a means tested contribution towards grant
  - To refurbish and bring back into use a long term empty property
  - As assistance to those households who fall outside the qualification criteria for grant aid
  - As match funding to support other initiatives.
- 4.3 A report was submitted to Cabinet in November 2014 outlining how the scheme would operate and highlighting the links to the Authority's existing Private Sector Housing Renewal Policy. As the scheme was prescriptive Members were asked to consider adoption of the scheme as part of its Private Sector Housing Renewal Policy. Cabinet subsequently endorsed the proposal and 26 loans, worth £356,923.46 have since been awarded.
- 4.4 Since April 2012 this Authority has also participated in the Houses into Homes scheme in partnership with the other four Authorities in the Gwent region. The principles of the scheme were outlined to Members by way of a report on Empty Homes submitted to the Living Environment Scrutiny Committee in March 2012. Essentially this scheme offered interest free loans to owners of long term empty properties to assist in bringing them back to beneficial use for sale or rent. WG initially funded this scheme by way of a capital grant to the region which each member Authority could call upon as demand warranted. This Authority has to date authorised 11 Houses into Homes loans, utilising loan funding of £524,935.86, bringing 16 homes back into use to date. These loans were repayable after 2 to 3 years with the fund available for recycling.
- 4.5 Both of these Housing Loan Schemes were reviewed by WG in 2017 as it recognised that:
- Many Local Authorities do not currently have the resources to adequately run the schemes.
  - Utilisation of funding and demand for both schemes is low in many areas
  - Housing into Homes loans use capital grant funding when it would be more efficient to use the capital loan funding
  - Whilst the Home Improvement Loan scheme is funded by the capital loan funding, it does not meet the objective of assisting those most in need, which can only be done with capital grant funding.
- 4.6 Following this review WG confirmed that changes to the current loan schemes were necessary in order to ensure resources are used effectively, in light of the underutilisation of the funding over the previous two years.
- 4.7 In February 2018, WG introduced changes to the capital funding arrangements for Authorities who offer Houses into Homes and Home Improvement Loans. These revised arrangements were formally accepted, in principle, by the Cabinet Member for Homes and Places and Interim Head of Corporate Finance, to enable the Authority to accept the award of funding within the specified timescale. The 2 separate sources of capital funding are detailed below.
- A repayable, recyclable WG capital grant that was provided for the Houses into Homes schemes, and operated on a regional basis. This award of grant funding was up to

£1,087,580 for the Authority.

- A repayable, interest free, long term loan to Local Authorities provided for the Home Improvement Loans scheme and loans to return Empty Properties to use. This award of repayable funding was for £1,117,808 for this Authority.

4.8 These have now been merged to form a single pot, for the Authority to utilise according to local demand. However, the Authority must continue to ensure that sufficient funding is available to allocate for loans in respect of Empty Properties to ensure that the all Wales sector target of 5,000 homes brought back into use by 2020/21 is met. The financial award amounts remain unchanged. The original maximum 15 year period which applied in relation to the capital loan money, with Authorities having to make staged repayments to the UK Treasury in years 13 – 15, also remains (year 15 ends 31.03.2030). The previous regional arrangements in place for the capital grant funding have now ceased.

4.9 WG have also altered the loan schemes to provide Local Authorities with a toolkit of options to assist home owners and provide additional support in the form of subsidy from the funding pot to ensure Authorities are able to fulfil their obligations. The Local Authority can now use part of its funding award to partially cover the administration of the loans but the maximum it can claim is capped at 2.5% of the funding. Authorities will have the flexibility to use the funding to meet local priorities.

4.10 The funding must be used for the purposes of:

- Providing loans to owner occupiers to improve properties and bring Empty Properties back into use (owner occupier loans).
- Providing loans to the Private Rented Sector to improve properties and bring Empty Properties back into use (landlord loans)
- Providing repayable financial assistance to owner occupiers, who fail loan affordability criteria and are ineligible for other available grants, to remove hazards within the home and make the home 'safe, warm and secure', (lifetime loans).

4.11 The ability to use grant rather than loaned capital funding for lifetime loans and riskier homeowner loans reduces the risk to the Authority should the funding not be repaid or the repayment term is longer than expected. This funding is required to complement rather than substitute existing schemes therefore the Authority will be required to continue to provide housing grants. If unable to use all its funding due to lack of demand, then the Authority can discuss and agree with WG alternative uses for the funding.

4.12 This Authority does not currently offer lifetime loans to homeowners, however there is anecdotal evidence of both need and demand for this type of product, in addition to the products currently offered.

4.13 In addition to creating a new framework for Lifetime Loans WG has introduced a new prescriptive framework to replace the previous frameworks for Houses into Homes and Home Improvement Loans

4.14 **Revised Criteria for Owner Occupier Loans**

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| General Requirements | There must be consistency, from the perspective of the loan recipient, in respect of the eligibility criteria and terms. |
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| Maximum fee charged to a loan recipient   | A suggested one off fee of up to 50% of the costs associated with administering the loan application up to a maximum of £500. A contribution towards the remaining costs of up to £500 may be made from the Grant Funding. The total fee and subsidy from the Grant Funding must not exceed the actual costs associated with providing the Owner Occupier Repayable Financial Assistance.   |
| Minimum and maximum owner occupier loan value per unit of accommodation.                      | £1,000 up to £25,000  |
| Interest  | Must be interest free.  |
| Permitted Improvement works   | Works which make a residential property safe warm and/or secure.<br><br>This includes such works undertaken to Empty Properties on the condition that<br><br>(i) the loan recipient occupies the property on completion of the works for the duration of the loan; and<br><br>(ii) if the loan recipient dies, ceases to occupy the property or transfers/sells the property before expiry of the loan term the loan is repaid immediately. |
| Owner Occupier Loans can be provided for the purpose of improving a residential property for: | Continued ownership   |
| Owner Occupier loan conditions  | Terms and conditions must specify: <ul style="list-style-type: none"> <li>• the purpose/works for which the Owner Occupier Loan is provided.</li> <li>• that if the loan recipient sells the property during the term of the Owner Occupier Loan the loan must be immediately repaid in full.</li> </ul>  |
| Maximum loan period   | Up to 10 years may be taken and the loan shall be repaid on the earlier of the death of the loan recipient, when the loan recipient ceases to occupy the property or on the transfer/ sale of the property.   |
| Payment terms   | Can be drawn down in advance, in stages or on completion of the improvement works.  |

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| Repayment terms                      | <p>Either staged repayments (monthly, quarterly or yearly) or full repayment at the end of the Owner Occupier Loan term or on transfer/sale of the property if earlier unless specified otherwise herein.</p> <p>The Authority will offer monthly repayments to satisfy Sundry Debt requirements.</p>   |
| Eligible loan recipients             | Owner occupiers of sub standard residential properties who pass affordability checks.   |
| Risk mitigation measures             | <p>Two or more of the following measures should be applied to each Owner Occupier Loan: loan to value ratio, first/second property charges, local land charges, staged repayments, default fees, staged payments to the loan recipient.</p> <p>The Authority currently applies loan to value ratio and first/second property charge.</p> <p>The Authority checks all Land Charge notifications of pending property sales against outstanding loan records to identify potential breaches of conditions.</p> |
| Part funding and financial viability | <p>Must only be provided to fund financially viable improvement works.</p> <p>May be provided to fund part of the improvement works provided that evidence of sufficient/adequate funding for the remainder of the works is provided.</p>   |
| Other funding options                | <p>Other funding options such as Arbed must be explained to loan applicants.</p> <p>Other funding options can be used in conjunction with the Owner Occupier Loan as long as there is no double funding of the works.</p> <p>Loan applicants that can easily obtain commercial finance to fund the improvement works should be directed to appropriate sources of funding.</p>  |

#### 4.15 Revised criteria for Landlord loans

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| General Requirements              | There must be consistency, from the perspective of the loan recipient, in respect of the eligibility and terms.   |
| Maximum fee charged to a landlord | <p>A one off fee to cover the costs of administering the loan.</p> <p>The sum of the fee charged must take into account the APR (annual percentage rate) of the Landlord Loan for the term of the loan. The fee expressed as an APR of the Landlord</p> |

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|  | Loan must not be greater than the market rate of APR for loans of the same amount and term. WG suggest that the fee is reviewed annually to ensure it is below market rates. WG are proposing to provide a guideline APR for use by the Authority.  |
| Minimum and maximum landlord loan amount   | £1,000 up to £25,000  |
| Maximum landlord loan available per loan recipient   | £250,000 per application - £25,000 per property for up to 10 properties. Once repaid the applicant can apply for further funding.   |
| Interest   | Must be interest free.  |
| Permitted Improvement works  | Works which bring an Empty Property back into use or bring a property up to the standard of Safe, Warm and / or Secure.   |
| Landlord Loans can be provided for the purpose of improving an existing property or for bringing an Empty Property back into use to: | Sell or rent  |
| Landlord loan conditions   | The Landlord Loan terms and conditions must specify: <ul style="list-style-type: none"> <li>• the purpose/works for which the Landlord Loan is provided.</li> <li>• If after completion of works funded by a Landlord Loan the relevant property contains a category 1 hazard (as defined by Housing Health and Safety Rating System (HHSRS)) the property cannot be rented out.</li> <li>• that if the loan recipient sells the property during the term of the Landlord Loan, the loan must be immediately repaid in full.</li> </ul> |
| Maximum loan period  | A maximum of 2 years if the intention is to sell the property following the works.<br><br>A maximum of 5 years if the intention is to rent the property following the works.<br><br>A maximum of 10 years if the intention is to rent the property at Local Housing Allowance (LHA) rates following the works, with a 10 year commitment for Local Authority tenant nomination rights required.   |
| Payment terms  | Can be drawn down by loan recipients in advance, in stages or on completion of the works.<br><br>The Authority will consider the circumstances of applications to determine payment terms.  |

