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Date: 7th July 2021

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Dear Sir/Madam,

A digital meeting of **Council** will be held via Microsoft Teams on **Tuesday, 13th July, 2021 at 5.00 pm** to consider the matters contained in the following agenda.

Yours faithfully,

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

Christina Harrhy
CHIEF EXECUTIVE

AGENDA

Pages

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

A greener place Man gwyrddach



5 Declarations of Interest.

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

To approve and sign the following minutes: -

6 Annual Meeting of Council held on 13th May 2021. 1 - 6

7 Council held on 1st June 2021. 7 - 14

8 To receive and to answer questions received under Rule of Procedure 10(4).

Question from Councillor Kevin Etheridge to Councillor James Pritchard, Deputy Leader.

To ask the Deputy Leader to define in relation to his portfolio what measures he will introduce to engage positively with stakeholders, communities, businesses, opposition Councillors and Traders within all our Town Centres to ensure consistency across the County Borough as Town Centre Management Groups have not been meeting for 2 years?

9 Statement by the Leader of Council.

To receive and consider the following reports: -

10 Notice of Motion - Memorial Benches. 15 - 20

11 Notice of Motion - Pledge To Be Seen Campaign. 21 - 26

12 Provisional Revenue Budget Outturn for 2020-21. 27 - 52

13 Diversity in Democracy. 53 - 86

To note the following report which was considered as an urgent item by Cabinet: -

14 Youth Service Removal from Lease and Use of Crumlin Institute. 87 - 116

Circulation:

All Members And Appropriate Officers

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Agenda Item 6



ANNUAL COUNCIL

MINUTES OF THE MEETING HELD VIA MICROSOFT TEAMS ON THURSDAY, 13TH MAY 2021 AT 5.00PM

PRESENT:

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

Councillors:

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

Together with:-

C. Harray (Chief Executive), M.S. Williams (Corporate Director Economy and Environment), D. Street (Corporate Director Social Services), R. Edmunds (Corporate Director Education and Corporate Services), R. Tranter (Head of Legal Services and Monitoring Officer), S. Harris (Head of Financial Services and Section 151 Officer)

WEB-CASTING FILMING AND VOTING ARRANGEMENTS

The Chief Executive reminded those present that the meeting was being filmed but would not be live streamed, however a recording would be available following the meeting via the Council's website – [Click Here to View](#). She advised that decisions would be made by Microsoft Forms.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J. Bevan, P. Bevan, C. Bezzina, B. Jones and D. Hardacre

2. DECLARATIONS OF INTEREST

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

3. TO NOTE THAT THE MAYOR AND DEPUTY MAYOR HAD BEEN APPOINTED UNTIL THE ANNUAL MEETING IN 2022 AND THE PAYMENT OF A SENIOR SALARY

RESOLVED that the appointment of Councillor Carol Andrews and Councillor June Gale as Mayor and Deputy Mayor until the Annual Meeting in 2022 and the receipt of a senior salary payment be noted.

4. MAYOR'S REMARKS

The Mayor expressed her pride in being able to serve as Mayor of Caerphilly County Borough during such unprecedented times and thanked Members for their support as she continued in this role until May 2022.

The Mayor thanked the Chief Executive, Officer and staff for their continued efforts during these challenging times. Special thanks were expressed to Mrs Joy Thomas, who has supported the Civic Officer for a number of years but would be moving on to a new post as PA to the Cabinet and the Mayor wished her every success in her new role.

Unfortunately, due to the Covid-19 restrictions there have been few Mayoral duties. Since September she had attended 2 face to face events which were a banner unveiling at Caerphilly Castle & the Santa Appeal photoshoot at Pontllanfraith LC and 2 virtual events, the Lord Lieutenant's Awards & 1st Abercarn Scouts AGM and recorded several video messages to accompany the 10 bouquets and cards delivered by Mark Harris, 4 of each diamond and golden anniversaries, plus 2, 100th birthdays.

The Mayor expressed her hope that as restrictions eased Mayoral duties will resume during the forthcoming months.

Finally, the Mayor extended her thanks to Cllr June Gale for serving as Deputy Mayor and who attended a Requiem Eucharist service at Newport Cathedral following the death of HRH Prince Philip, The Duke of Edinburgh on her behalf.

In conclusion the Mayor looked forward to the year ahead and all the promise it brings with it.

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

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

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

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

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

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

Leader of Council – Councillor Philippa Marsden

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

Cabinet Member for Corporate Services – Councillor Colin Gordon

Cabinet Member for Customer, Performance and Property – Councillor Eluned Stenner

Cabinet Member for Learning and Leisure – Councillor Ross Whiting

Cabinet Member for Social Care – Councillor Shayne Cook

Cabinet Member for Sustainability, Planning and Fleet – Councillor Andrew Whitcombe

Cabinet Member for Housing – Councillor Lisa Phipps

Cabinet Member for Waste, Public Protection and Street Scene – Councillor Nigel George

Having listed her Cabinet, the Leader took the opportunity to thank Councillor John Ridgewell for all his hard work, commitment and support as he stepped away from his Cabinet role and welcomed Councillor Andrew Whitcombe to his new role.

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

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

9. LEADERS STATEMENT

The Leader addressed Council in this the second Annual General Meeting held in a virtual environment. Although she acknowledged that many Members preferred the traditional physical meeting, however the society shift in the way business is conducted as a result of coronavirus has been recognised and accepted by all and the technology embraced as a result is here to stay. Hopefully when conditions allow a few face to face meetings would be reconvened but only when it was safe to do so.

Reflecting on the year and the recent anniversary of the first national lockdown, the Leader took a moment to remember all those lost to this terrible virus.

The role that Public Services had played in the response to coronavirus was a matter of great pride. The effort made by staff at every level across the organisation was acknowledged and she thanked all staff on behalf of Council for their dedication and unwavering professionalism and commitment. The Leader placed on record her thanks to Elected Members for their support to residents and communities.

Members were asked to note the many areas of support provided during the pandemic from the start of the outbreak to today and advised Member of how much there was to be proud of.

Looking beyond the Coronavirus response there had been a number of amazing things achieved by this authority. The Council is progressing a major investment proposal totally £231M as part of the Placeshaping programme, signalling an exciting blueprint for the whole Borough. The next phase of the 21st Century Schools Programme, a zero cut Budget for 201/22, together with one of the lowest council tax rises in Wales.

The £200M Welsh Housing Quality Standard programme is nearing completion and a brand-new council house building initiative is being developed. Tenants have been supported in claiming additional income in excess of £2.5M. The Buddy Scheme is being transformed into a sustainable model called 'Caerphilly Cares' and the Council is recruiting 13 new Foster Carers with a further 19 applications in progress, the highest number for some years.

Members noted that our Libraries met all 12 of Welsh Government Core Entitlements for the first time. Regeneration masterplans have been endorsed, improvements made in sporting facilities and electric vehicle charge points installed at the 11 Council owned car parks.

Turning to the agenda for the next 12 months the Leader highlighted examples from the forward work programme including the strengthening of the Council's Senior Management Structure, implementing the Placeshaping Investment Programme, review of the Waste Strategy and extending the 21st Century Schools programme with 5 exciting projects to progress. The Leader was keen to emphasis the key projects that lay ahead and the challenge that would face Members going forward. Members were advised that there was so much positivity to be celebrated, as a local authority we have a big heart and big ambitions with strength in leadership, communities supported, and organisation reshaped and driven forward by innovation, transformation and high performance.

In conclusion, the Leader thanked all elected members for their support and commitment to the local community and expressed her pride in being Leader of this fantastic organisation. She hoped that we would all continue to work together for the good of all and further instil the amazing Team Caerphilly ethos in everything that we do.

10. REVIEW OF POLITICAL BALANCE

Consideration was given to the report which reviewed the political balance across the authority and the allocation of seats to the political groups in accordance with Section 15 of the Local Government and Housing Act 1989.

Members were asked to note composition of the Council as at the 29th of April 2021 and how the political balance rules under Section 15 were applied. It was confirmed that the total number of seats on Committees which are subject to the political balance requirements are 151. It was highlighted that following the decision of Council on the 13th April 2021 the membership of the Planning Committee had been reduced to 16.

Having considered the composition of the political balance the report was noted.

11. TO APPOINT THE CHAIR AND VICE CHAIR AND MEMBERS TO SERVE OF THE FOLLOWING OVERVIEW AND SCRUTINY COMMITTEES UNTIL THE NEXT ANNUAL MEETING (IN ACCORDANCE WITH THE POLITICAL BALANCE, AS LISTS ATTACHED) AND TO NOTE THE SENIOR SALARY PAYMENT TO THE CHAIRS – EDUCATION

SCRUTINY COMMITTEE, SOCIAL SERVICES SCRUTINY, POLICY AND RESOURCES SCRUTINY COMMITTEE/PARTNERSHIPS SCRUTINY COMMITTEE, ENVIRONMENT AND SUSTAINABILITY SCRUTINY COMMITTEE AND REGENERATION AND HOUSING SCRUTINY COMMITTEE

It was moved and seconded that Members be appointed as the names provided to Committee Services and presented at the meeting, by way of Microsoft Forms and verbal confirmation and in noting there were 60 for, 0 against and 3 abstentions this was agreed by the majority present.

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

Education Scrutiny Committee	Councillor T. Parry (Chair) Councillor C. Andrews (Vice Chair)
Social Services Scrutiny Committee	Councillor D. Cushing (Chair) Councillor C. Bezzina (Vice Chair)
Policy and Resources/Partnerships Scrutiny Committee	Councillor J. Pritchard (Chair) Councillor G. Kirby (Vice Chair)
Environment and Sustainability Scrutiny Committee	Councillor D.T. Davies (Chair) Councillor A. Hussey (Vice Chair)
Housing and Regeneration Scrutiny Committee	Councillor J. Ridgewell (Chair) Councillor M. Adams (Vice Chair)

12. **TO APPOINT THE CHAIR AND/OR VICE CHAIR AND MEMBERS TO SERVE ON THE FOLLOWING COMMITTEES UNTIL THE NEXT ANNUAL MEETING AND TO NOTE THE SENIOR SALARY PAYMENT TO THE CHAIRS MARKED WITH * (IN ACCORDANCE WITH THE POLITICAL BALANCED, AS LISTS ATTACHED) – APPEALS PANEL, APPOINTMENTS COMMITTEE, *GOVERNANCE AND AUDIT COMMITTEE, DEMOCRATIC SERVICES COMMITTEE, INVESTIGATING AND DISCIPLINARY COMMITTEE, *LICENSING AND GAMBLING COMMITTEE/TAXI AND GENERAL COMMITTEE, *PLANNING COMMITTEE AND STANDARDS COMMITTEE**

It was moved and seconded that Members be appointed to the Appeals Panel, Appointments Committee, Audit Committee, Democratic Services Committee, Investigating and Disciplinary Committee, Licensing and Gambling Committee/Taxi and General Committee, Planning Committee and Standards Committee as the names provided to Committee Services and presented at the meeting by way of Microsoft Forms and verbal confirmation and in noting there were 59 for, 0 against 3 abstentions and this was agreed by the majority present.

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

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

13. **TO NOTE THAT THE CHAIR AND VICE CHAIR OF THE GOVERNANCE AND AUDIT**

COMMITTEE WILL BE APPOINTED AT THE FIRST MEETING FOLLOWING THE ANNUAL MEETING OF COUNCIL

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

14. TO CONSTITUTE SUB COMMITTEES/WORKING PARTIES/PANELS/BOARDS AND MEMBERS TO SERVE ON THEM AND TO APPOINT/NOMINATE REPRESENTATIVES TO SERVE ON OUTSIDE BODIES WHERE REQUIRED (LISTS ATTACHED).

It was moved and seconded that the Sub Committee/ Working Parties/Panels/Board be constituted and Representatives to serve on Outside Bodies be appointed as list attached and names provided to Committee Services by way of Microsoft Forms and verbal confirmation and in noting there were 55 for. 0 against and 6 abstentions this was agreed by the majority present.

RESOLVED that the Sub Committee/ Working Parties/Panels/Board be constituted and Representatives to serve on Outside Bodies be appointed as list attached and names provided to Committee Services.

The meeting closed at 18:30pm

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 13th July 2021 they were signed by the Mayor.

MAYOR

Agenda Item 7



COUNCIL

MINUTES OF THE MEETING HELD VIA MICROSOFT TEAMS ON TUESDAY, 1ST JUNE 2021 AT 5.00PM

PRESENT:

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

Councillors:

M. Adams, E.M. Aldworth, A. Angel, J. Bevan, C. Bezzina, C. Bishop, A. Collis, S. Cook, D. Cushing, C. Cuss, D.T. Davies, , C. Elsbury, K. Etheridge, M. Evans, C. Forehead, E. Forehead, A. Gair, N. George, C. Gordon, R. Gough, L. Harding, D. Havard, A. Higgs, A. Hussey, M. James, V. James, G. Johnston, S. Kent, G. Kirby, P. Leonard, C. Mann, P. Marsden, B. Miles, S. Morgan, B. Owen, T. Parry, L. Phipps, D. Poole, D.W.R. Preece, J. Pritchard, J. Ridgewell, J. Roberts, R. Saralis, G. Simmonds, J. Simmonds, E. Stenner, J. Taylor, C. Thomas, A. Whitcombe, R. Whiting, L. Whittle, T.J. Williams, W. Williams, B. Zaplatynski

Together with:-

R. Tranter (Head of Legal Services and Monitoring Officer), D. Street (Corporate Director Social Services and Housing), M.S. Williams (Corporate Director Economy and Environment), R. Kyte (Head of Planning and Regeneration), R. Thomas (Planning Development Manager), D. Lucas (Team Leader, Strategic Planning) L. Lane (Head of Democratic Services and Deputy Monitoring Officer), S. Ford (Senior Communications Officer), R. Barrett (Committee Services Officer), C. Evans (Committee Services Officer)

WELCOME - COUNCILLOR CHARLOTTE BISHOP

The Mayor welcomed Councillor Charlotte Bishop to her first meeting of Council as the newly elected Member for the Aber Valley Ward. It was noted that Councillor Bishop was the first female county councillor elected to Aber Valley Ward since CCBC's inception in 1996 and had been elected to the position unopposed. Members congratulated Councillor Bishop on her appointment and wished her every success in her new role.

WEB-CASTING FILMING AND VOTING ARRANGEMENTS

It was noted that Mrs Christina Harry (Chief Executive) was on leave and Mr Dave Street (Corporate Director for Social Services and Housing) would be deputising for this meeting.

Mr Street reminded those present that the meeting was being filmed but would not be live streamed, however a recording would be available following the meeting via the Council's website – [Click Here to View](#). He advised that decisions would be made by Microsoft Forms.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from P. Bevan, W. David, M. Davies, K. Dawson, N. Dix, A. Farina-Childs, J.E. Fussell, D. Hardacre, D. Harse, L. Jeremiah, B. Jones, A. Leonard, G. Oliver, D. Price, M.E. Sargent, J. Scriven and S. Skivens, together with C. Harrhy (Chief Executive) and R. Edmunds (Corporate Director Education and Corporate Services).

2. MAYOR'S ANNOUNCEMENTS

The Mayor referred to recent events she had attended, including the Young Enterprise Welsh Final which was held virtually on 26th May 2021. The overall winner were a group of pupils from St Martin's School in Caerphilly with "New Leaf Sustainability" who now proceed on to the UK final. The Mayor congratulated St Martin's School on their achievement and wished them all the very best in the final.

Members were advised of the successful events organised in Bargoed as part of Dementia Action Week to launch the accreditation of Greater Bargoed becoming a Dementia Friendly Community. The Mayor, in her role as Dementia Champion, is looking forward to working with the community to continue its journey and to expanding this initiative to other areas within the Council as part of the Dementia Friendly Community

The Mayor referred to recent letters she had received from pupils in Years 4 and 5 at Ysgol Gymraeg Caerfill (Miss Eleri Jones' class), who had written to the Mayor with their concerns around climate change and global warming, and wanted to know if the Council supported the Climate and Ecological Emergency Bill 2021. The Mayor was pleased to affirm this position and inform them that in 2019 CCBC were the second Council to declare a climate emergency. The Mayor offered to share the letters with other Members so that they could send individual replies to the pupils if they so wished.

The Mayor also announced the start of her fundraising efforts for her chosen charities: The Alzheimer's Society, the Valley Daffodils and the Friends of Bargoed Ward at Ysbyty Ystrad Fawr. Members were advised that on 12th June 2021, the Mayor and her consort Megan will be undertaking a Zip Line Challenge at Zip World Tower in Hirwaun. The Mayor will also be taking along for the ride a scarf bearing the Caerphilly Council logo, which belonged to her late father-in-law and former Leader of the Council, Harry Andrews.

The Mayor acknowledged that it has been a challenging year for all charities and welcomed any sponsors for her Zip Line Challenge. A GoFundMe page has been set up and further details are available through the Mayor's Office.

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

Councillor Martyn James presented a petition on behalf of Ystrad Mynach residents to Save Ystrad Mynach's Green Spaces.

Councillor Kevin Etheridge presented a petition on behalf of Blackwood residents requesting the implementation of double yellow lines at St Tudor's View, Blackwood

The Mayor accepted the petitions which would be actioned in accordance with the Council's Constitution.

4. PRESENTATION OF AWARDS

There were no awards to be presented on this occasion.

5. DECLARATIONS OF INTEREST

A Member sought advice from the Monitoring Officer in relation to Agenda Items 11 and 12 due to the range of matters under consideration and was advised that should a Member become aware of a need to declare an interest during the course of discussion, they should raise this at the time and appropriate advice would be given if needed.

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

6 MINUTES – COUNCIL 13TH APRIL 2021

It was moved and seconded that the minutes of the meeting held on 13th April 2021 be approved as a correct record and by way of Microsoft Forms, and in noting there were 50 for, 0 against and 3 abstentions, this was agreed by the majority present.

RESOLVED that the minutes of the Council meeting held on 13th April 2021 be approved as a correct record and signed by the Mayor.

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

Question to the Leader of Council from Councillor Adrian Hussey.

The vaccination programme has been a great success how had Caerphilly County Borough Council contributed to this effort?

Response from the Leader of Council, Councillor P. Marsden.

The Council is proud to have played a key role in supporting the Aneurin Bevan University Health Board with the delivery of the mass vaccination programme.

Perhaps our greatest contribution has been the provision of venues for vaccination centres. Sue Noake Leisure Centre has been used by a local GP surgery for vaccinations, and Ty Penallta was set up for mass vaccinations towards the end of last year. As operations scaled up, Ty Penallta was replaced by a mass vaccination centre opening at Newbridge Leisure Centre at the end of January.

The vaccination centre at Newbridge Leisure Centre currently operates 6 days a week, and can comfortably provide 1,000 vaccinations a day, on occasions this has been considerably more. The Council currently has 30 staff from our Sport and Leisure Service supporting the operation of the vaccination centre. Our staff have become fully integrated with the Health Board Team and act as traffic marshals, help take patients' details, usher patients around the building, and generally help to troubleshoot any issues that arise on site. We have received endless feedback from Health Board colleagues and those attending the vaccination centre alike regarding the positive and flexible attitude of our staff.

When the Newbridge mass vaccination centre opened, the Council's Integrated Transport Unit issued additional information to promote public transport routes, and also worked with Stagecoach to secure additional services. Our Highways team put additional signage in place and also made arrangements to facilitate additional car parking at Newbridge Station park and ride.

The Caerphilly Cares Team are assisting people who have been unable to make their own travel arrangements to vaccination centres. The Council provides advice and signposts members of the public if they have contacted us, and our Communications Team have undertaken a significant amount of work since the introduction of the vaccination programme to raise awareness and encourage take-up within the community. Key messages about the vaccination roll out have been promoted via a range of channels including the Council's website, intranet, social media channels, internal communication and updates to councillors. They have also shared key updates from partners including Welsh Government, Public Health Wales, and the Health Board on a regular basis as part of a Wales-wide co-ordinated communication campaign to promote the vaccination programme across the county.

We are also extremely grateful to Newbridge Comprehensive School for their commitment and patience in supporting the operation of the vaccination centre.

Following the response from the Leader, Councillor Hussey was given the opportunity to ask a supplementary question and he expressed his gratitude to the NHS Staff and CCBC staff at Newbridge Vaccination Centre for their efforts and professionalism in carrying out their duties during the Covid-19 pandemic. These sentiments were echoed by the Mayor.

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

Question to the Cabinet Member for Customer, Performance and Property Services from Councillor Kevin Etheridge.

As no funding has been earmarked direct to the Council by Central Government in regard to the Community Renewal Fund can it clearly be defined what implications it will have on the Transformation Agenda and additional resources for the Council and Ratepayers of the County Borough?

Response from the Cabinet Member for Customer, Performance and Property Services, Councillor E. Stenner.

It is with great disappointment that the decision by central government was not to earmark any money from the Community Renewal Fund for this Authority and I find it shocking that Caerphilly has not been included in the 100 priority places able to access this money. However it does not impact the Place Shaping investment and Transformation Programmes as this is only one source of funding available to us and there are many other UK, Welsh Government and local funds that we can access for the programme.

The programmes are not wholly reliant upon one source of funding and the question of how it will impact additional resources and ratepayers of the borough will bear out once the significant political lobbying taking place around this whole funding stream has been concluded. We will continue to challenge the UK government's prioritisation methodology used to determine the Community Renewal Fund Priority 100 places, to enable us to influence the forthcoming UK Shared Prosperity Fund indicators.

9. NOTICE OF MOTION - QUESTIONS TO THE LEADER OF COUNCIL

Consideration was given to the Notice of Motion proposed by Councillor Kevin Etheridge and supported by Councillors R. Gough, G. Simmonds, A. Farina-Childs, R. Owen and N. Dix, and which had been presented to the Policy and Resources Scrutiny Committee on 25th May 2021.

Councillor Etheridge outlined his Notice of Motion, which referred to Rule 10 of the Council's Procedural Rules, and called on the Council to ensure in the future elected members are allowed to table questions to the Leader and ask a supplementary question without recourse to the Cabinet Member.

Councillor Etheridge referred to ambiguity around the interpretation of Rule 10 of the Council's Constitution and explained that he was seeking a definition of the appropriate rule where a question to the Leader at Full Council with a supplementary question on policy is refused by Officers and the Leader, and is then told it must be tabled to the Cabinet Member only without a supplementary question

Council were advised that at the meeting of the Policy and Resources Scrutiny Committee on 25th May 2021, Members supported the Notice of Motion by a majority vote, and also agreed an additional recommendation to Council for the Constitution to be amended in relation to Rule 10(4) to allow a supplementary question to be asked of the Cabinet Member. However, this supplementary question must be directly related to the main question asked.

