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For all enquiries relating to this agenda please contact Amy Dredge
(Tel: 01443 863100 Email: dredga@caerphilly.gov.uk)

Date: 5th December 2018

Dear Sir/Madam,

A meeting of the **Cabinet** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 12th December, 2018** at **10.30 am** to consider the matters contained in the following agenda. You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so. A simultaneous translation will be provided if requested.

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

Yours faithfully,

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

Christina HARRY
INTERIM CHIEF EXECUTIVE

AGENDA

Pages

1 To receive apologies for absence.

2 Declarations of Interest.

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

A greener place Man gwyrddach



To approve and sign the following minutes: -

- 3 Cabinet held on the 28th November 2018. 1 - 4

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

- 4 Council Tax Base 2019/20. 5 - 14
- 5 Homelessness Strategy and Action Plan 2018-2022. 15 - 66
- 6 Unit 21 Lawn Industrial Estate Rhymney - Lease renewal to Groundwork Caerphilly T/A The Furniture Revival. 67 - 72
- 7 Industrial and Office Property Portfolio - Proposed Changes to Lettings Criteria and Procedures. 73 - 80
- 8 SUDS Approval Body (SAB) Service Level Agreement with Local Authorities. 81 - 90
- 9 Proof of Residency at Household Waste Recycling Centres. 91 - 96
- 10 The National Training Framework on Violence Against Women, Domestic Abuse and Sexual Violence. 97 - 106
- 11 To receive and consider the following report which in the opinion of the Proper Officer may be discussed when the meeting is not open to the public and first to consider whether the public interest requires that the meeting should be closed to the public for consideration of this item. 107 - 108
- 12 Bryn Brithdir, Oakdale Business Park - Renewal of CCBC and WG Joint Venture Agreement. (Exempt Item). 109 - 114

Circulation:

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

And Appropriate Officers.

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Those individuals that attend committee meetings to speak/give evidence will be named in the minutes of that meeting, sometimes this will include their place of employment or business and opinions expressed. Minutes of Meetings including details of speakers will be publicly available to all via the Council website at www.caerphilly.gov.uk. except for discussions involving confidential or exempt items.

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Agenda Item 3



CABINET

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN ON WEDNESDAY, 28TH NOVEMBER 2018 AT 10.30 A.M.

PRESENT:

Councillor D. Poole – Chair

Councillors:

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

Together with:

C. Harrhy (Interim Chief Executive) and M. S. Williams (Interim Corporate Director - Communities).

Also in Attendance:

M. Lloyd (Head of Infrastructure), R. Tranter (Head of Legal Services and Monitoring Officer), C. Evans (Environmental Health Manager) and A. Dredge (Committee Services Officer).

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Mrs B.A. Jones (Cabinet Member for Finance, Performance and Governance), R. Edmunds (Corporate Director for Education and Corporate Services) and D. Street (Corporate Director for Social Services and Housing).

2. DECLARATIONS OF INTEREST

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

3. CABINET – 14TH NOVEMBER 2018

RESOLVED that the minutes of the meeting held on 14th November 2018 (minute nos. 1 - 6) be approved and signed as a correct record.

MATTERS ON WHICH EXECUTIVE DECISIONS WERE REQUIRED

4. FUTURE LIGHTING AND ENERGY SAVING PROPOSALS

Cabinet were advised that the report had been presented to the Regeneration and Environment Scrutiny Committee on 30th October 2018. The report provided updated future lighting and energy savings proposals and a number of revised options for consideration, in view of the energy price increases for 2018/19 being significantly higher than anticipated. An earlier report had been presented to the Scrutiny Committee on 15th May 2018 and their subsequent recommendations to Cabinet in respect of future lighting options (as set out in Section 2.2 of the report). Officers advised that following presentation of the original report, the Authority received their electricity supplier invoice for 2018/19, with the unit rate having significantly increased compared to 2017/18 (a total increase of 13.4%), and which is greater than the originally anticipated cost. The increased charges will require additional funding of £165,000 from the Communities Directorate infrastructure budget, for which no allowance has been made, and therefore has necessitated revised options to achieve street lighting energy savings that could contribute to the Medium Term Financial Plan (MTFP).

Members were referred to Section 4.5.3 to 4.5.5 and Appendix 1 of the report that sets out the revised street lighting energy savings options. Each option highlighted the number of units affected, implementation cost, CO2 and kWh energy savings, and annual financial savings (including payback periods). It was noted that in the view of Officers, the most beneficial approach would be to progress a wholesale conversion of the street lighting stock to LED lanterns and implement part-night lighting to all lighting except junctions and major town centres (Option 3). Officers explained that they have explored alternatives to see if the Authority can generate their own power. These include solar power, however, this is not currently a viable option due to the high cost involved in changing the street lighting columns. Alternative technologies will continue to be reviewed and monitored to identify options to further reduce energy consumption. The Regeneration and Environment Scrutiny Committee therefore recommended Options 1 (Convert all lanterns to LED) and 3 (Convert all lighting to LED and to implement part-night lighting to all lighting except junctions and major town centres) to Cabinet as the preferred approaches to the future lighting and energy savings proposals.

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

RESOLVED that for the reasons contained in the Officer's report, Option 3, to convert all lighting to LED and implement part-night lighting to all lighting except junctions and major town centres, be agreed.

5. DECRIMINALISATION OF PARKING - RESIDENTS' PARKING AMENDMENT ORDER 2018

The report provided Cabinet with proposals to amend the existing residents' permit parking schemes across the Borough. These proposals would be consolidated under a Traffic Regulation Order in preparation for the introduction of Civil Parking Enforcement in April 2019. At its meeting on the 25th July 2018, Cabinet agreed as part of the Decriminalisation of Parking Stage 2 report that all parking permits should be brought in line in accordance with the policy adopted by Cabinet on 31st July 2012.

Cabinet were advised that there are currently 1661 properties that are eligible for resident parking permits across the Borough and 1384 live permits. The Officer referenced the criteria and charges that apply to neighbouring Authorities as a comparison. Members noted that a significant level of objections have been received (appended to the report) in response to the advertisement of the proposed changes to the residents' parking schemes across the

Borough. Cabinet were asked to consider the options and their implications in paragraph 4.6 and 4.7 in light of the objections received.

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

RESOLVED that subject to an amendment in paragraph 10.3. that should read *Option 3* and not *Option 2* and for the reasons contained in the Officer's report, the approved policy with a lesser charge of £15 be adopted and the advertised Order be amended.

6. DRAFT LOCAL TOILETS STRATEGY

The report sought Cabinet approval to undertake a public consultation on the draft Caerphilly County Borough Council Local Toilets Strategy. Part 8 of the Public Health (Wales) Act 2017 Provision of Toilets came into force on 31 May 2018 and places a duty on each local authority in Wales to prepare and publish a local toilets strategy for its area, within a year of this date. The Officer explained that Local authorities in Wales now have the responsibility to assess the need for toilet provision for their communities, plan to meet those needs, produce a local toilets strategy, review the strategy and update, and publicise revisions.

Cabinet were advised that the duty to prepare a local toilets strategy does not require local authorities to provide and maintain public toilets directly. The Local Authority must take a strategic view on how facilities can be provided and accessed by their local population. Upon review of this strategy, Caerphilly County Borough Council is required to publish a statement of progress. The strategy should contribute towards achieving accessible and clean toilets wherever people live, work or visit. Members were referred to the draft strategy (Appendix 2) that has been prepared that incorporates feedback following a public consultation as part of the Needs Assessment that was undertaken throughout September 2018. A summary document has been prepared for public consultation, included at appendix 1.

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

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

- (i) Consultation on the Draft Local Toilet Strategy be approved;
- (i) Officers raise the need for changes to Planning Policy and legislation in relation to toilet provision and access.

The meeting closed at 11.00am.

Approved and signed as a correct record subject to any corrections made at the meeting held on the 12th December 2018.

CHAIR

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CABINET – 12TH DECEMBER 2018

SUBJECT: COUNCIL TAX BASE 2019-2020

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION & CORPORATE SERVICES

1. PURPOSE OF REPORT

1.1 For Cabinet to agree the calculation of the Council Tax Base for 2019/20.

2. SUMMARY

2.1 The report provides details of the Council Tax base for 2019/20 for tax setting purposes and the collection percentage to be applied.

3. LINKS TO STRATEGY

3.1 The Council Tax is a significant resource which assists the Council in achieving its various strategies.

3.2 The revenue raised through Council Tax is a key element in setting a balanced budget which in turn supports the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015: -

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

4. THE REPORT

4.1 The Local Government Finance Act 1992 and The Local Authorities (Calculation of Council Tax Base) (Wales) Regulations 1995 as amended set out the rules for the calculation of the Council Tax base. This is the amount required by the Local Government Finance Act 1992 to be used in the calculation of the Council Tax.

4.2 The Council Tax base for discounted chargeable dwellings expressed as Band D equivalents has been calculated at 61,727.14 for 2019/20. This figure is used by Welsh Government in calculating the Revenue Support Grant.

- 4.3 The in-year collection rate for Council Tax has been maintained around 97% over the past few years, with 97.1% in 2016/17 being the best ever performance for Caerphilly CBC. This has been achieved against the backdrop of reducing budgets and staffing levels. The Authority actively pursues all Council Tax arrears which results in the collection rate of 97% being regularly exceeded over time. This generates a Council Tax surplus at the end of the financial year; for 2017/18 the Council Tax surplus was £1.61m. Members should note that the surplus is used to support the Authority's base budget.
- 4.4 As the collection rate is regularly exceeded over time, it is proposed that the budgeted collection rate be increased for 2019/20 from 97% to 97.50%. Members are advised that this increase will be offset by a corresponding reduction in the Council Tax surplus generated. This means that there will be no change in the overall level of budgeted Council Tax income.
- 4.5 The Council Tax base for 2019/20 is 61,727.14 x 97.50%, which equates to **60,183.96**. Members are advised that increases in Band D equivalents can result in a reduced Revenue Support Grant when the final settlement announcement is made later this year. The Council Tax base analysed over community council areas is as follows:

Community Councils' Tax Base 2019/20

Community Council	Band D
Aber Valley	2,011.26
Argoed	859.55
Bargoed	3,630.06
Bedwas, Trethomas & Machen	3,768.49
Blackwood	2,947.24
Caerphilly	6,261.53
Darran Valley	702.98
Draethen, Waterloo & Rudry	617.09
Gelligaer	6,271.29
Llanbradach & Pwllypant	1,480.37
Maesycwmmmer	797.55
Nelson	1,601.40
New Tredegar	1,337.70
Penyrheol, Treceenydd & Energlyn	4,435.13
Rhymney	2,542.19
Risca East	2,040.70
Risca West	1,785.37
Van	1,641.44
Areas without Community Councils	15,452.62
Total	60,183.96

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 The revenue raised through Council Tax supports effective financial planning which is a key element in ensuring that the Well-being Goals within the Well-being of Future Generations Act (Wales) 2015 are met.

6. EQUALITIES IMPLICATIONS

- 6.1 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, therefore no Equalities Impact Assessment has been carried out.

7. FINANCIAL IMPLICATIONS

- 7.1 As identified throughout this report.

8. PERSONNEL IMPLICATIONS

- 8.1 There are none.

9. CONSULTATIONS

- 9.1 There are no consultation responses which have not been reflected in this report.

10. RECOMMENDATIONS

- 10.1 It is recommended that:

- The Council Tax collection rate is increased to 97.50% for 2019/20.
- The Council Tax Base for the year 2019/20 be 60,183.96, with the Council Tax Base for each community council area as outlined in paragraph 4.5.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 To determine the Council Tax base for 2019/20.

12. STATUTORY POWER

- 12.1 Local Government Finance Act 1992 and regulations made under the Act.

Author: J. Carpenter, Finance Manager (Revenues)
Tel: 01443 863421 Email: carpewj@caerphilly.gov.uk

Consultees: C. Harrhy, Interim Chief Executive
R. Edmunds, Corporate Director for Education & Corporate Services
N. Scammell, Head of Corporate Finance and S151 Officer
Cllr D. Poole, Leader
Cllr B. Jones, Deputy Leader/Cabinet Member for Finance, Performance and Governance
R. Tranter, Head of Legal Services / Monitoring Officer
S. O'Donnell, Principal Council Tax & NNDR Officer
A. Southcombe, Finance Manager, Corporate Finance

Appendices:

Appendix 1 Council Tax Dwellings Return for 2019-20

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English / Saesneg

Caerphilly County Borough Council



Mrs Nicole Scammell
 Penallta House
 Tredomen Park
 Ystrad Mynach

 CF82 7PG

Please select your authority and if necessary, amend any incorrect details

Name: Sean O'Donnell

E-mail (please enter N/A if unavailable):

odonns@caerphilly.gov.uk

Telephone: STD code: (01443) 864013

Authorities are required to calculate the council tax base for 2019-20 with reference to dwellings shown on the valuation list for the authority as at 31 October 2018 supplied to the authority under section 22B(7) of the Local Government Finance Act 1992.

The figures should also take account of changes to the valuation list that appear likely to occur during 2019-20.

The information requested on this return must be submitted to the Welsh Government under section 68 of the Local Government Finance Act 1992.

Forms should be returned to the address below, according to the following timetable:

- | | |
|---|-------------------------|
| (i) certified signed copy and spreadsheet | 23 November 2018 |
| (ii) final ratified taxbase | 04 January 2019 |

Please check the validation sheet before sending the form.

Any queries on completion of the form or spreadsheet should be directed in the first instance, via telephone or e-mail, as directed below:

It is a Welsh Government audit requirement that all cells are completed. Please ensure that all blank cells are populated with zeros, those that are not will be assumed to be zero.

Local Government Financial Statistics Unit,
 Welsh Government,
 CP2
 Cathays Park,
 CARDIFF,
 CF10 3NQ.

Email: LGFS.Transfer@gov.wales

Telephone: 0300 025 9169 or 0300 025 5673



Llywodraeth Cymru
 Welsh Government

	A*	Valuation band								Total (= sum of band figures)		
		A	B	C	D	E	F	G	H		I	
Part A: Chargeable dwellings												
1 A1 All chargeable dwellings		14,584	25,821	18,017	9,119	6,347	2,219	759	89	70	77,125	
2 A2 Dwellings subject to disability reduction (included in line A1)		58	194	182	107	75	35	16	3	16	686	
3 A3 Adjusted chargeable dwellings (taking into account disability reductions)	58	14,720	25,909	17,942	9,087	6,307	2,200	746	102	54	77,125	
4 B1 Dwellings with no discount or premium (including empty properties and second homes with no discount or premium)	25	6,968	15,956	11,880	6,612	5,170	1,879	644	74	43	49,251	
4.1 B2a Dwellings with a 25% discount (excluding empty properties and second homes)	33	7,739	9,905	6,039	2,454	1,125	314	97	11	7	27,724	
4.2 B2b Dwellings with a 50% discount (excluding empty properties and second homes)	0	13	48	23	21	12	7	5	17	4	150	
7 B3a Dwellings with a variable discount other than 25% or 50% (Part G line 11)	0	0	0	0	0	0	0	0	0	0	0	
7.1 B3b Dwellings with an empty property or second homes discount		0	0	0	0	0	0	0	0	0	0	
7.2 B3c Dwellings with an empty property or second homes premium		0	0	0	0	0	0	0	0	0	0	
8 B4 Total adjusted chargeable dwellings (sum of B1 to B3c=A3)	58	14,720	25,909	17,942	9,087	6,307	2,200	746	102	54	77,125	
	0	0	0	0	0	0	0	0	0	0	0	

Discount and premium adjustments

9 B5 Total variable discounts (=Part G line 12)	0	0	0	0	0	0	0	0	0	0	0
10 B6 Empty property and second homes discount adjustment (Part H, line 9g, 11g)		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
11 B7 Empty property and second homes premium adjustment (Part H, line 10g, 12g)		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Part C: Calculation of chargeable dwellings with discounts and premiums

12 C2 Total dwellings including discounts and premiums (=A3-(B2ax0.25)-(B2bx0.5)-B5-B6+B7)	50	12,779	23,409	16,421	8,463	6,020	2,118	719	91	50	61,727.14
13 C3 Ratio to band D	5/9	6/9	7/9	8/9	1	1/9	13/9	15/9	18/9	21/9	
13 C4 Band D equivalents (=C2xC3) (rounded to 2 decimal places)	27.64	8,519.17	18,206.81	14,596.22	8,463.00	7,357.47	3,059.33	1,198.75	181.50	117.25	61,727.14
13 C5 Total discounted dwellings excluding premium adjustment	50	12,779	23,409	16,421	8,463	6,020	2,118	719	91	50	61,727.14
13 C6 Band D equivalents excluding premium adjustment	27.64	8,519.17	18,206.81	14,596.22	8,463.00	7,357.47	3,059.33	1,198.75	181.50	117.25	61,727.14

(sum of individual bands - carry to E1)

Part D: Memorandum items

14 D1 Exempt dwellings Classes A to N and P to W (not included in sections A to C above)		599	805	485	215	102	53	30	2	7	2,298
15 D2 Exempt dwellings Class O (not included in sections A to C above)		0	0	0	0	0	0	0	0	0	0

For Welsh Government Administration only BJBAYOTCSBS

Part E: Calculation of council tax base

22	E1	Chargeable dwellings: band D equivalents (=C4 total)	61,727.14
23	E2	Collection rate (please enter to 2 decimal places)	97.50 %
24	E3	= E1 x E2 (rounded to 2 decimal places)	60,183.96
25	E4	Class O exempt dwellings: band D equivalents (please enter to 2 decimal places)	0.00
26	E5	Council tax base for tax-setting purposes (=E3+E4)	60,183.96
26.1	E5a	Discounted chargeable dwellings excluding premium adjustment	61,727.14
27	E6	100% council tax base for calculating revenue support grant (=E5a+E4)	61,727.14

Part F: Exempt dwellings by class of exemption

28 to 51.5	Class A	316	Class I	20	Class Q	5
	Class B	0	Class J	5	Class R	0
	Class C	973	Class K	0	Class S	12
	Class D	7	Class L	13	Class T	14
	Class E	118	Class M	0	Class U	357
	Class F	313	Class N	102	Class V	0
	Class G	10	Class O	0	Class W	29
	Class H	4	Class P	0	Total all classes	2,298
For Welsh Government Administration only OCQBWCRABOCA						PartsAtoD exempt totals Total of lines D1: 2,298 Total of lines D2: 0

Part H: Empty and second homes - chargeable only - exclude exemptions

If the value of percentage discount/premium is not shown in the table please add the percentage value to the bottom row of the "Percentage discount" or "Percentage premium" column.

12 2 3 4 5 6 7 8 9 10 11

Please enter actual dwelling numbers

		A	B	C	D	E	F	G	H	I	Total	
64	H1	Chargeable empty properties with no discount or premium	314	299	143	48	28	13	9	2	0	856
65	H2	Chargeable second homes with no discount or premium	68	89	59	23	15	7	2	3	2	268

Empty Property Discount

Please enter by band and percentage discount, the number of dwellings that are empty as at 31 October 2018.

	Percentage Discount	A	B	C	D	E	F	G	H	I	Total
66	H3a	10	0	0	0	0	0	0	0	0	0
67	H3b	25	0	0	0	0	0	0	0	0	0
68	H3c	50	0	0	0	0	0	0	0	0	0
69	H3d	75	0	0	0	0	0	0	0	0	0
70	H3e	100	0	0	0	0	0	0	0	0	0
71	H3f		0	0	0	0	0	0	0	0	0
72	H3g	Total	0	0	0	0	0	0	0	0	0

Empty Property Premium

Please enter by band and percentage the premium your authority charges for empty properties and not included in table above.

	Percentage Premium	A	B	C	D	E	F	G	H	I	Total
73	H4a	10	0	0	0	0	0	0	0	0	0
74	H4b	25	0	0	0	0	0	0	0	0	0
75	H4c	50	0	0	0	0	0	0	0	0	0
76	H4d	75	0	0	0	0	0	0	0	0	0
77	H4e	100	0	0	0	0	0	0	0	0	0
78	H4f		0	0	0	0	0	0	0	0	0
79	H4g	Total	0	0	0	0	0	0	0	0	0

Second Homes Discount

Please enter by band and percentage the discount your authority awards for dwellings registered as second homes

	Percentage Discount	A	B	C	D	E	F	G	H	I	Total
80	H5a	10	0	0	0	0	0	0	0	0	0
81	H5b	25	0	0	0	0	0	0	0	0	0
82	H5c	50	0	0	0	0	0	0	0	0	0
83	H5d	75	0	0	0	0	0	0	0	0	0
84	H5e	100	0	0	0	0	0	0	0	0	0
85	H5f		0	0	0	0	0	0	0	0	0
86	H5g	Total	0	0	0	0	0	0	0	0	0

Second Homes Premium

Please enter by band and percentage the premium your authority charges for dwellings registered as second homes and not included in table above.

