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Date: 27th February 2019

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Dear Sir/Madam,

A meeting of Council will be held in the Council Chamber - Penallta House, Tredomen, Ystrad Mynach on Tuesday, 5th March, 2019 at 5.00 pm to consider the matters contained in the following agenda.

Yours faithfully,

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

Christina Harrhy
INTERIM CHIEF EXECUTIVE

AGENDA

Pages

- 1 To receive apologies for absence.
- 2 Mayor's Announcements.
- 3 To receive petitions under Rule of Procedure 28(3).

A greener place Man gwyrddach



4 Presentation of Awards.

5 Declarations of Interest.

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

To approve and sign the following minutes: -

- | | | |
|---|--|--------|
| 6 | Council held on the 22nd January 2019. | 1 - 8 |
| 7 | To receive and to answer questions received under Rule of Procedure 10(4). | 9 - 10 |

To receive and consider the following reports: -

- | | | |
|----|--|-----------|
| 8 | Presentation - Caerphilly Electoral Statistics - Boundary Commission for Wales. | |
| 9 | Electoral Review of Caerphilly. | 11 - 14 |
| 10 | Cardiff Capital Region - City Deal. | 15 - 70 |
| 11 | Publication of the Pay Policy Statement 2019/20 and Implementation of the New NJC Pay and Grading Structure. | 71 - 96 |
| 12 | Waiver of the 6-month Councillor Attendance Rule. | 97 - 100 |
| 13 | Notice of Motion - Parental Leave Councillors. | 101 - 108 |

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All Members And Appropriate Officers

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Agenda Item 6



COUNCIL

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON TUESDAY, 22ND JANUARY 2019 AT 5.00PM

PRESENT:

Councillor M. Adams - Mayor
Councillor J. Simmonds - Deputy Mayor

Councillors:

Mrs E. Aldworth, C. Andrews, A. Angel, P.J. Bevan, C. Bezzina, L. Binding, A. Collis, S. Cook, D. Cushing, C. Cuss, W. David, M. Davies, D.T. Davies, K. Dawson, N. Dix, C. Elsbury, K. Etheridge, M. Evans, A. Farina-Childs, Ms E. Forehead, J.E. Fussell, A. Gair, Ms J. Gale, N. George, C. Gordon, R.W. Gough, D.T. Hardacre, L. Harding, D. Harse, A. Higgs, A. Hussey, V. James, L. Jeremiah, G. Johnston, Mrs B. Jones, S. Kent, G. Kirby, Mrs A. Leonard, Ms P. Leonard, C.P. Mann, Mrs P. Marsden, B. Miles, S. Morgan, Mrs G. Oliver, B. Owen, Mrs G. Oliver, B. Owen, T. Parry, Mrs L. Phipps, D.V. Poole, D.W.R. Preece, J. Pritchard, J. Ridgewell, J.E. Roberts, R. Saralis, J. Scriven, G. Simmonds, J. Simmonds, S. Skivens, Ms E. Stenner, J. Taylor, C. Thomas, A. Whitcombe, R. Whiting, L G. . Whittle, T. Williams, B. Zaplatynski

Together with:-

C. Harrhy (Interim Chief Executive), M.S. Williams (Interim Corporate Director of Communities), R. Edmunds (Corporate Director Education and Corporate Services), D. Street (Corporate Director Social Services), S. Harris (Interim Head of Business Improvement Services), R. Tranter (Head of Legal Services and Monitoring Officer), M. Lloyd (Head of Infrastructure), N. Scammell (Head of Finance and Section 151 Officer), K. Peters (Corporate Policy Manager) and E. Sullivan (Senior Committee Services Officer)

And: -

Ms S. Chapman (Deputy Chief Fire Officer, South Wales Fire and Rescue Authority)
Dr T. Peppin (Welsh Local Government Association)

WEB-CASTING FILMING AND VOTING ARRANGEMENTS

The Interim Chief Executive reminded those present that the meeting was being filmed and would be made publically available in live and archive form via the Council's website. She advised that decisions would be made via the electronic voting system.

MINUTE SILENCE

As a mark of respect Council stood for a minutes' silence for Mr Stefan Lewis (AM), Mr Martin Beynon, Mr B. Horsman, Mr J. Humphries and for Councillor Brenda Miles whose mother had also recently passed away.

Councillor C.P. Mann paid tribute to Stefan Lewis AM, who recently lost his battle with bowel cancer and passed away at the age of 34. The high regard with which Stefan was held across the political spectrum was marked as an acknowledgement of the spirit with which he took on both his career and his illness. Continuing to work in his constituency and attending the Assembly and raising awareness of bowel cancer until the very end of his life. The tragedy of losing one so young has been deeply felt by all those that knew and worked with Stefan and all thoughts are now with his wife and young son and to all those who have recently suffered a bereavement.

Councillor L. Whittle expressed his deepest condolence to all those who had recently lost loved ones and in payment tribute to Stefan recalled his early years, giving his first speech at the age of 14 at Plaid Cymru Conference and also a mascot for the Welsh Rugby Team. He spoke of how Stefan had been touched by the many tributes he received during his illness and how humbled he had been the way in which people had come together to help and support him. A courageous battle fought bravely to the very end Councillor Whittle wished him to now rest in peace, perfect peace.

Councillor G. Johnson added his condolences on behalf of the people of Newbridge to those already expressed and acknowledged the work done by Stefan in relation to the removal of the Severn Bridge tolls and it gladden him to know that the Assembly Member had been able to see this completed before his passing.

Councillor M. Davies who worked closely with Stefan thanked Members for their tributes.

Councillor J. Taylor paid tribute to Mr Jack Humphries who he felt truly embodied the true meaning of public service ethic, he referred to the work Jack undertook as Clerk to Aber Valley Community Council continually going above and beyond for the community. Following his time as Clerk, Jack became involvement in various voluntary groups primarily the Aber Valley Heritage Group and his tireless efforts for the Senghenydd Miners Memorial Garden were a measure of his commitment to the Aber Valley. For all those that worked and knew Jack he expressed sadness at his loss and sent his heartfelt condolences to his family and friends.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs C. Forehead, D. Havard, M. James, Mrs. D. Price, Mrs M.E. Sargent and W. Williams

2. MAYOR'S ANNOUNCEMENTS

The Mayor referred to the many events and visits that he and the Deputy Mayor have undertaken since the last meeting and made specific reference to the Caerphilly Music Showcase during December and Platinum Wedding Anniversary presentation he recently attended. He referred to upcoming Mayoral engagements and duties over the course of the next few weeks and congratulated former Councillor, Mr Leon Gardiner who had been awarded a British Empire Medal in the New Years Honours List.

3. TO RECEIVE PETITIONS UNDER RULE OF PROCEDURE 28(3)

Councillor K. Etheridge presented a petition on behalf of reception parents at Blackwood Primary School regarding the dropping off of reception children and their siblings at the side gate by the busy car park off Apollo Way during the mornings, for health and safety reasons.

Councillor L. Binding presented a petition which called on Caerphilly Council not to cut any further the funding to the Aber Valley Water Play Park which could result in its potential closure if alternative funding cannot be found.

Councillor K. Dawson presented a petition which called for urgent action to be undertaken in regard to off road parking on Fairview Road, Blackwood.

4. PRESENTATION OF AWARDS

The Cabinet Member for Corporate Services announced that Caerphilly County Borough Council had achieved the Defence Employer Recognition Scheme, Silver Award in recognition of their support and commitment toward the Defence and Armed Forces communities. Going beyond their Armed Forces Covenant Pledge, Caerphilly had demonstrated an active approach towards Armed Forces Community employment via established HR policies and procedures. Caerphilly was the first authority to provide free swimming session for serving members and veterans, have signed up to the Royal British Legion 'Count Me In' campaign and supported Armed Forces Day celebrations.

The Mayor welcomed Colonel Tim Davies MBE and Captain Huw Williams (Army) and Warrant Officer Steve Perham, Flying Officer Jason Fretwell and Pilot Officer Joshua Boulton (Royal Air Force) and Mrs Audrey Nealon from the Defence Employer Recognition Scheme who presented the award.

5. DECLARATIONS OF INTEREST

Councillors T. D. Davies, C. Elsbury and A. Hussey declared a personal interest in agenda item no 12 and confirmed that as such they would remain in the Chamber and reserve the right to speak if required but would take no part in the vote. Councillor G. Johnson declared a personal interest in agenda item no 11. Details are minuted with the respective items.

Councillor D. V. Poole and Mrs C. Harry (Interim Chief Executive) sought advice with regard to agenda item no. 9 as the report sought approval for responsibilities to be delegated to them to jointly approve expenditure from an earmarked reserve. The Monitoring Officer confirmed that there was no need to declare.

Councillor S. Skiven sought advice with regard to agenda item no 12 as he is a Member of the Fire Officers Association. The Monitoring Officer confirmed that there was no interest to declare in this instance, however if he wished to declare it would be personal interest only.

6. COUNCIL – 13TH DECEMBER 2018

RESOLVED that the following minutes be approved as correct records and signed by the Mayor.

Council held on 13th December 2018 (minute nos. 1-17)

7. TO RECEIVE AND TO ANSWER QUESTIONS RECEIVED UNDER RULE OF PROCEDURE 10 (2)

It was confirmed that no questions had been received.

8. CAERPHILLY COUNTY BOROUGH COUNCIL RESPONSE TO THE REFORM OF FIRE AND RESCUE AUTHORITIES WHITE PAPER

With approval of the Mayor this item was brought forward on the agenda.

Councillors D. T. Davies, C. Elsbury and A. Hussey declared a personal interest as Members of the South Wales Fire and Rescue Authority so they could remain in Chamber during the discussion and vote.

Councillor S. Skivens declared a personal interest as a Member of Fire Officers Association.

Consideration was given to the report which set out the proposed Caerphilly County Borough Council response to the consultation on the Welsh Government White Paper "Reform of Fire and Rescue Authorities in Wales – Consultation on reform of the Fire and Rescue Authorities in Wales' governance and funding arrangements".

Members were advised that the White Paper sets out Welsh Governments case for change and to modernise Fire and Rescue Authorities (FRAs). The consultation explores a range of options to change current membership so that Members are accountable to their electorate and Welsh Government, improve scrutiny of FRAs decision making and introduce new funding mechanisms which could sustain the widening of their role to support other public services.

The proposals to reform the structure and membership by reducing the nominated Councillor representation from three members, with political balance to a single Cabinet Member were noted and that this has been strongly rejected in the response. The response recognises the evolving role of the services in educating communities and business in fire safety and supports the continuing evolution of the service. However the response suggests that WG should work to remove factors that are delaying this, particularly the ability to administer basic life support when first at scene.

With regard to lack of accountability back to local democracy it was noted that the CCBC response disagrees with this as the Caerphilly elected members that sit on the FRA are there in a capacity that represents the whole of the authority. In terms of business and performance the response supports the reporting to scrutiny or Council on FRA objective setting, planning, performance and accountability. Current boundaries are supported but the proposal to transfer the service to Police and Crime Commissioners was not supported.

In relation to future funding the response presented supports the precept option and concerning performance reporting suggests that the National Framework for Fire and Rescue Services should form the framework with requirements to set Wellbeing Objectives. The response also supports the it should be the role of the FRA to deliver the service, not the Chief Fire Officer, in the same way that it is Council this is responsible for delivering local authority services.

Following consideration of the response it was moved and seconded that subject to an amendment to the response to Question 13 to read that we do not support the reserve arbitration power for Welsh Ministers and by way of the electronic voting system and in noting there were 3 abstentions this was agreed by the majority present.

RESOLVED that subject to the aforementioned amendment to the response to Question 13 the proposed response to the consultation on the Welsh Government White Paper be endorsed.

9. WLGA – BREXIT IMPLICATIONS

Consideration was given to the presentation from Dr T. Peppin, Director of Regeneration and Sustainable Development at the Welsh Local Government Association which provided an overview of the Brexit implications for local authorities.

The timeline, critical dates and current position of the Brexit process were detailed and the implications for what could happen next were explained. Members were advised that there was a great deal of uncertainty around the next steps considering that the deadline for the UK exit was the 29th March 2019. It was noted that a 'no deal' exit could not be ruled out, with a Norway+ or Canada+ based deal still a possibility but any deal would need to be renegotiated with the European Union (EU). There also remained the possibility of a second referendum, a further vote of no confidence or a request for an extension to Article 50.

In terms of the corporate risks and actions for local authorities Members were advised that WLGA and LGA were working with Councils to risk assess the implications. For a 'no deal' scenario the immediate implications would centre on the workforce, supplies, local economy, costs and preparedness. Priority actions for Councils as organisations would be to mobilise key decision makers, create plans, conduct a workforce audit, map current income and understand financial exposure. Priority actions for Councils as deliverers of services were outlined in that they must identify the most significant services and suppliers, understand the impact on core services, develop contingency plans and understand risks to contract suppliers. Finally for Council in their role as community leaders they must understand the make-up of their communities and the impact of service demand, engage with the public and keep them informed, review business continuity and emergency plans and understand where the points of vulnerability in the local economy are likely to be.

Members were assured that a lot of this work was already underway with local authorities presenting reports to Cabinet and Council on Brexit, risk assessment and budgetary planning being undertaken, Member briefings being held and lobbying for additional resources.

Funding implications were outlined and although some funding streams were guaranteed to 2020 beyond that point there was very little certainty. Concerns for rural areas and farming in particular were outlined particularly with regard to the Common Agricultural Policy.

In conclusion Dr Peppin confirmed that the WLGA would continue its support for local authorities by lobbying and engagement with Welsh Government submitting written and oral evidence to NAFW committees and working jointly with the other LGAs. Although there was still massive uncertainty local authorities must be ready, hope for the best but contingency plan for the worst. In this regard, Dr Peppin advised Council that the WLGA had set up a joint working group with WG (Local Government EU Preparedness Advisory Panel) and the first meeting was scheduled for 24th January. He also advised that the Council's Interim Corporate Director (Communities) would be sitting on the panel to represent Welsh Environment Directors.

The Mayor thanked Dr Peppin for his presentation and for his attendance at Council.

10. BREXIT

Consideration was given to the report which was considered by Cabinet on the 16th January 2019 and sought to provide an update on Brexit and the potential implications for Caerphilly County Borough Council (CCBC).

Members were referred to recommendation 10.1.2 of the report and advised that there was a typing error in relation to the amount quoted as the balance of unallocated reserves; this should read £20.08m rather than £20.8m stated therein.

It was noted that given the high level of uncertainty the potential impact for local authorities in the short and long term were difficult to anticipate, however CCBC had recently established an

internal Brexit Working Group. Focusing on the Brexit Preparedness Toolkit produced for the WLGA by Grant Thornton, the Group works to identify priority actions and key tasks.

In relation to the recommendations contained within the Officer's report, Members were advised that Cabinet had endorsed two additional recommendations for Councils' consideration. Firstly that the Leaders of the main Opposition Groups be included in the Membership of the Working Group and that any emergency spends be reported retrospectively to the appropriate committee.

Members welcomed the inclusion of the Opposition Group Leaders and although concern was expressed with regard to the £1m contingency fund, recognised the need for swift action to be taken in order to mitigate any potential negative economic impacts. Members agreed the need to be prepared and shared the hope that the funds would not be needed.

Having fully considered the report it was moved and seconded that the recommendations contained within the Officer's covering report and the additional recommendations endorsed by Cabinet on the 16th January 2019 be approved and by way of the electronic voting system, and in noting there was 1 against this was agreed by the majority present.

RESOLVED that: -

- (i) £1m be set aside in an earmarked reserve as a contingency to meet any short to medium-term financial implications arising from the Brexit process (funded from the £20.08m unallocated reserves identified in the 'Update on Reserves' report that was presented to the Policy and Resources Scrutiny Committee on the 15th January 2019);
- (ii) delegated powers be granted to the Leader and Interim Chief Executive to jointly approve expenditure from the earmarked reserve as and when required;
- (iii) both Leaders from the Opposition Groups be invited to join the recently established internal Brexit Working Group;
- (iv) any emergency spends authorised under delegated powers to be reported retrospectively to the appropriate Committee.

11. CIVIL PARKING ENFORCEMENT – PROGRESS REPORT

Consideration was given to the report which sought to update Council on the progress with pursuing Civil Parking Enforcement Powers and to seek Council's endorsement of the Cabinet Members to stand on the Joint Committee of England and Wales for the Civil Enforcement of Parking and Traffic Regulations outside London.

Members were referred to section 4.1 of the report which detailed the implementation timetable and the key actions and potential issues were outlined. Members were advised that interviews had been arranged for the Civil Parking Enforcement Officers and a 'Go Live' target for the 8th April 2019 was on track.

Members expressed concern that the 8 Civil Parking Enforce Officers would not be sufficient to provide the necessary coverage, particularly around schools and town centres, but welcomed the decrease in the permit holder charge to £15.

Officers confirmed that comparisons had been made with other Local Authorities already operating civil parking enforcement and they had started off the process with a similar number of Enforcement Officers. It was accepted that 100% coverage could not be achieved however with the support of Member led intelligence; key areas could be identified and focused upon in order to prevent and enforce indiscriminate parking.

Hours of enforcement operation were discussed and it was confirmed that these would be worked on a shift system, 7 days per week, from 7.00am to 10.00pm including Bank Holidays. The expected timeframe for the various traffic regulation orders to be put in place was explained and Members advised that there was bound to be settling-in issues at the beginning but gave assurances that enforcement would be appropriately managed.

Clarification was sought in relation to the 'buddy-up' system required for Community Safety Officer and whether this would be the same for Enforcement Officers. It was confirmed that this was not the case for Civil Parking Officers, who would be equipped with full contact and body camera vests.

Clarification was sought with regard to the financial implications and whether this allowed for the RCT back office costs, if there were any implications resulting from the Sirhowy Enterprise Reserve and PFI project pay back and would the use of the Communities Directorate reserve result in reduced services. The Members was advised that there would be no impact on services or the payment of the PFI project. Figures quoted reflected the costs of the whole process and revenue costs would be covered by the income generated.

The Interim Chief Executive recognised the concerns raised by Members in relation to staffing numbers but as a completely new service area considered the proposals to be prudent, starting small with the potential to expand in response to demand. Members would be a critical part of the process not just in gathering intelligence but also managing the expectations of residents as the service develops.

Having fully considered the report it was moved and seconded that the recommendations contained within the Officer's report be approved and way of the electronic voting system, and in noting there were 2 against this was agreed by the majority present.

RESOLVED that: -

- (i) the content of the report be noted;
- (ii) the Deputy Leader and Cabinet Member for Economy, Infrastructure, Sustainability and Future Generations and Cabinet Member for Environment and Public Protection as substitute be the appointed representatives to stand on the Joint Committee of England and Wales for the Civil Enforcement of Parking and Traffic Regulation outside London, which oversees the adjudication service known as the Traffic Penalty Tribunal (TPT);
- (iii) the Head of Legal Services/Monitoring Officer be authorised to change the scheme of delegation under Part 3 of the Council's constitution.

12. COUNCIL TAX REDUCTION SCHEME 2019/20

Consideration was given to the report which sought Council approval for the Council Tax Reduction Scheme for the 2019/20 financial year.

Members were advised that a minor correction was required to the recommendation as contained in the Officers report in that the financial year stated therein should be 2019/20.

Following consideration of the report it was moved and seconded that subject to the aforementioned corrected the recommendation contained within the Officer's report be approved and by way of the electronic voting system this was unanimously agreed.

RESOLVED that the current Council Tax Reduction Scheme continue for the 2019/20 financial year along with the previously agreed local discretions.

The meeting closed at 19:20pm

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 5th March 2019 they were signed by the Mayor.

MAYOR



COUNCIL – 5TH MARCH 2019

SUBJECT: QUESTION(S) RECEIVED UNDER RULE OF PROCEDURE 10(4)

REPORT BY: HEAD OF LEGAL SERVICES AND MONITORING OFFICER

1. To the Cabinet Member for Corporate Services from Councillor Kevin Etheridge.

To ask the Cabinet Member to list the number, heading and costs of IT contracts with CCBC and whether he believes in the interests of cost effectiveness and efficiency they are fit for purpose, and does he believe they are achieving best value for money for the organisation, and if he will define what mechanisms are currently in place to evaluate and review these contracts.

2. To the Deputy Leader and Cabinet Member for Economy, Infrastructure, Sustainability & Wellbeing of Future Generations Champion from Councillor Brenda Miles.

The draft Ystrad Mynach Masterplan is currently out to consultation. This is obviously good news for Ystrad Mynach and its close neighbours, including Nelson. But could the Cabinet Member update me on where we are with regards to supporting prosperity across the Borough and perhaps more generally across the region?

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COUNCIL – 5TH MARCH 2019

SUBJECT: ELECTORAL REVIEW OF CAERPHILLY

REPORT BY: INTERIM CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 To establish a working group to draft proposals to be submitted to the Local Democracy and Boundary Commission for Wales as part of the Electoral Review of the County Borough.
- 1.2 To inform members of the timetable for the review.

2. SUMMARY

- 2.1 The Local Democracy and Boundary Commission for Wales are reviewing the electoral arrangements for the county borough. The objective of the review is to seek 'electoral parity' while considering levels of non-registration and population changes over the next 5 years. The review will have regard to local community ties and will endeavour to fix boundaries for wards that remain easily identifiable.
- 2.2 An initial 12 week consultation period will commence shortly (following this meeting). At the end of this period any proposals that are developed by the working group will be considered by Council prior to submission to the Commission.

3. RECOMMENDATIONS

- 3.1 To note the outline timetable for the review and agree that a member / officer working group consisting of the following be established:-
 - Cllr David Poole, Leader of Council plus 3 further members of the Labour group
 - Cllr Colin Mann, Leader of Plaid Cymru plus 1 further member of the Plaid group
 - Cllr Kevin Etheridge, Independent group
 - Mr Robert Tranter, Head of Legal Services / Monitoring Officer
 - Mr David Beecham, Electoral Services Manager
- 3.2 For the working group to report its proposals to the meeting of council on 4th June for council's endorsement. The proposal to be sent to the Local Democracy and Boundary Commission for Wales, by 5th June, for its consideration.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To allow the Council to develop and help shape future electoral arrangements in the county borough.

5. THE REPORT

5.1 The Local Government (Democracy)(Wales) Act 2013 requires the Local Democracy and Boundary Commission for Wales to publish a 10 year programme of electoral reviews. On 23rd June 2016 the Cabinet Secretary for Finance and Local Government published a written statement asking the Commission to restart its 10 year programme with a new timetable with an expectation that all 22 electoral reviews be completed in time for the 2022 Local Government Elections.

5.2 The Cabinet Secretary agreed to the Commission's proposed timetable and Caerphilly was placed eighteenth in the programme beginning March 2019.

5.3 Prior to this meeting of Council the Commission met with Group Leaders and Officers (4th February, 2019) to explain the process and timetable for the review. A meeting between the Commission and Town and Community Councils is set for the 13th March.

5.4 At this point it is only possible to provide the following outline timetable:-

Stage 1 – Review announced 6th March, 2019 followed by a 12 week consultation period. During this time the Commission will be seeking initial views from interested parties and it is in this period that the Council may draft its own proposal. The deadline for the Council to submit any proposals is 5th June.

Stage 2 – The Commission will consider and develop any proposals submitted to them and publish draft proposals in the Winter of 2019 or early 2020 (to avoid consulting over the Christmas period). At this point the Commission will seek a further meeting with group leaders which will lead into a further 12 week statutory consultation period.

Stage 3 – The draft proposals will represent the Commission's initial views on Caerphilly's electoral arrangements and they will welcome any representations. These will be considered before the Commission formulate their final proposals and submit them to Welsh Government.

Stage 4 – Welsh Government will consider the Commission's proposals and may allow some very minor changes (during the Autumn 2020). If approved the Welsh Government will make an Order in time for the changes to be implemented for the 2022 Local Government Elections.

5.5 As part of the methodology for their review the Commission have developed and published a Council size policy. This identifies that the number of Councillors for Caerphilly should be 60. However, to protect against the impact that such a significant change would have this has been 'constrained' to 66. During the initial meeting with group leaders the Commission expressed a willingness to engage with the Authority and consider slight variances to this number as long as 'electoral parity' is achieved.

5.6 Conclusion

Stage 1 allows the Council to develop and submit its own proposals using the local knowledge of members. It is therefore recommended that a member/officer working group be established that can develop a proposal for consideration and acceptance by Council.

6. ASSUMPTIONS

6.1 There are no assumptions in this report.

7. LINKS TO RELEVANT COUNCIL POLICIES

7.1 This report deals with a statutory requirement for the Local Democracy and Boundary Commission to review electoral arrangements in Wales and does not link with Council policies.

8. WELL-BEING OF FUTURE GENERATIONS

- 8.1 This report supports the Wellbeing Goal 'A Wales of cohesive communities' within the Well-being of Future Generations Act (Wales) 2015.