Clarification was sought on the maximum number of questions that would be permitted at Council if the Notice of Motion with the additional recommendation from the Policy and Resources Scrutiny Committee was supported. The Monitoring Officer explained that each political group would have the ability to ask a main question and supplementary question of the Leader, and a main question and supplementary question for the relevant Cabinet Member, which would create a maximum of 12 questions per Council meeting.

Following discussion, it was moved and seconded that the Notice of Motion as set out in the Officer's report be supported.

An amendment was then moved and seconded for the Notice of Motion to be supported with the inclusion of the additional recommendation from the Policy and Resources Scrutiny Committee on 25th May 2021. Voting took place on the amendment and by way of Microsoft Forms and verbal confirmation, and in noting there were 17 for, 37 against and 0 abstentions, the amendment was declared lost.

Voting then took place on the substantive Notice of Motion as set out in the Officer's report and by way of Microsoft Forms and verbal confirmation, and in noting there were 54 for, 0 against and 0 abstentions, was unanimously supported by Council.

RESOLVED that the Notice of Motion as set out in the Officer's report be supported.

10. NOTICE OF MOTION - POTENTIAL BOOKING SYSTEM FOR RECYCLING SITES

Consideration was given to the Notice of Motion proposed by Councillor Kevin Etheridge and supported by Councillors R. Gough, G. Simmonds, N. Dix, A. Farina-Childs, R. Owen and C. Mann, and which had been presented to the Environment and Sustainability Scrutiny Committee on 18th May 2021.

Councillor Etheridge outlined his Notice of Motion, which requested that following the consultation and engagement exercise concerning a potential booking system for the re-cycling sites, the matter is brought before full Council for a discussion, debate and vote on the merits of such a scheme with the relevant evidence from other authorities in a detailed report.

Members discussed the Notice of Motion and it was emphasised that the decision on whether to adopt a booking system at the council's civic amenity sites would be a Cabinet function and would normally be reported through the normal Scrutiny process. Hence it was suggested that the Notice of Motion was premature in this regard.

Council were also advised that at the meeting of the Environment and Sustainability Scrutiny Committee on 18th May 2021 and prior to considering the Notice of Motion, Members unanimously agreed that any forthcoming report on the proposed Booking System for Recycling Sites be added to the forward work programme for the Scrutiny Committee to ensure that its Members have an opportunity to scrutinise the outcome of the consultation process and the proposed booking system. The Environment and Sustainability Scrutiny Committee subsequently supported the Notice of Motion by a majority vote.

Following debate on the merits of the Notice of Motion, and with it having been moved and seconded that the Notice of Motion be supported, voting took place by way of Microsoft Forms. In noting there were 15 for, 36 against and 2 abstentions, the motion was declared lost.

RESOLVED that the Notice of Motion not be supported.

REPORTS OF OFFICERS

Consideration was given to the following reports.

11. ADOPTED CAERPHILLY COUNTY BOROUGH LOCAL DEVELOPMENT PLAN UP TO 2021: REVIEW REPORT

Consideration was given to the report which detailed the outcome of the consultation on the Draft Review Report and sought Council endorsement of the amended Review Report and agreement to submit it to Welsh Government as the Council's formal Review Report.

Council were reminded that at its meeting on 23rd October 2019, Members resolved to commence a full revision of the Caerphilly County Borough Local Development Plan up to 2021 (Adopted LDP). The LDP Regulations require that a Review Report be prepared by the Council that needs to consider: How the plan strategy, aims and objectives are being delivered; any significant changes in circumstances brought about by changes to the evidence base or contextual framework; how the policy framework and allocations in the plan are being delivered; the 6 Annual Monitoring Reports [AMR]; and whether a revision of the plan is necessary and what options for the revision should be taken.

The Draft Review Report was the subject of a 3-week consultation process starting on 24th February 2020 and concluded on 16th March 2020. A total of 16 submissions were received that raised 50 substantive comments, 9 of which were in support, and were summarised in the Report of Consultation on the Draft Review Report attached as Appendix 1.

Amendments have been made to the Draft Review Report as a result of the issues raised during consultation and to reflect changing circumstances since the Draft Review Report was

prepared, and the amended Review Report seeking Council endorsement was included at Appendix 2 to the report.

Members were asked to note that the information at bullet point 5 of Section 5.4 of the Officer's report had been included in error and should be disregarded.

Following consideration of the report it was moved and seconded that the recommendations contained within the Officer's report be approved and by way of Microsoft Forms and verbal confirmation and in noting there were 48 For, 0 Against and 4 Abstentions this was agreed by the majority present.

RESOLVED that the amended Review Report be endorsed and submitted to Welsh Government.

12. 2ND REPLACEMENT CAERPHILLY COUNTY BOROUGH LOCAL DEVELOPMENT PLAN UP TO 2035 – DELIVERY AGREEMENT

Consideration was given to the report which reported to Council the outcome of the 2nd Replacement Caerphilly County Borough Local Development Plan up to 2035 Draft Delivery Agreement public consultation exercise, sought Council approval of the final Delivery Agreement, and sought Council agreement to submit the Delivery Agreement to Welsh Government by the end of June 2021 for its approval.

The first stage in the preparation of the 2nd Replacement Caerphilly County Borough Local Development Plan up to 2035 (2RLDP) is to prepare a Delivery Agreement (DA) which includes the timetable for the delivery of the 2nd Replacement Delivery Plan and the Community Involvement Scheme (CIS), which sets out who will be consulted and when.

The first draft Delivery Agreement was prepared and ready to be the subject of consultation in March 2020, but was cancelled due to restrictions around Covid-10. The draft Delivery Agreement was updated and commenced a nine-week public consultation which commenced on Monday 25th January 2021 and concluded Monday 29th March 2021.

In total, 23 responses were received during the public consultation period. A Report of Consultation has been prepared that addresses the responses to the Draft DA. The Report considers the issues that have been raised, provides officer responses to those issues and makes recommendations on the proposed course of action. The Report of Consultation was included as Appendix 1 to the report, and a final Delivery Agreement has been prepared to reflect the responses received and included as Appendix 2 to the report.

During the course of discussion on this item, a Member referred to the Risk Assessment at Appendix 2 of the Delivery Agreement which stated that there was a high likelihood that there of programme slippage due to a lack of support from officers / other departments in production of the evidence base. Officers explained that this comment reflects the position as it would stand because all other service areas have their own area of work that they need to deliver and the LDP poses a considerable onus on certain service areas in acquiring the information needed. However, as part of its preparations around the 2nd Replacement LDP, an element of budget funding has been identified to assist service areas in producing this information. Therefore, although lack of support had been acknowledged as an issue, the Council is confident that service areas are now in a better position to provide this required information.

Following consideration of the report it was moved and seconded that the recommendations contained within the Officer's report be approved and by way of Microsoft Forms and in noting there were 47 For, 0 Against and 3 Abstentions this was agreed by the majority present.

RESOLVED that the final Delivery Agreement be approved and submitted to Welsh Government.

The meeting closed at 6:14 p.m.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 13th July 2021 they were signed by the Mayor.

MAYOR



COUNCIL – 13TH JULY 2021

SUBJECT: NOTICE OF MOTION – MEMORIAL BENCHES

REPORT BY: CORPORATE DIRECTOR EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 Council is asked to consider the Notice of Motion as set out in paragraph 5.1 of the report and make an appropriate recommendation. In accordance with Rule 11(3) of the Constitution, the notice of motion was first considered by the Environment and Sustainability Scrutiny Committee on the 22nd June 2021.

2. SUMMARY

- 2.1 A Notice of Motion has been received from Councillors John Roberts and Colin Elsbury and is supported by Councillors A. Farina-Childs, B. Owen, C. Mann and T. Parry.
- 2.2 The Notice of Motion meets the criteria set out in the Council's Constitution and in accordance with the Council's Rules of Procedure is now referred to the Environment and Sustainability Scrutiny Committee for consideration, prior to its consideration by Council.

3. RECOMMENDATION

- 3.1 Council are asked to consider the notice of motion the Notice of Motion as outlined in paragraph 5.1 and make an appropriate recommendation.

4. REASONS FOR THE RECOMMENDATION

- 4.1 In accordance with the Council's Constitution.

5. THE REPORT

5.1 Notice of Motion

Councillor Roberts and Councillor Elsbury request the Council immediately ends its blanket ban on grieving relatives erecting memorial benches on its cemetery sites.

This ban unjustly deprives individuals, families and friends from paying their full respects and being able to remember as they would like, a departed loved one.

In new parts of cemeteries where graves are now being placed people are being discriminated against, particularly some of our more vulnerable people who cannot stand for very long. This might well prevent some people from even visiting the final resting place of their nearest and dearest.

- 5.2 Councillor Roberts provides the following information in support of the notice of motion: -

For years now, as an Authority, we've not permitted benches within cemeteries. We do allow families to consider planting a memorial tree for loved ones, location to be agreed on site with an Area Officer, which makes perfect sense. But it's been asked of me what of the vulnerable, especially if they can't stand for very long, are we preventing some from visiting and with this in mind I asked Environment and Sustainability Scrutiny Committee to consider the above motion.

- 5.3 The following information is provided in relation to cemetery benches: -

A cross party Task and Finish Group reviewed the Council's bereavement service in September 2006, the findings were considered and endorsed by the Living Environment Scrutiny Committee on the 1st July 2008 and then Cabinet on the 15th July 2008.

Prior to the decision taken in 2008, families could purchase a wooden bench (for a one-off fee of circa £500) however, this then created a liability for the Council not only in the terms of maintenance but also any damage which was sustained (i.e. the bench would be replaced free of charge). However, when the Task and Finish Group visited each cemetery it was evident that there were far too many benches sited which clearly detracted from a place of dignity and rest.

Officers were also aware of a number of complaints received from families who had purchased memorial benches, requesting that measures be put in place to prevent other visitors from sitting on what they deem as 'their' bench.

The Council now provide suitable metal benches across municipal cemeteries and if required, bereaved families may apply for the installation of a plaque in memory of a loved one. These benches are sited in such a position not to cause any operational difficulties.

Officers are not aware of any specific complaints from service users or stakeholders in relation to the lack of bench provision across municipal cemeteries.

6. ASSUMPTIONS

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

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

- 7.1 This report does not require an Integrated Impact Assessment as it relates to a procedural matter under the Council's Constitution.

- 7.2 The procedural rules regarding a Notice of Motion are contained within Council's Constitution as adopted in May 2002. The Council's Constitution sets out the framework for the decision-making roles and responsibilities.
- 7.3 However the outcome of the Notice of Motion and any subsequent reports arising from it may require an Integrated Impact Assessment.

8. FINANCIAL IMPLICATIONS

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

9. PERSONNEL IMPLICATIONS

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

10. CONSULTATIONS

- 10.1 The notice of motion was considered by the Environment and Sustainability Scrutiny Committee at its meeting on the 22nd June 2021. Councillor John Roberts confirmed the details of motion and provided background information as to why he was bringing the issue forward for consideration.

Cllr Roberts expressed the concern that as a result of the recent pandemic there were more grieving families that needed support and the ability, for those that wished to do so, to place a bench close to their loved ones resting place would form an important part of the healing process. He also expressed the view that as the policy had been in place since 2008, this would be an ideal opportunity for it to be reviewed.

Members sought clarification as to whether families had the ability to place a plaque on an existing bench and sought clarification as to the provision of benches in new cemetery areas.

Members also referenced the uneven distribution of the number of benches within the various cemeteries, with only 4 at Risca Old Cemetery and 83 at Bedwellty Cemetery.

Officers outlined the work of the Task and Finish Group that had led to the introduction of the current policy and confirmed that there was not a blanket ban on the placing of memorial benches within municipal cemeteries. The Council continues to install a suitable number of metal benches, appropriately placed to ensure that there was no interference with the operational needs of the cemetery. Members were advised that there were currently 287 benches within the borough's 10 cemeteries and confirmed that the current approach had worked well for the past 13 years.

Reassurance was given that bereaved families could place a bench mounted memorial plaque on the metal benches if they wished to do so and Officers were not aware of any lack of provision at any of the municipal cemeteries. Dedicated areas in new cemetery extensions and any new cemeteries being developed would include the provision of metal benches.

The Scrutiny Committee were also advised that there had been further reports in

2012 which had undergone extensive consultation with bereaved families and the initial decision made in 2008 was subsequently reinforced. No reference was made to the lack of memorial bench provision at any particular cemetery during this consultation.

The Notice of Motion was then moved and seconded and by way of roll call and in noting that there were 4 votes For, 10 Votes Against and 0 Abstentions the motion was not supported.

The Environment and Sustainability Scrutiny Committee RECOMMENDED to Council that the notice of motion not be supported.

11. STATUTORY POWER

11.1 Local Government Act 2000

Author: Emma Sullivan (Senior Committee Services Officer)

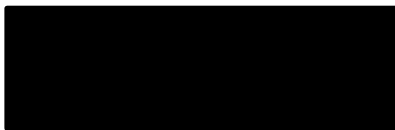
Appendices: Appendix 1 Signed copy of Notice of Motion.

NOTICE OF MOTION – MEMORIAL BENCHES

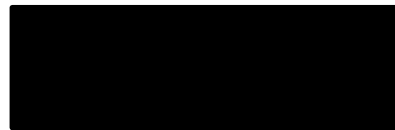
To consider the undersigned Notice of Motion standing in the name of County Borough Councillors John Roberts and Colin Elsbury and supported by the Members listed.

'We call upon Caerffili County Borough Council to immediately end its blanket ban on grieving relatives erecting memorial benches on its cemetery sites. This ban unjustly deprives individuals, families and friends from paying their full respects and being able to remember as they would like, a departed loved one.

In new parts of cemeteries where graves are now being placed people are being discriminated against, in particular, some of our more vulnerable people who cannot stand for very long. This might well prevent some people from even visiting the final resting place of their nearest, and dearest.



Signed: Cllr John Roberts



Cllr Colin Elsbury

Supported by: A. Farina-Child, B. Owen, C. Mann and T. Parry.

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COUNCIL – 13TH JULY 2021

SUBJECT: NOTICE OF MOTION – PLEDGE TO BE SEEN CAMPAIGN

REPORT BY: CORPORATE DIRECTOR EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

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

2. SUMMARY

- 2.1 A Notice of Motion has been received from Councillor Philippa Marsden and is supported by Councillors L. Phipps, N. George, C. Gordon, E. Stenner, J. Pritchard, R. Whiting and A. Whitcombe.
- 2.2 The Notice of Motion meets the criteria set out in the Council's Constitution and in accordance with the Council's Rules of Procedures is now referred to Council for consideration.

3. RECOMMENDATION

- 3.1 Council is asked to consider the notice of motion the Notice of Motion as outlined in paragraph 5.1 and make an appropriate recommendation.

4. REASONS FOR THE RECOMMENDATION

- 4.1 In accordance with the Council's Constitution.

5. THE REPORT

5.1 Notice of Motion

We the undersigned Elected Members request that Caerphilly County Borough Council join Welsh Government (the first UK public body to make the pledge) and

sign up to the Pledge To Be Seen Campaign to ensure equal representation for people with visible differences and disfigurements across Wales.

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

Almost, one in five people in the UK identify as having a visible difference such as a scar, mark or condition that affects their appearance. A research report from Changing Faces, My Visible Difference, found that one in three (29%) people say that they feel depressed, sad or anxious as a result of having a visible difference. Six in ten (58%) people with a visible difference report they have experienced hostile behaviour from strangers. Whilst two in five (40%) say that they have felt judged by potential employers and that they have not applied to certain roles because of their appearance (41%).

Pledge to be Seen was launched to ensure that people with visible difference such as a scar, mark or condition that affects their appearance, are seen and heard across mainstream culture and in the workplace.

In signing up to the pledge Caerphilly County Borough Council will increase awareness and improve representation of people with visible differences in our communications, celebrate difference and challenge stereotypes so people with scars, marks and conditions, no longer experience discrimination and prejudice, by making a commitment to:

- Publicly sharing news of our pledge.
- Represent more people with a visible difference in our campaigns (advertising, PR and recruitment) in the next 12 months.
- Communicate our pledge internally as part of our commitment to an inclusive workplace.

6. ASSUMPTIONS

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

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

7.1 This report does not require an Integrated Impact Assessment as it relates to a procedural matter under the Council's Constitution.

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

7.3 However the outcome of the Notice of Motion and any subsequent reports arising from it may require an Integrated Impact Assessment.

8. FINANCIAL IMPLICATIONS

8.1 There are no financial implications associated with this report.

9. PERSONNEL IMPLICATIONS

9.1 There are no personnel implications associated with this report.

10. CONSULTATIONS

10.1 There has been no consultation undertaken.

11. STATUTORY POWER

11.1 Local Government Act 2000

Author: Emma Sullivan (Senior Committee Services Officer)

Appendices: Appendix 1 Signed copy of Notice of Motion.

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NOTICE OF MOTION – PLEDGE TO BE SEEN CAMPAIGN

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

We the undersigned Elected Members request that Caerphilly County Borough Council join Welsh Government (the first UK public body to make the pledge) and sign up to the Pledge To Be Seen Campaign to ensure equal representation for people with visible differences and disfigurements across Wales.

Almost, one in five people in the UK identify as having a visible difference such as a scar, mark or condition that affects their appearance. A research report from Changing Faces, My Visible Difference, found that one in three (29%) people say that they feel depressed, sad or anxious as a result of having a visible difference. Six in ten (58%) people with a visible difference report they have experienced hostile behaviour from strangers. Whilst two in five (40%) say that they have felt judged by potential employers and that they have not applied to certain roles because of their appearance (41%).

Pledge to be Seen was launched to ensure that people with visible difference such as a scar, mark or condition that affects their appearance, are seen and heard across mainstream culture and in the workplace.

In signing up to the pledge Caerphilly County Borough Council will increase awareness and improve representation of people with visible differences in our communications, celebrate difference and challenge stereotypes so people with scars, marks and conditions, no longer experience discrimination and prejudice, by making a commitment to:

- Publicly sharing news of our pledge.
- Represent more people with a visible difference in our campaigns (advertising, PR and recruitment) in the next 12 months.
- Communicate our pledge internally as part of our commitment to an inclusive workplace.

Signed:



Cllr Philippa Marsden

Confirmation of support sent by email: L. Phipps, N. George, C. Gordon, J. Pritchard, E. Stenner, R. Whiting, A, Whitcombe.

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COUNCIL – 13TH JULY 2021

SUBJECT: PROVISIONAL REVENUE BUDGET OUTTURN FOR 2020/21

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES

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- 1.1 The attached report was considered by Cabinet at its meeting on the 7th July 2021 and the recommendations in paragraphs 3.1.1 to 3.1.6 were unanimously agreed.
- 1.2 Members will be aware that decisions in respect of the General Fund Reserve are a matter for Full Council.
- 1.3 Council is therefore asked: -
 - i) To approve the recommendation of the Head of Financial Services & S151 Officer to maintain the General Fund balance at £11.047m, representing 3% of the 2021/22 net revenue budget.
 - ii) To consider and approve the proposed use of surplus General Fund balances totalling £9.215m as detailed in Section 5.9 of the attached report.

Author: Stephen Harris – Head of Financial Services & S151 Officer
Tel: 01443 863022 E-mail: harrisr@caerphilly.gov.uk

Appendix: Report to Cabinet 7th July 2021

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CABINET– 7TH JULY 2021

SUBJECT: PROVISIONAL REVENUE BUDGET OUTTURN FOR 2020/21

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 To provide Cabinet with details of the provisional revenue budget outturn for the 2020/21 financial year prior to the annual external audit of the accounts by Audit Wales.

2. SUMMARY

- 2.1 In advance of the 2020/21 Financial Statements being audited and presented to the Governance & Audit Committee on the 30th September 2021 and then Council on the 14th October 2021, this report provides an overview of the Council's performance against the revenue budget for the 2020/21 financial year.
- 2.2 Members receive detailed budget monitoring reports as part of the Scrutiny process throughout the financial year.
- 2.3 The report also includes a range of proposals for the use of surplus General Fund balances and the use of service reserves.

3. RECOMMENDATIONS

- 3.1 Cabinet is asked to: -
- 3.1.1 Note the provisional 2020/21 revenue budget outturn position.
- 3.1.2 Agree that the £1.122m Council Tax Collection grant received from the Welsh Government (WG) in 2020/21 should be set aside in an earmarked reserve to help mitigate the financial impact of a potential further shortfall in Council Tax collection rates in the 2021/22 financial year.
- 3.1.3 Endorse a recommendation to Council to maintain the General Fund balance at £11.047m, representing 3% of the 2021/22 net revenue budget.
- 3.1.4 Endorse the proposed use of surplus General Fund balances totalling £9.215m as

detailed in section 5.9 of the report, prior to consideration by Council on the 13th July 2021.

3.1.5 Note the use of service reserves totalling £1.773m that have been agreed by Officers using delegated powers as detailed in Appendix C.

3.1.6 Approve the proposed use of service reserves totalling £2.441m as set out in section 5.10 of the report.

4. REASONS FOR THE RECOMMENDATIONS

4.1 To ensure that Cabinet Members are aware of the provisional revenue budget outturn for the 2020/21 financial year and supportive of the proposed use of reserves.

5. THE REPORT

5.1 Overview

5.1.1 The 2020/21 revenue budget was approved prior to the Covid-19 outbreak which subsequently placed unprecedented changes and demands on the services that we deliver to our citizens.

5.1.2 Cabinet will be aware that the Authority has incurred significant additional costs due to the pandemic and has also lost income in several key areas. The Welsh Government (WG) has provided substantial funding to Local Authorities to offset additional costs and income losses through the Covid-19 Hardship Fund, with the total funding allocated to Caerphilly CBC during the 2020/21 financial year being £24.2m.

5.1.3 In addition to the funding provided to offset additional costs and income losses, WG also provided funding to Local Authorities to assist with other financial pressures such as increases in applications for Council Tax support through the Council Tax Reduction Scheme (CTRS), and funding to help mitigate a reduction in Council Tax collection rates due to the economic impact of the pandemic. Specific funding and grants have also been provided for a range of other purposes including digital transformation and financial support in lieu of approved budgetary savings not being delivered due to the impact of the pandemic.