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| <p>Repayment terms</p>                      | <p>Either staged repayments (monthly, quarterly or yearly) or full repayment at the end of the Landlord Loan term or on transfer/sale of the property if earlier.</p> <p>The Authority will consider the circumstances of applications to determine payment terms</p> <p>Ability at Authority's discretion, to 'write off' the loan value at the end of a 10 year term if the landlord agrees to rent the property at LHA rates and give the Local Authority tenant nomination rights for a 10 year period. It is important to note that this funding will therefore be unavailable for recycling.</p> |
| <p>Eligible loan recipients</p>             | <p>Owners of substandard/Empty Properties who pass affordability checks.</p>   |
| <p>Risk mitigation measures</p>             | <p>Two or more of the following measures should be applied to each Landlord Loan: loan to value ratio, first/second property charges, local land charges, staged repayments, default fees, staged payments to the loan recipient.</p> <p>The Authority currently applies loan to value ratio and first/second property charge.</p> <p>The Authority checks all Land Charge notifications of pending property sales against outstanding loan records to identify potential breaches of conditions.</p>  |
| <p>Part funding and financial viability</p> | <p>Must only be provided to fund a schedule of improvement works which is financially viable taking into account the sum of the loan to be offered and any other funding available to the loan recipient.</p> <p>May be provided to fund part of the works provided that evidence of sufficient/adequate funding for the remainder of the works is provided.</p>   |
| <p>Other funding options</p>                | <p>Other funding options such as Arbed must be explained to loan applicants.</p> <p>Other funding options can be used in conjunction with the Landlord Loan as long as there is no double funding of the works.</p> <p>Loan applicants that can easily obtain commercial finance to fund the improvement works should be directed to appropriate sources of funding.</p>   |

4.16 Owner occupier repayable financial assistance is able to be provided at the discretion of the Local Authority. It is for the Authority to decide which problems or hazards will be eligible for financial assistance. It is only payable where:

- The applicant fails the affordability checks for a loan;
- The home is below standard of safe, warm and secure and / or has hazards as defined by the HHSRS; and
- Is ineligible for other forms of financial assistance from the Council, Welsh Government or other public sector bodies.

It was a condition that the product must be available to the public by 30<sup>th</sup> June 2018 but WG are aware of our Cabinet timeline.

#### 4.17 Criteria for Owner Occupier Repayable Financial Assistance

|                             |   |
|-----------------------------|---|
| <p>General requirements</p> | <p>Will be offered at Authority's discretion to applicants who fail affordability checks for Owner Occupier Loans. May only be given for HHSRS hazards and in order to improve the house to a 'safe, warm and secure' standard and may not cover all costs requested in the application.</p> <p>Must be repayable.</p> <p>A Lifetime Loan is a lump sum loan, where any interest that may be payable is rolled up over the full term. The loan is repayable upon sale or disposal of the property.</p> <p>Where no equity exists in the property, the Authority <i>may</i> assume that equity will be available upon repayment. However, the Authority must be mindful that there is a higher chance of non repayment.</p> <p>The Authority currently applies loan to value ratio and first/second property charge for loan assistance.</p> |
| <p>Fee</p>                  | <p>The fee chargeable to the applicant is capped at £250 however this must be added to the Assistance.</p> <p>A £250 contribution towards the costs of administering the application may be used from the Grant Funding.</p> <p>The total fee and subsidy from the Grant Funding must not exceed the actual costs associated with providing the Assistance.</p>   |
| <p>Terms and conditions</p> | <p>Terms and conditions must specify:</p> <ul style="list-style-type: none"> <li>• The purpose/works for which the Assistance is provided.</li> <li>• That the Assistance must be repaid upon the earlier of the death of the recipient, when the recipient ceases to occupy the property or on the transfer/sale of the property.</li> </ul> <p>The Authority checks all Land Charge notifications of pending property sales against outstanding loan records to identify potential breaches of conditions..</p> <p>If in the event of the death of the applicant the property has not been sold or the loan repaid within a period of 18</p>  |

|  |  |
|--|--|
|  | months by the executors of the applicant's estate the Authority will demand immediate payment of the loan together with all other sums then owing but unpaid.  |
| Payment terms  | <p>Can be paid in advance to successful applicants.</p> <p>Due to the vulnerability of the client group, the finite budget and the anticipated demand the Authority will impose a limit on indebtedness under the discretionary elements of Private Sector Housing Renewal Policy of £25,000.</p> <p>Due to the vulnerability of the client group the Agency service will be utilised to support clients with works associated with this loan.</p> |
| Eligible recipients of Owner Occupier Repayable Financial Assistance | Owner Occupiers of sub standard residential properties who fail affordability checks but are not eligible for other financial assistance schemes e.g. those which require the recipient to be in receipt of means tested benefits.   |

4.18 If Members approve the recommendations, in order to maximise take up of the loan products and to comply with WG guidance, the availability of the range of loan products will be promoted in various local publications, on the Council's website and through social media. –

## 5. WELL-BEING OF FUTURE GENERATIONS

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

- Long Term – improving and future proofing properties. Reducing the number of empty homes and improving community cohesion and sustainability.
- Prevention - providing well maintained, safe, warm and secure homes; preventing disrepair and promoting low maintenance for the future. Sustaining communities.
- Integration – improved standards of housing and community environments. The provision of home loans accords with other objectives of the Authority and Welsh Government.
- Collaboration – joined up working arrangements within in-house teams and external partners and cost effective procurement arrangements.
- Involvement – Consultation and negotiation with property owners in relation to their needs and aspirations.

## 6. EQUALITIES IMPLICATIONS

6.1 An EIA screening has previously 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 was identified therefore a full EIA has not been carried out to date.

## 7. FINANCIAL IMPLICATIONS

7.1 The Authority has already been awarded funding of £2,205,388 to support the provision of loans, albeit £1,117,808 is required to be repaid to WG in years 13 -15. Should amendments



to the provision of loans to owner occupiers and landlord loans, in accordance with the specified criteria, and the provision of lifetime loans not be supported, then WG have indicated that they may withdraw the award of funding for loans.

- 7.2 Detailed monitoring of budget expenditure, recycling of the budget and loan recovery will be required to ensure that sufficient monies are available to facilitate repayment of the loan element of the funding to WG in years 13 to 15.
- 7.3 Arrangements are in place to register loans with HM Land Registry and with the Sundry Debtor Team for collection of staged loan repayments and for debt recovery, in consultation with Private Sector Housing. Annual monitoring of loan recipients will be undertaken to ensure ongoing compliance with loan conditions.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 There are no personnel implications as a result of this report.

## **9. CONSULTATIONS**

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

## **10. RECOMMENDATIONS**

- 10.1 That Members note the contents of this report regarding changes introduced by Welsh Government in relation to the funding of loan assistance
- 10.2 That Members agree the introduction of an Owner Occupier Repayable Financial Assistance product to be operated in the manner outlined in paragraphs 4.16 and 4.17, and that these paragraphs will be appended to the Private Sector Housing Renewal Policy.
- 10.3 That Members agree the proposed changes to the existing owner occupier and landlord loans products outlined in paragraphs 4.14 and 4.15 and that these paragraphs will be appended to the Private Sector Housing Renewal Policy

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

- 11.1 To enable the Authority to continue to offer financial assistance to owner occupiers and landlords by way of loans and to offer an additional financial product, in the form of an Owner Occupier Repayable Financial Assistance, to eligible householders within the County Borough.

## **12. STATUTORY POWER**

- 12.1 The Housing Grants, Construction and Regeneration Act 1996.  
The Regulatory Reform (Housing Assistance) (England & Wales) Order 2002.

