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**Date: 5th November 2020**

Dear Sir/Madam,

A digital meeting of the **Cabinet** will be held via Microsoft Teams on **Wednesday, 11th November, 2020 at 10.30 am** to consider the matters contained in the following agenda. You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so.

This meeting will be recorded and made available to view via the Council's website, except for discussions involving confidential or exempt items. Therefore the images/audio of those individuals present and/or speaking at Cabinet will be publicly available to all via the recording on the Council website at [www.caerphilly.gov.uk](http://www.caerphilly.gov.uk)

Yours faithfully,

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

**Christina Harrhy**  
CHIEF EXECUTIVE

## A G E N D A

	Pages	
1	To receive apologies for absence.	
2	Declarations of Interest.	

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

**A greener place Man gwyrddach**



To approve and sign the following minutes: -

- |   |  |        |
|---|--|--------|
| 3 | Special Cabinet held on 20th October 2020. | 1 - 2  |
| 4 | Cabinet held on 28th October 2020.         | 3 - 10 |

To note the Cabinet Forward Work Programme.

- |   |                                 |         |
|---|---------------------------------|---------|
| 5 | Cabinet Forward Work Programme. | 11 - 12 |
|---|---------------------------------|---------|

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

- |   |   |         |
|---|---|---------|
| 6 | Caerphilly Cares.                               | 13 - 28 |
| 7 | Electric Vehicle Charging Infrastructure.       | 29 - 38 |
| 8 | Regeneration Project Board - Project Proposals. | 39 - 54 |

**Circulation:**

Councillors S. Cook, N. George, C.J. Gordon, P.A. Marsden, S. Morgan, L. Phipps, J. Ridgewell, Mrs E. Stenner and R. Whiting

And Appropriate Officers

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# Agenda Item 3



## SPECIAL CABINET

### MINUTES OF THE REMOTE MEETING HELD VIA MICROSOFT TEAMS ON TUESDAY, 20TH OCTOBER 2020 AT 10.30 A.M.

#### PRESENT:

Councillor P. Marsden (Leader) - Chair

#### Councillors:

S. Cook (Social Care), N. George (Waste and Public Protection), C.J. Gordon (Corporate Services), S. Morgan (Economy and Enterprise), J. Ridgewell (Environment and Infrastructure), E. Stenner (Performance and Customer Services) and R. Whiting (Learning and Achievement).

#### Together with:

C. Harry (Chief Executive), R. Edmunds (Corporate Director – Education and Corporate Services) and M.S. Williams (Interim Corporate Director – Communities).

#### Also in Attendance:

S. Harris (Head of Financial Services and S151 Officer), R. Tranter (Head of Legal Services and Monitoring Officer), A. Dallimore (Regeneration Services Manager), R. Kyte (Head of Regeneration and Planning) C. Evans (Committee Services Officer).

#### Observing (with permission from the Leader):

Councillor C. Mann.

#### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor L. Phipps (Housing and Property) and D. Street (Corporate Director – Social Services and Housing)

#### 2. DECLARATIONS OF INTEREST

There were no declarations made at the beginning or during the course of the meeting.

#### 3. EXEMPT MATTER

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 and it was

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 14 of Part 4 of Schedule 12A of the Local Government Act 1972.

**4. WELSH GOVERNMENT STRATEGIC SITES PROGRAMME – OPPORTUNITIES FOR NESS TAR, CAERPHILLY**

The report provided Cabinet with an update on the Welsh Governments proposed Strategic Sites programme aimed at unlocking town centric large brownfield development sites for housing/ mixed use development.

The report sought Cabinet's consideration of the opportunities the programme offers for unlocking the Ness Tar/ Former Wernddu (Pecsi's Scrapyard) brownfield site in Caerphilly for redevelopment for a mixed-use scheme comprising housing, employment, education and well-being/leisure use and the associated wider economic and social benefits of the town post Covid-19.

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

RESOLVED that for the reasons contained in the Officer's report, the recommendations at paragraphs 3.1, be endorsed.

The Leader thanked all Officers and Members involved in bringing forward the report for their hard work and commitment to the project.

The meeting closed at 11.38am.

Approved and signed as a correct record subject to any corrections made at the meeting held on 11th November 2020.

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CHAIR



## CABINET

### MINUTES OF THE REMOTE MEETING HELD VIA MICROSOFT TEAMS ON WEDNESDAY, 28TH OCTOBER 2020 AT 10.30 A.M.

#### PRESENT:

Councillor S. Morgan (Deputy Leader and Cabinet Member for Economy and Enterprise) – Chair  
(Presiding)

#### Councillors:

S. Cook (Social Care), N. George (Waste and Public Protection), C.J. Gordon (Corporate Services), J. Ridgewell (Environment and Infrastructure), E. Stenner (Performance and Customer Services) and R. Whiting (Learning and Achievement).

#### Together with:

D. Street (Corporate Director – Social Services and Housing) and M.S. Williams (Interim Corporate Director – Communities).

#### Also in Attendance:

T. Broadhurst (Estates Manager), L. Donovan (Head of People Services), S. Harris (Head of Corporate Finance and Section 151 Officer), S. Mutch (Early Years Manager), K. Peters (Corporate Policy Manager), R. Roberts (Business Improvement Manager), S. Richards (Head of Education Planning and Strategy), C. Forbes-Thompson (Scrutiny Manager), R. Tranter (Head of Legal Services and Monitoring Officer), C. Evans (Committee Services Officer), K. Peters, Corporate Policy Manager

#### 1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P. Marsden (Leader) and L. Phipps (Cabinet Member for Housing and Property); and C. Harry (Chief Executive) and R. Edmunds (Corporate Director – Education and Corporate Services).

#### 2. **DECLARATIONS OF INTEREST**

There were no declarations made at the beginning or during the course of the meeting.

#### 3. **CABINET – 14TH OCTOBER 2020**

RESOLVED that the minutes of the meeting held on 14th October 2020 were approved as a correct record.

#### **4. CABINET FORWARD WORK PROGRAMME – TO NOTE**

Cabinet were provided with the Cabinet Forward Work Programme, which detailed the scheduled reports from 11th November 2020 to 25th November 2020. Members were reminded that the Cabinet Forward Work Programme is a working document and therefore subject to change.

Following consideration and discussion, it was moved and seconded that the Forward Work Programme be noted. By a show of hands this was unanimously agreed.

RESOLVED that the Cabinet Forward Work Programme be noted.

#### **5. SAFER RECRUITMENT PROCEDURE AND DISCLOSURE AND BARRING SERVICE (DBS) POLICIES**

The report, which was considered by Policy and Resources Scrutiny Committee on 25th March 2020 sought Cabinet consideration of the Safer Recruitment Procedure and Disclosure and Barring Service (DBS) Policies, which were attached at appendices 1, 2 and 3 of the report.

Cabinet noted that Caerphilly County Borough Council's current Recruitment and Selection Procedure was last reviewed in 2004 and therefore approval has been sought to introduce a revised procedure that is reflective of current safe recruitment practice and equal opportunity.

The proposed Safer Recruitment Procedure attached at Appendix 1 of the report complements the current vacancy management process and guidance that is available for recruiting managers on the Council's intranet, i.e. the process and guidance that requires regular review and update in accordance with Council operational priorities and legislative updates.

The focus of the proposed Safer Recruitment Procedure is based on equal opportunities and safer recruitment practice, both of which are non-negotiable requirements in recruitment to posts within the Council. It provides a set of guidelines which ensure a fair and objective process is followed in recruitment, which takes account of employment and equalities legislation together with Safeguarding best practice when recruiting to a post and/ or engaging agency staff/ volunteers to work across the Council. It reflects the statutory guidance and best practice principles of the South East Wales Safeguarding Children Board (SEWCSB), the Gwent Wide Adult Safeguarding Board (GWASB) and Care Inspectorate Wales (CIW) where awareness and good practice is promoted.

It was noted that integral to Safer Recruitment practice is the Council's position on Disclosure and Barring Service (DBS) checks and it is an expectation of the DBS that the Council's position is clearly reflected in written policy. The Council has consistently followed DBS Policy and Procedure in its operational practice, but it has not yet published its own written policy position. This Policy was attached at Appendix 2 of the report.

The DBS issued guidance in Autumn 2018 entitles 'A Guide to School Governors and Elected Councillor Roles in Wales (Attached at Appendix 4)'. This guidance gives the Council the opportunity to review its current operational practice to ensure that it is consistently robust and safe. In response to this guidance, Committee Services, HR, Education and Social Services colleagues responsible for/ involved with safeguarding seek to extend the operational DBS checking process to include Elected Members and School Governors as outlined in the DBS Policy and Procedure documents attached at Appendices 2 and 3.

Cabinet thanked the Officer for the report and discussion ensued.

A Cabinet Member sought further information around the costs of the DBS checks and how these are incurred by the Council. Officers explained that the costs for these checks were

reduced slightly last year and a revised cost has not yet been received. Members were asked to note that costs are often covered by the individual service area.

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

RESOLVED that for the reasons contained in the Officers Report: -

- i) The Safer Recruitment Procedure attached at Appendix 1 of the report be approved. This will replace the current 2004 Recruitment and Selection Procedure;
- ii) The DBS Policy attached at Appendix 2 of the report be approved. This Policy will be published on the Council's website;
- iii) The DBS Policy relating to School Governors attached at Appendix 3 of the report be approved. The Policy will then be circulated to Schools for recommended adoption.

## **6. FREEDOM OF BOROUGH – ROYAL BRITISH LEGION**

The report sought a decision on whether the Cabinet wishes to recommend that Council admit as Honorary Freemen of the Borough the Royal British Legion in recognition of their 100 Year Anniversary on 15th May 2021 and to honour the charitable work of the organisation supporting ex-service men and women and their families.

It was noted that under Section 249 (5) of the Local Government Act 1972 a Borough Council can grant the Freedom of the Borough to "persons of distinction and persons who have, in the opinion of the Council, rendered eminent services to the Borough". In order to grant the Freedom of the Borough, a resolution must be passed by not less than two thirds of the members voting at a meeting of the Council specially convened for the purpose.

Cabinet thanked the Officer for the report and discussion ensued.

Members noted the considerable work undertaken by the Royal British Legion to support Service and ex-Service personnel and their families and drew attention to the current pandemic and its resultant limitation for fundraising, and the alternative suggestions and activities being undertaken by the Royal British Legion in respect of the Poppy Appeal.

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

RESOLVED that for the reasons contained in the Officer's Report that in pursuance of Section 249 (as amended) of the Local Government Act 1972 the Council will confer upon the Royal British Legion in 2021, the Freedom of the County Borough of Caerphilly.

## **7. COMMUNITY ASSET TRANSFER – DRAFT POLICY AND PROCESS**

The report introduced a draft policy and process for Community Asset Transfer and sought the views of Cabinet on its content. The Policy has been consulted upon internally, and with the Voluntary Sector. It was noted that the version appended to the report encompasses the views of stakeholders to date. Consultation was undertaken with Community Council Liaison Committee on the 11th March 2020 and Environment and Sustainability Scrutiny Committee on 11th February 2020.

Cabinet noted that the Community Asset Transfer (CAT) is the transfer of assets previously provided via public sector funds to the management and control of community organisations. CAT can be used where the asset may have a community benefit as an alternative to disposal. The disposal of assets will usually be on a commercial basis to achieve best value; however, there will be circumstances where the Council may decide that the asset would be better managed by a community organisation. Community organisations may be able to use the asset in a more sustainable way; reflecting the needs of the community, making use of volunteer expertise and time, and accessing funding streams not open to the local authority. CAT is not a route to surplus asset disposal and cost saving, when undertaken it should be used to bring benefits to communities through collaboration and release of assets for community use.

It was noted that the Council has transferred assets in the past; however, the process has not been codified into a set of guiding principles. Welsh Government, through Estadau Cymru (Assets Cymru), promote the adoption of a CAT process that can be readily understood by community organisations and provide a consistent assessment process for the authority. The draft policy is based on the latest set of Estadau Cymru guidance.

The draft CAT policy is intended to be an umbrella policy that states the high level aims and approach. It is recognised that CAT will be different for each asset under consideration.

It was noted that when considered by the Scrutiny Committee, Members recommended that the Policy be adopted with the removal of the sentence “Those assets which have the potential to generate significant capital receipts are not likely to be considered as suitable for transfer” as set out in the “Guiding Principles used by the Local Authority” section to the draft Policy and process be adopted.

