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For all enquiries relating to this agenda please contact Rebecca Barrett  
(Tel: 01443 864245 Email: barrerm@caerphilly.gov.uk)

**Date: 5th February 2020**

Dear Sir/Madam,

A meeting of the **Environment and Sustainability Scrutiny Committee** will be held in the **Sirhowy Room - Penallta House, Tredomen, Ystrad Mynach** on **Tuesday, 11th February, 2020** at **5.30 pm** to consider the matters contained in the following agenda. Councillors and the public wishing to speak on any item can do so by making a request to the Chair. You are also welcome to use Welsh at the meeting, both these requests require a minimum notice period of 3 working days, and a simultaneous translation will be provided if requested.

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

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	Declarations of Interest.	

Councillors and Officers are reminded of their personal responsibility to declare any personal an/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.

A greener place Man gwyrddach

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



To approve and sign the following minutes: -

- |   |  |        |
|---|--|--------|
| 3 | Environment and Sustainability Scrutiny Committee held on 10th December 2019.                    | 1 - 8  |
| 4 | Consideration of any matter referred to this Committee in accordance with the call-in procedure. |        |
| 5 | Environment and Sustainability Scrutiny Committee Forward Work Programme.                        | 9 - 16 |
| 6 | To receive and consider the following Cabinet report*: -   |        |
|   | 1. Waste and Recycling Collection Systems – 15th January 2020.                                   |        |

*\*If a member of the Scrutiny Committee wishes for the above Cabinet report to be brought forward for review at the meeting please contact Rebecca Barrett, 01443 864245, by 10.00 a.m. on Monday, 10th February 2020.*

- |   |   |         |
|---|---|---------|
| 7 | To receive a Notice of Motion Relating To The Effect Of Fireworks In Public And Private Displays. | 17 - 20 |
|---|---|---------|

To receive and consider the following Scrutiny reports: -

- |    |  |         |
|----|--|---------|
| 8  | Community Asset Transfer - Draft Policy And Process. | 21 - 66 |
| 9  | Integrated Transport Unit Collaboration.             | 67 - 78 |
| 10 | Local Transport Plan and Metro Delivery Update.      | 79 - 92 |

**Circulation:**

Councillors M.A. Adams, A. Collis, D.T. Davies (Chair), C. Elsbury, M. Evans, A. Gair, Ms J. Gale, A. Hussey (Vice Chair), S. Kent, Mrs A. Leonard, D.W.R. Preece, J.E. Roberts, J. Scriven, G. Simmonds, A. Whitcombe and T.J. Williams

And Appropriate Officers

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## ENVIRONMENT AND SUSTAINABILITY SCRUTINY COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON  
TUESDAY, 10TH DECEMBER 2019 AT 5.30 P.M.

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PRESENT:

Councillor A. Hussey - Vice Chair - Presiding

Councillors:

M.A. Adams, A. Collis, A. Gair, Ms J. Gale, S. Kent, Mrs A. Leonard, J. Roberts, J. Scriven,  
G. Simmonds, T.J. Williams

Cabinet Members:

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

Together with:

M.S. Williams (Interim Corporate Director of Communities), S. Harris (Interim Head of Business Improvement Services & Acting S151 Officer), R. Hartshorn (Head of Public Protection, Community and Leisure Services), M. Lloyd (Head of Infrastructure), M. Jacques (Scrutiny Officer), R. Barrett (Committee Services Officer)

### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D.T. Davies (Chair), C. Elsbury, M. Evans, D.W.R. Preece and A. Whitcombe, together with Cabinet Member Mrs L. Phipps (Homes and Places).

In the absence of Councillor D.T. Davies, Councillor A. Hussey presided as Chair for the meeting.

### 2. DECLARATIONS OF INTEREST

Clarification was sought on whether or not those Members appointed as school governors were required to declare an interest in relation to Agenda Item 4 (Proposal C10 – Withdrawal of School Crossing Patrol sites). The Scrutiny Officer explained that as school governors are an LEA appointment, it would be a matter for each Member as to whether not they wished to declare on this basis but, if so, this would be a personal interest only and would not preclude them from remaining in the meeting during consideration of the item.

There were no declarations of interest subsequently received at this point or during the course of the meeting.

### **3. MINUTES – 29TH OCTOBER 2019**

RESOLVED that the minutes of the Environment and Sustainability Scrutiny Committee held on 29th October 2019 (minute nos. 1 - 8) be approved as a correct record and signed by the Chair.

### **4. CALL-IN PROCEDURE**

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

### **5. ENVIRONMENT AND SUSTAINABILITY SCRUTINY COMMITTEE FORWARD WORK PROGRAMME**

Mark Jacques (Scrutiny Officer) presented the report, which outlined details of the Environment and Sustainability Scrutiny Committee Forward Work Programme (FWP) for the period December 2019 to March 2020, and included all reports that were identified at the Scrutiny Committee meeting on 29th October 2019.

Members considered the forward work programme and agreed that two 6-monthly update reports in respect of Wellbeing Objectives be placed on the Forward Work Programme for 11th February 2020 as information items, namely WBO4 (Modern Integrated Transport) and WBO5 (Create a Healthy Place).

Subject to the foregoing report additions, it was unanimously agreed that the Environment and Sustainability Scrutiny Committee Forward Work Programme be published on the Council's website.

Following consideration of the item, a Member referred to Objective 1 of the Corporate Plan 2018-2023 (Improve education opportunities for all) as set out in the Officer's covering report for the FWP, and queried how this could be achieved in view of the proposed 2% reduction in the budgets that are delegated to schools. It was confirmed that this question would be addressed during consideration of Agenda item 3 (Draft Budget Proposals 2020/21).

### **6. CABINET REPORTS**

It was noted that the Cabinet report listed on the agenda had not been called forward for discussion at the meeting.

### **REPORTS OF OFFICERS**

Consideration was given to the following reports.

### **7. DRAFT BUDGET PROPOSALS FOR 2020/21**

Consideration was given to the report, which had been presented to Cabinet on 13th November 2019, and sought the Scrutiny Committee's views on the draft budget proposals for the 2020/21 financial year as part of a period of consultation (18th November 2019 to 13th January 2020), prior to a final decision by full Council on 20th February 2020.

Steve Harris (Interim Head of Business Improvement Services & Acting S151 Officer) gave an overview of the report to put the ongoing challenging financial position into context. Members were reminded that the details of the Provisional Local Government Financial Settlement are normally announced by Welsh Government (WG) in early October each year. However, due to a combination of the continuing uncertainty around Brexit, the delay in undertaking the UK Government spending review, and the forthcoming General Election, the announcement of the Provisional Local Government Financial Settlement for 2020/21 had been delayed. At the time of writing the Draft Budget Proposals report, it had been anticipated that the Provisional Settlement would be announced on the 26th November 2019. However, it has since been confirmed by WG that details of the Provisional Settlement will not now be released until 16th December 2019.

It was noted that to ensure that sufficient time is allocated to consult on the Council's draft budget proposals for 2020/21, Cabinet has endorsed the draft budget and associated savings proposals in advance of the announcement of the Provisional Local Government Financial Settlement.

Members were advised that the draft budget proposals use a start point based on the Medium-Term Financial Plan presented to Council on 21st February 2019, which showed a projected 2020/21 savings requirement of £15.658m based on information available at that time. The projected position for 2020/21 has since been reviewed based on updated information and a revised set of assumptions. This has resulted in an updated projected savings requirement of £8.485m, which is a reduction of £7.173m on the position reported in February 2019, and further details were set out at Appendix 1 of the report.

The main reasons for this significant reduction in the savings requirement are an assumed cash flat position in respect of the core funding received from WG, an assumption that cost pressures in respect of Teachers Pensions will be fully funded, and a proposed increase in Council Tax of 6.95%.

Details of the proposed savings totalling £8.845m were provided in Appendix 2 of the Cabinet report. It was explained that the Council have attempted to limit the impact on frontline services wherever possible by focussing on delivering efficiencies and through doing things differently. However, it will not be possible to achieve a balanced budget without having to make some difficult decisions, and regrettably the draft budget proposals do include proposed service reductions and cuts totalling £3.708m.

The Scrutiny Committee were also advised that in terms of the financial outlook for future years the Medium-Term Financial Plan presented to Council in February 2019 showed a potential savings requirement of £44m for the four-year period 2020/21 to 2023/24. Considerable uncertainty surrounds the funding position moving forward. The UK Government has completed a spending review for 2020/21 only at this stage, so there is no indication of likely funding levels in the medium to long-term. With this in mind the MTFP has been updated based on current information and a revised set of assumptions, which has resulted in an anticipated savings requirement of £27m for the four-year period 2021/22 to 2024/25. Further details were set out in Appendix 3 of the Cabinet report.

The Scrutiny Committee considered the proposals and discussed the delay to the WG Provisional Settlement announcement and the subsequent impact on the Council's financial outlook. It was emphasised to Members that the Council will be better placed to share their position following the announcement of the Provisional Settlement on 16th December 2019.

A Member referred to the increase in the level of funding that has been allocated from Westminster to Welsh Government for the 2020/21 financial year. He queried why the Council are assuming a cash flat position for the Financial Settlement in light of this increase.

Officers explained that an increase has been assumed in relation to the funding of teachers pensions, but in the absence of any detail in relation to the Local Government Settlement, no further funding increases have been assumed at this point. The Council will not know details of the specific increase for Local Government until the announcement on the 16th December 2019. This will reflect agreed priorities at the Welsh Government level but these cannot be assumed in advance of the Settlement details being released.

Officers also responded to the earlier question posed regarding the impact of the proposed 2% reduction in the budgets for schools. It was emphasised that there is a need to make savings across the Authority which will inevitably impact on service delivery, and the Authority has done its level best to minimise the impact to schools. Members were advised that this particular proposal had been raised as a concern across the MTFP Scrutiny Committee meetings, and a recommendation had been made to Cabinet from the Education Scrutiny Committee to passport any additional funding in the Settlement directly to schools. Feedback on this proposal will be taken into consideration by Cabinet when considering the final list of budget savings for 2020/21. It was also explained that the Council is working with head teachers to plan for the potential reduction in their budgets.

During consideration of the item, Members also discussed directorate-specific proposal C10 (Withdrawal of School Crossing Patrol Sites). Details are minuted under Agenda Item Number 8.

A Member asked if they could be supplied with a list of non-statutory services across the Authority. Officers explained that the Council is currently compiling a service directory, which will be shared with Members once finalised, and will contain key details of each department, including if the service is statutory or discretionary.

Having fully considered the report and expressed their views as part of the consultation process, the Scrutiny Committee noted the details of the draft budget proposals for 2020/21.

## **8. DRAFT BUDGET PROPOSALS FOR 2020/21 – ENVIRONMENT AND SUSTAINABILITY**

Mark S. Williams (Interim Corporate Director – Communities) presented an overview of the draft savings proposals across the four service divisions of the Communities Directorate applicable to the Environment and Sustainability Scrutiny Committee, namely Community and Leisure Services, Public Protection, Infrastructure Services and Property Services. The views of the Scrutiny Committee were sought on the contents of the report.

Members were referred to the list of draft savings proposals for the four service divisions under the remit of the Scrutiny Committee, which totalled £2.026m and were set out at Appendix 1 of the report. The proposals comprised of service efficiencies (£254k), changes to the way services are delivered (£309k), service reductions and cuts (£1.318m), and an increase in income generation (£145k), and were supported by a set of MTFP savings templates which were included at Appendix 2 of the report. Equalities Impact Assessments had also been completed where relevant and were included at Appendix 3 of the report.

Members were advised that the draft recurring savings of £2.026m represented 4.34% of the total budget for these four service divisions. The Scrutiny Committee were also asked to note the savings achieved over the period 2014/15 to 2019/20, where £16.564m of savings have been made across the four service areas since 2014/15, and equated to 32.2% of the budget for these service areas for the 2014/15 financial year.

Questions were invited on the contents of the report, with the relevant Heads of Service in attendance to respond to queries on the savings proposals for their particular service area,

Discussion took place regarding the following savings proposals.

**B09 – Merge Community Safety Wardens (CSWs) with the Environmental Health General Enforcement Team (£160k)**

Members voiced their support for the work of the CSW team and sought clarification on the details of the proposal. Officers explained that there are currently 6 CSW posts, and of these, 3 posts are fixed-term to 31st March 2020, 2 posts are on permanent contracts, and the other permanent post is vacant and will not be re-filled unless this draft budget proposal is not approved. It is proposed that the two permanent CSW posts be merged into the Enforcement Team, due to the affinity between the two services and the similarities between the roles carried out. The CSW service would still be in existence, albeit as part of the Enforcement Team, and it was emphasised to Members that the CSW service is a discretionary service that is not provided by any other local authority in Wales.

A Member asked if the fixed-term CSWs would be deployed to other areas within the Authority once their contracts end and were advised that there is no duty for the Council to re-deploy those staff on fixed-term contracts. However, the postholders will be employed until 31st March 2020 as per their conditions of employment and in the meantime are entitled to apply for other opportunities within the Council.

**C10 – Withdraw the School Crossing Patrol sites that no longer meet the national standards criteria (£158k)**

The Scrutiny Committee discussed and revisited this proposal several times throughout the course of the meeting. A Member asked if any alternative crossing mechanisms could be put in place if the provision is withdrawn. Officers explained that any provision of crossing sites or alternatives are dependent on national guidance and assessments. Members were also reminded of the discretionary nature of the service and were advised that for a number of years, the Authority has gone over and above the criteria required in its provision of school crossing patrol sites.

Members expressed concerns that there could be a potential increase in pedestrian accidents if certain sites were to be withdrawn. Officers gave an overview of the criteria and assessment process for the service and explained that even though a site might be withdrawn if it no longer meets the national guidance, there could be potential for it to be reassessed and reinstated in the future. Clarification was sought on the process for initiating a reassessment and Officers explained that this would occur if there were significant changes to the circumstance/s of the surrounding area, such as a new housing development or new highway network.

A Member asked if the Council were able to supply accident data for crossing sites, and Officers explained that any accidents would form part of the assessment undertaken against each individual site, although they were not aware of any accidents at these locations. However, they confirmed that they would provide further information to Members following the meeting in this regard. A Member also highlighted a site where traffic calming signage was needed following the withdrawal of a school crossing patrol. The Committee were asked to send any details of any locations requiring attention to the Head of Infrastructure following the meeting.

A Member asked if it would be possible to implement double yellow lines on kerbs in order to prevent pavement parking. Officers explained that WG are looking at this issue in conjunction with their review of 20mph zones, and that any changes will be implemented following the review. Members also discussed the issue of road safety and pavement parking around school sites. Another Member expressed the view that a blanket ban on

pavement parking would cause road congestion in narrow streets. Officers explained that the WG working group set up to look at this issue will take all factors into account before deciding if a blanket ban on pavement parking should be imposed.

#### **C25 – Decommission all BT line rental cameras (£24k)**

Clarification was sought on the proposal and whether or not any alternative measures would be put in place. Officers explained that this proposal was for the removal of the 26 CCTV cameras across the county borough utilising BT fibre connections, and that there were no plans to offer a replacement, given the low level of crime in the locality. It was explained that the other CCTV cameras across the borough utilise public sector broadband but there were technical reasons why these cameras could not be moved on to the same circuit.

Members expressed concern that the removal of cameras in particular locations would lead to the complete loss of CCTV coverage in those areas, and were of the view that this could lead to an increase in crime and anti-social behaviour. A Member referred to ASB issues in his ward and the number of requests by police for CCTV footage, and asked if some of the cameras had been installed through community grants, and if so, if it would be possible to view the paperwork agreements. Officers explained that they were not aware of any such funding through community groups but would make enquiries in this regard. However, Members were advised that any installation may not have included the cost of ongoing maintenance, such as replacement cameras and operation costs.

Officers acknowledged the strength of public feeling in regards to this proposal but reiterated to the Committee that CCTV is a discretionary function and that the Authority is already well-serviced with over 150 cameras across the borough. Members were also asked to note the details of the public impact analysis in relation to this proposal that was appended to the report. They were also advised that they could make a recommendation to Cabinet if they wished to vary the areas decommissioned, but that this would have an impact on the level of saving that would be achieved.

A Member stated that the presence of CCTV cameras in his ward have a positive impact on the driving behaviour of residents, and he expressed concerns that the removal of these cameras could lead to an increase in speeding incidents and road traffic accidents. Officers explained that these cameras are separate to speed cameras and are not used for traffic management purposes.

#### **D08 – increase charges for bulky collections (from £16 to £25 for 1 to 3 items) (£25k)**

In response to a Member's query, Officers explained that bulky collections are classed as larger items that cannot be disposed of in a household refuse bin. A Member also enquired as to the annual cost of fly-tipping clearance and Officers confirmed they would arrange to circulate this information to Members following the meeting.

#### **B08 – Closure of Trehir Household Waste Recycling Centre (£15k)**

Concerns were raised over the potential public impact of this proposal and for the potential for increased fly-tipping incidents. A Member expressed frustration at the lack of investment in the site over the years and the resulting remedial works now needed to the Bailey Bridge entrance of the site, and was of the view this proposal would be of detriment to residents in the surrounding area. The Member also queried the reasoning for the proposed investment in Penallta HWRC given the proposal to close the Trehir site instead of investing in this site. Officers explained that the proposal had arisen from the work of the Waste Review Working Group who had recognised the need for the Council to rationalise the network of HWRC sites in order to deliver realistic achievable outcomes. Members were advised that in



addition to the ongoing issues around Bailey Bridge, the rationale for the proposal has arisen because Trehir needs significant investment in its infrastructure which is in the region of £300k. Even if investment took place at Trehir, residents would still have the same service offer without any benefits, whereas the investment at Penallta would result in a larger site with a greatly enhanced service offer, including a proposed re-use shop.