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Consultees:

Christina Harrhy - Interim Chief Executive  
Shaun Couzens - Chief Housing Officer  
Cllr Dave Poole - Leader of the Council  
David Street - Director of Social Services and Housing  
Lisa Lane - Interim Monitoring Officer  
Cllr Lisa Phipps - Cabinet Member for Homes and Places  
Nicole Scammell - Head of Corporate Finance and S.151 Officer  
Stephen Harris - Deputy S.151 Officer  
Leslie Allen - Principal Accountant  
Nadeem Akhtar - Group Accountant  
Richard Crane - Senior Solicitor  
Mark Jennings - Housing Strategy Officer  
Anwen Cullinane - Senior Policy Officer, Equalities and Welsh Language

Background Papers:

- Report 'National Home Improvement Loan Scheme' presented to Policy and Resources Scrutiny Committee on 11<sup>th</sup> November 2014.
- Report 'Private Sector Housing Renewal Policy' presented to Policy and Resources Scrutiny Committee on 15<sup>th</sup> April 2014.
- Report 'Private Sector Housing Renewal Strategy - Empty Homes' presented to Living Environment Scrutiny Committee on 20<sup>th</sup> of March 2012



## **CABINET – 25TH JULY 2018**

**SUBJECT: PROPOSED ALLOCATION OF FUNDING FOR APPRENTICESHIPS ACROSS COUNCIL SERVICES**

**REPORT BY: MARK S WILLIAMS - INTERIM CORPORATE DIRECTOR COMMUNITIES**

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

- 1.1 To seek approval from Cabinet for the allocation of funding for Apprenticeships across the Council together with a formal process for the consideration of applications for apprenticeships from service areas across Council Services.

### **2. SUMMARY**

- 2.1 In April 2011 a revenue budget of £485k was established for the purpose of funding Apprenticeships. Due to ongoing savings requirements arising from the Medium-Term Financial Plan (MTFP) this budget was reduced to £150k in 2015/16 and then removed in its entirety from 2016/17. Underspends on the revenue budget were ring-fenced into a usable reserve and as at the 31st March 2018 the uncommitted balance on the reserve is £530k.
- 2.2 Consideration now needs to be given to releasing the reserve for a new apprenticeship programme in order to support the Welsh Government, Council (and wider Cardiff Capital City region (CCR)) employment, regeneration, skills and apprenticeship priorities and to assist various services across the Authority with workforce planning issues.

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

- 3.1 An Apprenticeship Programme will contribute to the following Well-being Goals within the Well-being of Future Generations (Wales) Act 2015:
- A prosperous Wales
  - A more equal Wales
  - A Wales of cohesive communities
  - A globally responsible Wales
- 3.2 The policies referred to in this report link to the People Management Strategy and therefore to all other strategies, including all equality strategies, policies and procedures, which rely on employees to deliver the strategy and service provision.

- 3.3 The Caerphilly Public Service Board well being delivery plan includes an Apprenticeship Action Area which is championed by the Authority. The Action Area is aimed at developing an apprenticeship programme for the County Borough that meets the future skills requirements of the Authority but also links to future needs of both the local and regional economy and maximises opportunities that will be available through CCR. This will also involve links with the private sector to ensure that their needs are also being met and a seamless apprenticeship programme is established.
- 3.4 The Authority is a member of the Cardiff Capital Region (CCR) City Deal Partnership. The CCR has developed a range of pan regional work streams/priorities one of which is the development of skills, training and apprenticeships to increase employment levels in the region. However, the CCR has a private sector investment focus with a priority to deliver apprenticeships & skills for a modern day industry within the region.
- 3.5 The latest WG document (Guide for Local Authorities on Apprenticeships in Wales, June 2018) encourages local authority apprenticeships but it must be recognised that it will largely be the local authority itself that will determine its own apprenticeship needs and requirements and will need to consider these requirements in the design of its individual scheme.
- 3.6 While the CCR skills development activity and Local Authority apprenticeships are separate schemes with differing requirements, collectively they will contribute to an overall increase in opportunity across the region.

#### **4. THE REPORT**

- 4.1 Apprenticeship programmes have been used by the Council since 1996 to develop the skills required to fill future vacancies and to offer school/college leavers and others opportunities to gain knowledge and skills to enable them to find long term meaningful employment
- 4.2 The last time Apprenticeships were funded centrally was 2011/12 when a revenue budget of £485k was established. This resulted in an additional 40 apprentice places being created and 4 Graduate trainee Opportunities. The revenue budget was deleted from 2016/17 due to ongoing savings requirements arising from the MTFP.
- 4.2 Most of these Apprenticeships have been at Pay Grade 2 and 3, with the majority being offered within the building trades area to satisfy future demand in the Council for these skills.
- 4.3 There are currently 35 Apprentices employed within the Council: 29 in Housing, 2 in Horticulture and 4 in Schools. These have been funded by individual services.
- 4.4 The WG Local Authority Apprenticeship guide referenced in 3.5 above provides information specific to local authorities on what apprenticeships are and how to use them. It urges local authorities to consider how they can introduce new or further develop apprenticeship opportunities and how to include apprentices in workforce planning or workforce re-modelling.
- 4.5 The WG guide outlines the fact that apprenticeships are a great way for local authorities to improve the skills base of their employees while also being a tried and tested way to recruit new staff, to re-train or up-skill existing staff of all ages & levels of experience in a whole variety of roles. Apprenticeships can also provide an

invaluable entry into the world of work for young people who do not always respond well to formal education and attainment of formal qualifications.

4.6 The WG guide sets out a number of key steps for local authorities to consider, these include:-

- Are our neighbouring local authorities already using apprenticeships? (In the Caerphilly context, Rhondda Cynon Taff have been running a very successful apprenticeship and graduate trainee scheme for a number of years).
- What skills do our employees need now and in the future and can apprenticeships help with this?
- How does an apprenticeship programme link to our workforce planning requirements?

4.7 Corporate Management Team has recently been examining the age profile across the Authority and there is a general skew in the data towards staff aged 50+. In this context workforce remodelling and workforce flexibility policies can assist in downsizing the organisation where it is required but there needs to be a balance that allows talent to enter the organisation as well. This is more important in some services than others due to various workforce planning issues.

4.8 The Authority's Housing Service (WHQS and Housing repairs) already has a comprehensive apprenticeships programme in place and this key element is an integral part of the service planning for 2020 and beyond using Housing Revenue Account funding. This report therefore concentrates on other services across the Council

4.9 There are consequently a number of reasons why the Council should offer apprenticeships:-

- a) To enable people to obtain skills and experience that can be used to secure long term employment.
- b) To ensure that skill shortages are addressed to meet the Council's future needs.
- c) To assist the Council in addressing other workforce planning issues such as an aging workforce in certain services.

4.10 The primary cost of supporting an Apprenticeship is salary. This cost will vary based on the Apprenticeship salary and duration. For the purposes of this report it has been assumed that the salary scale will be Grade 2 or Grade 3.

4.11 The table below provides full time salary costs per annum at the maximum of Grade 2 and Grade 3, based on current salaries with oncosts.

| <b>Grade</b> | <b>Total salary cost per annum (£)</b> |
|--------------|--|
| 2            | 21,946                                 |
| 3            | 22,608                                 |

4.12 The table above does not include college/training costs and these may therefore need to be factored in to any Apprenticeships considered. However, there is a possibility that these may be funded by the Welsh Government as part of their support for Apprenticeship programmes from private training providers or funded

directly by the individual services

- 4.13 As well as “traditional” apprenticeship opportunities, other initiatives such as work experience and shared apprenticeship opportunities will need to be considered
- 4.14 The Council has to pay the Apprenticeship Levy to the UK Government equating to 0.5% of total salary bill. However, the responsibility for Apprenticeship Training is devolved to Welsh Government who has set a target of creating at least 100,000 quality apprenticeships over the next 5 years. Welsh Government has been supporting Apprenticeships within Wales for a number of years but has made no further financial provision available since the introduction of the Apprenticeship Levy. In order to qualify for training support funding from Welsh Government the Apprenticeship should include the following elements:
- A competency qualification falling under the Credit and Qualification Framework for Wales (CQFW).
  - A technical qualification relevant to the skill, trade or occupation specific to that Apprenticeship and;
  - An essential skills qualification e.g. application of number, communication and Digital Literacy Skills.
- 4.15 The funding that may be available through the Welsh Government is to cover some of the training costs of an apprentice but does not cover salary costs.
- 4.16 Based on just the payment of an annual salary at the maximum of Grade 3 for one year, without paying training costs, the Council could employ 23 Apprentices with the £530k that is currently available in the Apprenticeship Reserve. However, it is unlikely that any Apprentice training course would be for only one year. In addition, the Council would have to seriously consider what employment opportunities could be available for these Apprentices at the end of the period of training, otherwise it would not realise any benefit.
- 4.17 As part of the MTFP and the Business Improvement Programme consideration will need to be given to establishing a permanent budget for Apprentices and other initiatives that would allow us to “grow our own” knowledge and expertise across key areas of the organisation that would fit as part of our emerging workforce planning strategy.
- 4.18 Due to the limited sum available it is important that the objectives of the funding are clear to ensure that best value is achieved. Early work undertaken shows that it is likely that demand will outstrip the funding available therefore applications for support from service areas will need to be aligned to the overall objectives of the Council and Apprentice schemes.
- 4.19 Should a service area wish to recruit an apprentice a business case must be completed and submitted to the Apprenticeship Panel, which would consist of the Corporate Director of Communities, the Head of People Services and Head of Corporate Finance. The business case should clearly detail why an Apprenticeship is required, linking to the objectives set out below; the duration of the Apprenticeship; the training that will be offered to underpin the Apprenticeship; the benefits to the service area and the wider Council and the cost. If there is an intention to restrict applications to Welsh speaking candidates to increase the provision within the service area this should also be identified.