9. EQUALITIES IMPLICATIONS

- 9.1 The review is being carried out by the Local Democracy and Boundary Commission and is a statutory requirement with no equalities implications.

10. FINANCIAL IMPLICATIONS

- 10.1 There are no financial implications of this report.

11. PERSONNEL IMPLICATIONS

- 11.1 There are no personnel implications contained in this report.

12. CONSULTATIONS

- 12.1 The consultees listed below have been consulted on this report and their views have been incorporated accordingly.

13. STATUTORY POWER

- 13.1 The Local Government (Democracy)(Wales) Act 2013.

Author: Dave Beecham, Electoral Services Manager

Tel: 01443 864405 E-mail: beeched@caerphilly.gov.uk

Consultees: Group Leaders, Cabinet Member for Finance, Performance and Governance, and the interim Chief Executive

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COUNCIL – 5TH MARCH 2019

SUBJECT: CARDIFF CAPITAL REGION – CITY DEAL

REPORT BY: INTERIM CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 To provide Members with a progress report of the work of the Cardiff Capital Region – City Deal.

2. SUMMARY

- 2.1 The Cardiff Capital Region (CCR) City Deal was formally launched on 1st March 2017, and following the approval of Council, this Authority joined the other nine authorities in the region in forming a Joint Cabinet to oversee and manage this collaborative arrangement. The Leader represents the Council on the Joint Cabinet.
- 2.2 The City Deal includes a £1.2 billion investment, including the development of the South Wales Metro; support for innovation and digital infrastructure; developing skills and helping people back into work; promoting enterprise and business growth; and wider activity in regeneration and housing. It has ambition to deliver 25,000 new jobs in the region and lever in up to £4billion of private sector investment and a 5% increase in GVA.
- 2.3 Since its inception back in 2017, the foundations of City Deal have fundamentally evolved. Particularly, over the last few months, an assessment of the “state of readiness” of the programme for its next phase of deployment has been undertaken. This has included a focus upon core critical success factors such as improving influence with investors and funders; increasing strategic alignments in order to leverage new investment; the need for good data to support decisions; and a new Economic and Industrial Growth Plan to set direction.
- 2.4 Chief amongst the challenges is the sense of urgency surrounding the impact of departure from the European Union, loss of structural funds and the need to compete with other regions and institutions to secure resources – through the UK Government Industrial strategy – the new hub of regional economic and innovation investment.
- 2.5 In this context, City Deal takes on a new significance – beyond a funding programme. There is a need to build in greater resilience; the ability to compete; be “challenge focussed” and increase economic sustainability.
- 2.6 This report sets out the interventions that the City Deal has put in place to ensure it is well placed to maximise the opportunities that are available in order to improve the prosperity of the region on a sustainable basis.

3. RECOMMENDATIONS

- 3.1 That Council note the content of the report and endorse the programme of the City Deal as

defined by the Cardiff Capital Region City Deal Joint Cabinet.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To enable Council to remain engaged and informed of the progress and performance of the Cardiff Capital Region – City Deal.

5. THE REPORT

- 5.1 The Cardiff Capital Region City Deal was formally launched on 1st March 2017, and following the approval of Council, this Authority joined the other nine authorities in the region in forming a Joint Cabinet to oversee and manage this collaborative arrangement. The Leader represents the Council on the Joint Cabinet.
- 5.2 The City Deal includes a £1.2 billion investment, including the development of the South Wales Metro; support for innovation and digital infrastructure; developing skills and helping people back into work; promoting enterprise and business growth; and wider activity in regeneration and housing. It has ambition to deliver 25,000 new jobs in the region and lever in up to £4billion of private sector investment and a 5% increase in GVA.
- 5.3 Since its inception back in 2017, the foundations of City Deal have fundamentally evolved. Particularly, over the last few months, an assessment of the “state of readiness” of the programme for its next phase of deployment has been undertaken. This has included a focus upon core critical success factors such as improving influence with investors and funders; increasing strategic alignments in order to leverage new investment; the need for good data to support decisions; and a new Economic and Industrial Growth Plan to set direction.
- 5.4 The environment both internal and external to City Deal is rapidly shifting. Externally, the impact of the UK exiting the European Union and the subsequent loss of Structural funds, will be especially adverse for Wales and the Cardiff Capital Region – as significant beneficiaries of European monies. With the recent launch of the UK Industrial Strategy, all government-level regional investment for economic growth and innovation will now be channelled via funds such as the Industrial Challenge Fund. The combined budget of the non-departmental UK Government entity established to oversee this – UK Research and Innovation, is £6.4 billion per annum – and represents a huge opportunity. However, the investment is deployed via a challenge-led programme and organised around four grand challenges (Clean Growth, Data and Artificial Intelligence, Ageing Society and the future of Mobility). This places an emphasis on creative thinking, ideas, Research and Development and the ability to solve problems. Such an approach is very different to traditional grant application and the competition is much bigger and wider.
- 5.5. All of this, presents significant challenges to the internal dynamic, composition and capacity of City Deal. City Deal has to evolve from being “theme-driven” to challenge-driven; becoming more data driven, focussed upon fewer unique competitive strengths and able to demonstrate its contribution to solving some of the big industrial and societal problems of the day.
- 5.6 City Deal therefore, takes on a fundamental new significance. Once the investment is gone – it’s gone! and therefore every penny spent must count. Clearly, the £1.2 billion City Deal fund (with £734m already allocated towards Metro), if used purely on a grant basis, will not achieve the City Deal targets of wealth creation across the region. The City Deal Wider Investment fund must strive to be “evergreen” and live off interest. Therefore the Investment Fund will be used on a loan basis rather than a grant approach. Through the repayment of the loans and wider leverage opportunities the City Deal funding framework will remain sustainable over the longer term.
- 5.7 Activity to initiate this shift in approach has already brought about:

- A sectoral analysis has been undertaken that has identified areas of strength across the region in advance manufacturing, Fintech, Energy, Defence and Life Science industries.
- The development, led by the Regional Economic Growth Partnership, of a regional Industrial and Economic Plan. (Appendix 1) The plan is aimed at conveying the “investability” of the region and developing links and connections into the UK Industrial Strategy and Wales Economic Action Plan.
- Building a connected project delivery pipeline, supported by a proposed Investment Framework that guides decision making, investment criteria and evaluation and a roadmap for meeting the GVA, Jobs and Leverage targets. The Investment Framework places an emphasis on “Innovation Investment”, “Infrastructure Investment” and “Challenge Led Investment”.
- A newly formed and resourced City Deal office which will focus upon the delivery and programme management of the Annual Business Plan.
- A new approach to communications, social media, marketing and extending “reach” and engagement, including targeting key international events such as MIPIM and Wales in London Week, developing our investment credentials and growing international profile, visibility and trade links.

5.8 The Annual Business Plan

5.9 The Joint Working Agreement (JWA) governing the delivery of the Cardiff Capital Regional City Deal, requires that an Annual Business Plan be prepared to set out activity relating to the proposed management of the Wider Investment Fund (WIF). A copy of the Annual Business Plan 2018/19 Quarter 3 Performance report is attached to this report at Appendix 2. The plan establishes direction of travel for the year ahead, as well as programmes, activities and projects proposed to be developed and delivered from the WIF. The WIF totals some £495m and comprises of HM Treasury grant funding, amounting to £375m over 20 years and Council contributions of £120m. Caerphilly CBC’s capital contribution is £6.23m (i.e. 12%) over the initial 5 year programme period. Caerphilly CBC’s share of the overall affordability envelope over the life of the City Deal is £25.2m.

5.10 The annual business plan, also captures programmes of delivery that have previously been approved, which include:

- IQE Compound Semi-conductor investment – an investment loan of £38.5m to be repaid, to establish a compound semi-conductor manufacturing facility in Newport. Protecting 400 jobs and the creation of a further 4,000 - 5,000 high quality jobs. The project will bring £375 million private sector investment and generate returns on the investment made, for use on other future City Deal projects. This investment was reported to Council on 31st July 2017.
- Skills – A regional Apprenticeship and graduate programme is being developed across the region.
- Metro central – the development of an expanded integrated transport hub at Cardiff central, in order to absorb the increased capacity from electrification and the Metro improvements.
- Digital – the development of a digital strategy for the region to ensure the highest levels of digital connectivity across the region.
- Housing Investment – the creation of a housing investment fund to unlock key sites across the region and develop the SME housing industry.

- Strategic Development Plan – it is envisaged that a positive decision will be made shortly by the Joint Cabinet to proceed with the preparation of the SDP (subject to approval by the individual Councils). The SDP will set the regional planning framework for the Cardiff Capital Region and identify the location and scale for future housing and economic growth.
- Emerging programmes such as the “future mobility” schemes, which include further investment in Metro hubs and comprehensive electric vehicle infrastructure across the region.

The Caerphilly approach

5.11 Officers have over recent months been focussing upon creating the building blocks upon which to deliver a local economic and regeneration strategy that aligns and maximises the opportunities from the Cardiff Capital City Region - City Deal.

5.12 Activity in this area over recent months has included:

- The appointment of a new Head of Regeneration and Planning and the agreement of a new focussed Regeneration and Planning team.
- The development and approval of the Council’s Regeneration Strategy “A Foundation for Success 2018-2023”.
- The creation of a Regeneration Project Board – which has developed a Project Priority Toolkit and a Prioritised Caerphilly Capital Project List both of which will inform a prioritised programme of delivery and a pipeline of future projects.
- The creation of a £300k Regeneration Development Fund – supplemented by further development funding of £1.2m approved by Council in February 2019.
- The development and approval of a Masterplan for the Caerphilly Basin – with the Masterplans for Ystrad Mynach, Heads of the Valley, Greater Blackwood and Newbridge to Risca Corridor at various stages of development.
- The creation of an investment strategy and vision for a carbon free Caerphilly working with central and Welsh government that includes electric buses and a new hotel.
- Valleys Taskforce – developing funding strategies for the Welsh Government identified Strategic Hubs at Ystrad Mynach and Caerphilly.
- Submission of bids to the Welsh Government Targeted Regeneration Investment Fund for various schemes in the WG identified Caerphilly strategic hub.
- Approval of a plot shop to unlock individual parcels of land for self build.
- Approval of the Stalled Sites Fund to unlock individual parcels of land for development by small/medium sized developers.
- Cabinet approval to commence with a programme of new build affordable Council homes, which will be equipped with the latest energy and digital technologies to provide “homes for life”.
- Metro improvements scheduled for the Rhymney Valley line during 2022, increasing frequencies and reduced travel times.
- A joint venture with WG, to develop land at Ty Du, Nelson, for a new mixed use development comprising innovative new homes, affordable housing and an employment scheme.
- Further investment into the Cwmcarn tourism destination.
- Joint work with CADW on enhancing Caerphilly Castle as a tourism venue of national significance.
- Significant progress in providing the infrastructure at Oakdale Business Park to accommodate the needs of new business.
- Progress on the expansion of The Lawns Industrial Estate, Rhymney for new start up premises and the Caerphilly Business Park Regional Entrepreneurial Hub in partnership with Welsh Ice.

5.13 Whilst the initial focus has been upon physical regeneration, our attention is now directed

towards the economic and social aspects of the regeneration triangle. A sectoral analysis is shortly to be commissioned and armed with this data, officers will develop an economic strategy that will maximise the unique opportunities we have across the county borough. We already know that we have a vibrant business community, with strengths across the foundational economy, life sciences, defence, energy and advanced manufacturing sectors. This coupled with our strong SME and entrepreneurial emphasis puts us in a strong position to develop a robust eco-system both locally and regionally that will begin to bridge the gap between prosperity and poverty throughout the county borough and the region as a whole.

- 5.14 The aim of this work is to ensure that the Council has “oven ready” projects to respond to any funding opportunities, through City Deal or any other funding sources.

6. CONCLUSION

6.1 Adopting a whole organisational integrated methodology to regeneration; maximising our available assets, such as our schools, housing portfolio and our varied communities and linking them to the business sectors we have across the County Borough, provides us with a unique opportunity to develop an innovative approach to tackling the many economical and social challenges we face as a County Borough. The firm foundations of this strategy are being embedded into all aspects of Council business and outcomes.

6.2 The CCR City Deal has evolved and adapted since its inception back in 2017. It has been faced with a set of unprecedented challenges. Chief amongst these challenges is the sense of urgency surrounding the impact of departure from the European Union, loss of structural funds and the need to compete with other regions and institutions to secure resources. In this context City Deal takes on a new significance and the interventions recently made and outlined in the report, sets the firm foundations upon which we are collectively able to use to maximise opportunities and interventions in order to improve the economic performance of the county borough and the region as a whole.

7. ASSUMPTIONS

7.1 The report details a number of assumptions particularly with regard to the world, European and UK economy. It is also assumed that inflation over the foreseeable period remains at a controlled level. Inevitably some changes will occur over time and the CCR City Deal will need to adapt and respond accordingly.

8. LINKS TO RELEVANT COUNCIL POLICIES

8.1 Corporate Plan 2018-2023

The CCR City Deal aims and objectives, underpin and support each of the Council Corporate Plan well-being objectives, which are:

Objective 1 - Improve education opportunities for all

Objective 2 - Enabling employment

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

Objective 4 - Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impacts on the environment

Objective 5 - Creating a county borough that supports a healthy lifestyle in accordance with the sustainable Development Principle within the Wellbeing of Future Generations (Wales) Act 2015

Objective 6 - Support citizens to remain independent and improve their well-being.

9. WELL-BEING OF FUTURE GENERATIONS/EQUALITIES

9.1 The Well-being of Future Generations Act (Wales) 2015 comprises of seven well-being goals as follows:

- 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

9.2 The CCR City Deal seeks significant investment built around the following purposes and themes:

- Improve productivity and economic performance in the region
- Tackle worklessness which costs the UK billions in welfare payments for South East Wales
- Build on the foundations of innovation across the region
- Investment in physical and digital infrastructure
- Provide effective support for business
- Improve skills
- Ensure the economic benefit is felt across the nation
- Working together to deliver more.

9.3 A Well-being and Equalities Assessment has been undertaken and forms part of the Annual Business Plan attached at Appendix 2.

9.4 The Assessment demonstrates that the detail contained in the JWA Business Plan demonstrates compliance with the Well-being 5 ways of working, which supports the well-being goals and identifies that the City Deal is expected to have a positive impact on all groups and people with protected characteristics.

10. FINANCIAL IMPLICATIONS

10.1 The financial implications have been detailed within the report.

11. CONSULTATIONS

11.1 There are no relevant consultations relating to this report.

12. STATUTORY POWER

12.1 Local Government Acts 1972 and 2000 (Well Being Powers)
Local Government (Wales) Measure 2009 and
Local Authorities (Goods and Services) Act 1970

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Nicole Scammell, Head of Finance and Section 151 Officer
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Appendices

Appendix 1 – CCR Regional Industrial and Economic Growth Plan

Appendix 2 – CCR Annual Business Plan 2018/19 Quarter 3 Performance Report

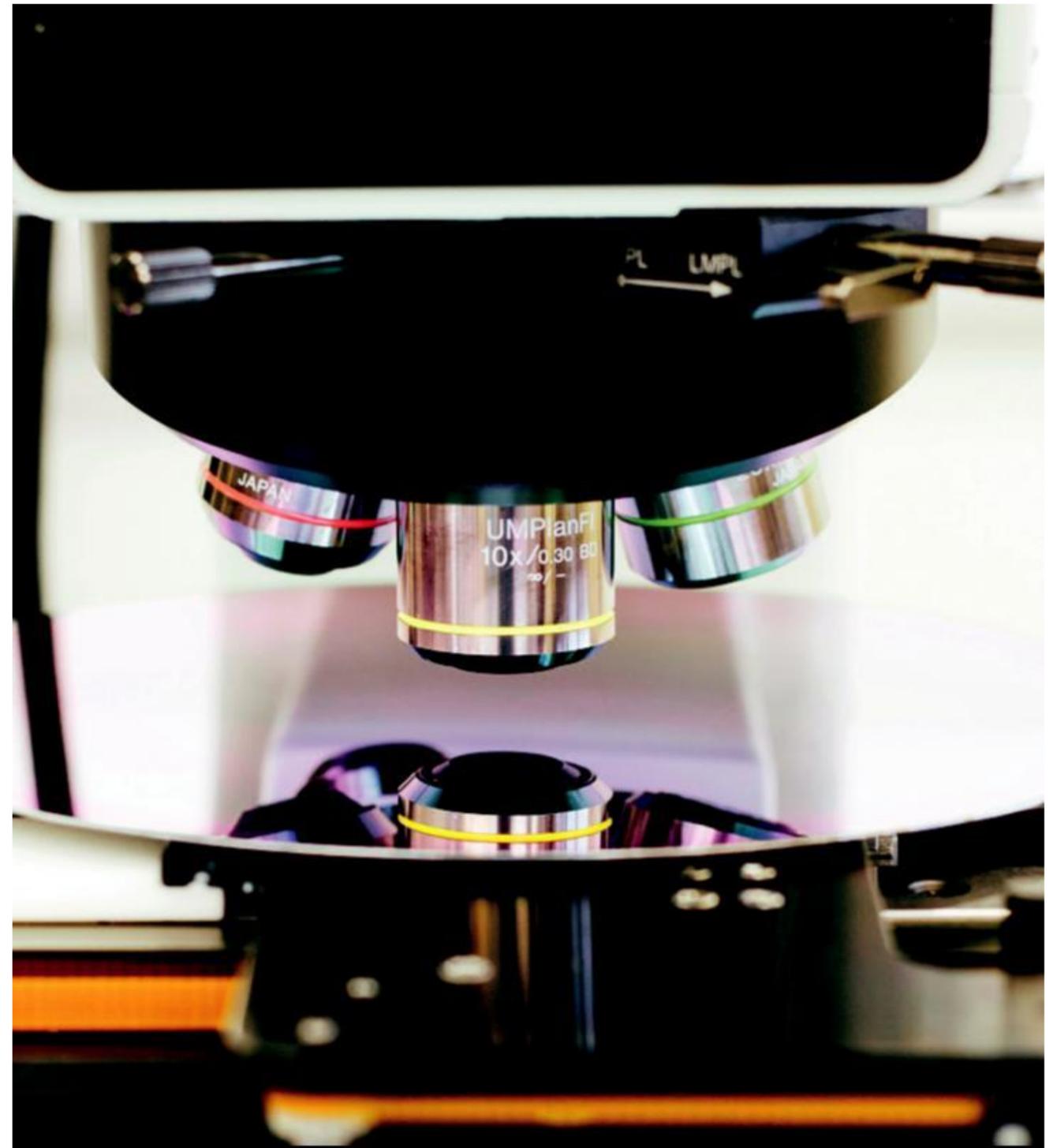
Background Papers

Joint Working Agreement in relation to the delivery of the Cardiff Capital City Region Deal – Report to Council 31st January 2017

Joint Working Agreement Business Plan – Report to Council 28th March, 2018.

Cardiff Capital Region Industrial and Economic Plan

Introduction	04
Overview of the Regional Economy	06
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**Setting a route to
future economic
self-reliance.**

01. Introduction

The Regional Economic Growth Partnership was established to advise on the implementation of the Cardiff Capital Region City Deal's Wider Investment funds. This Industrial and Economic Plan sets out an ambitious and long-term plan to boost productivity and accelerate economic and inclusive growth in the region by making the Cardiff Capital Region (CCR) a highly investable proposition, backing businesses to create good and sustainable jobs through targeted investments in skills, priority industries, infrastructure and innovation.

This is a complete departure from siloed infrastructure and sectoral programmes of the past, and is a 20-year plan which will need to be flexible and adapt over time – it will be refreshed and updated periodically.

We are currently in an extremely dynamic and turbulent time with no more European Structural Funds, no more City Deals – the end of the allocation of public funds – and a move towards competing for funds and investments based on competitive advantage. This is a significant shift, moving away from a dependency culture to a competitive culture, where influence and excellence are core commodities. We will also need to embrace co-investment approaches, be more challenge focussed in our approach and explore what fiscal levers and incentives can be maximised to ensure the future productivity and prosperity of the region.

The purpose of the plan is to guide the deployment of funding, policy decisions, and targeted effort to ensure the future productivity and prosperity of the region. It sets out a route to future economic self-reliance.

In delivering sustainable and inclusive growth, we will address two mutually supportive objectives of boosting competitiveness and tackling inequalities. The introduction of inclusive and regenerative growth as central threads of the plan set out the case for delivering an economic agenda that drives sustainable economic growth and productivity across all of the region.

The CCR Industrial Plan is promoting a new way of working within the region, with UK Government, Welsh Government and local government working together and in partnership with the private sector, Higher Education and Further Education

institutions, third sector and other public sector bodies on boosting productivity and accelerating economic and inclusive growth. This will build on the foundations established in the CCR City Deal. Where appropriate, we will work with partners beyond the CCR in both the Swansea Bay Region, the South West of England and beyond where the critical mass across the partnerships will allow a greater strategic focus to improve productivity.

The role of government is to be a shaper of our region; to convene, facilitate and catalyse strategic interventions and investments that will deliver on our combine goals and objectives. Delivery of the plan will be a partnership between the private, public, education and third sectors.

The development of the CCR Industrial Plan has been led by the Economic Growth Partnership and has

involved partnership with the wider business community and government at all levels. It builds on the Growth and Competitiveness Commission Report (2016); is informed by the UK Industrial Strategy (2017), Welsh Government Economic Action Plan (2017) and two recent Science and Innovation Audits that cover the region – the South West England and South East Wales S&I Audit (2016) and the South Wales Crucible Audit (2018).

The Economic Growth Partnership is investing in data analysis capability to provide robust and reliable data on a series of economic and social indicators to better understand the performance of the region. This will ensure well informed decisions are taken in the delivery of the regional industrial and economic growth plan.

Our approach will be based on:



Cohesion

Policy collaboration and delivery partnerships ensuring that there is cumulative impact to the range of investments and interventions delivered by the City Deal.



Scale

Limited number of significant interventions, rather than a disparate range of loosely connected small-scale activities.



Leverage

Maximise the City Deal investments by attracting co-investors with complementary funding and resources.



Return on Investment

Demonstrable impact and benefit will be expected from all investments and interventions.

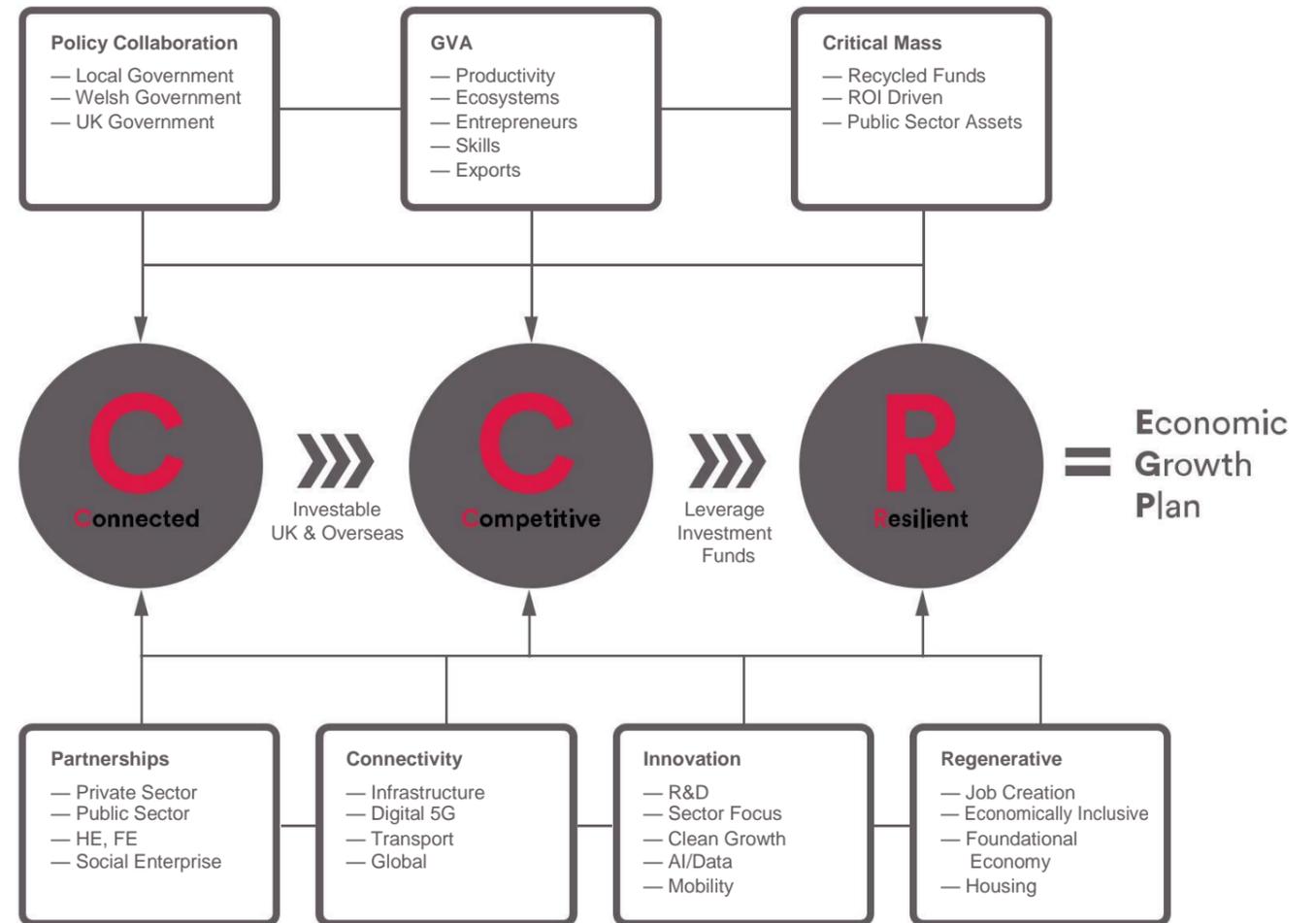


Ecosystem Development

Supporting the development of a strong economic and innovation ecosystem to deliver the plan and develop clusters of excellence within our region.