The Scrutiny Committee were advised that fly-tipping will continue to happen regardless of the number of sites available, and that this cannot be viewed as an excuse for fly tipping. It was explained that the Council has a duty to provide places for residents to dispose of household waste, but are well in excess of the WRAP guidelines in regards to the provision available for its population.

A Member suggested that the Scrutiny Committee should be given the opportunity to consider closure options for all 6 of the Council's civic amenity sites, and Officers explained that the financial implications would be similar for each site. However, there is significant cost avoidance to be achieved from the closure of the Trehir site.

Concerns were expressed regarding the potential for an increased carbon footprint by people having to travel further to a civic amenity site and reference was made to the Council's recent declaration of a climate emergency and pledge to reduce its carbon footprint. It was explained that this commitment relates to climate change and carbon reduction work within the running of the local authority itself, and not through factors outside of the Council's control (such as car usage by its residents).

#### **D09 – Review Pest Control Fees and Charges and introduce a charge for rat treatments (£20k)**

Members enquired as to the feasibility of a lesser charge of £10 to mitigate the anticipated decline in the number of service requests. Officers explained that the proposed £20 charge is well below the market rate and, given a 50% concession is also already proposed for those in receipt of relevant benefits, this would exceed the admin costs associated with processing the charge.

Concerns were expressed that the introduction of a charge could lead to rat infestations across the Authority. Officers explained that in such circumstances, the Council has enforcement powers to ensure that the issue is rectified by the householder.

#### **C11 – Blackwood to Ystrad Link – Withdrawal of Subsidy (£80k)**

Members expressed concerns regarding the proposed withdrawal of the Blackwood to Ystrad Mynach Rail Link service and the impact this could have on commuters at peak travel periods in the morning and evening. Officers confirmed that they are currently in discussion with Transport for Wales and bus operators with regards to seeking suitable service alternatives. However, it was emphasised to Members that there is an alternative bus service in place (albeit less frequent) for commuters and that the Rail Link is a non-statutory service with a very high subsidy per passenger. In addition, this is the only dedicated Rail Link provision provided within the Authority. Members were also advised of alternative travel options available, such as the Park and Ride facility at Newbridge Train Station.

#### **C23 – Reduction of 1 hour Caretaker support across all Community Centres (£18k)**

A Member asked for her concerns to be noted regarding the potential impact of this proposal on community centres.

Following consideration of the report and in noting its contents, it was moved and seconded that subject to the comments of the Scrutiny Committee in respect of individual proposals being relayed to Cabinet and taken into account, the proposals in the report be accepted. By a show of hands (and in noting there were 4 against) this was agreed by the majority present.

RECOMMENDED to Cabinet that subject to the views of the Scrutiny Committee being taken into account in respect of individual savings proposals, the proposals as set out in the report be accepted.

The Presiding Chair closed the meeting at 7.05 p.m. and wished all in attendance a Merry Christmas and Happy New Year.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 11th February 2020, they were signed by the Vice Chair.

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VICE CHAIR



## ENVIRONMENT AND SUSTAINABILITY SCRUTINY COMMITTEE – TUESDAY 11TH FEBRUARY 2020

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

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

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### 1. PURPOSE OF REPORT

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

### 2. SUMMARY

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

### 3. RECOMMENDATIONS

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

### 4. REASONS FOR THE RECOMMENDATIONS

4.1 To improve the operation of scrutiny.

### 5. THE REPORT

5.1 The Environment and Sustainability Scrutiny Committee forward work programme includes all reports that were identified at the scrutiny committee meeting on Tuesday, 10<sup>th</sup> December, 2019. The work programme outlines the reports planned for the period February 2020 to March 2020.

5.2 The forward Work Programme is made up of reports identified by officers and members. Members are asked to consider the work programme alongside the cabinet work programme and suggest any changes before it is published on the council website. Scrutiny committee will review this work programme at every meeting going forward alongside any changes to the cabinet work programme or report requests.

5.3 The Environment and Sustainability Scrutiny Committee Forward Work Programme is attached at Appendix 1, which presents the current status as at 3rd February 2020. The Cabinet Work Programme is attached at Appendix 2. A copy of the prioritisation flowchart is

attached at appendix 3 to assist the scrutiny committee to determine what items should be added to the forward work programme.

#### 5.4 **Conclusion**

The work programme is for consideration and amendment by the scrutiny committee prior to publication on the council website.

### 6. **ASSUMPTIONS**

6.1 No assumptions are necessary.

### 7. **LINKS TO RELEVANT COUNCIL POLICIES**

7.1 The operation of scrutiny is required by the Local Government Act 2000. The Local Government Wales Measure 2011 and subsequent Statutory Guidance include requirements to publicise the work of scrutiny committees. The operation of scrutiny committee forward work programmes was agreed following decisions by Council in October 2013 and October 2015.

#### 7.2 **Corporate Plan 2018-2023.**

Scrutiny Committee forward work programmes contributes towards and impacts upon the Corporate Well-being Objectives by ensuring that the Executive is held to account for its Corporate 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

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

8.1 This report contributes to the well-being goals and is consistent with the five ways of working as defined within the sustainable development principle in that by ensuring the scrutiny function is effective when reviewing services and policies and ensure it considers the wellbeing goals.

8.2 The Forward Work Programmes contribute to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2016 by ensuring there is an effective scrutiny function and that council policies are scrutinised against the following goals:

- A prosperous Wales
- A resilient Wales

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

## **9. EQUALITIES IMPLICATIONS**

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

## **10. FINANCIAL IMPLICATIONS**

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

## **11. PERSONNEL IMPLICATIONS**

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

## **12. CONSULTATIONS**

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

## **13. STATUTORY POWER**

13.1 The Local Government Act 2000.

Author: Mark Jacques, Scrutiny Officer

Consultees: Mark S. Williams, Interim Corporate Director of Communities  
 Robert Tranter, Head of Legal Services/ Monitoring Officer  
 Lisa Lane, Head of Democratic Services and Deputy Monitoring Officer, Legal Services  
 Councillor Tudor Davies, Chair of Environment and Sustainability Scrutiny Committee  
 Councillor Adrian Hussey Vice Chair of Environment and Sustainability Scrutiny Committee

Appendices:

Appendix 1 Environment and Sustainability Scrutiny Committee Forward Work Programme

Appendix 2 Cabinet Forward Work Programme

Appendix 3 Forward Work Programme Prioritisation Flowchart

## Forward Work Programme - Environment & Sustainability

Date	Title	Key Issues	Author	Cabinet Member
11/02/2020	Integrated Transport Unit	Consideration of a collaborative approach to the delivery of Integrated Transport Unit services. (With RCT & CBC)	Lloyd, Marcus	Cllr. Morgan, Sean
11/02/2020	Metro Plus Update and Metro CVL (Core Valley Line) Progress	The Cardiff Capital Region City Deal provides a significant investment into the transportation infrastructure of the region. This report provides an update of progress to date within the region and specifically any Caerphilly related projects.	Lloyd, Marcus	Cllr. Morgan, Sean
11/02/2020	Community Asset Transfer Policy	Community Asset Transfer, and the development of a policy, is promoted by Welsh Government as a means to rationalise the public sector estate while making certain suitable buildings available for use by community groups where robust, sustainable governance and management can enable transfer.	Peters, Kathryn	Cllr. Phipps, Lisa
11/02/2020	Information Item - Budget Monitoring Report		Eedy, Michael	Cllr. Jones, Barbara
11/02/2020	Information Item - 6-month update WBO4 (Transport)		Campbell, Clive	Cllr. Morgan, Sean
11/02/2020	Information Item - 6-month update WBO5 (Healthy Place)		Hartshorn, Robert	Cllr. Morgan, Sean
24/03/2020	Green Infrastructure Strategy	Green Infrastructure is recognised as being central to the means that sustainability principles are put into place and maintained. The social and environmental benefits of green infrastructure are well recognised; of increasing importance are the wider economic benefits. The Vision for the Green Infrastructure Strategy reflects the success over the last 20 years of the implementation and development of the Countryside strategy which it will replace.	Hartshorn, Robert	Cllr. Morgan, Sean

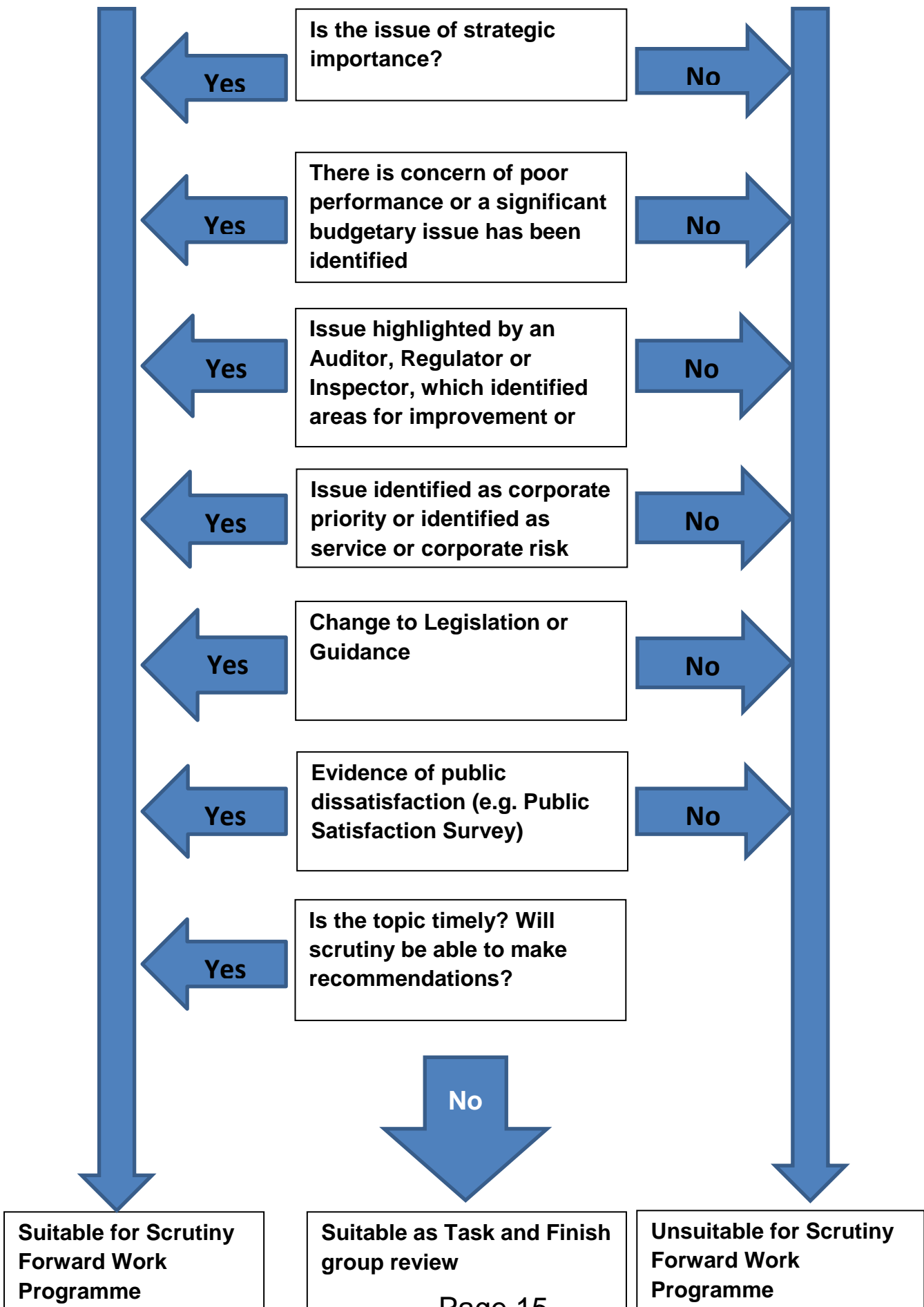
Forward Work Programme - Cabinet				
Date	Title	Key Issues	Author	Cabinet Member
12/02/20 10:30	Heads of the Valleys Masterplan	The report is seeking the view of members prior to its presentation to Cabinet, where Cabinet will be asked to endorse the Draft Masterplan as the basis for a public consultation exercise.	Kyte, Rhian	Cllr. Stenner, Eluned
12/02/20 10:30	Land adjacent to Transcend, Ystrad Mynach	To consider options for the sale of land.	Williams, Mark	Cllr. Phipps, Lisa
12/02/20 10:30	ERDF 4.4 Funding opportunities - Ty Du, Nelson	This report outlines the opportunities for the council to enhance the development at Ty Ddu, Neslon with further industrial units	Kyte, Rhian	Cllr. Morgan, Sean
12/02/20 10:30	Budget proposals for 2020/2021 and Medium Term Financial Outlook	To endorse final budget proposals prior to consideration by Council.	Harris, Stephen R	Cllr. Stenner, Eluned
12/02/20 10:30	HRA Charges Report	To propose the annual; rent increase to be applied to tenants of our council housing stock and garages for the 2020/21 financial year	Couzens, Shaun	Cllr. Phipps, Lisa
26/02/20 10:30	Gateway to Employment - Caerphilly Skills and Apprenticeship Academy	To develop a model to deliver a sustainable and framework compliant programme that provides holistic skills, training and apprenticeship provision that includes work experience, placements and apprenticeships.	Kyte, Rhian	Cllr. Morgan, Sean
26/02/20 10:30	Caerphilly LA FSM Strategy	Consider a coordinated approach to accelerating the progress of this group of learners	Warren, Paul	Cllr. Jones, Barbara
26/02/20 10:30	Directorate Performance Assessments	To discuss and approve the new Directorate Performance Assessments and service planning framework.	Roberts, Ros	Cllr. Stenner, Eluned
26/02/20 10:30	(17) Consultation & Engagement Framework	Part of #TeamCaerphilly Action Plan	Lancaster, Hayley	Cllr. Gordon, Colin J
26/02/20 10:30	Post 16 Collaboration Arrangements	To update members on the progress made to date in relation to the post-16 aspects of the Post-16, Single Sex and Surplus Places Review underway within the County Borough and to seek Cabinet approval to procure and implement the required IT packages that will enhance and support students as they progress toward Post 16 Education.	Richards, Sue	Cllr. Jones, Barbara
11/03/20 10:30	EAS Business Plan	To approve the EAS Business Plan for 20-21	Cole, Keri	Cllr. Jones, Barbara

## Forward Work Programme - Cabinet

Date	Title	Key Issues	Author	Cabinet Member
11/03/20 10:30	Caerphilly County Borough Council's Strategic Equality Plan 2020-2024	To seek approval of the Strategic Equality Plan 2020-2024 to be formally adopted as Council Policy.	Cullinane, Anwen	Cllr. Stenner, Eluned
11/03/20 10:30	Integrated Transport Unit with RCT CBC/ CCBC	Consideration of a collaborative approach to the delivery of Integrated Transport Unit services.	Lloyd, Marcus	Cllr. Morgan, Sean
11/03/20 10:30	Gender Pay Gap	For CMT and Cabinet to agree the Gender Pay Gap report which has to be published by 31st March 2020	Donovan, Lynne	Cllr. Gordon, Colin J
25/03/20 10:30	(16) Community Asset Transfer Policy to be finalised and approved by Cabinet	Strategic Plan - Development of a policy and options to deliver a framework for Community Asset Transfer	Peters, Kathryn; Broadhurst, Timothy	Cllr. Stenner, Eluned
25/03/20 10:30	EOTAS Strategy		Cole, Keri	Cllr. Jones, Barbara
10/06/20 10:30	#Team Caerphilly -Transformation Strategy - 6 Monthly Update		Peters, Kathryn	Cllr. Stenner, Eluned
	Hafodyrynys Air Quality Direction - Compulsory Purchase Order Process	To obtain Cabinet agreement on the Compulsory Purchase process on Hafodyrynys Road.	Godfrey, Maria	Cllr. Stenner, Eluned
	(9) Structured programme of service reviews to be agreed	Strategic Action Plan - item to be agreed.	Harris, Stephen R	Cllr. Jones, Barbara
	(11) Commercial and Investment Strategy to be drafted and approved by Cabinet	To consider the draft Strategic Plan	Camp, Victoria; HARRY, Christina	Cllr. Jones, Barbara
	Renewable Energy Generation - Tredomen Campus	To present a basket of options to Cabinet for achieving carbon neutrality at the Tredomen Campus	Rossiter, Paul	Cllr. Morgan, Sean
	Membership of Stonewall		Donovan, Lynne	Cllr. Gordon, Colin J
	Review of the Balances Position in Schools	To provide an update & review of the School Balances position within the Authority and a comparison of the wider position across Wales.	Southcombe, Jane	Cllr. Marsden, Philippa



**Scrutiny Committee Forward Work Programme Prioritisation**



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## ENVIRONMENT AND SUSTAINABILITY SCRUTINY COMMITTEE – 11TH FEBRUARY 2020

**SUBJECT: NOTICE OF MOTION RELATING TO THE EFFECT OF FIREWORKS IN  
PUBLIC AND PRIVATE DISPLAYS**

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

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### 1. PURPOSE OF REPORT

1.1 The Scrutiny Committee is asked to consider the Notice of Motion as set out in Paragraph 6 of the report, and make an appropriate recommendation to Council.