4.20 The objectives of an Apprenticeship could include:

- Ensuring the Apprenticeship links to developing skills that are difficult to recruit to within CCBC – in this regard long term employment prospects will need to be considered.
- Ensuring the Apprenticeship links to future workforce planning needs.
- Ensuring there are opportunities for socially and economically disadvantaged groups to secure apprenticeships and skills that will increase future employment prospects.
- Ensuring the opportunities are open to people of all ages in line with Welsh Government funding requirements.

4.21 The Apprenticeship Panel will consider the applications and make recommendations to the Chief Executive. Furthermore, a periodic progress report will be provided to the Policy & Resources Scrutiny Committee for information on the engagement of apprentices.

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

5.1 The process contributes to the Well-being Goals as set out in Links to Strategy above. The intention of the strategy is to take a long-term view of increasing the skills of the workforce and provide opportunities for career advancement. The strategy integrates the work of the local authority alongside the work of other organisations in the area that have the same aim.

5.2 The proposed apprenticeship scheme will assist jobseekers in acquiring the skills relevant to specific long term employment prospects within the local Authority with particular contributions to prosperity (a prosperous Wales), equality (a more equal Wales), community & economic regeneration (a Wales of cohesive communities) and global responsibility ( a globally responsible Wales).

## **6. EQUALITIES IMPLICATIONS**

6.1 There are no equalities implications associated with this report. If apprenticeships are to be offered by the Council then the authority's HR and equal opportunities policy will apply to the recruitment process.

## **7. FINANCIAL IMPLICATIONS**

7.1 A one off sum of £530k is available to support the funding of Apprenticeships.

7.2 This sum could either support 23 apprenticeships for a 1 year period or 11.5 apprenticeships for a 2 year period (which is a typical apprenticeship period). There are obviously a number of other permutations dependent on specific service requirements relevant apprenticeship periods and/or whether the service area could make any financial contribution to salary costs. The ability of an individual service to contribute funding to the apprenticeship scheme will be an integral part of the business case to be completed.

7.3 There would also be an expectation that individual services would fund the training costs or source external funding to support the costs of training.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 The personnel implications are included within the main body of the report.

## **9. CONSULTATIONS**

- 9.1 The views of the listed consultees are included in the report.

## **10. RECOMMENDATIONS**

- 10.1 Cabinet agrees that the uncommitted one off sum of £530k currently set aside in reserves is used to fund apprenticeships.
- 10.2 Cabinet endorses the establishment of an Apprenticeship Panel consisting of the Corporate Director – Communities, Head of People Services and Head of Corporate Finance, which will consider apprenticeship Applications in accordance with the process outlined in 4.19 above.
- 10.3 To note that a further report will be presented to Cabinet in due course that will set out a proposed workforce development programme including any initiatives that will ensure the Council's workforce is sustainable over the longer term.

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

- 11.1 The recommendations are made because it is important that the Council supports the development of skills within the County Borough to enable its residents to gain employment, to contribute to the Well Being of Future Generations, to assist future workforce planning and to contribute to the wider CCR skills work stream. There is limited one-off funding set aside for Apprenticeships and therefore it is important that the maximum benefit is derived from the investment.

## **12. STATUTORY POWER**

- 12.1 Local Government Act 1972  
The Well-being of Future Generations (Wales) Act 2015

Author: Mark S. Williams, Acting Corporate Director - Communities  
Lynne Donovan, Head of People Services

Consultees: Christina Harray Interim Chief Executive  
Dave Street Corporate Director Social Services and Housing  
Richard (Ed) Edmunds Corporate Director of Education and Corporate Services  
Stephen Harris Deputy Section 151 Officer  
Keri Cole, Chief Education Officer  
Tina McMahon, Community Regeneration Manager  
Anwen Cullinane Senior Policy Officer (Equalities and Welsh Language)  
Councillor Colin Gordon, Cabinet Member for Corporate Services  
Councillor Sean Morgan, Deputy Leader and Cabinet Member for Economy, Infrastructure, Sustainability and Wellbeing of Future Generations



Background Papers:

- Guide for Local Authority Apprenticeships in Wales (Draft) – June 2018, Welsh Government

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## CABINET – 25TH JULY 2018

**SUBJECT: DECRIMINALISATION OF PARKING – STAGE 2 REPORT**

**REPORT BY: CORPORATE DIRECTOR OF EDUCATION AND CORPORATE SERVICES**

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- 1.1 The attached report, which was presented to the Regeneration and Environment Scrutiny Committee on 26th June 2018, updated Members on the progress made with pursuing Civil Parking Enforcement Powers, and sought the views of the Scrutiny Committee on the proposals for implementation and issues to be considered, prior to the proposals being presented to Cabinet for approval.
- 1.2 Members were reminded that 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 28th 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. 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. The report set 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.
- 1.3 Officers outlined the key actions planned and progress made in regards to CPE preparations, and it was noted that the proposals and issues were presented to a Members Seminar on 6th June 2018. The main topics of discussion arising from this seminar were highlighted and referred to during the course of the meeting, and in particular, Members were asked to note the statutory guidance from the Secretary of State (Section 10.16 of Traffic Management Act 2004 CPE) which states that "...elected members and unauthorised staff should not under any circumstances play a part in deciding the outcome of individual challenges or representations. This is to ensure that only fully trained staff make decisions on the facts presented". Members were also asked to consider and support the formal resolutions and delegations as set out in Section 5 of the report which are required in order to progress the actions necessary for implementation, including an application for CPE powers to Welsh Government.
- 1.4 The Scrutiny Committee also received representations from a local ward member in respect of the proposals, who suggested a need for staff consultation regarding the potential duality of the Civil Enforcement Officers role, and expressed the need for effective scrutiny regarding the delivery of the new CPE powers.
- 1.5 Detailed discussion took place on the proposals and in response to a Member's query, it was explained that although the majority of enforcement will focus on main urban areas, the Authority will deploy resources to best effect across all areas of the county borough, and assess the types of enforcement approaches to be undertaken.
- 1.6 Several queries were received in respect of staff recruitment arising from the new enforcement processes, including whether the proposed staff levels would be sufficient, and if they are able to cover dual enforcement roles (such as that of Community Safety Wardens (CSWs)). It was confirmed that staffing levels will be reviewed once the new enforcement

processes are embedded to determine whether there is a need for additional staff. Members were advised of the complications surrounding dual enforcement, in that the CEO role is only covered by civil legislation whereas CSWs are covered by both criminal and civil legislation, and therefore provide completely separate functions. Officers also outlined the recruitment process for CEOs, implications for the grading structure, the training to be provided, and the working arrangements for these staff.

- 1.7 Members discussed the wide scope of the area to be covered and queried whether CCTV and a mobile enforcement vehicle could be used to monitor and act upon parking infringements. It was explained that CCTV cannot be utilised for such purposes due to considerations around image quality and the requirement to use 'approved devices'. Officers confirmed that consideration is being given to the use of a mobile vehicle at a future point in time.
- 1.8 Reference was made to the issue of parking on pavements and it was confirmed that this type of enforcement will remain under the remit of Gwent Police unless there are double yellow lines where the car is parked on the pavement. Concerns were also raised regarding the three-month gap between the withdrawal from parking enforcement duties by Gwent Police and the planned implementation date by the Council. Officers explained that discussions are ongoing with Gwent Police to negotiate an extension to mitigate this period and ensure a smooth transition of responsibilities. Additionally, discussion took place regarding fixed fee charges for Penalty Charge Notices (PCNs) and the rationale behind the anticipated level of PCNs for the Caerphilly county borough.

#### Points of Clarification

- 1.9 Progressing the legally related, procedural matters set out in the recommendations 1.11(i) to 1.11(viii) (particularly submission of the scheme to WG as it can take up to 6 months for a decision to be issued to the authority) will enable the authority to implement the scheme from 8<sup>th</sup> April 2019.
- 1.10 Cabinet is asked to note that the recommendations set out in paragraphs 5.1 2) and 3) of the original report to the Regeneration and Environment Scrutiny Committee were duplicated and need to be referred on to Council for a formal decision in accordance with the Authority's constitution. These recommendations have been incorporated as one recommendation within this covering report and is set out in paragraph 1.11(x) below.
- 1.11 Following consideration of the report the Regeneration and Environment Scrutiny Committee unanimously recommended to Cabinet that for the reasons contained therein:-
- (i) CCBC reach a formal agreement with RCTCBC for them to manage the back office on CCBC's behalf;
  - (ii) For consistency, that responsibility for enforcement of all Countryside and Tourism car parks be transferred to the Civil Enforcement team;
  - (iii) all existing resident permit parking schemes within the borough be consolidated (as part of the TRO consolidation order) to bring them in line with the policy and ensure consistency across the borough;
  - (iv) new customer relation protocols and/or systems via the Customer Services team be developed;
  - (v) any cashless parking system be procured remotely and separate to a Civil Parking Enforcement (CPE) IT service provider;
  - (vi) that the CEO role initially be implemented 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;

- (vii) any financial surpluses from the operation 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;
- (viii) the recommendations and delegations as set out in Section 5.1 of the report be sought to facilitate the CPE application to WG and subsequent implementation.
- (ix) the additional costs of £431k for the TRO review and CPE set up costs be funded from SEW and Communities Directorate reserves (i.e. £291k from SEW reserve and £140k from Communities Directorate reserve).
- (x) To endorse and nominate to Council that the Deputy Leader and Cabinet Member for Economy, Infrastructure, Sustainability and Well-being of Future Generations be the 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) and that a substitute representative is also nominated and appointed.

