

Pecyn Dogfennau Cyhoeddus

Penallta House,
Tredomen Park,
Ystrad Mynach,
Hengoed CF82 7PG

Ty Penallta,
Parc Tredomen,
Ystrad Mynach,
Hengoed CF82 7PG



www.caerphilly.gov.uk
www.caerffili.gov.uk

Am unrhyw ymholiad yn ymwneud â'r agenda hwn cysylltwch â Rebecca Barrett
(Rhif Ffôn: 01443 864245 E-bost: barrerm@caerphilly.gov.uk)

Dyddiad: Dydd Mercher, 12 Medi 2018

Annwyl Syr/Fadam,

Bydd cyfarfod **Pwyllgor Craffu Adfywio a'r Amgylchedd** yn cael ei gynnal yn **Ystafell Sirhywi, Tŷ Penallta, Tredomen, Ystrad Mynach** am **Dydd Mawrth, 18fed Medi, 2018** ar **5.30 pm** i ystyried materion a gynhwysir yn yr agenda canlynol. Gall cynghorwyr a'r cyhoedd sy'n dymuno siarad am unrhyw eitem wneud hynny drwy wneud cais i'r Cadeirydd. Mae croeso i chi hefyd ddefnyddio'r Gymraeg yn y cyfarfod. Mae'r ddau gais hyn yn gofyn am gyfnod rhybudd o 3 diwrnod gwaith, a bydd cyfieithu ar y pryd yn cael ei ddarparu os gofynnir amdano.

Mae pob cyfarfod Pwyllgor yn agored i'r Wasg a'r Cyhoedd. Gofynnir i arsylwyr a chyfranogwyr ymddwyn gyda pharch ac ystyriaeth at eraill. Sylwer y bydd methu â gwneud hynny yn golygu y gofynnir i chi adael y cyfarfodydd ac efallai y cewch eich hebrwng o'r safle.

Yr eiddoch yn gywir,

Christina Harrhy
YR EIDDOCH YN GYWIR

A G E N D A

Tudalennau

- 1 I dderbyn ymddiheuriadau am absenoldeb
- 2 Datganiadau o Ddiddordeb.

Atgoffi'r Cynghorwyr a Swyddogion o'u cyfrifoldeb personol i ddatgan unrhyw fuddiannau personol a/neu niweidiol mewn perthynas ag unrhyw eitem o fusnes ar yr agenda hwn yn unol â Deddf Llywodraeth Leol 2000, Cyfansoddiad y Cyngor a'r Cod Ymddygiad ar gyfer Cynghorwyr a Swyddogion.

A greener place Man gwyrddach

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



I gymeradwyo a llofnodi'r cofnodion canlynol:-

- 3 Pwyllgor Craffu Adfywio a'r Amgylchedd a gynhaliwyd ar 26ain Mehefin 2018. 1 - 8
- 4 Ystyried unrhyw fater a gyfeiriwyd at y Pwyllgor hwn yn unol â'r drefn galw i mewn.
- 5 I dderbyn adroddiad llafar gan yr Aelod(au) Cabinet.
- 6 Rhaglen Waith y Dyfodol Pwyllgor Craffu Adfywio a'r Amgylchedd. 9 - 26
- 7 I dderbyn ac ystyried yr adroddiadau* Cabinet canlynol:-
1. Strategaeth Ddrafft Chwaraeon a Hamdden Egniol 2019-29 - 27ain Mehefin 2018;
 2. Alldro Dros Dro ar gyfer 2017/18 - 27ain Mehefin 2018;
 3. Cynnig i Gynyddu Ffioedd Cludiant Hacni - 25ain Gorffennaf 2018;
 4. Dad-droseddu o Gynigion Parcio (Cam 2) - 25ain Gorffennaf 2018.

Os oes aelod o'r Pwyllgor Craffu yn dymuno i yr adroddiad Cabinet uchod i gael eu dwyn ymlaen ar gyfer adolygiad yn y cyfarfod, cysylltwch â Rebecca Barrett, 01443 864245, erbyn 10.00 a.m. ar ddydd Llun, 17eg Medi 2018.

I dderbyn ac ystyried yr adroddiadau Craffu canlynol:-

- 8 Adroddiad Perfformiad Diwedd Blwyddyn ar gyfer Diogelu'r Cyhoedd, Gwasanaethau Cymunedol a Hamdden, Isadeiledd, a Chynllunio ac Adfywio. 27 - 48
- 9 Gorfodi Diogelu'r Cyhoedd, Gweithgarwch Gwerthu Dan Oed a Chyngor Defnyddwyr - 2017/18. 49 - 60
- 10 Amcan Lles: Rheoli Carbon - Lleihau Ein Hôl Troed Carbon - Adroddiad Diwedd Blwyddyn 2017/18. 61 - 74

Cylchrediad:

Cynghorwyr J. Bevan, D.T. Davies (Cadeirydd), C. Elsbury, Mrs C. Forehead (Is Gadeirydd), R.W. Gough, A.G. Higgs, A. Hussey, S. Kent, Ms P. Leonard, J. Ridgewell, J. Scriven, G. Simmonds, A. Whitcombe, T.J. Williams, W. Williams a B. Zaplatynski

A Swyddogion Priodol

SUT FYDDWN YN DEFNYDDIO EICH GWYBODAETH

Bydd yr unigolion hynny sy'n mynychu cyfarfodydd pwyllgor i siarad/roi tystiolaeth yn cael eu henwi yng nghofnodion y cyfarfod hynny, weithiau bydd hyn yn cynnwys eu man gweithio neu fusnes a'r barnau a fynegir. Bydd cofnodion o'r cyfarfod gan gynnwys manylion y siaradwyr ar gael i'r cyhoedd ar wefan y Cyngor ar www.caerffili.gov.uk. ac eithrio am drafodaethau sy'n ymwneud ag eitemau cyfrinachol neu eithriedig.

Mae gennych nifer o hawliau mewn perthynas â'r wybodaeth, gan gynnwys yr hawl i gael mynediad at wybodaeth sydd gennym amdanoch a'r hawl i gwyno os ydych yn anhapus gyda'r modd y mae eich gwybodaeth yn cael ei brosesu.

Am wybodaeth bellach ar sut rydym yn prosesu eich gwybodaeth a'ch hawliau, ewch i'r Hysbysiad Preifatrwydd Cyfarfodydd Pwyllgor Llawn ar ein gwefan <http://www.caerffili.gov.uk/Pwyllgor/Preifatrwydd> neu cysylltwch â Gwasanaethau Cyfreithiol drwy e-bostio griffd2@caerffili.gov.uk neu ffoniwch 01443 863028.



REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON
TUESDAY, 26TH JUNE 2018 AT 5.30 P.M.

PRESENT:

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

Councillors:

J. Bevan, C. Elsbury, A. Hussey, Ms P. Leonard, J. Ridgewell, J. Scriven, G. Simmonds,
T.J. Williams, W. Williams, B. Zaplatynski

Cabinet Members:

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

Together with:

M.S. Williams (Interim Corporate Director of Communities), M. Lloyd (Head of
Infrastructure), C. Campbell (Transportation Engineering Manager), J. Lougher (Sport &
Leisure Development Manager), J. Reynolds (Sports & Leisure Facilities Manager), J.
Williams (Solicitor), C. Evans (Interim Scrutiny Officer) and R. Barrett (Committee
Services Officer)

Together with:

Councillor K. Etheridge (Blackwood Ward Member)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R.W. Gough, A.G. Higgs, S. Kent
and A. Whitcombe.

2. DECLARATIONS OF INTEREST

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

3. MINUTES - 15TH MAY 2018

RESOLVED that the minutes of the Regeneration and Environment Scrutiny Committee meeting held on 15th May 2018 (minute nos. 1 - 10) be approved as a correct record and signed by the Chair.

A Member referred to a previous request for a breakdown of services that are within the remit of the Regeneration and Environment Scrutiny Committee and a classification of these services as either statutory or discretionary. It was noted that this information is in the process of being collated and will be circulated to Members in due course.

4. CALL-IN PROCEDURE

There had been no matters referred to the Scrutiny Committee in accordance with the call-in procedure.

5. REPORT OF THE CABINET MEMBERS

The Scrutiny Committee noted the contents of the reports from Councillors, N. George Mrs E. Stenner and S. Morgan, which provided an update on their respective portfolios, and had been circulated to Members in advance of the meeting.

The report from Councillor N. George (Cabinet Member for Neighbourhood Services) congratulated three young people from Caerphilly Adventures who were recently presented with their Duke of Edinburgh Gold Award at Buckingham Palace, and also referred to the Authority's draft Sport and Active Recreation Strategy being presented later that evening. Members also noted developments across Sport and Leisure Services (including the completion of the bi-annual National School Sport Survey, registrations for the 2019 Bryn Meadows Caerphilly 10K, and record number of direct debit payments and smartcard usage). Additionally, the Committee were advised of the relocation of the Green Spaces team to Ty Bargoed, the successful completion of the Big Spring Clean Campaign, and the progress being made across the Street Scene and Waste Review Scrutiny Working Groups.

The report from Councillor Mrs E. Stenner (Cabinet Member for Environment and Public Protection) updated Members on several major planning applications for housing that are due to be considered by Planning Committee or have been allowed on appeal. Members were advised that the outcome of consultation in respect of the disapplication of paragraph 6.2 of TAN 1 will have an impact on consideration of those applications for development which are outside the settlement and have not already been granted planning permission. Across Strategic Planning, Members were updated on the situation regarding the Local Development Plan to 2021 and a regional Strategic Development Plan, as well as the outcome on consultation on the Draft Regeneration Strategy and Draft Caerphilly Basin Masterplan. Members were also advised of developments across Public Protection, including the Notice of Motion on Lucy's Law recently supported by full Council and consultation with Welsh Government on Clean Air Zones.

Reference was made to affordable housing targets and delivery across new developments, and the Cabinet Member explained that although the Council strives to achieve the recommended levels, this is not always possible, and that a Members' Seminar is being arranged to provide further information in this regard.

The report from Councillor S. Morgan (Deputy Leader and Cabinet Member for Economy, Infrastructure and Sustainability) provided an update on developments across the

Engineering Projects Group, Highway Operations Group, Transportation Engineering Group, Urban Renewal, Business Support and Funding, and Destination and Events.

In response to a Member's query on the total income arising from Section 106 agreements in the Risca area, it was confirmed that this is in the region of £470k, which will be utilised for the development of a footbridge across the river from the Tesco store to Risca town centre. A query was also received regarding funding for the Council's summer events and it was confirmed that this information will be included in a report being presented to the Scrutiny Committee on 30th October 2018.

The Cabinet Members were thanked for their reports.

6. REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE FORWARD WORK PROGRAMME

Charlotte Evans (Interim Scrutiny Officer) presented the report, which outlined details of the Regeneration and Environment Scrutiny Committee Forward Work Programme (FWP) for the period June 2018 to June 2019.

The FWP included all reports that were identified at the Scrutiny Committee meeting on 15th May 2018 and the workshop held on 24th May 2018. Members were asked to consider the FWP alongside the Cabinet Work Programme as appended to the report and to suggest any changes.

It was noted that no additional report requests had been received since the workshop was held, and following discussion on its contents, it was unanimously agreed that the Forward Work Programme be published on the Council's website.

7. CABINET REPORTS

None of the Cabinet reports listed on the agenda had been called forward for discussion at the meeting.

REPORTS OF OFFICERS

Consideration was given to the following reports.

8. CARDIFF CAPITAL REGION CITY DEAL – JOINT OVERVIEW AND SCRUTINY COMMITTEE

Charlotte Evans (Interim Scrutiny Officer) presented the report, which outlined proposals to establish a Joint Overview and Scrutiny Committee (JOSC) for the Cardiff Capital Region City Deal (CCRCD), and sought the views of Members prior to its presentation to full Council.

Members were advised that the CCRCD Joint Cabinet recently agreed draft terms of reference for the Joint Overview and Scrutiny Committee and equal representation from all 10 local authorities, with one member plus a substitute from each authority. It was also agreed that Bridgend Council would host the JOSC. Details of the proposals for establishing the Joint Scrutiny Committee and the draft terms of reference were appended to the report.

It was noted that there is no requirement for political balance on joint overview and scrutiny committees and Members were referred to the consultation responses contained within the report. They were also asked to consider whether to award a salary payment to the nominee, should they be appointed to chair the Joint Scrutiny Committee. Officers explained that the Independent Remuneration Panel allows local authorities to award a salary payment to chairs of joint scrutiny committees, as detailed in Section 7.2 of the report. It was noted that the Council have made some enquiries amongst the other ten local authorities and to date, none are proposing to make a salary payment.

The Scrutiny Committee were therefore asked to consider the report and make a number of recommendations to Council in regards to the establishment of the JOSC, nomination of a non-executive Member and substitute Member to represent the Authority on this committee, whether to consider if a senior salary should be applied if the nominated Member were to be appointed as Chair of the JOSC, and to note that it will be a decision for each of the ten authorities if it wishes to establish the proposed JOSC.

Having discussed the contents of the report and each of the recommendations in turn, it was moved and seconded that the following recommendations be forwarded to Council for approval. By a show of hands, this was unanimously agreed.

RECOMMENDED to Council that:-

- (i) the proposal to establish a Joint Overview and Scrutiny Committee for the Cardiff Capital Region City Deal be supported;
- (ii) Councillor J. Ridgewell be nominated as the non-executive Member to represent the Authority on the Joint Overview and Scrutiny Committee for the Cardiff Capital Region City Deal, and that either Councillor C. Elsbury or Councillor T.J. Williams be nominated as the substitute Member;
- (iii) that a senior salary payment be applied if the nominated member is appointed as Chair of the Joint Overview and Scrutiny Committee;
- (iv) that it be noted that it will be a decision for each of the ten authorities if it wishes to establish the proposed Joint Overview and Scrutiny Committee.

9. DRAFT SPORT AND ACTIVE RECREATION STRATEGY 2019-29

The Chair invited Councillor K. Etheridge (Blackwood Ward Member) to the table to present his views on the report.

During the course of his representations, Councillor Etheridge summarised his concerns and expressed a need for the Council to obtain the views of a broad range of stakeholders in relation to the proposals. He suggested that the consultation process should include Education stakeholders and schools, that the Education for Life Scrutiny Committee and the Health, Social Care and Wellbeing Scrutiny Committee should hold a joint scrutiny committee meeting on the proposals, and that consideration should be given to calling a public referendum on the Strategy.

Jeff Reynolds (Sports & Leisure Facilities Manager) then presented the report, which sought the views of the Scrutiny Committee on a 10-year holistic vision and Strategy for the delivery of Sport and Active Recreation in Caerphilly county borough, prior to presentation to Cabinet for approval to commence a ten week consultation exercise with a range of stakeholders on the draft Sport and Active Recreation Strategy` 2019-29.

The draft Strategy sets out the future purpose and direction for the provision of sport and active recreation in Caerphilly County Borough, and it establishes the key principles and vision which will inform future decisions and actions over the next ten years. The benefits of leading a physically active lifestyle for the residents of the Borough are well documented and given the current financial climate within which local authorities operate, clear strategic direction is essential.

By way of background, Members were reminded of the Strategic Review of Leisure Facilities presented to the Scrutiny Committee in 2014 that set the scene in respect of a strategic approach to the provision of leisure facilities. Public consultation was undertaken in June 2015; however, the scope of this review was considered too narrow. In 2015 the Council adopted an Outdoor Sports Strategy that included sports pitches, allotments, play provision and amenity green spaces. In May 2016 a further review undertaken by the Wales Audit Office concluded that the Authority needed to develop and agree a vision and strategy for its Sport and Leisure Service.

Members were advised that the draft Strategy takes an intentionally holistic approach to the provision of sport and active recreation provision. The county borough has a significant level of countryside and outdoor space that includes country parks, municipal parks, allotments, fixed play, sport pitches, nature reserves, cycle and walking routes. The Council's Outdoor Sports Strategy adopted in 2015 establishes a clear position that the delivery of activities aimed at improving physical health and wellbeing do not need to be exclusively delivered from a built physical structure. The draft Strategy supports a number of Wellbeing Objectives within the Council's Corporate Plan and the Caerphilly Public Services Board's Wellbeing Plan, and also takes into consideration the seven well-being goals arising from the Wellbeing of Future Generations (Wales) Act 2015.