5.1.4 WG has currently committed to providing financial support through the Covid-19 Hardship Fund to the end of September 2021. The position beyond this date is uncertain and this presents a significant financial risk that will need to be closely monitored throughout the 2021/22 financial year.

5.1.5 The 2020/21 provisional outturn position is attached as Appendix A and is summarised below:-

	£m
Net Service Directorate Underspends	12.914
Miscellaneous Finance Underspend	3.772
Council Tax Surplus	1.743
Housing Revenue Account (HRA) Underspend	10.018
Schools Underspend	10.070
Total: -	38.517

- 5.1.6 The level of underspend for the 2020/21 financial year is significantly higher than in previous years and reflects the unprecedented impact of the Covid-19 pandemic on changes in working practices and the scale of financial support provided, large elements of which were not provided until the latter part of the financial year.
- 5.1.7 After adjusting for earmarked reserves, 50% of underspends are carried forward by Directorates and are available to meet the requirements of these service areas. The remaining balance is transferred to the General Fund. Overspends are normally funded from future Directorate budgets or balances brought forward from previous years. Service reserves held by Directorates can be used to fund one-off cost pressures or to pump-prime service reconfiguration, but they cannot be relied upon to deliver balanced budgets on a recurring basis.
- 5.1.8 The following paragraphs provide details of the more significant variations against budget by service area.

5.2 Education and Lifelong Learning (£13.105m Underspend)

- 5.2.1 Overall the Directorate is reporting an underspend of £13.105m, of which £10.070m relates to schools. The schools in-year underspend is ring-fenced and as a consequence school balances have increased from £1.3m to £11.3m as at the 31st March 2021. Only 2 schools are carrying forward a deficit balance into the 2021/22 financial year.
- 5.2.2 The underspend for schools is greater than projected due to the receipt of additional grant funding from WG in the latter part of the financial year. This funding totalled circa £5m and supported expenditure that the schools had originally anticipated funding themselves. In addition, some expenditure that schools planned to incur during the year was not incurred due to the impact of the pandemic and schools closures.
- 5.2.3 In addition to the above, schools have been supported by WG through the Covid-19 Hardship Fund. In total £2.3m has been claimed by schools from the Fund for the 2020/21 financial year.
- 5.2.4 Excluding the schools position, Education & Lifelong Learning (including Home to School/College Transport) is reporting an underspend of £3.035m. The most significant variances are as follows: -

	(Over)/ Under £000's
Home to School/College Transport	900
Pension Costs of School Based Staff	292
Relief Supply Cover – Maternity in Schools	(249)
Psychological Service & Schools Based Counselling	397
Advisory & Language Support	132
Professional Statementing	137
EOTAS, Additional Support, Out of County	260
Early Years Central Team	221
Youth Service	185
Library Service	186

- 5.2.5 Early on in the pandemic it was agreed across Wales that transport contract values would be supported to the level of 75% (April to August 2020), with a real concern that operators would go out of business without support and not be available when schools and colleges reopened. There were only been a small number of contracts that continued during the early months of the pandemic, relating to some pupils who accessed the Trinity Fields Hub. The £900k underspend is not a normal position with regards to the Home to School/College budget, with the savings arising as a direct consequence of the pandemic.
- 5.2.6 The £292k underspend on the Pension Costs of School Based Staff budget follows a more favourable budget position for schools in 2020/21, alongside the challenge of making any staff changes in schools during the end of academic year 2019/20 due to the impact of Covid-19.
- 5.2.7 The £249k overspend on the Relief Supply Cover budget is in line with that reported in recent years (2018/19 £153k overspend; 2019/20 £187k overspend). This budget funds the maternity absence of staff members in schools with the school funding the replacement teacher costs. Due to the trend of overspends in recent years, £200k growth was allocated to this budget as part of the approved revenue budget for the 2021/22 financial year.
- 5.2.8 The £397k underspend for the Psychology Service, School Based Counselling and the Statementing Team are in part linked to late grant funding from WG to support Additional Learning Needs (ALN). In 2020/21 this additional funding displaced circa £226k of anticipated spend from Education core budgets. Further savings in the Psychology Service, Advisory Support and Language Support Teams were linked to in-year vacancies and delays in recruitment.
- 5.2.9 The underspends of £132k for Advisory & Language Support and £137k for Professional Statementing are due in the main to delays in filling vacant posts.
- 5.2.10 The £260k underspend on the Education Other Than At School (EOTAS), Additional Support and Out of County budgets is largely due to reduced spend on the Out of County budget. The EOTAS provision accommodates learners who are unable to attend and learn in a mainstream school setting. The EOTAS Strategy was agreed by Cabinet on the 30th July 2020 and further work will be required to support the financial modelling of the Strategy moving forward. The outturn position on this budget is an improvement on previous years but does include budgetary growth that was allocated for the 2020/21 financial year, delays in some spend linked to the pandemic and new practices linked to pupil support. This is an area where budgets will need to be re-aligned as the EOTAS Strategy is progressed and the outcome of the Additional Support review is determined.
- 5.2.11 The £221k underspend on the Early Years Central Team budget is due to the success of the team in accessing specific grant funding to support staff related costs. The grant funding relates to a number of WG grants, in particular Flying Start and Childcare.
- 5.2.12 The underspends in relation to the Youth and Library Services are linked to premise and resource savings that were a direct consequence of the impact of the pandemic. Both budgets benefited from some in-year staff vacancies and the Youth Service was able to access some additional grant funding in-year.

5.3 Social Services (£5.547m Underspend)

- 5.3.1 The overall outturn position in respect of Social Services for the 2020/21 financial year is an underspend of £5.547m. This consists of an underspend of £121k in respect of Children's Services, an underspend of £3.994m for Adult Services, an underspend of £1.011m for Business Support Services and an underspend of £421k relating to transport costs.
- 5.3.2 Of the £5.547m Directorate underspend, £2.995m can be attributed to the effects of the Covid-19 pandemic. This includes £1.2m due to the closure of day care facilities, £0.5m through the use of redeployed staff to cover staff absences instead of using casual staff, £0.56m in respect of one-off and short-term services and £0.72m in respect of travel restrictions for staff and service users.
- 5.3.3 A further £2.147m of the underspend can be attributed to the maximisation of grant funding. Welsh Government and the Regional Health & Social Care Partnership Board released additional one-off grant funding late in the financial year that was used to underwrite costs that had already been committed.
- 5.3.4 Staffing vacancies across the Directorate led to an underspend of £1.4m including £410k due to the delayed opening of Ty Isaf residential home for children, £650k in respect of other Children's Services posts and £310k in respect of Adult Services management, fieldwork and administrative posts.
- 5.3.5 Additional one-off underspends and non-recurring income streams contributed to a further underspend of around £1.2m including £370k in respect of prior year adjustments, £450k in respect of deferred income from service users, £180k in respect of budgets managed by partner organisations and £73k in respect of services provided on behalf of other Local Authorities.
- 5.3.6 The underspends identified in paragraphs 5.3.2 to 5.3.5 were partially offset by an overspend of £1.57m in respect of children looked after and an overspend of £0.66m in respect of non-residential care for adults. The underspends described above are largely of a non-recurring nature, but these overspends reflect the increasing demand for these services, which has necessitated additional investment of £2.5m in the Social Services budget for the 2021/22 financial year.

5.4 Communities (£1.648m Underspend)

- 5.4.1 The overall net outturn position for the Communities Directorate is an underspend of £1.648m.
- 5.4.2 The Regeneration & Planning Division is reporting an overall net underspend of £148k.
- 5.4.3 Regeneration is reporting an underspend of £191k, the most significant elements of which are reduced staffing costs in Tourism Venues and Community Regeneration, one-off funding from WG to administer Covid-19 Business Grant payments and an underspend on the Events budget due to cancellations arising from the pandemic.
- 5.4.4 Planning has a net overall overspend of £43k which is primarily due to shortfalls in income in relation to planning applications, building control and search fees.
- 5.4.5 Overall the Infrastructure Division is reporting a net underspend of £233k. £185k of this underspend has been transferred into the Winter Maintenance Earmarked Reserve, with the remaining balance of £48k being transferred into the NCS Sirhowy Enterprise Way Earmarked Reserve.

5.4.6 The Public Protection Division is reporting an overall underspend of £447k, the most significant elements of which are the following: -

- £52k for Community Safety Wardens due to delays in filling vacant posts.
- £93k in Enforcement also largely due to delays in filling vacant posts.
- Pollution underspend of £154k partly due to vacant posts together with grant funding received from WG.
- Catering underspend of £55k.

5.4.7 The Community & Leisure Division is reporting a net underspend of £895k, including the following: -

- Waste Strategy & Cleansing Operations net underspend of £897k, the most significant elements of which are underspends of £648k for Civic Amenity Sites, £194k for Organic Recycling, £77k for Bulky Waste, £289k on the Revenue Contribution to Capital Outlay (RCCO) budget and £495k on Cleansing. These underspends are partially offset by overspends of £464k in Residual Waste, £374k in Dry Recycling and £249k in Commercial Waste due to reductions in income.
- Parks, Countryside and Cemeteries Services net underspend of £426k, including underspends in Cemeteries of £170k, £94k for Parks, Allotments and Playgrounds, £84k for Outdoor Facilities and £120k in HQ costs. These underspends are partially offset by an overspend of £41k on Countryside budgets.
- Leisure Services is reporting an overspend of £290k, consisting in the main of an overspend of £185k in Leisure Centres and an overspend of £129k in Outdoor Education. These overspends are partially offset by an underspend in Community Centres.
- Building Cleaning shows an underspend of £191k due to additional income being generated and delays in purchasing an additional vehicle
- Vehicle Maintenance & Fleet Management is reporting an overspend of £327k. This area is subject to an ongoing Service Review under the Council's Transformation Programme.

5.4.8 There is an overspend of £77k in relation to un-budgeted Directorate corporate costs linked to audit fees, bank charges and advertising costs for the Director's post.

5.5 Corporate Services – (£2.684m Underspend)

5.5.1 The final outturn position for the Directorate of Corporate Services is an underspend of £2.684m. The most significant elements of the underspend are the following: -

- Corporate Finance is reporting an overall underspend of £1.009m. A significant element of the underspend relates to one-off funding received from WG for the administration of the Covid-19 NDR Business Grants, and funding provided to compensate for lost court fee income. Underspends have also been generated through delays in filling a number of vacant posts.
- Legal & Governance is reporting a net underspend of £127k due in the main to staff not currently being at the top of their pay scales, some temporary reduced

hours, and savings associated with working from home.

- Business Improvement Services is reporting an overall net underspend of £198k after taking into account the agreed use of reserves for a Fleet Review Officer and two senior posts in the Transformation Team.
- There is a net underspend of £881k for Customer & Digital Services. This includes underspends of £412k in Information Technology, £317k in Procurement and £151k in Customer Services. The most significant elements of these underspends are delays in appointing to vacant posts, staff not being at the top of pay scales and some secondments to the Track, Trace & Protect (TTP) service.
- For People Services there is a net underspend of £204k. This includes underspends of £45k for Human Resources and £172k for Health & Safety which are partially offset by small overspends on other budgets.
- Property Services is reporting a net underspend of £80k and there is an underspend of £362k on Housing Services, excluding the Housing Revenue Account (HRA).

5.6 Miscellaneous Finance - (£3.772m Underspend)

5.6.1 Budgets in Miscellaneous Finance underspent by £3.772m, the most significant elements of which are the following: -

- £1.139m underspend on Interest Payments due to delays in borrowing requirements.
- £220k underspend on City Deal borrowing.
- £225k underspend on the Targeted Rate Relief budget.
- £308k on Free School Meals funding held centrally that was not required during the financial year.
- £247k on the Carbon Energy Tax budget.
- £2.962m one-off WG Covid-19 related funding received in the last quarter of the financial year in respect of Digital Transformation and funding in lieu of approved 2020/21 revenue budget savings not being achieved due to the pandemic.
- These underspends were partially offset by overspends on other budgets including £113k on Counsel Fees, £286k to fund the in-year impact of the 2020/21 teachers' pay award, a reduction in investment income of £904k and £149k in relation to a legal judgement in respect of Deri Lakes.

5.7 Council Tax Collection – (£1.743m Surplus)

5.7.1 The surplus figure of £1.743m is inclusive of a one-off Council Tax Collection grant received from WG of £1.122m. This grant has been provided by WG in recognition of the adverse impact that Covid-19 has had on Council Tax collection rates. The actual Council Tax surplus is £621k, which represents a decrease of £429k on the assumed level of £1.050m for the 2020/21 financial year.

5.7.2 As at the 31st March 2021 Council Tax arrears totalled £6.905m which is an increase of £2.701m on the arrears position as at the 31st March 2020. This demonstrates the significant economic impact of the pandemic and the situation is not likely to improve in the short-term. With this in mind it is recommended that the £1.122m WG funding should be set-aside in an earmarked reserve as there is currently no indication from

WG that similar funding will be made available in the 2021/22 financial year. This will help mitigate the financial impact of a potential further shortfall in collection rates.

5.8 Housing Revenue Account (£10.018m Underspend)

- 5.8.1 The majority of the underspend for the Housing Revenue Account (HRA) is as a direct consequence of Covid-19, with Operatives being unable to enter tenants' homes and Officers not able to engage with tenants effectively. £1.2m of the underspend is in the Building Maintenance budget, in particular the cyclical budget and revenue projects. A further underspend of £1.1m is reported on non-pay budgets such as office costs and various departmental projects. The method of calculating the bad debt provision was also revised in-year, to address a recommendation made during the 2019/20 audit of accounts, which resulted in an underspend of £1.5m .
- 5.8.2 A further £576k of the HRA underspend is in Capital Financing Recharges due to re-profiled borrowing which resulted in lower debt charges. A further £994k of the underspend is due to salary savings, mainly from the turnover of staff throughout the year. Income achieved was slightly lower than budgeted (£177k) and the WHQS delivery team reported a £157k underspend due to vacant posts which directly benefitted the WHQS Programme as it resulted in less fees being recharged to capital. The in-house team however spent £3.5m less than budgeted due to the restrictions from Covid-19. This cost however is recharged to the WHQS Programme and is therefore not shown in the HRA.
- 5.8.3 The HRA allowed for some £17.3m as a contribution towards the WHQS Programme during the 2020/21 financial year. However, progress severely impeded due to the Covid-19 restrictions and the expenditure levels anticipated could not be reached. Therefore, there was a saving of £6.6m in revenue contributions. Due to Covid-19 the Council's plan to complete the WHQS Programme by June 2020 could not be achieved and WG has since extended the deadline to December 2021. Additional costs as a direct result of Covid-19 were £1.86m. These costs included PPE, IT, prolonged void properties, and additional vehicles for social distancing.
- 5.8.4 HRA Working Balances stood at £4.1m at the start of 2020/21 and this was expected to be fully utilised for the WHQS Programme. However, due to the continued restrictions throughout the year, this balance, along with the £10m surplus made in year, will be carried forward to assist the completion of the Programme in the 2021/22 financial year.

5.9 Impact on General Fund

- 5.9.1 The table in Appendix B shows the movements on the General Fund balance from the 1st April 2020 to the 31st March 2021, along with agreed commitments for 2021/22. The forecast General Fund balance as reported to Council on 24th February 2021 was £11.232m. The updated position is a balance of £20.262m, an increase of £9.030m. The variations to the forecast are as follows: -

	£m
Increased Contribution from Service Areas (including Miscellaneous Finance)	8.409
2020/21 Council Tax Surplus	0.621
Net Increase: -	9.030

- 5.9.2 It is recommended by the Head of Financial Services & S151 Officer that the

minimum balance on the General Fund should be 3% of the Council's net revenue budget, which equates to £11.047m. This results in a surplus General Fund balance of £9.215m being available to support the Council in the delivery of its strategic priorities. Cabinet is therefore asked to endorse a recommendation to Council that the General Fund balance is maintained at £11.047m, with the surplus balance being set aside for the following purposes: -

Description	Amount £m
In-year impact of Pay Awards at 1.75%	0.749
Covid-19 Reserve Top-Up to £3.5m	1.042
Digital Transformation	1.481
I.T. Support for the Transformation Programme	0.500
Local Development Plan (LDP)	0.134
Ash Die Back	0.750
Lawns and Ty Du (Cost Overruns)	0.262
Targeted Rate Relief	0.225
Community Co-ordinators	0.227
Cleaning and Greening	1.000
Decarbonisation Strategy	0.500
Regeneration Project Board	1.000
Licence to Innovate	0.200
Apprenticeship/Graduate Scheme	0.500
Newbridge Leisure Centre Fitness Equipment	0.200
Equipment for Fleet and Vehicle Maintenance	0.210
Bedwas Leisure Centre – Replacement of ATP with 3G	0.235
Total: -	9.215

- 5.9.3 **In-year impact of Pay Awards at 1.75%** - Cabinet will recall that the Chancellor of the Exchequer announced a pay freeze for the public sector for 2021/22 except for those earning £24k or less (who would receive a lump sum uplift of up to £250), and those working in certain sectors such as frontline NHS staff. Due to this announcement WG has not received funding for 2021/22 pay uplifts for those staff in Local Government (including teachers) who earn in excess of £24k so consequently nothing was included in the Local Government Financial Settlement.
- 5.9.4 Whilst the Chancellor's statements in relation to pay constraints were acknowledged it was considered prudent to include some provision in the 2021/22 budget proposals for potential pay awards. With this in mind the approved 2021/22 revenue budget includes provision for a 1% increase in teachers' pay from September 2021 and a 1% uplift for APT&C staff from April 2021. The budget also includes funding for those staff who would qualify for the £250 uplift.
- 5.9.5 On the 11th June 2021, the Minister for Education and the Welsh Language published the Third Report of the Independent Welsh Pay Review Body (IWPRB), which recommends an increase in teacher's pay of 1.75% from September 2021. This will now be subject to a four-week consultation process. The latest position for APT&C staff is that the trade unions have not accepted the latest pay award offer of 1.5% and negotiations are ongoing. The £250 payment for those staff earning £24k or less is no longer included.
- 5.9.6 Given the current position it is considered prudent to set aside additional funding in 2021/22 for pay increases of 1.75% for both teachers and APT&C staff. The

additional 0.75% will require funding of £749k to be set aside. This position will be reviewed again once the pay awards have been finalised and the confirmed increases will also need to be factored into the budget setting process for the 2022/23 financial year.

- 5.9.7 **Covid-19 Reserve Top-Up to £3.5m** – Cabinet will recall that at its meeting on the 10th September 2020, Council approved a recommendation to transfer £2.713m into an earmarked reserve to meet potential unfunded additional costs arising from Covid-19. During the 2020/21 financial year £255k of this reserve has been utilised to fund elements of claims against the WG Covid-19 Hardship Fund that were disallowed, leaving a balance available on the reserve of £2.458m.
- 5.9.8 As mentioned in Section 5.1 of this report WG provided substantial funding to Local Authorities during the 2020/21 financial year to mitigate the financial impact of Covid-19. However, WG has currently only committed to providing ongoing financial support through the Covid-19 Hardship Fund to the end of September 2021. This presents considerable financial uncertainty for the latter part of the 2021/22 financial year and it is therefore recommended that the Covid-19 earmarked reserve is topped-up by £1.042m, taking the balance available to £3.5m.
- 5.9.9 **Digital Transformation** - As mentioned in paragraph 5.6.1, £2.962m one-off WG Covid-19 related funding was received in the last quarter of the 2020/21 financial year in respect of digital transformation, and funding in lieu of approved 2020/21 revenue budget savings not being achieved due to the pandemic. £1.481m of this funding related to digital transformation and it is recommended that this sum should be set aside in an earmarked reserve to support delivery of the Council's ICT Strategy. Cabinet received a report on the proposed ICT Strategy at its meeting on 9th June 2021, and endorsed a recommendation that £320k of the digital transformation funding should be utilised initially to meet projected one-off revenue costs to support delivery of the strategy.
- 5.9.10 **I.T. Support for the Transformation Programme** – On the 12th June 2019, Cabinet adopted its 'Team Caerphilly – Better Together' transformation strategy as a means of creating and implementing a new operating model for the Council. Subsequent to this Cabinet also agreed a series of ten corporate service reviews on the 22nd July 2020 to support delivery of this ambitious transformation programme.
- 5.9.11 The ongoing rollout of the strategy and corporate reviews is placing significant demands on staffing capacity within Digital Services. It is therefore recommended that £500k be set aside to allow for additional fixed-term resources to be put in place to ensure that key workstreams can be progressed to avoid potential delays in delivering new ways of working that will support the transformation programme.
- 5.9.12 **Local Development Plan (LDP)** – Cabinet will be aware of the ongoing work to replace the Adopted Caerphilly County Borough Local Development Plan and it is estimated that funding of £274k will be required to support this process in the 2021/22 financial year. A balance of £140k remains on a reserve previously established for the LDP so it is recommended that a further £134k should be set aside to meet the anticipated costs for 2021/22. Funding for subsequent years will be subject to separate reports.
- 5.9.13 **Ash Die Back** - Ash dieback, also known as Chalara fraxinea, is the most significant tree disease to affect the UK since Dutch elm disease, which was first recognised in the 1960's. It will lead to the decline and death of the majority of ash trees in Britain and has the potential to infect circa two billion ash trees (over 1.8 billion saplings and

seedlings to more than 150 million mature trees) across the UK. Given that ash is widespread across the county borough, including our highway network, managing ash dieback will lead to a shift away from 'business as usual' towards new demands and priorities for resources.