Cabinet are asked to consider the above recommendations.

- 1.12 Cabinet is also asked to note that the interface between Community Safety, CPE and the resultant staff roles needs further consideration and a further report will need be presented to Cabinet in due course in relation to these matters. Cabinet approval is therefore sought for a further report to be presented in the near future which addresses these interface issues.

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

Appendices:-

Appendix 1 Report to Regeneration and Environment Scrutiny Committee on 26th June 2018 – Agenda Item 10

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## **REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE – 26TH JUNE 2018**

**SUBJECT:        DECriminalisation of Parking – Stage 2 Report**

**REPORT BY:    Interim Corporate Director – Communities**

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### **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 17<sup>th</sup> July 2012) (see background papers). The recommendations were endorsed by the Committee and subsequently approved by the Council's Cabinet on the 31<sup>st</sup> 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 6<sup>th</sup> 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 Harrhy – 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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## CABINET – 25 JULY 2018

**SUBJECT: DRAFT CAERPHILLY HOMES ASSET MANAGEMENT STRATEGY**

**REPORT BY: CORPORATE DIRECTOR OF SOCIAL SERVICES & HOUSING**

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

- 1.1 To outline the proposed asset strategy for Caerphilly Homes following the anticipated achievement of the Welsh Housing Quality Standard in 2020, to ensure the standard is maintained thereafter and the Council's housing portfolio continues to provide affordable, quality homes that meet customers' needs.
- 1.2 The strategy applies to all council owned housing stock which is funded by the Housing Revenue Account, and new council housing.
- 1.3 To seek member approval to proceed with wider tenant consultation on the proposals, with a further report then being submitted to Cabinet, incorporating the outcome of the consultation for final consideration/approval.

### **2. SUMMARY**

- 2.1 Following a ballot of all council tenants in 2012, which resulted in CCBC retaining its housing stock, Caerphilly Homes embarked on a major investment programme to bring all its social housing up to the WHQS by 2020.
- 2.2 As we are now nearing the end of this programme, this report sets out a proposed strategy which is required to determine how the standard will continue to be maintained post 2020 and how Caerphilly Homes will continue to provide existing and new homes which contribute towards meeting demand and the specific needs of our tenants for the future.
- 2.3 This report further proposes that the draft strategy is communicated to all Caerphilly Homes tenants to seek views and comments prior to being finalised.

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

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

7 specific aims (Welsh Assembly) Government – Revised Guidance for Social Landlords – July 2008).

- 3.3 The Council's Corporate Plan 2018 – 2013 and more specifically Wellbeing Objective 3, address the supply, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people's health and wellbeing.

#### 4. THE REPORT

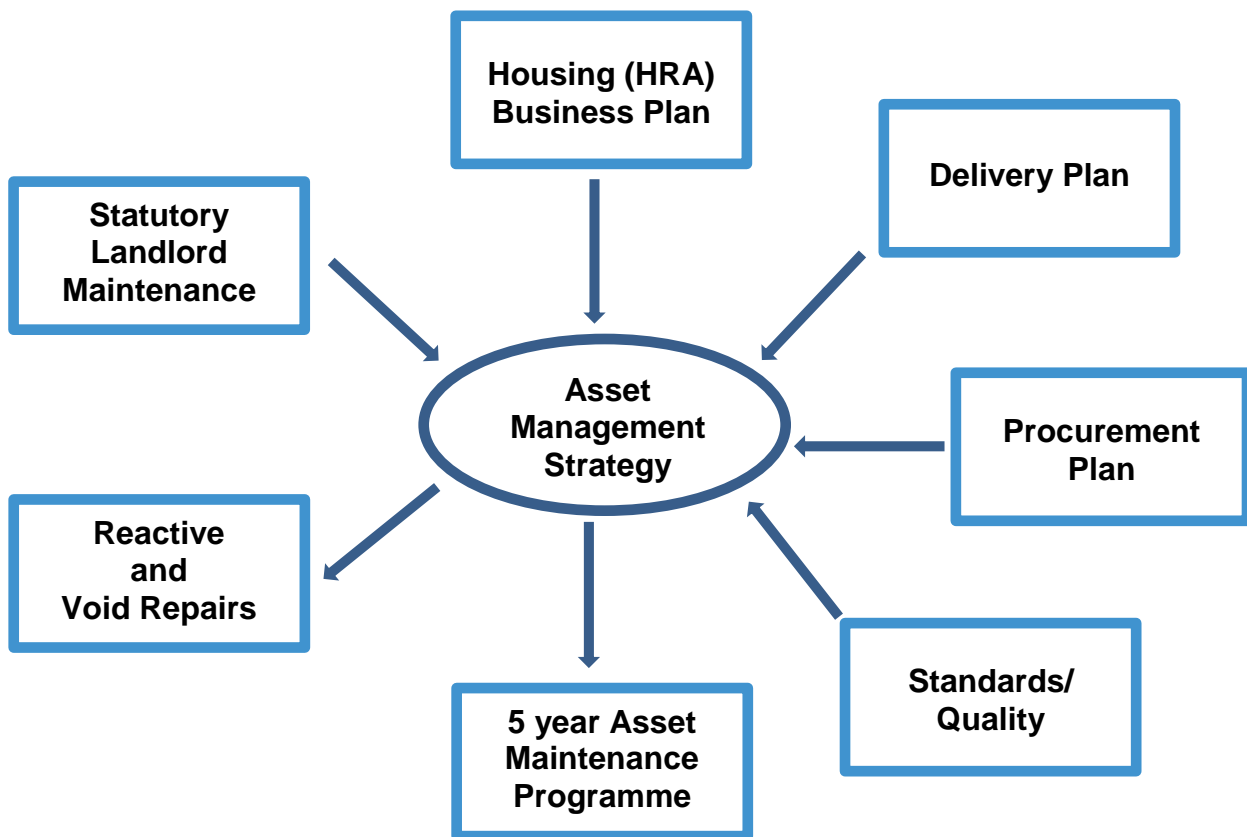
- 4.1 The long term vision for housing in Wales was set out by the National Assembly for Wales in the National Housing Strategy "Better Homes for People in Wales 2001" which states that:-  
*"all households in Wales are given the opportunity to live in good quality homes."*
- 4.2 To help realise this aim, they published the Welsh Housing Quality Standard (WHQS), which requires all social landlords to improve their housing stock to meet this standard by 2020.
- 4.3 Following a ballot of all council tenants in February 2012, there was a clear vote in favour of the housing stock being retained by the Council.
- 4.4 A major investment programme commenced with the aim of not only improving the existing housing to meet the WHQS, but also to maximise the socio-economic benefits associated with delivering a multi-million pound improvement programme.
- 4.5 As we are now entering the final two years of the programme, the following strategy is being proposed to ensure that the standard, once met, will continue to be maintained, and that existing and new homes will be provided to contribute towards meeting demand and the specific needs of our tenants for the future.

#### Proposed Strategy

- 4.6 This strategy sets out proposals following the achievement of WHQS by 2020, to ensure the standard is maintained thereafter and the Council's housing portfolio continues to provide affordable, quality homes that meet our customers' needs.
- 4.7 The strategy applies to the asset management of all existing and future council housing which is supported by the Housing Revenue Account.
- 4.8 To deliver this strategy the following key issues have been identified:-
- a) **Asset Management** - To assist with the delivery of the WHQS programme a new asset management database was acquired called Keystone. This system helps to manage the maintenance and improvement of our housing stock by maintaining a record of our portfolio, identifying the investment required for each property and the financial commitments required to achieve the standard required, i.e. WHQS and to support the ongoing maintenance of the standard post 2020.
  - b) **Delivery Plan** – whilst the asset management database can provide information at an individual property level, a delivery plan needs to be agreed to ensure that any future planned maintenance programmes are provided as economically and efficiently as possible. The provision of new Council housing also needs to be considered and included within a delivery plan.
  - c) **Procurement** – the existing procurement strategy needs to be reviewed to ensure the approach taken not only supports the delivery plan as effectively and efficiently as possible, but also ensures value for money and maximises community benefits from the investment.

- d) **Standards/Quality** – understanding our asset portfolio and our customers’ needs is key to the successful delivery of this strategy. Maintaining existing properties to the WHQS is one aspect, but there will be other legal and regulatory standards to comply with. In addition innovation and sustainability will be required to ensure existing and new housing remains affordable and meets our customers’ needs. The tenants’ Charter for Trust will continue to be supported to ensure satisfactory levels of service are being delivered to our tenants.
- e) **Viability** – the agreed strategy will need to be supported by a financially viable business plan that clearly sets out our income/borrowing requirements to meet the identified investment contained within the delivery plan.

