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Date: 30th September 2020

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Dear Sir/Madam,

A digital meeting of **Council** will be held via Microsoft Teams on **Tuesday, 6th October, 2020 at 5.00 pm** to consider the matters contained in the following agenda.

Yours faithfully,

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

Christina Harrhy
CHIEF EXECUTIVE

AGENDA

Pages

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

A greener place Man gwyrddach



5 Declarations of Interest.

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

To approve and sign the following minutes: -

- | | | |
|--|--|-----------|
| 6 | Special Council held on 20th February 2020. | 1 - 16 |
| 7 | Council held on 3rd March 2020. | 17 - 26 |
| 8 | Special Council held on 10th March 2020. | 27 - 30 |
| 9 | Annual Council held on 3rd September 2020. | 31 - 38 |
| 10 | To receive and to answer questions received under Rule of Procedure 10(2). To the Leader of Council from Councillor Graham Simmonds. To make available performance assessment/reports for the knowledgeable and experienced Cabinet Members for Caerphilly County Borough Council, for the past few years? | |
| 11 | To receive and to answer questions received under Rule of Procedure 10(4). Question from Councillor Kevin Etheridge to the Cabinet Member for Finance, Performance and Customer Service. To ask the Cabinet Member for Finance, Performance and Customer Service does she believe adequate resources are in place in the Information Unit to deal with requests in the specified time scale allowed under the legislation during the last 4 months, and can these resources be defined in meeting the deadlines. | |
| To receive and consider the following reports: - | | |
| 12 | Notice of Motion to Review Decision to Switch Off Street Lights. | 39 - 46 |
| 13 | Notice of Motion - Unity Over Division Charter. | 47 - 52 |
| 14 | Strategic Equality Plan, Objectives and Actions 2020-2024. | 53 - 116 |
| 15 | Number of Scrutiny Committees. | 117 - 128 |
| 16 | Decision Taken by the Chief Executive During the Pandemic. | 129 - 134 |
| 17 | Gwent Contact Tracing Service. | |

- 18 Caerphilly Homes Innovative Development Proposal - Llanfabon Drive, Trethomas, The Crescent, Trecenydd and Oakdale Comprehensive School.

Circulation:

All Members And Appropriate Officers

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SPECIAL COUNCIL

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON THURSDAY, 20TH FEBRUARY 2020 AT 5.30PM

PRESENT:

Councillor J. Simmonds - Mayor
Councillor C. Andrews - Deputy Mayor

Councillors:

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

Together with:-

C. Harray (Interim Chief Executive), M.S. Williams (Interim Corporate Director of Communities), S. Harris (Interim Head of Business Improvement Services & Acting S151 Officer), R. Tranter (Head of Legal Services and Monitoring Officer), A. Southcombe (Finance Manager - Corporate Finance), R. Kyte (Head of Regeneration and Planning), D. Lucas (Team Leader, Strategic Planning), L. Lane (Head of Democratic Services and Deputy Monitoring Officer) and R. Barrett (Committee Services Officer)

1. WEB-CASTING FILMING AND VOTING ARRANGEMENTS

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

2. LEADER'S ANNOUNCEMENT

The Leader referred to a question submitted by Councillor K. Etheridge to Council on 21st January 2020 under Rule of Procedure 10(2) and the response given at that meeting. The Leader apologised to Councillor Etheridge and the Independent Group for a comment made in the course of her response, which had not been received in the way intended, and hoped that a line could now be drawn under the matter.

Councillor Etheridge thanked the Leader for her apology which he accepted on behalf of himself and the Independent Group, and stated that he would now like to move on and work together for the good of the people in the county borough.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A.P. Angel, W. David, K. Dawson, C. Elsbury, Mrs C. Forehead, Miss E. Forehead, J.E. Fussell, Mrs B.A. Jones, G. Kirby, Mrs A. Leonard, Ms P. Leonard, B. Miles, Mrs D. Price and A. Whitcombe.

4. DECLARATIONS OF INTEREST

There were no declarations received at the commencement of the meeting. During the course of the debate on Agenda Item 8 (Budget Proposals for 2020/21 and Medium-Term Financial Outlook), declarations of interest were received from Councillors S. Skivens, C.P. Mann, D.T. Davies, D. Havard, C. Gordon, A.G. Higgs and P.J. Bevan. Details are minuted with the respective item.

5. ANNOUNCEMENT - RECENT FLOODING EVENTS

The Interim Chief Executive referred to the unprecedented scale of disruption caused by the two recent storms across the country and the exemplary work carried out by Council staff around the clock in atrocious conditions to support the victims of flooding.

Members were reminded of the extensive damage caused by the adverse weather conditions and the scale of the clean-up operation by Council staff. The Interim Chief Executive cited the work of Council staff as an excellent example of Team Caerphilly in action and stated how proud she was to lead such a dedicated team of staff. With the approval of Council, the relevant teams would be invited to the next full meeting of Council on 3rd March 2020 in order for their efforts to be formally recognised.

The Leader of Council echoed the thanks of the Interim Chief Executive and announced that a special package of support would be put in place by the Council to help those residents and businesses affected by the flooding. £250,000 has been set aside to support those properties directly affected by Storm Dennis, comprising a £500 payment for eligible homes and £1000 for eligible businesses. The Council is also offering a free collection service to assist in the disposal of items damaged by the flood water, and is signposting residents to other existing schemes of support available, such as Welsh Government's Discretionary Assistance Fund. The Leader acknowledged that there may be some affected properties that the Council is unaware of, and urged those particular individuals to contact the Council as soon as possible.

Members welcomed the package of assistance being put in place by the Council and placed on record their thanks to all Officers involved in supporting the victims of flooding, together with the many volunteers helping with the clear-up operation in local communities affected by the storms.

In response to Members' questions on the support being made available, it was confirmed that the Council would contact all known cases of flooding in order to initiate the process for financial assistance, and that any local sports or rugby clubs affected by the flooding should also contact the Council to see what assistance can be offered. A Member also asked if street lighting settings could be adjusted during severe weather events to improve night-time visibility in dangerous situations. The Interim Chief Executive confirmed that this suggestion

could be examined, but emphasised the logistical challenges around actioning this type of request, particularly when taking into account the red weather warning received at short notice and limited timeframe when mobilising operations for Storm Dennis.

Another Member questioned if the recent events could be classed as unprecedented, and asked if the recommendations in the 2008 Pitt Review of flood risk management were being met by the Council in their operational response. The Interim Chief Executive confirmed that she would re-examine the recommendations following the meeting but gave assurances that the Council had responded to the flooding incidents in full accordance with both statutory requirements and the Council's emergency planning requirements and reminded Members that it was the scale and impact of the storms that were of an unprecedented nature.

A Member also asked for Council to recognise the work of the South Wales Fire and Rescue Service for their professionalism in dealing with an unprecedented number of calls during the recent storms.

REPORTS OF OFFICERS

Consideration was given to the following reports.

6. CAERPHILLY COUNTY BOROUGH COUNCIL RESPONSE TO THE LOCAL GOVERNMENT AND ELECTIONS (WALES) BILL 2019

Consideration was given to the report, which sought Council approval of the proposed Caerphilly County Borough Council response to the Local Government and Elections (Wales) Bill 2019.

Council were advised that the Bill is currently at Stage 1 in its progress through Welsh Government and is the culmination of several years of consultation on the structure and function of local government in Wales. Many of the provisions in the Bill have previously been consulted upon and Council has provided its views through previous responses to Welsh Government. This Bill consolidates a number of previous proposals and introduces some new provisions.

The proposed response appended to the report reflects previous views expressed by this Council and includes a view on the new provisions. Most notably these concern the proposal to create mandatory Corporate Joint Committees for certain functions, and changes to the performance management regime for local government. Group Leaders have been consulted upon the proposed response and their comments incorporated in the report. Where the views of Group Leaders diverge from the proposed response, notably in the case of the choice of voting system, this was explained in the body of the report.

During the course of the debate, discussion took place on the provision in the Bill to allow Council employees to stand for election, and mixed opinions were expressed over the current position whereby an employee has to resign from their job before they announce their candidacy. It was noted that although differing Group views were set out in the report, the Council's proposed response was to disagree with this aspect of the Bill in order to avoid any compromise to both the Authority and the employee.

It was moved and seconded that the recommendation in the report be approved. By way of the electronic voting system (and in noting there were 3 against) this was agreed by the majority present.

RESOLVED that for the reasons contained in the report, the Council's response to

the Local Government and Elections (Wales) Bill 2019 as set out in Appendix 1 of the report be endorsed and provided to the Welsh Government Equality, Local Government and Communities Committee.

7. CAERPHILLY COUNTY BOROUGH LOCAL DEVELOPMENT PLAN UP TO 2021 – REVIEW REPORT

Consideration was given to the report, which sought Council approval to commence consultation on the Draft Caerphilly County Borough Local Development Plan up to 2021 Review Report for 3 weeks starting Monday 24th February 2020 and concluding Monday 16th March 2020.

Members were reminded that Council at its meeting on 23rd October 2019 resolved to commence a full revision of the Caerphilly County Borough Local Development Plan up to 2021 (LDP). The Council is required to prepare a Review Report that must subsequently be submitted to Welsh Government, and is a factual document that sets out the reasons for reviewing the LDP and what issues will need to be considered as part of the review process. It is recommended that the Council should consult with specific and general consultation bodies to maximise the robustness of the Review Report and its conclusions, and it was therefore proposed to publish the Draft Review Report for a 3-week period of consultation from 24th February 2020 to 16th March 2020.

During the course of the ensuing debate, Members expressed concerns regarding the potential for flooding across certain sites identified for development in the LDP, and Officers explained that as part of the LDP review, the Council will be required to undertake a Strategic Environmental Assessment and Strategic Flood Consequence Assessment in respect of the proposals in the LDP. Moving forward there will be a stronger emphasis in WG policy on flooding matters, also taking into account surface water drainage. WG have also recently consulted on amendments to the Technical Advice Note which provides detailed advice on how to consider flooding issues in developments, and the Council is currently awaiting news of the recommended changes.

Reference was made to the lack of housing delivery across the county borough, together with affordable housing targets not being met by developers, and it was noted that the Annual Monitoring Report presented to Council recognises both of these issues. Officers explained that these problems are partly due to affordable housing in terms of planned delivery being tied into market housing which is negotiated as part of that settlement and has not come forward as anticipated. These difficulties are also outlined in the Review Report and will be addressed as part of the LDP review. It was explained that when setting affordable housing targets, the Council has regard for the viability of development and the evidence of need as defined by the Local Housing Market Assessment. Moving forward, the Council will carry out work on the viability element and will become more stringent on the deliverability of each site, which may lead to targets being lower than those in the current LDP.

Clarification was sought on the criteria for affordable homes and if the Council has this in place to offer affordability to its residents. Officers outlined the definition of affordable homes and explained that in planning terms, this generally means social housing (those homes developed by the Council or by a registered social landlord) and that affordable homes on the private market do not fall under this definition and is therefore a separate matter. However, other avenues exist (such as low-cost home ownership schemes) that seek to address the issue of affordability across the private market.

Members expressed the need for more development to the north of the county borough in order to increase employment levels and create more affordable homes, and asked how this could be achieved. Officers explained that not all sites across the Heads of the Valley

identified in the LDP have come forward for development, which is in the main due to house values and viability. Moving forward the Council will have due regard to viability and deliverability and will take advantage of the new funding avenues being made available, which may lead to sites in less viable areas becoming available for development.

Council were also reminded that strategies for improving employment and business development opportunities are set out in the draft Heads of The Valley Masterplan currently out for consultation. The Council is working closely with local businesses through the work being carried on the Masterplan, together with WG and the Valleys Task Force to develop targeted intervention along the A465 corridor. Council were asked to note that although the LDP recognises the need to identify land for employment, it is limited in this regard as it only identifies the land for use and not the subsequent development of that land.

In response to a query on the value and benefits of the Masterplans, it was explained that the existing Masterplans are already enabling major funding opportunities, and that these documents, which are of significant strategic importance, underline the Council's commitment to the regeneration of the area and enhancing employment and business opportunities across the county borough.

It was moved and seconded that the recommendations in the report be approved. By way of the electronic voting system (and in noting there was 1 against) this was agreed by the majority present.

RESOLVED that for the reasons contained in the report:-

- (i) the Draft Review Report as set out at Appendix 1 be agreed for consultation;
- (ii) the Review Report be published for a 3-week consultation period commencing 24th February 2020 and concluding on 16th March 2020.

8. CAERPHILLY HOMES - #BUILDING TOGETHER

Consideration was given to the report, which outlined the Council's vision to build new homes and increase housing supply in the county borough following the completion of the Welsh Housing Quality Standard (WHQS) in 2020.

It was noted that the report had been presented to the Housing and Regeneration Scrutiny Committee on 26th November 2019, Cabinet on 15th January 2020 and the Caerphilly Homes Task Group on 16th January 2020. The Scrutiny Committee unanimously supported the report and the majority of the report recommendations were subsequently approved by Cabinet under executive powers. The report therefore sought Council's approval on two recommendations in relation to the use of previous borrowing and a proposal for further borrowing totalling £14m.

Members were advised that the WHQS programme is currently on track to be completed by June 2020 and current projections suggests that Caerphilly will borrow a total of £45m, which leaves borrowing headroom of £16m from the £61m originally agreed by Council. Moving forward, the Council's objective is to deliver on ambitious long-term investment plans to build and acquire a new generation of homes that meet a growing local need for new social and affordable housing, together with delivering services for residents and delivering on Welsh Government's decarbonisation agenda.

During the course of the ensuing debate a Member asked how much had been spent on the WHQS programme to date and queried if the right procurement strategy had been put in place to deliver the programme, given the amount of overspend over the duration of the

project when compared to the original cost estimate. The Corporate Director for Social Services and Housing confirmed that total projected spend is now in the region of £260m, which is an increase on the estimate of £200m at the commencement of the programme in 2011. It was emphasised however that the estimate was based on the position at that time, and Members were reminded of the scale of the WHQS programme and of the many complex challenges that the Council has encountered during the delivery of the scheme, including changes to the organisations and private companies contracted to deliver the scheme of works. However, it was explained that this overspend has resulted in the WHQS scheme coming to fruition and has seen the delivery of an improved quality of housing across the county borough.

A Member expressed concern regarding the level of unused borrowing and asked if all WHQS works across properties had been fully carried out. Officers gave assurances that all properties identified as requiring WHQS works have been brought up to standard wherever possible, and that any unfinished properties are as a result of the Council being unable to gain access to carry out the works. All Members were urged to contact the Council if they are aware of any properties where the works have not been carried out.

A Member asked how much funding remains in WHQS budget and if it would be more conducive to utilise reserves for any further funding required, rather than undertake further borrowing. Officers confirmed that there is currently an underspend in the region of £16m, and that the further £14m to be borrowed will create a budget of £30m which will allow the Council to meet the aims and objectives of its *#BuildingTogether* strategy. With regards to the use of reserves, it was explained that the WHQS is linked to the HRA which is a ring-fenced account and therefore general fund balances cannot be used to fund any reserves in the HRA.

Queries were received regarding an update on works at the former Cwm Ifor Primary School site, and the value of the Council's housing stock. It was confirmed that arrangements would be made to provide this information to Members following the meeting. Members were also asked to note that whilst there is a financial value attached to housing stock, these properties also provide a number of other benefits, including good quality of living for its residents and the opportunities to use housing for regeneration

A Member suggested that a cross-party group be set up to look at the outturn of the WHQS programme, including the problems encountered during the delivery of the process. The Interim Chief Executive emphasised that lessons had been learned throughout the length of the programme and explained that Officers are already looking to carry out evaluation works through engagement with Members and the Caerphilly Homes Task Group. Members were asked to bear with Officers whilst this task is undertaken so that proposals can be prepared in this regard.

It was moved and seconded that the recommendations in the Officer's covering report be approved. By way of the electronic voting system (and in noting there were 2 against with 3 abstentions) this was agreed by the majority present.

RESOLVED that for the reasons contained in the report:-

- (i) any unused borrowing from the £61m originally earmarked for WHQS be transferred to support the delivery of the new build programme;
- (ii) further borrowing of £14m be agreed to kick start the new build programme and other proposals contained in the report.

9. TREASURY MANAGEMENT ANNUAL STRATEGY, CAPITAL FINANCE PRUDENTIAL INDICATORS AND MINIMUM REVENUE PROVISION POLICY FOR 2020/2021

Consideration was given to the report, which detailed the Council's Annual Strategy for Treasury Management, Capital Finance Prudential Indicators and the Minimum Revenue Policy Provision for 2020/2021. It was noted that the report had been presented to the Policy and Resources Scrutiny Committee on 14th January 2020, where the recommendations were supported by the majority of the Committee, and their views set out in the Officer's covering report.

Council were asked to approve the recommendations set out in the report, subject to an amendment set out at Section 1.6 of the covering report which detailed an amendment required to Appendix 6 in respect of the net revenue stream within the Total General Fund. This is due to the proposed increase in the Council Tax for 2020/21 now being reduced to 4.70%.

Members expressed their support for the proposals and particularly welcomed the proposed £20m investment in long-term Strategic Pool Funds as a positive step for the Council. Reference was made to the position in respect of the PFI projects and it was explained that the Council is continuing to work with Local Partnerships and is currently looking at all options in respect of the arrangements for the PFI contracts for the two schools. It is currently anticipated that a draft business case will be prepared for Members' consideration by April 2020.

Following due debate, it was moved and seconded that subject to the amendment to Appendix 6 as set out in Section 1.6 of the Officer's covering report, the recommendations in the report be approved. By way of the electronic voting system this was unanimously agreed.

RESOLVED that:-

- (i) the Annual Strategy for Treasury Management 2020/21 be approved;
- (ii) the strategy be reviewed quarterly within the Treasury Management monitoring reports presented to the Policy and Resources Scrutiny Committee, and any changes recommended be referred to Cabinet, in the first instance, and to Council for a decision. The Authority will also prepare a half-yearly report on Treasury Management activities;
- (iii) the Prudential Indicators for Treasury Management for the financial years 2020/21 to 2022/23 as outlined in Appendix 5 of the report be approved;
- (iv) the Prudential Indicators for Capital Financing for the financial years 2020/21 to 2022/23 as outlined in the amended Appendix 6 set out in the Officer's covering report, together with Appendix 7 of the report, based on the indicative capital programme, be approved;
- (v) the Minimum Revenue Provision Policy for 2020/21 as set out in Appendix 8 of the report be adopted;
- (vi) The continuation of the 2019/20 investment strategy and the lending to financial institutions and Corporates in accordance with the minimum credit rating criteria disclosed within the report be approved;
- (vii) the Authority borrows £32.3m for the General Fund to support the 2020/21 capital programme and £52.0m for the HRA WHQS and Affordable Homes programme;

- (viii) the Authority continues to adopt the investment grade scale as a minimum credit rating criteria as a means to assess the credit worthiness of suitable counterparties when placing investments;
- (ix) the Authority adopts the monetary and investment duration limits as set out in Appendix 3 of the report;
- (x) the Authority invests a minimum of £20m into long-term Strategic Pool Funds as set out in Appendix 9 of the report, with the aim of generating additional investment income of £718k.

10. CAPITAL STRATEGY REPORT 2020/2021

Consideration was given to the report, which outlined the Capital Strategy Report for 2020/21 in accordance with the Prudential Code that was introduced by the Local Government Act 2003 and sought Council approval on its contents. It was noted that the report had been submitted to the Policy and Resources Scrutiny Committee as an information item on 9th January 2020, with the Committee invited to make any comments on the report directly to the Author prior to its presentation to Council. No comments were subsequently received on the contents of the report.

Council were asked to note that paragraph 5.2.5 of the report set out details of the Council's core Capital Programme for the three-year period 2020/21 to 2022/23. In addition to this, at its meeting on 29th January 2020, Cabinet approved a proposal to earmark an additional £24.543m of reserves to boost the Capital Programme by investing in the Council's 'place shaping' agenda.

Furthermore, Members were asked to note that the 2020/21 Budget Proposals Report being considered separately by Council later in the meeting included recommendations to set aside further sums totalling £4.048m to support the 'place shaping' agenda. This would bring the total available funding to £28.591m, and proposals setting out how this funding will be used will be the subject of a further report during the spring which will involve detailed engagement with Members.

It was moved and seconded that the recommendation in the report be approved. By way of the electronic voting system (and in noting there were 2 abstentions) this was agreed by the majority present.

RESOLVED that the Annual Capital Strategy Report 2020/2021 as set out at Appendix 1 be approved.

11. BUDGET PROPOSALS FOR 2020/21 AND MEDIUM-TERM FINANCIAL OUTLOOK

During the course of debate on this item in relation to voluntary sector proposals, declarations of interest were received from Councillors S. Skivens, C.P. Mann, D.T. Davies, D. Havard, C. Gordon, A.G. Higgs and P.J. Bevan. Details are minuted at the point of debate.

Consideration was given to the report, which had been supported by Cabinet at its meeting on 12th February 2020, and sought Council's endorsement of the budget proposals for 2020/21. The report also provided a brief update on the medium-term financial outlook.

Council were provided with an overview of the key features of the report, which set out details of updated 2020/21 budget proposals reflecting the favourable Financial Settlement announced by Welsh Government on 16th December 2019 and feedback from the budget

consultation process. Members noted the positive changes that had been made to the final set of budget proposals, including the reduction in the proposed Council Tax increase from 6.95% to 4.7% which will allow the Council to deliver a balanced budget, a £0.5m budget allocation for environmental improvements across key sites, £4m earmarked for a number of exciting schemes as part of the Council's 'place-shaping agenda', protection of school and social care budgets, the removal of the budget for the Deputy Chief Executive post, and a reduction in proposed savings from £8.485m to £3.047m.

Members were advised that a number of draft savings proposals had been withdrawn or deferred following the recent public consultation process and favourable Settlement, including proposed savings relating to school budgets, school crossing patrols, CCTV, school meals prices and highways maintenance, and residents were thanked for their help in shaping the budget proposals. Reference was made to the proposal to reduce the planned Council Tax increase to a lower rate of 4.7%, and it was highlighted to Members that Caerphilly residents are paying significantly less Council Tax compared to neighbouring local authorities. In addition, a third of properties are in Band B and over 10,000 properties across the county borough are exempted from paying Council Tax.

It was emphasised that the updated proposals demonstrate how the Council have responded positively to the consultation process and are listening to their residents. Council were reminded of the challenges that still lay ahead and were advised that savings will continue to be made in advance wherever possible, particularly in areas where there is no impact to public services.

It was moved and seconded that the recommendations in the report be approved, subject to an amendment to defer savings proposal B06 for the proposed closure of Ynys Hywel Farm (£40k) pending a service review, which would see savings in advance being reduced by £40k, and therefore the contribution to capital earmarked reserves being reduced by the same amount.

Members expressed their thanks to all staff involved in the preparation of the detailed report and for their contributions towards the budget setting process.

During the course of the ensuing debate, Members welcomed the deferral of many of the draft savings proposals but expressed concerns surrounding the proposed cuts to the Voluntary Sector budget, the impact to residents of a rise in Council Tax rates, and uncertainty around the future of savings proposals that had been withdrawn pending service reviews.

Concerns were specifically expressed regarding the impact of the proposed service review of the voluntary sector budget, and an amendment to the report recommendations was moved and seconded, in that this review not proceed and that the £80k reduction to the Voluntary Sector budget be removed from the list of savings proposals.

Debate took place on the amendment and Members were advised that the review is being carried out in order to provide clarity on matters such as the funding mechanisms and Service Level Agreements between the Council and voluntary sector organisations. It was further explained that it would be remiss of the Council under their fiscal responsibilities not to carry out a review of how this funding is distributed. Officers also responded to a query in respect of funding for Caerphilly MIND, and confirmed that this organisation has received funding from Caerphilly Council in the past, and currently receives funding from the Gwent Regional Partnership Board.

In view of the proposed amendment, several Members sought advice on whether or not they were required to declare an interest as a result of their connections with the voluntary sector. The Monitoring Officer confirmed that declarations would apply in respect of those

organisations who would be affected by the amendment, but would be classed as a personal and non-prejudicial interest. On this basis, the following declarations were received:

Councillor S. Skivens declared a personal interest as a trustee of Caerphilly Citizens Advice Bureau.

Councillor C.P. Mann declared a personal interest as a trustee of Caerphilly and Blaenau Citizens Advice Bureau, and trustee of Groundwork Caerffili/Wales.

Councillor D.T. Davies declared a personal interest as a trustee of Citizens Advice Bureau.

Councillor D. Havard declared a personal interest as a trustee (Director) of Groundwork Wales and a trustee (Director) of Monmouthshire Farms Trust.

Councillor C. Gordon declared a personal interest as a board member of Citizens Advice Bureau.

Councillor A.G. Higgs declared a personal interest as a CCBC representative on GAVO committees.

Councillor P.J. Bevan declared a personal interest as a trustee of Right From The Start.

As the interests were personal only, all Members who had declared an interest remained in the Chamber during consideration of the amendment and were able to vote.

The vote was then taken on the amendment and by way of the electronic voting system (and in noting there were 17 for, 36 against and 2 abstentions) was declared lost.

Debate took place on the substantive motion and in citing examples, a Member expressed concerns regarding the impact on staffing levels and service delivery arising from vacancy management and unfilled posts. It was explained that there are valid reasons for staffing levels in certain departments and the Interim Chief Executive offered to discuss the specifics with the Member following the meeting. It was acknowledged that the Council's 'salami slicing' approach towards austerity measures cannot be sustained and as part of the new Team Caerphilly Transformation Strategy, work will be undertaken with Members and the public to establish what service standards can be delivered with the resources that are available, and also how other agencies such as the voluntary sector may be able to offer support in this regard.

A Member queried if any of the consultation responses had suggested the reversal of part-night street lighting measures, and was advised that no specific responses had been received, although some concerns from residents had been raised over the new measures. In general, the decision taken in 2018 has been supported by residents, and the benefits were now being realised in terms of carbon savings and supporting the Council's commitment towards tackling the climate emergency. It was also confirmed that 239 responses to the budget proposals had been received through online surveys, with further representations made through social media, viewpoint panels and drop in sessions. It was noted that further details were set out in the budget consultation summary document appended to the main report.

A Member asked how much residents pay for Band B council tax in comparison to neighbouring authorities. Officers confirmed that for the current year, CCBC properties in Band B are paying £879.83 compared to £1281.47 for Blaenau Gwent and £1236.94 for Merthyr Tydfil. Although these are some of the higher comparisons, it was emphasised that overall, Caerphilly Council remains in the lowest quartile for Wales across all bandings, which will still be the case with the proposed increase.

A Member referred to the consultation process on the original draft proposals and suggested that the variance between the draft and final budget proposals had created revenue gains in the region of £3.5m, and that this could create scope to further reduce the level of Council Tax increase to 3%. In addition, the Member referred to the level of Council Tax revenue earmarked for pension liabilities and suggested that such costs could escalate in future years. The Member also asked if it would be possible to retain the £3.8m of revenue earmarked for transfer into the capital fund and utilise the underspend in the capital fund to clear existing projects and act as a reset of the capital fund programme.

The Interim Head of Business Improvement Services & Acting Section 151 Officer responded to the queries and explained that not making the revenue contribution to capital would be feasible for one year only but that this would then require further savings to be found from 2021/22 onwards.

In relation to the query around the pension fund, Council were reminded that there has been ongoing significant dialogue around this item, with the Audit Committee also receiving a presentation on this matter from the Pension Fund Actuary in January 2020. At that meeting, the Actuary gave a clear presentation to set the scene, explaining that the pension deficit calculated by the Actuary had reduced in recent years due to better returns on investments, and the Audit Committee were given assurances that matters are under control. Council were asked to note that due to the current situation and good returns on investments, the Actuary report has recommended that the Council can freeze any increase in contributions for two years.

In terms of the Member's reference to capital programme underspend, Council were reminded that a capital budget monitoring report had been prepared for the Policy and Resources Scrutiny Committee in January 2020 which showed a projected carry forward figure of £54m. However, it was explained that this funding is already committed to ongoing schemes or has been set aside for specific areas, including Capital Earmarked Reserves, the Housing Revenue Account, the Education Maintenance Grant and the 21st Century Schools Band B programme.

Following due debate, a further amendment to the report recommendations was then moved and seconded, in that the level of Council Tax increase be reduced to 3.5%, which would leave a budget deficit in the region of £600k. After further discussion surrounding the motion, the vote was taken on the amendment and by way of the electronic voting system (and in noting there were 13 for and 34 against) was declared lost.

Having already moved and seconded that the recommendations in the report be approved (and incorporating the amendment in respect of Ynys Hywel), voting then took place on the substantive motion. By way of the electronic voting system (and in noting there were 11 against with 2 abstentions) this was agreed by the majority present.

RESOLVED that:-

- (i) the Revenue Budget proposals for 2020/21 of £356.130m as detailed throughout the report and summarised in Appendix 1 be approved;
- (ii) the proposed savings for 2020/21 totalling £3.007m (the revised figure which takes into account the removal of savings proposal B06 in relation to Ynys Hywel pending service review) as set out in paragraph 5.4.3. and Appendix 2 of the report be approved;
- (iii) the proposal to allocate £500k from savings in advance to Environmental Projects as set out in paragraph 5.4.7 and 5.4.8 of the report be approved;

- (iv) the proposal to allocate the balance of £1.431m (the revised figure which takes into account the removal of savings proposal B06 in relation to Ynys Hywel pending service review) from savings in advance to Capital Earmarked Reserves pending the preparation of a report in the spring setting out details of capital investments to support the Council's 'place shaping' agenda (paragraph 5.4.7 of the report) be approved;
- (v) the recommendation of the Acting Section 151 Officer to maintain the General Fund balance at 3% of the 2020/21 Net Revenue Budget i.e. £10.684m (paragraph 5.5.5 of the report) be approved;
- (vi) the proposal to allocate the projected surplus General Fund balance of £2.577m to Capital Earmarked Reserves to support investments in the 'place shaping' agenda (paragraph 5.5.5 of the report) be approved;
- (vii) the proposed Capital Programme for the period 2020/21 to 2022/23 as set out in Appendix 4 of the report be approved;
- (viii) the proposal to increase Council Tax by 4.7% for the 2020/21 financial year to ensure that a balanced budget is achieved (Council Tax Band D being set at £1,184.38) be approved;
- (ix) the updated position on the medium-term financial outlook be noted.

12. COUNCIL TAX SETTING RESOLUTION 2020/21

Consideration was given to the report which provided details of the Authority's Council Tax for the 2020/21 financial year, prior to passing the necessary statutory resolutions.

It was moved and seconded that the resolutions contained in the Officer's report be approved and by way of the electronic voting system (and in noting there were 8 against with 3 abstentions) this was agreed by the majority present.

RESOLVED: -

1. That it be noted that at its meeting on the 11th December 2019 the Cabinet calculated the following amounts for the year 2020/2021 in accordance with regulations made under Section 33(5) of The Local Government Finance Act 1992 and powers granted under The Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Amendment) (Wales) Regulations 2007 (as amended).
 - (a) **60,549.25** Being the amount calculated by the Cabinet, in accordance with Regulation (3) of The Local Authorities (Calculation of Council Tax Base) (Wales) Regulations 1995 (as amended), as its council tax base for the year.
 - (b) **Part of Council's Area:**

| | <u>Tax Base</u> |
|----------------------------|------------------------------|
| | <u>No. of D Band</u> |
| | <u>Equivalent Properties</u> |
| Aber Valley | 2,010.87 |
| Argoed | 852.64 |
| Bargoed | 3,638.83 |
| Bedwas, Trethomas & Machen | 3,823.98 |
| Blackwood | 2,955.96 |
| Caerphilly | 6,266.13 |
| Darren Valley | 713.87 |
| Draethen, Waterloo & Rudry | 616.61 |
| Gelligaer | 6,302.86 |

| | <u>Tax Base</u> |
|---------------------------------|------------------------------|
| | <u>No. of D Band</u> |
| | <u>Equivalent Properties</u> |
| Llanbradach & Pwllypant | 1,491.09 |
| Maesycwmmmer | 859.50 |
| Nelson | 1,596.35 |
| New Tredegar | 1,352.33 |
| Penyrheol, Trecenydd & Energlyn | 4,443.12 |
| Rhymney | 2,552.37 |
| Risca East | 2,050.54 |
| Risca West | 1,817.32 |
| Van | 1,648.91 |
| Remainder | <u>15,555.97</u> |
| Total | <u>60,549.25</u> |

being the amounts calculated by the cabinet, in accordance with regulation 6 of the Regulations, as the amounts of its council tax base for the year for dwellings in those parts of its area to which one or more special items relate.

2. *That the following amounts be now calculated by the Council for the year 2020/2021 in accordance with Sections 32 to 36 of the Local Government and Finance Act 1992:-*

- (a) £356,976,243 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (d) of the Act;*
- (b) £1,050,000 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3) (a) to (c) of the Act;*
- (c) £355,926,243 being the amount by which the aggregate at (2)(a) above exceeds the aggregate at (2)(b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year;*
- (d) £283,367,180 being the aggregate of the sums which the Council estimates will be payable for the year into its council fund in respect of redistributed non-domestic rates, revenue support grant, an authority's council tax reduction scheme or additional grant;*

- (e) **£1,198.35** *being the amount at (2)(c) above less the amount at (2)(d) above, all be divided by the amount at (1)(a) above, calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its council tax for the year;*
- (f) **£845,742** *being the aggregate amount of all special items referred to in section 34(1) of the Act;*
- (g) **£1,184.38** *being the amount at (2)(e) above less the result given by dividing the amount at (2)(f) above by the amount at (1)(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates;*

| (h) Part of the Council's Area | Total County Borough & Community Council Band D | | |
|---------------------------------|---|--------------------------|-------------|
| | Local Precept £ | County Borough Levy £ | Charge £ |
| Aber Valley | 19.89 | 1,184.38 | 1,204.27 |
| Argoed | 15.00 | 1,184.38 | 1,199.38 |
| Bargoed | 24.98 | 1,184.38 | 1,209.36 |
| Bedwas, Trethomas & Machen | 24.12 | 1,184.38 | 1,208.50 |
| Blackwood | 20.00 | 1,184.38 | 1,204.38 |
| Caerphilly | 15.50 | 1,184.38 | 1,199.88 |
| Darren Valley | 18.18 | 1,184.38 | 1,202.56 |
| Draethen, Waterloo & Rudry | 24.33 | 1,184.38 | 1,208.71 |
| Gelligaer | 20.51 | 1,184.38 | 1,204.89 |
| Llanbradach & Pwllypant | 22.55 | 1,184.38 | 1,206.93 |
| Maesycwmmmer | 21.29 | 1,184.38 | 1,205.67 |
| Nelson | 18.18 | 1,184.38 | 1,202.56 |
| New Tredegar | 12.51 | 1,184.38 | 1,196.89 |
| Penyrheol, Trecenydd & Energlyn | 14.22 | 1,184.38 | 1,198.60 |
| Rhymney | 13.71 | 1,184.38 | 1,198.09 |
| Risca East | 12.00 | 1,184.38 | 1,196.38 |
| Risca West | 26.50 | 1,184.38 | 1,210.88 |
| Van | 16.68 | 1,184.38 | 1,201.06 |
| Remainder | 0.00 | 1,184.38 | 1,184.38 |

being the amounts given by adding to the amount at (2)(g) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at (1)(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts, of its council tax for the year for dwellings in those parts of its area to which one or more special items relate;

(i)

| Valuation Bands | A | B | C | D | E | F | G | H | I |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| County Borough Council | 789.59 | 921.18 | 1,052.78 | 1,184.38 | 1,447.58 | 1,710.77 | 1,973.97 | 2,368.76 | 2,763.55 |
| Community Councils | | | | | | | | | |
| Aber Valley | 13.26 | 15.47 | 17.68 | 19.89 | 24.31 | 28.73 | 33.15 | 39.78 | 46.41 |
| Argoed | 10.00 | 11.67 | 13.33 | 15.00 | 18.33 | 21.67 | 25.00 | 30.00 | 35.00 |
| Bargoed | 16.65 | 19.43 | 22.20 | 24.98 | 30.53 | 36.08 | 41.63 | 49.96 | 58.29 |
| Bedwas, Trethomas & Machen | 16.08 | 18.76 | 21.44 | 24.12 | 29.48 | 34.84 | 40.20 | 48.24 | 56.28 |
| Blackwood | 13.33 | 15.56 | 17.78 | 20.00 | 24.44 | 28.89 | 33.33 | 40.00 | 46.67 |
| Caerphilly | 10.33 | 12.06 | 13.78 | 15.50 | 18.94 | 22.39 | 25.83 | 31.00 | 36.17 |
| Darren Valley | 12.12 | 14.14 | 16.16 | 18.18 | 22.22 | 26.26 | 30.30 | 36.36 | 42.42 |
| Draethen, Waterloo & Rudry | 16.22 | 18.92 | 21.63 | 24.33 | 29.74 | 35.14 | 40.55 | 48.66 | 56.77 |
| Gelligaer | 13.67 | 15.95 | 18.23 | 20.51 | 25.07 | 29.63 | 34.18 | 41.02 | 47.86 |
| Llanbradach & Pwllypant | 15.03 | 17.54 | 20.04 | 22.55 | 27.56 | 32.57 | 37.58 | 45.10 | 52.62 |
| Maesycwmmmer | 14.19 | 16.56 | 18.92 | 21.29 | 26.02 | 30.75 | 35.48 | 42.58 | 49.68 |
| Nelson | 12.12 | 14.14 | 16.16 | 18.18 | 22.22 | 26.26 | 30.30 | 36.36 | 42.42 |
| New Tredegar | 8.34 | 9.73 | 11.12 | 12.51 | 15.29 | 18.07 | 20.85 | 25.02 | 29.19 |
| Penyrheol, Trecenydd & Energlyn | 9.48 | 11.06 | 12.64 | 14.22 | 17.38 | 20.54 | 23.70 | 28.44 | 33.18 |
| Rhymney | 9.14 | 10.66 | 12.19 | 13.71 | 16.76 | 19.80 | 22.85 | 27.42 | 31.99 |
| Risca East | 8.00 | 9.33 | 10.67 | 12.00 | 14.67 | 17.33 | 20.00 | 24.00 | 28.00 |
| Risca West | 17.67 | 20.61 | 23.56 | 26.50 | 32.39 | 38.28 | 44.17 | 53.00 | 61.83 |
| Van | 11.12 | 12.97 | 14.83 | 16.68 | 20.39 | 24.09 | 27.80 | 33.36 | 38.92 |
| Remainder | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| Valuation Bands | A | B | C | D | E | F | G | H | I |
|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| Totals For Community Council Areas | | | | | | | | | |
| Aber Valley | 802.85 | 936.65 | 1,070.46 | 1,204.27 | 1,471.89 | 1,739.50 | 2,007.12 | 2,408.54 | 2,809.96 |
| Argoed | 799.59 | 932.85 | 1,066.11 | 1,199.38 | 1,465.91 | 1,732.44 | 1,998.97 | 2,398.76 | 2,798.55 |
| Bargoed | 806.24 | 940.61 | 1,074.98 | 1,209.36 | 1,478.11 | 1,746.85 | 2,015.60 | 2,418.72 | 2,821.84 |
| Bedwas, Trethomas & Machen | 805.67 | 939.94 | 1,074.22 | 1,208.50 | 1,477.06 | 1,745.61 | 2,014.17 | 2,417.00 | 2,819.83 |
| Blackwood | 802.92 | 936.74 | 1,070.56 | 1,204.38 | 1,472.02 | 1,739.66 | 2,007.30 | 2,408.76 | 2,810.22 |
| Caerphilly | 799.92 | 933.24 | 1,066.56 | 1,199.88 | 1,466.52 | 1,733.16 | 1,999.80 | 2,399.76 | 2,799.72 |
| Darren Valley | 801.71 | 935.32 | 1,068.94 | 1,202.56 | 1,469.80 | 1,737.03 | 2,004.27 | 2,405.12 | 2,805.97 |
| Draethen, Waterloo & Rudry | 805.81 | 940.10 | 1,074.41 | 1,208.71 | 1,477.32 | 1,745.91 | 2,014.52 | 2,417.42 | 2,820.32 |
| Gelligaer | 803.26 | 937.13 | 1,071.01 | 1,204.89 | 1,472.65 | 1,740.40 | 2,008.15 | 2,409.78 | 2,811.41 |
| Llanbradach & Pwllypant | 804.62 | 938.72 | 1,072.82 | 1,206.93 | 1,475.14 | 1,743.34 | 2,011.55 | 2,413.86 | 2,816.17 |
| Maesycwmmmer | 803.78 | 937.74 | 1,071.70 | 1,205.67 | 1,473.60 | 1,741.52 | 2,009.45 | 2,411.34 | 2,813.23 |
| Nelson | 801.71 | 935.32 | 1,068.94 | 1,202.56 | 1,469.80 | 1,737.03 | 2,004.27 | 2,405.12 | 2,805.97 |
| New Tredegar | 797.93 | 930.91 | 1,063.90 | 1,196.89 | 1,462.87 | 1,728.84 | 1,994.82 | 2,393.78 | 2,792.74 |
| Penyrheol, Trecenydd & Energlyn | 799.07 | 932.24 | 1,065.42 | 1,198.60 | 1,464.96 | 1,731.31 | 1,997.67 | 2,397.20 | 2,796.73 |
| Rhymney | 798.73 | 931.84 | 1,064.97 | 1,198.09 | 1,464.34 | 1,730.57 | 1,996.82 | 2,396.18 | 2,795.54 |
| Risca East | 797.59 | 930.51 | 1,063.45 | 1,196.38 | 1,462.25 | 1,728.10 | 1,993.97 | 2,392.76 | 2,791.55 |
| Risca West | 807.26 | 941.79 | 1,076.34 | 1,210.88 | 1,479.97 | 1,749.05 | 2,018.14 | 2,421.76 | 2,825.38 |
| Van | 800.71 | 934.15 | 1,067.61 | 1,201.06 | 1,467.97 | 1,734.86 | 2,001.77 | 2,402.12 | 2,802.47 |
| Remainder | 789.59 | 921.18 | 1,052.78 | 1,184.38 | 1,447.58 | 1,710.77 | 1,973.97 | 2,368.76 | 2,763.55 |

being the amounts given by multiplying the amounts at (2)(g) and (2)(h) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in a particular

valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

3. That it be noted that for the year 2020/2021 the major precepting authority has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

| <u>Valuation Bands</u> | A | B | C | D | E | F | G | H | I |
|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| <u>Precepting Authority</u> | | | | | | | | | |
| Police and Crime Commissioner for Gwent | 181.97 | 212.30 | 242.63 | 272.96 | 333.62 | 394.28 | 454.93 | 545.92 | 636.91 |

4. That having calculated the aggregate in each case of the amounts at (2)(i) and (3) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts of Council Tax for the year 2020/2021 for each of the categories of dwellings shown below:-

| <u>Valuation Bands</u> | A | B | C | D | E | F | G | H | I |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| Aber Valley | 984.82 | 1,148.95 | 1,313.09 | 1,477.23 | 1,805.51 | 2,133.78 | 2,462.05 | 2,954.46 | 3,446.87 |
| Argoed | 981.56 | 1,145.15 | 1,308.74 | 1,472.34 | 1,799.53 | 2,126.72 | 2,453.90 | 2,944.68 | 3,435.46 |
| Bargoed | 988.21 | 1,152.91 | 1,317.61 | 1,482.32 | 1,811.73 | 2,141.13 | 2,470.53 | 2,964.64 | 3,458.75 |
| Bedwas, Trethomas & Machen | 987.64 | 1,152.24 | 1,316.85 | 1,481.46 | 1,810.68 | 2,139.89 | 2,469.10 | 2,962.92 | 3,456.74 |
| Blackwood | 984.89 | 1,149.04 | 1,313.19 | 1,477.34 | 1,805.64 | 2,133.94 | 2,462.23 | 2,954.68 | 3,447.13 |
| Caerphilly | 981.89 | 1,145.54 | 1,309.19 | 1,472.84 | 1,800.14 | 2,127.44 | 2,454.73 | 2,945.68 | 3,436.63 |
| Darren Valley | 983.68 | 1,147.62 | 1,311.57 | 1,475.52 | 1,803.42 | 2,131.31 | 2,459.20 | 2,951.04 | 3,442.88 |
| Draethen, Waterloo & Rudry | 987.78 | 1,152.40 | 1,317.04 | 1,481.67 | 1,810.94 | 2,140.19 | 2,469.45 | 2,963.34 | 3,457.23 |
| Gelligaer | 985.23 | 1,149.43 | 1,313.64 | 1,477.85 | 1,806.27 | 2,134.68 | 2,463.08 | 2,955.70 | 3,448.32 |
| Llanbradach & Pwllypant | 986.59 | 1,151.02 | 1,315.45 | 1,479.89 | 1,808.76 | 2,137.62 | 2,466.48 | 2,959.78 | 3,453.08 |
| Maesycwmmmer | 985.75 | 1,150.04 | 1,314.33 | 1,478.63 | 1,807.22 | 2,135.80 | 2,464.38 | 2,957.26 | 3,450.14 |
| Nelson | 983.68 | 1,147.62 | 1,311.57 | 1,475.52 | 1,803.42 | 2,131.31 | 2,459.20 | 2,951.04 | 3,442.88 |
| New Tredegar | 979.90 | 1,143.21 | 1,306.53 | 1,469.85 | 1,796.49 | 2,123.12 | 2,449.75 | 2,939.70 | 3,429.65 |
| Penyrheol, Treceenydd & Energlyn | 981.04 | 1,144.54 | 1,308.05 | 1,471.56 | 1,798.58 | 2,125.59 | 2,452.60 | 2,943.12 | 3,433.64 |
| Rhymney | 980.70 | 1,144.14 | 1,307.60 | 1,471.05 | 1,797.96 | 2,124.85 | 2,451.75 | 2,942.10 | 3,432.45 |
| Risca East | 979.56 | 1,142.81 | 1,306.08 | 1,469.34 | 1,795.87 | 2,122.38 | 2,448.90 | 2,938.68 | 3,428.46 |
| Risca West | 989.23 | 1,154.09 | 1,318.97 | 1,483.84 | 1,813.59 | 2,143.33 | 2,473.07 | 2,967.68 | 3,462.29 |
| Van | 982.68 | 1,146.45 | 1,310.24 | 1,474.02 | 1,801.59 | 2,129.14 | 2,456.70 | 2,948.04 | 3,439.38 |
| Remainder | 971.56 | 1,133.48 | 1,295.41 | 1,457.34 | 1,781.20 | 2,105.05 | 2,428.90 | 2,914.68 | 3,400.46 |

The meeting closed at 7.45 p.m.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 6th October 2020 they were signed by the Mayor.

MAYOR



COUNCIL

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON TUESDAY, 3RD MARCH 2020 AT 5.00PM

PRESENT:

Councillor J. Simmonds – Mayor
Councillor C. Andrews – Deputy Mayor

Councillors:

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

Together with:-

C. Harrhy (Interim Chief Executive), R. Tranter (Head of Legal Services & Monitoring Officer), D. Street (Corporate Director Social Services), R. Edmunds (Corporate Director Education and Corporate Services), M.S. Williams (Corporate Director Communities), L. Lane (Head of Democratic Services and Deputy Monitoring Officer), L. Donovan (Head of People Services), R. Kyte (Head of Regeneration and Planning), D. Lucas (Team Leader, Strategic Planning), S. Pugh (Head of Communications), C. Evans (Committee Services Officer).

WEB-CASTING FILMING AND VOTING ARRANGEMENTS

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

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A. Angel, L. Binding, K. Dawson, C. Forehead, R. Gough, D. Hardacre, D. Harse, L. Jeremiah, Mrs B. Jones, R. Saralis and M. Sargent.

2. MAYOR'S ANNOUNCEMENTS

The Mayor referred to the many events and visits that he and the Deputy Mayor have undertaken since the last meeting and referred to a recent Quiz and Curry Night event for which over £700 was raised and donated to the Mayor's Charities. Members were asked to note that following the events success, a further Quiz and Curry Night has been arranged in April.

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

It was noted that there were no petitions to be presented on this occasion.

4. PRESENTATION OF AWARDS

Storm Dennis

The Mayor invited the Interim Chief Executive to provide an update on the recent events surrounding Storm Dennis.

It was noted that, at the last meeting the Interim Chief Executive indicated that the key staff involved in the major disruption caused by the storms of the recent weeks would be invited to the meeting. The unprecedented weather events had a significant impact on many homes and businesses across the County Borough and around 250 homes and 15 business premises and many sports pitches and pavilions were severely impacted. Furthermore, it was noted that there was extensive damage done to schools, road surfaces, bridges and culverts along with several felled trees, which were safely removed, and coal tips were put under pressure and continue to be closely monitored. Members were asked to note that Social Care staff provided round the clock support to the most vulnerable residents of the borough and the switchboard and out of hours service dealt with an overwhelming volume of calls for help. It is estimated that the cost to date is close to four million pounds and this is likely to at least double as forecasts are estimated over the next few months.

The exact disruption and damage have been significant but it has been a privilege to see first-hand how staff have stepped in to support the community throughout these challenging conditions. Members were advised that colleagues from a number of service areas were in attendance, all who had played a key role in responding to the requests for help from residents, and many of them worked around the clock in atrocious conditions to make a positive difference. It was reiterated that this was an exceptional example of Team Caerphilly, and these employees are a shining example of the positive difference that can be made when working together for the good of all. The Chief Executive offered her personal thanks to those staff involved in the response to the storm devastation.

The Mayor invited the Leader, Councillor Philippa Marsden to address the meeting.

The Leader wished to thank all those involved in dealing with the response to the recent storms, their efforts are appreciated by everyone across the borough. Members were asked to give those present a well-deserved round of applause.

Members noted that the financial assistance to homes and businesses affected by the floods have been well received and Officers have been busy visiting these premises to arrange payment and offer any additional support that may be required. Flood damaged items are being removed from homes at no cost to homeowners and assistance has been offered to clear properties of elderly and vulnerable people in the worst affected areas. In addition, Members noted that support has been offered to several residents to access the Welsh Governments discretionary assistance fund, as well as offering Council Tax exemptions in appropriate cases.

The Leader highlighted that the recent storms and floods are a key indicator of the climate emergency and the urgency to commit to tackle the challenge. With this in mind, it was noted that urgent discussions are required, across all levels of government to develop a coherent and deliverable strategy to minimise the impact of future storms and flood damage. As a result, the Leader and MPs have written to the Prime Minister and the Secretary of State of Wales, as well as the First Minister to lobby for funding for the infrastructure that is required in communities.

The storms in recent weeks has tested the resilience and commitment of the workforce, who have risen to the challenge and gone that extra mile to help residents when they needed it most. The Leader offered her heartfelt gratitude to those in attendance for their support.

The Mayor invited Councillor Mann to address Council.

Councillor Mann, in echoing the comments of the Leader praised the efforts of the staff, who worked tirelessly in fast flowing flood water, in the middle of the night in order to provide help to those in need. It was noted that there were several wards affected by the floods, causing a huge disruption and loss to many and therefore it is important that lessons are learned from this experience, in particular, issues arising from drainage and infrastructure issues. It is imperative funding be sourced to tackle these issues in the future, as this was a clear sign of the changing climate. Councillor Mann wished to thank everyone involved in dealing with the recent events.

Councillor Evans wished to express his gratitude to those staff involved. It was noted that the residents of the New Tredegar ward were devastated by the floods and damage brought by Storm Dennis which has been traumatic for many people in this ward and across the borough. The work of Caerphilly County Borough Council staff, emergency services and the army has been exemplary, and both the ward members wished their gratitude noted.

Councillor Havard provided an update on the impact Storm Dennis had on the ward of Bedwas, Trethomas and Machen, which was badly hit, with flooding from the river and damage to the various rugby clubs and properties along the river. Many of the stories from residents, some having had to vacate their properties via windows due to the rising water in their properties and the damage caused by the flood has been significant, however, the response from the Council has been great, and there has not been a single complaint received from residents during this difficult time. Councillor Havard wished his gratitude to be noted for the efforts of all those involved.

The Mayor added that sterling work was undertaken in the Crosskeys ward to provide support to those in need.

The Mayor invited all those staff involved to step forward so that the Council provide their heartfelt gratitude and recognise their significant efforts in combatting the impact of Storm Dennis.

Llancaiach Fawr Manor

The Cabinet Member for Homes, Places and Tourism advised that Llancaiach Fawr Manor was awarded the “Best Visitor Attraction” at the recent South East Wales Tourism Awards Ceremony.

It was noted that Llancaiach Fawr offers visitors an immersive experience that transports them back to a day in the life of the services at the Manor during 1645. The enthusiasm and commitment of its staff are just some of the reasons for Llancaiach Fawr’s popularity with visitors of all ages.

Lesley Edwards, Assistant General Manager of Llancaiach Fawr Manor and Louise Griffith, Learning and Interpretation Manager were invited to come forward so that Council could recognise their award.

Jon Congreve – Invictus Games

The Cabinet Member for Environment and Neighbourhood Services was pleased to announce that Mr Jon Congreve, a resident of the borough, has been selected to represent Team UK at the Invictus Games in May and will be competing in archery, swimming and rowing. Mr Congreve served in the army for 22 years, leaving the service as a Staff Sergeant in the Royal Electrical Mechanical Engineers.

In readiness for the event Mr Congreve has been attending training camps delivered by Help the Heroes, and in order aid his training, Mr Congreve has been given temporary free access to the Council's leisure facilities.

It was noted that Mr Congreve competed against more than 350 military personnel and veterans for one of the 65 places available on Team UK. The rigorous selection process was based on the benefit the Invictus Games will give an individual as part of their recovery, combined with performance and commitment to training.

Mr Jon Congreve was invited to come forward so that the Council could recognise his award.

Nant y Parc Primary, Estyn Report

The Cabinet Member for Social Care and Wellbeing was pleased to announce that following its recent Estyn inspection, Nant-Y-Parc Primary School was rated excellent in all areas.

Members were asked to note that the report stated that the staff have a clear vision for the school, which focuses strongly on pupil and staff wellbeing, creative a highly effective learning organisation and that pupils talk proudly about their school and describe it as a very caring and welcoming community. It was noted that the school is fortunate to have a community that includes committed governors, highly dedicated staff, talented pupils and supportive parents, who share a passion for learning together and always strive for the best.

Members were asked to view a video which demonstrates the feeling of community by the staff and pupils.

Following the presentation of the video, Nicola Davies, Headteacher and Matthew McCabe, Deputy Headteacher were invited to come forward so that Council could recognise their excellent report.

5. DECLARATIONS OF INTEREST

Councillor M. Evans declared a personal and prejudicial interest in relation to Agenda Item No. 10 – Publication of the Pay Policy Statement 2020/2021, in that his wife is employed by the Local Authority. The Monitoring Officer advised that as the report was a statement of fact, and not specific to employees of the Local Authority and no decisions were being taken that would affect the council's staff, in the circumstances there was no reason to declare the interest.

6. MINUTES – COUNCIL – 21ST JANUARY 2020

RESOLVED that the minutes of Council on the 21st January 2020 (minute nos. 1-11) be approved as correct records and signed by the Mayor.

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

To the Leader of Council from Councillor Kevin Etheridge

To ask the Leader in regard the Sport and Active Leisure Strategy and the reference to Pontllanfraith Leisure Centre which I mentioned on 21.01.20 – Why were Elected Members not told about the Leisure Strategy proceeding to the High Court of Appeal in London on 20.02.20 when papers were submitted to Court on 03.01.20 by the Council, given that Elected Members only found out when this appeared on Social Media by the campaigners, does the Leader feel this appropriate under the Consultation and Engagement Strategy?

Response from the Leader of Council – Councillor P. Marsden

Thank you for your question, you will recall that I wrote to all Members on the 6th February to advise them that a hearing is taking place at the Court of Appeal on 20th February, I did this as there are lots of rumours and speculation circulated on social media and I want to clarify our position.

Just to reiterate we were defending an appeal that was brought by a local resident against the High Court's decision on our Sport and Active Recreation Strategy and it was not about the future of Pontllanfraith Leisure Centre. It is very timely that you have submitted your question this evening, as we have been notified today that the appeal was unsuccessful, which means that our Sports and Active Recreation Strategy has essentially been given a clean bill of health by the court.

The full costs relating to the appeal are not yet known, but it's a shame that the Council was required to use public money that has been diverted from frontline services in order to defend this case. With regards to the future of Pontllanfraith Leisure Centre, the current position remains unchanged. There are currently no immediate plans to close the centre, instead this and other facilities will be reviewed as part of our future plans, which will be developed with the input from all elected Members over the coming months. Referring back to your question, we wouldn't normally inform members about forthcoming legal proceedings as this is dealt with by officers using delegated powers, the Consultation and Engagement Strategy that you refer to in your question outlines how the Council will inform and engage with residents and other external stakeholders. Members' rights of access to information are covered within the existing constitution.

Councillor Etheridge highlighted that he was pleased that the closure of Pontllanfraith Leisure Centre has been halted, in the interest of the community and the 5,000 residents who had signed the petition. Members were asked to note the previous motion to Scrutiny Committee recommending that it is referred to Council as the decision was in question and concerns were raised around the costing exercise and therefore, Councillor Etheridge asked a supplementary question whether the Leader would now agree to give a guarantee that a vote will take place a Full Council where the Sport and Active Recreation Strategy can be considered, which would ensure positivity in driving forward Team Caerphilly within the Communities.

The Leader reiterated that the plans remain unchanged at this time in relation to the Leisure Centres across the borough with no immediate plans to make further changes. It was noted that a review will be undertaken, and Members will have an opportunity to provide an input and there will be a strong focus on Ward Member involvement and consultation, and that is all that can be committed to at this moment.

8. TO RECEIVE AND TO ANSWER QUESTIONS RECEIVED UNDER RULE OF PROCEDURE 10(4).

To the Deputy Leader and Cabinet Member for Regeneration, Transportation and Sustainability from Councillor James Pritchard.

Will the Cabinet Member for Regeneration, Transportation and Sustainability explain Caerphilly County Borough Council's historical and current approach to street lighting? I know from talking to residents that the night-time switch off from 12 midnight until 5.30am, while welcomed by many, is also causing great concern to many.

Response from the Deputy Leader and Cabinet Member for Regeneration, Transportation and Sustainability – Councillor Sean Morgan.

In 2018 Caerphilly County Borough Council's Regeneration and Environment Scrutiny Committee and Cabinet endorsed a programme to implement LED installation and part night lighting between the hours of midnight and 5.30am, except for major junctions and town centres. The decision to implement these changes was made in response to existing environmental concerns, as you are aware the Council declared a climate emergency and committed itself to becoming a carbon neutral Council by 2030, the decision was also made in light of the requirement to make Medium Term Financial Plan savings carrying out this decision will save the council in excess of a million pounds a year in the future and reduce its carbon footprint by almost 3000 tonnes a year.

Now I understand people's concerns about the lighting switch off and I understand that when someone living alone and feeling vulnerable looks out of their window at 2am, and it's fairly dark, it can be worrying and I do feel for these people whilst they adjust to the change, but people who are worried or feel vulnerable should be comforted by the fact that a recent national study on the effect of reduced street lighting on road casualties and crime in England and Wales concluded that overall there was no evidence of an association between reduced street lighting and increased crime. Meetings have also taken place with Gwent Police to discuss any concerns they have noted with any increased levels of crime, Gwent Police have confirmed that they have not seen any changes as a result, but they would continue to monitor the situation and provide us with information if there appears to be any significant change. We will also be watching if there are any issues with similar local authorities who are part night lighting to varying degrees such as Newport and Torfaen.

To date there have been 187 complaints, but that number is quite small, when you consider that we have changed over 8,500 lamps across the Borough. In addition, the complaints are mostly centred around access to properties and security of properties and vehicles part on the road. The street lighting system was not installed for the purposes of security but to aid traffic along the road. However, there are many positives, we have received several compliments in regard to carbon reduction and improved Dark Skies, as it was known that the previous streetlights have thrown many nocturnal wildlife into disarray. Therefore the light switch off has had a massive impact on biodiversity and letters of congratulations have been received from environmental activities and I believe Caerphilly Friends of the Earth, who are very positive about this move, and I believe it has been broadly welcomed by the Independent and Plaid opposition parties. I have a quote from 2010 in which Councillor Mann highlights the lack of necessity for streetlights to be on between midnight and 5.30am along roads, town centres and villages where there is little traffic on the road, and further supported the Notice of Motion on Climate Emergency. In addition, both opposition parties were given the opportunity to comment and propose alternative recommendations to the budget proposals, through their Scrutiny Committees and in Council, and no alternative recommendations were made, therefore this silence is taken as agreement to the proposal, so I thank our opposition Councillors for their support and remembering that difficult decisions have to be made. I am proud of our Labour group who have not shied away from difficult decisions when they are the right decisions and when we are looking at the wellbeing of future generations and the five

ways of working, I know that we have made the right decision for the people of this borough and for the future generations of the people of this borough.

9. NOTICE OF MOTION RELATING TO THE EFFECT OF FIREWORKS IN PUBLIC AND PRIVATE DISPLAYS

Consideration was given to the Notice of Motion received from Councillor N. Dix and supported by Councillor D.W.R. Preece. The Notice of Motion was considered and unanimously supported by the Environment and Sustainability Scrutiny Committee on 11th February 2020 and meets the criteria set out in the Council's Constitution and in accordance with the Council's Rules of Procedure.

The Notice of Motion requests that the 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.

In support of the motion, additional information was provided by the RSPCA stating: -

- (i) 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.
- (ii) 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.
- (iii) 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.
- (iv) 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, horse and livestock as well as local wildlife.

The Mayor thanked Councillor Dix and Councillor Preece for the Notice of Motion Report and discussion ensued.

Whilst supporting the Motion, Councillor Gair requested that an additional 3 points be included in the Notice of Motion. These included:

- (v) To require the public firework displays held on local authority land to be advertised in advance of the event, allowing residents to take precautions for their animals and vulnerable people;
- (vi) Actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people, including the precautions that can be taken to mitigate risks; and
- (vii) To encourage local suppliers of fireworks to stock quieter fireworks for public display.

In response to the amendments, the Monitoring Officer wished it noted that, regarding a public awareness campaign, this is currently undertaken via the Caerphilly Council website. In addition, it was noted that in relation to encouraging local suppliers to stock quieter fireworks, whilst Officers can make this request to suppliers, this would be a responsibility of the Licensing Authority to enforce.

Following consideration and discussion, it was moved and seconded that the recommendations contained in the Motion, along with the additional 3 recommendations be approved and by way of electronic voting system and in noting that there was one against, this was agreed by the majority present.

RESOLVED that the Notice of Motion be supported.

10. PUBLICATION OF THE PAY POLICY STATEMENT 2020/21

The Head of Legal Services and Monitoring Officer advised Members that it was acceptable for Officers to remain in the Chamber as their individual terms and conditions were not being decided upon.

The Cabinet Member for Corporate Services advised Members that the Localism Act 2011 requires that Local Authorities develop and make their Pay Policy public before 31st March each year, which includes aspects of Chief Officer Remuneration (including on ceasing to hold office), and also in relation to the “lowest paid” in the Council, explaining their Policy on the relationship between remuneration for Chief Officers and other groups.

Members were asked to note that the provisions in the Localism Act 2011 which related to Pay Policy Statements only apply to employees directly appointed and managed by the Council. Employees who are appointed and managed by school Headteachers/ Governing Bodies are therefore, not required to be included within the scope of Pay Policy statements. This reflects the unique employment legislation position whereby all school employees are employed by the local authority but decisions about the appointment and management of such employees are mostly discharged by the head teacher.

The Cabinet Member referred to the Pay Policy Statement at Appendix 1 of the report, which contained full details of the renewed relation position for the Council for 2020-2021. Members were asked to note that the National Pay Awards 2020-2021 remain subject to negotiation and therefore remain unchanged from last year’s pay policy, with the exception of the Chief Executive salary, which is now £140,000 as per the decision of Council on the 19th November 2019. In addition, Members were also asked to note that the Council pay the Foundation Living Wage rate and it has been recommended to increase this hourly rate in accordance with the National payment. With that in mind, the report therefore sought approval from Council for the publication of the Authority’s Pay Policy for 2020-2021.

The Head of People Services wished an amendment noted at recommendation 3.1 of the report, referring to the Foundation Living Wage, which should read 1st November 2019, as opposed to 2018.

The Mayor thanked the Cabinet Member and Officer for the report and debate ensued.

It was noted that previously the Plaid Group had not been in support of the report, however, in noting that a number of concerns had been clarified within the report and Appendix and in always supporting the Living Wage, it was suggested that the recommendations be put to the vote.

Following consideration and discussion, it was moved and seconded that recommendations in the report be approved and by way of electronic voting system and in noting that there was one abstention, this was agreed by the majority present.

RESOLVED that for the reasons contained in the Officers report:

- i) The Pay Policy Statement 2020/2021 (Version 9) be published on the Council's website;
- ii) Foundation Living Wage be paid at an hourly rate of £9.30 with effect from 1 November 2019.

11. SECOND REPLACEMENT CAERPHILLY COUNTY BOROUGH LOCAL DEVELOPMENT PLAN UP TO 2035 – DRAFT DELIVERY AGREEMENT

The report sought approval to commence consultation for a six week period on the second replacement Caerphilly County Borough Council Local Development Plan up to 2035 Draft Delivery Agreement for 6 weeks, commencing Wednesday 22nd April 2020 and sought approval to set up the Local Develop Plan Focus Group (LDP Focus Group) and agree its composition to assist in the preparation of the second Replacement Caerphilly County Borough Local Development Plan up to 2035 (Second replacement LDP). In addition, the report sought Council approval for the reporting process for key stages in the preparation of the second Replacement LDP.

Members were asked to note that the Council resolved to commence a full version of the Caerphilly County Borough Local Development Plan up to 2021 at the Council meeting held on 23rd October 2019. Welsh Government requires that all local authorities undertaking a plan review prepare their development plans within a three-and-a-half-year period, with the delivery timeframe and mechanisms being set out in a Delivery Agreement (DA) that must be the subject of Welsh Government Approval. The preparation of a DA is a key requirement in preparing the second Replacement LDP that includes a timetable for the delivery of the revised LDP and the Community Involvement Strategy (CIS) – which sets out who will be consulted and when.

It was noted that the DA forms an important and legal part of the second Replacement LDP. Delivery in accordance with the DA will be an important test of the 'soundness' of the second Replacement LDP. The Draft DA is required to be the subject of consultation and it proposed to publish the Draft DA for consultation for six weeks, commencing Wednesday 11th March 2020 and concluding on Wednesday 22nd April 2020.

Members were asked to note that the three-and-a-half-year preparation period for the second Replacement LDP represents a significant challenge given the scale and extend of the work required. Consequently, it is proposed that the LDP Focus Group be reconstituted for the preparation of the second Replacement LDP to condense the reporting period for plan preparation; provide a sounding board for considering the second Replacement LDP content and generating alternatives.

The report outlined that the LDP Focus Group would be composed of all Cabinet Members and 2 nominated back bench members from the leading party, the Leader and one nominated

Members from the majority opposition party, two representatives from the independent members, the Chair and Vice-Chair of the Planning Committee, the Chair and Vice-Chair of Housing and Regeneration Scrutiny Committee and all Heads of Service. It was noted that the recommendations to Council will need to be constructive and the LDP Focus Group will be governed by its Term of Reference, which were appended to the report.

Members noted that due to the potential delays that the Council reporting process could have, it is proposed to follow the same simplified reporting procedures as were used for the preparation of the previous 2 plans and the process will include presenting the emerging evidence base and draft policy framework to the LDP Focus Group for its consideration and comment, to report the LDP Focus Group's comments and recommendations directly to Council for consideration and decision, to report the notes of all LDP Focus Group meetings to the subsequent Housing and Regeneration Scrutiny Committee for consideration and to make available the notes of the LDP Focus Group meetings as an integral part of the emerging evidence base.

Members thanked the Officer and Cabinet Member for the report and debate ensued.

A member, in accepting the report and supporting the Delivery Agreement and Replacement, felt that significant emphasis needed to be placed on the consultation stage of the process and the views of the public be considered throughout the process, residents be given a voice that will be heard and taken into account. Officers assured Members that the feedback in the consultation process will be taken into account in the creation of the Replacement LDP.

Councillor Whittle reiterated that request made by Councillor Taylor regarding the consultation process and raised concerns for a number of overturned planning decisions, which were denied by the Council and overturned by Welsh Government and hope that the Replacement LDP will remove the risk of this continuing in the future.

Following consideration and discussion, it was moved and seconded that recommendations in the report be approved and by way of electronic voting system this was unanimously agreed.

RESOLVED that for the reasons contained in the Officers report:

- i) The Draft DA be agreed for consultation;
- ii) The Draft DA be subject of a six-week consultation period commencing Wednesday 11 March 2020 and concluding on Wednesday 22 April 2020;
- iii) The setting up of the LDP Focus Group be agreed to assist in the preparation of the Second Replacement LDP;
- iv) The composition of the LDP Focus Group and Draft Terms of Reference for the Group be agreed; and
- v) The reporting process utilising the LDP Focus Group be agreed.

The meeting closed at 18:00pm

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 22nd April 2020 they were signed by the Mayor.

MAYOR



SPECIAL COUNCIL

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON TUESDAY, 10TH MARCH 2020 AT 5.00PM

PRESENT:

Councillor J. Simmonds - Mayor

Councillors:

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

Together with:-

R. Tranter (Head of Legal Services and Monitoring Officer), L. Donovan (Head of People Services), L. Lane (Head of Democratic Services and Deputy Monitoring Officer), E. Sullivan (Senior Committee Services Officer)

WEB-CASTING FILMING AND VOTING ARRANGEMENTS

The Monitoring Officer reminded those present that the meeting was being filmed and would be made publically available in live and archive form via the Council's website. He advised that the decision on the public interest test would be made by show of hands, however the decision on the Appointment of the Chief Executive would be made by way of secret ballot.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors C. Andrews, A. Angel, C. Elsbury, K. Etheridge, C. Forehead, E. Forehead, D. Havard, A.G. Higgs, M. James, L. Jeremiah, G. Johnston, B. Jones, M.E. Sargent and J. Scriven.

2. DECLARATIONS OF INTEREST

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

3. EXEMPT MATTER – PUBLIC INTEREST TEST

With reference to the public interest test a Member raised concerns with regard to the recent press article which contained information obviously taken from the report that Council would now be considering under the public interest test exemption. The Member expressed his disappointment over the leaked information and advised that as result of this action, he would be abstaining from the vote on the appointment.

The Monitoring Officer confirmed that the journalist had been contacted by the Council and they had advised that someone had telephoned them and given them the information from the report. He urged all Members that if they know the person involved that they contact him as this action was a breach of the code of conduct and would result in the offender being referred to the Ombudsman. He expressed his disappointment that unfortunately this was not the first time for confidential information to be leaked in this way and he emphasised the negative impact that this has on the Council and the huge reputational damage it causes.

The Leader fully supported the comments from the Monitoring Officer and expressed her sadness that yet again confidential papers have been leaked and wondered if the person responsible would be brave enough to stand now in front of Council and admit to this breach of the code. She confirmed that she would be meeting with the Leaders of Opposition Groups on this matter and asked Members to consider the impact that this must have had on the candidate their privacy and right to be treated with respect. She also asked Members not to discount the impact on prospective applicants and other members of staff as they consider making applications to this authority and how the actions of this individual have brought the reputation of this Council into disrepute.

Given the fact that the report Members would be considering was already in the public domain, clarification was sought as to whether there was any need to consider the public interest test exemption. The Monitoring Officer explained that regardless of the leak, his advice was that Members should consider and uphold the public interest test exemption as a matter of respect for the candidate and the presentation and questions that Members may wish to ask. The exemption would also allow Members to debate in a candid manner without the gaze of the press and public.

Members considered the public interest test certificate from the Proper Officer and concluded that on balance the public interest in maintaining the exemption outweighed the public interest in disclosing the information. By show of hands and in noting there was 1 abstention this was agreed by the majority present.

RESOLVED that in accordance with Section 100A(4) of the Local Government Act 1972 the public be excluded from the remainder of the meeting because of the likely disclosure to them of exempt information as identified in paragraph 12 of Part 4 of Schedule 12A of the Local Government Act 1972.

4. APPOINTMENT OF CHIEF EXECUTIVE

Having fully considered the presentation, questions and answers provided by the candidate and by way of a secret ballot it was agreed that Mrs Christina Harray be appointed as Chief Executive of Caerphilly County Borough Council.

RESOLVED that Mrs Christina Harray be appointed as Chief Executive of Caerphilly County Borough Council.

The Monitoring Officer advised Members that an extraordinary meeting of Council, will be required shortly in order to consider another exempt matter, given ongoing issues regarding the safeguarding of confidential information, he sought Members opinions on how best to proceed and if Council were minded to consider suspending Standing Order 6.1 of the Council's Procedural Rules. Rule of Procedure 6.1 governed the release of information to Members and their rights to receive in advance a copy of the report that will be considered at the meeting.

Members discussed the various options that would allow Members to consider the report prior to meeting and to safeguard the information contained therein. Having considered the options it was moved and seconded that on this occasion Standing Order 6.1 of the Council's Rules of Procedure be suspended, the report be made available to Members 30 minutes before the start of the meeting at 5.00pm with the formal meeting taking place at 5.30pm and by a show of hands this was unanimously agreed.

The Monitoring Officer confirmed that he was satisfied that the above arrangement would be lawful and would comply with Section 100B of the Local Government Act 1972, as the report would be exempt and therefore would not be required to be made available for public inspection.

RESOLVED that for the Extraordinary Council meeting scheduled for 23rd March 2020 Standing Order 6.1 of the Council's Rules of Procedure be suspended.

The meeting closed at 18:40pm

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 6th October 2020 they were signed by the Mayor.

MAYOR

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ANNUAL COUNCIL

MINUTES OF THE ANNUAL MEETING HELD VIA MICROSOFT TEAMS ON THURSDAY 3RD SEPTEMBER 2020 AT 5.00PM

PRESENT:

Councillor J. Simmonds - Mayor
Councillor C. Andrews - Deputy Mayor

Councillors:

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

Together with:-

C. Harrhy (Chief Executive), M.S. Williams (Interim Corporate Director of Communities), R. Edmunds (Corporate Director Education and Corporate Services), R. Tranter (Head of Legal Services and Monitoring Officer), S. Harris (Interim Head of Finance and Section 151 Officer) L. Lane (Head of Democratic Services and Deputy Monitoring Officer), E. Sullivan (Senior Committee Services Officer)

RECORDING AND VOTING ARRANGEMENTS

The Chief Executive reminded those present that although the meeting would not be live streamed it would be recorded and uploaded to the Caerphilly County Borough Council Website following the meeting. Votes would be taken via Microsoft Teams and Members would be directed to its use by the Monitoring Officer. It was noted that should Members lose connection during the meeting they should make every effort to reconnect however the meeting would continue as long as it remained quorate.

1. WELCOME AND MINUTE SILENCE

The Mayor welcomed Councillors to the first digital Annual Meeting of Council and asked all Members and Officers present to join him in a minute silence as a sign of respect to all those who have lost their lives as a result of the Coronavirus Pandemic.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A. Angel, J. Bevan, D. Hardacre, D. Harse, B. Jones, A. Leonard, G. Oliver, B. Owen, and C. Thomas and from D. Street (Corporate Director Social Services).

It was noted that Cllr A. Collis would be connecting to the meeting via telephone.