“We will address two mutually supportive objectives of boosting competitiveness and tackling inequalities.”

Title for diagram?



02. Overview of the Regional Economy

The CCR City Deal was agreed in 2016, and the Growth and Competitiveness Commission report set out a broad framework for an enabling approach that addresses the key issues of growth, inclusivity and sustainability. The Metro has been tendered, and a significant investment has been made in the Compound Semiconductor Foundry providing further stimulus to the development of the CS Cluster in the region. These investments sit alongside and are complementary to other investments made by the UK Government, Welsh Government, Welsh European Funding Office, and the Development Bank of Wales within the region.

The region is well skilled with a high proportion of the population with qualifications of degree level or equivalent, has a Capital City at its heart that has cultural and sporting facilities the envy of many other cities in the UK and further afield. The quality of life is second to none with great coastline, forests, parks and rivers, with the Brecon Beacons National Park nestling to the north of the region.

Whilst tentative progress has been made recently with a reduction in unemployment, and value added has risen, we have not seen the required

upturn in economic productivity. GVA per capita remains low, over reliance on the high proportion of public sector work, low levels of R&D, poor connectivity (transport and digital) within the region, Wales, UK and globally, lack of ambition and support for growth for our SMEs to progress into medium sized businesses, a prevailing grant culture and dependency, and proportionality high levels of economic inactivity in comparison to other City Regions and Local Enterprise Partnerships across the UK remain.

Work is ongoing to develop an analytical framework to provide evidence to identify the key inclusive growth challenges of the region, which will assist in establishing appropriate interventions to address the twin objectives of boosting competitiveness and tackling inequality.



“The region is well skilled with a high proportion of the population with qualifications of degree level or equivalent...”

03. Investment and Intervention Framework

We are establishing an investment and intervention framework that will contain three designated and interconnected investment priorities linked by common focus on securing a coherent, competitive, sustainable and fair regional economy. The region is open for business and the investment and intervention framework will outline clearly how we are conducting our business. The three designated investment priorities (Innovation, Infrastructure, and Challenge) will support the delivery of the plan and will be established in partnership with the investor community to drive forwards our economic ambitions and priorities within the region. We will have a focus on an evergreen approach to our investment funds with a strong co-investment principle.

The Innovation investments will focus on opportunities where there is demonstrable competitive strength, leveraging significant other investments which will provide direct returns to the fund. The rate of return in this category will be high and ensure an evergreen investment fund for the region whilst providing a significant contribution towards jobs growth, investment leverage and GVA uplift. The Infrastructure investments will focus mainly on infrastructure projects where the public sector creates the

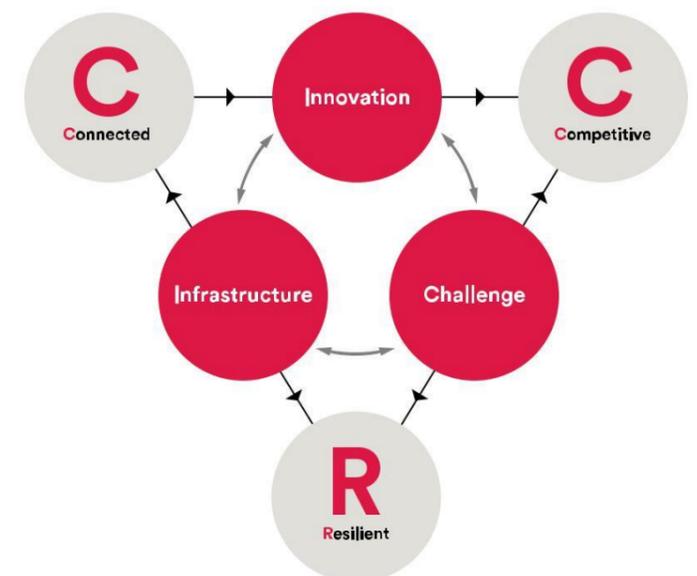
conditions for private sector success and civic benefits. The return on investment here will typically be indirect due to its enabling nature. Finally, the Challenge investments will be more competitive in process and will aim to identify the best solutions to challenges faced by the region. It is expected that there will be both direct and indirect returns on investment.

The ultimate aim of the investments will be improving the business environment within the CCR, creating rich ecosystems that stretch and support the development of key sectors in the economy, improving comparative performance against other cities and regions in the UK and internationally. We aim to make the CCR one of the most investable regions within the UK.

The Investment and Intervention Framework will build a delivery pipeline with our partners within, and beyond, the region focussed on the priorities identified within this plan. It will be a key facilitator to support an interconnected set of proposals over the next five years to deliver on the ambition and priorities outlined in this plan.

“We aim to make the CCR one of the most investable regions in the UK.”

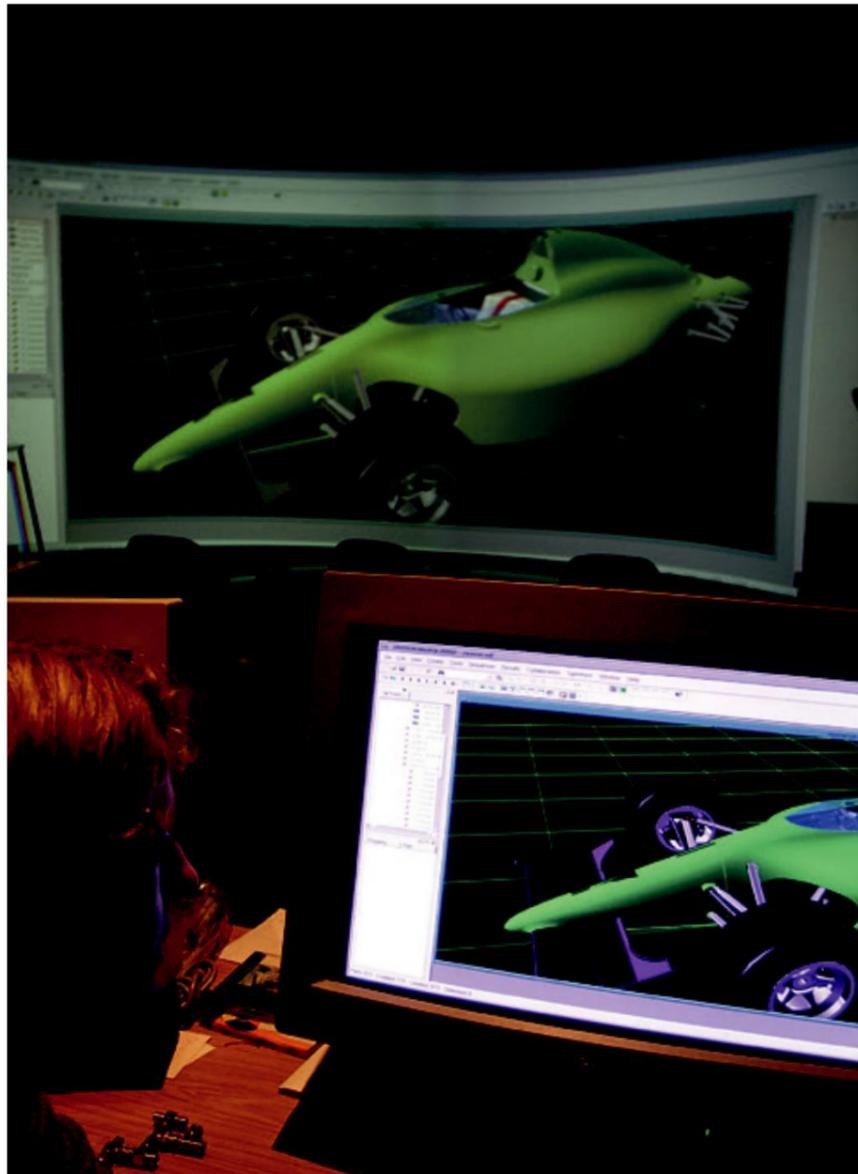
CCR Investment Fund Structure



04. Regional Priorities to Boost Productivity and Accelerate Economic and Inclusive Growth

Regional priorities to boost productivity and accelerate economic and inclusive growth have been identified to specifically build on our strengths and address our weaknesses.

We believe that this two-pronged approach will boost local productivity and overcome our local barriers within the region. The remaining sections of the plan outline our priorities.



05. Businesses that Succeed

The CCR wishes to perform economically on a par with any region in the UK and internationally. It currently sits bottom of most of the economic productivity and competitiveness tables in the UK. In order to move the needle and improve the economic prosperity of the region, we must:

- Identify areas of comparative strength in the CCR that can compete at a UK level and internationally, and invest in them;
- Create rich ecosystems that stretch and support the development of key sectors within the economy – take a challenge led approach that drives up ambition and cohesiveness;
- Encourage and support entrepreneurship so that our population not only seeks employment but creates employment within the region;
- Support and nurture the Foundational Economy;
- Target our most deprived and isolated communities and support regenerative growth;
- Turn the large public sector base within the region into an asset that adds prosperity to the region.

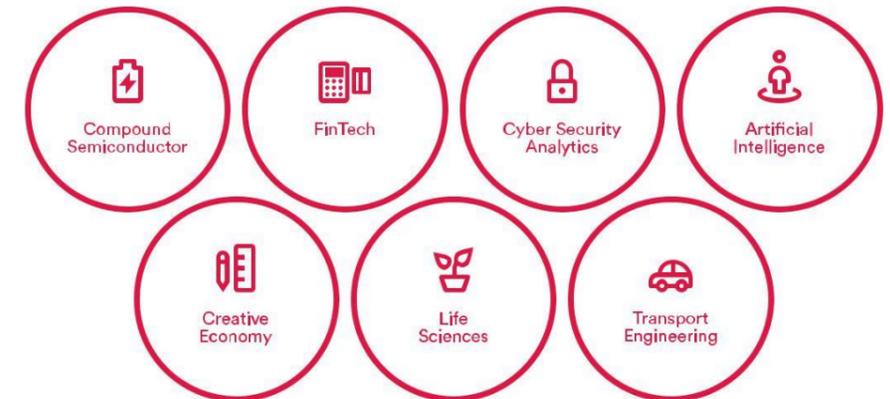
Building on our competitive advantage and opportunity within the economy we will strategically target the following sectors for support to grow and flourish. These are:

- Compound Semiconductors, its supply chain and applications
- FinTech
- Cyber Security Analytics
- Artificial Intelligence and Data Science
- Creative Economy
- Life sciences and more specifically the medical devices and diagnostics sub-sectors
- Transport Engineering – automotive, trains and aircraft

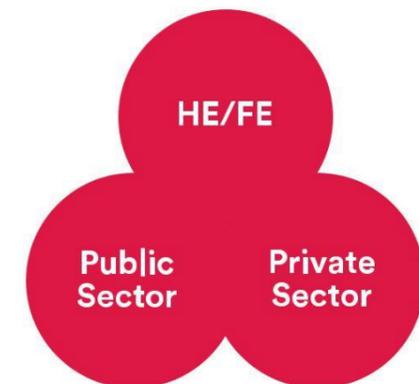
The list of strategic sectors is not exclusive, and we will support investments in other sectors such as energy and environment if a compelling case is made. Sectoral analysis work is ongoing to ensure that our focus is evidence based.

We will also promote the CCR as an attractive place for business and encourage close collaborations and partnership working across the private sector and with the public sector, Higher Education and Further Education sectors. Cross-sectoral collaboration and cohesion will be a central feature of our approach. CCR is open for business.

Sectors to strategically target:



Cross sectoral collaboration and stakeholder cohesion is a central feature:



06. Skills of the Future

We have a skilled workforce in the region, with our Colleges and Universities playing a critical role, but there is more to be done. We need to continue to work on joining up the education, employment and skills system to meet the region's business and public sector needs of today and in the future. We must ensure that the region has a highly-skilled, motivated and forward-thinking workforce with a significant supply of critical skills to enable businesses to flourish over the next decades from entry level to masters and doctorate level qualifications.

We will look to enhance existing and develop new provisions where required to drive the priorities of our businesses in the region. Working in partnership with our education and training providers, we will:

- Develop proposals for data, cyber, digital and software scientists to exploit the potential of the new industries of the future and derive added value from existing and more traditional industries;

- Develop proposals to service the needs of our priority sectors within the region e.g. Compound Semiconductor Cluster;
- Develop proposals for a high-quality executive leadership training for business leaders across the region (targeted specifically at SME's with growth potential);
- Develop a programme of entrepreneurship across the region (targeted at 14 to 21-year olds) to inspire the next generation of entrepreneurs within the region;
- Support existing initiatives to increase apprenticeships in growth sectors across the region at all levels;
- Upskill the public sector with data literacy, research and development, procurement, and innovative leadership capacity;
- Working with current schools, colleges, universities, and private providers to ensure that sufficient local home grown talent is nurtured and trained to service the needs of our foundational economy.

“We must ensure that the region has a highly-skilled, motivated and forward-thinking workforce...”



07. Infrastructure Fit for the Future

Connectivity is critical – both digital and physical. We need a reliable infrastructure that connects the region, both within and wider afield, to boost productivity and prosperity. The current Metro plans are a significant step in this direction and we will bring forward further proposals to maximise and unlock future potential offered by its development. We will ensure that we have a road, rail, air and digital infrastructure (fixed and mobile) to connect us to the world. Working with our partners we will:

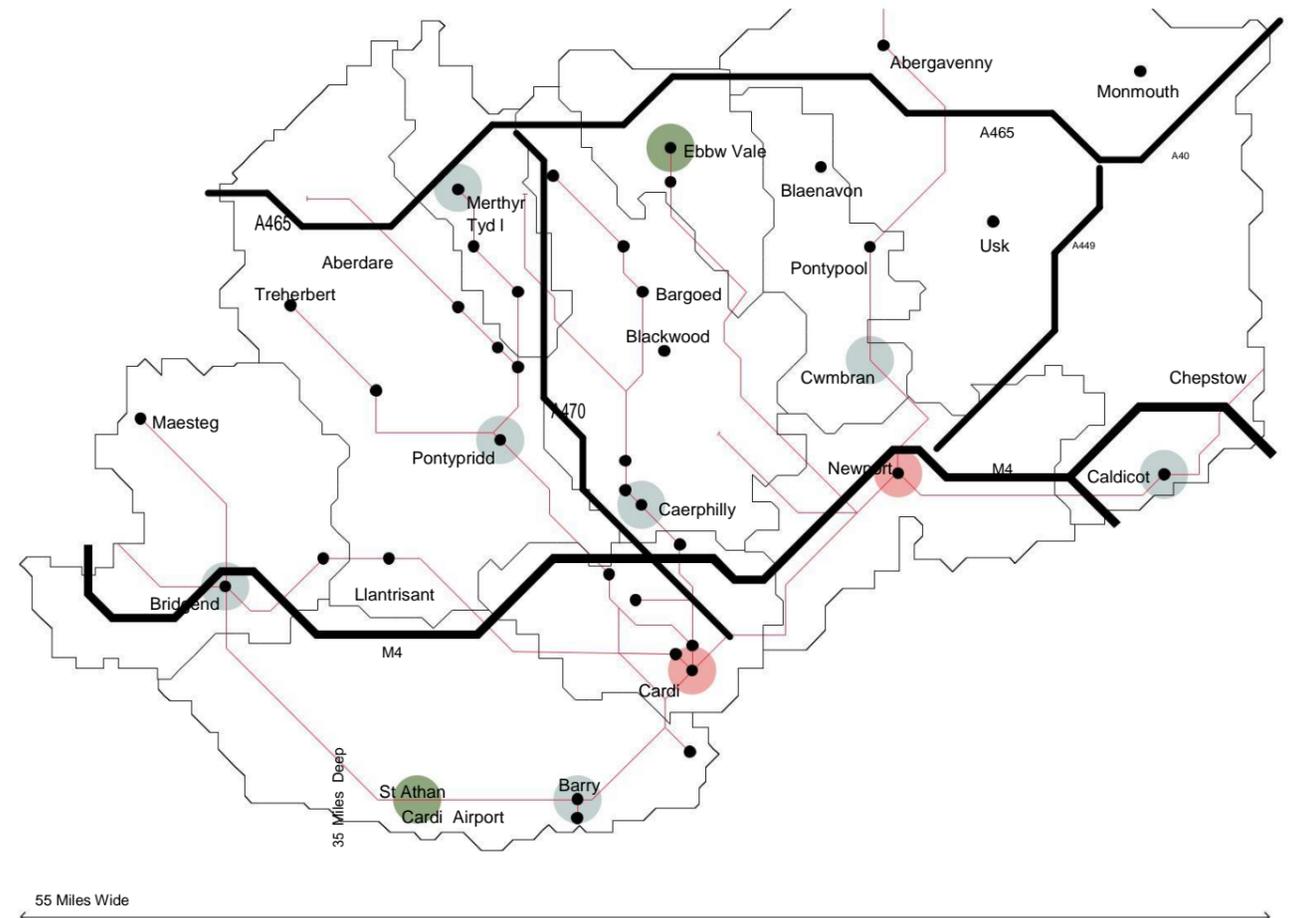
- Develop a Digital Connectivity Plan to make the region one of the most digitally advanced regions in the UK;
- Continue to work closely with the UK and Welsh Governments to further develop, enhance and implement the transport network to improve links within the region, reduce congestion and connect people;

- Embrace the Metro as a backbone to connecting CCR and shaping places on its networks;
- Develop a series of strategic employment spaces across the region to meet the needs of businesses;
- Develop proposals for energy efficient and accessible housing;
- Utilities networks – ensure, for example, we are ready for the future of electric and/or hydrogen vehicles;
- Develop the organisational and data infrastructure and capacity within the public sector to embrace the challenge led approach through a Public Services Testbed.

A region wide strategic focus will enable key towns across the region to be connected ensuring that the growth of the economy is balanced and inclusive

Strategic Hubs and Opportunity Areas

- Cities**
Cardiff, Newport
- Enterprise Zones**
Ebbw Vale, Cardiff Airport & St Athan
- Strategic Hubs**
Barry, Bridgend, Caerphilly, Caldicot, Cwmbran, Merthyr Tydfil, Pontypridd



08. Enabling Innovation-Led Growth

The UK Government Industrial Strategy identifies four Grand Challenges signalling a shift towards a challenge led approach to driving future productivity and prosperity. The Grand Challenges are future-facing

and will shape our economic future. They are underpinned by expected developments in technology that will transform industries and societies around the world in which the UK could play a leading role.

Expected developments in technology:



AI and Data Economy
Putting the UK at the forefront of the artificial intelligence and data revolution.



Clean Growth
Maximising the advantages for UK industry from the global shift to clean growth.



Ageing Society
Harnessing the power of innovation to meet the needs of an ageing society.



Future of Mobility
Becoming a world leader in the way people, goods and services move.

In time, other unidentified challenges will present themselves and we as a region must be able to react and address them.



Target UK GDP to be spent on R&D by 2027

We will take a broad view of innovation, focussed on innovation that increases productivity from the foundational economy, embracing innovation in public services, through to innovation in unique Intellectual Property where market leadership is evident. Successful innovation and commercialisation within this context will be critical to our success, and we will use novel instruments such as Challenge Funds to spearhead invention and promote competition for financial awards to best in class participants.

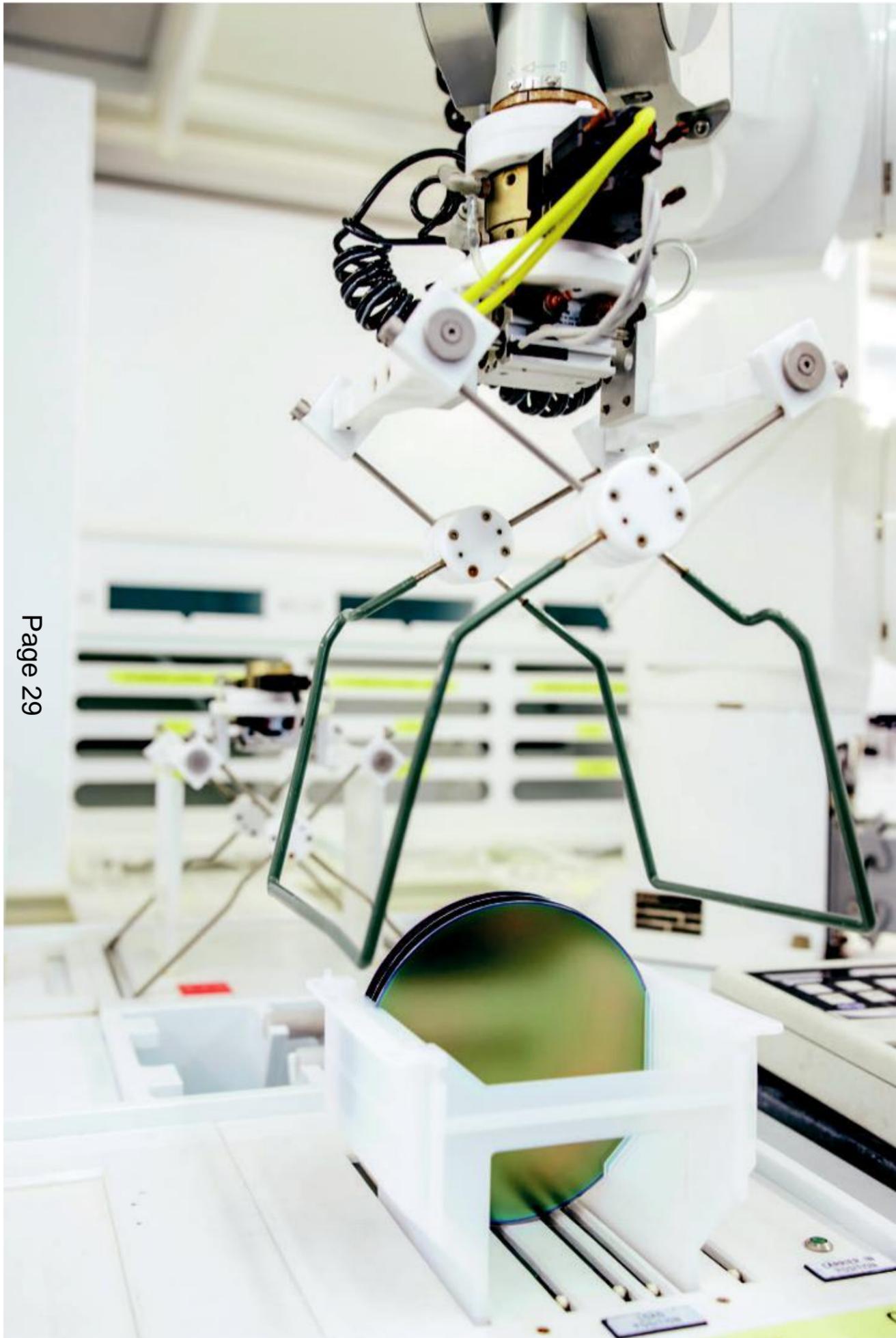
With historically low levels of competitiveness and productivity, coupled with low levels of R&D investment and intensity, we will encourage a greater focus on R&D and innovation within our region. The focus on the grand challenges within the Industrial Strategy and the target for 2.4% of UK GDP to be spent on R&D by 2027 we must support our economy to adapt and adjust to the wider economic context. Therefore, our focus on innovation-led growth will be central to our plan and we will identify our areas of competitive strength and support the establishment of clusters that can compete internationally.

Recognising that approximately two-thirds of the regional GVA is tied-up in the public sector we will establish a Public Services Testbed with a mission-driven approach to generate new collaborations and public services improvements and enable the delivery of public sector innovation and economic value. This approach involves the identification of a major 'grand challenges' and the development of 'missions' with clear and ambitious targets for improvement that form a basis upon which a number of related and

complementary multi-sector (private, public, third sectors) projects may be identified in order to deliver business growth opportunities. The combination of public services innovation with new thinking in public sector procurement has the potential to generate new market opportunities, and commercial value that benefits the region.

“...we will encourage a greater focus on R&D and innovation within our region.”