- 5.9.14 The Authority is responsible for circa 341,000 trees. Based upon recent inspection data and an estimated 80% mortality rate of ash trees, this translates into circa 30,000 trees, which will require felling. Many of these trees are situated along the highway network, in housing estates and in our country and municipal parks. Parks Services have a budget to manage trees on council held land, however, this budget is insufficient to deal with what is a national problem, effecting every Local Authority. It is therefore proposed that £750k is set aside (£250k for the next three years) for both physical works and traffic management costs. This will enable the Authority to effectively manage and deal with the effects of Ash dieback and thus ensure our highway network and public areas are safe for our road users and residents.
- 5.9.15 **Lawn and Ty Du (Cost Overruns)** – It is currently estimated that the ongoing capital schemes at the Lawn Industrial Estate in Rhymney and Ty Du in Nelson will result in overspends of £179k and £83k respectively. It is therefore proposed that £262k should be set aside to meet the projected increase in costs.
- 5.9.16 **Targeted Rate Relief** – There was a budget of £225k in Miscellaneous Finance in 2020/21 for Targeted Rate Relief. Due to the unprecedented challenge of paying in excess of 9,000 Covid-19 Non-Domestic Rate (NDR) Business Grants on behalf of WG with a total value of circa £55m, no scheme was developed in 2020/21 to distribute the Targeted Rate Relief budget. It is therefore proposed to ring-fence the 2020/21 underspend and add this to the current year's budget, resulting in a total sum available of £452k for the 2021/22 financial year. A report will be presented to Cabinet during the autumn setting out a proposed scheme to distribute these funds.
- 5.9.17 **Community Co-ordinators** – It is proposed that £227k is set aside to pilot the introduction of five Community Connectors/Coordinators for an initial period of 12 months. These new roles will provide key points of engagement across Caerphilly's communities and will be advocates that are capable of operating on behalf of the community and across departmental and potentially organisational boundaries to pull together any resources required to address issues that emerge.
- 5.9.18 **Cleaning and Greening** – It is proposed that £1m is set aside to support a broad range of one-off initiatives across the county borough. These will include: -
- A tree planting programme.
 - Enhancements at a number of municipal and country parks.
 - Investment in a number of shrub beds.
 - Certain strategic infrastructure improvements for green spaces and targeted sports facilities.
 - Fly tipping deterrent works.
 - Additional by-pass cleansing.
 - Investment in equipment for community volunteering in cleansing.
 - Clean up and education campaign work.
 - Additional dog fouling and litter bins.
 - Investment (staff and equipment) in town centre cleaning and maintenance works.

- 5.9.19 **Decarbonisation Strategy** - At its meeting on the 25th November 2020, Cabinet agreed the Draft Decarbonisation Strategy and Action Plan for Caerphilly CBC. The strategy will drive the Council's decarbonisation agenda and will ensure that the Council meets its key ambition of becoming net carbon neutral by 2030.
- 5.9.20 Delivery of the strategy will require upfront investment to implement the necessary changes and funding will be sought from a range of external sources. However, it is likely that external funding will require an element of match funding from the Council and some initiatives may need to be funded solely from our own resources. It is therefore proposed that an initial sum of £500k is set aside in an earmarked reserve to support delivery of the strategy. Business cases will need to be prepared for specific projects moving forward and these will be reviewed by the Regeneration Project Board with appropriate recommendations being made to Cabinet where required.
- 5.9.21 **Regeneration Project Board** – At its meeting in the 30th May 2018, Cabinet approved the establishment of the Regeneration Project Board consisting of cross-party political representation and key Officers. The Board is supported by a Regeneration Assessment Panel consisting of Officers from a range of service areas.
- 5.9.22 The Regeneration Assessment Panel has met on numerous occasions to consider potential capital projects against a Project Prioritisation Toolkit, and has made recommendations to the Board and subsequently Cabinet, to allocate funding for specific projects to be developed further.
- 5.9.23 To date total funding of £2.5m has been allocated to the Regeneration Project Board and £1.933m of this sum has been committed to specific projects. It is proposed that a further £1m should be allocated to the Board for further potential prioritised capital regeneration projects to be developed.
- 5.9.24 **Licence to Innovate** – At its meeting on the 9th December 2020, Cabinet approved the Council's Commercial and Investment Strategy. A funding allocation of £50k was also approved to launch a 'Licence to Innovate' scheme, which encourages Officers to develop commercial and/or innovative proposals for consideration for funding. The scheme has been successful to date and £41k of the available funding has already been allocated to specific projects. It is proposed that a further £200k is set aside for the 'Licence to Innovate' scheme to encourage further initiatives to be developed.
- 5.9.25 **Apprenticeship Scheme** – The Council has used apprenticeship programmes since 1996 to develop the skills required to fill future vacancies and to offer school/college leavers and others opportunities to gain knowledge and skills to enable them to find long term meaningful employment.
- 5.9.26 The last time apprenticeships were funded centrally was in 2018/19 when a reserve of £530k was established. Together with match funding from service areas, we were able to appoint over 20 apprentices for a period of 2 years with relevant learning and development opportunities.
- 5.9.27 It is proposed to establish a new earmarked reserve of £500k to provide further apprenticeship opportunities across the Authority following the same criteria as 2018.
- 5.9.28 Apprenticeships are an ideal opportunity to assist recruitment difficulties and succession planning in some service areas. In addition, Cabinet will be aware that the Caerphilly Public Services Board well-being delivery plan includes an Apprenticeship Action Area which is championed by the Authority. The Action Area is

aimed at developing an apprenticeship programme for the County Borough that meets the future skills requirements of the Authority but also links to future needs of both the local and regional economy and maximises opportunities that will be available through the Cardiff Capital Region City Deal Programme.

5.9.29 Further opportunities for future apprenticeships are being considered as part of the production of the Council's Workforce Development Strategy and this will be subject to further reports to Cabinet.

5.9.30 **Newbridge Leisure Centre Fitness Equipment** – It is proposed that £200k is set aside to fund new equipment for the refurbished Fitness Suite at the Centre.

5.9.31 **Equipment for Fleet and Vehicle Maintenance** – A recent inspection by the Driver & Vehicle Standards Agency has identified some important requirements to maintain vehicle safety and compliance, namely: -

- Replacement of antiquated commercial vehicle lifting equipment, which due to age has none of the modern safety features such as automatic chocks or fail-safe devices. This equipment also includes a set of replacement HGV column lifts (the existing equipment been condemned by our insurers due to defects), and a four post HGV lift that repair parts are no longer available for. Total cost £40k.
- Replacement MOT brake testing equipment – The current MOT testing station brake tester is 30+ years old and has become unreliable and is soon to be removed from DVSA's list of approved equipment. In addition, this machine is unsuitable for modern Heavy Vehicle testing. Total cost £70K
- Replacement of the fuel tanks at Bedwas Highways Depot. The final cost is to be determined but it is estimated to be circa £100k and a specialist contractor has been engaged to prepare tender documents to enable us to go out to tender.

5.9.32 It is proposed that funding of £210k is set aside for the above.

5.9.33 **Bedwas Leisure Centre – Replacement of ATP with 3G** - In 2015, Bedwas Artificial Training Pitch (ATP) was inspected as part of a biannual routine and the inspection highlighted that the ATP was in poor condition. Work was done to improve the surface but this was only a short-term measure as the carpet was near the end of its usable lifespan.

5.9.34 In 2018 a further report was prepared and this highlighted many issues with the seams coming apart in numerous locations. The carpet was found to be thin and had moved causing the cross field lines to bend/move out of line. There were also a number of torn areas, fire damaged patches and poor repairs that needed attention.

5.9.35 The current situation is that further repairs cannot be carried out as the carpet is not sufficiently robust. It is therefore proposed that the current ATP is replaced with a 3G for football and rugby at a cost of circa £235k.

5.10 General Usable Service Reserves

5.10.1 As outlined in paragraph 5.1.7, after adjusting for earmarked reserves 50% of underspends are carried forward by Directorates and are available to meet the requirements of these service areas in subsequent financial years. The table below provides a summary of the reserves arising from cumulative Directorate underspends along with projected balances after taking account of the approved use of reserves in 2020/21, and the current approved use of reserves for 2021/22: -

Service Area	Opening Balance (01/04/20) £m	In-Year Movement 2020/21 £m	Closing Balance (31/03/21) £m	Approved Use Of Reserves £m	Current Balance £m
Education & Lifelong Learning	0.00	1.517	1.517	(0.723)	0.794
Social Services	4.035	(0.622)	3.413	(0.378)	3.035
Communities	(0.575)	1.198	0.623	(0.349)	0.274
Corporate Services	1.869	(0.135)	1.734	(0.518)	1.216
Totals: -	5.329	1.958	7.287	(1.968)	5.319

5.10.2 Cabinet will note that approval has already been given in the 2021/22 financial year for the use of service reserves totalling £1.968m. These relate to the following: -

- £195k in Education & Lifelong Learning for dilapidation costs arising from the termination of the lease at Crumlin Institute (approved by Cabinet on the 9th June 2021).
- £1.773m approved by Officers using delegated powers: -
 - Education & Lifelong Learning £528k.
 - Social Services £378k.
 - Communities £349k.
 - Corporate Services £518k.

5.10.3 Details of the £1.773m use of service reserves using delegated powers are provided in Appendix C. The individual proposals all have a value below £100k and can therefore be agreed by Directors in consultation with the Head of Financial Services & S151 Officer. Details are included in this report for noting by Cabinet.

5.10.4 Cabinet is asked to consider and approve further proposals for the use of service reserves with individual values in excess of £100k, for the following purposes: -

Description	Amount £m
Education & Lifelong Learning	
- Expansion of Glan Y Nant	0.270
- ALN Covid-19 Grant displaced expenditure	0.226
- Leadership Development Programme for Schools	0.100
Social Services	
- Tackling the backlog of minor works of adaptation	0.100
- Additional staffing in Caerphilly MyST	0.250
- Staffing at Beatrice Webb and Ty Clyd	0.320
- Deprivation of Liberty Safeguards (DoLS)	0.173
- Cover for long-term social work absences	0.100
Communities	
- Purchase of Tractor	0.110
- Purchase of Hook Loader	0.124
Corporate Services	
- I.T. support for Schools	0.500

- Learning & Development fixed-term appointments	0.168
Total: -	2.441

- 5.10.5 **Expansion of Glan Y Nant** - Due to the current and increasing demand for specialist provision (for pupils who are unable to access mainstream provision) there is a need to increase the current capacity at The Learning Centre, Glan Y Nant. As part of the Education & Lifelong Learning Directorate's capital budget an amount of £442k has previously been identified to support a double classroom extension and play area. In addition, an amount of £60k has been allocated in the Capital Programme for the site's carpark. The proposed additional funding of £270k is required to support this programme of development. This includes a new toilet block, storeroom and cloakroom, lobby area and covered walkway to the main school building.
- 5.10.6 **ALN Covid-19 Grant displaced expenditure** - On the 18th February 2021 the Authority received late notification of funding in relation to Additional Learning Needs (ALN) Covid-19 Support (£554k). The terms and conditions of this grant award stipulated that spend had to be incurred by the 31st March 2021. Whilst it was possible to displace some funding in relation to spend against other grants (and carry that displaced grant underspend into the summer term) it was not possible to do that for the whole of the £544k. Consequently, core spend in relation to Education Psychologists, School Based Counselling and the Statutory Team were charged against the grant to ensure that this funding was retained by the Authority. The level of core spend displaced was £226k and it is proposed that this is earmarked to support ALN provision during the 2021/22 academic year. This will greatly assist with support for young people.
- 5.10.7 **Leadership Development Programme for Schools** – It is proposed to set aside a further £100k for the expansion of a Leadership Development Programme across Caerphilly schools. This further funding will enable wider access to leadership development training.
- 5.10.8 **Tackling the backlog of minor works of adaptation** - A combination of the national Covid-19 restrictions upon contractors and a reluctance by service users to allow contractors into their homes as those restrictions were eased, has led to delays in undertaking minor works of adaptations to service users' properties to make them more accessible. Therefore, it is proposed to earmark £100k to tackle the backlog that has built up because of these delays.
- 5.10.9 **Additional staffing in Caerphilly MyST** - The Caerphilly MyST service provides intensive support to families and foster carers and has proved successful in recent years in managing the increasing demand for out-of-county residential placements for children. The model provides better outcomes for the families involved and is more cost effective than residential placements. Therefore, it is proposed to earmark £250k to fund an expanded model for 12 months with a view to making this a permanent arrangement should this pilot period deliver further successes.
- 5.10.10 **Staffing at Beatrice Webb and Ty Clyd** - Service user to staff ratios at Beatrice Webb and Ty Clyd residential homes for older people have historically been higher than in the other four residential homes operated by Caerphilly CBC. However, the increasing complexity of the service users currently accommodated at these two homes means that this is no longer sustainable. Therefore, it is proposed to earmark £320k to provide one additional care worker in each home at all times for a period of 12 months whilst options for a more permanent funding model are explored.

- 5.10.11 **Deprivation of Liberty Safeguards (DoLS)** - The challenges faced throughout the Covid-19 pandemic have contributed to a backlog in DoLS referrals. Therefore, it is proposed to earmark £173k to employ a team manager and two senior practitioners for 12 months to tackle the backlog.
- 5.10.12 **Cover for long-term social work absences** - Demographic changes within the social work teams has led to increased absences from work due to maternity leave. These long-term absences increase the pressures on the remaining workforce so it is proposed to earmark £100k to enable staff cover during such extended periods of absence.
- 5.10.13 **Purchase of Tractor** – The Parks Service currently has a fleet of 4 large highway tractors, which are used to maintain sports fields and large expanses of open public space. Two of the fleet were purchased in 2010, and one in particular needs replacing at a cost of circa £110k. A replacement tractor will reduce down time and the cost of repairs, and will increase productivity whilst providing a valued service to stakeholders and residents.
- 5.10.14 **Purchase of Hook Loader** – An order was placed during the 2020/21 financial year for the purchase of a new hook loader but delivery was delayed due to Covid-19 and Brexit. It is therefore proposed to earmark £124k to fund the purchase in the 2021/22 financial year.
- 5.10.15 **I.T. Support for Schools** - In October 2019 the Authority embarked on the ambitious WG funded five-year schools project commonly known as EdTech. During the latter part of the 2019/20 financial year the Authority committed to a Network Infrastructure investment of £1.7m. This WG funded investment will ensure that all schools will meet the ambitious schools' digital standards for Wales. As a result of the investment the ICT Support Team are now responsible for maintaining and supporting a new infrastructure of network switches (x450), access points – internal (x1800) & external (x200), servers and network cabinets across 86 schools.
- 5.10.16 In 2020 the EdTech programme saw an investment in End User Devices in the region of £2.3m. As a result, the schools now require support for Windows, Apple and Google devices all of which are in addition to existing devices already in use within schools. Schools now require additional support for the following: -
- Troubleshooting and resolving issues with laptops, iPads, Chromebooks, Desktops, Monitors, Audio visual equipment and printers etc.
 - Deployment of Windows, Apple and Google software.
 - Configuration and installation of devices
- 5.10.17 The ICT Support Team is now supporting over 30,000 devices across the school estate. The impact of Covid-19 has seen learning move online and the demand for fast reliable infrastructure and support has never been greater. The existing team of staff is unable to meet the challenging demands of additional support currently whilst managing and upskilling on new technology.
- 5.10.18 Since EdTech is a five-year funded programme and as we move to the next phase of investment, the demands on the ICT Support Team are enormous. To ensure that we are able to respond to these challenges it is proposed to temporarily increase the number of ICT support staff for schools by six. It is proposed to employ two Grade 6 Client Technicians and four Grade 4 Client Technical Assistants on a fixed-term basis for a period of two years.

5.10.19 In addition to the schools EdTech programme, the Authority has also embarked on the rollout of the Office 365 E5 licence which requires a dedicated team. To fully utilize the suite of products available to the Authority and to deploy the security features early in the rollout it is proposed to employ two Grade 8 E5 Deployment Architects also on a fixed-term basis for two years.

5.10.20 The total cost of the proposed fixed-term appointments is £500k.

5.10.21 **Learning & Development fixed-term appointments** - The Council is developing an ambitious and forward-thinking Workforce Development Strategy to support a workforce that is fit for the future and equipped with the necessary skills to innovate and deliver the Council's Transformation Programme. To ensure that we provide comprehensive learning and development programmes, training initiatives and access to a wide range of digital resources, so that our employees will have every opportunity to enhance their skills and fulfil their potential, the central coordination of workforce development is key.

5.10.22 Whilst we are considering the appropriate resources required for the future delivery of a coordinated workforce development function, it is proposed to set aside funding of £168k to appoint staff on a fixed-term basis to undertake the initial planning and scoping.

5.11 Conclusion

5.11.1 Despite the significant challenges presented by the Covid-19 pandemic the Council's financial position has been well managed during the 2020/21 financial year. The significant financial support provided by WG has been vital to maintain financial resilience, albeit that ongoing support through the Covid-19 Hardship Fund is currently only confirmed until the end of September 2021. This presents a significant financial risk and the position will need to be closely monitored as we progress through the 2021/22 financial year.

6. ASSUMPTIONS

6.1 There are no assumptions within this report.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

7.1 The 2020/21 revenue budget outturn position does not require an integrated impact assessment to be completed as it is a statement of fact and is reported for information only.

7.2 A number of the proposals for the use of the surplus General Fund balance and service reserves are directly linked to approved key strategies and initiatives that have previously been the subject of detailed reports that would have considered equalities implications, links to well-being objectives etc. Links to the relevant reports are included in the list of background papers at the end of this report.

7.3 Many of the other proposals for the use of balances are of an operational nature and do not require integrated impact assessments to be completed.

7.4 The specific details of how some of the sums set-aside will be utilised is yet to be

determined. Once this has been established integrated impact assessments will be completed where required.

8. FINANCIAL IMPLICATIONS

8.1 As detailed throughout the report.

9. PERSONNEL IMPLICATIONS

9.1 There are no direct personnel implications arising from this report other than the proposals to fund additional fixed-term posts in specific areas.

10. CONSULTATIONS

10.1 There are no consultation responses that have not been reflected in this report.

11. STATUTORY POWER

11.1 Local Government Act 1972.

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Cllr Eluned Stenner, Cabinet Member for Customer, Performance and Property Services
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Background Papers:

[Cabinet \(30/05/18\) – Future Regeneration Projects – New Project Governance Arrangements.](#)

[Cabinet \(12/06/19\) – Future Caerphilly Transformation Strategy, Team Caerphilly – Better Together.](#)

[Cabinet \(22/07/20\) – Strengthening Team Caerphilly.](#)

[Cabinet \(30/07/20\) – Education Other Than At School \(EOTAS\) Strategy.](#)

[Council \(10/09/20\) – Financial Outlook.](#)

[Cabinet \(25/11/20\) – Reduce, Produce, Offset, Buy \(A Decarbonisation Strategy and Action Plan for Caerphilly County Borough Council.](#)

[Cabinet \(09/12/20\) – Commercial and Investment Strategy.](#)

[Council \(24/02/21\) – Budget Proposals for 2021/22 and Medium-Term Financial Outlook.](#)

[Cabinet \(09/06/21\) – Proposed ICT Strategy.](#)

[Cabinet \(09/06/21\) – Youth Service Removal from Lease and Use of Crumlin Institute.](#)

Appendices:

Appendix A - Provisional Outturn Summary 2020/21

Appendix B - Movement on General Fund

Appendix C – Use of Service Reserves Approved by Officers Using Delegated Powers

PROVISIONAL OUTTURN 2020/21**SUMMARY**

SERVICE AREA	UNDERSPEND (OVERSPEND) £m	TAKE TO GENERAL FUND £m
Education & Lifelong Learning	3.035	1.517
Social Services	5.547	2.753
Communities	1.648	0.622
Corporate Services	2.684	1.342
Miscellaneous Finance	3.772	3.772
Council Tax Surplus	1.743	0.621
TOTALS	18.429	10.627

OTHER	UNDERSPEND (OVERSPEND) £m	TAKE TO GENERAL FUND £m
Housing Revenue Account (HRA)	10.018	N/A
Schools	10.070	N/A
OVERALL TOTAL SURPLUS	38.517	10.627

Service area surpluses are subject to a 50% take to General Fund balances after specific agreed earmarking of funds.

Council Tax surpluses are transferred in total to General Fund balances.

School and HRA balances must be ring-fenced to those service areas.

MOVEMENT ON GENERAL FUND

	£m	£m
Opening Balance 01/04/2020		15.022
Use of Funds as Previously Agreed by Council: -		
Budget Strategy Contribution 2020/21	(1.050)	
Communities Directorate Write-Off	(0.575)	
Covid19 Earmarked Reserve	(2.713)	
Total Funds Taken In-Year		(4.338)
Funds Transferred into General Fund: -		
Education & Lifelong Learning – 50% Directorate Underspend	1.517	
Social Services - 50% Directorate Underspend	2.753	
Communities - 50% Directorate Underspend	0.622	
Corporate Services - 50% Directorate Underspend	1.342	
Miscellaneous Finance	3.772	
Council Tax Surplus 2020/21	0.621	
Total General Fund Contribution 2020/21		10.627
Closing Balance 31/03/2021		21.312
2021-21 Commitments Previously Agreed by Council: -		
Budget Strategy Contribution 2021-22		(1.050)
Current General Fund Balance		20.262

Use of Service Reserves Approved Using Delegated Powers

Education & Lifelong Learning: -	£
Post-16 Education Provision review work	42,000
Extension of Health & Safety post to support schools	41,000
Contribution to drainage works at Sue Noakes Leisure Centre	10,000
Development of software to support PDG Access grant applications	13,000
Development of Servalec information system	32,000
Contribution to post-16 school improvement	72,000
Additional computer monitors for Secondary Schools	32,000
Additional Chromebooks for EOTAS pupils	15,000
Additional Laptops for EOTAS teachers	11,000
PC upgrades in Public Libraries	75,000
Expressive Arts Practitioner (1 Year fixed-term appointment)	60,000
Elective Home Education post (1 Year fixed-term appointment)	55,000
Pupil Learning Opportunity	70,000
Sub-Total	528,000
Social Services: -	
Additional Duty Officer in Information, Advice and Assistance (IAA) for 12 months	35,000
Fixed-Term Reporting Officer (2 years) for the Welsh Community Care Information System (WCCIS)	95,000
12-month extension of Service Manager contract in Children's Services	82,000
Contribution to regional Family Intervention Team (2 years)	57,100
50% contribution to Housing Technical Officer post (2 years)	40,000
Contribution to regional Continuing Care post	8,713
Fixed-Term Adult Protection Co-ordinator for 12 months	60,000
Sub-Total	377,813
Communities: -	
Building Cleaning - Purchase of electric vehicles and replacement equipment.	73,000
Demountable office accommodation at Tir y Berth Depot.	45,000
Refurbishment of 2 Refuse Collection Vehicles	25,000
Replacement refuse bins and containers	14,000
Additional one-off funding for the Caerphilly Enterprise Fund	70,000
Rhymney High Street - Public realm improvements	50,000
Reusable Nappy Vouchers	15,000
Wattsville Pavilion Car Park improvements	57,000
Sub-Total	349,000
Corporate Services: -	
Asylum Dispersal Area - Fixed-Term Policy Officer (12 months)	27,500

Joint Leadership Development Programme with Gwent Police	62,210
Development of Covid-19 dashboard (CodeBase 8)	50,000
Automation of Complaints Handling Process	79,335
Azure work with Red Cortex to support the transformation to Cloud technology	20,000
Automation of the Freedom of Information Act (FOI) requests process	17,500
Automation of the Subject Access Request (SAR) process	13,125
Improvements to the interface between the OLAS General Ledger system and Proactis	9,995
Support and enhancements for the Education SIMS database	3,980
Generator control panel replacement for the Data Centre	10,600
Online security enhancements - Upgrade of Access Control Server (ACE) to Identity Service Engine (ISE)	20,000
Deployment of Wireless Controllers for Edtech rollout.	9,720
Research and development work with Azure to aid the use of Cloud space	30,000
Technical support to move virtual desktop to Azure	16,000
ICT Digital Strategy - Additional consultancy days required that were delayed due to Covid-19	13,250
Development of Additional Learning Needs (ALN) system.	50,000
Ty Penallta Café - Repurpose an area of the Restaurant into an agile working hub	85,000
Sub-Total	518,215
Overall Total: -	1,773,028

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COUNCIL – 13TH JULY 2021

SUBJECT: DIVERSITY IN DEMOCRACY

**REPORT BY: HEAD OF DEMOCRATIC SERVICES AND DEPUTY
MONITORING OFFICER**

1. PURPOSE OF REPORT

- 1.1 To advise Council of the Welsh Local Government Association (WLGA) Diversity in Democracy Report a copy of which is attached at Appendix 1.
- 1.2 To seek endorsement by Council of the “Diverse Council” declaration in support of the WLGA’s Diversity in Democracy programme.
- 1.3 To note that the Democratic Services Committee will develop and progress an Action plan of activity ahead of the 2022 elections.