Cabinet thanked the Officer, Scrutiny and the Community Council Liaison Committee for their efforts in bringing the report and discussion ensued.

The Deputy Leader, in noting that the Environment and Sustainability Scrutiny Committee recommended the removal of the sentence “Those assets which have the potential to generate significant capital receipts are not likely to be considered as suitable for transfer”, sought further information on the impact this removal would have on the Policy. Officers explained that the sentence has been taken from the Welsh Government supported guidance which suggests that local authorities should set out clearly what they will, and will not, consider. The removal of the clarification would make no practical difference to decision-making, but it could increase the number of requests that are unlikely to be considered. It could create false hope for applicants, and therefore the sentence provides advice and guidance on some of the limitations to the scheme.

Cabinet discussed this point further and Members were referred to paragraph 5.2 of the Officers report which reiterated that CAT is not a route to surplus asset disposal, but is about the Council working with communities to consider what assets might be suitable for transfer with a view to protecting that asset for community use in the future, but under a different management/ ownership arrangement.

A Cabinet Member expressed their concern at the wording in the guidance and felt that it can be interpreted in a way that could limit communities applying for assets and also create doubts.

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

RESOLVED that for the reasons contained in the officer’s report the Community Asset Transfer – Policy and Process be adopted



## 8. “STREET CAFÉ” LICENCES

The report provided Cabinet with an update on changes required to the process for the granting of “Street Café” Licences and sought Cabinet approval to implement those changes.

It was noted that many businesses within the County Borough have faced significant challenges as a result of Covid-19 and the lockdown requirements that have resulted. This includes many town centre businesses and particularly the town centre hospitality sector.

All Local Authorities in Wales have been encouraged by Welsh Government to support such businesses in their efforts to recover from the Covid-19 economic damage and in doing so to reduce any bureaucracy and/or ensure a degree of flexibility in stimulating and maintaining a trading environment and re-purposing space to allow this to happen. In doing so Caerphilly County Borough Council (CCBC) has positively encouraged a “street café” approach and has assisted with some physical interventions in certain town centres.

It was noted that CCBC supports and encourages the provision of street cafes in the town centres, as they make a positive contribution by adding vitality, colour, life and interest to the street scene. They can help maximise the use of public spaces, aid the local economy and add to the facilities offered to people who visit, live and work in the Borough. Creating a “street café” culture can also assist in the longer-term re-purposing of town centres as they strive to survive in tough economic conditions and pressure from the move to online shopping.

Whilst the provision of street cafes is encouraged, it is important that they are properly administered and managed to ensure that they meet the high standards expected in the town centres. They should not obstruct the highway or create a hazard for pedestrians, especially for blind, partially sighted and other disabled people.

The process for seeking and obtaining permission to trade on the footway within the County Borough is no longer fit for purpose i.e. it is a lengthy, bureaucratic process that does not offer the flexibility demanded by modern town centres that need to react to changing economic climates.

The report therefore seeks to “modernise” this process via the introduction of a new process for cafes looking to trade on the highway. This revised process would cover the use of café trading space on the footway and will be in addition to the Council street trading policy which covers all other aspects of trading on the footway.

Cabinet thanked the Officer for the report and discussion ensued.

A Cabinet Member, in noting that a number of other Local Authorities are also implementing the same, if not similar approaches in order to encourage businesses to continue trading, and in noting the car parking fees have been suspended until the New Year, it was queried why this scheme has been extended to September 2021. Officers explained that there has been a ‘work-around’ to the legal 28-day consultation period, which allows business owners to take advantage of the scheme and capitalise on the outdoor trade, and the extended period will allow said business owners to take advantage of the spring and summer months.

In discussing the consultation period, a Cabinet Member sought further information on the process, should significant objections be raised around public safety and access to footways. Officers explained that businesses will be kept informed on the process and should any significant objections be raised; the licence may not be granted. Whilst the proposal aims to aid businesses during these trying times, public safety remains paramount. Members were also asked to note that as a temporary measure, barriers have been placed in areas within town centres to accommodate outdoor seating/ dining, however ‘Parklets’, a form of decked seating solutions have been ordered, which will provide a more suitable solution whilst also ensuring public footways remain clear. Members were asked to note that these parklets can take up to

8-12 weeks for delivery, so whilst it is unlikely they will be in place for Christmas trade, it is hoped that they will be implemented prior to the Spring.

A Cabinet Member sought further information on the internal processes in place to deal with applications for Street Licences. Officers explained that this falls under the Highways Act. Applications can be made to the Highways Department who, in consultation with the Town Centre Management Team, undertake the relevant assessment, as part of the well-established process.

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

RESOLVED that for the reasons contained in the Officers Report: -

- i) A 'modernisation' of the street café licence process be agreed, and Authority be delegated to the Interim Corporate Director (Communities) in consultation with the relevant Cabinet Member and Head of Legal Services to finalise the application documentation and accompanying guidance notes;
- ii) Any fees associated with trading externally be waived until 30 September 2021 (subject to further review) to allow businesses time to recover from Covid-19 and to take advantage of the 2021 spring and summer period;
- iii) the alternative process, as outlined in 5.5 of the report be agreed for the initial 28-day consultation period.

## **9. ANNUAL PERFORMANCE REPORT 2019/20**

The report sought Cabinet's approval of the Annual Performance Report for 2019/20 prior to its onward submission for noting by full Council.

The Annual Performance Report is a statutory requirement under the Local Government (Wales) Measure 2009 and forms an important part of the Council's performance framework.

Cabinet noted that the Council is required to assess its own performance and provide the public with a balanced picture of that performance. The Council must also report progress against the six Well-being Objectives set out within the Corporate Plan 2018-2023. The report covers the second year of the Corporate Plan.

The response to the COVID pandemic has brought a refinement to the prior year approach with the report being provided in a shorter, more accessible format focused on highlighting the key impacts.

It was noted that Welsh Government suspended the need to provide certain data sets this year and consequently no Public Accountability Measures have been collected across Wales by the Welsh Local Government Association. As a result, there are no national comparators or rankings available for this year's report.

The Wales Audit Office is required to check whether an authority has complied with the statutory duty and to issue a 'certificate of compliance' in response. The Annual Performance Report demonstrates to the Wales Audit Office how the Council has met this duty.

Cabinet thanked the Officer for the report and discussion ensued.

A Cabinet Member sought further information around the reason for the 5% decrease in Child Assessments being undertaken on time. Officers explained that there are several reasons for this, which include the complexity of the child's needs, which could, as a result, require a

multiagency and partnership approach, causing a delay in the assessment. In addition, there were several vacancies in the Children's Services team last year, which, as a result of additional funding, these vacancies have now been filled, but caused a back log. Many of the new recruits were also newly qualified Social Workers, which often required accompanying, as part of their induction and learning process. Members were assured however, that whilst there was some delay with assessments, the primary aim is quality of assessment, ensuring a child has all their needs met.

A Cabinet Member sought further information around the Energy Efficiency Grant and whether the scheme is likely to improve in coming years. Officers explained that this can be problematic, especially considering the housing stock and significant upfront costs, however the Council and Welsh Government remain committed to the scheme. Members were asked to note that as a result of the pandemic, the completion of the WHQS scheme has been delayed, but were assured that fuel efficiency is next on the agenda following this.

Discussions took place around Well-being Objective 1 and the decrease in families benefitting from the Families First Programme. Officers explained that as a result of vacancies, as well as challenges of the Pandemic and a reshuffle across the Early Years and Family Schemes, there has been a need for other services to offer support to families, usually considered by Families First. As a result of this some families and services have not been counted in the usual robust way.

A Cabinet Member sought further information around the incidents of fly-tipping and enforcement action undertaken. Whilst it was noted that there has been an increase in enforcement action, 18 out of the 1477 reports can appear to be low. Officers assured Cabinet that there is significant work undertaken in this area, however it is often very difficult to enforce. Fly tipping often takes place in secluded beauty spots, and without evidence, such as catching culprits in the act or evidence within the materials, it can be very difficult to enforce action. Members were asked to note however that this is a growing issue nationally, and consideration is being given to covert surveillance in order to mitigate the issue.

Members discussed the homelessness issue and it was noted that 73% of Homelessness cases were prevented in 2019/20 but further information was sought around expectations going forward. Officers explained that this is difficult to predict, but it is anticipated that there will be an increase in homelessness cases. Welsh Government have clearly expressed that homelessness on the streets is to be prevented at all costs and whilst this is difficult to manage with lockdown closing hotels and bed and breakfast accommodation, which is often the temporary accommodation solution, further work is underway with Registered Social Landlords to look at alternative bespoke options for accommodation.

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

RESOLVED that for the reasons contained in the Officers Report: -

- i) The Annual Performance Report 2019/20 as set out in Appendix 1 of the report be approved;
- ii) The relevance and continuation of the Well-being Objectives be agreed at this third year of the five-year Corporate Plan;
- iii) The onward submission of the Annual Performance Report to full Council in November be agreed.

The meeting closed at 11.27am.

Approved and signed as a correct record subject to any corrections made at the meeting held on 11th November 2020.

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CHAIR

Cabinet Date	Title	Key Issues	Author	Cabinet Member
11/11/20 10:30	Caerphilly Cares	To agree the establishment of a Caerphilly Cares service as a follow up to the existing Buddy and Legacy Schemes to be located within the Directorate of Social Services.	Street, Dave;	Cllr. Stenner, Eluned;Cllr. Cook, Shayne;
11/11/20 10:30	Regeneration Project Board - Project Proposals	To recommend the allocation of up to £509k Regeneration Project Board Development Funds towards a number of recently endorsed and evaluated projects, within the County Borough. To seek approval for a streamlined approval process for the Targeted Regeneration Investment (TRI) Thematic Grants Programme and the re-purpose of previously agreed funds for Oakdale Business Park Plateau 2 & 4 towards Council owned land at Caerphilly Business Park	Kyte, Rhian;	Cllr. Morgan, Sean;
11/11/20 10:30	Electric Vehicle Charging Infrastructure	To seek Cabinet approval for funding to install electric vehicle charging infrastructure as part of the first phase of actions to introduce electric vehicles into the Authority's fleet.	Cooke, Paul;Richards, Sue	Cllr. George, Nigel;Cllr. Morgan, Sean;
25/11/20 10:30	Green Infrastructure Strategy	Green Infrastructure is recognised as being central to the means that sustainability principles are put into place and maintained. The social and environmental benefits of green infrastructure are well recognised; of increasing importance are the wider economic benefits. The Vision for the Green Infrastructure Strategy reflects the success over the last 20 years of the implementation and development of the Countryside strategy which it will replace.	Hartshorn, Robert;	Cllr. Ridgewell, John;

<p>Decarbonisation Strategy and 25/11/20 10:30 Action Plan</p>	<p>To seek cabinet approval of a decarbonisation strategy, energy prospectus and associated action plan for the authority in support of the climate emergency declared earlier this year.</p>	<p>Kyte, Rhian;Dallimore, Allan; Cllr. Ridgewell, John;</p>
<p>Gwent Sustainable Travel 25/11/20 10:30 Charter</p>	<p>To seek views on signing up the Gwent Sustainable Travel Charter- a cross public sector commitment to support staff to travel to and within work more sustainably</p>	<p>Richards, Sue;Peters, Kathryn;Cooke, Paul;</p>



## CABINET – 11TH NOVEMBER 2020

**SUBJECT: CAERPHILLY CARES**

**REPORT BY: CORPORATE DIRECTOR FOR SOCIAL SERVICES AND HOUSING**

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### 1. PURPOSE

The attached report was considered by the Social Services Scrutiny Committee on 20<sup>th</sup> October 2020 prior to its consideration and determination at Cabinet. The report sought approval to develop the existing Buddy Scheme and Community Regeneration Legacy into the Caerphilly Cares service, which aims to ensure people receive the right support, in the right place, and right time, using a single point of contact through a triage system.

1.2 To establish a universal gateway model that provides a central coordination and response team that understands the different needs of individuals at risk or suffering from disadvantage. Providing advice, support and signposting through strength-based assessments to internal and external support services, to enable them to become more resilient and live as independently as possible through a strength based, community centred model and incorporate it into the Caerphilly Cares provision as part of a phased approach to developing an integrated end to end journey through internal and external services for 'at risk' customers.