3. DECLARATIONS OF INTEREST

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

4. RETIRING MAYOR'S REMARKS

The retiring Mayor, Councillor J. Simmonds paid tribute to all those that had work so hard during the Coronavirus Pandemic to support local communities and individuals and thanked them for all their effects during these unprecedented times.

Councillors Simmonds thanked his wife for acting as his consort and spoke of the privilege it had been meeting the truly inspirational residents and talented young people of the borough during his mayoral year. He referenced in particular the visit of HRH Prince Charles to New Tredegar and the wonderful reception that they had all received there. Particular thanks were paid to the support provided by the Deputy Mayor Councillor Carol Andrews and to the Civic Office Team for their patience and hard work. In concluding his address Councillor Simmonds paid thanks to all those who supported and contributed to his charity appeal.

5. TO ELECT A MAYOR AND DEPUTY MAYOR OF COUNCIL UNTIL THE ANNUAL MEETING IN MAY 2022 AND NOTE THE CIVIC SALARY PAYMENTS

It was moved and seconded that Councillor C. Andrews be elected as Mayor of Caerphilly County Borough Council and Councillor G. Gale be elected as Deputy Mayor of Caerphilly County Borough Council. In noting there was 3 against and 4 abstentions this was agreed by the majority present.

RESOLVED that Councillor C. Andrews be elected as Mayor of Caerphilly County Borough Council and Councillor J. Gale be elected as Deputy Mayor of Caerphilly County Borough Council until the Annual Meeting in May 2022 and that the payment of the civic salaries be noted.

Councillor A. Collis wished it noted that as he was attending the meeting by telephone he would be abstaining from voting.

Councillor C. Andrews and Councillor J. Gale thanked Members for the honour bestowed upon them. Councillor Andrews confirmed that her consort would be her daughter Megan Andrews and Councillor Gale confirmed that her consort would be her partner Mr Roger Stone.

The Chief Executive expressed her regret that there could be no ceremonial hand over of the Chains of Office or the usual invitation to friends and family that would normally accompany the annual meeting but would look to organise some form of ceremonial function as soon as restrictions would allow.

6. MAYOR'S REMARKS

The new Mayor of Caerphilly County Borough Council, Councillor Carol Andrews, thanked Councillor Simmonds the retiring Mayor for his support, she thanked the Members in the Chamber for their confidence in her and expressed her pride in being able to represent the County Borough. As much as she was looking forward to her time in office, Councillor Andrews paid tribute to her mother, who had acted as her consort during her time as Deputy Mayor but sadly, had recently passed away, she told Members how much her mother had been looking forward to acting as her consort again, however her daughter Megan would now take on this role in remembrance of a wonderful mother and devoted grandmother. Councillor Andrews confirmed that her charities would be the Alzheimer's Association, Valley's Daffodils and Friends of Bargoed Ward, Ysbyty Ystrad Fawr not only for very personal reason but also because they provided vital support in the community.

Following the Mayor's statement, a Member queried the difference between the number of Members present within the meeting as detailed in the 'participants list' and the number of votes cast with regard to Agenda Item No. 5. The Monitoring Officer explained that the 'Show Participants List' detailed the total number of people within the meeting, not just the number of elected members present, and explained that some Members may not have voted for a number of reasons. A Member expressed his concern with regard to this method of voting and requested that this be monitored going forward in order to ensure that Members were not being disenfranchised due to variances in technical abilities. It was confirmed that further training would be offered to all Members with regard to this voting method and the use of Teams.

7. TO NOTE THE APPOINTMENT OF A LEADER OF COUNCIL AND NOTE THE PAYMENT OF A SENIOR SALARY

RESOLVED that the appointment of Councillor P. Marsden as Leader of Caerphilly County Borough Council and the receipt of a senior salary payment be noted.

8. TO NOTE THE APPOINTMENT OF A DEPUTY LEADER AND THE PAYMENT OF A SENIOR SALARY

RESOLVED that the appointment of Councillor S. Morgan as Deputy Leader of Caerphilly County Borough Council and the receipt of a senior salary payment be noted.

9. TO NOTE THE NUMBER OF MEMBERS TO BE APPOINTED TO THE CABINET, THE NAMES THE LEADER HAS CHOSEN TO BECOME MEMBERS OF THE CABINET AND THEIR PORTFOLIOS AND THE PAYMENT OF SENIOR SALARIES

RESOLVED that the appointments of 9 Cabinet Members by the Leader of Council their portfolios and their receipt of a senior salary payment be noted: -

Leader of Council – Councillor Philippa Marsden

Deputy Leader and Cabinet Member for Economy and Enterprise – Councillor Sean Morgan

Cabinet Member for Corporate Services – Councillor Colin Gordon

Cabinet Member for Finance, Performance and Customer Services – Councillor Eluned Stenner

Cabinet Member for Learning and Achievement – Councillor Ross Whiting

Cabinet Member for Social Care – Councillor Carl Cuss

Cabinet Member for Environment and Infrastructure – Councillor John Ridgewell

Cabinet Member for Housing and Property – Councillor Lisa Phipps

Cabinet Member for Waste and Public Protection – Councillor Nigel George

Following the appointment of the Cabinet a Member requested that a list of portfolio responsibilities be made available to Members, the Leader agreed that this would be circulated.

10. TO NOTE THE APPOINTMENT OF A LEADER OF THE MAIN OPPOSITION GROUP AND THE PAYMENT OF A SENIOR SALARY

RESOLVED that the appointment of Councillor C. Mann as Leader of the Main Opposition Group and the award of a senior salary payment be noted.

11. LEADER'S STATEMENT

The Leader of Council, Councillor Philippa Marsden congratulated Councillor Andrews and Councillor Gale on their appointments and thanked Councillor Simmonds the outgoing Mayor for all his efforts.

The Leader acknowledged that she would normally be delivering her speech standing in the Council Chamber amongst colleagues, so it does seem strange be using this virtual forum. However, these were unprecedented times and we need to adapt the way we do things accordingly. This had been a key feature of our lives over the past 5 months as the authority has been required to reshape and reconfigure in order to respond to the pressures of the global coronavirus pandemic.

First and foremost, the Leader expressed her deepest sympathy to all those who have been affected by this terrible virus, especially to those who have lost loved ones. Coronavirus has taken a terrible toll on our society and her heart goes out to you all.

An AGM provides an opportune time to pause and reflect on the events of recent months, but it is also an opportunity to recognise the amazing achievements of staff across the organisation throughout the pandemic. The coronavirus outbreak has brought the very best out of Team Caerphilly and she expressed her pride in each and every one of our employees who have worked so hard to support residents and protect our community.

The way in which staff were mobilised in a very short timeframe to provide a co-ordinated community response was explained and how this army of people ensured that the most vulnerable in our society were supported during very uncertain and worrying times. Going above and beyond over recent months, the caring staff of Caerphilly Council are a credit to us all. They delivered essential supplies to the doorstep of shielding residents, they collected prescriptions, they became buddies providing much needed social interaction, they delivered free school meals to families and let's not forget that they also continued to deliver the hundreds of services that our residents rely on 24/7.

The Leader emphasised the importance of acknowledging that coronavirus has not gone away and unfortunately it was likely that we may see a second spike in the autumn, but assured Members that Team Caerphilly was ready and had confidence in this authority's

proven track record of care, support, dedication and professionalism that was second to none in her view.

Whilst coronavirus has dominated our lives over recent months, it was also important that we did not let it overshadow the many achievements and success stories that we have delivered over the past 12 months. The Leader outlined some of the key highlights of the past year including the unveiling of ambitious plans to increase the supply of council housing in the Caerphilly County Borough. The plans were included in a report entitled 'Building Together' which has been proudly endorsed by Cabinet.

The launching of the ambitious 'Team Caerphilly – Better Together' transformation programme that will completely reshape and re-energise the way we do things in the future. Together with the official launch of the 'Caerphilly Keys' scheme, the first of its kind in Wales.

We received a Gold Award under the Defence Employer Recognition Scheme which recognises this council as one of the best organisations in the UK for the support it offers to the Armed Forces community. Welcomed His Royal Highness the Prince of Wales to New Tredegar to celebrate our healthy schools programme.

This year also saw outline planning consent being granted for a flagship housing development in Pontllanfraith. Chartist Garden Village is an exciting collaboration between the Council and the Pobl Group which will result in an attractive development comprising of up to 125 homes – of these, approximately two thirds will be affordable.

An investment boost of £1.2million was agreed for social services that will bring significant benefits to a range of projects across the county borough and free feminine hygiene products are being provided in all schools and community settings, along with the launch of two short films, as part of our excellent Period Dignity initiative.

£2.4million investment was announced to improve local roads through our widescale resurfacing programme and Caerphilly joined other Gwent local authorities to encourage green transport and deliver new electric vehicle charge points in council owned car parks across the region. £1.5million investment for three tourism venues as part of Welsh Government's Valleys Regional Park Discovery Gateway grant programme, using Valleys Taskforce funding.

This year also saw the launch of a new website, to coincide with the publication of A Level results, to help young people in the county borough plan their next steps. The excellent Caerphilly Pathways website has been developed to show the full range of opportunities available to our young people. Libraries have adapted their way of working to enable residents to continue accessing services during the pandemic. The LibraryLink home delivery service has been expanded and a brand new 'Order and Collect' service launched. Investment in our schools continues and the first phase of a £78 million school improvement programme through Band B of the 21st Century Schools project was recently agreed.

Members were also asked to note that over the past year the Tenancy Support Service generated over £1 million additional income for Council tenants.

Welsh Government endorsed our plans to improve air quality at Hafodyrynys. Work is now progressing to complete the compulsory purchase and demolition of the affected properties.

We battled the effects of Storm Dennis and Storm Ciara when residents across the county borough were impacted by flooding and high winds. Once again staff went that extra mile in atrocious conditions to support our community.

Finally, in addition to my appointment as Leader, we also appointed our permanent Chief Executive to bring much needed stability and confidence to the organisation after a long period of instability and uncertainty.

The Leader hoped that this gave Members a flavour of what has happened over the past 12 months and acknowledged that there were many more positive examples that she could provide, but it would be impossible to cover everything in such a short period of time.

Looking ahead, Councillor Marsden emphasised the need to transition into a recovery phase whilst still being prepared to respond to further waves of the virus. This recovery phase would begin with the imminent re-opening of schools and re-introduction of key services. Members were advised that this would all have to be managed very carefully, with public health and the safety of our community at the forefront. The Leader reiterated that our key priority continue to be protecting our people and protecting our place at all times. Members were advised that the recovery process will need to have overarching strategic aims so that we can reassure our communities and steady our economy to enable us to create a positive and vibrant future. In order to do this, we need to reshape the organisation to proactively respond to social, economic and environmental needs.

As we move forward, the significant economic impact of coronavirus is becoming clearer. We are now starting to see the full picture in terms of lost income and additional costs associated with the outbreak. We are also now heading into the autumn when our focus traditionally shifts to finalising next year's budget and, as you will appreciate, our strategic budget response is going to be vital this year. Working within the wider national context of Brexit, Climate Change, economic challenges, as well as the ongoing pandemic, we need to carefully consider what can realistically be achieved over the next few years and this will be influenced by an ambitious 'place shaping plan' that we are currently developing. We are also undertaking a number of key corporate reviews which will help reshape the way we operate as a Council and how we will deliver many of our services in future.

The Leader confirmed that it was clear that this fast-moving agenda would bring significant pressures to this administration and that was why she decided to bring the Cabinet back up to its full complement. We need the right people in the right roles in order to ensure that we can steer this authority through the challenging times that lie ahead. Councillor Marsden took the opportunity to thank Cllr Barbara Jones for her service and dedication to the Cabinet over recent years and expressed to Council how much her companionship, knowledge, experience and commitment to her portfolio would be missed and wished her well for the future

In conclusion the Leader acknowledged how tough the last few months and been and she was well aware that we were not out of the woods yet, but she expressed her sincere thanks to all Members for the way they have collectively supported and responded to these unprecedented pressures. Members support for and commitment to the local community is something they should all be proud of and emphasised how very proud she was to be the Leader of this fantastic organisation.

The Mayor thanked the Leader for her statement and called on the Group Leaders for comment first.

The Leader of the Plaid Cymru Group, Councillor Colin Mann thanked the Leader for her statement and added his support for the many staff that worked incredibly hard to ensure service provision during the pandemic. He praised all those that had worked to provide the school meals service which was vital to the wellbeing of children and young people. Councillor Mann also expressed his concern that the virus was still, very much with us and urged the people of the borough to continue to be vigilant and maintain restrictions. Having experienced the loss of a neighbour and friend at the start of the pandemic he understood the

devastating effect that this has had on families and emphasised the need for continuing safety precautions.

The Leader of the Independents Group, Councillor Graham Simmonds thanked the Leader for her statements and requested a written copy to allow him to fully respond to the points raised. He shared the Leader's hope that we could press the reset button and move forward. He hoped that this reset would mean a more costed approach to service delivery. He shared the comments raised in relation to refuse collection during the pandemic and congratulated the staff there on a first class job during difficult times.

The Mayor thanked the Group Leaders for their comments and Members comments were invited.

A Member raised concern in relation to difficulties experienced when making telephone contact during the pandemic, with Residents and Councillors on hold for long periods of time or being disconnected and hoped that this could be improved.

The Chief Executive confirmed that the authority has and would continue to invest in telephony provision and confirmed that a further report on this would be presented to Cabinet in due course. However, she urged any Members experiencing difficulties to contact herself or one of the Corporate Directors and they would address concerns raised.

A Member expressed his congratulations to Councillor Andrews and Councillor Gale on their appointments and thanked the Leader for her statement and the Chief Executive for her hard work over the past months. He confirmed that he had always been able to contact the authority when needed and felt that Members had been kept well informed throughout the crisis.

The Mayor thanked all Members for the comments and confirmed the Leaders Statement as noted.

12. TO APPPOINT THE CHAIR AND VICE CHAIR AND MEMBERS TO SERVE ON THE FOLLOWING OVERVIEW AND SCRUTINY COMMITTEES UNTIL THE NEXT ANNUAL MEETING (IN ACCORDANCE WITH THE POLITICAL BALANCE, AS LIST ATTACHED) AND TO NOTE THE SENIOR SALARY PAYMENT TO THE CHAIRS

It was moved and seconded that Members be appointed as the names provided to Committee Services and presented at the meeting and in noting there were 1 against and 0 abstentions this was agreed by the majority present.

RESOLVED that the following Members be appointed and the payment of a senior salary to the Chair be noted: -

| | |
|--|--|
| Education Scrutiny Committee | Councillor T. Parry (Chair) Councillor C. Andrews (Vice Chair) |
| Social Services Scrutiny Committee | Councillor L. Binding (Chair) Councillor C. Bezzina (Vice Chair) |
| Policy and Resources/Partnerships Scrutiny Committee | Councillor J. Pritchard (Chair) Councillor G. Kirby (Vice Chair) |
| Environment and Sustainability Scrutiny Committee | Councillor D.T. Davies (Chair) Councillor A. Hussey (Vice Chair) |
| Housing and Regeneration Scrutiny Committee | Councillor A. Whitcombe (Chair) Councillor C. Forehead (Vice Chair) |

13. TO APPOINT THE CHAIR AND/OR VICE CHAIR AND MEMBERS TO SERVE ON THE FOLLOWING COMMITTEES UNTIL THE NEXT ANNUAL MEETING AND TO NOTE THE SENIOR SALARY PAYMENT TO THE CHAIRS MARKED WITH * (IN ACCORDANCE WITH THE POLITICAL BALANCE, AS LISTS ATTACHED)

It was moved and seconded that Members be appointed to the Appeals Panel, Appointments Committee, Audit Committee, Democratic Services Committee, Investigating and Disciplinary Committee, Licensing and Gambling Committee/Taxi and General Committee, Planning Committee and Standards Committee as the names provided to Committee Services and presented at the meeting and in noting there were 2 abstentions this was agreed by the majority present.

RESOLVED that Members be appointed as the names provided to Committee Services and presented at the meeting and the payment of a senior salary to the following Chairs be noted: -

Audit Committee
Licensing and Gambling Committee/Taxi and General Committee
Planning Committee

14. TO NOTE THAT THE CHAIR AND VICE CHAIR OF THE AUDIT COMMITTEE WILL BE APPOINTED AT THE FIRST MEETING FOLLOWING THE ANNUAL MEETING OF COUNCIL

It was noted that the Chair and Vice-Chair of the Audit Committee will be appointed at the first meeting of the Audit Committee following the Annual Meeting of Council and that a senior salary payment will be made to the Chair.

15. TO CONSTITUTE SUB COMMITTEES/WORKING PARTIES/PANELS/BOARDS AND MEMBERS TO SERVE ON THEM AND TO APPOINT/NOMINATE REPRESENTATIVES TO SERVE ON OUTSIDE BODIES WHERE REQUIRED

It was moved and seconded that Sub Committees, Working Parties, Panels and Boards be constituted and Members appointed, and Outside Body Representatives be nominated or appointed as the names provided to Committee Services and presented at the meeting and this was unanimously agreed.

RESOVLED that Sub Committees, Working Parties, Panels and Boards be constituted, and Members appointed, and Outside Body Representatives be nominated or appointed as the names provided to Committee Services and presented at the meeting.

The meeting closed at 6:15pm

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 6th October 2020 they were signed by the Mayor.

MAYOR



COUNCIL – 6TH OCTOBER 2020

SUBJECT: NOTICE OF MOTION – REVIEW OF STREET LIGHTING

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES

- 1.1 The attached notice of motion is to be reported to the Environment and Sustainability Scrutiny Committee on the 1st October 2020.
- 1.2 The outcome of those discussion and the recommendation from the committee will be confirmed verbally to the meeting of Council on the 6th October 2020.
- 1.3 Council are asked to consider the notice of motion and the recommendation of the Environment and Sustainability Scrutiny Committee.

Author: E. Sullivan, Committee Services Officer, Ext 4420.

Appendices:

Appendix 1 Environment and Sustainability Scrutiny Report – 1st October 2020

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ENVIRONMENT AND SUSTAINABILITY SCRUTINY COMMITTEE – 1ST OCTOBER 2020

**SUBJECT: NOTICE OF MOTION – REVIEW DECISION TO SWITCH OFF
STREET LIGHTS**

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

1. PURPOSE OF REPORT

- 1.1 The Environment and Sustainability Scrutiny Committee is asked to consider the Notice of Motion as set out in paragraph 5.1 of the report and make an appropriate recommendation to Council. In accordance with Rule 11(3) of the Constitution.

2. SUMMARY

- 2.1 A Notice of Motion has been received from Councillor K. Etheridge and is supported by Councillors A. Farina-Childs, N, Dix, C. Elsbury, R. Gough, C. Mann, T. Parry, G. Simmonds, J. Roberts and B. Owen.
- 2.2 The Notice of Motion meets the criteria set out in the Council's Constitution and is in accordance with the Council's Rules of Procedure in now referred to Scrutiny for consideration.

3. RECOMMENDATION

- 3.1 The Environment and Sustainability Scrutiny Committee are asked to consider the Notice of Motion outlined in paragraph 5.1 and make an appropriate recommendation to Council.

4. REASONS FOR THE RECOMMENDATION

- 4.1 In accordance with the Council's Constitution.

5. THE REPORT

5.1 Notice of Motion

Councillor K. Etheridge requests in his Notice of Motion that Council: -

Consider a review into the decision to switch off streetlights following the representations we have received from our residents.

Members are also concerned that this decision has been based on historic consultation that is therefore likely to be currently unrepresentative of communities across the county. This decision has also been based on outdated studies and a lack of robust assessment of protected categories of groups in communities as categorised under the Equality Act 2010 (Statutory Duties Wales) Regulations 2011. Members are further concerned that this decision could undermine other key council objectives.

1. Supported by specific questions targeted at protected categories of groups in communities and also other groups in communities in particular occupations, for instance emergency service staff, NHS staff, taxi drivers, social workers and hospitality workers.
 2. Supported by specific questions for vulnerable people living in communities so that responses received may be used to assess the impact on other key council objectives such as preventing domestic abuse, addressing poverty and supporting community safety.
 3. That clearly identifies how any decision to reduce part night lighting will be monitored to measure ongoing impact on communities and also ensures the monetary savings and the carbon emission reductions targeted are delivered.
- 5.2 The Notice also requests that a current and proactive consultation and engagement exercise with the public is completed across Caerphilly County Borough Council.

5.3 **Part-Night Lighting**

The following information is provided in relation to the position of part-night lighting: -

In 2018, Caerphilly County Borough Council's Environment and Regeneration Scrutiny Committee and Cabinet endorsed a programme to implement LED installation and part night lighting between the hours of midnight and 5.30am, to all lighting, except at junctions and in major town centres.

Prior to implementation there was widespread communication and continuous updates have been provided in relation to the programme of works including a street lighting web-page.

Meetings have taken place with Gwent Police to discuss any concerns they have noted with any levels of increased crime etc. in the areas where part night lighting has already been introduced. Gwent Police confirmed that they had not noted any change in increased patterns of crime as a result of the part night lighting introduction. They further confirmed that they would continually monitor the situation and provide information to Caerphilly CBC Officers if there appeared to be any significant change.

A further site specific meeting recently took place on the 27th July 2020 in regard concerns raised by local members relating to perceptions that there was increased crime at Lansbury Park. The meeting included the respective Cabinet Members, local members, Leader of Council, Community Safety officer, Highway officers and Gwent

Police neighbourhood police officers. The Gwent police officers in attendance confirmed that there had been no increase in crime as a result of the introduction of part night lighting, this was more perception from residents and not substantiated by actual incidents or statistics.

The part-night light initiative was to convert 22,698 columns to part night lighting between midnight and 5.30am. To the end of July 14,200 columns have been converted (63%) around the borough and the remainder are scheduled to be completed prior to December 2020.

There have been 227 complaints regarding the installation of the part-night lighting since the commencement of the programme between April 2019 and August 2020. The complaints are predominantly centred around access to properties and security of properties and vehicles parked on the highway. There have been no Equality issues raised from any of the complainants.

There has been one compliment received for the initiative relating to carbon reduction and that it will positively contribute to improving dark skies.

The Authority has declared a climate emergency and this initiative goes a long way to supporting the authorities desire to become carbon neutral. The programme of works is planned to be complete by December 2020 which is well ahead of programme. This will allow the authority to benefit from both carbon and financial savings a lot earlier than initially anticipated.

6. ASSUMPTIONS

- 6.1 As a notice of motion is a procedural matter and must be dealt with in accordance with Council's Constitution, no assumptions have been made.

7. LINKS TO RELEVANT COUNCIL POLICIES

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

8. WELL-BEING OF FUTURE GENERATIONS

- 8.1 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.
- 8.2 Efficient Street lighting strategies positively contribute to the authority's sustainability targets for carbon reduction and Well Being Objective 4.

9. EQUALITIES IMPLICATIONS

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

10. FINANCIAL IMPLICATIONS

10.1 There are no financial implications associated with this report.

11. PERSONNEL IMPLICATIONS

11.1 There are no personnel implications associated with this report.

12. CONSULTATIONS

12.1 There has been no consultation undertaken.

13. STATUTORY POWER

13.1 Local Government Act 2000

Appendices: Appendix 1 Signed copy of Notice of Motion.

NOTICE OF MOTION
REVIEW DECISION TO SWITCH OFF STREET LIGHTS

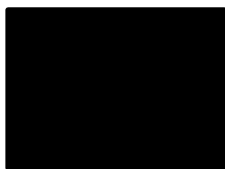
To consider the undersigned Notice of Motion standing in the name of County Borough Councillor K. Etheridge and supported by the Members listed.

We the undersigned Elected Members request that Council consider a review into the decision to switch off street lights following the representations we have received from our residents.

Members are also concerned that this decision has been based on historic consultation that is therefore likely to be currently unrepresentative of communities across the county. This decision has also been based on outdated studies and a lack of robust assessment of protected categories of groups in communities as categorised under the Equality Act 2010 (Statutory Duties Wales) Regulations 2011. Members are further concerned that this decision could undermine other key council objectives.

1. Supported by specific questions targeted at protected categories of groups in communities and also other groups in communities in particular occupations, for instance emergency service staff, NHS staff, taxi drivers, social workers and hospitality workers.
2. Supported by specific questions for vulnerable people living in communities so that responses received may be used to assess the impact on other key council objectives such as preventing domestic abuse, addressing poverty and supporting community safety.
3. That clearly identifies how any decision to reduce part night lighting will be monitored to measure ongoing impact on communities and also ensures the monetary savings and the carbon emission reductions targeted are delivered.

We the undersigned Elected Members therefore request that a current and proactive consultation and engagement exercise with the public is completed across Caerphilly County Borough Council.



Councillor K. Etheridge

By Email: Councillor A. Farina-Childs, N. Dix, C. Elsbury, R. Gough, C. Mann, T. Parry, J. Roberts, G. Simmonds and B. Owen

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COUNCIL – 6TH OCTOBER 2020

SUBJECT: NOTICE OF MOTION – UNITY OVER DIVISION

REPORT BY: CORPORATE DIRECTOR EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 Council is asked to consider the Notice of Motion as set out in paragraph 5.1 of the report. In accordance with Rule 11 (3) of the Constitution, the Mayor has agreed to allow the motion to be dealt with at Council, without being first discussed at an overview and scrutiny committee.

2. SUMMARY

- 2.1 A Notice of Motion has been received from Councillor P. Marsden and is supported by Councillors C. Gordon, S. Morgan, S. Cook, E. Stenner, N. George, R. Whiting, J. Ridgewell, L. Phipps, P. Bevan, C. Mann (Leader of Plaid Cymru Group) and C. Cuss (LGBTQ Champion)
- 2.2 The Notice of Motion meets the criteria set out in the Council's Constitution and is in accordance with the Council's Rules of Procedure.

3. RECOMMENDATION

- 3.1 Council are asked to consider the Notice of Motion outlined in paragraph 5.1.

4. REASONS FOR THE RECOMMENDATION

- 4.1 In accordance with the Council's Constitution.

5. THE REPORT

5.1 Notice of Motion

Councillor Marsden requests in her Notice of Motion that Council: -

1. Adopt the Unity of Division Charter

2. Appoint an Inclusion Champion, who will be the lead person for the Unity over Division Charter agenda, with the support of Trade Unions and the Council to collaborate, monitor, facilitate and promote workplace inclusion wherever possible.
3. Ensure that all staff members including schools are given mandatory training on how to adhere to the Council's Equality and Diversity Policy and will ensure that this document is reviewed annually.
4. Together with Trade Unions provide informative and up to date materials aimed at helping to promote equality and harmony within the workplace.
5. Stand together with Trade Unions to condemn incidents where there are local and national examples of hate crime and discrimination.
6. Work with all appropriate other agencies and organisations to promote cohesion inside and outside the workplace.

5.2 The following information is provided in support of the notice of motion:

The huge social and political changes that the country has seen over the last few years have given rise to major social divisions especially along the lines of race, ethnicity, religion and nationality. One of the most worrying consequences of this is the sharp rise in reported race hate crimes which have increased by almost 30% since 2016. There is no place in a modern society for racial discrimination and intolerance and we should make a commitment to unite and eradicate it in all its guises.

The adoption of the Unity over Division Charter would provide a starting point for what will hopefully be a more proactive approach to building an inclusive workplace.

6. ASSUMPTIONS

- 6.1 As a notice of motion is a procedural matter and must be dealt with in accordance with Council's Constitution, no assumptions have been made.

7. LINKS TO RELEVANT COUNCIL POLICIES

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

8. WELL-BEING OF FUTURE GENERATIONS

- 8.1 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.

9. EQUALITIES IMPLICATIONS

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

10. FINANCIAL IMPLICATIONS

10.1 There are no financial implications associated with this report.

11. PERSONNEL IMPLICATIONS

11.1 There are no personnel implications associated with this report.

12. CONSULTATIONS

12.1 There has been no consultation undertaken.

13. STATUTORY POWER

13.1 Local Government Act 2000

Author: Emma Sullivan (Senior Committee Services Officer)

Appendices: Appendix 1 Signed copy of Notice of Motion.

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NOTICE OF MOTION – UNITY OVER DIVISION CHARTER

To consider the undersigned Notice of Motion standing in the name of Councillor Philippa Marsden and supported by the Members listed below.

The huge social and political changes that the country has seen over the last few years have given rise to major social division especially along the lines of race, ethnicity, religion and nationality. One of the most worrying consequences of this is the sharp rise in reported race hate crimes which have increased by almost 30% since 2016. There is no place in a modern society for racial discrimination and intolerance and we should make a commitment to unite and eradicate it in all its guises.

The adoption of the Unity over Division Charter would provide a starting point for what will hopefully be a more proactive approach to building an inclusive workplace.

And so, we the undersigned Elected Members request that Council: -

1. Adopt the Unity of Division Charter
2. Appoint an Inclusion Champion, who will be the lead person for the Unity over Division Charter agenda, with the support of Trade Unions and the Council to collaborate, monitor, facilitate and promote workplace inclusion wherever possible.
3. Ensure that all staff members including schools are given mandatory training on how to adhere to the Council's Equality and Diversity Policy and will ensure that this document is reviewed annually.
4. Together with Trade Unions provide informative and up to date materials aimed at helping to promote equality and harmony within the workplace.
5. Stand together with Trade Unions to condemn incidents where there are local and national examples of hate crime and discrimination.
6. Work with all appropriate other agencies and organisations to promote cohesion inside and outside the workplace.



Signed: Councillor Philippa Marsden

Councillors C. Gordon, E. Stenner, L. Phipps, R. Whiting, J. Ridgewell, N. George, S. Morgan, P. Bevan and Councillor C. Mann (Leader of Plaid Cymru Group) Councillor C. Cuss (LGBTQ Champion)

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COUNCIL – 6TH OCTOBER 2020

SUBJECT: STRATEGIC EQUALITY PLAN, OBJECTIVES AND ACTIONS 2020-2024

REPORT BY: CORPORATE DIRECTOR – EDUCATION AND CORPORATE SERVICES

- 1.1 The report, which was considered by Policy and Resources Scrutiny Committee on 25th February 2020 and Cabinet on 11th March 2020 sought Council approval on the draft Strategic Equality Plan.
- 1.2 It was noted that since April 2016, the Council has had in place a four-year operational document known as the Strategic Equality Plan – Equalities and Welsh Language Strategic Objectives, which has been accompanied by a separate Action Plan.
- 1.3 The Public Sector Equality Duty in Wales requires all public authorities to develop and publish a Strategic Equality Plan every four years. The Strategic Equality Plan 2020-2024 has undergone a full revision compared with the previous version, in order to reflect changes in best practice and objectives or to provide additional information. The combined Objectives and Action Plan have been developed to take achievements and progress into account and merged them into one operational document.
- 1.4 It was noted that the Plan has been developed so that the Council can set out how it aims to meet its commitment to equality and how it will meet its legal obligations contained within the Equality Act 2010. We have used key documents to help develop the revised plan such as the Corporate Plan 2018-2023 and Education's Shared Ambitions Strategy as well as information provided by service managers.

The Plan includes 7 Equality Objectives, which are:

- Service Planning and Delivery
 - Education, Skills and Employment
 - Community Cohesion
 - Inclusive Engagement and Participation
 - Welsh Language
 - Inclusive, Diverse and Equal Workforce
 - Reducing the Gender Pay Gap
- 1.5 Formal consultation took place in November 2019. This included targeted engagement with stakeholders with a specific interest in equalities e.g. Disability, Welsh Language, and Parents, Members, service managers and staff. The Consultation Report is attached at Appendix B of the report.
 - 1.6 Cabinet noted that feedback on the consultation process was very supportive of the draft objectives on the whole. Areas for improvement and barriers identified have been included as actions under each relevant Equality Objective. Members were asked to note in the Consultation Report, alongside the feedback received as part of the consultation, referenced were made to comments that have been embedded within the Strategic Equality Plan.

- 1.7 Cabinet were asked to note a few amendments that have been made to add clarity only, since the draft was presented to Policy and Resources Scrutiny Committee:
- The newly adopted **Consultation and Engagement Framework** will be added to Equality Objective 4 under **Supporting Documents**.
 - Strategic Equality Objective 6 – Action 4, we will specify the specific regulations mentioned, as the: **Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011**
 - A sentence will be added to the last paragraph on page 31 of the Plan, which will say; **Whilst an effort was made to consult with all sectors of the community, it is evident that some stakeholders did not engage in the process.**
- 1.8 The Strategic Equality Plan 2020-2024 and associated actions; will ensure that the Council has a fit-for-purpose document which demonstrates compliance with the latest statutory Equalities and Welsh Language duties. It has been developed in line with legislative requirements and guidance produced by the Equality & Human Rights Commission.
- 1.9 A Cabinet Member raised concerns around a recent consultation being undertaken by the UK Government in respect of the Gender Recognition Act and sought further information around the actions of the Council to support the Transgender Community and individuals in the workplace. Officers explained that training is available for all staff and members. Leisure Services previously requested Transgender Awareness training for staff, in order to deal with issues around the use of changing rooms in leisure centres. The team work closely with Umbrella Cymru and other partners, including the LGBT Youth Group to provide support and advice as required. In addition, staff awareness days are held to highlight specific awareness days relating to equalities and Welsh language, and as an opportunity to seek advice and support in relation to their work.
- 1.10 Cabinet were reassured that the Council aims to empower staff and provide the required support, which is embedded throughout the organisation, supported and celebrated.
- 1.11 Council is therefore asked to consider The Strategic Equality Plan, Objectives and Actions 2020-2024 and adopt as Council policy.

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

Appendices:

Appendix 1 Report to Cabinet on 11th March 2020



CABINET – 11TH MARCH 2020

SUBJECT: STRATEGIC EQUALITY PLAN, OBJECTIVES AND ACTIONS 2020-2024

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES

-
- 1.1 The attached draft Strategic Equality Plan, Objectives and Actions 2020-2024 was considered by the Policy and Resources Scrutiny Committee on 25th February 2020. Members were asked for their views on the draft Strategic Equality Plan prior to it being considered by Cabinet on 11th March 2020.
 - 1.2 The scrutiny committee were advised that the Public Sector Equality Duty in Wales came into force on 6th April 2011 and included a requirement for public authorities to develop and publish a Strategic Equality Plan every four years. The Council has had a Strategic Equality Plan (SEP) in place since 2016, and must now update this for the next 4-year cycle.
 - 1.3 Members sought clarification on Objective 2 of the Corporate Plan 2018-2023, enabling employment, which was also reflected as part of Equality Objective 2. Two Members requested information on action being taken in the north of the County Borough to increase employment and the number of people accessing services and commercial opportunities in town centres. Officers advised that the issues raised related more to regeneration policies rather than the Equality Plan, and highlighted the Draft Heads of the Valleys Masterplan which utilises the Cardiff Capital Region Investment Fund to support the region's economic growth.
 - 1.4 A Member asked about the support available to Elected Members and the voluntary sector so that they can galvanise and facilitate community cohesion. Issues highlighted in the Draft Plan under Equality Objective 3: promote and facilitate inclusive and cohesive communities. Officers advised that training sessions with Regional Community Cohesion Officers could be arranged and different forms of current public engagement were highlighted. Discussion ensued on the need to explore better and new ways of engaging and galvanising communities in order to make them more inclusive and cohesive. Members suggested that public seminars be established with the support of Regional Community Cohesion Officers in order to improve public engagement. Discussion also ensued on the implications of possible future funding cuts to the voluntary sector. Members were advised that future funding was currently being considered as Service Level Agreements with the voluntary sector had not been reviewed since 2008.
 - 1.5 Members raised the issue of deprivation as a key factor that can lead to examples of inequality. Officers advised Members about partnership working that had taken place in order to combat challenges caused by deprivation. The regeneration of the Lansbury Park Housing Estate in Caerphilly was given as an example.
 - 1.6 Members sought clarification with regard to Equality Objective 7: reducing the Gender Pay Gap. One Member wanted to know why part-time posts, which are mostly held by females, attracted salaries in the lower quartiles according to data contained in the Strategic Equality

Plan. Officers advised that the data indicated that part-time posts attracted salaries in the lower quartiles, regardless of gender. But, because of societal reasons the responsibility of childcare still falls disproportionately upon women and that therefore females tended to favour part-time employment in order to accommodate this commitment. One Member queried the suggested action of reviewing and updating HR policies regularly to include matters such as flexible working, part-time or job-share options and shared parental leave. It was suggested that a bolder response was needed. Officers advised that a review would help the Council to understand the size and causes of any pay gaps and identify any issues that need to be addressed. It was outlined how a future action plan would help tackle any causes identified. Discussion ensued on further measures such as the possibility of developing childcare facilities within council buildings. Officers advised that a report on the Gender Pay Gap was coming to Cabinet next month. Members were also advised that the council was confident that any gender pay gap did not stem from paying male and female employees differently for the same or equivalent work. The gender pay gap is the result of roles in which male and females currently work and the salaries that these roles attract.

1.7 The Chair summed-up the views expressed by Members during the meeting. It was outlined that the Strategic Equality Plan should include:

- (i) The establishment of public seminars in communities to increase greater Community Cohesion. Regional Community Cohesion Officers to be asked to explore new ways of promoting and increasing public engagement.
- (ii) Exploration of new ways of eliminating the Gender Pay Gap, the reduction of which was identified as an Equality Objective in the draft Strategic Equality Plan.

1.8 Following consideration and discussion the Policy and Resources Scrutiny Committee unanimously recommend to Cabinet that:

- (i) The views outlined in 1.7 are given full consideration.
- (ii) The Strategic Equality Plan, Objectives and Actions 2020-2024 be presented to Council for its approval as adoption as Council policy.

1.9 Cabinet are asked to consider the report and the above recommendations from the Scrutiny Committee.

Author: Mark Jacques, Scrutiny Officer – jacqu@caerphilly.gov.uk

Appendices:

Appendix Report to Policy and Resources Scrutiny Committee 25th February 2020 – Agenda Item 8



POLICY & RESOURCES SCRUTINY COMMITTEE – 25TH FEBRUARY 2020

SUBJECT: STRATEGIC EQUALITY PLAN, OBJECTIVES AND ACTIONS 2020-2024

REPORT BY: CORPORATE DIRECTOR – EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 The Report is seeking the views of Members and provides information on the Council's draft Strategic Equality Plan 2020-2024 (Appendix A).

2. SUMMARY

- 2.1 The Public Sector Equality Duty in Wales came in to force on 6th April 2011 and included a requirement for public authorities to develop and publish a Strategic Equality Plan every four years. The Council has had a Strategic Equality Plan (SEP) in place since 2016, and must now update this for the next 4-year cycle.
- 2.2 This has also ensured that the Council has a good foundation in place to meet three of the Well-being goals of the Well-being of Future Generations (Wales) Act 2015.
- 2.3 The views of Policy and Resource Scrutiny Committee are sought on the draft Strategic Equality Plan, to inform a version to be presented to Cabinet and Council for its approval for adoption as Council policy.

3. RECOMMENDATIONS

- 3.1 The views of Policy and Resource Scrutiny Committee are sought on the draft Strategic Equality Plan 2020-2024, to inform a version to be presented to Cabinet and Council for its approval for adoption as Council policy.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To allow the adoption of the Strategic Equality Plan 2020-2024 for the next 4 years.

5. THE REPORT

- 5.1 Since April 2016, the Council has had in place a four-year operational document known as the Strategic Equality Plan - Equalities and Welsh Language Strategic Objectives; this has been accompanied by a separate Action Plan.
- 5.2 The Strategic Equality Plan 2020-2024 has undergone a full revision compared with the previous version, in order to reflect changes in best practice, changes in the objectives or to provide additional information. The combined Objectives and Action Plan have been developed to take achievements and progress into account and merged them into one

operational document.

5.3 The Strategic Equality Plan has been developed so that the Council can set out how it aims to meet its commitment to equality and how it will meet its legal obligations contained within the Equality Act 2010.

5.4 A comprehensive engagement process took place during November and December 2019 to involve as many people as possible in developing the draft Equality Objectives and to give an opportunity for suggestions for additional or alternative objectives and any relevant actions. An engagement report has been produced (Appendix B).

5.5 Feedback on the consultation process was very supportive of the draft objectives on the whole. Areas for improvement and barriers identified have been included as actions under each relevant Equality Objective.

5.6 The Equality Objectives included in the Strategic Equality Plan are:

- **Service Planning and Delivery** – Understand and remove the barriers people face when accessing services
- **Education, Skills and Employment** – Improve education opportunities for all
- **Community Cohesion** – Promote and facilitate inclusive and cohesive communities
- **Inclusive Engagement and Participation** – Engage with citizens to encourage participation, to have their voices heard when planning service delivery
- **Welsh Language** – To ensure the Welsh speaking public can access services that comply with the statutory requirements
- **Inclusive, Diverse and Equal Workforce** – Create a workforce which reflects and respects the diversity of the communities within the county borough
- **Reducing the Gender Pay Gap**

5.7 The Gender Pay objective is a requirement of the Public Sector Equality Duty.

5.8 **Conclusion**

The updated Strategic Equality Plan and associated actions will ensure that the Council has a fit-for-purpose document in place to demonstrate compliance with the latest statutory Equalities and Welsh Language duties. It has been developed in line with legislative requirements and guidance produced by the Equality & Human Rights Commission.

6. **ASSUMPTIONS**

6.1 No assumptions have been made in preparing 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**

Objective 1 - Improve education opportunities for all – this objective is reflected in the Strategic Equality Plan 2020-2024 as Equality Objective 2. We need to identify and remove the barriers to accessing education, training and employment which will positively contribute to creating cohesive and resilient communities. The skills agenda is fundamental to economic development and economic prosperity.

Objective 2 - Enabling employment - this objective is also reflected in the Strategic Equality Plan 2020-2024 as part of Equality Objective 2.

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 – Housing can be seen as a barrier to accessing other goods and services and can impact on people's mental health and well-being. Living in conditions where you feel safe and belong is vitally important and these are considered within Equality Objectives 2 and 3 of the Strategic Equality Plan.

Objective 4 - Promote a modern, integrated and sustainable transport system that increases opportunity promotes prosperity and minimises the adverse impacts on the environment – Transport can be seen as a barrier to accessing services and employment within the county borough. This was a theme which was discussed within the focus groups we held as part of the consultation process. Transport is considered within Equality Objective 2, increased and improved transport links will enable and encourage people to access education, training, employment and services easily.

Objective 6 - Support citizens to remain independent and improve their well-being – This is a key thread within the Strategic Equality Plan. If citizens live in the right living conditions and have easy access to transport, these enable them to reach education, training and employment opportunities. They also support citizens to access goods and services independently and to participate in consultations around service planning and delivery. By having their voices heard, services can be tailored to suit the needs of citizens thus empowering them to feel included. It includes supporting people to help themselves by providing comprehensive advice and guidance including signposting to other services. It's about having meaningful conversations with people to help them identify what matters to them, which will inform services to suit their needs.

Welsh Language Standards

Equality Objective 5 in the Strategic Equality Plan supports the Welsh Language. Language is not considered a protected characteristic under the Equality Act 2010, however communicating with citizens in line with their language preference is a statutory duty under the Welsh Language (Wales) Measure 2011 and the Council's Welsh Language Standards Compliance Notice. A number of the actions are underpinned by the county borough's Five Year Welsh Language Strategy 2017-2022.

Shared Ambitions Strategy

This strategy outlines the Council's commitment to work with schools and the Education Achievement Services (EAS) to improve educational attainment and achievement and links with Equality Objective 2.

Communication and Engagement Strategy

The availability of information in various formats is essential in ensuring that all citizens are able to participate in any or all engagement exercises. Whilst advances in technology enable us to provide information in digital formats, there continue to be barriers that prevent citizens from engaging.

8. WELL-BEING OF FUTURE GENERATIONS

8.1 The Strategic Equality Plan contributes to all 7 of the Well-being Goals which are:-

- 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

The Strategic Equality Plan is consistent with the five ways of working as defined within the sustainable development principle in the Act and are as follows

- Long Term – Any actions identified in the Plan will be used to plan service delivery over the next 4 years and will be reviewed and updated should any actions be met within the 4 year timeframe of the Plan.
- Prevention – By having a Plan in place ensures that services understand what is expected of them to deliver inclusive services and without discrimination.
- Integration – There is a crossover between the Strategic Equality Objectives and the Objectives of the Corporate Plan 2018-2023. This ensures consistency in meeting objectives and reporting. It also places a stronger and joined-up link between services and the Plans the Council already has in place.
- Collaboration – Working with key stakeholders is important to learn and understand how we can improve on how we currently deliver services based on the actions in the Plan.
- Involvement – The Strategic Equality Plan is about making citizens feel equally valued whilst recognising that people have different needs and delivering services in a non-discriminatory way. To understand what people's needs are its very important to involve them in any service planning, design and delivery. The public consultation responses on the Strategic Equality Objectives assisted us in identifying key actions to include in the final version of the Plan.

9. EQUALITIES IMPLICATIONS

9.1 The Equality Act 2010 introduced a general equality duty and a specific public sector equality duty that is applicable to Councils. Section 149 of the Equality Act 2010 (Public Sector Single Equality Duty) requires public authorities to demonstrate that they have paid 'due regard' in their decision-making process to the need to:

- Eliminate unlawful discrimination, harassment and victimisation;
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it;
- Foster good relations between people who share a protected characteristic and those who do not.

The relevant protected characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

9.2 The Council must have due regard to the impact of any proposals on those with a protected characteristic. The Council has a specific duty to publish information to demonstrate how it has paid due regard to the aims above as part of its decision-making. Undertaking an Equality Impact Assessment screening exercise (and if necessary a full Equality Impact Assessment) would be evidence that the Council has considered its legal obligations in making the decision on the recommendations in this report.

9.3 The equality objectives provide a positive impact on all groups with protected characteristics. An Equality Impact Assessment has been undertaken. Whilst an effort was made to engage

with all sectors of the community, it is evident that no responses were received from individuals representing local religious groups or the black and minority ethnic community. This is particularly concerning as we are not aware if there are any support / advocacy groups in the borough representing the needs of BAME and Religious citizens. As a result, actions within the equality objectives will ensure efforts are made to develop communication and engagement routes with BAME and religious groups and citizens to ensure their voices are heard in the future.

10. FINANCIAL IMPLICATIONS

10.1 There are no financial implications aligned to this report.

11. PERSONNEL IMPLICATIONS

11.1 Equality Objective 6 - Inclusive, Diverse and Equal Workforce and Equality Objective 7 – Reducing the Gender Pay Gap both relate to Human Resources activities. The Gender Pay objective is a requirement of the Public Sector Equality Duty.

11.2 In light of the requirements of the Welsh Language Standards and the wider requirements of the Public Sector Equality Duty, any personnel implications will be dealt with as they arise by Human Resources and the Equalities, Welsh Language and Consultation Team, and reported on in the annual reports.

12. CONSULTATIONS

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

13. STATUTORY POWER

13.1 Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
Welsh Language (Wales) Measure 2011
Well-being of Future Generations Act (Wales) 2015
Human Rights Act 1998
Local Government (Wales) Measure 2011

Author: Anwen Cullinane – Senior Policy Officer – Equalities, Welsh Language and Consultation, cullima@caerphilly.gov.uk

Consultees: Christina Harrhy – Interim Chief Executive,
Richard Edmunds – Corporate Director – Education and Corporate Services
Cllr Eluned Stenner – Cabinet Member for Finance, Performance and Planning
Cllr James Pritchard – Elected Member – Equalities Champion,
Stephen Harris – Interim Head of Business Improvement
Robert Tranter – Head of Legal Services and Monitoring Officer
Lynne Donovan – Head of People Services
Keri Cole – Chief Education Officer
Liz Lucas – Head of Customer and Digital Services
Rhian Kyte – Head of Regeneration and Planning
Mark Williams – Interim Head of Property Services
Kathryn Peters – Service Improvement and Partnerships Manager
Ros Roberts – Business Improvement Manager
Christopher Hunt – Community Cohesion Coordinator (West Gwent)

Background Papers:

Appendices:

Appendix A [Strategic Equality Plan 2020-2024](#)

Appendix B [Strategic Equality Plan 2020-2024 - Consultation Report](#)

Appendix C [Strategic Equality Plan 2020-2024 - Equality Impact Assessment](#)

CAERPHILLY COUNTY BOROUGH COUNCIL STRATEGIC EQUALITIES PLAN 2020-2024



FOREWARD

Caerphilly County Borough Council believes that nobody should be discriminated against or placed at a disadvantage because of their identity or background. We want a county borough where everyone is treated equally and fairly in all aspects of everyday life.

Whilst we strive for all residents and visitors to the county borough to be treated equally, we also recognise that people have different needs. This plan takes these differing needs into account and aims to ensure that there are no barriers which prevent anyone accessing council services.

As our communities change, diversity is a key issue for us. We believe that it is our duty to tackle discrimination and encourage greater cohesion; creating communities where everyone feels respected and safe from harassment.

We also remain committed to achieving equality within all aspects of our service delivery and in our employment practices, which is even more important during these challenging times and in such a difficult financial climate.

The plan will be monitored each year in order to review the impact of the progress we make and the annual reports will continue to be published. It will also be publicised and promoted widely both internally and externally in order to raise awareness of the work being done.

We hope that you agree that this plan continues to develop the equality and diversity work we have undertaken to date and shows our ongoing commitment to ensuring respect and fairness for everyone in the county borough.

Christina Harray
Chief Executive
Caerphilly County Borough Council

Cllr. Philippa Marsden
Leader
Caerphilly County Borough Council

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- **ABOUT US**

The Caerphilly county borough covers an area stretching from the Brecon Beacons National Park in the north, to Cardiff and Newport in the south. It is bordered to the north by Merthyr Tydfil, the west by Rhondda Cynon Taf, and to the east by Blaenau Gwent and Torfaen local authorities.

The area lies at the heart of both the South Wales Valleys and the Cardiff Capital Region. The Caerphilly county borough occupies some 108 square miles (28,000 hectares) of the Valleys area of South East Wales. It is a little over 18.6 miles long and nearly 11 miles wide, and is formed by the valleys of three rivers: the Rhymney, Sirhowy and Ebbw. The county borough has 180,000 residents living across a mixture of urban and rural communities. Three quarters of the county borough is used for agriculture and forestry. The Council is the 5th largest local council in Wales and is the largest employer in the area.

The Council employs nearly 9,000 staff with 73 % of them living in the county borough. They are employed into a variety of different roles within service areas which make up the following Directorates:

- Corporate Services and Education
- Social Services and Housing
- Communities

The Directorates are headed by Corporate Directors and together with the interim Chief Executive make up the Corporate Management Team who oversee the strategic management of the council's business. The Council operates a cabinet style of local government which is led by a Leader and who is supported by 8 Cabinet Members. We have 73 elected Councillors who have a variety of roles including agreeing the Council's policy framework, Council Tax and budget.

Our vision and values are an integral part of our Transformation Strategy #Team Caerphilly – Better Together. Its aim is to transform the way in which we have previously delivered services. It will examine how services are prioritised, how they can become more business efficient, explore new opportunities for greater customer focus and digital delivery, consider alternative delivery models and seek commercial opportunities.

Central to this programme of transformational change is our new mantra of **‘Social Heart and Commercial Head’**. This recognises our commitment to public service and the needs of our citizens, while also demonstrating our desire to explore new innovative, commercial opportunities where appropriate, to generate additional income to reinvest in services to help them remain resilient.

Our purpose in this strategy is:

“To create capacity and foresight to develop solutions to some of the county borough’s biggest challenges, ensuring the Council understand and responds to the changing needs and priorities of our communities.”



The outcomes we aim to achieve are:

- To have strong working relationships with our communities and partners to maximise the use of our collective resources to ensure a resilient county borough for the future.
- To embed a new operating model that will encourage innovative approaches to service delivery and ensure that we are making the best use of our resources.
- To help close the gap between poverty and prosperity through improving educational attainment and stimulating the local economy to create high quality jobs.

The Council's equalities statement makes its commitment clear;

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

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

Respect for diversity is a key issue as our communities change and develop in the 21st century. We must respect what has been before and the achievements up to that point but we must also accept and respect that things have changed and continue to evolve. We must be respectful for every individual who lives or works here, who represents or who visits the county borough.

Council services must reflect these diverse needs and Caerphilly County Borough Council already has a strong background in delivering accessible services in a sensible, measured and cost-effective way. Local government finances are increasingly under challenge and any changes have to take into account the impact on the most vulnerable in society through Equality Impact Assessments, which carry the full authority of this plan.

The Council is committed to ensuring it achieves value for money from its third party procurement recognising the value of using procurement to support its wider Cultural, Social, Economic and Environmental objectives, in ways that offer real long-term benefits to the community it serves and the people of Wales, whilst balancing the issues of value for money.

Our Programme for Procurement is a living strategy, flexible, adaptable and alive to the changing environment; modular in nature so that it is easy to review and update annually in line with developments in the procurement landscape. Our approach will be continuous improvement to bring about real change and to improve the lives of those who live and work within our borough.

The Council will use its procurement processes to foster positive social change where appropriate. The Council has adopted the Ethical Supply Chain Code of Practice and we will apply this to foster fair working conditions for all.

This plan will be monitored each year in order to review the impact of the progress we make and our statutory Equalities Report will continue to be

published. It will also be publicised and promoted widely both internally and externally in order to raise awareness of the work being done.

- **CONTEXT**

This Strategic Equality Plan has been developed to primarily demonstrate the Council's commitment to meeting the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011. It highlights links to legislation and regulations covering the Welsh Language Standards and Human Rights issues and how it supports 4 of the 7 aims of Welsh Government's *Well-being of Future Generations (Wales) Act 2015*; *A healthier Wales, A more equal Wales, A Wales of cohesive communities and A Wales of vibrant culture and thriving Welsh language*. It also outlines how the council will meet its responsibilities under the Public Sector Equality Duty, to advance equality and inclusion for all protected groups.

Building on our previous equalities work the plan explains to staff, citizens, stakeholders and elected members, how Caerphilly County Borough Council intends to deliver its equalities commitments whilst continuing to be an inclusive organisation that does not tolerate discrimination of any kind.

To assist us in writing this Plan, we engaged with our citizens, staff, stakeholders and elected members. We also used a range of equality information which supported us in defining what would be our equality objectives for the next 4 years, and by listening to them we hope that these objectives are both meaningful and achievable for us to deliver.

We looked at what priorities there were to consider both nationally and at a council level, and based them on what evidence we had available to us to support the work. A lot of work has been undertaken over the years into assessing our progress against the Public Sector Equality Duty through service plans and the self-assessment process.

We considered external sources of information such as reports by the Equality and Human Rights Commission and Welsh Government, policies and priorities, research reports and other relevant statistics available to help us.

A number of external reports undertaken by the Equality and Human Rights Commission have supported and influenced the development of our new equality objectives.

Is Wales Fairer? 2015 – Equality and Human Rights Commission

The Equality and Human Rights Commission (EHRC), [Is Wales Fairer? 2015](#) report looked at 7 key challenges that needed to be addressed in Wales. According to the report, inequalities and abuses of human rights are entrenched and will require a concerted effort from individuals and public, private and third sector organisations to tackle and reduce them.

The 7 challenges identified were:

1. Close the attainment gaps in education
2. Encourage fair recruitment, development and reward in employment
3. Improve living conditions in cohesive communities
4. Increase access to justice and encourage democratic participation
5. Improve access to mental health services and support people experiencing poor mental health
6. Prevent abuse, neglect and ill-treatment in care and detention
7. Eliminate violence, abuse and harassment in the community

These are ongoing challenges; however, progress has been made towards meeting them via a number of effective action plans within the Council. For example, in March 2018 the Council adopted a set of Well-being Objectives for 2018-2023 within its [Corporate Plan](#). Well-being Objective 1 is **Improve education opportunities for all** and this will be addressed through the Shared Ambitions Strategy 2019-2022. A full list of relevant supporting documents is included within each the well-being objectives.

Is Wales Fairer? 2018 – Equality and Human Rights Commission

The format of the latest report from the EHRC; *Is Wales Fairer? 2018*, outlines the following themes. The objectives within the plan have been developed to align with these themes;

- Education
- Work
- Living Standards
- Health
- Justice and Personal Security
- Participation

The report identifies that some progress has been made in making Wales fairer, but suggests that there is much more work that needs to be done. The Equality and Human Rights Commission's key focus will be socio-economic disadvantage, disability, gender and race and these have been reflected in the Council's Strategic Equality Objectives 2020-2024.

When developing our equality objectives, both *Is Wales Fairer? 2015* and *Is Wales Fairer? 2018* were fundamental in guiding us to the equality objectives we are consulting on and which are detailed in this document.

The Action Plan in Section 2 identifies how the equality objectives and actions link to the themes identified in the *Is Wales Fairer? 2018* report.

To help to improve the annual actions, we also welcome any ongoing, general comments on the content, quality and accessibility of this document and on the impact of those actions on the people we serve and the people we employ.

If you have any comments or would like to know more about the work the Council is doing please contact:

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- **LEGISLATION**

Equality Act 2010

The Equality Act 2010 brings together and replaces previous anti-discrimination laws in a single Act. The Act includes a Public Sector Equality Duty (PSED), which has replaced all the individual duties previously in place, namely race, disability and gender equality. Section 149 of the Equality Act 2010 sets out the Public Sector Equality Duty, which places a duty on the Council, and other public organisations, to have due regard when making decisions and delivering services to ensure that we meet the requirement to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act.
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

In advancing equality of opportunity between people who share a protected characteristic and those who don't we must also ensure that we;

- Remove and minimise disadvantages experienced by people due to their protected characteristics.
- Take steps to meet the needs of people from protected groups whether these are different to the needs of other people.
- Encourage people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The third aim refers to fostering good relations and this means tackling prejudices and promoting understanding between people who share a protected characteristic and those who don't. This might mean in some circumstances that some people are treated more favourably than others as long as it's within the provisions of the Act.

There are 9 protected characteristics listed under the Equality Act 2010:

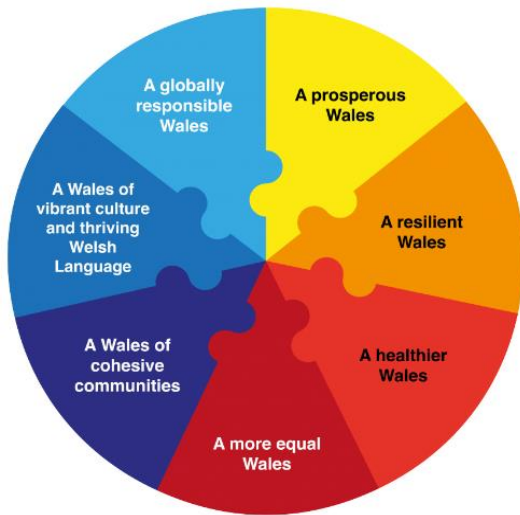
- | | |
|---------------------------|----------------------------------|
| ➤ Age | ➤ Religion or Belief |
| ➤ Disability | ➤ Sex |
| ➤ Gender Reassignment | ➤ Sexual Orientation |
| ➤ Pregnancy and Maternity | ➤ Marriage and Civil Partnership |
| ➤ Race | |

In Wales we have specific statutory duties placed on us, which are regulations that set out the actions the Council must take to comply. The ***Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011*** were published by Welsh Government in April 2011 and include the following areas;

- **Equality Objectives** – prepare and publish a set of equality objectives which meet the Public Sector Equality Duty.
- **Engagement** – involve people who represent one or more protected characteristics and who have an interest in how the Council undertakes its functions.
- **Equality Impact Assessments (EIAs)** – undertaking EIAs and publishing them alongside reports which require decisions.
- **Equality Information** – collect and publish equality information which ensures compliance with the Public Sector Equality Duty.
- **Employment Information** – collect and publish workforce monitoring data annually.
- **Pay Difference** – ensure the Council has an equality objective which specifically relates to gender pay differences.
- **Staff Training** – promote knowledge and understanding of the Equality Act 2010, the Public Sector Equality Duty and the specific duties in Wales. Use performance assessment procedures to identify and address the training needs of staff.
- **Strategic Equality Plan** – publish a strategic equality plan which sets out the Council’s Equality Objectives to meet the Public Sector Equality Duty.
- **Procurement** – when procuring works, goods and services from other organisations, include conditions relevant to the Public Sector Equality Duty within procurement processes.

Well-being of Future Generations (Wales) Act 2015

The Council is committed to ensuring that the [Well-being of Future Generations \(Wales\) Act 2015](#) is embedded within its service delivery and activities. The Act puts in place a sustainable development principle with a view to improving the economic, social, environmental and cultural well-being of Wales. This will help us to create a Wales that we want to live, in now and in the future.



To make sure that we are all working towards the same vision, the Act puts in place 7 well-being goals, and whilst the Council's Strategic Equality Plan will cut across all of the well-being goals, the plan specifically supports progress against the following 3 goals:

- A Wales of Vibrant culture and thriving Welsh language
- A Wales of cohesive communities
- A more equal Wales

The Sustainable Development Principle of the Act tells the council what to consider in meeting its duties under the Act. The Council, when making decisions has to consider the impact the decision could have on future generations. To do so there are 5 ways of working set out that must be considered and applied when making decisions. They are:



The 5 ways of working have been used to shape the Council's equality objectives.

Welsh Language (Wales) Measure 2011

The Welsh Language (Wales) Measure 2011 replaced the Welsh Language Act 1993 and as part of the legislation, in Wales the Welsh language has equal legal status with English and must not be treated less favourably.

Public bodies must comply with a set of national Welsh Language Standards which the Welsh Language Commissioner issued via a [Compliance Notice](#) to the Council. The Compliance Notice sets out which of the 176 standards in the legislation apply to the Council, along with any exemptions and their implementation dates.

Welsh language issues are not covered by the Equality Act but rather have a set of Standards under the Welsh Language (Wales) Measure 2011, it has long been recognised that the equality and Welsh language policy agendas complement and inform each other. This is further reinforced by the goal within the Well-being of Future Generations (Wales) Act 2015 – A Wales of vibrant culture and thriving Welsh language.

Welsh Language developments will be made corporately in line with the aims of the Measure, which:

- confirmed the official status of the Welsh language;
- created a new system of placing duties on bodies to provide services through the medium of Welsh;
- created a Welsh Language Commissioner with strong enforcement powers to protect the rights of Welsh speakers to access services through the medium of Welsh;
- established a Welsh Language Tribunal;
- gives individuals and bodies the right to appeal decisions made in relation to the provision of services through the medium of Welsh;
- created a Welsh Language Partnership Council to advise Government on its strategy in relation to the Welsh language;
- allowed for an official investigation by the Welsh Language Commissioner of instances where there is an attempt to interfere with the freedom of Welsh speakers to use the language with one another.

It is for these reasons that Welsh Language has been integrated into the Equality and Welsh Language Objectives and Action Plan, and has been given a corporate equality objective of its own.

Section 2:

- **Strategic Equality Objectives and Action Plan**

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| Equality Objective 1 |
| Service Planning and Delivery – Understand and remove the barriers people face when accessing services |
| Context |
| <p>This objective focuses on the provision of accessible and inclusive services to the citizens of the county borough. We will achieve this by continuing our engagement with service users to identify and eliminate barriers to services.</p> <p>Barriers experienced by groups and individuals may include, accessing information in appropriate formats to suit their needs, mental health difficulties, transport, unemployment or accessibility to technology. Service areas should implement plans and strategies collaboratively to successfully address and remove identified barriers.</p> <p>Education, health & mental health services, housing, social services and transport are areas which we wish to improve upon.</p> <p>Empowering groups with protected characteristics to be able to access the services they need is a key focus for the Council.</p> |
| Themes from Is Wales Fairer? 2018 |
| Education, Work, Living Standards, Health, Justice and Personal Security, Participation |
| Relevant Protected Characteristics |
| Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Race, Religion or Belief, Sex, Sexual Orientation, Welsh Language |
| Supporting Documents |
| <ul style="list-style-type: none"> • Caerphilly Public Services Board's Well-being Plan 2018-2023 • Corporate Plan 2018-2023 • Well-being of Future Generations (Wales) Act 2015 • Welsh Government - Digital Inclusion Framework • Caerphilly County Borough Council – Customer and Digital Strategy |

Actions:

1. Deliver on the principles in the Customer and Digital Strategy
2. Ensure our staff have the necessary skills to deliver digital services
3. Explore and consider adopting the Communication Access Symbol to ensure information is provided using different formats and language including BSL
4. Upskill citizens to enable greater use of digital technology
5. Identify service needs of specific user groups; what barriers prevent access; and what actions are required to remove those barriers
6. Ensure the Council's website and intranet is accessible so that people with disabilities can still engage
7. Improve the collection and recording of equalities monitoring information of our citizens across council services
8. Collect equalities monitoring information for compliments and complaints
9. Survey the council's building stock (and schools) in relation to accessibility using the Local Access Group
10. Survey polling stations in relation to accessibility using the Local Access Group

Why?

Digital Inclusion – Upskilling citizens and staff enables them to use and access information digitally, removing a number of barriers and enabling citizens to be more engaged. This includes the use of social media and networking, the news, access to job opportunities, finance (online banking), transport information, housing options or even online purchases. Digital skills will enable citizens and staff to access details regarding council services, and have up to date information relating to developments which may affect them, such as consultations, roadworks, events etc.

Equalities Monitoring – Improving how equalities monitoring information is collected will identify what issues exist within services, and if citizens with protected characteristics experience any issues or are accessing services equally. Equalities monitoring data will help us understand who our customers are and assist us in tailoring our services to suit their needs. Collecting this data for compliments and complaints will help identify areas where we are doing well and areas where we need to improve. This information will enable us to provide equality of access to services and the removal of identified barriers.

Accessibility – By surveying the council's building stock, which includes schools and polling stations, we can identify buildings that have accessibility problems and work towards rectifying them. Buildings can present physical barriers which prevent citizens from accessing services, for example voting. Clear signage, lighting and access to services need to be taken into consideration as an element of this theme. As an authority we must ensure that we have staff with the necessary language skills, to exceed customer expectations, coupled with a sound and varied knowledge of council services.

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| Equality Objective 2 |
| Education, Skills and Employment – Improve education opportunities for all |
| Context |
| <p>The primary aim of this objective is to ensure that our communities are well equipped to secure sustainable and well-paid employment as a means of preventing poverty. Through ensuring our citizens are ready to enter the working environment we will prevent long term problems associated with low skills and un-employability.</p> <p><i>‘Improve Education opportunities for all’</i> as detailed in the Council’s Corporate Plan, will be delivered using outcomes identified within the Shared Ambitions 2019-2022 Strategy. This strategy outlines the Council’s commitment to work with schools and the Education Achievement Services (EAS) to improve educational attainment and achievement.</p> <p>Increasing the number of citizens accessing education, training and employment will positively contribute to creating cohesive and resilient communities that will thrive. The skills agenda is fundamental to the economic development and economic prosperity of the nation, Cardiff Capital Region and Caerphilly County Borough.</p> <p>Key to this will be focussing our work on reducing the number of young people who are not in employment, education and training, eliminating the economic inactivity gap; identify the skills gaps and shortages in priority sectors, increase the number and quality of apprenticeships and improve people’s perception of apprenticeships as a route into well-paid employment.</p> |
| Themes from Is Wales Fairer? 2018 |
| Education, Work, Living Standards, Health, Justice and Personal Security, Participation |
| Relevant Protected Characteristics |
| Age, Disability, Gender Reassignment, Race, Religion or Belief, Sex, Sexual Orientation, Welsh Language |
| Supporting Documents |
| <ul style="list-style-type: none"> • ‘Is Wales Fairer? 2018 Report’ • Shared Ambitions 2019-22 Strategy • Prosperity for All Action Plan • Corporate Plan 2018-23 • Cymraeg 2050 • Nurture, Equip and Thrive (NET) • Well-being of Future Generations (Wales) Act 2015 |

Actions:

1. Improve the skills of citizens by providing opportunities to gain qualifications and support to obtain employment
2. Develop support for Adult Community Education to deliver digital literacy courses that will support local employability programmes
3. Aim to reduce the impact of poverty by supporting citizens into improved employment opportunities and conditions
4. Meet the targets set within the local employability programmes by upskilling and supporting citizens into well-paid work
5. Through investing in our educational and housing stock, and providing apprenticeships, training opportunities and work placements within our organisation, we will increase the number of local citizens who are skilled and qualified workers and contributing to Community Benefits
6. To further develop an inclusive approach to apprenticeships

Why?

Skills and Employment Opportunities – By tackling the causes of poverty and ensuring our anti-poverty grant programmes are working collaboratively, we will maximise our ability to support the most vulnerable in our communities. Increasing the number of citizens accessing education, training and employment will positively contribute to creating cohesive and resilient communities that will thrive, thus improving quality of life and the health of those living within the county borough.

Education Opportunities – The Council has listed *‘Improving educational opportunities for all’* as the first of its Well-being Objectives, and implemented a *Shared Ambitions Strategy* to drive this work forward. As an authority we have committed to an ambitious 21st century schools investment programme. The 21st Century Schools Band A programme was delivered on time and within budget. The first two projects of the equally ambitious Band B programme have been identified and will assist the Authority in meeting the needs of its most vulnerable learners and the Welsh in Education Strategic Plan.

Transport – The Cardiff Capital Region City Deal is an ambitious investment programme. Designed to develop transport infrastructure and connectivity, as well as create employment and apprenticeship opportunities to positively promote local and regional regeneration. If transport infrastructure meets the needs of individuals wishing to access education, training and employment opportunities, this will promote prosperity and improve community cohesion.

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| Equality Objective 3 |
| Community Cohesion – Promote and facilitate inclusive and cohesive communities |
| Context |
| <p>Community cohesion as defined in Welsh Government’s Community Cohesion National Delivery Plan 2014-2016 (latest document) is described as the ability of all communities to function and grow in harmony together rather than in conflict. It aims to build communities where people feel confident, that they belong and are comfortable mixing and interacting with others, particularly with different people and people with different protected characteristics.</p> <p>Caerphilly adopts the principles that a cohesive community is one where:</p> <ul style="list-style-type: none"> • there is a common vision and a sense of belonging for all communities; • the diversity of people’s backgrounds and circumstances is appreciated and positively valued; • those from different backgrounds have similar life opportunities; • strong and positive relationships are developed between people from different backgrounds and circumstances in the workplace, in schools and within neighbourhoods. <p>When we refer to ‘communities’ we are often describing a geographical neighbourhood, but the term community may also be used to define individuals who share a protected characteristic (for example ethnicity or culture, age group, religion or belief, sexual orientation, language, gender) or interests.</p> |
| Themes from Is Wales Fairer? 2018 |
| Education, Work, Living Standards, Health, Justice and Personal Security, Participation |
| Relevant Protected Characteristics |
| Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation, Welsh Language |
| Supporting Documents |
| <ul style="list-style-type: none"> • Corporate Plan 2018-2023 • ‘Is Wales Fairer? 2018 Report’ • Well-being of Future Generations (Wales) Act 2015 • Community Cohesion National Delivery Plan 2014-2016 |

Actions:

1. Raise the profile for discriminatory incidents reporting in schools through further staff training
2. Evolve the regional integrated approach, to improve the health and well-being of individuals and families subjected to violence against women, domestic abuse and sexual violence.
3. Advocate community diversity work with services and partners to celebrate equality of difference by championing commemorative and celebratory dates (i.e. Refugee Awareness Week, Holocaust Memorial Day, Hate Crime Awareness Week)
4. Engagement – develop a minority communities citizens panel as a means to improving the engagement with lesser heard voices
5. Community cohesion team will work with LEA and partners to develop improved equities practices and anti-discrimination work in schools. (This will include training to staff, raising the profile of discriminatory incident recording, support for schools to develop the inclusion of equalities work in the curriculum through schools workshops and a schools swap project linking a local school to one in a different and contrasting area”)
6. Engage with EU nationals with regards to the EU Settlement Scheme
7. Monitor community tensions –link with Partners and take proactive steps to mitigate tensions from escalating in the community
8. To continue support for the LA’s engagement with the UK Resettlement Scheme

Why?

The current political discourse following Brexit has, in some regions, had a significant impact on community cohesion - and the national raise in recorded Hate crime in the wake of the 2016 referendum further evidences the division in some communities. Addressing this division and providing equality of opportunity to all residents, regardless of protected characteristic, is essential to ensure Caerphilly encourages positive relationships within and between communities.

Community Cohesion – *A Wales of Cohesive Communities* is one of the 7 goals of the *Well-being of Future Generations (Wales) Act 2015*, this ensures cohesion remains at the heart of how the Council and other public bodies deliver policies and services now and in the future. The Act and Welsh Government’s *National Delivery Plan* work hand in hand, following the same principles of integration, collaboration and involvement, and ensuring policies and services remain responsive to local needs. The Delivery Plan aligns with Welsh Government’s Strategic Equality Plan, and demonstrates how we will continue to foster good relations and tackle deep-rooted inequality within our communities.

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| Equality Objective 4 |
| Inclusive Engagement and Participation – Engage with citizens to encourage participation, to have their voices heard when planning service delivery |
| Context |
| <p>The availability of information in various formats is essential in ensuring that all citizens are able to participate in any or all engagement exercises. Whilst advances in technology enable us to provide information in digital formats, there continue to be barriers that prevent citizens from engaging. Transport, mental health, socio-economic status, low literacy and numeracy skills and particular difficulties experienced by hard to reach or seldom heard groups, are some of the barriers that continue to prevent citizens from engaging with the council and wider support services.</p> <p>This Objective is reflected in one of our Corporate Objectives that looks at how we can ‘Support citizens to remain independent and improve their well-being’. It includes supporting people to help themselves by providing comprehensive advice and guidance including signposting to other services. It’s about having meaningful conversations with people to help them identify what matters to them, which will inform services to suit their needs.</p> |
| Themes from Is Wales Fairer? 2018 |
| Education, Work, Living Standards, Health, Justice and Personal Security, Participation |
| Relevant Protected Characteristics |
| Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation, Welsh Language |
| Supporting Documents |
| <ul style="list-style-type: none"> • Corporate Plan 2018-2023 • ‘Is Wales Fairer? 2018 Report’ • Well-being of Future Generations (Wales) Act 2015 • Customer and Digital Strategy 2019-2023-2023 • Team Caerphilly – Better Together Transformation Strategy • Communications and Engagement Strategy 2019-2022 • Consultation and Engagement Framework 2020-2025 |

Actions:

1. Support citizens to 'help themselves' by providing comprehensive advice and information, including signposting to other services
2. Have 'meaningful conversations' to help citizens identify what matters to them to inform outcome focussed planning
3. Identify and support carers
4. Embed the *Consultation and Engagement Framework* into all consultation exercises undertaken by council services
5. Identify service needs of specific user groups; what barriers prevent access; and what actions are required to remove those barriers
6. Review and update our key stakeholder groups within the county borough that represent protected characteristic groups
7. Review and strengthen internal processes for undertaking Equality Impact Assessments and related consultation
8. Ensure that activities related to service change and transformation embed the principles of good consultation with communities as part of 'The Caerphilly Conversation'

Why?

Communication and Accessibility – We need to assist citizens in upskilling to acquire digital skills to access information and to participate online. The information we provide should be provided in an easy read format which uses plain language. We need to look at how we engage and consult with citizens via focus groups and the View Point Panel and increase participations and ensure that they are representative of the protected characteristics.

Voice – Consult directly with key stakeholder groups to consult face to face. Using co-production will help build relationships with citizens, where they feel they can influence and make decisions around the services they need. Also builds trust and empowers the public in becoming involved in service design and delivery.

Remove Barriers – Consider the Gunning Principles when planning any consultation. Planning sufficient time for consultation exercises and providing adequate information which allows people to make informed decisions / respond knowing the facts.