The Scrutiny Committee were reminded of the need to make significant savings over the next four years as part of the Council's Medium-Term Financial Plan, and of the need to examine the ways in which services are delivered to make the best use of available resources in the context of the reduced funding available. The last condition survey undertaken on the leisure centre portfolio in 2012 identified £3m of category 1, 2 and 3 requirements and this is likely to increase upon the completion of updated surveys.

The draft Strategy therefore proposed the adoption of Welsh Government's blueprint for sport and active recreation in Wales, 'Facilities for Future Generations', together with a decision making matrix for determining the provision of strategic leisure facilities that are directly managed by the Sport and Leisure Service.

Officers explained that obtaining the views of residents, existing users and a broad range of stakeholders will be essential in shaping the future provision and delivery of sport and active recreation across the county borough. An outline of the proposed consultation activity was set out in the report which will be the most extensive exercise ever carried out by the Council. This will include a ten-week public and stakeholder consultation period on the draft Strategy.

During the course of the ensuing debate, Members referenced the Index of Multiple Deprivation and the potential impact of leisure centre closures in this regard, and expressed a need for deprivation to be included as a consideration within the decision making matrix. Officers confirmed that this factor would be taken into account if included in the consultation responses. They also outlined the three distinct levels within the Facilities for Future Generations' blueprint that was set out in the report, and explained that all leisure centre sites would be subject to individual business cases before a decision is made on the way forward. Reference was made to the need for leisure facilities in major population centres and it was confirmed that this would also be taken into account during the consultation process.

Concerns were raised as to the availability of leisure centre facilities for residents in the daytime under the Strategy, given the potential to transfer a number of joint use sites over to school management. Officers confirmed that the Council works very closely with schools to maximise daytime availability, and that this will be taken into account when developing the services available across the 4 main strategic sites proposed for the county borough. Members were also reminded that extended opening hours are already offered at a number of its leisure centres.

Members expressed concern that the potential closure of sites could lead to residents in certain areas being unable to access leisure centre facilities if they do not have access to transport. They were reminded of the need to examine the delivery of services moving forward in an alternative way, given the current and future financial pressures being faced by the Authority. During the course of the debate, Members were also advised that the Strategy does not solely focus on physical leisure centre buildings but also looks at the wider picture in terms of the use of the countryside and open spaces, and will also examine provision across the private sector to see what facilities are being offered elsewhere.

A query was received regarding proposals in respect of community centres, given their role in supporting the integration of physical activity into everyday lifestyles. Officers confirmed that a separate review is currently being carried in relation to community centres/community hubs, which will be the focus of a separate report in due course.

Discussion took place regarding the ten-week consultation exercise, and Officers explained that this would have an online focus across the Council's website and social media, together with hard copies of the questionnaire placed in libraries and the Council's Newline paper. Members sought reassurance that there would be enough opportunities for those unable to access social media to be aware and comment on the Strategy. It was confirmed that hard copies of the Strategy and consultation questionnaires would also be placed in all Council premises across the county borough.

Reference was made to the call for a public referendum on the Strategy and it was explained that although this would be a matter for Cabinet, it would be difficult to condense the wide reaching proposals contained within the strategy into a single question and therefore it would be more conducive to present a broader range of questions as part of the public consultation.

Following consideration of the report, it was moved and seconded that the following recommendations be forwarded to Cabinet for approval. By a show of hands, this was unanimously agreed.

RECOMMENDED to Cabinet that the proposal to undertake a public consultation on the draft Sport and Active Recreation Strategy 2019-29 be supported.

10. DECRIMINALISATION OF PARKING – STAGE 2 REPORT

Prior to the presentation of the report, the Scrutiny Committee received representations from Councillor K. Etheridge (Blackwood Ward Member) in respect of the proposals. During the course of his presentation, Councillor Etheridge 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 Civil Parking Enforcement powers.

Clive Campbell (Transportation Engineering Manager) then presented the report, which 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.

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.

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.

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.

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.

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.

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.

Following consideration of the report, it was moved and seconded that the following recommendations be forwarded to Cabinet for approval. By a show of hands, this was unanimously agreed.

RECOMMENDED to Cabinet that:-

- (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).

The meeting closed at 7.15 p.m.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 18th September 2018, they were signed by the Chair.

CHAIR



REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE – 18TH SEPTEMBER 2018

**SUBJECT: REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE
FORWARD WORK PROGRAMME**

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

1. PURPOSE OF REPORT

1.1 To report the Regeneration and Environment Scrutiny Committee Forward Work Programme.

2. SUMMARY

2.1 Forward Work Programmes are essential to ensure that Scrutiny Committee agendas reflect the strategic issues facing the Council and other priorities raised by Members, the public or stakeholders.

3. LINKS TO STRATEGY

3.1 The operation of scrutiny is required by the Local Government Act 2000 and subsequent Assembly legislation. The Forward Work Programmes contribute to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2016 by ensuring there is an effective scrutiny function and that council policies are scrutinised against the following goals:

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

4. THE REPORT

4.1 The Regeneration and Environment Scrutiny Committee forward work programme includes all reports that were identified at the scrutiny committee meeting on 26th June 2018. The work programme outlines the reports planned for the period June 2018 to June 2019.

4.2 The forward work programme is made up of reports identified by officers and members and has been prioritised into three priority areas, priority 1, 2 or 3. Members are asked to consider the work programme alongside the cabinet work programme and suggest any changes before it is published on the council website. Scrutiny committee will review this work programme at every meeting going forward alongside any changes to the cabinet work programme or report requests.

4.3 The Regeneration and Environment Scrutiny Committee Forward Work Programme is attached at Appendix 1. The Cabinet Forward Work Programme is attached at Appendix 2.

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 that by ensuring the scrutiny function is effective when reviewing services and policies and ensure it considers the wellbeing goals.

6. EQUALITIES IMPLICATIONS

6.1 There are no specific equalities implications arising as a result of this report.

7. FINANCIAL IMPLICATIONS

7.1 There are no specific financial implications arising as a result of this report.

8. PERSONNEL IMPLICATIONS

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

9. CONSULTATIONS

9.1 There are no consultation responses that have not been included in this report.

10. RECOMMENDATIONS

10.1 That Members consider any changes and agree the final forward work programme prior to publication.

11. REASONS FOR THE RECOMMENDATIONS

11.1 To improve the operation of scrutiny.

12. STATUTORY POWER

12.1 The Local Government Act 2000.

Author: Charlotte Evans, Interim Scrutiny Officer

Consultees: Catherine Forbes-Thompson, Interim Head of Democratic Services
Mark S. Williams, Interim Corporate Director of Communities
Robert Tranter, Head of Legal Services / Monitoring Officer

Appendices:

Appendix 1 Regeneration and Environment Scrutiny Committee Forward Work Programme.
Appendix 2 Cabinet Work Programme.

Regeneration & Environment Scrutiny Committee Forward Work Programme Feb 2018 to July 2018			
Meeting Date: 18th September 2018 (Performance)			
Subject	Purpose	Key Issues	Witnesses
WO4: Carbon Management: Reduce our Carbon Footprint	To report the delivery and attainment levels achieved against this published council priority and seek approval of the documented comments and judgement.		Mark Williams Paul Rossiter Paul Cooke
Year End Performance Report for Communities	To update the committee on the end of year (2017/18) performance of the communities directorate.	To provide the committee with a service by service breakdown of key performance information (spend, performance indicators and customer satisfaction) for Community and Leisure Services, Infrastructure services, Public protection, Regeneration and Planning.	Rob Hartshorn Marcus Lloyd Rhian Kyte
Annual Enforcement Report	To provide a review of Public Protection enforcement, underage sales, and enforcement activity in 2017/18.	To update the Committee and to ask the Committee to consider and comment upon the enforcement programme.	Rob Hartshorn

Regeneration & Environment Scrutiny Committee Forward Work Programme

Meeting Date: 30th October 2018			
Subject	Purpose	Key Issues	Witnesses
Highway Maintenance Plan	To provide Scrutiny with information relating to the planned approach to highway maintenance following an update to the Approved Code of Practice.	The new Approved Code of Practice now considers and allows a risk based approach to the strategy adopted for highway maintenance. The authorities Highway Maintenance Plan has been reviewed and amended to take into account this new approach.	Marcus Lloyd Gareth Richards
Town Centre Events Programme	To provide Scrutiny Committee with information and seek views.	To provide Scrutiny Committee with information and seek views on a re-profiling of the Town Centre Events Programme	Rhian Kyte
Street Lighting Options	To outline proposals and provide scrutiny with options on energy savings and Carbon reductions	To provide key data on all lighting options and to seek views of scrutiny on the viability of proposals.	Marcus Lloyd
Street Scene Review (GM, Cleansing, Parks, Cemeteries) (P1)	To consider the Street Scene Review including the outcomes from the Cross Party Working Group.		Mike Headington Hayley Jones Rob Hartshorn

Regeneration & Environment Scrutiny Committee Forward Work Programme

Meeting Date: 8th November 2018 (Special)			
Subject	Purpose	Key Issues	Witnesses
Sport and Active Recreation Strategy	To advise the Committee of the outcomes of the public consultation on the draft Sport and Active Recreation Strategy.	The Committee are asked to make recommendations to Cabinet in respect of the updated draft Strategy.	Jeff Reynolds Jared Lougher Rob Hartshorn

Regeneration & Environment Scrutiny Committee Forward Work Programme

Meeting Date: 11th December 2018			
Subject	Purpose	Key Issues	Witnesses
Notice of Motion – Charges for Wheelie Bins	To examine the financial implications on a means tested approach towards the charging regime for replacement recycling bins.	The Committee are asked to provide views and recommendations in relation to the replacement/new issue bin policy	Rob Hartshorn Hayley Jones
Waste Review	To advise the Committee of the findings of the Waste Review Working Group.	The Committee are asked to provide views and recommendations in relation to the Council’s waste services.	Rob Hartshorn Hayley Jones

Regeneration & Environment Scrutiny Committee Forward Work Programme

Meeting Date: 12th February 2019			
Subject	Purpose	Key Issues	Witnesses

Regeneration & Environment Scrutiny Committee Forward Work Programme

Meeting Date: 26th March 2019			
Subject	Purpose	Key Issues	Witnesses

Regeneration & Environment Scrutiny Committee Forward Work Programme

Meeting Date: 14th May 2019			
Subject	Purpose	Key Issues	Witnesses

Regeneration & Environment Scrutiny Committee Forward Work Programme

Meeting Date: 25th June 2019			
Subject	Purpose	Key Issues	Witnesses

Regeneration & Environment Scrutiny Committee Forward Work Programme

Date To Be Confirmed			
Subject	Purpose	Key Issues	Witnesses
Cardiff Capital Region and Regeneration Initiatives/ Targeted Regeneration Investment Programme (TRIP)	To consult on the Targeted Regeneration Investment Programme (TRIP) (formally Viable Vibrant Places) grant bid proposals.	The report will outline the Welsh Government TRIP funding criteria and submission timetable which currently waits to be published. It will detail the bid being made by CCBC for funding to engage the local community in a range of social, environmental and economic projects.	Awaiting for confirmation from WG. Anticipated the following officers will attend: Tina McMahon Jane Roberts-Waite Dave Whetter
Community Centres/ Community Hub Reviews			
Hafod-Yr-Ynys Air Quality Action Plan			Rob Hartshorn Maria Godfrey
Review Of Town Centre Management	To provide Scrutiny Committee with information and seek views.	To provide Scrutiny Committee with information and seek views on a proposed revision of the Council's current Town Centre Management model and	Rhian Kyte

(Key P1,2,3,4 – Priority 1,2,3 or 4)

Gadewir y dudalen hon yn wag yn fwiadol

Cabinet Forward Work Programme (Scrutiny)

APPENDIX 2

(SPECIAL) 12TH SEPTEMBER 2018	Key Issues	Service Area
Council Homes Asset Management Strategy.	To seek Cabinet agreement for the principles of a 5 year asset management strategy, the proposed delivery plan and the financial assumptions made to support the delivery of the strategy.	Housing
Remodelling and Reclassification of Older Persons Accommodation.	To provide members with proposals for remodelling a small number of sheltered housing schemes in the eastern valley, in order for members to consider a number of options which may include improvements, remodelling, alternative use and possibly demolition.	Housing
Proposals for Increasing Council Housing Supply.	To confirm the new build Council Housing programme, including the preferred delivery option in order for the Council to utilise the Affordable Housing Grant funding that has been allocated to CCBC.	Housing

19TH SEPTEMBER 2018	Key Issues	Service Area
Hackney Carriage Fare Increase/Amendment.	To advise Cabinet of the Consultation Response.	Public Protection
To Adopt The WG High Street Rate Relief Scheme 2018/19 – Grant Funding.	This report recommends that Cabinet adopts the WG High Street Rate Relief Scheme for 2018/19 in order to obtain the WG grant funding which will reduce the amount of business rates payable by those ratepayers eligible for this rate relief.	Finance
Electric Vehicle Strategy and Action Plan Report.	To present to cabinet the Authority's Electric Vehicle Strategy and Action Plan to seek their views and approval.	Public Protection
VAT Exemption on the Supply of Sporting Services.	The report will provide Cabinet with details of a VAT exemption on sporting services and will seek approval to implement the exemption with effect from the 1st October 2018.	Finance

3RD OCTOBER 2018	Key Issues	Service Area
Council's Annual Report for 2017/18.	To present to Cabinet the Authority's Annual Self-Assessment for 2017/18 to seek the views and approval prior to publication by 30th October 2018.	Policy
Strategy for the disposal of selected Land with Residential Development potential.	The report seeks Cabinet approval for the strategy for the disposal of five key medium to large parcels of land all of which are suitable for residential re-development.	Property Services
Strategic Equality Plan – Annual Monitoring and Improvement Report 2017-2018.	To update Members on the progress made during the financial year 2017/18 against targets in the Council's current Strategic Equality Plan and seek Cabinet approval for submission of the annual monitoring and improvement reports to the relevant commissions before the deadline dates.	Policy

Cabinet Forward Work Programme (Scrutiny)

APPENDIX 2

Fields in Trust - Centenary Fields programme.	To seek the views of Cabinet on the formal dedication of the War Memorial Garden at Cwmfelinfach as part of the Fields in Trust, Centenary Fields programme.	Regeneration
Air Quality Options Appraisal.	To update members on the feasibility process for Hafod-yr-ynys and to discuss the potential options going forward for consideration and seek Cabinet approval to submit the required WeTAG Stage 2 report (containing those options) to Welsh Government.	Public Protection
21st Century Schools		Finance
Electric Vehicles and Charging Facilities Report.	To provide Cabinet with proposals to deliver some of the actions identified within the CCBC Electric Vehicle Strategy Action Plan and to request funding to deliver these proposals.	Public Protection

17TH OCTOBER 2018	Key Issues	Service Area
Domiciliary Care Report.		Social Services
Children's Centre		Social Services
Recovery of Fly Tipping Clean Up Costs.	To consider a proposal that the Council takes steps to recover the costs of fly tipping against perpetrators of fly tipping incidents on Council land.	Public Protection

CABINET AS TRUSTEES OF BLACKWOOD MINERS' INSTITUTE – 17TH OCTOBER 2018	Key Issues	Service Area

31ST OCTOBER 2018	Key Issues	Service Area

14TH NOVEMBER 2018	Key Issues	Service Area
Draft Sport and Active Recreation Strategy 2019-29	To seek Cabinet's endorsement of the Draft Sport and Leisure Strategy.	Public Protection
Draft Budget Proposals for 2019/20	This report will seek Cabinet endorsement of draft budget proposals for the 2019/20 financial year based on the Provisional Local Government Financial Settlement. This will then allow for a period of consultation prior to consideration of final 2019/20 budget proposals by Cabinet and Council in February 2019.	Finance

Cabinet Forward Work Programme (Scrutiny)

APPENDIX 2

Public Toilet Strategy		Regeneration
Grants 18/19 Overview – Regeneration.	This Report provides an evaluation of the current Regeneration Department’s grant schemes and seeks Cabinet approval to combine the grants into a single “ Caerphilly Enterprise Fund ” with a refocus towards offering improved support to start-up businesses, stimulating economic growth, filling identified supply chain voids and supporting job creation.	Regeneration