### 2. SUMMARY

2.1 A Notice of Motion has been received from Councillor N. Dix.

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 now referred to this Scrutiny Committee for consideration prior to its presentation to Council.

### 3. RECOMMENDATIONS

3.1 The Committee is asked to consider the Notice of Motion outlined in paragraph 6.1 below.

### 4. REASONS FOR THE RECOMMENDATION

4.1 To comply with the requirements of the Council's Constitution.

### 5. LINKS TO STRATEGY

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

### 6. REPORT

6.1 Councillor N. Dix requests in his Notice of Motion that Council:-

- (i) write to Welsh Government urging them to utilise any levers at their disposal to mitigate any negative impacts on animals and vulnerable people of the hosting of firework displays.

and

- (ii) write to the UK Government urging them to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private displays.

6.2 The following information is provided by the Member in support of his notice of motion.

### **Reasons for the Motion**

The Notice of Motion included the following accompanying information from the RSPCA

- 6.3 *Fireworks are used by people throughout the year to mark different events. While they can bring much enjoyment to some people, they can cause significant problems and fear for other people and animals. They can be a source of fear and distress for many animals (including pet animals, farm livestock and wildlife). Animals affected not only suffer psychological distress but can also cause themselves injuries – sometimes very serious ones as they attempt to run away or hide from the noise.*
- 6.4 *The unpredictable, loud and high intensity noises that many fireworks make can cause fear. For example, studies have found fireworks to be the most common cause for fear responses in dogs and it is estimated that 45% of dogs show signs of fear when they hear fireworks. A New Zealand survey recorded 79% of horses as either anxious or very anxious around fireworks or over the Guy Fawkes Day period.*
- 6.5 *Debris produced by fireworks, if found on the ground, can also pose a hazard to animals, such as horses and farm livestock. Although there is limited direct evidence, it is also likely that fireworks and their debris will cause disturbance to wildlife and are likely to cause suffering or distress depending on the distance from the explosive and the noise level.*
- 6.6 *RSPCA Cymru believes there is a real need to raise awareness amongst owners of animals about fireworks phobia. This phobia can be treated (in dogs at least) in the long term but owners need to prepare themselves and their pets sooner, rather than just before the fireworks are let off. There is a need to raise awareness about the impact of fireworks on animals to the wider public to encourage them to be more considerate of those with pets, horses and livestock as well as local wildlife.*

## **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: Lisa Lane, Head of Democratic Services and Deputy Monitoring Officer

Appendices:  
Appendix 1 Copy of Notice of Motion

**NOTICE OF MOTION****THE EFFECT OF FIREWORKS ON ANIMALS AND VULNERABLE PEOPLE IN PUBLIC  
AND PRIVATE DISPLAYS**

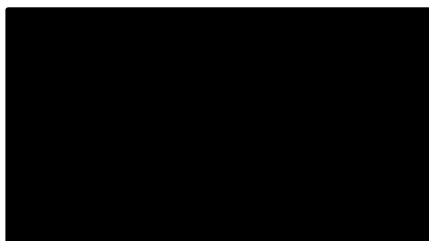
To consider the undersigned Notice of Motion standing in the name of County Borough Councillor N. Dix and supported by those listed below.

We the undersigned elected members ask that this Council: -

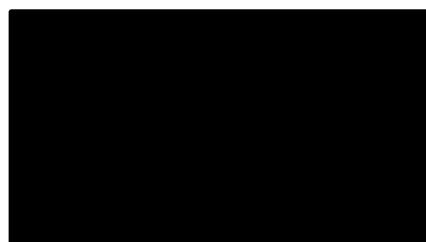
- (i) write to Welsh Government urging them to utilise any levers at their disposal to mitigate any negative impacts on animals and vulnerable people of the hosting of firework displays.

and

- (ii) write to the UK Government urging them to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private displays.



Councillor N. Dix



Councillor D.W.R. Preece



## ENVIRONMENT AND SUSTAINABILITY SCRUTINY COMMITTEE – 11TH FEBRUARY 2020

**SUBJECT: COMMUNITY ASSET TRANSFER - DRAFT POLICY AND PROCESS**

**REPORT BY: INTERIM CORPORATE DIRECTOR - COMMUNITIES**

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

- 1.1 This report introduces a draft policy and process for Community Asset Transfer and seeks the views of the Scrutiny Committee on its content. The policy has been consulted upon internally, and with the voluntary sector. The version appended to this report encompasses the views of stakeholders to date. Further consultation will take place with Community Council Liaison Committee on the 11<sup>th</sup> March 2020. The draft policy will be referred to Cabinet for decision on the 25<sup>th</sup> of March 2020.

### **2. SUMMARY**

- 2.1 Community Asset Transfer (CAT) is the transfer of assets previously provided via public sector funds to the management and control of community organisations. CAT can be used where the asset may have a community benefit as an alternative to disposal. The disposal of assets will usually be on a commercial basis to achieve best value; however there will be circumstances where the Council may decide that the asset would be better managed by a community organisation. Community organisations may be able to use the asset in a more sustainable way; reflecting the needs of the community, making use of volunteer expertise and time, and accessing funding streams not open to the local authority. CAT is not a route to surplus asset disposal and cost saving, when undertaken it should be used to bring benefits to communities through collaboration and release of assets for community use.
- 2.2 The Council has transferred assets in the past; however, the process has not been codified into a set of guiding principles. Welsh Government, through Estadau Cymru (Assets Cymru), promote the adoption of a CAT process that can be readily understood by community organisations and provide a consistent assessment process for the authority. The draft policy is based on the latest set of Estadau Cymru guidance.
- 2.3 The draft CAT policy is intended to be an umbrella policy that states the high level aims and approach. It is recognised that CAT will be different for each asset under consideration.
- 2.4 The views of Environment and Sustainability Scrutiny Committee are sought on the draft policy, to inform a version to be consulted upon with the Community Council

Liaison Committee, and prior to a Cabinet decision.

### **3. RECOMMENDATIONS**

- 3.1 The views of Environment and Sustainability Committee are sought prior to further consultation, and to inform a version of the draft 'Community Asset Transfer Policy and Process' to be determined by Cabinet

### **4. REASONS FOR THE RECOMMENDATIONS**

- 4.1 To allow the adoption of a consistent, transparent and easily communicated mechanism to support Community Asset Transfer, working with communities to ensure the continued sustainability of publically funded assets that have been identified for asset transfer due to having the potential to add social value to communities

### **5. THE REPORT**

- 5.1 Community Asset Transfer (CAT) occurs when a public body passes on the management and/or ownership of a property asset to a third 'non-public sector' party; a community organisation. For the purposes of the draft policy it is envisaged that community organisations could be a community council, a third sector organisation or a properly constituted community group.

- 5.2 CAT is not a route to surplus asset disposal; it is about the Council working with communities to consider what assets might be suitable for transfer with a view to protecting that asset for community use in the future, but under a different management/ownership arrangement.

- 5.3 There may be circumstances where an asset can be better run by a community organisation that may be able to utilise skills and resources that are not available to the Council. Community organisations can access funding and support from external organisations that the Council can't, potentially allowing assets to be run more sustainably and securing their use for future generations. An asset could be repurposed to meet a new community need.

- 5.4 The routes to CAT may be that the Council identifies an asset, or a community organisation may approach the Council with a proposal. However, it should be remembered that the opinion of the Council is the important deciding factor as to whether an asset is suitable for CAT. There is no requirement placed on the Council to follow a CAT route, there will be circumstances where an asset is identified for disposal that has the potential to generate significant capital receipt that would help to sustain other services. Other assets are specifically excluded:

- Residential properties, including gardens, outbuildings and associated land
- Assets held on Charitable Trusts; such assets can, and must, be used only to further the charity's aims
- Caravan sites
- Operational land of statutory undertakers
- Assets whose recent or current use does not meet the definition of community value



- Agricultural land and buildings

5.5 The draft policy hyperlinks to many successful examples of CAT where valuable community services have been created from assets previously under the control and management of Councils;

[Welsh Government Community Asset Transfer Case Studies](#)

However, there are other examples where a CAT has failed and the asset has passed back into Council control with loss of reputation for the community organisation involved and a potentially greater liability for the Council than at transfer.

5.6 The draft policy is written to provide a robust but flexible staged process with an informal discussion preceding an Expression of Interest stage, followed by a full Business Case. This is intended to allow time for proper consideration and support and a negotiation between the Council and the community organisation. In seeking external funding streams the community organisation may require an outline approval and sufficient time to apply to external funders. The Council may require additional time to properly consider the applicants business case, including an assessment of financial sustainability, and signpost to organisations that can provide support to strengthen the application and ensure the sustainability of the CAT (Appendix 1 of the draft policy). The timeline for CAT will vary and will be dependent on the asset, the ability of the community organisation to provide the required assurances, and the ability of the Council to prepare an asset for CAT and make all relevant decisions. Best practice in other Councils suggests 6 to 10 months from Expression of Interest to Cabinet decision.

5.7 Any assets under consideration must be based on the continued use of the asset for the whole of the community and not a defined group of people for a specified purpose, proposed use should therefore be as wide as possible and should be focussed on wider community well-being. Equality related issues such as disabled access will be part of the consideration. If an associated service will be delivered from the asset an evaluation of the ability of the community organisation to provide the service bilingually will be part of the assessment

5.8 The majority of Councils in Wales already have in place a policy and process to support Community Asset Transfer. Caerphilly County Borough Council has adopted a set of principles for the transfer of playing fields to community organisations. This process will remain unchanged and is not dissimilar to the draft process appended to this report, which is intended to become the umbrella policy for all CAT.

5.9 Developing the draft policy does not reflect a need to dispose of assets not previously identified through the Corporate Asset Management Plan; there is no additional list of identified assets associated with its development.

5.10 The Committee should note that this policy is intended to operate alongside the previously agreed process for the community asset transfer of sports pitches where there are very specific and bespoke considerations.

**5.11 Conclusion**

In order to provide a consistent, transparent and easily understood process that can be used to support community organisations and guide the decision-making of the Council the appended draft policy has been developed using the Estadau Cymru

guidance and best practice examples from other Councils in Wales. The views of Committee are sought prior to consultation with Town and Community Councils.

## **6. ASSUMPTIONS**

6.1 No assumptions have been made in this report.

## **7. LINKS TO RELEVANT COUNCIL POLICIES**

7.1 The following Council policies are relevant to the decision being requested:

### **7.2 Corporate Plan 2018-2023.**

Community Asset Transfer has the potential to contribute to well-being in communities and support the Corporate Well-being Objectives as follows;

Objective 1 - Improve education opportunities for all- dependent on the proposed asset use. Examples in other Councils have included educational and cultural use of assets

Objective 2 - Enabling employment- CAT business cases are expected to be financially self-sustaining and could involve the employment of local people in delivering a service from the asset. Volunteering at community facilities is a supportive route into employment for economically inactive people.

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- community facilities are often set up to support sporting and cultural activities that are not statutory local authority provision and so provide additionality.

7.3 Community Asset Transfer is one of the actions on the **Team Caerphilly-Better Together** transformation strategy as part of enhancing the relationship with communities and supporting community resilience.

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

8.1 Community Asset Transfer has the potential to contribute to the following Well-being Goals :-

- A prosperous Wales- through employment and volunteering opportunities.
- A healthier Wales- connectedness and community activity supports mental well-being.
- A more equal Wales- retaining community services where the asset may otherwise be subject to disposal.
- A Wales of cohesive communities- involvement in community facilities supports community cohesiveness.
- A Wales of vibrant culture and thriving Welsh Language.
- A globally responsible Wales- assessment considers the use of the asset in a sustainable manner.

Community Asset Transfer is consistent with the sustainable development principle, otherwise known as the five ways of working:

- Long Term – CAT has the potential to secure assets for community use in the long term supporting the well-being of future generations.
- Prevention – CAT may prevent non-statutory services from being withdrawn in communities.
- Integration – Communities often have a better grass-roots understanding of the needs of communities and what will support well-being.
- Collaboration – Collaborating with communities and enhancing relationships with them is part **Team Caerphilly-Better Together** strategy.
- Involvement – Involving communities in the management of asset previously managed by the Council will directly involve them in providing the services they want promoting community resilience.

## **9. EQUALITIES IMPLICATIONS**

- 9.1 An Equalities Screening has been completed in accordance with the Council's Strategic Equality Plan and supplementary guidance. No potential for unlawful discrimination and/or low level or minor negative impact has been identified; therefore a full EIA has not been carried out.
- 9.2 The assessment process for a Community Asset Transfer asks the applicant how they will continue to make the asset useable by people with one or more protected characteristics.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 There are no direct financial implications associated with this report. However, should an asset be identified for transfer, either through promotion/advertising of its suitability by the Council, or in response to an approach by a community organisation there will be associated costs in providing a property information pack, preparing the asset for transfer (to a sufficient standard), engaging with and signposting the applicant organisations able to provide help and support, senior officer time in assessing the Expression of Interest and Business Case, and the costs of completing the legal transfer.
- 10.2 There is no associated programme for Community Asset Transfer, or an identified list of assets, that accompanies the draft policy and so at the current time it is envisaged that these costs will be met from within service budgets and offset against any potential savings that may be made when running costs transfer to the community organisation.

## **11. PERSONNEL IMPLICATIONS**

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

## **12. CONSULTATIONS**

12.1 This report reflects the views of all consultees.

## **13. STATUTORY POWER**

13.1 Local Government Acts.  
Well Being of Future Generations (Wales) Act 2015.

Author: Kathryn Peters, Corporate Policy Manager, peterk@caerphilly.gov.uk  
Consultees: Councillor Lisa Phipps, Cabinet Member for Homes, Places and Tourism  
Councillor D. Tudor Davies, Chair Scrutiny Committee  
Councillor Adrian Hussey, Vice-chair Scrutiny Committee  
Mark S Williams, Interim Corporate Director- Communities  
Mark Williams, Interim Head of Property  
Rob Hartshorn, Head of Public Protection, Community and Leisure Services  
Sue Richards, Head of Education Planning, Strategy and Finance  
Stephen Harris, Head of Business Improvement and Interim 151 Officer  
Tim Broadhurst, Estates Manager, Property Services  
John Ollman, Leisure Services  
Lynne Donovan, Head of People Services  
Michael Eedy, Finance Manager  
Anwen Cullinane, Senior Policy Officer (Equalities and Welsh Language)

### Background Papers:

Estadau Cymru- advice on Community Asset Transfer

<https://gov.wales/community-asset-transfer-cat-guidance-applicants>

### Appendices:

Appendix 1 Community Asset Transfer- Draft Policy and Process

## **Community Asset Transfer Guide – Draft Policy & Process**

### **Based on Welsh Government's Assets Cymru/Estadau Cymru Guide to Community Asset Transfer 2019**

#### Context/Leader Introduction

The Council is committed to its values and delivering services with a 'social heart', to do this we need to work in collaboration to safeguard those services of value to our communities; finding better ways to use our buildings and land is part of this. We need to work collaboratively and openly with both the voluntary sector and communities to look for innovative ways to help us ensure that communities have the services they need. The strengths of the community and voluntary sector are an untapped resource that may, in some cases, be better at delivering some of the services the Council currently provides.

Community Asset Transfer can empower communities to secure the services that are important to them by transferring local authority assets to the management and control of community groups and voluntary organisations. However, there may be challenges that recipients have to face and overcome. A commitment and drive is needed from all partners to achieve a successful and sustainable outcome. Harnessing the combined expertise and skill of the public, third sector and community and social organisations, who are often directly engaged with the communities served by our public sector assets, provides us with new perspectives. Working in an integrated way means we can engage with local people in the development and sustainability of a thriving and diverse county borough.

Leader Signature

#### Introduction

There are many successful cases of Community Asset Transfer (CAT), [Welsh Government Community Asset Transfer Case Studies](#) where the community are managing and running assets previously in the control of the local council. However, there are equally examples where factors such as lack of experience, or insufficient research or preparatory work have turned an asset into a liability and damaged the reputation of the local authority and the applicant badly.

This Guide is meant to inform the process and minimise the risks to all parties, including the community, who have a vested interest in public sector assets and how they can be used to maximum benefit.

It is essential that there is clarity around the process of transfer and that those communities which wish to, are supported to take on assets and develop a thriving and sustainable long-term plan for property and services transferred to the community. As public spending is under increasing pressure, the authority is concentrating on efficiencies and cost savings; for community and town councils, community-based organisations, social enterprises and voluntary organisations, this

may create opportunities to take on some control/management/ownership of facilities (including their maintenance and ongoing costs). In so doing they will create strong foundations for future growth by bringing local skills and understanding, a grass roots understanding of communities, and the opportunity to access external support and grant funding that is not available to the local authority.

Our approach to CAT is based on mutual benefit with the aim of creating a joined up vision for shared goals for our communities.

## Well-being of Future Generations (Wales) Act 2015

The Act is about securing the economic, environmental, social and cultural well-being of future generations. The local authority must work with its partners to achieve this, through working in collaboration with communities and thinking about what actions will secure the best outcomes for the county borough in the long term. Solving problems together and securing well-being for the long-term are key strands of the legislation.

The Caerphilly Public Services Board comprises public sector partners, sitting alongside the Gwent Association of Voluntary Organisations. Our partners include the Police, Health Board, Police and Crime Commissioner, Fire Service, Natural Resources Wales, Probation bodies, Public Health Wales, Town and Community Councils, and Welsh Government. Public sector budgets are decreasing and many of our partners are seeking to divest themselves of assets to reduce liabilities. We are committed to working in collaboration with our partners to seek the best outcomes for our communities.