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| Equality Objective 5 |
| Welsh Language – To ensure the Welsh speaking public can access services that comply with the statutory requirements |
| Context |
| <p>Welsh language issues are not covered by the Equality Act 2010 but have a set of standards under the Welsh Language (Wales) Measure 2011. These are detailed in the regulations approved by Welsh Government as the Welsh Language Standards (No. 1) Regulations 2015.</p> <p>Internal working practices continue to evolve to ensure that the principle of language equality is respected in every aspect of service provision. To assist the council in meeting the requirements of the Welsh Language Standards and to meet the needs of the Welsh speaking population of the county borough, we work in partnership with organisations such as; Menter Iaith Caerffili, Fforwm Iaith, Welsh medium schools etc. This work is detailed in the county borough’s Five Year Welsh Language Strategy 2017-2022.</p> <p>We must comply with all agreed Welsh Language Standards as detailed in the Council’s Compliance Notice to ensure that the Welsh-speaking population, whether they be staff, citizens, students or visitors can access the council’s services in Welsh.</p> |
| Themes from Is Wales Fairer? 2018 |
| Education, Work, Living Standards, Health, Justice and Personal Security, Participation |
| Relevant Protected Characteristics |
| Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation, Welsh Language |
| Supporting Documents |
| <ul style="list-style-type: none"> • Council’s Compliance Notice - Welsh Language Standards • Five Year Welsh Language Strategy • Cymraeg 2050 • Well-being of Future Generations (Wales) Act 2015 |

Actions:

1. Raise awareness amongst staff that come into contact with children and young people of the need to foster positive attitudes towards the Welsh language
2. Develop bilingual leadership skills amongst young people to help them become community champions of the language within their communities
3. Promote the availability of bilingual services by ensuring Welsh speakers and learners within service areas wear appropriate lanyards/badges
4. Support the development and promotion of a directory of Welsh medium services available locally
5. Ensure that Welsh medium events and activities are a part of the Council's community events programme
6. Promote Welsh language as a recognised objective for managers, to enable them to map Welsh language provision across their service area and increase capacity where necessary
7. Consider the impact on the Welsh language when planning housing developments, in particular Welsh medium school places, street names etc.
8. Ensure the council's website is fully bilingual and pages are monitored and updated in both languages on a rolling programme basis
9. Ensure the council's Intranet has a Welsh interface and menus in line with Standard 126
10. Create a campaign to attract young Welsh speaking citizens into youth work, sport and art activities as leaders
11. Work with young people to raise awareness of the Welsh language as a valuable skill for training and employment
12. Hold an annual Welsh language jobs fair to raise awareness of the value of the language to employment in the Welsh public sector and the ability to contact the council in Welsh by telephone, face to face and by written communication

Why?

Communication and Accessibility – Information must be available bilingually as required by the Welsh Language Standards. We will consider the needs of Welsh speakers and learners in relation to providing all communication. When consulting with citizens and delivering frontline services, staff must be equipped with the required Welsh language skills to deliver services as required by the Welsh Language Standards. By promoting the availability of bilingual council services we will increase the demand for these services and meet our obligations under the county borough's *Five Year Welsh Language Strategy* and Welsh Government's *Million Welsh speakers by 2050*.

Voice – Engage and consult with local Welsh language groups and organisations, such as the Welsh Language Forum, Menter Iaith Caerffili, the Urdd etc. Encourage Welsh speaking citizens to become members of the council's Viewpoint Panel to ensure that it is representative. Co-production will help build relationships with Welsh speakers and learners so they feel they can influence and make decisions around the services they need. They can also support the Council to identify examples of good practice and where improvement is required.

Why?

Remove Barriers – Working in partnership with Welsh medium groups and organisations will help us communicate with a wider audience. It will help us deliver services to members of our community, who may think that the Council does not deliver services through the medium of Welsh. Service areas should actively promote the availability of bilingual services, making Welsh speakers and learners feel a part of the community they live in and that they can access services using their language preference without having to ask.

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| Equality Objective 6 |
| Inclusive, Diverse and Equal Workforce – Create a workforce which reflects and respects the diversity of the communities within the county borough |
| Context |
| <p>Creating a workplace which is safe and inclusive promotes a positive working environment where staff feel valued and empowered, enabling them to provide high quality services to our citizens.</p> <p>We need a greater understanding of the diversity of our workforce. To achieve this, collection of equalities monitoring data is crucial. Data must be captured at the beginning of the employment process and cleansed and updated on a regular basis.</p> <p>Fairness at work and good job performance go hand in hand. Tackling discrimination helps to attract, motivate and retain staff and enhances an organisation’s reputation as an inclusive employer.</p> <p>Equalities and Welsh language training equips staff with the skills and understanding required to engage with citizens sensitively. Upskilling staff to have an awareness of protected characteristics ensures that citizens with specific needs, receive services that are accessible and compliant.</p> |
| Themes from Is Wales Fairer? 2018 |
| Education, Work, Living Standards, Health, Justice and Personal Security, Participation |
| Relevant Protected Characteristics |
| Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation, Welsh Language |
| Supporting Documents |
| <ul style="list-style-type: none"> • Is Wales Fairer? 2018 Report • Level 2 Disability Confident Employer • Stonewall Diversity Champions |

Actions:

1. Develop online equalities training which will be mandatory for all staff and elected members
2. Implement the National Training Framework on violence against women, domestic abuse and sexual violence.
 - % of workforce who have completed Basic Awareness training (Group 1) / No of staff completed Basic Awareness training (Group 1)
 - % of identified staff who have completed Ask and Act training (Group 2)
 - % of identified staff who have completed Enhanced Training (Group 3)
 - Implement Refresher training when available and appropriate
3. Disability Confident – improve on our current standard
4. Ensure compliance with ***Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011*** and encourage disclosure
5. Re-establish our membership to support Stonewall’s Workplace Diversity Champions Index
6. Work collaboratively to build the brand ‘Proud Councils’ to support Pride events
7. Ensure appropriate Welsh language training is available to staff, from basic to advanced levels
8. Provide opportunities for staff to improve their existing Welsh language skills for business use
9. Provide opportunities for Welsh speaking staff and learners to use their language skills in the workplace

Why?

Workforce – The mantra of *Stonewall Cymru* is that ‘people perform better when they can be themselves’. We also believe to get the best out of our employees and ensure they provide the best services to our citizens; we must nurture a workplace culture that is safe and inclusive. Encouraging greater disclosure will support our equalities monitoring process and will provide us with a greater understanding of the diversity of our workforce.

Stonewall Cymru – We will continue to work with Stonewall Cymru to re-establish our membership and position in the Workplace Diversity Champions Index.

Disability Confident – We are currently a Disability Confident employer. Attainment to Level 3 accreditation status in acting as a champion for Disability Confident will help us to transparently express our commitment to support the recruitment, retention and development of disabled people who support our services to achieve and succeed as valued employees. In achieving recognition as a Disability Confident Leader, we can gain recognition from disabled staff in our business, disabled people outside of our business, our customers and the wider community through transparent recording and reporting on disability, mental health and well-being in the Council

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| Equality Objective 7 |
| Reducing the Gender Pay Gap |
| Context |
| <p>We are required to look at gender pay differences within the council and identify an objective that will address any identified difference.</p> <p>Under the Equality Act 2010 (Statutory Duties Wales) Regulations 2011 the Council is required to collect and publish annual employment data across a number of protected characteristics. Information regarding the number of people employed by the council, arranged by, job, pay, contract type and working pattern, should only be broken down in relation to women and men. In addition the Council must publish data on pay differences and their causes, between employees with and without protected characteristics.</p> <p>As a council we are confident that our gender pay gap does not stem from paying male and female employees differently for the same or equivalent work. The gender pay gap is the result of roles in which male and females currently work and the salaries that these roles attract.</p> <p>Our gender pay gap is reflective of the causes of gender pay gap at a societal level. For example research has identified that, although parents are increasingly flexible, the responsibility of childcare still falls disproportionately upon women. It is a fact within this data that the vast majority of part time posts are held by females and that these are the posts that attract salaries in the lower quartiles.</p> |
| Themes from Is Wales Fairer? 2018 |
| Education, Work, Living Standards, Health, Participation |
| Relevant Protected Characteristics |
| Age, Marriage and Civil Partnership, Pregnancy and Maternity, Sex |
| Supporting Documents |
| <ul style="list-style-type: none"> • Corporate Plan 2018-2023 • ‘Is Wales Fairer? 2018 Report’ • Chwarae Teg – State of the Nation 2019 Report |

Actions:

1. Review the data relating to the workforce and determine actions required to meet the general duty as laid down in the Equality Act 2010 (Statutory Duties (Wales) Regulations 2011
2. Publish employment information as required by the Equality Act 2010 (Statutory Duties)(Wales) Regulations 2011
3. Use the *My Time* appraisal process to develop female staff
4. Raise awareness of job and business opportunities to non-traditional groups (i.e. not stereotyping jobs to gender)
5. Review and update HR policies regularly to include matters such as flexible working, part-time or job-share options, shared parental leave etc.

Why?

Reporting on gender pay gaps helps us to understand the size and causes of our pay gaps and identify any issues that need to be addressed.

Having a gender pay gap does not necessarily mean that there is gender discrimination. Publishing and monitoring pay gaps will help us understand the reasons for any pay gap and consider whether we need to develop an action plan to tackle the causes. For example, if analysis shows unequal distribution of men and women in occupations and the over-representation of women in lower paid positions.

Section 3:

• DEVELOPMENT OF EQUALITY OBJECTIVES AND THE ENGAGEMENT PROCESS

The Caerphilly We Want 2018-2023 – Well-being Plan – Caerphilly Public Services Board

For the past two years the Caerphilly Public Services Board, its partners and stakeholders, citizens and communities have been working together to assess the well-being of Caerphilly county borough and develop a set of shared objectives to improve well-being over the next five years.

The Well-being Plan; 'The Caerphilly We Want 2018-2023' sets out what the Public Services Board will deliver in collaboration with the statutory, private and third sectors together with our communities.

This, the first plan for the area aims to achieve long-term improvements in well-being and has 4 high level Objectives:

- **Positive Change** – A shared commitment to improving the way we work together
- **Positive Start** – Giving our future generations the best start in life
- **Positive People** – Empowering and enabling all our residents to achieve their own potential
- **Positive Places** – Enabling our communities to be resilient and sustainable

The Well-being Plan and its Delivery Plan show how the Public Services Board has chosen its objectives and the steps it intends to take to meet them.

The plan has been developed using a wealth of data and consultation responses and sets out activity for the 5-year period of the plan. In so doing the planned activity has been prioritised to make the best use of collaborative resources and maximise the contribution to the national well-being goals for Wales.

Social Services and Well-being (Wales) Act 2014

The Act came into force in April 2016 and means that councils must provide information, support and services in the way that the Act sets out. The Act gives individuals and their carers more of a say in the care and support they receive. To support people to achieve well-being, they will make decisions about their care and support in equal partnership with professionals. To help them to do so, they will have easy access to information and advice about what is available in their area.

A new assessment process for care and support will be based on what matters to them as an individual. It will consider their personal strengths and the support available to them from their family, friends and others in the community.

The Act focuses on helping people to stay well, to be safe from harm, to be as independent as possible and to be supported within and by their local community.

The Act has five principles:

- **Promoting Well-being:** Working with people to understand what matters to them and helping them achieve what is important for their well-being
- **Voice and control:** Putting people at the centre of their care; giving them a voice in making decisions about their life and control over reaching the outcomes that matter to them
- **Prevention and early intervention:** Increasing preventative services within the community to help people to keep well and help us to know when they may need extra support to prevent problems reaching a critical stage
- **Coproduction:** Providing opportunities for people to be involved in how their care and support is designed and provided
- **Collaboration:** Strong partnership working between the various organisations and people that support them, helping people live the life they choose for longer

The Corporate Plan 2018-2023 Including Well-being Objectives

In 2018 we set our six Well-being Objectives and incorporated them into our Corporate Plan. Setting objectives is not new, we have been setting Well-being Objectives and Improvement Objectives for a number of years; however this was the first time we have set objectives over a five year planning period.

We set our Well-being Objectives by using intelligence and data from the Well-being Assessment that was carried out to inform the PSB Well-being Plan. This told us about the concerns people had and the areas they would like to see improve.

The Objectives were also informed by our duty to deliver sustainability which is described within the five ways of working in each objective. We also looked at how we could build on strengths that support improvement in our action planning (and not just areas to improve).

We show how our Objectives contribute towards the seven national Well-being Goals and the areas below are not all that we do, indeed it is not possible to cover everything the Council does, but we focus on these six objectives as they are

critical to improving citizens' well-being both in the long and short term. These Objectives will be reviewed periodically and we will consult on any changes with our citizens.

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

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

Our Strategic Equality Objectives will support progression in advancing equality and inclusion for all protected characteristics and delivery of the Public Sector Equality Duty. The objectives will ensure we are fulfilling our obligations as outlined in the Well-being of Future Generations (Wales) Act 2015.

To ensure our Strategic Equality Objectives are relevant, views were sought on whether the objectives outlined would help the Council reduce inequalities in the workforce and assist service access and delivery.

Consultation Process of the Strategic Equality Plan and Outcomes

A formal consultation was conducted from 11 November 2019 to 6 December 2019. The consultation was widely promoted, accessible on a variety of platforms and was available bilingually and in easy read format.

The consultation was published on the Council's website. Downloadable versions of the survey were available in a variety of formats on request. Details of the consultation were shared via the Council's social media platforms reaching 4173 people and resulting in 187 engagements. A press release was prepared for local media and promoted on the Council's Website.

A number of engagement events with key stakeholder groups were held; members of staff from the Equalities, Welsh Language and Consultation Team attended the County meeting of Caerphilly People First and Parent Network Groups to seek participants' views in relation to each of the draft equalities objectives. A British Sign Language facilitator met with Deaf people across the county borough, she documented their views on the draft plan, and provided a summary of their comments. Similarly, Disability CanDo carried out consultation sessions with Disability Groups to seek their views on the draft equality objectives. Whilst an effort was made to consult with all sectors of the community, it is evident that some stakeholders did not engage in the process.

Consultation responses highlighted a number of overarching themes as well as specific issues and barriers in relation to the draft objectives outlined.

What people think we should do:

- Information should be provided in formats and language choice (including British Sign Language) to ensure that it is accessible to all. This is particularly important in relation to key Council services (e.g. refuse and recycling) and not just targeted services within Social Services (*Equality Objective 1 – Action 3*)
- Council employees should have equality and diversity training (*Equality Objective 3 – Action 2*)
- Provide staff training to raise awareness of equalities and Welsh language issues to empower staff to identify and tackle discrimination and stereotyping (*Equality Objective 3 – Action 2*)
- Work with third sector organisations to identify ways in which we can work together in delivering our equalities duties (*Equality Objective 3 – Action 4*)
- Review and strengthen internal processes for undertaking Equality Impact Assessments and related consultation (*Equality Objective 4 – Action 7*)

- Keep respondents and the wider community informed about the progress of the plan and other consultations that are undertaken
- The Council needs to ensure that the development of Welsh language education provision remains a priority
- The Council should take the lead in identifying reasons for the gender pay gap and work with others (in particular Welsh Government) to set out proposals on how to reduce the gender pay gap
- Ensure that Elected Members gain an awareness of equalities issues and ensure that there is clarity on the role of Elected Members in helping to deliver on equalities issues (*Equality Objective 3 – Action 2*)

Whilst an effort was made to engage with all sectors of the community, it is evident that no responses were received from individuals representing local religious groups or the black and minority ethnic community. This has been addressed as an action under Strategic Equality Objective 4 - *Review and update our key stakeholder groups within the county borough that represent protected characteristic groups.*

To see the report in full visit <https://www.caerphilly.gov.uk/Equalities>

Section 4:

- **DELIVERY AND MONITORING OF THE EQUALITY OBJECTIVES**

Corporate Plan

The Council has a 5 year Corporate Plan with six Well-being Objectives. Within those six objectives are actions to improve inclusivity and diversity across a range of areas.

Service Planning

The Local Government (Wales) Measure 2011, places a duty on local authorities to 'make arrangements' to continuously improve. Part of those arrangements is our planning cycles. Our planning cycles identify our priorities and built into this cycle is equalities, Welsh language and inclusivity aims.

Directorate Performance Assessment

We have introduced a new way of assessing and reporting called 'Directorate Performance Assessments' (DPA). These assessments are designed to bring together a range of separate reporting information into one 'single source of the truth'. The purpose is to provide learning into how each Directorate is performing, identifying cause and effect and to act on this knowledge to improve. This will include equality and language information and is also reported to Scrutiny Committees and Cabinet.

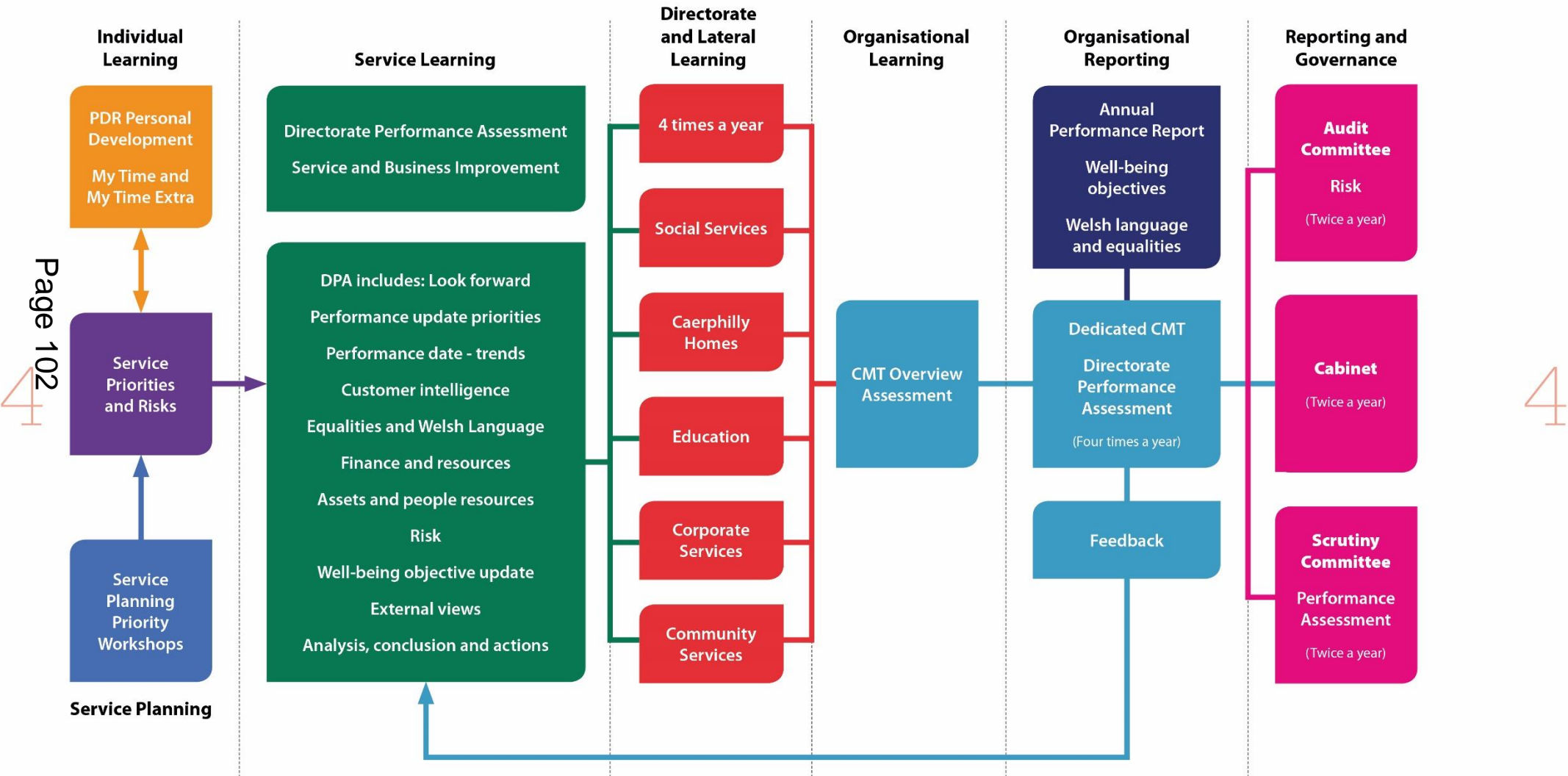
Performance Reporting

Once a year we report to the public on how we are performing against our Well-being Objectives and include updates on equalities and Welsh language improvements. We identify what has not gone well and what we have learnt and what we are doing to improve.

Strategic Equality Plan Annual Monitoring Report.

Under the Public Sector Equality Duty the Council has a legal duty to produce and publish a Strategic Equality Plan Annual Monitoring Report which reports on the Council's progress in delivering services against the statutory duties, the public sector equality Duties and the Council's own Strategic Equality Objectives. The report must be published by the 31st March each year.

Performance and Equalities Reporting 2019



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Caerphilly County Borough Council Strategic Equality Plan 2020-24

Consultation Report

Introduction and Context

Alongside every local authority in Wales, to meet the Public Sector Equality Duty, Caerphilly County Borough Council is required by the Welsh Government to prepare a Strategic Equality Plan for 2020-2024. This needs to be published by April 2020. The Plan has been written to explain to staff, elected members, citizens and stakeholders, how Caerphilly County Borough Council intends to deliver its equalities commitments whilst continuing to be an inclusive organisation that does not tolerate discrimination of any kind.

Building on the ongoing commitment and previous work of the Council to achieve equality, the Council undertook a range of evidence gathering and pre-consultation engagement to develop the content of the draft Strategic Equality Plan and to develop draft Equality Objectives in a considered way:

- A review of legislative requirements
- A review of external reports and guidance from the Equality and Human Rights Commission
- A review of the Council's current Strategic Equalities Plan and associated documents and guidance
- A review of previous consultation exercises undertaken by the Council in relation to equalities issues
- An analysis of local and national datasets
- A review of the Welsh Government and other local authority equalities documents
- Engagement with service delivery managers within the Council
- Discussions with the Welsh Local Government Association, Welsh Government and other local authorities across Wales, regarding key equalities issues which are current and in the future that could be considered equality objectives

The draft equality objectives within the Plan were then subject to a period of formal consultation.

Purpose

The purpose of the formal consultation undertaken was to seek the views of citizens, elected members, staff and other stakeholders on the draft objectives outlined within the draft Strategic Equality Plan and to identify the most appropriate actions to help the Council achieve those objectives, once agreed. This approach will help identify meaningful actions based identified need and is in line with that of Welsh Government.

Specifically, the consultation invited respondents to give their views in relation to each of the draft objectives as outlined below:

1. Understand and remove the barriers people face when accessing services
2. Improve education opportunities for all
3. Promote and facilitate inclusive and cohesive communities
4. Engage with members of the community to participate and have their voices heard when planning service delivery
5. Ensure the Welsh speaking public can access services that comply with the statutory requirements
6. Create a workforce which reflects and respects the diversity of the communities within the county borough
7. Reduce the Gender Pay Gap

Views were sought on whether the objectives outlined will help the Council to reduce inequalities in the workforce and assist service access and delivery. Where respondents disagreed with any of the objectives they were asked to give reasons for their views. The consultation also asked respondents to highlight any areas of inequality not covered by the proposed objectives and to then identify key actions the Council should take to ensure that we reduce inequalities in the workforce and assist service access and delivery. Respondents were also asked whether their response to the consultation had been influenced because of any of the protected characteristics as this may have a bearing on the responses given.

Methodology (What we did)

The formal consultation took place over a period of 4 weeks from 11th November 2019 to 6th December 2019.

Supporting documents used in the consultation can be found in **Annex 1**

- a) Summary of Context and Strategic Objectives
- b) Easy read version
- c) Questionnaire
- d) Presentation used at face to face consultation meetings

To enable all those who wished to give their views to take part, all consultation documents were made available bilingually and in a variety of formats including easy read and large print. The consultation was promoted in a variety of ways and made available across a range of platforms. The primary consultation tool was a questionnaire but participants were encouraged to respond in a number of ways. Face to face consultation took place with groups who have a particular interest in this consultation and are harder to reach via other consultation methods.

Staff and Elected Members

The consultation was promoted internally to elected members and employees:

- via e-mail messages
- Service Managers via Management Network
- via the Council's Intranet page and
- paper versions were made available to non-office based staff where requested

Stakeholder groups

Details of the consultation and how to get involved were distributed widely to:

- local and regional organisations with an interest in equalities issues and local public sector partner organisations via e-mail distribution lists for wider circulation
- local third sector organisations via Gwent Association of Voluntary Organisations (GAVO) for wider dissemination
- local town and community councils via e-mail. All town and community council's held meetings within or just after the consultation period
- Caerphilly Viewpoint Panel members, Caerphilly People First, the Regional Community Cohesion Officer, Menter Iaith Caerffili, Disability Cando, Caerphilly 50+ Forum, Umbrella Cymru, Stonewall Cymru, Disability Wales, Deaf-Friendly and Caerphilly County Borough's Youth Service and LGBT Youth Group were contacted via e-mail and encouraged to take part

To give the opportunity for in depth feedback, face-to-face focus groups were held with:

Caerphilly People First

Members of staff from the Equalities team attended the County meeting of Caerphilly People First at their offices in Bargoed on 26th November 2019. A presentation was made to the group and participants views were sought in relation to each of the draft equalities objectives.

Caerphilly Parent Network

Members of the Equalities team attended both meetings with both Gelligaer and New Tredegar groups on 3rd December 2019. Details of the presentation were provided as a handout and the group members were guided through a discussion around the proposed equalities objectives.

Caerphilly Deaf Community

During the consultation period, a British Sign Language facilitator met with Deaf people across the county borough and asked their views on the draft plan. A written response summarising their comment was then provided to the Council.

Disability CanDo

On behalf of the Council, Disability CanDo carried out three sessions with

- **Dementia Friendly Café at St Gladwys Church Hall, Bargoed**
- **Mental Health Group at Platform Offices, Oakwood and**
- **Sight Club at Fleur De Lys Community Hall.**

Many of those contacted would not have been able to complete the survey online.

Residents and the wider audience

To reach as wide an audience as possible

- the consultation was highlighted on the front page of the Council's website with a link directly to the consultation documentation and an online survey. A paper version of the survey was also available for printing from the Website or on request in a variety of formats
- details of the consultation were shared via the Council's Twitter feed and Facebook page. The Facebook post reached 4173 people and 187 engagements
- A news release was prepared for the local media and shared on the Council's Website

Results

Responses and respondent profile

Overall, 15 respondents completed the questionnaire online. Of these, only two people were under the age of 50. Half of those who completed the survey had a disability, two thirds were female and all identified their ethnic origin as white and English as their main language. A number of those who responded to the consultation indicated that they had first-hand experience of equalities issues.

In addition, three written responses were received, one from representatives of the Deaf community, one from a local councillor and one from a local resident.

In total 12 members of Caerphilly Parent Network attended the face to face focus group discussions. These were split between two separate groups (5 participants in Gelligaer and 7 participants in New Tredegar). All were female and 2 were grandparents.

At the meeting with Caerphilly People First, there were 20 people with learning disabilities 13 men and 7 women. The youngest at the meeting was 22 years old and the oldest 78 years old.

The group sessions carried out by Disability CanDo represents the involvement across the three groups of 38 people with disabilities and 18 carers or support workers. Those with disabilities were between 40 and 60 years of age with a predominance of older people.

Whilst an effort was made to engage with all sectors of the community, it is evident that no responses were received from individuals representing local religious groups or the black and minority ethnic community.

Respondent views and emerging themes

The consultation responses highlighted a number of overarching themes as well as specific issues and barriers in relation to the draft objectives outlined.

A digest of the responses received can be found in **Annex 2**:

- a) Summary of survey responses generated by SNAP
- b) Notes from group discussions
- c) Caerphilly People First Newsletter
- d) Written responses received
 - a. Deaf community
 - b. Cllr. James Pritchard
 - c. Resident response
- e) Response from Disability Can Do

We have incorporated the relevant Equality Objective and Action alongside the feedback that follows to demonstrate how the views of consultees have informed some of the actions.

Context

It was recognised by those who responded to the consultation that Equalities needs to be a high priority for the Council. Whilst not statistically valid due to the small number of responses, there was agreement amongst those who did respond, that the objectives outlined are relevant. The importance of ensuring that measurable actions with clear timeframes are attached to each objective and that progress towards these actions is monitored.

Objective 1: Understand and remove the barriers people face when accessing services

Barriers identified:

- A lack of knowledge of how the Council works and what and how services are provided – often people do not know about services/education and training opportunities that are available to them
- Whilst digital options are useful to many they are not suitable for everyone in particular older people and adults with learning disabilities
- Libraries (and customer services) offer a vital point of face to face contact and resource to local communities in particular parents with young children and older people
- A lack of access to reliable public transport was considered a barrier to accessing services and impacts on the most isolated communities and the most vulnerable residents within those communities. Some feel very isolated as local facilities are being removed with no means to access services further afield
- Physical access can be a barrier (areas of Council responsibility in relation to this include maintenance of pavement surfaces, tree maintenance and street lighting)
- A lack of understanding of disabilities, mental health issues and other areas of equalities is seen to act as a barrier

What people think we should do:

- Information should be provided in formats and language choice (including BSL) to ensure that it is accessible to all. This is particularly important in relation to key Council services (e.g. refuse and recycling) and not just targeted services within Social Services (*Equality Objective 1 – Action 3*)
- Council employees should have equality and diversity training (*Equality Objective 3 – Action 2*)

No further comments came out of the consultation relating to this objective

Objective 2: Improve education opportunities for all

- Ensure that the education is a priority for the Council to ensure that all pupils are afforded the opportunity to learn in a cohesive environment
- Need to ensure adequate educational support for those with additional learning needs and consider the impact of the Additional Learning Needs Bill
- Need to improve employment opportunities for those with disabilities including autistic adults and those with learning disabilities
- Increase participation by removing barriers and ensuring that opportunities meet the needs/interests of residents

What people think we should do:

- To improve educational opportunities, there is a need to understand the difficulties people with disabilities have in accessing and maintaining employment and the impact a change of circumstances regarding employment can have on the lives of people with disabilities.

No further comments came out of the consultation relating to this objective

Objective 3: Promote and facilitate inclusive and cohesive communities

- On the whole, participants in the consultation feel safe and included within their communities although with those with both physical and mental health conditions expressed that they had encountered discrimination
- There is a role for Elected Members in galvanising community cohesion
- The important role of the voluntary sector in facilitating community cohesion needs to be fully recognised

What people think we should do:

- Provide staff training to raise awareness of equalities and Welsh language issues to empower staff to identify and tackle discrimination and stereotyping (*Equality Objective 3 – Action 2*)
- Work with third sector organisations to identify ways in which we can work together in delivering our equalities duties (*Equality Objective 3 – Action 4*)

No further comments came out of the consultation relating to this objective

Objective 4: Engage with members of the community to participate and have their voices heard when planning service delivery

- Consideration of Equalities issues should be a key factor when making decisions in relation to service development and change. Carrying out a thorough Equality Impact Assessment and the appropriate consultation is fundamental to this process
- Well informed communities are able to engage more effectively therefore communication is the key. Communication needs to be appropriate to all audiences and face to face engagement was considered to be very important to those taking part.
- We need to engage with our communities in a *meaningful* way (face to face) and not “pay lip service” to equalities issues
- We need to feed back to our communities to ensure that they recognise how their views are taken on board and empower them to get involved further
- In considering the needs of one protected group, ensure that this does not have a negative impact on other protected groups
- Ensure that we utilise local data sources to reveal patterns of inequality that may be addressed
- We need to engage with staff at all levels within the organisation as they are key to ensuring that services are communicated and delivered effectively to residents and service users

What people think we should do:

- Review and strengthen internal processes for undertaking Equality Impact Assessments and related consultation (*Equality Objective 4 – Action 7*)
- Keep respondents and the wider community informed about the progress of the Plan and other consultations that are undertaken

Objective 5: Ensure the Welsh speaking public can access services that comply with the statutory requirements

- Whilst not of direct relevance to participants, they recognised that a rise in the number of younger Welsh speakers means that this objective will be of increasing importance moving forward

What people think we should do:

- The Council needs to ensure that the development of Welsh language education provision remains a priority

No further comments came out of the consultation relating to this objective

Objective 6 and 7: Create a workforce which reflects and respects the diversity of the communities within the county borough and Reduce the Gender Pay Gap

- Whilst considered important by those who responded to the consultation, it was recognised that these are complex issues that the Council should take a lead on
- Diversity should be reflected in both the workforce and amongst Elected Members

What people think we should do:

- The Council should take the lead in identifying reasons for the gender pay gap and work with others (in particular Welsh Government) to set out proposals on how to reduce the gender pay gap

No further comments came out of the consultation relating to these objectives

Is there anything missing from the draft Plan?

- Ensure that Elected Members gain an awareness of equalities issues and ensure that there is clarity on the role of Elected Members in helping to deliver on equalities issues (*Equality Objective 3 – Action 2*)

Next steps

The outcomes of the consultation will be considered alongside feedback from staff and Service managers and will help to inform a revised version of the Council's Strategic Equality Plan 2020-2024 before it is approved and adopted in April 2020. Actions identified as part of the consultation will be included within the final Strategic Equality Plan.

Annex 2: Digest of comments

Comments have been redacted to protect anonymity of respondents

[Annex 2a SEP Survey Summary 11.12.19](#)

[Annex 2b SEP Consultation – Parent Network Notes New Tredegar](#)

[Annex 2b SEP Consultation – Parent Network Notes Gelligaer](#)

[Annex 2b SEP Consultation – Caerphilly People First Notes](#)

[Annex 2c SEP Consultation – Caerphilly People First Newsletter](#)

[Annex 2d SEP Consultation – Response Cllr Pritchard](#)

[Annex 2d SEP Consultation – Response Deaf Community](#)

[Annex 2d SEP Consultation – Response Resident](#)

[Annex 2e SEP Consultation – Response Disability CandDo](#)

EQUALITY IMPACT ASSESSMENT FORM

July 2019

THE COUNCIL'S EQUALITIES STATEMENT

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

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

EIAs are a legal requirement under equalities legislation (Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011) where the potential for a significant negative impact has been identified. This legislation has been in place since 2000. We also have a legislative duty to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- | | |
|----------------------------------|----------------------------------|
| • Age | • Race |
| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

THE EQUALITY IMPACT ASSESSMENT

| | |
|---|---------------------------------------|
| NAME OF NEW OR REVISED PROPOSAL* | Strategic Equality Plan 2020-2024 |
| DIRECTORATE | Education and Corporate Services |
| SERVICE AREA | Business Improvement and Partnerships |
| CONTACT OFFICER | Anwen Cullinane |
| DATE FOR NEXT REVIEW OR REVISION | 2024 |

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

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

The Council’s work across Equalities, Welsh Language and Human Rights is covered in more detail through the **Equalities and Welsh Language Objectives and Action Plan 2016-2020**.

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

There are a number of supporting guidance documents available on the **Corporate Policy Unit Portal** and the Council’s Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

| | |
|----------|---|
| 1 | <p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The Strategic Equality Plan (SEP) and equality objectives contained within it have been developed to document the steps that the Council intends to take to meet its specific duties. It covers all protected characteristics: age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, sex, sexual orientation. It contains information about how the Council promotes equality, fosters good relations and deals with discrimination and harassment across all its services.</p> |
| 2 | <p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>Everyone who lives, works or visits the county borough, including members of staff, stakeholders, citizens, elected members and visitors of all protected characteristics.</p> |

IMPACT ON THE PUBLIC AND STAFF

| | |
|----------|---|
| 3 | <p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Yes the Strategic Equality Plan looks to identify and address any identified barriers which prevent people with protected characteristics from accessing services and to work with them to find solutions.</p> |
|----------|---|

| | | |
|---|---|--|
| 4 | Is your proposal going to affect any people or groups of people with protected characteristics? <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i> | |
| Protected Characteristic | Positive, Negative, Neutral | What will the impact be? If the impact is negative how can it be mitigated? |
| Age | Positive | The SEP has been written to ensure that nobody is discriminated against regardless of protected characteristic. We consulted with the 50+ Forum on the Draft SEP Objectives. Feedback from the consultation has helped inform us of the relevant actions to deliver our services in a more improved and inclusive way. |
| Disability | Positive | The SEP has been written to ensure that nobody is discriminated against regardless of protected characteristic. We consulted with the 50+ Forum, Caerphilly People First, Disability Wales and Disability Cando. Feedback from the consultation has helped inform us of the relevant actions to deliver our services in a more improved and inclusive way. |
| Gender Reassignment | Positive | The SEP has been written to ensure that nobody is discriminated against regardless of protected characteristic. Umbrella Cymru, Stonewall Cymru and CCBC's LGBT Youth Group were consulted. Feedback from the consultation has helped inform us of the relevant actions to deliver our services in a more improved and inclusive way. |
| Marriage & Civil Partnership | Positive | The SEP has been written to ensure that nobody is discriminated against regardless of protected characteristic. |
| Pregnancy and Maternity | Positive | The SEP has been written to ensure that nobody is discriminated against regardless of protected characteristic. |
| Race | Positive | The SEP has been written to ensure that nobody is discriminated against regardless of protected characteristic. Whilst an effort was made to engage with all sectors of the community, it is evident that no responses were received from individuals representing local black and minority ethnic community. This has been included as an action under Strategic Equality Objective 4 - <i>Review and update our key stakeholder groups within the county borough that represent protected characteristic groups.</i> |
| Religion & Belief | Positive | The SEP has been written to ensure that nobody is discriminated against regardless of protected characteristic. Whilst an effort was made to engage with all sectors of the community, it is evident that no responses were received from individuals representing local religious groups. This has been included as an action under Strategic Equality Objective <i>Review and update our key stakeholder groups within the county borough that represent protected characteristic groups.</i> |

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| Sex | Positive | The SEP has been written to ensure that nobody is discriminated against regardless of protected characteristic. We consulted with Chwarae Teg specifically. |
| Sexual Orientation | Positive | The SEP has been written to ensure that nobody is discriminated against regardless of protected characteristic. Umbrella Cymru, Stonewall Cymru and CCBC's LGBT Youth Group were consulted. Feedback from the consultation has helped inform us of the relevant actions to deliver our services in a more improved and inclusive way. |

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| 5 | <p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>No negative impact on the Welsh language.</p> <p>Although Welsh language issues are not covered by the Equality Act 2010 but have a set of standards under the Welsh Language (Wales) Measure 2011. These are detailed in the regulations approved by Welsh Government as the Welsh Language Standards (No. 1) Regulations 2015.</p> <p>One of the Strategic Equality Objective's is specifically on the Welsh Language with its aim being to ensure that the Welsh speaking public can access services that comply with the statutory requirements</p> |
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INFORMATION COLLECTION

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| 6 | <p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users. <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>Our Strategic Equality Objectives will support us to continue making progress in advancing equality and inclusion for all protected characteristics and help us meet the Public Sector Equality Duty. The objectives will also ensure that we are meeting our obligations as outlined in the framework of the Well-being of Future Generations (Wales) Act 2015.</p> <p>In writing the plan we drew information from current plans that the council has in place set alongside relevant legislation and reports;</p> <p>Corporate Plan 2018-2023</p> <p>Equality Act 2010</p> <p>Welsh Language (Wales) Measure 2011</p> <p>Welsh Government's <i>Well-being of Future Generations (Wales) Act 2015</i></p> <p>Social Services and Well-being (Wales) Act 2014</p> <ul style="list-style-type: none">➤ Caerphilly Public Services Board's Well-being Plan 2018-2023➤ Is Wales Fairer? 2015(EHRC)➤ Is Wales Fairer? 2018 Report (EHRC)➤ Welsh Government - Digital Inclusion Framework➤ Caerphilly County Borough Council – Customer and Digital Strategy➤ Prosperity for All Action Plan➤ Cymraeg 2050➤ Council's Compliance Notice - Welsh Language Standards➤ Five Year Welsh Language Strategy➤ Nurture, Equip and Thrive (NET)➤ Community Cohesion National Delivery Plan 2014-2016➤ Communication and Engagement Strategy➤ Team Caerphilly – Better Together Transformation Strategy➤ Level 2 Disability Confident Employer➤ Stonewall Diversity Champions➤ Chwarae Teg – State of the Nation 2019 Report |
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CONSULTATION

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| 7 | <p>Please outline the consultation / engagement process and outline any key findings. <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>A formal consultation was conducted from 11 November 2019 to 6 December 2019. The consultation was widely promoted, accessible on a variety of platforms and was available bilingually and in easy read format.</p> <p>The consultation was published on the Council’s website. Downloadable versions of the survey were available in a variety of formats on request. Details of the consultation were shared via the Council’s social media platforms reaching 4173 people and resulting in 187 engagements. A press release was prepared for local media and promoted on the Council’s Website.</p> <p>A number of engagement events with key stakeholder groups were held; members of staff from the Equalities, Welsh Language and Consultation Team attended the County meeting of Caerphilly People First and Parent Network Groups to seek participants’ views in relation to each of the draft equalities objectives. A British Sign Language facilitator met with Deaf people across the county borough, she documented their views on the draft plan, and provided a summary of their comments. Similarly, Disability CanDo carried out consultation sessions with Disability Groups to seek their views on the draft equality objectives.</p> <p>Consultation responses highlighted a number of overarching themes as well as specific issues and barriers in relation to the draft objectives outlined.</p> <p>Whilst an effort was made to engage with all sectors of the community, it is evident that no responses were received from individuals representing local religious groups or the black and minority ethnic community. This has been addressed as an action under Strategic Equality Objective 4 - <i>Review and update our key stakeholder groups within the county borough that represent protected characteristic groups.</i></p> <p>To view the full consultation please see the associated Consultation Report</p> |
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MONITORING AND REVIEW

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| 8 | <p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>The equality objectives have associated actions to make them measurable and results orientated. Progress will be monitored through service planning and Directorate Performance Assessments. These assessments are designed to bring together a range of separate reporting information into one 'single source of the truth'. The purpose is to provide learning into how each Directorate is performing, identifying cause and effect and to act on this knowledge to improve. This will include equality and language information and is also reported to Scrutiny Committees and Cabinet.</p> <p>Once a year we report to the public on how we are performing against our Well-being Objectives and include updates on equalities and Welsh language improvements. We identify what has not gone well and what we have learnt and what we are doing to improve.</p> <p>Under the Public Sector Equality Duty the Council has a legal duty to produce and publish a Strategic Equality Plan Annual Monitoring Report which reports on the Council's progress in delivering services against the statutory duties, the public sector equality Duties and the Council's own Strategic Equality Objectives. The report must be published by the 31st March each year.</p> |
| 9 | <p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>We will ensure that the actions outlined in the SEP will be delivered over its 4 year duration.</p> |
| 10 | <p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>A number of training requirements were identified and have been incorporated as actions in the SEP</p> |
| 11 | <p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>N/A</p> |

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| 12 | <p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>The EIA will be appended to the report and the SEP for approval.</p> |
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| 13 | <p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p> |
|-----------|---|

| Form completed by: | |
|--------------------|---|
| Name: | Anwen Cullinane |
| Job Title: | Senior Policy Officer – Equalities, Welsh Language and Consultation |
| Date: | 06.12.19 |

| Head of Service Approval | |
|--------------------------|-----------------|
| Name: | Stephen Harries |
| Job Title: | |
| Signature: | |
| Date: | |

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**CYNLLUN
CYDRADDOLDEB
STRATEGOL 2020-2024
CYNGOR BWRDEISTREF
SIROL CAERFFILI**



RHAGAIR

Mae Cyngor Bwrdeistref Sirol Caerffili yn credu na ddylid gwahaniaethu yn erbyn neb na'i roi dan anfantais oherwydd ei hunaniaeth neu ei gefndir. Rydym eisiau bwrdeistref sirol lle mae pawb yn cael ei drin yn gyfartal ac yn deg ym mhob agwedd ar fywyd pob dydd.

Er ein bod yn ymdrechu i drin yr holl drigolion ac ymwelwyr â'r Fwrdeistref Sirol yn gyfartal, rydym hefyd yn cydnabod bod gan bobl wahanol anghenion. Mae'r cynllun hwn yn ystyried y gwahanol anghenion hyn a'i nod yw sicrhau nad oes rhwystrau sy'n atal unrhyw un rhag cael mynediad at wasanaethau'r Cyngor. Wrth i'n cymunedau newid, mae amrywiaeth yn fater allweddol i ni. Credwn ei bod yn ddyletswydd arnom i fynd i'r afael â gwahaniaethu ac annog mwy o gydlyniant drwy greu cymunedau lle mae pawb yn teimlo ei fod yn cael ei barchu ac yn ddiogel rhag aflonyddu.

Rydym hefyd yn parhau i ymrwymo i sicrhau cydraddoldeb ym mhob agwedd ar ein gwasanaeth ac yn ein harferion cyflogaeth, sydd hyd yn oed yn bwysicach yn ystod yr amseroedd heriol hyn ac mewn hinsawdd ariannol mor anodd.

Bydd y cynllun yn cael ei fonitro bob blwyddyn er mwyn adolygu effaith y cynnydd a wnawn a bydd yr adroddiadau blynyddol yn parhau i gael eu cyhoeddi. Bydd yr adroddiadau hefyd yn cael eu cyhoeddi a'u hyrwyddo'n eang yn fewnol ac yn allanol er mwyn codi ymwybyddiaeth o'r gwaith sy'n cael ei wneud.

Gobeithiwn eich bod yn cytuno bod y cynllun hwn yn parhau i ddatblygu'r gwaith cydraddoldeb ac amrywiaeth yr ydym wedi'i wneud hyd yma ac yn dangos ein hymrwymiad parhaus i sicrhau parch a thegwch i bawb yn y Fwrdeistref Sirol.

Christina Harrhy
Prif Weithredwr
Cyngor Bwrdeistref Sirol Caerffili

Y Cyng. Philippa Marsden
Arweinydd
Cyngor Bwrdeistref Sirol Caerffili

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Adran 1:

- **AMDANOM NI**

Mae bwrdeistref sirol Caerffili yn cwmpasu ardal sy'n ymestyn o Barc Cenedlaethol Bannau Brycheiniog yn y gogledd, i Gaerdydd a Chasnewydd yn y de. Caiff yr ardal ei ffinio gan awdurdod lleol Merthyr Tudful yn y gogledd, Rhondda Cynon Taf yn y gorllewin a Blaenau Gwent a Thorfaen yn y dwyrain.

Mae'r ardal yng nghanol Cymoedd De Cymru a Phrifddinas-Ranbarth Caerdydd. Mae bwrdeistref sirol Caerffili yn cwmpasu tua 108 milltir sgwâr (28,000 hectar) o ardal Cymoedd De-ddwyrain Cymru. Mae ychydig dros 18.6 milltir o hyd a bron i 11 milltir o led, ac wedi'i ffurfio gan gymoedd tair afon: Rhymni, Sirhywi ac Ebwy. Mae 180,000 o drigolion yn byw yn y fwrdeistref sirol mewn cymysgedd o gymunedau trefol a gwledig. Defnyddir tri chwarter y fwrdeistref sirol at ddibenion amaethyddiaeth a choedwigaeth. Y Cyngor yw'r 5^{ed} cyngor lleol mwyaf yng Nghymru a'r cyflogwr mwyaf yn yr ardal.

Mae'r Cyngor yn cyflogi bron i 9,000 o aelodau o staff ac mae 73% ohonynt yn byw yn y fwrdeistref sirol. Fe'u cyflogir mewn amrywiaeth o wahanol swyddi yn y meysydd gwasanaeth sy'n rhan o'r Cyfarwyddiaethau canlynol:

- Gwasanaethau Corfforaethol ac Addysg
- Gwasanaethau Cymdeithasol a Thai
- Cymunedau

Caiff y Cyfadrannau eu harwain gan Gyfarwyddwyr Corfforaethol sydd, ar y cyd â'r Prif Weithredwr dros dro, yn aelodau o'r Tîm Rheoli Corfforaethol sy'n goruchwyllo'r broses strategol o reoli busnes y Cyngor. Mae'r Cyngor yn gweithredu llywodraeth leol ar ffurf cabinet wedi'i arwain gan Arweinydd a gefnogir gan wyth Aelod o'r Cabinet. Mae gennym 73 o Gynghorwyr etholedig ag amrywiaeth o rolau, gan gynnwys cytuno ar fframwaith polisi, Treth y Cyngor a'r gyllideb.

Mae ein gweledigaeth a'n gwerthoedd yn rhan annatod o'n Strategaeth Trawsnewid #Tîm Caerffili – Yn Well gyda'n Gilydd. Ei nod yw trawsnewid y ffordd rydym wedi darparu gwasanaethau yn y gorffennol. Bydd yn ystyried sut y caiff gwasanaethau eu blaenoriaethu, sut y gallant fod yn fwy effeithlon o safbwynt busnes, yn archwilio cyfleoedd newydd i gryfhau'r ffocws ar gwsmeriaid a defnyddio mwy o ddulliau digidol, yn ystyried modelau darparu amgen ac yn chwilio am gyfleoedd masnachol.

Mae ein mantra newydd, sef '**Calon Gymdeithasol a Meddwl Masnachol**', yn greiddiol i'r rhaglen hon o newid trawsnewidiol. Mae'n cydnabod ein hymrwymiad i wasanaeth cyhoeddus ac anghenion ein trigolion, ond hefyd yn dangos ein hawydd i ystyried cyfleoedd masnachol newydd ac arloesol lle y bo'n briodol, er mwyn cynhyrchu incwm ychwanegol i'w ailfuddsoddi mewn gwasanaethau i'w helpu i barhau'n wydn.

Ein diben yn y strategaeth hon yw:

"Creu gallu a rhagwelediad er mwyn datblygu atebion i rai o'r heriau mwyaf i'r Fwrdeistref Sirol, gan sicrhau bod y Cyngor yn deall ac yn ymateb i anghenion a blaenoriaethau newidiol ein cymunedau".



Rydym yn anelu at gyflawni'r canlyniadau canlynol:

- Meithrin cydberthnasau gwaith cadarn â'n cymunedau a'n partneriaid er mwyn manteisio i'r eithaf ar ein hadnoddau cyfun er mwyn sicrhau bwrdeistref sirol wydn ar gyfer y dyfodol.
- Rhoi model gweithredu newydd ar waith a fydd yn annog dulliau arloesol o ddarparu gwasanaethau ac yn sicrhau ein bod yn defnyddio ein hadnoddau yn y ffordd orau.
- Helpu i gau'r bwch rhwng tlodi a ffyniant drwy wella cyrhaeddiad addysgol ac ysgogi'r economi leol i greu swyddi o ansawdd uchel.

Mae datganiad cydraddoldeb y Cyngor yn nodi'r ymrwymiad hwn yn glir;

Mae'r Cyngor yn cydnabod bod gan bobl anghenion, gofynion a nodau gwahanol, a byddwn yn gweithio yn erbyn pob math o wahaniaethu drwy hyrwyddo cysylltiadau da a chyd-barch o fewn ein cymunedau, ein trigolion, ein haelodau etholedig, y rhai sy'n gwneud cais i ni am swyddi a'n gweithlu a rhyngddynt.

Byddwn hefyd yn gweithio i greu mynediad cyfartal at ein gwasanaethau i bawb, waeth beth fo'u tarddiad ethnig, rhyw, Oed, statws priodasol, cyfeiriadedd rhywiol, anabledd, ailbennu rhywedd, credoau crefyddol neu ddiffyg cred, y defnydd o'r Gymraeg, iaith arwyddion Prydain neu ieithoedd eraill, cenedligrwydd, cyfrifoldeb am unrhyw ddibynyddion neu unrhyw reswm arall na ellir dangos bod cyfiawnhad drosto.

Mae parch tuag at amrywiaeth yn fater allweddol wrth i'n cymunedau newid a datblygu yn yr 21ain ganrif. Rhaid inni barchu'r hyn a fu o'r blaen a'r cyflawniadau hyd at y pwynt hwnnw, ond rhaid inni hefyd dderbyn a pharchu bod pethau wedi newid ac yn parhau i esblygu. Rhaid inni fod yn barchus tuag at bob unigolyn sy'n byw neu'n gweithio yma, sy'n cynrychioli neu sy'n ymweld â'r fwrdeistref sirol.

Mae'n rhaid i wasanaethau'r Cyngor adlewyrchu'r anghenion amrywiol hyn ac mae gan Gyngor Bwrdeistref Sirol Caerffili eisoes gefndir cryf yn darparu gwasanaethau hygyrch mewn ffordd synhwyrol, bwyllog a chost-effeithiol. Mae cyllid llywodraeth leol yn cael ei herio o hyd ac mae'n rhaid ystyried unrhyw yr effaith ar yr unigolion mwyaf agored i niwed yn ein cymdeithas, drwy Asesiadau Effaith Cydraddoldeb, y mae'r cynllun hwn yn gadarn o'u plaid.

Mae'r Cyngor yn ymrwymedig i sicrhau ei fod yn cyflawni gwerth am arian o'i benderfyniadau caffael trydydd parti, gan gydnabod gwerth defnyddio dulliau caffael i gefnogi ei amcanion Diwylliannol, Cymdeithasol, Economaidd ac Amgylcheddol ehangach, mewn ffyrdd sy'n cynnig buddiannau hirdymor gwirioneddol i'r gymuned a wasanaethir ganddo a phobl Cymru, gan ar yr un pryd ystyried gwerth am arian.

Mae ein Rhaglen Gaffael yn strategaeth fyw, sy'n hyblyg ac yn addasadwy ac yn ymateb i'r amgylchedd newidiol; mae'n fodiwlaid ei natur er mwyn gallu ei hadolygu'n hawdd a'i diweddarau bob blwyddyn yn unol â datblygiadau yn y tirlun caffael. Byddwn yn anelu at welliant parhaus er mwyn cyflwyno newidiadau gwirioneddol a gwella bywydau'r rheini sy'n byw ac yn gweithio yn ein bwrdeistref.

Bydd y Cyngor yn defnyddio ei brosesau caffael i feithrin newid cymdeithasol cadarnhaol lle y bo'n briodol. Mae'r Cyngor wedi mabwysiadu Cod Ymarfer y Gadwyn Gyflenwi Foesebol a byddwn yn ei roi ar waith er mwyn meithrin amodau gwaith teg i bawb.

Bydd y cynllun yn cael ei fonitro bob blwyddyn er mwyn adolygu effaith y cynnydd a wneir gennym a byddwn yn parhau i gyhoeddi ein Hadroddiad Cydraddoldeb statudol. Bydd hefyd yn cael cyhoeddusrwydd ac yn cael ei hyrwyddo'n eang yn fewnol ac yn allanol er mwyn gwella ymwybyddiaeth o'r gwaith sy'n mynd rhagddo.

- **CYD-DESTUN**

Datblygwyd y Cynllun Cydraddoldeb Strategol hwn ar gyfer 2020-2024 i ddangos ymrwymiad y Cyngor i fodloni Rheoliadau Deddf Cydraddoldeb 2010 (Dyletswyddau Statudol) (Cymru) 2011. Mae'n amlygu cysylltiadau â'r ddeddfwriaeth a'r rheoliadau ar Safonau'r Gymraeg a materion Hawliau Dynol a sut mae'n ategu pedwar o'r saith nod yn *Neddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015* Llywodraeth Cymru, sef *Cymru iachach, Cymru sy'n fwy cyfartal, Cymru o gymunedau cydlynol a Chymru â diwylliant bywiog lle mae'r Gymraeg yn ffynnu*. Mae hefyd yn amlinellu sut y bydd y Cyngor yn cyflawni ei gyfrifoldebau o dan Ddyletswydd Cydraddoldeb y Sector Cyhoeddus i hybu cydraddoldeb a chynhwysiant i bob grŵp gwarchoddedig.

Gan adeiladu ar ein gwaith cydraddoldeb blaenorol, mae'r cynllun yn esbonio i'r staff, y trigolion, y rhanddeiliaid a'r aelodau etholedig sut mae Cyngor Bwrdeistref Sirol Caerffili am gyflawni ei ymrwymadau cydraddoldeb a dal hefyd i fod yn sefydliad cynhwysol nad yw'n goddef gwahaniaethu o unrhyw fath.

Er mwyn ein helpu i ysgrifennu'r cynllun hwn, gwnaethom ymgysylltu â'n trigolion, ein staff, ein rhanddeiliaid a'n haelodau etholedig. Gwnaethom hefyd ddefnyddio amrywiaeth o wybodaeth am gydraddoldeb a'n helpodd i ddiffinio ein hamcanion cydraddoldeb ar gyfer y 4 blynedd nesaf, a thrwy wrando arnynt, gobeithio bod yr amcanion hyn yn ystyrlon ac y byddwn yn gallu eu cyflawni.

Gwnaethom edrych i weld pa flaenoriaethau yr oedd angen eu hystyried yn genedlaethol ac ar lefel y Cyngor, gan eu seilio ar y dystiolaeth a oedd ar gael i ni i gefnogi'r gwaith. Cynhaliwyd cryn dipyn o waith dros y blynyddoedd er mwyn asesu ein cynnydd yn erbyn Dyletswydd Cydraddoldeb y Sector Cyhoeddus drwy gynlluniau gwasanaeth a'r broses hunanasesu.

Gwnaethom ystyried ffynonellau gwybodaeth allanol fel adroddiadau gan y Comisiwn Cydraddoldeb a Hawliau Dynol a Llywodraeth Cymru, polisiâu a blaenoriaethau, adroddiadau ymchwil ac ystadegau perthnasol eraill a oedd ar gael i'n helpu.

Mae nifer o adroddiadau allanol gan y Comisiwn Cydraddoldeb a Hawliau Dynol wedi ategu ac wedi dylanwadu ar ddatblygiad ein hamcanion cydraddoldeb newydd ni.

A yw Cymru'n Decach? 2015 – Y Comisiwn Cydraddoldeb a Hawliau Dynol

Edrychodd adroddiad y Comisiwn Cydraddoldeb a Hawliau Dynol [A yw Cymru'n Decach? 2015](#) ar saith her allweddol y mae angen mynd i'r afael â nhw yng Nghymru. Yn ôl yr adroddiad, mae anghydraddoldebau a cham-drin hawliau dynol wedi ymwreiddio a bydd angen ymdrech gydunol gan unigolion a mudiadau yn y sector cyhoeddus, y sector preifat a'r trydydd sector i fynd i'r afael â nhw a'u lleihau.

Dyma'r 7 her a nodwyd oedd:

1. Cau bylchau cyrhaeddiad mewn addysg
2. Annog recriwtio, datblygu a gwobrwyo teg mewn cyflogaeth
3. Gwella amodau byw mewn cymunedau cydlynol
4. Cynyddu mynediad at gyfiawnder ac annog cyfranogiad democrataidd
5. Gwella mynediad at wasanaethau iechyd meddwl a chefnogi pobl sy'n profi problemau iechyd meddwl
6. Atal cam-drin, esgeulustod a chamdriniaeth mewn lleoliadau gofal a chadw
7. Dileu trais, cam-drin ac aflonyddu yn y gymuned

Mae'r heriau hyn yn heriau parhaus; ond, mae cynnydd wedi'i wneud tuag at ateb yr heriau hyn drwy nifer o gynlluniau gweithredu effeithiol o fewn y Cyngor. Er enghraifft, ym mis Mawrth 2018, mabwysiadodd y Cyngor set o amcanion llesiant ar gyfer 2018-2023 yn ei [Gynllun Corfforaethol](#). Amcan Llesiant 1 yw **Gwella cyfleoedd addysg i bawb** a bydd hyn yn cael sylw drwy'r Strategaeth Uchelgeisiau a Rennir 2019-2022. Mae rhestr lawn o ddogfennau ategol perthnasol wedi'i chynnwys ym mhob un o'r amcanion llesiant.

A yw Cymru'n Decach? 2018 – Y Comisiwn Cydraddoldeb a Hawliau Dynol

Mae fformat adroddiad diweddaraf y Comisiwn Cydraddoldeb a Hawliau Dynol, *A yw Cymru'n Decach? 2018*, yn amlinellu'r themâu a ganlyn. Mae amcanion y cynllun wedi'u datblygu i gyd-fynd â'r themâu hyn;

- Addysg
- Gwaith
- Safonau Byw
- Iechyd
- Cyfiawnder a Diogelwch Personol
- Cymryd Rhan

Mae'r adroddiad yn sôn bod rhywfaint o gynnydd wedi'i wneud o ran gwneud Cymru'n decach, ond mae'n awgrymu bod llawer mwy o waith i'w wneud. Ffocws allweddol y Comisiwn Cydraddoldeb a Hawliau Dynol fydd anfantais sosio-economaidd, anabledd, rhyw a hil a bydd y rhain yn cael eu hadlewyrchu yn Amcanion Cydraddoldeb Strategol y Cyngor ar gyfer 2020-2024.

Wrth ddatblygu'n hamcanion cydraddoldeb, roedd *A yw Cymru'n Decach? 2015* ac *A yw Cymru'n Decach? 2018* yn hanfodol o ran ein harwain at yr amcanion cydraddoldeb rydyn ni'n ymgynghori yn eu cylch ac y manylir arnynt yn y ddogfen hon.

Mae'r cynllun Gweithredu yn Adran 2 yn nodi sut y mae'r amcanion cydraddoldeb a'r camau gweithredu yn gysylltiedig â'r themâu a nodwyd yn adroddiad *A yw Cymru'n Decach? 2018*.

Er mwyn helpu i wella'r camau gweithredu blynyddol, rydym hefyd yn croesawu unrhyw sylwadau cyffredinol, parhaus ar gynnwys, ansawdd a hygyrchedd y ddogfen ac ar effaith y camau gweithredu hynny ar y bobl a wasanaethir gennym a'r bobl a gyflogir gennym.

Os oes gennych unrhyw sylwadau neu os hoffech wybod mwy am y gwaith y mae'r Cyngor yn ei wneud, cysylltwch â:

Tîm Cydraddoldeb, y Gymraeg ac Ymgynghori
Tŷ Penallta
Parc Tredomen
Ystrad Mynach
CF82 7PG
e-bost cydraddoldeb@caerffili.gov.uk
ffôn 01443 864404

- **DEDDFWRIAETH**

Deddf Cydraddoldeb 2010

Mae Deddf Cydraddoldeb 2010 yn dod â chyfreithiau gwrthwahaniaethu blaenorol ynghyd ac yn disodli'r cyfreithiau hynny, gan greu un Ddeddf. Mae'r Ddeddf yn cynnwys Dyletswydd Cydraddoldeb y Sector Cyhoeddus, sydd wedi disodli'r holl ddyletswyddau unigol a oedd ar waith yn flaenorol, sef cydraddoldeb o ran hil, anabledd a rhyw. Mae adran 149 o Ddeddf Cydraddoldeb 2010 yn nodi Dyletswydd Cydraddoldeb y Sector Cyhoeddus, sy'n gosod dyletswydd ar y Cyngor, a sefydliadau cyhoeddus eraill, i roi sylw dyladwy wrth wneud penderfyniadau a darparu gwasanaethau er mwyn sicrhau ein bod yn bodloni'r gofyniad i wneud y canlynol:

- Dileu gwahaniaethu, aflonyddu a fictimeiddio ac ymddygiad arall anghyfreithlon a waherddir gan y Ddeddf.
- Hybu cyfle cyfartal rhwng personau sy'n rhannu nodwedd warchoddedig berthnasol a phersonau nad ydynt yn ei rhannu.
- Meithrin cysylltiadau da rhwng personau sy'n rhannu nodwedd warchoddedig a phersonau nad ydynt yn ei rhannu.

Wrth hybu cyfle cyfartal rhwng personau sy'n rhannu nodwedd warchoddedig a phersonau nad ydynt yn ei rhannu, mae'n rhaid i ni hefyd sicrhau ein bod yn gwneud y canlynol;

- Dileu a lleihau'r anfanteision a wynebir gan bobl oherwydd eu nodweddion gwarchoddedig.
- Cymryd camau i ddiwallu anghenion pobl o grwpiau gwarchoddedig p'un a ydynt yn wahanol i anghenion pobl eraill ai peidio.
- Annog pobl â nodweddion gwarchoddedig i gymryd rhan mewn bywyd cyhoeddus neu mewn gweithgareddau eraill lle nad oes nifer cymesur ohonynt yn cymryd rhan.

Mae'r trydydd nod yn cyfeirio at feithrin cysylltiadau da ac mae hyn yn golygu mynd i'r afael â rhagfarn a hybu dealltwriaeth rhwng personau sy'n rhannu nodwedd warchoddedig a phersonau nad ydynt yn ei rhannu. Gallai hyn olygu o dan rai amgylchiadau y caiff rhai pobl eu trin yn fwy ffafriol nag eraill, ar yr amod bod hynny o fewn darpariaethau'r Ddeddf.

Rhestrir naw nodwedd warchoddedig o dan Ddeddf Cydraddoldeb 2010:

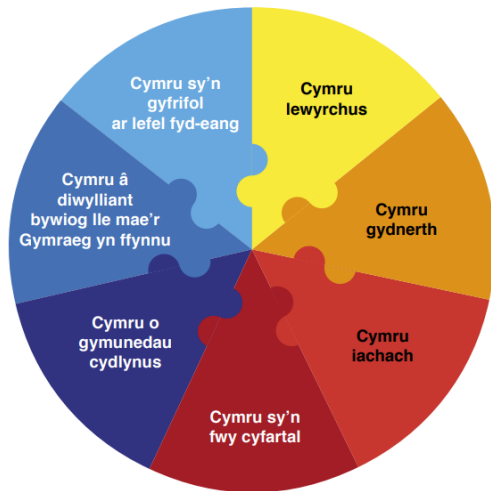
- | | |
|-----------------------------|---------------------------------|
| ➤ Oed | ➤ Crefydd neu Gred |
| ➤ Anabledd | ➤ Rhyw |
| ➤ Ailbennu Rhywedd | ➤ Cyfeiriadedd Rhywiol |
| ➤ Beichiogrwydd a Mamolaeth | ➤ Priodas a Phartneriaeth Sifil |
| ➤ Hil | |

Yng Nghymru, mae dyletswyddau statudol penodol arnom, sef rheoliadau sy'n nodi'r camau gweithredu y mae'n rhaid i'r Cyngor eu cymryd er mwyn cydymffurfio. Cyhoeddwyd y Rheoliadau Deddf Cydraddoldeb 2010 (Dyletswyddau Statudol) (Cymru) 2011 gan Lywodraeth Cymru ym mis Ebrill 2011 ac maent yn cynnwys y meysydd canlynol;

- **Amcanion Cydraddoldeb** – llunio a chyhoeddi set o amcanion cydraddoldeb sy'n bodloni Dyletswydd Cydraddoldeb y Sector Cyhoeddus.
- **Ymgysylltu** – cynnwys pobl sy'n cynrychioli un nodwedd warchoddedig neu fwy ac y mae ganddynt ddiddordeb yn y ffordd y mae'r Cyngor yn ymgymryd â'i swyddogaethau.
- **Aseidiadau Effaith Cydraddoldeb** – cynnal Aseidiadau Effaith Cydraddoldeb a'u cyhoeddi ochr yn ochr ag adroddiadau y mae angen gwneud penderfyniadau yn eu cylch.
- **Gwybodaeth am Gydraddoldeb** – casglu a chyhoeddi gwybodaeth am gydraddoldeb sy'n sicrhau cydymffurfiaeth â Dyletswydd Cydraddoldeb y Sector Cyhoeddus.
- **Gwybodaeth am Gyflogaeth** – casglu a chyhoeddi data monitro'r gweithlu bob blwyddyn.
- **Gwahaniaethau Cyflog** – sicrhau bod gan y Cyngor amcan cydraddoldeb sy'n ymwneud yn benodol â gwahaniaethau cyflog rhwng y rhywiau.
- **Hyfforddi Staff** – hybu gwybodaeth a dealltwriaeth o Ddeddf Cydraddoldeb 2010, Dyletswydd Cydraddoldeb y Sector Cyhoeddus a'r dyletswyddau penodol yng Nghymru. Defnyddio gweithdrefnau asesu perfformiad i nodi anghenion hyfforddi staff a'u diwallu.
- **Cynllun Cydraddoldeb Strategol** – cyhoeddi cynllun cydraddoldeb strategol sy'n nodi Amcanion Cydraddoldeb y Cyngor ar gyfer bodloni Dyletswydd Cydraddoldeb y Sector Cyhoeddus.
- **Caffael** – wrth gaffael gwaith, nwyddau a gwasanaethau gan sefydliadau eraill, cynnwys amodau sy'n berthnasol i Dyletswydd Cydraddoldeb y Sector Cyhoeddus fel rhan o'r prosesau caffael.

Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015

Mae'r Cyngor yn ymrwymedig i sicrhau y caiff [Deddf Llesiant Cenedlaethau'r Dyfodol \(Cymru\) 2015](#) ei hystyried wrth ddarparu gwasanaethau ac ymgymryd â gweithgareddau. Mae'r Ddeddf yn rhoi egwyddor datblygu cynaliadwy ar waith sy'n anelu at wella llesiant economaidd, cymdeithasol, amgylcheddol a diwylliannol Cymru. Bydd hyn yn ein helpu i greu Cymru yr ydym am fyw ynddi, nawr ac yn y dyfodol.



Er mwyn sicrhau bod pawb yn gweithio tuag at yr un weledigaeth, mae'r Ddeddf yn nodi saith nod llesiant, ac er y bydd cynllun Cydraddoldeb Strategol y Cyngor yn berthnasol i bob un o'r nodau llesiant, mae'r cynllun yn cefnogi cynnydd yn erbyn y 3 nod canlynol yn benodol:

- Cymru â diwylliant bywiog lle mae'r Gymraeg yn ffynnu
- Cymru o gymunedau cydlynus
- Cymru sy'n fwy cyfartal

Mae Egwyddor Datblygu Cynaliadwy'r Ddeddf yn rhoi gwybod i'r Cyngor beth i'w ystyried wrth gyflawni ei ddyletswyddau o dan y Ddeddf. Wrth wneud penderfyniadau, mae'n rhaid i'r Cyngor ystyried yr effaith y gallai'r penderfyniad ei chael ar genedlaethau'r dyfodol. Er mwyn gwneud hynny, nodwyd pum ffordd o weithio y mae'n rhaid eu hystyried a'u rhoi ar waith wrth wneud penderfyniadau, sef:

Hirdymor



Pwysigrwydd sicrhau cydbwysedd rhwng anghenion tymor byr a'r angen am ddiogelu'r gallu i ddiwallu anghenion tymor hir hefyd.

Atal



Sut gall gweithredu i atal problemau rhag digwydd neu waethygu helpu cyrff cyhoeddus i gyflawni eu hamcanion.

Integreiddio



Ystyried sut gall amcanion llesiant y corff cyhoeddus effeithio ar bob un o'r nodau llesiant, ar bob un o'u hamcanion eraill, neu ar amcanion cyrff cyhoeddus eraill.

Cydweithio



Gallai cydweithredu ag unrhyw berson arall (neu wahanol adrannau yn y corff ei hun) helpu'r corff i fodloni ei amcanion llesiant.

Cynnwys



Pwysigrwydd cynnwys pobl sydd â diddordeb mewn cyflawni'r nodau llesiant, a sicrhau bod y bobl hynny'n adlewyrchu amrywiaeth yr ardal maent yn ei gwasanaethu.

Defnyddiwyd y pum ffordd o weithio i lywio amcanion cydraddoldeb y Cyngor.

Mesur y Gymraeg (Cymru) 2011

Cyflwynwyd Mesur y Gymraeg (Cymru) 2011 i ddisodli Deddf yr Iaith Gymraeg 1993 ac fel rhan o'r ddeddfwriaeth, yng Nghymru, mae gan y Gymraeg yr un statws cyfreithiol â'r Saesneg ac ni ddylid ei thrin yn llai ffafriol.

Mae'n rhaid i gyrff cyhoeddus gydymffurfio â set genedlaethol o Safonau'r Gymraeg a gyhoeddwyd gan Gomisiynydd y Gymraeg ar ffurf [Hysbysiad Cydymffurfio](#) i'r Cyngor. Mae'r Hysbysiad Cydymffurfio yn nodi pa rai o'r 176 o safonau yn y ddeddfwriaeth sy'n gymwys i'r Cyngor, ynghyd ag unrhyw eithriadau a'u dyddiadau gweithredu.

Nid yw materion y Gymraeg wedi'u cynnwys yn Neddf Cydraddoldeb 2010 ond, yn hytrach, mae ganddynt set o safonau o dan Fesur y Gymraeg (Cymru) 2011. Cydnabuwyd ers amser bod yr agenda polisi cydraddoldeb ac agenda polisi'r Gymraeg yn ategu ei gilydd ac yn dylanwadu ar ei gilydd. Atgyfnerthir hyn ymhellach gan un o nodau Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015 – Cymru â diwylliant bywiog lle mae'r Gymraeg yn ffynnu.

Gwneir datblygiadau sy'n ymwneud â'r Gymraeg yn gorfforaethol yn unol â nodau'r Mesur, a wnaeth y canlynol:

- cadarnhau statws swyddogol y Gymraeg;
- creu system newydd o osod dyletswyddau ar gyrff i ddarparu gwasanaethau drwy gyfrwng y Gymraeg;
- creu Comisiynydd y Gymraeg â phwerau gorfodi cryf er mwyn amddiffyn hawliau siaradwyr Cymraeg i gael gafael ar wasanaethau drwy gyfrwng y Gymraeg;
- sefydlu Tribiwnlys y Gymraeg;
- rhoi'r hawl i unigolion a chyrff apelio yn erbyn penderfyniadau a wneir mewn perthynas â darparu gwasanaethau drwy gyfrwng y Gymraeg;
- creu Cyngor Partneriaeth y Gymraeg er mwyn cynghori'r Llywodraeth ar ei strategaeth mewn perthynas â'r Gymraeg;
- caniatáu i Gomisiynydd y Gymraeg gynnal ymchwiliadau swyddogol i achosion lle y ceir ymgais i ymyrryd â rhyddid siaradwyr Cymraeg i ddefnyddio'r iaith gyda'i gilydd.

O ganlyniad, cafodd y Gymraeg ei hintegreiddio i'r Amcanion a'r Cynllun Gweithredu Cydraddoldeb a'r Gymraeg, a lluniwyd amcan cydraddoldeb corfforaethol penodol ar ei chyfer.