28TH NOVEMBER 2018	Key Issues	Service Area
Whole Authority Mid-Year Revenue Budget Monitoring Report 2018/19	The report will provide details of projected Whole-Authority revenue expenditure for the 2018/19 financial year along with details of any significant issues arising. The report will also update Cabinet on progress in delivering the approved savings for 2018/19.	Finance
Town Centre Events Programme.	To seek Cabinet approval for revision of the Council’s current Town Centre Management model.	Planning
Future Lighting and Energy Saving Proposals.	To consider options available to achieve street lighting energy savings that could contribute to the Medium Term Financial Plan and mitigate energy cost increases.	Communities

12TH DECEMBER 2018	Key Issues	Service Area
Council Tax Base 2019/20	The report provides details of the Council Tax base for 2019/20 for tax setting purposes and the collection percentage to be applied.	Finance

16TH JANUARY 2019	Key Issues	Service Area
Ystrad Mynach Masterplan		Regeneration

CABINET AS TRUSTEES OF BLACKWOOD MINERS’ INSTITUTE – 16TH JANUARY 2019	Key Issues	Service Area
Annual Report and Statement of Accounts for 2017/20.		Communities

Cabinet Forward Work Programme (Scrutiny)

APPENDIX 2

30TH JANUARY 2019	Key Issues	Service Area
Corporate Risk Register.	To provide an update of the Corporate Risk Register in accordance with the Council's Risk Management Strategy. The updated Corporate Risk Register (CRR) is presented to Audit Committee so there is opportunity for the Committee to satisfy itself that appropriate arrangements are in place for the council's risk management processes to be regularly and robustly monitored and scrutinised.	Policy
Update on Reserves	To present details of the usable reserves held by the Authority and to outline proposals for the use of reserves in some areas.	Finance
Housing Revenue Account Charges 2019/20.	To present details of proposed increases in rent charges for the 2019/20 financial year.	Finance

13TH FEBRUARY 2019	Key Issues	Service Area
Budget Proposals 2019/20 and Medium-Term Financial Strategy 2019/2024.	This report will seek Cabinet endorsement of final budget proposals for the 2019/20 financial year prior to them being presented to Council on the 21st February 2019.	Finance

27TH FEBRUARY 2019	Key Issues	Service Area

13TH MARCH 2019	Key Issues	Service Area

27TH MARCH 2019	Key Issues	Service Area

Cabinet Forward Work Programme (Scrutiny)

APPENDIX 2

10TH APRIL 2019	Key Issues	Service Area

CABINET AS TRUSTEES OF BLACKWOOD MINERS' INSTITUTE – 10TH APRIL 2019	Key Issues	Service Area

24TH APRIL 2019	Key Issues	Service Area

15TH MAY 2019	Key Issues	Service Area

29TH MAY 2019	Key Issues	Service Area

12TH JUNE 2019	Key Issues	Service Area

26TH JUNE 2019	Key Issues	Service Area

Cabinet Forward Work Programme (Scrutiny)

APPENDIX 2

10TH JULY 2019	Key Issues	Service Area

CABINET AS TRUSTEES OF BLACKWOOD MINERS' INSTITUTE – 10TH JULY 2018	Key Issues	Service Area

24TH JULY 2019	Key Issues	Service Area



REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE – 18TH SEPTEMBER 2018

**SUBJECT: YEAR END PERFORMANCE REPORT FOR PUBLIC PROTECTION,
COMMUNITY & LEISURE SERVICES, INFRASTRUCTURE AND
PLANNING & REGENERATION**

REPORT BY: INTERIM CORPORATE DIRECTOR OF COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 To provide members with a performance update for the Communities Directorate. This involves taking a look back over the last twelve months of performance highlighting the exceptions and then through looking forward, i.e. future challenges, setting out our key objectives/priorities for the next twelve months, identifying any areas for improvement.

2. SUMMARY

- 2.1 Overall 2017/18 offered a positive year in terms of service performance. However, a number of future challenges have been identified and action plans have been developed and captured in 2018/23 service plans. The biggest challenge across the service area remains, how to balance the demands of increasing legislation and rising public expectations against reducing budgets. Whilst challenging, the service areas are well placed to respond to them, but it must be recognised that reductions to some current service delivery standards and changes in how services will be delivered over the next few years, will be inevitable.

3. LINKS TO STRATEGY

- 3.1 The services delivered by the Communities Directorate contribute to the Caerphilly Public Service Board's Wellbeing Plan, The Caerphilly We Want 2018 – 2023; the Council's Corporate Plan 2018-23; and Objective 1 of the Council's Strategic Equality Plan 2016-2020.
- 3.2 The Local Development Plan is the statutory framework for the development and use of land within Caerphilly County Borough and is the key mechanism for delivering the land use elements of Well-being Objectives 2, 4, and 5 of the Corporate Plan.
- 3.3 The Well-being of Future Generations (Wales) Act 2015 places a number of legal duties on public bodies in Wales to meet the legally binding 'common purpose' for 7 national Well-being goals.

4. THE REPORT

- 4.1 The performance reported within this report for the Directorate of Communities does not include Property Services which reports into the Policy & Resources Scrutiny Committee.

- 4.2 Each service area has carried out a self-evaluation of its services which flows into a service plan for the year ahead. The service plan details the priorities for the year ahead and these are summarised in the detail of the report.
- 4.3 This report provides an overall summary of performance from Public Protection, Community & Leisure Services, Infrastructure, and Regeneration Planning & Services. The report provides an overview of the year highlighting exceptions of good performance as well as identifying any areas for improvement. The report also details the key objectives of the year ahead.

4.4 **Public Protection**

Public Protection services fulfil a wide range of functions that are necessary to help protect personal, environmental, economic, cultural and social well-being, to create a safe living and working environment for the communities and people we serve for now and our future generations.

Our Statement of Purpose is “*To protect and improve the social, economic, environmental, and cultural wellbeing of our communities*”.

4.4.1 **Overview**

The following table provides a summary of the key performance measures for Public Protection:-

Performance Indicator	2016/17	Previous Year 2017/18		Progress / Comments
	Result	Target	Result	
Overall client satisfaction receipt of a very good survey result for Registrars	96%	95%	97.6%	New online electronic survey available for 2018/19.
Number of underage test purchases undertaken for Alcohol Purchases	35	50	21	Test purchases can only be undertaken when there is intelligence to suggest that sales are taking place, and then approval is required from a Magistrates Court. Numbers down in 2017/18 due to lack of actionable intelligence and lead officer seconded to Community Safety.
The percentage of high risk businesses that were liable to a programmed inspection that were inspected for Food Hygiene	100%	100%	100%	
The percentage of food establishments which are broadly compliant with food hygiene standards	95%	85%	95%	
The percentage of high risk businesses that were liable to a programmed inspection that were inspected for Health and Safety	100%	100%	100%	

The percentage of businesses that were liable to a programmed inspection that were inspected for the Pollution Prevention and Control Act 1999	100%	100%	100%	
The percentage of high risk businesses that were liable to a programmed inspection or alternative inspection activity that were inspected or subject to alternative enforcement activity for Trading Standards	100%	100%	100%	
The percentage of significant breaches that were rectified by intervention for Trading Standards.	86%	100%	76%	Rectification rates reduced by ongoing Animal Health issues and non-compliance with Allergen legislation
The percentage of high risk businesses that were liable to a programmed inspection or alternative inspection activity that were inspected or subject to alternative enforcement activity for Animal Health	86%	100%	100%	
The percentage of significant breaches that were rectified by intervention for Animal Health	74%	100%	85%	
Primary Free Meals Uptake %	73%	70%	73.37%	Free meal uptake above target for the year.
Primary Paid Meals Uptake %	36%	32%	33.81%	Paid meal uptake above target for the year.
Secondary Free Meals Uptake %	65%	64%	64%	Met Target
Secondary Paid Meal Uptake %	46%	45%	45%	Met Target
Response rates to Pest and Straying Animal Control service requests	99.1%	99%	99.46%	
Number of fixed penalty notices issued for litter	174	No target	151	
Number of fixed penalty notices issued for Dog Fouling	48	No target	23	
Number of prosecutions for fly tipping	7	No target	13	
Total Number of Community Safety Wardens visits to hotspot locations within Caerphilly County Borough	6,094	4,400	4,561	
ASB Drop-off rate between strike 1 and 4 intervention stage of the ASB process	99.71%	99%	100%	

4.4.2 What went well

- a) The Caerphilly Registration Service is meeting statutory standards. Following the Caerphilly 2017/18 Annual Performance Report the Home Office Compliance Officer wrote “It is pleasing to note the high level of service achieved by the local authority during the past year. Of particular note, is your excellent attainment against key performance indicators in respect of the timeliness of birth, still-birth and death registrations all of which exceeded national targets as was the case with the associated appointment availability for each of these elements of the service. As well as excellent attainment you have continued to review and improve processes at the Register Office.”
- b) The CCTV service has maintained its National Security Inspectorate accreditation Silver Award and the Surveillance Camera Commissioner accreditation. Stakeholder feedback is obtained via the annual Privacy Impact Assessments and new online public survey on the CCBC website. The CCTV control room equipment was also upgraded from analogue to digital, improving the interface between the control room and cameras across the county borough. During the year 945 warnings were given for out of hours access to Council depots, amenity sites and schools, 98 calls were received from the Storennet system to deal with suspected shoplifters and Gwent Police asked for assistance in monitoring 81 threats of suicide. A total of 4608 incidents were monitored during the year with 1137 at the request of Gwent Police.
- c) Our Catering Service benchmarking data highlights that we are above the National average for primary and secondary school meal uptake. We have achieved the Silver Investors In People award for Excellence and Estyn, WLGA and EHO inspection have highlighted good service levels achieved across all sectors.
- d) In 2017/18 the Licensing service improved communication and engagement with the licensed Taxi trade via a regular newsletter and a seminar to discuss proposals for changes to policies and conditions of licence. Officers attended local Pubwatch meetings and disseminated Operation MakeSafe materials on Child Sexual Exploitation to businesses during National Safeguarding Week in November 2017. Communication and information sharing was also improved between Licensing, Trading Standards and the Integrated Transport Unit. The last customer satisfaction survey undertaken in 2016/17 concluded that 94% of licensees were very or fairly satisfied with the overall level of service provided by Licensing and 90% felt that the officer that dealt with them was courteous, helpful and had good communication skills.
- e) During 2017/18 Trading Standards concluded investigations into illegal activities resulting in 15 cases being brought to Court. A total of £12,632 fines were imposed, costs awarded of £17,910.10 and, importantly, offenders were ordered to pay £6637.47 compensation to their victims. Results also included a 12 week suspended prison sentence, an 8 month suspended prison sentence, a total of 490 hours community service, penalty points on driving licences, a 35 week prison sentence, 16 Simple Cautions, and 3 fixed penalty notices. The significant prison sentences related to Food Standards cases involving allergens and food supplements, one case also resulted in a confiscation of assets of just under £10,000. Officers also assisted residents of the borough with consumer complaints about goods and services they had purchased to a value of £2,013,711. 98.75% of customers of the consumer advice and intervention service were either very or fairly satisfied with the service provided.
- f) In 2017/18 100% of inspections of high risk premises for Food Hygiene and for Food Standards were completed. 100% of inspections of low risk businesses was also achieved for Food Hygiene. This was possible due to additional funding received from the Food Standards Agency. There is only one national performance indicator for Food Hygiene and this is the percentage of broadly compliant premises; 95% of Caerphilly food businesses were broadly complaint, which also means that they have a Food Hygiene

Rating of 3 or above. 184 new food businesses were welcomed into the borough and 100% of these received an inspection. 99% of customers of the food and health and safety service were either very or fairly satisfied with the service provided. 99% of Businesses were satisfied or very satisfied with the service provided by Trading Standards. To assist businesses to understand their Food Standards legal obligations Trading Standards developed multi lingual digital educational resources for catering establishments and the take away trade. These are to be used during inspections and were funded by the Food Standards Agency.

4.4.3 Future Challenges/Risks & Areas for improvement

- a) Inevitably financial pressures will feature in any consideration of future challenges impacting on staffing levels and diminishing resilience across the service. Priorities will need to be re-evaluated to determine our core purpose and stakeholder expectations carefully managed.
- b) A number of areas for improvement have been identified in relation to our use of ICT and digital solutions. Although plans to update the Public Protection database are currently on hold due to a wider IT and Communication review, work is progressing on bringing Licensing records into the generic Public Protection database. This will improve communication and work allocation across services but also has resource implications for officers within the Licensing service.
- c) The CCTV service is currently expanding use of the Public Sector Broadband Aggregation network in two further areas in order to save money on line rentals as part of the MTFP. CCTV operators also provide the authority's out of hours emergency service dealing with around 6000 calls per annum. This year they faced unprecedented demand during the "beast from the east" inclement weather with operators handling a month's worth of calls in just four days. Work is ongoing with other service areas to increase capacity during periods of high demand and to explore digital remote access improvements.
- d) It is important that officers and Members of the Licensing Committees, who may have to investigate, hear and determine cases are fully equipped to make informed decisions especially where there are Safeguarding and Child Sexual Exploitation and public safety concerns. Hearings procedures have been reviewed and updated in consultation with Legal Services and a number of bespoke training sessions for Members have been provided internally and by external specialists. A regular training programme covering the various different types of licences will also be run throughout 2018/19.
- e) Services also have to respond to changes to existing legislation and demands of new legislation and duties usually without any additional financial or staffing resource. Public Health Wales Act will bring new duties for Public Protection Licensing and enforcement services in relation to Special Procedures and Tobacco suppliers. Additional legislation in 2019 will set minimum unit prices for alcohol sales and Welsh Government intends introducing new legislation for the taxi trade.
- f) The increase in consumers purchasing goods on-line, either directly or contracting with businesses situated throughout the UK puts further burdens on Trading Standards in relation to the increased costs associated with investigating offences where the trader is based outside the borough.
- g) In terms of workforce planning our analysis has identified some issues in recruiting into some posts in the Catering Service and succession planning in the Trading Standards Service also requires consideration. Our ability to maintain sufficient staff coverage for the CCTV Control Room functions especially in times of staff sickness is also being reviewed.

- h) Delivering satisfactory air quality across the county borough will continue to be a challenge. In particular progressing the Air Quality Action Plan at Hafodyrynys is a priority, Welsh Government have also issued a Ministerial Direction to the Authority which has formalised their requirements for complying with the EU Air Quality Directive at this location.
- i) The Food Standards Agency's 'Regulating our Future' programme proposes fundamental changes to the way the food industry is regulated. Officers are currently actively engaged in stakeholder events and workstreams in an attempt to influence the way the regulatory landscape will look to ensure that the needs of Welsh consumers are a priority.

4.5 **Community and Leisure Services**

The Community & Leisure Services Division delivers a broad range of services. Most of these services and their functions are 'front-line' due to their visible presence and high impact on the community neighbourhoods, towns and villages that they serve throughout the Caerphilly borough.

Our vision statement is *"Improve the quality of life in our communities, by making communities more sustainable, improving civic pride, confidence and striving for excellence and continuous improvement in community health and well-being"*.

4.5.1 Overview

The following table provides a summary of the key performance measures for Community & Leisure Services:-

Waste Strategy & Operations

Performance Indicator	2016/17	Previous Year 2017/18		Progress / Comments
	Result	Target	Result	
The percentage of municipal waste collected by local authorities and prepared for reuse and/or recycled, including source segregated biowastes that are composted or treated biologically in another way	65.65%	58%	66.37%	The figure entered as cumulative and is taken from WDF Q1 - 67.62%, Q2 - 67.09% and Q3-66.6%. Q4 - 64.04% Figure has not been audited by WDF team and could be subject to change.
The percentage of people participating in food waste recycling	47.10%	44.10%	47.10%	Biennial results from 2016/17. Data captured between Dec 2016 and May 2017.
The cost of Refuse Collection Services per household		£58	£36.31	
Domestic Refuse Customer Satisfaction	92.70%	85%	83%	Local Service Survey not completed due to proximity of the CCBC Household Survey for 2017. Result reported is that of the Household Survey only. Target reduced due to service doing less in line with MTFP savings.