Assets Cymru (Estadau Cymru), formerly the National Assets Working Group, recognise that CAT is a key part of improving the delivery of public services in Wales for future generations. This policy is based on advice from Welsh Government who are encouraging public sector bodies to develop a process for Community Asset Transfer.

## The Framework

Local authorities have the power to dispose of assets and land in various ways, although such disposals must be appropriately handled and accounted for. The disposal of assets will usually be on a commercial basis to achieve best price. However, there will be circumstances when a below market value disposal can be considered under certain directives, such as the *Local 'General Disposal Consent' (Wales) December 2003 circular*, where it can benefit the community through the 'promotion or improvement' of the economic, social or environmental well-being of the area. The authority can, therefore, demonstrate best value while not necessarily obtaining the best capital receipt.

Community groups may proactively approach the authority if they have an interest which might lead to a business proposition. For example, through highlighting an interest in a specific asset; by being made aware of the likelihood of disposal through the local authority website; or through social media. Community groups are

encouraged to come forward with initial expressions of interest. Support and information will then be prioritised to develop the idea and links will be made with organisations in a position to offer support packages.

## What is a Community Asset Transfer?

A CAT occurs where the local authority passes on the management and/or ownership of a property asset to a community council or third sector/community group. Often, but not always, this can include the delivery of an associated service. CAT is definitely not a route to surplus asset disposal – the ultimate aim is community empowerment – ensuring that land, buildings or services are retained or transferred and then operated for public benefit through community asset ownership and management. The spectrum of transfer options is wide, but can include community control, or ownership, with some form of registerable title, occupation agreement and/or management arrangements created in favour of the new asset holder.

For a CAT to proceed, the asset must be identified as having ‘community value’, defined as follows:

**The main current use of the asset furthers the social wellbeing and interests of the local community. (The term ‘social interests’ includes in particular, though not exclusively, cultural interests, recreational interests and sporting interests) and it is realistic to think that it can continue to do so<sup>1</sup>.**

Where an asset is not currently in use in a way that meets this definition, it must have been so in the last 2 years and it is realistic to think that it could be within the next 2 years.

The following are specifically excluded from being considered as community assets:

- ↳ Residential properties, including gardens, outbuildings and associated land
- ↳ Assets held on Charitable Trusts; such assets can, and must, be used only to further the charity’s aims
- ↳ Caravan sites
- ↳ Operational land of statutory undertakers
- ↳ Assets whose recent or current use does not meet the definition of community value, *even if the intended use by a community purchaser would be of community value.*
- ↳ Agricultural land and buildings.

## Who Can Apply?

- Community and Town Councils represent populations in Aber Valley; Argoed, Bargoed; Bedwas, Trethomas and Machen; Blackwood; Caerphilly; Darren Valley; Draethen, Waterloo and Rudry; Gelligaer; Llanbradach and Pwll-y-pant; Maesycwmmmer; Nelson; New Tredegar; Penyrheol, Trecenydd and

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<sup>1</sup> Localism Act 2011 s88 (not yet enacted in Wales)

Energlyn; Rhymney; Risca East; Risca West; and Van. Community and Town Councils are accountable to local people and have a duty to represent the interests of different parts of the community equally. One Voice Wales is able to offer support to Town and Community Councils on CAT.

- Third sector groups which are value driven, independent, non-government organisations motivated by social, cultural or environmental objectives, not profit. Surpluses are reinvested to benefit the people and communities they serve. Organisations have a myriad of different legal structures. The Gwent Association of Voluntary Organisations can offer support on the development of third sector organisations.
- Community based groups. However, these should be properly constituted with a proper governance structure, constitution or memorandum of association. Risk and liability should be clearly understood and capacity to commit in the long-term with necessary skills and abilities must be secured. Again, the Gwent Association of Voluntary Organisations can provide guidance.

Eligible groups may proactively approach the authority if they have an interest which might lead to a business proposition, for example, through highlighting an interest in a specific asset. Alternatively, groups may be made aware of the likelihood of disposal through the council's marketing activity. Community groups are encouraged to come forward with initial expressions of interest. Support and information will then be prioritised to develop the idea and links will be made with organisations in a position to offer support packages.

In all cases governance, legal and sustainability criteria must be met (please see associated application forms). New organisations will be considered subject to meeting due diligence considerations.

Additional support and guidance is available from the organisations listed in Appendix 1.

## The Process

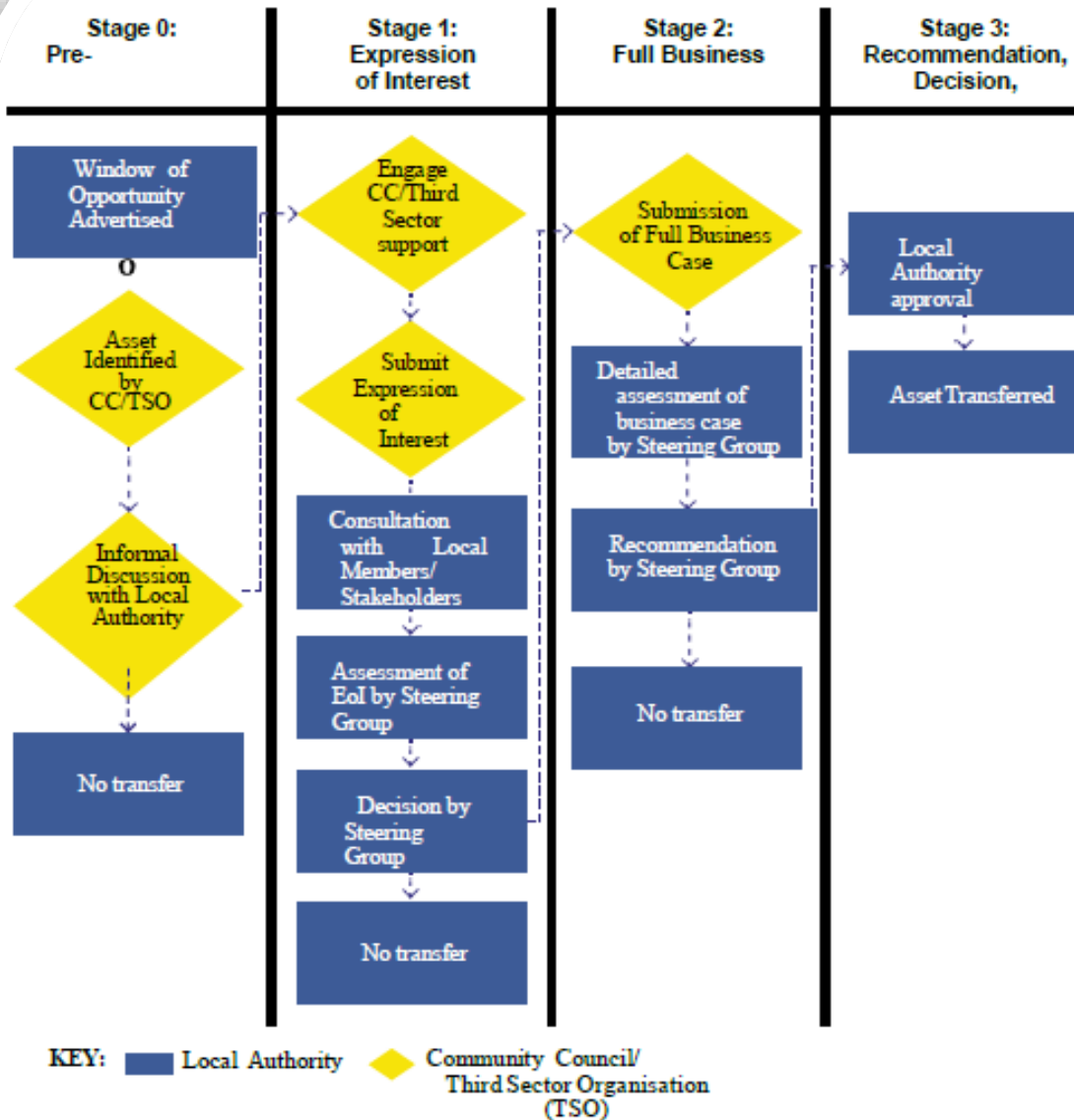
### Application

A two-stage application process will ensure that valuable resources are not spent in developing and assessing a full business case until basic consideration criteria are met. Early areas of weakness can be identified and supported to improve the chances of a full business case succeeding. **Pre-application discussion is encouraged to discuss options and scope.**

The first stage is the submission of an Expression of Interest (EOI) to provide the authority with enough information to consider the application. The EOI form is attached at Appendix 3.



## Community Asset Transfer Process



The second stage is a more detailed business case. The business case form is attached at Appendix 5.

### Timescales

Sufficient time will be given to develop business cases. Best practice suggests six to ten months from initial EOI to Cabinet decisions by the Council. However, this will not be achievable in all circumstances, especially where the applicant organisation needs to carry out some development activity, scope funding with providers or consider the implications of TUPE arrangements for staff. We recognise that large

transfers can take 12-24 months to complete. Please see Appendix 2 for indicative timescales.

## Decision Making

The authority will ensure that its decision-making is transparent and against set criteria that are understood by all parties. Steering Group members will comprise the Head of Property, Head of Legal Services, Head of Finance, Head of Business Improvement, Gwent Association of Voluntary Organisations, and Head of Organisational Development (where TUPE may apply), along with the Cabinet Member for Homes and Places as appropriate. Steering Group membership will vary at each stage as set out in Appendix 2.

In assessing a Stage 1 EOI the Steering Group will have regard to:-

- Benefits for the community, the applicant and how they relate to delivering Council priorities.
- Governance, structure and history of the organisation.
- Potential loss of capital receipts, existing income, or other opportunity cost including reinvestment in other services.
- Potential benefits in terms of community value and social, economic, environmental and external benefits.
- Possible risks to the future sustainability of the asset both for the community and the applicant organisation.
- Proposed level of asset discount and terms of transfer.
- Any legal issues arising such as restrictive covenants and title restrictions.
- Ability to provide services through the medium of Welsh.

Decisions will be communicated to the applicant in a timely manner and if there are clear reasons not to proceed to Stage 2 they will be explained fully and clearly.

The Stage 2 Detailed Business Plan will also be assessed by the Steering Group, with a recommendation made on whether to proceed with the transfer or not. In addition to the information prioritised in the EOI this will include:-

- Detailed risks in relation to financial and organisational capacity, governance and an assessment of the ability to manage the asset sustainably for the long-term.
- Track record of delivering similar community services, projects and enterprises.
- How far the proposed use will serve the whole of the community including people with protected characteristics under equalities legislation.
- How opportunities to ensure sustainability will be maximised e.g. income generation.
- Financial management arrangements.
- On larger and other transfers (which would include income generating schemes) there should be advice from people/bodies with a business background to help deliver the proposal.
- Compliance with State Aid, Transfer of Undertakings (Protection of Employment) Regulations (TUPE) and EU Procurement rules (if applicable).

- Any legal restrictions to be imposed e.g. restrictive covenants and clawback provision.
- Monitoring and evaluation arrangements e.g. Service Level Agreements.
- Proposed terms of transfer.

## Guiding Principles used by the Local Authority

- The approach of the authority will be robust but flexible. Community assets have been funded and sustained by public sector funds for the benefit of the whole community. As guardians of these assets the authority will aim to support continued community use. **However, there will be circumstances where alternative disposal, possibly through commercial sale, will be in the best interests of the county borough as a whole, including ensuring the sustainability of essential services that can only be delivered by the authority. Those assets which have the potential to generate significant capital receipts are not likely to be considered as suitable for transfer.**
- Assets held on Charitable Trusts cannot be considered; such assets can only be used to further the charity's aims.
- Assets that are required for the delivery of essential services, or are generating an income stream for the council, will not be considered. In particular, assets in the industrial portfolio which have a key role in generating rental income and supporting the economic development of the area will not be considered.
- The authority will notify the community at an early stage which public sector assets are available for Expression of Interest. This will be via the authority's website.
- The authority will consider applications in accordance with its Corporate Asset Management Plan.
- If the asset is one which cannot be transferred this will be communicated at the earliest opportunity.
- The Welsh Language Standards dictate that the authority must consider the effects of a decision on the ability for people to use the Welsh language. Decisions taken must have no adverse effects on the language. The authority is required to provide services that support Welsh and will seek to ensure that applicants pay due regard, depending on their size and capacity, to the language and the rights of people in Wales to access services in English or Welsh equally.
- Recognising the particular needs of groups with protected characteristics and how they will be able to continue to use the asset when it transfers out of the control of the council, who are bound by the Equality Act 2010.

- A risk assessment will be conducted to see if a CAT is the right process for managing an asset and what might happen if the applicant body were to cease to exist in the future.
- Is there proven support from the community for the proposal and how would the wider community benefit?
- Whether the CAT could impact on future opportunities to use adjoining local authority assets.
- Whether the applicant body is relevant, coherent and sustainable in order to provide some assessment of the ability to manage the asset after transfer, recognising that:
  - Running costs may be less for the applicant e.g. ability to use volunteers.
  - Applicants will need to be provided with information on running costs, a condition survey, future maintenance needs, energy rating and consumption data.
  - Repair responsibilities, planning conditions, covenants, access requirements, and ongoing liabilities will need to be understood.
- EOI's will be assessed by the Steering Group within expected timescales.
- Written documentation will be assessed, including a thorough understanding of financial and legal liabilities e.g. business rates, maintenance, insurances, staff payments, pension requirements, on-costs, TUPE obligations (including future pension obligations), utility bills, crime/vandalism risks and mitigation, statutory compliance and building safety. This will be done in a way which is relevant and proportionate to the size of the applicant organisation and the asset being transferred.
- Whether the financial plan is robust and not solely reliant on upfront grant funding.
- Share all legal restrictions and covenants with applicants upfront to avoid time and effort being committed by both parties that cannot bear fruit.
- Consider adding clawbacks and restrictions to protect the authority and the asset for use by the community in the future. However, this will be mindful of the ability of the applicant to secure loans or funding where excessively restrictive stipulations will be detrimental to the success of achieving the necessary funding e.g.
  - Covenants that restrict disposal in the event of default.
  - Recovery of capital where the asset transfers back to the local authority.
  - Minimum lease terms to secure funding.
- Identify and deal with any staff matters such as TUPE, redundancy, management of change.

- Taking a consistent approach with all applications commensurate with the size of the asset being transferred.
- Ensure that all legal risks and liabilities are understood by the applicant, including the use of assets where personal injury/death by users is more likely to happen e.g. sports facilities.
- For assets connected with services there will be additional ongoing considerations. How will services be modernised in time, can the service be facilitated in another way, will a service transfer secure savings for the local authority, will a minimum acceptable level of service be provided into the future?

## Guidance for Applicants

- Applicants should familiarise themselves with the issues the authority will be considering and any upskilling that may be needed before making an Expression of Interest.
- Applicants should be mindful of the scale of commitment required in managing the asset and any associated services. This will obviously vary depending on the size of the asset, but the authority will want to support the applicant and collaborate to make the transfer succeed.
- The effort involved in maintaining the asset post transfer, sustainably and with a commitment to the long term should not be underestimated. Initial enthusiasm based on an honest desire to provide the asset for community use can be an engine for success. However, there have been many cases where enthusiasm has waned, CAT's have failed and been transferred back or sold for capital receipt at less value, thereby resulting in a bad deal for residents of local authorities. Particularly where a better capital receipt at the outset could have helped sustain local authority services. The authority will signpost the applicant to help and support available to ensure every opportunity is taken for successful transfer. Applicant 'burn out' in the medium term must be avoided.
- The applicant must be a Community or Town Council, a third sector organisation or a community body. It must be legally constituted and provide limited liability for the stakeholders involved, such as a not-for-profit company limited by guarantee, a charitable incorporated organisation (CIO) or a Community Interest Company (CIC). It must have powers to enable the management and ownership of buildings for trading and the provision of services.
- Applicants should demonstrate good governance through open and accountable processes, with appropriate financial and audit controls.
- Applicants should demonstrate engagement with the community and users of the asset, demonstrating an inclusive approach to all users and potential users.

- Applicants should demonstrate the skills, abilities and capacity, or evidence access to them, to enable them to effectively deliver services and manage the asset.
- Applicants will provide and maintain all necessary governance documentation beyond the initial application assessment.
- Applications for multi-use and co-location of other services are preferred. Single use applications (e.g. use by clubs with only a few members, or for a single defined activity) will only be supported by a significant business case, and may be viewed less favourably. Assets must be open to as many community users as possible.
- Consideration will be given as to whether the proposed activity is already being met elsewhere i.e. is there sufficient business to make the CAT sustainable?
- Is there enough space in the asset or is the space, and hence the liability, too large for the applicant to handle successfully?
- A robust business plan and financial plan is required (please see Appendix 4 and 5 for suggested content). The due diligence process will be proportionate to the size of the asset under consideration.
- Where an Expression of Interest is received for an asset not already earmarked and advertised as available for disposal, its suitability will be offered to other organisations via the local authority website in the interests of fairness, openness and transparency.
- CAT usually involves a transfer at less than market value and the type of tenure could be:
  - Management agreement
  - Licence to occupy
  - Short lease
  - Long lease
  - Freehold transfer

However, the business case must show that community benefits justify the disposal at less than a market price. The authority recognises that lease length must be sufficient for the applicant to secure external or grant funding.