	Percentage Premium	A	B	C	D	E	F	G	H	I	Total
87	H6a	10	0	0	0	0	0	0	0	0	0
88	H6b	25	0	0	0	0	0	0	0	0	0
89	H6c	50	0	0	0	0	0	0	0	0	0
90	H6d	75	0	0	0	0	0	0	0	0	0
91	H6e	100	0	0	0	0	0	0	0	0	0
92	H6f		0	0	0	0	0	0	0	0	0
93	H6g	Total	0	0	0	0	0	0	0	0	0

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CABINET – 12TH DECEMBER 2018

SUBJECT: HOMELESSNESS STRATEGY AND ACTION PLAN 2018-2022

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES

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- 1.1 The attached report at Appendix 1, which was considered by the Policy and Resources Scrutiny Committee on 13th November 2018, outlined the Gwent Regional Homelessness Strategy 2018-2022, prior to presentation to the Caerphilly Homes Task Group and thereafter Cabinet. Members are asked to note the recommendations from the Policy and Resources Scrutiny Committee.
 - 1.2 The attached report is due to be considered by the Caerphilly Homes Task Group on 6th December 2018, prior to its referral to Cabinet.
 - 1.3 The views expressed at the meeting will be reported verbally to Cabinet on 12th December 2018.

Author: K. Houghton, Committee Services Officer, Ext. 4267

Appendices:

- Appendix Report to the Caerphilly Homes Task Group on 6th December 2018 – Agenda Item 4
- Appendix 1 Report to the Regeneration and Environment Scrutiny Committee on 30th October 2018 - Agenda Item 12

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CAERPHILLY HOMES TASK GROUP – 6TH DECEMBER 2018

SUBJECT: HOMELESSNESS STRATEGY AND ACTION PLAN 2018-2022

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES

-
- 1.1 The attached report, which was considered by the Policy and Resources Scrutiny Committee on 13th November 2018, outlined the Gwent Regional Homelessness Strategy 2018-2022 and sought the views of Members on its content, prior to its presentation to the Caerphilly Homes Task Group for consideration and thereafter Cabinet for approval.
 - 1.2 Members were advised that the Housing (Wales) Act 2014 requires all Welsh local authorities to undertake a review of their homelessness services and produce a four year homelessness strategy to address the issues identified. The five local authorities in Gwent have responded to the requirement by working together to produce a regional strategy, delivered through local and regional action plans. A regional approach was approved by Welsh Government and this takes into account the need to consider more partnership and cross boundary working. The Strategy has been developed from the findings of an extensive regional consultation and review. Local Authorities across Wales are required to implement their homelessness strategies by 31st December 2018. A copy of the Strategy and supporting documents was appended to the report for Members' information.
 - 1.3 It was explained that the Gwent Homelessness Review 2018 (an extract of which was appended to the report) defines the scale of the issue across the region and within Caerphilly, and analyses the nature and extent of homelessness in Gwent. The strategy document (attached at Appendix 2) contains four key priorities and ten strategic objectives. A regional action plan has been developed which in Caerphilly's case, also contains the local actions that the Council intend to deliver through the term of the strategy period (attached at Appendix 3). The Equalities Impact Assessment for the Strategy (at Appendix 4) outlined the extensive consultation that has been undertaken with relevant Council Officers and via online surveys with service users who have experienced homelessness.
 - 1.4 During the course of the debate, clarification was sought on the Council's housing duty in respect of homelessness cases, and it was explained that this duty rests with Authority for which the homeless person has a 'local connection'. Therefore priority will be given to homelessness cases where their connection is to the Caerphilly county borough, and other cases will be redirected to the relevant local authority, although Caerphilly Council will assist in emergency cases where the need arises. It was noted that the regional approach will enable the five local authorities participating in the Strategy to share good practice in respect of tackling homelessness within their areas.
 - 1.5 Reference was made to point 5 of the action plan which outlined the need to reduce homelessness for younger people and support their wellbeing. A Member sought clarification on the contents of the education package being developed and it was explained that this will include a package of materials to support care leavers on how to manage and sustain their independent living arrangements. Members were advised that the Council is working with the other local authorities and a number of other agencies to develop a regional approach in this regard. A Member queried if there were any particular areas of the borough where young people are more at risk of homelessness and Officers indicated they would look into this query

following the meeting. In response to a query on the homelessness intervention approach for younger people, it was explained that the Council will examine each case to identify the problems being experienced and the support required, and ensure that the young person is connected to the correct resources in order to improve their circumstances.

- 1.6 Discussion also took place regarding the availability of social housing, together with housing affordability in certain areas of the county borough. It was noted that the Council is considering options to bring empty properties back into use and is also examining other options via a regional approach, such as the use of shared housing or developing new temporary accommodation to reduce instances of homelessness.
- 1.7 Arising from the discussions at the meeting, it was agreed that a joint Members' Seminar in respect of homelessness across the county borough, and the implications of Universal Credit, be arranged in due course.
- 1.8 Following consideration of the report, the Policy and Resources Scrutiny Committee noted the contents of the Gwent Regional Homelessness Strategy 2018-2022 and recommended its approval by Cabinet.
- 1.9 The Caerphilly Homes Task Group is asked to consider the report and the above recommendation, ahead of presentation of the report to Cabinet.

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

Appendices:

Appendix Report to Policy and Resources Scrutiny Committee on 13th November 2018 - Agenda Item 9



POLICY AND RESOURCES SCRUTINY COMMITTEE – 13TH NOVEMBER 2018

SUBJECT: HOMELESSNESS STRATEGY AND ACTION PLAN 2018-2022

REPORT BY: CORPORATE DIRECTOR OF SOCIAL SERVICES AND HOUSING

1. PURPOSE OF REPORT

- 1.1 To request that Members provide their views on the Gwent Regional Homelessness Strategy 2018-2022, prior to the report being presented to Cabinet to request its approval.

2. SUMMARY

- 2.1 The Housing (Wales) Act 2014 requires all Welsh local authorities to undertake a review of their homelessness services and produce a four year homelessness strategy to address the issues identified. The five local authorities in Gwent have responded to the requirement by working together to produce a regional strategy, delivered through local and regional action plans. A regional approach was approved by Welsh Government and this takes into account the need to consider more partnership and cross boundary working. The strategy has been developed from the findings of an extensive regional consultation and review. Local Authorities across Wales are required to implement their homelessness strategies by 31 December 2018.

3. LINKS TO STRATEGY

- 3.1 The Housing (Wales) Act 2014 requires all Welsh local authorities to undertake a homelessness review and produce a four year homelessness strategy
- 3.2 Well-being Goals within the Well-being of Future Generations Act (Wales) 2015:

*A prosperous Wales** P2: Improve standards of housing and communities, giving appropriate access to services across the county borough

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

Improving Lives and Communities: Homes in Wales 2010 which sets out the national context on meeting housing need, homelessness and housing related support services.

Caerphilly Homes Service Plan (2018-2023) Priority Objective 7.

Caerphilly CBC Equalities and Welsh Language Objectives and Action Plan 2016-2020: Objectives 1,3,4,5,6,7,8 and 9.

- 3.3 **Corporate Plan (CCBC, 2018-2023): Well-being Objective 3:** *“Address the availability, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people’s well-being.”*
- 3.4 **The Caerphilly We Want (CCBC, 2018-2023) - Well-Being Plan: Positive Places - Enabling our communities to be resilient and sustainable.**

4. THE REPORT

- 4.1 Preventing and addressing homelessness remains a high priority for the Welsh and Local Governments in Wales. The Housing (Wales) Act 2014 requires all Welsh local authorities to undertake a homelessness review and using the results, produce a four year homelessness strategy to be operational by 31 December 2018 (see Sections 50-2 of the Act). This document reviews homelessness in five local authority areas:
- Blaenau Gwent County Borough Council
 - Caerphilly County Borough Council
 - Monmouthshire County Council
 - Newport City Council
 - Torfaen County Borough Council
- 4.2 Each of the five authorities has worked together to take both a regional and local approach to this work. As well as making better use of resources, it is anticipated a broader view will help create further opportunities for working together in the future, supporting consistency and quality in the delivery of homelessness services across the region. An extract of the Gwent Homelessness Review 2018 is attached at Appendix 1, which defines the scale of the issue across the region and within Caerphilly. A full copy of the review will be placed on the Members’ Portal and made available in the Members’ Library. The reviews analyse the nature and extent of homelessness in Gwent, specifically covering:
- The wider environment that homelessness services operate within.
 - The accommodation in place to prevent and alleviate homelessness.
 - Demand for homelessness services and trends – past, current and estimated future levels of homelessness.
 - The main causes of homelessness.
 - The resources currently in place to prevent homelessness and support those who are homeless and possible gaps.
 - Potential areas of improvement.
 - The resources used to deliver statutory homelessness services.
- 4.3 The table below displays the number of households approaching the Gwent local authorities requesting homelessness services. The initial focus is to prevent homelessness but if this cannot be achieved, temporary accommodation is provided and where the household is eligible, in priority need and unintentionally homeless, we secure a housing solution for that household. The data represents a section of the Welsh Government statutory return and shows a general upward trend in the number of households approaching local authorities for homelessness assistance. Of note, 391 additional households approached the homeless service in Caerphilly when comparing the 2016/17 data to the 2017/18 data.

Household Numbers (i.e. Not Percentages)	Blaenau Gwent			Caerphilly			Monmouthshire			Newport			Torfaen		
	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18
Number of households requesting homelessness assistance	552	651	668	672*	1581	1972	591	744	584	2154	2532	2142	780	1053	1116
Total households whose homelessness was prevented	267	303	289	249	609	571	249	183	255	393	537	461	333	432	427
Total households provided with temporary accommodation because of actual homelessness	132	198	263	288	525	410	96	216	228	537	1107	968	147	315	395
Total households housed by the local authority (where a statutory housing duty existed)	12	21	36	54	81	134	39	36	32	204	180	278	69	66	39
Assistance provided as a percentage of total households approaching homelessness service requesting housing assistance	74%	80%	88%	88%	77%	56%	65%	58%	88%	53%	72%	79%	70%	77%	77%
Not owed any duty to assist (not homeless, not eligible, not in priority need, intentionally homeless)	26%	20%	12%	12%	23%	44%	42%	42%	12%	47%	28%	21%	30%	23%	23%

*Footnote - the number of Caerphilly households requesting homelessness assistance in 2015/16 is considered to be significantly underestimated due to the change to the computerised data recording system during that period.

- 4.4 Using the reviews and strategy, each local authority will produce their own bespoke plans to deliver specific actions to address homelessness in their areas, continuing to engage with partners and stakeholders as appropriate, and anchored to the reviews and strategy. To ensure that sustainability and quality of life factors are optimised, a wellbeing assessment will be undertaken on the action plans in line with the Wellbeing of Future Generations (Wales) Act 2015. The action plans will be reviewed periodically during the lifetime of the strategy (as will the homeless strategy itself) by each local authority, so they remain responsive to emerging needs and trends and the ever changing environment. If any significant changes are required to the strategy, a further report will be submitted to seek Cabinet approval.
- 4.5 The strategy document is attached as Appendix 2 to this report and contains four key priorities and ten strategic objectives. A regional action plan has been developed which in Caerphilly's case, also contains the local actions we intend to deliver through the term of the strategy period. The Gwent Homelessness (Caerphilly) Action plan is attached in Appendix 3.

5. WELL-BEING OF FUTURE GENERATIONS

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

Long Term – supports the sustainability of cohesive communities for tenants and residents; providing a fair and transparent service for tenancy sustainment.

Prevention – supports tenants and assists in the prevention of eviction and homelessness. It supports the well-being of tenants and residents.

Integration – improved standards of housing and stable community environments.

Collaboration – joined up working arrangements within the organisation and with outside agencies to support tenancy sustainment.

Involvement – Engages tenants, residents and support agencies in relation to sustainment of tenancies.

6. EQUALITIES IMPLICATIONS

- 6.1 The Equality Impact Assessment for the strategy has been undertaken and is contained in Appendix 4.

7. FINANCIAL IMPLICATIONS

- 7.1 The strategy will be introduced in quarter 3 of this financial year (2018/19) and funding commitments are already in place by way of the Revenue Support Grant. Welsh Government Ministers have announced that there will be a new grant funding system to ring fence funding for Supporting People, Homeless Prevention Grant and Rent Smart Wales enforcement funding. This announcement confirms that financial support will be available to the local authority to enable us to implement the actions identified within the strategy. A separate report has been drafted on the amalgamation of existing grants into two new grants: The Children and Communities Grant and the Housing Support Grant. That report requests recommendations on governance of both grants moving forward.
- 7.2 Statutory Homelessness schemes currently receiving Supporting People funding will be unaffected by the costs of funding the strategic actions identified, which will be reviewed annually.

8. PERSONNEL IMPLICATIONS

- 8.1 There are no personnel implications for Housing.

9. CONSULTATIONS

- 9.1 Consultation responses have been reflected in this report.

10. RECOMMENDATIONS

- 10.1 Members are asked to provide their views on the Gwent Regional Homelessness Strategy 2018-2022, prior to the report being presented to Cabinet to request its approval.

11. REASON FOR RECOMMENDATIONS

- 11.1 To comply with the requirements of Section 50 Housing (Wales) Act 2014.

12. STATUTORY POWER

- 12.1 Housing (Wales) Act 2014.

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Consultees: Cllr Dave Poole - Leader of the Council
Cllr. L. Phipps - Cabinet Member for Homes and Places
Cllr S. Morgan - Deputy Leader & Cabinet Member for Economy, Infrastructure, Sustainability & Wellbeing of Future Generations Champion.

Christina HARRY - Interim Chief Executive
David Street - Corporate Director of Social Services and Housing
Shaun Couzens - Chief Housing Officer
Robert Tranter - Head of Legal Services & Monitoring Officer
Rhian Kyte - Head of Regeneration & Planning
Fiona Wilkins - Housing Services Manager
Lesley Allen - Principle Accountant
Shelly Jones - Supporting People Manager
Claire Davies - Private Sector Housing Manager

Background Papers:

Gwent Homelessness Review 2018 (Copy placed on the Members' Portal and made available in the Members' Library)

Appendices:

Appendix 1 Extract from Gwent Homelessness Reviews 2018
Appendix 2 Gwent Regional Homeless Strategy 2018-2022
Appendix 3 Gwent Homelessness (Caerphilly) Action Plan
Appendix 4 Gwent Regional Homelessness Strategy Equality Impact Assessment

Extract from Gwent Homelessness Strategy 2018

5.22 Key Points:

- The above data has provided a wealth of information into homelessness in Gwent, which helps us to summarise the main themes, trends and higher risk groups moving forward; also what future demand on homeless services should look like over the next four to five years. The main points include:
- Newport has the greatest demand on its homeless services, followed by Caerphilly, Torfaen, Blaenau Gwent and Monmouthshire in that order. That trend is not expected to change during the lifetime of the strategy.
- The levels of successful preventions (section 66) across Gwent appear to be broadly decreasing over the last three financial years. Successful Section 73 outcomes have reduced almost year on year for every Gwent local authority. Based on the data alone, some local authorities may be seeing greater success in discharging their Section 75 duties in some parts of Gwent than others.
- Operating effective 'triage' type systems in providing homeless services and also securing as many successful Section 66 outcomes as possible to prevent escalation to Section 73 and 75 duties is going to be essential in the future. This is especially the case for Newport, where greater proportions of service users are in greater need. Addressing client expectations and encouraging people to help themselves as much as possible will be important.
- It will be imperative for the Gwent authorities to concentrate on co-ordinating access to more temporary accommodation in the region. There is an acute need for appropriate temporary accommodation in Gwent and as is affordable single person accommodation. This will become even more critical when the intentionality test is no longer applied to households with children by 2019.
- Improving systems and support for move on from temporary and supported housing should be a key focus.
- The councils should work together to ensure homeless statistics are recorded in as uniform a way as possible.
- All councils should focus on effective activities that respond to and ideally prevent: breakdowns in relationships, rent arrears and loss of rented or tied accommodation. Such factors are also causes of escalating homelessness issues i.e. rough sleeping. Sufficient resources should continue to be channelled towards preventing these major causes of homelessness.
- Proportionally 16 to 24 year olds are over-represented in accessing homelessness services, as are single person households and males. These cohorts are likely to require additional support from the Gwent local authorities moving forward. In doing so, there is the potential that successful preventative outcomes with these demographics would in-turn save resources to be used on other demographics. Monmouthshire and Torfaen could give additional focus to those

over 25; and Newport Asian/Asian British and people categorised as 'other ethnicity'.

- Gwent councils and their partners to work together to reduce all use of (B & B going forward).
- Activities that mitigate domestic abuse should be a key focus – particularly in households with dependent children in them.
- Prison leavers and those leaving institutions or care are cohorts that are consistently at risk of homelessness and should be focused upon. Prison leavers are especially at risk of rough sleeping. Single households are more likely to be ex-prisoners and leaving an institution and/or care and also more susceptible to rough sleeping e.g. specialist recovery and rehabilitation programmes, community payback unpaid work, education, training and employment, mentoring and working with families of offenders etc. can be effective.
- Single person households are more likely to see harassment due to a protected characteristic, causing a homeless issue (under the Equality Act 2010). Gwent councils should aim to focus on this issues.
- Housing affordability remains a key issue - households with dependent children are considerably more susceptible to rent arrears in both the private and social housing sectors.
- Debt advice, financial payments, resolving benefit issues and resolving rent and service charge arrears are having the most impact in helping households remain in their homes, thereby preventing homelessness in Gwent – focus should be expanded in these areas if possible.
- Mediation intervention may be less likely to be effective with younger people and alternatives should be considered going forward.
- Partnership working and sharing best practice is likely to be becoming more important. Any reductions in this area (indeed increases will be needed), would mean that the Gwent councils would likely be at an increasing disadvantage, struggling more and more to cope with rising demand for homeless services (especially Newport). There's the real potential that co-ordinated strength and effectiveness in this area would bolster preventative work, potentially easing pressure on council's homeless services over the next four to five years.
- Each local authority must engage with and work with private landlords to meet their expectations. There will be variation in each local authority – because each of the markets differ; supplying incentives are clearly not the only factor at play in successful engagement with the private sector in any of the Gwent authorities. Finding new ways to develop mutually beneficial relationships between councils and private landlords needs to be a key focus (especially in Monmouthshire).
- Social housing appears to be becoming relatively harder to access in Monmouthshire, Newport and Torfaen – leading to increased reliance other types of housing such as the private rented sector in Newport. Councils should work with social landlords to reverse this trend.
- People experiencing homelessness repeatedly are far less likely to be living in stable long-term housing.
- Councils will have to increasingly forge links between themselves and social landlords and the private sector during the lifetime of the new strategy – with the goal of getting access to more affordable housing, in order to discharge homeless duties.

- There may be potential for local authorities to develop more LCHO schemes. Table 6.2.1 below and the numbers of people asking for more affordable housing to buy, suggests that a considerable proportion of service users would support this.
- Councils should also consider how they record and evidence the preventative work that is undertaken to stop homelessness (including in connection with homeless services and related services, such as SP funded services). Feedback from council staff would suggest that they routinely offer at least some advice when someone approaches them and the household isn't threatened with homelessness within 56 days. There is also recognition that many households can find themselves at risk of homelessness through no fault of their own e.g. through a 'no fault' section 21 notice in the private rented sector. They often have no support needs and with some basic advice they resolve the risk themselves.
- Working to understand why service users disengage from services after beginning the statutory process.
- There are a number of different trends in connection with rough sleepers in the Gwent authorities e.g. rough sleepers appear most prevalent in Newport, probably because of its city status. Rough sleeping is also a chronic issue in Gwent - 76% of all respondents to the survey have slept out before in the past. Rough sleeping also appears to be more of an issue in Caerphilly, compared to the remaining three Gwent authorities. In Monmouthshire it seems that rough sleepers are less likely to be sleeping rough for shorter periods of time, compared to the other three Gwent authorities. Rough sleepers tend to be male in Gwent, although there are female rough sleepers reported in Newport. People seem less likely to sleep rough on their own in Newport and this may again be linked to its status as a city; perceived or more likely real risk in sleeping out alone.
- The service user survey cited a number of causes linked to homelessness: drug and alcohol abuse, mental health, criminal offending history, discharge from custody, breakdown in relationships, debt and lack of affordable housing, tenancy ending, exclusion from school, unemployment, domestic abuse, poor access to health and social care services, leaving care and sexual and/or physical abuse, living in unsuitable housing due to physical or sensory impairment. This would reinforce what local authority staff said during consultation, that intense and bespoke support in conjunction with the Housing First is essential. This shows why councils must maintain awareness of the services operated by partners and why there must be a wide menu of (person-centred) support provided to address homelessness.
- The service user survey also suggested that some characteristics are a lot more prevalent than others in relation to repeat presenters to homeless services i.e. they are very likely to be single, male and have chronic social and medical issues and/or a disability.
- Further consideration of how households 'eligible, but not in priority need' are assisted and how this is evidenced may also be another area for consideration.