2. SUMMARY

- 2.1 To ask Council to endorse the Diverse Council declaration as set out in paragraph 5.7 of this report and to establish a working group to develop an Action Plan ahead of the 2022 elections.

3. RECOMMENDATIONS

- 3.1 To note the progress and actions outlined in the WLGA Council report as attached at Appendix 1.
- 3.2 To endorse the Diverse Council declaration and to formally declare that Council will

Provide a clear, public commitment to improving diversity, demonstrate an open and welcoming culture to all, consider staggering council meeting times and agreeing recess periods to support councillors with other commitments and set out an action plan of activity ahead of the 2022 local elections.
- 3.3 To note and agree that the Democratic Services Committee will build on the Council’s commitment and set out an action plan with progress updates being brought back to Council.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To support the WLGA Diversity in Democracy programme.

5. THE REPORT

- 5.1 By way of background, in 2018 the WLGA agreed to take steps to advance gender equality and diversity in Councils before the 2022 Elections and set up a Cross Party Working Group to explore broader under representation in democracy.
- 5.2 At its meeting on 5th March 2021 the WLGA considered a report on the work of the Cross-Party Working Group and endorsed a number of proposals to achieve a step change at the 2022 Elections. The aim of the ambitious Diversity in Democracy programme is to ensure Council chambers across Wales are more representative of their communities. A copy of the report is attached at Appendix 1.
- 5.3 The report built on the action plans and ambitions of councils and partners and there was unanimous support for concerted and collective action across the family of local government and within political parties, and the WLGA endorsed the following
- (a) To encourage all political parties through the WLGA Political Groups, to commit to proactive and coordinated activities to improve diversity in local government democracy
 - (b) A formal position calling for the introduction of resettlement grants for all councillors and senior salary holders.
 - (c) To encourage all councillors to claim any necessary allowances or expenses incurred.
 - (d) To encourage a declaration by July 2021 from councils in Wales, on becoming Diverse Councils'; to:
Provide a clear, public commitment to improving diversity
Demonstrate an open and welcoming culture to all
Consider staggering council meeting times and agreeing recess periods to support councillors with other commitments and
Set out an action plan of activity ahead of the 2022 local elections.
 - (e) That Councils should set targets to be representative of the communities they serve at the next elections.
 - (f) To support the use of voluntary quotas for Welsh local elections and
 - (g) The WLGA reviews the impact of voluntary quotas following the next local elections.
- 5.6 Members may be aware that the WLGA is already working with Welsh Government and partners on promoting and supporting greater diversity including Be a Councillor website, mentoring programme, a commitment to Civility in Public Life campaign and a wide package of training, development and support for Councillors when elected. The Welsh Government has also recently launched the Access to Elected Office Fund to support disabled people to stand for elected office.
- 5.7 In light of paragraph 5.3 (d) above Council is asked to formally declare that it will

Provide a clear, public commitment to improving diversity, demonstrate an open and welcoming culture to all, consider staggering council meeting times and agreeing recess periods to support councillors with other commitments and set out an action plan of activity ahead of the 2022 local elections.

- 5.8 In order to develop the commitment and to set out an Action plan it is proposed that Democratic Services Committee would be the most appropriate vehicle to develop this piece of work and to report its progress back to Council.

5.9 **Conclusion**

Council is asked to consider the background information contained in the report to the WLGA and to endorse the recommendations set out in paragraph 3 of this report

6. **ASSUMPTIONS**

- 6.1 There are no assumptions contained in this report as the content is based on the report to the Welsh Local Government Association and the recommendation relating to Diverse Councils.

7. **SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

- 7.1 There is no requirement for an integrated impact assessment at this time as Council is being asked to support a commitment to be a Diverse Council. Where appropriate an Integrated Impact Assessment will be developed. However, the support of diversity in democracy will assist the Council in discharging its duties and responsibilities under the Equality Act 2010.

8. **FINANCIAL IMPLICATIONS**

- 8.1 There are currently no financial implications but should there be any workstreams identified going forward any financial implications will be identified in subsequent reports.

9. **PERSONNEL IMPLICATIONS**

- 9.1 The work to develop the action plan and any ancillary work will be supported by the Head of Democratic Services and any other officers with relevant expertise.

10. **CONSULTATIONS**

- 10.1 The views of the consultees listed below have been sought and the responses received incorporated within the report.

11. **STATUTORY POWER**

- 11.1 Local Government (Wales) Measure 2011
Local Government and Elections Wales Act 2021

Author: Lisa Lane Head of Democratic Services and Deputy Monitoring Officer

Consultees: Cllr Philippa Marsden Leader
Cllr Colin Mann Leader Plaid Cymru
Cllr Kevin Etheridge Leader Independent Group
Cllr Martyn James Chair Democratic Services Committee
Dave Street Corporate Director Social Services and Housing
Richard (Ed) Edmunds Corporate Director Education & Corporate Services
Mark S Williams Corporate Director Economy and Environment
Robert Tranter Head of Legal Services and Monitoring Officer
Stephen Harris Head of Financial Services/Section 151 Officer
Dave Roberts Interim Finance Manager
Emma Sullivan Senior Committee Services Officer
Cath Forbes Thompson Scrutiny Manager
Anwen Cullinane Senior Equalities Officer (Equalities, Welsh Language Policy and Central Services)

Appendices:

Appendix 1 WLGA report Diversity in Democracy 5th March 2021

WLGA COUNCIL SPECIAL MEETING

5th March 2021

WLGA WORKING GROUP ON DIVERSITY IN LOCAL DEMOCRACY

Purpose

1. To report on the work undertaken by the WLGA Cross Party Working Group on Diversity in Local Democracy and seek Council's endorsement of proposals to achieve a 'step change' at the 2022 local elections.

Summary

2. WLGA Council agreed in September 2018 to take steps to advance gender equality and diversity in Councils before the 2022 elections. This was in recognition of the lack of diversity in Welsh Councils. A cross party working group was set up to explore broader underrepresentation in democracy.
3. It is now widely acknowledged that equal representation is not only an issue of representational fairness but essential for the quality of policy development and decision making. Decisions will be better when they are taken by people with lived experience of an issue. The 'right person for the job' of councillor needs to be a member of the community they serve, in order to fully and consistently understand the lives and needs of that community. Councils also need to demonstrate to underrepresented communities that they are valued and included in local democracy.
4. Much work has been undertaken in the last decade in Wales to measure and improve the diversity of councils. More work is in the pipeline in preparation for the 2022 elections. There is a national communications campaign to encourage people from underrepresented groups to vote, engage with local democracy and stand for office. New mentoring programmes are being delivered with the Womens' Equality Network Wales and the Ethnic Minorities and Youth Support Team Wales. Stonewall Cymru and Disability Wales will also soon be offering mentoring programmes. The Welsh Government and Senedd Commission are working with Councils, schools and youth councils and developing resources to encourage 16 and 17 yr olds to get involved and vote. The WLGA has a new Be a Councillor website and, is part of the Pan UK civility in public life campaign and are working with Councils to continue to improve the range of support and development provided to members.

5. In previous elections councils have worked hard to encourage underrepresented groups to stand with their own outreach, mentoring schemes and information days. They have done much to improve the support provided for serving councillors and provide them with guidance, development and better working conditions. More recently we have worked together as a local government family to support members suffering abuse and harassment.
6. The Working Group found, and national and international research shows, that this comprehensive activity will not be enough to make change at the pace required. This report outlines the additional activities that could make a difference.
7. There are three main areas for action:
 - Encouraging councils to ensure all councillors receive their full entitlement to allowances and salaries, and encouraging the introduction of resettlement grants, so that all members receive fair remuneration for their work and that the role of member is not limited to those who can afford it
 - An agreement by councils to undertake new or developed work in this area and visibly commit to this by signing up to becoming Diverse Councils.
 - To discuss positions and making representation to political parties and acting locally to set quotas and/or voluntary targets for the election of councillors from underrepresented groups.

Background

8. WLGA Council first received this report at its meeting on 27th November 2020. Given the significance of the report and the issues considered and due to the congested agenda at the November Council, members agreed to defer the report to a later and dedicated meeting in early 2021.
9. At its meeting on 28th September 2018, WLGA Council committed to advance gender equality and diversity in local democracy ahead of the 2022 local elections.
10. WLGA Council agreed to establish a cross party working group to develop an action plan and to identify possible actions for consideration by WLGA Council. The Membership of the Group is at Annex A. Not all members were able to attend all meetings, however, contributed to the work via discussions with officers. The WLGA Equalities Cabinet Members Network has also fed into the work of the group.

11. The working group did not commission additional research or evidence gathering as there have been several reviews in recent years. The working group considered recommendations which have emerged from research undertaken in 2018-19 by the Women's Equalities Network, Chwarae Teg, the Senedd's Equality, Local Government and Communities Committee, the Welsh Government including the review of its Diversity in Democracy programme, the Fawcett Society, the Electoral Reform Society, and the British Council. Further research and reports, including engagement and research through the Welsh Government's developing Race Equality Action Plan and Race Alliance Wales' 'Do the Right Thing' report (January 2021)¹, have informed this report.
12. The evidence base, barriers and challenges to attracting more diverse councillors were referenced in the WLGA's submission to the Senedd's Equality, Local Government and Communities Committee Inquiry into diversity in local government in September 2018². The barriers and challenges can broadly be summarised as:
 - Time-commitment and meeting times;
 - Political and organisational culture;
 - Childcare and other caring responsibilities;
 - Public criticism and online abuse;
 - Remuneration and impact on employment; and
 - Lack of diverse role models and incumbency
13. The working group also considered the legislation proposed in the Local Government and Elections (Wales) Act 2021 and considered the views from various groups through the Diversity in Democracy roundtables of stakeholders, convened by the Minister for Housing and Local Government, where the WLGA was previously represented by Cllr Debbie Wilcox and, subsequently, by Cllr Mary Sherwood.
14. The WLGA supported and participated in regional diversity in democracy stakeholder events held by the Welsh Government in the autumn of 2019 which sought views from under-represented groups from across Wales.
15. Senior WLGA and local government members also participated in an Electoral Reform Society 'Equal Power Equal Voice' Roundtable debate in October 2020 which sought to explore some of the barriers around diversity, including quotas.

¹Race Alliance Wales 'Do The Right Thing' research report on racialised representation in public and political life (January 2021) - Full research paper (<https://bit.ly/3qpU4Rm>) Executive summary (<https://bit.ly/3bPtfCk>)

² <https://www.wlga.wales/SharedFiles/Download.aspx?pageid=62&fileid=1852&mid=665>

Progress remains slow

16. Data shows that there remains a significant lack of diversity in Welsh councils. In Wales' local authorities:

- 28% of councillors and 29% of Cabinet members are women.
- Councillors are proportionately older than the general adult population (47% of councillors were aged 60 years or older) and a higher proportion of councillors were retired (31%).
- Only about 1.8% of councillors are Black, Asian and Minority Ethnic (BAME) compared to 4.7% for the Welsh population and few hold senior positions.
- 11% of councillors stated that they had a disability, and there remain a range of challenges for disabled people participating in the democratic process.

17. There has been some small progress, however, the leadership of Welsh local government is more diverse than ever before, though we recognise it is not fully reflective of wider society; there are 6 women leaders (up from 2 in 2017) and 6 women Deputy Leaders, a quarter of leaders are below the age of 45 and 2 leaders and several senior councillors have featured in Pride Cymru's 'Pinc List' in recent years.

18. The Black Lives Matter movement and wider Welsh Government commissioned working groups on the impact of COVID-19 on BAME people has demonstrated the barriers and challenges faced by of a significant proportion of society and highlighted the need to make visible progress in policy, leadership and, in particular, political representation.

19. The Report of the Welsh Government's BAME Covid-19 Socioeconomic Subgroup, chaired by Professor Emmanuel Ogbonna observed:

"The overall theme that ran through the factors discussed in this report is the impact of longstanding racism and disadvantage and lack of BAME representation within decision making to effect better socio-economic outcomes. Although many of the issues highlighted have been identified and discussed previously, they have not been addressed in any systematic and sustained way. The coronavirus pandemic is, in some respects, revealing the consequences of such inaction on race equality."

20. The Socioeconomic Subgroup recommended that:

"Welsh Government to encourage the political engagement of BAME communities by raising awareness and understanding of Welsh and UK democratic institutions and processes, with the overall aim of encouraging the increase of political representation of BAME communities by also encouraging voter registration from BAME communities."

21. The Welsh Government is also developing a Race Equality Action Plan, which will be published for consultation in the Spring 2021. This Plan will outline a vision,

goals and actions to make Wales an anti-racist nation and will prioritise anti-racism and greater diversity in leadership and representation.

22. In advance of the Race Equality Action Plan, the actions and proposals in this report have been informed by WLGA engagement and participation in the Welsh Government's stakeholder and working groups and other race equality workstreams. Race Alliance Wales' 'Do the Right Thing' report outlines a range of cultural and institutional barriers around participation of racialised people (it uses this term as it is argued that BAME people are racialised because of their ethnicity) and outlines several recommended actions and commitments for public bodies.
23. Local authorities are also undertaking local reviews or actions in response to the issues raised through Black Lives Matter and COVID-19 work reflecting the issues. The WLGA leadership has committed to building on local authorities' work and the WLGA will respond to the Race Equality Action Plan when it is published for consultation.
24. The lack of diverse representation in local authorities is a problem that has been recognised for decades. A more diverse democracy and elected representatives who are more reflective and understanding of their communities leads to better engagement with individuals and communities, in turn leading to greater levels of confidence and trust and better decision-making informed by a wider range of perspectives and lived experiences.
25. Prominent decision-makers from under-represented groups can be influential role models, empowering and encouraging others to aspire to follow in their footsteps and to contribute to public life. Similarly, more diverse senior political leaders who are more representative of an organisation's workforce can lead to improved workforce engagement, trust in leadership and a more confident organisational culture.

Diversity in Democracy 2017

26. Local authorities, the WLGA, Welsh Government and political parties have employed a range of measures to encourage greater diversity in candidates and councillors. The WLGA supported the Welsh Government-led Diversity in Democracy programme ahead of the 2017 elections.
27. The Diversity in Democracy programme was the biggest and most well-resourced programme of its type and was supported by a range of national partners including the main political parties. The programme included an awareness and promotional campaign, production of literature and online videos for candidates, businesses and mentees, working with employers to encourage them to encourage and support staff to be councillors and the roll-out of a mentoring scheme for people from under-represented groups.

28. A range of online materials were produced to provide information to candidates and councillors, including the WLGA's Be a Councillor guide and Councillor's Guide and the Welsh Government's Diversity in Democracy materials which included specific leaflets to encourage businesses to support staff in becoming councillors.
29. The Welsh Government produced a series of online videos with councillors as part of the Diversity in Democracy programme and several councils, including Gwynedd, Monmouthshire and Powys also produced excellent videos to explain the role of councillors and to encourage candidates to stand.
30. Several councils ran 'open days' ahead of the elections and mentoring and shadowing programmes are widely regarded as being beneficial, particularly in supporting people from under-represented groups to come forward to stand.
31. A mentoring campaign was the central project within the Diversity in Democracy programme and participants received extensive support, advice, training and access to serving councillors who acted as mentors. Of the 51 mentees who participated, only 16 stood for election and only 4 were elected. However, such a 'conversion rate' suggests that, in future, mentoring and support programmes may be a more effective use of resources if they are provided to people who had already committed to standing as a candidate.

Diversity in Democracy 2022

32. The cross party WLGA working group met three times to consider evidence and develop recommendations for consideration by WLGA Council. The working group has reviewed the existing evidence, considered what activities councils and the WLGA could do to improve diversity in democracy and the role of the Welsh Government and political parties.
33. The Minister for Housing and Local Government also convened a Diversity in Democracy roundtable of stakeholders which met twice. During the autumn of 2019, the Welsh Government organised 4 regional stakeholder events with 95 people attending, including councillors and officers from town and community councils and unitary authorities and third sector including charities, support organisations for the disabled, BAME, young people and religious organisations. WLGA Officials facilitated roundtable discussions. Key messages were:
 - There was a general lack of awareness of the role and contribution made by councillors.
 - Social media abuse directed at councillors is getting worse. The abuse is predominately, but not exclusively aimed at women which has a direct effect on diversity in the role. There was increasing concern the abuse could be directed at members of the councillors' family, which was evidenced by some of the experiences of attendees.

- Training and development are fundamental, but people were not always aware of what is available.
- Time commitment was a barrier for many people, particularly people with family commitments or jobs.
- Providing help with costs to support individuals stand for election was a recurring theme, particularly for disabled people and other individuals from protected characteristics groups. Childcare costs were also seen as a barrier to campaigning.
- There was confusion about whether and what councillors are paid and on what basis. There were concerns about the determinations made and how individuals were impacted as a result of the interplay between the HMRC, the benefits system and the remuneration levels. Many attendees at the workshops felt remuneration of the councillor role does not cover the costs associated with the role particularly in town and community councils.

Action Plan 2020-22

34. A range of actions emerged from the Ministerial roundtable and the WLGA's working group which are being implemented or planned. These include the following (specific WLGA or local authority activity is included in italics):

Awareness/Value of Role

35. Councils and councillors have played a critical, central and prominent role during the COVID 19 pandemic during 2020. Councils have demonstrated that they are uniquely placed at the heart of their communities and public service delivery and councils and councillors have invariably been the first port of call for the most vulnerable or those in need of support or assurance. The crisis has demonstrated councils' ability to respond irrespective of scale and reaffirmed the importance of subsidiarity and localism, with elected members rooted in their local communities.

36. A broad-based communication campaign is in development with the Welsh Government and Senedd Commission. This will start with messages about the value of democracy and voting aimed at primarily at the newly enfranchised for the 2021 Senedd elections. This will develop to focus on the value and contribution made by councillors and encouraging participation in local democracy.

37. In parallel to the development of the national campaign Welsh Government will work with partners to identify key points/events throughout 2020 to promote positive stories about councillors' contributions and achievements.

38. *Councils and WLGA to develop a consistent and coordinated campaign demonstrating how much councillors are valued, developed and supported.*
39. *WLGA has launched a Be a Councillor website <https://www.beacouncillor.wales/> which will be further developed in 2021 with pen portraits and 'day in the life' case study videos of councillors from a cross-section of characteristics. It will also include an e learning module for people interested in standing to enable them to understand the role in more detail and "hit the ground running" should they be elected.*
40. *Coordinated activity between authorities, including information and awareness campaigns and open days, linked to key events such as Local Democracy Week, International Women's Day, Black History Month, Disability Awareness Day, LGBT History Month etc.*
41. *Targeted WLGA promotional work through Welsh political party conferences in 2021*
42. *Targeted engagement work with third sector organisations to encourage discussion and interest in volunteers translating their informal community role into an elected community role. The COVID 19 Pandemic has increased the levels of voluntary and community-based work. The WLGA will engage with individuals and groups who may now wish to continue this work by standing for office.*

Candidate/Councillor Abuse

43. *The Local Government and Elections (Wales) Act 2021 will facilitate a change in the requirement to use personal addresses on ballot papers. The Act will also place a duty on political group leaders to promote high standards of conduct. It will also require councils to publish official rather than personal addresses for councillors.*
44. *The WLGA, in partnership with their colleagues in England, Scotland and Northern Ireland, are involved in developing the Civility in Public Life campaign to promote mutual respect and promote high standards of conduct. The WLGA, working with the LGA, has produced an online Councillors guide for handling intimidation <https://www.local.gov.uk/councillors-guide-handling-intimidation> .*
45. *The WLGA is working with authorities to encourage an informal but comprehensive duty of care for members.*
46. *The WLGA is also contacting and providing advice and support to individual councillors who receive online abuse and, where appropriate, issuing supportive messages challenging online abuse via social media.*

Training and Development

47. *The WLGA, with authorities, will continue to review current and future training provision. This will include a focus on new ways of delivering support and development post COVID 19.*
48. *Work will be undertaken to identify ways in which ex councillors can use their experience and skills to enhance their CVs or continue to use their skills and experience through involvement with training / support mechanisms.*
49. *The National "curriculum" for member induction is being updated. This overview of what members would find useful to learn is agreed with councils and includes subjects considered mandatory. As well as traditional subjects like Ethics and Standards, The Well-being of Future Generations and Scrutiny skills, this will now include unconscious bias, personal safety and remote working skills.*
50. *A new online Councillors Guide will be developed for Councillors for the 2022 elections.*
51. *The suite of National e Learning modules specifically developed for members which is freely available via the NHS learning@wales website will be updated for the 2022 elections. This work is being undertaken by authorities working together with the WLGA and is particularly important as a result of the changes to working and learning practice as a result of the Pandemic.*
52. *The national Competency framework for elected members is now being developed prior to the 2022 elections to include new requirements such as the understanding of unconscious bias, civility, remote meeting attendance and ICT skills.*
53. *Councils undertake personal development review with members to personalise training support. WLGA offers guidance and training in how to conduct PDRs*
54. *The Leadership programme for elected members developed and delivered with LGA and Academi Wales is being re commissioned and refreshed. There are challenges associated with delivering the programme in the current climate which will be addressed as part of the commission.*

Mentoring

55. Welsh Government officials are working with disability and equality organisations such as the Ethnic Minorities and Youth Support Team Wales, Disability Wales and Stonewall Cymru to scope the requirement for a Wales wide mentoring scheme which includes all protected characteristics. Several mentoring schemes are already organised by a range of third sector organisations, these will be aligned and coordinated, with resources and learning shared.