- Most CAT's will be transferred on full repairing, insurance and full liability terms. As the authority will no longer have management control it cannot be liable for legal and ongoing liability. However, there may be circumstances where some control is retained e.g. listed buildings or for the outside fabric of the building.
- The authority will aim to be as flexible as possible in its terms to allow the continued sustainability of CAT. However, it will need to be mindful of its duty to protect the public purse for the long term.

- Applicants are strongly encouraged to engage with national/local support organisations to prepare the EOI and full business plans. Specialist advice is likely to be needed. This will improve the quality of the application and likelihood of success. Details of organisations providing support are detailed at Appendix 1. This list will be kept up to date on the local authority website.
- The support of local Elected Members is important. They will have links with local groups and evidence of community demand. However, they cannot be involved in any decision-making by the authority and may not be able to provide support due to conflict of interest if, for example, they are Members of relevant Scrutiny Committees, Members of Community Councils or on the board of voluntary/community organisations.
- If relevant the local Town or Community Council should be consulted and canvassed for support. The appropriate Town/Community Council will be consulted by the authority at the EOI stage.
- Consider what funding through grant, loans or funds from charitable organisations will be available in the short term at initial start-up, and in the longer term if necessary. Many grant funding streams will only make funds available for a project once and only in the initial pump priming stage. Is a source of income, or volunteer capacity, likely to sustain the project in the long term?

## Appendices

### **Appendix 1**

List of organisations that can provide additional support and funding

### **Appendix 2**

Process Timeline

### **Appendix 3**

Minimum Expression of Interest Template

### **Appendix 4**

Suggested Financial Plan Template

### **Appendix 5**

Suggested Business Plan Contents

### **Appendix 6**

Composition of Steering Groups

## Appendix 1- List of organisations that can provide additional support and funding

Organisation	Description	Contact Details
Gwent Association of Voluntary Organisations	Support for voluntary and community groups in the county borough. First point of contact for Expressions of Interest and support regarding funding, governance and volunteering	Ty Derwen , Church Road, Newport NP19 7EJ  www.gavo.org.uk  01633 241550
Caerphilly County Borough Council	Details about the asset and Property Information Pack	Property Services, Caerphilly County Borough Council  <a href="mailto:property@caerphilly.gov.uk">property@caerphilly.gov.uk</a>  01443 863333
Wales Cooperative Centre	Free help and business advice to social enterprises and co-operatives in Wales	info@wales.coop  Wales.coop  0300 111 5050
Social Firms Wales	Works alongside social firms UK to create employment opportunities for disadvantaged people	members@socialfirmswales.co.uk  <a href="http://www.socialfirmswales.co.uk">www.socialfirmswales.co.uk</a>  07799 345 940
One Voice Wales	Supporting town and community councils in Wales – legal advice, advice on service delivery, training, and policy matters	<a href="http://www.onevoicewales.org.uk">www.onevoicewales.org.uk</a>  01269 595400



Health and Safety	Legal advice and guidance for managing health and safety	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a> 0845 345 055
Development Trusts Association Wales	National body for community base regeneration work. Provides a useful guide to asset development covering planning and implementation, community involvement, securing finance and handling legal issues	Dtawales.org.uk 02920 190260
Wales Council for Voluntary Action	Support and representation for the third sector, including support to access funding.	<a href="http://www.wcva.org.uk">www.wcva.org.uk</a> 0300 111 0124
My Community Rights	Specific advice for community asset transfers, offers advice and guidance on identifying an asset, developing a business case and identifying professional help	mycommunity.org.uk
Planning Aid Wales	Community engagement in the local authority planning process	<a href="http://www.planningaidwales.org.uk/">http://www.planningaidwales.org.uk/</a>
Business in the Community	Helping businesses deliver social, environmental and economic sustainability through responsible business practices	<a href="https://www.bitc.org.uk/wales">https://www.bitc.org.uk/wales</a>

## Appendix 2- Process Timeline

Stage	Requirement	Decision-Maker
<p><u>Stage 0</u></p> <p>Discussion of ideas</p> <p>Preparation of Property Information Pack</p>	<p>Initial interest stage. The local authority will be happy to discuss your ideas with you before the submission of an EOI</p>	<p>Relevant Head of Service</p>
<p><u>Stage 1</u></p> <p>Expression of Interest (EOI)</p> <p>Further advice and assistance can be provided if necessary throughout the EOI and business plan stages through the organisations in Appendix 1.</p> <p>In the interests of openness, an EOI submitted in relation to a specific asset <i>not put forward, but accepted as a possible transfer, by the authority</i> will automatically trigger its advertisement to the whole community for a period of <b>4 weeks</b>. Invitations will be submitted to acceptable organisations to proceed to Stage 2</p>	<p>Forms an outline business case. Submit within 21 days of EOI. Appendix 3</p> <ul style="list-style-type: none"> <li>• Background of the applicant</li> <li>• Ability and experience</li> <li>• Proposed use of the asset</li> <li>• Benefits to the community</li> <li>• Organisational health check</li> <li>• Support from community, partners and stakeholders</li> </ul> <p>Where already available a property information pack will be provided at this stage.</p>	<p>Steering Group</p> <p>Head of Property</p> <p>Head of Legal Services</p> <p>Head of Business Improvement</p> <p>Head of People Services (where TUPE may apply)</p> <p>Cabinet Member for Economy, Infrastructure, Sustainability and Well-being of Future Generations</p> <p>If rejected the applicant will be advised of the reasons by the authority and offered sources of further advice and support by GAVO and the organisations in Appendix 1.</p>
<p>Marketing and Submission of Eo1: 7 weeks</p> <p>Evaluation and Invitation to Stage 2: 4 weeks</p>		
<p>Stage 1 indicative timescale: 11 weeks</p>		
<p><u>Stage 2</u></p> <p>Submission of Business Case</p> <p>Property Information Pack will be provided</p>	<p>Detailed Business and Financial Plan. Appendices 4 and 5</p> <p>Specific attention to:</p> <ul style="list-style-type: none"> <li>• Needs analysis and projected utilisation</li> <li>• Type of transfer sought and why</li> </ul>	<p>Steering Group</p> <ul style="list-style-type: none"> <li>• Head of Property</li> <li>• Head of Legal Services</li> <li>• Head of Business Improvement</li> <li>• Head of Finance</li> <li>• Head of (relevant service)</li> <li>• Cabinet Member for</li> </ul>

	<ul style="list-style-type: none"> <li>Planned outcomes and benefits and how they might be monitored/measured</li> <li>Details of any proposed partnership/collaborative working</li> <li>Track record of delivering services/managing property</li> <li>Benefits for the community</li> <li>Risks (financial and organisational) and ability to manage them</li> <li>Details of the community's views</li> <li>Ability and experience of organisation in providing services to the public through the Welsh language</li> </ul>	<p>Economy, Infrastructure, Sustainability and Well-being of Future Generations</p> <ul style="list-style-type: none"> <li>Head of People Services (where TUPE may apply)</li> <li>GAVO</li> </ul> <p>As appropriate and for the required advice, Head of Regeneration and relevant Head of Service</p>
Submission of Detailed Business Plan and Financial Plan: 7 weeks Evaluation and Preparation of Report: 7 weeks		
Stage 2 indicative timescale: 14 weeks		
<u>Stage 3</u>  Recommendation, decision and completion	Approval by report to Cabinet and Welsh Government if necessary, considering: <ul style="list-style-type: none"> <li>Protocol for the Disposal of Property</li> <li>State Aid</li> </ul>	Report by: <ul style="list-style-type: none"> <li>Cabinet Member for Homes and Places</li> <li>Head of Property</li> <li>Head of Legal Services</li> <li>Head of Organisational Development (if TUPE applies)</li> </ul>
Stage 3 indicative timescale: No more than 15 weeks		
TOTAL INDICATIVE TIMESCALE 40 weeks		

**Note:**

The timescale will provide sufficient time to prepare any required documentation including property information packs, business plans and financial plans. However, flexibility is important as timescales may also link to external dependencies such as decisions on funding applications. It is acknowledged that large or complex transfers can take some time to resolve complicated issues and ensure sustainable services for future generations.

## Appendix 3 – Minimum Expression of Interest Template

Please complete this form, attach any relevant additional information, and send for appraisal, in the first instance, to Property Services, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG. Tel no: 01443 863333.  
E Mail: [property@caerphilly.gov.uk](mailto:property@caerphilly.gov.uk)

The form must be completed in full. We will be unable to assess any forms that are not complete. If you require advice at any stage please contact the number above.

If your interest is considered viable we will contact you for further details. You will be given an explanation if we are unable to proceed.

### PRIVACY NOTICE – General Data Protection Regulations

We require the information requested in this form to allow us to process your application. All information provided in support of an application, including personal details, will be held in a database. You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please click the following link:

<https://www.caerphilly.gov.uk/CaerphillyDocs/FOI/PrivacyNotices/Corporate-Property.aspx>

**A. ABOUT YOUR ORGANISATION**

**Name of organisation:**

**1. Contact Details**

Main contact for this application – this must be someone who knows about your project

Title:	First Name:	Surname:
Position held in organisation:		
Address for correspondence:		
Postcode:		
Is the above your:	Organisation address: <input type="checkbox"/>	Home address: <input type="checkbox"/>
Telephone Number:	Mobile Telephone Number:	
Email address:	Fax Number:	

**2. Status of your Organisation**

What type of organisation / group are you? Tick/fill in whichever boxes apply

- Charity  If registered, please give registration number
- Community group/club/society  Town/Community Council
- Company Limited by Guarantee  Company Reg. Number
- Community Interest Company  Other, please give details

**When was your organisation set up?** Year

**3. Governance**

Does your organisation have a written constitution, governing document or set of rules?

Yes  No  Comments

If "Yes", have you appended a copy

How many people are involved in your organisation?

Management committee	<input style="width: 50px; height: 30px;" type="text"/>	Paid staff full-time	<input style="width: 50px; height: 30px;" type="text"/>
Paid staff part-time	<input style="width: 50px; height: 30px;" type="text"/>	Volunteers	<input style="width: 50px; height: 30px;" type="text"/>

Please indicate which of the following insurance cover your organisation holds (or plans to put in place) and provide levels?

Type of insurance:	Holds:	Plans:	Level of cover:
Public Liability	<input type="checkbox"/>	<input type="checkbox"/>	
Employer Liability	<input type="checkbox"/>	<input type="checkbox"/>	
Professional Indemnity	<input type="checkbox"/>	<input type="checkbox"/>	

**4. What is the purpose and main aims of your organisation?**

*(Please also provide any relevant background documents)*

## B. ABOUT YOUR PROPOSAL

### 5. Title of Project (please keep this short):

### 6. Please provide details of the asset (building or land) in which you are interested (name, address etc).

*It is essential that you clearly identify the asset – if you have plans or drawings please forward copies.*

**Please state the length of lease required:**

Years

*Please consider whether this meets the likely requirements of current or future grant funder(s).*

### 7. Please provide a brief description of your proposal, including the reason why you are applying for a council asset and what the intended use will be:

### 8. Please outline how the amenity or facility will be maintained after the project has been completed / land has been transferred:

## 9. How will the community benefit from the proposal?

*Please attach any supporting documentation or further notes, if applicable.*

<b>COMMUNITY BENEFITS</b>	<b>Y/N</b>	<b>IF 'YES', PLEASE GIVE FURTHER DETAILS</b>
Will your proposal enable access by all members of the community?		
Will your proposal maintain an existing service or activity in the local community?		
Will your proposal create a new service or activity in the local community?		
Will your proposal have wider community benefits?		
Will your proposal create opportunities for local organisations to work together?		
Will your proposal bring additional financial investment into the area (e.g. through grants unavailable to the Council)?		
Will your proposal create opportunities for developing local enterprise or additional employment?		

## 10. Will the project present a conflict/overlap with other similar facilities in the locality?

*Consider whether there are any similar facilities already in the vicinity and whether this project may have a negative impact on these.*

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**11. What is your evidence of need for your project and with whom have you consulted?**

**C. ATTESTATION**

I confirm that, to the best of my knowledge and belief, all the details in this application are accurate. I understand that the council may ask for additional information at any stage of the application process and that you may check this with other sources.

I also understand that this application refers to asset transfer only and is not an application for financial assistance.

**Signed:** .....

**Name:** .....

**Date:** .....

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**Please return completed form to:**  
**Property Services**  
**Penallta House**  
**Tredomen Park**  
**Ystrad Mynach**  
**CF82 7PG**  
**Email: [property@caerphilly.gov.uk](mailto:property@caerphilly.gov.uk)**  
**Phone: (01443) 863333**

## Appendix 4 – Suggested Financial Plan Template

Income and expenditure forecast Years 1-5. The authority recognises that new organisations, or those embarking on CAT for the first time, may have difficulty forecasting forward 5 years. However, the more information that can be provided the more the authority can be assured of the sustainability of the proposal.

We recognise that some information may need to be developed over time and that funding bids may be subject to an agreement from the authority. In addition, further information may be required from the authority on building costs and maintenance requirements. Support and guidance will be available from the authority and its third sector partners.

The row headings below are examples only and a plan can be populated with information you will have thought about for your proposed use of the asset. We would expect to see as much detail as you are able to provide.

		Phase 1	Phase 2		Phase 3		
		Current	Year 1	Year 2	Year 3	Year 4	Year 5
No	INCOME						
1	Grant aid						
2	External funding						
3	Rent and room hire						
	Room 1						
	Room 2						
4	Other income						
	Café/shop						
	Other sales						
5	Volunteer time in kind						
6	Ongoing fundraising						
	TOTAL						
	EXPENDITURE	Current	Year 1	Year 2	Year 3	Year 4	Year 5
7	Salaries and on costs						
	Manager						
	Caretaker						
	Cleaner						
8	Volunteer support costs						
9	Building management costs						
	Cleaning materials						
	Commercial waste						
	Security						
10	Utilities						
	Water						
	Electricity						
	Gas						
	Telephone/Internet						
11	Rates						
12	Repairs and maintenance						
13	Transport and travel						
14	Centre supplies						
	Tools and materials						
	Equipment hire						
	Furniture and IT						
	PPE						
15	Centre promotion						
	Printing publicity						



## Appendix 5 – Minimum Business Plan Contents

Below are suggestions for what your business plan might contain. The list is not exhaustive and will vary from organisation to organisation, the size of the asset proposed for transfer and the proposed use of the asset. Advice and guidance can be sought from those organisations listed in Appendix 1.

### Project / Proposal Details

<b>Property Name:</b>	
<b>Name of organisation</b>	
<b>Contact name</b>	
<b>Position held in organisation</b>	
<b>Address</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Title of project/business name</b>	
<b>Location of Project:</b>	
<b>Date of application:</b>	
<b>Company / Charity number</b>	
<b>Purchase or lease amount</b>	

<b>Signature</b>	
<b>Name</b>	
<b>Designation</b>	
<b>Date</b>	

**PRIVACY NOTICE –General Data Protection Regulations**

We require the information requested in this form to allow us to process your application. All information provided in support of an application, including personal details, will be held in a database. You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please click the following link:

<https://www.caerphilly.gov.uk/CaerphillyDocs/FOI/PrivacyNotices/Corporate-Property.aspx>

If you are not completing this document electronically, please continue each section on additional paper if necessary and annotate accordingly.

Please ensure any additional information is included with your submission and are recorded as appendices.