Food/garden Waste Customer Satisfaction	77.90%	80%	84%	Local Service Survey not completed due to proximity of the CCBC Household Survey for 2017. Result reported is that of the Household Survey only. Target reduced due to service doing less in line with MTFP savings.
Recycling Customer Satisfaction	91.40%	85%	85%	As above.
Street Cleansing Customer Satisfaction	77.30%	70%	64%	As above.
The percentage of highways and relevant land inspected of a high or acceptable standard of cleanliness	96.93%	97%	96.40%	It is difficult to raise above the current levels with decreasing resources.
Street Scene Cleanliness Index LEAMS score for the whole of CCBC	67.75%	67%	67.31%	LEAMS (Local Environment Audit and Management System) is a methodology used by the Authority and Keep Wales Tidy (surveying streets randomly selected from across the borough) to determine an overall cleanliness score for the County Borough.
Building Cleaning Turnover	£3.22m	£3.19m	£3.88m	
APSE Building cleaning square metres cleaned per hour for Primary Schools		0.72		APSE data will be available Sept 2018.
APSE Building cleaning square metres cleaned per hour for Secondary Schools		0.88		As above.
APSE Building cleaning square metres cleaned per hour for all Offices		0.84		As above.
Quality Standards of Building Cleaning	93%	95%	90%	There were a few contributing factors to the decline in quality standards including the long term sickness of an area supervisor and some technical issues with uploading inspections. New audit programme to be implemented with effect from September 2018.
APSE Building cleaning customer satisfaction		80%		APSE data will be available Sept 2018.
Customer Satisfaction Local Survey random selections (Building Cleaning)	97%	95%	97%	Results are from 2016/17 biennial survey.
The number of customers (buildings) that are subject to a Building Cleaning contract	231	225	233	

4.5.2 What went well

- a) **Waste Collection Services** continue to deliver high levels of performance and are likely to exceed the Welsh Government statutory targets for recycling (58%) for 2017/18 (projected outturn approximately 66.37% - subject to external verification).
- b) Through revised and updated waste treatment contract arrangements, the percentage of collected waste going to landfill has substantially reduced over the past 2 years, in the main due to the Prosiect Gwyrdd contract arrangements (energy from waste treatment solution).
- c) Results of the household survey shows that satisfaction levels have been maintained at a high level although there has been a dip in satisfaction across the board. It was anticipated that satisfaction levels would decline due to specific changes to the way services are delivered i.e. reduced resources, introduction of charges and a more stringent approach to dealing with contamination.
- d) The **Cleansing Services** workforce has downsized in order to deliver MTFP savings but cleansing standards have been maintained with a dip in customer satisfaction levels.
- e) **Building Cleaning Services** has maintained a level of 233 contracts throughout the year, with a turnover in excess of £3M. Over the past 3 years productivity levels have increased in both Primary and Secondary Schools. Customer satisfaction has been maintained at reasonably high levels. APSE Award 2017: (Best Performer: Winner) – Most improved performer in Building Cleaning.

4.5.3 Future Challenges/Risks & Areas for improvement

- a) Waste Strategy & Operations need to make estimated savings of £4m over the next four years (29.9%) at a time when there are already a number of financial budget pressures, particularly in relation to waste treatment including the cost of treating recyclable waste and achieving future WG recycling targets. Additionally, no demographic growth funding has been provided for many years and this has resulted in budget pressures for dealing with additional waste. The future challenge is to maintain service levels to meet customer expectations while delivering MTFP savings.
- b) The service continues to be faced with challenges relating to the quality of dry recycling waste and public participation. A door stepping campaign will be undertaken during 2018 mainly focusing on food waste recycling, whilst promoting awareness, understanding and aims to improve the quality and quantity of materials collected.
- c) A Streetscene Working Group has been set up to explore opportunities for multi-functional service provision. A Waste Review Working Group has been set up to consider all aspects of the waste service. This follows work that has been undertaken by Welsh Government and their appointed consultants on the Collaborative Change Programme (CCP). The service is also the subject of a Business Improvement Programme (BIP) review project and will consider options including a radical change to the way the council collects and processes recycling, in order to meet increasingly challenging recycling targets.
- d) High sickness levels are a cause for concern and continue to challenge continuity of service delivery.
- e) The future challenge for **Building Cleaning Services** is to maintain its customer base with customers looking to reduce costs through either reducing the amount/frequency of cleaning and/or building rationalisation.

Sport & Leisure Services

Performance Indicator	2016/17	Previous Year 2017/18		Progress / Comments
	Result	Target	Result	
Number of visits to indoor sport facilities (Leisure Centres)	1,318,027	1,456,770	1,209,621	Extreme weather conditions during 2017/18 forced significant service disruption and closures. Also the effects the snow resulted in facilities being closed due to maintenance related issues.
Number of Visitors to Sport Caerphilly Activities	83,516	84,460	87,042	Participation figures have increased by 4.2%.
Number of people participating in the health referral scheme	960	960	1,124	There has been an increase predominantly in email referrals received, particularly for weight management.
Number of free swim sessions - children aged 16 yrs and under	27,199	29,092	28,349	Multiple facility closures due primarily to snow during 2017/18 impacted on usage figures for swimming across the authority.
Number of free swim sessions - adults aged 60 yrs and above	50,119	48,232	43,032	As above.
Children age 11 yrs able to swim 25 meters	54%	76%	54%	Caerphilly encourage younger age participation in school swimming sessions and therefore measure children at year 3/4 rather than year 6 – we are trying to offset this by the Festival of Swimming Event to include Year 6 but it is still not the whole year group at every school and is rather a snap shot of those schools that attend the event. Increased travel costs for school swimming has put pressure on school swimming budgets and as a result we have seen a number of schools decreasing the number of three week blocks that are being booked; this is affecting the ability of those who are attending to develop to the required standard.
The percentage of school years 3-6 participating in sport 3 times per week (Hooked on Sport)	48.50%	44%	48.50%	Results are from School Sport Survey 2015/2016. The next School Sport; FE Survey will be run in the summer term of 2018.
The percentage of school years 7-11 participating in a sport 3 times per week (Hooked on Sport)	46%	42%	46%	As above.
The percentage of pupils in school years 3-6 who report participation in a Sports Club	83.40%	82%	83.40%	As above.
The percentage of pupils in school years 7-11 who report participation in a Sports Club	75.70%	72%	75.70%	As above.

Sports & Leisure Service Customer Satisfaction	97%	96%	98%	Excellent feedback received from Customers – Net Promoter Score (NPS) performance supports this data.
--	-----	-----	-----	---

4.5.4 What went well

- a) A National School Sport Survey is due for completion in the Summer Term of 2018 which will give us a further indication of pupil participation and activities engaged. The last survey in 2015/16 showed that Caerphilly had the highest number of pupils responding to the survey with 10,452, with an indication that there was an increasing trend in pupils hooked on sport (Pupils participating 3 or more time a week).
- b) Sports Development has seen participation figures increase this year by 4.2% to 87,042 people.
- c) There has been an increased focus upon Learn to Swim programmes and performance has improved. The number of free swim sessions for children aged 16 has improved against this time last year although the service is below the set target.
- d) Customer satisfaction levels remain high with 98% of sport and leisure customers reporting they are satisfied with the service. This is measured via a net promoter score which is widely used in the Leisure industry. The results demonstrated that Caerphilly performs very well when compared to wider Leisure industry benchmarks.

4.5.5 Future Challenges/Risks & Areas for improvement

- a) Welsh Government has set all Local Authorities a target of 91% of all children aged 11 being able to swim 25 metres by the year 2020 and the Authority is working towards achieving this target. There has been a reduction in attainment at year 6 over the past two years due to younger children (aged under 11 years) participating in school swimming therefore not being included in the figures. This approach however provides a more sustainable longer term approach to swimming development.
- b) A draft Sport and Active Recreation Strategy sets out the council's vision and approach for the next 10 years. A 10 week period of public and stakeholder consultation is currently being undertaken. Caerphilly is playing a leading role for delivering 'Active Gwent' a regional collaborative model for sport and physical activity.

Green Spaces and Transport Services

Performance Indicator	2016/17	Previous Year 2017/18		Progress / Comments
	Result	Target	Result	
Number of Amenity Grass Cuts undertaken	9	9	9	4 grass cuts completed April - June 17. 5 grass cuts completed July - Sept 17.
Number of Trees Inspected (Yearly)	10,140	35,000	39,491	
Bereavements Income as a % of Gross Expenditure	118%	100%	130%	
The percentage of Households who are Very & Fairly Satisfied with our facilities and services – Parks & Play Areas	N/A	85%	83%	Result from 2017 survey

The percentage of Households who are Very & Fairly Satisfied with our facilities and services – Recreation & Sports Grounds	N/A	85%	86%	Result from 2017 survey
The percentage of Households who are Very & Fairly Satisfied with our facilities and services – Country Parks	N/A	95%	93%	Result from 2017 survey
Number of Visitors to Country Parks	1.15m	1.45m	1.35m	Visitor Counter figures for complete year 17/18.
Number of rural businesses supported (part of the RDP process)	8	15	15	Grant supported.
Compliance with operator's licence - VOSA score against national operators	0	3	3	0-3 = green operator (lowest risk).
O CRS - Traffic Enforcement	3	3	3	This represents a good result which categorises the Authority as a "low risk" fleet operator when considered in conjunction with the above indicator.
Percentage of defect sheets returned reporting O licence vehicles only	90.09%	100%	93.43%	
Vehicle Maintenance percentage productive hours	64.24%	90%	66%	New vehicles have started to be presented to workshops, this is showing a slight increase in productivity.

4.5.6 What went well

- a) Three urban **Parks**, one Country Park and one Cemetery were recognised as places of excellence by Green Flag assessors and awarded Green Flag status. Five playgrounds retained RoSPA (The Royal Society for the Prevention of Accidents) Play Safety Awards in 2017-18.
- b) **Bereavement Services** is one of the few in Wales who are recovering their costs. The service holds a Silver award for the Charter for the Bereaved which is promoted by the Institute of Cemetery and Crematorium Management. A number of cemeteries have recently been extended, which has given the Authority circa 50 years 'burial resilience'.
- c) **Countryside & Landscape Service** recorded over 1.3million visitor numbers to Country Parks despite the poor summer season. On site surveys show that 93% of Country Parks Visitors enjoyed their visit throughout 2017/18. The Rural Development Programme team has bedded in and are providing a good source of additional funding, notably from the Sustainable Management Scheme and Rural Communities Development Fund. A range of projects totalling some £1million have received at least stage one approval from Welsh Government and this is in addition to the £2.6 million core funding already secured. The RDP has approved funding for 15 local projects and a further 3 are under consideration, and should these be approved would result in £1.2 million of further project expenditure.
- d) **Fleet Management & Maintenance** implementation of a new Managed Service Partnership (MSP - Fleet) has gone smoothly since September 2017 as has implementation of a new software (part of the MSP) called Fleetwave providing enhanced data flow/intelligence to better manage the service.

4.5.7 Future Challenges/Risks & Areas for improvement

- a) **Parks and Outdoor Facilities** future challenges are sustaining services due to an increase in costs and a decrease in budget. Other pressures include climate change, which has an effect on both the tree stock and sport pitches. The number of users of outdoor sports facilities has been diminishing year on year since 2013. This can be attributed to changing climate conditions, which has resulted in fixtures being cancelled.
- b) **Countryside & Landscape Services** are facing more financial and legislative burdens on the service moving forward. The Welsh Government target that 54% of Public Rights of Way should be readily useable has been exceeded at 80%, and there is a perception by other bodies e.g. Natural Resources Wales that the CCBC service is one of the best in Wales. However, the service does receive a large number of calls over the summer months and our ability to respond to them is limited by our staff resources. In order to manage this demand, it is acknowledged that the use of community groups and volunteers will be required. Some progress has been made in addressing the backlog of Definitive Map Modification Orders.
- c) **Fleet Management & Maintenance** workshop productivity has remained low due to older vehicles being disposed of, hence the through put of vehicles being less. Due to the Managed Service Partnership new vehicles were delivered in September 2017 and presented to workshops March/April 2018. It is anticipated there will be a steady increase in the number of vehicles being maintained during the coming months.

4.6 Infrastructure

- a) The Infrastructure Division provides services that directly address Highways and Transportation needs throughout the Borough.
- b) Infrastructure consists of three core service groups, namely Highway Operations Group (HOG), Engineering Projects Group (EPG) and Transportation Engineering Group (TEG).
- c) The Service currently employs in the region of 294 personnel with annual budgets of £20.7 million revenue and £2.6 million capital.
- d) Our vision statement is *“The Infrastructure Division will provide professional, quality, efficient and customer focused services to deliver modern, integrated, sustainable infrastructure that benefits our communities and future generations”*.

4.6.1 Overview

The following table provides a summary of the key performance measures for Infrastructure:-

Performance Indicator	2016/17	Previous Year 2017/18		Progress / Comments
	Result	Target	Result	
Infrastructure request response rates to members within 10 working days	91%	100%	97%	The results for 2017/18 represent an improvement from 2016/17 (91%). This reflects the concentrated efforts of the service areas, in terms of dealing with Members' enquiries and concerns.

Infrastructure request response rate to Standard Service requests within 20 working days	97%	100%	99%	The results for 2017/18 represent an improvement from 2016/17 (97%). This reflects the concentrated efforts of the service areas, in terms of dealing with public enquiries and concerns.
The average number of calendar days taken to repair street lamp failures during the year (Yearly)	3.94 days	4 days	4.22 days	The 2017/18 result shows a worsening performance trend compared to 2016/17 (3.94 days), whereby service delivery was impacted by two major snow events.
% of non-cat 1 (non-emergency) Repairs completed within 28 days	46%	80%	42%	A colder than average Winter has resulted in a major impact on resources, dictated by commitment to gritting duties and associated rest periods. The Winter also resulted in a higher than average volume of defects being raised. Furthermore, a 20% reduction in workforce (owing to several factors) along with end of year holidays and bank holidays exacerbated the service area's capacity, and contingency plans to deliver more resources were initially thwarted.. Also inability to recruit additional private sector resources to assist. New contract arrangements and changes to delivery methods are being implemented to improve the number and type of available resources going forward.
Average time taken to rectify highway surface defeats that were identified for this period (No of days)	33 days	28 days	45 days	
THS012a The percentage of Principal (A) roads that were in overall poor condition (Yearly)	4.35%	4.50%	4.60%	The results for 2017/18 represent a marginally worsening trend from 2016/17 (4.35%). There is no national data currently available to determine any comparable data with the overall condition of roads in Wales. A-roads are to receive a higher focus in future years to look to improve on the current condition if possible. It should be noted that this may need a significant investment due to the type of treatment required.

THS012b The percentage of Non-principal/ classified (B) roads that are in overall poor condition (Yearly)	3.68%	6.00%	3.64%	The results for 2017/18 represent a continued improvement from 2016/17 (3.68%). There is no national data currently available to determine any comparable data with the overall condition of roads in Wales. The improvement reflects the current budget commitment and the continued application of preservation treatments as part of our Resurfacing strategy.
THS012c The percentage of Non-principal/ classified (C) roads that are in overall poor condition (Yearly)	8.70%	10.00%	7.28%	The results for 2017/18 represent a continued improvement from 2016/17 (8.70%). There is no national data currently available to determine any comparable with the overall condition of roads in Wales. The improvement reflects the current budget commitment and the continued application of preservation treatments as part of our Resurfacing strategy.

4.6.2 What went well

- a) Improved performance levels have been observed for Infrastructure’s Service Request response rates, the performance area has been further scrutinised and is aiming to achieve the required 100% target scoring. Further steps have been taken to improve the consistency of approach and closer monitoring has been implemented.
- b) Engineering Project Group (EPG) has again demonstrated value for money in terms of being cheaper than private sector consultants. This is evidenced by a range of national PIs collated by County Surveyors Society Wales (CSSW) that cover professional fee cost as a percentage of scheme cost over 3 cost ranges. In terms of value, the service area is positioned in the mid-range for cost performance across Wales and has consistently delivered projects at or below the all Wales average for the respective cost ranges. The all Wales average (public sector) is 40% to 55% less than the private sector, this is an average figure based on returns submitted to CSSW over a 3 year period across all 22 Welsh authorities for the provision of predominately highway related consultancy services. The consultants in this respect were typically established national consultancies which represent the main service providers in this sector. Direct comparison with such providers clearly demonstrates EPG’s comparable value for money against the private sector. The data set used for this comparison is based on 17 projects procured through a tender process and delivered within the clients agreed project parameters of cost and time.
- c) EPG has successfully recruited a junior member of staff, appointed two members of staff at an intermediary level together with the promotion of two existing members of staff to senior posts; this has gone a long way towards restoring the age demographic within the group and shows that succession planning, in terms of promotion from within, is actively taking place. Management of resources has improved, with effective programming and resource allocation reviewed regularly to ensure the efficient use of staff to meet the service provision demands.
- d) Third party insurance claims across all Highway Operations Group (HOG) services are further down compared with 2016-17, reducing from 136 to 133.