## Caerphilly Homes Asset Management Strategy



### Background

- 4.9 The proposed strategy assumes the successful achievement of WHQS by 2020, accepting, however, that there will be a number of properties that have not met the standard fully and have been classed as “acceptable fails” and a number of other properties which were not made fully compliant due to no access or refusals.
- 4.10 The WHQS is aimed at improving homes, but also meeting tenants’ specific needs. As such Caerphilly’s tenants were provided with a number of choices and the works were not mandatory, unless there were specific health and safety issues which needed to be addressed.
- 4.11 In this regard, where tenants have failed to provide access or refused to have certain elements of work undertaken to their home, their property was removed from the programme.

As tenant/property circumstances are likely to change on an ad-hoc basis, these individual properties will need to be improved to the standard as and when required, e.g. when the property becomes void.

- 4.12 There were also 6 sheltered housing schemes undergoing feasibility studies to establish if they lend themselves to remodelling to make them fit for purpose. Subject to the outcome of these studies, improvement works may not be progressed until post 2020.
- 4.13 For the remainder of the housing stock which meets the WHQ Standard, these need to be maintained in a planned way to ensure the standard is maintained.
- 4.14 Due to housing demand (current 5,000 applicants on the housing register) there is also a requirement to deliver accessible housing for those with specific needs as well as increasing the supply of council housing.

## **5. ASSET MANAGEMENT**

- 5.1 Understanding our asset portfolio and the investment required in order to meet Caerphilly Homes' strategic aims, as well as complying with all legal and statutory standards, is key for the successful management of our stock data and investment needs.
- 5.2 Our Keystone Asset Management system will facilitate the management of our housing stock, by identifying key component replacement needs based on life cycle estimates. This information will be used to inform our delivery plan, ensuring our assets are maintained at optimum levels by actively and efficiently managing our assets that will be used to inform the housing business plan.
- 5.3 In addition, statutory landlord maintenance responsibilities and reactive repairs service will be managed by our Total Mobile Dynamic System. This is an operational system to record and issue reactive repairs and statutory maintenance work using dynamic scheduling technology.
- 5.4 Both systems will need to be kept up to date with any completed work being inputted in an accurate and timely manner, so that information on properties and individual key components is amended to reflect any changes, e.g. life cycle estimates. It is also critical that the systems work in an integrated way to ensure information is shared to support the delivery of an efficient and effective asset maintenance service.

## **6. DELIVERY PLAN**

- 6.1 The asset management delivery plan can be broken down into the following functions:-

### **Statutory Landlord Maintenance**

- 6.2 There is an ongoing requirement to undertake regular safety checks and maintenance works to ensure our statutory responsibilities are complied with in relation to gas/solid fuel servicing, periodic electrical testing, fire safety check, asbestos, lifts, hoists and water hygiene.
- 6.3 This work will be managed by our Housing Repair Operations (HRO) team utilising the in-house workforce and the services of external specialist contractors where required.
- 6.4 Compliance and performance in relation to statutory maintenance is overseen and monitored corporately via regular Statutory Maintenance Board meetings, and also by the corporate "Ramis" system.

### **Reactive Repairs**

- 6.5 Caerphilly Homes carries out approximately 30,000 repairs per annum which are usually reported by tenants or individuals acting on their behalf. The repair service may result in a

component being renewed and this will be undertaken to ensure the WHQS standard is maintained.

- 6.6 Where a component may have not been renewed as part of the WHQS programme e.g. tenant refusal, but subsequently fails, then it will be replaced and brought up to the WHQS standard by the HRO team.

### **Void Properties**

- 6.7 As mentioned previously, although the WHQS programme is anticipated to be completed in 2020, a number of properties would not have been brought up to the required standard for a number of reasons, e.g. no access, refusals, timing or cost of the remedy.
- 6.8 When a property becomes void it will be assessed by our surveyor to establish if it is fully WHQS compliant. Any elements failing to meet the standard will be identified and the required work undertaken during the void period.
- 6.9 In addition, the accessibility of a property will also be considered and where practical and economically viable, work will be carried out to improve access in order to meet the increasing demands for such properties.
- 6.10 A certificate will be issued to the new tenant at the time of allocation to provide details of the energy performance of the property and compliance with WHQS.

### **Asset Maintenance Programme**

- 6.11 In order for the housing stock to be maintained to the WHQ Standard an asset maintenance programme needs to be put in place from 2020. The Keystone asset management database will be used to inform any planned programme by providing information on the life cycle of all key internal and external components, based on completion of the main WHQS programme.
- 6.12 In preparation, a validation exercise is currently being undertaken to ensure that each key component within the property has been provided with an estimated date for its replacement, improvement based on guidance issued with the WHQS, manufacturers' advice and physical assessment by our in-house surveyors.
- 6.13 The asset maintenance programme for external works is to be arranged based upon a 5 year repair or replacement cycle. Properties completed in relation to external works during 2015/16, or earlier, will therefore be included in the planned programme for 2020/21; properties completed in 2016/17 will be planned for 2021/22, etc.
- 6.14 The specification of works for each property will be based on timely physical surveys, to take account of changing conditions. However, the surveyors will be assisted with information from our Keystone asset management system, which will identify projected component life cycle replacements based on previous surveys/works. This information will also assist with financial forecasting and inform the housing business plan.
- 6.15 Surveys for the main WHQS programme will reduce from December 2018, which will release surveyors who can then be utilised to undertake asset maintenance surveys to those properties identified for such works in 2020/21. This will enable packages of work to be collated and competitive tenders invited during 2019, utilising our existing Dynamic Purchasing System, based on the specification of work, identified by our surveyors for each property. This will include external redecoration.
- 6.16 In relation to internal works, although the main WHQS internal works programme did not commence until 2014, some properties benefitted from such works in advance of this, i.e. 2010.

- 6.17 The shortest lifespan for the internal elements is kitchens which are anticipated to remain in good condition for 15 years. Based on WG guidance, bathrooms should remain in a satisfactory condition for 25 years, electrical wiring and heating systems 30 years. Therefore a planned maintenance programme for internal works is not required to commence until 2025, i.e. 2010 plus 15 years.
- 6.18 There will, however, be some exceptions in relation to electrical wiring where a number of properties/streets may have only benefitted from partial rewires. Safety checks will be carried out to these properties every 5 years in compliance with electrical regulations and a separate programme of rewiring will be initiated where required.
- 6.19 Although heating systems are estimated to remain satisfactory for up to 30 years, it is recognised that boilers may fail between 7 to 15 years. Rather than implementing a planned approach to the replacement of boilers, it is considered to be more economical to replace such appliances as and when they fail or become uneconomical to repair. Annual servicing of heating systems will assist in making an informed decision on boiler replacements.
- 6.20 Surveys will be required to commence in 2023/24 to determine the extent of works required in each property based on the condition of each key component. A property schedule will be provided by Keystone based on the contract completion dates which were populated when a property/street was originally upgraded/improved.
- 6.21 The method/extent of internal works would be determined based on the condition of individual components of each property. It is not the intention to replace all key components based purely on age, as condition will be the overriding factor.
- 6.22 In addition to the above any external or internal element which becomes defective or prematurely fails prior to its planned replacement date will be rectified via our response maintenance service or tendered as a specific project. In addition, all components would be assessed to ensure WHQS compliance when a property becomes void.
- 6.23 Subject to a review of the procurement strategy, currently it is intended that packages of work will be collated and competitive tenders obtained via the Dynamic Purchasing System during 2024 to enable works to commence in 2025. This process will continue for each year thereafter based on the properties identified by Keystone which will continue to inform future programmes of work.

### **Remodelling of Sheltered Housing Schemes**

- 6.24 Following the outcome of surveys, combined with the lack of demand for a number of our sheltered housing schemes, questions were raised as to whether six of our schemes were fit for purpose. The majority of these schemes had access issues and contained bedsits.
- 6.25 A separate report will be submitted for Cabinet approval, detailing the outcome of the feasibility studies and the full extent of work proposed.

### **Accessible Housing**

- 6.26 As part of the WHQS programme work, in addition to achieving the standard, work was also undertaken to meet the specific needs of the tenant which includes a variety of adaptations. In order to achieve long term benefits from the adaptations, properties have been categorised based on their level of accessibility.
- 6.26 Following the establishment of the Common Housing Register all attempts will be made to allocate properties to suit the specific needs of potential tenants. The categorisation of properties will therefore assist this process whereby our Occupational Therapist will assess the physical/medical needs of applicants and use this information to match households to suitable properties.