56. Work will be undertaken to explore work shadowing/apprenticeships and other opportunities to expose individuals to the work of councils which taken together will form a pathway to participation.

57. The WLGA has promoted and is supporting mentoring schemes run by EYST and the Women's Equality Network Wales. Several councillors have participated as mentors in these programmes.

58. Newly elected members are offered mentors when they join the council (WLGA provides guidance and training for member mentors).

59. There are opportunities for individual councils/councillors to provide shadowing and mentoring opportunities for people interested in standing for office ahead of the 2022 local elections.

Flexibility

60. The Local Government and Elections (Wales) Act 2021 includes a range of provisions to support flexible ways of working including making provision for job sharing and strengthening the remote attendance arrangements.

61. Welsh Government Officials are now working with WLGA and LA officials to consider how the legislation and arrangements made for meetings to be held remotely could be extended to improve flexibility and access for a wider range of councillors.

62. Local authorities' rapid adoption of virtual meetings via platforms such as Teams, Webex or Zoom during COVID 19 has transformed the way councils do business. Meetings are more accessible for many members, significantly reducing travel commitments and time, allowing members to attend meetings from work and, in the main, from home. Whilst there are potential impacts on 'work-life' balance and setting boundaries between council work and home-life, this approach has provided greater flexibility for members with caring responsibilities. Virtual meetings have also encouraged a less formal and flexible approach to meetings. Councils have bid for WG funding to facilitate digital engagement through the Digital Democracy Fund.

63. The LGA have produced a tool to enable women, parents and carers to become councillors and has a range of ideas that could be adopted in councils including a way of assessing the councils support for diverse councillors. <https://www.local.gov.uk/twenty-first-century-councils>

Supporting individuals with protected characteristics

64. The Welsh Government plans to introduce an Access to Elected Office fund to assist disabled people to stand for elected office in Wales at the 2021 Senedd and 2022 local elections.

65. The Welsh Government recently consulted on this proposal and the WLGA and several authorities were supportive. The Working Group also suggested that learning from this initiative could be used to inform any future access funds such as for childcare for candidates.

Education

66. Welsh Government and Senedd Commission has developed a set of educational resources to accompany the extension of the franchise to 16- and 17-year olds in Wales which will focus on knowledge of and participation in democracy in Wales. This is freely available to schools and other education settings via an online resource Hwb
67. Work is being undertaken to identify ways in which schools in Wales can use the new curriculum to highlight and promote participation and engagement with local democracy.
68. *Councils will continue to engage with schools, including links with school councils and Youth Councils.*
69. *Councils are also using the Electoral Reform Support Grant to engage with newly enfranchised groups to help them understand the democratic process and encourage them to register and vote.*

Remuneration

70. In response to concerns raised by WLGA Leaders, the Independent Remuneration Panel is identifying the key issues in relation to taxation and benefits applying to members and will prepare a paper for Welsh Government.
71. The Minister for Housing and Local Government has raised the tax issues with the Independent Remuneration Panel for Wales to explore potential solutions.
72. The Welsh Government has committed to explore with the Independent Remuneration Panel for Wales the case for payments in respect of councillors who lose their seats at election and present options to Ministers. This is an issue that has been raised as a concern by leaders, as councillors (and in particular full-time senior councillors), are at significant personal, financial risk if they lose their seat.

Making a Step Change in 2022

73. The above proposed work programme outlines a range of awareness raising, engagement and support activities. Many similar activities were delivered during the Diversity in Democracy programme ahead of the 2017 elections.
74. However, despite some progress, improvement was marginal at the at the 2017 elections:

- the number of candidates increased by 5.6% (3,463 candidates compared to 3,279 in 2012 (including Anglesey candidates in 2013).
 - 29% of all candidates were women (up by 1% from 2012).
 - 28% of councillors elected were women (up 2% from 2012).
 - 32% of all newly elected members were women).
75. Uncontested seats at the 2017 elections remained high at 92 (7%) seats uncontested. This was fewer than in 2012, when there were 99 (8%) seats uncontested, but this continues to undermine local democracy.
76. Compared to the 2017 programme, Diversity in Democracy 2022 will include refinements and more targeted activity based on evaluations and lessons learned, along with some new, additional work such as the Civility in Public Life campaign.
- 77. The WLGA working group has shaped and is supportive of the proposed programme of activities outlined above, however it concluded that the programme on its own is unlikely to see significant improvements, particularly without clear leadership, commitment and coordinated actions from the main political parties.**
- 78. The working group has considered several more significant proposals which might have a more positive impact on diversity and the number of candidates in 2022.**
- 79. The views of Council are therefore sought on the following additional actions.**

The Role of Political Parties

80. The working group recognised that independent councillors were a key feature of Welsh local government. It also recognised that political parties provided the majority of candidates at local elections and therefore play a key role and have significant responsibility in encouraging a more diverse range of candidates.
81. The working group noted that political parties have different policies and views about the introduction of quotas, all women shortlists, selection of diverse candidates in winnable seats or other positive-action initiatives.
82. There are, however, a range of good practice initiatives that political parties could undertake to encourage and support more diverse candidates both locally and nationally:
- Review party selection criteria e.g. reducing the length of membership before members can stand for office.

- Local parties can establish fora and run events/socials/training sessions for underrepresented groups. Helping these groups understand what the role of councillor is about, that their participation is required and how to stand plus the support that will be available once in office.
- Parties could establish 'Diversity Grants' to support people from underrepresented groups (who will not benefit from the Access to elected office fund) to stand.
- Existing councillors from underrepresented groups can be put forward for public events on panels, as speakers or as chairs to raise the profile of members from underrepresented groups and enable them to be role models for their communities.
- Talent spotting and engaging with communities working with community leaders from underrepresented groups, encouraging people shadow, be mentored and stand for election.
- Promoting and signposting of information and materials, such as those available via parties or national bodies such as the WLGA.
- Establish respect protocols for behaviour within the Group reflecting that required in councils and for the Code of Conduct with sanctions for people not meeting standards or undertaking training in respect.
- Encourage political parties and local groups, including officials those with a responsibility in the selection process to undertake unconscious bias training.
- Encourage political parties to provide by-stander training for candidates and party members, to understand how to provide support to diverse candidates and challenge any abuse, such as disability hate crime or racism, that may be experienced on the doorstep (this was a proposal that emerged from the Electoral Reform Society roundtable in October 2020),

83. It is recommended that WLGA Council agrees to encourage all political parties, through the WLGA Political Groups, to commit to proactive and coordinated activities such as those listed at paragraph 80 above to improve diversity in local government democracy.

Resettlement grants or 'parachute payments'

84. Councillors are one of the only paid public roles that do not have financial protection and are not entitled to receive a 'redundancy' payment if they lose office at an election. Members of the Senedd and Members of Parliament receive a significant resettlement grant should they lose office at an election. Redundancy payments are also a protected right for public sector employees.

85. In particular, senior councillors tend to be full-time, often have to give up careers to focus on their councillor role and many have family as well as other financial commitments; the personal risk of a sudden and significant loss of a salary is inconsistent and unfair compared to other public roles. It is also a disincentive for more diverse people with careers or family responsibilities to consider taking on the most senior roles in local government.
86. The Independent Remuneration Panel has committed to consider this matter and explore whether the Welsh Government would need to introduce any legislative amendment to empower the Panel to introduce any such payments in future.
87. The 'cost of politics' and councillors' remuneration is a controversial matter and is subject to significant media and public scrutiny and political pressure. Any proposals would therefore have to carefully balance equality, fairness and costs and public acceptability.
88. WLGA leaders have previously raised the matter with the Independent Remuneration Panel previously, however the WLGA does not have a formal position on resettlement grants for senior salary holders.
- 89. It is recommended that WLGA Council adopts a formal position calling for the introduction of resettlement grants for senior salary holders.**

Councillors' allowances and expenses

90. The Independent Remuneration Panel and some WLGA Leaders have previously expressed concern that many members entitled to receive specific expenses, such as travel allowances, or reimbursements of costs of care do not make claims. Several councillors also decide to forgo parts of their salaries; the Independent Remuneration Panel recently wrote to the WLGA noting "...that it is an individual's right to decide that they can take a lesser amount than that prescribed as long as there is no pressure applied either directly or subliminally", noting concern, however, that 12% of councillors decided to forgo last year's salary increases. There are concerns that this is partly to do with austerity, public and media perception but anecdotally, it is clear that there is also local peer or political group pressure or organisational cultural norms.
91. These allowances are provided to meet councillors' legitimate costs incurred in undertaking their duties and also play a role in encouraging greater diversity; some councillors can be disproportionately affected if they are on low income or have caring responsibilities. The Independent Remuneration Panel and several leaders have expressed concerns about this practice as it

may disadvantage members who cannot afford to forgo expenses and acts as a disincentive to stand/re-stand.

92. As noted above, the 'cost of politics' and councillors' remuneration is subject to significant media and public scrutiny.

93. It is recommended that the WLGA Council agrees to encourage all councillors to claim any necessary allowances or expenses incurred.

Diverse Councils

94. The Welsh Government has committed to making Wales a Gender Equal Wales and the Cabinet to becoming a Feminist Government, which is a government that is:

- Committed to equality of outcome for all women, men and nonbinary people and actively works to drive cultural and structural change
- Pro-actively works to advance equality and remove the barriers against all women's participation in the economy, public and social life
- Puts a gender perspective at the heart of decision-making, resource and budget allocation
- Takes an intersectional approach to all of its work and ensures diversity of representation, participation and voice
- Is people-focused and collaborative, ensuring that all communities are meaningfully engaged in its work
- Is open, transparent and accountable and welcomes scrutiny through a gender lens
- Makes use of policy development and analysis tools to embed gender equality into all of its work and actively monitors progress towards equality using a robust evidence base
- Leads by example and supports other public bodies to take action to deliver equality.

95. The Black Lives Matter movement has highlighted global concerns about racism and COVID-19 pandemic has exposed the health and socio-economic impacts of inequality. Increased representation from BAME people on councils is essential to ensure that BAME people are represented and contribute their lived experiences to the decision-making process.

96. Councils' Strategic Equality Plans outline objectives which demonstrate their commitments and planned actions to promote equality and diversity, including as employers and representative bodies. Many councils will also undertake a range of activities in promoting diversity in democracy ahead of the 2022 local elections, as outlined above.
97. The Local Government and Elections (Wales) Act 2021 will introduce a new 'public participation' duty on local authorities which will include encouraging people to participate in decision-making and promoting awareness of how to become a member of the council. Further details of the aspects of the Act 2021 which contribute to diversity can be found in Annex C
98. Council meeting times are regularly highlighted as an issue for many serving councillors and, occasionally, as a disincentive for some people to stand. Councils review their meeting times at least once per term and several allow committees to have more flexibility to suit the committee members.
99. Councillors however have diverse backgrounds and varying personal, caring and professional commitments; it is therefore unlikely that council meeting times are ever going to be convenient for all members. For example, a councillor who has a young child might find it easier to meet during the day, whereas another may prefer to meet in the evening, depending on work commitments, schooling arrangements or childcare availability.
100. An option suggested at the Equality Cabinet Members Network, was that meetings of any one committee should be varied over the year between day and evening so that members were not always having to take the same time off work or arrange childcare. It was also noted that people should be advised before standing that meeting times may vary and could be changed, depending on the views of the newly elected councillors.
101. The potential permanent changes to meeting arrangements so that they can be held remotely may reduce the time required for travelling to meetings, however members with caring responsibilities may still require staggered meeting times as it is still not possible to provide care and attend a meeting simultaneously.
102. The Senedd and Parliament traditionally have recess periods, including a long Summer Recess. Approaches to the scheduling of meetings and official council business vary across authorities. Some councils have an official Summer recess, some do not schedule or scale down council meetings during school holidays. Councillors with children in school may be disadvantaged if council meetings are scheduled in the holidays, which may also prove to be a disincentive to stand.
103. The working group have suggested that Councils might, in addition to their Strategic Equality Plans commit to becoming Diverse Councils, publishing a 'Diversity Declaration' or a Council Motion outlining their

intentions to secure equal outcomes for all by working actively to drive cultural and structural change and pro-actively working to advance equality and remove the barriers to any individual's participation in the economy, public and social life. This commitment would focus on ensuring that under-represented groups are more active participants in engagement and decision making. Demonstrating a public commitment to improving diversity and an open and welcoming culture to all in advance of the 2022 elections.

104. A commitment by each local authority to becoming a Diverse Council could include

- Establishing 'Diversity Ambassadors' for each political group in the council who, working with each other and their local party associations could encourage recruitment of members from underrepresented groups.
- Encouraging and supporting Heads of Democratic Services, Elections officers/ Communications teams and /or Democratic Services Committees to undertake democratic outreach to promote the role of local councillor in, for example, schools or with underrepresented communities.

105. **A draft example of what could be included in a Diverse Council Declaration is included at Annex D. It is proposed a Draft Declaration, to be adapted and adopted locally, is developed in consultation with local authorities and partner organisations.**

106. **It is recommended that Council**

106.1 Agrees to encourage a declaration by July 2021 from councils in Wales, on becoming 'Diverse Councils'; to commit to:

- **provide a clear, public commitment to improving diversity;**
- **demonstrate an open and welcoming culture to all;**
- **consider staggering council meeting times and agreeing recess periods to support councillors with other commitments; and**
- **set out an action plan of activity ahead of the 2022 local elections.**

Diversity Targets

107. Political parties were encouraged, through the Diversity in Democracy programme, to commit to gender targets at the 2017 elections and Welsh Labour, for example, committed to fielding women in 40% of winnable seats.

108. Other initiatives, such as 50-50 by 2020 have previously adopted targets and the Welsh Government's recently published 'Diversity and inclusion strategy for public appointments'³ includes an action for:

'Welsh Government to consult and if desired set overall targets across all Boards in Wales for BAME, disabled, LGBT+ and young people and socioeconomic groups, recognising that individual Boards have varying specific requirements.'

109. Targets could be included in any 'Diversity Declaration' (if such an approach is agreed).

110. There are however mixed views on the value of targets. Targets provide a focus, demonstrate an organisation's ambition and commitment and provide a useful 'hook' for promotional and public relations purposes. However, targets need to be realistic and, as we are starting from a low base in terms of diversity of candidates and councillors, such targets may not appear ambitious enough.

111. Furthermore, whilst councils and the WLGA may seek to set targets to demonstrate ambition and commitment and can deliver a range of activities and reforms to encourage more candidates, other organisations notably political parties have the biggest influence over whether those targets can be achieved. Should councils determine local targets, they could therefore be criticized for not meeting targets which are largely not in their control.

112. At a recent meeting of WLGA Group Leaders it was suggested that whilst targets at Ward level are difficult, due to recruitment challenges, global targets for a whole authority area might be achievable.

113. **It is recommended WLGA Council provides views on the adoption of local or national diversity targets.**

Quotas or Reserved Seats

114. The Local Government Commission in 2017 concluded that "Incumbency in local councils disproportionately benefits men...[and]...the slow pace of change is significantly driven by incumbency." According to the Elections Centre, in Wales' local elections in 2017, 895 incumbents stood for election (across 71% of seats) with 693 or 77% being successfully re-elected. In summary, incumbents are more likely to be re-elected than other candidates due to their profile, reputation, or track-record and, as most councillors are older, white men, most successful incumbents are

³ https://gov.wales/sites/default/files/publications/2020-02/diversity-and-inclusion-strategy-for-public-appointments-action-plan-year1-2020-21_0.pdf

therefore older white men. The impact of incumbency has therefore led some campaigners to call for term-limits, quotas, or all-women shortlists.

115. The Welsh Government has previously controversially sought to tackle the issue of incumbency with the Golden Goodbye Scheme in 2002 and the 2015 White Paper proposal to introduce term limits for councillors, a proposal which was roundly rejected by local government.
116. According to the International Institute for Democracy and Electoral Assistance, there are four types of quota in use across the world today. Legal or voluntary candidate quotas and legal or voluntary reserved seats, reserved seats can be used for example to regulate the number of women elected. These can be introduced as a temporary measure and can be used at local and national level.
117. The WLGA has never proposed the adoption of quotas as a formal WLGA policy, although gender quotas were supported by the WLGA's former Leader, Baroness Wilcox of Newport, and the WLGA has previously outlined two 'Reserved Seats' models for discussion:
 - a. Localised and targeted All Women Reserved Seats for all by-elections during a municipal term. If such vacancies were targeted through a voluntary agreement between the main political parties to field only all women candidate lists, gender balance could improve by up to 5% during a municipal term.
 - b. A wider approach, which might require some changes to electoral law regarding the nomination process, could see a similar approach adopted for 'vacant' seats, where councillors had decided to stand down or retire at the election. If such councillors were able to commit to or notify of their intention to stand-down by an early-enough deadline, political parties could agree to voluntarily field all-women candidate lists in such 'vacancies', which could see as much as a 10-15% swing in terms of gender balance at an election. With such an immediate electoral impact, gender balance could potentially be achieved in local government over a 5-year period over the course of 2 elections.
118. Proposals such as quotas are controversial and there remain uncertainties regarding the legal basis for statutory quotas and political appetite for voluntary quotas. The Welsh Government plans to consider whether gender quotas should be introduced in Wales. The Ministerial Round-table has been informed that there may be legal limitations around the Senedd's competence which may prevent statutory quotas being introduced, even if the Welsh Government adopted quotas as a policy. Race Alliance Wales' 'Do the Right Thing' concludes that '...it is illegal to reserve all places for any particular characteristic, with exception made for women, and that quotas can legally only be made in regard to women, not other protected characteristic.'

119. More formal voluntary or statutory quotas have traditionally been recommended as a method of rapidly addressing imbalances in diversity and the effects of incumbency in perpetuating a lack of diversity. The Electoral Reform Society, Fawcett Society and British Council, call for legislation to be introduced for quotas (about 40-45%) for women candidates at elections. Others, such as the Women's Equality Network Wales, Chwarae Teg and the Expert Group on Diversity in Local Government also call for this but do not stipulate that it should be established in legislation.
120. Extensive research undertaken by the above organisations and the Senedd committee, all point to some of the causes of underrepresentation being about how candidates are selected and elected and call for direct action to level the playing field so that women initially can be better represented.
121. The issues they describe are electorate bias and processes, electorate bias and party group culture. The playing field is not level for some, due to conscious or unconscious bias, fostered by the image of incumbents and the culture of political groups and parties. The image of the *best person for the job* is often, whether consciously or not assumed to be a white middle class, middle aged man because this traditionally has been what a typical councillor looks like. The routes to and process of selection traditionally support this position.
122. Research undertaken by the Women's Equality Network Wales (Annex B indicates that –
- "Among the twenty Organization for Security and Co-operation in Europe (OSCE) countries registering the sharpest growth in the proportion of women in parliament during the last decade...half had introduced legal quotas. By contrast, among the twenty OSCE countries lagging behind in growth...none had implemented legal quotas.
 - 100 Countries world-wide now have some form of gender quotas in place and 40 also use them for intersectional groups such as BAME women."
123. The International Institute for Democracy and Electoral Assistance has outlined several 'pros and cons' of quotas:

Cons:

- Quotas are against the principle of equal opportunity for all, since women are given preference over men.
- Quotas are undemocratic, because voters should be able to decide who is elected.
- Quotas imply that politicians are elected because of their gender, not because of their qualifications and that more qualified candidates are pushed aside.

- Many women do not want to get elected just because they are women.
- Introducing quotas creates significant conflicts within the party organization.
- Quotas violate the principles of liberal democracy.

Pros:

- Quotas for women do not discriminate but compensate for actual barriers that prevent women from their fair share of the political seats.
- Quotas imply that there are several women together in a committee or assembly, thus minimizing the stress often experienced by the token women.
- Women have the right as citizens to equal representation.
- Women's experiences are needed in political life.
- Election is about representation, not educational qualifications.
- Women are just as qualified as men, but women's qualifications are downgraded and minimized in a male-dominated political system.
- It is in fact the political parties that control the nominations, not primarily the voters who decide who gets elected; therefore, quotas are not violations of voters' rights.
- Introducing quotas may cause conflicts but may be only temporary.
- Quotas can contribute to a process of democratisation by making the nomination process more transparent and formalised.

124. The main arguments for introducing quotas are not just about ensuring equality and to better reflect wider society, but because more diverse life experiences lead to better, more rounded decision-making; it would not just amplify the voice of women but also impact on the nature of debate and the decisions taken. Several organisations argue that quotas are the only way to see a step-change in diversity based on the evidence of impact where they have been introduced, but also the slow progress in changing local government diversity and diversity in UK politics generally. Quotas however remain a contested concept and have not been universally supported when previously considered in a Welsh context. There were mixed views among the working group members and several leaders expressed reservations about the introduction of quotas during the Electoral Reform Society 'Equal Power Equal Voice' Roundtable debate in October 2020.

125. The Equality Cabinet Members network also considered the risk around the language of 'quotas', particularly in terms of public perception as diverse candidates could be perceived as being tokenistic, undermining the credibility of high-caliber candidates.

126. **It is recommended that Council provides views on the introduction of statutory or voluntary quotas for Welsh local elections.**

Diversity of the WLGA

127. Representation on the WLGA Council is one area where local authorities could make a positive difference and signal their commitment to change. It is not possible to state with certainty the percentage of underrepresented groups on the Council as this should be identified by each person themselves and this exercise has not been done, however, although there are more women leaders than ever before, the Council does not have proportionate representation of women or BAME councillors.
128. Some local authorities have delegations of only two or three members to the Council and it will therefore be challenging for them to significantly change their membership, however, members may consider that there is an opportunity for authorities to proactively nominate more diverse members to the WLGA Council. The WLGA Council could also seek to appoint more diverse members as role models in Spokesperson or Deputy Spokesperson roles or involve wider councillors as Champions in the work of the WLGA.