1.3 To create the conditions for community assets to thrive and create a balance between service and community support by removing any barriers and for our services to work alongside communities in ways that are empowering, engaging and meaningful. To stimulate collaborative working within the Council and with partners and, above all, put communities at the heart of what we do.

### 2. SUMMARY

2.1 'Pandemic recovery is a complex and long running process that will involve many agencies and participants. The way processes are undertaken is critical to their success. Recovery is best achieved when the affected community is able to exercise a high degree of self-determination.' Recovering from Emergencies; UK Government 2010.

2.2 As cited in 'the front door' to adult social care, auditor general for wales' report, often authorities do not know where gaps in provision lie which has resulted in an inconsistent distribution and provision of services. Even where effective services

exist, poor co-ordination between services and organisations can also limit their effectiveness.

- 2.3 As a result of the pandemic our communities will suffer from economic, health and other social challenges. Well-being issues and inequalities existed in our communities before the pandemic, which has only served to exacerbate these and the coming months could prove particularly difficult after furlough ends. However, conversely, the lockdown also resulted in strengthening of resilience both individually and at community level. Local activities are vital to supporting wellbeing, with new and existing local groups picking up the mantle. Support for these groups is crucial moving forward and should be seen, very much, as part of the offer of support.
- 2.4 The current crisis has provided the Council with an opportunity to harness, support and expand the community resilience demonstrated in many communities across the borough. It provides opportunities for meaningful dialogue with vulnerable people, to assess service and support needs and coproduce services designed to promote long term independence.
- 2.5 This report outlines the reasons for establishing the proposed Caerphilly Cares model as well as the learning from the buddy scheme to date. It explains the model proposed as well as the plans for the transition of the buddy scheme within this model and it makes some recommendations for decision.

### 3 **SCRUTINY COMMITTEE COMMENTS**

- 3.1 The scrutiny committee were advised that this proposed service although a new initiative is something that has long been an ambition of the authority to implement. The learning achieved through the Buddy Scheme has allowed this to be accelerated into the current expanded proposal.
- 3.2 Members were provided with examples of the targeted work already carried out by the council housing staff for council tenants to help them maximise their incomes and the links established with the Community Connectors. The aim of this service is to expand and extend this type of support for all county borough residents.
- 3.3 The costs outlined in the report are for the initial start-up of the team, but Members were advised that there have been encouraging talks with Welsh Government who are very interested in this service model. It is hoped that this could result in financial support going forward.
- 3.4 The scrutiny committee asked if the funding is for one year and what would happen if additional Welsh Government funding does not come through. It was confirmed that the funding is for one year, but the council will continue to press Welsh Government on this subject. The service will be evaluated during the year and if additional funding isn't made available, it may need to be put forward as a corporate cost pressure. The evaluation will consider that this is a preventative service aiming to reduce pressures on council services. The savings may be through cost avoidance and it is hoped that the benefits can be demonstrated.
- 3.5 Members sought clarity on what success for this service would look like. They were provided with examples such as increased finances for residents of the



county borough or making residents aware of where they can make savings through discounted water rates. The service will aim to explore underlying issues that residents may have by not only dealing with the matter that they make contact about but having a wider conversation to see if they have other concerns.

- 3.6 The scrutiny committee explored the model and the one stop shop approach. Members asked about the staffing model, and it was explained that the team will be made up of existing council staff and some new staff. It is important that those working in this team have a good understanding of what services are available both inside and outside the council.
- 3.7 Members stated that it is important to have good communication, engagement, monitoring, staff training, and support will also be vital to ensure the success of this service. Feedback from residents and follow up were highlighted by Members and it was agreed that it is important for the council to be flexible and respond to changing needs, it is difficult to predict how many demands will be made upon the council going forward but it is likely to be challenging.
- 3.8 The scrutiny committee sought reassurance regarding the views of Unison and if there are likely to be any redundancies as a result. Members were assured that there will be no redundancies and some of the staff are already doing similar work.
- 3.9 Members asked why a regional model hasn't been considered, through working with neighbouring local authorities. Members were advised that it is important to get this working in Caerphilly first there may be opportunities further down the line if the service works.
- 3.10 The scrutiny committee sought clarification on how any overspends are dealt with and were advised that when departments have underspends 50% is then retained by the service area as a service reserve. Then in subsequent years any overspends are in the first instance met from those service reserves. Corporate reserves would only be called upon if there were no service reserves. Alternatively, the service would seek to make spend savings during the financial year.

#### **4 RECOMMENDATIONS**

- 4.1 Therefore, the Social Services Scrutiny Committee noted the information contained in the report and unanimously recommend that Cabinet approve the following recommendations as detailed in the attached officers report and for the reasons contained therein: -
- 4.1.1 Endorse the establishment of a Caerphilly Cares service.
- 4.1.2 The allocation of £130k of funding as outlined in the financial implications in the attached report at 10.1 to develop a Caerphilly Cares Central team.
- 4.1.3 The allocation of £155k of funding to enhance the Caerphilly Housing Tenancy Support team to provide financial advice to all residents.

Author: Catherine Forbes-Thompson, Scrutiny Manager – [forbec1@caerphilly.gov.uk](mailto:forbec1@caerphilly.gov.uk)

Appendices: Report to Social Services Scrutiny Committee 20th October 2020 – Agenda Item 7.



## SOCIAL SERVICES SCRUTINY COMMITTEE – 20TH OCTOBER 2020

**SUBJECT: CAERPHILLY CARES**

**REPORT BY: CORPORATE DIRECTOR SOCIAL SERVICES AND HOUSING**

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### 1. PURPOSE OF REPORT

- 1.1 To seek approval to develop the existing Buddy Scheme and Community Regeneration Legacy into the Caerphilly Cares service, which aims to ensure people receive the right support, in the right place, and right time, using a single point of contact through a triage system.
- 1.2 To establish a universal gateway model that provides a central coordination and response team that understands the different needs of individuals at risk or suffering from disadvantage. Providing advice, support and signposting through strength-based assessments to internal and external support services, to enable them to become more resilient and live as independently as possible through a strength based, community centred model and incorporate it into the Caerphilly Cares provision as part of a phased approach to developing an integrated end to end journey through internal and external services for 'at risk' customers.
- 1.3 To create the conditions for community assets to thrive and create a balance between service and community support by removing any barriers and for our services to work alongside communities in ways that are empowering, engaging and meaningful. To stimulate collaborative working within the Council and with partners and, above all, put communities at the heart of what we do.

### 2. SUMMARY

- 2.1 *'Pandemic recovery is a complex and long running process that will involve many agencies and participants. The way processes are undertaken is critical to their success. **Recovery is best achieved when the affected community is able to exercise a high degree of self-determination.*** Recovering from Emergencies; UK Government 2010.
- 2.2 As cited in 'The Front Door' to Adult Social Care, Auditor General for Wales' report, often authorities do not know where gaps in provision lie which has resulted in an inconsistent distribution and provision of services. Even where effective services exist, poor co-ordination between services and organisations can also limit their effectiveness.
- 2.3 As a result of the pandemic our communities will suffer from economic, health and other social challenges. Well-being issues and inequalities existed in our communities before the pandemic, which has only served to exacerbate these and the coming months could prove

particularly difficult after furlough ends. However, conversely, the lockdown also resulted in strengthening of resilience both individually and at community level. Local activities are vital to supporting wellbeing, with new and existing local groups picking up the mantle. Support for these groups is crucial moving forward and should be seen, very much, as part of the offer of support.

- 2.4 The current crisis has provided the Council with an opportunity to harness, support and expand the community resilience demonstrated in many communities across the borough. It provides opportunities for meaningful dialogue with vulnerable people, to assess service and support needs and coproduce services designed to promote long term independence.
- 2.5 This report outlines the reasons for establishing the proposed Caerphilly Cares model as well as the learning from the buddy scheme to date. It explains the model proposed as well as the plans for the transition of the buddy scheme within this model and it makes some recommendations for decision.

### **3. RECOMMENDATIONS**

3.1 It is recommended that Scrutiny:

- Note the information contained in this report.
- Endorse the establishment of a Caerphilly Cares service.
- Note the intended allocation of £130k of funding as outlined in the financial implication 10.1 to of this report to develop a Caerphilly Cares Central team.
- Note the intended allocation of £155k of funding to enhance the Caerphilly Housing Tenancy Support team to provide financial advice to all residents.

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

The crisis has seen some people present themselves to the Council for the first time. Individuals have requested support directly due to COVID-19 but also people have been identified with unmet need who have previously 'fallen through the net'. It has also identified individuals who are having multiple service interventions, which require them to 'tell their story' multiple times and the support provided is often not joined up or coordinated, which can be frustrating for the recipient. We anticipate individuals, families and communities will further suffer as a result of the pandemic. Caerphilly Cares provides a new opportunity to re-examine how services and activities are provided and shape our support around the individual and their needs, whilst gathering customer data and intelligence by offering a single point of contact to the Council and a personalised journey of support that is timely and relevant to their needs.

### **5. THE REPORT**

- 5.1 Local Government has an important role in building confident and connected communities as part of its efforts to improve resilience, wellbeing and reduce inequalities. Community life, social connections and having a voice in local decisions are all factors that underpin wellbeing and resilience; however, inequalities persist, and many people experience the effects of disadvantage, social exclusion or lack social support. Community-centred approaches directly address the marginalisation and powerlessness caused by entrenched inequalities.
- 5.2 This approach to delivering services is about mobilising assets within communities. Assets such as skills, knowledge and social networks, are the building blocks and should not be ignored. A sole focus on community needs and deficits limits the options available and sometimes increases stigma by labelling people with problems. Community engagement and

outreach is a vital component of behaviour change interventions and the support from peers who share similar life experiences can be a powerful tool for improving well-being and resilience.

- 5.3 Wellbeing is a key concept for a functioning and flourishing society and community life, social connections, and active citizenship are all factors that enhance wellbeing. Thinking about how to enhance the informal ways people connect with others and how services offer assistance opens up the possibilities for positive change. A flow of new ideas and intelligence from local communities is needed to give a full picture of what works and what is needed.
- 5.4 Community-centred approaches are not just community-based, they are about mobilising assets within communities, promoting independence and increasing people's control over their own lives. This is a key strand within the Council's Strategic Recovery Framework. Principle four aims to wrap support around individuals and communities to enable them to help themselves prosper and grow. The model is proposed to improve well-being and resilience, grouped around four different themes:
1. Access to resources – where approaches connect people to services, community resources and practical help and signpost to internal and external support services to enable people to become more resilient and live as independently as possible.pa
  2. Strengthening communities – where approaches involve building on community capacities to take action together. Community development is a professional intervention that gives communities the tools and opportunities to exert greater control over the conditions and factors that affect their lives. It builds the confidence of local people to participate in meaningful discourse with service providers to develop a long-term vision for successful regeneration through the sense of ownership of a community's problems.
  3. Volunteer and peer roles – where approaches focus on enhancing individuals' capabilities to provide advice, information and support or organise activities around health and wellbeing in their or other communities. Corporate volunteering has a clear role to play, identifying where one to one support can promote independence
  4. Collaborations and partnerships – where approaches involve communities and local services working together at any stage of planning cycle, from identifying needs through to implementation and evaluation
- 5.5 The Community Regeneration team is responsible for facilitating and coordinating community regeneration activity across the borough by identifying and designing solutions to the complex needs of deprived communities through collaboration with Council departments and external partners. The team is responsible for the delivering programmes within the Welsh Government funded Children & Communities Grant including the Communities for Work Plus and Legacy programmes, in addition to the European Social Fund (ESF) flagship Communities for Work programme in partnership with the DWP.

The Legacy team currently delivers across 8 priority areas of the borough: Rhymney, Phillipstown, Fochriw, Park Estate (Bargoed), Cefn Hengoed, Graig-y-Rhacca, Lansbury Park and Ty-Sign, working with residents on identifying and developing community lead projects and providing cross-partner services to address localised issues. The team also provides support, advice, signposting and referrals for individuals through a triage system, which since the pandemic has included foodbanks and more recently the Buddy scheme.

## 5.6 The Proposal

The Social Services and Well-being (Wales) Act 2014 will underpin the proposal and its delivery, including but not limited to, providing support at the earliest point to reduce the need for statutory intervention and helping people to help themselves. Ensuring the 'what matters conversation' is intrinsic to all referrals so the support offered is relevant and directed by the individual not the professional deciding what someone needs.