- e) Despite the disruptive impact of two major snow events, HOG have also demonstrated a robust response to dangerous incidents, reporting 97% completion of repairs within 24 hours compared with 100% for the previous year, along with the continued performance of completion of safety inspections within programmed timescales, 94% compared with 97% for the previous year. There will be a focus on returning to 100% compliance during 2018/19, although it must be recognised that this can be impacted by winter weather.
- f) There has been significant improvement in terms of the number of road gullies cleansed against schedule, with a total of 47,397 gullies being completed in 2017-18 compared with 30,992 for 2016-17. This has been down to improved management and a change in approach in how reactive work is undertaken.
- g) Although two major snow events resulted in a severe impact on wider service delivery, the service demonstrated a resilient Winter Maintenance plan and response to adverse conditions, receiving unprecedented levels of positive feedback / compliments via social media channels
- h) For the Transportation Engineering Group (TEG) the Statutory Integrated Network Maps were developed in accordance with the Active Travel Act following wide consultation and submitted to Welsh Government (WG) and have been approved.
- i) TEG interventions have contributed to the low incidence of personal injury collisions on the highway network in the Caerphilly County Borough and consequently good progress continues to be made towards the Welsh Government road safety targets for 2020 with casualty trends reducing and/or being below the 2020 targets.
- j) Relevant figures are detailed below: -
- In the last 5 years Child casualties reached a peak in 2014 before reducing by 60% in 2016 from the peak. (Number of child casualties: 2012 -31; 2013 -26; 2014 – 50; 2015 – 28; 2016-20).
 - Elderly casualties remained fairly static between 2012 and 2014 followed by an upward trend during 2015 and 2016. (Number of elderly casualties: 2012 – 28; 2013 – 28; 2014 – 26; 2015 – 34; 2016-37).
 - Pedestrian casualties have fluctuated over the past 4 years with a long term average of 38. (Number of pedestrian casualties: 2013 – 37; 2014 – 48; 2015 – 30; 2016-37).
 - KSI casualties – Whilst the casualty rate rose during 2015 the figure recorded during 2016 is 34% lower than the target for 2020. (Number of KSI casualties: 2014 – 30; 2015 – 41; 2016 - 27. Baseline figure is 69. WG 2020 target is 41)
 - KSI Motorcyclist casualties – There has been 1 KSI casualty recorded in 2016 (Baseline figure is 9. WG 2020 target is 7). This result should be treated with caution but is encouraging.
 - KSI Young Persons casualties – In 2016, 8 KSI casualties were recorded 43% below the target for 2020. (Number of young person KSI casualties: 2014 – 8; 2015 – 12, 2016 – 8 Baseline figure is 24. WG 2020 target is 14).
 - Collision numbers are decreasing over time with a significant reduction of 29% in 2016 from 2015 numbers. (Number of collisions: 2013 – 224; 2014 – 208; 2015 – 197; 2016 - 159).
- k) In 2016/17 TEG recorded the lowest average subsidy per passenger for tendered services in Wales at 73p. The figure for 2017/18 has risen to 87p but it is expected that it will remain one of the lowest, if not the lowest, figures in Wales.
- l) TEG has maintained high customer satisfaction for the provision of local bus service information, bus stop satisfaction and overall satisfaction in the local bus network. The latest figures from the customer satisfaction survey (2016) for the provision of local bus service information, bus stop satisfaction and overall satisfaction in the local bus network were 63%, 79% and 66% respectively.

- m) The Authority inputted into the development of the Regional Transport Plan and this was successfully consulted on.

4.6.3 Future Challenges/Risks & Areas for improvement

- a) Improving the reactive maintenance service delivery and lowering the highway defect backlog is a key priority, and recruitment has been / is being undertaken to supplement resources plus putting in place specific private sector tender and resources to assist the in-house workforce when there are peaks.
- b) Future challenges include sustaining service delivery due to an increase in costs (predominantly inflation and supply/demand fluctuations with resources) and a decrease in budget due to MTFP. Restructuring of Infrastructure Services is being reviewed along with the future possibilities of a wider and more regional approach and partnership working arrangements, including links to the Cardiff Capital Region City Deal, and Regional Transport Authority and Metro.
- c) Engaging with WG and Transport for Wales to maximise the benefits from the new rail franchise and Metro Proposals for Caerphilly.
- d) Strict deadlines for implementation of new Legislation in relation to Flood and Water Management Act, with the introduction of SuDS Approval Body (SAB), therefore timely approval and appointment of appropriate staff is required with close monitoring of progress to recognise legislative constraints.
- e) Similarly, implementation of Civil Parking Enforcement to transfer powers to CCBC from Gwent Police relies on timely review of Traffic Road Orders (TROs), application to Welsh Government and the recruitment and training of appropriate staff. This is being Project Managed closely, with close engagement with internal stakeholders and specialist consultants.
- f) Maximising the opportunities to deliver improvements identified within the Active Travel Integrated Network Maps.
- g) Other pressures include the review Highway and Structures management to align with New Code of Practice (CoP) "Well-managed Highway Infrastructure".
- h) Succession planning and recruitment remains an issue across the division, a very buoyant private sector is proving to be more attractive and with the higher salaries offered continuing to deter applicants for current vacant posts. This remains a challenge and an obstacle to other aspirations the division has in terms of regional collaborative working.
- i) Collaborative working with neighbouring authorities presents real opportunities across the division that would allow both consolidation of the existing service provision and offer opportunity to strengthen and improve. There is an appetite amongst other authorities to actively engage in such ventures and the division is well placed to take such opportunities forward.
- j) Supporting the delivery of an Authority LDP and wider Regional SDP. Lack of a replacement LDP could lead to inappropriate development via appeals so development of an interim transport/strategic highway policy position may need to be considered.

4.7 Regeneration and Planning

The Regeneration and Planning Service provides a wide range of functions that are necessary to fulfil the Council's statutory requirements as a Local Planning Authority. It provides: the statutory planning policy framework for all development control decisions; the development control, building control and conservation services; and the conditions for businesses to thrive through business support, visitor economy initiatives and urban renewal project activity.

4.7.1 Overview

The following table provides a summary of the key performance measures for Regeneration and Planning:

Performance Indicator	2016/17	Previous Year (2017/2018)		Comments
	Result	Target	Result	
The percentage of all planning applications determined on time	80%	80%	89% (first three quarters)	This is a new indicator. Previously, the %age dealt with within 8 weeks was the indicator, but with the applicant's agreement, that period can be extended. 'On time' means within the period agreed with the applicant.
The percentage of enforcement complaints where the decision on the course of action was made within 84 days of receipt	95%	95%	75%	There has been a focus on the outstanding backlog of historical cases which when closed skews the average number of days taken
% increase in numbers visiting the county borough	2%	3%	4.5%	Calendar Year 2017 (STEAM Report)
% increase in visitor spend in the county borough	3%	3%	2.6%	Calendar Year 2017 (STEAM Report)
Visitors to Visit Caerphilly Centre	266,063	260,000	270,949	
Visitors to Llancaiach Fawr Manor	59,076	62,500	63,170	
Visitors to the Winding House Museum	9,281	11,000	9,041	Revised opening hours have recently been implemented to account for visitor days/times.
Visitors to Cwmcarn Forest Visitor Centre	213,461	220,000	225,395	
% occupancy of Council owned industrial property	97.8%	98%	95.6%	The results for 2017/18 represent a marginally lower occupancy rate from 2016/17 due to the reduction in resources to undertake dilapidation surveys in a timely manner leading to delays in the turn over of tenants.

4.7.2 What went well

- a) Interim management arrangements in the Regeneration and Planning Service filled a vacuum further to the Head of Service's departure in March 2016 and these enabled the service to continue functioning during this period. (These interim arrangements came to an end in May 2018).
- b) **The Development Management Service** continues to deliver a high level of performance with 88.35% of all planning applications determined within eight weeks, or such other period as may be agreed with the applicant, just above the Welsh average of 87.95%. Whilst the average time to determine planning applications was well below the Welsh average at 62.75 days compared to 87.95 days which was the Welsh average.
- c) Workload has remained static over the past two years: 963 applications received in 2016/17, and 960 received in 2017/18.
- d) The Annual Performance Report published in October 2017 showed a small improvement in customer satisfaction.
- e) The high fee income which was generated by planning resulted in a budget underspend of £58k.
- f) **The Building Control Service** vetted 83% of application within 15 days. Whilst this represents a reduction compared to the previous year, a high turnaround was sustained despite the number of full plans applications increasing by 38% in 2017/18.
- g) **Strategic & Development Plans Team.** The Council has a statutory requirement to prepare an Annual Monitoring Report in respect of the implementation of the Adopted Caerphilly County Borough Local Development Plan up to 2021 which has to be submitted to Welsh Government by 31 October each year. Once again the Strategic Planning Team delivered the Report on time for WG.
- h) The one team approach to the preparation of the Council's new Regeneration Strategy entitled 'A Foundation for Success' and the excellent public engagement that was undertaken in respect of the Caerphilly Basin Masterplan has demonstrated the teams commitment to work closely with stakeholders in strategy and plan preparation, which is fundamental to the guiding principles of the Well-being of Future Generations (Wales) Act 2015.
- i) **Community Regeneration.** Phasing out of the Communities First programme in the borough commenced in April 2017 and was completed by 31st December 2017, when the Community Regeneration department restructure process was completed. During the reporting period the focus was on phasing out the old programme, undertaking a major restructure and preparing the team and the community for the introduction of the new programmes, Communities for Work. In the 2017/18 annual review meeting with Welsh Government on 23rd July 2018, Caerphilly was rated as green in all areas of delivery. Achieving 97 job entries across the programme.
- j) **The Business Funding & Support Team**
 - 33 Business Development Grants awarded, which created 57 jobs. 15 Business Start-up Grants awarded (48 in total). 494 businesses provided with advice and guidance.
 - The percentage of start-up businesses still trading after one year has risen to 90%, the highest survival rate recorded since 2008-09.
 - A total of 17 Community Regeneration Fund projects supported, which have committed £129K in revenue and £167K in capital.

- Six Oakdale Community Benefit Fund projects supported, which has allocated the total budget available of just under £10K.
 - The occupancy rate for the Business Support & Funding industrial and office property portfolio has been maintained at over 95%, generating an income of £2.35m.
 - Grant finder searches brought in nearly £100,000 in grant income during the year.
- k) **Destination & Events Team.** The STEAM report indicated that there was an increase in the number of visitors coming into the county borough and this appears to be reflected also in the increase in visitors to Cwmcarn Forest, Caerphilly Visitor Centre continues to increase its number of visitors and this will be an ongoing focus despite difficulties associated with the Natural Resource Wales large scale felling of larch trees.
- l) Positive visitor and retailer feedback from a number of successful events being held in the Principal Towns across the County Borough including the Food Festival, the Big Cheese, Christmas Markets, the Beach Party and Ice Rink.
- m) **The Urban Renewal Team** has been successful in securing external funding for employment and tourism projects and has developed excellent external partnership working on key projects and programmes, particularly with Welsh Government.
- n) Town Centre Improvement Group resolved 98 issues across the five managed towns in 2017 ranging from bin storage to relocation of bollards. The Choose the High Street Christmas Voucher Booklet once again proved popular with nearly 100 offers received across the five managed town centres and visitor attractions.

4.7.3 Future Challenges/Risks & Areas for Improvement

- a) **Regeneration and Planning** have to make an estimated £0.75m savings over the next four years, which is going to prove extremely challenging. The Service is long overdue a staff restructure and this is presently being undertaken. Opportunities will be identified through this process to identify any potential savings.
- b) Budget constraints have had a significant impact on the planning service in the past few years, the main response being the reduction in staff numbers with leavers not being replaced, and senior posts being replaced by junior ones on a lower salary. Maintaining performance and elements of the service will be challenging as staff numbers reduce. The whole service area needs to make better use of mobile/digital application systems to improve efficiencies.
- c) A number of service areas run a budget deficit due to unrealistic income expectations and there is a need to realign those budgets, in particular Building Control and Strategic Planning.
- d) **Strategic and Development Plans.** Regional work in respect of the Strategic Development Plan is progressing well, however this work stream is using existing staff resource, and this is placing additional demands on staff that are under increasing strain. This may be difficult to sustain moving forward.
- e) The Annual Joint Housing Land Availability Study published in July 2018 concluded that the land supply was sufficient for 2.3 years. The ongoing lack of a 5 year land supply will continue to place pressure on sites that are contrary to current Council Policy. Until this issue is resolved it is likely that planning applications will be submitted that Members are likely to consider unacceptable and the development management process associated with such applications will need to be managed carefully to ensure that elected members do not lose faith in the planning process.

- f) **Community Regeneration.** The continued allocation of annual funding by Welsh Government poses a risk to both the Council's ability to continue employment support and the retention of skilled and qualified staff. Welsh Government has given a verbal commitment to funding programmes until 2022, however, this has not been provided in writing.
- g) Improved links with Businesses, including future skills requirements and better business intelligence are vital to ensure employment support provision is aligned with local and regional economic requirements.
- h) **Business Support and Funding.** In recognition of the ongoing changes to the high street, where businesses are moving away from purely retail into a more service led role it is recognised that the business support team need to be working with the private sector in both business parks and high street positions in order to help businesses grow and keep high streets dynamic and economically productive so that town centres can thrive. A holistic review of the provision of business and town centre support will be a key consideration as staff structures are examined.
- i) There is a need to ensure that tenants are complying with the maintenance and repair requirements of their leases; undertake a rent review to ensure that income levels are appropriate and increase business participation in both the Business Forum and the wider business community to identify opportunities to strengthen the local economy.
- j) As at the end of March 2018, there were ten industrial properties vacant and four offices vacant. The occupancy rate stands at 95.6% which was slightly below target and there are more units and offices becoming available.
- k) The lettings process is to be transferred to Corporate Property in 2018-19 and this will ensure that Council policies and procedures are met and will also bring the onerous and challenging workload for the Business Support & Funding Team back to manageable levels and enable a quicker turnaround of tenants in the process. The current lettings process, where vacant units are offered to the next person on a lengthy waiting list is not an efficient or effective way of letting properties. This will be reviewed in 2018-19.
- l) Given the economic impact and income derived from the property portfolio, these assets require ongoing investment to ensure that they remain fit for purpose. A condition survey of the 12 industrial estates was carried out in March 2018 and this identified a total of £1.4m in repairs and improvements required during the next 3-5 years.
- m) Within **Destination and Events** the areas identified as opportunities for improvement include the need to identify and maximise income opportunities for all of the visitor destinations in Council ownership and to work closely with NRW at Cwmcarn Forest to enhance the existing facility and to consider ways in which the Forest Drive can be reopened. In order to sustain the service over the medium to long term it is essential that we have delivery models that maximise income and reduce Council subsidy. Alternative ways of working are under consideration as part of the Business Improvement Board work programme which needs to be concluded at pace.
- n) **Urban Renewal Team.** There has been a drastic reduction in resources and there is now a need to invest in this service in order to ensure that the county borough can exploit opportunities being generated through the Cardiff Capital Region City Deal and the Valleys Task Force initiatives.
- o) The availability of sufficient development funding to prepare robust shovel ready funding bids. There is a need to be better prepared to maximise the opportunities that City Deal funding and other EU and WG funding objectives and priorities will bring. An initial project fund has been earmarked and the newly constituted Regeneration Board will assist with strategic direction.