Gwent Homelessness Strategy 2018 – 2022



VISION: Everyone in Gwent has a home to live in and the right support if they need it, to lead a fulfilling life.



MISSION: Work together to overcome homelessness in Gwent.



VALUES: Listening; Collaborative; Innovative and Accountable.

Page 27



Strategic Objectives:



Gwent Homelessness Strategy 2018 –2022 Caerphilly Action Plan

Interim Actions						
Actions	Welsh Government /Review Priorities	Tasks	Lead Officer	By When	Risk	Comments
Establish a project group to steer and move forward the homeless strategy and actions, ensuring that monitoring mechanisms are in place and that links are sustained with key strategic groups and forums across each area and the region as a whole.	Provide a strategic steer to homelessness services across the region and then locally	Establishment of regional steering group	All Homeless Leads	January 2019	Lack of overall co-ordination of service development with the risk of duplication of work, ineffective use of resources and reduction in effectiveness of interventions	
		Secure appropriate chair in order to raise profile of groups	All Homeless Leads	January 2019		
		Establishment of local steering groups	Housing Solutions Manager Caerphilly CBC (local)	January 2019		
		Establish reporting mechanisms and links with relevant groups including PSB	All Homeless Leads	March 2019		
1 Increase prevention work to obtain successful outcomes						
Actions	Welsh Government /Review Priorities	Tasks	Lead Officer	By When	Risk	Comments
Undertake a review and benchmarking exercise of individual homeless services to compare approaches, identify opportunities to improve, increase consistency and replicate good practice	Increase consistency in service delivery across Wales	Agree key areas to be considered from the review	All Homeless Leads (Regional)	March 2019	Inconsistent application of legislation and inequality of services	
		Set work plans based on key areas to be delivered	All Homeless Leads (regional)	May 2019 & Ongoing review		

To introduce a hospital discharge framework across Gwent		Establish Regional hospital discharge framework across Gwent	All Homeless Leads, Social Care and ABUHB (Regional)	Dec 2020	Individuals discharged from hospital inappropriately and placed at significant risk Increased rough sleeping	
To increase the level of engagement of service users in addressing homelessness	Increase in homeless prevention activities and services	Consider the information as to why people disengage from services Review existing process/procedure in light of revised code of guidance issued by Welsh Government and information around disengagement Implement revised process/procedures based on findings and review	All Homeless Leads (Regional) Housing Solutions Manager Caerphilly CBC (local)	June 2019 Sept 2019 February 2020	Dissatisfaction with services Services not meeting needs	
Benchmark and compare prevention approaches by each local authority and identify good practice focusing on relationship breakdown, rent arrears and tied accommodation	Increase in homeless prevention activities and services	Analyse information and identify opportunities for improvement Implement identified opportunities as appropriate	All Homeless Leads (Regional) All Homeless Leads (Regional)	June 2019 July 2020	Presentation numbers of clients continues to increase Clients won't get the right services at the right time	

<p>To actively seek to ensure that there is appropriate provisions for households with disabilities</p>	<p>Improve access to services for all service users</p>	<p>Analyse current provision and demand for adapted temporary and permanent accommodation</p> <p>Identify gaps and develop options for development, reviewing annually</p> <p>Consider development of regional approaches to ensure that there is adequate provision of suitable temporary accommodation for households with disabilities</p>	<p>Housing Solutions Manager Caerphilly CBC (local)</p> <p>All Homeless Leads (Regional)</p>	<p>Dec 2019</p> <p>April 2020 & ongoing</p> <p>April 2021 & ongoing</p>	<p>Inappropriate accommodation provided</p> <p>Risk of harm to households</p>	
<p>Benchmark and compare financial assistance approaches in each local authority used for homeless prevention</p>	<p>Increase in homeless prevention activity and options</p>	<p>Benchmark and compare DHP approach</p> <p>Explore common themes, best practice and take forward recommendations around DHP use</p> <p>Benchmark and compare Prevention Fund and Supporting People Grant programme</p> <p>Explore common themes, best practice and take forward recommendations</p>	<p>All Homeless Leads (Regional)</p> <p>All Homeless Leads (Regional)</p> <p>All Homeless Leads (Regional)</p> <p>All Homeless Leads (Regional)</p>	<p>June 2019</p> <p>Dec 2019</p> <p>June 2019</p> <p>Dec 2020</p>	<p>Presentation continue to increase</p> <p>Clients will not receive the right services at the right time</p>	

DHP

<p>To ensure that front line services are responsive and co-ordinated to meet the needs of service users</p> <p>Operating effective 'triage' type systems in providing homeless services and also securing as many successful Section 66 outcomes as possible to prevent escalation to Section 73 and 75 duties is going to be increasingly essential</p>	<p>Increase in homeless prevention activity and options</p>	<p>Review existing provision within Caerphilly across Council services, involving service users where appropriate</p> <p>Explore available options and provide recommendations for implementation of changes as appropriate with key services</p> <p>Implement preferred changes</p>	<p>Housing Solutions Manager Caerphilly CBC (local)</p>	<p>July 2019</p> <p>October 2019</p> <p>February 2020 & review annually in April each year</p>	<p>Inappropriate advice provided leading to increased homelessness and a reduction in homeless prevention as a result</p>	
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3 Work with social and private rented sector landlords to sustain tenancies and increase access to housing

Age	Actions	Welsh Government /Review Priorities	Tasks	Lead Officer	By When	Risk	Comments
	<p>Develop effective mechanisms to maximise the access to affordable housing schemes for households either homeless or faced with homelessness</p>	<p>Development of affordable housing across the region to meet the increased demand in line with projected population growth</p>	<p>Review existing provision in each local area</p> <p>Work across the region to identify regional development requirements and opportunities</p>	<p>Local Strategic Planning, Development and Enabling teams. Housing Solutions Manager Caerphilly CBC (local)</p> <p>All Homeless Leads (Regional)</p>	<p>October 2019</p> <p>February 2020 & review annually in April each year</p>	<p>Continued failure to meet local and regional social housing demands</p>	

Co-ordinating access to more temporary accommodation in the region	Reduction In the use of B&B accommodation	<p>Review existing provision in each local area</p> <p>Consider local and regional requirements based on review</p> <p>Develop alternative and additional options locally and regionally based on requirements</p> <p>Develop regional agreement for temporary accommodation provision and access</p>	<p>Housing Solutions Manager Caerphilly CBC (local)</p> <p>All Homeless Leads (Regional)</p> <p>Housing Solutions Manager Caerphilly CBC (local)</p> <p>All Homeless Leads (Regional)</p>	<p>Ongoing – Annual Review in January</p> <p>Ongoing – Annual Review in January</p> <p>Ongoing – Annual Review in January</p> <p>April 2020</p>	<p>Lack of supply of suitable temporary accommodation</p> <p>Continued use of B&B accommodation and increased costs to Local Authorities</p> <p>Increased negative impact on the health, wellbeing and life chances of households faced with homelessness</p>	
To increase the supply of good quality affordable private rented sector accommodation	Increase in homeless prevention and housing options for households faced with homelessness	<p>Review existing work with PRS across Caerphilly</p> <p>Consider findings and develop options available tailored to Caerphilly area</p>	<p>Housing Solutions Manager Caerphilly CBC (local)</p> <p>Housing Solutions Manager Caerphilly CBC (local)</p>	<p>April 2019</p> <p>June 2019</p>	<p>Reduction in positive homelessness interventions</p> <p>Increase in homelessness and demand for temporary accommodation</p>	

		Develop work across Gwent region with PRS following review to increase Gwent wide engagement and options with the private rented sector	All Homeless Leads (Regional)	June 2020	Increased costs to Local Authorities	
To develop effective strategies, practices and services to tackle evictions from the private rented sector	Increase in homeless prevention and housing options for households faced with homelessness from the private rented sector	<p>Consider work already undertaken across each Local Authority area and review effectiveness, duplication of work and outcomes</p> <p>Consult with private landlords and letting agents around their views and opinions</p> <p>Develop local and potential regional options for greater intervention services and consistency of approaches</p>	<p>All Homeless Leads (Regional)</p> <p>All Homeless Leads (Regional)</p> <p>All Homeless Leads (Regional)</p>	<p>June 2020</p> <p>October 2020</p> <p>February 2021</p>	<p>Reduction in positive homelessness interventions</p> <p>Increase in homelessness and demand for temporary accommodation</p> <p>Increased costs to Council in provision of temporary accommodation services</p>	
To provide appropriate accommodation options for homeless households with physical disabilities	Development and delivery of accessible emergency accommodation for homelessness households	Review current emergency accommodation provisions and assess likely needs based on trends and demands	Housing Solutions Manager Caerphilly CBC (local)	May 2019	Lack of supply of suitable temporary accommodation	

		<p>Review provision across the region and consider options for shared resources to meet needs across Gwent</p> <p>Identify gaps in provision and develop plan to secure appropriate accommodation to meet needs</p>	<p>All Homeless Leads (Regional)</p> <p>All Homeless Leads (Regional)</p>	<p>Dec 2019</p> <p>Sept 2020 & review annually</p>	<p>Delayed discharge for hospital or potential unsafe discharges</p> <p>Increased costs to Council in provision of temporary accommodation services</p>	
<p>To seek to widen housing options and choices for all single people seeking accommodation across a range of tenures, both emergency and temporary</p>	<p>Reduce number of single homeless people</p> <p>Reduce levels of rough sleeping</p>	<p>Examine review findings and extract options presently available to identify gaps</p> <p>Consider the gaps and explore the options available to address these gaps</p> <p>Develop options based on the above, seeking funding where appropriate and involving key partners and stakeholders across Caerphilly</p>	<p>Housing Solutions Manager Caerphilly CBC (local)</p> <p>Housing Solutions Manager Caerphilly CBC (local)</p> <p>Housing Solutions Manager Caerphilly CBC (local)</p>	<p>May 2019</p> <p>Oct 2019</p> <p>Feb 2020 & ongoing</p>	<p>Increased risk of more single homeless households, lack of available temporary accommodation and greater costs to provide emergency accommodation</p>	

4 Reduce the number of 'repeat presenters' and rough sleeping

Actions	Welsh Government /Review Priorities	Tasks	Lead Officer	By When	Risk	Comments
<p>To improve the availability and access to emergency accommodation provision to address rough sleeping in</p>	<p>Reduction in rough sleeping</p>	<p>Review the existing emergency provision across each Local Authority area and</p>	<p>All Homelessness Leads (Regional)</p>	<p>April 2019</p>	<p>Increase in rough sleeping</p>	

<p>each local area and across the region as a whole</p>		<p>identify shortfalls/demand</p> <p>Explore options available for expanding services to meet the demands in each Local Authority area</p> <p>Consider regional approaches to address increased rough sleeping where appropriate</p>	<p>All Homelessness Leads (Regional)</p> <p>All Homelessness Leads (Regional)</p>	<p>July 2019</p> <p>July 2020 and Ongoing</p>		
<p>To ensure Extreme Weather Plans are reviewed and are fit for purpose</p>	<p>Reduction in rough sleeping in inclement weather</p>	<p>Review local extreme weather plans in partnership with key stakeholders</p>	<p>All Homelessness Leads (Regional)</p>	<p>June 2019 and annually thereafter</p>	<p>Increase in rough sleeping</p> <p>Increased risk of harm due to adverse weather to rough sleepers</p>	
<p>develop independent accommodation based projects aimed at addressing the needs of chaotic clients and those rough sleeping</p>	<p>Reduction in rough sleeping</p>	<p>To establish a regional working group on developing projects based on the key principles of Housing First linked to the Housing First Network</p> <p>Develop and deliver models across each region in partnership with RSL partners to deliver "Housing First" projects</p> <p>Evaluate impact of projects and revise</p>	<p>All Homelessness Leads (Regional)</p> <p>All Homelessness Leads (Regional)</p> <p>All Homelessness Leads (Regional)</p>	<p>February 2019</p> <p>April 2019</p> <p>April 2020</p>	<p>Increase in rough sleeping</p>	

		projects as appropriate and required		and ongoing		
To research repeat homeless presentations in order to enable services to respond to the identified issues	To ensure equality of access to service and improve service quality and outcomes	To research repeat presentations and identify local trends and issues Examine local trends across the 5 Gwent areas and to consider options for addressing repeat homeless presentations Implement options where appropriate and review effectiveness of changes/options	Housing Solutions Manager Caerphilly CBC (local) All Homelessness Leads (Regional) All Homelessness Leads (Regional)	June 2020 Dec 2020 February 2021 and annual review	Increase in homelessness Increase in rough sleeping Increase in tenancy failures	

5 Reduce homelessness for younger people and support their wellbeing

Actions	Welsh Government /Review Priorities	Tasks	Lead Officer	By When	Risk	Comments
Develop education packages and information for young people around housing and homelessness	Reduction in youth homelessness through the Youth Pathway model	Review existing provision across each Local Authority area Develop an education package and engage with education services over implementing this within schools and other educational settings in	Housing Solutions Manager Caerphilly CBC (local) Social Services leads and SP commissioned services Caerphilly CBC Sue Cousins	March 2019 June 2019 & Review in June 2020	Lack of awareness around housing and homelessness issues leading to increases in homelessness presentations and young people not being aware of their rights and responsibilities	

		each local authority area				
		Consider options for developing packages that create consistency across the region	All Homelessness Leads (Regional)	June 2021		
Develop effective pre-tenancy training for young people in order to prepare young people for independent living	Reduction in youth homelessness through the Youth Pathway model	Review existing pre-tenancy training available in local area	Social Services leads and SP commissioned services Caerphilly CBC Sue Cousins	March 2019	Increase in youth homelessness and tenancy failures amongst young people	
	Reduction in tenancy failures from young people	Consider options available for reviewing existing provision and in partnership, implement revised programme across Caerphilly area		June 2019 & annual review		
Develop clear pathways for young people leaving care	Reduction in homelessness in care leaving population	Review existing process and procedure, considering guidance, best practice, service user input and relevant legislation	Housing Solutions Manager Caerphilly CBC (local)	Sept 2019	Increase in number of care leavers becoming homeless	
		Develop and implement revised pathway and identify gaps in best practice to be taken forward	Housing Solutions Manager Caerphilly CBC (local)	January 2020 & Ongoing	Failure to meet corporate parenting objectives and responsibilities for care leavers	
Ensure that appropriate support and interventions are in place to help young people to remain in in appropriate	Reduction in youth homelessness through the youth pathway model	Review current support and intervention provisions across each Local Authority area	All Homelessness Leads (Regional)	Sept 2019	Increase in youth homelessness	

accommodation	Reduction in tenancy failure through the youth pathway model	Consider options in light of review and how these could be better joined together and more effective in delivery	All Homelessness Leads (Regional)	January 2020		
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6 Increase joint planning, commissioning and delivery of services

Actions	Welsh Government /Review Priorities	Tasks	Lead Officer	By When	Risk	Comments
To consider the methods and potential benefits of joint funding arrangements linked to the Funding Flexibility arrangements in the development and funding of services	To make best use of resources to tackle homelessness and related issue	Consider the findings resulting from the Flexible Funding pilots	All Homelessness Leads (Regional)	Sept 2020	Ineffective use of funding	
		Develop possible options for considering joint funding across the region for services provided	All Homelessness Leads (Regional)	April 2021	Duplication of services and work	
		Seek to secure funding and develop preferred pilot options where appropriate	All Homelessness Leads (Regional)	April 2022		
To deliver joint training around homelessness, homeless prevention and related services across a range of partner agencies	To deliver more joined up, consistent and connected services that meet the needs of service users	Establish Gwent wide training programme for key services and stakeholders	All Homelessness Leads (Regional)	March 2019	Advice and Information provide to service users is not accurate	
		Deliver training on homeless process across region and locally as required	All Homelessness Leads (Regional)	June 2019 and ongoing	Increase in homelessness and reduction in effective preventative services	
		Deliver specific training	Housing	June 2019		

		in Caerphilly area on process, service access and signposting	Solutions Manager Caerphilly CBC (local)	and ongoing		
		Obtain feedback from agencies and review training programmes	All Homelessness Leads (Regional)	March 2020 & ongoing		
Page 40	To develop greater co-operation arrangements under Section 95 of the Housing (wales) Act 2014	To deliver more joined up, consistent and connected services that meet the needs of service users	To develop local agreements with partner RSLs	Housing Solutions Manager Caerphilly CBC (local)	June 2019 and ongoing	Ineffective working practices. Increase in homelessness Unsafe hospital discharge arrangements Inappropriate accommodation placements and risks for both the public and the individual
			To develop partner arrangements with Health across the region in relation to homelessness	All Homelessness Leads (Regional)	June 2020	
Page 40	To provide greater understanding of the journey through homeless services	To deliver more service user focused services that are more consistently applied	Identify a cohort in each of the authority areas and track them through the homeless process	All Homelessness Leads (Regional)	March 2021	Ineffective use of funding Duplication of services and work
			Assess effectiveness of this, identifying gaps, duplication and cost effectiveness of services	All Homelessness Leads (Regional)	June 2021	
			Develop options for	All Homelessness Leads (Regional)		

		different models of service delivery and pilot these in each area or as appropriate		August 2021		
To ensure that relevant legislation is fully integrated and taken into account in homelessness assessment policies and procedures	To ensure services are legally compliant	<p>Review homelessness procedures and processes to ensure compliance</p> <p>Implement revisions and provide appropriate training for staff with an annual review as required</p>	<p>Housing Solutions Manager Caerphilly CBC (local)</p> <p>Housing Solutions Manager Caerphilly CBC (local)</p>	<p>Feb 2020</p> <p>April 2020 & ongoing</p>	<p>Advice and Information provide to service users is not accurate</p> <p>Increased legal challenge on decision issued leading to increased staff time being diverted to reviews of decisions</p> <p>Increased use of temporary accommodation and associated costs</p> <p>Need to identify funding streams where new services need to be developed</p>	
To review and develop working practices and processes with key partner agencies – Health, Probation, Social Services, RSL's	To increase partnership working and improve access to services for homeless households	Develop agreements with RSL partners around homeless prevention and associated activities linked to securing accommodation	Housing Solutions Manager Caerphilly CBC (local)	Sept 2019	Increased tenancy failure from Social Housing	

		Develop agreements with Probation around homeless prevention, assessment and interventions for individuals leaving the secure estate in line with the National Offender Pathway	Housing Solutions Manager Caerphilly CBC (local)	Sept 2019	Increased homelessness Increased community risk	
		Review and revise local working arrangements with Social Services	Housing Solutions Manager Caerphilly CBC (local)	Sept 2019	Delays in re-housing through lack of coordination of support	
		Review local agreements across Gwent and consider options for merging arrangements where appropriate	All Homelessness Leads (Regional)	April 2020 & ongoing		
To review and develop Multi Agency Public Protection Arrangements across Gwent in partnership with statutory agencies and agencies with a duty to co-operate	To deliver effective multi agency working arrangements for high risk offenders	Review MAPPA working arrangements across Gwent and implement these as appropriate	All Homelessness Leads (Regional)/ Gwent MAPPA Co-ordinator	April 2020	Increased community risk from/towards MAPPA offenders	

7 Maximise access to a range of support

Actions	Welsh Government /Review Priorities	Tasks	Lead Officer	By When	Risk	Comments
To enhance the work of voluntary groups and services across Gwent that is provided to vulnerable households	To maximise the support and services available to individuals faced with homelessness	Develop a greater understanding of all local services provided for vulnerable households, what services are	Housing Solutions Manager Caerphilly CBC (local)	Dec 2019	Duplication of work Ineffective use of resources	