Caerphilly Cares will provide a new approach to service provision providing a changing perspective on building bridges with communities, mobilising individual and community assets, and enabling a process of co-production, with individuals as active agents in their own lives. Integrating all strands referenced in 5.4 would enable and support

- Easier and earlier identification of vulnerable people in communities
- Better engagement
- Identification of new service needs in communities
- The opportunity to build on and expand community and voluntary support
- Mobilisation of community assets in empowered co-production
- The Resilient Communities strand of the Public Service Board's (PSB) work

The long term vision is for a much larger range of services to work collaboratively 'under the umbrella' of Caerphilly Cares to support early intervention and prevention to meet the needs of all residents in Caerphilly borough with a focus on reducing inequalities and supporting the most vulnerable in our borough. There is no requirement necessarily to move services from their area of expertise. The proposal is to provide an environment for effective communication and coordination, developing a matrix management structure, changing organisational values and systems to develop a model that puts the needs of residents at the heart of service delivery. Creating a single point of contact and streamlining responses through a universal gateway and triage service.

**The Universal Gateway** - It is impossible for everyone to know about all the services available to support people's wellbeing in Caerphilly. This model will provide a front door to services via a central coordination and response team to provide a single point of contact for information, advice and assistance to ensure that residents' needs are met appropriately. This enables people to tell their story once and ensures their voice is central to the what matter's conversation. (The flow chart on page 5 provides a diagram of this model)

**I think someone I know may need advice and support**

**I think I may need advice and support**

#### Caerphilly Cares Gateway

Provide a universal, Single Point for contact and referrals via telephone number and web referral form into a triage team

#### A 'What Matters Conversation' to Assess Needs

A skilled way of working with individuals to establish the situation, their current wellbeing, what can be done to support them and what can be done to promote their resilience

#### Referral and Signposting to Preventative Support Services

Signposting to a range of services both internal and external agencies including community support. From a 'little bit of advice and help' to potential referral to Statutory Services

#### Customer Journey and Feedback

Maintain a quality assurance model for the customer journey with checks to ensure all available support has been provided, including customer engagements to gather views on the service and how it could be improved or inform gaps in service

#### Monitoring & Evaluation

- Total number of contact and referrals
- Number of referrals to and from IAA
- Number of contacts made by those on Furlough
- Number of Employment Support referrals
- Number of proactive welfare benefit and reduced water tariff checks undertaken
- Number of residents entitled to additional income and value of additional income
- Number of reactive crisis referrals received and value of income gained as a result of the referral
- Case Studies to measure customer journey

**The Triage Team** will consist of experienced staff, who are able to undertake a diagnostic and triage service using motivational interviewing techniques and strength-based assessments. It would mirror the Information Advice and Assistance team (IAA) provision within Social Services for those who do not require statutory intervention. Having the 'what matters conversation' with those accessing the front door, providing advice and signposting to the most appropriate service for their needs. Discussions with the Social Services Information Advice and Assistance team (IAA) has identified that collaborative working and an effective referral process with Caerphilly Cares would ensure those who have unmet need are appropriately referred to IAA and those not eligible are signposted to preventative services.

Often people have a wide range of complex interconnected issues requiring multiple interventions and support mechanisms. The triage system would ensure coordinated wrap around support was provided, encouraging services to work collaboratively with the customer at the heart.

Depending on need referrals and signposting would be made to a range of internal and external support services. However, where relevant, links to community provision and volunteer support will be encouraged, either instead of or as well as organisational support. Connecting with your community and developing social connections are all factors that enhance wellbeing, enhancing the informal way people connect with others, with services offering assistance rather than being the sole source of support.

A phased and incremental approach to the provision is required initially to ensure that volume and demand can be managed, and the required implementation steps are developed. The steps required would be to:

- Map the availability of services, utilising Dewis, to better understand current levels of provision and identify gaps and duplication.
- Agree a data sharing protocol between service elements
- Build virtual contact and referral points
- Work with partners to improve data to evaluate the impact of services on individuals and the communities more generally.
- Develop a central data base of contacts and customer journey recording
- Develop a quality assurance model for the customer journey with checks to ensure all available support has been provided, including customer engagements to gather views on the service and how it could be improved.
- Develop a monitoring and evaluation process that measures both outputs and outcomes.

It is difficult to anticipate what the balance between demand and resources would look like, therefore it is proposed we initially offer this service for those currently in and requesting buddy support, bringing together the existing buddy and foodbank referrals process, extending it to those being supported by the Job Retention Scheme and those who could be asked to shield with no other forms of support.

The proposal is that the Community Regeneration team that includes the Welsh Government's Children and Communities Grant funded Legacy team becomes the Caerphilly Cares team. The team already delivers against the principles outlined in the Strategic Recovery Framework in addition to the experience of providing a triage system, which has included foodbanks since Lockdown, and more lately the buddy scheme. It is proposed that the team could be enhanced

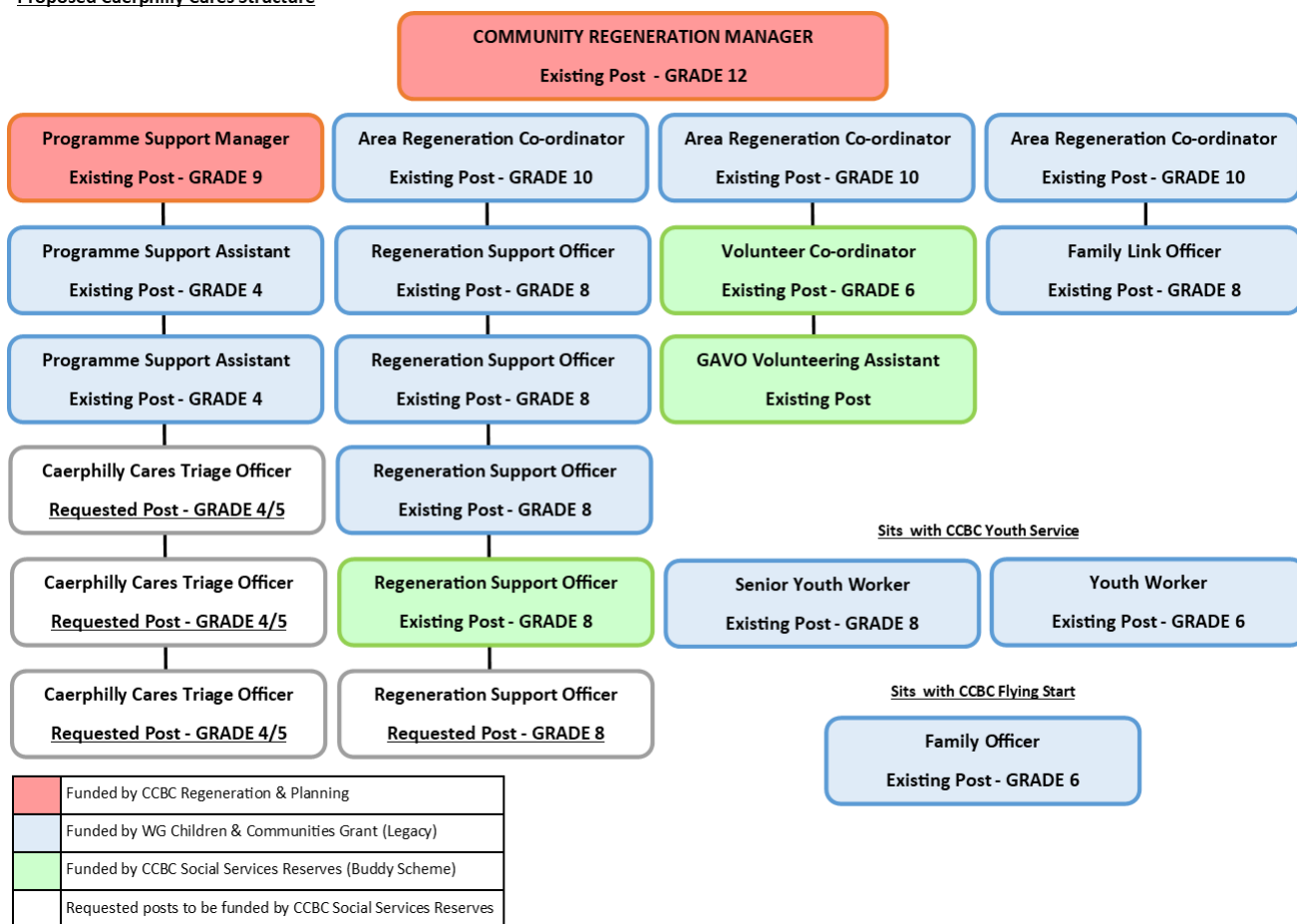


with an additional three members of staff, who on rotation could ensure the service is more widely accessible as outlined above. These roles would also provide valuable administrative support including maintaining the data base of those referred and the directory of services.

The team would provide the essential link to the communities, whilst widening their scope to build on the positives and strengths, providing advice and practical support needed to enable communities to start and continue their activities safely. They would also be part of the mechanism, working collaboratively with the Community Connectors, to link individuals coming through the triage process to relevant and meaningful community groups and activities. In addition, facilitating the links between Corporate volunteering, wider volunteer support and the Caerphilly Cares Service. When it is safe to do so they will re-open the community hubs, which act as a physical front door to the Council and wider partners. It is proposed an additional Regeneration Support Officer could widen this provision and enable a more enhanced level of support across the borough.

Proposed Staff Structure:

Proposed Caerphilly Cares Structure



Additional Financial and Employment Support

It is anticipated that extending the point of contact to those on Furlough will increase the number of referrals for financial advice and employment support. There are currently 22,000 people in Caerphilly borough on Furlough. The Welsh Government has provided an additional £190,000 to Caerphilly County Borough Council to support those at risk of redundancy to re-train and seek alternative employment through the Communities for Work Plus programme.

The triage team in Community Regeneration already works collaboratively with Caerphilly Housing Tenancy Support making referrals to them for financial support as well as receiving them for a wide range of additional support, including Employment. It is imperative that the links between Caerphilly Cares, Employment Support, Adult Education and Caerphilly Homes Tenancy Support is enhanced as a matter of urgency to ensure the support for those being made redundant is holistic and no one 'slips through the net'

Caerphilly Housing Tenancy under the Caerphilly Cares umbrella is proposing to develop a two-fold approach to financial support for "at risk" residents referred from the gateway. It will react to their immediate crisis as well as taking a proactive approach, using key datasets from the Council benefits system to identify residents not claiming their full entitlement to benefits.

Since 2012 a similar model of financial support has been offered to tenants by the Caerphilly Housing service. This model has shown vulnerable tenants are often unaware of their entitlement to fully claim a range of benefits, and over 1 million in extra income was generated for tenants during 19/20 financial year.

A sample of residents was recently contacted as part of the Caerphilly Cares financial support model and of those contacted 41% were entitled to additional income. This ranged from reduced water tariffs to and entitlement to attendance allowance/carers allowance/personal independence payments.

## 5.7 **Conclusion**

The crisis has provided an opportunity to harness, support and expand the community resilience demonstrated in many communities across the county borough. It provides opportunities for meaningful dialogue with communities and provide a streamlined service that directly responds to the needs of our residents and communities. Both facets support Team Caerphilly: Better Together.

The legacy and learning will also be important in the context of the Team Caerphilly Transformation Strategy and other strategic and partnership aims, including working better with and empowering communities and developing proud and trusted staff. This is a key element of the Council's Strategic Recovery Framework – Principle 4.

## 6. **ASSUMPTIONS**

- 6.1 We anticipate our communities will suffer from economic, health and other social challenges as a result of the pandemic and this proposal provides an opportunity to shape our support around the individual and their unique needs. In addition the level of need and subsequently the number of people who present themselves to the Council is likely to increase with the changes being introduced on 1<sup>st</sup> November 2020 to Furlough, as well as the requirement to self-isolate for those who are self-employed, on zero hours contracts or only eligible for statutory sick pay. In addition to those who may be asked to shield again.

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

- 7.1 Strategic Recovery Framework – Principle 4 – Caerphilly Cares

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

WBO1 IMPROVE EDUCATION OPPORTUNITIES FOR ALL- Caerphilly Cares would promote lifelong learning and non-traditional learning pathways.

WBO2 ENABLING EMPLOYMENT- Caerphilly Cares would refer to internal and external employability support programmes

WBO6 SUPPORT CITIZENS TO REMAIN INDEPENDENT AND IMPROVE THEIR WELL-BEING- Caerphilly Cares would promote personal resilience.