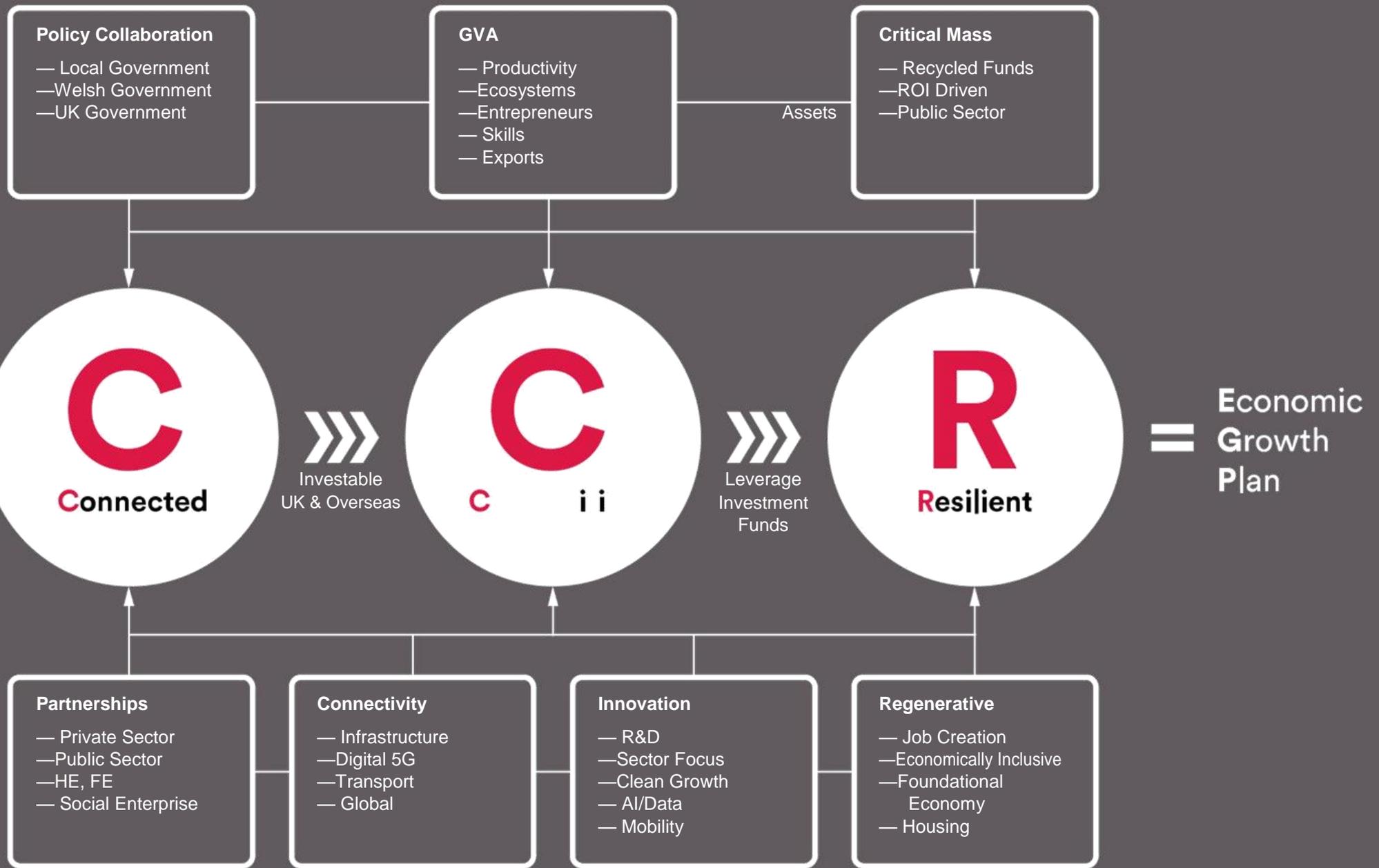




Useful
Information &
Contacts

Cardiff Capital Region

Web: www.cardiffcapitalregion.wales
Email: info@cardiffcapitalregion.wales



Future Generations Assessment

Name of the Officer completing the evaluation: Kellie Beirne Phone no: 07826 9219286 E-mail: kellie.beirne@cardiff.gov.uk	Please give a brief description of the aims of the proposal Setting out the REGP Regional Industrial and Economic Plan
Proposal: REGP –Initial Economic and Industrial Plan	Date Future Generations Evaluation form completed: 4 February 2018

Page 3
 3. Does your proposal deliver any of the well-being goals below? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	The Plan draws on data and evidence and seeks to set out the competitive strengths and advantages of the CCRCD	The proposal is predicated on the principles of 'good growth' and has enshrined within in it, commitments to reducing inequality and promoting social justice.
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	The plan promotes 'good growth' and the kind of growth that has regard to living systems and demonstrating that a healthy economy and healthy planet are not mutually exclusive.	In sub-sets of the plan e.g. mobility – enhancement sare being made to existing schemes around incorporation of Electric Vehicle and Station of the Future and Energy Revolution proposals and so on. We are taking bold steps to demonstrate value added through a focus on sustainability and resilience

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	Developing the conditions, through new links and networks – and opportunities for future engagement – will make a contribution to prosperity, which in turn will support wellness and wellbeing.	
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	The plan seeks to position our region and its competitive strengths – economic and wider and will seek to yield demonstrative legacy benefit for the country as a whole.	ROI assessments and expert advice on how to leverage opportunities and build on local social capital whilst at the same time, scanning the world for experts who can help grow high potential ideas
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	The Plan has regard to the wider factors required to support a vibrant and responsible economy	Proposals emanating from the Plan will place an emphasis on new forms of procurement and support for BCorps, employee owned and public purpose organisations. For example, Public Services Testbed.
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Our City Deal is uniquely Welsh – but pitches towards being world leading in areas of competitive strength. This enables a strong reflection on our rich culture and heritage.	
A more equal Wales People can fulfil their potential no matter what their background or circumstances	City Deal is about delivering as far as possible across 10 LAs and a population of 1.5m people. It is about economic gains – but importantly how this will convert as tools for improving people's lives.	The 'spread' and targeting of City Deal benefits in a place-based and place-led way.

2. How has your proposal embedded and prioritized the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The Plan is relevant to today, but focused on foresight and what comes, tomorrow.</p>	<p>Continued work on data/ evidence and generating in equal measure, insight and foresight.</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The report sets out the different partners and sectors engaged in this work</p>	<p>City Deal will be delivered by a multiplicity of diverse partners.</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>The report sets out the different partners and sectors engaged in this work</p>	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The Plan seeks to stimulate economic activity in the region creating opportunities to engage people in work and develop the prosperity needed to ensure people are more economically self reliant and self sufficient.</p>	
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The REGP is not a public body. But, in working with City Deal and understanding some of the wider social and sustainability aims, seeks to make its contribution to wellbeing goals.</p>	

3. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	As with all those categories below – the impacts will relate to specific delivery that underpins the execution and operation of this Plan	None arising at this time.	
Disability	As above	As above	
Gender reassignment	As above	As above	
Marriage or civil partnership	As above	As above	
Pregnancy or maternity	As above		
Race	As above		
Religion or Belief	As above		
Sex	As above		
Sexual Orientation	As above		

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Welsh Language	As above		

4. Safeguarding & Corporate Parenting. Are your proposals going to affect either of these responsibilities?

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	Not directly relevant –however, building the future economy should have a profoundly positive impact on ability to safeguard the future of our residents		
Corporate Parenting	Not directly relevant – however building strength in the economy should create opportunities for all of the young people entrusted in our care		

5. What evidence and data has informed the development of your proposal?

- Evidence and data from other cities, regions and countries
- New data emerging from the ISCF ann Innovate UK about engagement
- Arloesiadur
- Previous report of Economic Growth and Competiitveness Commission

6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

As above, the main implications will be in the delivery of this work.

7. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:

Quarterly 2019/20

18 FEBRUARY 2019 MEETING

2018-19 ANNUAL BUSINESS PLAN - QUARTER 3 PERFORMANCE REPORT

REPORT OF CARDIFF CAPITAL REGION DIRECTOR

AGENDA ITEM: 5

Reason for this Report

1. To inform key stakeholders, principally, Regional Cabinet and also, Wales and UK Governments of the Quarter 3 reporting position against the 2018/19 City Deal Business Plan, thus discharging the reporting requirements of the Assurance Framework and providing a comprehensive overview of progress.
2. To provide regional Cabinet with an update of actual expenditure and projected full year out-turn as at Quarter 3 against the approved Wider Investment Fund budgets as set out in the Annual Business Plan for the financial year 2018/19.
3. To recommend that Regional Cabinet approve the Quarter 3 report, which has been seen and informed by Wales and UK Governments, in order for formal submission to government partners.
4. To note the continued changes to the format, structure and shape of the report, in order to provide a 'balanced scorecard' approach in order to provide a consistent, concise and coherent means of evaluating and monitoring performance and progress.

Background

5. Regional Cabinet approved its 2018/19 Annual Business Plan at its meeting on the 26th March 2018, which included details of the Wider Investments Fund budgets for that year. The report also provided an overview of the key work streams that would need to be progressed during the year.
6. At its meeting of the 18th June, Regional Cabinet received 2018/19 Work Programme, which provided details of the tasks and activities required in the coming year to address the requirements of the Joint Working Agreement and the Assurance Framework. That programme of work was accepted by Regional Cabinet as the Work Programme for the 18/19 financial year, and allowed the required resources to be identified and for progress to be monitored by the Regional Cabinet.
7. That Work Programme also forms the basis of the Quarterly Performance Monitoring Reports which are issued to the UK and Welsh Governments. Changes have been made to the structure, format and shape of the Performance report in order to:

- Situate plans, actions and priorities in the context of the targets that City Deal is required to deliver against;
 - Reduce extraneous information volume; place a clearer emphasis on delivery and provide a one page overview of headline issues and progress;
 - Provide a high-level account of strategy and 'direction of travel' alongside assurance on matters relating to Finance, Risk and Assurance;
 - Set out the key priority areas and activities guiding key interventions under the headings of Programme Delivery; Partnerships; Communications & Reach; Influence & Engagement and required Actions; and,
 - Demonstrate strength in the pillars underpinning delivery of City Deal around Culture, Capacity and Leadership.
8. It should be further noted that these changes have now been embedded as part of the new Annual Business Plan for 2019/20 and reporting requirements will therefore be aligned with this consolidated approach from April 1st 2019. The detail ordinarily contained within this report is now set out in the attached appendices:
- Appendix 1: CCR City Deal Quarter 3 Performance 'Balanced Scorecard'
 - Appendix 2: CCR City Deal Quarter 3 detailed Work Programme Update
 - Appendix 3: AGS Quarter 3 Update (containing the Risk Log)
 - Appendix 4: Internal Audit Action Plan
 - Appendix 5: Wider Investment Funds Budget Quarter 3 Update
 - Appendix 6: Wellbeing of Future Generations Assessment

Legal Implications

9. The report sets out the Quarter 3 performance and is submitted to Regional Cabinet for consideration pursuant to the reporting requirements within the Cardiff Capital Region City Deal Assurance Framework. As regards individual projects referred to in the Work Programme, then legal advice on those projects will be reflected in the relevant reports as and when such matters are reported to Regional Cabinet.

Wellbeing of Future Generations

10. In developing the Plan and in considering its endorsement regard should be had, amongst other matters, to:
- (a) the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards,
 - (b) Public sector duties under the Equalities Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are : a. Age; b. Gender reassignment; c. Sex; d. Race – including ethnic or national origin, colour or nationality; e. Disability; f. Pregnancy and maternity; g. Marriage and civil partnership; h. Sexual orientation; i. Religion or belief – including lack of belief and (c) the Well Being of Future Generations (Wales) Act 2015. The Well-Being of Future Generations (Wales) Act 2015 ('the Act') is about improving the social, economic, environmental and cultural well-being of Wales. The Act places a 'well-being duty' on public bodies aimed at achieving 7 national well-being goals for Wales - a Wales that is prosperous,

resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language and is globally responsible. In discharging their respective duties under the Act, each public body listed in the Act (which includes the Councils comprising the CCRC) must set and published wellbeing objectives. These objectives will show how each public body will work to achieve the vision for Wales set out in the national wellbeing goals. When exercising its functions, the Regional Cabinet should consider how the proposed decision will contribute towards meeting the wellbeing objectives set by each Council and in so doing achieve the national wellbeing goals.

11. The wellbeing duty also requires the Councils to act in accordance with a 'sustainable development principle'. This principle requires the Councils to act in a way which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. Put simply, this means that Regional Cabinet must take account of the impact of their decisions on people living their lives in Wales in the future. In doing so, Regional Cabinet must:
 - Look to the long term
 - Focus on prevention by understanding the root causes of problems
 - Deliver an integrated approach to achieving the 7 national well-being goals
 - Work in collaboration with others to find shared sustainable solutions
 - Involve people from all sections of the community in the decisions which affect them.
12. Regional Cabinet must be satisfied that the proposed decision accords with the principles above. To assist Regional Cabinet to consider the duties under the Act in respect of the decision sought, an assessment has been undertaken, which is attached at Appendix 6.

Financial Implications

13. Regional Cabinet approved its 2018/19 Annual Business Plan and the associated budgets at its meeting of the 26th March 2018. Appendix 5 provides an update as at Quarter 3, which in summary indicates:

Wider Investment Fund Top-Slice (£742,500)

An underspend of -£286,123 is projected. Subject to the final out-turn, the full value of any underspend is available to support the WIF Top-Slice in future years, subject always to observing the 3% cap (annual and cumulative) approved by Regional Cabinet.

2018/19 Approved Project Budgets (£13,840,000)

There is projected slippage of £1,381,600 (or 10.1%) against the CSC Foundry capital budget. This is expected to be drawn down and fully utilised in 2019/20.

2018/19 In-Year Project Approvals

The 2018-19 Annual Business Plan contained uncommitted revenue and capital resources of £1.000 million and £4.015 million respectively. These resources were put in place to provide Regional Cabinet with a level of flexibility to approve additional sums during the year in the event that In-Principle and/or emerging

projects found themselves in a position to be allocated approved project funding during 2018/19.

There are no additional in year approvals (either actual or projected) as at the end of Quarter 3. Given the current status of the Project Delivery Pipeline, the Finance Group have recommended that Regional Cabinet consider slipping the capital sum (£4.015M) forward, two years to financial year 2020/21.

14. Regional Cabinet should note that the 2019/20 Annual Business Plan (ABP) incorporates the positions outlined above, to the extent these impact on budgets incorporated within the ABP. It is normal practice to include projections (at a point in time) within future year budgets, which are then subsequently updated to reflect the final out-turn position, once this has been established. Any material changes will be reported to Regional Cabinet as part of the regular budget monitoring reports.

RECOMMENDATIONS

It is recommended that the Cardiff Capital Region Joint Cabinet:

- a) Note the overall progress at Quarter 3 2018/19, including the budget position reported at Appendix 5 and approve that where relevant, the 2019/20 Annual Business Plan budgets will be prepared on the basis of the projections reported at this time;
- b) Consider and if deemed acceptable, approve the Quarter 3 performance report; and
- c) Authorise the Programme Director of the Cardiff Capital Region City Deal to formally submit the Quarter 3 performance report, including supporting information to both UK and Welsh Governments, and other stakeholders as required, on behalf of the Regional Cabinet.

Kellie Beirne
Cardiff Capital Region Director
18 February 2019

Appendices:

Appendix 1: CCR City Deal Quarter 3 Performance 'Balanced Scorecard'
Appendix 2: CCR City Deal Quarter 3 detailed Work Programme Update
Appendix 3: AGS Quarter 3 Update (containing the Risk Log)
Appendix 4: Internal Audit Action Plan
Appendix 5: Wider Investment Funds Budget Quarter 3 Update
Appendix 6: Wellbeing of Future Generations Assessment

CCR CITY DEAL QUARTER 3 PERFORMANCE – FEBRUARY 2019

GOOD GROWTH SUPPORTING & DELIVERING 5% GVA UPLIFT, 25K NEW JOBS & £4BN LEVERAGE

Str

STRATEGY & DIRECTION

- First version of Sectoral Analysis received and embedded within the REGP Industrial and Economic Growth Plan
- Finalised Regional Industrial Plan developed by REGP to go to Regional Cabinet in December 2018
- Final report received from Cenex, commissioned to develop EV Plan and Infrastructure for Metro Plus received and incorporated into Strategic Outline Programme
- Written and verbal evidence given to EIS Committee on City Deals in Wales December 2018 and January 2019
- Principles of Investment & Intervention Framework established and agreed with REGP. Legal framework development underway
- Annual Business Plan for 2019/20 produced, consulted upon and to be presented to Cabinet in Feb 2019
- Co-investment agreement with Innovate UK on alignment of challenges.

FINANCE & ASSURANCE

- First meeting held of CCRCD Joint Scrutiny Committee in October 2018 and work programme agreed. Second meeting held on 5 February 2019
- Formal Future Generations assessment framework now in place for all decision-making reports
- Second UK National Steering Group attended – first City Deal in cohort 2 to have agreed Evaluation Framework with SQW. Stakeholder work completed and economic forecasts completed.
- Second meeting of Implementation Board across UK, WG and City Deal held – no concerns raised
- New Annual Governance Statement in place containing comprehensive Risk Log
- 3 of 4 areas actioned on Internal Audit Report for 2018/19
- Work on the Investment Fund to be translated into a supplemental and business friendly Assurance Framework by Local Partnership – underway with Metro Plus SOP as first test case
- Financial reporting for Q3 – posted and on budget
- Joint Committee budget for 2019/20 prepared – to be presented to Cabinet in Feb 2019

PROGRAMME PIPELINE & DELIVERY

- Draft project pipeline in development to underpin Innovation & Investment framework
- Innovation and Investment framework key principles agreed – first draft of Toolkit prepared
- Strategic Outline Programme and Report produced on Metro Plus – decision of Cabinet Feb 2019
- Graduate Pilot scheme approved by Cabinet in Dec 2019.
- Preparations for Graduate Scheme underway with recruitment commencing
- Digital Proposition currently being reviewed and updated
- Housing Investment Fund: Procurement advice received. Proposal development underway
- Outcome of Strength in Places fund submission awaited
- CSA Catapult co-located with CSC Foundry Jan'19 with 5 year business plan and budget in place
- Outline submission prepared for submission to WEFO 'Building Institutional Capacity' for Public Services Testbed
- LFFN submissions made on Wave 3 – unsuccessful. Awaiting Wave 4 and confirmation awaited on the £200m announced for rural/ valleys in Autumn budget statement
- 2 successful submissions notified on Energy Revolution

PARTNERSHIPS

Regional Economic Growth Partnership:

- Regional Industrial Plan produced
- Membership renewed
- Data work completed
- Secured PhD studentships to inform data insight & foresight
- Draft Innovation & Investment framework prepared
- Commitment for bi-annual reports secured from Board of UKRI

Regional Business Council:

- Session with Innovate UK on workshops for business on IS Challenge Fund
- Business Plan approved by Cabinet in Dec 2018
- MIPIM preparation underway
- Meeting with UK Dept. for International Trade to agree features for prospectus and panel representation at MIPIM

Regional Skills Partnership:

- Handover to RSP to Newport City Council in progress
- Q1 performance report approved
- Graduate scheme approved in Dec 18
- Scheme developments on STEM & hard to reach young people underway
- Stakeholder workshops to be held Feb 2019

RTA:

- SOP produced for Metro Plus

COMMUNICATIONS, MARKETING & REACH

- Year to date, City Deal news articles directly generated: 100
- Website: 2380 overall visitors
- Website: 8501 page views
- Website: 206 contact page visits
- Twitter: 2268 followers
- Twitter: 78.3k impressions
- Twitter engagement: 2k
- Tweets: 42 RTs: 238 Link clicks: 590
- MIPIM promotional work in progress with production of video showcasing region & aerial photography
- 1 potential scheme to feature in Dept for International Trade international investment prospectus
- Role on the DfIT Investment Panel at MIPIM
- New and improved City Deal website up and running
- Sponsorship of Wales in London Week 2019 and Panel representation and session for CCRCD
- WiL Week REGP Economic Growth plan launch with SoS on 28 Feb 2019

INFLUENCE & ENGAGEMENT

- CCRCD keynote speeches/ inputs to:
 - Innovation Advisory Council Wales
 - Science Advisory Council for Wales
 - WEFO Programme Monitoring Committee
 - Cardiff University and Cyber Labs
 - Built Environment Conference
 - EstNet – Launch of Wales Technology Awards
 - MIPIM Partner Events
- Commitment from UKRI Board members to provide bi-annual updates from UKRO direct to REGP
- Ian Campbell CEO of IUK – meeting February '19
- Participation in the UK Steering Group convened by BEIS in Jan 2019 in Glasgow
- Evidence to EIS Committee in Jan 2019
- City Deal represented on Ministerial Foundational Economy Advisory Group
- City Deal Director and Chair of REGP nominated to WG Regional Investment Funding Committee

ACTIONS PENDING

- Formalise Innovation & Investment framework and 3 funds, decision in early 2019 with launch of Three Funds to follow, including launch events at WiL Week and MIPIM
- Progress Phase 2 of Sites and Premises work – commissioned and work underway
- Meeting with WG seeking clarity on position re: support for apprenticeships
- Respond to formal Shared Prosperity Fund consultation
- Respond to WG regional working proposals
- Clarify position on topslice of Wider Investment Fund for resource and capacity investment – proposal now awaited
- Clarify position on treatment of leverage in the Gateway Review
- Focus work of s151 group on making progress with wider fiscal programme and measures - NNDR
- Respond to WG Brexit impact assessment/ CCR impact
- Production of Investment Prospectus now in train
- Agree way forward on SDP



KEY ACTIVITIES

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CULTURE, CAPACITY & LEADERSHIP

- City Deal team in situ in new Offices at Tredomen Innovation and technology Centre
- New structure and resourcing proposals devised for Cabinet in 2019
- PhD KES studentships to commence in March 2019
- Prince2 Training for all City Deal Office staff
- Challenge prize training – delivered
- Knowledge development: KTN and bi-weekly team briefings
- CCRCD role in assessing current round of SBRI bids
- CCRCD Director appointed to Chief Scientific Adviser's Panel Wales

Cardiff Capital Region City Deal Work Programme 2018-19
Evolving our City Deal – Areas to Shape Emerging Regional Plan and Approach

(1) DATA RICH – EVALUATION READY

To address the issue of low levels of data insight and foresight and to ensure we have a robust baseline from which track progress and key advancements	Q1	Q2	Q3	Q4
<ul style="list-style-type: none"> Commission sectoral analysis and an overview of competitiveness as regional and place level 		Work underway	First report due in Dec 2019	Final report received
<ul style="list-style-type: none"> Commission work on a data dashboard to provide a portal that brings together and makes sense of data sources that are relevant to tracking and telling the story of the region 			Commissioned and due in Q2-3 2019/20	Underway
<ul style="list-style-type: none"> Adopt the National Evaluation Framework and work with SQW to develop the local evaluation frameworks, logic models and plans to inform the work needed for the Gateway review 		Report approved by Cabinet in Sept 2018		Local Evaluation Framework fully agreed
<ul style="list-style-type: none"> Action in conjunction with SQW, the first set of stakeholder surveys and interview to inform the work needed for the Gateway Review 		Preparation work underway	Phase 1 to be completed	Completed
<ul style="list-style-type: none"> Secure investment through the KES Studentship scheme for PhD student to join the City Deal Office to inform and develop data capacity and competency 			Secured with start date of April 2019	
<ul style="list-style-type: none"> Complete the work commenced by Data Cymru on the Regional Skills database 			Completed	

(2) SETTING OUR STALL OUT – REGIONAL INDUSTRIAL STRATEGY / PLAN

To set out our core competitive strengths and have a key means of engaging with the WG Economic Action Plan and the UK Industrial Strategy	Q1	Q2	Q3	Q4
<ul style="list-style-type: none"> Develop context to the JWA five year business plan 			Draft complete	Cabinet approval in Feb '19
<ul style="list-style-type: none"> Set out core competitive and sectoral strengths and demonstrate synergies with Four Grand Challenges & priorities featuring in the Economic Action Plan 			As above	
<ul style="list-style-type: none"> Work with Welsh and UK Government to respond to the Local Industrial Strategy guidance and provide the first Industrial Strategy in Wales 			Opportunity set out in Cabinet Report Dec 2018	To be agreed across Reg Cabinet UK & Wales Govts
<ul style="list-style-type: none"> Demonstrate increased number of submissions into the Industrial Strategy Challenge Fund 			Submissions made to: Energy Revolution SIPF Stations of Future	ongoing
<ul style="list-style-type: none"> Convert the core elements of the Industrial Strategy/ Plan into a CCR Investment Prospectus and to be ready for MIPIM in March 2019 				1 st draft