Adran 2:

- **Amcanion a Chynllun Gweithredu Cydraddoldeb Strategol**

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| Amcan Cydraddoldeb 1 |
| Cynllunio a Darparu Gwasanaethau – Deall a dileu'r rhwystrau y mae pobl yn eu hwynebu wrth gyrchu gwasanaethau |
| Cyd-destun |
| <p>Mae'r amcan hwn yn ffocysu ar ddarparu gwasanaethau hygyrch a chynhwysol i drigolion y fwrdeistref sirol. Byddwn yn cyflawni hyn drwy barhau i ymgysylltu â defnyddwyr gwasanaethau er mwyn nodi a dileu rhwystrau i wasanaethau.</p> <p>Gall y rhwystrau sy'n cael eu profi gan grwpiau ac unigolion gynnwys cael gafael ar wybodaeth mewn fformatau priodol i ateb eu hanghenion, anawsterau iechyd meddwl, trafnidiaeth, diweithdra neu mynediad i dechnoleg. Dylai meysydd gwasanaeth roi cynlluniau a strategaethau ar waith ar y cyd er mwyn mynd i'r afael yn llwyddiannus â'r rhwystrau a nodwyd a'u dileu.</p> <p>Meysydd yr hoffem eu gwella yw addysg, iechyd a gwasanaethau iechyd meddwl, tai, gwasanaethau cymdeithasol a thrafnidiaeth.</p> <p>Grymuso grwpiau sydd â nodweddion gwarchodedig i allu cael gafael ar y gwasanaethau y mae nhw eu hangen yn ffocws allweddol i'r Cyngor.</p> |
| Themâu o 'A yw Cymru'n Decach? 2018' |
| Addysg, Gwaith, Safonau Byw, Iechyd, Cyfiawnder a Diogelwch Personol, Cymryd Rhan |
| Nodweddion Gwarchodedig Perthnasol |
| OedOed, Anabledd, Ailbennu Rhywedd, Priodas a Phartneriaeth Sifil, Hil, Crefydd neu Gred, Rhyw, Cyfeiriadedd Rhywiol, Y Gymraeg |
| Dogfennau Ategol |
| <ul style="list-style-type: none"> ➤ Cynllun Llesiant Bwrdd Gwasanaethau Cyhoeddus Caerffili 2018-2023 ➤ Cynllun Corfforaethol 2018-2023 ➤ Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015 ➤ Llywodraeth Cymru - Fframwaith Cynhwysiant Digidol ➤ Cyngor Bwrdeistref Sirol Caerffili - Strategaeth Cwsmeriaid a Digidol |

Camau Gweithredu:

1. Rhoi egwyddorion y Strategaeth Cwsmeriaid a Digidol ar waith
2. Sicrhau bod ein staff yn meddu ar y sgiliau angenrheidiol i ddarparu gwasanaethau digidol
3. Ymchwilio ac ystyried mabwysiadu symbol 'Communication Access' er mwyn sicrhau y caiff gwybodaeth ei darparu gan ddefnyddio gwahanol fformatau ac ieithoedd, gan gynnwys Iaith Arwyddion Prydain
4. Gwella sgiliau trigolion i alluogi nhw i ddefnyddio technoleg ddigidol yn well
5. Nodi anghenion gwasanaeth grwpiau penodol o ddefnyddwyr; pa rwystrau sy'n eu hatal rhag defnyddio gwasanaethau; a pha gamau gweithredu sydd eu hangen er mwyn dileu'r rhwystrau hynny
6. Sicrhau fod gwefan a mewnrwyd y Cyngor yn hygyrch fel y gall pobl ag anableddau parhau i ymgysylltu
7. Gwella'r broses ar gyfer casglu a chofnodi gwybodaeth monitro cydraddoldebau ein trigolion ar draws gwasanaethau'r Cyngor
8. Casglu gwybodaeth monitro cydraddoldebau ar gyfer canmoliaeth a chwynion
9. Cynnal arolwg o stoc adeiladau'r Cyngor (ac ysgolion) mewn perthynas â hygyrchedd, gan ddefnyddio'r Grŵp Mynediad Lleol
10. Cynnal arolwg o orsafoedd pleidleisio mewn perthynas â hygyrchedd, gan ddefnyddio'r Grŵp Mynediad Lleol

Pam?

Cynhwysiant Digidol – Mae gwella sgiliau trigolion a staff yn golygu y byddant yn gallu defnyddio gwybodaeth a chael gafael ar wybodaeth ar ffurf ddigidol, gan ddileu nifer o rwystrau a galluogi trigolion i chwarae mwy o ran. Mae hyn yn cynnwys defnyddio'r cyfryngau cymdeithasol a rhwydweithio, y newyddion, manteisio ar gyfleoedd am swyddi, cyllid (bancio ar-lein), gwybodaeth am drafndiaeth, opsiynau tai neu hyd yn oed brynu ar-lein. Bydd sgiliau digidol yn galluogi trigolion a staff i ddod o hyd i fanylion am wasanaethau'r Cyngor, ac i gael gafael ar wybodaeth gyfredol am ddatblygiadau a all effeithio nhw, fel ymgynoriadau, gwaith priffyrdd, digwyddiadau ac ati.

Monitro Cydraddoldebau – Bydd gwella'r ffordd y caiff gwybodaeth monitro cydraddoldebau ei chasglu yn nodi problemau o fewn gwasanaethau, ac a yw trigolion â nodweddion gwarchodedig yn wynebu unrhyw broblemau neu'n cael gafael ar wasanaethau mewn ffordd gyfartal. Bydd data monitro cydraddoldebau yn ein helpu i ddeall pwy yw ein cwsmeriaid a sut i deilwra ein gwasanaethau i ddiwallu eu hanghenion. Bydd casglu'r data hyn ar gyfer canmoliaeth a chwynion yn helpu i nodi'r meysydd lle rydym yn gwneud yn dda a'r meysydd lle y mae angen i ni wella. Bydd y wybodaeth hon yn golygu y byddwn yn gallu darparu mynediad cyfartal i wasanaethau a dileu'r rhwystrau a nodwyd.

Pam?

Hygyrchedd – Drwy gynnal arolwg o stoc adeiladau'r Cyngor, sy'n cynnwys ysgolion a gorsafoedd pleidleisio, gallwn nodi adeiladau lle ceir problemau hygyrchedd a gweithio i'w datrys. Gall rhwystrau ffisegol fod yn gysylltiedig ag adeiladau, gan atal trigolion rhag cael gafael ar wasanaethau, er enghraifft, pleidleisio. Dylid ystyried arwyddion clir, goleuadau a mynediad at wasanaethau fel rhan o'r thema hon. Fel awdurdod, mae'n rhaid i ni sicrhau bod gennym aelodau o staff sy'n meddu ar y sgiliau iaith priodol i ragori ar ddisgwyliadau cwsmeriaid, ynghyd â gwybodaeth gadarn ac amrywiol am wasanaethau'r Cyngor.

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| Amcan Cydraddoldeb 2 |
| Addysg, Sgiliau a Chyflogaeth – Gwella cyfleoedd addysg i bawb |
| Cyd-destun |
| <p>Prif nod yr amcan hwn yw sicrhau bod ein cymunedau mewn sefyllfa dda i sicrhau cyflogaeth gynaliadwy sy'n talu'n dda fel modd o atal tlodi. Drwy sicrhau bod ein trigolion yn barod i fynd i'r amgylchedd gwaith, byddwn yn atal problemau hirdymor sy'n gysylltiedig â sgiliau isel ac anghyflogadwyedd.</p> <p>Bydd '<i>Gwella cyfleoedd addysg i bawb</i>', yn unol â'r manylion yng Nghynllun Corfforaethol y Cyngor, yn cael ei gyflawni drwy ddefnyddio canlyniadau a nodir yn y Strategaeth Uchelgeisiau a Rennir 2019-2022. Mae'r strategaeth hon yn amlinellu ymrwymiad y Cyngor i weithio gydag ysgolion a'r Gwasanaeth Cyflawni Addysg i wella cyrhaeddiad a chyflawniad addysgol.</p> <p>Bydd cynyddu nifer y trigolion sy'n manteisio ar addysg, hyfforddiant a chyflogaeth yn gyfraniad cadarnhaol at greu cymunedau cydlynol, gwydn a ffyniannus. Mae'r agenda sgiliau yn holl bwysig o ran datblygiad economaidd a ffyniant economaidd y wlad, Prifddinas-Ranbarth Caerdydd a Bwrdeistref Sirol Caerffili.</p> <p>Bydd canolbwyntio ar leihau nifer y bobl ifanc nad ydynt mewn cyflogaeth, addysg na hyfforddiant, dileu'r bwlch anweithgarwch economaidd; nodi'r bylchau a'r prinderau o ran sgiliau mewn sectorau blaenoriaeth, cynyddu nifer y prentisiaethau a gwella eu hansawdd a barn pobl amdanynt fel llwybr tuag at gyflogaeth â chyflog da, yn allweddol i hyn.</p> |
| Themâu o 'A yw Cymru'n Decach? 2018' |
| Addysg, Gwaith, Safonau Byw, Iechyd, Cyfiawnder a Diogelwch Personol, Cymryd Rhan |
| Nodweddion Gwarchoddedig Perthnasol |
| Oed, Anabledd, Ailbennu Rhywedd, Hil, Crefydd neu Gred, Rhyw, Cyfeiriadedd Rhywiol, y Gymraeg |
| Dogfennau Ategol |
| <ul style="list-style-type: none"> • 'A yw Cymru'n Decach? 2018' • Strategaeth Uchelgeisiau a Rennir 2019-22 • Cynllun Gweithredu Ffyniant i Bawb • Cynllun Corfforaethol 2018-23 • Cymraeg 2050 • Meithrin, Cyfarparu a Ffynnu • Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015 |

Camau Gweithredu:

1. Gwella sgiliau trigolion drwy gynnig cyfleoedd i ennill cymwysterau a chymorth i gael gafael ar gyflogaeth
2. Datblygu cymorth i'r sector Addysg Gymunedol i Oedolion er mwyn cynnig cyrsiau llythrennedd digidol a fydd yn cefnogi rhaglenni cyflogadwyedd lleol
3. Anelu at leihau effaith tlodi drwy helpu trigolion i fanteisio ar gyfleoedd ac amodau cyflogaeth gwell
4. Cyrraedd y targedau a nodwyd yn y rhaglenni cyflogadwyedd lleol drwy wella sgiliau trigolion a'u helpu i ddod o hyd i swyddi â chyflog da
5. Drwy fuddsoddi yn ein stoc addysgol a'n stoc tai, a chynnig prentisiaethau, cyfleoedd hyfforddi a lleoliadau gwaith yn ein sefydliad, byddwn yn cynyddu nifer y trigolion lleol sy'n weithwyr medrus a chymwys ac yn cyfrannu at sicrhau Budd i'r Gymuned
6. Parhau i ddatblygu dull gweithredu cynhwysol ar gyfer prentisiaethau

Pam?

Cyfleoedd o ran Sgiliau a Chyflogaeth - Drwy fynd i'r afael ag achosion tlodi a sicrhau bod ein rhaglenni grant gwrth-dlodi yn cydweithio, byddwn yn gallu cynnig y cymorth gorau posibl i'r unigolion mwyaf agored i niwed yn ein cymunedau. Bydd cynyddu nifer y trigolion sy'n manteisio ar addysg, hyfforddiant a chyflogaeth yn gyfraniad cadarnhaol at greu cymunedau cydlynol, gwydn a ffyniannus, gan felly wella ansawdd bywyd ac iechyd y rheini sy'n byw yn y fwrdeistref sirol.

Cyfleoedd Addysg – Mae'r Cyngor wedi rhestru 'Gwella cyfleoedd addysgol i bawb' fel ei Amcan Llesiant cyntaf, ac wedi rhoi *Strategaeth Uchelgeisiau a Rennir* ar waith er mwyn ymgymryd â'r gwaith hwn. Fel awdurdod, rydym wedi ymrwymo i raglen uchelgeisiol o fuddsoddi yn ysgolion yr 21ain ganrif. Cyflawnwyd rhaglen Band A Ysgolion yr 21ain Ganrif yn unol â'r amserlen a'r gyllideb berthnasol. Nodwyd dau brosiect cyntaf y rhaglen Band B, sydd yr un mor uchelgeisiol, a byddant yn helpu'r Awdurdod i ddiwallu anghenion ei ddysgwyr mwyaf agored i niwed a'r Cynllun Strategol Cymraeg mewn Addysg.

Trafnidiaeth – Mae Bargaen Ddinesig Prifddinas-Ranbarth Caerdydd yn rhaglen fuddsoddi uchelgeisiol. Fe'i dyluniwyd i ddatblygu seilwaith a chysylltedd trafndiaeth, yn ogystal â chreu cyfleoedd cyflogaeth a phrentisiaethau er mwyn hybu cyfleoedd adfywio lleol a rhanbarthol mewn modd cadarnhaol. Os bydd y seilwaith trafndiaeth yn diwallu anghenion unigolion sy'n awyddus i fanteisio ar gyfleoedd addysg, hyfforddiant a chyflogaeth, bydd hyn yn hybu ffyniant ac yn gwella cydlyniant cymunedol.

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| Amcan Cydraddoldeb 3 |
| Cydlyniant Cymunedol – Hybu a hwyluso cymunedau cynhwysol a chydlynol |
| Cyd-destun |
| <p>Disgrifir cydlyniant cymunedol, fel y'i diffinnir yn nogfen Llywodraeth Cymru Cydlyniant Cymunedol: Cynllun Cyflawni Cenedlaethol 2014-2016 (y ddogfen ddiweddaraf), fel gallu pob cymuned i weithredu a thyfu mewn cytgorod gyda'i gilydd yn hytrach nag mewn gwrthdaro. Y nod yw adeiladu cymunedau lle mae pobl yn teimlo'n hyderus eu bod yn perthyn ac yn gyfforddus yn cymysgu ac yn rhyngweithio ag eraill, yn enwedig gyda phobl wahanol a phobl sydd â nodweddion gwarchodedig gwahanol.</p> <p>Mae Caerffili yn mabwysiadu'r egwyddorion mai ystyr cymuned gydlynol yw cymuned:</p> <ul style="list-style-type: none"> • lle ceir gweledigaeth gyffredin ac ymdeimlad o berthyn i bob cymuned; • lle y caiff amrywiaeth cefndiroedd ac amgylchiadau pobl ei gwerthfawrogi a'i hystyried mewn modd cadarnhaol; • lle caiff y rheini o wahanol gefndiroedd gyfleoedd tebyg mewn bywyd; • lle y caiff cydberthnasau cadarn a chadarnhaol eu meithrin rhwng pobl o wahanol gefndiroedd ac amgylchiadau yn y gweithle, mewn ysgolion ac mewn cymdogaethau. <p>Wrth gyfeirio at 'gymunedau', rydym yn aml yn disgrifio ardal ddaearyddol, ond gellir defnyddio'r term cymuned hefyd i ddiffinio unigolion sy'n rhannu nodwedd warchodedig (er enghraifft, ethnigrwydd neu ddiwylliant, grŵp oedran, crefydd neu gred, cyfeiriadedd rhywiol, iaith, rhywedd) neu ddiddordebau.</p> |
| Themâu o 'A yw Cymru'n Decach? 2018' |
| Addysg, Gwaith, Safonau Byw, Iechyd, Cyfiawnder a Diogelwch Personol, Cymryd Rhan |
| Nodweddion Gwarchodedig Perthnasol |
| Oed, Anabledd, Ailbennu Rhywedd, Priodas a Phartneriaeth Sifil, Beichiogrwydd a Mamolaeth, Hil, Crefydd neu Gred, Rhyw, Cyfeiriadedd Rhywiol, y Gymraeg |
| Dogfennau Ategol |
| <ul style="list-style-type: none"> • Cynllun Corfforaethol 2018-2023 • 'A yw Cymru'n Decach? 2018' • Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015 • Cydlyniant Cymunedol: Cynllun Cyflawni Cenedlaethol 2014-2016 |

Camau Gweithredu:

1. Codi proffil y broses o roi gwybod am ddigwyddiadau gwahaniaethol mewn ysgolion drwy gynnig hyfforddiant pellach i staff
2. Esblygu'r dull integredig rhanbarthol, i wella iechyd a lles unigolion a theuluoedd sy'n destun trais yn erbyn menywod, cam-drin domestig a thrais rhywiol.
3. Annog gwaith amrywiaeth cymunedol gyda gwasanaethau a phartneriaid er mwyn dathlu cydraddoldeb gwahaniaethau drwy hyrwyddo dyddiadau i'w cofio a'u dathlu (h.y. Wythnos Ymwybyddiaeth Ffoaduriaid, Diwrnod Cofio'r Holocost, Wythnos Ymwybyddiaeth o Droseddau Casineb)
4. Ymgysylltu – datblygu panel trigolion o gymunedau lleiafrifol fel ffordd o wella'r broses o ymgysylltu â lleisiau na chaiff eu clywed cymaint
5. Bydd y tîm cydlyniant cymunedol yn gweithio gyda'r AALI a phartneriaid i ddatblygu gwell arferion cydraddoldeb a mwy o waith gwrthwahaniaethu mewn ysgolion. (Bydd hyn yn cynnwys hyfforddi staff, codi proffil y broses o roi gwybod am ddigwyddiadau gwahaniaethol, cymorth i ysgolion ddatblygu gwaith i gynnwys cydraddoldebau yn y cwricwlwm drwy weithdai i ysgolion a phrosiect cyfnewid i ysgolion a fydd yn cysylltu ysgol leol ag ysgol mewn ardal wahanol a chyferbyniol)
6. Ymgysylltu â gwladolion o'r UE mewn perthynas â'r Cynllun Preswyllo'n Sefydlog i Ddinasyddion yr UE
7. Monitro tensiynau cymunedol – cysylltu â Phartneriaid a chymryd camau rhagweithiol i atal tensiynau rhag gwaethygu yn y gymuned
8. Parhau i gefnogi cyfranogiad yr ALI â Chynllun Ailsefydlu y DU

Pam?

Mae'r trafodaethau gwleidyddol cyfredol yn dilyn Brexit, mewn rhai rhanbarthau, wedi cael effaith sylweddol ar gydlyniant cymunedol - ac mae'r cynnydd cenedlaethol yn nifer y troseddau casineb a gofnodwyd yn dilyn refferendwm 2016 yn dystiolaeth bellach o'r rhaniad o fewn rhai cymunedau. Mae ymdrin â'r rhaniad hwn a chynnig cyfle cyfartal i bob trigolyn, ni waeth beth fo'i nodwedd warchoddedig, yn hanfodol er mwyn sicrhau bod Caerffili yn annog cydberthnasau cadarnhaol o fewn cymunedau a rhwng cymunedau.

Cydlyniant Cymunedol – Mae *Cymru o gymunedau cydlynus* yn un o saith nod *Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015*, ac mae'n sicrhau bod cydlyniant yn parhau wrth wraidd dull gweithredu'r Cyngor a chyrrff cyhoeddus eraill wrth roi polisiau ar waith a darparu gwasanaethau nawr ac yn y dyfodol. Mae'r Ddeddf a *Chynllun Cyflawni Cenedlaethol* Llywodraeth Cymru yn gweithio law yn llaw, gan ddilyn yr un egwyddorion o ran integreiddio, cydweithio a chyfranogiad, a chan sicrhau bod polisiau a gwasanaethau yn parhau'n ymatebol i anghenion lleol. Mae'r Cynllun Cyflawni yn gydnaws â Chynllun Cydraddoldeb Strategol Llywodraeth Cymru, ac yn dangos sut y byddwn yn parhau i feithrin cysylltiadau da a mynd i'r afael ag anghydraddoldeb hirsefydledig yn ein cymunedau.

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| Amcan Cydraddoldeb 4 |
| Ymgysylltu Cynhwysol a Chymryd Rhan – Ymgysylltu â thrigolion i'w hannog i gymryd rhan a lleisio barn wrth gynllunio darpariaeth gwasanaethau |
| Cyd-destun |
| <p>Mae'n hanfodol bod gwybodaeth ar gael mewn gwahanol fformatau er mwyn sicrhau bod yr holl drigolion yn gallu cymryd rhan mewn unrhyw ymarferion ymgysylltu neu bob un ohonynt. Bydd datblygiadau technoleg yn ein galluogi i ddarparu gwybodaeth ar fformatau digidol, ond mae rhwystrau o hyd sy'n atal trigolion rhag ymgysylltu. Mae trafnidiaeth, iechyd meddwl, statws sosio-economaidd, sgiliau llythrennedd a rhifedd isel ac anawsterau penodol sydd gan grwpiau anodd eu cyrraedd neu grwpiau nad ydyn nhw'n cael eu clywed yn aml, ymysg y rhwystrau sy'n dal i atal trigolion rhag ymgysylltu â'r Cyngor a gwasanaethau cymorth ehangach.</p> <p>Caiff yr amcan hwn ei adlewyrchu yn un o'n Hamcanion Corfforaethol sy'n ystyried sut y gallwn 'Cynorthwyo trigolion i aros yn annibynnol a gwella eu llesiant'. Mae'n cynnwys helpu pobl i helpu eu hunain drwy ddarparu cyngor ac arweiniad cynhwysfawr, gan gynnwys eu cyfeirio at wasanaethau eraill. Mae'n golygu cael sgysiau ystyrlon gyda phobl i'w helpu i nodi'r hyn sy'n bwysig iddynt, a fydd yn bwydo gwasanaethau sy'n addas i'w hanghenion.</p> |
| Themâu o 'A yw Cymru'n Decach? 2018' |
| Addysg, Gwaith, Safonau Byw, Iechyd, Cyfiawnder a Diogelwch Personol, Cymryd Rhan |
| Nodweddion Gwarchodedig Perthnasol |
| Oed, Anabledd, Ailbennu Rhywedd, Priodas a Phartneriaeth Sifil, Beichiogrwydd a Mamolaeth, Hil, Crefydd neu Gred, Rhyw, Cyfeiriadedd Rhywiol, Y Gymraeg |
| Dogfennau Ategol |
| <ul style="list-style-type: none"> • Cynllun Corfforaethol 2018-2023 • 'A yw Cymru'n Decach? 2018' • Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015 • Strategaeth Cwsmeriaid a Digidol 2019-2023 • Tîm Caerffili – Strategaeth Trawsnewid Yn Well Gyda'n Gilydd • Strategaeth Cyfathrebu ac Ymgysylltu CBSC 2019-2022 • Fframwaith Ymgynghori ac Ymgysylltu 2020-2025 |

Camau Gweithredu:

1. Helpu trigolion i 'helpu eu hunain' drwy ddarparu cyngor ac arweiniad cynhwysfawr, gan gynnwys eu cyfeirio at wasanaethau eraill
2. Cynnal 'sgyrsiau ystyrlon' er mwyn helpu trigolion i nodi beth sy'n bwysig iddynt er mwyn llywio gwaith cynllunio sy'n canolbwyntio ar ganlyniadau
3. Nodi gofalwyr a'u cefnogi
4. Cynnwys y *Fframwaith Ymgynghori ac Ymgysylltu* ym mhob ymarfer ymgynghori a gynhelir gan wasanaethau'r Cyngor
5. Nodi anghenion gwasanaeth grwpiau ddefnyddwyr penodol; pa rwystrau sy'n eu hatal rhag defnyddio gwasanaethau; a pha gamau gweithredu sydd eu hangen er mwyn dileu'r rhwystrau hynny
6. Adolygu a diweddarau ein grwpiau rhanddeiliaid allweddol yn y fwrdeistref sirol sy'n cynrychioli grwpiau â nodweddion gwarchoddedig
7. Adolygu ac atgyfnerthu prosesau mewnol ar gyfer cynnal Asesiadau Effaith Cydraddoldeb a gwaith ymgynghori cysylltiedig
8. Sicrhau bod gweithgareddau sy'n ymwneud â newid a thrawsnewid gwasanaethau yn cynnwys egwyddorion ymgynghori da â chymunedau fel rhan o 'Drafodaeth Caerffili'

Pam?

Cyfathrebu a Hygyrchedd – Mae angen i ni helpu trigolion i wella eu sgiliau a chaffael sgiliau digidol er mwyn cael gafael ar wybodaeth a chymryd rhan mewn gweithgareddau ar-lein. Dylid darparu'r wybodaeth a ddarperir gennym ar ffurf hawdd ei deall sy'n defnyddio iaith syml. Mae angen i ni ystyried sut rydym yn ymgysylltu ac yn ymgynghori â thrigolion drwy grwpiau ffocws a'r Panel Safbwynt a chynyddu cyfranogiad a sicrhau eu bod yn cynrychioli unigolion â nodweddion gwarchoddedig.

Llais – Ymgynghori'n uniongyrchol â grwpiau rhanddeiliaid allweddol er mwyn ymgynghori wyneb-yn-wyneb. Bydd defnyddio dulliau cydgynhyrchu yn helpu i feithrin cydberthnasau â thrigolion, lle y byddant yn teimlo y gallant ddylanwadu ar benderfyniadau a gwneud penderfyniadau am y gwasanaethau sydd eu hangen arnynt. Bydd hefyd yn meithrin ymddiriedaeth ac yn grymuso'r cyhoedd i gymryd rhan wrth ddylunio a darparu gwasanaethau.

Dileu Rhwystrau – Ystyried Egwyddorion Gunning wrth gynllunio unrhyw waith ymgynghori. Cynllunio digon o amser ar gyfer ymarferion ymgynghori a darparu gwybodaeth ddigonol sy'n galluogi pobl i wneud penderfyniadau gwybodus / ymateb gan wybod y ffeithiau.

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| Amcan Cydraddoldeb 5 |
| Y Gymraeg – Sicrhau y gall y cyhoedd sy'n siarad Cymraeg gael mynediad i wasanaethau sy'n cydymffurfio â'r gofynion statudol |
| Cyd-destun |
| <p>Nid yw materion y Gymraeg wedi'u cynnwys yn Neddf Cydraddoldeb 2010 ond mae ganddynt set o safonau o dan Fesur y Gymraeg (Cymru) 2011. Manylir rhain yn y rheoliadau a gymeradwywyd gan Lywodraeth Cymru fel Rheoliadau Safonau'r Gymraeg (Rhif 1) 2015.</p> <p>Mae arferion gweithio mewnol yn dal i ddatblygu i sicrhau bod yr egwyddor o gydraddoldeb ieithyddol yn cael ei pharchu ym mhob agwedd ar ddarparu gwasanaethau. I helpu'r Cyngor i fodloni gofynion Safonau'r Gymraeg ac i ateb anghenion y boblogaeth sy'n siarad Cymraeg yn y fwrdeistref sirol, rydym yn gweithio mewn partneriaeth â sefydliadau fel; Menter Iaith Caerffili, Fforwm Iaith, ysgolion cyfrwng Cymraeg ac ati. Manylir ar y gwaith hwn yn strategaeth y fwrdeistref sirol Strategaeth Cymraeg Pum Mlynedd 2017-2022.</p> <p>Rhaid inni gydymffurfio â'r holl Safonau Cymraeg y cytunwyd arnynt, yn unol â'r manylion yn Hysbysiad Cydymffurfio'r Cyngor er mwyn sicrhau bod modd i'r boblogaeth Gymraeg ei hiaith, boed yn staff, yn drigolion, yn fyfyrwyr neu'n ymwelwyr, gael gwasanaethau'r Cyngor yn Gymraeg.</p> |
| Themâu o 'A yw Cymru'n Decach? 2018' |
| Addysg, Gwaith, Safonau Byw, Iechyd, Cyfiawnder a Diogelwch Personol, Cymryd Rhan |
| Nodweddion Gwarchoddedig Perthnasol |
| Oed, Anabledd, Ailbennu Rhywedd, Priodas a Phartneriaeth Sifil, Beichiogrwydd a Mamolaeth, Hil, Crefydd neu Gred, Rhyw, Cyfeiriadedd Rhywiol, y Gymraeg |
| Dogfennau Ategol |
| <ul style="list-style-type: none"> • Hysbysiad Cydymffurfio'r Cyngor - Safonau'r Gymraeg • Strategaeth Cymraeg Pum Mlynedd • Cymraeg 2050 • Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015 |

Camau Gweithredu:

1. Gwella ymwybyddiaeth ymhlith yr aelodau o staff a ddaw i gysylltiad â phlant a phobl ifanc bod angen iddynt feithrin agweddau cadarnhaol tuag at y Gymraeg
2. Datblygu sgiliau arwain dwyieithog ymhlith pobl ifanc er mwyn eu helpu i ddod yn hyrwyddwyr iaith cymunedol yn eu cymunedau
3. Hybu'r gwasanaethau dwyieithog sydd ar gael drwy sicrhau bod siaradwyr a dysgwyr Cymraeg o fewn meysydd gwasanaeth yn gwisgo laniardau / bathodynnau priodol
4. Cefnogi'r broses o ddatblygu cyfeiriadur o'r gwasanaethau cyfrwng Cymraeg sydd ar gael yn lleol a'u hybu
5. Sicrhau bod digwyddiadau a gweithgareddau cyfrwng Cymraeg yn rhan o raglen digwyddiadau cymunedol y Cyngor
6. Hybu'r Gymraeg fel amcan cydnabyddedig i reolwyr, i galluogi nhw i fapio darpariaeth Gymraeg ym mhob rhan o'u maes gwasanaeth a chynyddu gallu lle y bo angen
7. Ystyried yr effaith ar y Gymraeg wrth gynllunio datblygiadau tai, yn arbennig lleoedd mewn ysgolion cyfrwng Cymraeg, enwau strydoedd ac ati
8. Sicrhau bod gwefan y Cyngor yn gwbl ddwyieithog ac y caiff y tudalennau eu monitro a'u diweddarau yn y ddwy iaith, ar sail rhaglen dreigl
9. Sicrhau fod gan Fewnrwyd y cyngor ryngwyneb a bwydlenni Cymraeg yn unol â Safon 126
10. Creu ymgyrch i ddenu trigolion ifanc sy'n siarad Cymraeg i rolau arwain mewn gwaith ieuenctid, chwaraeon a gweithgareddau celf
11. Gweithio gyda phobl ifanc i wella ymwybyddiaeth o'r Gymraeg fel sgil werthfawr o ran hyfforddiant a chyflogaeth
12. Cynnal ffair swyddi Cymraeg flynyddol i wella ymwybyddiaeth o werth yr iaith ym myd gwaith yn y sector cyhoeddus yng Nghymru, a'r gallu i gysylltu â'r Cyngor yn Gymraeg dros y ffôn, wyneb-yn-wyneb ac wrth ohebu'n ysgrifenedig

Pam?

Cyfathrebu a Hygyrchedd – Mae'n rhaid sicrhau bod gwybodaeth ar gael yn ddwyieithog fel sy'n ofynnol gan Safonau'r Gymraeg. Byddwn yn ystyried anghenion siaradwyr a dysgwyr Cymraeg wrth ddarparu unrhyw ohebiaeth. Wrth ymgynghori â thrigolion a darparu gwasanaethau rheng flaen, mae'n rhaid sicrhau bod staff yn meddu ar y sgiliau Cymraeg gofynnol i ddarparu gwasanaethau fel sy'n ofynnol gan Safonau'r Gymraeg. Drwy roi cyhoeddusrwydd i wasanaethau dwyieithog y Cyngor, byddwn yn cynyddu'r galw am y gwasanaethau hynny ac yn cyflawni ein rhwymedigaethau o dan *Strategaeth Cymraeg Pum Mlynedd* y fwrdeistref sirol a *Miliwn o siaradwyr Cymraeg erbyn 2050* Llywodraeth Cymru.

Llais – Ymgysylltu ac ymgynghori â grwpiau a sefydliadau Cymraeg lleol, fel Fforwm y Gymraeg, Menter Iaith Caerffili, yr Urdd ac ati. Annog trigolion sy'n siarad Cymraeg i ymaelodi â Phanel Safbwynt y Cyngor er mwyn sicrhau ei fod yn gynrychioliadol. Bydd dulliau cydgynhyrchu yn helpu i feithrin cydberthnasau â siaradwyr a dysgwyr

Pam?

Cymraeg er mwyn iddynt deimlo y gallant ddylanwadu ar benderfyniadau a gwneud penderfyniadau am y gwasanaethau sydd eu hangen arnynt. Gallant hefyd helpu'r Cyngor i nodi enghreifftiau o arferion da a meysydd lle mae angen gwella.

Dileu Rhwystrau – Bydd gweithio mewn partneriaeth â grwpiau a sefydliadau cyfrwng Cymraeg yn ein helpu i gyfathrebu â chynulleidfa ehangach. Bydd yn ein helpu i ddarparu gwasanaethau i aelodau o'n cymuned, sydd o bosibl o'r farn nad yw'r Cyngor yn darparu gwasanaethau drwy gyfrwng y Gymraeg. Dylai meysydd gwasanaeth fwrw ati i roi cyhoeddusrwydd i'r gwasanaethau dwyieithog sydd ar gael, gan sicrhau bod siaradwyr a dysgwyr Cymraeg yn teimlo'n rhan o'r gymuned y maent yn byw ynddi ac y gallant gael gafael ar wasanaethau gan ddefnyddio eu dewis iaith heb orfod gofyn am wneud hynny.

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| Amcan Cydraddoldeb 6 |
| Gweithlu Cynhwysol, Amrywiol a Chyfartal – Creu gweithlu sy'n adlewyrchu ac yn parchu amrywiaeth y cymunedau yn y fwrdeistref sirol |
| Cyd-destun |
| <p>Mae creu gweithle sy'n ddiogel a chynhwysol yn hybu amgylchedd gwaith cadarnhaol lle mae'r staff yn teimlo eu bod yn cael eu gwerthfawrogi a'u grymuso, sy'n eu galluogi i roi gwasanaethau o safon i'n trigolion.</p> <p>Mae arnon ni angen gwell dealltwriaeth o amrywiaeth ein gweithlu. I wneud hyn, mae'n hanfodol casglu data monitro cydraddoldeb. Rhaid casglu'r data ar ddechrau'r broses gyflogi a'u glanhau a'u diweddarau'n rheolaidd.</p> <p>Mae tegwch yn y gwaith a pherfformiad da yn y swydd yn mynd law yn llaw. Mae mynd i'r afael â gwahaniaethu yn helpu i ddenu, ysgogi a chadw staff ac yn gwella enw da sefydliad fel cyflogwr cynhwysol.</p> <p>Mae hyfforddiant mewn cydraddoldeb a hyfforddiant Cymraeg yn rhoi'r sgiliau a'r ddealltwriaeth y mae ar y staff eu hangen i ymgysylltu'n sensitif â thrigolion. Mae gwella sgiliau'r staff fel eu bod yn ymwybodol o nodweddion gwarchoddedig yn sicrhau bod trigolion ag anghenion penodol yn cael gwasanaethau sy'n hygyrch ac sy'n cydymffurfio â'r gofynion.</p> |
| Themâu o 'A yw Cymru'n Decach? 2018' |
| Addysg, Gwaith, Safonau Byw, Iechyd, Cyfiawnder a Diogelwch Personol, Cymryd Rhan |
| Nodweddion Gwarchoddedig Perthnasol |
| Oed, Anabledd, Ailbennu Rhywedd, Priodas a Phartneriaeth Sifil, Beichiogrwydd a Mamolaeth, Hil, Crefydd neu Gred, Rhyw, Cyfeiriadedd Rhywiol, Y Gymraeg |
| Dogfennau Ategol |
| <ul style="list-style-type: none"> • A yw Cymru'n Decach? 2018 • Cyflogwr Hyderus o ran Anabledd Lefel 2 • Hyrwyddwyr Amrywiaeth Stonewall |

Camau Gweithredu:

1. Datblygu hyfforddiant cydraddoldeb ar-lein a fydd yn orfodol i bob aelod o staff a phob aelod etholedig
2. Gweithredu'r Fframwaith Hyfforddi Cenedlaethol ar drais yn erbyn menywod, cam-drin domestig a thrais rhywiol.
 - % y gweithlu sydd wedi cwblhau hyfforddiant Ymwybyddiaeth Sylfaenol (Grŵp 1) / Nifer y staff wedi cwblhau hyfforddiant Ymwybyddiaeth Sylfaenol (Grŵp 1)
 - % y staff a nodwyd sydd wedi cwblhau hyfforddiant 'Ask and Act' (Grŵp 2)
 - % y staff a nodwyd sydd wedi cwblhau Hyfforddiant Pellach (Grŵp 3)
 - Gweithredu hyfforddiant Gloywi pan fydd ar gael ac yn briodol
3. Hyderus o ran Anabledd – gwella ein safon
4. Sicrhau cydymffurfiaeth â **Rheoliadau Deddf Cydraddoldeb 2010 (Dyletswyddau Statudol) (Cymru) 2011** ac annog unigolion i ddatgelu eu statws
5. Ailsefydlu ein haelodaeth er mwyn cefnogi Mynegai Hyrwyddwyr Amrywiaeth yn y Gweithle Stonewall
6. Cydweithio er mwyn datblygu'r brand 'Cynghorau Balch' i gefnogi digwyddiadau Pride
7. Sicrhau bod hyfforddiant Cymraeg priodol ar gael i staff, o lefel sylfaenol hyd at lefel uwch
8. Darparu cyfleoedd i staff wella eu sgiliau Cymraeg presennol er mwyn eu defnyddio ar gyfer busnes
9. Darparu cyfleoedd i staff sy'n siarad Cymraeg a dysgwyr i ddefnyddio eu sgiliau iaith yn y gweithle

Pam?

Gweithlu – Mantra *Stonewall Cymru* yw bod 'pobl yn perfformio'n well pan maen nhw'n gallu bod yn nhw eu hunain'. Rydym hefyd o'r farn, er mwyn cael y gorau o'n cyflogeion ac er mwyn sicrhau eu bod yn darparu'r gwasanaethau gorau i'n trigolion, fod yn rhaid i ni feithrin diwylliant diogel a chynhwysol yn y gweithle. Bydd annog mwy o unigolion i ddatgelu eu statws yn cefnogi ein proses monitro cydraddoldeb ac yn rhoi gwell dealltwriaeth i ni o amrywiaeth ein gweithlu.

Stonewall Cymru – Byddwn yn parhau i weithio gyda Stonewall Cymru i ailsefydlu ein haeleodaeth a'n statws yn y Mynegai Hyrwyddwyr Amrywiaeth yn y Gweithle.

Hyderus o ran Anabledd – Rydym yn gyflogwr Hyderus o ran Anabledd ar hyn o bryd. Bydd cyrraedd statws achredu Lefel 3 o ran gweithredu fel hyrwyddwr Hyderus o ran Anabledd yn ein helpu i fynegi mewn ffordd dryloyw ein hymrwymiad i helpu i recriwtio, cadw a datblygu pobl anabl sy'n cefnogi ein gwasanaethau i gyflawni a llwyddo fel cyflogeion gwerthfawr. Wrth gael ein cydnabod fel Arweinydd Hyderus o ran Anabledd, gallwn gael cydnabyddiaeth gan staff anabl yn ein busnes, pobl anabl y tu allan i'n busnes, ein cwsmeriaid a'r gymuned ehangach, drwy gofnodi anabledau, iechyd meddwl a llesiant yn y Cyngor a chyflwyno adroddiadau tryloyw mewn perthynas â hynny.

| |
|---|
| Amcan Cydraddoldeb 7 |
| Lleihau'r Bwlch Cyflog rhwng y Rhywiau |
| Cyd-destun |
| <p>Mae'n ofynnol inni edrych ar wahaniaethau cyflog rhwng y rhywiau yn y Cyngor a nodi amcan a fydd yn mynd i'r afael ag unrhyw wahaniaeth a welir.</p> <p>O dan Reoliadau Deddf Cydraddoldeb 2010 (Dyletswyddau Statudol)(Cymru) 2011 mae'n ofynnol i'r Cyngor gasglu a chyhoeddi data cyflogaeth blynyddol ar draws nifer o nodweddion gwarchoddedig. Dim ond mewn perthynas â menywod a dynion y dylid dadansoddi gwybodaeth am nifer y bobl a gyflogir gan y cyngor, wedi'i threfnu yn ôl swydd, tâl, math o gontract a phatrwm gweithio. Yn ogystal, rhaid i'r Cyngor gyhoeddi data ar wahaniaethau cyflog a'u hachosion, rhwng gweithwyr sydd â nodweddion gwarchoddedig a hebddynt.</p> <p>Fel Cyngor, rydym yn hyderus nad yw ein bwlch cyflog rhwng y rhywiau yn deillio o dalu gweithwyr gwrywaidd a benywaidd yn wahanol am yr un gwaith neu waith cyfatebol. Mae'r bwlch cyflog rhwng y rhywiau yn deillio o'r rolau y mae dynion a menywod yn gweithio ynddyn nhw ar hyn o bryd a'r cyflogau y mae'r rolau hyn yn eu denu.</p> <p>Mae'n bwlch cyflog ni rhwng y rhywiau yn adlewyrchu achosion y bwlch cyflog rhwng y rhywiau ar lefel y gymdeithas. Er enghraifft, mae ymchwil yn dangos bod cyfrifoldeb gofal plant yn dal i ddisgyn yn anghymesur ar fenywod, er bod rhieni'n gynyddol hyblyg. Y ffaith amdani yn y data hyn yw bod y mwyafrif mawr o swyddi rhan-amser yn cael eu dal gan fenywod ac mai'r rhain yw'r swyddi sy'n denu cyflogau yn y chwarteli isaf.</p> |
| Themâu o 'A yw Cymru'n Decach? 2018' |
| Addysg, Gwaith, Safonau Byw, Iechyd, Cymryd Rhan |
| Nodweddion Gwarchoddedig Perthnasol |
| Oed, Priodas a Phartneriaeth Sifil, Beichiogrwydd a Mamolaeth, Rhyw |
| Dogfennau Ategol |
| <ul style="list-style-type: none"> • Cynllun Corfforaethol 2018-2023 • 'A yw Cymru'n Decach? 2018' • Chwarae Teg – Adroddiad Cyflwr y Genedl 2019 |

Camau Gweithredu:

1. Adolygu'r data sy'n ymwneud â'r gweithlu a phennu'r camau gweithredu sydd eu hangen i gyflawni'r ddyletswydd gyffredinol fel y'i nodir yn Rheoliadau Deddf Cydraddoldeb 2010 (Dyletswyddau Statudol) (Cymru) 2011
2. Cyhoeddi gwybodaeth am gyflogaeth fel sy'n ofynnol o dan Reoliadau Deddf Cydraddoldeb 2010 (Dyletswyddau Statudol)(Cymru) 2011
3. Defnyddio proses arfarnu *Fy Amser* i ddatblygu staff benywaidd
4. Gwella ymwybyddiaeth o gyfleoedd swyddi a chyfleoedd busnes ymhlith grwpiau anhraddodiadol (h.y. peidio â chysylltu swyddi â rhyw benodol mewn ffordd ystrydebol)
5. Adolygu a diweddarau polisiau adnoddau dynol yn rheolaidd er mwyn cynnwys materion fel gweithio'n hyblyg, gweithio'n rhan amser neu opsiynau rhannu swydd, absenoldeb rhiant a rennir ac ati.

Pam?

Mae cyflwyno adroddiadau ar fylchau cyflog rhwng y rhywiau yn ein helpu i ddeall graddau ac achosion ein bylchau cyflog a nodi unrhyw faterion y mae angen ymdrin â nhw.

Nid yw'r ffaith bod bwloch cyflog rhwng y rhywiau o reidrwydd yn golygu bod achos o wahaniaethu rhwng y rhywiau. Bydd cyhoeddi a monitro bylchau cyflog yn ein helpu i ddeall y rhesymau dros unrhyw fylchau cyflog ac ystyried a oes angen i ni ddatblygu cynllun gweithredu er mwyn mynd i'r afael â'r achosion. Er enghraifft, os bydd gwaith dadansoddi yn dangos dosbarthiad anghyfartal o ddynion a menywod mewn swyddi a bod menywod wedi'u gorgynrychioli mewn swyddi â chyflogau is.

Adran 3:

- **DATBLYGU AMCANION CYDRADDOLDEB A'R BROSES YMGYSYLLTU**

Y Gaerffili a Garem 2018-2023 – Cynllun Llesiant – Bwrdd Gwasanaethau Cyhoeddus Caerffili

Ers dwy flynedd bellach, mae Bwrdd Gwasanaethau Cyhoeddus Caerffili, ei bartneriaid a rhanddeiliaid, trigolion a chymunedau, wedi bod yn cydweithio i asesu llesiant bwrdeistref sirol Caerffili a datblygu cyfres o amcanion a rennir er mwyn gwella llesiant dros y pum mlynedd nesaf.

Mae'r Cynllun Llesiant 'Y Gaerffili a Garem 2018-2023' yn nodi beth y bydd y Bwrdd Gwasanaethau Cyhoeddus yn ei gyflawni ar y cyd â'r sector statudol, y sector preifat a'r trydydd sector, ynghyd â'n cymunedau.

Dyma'r cynllun cyntaf ar gyfer yr ardal, ac mae'n anelu at gyflawni gwelliannau hirdymor o ran llesiant. Mae'n cynnwys 4 amcan lefel uchel:

- **Newid Cadarnhaol** – Ymrwymiad ar y cyd i wella'r ffordd rydym yn gweithio gyda'n gilydd
- **Dechrau Cadarnhaol** – Rhoi'r dechrau gorau mewn bywyd i genedlaethau'r dyfodol
- **Pobl Gadarnhaol** – Grymuso a galluogi ein holl drigolion i gyflawni eu potensial eu hunain
- **Lleoedd Cadarnhaol** – Galluogi ein cymunedau i fod yn wydn ac yn gynaliadwy

Mae'r Cynllun Llesiant a'i Gynllun Cyflawni yn dangos sut mae'r Bwrdd Gwasanaethau Cyhoeddus wedi dewis ei amcanion a'r camau y mae'n bwriadu eu cymryd i'w cyflawni.

Datblygwyd y cynllun gan ddefnyddio amrywiaeth helaeth o ddata ac ymatebion ymgynghori ac mae'n nodi gweithgarwch ar gyfer cyfnod 5 mlynedd y cynllun. Wrth wneud hynny, blaenoriaethwyd y gweithgarwch a gynlluniwyd er mwyn manteisio i'r eithaf ar adnoddau cyfunol a sicrhau'r cyfraniad mwyaf posibl at y nodau llesiant cenedlaethol i Gymru.

Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014

Daeth y Ddeddf i rym ym mis Ebrill 2016 ac mae'n golygu bod yn rhaid i gynghorau ddarparu gwybodaeth, cymorth a gwasanaethau yn y ffordd a nodir yn y Ddeddf. Mae'r Ddeddf yn rhoi mwy o gyfle i unigolion a'u gofalwyr leisio barn ar y gofal a'r cymorth a gânt. Er mwyn helpu pobl i gyflawni llesiant, byddant yn gwneud penderfyniadau am eu gofal a'u cymorth mewn partneriaeth gyfartal â

gweithwyr proffesiynol. I'w helpu i wneud hynny, bydd gwybodaeth a chyingor ar gael yn hawdd iddynt am yr hyn sydd ar gael yn eu hardal.

Bydd proses asesu newydd ar gyfer gofal a chymorth yn seiliedig ar yr hyn sy'n bwysig iddynt fel unigolion. Bydd yn ystyried eu cryfderau personol a'r cymorth sydd ar gael iddynt gan eu teulu, eu ffrindiau ac eraill yn y gymuned.

Mae'r Ddeddf yn canolbwyntio ar helpu pobl i aros yn iach, i fod yn ddiogel rhag niwed, i fod mor annibynnol â phosibl ac i gael cymorth yn eu cymuned leol a chan y gymuned honno.

Mae'r Ddeddf yn nodi pum egwyddor:

- **Hybu Llesiant:** Gweithio gyda phobl er mwyn deall beth sy'n bwysig iddynt a'u helpu i gyflawni beth sy'n bwysig o ran eu llesiant
- **Llais a rheolaeth:** Rhoi unigolion wrth wraidd eu gofal; rhoi llais iddynt wrth wneud penderfyniadau mewn perthynas â'u bywyd a rheolaeth dros gyflawni'r canlyniadau sy'n bwysig iddynt
- **Atal ac ymyrryd yn gynnar:** Cynyddu gwasanaethau ataliol o fewn cymunedau er mwyn helpu pobl i aros yn iach ac i'n helpu ni i wybod pan fydd angen cymorth ychwanegol arnynt er mwyn atal problemau rhag cyrraedd cam critigol
- **Cydgynhyrchu:** Cynnig cyfleoedd i bobl gymryd rhan yn y ffordd y caiff eu gofal a'u cymorth eu dylunio a'u darparu
- **Cydweithio:** Partneriaethau cryf rhwng yr amrywiol sefydliadau a'r bobl sy'n eu cefnogi, gan helpu pobl i fyw'r bywyd y maent am ei fyw am fwy o amser

Cynllun Corfforaethol 2018-2023 gan gynnwys Amcanion Llesiant

Yn 2018, gwnaethom nodi ein chwe Amcan Llesiant a'u cynnwys fel rhan o'n Cynllun Corfforaethol. Nid proses newydd yw'r broses o bennu amcanion. Rydym wedi bod yn pennu Amcanion Llesiant ac Amcanion Gwella ers sawl blwyddyn; ond dyma'r tro cyntaf i ni bennu amcanion dros gyfnod cynllunio o bum mlynedd.

Gwnaethom lunio ein Hamcanion Llesiant gan ddefnyddio gwybodaeth a data o'r Asesiad Llesiant a gynhaliwyd er mwyn llywio Cynllun Llesiant y Bwrdd Gwasanaethau Cyhoeddus. Cyfeiriodd at bryderon pobl a'r meysydd yr hoffent iddynt gael eu gwella.

Roedd yr Amcanion hefyd yn seiliedig ar ein dyletswydd i sicrhau cynaliadwyedd a ddisgrifir yn y pum ffordd o weithio ar gyfer pob amcan. Gwnaethom ystyried hefyd sut y gallem adeiladu ar gryfderau sy'n cefnogi gwelliant yn ein cynlluniau gweithredu (ac nid dim ond meysydd gwella).

Rydym yn dangos sut mae ein Hamcanion yn cyfrannu at y saith Nod Llesiant cenedlaethol ac nid dim ond yn y meysydd isod rydym yn gweithredu. Wrth reswm, nid yw'n bosibl ymdrin â phopeth mae'r Cyngor yn ei wneud, ond rydym wedi pennu'r chwe amcan hyn gan eu bod yn holl bwysig er mwyn gwella llesiant trigolion yn y byrdymor a'r hirdymor. Caiff yr Amcanion hyn eu hadolygu'n rheolaidd a byddwn yn ymgynghori ar unrhyw newidiadau â'n trigolion.

Amcan 1 – Gwella cyfleoedd addysg i bawb

Amcan 2 – Galluogi cyflogaeth

Amcan 3 – Mynd i'r afael ag argaeledd, cyflwr a chynaliadwyedd cartrefi ledled y fwrdeistref sirol a darparu cyngor, cymorth neu gefnogaeth i helpu i wella llesiant pobl

Amcan 4 – Hybu system drafnidiaeth fodern, integredig a chynaliadwy sy'n cynyddu cyfleoedd, yn hybu ffyniant ac yn lleihau i'r eithaf effeithiau niweidiol ar yr amgylchedd

Amcan 5 – Creu bwrdeistref sirol sy'n cefnogi ffordd iach o fyw yn unol â'r Egwyddor Datblygu Cynaliadwy yn Neddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015

Amcan 6 – Cynorthwyo trigolion i aros yn annibynnol a gwella eu llesiant

Bydd ein Hamcanion Cydraddoldeb Strategol yn sicrhau cynnydd wrth hybu cydraddoldeb a chynhwysiant i bob nodwedd warchoddedig ac wrth gyflawni Dyletswydd Cydraddoldeb y Sector Cyhoeddus. Bydd yr amcanion yn sicrhau ein bod yn cyflawni ein rhwymedigaethau fel y'u hamlinellir yn Neddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015.

Er mwyn sicrhau bod ein Hamcanion Cydraddoldeb Strategol yn berthnasol, gofynnwyd am sylwadau o ran a fydd yr amcanion a amlinellwyd yn helpu'r Cyngor i leihau anghydraddoldeb yn y gweithlu ac yn cynorthwyo o ran cyflenwi gwasanaethau a sicrhau mynediad at wasanaethau.

Y Broses Ymgynghori ar y Cynllun Strategol Cydraddoldeb a'r Canlyniadau

Cynhaliwyd ymgynghoriad ffurfiol o 11 Tachwedd 2019 hyd at 6 Rhagfyr 2019. Cafodd yr ymgynghoriad gyhoeddusrwydd eang, roedd yn hygyrch ar nifer o lwyfannau ac roedd ar gael yn ddwyieithog ac ar ffurf hawdd ei deall.

Cyhoeddwyd yr ymgynghoriad ar wefan y Cyngor. Roedd fersiynau o'r arolwg ar gael i'w lawrlwytho mewn amrywiaeth o fformatau ar gais. Rhannwyd manylion yr ymgynghoriad drwy lwyfannau cyfryngau cymdeithasol y Cyngor, gan gyrraedd 4,173 o bobl a chan arwain at 187 o ymgysylltiadau. Lluniwyd datganiad i'r wasg ar gyfer y cyfryngau lleol a chafodd gyhoeddusrwydd ar wefan y Cyngor.

Cynhaliwyd nifer o ddigwyddiadau ymgysylltu â grwpiau rhanddeiliaid allweddol; aeth aelodau o staff y Tîm Cydraddoldeb, Y Gymraeg ac Ymgynghori i gyfarfod sirol Pobl yn Gyntaf Caerffili a Grwpiau'r Rhwydwaith Rhieni er mwyn cael gwybod barn y cyfranogwyr am bob un o'r amcanion cydraddoldeb drafft. Cyfarfu hwylusydd Iaith Arwyddion Prydain â phobl Fyddar ledled y fwrdeistref sirol, gan ddogfennu eu sylwadau ar y cynllun drafft, a chyflwyno crynodeb o'u sylwadau. Yn yr un modd, cynhaliodd Disability Can Do sesiynau ymgynghori â grwpiau anabled er mwyn cael gwybod eu barn ar yr amcanion cydraddoldeb drafft. Er y gwnaed ymdrech i ymgynghori â phob sector o'r gymuned, mae'n amlwg na chymerodd rhai rhanddeiliaid ran yn y broses.

Tynnodd yr ymatebion i'r ymgynghoriad sylw at nifer o themâu cyffredin yn ogystal â materion a rhwystrau penodol mewn perthynas â'r amcanion drafft a amlinellwyd.

Beth mae pobl yn meddwl y dylem ei wneud:

- Dylid darparu gwybodaeth mewn fformatau ac ieithoedd gwahanol (gan gynnwys Iaith Arwyddion Prydain) er mwyn sicrhau ei bod yn hygyrch i bawb. Mae hyn yn arbennig o bwysig mewn perthynas â gwasanaethau allweddol y Cyngor (e.e. sbwriel ac ailgylchu) ac nid dim ond gwasanaethau wedi'u targedu o fewn yr adran Gwasanaethau Cymdeithasol (*Amcan Cydraddoldeb 1 – Cam Gweithredu 3*)
- Dylid cynnig hyfforddiant cydraddoldeb ac amrywiaeth i gyflogeion y Cyngor (*Amcan Cydraddoldeb 3 – Cam Gweithredu 2*)
- Cynnig hyfforddiant i'r staff er mwyn gwella ymwybyddiaeth o faterion cydraddoldeb a'r Gymraeg fel y gellir grymuso staff i nodi achosion o wahaniaethu a stereoteipio a mynd i'r afael â nhw (*Amcan Cydraddoldeb 3 – Cam Gweithredu 2*)

- Gweithio gyda sefydliadau yn y trydydd sector er mwyn nodi ffyrdd y gallwn gydweithio i gyflawni ein dyletswyddau o ran cydraddoldeb (*Amcan Cydraddoldeb 3 – Cam Gweithredu 4*)
- Adolygu ac atgyfnerthu prosesau mewnol ar gyfer cynnal Asesiadau Effaith Cydraddoldeb a gwaith ymgynghori cysylltiedig (*Amcan Cydraddoldeb 4 – Cam Gweithredu 7*)
- Sicrhau y caiff ymatebwyr a'r gymuned ehangach eu hysbysu'n rheolaidd am gynnydd y cynllun ac ymgynghoriadau eraill a gynhelir
- Mae angen i'r Cyngor sicrhau bod y broses o ddatblygu'r ddarpariaeth addysg cyfrwng Cymraeg yn parhau'n flaenoriaeth
- Dylai'r Cyngor chwarae rhan arweiniol wrth nodi'r rhesymau dros y bwlch cyflog rhwng y rhywiau a gweithio gydag eraill (yn enwedig Llywodraeth Cymru) i nodi cynigion o ran sut i leihau'r bwlch cyflog rhwng y rhywiau
- Sicrhau bod yr Aelodau Etholedig yn meithrin ymwybyddiaeth o faterion cydraddoldeb a sicrhau bod eglurder ynghylch rôl yr Aelodau Etholedig wrth helpu i gyflawni mewn perthynas â materion cydraddoldeb (*Amcan Cydraddoldeb 3 – Cam Gweithredu 2*)

Er i ni ymdrechu i ymgysylltu â phob sector o'r gymuned, mae'n amlwg na chafwyd unrhyw ymatebion gan unigolion sy'n cynrychioli grwpiau crefyddol lleol na'r gymuned pobl dduon a lleiafrifoedd ethnig. Ymdriniwyd â hyn fel cam gweithredu o dan Amcan Cydraddoldeb Strategol 4 - *Adolygu a diweddarau ein grwpiau rhanddeiliaid allweddol yn y fwrdeistref sirol sy'n cynrychioli grwpiau â nodweddion gwarchoddedig.*

I weld yr adroddiad llawn ewch i <https://www.caerffili.gov.uk/cydraddoldeb>

Adran 4:

- **CYFLAWNI A MONITRO'R AMCANION CYDRADDOLDEB**

Cynllun Corfforaethol

Mae gan y Cyngor Gynllun Corfforaethol 5 mlynedd sy'n cynnwys chwe Amcan Llesiant. Mae'r chwe amcan hynny yn cynnwys camau gweithredu i wella cynwysoldeb ac amrywiaeth mewn meysydd amrywiol.

Cynllunio Gwasanaethau

Mae Mesur Llywodraeth Leol (Cymru) 2011 yn gosod dyletswydd ar awdurdodau lleol i 'wneud trefniadau' i wella'n barhaus. Mae ein cylchoedd cynllunio yn rhan o'r trefniadau hynny. Mae ein cylchoedd cynllunio yn nodi ein blaenoriaethau, ac mae nodau cydraddoldeb, y Gymraeg a chynwysoldeb wedi'u cynnwys fel rhan o'r cylchoedd hyn.

Asesiad Perfformiad Cyfadran

Rydym wedi cyflwyno ffordd newydd o asesu a chyflwyno adroddiadau, sef 'Asesiad Perfformiad Cyfardan'. Nod yr asesiadau hyn yw dod ag amrywiaeth o wybodaeth a gaiff ei chofnodi ar wahân ynghyd i greu 'un ffynhonnell wirionedd'. Y diben yw cynnig dealltwriaeth o'r ffordd y mae pob Cyfadran yn perfformio, gan nodi achosion ac effeithiau a gweithredu'n unol â'r wybodaeth hon er mwyn gwella. Bydd hyn yn cynnwys gwybodaeth am gydraddoldeb ac iaith ac fe'i cyflwynir hefyd i'r Pwyllgorau Craffu a'r Cabinet.

Adroddiad Perfformiad

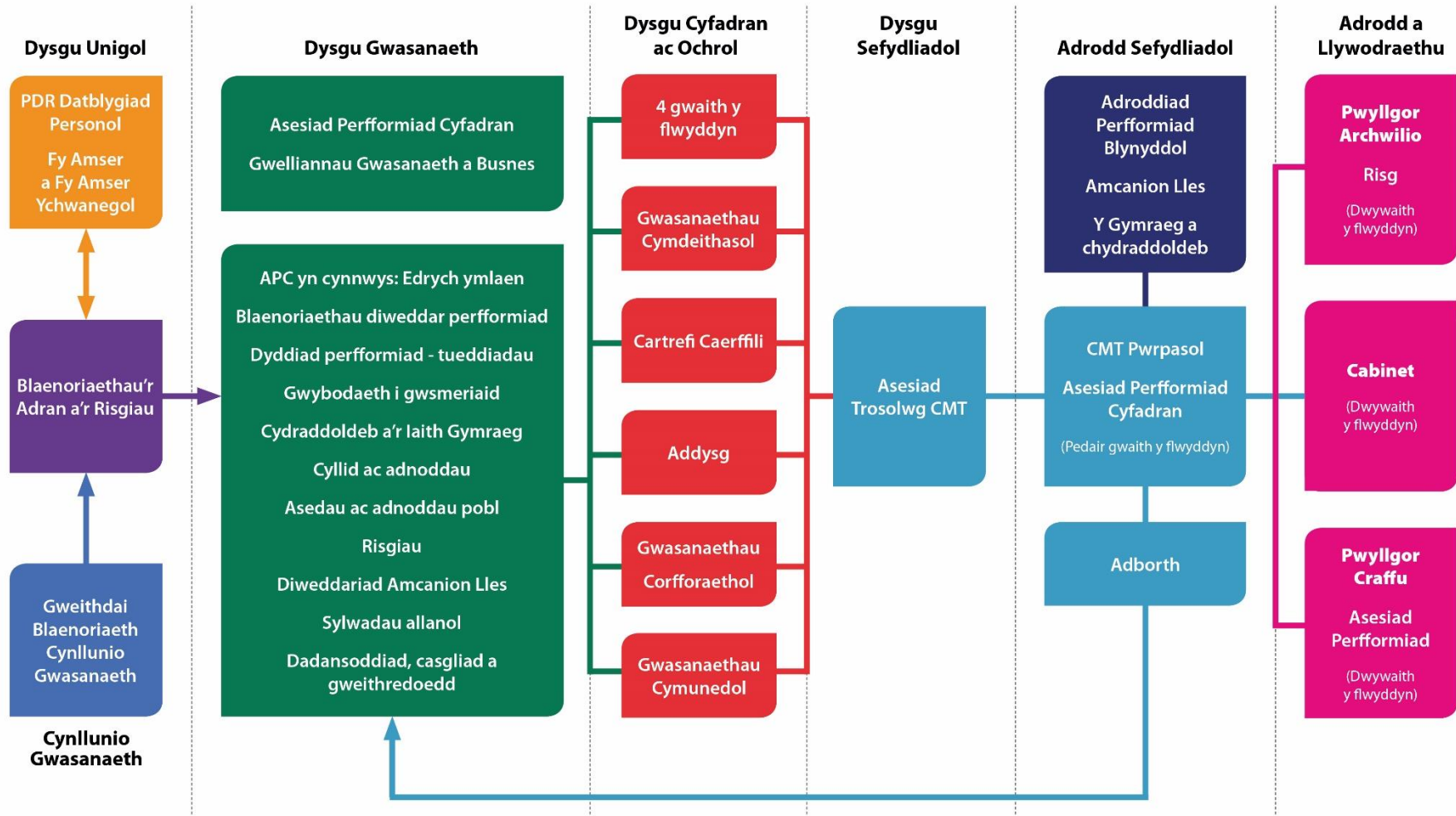
Unwaith y flwyddyn, rydym yn cyflwyno adroddiad i'r cyhoedd ar ein perfformiad yn erbyn ein Hamcanion Llesiant ac yn cynnwys y wybodaeth ddiweddaraf am welliannau mewn perthynas â chydaddoldeb a'r Gymraeg. Rydym yn nodi unrhyw fethiannau a'r hyn rydym wedi'i ddysgu a beth rydym yn ei wneud er mwyn gwella.

Adroddiad Monitro Blyneddol y Cynllun Cydraddoldeb Strategol

O dan Ddyletswydd Cydraddoldeb y Sector Cyhoeddus, mae dyletswydd gyfreithiol ar y Cyngor i lunio a chyhoeddi Adroddiad Monitro Blyneddol mewn perthynas â'r Cynllun Cydraddoldeb Strategol, sy'n cyflwyno adroddiad ar gynnydd y Cyngor wrth ddarparu gwasanaethau yn erbyn y dyletswyddau statudol, dyletswyddau cydraddoldeb y sector cyhoeddus ac Amcanion Cydraddoldeb Strategol y Cyngor ei hun. Mae'n rhaid cyhoeddi'r adroddiad erbyn 31 Mawrth bob blwyddyn.

Adrodd Perfformiad a Chydraddoldeb 2019

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4



4



COUNCIL – 6TH OCTOBER 2020

SUBJECT: NUMBER OF SCRUTINY COMMITTEES

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES

- 1.1 The attached report outlined the findings of the Members survey carried out twelve months after the implementation of the current scrutiny committee structure. This report was considered by the Scrutiny Leadership Group on 15th September 2020.
- 1.2 Members were reminded that when the current scrutiny committee structure was adopted at Council in April 2019 where it was agreed that this be reviewed after twelve months. It was explained that all Members were sent a link to survey by email at the end of February 2020 and paper copies of the survey were distributed before a meeting of Council in mid-March 2020.
- 1.3 The attached report outlines the results of the survey showing that a significant majority supported the current number of scrutiny committees. Scrutiny Leadership Group were pleased with the response rate of 79% and agreed that the support of 80% of respondents to retain the current structure was significant.
- 1.4 The report also gave Members comparison data of scrutiny activity during 2019/20 and compared it with the previous 12 months before the new structure was implemented. Members commented on the need to encourage better attendance at scrutiny meetings including pre-meetings. It was noted that the current remote meetings arrangements may have an impact upon attendance so it might be of interest to Scrutiny Leadership group to monitor this and see if it makes a difference.
- 1.5 Additional comments in respect of Members arriving late and leaving meetings early was discussed and how this could be recorded.
- 1.6 Scrutiny Leadership Group noted that as outlined in the report to Cabinet on 22nd July 2020 entitled 'Strengthening Team Caerphilly' there will be a review of Decision Making which will include the scrutiny function. Scrutiny Committee Members will therefore have an opportunity to engage over the coming months on the future direction of the scrutiny function
- 1.7 Following consideration and discussion the Scrutiny Leadership Group unanimously agreed, recommend to Council that:
 - (i) The outcome of the survey is noted and that the current number of scrutiny committees is retained.
- 1.8 Council are asked to consider the report and the above recommendation.

Author: Catherine Forbes-Thompson, Scrutiny Manager – forbecl@caerphilly.gov.uk

Appendices:

Appendix Report to Scrutiny Leadership Group 15th September 2020 – Agenda Item 4



SCRUTINY LEADERSHIP GROUP – 15TH SEPTEMBER 2020

SUBJECT: SCRUTINY - MEMBERS SURVEY

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 To review the Scrutiny Committee arrangements adopted by Council at its meeting on 9th April 2019 and to consider the outcome of the scrutiny committee Member survey on these arrangements prior to making a recommendation to Council.

2. SUMMARY

- 2.1 To consider the outcome of the scrutiny committee member survey and to make a recommendation to Council.

3. RECOMMENDATIONS

- 3.1 Scrutiny Leadership Group to note the findings of the Member survey attached at Appendix 1.
- 3.2 To make a recommendation to Council on the outcome of the survey to retain the current number of scrutiny committees.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To monitor and provide oversight of the scrutiny function.

5. THE REPORT

- 5.1 The Scrutiny Review report was considered by Council on 16th April 2019 and made a number of recommendations to improve the scrutiny function. The recommendations were developed following the Wales Audit Office report, 'Scrutiny Fit for the Future', the findings of the scrutiny self-evaluation questionnaire and the findings from the scrutiny workshop sessions.
- 5.2 Council endorsed option 3 which increased the number of scrutiny committees to 5, subject to a review of this arrangement after 12 months. As a result in February 2020 a short survey was developed and sent to all Members seeking their views on the present structure and providing an opportunity to put forward suggestions. There was a response rate of 79% for the survey with 80% agreeing that the option to increase the number of scrutiny committees to 5 was the right option. In terms of meeting frequency 83% consider that meetings should remain at 6 weekly and that the membership should continue with 16 councillors. There were a few comments suggesting the establishment of a Community Engagement and Consultation Scrutiny Committee, and that Members should be nominated based upon skills and knowledge. The outcome of the survey is attached at Appendix 1.

5.3 In terms of scrutiny activity during the past year (2019/20) compared to the previous year, the following tables provide Members with information on the number of meetings held, number of items considered, average attendance and also average length of meetings.

5.4 **Meetings held April 2019 – March 2020 Compared to same period 2018/19**
(Total inclusive of specials – these are shown in brackets)

| Scrutiny Committee | Number of Meetings 2018/19 | Number of Meetings 2019/20 |
|--------------------------------|-----------------------------|-----------------------------|
| Education | 10 (3 special) | 9 (1 special) |
| Environment and Sustainability | N/a | 7 |
| Housing and Regeneration | N/a | 8 (1 special) |
| Regeneration and Environment | 9 (2 special) | N/a |
| Partnerships | 2 | 2 |
| Policy and Resources | 8 (1 special) | 7 (1 special) |
| Social Services | 8 (1 special) | 7 |
| Total | 37 (7 were specials) | 40 (3 were specials) |

The above table shows a reduction in the number of special meetings held in 2019/20 compared to 2018/19. It should be noted that there is a limit of two special meetings per scrutiny committee, during each municipal year. Education for Life Scrutiny Committee held three for the period April to March 2018/2019, however one of these was in the previous municipal year so did not exceed the total permitted.

Overall the additional meetings (when excluding specials) increased by seven during 2019/20, which reflects the establishment of Housing and Regeneration Scrutiny Committee. When considering the difference in the number of meetings including the number of specials over the two years, the difference in the total number of meetings is three. This may indicate that the additional scrutiny committee established in 2019/20 has provided more capacity and therefore reduced the need for specials. When compared to previous years the number of scrutiny committee meetings has increased overall from 33 (including 5 specials) in 2015/16, to 34 (including 6 specials) for 2016/17 and also 2017/18, indicating an overall upward trend.

5.5 **Comparison of Number of Agenda and Information Items per Scrutiny Committee**

| | 2018/2019 | 2018/2019 | 2019/2020 | 2019/2020 |
|--------------------------------|--------------|------------|--------------|------------|
| Scrutiny Committee | Agenda Items | Info Items | Agenda Items | Info Items |
| Education for Life | 22 | 14 | 24 | 15 |
| Environment and Sustainability | N/a | N/a | 19 | 8 |
| Housing and Regeneration | N/a | N/a | 19 | 7 |
| Regeneration and Environment | 20 | 14 | N/a | N/a |
| Partnerships | 5 | 3 | 6 | 3 |
| Policy and Resources | 26 | 24 | 18 | 10 |
| Social Services | 21 | 1 | 18 | 3 |
| Total | 94 | 56 | 104 | 36 |

In terms of the items discussed at scrutiny committees since April 2019, there has been an increase in items from 94 in 2018/19 to 104, a difference of 10. There has been a decrease in information items (which are not included in agenda packs, but are still published) from 56 in 2018/19 to 46 in 2019/20. However the number of agenda going forward may reduce with the end of the WHQS programme in 2020. There were 5 reports in 2018/19 and 4 reports in 2019/20 related to WHQS.

5.6 **Average Meeting Time** (hours:minutes)

| Scrutiny Committee | 2018/19 | 2019/20 |
|--------------------|---------|---------|
| Education for Life | 1:43 | 1:27 |

| | | |
|--------------------------------|------|------|
| Environment and Sustainability | N/a | 1:16 |
| Housing and Regeneration | N/a | 1:07 |
| Regeneration and Environment | 1:36 | N/A |
| Partnerships | 1:59 | 2:05 |
| Policy and Resources | 2:00 | 1:32 |
| Social Services | 1:35 | 1:28 |

Comparison across the scrutiny committees show that average meeting time has either remained the same or has reduced. Policy and Resources Scrutiny Committee for example has considered 8 fewer items during 2019/20 which may account for the reduced average time. In addition the removal of Cabinet Member statements from the agendas, may explain the average time of meetings reducing slightly.

5.7 Members Attendance

| Scrutiny Committee | Average Cllr Attendance 18/19 | % 2018/19 | Average Cllr Attendance 19/20 | % 2019/20 | Variance |
|--------------------------------|-------------------------------|-----------|-------------------------------|-----------|----------|
| Education | 12 | 75% | 11 | 69% | -1 |
| Environment and Sustainability | N/a | N/a | 13 | 81% | |
| Housing and Regeneration | N/a | N/a | 11 | 69% | |
| Regeneration and Environment | 12 | 75% | N/a | | N/a |
| Partnerships | 11 | 69% | 10 | 63% | -1 |
| Policy and Resources | 12 | 75% | 12 | 75% | nil |
| Social Services | 12 | 75% | 11 | 69% | -1 |

Comparison of attendance across scrutiny committees for the two years shows very little difference in the level of attendance. The difference between attendance at Policy and Resources Scrutiny Committee and Partnerships Scrutiny Committee is of interest, the same councillors sit on both committees but the average has been slightly less for Partnerships, at 75% and 63% respectively.

There is no direct comparison for attendance at the new scrutiny committees (Environment and Sustainability & Housing and Regeneration) in 2019/20. However attendance can be compared to Policy and Resources and the former Regeneration and Environment (which were previously were responsible for these areas). The table above shows that attendance at Housing and Regeneration in 2019/20 has been 69% compared to 75% at both Policy and Resources and the former Regeneration and Environment in 2018/19, a difference of one Member.

5.8 Future of Scrutiny

As outlined in the report to Cabinet on 22nd July 2020 entitled 'Strengthening Team Caerphilly' there will be a review of Decision Making which will include the scrutiny function. Scrutiny Committee Members will therefore have an opportunity to engage over the coming months on the future direction of the scrutiny function.

5.9 Conclusion

The analysis of the number of meetings, items discussed and the length of meetings shows some changes since 2019, there have been a reduced number of special meetings and information items suggesting that the additional capacity has absorbed this workload. The

length of meetings has slightly reduced possibly due to the removal of the Cabinet Member statement. The average number of agenda items has remained very similar apart from Policy and Resources Scrutiny Committee and this is probably due to losing housing related items.

The Member survey shows that the majority of Members are content with the changes to the number and structure of scrutiny committees agreed by Council in April 2019.

6. ASSUMPTIONS

- 6.1 That the majority of Members, based on a response rate of 79%, agree with the changes made to the number of scrutiny committees in April 2019.

7. LINKS TO RELEVANT COUNCIL POLICIES

- 7.1 The operation of scrutiny is a statutory function that ensures that members have the opportunity to properly scrutinise council policies including the Corporate Plan.

7.2 Corporate Plan 2018-2023.

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 The scrutiny function contribute to the following Well-being Goals within the Wellbeing of Future Generations Act (Wales) 2016 by ensuring that it is effective in providing oversight for all Council services and that they 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 equalities implications.

10. FINANCIAL IMPLICATIONS

10.1 There are no financial implications.

11. PERSONNEL IMPLICATIONS

11.1 There are no personnel implications.

12. CONSULTATIONS

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

13. STATUTORY POWER

13.1 Section 21 of the Local Government Act 2000.

13.2 Local Government (Wales) Measure 2011.

Author: Cath Forbes-Thompson, Scrutiny Manager
Consultees: Richard Edmunds Corporate Director Education and Corporate Services
Lisa Lane, Head of Democratic Services
Rob Tranter, Head of Legal Services and Monitoring Officer
Cllr Colin Gordon, Cabinet Member for Corporate Services
Cllr James Pritchard, Chair Scrutiny Leadership Group
Cllr Gez Kirby, Vice Chair Scrutiny Leadership Group

Background Papers:

Council 16th April 2019 Agenda Item 9

Cabinet 22nd July 2020 Agenda Item 6

Appendices:

Appendix 1 Scrutiny Member Survey Results

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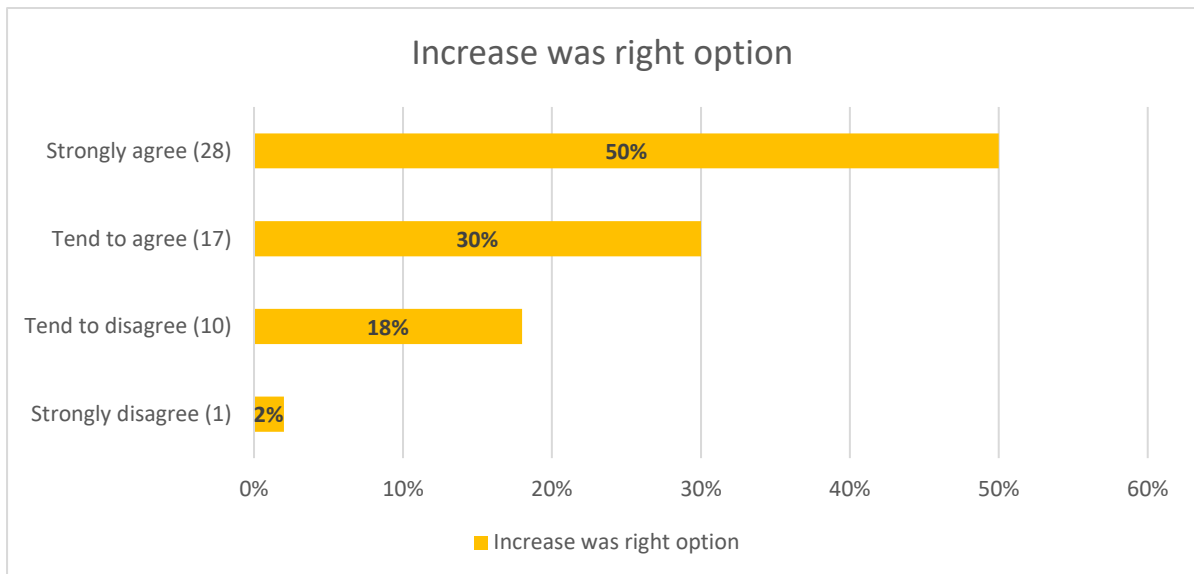
Scrutiny Committee Review 2020

This report was generated on 13/03/20. Overall, 58 respondents completed this questionnaire.