- p) Maintaining the upkeep of past schemes and resolving residual issues on more recent projects with reducing maintenance budgets and uncertainty over maintenance responsibility is challenging.
- q) The retail sector continues to be very challenging with the loss of several High Street names over the last twelve months, most notably the forthcoming closure of Poundworld in Bargoed & Blackwood and the Original Factory Shop in Bargoed.
- r) The Council should focus its own grants programme towards business support and robust economic outputs. A review of CCBC's current Regeneration grants is being reviewed with a mandate to refocus grant awards towards business support. Hence there will need to be a refocus of the existing grants to maximise economic outputs.
- s) Improved links with Businesses (in towns and on business parks), including future skills requirements and better business intelligence are vital to ensure employment support provision is aligned with local and regional economic requirements.

5. WELL BEING OF FUTURE GENERATIONS IMPLICATIONS

- 5.1 The Directorate makes a contribution across the 7 Well-being Goals in the Well-Being of Future Generations (Wales) Act 2015. Performance management is one of 7 core activities that are common to the corporate governance of public bodies where it is considered that applying the requirements of the Act is likely to most effectively secure the type of change required. The role of performance measurement is to enable progress to be tracked, analysed, and communicated. Applying the five ways of working (the sustainable development principle) contained within the Act we have begun to take a longer term approach in our business planning. We have moved to a 5 year service planning template recognising the need to balance dealing with short term pressures in the context of our priorities for the long term. In seeking and using service user feedback we aim to involve customers in service delivery.

6. EQUALITIES IMPLICATIONS

- 6.1 An Equalities Impact Assessment is not required as the report is for information and looks at historic performance.

7. FINANCIAL IMPLICATIONS

- 7.1 There are no financial implications associated with this report although there may be some in respect of identified risks as part of performance moving forward.

8. PERSONNEL IMPLICATIONS

- 8.1 There are no personnel implications to this report

9. CONSULTATIONS

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

10. RECOMMENDATIONS

- 10.1 The Committee is asked to consider the content of the report and where appropriate question and challenge the performance presented.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 Performance Management Scrutiny affords members the opportunity to challenge, inform and shape the future performance of services.

12. STATUTORY POWER

- 12.1 Local Government Measure 2009.

Author: Rob Hartshorn, Head of Public Protection, Community & Leisure Services
Marcus Lloyd, Head of Infrastructure
Rhian Kyte, Head of Regeneration and Planning

Consultees: Mark S Williams, Interim Director, Communities
Shaun Watkins, Principal Personnel Officer
Anwen Cullinane, Senior Policy Officer – Equalities & Welsh Language
Mike Eedy, Finance Manager
Ros Roberts, Performance Manager, Corporate Performance Management
Cllr E. Stenner, Cabinet Member for Environment & Public Protection
Cllr N. George, Cabinet Member for Neighbourhood Services
Cllr S. Morgan, Cabinet Member for Economy, Infrastructure, Sustainability & Wellbeing of Future Generations Champion
Stephen Harris, Interim Head of Improvement



REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE – 18TH SEPTEMBER 2018

**SUBJECT: PUBLIC PROTECTION ENFORCEMENT, UNDERAGE SALES ACTIVITY
AND CONSUMER ADVICE - 2017/18**

REPORT BY: INTERIM CORPORATE DIRECTOR OF COMMUNITIES

1. PURPOSE OF REPORT

1.1 The purpose of this report is:

- To provide information on formal enforcement activities within the Public Protection Division including outcomes of investigations undertaken under the auspices of the Regulation of Investigatory Powers Act.
- To consider, in accordance with the Surveillance Camera Commissioner's Code of Practice, the Council's CCTV surveillance camera system to ensure that it remains necessary, proportionate and effective.
- To consider the enforcement programme in respect of underage sales of tobacco and activity regarding the under-age sales of aerosol spray paints.
- To provide information to Members on the nature of Consumer Advice complaints dealt with by the Trading Standards Service.

2. SUMMARY

- 2.1 The Public Protection Division consists of a wide range of protective and regulatory functions, which seek to protect, promote and improve the health, safety and economic well being of our communities, as well as regulate trade, commerce and the environment. In compliance with the Public Protection Enforcement Policy the report provides an overview of the formal enforcement activity undertaken including outcomes of investigations undertaken under the auspices of the Regulation of Investigatory Powers Act during 2017/18.
- 2.2 The Surveillance Camera Commissioner's Code of Practice states that the local authority should consider, on an annual basis, its surveillance camera system to ensure that it remains necessary, proportionate and effective. This report considers the Public Open Space CCTV system.
- 2.3 The report details the nature and number of complaints received concerning under-age sales of alcohol, tobacco and e cigarettes over the previous financial year. An overview of test purchasing activity is provided including the results of enforcement action and the penalties that may be applied. The Authority is required by law to annually review its approach to tackling under-age sales of tobacco and spray paints.
- 2.4 The report provides information to Members on the number and nature of complaints dealt with by the Consumer Advice function of Trading Standards in 2017/18.

3. LINKS TO STRATEGY

- 3.1 Enforcing public protection legislation is a statutory duty and this activity, together with the assistance provided to Caerphilly residents with consumer problems, also contributes to the Caerphilly Public Service Board's Wellbeing Plan, *The Caerphilly We Want 2018 – 2023*; the Council's Corporate Plan 2018-23; and Objective 1 of the Council's Strategic Equality Plan 2016-2020.
- 3.2 Public Protection enforcement activity also contributes to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015:
- A resilient Wales
 - A prosperous Wales
 - A healthier Wales
 - A more equal Wales
 - A Wales of cohesive communities
 - A Wales of vibrant culture and thriving Welsh language

4. THE REPORT

- 4.1 The Public Protection Division has a major role in protecting, promoting and improving the health, safety and economic well being of our communities. This role includes the enforcement of numerous statutes, many of which include criminal sanctions on those who infringe the law.
- 4.2 The Committee will also be aware that prosecution details are published on the Council website and in Newslines.
- 4.3 In order to ensure a fair and consistent approach to enforcement responsibilities the Public Protection Division has an Enforcement Policy which requires an annual review of activity.
- 4.4 The information in Appendix 1 provides a broad picture of the range and number of formal enforcement actions initiated during 2017/18 (some prosecutions may still be awaiting hearing). In addition to the formal interventions detailed, hundreds of other informal warnings and cautions (both written and verbal) are issued every year. The table also includes activity of the CCTV Control unit for the last financial year.
- 4.5 The Public Open Space CCTV system comprises 156 cameras covering 28 town and village centres. Cameras in Blackwood, Caerphilly and Bargoed town centres are used to monitor the highest number of incidents followed by Rhymney, Risca and Ystrad Mynach cameras respectively. While cameras in villages tend to be used to monitor less incidents they are regarded as providing a deterrent effect and help in maintaining community reassurance. The location and number of permanently fixed cameras is considered as necessary, proportionate and effective.
- 4.6 The CCTV Control Room refers incidents and suspicious behaviour directly to the Police for their action. Descriptions provided by the Control Room can result in arrests being made at the time of the incident and in some cases Control Room Operators are able to guide Police Officers to offenders as a result of on-going monitoring after an incident. The Control Room will store the relevant footage for use by the Police as evidence in the course of their criminal investigations. This substantially reduces the amount of time Police Officers need to spend investigating offences, provides best evidence of a perpetrator committing offences, reduces the need for victims to give evidence in Court and assists the Courts to sentence appropriate to the gravity of the offence. The CCTV Control Room monitors other activity. During the year 945 warnings were given for out of hours access to Council depots, Amenity sites and schools, in some cases police response was required. 98 calls were received from the Storennet system to deal with suspected shoplifters. Police asked for assistance in monitoring 81 threats of suicide.

4.7 Regulation of Investigatory Powers Act 2000 Authorisations

4.7.1 The Regulation of Investigatory Powers Act 2000, places safeguards and controls over activities undertaken by Public Bodies, when they use legitimate tools to enforce breaches of the law, which interfere with the Article 8 Rights of individuals under the European Convention on Human Rights. Insofar as Trading Standards are concerned the permitted activities are:-

- Directed Surveillance (the covert surveillance of individuals)
- The use of Covert Human Intelligence Sources (either undercover officers or informants)
- Access to Communications Data (restricted access such as subscriber details and data traffic-not the content of any calls/texts etc, but merely the numbers sent to/received from)

4.7.2 The Act and subordinate legislation sets out strict criteria that must be met, before the activity can be authorised and undertaken. In all cases, the interference must be both proportionate and necessary, and full details of activities and the criminal investigation needs to be set out. The Head of Legal Services & Monitoring Officer is the Council's Senior Responsible Officer in relation to RIPA and updates in relation to the operations undertaken are provided to the Audit Committee on a quarterly basis.

4.7.3 Within Caerphilly Council applications are reviewed and authorised by a Senior Manager and if all the criteria are met, the application will be authorised. In the case of Directed Surveillance and Covert Human Intelligence Sources (CHIS), the Authority's Corporate Solicitor will undertake a gate keeper role, keeping records of all applications and vetting them to ensure they are correctly authorised. The latter does not have this responsibility in relation to Communications Data. Communications Data is accessed using the National Anti Fraud Network (NAFN), who have their own internal safeguards.

4.7.4 Once applications are Authorised, Officers must then apply to the Magistrates Courts and obtain Judicial Approval to carry out the activity. During 2017/18, Trading Standards obtained RIPA Authorisations as below:-

Directed Surveillance-	4
Covert Human Intelligence Sources-	0
Communications Data-	1

4.7.5 In relation to the Directed Surveillance Authorisations 3 related to under age test purchase operations for alcohol held throughout the year. The remaining authorisation related to a specific exercise regarding the supply of alcohol to under age children in an area experiencing high levels of alcohol related anti-social behaviour.

4.7.6 With regard to the Communications Data request, this related to a telephone number used by a trader who had fraudulently obtained money from a vulnerable consumer in relation to gardening work.

4.8 Underage Sales

4.8.1 Complaints about premises supplying age-restricted products are received from members of the public, local elected Members, Police Officers, Community Safety Wardens, and other businesses. Complaint data is used to target enforcement activities and also to support authorisations for directed surveillance using covert recording equipment, under the Regulation of Investigatory Powers Act 2000. During the financial year 2017/2018 the Trading Standards Service received:

- 2 complaints about tobacco sales
- 8 complaints about "on" licence alcohol sales

- 17 complaints about “off” licence alcohol sales
- 1 complaint about premises selling both tobacco and alcohol
- 1 complaint about E cigarettes (Nicotine Inhaling Devices, NIDs)
- 1 complaint about alcohol sales from members clubs
- 1 complaint about butane lighter fuel sales

There were no complaints in relation to other age restricted products such as fireworks, knives or lottery tickets

4.8.2 In the previous financial year the service has carried out test purchases for alcohol, tobacco and knives. These products are prioritised as such products carry risks of anti-social behaviour and health concerns for young people. Test purchasing is achieved by using young volunteers selected in accordance with national guidelines. The volunteers, who often work in pairs, carry covert recording equipment, which captures sound and images. If a sale is made the recording is used to support enforcement action. Where volunteers are test purchasing in “on” licence premises support is provided by a witnessing team of officers, including officers from Gwent Police, in order to secure the health and safety of the young people in an adult environment. All activities are risk assessed and parental consent is required before a volunteer is allowed to work with the Trading Standards Service. When the law changes, Trading Standards test for products not previously covered by the law or intelligence gathering operations are carried out. The test purchase operations are used in conjunction with educational visits, and in these situations formal action is usually not taken, but follow up test purchases planned. During 2017/18 retailers who sold knives were targeted in an exercise, to highlight the increase in knife crime.

YEAR		17/18	16/17	15/16
Product	Sales/ Attempts	% Sales	% Sales	% Sales
Alcohol On	6	0%	83.3%	12.5%
Alcohol Off	15	0%	31.6%	12.5%
Tobacco	2	0%	0%	0%
Knives	5	20%	-	-

4.9 **Legislation and Penalties**

- 4.9.1 The Children and Young Persons (Protection from Tobacco) Act 1991 requires the authority to consider its enforcement programme in respect of underage sales of tobacco on an annual basis. The Clean Neighbourhoods and Environment Act 2005 places a duty on the authority to consider activity regarding the under-age sales of aerosol spray paints
- 4.9.2 Where alcohol is sold it is likely that the staff member will receive a £100 on the spot penalty notice issued by a Trading Standards Officer. The owner/seller of the alcohol will be investigated formally and unless the business has an adequate defence it is likely that they will be prosecuted in court. The maximum fine under the Licensing Act 2003 is £20,000.
- 4.9.3 Where tobacco is sold both the staff member and the business owner may be liable to court action unless there is an adequate defence in place. There are further sanctions for premises found to be repeatedly selling tobacco to underage persons. If a person / business is convicted of selling tobacco to persons under the age of 18 and at least two other offences occurred in the preceding two years relating to the same premises, trading standards can make an application to a Magistrates' Court for a restricted premises order and/or a restricted sales order.

A restricted premises order prohibits the sale from the premises of any tobacco products to any person, by the business or any of its staff for a period of up to one year. A restricted sales order prohibits a specified person who has been convicted of a tobacco offence from selling any tobacco products to any person and from having any management function related to the sale of tobacco products for a period of up to one year. The maximum fine is £2,500. In the case of Aerosol Spray Paints the maximum penalty is also £2,500 and six months imprisonment.

4.9.4 Results for the preceding 12 months (which may have included cases from the preceding financial year) are shown in the table below.

Type of Enforcement Activity	Alcohol	Knives	Tobacco
Failed test purchases	0	1	0
Prosecutions	0	0	0
£100 Fixed Penalty Notices for Disorder	0	n/a	n/a

The failed test purchase of a knife was undertaken as an intelligence and educational exercise, with no formal action being taken, with appropriate advice and guidance given.

4.10 **Consumer Advice**

Consumer complaints are categorised on the authority's database by trade sector and by product or service. Categorisation of complaints follows the current national scheme and allows the data gathered to be used in planning services and, in particular, intervention against particular problem trade sectors.

4.11 The table below gives the top 10 products/services and the monetary value involved that were complained about during 2017/2018:

	Product/Service	Number	% of Total	Value (£)
1	Used Vehicles	202	15	721,748.00
2	Home maintenance and improvement	144	11	705,364.00
3	Motor Vehicles Repairs and Services	62	5	28,943.00
4	Furniture	59	4	36,931.00
5	Communications services	58	4	2,634.00
6	Tobacco and related products	49	4	386.50
7	Computers, mobile devices + electronic devices	44	3	7,454.98
8	Clothing and footwear	43	3	1,889.99
9	Transport	32	2	7,419.00
=10	Energy and Heating	29	2	70,830.99
=10	Toiletries	29	2	2,706.00

The analysis is comparable with national data, with second-hand cars and home maintenance being the highest sources of complaints both nationally and locally.

4.12 The total value of all goods and services dealt with by the Council's advice service for the financial year was £2,013,711.28 and the total value of all goods and services where Caerphilly consumers sought advice either directly from the service or through CACS was £7,928,251.28. These figures exclude high value complaints regarding financial advice and prize draws.

- 4.13 A monthly quarterly satisfaction survey is sent to all users of the service. This year's results show that 98.75% of users were either very or fairly satisfied with the service provided. The service users who were not satisfied, described the root of their dissatisfaction as the failure of businesses to respond to intervention, as opposed to the quality of service provided.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 Public Protection activity is integrated across the Well-being Goals within the Well-being of Future Generations (Wales) Act 2015 described in 3.2 above. Having regard to the five ways of working set out in the sustainable development principle, as defined in the Act our proactive inspection and surveillance programmes are focussed on preventing harm to public health and safety. We enforce legislation to protect consumer and business interests to promote a safe and fair trading environment, but also advise and educate both business and the public; collaborating with them to promote compliance and improve standards over the long term.

6. EQUALITIES IMPLICATIONS

- 6.1 There are no potential equalities implications of this report and its recommendations on groups or individuals who fall under the categories identified in Section 6 of the Council's Strategic Equality Plan 2016-2020.
- 6.2 Equality Impact Assessments would be undertaken on specific action plans and projects related to Trading Standards work.

7. FINANCIAL IMPLICATIONS

- 7.1 Whenever prosecutions are taken in the Courts we do seek to recover the reasonable costs of investigation and prosecution.
- 7.2 The income that is generated by the imposition of fixed penalty notices or recovery of court costs is included in the revenue budget.