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

8.1 The Caerphilly Cares proposal supports the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015:

A resilient Wales  
A healthier Wales  
A more equal Wales  
A Wales of cohesive communities

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:

The impact on society from Covid will be with us for a long time and this model of delivery provides intervention and support based around the individual needs

PREVENTION- Caerphilly Cares would take a front-line early intervention and preventative approach to support for disadvantaged and vulnerable people.

INVOLVEMENT- Caerphilly Cares would involve individuals in their journey starting with what matters to them and communities in identifying their own needs and services.

LONG TERM- Long term we know that the financial impacts of COVID will be felt for several years to come and that the most vulnerable residents are likely to be affected disproportionately.

COLLABORATION- Services will work collaboratively to meet the needs of all residents in Caerphilly borough with a focus on reducing inequalities and supporting the most vulnerable in our county borough

INTERGRATION- Integration across services and Directorates is likely to provide the most holistic level of support.

## **9. EQUALITIES IMPLICATIONS**

9.1 There is extensive evidence that connected and empowered communities are healthy communities. Social exclusion is more prevalent in those who are disadvantaged and other vulnerable groups. The service must be carefully planned so that all referrals are supported to remain connected within their communities and are helped to build up their personal resilience.

## **10. FINANCIAL IMPLICATIONS**

10.1 The proposed costs to introduce this service is approximately £312,000 per annum as follows.

- Three additional Triage Officers: (Based at a top of a Grade 4) £25,615.74 x 3 = **£76,847.22**
- One additional Regeneration Support Officer (Based at a top of a Grade 8) = **£40,763.27**
- Programme/Staff Costs (Travel, Staff Training, IT Set Up etc.) = **Circa £12,389.51**

#### **Housing (additional resources)**

- Four additional benefits maximisation officers (Based at top of scale 7) = **£144,808**
- Re grade of Team Leader with joint line management responsibility for tenancy support officers (Housing) and Caerphilly cares financial support teams = **Difference grade 8 top and grade 9 top £4,413** **Staff costs (staff training, IT set up etc) £6,000**

- 10.2 The first option would be to use underspends from the current years Children and Communities Grant (CCG), subject to Welsh Government approval until 31<sup>st</sup> March 2021 and explore opportunities to utilise this grant to fund the service from 1<sup>st</sup> April 2021 to March 31<sup>st</sup> 2022.
- 10.3 The second option would be to utilise Social Service reserves.
- 10.4 However if these funding streams aren't available in the long term would Cabinet be minded to endorse a growth bid to support the development of this service.

### **11. PERSONNEL IMPLICATIONS**

- 11.1 The Community Regeneration Team has indicated that they have the requisite skills to develop and manage the Caerphilly Cares service subject to additional staff as set out above. Some minor amendments will be needed to Job Descriptions to align to the needs of the Caerphilly Cares model.

### **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 None.

Author: Tina McMahon, Community Regeneration Manager

Consultees: Christina Harrhy, Chief Executive  
 Dave Street, Corporate Director Social Services and Housing  
 Ed Edmunds, Corporate Director Education and Corporate Services  
 Mark S Williams, Interim Corporate Director Public Services  
 Cllr Eluned Stenner, Cabinet Member for Finance, Performance and Customer Services  
 Cllr Shayne Cooke, Cabinet Member for Social Care  
 Sue Richards, Head of Education Planning and Strategy, Finance  
 Rhian Kyte, Head of Regeneration and Planning  
 Rob Tranter, Head of Legal Services/Monitoring Officer  
 Steve Harris, Head of Financial Services & S.151 Officer

Lynne Donovan, Head of People Services  
Shaun Couzens, Chief Housing Officer  
Fiona Wilkins, Housing Service Manager  
Sandra Issacs, Rents Manager  
Kath Peters, Corporate Policy Manager  
Anwen Cullinane, Senior Policy Officer (Equalities, Welsh Language and  
Consultation)

Background Papers: None

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## CABINET – 11TH NOVEMBER 2020

**SUBJECT: ELECTRIC VEHICLE CHARGING INFRASTRUCTURE**

**REPORT BY: CORPORATE DIRECTOR – EDUCATION & CORPORATE SERVICES**

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### 1. PURPOSE OF REPORT

- 1.1 To seek Cabinet approval for funding to install electric vehicle charging infrastructure as part of the first phase of actions to introduce electric vehicles into the Authority's fleet.

### 2. SUMMARY

- 2.1 At its meeting of 19<sup>th</sup> September 2018, Cabinet approved the Electric Vehicle Strategy and Action Plan. Good progress has been made, and this report sets out the next steps, including requesting capital funding to deliver the proposed actions.
- 2.2 The initial actions identified in the report focus on providing the electric vehicle charging infrastructure at the three main council sites. This will allow the Council to be able to charge in excess of 100 electric vehicles, depending on service area demand. The initial costings based on Western Power Distribution (WPD) quotations and Building Consultancy estimates amount to just under £300,000.
- 2.3 Office for Low Emission Vehicles (OLEV) Workplace Charging Scheme funding is potentially available up to £10,000 which will be applied for. A balance of £49,500 for capital funding is available from previously approved Carbon Reduction Initiatives. A figure of £240,500 is requested from Capital Earmarked Reserves.

### 3. RECOMMENDATIONS

- 3.1 That Cabinet approve the following financial support to install electric vehicle charge units at the CCBC owned sites listed in this report and as set out in Appendix 1:
- Capital funding allocation of £240,500 from Capital Earmarked Reserves.
  - The allocation of the remaining balance £49,500 in the previously approved Carbon Reduction Initiative budget.
  - The submission of a grant application for the Office of Low Emissions Vehicles (OLEV) for £10,000
- 3.2 That Cabinet approve the installation of electric vehicle charge units directly from existing buildings where there is sufficient capacity, to minimise grid connection costs.

#### 4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To contribute to the Council's commitment to renewable energy and sustainable transport and to implement the actions set out in the approved Electric Vehicle Strategy and Action Plan.
- 4.2 To contribute to the work being proposed as a result of the council's declaration of a climate change emergency and to support the authority's Decarbonisation Plan.
- 4.3 To ensure we achieve best value when installing the electric vehicle charging infrastructure on council sites.

#### 5. THE REPORT

- 5.1 At its meeting of the 19<sup>th</sup> September 2018 Cabinet approved the Electric Vehicle Strategy and Action Plan. The strategy recommended switching traditional internal combustion engine diesel fleet vehicles to electric vehicles to support the Council's carbon reduction work. Electric vehicle charging infrastructure is required to support the switch to electric vehicles.
- 5.2 Electric vehicle charging units are mainly defined by the power they can produce and how quickly they can charge an electric vehicle. The following table represents the various charging options available.

Table 1. Charge Point Options

Charge Point Type	Power Transfer kW	Power Transfer phases	Typical Charging time	Recommended locations
Slow	3kW	Single phase	8-12 hours	Public locations, workplace charging, leisure facilities
Fast	7kW	Single phase	3-4 hours	Public locations, workplace charging, leisure facilities
Fast	22kW	Three phase	1-2 hours	Public locations, workplace charging, leisure facilities
Rapid	43kW	Three Phase	80% in 20 to 30 mins	Public parking, taxi ranks, bus depots, motorway service stations
Rapid	50kW	DC	80% in 20 to 30 mins	Public parking, taxi ranks, bus depots, motorway service stations
Super rapid	>43kW	Three phase	<20 to 30 mins	Public parking,



Charge Point Type	Power Transfer kW	Power Transfer phases	Typical Charging time	Recommended locations
				taxi ranks, bus depots, motorway service stations
Super rapid	>50kW	DC	<20 to 30 mins	Public parking, taxi ranks, bus depots, motorway service stations

- 5.3 It is proposed to install fast charge units that can provide from 7kW to up to 22kW at the main council sites initially and in the future, where possible, install rapid charge units as we roll out the switch to electric vehicles for fleet vehicles and to enable employees to switch their own personal vehicles over time.
- 5.4 It should be noted, that at present some electric vehicles, especially older models can only charge at 3kW or 7kW due to the battery size and capacity. The maximum domestic charging rate is 7kW and overnight (10 hours) this allows the equivalent of 240-280 miles range to be transferred to a car or small van if the vehicle's battery is large enough to accept it. Our car and small van fleet average less than 40 miles per day – at most a three hour recharge.
- 5.5 It is also true that the current trend is towards electric vehicles that can be charged more rapidly and this trend is likely to continue; rapid chargers are of value for overnight charging of large commercial vehicles with big batteries like refuse trucks. Rapid chargers also have a role providing top ups during the working day or between shifts.
- 5.6 Seventeen specific vehicles have been identified to be switched to electric as part of the first phase of works. Electric vehicle charging infrastructure will be required at three main council sites (Penallta house, Tredomen House and Tir Y Berth Depot) to accommodate this.
- 5.7 The proposed infrastructure at the 3 sites would involve installing 20 double charge points across the 3 sites. This could provide the capacity to charge up to 100 vehicles, depending on usage patterns. This figure could be increased significantly if smart charging technology is included. This option is currently being investigated and evaluated in partnership with the Welsh Government Energy Service (WGES).
- 5.8 The current budget estimate for this work is £297,371.25, including a contingency figure and Building Consultancy fees. Appendix 1 provides the breakdown of costs for the infrastructure at each site.
- 5.9 There is potential to apply for match funding from the Office for Low Emission Vehicles (OLEV) Workplace Charging Scheme. This is a voucher based scheme to support the installation of electric vehicle charge points for the work place. The contribution is limited to 75% of the purchase and installation costs, up to a maximum of £500 for each socket, up to a maximum of 20 sockets across a variety of sites. As this report recommends the installation of 20 charge points, we will submit an application for funding for £10,000, the maximum amount that can be applied for. The vouchers are valid for four months (120 days) from the date of issue and

applicants must use an OLEV approved installer to redeem the voucher.

- 5.10 A balance of £49,500 for capital funding is available from previously approved Carbon Reduction Initiatives.
- 5.11 One of the main costs when installing the charge points is providing the electrical supply to the area, and the excavation and groundworks to link the area to the internal supply or to the external grid connection.

All the costs provided are for external grid connection. Linking the charge points directly to the buildings could potentially reduce the installation costs at some sites for workplace charging. Current evaluation of existing half hour data suggests that at the Tredomen Campus most of the buildings had significant capacity. Only Tredomen House was exceeding its site capacity, but that exceedance was still very small when compared to the excess capacity at the other buildings on site.

- 5.11 There is significantly less capacity at the Tir y Berth depot, and whilst there is sufficient capacity for the initial phase of work, this will need to be addressed in the medium term, particularly if this is to become a central charging hub or if electric refuse collection vehicle were to be trialled or used.
- 5.12 Property Services will project manage the installation of the charge points at the council sites. Back office support can be provided for the charge points by the charge point provider, and this cost can be factored into the energy price per unit, but there still needs to be overall internal management of the infrastructure. Property Services will manage the charge points, working with the back office support provider.

Service areas using the electric vehicle charge points will pay the cost of the electricity used. App based technology facilitates this.

- 5.13 The charge points will include the functionality to allow staff or residents to use the charge points for their own vehicles, but the details of the implementation of this element will be subject to a further report.
- 5.14 Guidance will be provided to Services outlining the expectation that when procuring a new vehicle, that advice will be sought from Fleet Management, and that low carbon options will be prioritised.

## **6. ASSUMPTIONS**

- 6.1 Although the costs highlighted in Appendix 1 have been provided by WPD, the Distribution Network Operators (DNO) via Building Consultancy, the groundworks costs could vary at each site, depending on the contractor undertaking the work and also due to any contingencies that may arise once the work has commenced
- 6.2 The costings assume that every site will have an external grid connection. Linking directly to the buildings where possible could reduce the installation costs. The cost to install the single charge point at Penallta House, which is linked directly to the building, was £4,470 excluding bay line marking costs. At present the estimated costs to install the charge points at the three main council sites using external WPD connections is £12,150 per double charge point.

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

7.1 The following council's policies are relevant to the Electric Vehicles and Charging Facilities report.

- CCBC Corporate Plan 2018-2023
- CCBC Carbon Reduction Strategy
- CCBC Sustainable Development Strategy
- CCBC Regeneration Strategy
- CCBC Local Development Plan
- CCBC Electric Vehicle Strategy & Action Plan 2019

## 7.2 Corporate Plan 2018-2023.

Electric vehicles and electric vehicle infrastructure also support the following Corporate Well-being Objectives, identified within the CCBC Corporate Plan 2018-2023:

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

- Improving the energy efficiency of our vehicles to help promote an innovative, low carbon society that uses resources efficiently and proportionately and saves money. Reducing our greenhouse gas emissions locally (associated with transport) will help to mitigate the global impacts of climate change.