(3) DELIVERY PIPELINE 'ECO-SYSTEM'				
To develop the tools needed to enact robust assessment and decision-making in line with our key targets (GVA, jobs and leverage) and to monitor delivery against current work streams and projects	Q1	Q2	Q3	Q4
<ul style="list-style-type: none"> Develop an integrated project pipeline document to be monitored and assessed by Regional Cabinet and informed by the REGP by end of 2018/19 			Work has commenced	To be completed in line with IIF
<ul style="list-style-type: none"> Develop and bring forward for approval by UK Govt, Wales Govt and CCR Cabinet, a new Investment and Intervention Framework and the establishment of three sub-funds to establish the criteria and evaluation tools for investment decision-making 			Work has commenced and Local Partnerships commissioned	First draft complete pending consultation
<ul style="list-style-type: none"> Once approved, launch the three funds in early 2019 – Regional Infrastructure Fund, Challenge Fund and Innovation Investment Fund 				As above
<ul style="list-style-type: none"> Preparation of the Annual Business Plan for 2019/20 				Completed for approval Feb '19
KEY PROGRAMMES (lifted from Annual Business Plan)				
Regional Skills Partnership <ul style="list-style-type: none"> Redesign LSKIP to become CCR Employment and Skills Board 			Reg Skills Partnership – now to be Transferred to NCC, Skills lead	CITB secondment in place
<ul style="list-style-type: none"> Plan delivery of WG contractual requirements 				As above

<ul style="list-style-type: none"> Develop a CCR Employability Plan <p>Skills for the Future</p> <ul style="list-style-type: none"> To produce the Outline Business Case To produce a full business case by August 2018 To initiate phase 1 delivery <p>Connecting the Region</p> <ul style="list-style-type: none"> RTA Meetings to take place quarterly with progress reports to Joint Cabinet Finalise consultation on Regional Transport Plan Secure agreement of all 10 Councils for Regional Transport Strategy RTA to oversee development of Metro Plus scheme To prepare a programme business case for Metro Central in Cardiff Central Square and Business District <p>Digital</p> <ul style="list-style-type: none"> Secure project development support to design proposals for regional digital infrastructure Prepare a development plan business case for digital infrastructure OBC To report to Regional Cabinet to progress Sign up to Open Data Licence <p>Housing Investment Fund</p> <ul style="list-style-type: none"> Secure project development support to enable design and development of proposal To prepare and develop business case To report to regional Cabinet on progress in forming a Fund and comply with Assurance Framework to secure investment alongside WG 			<p>Q1 submitted and feedback received</p> <p>Re-worked bus case underway. Nesta commissioned. Graduate scheme for approval to Regional Cabinet Dec '18</p> <p>Complete Underway</p> <p>Underway</p> <p>Underway OBC in draft and consultation day with EGP 12.12 Completed</p> <p>Business case underway with Dev Bank</p>	<p>To be completed</p> <p>Prog of quick wins underway Graduate Scheme approved</p> <p>Stakeholder workshops Feb '19</p> <p>Metro Plus SOP produced for Feb '19 Cabinet</p> <p>Update pending Metro Central</p> <p>Revision work to Digital Strategy underway – contained in ABP 2019/20</p> <p>Procurement advice rec'd. scheme development underway</p>
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<p>Strategic Sites and Premises</p> <ul style="list-style-type: none"> • Identify agreed list of strategic sites • Prioritise into short/med/long terms opportunities with WG • Explore sources of investment and report findings • Explore potential for a Regional Development Fund supported by WG and City Deal • Establish a strategic property register • Identify sources of investment for sites and premises redevelopment and development <p>Visitor Economy</p> <ul style="list-style-type: none"> • Produce regional visitor economy plan and for Regional Cabinet agreement • Review constitution of Destination Management Group • Identify and secure opportunities for delivery against the Plan • WG resources and City Deal resources to be aligned for delivery in CCR <p>Energy</p> <ul style="list-style-type: none"> • Identify regional investment opportunities in key renewable energy schemes, industrial energy management and manufacturing technologies • Identify and secure potential resources • Regional sustainable energy plan <p>Urban Renewal</p> <ul style="list-style-type: none"> • Develop proposals that revitalise town centres and urban locations • Identify all sources of funding to enhance centres and towns and opportunities for job creation and secure TRI <p>Innovation & Entrepreneurial Activity</p>			<p>Phase work identified key sites and premises agreed with WG. Phase 2 work commissioned Work handed over to City Deal office</p> <p>Draft Plan produced Update to Regional Cabinet in Dec 2019</p> <p>Local Partnerships pro bono input Stations of Future submitted X two Energy Revolution schemes secured</p> <p>TRI proposals secured Bi-monthly TRI meetings</p>	<p>Interim report on Phase 2 work due in Feb '19</p> <p>Site list and data visualisation to be complete</p> <p>To be completed. Interim report is ready</p> <p>Work to start on Energy Plan for region in March 2019</p> <p>2018/19 TRI schemes underway with 90% spend on target</p>
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<ul style="list-style-type: none"> • Support meetings of RBC and report recommendations to regional Cabinet and investment support for proposals • Secure project development support for the Technology Venture Capital Fund and secure investment support and decision through partners and Assurance Framework • Report progress on National Software Academy and development of National Cyber Academy • Public Services testbed to be rolled out and developed • Support and develop internationally renowned CSC Cluster • Support CSC Foundry Ltd and development of Foundry 			<p>MIPIM report supported 09.18 Superseded by Investment Framework Not relevant at this time</p> <p>SIPF bid submitted</p> <p>ongoing</p>	<p>Ongoing. Tech fund incorporated into IIF</p> <p>EOI to be submitted to WEFO</p> <p>SIPF – awaiting notification</p>
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(4) CONSOLIDATED & EFFECTIVE ‘GOOD GOVERNANCE’

To establish a streamlined effective ‘good governance’ that utilises the full range of talents, skills and assets available to City Deal	Q1	Q2	Q3	Q4
<ul style="list-style-type: none"> • Develop the detailed ‘Evaluation Criteria, Methodology and Weightings’ along with a range of ‘practical, user-friendly guidance notes’ which support the Assurance Framework that demonstrates we are open for business and the way in which that business will be conducted 			Under-way	To be completed in line with IIF. First draft complete

<ul style="list-style-type: none"> Re-visit the number, variety, composition and frequency of the plethora of groups, partnerships and fora developed to support City Deal and streamline, consolidate and schedule into an appropriate and supportive governance network by end of Quarter 4 				Incomplete – ABP 2019/20
<ul style="list-style-type: none"> Transfer the ‘host’ authority status for the Regional Skills Partnership to lead body, Newport City Council 			Transit-ion period in effect	To be completed
<ul style="list-style-type: none"> Put in place arrangements for transitioning Lead Authority responsibility for CSC Foundry Ltd during 2019/20, including meeting all statutory requirements. 				To have commenced
<ul style="list-style-type: none"> Develop and monitor a concise and coherent Risk Register and complete work around City Deal wider Risk Environment 			Actioned	To have commenced
<ul style="list-style-type: none"> Develop and implement a comprehensive Annual Governance Statement 			Actioned	Actioned
<ul style="list-style-type: none"> Quarterly Financial Monitoring Reports to Regional Cabinet, Welsh Government and UK Government 			Actioned	Actioned
<ul style="list-style-type: none"> Develop a new Future Generations/ Sustainability Assessment to demonstrate that all decisions are foregrounded in FG considerations 			Actioned	
<ul style="list-style-type: none"> Actively contribute to and develop presence and profile at UK Govt Steering Group Meetings, Pan-UK Implementation Panel and all relevant cross-government partnerships 			Actioned	Actioned

(5) DEVELOP CITY DEAL INFLUENCE, PROFILE & VISIBILITY

To establish the profile and visibility of the City Deal and City Region with key decision-makers, investment sources and the people and organisations who can help grow our high potential ideas	Q1	Q2	Q3	Q4
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<ul style="list-style-type: none"> Address full range of external partnerships, events, investment community and others to develop understanding of the purpose and profile of CCR 		City Deal input at 5 events	City Deal inputs to 12 events	
<ul style="list-style-type: none"> Develop relationship with UKRI and Innovate UK through direct interaction, University-led partnerships and input into key policy and strategy development 			CCRCD on GW4 Partnership	
<ul style="list-style-type: none"> Further develop relationship with WG and regional working structures and strategies 			Director appointed to CSA Council	
<ul style="list-style-type: none"> Develop role of REGP as industrial figure-heads supporting CCR and CCRCD 			REGP lead on Industrial Plan, data & investment framework	
<ul style="list-style-type: none"> Obtain a seat for CCRCD at UKRI level by 2021 			ongoing	On-going

(6) CREATE 'OFFICE OF CITY DEAL'

Develop a professional, efficient and sufficiently resourced City Deal Office capable of driving and delivering step change in the region	Q1	Q2	Q3	Q4
<ul style="list-style-type: none"> Define and make a case for the capability and capacity needed to underpin delivery with a Resourcing Plan bringing forward for decision in January 2019 			Early thinking developed	Restructure & Resourcing Plan

				Cabinet Feb '19
<ul style="list-style-type: none"> Develop branding and marketing required to establish the City Deal core identity and brand and value proposition 			Prototype designs established	Plans on track in Read-iness for MIPIM 2019
<ul style="list-style-type: none"> Establish a new CDO presence at the Innovation and Technology Centre in Tredomen with a clear 'front of house' provision 			CDO move date 10 Dec	Complete
<ul style="list-style-type: none"> Launch the new City Deal website 			Completed	
<ul style="list-style-type: none"> Develop a comprehensive Communications plan and set targets for reach, profile and sentiment assessment 			Draft developed	Delivery commenced
<ul style="list-style-type: none"> Develop a targeted social media campaign 				Ongoing

(7) REFOCUS ROLE OF INDUSTRY & ENHANCE LOCAL LEADERSHIP

To demonstrate City Deal is enabled and overseen by strong local leadership alongside strong and vibrant industrial leadership	Q1	Q2	Q3	Q4
<ul style="list-style-type: none"> Develop a challenge-led approach which focuses on Regional Cabinet's approach and commitment to understanding and solving big problems in region 			Part of Investment Framework - underway	Part of Investment – Framework draft produced
<ul style="list-style-type: none"> Develop the 'good growth' proposition and articulate ambitions for growth that is sustainable and inclusive 			Part of Comms Plan - underway	Embedded in strapline

<ul style="list-style-type: none"> Work with Regional Business Council to establish the 2018/19 Business Plan to articulate their priorities and key activities to engage and involve the business community 			For decision Dec 2018	Underway
<ul style="list-style-type: none"> Support the increasing profile and growing programme of work of the Regional Economic Growth Partnership 			Industrial Plan, data and investment framework	Underway – plan produced and activities planned
<ul style="list-style-type: none"> Develop and submit proposal to WEFO for building Institutional Capacity – Public Services testbed 			underway	Completed

(8) CHALLENGE FOCUSED & MISSION-LED
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Growing our ability to secure investment on a competitive basis	Q1	Q2	Q3	Q4
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<ul style="list-style-type: none"> Develop a challenge-fund to align with UKRI and UKIS 4 Grand Challenges 			Underway as part of investment framework work	Draft produced and Challenge Prize Centre training delivered
<ul style="list-style-type: none"> Secure co-investment commitments from Innovate UK and WG 			Proposal paper to be developed by InnovateUK	In principle agreements

• Document learning from successful SBRI and GovTech work				Commenced through SBRO Accelerator
• Engage with work of Nesta's Challenge Prize Centre			Contact established	Completed
• Develop competency around Open Data and Open Data-led projects and propositions through the Digital OBC work				Commenced through SBRI Accelerator
• Secure UKRI resources in 5 major investment programmes in 2019/20				ongoing

(9) INTERNATIONALISM & COMPETITIVE ADVANTAGE

To grow the global reach and profile of CCR and CCRC and develop and market our comparative advantage	Q1	Q2	Q3	Q4
• Produce Investment prospectus by March 2019 for MIPIM that promotes both the region's liveability and investability				Draft produced
• Promote region at MIPIM 2019 and work with Dept for IT to promote regionally significant scale projects and propositions in its Prospectus and take-up Panel opportunities			Contact established and drafts in development	Scheduled for March 2019
• Support and sponsor Wales Week in London 2019			Confirmed	Launch event planned for 28 Feb
• Develop links with the Vanguard and Manumix and the wealth of Knowledge Transfer Partnerships & programmes, bringing global great practice into the region			KTN participation	Underway through

			with Innovate UK	WG Innovation
<ul style="list-style-type: none"> Promote our commitment to sustainable development through more targeted activity with public purpose organisations – Bcorps, Co-ops and employee-owned organisations and through a commitment to the Circular Economy 			Yet to progress	ABP 2019/20

(10) TOWARDS A MORE SELF-RELIANT CARDIFF CAPITAL REGION

To develop City Deal alongside other means and mechanisms for reducing dependency and increasing regional economic self-reliance	Q1	Q2	Q3	Q4
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<ul style="list-style-type: none"> Develop a plan to systematically explore, test and implement full range of fiscal powers and incentives – NNDR, Tax Increment Financing, Retail and Institutional Investment etc 			Yet to progress	Meeting sought with HMT and TIF Law Company
<ul style="list-style-type: none"> Develop, approve and implement Investment and Intervention Framework in order to target approach to investment leverage 			Underway	In Draft
<ul style="list-style-type: none"> Identify the appropriate junctures at which to explore and develop the opportunities that currently sit outside of City Deal in order to begin bringing about greater coherence and clarity to the areas in which there is agreement to act as a region 			Progress with Regional Skills Partnership and SDP	Draft paper on SDP Feb 2019
<ul style="list-style-type: none"> Develop inter-regional links and connections and identify areas in which collaboration to enhance competition will best serve CCR 			Input into Severnside Summit	Informing recent discussion on sub-regional brand and leadership

Appendix 3 – AGS Action Plan: Quarter 3 Update

Table 1 below outlines the baseline position that was agreed following the audit of the 2017/18 Statement of Accounts, as presented to Regional Cabinet at their meeting of 17th December 2018. As part of the preparation of the Annual Governance Statement (AGS), twenty assurance statements were assessed as demonstrating a strong, moderate or limited level of assurance (shown as red, amber and green respectively). Table 1 shows the distribution of ratings assigned to the twenty assurance statements, and outlines agreed actions required.

Table 1: Baseline position as per audited statement of accounts 2017/18

	Assurance Statement	Suggested Action	Responsible Officer/s	Review Period	Mechanism for Review
	Statements: 4, 5, 6, 7, 8 ,9, 10, 11, 12, 13, 15, 16, 17, 18,19, 20	Periodic review of Good Practice Assurance Statements undertaken during the year.	Programme Director, s151 Officer, Monitoring Officer & CEXs	6 monthly	Half-year review of AGS
1	Codes of conduct exist and are effectively communicated	Clarity needed on the applicability of Policies and Procedures outside of those explicitly outlined in the JWA The need to correctly document the employment arrangements in place is paramount. HR (Accountable Body) to advise, with any non-compliance escalated to CEXs via Programme Director	Programme Director with advice from Accountable Body	Quarterly	Progress against action monitored and reported on a quarterly basis
2	We ensure compliance with all relevant laws, regulations and internal policies	Need to remind City Deal partnering authorities of the Governance Protocol approved by the Joint Committee in relation to the decision making framework	Programme Director / CEXs	Quarterly	Progress against action monitored and reported on a quarterly basis
3	We are committed to openness and acting in the public interest	It is recognised that the arrangements for Welsh Language need to be more visible and therefore, need to be strengthened.	Programme Director with advice from Accountable Body	Quarterly	Progress against action monitored and reported on a quarterly basis
14	We have mechanisms to review the effectiveness of our framework for identifying and managing risks	Programme Director to lead on putting in place the appropriate arrangements in respect of Strategic Risk Management	Programme Director	Quarterly	Progress against action monitored and reported on a quarterly basis

Table 2 shows updates against the baseline, assessed at each Quarter as we progress through the financial year, again rating each assurance statement as green, amber or red. Updates against the agreed actions follow.

Table 2: AGS 2018-19 Progress Overview Table: position as at Quarter 3

Assurance Statement		Q1	Q2	Q3	Q4
1	We have and effectively communicate codes of conduct to define standards of behaviour for members and staff, and we have policies for dealing with whistleblowing and conflicts of interest.				
2	We ensure: a) Compliance with relevant laws and regulations, b) Compliance with internal policies and procedures, and c) that expenditure is lawful.				
3	We are committed to openness and acting in the public interest.				
4	We have established clear channels of communication with all sections of the community and other stakeholders, ensuring accountability and encouraging open consultation.				
5	We have developed and communicated a vision, which specifies intended outcomes for citizens and service users, which is used as a basis for planning.				
6	We have translated the vision into courses of action for our function, its partnerships and collaborations.				
7	We have mechanisms in place to review the effectiveness of the decision-making framework, including delegation arrangements, decision-making in partnerships, information provided to decision makers and robustness of data quality.				
8	We measure the performance of services and related projects and ensure that they are delivered in accordance with defined outcomes and that they represent the best use of resources and value for money.				
9	We have defined and documented the roles and responsibilities of members and management, with clear protocols for effective communication in respect of the authority and partnership arrangements.				
10	Our financial management arrangements conform to all relevant legislative and best practice requirements.				
11	We have effective arrangements in place to discharge the monitoring officer function.				
12	We have effective arrangements in place to discharge the head of paid service function.				
13	We provide relevant induction training and have mechanisms in place to identify the development needs of members and senior officers in relation to their strategic roles, supported by appropriate training.				
14	We have mechanisms to review the effectiveness of our framework for identifying and managing risks and performance and for demonstrating clear accountability.				
15	We ensure effective counter fraud and anti-corruption arrangements are developed and maintained.				
16	We have an effective scrutiny function is in place.				
17	Our internal audit assurance arrangements conform to Public Sector Internal Audit standards and relevant best practice.				
18	We have arrangements in place for the delivery of the core functions of an audit committee.				
19	We provide timely support, information and responses to external auditors and properly consider audit findings and recommendations.				
20	We incorporate good governance arrangements in our partnerships and other joint working arrangements.				

Quarter 1 Summary



Quarter 2 Summary



Quarter 3 Summary



Strong (Green Rating) Level of Assurance (Statements 1, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 15, 16, 17, 18, 19 & 20)

Quarter 3 Update: Following a 'status review', all 17 assurance statements listed above have remained Green at Quarter 3, indicating a strong level of assurance. However, to ensure this position is maintained going forward, the following additional actions have been identified at this stage:

Assurance Statement 4: We have established clear channels of communication with all sections of the community and other stakeholders, ensuring accountability and encouraging open consultation.

Clear channels of communication have been established with the community and other stakeholders, however, it is recognised that further work is required to build on this position and respond to any feedback that is received.

1. A key channel of communication employed by the Cardiff Capital Region is its dedicated website. This is in the process of being relaunched to improve accessibility and navigation to ensure that the required information can be found quickly.
2. Work ongoing to develop further the working relationships and understanding with the Skills Partnership Board and the Regional Business Council.

Assurance Statement 6: We have translated the vision into courses of action for our function, its partnerships and collaborations.

Approval of the Joint Working Agreement (JWA) 5 year Strategic Business Plan and Annual Business Plans translates the Cardiff Capital Region's vision into tangible actions. However, to assist with monitoring actual progress against these plans, the need to introduce a mechanism for establishing and monitoring Key Performance Indicators (KPIs) has been identified. As a minimum these KPIs will need capture progress against the key criteria such as (i) £4bn of private sector leverage, (ii) the creation of 25,000 jobs and (iii) a 5% uplift in GVA in the region.

1. Consideration will be given to the introduction of KPIs as part of the 2019/20 Annual Business Plan approval process.
2. Work is now being progressed on developing the Evaluation Framework, including application of the HMT five-case business model. This work will need to recognise that a sense of proportionality is required, and that the Councils may opt for an alternative approach for smaller projects. Whilst the five-case approach may be appropriate for certain projects, it does not naturally lend itself to all projects.

Assurance Statement 7: We have mechanisms in place to review the effectiveness of the decision making framework, including delegation arrangements, decision-making in partnerships, information provided to decision makers and robustness of data quality.

The Joint Working Agreement (JWA) contains the appropriate mechanisms to review the effectiveness of the decision making framework.

1. The 2019/20 Work Programme includes an action in respect of delegation arrangements.
2. Work is being progressed to establish a series of measures on the economic and social make-up and performance of the region, as well as a baseline against which future performance can be assessed. This sectoral analysis data will inform the Gateway Review process and facilitate more effective decision making, through a better understanding of the region's strengths, and the opportunities which exist to make strategic interventions that are likely to have the greatest impact. The first draft of the sectoral analysis report was received in January 2019.

Moderate (Amber Rating) Level of Assurance (Statements 1, 2 & 3)

Assurance Statement 2: We need to ensure compliance with all relevant laws, regulations and internal policies.

In respect of assurance statement 2, the moderate assurance rating reflected the need to remind City Deal officers of the approved Governance Protocol that is in place in respect of the decision making framework.

Quarter 3 Update: Further work completed during Quarter 3 on developing the Regional Cabinet 'Forward Plan', however, the rating remains at Amber at this time as it is recognised that further work is needed to communicate and practically implement the Forward Plan and lead-in times for cabinet reporting.

The Accountable Body has provided the following statement for circulation by the Programme Director in response to the action identified:

“Under the direction of the Regional Programme Director, colleagues involved in CCRCDC will be instructed and reminded of the importance of complying with the protocol. In particular, that draft reports are developed and circulated for advice and comment in a timely manner, so that all have appropriate time to consider and input. A Work Programme has been developed and matters will be kept under review.”

Assurance Statement 3: We are committed to openness and acting in the public interest.

The moderate (amber) rating for assurance statement 3 recognises that arrangements for accommodating the requirements of the Welsh Language need to be more visible and therefore, require strengthening.

Quarter 3 Update: Whilst a number of actions relating to this assurance statement have been completed during the year, others actions are still in-progress at Quarter 3 and therefore the rating remains at amber.

The Regional Cabinet meetings are not held in fixed locations and it is the goal to continue hold meetings in a variety of locations and venues across the region in order to maximise accessibility across the geography. Consideration is currently being given the live-streaming of meetings and improved social media engagement as part of the 2019/20 forward Work Programme when recommendations will be given to alternate between locations to access suitable IT solutions for web-casting.

In respect of Welsh Language Scheme requirements, cabinet agendas are currently produced in Welsh and reports and items are available in Welsh upon request. The same applies to relevant policies, strategies and plans and consultation papers. Policies and procedures will be constantly updated to reflect changing guidance and to ensure there is clarity about our role and obligations in this regard and that services in Welsh are clearly visible to all.

Assurance Statement 14: We have mechanisms to review the effectiveness of our framework for identifying and managing Risks.

The assessment acknowledged that operational (including investment) decisions are informed by a good understanding of risks. All decision-making reports are considered to draw appropriate attention to relevant risks and are supported by the inclusion of detailed implications e.g. Legal, Finance, HR etc. prepared by professionally qualified staff.

However, it was also recognised that the absence of a risk management strategy to formalise a process for the identification, reporting, escalation and management of risks, represents a significant gap in assurance at a strategic risk management level. Accordingly, this area was considered to represent a limited level of assurance and required the Programme Director to lead on putting in place the appropriate arrangements in respect of Strategic Risk Management.

Quarter 3 Update: The rating for this assurance statement was reduced from Red to Amber following a second workshop session in November 2018, where 9 strategic risks to the City Deal delivery were identified for inclusion in the City Deal Strategic Risk Register. These strategic risks are as follows:

- CDR1: Business Plan Delivery
- CDR2: Governance & Effective Decision Making
- CDR3: City Deal Programme Scope & Funding
- CDR4: Financial Affordability
- CDR5: Funding Terms & Conditions

- CDR6: Workforce
- CDR7: Further Regional Working
- CDR8: Specific Project Delivery
- CDR9: Brexit

These risks have been assessed and evaluated using a Risk Register template that has been tailored to the needs of the City Deal and is compliant with the Accountable Body's reporting requirements (the full Strategic Risk Register is attached as Appendix 3.i). Outlined below is a high level summary of these risks extracted from the Strategic Risk Register as at Quarter 3, which provides a breakdown of risks by their risk status, their inherent (pre-control) risk score, the residual risk score (post-control score).

Risk Ref	Risk	Inherent Risk		Residual Risk	
		Likelihood	Impact	Likelihood	Impact
CDR1	Business Plan Delivery	B	1	C	2
CDR2	Governance & Effective Decision Making	C	2	D	2
CDR3	City Deal Programme Scope & Funding	B	1	C	2
CDR4	Financial Affordability	C	2	D	2
CDR5	Funding Terms & Conditions	C	1	C	2
CDR6	Workforce	C	3	D	3
CDR7	Further Regional Working	D	2	D	3
CDR8	Specific Project Delivery	B	2	C	3
CDR9	Brexit	B	2	C	2

The next steps will involve further refining the approach to risk to ensure that the Risk Environment (Risk Policies, Strategies, reporting and escalation etc.) is fully embedded within the City Deal. It is expected that over the longer term, the risk management approach is further developed and will be reported to Regional Cabinet as a standalone agenda item.