129. Recommendations

It is recommended that WLGA Council:

- 129.1 recognises the work of the WLGA's Cross-Party Working Group on Diversity in Democracy;**
- 129.2 agrees to encourage all political parties, through the WLGA Political Groups, to commit to proactive and coordinated activities such as those listed at paragraph 80 above to improve diversity in local government democracy;**
- 129.3 adopts a formal position calling for the introduction of resettlement grants for senior salary holders;**
- 129.4 agrees to encourage all councillors to claim any necessary allowances or expenses incurred;**
- 129.5 agrees to encourage a declaration by July 2021 from councils in Wales, on becoming 'Diverse Councils'; to:**
- **provide a clear, public commitment to improving diversity;**
 - **demonstrate an open and welcoming culture to all;**
 - **Consider staggering council meeting times and agreeing recess periods to support councillors with other commitments; and**
 - **set out an action plan of activity ahead of the 2022 local elections.**
- 129.6 provides views on the adoption of local or national diversity targets; and**

129.7 provides views on the introduction of statutory or voluntary quotas for Welsh local elections.

Report cleared by:

Cllr Mary Sherwood, Joint WLGA Spokesperson for Equalities, Welfare Reform and Anti-Poverty & Co-Chair of Working Group

Cllr Susan Elsmore, Joint WLGA Spokesperson for Equalities, Welfare Reform and Anti-poverty & Co-Chair of Working Group

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ANNEX A

WLGA working group on Diversity in Local Democracy

Members who have fed into the working group:

- Co-Chair - Cllr Mary Sherwood (Labour), WLGA spokesperson for Equalities, Welfare Reform and Anti-Poverty, City and County of Swansea
- Co-Chair - Cllr Susan Elsmore (Labour), WLGA Spokesperson for Equalities, Welfare Reform and Anti-poverty, Cabinet Member for Social Care, Health and Well-being, Cardiff Council
- Cllr Cheryl Green (Liberal Democrat), Chair Corporate Overview Scrutiny Committee, Bridgend CBC
- Cllr Daniel De'Ath (Labour) Lord Mayor, Cardiff Council
- Cllr Lisa Mytton (Independent) Deputy Leader, Merthyr Tydfil CBC
- Cllr Sara Jones (Conservative), Cabinet Member for Social Justice and Community Development, Monmouthshire County Council
- Cllr Cefin Campbell (Plaid Cymru), Executive Board Member for Communities and Rural Affairs, Carmarthenshire County Council
- Cllr Nicola Roberts (Plaid Cymru) Chair Licensing and Planning Committee, Isle of Anglesey Council
- Cllr Dhanisha Patel (Labour) Cabinet Member for Wellbeing and Future Generations, Bridgend County Borough Council
- Cllr Ann McCaffrey (Independent), Conwy County Borough Council
- Cllr Jayne Cowan (Conservative) Cardiff Council
- Cllr Bablin Molik (Liberal Democrat) Cardiff Council
- Baroness Wilcox of Newport (Labour), Newport Council who chaired the working group initially in her capacity as WLGA Leader

Views have also been provided through discussions with members and officers in:

- Equalities Cabinet Members' Network
- Chairs of Democratic Services Network
- Heads of Democratic Services Network

Officer Support

- Daniel Hurford, Head of Policy (Improvement and Governance) WLGA
- Sarah Titcombe, Policy and Improvement Officer (Democratic Services) WLGA
- Dilwyn Jones, Communication Officer, WLGA
- Huw Evans, Head of Democratic Services, City and County of Swansea

ANNEX B

EXTRACT FROM A WOMENS EQUALITY NETWORK (WEN) WALES BRIEFING PAPER

The case for quotas to deliver equal and diverse representation

February 2020

Evidence supporting quotas

- Research shows that quotas are the **“single most effective tool for ‘fast tracking’ women’s representation in elected bodies for government.”**⁴
- Among the twenty Organization for Security and Co-operation in Europe (OSCE) countries registering the sharpest growth in the proportion of women in parliament during the last decade...**half had introduced legal quotas. By contrast, among the twenty OSCE countries lagging behind in growth...none had implemented legal quotas.**⁵
- There is international backing for gender quotas. Various international institutions, including the United Nations Committee on the Elimination of Discrimination (**CEDAW**), the Beijing Platform for Action, the EU and the Council of Europe support their use.
- **Ireland** has successfully used quotas requiring that at least 30 per cent of the candidates each party stands nationally are female (rising to 40 per cent after seven years). **The percentage of women candidates increased 90 per cent at the 2016 election** compared to the 2011 election, with a corresponding **40 per cent increase in the number of women elected—** 35 in 2016 compared with 25 in 2011.⁶
- **100 Countries** world-wide now have some form of gender quotas in place and 40 also use them for intersectional groups such as BAME women.
- A report published by the United Nations in 2012 found that **out of the 59 countries that held elections in 2011, 17 of them had quotas.** In those countries, women **gained 27% of parliamentary seats compared to 16% in those without.**⁷

⁴ Drude Dahlerup et al., Atlas of Electoral Gender Quotas, International Institute for Democracy and Electoral Assistance [IDEA], IPU and Stockholm University, 2013.

⁵ Norris, P. and Krook, M. for OSCE, Gender equality in elected office: a six-step action plan, 2011

⁶ Brennan, M. and Buckley, F. ‘The Irish legislative gender quota: the first election’, Administration, vol 65(2), May 2017

⁷ <https://www.theguardian.com/politics/2013/aug/20/quotas-women-parliament-authors-edinburgh-book-festival>

Types of Quota

Different types of gender quota have been used in different countries, depending on the electoral system and local circumstances. The Expert Panel on Electoral reform⁸ describes the three main types as:

- **Candidate quotas which introduce a 'floor'** for the proportion of male or female candidates a party stands for election. These could be applied in the form of constituency twinning for First Past The Post (FPTP) seats. They could also be applied to multimember systems such as STV or Flexible List at a constituency or a national level. Parties in Scandinavia, Spain and Austria have voluntarily adopted similar quotas, ranging from 33 per cent to 50 per cent.
- Requirements for **the ordering of candidates on any list** element of the system. Voluntary quotas of this nature have been used by parties in Wales in Assembly elections, for example zipping of regional candidate lists. (I.e. listing candidates alternately according to their gender)
- **'Reserved seats'** to which only female candidates could be elected. This type of quota is widely used in South Asia, the Arab region and sub Saharan Africa.

Examples of Incentives used:

- **Croatia** has legally binding quotas and uses incentives - for each MP representing an underrepresented gender, political parties receive an **additional 10 per cent of the amount envisaged** per individual MP;
- **Bosnia and Herzegovina**: where 10 per cent of the funding provided to political parties is distributed to parties in proportion to the number of seats held by MPs of the gender which is less represented in the legislature,
- **Two for the price of one deposits** for two candidates of different genders could be used in Wales —this would appear to us to be proportionate in the context of seeking to ensure that the gender balance in the Assembly reflects the gender balance in the communities it serves.⁹

www.wenwales.org.uk / @wenwales

⁸ A Parliament that works for Wales, Report of the Expert Panel on Assembly Electoral Reform, November 2017

⁹ A Parliament that works for Wales, Report of the Expert Panel on Assembly Electoral Reform, November 2017

ANNEX C

LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021

The Local Government and Elections (Wales) Act 2021 includes provisions which will contribute to diversity in local government democracy. These are:

- Entitlement to Job sharing for executive members and committee chairs
- A duty on principal councils to produce a Public Participation Strategy and for it to be reviewed regularly. This will include encouraging people to participate in decision making and promoting awareness of how to become a member of the council.
- A duty on political group leaders to promote and maintain high standards of conduct by members of their group.
- Electronic broadcasting of full Council meetings initially, and other meetings to be announced later, following ongoing consultation by WG with Councils.
- The provision of multi-location attendance at council meetings including physical, hybrid and remote attendance.
- Provisions enabling the maximum period of absence for each type of family absence for members of local authorities to be specified within regulations and for adoptive leave to reflect that which is available to employees.

ANNEX D

(DRAFT) DIVERSE COUNCIL DECLARATION

The following provides a draft declaration. It is proposed that this is further developed in consultation with authorities, representative organisations and will be informed by emerging priorities from councils' own diversity and equality action plans and emerging priorities from the Welsh Government's Race Equality Action Plan.

This Council commits to being a Diverse Council. We agree to

- Provide a clear public commitment to improving diversity in democracy
- Demonstrate an open and welcoming culture to all, promoting the highest standards of behaviour and conduct
- Set out a local Diverse Council Action Plan ahead of the 2022 local elections. Including:
 - Appoint Diversity Ambassadors for each political group on the council to work with each other and local party associations to encourage recruitment of candidates from underrepresented groups.
 - Encourage and enable people from underrepresented groups to stand for office through the provision of activities such as mentoring and shadowing programmes and information and learning events for people interested in standing and official candidates.
 - Proactive engagement and involvement with local community groups and partner organisations supporting and representing under-represented groups
 - Ensure that all members and candidates complete the Welsh Government candidates' and councillors' survey distributed at election time.
 - Set ambitious targets for candidates from under-represented groups at the 2022 local elections
- Work towards the standards for member support and Development set out in the *Wales Charter for Member Support and Development*.
- Demonstrate a commitment to a duty of care for Councillors by:
 - providing access to counselling services for all councillors
 - having regard for the safety and wellbeing of councillors whenever they are performing their role as councillors.
 - taking a zero-tolerance approach to bullying and harassment by members including through social networks.
- Provide flexibility in council business by
 - regularly reviewing and staggering meeting times
 - encouraging and supporting remote attendance at meetings and
 - agreeing recess periods to support councillors with caring or work commitments.
- Ensure that all members take up the allowances and salaries to which they are entitled, particularly any reimbursement for costs of care, so that all

members receive fair remuneration for their work and that the role of member is not limited to those who can afford it.

- Ensure that councillors from under-represented groups are represented whenever possible in high profile, high influence roles.

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COUNCIL – 13TH JULY 2021

SUBJECT: YOUTH SERVICE REMOVAL FROM LEASE AND USE OF CRUMLIN INSTITUTE

REPORT BY: CORPORATE DIRECTOR – EDUCATION AND CORPORATE SERVICES

-
- 1.1 The attached report was considered as an urgent item by Cabinet on 9th June 2021.
 - 1.2 The Constitution requires that any decision taken as a matter of urgency must be reported to the next available meeting of Council, giving the reasons for its urgency. Therefore, the report is presented to Council for Members' information.
 - 1.3 The report detailed the rationale for service withdrawal from a building leased from a private owner. The building is the Crumlin Institute, in Crumlin, a former Workingmen's hall leased by the Community Education Service. Crumlin Institute is occupied via a 25-year lease which commenced on 25th December 2011. Prior to 2011, the building was leased on a peppercorn' rental amount. The report recommended to Members that Cabinet approve the withdrawal forthwith, in order to meet the coming lease withdrawal deadline of 25th June 2021.
 - 1.4 The urgency of the item was because the disposal of Crumlin Institute is most pressing in building asset terms and there are time limitations attached to the process. Should the necessary actions not be completed within the time-frame, by 25th June 2021, the service will be tied to the current lease arrangements for a minimum of a further 5 years.
 - 1.5 The recommendations of the report were considered and approved by Cabinet.
 - 1.6 Members are asked to note the recommendations of the report and Cabinet decision.

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

Appendices:

Appendix Report to Cabinet on 9th June 2021

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CABINET – 9TH JUNE 2021

SUBJECT: YOUTH SERVICE REMOVAL FROM LEASE AND USE OF CRUMLIN INSTITUTE

REPORT BY: CORPORATE DIRECTOR, EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 To detail the rationale for service withdrawal from a building leased from a private owner. The building is the Crumlin Institute, in Crumlin, a former Workingmen's hall leased by the Community Education Service. Crumlin Institute is occupied via a 25 year lease which commenced on 25th December 2011. Prior to 2011, the building was leased on a 'peppercorn' rental amount. The report recommends to Members that Cabinet approve withdrawal forthwith, in order to meet the coming lease withdrawal deadline of 25th June 2021.

2. SUMMARY

- 2.1 A continuation of the current lease arrangement would not represent value for money.
- 2.2 Retention of the building is not required for the purpose of service continuity.

3. RECOMMENDATIONS

- 3.1 That Cabinet approve the proposed withdrawal from this lease arrangement.
- 3.2 That Legal Services issue the correct notice to the property's managing agents Llanover Estates, following approval by Cabinet, no later than the 25th June 2021.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 The terms of the lease allow Caerphilly CBC as tenant to determine the lease at the end of the 10th, 15th and 20th year. Should notice not be served by the 25th June 2021, the authority will be legally required to continue the lease for a minimum of a further 5 years and therefore be committed to a minimum £500,000 of related expenditure.
- 4.2 The terms of the lease place responsibility for repairs and maintenance on CCBC as the lead tenant. The building is ageing and periodically requires significant expenditure in this regard, suggesting significant further outlay in addition to the projected £500,000 operational costs estimated should the authority remain in the lease arrangement for a further five years.

- 4.3 Crumlin Institute is a large standalone building. The lease covers the full footprint which consists of a basement area, 6 ground floor “lock up” shops and a further two floors above. As tenant, CCBC has consent to sub-let the retail units to third parties and Property Services manage these tenancies (currently 6). Upon exiting the principal lease, the sub-lease agreements revert to the Landlord who would then manage the lettings directly.
- 4.4 It is anticipated that a positive impact will accrue to young people of 11-25 years, including those with protected characteristics and those more generally regarded as vulnerable/potentially vulnerable: As a direct result of exiting the current lease position, resources can be positively redirected to allow for broader delivery of youth work improving the service’s ‘reach’ including to more communities and to those at risk of harmful behaviours, those at risk of disengagement from school and their communities, those potentially homeless and jobless and others

5. THE REPORT

- 5.1 CCBC’s Community Education Service (comprising the Youth Service and the Adult Education Service) has been in a continuous hire position of these premises for many years – an arrangement existed prior to local government reorganisation.
- 5.2 Historically, the building accommodated Adult Education classes, local community groups, a youth club, Community Education personnel and various short term usage from a variety of individuals and groups, including on an *ad hoc* basis.
- 5.3 Disposal of the Crumlin Institute building has been a service option/consideration for some time, principally concerning the related finances and otherwise value to stakeholders of the building. Furthermore, the building no longer represents a suitable permanent location for Youth/Community/Adult Education provision. The costs associated with maintaining a service at this location are prohibitive and mitigate against the most effective delivery of services.
- 5.4 In the past decade, the building’s usage has declined significantly. For example, the building is no longer the administrative or operational base of the Youth Service and a number of its officers are now located elsewhere. Additionally, Adult Education has seen a number of its groups move to other premises in the locale. Changes to external funding and the terms & conditions of that funding (for Adult Education) over recent years has significantly reduced delivery of adult education classes on the site. The youth club section of the building is popular with a group of young people though the club is less accessible for many other young people in the area, who require a more flexible and responsive means of receiving youth work support than represented by a single building-based option limited in suitability.
- 5.5 The material condition of the building has been in continuous decline for the past 15 years and successive bouts of expensive remedial work (for example, to correct the ingress of damp on a major scale) have been necessary to maintain the Institute to a level appropriate for use. The building constitutes a deteriorating asset.
- 5.6 Young people constitute the only remaining significant user group associated with the building and a comprehensive array of engagement with them is under way regarding the alternative delivery of youth work in the area, something which has successfully taken place throughout the Covid pandemic period – it is likely that the Youth Service will build on this practice, steered by young people’s input.

Stakeholder	Amount of time occupying	Current situation
Youth Service teams based in building	4 evenings per week	Briefed and prepared for alternative delivery
Coleg Gwent – Welsh class	2 hours per week	Briefed – no issues
Young People	4 evenings per week, inclusive of 1 x evening Autistic Spectrum youth club	Comprehensive engagement in progress – discussions are face to face/street-based/online. ASD youth club to expand to multiple locations.
Cardiac rehabilitation group	1 afternoon per week	Permanently relocated
Local exercise group	1 hour per week	No plans to recommence on site
Communication tuition (EOTAS – max. 2 pupils)	Max. x 2 hrs per day – term time only	Alternative arrangements in place
Adult Education – ESF team	Full time (transitioning to flexible working)	Briefed – alternative locations arranged (including home working)

- 5.7 There had been six commercial sub-tenants (shops) located on the Ground Floor. Assurances have been obtained from the owners that withdrawal from the lease by the Youth Service will not adversely affect the continuation of these leases though no Related responsibility for this is held by CCBC. In the meantime, one of the sub-tenants is already in the process of relocating to the Old Age Pensioner Hall adjacent to the Institute building and the Youth Service will assist the remaining sub tenants in any way required.
- 5.8 Flexible working – given the principles of the Authority’s flexible working arrangements/developing policy, expensive, fixed bases for officers to be permanently located, such as Crumlin Institute, are no longer required. It is no longer the case that key area officers must be stationed in this location – the need, in fact, is for officers to be more mobile than in the past. Furthermore, given the working flexibilities demonstrated by the service during the pandemic lockdown, it seems likely that a percentage of officers’ administration and management time in the future may be more effectively conducted at home. The trend over the past decade has anyway for Youth Service and other officers to move away from being based in Crumlin, given that the delivery of Youth Service education has ‘moved on’ in that period. Therefore, it is no longer either financially viable not desirable to base officers in such premises.
- 5.9 There are costs associated with the withdrawal from this lease: Due to the terms of the lease, CCBC would be liable to undertake dilapidation works to the sum of £185-£195,000 (a figure likely to increase significantly by the time of the next five year break clause) or secure a cash settlement arrangement in lieu of the dilapidation work. At present, the terms of resolution have not been agreed with the landlord. If this is not agreed by the time of going to Cabinet, it will be necessary to submit a separate delegated powers report for consideration.

5.10 **Conclusion**

The cost/benefit analysis (see 8 – Financial considerations) demonstrates that it is no longer either viable or desirable for the Youth Service and partners to locate services in this location. The opportunity to withdraw from this lease agreement exists presently (though will cease in June of this year, after which the Authority will be tied in to the lease for a further five years), due to the five-yearly break clause being available currently, and therefore requires due consideration.

6. **ASSUMPTIONS**

- 6.1 The projected future costs of remaining in the building are subject to unknown factors, such as the potential for the landlord to increase rental costs should CCBC Youth Service remain in the lease agreement.

7. **SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

- 7.1 Crumlin Institute is no longer a facility that is viable financially or operationally, nor is its retention in the best interests of young people and the wider community. The financial review of the building conducted this year, which includes anticipated costs for the next 5 years if retained (£500,000-£700,000) is, taken in isolation, sufficiently conclusive to support CCBC’s removal from the current lease arrangement for example, these costs compare very disfavouredly with other locations within the youth service’s asset portfolio.

Given the building's size and type, relatively small amounts of usage remain, given that services have gradually withdrawn from the premises over the course of the past decade – this does not represent good value for money nor the efficient use of space. Given the age and design of the building, it's use is increasingly challenging to manage and this is a diversion of managerial resources from the business of youth work.

It is anticipated that a positive impact will accrue to young people of 11-25 years, including those with protected characteristics and those more generally regarded as vulnerable/potentially vulnerable: As a direct result of exiting the current lease position, resources can be positively redirected to allow for broader delivery of youth work improving the service's 'reach' including to more communities and to those at risk of harmful behaviours, those at risk of disengagement from school and their communities, those potentially homeless and jobless and others.

8. FINANCIAL IMPLICATIONS

8.1 The table below details recent and projected costs associated with operating from these premises.

Associated Costs

Total costs associated with the premises, past 5 years (less caretaking costs) *Detail below	£365,230
Projected costs associated with retaining building for next 5 years (plus caretaking costs)	£500,000 (rental, caretaking, NNDR/services, general repairs/maintenance/Insurance, power, Water/sewerage)
Example of occasional, periodic, one-off repair cost	Circa £200,000
Assessed dilapidation costs/potential cash settlement	£185-195,000

*

	2015/16	2016/17	2017/18	2018/19	2019/20
	£	£	£	£	£
Rent	25,000	25,000	22,365	27,892	27,892
NNDR	12,653	12,758	11,943	16,448	16,832
Water/Sewerage	2,974	2,831	2,759	2,991	2,847
Repairs and Maintenance	38,036	19,853	31,119	12,891	29,396
Gas	4,410	3,890	3,956	4,347	4,307
Electricity	3,347	4,736	5,176	5,053	5,050
Insurance	5,387	5,766	3,843	-	4,489
Other premises related	436	862	1,611	5,146	7,715
	92,242	75,696	82,773	74,768	98,528
Rental income	- 6,672	- 8,473	- 11,938	- 16,342	- 15,352
	85,570	67,223	70,835	58,426	83,176

9. PERSONNEL IMPLICATIONS

- 9.1 The relocation of personnel from this location has been under way for several years, in line with service need. Complete removal from use of these premises will see a final round of relocations for staff, though as previously stated, much associated relocation will anyway occur as a direct consequence of the application of the flexible working policy and related procedure

10. CONSULTATIONS

- 10.1 Though no objections to the removal from this lease have been noted, there has been a wider concern expressed that, following withdrawal, every opportunity be taken to encourage the building's owners to maintain the structure and façade in keeping with its historical status in the Crumlin community.

11. STATUTORY POWER

- 11.1 Scheduled for Cabinet approval.

12. URGENCY (CABINET ITEMS ONLY)

- 12.1 The disposal of Crumlin is the most pressing in building asset terms and there are time limitations attached to the process. Should the necessary actions not be completed within the time-frame, the service will be tied to the current lease arrangements for a minimum of a further 5 years.

Author: Paul O'Neill, Senior Youth Service Manager, oneilp@caerphilly.gov.uk

Consultees: Christina Harrhy, Chief Executive
Richard Edmunds, Corporate Director of Education and Corporate Services
Keri Cole, Chief Education Officer
Education Senior Management Team
Mark Williams, Head of Property Services
Lynne Donovan, Head of People Services
Rob Tranter, Head of Legal Services
Jane Southcombe, Education Finance Manager
Cllr. Ross Whiting, Cabinet Member for Education
Cllr. Michael Davies, Ward Member for Crumlin
Cllr. Carl Thomas, Ward Member for Crumlin

Appendices:
Appendix 1 Integrated Impact Assessment

This integrated impact assessment (IIA) has been designed to help support the Council in making informed and effective decisions whilst ensuring compliance with a range of relevant legislation, including:

- Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Welsh Language (Wales) Measure 2011
- Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- Well-being of Future Generations (Wales) Act 2015
- Statutory Consultation v Doctrine of Legitimate Expectation and Gunning Principles

PLEASE NOTE: Section 3 *Socio-economic Duty* only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the Preparing for the Commencement of the Socio-economic Duty Welsh Government Guidance.