		<p>delivered and how they are funded</p> <p>Review this information across Gwent and explore options for how this could be better co-ordinated and supported</p> <p>Produce a directory of voluntary services for use across Gwent</p>	<p>All Homelessness Leads (Regional)</p> <p>All Homelessness Leads (Regional)</p>	<p>February 2020</p> <p>Sept 2020</p>		
<p>To seek to manage and mitigate against the impacts of Universal Credit</p> <p>Page 43</p>	<p>To seek to reduce poverty, hardship and homelessness</p>	<p>Review demand for financial inclusion/debt advice services across Gwent</p> <p>Examine options for increasing capacity and joint working across Gwent</p> <p>Pilot possible options and evaluate outcomes and benefits</p> <p>Ensure homelessness is raised as a key issue in Anti-Poverty work in each Local Authority</p>	<p>All Homelessness Leads (Regional)</p> <p>All Homelessness Leads (Regional)</p> <p>All Homelessness Leads (Regional)</p> <p>All Homelessness Leads (Regional)</p>	<p>Sept 2020</p> <p>Dec 2020</p> <p>April 2021 & annual review</p> <p>Dec 2019 & ongoing</p>	<p>Increased homelessness presentations</p> <p>Increased cost to Local Authorities</p> <p>Universal credit – regional information on web with partners. Reduce duplication.</p>	

<p>To seek to further integrate Supporting People services at the heart of homeless prevention provision</p>	<p>To create greater connectivity between Support and homeless prevention, increasing the effectiveness of services overall</p>	<p>Develop specific training around homeless prevention for support workers in each local authority area</p> <p>Seek to develop local information sharing arrangements in line with GDPR in order to aid the facilitation of greater joint working and integration of services/outcomes</p> <p>To examine models of co-working/co-funding to deliver services more effectively</p>	<p>All Homelessness Leads (Regional)</p> <p>Housing Solutions Manager Caerphilly CBC (local)</p> <p>Housing Solutions Manager Caerphilly CBC (local)</p>	<p>July 2019 & ongoing</p> <p>May 2019</p> <p>February 2020 & ongoing</p>	<p>Increased homelessness presentations</p> <p>Potential loss of funding to SP programme through lack of evidence in homeless prevention agenda</p>	
<p>To provide easy access to debt and money management services</p> <p>Debt and money management - households with dependent children in them are considerably more susceptible to rent arrears in both the private and social housing sectors.</p>	<p>To seek to reduce poverty, hardship and homelessness</p>	<p>Review current provision and access arrangements</p> <p>Obtain views from service users and key agencies around services</p> <p>Make recommendations based on the findings and implement these where appropriate and practicable to do so in partnership with relevant agencies</p>	<p>Housing Solutions Manager Caerphilly CBC (local)</p>	<p>Dec 2019</p> <p>March 2020</p> <p>Sept 2020</p>	<p>Increase in homelessness presentations</p> <p>Inability to financially sustain tenancies</p>	

		Consider the services across each Local Authority and how these could be better integrated	All Homelessness Leads (Regional)	May 2021						
Page 45	To provide an appropriate range of support services for individuals with mental health issues	To ensure appropriate support is provided to a range households in order to prevent or relieve homelessness	Review current provision and access arrangements	Obtain views from service users and key agencies around services	Make recommendations based on the findings and implement these where appropriate and practicable to do so in partnership with relevant agencies	Consider the services across each Local Authority and how these could be better integrated	Housing Solutions Manager Caerphilly CBC (local)	March 2020	Increase in homeless presentations from individuals with mental health issues	Increased costs to agencies in addressing acute mental health issues
								Sept 2020		
								February 2020		
			All Homelessness Leads (Regional)	June 2020						
Page 45	To provide an appropriate range of support services for individuals with drug and alcohol issues	To ensure appropriate support is provided to a range households in order to prevent or relieve homelessness	Review current provision and access arrangements	Obtain views from service users and key			Housing Solutions Manager Caerphilly CBC (local)	March 2020	Increase in homelessness presentations	Increased costs to statutory agencies
								Sept 2020		

		<p>agencies around services</p> <p>Make recommendations based on the findings and implement these where appropriate and practicable to do so in partnership with relevant agencies</p> <p>Consider the services across each Local Authority and how these could be better integrated</p>	<p>All Homelessness Leads (Regional)</p> <p>All Homelessness Leads (Regional)</p>	<p>February 2020</p> <p>June 2020</p>	<p>in addressing health and wellbeing issues as a result of chronic alcohol/drug abuse</p>	
<p>To provide an appropriate range of support services for individuals fleeing domestic abuse</p>	<p>To ensure appropriate support is provided to a range households in order to prevent or relieve homelessness</p>	<p>Review current provision and access arrangements</p> <p>Obtain views from service users and key agencies around services</p> <p>Make recommendations based on the findings and implement these where appropriate and practicable to do so in partnership with relevant agencies</p> <p>Consider the services across each Local Authority and how these could be better</p>	<p>Housing Solutions Manager Caerphilly CBC (local)</p> <p>All Homelessness Leads (Regional)</p>	<p>March 2020</p> <p>Sept 2020</p> <p>February 2020</p> <p>June 2020</p>	<p>More significant adverse effects on individuals feeling domestic abuse</p> <p>Increased risk of harm to victims of abuse</p>	

		integrated				
To provide an appropriate range of support services for individuals being discharged from custody	To ensure appropriate support is provided to a range households in order to prevent or relieve homelessness	<p>Review current provision and access arrangements</p> <p>Obtain views from service users and key agencies around services</p> <p>Make recommendations based on the findings and implement these where appropriate and practicable to do so in partnership with relevant agencies</p> <p>Consider the services across each Local Authority and how these could be better integrated</p>	<p>Housing Solutions Manager Caerphilly CBC (local)</p> <p>All Homelessness Leads (Regional)</p>	<p>March 2020</p> <p>Sept 2020</p> <p>February 2020</p> <p>June 2020</p>	<p>Increase in homeless presentations</p> <p>Increase in rough sleeping</p> <p>Increased community risks and impact on wider community</p>	
To ensure that services are accessible to all households irrespective of their particular needs and backgrounds	To provide equality of access to services	<p>To undertake a review of services and how these are accessed, including a potential mystery shopper survey</p> <p>Explore findings and make recommendations across each area for service improvements where required</p>	<p>All Homelessness Leads (Regional)</p> <p>All Homelessness Leads (Regional)</p>	<p>Dec 2020</p> <p>June 2021</p>	<p>Increase in homeless presentations</p> <p>Ineffective use of resources</p> <p>Inequality in service delivery</p>	

To provide access to appropriate mediation services to prevent homelessness and tenancy failure	Increase in the homeless prevention activity and positive outcomes	<p>To undertake a review of the mediation services provided and explore possibilities for different delivery models, taking into account the funding used for schemes</p> <p>Consider options and make recommendations in light of findings</p> <p>Implement preferred options</p>	<p>All Homelessness Leads (Regional)</p> <p>All Homelessness Leads (Regional)</p> <p>All Homelessness Leads (Regional)</p>	<p>Sept 2020</p> <p>Feb 2021</p> <p>June 2021</p>	<p>Increase in youth homelessness</p> <p>Ineffective use of funding</p> <p>Duplication of services</p>	
To provide an appropriate range of support services for refugees and asylum seekers	To ensure appropriate support is provided to a range households in order to prevent or relieve homelessness	<p>Review current provision and access arrangements</p> <p>Obtain views from service users and key agencies around services</p> <p>Make recommendations based on the findings and implement these where appropriate and practicable to do so in partnership with relevant agencies</p> <p>Consider the services across each Local</p>	<p>Housing Solutions Manager Caerphilly CBC (local)</p> <p>All Homelessness Leads (Regional)</p>	<p>March 2020</p> <p>Sept 2020</p> <p>February 2020</p>	<p>Increase in homeless presentations</p> <p>Increase in rough sleeping among refugees</p> <p>Lack of community cohesion and impact on wider community</p>	

		Authority and how these could be better integrated		June 2020		
To provide an appropriate range of support services older persons at risk of homelessness	To ensure appropriate support is provided to a range households in order to prevent or relieve homelessness	<p>Review current provision and access arrangements</p> <p>Obtain views from service users and key agencies around services</p> <p>Make recommendations based on the findings and implement these where appropriate and practicable to do so in partnership with relevant agencies</p> <p>Consider the services across each Local Authority and how these could be better integrated</p>	<p>Housing Solutions Manager Caerphilly CBC (local)</p> <p>All Homelessness Leads (Regional)</p>	<p>March 2020</p> <p>Sept 2020</p> <p>February 2020</p> <p>June 2020</p>	<p>Increase in homeless presentations</p> <p>Increase in risk to health and wellbeing of older persons</p> <p>Increased costs in health care</p>	
To provide a co-ordinated approach to delivering support to families and expectant parents	To ensure appropriate support is provided to a range households in order to prevent or relieve homelessness	<p>Review current provision and access arrangements</p> <p>Obtain views from service users and key agencies around services</p> <p>Make recommendations based on the findings</p>	<p>Housing Solutions Manager Caerphilly CBC (local)</p> <p>All Homelessness Leads (Regional)</p>	<p>March 2020</p> <p>Sept 2020</p> <p>February 2020</p>	<p>Increase in homelessness presentations</p> <p>Increased costs to Local Authorities in provision of services</p> <p>Adverse impact on children's health, wellbeing and</p>	

		and implement these where appropriate and practicable to do so in partnership with relevant agencies Consider the services across each Local Authority and how these could be better integrated		June 2020	education	
To ensure homelessness services are aligned with the expectations of the Gwent Safeguarding Board	To ensure appropriate support and safeguards are in place to a range of households in order to prevent or relieve homelessness	Review existing safeguarding procedures within each Local Authority and Gwent protocols. Ensure staff are provided with appropriate training	All Homelessness Leads (Regional) All Homelessness Leads (Regional)	Aug 2019 Aug 2019 and ongoing		

8 Increase opportunities for training and employment for vulnerable people

Actions	Welsh Government /Review Priorities	Tasks	Lead Officer	By When	Risk	Comments
To create opportunities for training and employment for the most vulnerable in society including those who are homeless or at risk of being homeless	To increase training, education and employment opportunities to reduce poverty and increase financial capacity of households	Examine current provisions and to establish the gaps in services alongside opportunities Develop local partnerships to increase capacity and to increase opportunities	Housing Solutions Manager Caerphilly CBC (local) Housing Solutions	April 2020 July 2020 & ongoing	Increased social exclusion Increase in homelessness	

			Manager Caerphilly CBC (local)			
9 Recording and sharing information between partners, as appropriate, to help service-users						
Actions	Welsh Government /Review Priorities	Tasks	Lead Officer	By When	Risk	Comments
To ensure that services comply with the requirements of GDPR in day to day service delivery	To ensure services are legally compliant	Review existing arrangements in place under WASPI and make appropriate changes to ensure compliance	Housing Solutions Manager Caerphilly CBC (local)	May 2019	Failure to meet legal requirements and obligations	
To ensure that case recording systems and subsequent performance information are robust	To ensure the data provided and case recording systems are robust and can be used to inform service delivery, shape policy and inform demand	Review case recording system, database information and reporting system	Housing Solutions Manager Caerphilly CBC (local)	April 2020	Failure to meet legal requirements and obligations	
		Consider outcomes of review and implement recommendations		October 2020	Failure to be able to accurately record outcomes and data required by Welsh Government	
		Compare systems and data recording across Gwent in order to develop common frameworks and consistency in recording including supporting people funding services	All Homelessness Leads (Regional)	January 2021	Inability to accurately assess demand for services	
		Provide training to staff and implement framework	All Homelessness Leads (Regional)	April 2021		

To develop local information on service demands, performance and delivery to demonstrate service pressures and effectiveness of provision	Increase the local knowledge of service demands and pressure to inform future service delivery	Develop key reports and information from Caerphilly Council's database relating to Homelessness, Support and Temporary Accommodation	Housing Solutions Manager Caerphilly CBC (local)	Dec 2020	Failure to be able to accurately record outcomes and data required by Welsh Government Inability to accurately assess demand for services	

10 Modernise services to embrace new technologies and ways of working

Actions	Welsh Government /Review Priorities	Tasks	Lead Officer	By When	Risk	Comments
To ensure services are responsive and effective in addressing local needs through embracing new working practices and technology	Increase the effectiveness and resilience of statutory services provided to homeless households To provide connected customer service information systems in line with the requirements of GDPR	To develop agile working processes and implement this across the Housing Solutions service	Housing Solutions Manager Caerphilly CBC (local)	April 2019	Increase in homelessness through lack of service user awareness of services	
		To review and develop information sharing agreements across partner agencies in line with GDPR	Housing Solutions Manager Caerphilly CBC (local)	May 2020	Safe use and management of data and information	
		To examine IT system usage and how data and information can be best utilised to improve customer experiences and the effectiveness of service provision	Housing Solutions Manager Caerphilly CBC (local)	May 2021		

EQUALITY IMPACT ASSESSMENT FORM

April 2016

THE COUNCIL'S EQUALITIES STATEMENT

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

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

NAME OF NEW OR REVISED PROPOSAL *	Gwent Homelessness Strategy 2018-22
DIRECTORATE	Social Services and Housing
SERVICE AREA	Housing Solutions
CONTACT OFFICER	Sue Cousins
DATE FOR NEXT REVIEW OR REVISION	December 2019

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

INTRODUCTION

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

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

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

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

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

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

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

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

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

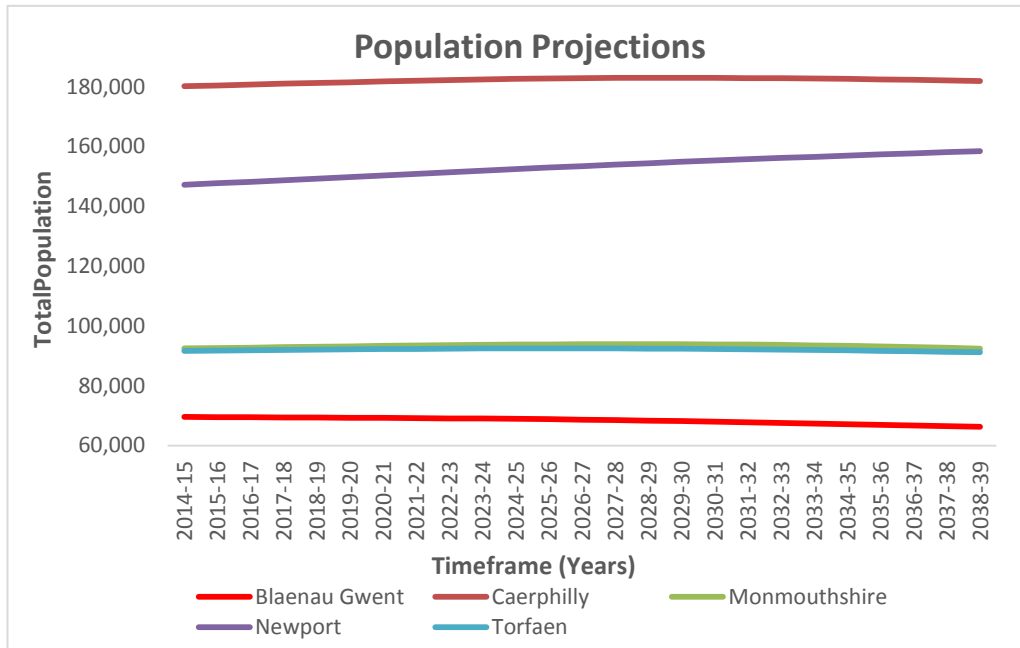
There are a number of supporting guidance documents available on the [Equalities and Welsh Language Portal](#) and the Council's Equalities and Welsh Language team can offer support as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered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

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve?</p> <p>The Gwent Homelessness Strategy is a requirement of the Housing (Wales) Act 2014. This is a new strategy and has been developed on a regional basis unlike any previously published homeless plan. The strategy is underpinned by an extensive review of services, stakeholders and providers and this research has directed the development of regional and local actions for the forthcoming 4 years. The strategy, review and action plan will be publically available documents, available in English and Welsh, on paper and on line.</p> <p>Councils in Gwent have a statutory duty to give housing advice to all its residents and duties to provide temporary accommodation as required to homeless families, pregnant women, certain young people and vulnerable single people. The Gwent Homeless teams also have a duty to cooperate with the responsible authorities: the police, probation and prisons to help to house high risk offenders and under the duties to prevent crime and disorder.</p> <p>The four priorities of the strategy are to</p> <ul style="list-style-type: none"> • Help improve access to suitable and affordable housing • Offer fast and effective advice and support, working with partners to help vulnerable people • Minimise homelessness and prevent it through early intervention • Ensure fair, equal and person-centred homeless services 																																																	
2	<p>Who are the service users affected by the proposal?</p> <p>Homelessness or the threat of such a crisis can happen to any household at any time, regardless of socioeconomic status, household make-up or age. We know the profile of service users through the data that each organisation collects (WHO12). There is a range of publically available information which shows us who our services users might be in the future. The extensive consultation exercise undertaken to develop the strategy also provides us with good information so that we can design and develop services and actions appropriate to meet the identified need.</p> <p>Table 1 displays the number of persons per square kilometre, showing that Monmouthshire is by far the most rural area in Gwent.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="text-align: left;">Number of people per square kilometre</th> <th>Mid-year 2011</th> <th>Mid-year 2012</th> <th>Mid-year 2013</th> <th>Mid-year 2014</th> <th>Mid-year 2015</th> <th>Mid-year 2016</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">Blaenau Gwent</td> <td>642.1</td> <td>642.2</td> <td>641.9</td> <td>640.8</td> <td>639.6</td> <td>640.4</td> </tr> <tr> <td style="text-align: left;">Caerphilly</td> <td>644.5</td> <td>645.4</td> <td>646.2</td> <td>648.7</td> <td>649.5</td> <td>650.6</td> </tr> <tr> <td style="text-align: left;">Monmouthshire</td> <td>107.8</td> <td>107.9</td> <td>108.5</td> <td>108.7</td> <td>108.9</td> <td>109.3</td> </tr> <tr> <td style="text-align: left;">Newport</td> <td>765.2</td> <td>766.9</td> <td>769.2</td> <td>770.7</td> <td>775.6</td> <td>782.8</td> </tr> <tr> <td style="text-align: left;">Torfaen</td> <td>725.5</td> <td>726.9</td> <td>727.2</td> <td>728.8</td> <td>730.6</td> <td>732.3</td> </tr> <tr> <td style="text-align: left;">Wales</td> <td>98.3</td> <td>98.5</td> <td>98.5</td> <td>98.6</td> <td>98.4</td> <td>98</td> </tr> </tbody> </table> <p style="text-align: center;">Table 1: National Statistics Local Authority Population Projections for Wales 2014</p>	Number of people per square kilometre	Mid-year 2011	Mid-year 2012	Mid-year 2013	Mid-year 2014	Mid-year 2015	Mid-year 2016	Blaenau Gwent	642.1	642.2	641.9	640.8	639.6	640.4	Caerphilly	644.5	645.4	646.2	648.7	649.5	650.6	Monmouthshire	107.8	107.9	108.5	108.7	108.9	109.3	Newport	765.2	766.9	769.2	770.7	775.6	782.8	Torfaen	725.5	726.9	727.2	728.8	730.6	732.3	Wales	98.3	98.5	98.5	98.6	98.4	98
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Population growth estimates in Graph 1 show that proportionally, the greatest population growth is projected to be in Newport over the next twenty years, with Caerphilly showing a small projected increase. Conversely, the population of Blaenau Gwent may decrease, whilst Torfaen and Monmouthshire reduce only slightly. It is fair to assume that Newport is likely to see more of a corresponding increase in the general demand for public services, compared to the other Gwent local authorities because of this.



Graph1: National Statistics Local Authority Population Projections for Wales 2014. *Assumptions about births, deaths, and migration are have also been incorporated into the figures by the Welsh Government

In Table 2 below, we see the range and levels of diversity across the region as a whole, broken down to the individual local authority level.