**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

- Electric vehicles produce zero direct emissions, which specifically helps improve air quality in urban areas by reducing and removing air pollution from exhaust emissions from petrol and diesel vehicles.

## 8. WELL-BEING OF FUTURE GENERATIONS

8.1 Electric vehicles contribute to several of the Well-being goals within the Well-being of Future Generations Act (Wales) 2015, including:

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

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

8.2 Electric vehicles produce zero direct emissions, which specifically helps improve air quality in urban areas by reducing and removing air pollution from exhaust emissions of petrol and diesel vehicles.

- 8.3 Electric vehicles and their infrastructure are also consistent 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 – taking action to improve the energy efficiency of our vehicles to help promote an innovative, low carbon society that uses resources efficiently while delivering our service to the highest standard.
- Prevention – Providing opportunities for the use of ultra low emission vehicles to help mitigate climate change and reduce air pollution and the resulting health issues.
- Integration – Supporting the Corporate Well-being Objectives identified within the CCBC Corporate Plan 2018-2023
  - Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impacts on the environment.
  - 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.
- Collaboration – The electric vehicle work involves a collaborative project including 5 local authorities and PSB Partners, all working together and sharing expertise to develop effective approaches to improve well-being.
- Involvement – Supporting internal services, staff, local residents and visitors who are keen to invest in electric vehicles and their infrastructure.

## **9. EQUALITIES IMPLICATIONS**

- 9.1 An Equalities Screening has indicated a low potential impact. Creating sustainable communities, employment and transport for example, is of benefit to all the residents of Caerphilly county borough, regardless of their individual circumstances or backgrounds.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 The estimated cost of the works to install charging infrastructure at the 3 main Council sites, as set out in the report amounts to approximately £300,000.
- 10.2 The authority will apply for £10,000 funding from the OLEV Workplace Charging Scheme.
- 10.3 A balance of £49,500 for capital funding is available from previously approved Carbon Reduction Initiatives.
- 10.4 The remaining shortfall of £240,500 is requested from Capital Earmarked Reserves.

## **11. PERSONNEL IMPLICATIONS**

- 11.1 Property Services will manage the installation of the charge points.
- 11.2 Property Services will need to manage the charge points, working with the back office support provider.

## **12. CONSULTATIONS**

- 12.1 This report was originally drafted in February 2020 and has since been significantly amended, however some comments from the initial consultations remain valid and these, along with the author response are included below:
- 12.2 One consultee felt the industry categorisation of charge type (section 5.4.1) is potentially misleading as their perception is that developments in charge speed mean it is now out of date. They felt whilst the 22kW chargers proposed are classed as fast they are actually very slow compared to some chargers. They felt the report should note that fast isn't really fast. They did comment they fear that the 22kW charges will soon be considered outdated.

### **Response:**

We have taken advice from the Energy Saving Trust on the types of charge points suitable for electric fleet vehicles. The majority of the fleet electric vehicles will be charged overnight or during a specific time of day. It is more appropriate and cost effective to install 7kW to 22kW charge points that the vehicles can utilise. The charge points can be upgraded in the future as vehicle technology improves. Fast charge points cost about £3k plus installation costs while rapid charge points cost about £35k plus installation costs.

- 12.3 The Head of Property suggested that it wasn't appropriate for Property Services to manage the charge points once installed. The respondent felt this would be better done by Fleet Management.

### **Response:**

The charge points will be located at the main council sites. Property Services currently manage these sites and liaise with contractors as and when required. It was felt that Property Services would be better suited to manage the charge points based on their current role.

- 12.6 One consultee suggested that we need to make the charge points available to employees and visitors if we are serious about promoting and encouraging electric vehicle uptake and asked why can't they be made available straight away?

### **Response:**

Initially we need to prioritise to ensure we have EV charging in place to support our fleet electric vehicles. Once services are using the electric vehicles and develop a routine for charging, if there is spare capacity, we could allow the charge points to be used by staff and visitors. There is an opportunity to generate a very small income by providing EV charging to staff and visitors.

## **13. STATUTORY POWER**

- 13.1 Electric vehicles contribute to several of the Well-being goals within the Well-being of Future Generations Act (Wales) 2015.

Author: Paul Cooke, Senior Policy Officer, Service Improvement and Partnerships

Consultees:

- Cllr P Marsden, Leader of the Council
- Cllr N. George, Cabinet Member for Environment and Neighbourhood Services
- Cllr S. Morgan, Cabinet Member for Economy, Infrastructure, Sustainability & Wellbeing of Future Generations Champion
- Cllr D.T Davies, Chair of Environment & Sustainability Scrutiny Committee
- Cllr A. Hussey, Vice Chair of Environment & Sustainability Scrutiny
- Richard Edmunds, Corporate Director, Education & Corporate Services
- Mark S Williams, Interim Corporate Director Communities
- Rob Tranter, Head of Legal Services/ Monitoring Officer
- Stephen Harris, Interim Head of Business Improvement Services & S.151 Officer
- Sue Richards, Head of Education Planning & Strategy
- Lynne Donovan, Head of People Services
- Marcus Lloyd, Head of Infrastructure
- Rhian Kyte, Head of Regeneration and Planning
- Rob Hartshorn, Head of Public Protection, Community and Leisure Services
- Mark Williams, Interim Head of Property
- Kathryn Peters, Corporate Policy Manager
- Paul Rossiter, Energy & Water Officer
- Clive Campbell, Transportation Engineering Manager
- Mike Headington, Green Spaces and Transport Services Manager
- Phill Evans, Fleet Review Officer
- Anwen Cullinane, Senior Policy Officer (Equalities and Welsh Language)

Appendices:

Appendix 1 - Electric vehicle charging infrastructure and costs

**Appendix 1:**

**Table 2.** Electric vehicle charging infrastructure and costs

<b>Site</b>	<b>Cost</b>	<b>Number of charging units</b>	<b>Comments</b>	<b>Charging Capacity</b>
Tir Y Berth	£51,500.00	7 double		7kW to 22kW
Tredomen	£93,500.00	7 double	Hub at top end of car park	7kW to 22kW
Penallta	£98,000.00	6 double	EV charging could also be installed as part of the Tredomen Campus Energy proposal (PV canopy)	7kW to 22kW
Contingency costs @ 10%	£24,300.00			
Building Consultancy costs @ 11.25%	£30,071.25			
OLEV Workplace scheme Grant application	-£10,000.00		Funding dependent on successful application and work being undertaken by the grant deadline	
<b>Total</b>	<b>£287,371.25</b>	<b>20 double charging units</b>		<b>7 to 22kW per charging unit</b>

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## CABINET – 11TH NOVEMBER 2020

**SUBJECT: REGENERATION BOARD – PROJECT PROPOSALS**

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

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### 1. PURPOSE OF REPORT

- 1.1 To recommend the allocation of up to £509.7k Regeneration Project Board Development Funds towards a number of recently endorsed and evaluated projects, within the County Borough.
- 1.1 To seek approval for a streamlined approval process for the Targeted Regeneration Investment (TRI) Thematic Grants Programme and the re-purpose of previously agreed funds for Oakdale Business Park Plateau 2 & 4 towards Council owned land at Caerphilly Business Park.

### 2. SUMMARY

- 2.1 At the meeting on 30<sup>th</sup> May 2018, Cabinet agreed that a Regeneration Project Board would be set up with a cross-party political representation of Councillors plus key officers. This group is supported by a Regeneration Assessment Panel consisting of officers from a range of service areas.
- 2.2 The Regeneration Assessment Panel have met on numerous occasions to consider the prioritised list of capital projects, which have been identified by the Board to move to the Assessment Stage. Following subsequent Cabinet Approvals, since February 2019 numerous projects have been endorsed with financial assistance provided (where necessary) from the Regeneration Project Board Development Funds.
- 2.3 During January 2019 Cabinet resolved to release £1.2m of reserves for the Regeneration Board prioritised projects, bringing the Total Development Fund budget allocation to £1.5m. To date, £882,500 has been allocated towards prioritised capital regeneration schemes, across the County Borough.
- 2.4 This report seeks Cabinet approval for the allocation of a further **£509.7k** Development Funds towards a number of prioritised projects, namely:
  - WG TRI Town Centre Covid-19 Response;
  - WG TRI Bid – Caerphilly Place Making Plan;
  - Oakdale Business Park – Plateau 1;
  - Caerphilly Workmen’s Hall & Institute;

- Cwm Ifor Solar Farm.

2.5 The above request would leave an active Development Fund of **£107,800**.

2.6 The report further seeks Cabinet endorsement for a streamlined approval process associated with the Targeted Regeneration Investment (TRI) Thematic Grants Programme and the use of previously agreed funds for Oakdale Business Park Plateau 2 & 4 towards Council owned land at Caerphilly Business Park.

### **3. RECOMMENDATIONS**

3.1 That Cabinet:

- i) Endorse the recommendations of the Regeneration Project Board towards the review of and development of the projects listed within this report.
- ii) Agree that **£509,700** of the residual Regeneration Project Board Development Fund of £617,500 be allocated to these priority schemes, as approved by the Regeneration Project Board.
- iii) Agree a streamlined approval process for the Targeted Regeneration Investment (TRI) Thematic Grants Programme and the re-purpose of previously agreed funds for Oakdale Business Park Plateau 2 & 4 towards Council owned land at Caerphilly Business Park.

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

4.1 To progress feasibility, development and delivery stage works in respect of those priority regeneration schemes identified by the Regeneration Project Board.

### **5. THE REPORT**

5.1 On the 30<sup>th</sup> May 2018, Cabinet agreed that a Regeneration Project Board be set up. The Terms of Reference of the Board were approved by Cabinet at the same meeting.

5.2 At the subsequent June 2018 Board meeting a Project Prioritisation Toolkit was approved for the Board to prioritise projects and this was subsequently agreed by Council on 17<sup>th</sup> July 2018. An Assessment Panel has been set up to assess each of the projects using this toolkit. The Assessment Panel is an internal Officer panel from a wide range of Service Areas set up specifically to assess prioritised strategic physical regeneration schemes.

5.3 The Assessment Panel has met several times to consider a list of previously prioritised capital projects. These, for the most part, have been evaluated and considered by the Regeneration Project Board before being presented to Cabinet for endorsement and funding (where required) from the available Development Funds.

5.4 Additional funding has been secured to enhance and supplement the Regeneration Project Board Development Fund. On the 30<sup>th</sup> January 2019 Cabinet resolved to release £1.2m of reserves for Regeneration Board Projects bringing the Total Development Fund budget allocation to **£1.5m**. This has allowed additional projects to be considered for development support, prioritisation and funding. It is estimated that

the investment made to date by Cabinet through the development fund will potentially leverage circa **£98m** investment into the county borough.

- 5.5 Those that have currently been assessed by the Panel and considered by the Regeneration Project Board, and subsequently Cabinet are summarised in Table 1.

**Table 1: Schemes with an Agreed Funding Allocation:**

<b>Capital Project</b>	<b>Tranche</b>	<b>Agreed Funding Allocation</b>
Llanbradach Park & Ride	1	£150,000
Caerphilly Interchange	1	£0
Oakdale Business Park	1	£100,000
Park Lane, Caerphilly	1	£40,000
	<b>Sub Total</b>	<b>£290,000</b>
Ystrad Mynach Park & Ride	2	£0
Cwmcarn Forest Drive	2	£75,000
Pentrebane Street, Caerphilly	2	£37,500*
	<b>Sub Total</b>	<b>£112,500</b>
Masterplan for Public Sector Land in Ystrad Mynach	3	£0 (£30K requested but project deferred)
Ty Du, Nelson (design of additional)	3	£40,000
Penallta Colliery - Former Powerhall Building	3	£0 (£20K requested but project deferred)
Coach Facilities – Caerphilly Town Centre/Castle	3	£50,000
	<b>Sub Total</b>	<b>£90,000</b>
Llanbradach Park and Ride revisit	4 (Tran 1 revisited)	£200,000
Ystrad Mynach Park and Ride	4 (Tran 2 revisited)	£170,000
	<b>Sub Total</b>	<b>£370,000</b>
TRI Thematic (Urban Centre Property/Living Environment grant programme)	5	£20,000**
Cwm Ifor Solar Farm request	5	£0 (£30K requested but funds taken from Council Reserves)
<b>Grand Total Allocated</b>		<b>£882,500</b>
<b>Regen Project Board Development Funds</b>		<b>£1,500,000</b>
<i>Residual Balance</i>		<i>£617,500</i>

\* As per recommendation (iv) of the Exempt Report considered by Cabinet on the 2<sup>nd</sup> October 2019, a budget allocation of £37,500 towards this prioritised project was endorsed.