<a href="#">Introduction</a>	Score
<a href="#">Management and Operations</a>	
<a href="#">The Market</a>	

<a href="#">Key Outcomes and Success criteria/benefits</a>	
<a href="#">Affordability</a>	

<a href="#">Stakeholder Engagement</a>	
<a href="#">Risks</a>	



<a href="#"><u>Dependencies / Critical Success Factors</u></a>	
<a href="#"><u>Community Engagement, Equalities and Accessibility to Services</u></a>	

<a href="#"><u>Physical Outputs of the Proposal / Project</u></a>	
<a href="#"><u>Timescales</u></a>	

<a href="#">Sustainable Development</a>	
<a href="#">Well being</a>	

<a href="#">Planning Considerations</a>	
<a href="#">Purchase Details</a>	

<a href="#">Additional Information</a>	
<a href="#">Appendices</a>	

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Section	Description
<b>Introduction</b>	<p>This section should;</p> <ul style="list-style-type: none"> <li>▪ State the aim and purpose of the business/project.</li> <li>▪ Explain the fundamentals of the proposal and what you want to achieve.</li> <li>▪ Detail your key objectives.</li> <li>▪ Include your mission statement.</li> <li>▪ Explain current issues and why the proposal is needed. This could include evidence of market research, evidence of need and any one you have consulted with.</li> <li>▪ Summarise any events, work or other projects that are either dependent on the outcome of this or that the proposal is dependent on.</li> </ul>
<b>Management and Operations</b>	<p>This section should;</p> <ul style="list-style-type: none"> <li>▪ Explain the status of the business e.g. commercial or community focussed and describe your legal form of ownership e.g. Sole proprietor, Partnership, Company Limited by Guarantee, Charitable organisation, Community Group, Community Interest Company etc.</li> <li>▪ Describe how the organisation will be structured and levels of decision-making.</li> <li>▪ Describe the organisation structure and when it was established.</li> <li>▪ Describe any opportunities for collaboration and building partnerships</li> <li>▪ Detail the number of employees/volunteers.</li> <li>▪ Include a copy your written constitution if applicable.</li> <li>▪ Provide details of any relevant policies and procedures.</li> </ul>

Section	Description
<p><b>The Market</b></p>	<p>This section should;</p> <ul style="list-style-type: none"> <li>▪ Describe in depth your products or services and how you will deliver these day to day.</li> <li>▪ Explain what factors give you the advantage or disadvantage against alternative service provision e.g. consider if the proposal will conflict/overlap with similar facilities in the area.</li> <li>▪ Identify your client/customer base or the community you want to serve.</li> <li>▪ Describe your existing and target markets.</li> <li>▪ Describe how you will build and maintain your profile and identify any potential opportunities for expansion.</li> </ul>
<p><b>Key outcomes and success criteria/benefits</b></p>	<p>This section should;</p> <ul style="list-style-type: none"> <li>▪ Highlight the expected immediate and long-term benefits of the proposal. Think about your business development strategy over the next 5-years.</li> <li>▪ Summarise the main benefits; who is responsible for them and how will they be realised. Wherever possible try and give them a value so that they can be properly quantified. This will make it easier to measure whether they have been realised. Where there are significant elements that cannot be valued in money terms e.g. they are social rather than financial, these still need to be brought out in your assessment. You should take into account, if possible, all the tangible and intangible benefits that you believe will accrue.</li> </ul>



Section	Description
<b>Affordability</b>	<p>This section should;</p> <ul style="list-style-type: none"> <li>▪ Explain what resource will be required, including staff resources and where this resource will come from.</li> <li>▪ Establish the set up costs and identify whether there is sufficient capital available.</li> <li>▪ Include a Financial Plan providing projected income over 1-5 years, your expenditure profile, income generating activities and projections and your fundraising plans. This information should provide a reasonable estimate of the proposal's financial future.</li> <li>▪ Specify whether potential funding sources been identified if required and detail the timescales involved with any funding applications.</li> </ul> <p>There will be many expenses before the business/project begins to operate. It is important to estimate these expenses accurately and then to plan for sufficient capital. No business/project should go forward without adequate understanding of resourcing requirements.</p> <p><i>Administration, Capital and Programme expenditure should be shown separately for each financial year of the project. The draft Financial Plan at Appendix 4 should help you.</i></p> <p><i>Administration costs should include the costs of managing the project.</i></p> <p><i>If it is helpful, show separately a sheet identifying the costs vs. the benefits gained in each financial year. This can be discounted to show the "present value" of the entire project.</i></p>
<b>Stakeholder engagement</b>	<p>This section should;</p> <ul style="list-style-type: none"> <li>▪ Detail any discussions that have taken place if funding is required to take the proposal forward.</li> <li>▪ Confirm those responsible for providing resources have indicated that they approve of the undertaking.</li> </ul>

Section	Description
<b>Risks</b>	<p>This section should;</p> <ul style="list-style-type: none"> <li>▪ Summarise the key risks and how they might be managed. Remember to identify opportunities and how you will exploit them as well as things that may go wrong.</li> <li>▪ Explain how you intend to mitigate any risk you have identified.</li> </ul>
<b>Dependencies / Critical success factors</b>	<p>This section should;</p> <ul style="list-style-type: none"> <li>▪ Identify any events or work that are either dependent on the outcome of this proposal or that the proposal will depend on.</li> <li>▪ Outline the things that must go right to ensure the success of the proposal. For example, does it need to deliver all its objectives and benefits to be successful?</li> </ul>
<b>Community engagement, equalities and accessibility to services</b>	<p>This section should;</p> <ul style="list-style-type: none"> <li>▪ Provide evidence of how this proposal would result in wider community engagement.</li> <li>▪ Detail how it aims to improve access, facilities or opportunities for less able or marginalised groups.</li> <li>▪ Explain how all individuals will have an equal opportunity to access the proposed business/service, irrespective of colour, ethnic origin, sex, age, marital status, sexual orientation, disability, religion/faith, gender re-assignment, language or nationality.</li> </ul>
<b>Physical outputs of the project</b>	<p>This section should;</p> <ul style="list-style-type: none"> <li>▪ Detail the outputs of the proposal e.g. number of jobs created, develop local enterprise, create opportunities for local organisations to work together, improve the building or area of land.</li> <li>▪ Explain if the proposal will create a new service or activity in the local community, whether there will be any wider community benefits and whether the proposal will bring additional financial investment into the area (e.g. through grants unavailable to the council).</li> </ul>

Section	Description
<b>Timescales</b>	<p>This section should;</p> <ul style="list-style-type: none"> <li>▪ Explain anticipated timescales for business/project start-up. Consider timescales involved with funding applications and/ or building refurbishment.</li> </ul>
<b>Sustainable development</b>	<p>This section should;</p> <ul style="list-style-type: none"> <li>▪ Describe what features will be utilised to ensure the proposal works in a sustainable manner e.g. energy saving measures, waste recycling, renewable materials, reduction in the need to travel by improving or adding local facilities, ensuring easy access by public transport, and by walking or cycling.</li> </ul>
<b>Well being</b>	<p>This section should;</p> <ul style="list-style-type: none"> <li>▪ Describe how the business/project will help to improve access to health and social care facilities, make the community feel safer, increase employment opportunities and support the local economy.</li> </ul>
<b>Planning Considerations</b>	<p>This section should;</p> <ul style="list-style-type: none"> <li>▪ Identify whether any planning consents are necessary e.g. change of use application and detail what the implications would be.</li> </ul>
<b>Purchase details</b>	<p>This section should;</p> <ul style="list-style-type: none"> <li>▪ Detail what works you intend to undertake/</li> <li>▪ Specify your preference for lease or purchase and if applicable, length of lease required.</li> </ul>
<b>Additional Information</b>	<p>This section should;</p> <ul style="list-style-type: none"> <li>▪ Include other details you may need to include in support of your proposal.</li> </ul>
<b>Appendices</b>	<p>This section should;</p> <ul style="list-style-type: none"> <li>▪ List any additional documents you have included in support of your application, ensuring that they are correctly annotated and included with your submission.</li> </ul>

## Appendix 6: Composition of Steering Groups

### **Steering Group – Stage 1**

Head of Property

Head of Legal Services

Head of Business Improvement

Head of (relevant Service)

Cabinet Member for Homes and Places

Head of Community Regeneration

Head of People Services (where TUPE may apply)

### **Steering Group – Stage 2**

Head of Property

Head of Legal Services

Head of Business Improvement

Head of (relevant Service)

Section 151 Officer

Cabinet Member for Homes and Places

Head of Community Regeneration

Head of People Services (where TUPE may apply)

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## ENVIRONMENT AND SUSTAINABILITY SCRUTINY COMMITTEE – 11TH FEBRUARY 2020

**SUBJECT: INTEGRATED TRANSPORT UNIT COLLABORATION**

**REPORT BY: INTERIM CORPORATE DIRECTOR – COMMUNITIES**

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

- 1.1 The purpose of the report is to seek Members views on the proposal for the Integrated Transport Units of both Caerphilly and Rhondda Cynon Taf County Borough Councils to work collaboratively to create a centre of excellence for the delivery of passenger transport services across both local authorities, prior to presenting recommendations to Cabinet.

### **2. SUMMARY**

- 2.1 Caerphilly and Rhondda Cynon Taf Councils have been discussing the potential for the creation of a joint Integrated Transport Unit (ITU). Both councils already have well-run and adequately resourced ITUs providing services for public bus services, home to school transport and Social Services transport for vulnerable adults and children. The proposal is to underpin the good work that each council undertakes through its respective ITUs, and create resilience and capacity that will ensure business continuity.
- 2.2 The proposal is for a joint management structure to be put in place to manage the respective ITUs of each council, and through this collaboration the two councils would share resources to create a centre of excellence for the delivery of passenger transport services across Caerphilly and Rhondda Cynon Taf.

### **3. RECOMMENDATIONS**

- 3.1 Members are asked to consider the contents of this report and endorse the following recommendations that:
1. Cabinet is asked to approve the Council works with Rhondda Cynon Taf County Borough Council to create a centre of excellence for the delivery of passenger transport services across Caerphilly and Rhondda Cynon Taf.
  2. Delegated authority is sought from Cabinet for the approval and amendment of the business and delivery plan to the joint management team, and for the preparation and agreement of Terms of Reference for the joint board/steering group in consultation with the respective Cabinet/Executive Members.

### **4. REASONS FOR THE RECOMMENDATIONS**

- 4.1 The Council is continually reviewing and adapting services in light of reducing funds from the

Government. Collaboration with neighbouring local authorities helps to improve the resilience of service delivery, ensuring that our residents continue to receive the best services.

- 4.2 Ensuring that the two councils are joined up will help to deliver the most efficient cost effective passenger transport service to residents and users. A joint management structure will identify and embed best practice, establish common processes and share of resources to create a single passenger transport centre of excellence, providing services across both councils.
- 4.3 With proposals for local government reorganisation being costly and disruptive, the current preference is toward the collaboration of service provision and back office functions between existing local authorities. The creation of the Cardiff Capital Region is a step toward the creation of regional Joint Transport Authorities. Developing a centre of passenger transport excellence, based around two of its strongest councils, offers a foundation on which to expand and provide services on a wider regional footprint for and on behalf of other councils.

## **5. THE REPORT**

### **5.1 Background**

- 5.1.1 The Welsh Government wants strong and empowered local government which can provide bold, determined and focused local leadership. The vision is for empowered local authorities that have the freedom, powers and values that drive them to look to the future, learning from the past but not stuck in it. Success will be measured by how much is being done better and the positive difference this makes to people's lives.
- 5.1.2 Their vision for local government is one that builds on its current strengths, reinvigorating not reinventing. It looks to those councils with the strength and scope to be bold and ambitious to work in the best interests of the communities they serve to work with other like-minded councils and make a difference, using public money more effectively.
- 5.1.3 The recent Welsh Government White Paper; Improving Public Transport, makes a case for regional working via Joint Transport Authorities. Whilst it is understood that this is not being taken forward as part of the drafting for the Bus (Wales) Bill, the Local Government and Elections (Wales) Bill 2019 makes provision for corporate joint committees to be established to support regional working and collaboration in areas such as transport.
- 5.1.4 In this period of ongoing austerity, the challenge requires a long term approach that transforms service delivery. Joint working helps to maximise opportunities and simplifies the complexities of repetition, reducing administrative burden, building on strengths and providing resilience.
- 5.1.5 In parallel, there are growing pressures on staff resources, particularly at the managerial level, where on a Wales-wide basis the pool of talent continues to diminish through retirement and increased competition for such managers from fellow councils, Transport for Wales and transport consultancies. Both councils have been affected by such pressures.
- 5.1.6 With this in mind, Caerphilly and Rhondda Cynon Taf Councils have been discussing the potential for the creation of a joint Integrated Transport Unit (ITU). Both councils already have well-run and adequately resourced ITUs providing services for public bus services, home to school transport and Social Services transport for vulnerable adults and children. The proposal is to underpin the good work that each council undertakes through its respective ITUs, and create resilience and capacity that will ensure business continuity.
- 5.1.7 This pooling of resources will enable greater resilience and long-term stability of service delivery, sharing of specialist skills, greater opportunities for personal development, business continuity, career development and the potential to scale up to provide services across a wider geographical footprint.

5.1.8 The current proposal envisages a virtual team based at the respective offices of the two councils. Consideration will be given to co-location as part of the wider regional agenda in the future.

## **5.2 Proposal**

5.2.1 A joint management structure would be put in place to manage the respective ITUs of each council, and by working together the two councils would share resources to create a centre of excellence for the delivery of passenger transport services across Caerphilly and Rhondda Cynon Taf.

5.2.2 Both councils are acting from a position of strength with well-run and adequately resourced ITUs. Caerphilly's ITU Team Leader and Rhondda Cynon Taf's Transportation Manager would work together under a Memorandum of Understanding (see Appendix 1), and form part of a joint management team, which would be supported by Caerphilly's Transportation Engineering Manager and Rhondda Cynon Taf's Service Director – Frontline Services.

5.2.3 A joint board/steering group would be established with Cabinet/Executive member and officer representation from each council covering Audit, Education, Finance, Human Resources, Social Services and Transport requirements to ensure that there is an even allocation of management and administrative resources across both councils, based on their current proportions. Terms of Reference for the joint board/steering group will need to be prepared and agreed.

5.2.4 The joint management team would be responsible for delivering performance reports (as required in the business and delivery plan) to the joint board/steering group, who will provide direction and oversight, and have the responsibility for reviewing performance and reporting back to their respective councils, supported by the joint management team.

5.2.5 The joint management team through, and working with the joint board/steering group, would be responsible for developing and agreeing a business and delivery plan to transform the service across the two councils into a single combined entity, where staff would work flexibly across council boundaries, using common processes to deliver excellent passenger transport, such as contract terms and conditions, fleet utilisation and procurement strategies, contract monitoring, DBS checks and clearance, eligibility assessment, infrastructure management, performance indicators etc. At this stage, whilst harmonising processes and procedures where mutually beneficial, each ITU would remain independent and self-sufficient.

5.2.6 For clarity; Policy decisions (such as eligibility criteria for school transport) will remain entirely a matter for the individual constituent councils. The joint transport unit will act as a centre of excellence in managing transport services in accordance with the prevailing policies of the individual councils, or any other council that may commission the unit.

## **5.3 Conclusion**

5.3.1 The creation of a joint ITU with Rhondda Cynon Taf with an innovative, responsive and cost effective approach to passenger transport service delivery would meet the objectives of both councils and contribute to reducing their respective carbon footprints.

5.3.2 The pooling of resources under a memorandum of understanding, overseen by a joint board/steering group, will enable a structure to be built that will provide a lean and integrated transportation service, which is focused on the delivery of a safe, efficient and legislatively compliant range of passenger transport services to a broad range of clients, that has close working relationships with key partners, clear and effective cost control, and makes best use of the financial and staff resources for their respective councils.

5.3.3 This model, through further collaboration, would have the capacity and capability to be scaled up into a sub-Regional/Regional ITU within 2 years.

## **6. ASSUMPTIONS**

6.1 No assumptions have been made in the preparation of this report. Only when a full 12 months of data is available will a full and clear picture be available on how the collaboration is performing against the original business and delivery plan.

## **7. LINKS TO RELEVANT COUNCIL POLICIES**

7.1 The following Council policies are relevant to the decision being requested.

### **7.2 Corporate Plan 2018-2023**

7.2.1 This ITU service contributes towards the following Corporate Well-being Objectives:

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

Infrastructure Division Objective: To work towards a safer environment through positive measures to reduce road accidents and particularly by protecting and providing for vulnerable road users.

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

8.1 This service contributes to the following Well-being Goals:-

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

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

- Long term resourcing of operation and management solutions of this specialised service provision allows for more effective and predictable resource/ financial commitments going forward.
- The service helps to prevent less sustainable travel options being used thus contributing to the well-being of its communities.
- It forms part of an overall strategy for the integration of local and regional transport systems where sustainable public transport, contributing to a low carbon future, is the option of choice.
- Collaboration with other organisations and local authorities enables a more effective and efficient service delivery.



## 9. EQUALITIES IMPLICATIONS

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

## 10. FINANCIAL IMPLICATIONS

- 10.1 There are no direct financial implications arising from this report beyond the existing ITU budgets established by each council, as there would be no cross subsidy between the respective ITUs. Any significant service change initiatives within the parameters of this proposal (e.g. investment in common management information systems) will be subject to further business case justification and future reports to members where needed.
- 10.2 The respective units are responsible for managing significant transport budgets across a range of services and functions and will have a combined gross revenue budget of £35 million.
- 10.3 This breaks down across three main service delivery areas as follows:

<b>LA</b>	<b>RCTCBC</b>	<b>CCBC</b>
Public Transport (bus)	£9,033,000	£5,596,000
Home to School	£10,246,000	£7,116,000
Social Services	£1,287,000	£1,500,000
<b>Total</b>	<b>£20,566,000</b>	<b>£14,212,000</b>

## 11. PERSONNEL IMPLICATIONS

- 11.1 There are no immediate planned personnel implications arising from the report. However, once established and working to the satisfaction of both authorities, a review of the future structure of the organisation will be considered along with any implications for support service providers such as Audit, IT, Procurement, HR etc. Any proposals arising would be the subject of a future report to Members.

## 12. CONSULTATIONS

- 12.1 All responses from consultations have been incorporated in the report.

## 13. STATUTORY POWER

- 13.1 The following enabling statutory powers apply to the ITU service.

- Transport Act 1985
- Transport Act 2000
- Transport (Wales) Act 2006
- Learner Travel (Wales) Measure 2008

- 13.2 There is no statutory basis to merge resources in this manner. However, it supports the underlying aims of the Welsh Government Green Paper Consultation Document "Strengthening Local Government: Delivering for People", which through the provision for corporate joint committees to be established to support regional working and collaboration in

areas such as transport, are being taken forward by the Local Government and Elections (Wales) Bill 2019.