Table 2

Percentages of the Population:	Blaenau Gwent	Caerphilly	Monmouthshire	Newport	Torfaen	Wales
Aged 16-24*	10.8	10.4	9.2	11.1	10.6	11.6
Aged 25-44*	24.6	25.1	19.9	25.9	23.9	23.8
Aged 65 plus*	19.8	18.8	24.1	17.4	20.1	20.4
Working age adults that are disabled**	25.4	26	21.4	23.7	23.3	22.5
Male*	49.3	49.0	49.4	49.1	48.7	49.3
Female*	50.7	51.0	50.6	50.9	51.3	50.7
Identifying as other gender ***	There is a widely acknowledged gap in statistical data on gender identity in the UK, which it is anticipated the 2021 Census will address.					
From Non-white Background****	2	2	1.4	8	2.5	4.7
From White Background****	98	98	98.6	92	97.5	95.3
Gypsy and Irish Traveller*****	0.1	0.02	0.01	0.06	0.2	0.1
Asylum Seekers*****	0	0	0	18.32	0	-
Refugees*****	1.7	3.7	4.0	2.5	3.0	-
Household Language*****	0.7	0.5	0.6	2.9	0.5	1.7
Heterosexual*****	-	96.4	98.7	95.4	97.7	95
Identifying as Gay or Bisexual*****	-	1	0.7	1.9	1	1.5
1 Person Household*****	33	28	28	32	30	32
1 Adult with Child(ren)*****	7.8	8.0	4.6	8.1	7.1	6.8
2 Plus Adults and Child(ren)*****	19.8	22.3	21.3	22.2	22.1	20.3
2 Plus Adults no Children*****	39.8	41.9	45.8	37.8	41.0	41.3
No Religion*****	41.1	40.9	28.5	29.7	35.8	32.1
Christian*****	49.9	50.7	62.5	56.9	55.4	57.6
Buddhist*****	0.2	0.2	0.3	0.2	0.2	0.3
Hindu*****	0.1	0.1	0.2	0.5	0.3	0.3
Jewish*****	0.01	0.04	0.1	0.1	0.02	0.1
Muslim*****	0.3	0.2	0.3	4.7	0.3	1.5
Sikh*****	0.1	0.1	0.1	0.1	0.1	0.1
Other Religion*****	0.4	0.4	0.4	0.3	0.3	0.4
Pregnant (aged 19 and under)*****	11.8	11.7	7.9	9.6	11.7	11.9
Children looked after by local authority (aged 0-15)*****	17.3	18.9	16.5	20.2	18.4	17.9

Table 3 displays the number of households presenting to local authority homeless services throughout three financial years, compared to the duties owed:

Household Numbers Not Percentages	Blaenau Gwent			Caerphilly			Monmouthshire			Newport			Torfaen		
	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18
Total Household Numbers (Total Outcomes Only)	552	651	668	672	1581	1972	591	744	584	2154	2532	2142	780	1053	1116
Ineligible Homeless Assessment Applications	-	3	-	-	36	18	-	60	31	39	33	26	-	72	80
Eligible but not Homeless or Threatened with Homelessness	129	108	48	21	249	816	195	240	7	858	339	107	186	150	23
Eligible and Prevention Assistance Provided (section 66)	267	303	289	249	609	571	249	183	255	393	537	461	333	432	427
Eligible and Duty to help to Secure (section 73)	132	198	263	288	525	410	96	216	228	537	1107	968	147	315	395
Eligible, Homeless but not in Priority Need	9	18	32	45	54	19	6	9	19	114	321	294	24	6	129
Eligible, Homeless and in Priority Need, but Intentionally so	-	-	-	18	24	4	9	-	12	15	15	8	21	12	23
Eligible, Unintentionally Homeless and in Priority Need (section 75)	12	21	36	54	81	134	39	36	32	204	180	278	69	66	39
Total Section 66, 73 and 75 Duties	411	522	588	591	1215	1115	384	435	515	1134	1824	1707	549	813	861

Table 3 WHO12 Data Collected by Local Authorities. Numbers of presenting homeless cases and type of assistance given. Hyphen means zero figure was submitted to Welsh Government

IMPACT ON THE PUBLIC AND STAFF

3	<p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</p> <p>A wide ranging consultation exercise took place to ensure we consulted as broadly as possible:</p> <ul style="list-style-type: none">• A desktop review of key literature, statistical data and samples of homelessness cases from each of the five councils.• Focus groups and group discussions with key staff in the five councils (from departments relevant to the preparation and implementation of homelessness planning). Strengths, weaknesses, opportunities and threats (SWOT) and political, economic, social, technology and legislation (PESTL) analyses and semi-structured interviews were used.• Focus groups with Supporting People providers using SWOT and PESTL analyses and themed group discussions.• A regional event to collect feedback from service providers, partners and other stakeholders (over 400 individuals from representative organisations across Gwent were invited and 140 people attended the event. Representatives covering 25 themes• The themes we explored included gender, LGBT, domestic violence, gypsy and traveller communities, older people, young people and care leavers, mental health, drug and alcohol use, armed forces, offenders, disability, cultural diversity, ethnicity, refugee and asylum seekers, health and social care service users.• Surveys with people who have experienced homelessness and related services first hand across Gwent – factoring in equality and diversity, vulnerabilities and varying support needs (there were 165 respondents).• Direct engagement with different service user groups. <p>Homelessness services are provided by both statutory and voluntary agencies and must be built around the needs and preferences of service users, as much as reasonably possible. Consultation and partnership working has therefore been central to the development of the homelessness review and strategy. This will continue to be a very important element, as homelessness action plans develop in each of the five local authorities over the coming years.</p> <p>The data collected from service users has been anonymised. Statutory and voluntary agencies that helped to carry out the surveys were all provided with a brief to help make sure service users' consent was fully informed and everyone participated consensually.</p> <p>All the information collected has been analysed with fundamental elements being drawn out, to structure the reviews (and strategic action plans) and address the points outlined in the introduction. This work has then been condensed into the themes embraced within the homelessness strategy, in the form of a vision, mission,</p>
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	values and strategic objectives, with greater specific detail in the action plans.
	<p>Actions required:</p> <ul style="list-style-type: none"> • Check the equalities monitoring data returns; make sure we consult with Tai Pawb. • Take advantage of the Street Homeless Information Network to gain detailed insight into the support needs and homeless interventions required for this hard to consult group. • We need to improve our engagement with hard to reach homeless from home individuals and others such as sofa surfers. • Rolling service user surveys?

4	<p>What are the consequences of the above for specific groups?</p> <p>The benefits of cross boundary working across the region will provide us with the opportunities to provide wider ranging and more inclusive services: Savings may be achieved by jointly commissioning services (e.g. a cross boundary rough sleeper hostel, a cross boundary gypsy and traveller support service) however; working as individual authorities, the cost: benefit of providing a new service would be difficult to demonstrate. The regional strategy approach provides a much needed partnership funding opportunity to provide services we can ill afford as individual local authorities.</p> <p>Equality and fair access to services are essential components of the new homelessness strategy. All of the Gwent local authorities have statutory duties contained in the Equality Act 2010 and each of the Gwent local authorities Strategic Equality and Diversity Plans/Policies for further information have been referenced in the strategy. There are a number of policy documents around equality, diversity and fairer access to services that have strategic links with homelessness. Examples include: The completion of a Gypsy and Traveller Accommodation Assessment, to identify housing needs amongst the Gypsy and Traveller community; older people strategies and plans; SP strategies and plans; younger people's strategies and plans, housing adaptation and disabled facility grant policies and procedures and also plans connected to refugee and asylum seekers.</p> <p>We are aware that individually, authorities within the region have variations in terms of diversity: Newport for example, being a city authority, demonstrates a wider range of ethnicity, refugee/asylum seekers and religious variation amongst its homeless presentations. In Blaenau Gwent there are a higher proportion of single homeless presentations compared to the rest of the region and given that it is the smallest of the council areas within the region, this represents a difficulty in terms of assisting single homeless people.</p> <p>Through adopting a regional consultation approach and comparison of historical and more recent data, the regional homeless strategy approach provides us with a wider range of opportunities to address imbalances of service across the region for homeless people who are not currently in receipt of the most appropriate services.</p>
	<p>Actions required:</p> <ul style="list-style-type: none"> • Maintain equalities data monitoring and analysis throughout the period of the

	<p>strategy.</p> <ul style="list-style-type: none"> • Annually review the strategy action plan where changes in equalities monitoring data have been identified. • Ensure the strategy action plan continues to be relevant and positive for all service users.
<p>5</p>	<p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p> <p>All documentation associated with the development and preparation of the regional strategy has been undertaken in accordance with Welsh Language Standards 88 to 93. All published documentation will be available in English and Welsh, on paper and online.</p> <p>All services available in English will also be available in Welsh, whether spoken or written. This will apply to all services such as the provision of advice and assistance, the provision of legal documentation such as personal housing plans and, correspondence confirming the duties under the Housing (Wales) Act 2014.</p>
	<p>Actions required:</p> <ul style="list-style-type: none"> • Collect, monitor and review the demographic spread of Welsh language speakers amongst service users • If possible, utilise the 2021 census data on Welsh language and demographic spread across the region • Conduct an annual Welsh skills audit of housing advice staff and available referral services • Continue to promote and encourage Welsh language learning opportunities within homeless and associated services for homeless service users • Promote services in Welsh alongside all existing and planned homeless service user communications

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available?</p> <p>We are satisfied that all the available information from service users, stakeholders, officers and staff has been taken into account in the preparation of the 4 year strategy. We are also aware that data capture limitations do exist, such as that for rough sleepers. A new and interactive information collection exercise is planned for the whole of Wales in 2019 known as SHIN (the Street Homeless Information Network). This project will provide detailed information on this service user group, to assess need and improve service planning mechanisms for rough sleepers. This will assist us with the Gwent regional approach to assisting rough sleepers throughout the term of the strategy</p> <p>There will always be under reporting of some forms of homelessness by certain service users and these are issues largely outside of the remit of the strategy. However, where wider information and data collections from other partner agencies permits data sharing, we will work as closely as possible to be as inclusive as possible with service provision. Examples of potential under-reporting are hate crime incidents and domestic violence, where the barriers to reporting and seeking homelessness service assistance lies with the service user not the service.</p>
	<p>Actions required:</p> <ul style="list-style-type: none"> • Ensure that all our homeless service partnership work includes confidential routes and pathways for diverse groups.

CONSULTATION

7	<p>What consultation has taken place?</p> <p>Guidance and advice in the preparation and undertaking of this assessment has been sought from:</p> <p>Anwen Cullinane Senior Policy Officer (Equalities and Welsh Language) Public Protection, Penallta House, Ystrad Mynach, CF82 7PG Tel: 01443 864404 Email: equalities@caerffili.gov.uk</p> <p>Vicki Doyle Policy Officer: provision of advice on census data capture and planned changes for 2021 Corporate Policy Unit, Penallta House, Tredomen, Ystrad Mynach, CF82 7PG Tel: 01443 866391 Email: doylevm@caerphilly.gov.uk</p> <p>Lisa Rawlings Regional Armed Forces Covenant Liaison Officer: additional survey data provision Tel: 01443 864447 Email: rawlil@caerphilly.gov.uk</p>
	<p>Actions required:</p>

MONITORING AND REVIEW

8	How will the proposal be monitored? All service user data collection systems are set up to record and monitor equalities data. The assessment of the homeless duties local authorities are required to make go a stage further: the homeless assessment has to take into consideration an applicant's particular circumstances. Examples of this will be whether an applicant is fleeing domestic violence, is experiencing hate crime, has vulnerability or other special reason determining them as vulnerable for that reason. This type of detail is recorded within the statutory homeless returns required by Welsh Government.
	Actions required: <ul style="list-style-type: none">• Monitor the statutory WHO12 data sets specifically tables 3 and 4a to 4d
9	How will the monitoring be evaluated? We will use the collected equalities monitoring data to examine the efficacy of the strategy action plan to ensure that it remains representative of the various and diverse groups we have identified across the region. How and when will you do this?
	Actions required: <ul style="list-style-type: none">• Include the requirement to monitor and evaluate the effectiveness of equalities monitoring in the homeless strategy action plan annual review.
10	Have any support / guidance / training requirements been identified? As expressed in the WG's 10 year Homelessness Plan 2009-19 it remains important to maximise opportunities for training and employment for vulnerable people, as " <i>engagement with training and employment creates the foundation for stable tenancies</i> ". The WG's New Employability Plan launched March 2018 provides four updated actions for improving employability in Wales. Understandably the WG's Rough Sleeping Action Plan 2018 and National Principles for Housing First 2018 make strong strategic links with employment, education and training and these themes are all connected with the new homelessness strategy. Staff training and the need for continual professional development (CPD) is connected to significant amount of the consultation feedback. For example, customer service skills, managing expectations, managing confrontation, working with private landlords, legal knowledge, proficiency tests, psychologically informed practice, ensuring refresher training and good training for new staff and apprenticeship schemes were all mentioned during the Welsh Homeless Network meeting on 16.01.18. In the Wales Audit Office report How Local Government manages demand –

	<p>Homelessness 2018, recommendation 1 supports staff being “<i>sufficiently skilled to deal with the new demands of mediating, problem solving, negotiating and influencing</i>”. Training was brought up a number of times during consultation (e.g. Welsh Homeless Network meeting 16.01.18 and Caerphilly Council Staff Focus Group meeting 24.01.18). However, it remains a concern that training could become increasingly limited due to council capacity/cost (e.g. Monmouthshire County Council Local Authority Staff Focus Group 13.02.18). Further, there are concerns that homeless legislation is being interpreted differently (e.g. Stakeholder Engagement Event on 28.02.18) and this could impact on the accuracy of the data capture for certain client groups.</p> <p>Prison leavers and those leaving institutions or care are consistently at risk of homelessness and should be focused upon, with prison leavers particularly at risk of rough sleeping. Exploring specialist recovery and rehabilitation programmes, community payback unpaid work, education, training and employment, mentoring and working with families of offenders etc. can be an effective approach to take. I think this paragraph is in the wrong section.</p>
	<p>Actions required:</p> <p>There are certain areas we have identified that are not overly resource intensive:</p> <ul style="list-style-type: none"> • Work with Rent Smart Wales to promote and improve awareness of equality and diversity in the private rented sector (the highest growth area of housing supply in Wales). standards/educate landlords in the sector e.g. offer free training and support for landlords • Lack of training among statutory and 3rd sectors on modern day slavery and risks of exploitation to vulnerable, including those homeless, with mental health and substance misuse issues: work with Supporting People to promote training opportunities • Gypsy and Traveller cultural awareness training is required by all agencies: arrange a regional training and awareness raising event • The provision of council staff training could be opened up to agency staff to ensure consistency of and maximise resources. • Participate in the Integrated Offender Management group which has been established to take an holistic approach to the wellbeing of offenders, their families and reduce the re-offending rate.

<p>11</p>	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>Consultation with hard to reach groups such as street homeless rough sleepers has the potential to radically improve through the SHIN project. This project will be hosted by the Wallich and will manage the collection of rough sleeper information across Wales. The benefit of this data collection is that it will link in with the Supporting People outcomes data. Supporting People and Homelessness services are intrinsically linked partners.</p> <p>All of the homeless teams in the region operate the Abris housing management system, which will enable consistency and accuracy of our equalities data collection.</p>
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	A Gwent wide Armed Forces Covenant Liaison Officer is in post to ensure forces leavers are not disadvantaged because of the time spent away from the region on military service. The post holder has successfully achieved changes in housing policy in two of the local authorities in Gwent: this is a significant achievement and addresses a major area of housing disadvantage.
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12	<p>What wider use will you make of this Equality Impact Assessment?</p> <p>The practice of undertaking an EIA on a regional basis has provided us with the assurance that the five authorities have considered the equalities agenda in a consistent manner. The overarching themes identified in the consultation process have been developed into actions that are underpinned by themes and wider strategic actions to encompass equal access to all. Where the strategic action plan contains local actions, the relevant local authority will incorporate the local standards of their equality and diversity policies.</p> <p>The EIA will be used when we need to respond to emerging trends and changes in regional and area specific population demographic over the term of the strategy action plan. This EIA will also be used to support regional and local proposals for new schemes and support commissioning with partner agencies.</p>
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	<p>Actions required:</p> <ul style="list-style-type: none"> • Include EIA within the Regional Homeless Strategy document set for publication • EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.
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Completed by:	Suzanne Cousins
Date:	18 th October 2018
Position:	Housing Solutions Manager
Name of Head of Service:	Shaun Couzens



CABINET – 12TH DECEMBER 2018

SUBJECT: UNIT 21 LAWN INDUSTRIAL ESTATE, RHYMNEY – LEASE RENEWAL TO GROUNDWORK CAERHILLY T/A THE FURNITURE REVIVAL

REPORT BY: CORPORATE DIRECTOR COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 To seek Cabinet approval for the Council to enter into a new 10 year lease with Groundwork Caerphilly (trading as The Furniture Revival) for Unit 21 Lawn Industrial Estate. The unit comprises 13,103 sq ft and attracts a peppercorn annual rental of £1 per annum.
- 1.2 The request set out in this report was originally considered and endorsed by Cabinet on 7th June 2017. Since then, there has been a change of legal entity from GC Enterprises (Wales) Ltd to Groundwork Caerphilly in order to achieve the tax benefits afforded to a charity.

2. SUMMARY

- 2.1 Groundwork Caerphilly trading as The Furniture Revival and predecessor organisations has been in occupation of Unit 21 Lawn Industrial Estate since May 2001 when a 10 year lease was granted and subsequently the company has held over on the existing agreement by virtue of the Landlord & Tenant Act 1954. The lease is on fully repairing and insuring terms at an annual rental of £1 per annum.
- 2.2 The Furniture Revival is a social enterprise which, through minimising waste for disposal by reuse and recycling supports the community and alleviates poverty by providing access to household furniture, electrical items and household paint whilst providing a hub for volunteers and facilitating training to enhance employability and skills.
- 2.3 The report sets out how the request for a new lease meets the requirements of the Council's Protocol for the Disposal of Property. The report also details the financial implications if the new lease is agreed and how the Council would comply with the EC regulations on State Aid.
- 2.4 Cabinet approval is being sought to enter into a new 10 year lease with Groundwork Caerphilly trading as The Furniture Revival at less than the best price that could potentially otherwise be achieved to maintain the best service interests of the Authority.

3. LINKS TO STRATEGY

- 3.1 The provision of key employment sites make a major contribution to the Council's regeneration strategy – A Foundation for Success 2018-23, Caerphilly's Future Generations and Wellbeing Action Plan and WG's strategy "Prosperity for All".
- 3.2 Groundwork Caerphilly trading as The Furniture Revival assists the Local Authority in its statutory duty under the EU Waste Framework Directive 2008 to manage waste through reuse

and recycling. The Furniture Revival's recycling, employment, training and social activities contribute towards the aims of the Environment Act 2016, WG's "Towards Zero Waste Wales - One Wales: One Planet" strategy, the Social Services and Wellbeing (Wales) Act 2014 and the priorities and aims within the Council's "Anti-Poverty Strategy".

3.3 The Council's industrial property portfolio and The Furniture Revival's activities based within the Council industrial unit promotes economic activity through provision of employment opportunities and contributes to the objectives for sustainable development as set out in the Well-Being of Future Generations (Wales) Act 2015 by engendering:-

- A prosperous Wales
- A resilient Wales
- A more equal Wales
- A Wales of Cohesive Communities
- A globally responsive Wales.

4. THE REPORT

4.1 Unit 21 Lawn Industrial Estate comprises 13,130 sq ft and has been occupied by Groundwork Caerphilly (and GC Enterprises (Wales) Ltd), currently trading as The Furniture Revival, and predecessor organisations since May 2001.

4.2 The Furniture Revival originally began in 1999 as Groundwork Caerphilly's Community Furniture Enterprise project. Since its establishment the project has been governed by Groundwork, initially via the Groundwork Caerphilly Trust, more recently through the Groundwork Wales Trust, and in 2007 the project became a Company Limited by Guarantee (GC Enterprises (Wales) Ltd), operating as a non-profit distributing social enterprise, before reverting to the Groundwork Caerphilly registered charity in December 2017. The Authority has a long-standing association with the project.

4.3 The Furniture Revival seeks to achieve environmental, social, financial, and community goals. Through minimising waste for disposal by reuse and recycling initiatives, it aims to alleviate poverty by providing access to household furniture, electrical items and household paint whilst supporting the community by providing a hub for volunteers and facilitating training to enhance employability and skills.

4.4 The Furniture Revival has seen steady growth in recent years and staff numbers have grown from five in 2011 to 14 in 2018, the majority of whom live in the Upper Rhymney Valley, and aims to continue its growth plan for long term economic sustainability. The Furniture Revival undertakes several projects in partnership with the Council which include:-

- Furniture and electrical reuse.
- Community repaint Caerphilly.
- Office clearance / Home moves.
- Community re-floor / Homelife.
- The book revival.
- Promotion of waste awareness and sustainability.