Appendix 4 - Internal Audit Action Plan: Quarter 3 Update

1. Cardiff Council's Internal Audit Service is responsible for providing internal audit services to the Cardiff Capital Region City Deal, through a Service Level Agreement (SLA) with the Accountable Body. To enable the Internal Audit Service to fulfil its role, a 5 year audit plan has been prepared covering the period from 2017-18 to 2021-22 and sets out the proposed work required each year, to secure appropriate levels of assurance.
2. The first audit of the 5 year plan covered governance, transparency and the effectiveness of decision making and was undertaken at the beginning of the current financial year (2018/19). The final report was issued in July 2018.
3. In summary, the key findings largely mirror the conclusions reached as part of the AGS process outlined above. The audit report's Recommendations, Risk Rating, Management Response and Agreed Actions have been captured as a separate Action Plan and a detailed update was provided as part of the Quarter 1 Performance Report.
4. At Quarter 3, two of the four actions have been completed. The overall position is summarised below:

R1. Development of a Risk Management Policy and Strategy – In progress. Strategic Risk Register now in place which captures details of the 9 Strategic Risks along with current controls and further management actions clearly documented.

The Cardiff Capital Region relies on the policies, strategies and processes of the Accountable Body, however, work completed on preparing the Risk Register has identified the need to prepare a bespoke Risk Management Policy and Strategy. It is expected that by the end of June 2019, the risk management approach is further developed and will be reported to Regional Cabinet as a standalone agenda item.

R2. Establishment of a Joint Scrutiny Committee – Complete. First and second Joint Scrutiny meetings have now taken place and programme of work to be developed going forward.

R3. Establish and maintain a register of declared interests – In progress. A link is to be added to the Cardiff Capital Region's website directing the user to the 'declarations of interest forms' home website for each Cabinet Member. This is due to be completed in February 2019.

In addition, every Cabinet meeting has an agenda item reminding members of the need to declare any interests, with any such declarations being added to the minutes and decision register for those meetings.

R4. Training to be provided on new Contract Standing Orders and Procurement Rules – Complete. There will be an ongoing review of training requirements for current and new staff throughout the year.

Appendix 5 - Wider Investment Fund Budget – Quarter 3 Update

1. The 2018/19 Wider Investment Fund (WIF) Annual Business Plan approved a programme of expenditure as detailed in Table 1 below, along with the proposed funding priority.

Table 1: 2018/19 Approved WIF Expenditure & Funding

	£'000
Indicative Programme Expenditure	
Wider Investment Fund Top Slice	742.5
Approved Projects	13,840.0
In Year Revenue Project approvals	1,000.0
In Year Capital Projects approvals	4,015.0
Total Investment	19,597.5
Funded by	
HMT Contribution (Revenue)	-1,892.5
HMT Contribution (Capital)	0.0
Total HMT Contribution	-1,892.5
Council Contribution	-17,705.0
Temp Borrowing 'Cost of Carry'	0
Total Funding	-19,597.5

2. The WIF Top-Slice revenue budget is set at £742,500 and supports the work of the Regional Bodies. In addition, the budget includes amounts in respect of Programme Development & Support. Details of agreed 2018/19 budgets and projected expenditure as at Quarter 3 are shown in Table 2.

Table 2. 2018/19 WIF 3% Top-Slice – Quarter 3 Update

	Budget £	Qtr 3 Actual £	Projected Year End £	Variance £
<u>Regional Bodies</u>				
Regional Transport Authority	52,193	33,796	47,641	-4,552
Regional Skills Board	102,193	38,583	76,478	-25,715
Regional Economic Growth Partnership	70,000	228	33,500	-36,500
Regional Business Council	50,000	0	35,000	-15,000
Sub-total	274,386	72,607	192,619	-81,767
<u>Programme Development & Support</u>				
Digital Strategy Project	130,000	49,500	130,000	0
Housing Investment Fund Project	100,000	0	20,000	-80,000
Programme Dev' & Support	238,114	19,448	130,622	-107,492
Sub-total	468,114	68,948	280,622	-187,492
Investment Income	0	-12,648	-16,864	-16,864
Total	742,500	128,907	456,377	-286,123

Regional Bodies: (-£81,767)

3. The Regional Bodies element of the WIF Top-Slice budget amounts to £274,386 and includes sums set aside to advance the work of the Regional Transport Authority, the Regional Skills Board, the Regional Economic Growth Partnership and the Regional Business Council.
4. There are 2 FTE posts funded from these budgets (1 FTE each relating to the Regional Transport Authority (underspend £4,522) and the Regional Skills Board (underspend £715). These underspends are mainly due to a delay in recruitment to the Regional Transport Authority post.
5. As part of the Regional Skills Board (RSB) budget, £50,000 was allocated to Strategy Development. As at Quarter 3, there is a projection of £25,000 against this budget, which relates to the work NESTA has been commissioned to undertake in respect of the Skills for the Future draft business case. On this basis an underspend of -£25,715 is projected against the Regional Skills Board.
6. In terms of the Regional Economic Growth Partnership (REGP) budget, there was a minimal level of actual expenditure incurred as at Quarter 3, however, a number of initiatives have been approved that will result in further expenditure being incurred during the final quarter of the year. This includes the commissioning of external support to establish a 'Sectoral Analysis' for the region. This data will provide a baseline against which future performance can be measured and assessed, as well as supporting the Gateway Review process. Put simply, the data will facilitate more effective decision making, through a better understanding of the region's strengths and the opportunities which exist to make strategic interventions which are likely to have the greatest impact. The overall cost of these initiatives are projected at £33,500, resulting in an underspend of -£36,500 against the approved budget.
7. The Regional Business Council's (RBC) Annual Business Plan was approved by Regional Cabinet at its meeting of the 17th December 2018. The report sought an 'in-principle' decision to commit a total of £35,000 towards the MIPIM event, taking place in March 2019. As at Quarter 3, no further expenditure is anticipated and therefore an underspend of -£15,000 is being projected.

Programme Development & Support Budget: -£187,492

8. As detailed above, a budget of £468,114 has been approved in respect of Programme Development & Support. This budget is allocated between projects that have secured an 'In-Principle' approval from Regional Cabinet (£230,000) with the balance (£238,114) being available to support emerging projects and initiatives during the year.
9. Work is commencing on both the Digital Strategy and the Housing Investment Fund projects, with business cases expected to be brought forward during the early part of the 2019. The Digital Strategy is projecting a full spend against its budget allocation of £130,000. However, it is understood the £100,000 allocation approved in respect of the Housing Fund project is unlikely to be fully spent in 2018/19. Therefore, the projection has been reduced to £20,000 whilst the

details are worked through with a potential 'fund partner'. Dialogue with the project teams will be maintained throughout the final quarter of the year and the projections updated accordingly.

10. As a result of the underspends referred to above, the level of uncommitted resources available to support new projects and initiatives in year have increased during the year. In terms of in year commitments - £29,172 has been agreed to support a part-time secondment to lead the work on data analytics, economic forecasts and sectoral assessments. Specific commitments are also included relating to the Metro Plus scheme and other potential costs which may crystallise in the final quarter of the year.
11. In summary, it is projected that a total of £280,622 will be spent against the £468,114 budget approved for Programme Development & Support, resulting in an underspend of £187,492. Once the underspend on Regional Bodies is factored in, coupled with the unbudgeted investment income, a total underspend of £286,123 is projected at Quarter 3. The full value of any underspend is available to support the WIF Top-Slice in future years, subject always to observing the 3% cap (annual and cumulative caps) approved by Regional Cabinet.

2018/19 Approved Project Budgets

12. The 2018/19 Annual Business Plan approval included budgets in respect of Year 2 costs relating to the Compound Semi-Conductor Foundry Site project. These were budgeted at £13.84 million, consisting of both project related expenditure and the ongoing cost of servicing the Special Purpose Vehicle (Project Delivery & Implementation budget). An update against these budgets is outlined in Table 3 below.

Table 3: 2018/19 Approved Project Budgets

	Budget	Qtr 3 Actual	Projected Year End	Variance
	£'000	£'000	£'000	£'000
CSC Foundry Site Funding	13,690.00	12,308.40	12,308.40	-1,381.60
CSC Project Delivery & Implementation	150	150	150	0
Total	13,840.00	12,458.40	12,458.40	-1,381.60

13. At Quarter 3, the majority (90.0%) of the budget has been released to the Compound Semi-Conductor Foundry project based on the arrangements contained within the project funding letter and the supporting legal documentation. These documents provide a maximum cap on the level of City Deal funding that can be made available to the project. It has now been confirmed that CSC Foundry will not require any further drawdown in Quarter 4, therefore the balance of £1.38 million is projected to slip forward to financial year 2019/20.

2018/19 In Year Revenue and Capital Project Approvals

14. The 2018-19 Annual Business Plan contained additional revenue (£1.000 million) and capital (£4.015 million) resources which were made available to provide Regional Cabinet with a level of flexibility to approve sums during the year. This could be in respect of In-Principle and/or emerging projects that come forward as part of the Cardiff Capital Region's 'delivery pipeline' and also meet the requirements of the Assurance Framework.

Table 4: 2018/19 In-Year Project Approvals

	Budget	Qtr 3 Actual	Projected Year End	Variance
	£'000	£'000	£'000	£'000
In Year Revenue Project approvals	1,000.00	0	0	0
In Year Capital Project approvals	4,015.00	0	0	0
Total	5,015.00	0	0	-5,015.00

15. Table 4 outlines that there are no additional in year approvals (either actual or projected) as at the end of Quarter 3. Given the current status of the Project Delivery Pipeline, the Finance Group have recommended that Regional Cabinet consider to slipping the capital sum (£4.015M) forward, two years to financial year 2020/21.

Future Generations Assessment

<p>Name of the Officer completing the evaluation:</p> <p>Kellie Beirne</p> <p>Phone no: 07826 9219286 E-mail: kellie.beirne@cardiff.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>Setting out substantive performance and progress against the approved annual business plan for 2018/19.</p>
<p>Proposal: Quarter 3 Performance</p>	<p>Date Future Generations Evaluation form completed: 4 Feb 2019</p>

Page 6
 6. Does your proposal deliver any of the well-being goals below? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Assessing progress with City Deal and the targets set around GVA, jobs and leverage – is our key means of securing greater prosperity. Reporting progress in this way contributes to a growing sense of self awareness.</p>	<p>Proposals to improve progress against each of the projects currently in progress – are set out in the report. This report does not seek to simply report progress – but to address the actions needed to drive it.</p>
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>References to submissions around the 'Energy Revolution' challenge fund are described in the report. Also recent submissions around EV and Stations of the Future. In addition, the development of the Metro Plus scheme is critical to embodying resilience and sustainability.</p>	<p>This activity will be driven up in future. In addition as physical infrastructure schemes enter delivery – more comprehensive assessments will need to be carried out in full.</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	A number of the interventions in train – Skills, Housing and Transport improvements seek to make a contribution to the way the region 'works', how it promotes opportunity and unlocks potential	
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	The place-shaping component of our City Deal is set out in the report	A greater contribution will be made to this by the aforementioned data capability, sectoral analysis and place assessments.
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Attending MIPIIM to promote the CCR will see us play a stronger part in developing the economic wellbeing of our region and country, thus impacting social and community objectives. It will help make our country feel more connected and outward looking.	Develop the legacy impact of the event, sustaining new connections, sharing great practice and potentially securing propositions and deals that support economic growth.
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Our City Deal is uniquely Welsh – but pitches towards being world leading in areas of competitive strength. This enables a strong reflection on our rich culture and heritage.	
A more equal Wales People can fulfil their potential no matter what their background or circumstances	City Deal is about delivering as far as possible across 10 LAs and a population of 1.5m people. It is about economic gains – but importantly how this will convert as tools for improving people's lives. Some of the specific interventions around skills and housing – will seek to make a more direct contribution to equity of access and equal opportunity for all.	

2. How has your proposal embedded and prioritized the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The report describes performance in the round. It sets out short-term interventions and balances these against the long-term delivery of major programmes.</p>	<p>The plan has been iterated to reflect a more co-ordinated format. This is now followed up in the production of the Annual Business Plan 2019/20.</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>A cornerstone of our process is the strength of partnership working. An update on governance is set out in the report.</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>Communications and engagement remain a feature of our work.</p>	<p>More needs to be done to develop engagement platforms – beyond formal partnerships – to reach communities, hard to reach groups and those who currently have a limited understanding of City Deal. Improving social media, web presence and marketing materials will increasingly make a contribution to this.</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>This is set out in the REGP work on the developing Regional Economic and Industrial Plan.</p>	<p>This will be an increasing focus of scheme and programme delivery.</p>
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>City Deal seeks to make a contribution on place and to improving the life chances of people in the region.</p>	

3. Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The report is an overview of performance in all of the relevant aspects of projects, partnership, governance and investment. The protected characteristic assessments related to specific proposals will need to be drawn out in the relevant business cases and proposal documents.	None arising at this time.	As plans develop and unfold as discrete activities requiring decisions – impacts will be comprehensively assessed.
Disability	As above	As above	
Gender reassignment	As above	As above	
Marriage or civil partnership	As above	As above	
Pregnancy or maternity	As above		
Race	As above		
Religion or Belief	As above		

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Sex	As above		
Sexual Orientation	As above		
Welsh Language	As above	Not at this time but the situation will be kept under review.	

4. Safeguarding & Corporate Parenting. Are your proposals going to affect either of these responsibilities?

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	Not directly relevant –however, building the future economy should have a profoundly positive impact on ability to safeguard the future of our residents		
Corporate Parenting	Not directly relevant – however building strength in the economy should create opportunities for all of the young people entrusted in our care		

5. What evidence and data has informed the development of your proposal?

- Evidence and input contributed by theme leads
- Outcomes of assessments such as audit reports
- Delivery against targets set out in individual business cases/ approved project documentation

6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

The areas requiring attention and focus are set out and follow-up actions will be assessed and monitored ongoing through the quarterly reporting mechanism. .

7. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	Quarter 3
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COUNCIL – 5TH MARCH 2019

SUBJECT: PUBLICATION OF THE PAY POLICY STATEMENT 2019 /20 AND IMPLEMENTATION OF THE NEW NJC PAY AND GRADING STRUCTURE

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

1.1 The purpose of the report is to seek approval from full Council for the publication of the Authority's Pay Policy 2019 / 20 and also approval to implement and publish the revised CCBC National Joint Council (NJC) pay and grading structure.

2. SUMMARY

2.1 The Localism Act 2011 requires Local Authorities to develop and make public their Pay Policy. This includes all aspects of Chief Officer Remuneration (including on ceasing to hold office), and also in relation to the "lowest paid" in the Council, explaining their Policy on the relationship between remuneration for Chief Officers and other groups.

2.2 The provisions in the Localism Act 2011 which relate to Pay Policy statements only apply to employees directly appointed and managed by the Council. Employees who are appointed and managed by school head teachers/Governing Bodies are, therefore, not required to be included within the scope of Pay Policy statements. This reflects the unique employment legislation position whereby all schools employees are employed by the local authority, but decisions about the appointment and management of such employees are mostly discharged by head teachers/governing bodies, as appropriate.

2.3 Members will be aware that our National Joint Council (NJC) for Local Government Services pay and grading structure was achieved through a collective agreement with the Trade Unions, and implemented with effect from the 1st of April 2009.

2.4 The NJC pay award for 2018 – 20 provided that Local Authorities had to implement a new pay and grading structure with effect from 1 April 2019 i.e. the second year of the agreed pay award. The proposed revised NJC pay and grading structure (attached at appendix 2 and page 10 of appendix 1) is a result of a collective agreement with the Trade Unions.

3. RECOMMENDATIONS

3.1 Council is asked to agree:

3.1.1 the attached Pay Policy Statement 2019 / 20 (Version 8) for publication on the Council's website.

- 3.1.2 the payment of the Foundation Living Wage hourly rate of £9.00 with effect from 1st November 2018.
- 3.1.3 the revised NJC Pay and Grading structure to be effective from 1st April 2019.
- 3.1.4 the assimilate and then increment principle to effect the transfer of staff to the revised Pay and Grading Structure with effect from 1st April 2019

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 Council is asked to agree the recommendations:
 - 4.1.1 to comply with the legislative requirements of the Localism Act 2011 with the publication of the Pay Policy 2019 / 20.
 - 4.1.2 to comply with the requirements of the NJC pay award for 2018 – 20 with the implementation of the revised NJC pay and grading structure with effect from 1st April 2019.

5. THE REPORT

Pay Policy Statement 2019 / 20

- 5.1 The Pay Policy Statement attached contains the full details of the remuneration position for the Council for 2019 / 20 that it is required to publish under legislation.
- 5.2 The Pay Policy will be published on the Council's Website, and will be available for access by members of the public, press and interested pressure groups.
- 5.3 It should be noted that the Pay Policy is required to be published on an annual basis, once accepted by Council. There is a requirement under the Localism Act for this to be undertaken before the 31st March each year.
- 5.4 The Hutton Review - "Review of Fair Pay in the Public Sector" (2010) – highlighted issues around Senior Pay, and the relativities with others in the organisation. The policy statement publishes these relativities, and CCBC is well within the advisory guidelines provided. The salary utilised for the Chief Executive calculations is the salary of the Interim Chief Executive, and not that of the substantive post holder.
- 5.5 The Council is currently a Foundation Living Wage Employer. The previous Foundation Living Wage rate was £8.75 per hour as covered in last year's Pay Policy. With effect from the 1 November 2018 this rate increased to £9.00 per hour.
- 5.6 Members will be aware that the Council currently pays the cost of registration with a specific registration body if there is a requirement to be registered in order to practice. With effect from 2018, Domiciliary Care Workers are now able to register with Social Care Wales and this will be mandatory for them to register from 2020. Adult Care Home Workers will also be able to register from 2020 and this will be mandatory for them to register from 2022. This will mean that the majority of the social care workforce will be regulated, which Social Care Wales confirms is a statement of the professionalism expected of the care sector in the years to come. The cost of this registration will be paid for within the Adult Service budget.

NJC Pay and Grading Structure

- 5.7 As a result of the NJC pay award 2018 - 20, the Council is required to introduce a revised NJC Pay and Grading structure to be effective from 1st April 2019 i.e. year 2 of the pay award.

- 5.8 The Council, on the introduction of Single Status in 2009, based its Grade 1 - 12 pay and grading structure around the existing pay structure adopted nationally i.e. the NJC for Local Government Services Pay Spine. Grades 1 - 12 currently cover the whole of the NJC pay spine, incorporating spinal column points 6 to 49, without any local variations, save for the Council introducing the Foundation Living Wage rate in 2012.
- 5.9 The NJC pay agreement for 2018 - 2020 includes the introduction of a new NJC for Local Government Services Pay Spine with effect from 1st April 2019. Agreement was reached for this new pay spine through the NJC collective agreement process and it will entirely replace the current NJC pay spine and consequently the Council's NJC pay and grading structure with effect from 1st April 2019. On this date, Grades 1 - 12 must assimilate into the new NJC pay spine, incorporating points 1 to 43.
- 5.10 The main differences between the current NJC pay spine and the 1st April 2019 NJC pay spine include:
- the current NJC pay spine points 6 to 17 inclusive are paired up as follows (6+7); (8+9); (10+11); (12+13); (14+15); (16+17) to create the new spinal column points 1 – 6
 - following the pairing up of spinal column points at the bottom end of the pay scale, the new pay spine stretches out again to include new spinal column points 10, 13, 16, 18 and 21. There are no corresponding points on the current NJC pay spine that link to these.
 - the introduction of these new spinal column points on to the new NJC pay spine leads to a 2.0% differential in incremental value across the whole of the spine, i.e. between points 1 and 2 and consistently throughout up to points 42 and 43.
- 5.11 Officers have therefore formally consulted with the Trade Unions to agree a pay spine that mirrors the transparent pay spine that is currently in place.
- 5.12 In proposing a pay and grading structure that fits the new NJC pay spine, consideration had to be given to the Council's substantial investment in 2009 to develop and implement its current NJC pay and grading structure. The aim of the negotiated single status pay and grading structure introduced in April 2009 was to ensure fairness; provide a transparent pay system that employees understand; avoid future legal challenges to the trade unions of management side; conform to equalities legislation; give all staff the opportunity to progress and develop in their job; simplify and standardise the method of progression through grades. Following this substantial investment, grading lines were drawn in relevance to affordability and sustainability.
- 5.13 In order to protect the principles of the agreed 2009 NJC pay and grading structure, the NJC pay and grading structure at Appendix 2 is proposed to Council for implementation with effect from 1st April 2019, following formal consultation with the Trade Unions.
- 5.14 To minimise disruption and confusion for employees, the Council has based its proposed NJC pay and grading structure around the 1st April 2019 NJC pay spine without any local variation. The main points of the new pay structure are:
- it maintains grades 1 to 12.
 - it contains no incremental overlaps from grade to grade. On the introduction of Single Status in 2009, the Council's NJC pay and grading structure incorporated a 2 spinal column point (SCP) grade overlap. In 2018 one increment overlap remains. This proposal withdraws the remaining SCP overlap, creating clear grades which will have a positive impact on starting salaries in post. It also promotes increased starting salaries in each grade.
 - it includes all 43 points of the 1 April 2019 NJC pay spine without local variation
 - the maximum salary point in each Grade is maintained supported by a corresponding pay point for pay assimilation purposes in every case.
 - it ensures no member of staff is at detriment.

- it ensures every member of staff is guaranteed a pay award increase.
- everyone in Grades 1-12 will benefit from this proposal. The overall impact is consistently 'positive' on all staff.
- all staff due an increment will benefit from a uniform 2% incremental increase. all staff within this pay spine will benefit from the NJC pay award.

- 5.15 In producing the revised NJC pay and grading, consideration has needed to be given as to whether employees are assimilated onto the new pay spine and incremented or incremented on to the new pay spine and then assimilated. For the vast majority of staff, the assimilation route proposed makes no difference to the overarching pay increase they can expect on transfer to the new pay structure.
- 5.16 The principle that accompanied the revised pay and grading structure in the Trade Union consultation exercise was assimilation then increment. This affords every member of staff who is due an increment, a 2% uniform incremental increase on the proposed pay scale. This assimilation principle combined with the overarching impact of the NJC pay award ensures that every member of staff who is due an increment in this assimilation exercise receives no less than a 4% increase in pay following their transfer to the new pay scale on 1st April 2019. All of the new pay points in the proposed pay and grading structure, including those without a corresponding salary value on the current pay scale, are used.
- 5.17 The Trade Unions during the consultation exercise requested that consideration be given to the increment then assimilation principle. Conversely, the increment and assimilation principle affords every member of staff who is due an increment, an incremental increase in the current pay scale. Assimilation via this route avoids using the new pay points on the proposed pay and grading structure and is advantageous to less than 5% of all staff due to assimilate.
- 5.18 Through the consultation exercise with the Trade Unions, agreement was reached to progress the new Pay and Grading structure through the assimilate and then increment route.
- 5.19 **Conclusion**
- 5.19.1 The Council has a legal requirement to publish a Pay Policy statement by 31st March each year. The Pay Policy statement attached at Appendix 1 is a statement of fact as national pay awards for 2019 / 20 have already been agreed.
- 5.19.2 The proposed pay and grading structure attached at Appendix 2 ensures that the Council complies with the requirements of the NJC pay award for 2018 – 20, whilst protecting the integrity of the Single Status Agreement 2009 and ensure all staff paid within this pay spine are not at detriment.

6. **ASSUMPTIONS**

- 6.1 There are no assumptions made within this report.

7. **LINKS TO RELEVANT COUNCIL POLICIES**

- 7.1 The remuneration of employees is an integral feature of our People Management Strategy and frameworks and is a fundamental feature of the employment relationship.
- 7.2 **Corporate Plan 2018-2023.**

The Pay Policy and the NJC pay and grading structure contributes towards or impacts the Corporate Well-being Objectives, as detailed below:

Objective 2 - Enabling employment

8. WELL-BEING OF FUTURE GENERATIONS

8.1 Having considered the five ways of working, the pay and grading structure contributes to the following Well-being Goal:

- A more equal Wales.

8.2 Payment of the Foundation Living Wage illustrates the Council's commitment to the prevention of poverty.

8.3 Longer term, the pay and grading structure should also support the Council's ability to recruit and retain employees.

9. EQUALITIES IMPLICATIONS

9.1 With regard to the Pay Policy 2019 / 20, there are no direct potential equalities implications, as it is a statement of arrangements with effect from 1st April 2019; therefore no specific Equalities Impact Assessment has been undertaken. Any previous changes to terms and conditions have been assessed for equalities issues, as have other reports relating to CCBC employee pay issues such as the Living Wage report.

9.2 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation, including:

- The Equality Act 2010, including the requirements specifically in relation to Equal Pay
- Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000
- The Agency Workers Regulations 2010
- The Transfer of Undertakings (Protection of Employment) Regulations 2006, where relevant;
- The National Minimum Wage Act 1998.