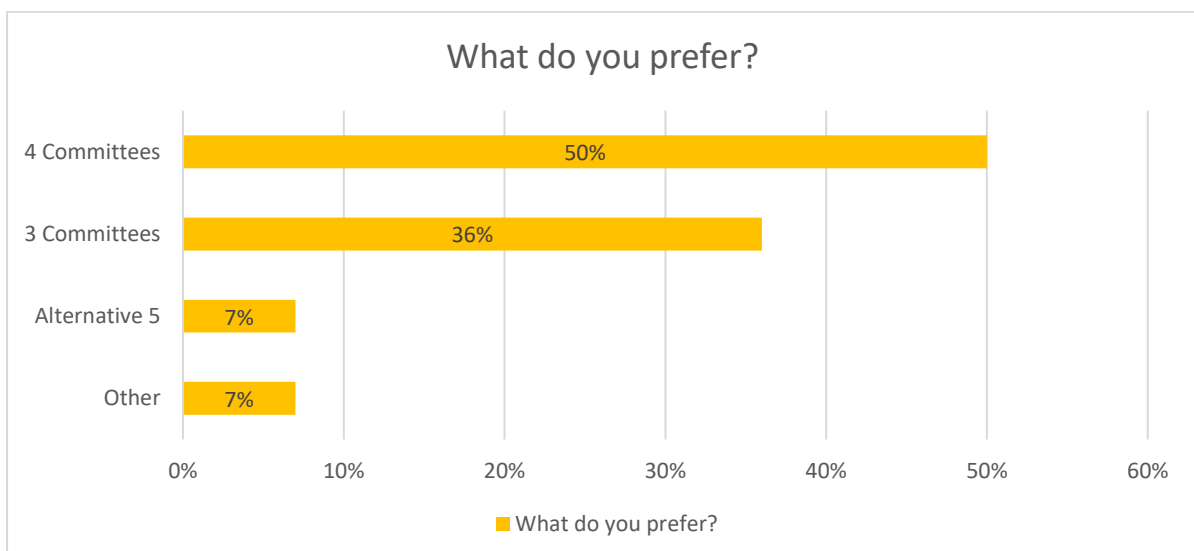
The report has been filtered to show the responses for 'All Respondents'.

The following charts are restricted to the top 12 codes. Lists are restricted to the most recent 100 rows.

Q1. From the options considered by Council in April 2019, do you agree or disagree that "to increase the number of scrutiny committees to 5" was the right option?



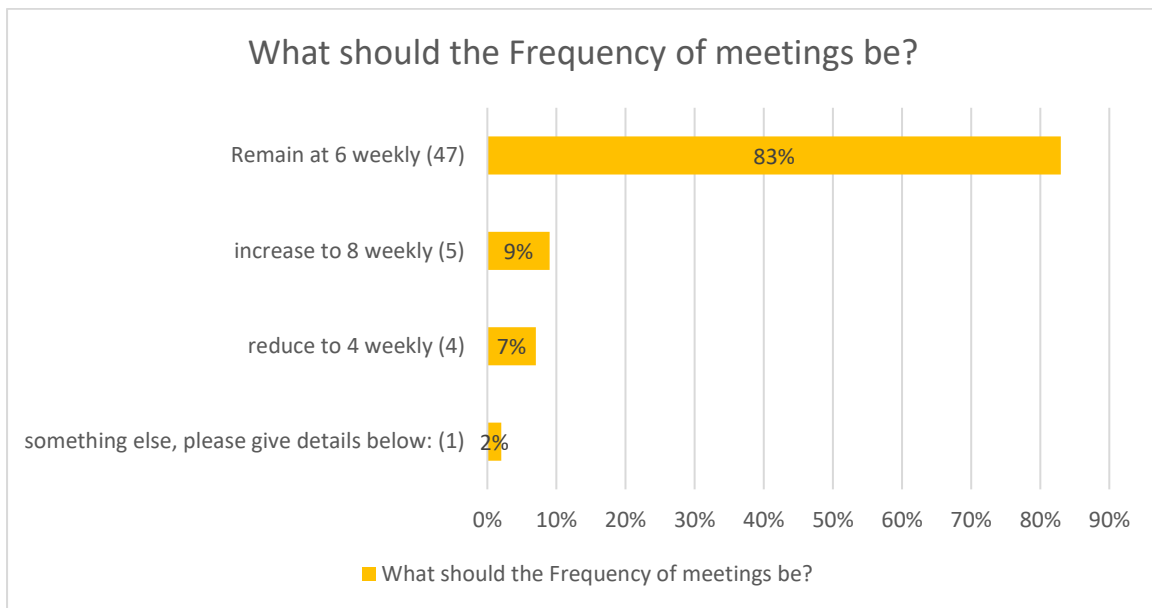
Q2. If you disagree, which of following options would you prefer?



Q2a. If you do not agree with any of the previous options what alternative do you want to suggest?

*I believe there should be a Community Engagement, Consultation Scrutiny Committee
4 committees not necessarily in the grouping as listed above.*

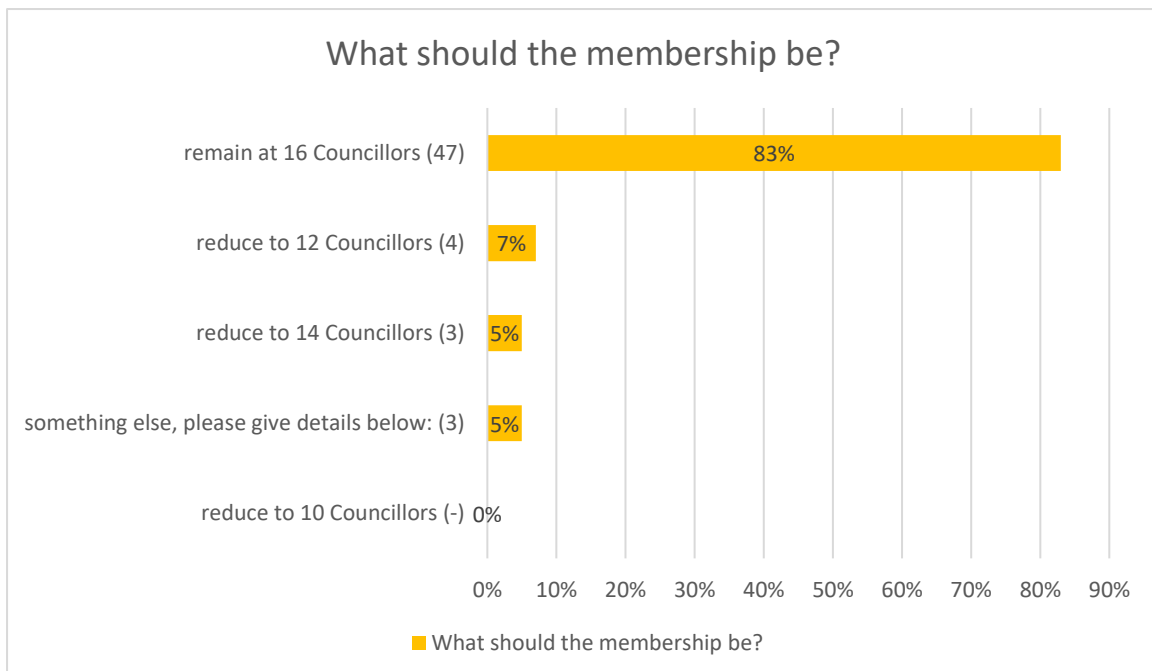
Q3. Moving forward, do you consider that the frequency of meetings should:



Q3a.

1. With the option of special meetings if needed, already available I believe.
2. Would be good if we could explore options for members with childcare responsibilities.
3. Dependent on the number of Committees.
4. The frequency would obviously depend on the number of Committees.

Q4. Moving forward, do you consider the scrutiny committee councillor membership should change:



Q4a. If you consider that the Scrutiny Committee membership of 16 Councillors should change, what do you consider appropriate?

1. Too often down to 12 or less due to habitual non-attenders
2. Should be a nomination process where Cllr with knowledge & experience on a particular subject gets selected.
3. Again dependent on the number of Committees
4. It would depend on the number of Committees.
5. open to debate

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COUNCIL – 6TH OCTOBER 2020

SUBJECT: DECISIONS TAKEN BY THE CHIEF EXECUTIVE DURING THE PANDEMIC

REPORT BY: CHIEF EXECUTIVE

1. PURPOSE OF REPORT

1.1 This report is for information purposes only and lists the decisions taken by the Chief Executive under her delegated powers in the lockdown.

2. SUMMARY

2.1 On 23rd March 2020, the UK Government introduced a period of national lockdown which restricted the free movement of the public and sought to shield and protect the most vulnerable in our community.

2.2 With the movements of staff and elected members severely restricted, elected members were unable to meet to make decisions. The council's constitution enables the Chief Executive to take decisions where meetings of the council and cabinet are impractical.

2.3 The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 were passed by Welsh Government on 22nd April 2020 and made a number of changes to existing local government legislation that allowed the return of political decision-making through councils meeting remotely.

2.4 This report lists the decisions taken by the Chief Executive during lockdown.

3. RECOMMENDATIONS

3.1 Council is asked to note the decisions taken by the Chief Executive during lockdown.

4. REASONS FOR THE RECOMMENDATIONS

4.1 To make members aware of the decisions taken by the Chief Executive during lockdown.

5. THE REPORT

5.1 Delegated decision making

The Chief Executive has delegated decision making powers in Part 3 of the Constitution as follows:-

5. GENERAL DELEGATIONS OF POWERS: COUNCIL & EXECUTIVE POWERS

| | | POWER DELEGATED TO |
|-----|--|---|
| (b) | <i>Determination of any urgent matter in the purview of the Council, the Cabinet or any committee of these where it is impractical to convene a meeting of that body to consider the matter.</i> | <i>Chief Executive or in his/her absence any Director</i> |

During the period 24th March to 17th June 2020, the Chief Executive has taken the following urgent decisions under these delegated powers. The decisions were posted on the Council's intranet for members' information. The decisions are as follows: -

- 24/03/2020 -In consultation with the Leader and Cabinet to set aside £602,969 underspend and secure Welsh Government income to support the multi-year Ed Tech (Hwb) programme.
- 30/03/2020 – In consultation with the Leader and Cabinet, to authorise the Head of Public Protection, Community & Leisure Services under the Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020 to sanction officers within the division to carry out associated duties under the regulations.
- 16/04/2020 – Following consultation with the Leader and Cabinet, to release the bond payment of £100K to Transcend and repayment of the bond through 18 monthly payments commencing January 2021.
- 07/05/2020 - In consultation with the Leader and Cabinet, to adopt the WG Retail, Leisure and Hospitality Rate Relief Scheme which allows for a 100% reduction in the rates payable for eligible businesses in the 2020/21 financial year.
- 01/06/2020 - In consultation with the Leader and Cabinet, to set up a contact tracing hub for Caerphilly to support the Public Health Wales “Track, Trace, Protect” national scheme.
- 05/06/2020 - In consultation with the Leader and Cabinet to approve the use of £185k from the Education and Corporate Services Retained Underspend Reserve as a contribution to upgrade two ATP pitches to 3G surfaces at YGG Cwm Rhymni (Gelli Haf Site) and Lewis School, Pengam.
- 17/06/2020 - In consultation with the Leader and Cabinet, and acting s.151 officer to install temporary infrastructure in town centres to assist social distancing, funded from useable reserves.

- 17/06/2020 - In consultation with the Leader and Cabinet, and acting s.151 officer to temporarily suspend car park charges until 31st December 2020, as part of the Covid economy recovery plan.

5.2 Since the June, members have been able to meet remotely under the regulations referred to in paragraph 2.3 above. Planning committee first met on 17th June, followed by cabinet on 24th June, the annual meeting of council on 3rd September, Licensing on 7th September and the Housing and Regeneration Scrutiny Committee on 17th September.

6. ASSUMPTIONS

- 6.1 All elected members will have access to IT devices and connections to be able to participate in committee meetings at the point at which those meetings take place.
- 6.2 All elected members will have the skills and capabilities to utilise the remote meeting software, Microsoft Teams.

7. LINKS TO RELEVANT COUNCIL POLICIES

7.1 Caerphilly County Borough Council Constitution.

8. WELL-BEING OF FUTURE GENERATIONS

8.1 The Well-Being of Future Generation (Wales) Act 2015 is about improving the social, economic, environmental and cultural wellbeing of Wales. It requires public bodies to think more about the long-term, working with people and communities, looking to prevent problems and take a more joined up approach. This will create a Wales that we all want to live in, now and in the future. The Act puts in place seven well-being 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.

8.2 The Act sets out the sustainable development principle against which all public bodies in Wales should assess their decision-making. The aim of the legislation is to ensure the wellbeing of future generations through maximising the contribution public bodies make towards the well-being goals. In using the sustainable development principle, it is incumbent that the authority considers the whole of the population it serves and considers the effect of its actions on future generations. The principle, also known as the five ways of working is assessed below:

- **Long Term** – While the Local Authorities (Coronavirus) (Meetings) (Wales) regulations indicate Members can participate remotely in meetings up until May 2021, it is highly likely that use of remote participation technology up until that time will mean it is retained over the longer term.

- **Prevention** – The sooner the Council returns to member led decision-making the stronger the decision-making processes will become.
- **Integration** – The Council would wish to return to making strategic decisions about key policy areas as soon as is practically possible. The introduction of remote attendance technology across the Council will enable decision-making to happen while complying with social distancing guidance.
- **Collaboration** – The Council is working in partnership to introduce this new technology with Welsh Government, other Local Authorities through the WLGA as well as key private sector technology providers.
- **Involvement** – As the technology is refined and embedded into decision-making practices, remote attendance holds the potential to not only reengage elected members into the decision-making process but also a much wider set of stakeholders and experts.

9. EQUALITIES IMPLICATIONS

9.1 None

10. FINANCIAL IMPLICATIONS

- 10.1 It is anticipated that the cost of providing members with the necessary IT equipment to participate in remote decision-making meetings will not exceed £50k. In the first instance the actual costs incurred will be claimed against the Welsh Government (WG) Covid grant funding.
- 10.2 If the costs are not deemed as eligible expenditure from the WG grant then it is proposed that they be funded from the Member Services Reserve, which currently has a balance of £202k.

11. PERSONNEL IMPLICATIONS

11.1 None.

12. CONSULTATIONS

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

13. STATUTORY POWER

- 13.1 Local Authorities (Coronavirus) (Meetings) (Wales) regulations 2020.

Author: Christina Harray, Chief Executive

Consultees:

Cllr P. Marsden, Leader
 Cllr C. Gordon, Cabinet Member for Corporate Services
 Cllr C Mann, Leader, Plaid Group

Cllr G Simmonds, Leader, Independent Group
Cllr J. Pritchard, Chair - Policy and Resources Scrutiny Committee
Cllr G. Kirby, Vice Chair – Policy and Resources Scrutiny Committee
Dave Street, Corporate Director – Social Services and Housing
Richard Edmunds, Corporate Director – Education and Corporate Services
Mark S. Williams, Interim Corporate Director – Communities
Stephen Harris, Head of Finance Services & S151 Officer
Robert Tranter, Head of Legal Services and Monitoring Officer

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COUNCIL – 6TH OCTOBER 2020

SUBJECT: GWENT CONTACT TRACING SERVICE

REPORT BY: INTERIM CORPORATE DIRECTOR - COMMUNITIES

- 1.1 The attached report was considered as an urgent item by Cabinet on 30th July 2020.
- 1.2 The Constitution requires that any decision taken as a matter of urgency must be reported to the next available meeting of Council, giving the reasons for its urgency. Therefore, the report is presented to Council for Members' information.
- 1.3 Officers explained that the report was deemed urgent as the staff currently providing this service were redeployed from other local authority services. As the lockdown is eased, they will be required to return to their substantive roles. It was therefore necessary to agree the operational delivery structure, governance and finance arrangements to allow recruitment of staff into the Gwent Contract Tracing Service so that it is properly resourced and able to respond to any increase in Covid 19 cases.
- 1.4 The recommendations of the report were considered and approved by Cabinet.
- 1.5 Members are asked to note the recommendations of the report and Cabinet decision.

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

Appendices:

Appendix 1 Report to Cabinet on 30th July 2020

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CABINET - 30TH JULY 2020

SUBJECT: GWENT CONTACT TRACING SERVICE

REPORT BY: INTERIM CORPORATE DIRECTOR, COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 To provide an update on the Gwent Contact Tracing Service and to seek seek Cabinet approval on the operational delivery structure, governance and finance arrangements for the service.

2. SUMMARY

- 2.1 Welsh Government's Test, Trace, Protect strategy forms a central part of their Covid-19 recovery plan. Community contact tracing is a key element of the strategy and Welsh Government have asked Local Authorities and Health Boards jointly to put in place contact tracing services in their regions.
- 2.2 Contact tracing has been undertaken in Gwent since the beginning of June by redeployed staff within the 5 Local Authorities and Aneurin Bevan University Health Board (ABUHB). Welsh Government have now confirmed funding arrangements for contact tracing and this report sets out proposals for the next phase for the Gwent Contact Tracing Service moving from a redeployed workforce to a fully employed model to ensure that there is capacity for successful delivery.

3. RECOMMENDATIONS

- 3.1 It is recommended that Cabinet approves the operational delivery structure, governance, and finance for the Gwent Contact Tracing Service as detailed in the report and draft Business Case at Appendix 1 subject to an agreed Memorandum of Understanding.
- 3.2 It is recommended that Cabinet authorises the Interim Corporate Director for Communities to agree any amendments to the draft Business Case subject to consultation with the Cabinet Member for Environment and Neighbourhood Services, Legal Services, and the Section 151 Officer.
- 3.3 It is recommended that Cabinet authorises the Interim Corporate Director for Communities to enter into a Memorandum of Understanding regarding the Gwent Contact Tracing Service subject to consultation with the Cabinet Member for Environment and Neighbourhood Services, Legal Services, and the Section 151 Officer.
- 3.4 It is recommended that Cabinet note that the Leader and Chief Executive are the Council's representatives at G10 and that deputies are Cabinet Member and Corporate Director respectively.

4. REASONS FOR RECOMMENDATION

- 4.1 In order to support the delivery of Test Trace Protect in response to the Covid-19 pandemic.

5. THE REPORT

- 5.1 The recital of the background to the Covid-19 pandemic does not need rehearsing in this report. Needless to say the Council's response has been organisation wide and it continues to evolve.
- 5.2 Environmental Health services have roles and responsibilities for working with Health partners (both local health boards and Public Health Wales) in dealing with infectious disease. In the main, their work revolves around food and water borne diseases such as Salmonella, Campylobacter, E. coli, Shigella and other infections such as Hepatitis and measles outbreaks etc. The strategic structures and relationships are already in place to deal with the Covid-19 pandemic. However, these structures and relationships need to be significantly enhanced in size and scale given the magnitude of the response potentially required.
- 5.3 On 13th May WG published their Test, Trace and Protect overarching plan which is supported by the Public Health Wales (PHW) Public Health Protection Response Plan which gives more operational detail on the national-regional-local response. These plans clearly outline that Local Authorities are needed to set up, in partnership with the local health boards, local tracing teams. The main purpose of these teams is to "find, prioritise, act and report". Contact tracing is carried out on receipt of a confirmed Covid-19 diagnosis - a positive test result. The purpose is to contact someone who has tested positive to confirm that they must isolate for 7 days and that their household also needs to isolate for 14 days; the contact tracer will also ask the case to share information about their recent contacts. These contacts are traced and informed that they must isolate for 14 days; during this time daily contact will be established to monitor they develop any symptoms. If they do they are asked to get tested and enter the system as a new case if positive, and so on.
- 5.4 A sub-group of the Local Resilience Forum's Strategic Coordinating Group (SCG), which has led on the Gwent response to the pandemic emergency, was set up in May to coordinate this work. This group is chaired by the Head of Public Protection, Community and Leisure Services (Caerphilly) and contains representatives from Aneurin Bevan University Health Board (ABUHB) and the 5 Local Authorities: Blaenau Gwent, Caerphilly, Monmouthshire, Newport, and Torfaen. The group has also been supported by the Shared Resource Service (SRS) for IT and systems development. The group has worked effectively together to establish the service.
- 5.5 Contact tracing has been undertaken in Gwent since the beginning of June. There are 160 whole time equivalent staff redeployed (across all six organisations) to support the Gwent Contact Tracing Service. The service operates 7 days a week and local contact tracing teams are supported by local authority Environmental Health Officers across the region and by Clinical Leads, Consultants in Health Protection, and Consultants in Communicable Disease from ABUHB and Public Health Wales. The contact tracing teams are supported by Environmental Health Officers (EHOs); the EHOs deal with the more sensitive and high risk cases, such as cases associated with closed settings such as care homes, schools and factories, especially where clusters and localised outbreaks have developed. EHOs from each of the five local authorities share the regional out of hours response to support the contact tracing team and to deal with matters that require escalation and further investigation or control measures.
- 5.6 Training has been delivered to 295 individuals across all partner organisations. An interim data system was developed by Shared Resource Services (SRS) and used for two weeks whilst the national Case Records Management System was developed. From 15 June 2020, the Gwent service has used the national system for all COVID-19 contact tracing activity.

From 01 June to 15 July 2020 109 cases eligible to be contact traced have been referred into the service, 108 have been successfully contacted generating 316 contacts. The system operates on the basis that a local authority team will be responsible for tracing and contacting cases associated with their local authority; however, depending on demand the teams will be flexed to support the wider Gwent response as required.

5.7 Whilst in normal times this would be considered an immature service it is already in the place where it needs to evolve and move onto the next stage. The first stage was an interim model based on redeployment, the creation and stabilisation of the national system whilst learning as a partnership how the service worked, how data and intelligence needed to flow to establish what was needed to manage an effective service over the rest of the financial year. As the lockdown is eased services are being reintroduced and the redeployed staff will be required to return to their substantive roles.

5.8 By reviewing system and process included in the service delivery model the partners are now ready to formalise the service. The Service is explained fully in the draft business case at Appendix 1. This outlines the:

- Proposed governance and operational delivery model
- Purpose
- Strategic aims and objectives
- Principles on how the partnership will work effectively together
- Workforce plan
- Finance model
- High level measures

5.9 A partnership model for the Service is proposed. Each organisation will have clear roles and responsibilities as outlined in the Business Case and will be formalised through a Memorandum of Understanding. The Business Case contains the Terms of Reference of the various tiers of the Service. The Strategic Board will be the G10 which is a voluntary collective of public sector organisations across the Gwent region with a common interest to provide a strategic leadership forum for public services to achieve better outcomes for the people of Gwent. The Leader and Chief Executive are the Council's representatives. The following organisations are represented at G10:

- Newport City Council
- Monmouthshire County Borough Council
- Torfaen County Borough Council
- Blaenau Gwent County Borough Council
- Caerphilly County Borough Council
- Gwent Police
- Police and Crime Commissioner for Gwent
- Natural Resources Wales
- South Wales Fire and Rescue Service
- Aneurin Bevan University Health Board

5.10 It is proposed that Scrutiny of the Service will be undertaken through each organisations substantive Scrutiny arrangements as appropriate. It is proposed that ABUHB be the banker i.e. to receive the funding from Welsh Government and through the method outlined in the MoU to reimburse each organisation expenditure incurred and to be responsible for monitoring expenditure against budget and produce regular reports to the Leadership Group and G10 as appropriate.

5.11 It is proposed that Torfaen county borough council become the host and lead organisation for the Programme Management Office (PMO) which will support and ensure the effective delivery of the Service. The PMO will be responsible for:

- Administration and support of the Regional Board, Regional Oversight Group and other task and finish groups
- Liaison with partner organisations which have specific lead roles within The Service
- Quality assurance and performance review for the service
- Communications strategy and implementation including stakeholder management
- Risk monitoring and management
- Training strategy, keeping training materials relevant and in line with latest Standard Operating Procedures and national guidance or changes to the Case Records Management system
- Strategic HR oversight, monitoring and supporting implementation of organisation specific workforce plans

5.12 Caerphilly county borough council will be responsible for supporting the regional arrangements and for leading, managing and recruiting its own Contact Tracing Team which when fully staffed will consist of 106.55 whole time equivalents (WTE) as shown in the table below:

| Local Contract Tracing Teams | Gwent WTE | Caerphilly WTE |
|-------------------------------------|------------------|-----------------------|
| Clinical Leads (ABUHB Staff) | 15 | 4.59 |
| Team Managers | 6 | 1.84 |
| Contact Tracers | 53 | 16.23 |
| Contact Advisors | 259 | 79.30 |
| Business Co-ordinators | 15 | 4.59 |
| TOTAL | 348 | 106.55 |

5.13 The next phase will be to recruit and train the staff needed to ensure that the Service is effective and efficient. A workforce development plan has been created which will remain a dynamic document to ensure there is flexibility to meet the needs of the Service. It is recognised the Service must be very responsive should community transmission increase and be able to be scaled up quickly and effectively to ensure continual successful and effective contact tracing.

5.14 **Conclusion**

A great deal has been achieved to establish the Gwent Contact Tracing Service in a short period of time. This report sets out proposals for the next phase of the service and demonstrates the central role local authorities have in responding to the Covid-19 pandemic. As we move out of lockdown contact tracing is integral to managing and providing intelligence and data on cases and outbreaks within our communities.

6. **ASSUMPTIONS**

6.1 Assumptions have been made regarding the workforce requirements for the service. Workforce modelling has informed the nature, number, and timing of the staffing requirements of the service which has also been the subject of discussions with Welsh Government.

7. LINKS TO RELEVANT COUNCIL POLICIES

7.1 Corporate Plan 2018-2023

It will not be possible to achieve the Objectives contained within the Corporate Plan unless the Covid-19 outbreak can be controlled. More specifically Objective 5 is directly relevant:-
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.

8. WELL-BEING OF FUTURE GENERATIONS

8.1 Contact tracing is a central element of Welsh Government's Test Trace Protect strategy and as such contributes towards all of the Well-being Goals within the Well-being of Future Generations Act (Wales) 2015.

8.2 The Well-being of Future Generations (Wales) Act 2015 sets out the sustainable development principle against which all public bodies in Wales should assess their decision-making. The aim of the legislation is to ensure the well-being of future generations through maximising the contribution public bodies make towards the well-being goals. The principle is also known as the five ways of working and the following are relevant in relation to this report:

PREVENTION – Contact tracing is intended to prevent spread of infection.

INTEGRATION – Community contact tracing will make a contribution across the Well-being Goals within the Well-being of Future Generation (Wales) Act 2015.

COLLABORATION – The proposed contact tracing service in Gwent is as partnership between the 5 local authorities in Gwent and the Aneurin Bevan University Health Board under the auspices of the Welsh Government Test Trace Protect Strategy and structures including input from Public Health Wales.

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 It is recognised that the contact tracing operating framework will need to ensure appropriate communications exist. For some individuals in Gwent conventional approaches may be less effective. This could be due to pre-existing health problems, language barriers, lack of access to technology, challenges in adhering to prevention guidance or other factors, such as legal and residential status. It will be necessary to modify and adapt methods of communication to account for the differing needs of contacts especially in stressful and difficult situations.

9.3 To mitigate against these risks and protect population health whilst also safeguarding against worsening inequalities among Gwent residents, a protocol has been developed linking testing and tracing teams with networks in the community who given their knowledge and links with these groups can assist with engagement and facilitate these groups with case-finding, testing and contact tracing. The Case Records Management system has access to the "The Big Word" which is a translation service that may be used to engage with individuals whose first language is not English. This service has been used successfully in Gwent.

10. FINANCIAL IMPLICATIONS

- 10.1 Appendix 5 of the draft Business Case contains a draft high level finance model built to support the Service. In their letter dated 6th July Welsh Government indicated to the partnership that £9.6m would be available to support the service up until 31st March 2021. Welsh Government has also allocated £200,000 additional to the £9.6m to cover capital costs for IT equipment, and for necessary IT licenses which it is estimated will cost £15,000 for the additional Caerphilly staff.
- 10.2 As stated above it is proposed that ABUHB will receive the funding from Welsh Government and organisations reimbursed thoroughly monthly claims with evidence of expenditure. This is a tried and tested model and is already in place with the Regional Partnership Board and the social care Integrated Care Fund.

11. PERSONNEL IMPLICATIONS

- 11.1 There are personnel implications arising through the recruitment of staff into the Caerphilly contact tracing team as detailed in the report; the positions still require formal evaluation before they can be recruited.
- 11.2 Whilst staff will return to their substantive roles at the end of the temporary redeployment arrangement, they may be called upon again should another spike in cases occur.

12. CONSULTATIONS

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

13. STATUTORY POWER

- 13.1 The Public Health (Control of Disease) Act 1984 places a statutory obligation on Local Authorities to investigate notifications of infectious diseases in their locality. Local Authorities are also required to appoint a Proper Officer (CCDC) for this purpose. Covid is an infectious notifiable disease.
- 13.2 The Local Government Act 2000 gives Local Authorities the power of well-being – the power to do anything to promote economic, social and environmental well-being.
- 13.3 The Local Government Act 1972 a local authority has the power to do any thing (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions.
- 13.4 The Health Protection (Coronavirus Restrictions) (No.2) (Wales) Regulations 2020.
- 13.5 The Health Protection (Coronavirus International Travel) (Wales) (Amendment) Regulations 2020

14. URGENCY

- 14.1 As explained above, current contact tracing activity in Gwent is being undertaken by staff redeployed from other Local Authority services. These initial arrangements were put in place for the months of June, July, and August. As the lockdown is eased services are being reintroduced and those redeployed staff will be required to return to their substantive roles.

This decision is urgent because it is necessary to agree operational delivery structure, governance and finance arrangements for the service to allow recruitment of staff into the Gwent Contact Tracing Service. It is essential that the service is properly resourced so that it is able to respond to any increase in Covid 19 cases. In accordance with the Council's Constitution the Mayor has agreed that the decision proposed is reasonable and has agreed that the decision should be treated as exempt from Call In. The decision will be reported to the next available meeting of the Council together with the reasons for urgency.

Author: Rob Hartshorn, Head of Public Protection, Community & Leisure Services

Consultees: Cllr Nigel George, Cabinet Member for Environment and Neighbourhood Services
Cllr. D.T. Davies – Chair of Environment & Sustainability Scrutiny Committee
Cllr. A. Hussey - Vice Chair of Environment & Sustainability Scrutiny
Corporate Management Team
Mark S. Williams – Interim Corporate Director, Communities
Rob Tranter, Head of Legal Services/Monitoring Officer
Lisa Lane, Head of Democratic Services and Deputy Monitoring Officer
Steve Harris, Interim Head of Business Improvement Services & S.151 Officer
Lynne Donovan, Head of People Services
Ceri Edwards Environmental Health Manager
Anwen Cullinane, Senior Policy Officer (Equalities & Welsh Language)
Ruth Betty, Customer Services Hub Manager
Shaunna Morgan, Principal Human Resources Officer
David Roberts, Principal Group Accountant
Liz Lucas, Head of Customer and Digital Services

Background Papers: *Test Trace Protect*, Welsh Government

Appendices:
Appendix 1 Draft Gwent Contact Tracing Service Business case

TEST, TRACE AND PROTECT IN GWENT

THE CREATION OF THE GWENT CONTACT TRACING SERVICE

BUSINESS CASE V.7

| Version | Produced/Updated by | Date | Released to |
|---------|------------------------------|----------|---|
| v.1 | Rachel Jowitt | 10.06.20 | Contact Tracing Sub Group |
| v.2 | Rachel Jowitt | 15.06.20 | Rob Hartshorn, Mezz Bowley, Eryl Powell for comment |
| V.3 | Rachel Jowitt | 19.06.20 | Contact Tracing Main Sub Group |
| v.4 | Rachel Jowitt | 22.06.20 | G10 |
| V.5 | Rachel Jowitt | 01.07.20 | Leadership Group |
| v.6 | Rachel Jowitt / Dan Westwood | 15.07.20 | Leadership Group |
| v.7 | Rachel Jowitt | 16.07.20 | Welsh Government & Leadership Group |
| | | | |
| | | | |

The National Agenda

On 13th May Welsh Government (WG) published their Test, Trace and Protect overarching plan which is supported by the Public Health Wales (PHW) Public Health Protection Response Plan. These plans clearly outline that Local Health Boards and Local Authorities are central in the strategy to set up regional and local contact tracing structures in our efforts to get out and stay out of lockdown. The overall purpose of the plan and the creation of a new service is to “find, prioritise, act and report”. As evidenced elsewhere around the world a successful and effective contact tracing service can make a significant contribution to the R rate, the resilience and sustainability of our vital services needed to support those in need, to aide economic recovery and to allow our residents to realise a new freedom in these uncertain times. Its importance therefore cannot be overestimated or exaggerated. In a nutshell as local partners we cannot afford to get this wrong.

This document outlines the way forward for the creation, governance and operation of the service across the Aneurin Bevan University Health Board area – for ease of reference called the Gwent Contact Tracing Service (GCTS).

Where are we now / Current Model (July 2020)

Gwent is contact tracing and has been since the beginning of June. A sub-group of the Strategic Coordinating Group (SCG) which has led on the Gwent response to the declaration of the pandemic emergency was set up in May to coordinate this work. This group is chaired by Rob Hartshorn (Caerphilly) and contains representatives from Aneurin Bevan

University Health Board (ABUHB) and the 5 Local Authorities (Blaenau Gwent (BG), Caerphilly (CCBC), Monmouthshire (MCC), Newport (NCC) and Torfaen (TCBC). The group has also been supported by the Shared Resource Service (SRS) for IT and systems development. The group worked effectively together to set this service up in the first 4-6 weeks.

A draft Operational Plan was agreed by the Group on 11th May which was submitted to WG to evidence the work that had been done. This gave confidence that all workstreams were being considered and that there was a clear way forward to meet WG expectations that contact tracing would begin by the end of May/beginning of June.

For 2 weeks an interim system specifically developed (over a weekend) by the SRS was used by partners (excluding BG) to contact trace locally whilst a national system was being developed and implemented. This system worked well and gave confidence that we had the skills and structures in place to successfully contact trace in Gwent.

There are currently over 135 FTE (head count of 160) successfully redeployed, trained and contact tracing in Gwent. The service is able to be covered 8am- 8pm 7 days a week. Redeployments have come from across the 6 partner organisations but all partners agree that this is not a sustainable model for the long term as organisations return to business as usual and services resumed. This interim solution is intended to be in place for 3 months (up until 31st August) whilst the longer term strategy outlined in this Business Case is developed, agreed and implemented.

In the interim period each organisation is making its own arrangements to staff up to a level as advised by the Operational Plan approved in May. It is recognised that the numbers proposed in that document were based on the initial PHW plan and did not take into account the staffing requirements of the IT system that has now been introduced. The table used for the initial set up is at Appendix 1.

For the local teams Clinical leads have been identified by ABUHB and deployed to Local Authority (LA) level and are working as part of an integrated team with tracers/advisors/ administrators/ project managers being sourced from within LAs. ABUHB also has a temporary central project management team leading on communications, testing, outbreak management etc.

As the project has evolved it has become clear that the staffing and resource need is greater than that originally envisaged. At the local level key posts from the flow of work to ensure successful contact tracing were missing. Resourcing of an effective regional oversight technical group was also absent. Finally the resourcing and support for the overall governance, programme management, due diligence and support for the lead organisation was not included in the initial recommendations on how the service should be developed. In a nutshell Gwent is building a multi-million pound new service in a matter of weeks. At its peak it will be an operation of over 400+ employed staff fully supported by an integrated team from the partner organisations to make this a success.

As stated above we cannot afford to get this wrong. This service must be appropriately resourced to meet demands. It must be appropriately governed to ensure aims are met and that public money is being used to best effect. And most importantly it must deliver against its purpose:- **Find, Act, Prioritise and Report; Stay at Home; Save Lives.**

BUILDING A GWENT CONTACT TRACING SERVICE

PURPOSE OF THE SERVICE

Find, Act, Prioritise and Report; Stay at Home; Save Lives

OUR COLLECTIVE AIM

To protect our residents through breaking the chains of transmission of Covid-19 in our communities and places of work.

OBJECTIVES OF THE GCTS SERVICE

Outward Facing

1. To **deliver** the national Test, Trace and Protect strategy
2. To **quickly** identify positive/symptomatic cases
3. To **sensitively** work with our residents to self-isolate and share details of their contacts
4. To **effectively** reach at risk contacts and advise appropriately
5. To **supportively** keep in touch with our at risk residents to **protect** the wider population
6. To **openly** communicate with our residents, to **reassure**, to **explain** their part in this endeavour and **instil confidence** in the Covid response strategy to seek their continued **support** and **commitment**

Internal

7. To create an **effective** and **efficient** GCTS
8. To have a **strong** partnership across the 6 Gwent organisations that **focuses** on **outcomes** and **purpose**
9. To be **supportive** and **equality** focused employers
10. To have **robust** governance arrangements in place
11. To be **adaptable** and **responsive**

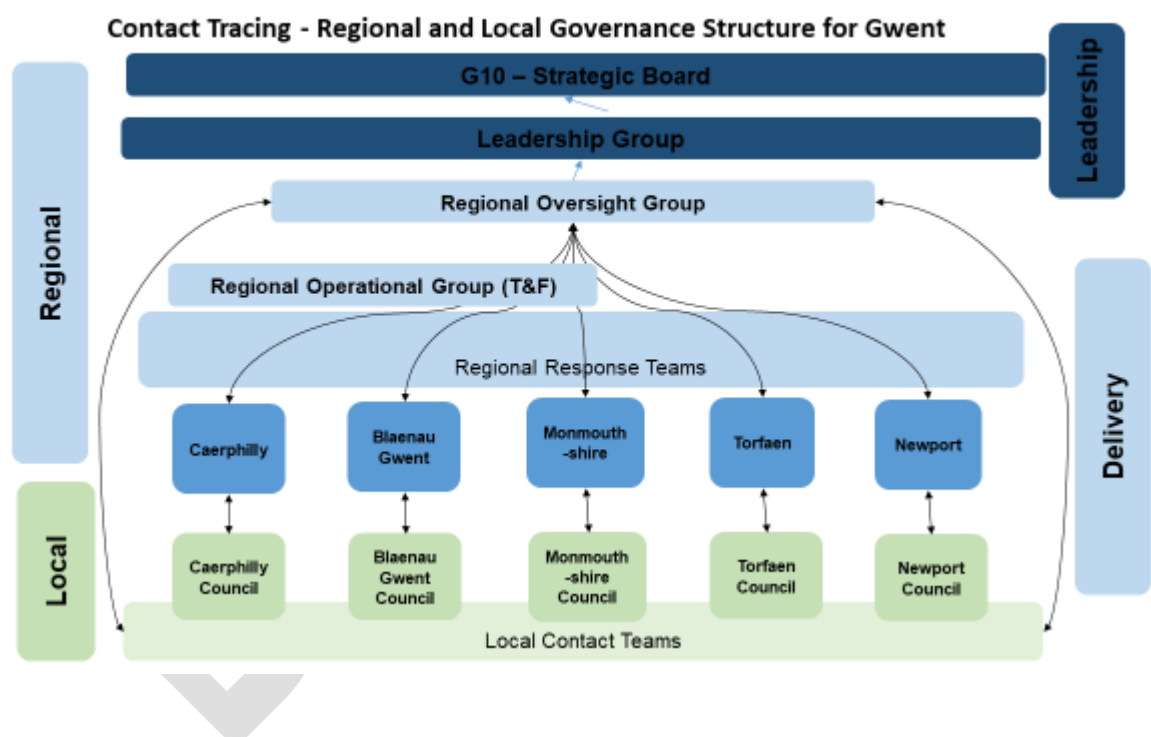
PRINCIPLES OF THE SERVICE

1. Honesty: - essential to instil resident confidence in the performance of the service to ensure continued support for the stay at home: save lives strategy
2. Openness:- transparency on performance, reach, effectiveness with residents, stakeholders and between organisations.

3. Solution focused:- recognition that there will be problems but all committed to ensuring success
4. Working together:- has to be a true partnership, with all committed to the purpose and aims
5. Clarity:- on roles, responsibilities, outcomes and contribution needed from each partner
6. Subsidiarity:- the right work is done at the right level
7. Resourced:- both from a funding (WG) and in kind contribution from partner organisations
8. Mutual aid:- if clusters emerge that partners deploy their resources (where appropriate) to ensure the service can continue to meets its aim and purpose
9. Flexibility:- appreciating that things will evolve, change and also that the service will in/decrease as demand fluctuates

GOVERNANCE

The GCTS will have the following governance framework:



ROLES AND RESPONSIBILITIES

G10 – Strategic Board

- Ensuring The Service is delivering against its stated purpose, aims and objectives
- Ensuring The Service is delivered against its stated principles
- Representing the interests of their respective organisations
- Strategic oversight of the establishment of The Service
- Agreeing the financial framework of The Service noting that commitment of additional resources (financial, human etc.) will be referred back to organisations (where

arrangements have not been made to delegate these functions to the partnership by the constituent bodies)

- Ensuring effective governance, leadership and management of The Service
- Ensuring the effective planning and delivery of The Service
- Scrutinising the performance of The Service
- Ensuring effective decommissioning of and exit strategy for The Service
- Ensuring The Service is operating in alignment with and complimenting wider Covid-19 strategies
- Promoting the interests of The Service to national partners, particularly Welsh Government and Public Health Wales.

The proposed Terms of Reference for the Board are at Appendix 2.

The **Leadership Group** will be responsible for:

- Supporting the Board achieve its aims and purpose
- Supporting the Lead Organisation with recruitment and oversight of the Regional Coordinator
- Ensure their organisations participate fully in the partnership
- Monitor and scrutinise the implementation of the Action Plan
- Monitor and ensure all risks are mitigated and addressed

The proposed Terms of Reference for the LG are at Appendix 3.

The **Lead Organisation** will be responsible for

- the hosting and management of the **Programme Management Office**
- Ensuring appropriate governance and effectiveness of the PMO and the wider service is reported to the Contact Tracing Regional Board

The **Programme Management Office** will be responsible for:

- Administration and support of the Regional Board, Regional Oversight Group and other task and finish groups
- Liaison with partner organisations which have specific lead roles within The Service
- Quality assurance and performance review for the service
- Communications strategy and implementation including stakeholder management
- Risk monitoring and management
- Training strategy, keeping training materials relevant and in line with latest SOPs and national guidance/ changes to CRM
- Strategic HR oversight, monitoring and supporting implementation of organisation specific workforce plans

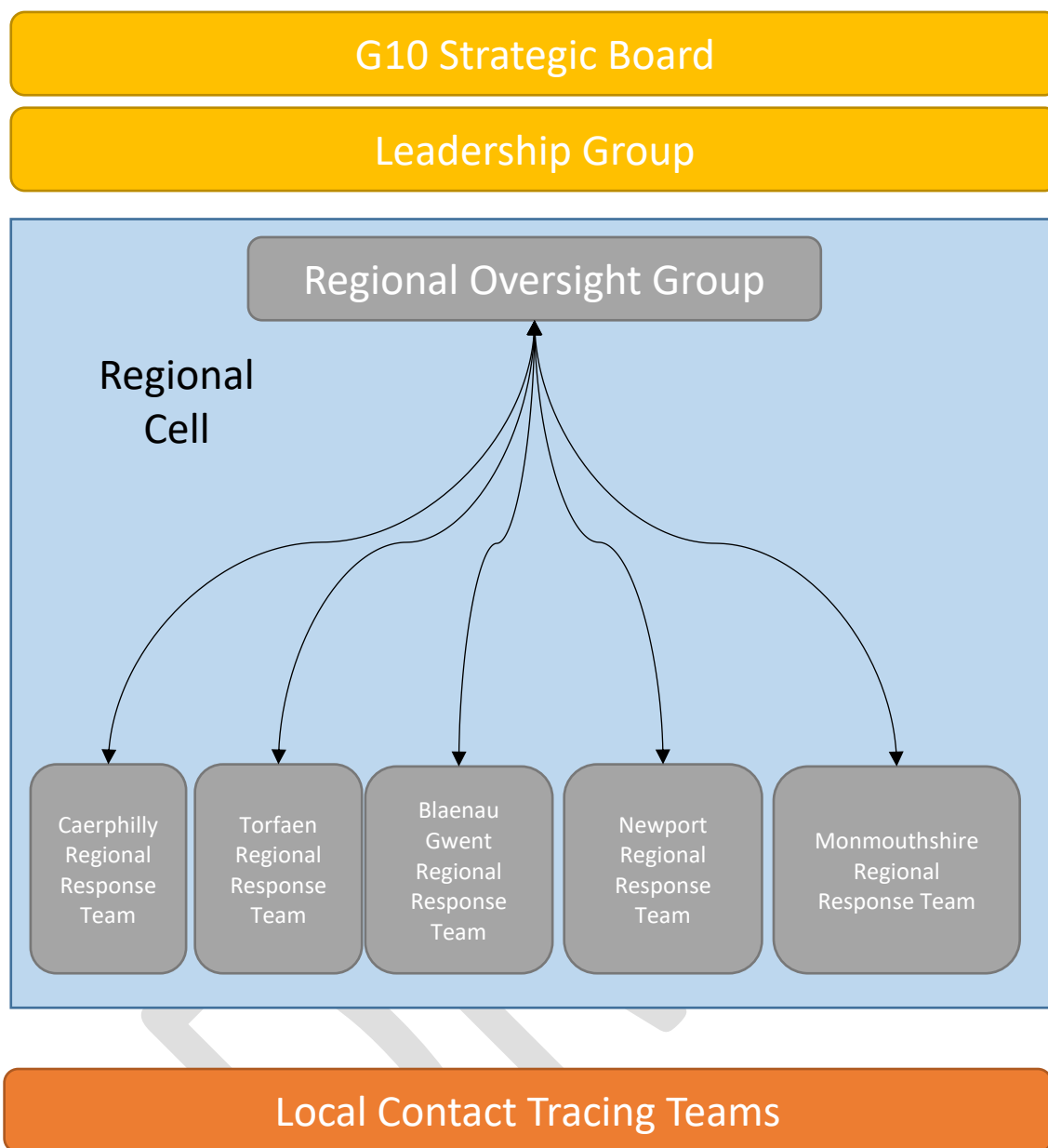
ABUHB Partnership Role

- Provision of clinical leads into local contact tracing teams

- Public Health Wales interface
- Ensuring effectiveness of testing service and its relationship to contact tracing
- Lead finance function for the service
- Specific PMO functions:
 - Data modelling, analytics and predictive forecasting
 - Population surveillance

Regional Cell

- Working pro-actively with settings (such as care homes, schools, large employers) identified as presenting specific risks and respond to small clusters and outbreaks within the region.
- Use surveillance outputs to identify hotspots/clusters with high transmission rates (including sub-population groups) and mobilise local teams accordingly, as well as contribute data to the national dashboard
- The Regional cell comprises of the Regional Oversight Group and Regional Response Teams. This group has support the Regional Operational Group and Data Cell. Additionally, the Cell has a dedicated programme office separate from the Gwent TTP Programme.



Regional Oversight Group

- To support the operation of the Regional Cell
- To guide the work of the Local Contact Tracing Teams
- To provide intelligence from the Local Contact Tracing Teams to inform the GCTS response and strategy
- To escalate issues from local risk registers

- Act as the Regional Outbreak Control Team (as per The Communicable Disease Outbreak Plan for Wales)

Regional Response Teams

- Act as the Local Outbreak Control Team (as per The Communicable Disease Outbreak Plan for Wales) on a LA specific basis

Regional Data Cell:

Regional Data Cell is responsible for collation, analysis and reporting of data related to the TTP Programme. With the requirements for monitoring and analysis of end to end data the key functions within the data cell are:

- Supporting local Contact Tracing teams with workforce demand and capacity intelligence
- Cleanse data received from the national system Case Record Management (CRM) system to identify suitability and allocation of cases for tracing
 - Only appropriate people are directed to the local hubs for contact tracing, by removing care home residents, hospital inpatients with no recent community contacts, deceased.
 - All demographic information is correct to avoid any information governance breaches.
 - identifies and provides additional information, including escalating issues to the clinical leads at an early stage
 - Respond to CRM Regional queue inbox
- Validate CRM data
 - Quality assuring data is essential for accurate reporting. The data captured on the CRM system is checked for completeness, accuracy, and any inconsistencies will be validated with the local teams.
- Collate data for stakeholder reporting (linked to communications and performance function in PMO)
 - This data collection and reporting uses both manual collated data from local teams and access to data from within the National CRM.
- Surveillance
 - To monitor and understand information which is being collected locally with input at national level to provide surveillance and epidemiological data to the Regional Cell.

Regional Operational Group

To prioritise and begin bringing forward and implementing the best operational protocols to manage the relevant day to day internal and inter-regional work.

ABUHB & Lead Organisation

- Sit on national boards representing the service

Every Partner

- Employ their local contact tracing teams and maintain staffing levels as agreed by the modelling and predictions
- Provide robust and timely data
- Sign up to and work in the partnership in line with the principles identified above
- Participate fully at the Regional Oversight Group

WORKFORCE

The GCTS at its peak (winter 2020/21) is estimated to have approximately 400 people (whole time equivalents). This is based on the following assumptions:

- The staffing costs are based on the service operating hours of 7 days per week, 12 hours per day for 39 weeks.
- The calculations to determine the number of the Contact Tracer and Contact Advisor roles has been calculated based on sampling capacity of 12,600 people per week across Gwent (Public Health Wales, 2020a) and a positivity rate of 10% (July – August 2020) and 15% (September 2020 - March 2021). Public Health Wales, 2020b), as outlined in Public Health Wales (2020a; 2020b).
- Recruitment of staff is assumed as 50% for July - August, 75% for September and 100% in post from October 2020.
- The Contact Tracer role has been estimated based on the assumption that each telephone call will last 60 minutes duration.
- The Contact Advisor role has been estimated based on the assumption that each telephone call will last approximately 5 minutes per contact, provided over an average of 7 days, with 30% opting for text follow-up.
 - 10% positivity rate assumes an average of 5 contacts per case.
 - 15% positivity rate assumes an average of 9 contacts per case.

In the interim phase (up until 31st August 2020) the partners will look where possible, to resource the Local Contact Tracing Teams and the Regional Cell from existing resources.

The HR Sub-Group has worked together to develop a regional Workforce Development Plan supported by individual plans for each organisation. This is at Appendix 4. The GCTS is based on a distributed partnership model whereby each organisation has a role to play whilst operating within the same principles and working to the same outcomes. Each organisation, through adoption of this business case and a developing Memorandum of Understanding, will be responsible for the recruitment and management of the identified staff in this business case to ensure successful contact tracing in Gwent.

Through the development of the workforce plans each organisation is clear on its timescales and abilities to scale up to meet increasing demand as per the proposed model outlined above (50%, 75% and 100%). The PMO working with the HR Sub-Group and ROG will advise, from looking at data and demand, when the next stage of workforce growth needs to

commence. Scaling up will only occur if there is a demand rather than following the model of growth.

One of the key principles for managing the workforce will be mutual aid which will be necessary for cluster or outbreak management. However that is only a sustainable model when pressures are only felt in one or two of the LA teams. Scaling up, being flexible and responsive from an HR function will be integral to the success of the GCTS and will be led by the evidence and data emerging from the data cell and the ROG.

Each organisation also has a pool of experienced and trained staff. Whilst they will be returning to their substantive posts in due course there is an expectation that organisations will utilise this capacity flexibly to manage demand and peaks.

Workforce needs are being modelled across an 84 hour week. Overall 36 or 24 hour contracts will be required but completely recognising the flexible and part-time policies of each organisation. The organisation specific plans outline their terms and conditions to ensure that good employment practices are being followed.

Lead Organisation/ Programme Management Office

It is proposed that within the Programme Management Office there will be the following posts:

- Head of Service
- Programme Manager
- Project Officer x 2
- Data/Risk Manager (working closely with Data Cell and commissioning performance management reports)
- CRM System/Training Support
- Training Coordinator
- Quality Assurance
- Communications Officer
- Administration Support x 2

Regional Cell

- Programme Manager
- Cluster Leads
- Programme Support Officer
- Infection Control Nurse
- Environmental Health Officer
- Specialist in Health Protection
- Consultant in Public Health
- Data manager/Analyst
- Administration Support
- Contact Tracers
- Contact Advisors

Local Contact Tracing Teams

- Clinical Leads (ABUHB)
- Team Managers
- Contact Tracers
- Contact Advisors
- Business Co-ordinators

IT & DATA SYSTEMS

Interim Position

The SCG in Gwent took a decision in May that an interim solution was needed to be able to commence a pilot of test, trace and protect for the region. The region had to quickly build two key areas of capability:

- the first was a way of contacting citizens. Each Local Authority added to their own existing telephony solutions to enable calls to be made to positively tested citizens.
 - the second was a way of managing citizen data that was collected during the call. The five Local Authorities and ABUHB implemented a common data management system based on Microsoft Forms and Microsoft Teams and delivered it to over 200 staff across the region once.

The National Position

The National system replaced the interim system, going live on June 8th initially with a week of dual running whilst any issues were resolved. From June 15th Gwent were then using only the National system. The National system integrates the two interim capabilities into one solution.

The National system is based on a Microsoft Dynamics Customer Relationship Management (CRM) platform and has a telephony solution integrated into it called Solgari. This means that all contact advisor and contact tracer activity can be performed from within the one screen.

The system is entirely cloud based which means staff can continue to use their corporate equipment and logins to access the system from wherever they need to work.

FINANCIAL MODEL

An initial service financial model was submitted to Welsh Government on 15th June 2020. This outlined the proposed costs of the model from 1st July 2020 to 31st March 2021.

ABUHB are to be the lead finance organisation for the GCTS.

On 29th June 2020 the G10 agreed the following principles for the financial case:

- All costs must be covered, including non-pay
- All costs incurred to date must be covered by WG

- Service will only operate in the envelope of the funding provided
 - Funding award from WG does not mean spend up to grant level but deliver a proportionate and efficient service
 - Finance build will need to be amended to reflect the need for non-pay and additional IT costs that may be needed
 - WG need to give flexibility for managing the funding award
- It is proposed, through the MoU that funding will be allocated against the budget build in Appendix 5. Each organisation has costed up, based on their T&Cs and payscales the operation they must fulfil as part of this business case (and is in line with the workforce plans identified above). The funding will be held by ABUHB and organisations will submit claims with proof of expenditure monthly to ABUHB for reimbursement.

ABUHB will be expected to produce monthly finance reports of expenditure against profile to the PMO and LG identifying any risks as appropriate.

Appendix 5 shows the latest finance model projections. This is currently showing a need for £10.2m against a budget allocation of £9.6m (which must also cover expenditure between Apr-Jun). However this is assuming expenditure from 1st July 2020. Currently expenditure is not as forecast as organisations are still operating on a redeployment basis, and the Regional Cell and PMO have not yet been formed. Therefore there will be an underspend in July and August to balance the budget need until year end.

A finance working group has been established which is finalising a budget build based on each organisations' workforce plans and pay/T&Cs. The group is also collating the costs incurred before Jul 2020.

The finance model also excludes the £200k allocated by WG to support local IT capital costs.

MEASURES OF SUCCESS

The best measure of success is the ongoing monitoring of the R rate and transmission in the community. SCG has asked for this information and PHW have advised that this cannot be calculated at a regional level. The lower the number the more positive the situation. This is one service where low numbers of staff and not needing to pull on the bank/reserve will be a sign of success. As the CRM system is still developing with further functionality expected in future weeks/months it is proposed that the Data Cell and Head of Service with the partners develops a suite of measures which will include:

- % of positive test cases traced each day
- % of positive cases engaging fully with the service
- % of contacts successfully reached
- % of contact engaging fully with the service i.e. successfully contacted over the 14 day period
- Early identification of and response to clusters

It is anticipated that WG may develop a national suite of measures and therefore it is proposed a dashboard be developed to present to the LG and Board in due course.

LEGAL STATUS

All of the organisations have statutory duties under Public Health legislation to respond to notifiable diseases. Whilst there is not specific legislation placing duties on either the Health Board of the Local Authorities to create a Contact Tracing Service there is absolute recognition that Covid-19 is a global pandemic emergency and the organisations are best placed to develop the necessary trace and protect systems to meet the aims of the national Test, Trace and Protect strategy. However it is also important that the organisations are not acting ultra vires and therefore:

For LAs the key provisions which underpin the creation of this service are:

- The Public Health (Control of Disease) Act 1984 places a statutory obligation on LAs to investigate notifications of infectious diseases in their locality. LAs are also required to appoint a Proper Officer (CCDC) for this purpose. Covid is an infectious notifiable disease.
- The LG Act 2000 gives us the power of well-being – so power to do anything to promote economic, social and environmental well-being. A global pandemic and creating a service to protect public health and the economy is seen as an appropriate use of this power.
- The LG Act 1972 a local authority shall have power to do any thing (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions.
- The Health Protection (Coronavirus Restrictions) (No.2) (Wales) Regulations 2020.
- The Health Protection (Coronavirus International Travel) (Wales) (Amendment) Regulations 2020

For ABUHB:-

- The Health Protection (Coronavirus Restrictions) (No.2) (Wales) Regulations 2020.
- The Health Protection (Coronavirus International Travel) (Wales) (Amendment) Regulations 2020

CONCLUSION

This business case outlines the key elements of the creation of the service: aims, principles, governance, operational management, workforce, finance and the legal basis for its operation.

The partners are committed to delivering an effective and impactful contact tracing service in line with this business case and aims to support the regions' and Wales' aspirations to save lives, protect the NHS and protect the economy.

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Appendix 1

Staffing Numbers from SOP May 2020

| Local authority area | Population | Contact Tracing Lead | Contact Tracers | Contact Advisors |
|-----------------------------|-------------------|-----------------------------|------------------------|-------------------------|
| Blaenau Gwent | 69,713 | 2 | 6-8 | 20-24 |
| Caerphilly | 181,019 | 6 | 18-24 | 60-72 |
| Monmouthshire | 94,142 | 3 | 9-12 | 30-36 |
| Newport | 153,302 | 4-5 | 12-20 | 40-60 |
| Torfaen | 93,049 | 3 | 9-12 | 30-36 |
| TOTAL | 591,225 | 19 | 57-76 | 190-228 |

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APPENDIX 2

G10 GWENT CONTACT TRACING STRATEGIC BOARD

TERMS OF REFERENCE

The Gwent Contact Tracing Strategic Board is a key partnership body; established to lead and guide the service established in the face of the Covid-19 pandemic.

The G10 is a partnership of the 10 organisations that all sit on the local PSBs and work together to promote well-being and improvement in Gwent. The G10 is exploring with WG the creation of a Gwent-wide PSB. Rather than create another governance layer or new Board for the GCTS the utilisation of this group will test the Gwent PSB hypothesis and demonstrate the organisation's commitment for partnership working and ensuring effective and efficient governance of the service.

The Gwent Contract Tracing Service (herein referred to as The Service) operates in the Gwent area (covering the areas of Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen) sitting within the footprint of the Aneurin Bevan University Health Board area.

The G10 is responsible for bringing together the 6 partner organisations:

Aneurin Bevan University Health Board (ABUHB)
Blaenau Gwent County Borough Council (BGCBC)
Caerphilly County Borough Council (CCBC)
Monmouthshire County Council (MCC)
Newport City Council (NCC)
Torfaen County Borough Council (TCBC)

with the collective aim of protecting our residents through breaking the chains of transmission of Covid-19 in our communities and places of work.

Other organisations also sit on G10:
South Wales Fire and Rescue (Chief Fire Officer and Chair)
Gwent Police (Chief Constable)
Police and Crime Commissioner
Natural Resources Wales

Purpose of the Service

Find, Act, Prioritise and Report; Stay at Home; Save Lives

Purpose of the Board/G10

The Board is the key leadership body to oversee The Service

The Board, operating on behalf of their respective organisations, will be responsible for:

- Ensuring The Service is delivering against its stated purpose, aims and objectives

- Ensuring The Service is delivered against its stated principles
- Representing the interests of their respective organisations
- Strategic oversight of the establishment of The Service
- Agreeing the financial framework of The Service noting that commitment of additional resources (financial, human etc.) will be referred back to organisations (where arrangements have not been made to delegate these functions to the partnership by the constituent bodies)
- Ensuring effective governance, leadership and management of The Service
- Ensuring the effective planning and delivery of The Service
- Scrutinising the performance of The Service
- Ensuring effective decommissioning of and exit strategy for The Service
- Ensuring The Service is operating in alignment with and complimenting wider Covid-19 strategies
- Promoting the interests of The Service to national partners, particularly Welsh Government and Public Health Wales.

Delegation Framework

Any delegated functions will be set out in an agreed Memorandum of Understanding and a Scheme of Delegation for the GCTSB

Governance

The Board is supported through the establishment of a Programme Implementation Governance Structure.

- Leadership Group
- A Programme Management Office
- A Regional Oversight Group

5. Chair of the Strategic Board

The Chair of the G10 is determined on a rotational basis.

6. Deputies

The principle of deputies is supported.

Only formally nominated deputies for each voting member will be entitled to vote, when representing their organisation in the absence of the voting member.

For the Local Authority Cabinet Members, this would be another Executive Member and for the Health Board either another Independent Member or Executive Member of the Health Board.

Quorum and Decision Taking

The Board will have a quorum of 6 members and must include either the Chair or Vice Chair. However, wherever possible, decisions will be made on a consensus basis. In the event that consensus cannot be reached, decisions will be taken on a majority vote, with the Chair having the casting vote. The Vice Chair, in the Chair's absence will have the casting vote.

External Scrutiny

The external scrutiny will be via the current Local Authority Scrutiny Committees and appropriate Health Board committees.

Secretariat

Business, project, managerial, secretariat and administrative support for the Board will be provided or arranged by the Programme Management Office. All papers will be circulated one week ahead of scheduled meeting, with any later papers needing Chair approval for late circulation or tabling at the meeting – in exceptional circumstances only.

Reporting

The Board will receive reports from the Leadership Group and the Head of Gwent Contact Tracing Service. These reports will provide an assurance function with regard to the effective and efficient delivery of The Service.

The Board will focus on Key Strategic Decisions. All operational and managerial decisions will be delegated to the Leadership Group, which will engage with all relevant Strategic Partnerships and Service Delivery Teams to deliver the agreed programme.

Frequency and operation of meetings

From August 2020, the Board will meet monthly (if needed), with the Leadership Group meeting weekly, to ensure agreed actions are progressed prior to formal decision making.

Review of Terms of Reference

The Terms of Reference will be reviewed 3 months into operation

APPENDIX 3

GWENT CONTACT TRACING LEADERSHIP GROUP

TERMS OF REFERENCE

The Gwent Contact Tracing Leadership Group is a key partnership body. It is established to lead and guide the service established in the face of the Covid-19 pandemic and specifically to support the G10/Strategic Board in achieving its aims and terms of reference.

The Gwent Contract Tracing Service (herein referred to as The Service) operates in the Gwent area (covering the areas of Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen) sitting within the footprint of the Aneurin Bevan University Health Board area.

The Leadership Group is responsible for bringing together the 6 partner organisations:

Aneurin Bevan University Health Board (ABUHB)
Blaenau Gwent County Borough Council (BGCBC)
Caerphilly County Borough Council (CCBC)
Monmouthshire County Council (MCC)
Newport City Council (NCC)
Torfaen County Borough Council (TCBC)

with the collective aim of protecting our residents through breaking the chains of transmission of Covid-19 in our communities and places of work.

Purpose of the Service

Find, Act, Prioritise and Report; Stay at Home; Save Lives

Purpose of the Leadership Group

To represent their organisations, ensure the partnership is working effectively and support the Strategic Board through appropriate escalation and due diligence with regards to the governance framework and delegations outlined in the Memorandum of Understanding.

The Leadership Group, operating on behalf of their respective organisations, will be responsible for:

- Ensuring The Service is delivering against its stated purpose, aims and objectives
- Ensuring The Service is delivered against its stated principles
- Representing the interests of their respective organisations
- Strategic oversight of the establishment of The Service

- Agreeing the financial framework of The Service noting that commitment of additional resources (financial, human etc.) will be referred back to organisations (where arrangements have not been made to delegate these functions to the partnership by the constituent bodies)
- Ensuring effective governance, leadership and management of The Service
- Ensuring the effective planning and delivery of The Service
- Scrutinising the performance of The Service
- Ensuring effective decommissioning of and exit strategy for The Service
- Ensuring The Service is operating in alignment with and complimenting wider Covid-19 strategies
- Promoting the interests of The Service to national partners, particularly Welsh Government and Public Health Wales.
- Supporting the Lead Organisation with the recruitment and performance management of the Head of Service and the Programme Management Office.
- Monitoring the implementation of The Service’s action plan
- Owning The Service’s risk register and ensuring their organisations take the appropriate actions to mitigate and reduce risks
- Ensuring the organisations are working effectively in partnership

Delegation Framework

Any delegated functions will be set out in an agreed Memorandum of Understanding and a Scheme of Delegation for the GCTSB

Contact Tracing Leadership Group Membership

Local Authorities – Five Members

Chief Officers/Directors or Heads of Public Protection

Aneurin Bevan University Health Board –5 members

TBC

Sub-Group Chairs (if not represented above)

HR

Finance

Data/Systems

Communications

Also, any nominated additional lead strategic and operational representatives from the Health Board e.g. Chief Operating Officer, Consultants in Public Health etc

Chair of the Leadership Group

The Chair and Vice Chair will be appointed from within the Leadership Group.

Deputies

The principle of deputies is supported for each organisation represented.

Secretariat

Business, project, managerial, secretariat and administrative support for the Leadership Group will be provided or arranged by the Programme Management Office.

Reporting

The Board will receive reports from the Leadership Group and the Head of Gwent Contact Tracing Service. These reports will provide an assurance function with regard to the effective and efficient delivery of The Service.

The Leadership Group will focus on strategic and managerial decisions. All operational decisions around the technical implementation of The Service will be delegated to the Regional Oversight Group.

Frequency and operation of meetings

Leadership Officer Group are and will meet weekly (if appropriate), to ensure agreed actions are progressed prior to formal decision making.