4.5 The positive impact of The Furniture Revival is demonstrated by its 2017 outputs:

- 152 tonnes of furniture, electrical items and paint diverted from disposal;
- Nearly 3,000 households contributed items and over 2,200 households have accessed low cost furniture;
- The cost to the Authority for the collection and disposal of these items would have been circa £20,000;
- Social benefits include working with 47 volunteers who have provided nearly 9,000 hours of their time, 46 schools engaged with and a significant number of community

groups supported.

- 4.6 In 2001 the Council leased Unit 21, Lawn Industrial Estate, Rhymney on a 10 year lease at a £1 per annum rental, with associated fully repairing and insuring terms. The original lease was granted in return for the project providing the Council with assistance in meeting recycling targets, assisting low income households and creating supported employment and training opportunities.
- 4.7 It was anticipated that the project would have been self funding at the end of 5 years. The original lease expired in 2011, but at that time there were concerns over the future of the project, as it had not achieved self-funding status and grant assistance that had previously been provided was being withdrawn. Subsequently, the project has continued to operate and remained in occupation of Unit 21 Lawn Industrial Estate by holding over on their original lease agreement by virtue of the Landlord & Tenant Act 1954.
- 4.8 Under the 1954 Act a business tenant has the right to a new lease on terms to be agreed and the market rent is estimated at circa £13,130-£19,695 per annum, based on £1-£1.50 per ft². This is lower than rentals achieved elsewhere on the estate, as Unit 21 is significantly larger and no other demand has been identified in the Upper Rhymney Valley area for Council owned business units of this size.
- 4.9 The Local Government Act 1972: General Disposal Consent (Wales) 2003 allows the Council to enter into a disposal at an undervalue where it considers that the disposal is in the interests of the economic, social or environmental well-being of the whole or any part of its area, or any or all persons resident or present in its area and the undervalue is £2,000,000 or less.
- 4.10 Under the Council's constitution, a lease of 10 years duration is a disposal and the Council's Protocol for Disposal of Property requires that:-
- Paragraph 8.1(vi) – “All disposals will be at the best price achievable. Any disposal at less than the best price available to be approved by Cabinet and, if appropriate, the National Assembly for Wales.”
- 4.11 Given that this would be a 10-year lease at a potential maximum rental of £19,000, officers consider the capitalised value to be within those limits and that WG approval need not be sought. However, the Council should notify its external auditor within 28 days of taking the decision to do so.
- 4.12 Accordingly, Cabinet approval is being sought to enter into a new 10 year lease with Groundwork Caerphilly trading as The Furniture Revival at less than the best price that could potentially otherwise be achieved to maintain the best service interests of the Authority.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 This proposal contributes to the Well-being Goals as set out in the Links to Strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act and it is aimed at improving the environmental, social and economic well-being of the area.
- 5.2 The proposal aligns with the following well-being goals:-
- A prosperous Wales – providing local employment opportunities in the community that create prosperity for the local population.
 - A resilient Wales – providing employment opportunities makes the area more resilient to external economic factors.
 - A more equal Wales - ensuring that the disadvantaged people have access to good quality, affordable furniture and electrical goods.
 - A Wales of Cohesive Communities – providing local employment opportunities stabilises

and develops local communities and prevents outmigration as people seek work opportunities elsewhere.

- A globally responsive Wales - reducing the impact of climate change through recycling products thereby minimising disposal and the need for providing replacement raw materials.

6. EQUALITIES IMPLICATIONS

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

7. FINANCIAL IMPLICATIONS

- 7.1 Should Cabinet agree to enter into the proposed lease, the Council will lose potential income of circa £13,130-£19,695 per annum, for the duration of the lease. However, whilst there is considerable demand for small industrial units of 500-1,500 sq ft in the Upper Rhymney Valley, there is no demand for premises of the larger size of Unit 21 of 13,103 sq ft. Consequently, if Unit 21 is not occupied by Groundwork Caerphilly, there is potential for the premises to remain vacant for some considerable time, until an alternate tenant is secured.
- 7.2 If Unit 21 were to be vacated by Groundwork Caerphilly, the Council would be liable for the property's National Non Domestic Rates, £12,255.50 for 2016/17, until an alternative tenancy is secured. It should also be noted that Groundwork Caerphilly's activities also reduced collection and disposal of waste by 152 tonnes in 2017, which represents a cost saving of circa £20,000 for the Council.
- 7.3 Should the Council provide Groundwork Caerphilly with a new lease at a £1 per annum the advice of Legal Services is that this would be considered to be State Aid. However, as the amount of State Aid falls within the acceptable European Commission limit that will not distort competition it can be regarded as 'de minimis' aid. Therefore, if Cabinet approves the new 10 year lease for the unit, appropriate State Aid monitoring arrangements will be put in place to ensure compliance with the State Aid de minimis regulations.

8. PERSONNEL IMPLICATIONS

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

9. CONSULTATIONS

- 9.1 The comments from consultees have been included in the report.
- 9.2 The three Ward Members for Moriah and Twyn Carno Wards, which are in the vicinity of the unit, have been consulted and all are in favour of renewing the lease with Groundwork Caerphilly on the terms proposed.

10. RECOMMENDATIONS

- 10.1 That Cabinet approves that the Council enter into a new 10-year lease, at a rental of £1 per annum and on the same terms, with Groundwork Caerphilly trading as The Furniture Revival for Unit 21 Lawn Industrial Estate.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 To support Groundwork Caerphilly trading as The Furniture Revival, which through minimising waste for disposal by reuse and recycling, sustains the community and alleviates poverty by providing access to household furniture, electrical items and household paint whilst providing a hub for volunteers and facilitating training to enhance employability and skills.
- 11.2 To comply with the Council's Protocol for Disposal of Property.

12. STATUTORY POWER

- 12.1 Local Government Act 1972. This is a Cabinet function.

Author: Antony Bolter, Business Support & Funding Manager

Consultees:

Cllr. Sean Morgan	Cabinet Member for Economy, Infrastructure, Sustainability and Well Being of Future Generations
Mark S Williams	Interim Corporate Director, Communities
Mark Williams	Interim Head of Property
Tim Broadhurst	Estates Manager
Michael Williams	Management Surveyor
Nicole Scammell	Head of Corporate Finance
Stephen Harris	Interim Head of Corporate Finance
David Roberts	Principal Group Accountant
Richard Crane	Senior Solicitor
Rhian Kyte	Head of Regeneration & Planning
Cllr. David Harse	Councillor for Moriah Ward
Cllr. John Bevan	Councillor for Moriah Ward
Cllr. Carl Cuss	Councillor for Twyn Carno Ward & Cabinet Member for Social Care and Wellbeing

Background Papers: None

Appendices: None

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CABINET– 12TH DECEMBER 2018

SUBJECT: INDUSTRIAL AND OFFICE PROPERTY PORTFOLIO – PROPOSED CHANGES TO LETTINGS CRITERIA AND PROCEDURES

REPORT BY: CORPORATE DIRECTOR (COMMUNITIES)

1. PURPOSE OF REPORT

- 1.1 To seek approval for proposed changes to the lettings procedure for the Council's industrial and office property portfolio.

2. SUMMARY

- 2.1 The Council's industrial and office property portfolio comprises 235 industrial units, 15 office buildings and two individual small units mainly located in 13 industrial estates and business parks across the County Borough.
- 2.2 The existing lettings process includes procedures that can take some months to conclude, resulting in periods of time when units are unoccupied, which have an adverse effect on income generation and can result in reduced customer satisfaction with the service provided.
- 2.3 The report sets out the existing processes and procedures and suggests two key improvements that would reduce the time involved in processing new applications for tenancy.

3. LINKS TO STRATEGY

- 3.1 The provision of key employment sites makes a major contribution to the Council's Regeneration Strategy 'A Foundation for Success' (July 2018), Caerphilly's Future Generations and Wellbeing Action Plan and Welsh Government's strategy "Prosperity for All: economic action plan".
- 3.2 The Council's industrial and office property portfolio promotes economic activity through the provision of employment opportunities and contributes to the objectives for sustainable development as set out in the Well-Being of Future Generations (Wales) Act 2015 by engendering:
- A prosperous Wales;
 - A resilient Wales;
 - A Wales of Cohesive Communities.

4. THE REPORT

Background

- 4.1 The Council's industrial and office property portfolio comprises 235 industrial units, 15 office buildings and two individual small units mainly located in 13 industrial estates and business parks across the County Borough (see Appendix 1).
- 4.2 In addition, two projects are at an advanced stage of development to increase the portfolio via an extension to The Lawns Industrial Estate in Rhymney and a new development of industrial/office premises at Ty Du in Nelson. ERDF European funding has been secured for these two projects.
- 4.3 The forecast annual income (2018-19 estimate) generated by the portfolio is £2,287,000, based on the existing occupancy level, which is currently just over 95%. At the time of writing this report there are a number of vacant offices as follows:
- 3 x office suites available in Tredomen Business & Technology Centre;
 - 1 x small office available in the Smart Zone in Tredomen Innovation & Technology Centre;
 - 1 x office building available in Woodfieldside Business Park.
- There are currently no businesses on the waiting lists for these offices, so they are being actively marketed.
- 4.4 There are also 17 industrial units either available or about to become available. New tenants have been identified for all but one of these and they are progressing through the process as set out in paragraph 4.6 below. The remaining unit, for which all existing interest has been exhausted, is now being actively marketed.
- 4.5 At any one time, there are approximately 150 people and businesses included on the waiting list for units. The number increases as new enquiries are received and decreases as each person is contacted when a unit becomes available as many have found alternative premises by the time they are contacted. In some cases, enquirers remain on the waiting list for several years if they are only interested in one location.

Current Procedures

- 4.6 The existing procedure to effect a change in tenancy has been in place, with minimal alterations for the past 20 years. The existing procedure is set out below:
- 4.6.1 Existing tenant gives written notice of their intention to vacate (usually three months' notice).
- 4.6.2 Officer confirms end date of tenancy and informs Finance that the rent will not be paid after that date.
- 4.6.3 Officer arranges for a dilapidations inspection to be carried out to agree any rectification work with the outgoing tenant.
- 4.6.4 Officer works through the waiting list for the industrial or office location offering the unit to the next person on the list until a prospective new tenant is identified. This will involve several phone conversations, leading to a viewing appointment and ultimately a provisional offer to be agreed in principle. This process can take several months to conclude as enquirers are frequently difficult to contact and the process often results in a negative response from the enquirer.
- 4.6.5 When a suitable prospective tenant has been identified, they make a formal application for the unit and the relevant due diligence is undertaken. A bank reference is usually sought, which can take over two weeks to return.

- 4.6.6 When the application is complete, a report is prepared and submitted for consideration and approval by the Cabinet Member for Economy, Infrastructure, Sustainability & Wellbeing of Future Generations Champion and the Head of Regeneration & Planning.
- 4.6.7 If approved, this delegated decision is posted on the Members' Portal and after three days, the decision is acted on. The draft heads of terms are sent to the new tenant and a request is sent to the Council's Legal team asking for a tenancy agreement or lease to be produced and signed off by the incoming tenant. This can take in excess of one month to conclude, sometimes more than two months.
- 4.6.8 When the new tenant has signed and returned the lease or tenancy agreement, the Council's Finance team are instructed to inform them of the new tenancy; rent and a bond is paid; and the new tenant is given the keys to the unit.
- 4.7 Within the above process, there are frequently delays which result in the unit being unoccupied for a number of months after the existing tenant has departed. The most significant delays occur during the following parts of the process:
- 1 Dilapidations inspections should be carried out by a suitably qualified or experienced officer and this can take some time to organise. Until recently there has not been the capacity in the Property Services team to provide support, however this has now been rectified. Reports commissioned from the private sector in the interim have resulted in overly detailed reports, which if applied to the premises would result in a prohibitively high cost to the outgoing tenant (although it should be noted that the Council expects all outgoing tenants to return units in a fit and proper state).
 - 2 Working through the waiting list can take up to six months to resolve. Many enquirers have been on the list for a long time and eventually decide they no longer want the unit. Others confirm interest, but are difficult to contact and the viewing process becomes extended. In practice it can take several appointments to secure an interested applicant and this part of the process can take up to six months to conclude.
 - 3 The lease or tenancy agreement drafting and agreement can take over two months. The main causes for delay appear to be: capacity/workload issues in the Council's Legal team; and difficulties achieving agreement with the new tenant's legal representative regarding the content.

Proposed revisions to the Procedures

- 4.8 Clearly, it would be beneficial to improve the speed at which tenancies are changed. At present, there are times in the process when the units are unoccupied, which reduces the income generated. There are a number of improvements that could address the primary causes of delay in the system:
- 4.8.1 Business Support & Funding Team officers will write to each person on the waiting list to inform them that the procedure is changing and, if they are still interested in renting a property, to register for automatic alerts on available property via the Council's website.
 - 4.8.2 When a unit becomes available, interested parties will receive an e-mail and be invited to submit proposals for a tenancy on an application form by a given deadline. They will be made aware that the Council is not obliged to accept any offer made. They will be asked to provide a financial reference and business plan, confirm the type of business and that they have environmental and equalities policies in place. This process would follow a similar procedure to a Council-run procurement exercise.
 - 4.8.3 Legal Services will draft, in consultation with Business Support & Funding Team officers and Property Services, both standard Heads of Terms and standard tenancy

documents (leases and annual tenancies) and these documents will be available on the Council's website for prospective new tenants to consider. The new tenant, and their legal representative, will be advised that amendments of any substance will only be accepted in exceptional circumstances and minor drafting amendments will not be permitted except in the case of manifest error.

- 4.9 The submitted proposals would then be considered by Officers of Regeneration & Planning and Property Services, with one selected as the successful candidate, based on the criteria set out in the table below:

Criteria	Score
Business Status (rationale for proposal)	
Expanding business with job growth	5
Start-up business	4
Existing inward investing business	3
Existing business moving to consolidate	2
Business down-sizing for financial reasons	1
Jobs to be accommodated (current employees)	
20+ employees	5
6 – 20 employees	4
3 – 5 employees	3
2 employees	2
1 (owner operator)	1
Growth potential (jobs to be created)	
20+ new jobs	5
6 – 20 jobs	4
3 – 5 jobs	3
1 – 2 jobs	2
No growth forecast	1
Links to local economy	
Works symbiotically with another local employer	5
Compliments many local employers on an ad hoc basis	4
Works symbiotically with local trades	3
Works for local residents/retail	2
Web retail	1

- 4.10 A report with a recommendation to accept this proposal will then be prepared and submitted to the Head of Regeneration and Planning for consideration (who will consult with the Cabinet Member for Economy, Infrastructure, Sustainability & Wellbeing of Future Generations Champion). If approved, this Delegated Decision will be posted on the Members' Portal and draft heads of terms sent to the new tenant and the letting progressed. All other submitted proposals will be contacted to confirm that they were unsuccessful for this particular property but will receive an alert when the next property becomes available. This new process would run alongside the procedure for the existing tenant to depart which will reduce the time units are vacant and therefore minimise the loss of rental income.
- 4.11 Further to its implementation, this new process will be monitored to ensure that it remains effective and adjustments will be made as and when appropriate in consultation with the Cabinet Member for Economy, Infrastructure, Sustainability and Well Being of Future Generations.

Rent review

- 4.12 Alongside the proposed changes to the lettings procedure, officers in Property Services have commenced a review of rents charged for each of the industrial and office units in the Council's portfolio. This review is ongoing and the findings will be used to ensure that the rental rates are aligned with the market rate as required by the Landlord & Tenant Act.
- 4.13 Given that a review has not been carried out since 2008, a small increase in market rate is anticipated (although local property experts have indicated informally that Council rents are broadly in line with the market).
- 4.14 The review of each estate will be completed over a period of one year, and any changes to the rent will be applied on an estate by estate basis. This will commence in April 2019 when the tenants affected by any proposed change have been served with the required notice. The outcomes of the review will be the subject of a report for information in 2019.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 The Council's industrial and office property portfolio contributes to the Well-being Goals as set out in Links to Strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act and it is aimed at improving the environmental, social and economic well-being of the area.
- 5.2 The proposal aligns with the following well-being goals:
- A prosperous Wales – providing local employment opportunities in the community that create prosperity for the local population;
 - A resilient Wales – providing employment opportunities makes the area more resilient to external economic factors;
 - A Wales of Cohesive Communities – providing local employment opportunities stabilises and develops local communities and prevents outmigration as people seek work opportunities elsewhere.

6. EQUALITIES IMPLICATIONS

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

7. FINANCIAL IMPLICATIONS

- 7.1 This proposed change of procedure will lead to improved income generation by shortening or removing the periods when industrial and office units are unoccupied and not generating rental income.

8. PERSONNEL IMPLICATIONS

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

9. CONSULTATIONS

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

10. RECOMMENDATIONS

- 10.1 That the proposed changes to the lettings process set out in paragraphs 4.8-4.10 are approved.
- 10.2 Further to its implementation, this new process will be monitored to ensure that it remains effective, and adjustments be made as and when appropriate, in consultation with the Cabinet Member for Economy, Infrastructure, Sustainability and Well Being of Future Generations.
- 10.3 That all future leases prepared under the proposed new procedure include a requirement for information to be provided annually to the Council in respect of the jobs created/accommodated.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 To improve the income generation capacity of the Council's industrial and office property portfolio.
- 11.2 To ensure that a better service is provided to persons and businesses requiring industrial and office premises.
- 11.2 To continue to comply with the Council's Protocol for Disposal of Property.
- 11.3 To monitor the effectiveness and impact of the proposed new procedure in respect of jobs growth within the local economy.

12. STATUTORY POWER

- 12.1 Local Government Act 1972. This is a Cabinet function.

Author: Antony Bolter, Business Support & Funding Manager

Consultees:

Cllr. Sean Morgan	Cabinet Member for Economy, Infrastructure, Sustainability and Well Being of Future Generations
Mark S Williams	Interim Corporate Director, Communities
Mark Williams	Interim Head of Property
Tim Broadhurst	Estates Manager
Michael Williams	Management Surveyor
Nicole Scammell	Head of Corporate Finance
Stephen Harris	Interim Head of Business Improvement Services
David Roberts	Principal Group Accountant
Robert Tranter	Head of Legal Services / Monitoring Officer
Lisa Lane	Interim Monitoring Officer
Richard Crane	Senior Solicitor
Rhian Kyte	Head of Regeneration & Planning

Background Papers: None

Appendices: Appendix 1 – Business Support & Funding Property Portfolio

Business Support & Funding Property Portfolio

Industrial units:

Site	Number of units & Approx Size (Sq Ft)	Total Number of Units
Lawn Industrial Estate, Rhymney	16 x 500 2 x 1,000 1 x 13,000	19
New Tredegar Business Park, New Tredegar	8 x 500 8 x 800 4 x 1,000	20
Oakdale Business Park, Oakdale	6 x 5,000 2 x 10,000 4 x 13,000 1 x 40,000	13
St David's Industrial Estate, Pengam	4 x 400 10 x 700-900 1 x 1,600 1 x 2,000 1 x 2,700	17
Penmaen Industrial Estate, Pontllanfraith	6 x 500 3 x 800 2 x 1,000 3 x 1,700 1 x 5,000	15
Woodfieldside Business Park, Pontllanfraith	21 x 1,000 1 x 1,500	22
Penmaen Small Business Centre, Pontllanfraith	7 x 300 19 x 400 4 x 500 3 x 700 5 x 1,000 2 x 1,500	40
Tram Road Industrial Estate, Pontllanfraith	2 x 1,400 2 x 1,800 1 x 2,400	5
Dyffryn Business Park, Ystrad Mynach	38 x 870 2 x 1,700	40
Waunfawr (Newtown) Business Park, Crosskeys	2 x 2,000 1 x 3,000	3
Park Road Industrial Estate	3 x 670	7

	4 x 960	
Caerphilly Business Park, Caerphilly	2 x 580 2 x 750 24 x 800-900 1 x 1,400 2 x 1,700 1 x 2,600 2 x 4,000	34
38B, High Street, Rhymney	1 x 1,150	1
Gelligroes Mill, Pontllanfraith	1 x unspecified	1
Total		237

Offices:

Site	Size (Sq Ft)	Total Number of Tenants
Tredomen Business & Technology Centre	15,000	7 + CCBC (Regeneration & Planning and Housing)
Tredomen Innovation & Technology Centre	16,000	12
Tredomen Gateway	12,000	8 + CCBC (Health & Safety)
Foxes Lane, Oakdale	2 x 10,000 1 x 15,000	3 + CCBC Social Services
Cherry Tree House, Oakdale	10,000	CCBC WHQS
Woodfieldside Business Park, Pontllanfraith	3 x 2,000 3 x 3,200 1 x 4,000 1 x 5,000	4 + CCBC (Social Services & Youth Offending Service)



CABINET – 12TH DECEMBER 2018

SUBJECT: SUDS APPROVAL BODY (SAB) SERVICE LEVEL AGREEMENTS WITH LOCAL AUTHORITIES

REPORT BY: INTERIM CORPORATE DIRECTOR - COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 Cabinet agreed to the Implementation of the Sustainable Drainage Systems Approval Body (SAB) on 25th April 2018. This further report is requesting Cabinet approval to deliver Sustainable Drainage Approval Body (SAB) technical services and functions for other neighbouring local authorities via Service Level Agreements (SLA's) as highlighted in the previous Cabinet report.