8. PERSONNEL IMPLICATIONS

- 8.1 There are no personnel issues with regard to this report.

9. CONSULTATIONS

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

10. RECOMMENDATIONS

- 10.1 Members are requested to consider the review of Public Protection enforcement activity, including underage sales, and CCTV provision and to note the activity in relation to Consumer Advice.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 To provide Members with an opportunity to note the annual review of enforcement activity in accordance with the Public Protection Enforcement Policy.

- 11.2 To apprise members of activities undertaken in this area aimed at preventing access to all age restricted products.
- 11.3 To ensure that the Authority complies with its legal obligation to annually review its approach in relation to tobacco and spray paints.
- 11.4 To keep members informed of the type and level of complaint activity within the county borough and the assistance provided by the Consumer Advice service.
- 11.5 To ensure the Public Open Space CCTV system remains necessary, proportionate and effective.

12. STATUTORY POWER

- 12.1 Officers within Public Protection enforce a large number of Acts of Parliament which are listed in part 3 of the constitution, Responsibility for Functions.

Author: Rob Hartshorn, Head of Policy and Public Protection
Consultees: Cllr Eluned Stenner, Cabinet Member for Regeneration and Environment
Mark S. Williams, Interim Corporate Director, Communities
Ceri Edwards, Environmental Health Manager
Jacqui Morgan, Trading Standards & Licensing Manager
Lisa Lane, Interim Monitoring Officer /Senior Solicitor
Anwen Cullinane, Senior Policy Officer (Equalities and Welsh Language)
Mike Eedy, Finance Manager
Shaun Watkins, HR Manager

Appendices:
Appendix 1 Public Protection Enforcement Activity 2015-18

Gadewir y dudalen hon yn wag yn fwriadol

Appendix 1 – Public Protection Enforcement Activity 2015-18

Type of Enforcement Activity	15/16	16/17	17/18
Trading Standards and Licensing Legislation			
Significant breaches identified during inspection	203(63%)* rectified	133(83%) rectified	114(76%) rectified
Simple Cautions	33	25	16
Prosecutions	23	21	15
Fixed Penalty Notices under Section 146 of the Licensing Act, i.e. underage sales of alcohol (in conjunction with Gwent Police)	1	7	0
Fixed Penalty Notices under Section 6 of the Health Act 2006	1	2	2
* Rectification rate reduced by low level of compliance with new Allergen legislation and ongoing animal health issues.			
Environmental Health Food Safety Legislation			
Written Warnings/Advice	1120	933	952
Improvement Notices	54	69	59
Remedial Action Notices	3	2	5
Prosecutions	0	0	0
Voluntary Closure	7	5	4
Hygiene Emergency Prohibition	0	0	0
Simple Cautions	0	2	0
Food Hygiene Rating Scheme Fixed Penalty Notices	2	1	10
Environmental Health - Health and Safety Legislation			
Written Warnings/Advice	213	190	125
Improvement Notices	24	6	17
Prohibition Notices	0	3	2
Simple Cautions	0	0	0
Prosecutions	1	2	0

Type of Enforcement Activity	15/16	16/17	17/18
Environmental and Nuisance Legislation			
Warnings for dog fouling	7	2	7
Warnings for litter	88	51	100
Fixed Penalties for Dog Fouling	37	45	23
Fixed Penalties for Litter	178	172	153
Prosecutions for Littering	9	9	6
Prosecutions for Dog Fouling	6	3	3
EPA 1990 – Noise Abatement Notices	14	5	6
EPA 1990 – Statutory Nuisance Notices	10	10	11
Confiscation of noise making equipment	2	0	0
Prosecutions for Statutory Nuisance (Noise)	3	0	0
Stray Dogs Impounded	269	241	201
Prosecutions for Fly tipping	8	3	13
Cautions for Fly Tipping	2	1	3
Community Safety Legislation			
Referrals by Community Safety Wardens into 4 Strike Anti-Social Behaviour process	43	15	8
Verbal Warnings (Name and address, date of birth taken)	123	117	77
Words of Advice given (acting contrary to acceptable standards of behaviour)	1003	1211	1386
Items of Alcohol Confiscated	156 and 1 tobacco	269 and 1 tobacco	112 and 0 tobacco

Total no. of incidents monitored/dealt with by CCBC CCTV service	4179 including requests detailed below	4180 including requests detailed below	4608 including requests detailed below
Evidence recorded and provided to Gwent Police	957 DVDs burnt for evidential purposes & 890 provided.	573 DVDs burnt for evidential purposes & 537 provided.	744 DVDs burnt for evidential purposes & 707 provided.
Requests for monitoring from Gwent Police	1251 requests from Gwent Police for CCTV assistance	1301 requests from Gwent Police for CCTV assistance.	1137 requests from Gwent Police for CCTV assistance

Gadewir y dudalen hon yn wag yn fwriadol



REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE – 18TH SEPTEMBER 2018

**SUBJECT: WELLBEING OBJECTIVE: CARBON MANAGEMENT - REDUCE OUR
CARBON FOOTPRINT - END OF YEAR REPORT 2017/18**

REPORT BY: INTERIM CORPORATE DIRECTOR OF COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 At the beginning of 2017/18, it was recommended that progress of the Wellbeing Objective: **Carbon Management: Reducing our Carbon Footprint** would be reported to this committee for performance monitoring.
- 1.2 We chose this as an objective because, our climate is undergoing changes partly as a result of green-house gas (GHG) emissions from human activity

2. SUMMARY

- 2.1 In line with the Carbon Reduction Strategy (2009) this Wellbeing Objective focuses on 4 priorities to reduce emissions; Good Housekeeping; Invest to Save; Design and Asset Management; Renewable Technology.
- 2.2 This report highlights key achievements made in the 2017/18 period and judges delivery of this objective to be '**partly successful**' as two of the five measurable targets were not fully completed:
 - The number and type of vehicles obtained for piloting. Initially the target was 5 small vans, but only 1 light vehicle was trialled due to vehicle pricing and availability.
 - The number of our schools which achieve accreditation to Eco Schools Green Flag. (CCBC currently have 90 schools). The target was set at 80 schools but 78 schools made the accreditation.
- 2.3 Details against the key actions selected for 2017/18 are listed in the Appendix: **Carbon Management: Reduce Our Carbon Footprint** (scorecard).

3. LINKS TO STRATEGY

- 3.1 The local Government Measure 2009 requires each authority to publish priorities (objectives) for improvement. In addition a number of strategies impact on Carbon Management as follows:-
 - CCBC - Carbon Reduction Strategy 2009.
 - Corporate Asset Management Strategy
 - Welsh Government Climate Change Strategy

3.2 Our Carbon Reduction activity Green contributes to several of the Well-being goals within the wellbeing of Future Generations Act (Wales) 2015, including:

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

Carbon Reduction initiatives also support the Protect and enhance the local natural environment action area and the Asset management enabler identified within the Caerphilly Public Services Board Well-being Plan 2018-2023, supporting the Positive Change, Positive People and Positive Places objectives.

3.3 The work also supports the following Corporate Well-being Objective, identified within the Council's Corporate Plan 2018-2023:

- 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 In Line with the Carbon Reduction Strategy (2009) the Wellbeing Objective focuses on 4 priorities to reduce emissions:

- Good Housekeeping (strategy target 10% reduction)
- Invest to Save (strategy target 20% reduction)
- Design and Asset Management (strategy target 10% reduction)
- Renewable technology (strategy target 5% reduction)

4.2 The Wellbeing Objective provided opportunities to:

- Drive down carbon emissions in our non-domestic buildings
- Drive down utility service costs and carbon tax, whilst also protecting against future utility price increases
- Improve working/teaching environments for example improve lighting levels or reduce overheating
- Help maintain legislative requirements

4.3 Through the various actions outlined in Appendix 1 we are clearly seeing a positive improvement in raising awareness and training activities.

4.4 Public awareness of climate change and the link to carbon footprint is high and Caerphilly County Borough citizens expect the Authority to take reasonable steps to reduce the energy consumed by its buildings.

4.5 Caerphilly CBC along with all other organisations is under increasing pressure from UK wide legislation aimed at improving energy efficiency for example, Provision of Display Energy Certificates, Energy Performance Certificates and compliance with the Carbon Reduction Commitment Scheme (which is an outright carbon tax, resulting in costs to the authority).

Good Housekeeping

4.6 Good Housekeeping is about doing the simple things right across all of our buildings. It is a constant challenge to remind building users that their actions have a direct impact on carbon emissions and therefore utility bills.

- 4.7 The activities highlighted below must continue in the future to prevent bad habits from in relation to resurfacing and leading to increases in utility consumption levels. Activities taken under Good Housekeeping are often difficult to quantify in terms of energy and carbon savings but the assumption is that staff who are better informed will make better judgements and make improvements on energy and water conservation where possible.
- 4.8 We have engaged the wider Authority staff through various media formats:
- Issued regular advice to schools via a bulletin covering various opportunities for energy efficiency improvements.
 - Issued regular advice through the intranet covering topics including heating and time clock adjustments.
 - Provided bespoke advice, for individual problems, direct to building managers
 - Provided energy reporting to building managers where we have identified issues on consumption patterns.
- 4.9 We provided training to pupils at 31 schools on energy efficiency using our dedicated presentation which covers all of the core efficiency improvement methods outlined in the CCBC Carbon Reduction Strategy.
- 4.10 Building Energy Management Systems (boilers) training was provided to St Gwladys and Risca Primary school.
- 4.11 We can prove that certain activities undertaken have resulted in physical energy, carbon and cost savings. We have guided our staff to implement energy savings themselves such as programming holiday time scheduling into their building energy management systems
- 4.12 Appendix 1 outlines in greater detail the activities undertaken and progress resulting from them.

Invest To Save

- 4.13 We have invested £112k across 11 projects. The majority of the investment was for energy efficient lighting and savings on electricity, which is important due to the higher carbon emission factors and because of the high unit cost. One of these projects St Cenydd Comprehensive has received an additional phase of LED lighting to the value of £48k with estimated annual savings of 59,571kWh, £7,137 and 27 tonnes of carbon.
- 4.14 The Invest to Save projects reduced carbon emissions by 61 tonnes per year.
- 4.15 Not all projects reviewed were progressed; we rejected six possible projects based on poor payback rate.
- 4.16 Dimmable Light Emitting Diode (LED) lighting on one wing of Ty Penallta offices was trialled on floor one and deemed a success. Due to workload the tender for the remainder of the office areas won't be actioned until autumn 2018. A list of new potential projects has been identified for 18/19.
- 4.17 These projects have not only reduced carbon emissions and the size of the utility bills. They have also improved teaching, training and working conditions by bringing those areas up to current design standards.
- 4.18 We provided a costed proposal for a solar PV panel scheme at Blackwood Miners Institute, which was outside of the scope of the invest to save scheme. The scheme would have cost the centre £29k, paid for itself in 8.3 years, saved 29,500kW per year in grid drawn electricity and saved circa 13 tonnes of carbon each year.

Design and Asset Management

- 4.19 Disposal of non-domestic buildings provides an opportunity for rapid carbon savings. During the first two reporting quarters Oakdale Comprehensive and Pontllanfraith Comprehensive schools were closed. They were replaced by Islwyn High school.
- 4.20 Islwyn High is providing net energy and carbon savings when compared to the two old schools. These saving are partly attributable to the design of the building with high levels of insulation and the good selection of equipment such as the extensive use of LED lighting and the smaller physical size of the new school. There are short periods when the building draws no electricity from the electricity grid.
- 4.21 Ty Dyffryn is now empty (with staff relocated to other existing offices) and has been leased to a private sector company. The annual carbon emissions for this building when occupied was circa 190 tonnes and most of this will now be saved.

Renewable Technology

- 4.22 PhotoVoltaic (PV - Solar Power) panels have been installed at three sites:
- Risca Leisure Centre. 200 panels providing 45,473 kW and 17 tonnes of carbon saved annually.
 - Tredomen Technology and Business Centre. 198 panels providing 46,464 kW and 17 tonnes of carbon saved annually.
 - Centre for Sporting Excellence. 184 panels providing 47,150 kW and 17 tonnes of carbon saved annually.
- 4.23 The cost of these three schemes was £161k. No additional funding has been identified for PV installation in 2018/19 however the authority has further suitable roofs that can accommodate PV schemes.
- 4.24 Small scale PV systems of up to 4kW were installed on 17 schools. These have an overall carbon saving of approximately 32 tonnes per year and will be used to teach school pupils about sustainable energy.
- 4.25 There is a £104k capital allocation for carbon reduction which the authority has developed into an Electric Vehicle charging proposal.
- 4.26 Six electric vehicle charging points have been installed at Penallta House, with an additional five points at Tir Y Berth Depot. Additional points are being considered.
- 4.27 A Nissan light duty electric powered van has been leased on a short term basis as a trial.
- 4.28 Thirteen schools renewed their Eco School Green Flag award during 2017/18. Thirty six schools have achieved their Platinum award (4th Green Flag) and eight schools have lost their Green Flag status

Overview of Good Housekeeping; Invest to Save; Design and Asset Management; Renewable technology

- 4.29 Under the four priorities above we can prove that significant effort was made to raise awareness and understanding under good housekeeping principles and this impacted staff and pupils positively across the authority. We exceeded our target on our Invest To Save schemes which has resulted in significant long term carbon savings. Islwyn High school has been built which is energy efficient and on occasions draws no power from the grid and we have installed £161k of PV panels which generated a revenue stream and significant annual carbon savings.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 Carbon reduction initiatives contribute to the Well-being Goals as set out in the Links to Strategy. In particular they contribute to a Globally Responsible Wales reducing the activities that promote climate change. Similarly they support a resilient Wales and offer a long term source of energy when other non-renewable sources have become depleted.
- 5.2 Carbon reduction schemes are consistent with the five ways of working as defined within the sustainable development principle in the Act in that they are a long term measure capable of providing energy that will sustain into future generations. The projects under consideration will support the development of an infrastructure which will prevent the on-going reliance on carbon based fuels in the future. They also provide opportunities to involve our communities in the development and use of renewable energy, and to collaborate with schools and other sectors.

6. EQUALITIES IMPLICATIONS

- 6.1 There are no equalities implications to this report that have not been considered or would adversely affect any individual or group who fall under one of the protected characteristics or wider issues as shown in the Council's Strategic Equality Plan.

7. FINANCIAL IMPLICATIONS

- 7.1 There are no financial implications associated with this report, other than to note that for each unit of energy conserved or offset, (gas or electricity), there are direct financial savings recorded on the utility bills and annually on the carbon tax bill.

8. PERSONNEL IMPLICATIONS

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

9. CONSULTATIONS

- 9.1 The views of the consultees listed below have been incorporated into this report.

10. RECOMMENDATIONS

- 10.1 The Scrutiny Committee consider the content of this report and its Appendix, and note the progress made in meeting the actions set out in this Well-Being Objective.
- 10.2 The Committee discuss and reach agreement on the officer judgement of 'partially successful' for this objective at this time as two of the five measurable targets (the number and type of vehicles obtained for piloting and the number of our schools which achieve accreditation to Eco Schools Green Flag) were not completed.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 That the Council undertakes effective scrutiny for setting and monitoring of performance of this well being Objective.
- 11.2 To inform members and enable them to judge the partial success in relation to the outcome(s) for this objective.

12. STATUTORY POWER

12.1 Local Government Measure 2009.

Author: Paul Rossiter, Energy & Water Officer
Email: rossip@caerphilly.gov.uk, Tel: 01443 864868

Consultees: Mark S Williams Interim Corporate Director Communities
Mark Williams Interim Head of Property Services.
Cllr. Phipps, Lisa Cabinet Member for Homes and Places
Nicole Scammell Head of Corporate Finance & Section 151 Officer
Robert Hartshorn Head of Public Protection
Ros Roberts Performance Manager
Paul Cooke Senior Policy Officer.

Appendices:
Appendix 1 WO4-Carbon Management - Reduce our Carbon Footprint 17/18

Appendix 1: Wellbeing Objective 4. Carbon Management: Reduce Our Carbon Footprint (scorecard).