Review of Terms of Reference

The Terms of Reference will be reviewed 3 months into operation

Appendix 4

Gwent HR Workforce Development Plan

| Local Contract Tracing Teams | WTE | | Local Authority Area | Population | % Share | |
|---|------------------|-----------------------|----------------------|-----------------------|-------------------------------|--|
| | | | Blaenau Gwent | 69,713 | 11.79% | |
| Clinical Leads (NHS Band 7) | 6 | | Caerphilly | 181,019 | 30.62% | |
| Team Managers (LA Scale pt 40/NHS Band 7) | 7.4 | | Monmouthshire | 94,142 | 15.92% | |
| Contact Tracers (LA Grade 7/NHS Band 5) | 68.8 | | Newport | 153,302 | 25.93% | |
| Contact Advisors (LA Grade 5/NHS Band 3) | 279.5 | | Torfaen | 93,049 | 15.74% | |
| Business Co-ordinators (LA Grade 7) | 15.3 | | ABUHB | | | |
| IT Support | 0.2 | | | | | |
| | | | TOTAL | 591,225 | 100.00% | |
| TOTAL | 377 | | | | | |
| | | | | | | |
| Torfaen | Total WTE | WTE July (50%) | WTE Aug (50%) | WTE Sept (75%) | WTE Oct onwards (100%) | |
| Team Managers (LA Scale pt 40) | 1.0 | 0.5 | 0.5 | 0.8 | 1.0 | |
| Contact Tracers (LA Grade 7) | 8.3 | 4.2 | 4.2 | 6.3 | 8.3 | |
| Contact Advisors (LA Grade 5) | 40.8 | 20.4 | 20.4 | 30.6 | 40.8 | |
| Business Co-ordinators (LA Grade 7) | 2.4 | 1.2 | 1.2 | 1.8 | 2.4 | |
| TOTAL | 52.5 | 26.2 | 26.2 | 39.3 | 52.5 | |
| | | | | | | |
| BLAENAU GWENT | Total WTE | WTE July (50%) | WTE Aug (50%) | WTE Sept (75%) | WTE Oct onwards (100%) | |
| Team Managers (LA Scale pt 40) | 1.0 | 0.5 | 0.5 | 0.8 | 1.0 | |
| Contact Tracers (LA Grade 7) | 6.2 | 3.1 | 3.1 | 4.7 | 6.2 | |

| | | | | | | |
|-------------------------------------|------------------|-----------------------|----------------------|-----------------------|-------------------------------|--|
| Contact Advisors (LA Grade 5) | 30.5 | 15.3 | 15.3 | 22.9 | 30.5 | |
| Business Co-ordinators (LA Grade 7) | 2.0 | 1.0 | 1.0 | 1.5 | 2.0 | |
| IT Support | 0.2 | 0.2 | 0.2 | 0.2 | 0.2 | |
| TOTAL | 40.0 | 20.1 | 20.1 | 30.0 | 40.0 | |
| | | | | | | |
| CAERPHILLY | Total WTE | WTE July (50%) | WTE Aug (50%) | WTE Sept (75%) | WTE Oct onwards (100%) | |
| Team Managers (LA Scale pt 40) | 1.8 | 0.9 | 0.9 | 1.4 | 1.8 | |
| Contact Tracers (LA Grade 7) | 16.2 | 8.1 | 8.1 | 12.2 | 16.2 | |
| Contact Advisors (LA Grade 5) | 79.3 | 39.6 | 39.6 | 59.5 | 79.3 | |
| Business Co-ordinators (LA Grade 7) | 4.6 | 2.3 | 2.3 | 3.4 | 4.6 | |
| TOTAL | 102.0 | 51.0 | 51.0 | 76.5 | 102.0 | |
| | | | | | | |
| Monmouthshire | Total WTE | WTE July (50%) | WTE Aug (50%) | WTE Sept (75%) | WTE Oct onwards (100%) | |
| Team Managers (LA Scale pt 40) | 1.0 | 0.5 | 0.5 | 0.8 | 1.0 | |
| Contact Tracers (LA Grade 7) | 8.4 | 4.2 | 4.2 | 6.3 | 8.4 | |
| Contact Advisors (LA Grade 5) | 41.2 | 20.6 | 20.6 | 30.9 | 41.2 | |
| Business Co-ordinators (LA Grade 7) | 2.4 | 1.2 | 1.2 | 1.8 | 2.4 | |
| TOTAL | 53.1 | 26.5 | 26.5 | 39.8 | 53.1 | |
| | | | | | | |
| Newport | Total WTE | WTE July (50%) | WTE Aug (50%) | WTE Sept (75%) | WTE Oct onwards (100%) | |
| Team Managers (LA Scale pt 40) | 1.6 | 0.8 | 0.8 | 1.2 | 1.6 | |
| Contact Tracers (LA Grade 7) | 13.7 | 6.9 | 6.9 | 10.3 | 13.7 | |

| | | | | | | |
|---|------------------|-----------------------|----------------------|-----------------------|-------------------------------|--|
| Contact Advisors (LA Grade 5) | 67.2 | 33.6 | 33.6 | 50.4 | 67.2 | |
| Business Co-ordinators (LA Grade 7) | 3.9 | 1.9 | 1.9 | 2.9 | 3.9 | |
| TOTAL | 86.3 | 43.2 | 43.2 | 64.8 | 86.3 | |
| | | | | | | |
| ABUHB | Total WTE | WTE July (50%) | WTE Aug (50%) | WTE Sept (75%) | WTE Oct onwards (100%) | |
| Team Manager (NHS Band 7) | 1.0 | 0.5 | 0.5 | 0.7 | 1.0 | |
| Clinical Leads (NHS Band 7) | 6.0 | 6.0 | 6.0 | 6.0 | 6.0 | |
| Contact Tracers (NHS Band 5) | 16.0 | 8.0 | 8.0 | 12.0 | 16.0 | |
| Contact Advisors (NHS Band 3) | 20.5 | 10.3 | 10.3 | 15.4 | 20.5 | |
| TOTAL | 43.5 | 24.8 | 24.8 | 34.1 | 43.5 | |
| | | | | | | |
| Recruitment | | | | | | |
| All agreed on 6 hour shift pattern, 8am - 2pm & 2pm - 8pm, 7 days per week. | | | | | | |
| Each LA and HB have developed a recruitment plan which enables them to flex up and down as per demand for service | | | | | | |
| Each employer will recruit on temporary basis/fixed term basis, full/part-time including some offering 24 hour contract | | | | | | |
| Each employer will use own Terms and Conditions | | | | | | |

Appendix 5

| Description | Organisation | WTE | Gross monthly cost Mid-point £ | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Total YTD | Forecast year-end position |
|---|--------------|---------------|--------------------------------|----------|----------|----------|----------------|----------------|----------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------|----------------------------|
| | | | | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | | |
| | | | | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | | |
| Programme Management Office | | | | | | | | | | | | | | | | | |
| Head of Gwent Contact Tracing Service (NHS Band8C) | LA | 1.00 | 8,801 | | | | 4,400 | 4,400 | 6,601 | 8,801 | 8,801 | 8,801 | 8,801 | 8,801 | 8,801 | | 68,206 |
| Programme Manager (NHS 8A) | LA | 1.00 | 6,139 | | | | 3,069 | 3,069 | 4,604 | 6,139 | 6,139 | 6,139 | 6,139 | 6,139 | 6,139 | | 47,576 |
| Project Officer (NHS Band 6) | LA | 2.00 | 4,471 | | | | 4,471 | 4,471 | 6,707 | 8,942 | 8,942 | 8,942 | 8,942 | 8,942 | 8,942 | | 69,301 |
| Data/Risk Manager (Reporting and Risk Mgt) (NHS Band 6) | LA | 1.00 | 4,471 | | | | 2,236 | 2,236 | 3,354 | 4,471 | 4,471 | 4,471 | 4,471 | 4,471 | 4,471 | | 34,653 |
| CRM System/Training support (NHS Band 6) | LA | 2.00 | 4,471 | | | | 4,471 | 4,471 | 6,707 | 8,943 | 8,943 | 8,943 | 8,943 | 8,943 | 8,943 | | 69,307 |
| Administration support (NHS Band 3) | LA | 2.00 | 2,504 | | | | 2,504 | 2,504 | 3,756 | 5,009 | 5,009 | 5,009 | 5,009 | 5,009 | 5,009 | | 38,816 |
| Contact Tracing Training Co-ordinator (NHS Band 5) | LA | 1.00 | 3,591 | | | | 1,796 | 1,796 | 2,693 | 3,591 | 3,591 | 3,591 | 3,591 | 3,591 | 3,591 | | 27,830 |
| Quality Assurance Co-ordinator (NHS Band 5) | LA | 1.00 | 3,591 | | | | 1,796 | 1,796 | 2,693 | 3,591 | 3,591 | 3,591 | 3,591 | 3,591 | 3,591 | | 27,830 |
| Communications Officer (NHS Band 5) | LA | 1.00 | 3,591 | | | | 1,796 | 1,796 | 2,693 | 3,591 | 3,591 | 3,591 | 3,591 | 3,591 | 3,591 | | 27,830 |
| Regional Contact Tracing Cell | | | | | | | | | | | | | | | | | |
| Programme Manager (NHS Band8A) ?? | Health | 1.00 | 6,139 | | | | 3,069 | 3,069 | 4,604 | 6,139 | 6,139 | 6,139 | 6,139 | 6,139 | 6,139 | | 47,576 |
| Cluster Leads (NHS Band 7) | Health | 5.00 | 5,272 | | | | 13,179 | 13,179 | 19,769 | 26,359 | 26,359 | 26,359 | 26,359 | 26,359 | 26,359 | | 204,280 |
| Programme Support Officer (NHS Band 6) | Health | 2.00 | 4,471 | | | | 4,471 | 4,471 | 6,707 | 8,943 | 8,943 | 8,943 | 8,943 | 8,943 | 8,943 | | 69,307 |
| Project Manager (NHS Band 7) | Health | 1.00 | 5,272 | | | | 2,636 | 2,636 | 3,954 | 5,272 | 5,272 | 5,272 | 5,272 | 5,272 | 5,272 | | 40,856 |
| Infection Control Nurse (NHS Band 5) | Health | 1.00 | 3,591 | | | | 1,796 | 1,796 | 2,693 | 3,591 | 3,591 | 3,591 | 3,591 | 3,591 | 3,591 | | 27,830 |
| Environmental Health Officer (LA Grade 9) | LA | 5.00 | 4,253 | | | | 10,632 | 10,632 | 15,948 | 21,264 | 21,264 | 21,264 | 21,264 | 21,264 | 21,264 | | 164,794 |
| Specialist in Health Protection (NHS Band 9) | Health | 2.54 | 12,600 | | | | 0 | 0 | 32,024 | 32,024 | 32,024 | 32,024 | 32,024 | 32,024 | 32,024 | | 192,143 |
| Consultant in Public Health (NHS) | Health | 2.54 | 12,600 | | | | 32,024 | 32,024 | 32,024 | 32,024 | 32,024 | 32,024 | 32,024 | 32,024 | 32,024 | | 288,215 |
| Data manager/Analyst (NHS Band 6) | Health | 5.08 | 4,471 | | | | 11,357 | 11,357 | 17,036 | 22,715 | 22,715 | 22,715 | 22,715 | 22,715 | 22,715 | | 176,040 |
| Administration Support (NHS Band 3) | Health | 2.00 | 2,504 | | | | 2,504 | 2,504 | 3,756 | 5,009 | 5,009 | 5,009 | 5,009 | 5,009 | 5,009 | | 38,816 |
| Contact Tracers (NHS Band 5) | Health | 10.00 | 3,591 | | | | 17,955 | 17,955 | 26,933 | 35,910 | 35,910 | 35,910 | 35,910 | 35,910 | 35,910 | | 278,303 |
| Contact Advisors (NHS Band 3) | Health | 12.00 | 2,504 | | | | 15,026 | 15,026 | 22,538 | 30,051 | 30,051 | 30,051 | 30,051 | 30,051 | 30,051 | | 232,895 |
| Local Contract Tracing Teams | | | | | | | | | | | | | | | | | |
| Clinical Leads (NHS Band 7) | Health | 10.00 | 5,272 | 0 | 0 | 0 | 26,359 | 26,359 | 39,538 | 52,718 | 52,718 | 52,718 | 52,718 | 52,718 | 52,718 | | 408,561 |
| Team Managers (LA Scale pt 40) | LA | 7.40 | 5,364 | 0 | 0 | 0 | 19,846 | 19,846 | 29,769 | 39,692 | 39,692 | 39,692 | 39,692 | 39,692 | 39,692 | | 307,616 |
| Contact Tracers (LA Grade 7) | LA | 53.00 | 3,393 | 0 | 0 | 0 | 89,912 | 89,912 | 134,868 | 179,825 | 179,825 | 179,825 | 179,825 | 179,825 | 179,825 | | 1,393,641 |
| Contact Advisors (LA Grade 5) | LA | 259.00 | 2,660 | 0 | 0 | 0 | 344,459 | 344,459 | 516,689 | 688,918 | 688,918 | 688,918 | 688,918 | 688,918 | 688,918 | | 5,339,118 |
| Business Co-ordinators (LA Grade 7) | LA | 15.30 | 3,393 | 0 | 0 | 0 | 25,956 | 25,956 | 38,934 | 51,912 | 51,912 | 51,912 | 51,912 | 51,912 | 51,912 | | 402,315 |
| IT support. (assume LA Grade 7) | LA | 0.20 | 3,393 | | | | 339 | 339 | 509 | 679 | 679 | 679 | 679 | 679 | 679 | | 5,259 |
| Finance Support | | | | | | | | | | | | | | | | | |
| | Health | 1.00 | 4,671 | | | | 2,336 | 4,671 | 4,671 | 4,671 | 4,671 | 4,671 | 4,671 | 4,671 | 4,671 | | 39,705 |
| ICT Staffing | | | | | | | | | | | | | | | | | |
| Project Manager (NHS Band 7) | split 6 ways | 1.00 | 4,671 | | | | | 4,671 | 4,671 | 4,671 | 4,671 | 4,671 | 4,671 | 4,671 | 4,671 | | 37,369 |
| Network Engineer (NHS Band 5) | split 6 ways | 1.00 | 3,182 | | | | 3,182 | 3,182 | 3,182 | 3,182 | 3,182 | 3,182 | 3,182 | 3,182 | 3,182 | | 28,637 |
| | | | | | | | | | | | | | | | | | 0 |
| HR Support | TBC | 1.00 | 4,671 | | | | 2,336 | 4,671 | 4,671 | 4,671 | 4,671 | 4,671 | 4,671 | 4,671 | 4,671 | | 39,705 |
| | | | | | | | | | | | | | | | | | 0 |
| TOTAL FORECAST WORKFORCE COSTS | | 410.06 | | 0 | 0 | 0 | 655,913 | 665,255 | 973,273 | 1,313,315 | 1,313,315 | 1,313,315 | 1,313,315 | 1,313,315 | 1,313,315 | 0 | 10,174,330 |
| NON PAY COSTS | | | | | | | | | | | | | | | | | |
| Translation/Printing/TTP Promotion costs | | | | | | | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | | 54,000 |
| Regional cell and PMO non pay costs | | | | | | | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | | 18,000 |
| Accommodation costs? | | | | | | | | | | | | | | | | | 0 |
| Additional IT costs? | | | | | | | | | | | | | | | | | 0 |
| TOTAL FORECAST NON PAY COSTS | | | | | | | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 | 0 | 72,000 |
| TOTAL FORECAST COSTS | | | | | | | 663,913 | 673,255 | 981,273 | 1,321,315 | 1,321,315 | 1,321,315 | 1,321,315 | 1,321,315 | 1,321,315 | 0 | 10,246,330 |



COUNCIL – 6TH OCTOBER 2020

SUBJECT: CAERPHILLY HOMES INNOVATIVE DEVELOPMENT PROPOSALS – LLANFABON DRIVE, TRETTHOMAS; THE CRESCENT, TRECENYDD & OAKDALE COMPREHENSIVE SCHOOL

REPORT BY: INTERIM CORPORATE DIRECTOR – SOCIAL SERVICES AND HOUSING

-
- 1.1 The attached report was considered as an urgent item by Cabinet on 9 September 2020.
 - 1.2 The Constitution requires that any decision taken as a matter of urgency must be reported to the next available meeting of Council, giving the reasons for its urgency. Therefore, the report is presented to Council for Members' information.
 - 1.3 The report provided Cabinet with an update on the work undertaken to date with Wilmott Dixon to increase the number of affordable homes for social rent within Caerphilly Homes' portfolio. The urgency of the item was as a result of the deadline and process for the submission of a funding application, with an expectation from Welsh Government that eligible schemes will be submitted for consideration by the Design Commission for Wales late August and Early September and that applications will be submitted by 25th September. The IHP requires signed build contracts to be in place by 5th March 2021 and schemes to start on site no later than 30th April 2021.
 - 1.4 The recommendations of the report were considered and approved by Cabinet.
 - 1.5 Members are asked to note the recommendations of the report and Cabinet decision.

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

Appendices:

Appendix 1 Report to Cabinet on 9th September 2020

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CABINET – 9TH SEPTEMBER 2020

**SUBJECT: CAERPHILLY HOMES INNOVATIVE DEVELOPMENT PROPOSALS
– LLANFABON DRIVE, TRETTHOMAS; THE CRESCENT,
TRECENYDD & OAKDALE COMPREHENSIVE SCHOOL**

REPORT BY: CORPORATE DIRECTOR - SOCIAL SERVICES AND HOUSING

1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to inform Cabinet of the work undertaken to date with Willmott Dixon to increase the number of affordable homes for social rent within Caerphilly Homes' portfolio. The work has focused on bringing innovation, scale and momentum to an ambitious desire by the Council to deliver 400 homes by 2025.
- 1.2 The report seeks approval from Members to formally engage Willmott Dixon via the SCAPE OJEU compliant framework to deliver a new, Caerphilly made, bespoke housing solution at The Crescent, Trecenydd; Llanfabon Drive, Trethomas and the former Oakdale Comprehensive School site on behalf of Caerphilly Homes.
- 1.3 The report also seeks approval to apply for funding from the Welsh Government's Innovative Housing Programme for two of the three sites noted above as pilot or demonstrator sites (The Crescent, Trecenydd and Llanfabon Drive, Trethomas).

2. SUMMARY

- 2.1 In order to bring scale, pace and momentum to the Council's ambition to deliver 400 new homes between 2020 and 2025 and deliver against the commitment to ensure that Caerphilly is a zero carbon borough by 2030, officers have been working closely with Willmott Dixon via the SCAPE framework.
- 2.2 SCAPE is an OJEU compliant framework which permits the Council to enter into a collaborative arrangement via an NEC contract with Willmott Dixon who tendered for and won the major works element of the SCAPE framework and who can deliver works on behalf of clients with a value of between £2m and £20m.
- 2.3 One of the key benefits of engaging a construction partner via the Framework is the fact that all the initial, up front feasibility work is undertaken free of charge. It is only when clients are satisfied that the feasibility work confirms that a site is viable, you proceed to the next stage entitled 'pre-construction' and enter into a formal, fee incurring contract arrangement.

- 2.4 Willmott Dixon have completed feasibility studies on both Llanfabon Drive, Trethomas and The Crescent, Treceynydd. A high level outline feasibility study has been completed on the former Oakdale Comprehensive School site.
- 2.5 The Crescent, Treceynydd and Llanfabon Drive, Trethomas are both sites that fall within the Council's Housing Revenue Account (HRA). The former Oakdale Comprehensive School site falls within the Council's General Fund and as a result the acquisition of the site must be apportioned at the rate determined by the District Valuer.
- 2.6 All studies indicate that each site is viable for development and Officers are at the point where a formal contract arrangement must be entered into in order for Willmott Dixon to start the detailed investigations and surveys required on all three sites. This phase of the SCAPE Framework, known as 'pre-construction' will enable Willmott Dixon to undertake the survey and design work necessary to provide a detailed cost profile before the Council commits to progressing the schemes to the next phase, known as the 'development contract' phase.
- 2.7 The estimated cost of the 'pre-construction' phase is £814k for all three sites.
- 2.8 To date, the feasibility and research and development work undertaken by Willmott Dixon has been delivered free of charge.
- 2.9 The mandate at the outset of the discussions with representatives from Willmott Dixon was to deliver high quality, energy efficient, healthier, accessible and flexible homes that would support the circular and foundational economies, mitigate the effects of climate change and create new opportunities for skills development, training and employment.
- 2.10 Taking these requirements on board, Willmott Dixon have worked closely with Caledan Ltd, based on Penallta Industrial Estate, to develop an innovative and climate resilient steel framed product that is sourced locally and delivers a Passivhaus, non-combustible envelope solution ensuring that any new social rented homes achieve optimum energy efficiency, create a healthy internal environment, develop beautiful places and deliver lower running costs for tenants.
- 2.11 On 30 July, Welsh Government launched the fourth year of the Innovative Housing Programme (IHP) which has a Modern Methods of Construction (MMC) focus. Caerphilly Homes has not been able to apply for funding from this fund previously due to the focus on completing WHQS and the absence of a development programme. There is now an opportunity for Caerphilly Homes to apply for funding of up to 58% towards the costs of progressing the two demonstrator sites and up to 100% of the costs associated with the additional costs of innovation.
- 2.12 The deadline and process for the submission of a funding application is challenging with an expectation from Welsh Government that eligible schemes will be submitted for consideration by the Design Commission for Wales late August and Early September and that applications will be submitted by 25 September.
- 2.13 The IHP requires signed build contracts to be in place by 5th March 2021 and schemes to start on site no later than 30th April 2021.
- 2.14 As a result, urgent approval is now sought to take this work to the next stages of the SCAPE framework which is the pre construction phase for the former Oakdale

Comprehensive School site, The Crescent, Trecenydd and Llanfabon Drive, Trethomas at an estimated cost of £814k.

- 2.15 Approval is also sought to take The Crescent, Trecenydd and the Llanfabon Drive, Trethomas sites through to full planning and thereafter development at a cost of £3.7m. A further report will be brought forward to Cabinet following the pre-construction work on the Oakdale site prior to the next, development contract phase being entered into.
- 2.16 Approval is also sought to apply for funding from the Welsh Government's Innovative Housing Programme for the pre-construction and development contract phases of the SCAPE framework relating to The Crescent, Trecenydd and Llanfabon Drive, Trethomas. The Oakdale site will not be eligible for this grant funding as it is not anticipated to be developed for affordable housing only which is a key requirement for the grant award.
- 2.17 All three schemes will be subject to planning and SAB requirements. A pre-application process is underway for both the Trecenydd and Trethomas sites
- 2.18 The HRA has included building development in its portfolio and proposals have been submitted in the 2020/21 Housing Business Plan, which at the time of submission, confirmed that the HRA remained viable and the borrowing requirement, affordable. This was submitted prior to the Covid-19 pandemic.

3. RECOMMENDATIONS

- 3.1 Cabinet approve the move to the pre-construction phase of the SCAPE Framework for The Crescent, Trecenydd, Llanfabon Drive, Trethomas and the former Oakdale School sites at a cost of £814k.
- 3.2 Cabinet approve the move from the pre-construction phase of the SCAPE Framework through to full planning and into the development phase for The Crescent, Trecenydd and Llanfabon Drive, Trethomas sites at an estimated cost of £3.7m.
- 3.3 Cabinet approve the submission of an IHP funding proposal to finance up to 58% of the costs associated with the pre-construction and development of the Trecenydd and Trethomas sites and up to 100% of the innovation related costs.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To deliver the ambition of delivering 400 new social homes between 2020 and 2025.
- 4.2 To address the shortage of affordable homes through the development of approximately 120 new social rented homes for people on the waiting list and contribute towards addressing homelessness.
- 4.3 To support the recovery of the local economy post Covid-19 through the construction and the delivery of new social homes thereby acting as a catalyst to support the circular and foundational economies creating new opportunities for skills development, training, apprenticeships and employment and improving the overall health, wellbeing and resilience of some of the Council's most vulnerable residents.

- 4.4 Add value to the Council's place making ambitions through the creation of new communities and beautiful places.
- 4.5 To apply for funding from the Welsh Government's Innovative Housing Programme (IHP) to support the delivery of the Council's development programme.
- 4.6 To mitigate the effects of climate change and deliver against the Council's ambition to ensure Caerphilly is a zero-carbon authority by 2030.
- 4.7 To address fuel poverty and support the delivery of healthier, more flexible homes that enable people to live in their homes safely, for longer.

5. THE REPORT

- 5.1 The purpose of the report is to inform Cabinet of the work undertaken to date to increase the number of affordable homes for social rent within Caerphilly Homes' portfolio, to obtain approval to move forward to the next stage of development and to seek urgent approval to submit an application to the Welsh Government's Innovative Housing Programme for funding to support development on two sites.
- 5.2 The work undertaken to date has focused on bringing innovation, scale and momentum to an ambitious desire by the Council to deliver 400 homes by 2025.
- 5.3 In order to help achieve this aim, a range of options were explored including the undertaking of a full OJEU procurement to appoint a preferred construction partner and/or the use of existing construction related frameworks.
- 5.4 To bring momentum and innovation to the delivery of new affordable homes, it was determined that the engagement of a private sector construction partner would be most efficiently sought via the use of a framework. Whilst all other frameworks stipulated the need to undertake a mini competition or required an upfront commitment to proceed, the SCAPE framework offered Caerphilly Homes the opportunity to work collaboratively with a private sector partner who would undertake feasibility studies on specific sites without any up front financial or contractual commitment.
- 5.5 The Scape Group who are responsible for overseeing the effective delivery and implementation of the Scape Framework are a Public Sector partnership made up of the following organisations:
 - Bedford Borough Council
 - Derby City Council
 - Derbyshire County Council
 - Gateshead Metropolitan Borough Council
 - Liverpool City Council
 - North Somerset Council
 - Nottingham City Council
 - Nottingham County Council
 - South Yorkshire Police
 - Warwickshire County Council
- 5.6 The Scape National Construction Framework is effectively a two stage process; the first, a fully compliant OJEU/Public Contracts Regulations process to select best value by means of a rigorous process and which establishes highly competitive rates

for overhead, profit, people and equipment costs. The rates are attractive because there is a no need for potential delivery partners to bid for these elements again for each project and there is a very good chance of an ongoing work stream, which saves the delivery partners considerable administrative and marketing costs.

- 5.7 Each delivery partner appointed onto the framework including, Willmott Dixon are also bound by Key Performance Indicators, the principal being social value, with, amongst other initiatives, the need to deliver locally where possible, thus ensuring that money spent goes back into the local community.
- 5.8 The Scape Group have worked collaboratively with their partners to create a number of different framework agreements that are available and free for use by other organisations.
- 5.9 Any contractor awarded business off the framework pays a percentage of the overall cost of that contract to the Scape Group to cover management costs.
- 5.10 The Framework is split into regional lots. Under the 'National Construction Framework Wales Major Works' framework, Willmott Dixon are the SCAPE delivery partner for projects costing between £2-£20m. The framework has a cumulative value of £500m and expires on 31 May 2021 but has been extended to September 2021.
- 5.11 Under the framework, clients have the opportunity to nominate preferred suppliers and can expect 3 quotes across all works packages as standard. Projects are subject to a rigorous performance management regime which requires the highest standards of customer satisfaction, local labour and spend. The pre-tendered costs are then applied to the market tested costs. This is a fully collaborative, open book, process with the client and consultancy team, who all work together to meet the target and will include Value Engineering and Risk Management as required. Accordingly, this is a fully competitive process from inception of the Scape OJEU tender, right through to completion.
- 5.12 Projects also operate with strict minimum standards of fair payment, waste diversion, community engagement, training and apprenticeships.
- 5.13 The SCAPE framework is an NEC contract and is based on the spirit of collaboration.
- 5.14 All relevant officers have benefited from SCAPE NEC contract training provided via the SCAPE Group.
- 5.15 Each project is also overseen by a Regional SCAPE Manager who also provides advice and support to users of the framework.
- 5.16 The SCAPE process applicable to Major Works is detailed in appendix 1.
- 5.17 Caerphilly Homes have worked in partnership during the last 9 months with Willmott Dixon via the SCAPE framework to not only examine the feasibility of development on three sites (Llanfabon Drive, Trethomas, The Crescent, Trecenydd and the formal Oakdale Comprehensive School site) but to also to develop an innovative and climate resilient steel framed product that is sourced locally and delivers a Passivhaus, non-combustible envelope solution ensuring that any new social rented homes achieve optimum energy efficiency, create a healthy internal environment, develop beautiful places and deliver lower running costs for tenants.

- 5.18 Adopting manufacturing principles Willmott Dixon have developed a “kit-of-parts” that can be adapted to site conditions and daylight orientation. It’s designed with the circular economy in mind – make, use, re-use, hence the choice of steel. Each panel will be asset tagged and will be capable of being disassembled and reassembled into a different configuration at some future point.
- 5.19 The use of a MVHR (Mechanical Ventilation with Heat Recovery) system provides a low moisture stable, clean and fresh air environment supporting health and wellbeing
- 5.20 The steel frame, developed locally with Caledan Ltd, who are based on Penallta Industrial Estate, is thought to be the first steel framed kit, Passivhaus certified product of its type.
- 5.21 Caerphilly Homes are currently at the conclusion of the feasibility stage (no cost and no commitment) of the SCAPE process and are seeking approval to move into the next phase of the process entitled, ‘pre-construction’. The pre-construction phase is where the detailed site investigations and surveys are undertaken in order to produce a more accurate construction cost profile.
- 5.22 Willmott Dixon have produced a feasibility report and an addendum document which provides a high level indication of the costs that may be involved in the development of each site but there is a need now to better understand the detailed costs involved in order to proceed into the ‘development agreement’ phase which could see the start of construction on site. A copy of the feasibility report produced by Willmott Dixon is attached as appendix 2. The addendum document which provides a high level overview of the pre-construction and development costs for the former Oakdale Comprehensive School site is attached as Appendix 3.
- 5.23 On the 30th July 2020, Welsh Government launched the Innovative Housing Programme (IHP) which has presented the Council with an opportunity to apply for funding of up to 58% of the pre construction and development costs likely to be incurred in progressing The Crescent, Trecenydd and Llanfabon Drive, Trethomas through to development together with up to 100% of the costs associated with the innovation aspects of the proposal.
- 5.24 The timescale for the submission of an application for funding is challenging and details were not known by officers until the launch on the 30th July 2020. Welsh Government expect all applicants to undertake a design review with the Design Commission for Wales prior to the submission of a funding application by 25 September 2020. Welsh Government will also require Caerphilly Homes to evidence Cabinet approval and support for the submission.
- 5.25 Build contracts are expected to be signed by 5th March 2021.
- 5.26 A start on site is required no later than 30th April 2021.
- 5.27 Moving into the next phase will require Caerphilly Homes to sign an ‘Pre Construction Services Delivery Agreement’ which commits Caerphilly Homes to incur the costs associated with more detailed site investigations and surveys in order to obtain a detailed cost profile for each site. IHP will require the pre-construction information and a commitment to the development of both, The Crescent, Trecenydd and Llanfabon Drive, Trethomas. This will require the signing of a ‘Development Contract’.

- 5.28 The total cost for the pre-construction work on the Trecenydd, Trethomas and Oakdale sites is £814,000.
- 5.29 The development costs for the Trecenydd and Trethomas sites combined are estimated to be £3,761,673.77. The average unit cost for the two combined is estimated at £188,083.68.
- 5.30 There is potential, if successful, to secure at least 58% of the cost of pre-construction and development from the Innovative Housing Programme.
- 5.31 At this stage, Officers are seeking approval to progress the pre-construction and development of the Trecenydd and Trethomas sites in order to submit an application for IHP funding and approval to progress the pre-construction of the Oakdale Comprehensive School site.
- 5.32 The former Oakdale Comprehensive School site will be the subject of a further Cabinet report once the pre-construction phase has been undertaken and a detailed cost profile determined.
- 5.33 It is important at this stage to reflect on what Caerphilly Homes are setting out to achieve and determine how we define 'value'. Neighbouring authorities have already tested out a variety of Passivhaus certified products and all have confirmed that there are significant up front construction costs largely resulting from the fact that these products are precision manufactured in a factory setting using environmentally sensitive and highly energy efficient materials thereby delivering a better quality, energy efficient, healthier environment for those who will eventually live in these homes. The construction costs which are thought to be between 20% and 30% more than those incurred on a traditional build are balanced by a more efficient construction method on site and therefore, the opportunity to obtain a rental income more quickly. In addition, tenants will have lower annual energy costs, will be more likely to live at home independently for longer and in a healthier environment thereby lessening the pressure on social services and primary health care.
- 5.34 The initial high development costs are offset against the whole life costs of the development including, the ability to build quickly and obtain a rental income, lower utility costs for tenants, lower maintenance costs, the improved health/wellbeing of tenants, positive environmental impacts, the opportunity to create employment, the potential to upscale for other sites and contribute towards a post Covid-19 economic recovery etc. Willmott Dixon have confirmed that tenants could receive energy bills of up to £100 per year as a result of the 'fabric first' technology embedded within the home. thereby helping reduce fuel costs for some of our most vulnerable tenants.
- 5.35 The development of the two smaller sites will deliver 20 new, social rented homes that will form part of the Caerphilly Homes stock portfolio. The development of both sites will be regarded as a pilot / demonstrator project.

Timescales

- 5.36 The programme proposed by Willmott Dixon is outlined on page 15 of the feasibility study. However, due to the pressing IHP deadlines, Willmott Dixon have confirmed that they can deliver against the following timescales:

| Milestone Activity | Date |
|-------------------------------------|-------------|
| Issue Design Information for Review | 11.09.2020 |
| Design Commission for Wales Review | 16.09.2020 |

| | |
|---|------------|
| Submission of IHP application | 25.09.2020 |
| Pre application pack issued for consultation | 05.10.2020 |
| Submit full planning application (both sites) | 24.11.2020 |
| Anticipated planning approval (both sites) | 16.02.2021 |
| Issue final contract sum for approval to Caerphilly CBC | 26.02.2021 |
| Issue draft building contracts | 26.02.2020 |
| Sign building contracts | 05.03.2021 |
| Start on site no later than | 30.04.2021 |

Conclusion

- 5.37 The launch of the IHP presents Caerphilly Homes with an opportunity to take full advantage of the funding made available by Welsh Government to support the housing sector and to deliver a Caerphilly made, bespoke, innovative housing solution that will deliver lasting benefits and contribute towards the key ambitions of delivering more social homes, mitigating the impact of climate change and addressing fuel poverty.
- 5.38 It will also act as a catalyst to kick start the Council's ambition to deliver 400 new social rented homes by 2025, thereby creating new opportunities for skill development, apprenticeships, training and employment.
- 5.39 Cabinet support and approval is therefore sought to progress the sites noted within the report to the next stage.

6. ASSUMPTIONS

- 6.1 The deadline for the submission of an application to the Welsh Government under the Innovative Housing Programme is known and therefore no assumptions have been made in this regard.
- 6.2 Willmott Dixon have confirmed that they are able to meet the delivery timescales and grant funding deadlines.
- 6.3 It has been assumed that there will be no major delays resulting from either the planning or SAB process.
- 6.4 The HRA Business Plan is a 30-year document therefore assumptions must be made before viability can be confirmed. Some are given by Welsh Government such as the standard inflation factor, and rent increases, which to some degree are set within the rent policy. Key assumptions also include rent arrears and void levels, interest rates and pay awards. Any deviation from these assumptions can conflict with the overall position of the Business Plan and so constant monitoring is necessary to ensure it stays on track. The impact of Covid-19 is currently unknown but will also need to be a key consideration in the updated Business Plan.

7. LINKS TO RELEVANT COUNCIL POLICIES

- 7.1 The delivery of new homes for social rent links directly with the Council's ambition to deliver 400 new homes by 2025 (as indicated in the Building Together report which was approved by Cabinet on 15 January 2020) and Well Being Objectives 2 and 3.

7.2 **Corporate Plan 2018-2023.**

The delivery of new homes for social rent is coterminous with Well Being Objective 3 which seeks to address the availability, condition and sustainability of homes throughout the county borough. The commitment within this proposal to support the foundational and circular economies via the investment in new homes directly support the delivery of outcomes 3 and 4 within Well Being Objective 3.

7.3 It also directly contributes towards Well Being Objective 2 which aims to enable employment. The construction and manufacture of new homes within the borough will provide direct opportunities for skill development, training, apprenticeships and employment.

7.4 Willmott Dixon are bound via the SCAPE Framework to deliver a suite of community benefits which will include targeted recruitment and training opportunities for local people. Officers will ensure that the opportunities created via this investment are available via the Welsh Government's Legacy and Communities4Work programme (delivered by the Community Regeneration Team) thereby ensuring that those residents furthest from the labour market are able to take advantage of the opportunities created.

7.5 This proposal also contributes towards the aims of Well Being Objective 5 and 6 which aim to support residents' healthy lifestyle and support citizens to remain independent and improve their well-being. The innovative and climate resilient steel framed product that is sourced locally and delivers a Passivhaus, non-combustible envelope solution will provide the healthiest internal environment possible thereby helping to address the health and wellbeing of tenants, particularly those with limiting long term conditions.

7.6 **Caerphilly County Borough Local Development Plan up to 2021: Key Objective 9** – "Ensure an adequate and appropriate range of housing sites are available across the County Borough in the most suitable locations to meet the housing requirements of all sections of the population."

7.7 **Caerphilly Homes Service Plan (2018-2023), Priority Objective 2:** "Increase the provision of new, affordable homes to meet identified needs, promoting 'Lifetime Homes' principles for grant funded delivery, and, where appropriate, supporting Welsh Government's Innovative Housing Programme (IHP)".

7.8 **Welsh Government Strategies:** Reimagining Social House Building in Wales, February 2020. Independent Review of Affordable Housing, July 2019. National Development Framework, August 2019.

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

8.1 The development of the Trecenydd and Trethomas sites as a result of the innovative and exciting research and development undertaken by Willmott Dixon and Caledan Ltd will help to create a more prosperous Wales through the use of a local supply chain and the resulting opportunity to create new employment and training opportunities. This in turn will help build the resilience of individuals and communities. If individuals are able to improve their skill set and obtain well paid employment close to home, this in turn improves their resilience and together with the resilience of their families and communities.

- 8.2 The homes developed as a result of the work undertaken by Caledan Ltd and Willmott Dixon will be of the greatest quality and thermal efficiency. The new homes will be precision manufactured in a factory setting, provide high levels of energy efficiency which in turn will mean that the air quality within the new homes will be superior and directly contribute to the health and well being of occupants particularly those with respiratory complications. In addition, the new homes will be flexible to accommodate changing needs and the group floor apartments, accessible thereby aligning with the objectives of the 'healthier Wales' Well Being Goals.
- 8.3 The product that has been developed by Willmott Dixon and Caledan Ltd will be produced in Caerphilly and used in Caerphilly to build climate resilient homes. The homes will be of the highest quality and energy efficiency and will be made available to those on the housing waiting list thereby contributing towards the objective of creating a more equal Wales. It is anticipated that the cost to heat the new homes will not exceed £100 per annum thereby addressing fuel poverty.
- 8.4 The new homes will be built within existing communities in a sensitive and inclusive way. They will deliver new opportunities for employment and apprenticeships together with wider community benefits that will be integrated within the build contract and deliver legacy projects that help to develop vibrant, resilient and cohesive communities. All communication with regard to the new developments will be bilingual in order to support the creation of a vibrant culture and thriving Welsh Language.
- 8.5 The housing solution developed by Willmott Dixon and Calendan Ltd on behalf of Caerphilly Homes is an innovative and climate resilient steel framed product that is sourced locally and delivers a Passivhaus, non-combustible envelope solution ensuring that any new social rented homes achieve optimum energy efficiency, create a healthy internal environment, develop beautiful places and deliver lower running costs for tenants.
- 8.6 Adopting manufacturing principles Willmott Dixon have developed a "kit-of-parts" that can be adapted to site conditions and daylight orientation. It's designed with the circular economy in mind – make, use, re-use, hence the choice of steel. Each panel will be asset tagged and will be capable of being disassembled and reassembled into a different configuration at some future point.
- 8.7 The use of a MVHR (Mechanical Ventilation with Heat Recovery) system provides a low moisture stable, clean and fresh air environment supporting health and wellbeing
- 8.8 The steel frame, developed locally with Caledan Ltd, who are based on Penallta Industrial Estate, is thought to be the first steel framed kit, Passivhaus certified product of its type and directly contributes towards the creation of a globally responsible Wales.
- 8.9 The entire development proposal is coterminous with the five ways of working as defined within the sustainable development principle in the Act. The five ways of working of the sustainable development principle, listed in the Act are:
- Long Term – The importance of balancing short-term needs with the need to safeguard the ability of future generations to meet their long-term needs
 - Prevention - How acting to prevent problems occurring, or getting worse, may help public bodies meet their objectives

- Integration – Considering how the public body’s well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies
- Collaboration – Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives
- Involvement – The importance of involving people with an interest in achieving the well-being goals and ensuring that those people reflect the diversity of the area which the body serves.

8.10 The proposal to undertake the pre-construction and development of The Crescent, Treceenydd and Llanfabon Drive, Trethomas together with the pre-construction of the former Oakdale School site has been developed in accordance with the five ways of working and the principles are embedded in every aspect of the proposal.

9. EQUALITIES IMPLICATIONS

9.1 A full Equality Impact Assessment will be completed prior to the submission of the report to Cabinet.

10. FINANCIAL IMPLICATIONS

10.1 The HRA is a self sufficient account that is funded primarily from rent received from tenants, which allows us to maintain our stock and manage tenancies effectively. For spend of a capital nature we are able to use contributions from the HRA together with assistance from Welsh Government in the form of grants or loans. Any expenditure over and above these funding mechanisms are then met from borrowing in accordance with the Councils Annual Strategy for Treasury Management, Capital Finance Prudential Indicators and the Minimum Revenue Provision Policy for 2020/2021.

10.2 The latest Business Plan submitted to Welsh Government in March 2020 included high level New Build proposals for some 411 properties over 5 years, estimated at £53.8m. This included proposals for the Treceenydd & Trethomas sites and also the former Oakdale Comprehensive school site.

10.3 The Plan, however, did assume that the completion of the WHQS Programme would be delivered by June 2020. Unfortunately, due to circumstances beyond our control from the Covid-19 pandemic, this was not achieved, although evidence confirms we were on track to complete by this date. At the time of writing this report, we are yet to re-commence entering tenants’ properties to complete the remaining work although this is anticipated to be Mid-August. Welsh Government officials are also in discussions with officers to agree an extension to the programme, likely to be December 2021.

10.4 This obviously deviates from the original plan, and early indications suggest the completion of the WHQS programme is likely to be some £7m higher due to the restrictions surrounding Covid-19, which will impact on the funding available for other projects such as new build initiatives.

10.5 The Business Plan assumed total borrowing for WHQS to be £45m, of which £23m had already been taken up, with a further £22m to achieve WHQS by June 2020. An additional £30m borrowing was also estimated for the new build proposals mentioned

above, therefore a remaining borrowing requirement of £52m for the HRA (as quoted in the Treasury Management Annual Strategy report to Special Council on 20th February 2020) with a borrowing take up of £75m in total between the 2 schemes.

- 10.6 Council recently approved a borrowing limit of £75m for the HRA to include the completion of the WHQS and the development programme going forward
- 10.7 A desktop exercise to revise the Business Plan to account for £7m increase and also a further assumption from the impact of Covid-19, that the level of rent arrears will rise by 2%, estimates that the borrowing requirement will need to increase by some £11.5m. This remains affordable within the HRA Business Plan but would require an increase to the original borrowing limit or a reduction in our future development plans. However, what is important to note is the original plan did not include any external funding in the form of IHP's or capital receipts from market sales for example, which will reduce the borrowing level required. It is also worth noting, that the indicative costs for the development proposals explained in this report are currently affordable as it only accounts for approximately 8% of the total new build proposals accounted for in the Business Plan over the next 5 years. If the remaining proposals turn into fruition, then the Business Plan will be reviewed to firm up the costs and include any prospective external funding, and then re-run to ensure the plan remains affordable. Further reviews are also necessary to account for the impact of Covid-19. If at that time, the borrowing limit is thought to be reached, a further report to Council may be necessary.

11. PERSONNEL IMPLICATIONS

- 11.1 There are no specific personnel implications resulting from this report.

12. CONSULTATIONS

- 12.1 Consultations will be undertaken prior to the submission of the report to Cabinet.

13. STATUTORY POWER

- 13.1 Local Government Act 1972 and the Housing Wales Act 2014

14. URGENCY (CABINET ITEMS ONLY)

- 14.1 This report is urgent and therefore not susceptible to the call-in procedure. A decision needs to be implemented urgently due to the fact that the Welsh Government only launched the Innovative Housing Programme funding opportunity on Friday 30th July with a deadline for a design review mid-September and the submission of a comprehensive application by the 25th September 2020. It is a requirement of Welsh Government funding that a Cabinet decision is in place to support an application for funding.

Author: Jane Roberts-Waite, Strategic Coordination Manager,
Lesley Allen, Principal Group Accountant – Housing,
Shaun Couzens, Chief Housing Officer

Background Papers:

Appendices:

- Appendix 1 SCAPE Process
- Appendix 2 Willmott Dixon Feasibility Study
- Appendix 3 Willmott Dixon Addendum

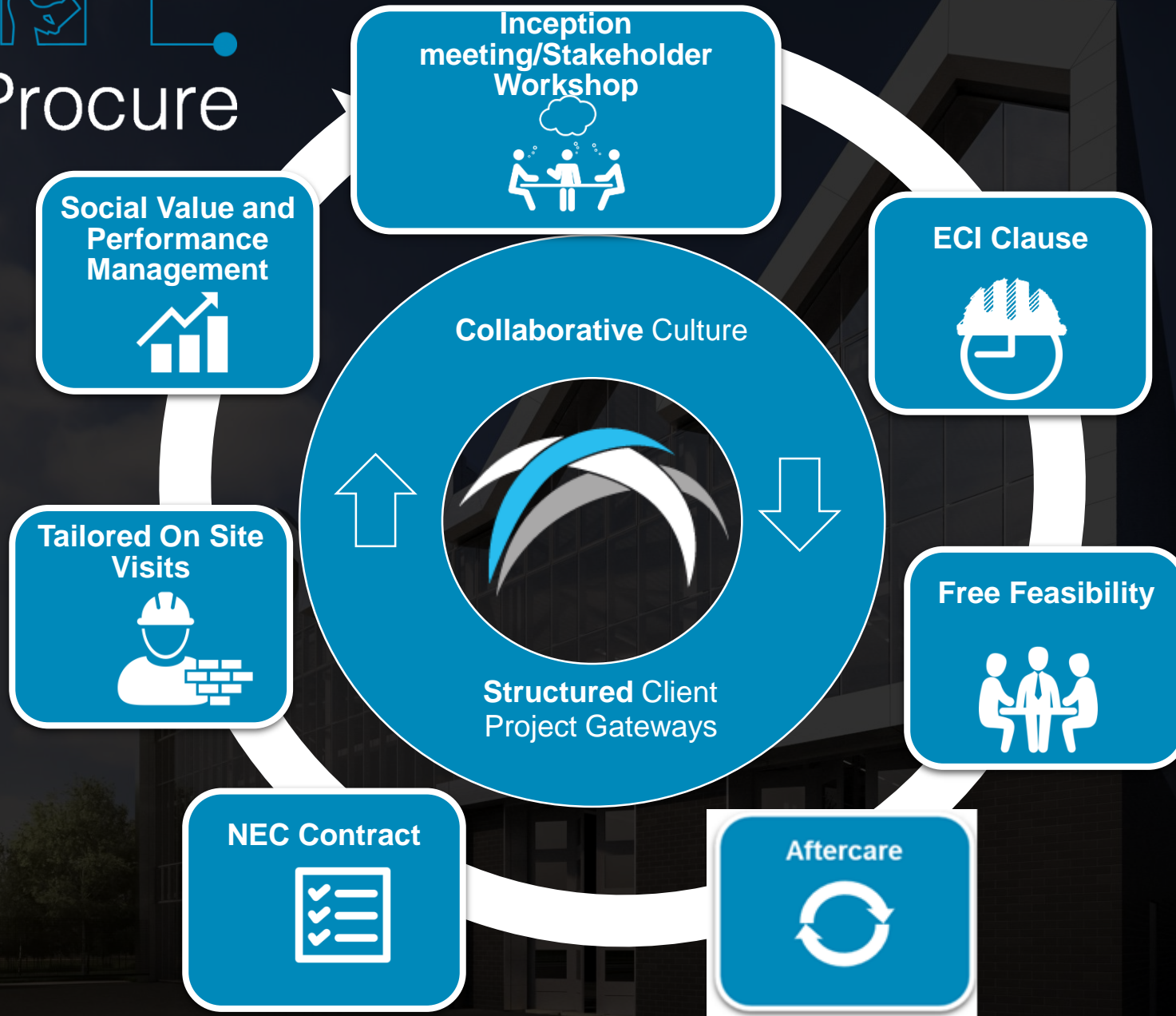
Scape Procure

Ensure that all client contacts understand ECI, Free feasibility, NEC, site visits and social value.

Aftercare – Ensuring Clients with ongoing projects from expired frameworks receive ongoing support and advice

Final conversations should be Social Value

Use all the elements to take clients on a journey



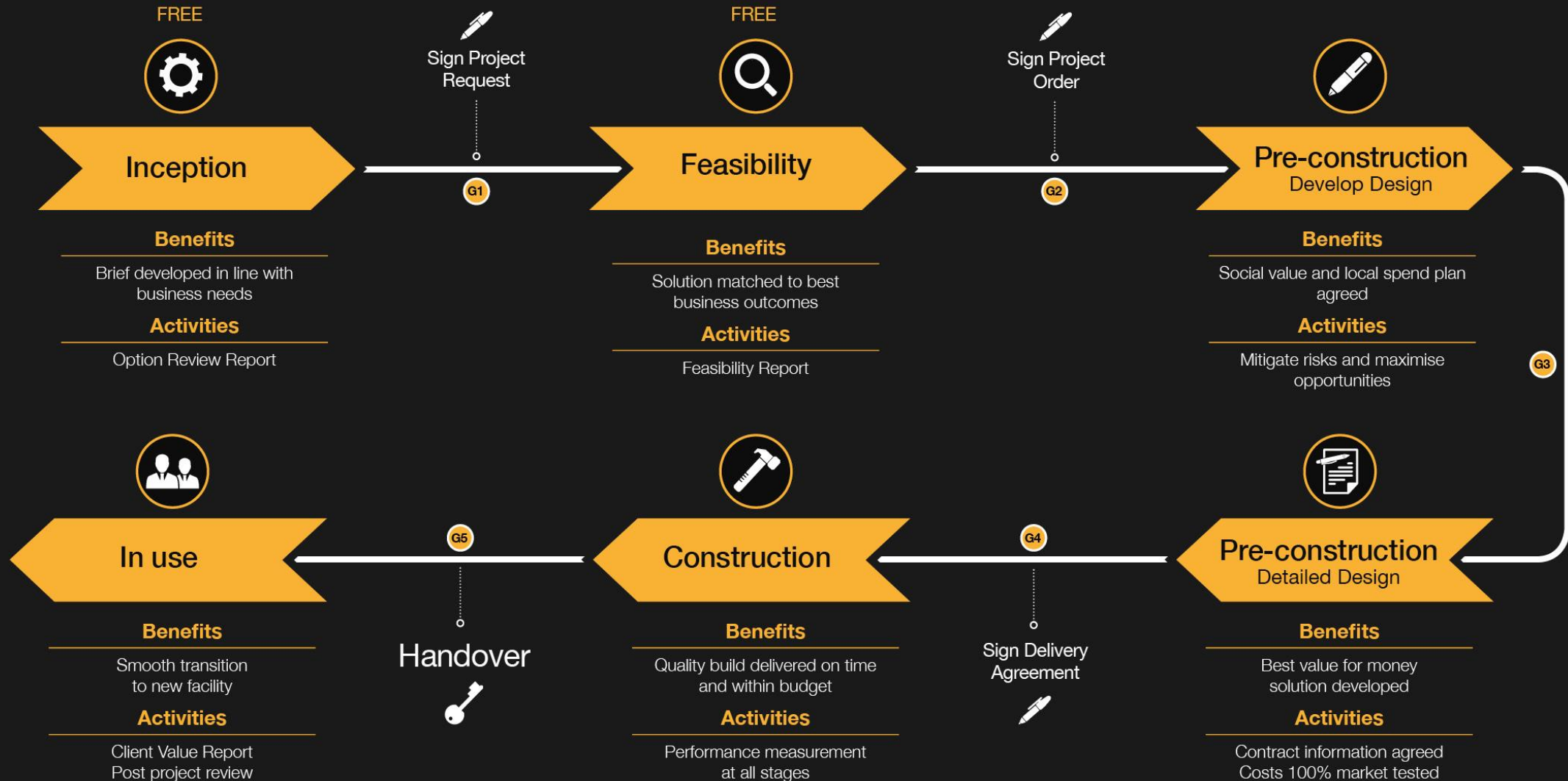
Efficiency Experience Performance Compliance

For clarity an inception meeting is a meeting between Scape and client and possibly DP if client is in a hurry. This is the initial meeting. Conversations at the initial meeting cover ECI Clause, free feasibility and NEC contract.

The stakeholder workshop is the launch meeting for a specific project or may be a monthly/quarterly review. All the key people should be at the stakeholder workshop.

A tried and tested project delivery process

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Appendix 2



WILLMOTT DIXON

SINCE 1852

Caerphilly Innovation Housing

JUNE 2020





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Executive Summary

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2 Framework Achievements

3 Cost Planning

4 Outline Programme (key dates schedule)

5 Outline Programme Gantt Chart

6 Scope of the Works

7 The Team

8 Company Ethos

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Appendices



Executive Summary

Proud to support the ambitious housing strategy of Caerphilly County Borough Council

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Opening the door to innovatively designed, globally responsible homes

We are delighted to submit our Feasibility Report for a new and innovative way to deliver “fit for climate” housing across three sites in Caerphilly.

Caerphilly’s leadership in meeting the climate challenge is exemplified by the commissioning of this study, and in doing so, it has set an ambition to think longer term and strategically.

Set out within this report is the solution to construct homes for the future that are low energy, low impact and low life-cycle cost. These homes will be partially constructed in local factories in Wales, using a pre-designed “kit-of-parts”, driving quality, speed, lower maintenance and in time, reduced costs.

These homes will meet some of the most stringent quality standards in the world and champion life cycle value as opposed to lowest cost. They are significantly lower in cost to run. When compared to standard housing stock they produce less CO2 per annum; translating into reduced energy bills of up to 90% less than conventional homes.



90% LOWER ENERGY BILLS

MADE IN WALES



I am delighted with the Willmott Dixon relationship, how it has progressed and with the homes we have built.

Charlotte Johnson,
Programme Manager, Doncaster Council



Housing expertise

Willmott Dixon been a specialist residential builder since 1974, we build nearly 2,000 homes each year for all types of tenure: affordable, care residential, retirement villages, housing for sale and private rent, plus student accommodation.

Our homes come in all shapes, sizes and scale, from stand-alone 90 unit care homes to multi-phase estate regeneration to create a new ‘destination’ for communities.

Our people, and the homes they create, are proud of the positive impact our work has for communities. While our range of housing, skill-sets and client base is extensive, the main thing for hundreds of thousands of people across the country, is that what we produce is simply their home.

To ensure we can provide the best service to our customers, our residential teams work with our local construction office in a ‘one company’ approach so our customers benefit from a consistent team with full access to our range of skills, expertise and know-how for delivering your housing projects including more complex, high-density schemes.



1

Feasibility Description

1 Feasibility Description

The product

Caerphilly CBC have worked in collaboration with Willmott Dixon and our local supply chain to develop an innovative, Passivhaus certified, low energy housing product. The product has been designed to be fabricated as a kit of parts, constructed quickly on site and delivered by a Welsh supply chain of SMEs

From a strategic level the product boldly aims to tackle the shortage in social housing, drives towards a net zero carbon housing stock and an increased investment in Welsh construction SMEs.

From a residents perspective the product is designed to tackle the issues surrounding fuel poverty, community cohesion and healthy internal environments: optimising environmental factors of air quality, daylighting and temperature.

The product complies with all current and anticipated future housing legislation and aims to be groundbreaking in both it's life cycle cost and speed to provide.

We fully understand the implications of the Wellbeing of Future Generations Act and the requirements to demonstrate adherence to the 7 Goals of the Act. The design of this housing product, and in the way it will be delivered at site, will provide the required evidence to support Welsh Government's requirements.



Scope of this report

The purpose of this SCAPE report is to determine for Caerphilly CBC the viability for low energy and Passivhaus homes at the Oakdale site. We propose to trial the product at two pilot sites at Trethomas and Trecenydd in order to proceed to the next stage of procurement. The next 'preconstruction stage' would encompass further detailed design and pricing to establish a proposed contract sum. The preconstruction stage process for Oakdale will be led by the Development Solutions process described below.

This report details outline feasibility costs and programmes of delivery of the product for three selected sites:

| | | |
|---------------------------|-----|---------------------------------------|
| Site 1 - Trethomas | 12 | product units (pilot site) |
| Site 2 - Trecenydd | 8 | product units (pilot site) |
| Site 3 - Oakdale | 100 | product units (Development Solutions) |

Included in the report are cost plans for each site and also the proposed layout drawings for sites 1 and 2. The Oakdale site design has not been developed to this maturity as a comprehensive tenure mix analysis is required through a Development Appraisal. We have included a high level tenure mix for the Oakdale site within the Scope of Works section for consideration.

Oakdale site: Tenure and housing mix

| | | Numbers Based on 100 Homes | |
|---------------|----------|----------------------------|---------------|
| Total Plots | | 100 | % |
| Sales | 1B Flat | 0 | 0% |
| | 2B Flat | 0 | 0% |
| | 2B House | 13 | 13% |
| | 3B House | 17 | 17% |
| | 4B House | 30 | 30% |
| Social | 1B Flat | 10 | 10% |
| | 2B Flat | 10 | 10% |
| | 2B House | 8 | 8% |
| | 3B House | 6 | 6% |
| | 4B House | 6 | 6% |
| Totals | | 100 | 100.0% |

The appraisal considers the tenure mix based on overall site area, market rates, and predicted demand. This appraisal will be subject to further consideration by Caerphilly CBC and approval before design work continues at this site.

1 Feasibility Description

The process for the pilot sites

We have been able to design and produce detailed feasibility budgets for the pilot projects as these sites are small and straightforward.

During the next stage we will complete the design in full collaboration with Caerphilly CBC Officers, and finalise the cost in an open book environment.

The process for the Oakdale site

As the Oakdale site is proposed to have private for sale units as well as retained rental properties we are proposing adopting our Development Management model. This adopts the principles and benefits of joint ventures, but avoids the costs and complexity that can be associated with such vehicles.

We have recently completed Ashton Rise for Bristol City Council with this approach, successfully aligning the councils development aspirations with the delivery of social housing.

A Case Study on Ashton Rise is included as Appendix 1.



How does our proposal for Oakdale work?



During the next stage we will provide the development resources and expertise to deliver the project including:

- Market appraisal and viability analysis to establish
- Financial modelling
- Sales & marketing strategy
- Scheme concept designs
- House type design / specifications, ensuring products most suited for market sale
- Achieving planning permission (under a pre-construction contract)
- Management of plot sales
- Customer care for completed units

- We utilise our branding, covenant, reputation and development expertise to out-perform the local market in terms of both sales rates and values.
- We will provide a fixed price construction cost taking construction risk for the housing products.
- The Council provides development funding in order to minimise the cost of finance.
- The Council reimburses construction costs under a formal build contract.
- An incentive structure could be proposed to ensure WD is incentivised to increase sales values



2

Framework Achievements

2 Framework Achievements



Scape National Framework

We will approach this project in the Scape spirit of mutual trust and understanding. All work is rooted in a unique combination of partnering style, a long-term approach, a commitment to sustainable development and an ethos of continual learning.

As a Scape National Construction Framework Partner, we demonstrate value for money through our service offering, contractual performance management and commitment to employment and skills which is audited monthly and nationally benchmarked.

The intended project risks are mitigated through our early engagement and project certainty is increased through the use of the NEW suite of contract documents.

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WILLMOTT DIXON HAS NEVER EXCEEDED ESTIMATED COSTS GIVEN AT THE PLANNING STAGE.

We do not recover internal costs for the feasibility stages. Open book market testing is with a quote-led approach from the local supply chain. OH&P and preliminary rates have been nationally tendered and 100% of the overall project costs can be independently verified by a third party cost consultant.

Because this scheme is breaking innovative new ground with both a kit-of-parts and Passivhaus we will also present full life cycle analysis during the Pre-Construction stage to demonstrate full VFM.



Over £1m a year in time and materials is invested in local community projects

We invest in your community; nationally managed and locally delivered. We have local spend and employment skills commitments on every project to ensure 85% of our project spend is with Small to Medium Enterprises.



100% of projects have been delivered within the funding envelope

We can react efficiently to project specific needs. Our ability ensures that costs are effectively managed.



99% of projects have been delivered since 2006

Through our early interrogation of project programme risk, and close measure of on site project performance we are able to provide confidence in delivery.



85% of our projects are from repeat customers and our average national customer satisfaction score is 90%

Customer satisfaction is paramount. The framework is a long term solution and places fewer demands on Customer resources.



An average of 97% of construction waste generated is diverted from landfill

Utilising our 10 point plan for sustainability agreed KPIs are implemented from preconstruction through to project completion. It enables us to measure our sustainability progress and to ensure continual improvement.



Three strikes and Willmott Dixon and removed from the Framework

Performance is guaranteed. The framework is continually controlled with Key Performance Indicators with every project benchmarked and audited by Scape.



3

Cost Planning

3 Cost Planning

We have included over leaf full BCIS Elemental Cost Plan breakdowns for the Trethomas and Trecenydd developments . We have also included an alternate per plot analysis for ease of reference.

For Oakdale we have given indicative Development Cost based on our recent Ashton Rise project, and the data from the Trethomas / Trecenydd pilot schemes. The Oakdale total project will be derived through the Development Solutions process as previously described.

The next PCSA Stage will agree the construction contract sum for all three sites based on detailed design and all site specific constraints.

We will provide predictability and cost certainty throughout the PCSA period by early alignment of the design and budget, together with the resolution of project logistics and risks. By embedding the Cost Plan at the heart of our preconstruction process and early engagement with our supply chain specialists we will add commercial and programme efficiencies to this project without compromising the vision or quality of the three sites

In producing our estimate, we have used rates from a selection of current and completed contracts, as well as seeking advice from our key selected supply chain partners for specialist works packages.

Using our collaborative cost management techniques and applying our extensive technical expertise, we can provide assurance that we have the skills to successfully deliver this project.

Project Cost Analysis

The total estimated construction cost for the proposed pilot sites are as follows:

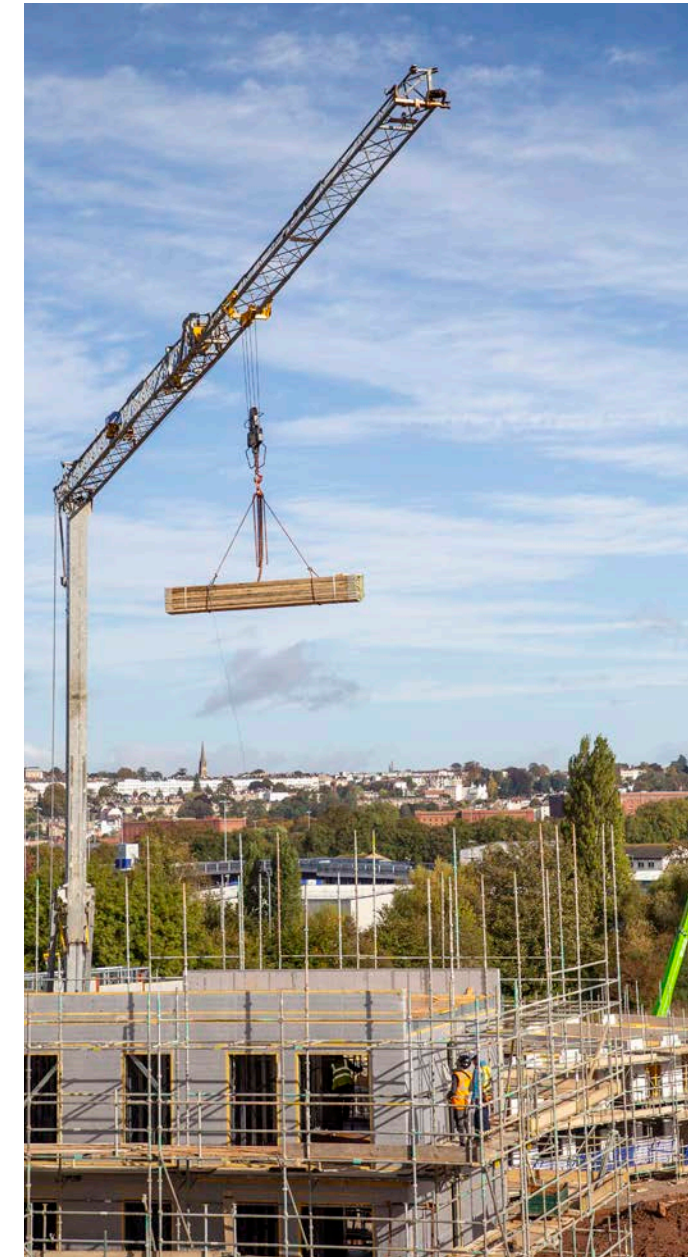
Site 1 - Trethomas £2,216,528.20

Site 2 - Trecenydd £1,545,145.57

All figures are excluding VAT; based on work commencing on site in February 2021.

We have benchmarked the costs for the pilot studies sites against Ashton Rise and the plot cost when adjusted for scale is comparable. In line with the drive for low energy homes we have innovatively engineered the product proposed for Trecenydd and Trethomas to be Passivhaus certified, and even with this enhanced specification, we have maintained the overall cost inline with Ashton Rise.

The cost plans provide an accurate reflection at this stage of the potential costs for these specific projects, and the known site constraints.



Page 15

3 Cost Planning

Oakdale indicative plot cost

| Plot Type / Ref | House Type | DQR | Nr | Total DQR | Total Cost | £/m2 | Total Development |
|--------------------------------------|--------------------------|-----|-----|-----------|---------------|-----------|-----------------------|
| Site Wide Works (Say) | | | | | £1,500,000.00 | | £1,500,000.00 |
| Sales Units | | | | | | | |
| 2B House | Semi-Deatched | 83 | 13 | 1079 | £119,600.00 | £1,440.96 | £1,554,800.00 |
| 3B House | Semi-Deatched / Terrace | 94 | 17 | 1598 | £122,600.00 | £1,304.26 | £2,084,200.00 |
| 4B House | Detached / Semi Detached | 110 | 30 | 3300 | £127,000.00 | £1,154.55 | £3,810,000.00 |
| Social Unit (Passivhaus) | | | | | | | £- |
| 1B Flat | Terrace | 50 | 10 | 500 | £104,200.00 | £2,084.00 | £1,042,000.00 |
| 2B Flat | Terrace | 58 | 10 | 580 | £107,800.00 | £1,858.62 | £1,078,000.00 |
| 2B House | Semi-Deatched / Terrace | 83 | 8 | 664 | £119,600.00 | £1,440.96 | £956,800.00 |
| 3B House | Semi-Deatched / Terrace | 94 | 6 | 564 | £122,600.00 | £1,304.26 | £735,600.00 |
| 4B House | Semi-Deatched / Terrace | 110 | 6 | 660 | £127,000.00 | £1,154.55 | £762,000.00 |
| Sub-Total | | | 100 | 8945 | | | £13,523,400.00 |
| Main Contractor Prelims 12% | | | | | | | £1,622,808.00 |
| Design Team & Other Fees 5% | | | | | | | £676,170.00 |
| Main Contractors Risk & Inflation 5% | | | | | | | £676,170.00 |
| Sub-Total | | | | | | | £16,498,548.00 |
| Overhead & Profit 2.92% | | | | | | | £481,757.60 |
| Total | | | | | | | £16,980,305.60 |
| Cost Per Unit | | | | | | | £169,803.06 |

At this stage we would recommend an overall project budget for this site as £16,980,305.60

3 Cost Planning

Inclusions

The cost plan includes allowances for the following:

- Physical construction works;
- Main contractor's preliminaries;
- Main contractor's overheads and profit;
- Subcontractors' allowances for preliminaries, overheads and profit, design fees and risk;
- Project and design team fees associated surveys;
- Risk Assessment of Main Contractors Design development risk;
- Risk Assessment of Main Contractors Known Construction risk;

Costs are yet to be ascertained for specific risks. These will be assessed in conjunction with your team as the design develops

Exclusion

We have not included in our estimate allowances for:

- Other development and project costs including land acquisition & fees;
- Employer change risks;
- Employer other risks;
- Value added tax (VAT);
- Loose furniture and fittings
- Employer own fees / costs including Project Management/ Cost Consultant

We suggest suitable budgetary allowances are made for the above items as follows:

- Employers change and other risk
- Land acquisition & fees
- Legacy professional fees
- Loose furniture, white goods and equipment
- Employer own fees / costs including Project Management/ Cost Consultant
- Additional fees

Gross Internal Floor Area 657 m2
 Overall Site Area 3,258 m2
 Number of Storeys 3
 Date of Delivery Agreement 23 February 2021
 Contract Duration (weeks) 33

Project Stage
 Contract Form

Sector

Net Build Cost/m2

Contract
 NEC option A

Housing Residential

£ 2,974.67



| Code | ELEMENT | Preliminaries shown separately | | Preliminaries & Fees apportioned | | | | Specification |
|----------|---|--------------------------------|---------------------|----------------------------------|---------------------|------------------------|--------------------------|---------------|
| | | Total Cost of element | Cost per m2 of GIFA | Total cost of element | Cost per m2 of GIFA | Percentage of net cost | Percentage of gross cost | |
| 1 | SUBSTRUCTURE | 74,484.95 | £ 113.45 | 95,322 | £ 145.19 | 5% | 4% | |
| | 1.1.1 Standard Foundations | 74,484.95 | | | | | | |
| | 1.1.2 Specialist Foundations | - | | | | | | |
| | 1.1.3 Lowest Floor Construction | - | | | | | | |
| | 1.1.4 Basement Excavation | - | | | | | | |
| | 1.1.5 Basement Retaining Walls | - | | | | | | |
| 2 | SUPERSTRUCTURE | 762,204.55 | £ 1,160.98 | 975,429 | £ 1,485.76 | 50% | 44% | |
| | 2.1 Frame | 210,959.72 | | | | | | |
| | 2.2 Upper Floors | 62,926.94 | | | | | | |
| | 2.3 Roof | 105,630.90 | | | | | | |
| | 2.4 Stairs and Ramps | 16,429.29 | | | | | | |
| | 2.5 External Walls | 242,437.01 | | | | | | |
| | 2.6 Windows and External Doors | 82,083.44 | | | | | | |
| | 2.7 Internal Walls and Partitions | 5,008.47 | | | | | | |
| | 2.8 Internal Doors | 36,728.78 | | | | | | |
| 3 | INTERNAL FINISHES | 60,755.53 | £ 92.54 | 77,752 | £ 118.43 | 4% | 4% | |
| | 3.1 Wall Finishes | 11,972.35 | | | | | | |
| | 3.2 Floor Finishes | 19,714.00 | | | | | | |
| | 3.3 Ceiling Finishes | 29,069.17 | | | | | | |
| 4 | FF&E | 21,831.79 | £ 33.25 | 27,939 | £ 42.56 | 1% | 1% | |
| | 4.1.1 General FF&E | - | | | | | | |
| | 4.1.2 Domestic Kitchen Fittings & Equipment | 21,831.79 | | | | | | |
| | 4.1.3 Special FF&E | - | | | | | | |
| | 4.1.4 Signs / Notices | - | | | | | | |
| | 4.1.5 Works of Art | - | | | | | | |
| | 4.1.6 Non-Mechanical & Non-Electrical Equipment | - | | | | | | |
| | 4.1.7 Internal Planting | - | | | | | | |
| | 4.1.8 Bird & Vermin Control | - | | | | | | |
| 5 | SERVICES | 229,889.25 | £ 350.16 | 294,200 | £ 448.12 | 15% | 13% | |
| | 5.1 Sanitary installations | - | | | | | | |
| | 5.2 Services Equipment | - | | | | | | |
| | 5.3 Disposal Installations | - | | | | | | |
| | 5.4 Water Installations | - | | | | | | |
| | 5.5 Heat Source | 143,845.09 | | | | | | |
| | 5.6 Space Heating / Air Conditioning | - | | | | | | |
| | 5.7 Ventilation Systems | - | | | | | | |
| | 5.8 Electrical Installations | 69,588.84 | | | | | | |
| | 5.9 Fuel Installations | - | | | | | | |
| | 5.10 Lift and Conveyor Installations | - | | | | | | |
| | 5.11 Fire and Lightning Protection | - | | | | | | |
| | 5.12 Comms, Security and Control Systems | - | | | | | | |
| | 5.13 Special Installations | - | | | | | | |

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|----------|---|--------------------------------|---------------------|----------------------------------|---------------------|------------------------|--------------------------|---------------|
| | | Total Cost of element | Cost per m2 of GIFA | Total cost of element | Cost per m2 of GIFA | Percentage of net cost | Percentage of gross cost | |
| 5.14 | BWICS | 16,455.31 | | | | | | |
| 5.15 | Testing and Commissioning | - | | | | | | |
| 6 | PREFABRICATED BUILDINGS & UNITS | - | £ - | - | £ - | 0% | 0% | |
| 6.1.1 | Complete buildings | - | | | | | | |
| 6.1.2 | Building units | - | | | | | | |
| 6.1.3 | Pods | - | | | | | | |
| 7 | WORK TO EXISTING BUILDING | - | £ - | - | £ - | 0% | 0% | |
| 7.1 | Minor Demolition & Alteration Work | - | | | | | | |
| 7.2 | Repairs to existing services | - | | | | | | |
| 7.3 | Damp proof course/fungus and beetle eradication | - | | | | | | |
| 8 | EXTERNAL WORKS | 376,863.31 | £ 574.03 | 482,290 | £ 734.62 | 25% | 22% | |
| 8.1 | Site Preparation | 52,301.43 | | | | | | |
| 8.2 | Roads, Paths and Pavings | 125,172.43 | | | | | | |
| 8.3 | Soft landscaping, planting and irrigation systems | 31,118.15 | | | | | | |
| 8.4 | Fencing, Railings and Walls | 21,595.44 | | | | | | |
| 8.5 | External fixtures | 24,614.28 | | | | | | |
| 8.6 | Drainage | 84,662.37 | | | | | | |
| 8.7 | External Services | 37,399.20 | | | | | | |
| 8.8 | Minor Building Works / Ancillary Buildings | - | | | | | | |
| 9 | FACILITATING WORKS | - | £ - | - | £ - | 0% | 0% | |
| 9.1 | Toxic/hazardous/contaminated material treatment | - | | | | | | |
| 9.2 | Major Demolition Works | - | | | | | | |
| 9.2.1 | Demolition works | - | | | | | | |
| 9.2.2 | Soft strip works | - | | | | | | |
| 9.3 | Temporary support to adjacent structures | - | | | | | | |
| 9.4 | Specialist Groundworks | - | | | | | | |
| 9.5 | Temporary Diversion Works | - | | | | | | |
| 9.6 | Extraordinary SI Works | - | | | | | | |
| | SUB-TOTAL: BUILDING WORKS | 1,526,029.37 | 2,324.42 | 1,952,931 | £ 2,974.67 | 100% | 88% | |

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£ 2,974.67



| Code | ELEMENT | Preliminaries shown separately | | Preliminaries & Fees apportioned | | | | |
|-----------|---|--------------------------------|---------------------|----------------------------------|---------------------|------------------------|--------------------------|-------------------------------------|
| | | Total Cost of element | Cost per m2 of GIFA | Total cost of element | Cost per m2 of GIFA | Percentage of net cost | Percentage of gross cost | Specification |
| 10 | MAIN CONTRACTOR'S PRELIMINARIES | 369,450.06 | £ 562.74 | | | | | |
| 10.1 | Preliminaries (People Costs) | 181,130.47 | | | | | | |
| 10.2 | Preliminaries (Regional Adjustment) | - | | | | | | |
| 10.3 | Preliminaries (Equipment Costs) | 27,554.02 | | | | | | |
| 10.4 | Preliminaries (Plant & Materials) | 2,665.58 | | | | | | |
| 10.5 | Preliminaries (Subcontract Packages) | 158,100.00 | | | | | | |
| 11 | FEES | 172,035.80 | £ 262.04 | 172,036 | £ 262.04 | | 8% | PRELIMS NOT APPORTIONED |
| 11.1 | Project/design/surveys fees | 119,440.30 | | | | | | |
| 11.2 | Preconstruction Service Fee | 18,130.00 | | | | | | Fee for both projects split equally |
| 11.3 | Design Management Fee | 34,465.50 | | | | | | Fee for both projects split equally |
| 11.4 | Additional Preconstruction Services | | | | | | | |
| | SUB-TOTAL: INCL PRELIMS & FEES | 2,067,515.23 | 3,149.20 | 2,124,967 | | | | |
| 12 | RISKS | 91,561.76 | £ 139.47 | 91,561.76 | £ 139.47 | | 4% | PRELIMS NOT APPORTIONED |
| 12.1 | Design Development | 45,780.88 | | | | | | |
| 12.2 | Construction Risks | 45,780.88 | | | | | | |
| 12.3 | Employer Change Risks | - | | | | | | |
| 12.4 | Employer Other Risks | - | | | | | | |
| 13 | FIXED PRICE | - | £ - | - | £ - | | 0% | PRELIMS NOT APPORTIONED |
| 13.1 | Tender inflation | Excluded | | | | | | Do Not ADD |
| 13.2 | Construction inflation | Excluded | | | | | | Do Not ADD |
| 14 | Contractors NCF Fee | 57,451.34 | £ 87.51 | | | | | |
| 14.1 | WD Subcontractor Fee Percentage | 55,337.84 | | | | | | |
| 14.2 | WD Direct Fee Percentage | 2,113.50 | | | | | | |
| 15 | OTHER COSTS | - | £ - | - | £ - | | 0% | PRELIMS NOT APPORTIONED |
| | | | | | | | | |
| | PROJECT TOTAL (EXCLUDING VAT) | 2,216,528.33 | 3376.18 | 2,216,528 | | | 100% | |

CLARIFICATIONS

1 No allowances have been included within the costing for specific ground or site risks, these will be developed in conjunction with the Employer once a detailed site investigation has been carried out for the sites, some risks and considerations might be:

- Toxic or hazardous material removal prior to demolition or refurbishment works
- Removal and/or treatment of contaminated ground material
- Eradication of Japanese knotweed or other invasive plant
- Taking down to ground level and removing complete buildings/structures or parts of buildings/structures, including services, fittings and finishes thereto (Demolition Works)
- Stripping out building components, services, fittings and finishes in from a building in preparatory works to demolition or refurbishment (Soft Strip)
- Site dewatering and pumping
- Breaking out and disposing of unidentified below ground obstructions
- Dealing with underground soft spots (assumed reasonable ground conditions)
- Soil stabilisation to improve bearing capacity or slip resistance of existing ground to facilitate construction
- Treatment of any excavated or topsoil material on site
- Ground gas venting measures
- Temporary diversion/removal of existing drainage system
- External services diversions
- Remedial works or repairs to existing services and drainage
- Delays or associated costs due to archaeological findings.
- Delays or associated costs due to ecological findings.