2. SUMMARY

- 2.1 Schedule 3 of the Flood and Water Management Act (FWMA) 2010 requires surface water drainage for new developments to comply with mandatory National Standards for Sustainable Drainage systems (SuDs). It also requires surface water drainage systems to be approved by a SuDs Approving Body (SAB) before construction work with drainage implications may begin.
- 2.2 The responsibility for delivery of the SAB functions rests with the 22 local authorities in Wales alongside their duties as Lead Local Flood Authority (LLFA); the SAB function will commence on 7th January 2019.
- 2.3 Caerphilly County Borough Council is seen as a lead authority with regard to SAB implementation and operation. Cabinet approval is sought to establish Service Level Agreements (SLA's) with other local authorities to undertake technical services and functions on their behalf.

3. LINKS TO STRATEGY

- 3.1 This report links directly to the Well-being goals within the Well-being of Future Generations Act (Wales) 2015:
- *A prosperous Wales*
 - *A resilient Wales*
 - *A healthier Wales*
 - *A more equal Wales*
 - *A Wales of cohesive communities*
 - *A globally responsible Wales*
- 3.2 The report links to the authority's Well Being Objective 4: Promoting a modern, integrated and sustainable transport system that increase opportunity, promotes prosperity and minimises the adverse impacts on the environment

- 3.3 There are further links to the Engineering Services Division Objectives:
- 3.3.1 To promote safe and efficient transport and land drainage infrastructure through quality service delivered by means of cost effective management, maintenance and improvement of the networks.
 - 3.3.2 To develop engineering solutions and methods which have regard to the value of the natural and built environment and to the principle of sustainable development.
- 3.4 Effective regulation and Management of flooding/flood risk promotes sustainable development, which does not exacerbate flooding. This links to the Caerphilly County Borough Council (CCBC) Flood Risk Management Strategy and Plan.

4. THE REPORT

- 4.1 Schedule 3 of the Flood and Water Management Act 2010 requires surface water drainage for new developments to comply with mandatory National Standards for Sustainable Drainage Systems (SuDs). It also requires surface water drainage systems to be approved by a SuDs Approving Body (SAB) before construction work with drainage implications may begin.
- 4.2 As a lead authority on SuDS and SAB, CCBC have been approached to undertake some of the technical services and functions associated with the SAB for other local authorities covered under an SLA. Each SLA would be bespoke for each local authority based on a mixture of fees and recharges.
- 4.3 Preliminary discussions with some neighbouring authorities have already taken place. There is a readiness for these authorities to access the specialist service CCBC can provide.
- 4.4 Appropriate legal advice has been sought to ensure that any such opportunities are feasible. It is anticipated that the SLA will initially last two years which ties into the SAB financial review period stated by Welsh Government (WG).
- 4.5 The recently approved SAB organisational structure allows both new and existing roles to be flexible to enable all staff to undertake current duties and the new statutory functions of the Flood and Water Management Act 2010.
- 4.6 The income generation from the SAB is predicted to cover all salary costs and overheads associated with supplying this statutory function for CCBC. Any income generation from other authorities will produce efficiencies within the service which can further reduce the risk in supplying these self-funded services; however, additional resources may also be procured to meet service demands if the income generation and business case require.
- 4.7 Caerphilly is a lead authority on the SAB and these SLA's will mean we are also leading the way on a collaborative regional approach to SAB delivery.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 This report contributes to the Well-being Goals as set out in paragraph 3.1. The effective regulation of flooding and managing flood risk links to the following Well-being goals of the Well-being of Future Generations Act (Wales) 2015 and is also consistent in all of the five ways of working as defined within the sustainable development principle in the Act that it supports:
- 5.1.1 **A resilient Wales**
The new statutory function will lead to a better sustainable integrated approach for dealing with rainwater that uses the landscape to protect developments from flooding and prevent

pollution, delivering a controlled flow of clean water that can be used for amenity and wildlife benefits. The implications of flooding can be significant on local businesses so flood prevention enables our businesses and communities to be more resilient. The involvement of residents, businesses and communities is vital to the success of sustainable development in the long term.

5.1.2 **A prosperous Wales**

The new statutory function will lead to sustainable drainage systems that contribute to the quality and functionality of host landscapes providing usable and attractive places for local community users to enjoy. The implications of flooding can be significant on local businesses so flood prevention enables our businesses and communities to be more prosperous. Collaborative networks have been set up with National Resources Wales, Welsh Water, other local authorities and local communities, integrating with council's internal departments (Countryside and Landscape, Planning, Environmental Health and Urban Renewal) which prevent duplication of task undertaken.

5.1.3 **A healthier Wales**

A clean, green environment where water is seen as a resource, with access to open space, clean air and water are key elements of health and well-being. For instance by working closely with Caerphilly's Planning and Countryside departments and local developers promoting nature based solutions this will also be a key element of health and well-being. This integrated working of services will be critical to successful outcomes being achieved with the SAB implementation.

5.1.4 **A more equal Wales**

Some of our poorest environmental quality is associated with our most deprived areas. Ensuring that everyone across the county borough has equal access to a clean, green and an attractive environment is a core element of our work, and is a supported SAB function.

5.1.5 **Wales of cohesive communities**

By managing flood risk and engaging with the community through creative solutions this will provide SuDs features that offer multi-functionality and successfully integrating sustainable management of water into the surrounding local landscapes. This demonstrates that we promote communities to be caring and environmentally conscious. This in turn helps to create a tidier, more attractive place for residents, visitors and potential inward investors

5.1.6 **A globally responsible Wales**

One of Caerphilly's corporate objectives is to reduce carbon emissions and reduce our contribution to global warming. Multiple biodiversity and a reduction in carbon emissions will be achieved by promoting sustainable development over the long term.

6. **EQUALITIES IMPLICATIONS**

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

7. **FINANCIAL IMPLICATIONS**

- 7.1 The SAB will deal with a technical statutory approval process and be able to charge and recover costs for various services under the SLA's (See Appendix A – Statutory Application Costs and Appendix B - for the Additional chargeable services set by CCBC)
- 7.2 Full applications – Under the current proposal by WG one property or above (or development above 100sq.m or with drainage implications) would require SAB approval. This process is chargeable at rates set by WG. Application costs start from £350 (minimum) up to £7,500

(maximum) calculated by reference to the size of the construction area. (See Appendix A – Statutory Application Costs)

- 7.3 SAB pre-applications – This is a key function of the SAB to engage with developers for technical pre-application discussions, steering developers to comply with the National Standards. These pre-application comments are a chargeable service, although SAB pre-application engagement is limited to a high level overview. Detailed comments will be provided at the Full application stage. The charges for pre-application will range from £150 - £750 depending on the size of the development. (See Appendix B – Additional Chargeable Services set by CCBC)
- 7.4 Additionally, there are fees for other technical services offered to applicants e.g. site meetings at £168 per officer per site visit; consult with statutory consultees at the pre- application stage at £120; technical advice for discharge of conditions at £60 per hour and also a charge for a Full Application Validation Check at £78. (See Appendix B – Additional Chargeable Services set by CCBC).
- 7.5 Inspection of assets – SuDs schemes will need to be inspected by the SAB during construction, to ensure they are built to appropriate standards. WG have set a proposed rate at £168 per officer per site visit for this inspection. The frequency of inspections will depend on the size and complexity of the site.
- 7.6 Adoption arrangement – SuDs which meet the specified adoption criteria can be offered for adoption to the SAB. Adoption of the drainage assets by the other local authorities will be via a bespoke legal agreement and commuted sums or maintenance charges which reflect the maintenance /replacement plan that will be required by each LA respectively for the lifetime of the development. All commuted sums worked out for the other local authorities will be based on cost recovery via an hourly rate. All legal agreements will be undertaken and completed by the local authority adopting the assets.
- 7.7 The current financial predictions are based on historical planning application submissions and were detailed in the Cabinet report on the 25 April 2018. These projections demonstrate a robust business case for the delivery of the SAB function which is based upon an average of 350 applications per year plus some 250 Pre –SAB applications, giving an estimated income potential of some £200k per annum. Any additional work undertaken for surrounding authorities via an SLA will allow the service to be more efficient in its delivery which will improve the business case for this service provision.

8. PERSONNEL IMPLICATIONS

- 8.1 The current organisation does not allow for this statutory function to be undertaken and specialist dedicated expertise is required to deliver this Service, as identified within the previous Cabinet report on 25 April 2018. These additional resources will be recruited in an incremental manner as determined by the internal workload and requirements for services from other local authorities.

9. CONSULTATIONS

- 9.1 All consultees' comments have been incorporated within the report.

10. RECOMMENDATIONS

- 10.1 That Cabinet authorises the Head of Infrastructure to enter into discussions with other Local Authorities with a view to Caerphilly CBC delivering technical SAB services and functions in accordance with service level agreement(s).

10.2 That approval of formal terms and implementation of each SLA be delegated to the Head of Infrastructure in consultation with the relevant Cabinet Member and Head of Legal Services.

11. REASONS FOR THE RECOMMENDATIONS

11.1 To allow CCBC to enter into SLA's enabling income generation for CCBC while providing a collaborative approach with neighbouring local authorities for the statutory requirement under Schedule 3 of the Flood and Water Management Act 2010 to deliver the SAB. This will allow CCBC to provide continuity of work for staff via income generation and contribute to the ethos of collaboration and regional working.

12. STATUTORY POWER

12.1 Flood and Water Management Act 2010
s.101 Local Government Act 1972
s.19 Local Government Act 2000

Author: Michelle Johnson – Senior Engineer (Drainage)

Consultees: Councillor Sean Morgan, Deputy Leader and Cabinet Member for Economy, Infrastructure, Sustainability and Wellbeing and Future Generations Champion
Mark S Williams, Interim Corporate Director of Communities
Rob Tranter, Head of Legal Services and Monitoring Officer
Nicole Scammell, Head of Corporate Finance and S151 Officer
Marcus Lloyd, Head of Infrastructure Division
Rhian Kyte, Head of Planning and Regeneration
Lynne Donovan, Head of People Services
Mike Eedy, Finance Manager
Anwen Cullinane, Senior Policy Officer (Equalities & Welsh Language)
Clive Campbell, Transportation Engineering Manager
Kevin Kinsey, Acting Engineering Projects Group Manager
Chris Adams, Acting Highway Operations Group Manager
Gareth Richards, Highways Maintenance Manager

Appendices:

Appendix A Statutory Sustainable Drainage Application Fees
Appendix B Additional Chargeable Services

Background Papers:

Implementation of the Sustainable Drainage Systems Approval Body (SAB) – Cabinet 25/4/18

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Appendix A

Statutory Sustainable Drainage Application Fees

£350 for each application; and an additional amount up to a maximum of £7,500 calculated by reference to the size of the construction area as follows
£70 for each 0.1 hectare or fraction of 0.1 of a hectare, for the first 0.5 hectare;
£50 for each 0.1 hectare or fraction of 0.1 of a hectare, from 0.5 hectare up to and including 1.0 hectare;
£20 for each 0.1 hectare or fraction of 0.1 of a hectare, from 1.0 hectare
£10 for each additional 0.1 hectare

Appendix B

Additional Chargeable Services

Activity	Charge		Expected deliverables
	Size (Ha)	Fee	
Pre Application Advice (Single Application Written advice)	0.1 – 0.5	£150	<ul style="list-style-type: none"> Written advice only, based around requirements of the WG National Standards. The level of detail provided in any response will be based upon the level of information submitted at pre-application stage. Pre-Application requirements including guidance and forms to be detailed within CCBC SuDs Design and Adoption guidance.
	0.5 – 1.0	£350	
	1.0 +	£500	
Pre Application Advice (Single meeting)	0.1 – 0.5	£250	<ul style="list-style-type: none"> Verbal advice only, based around requirements of the WG National Standards. The level of detail provided in any response will be based upon the level of information submitted at pre-application stage. Pre-Application requirements including guidance and forms to be detailed within CCBC SuDs Design and Adoption guidance. Post meeting electronic communication summarising advice. Limited to 1-hour duration with 1 SAB officer or extension by agreement. Held at SAB offices. Additional time subject to additional work charge.
	0.5 – 1.0	£500	
	1.0 +	£750	
Pre Application (Additional work)	£60 / hour / per officer		<ul style="list-style-type: none"> This service forms part of the pre application advice and cannot be used in isolation to other services. Additional work required to be agreed prior to commencement of activity.
Pre Application (Site Visit)	£60 / hour / per officer		<ul style="list-style-type: none"> This service forms part of the pre application advice and cannot be used in isolation to other services. This will incur travel expenses per officer attending (to be agreed prior to the meeting, including out of County visits).

Activity	Charge		Expected deliverables
	Size (Ha)	Fee	
Pre Application (Consult statutory consultees)		£120	<ul style="list-style-type: none"> • This service is in addition to the standard pre application advice and cannot be used in isolation to other services. • Consultation based upon submitted pre-application information. Response provided as part of written pre-application response. * CCBC cannot guarantee a response will be provided by statutory consultees.
Technical Advice		£60 / hour	<ul style="list-style-type: none"> • This service is in addition to statutory and chargeable services and cannot be used in isolation. Statutory and chargeable services to be paid upfront. • Technical advice relating to the discharge of SAB condition or SAB approval. • This service is available by prior appointment only.
Pre submission Full Application Validation check		£78	<ul style="list-style-type: none"> • Electronic communication summarising validation check prior to application submission. Screened against statutory validation requirements.

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CABINET – 12TH DECEMBER 2018

SUBJECT: PROOF OF RESIDENCY AT HOUSEHOLD WASTE RECYCLING CENTRES

REPORT BY: INTERIM CORPORATE DIRECTOR FOR COMMUNITIES

1. PURPOSE OF REPORT

To seek Cabinet approval to restrict the use of the Council's Household Waste Recycling Centres (HWRCs) to Caerphilly County Borough residents only and for the introduction of arrangements to require proof of residency.

2. SUMMARY

- 2.1 A considerable number of residents living outside the County Borough are using our Household Waste Recycling Centres (HWRCs). A recent survey undertaken at the HWRCs indicated that non-resident usage accounts for between 15 – 50% of all site traffic. This is largely dependent on the location of the site and the time of day. It is evident that since the implementation of strict user rules at some of our neighbouring Authority's disposal facilities there has been a significant influx of cross border traffic into our sites. The additional traffic has put a considerable burden on our resources and our disposal costs have increased significantly. Implementing a 'proof of residence' check system will effectively control the matter and ensure that we are only receiving and disposing of material arising from residents of the County Borough.

3. LINKS TO STRATEGY

- 3.1 The proposed service charges will contribute to providing more efficient, effective and compliant services, enable the Authority to continue to meet the statutory recycling targets and support the circular economy by providing secondary material for the resource recovery sector.

Caerphilly County Borough Council's impressive recycling performance reinforces our credentials as a better place to do business and hopefully attract further inward investment and create a cleaner greener environment for all.

A sustainable waste management service contributes to the following Well-being Goals in the Well-being of Future Generations (Wales) Act 2015:

- A prosperous Wales;
- A resilient Wales;
- A healthier Wales;
- A more equal Wales;
- A Wales of cohesive Communities;
- A globally responsible Wales.

4. THE REPORT

- 4.1 It is clear that the 'cross border' use of this Council's 6 Household Waste Recycling Centres (HWRCs) has been commonplace for some time. This is in part a reflection of our established network of sites being located close to population catchments on our borders particularly Trehir (near Cardiff Council), Crosskeys (near Newport City Council), Penallta (near Merthyr Tydfil County Borough Council) and Rhymney (near Merthyr Tydfil and Blaenau Gwent County Borough Councils). Even the centrally located sites at Penmaen and Aberbargoed have experienced significant outsider traffic. Within the last two years the number of people using our sites has risen dramatically and it is quite clear that changes in neighbouring Councils' waste rules have led to an increase in traffic at all Caerphilly Council sites. Several factors have compounded matters and led to additional material having to be treated, disposed of and paid for by this Authority.
- 4.2 Blaenau Gwent and Merthyr Tydfil now have strict user requirements and a lot of their residents are now driving to HWRC sites within Caerphilly county borough where such restrictions are presently not in place. Furthermore, there has been a noticeable trend for many Local Authorities to reduce the number of facilities they operate. Most neighbouring Authorities have rationalised the number of facilities on offer (see table 1 below).

<u>Local Authority</u>	<u>Number of Sites</u>	<u>Population</u>
Cardiff	2	363,000
Rhondda Cynon Taff	7	240,000
Newport	1	150,000
Blaenau Gwent	1	69,500
Merthyr Tydfil	2	60,000
Torfaen	1	93,000
Caerphilly	6	182,000
Vale of Glamorgan	2	128,000

The consequence of this is more restricted access and tighter controls on site use at the remaining HWRCs in these local authorities resulting in more non-residents coming to Caerphilly County Borough to take advantage of our disposal facilities.

- 4.3 Caerphilly has now been burdened with dealing with extra amounts of waste arising outside the County Borough. Moreover, this material has increased contamination issues resulting in additional treatment costs. This situation cannot be sustained by current operational budgets and it threatens to compromise statutory recycling performance.

- 4.4 A proof of residency requirement would control this issue. Proof of residency is now commonplace at Local Authority HWRCs and there are a number of different systems in place across the country including permit systems and requirements to show documents proving identification and home address. Following a review of options, it is proposed that users of Caerphilly Council HWRCs will be required to prove that they are a resident of the county borough by production of a valid driving licence before being allowed to use the HWRC. This is a simple proof of residency as a driving licence includes address details, a photo, and moreover it is a legal requirement to be able to produce your driving licence to the Police when driving. It is understood that the implementation of this straight forward measure in other local authorities has resulted in significant reductions in disposal costs.
- 4.5 In order to minimise disruption to residents a communication plan will be developed and implemented in advance of the proposed changes. This will include website updates, signage and leaflets on sites. Technical Assistants will assist site operatives for the first 2 weeks following implementation to engage with users and answer any queries that may arise. Additionally, neighbouring local authorities will be advised of the changes in order for them to communicate to residents and plan for any changes to their waste arisings.
- 4.6 It is therefore proposed that from April 1st 2019, subject to Cabinet approval and following a public awareness campaign, use of the Council's 6 Household Waste Recycling Centres will be restricted to users who are able to produce a valid photocard driving licence on request.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 This proposal contributes to the Well-being Goals as set out in the Links to Strategy above.
- 5.2 The delivery of a sustainable waste management service to the public fits in with the aims of the Well Being of Future Generations Act in particular the 5 ways of working:-
- **Long Term** - The proposal will help the Authority to manage its household waste arising more efficiently, effectively and resourcefully and therefore help to attain the ever increasingly stringent recycling targets.
 - **Integration** – The proposal will help to regulate site usage and harmonise operations to the benefit of Caerphilly County Borough Council residents.
 - **Inclusive** – Site users, staff and the regulatory Authorities responsible for Highways, Health and Safety and Environmental Protection are involved in this new policy implementation to deliver safer more effective services.
 - **Collaboration** - We are working with our neighbouring Authorities, government agencies to ensure we deliver best practice.
 - **Prevention** – This policy proposal will enable the Authority to provide a service that is compliant with environmental protection and safety legislation and provide a better service offer to the residents of our County Borough.

6. EQUALITIES IMPLICATIONS

- 6.1 An equalities EIA screening has been completed in accordance with the Authority's strategic Equality Plan requirements.

- 6.2 This proposal is targeting people residing outside the County Borough. We will be alerting our neighbouring Councils of our intentions. The HWRC sites across the County Borough are designed for residents with vehicles. Therefore there is a positive impact to Caerphilly County Borough residents in that this proposal will free up capacity for the benefit of Caerphilly County Borough residents.