\*\* As per recommendation (iii) of the Cabinet Report considered by Cabinet on the 29<sup>th</sup> January 2020, a budget allocation of £20,000 towards this project activity was endorsed.

- 5.6 During August 2020 a further five projects (Tranche 6) were evaluated by the Regeneration Assessment Panel. The five schemes were subsequently re-considered by the Regeneration Project Board on 15<sup>th</sup> September 2020. These projects are as follows:
- WG TRI Town Centre Covid-19 Response;
  - WG TRI Bid – Caerphilly Place Making Plan;
  - Oakdale Business Park – Plateau 1;
  - Caerphilly Workmen’s Hall & Institute; and
  - Cwm Ifor Solar Farm
- 5.7 A summary of each project and the Regeneration Project Board’s recommendations are set out below.
- 5.8 **(A) WG TRI Town Centre Covid-19 Response:**
- Total Project Cost Estimate (£): circa £1.179m. (Total TRI request @ 80% = £942,800 & Total Match [CCBC & Private Sector] = £235,700)
  - Regeneration Project Board Development Funds (Secured): £0
  - Current Request for funding from the Development Fund (£): up to **£142,700**
- 5.9 On the 11th June Welsh Government (WG) announced an urgent and immediate response to address the issues faced in town centres as a result of Covid-19. WG proposed that the current regional TRI Thematic programme, which has an allocation of £10m, be revised to allow the re-purposing of grant in order to aid the economic recovery of town centres.
- 5.10 Caerphilly CBC worked with Partner authorities to establish a SE Wales response, which was submitted to WG via the Lead Authority (RCT County Borough Council) on 19th June 2020.
- 5.11 The projects identified by CCBC for submission under the TRI (Thematic) Covid-19 Response funding were as follows:

**Table 2: CCBC TRI Thematic Covid-19 Response Submission:**

<b>Project Activity</b>	<b>Anticipated Total Project Cost</b>	<b>TRI Grant Request (@ max 80%)</b>	<b>Match Funding (@ 20%)</b>
Grants Programme (to allow changes to properties to aid social distancing & circulation rules etc)	£250K	£200K	£50K*
Outdoor Landscape enhancements (parklets, communal areas, planters etc)	£187.5K	£150K	£37.5K
Electric pop-up boxes in Town Centres to assist with outdoor events	£70K	£56K	£14K
Introduction of free public Wi-Fi in Town Centres	£206K	£164.8K	£41.2K
Replace coin only operated Pay & Display (P&D) machines in Town Centre car parks with	£215K	£172K	£43K**

mains powered P&D machines, enabled for contactless/card payments			
Introduction of experimental Traffic Order restrictions	£250K	£200K	£50K
<b>TOTALS</b>	<b>£1,178,500</b>	<b>£942,800</b>	<b>£235,700</b>

*\*the grants programme would see the required match of £50K coming from the private sector business owners.*

*\*\*the introduction of the contactless P&D machines would see match of £43K coming from existing transport budgets.*

*\*\*\*the introduction of experimental traffic orders (see consultation process at Appendix 1) associated with Parklets.*

5.12 The above schemes complement the focus on the main CCBC Town Centres and looks to add value where it can to the recently approved “Local Sustainable Transport COVID-19 Response” allocation.

5.13 The TRI (Thematic) Covid Response programme is to be delivered at a maximum intervention rate of 80%. This requires match funding of 20% to be established. As indicated above the proposed grants programme match would be derived from private sector businesses, with the match required for the P&D machines from CCBC Transport budgets. The remainder, which could equate to up to **£142,700**, has been requested from the Regeneration Project Board’s residual Development Fund budget.

5.14 **RPB Decision: Project Approved. It was agreed that up to £142,700 be allocated towards the project.**

5.15 **(B) WG TRI Bid – Caerphilly Place Making Plan:**

- Total Project Cost Estimate (£): £602,500
- Regeneration Project Board Development Funds (Secured): £0
- Current Request for funding from the Development Fund (£): **£126,000**

5.16 The Caerphilly Town Centre Place Making Plan identifies a clear set of projects within a 15-year period that can be progressed and implemented over the short, medium and long term to guide growth and help make Caerphilly an attractive place to live, work and invest. It develops the vision of the Council Approved (July 2018) Caerphilly Basin Masterplan to establish Caerphilly as a tourist destination, a thriving and vibrant town for the residents and people that it serves and a strategic hub in the Cardiff Capital Region.

5.17 The purpose of the Place Making Plan is to provide Caerphilly CBC with an integrated framework for the strategic redevelopment of Caerphilly town centre. The Plan does this by identifying a series of core ambitions for the town, key intervention areas and a series of projects that provide a ‘blueprint’ for making Caerphilly a diverse and successful town.

- 5.18 There are several projects within the programme of works that will help rejuvenate and sustain Caerphilly town centre, grow the local economy, increase job opportunities and provide for urban living, with the renewal of key sites across the town and the redevelopment of the Transport Interchange acting as the catalyst for change.
- 5.19 However, in order to fully achieve these projects a substantial and diverse co-financing package will be required as they will need a multi-million pound and long-term intervention in the town, which will lever in significant private sector investment.
- 5.20 Welsh Government funding is one source, which has recently been sought and awarded. Such funding will specifically be used to facilitate the early stage development/feasibility of:

Project Activity 1:

- The Headquarters Building (Primary Focus)
- The Commercial Viability of the Town Centre (Supplementary Focus)
- The Public Realm; including its connection with the Transport Interchange (Supplementary Focus)

Project Activity 2:

- The Acquisition & Demolition of Lansbury Park GP Surgery (Primary Focus)

- 5.21 The funding breakdown for these activities are outlined in table 3:

**Table 3: WG TRI Bid - CPM Plan Project Cost Estimate:**

ACTIVITY	COST ESTIMATE	
Project Activity 1	£420,000	
Project Activity 2	£182,500	
<b>TOTAL</b>	<b>£602,500</b>	
FUNDING	AMOUNT	STATUS
CCBC Match @ 30%	£126,000	Request made to CCBC Regen Project Board
HRA Match	£54,750	Secured
WG TRI @ 70%	<b>£421,750</b>	Basis of bid submitted 5 <sup>th</sup> Aug 2020. Award letter received 9.10.20

- 5.22 As indicated in the table above **£126K** is the match required towards the project and this sum has been requested from the Regeneration Project Board's residual Development Fund budget to help take this project forward.

- 5.23 **RPB Decision: Project Approved. It was agreed that the requested £126,000 be allocated towards the project.**

5.24 **(C) Oakdale Business Park – Plateau 1:**

- Total Project Cost Estimate (£): approx. £85,000 (Current proposal)
- Regeneration Project Board Development Funds (Secured): £100,000 (Plateau 2 & 4)

- Current Request for funding from the Development Fund (£): approx. **£85,000**
- 5.25 Oakdale Business Park is the largest employment site in the County Borough, occupying 162 ha of land. The former Colliery site has been transformed into a high quality, prestigious business park served by a strategic highway and transportation corridor on the eastern fringes of the County Borough.
- 5.26 The entire site has been re-contoured into 4 development plateaux comprising 170 acres (69 ha). The whole of Oakdale Business Park (with the exception of Plateau 3) is allocated for B1, B2 and B8 use classes in the Local Development Plan (Policy EM1 / EM2) with outline planning permission granted for the development of these uses.
- 5.27 Oakdale Plateau 1 is approximately 30ha in size, with commanding views across the Sirhowy Valley. Part of the site has already been developed by IG Doors and partial enabling highways infrastructure, with approximately 19ha remaining for further development.
- 5.28 The Council are currently working with the Welsh Government's Department of Economy and Infrastructure through a Collaborative Agreement to allow WG to acquire the remaining CCBC owned land at Plateau 1. This has prior Cabinet approval.
- 5.29 Upon acquisition, WG will provide the necessary investment, estimated at £3M, in order to bring the site forward for development. The development project (comprising site investigation, design, highways and service infrastructure works) will be undertaken in a phased manner.
- 5.30 In order for WG to formally acquire the remainder of the land at Plateau 1 certain restrictions need to be removed, which were imposed when part of the site was originally sold. The current occupiers of the site are willing to consider lifting these restrictions through a 'deed of variation' if the Council agree to their claim for payback regarding the retention sum held by the Council on their original development. The cost of which is estimated to be up to £85K, accounting for inflation and associated Legal fees, though discussions remain ongoing.
- 5.31 The approximate sum has therefore been requested from the Regeneration Project Board's residual Development Fund budget, facilitating WG's planned investment and the future development of the Plateau and Business Park.
- 5.32 **RPB Decision: Project Approved. It was agreed that the requested £85,000 be allocated towards the project.**
- 5.33 **(D) Caerphilly Workmen's Hall & Institute:**
- Total Project Cost Estimate (£): £360,000 (Phase 1 works)
  - Regeneration Project Board Development Funds (Secured): £0
  - Current Request for funding from the Development Fund (£): **£110,000**
- 5.34 Run by a small but committed group of dedicated volunteers, Caerphilly Workmen's Hall & Institute (CWMHI) is a historic and culturally important community arts and entertainment venue in the heart of Caerphilly Town Centre.

- 5.35 The building is situated in a prime location, directly facing Caerphilly Castle and currently host to a wide range of community events and facilities including:
- Meeting/training rooms;
  - Gymnasium;
  - Community Theatre events;
  - Well maintained main auditorium (400 seats).
- 5.36 However, investment is needed to upgrade and refurbish the listed building's external fabric and internal facilities. Many areas, including the main roof, need urgent attention to prevent this historic landmark falling into a state of disrepair, to the detriment of the community and the built fabric/historic character of Caerphilly Town. CWMHI has huge potential to increase and expand its current offer to capitalise on its history & unique location and consolidate its position as a landmark community and event hub within the heart of Caerphilly.
- 5.37 A "Phase 1" package of essential refurbishment works is planned, which will help address several critical issues and ensure that the building remains operational and viable, providing a strong foundation for further phases of restoration/enhancement work. The current Phase would include the following critical items:
- Renovation of the main roof;
  - Enhancements to the external façade;
  - Access improvements;
  - Upgrading of power supply.
- 5.38 Officers from the Council's Regeneration and Planning Service are supporting CWMHI with their plans to renovate the building. In this respect various funding options are being considered, including an application to the WG funded and Council administered Targeted Regeneration Thematic Grants Programme "The Urban Centre Fund" (UCF). The UCF is designed to support under-utilised or vacant Town Centre properties across SE Wales and offers a grant intervention rate of 70%, up to a maximum of £250,000 to carry out essential property enhancement works.
- 5.39 To progress an application to the UCF in this financial year, CWMHI is required to identify the balance of match funding. Based on a Phase 1 cost estimate of £360K and an indicative grant award of £250,000, this would be circa **£110,000**. This sum has therefore been requested from the Regeneration Project Board's residual Development Fund budget to help deliver the essential Phase 1 works.
- 5.40 With assistance from the Council's Regeneration Project Board progress towards a fully refurbished CWMHI can progress in earnest. Once complete the building will significantly contribute to the expansion of the night-time economy in Caerphilly, with upgraded facilities including regular Cinema clubs, theatre productions, training rooms, conference facilities.
- 5.41 **RPB Decision: Project Approved. It was agreed that the requested £110,000 be allocated towards the project.**
- 5.42 **(E) Cwm Ifor Solar Farm:**
- Total Project Cost Estimate (£): £46,000 (Current Proposal)
  - Regeneration Project Board Development Funds (Secured): £0