- 6.27 This process will make best use of adaptations already made, thereby reducing the need for new adaptations and avoid the need to remove those that have previously been carried out. This will also speed up the allocations process for those with specific needs.
- Energy Improvements (EWI)**
- 6.28 In delivering the WHQS programme, property surveys have identified the requirement for works to some of our properties to resolve dampness and in a number of cases this has led to the removal of cavity wall insulation (CWI).
- 6.29 As part of the process in removing CWI, this has resulted in scarring to the existing external render and the loss of insulation aimed at improving living conditions for our tenants.
- 6.30 A separate improvement programme is therefore proposed to be introduced from 2020 with the aim of carrying out energy efficiency works, which would include the installation of external wall insulation to those properties that have previously suffered from damp problems resulting in the removal of cavity wall insulation.
- 6.31 To support the delivery of such a programme, officers would actively source alternative grant funding which would be subsidised by funding from the HRA.
- 6.32 Other energy initiatives will also be pursued to maximise the energy efficiency of our housing stock, thereby reducing carbon emissions and contributing towards addressing fuel poverty.

### **New Council Housing**

- 6.33 Both existing and new homes need to be provided to ensure that they meet current and future demand, taking into account government reforms including rent policy, changes to the welfare system, legislative changes, e.g. homelessness, energy efficiency and sustainability.
- 6.34 It is essential that our assets and therefore this asset management strategy, supports Caerphilly Homes objectives for growth and development. There are a number of ways this can be achieved, including identifying opportunity assets by undertaking a review of land held in housing ownership, e.g. garage sites, open spaces, to identify opportunities to deliver new homes and regenerate towns and communities. This review is currently ongoing and will inform the identification of opportunity assets which will form the basis of a separate report to Cabinet.
- 6.35 Subject to maintaining a financially viable business plan, options for providing new council housing is actively being considered. A separate report has been prepared for consideration by Cabinet to establish support and the likely scale for the delivery of new council housing which will be based on contributing to our Local Housing Market Assessment.

## **7. PROCUREMENT**

- 7.1 The above delivery plan needs to be supported by an efficient and effective procurement strategy, that has the capacity to deliver on all the work-streams, considers quality as well as cost in providing value for money and supports the local economy.
- 7.2 Whilst existing arrangements will continue to support the statutory landlord maintenance and reactive repairs service for void properties, a review of the strategy is required to support the proposed new work-streams of the asset maintenance programme, remodelling sheltered schemes, energy improvements and new council housing.

## **8. STANDARDS/QUALITY**

- 8.1 Whilst a number of specific standards for housing are prescribed by Welsh Government, Building Regulations, Codes of Practice, statutory and health and safety regulations, additional standards have been set locally.
- 8.2 As mentioned above, our procurement strategy will continue to include quality as part of our evaluation criteria with the aim of contracting with reliable and reputable companies who deliver good quality work and customer service.
- 8.3 The tenants' Charter for Trust will be reviewed following experiences obtained through the delivery of the WHQS improvement programme, to ensure this remains fit for purpose.
- 8.4 Customer satisfaction surveys will be conducted on a regular basis to obtain feedback from our customers on the services they receive. The feedback will be analysed so we learn from any positive or negative responses.
- 8.5 Performance monitoring will continue through the identification of key performance indicators (KPIs) for each work-stream. Performance outcomes will be reported to the Caerphilly Homes Task Group and Policy and Resources Scrutiny Committee at least on an annual basis.
- 8.6 Health and Safety performance will be monitored corporately by the Statutory Maintenance Board on a quarterly basis.

## **9. TENANT INVOLVEMENT**

- 9.1 Caerphilly Homes is committed to an open and transparent consultation process in the delivery of its services, which includes maintaining and improving tenants' homes.
- 9.2 An extensive consultation exercise was conducted prior to embarking on the delivery of the WHQS programme which will result in over £200m being invested in the housing stock. In order to ensure that the benefits of this investment continue to be realised for the future, it is imperative that we have an agreed asset management strategy in place that ensures our tenants' homes are maintained to satisfactory standards, that homes remain affordable and meet our existing and future tenants' needs.
- 9.3 Tenants will continue to be at the heart of our overall approach to the delivery of high quality housing services. In this respect it is important that tenants have an opportunity to comment on the proposed strategy. Therefore it is suggested that wider consultation takes place with our tenants by publishing a summary of the proposed strategy within the next available newsletter and inviting feedback which can be used to help inform the finalised strategy.

## **10. VIABILITY**

- 10.1 The asset management strategy will be aligned to the Housing Business Plan and approved by Cabinet.
- 10.2 The proposed Delivery Plan must be fully funded and affordable within the Housing Business Plan, which will include any borrowing requirements. Current projections and assumptions incorporated into the plan indicate that this strategy is viable.
- 10.3 In this respect, the maintenance of valid and accurate asset data is essential to inform the integrity of the Business Plan, future expenditure forecasting and remaining lifecycles of stock condition elements and the reconciliation of project completions will be routinely carried out.
- 10.4 Prior to committing to any new projects a full financial appraisal will be undertaken and where required specific reports submitted for relevant approval.



## 11. WELL-BEING OF FUTURE GENERATIONS

11.1 The delivery of the WHQS improvement programme is coterminous with the aims of the Wellbeing of Future Generations (Wales) act 2015, in particular the 5 ways of working:-

- **Long Term:** the report includes continued investment and performance to achieve WHQS by 2020. This investment provides long term improvements to the property, community and to the tenants' health and well being.
- **Integration:** The programme looks to integrate property and environmental improvements that will benefit and transform lives and communities throughout the county borough. It further brings together a variety of stakeholders to deliver long term sustainable benefits for lives and communities.
- **Involvement:** Tenants and local residents are being consulted on the proposed property improvements and environmental works along with various initiatives that are part of the WHQS programme delivery.
- **Collaboration:** The programme delivery is focused on internal collaboration, wider partnership arrangements with suppliers and contractors, joint working with the community and various other groups. The delivery of community benefits and tenant engagement by all involved with the WHQS programme is a key focus and is clearly demonstrable within its delivery.
- **Prevention:** The works to improve lives and communities will help tackle local unemployment. It will further improve the look and feel of the environment and help prevent anti-social behaviour. Improving standards and quality, will aid future programmed maintenance and potentially reduce reactive maintenance schedules.

## 12. EQUALITIES IMPLICATIONS

12.1 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.

## 13. FINANCIAL IMPLICATIONS

13.1 The HRA borrowing cap is £180m which includes pre-existing historical debt and the debt for the subsidy buy-out. The Business Plan currently allows for some £34m flexibility before the borrowing cap is breached. Members must be advised, however, that the WHQS programme is ongoing and circumstances can change as surveys and work on our existing stock is carried out.

13.2 The maximum borrowing of £34m would be affordable by the HRA, but this is based on the following assumptions which are outside the direct control of officers or members and therefore they could be subject to change.

- MRA allocation from WG anticipated to continue at current levels, e.g. £7.3m.
- General inflation over the five years up to 2025 has been assumed as 2%. This is based on the UK government's current inflation, but could be subject to change due to the economic climate, Brexit, legislation, etc.
- Rent increases are projected at 3.60% for the 2018/19 financial year in order to comply with WG rent policy, but this has then been reduced to 3% for each subsequent year. A

new rent policy is awaited from WG so at this time rent increases are difficult to predict, although there has been a significant reduction in England.

- A provision for bad debt, including void rent loss, has also been incorporated into the projections. 6% has been allowed for within 2018/19, but this has been increased to 7% for the following years, to take into account the implementation of Universal Credit and increased levels of financial hardship on our customers.
- Staff costs have been assumed to rise by 2% over the next 4 years but increased to 2.5% from year 5.
- Maintenance and construction cost increases of 3% have been incorporated into the business plan, which again is built on historical and current trends. Such increases are subject to market conditions, legislation and Brexit, so are difficult to predict with any certainty.
- A future asset management programme has been costed and budgeted for within the plan, based on historic actual costs and projected future workload. This includes £14m for our general asset maintenance programme, £2m for remodelling one of our sheltered housing schemes each year, £1m per annum for carrying out works of adaptation to our properties based on tenants' specific needs, £2m to support energy efficiency initiatives and provide match funding to possible WG grants and a £1m contingency budget for unforeseen requirements. This equates to a total allocation of £20m p.a. for the delivery of an asset management programme from 2020-25. Obviously the above projections are also linked to the previous assumptions made, so could be subject to change.

- 13.3 The delivery of this strategy has been aligned with the Housing Business Plan and demonstrates that the proposal is affordable within the HRA, with the exception of new build proposals which will be considered separately.
- 13.4 A summary of the Business Plan up to 2025 is provided as Appendix 1 and the proposals made within this strategy have been incorporated together with the assumptions summarised above and as set out in Appendix 2.
- 13.5 Officers will continue to seek alternative funding to support energy efficiency schemes for the Council's housing stock, as this will supplement the current investment being utilised to bring the stock up to the WHQS.

#### **14. PERSONNEL IMPLICATIONS**

- 14.1 Continued close management and monitoring of performance of the programme is essential to ensure that its delivery is not compromised in any way. There will be an increase in workload for the in-house team due to the sheltered housing schemes commencing along with the possibility of undertaking some of the work previously planned for Contract Services. Additional resources may be required to ensure performance in achieving the objective is maintained and this has been incorporated into the business plan and will be considered in further detail as the post 2020 work is developed in detail.