2 The following items have not been included within the costing of the site/dwellings, but maybe be considered and developed during the pre-construction services

- Provision of Kitchen appliances / White Goods
- Loose Fixtures Fittings & Equipment (Beds, Sofa's, Wardrobes and the Like)
- Photovoltaics (PV's)
- Rainwater Harvesting
- Incoming gas supply
- Outside taps
- Security lights to rear gardens
- Security alarms
- Any works associated with Section Agreements including Applications, Inspections etc.
- Works outside site boundary including works to public highways
- Client Direct costs (Legal Fees, Project Manager, Cost Consultant, Marketing, Funding)

It is recommended that the Employer makes suitable budgetary allowances for the above

Caerphilly Housing - Trethomas (Option 3) - Plot Breakdown Cost

| Plot Nr | House Type | GIFA | Sub-Structures | £/m2 | Above DPC | £/m2 | Externals | £/m2 | Total Cost | £/m2 |
|--------------|-------------------------|-------|--------------------|----------|-----------------------|----------|---------------------|----------|-----------------------|-----------|
| Council Land | N/A | 1465 | | | | | 252,544.25 | £ 172.39 | £ 252,544.25 | £172.39 |
| Plot 1 | GF - End Terrace | 52.96 | £ 6,324.80 | £ 119.43 | 94,026.91 | 1,775.43 | 9,717.84 | £ 183.49 | £ 110,069.54 | £2,078.35 |
| Plot 2 | FF - End Terrace | 56.46 | £ 6,324.80 | £ 112.02 | 95,774.22 | 1,696.32 | 10,458.26 | £ 185.23 | £ 112,557.28 | £1,993.58 |
| Plot 3 | GF - Mid Terrace 1 of 1 | 52.96 | £ 5,971.64 | £ 112.76 | 77,995.49 | 1,472.72 | 10,292.77 | £ 194.35 | £ 94,259.90 | £1,779.83 |
| Plot 4 | FF - Mid Terrace 1 of 1 | 56.46 | £ 5,971.64 | £ 105.77 | 79,742.81 | 1,412.38 | 9,613.32 | £ 170.27 | £ 95,327.76 | £1,688.41 |
| Plot 5 | GF - End Terrace | 52.96 | £ 6,324.80 | £ 119.43 | 94,026.91 | 1,775.43 | 9,886.89 | £ 186.69 | £ 110,238.60 | £2,081.54 |
| Plot 6 | FF - End Terrace | 56.46 | £ 6,324.80 | £ 112.02 | 95,774.22 | 1,696.32 | 9,983.32 | £ 176.82 | £ 112,082.34 | £1,985.16 |
| Plot 7 | GF - End Terrace | 52.96 | £ 6,324.80 | £ 119.43 | 94,026.91 | 1,775.43 | 11,794.15 | £ 222.70 | £ 112,145.85 | £2,117.56 |
| Plot 8 | FF - End Terrace | 56.46 | £ 6,324.80 | £ 112.02 | 95,774.22 | 1,696.32 | 12,300.20 | £ 217.86 | £ 114,399.22 | £2,026.20 |
| Plot 9 | GF - Mid Terrace 1 of 1 | 52.96 | £ 5,971.64 | £ 112.76 | 77,995.49 | 1,472.72 | 11,101.95 | £ 209.63 | £ 95,069.08 | £1,795.11 |
| Plot 10 | FF - Mid Terrace 1 of 1 | 56.46 | £ 5,971.64 | £ 105.77 | 79,742.81 | 1,412.38 | 9,614.55 | £ 170.29 | £ 95,328.99 | £1,688.43 |
| Plot 11 | GF - End Terrace | 52.96 | £ 6,324.80 | £ 119.43 | 94,026.91 | 1,775.43 | 9,843.19 | £ 185.86 | £ 110,194.90 | £2,080.72 |
| Plot 12 | FF - End Terrace | 56.46 | £ 6,324.80 | £ 112.02 | 95,774.22 | 1,696.32 | 9,712.64 | £ 172.03 | £ 111,811.66 | £1,980.37 |
| | | | £ 74,484.95 | | £ 1,074,681.12 | | £ 376,863.31 | | £ 1,526,029.37 | |

| Sub-Structures | £/m2 | Above DPC | £/m2 | Externals | £/m2 | Total Cost | £/m2 | |
|------------------------------|------------|-----------|-------------|-----------|-------------|------------|--------------|-----------|
| Average Cost Per Unit | £ 6,207.08 | £113.57 | £ 89,556.76 | £1,638.10 | £ 10,359.92 | £189.60 | £ 106,123.76 | £1,941.27 |

Gross Internal Floor Area 438 m2
Overall Site Area 2,305 m2
Number of Storeys 3
Date of Delivery Agreement 23 February 2021
Contract Duration (weeks) 30

Project Stage
Contract Form

Sector

Net Build Cost/m2

Contract
NEC option A

Housing Residential

£ 3,026.98



| Code | ELEMENT | Preliminaries shown separately | | Preliminaries & Fees apportioned | | | | Specification |
|----------|---|--------------------------------|---------------------|----------------------------------|---------------------|------------------------|--------------------------|---------------|
| | | Total Cost of element | Cost per m2 of GIFA | Total cost of element | Cost per m2 of GIFA | Percentage of net cost | Percentage of gross cost | |
| 1 | SUBSTRUCTURE | 49,185.75 | £ 112.38 | 68,116 | £ 155.63 | 5% | 4% | |
| | 1.1.1 Standard Foundations | 49,185.75 | | | | | | |
| | 1.1.2 Specialist Foundations | - | | | | | | |
| | 1.1.3 Lowest Floor Construction | - | | | | | | |
| | 1.1.4 Basement Excavation | - | | | | | | |
| | 1.1.5 Basement Retaining Walls | - | | | | | | |
| 2 | SUPERSTRUCTURE | 486,756.24 | £ 1,112.13 | 674,100 | £ 1,540.17 | 51% | 44% | |
| | 2.1 Frame | 130,428.46 | | | | | | |
| | 2.2 Upper Floors | 41,951.29 | | | | | | |
| | 2.3 Roof | 69,557.73 | | | | | | |
| | 2.4 Stairs and Ramps | 10,952.86 | | | | | | |
| | 2.5 External Walls | 151,318.77 | | | | | | |
| | 2.6 Windows and External Doors | 54,722.29 | | | | | | |
| | 2.7 Internal Walls and Partitions | 3,338.98 | | | | | | |
| | 2.8 Internal Doors | 24,485.86 | | | | | | |
| 3 | INTERNAL FINISHES | 40,503.68 | £ 92.54 | 56,093 | £ 128.16 | 4% | 4% | |
| | 3.1 Wall Finishes | 7,981.57 | | | | | | |
| | 3.2 Floor Finishes | 13,142.67 | | | | | | |
| | 3.3 Ceiling Finishes | 19,379.45 | | | | | | |
| 4 | FF&E | 14,554.53 | £ 33.25 | 20,156 | £ 46.05 | 2% | 1% | |
| | 4.1.1 General FF&E | - | | | | | | |
| | 4.1.2 Domestic Kitchen Fittings & Equipment | 14,554.53 | | | | | | |
| | 4.1.3 Special FF&E | - | | | | | | |
| | 4.1.4 Signs / Notices | - | | | | | | |
| | 4.1.5 Works of Art | - | | | | | | |
| | 4.1.6 Non-Mechanical & Non-Electrical Equipment | - | | | | | | |
| | 4.1.7 Internal Planting | - | | | | | | |
| | 4.1.8 Bird & Vermin Control | - | | | | | | |
| 5 | SERVICES | 158,529.59 | £ 362.20 | 219,545 | £ 501.61 | 17% | 14% | |
| | 5.1 Sanitary installations | - | | | | | | |
| | 5.2 Services Equipment | - | | | | | | |
| | 5.3 Disposal Installations | - | | | | | | |
| | 5.4 Water Installations | - | | | | | | |
| | 5.5 Heat Source | 101,166.82 | | | | | | |
| | 5.6 Space Heating / Air Conditioning | - | | | | | | |
| | 5.7 Ventilation Systems | - | | | | | | |
| | 5.8 Electrical Installations | 46,392.56 | | | | | | |
| | 5.9 Fuel Installations | - | | | | | | |
| | 5.10 Lift and Conveyor Installations | - | | | | | | |
| | 5.11 Fire and Lightning Protection | - | | | | | | |
| | 5.12 Comms, Security and Control Systems | - | | | | | | |
| | 5.13 Special Installations | - | | | | | | |

Gross Internal Floor Area 438 m2
Overall Site Area 2,305 m2
Number of Storeys 3
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Project Stage
Contract Form

Sector

Net Build Cost/m2

Contract
NEC option A

Housing Residential

£ 3,026.98



| Code | ELEMENT | Preliminaries shown separately | | Preliminaries & Fees apportioned | | | | Specification |
|----------|---|--------------------------------|---------------------|----------------------------------|---------------------|------------------------|--------------------------|---------------|
| | | Total Cost of element | Cost per m2 of GIFA | Total cost of element | Cost per m2 of GIFA | Percentage of net cost | Percentage of gross cost | |
| 5.14 | BWICS | 10,970.21 | | | | | | |
| 5.15 | Testing and Commissioning | - | | | | | | |
| 6 | PREFABRICATED BUILDINGS & UNITS | - | £ - | - | £ - | 0% | 0% | |
| 6.1.1 | Complete buildings | - | | | | | | |
| 6.1.2 | Building units | - | | | | | | |
| 6.1.3 | Pods | - | | | | | | |
| 7 | WORK TO EXISTING BUILDING | - | £ - | - | £ - | 0% | 0% | |
| 7.1 | Minor Demolition & Alteration Work | - | | | | | | |
| 7.2 | Repairs to existing services | - | | | | | | |
| 7.3 | Damp proof course/fungus and beetle eradication | - | | | | | | |
| 8 | EXTERNAL WORKS | 207,121.06 | £ 473.22 | 286,838 | £ 655.36 | 22% | 19% | |
| 8.1 | Site Preparation | 40,426.28 | | | | | | |
| 8.2 | Roads, Paths and Pavings | 53,453.92 | | | | | | |
| 8.3 | Soft landscaping, planting and irrigation systems | 31,914.02 | | | | | | |
| 8.4 | Fencing, Railings and Walls | 9,685.18 | | | | | | |
| 8.5 | External fixtures | 6,956.21 | | | | | | |
| 8.6 | Drainage | 48,415.19 | | | | | | |
| 8.7 | External Services | 16,270.27 | | | | | | |
| 8.8 | Minor Building Works / Ancillary Buildings | - | | | | | | |
| 9 | FACILITATING WORKS | - | £ - | - | £ - | 0% | 0% | |
| 9.1 | Toxic/hazardous/contaminated material treatment | - | | | | | | |
| 9.2 | Major Demolition Works | - | | | | | | |
| 9.2.1 | Demolition works | - | | | | | | |
| 9.2.2 | Soft strip works | - | | | | | | |
| 9.3 | Temporary support to adjacent structures | - | | | | | | |
| 9.4 | Specialist Groundworks | - | | | | | | |
| 9.5 | Temporary Diversion Works | - | | | | | | |
| 9.6 | Extraordinary SI Works | - | | | | | | |
| | SUB-TOTAL: BUILDING WORKS | 956,650.85 | 2,185.73 | 1,324,848 | £ 3,026.98 | 100% | 86% | |

Gross Internal Floor Area 438 m2
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Contract Duration (weeks) 30

Project Stage
Contract Form

Sector

Net Build Cost/m2

Contract
NEC option A

Housing Residential

£ 3,026.98



| Code | ELEMENT | Preliminaries shown separately | | Preliminaries & Fees apportioned | | | | |
|-----------|---|--------------------------------|---------------------|----------------------------------|---------------------|------------------------|--------------------------|-------------------------------------|
| | | Total Cost of element | Cost per m2 of GIFA | Total cost of element | Cost per m2 of GIFA | Percentage of net cost | Percentage of gross cost | Specification |
| 10 | MAIN CONTRACTOR'S PRELIMINARIES | 329,477.24 | £ 752.78 | | | | | |
| 10.1 | Preliminaries (People Costs) | 166,162.48 | | | | | | |
| 10.2 | Preliminaries (Regional Adjustment) | - | | | | | | |
| 10.3 | Preliminaries (Equipment Costs) | 25,791.50 | | | | | | |
| 10.4 | Preliminaries (Plant & Materials) | 2,423.25 | | | | | | |
| 10.5 | Preliminaries (Subcontract Packages) | 135,100.00 | | | | | | |
| 11 | FEES | 162,898.34 | £ 372.19 | 162,898 | £ 372.19 | | 11% | PRELIMS NOT APPORTIONED |
| 11.1 | Project/design/surveys fees | 110,302.84 | | | | | | |
| 11.2 | Preconstruction Service Fee | 18,130.00 | | | | | | Fee for both projects split equally |
| 11.3 | Design Management Fee | 34,465.50 | | | | | | Fee for both projects split equally |
| 11.4 | Additional Preconstruction Services | | | | | | | |
| | SUB-TOTAL: INCL PRELIMS & FEES | 1,449,026.43 | 3,310.70 | 1,487,746 | | | | |
| 12 | RISKS | 57,399.05 | £ 131.14 | 57,399.05 | £ 131.14 | | 4% | PRELIMS NOT APPORTIONED |
| 12.1 | Design Development | 28,699.53 | | | | | | |
| 12.2 | Construction Risks | 28,699.53 | | | | | | |
| 12.3 | Employer Change Risks | - | | | | | | |
| 12.4 | Employer Other Risks | - | | | | | | |
| 13 | FIXED PRICE | - | £ - | - | £ - | | 0% | PRELIMS NOT APPORTIONED |
| 13.1 | Tender inflation | Excluded | | | | | | Do Not ADD |
| 13.2 | Construction inflation | Excluded | | | | | | Do Not ADD |
| 14 | Contractors NCF Fee | 38,719.79 | £ 88.47 | | | | | |
| 14.1 | WD Subcontractor Fee Percentage | 36,776.02 | | | | | | |
| 14.2 | WD Direct Fee Percentage | 1,943.77 | | | | | | |
| 15 | OTHER COSTS | - | £ - | - | £ - | | 0% | PRELIMS NOT APPORTIONED |
| | | | | | | | | |
| | PROJECT TOTAL (EXCLUDING VAT) | 1,545,145.27 | 3530.31 | 1,545,145 | | | 100% | |

CLARIFICATIONS

1 No allowances have been included within the costing for specific ground or site risks, these will be developed in conjunction with the Employer once a detailed site investigation has been carried out for the sites, some risks and considerations might be:

Toxic or hazardous material removal prior to demolition or refurbishment works
Removal and/or treatment of contaminated ground material
Eradication of Japanese knotweed or other invasive plant
Taking down to ground level and removing complete buildings/structures or parts of buildings/structures, including services, fittings and finishes thereto (Demolition Works)

Stripping out building components, services, fittings and finishes in from a building in preparatory works to demolition or refurbishment (Soft Strip)
Site dewatering and pumping
Breaking out and disposing of unidentified below ground obstructions
Dealing with underground soft spots (assumed reasonable ground conditions)
Soil stabilisation to improve bearing capacity or slip resistance of existing ground to facilitate construction
Treatment of any excavated or topsoil material on site
Ground gas venting measures
Temporary diversion/removal of existing drainage system
External services diversions
Remedial works or repairs to existing services and drainage
Delays or associated costs due to archaeological findings.
Delays or associated costs due to ecological findings.

2 The following items have not been included within the costing of the site/dwellings, but maybe be considered and developed during the pre-construction services

Provision of Kitchen appliances / White Goods
Loose Fixtures Fittings & Equipment (Beds, Sofa's, Wardrobes and the Like)
Photovoltaics (PV's)
Rainwater Harvesting
Incoming gas supply
Outside taps
Security lights to rear gardens
Security alarms
Any works associated with Section Agreements including Applications, Inspections etc.
Works outside site boundary including works to public highways
Client Direct costs (Legal Fees, Project Manager, Cost Consultant, Marketing, Funding)

It is recommended that the Employer makes suitable budgetary allowances for the above

Caerphilly Housing - Trecenydd - Plot Breakdown Cost

| Plot Nr | House Type | GIFA | Sub-Structures | £/m2 | Above DPC | £/m2 | Externals | £/m2 | Total Cost | £/m2 |
|--------------|-------------------------|-------|----------------|----------|-----------|----------|------------|----------|--------------|-----------|
| Council Land | N/A | 1258 | | | | | 137,434.86 | £ 109.25 | £ 137,434.86 | £109.25 |
| Plot 1 | GF - End Terrace | 52.96 | £ 6,324.80 | £ 119.43 | 94,684.93 | 1,787.86 | 8,199.23 | £ 154.82 | £ 109,208.96 | £2,062.10 |
| Plot 2 | FF - End Terrace | 56.46 | £ 6,324.80 | £ 112.02 | 96,432.25 | 1,707.97 | 8,736.46 | £ 154.74 | £ 111,493.51 | £1,974.73 |
| Plot 3 | GF - Mid Terrace 1 of 2 | 52.96 | £ 5,971.64 | £ 112.76 | 78,653.76 | 1,485.15 | 8,727.90 | £ 164.80 | £ 93,353.30 | £1,762.71 |
| Plot 4 | FF - Mid Terrace 1 of 2 | 56.46 | £ 5,971.64 | £ 105.77 | 80,401.08 | 1,424.04 | 8,755.72 | £ 155.08 | £ 95,128.44 | £1,684.88 |
| Plot 5 | GF - Mid Terrace 1 of 2 | 52.96 | £ 5,971.64 | £ 112.76 | 78,653.76 | 1,485.15 | 8,477.47 | £ 160.07 | £ 93,102.87 | £1,757.98 |
| Plot 6 | FF - Mid Terrace 1 of 2 | 56.46 | £ 5,971.64 | £ 105.77 | 80,401.08 | 1,424.04 | 8,711.85 | £ 154.30 | £ 95,084.56 | £1,684.10 |
| Plot 7 | GF - End Terrace | 52.96 | £ 6,324.80 | £ 119.43 | 94,684.93 | 1,787.86 | 8,727.90 | £ 164.80 | £ 109,737.63 | £2,072.09 |
| Plot 8 | FF - End Terrace | 56.46 | £ 6,324.80 | £ 112.02 | 96,432.25 | 1,707.97 | 9,349.68 | £ 165.60 | £ 112,106.73 | £1,985.60 |

£ 49,185.75

£ 700,344.04

£ 207,121.06

£ 956,650.85

Average Cost Per Unit

| Sub-Structures | £/m2 | Above DPC | £/m2 | Externals | £/m2 | Total Cost | £/m2 |
|----------------|---------|-------------|-----------|------------|---------|--------------|-----------|
| £ 6,148.22 | £112.49 | £ 87,543.01 | £1,601.26 | £ 8,710.78 | £159.28 | £ 102,402.00 | £1,873.03 |



4

Outline Programme (key dates schedule)

4 Outline Programme (key dates schedule)

We have included overleaf a combined preconstruction and construction programme for the works at Trethomas and Trecenydd.

The programme has been developed using historic data and rates from similar residential projects. To allow for the innovative nature of this project in relation to its Passivhaus specification we have included time on the programme for the required air tests and site quality checking regimes. We envisage following the construction of Site 1 and Site 2 lessons will be learnt that will allow Site 3 to potentially offer even greater time efficiency in the operational site delivery stage.

The table below shows the target milestone dates during the preconstruction and construction stage.

| Milestone Activity | Date |
|---|------------|
| Commence pre construction stage | 29-6-2020 |
| Pre Application Pack issued for consultation | 3-8-2020 |
| Submit Full Planning Applications - both sites | 22-9-2020 |
| Anticipated Planning Approval | 15-12-2020 |
| Issue final Contract sum to Caerphilly for approval | 12-1-2021 |
| Contracts agreed | 23-2-2021 |
| Start on site Trethomas | 22-2-2021 |
| Completion of Trethomas | 15-10-2021 |
| Start on site Trecenydd | 22-3-2021 |
| Completion of Trecenydd | 21-10-2021 |

Our current estimation of the construction programmes are:

| | |
|-----------------------------|--|
| Site 1 Trethomas | 34 weeks |
| Site 2 Trecenydd | 31 weeks |
| Site 3 Oakdale | We would propose to issue a preconstruction and construction programme for Site 3 following Caerphilly CBC's review and agreement of the Outline Development Analysis. |





5

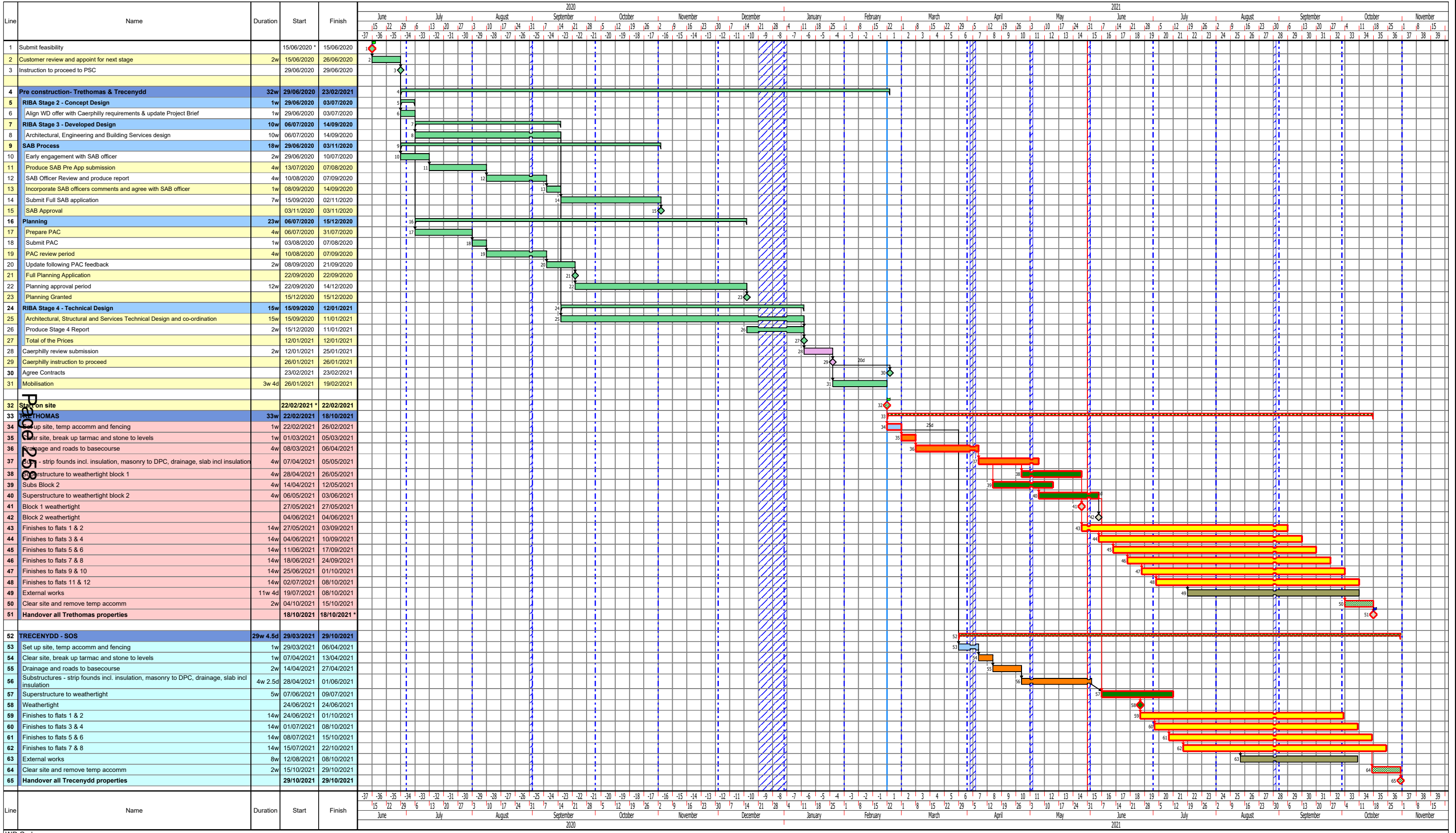
Outline
Programme
Gantt Chart



WILLMOTT DIXON

SINCE 1852

Caerphilly Innovation Housing



WD Codes
 Pre-Con Stages customers time line Key Dates & Activities Enabling Works Substructure Superstructure Internal Works External Works

| | | |
|--------------------------|------------------------|--------------------------|
| Prog. Number: 2020 - 013 | Issue Date: 12/06/2020 | Prog. Status: For Tender |
| Revision: | Revision Date: | Rev. Comment: |





6

Scope of the Works

6 Scope of the Works

Please see our Design Proposals for Sites 1 and 2.

Drawings

Site 1 and Site 2

Drawing 1 - SK-04-01A---1B2P-Site Plan Option C

Drawing 2 - SK-03-01---1B2P-Site Plan Option 3

Drawing 3 - SK-03-02---1B2P-Site Plan Option 4

Drawing 4 - 200220_A-100_House Type 1B2P

Drawing 5 - A-00-502-House Type 1B2P-Mirrored Arrangement – 3 Terrace

Drawing 6 - A-00-502-House Type 1B2P-Mirrored Arrangement – 4 Terrace

Drawing 7 - 200221_A-200_House Type 1B2P (1B2P) – Elevations

Drawing 8 - SK-00-01---Proposed Elevations 1B2P 3-block Terrace

Site 3

Outline Development Appraisal

Please see Appendix 2 for a copy of the Willmott Dixon Development Services introductory brochure detailing the process and showing previous project case studies.



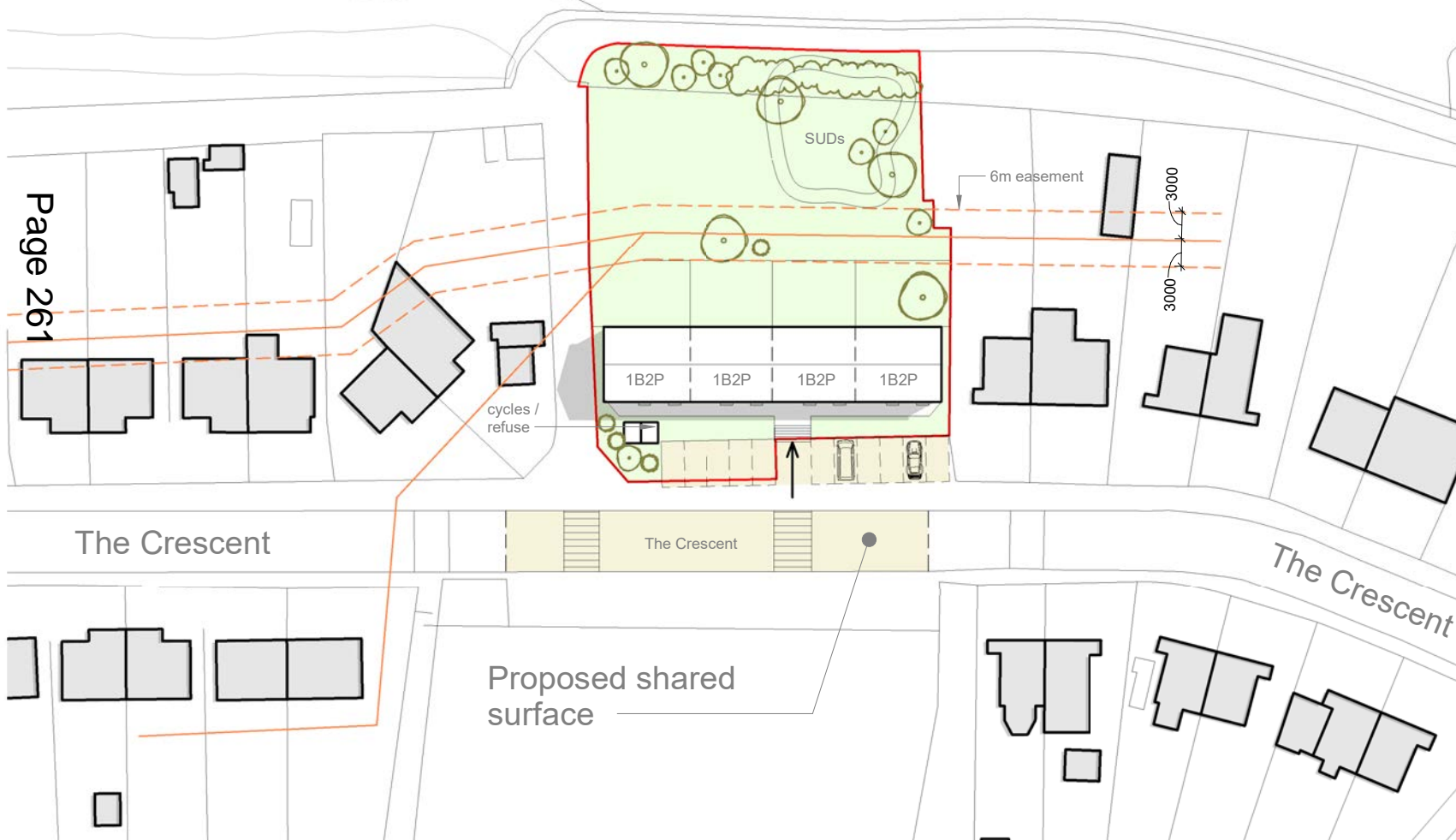
10no units TOTAL

Existing surface water drain and easement

A469

A469

Page 261



Feasibility Study 15 June 2020 drawing no.1

| A | 08/06/20 | JP | 1B2P house removed from rear of site |
|-----|----------|-------|--------------------------------------|
| - | | | CheckerFIRST ISSUE |
| Rev | Date | Check | Description |

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Trecenydd
Willmott Dixon

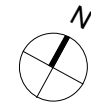
Title
1B2P Scheme - Site Plan - Option C

Status
Sketch

Scale at A3
1 : 500

| | | |
|-------------|-----------------|----------|
| Job No | Sheet No | Revision |
| 4492 | SK-04-01 | A |

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12no units TOTAL

Feasibility Study
15 June 2020
drawing no.2

| Rev | Date | Check | Description |
|-----|------|-------|--------------------|
| - | | | CheckerFIRST ISSUE |

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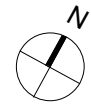
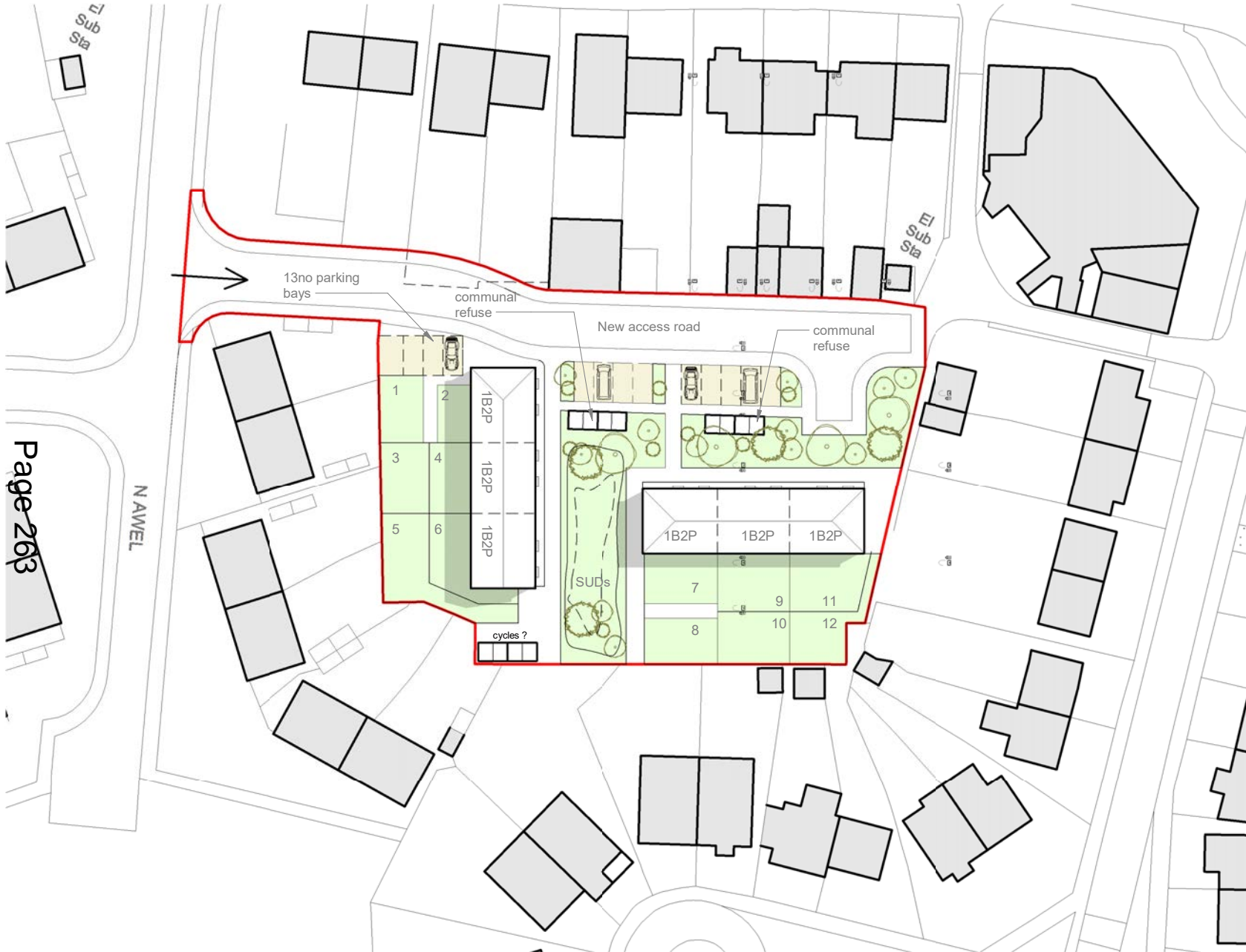
Title
1B2P Scheme - Site Plan - Option 3

Status
Sketch

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| Job No | Sheet No | Revision |
|-------------|-----------------|----------|
| 4492 | SK-03-01 | |

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12no units TOTAL

Feasibility Study
15 June 2020
drawing no.3

| Rev | Date | Check | Description |
|-----|------|-------|---------------------|
| - | | | Checker FIRST ISSUE |

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Title
1B2P Scheme - Site Plan - Option 4

Status
Sketch

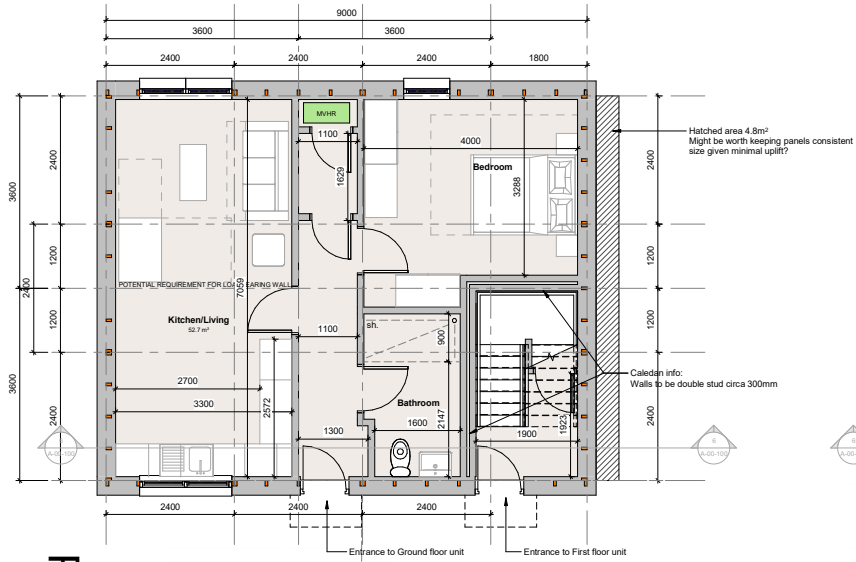
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| Job No | Sheet No | Revision |
|-------------|-----------------|----------|
| 4492 | SK-03-02 | |

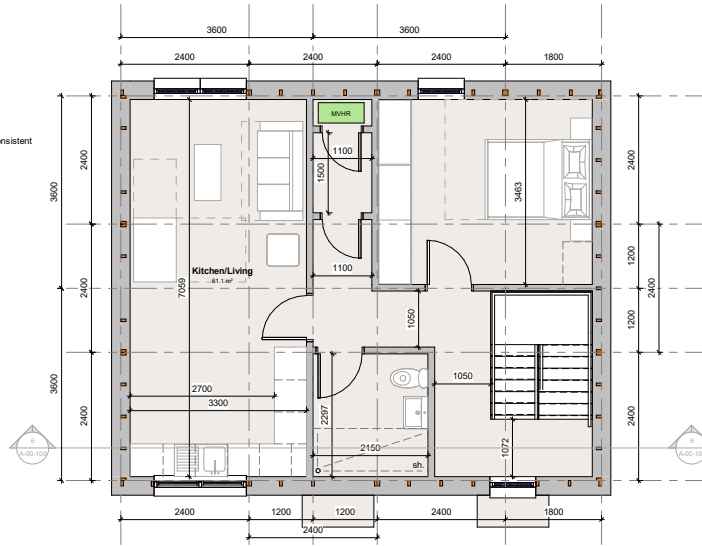
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HOUSE TYPE 01

GROUND FLOOR - 1B2P

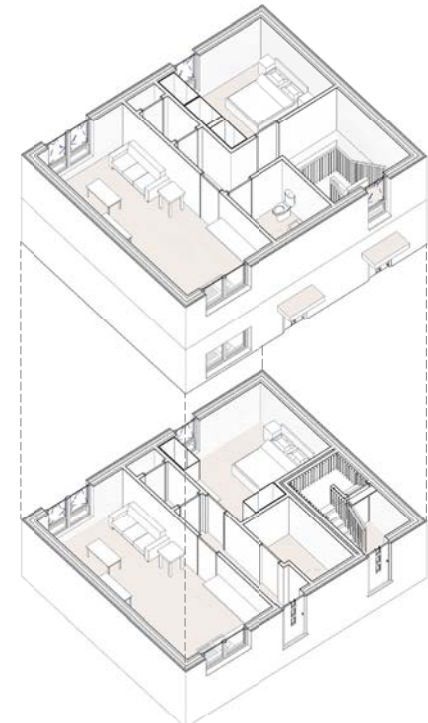


FIRST FLOOR - 1B2P



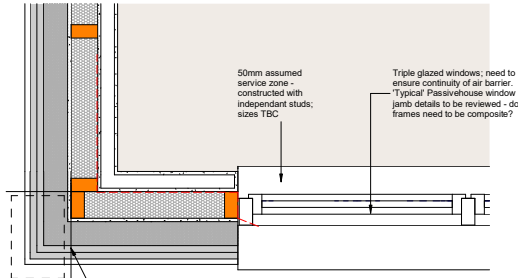
Assumptions & Observations to be reviewed and verified with WD and supply chain.

- Where stairs have been brought into the building envelope some assumptions have been made with regards to panel sizes - inclusion of stairs will result in double height structural panels so need to ensure this is possible via Caledan and S.E.
- Party walls indicated on proposals currently indicate the same 100mm SFS stud walls. These will need to be fire protected to achieve min. 1hr protection and current assumption is that they would need to be fully filled to achieve a 0 U-Value. This is TBC by Caledan / SAP assessor.
- U-value calculations need to take into account all SFS members including bracing elements as these essentially reduce the insulation thickness to the outermost layer of 60mm phenolic insulation.
- The plans as shown propose that a clear 50mm service zone is provided to all external walls - the stud thickness / connection details are to be confirmed as there is potential for this zone to change dependant on structural requirements.
- Window jamb details will need to be reviewed in terms of any recess' - need to ensure no cold bridging occurs and we achieve continuity of air and thermal barriers.
- Exact sizes of MVHR to be confirmed alongside access requirements - I.E. can access to filters be via access panels

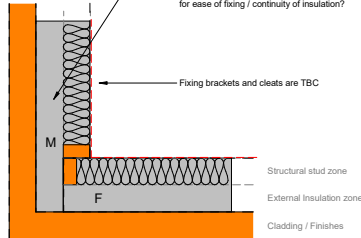


Page 264

00 Ground Floor
1 : 50

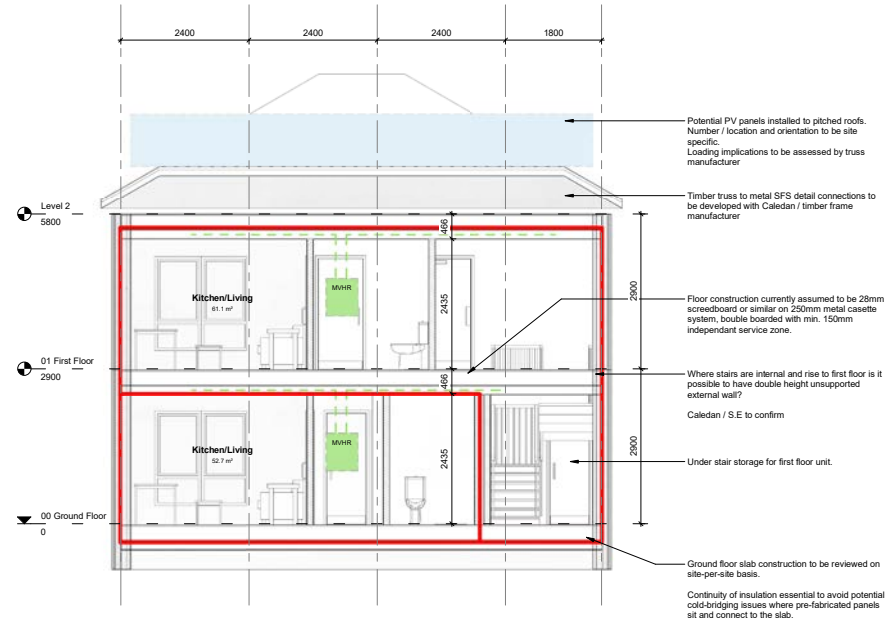


2.4m long Pre-fabricated panels - junction details to be developed with Caledan.
Do we need to create 'male / female' wall panel types for ease of fixing / continuity of insulation?



Typical Wall Panel Construction
1 : 10

01 First Floor
1 : 50



Typical Section Schematic
1 : 50

| FIRST ISSUE | | | |
|-------------|------|-------|-------------|
| Rev | Date | Check | Description |
| | | | |

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www.holdermathias.com
London Cardiff Munich

Project: Housing Concepts
Wilmott Dixon
Caerphilly

Title: House Type 1B2P

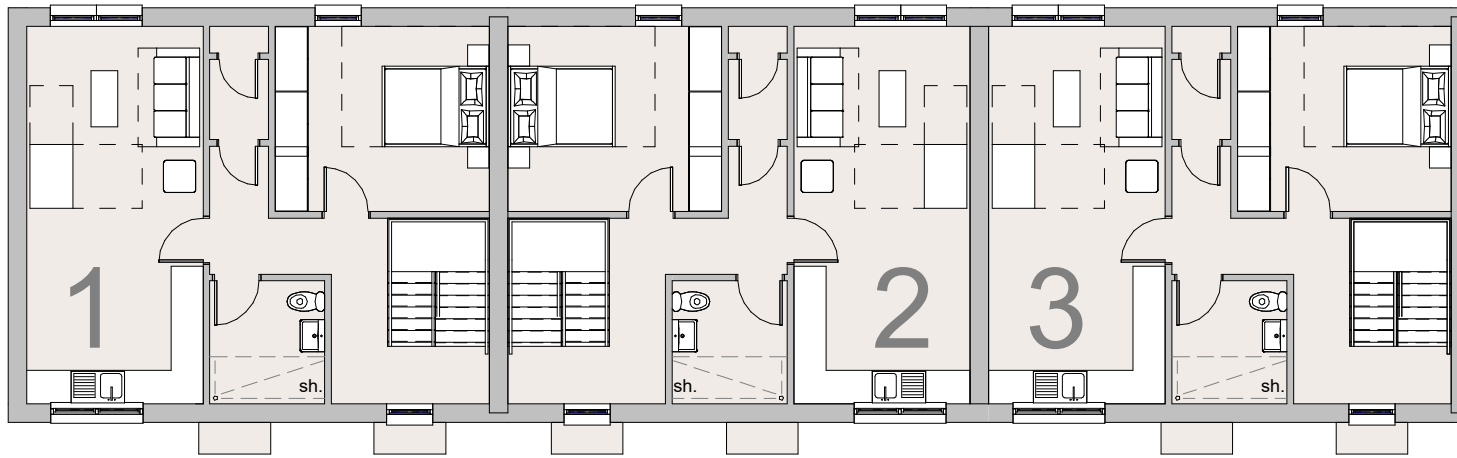
Scale: A1

Concept As indicated

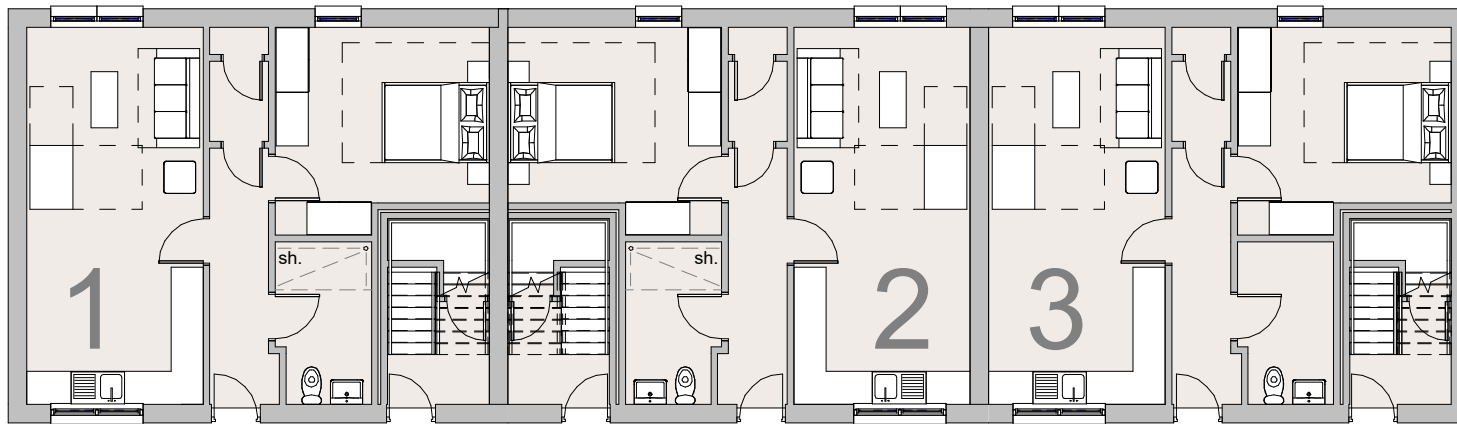
Job No: 4492 Sheet No: A-00-100 Revision:

ISO 14001 : 2004 ISO 9001 : 2000 RIBA Chartered Practice
Please consider the environment before printing this document.

Feasibility Study
15 June 2020
drawing no.4



First Floor
1 : 100



Ground Floor
1 : 100

Page 265

1B2P 3-Block Terrace

Feasibility Study
15 June 2020
drawing no.5

| Rev | Date | Check | Description |
|-----|------|---------|-------------|
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| | | | |
|----------|-------------|--|--|
| Project | | Housing Concepts | |
| Client | | Willmott Dixon | |
| Location | | Caerphilly | |
| Title | | House Type 1B2P - Mirrored Arrangement | |
| Status | Scale at A3 | | |
| Concept | 1 : 100 | | |

| Job No | Sheet No | Revision |
|-------------|-----------------|----------|
| 4492 | A-00-501 | |

ISO 14001 : 2004 ISO 9001 : 2000 RIBA Chartered Practice
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Refer to dimensions where provided - do not scale from this drawing



First Floor
1 : 100



Ground Floor
1 : 100

Page 266

| Rev | Date | Check | Description |
|-----|------|-------|--------------------|
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Project
Housing Concepts
Willmott Dixon
Caerphilly

Title
House Type 1B2P - Mirrored Arrangement

Status
Concept

Scale at A3
1 : 100

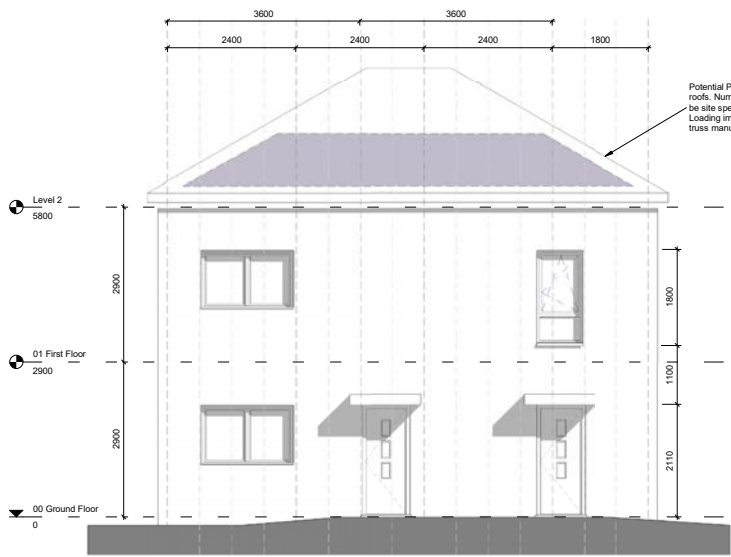
| Job No | Sheet No | Revision |
|-------------|-----------------|----------|
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ISO 14001 : 2004 ISO 9001 : 2000 RIBA Chartered Practice
Please consider the environment before printing this document
Refer to dimensions where provided - do not scale from this drawing

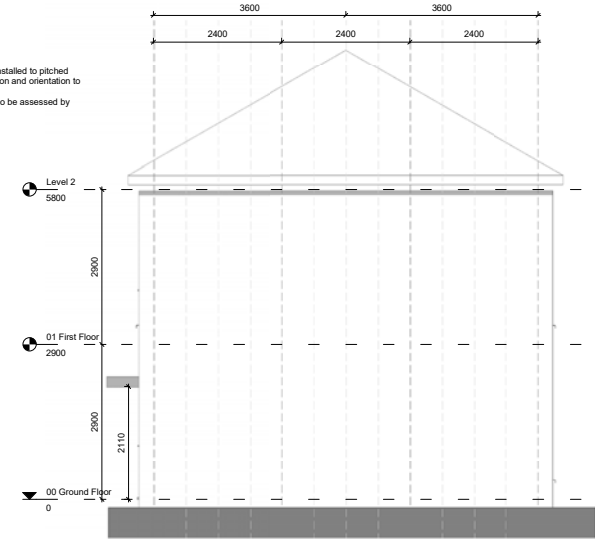
Feasibility Study
15 June 2020
drawing no.6

1B2P 4-Block Terrace

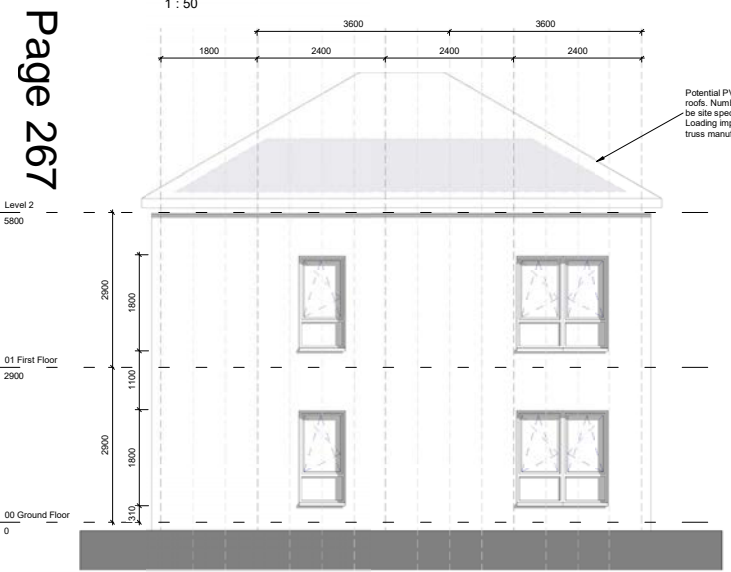
HOUSE TYPE 01



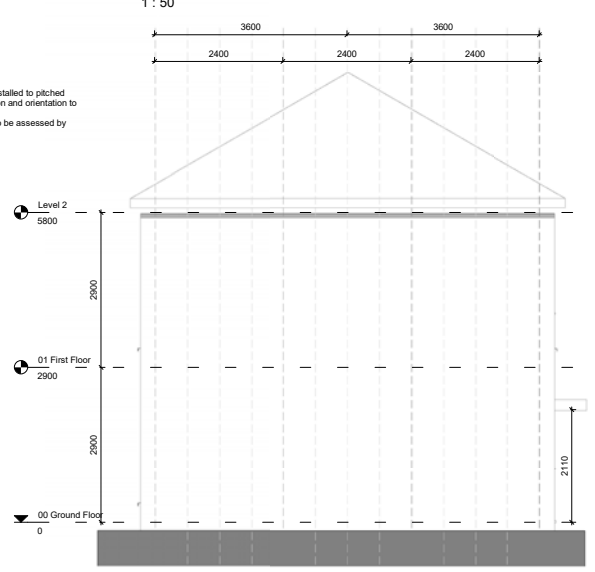
Front Elevation
1 : 50



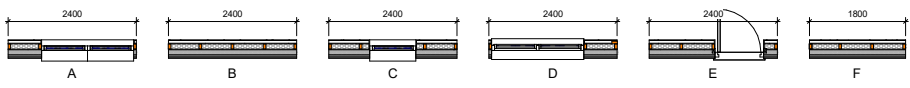
Side Elevation 1
1 : 50



Rear Elevation
1 : 50

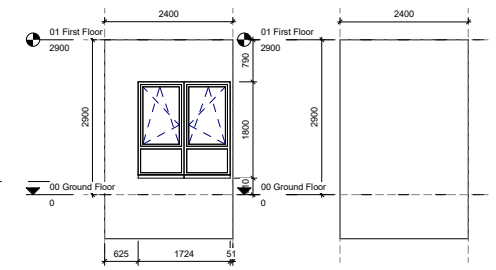


Side Elevation 2
1 : 50



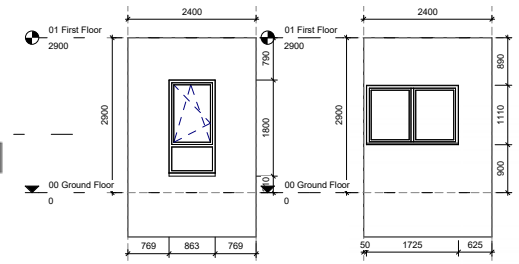
Potential Wall Modules
1 : 50

Potential Wall Modules *Based on 2.4m long module



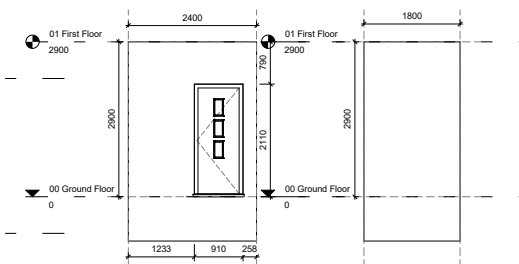
Wall Panel A
1 : 50

Wall Panel B
1 : 50



Wall Panel C
1 : 50

Wall Panel D
1 : 50



Wall Panel E
1 : 50

Wall Panel F
1 : 50

- General notes / observations:
- No electrical distribution board shown / intergration with external envelope to be considered. Is it possible to have meters / distribution away from the facade?
 - Elevation proposals do not show finish face of cladding (wall thickness' is correct to date, but cladding hatches etc.. have been removed).
 - Elevations do not show any RWPs / outlets etc.. these would need to be intergrated into any SAB information - potential to drain into raised rainwater gardens?
 - Bin stores assumed to be external to main building envelope but would be site specific.

Feasibility Study
15 June 2020
drawing no.7

Checker:FRST:ESUE

| Rev | Date | Check | Description |
|-----|------|-------|-------------|
| | | | |

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London Cardiff Munich

Project
Housing Concepts
Wilmott Dixon
Caerphilly

Title
House Type 1 (1B2P) Elevations

Status
Concept

Scale of A1
1 : 50

| | | |
|---------|-----------|-----------|
| Job No: | Sheet No: | Revision: |
| 4492 | A-00-200 | |

ISO 14001 : 2004 ISO 9001 : 2000 RIBA Chartered Practice
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Front Elevation

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Rear Elevation

1B2P 3-block Terrace

Feasibility Study
15 June 2020
drawing no.8

| Rev | Date | Check | Description |
|-----|------|---------|-------------|
| - | | Checker | FIRST ISSUE |

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Project
PH Concepts, Caerphilly
Trecenydd
Willmott Dixon

Title
Proposed Elevation 1B2P 3-block Terrace

Status
Sketch

Scale at A3
1 : 100

| Job No | Sheet No | Revision |
|-------------|-----------------|----------|
| 4492 | SK-00-01 | |

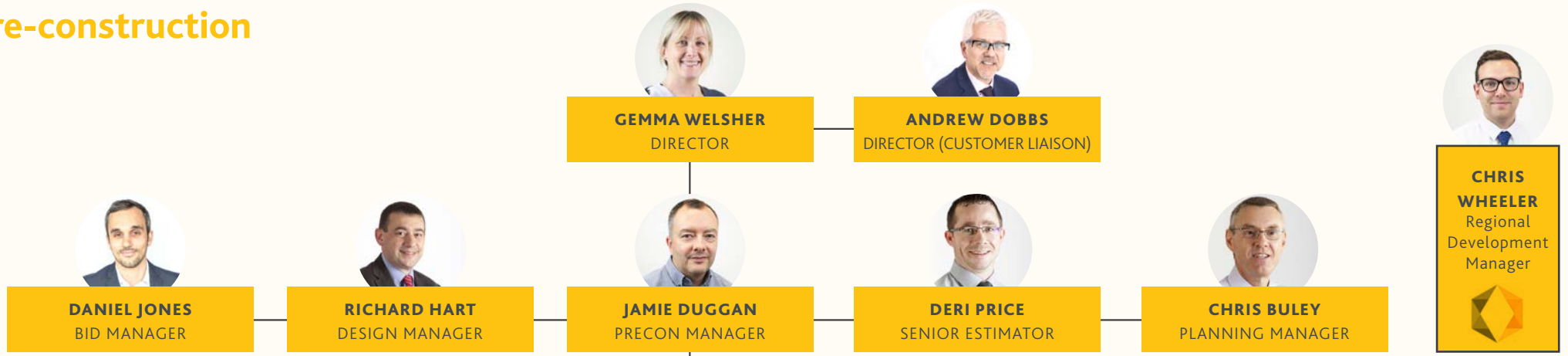


7

The Team

7 The Team

Pre-construction

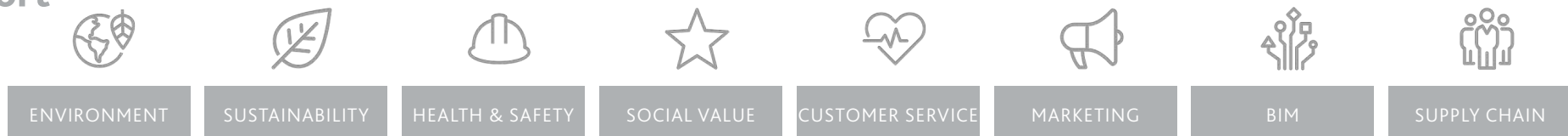


Construction

Page 270



Support



7 The Team

Design Team

Architect

HolderMathiasarchitects



CRAIG JONES
DESIGN LEAD

Civil Eng and Structures

CAMBRIA
Constructive Thinking



GARY MITCHELL
DESIGN LEAD

MEP

HURLEY



SIMON LUFF
DESIGN LEAD

Passivhaus Consultant

 **WARM:**



KARL PARSONS
LEAD

Planning Consultant

 **asbri**planning



BARRI DAVIES
LEAD

7 The Team

Practice Profiles

HMA:
architecture

HolderMathiasarchitects

Holder Mathias has created projects of enduring value for over fifty years. Their reputation is built upon high quality sustainable design within identified commercial constraints, aligning with their customer's' objectives and success criteria.

The Cardiff team have embraced this project and are passionate about delivering a sustainable housing product for the local welsh market.

Based in London, Cardiff and Munich, Holder Mathias operates throughout the United Kingdom and internationally delivering services in Architecture, Urban Design and Masterplanning.

Holder Mathias offer an integrated approach to residential and mixed use development. Combining specialist expertise in retail and leisure design they create places that people are drawn to and, using skills in urban residential development, they design high quality environments for people to live and work.

Whether providing strategic advice on complex mixed use schemes, specialist leisure design expertise, or technical resources for construction; Holder Mathias brings a powerful combination of creativity, commercial awareness, commitment and capacity to deliver.

Cambria Consulting:
structures and civil
engineering

CAMBRIA
Constructive Thinking

As local experts in engineering, Cambria's residential projects involve developments for private and public sector clients who are looking to develop their sites as economically as possible; to maximise their gain or to simply to deliver new housing stock within their available budget.

Cambria have delivered high and low rise residential developments including those for open market private sale for the national housebuilders as well as for smaller local developers, social housing associations, student accommodation units and residential care homes. In order to deliver the most cost effective build solution on all their projects they will usually design and detail several alternative structural options such as traditional masonry construction, timber frame and also various hybrid solutions so customers are able to establish which option suits them best in terms of overall cost and their optimum construction period.

Most residential projects involve sites which are affected by some form of abnormal works; contaminated ground, SUDS, or drainage capacity issues which frequently involve the Engineering design of the works. Cambria will work closely with the Caerphilly CBC SAB Officers and Willmott Dixon costing team to establish what these risks are and how best to either avoid them or minimise their impact on the financial viability of the project.



**FP Hurley: mechanical and
electrical engineering**

HURLEY

F P Hurley provides a complete MEP package, working with customers and main contractors from project conception right through to handover and extended aftercare. They specialise in the design, supply, installation, testing and commissioning, as well as the aftercare of mechanical and electrical services. Their strong local delivery teams contain the right blend of people from the pre-construction and construction phases to ensure customer satisfaction.

The FP Hurley team have embraced the low energy aspects of this project and have collaborated in developing the design to date.

7 The Team



WARM



WARM are nationally recognised energy consultants responsible for a huge range of Passivhaus and low energy developments from large scale commercial to self-build; their collective experience is currently unrivalled in the UK.

They assist in designing services to match a low energy building shell. They promote design services that are simple, easy to understand and reflect the fabric-first approach. Understanding both the fabric and the services means a building that dove-tails beautifully.

They are Passivhaus certifiers, and have certified over 200 buildings to the standard, priding themselves on helping the team through the certification procedure.

On this project WARM have assisted on the product design development to date and will remain as consultants during the detailed design development.

Asbri Planning



From single dwellings through to major housing developments and Extra Care residential schemes, Asbri Planning has vast experience across the entire residential sector. Their clients include national housebuilders, Housing Associations, local developers and individuals.

Through extensive experience in this sector, Asbri Planning are able to provide sound advice in respect of the issues and factors that define a successful residential development. They have worked across Wales and the south of England, so are often able to call upon contacts and provide bespoke advice on residential development based on known traits and characteristics of specific Local Planning Authorities.



7 The Team



IAN JONES

MCIQB
OPERATIONS DIRECTOR

20+

Ian will have board-level responsibility providing local and accessible contact at board level.

Ian will oversee this successful team to deliver the customers innovative residential vision - whilst maintaining the strategic objectives of the programme and budget.

Ian will oversee the implementation of the Willmott Dixon procedures and adherence to legislation, will challenge and interrogate project KPI's and progress and he will instigate corrective action as required.



MARTIN BENNETT

MCIQB, BSc
OPERATIONS MANAGER

15+

Martin will oversee the entire project to ensure its delivery to the strict budget and programme.

Martin will be the primary senior management contact throughout the project, working closely and reporting to Ian Jones as Project Director. Throughout the PCSA stage Martin will contribute to the design development and influence programme, buildability and our proposed supply chain partners' early involvement. He will maintain the close engagement through to construction and handover ensuring focus on key objectives.



GERWYN NEALE

BSc
COMMERCIAL MANAGER

15+

Gerwyn will provide commercial expertise and the management of the surveying element of the project to ensure that the subcontract packages are procured and delivered within budget and to the highest standard.

Any client changes will be dealt with by Gerwyn. He will provide the required quotes and programme implications to allow timely decision to be made and will be responsible for producing monthly financial reports. He will promote the company partnering values; treating the customer relationship as our most valued asset.



ASHTON RISE HOUSING, BRISTOL

The development is the first of its kind for Bristol City Council, with the council building homes for sale on the private market for the first time. The mixed tenure development will feature 40% affordable homes for the city, available for social rent.



ASHTON RISE HOUSING, BRISTOL

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ISLWYN HIGH SCHOOL

Design and construction of new 1000 pupil facility with a 50 place ALN/SSRB unit. The new building rationalises and replaces two existing schools.

7 The Team



JAMIE DUGGAN
MCIQB, BSc
PRECONSTRUCTION MANAGER

15+

Jamie will oversee the design and pricing management process through the PSC stage and will remain with the project for 8 weeks once the project moves to site.

Jamie is committed to collaborative delivery of a fully consulted design process that allows CCBC and all stakeholders to have a controlled input into the design, maintaining strategic budget and programme.



DANIEL JONES
BSc
BID MANAGER

10+

Dan's role will be to manage and lead the day-to-day activities of the second stage bid period, working closely with Martin Bennett to develop strategies, programmes and logistics to ensure efficient and best value delivery.

Ensuring smooth transition from the pre-construction team to the operations project team.



RICHARD HART
BSc
DESIGN MANAGER

15+

Richard's role will be to lead and manage the design process for Caerphilly, ensuring a professional, coordinated approach within a BREEAM excellent design framework.

Richard will ensure that the outputs from the design team meet the technical and commercial requirements of the project. He will lead the engineered value process.



DERI PRICE
MCIQB
SENIOR ESTIMATOR

45+

Deri we will work alongside our principal estimator, design manager and bid manager to develop the pre-construction procurement strategies.

He will efficiently break down works packages to suit a best value/competitive procurement model for the client, ensuring the costings are robust and accurate.



CHRIS BULEY
MCIQB, BSc
PLANNING MANAGER

20+

Chris will be responsible for all Pre-Construction planning. He will work closely with all team members to progressively develop a robust and efficient construction programme.

Coordinating the design team and supply chain to ensure resources are available during the pre-construction and operations phase.



ISLWYN HIGH

Design and construction of new 1000 pupil facility with a 50 place ALN/SSRB unit. The new building rationalises and replaces two existing schools.



HSDU

The HSDU will be a purpose built unit which will provide an efficient and flexible service of medical device decontamination and sterilisation to healthcare facilities.



TAFF VALE REDEVELOPMENT

A significant step in the regeneration of the Pontypridd. The project includes 3 new multi-storey buildings, housing local authority offices, retail space, library, cafe & gym.



IDRIS DAVIES SCHOOL

Construction of a new primary school within the existing grounds of Rhymney Comprehensive School to replace and combine the existing Abertyswg & Pontlottyn schools.



ASHTON RISE HOUSING, BRISTOL

The development is the first of its kind for Bristol City Council, with the council building homes for sale on the private market for the first time.



8

Company
Ethos

8 Company Ethos



Social Value

The triple bottom line of people, planet and profit is embedded in our company vision and culture and is fundamental to the way we run an efficient business, delivering value.

We also understand the implications of the Wellbeing of Future Generations Act and the requirements to demonstrate adherence to the 7 Goals of the Act. The design of this housing product, and in the way it will be delivered at site, will provide evidence to support Welsh Government’s requirements.



These principles drive us to create buildings of exceptional quality where extraordinary things happen. They engender an open mind-set of learning from success and failure, striving to be better each day serving you, our customer and ensuring that our priorities reflect the Caerphilly CBC vision.

Our Construction Strategy, Building on Better continues a journey to put you at the heart of all that we do.



This collaborative strategy focuses on six key pillars: Our Customers, Our People, Our Product, Our Legacy, Our Supply Chain and Our Growth all of which are focused on achieving the objectives of our customer. We support you with honesty and openness right from the start, adopting a solutions based approach and engineering the best possible outcomes in an open book accounting environment.

We have a Customer Feedback process to establish where we can improve by asking, listening and responding. This feedback is shared nationally via a portal and lessons learnt are implemented via our innovation and improvement teams. All issues are treated as opportunities to learn.

We actively manage expectations and timelines; our people and supply chain are selected to deliver quality and professionalism. We tackle issues early and adopt a “do it once, do it right” philosophy to achieve zero defects on every project.



To ensure a beneficial legacy, every project is tasked with delivering a positive and memorable impact. This is achieved by:

- Helping our customers to save money that can be reinvested
- Supporting local economies by creating opportunities
- Engaging with supply chain partners aligned to our values and beliefs
- Changing young peoples’ lives with skills training and apprenticeships
- Delivering and supporting community engagement activities
- Ensuring sustainability is at the heart of all operations to successfully meet
- Targets for waste minimisation and carbon neutrality



Willmott Dixon are worlds apart from any other contractor have previously dealt with. In my opinion, Willmott Dixon is the market leader in the customer service experience; first class service, thank you.

John Lambert, Facilities Manager, Jones Lang Laselle



8 Company Ethos

Community Benefits

The community benefits and wider social value delivered on this project will compliment and support the values and culture of Caerphilly CBC.

Willmott Dixon will plan their work via the social value account and pick out key drivers that relate to the national themes, outcomes and measures.

Some key themes Willmott Dixon believes will be valuable to Caerphilly CBC are:

Local skills and employability

We will seek to provide opportunities for socially inactive individuals through recruitment and mentoring programmes. We have a proven record of successfully recruiting long term unemployed, NEET and rehabilitating offender's and would propose that we deliver our Building Lives Mentoring Programme.



BUILDING LIVES

LEARN • DEVELOP • SUCCEED

CASE STUDY

NEET MENTORING PROGRAMME: A PROGRAMME DESIGNED TO HELP YOUNG ADULTS

We have developed a mentoring programme designed at helping young people who are not in education; employment or training (NEET) develops skills for employment. The programme comprises a mixture of classroom-based learning and activities and opportunities to visit live construction sites to see what they've learnt in action.

To date, the programme has helped to transform the futures of 69 young people aged 16-24 through offering an array of support structures; personal development, and employability skills. Individuals we have supported ordinarily would not receive support due to personal and demographic circumstances. Through collaboratively working with the customer and Job Centre Plus, Willmott Dixon have sourced individuals most in need of the engagement, support and training.



8 Company Ethos

Healthier, safer and more resilient communities

Initiatives aimed at reducing crime, donations in kind to local community projects, volunteering time provided to support local community projects.

A Social Value workshop will be proposed at the beginning of the project. This will allow us to gain a focus for our community benefits which align with Caerphilly CBC.

We will seek a beneficiary for a legacy project where we will invest time and resources into a project which will leave a tangible benefit long after the project completes.

These are initial ideas and can be changed or ratified after our social value workshop we will hold with Caerphilly CBC project officers and their selected stakeholders during the pre-construction stage.

The Willmott Dixon Foundation is passionate about our purpose beyond profit ethos. We provide community benefits on every project developed even if it's not a requirement of the contract. As this project is procured through Scape there is a social value KPI structure which we will complete with experience and enthusiasm.





9

Next Steps

9 Next Steps



Please see overleaf the PCSA contract that will enable continuation into the following pre-construction stage.



Pre-construction Services Delivery Agreement
(Professional Services Contract)

THIS AGREEMENT is made on 201[]

BETWEEN:

(1) **Caerphilly County Borough Council of Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG (the 'Employer')**

AND

(1) **Willmott Dixon Construction Limited** whose registered office is at **Spirella 2, Icnkield Way, Letchworth, Garden City, Hertfordshire, SG6 4GY (the 'Contractor')**

for the Services of **Pre-construction, Design and other Professional Services to complete RIBA Stages 1–4.**

Whereas:

This Delivery Agreement is made pursuant to the Framework Agreement dated 1st June 2017 made between Scape Procure Limited and the Contractor (the 'Framework Agreement') and incorporates those provisions of the Model Delivery Agreement set out in Schedule 8 to the Framework Agreement.

When using the Professional Services Contract, the Contractor (as stated in the Framework Agreement) is the party named as 'Consultant'.

IT IS AGREED as follows:-

1. **The Contractor's obligations**

The *Contractor* provides the services and comply with his obligations, acting as the *Consultant* in accordance with the conditions of contract set out in the Contract Data herein.

2. **The Employer's obligations**

The *Employer* pays the amount of money and complies with its obligations in accordance with the conditions

Contract Data: Part One – Data provided by the *Employer*

1. General

The *conditions of contract* are the core clauses and the clauses for main Option A, dispute resolution Option **W2** and secondary Options [X1], **X2**, [X4, X5, X7], **X8, X9, X10, X11**, [X12, X13, X18, Y(UK)1,] **Y(UK)2, Y(UK)3** of the NEC3 Engineering and Construction Contract April 2013.

- The *Employer* is

| | |
|----------------|--|
| Name | Caerphilly County Borough Council |
| Address | Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG |
| Telephone | tbc |
| E-mail address | tbc |

- The *Adjudicator* is

| | |
|----------------|-----|
| Name | tbc |
| Address | tbc |
| Telephone | tbc |
| E-mail address | tbc |

- The *services* are the management of the preconstruction services and design processes detailed in the Framework Agreement and the Architectural design, Structural Engineering design, Building Services design, Principal Designer services.

- The Scope is in:

As contained in the Framework Agreement Schedules 3, 6, 7 and 12, for RIBA Stage 1 to 4 and:

Under Schedule 12 SC2.1, the purpose for which the Employer has the right to use material provided by the Consultant is to provide a police custody facility and associated office spaces.

To provide the following surveys and assessments:

TBA

Any further surveys or assessments required in order to undertake and complete the Services will be subject to an Employer instruction.

To provide the following warranties using the form set out in the Framework Agreement Schedule 14 with amendments as allowed therein:

Warrantors:

[]

[]

[]

Beneficiaries:

[]

Project Brief

To design a Passivhaus housing solution on 2 undeveloped sites within the Caerphilly County Borough, these being Trecenydd and Trethomas.

The houses will need to provide:

- []
- []
- []
- []

Schedule 12 (Template Scope) is deemed to be included in the Scope.

- The *language* of this contract is English
- The *law* of the contract is the law of England and Wales
- The *period for reply* is **2** weeks
- The *period for retention* is **12** years following Completion or earlier termination
- The *Adjudicator nominating body* is **the Royal Institution of Chartered Surveyors**
- The *tribunal* is **the Courts of England and Wales**
- The following matters will be included in the Risk Register **to be developed during the preconstruction services**

2. The Parties' main responsibilities

- The *Employer* provides access to the following persons, places and things

| access to | access date |
|-----------|-------------|
| | |
| | |
| | |
| | |

3. Time

- The starting date is **to be agreed**
- The *Consultant* submits revised programmes at intervals no longer than **5 Weeks**

4. Quality

- The quality policy statement and quality plan are provided within **2 weeks** of the Contract Date.
- The *defects date* is **12 weeks** after Completion of the whole of the *services*.

5. Payment

- The *assessment interval* is monthly
- The *currency* of the contract is **the pound sterling**
- The *interest rate* is 3% per annum above the base rate in force from time to time of the Bank of England.

6. Indemnity, insurance and liability

- The amounts of insurance and the periods for which the *Consultant* maintains insurance are

| event | cover | period following Completion of the whole of the services or earlier termination |
|---|---|---|
| Professional Indemnity Insurance - failure of the <i>Consultant</i> to use the skill and care normally used by professionals providing services similar to the <i>services</i> | £5,000,000 in respect of each claim, without limit to the number of claims or series of claims arising out of the same original cause or source (or equivalent), without limit to the number of claims, with lower annual and/or annual aggregate limits of cover in respect of pollution and contamination related claims and similar where such limited cover is the norm | 12 years |
| death or bodily injury to a person (not an employee of the <i>Consultant</i>) or loss of or damage to property resulting from an action or failure to take action by the <i>Consultant</i> | £10,000,000 on an 'each and every claim basis | 12 years |
| death or bodily injury to employees of the <i>Consultant</i> arising out of and in the course of their employment in connection with this contract | The greater of the amount required by the applicable law and £10,000,000 on an 'each and every claim basis' | 12 years |

- The *Employer* provides the following insurances
- Insurance for all existing buildings and property existing within the Site or at the sole discretion of the *Employer* he may elect to 'self-insure' such existing buildings and property and in doing so accepts all of the *Employer's* associated risks arising out of or in relation to such 'self-insurance'. In accordance with an *Employer's* decision to 'self-insure' they do not accept any additional insurance premium/cost from the *Contractor n/a*

.....
.....

- The *Consultant's* total liability to the *Employer* for all matters arising under or in connection with this contract, other than the excluded matters is limited to
£50,000.00.....

Optional statements (The following optional clauses apply)

If the *Employer* has decided the *completion date* for the whole of the *services*

- The *completion date* for the whole of the *services* is **tbc**.

If no programme is identified in part two of the Contract Data

- The *Consultant* is to submit a first programme for acceptance within **2** weeks of the *Contract Date*.

If the *Employer* has identified work which is to meet a stated *condition* by a *key date*

- The *key dates* and *conditions* to be met are

| <i>condition</i> to be met | <i>key date</i> |
|----------------------------|-----------------|
| 1 | |
| 2 | |
| 3 | |

If Y(UK)2 is used and the final date for payment is not 14 days after the date when payment is due

- The period for payment is **14** days

If the *Employer* states any *expenses*

- The *expenses* stated by the *Employer* are

| Item | amount |
|-------|--------|
| | |
| | |
| | |
| | |

If Option A is used

- The *Consultant* prepares forecasts of the total *expenses* at intervals no longer than **4** weeks.

If Option X1 is used

- The proportions used to calculate the Price Adjustment Factor are:
 0.... linked to the index for.....

[Proportion to be agreed on a project specific basis]

The *base date* for indices is ***[To be agreed on a project specific basis]***
 The indices are those prepared by ***[To be agreed on a project specific basis]***

Option X2

- The *law of the project* is the law of England and Wales

If Option X5 is used

- The *completion date* for each *section* of the services is

| <i>section</i> | <i>description</i> | <i>completion date</i> |
|----------------|--------------------|------------------------|
| 1. | | |
| 2. | | |
| 3. | | |

If Option X5 and X7 are used together

- Delay damages for each *section* of the services are

| <i>section</i> | <i>description</i> | <i>completion date</i> |
|------------------------------------|--------------------|------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| Remainder of <i>services</i> | | |

If Option X7 is used (whether or not Option X5 is also used)

- Delay damages for Completion of the whole of the *services* are **£Nil** per day

Option X8

- The *collateral warranty agreements* are

| <i>agreement reference</i> | <i>third party</i> |
|----------------------------|--------------------|
| | |
| | |
| | |

If Option X10 is used

- The *Employer's Agent* is

Name

Address

- The authority of the *Employer's Agent* is all actions by the Employer stated in this contract except clauses 51, 90, 91 and 92.