- Current Request for funding from the Development Fund (£): **£46,000**
- 5.43 The Council declared a Climate Emergency on 4<sup>th</sup> June 2019 and is developing a Decarbonisation Strategy and Prospectus which will outline several commercial opportunities. The Council have also adopted a longer-term transformation strategy that seeks to explore potential commercial/investment opportunities and has committed to finding ways of supporting both these strategic aims.
- 5.44 During April 2020 Cabinet approval was received, following Regeneration Assessment Panel and Board agreement, to purchase the novation agreement for a grid connection at Cwm Ifor for a potential 20MW solar farm.
- 5.45 The Utility Provider, Western Power, has recently confirmed that the Council will need to submit a planning application by 2021 to stay within the milestones agreed as part of the connection offer. Given the size of the scheme, (above 10MW) the planning application will not be determined by the Local Planning Authority but the Planning Inspectorate on behalf of Welsh Government.
- 5.46 Currently the project is in the feasibility phase, with the aspiration to move to Outline Business Case (OBC) to meet with the 2021 Planning deadline. The OBC will help determine and provide the evidence base for the Council to decide whether to proceed with the development and which options are preferred. Should a solar farm scheme not progress then the grid connection can be sold on to third parties or sold back to Western Power.
- 5.47 In order to have robust evidence to complete the OBC, professional external advice and reports are required as well as some Project Officer capacity. Cost estimates have therefore been acquired for this work, which have indicated four main areas of expenditure to the tune of circa £46K, as identified below:
- Land Negotiations: £6,000 to cover associated conveyancing fees;
  - Surveys and Reports: £20,185 for a suite of detailed surveys to determine the best option and suitability for the site development;
  - Technical professional advice: £2,500;
  - Project Officer (6 months post): circa £17,000. Dedicated resource to help pull the evidence together in a coherent OBC.
- 5.48 The request for up to £46k has been made to the Regeneration Project Board to facilitate this work and the OBC will include the following key activities:
- Grid Connection Costs, to be confirmed with WPD and milestones for the project;
  - Decision to prepare and submit planning application, with input from HV specialist for the design;
  - Decision to procure the facility, with proposed procurement route identified and timescales;
  - Financial modelling, to include accurate assumptions on land costs, development and construction costs, carbon accounting and funding streams;
  - Identification of Project Team and allocation of resources and budget for the whole project to take the scheme towards Final Business Case and beyond.
- 5.49 **RPB Decision: Project Approved. It was agreed that the requested £46,000 be allocated towards the project.**
- 5.50 In addition to the above and as indicated in Section 5.41 the Council's Regeneration & Planning Division are also delivering the TRI Thematic Grants Programme, known as the Urban Centre Fund. Cabinet have previously agreed that the Regeneration Project

Board have delegated powers to make decisions on grant awards of up to £250k under this programme. A streamlined approval process was proposed and agreed during the Project Board meeting on the 15<sup>th</sup> September 2020, subject to Cabinet approval.

- 5.51 The more responsive process discussed was one via electronic means, whereby Board Members decisions for grants over £50K would be requested and provided principally through email, with a turnaround for Members of 5 working days from receiving the Grant Report. The process agreed was as follows:
- Applications assessed in line with WG scheme guidance (contribution to TRI outputs)
  - Grant Approval Report with funding recommendations drafted by Case Officer
  - Report authorised by Regeneration Services Manager
  - Corporate Finance review of financial supporting information (maximum 5 working day turn around)
  - Report disseminated to Regeneration Project Board by Regeneration Services Manager by e-mail for decision in 5 working days
  - Decision made by Regeneration Project Board
  - Legal Services informed should registered restriction/legal charge on property apply
  - Decision posted on Intranet Information Items
  - Regular reports produced for Board on successful projects.
- 5.52 Additionally, it was agreed that delegated powers, for approvals under £50k, be given to the Deputy Leader and Cabinet Member for Economy and Enterprise (*and Chair of the Regeneration Project Board*), appropriate Head of Service and Finance Officer. This process will enable efficiency of approval and award of the grants programme and delivery of enhancements on the ground.
- 5.53 Furthermore, the allocation of funds towards an approved Tranche 1 project (Oakdale Business Park) was discussed and agreed to be re-purposed, subject to Cabinet approval. As indicated in Table 1, £100k was originally allocated toward a work package principally concerning Oakdale Plateau 2 & 4. However, as there is now an active interest in the whole of Plateau 4 it was agreed that this sum assigned to this part of the project could be used to progress design/development aspirations at Plateau 2 only and a parcel of Council owned land at Caerphilly Business Park.

### **Conclusion**

- 5.54 At the behest of the Regeneration Project Board a further five projects (Tranche 6) were taken forward for assessment by the established Officer Assessment Panel. As outlined above upon review and subsequent feedback to the Board on the 15<sup>th</sup> September 2020 all funding requests totalling £509.7K were approved by the Board, subject to Cabinet agreement.
- 5.55 The Board further discussed and agreed a more streamlined approval process for the Targeted Regeneration Investment (TRI) Thematic Grants Programme and the re-purpose of previously agreed funds for Oakdale Business Park Plateau 2 & 4 towards Council owned land at Caerphilly Business Park.

## 6. ASSUMPTIONS

- 6.1 This report assumes that the identified projects, once supported by Cabinet, will be developed further and where applicable implemented, with assistance from appropriate sourced and secured external funding.

## 7. LINKS TO RELEVANT COUNCIL POLICIES

### **Corporate Plan (2018-2023):**

- 7.1 The report recommendations contribute towards or impacts predominantly on the following Corporate Well-being Objectives:

Objective 2 - Enabling employment.

Objective 5 - Creating a county borough that supports a healthy lifestyle in accordance with the Sustainable Development Principle within the Well-being Future Generations (Wales) Act 2015.

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

### **Regeneration Strategy - A Foundation for Success (2018 – 2023):**

- 7.2 The work of the Regeneration Project Board supports and contributes toward the implementation of the four key strategic themes of the above named strategy, Supporting People, Supporting Business, Supporting Quality of Life and Connecting People & Places.
- 7.3 The proposals further contribute towards several key priorities of the Council's Regeneration Strategy - A Foundation for Success:

Priority SP1: Increasing employability

Priority SP3: Reducing worklessness

Priority SP7: Ensure a clear co-ordinated 'package of services' is available in order to reconnect people to employment.

Priority SB1: Building a more resilient and diversified economy

Priority SB2: Supporting economic growth and innovation

Priority SB3: Creating an environment that nurtures business

Priority SB4: Key sites and infrastructure for employment opportunities

Priority SQL2: Improve access to culture, leisure and the arts

Priority SQL3: Active place making

Priority SQL4: Maximise the tourism potential of the County Borough to become an established tourism destination

Priority SQL7: Refocus on town centres to serve the needs of residents and business

Priority CPP1: Promote and identify major highway projects that would significantly improve connectivity

Priority CPP2: Promote public transport integration and connectivity

Priority CPP3: Promote place-making development around key transport hubs and nodes

Priority CPP6: Promote digital connectivity

## 8. WELL-BEING OF FUTURE GENERATIONS

8.1 The work of the Regeneration Project Board will contribute towards significant levels of community regeneration and infrastructure development which will help to create an environment that we all want to live in, now and in the future. This report therefore potentially contributes to all seven wellbeing goals:

- A globally responsible Wales
- 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

8.2 The report recommendations are consistent 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.

## 9. EQUALITIES IMPLICATIONS

9.1 There are no specific equalities implications associated with this report for any specific groups or individuals therefore a full equalities impact assessment has not been carried out.

## 10. FINANCIAL IMPLICATIONS

10.1 An overall project development fund of £1.5m has been previously approved to allow a project team of officers to develop projects ready for implementation when funding becomes available.

10.2 As shown in Section 5.5 above Development Funds of £882,500 have previously been approved and allocated to Tranche 1 – 5 projects. Leaving a residual balance of £617,500 from the total budget allocation.

10.3 The Total request for the five assessed projects is **£509,700**.

10.4 The above request would bring the Total Regeneration Board budget allocation up to £1,392,200 leaving an ‘active’ Development Fund of **£107,800**.

## **11. PERSONNEL IMPLICATIONS**

- 11.1 There will be a requirement for Officers from Regeneration & Planning, Transportation & Infrastructure, Corporate Policy, Housing and Corporate Services Divisions within the Authority to dedicate human resources to the project activities outlined in order to progress them, the level of which depends on the status of each project. Otherwise, there are no personnel implications arising from this report.

## **12. CONSULTATIONS**

- 12.1 All consultation responses are reflected in the report.

## **13. STATUTORY POWER**

- 13.1 The Planning and Compulsory Purchase Act 2004

- 13.2 Local Government Acts.

- 13.3 Town and Country Planning Act 1990

Author: Ryland Llewellyn, Principal Regeneration Projects Officer

Consultees: Cllr Sean Morgan, Deputy Leader and Cabinet Member for Economy and Enterprise (*and Chair of the Regeneration Project Board*)  
Cllr Whitcombe, Chairperson, Housing & Regeneration Scrutiny Committee  
Cllr Christine Forehead, Vice Chairperson, Housing & Regeneration Scrutiny Committee  
Mark S. Williams, Interim Corporate Director Communities  
Stephen Harris, Head of Corporate Finance/Section 151 Officer.  
Rhian Kyte, Head of Regeneration and Planning  
Marcus Lloyd, Head of Infrastructure  
Robert Tranter, Head of Legal Services/Monitoring Officer  
Allan Dallimore, Regeneration Services Manager  
Jane Roberts-Waite, Strategic Co-ordination Manager  
Clive Campbell, Transportation Engineering Manager  
Paul Hudson, Business, Enterprise & Renewal Team Manager  
Glenn Cooper, Regeneration Projects Officer  
Graham Middleton, Regeneration Projects Officer  
Tim Broadhurst, Estates Manager  
Victoria Camp, Transformation Manager  
Local Ward Members (Bargoed, Blackwood, Newbridge, Penmaen, Penyrheol, Risca West, St Martins, St James & Ystrad Mynach)

Background Papers:

None

Appendices:

Appendix 1 Process for Experimental Traffic Regulation Orders

## Appendix 1

### **Process for Experimental Traffic Regulation Orders**

Experimental Traffic Regulation Orders (ETROs) can be used to enable the success or failure of a scheme to be assessed before a decision is taken on installing permanent measures.

An ETRO can only stay in force for a maximum of 18 months while the effects are monitored and assessed.

It is not possible to lodge a formal objection to an ETRO until it is in force. Once it is in force, objections may be made to the order being made permanent – objections must be made within six months of the day that the ETRO comes into force.

If feedback or an objection is received during the period that suggests an immediate change to the experiment is required, that change can be made and the experiment can then continue.

If the experimental order is changed, then objections may be made within six months of the day that the experimental order is changed.

ETROs have to follow a legal procedure which is set out in the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.

The process used by Caerphilly County Borough Council is as follows:

1. Cabinet Member Consultation – Initial consultation with Cabinet Member to seek his / her support and obtain steer on whether CMT / PDM engagement is required. If scheme is deemed to be controversial / high impact Cabinet Member should engage with CMT / PDM prior to any further consultations being carried out.
2. Member Consultation - Initial consultation with local members Member to seek their support. Any changes requested can be considered before proceeding further.
3. Statutory Consultation - Statutory consultation with emergency services, Community and Town Councils and other affected statutory bodies. Again, any changes requested can be considered before proceeding further. Significant changes would require restarting the process.
4. Public Advertisement -The proposed Order is publicly advertised in the local press a minimum of 7 days in advance of the measures being introduced. Notices are also posted on the street and made available online. Affected properties would also be consulted by a letter drop giving details and a plan of the proposals, and information relating to how to object or obtain further information. Any objections received will be formally acknowledged by Legal Services. Objections are considered during the first 6 months following implementation. The ETRO allows any changes to be made to improve or

amend the scheme during the course of the first 6 months. The restrictions may also be removed and the scheme cancelled if necessary.

5. Formal Consideration of Objections – All objections received must be fully considered. Following the initial 6 months period, a summary of objections along with officers' recommendations is prepared and sent to the local members and the cabinet member to seek their views.
6. Delegated Decision Report – an information report is prepared to inform members of the decision to uphold or overrule any objections and the decision taken by the Head of Infrastructure on whether to proceed to make the Order permanent or revoke. This is placed on the Intranet and sent to local Members allowing the opportunity for call-in.
7. Making the Order - When approval has been granted, the Order is then legally signed and sealed a maximum of 18 months following its implementation. The 'Made' Order is then re-advertised and six weeks are given to challenge it in the High Court on procedural grounds. All objectors are provided with a copy of the Delegated Decision Report in response to their objection.

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