7. FINANCIAL IMPLICATIONS

- 7.1 Proof of residency checks will be implemented within existing resources. Waste disposal costs from the HWRCs currently amount to £2,099,249 per year (based on 2017/18). It is anticipated that significant savings will be generated from the implementation of this policy.

8. PERSONNEL IMPLICATIONS

- 8.1 There are no personnel implications although the proposal will involve deploying our existing workforce to implement, monitor and enforce the new policy.

9. CONSULTATIONS

- 9.1 The report has been sent to the consultees listed below and all consultations responses have been incorporated in the report.

10. RECOMMENDATIONS

- 10.1 Cabinet are asked to approve the implementation of the proof of residency requirement for users at all of the Council's Household Waste Recycling Centres as set out in section 4 above.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 To ensure that the Council is only disposing of and treating waste arising from residents of Caerphilly County Borough.
- 11.2 To ensure compliance with household waste recycling site licence conditions and to reduce the financial burden on the Authority.
- .

12. STATUTORY POWER

- 12.1 Local Government Act 2000 and Environmental Protection Act 1990

Author: Rhodri Lloyd, Principal Waste Management Officer
lloydri1@caerphilly.gov.uk

Consultees:

Hayley Jones	Waste Strategy and Operations Manager
Councillor Nigel George	Cabinet Member for Neighbourhood Services

Councillor John Bevan	Chair Waste Review Group
Councillor Denver Preece	Vice Chair Waste Review Group)
Mark S. Williams	Interim Corporate Director of Communities
Rob Hartshorn	Head of Public Protection, Community & Leisure Services
Rob Tranter	Head of Legal Services and Monitoring Officer
Mike Eedy	Finance Manager
Anwen Cullinane	Senior Policy Officer
Shaun Watkins	HR Manager
Corporate Management Team	

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CABINET – 12TH DECEMBER 2018

SUBJECT: THE NATIONAL TRAINING FRAMEWORK ON VIOLENCE AGAINST WOMEN, DOMESTIC ABUSE AND SEXUAL VIOLENCE

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 To advise Cabinet of the progress made against the Council's training plan, to align corporate governance arrangements, and to seek approval to invoke Section 17(2) of the Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 which will enable the Council's training plan to be delivered in a more effective and sustainable way.

2. SUMMARY

- 2.1 The Violence Against Women, Domestic Abuse & Sexual Violence (Wales) Act 2015 aims to improve the public sector response in Wales to abuse and violence. One of the key mechanisms of the Act is the National Training Framework which defines, as a statutory requirement, training that must be completed by all staff.
- 2.2 In June 2017 Corporate Management Team endorsed the Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV) Training Plan 2017-2022+ outlining our plans to create a trained workforce with managers trained to a higher level so that they can provide peer support and leadership to the workforce. Training is required over 6 groups ranging from all staff (group 1) to leadership and elected members (group 6). Some staff will require training in more than one group.

In July 2017 guidance was received from Welsh Government to prioritise Group 1 training rollout against the National Training Framework (NTF) statutory target of 100% of the workforce to complete by the end of 2017/18. At the end of March 2018, no Gwent local authority had met this target and 28% of Caerphilly Council's workforce had completed Group 1 training.

In addition Gwent Authorities were working with the Gwent Regional VAWDASV Team (the team who co-ordinates VAWDASV activity across Gwent on behalf of Welsh Government) to start delivering Group 2 Ask and Act Training in 2017/18 as the region is an 'early adopter site' for Wales.

- 2.3 This report provides:

- a progress update
- details of challenges overcome
- two identified barriers preventing progress.
- a draft Policy Statement for Welsh Government proposing that functions should be exercised differently from the course set out in statutory guidance (National Training Framework)
- governance requirements

3. LINKS TO STRATEGY

- 3.1 The Violence Against Women, Domestic Abuse & Sexual Violence (Wales) Act 2015 is set within the wider legislative context of the Well-being of Future Generations (Wales) Act 2015 and the Social Services and Well-being (Wales) Act 2014 and provides an opportunity to embed Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV) as a priority in determining the well-being of our nation.
- 3.2 Implementing the National Training Framework (NTF) contributes to the following well-being goals with the Well-being of Future Generations (Wales) Act 2015:
- A prosperous Wales
 - A healthier Wales
 - A more equal Wales
 - A Wales of cohesive communities
- 3.3 The Caerphilly Council's Strategic Equality Strategy and the Domestic Abuse, Gender-based Violence and Sexual Violence Policy.
- 3.4. The Gwent Regional Violence Against Women, Domestic Abuse and Sexual Violence Strategy 2018-2023

4. THE REPORT

- 4.1 Gender-based violence, domestic abuse and sexual violence can include all kinds of physical, sexual and emotional abuse, and can occur within all kinds of intimate relationships, including same sex relationships, and familial relationships. Those experiencing violence against women (forced marriage, honour based violence and female genital mutilation), domestic abuse and sexual violence, access a range of public services for many reasons. They may be in contact with police about the abuse they are receiving, but all too often this is not the case. It is much more likely that they are in contact with public services about housing issues, require medical attention or are part of the education system. Each of these services can provide a gateway to support for victims and opportunities for early intervention and prevention.
- 4.2 The Violence against Women, Domestic Abuse & Sexual Violence (Wales) 2015 Act aims to improve the public sector response by providing the strategic focus to improve the arrangements for the prevention, protection and support for individuals affected by such violence and abuse.

The National Training Framework aims to ensure a consistent standard of care for those who experience violence against women, domestic abuse and sexual violence and an unfailing standard of service throughout the public service to this client group

- 4.3 In June 2017 Corporate Management Team endorsed the Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV) Training Plan 2017-2022+ outlining our plans to create a trained workforce with managers trained to a higher level so that they can provide peer support and leadership to the workforce. Training is required over 6 groups ranging from all staff (group 1) to leadership and elected members (group 6). Some staff will require training in more than one group.

In July 2017 guidance was received from Welsh Government to prioritise Group 1 training rollout against the National Training Framework (NTF) statutory target of 100% of the workforce to complete by the end of 2017/18. At the end of March 2018, no Gwent local

authority had met this target and 28% of Caerphilly Council's workforce had completed Group 1 training.

In addition Gwent Authorities were working with the Gwent Regional VAWDASV Team (the team who co-ordinates VAWDASV activity across Gwent on behalf of Welsh Government) to start delivering Group 2 Ask and Act Training in 2017/18 as the region is an 'early adopter site' for Wales.

4.4 Vital progress has been made during 2017/18 to create internal capacity to deliver our training sessions. An agreement with Blaenau Gwent and Caerphilly Social Care Workforce Development service is now in place for the co-ordination and delivery of Group 1 face to face sessions (Awareness Raising), Group 2 (Ask and Act) and Group 3 (Champions) training. £30,000 in total has been committed to resource this over 2018/19 + 2019/20. This budget amount is unfunded.

Progress has also been made to overcome technical IT difficulties experienced when accessing the Learning @NHSWales e-learning platform

4.5 Group 1 progress :

- At the end of March 2018, 2186 (28%) of current employees had completed Group 1 training (Awareness Raising).
- To date 2777 (35%) of staff have completed Group 1 training. 2227 by e learning + 550 through classroom sessions.

Group 2 progress:

- At the end of March 2018, 182 (11%) of identified staff had completed Group 2 Ask and Act training.
- To date 247 staff (15%) of identified staff have completed Group 2 training.

Elected Members:

- At the end of March 2018, 65 (89%) Elected Members have completed the Group 1 e-learning training.
- To date 72 (99%) Elected Members have completed the Group 1 e-learning training.
- Elected Members have also viewed the Strengthening Leadership Series films

4.6 Whilst the Council has committed staff time, resources and finances to progress our NTF statutory requirements, there are two main barriers that are preventing delivery of the training plan

- 1) Group 1 classroom sessions. The Gwent Regional VAWDASV Team has set a limit on the number of participants allowed to attend each classroom session we deliver, this is set at a maximum of 12 individuals per session. This is making delivery too costly, too time intensive and impossible to embed into existing training arrangements. Caerphilly Council has just under 8000 staff. The statutory target of training 100% of staff in Group 1 is challenging and the 2018 completion date has already passed. 2000+ of these staff are not able to access the e-learning package and thus require classroom sessions.
- 2) Group 2 sessions. The requirement, within the NTF, to have a specialist sector trainer at every Group 2 training session is delaying progress. Capacity, contractual and financial issues at a regional and national level have restricted availability of specialist trainers which has impacted on the ability of Council staff to complete the training. This is likely to be the same when Group 3 training is introduced.

The Caerphilly and Blaenau Gwent Workforce Development Service is able to deliver this training in house to a high quality. This not only builds vital flexibility into the system but also enhances staff development and creates long term sustainability (to support the requirement for statutory refresher training). Workforce Development trainers can also play a major role in a peer support network across Gwent. All training delivered will be WG approved and meet the outcomes of the NTF.

- 4.7 To propose these amendments to the way in which the NTF will be delivered, the Council is required by The Violence Against Women, Domestic Abuse & Sexual Violence (Wales) Act 2015 to submit a Policy Statement to the Minister. Attached in Appendix 1 is a Draft Policy Statement to the Minister written under Section 17(2) of the Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015. It explains how these issues are affecting progress and proposes a different course of delivery. It is proposed that a) there be no limit (within reason) to the number of attendees on Group 1 classroom sessions delivered in house and b) that delivery of both Group 2 and Group 3 sessions will be in house without specialist sector attendance. To support this the Policy Statement requests that Workforce Development trainers are upskilled with specialist knowledge to develop their skills and knowledge, add capacity into the regional system and build sustainability for the longer term.
- 4.8 The Council is also required by the NTF to adopt a governance process for this work. Whilst delivery of the plan is supported and monitored by the Gwent Regional VAWDASV Team who then compiles an annual regional report to Welsh Government, a local structure is required to ensure that this work is co-ordinated within the wider local safeguarding agenda. Consideration should be given to align this work to the Council's Corporate Safeguarding Board and that the Council's Safeguarding Policy be reviewed to unite the VAWDASV agenda.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 This proposal contributes to the Well-being Goals as set out in the Links to Strategy above. Implementing the VAWDASV National Training Framework is consistent with the five ways of working as set out in the Well-being of Future Generations (Wales) Act 2015. In particular, raising awareness and developing skills amongst our workforce will assist in preventing abusive relationships happening or continuing. The ongoing delivery of the Framework will sustain a shift in the public sector response over the long term. Involving our staff in this important issue will assist in meeting the needs of our communities.

6. EQUALITIES IMPLICATIONS

- 6.1 The provision of VAWDASV training contributes to the public sector equality duty, the current Strategic Equality Plan and Objective 1 of the associated action plan:
- Tackling Identity-Based Violence and Abuse

7. FINANCIAL IMPLICATIONS

- 7.1 As set out above. In addition to the unfunded cost of training (£30k over two years) there will be additional salary costs where staff are paid to undertake training over and above their contracted hours.

8. PERSONNEL IMPLICATIONS

- 8.1 All staff will complete Group 1 training. Implementation of the National Training Framework in its entirety will involve significant staff time across the organisation.

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 Cabinet is asked to:

- a) Note the progress made
- b) Approve the draft Policy Statement for submission to Welsh Government
- c) Approve the alignment of VAWDASV to the Corporate Safeguarding Board for internal governance

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 To progress implementation of the Council's statutory VAWDASV Training Plan and support implementation of the Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015.

12. STATUTORY POWER

- 12.1 The Violence Against Women, Domestic Abuse & Sexual Violence (Wales) Act 2015

Author: Sian Wolfe-Williams, Policy Officer
Consultees: Richard (Ed) Edmunds, Corporate Director for Education and Corporate Services
Stephen Harris, Interim Head of Business Improvement Services
David Street, Corporate Director Social Services
Rob Hartshorn, Head of Public Protection, Community and Leisure Services
Lynne Donovan, Head of People Services
Kathryn Peters, Corporate Policy Manager
Anwen Cullinane, Senior Policy Officer Equalities and Welsh Language
Lucy Farmer, Human Resources Officer
Louise McDonald, Business Partner Blaenau Gwent and Caerphilly Social Care
Workforce Development
Nicola Barratt Service Manager Safeguarding and Review
Lisa Lane, Corporate Solicitor

Background Papers:

Appendices:
Appendix 1 Draft Policy Statement

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Policy Statement

Appendix 1

This Policy Statement is issued by Caerphilly County Borough Council under Section 17(2) of the Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 (herein referred to as the VAWDASV (Wales) Act 2015). As prescribed in Section 18 of the VAWDASV (Wales) Act 2015, this statement sets out a) that functions should be exercised differently from the course set out in the statutory guidance and b) reasons for proposing a different course.

This Policy Statement relates to our requirements under the National Training Framework (NTF) on violence against women, domestic abuse and sexual violence: Statutory guidance under Section 15 of the VAWDASV (Wales) Act 2015 and Section 60 of the Government of Wales Act 2006. This statement specifically covers training requirements for Group 1, 2 and 3 of the National Training Framework (NTF 2016 <https://gov.wales/docs/dsjlg/publications/commsafety/160317-national-training-framework-guidance-en.pdf>).

Caerphilly County Borough Council (CCBC) fully agrees with the need to “ensure a consistent standard of care for those who experience violence against women, domestic abuse and sexual violence and an unfailing standard of service throughout the public service to this client group.” (NTF 2016) and is committed to ensure that “professionals are trained to provide an effective response to anyone affected by any form of gender-based violence, domestic abuse and sexual violence.” (NTF 2016)

In line with the NTF, CCBC has :

- Taken a major role as an early adopter authority and provides vital feedback to assist the development of the national programme
- Completed and is constantly reviewing and updating its training needs assessment to inform delivery requirements
- Completed a 5 year + training plan and is actively delivering upon it
- Completed and submitted two annual reports to the Regional VAWDASV Team and Welsh Government
- Ensured staff regularly attend and contribute to several regional strategic partnership groups
- Committed several members of staff to this training programme via completion of the Train the Trainer (TtT) qualification (Group 1 + 2) and membership of the Regional Training Consortium generating delivery capacity and a peer network resource
- Committed a financial resource of £30,000 to support delivery of our training plan
- Overcome IT difficulties to access the Welsh Government developed e-learning package

CCBC has committed staff time, resources and finance to progress our statutory training requirements under the Act but despite this progress is slow. We are encountering two barriers that are preventing us meeting statutory NTF targets and in delivering our own training plan. These are outlined below:

1. Group 1 - CCBC has developed internal capacity via the regional Train the Trainer (TtT) programme to deliver approved classroom sessions in house as requested. We are hindered by the number of attendees the Regional VAWDASV Team will allow on each classroom session – a maximum of 12 individuals per session. This is making delivery too costly, too time intensive and impossible to embed into existing training arrangements. CCBC has just under 8000 staff. The statutory target of training 100% of staff in Group 1 remains challenging. 2000+ of these staff are not able to access the e-learning package and thus require classroom sessions. The majority of these staff do not work a traditional 9am to 5pm Monday to Friday working pattern. CCBC requires the flexibility to deliver this training within sustainable, existing processes. Without this flexibility we are unable to offer a package of training to certain departments thus this in turn is also delaying our e-learning completions.
2. Group 2 - CCBC has developed internal capacity via the WG regional Train the Trainer (TtT) programme to deliver WG approved Ask and Act sessions in house as requested. The requirement within the NTF to have a specialist sector trainer present at each session, is frustrating. Challenges at national and regional level have restricted availability of specialist sector trainers and this is hindering local delivery. We require flexibility in dates and times to be able to deliver, to our varied workforce. CCBC strongly feels that Group 2 training can be delivered in house and specialist knowledge should be shared with our trainers, via an on going continued professional development system, to upskill trainers and create sustainability within the system. We are ready to deliver in house now.

CCBC is committed to delivering the NTF to ensure professionals have the tools and knowledge to act as well as increasing awareness of VAWDASV and the support available. We require more flexibility in the system to allow the Act to be implemented in a meaningful way. CCBC will be implementing the following changes:

- No maximum limit (within reason) to the number of people who can attend a Group 1 Classroom session. This will allow flexibility to be built into the system and enable sessions to be joined into existing training arrangement. This is essential to ensure both current delivery and sustainability for the future especially considering the statutory requirement for refresher training. These sessions will be delivered by Blaenau Gwent and Caerphilly Social Care Workforce Development Service.
- Group 2 (Ask and Act) training sessions will be delivered, by Blaenau Gwent and Caerphilly Social Care Workforce Development Service without the presence of a specialist sector trainer. Capacity has been developed by staff completing the WG Train The Trainer (TtT) qualification course and skills enhanced by our trainers attending specialist sector training and the regional training consortium. These sessions will be delivered by internal staff skilled in training on social care issues. The Regional VAWDASV Team should have a role to develop / enhance the skills of our trainers which will increase trainer's knowledge, create a trainer's peer support network and strengthen sustainability for the longer term – especially considering the statutory requirement for refresher training. Our Workforce Development Service are happy to explore the possibility of supporting other trainers/ authorities across

Gwent and how they can help create capacity within the system once our training schedule is in place.

- Group 3 (Champions) training sessions will be delivered solely by Blaenau Gwent and Caerphilly Social Care Workforce Development Service. Our trainers are happy to work with the Regional Training Consortium to progress this once our schedule is in place.

These changes will enable CCBC to implement our Training Plan in a meaningful way. CCBC remains fully engaged with the Regional Partnership Groups. All training delivered will continue to be the official WG endorsed training packages which meet the NTF Outcomes. All trainers have completed the WG Train the Trainer (TtT) programme. We will also work closely with the Regional VAWDASV Team to ensure both our promotional materials plus our quality assurance processes are in line with those used across the partnership.

Allowing our dedicated Social Care Workforce Development staff to deliver the programme, in partnership with the Corporate Policy Unit, will enhance links to our own internal safeguarding policies and the VAWDASV staff policy. In addition sources of support within CCBC staff structures including our Designated Safeguarding Officer's network will be referred to.

It is regarded as more important to get as many CCBC staff trained as soon as is practicable, subject to service exigencies, than restrict access to courses by waiting for specialist sector attendance at sessions.

This Policy will take effect from date of Cabinet agreement.

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CABINET – 12TH DECEMBER 2018

PUBLIC INTEREST TEST – EXEMPTION FROM DISCLOSURE OF DOCUMENTS PARAGRAPH 14 SCHEDULE 12A LOCAL GOVERNMENT ACT 1972

**SUBJECT: BRYN BRITHDIR OAKDALE BUSINESS PARK – RENEWAL OF CCBC AND
WG JOINT VENTURE AGREEMENT**

REPORT BY: INTERIM DEPUTY MONITORING OFFICER

I have considered grounds for exemption of information contained in the report referred to above and make the following recommendations to the Proper Officer:-

EXEMPTIONS APPLYING TO THE REPORT:

Information relating to the financial or business affairs of any particular person (including the Authority holding that information) to any terms of proposed or to be proposed by or to the Authority in the course of negotiations for contracts for the acquisition of or disposal of property or the supply of goods or services (paragraph 14).

FACTORS IN FAVOUR OF DISCLOSURE:

There is a public interest in the way in which the Council enters into contractual arrangements and manages its financial affairs.

PREJUDICE WHICH WOULD RESULT IF THE INFORMATION WERE DISCLOSED:

The report contains detailed information about the current negotiations and information regarding the renewal of a joint venture agreement between the Council and Welsh Government and includes financial information which may be of commercial benefit to other tenants and their advisers, property developers and speculators if it were to be made public.


MY VIEW ON THE PUBLIC INTEREST TEST IS AS FOLLOWS:

That paragraph 14 should apply. I am mindful of the need to ensure the transparency and accountability of public authorities for decisions taken. However disclosure of the information contained in the report could prejudice the Council's longer term proposals should this information be made public.

On that basis I feel that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider these factors when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.

RECOMMENDED DECISION ON EXEMPTION FROM DISCLOSURE:

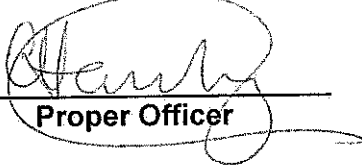
On the basis set out above I feel that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, and that the report should be exempt.

Signed: 

Dated: 5th December 2018

Post: INTERIM DEPUTY MONITORING OFFICER

I accept/~~do not~~ the recommendation made above.

Signed: 
Proper Officer

Date: 4/12/18

Agenda Item 12

By virtue of paragraph(s) 14 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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