Author: Clive Campbell – Transportation Engineering Manager: campbc@caerphilly.gov.uk

Consultees: Cllr. D.T. Davies – Chair of Environment & Sustainability Scrutiny Committee  
Cllr. A. Hussey - Vice Chair of Environment & Sustainability Scrutiny Committee  
Cllr. Philippa Marsden – Leader of the Council  
Cllr. Sean Morgan – Deputy Leader and Cabinet Member for Regeneration, Transportation & Sustainability  
Cllr B Jones – Deputy Leader and Cabinet Member for Education and Achievement  
Cllr. Carl Cuss – Cabinet Member for Social Care and Wellbeing  
Christina Harrhy – Interim Chief Executive  
Mark S Williams – Interim Corporate Director of Communities  
Jo Williams – Assistant Director (Adult Services)  
Gareth Jenkins – Assistant Director (Children’s Services)  
Marcus Lloyd – Head of Infrastructure  
Sue Richards – Head of Education Planning & Strategy  
Robert Tranter – Head of Legal Services and Monitoring Officer  
Liz Lucas – Head of Customer and Digital Services  
Stephen Harris – Interim Head of Business Improvement Services & Acting S.151 Officer  
Lynne Donovan – Head of People Services  
Geraint Roberts – ITU Team Leader  
Mike Eedy – Finance Manager  
Shaun Watkins – Principal Personnel Officer  
Kathryn Peters - Corporate Policy Manager  
Anwen Cullinane – Senior Policy Officer – Equalities and Welsh Language

Background Papers:  
None

Appendices:  
Appendix 1 – Memorandum of Understanding – ITU Passenger Transport Services  
Appendix 2 – Summary of a Draft Business and Delivery Plan

## **Appendix 1 – Memorandum of Understanding – ITU Passenger Transport Services**

### **Principle Points of Agreement**

- CCBC and RCTCBC agree to create a centre of excellence for the delivery of passenger transport services across Caerphilly and Rhondda Cynon Taf.
- There will be a joint management structure to manage the respective Integrated Transport Units (ITUs) of each Council.
- The purpose of the joint management structure is to share management resources across the two ITUs.
- The joint management team will identify and embed best practice, establish common processes and the sharing of resources to create a single passenger transport centre of excellence, providing passenger transport services across both Councils.
- The aim will be to build a structure that through further collaboration has the capacity and capability to be scaled up into a sub-Regional/Regional ITU within 2 years.

### **Background**

- Both Councils are acting from a position of strength with well-run and adequately resourced ITUs.
- The wider direction of travel is towards the creation of regional Joint Transport Authorities (WG White Paper).

### **Proposal**

- The proposal is to underpin the good work that each Council undertakes through its respective ITUs, and to create resilience and capacity to ensure business continuity and to take on additional services beyond the boundaries of Caerphilly and Rhondda Cynon Taf.
- Develop a centre of excellence for the delivery of passenger transport services that is capable of expansion to provide services on a wider regional footprint for and on behalf of other Councils in the Cardiff Capital Region.
- That CCBC's ITU Team Leader and RCTCBC's Transportation Manager work under an MOU as part of a joint management team, supported by CCBC's Transportation Engineering Manager and RCTCBC's Service Director – Frontline Services.
- A joint board/steering group will be established with member and officer representation from each Council covering Audit, Education, Finance, Human Resources, Social Services and Transport requirements to ensure that there is an even allocation of management and administrative resources across both Councils, based on their current proportions. Terms of Reference for the joint board/steering group will need to be prepared and agreed.
- The joint management team will be responsible for delivering performance reports (as required in the business and delivery plan) to the joint board/steering group, who will provide direction and oversight, and have the responsibility for reviewing performance and reporting back to their respective Councils, supported by the joint management team.
- The joint management team through, and working with the joint board/steering group, will be responsible for developing and agreeing a business and delivery plan to transform the service across the two Councils into a single combined entity, where staff would work flexibly across Council boundaries, using common processes to deliver excellent passenger transport, such as contract terms and conditions, fleet utilisation and procurement strategies, contract monitoring,

DBS checks and clearance, eligibility assessment, infrastructure management, performance indicators, GDPR, data sharing protocols etc.

## **Output**

- Create a joint/regional ITU that is acknowledged for excellence in innovative, responsive and cost effective passenger transport service delivery that meet the objectives of both Council's and contribute to reducing their respective carbon footprints.
- To provide a lean and integrated transportation service which is focussed on the delivery of a safe, efficient and legislatively compliant range of passenger transport services to a broad range of clients, that has close working relationships with key partners, clear and effective cost control, and makes best use of the financial and staff resources for their respective Councils.

## **Joint Working, Responsibilities and Delivery**

- The joint management team will have responsibility for all passenger transport activities undertaken for and on behalf of each Council, deputising for each other when necessary and appropriate.
- The joint management team will prepare the business and delivery plan that reflects the direction and policies of each Council, identifying performance indicators/management framework to ensure the achievement of the objectives and performance targets as set out therein.
- The joint management team will investigate, identify opportunities, implement and manage the delivery of an innovative, environmentally responsible, high quality, cost effective and fully integrated passenger transport service that meets each Council's needs seamlessly.
- The joint management team will be responsible for the financial and budget management of passenger transport services across each Council.
- The joint management team will provide specialist and technical advice and guidance on legislative and regulatory requirements, ensuring that the legislative requirements, policies and procedures, regulations, regulatory requirements and minimum standards placed upon each Council in the delivery of passenger transport services are complied with and met.
- The joint management team will work closely with the client Directorates within each Council to clearly define respective roles and responsibilities in order to ensure that their requirements are met and services are delivered in a manner that is more customer focused and client led.
- The joint management team will develop policy, financial and operational systems, and liaise with partners, making recommendations to each Council as necessary to deliver better and more integrated services.
- The joint management team will ensure the provision of professional supervision and appraisal to members of the combined ITU in order to achieve the service aims and objectives of both Councils and ensure their continuous professional development and improvement.
- The joint management team will communicate effectively in a customer focussed manner with Councillors, Assembly Members and MPs, members of the public, customers, services users, Council departments, and professionals from other agencies, providing briefing and support for senior management and elected members from each Council, and ensuring that complaints, queries and requests are responded to in accordance with the policies and direction of each Council.
- The joint management team will act as client in the development, delivery and financial oversight of passenger transport capital projects on behalf of the Councils

- The joint management team will identify other collaborative opportunities with Councils across the Cardiff Capital Region to develop opportunities for greater integration in the delivery of a consistent, more efficient and effective service.
- The joint management team will participate in effective partnership working and engagement with Welsh Government, Transport for Wales, transport providers, other local authorities and voluntary organisations, contributing to and working on all aspects of regional and Wales wide passenger transport on behalf of both Councils.

## **Appendix 2 – Summary of the Draft Business and Delivery Plan**

### **Streamlined DBS (Disclosure and Barring Service) checking process**

- Develop a DBS process that will streamline the current procedure for carrying out DBS checks across the two authorities.
- Create a shared workspace that enables both CCBC and RCTCBC to share DBS data.
- Agree a combined Privacy Notice that will allow the transfer of DBS checks between the two authorities, reducing the duplication of checks for those companies that work for both CCBC and RCTCBC.

Indicative timescale for implementation: 3 – 6 months

### **Adopt common processes**

- Carry out a best practice review on current policies and processes, and adopt a common approach between the two authorities that builds upon and uses Welsh Government Guidance as a minimum. This could include education transport, disabled concessionary bus pass entitlement – including companion passes, terms and conditions of passenger transport contracts.

Indicative timescale for implementation: 12 – 24 months

### **Education transport – Annual September project plan**

- Carry out a best practice review on education transport project plans for the return to school each September, and adopt the most effective processes that reduce the large burden on staffing resources during the summer months. This will also reduce the risk of error when applying education transport policy, and allow resources to be focussed on implementing short notice transport requirements e.g. SEN transport.

Indicative timescale for implementation: 12 – 24 months (two academic years)

### **Increased procurement benefits**

- Identify opportunities to expand the joint purchasing agreement for season tickets on local bus services.
- Develop a joint bus stop infrastructure framework.
- Expand the number of transport operators that are available to tender for both authorities.
- Increase the quality of transport operators that provide contracted services to both authorities.
- Review current procurement processes and systems and adopt common functionalities.
- Develop opportunities for cross boundary tendering on contracted and supported services, increasing the potential for greater contractor fleet utilisation.

Indicative timescale for implementation: 6 – 24 months

### **Bus stop infrastructure and publicity**

- Carry out a best practice review on current methods of bus service promotion and provision of public transport information, and adopt the most effective and informative formats.
- Share staff resources to design bus service publicity.
- Adopt a minimum common policy for new bus stops.
- Develop a shared workspace that enables both CCBC and RCTCBC to operate a bus stop infrastructure and publicity database to assist in the maintaining of bus stops/shelters, with shared staff resources being used to maintain the database records. This includes communicating bus stop details with PTI Cymru.

Indicative timescale for implementation: 6 – 24 months

## **Concessionary bus pass administration**

- Share staff resources to administer the concessionary bus pass scheme e.g. operator reimbursement, application processing - including determining entitlement; issuing lost/stolen replacements; identifying and managing fraud etc.

The extent and indicative timescale for this will be dependent on the long term arrangements through TfW.

## **Bus network management**

- Share staff resources to co-ordinate and manage changes to the bus network.
- Review operator service changes and identify alternative provision.
- Implement replacement services following road closures.
- Procure tendered bus services.

Indicative timescale for implementation: 12 – 24 months

## **Training**

- Adopt a common training requirement for contractors through terms and conditions of contracts.
- Identify, procure and arrange joint training sessions/courses.
- Sharing of course costs.
- Increased staff development through joint training opportunities and exposure to new/different ways of working.

Indicative timescale for implementation: 6 – 24 months

## **IT systems**

- Carry out a best practice review on currently used IT systems e.g. route mapping software and information databases; and subject to cost impact, adopt the most beneficial systems that will improve the productivity of both services.

Indicative timescale for implementation: 12 – 24+ months

## **Greater utilisation of staffing skills and resources, and retention of key staff**

- Identify and develop service improvements by utilising staff with specific skills sets to the best effect across both services.
- Utilise staffing resources for greater joint authority benefits, by reducing the duplication of tasks e.g. contract monitoring at schools and centres where both authorities operate contracted education and social services transport, and on local bus service monitoring on routes that operate cross boundary routes.

Indicative timescale for implementation: 6 – 12 months

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## ENVIRONMENT AND SUSTAINABILITY SCRUTINY COMMITTEE – 11TH FEBRUARY 2020

**SUBJECT: LOCAL TRANSPORT PLAN AND METRO DELIVERY UPDATE**

**REPORT BY: INTERIM CORPORATE DIRECTOR – COMMUNITIES**

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

1.1 To update Members on the Council's progress with pursuing its Metro plus priorities.

### **2. SUMMARY**

2.1 The Council's adopted South East Wales Valleys Local Transport Plans (LTP) sets out the transport priorities for the county borough. These not only support the Council's policies in the Local Development Plan but contribute towards the delivery of the South Wales Metro and wider Cardiff Capital Region aspirations to address the current environmental, social and economic challenges in the region.

2.2 This report provides an update on delivery of the Council's LTP with a focus on the South Wales Metro. Good progress has been made but significant additional resources and commitment are required if the Council's outstanding priorities and aspirations are to be realised.

### **3. RECOMMENDATIONS**

3.1 Members are asked to note the contents of this report and provide their comments.

### **4. REASONS FOR THE RECOMMENDATIONS**

4.1 To apprise Members of the progress being made in realising the Council's transport aspirations for the county borough and the delivery of the South Wales Metro.

### **5. THE REPORT**

#### **5.1 Background**

5.1.1 The Capital Region is committed to a low carbon future, which has a transport network and mobility culture that positively contributes to a thriving economy and the health and wellbeing of its citizens, and where sustainable travel is the option of choice. To achieve this, the Capital Region requires policies and measures to address the current environmental, social and economic challenges. In particular, an estimated 24% increase in Cardiff's population by 2040 will result in a 32% net increase in traffic levels and a 20% increase in the number of residents

commuting to work. This can be contrasted with the disparities in income, health and economic activity that exist in the northern parts of the Capital Region.

- 5.1.2 Tens of thousands of journeys start and finish in the Capital Region every day, presenting a huge and diverse challenge to meet the many competing transport demands. Although central Cardiff presents the single most concentrated location for these journeys, it is recognised that a large number of movements also take place across the Capital Region, and for a wide range of purposes.
- 5.1.3 In 2015 the Council adopted the South East Wales Valleys Local Transport Plans (LTP) jointly developed for Blaenau Gwent, Caerphilly, Merthyr Tydfil, Rhondda Cynon Taf and Torfaen county borough councils. This recognises the diverse economic and social geography, and overlapping labour and housing markets that exist. This, together with the other LTPs across the region, needs a collaborative approach for the future development of the Capital Region's transport needs to help deliver enhanced mobility for both residents and visitors and greater accessibility to jobs and services, thereby unlocking the potential for sustainable economic growth.
- 5.1.4 Across the Capital Region, efficient and effective transport networks are critical to the success of achieving the Welsh Government's Programme for Government Priority Areas such as targeted investment, supporting economic growth, reducing economic inactivity, tackling poverty and encouraging safer, healthier and sustainable travel. This can be done by:
- Providing new transport capacity to cope with future demand.
  - Improving accessibility and connectivity, and reducing journey times between key settlements within South East Wales.
  - Improving access to a wider range of job opportunities by increasing the coverage of public transport, particularly for cross-valley journeys.
  - Expanding the effective labour market catchment for businesses, enabling local companies to recruit from a wider skills base.
  - Supporting the growth of business clusters in the larger urban centres (for example, around the designated Enterprise Zones), helping to stimulate competition and innovation.
  - Ensuring that additional travel demand does not impose costs on businesses through increased congestion and crowding.
  - Enhancing facilities that support our key airport, ports and freight terminals.
- 5.1.5 Realising the Welsh Government's (WG) South Wales Metro vision for the Capital Region for a multimodal rapid transit network integrating all transport modes, offering the passenger a single ticket 'turn up and go' experience, is vital to delivering these transport objectives.
- 5.1.6 All local authorities in the Capital region are committed to the delivery of this vision and will fully support and engage with WG and the Cardiff Capital Region Board in this enterprise. The vision for the SE Wales Valleys LTP provides a focus for the five local authorities:

*A modern, accessible, integrated and sustainable transport system for the SE Wales Valleys and beyond which increases opportunity, promotes prosperity for all and protects the environment; where walking, cycling, public transport and sustainable freight provide real travel alternatives.*

## **5.2 Metro Plus Progress**

- 5.2.1 The South Wales Metro is an integrated public transport network that will make it easier for people to travel across the Cardiff Capital Region, transforming rail and bus services as well as cycling and walking. An investment of £734m from the Cardiff Capital Region City Deal will fund the proposed Metro network for South East Wales to upgrade the railway lines to Aberdare, Coryton, Merthyr Tydfil, Rhymney and Treherbert. These lines are also known as

the Core Valleys Lines (CVL) which is an important part of the South Wales Metro being delivered through Transport for Wales (TfW). The CVL improvements will deliver high quality new rolling stock that will be electrified, have additional capacity and operate with faster journey times with 4 trains per hour to the heads of the valleys. This development is now more important in light of Cardiff City Council potentially introducing a congestion charge in the city.

5.2.2 Since the commencement of the new rail franchise, TfW has been progressing the design and delivery of this committed investment. As part of that some of their key achievements have been:

- Provision of ticket machines at all South Wales Metro stations.
- Doubling the amount of free data customers get on board trains from 25mb to 50mb. Meaning customers travelling on trains are able to stay connected at faster speeds for longer.
- Refurbishment of Cardiff Central station with brand new ticket gates. With customer numbers expected to rise from the current 13 million per year to 34 million by 2043, TfW is committed to making navigation of the station as easy as possible.
- Transforming the Sunday railway timetables across Wales with a 40% increase in services across the network in December 2019, a significant step toward the creation of a truly 7-day railway. An additional 186 Sunday services have been introduced that will provide an economic boost throughout the country, providing essential links between cities, towns and villages.
- Removal of Pacer trains, originally planned for December 2019, is now planned for 2020. Passenger feedback has highlighted the need to improve capacity and resilience in the fleet as a key priority, TfW plan to deliver this by keeping Pacer trains for a short period during 2020.
- Introduction of pay-as-you-go for users of smartcards by April 2020.

5.2.3 In addition the Cardiff Capital Region Transport Authority has secured a £30m jointly funded (with WG) investment package for Metro plus schemes that are being progressed from 2019/20. The key project for the authority within this programme is the Caerphilly Interchange. The initial feasibility study for this project has been completed as part of the development of a Placemaking Plan for Caerphilly town. The final draft of this plan has been presented to key stakeholders and was positively received. A wider public consultation will be undertaken in early 2020.

5.2.4 The Council's short term transport priorities (as set out in the adopted LTP, Local Development Plan and regeneration strategies) are set out in Appendix 1. This also provides an update on the progress that has been made to date where possible. Some of the key achievements delivered since the LTP was adopted are:

- Bus corridor enhancements for the Caerphilly Basin have been completed and are progressing well for the Mid Valleys, improving accessibility and public transport information for passengers.
- The Active Travel link improvements Ystrad Mynach to Nelson (INMC17) were completed during 2019/20
- Active Travel schemes for Fleur-de-Lis (INMC47) and Ystrad Mynach (INMC19 Phase 1) will be delivered by April 2020 to encourage more sustainable travel choices.
- The highway improvement scheme for the A468/A469 Pwllpant roundabout was successfully delivered in December 2018. This has achieved a significant positive impact on reducing congestion and improving the efficiency of this part of the strategic highway network, not only for general road users but also substantially improving the reliability of local bus services.

5.2.5 Delivery of the remaining schemes in the LTP will require substantial resources (not least financial) for their progression and completion to realise the outcomes and benefits for the county borough. Reliance on external WG/developer funding alone creates a significant

restraint on delivery. If the Council's ambitious programme is required to be implemented in the shorter term, significant additional financial resources will be required to be committed.

5.2.6 The Council has recently resolved to commence a full revision of the adopted Local Development Plan. As part of this process there will be an opportunity to review the Council's transport ambitions and priorities and level of commitment to realise them. This work will also feed in to the review of the LTP that is required by May 2022.