1. Proposal Details

Lead Officer	Head of Service	Service Area & Department	Date
Paul O'Neill	Paul Warren	Youth Service/School Improvement	15/3/21

Is this proposal a... (please tick relevant box)			
Policy <input type="checkbox"/>	Strategy / Plan <input type="checkbox"/>	Practice <input type="checkbox"/>	Procedure <input checked="" type="checkbox"/> Restructure <input type="checkbox"/>

What is the proposal to be assessed? *Provide brief details of the proposal and provide a link to any relevant report or documents.*

That the Crumlin Community Education Centre (Crumlin Institute building) be withdrawn from as a base for Youth Service and other activity, in 2021, aligning with the 5-yearly opportunity from withdrawing from a lease with the building's owners, Llanover Estates.

2. Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011

(The Public Sector Equality Duty requires the Council to have “due regard” to the need to eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between different groups; and foster good relations between different groups). Please note that an individual may have more than one protected characteristic.

<u>Protected Characteristics</u>	Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
<p>Age (<i>people of all ages</i>)</p> <p>Page 96</p>	<p>Positive impact on young people. 11-25 years, including those with protected characteristics, allowing young people from across a wider geographical area to be offered youth work support.</p> <p>Negative impact on older age-group, in one instance.</p>		<p>The building is no longer viable financially, with a projected outlay of £500-700,000 to maintain a presence in the building over the next 5 year period which sees limited advantage to the main user group, young people – the savings associated with a withdrawal from the lease would enable far greater youth work coverage of the area than currently is the case</p> <p>Initial enquiries regarding the availability of other premises indicate availability</p>
<p>Disability (<i>people with disabilities/ long term conditions</i>)</p>	<p>Positive impact on young people 11-25, allowing for greater access by disabled young people to youth work opportunities</p>		<p>As above</p>

<p>Gender Reassignment <i>(anybody who's gender identity or gender expression is different to the sex they were assigned at birth)</i></p>	<p>Positive impact on young people 11-25 - the capacity gained as a result of being released from the financial burden associated with these premises allow for the wider embedding of the Youth Service's LGBT support arrangements.</p>		<p>The associated savings will provide for a great form of reach for the youth service, enabling an extension of its County LGBT work</p>
<p>Marriage or Civil Partnership <i>(people who are married or in a civil partnership)</i></p>	<p>Neutral</p>		
<p>Pregnancy and Maternity <i>(women who are pregnant and/or on maternity leave)</i></p>	<p>Positive impact on young people 11-25: The Youth Service's Condom distribution arrangements will improve and reach more young people at risk of harmful behaviours, as these resources can be increased following release from the financial constraints of maintaining these premises. Furthermore, improved links and referral arrangements to the Youth Service's Young Parents group will similarly improve.</p>		<p>The Youth Service understands from experience that improved means of outletting condoms and the associated advice provided always attracts more young people to take up services.</p>
<p>Race <i>(people from black, Asian and minority ethnic communities and different racial backgrounds)</i></p>	<p>Neutral</p>		

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Protected Characteristics	Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Religion or Belief (<i>people with different religions and beliefs including people with no beliefs</i>)	Neutral		
Sex (<i>women and men, girls and boys and those who self-identify their gender</i>)	Neutral		
Page 98 Sexual Orientation <i>(lesbian, gay, bisexual, heterosexual)</i>	Positive impact on young people 11-25: As above, the closure of limited, fixed, building based provision represented by Crumlin Community Education centre allows for the development of capacity in other areas and this will include the Youth Service's support arrangements for LGBT young people from across the County Borough		The associated savings will provide for a great form of reach for the youth service, enabling an extension of its County LGBT work

3. Socio-economic Duty (Strategic Decisions Only)

(The Socio-economic Duty gives us an opportunity to do things differently and put tackling inequality genuinely at the heart of key decision making. Socio-economic disadvantage means living on a low income compared to others in Wales, with little or no accumulated wealth, leading to greater material deprivation, restricting the ability to access basic goods and services)

Please consider these additional vulnerable groups and the impact your proposal may or may not have on them:

- Single parents and vulnerable families
- People with low literacy/numeracy
- Pensioners
- Looked after children
- Homeless people
- Carers
- Armed Forces Community
- Students
- Single adult households
- People misusing substances
- People who have experienced the asylum system
- People of all ages leaving a care setting
- People living in the most deprived areas in Wales (WIMD)
- People involved in the criminal justice system

<u>Socio-economic Disadvantage</u>	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 99</p> <p>Low Income / Income Poverty (cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)</p>	<p>Positive impact on young people 11-25, including</p> <ul style="list-style-type: none"> ➤ Single parents and vulnerable families ➤ People with low literacy/numeracy ➤ Looked after children ➤ Homeless people ➤ Carers ➤ Armed Forces Community ➤ Students ➤ Single adult households ➤ People misusing substances ➤ People of all ages leaving a care setting ➤ People living in the most deprived areas in Wales (WIMD) ➤ People involved in the criminal justice system 		<p>The savings related to the disposal of these premises will allow for the greater frequency, type and amount of youth work to be delivered, with either coincidental or targeted benefit to those with protected characteristics.</p> <p>The Youth Service’s equalities monitoring arrangements demonstrate the need for greater consideration in these terms and partner agencies frequently communicate information that supports this understanding – for example, specialist drugs agencies will share intelligence to this effect. The Youth Service’s Homelessness section reports a continuing and significant prevalence of young people at risk of homelessness.</p>
<u>Socio-economic Disadvantage</u>	Does the proposal have any positive,	If there are negative impacts how	What evidence has been used to

	negative or neutral impacts on the following and how?	will these be mitigated?	support this view?
Low and/or No Wealth (<i>enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future</i>)	Positive – closure of these premises allows for opportunities to reach out to individuals in economic distress to a degree not currently achievable whilst maintaining a high level of financial, premises-related burden.		Alternative delivery arrangements have been discussed in detail and remain to be implemented
Material Deprivation (<i>unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.</i>)	As above		As above
Area Deprivation (<i>where you live (rural areas), where you work (accessibility of public transport)</i>)	As above		As above
Socio-economic Background (<i>social class i.e. parents education, employment and income</i>)	As above. Furthermore, the delivery options accruing from the closure of these premises will allow for greater cross-team integration within the Youth Service and therefore greater opportunity to work more effectively and collaboratively with young people and families with challenging socio-economic backgrounds.		As above.

<p>Socio-economic Disadvantage <i>(What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged)</i></p>	<p>Anticipated impact includes the prevention of young people becoming NEET (Not in Education, Employment or Training) and their successful transition and progression following the end of their compulsory education.</p>		<p>LA NEETs statistics/Engagement and Progression data and modelling</p>
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4. Corporate Plan – Council’s Well-being Objectives

(How does your proposal deliver against any/all of the Council’s Well-being Objectives? Which in turn support the national well-being goals for Wales as outlined in the Well-being of Future Generations (Wales) Act 2015. Are there any impacts (positive, negative or neutral? If there are negative impacts how have these been mitigated?) Well-being Objectives

<p>Objective 1 - Improve education opportunities for all</p>	<p>The Youth Service, the Authority’s statutory education service with the broadest brief, will have a greater reach, given the savings associated with the disposal of these premises.</p>
<p>Objective 2 - Enabling employment</p>	<p>The associated improvements in service delivery will see a greater blending of NEETs provision, as part of the Engagement and Progression duty that is placed with the Youth Service.</p>
<p>Objective 3 - Address the availability, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people’s well-being</p>	<p>Wellbeing-related improvements in service delivery will be achievable as a direct consequence of the disposal of this building.</p>
<p>Objective 4 - Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impact on the environment</p>	<p>The enactment of this proposal will reduce the transport burden on young people by reducing the necessity of travel to a fixed point of youth work delivery and allow for the investment of peripatetic youth work that engages young people in their communities</p>
<p>Objective 5 - Creating a county borough that supports healthy lifestyle in accordance with the Sustainable Development principle with in the Well-being of Future Generations (Wales) Act 2015</p>	<p>The proposal will allow for the broader delivery of the Youth Service’s curriculum, which includes a significant element of health-related education.</p>
<p>Objective 6 - Support citizens to remain independent and improve their well-being</p>	






4a. Links to any other relevant Council Policy

(How does your proposal deliver against any other relevant Council Policy?)

Flexible working – given the principles of the Authority’s flexible working arrangements/developing policy, expensive, fixed bases for officers to be permanently located are no longer required and Crumlin Institute represents the main example of such a location within the Youth Service’s asset portfolio. It is no longer the case that key area officers must be stationed in this location – the need, in fact, is for officers to be more mobile than in the past. Furthermore, given the working flexibilities demonstrated by the service during the pandemic lockdown, it seems likely that a percentage of officers’ administration and management time may be more effectively conducted at home. The trend over the past decade has anyway for Youth Service and other officers to move away from being based in Crumlin, given that the delivery of youth Service education has ‘moved on’ in that period. Therefore, it is no longer either financially viable not desirable to base officers in such premises.

5. Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP)

(Also known as the sustainable development principles. The Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)

<u>Ways of Working</u>	How have you used the Sustainable Development Principles in forming the proposal?
<p>Long Term</p> 	<p>Consider the long-term impact of the proposal on the ability of communities to secure their well-being.</p> <p>The proposal is made against the backdrop of achieving lasting and positive change, allowing the service to respond more effectively to the needs of young people, their communities, and the Youth Service’s partners. Conversely, the retention of these premises only supports a short-term and limited form of educational reach.</p>
<p>Prevention</p> 	<p>Consider how the proposal is preventing problems from occurring or getting worse</p> <p>The Youth Service is the main service of inclusion in the Authority and as such has a significant prevention remit in terms of Anti-social Behaviour, poor mental and physical health, Homelessness, NEETs and School disengagement.</p>
<p>Integration</p> 	<p>Consider how your proposal will impact on other services provided in our communities (these might be Council services or services delivered by other organisations or groups)</p> <p>The Youth Service’s role is to integrate and reintegrate young people into their communities, into education and into employment/training. The flexibilities achieved to service delivery by the withdrawal from these premises would assist in this activity.</p>
<p>Collaboration</p> 	<p>Consider how you are working with Council services or services delivered by other organisations or groups in our communities.</p> <p>The retention of these premises allows for limited collaboration with other agencies: Indeed, selected partner agencies, including Gwent Police, have clearly expressed a greater flexibility of Youth work delivery that can only be achieved by releasing the building from the organisation’s responsibility, allowing local youth work organisers to collaborate freely and effectively with a variety of partners, including Secondary Schools, employers, Social Services and others.</p>
<p>Involvement</p> 	<p>Consider how you involve people who have an interest in this proposal and ensure that they represent the diversity of our communities.</p> <p>Above all, the Youth Service is one of Participation – the service delivers youth work <i>with</i> the involvement of young people, rather than <i>for</i> them or <i>to</i> them. For a significant period of time, young people have expressed a wish for the service to delivery more flexibly and this approach will be strengthened via the disposal of this leased property. During the lockdown period associated with the Covid-19 pandemic, the Youth Service introduced new methodologies to its work, proving successful in involving young people in education at a time when this was otherwise challenging to do. The freedom to deliver more youth work in an</p>

	<p>alternative vein, building on recent developments, will accrue from the disposal of a building that at present provides too fixed and inflexible options for delivery.</p>
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6. Well-being of Future Generations (Wales) Act 2015

<u>Well-being Goals</u>	Does the proposal maximise our contribution to the Well-being Goal and how?
<p>A Prosperous Wales <i>An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work</i></p>	<p>Efficient use of resources, skilled, educated people generates wealth and provides jobs The release of the use of this building reduces the Authority's carbon footprint, freeing youth workers from being bound to a particular site and thereby cutting waste in terms of heating, lighting and other energy-wasteful practices associated with the use of an old and non-ecologically friendly location.</p>
<p>A Resilient Wales <i>A nation which maintains and enhances a biodiverse natural environment healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for climate change)</i></p>	<p>Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>
<p>A Healthier Wales <i>A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood</i></p>	<p>People's physical and mental well-being is maximised and health impacts are understood The removal of a financially wasteful and fixed location for the delivery of youth work, with all its attendant inflexibilities in terms of educational delivery, allows for the wider delivery of the service's curriculum, most especially its Health education aspect: Furthermore, youth workers will engage more with young people in outdoor locations across the County Borough, taking advantage of appropriate opportunities for engaging young people in physical and sporting activities.</p>
<p>A More Equal Wales</p>	<p>People can fulfil their potential no matter what their background or circumstances. This includes the</p>

A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio-economic background and circumstances)

protected characteristics listed in Q2 above. Also consider the cumulative impacts.

The Youth Service carries specific responsibilities in terms of assisting young people to reach their potential and challenges socio-economic challenges, enabling young people to thrive more educationally, be more integrated into their communities and to make a successful transition to adulthood: The flexibilities realised via the removal of this building from the service's asset portfolio will allow a more fair form of access by young people to youth workers for these purposes.

<u>Well-being Goals</u>	Does the proposal maximise our contribution to the Well-being Goal and how?
<p>A Wales of Cohesive Communities <i>Attractive, viable, safe and well-connected communities</i></p>	<p>Communities are attractive, viable, safe and well connected.</p> <p>Yes. Community cohesion is a discrete aspect of youth work delivery, including with specific regard to crime and anti-social behaviour reduction. The youth club currently located in these premises performs well for a limited number of young people (there are over 50 members) but the wider youth population in the area, including in the communities of Newbridge and Oakdale, are unable to access the premises for reasons of travel limitations, poor lighting/safety considerations, lack of willingness to travel and lack of access to transport. Relocating youth work support from Crumlin Institute will allow for the greater and more positive influence of youth workers in the wider area by means of either ‘detached’ work (where they will work with residents, the Police and others to identify locations of need), ‘virtual’ work (utilising social media and other online opportunities for engagement with young people) or occasional building based work in shared locations such as Libraries and community centres, thereby making the wider community a safer place for young people and other residents.</p>
<p>Wales of Vibrant Culture and Thriving Welsh Language <i>A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation</i></p>	<p>Culture, heritage and the Welsh language are promoted and protected. People are encouraged to participate in sport, art and recreation.</p> <p>The financial advantages represented by a withdrawal from this expensive lease arrangement includes the expansion of the Welsh Youth Work offer – this will enable the positioning of Youth Workers with related skills to be present in more communities than is currently the case.</p>
<p>A Globally Responsible Wales <i>A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being</i></p>	<p>Taking account of impact on global well-being when considering local social, economic and environmental well-being.</p> <p>The membership and mechanisms of the Youth Service’s Junior and Youth Forums, especially active via the adoption of related annual priorities, will be more available to more young people and in more locations than is currently the case, due to the opportunities for peripatetic youth work that will arise from a release from the currently fixed location of youth work in Crumlin.</p>

7. Welsh Language (Wales) Measure 2011 and Welsh Language Standards

(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact a proposal may have on opportunities to use the Welsh language and ensuring the Welsh language is treated no less favourably than the English language) [insert link to WL Commissioners Policy Making Standards Guidance](#)



Requirement	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view? <i>e.g the WESP, TAN20, LDP, Pupil Level Annual School Census</i>
<p>Links with Welsh Government's Cymraeg 2050 Strategy and CCBC's Five Year Welsh Language Strategy 2017-2022 and the Language Profile</p>	<p>Positive: The service will benefit financially from the release of the building, in turn allowing for the expansion of its Welsh language youth work arrangements that are currently more limited in scope.</p>		
<p>Compliance with the Welsh Language Standards. <i>Specifically Standards 88 - 93</i></p>	<p>In supporting the expansion of the Service's Welsh language youth work offer, the proposal complies with Welsh language standards, not limited to standards 88-93 in terms of widening opportunities for young people to enhance their Welsh language skills via the release of financial capacity that supports practice for this purpose</p>	<p>Ensure correspondence and details on the website is bilingual even if the proposal has no impact on the Welsh language e.g road resurfacing works</p>	
<p>Opportunities to promote the Welsh language <i>e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community</i></p>	<p>Actively encourage and promote the use of our services in Welsh to see an increase in demand over time An expansion of Welsh youth work provision will widen opportunities for the use of Welsh in an educational context.</p>		

<p>Opportunities for persons to use the Welsh language <i>e.g. staff, residents and visitors</i></p>	<p>The rights of Welsh speakers to use Welsh when dealing with the council and for staff to use Welsh at Work As above – the Welsh language and related aspects will have the opportunity to feature more prominently in the delivery youth work than is currently the case should service delivery widen as a consequence of disposing of the current building lease and accompanying financial burden. However, should a Welsh language class, previously delivering from these premises, wish to be reinstated, it will necessarily need to locate an alternative site – assistance with this will be provided as necessary</p>		
<p>Treating the Welsh language no less favourably than the English language</p>	<p>As above</p>		

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7a. Having considered the impacts above, how has the proposal been developed so that there are positive effects, or increased positive effects on (a) opportunities for persons to use the Welsh language, and b) treating the Welsh language no less favourably than the English language.

Yes – this proposal supports the wider delivery of youth work in the medium of Welsh.

8. Data and Information
(What data or other evidence has been used to inform the development of the proposal? Evidence may include the outcome of previous consultations, existing databases, pilot projects, review of customer complaints and compliments and or other service user feedback, national and regional data, academic publications and consultants' reports etc.)

Data/evidence <i>(Please provide link to report if appropriate)</i>	Key relevant findings	How has the data/evidence informed this proposal?
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<p>What data / evidence was used? Provide links to any reports if appropriate e.g. Household Survey 2017</p> <p>Previous consultation. Youth Service staff and young people had previously commented on the need to expand youth work delivery methodology in order to reach young people – that consultation was not specific to the use or otherwise of this building but is linked to the inflexibilities of being operationally tied to fixed locations.</p> <p>Data – The youth work accessed at this site is of good quality though is limited in terms of the % of local youth population reached from the surrounding area.</p> <p>A recent pilot delivery of youth work in a nearby location has proven the efficacy of moving delivery away from a fixed locations-only approach to one that has greater inbuilt flexibility.</p>	<p>What were the key findings? What did the data / evidence used tell you?</p>	<p>How has the data / evidence available helped inform the proposal? Did it support the proposal and how? If the data / evidence didn't support the proposal why was this?</p>
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Were there any gaps identified in the evidence and data used to develop this proposal and how will these gaps be filled?
Details of further consultation can be included in Section 9.

Are there any gaps in the existing data and how will you go about filling these gaps?
There are no perceived gaps with regards to any further evidence required to further this proposal

9. Consultation
(In some instances, there is a legal requirement to consult. In others, even where there is no legal obligation, there may be a legitimate expectation from people that a consultation will take place. Where it has been determined that consultation is required, [The Gunning Principles](#) must be adhered to. Consider the [Consultation and Engagement Framework](#). Please note that this may need to be updated as the proposal develops and to strengthen the assessment.

Briefly describe any recent or planned consultations paying particular attention to evidencing the Gunning Principles.

Who was consulted?

The consultation process is largely complete. The relevant youth work teams who operate from the building have been met with. More formalised communication has also taken place with the following stakeholders –

- **Coleg Gwent – this institution had, previous to lockdown, operated a Welsh class from the building. There is no intention to resume.**
- **A local cardiac rehabilitation group. The Youth Service has good links with this group and has discussed the overall position regarding the building but the group has since moved on to an alternative venue.**
- **A local exercise class that had operated for an hour per week previous to lockdown has been contacted but with no response – it is believed that there is no intention to resume class delivery at the site.**

Young people who had, previous to lockdown, attended the provision and are still being engaged with by alternative means are currently being engaged with on this matter by blended means – via face to face meetings indoors, via the use of outreach work, and online.

How have the consultation findings been taken into account?

10. Monitoring and Review

<p>How will the implementation and the impact of the proposal be monitored, including implementation of any amendments?</p>	<p>For example, what monitoring will be used? How frequent? Via the Youth Service’s internal Quality Performance management system and the Education Directorate’s Service Improvement Plan monitoring processes and Corporate Performance management measures.</p>
<p>What are the practical arrangements for monitoring?</p>	<p>For example, who will put this in place? When will it start? Alternative Youth Work delivery will be subject to statistical measure and observation of quality of delivery.</p>
<p>How will the results of the monitoring be used to develop future proposals?</p>	<p>Experiences arising from the implementation of this proposal may inform any other similar arrangements in other parts of the County Borough.</p>
<p>When is the proposal due to be reviewed?</p>	<p>N/A</p>
<p>Who is responsible for ensuring this happens?</p>	<p>N/A</p>

11. Recommendation and Reasoning

- Implement proposal with no amendments
- Implement proposal taking account of the mitigating actions outlined
- Reject the proposal due to disproportionate impact on equality, poverty and socio-economic disadvantage

Have you contacted relevant officers for advice and guidance? Yes No

12. Reason(s) for Recommendation

(Provide below a summary of the Integrated Impact Assessment. This summary should be included in the "Summary of Integrated Impact Assessment" section of the Corporate Report Template. The Integrated Impact Assessment should be published alongside the Report proposal).

Crumlin Institute is no longer a facility that is viable financially or operationally, nor is its retention in the best interests of young people and the wider community. The financial review of the building conducted this year, which includes anticipated costs for the next 5 years if retained (£500,000-£700,000) is, taken in isolation, sufficiently conclusive to support CCBC's removal from the current lease arrangement – for example, these costs compare very unfavourably with other locations within and without the youth service's asset portfolio.

Given the building's size and type, relatively small amounts of usage remain, given that services have gradually withdrawn from the premises over the course of the past decade – this does not represent good value for money nor the efficient use of space – given the age and design of the building, its use is increasingly challenging to manage and this is a diversion of managerial resources from the business of youth work.

13. Version Control

(The IIA should be used in the early stages of the proposal development process. The IIA can be strengthened as time progresses to help shape the proposal. The Version Control section will act as an audit trail to evidence how the IIA has been developed over time)

Version No.	Author	Brief description of the amendments/update	Revision Date
1			
1			
4			

Integrated Impact Assessment Author

Name:	Paul O'Neill
Job Title:	Senior Youth Service Manager
Date:	15/3/21

Head of Service Approval

Name:	Paul Warren
Job Title:	Lead Officer for School Improvement.

Signature:		Date:	
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