If Option X12 is used

- The *Client* is
Name
Address
- The *Client's objective* is
- The Partnering Information is in

If Option X13 is used

- The amount of the performance bond is

If Option X18 is used

- The *Consultant's* liability to the *Employer* for indirect or consequential loss is limited to the higher of
☐ ~~£~~ of
○ 120% of the tendered total of the Prices subject to a maximum of £
- The *Consultant's* liability to the *Employer* for Defects that are not found until after the *defects data* is limited to the higher of
☐ ~~£~~ of
○ 120% of the tendered total of the Prices subject to a maximum of £
- The end of liability date is **12 years** after Completion of the whole of the services (unless the Delivery Agreement is executed under hand in which case the end of liability will be **6 years** after Completion of the whole of the services).

If Option Y(UK)1 is used and the Employer is to pay any charges made and is paid any interest paid by the project bank

- The *Employer* is to pay any charges made and is paid any interest paid by the *project bank*.

If Options Y(UK)3 is used

- Term person or organisation
.....
.....

.....
.....
.....

.....
.....
.....

If Options Y(UK)1 and Y(UK)3 are both used

- Term person or organisation

The provisions of Option Y(UK)1

Named Suppliers

Option Z

The additional Conditions of Contract are:

1 General

1.1.1.1 Insert the following further definitions:

“11.2(5) “Data Protection Legislation” means:

- (i) unless and until the GDPR is no longer directly applicable in the UK, the General Data Protection Regulation ((EU) 2016/679) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK; and then
- (ii) any successor legislation to the GDPR or the Data Protection Act 1998;”

“11.2(6) “Data Subject” has the meaning given to it in the Data Protection Legislation.”; and

“11.2(11) “Personal Data” has the meaning given to it in the Data Protection Legislation,”

1.1.1.2 The existing provisions of clause 11.2 as amended by Schedule 8 of the Framework Agreement shall be renumbered accordingly.

1.1.2 Insert a new clause 19 (Data Protection Legislation):

- 11.2 (2) Add further bullet point:
- provided or procured all Collateral Warranties which the *Consultant* is then obliged under this contract to provide or procure;
- 11.2(26) Insert a new definition:
- ‘Framework Agreement’ is the framework agreement between Scape Procure Limited and the *Consultant* dated 1st June 2017
- 12.4 Insert at the end:
- ‘provided that Clauses 20 (Convictions), 26 (Statutory Requirements), 27 (Competition Law, Corrupt Gifts and Payments), 28 (Modern Slavery Act), 30 (Confidentiality and Freedom of Information), 33.1 (Intellectual Property Rights), 33.2 (Miscellaneous: personal data) and 33.13 (Miscellaneous: whistle blowing) of the Framework Agreement shall be incorporated into this contract, mutatis mutandis, as if references to ‘Scape’ were to ‘*the Employer*’ and references to the ‘Agreement’ were to ‘*the contract*.’
- 12.5 Insert a new clause 12.5:
- A reference to any statute, enactment, order, regulation or other similar instrument shall be construed as a reference to the statute, enactment, order, regulation or instrument as amended by any subsequent statute, enactment, order, regulation or instrument or as contained in any subsequent re-enactment of it.

“19 (Data Protection)

- 19.1 Both Parties will comply with all applicable requirements of the Data Protection Legislation. These clauses are in addition to, and does not relieve, remove or replace, each Party's obligations under the Data Protection Legislation. It is agreed that:
- 19.2 Without prejudice to the generality of clause 19.1, both Parties will ensure that it has all necessary appropriate consents and notices in place to enable lawful transfer of any Personal Data to each other for the duration and purposes of this agreement.
- 19.3 Without prejudice to the generality of clause 19.1, the Contractor shall, in relation to any Personal Data processed in connection with the performance by the Contractor of its obligations under this agreement:
- 19.3.1 process that Personal Data only on the written instructions of the Employer and only as required for the purpose of the performance of this agreement;
 - 19.3.2 ensure that it has in place appropriate technical and organisational measures, reviewed and approved by the Employer, to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to, Personal Data, appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures (those measures may include, where appropriate, pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it);
 - 19.3.3 ensure that all personnel who have access to and/or process Personal Data are obliged to keep the Personal Data confidential; and
 - 19.3.4 not transfer any Personal Data outside of the European Economic Area;
 - 19.3.5 assist the Employer, at the Contractor's cost, in responding to any request from a Data Subject and in ensuring compliance with its obligations under the Data Protection Legislation with respect to security, breach notifications, impact assessments and consultations with supervisory authorities or regulators;
 - 19.3.6 notify the Employer without undue delay on becoming aware of a Personal Data breach;
 - 19.3.7 at the written direction of the Employer, delete or return Personal Data and copies thereof to the Employer on termination of the agreement; and
 - 19.3.8 maintain complete and accurate records and information to demonstrate its compliance with this clause and allow for audits by the Employer or the Employer's designated auditor.
- 19.4 The Employer does not consent to the Contractor appointing any third-party processor of Personal Data under this agreement.”

2 The Parties' main responsibilities

21. Amend as follows:

21.2 Delete and replace with:

'The *Consultant's* obligation is to exercise (and it warrants that it has exercised) all the reasonable skill, care and diligence to be expected of a competent and appropriately qualified consultant of the professional discipline relevant to the Services being performed and who is experienced in undertaking services such as the Services in a similar timescale and also in connection with projects equivalent to the Project in connection with which the *services* are being performed.'

21.3 Insert a new clause 21.3:

'The *Consultant* checks the Scope provided by the *Employer* and satisfies itself that its own provision of the Service, including any proposals, designs and Works Information documents for a subsequent Delivery Agreement meet the Scope with no discrepancy within and or between the Scope and its own Service. Where there is ambiguity, inconsistency or conflict between these documents the Scope will prevail.'

24.5 Insert a new clause 24.5:

'The *Consultant*, in relation to any subletting of any portion of the *services*:

- procures that the relevant sub-contract contains such obligations as necessary to ensure that it is in all respects compatible with the terms of this contract and, without limitation, steps down the obligation to use the degree of skill and care specified in clause 21 and that requires collateral warranties in favour of the *Employer* to be provided in the forms specified in the Scope but with any amendments as permitted by the Framework Agreement.
- procures that all relevant sub-contracts shall be executed and delivered as a deed;
- warrants each sub-contractor's compliance with this contract's Modern Slavery Act requirements;
- warrants that all Subcontractors are fully aware of their obligations under the CDM Regulations and are fully competent and are adequately resourced to meet those obligations;
- provides to the *Employer* a certified copy of any sub-contract (save for particulars of the cost of such sub-contract *service* unless other provisions of this contract or the Framework Agreement oblige the *Consultant* to disclose them)'.

The *Consultant* does not appoint a Subconsultant or supplier if there are compulsory grounds for excluding the Subconsultant or supplier under regulation 57 of the Public Contracts Regulations 2015.

24.6 The *Consultant* includes in any subcontract awarded by him provisions requiring that:

- invoices for payment submitted by the Subconsultant or supplier are considered and verified by the *Consultant* in a timely fashion,
- undue delay in considering and verifying invoices is not sufficient justification for failing to regard an invoice as valid and undisputed, and
- any contract awarded by the Subconsultant or supplier for work included in this contract includes provisions to the same effect as these provisions.

5 Payment

51.6 Insert a new clause as follows:

‘In addition to any other legal rights and remedies of the *Employer*, whenever any sum of money is recoverable from or payable by the *Consultant* under this contract that sum may be deducted from any sum then due, or which at any time thereafter becomes due to the *Consultant* under this contract provided that the *Employer* notifies the *Consultant* in writing not later than three days before the final date for payment of the amount to be paid and the basis on which it is calculated’.

8 Indemnity insurance and liability

81.1 Amend the insurance table:

In respect of the first entry in the left hand column that starts ‘Liability of the Consultant...’ amend so that it reads:

‘Liability of the *Consultant* for claims made against him arising out of his failure to use the skill and care required by this contract.’

81.3 Insert a new clause 81.3

81.3.1 ‘The *Consultant* shall maintain professional indemnity insurance covering (inter alia) its potential liability under this contract upon market norm terms and conditions prevailing for the time being in the insurance market, and with reputable insurers lawfully carrying on such insurance business in the United Kingdom, in an amount of not less than as is stated in the Contract Data) in respect of each and every claim or series of claims arising out of the same original cause or source (or equivalent), without limit to the number of claims, save that there may be lower and/or annual aggregate limits of cover in respect of pollution and contamination related claims and similar where such limited cover is the norm for a period beginning now and ending 12 years after the date of Completion or termination of the Contract if earlier, provided always that such insurance is generally available in the market at commercially affordable rates and on terms such that prudent building consultants who undertake similar work to the *Consultant* generally carry such insurance (**‘Reasonable Rates and Terms’**).

- 81.3.2 Any increased or additional premium required by insurers by reason of the *Consultant's* own claims record or other acts, omissions, matters or things particular to the *Consultant* shall be deemed to be within Reasonable Rates and Terms.
- 81.3.3 The *Consultant* shall immediately inform the *Employer* if such insurance ceases to be available upon Reasonable Rates and Terms in order that the *Consultant* and the *Employer* can discuss means of best protecting their respective positions in respect of this contract and the service in the absence of such insurance.
- 81.3.4 The *Consultant* shall co-operate fully with any measures reasonably required by the *Employer* including (without limitation) completing any proposals for insurance and associated documents, maintaining such insurance at rates above Reasonable Rates and Terms if the *Employer* undertakes in writing to reimburse the *Consultant* in respect of the net cost of such insurance to the *Consultant* above Reasonable Rates and Terms.
- 81.3.5 When reasonably requested to do so by the *Employer* the *Consultant* shall produce promptly for inspection and or provide a copy of satisfactory documentary evidence (and a copy of an insurance broker's letter or similar certificate shall be satisfactory) that the required professional indemnity insurance is being maintained.
- 81.3.6 The *Consultant* shall notify the *Employer* in writing from time to time of any change in its professional indemnity insurance arrangements which take it outside the requirements of this contract and within seven days of the *Employer's* request at any time the *Consultant* will produce for inspection documentary evidence as to compliance with this Clause.
- 81.3.7 If the *Consultant* fails to comply with its obligations under this Clause the *Employer* may take out insurance to cover some or all of the loss or damage which could result from a breach of the *Consultant's* obligations under this contract and may recover the costs and expenses of taking out such insurance from the *Consultant* as a debt.'

9 Termination

Insert the following new clause:

90.5 The Public Contracts Regulations 2015

'The *Employer* may terminate the *Consultant's* obligation to Provide the Services if any of the provisions of paragraph 73(1) of The Public Contracts Regulations 2015 apply.

If the *Employer* terminates under the provisions of paragraph 73(1)(b) of the Public Contracts Regulations 2015 as a result of information not disclosed by the *Consultant* at the Contract Date, the procedures and amounts due on termination are the same as if the *Consultant* has substantially failed to comply with his obligations.

If the *Employer* otherwise terminates under the provisions of paragraph 73(1) of the Public Contracts Regulations 2015, the procedures and amounts due on termination are the same as if the *Employer* no longer requires the services.'

Insert new OPTION X21: CIC BIM PROTOCOL (*only applies when BIM is required*)

- X21.1 In this Option, the Protocol is the CIC Building Information Modelling Protocol, first edition 2013. Terms used in this clause are those defined in the Protocol.
- X21.2 Clauses 1, 2, 5, 6, 7 of the Protocol are *additional conditions of contract*. Clauses 3 and 4 and Appendices 1 and 2 of the Protocol are Scope.
- X21.3 The following are compensation events.
- The *Consultant* encounters an event which is outside his reasonable control and which prevents him from carrying out the work specified in clause 4.1.2 of the Protocol.

- The *Employer* revokes a licence granted under clause 6.6 of the Protocol.

Insert new OPTION X22: ELECTRONIC COMMUNICATIONS (*only applies at Employer's sole discretion*)

'The following communications shall be deemed to have no effect if made by electronic mail transmission:

- any notification of a wish to terminate this contract or the employment of the *Contractor* under it;
- any notification by the *Contractor* of his intention to suspend performance of his obligations under this contract;
- any invoking by either party of the procedures applicable under this contract to the resolution of disputes or differences;
- any agreement between the parties amending the provisions of this contract'.

Contract Data: Part Two – Data provided by the *Consultant*

Statements given in all contracts

- The *Consultant* is

Name Willmott Dixon Construction Limited.
Address Spirella 2 Icknield Way, Letchworth Garden City,
Hertfordshire SG6 4GY (registered address)
For correspondence purposes only, the Consultancy
Services are to be delivered by Willmott Dixon Local
Construction Office (LCO) – Global Reach (Wing A)
3rd Floor, Celtic Gateway, Dunleavy Drive, Cardiff,
CF11 0SN
Telephone 02920 221 022
E-mail address Jamie.Duggan@willmott Dixon.co.uk

- The key persons are

(1) Name Ian Jones
Job Director (Operations)
Responsibilities Overall responsibility for delivery of project
Qualifications MCIOB
Experience Over 20 years
(2) Name Jamie Duggan
Job Pre-Construction Manager
Responsibilities Delivery of the preconstruction services
Qualifications Bsc (Hons)
Experience Over 16 years

- The staff rates are

| name /designation | rate |
|------------------------------------|--------|
| Project Manager (Director) | £83.27 |
| Project Manager (Snr Prof) | £56.89 |
| Design Manager (Snr Prof) | £56.89 |
| Design Manager (Prof) | £29.32 |
| BIM Manager (Snr Prof) | £38.70 |
| Planner (Snr Prof) | £56.89 |
| Temporary Works Manager (Snr Prof) | £56.89 |

| | |
|-------------------------------|--------|
| Commercial Manager (Snr Prof) | £55.51 |
| M&E Coordinator (Snr Prof) | £55.51 |
| Principal Designer (Snr Prof) | £55.51 |

- The following matters will be included in the Risk Register

Risk register to be developed during preconstruction services

Optional Statements

If the *Consultant* is to decide the *completion date* for the whole of the services

- The *completion date* for the whole of the services is **tbc**

If a programme is identified in the Contract Data

- The programme identified in the Contract Data is **tbc**

Option A

- The *activity schedule* is **tbc**
- The tendered total of the Prices is **tbc**

If Option Y(UK)1 is used

- The *project bank* is
- *named suppliers* are

[The execution details for the Employer below are an example and may be amended by the Employer to suit their normal practice]Executed as a deed for and on behalf of)

[EMPLOYER])

by)

.....

Director

.....

Full name (BLOCK CAPITALS)

.....

Position/title

.....

Director/ Secretary

.....

Full name (BLOCK CAPITALS)

.....

Position/title

Executed as a deed for and on behalf of)

[CONTRACTOR])

by)

.....

Director

.....

Full name (BLOCK CAPITALS)

.....

Position/title

.....

Director/ Secretary

.....

Full name (BLOCK CAPITALS)

.....

Position/title

A

Appendix 1
Ashton Rise Case Study

Appendix 2
Willmott Dixon
Development Solutions



ASHTON RISE BRISTOL

DEVELOPMENT
MANAGEMENT
SERVICES



CUSTOMER:
Bristol City Council

SOLUTION:
Development Management Services

CONTRACT START DATE:
8th May 2017

CONTRACT FINISH DATE:
Anticipated 15th March 2021

VALUE:
£21.2 million

PROCUREMENT ROUTE:
Scape 3 (single source)

Ashton Rise is a mixed tenure housing development of 133 new homes, with 80 homes for market sale and 53 for council housing. It is the first scheme of this nature and scale delivered by the council for over 30 years.

BENEFIT OF PROCUREMENT ROUTE USED

- Procuring through the framework provided the customer with a one stop shop for the full suite of services that they needed: design, build and development management.
- Early engagement, at concept stage, allowed the customer to benefit from our expertise from the earliest possible point.
- Enabled the gradual expansion of the scope of employment as the project progressed; the customer could appoint us in managed packages.

CUSTOMER OBJECTIVES

- To maximise the delivery of council housing on this site, in a way that was more cost effective than standard council housing programmes.
- Adopt a cross-subsidy model; to use the proceeds from the sales units to cross subsidise the provision of council houses.
- To set a benchmark for quality in Bristol.

CUSTOMER CHALLENGE

- Having never delivered a mixed tenure scheme before, the council did not have the in-house experience required to navigate the complexities of such a scheme and successfully meet their objectives.

OUR SOLUTION

- Our strategic partnership sees us utilising our construction, sales and marketing skills to successfully deliver the largest council development in many years.
- We are providing both contracting and development management services to the council, selling homes to cross-subsidise the social rent units, with sales income being used to fund the council housing.



ASHTON RISE BRISTOL

THE OUTCOME

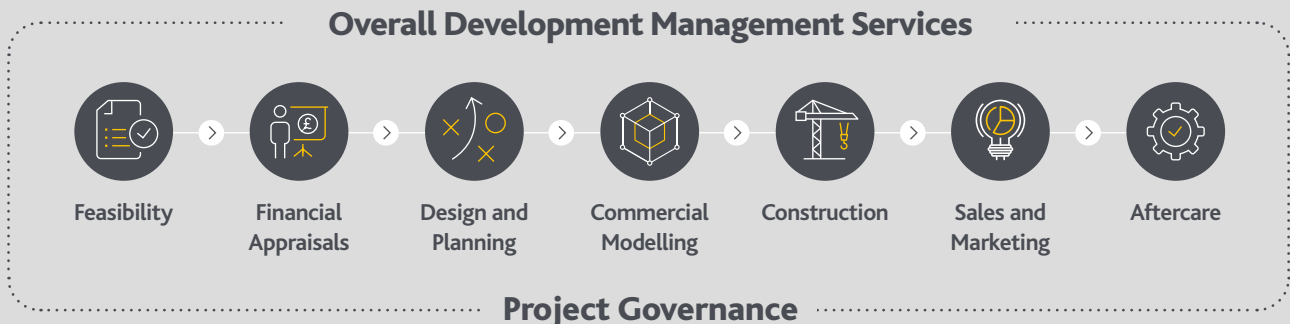
- 133 new homes built (80 for sale, 53 council houses), with all houses in the phase 1 sales release sold off plan.
- Delivered a level of council housing beyond many other developments in the city, with the proportion of council housing (40% of the units) exceeding policy requirements.
- A mix of sales units specifically driven to meet local need over best commercial performance, driven by the council retaining full control over the development. This has seen a higher proportion of 1 and 2 bed apartments delivered to meet local demand in the area.

BENEFITS OF OUR APPROACH FOR THE CUSTOMER

- ✓ Full control of the land and all associated decisions.
- ✓ Control of timescales by directing the rate of delivery.
- ✓ Retaining all proceeds from sales income.
- ✓ One single point of responsibility across the scheme increases consistency, reduces duplication and improves working relationships.



SERVICES PROVIDED



- Alongside our design and build offer, we provided a development management service to include:
 - Market appraisal and viability analysis
 - Financial modelling
 - Sales and marketing strategy
 - Scheme concept designs
 - House type design/specifications (ensuring products most suited for market sale)
 - Achieving planning permission
 - Management of plot sales
 - Customer care for completed units.

- In order to ensure that the customer could make informed decisions about their level of investment and the tenure mix we:
 - Ran multiple commercial models looking at different tenure splits through the feasibility process
 - Profiled different density models to assess these against commercial parameters
 - Provided market intelligence and demand information
 - Marketing strategy and materials, including all site branding

- Supporting the council to set up a long term stewardship agreement with a management agent to ensure high quality and consistency
- A project board responsible for overseeing the delivery of a project which meets the council's objectives in a fully compliant way.



ASHTON RISE BRISTOL

ADDED
VALUE

8.88/10

Customer satisfaction
(value for money)

76.1%

Local labour
within 40 miles

100%

Waste diverted
from landfill

96.69%

SME spend

COMMUNITY ENGAGEMENT ACTIVITIES



Coordinating the conversion of a building in central Bristol into 17 flats for homeless people.

A BENCHMARK FOR QUALITY



With an all-encompassing specification: all houses come with the same high spec finish and there are no hidden extras.

A HIGHLY SUSTAINABLE PROJECT



- All renewable energy in the form of a ground source heat pump for each unit. By integrating this new technology on a large scale residential scheme for the first time, it is being used as a benchmark for all developments in Bristol. Although it is more expensive to install, we registered it for the Renewable Heat Incentive so that the council will benefit from that income over next 20 years.
- By replacing carbon-intensive bitumen with an innovative method that uses non-recyclable plastic on site roads, we will save the equivalent of 150,000 single-use plastic bags.





WILLMOTT DIXON

SINCE 1852

Willmott Dixon

DEVELOPMENT SOLUTIONS

WHY DEVELOPMENT SOLUTIONS?

Development programmes are increasingly requiring a more innovative use of land and assets, with public and private collaboration key.

We bring together the best in construction and development specialism under one roof, working on projects from inception through to post completion. This gives an unrivaled development solution that comes from years of experience and expertise.

Our solutions set out to unlock and retain value for you – our customer.

Willmott Dixon is launching a new specialist and dedicated team who will provide a professional consultancy and a solution led service to our customers to realise and deliver a pipeline of development led opportunities.

Willmott Dixon believe in a purpose beyond profit. **We want to be a trusted partner in the delivery of social infrastructure through the values we uphold, the products we offer, the services we provide and the legacy we leave.** Development solutions is a clear route to achieving this.

We have developed a number of services and delivery models which can unlock opportunities, providing our customers with a wider solution which broadly sit across three key areas:



ASSET MANAGEMENT SOLUTIONS

Working with customers to review and unlock potential and achieve better value in their existing assets.



DEVELOPMENT MANAGEMENT SERVICES

A service led consultancy service which sits alongside our design and build offering.



FUNDING SOLUTIONS

Bringing forward alternative means of funding development to increase capacity within our partners' plans.

CUSTOMER BENEFITS

- ✓ Retain control
- ✓ Retain assets
- ✓ Unlock better commercial returns
- ✓ Provide a platform for creating longer term revenue streams to offset austerity cuts

These benefits offer real value to the customer, and provide a compelling case for the adoption and consideration of Development Solutions on relevant opportunities.

OUR MODELS AND SOLUTIONS





Unlocking value in our customers' strategic assets

What?

This sees Willmott Dixon provide development resource and expertise to review our customers' existing assets and create development solutions which support our customers' briefs, aims and aspirations.

Under this model we would review and appraise various design solutions to maximise benefits for our customers.

Such services could include:

- Identifying strategic land parcels to sell to generate revenue to cross-subsidise an identified development.
- Reviewing existing assets to develop more viable solutions.
- Identifying strategic land to acquire to unlock better potential from existing assets.

CUSTOMER BENEFITS



Generates a financially better solution by sweating their assets



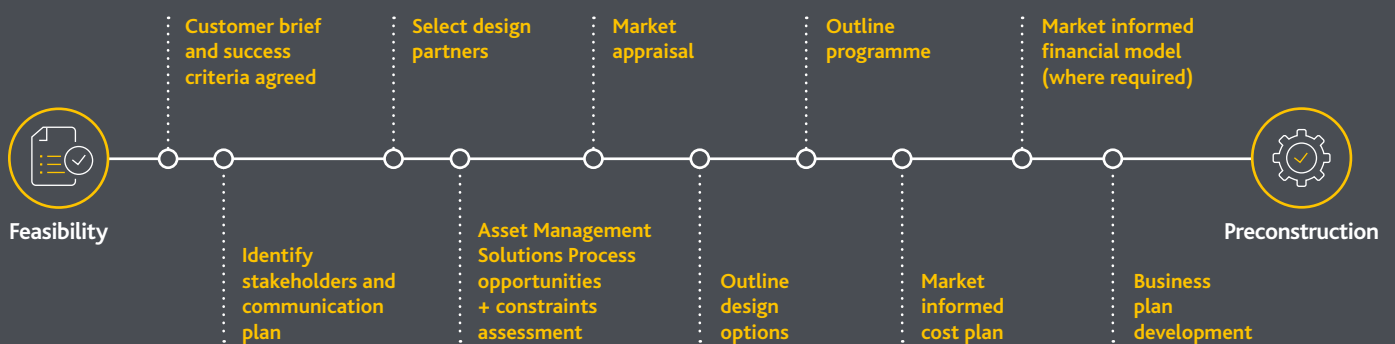
Provides a resource to customers who either do not have the resource or whose existing resources are at capacity



We can focus outcomes against their social drivers



Ensures customers retain ownership and control of their asset holdings.





Delivering a flexible and tailored service to maximise development value for our customers.

What?

A service offering in which we provide a full development service, to include design and build but also sales and marketing, commercial modelling and financial appraisal work.

Our customer retains the development returns – we receive our usual construction contract plus a fee for the wider services.

The key to this service is we are not the developer – that role remains with our customer – but we provide the full range of services required to deliver a private tenure housing scheme.

CUSTOMER BENEFITS



Retain control of land/assets



Meet local needs by having control over what is built



Be in control of timescales by directing the rate of delivery



Enhanced returns by retaining developer margins

Our development management services includes:

- Scheme concept designs, house types and specifications
- Market appraisal and viability analysis
- Support with achieving planning permission
- A sales and marketing strategy
- Financial modelling
- Management of plot sales
- Customer care for completed units
- Establish estate management regime
- Create and manage project governance regime

Overall Development Management Services



Feasibility



Financial Appraisals



Design and Planning



Commercial Modelling



Construction



Sales and Marketing



Aftercare

Project Governance



Enhancing capacity through funding solutions

What?

We will work with partners to identify funding requirements on projects and identify a suitable partner with whom we can work to provide a funding offer or solution.

This will include Adjuto as an option, but also look to generate wider partnerships with other funds and providers to create.

Such options could include:

- Cross subsidy models
- Grant funding solutions
- Lease and leaseback models
- Strip income models

We can also explore partnership models to design, build, finance and operate new public facilities.

CUSTOMER BENEFITS



Public sector borrowing capacity can be preserved for use on other developments.



Our cross-subsidy model can introduce flexible development partners to share risk.



Our approach can remove the requirement for an Authority to engage an external development company, thereby retaining margins.



Through Adjuto, an authority can

- Choose to act in the capacity of 'bank' and receive a market return for cash loaned into the model.
- Choose to act in capacity of 'developer' and receive a percentage of developer profit.

PROJECT CASE STUDIES



MOBERLY LEISURE & PRIME PLACE KENSAL RISE



FUNDING
SOLUTIONS



CUSTOMER:

Westminster City Council

SOLUTION:

Funding Solution – social infrastructure cross-subsidy

CONTRACT START DATE:

March 2016

CONTRACT FINISH DATE:

June 2018

VALUE:

£47 million

PROCUREMENT ROUTE:

Scape 3 (single source)

Kensal Rise is a collection of 200 beautifully designed apartments and townhouses built on top of and around the Moberly Leisure Centre which offers two pools, a 120 station gym, two exercise studios and a large eight-court sports hall.

BENEFIT OF PROCUREMENT ROUTE USED

- The council were able to access the construction and development/funding expertise of Willmott Dixon. This provided them with a free feasibility, development advice and appraisal together with funding propositions.

CUSTOMER OBJECTIVES

- To create a vibrant new residential and wellbeing hub in a central London location, combining modern city living for residents with strong connections to the wider community.
- To increase sports provision in the local area.

CUSTOMER CHALLENGE

- No capital with which to fund a new centre.

OUR SOLUTION

- Using an innovative cross-subsidy method, Moberly Leisure was delivered at a time when there was a shortfall in public spending for facilities of this scale. The facility was delivered at no cost to the public purse, with Westminster City Council land being transferred for residential development as payment.



MOBERLY LEISURE & PRIME PLACE KENSAL RISE

THE OUTCOME

- Opened in June 2018, the brand-new Moberly Sports Centre replaced the existing facility that was nearing the end of its life and becoming uneconomical to maintain.
- The centre provides two pools, a 120-station gym and two exercise studios. There is also a large eight-court sports hall with a dedicated boxing gym and a bespoke gymnastics area.
- Within its first two months of operation the leisure centre welcomed over 100,000 visitors.
- We worked with residential development specialists, Be Living (now EcoWorld London) and Westminster City Council through Scape Group's Major Works framework to cross-fund delivery of this and another nearby leisure centre for the council.

- The Moberly development's housing was called Prime Place, Kensal Rise; a collection of beautifully designed one and two-bedroom apartments and four-bedroom townhouses built on top of and around the leisure centre.
- It provides a great location for the demands of modern city living, with homes arranged around a beautifully landscaped roof garden, with many benefiting from a large balcony or private terrace.

BENEFITS OF OUR APPROACH FOR THE CUSTOMER

- ✔ Provided a 37% increase in sports provision for the area and much needed modern facilities and importantly was delivered at no cost to Westminster City Council.
- ✔ The facility is now a net contributor to council revenue as the new fitness and leisure destination for Maida Vale.

ADDED VALUE

9/10

Customer satisfaction

77%

Local labour within 20 miles

87.5%

Local labour within 40 miles

95.5%

Waste diverted from landfill

387

School workshops

8

University research projects (Target:1)

100%

Fair payment made to supply chain within 19 days

100,000

Visitors in first two months

CHESHUNT SCHOOL BROXBOURNE



FUNDING SOLUTIONS

BE LIVING



CUSTOMER:

Be Living

SOLUTION:

Funding Solution – social infrastructure cross-subsidy

CONTRACT START DATE:

May 2015

CONTRACT FINISH DATE:

August 2017

VALUE:

£25 million Gross Development Value

PROCUREMENT ROUTE:

SID Framework

A scheme which saw the delivery of new educational facilities, funded through the development of 88 new homes on surplus school land.

BENEFIT OF PROCUREMENT ROUTE USED

- Because the framework is focused on the delivery of social infrastructure as an output of housing provision, the mini-competition process allowed us to submit plans for overall school facility improvements at Cheshunt School, which were entirely funded by the delivery of new homes.

OUR SOLUTION

- Funded the school improvements without the school having to provide any capital funding by utilising a cross-subsidy model, whereby we developed and sold 88 homes on an adjacent site owned by the school.

THE OUTCOME

- Customer objectives met via the completion of school enhancements, together with a unique development of 88 homes comprising of a mix of apartments and family homes of up to four bedrooms nestling next to Cheshunt School’s playing fields.

BENEFITS OF OUR APPROACH FOR THE CUSTOMER

- ✓ Our customer saw vast enhancements to their own facilities without incurring any cost to themselves.

CUSTOMER OBJECTIVES

- To deliver a new technology block, remodel the main classroom block to create a new entrance lobby, staircases and new circulation route, plus an updated admin block to link with the new technology facility.
- To improve the sports fields with new changing facilities and a community sports hall with dedicated entrance and parking.

CUSTOMER CHALLENGE

- No capital with which to fund these works.

ADDED VALUE



We created a biodiversity zone at the school after they successfully applied for a Woodland Trust ‘Wildlife’ Tree Pack.

420

The Woodland Trust ‘Wildlife’ Tree Pack included 420 trees in total, consisting of various species of tree such as oak, silver birch and hazel.



The pack also contained trees such as hawthorn, rowan and blackthorn that were planted specifically to become sources of food for wildlife.



SAYER COURT LEAMINGTON SPA



CUSTOMER:
Warwick District Council

SOLUTION:
Strategic Assets Review

CONTRACT START DATE:
May 2015

CONTRACT FINISH DATE:
November 2016

VALUE:
£11.1 million

PROCUREMENT ROUTE:
Scape 3 (single source)

Sayer Court provides a stylish 76 apartment block and five separate bungalows for people over 55. This is the first housing scheme commissioned by Warwick District Council for over 30 years, creating quality new homes that replaced a scheme no longer fit for purpose.

BENEFIT OF PROCUREMENT ROUTE USED

- Enabled the council to engage Willmott Dixon to undertake a development management role in unlocking the development.
- The council benefitted from free feasibility review work to provide a platform to take the development forward. Early engagement through the framework made this possible.

CUSTOMER OBJECTIVES

- To provide a high quality retirement development for older people.
- To increase density and the number of units on offer through the scheme.

CUSTOMER CHALLENGE

- The council had limited capacity within the team with which to take the development forward.

OUR SOLUTION

- We identified and secured additional land for development.
- Re-located an existing retail unit.
- Progressed the scheme through planning.
- Undertook all design and construction works.

This scheme was developed on the site of former bedsit accommodation with the aim of enhancing the quality of accommodation available for local people. The site contained 33 bedsits plus a common room. When we were initially engaged on the scheme, the site contained numerous constraints which limited its development to circa 40 new homes.

We undertook all initial site due diligence at our risk to create a fully risk profiled development solution for the council.

In carrying out this process, we developed nine separate feasibility studies (all at risk) in order to assess the viability of different scenarios linked to land acquisition.



SAYER COURT LEAMINGTON SPA

This all formed part of our reporting processes in obtaining Cabinet approval to commit the investment required to increase the density of the scheme. In order to maximise the scheme’s potential we undertook a land assembly process and negotiated the acquisition of three private land parcels including an existing public house and two private houses. This enabled a significant increase to the density of housing – almost tripling the number of units on site. The structure of this deal saw us negotiate the land purchases on behalf of the Local Authority (LA), with completion assigned to the council. We then entered into an NEC Delivery Agreement to design and build the scheme, including taking the scheme through planning. Once this Cabinet approval was obtained, we entered into conditional contracts with each land owner and subsequently took the scheme through planning, achieving a planning consent in only 11 weeks from submission, thereby ensuring a swifter start on site could be achieved. Planning was

fronted by ourselves and submitted in our name in order that reputational risk was protected from the council. In addition, we supported the council with sales and lettings by delivering a show apartment early in our programme. We engaged a specialist interior designer and fully fitted out and apartment to enable the council to show prospective residents what the final quality would be like in order to maximise sales and lettings in the off-plan phase.

THE OUTCOME

- First housing scheme commissioned by Warwick District Council for over 30 years.
- Met local housing needs by replacing a scheme no longer fit for purpose, with purpose build accommodation.
- 76 unit apartment block with five separate bungalows all specifically designed for over 55s.
- Delivered on time and to budget.

BENEFITS OF OUR APPROACH FOR THE CUSTOMER

- ✔ Ensuring greater value for council spend, we negotiated the acquisition of three private parcels of land to increase development capacity.
- ✔ We supported the Cabinet and board approval process to ensure approval for the investment.
- ✔ Our expert team led the planning process and secured planning consent in 11 weeks.
- ✔ We took full construction risk to ensure cost certainty for our customer.

ADDED VALUE

9/10

Client satisfaction (service)

8/10

Client satisfaction (value for money)

99%

Waste diverted from landfill

43

Considerate Constructor Score

100%

Fair payment made to supply chain within 19 days

96%

Local labour within 40 miles

88%

Local spend within 40 miles

100%

SME engagement and SME spend



ROBIN HOOD CHASE NOTTINGHAM



CUSTOMER:
Nottingham City Council
& ASRA Housing

SOLUTION:
Strategic Assets Review

CONTRACT START DATE:
March 2014

CONTRACT FINISH DATE:
March 2015

VALUE:
£3.9 million

PROCUREMENT ROUTE:
Scape 3 (single source)

A mixed use development which saw the delivery of 45 homes together with three retail units, delivered in partnership with ASRA Housing.

ADDED VALUE



COMMUNITY ENGAGEMENT ACTIVITIES

Our community engagement activities included working with Nottingham City Council's Employment Hub to provide invaluable work experience for 72 local unemployed people.



BUILDING ON STRONG FOUNDATIONS

Our site team also teamed up with trainees from the local New College Nottingham and local job seekers to create the foundations for a new building at St. Ann's Community Orchard.

BENEFIT OF PROCUREMENT ROUTE USED

- Direct call off through the framework enabled the council to procure Willmott Dixon to work up a solution for this under-utilised site and create a platform for securing two development partners to deliver the site.
- Allowed the early engagement of Willmott Dixon to undertake early feasibility review in order to create a deliverable solution for the site.
- Free feasibility through the Scape framework.

CUSTOMER OBJECTIVES

- To deliver the development in a commercially viable manner, with no residual development risk for the council.
- To create a scheme which delivered both residential and commercial (retail) uses.

CUSTOMER CHALLENGE

- Commercial viability.
- Finding a development solution for a mixed use scheme.

OUR SOLUTION

Our role saw us:

- Identify and obtain the land
- Secure and pre-sell the retail element
- Progress the scheme through planning
- Undertake all design and construction works.

This development followed an earlier phase which saw Willmott Dixon deliver a health and wellbeing centre on behalf of Nottingham City Council.

Following completion of the Wellbeing Centre, we began working with the council (who owned the land) to develop proposals for the wider site. We were able to engage in an exclusivity arrangement with the council on the land through our position on the Scape Major Works framework, giving us direct access to the land in an off-market scenario.

The deal structure saw us negotiate an exclusivity with the vendor and then assign the land completion to ASRA Housing, with Willmott Dixon subsequently entering



ROBIN HOOD CHASE NOTTINGHAM

into a design and build contract to complete the scheme.

In developing proposals, we entered into early dialogue with the planners and carried out a series of due diligence surveys on the land (including a topographical survey and site investigation) in order to understand the full constraints of the site and develop a fully profiled land package proposal to our end client, ASRA Housing.

We undertook all initial site due diligence at our risk to create a fully risk profiled development package solution to ASRA Housing.

Following engagement with the planners, it became apparent that a mixed use scheme was required. In response we developed proposals for a scheme comprising residential and retail use.

We also shared planning risk to ensure all partners were equally bought into the principle of the development from the outset.

Using our position on the Nottingham Housing Strategic Partnership Board, we took the site to ASRA Housing as a package deal for the residential element and entered into a back-to-back arrangement to deliver

the scheme. We also led the commercial element of the project, sourcing a commercial investment partner and securing pre-sales on all three commercial units, enabling the development to successfully commence in a manner compliant with planning.

Prior to the commercial investment partner being on board, we commenced taking the scheme through planning, sharing planning risk and taking full responsibility for securing pre-sales on the commercial element.

We subsequently entered into separate build contracts with ASRA Housing and the commercial partner, providing lump sum contracts and taking full construction risk, to successfully deliver the scheme.

THE OUTCOME

- A successful mixed use development which saw the delivery of 45 homes together with three retail units.
- This development completed the wider regeneration of the area.
- It also provided much needed homes specifically designed for over 55s, addressing housing need in the area.

BENEFITS OF OUR APPROACH FOR THE CUSTOMER

- ✓ Gained early access to the site by utilising our position on the Nottingham Housing Strategic Partnership Board.
- ✓ Site secured off-market through our position on the Scape Major Works framework, avoiding competition on the open market.
- ✓ Undertook early due diligence on the site to ensure all opportunities and constraints were understood early in the development process.
- ✓ Successfully delivered the retail element in a risk free manner to ASRA Housing by sourcing a commercial investment partner.
- ✓ Ensured community engagement was a key consideration in the development.

ADDED VALUE

100%

of supply chain paid within 30 days

90.81%

Local labour within 40 miles

99.70%

Local spend within 60 miles

655

Short courses completed

99.62%

Waste diverted from landfill

209

Apprentice weeks completed



The building is popular with natural space within the local St Ann's allotments, hosting a range of community activities, including school visits, activity days and play sessions.



SPRING BOROUGH NORTHAMPTON



NORTHAMPTON
PARTNERSHIP HOMES

CUSTOMER:

Northampton Partnership Homes

SOLUTION:

Strategic Assets Review

CONTRACT START DATE:

October 2016

CONTRACT FINISH DATE:

December 2018

VALUE:

£6.34 million

PROCUREMENT ROUTE:

Scape 3 (single source)

This project entailed the development of 34 new affordable homes (comprising 2 and 3 bed houses), a new retail unit and remodelling works to St Katherine's Court (15 storey tower block), including all external works, infrastructure and drainage.

BENEFIT OF PROCUREMENT ROUTE USED

- Enabled the council to engage Willmott Dixon to undertake a full land availability assessment in unlocking the development.
- Early engagement through the framework enabled the council to benefit from free feasibility review work to provide a platform to take the development forward.
- Significant social value was created as part of the development.

CUSTOMER OBJECTIVES

- To improve the environmental setting of the overall estate.
- To improve the energy efficiency of the existing tower block.
- To increase the provision of new homes.

CUSTOMER CHALLENGE

- Limited resources.
- Knowledge of available sites on the estate was limited.

OUR SOLUTION

- We identified and secured additional land for development
- Re-located an existing retail unit
- Took the scheme through planning
- Undertook all design and construction works.

We were initially engaged by our customer, Northampton Partnership Homes to deliver a new build scheme comprising of 18 new homes off Little Cross Street within the Spring Borough estate.

We undertook a full review of the local area to aid in our understanding of the scheme. This highlighted the potential to expand our development activities beyond this initial site. As a result, we conducted a full



SPRING BOROUGHES NORTHAMPTON

land development strategy with the aim of identifying additional sites for potential development.

As part of this exercise, we initially identified six potential sites within the estate itself which we felt offered development potential.

We then undertook title searches and planning due diligence to assess which sites were deliverable. This saw us discount three initial sites.

For the remaining three sites, we entered into dialogue with the relevant land owners to ensure the sites could be acquired and also did initial scoping work to understand the level of development achievable.

Through this exercise, we were able to secure each site and increase the development from an initial 18 new homes to 34 new homes plus the relocation of a retail unit to increase the scope of the initial site.

THE OUTCOME

- The development of 34 new homes, a new retail unit and remodelling works to St. Katherine's Court (15 storey tower block). This provided the community with much needed affordable housing.
- We also made environmental improvements to the estate, by completing all external works such as infrastructure and drainage. This improved the estate's overall external image.

BENEFITS OF OUR APPROACH FOR THE CUSTOMER

- ✓ Ensured cost certainty for our customer by taking full construction risk.
- ✓ Successfully secured planning consent on each development site with Willmott Dixon leading the planning process.
- ✓ Increased the development potential from 18 units to 34 units, increasing the number of affordable homes we were able to provide across the estate.

ADDED VALUE

9.7/10

Customer satisfaction score

100%

BREEAM assessment rating on all new buildings

42

Considerate Constructor Score

100%

Local labour within 40 miles

100%

Local spend within 40 miles

88%

SME engagement

96%

project spend with SMEs



LIVERPOOL HOUSING PARTNERSHIP LIVERPOOL



CUSTOMER:
Liverpool City Council

PARTNERS:
Liverpool Mutual Homes
and Redrow Homes

SOLUTION:
Consortium Solution

CONTRACT START / FINISH DATE:
2015 / 2020

VALUE: £205 million
(Potential investment value)

PROCUREMENT ROUTE:
Competitive dialogue

The Liverpool Housing Partnership (LHP) is a pioneering relationship forged between Liverpool City Council, Redrow Homes, Liverpool Mutual Homes (LMH) and Willmott Dixon, delivering up to 1,500 new homes and bringing 1,000 empty homes back into use.

BENEFIT OF PROCUREMENT ROUTE USED

- It provided the council with the flexibility to create a unique partnership with a consortium of award winning partners who are committed to local investment in the Liverpool City region.

CUSTOMER OBJECTIVES

- To deliver 1,500 new homes and bring 1,000 empty homes back into use
- To deliver these homes across the entire city
- To deliver a range of tenures, including market sale and affordable housing
- To deliver a range of higher council tax band homes.

CUSTOMER CHALLENGE

- The scale of the objective was such that it was too large for any one individual organisation to deliver.
- The council had access to land, yet was not in a position to directly deliver the housing requirements through their own investment.

- The council also had a range of other partnerships in place which were not fully delivering against the housing needs of the city.

OUR SOLUTION

In response to the challenges, Willmott Dixon pulled together a consortium of partners with complementary skills and expertise and who, together, could deliver the scale of development being sought by the council.

Our approach entailed:

- A consortium of partners with expertise in land identification, planning promotion, ground remediation, construction, development, sales and marketing, housing management, customer service and aftercare.
- Development of new homes on multiple sites throughout the city, providing a city wide housing programme with a variety of housing tenures.



LIVERPOOL HOUSING PARTNERSHIP LIVERPOOL

The council provided strategic planning and housing need intelligence, as well as selling any council owned land suitable for housing to the partnership for development at market value.

Capital receipts generated by the sale of the council sites and assets were reinvested into the housing programme, to enable more families to be provided with homes.

Programme delivery was closely monitored by the partnership, with quarterly and annual reports provided to the Cabinet.

THE OUTCOME

• To date, development has commenced either on site or through the planning process of nine schemes providing over 300 new homes across a variety of tenures and uses.

• This includes Marwood Tower which has delivered 80 homes for the over 55s through the refurbishment and extension of a tower block which was no longer in use.

BENEFITS OF OUR APPROACH FOR THE CUSTOMER

- ✔ Scale of delivery – by adopting a consortium-led approach we are able to deliver much more than our individual organisations could in isolation, thereby ensuring we could meet the council's objective of delivering 1,500 new homes, something which would have been difficult for one company to achieve.
- ✔ Platform to deliver 1,500 new homes and bring 1,000 empty homes back into use.
- ✔ Creating a £205 million investment, with potential for a further £200 million in subsequent years.

- ✔ The uniqueness of the partnership is that it is responsive to the housing market and the partners have a direct influence about where, when and the type of housing to be built in the city.
- ✔ Development of new homes on multiple sites throughout the city, providing a city wide housing programme with a variety of housing tenures.
- ✔ The partnership worked on a wide range of initiatives to tackle empty properties, including long-term voids, such as maximising voluntary action from property owners and securing funding to bring houses back into use. Areas where groups of empty properties are most heavily impacting on streets are being particularly targeted.

ADDED VALUE

8.4/10

Customer satisfaction (service)

8/10

Customer satisfaction (whole life performance)

99.53%

Waste diverted from landfill

40

Considerate Constructor Score

100%

Fair payment made to supply chain within 19 days

98.81%

Local labour within 40 miles

90.17%

Local labour within 20 miles

95.03%

Local spend within 40 miles

100%

SME engagement and SME spend

The project has delivered the following aims and objectives:

- **17** National Vocational Qualifications supported • **147** School/college/university site visits
- **300** Apprentice weeks (existing), **52** Apprentice weeks (project initiated) • **829** Short courses
- **149** School/college workshops • **38** Work experience placements • **45** University research projects supported



ASHTON RISE BRISTOL

DEVELOPMENT
MANAGEMENT
SERVICES



CUSTOMER:
Bristol City Council

SOLUTION:
Development Management Services

CONTRACT START DATE:
8th May 2017

CONTRACT FINISH DATE:
Anticipated 15th March 2021

VALUE:
£21.2 million

PROCUREMENT ROUTE:
Scape 3 (single source)

Ashton Rise is a mixed tenure housing development of 133 new homes, with 80 homes for market sale and 53 for council housing. It is the first scheme of this nature and scale delivered by the council for over 30 years.

BENEFIT OF PROCUREMENT ROUTE USED

- Procuring through the framework provided the customer with a one stop shop for the full suite of services that they needed: design, build and development management.
- Early engagement, at concept stage, allowed the customer to benefit from our expertise from the earliest possible point.
- Enabled the gradual expansion of the scope of employment as the project progressed; the customer could appoint us in managed packages.

CUSTOMER OBJECTIVES

- To maximise the delivery of council housing on this site, in a way that was more cost effective than standard council housing programmes.
- Adopt a cross-subsidy model; to use the proceeds from the sales units to cross subsidise the provision of council houses.
- To set a benchmark for quality in Bristol.

CUSTOMER CHALLENGE

- Having never delivered a mixed tenure scheme before, the council did not have the in-house experience required to navigate the complexities of such a scheme and successfully meet their objectives.

OUR SOLUTION

- Our strategic partnership sees us utilising our construction, sales and marketing skills to successfully deliver the largest council development in many years.
- We are providing both contracting and development management services to the council, selling homes to cross-subsidise the social rent units, with sales income being used to fund the council housing.



ASHTON RISE BRISTOL

THE OUTCOME

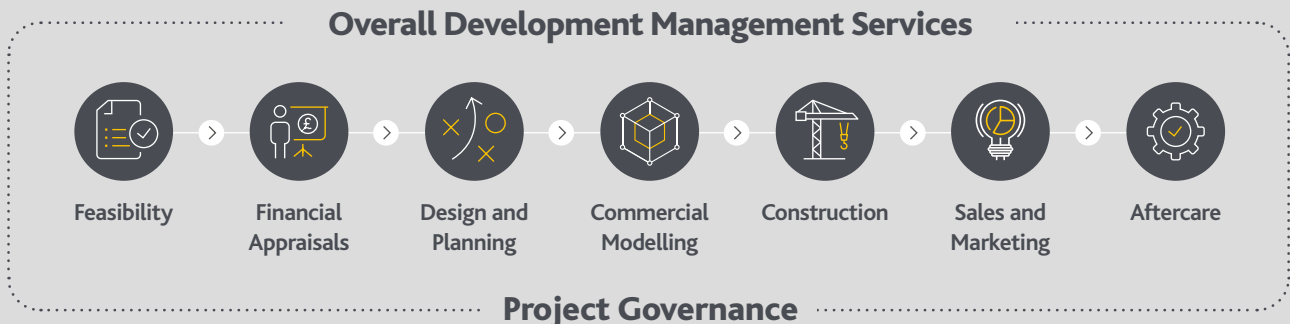
- 133 new homes built (80 for sale, 53 council houses), with all houses in the phase 1 sales release sold off plan.
- Delivered a level of council housing beyond many other developments in the city, with the proportion of council housing (40% of the units) exceeding policy requirements.
- A mix of sales units specifically driven to meet local need over best commercial performance, driven by the council retaining full control over the development. This has seen a higher proportion of 1 and 2 bed apartments delivered to meet local demand in the area.

BENEFITS OF OUR APPROACH FOR THE CUSTOMER

- ✓ Full control of the land and all associated decisions.
- ✓ Control of timescales by directing the rate of delivery.
- ✓ Retaining all proceeds from sales income.
- ✓ One single point of responsibility across the scheme increases consistency, reduces duplication and improves working relationships.



SERVICES PROVIDED



- Alongside our design and build offer, we provided a development management service to include:
 - Market appraisal and viability analysis
 - Financial modelling
 - Sales and marketing strategy
 - Scheme concept designs
 - House type design/specifications (ensuring products most suited for market sale)
 - Achieving planning permission
 - Management of plot sales
 - Customer care for completed units.
- In order to ensure that the customer could make informed decisions about their level of investment and the tenure mix we:
 - Ran multiple commercial models looking at different tenure splits through the feasibility process
 - Profiled different density models to assess these against commercial parameters
 - Provided market intelligence and demand information
 - Marketing strategy and materials, including all site branding
- Supporting the council to set up a long term stewardship agreement with a management agent to ensure high quality and consistency
- A project board responsible for overseeing the delivery of a project which meets the council's objectives in a fully compliant way.



ASHTON RISE BRISTOL

ADDED VALUE

8.88/10

Customer satisfaction
(value for money)

76.1%

Local labour
within 40 miles

100%

Waste diverted
from landfill

96.69%

SME spend

COMMUNITY ENGAGEMENT ACTIVITIES



Coordinating the conversion of a building in central Bristol into 17 flats for homeless people.

A BENCHMARK FOR QUALITY



With an all-encompassing specification: all houses come with the same high spec finish and there are no hidden extras.

A HIGHLY SUSTAINABLE PROJECT



- All renewable energy in the form of a ground source heat pump for each unit. By integrating this new technology on a large scale residential scheme for the first time, it is being used as a benchmark for all developments in Bristol. Although it is more expensive to install, we registered it for the Renewable Heat Incentive so that the council will benefit from that income over next 20 years.
- By replacing carbon-intensive bitumen with an innovative method that uses non-recyclable plastic on site roads, we will save the equivalent of 150,000 single-use plastic bags.





D'URTON LANE PRESTON

FRAMEWORK
PROCUREMENT
**DEVELOPMENT
SPV SOLUTION**



CUSTOMER:
Trafford Housing Trust

SOLUTION:
Land Led Development

CONTRACT START DATE:
April 2020

CONTRACT FINISH DATE:
April 2024 (TBC)

VALUE:
£32.6 million

PROCUREMENT ROUTE:
Homes England DPP3 Framework

Mixed tenure housing development providing 250 new homes on land procured from Homes England through the DPP3 framework and to be delivered through a joint venture partnership with Trafford Housing Trust.

BENEFIT OF PROCUREMENT ROUTE USED

- The DPP3 framework gave us access to a site being disposed of by Homes England for our partner, Trafford Housing Trust (THT). Willmott Dixon's position on the framework enabled THT to have access to the site.
- Enabled Homes England the delivery of more affordable housing than a traditional approach.

CUSTOMER OBJECTIVES

- **Homes England:**
 - Achieve the highest possible land value.
 - Homes delivered at an accelerated construction pace.
 - Exchange land contracts prior to the end of March 2019.
- **Trafford Housing Trust:**
 - Access to larger development sites.
 - Ability to deliver 50% affordable housing on their schemes.
 - Be in full control of the development.

CUSTOMER CHALLENGE

- Create a housing offer which doesn't compete with surrounding development.
- Deliver a project with the completion of off-site highways works (S278) which provide access to the site.

OUR SOLUTION

- We created a joint venture (JV) with Trafford Housing Trust to give THT access to the site through our framework appointment.

THE OUTCOME

- The JV successfully bid to deliver 250 new homes over a 4 year period, providing Homes England with the most competitive land offer.
- Our solution, focussing on smaller 2, 3 and 4 bed homes was designed to not compete with surrounding new build developments, predominantly providing larger family homes.



D'URTON LANE PRESTON

BENEFITS OF OUR APPROACH FOR THE CUSTOMER

- ✔ Our partnership will allow us to deliver a scheme consisting of 50% affordable housing and 50% housing for sale, far in excess of planning policy requirements.
- ✔ Our tenure solution will enable us to deliver at an accelerated pace, a planned delivery rate of 8 homes per month (against a market average of 5 per month).
- ✔ We are making a significant contribution towards meeting local housing needs by providing a mix of homes which are currently under-supplied in the local housing market.
- ✔ The completion of off-site works (S278) enabled us to provide greater access to the site. This in turn allowed Homes England to determine greater certainty over a site start date and land value payments, as well as allowing for overall better site delivery.
- ✔ Gave THT access to a site which they would otherwise have been unable to access.

ADDED VALUE

LESSON SUPPORT FOR PUPILS



Pupils will be supported in building new habitats such as bird boxes and insect hotels for local wildlife, whilst being taught about the animals' habits and learning new skills such as basic joinery.

SAFETY TALKS FOR PUPILS



Our people will visit primary schools during assembly or class times to deliver site safety talks. These talks will be centred around the dangers children could be exposed to if they were to enter a site unsupervised.

ELECTRICAL CIRCUIT BOARD WORKSHOPS



Electrical circuit board workshops will be held to allow pupils to create sound, motion and light through building snap circuits, all whilst learning the basic principles of electronics.



To find out more about Willmott Dixon
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WILLMOTT DIXON

SINCE 1852

Caerphilly Innovation Housing

Addendum to the Feasibility

JULY 2020

Feasibility Addendum

Further to the submission of our Feasibility Report Dated June 2020 we have pleasure in enclosing further details following our presentation / review and feedback sessions.

Contractual Arrangements

The Scape Framework provides you access to projects with Willmott Dixon Construction of values between £2 - £20 million. Whilst the total for the three schemes is indicated by the report as being over this number we will have two separate contracts.

1. Trethomas (Pilot Site 1) will be the first project. – Contract value in excess of £2M
2. Oakdale and Treceenydd – These will form the second contract and will be below the £20m threshold

The reason for this split is necessitated by the need to test the product on Trethomas first and then to obtain maximum value for money through purchasing volume by combining both Oakdale and Treceenydd as one contract.

This is perfectly in accordance with Scape procurement standards and does not put the Authority at any risk of challenge.

Pre-Construction Programme

If you were to approve the Feasibility report and instruct us for the next stage we would enter into a formal PCSA Contract. This contract would run for a little over 6 months and indicative dates are indicated within the original Feasibility Report.

Fees

Within this addendum is a detailed fee schedule for the three sites which indicates the financial commitment you would be making to get these three sites through the design stage, into planning, SAB approval and a contract sum.

We have split these into Fixed Fees and Provisional Fees. These later provisional sums are generally for surveys which at this stage we are unable to fix but are based upon our best knowledge and experience. These provisional sums could be less or in some cases not required.

Please see [Appendix 1](#) for summary and details for each individual site.

Development Solutions

As advised in our Feasibility Report for the Oakdale Site we will provide our Development Solutions process during the feasibility and preconstruction phase.

This service would normally attract fee of circa £33,750.00 however in order to provide financial support to the project and to show our commitment we will deliver these services **free of charge**.

The full scope of what these services include is shown within [Appendix 2](#). For clarity the free of charge service covers all services within the feasibility and preconstruction period items 1 – 4.

A fee proposal for the remaining sections 5 – 6 will be agreed if required.

A

Appendix 1
Fee Schedule

Appendix 2
Willmott Dixon
Development Management
Services – Scope of Service

Appendix 1 Fee Schedule



| | Pre-Construction Costs | |
|--|------------------------|--------------------|
| Design Team Fees & Surveys | Fixed | Provisional |
| Caerphilly Housing - Trecenydd | £54,092.84 | £36,200.00 |
| Caerphilly Housing - Trethomas | £57,980.30 | £37,850.00 |
| Caerphilly Housing - Oakdale | £346,510.00 | £141,800.00 |
| Preconstruction Design Team Fees & Surveys | £458,583.14 | £215,850.00 |
| | | |
| Pre-Con and Design Management Fees | | |
| Preconstruction Fees | £52,000.00 | |
| Design Management Service Fee | £87,237.00 | |
| | £139,237.00 | |
| | | |
| Total Expenditure for Preconstruction | £597,820.14 | £215,850.00 |
| | £813,670.14 | |

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Appendix 1 Fee Schedule

Trecenydd

| FEE SCHEDULE | | PRECONSTRUCTION | | | TOTAL |
|--|-----------------------------|-----------------|----------------|----------------|----------------|
| | | Stage 2 | Stage 3 | Stage 4 | |
| Description | Fixed (F) / Provisional (P) | | | | |
| DESIGN FEES | | | | | |
| Architect | F | £7,500 | | £15,000 | £22,500 |
| Principal Designer | F | | £1,500 | | £1,500 |
| Landscape Architects | F | | | | £0 |
| Structural & Civil engineers | F | | £9,950 | | £9,950 |
| Building Services Consultant | F | | £1,750 | | £1,750 |
| Acoustic Consultant including Survey and Testing | F | | £1,500 | | £1,500 |
| Building Control | F | | | £2,493 | £2,493 |
| Fire engineering consultant | F | | £2,500 | | £2,500 |
| Air Tightness Testing including desktop review, design review, site advice and visits | F | | £1,000 | | £1,000 |
| Passivhaus | F | £2,993 | | £2,850 | £5,843 |
| NHBC | F | | | £5,057 | £5,057 |
| SAB | P | £6,950 | | | £6,950 |
| SAB Fees | P | £10,000 | | | £10,000 |
| Initial Flood Risk Assessment & Drainage Strategy Report | P | £350 | | | £350 |
| CCO Survey of completed Below Ground Drainage System | P | £500 | | | £500 |
| Topographical Survey | P | £1,500 | | | £1,500 |
| Existing Utility Apparatus Information (Water Main, Sewer Main, Gas Main, Electricity Main, Telecom Main, Cable TV Main) | P | £500 | | | £500 |
| Soil Investigation Survey (California Bearing Ratio tests, Percolation Tests, Frost Susceptibility testing & Waste Acceptance Criteria Testing, Compaction Testing, Landfill Gas Analysis, Persistent Organic Pollutants Survey) | P | £3,000 | | | £3,000 |
| Waste Acceptance Criteria Testing soil | P | £500 | | | £500 |
| Level 1 Ecological Report (includes Desk study and Extended Phase 1 habitat survey) | P | £1,500 | | | £1,500 |
| Acoustic Survey (Noise Impact Assessment) to support Planning Application | P | £1,500 | | | £1,500 |
| Traffic Impact Assessment (Transport Assessment & Travel Statement) | P | £4,950 | | | £4,950 |
| Highways Act 1980 (Relates to classification, maintenance and rights of all parties in public maintained and private streets) | P | | | £4,950 | £4,950 |
| TOTAL | | £41,743 | £18,200 | £30,350 | £90,293 |

Appendix 1 Fee Schedule

Trethomas

| FEE SCHEDULE | | Stage 2 | Stage 3 | Stage 4 | TOTAL |
|--|-----------------------------|---------|---------|---------|---------|
| Description | Fixed (F) / Provisional (P) | | | | |
| DESIGN FEES | | | | | |
| Architect | F | £7,500 | | £15,000 | £22,500 |
| Principal Designer | F | | £1,500 | | £1,500 |
| Structural & Civil engineers | F | | £11,950 | | £11,950 |
| Building Services Consultant | F | | £1,750 | | £1,750 |
| Acoustic Consultant including Survey and Testing | F | | £1,500 | | £1,500 |
| Building Control | F | | | £3,117 | £3,117 |
| Fire engineering consultant | F | | £2,500 | | £2,500 |
| Air Tightness Testing including desktop review, design review, site advice and visits | F | | £1,000 | | £1,000 |
| Passivhaus | F | £2,993 | | £2,850 | £5,843 |
| NHBC | F | | | £6,321 | £6,321 |
| SAB | P | £7,000 | | | £7,000 |
| SAB Fees | P | £10,000 | | | £10,000 |
| Initial Flood Risk Assessment & Drainage Strategy Report | P | £1,950 | | | £1,950 |
| CC10 Survey of completed Below Ground Drainage System | P | £500 | | | £500 |
| Topographical Survey | P | £1,500 | | | £1,500 |
| Existing Utility Apparatus Information (Water Main, Sewer Main, Gas Main, Electricity Main, Telecom Main, Cable TV Main) | P | £500 | | | £500 |
| Soil Investigation Survey (California Bearing Ratio tests, Percolation Tests, Frost Susceptibility testing & Waste Acceptance Criteria Testing, Compaction Testing, Landfill Gas Analysis, Persistent Organic Pollutants Survey) | P | £3,000 | | | £3,000 |
| Waste Acceptance Criteria Testing soil | P | £500 | | | £500 |
| Level 1 Ecological Report (includes Desk study and Extended Phase 1 habitat survey) | P | £1,500 | | | £1,500 |
| Acoustic Survey (Noise Impact Assessment) to support Planning Application | P | £1,500 | | | £1,500 |
| Traffic Impact Assessment (Transport Assessment & Travel Statement) | P | £4,950 | | | £4,950 |
| Highways Act 1980 (Relates to classification, maintenance and rights of all parties in public maintained and private streets) | P | | | £4,950 | £4,950 |
| | | | | | |
| | | £43,393 | £20,200 | £32,237 | £95,830 |
| TOTAL | | | | | |

Appendix 1 Fee Schedule

Oakdale

| FEE SCHEDULE | | Stage 2 | Stage 3 | Stage 4 | TOTAL |
|--|-----------------------------|----------|---------|----------|----------|
| Description | Fixed (F) / Provisional (P) | | | | |
| DESIGN FEES | | | | | |
| Architect | F | £60,000 | | £25,000 | £85,000 |
| Principal Designer | F | | £7,500 | | £7,500 |
| Landscape Architects | F | | £10,000 | | £10,000 |
| Structural & Civil engineers | F | £49,950 | £29,250 | | £79,200 |
| Building Services Consultant | F | | £14,000 | | £14,000 |
| Acoustic Consultant including Survey and Testing | F | | £7,500 | | £7,500 |
| Planning Consultant | F | £10,000 | £15,000 | | £25,000 |
| Building Control | F | | | £16,733 | £16,733 |
| Fire engineering consultant | F | | £10,000 | | £10,000 |
| Air tightness testing including desktop review, design review, site advice and visits | F | | £5,000 | | £5,000 |
| Passivhaus | F | £11,970 | | £11,400 | £23,370 |
| NHBC | F | | | £63,207 | £63,207 |
| SAB | P | £6,950 | | | £6,950 |
| SAB Fees | P | £15,000 | | | £15,000 |
| Initial Flood Risk Assessment & Drainage Strategy Report | P | £1,950 | | | £1,950 |
| CCTV Survey of completed Below Ground Drainage System | P | £5,000 | | | £5,000 |
| Topographical Survey | P | £10,000 | | | £10,000 |
| Existing Utility Apparatus Information (Water Main, Sewer Main, Gas Main, Electricity Main, Telecom Main, Cable Tv Main) | P | £5,000 | | | £5,000 |
| Soil Investigation Survey (California Bearing Ratio tests, Percolation Tests, Frost Susceptibility testing & Waste Acceptance Criteria Testing, Compaction Testing, Landfill Gas Analysis, Persistent Organic Pollutants Survey) | P | £30,000 | | | £30,000 |
| Waste Acceptance Criteria Testing soil | P | £5,000 | | | £5,000 |
| Level 1 Ecological Report (includes Desk study and Extended Phase 1 habitat survey) | P | £15,000 | | | £15,000 |
| Arboricultural - Existing Tree Survey & Tree Constraints Plan | P | £3,000 | | | £3,000 |
| Acoustic Survey (Noise Impact Assessment) to support Planning Application | P | £10,000 | | | £10,000 |
| Traffic Impact Assessment (Transport Assessment & Travel Statement) | P | £9,950 | | | £9,950 |
| Planning Condition Discharge Fees | P | | | £10,000 | £10,000 |
| Highways Act 1980 (Relates to classification, maintenance and rights of all parties in public maintained and private streets) | P | | | £14,950 | £14,950 |
| | | | | | |
| | | £248,770 | £98,250 | £141,290 | £488,310 |
| TOTAL | | | | | |

Project: Oakdale, Caerphilly

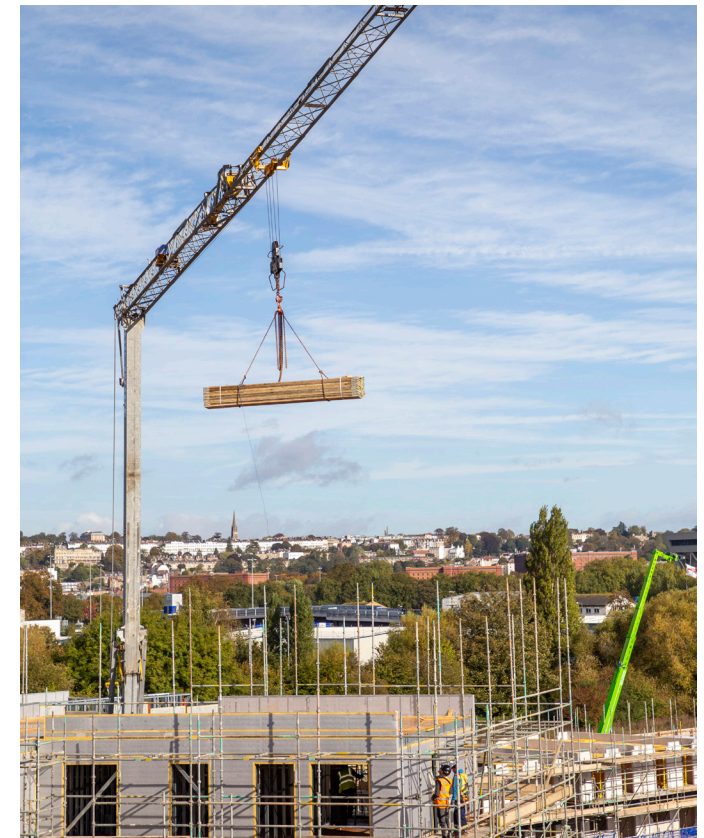
Description: Mixed tenure housing development.

Duration: circa 3 years (including pre-development phase)

A detailed strategy and proposal for the Oakdale development was put forward in the Outline Development Analysis previously issued. This document aims to further clarify the scope for each stage of the project and the Willmott Dixon fees that may be required at each stage, we have also established a schedule of external costs likely to be required to bring the development to fruition and completion.

We are proposing our Development Management model established within our Development Solutions team which adopts the principles and benefits of joint ventures, but avoids the costs and complexity that can be associated with such vehicles.

We bring together the best in construction, residential development and private rental specialism under one roof. Our offering will sit alongside and compliment the traditional Design and Build service provided through the SCAPE framework ensuring that every decision is made to both achieve your aspirations and increase the value and sales rate achieved on the scheme.



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Feasibility and Preconstruction

1. Feasibility / Business Plan Development

Purpose: To establish our customers aspirations, potential budget and how the local market might be best utilized to maximize return whilst delivering on pre agreed outcomes through research.

| Activity | Difference to Construction Services |
|---|---|
| Review of scope of service and scheme aspiration requirements with customer to ensure we can drive value. | Specialist knowledge in market data to influence the design and scope. |
| Market research to establish best uses for the Oakdale site including tenure, mix and house types appropriate for the local market. | Specialist knowledge in market data to influence the design and scope. |
| Review of site to formulate initial concept ideas with sales values and rates a key driver in design. | Specialist knowledge in market data to influence the design and scope. |
| Commercial modelling to review viability of different use classes and mixes to maximize customer return against agreed outcomes. | Specialist knowledge in market data to influence the design and scope. |
| Providing specialist advice on S106, CIL and statutory contributions required for the development. | This will provide advice on costs beyond the design and build element and its usual expertise. |
| Advising on overall development costs (beyond construction costs), development value, project income, financial modelling, viability tests and solutions. | This will provide advice on costs beyond the design and build element, to cover other development costs not included within the construction costs. |
| Fee: 8 Days @ £750.00 = £6,000.00-Free of charge | |

Appendix 2 Scope of Service



2. Sales and Marketing

Purpose: Undertaking further research around the scope established within feasibility with the purpose of producing and delivering a bespoke sales and marketing strategy aimed at enhancing the return in values and rate of sales for Caerphilly County Borough Council.

| Activity | Difference to Construction Services |
|--|-------------------------------------|
| Produce sales and marketing budget in line with appraisal. | Separate from construction offer. |
| Development of a robust sales & marketing strategy for the development focused around the local market. | Separate from construction offer. |
| Undertaking detailed sales and market research to understand demographics and purchaser profiles including likely current and future demand. | Separate from construction offer. |
| Creation of branding to promote and market developments. | Separate from construction offer. |
| Marketing collateral and IP rights; this includes marketing protocols, website management and brochures etc. | Separate from construction offer. |
| Developing bespoke flexible yet cost effective internal specifications that mirror purchaser aspirations to encourage a healthy rate of sales. | Separate from construction offer. |
| Selection and management of the appointed sales agents. | Separate from construction offer. |
| Fee: 10 Days @ £750.00 = £7,500.00 – Free of charge | |

3. Design & Technical Expertise

Purpose: Each development is bespoke to the local market and the times it is delivered. As such market patterns, statutory requirements and finishing trends need to be balanced to create a product suitable to the area and target demographics. Without this sales values and rates will suffer putting the Council's investment at risk of not achieving the true potential.

| Activity | Difference to Construction Services |
|---|---|
| Creating a detailed design brief for planning architect defining unit mix and sizes that will optimise space and profitability. | This differentiates from the construction offer as this is focussed on creating the right mix from a development income perspective to maximise commercial returns. The construction offer focusses on the technical side of the scheme. |
| Working with our build team to deliver value engineered solutions that reduce cost without impacting the end value and saleability of the product. | Specialist knowledge in market data to influence the design and scope. |
| Working with the design team to create detailed internal layouts that maximise demand and sales income yet remain within a pre-defined cost budget. | This differentiates from the construction offer as this is focussed on creating the right internal layout from a development income perspective to maximise commercial returns. The construction offer focusses on the technical side of the scheme. |
| Ensure the right product mix and aesthetic intent in advising the design team. | This differentiates from the construction offer as this is focussed on creating the right scheme layout from a development income perspective to maximise commercial returns. The construction offer focusses on the technical side of the scheme. |
| Advising on construction materials, methodology, common part layouts and the interface with commercial and residential uses. | This differentiates from the construction offer as this is focussed on creating the right scheme layout from a development income perspective to maximise commercial returns. The construction offer focusses on the technical side of the scheme. |
| Fee: 15 Days @ £750.00 = £11,250.00 Free of charge | |

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Appendix 2 Scope of Service



4. Planning

Purpose: Liaising with the local planning authority and design team to ensure the correct mix, site layout and aesthetics detailed in the design and sales strategy are achieved to ensure sales values are enhanced and a product suitable to the market is achieved and not diluted in the process.

| Activity | Difference to Construction Services |
|---|-------------------------------------|
| Attending planning meetings, monitoring and negotiating with planning officers from pre app through to determination to ensure the sales and development intent is not diluted through the process. | Separate from construction offer. |
| Calculation, negotiation and administration of CIL obligations and any relief that may be achievable. | Separate from construction offer. |
| Fee 12 Days @ £750.00 = £9,000.00 Free of charge | |

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Construction Phase

5. Delivery of Development and Sales & Marketing – Optional and subject to negotiation

Purpose: With an agreed sales and marketing strategy in place created to achieve your aspirations we will manage the process and deliver on the agreed outcomes ensuring the councils investment achieves the greatest return possible.

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| Activity | Difference to Construction Services |
|--|--|
| Implementing and continually reviewing robust sales and marketing strategies for maximum exposure and creating interest. | Separate from construction offer. |
| Getting the right product delivered on time and managing customers' expectations. | This will advise on elements away from the normal design and build scope. |
| Delivering the right quality, attention to detail and managing all aspects of the development process to ensure commercial return is achieved. | This will advise on elements away from the normal design and build scope. |
| Managing all aspects of the development from inception through to completion beyond the design and build delivery. | Separate from construction offer. |
| Overseeing branding and public relations liaising with the council team as necessary. | Separate from construction offer. |
| Where appropriate registering with Help to Buy (or equivalent) to support scheme sales. | Separate from construction offer. |
| Arranging suitable specialists as required, such as mortgage advisors, to support the sales process as appropriate | Separate from construction offer. |
| Overseeing the design and fitting out of marketing suite and show homes. | Separate from construction offer. |
| Holding launch events and open days to maximise exposure and return for the development. | Separate from construction offer. |
| Managing and securing newly constructed properties after handover until sales and lettings. | Separate from construction offer. |
| Liaising with potential estate management companies | Separate from construction offer. |
| Production of handover information. | Separate from construction offer as this relates to sales specific home user guides, sales reporting and purchaser confidence. |
| Managing the sales and completion of the homes including liaising with solicitors through the sales process. | Separate from construction offer. |
| Fee: TBC | |

6. Governance – Optional and subject to negotiation

Purpose: At Willmott Dixon we understand the governance required within Council customers to allow a project to both come to fruition and to progress. As such our governance offering provides you with the initial gateway reports along with real time reporting and feedback to allow councils cabinets and decision makers the confidence in their investment.

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| Activity | Difference to Construction Services |
|--|--|
| Creation and management of the business plan. | This will provide advice on elements beyond the design and build element, to cover other development costs not included within the construction costs. |
| Support in developing cabinet and internal approval papers as required. | Separate from construction offer. |
| Creating and chairing a project board, and associated sub groups, to ensure suitable governance and management of the project. | Separate from construction offer. |
| Preparing and circulating the Board papers to the Partnership Board on a monthly basis including minute taking and issuing the minutes. | Separate from construction offer. |
| Assisting in the preparation and maintenance of the Development Account, the Financial Model, and such other relevant accounts, records, cost reports, and budget estimates. | Separate from construction offer. |
| Producing and managing the financial modelling of the development. | Separate from construction offer. |
| Advising on development costs, development value, project income, financial modelling, viability tests and solutions. | Separate from construction offer. |
| Monitoring of financial model through delivery against project business plan. | Separate from construction offer. |
| Providing weekly reports detailing sales values and rates achieved and reforecasting the expected GDV against final position. | Separate from construction offer. |
| Production of final commercial position report. | Separate from construction offer. |
| Fee: TBC | |