End of year report 2017/18

In summary:

- In Line with the Carbon Reduction Strategy (2009) this Wellbeing Objective focused on 4 priorities to reduce emissions, namely; Good Housekeeping; Invest to Save; Design and Asset Management; Renewable Technology.
- This report highlights key progress and achievements made during the period April 2017 to March 2018.
- The comments outlined in this report provide a snapshot of the progress made.
- Delivery and completion of the objective as at March 2018, is deemed to be **'partly successful'**.

Key headlines:

Energy consumption savings and reduction of carbon emissions can be evidenced through our:

- Good Housekeeping; where information and energy management intelligence continues to be shared with and across our site managers, corporate offices, depots and school environments.
 - Continued implementation of Invest-To-Save technologies in particular the introduction of energy efficient lighting which makes significant carbon savings and improves working and teaching environments.
 - Asset Management. For example; modernisation of schools, leisure centres and rationalisation and improved usage of offices/depots.
 - Renewable technologies, for example Photovoltaic (PV) installations at three sites.
-
- The feasibility/pilot study planned for testing and seeking opportunities for electric vehicle use, has taken a slow start due to the lack of vehicles being made available. However, for the limited testing encountered, there has been a positive response to date with further considerations progressing into 2018/19.

This objective shows commitment/contribution to the Wellbeing of Future Generations (Wales) Act 2015 by;

Goal:	Comment
Prosperous	Through improved controls, better management and reduced consumption of valuable resources, enables 'constrained resources' to be diverted to other areas of need and investment. Also, through education, our populous are better informed to prevent restrictive or damaging decisions for the future and hopefully, open wider opportunities to further enhance prosperity.
Resilient	By ensuring a well-educated and quality managed society and environment (minimising waste and pollution), we will secure current and future prospects due to our ability to cope.
Healthier	Reducing environmental pollutants will help lead to improving health prospects of the environment, its biodiversity and all that lives and exists in it.
More equal	By considering and sharing localised issues and learning from our wider communities, partners and contacts, contractors and suppliers, we are helping our society to ensure they are not 'left-behind' those in other societies.
Cohesive Communities	By considering localised issues, sharing with our colleagues in other institutions and areas, and learning from our wider communities, partners and contacts, we are able to establish purposeful partnership and collaborative arrangements to secure the best outcomes for all involved.
Globally Responsible	The UK Government has committed to take action on reducing carbon emissions and has introduced the Climate Change Act (2008). This is further supported by the Welsh Government Climate Change Strategy 2010 and the Environment (Wales) Act 2016. Caerphilly has also implemented its own Carbon Reduction Strategy driving actions to reduce energy consumptions and emissions.
Orant Culture and Welsh Language	Not applicable
Working:	Comment
Long-term	Caerphilly County Borough Council (CCBC) has an annual carbon emission in excess of 26,000 tonnes. We have an obligation to take steps to reduce and minimise our carbon emissions and strongly consider the associated negative impact on our environment. This objective has been set within the sustainable development principles as long-term and our carbon reduction actions extend over multiple years. Some 'invest to save' schemes have a payback less than 10 years, but, a technology lifespan of up to 30 years.
Prevention	Our climate is undergoing changes partly as a result of green-house gas (GHG) emissions from human activity. One of the most prevalent GHG is Carbon dioxide (CO ₂) which is emitted from the burning of fossil fuels like coal, oil and natural gas.
Involvement	We rely on and involve all employees, pupils and residents to contribute to the goal of carbon reduction as they directly influence the levels of carbon emissions emitted within the borough. We also work with carbon management advisory organisations, utility suppliers and Resource Efficient Wales (who replaced the Carbon Trust).
Collaboration	We are taking an integrated and collaborative approach by sharing knowledge and good practice and carrying out a wide range of training and awareness so that people know how to best use the technologies and practices available to the best effect. This cannot be done in isolation, so shared intelligence is gravitated from our suppliers, contracted partners, between clients, governing and controlling bodies and other network arrangements.
Integration	

This objective considered:

National Well-being Goals Appendix A	Council priorities 2013/17	Well-being Objectives 2017/18	Service Specific outcomes (if applicable)
<ul style="list-style-type: none"> • A globally responsible Wales • A prosperous Wales • A resilient Wales • A healthier Wales • A more equal Wales • A Wales of cohesive communities 	8. Affordability – To deliver the medium term financial plan aimed at providing a period of stability that helps the Authority to have a range of services that are in the future sustainable	WO4. Carbon Management: Reduce our carbon footprint	Carbon Management: Reduce our Carbon Footprint

Key Actions / Tasks	Owner & Completion Date	Additional resource required?	Success Criteria	Progress update
Raise awareness and understanding of carbon management and improve control through; advisory, education, training, guidance, skills and operational activities	Paul Rossiter Ongoing	N/A	Good Housekeeping, Invest To Save and Asset Management	We have registered 104 individual activities that raise awareness. Ranging from emails to schools, intranet advice and bespoke guidance to individual sites. <ul style="list-style-type: none"> • Examples include intranet advice on: Seven items on the intranet giving guidance on utility conservation. • Water leak guidance to various properties • Numerous updates to affected properties on TRIAD warning in relation to electricity contract costs. • Energy conservation presentation to children at various schools. • Heating control guidance for schools entering holiday periods • Carbon Tax costs provided to education finance for school budgeting. • An information note was distributed outlining the benefits of the new LED lighting upgrade, at TY Penallta. • Outline of the benefits and availability of the LAEF invest to save funding scheme

Key Actions / Tasks	Owner & Completion Date	Additional resource required?	Success Criteria	Progress update
Page 70				<ul style="list-style-type: none"> • Good Housekeeping – tips on general energy savings. • Winter is Coming – saving on heating. • Various consumption reports for managers for example Caerphilly Leisure Centre and Ty Penallta. <p>In addition to the above awareness material, examples of additional email advice particular to schools included:</p> <ul style="list-style-type: none"> • Switch off and Save guidance note issued to schools. • Water Meter Downsizing. • We offered all schools an opportunity to take lights that we removed from TY Penallta for re use in their schools. They were eventually taken by Heolddu Comprehensive to be used as a temporary solution to their lighting problems. • Water conservation tips • Summer Closedown Checklist – this is to be issued ahead of all holiday periods and covers – Metering, Heating, Equipment and Maintenance. • The benefits of Building Energy Management System in controlling heating costs. • Hidden Water – awareness on water consumption <p>We wrote to all community centre secretaries giving advice on utility suppliers.</p> <p>We provided guidance and a costed proposal for Blackwood Miners institute to have a PV array. Cost £29k, generated 29,500kW per year and pays back in 8.3 years. The scheme would save 13 tonnes of carbon per year.</p> <p>We provided training to 31 schools on energy efficiency which was directly aimed at school children but also incorporated a few members of staff.</p> <p>We contacted many individual sites in relation to utility supplies where we suspected there may be an issue surrounding usage. Graphs evidencing spikes in consumption were provided. Building Energy Management Systems (boilers) training was provided to St Gwladys and Risca Primary.</p>

Key Actions /	Owner &	Additional	Success	Progress update
---------------	---------	------------	---------	-----------------

Tasks	Completion Date	resource required?	Criteria																																																																		
Better controlled use of our facilities through; asset rationalisation (property stock), energy and utility audits, and the feasibility of further technology investments	Paul Rossiter Ongoing	N/A	Good Housekeeping, Invest To Save and Asset Management	<p>We issued 9 detailed energy and water audits outlining opportunities for energy improvements:</p> <ul style="list-style-type: none"> • St Helens RC primary school • Bryn Awel Primary school • Caerphilly Leisure Centre • Risca Leisure centre • Llancaiach Junior school • The Hanger 81 community centre • Offices at: Mill road, TY Gilfach, Foxes Lane, TY Gradffa, Penmaen House • Newbridge Leisure Centre • Primary schools: Gilfach, Ysgol Ivor Bach, Park, Ysgol Penallta <p>We have made financial investments to save energy, carbon and cost through the LAEF scheme. Key projects being :</p> <table border="1"> <thead> <tr> <th>Site</th> <th>Project Type</th> <th>Cost</th> <th>Annual kWh Saved</th> <th>Annual Carbon tns Saved</th> </tr> </thead> <tbody> <tr> <td>Blackwood Comp</td> <td>LED Lighting</td> <td>£2,000</td> <td>2,377</td> <td>1.08</td> </tr> <tr> <td>Trinant Primary</td> <td>LED Lighting</td> <td>£14,683</td> <td>14,535</td> <td>6.48</td> </tr> <tr> <td>Twyn Primary</td> <td>LED Lighting</td> <td>£7,535</td> <td>11,550</td> <td>5.14</td> </tr> <tr> <td>Trinant Primary</td> <td>Insulation</td> <td>£1,801</td> <td>12,935</td> <td>7.37</td> </tr> <tr> <td>Heolddu LC</td> <td>LED Flood Lighting</td> <td>£8,015</td> <td>9,095</td> <td>4.08</td> </tr> <tr> <td>Tredomen House</td> <td>LED Lighting</td> <td>£750</td> <td>1,225</td> <td>0.55</td> </tr> <tr> <td>TY Penallta Offices</td> <td>LED Lighting</td> <td>£17,489</td> <td>18,787</td> <td>7.22</td> </tr> <tr> <td>Bryn Primary</td> <td>Insulation</td> <td>£360</td> <td>1245</td> <td>0.23</td> </tr> <tr> <td>TY Penallta Chief Exec</td> <td>LED Lighting</td> <td>£4,840</td> <td>6744</td> <td>2.59</td> </tr> <tr> <td>Sue Noake LC</td> <td>LED Lighting</td> <td>£6,390</td> <td>7212</td> <td>3.2</td> </tr> <tr> <td>St Cenydd Comp</td> <td>LED Lighting</td> <td>£48,108</td> <td>59571</td> <td>22.9</td> </tr> <tr> <td colspan="2">Total</td> <td>£111,971</td> <td>145,276</td> <td>61</td> </tr> </tbody> </table> <p>The total investment for 2017/18 was £112k, which will save 61 tonnes of carbon each year. Additional projects have been identified for 2018/19. Ongoing office lighting improvements for Ty Penallta is scheduled for the Autumn 2018/19.</p>	Site	Project Type	Cost	Annual kWh Saved	Annual Carbon tns Saved	Blackwood Comp	LED Lighting	£2,000	2,377	1.08	Trinant Primary	LED Lighting	£14,683	14,535	6.48	Twyn Primary	LED Lighting	£7,535	11,550	5.14	Trinant Primary	Insulation	£1,801	12,935	7.37	Heolddu LC	LED Flood Lighting	£8,015	9,095	4.08	Tredomen House	LED Lighting	£750	1,225	0.55	TY Penallta Offices	LED Lighting	£17,489	18,787	7.22	Bryn Primary	Insulation	£360	1245	0.23	TY Penallta Chief Exec	LED Lighting	£4,840	6744	2.59	Sue Noake LC	LED Lighting	£6,390	7212	3.2	St Cenydd Comp	LED Lighting	£48,108	59571	22.9	Total		£111,971	145,276	61
Site	Project Type	Cost	Annual kWh Saved	Annual Carbon tns Saved																																																																	
Blackwood Comp	LED Lighting	£2,000	2,377	1.08																																																																	
Trinant Primary	LED Lighting	£14,683	14,535	6.48																																																																	
Twyn Primary	LED Lighting	£7,535	11,550	5.14																																																																	
Trinant Primary	Insulation	£1,801	12,935	7.37																																																																	
Heolddu LC	LED Flood Lighting	£8,015	9,095	4.08																																																																	
Tredomen House	LED Lighting	£750	1,225	0.55																																																																	
TY Penallta Offices	LED Lighting	£17,489	18,787	7.22																																																																	
Bryn Primary	Insulation	£360	1245	0.23																																																																	
TY Penallta Chief Exec	LED Lighting	£4,840	6744	2.59																																																																	
Sue Noake LC	LED Lighting	£6,390	7212	3.2																																																																	
St Cenydd Comp	LED Lighting	£48,108	59571	22.9																																																																	
Total		£111,971	145,276	61																																																																	

We have considered and rejected projects based on lengthy pay back rates for:

- Deri Primary School (LED lighting 9.3 yr payback)
- Tredomen Park Car Park (LED lighting 14 yr payback)
- Plasyfelin Primary (LED lighting). Building not suitable.
- Pontlloftyn 3G pitch (led lighting)
- The hanger 81 (led LIGHTING 20 years)
- Winding house museum (led 11 years)

PV solar schemes have been identified for 3 sites (including Risca Leisure Centre, Tredomen Technology and Business Centre and Ystrad Mynach Centre for Sporting Excellence totalling £161k. These sites will anticipated annual carbon savings is in excess of 51 tonnes a year for the next 20+years and generating an estimated simple lifetime profit circa £280k. 582 PV panels will be installed.

Ty Dyffryn is now empty with staff relocated to other existing offices. The annual carbon emissions for this building when occupied was circa 190 tonnes per year and most of this will now be saved.

Oakdale and Pontllanfraith Comprehensive schools are closed and have been replaced by Islwyn High Comprehensive. Islwyn High has all Light Emitting Diode lighting, improved insulation levels and is a smaller building compared to the old ones. There are short periods when the building draws no electricity from the electricity grid. These are major factors contributing to the carbon savings being made.

In addition to our larger scale PV projects, small scale PV systems of up to 4kW were installed on 17 schools, which have an overall carbon saving of approximately 32 tonnes per year and will be used to teach school pupils about sustainable energy.

The authority is set to make a decision on its street lighting in the Autumn 2018. The authority will establish if the street lighting stock will be converted to Light Emitting Diode format.

Key Actions / Tasks	Owner & Completion Date	Additional resource required?	Success Criteria	Progress update
<p>Feasibility study and piloting of integrating Electric/Hybrid vehicles into parts of our vehicle fleet.</p>	<p>Paul Cooke. Corporate Policy 31/03/18</p>	<p>Yes</p>	<p>5 vehicles on the road</p>	<p>Multiple over-night slow charging power points have been installed: x6 at Ty Penallta and x5 at Tir Y Berth Depot.</p> <p>Our Meals on Wheels (MOW) service and Policy Team trialled an electric vehicle for one week in July 2017 with very positive feedback. Staff found it very easy to adapt to, charge-up and generally a pleasure to drive/use. They did find the vehicle quiet as there was no engine noise, but that was the only non-positive comment from them.</p> <p>We are awaiting availability and price confirmation so we can lease 3 vehicles (2 for Meals on Wheels and 1 pool vehicle). These vehicles will be used by a variety of employees/services, so they can determine if they could deliver their service using an electric vehicle.</p> <p>We are also waiting for a demonstration vehicle for our Countryside Services to trial, in order to determine if they can deliver their service using an electric vehicle. If successful, they will lease 1 vehicle.</p> <p>At the end of March 2018, proposals have been implemented to consider the installation of additional 'fast charge' power point units at Ty Penallta. This will further support council services and create opportunities for using the electric vehicles, as they will be able to top-up charge during the day as well as using the slow charge points over night.</p>

Measures of priority objective	Target 2017/18	Result 2017/18	Progress / Comments
The number of building energy audits completed and handed over to building managers.	15	16	The number of energy audits completed exceeded the target. This means that key staff within audited buildings are better informed on how to reduce energy consumption and where to invest within the building.
Identify and implement invest to save projects under the LAEF scheme	80% (of Pot 1 Capital)	187% (This includes additional funding from pot 2 – same scheme)	The target spend for the period was exceeded by spending £112k, this was across 11 project. Due to the target being exceeded it meant that Caerphilly positioned strongly in the national league tables.
Number of electric charging locations approved and installations completed at Council Offices	2 sites 10 charging points)	2 sites (11 charging points)	6 charging points at Penallta House, 5 charging points at Tir Y Berth Depot installed already. Additional being considered for future periods.
Number and type of vehicles obtained for piloting	5 small vans	1 vehicle Nissan light duty van - short term in 2017	Awaiting confirmation of vehicle pricing and availability to start leasing vehicles for the pilot (delayed throughout 2017/18 and will be followed up moving into summer of 2018)
The number of our schools which achieve accreditation to Eco Schools Green Flag. (CCBC currently have 90 schools)	80	78 (at March 2018)	13 schools renewed their Eco School Green Flag award during 2017/18. 36 schools have achieved their Platinum award (4th Green Flag) to date 8 schools have lost their Green Flag status