#### **15. CONSULTATIONS**

- 15.1 All officer responses from consultations have been incorporated in the report.
- 15.2 It is suggested that wider consultation with tenants be conducted and feedback used to help inform a final strategy for consideration by members at a future meeting.

## 16. RECOMMENDATIONS

- 16.1 Members consider the following principles and provide comments prior to wider consultation with tenants:-
- a) The establishment of a 5 year Asset Management Strategy as set out in this report.
  - b) Agreement in principle to the proposed delivery plan as indicated in Item 6 of this report.
  - c) Members agree the assumptions which have been included in the Business Plan that outlines the affordability envelope and have been set out in Appendix 1 and paragraph 12.2, whilst noting that these may be subject to change which may result in further reports being submitted.
  - d) Separate detailed reports to be submitted in relation to the remodelling of sheltered housing schemes and new Council housing.
  - e) Further report to be submitted following wider tenant consultation.

## 17. REASONS FOR THE RECOMMENDATIONS

- 17.1 To consider a new asset management strategy to define Caerphilly Homes' approach to maintaining and improving the Council's housing stock and providing new housing to meet demand.

## 18. STATUTORY POWER

- 18.1 Housing Acts 1985, 1996, 2004, Local Government Measures 2009 and the Well-being of Future Generations (Wales) Act 2015.

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Consultees:

|                    |  |
|--------------------|--|
| Cllr L Phipps      | - Cabinet Member for Homes and Places                                      |
| Cllr B Jones       | - Deputy Leader and Cabinet Member for Finance, Performance and Governance |
| Christina Harrhy   | - Interim Chief Executive  |
| Dave Street        | - Corporate Director of Social Services & Housing                          |
| Steve Harris       | - Acting Head of Finance and S.151 Officer                                 |
| Jane Roberts-Waite | - Strategic Co-ordination Manager  |
| Fiona Wilkins      | - Public Sector Housing Manager  |
| Lesley Allen       | - Group Accountant   |
| Rhys Lewis         | - Performance and Systems Manager  |
| Lisa Lane          | - Interim Monitoring Officer   |
| Ros Roberts        | - Performance Manager  |
| Ian Raymond        | - Performance Management Officer   |

Background Papers: Welsh Housing Quality Standard (WHQS)  
The Council's Local Housing Strategy

Appendices: Appendix 1 – Business Plan Summary  
Appendix 2 – Business Plan Proposals/Assumptions

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**Caerphilly County Borough Council**  
**HOUSING BUSINESS PLAN 2018/19**  
**Major Repairs and Improvements Financing**

Appendix 1

| Year | Year    | Expenditure      |               |              |       |                   | Financing |              |       |                 |        | Total Financing |       |
|------|---------|------------------|---------------|--------------|-------|-------------------|-----------|--------------|-------|-----------------|--------|-----------------|-------|
|      |         | Catch up Repairs | Planned Maint | Improvements | Other | Total Expenditure | Borrowing | RTB Receipts | Other | Repairs Account | RCCO   |                 |       |
|      |         | £,000            | £,000         | £,000        | £,000 | £,000             | £,000     | £,000        | £,000 | £,000           | £,000  | £,000           | £,000 |
| 1    | 2018.19 | 0                | 55,801        | 0            | 0     | 55,801            | 20,700    | 881          | 7,347 | 0               | 26,873 | 55,801          |       |
| 2    | 2019.20 | 0                | 46,972        | 0            | 0     | 46,972            | 22,903    | 0            | 7,347 | 0               | 16,722 | 46,972          |       |
| 3    | 2020.21 | 0                | 20,000        | 0            | 0     | 20,000            | 0         | 0            | 7,347 | 0               | 12,653 | 20,000          |       |
| 4    | 2021.22 | 0                | 20,000        | 0            | 0     | 20,000            | 0         | 0            | 7,347 | 0               | 12,653 | 20,000          |       |
| 5    | 2022.23 | 0                | 20,000        | 0            | 0     | 20,000            | 0         | 0            | 7,347 | 0               | 12,653 | 20,000          |       |
| 6    | 2023.24 | 0                | 20,000        | 0            | 0     | 20,000            | 0         | 0            | 7,347 | 0               | 12,653 | 20,000          |       |
| 7    | 2024.25 | 0                | 20,000        | 0            | 0     | 20,000            | 0         | 0            | 7,347 | 0               | 12,653 | 20,000          |       |

**HRA Business Planning  
CAERPHILLY  
2018/19**

**Borrowing Capacity: £ 180,063,561**

|          |         | Opening HRA<br>CFR | New<br>Borrowing | MRP and<br>Other<br>Repayments | Closing HRA<br>CFR | Borrowing<br>Capacity | Borrowing<br>Capacity % |
|----------|---------|--------------------|------------------|--------------------------------|--------------------|-----------------------|-------------------------|
| Audited  | 2016/17 | 116,511,556        | -                | 3,514,481                      | 112,997,075        | 67,066,486            | 37%                     |
| Forecast | 2017/18 | 112,997,075        |                  | 3,310,841                      | 109,686,234        | 70,377,327            | 39%                     |
| 1        | 2018/19 | 109,686,234        | 20,700,000       | 4,836,800                      | 125,549,434        | 54,514,127            | 30%                     |
| 2        | 2019/20 | 125,549,434        | 22,900,000       | 2,510,989                      | 145,938,445        | 34,125,116            | 19%                     |
| 3        | 2020/21 | 145,938,445        |                  | 2,918,769                      | 143,019,676        | 37,043,885            | 21%                     |
| 4        | 2021/22 | 143,019,676        |                  | 2,860,394                      | 140,159,283        | 39,904,278            | 22%                     |
| 5        | 2022/23 | 140,159,283        |                  | 2,803,186                      | 137,356,097        | 42,707,464            | 24%                     |

*Borrowing capacity is dependent on the assumptions in the Business Plan and the level of borrowing required to meet WHQS.*

HRA CAPITAL PROGRAMME

|                            | <u>2018/19</u>    | <u>2019/20</u>    |
|----------------------------|-------------------|-------------------|
| In House                   |                   |                   |
| Internals                  | 9,487,931         | 7,396,748         |
| Externals                  | -                 | -                 |
| Sheltered                  | 4,129,030         | 2,917,942         |
| Contractor                 |                   |                   |
| Internals                  | 3,583,799         | 1,105,312         |
| Externals                  | 16,879,423        | 10,466,392        |
| Direct Works Programme     |                   |                   |
|                            | <u>34,080,183</u> | <u>21,886,394</u> |
|                            | <u>9,664,696</u>  | <u>14,497,044</u> |
|                            | <u>43,744,879</u> | <u>36,383,438</u> |
| Other                      |                   |                   |
| Contingency (direct works) | 3,408,018         | 2,188,639         |
| Env works                  | 3,600,000         | 3,600,000         |
| Adaptations                | 800,000           | 800,000           |
| Voids                      | 1,000,000         | 1,000,000         |
| Garages                    | 500,000           | 500,000           |
| Fees                       | 2,748,055         | 2,500,000         |
|                            | 12,056,073        | 10,588,639        |
|                            | <u>55,800,952</u> | <u>46,972,077</u> |

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| Area                            | Assumption                              | Rate / Value | Comment   |
|---------------------------------|---|--------------|---|
| General                         | General inflation rate                  | 2%           | As per UK Governments current inflation and WG business planning guidance   |
| Rental Income                   | Rent increases 2018/19                  | 3.60%        | This is the minimum increase to ensure CBBC rent target level is met  |
|                                 | Rent increases beyond 2018/19           | 3%           | CPI (at 2%) plus 1% as per current rent policy  |
|                                 | Void provision                          | 6%           | rising to 7% yr 2 & 3 to meet expectation of high arrears due to UC rollout. Currently voids & bad debt is 4.88%.                 |
|                                 | Bad debt provision                      |              | Included in above   |
|                                 | Expected Universal Credit roll out date |              | September 2018  |
| Costs                           | Staff cost increases                    | 2%           | Due to historical low pay awards 2% is deemed sufficient for the plan but this increases to 2.5% from yr 5                        |
|                                 | Maintenance cost inflation              | 3%           | To allow for material increases   |
|                                 | WHQS cost inflation                     | 3%           | To allow for material increases   |
|                                 | Construction cost inflation             | 3%           | To allow for material increases   |
| Debt                            | Debt pools                              |              | External treasury management consultants have advised a one pool approach   |
|                                 | CRI/MRP rates                           |              | CRI as per Treasury Management modelling. MRP 2% on all debt  |
| Planned Maintenance (Post WHQS) | Planned Maintenance                     | £14m         | Indicative budget of £20m set for 5 years post WHQS, based on affordability and current spend profile using actual average costs. |
|                                 | Sheltered Remodelling                   | £2m          |   |
|                                 | Adaptations                             | £1m          |   |
|                                 | Energy Efficiencies                     | £2m          |   |
|                                 | Contingency                             | £1m          |   |
|                                 | TOTAL                                   | £20m         |   |

*Deviations to any of the above assumptions will impact on the affordability of the Business Plan resulting in a change to the borrowing requirements which in turn will affect the borrowing capacity.*

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