9.3 An Equalities Impact Assessment has been undertaken on the revised NJC pay and grading structure and shared with the Trade Unions and there is no obvious negative impact on any particular 'protected characteristic' group.

9.4 The Council's current NJC pay and grading structure incorporating grades 1 to 12, was developed to eliminate bias and discrimination by showing that all jobs have been treated in the same way and to ensure that employees are paid fairly and equally for equal work. Using the Greater London Provincial Council (GLPC) Job Evaluation Scheme to determine the relative size of all posts, the Council is confident that all employees within the NJC Pay spine are paid on an objective and consistent assessment of the key factors of their job.

9.5 The Council has invested heavily in creating a non-discriminatory, transparent pay and grading structure and conditions of service that fully comply with the Equal Pay Act 1970 and any other anti-discriminatory legislation. Bonus Incentive Schemes and other enhancements were all withdrawn under the Council's Single Status Agreement in 2009. Transparent pay terms capable of being understood by all employees were introduced when the Trade Unions signed up to the Council's Single Status Agreement effective from April 2009.

10. FINANCIAL IMPLICATIONS

10.1 The report to Council on 21 February 2019 entitled 'Budget Proposals for 2019 / 20 and Medium Term Financial Plan 2019 / 20 to 2023 / 24' confirmed that:

- the pay award for the 2019 / 20 financial year has been fully funded as a growth pressure for APT&C staff.

- an increase of £65k is required to allow for the Foundation Living Wage annual increase.
- estimated growth of £635K is required to implement the proposed NJC pay and grading structure (£230k for schools and £405k for other services).

11. PERSONNEL IMPLICATIONS

- 11.1 The personnel implications arising from the Pay Policy statement and revised NJC pay and grading structure are outlined in the body of the report.

12. CONSULTATIONS

- 12.1 All consultation responses have been reflected in this report.

13. STATUTORY POWER

- 13.1 Local Government Act 1972
 Localism Act 2011
 Local Government (Wales) Measure 2011
 Local Government (Wales) Act 2015
 The Council's Constitution

Author: Lynne Donovan, Head of People Services

Consultees: Cllr David Poole, Leader
 Cllr Colin Gordon, Cabinet Member for Corporate Services
 Cllr Barbara Jones, Deputy Leader and Cabinet Member for Finance, Performance and Governance
 Christina HARRY, Interim Chief Executive
 Richard Edmunds, Corporate Director – Education and Corporate Services
 David Street, Corporate Director – Social Services and Housing
 Mark S. Williams, Corporate Director – Communities
 Nicole Scammell, Head of Corporate Finance and S151 Officer
 Robert Tranter, Head of Legal Services and Monitoring Officer
 Lisa Downey, Acting HR Service Manager

Appendices:

Appendix 1 Pay Policy Statement 2019 / 20 (Version 8)
 Appendix 2 Current NJC pay and grading structure and proposed NJC pay and grading structure with effect from 1 April 2019

Background Papers: Council report 21 February 2019, 'Budget Proposals for 2019 / 20 and Medium Term Financial Plan 2019 / 20 to 2023 / 24'.

Pay Policy Statement

Version:	Version 8
Policy Ratified by:	Full Council
Date:	5 March 2019
Area Applicable:	All Caerphilly employees (including Agency Workers) except School contracted employees.
Review Year	Financial Year 2019 - 20
Impact Assessed	Yes



A greener place Man gwyrddach



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1. Introduction & Purpose

- 1.1 Under Section 112 of the Local Government Act 1972 the Council has the power “to appoint officers on such reasonable terms and conditions as the Authority thinks fit”. This Pay Policy statement sets out Caerphilly CBC’s approach to Pay Policy in accordance with the requirements of Section 38 to 43 of the Localism Act 2011. This required English and Welsh Local Authorities to produce and publish a Pay Policy Statement for 2012/2013 and for each financial year after that, detailing:
- a) The Council’s policies towards all aspects and elements of the remuneration of Chief Officers (Chief Officers are as defined in para 5.1 of this policy);
 - b) The approach to the publication of, and access to, information relating to all aspects of the remuneration of Chief Officers;
 - c) The Council’s policy on the remuneration of its lowest paid employees (including the definition adopted and reasons for it);
 - d) The relationship between the remuneration of its Chief Officers and other employees.
- 1.2 Guidance regarding these matters has been issued in Wales by the Minister for Local Government and Communities and, in accordance with section 40 (2) of the Act, Local Authorities in Wales must have regard to this Guidance when performing their functions in preparing and approving Pay Policy statements.
- 1.3 This is an update to the previous Pay Policy statement first issued in June 2012, and last updated with Council approval on 6 March 2018. This statement will come into immediate effect once fully endorsed by Council at its meeting on the 5 March 2019.
- 1.4 This pay policy statement needs to be placed in context. Caerphilly County Borough Council is a large complex organisation with a multi-million pound budget. CCBC for 2018/19 financial year has a workforce of almost 8,800 employees and a combined revenue and capital budget for 2018/2019 of over £619.5 million. We are in addition the largest single employer based in the County Borough.
- 1.5 As an employer we have a very wide range of functions and are responsible for the provision of many essential services at a local level. The general approach to employee remuneration levels may therefore differ from one group of employees to another to reflect specific circumstances at a local, Welsh or UK national level. The approach also needs to be flexible when required to address a variety of changing circumstances, whether foreseeable or not.

2. Legislative Framework

- 2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favorable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations.
- 2.2 With regard to the Equal Pay requirements contained within the Equality Act 2010, the Council aims to ensure there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.

3. Scope of the Pay Policy

- 3.1 The Localism Act 2011 requires local authorities to develop and make public their Pay Policy on all aspects of Chief Officer remuneration (including on ceasing to hold office), and also in relation to the “lowest paid” in the Council, explaining their Policy on the relationship between remuneration for Chief Officers and other groups.

3.2 The provisions in the Localism Act 2011 which relate to Pay Policy statements only apply to employees directly appointed and managed by the Council. Employees who are appointed and managed by school Head Teachers/Governing Bodies are, therefore, not required to be included within the scope of Pay Policy statements. This reflects the unique employment legislation position whereby all schools employees are employed by the Local Authority but decisions about the appointment and management of such employees are mostly discharged by Head Teachers/Governing Bodies, as appropriate.

4. Pay Structure and Arrangements

4.1 Caerphilly utilizes the Greater London Provincial Council (GLPC) Job Evaluation process, and uses the nationally negotiated pay spine referred to as the National Joint Council (NJC) for Local Government Services, as the basis for its local grading structure. Our localised Pay & Grading structure was achieved through a collective agreement with the Trade Unions, and implemented with effect from the 1st of April 2009. The Pay & Grading structure has been updated, through a collective agreement with the Trade Unions as a result of the NJC's pay award for 2018 – 20. In terms of Chief Officers, the council uses the Hay Job Evaluation process which allows the posts to be effectively benchmarked against the internal and external markets, as approved by Cabinet in 2004. This determines the salaries of the large majority of the non teaching workforce, together with the use of other nationally defined rates where relevant.

4.2 The Council employs Chief Officers under Joint Negotiating Committee (JNC) terms and conditions which are incorporated in their contracts. The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises and this Council will therefore pay these as and when determined in accordance with current contractual requirements.

4.3 The terms and conditions for Chief Executives are agreed by a separate body i.e. the Joint Negotiating Committee (JNC) for Chief Executives, which also negotiates on a national basis.

4.4 In addition to the NJC and JNC arrangements referred to above, the Council recognises other Nationally negotiated arrangements including National Pay Grades under the Soulbury Agreement and the National Pay Grades under the JNC for Youth & Community Workers. The details of these scales are contained in Appendices A – D.

4.5 The Council also has in place local agreements achieved via collective agreements with the Trade Unions for these staff groups.

4.6 New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary, subject to the approval of Head of Service. From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector and is incorporated in the Market Supplements Policy.

Pay Supplements

4.7 All other pay related allowances are subject to either nationally or locally negotiated rates, that are determined in accordance with collective bargaining machinery and/or Council Policy. In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money against the ability to recruit and retain appropriately skilled and experienced employees that can deliver high quality services to the public.

- 4.8 The Council has committed itself to being a Living Wage Employer. The previous Living Wage rate was £8.75 per hour as covered in last year's Pay Policy. With effect from the 1 November 2018 this rate was increased to £9.00 per hour. The Council will therefore continue to pay the difference between the relevant Spinal Column Point (NJC SCP's 6 – 12 are affected) as a supplement. This supplement is included in the hourly rate as pensionable pay. This is demonstrated in the Council's NJC Payscale as provided in Appendix A.

Honoraria / Acting Up arrangements

- 4.9 Periodically individuals may be assigned temporary duties or responsibilities over and above their normal role. The Council operates its Acting Up and Honoraria Schemes to ensure that individuals are appropriately remunerated in accordance with the evaluation policy that applies to their terms and conditions.

Early Retirement, Voluntary Severance & Redundancy

- 4.10 The Council has agreed policies in relation to Early Retirement by Mutual Consent, Redundancy and Voluntary Severance. Any cost to the Council for employees to leave its employment with unreduced access to pension (except for compulsory redundancy) must be agreed by the Pensions Compensation Committee i.e. the group of Elected Members with delegated powers to approve such payments. The schemes are in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 and Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007. All these Policies (except compulsory redundancy) are underpinned by the requirement for a robust business case which balances service delivery with cost and with Head of Service, Director, Section 151 Officer and Head of People Services approval. The Policies are all available on the HR Portal via the following links:

<http://sc-aptken1/KENTICO/Departments/HR/Policies-Procedures/Early-Retirement-By-Mutual-Consent-On-The-Grounds.aspx>

<http://sc-aptken1/KENTICO/Departments/HR/Policies-Procedures/Redundancy-Scheme.aspx>

<http://sc-aptken1/KENTICO/Departments/HR/Policies-Procedures/Voluntary-Severance-Scheme.aspx>

- 4.11 The Council is the major employer in the area. Indeed, a majority of the employees who work for the Council live within Caerphilly County Borough. As such, the Council must have regard to its role in improving the economic well-being of the people of the County Borough.
- 4.12 The availability of good quality employment on reasonable terms and conditions and fair rates of pay has a beneficial impact on the quality of life in the community as well as on the local economy. The Council also has a role in setting a benchmark on pay and conditions for other employers in the area for the same reasons.
- 4.13 The Council is committed to working in partnership with its recognised Trade Unions in relation to all pay and conditions of service matters. The 2009 and 2019 Collective Agreements to achieve our Pay & Grading Structures were achieved with the support of our Trade Union partners. We continue to review the impacts of the Medium Term Financial Plan on our workforce.

Mileage

- 4.14 The mileage rate is currently 45p per mile in accordance with the HMRC approved exempt amount.

5. Chief Officer Remuneration

5.1 Definitions of Chief Officer / Pay Levels

5.1.1 For the purposes of this Pay Policy statement, "Chief Officers" are as defined within Section 43 of the Localism Act. The table below details the current numbers of Chief Officers:

Post Title	Number of posts
Chief Executive	1
Director	3
Head of Service	14 (12 x Grade A 2 x Grade B)

5.1.2 There is currently an interim arrangement in place relating to the post of Chief Executive, which is funded from the core revenue budget for this post. There are also other Chief Officers in interim and acting arrangements and these are also funded from existing revenue budgets.

5.1.3 Following the Council meeting on the 17 January 2013, the pay structure for Chief Officers is as follows:-

- The substantive Chief Executive Officer's salary is set at a one off spot salary of £137,000, to remain frozen for the period of that administration (May 2017). It should be noted that this payment is not in line with the official pay range for the role (see Appendix D), but it is in accordance with the decision made by full Council on 17 January 2013.
- It should be noted that the current Interim Chief Executive was appointed on the first increment point of the approved Chief Executive salary range as per Appendix D;
- Corporate Directors - The salary of the posts falls within a range of four incremental points between £113,981 rising to a maximum of £126,645 per annum;
- Heads of Service (Band A) - The salary of the posts fall within a range of four incremental points between £86,999 rising to a maximum of £96,665 per annum
- Heads of Service (Band B) - The salary of the posts fall within a range of four incremental points between £67,222 rising to a maximum of £74,693 per annum
- No bonus or performance-related pay mechanism is applicable to any Chief Officers' pay.
- The higher band A+ has not been used for the period of the previous administration. The issue of Chief Officer pay has not been revisited in the lifetime of the previous administration. Any future proposal at any time would require a final decision by Full Council.

5.2 Recruitment of Chief Officers

5.2.1 The Council's Policy and Procedures with regard to the recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in Part 4 of the Council's Constitution.

5.2.2 The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant Council policies in place at the time of recruitment.

- 5.2.3 Where the Council is unable to recruit a Chief Officer under a contract of service, or there is a need for support for a specific project or to provide cover for a vacant substantive Chief Officer post, the Council will, where necessary, consider engaging individuals under “contracts for service”. These will be sourced through a relevant procurement process (in accordance with standing orders and financial regulations), ensuring the Council is able to demonstrate value for money from competition in securing the relevant service. There are however no current examples of this arrangement.
- 5.2.4 Welsh Government recommends in addition to agreeing the parameters for setting the pay of Chief Officers, full Council should be offered the opportunity to vote on large salary packages that are to be offered in respect of new appointments in accordance with their agreed pay policy statements. The Welsh Ministers consider £100,000 is the right level for that threshold.
- 5.2.5 For this purpose, salary packages should be consistent with the categories defined for remuneration in the Accounts and Audit (Wales) Regulations 2014. This will include salary, bonuses, fees, allowances routinely payable, any expenses allowance chargeable to UK income tax, the relevant authorities’ contribution to the officer’s pension and any other benefits in kind to which the officer is entitled as a result of their employment.
- 5.2.6 There is a requirement to specifically consult the Independent Remuneration Panel on any future changes to the salary of the Head Of Paid Service (in our case Chief Executive) that is ‘not commensurate with a change to the salaries of the authority’s other staff’. The Council is then required to give due regard to their recommendations on the salary of the Head of Paid Service prior to considering any changes.

5.3 Additions to Salary of Chief Officers

- 5.3.1 In addition to basic salary, set out below are details of other elements of Chief Officer remuneration:
- The Council pays a standard mileage rate of 45p pence per mile to Chief Officers (consistent with all other employees) with effect from the 1 July 2015, where the Chief Officer uses his or her private vehicle on Council business. The Council also reimburses any other reasonable expenses, incurred by the Chief Officer on behalf of the Council whilst on Council business, on production of receipts and in accordance with JNC conditions and other local conditions
 - The cost of registration with a regulatory body if there is a requirement to be registered in order to practice and undertake their specific job role. This currently only applies to the post of Head of Legal Services.
- 5.3.2 The Council has a statutory duty to appoint a Returning Officer for specified Elections and Referenda. The post of Chief Executive holds responsibility to be the Returning Officer for the Council for all Elections held within the County Borough. The Returning Officer is personally responsible for a wide range of functions in relation to the conduct of Elections and Referenda and is paid for discharging these functions in accordance with prescribed fees. The prescribed fees for Caerphilly County Borough Elections are attached in Appendix F. Fees for other organisation’s elections are not determined by or paid for by the Council. e.g. the Welsh Government set the fees for their election etc. All the Returning Officer’s payments in any election are publicised as part of the council accounts on an annual basis.

5.4 Payments on Termination

- 5.4.1 The Council’s approach to statutory and discretionary payments on termination of employment of Chief Officers, prior to reaching normal retirement age, is set out within its policy statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 [and if adopted] Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution)

Regulations 2007. For clarity the Authority does not provide any augmentation (“added years”) of pension, in its payments on termination.

5.4.2 Any other payments falling outside the provisions or the relevant periods of contractual notice shall be subject to a formal decision made in accordance with the Scheme of Delegation as contained within the Council’s Constitution.

5.4.3 Full Council will be required to approve any severance package in excess of the current threshold determined by Welsh Ministers at £100,000. Members will be advised of any contractual or statutory elements of the severance package, along with the consequences of withholding these from an employment law context.

6. Publication

6.1 This is an update of the Pay Policy Statement. This statement will come into effect, once fully endorsed by Council in March 2019.

6.2 In addition, the Accounts and Audit (Wales) Regulations 2014 require the Authority to disclose the following information in respect of remuneration in its annual Statement of Accounts:

- The number of employees whose remuneration, excluding pension contributions, was greater than £60,000
- The remuneration and the components of remuneration for statutory chief officers and designated head of paid service who have responsibility for the management of the Authority
- The total number and cost of exit packages
- The remuneration ratio between the Chief Executive and the median remuneration of all employees.

7. Pay Relativities within the Council

7.1 The “lowest paid” persons employed under a contract of employment with the Council are employed at the new Living Wage (Foundation) rate of £9.00 per hour. All roles within our grading structure previously paid in accordance with the spinal column point 6 (SCP 6) to spinal column point 12 (SCP 12) of the NJC pay spine for Local Government Services employees, receive a supplement to make the rate £9.00 per hour. As at 1 November 2018, this is £17,363 (Full Time Equivalent Earnings) per annum for a 37 hour standard working week.

7.2 The relationship between the rate of pay for the “lowest paid” employees and the Council’s Chief Officers is regulated by the processes used for determining pay and grading structures as set out in this Pay Policy Statement.

7.3 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton “Review of Fair Pay in the Public Sector” (2010).

7.4 Will Hutton was asked by the UK Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organization. Hutton concluded that the relationship to median earnings was a more relevant measure and the Government’s Code of Recommended Practice on Data Transparency recommends the publication of the ratio between the highest rate of pay and the median average pay of the whole of the Council’s workforce (but excluding teachers and other employees appointed and managed by schools, in the case of local authorities).

- 7.5 The salary utilised for the Chief Executive calculations of all the pay multiple data is £143,949 i.e. the salary of the Interim Chief Executive.

Pay Multiple Data

The data for the Authority is contained in the table below:

Salary Multiple	Ratio
the multiple between the annual salary of the lowest paid Council employee and the Chief Executive (full-time equivalent basis) as a ratio	1 : 8.29
the multiple between the annual salary of the lowest paid Council employee and the average Chief Officer (full-time equivalent basis) as a ratio	1 : 5.46
the multiple between median earning of Council employees and the Chief Executive (full-time equivalent basis) as a ratio	1 : 7.08
the multiple between median earning of Council employees and the average Chief Officer (fulltime equivalent basis) as a ratio	1 : 4.66

- 7.6 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available salary benchmarking information as appropriate.

8. Accountability and Decision Making

- 8.1 In accordance with the Constitution of the Council, the Chief Executive is responsible for decision-making in relation to the recruitment, pay (apart from those detailed in 8.2), conditions of service and severance arrangements for all employees of the Council, except Teachers, as their main pay and conditions of service are determined on a legislative basis by the UK Government.
- 8.2 The Council will set remuneration for the Chief Executive and Chief Officers (as defined in paragraph 5.1.2).
- 8.3 The Council has established a delegated Sub Committee i.e. the Pensions Compensation Committee, to consider any requests by employees to leave the employment of the Council with unreduced access to pension with a cost to the Council (except compulsory redundancy), that are supported by the agreed business case process.

9. Re-Employment

- 9.1 No Chief Officer, or any other employee, who leaves the employment of the Council on the grounds of early retirement, severance or voluntary redundancy will be later re-employed as an employee of the Council or contracted under a “contract of service” (as per 5.2.3), without the express permission of the Chief Executive in consultation with the Cabinet Member for Corporate Services. Where the re-employment is regarding the post of the Chief Executive or a Chief Officer (as defined in paragraph 5.1.1), this decision will require full council approval.
- 9.2 An exception to this occurs where an employee leaves under an agreed Flexible Retirement arrangement, where their ongoing employment is approved as part of the business case for release of accrued pension benefits.

10. Reviewing the Policy

- 10.1 This Pay Policy outlines the current position in respect of pay and reward within the Council and it will be reviewed at least annually, and reported to the full Council, to ensure that it meets the principles of fairness, equality, accountability and value for money for the authority and its residents.

Appendix A

CCBC NJC Pay Structure – with effect from 1 April 2019

Proposed GRADE APRIL 2019	SCP	01-Apr-19
Grade 1	1	£17,364
Grade 2	2	£17,711
Grade 3	3	£18,065
	4	£18,426
Grade 4	5	£18,795
	6	£19,171
Grade 5	7	£19,554
	8	£19,945
	9	£20,344
	10	£20,751
	11	£21,166
Grade 6	12	£21,589
	13	£22,021
	14	£22,462
	15	£22,911
	16	£23,369
	17	£23,836
Grade 7	18	£24,313
	19	£24,799
	20	£25,295
	21	£25,801
	22	£26,317
	23	£26,999
Grade 8	24	£27,905
	25	£28,785
	26	£29,636
	27	£30,507
Grade 9	28	£31,371
	29	£32,029
	30	£32,878
	31	£33,799
Grade 10	32	£34,788
	33	£35,934
	34	£36,876
	35	£37,849
Grade 11	36	£38,813
	37	£39,782
	38	£40,760
	39	£41,675
Grade 12	40	£42,683
	41	£43,662
	42	£44,632
	43	£45,591

Notes: The Living Wage rate applies from the 1 November 2018.

1. **Appendix B** **Soulbury Pay Structure**

EDUCATIONAL PSYCHOLOGISTS – SCALE A		
Spine Point	Salary (from 1 Sep 2018)	Salary (from 1 Sep 2019)
1	£36,446	£37,175
2	£38,296	£39,062
3	£40,146	£40,949
4	£41,994	£42,834
5	£43,844	£44,721
6	£45,693	£46,607
7	£47,434	£48,383
8	£49,175	£50,159
9	£50,806*	£51,822*
10	£52,439*	£53,488*
11	£53,961*	£55,040*

Notes:

1. Pay scales to consist of 6 consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. * Extension to scale to accommodate structured professional assessment points.

SENIOR / PRINCIPAL EDUCATIONAL PSYCHOLOGISTS – SCALE B		
Spine Point	Salary (from 1 Sep 2018)	Salary (from 1 Sep 2019)
1	£45,693	£46,607
2	£47,434	£48,383
3	£49,175*	£50,159*
4	£50,806	£51,822
5	£52,439	£53,488
6	£53,961	£55,040
7	£54,586	£55,678
8	£55,754	£56,869
9	£56,911	£58,050
10	£58,089	£59,251
11	£59,243	£60,428
12	£60,420	£61,628
13	£61,617	£62,849
14	£62,774**	£64,029**
15	£63,986**	£65,266**
16	£65,186**	£66,490**
17	£66,395**	£67,723**
18	£67,602**	£68,954

Notes:

1. Pay scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. * Normal minimum point for the Principal Educational Psychologist undertaking the full range of duties at this level.
3. ** Extension to range to accommodate discretionary scale points and structured professional assessments
4. Principals are paid on a 4 point scale 8 - 14 (this includes 3 spa points)

TRAINEE EDUCATIONAL PSYCHOLOGISTS		
Spine Point	Salary (from 1 Sep 2018)	Salary (from 1 Sep 2019)
1	£23,415	£23,884
2	£25,129	£25,632
3	£26,841	£27,378
4	£28,556	£29,128
5	£30,269	£30,875
6	£31,983	£32,623

ASSISTANT EDUCATIONAL PSYCHOLOGISTS		
Spine Point	Salary (from 1 Sep 2018)	Salary (from 1 Sep 2019)
1	£28,783	£29,359
2	£29,959	£30,559
3	£31,134	£31,757
4	£32,303	£32,950

EDUCATION IMPROVEMENT PROFESSIONALS		
Spine Point	Salary (from 1 Sep 2018)	Salary (from 1 Sep 2019)
1	£34,749	£35,444
2	£35,993	£36,713
3	£37,168	£37,912
4	£38,359	£39,127
5	£39,543	£40,334
6	£40,727	£41,542
7	£41,971	£42,811
8	£43,168*	£44,032*
9	£44,563	£45,455
10	£45,807	£46,724
11	£47,035	£47,976
12	£48,223	£49,188
13	£49,569**	£50,561**
14	£50,769	£51,785
15	£52,095	£53,137
16	£53,293	£54,359
17	£54,495	£55,585
18	£55,674	£56,788
19	£56,891	£58,029
20	£57,519***	£58,670***
21	£58,727	£59,902
22	£59,780	£60,976
23	£60,939	£62,158
24	£61,978	£63,218
25	£63,089	£64,351
26	£64,173	£65,457
27	£65,282	£66,588
28	£66,405	£67,734
29	£67,532	£68,883
30	£68,656	£70,030
31	£69,771	£71,167
32	£70,903	£72,322
33	£72,036	£73,477
34	£73,197	£74,661
35	£74,353	£75,841
36	£75,544	£77,055
37	£76,715	£78,250

38	£77,899	£79,457
39	£79,066	£80,648
40	£80,233	£81,838
41	£81,406	£83,035
42	£82,578	£84,230
43	£83,749	£85,424
44	£84,925	£86,624
45	£86,099	£87,821
46	£87,274	£89,020
47	£88,454	£90,224
48	£89,623	£91,416
49	£90,797	£92,613
50	£91,972	£93,812

*normal minimum point for EIP undertaking the full range of duties at this level.