5.2.7 WG and TfW are key partners in realising these priorities and a dialogue is being maintained with TfW officials to discuss the ongoing CVL committed investment and the Council's Metro plus priorities and aspirations.

### 5.3 **Conclusion**

5.3.1 Given the limited resources available, firm progress is being made on realising the Council's Metro plus priorities and aspirations towards delivering a modern, accessible, integrated and sustainable transport system for the south east Wales Valleys.

## 6. **ASSUMPTIONS**

6.1 No assumptions have been made in the preparation of this report.

## 7. **LINKS TO RELEVANT COUNCIL POLICIES**

7.1 The following Council policies are relevant to the decision being requested.

### 7.2 **Corporate Plan 2018-2023**

7.2.1 The LTP directly contributes towards the following Corporate Well-being Objective:

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

Also the Infrastructure Division Objectives to:

- Encourage with others, the provision and use of public transport to help protect the environment and to enhance opportunities for work and leisure.
- Work towards a safer environment through positive measures to reduce road accidents and particularly by protecting and providing for vulnerable road users.

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

8.1 This service contributes to the following Well-being Goals:-

- A prosperous and a more resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A globally responsible Wales, because;
  - It will provide increased access to employment opportunities within a low carbon environment.
  - The Metro programme will have a low carbon, fast and efficient transport system that increases accessibility and connectivity at a local and regional level, linking people to employment opportunities and realised benefits of the City Deal

- maximises our contribution to a Globally Responsible Wales.
- Everyone can get around and access employment or other services and facilities, which will all contribute significantly to increasing prosperity through economic growth. The Welsh Government in their 'Prosperity for All' national strategy identifies travel and access as an important way to enable the connection between jobs and people. The Welsh Government is seeking to increase the number of shorter, more local trips, that are undertaken by walking and cycling (including the use of mobility scooters), termed active travel. Active travel trips will include journeys to school, to work, to the shops or to local services such health or leisure centres. Increasing active travel will have the important additional benefits of promoting healthier lifestyles and reducing the negative impacts of traffic upon our neighbourhoods and communities.

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

- Long term planning, resourcing, operation and management of solutions in this specialised area allows for more effective and sustainable solutions and outcomes.
- Engagement with key stakeholder, organisations and communities will not only address our existing problems but help to foresee other challenges and prevent future problems contributing to the well-being of its communities.
- It forms part of an overall strategy for the integration of local and regional transport systems where sustainable public transport, contributing to a low carbon future, is the option of choice.
- Collaboration and involvement with other organisations, local authorities and public consultation enables delivery of a more effective and efficient integrated transport solution.

## **9. EQUALITIES IMPLICATIONS**

- 9.1 An EIA screening has been completed in accordance with the Council's Strategic Equality Plan and supplementary guidance. No potential for unlawful discrimination and/or low level or minor negative impact has been identified therefore a full EIA has not been carried out.
- 9.2 Equalities groups were consulted as part of developing the Adopted Local Transport Plan. Delivery of these schemes positively contributes to supporting economic growth, reducing economic inactivity, tackling poverty, encouraging safer, healthier and sustainable travel by providing accessible and fit for purpose means of travel that also helps to reduce social isolation.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 There are no quantifiable financial implications arising from this report.

## **11. PERSONNEL IMPLICATIONS**

- 11.1 There are no personnel implications arising from the report.

## **12. CONSULTATIONS**

- 12.1 All responses from consultations have been incorporated in the report.

### 13. STATUTORY POWER

13.1 The following enabling statutory powers apply to the LTP:

- Transport Act 2000
- Transport (Wales) Act 2006

Author: Clive Campbell – Transportation Engineering Manager: [campbc@caerphilly.gov.uk](mailto:campbc@caerphilly.gov.uk)

Consultees: Cllr. D.T. Davies – Chair of Environment & Sustainability Scrutiny Committee  
Cllr. A. Hussey - Vice Chair of Environment & Sustainability Scrutiny Committee  
Cllr S. Morgan, Deputy Leader and Cabinet Member for Regeneration, Transportation & Sustainability  
Cllr E. Stenner, Cabinet Member for Finance, Performance & Planning  
Christina Harray, Interim Chief Executive  
Mark S Williams – Interim Corporate Director of Communities  
Rhian Kyte – Head of Regeneration and Planning  
Robert Tranter – Head of Legal Services and Monitoring Officer  
Stephen Harris – Interim Head of Business Improvement Services & Acting S.151 Officer  
Marcus Lloyd – Head of Infrastructure  
Lynne Donovan – Head of People Services  
Mike Eedy – Finance Manager  
Shaun Watkins – Principal Personnel Officer  
Anwen Cullinane – Senior Policy Officer – Equalities and Welsh Language  
Kathryn Peters - Corporate Policy Manager

Background Papers:  
None

Appendices:  
Appendix 1 – Summary of LTP and Metro Plus priorities

## Appendix 1 – Summary of LTP and Metro Plus priorities

### Bus Schemes

Scheme name	Policy background	Stage of development/ Constraints to delivery (other than funding)	Next steps	Scheme cost	Potential funding sources
Bus stop enhancements – Caerphilly Basin area	LTP short term programme (priority 6)	COMPLETED	N/A	£1.1m	LTF
Bus stop enhancements – Mid Valley area	LTP short term programme (priority 7)	£220k LTF funding approved for 2019/20 Works being delivered.	Bid to be submitted in Feb 2020 for further LTF funding for works to be progressed/completed in 2020/21.	£900k est.	LTF
Bus priority corridor improvements – Cwmbran to Blackwood to Ystrad Mynach to Pontypridd	LTP short term programme (priority 23). <b>CCBC Metro+ priority</b>	Scheme not yet developed – constraints not yet identified.	Scheme to be prioritised regionally with other bus priority corridors through discussions with TfW.	£1m-£5m	LTF, TfW
Bus priority corridor improvements – Abertillery to Blackwood to Newport	LTP short term programme (priority 5)	Scheme at an early stage of development – constraints not yet identified. Congestion areas outside the county borough will need to be addressed initially i.e. in Newport.	Scheme to be prioritised regionally with other bus priority corridors through discussions with TfW.	£1m-£5m	LTF, TfW
Bus priority corridor improvements – Blackwood to Caerphilly to Cardiff	LTP short term programme (priority 18)	Scheme at an early stage of development – constraints not yet identified. Congestion areas outside the county borough will need to be addressed initially i.e. in Cardiff.	Scheme to be prioritised regionally with other bus priority corridors through discussions with TfW.	£1m-£5m	LTF, TfW

## Rail, P&R and interchange schemes

Scheme name	Policy background	Stage of development/ Constraints to delivery (other than funding)	Next steps	Scheme cost	Potential funding sources
Caerphilly interchange	<b>CCBC Metro+ priority</b>	Concept/ pre-feasibility completed as part of the Caerphilly town Placemaking Plan.	Undertake stakeholder and public engagement. Bid to be submitted for in Feb 2020 for further Metro/LTF funding for works to be progressed in 2020/21.	>£5m	CCBC, CCRC, LTF, VTF
Ystrad Mynach P&R	LTP short term programme (priority 2). <b>CCBC Metro+ priority</b>	Preliminary design completed. Planning approval and detailed design to be progressed. Delivery dependent on TfW. £170k CCBC funding secured.	WG & TfW support to be secured to progress the detailed design.	£1m-£5m	LTF, TfW
Llanbradach new station and P&R	LTP medium and longer term aspirations. <b>CCBC Metro+ priority</b>	£370k CCBC and £40k CCRTA funding secured. Ground investigation completed as part of the feasibility design.	WG & TfW support to be secured to progress the feasibility design.	>£5m	LTF, TfW
Rhymney P&R	Linked to CCBC Regeneration Strategy	Concept developed.	Further discussions to be held with TfW about potential options.	£1m-£5m	LTF, TfW
Hengoed P&R	Ystrad Mynach Masterplan. <b>CCBC Metro+ priority</b>	Proposal in Ystrad Mynach Masterplan.	Funding required to progress a feasibility study.	£1m-£5m	LTF, TfW



## Strategic Active Travel schemes

Scheme name	Scheme priority (identified by mode)	Stage of development/ Constraints to delivery (other than funding)	Next steps	Scheme cost	Potential funding sources
INMC72 – New route from NCN route 4 (ccbc15c) to Caerphilly rail/ bus station and town centre including links to Lansbury Park and Mornington Meadows	Strategic Active Travel priority 1	£25k LTF funding secured in 2019/20 to progress design.	Submit a further LTF funding bid in Feb 2020 for 2020/21 to progress delivery.	£500k - £1m	LTF, Active Travel, Developer funding
INMC 17 – Upgrade an existing footway on the A472 to provide a continuous footway linking from Nelson to Ystrad Mynach rail station	Strategic Active Travel priority 1	Completed	N/A	£390k	LTF, Active Travel
INMC19 – New link from Pengam to Ystrad Mynach town centre	Strategic Active Travel joint priority 2	Funding secured in 2018/19 for scheme design. Funding secured in 2019/20 to progress phase 1 delivery.	Bid to be submitted for AT funding in Feb 2020 for construction of phase 2 in 2020/21.	£500k-£1m	LTF, Active Travel
INMC24 – Improvements to an existing and new link from Penpedairheol and Cefn Hengoed to NCN Route 47 via Cwm Calon	Strategic Active Travel joint priority 2	Funding secured in 2018/19 and 2019/20 for scheme design. Design ongoing. Land issues near to resolution.	Complete land issues. Bid to be submitted for AT funding in Feb 2020 for construction in 2020/21.	£100k-£500k	LTF, Active Travel
INMC61 – Connects existing Active Travel Routes (ccbc13 and ccbc12) via DDA compliant bridge in the vicinity of Trecenydd Roundabout/ St. Cenydd Community School in Caerphilly	Strategic Active Travel priority 3	Feasibility work previously undertaken as part of the St. Cenydd Safe Routes in Communities scheme.	Funding required to progress.	£1m-£5m	LTF, Active Travel
INMC63 – New link connecting the Caerphilly Basin area to employment in RCT/ Cardiff via the Taff Trail (alongside the A468/A469 from Trecenydd to Penrhos roundabouts)	Strategic Active Travel joint priority 4	Funding secured in 2019/20 for scheme design. Design ongoing.	Submit an AT funding bid in Feb 2020 to progress design and delivery in 2020/21.	£100k-£500k	LTF, Active Travel
INMC75 – Improves the crossing facility connecting Lansbury Park to NCN route 4 (ccbc15c)	Strategic Active Travel joint priority 4	£25k LTF funding secured in 2019/20 to progress design.	Submit an AT funding bid in Feb 2020 to progress design and delivery in 2020/21.	<£100k	CCBC

<b>Scheme name</b>	<b>Scheme priority (identified by mode)</b>	<b>Stage of development/ Constraints to delivery (other than funding)</b>	<b>Next steps</b>	<b>Scheme cost</b>	<b>Potential funding sources</b>
INMC 101 – Improves an existing footpath from Caerphilly station/ town centre to Caerphilly Business Park and will connect to INMC72	Strategic Active Travel joint priority 4	£25k LTF funding secured in 2019/20 to progress design.	Submit an AT funding bid in Feb 2020 to progress design and delivery in 2020/21.	<£100k	Metro, LTF, Active Travel
INMC21 – Upgrades an existing path linking a residential area to Ystrad Mynach Station, Ysbyty Ystrad Fawr, and leisure facilities	Strategic Active Travel priority 5	Funding secured in 2019/20 to progress scheme design.	Submit an AT funding bid in Feb 2020 to progress design and delivery in 2020/21.	£100k-£500k	Metro, LTF, Active Travel
INMC22 – Upgrades an existing footpath to shared use and links Coleg y Cymoedd to Ystrad Mynach station	Strategic Active Travel priority 6	Funding secured in 2019/20 to progress scheme design.	Submit an AT funding bid in Feb 2020 to progress design and delivery in 2020/21.	£100k-£500k	Metro, LTF, Active Travel
INMC88 – Llanbradach Village link and connects to INMC25 and INMC87	Strategic Active Travel priority 7	No progress to date.	Submit an AT funding bid in Feb 2020 to progress design and delivery in 2020/21.	£100k-£500k	LTF, Active Travel

#### **Local Active Travel schemes**

<b>Scheme name</b>	<b>Scheme priority (identified by mode)</b>	<b>Stage of development/ Constraints to delivery (other than funding)</b>	<b>Next steps</b>	<b>Scheme cost</b>	<b>Potential funding sources</b>
INMC62 – New link connecting existing Active Travel Routes (ccbc13 and ccbc12) providing improved access to St. Cenydd Community School for the Energlyn/ Penyrheol community	Local Active Travel priority 1	No progress to date.	Bid to be submitted for AT funding in Feb 2020 to progress design in 2020/21.	£100k-£500k	LTF, Active Travel

INMC53 – Improves an existing Active Travel on-road route from Wattsville to Crosskeys (ccbc10b)	Local Active Travel joint priority 2	No progress to date.	Bid to be submitted for AT funding in Feb 2020 to progress design in 2020/21.	£100k-£500k	LTF, Active Travel
INMC68 – New walking link in Caerphilly from Pwllpant roundabout to Crossways roundabout alongside the A468	Local Active Travel joint priority 2	Funding secured in 2019/20 for scheme design. Scheme development ongoing.	Bid to be submitted for AT funding in Feb 2020 to progress design (and possibly construction) in 2020/21.	£100k-£500k	LTF, Active Travel
INMC47 – New crossing facility to improve access to Ysgol Gyfun Cwm Rhymni for the Fleur-de-Lis community	Local Active Travel joint priority 3	Funding secured in 2019/20 for scheme delivery.	N/A	£100k-£500k	LTF, Active Travel
INMC48 – Improved link from Fairview, Pengam to primary schools and will connect to INMC19	Local Active Travel joint priority 3	No progress to date.	Funding required to progress.	£100k-£500k	LTF, Active Travel
INMC1 – New link from Ty-Coch, Rhymney to existing route (ccbc1a) and the Heads of the Valleys Industrial Estate	Local Active Travel joint priority 4	No progress to date.	Funding required to progress.	<£100k	LTF, Active Travel
INMC89 – Provides a 20mph zone surrounding Maescwmmer Primary School (Safe Routes in Communities scheme)	Local Active Travel joint priority 4	Design complete.	Unsuccessful Safe Routes in Communities funding bids in 2018/19 & 2019/20. A further bid for funding in 2020/21 will be submitted in Feb 2020.	£100k-£500k	Safe Routes in Communities
INMC44 – New link from existing Active Travel Route (ccbc4b) to Glan-y-Nant, Pengam and will need to consider enhance pedestrian crossing facilities at the Glan-y-Nant signalised junction.	Local Active Travel joint priority 5	No progress to date.	Funding required to progress.	£100k-£500k	LTF, Active Travel
INMC73 – Completes a link to housing estate/ commercial area in Caerphilly and will connect to INMC63 and cross boundary to the Taff Trail	Local Active Travel joint priority 5	Funding secured in 2019/20 to progress scheme design.	Bid to be submitted for AT funding in Feb 2020 to progress design in 2020/21.	£100k-£500k	LTF, Active Travel

INMC46 – Improved link from Britannia to Cefn Fforest Primary School	Local Active Travel priority 6	No progress to date.	Funding required to progress.	£100k-£500k	LTF, Active Travel
INMC20 – New route linking to NCN47 and Tredomen Business Park via the B4245	Local Active Travel priority 7	No progress to date.	Funding required to progress.	£100k-£500k	LTF, Active Travel
INMC91 – Ysgol Bro Sannon, Aberbargoed – scope of scheme to be developed (Safe Routes in Communities scheme)	Local Active Travel priority 8	No progress to date.	Funding required to progress.	£100k-£500k	Safe Routes in Communities

## Highway schemes

Scheme name	Scheme priority (identified by mode)	Policy background	Stage of development/ Constraints to delivery (other than funding)	Next steps	Scheme cost	Potential funding sources
Highway and Bus Corridor Improvement – A468/A469 Pwllpant Roundabout	Highways priority 1	LTP short term programme (priority 1)	Completed.	N/A	£5.5m	Developer funding, LTNF
Highway improvement – A468 Bedwas Bridge roundabout improvement	Highways priority 2	LTP short term programme (priority 15)	Feasibility undertaken.	Unsuccessful LTNF bids in 2018/19 & 2019/20. A further bid for funding in 2020/21 will be submitted in Feb 2020.	>£5m	CCBC, CCRCD, LTNF, LTF
Highway improvement – Piccadilly	Highways priority 3	LTP short term programme (priority 16)	Pre-feasibility undertaken.	Funding required to progress.	<£500k	CCBC

Gyratory, Caerphilly town centre						
Highway improvement – A467 Newbridge to Crosskeys	Highways priority 4	LTP short term programme (priority 17)	Data collection undertaken.	Funding required to progress.	£1m - £5m	CCBC
Highway improvement – A472 Ystrad Mynach to Nelson	Highways priority 5	LTP medium and longer term aspirations	Scheme not defined. Some improvements have been delivered by the Ty Ddu development.	Funding required to progress. Undertake a review of the corridor in light of the Ty Ddu development improvements and Active Travel INM proposals.	£1m - £5m	CCBC
Highway improvement – Signalised junction on A2454 Pengam Road	Highways priority undetermined	LTP medium and longer term aspirations	No progress.	Funding required to progress.	£100k - £500k	CCBC

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