**normal minimum point for senior EIP undertaking the full range of duties at this level.

***normal minimum point for leading EIP undertaking the full range of duties at this level.

Appendix C

JNC Youth and Community Workers Pay Structure

YOUTH AND COMMUNITY SUPPORT WORKER		
Spine Point	Salary (from 1 Sep 2018)	Salary (from 1 Sep 2019)
2	£16,757	
3	£17,267	£18,117
4	£17,681	£18,431
5	£18,141	£18,791
6	£18,556	£19,106
7	£19,009	£19,389
8	£19,645	£20,038
9	£20,456	£20,865
10	£21,090	£21,512
11	£22,116	£22,558
12	£23,118	£23,580
13	£24,153	£24,636
14	£25,225	£25,729
15	£25,955	£26,474
16	£26,718	£27,252
17	£27,468	£28,017

YOUTH AND COMMUNITY SUPPORT WORKER (SENIOR)		
Spine Point	Salary (from 1 Sep 2018)	Salary (from 1 Sep 2019)
13	£24,153	£24,636
14	£25,225	£25,729
15	£25,955	£26,474
16	£26,718	£27,252
17	£27,468	£28,017
18	£28,223	£28,787
19	£28,972	£29,551
20	£29,724	£30,318
21	£30,568	£31,179
22	£31,525	£32,155
23	£32,456	£33,105
24	£33,392	£34,060
25	£34,335	£35,022
26	£35,277	£35,983
27	£36,221	£36,945
28	£37,175	£37,918
29	£38,122	£38,884
30	£39,070	£39,851
31	£39,709*	£40,503*
32	£40,760*	£41,575*

Appendix D**CCBC Senior Management Pay Structure – JNC Staff –
with effect from 1 April 2019**

All of the levels in the grading structure are linked to their evaluation under the Job Evaluation deployed for Senior roles i.e. Hay. This currently comprises of the Chief Executive, Deputy Chief Executive & Directors posts, and 6 further bands from A+ to E. Band A & B are Heads of Service and band C - E covers all other senior posts in the JNC arrangements.

	Increment 1	Increment 2	Increment 3	Increment 4
Chief Executive	143,949	149,275	154,602	159,944
Deputy Chief Executive	126,562	131,244	135,928	140,623
Director	113,981	118,199	122,414	126,645
Band A+ Heads Of Service	97,094	100,686	104,280	107,883
Band A - Heads Of Service	86,999	90,218	93,436	96,665
Band B	67,222	69,710	72,198	74,693
Band C	52,682	54,438	56,193	57,952
Band D	46,726	48,285	49,844	51,399
Band E	41,636	42,591	43,539	44,473

In accordance with the decision of full Council on 17 January 2013:

- there are no Officers employed currently in the Band A+
- the Council does not employ a Deputy Chief Executive
- the substantive Chief Executive is employed on a spot salary of £137,000 in accordance with the Council decision of 17 January 2013.

Appendix E

All Employee Groups - Main Conditions of Service

ANNUAL LEAVE	
<ul style="list-style-type: none"> • Chief Executive & Directors (JNC) 	33 days pa (No access to flexi leave)
<ul style="list-style-type: none"> • Chief Officers (JNC) • NJC • Soulbury 	<p>28 days pa *</p> <p>24 days pa rising to 28 days after 5 years' service.</p> <p>24 days pa rising to 28 days after 5 years' service.</p> <p>Where relevant individual employees are members of the flexible working hours scheme, they are entitled to 6 days flexi leave per 12 week period.</p> <p>*There are four officers who have protected leave at 33 days pa</p>
<ul style="list-style-type: none"> • Youth & Community Workers 	24 days pa rising to 28 days after 5 years' service.
HOURS OF WORK	
<ul style="list-style-type: none"> • Chief Executive (JNC) • Chief Officers (JNC) • NJC • Soulbury • Youth & Community Workers 	Standard working week is 37 hours, unless contractually employed on set hours.
OVERTIME PAYMENTS	
<ul style="list-style-type: none"> • Chief Executive (JNC / Hay) • Chief Officers (JNC / Hay) 	None
<ul style="list-style-type: none"> • NJC • Soulbury • Youth and Community Workers 	<p>All employees who are required to work additional hours beyond the 37 hour working week (or beyond their contracted working pattern that averages a 37 hour working week (e.g. rota/annualized hours) are entitled to receive enhancements at the rate of basic pay at time and a half except for Public and Extra Statutory holidays where basic pay at double time will be paid.</p> <p>Part-time employees are entitled to these enhancements only at times and in circumstances in which full-time employees would qualify. Otherwise a part-time employee shall work a full working week (i.e. 37 hours) before these enhancements apply.</p> <p>Employees required to work on an a Public and / or extra bank holiday as part of their normal working week shall, in addition to the normal pay for that day, be paid at plain time for all hours worked and will, in addition, receive a day's leave in lieu on each day.</p> <p>Employees required to work on a Public or extra bank holiday on</p>

	their rest day shall be paid at double time for all hours worked and will, in addition, receive a day's leave in lieu on each day.
SICK PAY SCHEME	
<ul style="list-style-type: none"> • Chief Executive (JNC / Hay) • Chief Officers (JNC / Hay) • NJC • Soulbury • Youth & Community Workers 	<p>During 1st year of service – 1 month's full pay and (after completing 4 months service), 2 months half pay.</p> <p>During 2nd year of service – 2 months full pay and 2 months half pay.</p> <p>During 3rd year of service – 4 months full pay and 4 months half pay.</p> <p>During 4th and 5th year of service – 5 months full pay and 5 months half pay.</p> <p>After 5 years' service – 6 months full pay and 6 months half pay.</p>

Appendix F

CAERPHILLY COUNTY BOROUGH COUNCIL - LOCAL ELECTION FEES

A) RETURNING OFFICERS FEE

For conducting the Election(s) giving the prescribed Notices, preparing and supplying Nomination papers, deciding on validity, appointing and remunerating staff, arranging and / or conducting the Poll, conducting the Count, declaring the result(s), making all necessary returns and generally performing all the duties which a Returning Officer is required to do under the Representation of the People Acts and Regulations – including all payments, disbursements and expenses as may be necessary.

1) <u>CONTESTED ELECTIONS</u>	1/4/2019
For each Electoral Division / Community Ward	£
For each 1000 Electors (or part)	83.18
For next 1000 Electors (or part)	47.32
For every subsequent 250 Electors (or part)	15.98
2) <u>UNCONTESTED ELECTIONS</u>	
For each uncontested Division / Ward	75.40
3) <u>POSTAL VOTES – (Supervision)*</u> to be paid to DRO and or Asst. DRO's	
*NB – in this event no fee should be claimed by the DRO or Asst. DRO's from the clerical fund for these duties.	
Issue (for each paper)	0.33p
<i>(minimum per Division / Ward)</i>	<i>(25.21)</i>
<i>(minimum per casual vacancy)</i>	<i>(72.84)</i>
Receipt (for each paper)	0.33p
<i>(minimum per Division / Ward)</i>	<i>(25.21)</i>
<i>(minimum per casual vacancy)</i>	<i>(72.84)</i>
4) <u>POLL CARDS (Supervision)*</u> to be paid to DRO and or Asst. DRO as above	
Per 1000 or part issued	30.47
<i>(minimum per casual vacancy)</i>	<i>43.51</i>

GRADE APRIL 2018		SCP	01-Apr-18
	Grade 1	5	
		6	£16,394
Grade 2		7	£16,495
		8	£16,626
	Grade 3	9	£16,755
		10	£16,863
		11	£17,007
		12	£17,173
Grade 4		13	£17,391
		14	£17,681
		15	£17,972
	Grade 5	16	£18,319
		17	£18,672
		18	£18,870
	Grade 6	19	£19,446
		20	£19,819
		21	£20,541
Grade 8		22	£21,074
		23	£21,693
		24	£22,401
	Grade 7	25	£23,111
		26	£23,866
		27	£24,657
		28	£25,463
Grade 8		29	£26,470
		30	£27,358
		31	£28,221
	Grade 9	32	£29,055
		33	£29,909
		34	£30,756
Grade 10		35	£31,401
		36	£32,233
		37	£33,136
	Grade 11	38	£34,106
		39	£35,229
		40	£36,153
Grade 12		41	£37,107
		42	£38,052
		43	£39,002
		44	£39,961
	Grade 11	45	£40,858
		46	£41,846
		47	£42,806
		48	£43,757
	Grade 12	49	£44,697

Proposed GRADE APRIL 2019	SCP	01-Apr-19
Grade 1	1	£17,364
Grade 2	2	£17,711
Grade 3	3	£18,065
	4	£18,426
Grade 4	5	£18,795
	6	£19,171
Grade 5	7	£19,554
	8	£19,945
	9	£20,344
	10	£20,751
Grade 6	11	£21,166
	12	£21,589
	13	£22,021
	14	£22,462
Grade 7	15	£22,911
	16	£23,369
	17	£23,836
	18	£24,313
Grade 8	19	£24,799
	20	£25,295
	21	£25,801
	22	£26,317
	23	£26,999
Grade 9	24	£27,905
	25	£28,785
	26	£29,636
Grade 10	27	£30,507
	28	£31,371
	29	£32,029
Grade 11	30	£32,878
	31	£33,799
	32	£34,788
Grade 12	33	£35,934
	34	£36,876
	35	£37,849
Grade 11	36	£38,813
	37	£39,782
	38	£40,760
	39	£41,675
Grade 12	40	£42,683
	41	£43,662
	42	£44,632
	43	£45,591

Living Wage Rate £9.00 per hour from 1 Nov 2018.
Aligns to minimum SCP in April 2019

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COUNCIL – 5TH MARCH 2019

SUBJECT: WAIVER OF 6 MONTH COUNCILLOR ATTENDANCE RULE

REPORT BY: HEAD OF LEGAL SERVICES AND MONITORING OFFICER

1. PURPOSE OF REPORT

- 1.1 To seek Council approval for a request received for an extension to the six months Councillor Attendance Rule from Councillor Dianne Price in accordance with the relevant legalisation.

2. SUMMARY

- 2.1 Due to extensive illness and ongoing medical treatment Councillor Dianne Price has been unable to attend a Council meeting since the 20th September 2018.
- 2.2 A request has been received by the Monitoring Officer for Council to consider approving an extension to the usual six month attendance rule to enable Councillor Price to remain in office until she is able to resume normal duties when she returns to good health.

3. LINKS TO STRATEGY

- 3.1 The request contributes to the Well-being Goals within the Well-being of Future Generations Act (Wales) 2015 as elected members make decisions and recommendations that impact on future generations.
- 3.2 Councillor attendance is governed by the Local Government Act 1972.

4. THE REPORT

- 4.1 Section 85 (1) of the Local Government Act 1972 states that “if a member of a local Authority fails, throughout a period of six consecutive months from the date of their last attendance, to attend any meeting of the authority they will, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority”.
- 4.2 For the purposes of section 85(1), attendance can be at any committee or sub-committee, or any joint committee, joint board or other body where the functions of the authority on any matter relating to the discharge of their functions.
- 4.3 Councillor Price has not been able to attend any council meetings since attending the Caerphilly Homes Task Group on the 20th September 2018 due to extended illness and subsequent medical treatment, although Councillor Price has been regularly conducting constituency business from home.

4.4 Council can only consider approval of any reasons for non-attendance before the end of the relevant six month period which will end on 20th March 2019. It has been confirmed that Councillor Price is unable to attend the special meeting of Council on the 21st February 2019 and therefore this report has been submitted to approve an extension of the usual six month rule.

4.5 Councillor Price is a long serving member, former Mayor and ward member for Bargoed. In addition to council, Councillor Price serves as a member of the Policy and Resources scrutiny committee, Partnerships scrutiny committee, Bargoed Town Centre Management Group, Licensing and Gambling Committee, Taxi and General Licensing Committee, Caerphilly Homes Task Group (Chair) and Standards Committee.

5. WELL-BEING OF FUTURE GENERATIONS

5.1 The report contributes to the Well-being Goals as set out in Links to Strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act as the role of Elected Member requires Councillors to make recommendations and decisions that impact on future generations and provide a vital democratic link to the decision making process for the constituents they represent.

6. EQUALITIES IMPLICATIONS

6.1 There are no specific equalities implications that directly affect the Council arising from the report.

7. FINANCIAL IMPLICATIONS

7.1 If the absence period is not extended beyond 6 months, a by-election will need to be called for which there will be a financial cost.

8. PERSONNEL IMPLICATIONS

8.1 If the extension is not approved Councillor Price, would under Section 85 (1) of the Local Government Act be disqualified on the 20th March 2019 from the office of councillor.

8.2 Once any councillor loses office, through failure to attend for the six month period, the disqualification cannot be overcome by the councillor subsequently resuming attendance nor can retrospective approval of Council be sought for an extension in time.

9. CONSULTATIONS

9.1 There are no consultations that have not been included in the report

10. RECOMMENDATIONS

10.1 That the current absence from all council and committee meetings of Councillor Dianne Price due to her ill-health be authorised and approved for a further period of six months ending on 20th September 2019, or until she resumes attendance if that is sooner, in accordance with section 85 of the Local Government Act 1972.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 To allow Councillor Dianne Price to remain in office until her health allows her to be able to resume normal duties.

12. STATUTORY POWER

- 12.1 Local Government Act 1972.

Author: Emma Sullivan – Senior Committee Services Officer
Consultees: R. Tranter – Head of Legal Services and Monitoring Officer
C. Harrhy – Interim Chief Executive
C. Forbes-Thompson – Interim Head of Democratic Services and Scrutiny Manager
Councillor D.V. Poole – Leader of Council
Councillor C.P. Mann – Leader of Plaid Cymru
Councillor K. Etheridge – Leader of Independents

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COUNCIL – 5TH MARCH 2019

SUBJECT: NOTICE OF MOTION – PARENTAL LEAVE COUNCILLORS

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES

-
- 1.1 The Notice of Motion was received from Councillor A. Leonard and supported by Councillors P. Marsden, E. Stenner and L. Phipps and was presented to the Democratic Services Committee on 6th February 2019. The Notice of Motion meets the criteria set out in the Council's Constitution and in accordance with the Council's Rules of Procedure, was referred for consideration.
 - 1.2. The Democratic Services Committee noted that the Notice of Motion asks that the Council calls on Welsh Government to reconsider current maternity, paternity and adoption leave entitlements for Councillors, as legislated within the Local Government Measure (Wales) 2011 (Part 2) and that the Council forward the draft Parental Leave Policy for Councillors (which was appended to the report) to Welsh Government for their consideration.
 - 1.3 The purpose of the Notice of Motion is to give Councillors a more equitable entitlement to parental leave after giving birth or adopting and to ensure that Councillors with children and other caring commitments are supported as appropriate.
 - 1.4 Members considered the report and appendices and queried the current Policy in place. It was noted that the Family Absence Regulations allows for 26 weeks Maternity Leave and 2 weeks for Adoption Leave. Having consideration for the differences in entitlement the Committee were in favour of the Notice of Motion.
 - 1.5 Following consideration and discussion, it was moved and seconded that the Notice of Motion be supported. By a show of hands, this was agreed by the majority present.
 - 1.6 The Democratic Services Committee therefore recommended to Council that the Notice of Motion be supported.
 - 1.7 Council are asked to consider the Notice of Motion and the above recommendation.

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

Appendices: Democratic Services Committee Report – 6th February 2019



DEMOCRATIC SERVICES COMMITTEE – 6TH FEBRUARY 2019

SUBJECT: NOTICE OF MOTION – PARENTAL LEAVE COUNCILLORS

REPORT BY: CORPORATE DIRECTOR EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 The Democratic Services Committee is asked to consider the Notice of Motion as set out in Paragraph 4.1 of the report.

2. SUMMARY

- 2.1 A Notice of Motion has been received from Councillor A. Leonard and is supported by Councillors P. Marsden, E. Stenner and L. Phipps.
- 2.2 The Notice of Motion meets the criteria set out in the Council's Constitution and in accordance with the Council's Rules of Procedure is referred to Council for consideration.

3. RECOMMENDATIONS

- 3.1 The Democratic Services Committee are asked to consider the notice of motion and make an appropriate recommendation to Council.

4. REASONS FOR THE RECOMMENDATION

- 4.1 In accordance with the Council's Constitution.

5. THE REPORT

- 5.1 Councillor A. Leonard requests in her Notice of Motion that this Council:-
- Calls on Welsh Government to reconsider current maternity, paternity and adoption leave entitlements for Councillors as legislated within the Local Government Measure (Wales) 2011 (Part 2) and
 - That Council forward the draft Parental Leave Policy for Councillors attached to this motion (Appendix 2) to Welsh Government for their consideration.

Reasons for the Motion

- 5.2 To give Councillors a more equitable entitlement to parental leave after giving birth or adopting and to ensure that Councillors with children and other caring commitments are supported as appropriate.

Supporting Information

- 5.3 Part 2 of the Local Government (Wales) Measure 2011 makes available to members of local authorities entitlement to a period of family absence. The Measure created five types of family absence: maternity absence, new-born absence, adopter's absence, new adoption absence and parental absence.
- 5.4 The Family Absence for Members of Local Authorities (Wales) Regulations 2013 sets out the provisions and conditions for each type of absence, which came into force on 5th December 2013.
- 5.5 Part 1 of the 2013 regulations states that Members are entitled to Maternity Absence of a period of 26 weeks, unless the Member gives notice to the Head of Democratic Services that the period of maternity absence will be shorter than 26 weeks. The Regulations also set out that Adopters Absence entitlement is two consecutive weeks.
- 5.6 Caerphilly County Borough Council has already highlighted this unfairness in its Consultation response to the Welsh Government Strengthening Local Government Green Paper which was reported to Council on 5th June 2018. The consultation paper (Chapter 6 question 7b) asked '*How could we better recognise the level of responsibility involved in being a local councillor? What changes to the remuneration and support councillors receive would enable a wider range of people to become involved in local democratic representation?*' Members supported the following response to this question:

Family Absence - the Local Government (Wales) Measure 2011 introduced Family Absence which allowed 26 weeks for maternity absence, 2 weeks for Adoption Absence and up to 3 months for Parental Absence. Surely it is unfair to only allow 2 weeks for adoption when families can be adapting to significant changes, and as Corporate Parents surely local authorities should be leading the way in supporting people considering adoption.

6. LINKS TO RELEVANT COUNCIL POLICIES

- 6.1 The procedural rules regarding a Notice of Motion are contained within Council's Constitution as adopted in May 2002. The Council's Constitution sets out the framework for the decision making roles and responsibilities which will impact on future generations.

7. WELL-BEING OF FUTURE GENERATIONS

- 7.1 The Notice of Motion is consistent with the five ways of working as defined within the act as it complies with the rules and regulations of the Council's Constitution which sets out a clear framework for how the Council operates in particular decision making responsibilities which will consider the positive and negative impacts on future generations, long term resilience, economic, environmental and social capital.

8. EQUALITIES IMPLICATIONS

- 8.1 There are no specific equalities implications that directly affect the Council arising from the report.

9. FINANCIAL IMPLICATIONS

- 9.1 There are no financial implications associated with this report.

10. PERSONNEL IMPLICATIONS

10.1 There are no personnel implications associated with this report.

11. CONSULTATIONS

11.1 There has been no consultation undertaken.

Author: Emma Sullivan, Senior Committee Services Officer

Appendices:

Appendix 1 Signed copy of Notice of Motion

Appendix 2 Draft Parental Leave Policy for Councillors

Notice of Motion

To consider the undermentioned Notice of Motion standing in the name of County Borough Councillor Arianna Leonard and supported by Councillor Philippa Marsden, Councillor Eluned Stenner and Councillor Lisa Phipps.

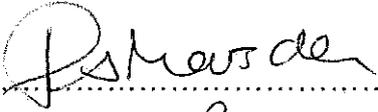
Ask Council

- to call on Welsh Government to reconsider current maternity/paternity and adoption leave entitlements for Councillors as legislated within the Local Government Measure (Wales) 2011 (Part 2)
- and
- that Council forward the draft Parental Leave Policy for Councillors attached to this motion to Welsh Government for their consideration.

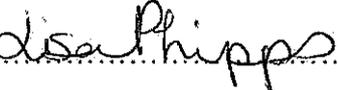
The reasons for this motion

- The parental leave policy attached to this notice will give Councillors a more equitable entitlement to parental leave after giving birth or adopting;
- To ensure that Councillors with children and other caring commitments are supported as appropriate.

Councillor Arianna Leonard 

Councillor Philippa Marsden 

Councillor Eluned Stenner 

Councillor Lisa Phipps 

Introduction

This policy set out proposals for Members' entitlements to maternity, paternity, shared parental leave and relevant allowances.

The objective of the policy is to ensure that insofar as possible Members are able to appropriate leave at the time of birth or adoptions, that both parents are able to take leave, and that reasonable and adequate arrangements are in place to provide cover for portfolio-holders and others in receipt of Special Responsibility Allowances (SRA) during any period of leave taken.

Improved provision for new parents will contribute towards increasing the diversity of experience, age and background of local authority councillors. It will also assist with retaining experienced councillors – particularly women – and making public officer more accessible to individuals who might otherwise feel excluded from it.

1. Leave Periods

- 1.1 Members giving birth are entitled to up to 6 months maternity leave from the due date, with the option to extend up to 52 weeks by agreement if required.
- 1.2 In addition, where the birth is premature, the Member is entitled to take leave during the period between the date of birth and the due date in addition to the 6 months' period. In such cases any leave taken to cover prematurity of 28 days or less shall be deducted from any extension beyond the initial 6 months.
- 1.3 In exceptional circumstances, and only in cases of prematurity of 29 days or more, additional leave may be taken by agreement, and such exceptional leave shall not be deducted from the total 52 week entitlement.
- 1.4 Members shall be entitled to take a minimum of 2 weeks paternity leave if they are the biological father or nominated carer of their partner/spouse following the birth of their child(ren).
- 1.5 A Member who has made Shared Parental Leave arrangements through their employment is requested to advise the Council of these at the earliest possible opportunity. Every effort will be made to replicate such arrangements in terms of leave from Council.
- 1.6 Where both parents are Members, leave may be shared up to a maximum of 24 weeks for the first six months and 26 weeks for any leave agreed thereafter, up to a maximum of 50 weeks. Special and exceptional arrangements may be made in cases of prematurity.

- 1.7 A Member who adopts a child through an approved adoption agency shall be entitled to take up to six months adoption leave from the date of placement, with the option to extend up to 52 weeks by agreement if required.
- 1.8 Any Member who takes maternity, shared parental or adoption leave retains their legal duty under the Local Government Act 1972 to attend a meeting of the Council within a six month period unless the Council meeting agrees to an extended leave of absence prior to the expiration of that six month period.
- 1.9 Any Member intending to take maternity, paternity, shared parental or adoption leave will be responsible for ensuring that they comply with the relevant notice requirements of the Council, both in terms of the point at which the leave starts and the point at which they return.
- 1.10 Any Member taking leave should ensure that they respond to reasonable requests for information as promptly as possible, and that they keep Officers and Colleagues informed and updated in relation to intended dates of return and requests for extension of leave.

2. Basic Allowance

- 2.1 All Members shall continue to receive their Basic Allowance in full whilst on maternity, paternity or adoption leave.

3. Special Responsibility Allowances

- 3.1 Members entitled to a Special Responsibility Allowance shall continue to receive their allowance in full in the case of maternity, paternity, shared parental or adoption leave.
- 3.2 Where a replacement is appointed to cover the period of absence that person shall receive an SRA on a pro rata basis for the period of the temporary appointment.
- 3.3 The payment of Special Responsibility Allowances, whether to the primary SRA holder or a replacement, during a period of maternity, paternity, shared parental or adoption leave shall continue for a period of six months, or until the date of the next Annual Meeting of the Council, or until the date when the Member taking leave is up for election (whichever is soonest). At such a point, the position will be reviewed, and will be subject to a possible extension for a further six month period.
- 3.4 Should a Member appointed to replace the Member of maternity, paternity, shared parental or adoption leave already hold a remunerated position, the ordinary rules relating to payment of more than one SRA shall apply.
- 3.5 Unless the Member taking leave is removed from their post at an Annual General Meeting of the Council whilst on leave, or unless the Party to which they belong loses control of the Council during their leave period, they shall return at the end of the

their leave period to the same post, or to an alternative post with equivalent status and remuneration which they held before the leave began.

4. Resigning from Office and Elections

- 4.1 If a Member decides not to return at the end of their maternity, paternity, shared parental or adoption leave they must notify the Council at the earliest possible opportunity. All allowances will cease from the effective resignation date.
- 4.2 If an election is held during the Member's maternity, paternity, shared parental or adoption leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA if appropriate will cease from Monday after the election date when they would technically leave office.