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Date: 30th June 2021

Dear Sir/Madam,

A digital meeting of the **Cabinet** will be held via Microsoft Teams on **Wednesday, 7th July, 2021** at **10.30 am** to consider the matters contained in the following agenda. You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so.

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

Yours faithfully,

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

Christina Harrhy
CHIEF EXECUTIVE

AGENDA

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

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

A greener place Man gwyrdach



To approve and sign the following minutes: -

3 Cabinet held on 23rd June 2021. 1 - 8

To note the Cabinet Forward Work Programme.

4 Cabinet Forward Work Programme. 9 - 10

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

5 Provisional Revenue Budget Outturn for 2020/21. 11 - 34

6 Social Value Policy and the Adoption of the Themes, Outcomes and Measures Framework. 35 - 86

7 Street Naming and Numbering - Proposed Charge to Add/Rename/Remove a Residential Property Name. 87 - 116

8 Kickstart Scheme. 117 - 148

9 Caerphilly County Borough Council - Proposals for Asylum Dispersal and Afghan Relocation. 149 - 158

10 Proposed Community Hall in Ty Sign, Risca. 159 - 170

Circulation:

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

And Appropriate Officers

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Agenda Item 3



CABINET

MINUTES OF THE REMOTE MEETING HELD VIA MICROSOFT TEAMS ON WEDNESDAY, 23RD JUNE 2021 AT 10.30 A.M.

PRESENT:

Councillor P. Marsden (Leader) - Chair

Councillors:

S. Cook (Social Care), N. George (Waste, Public Protection and Street Scene), C. Gordon (Corporate Services), L. Phipps (Housing), E. Stenner (Customer, Performance and Property Services) and R. Whiting (Learning and Leisure).

Together with:

R. Edmunds (Corporate Director – Education and Corporate Services), D. Street (Corporate Director – Social Services and Housing), and M.S. Williams (Corporate Director – Economy and Environment).

Also in Attendance:

A. Dallimore (Regeneration Services Manager), V. Camp (Transformation Manager), R. Hartshorn (Head of Public Protection, Community & Leisure Services), S. Pugh (Communications Manager), R. Kyte (Head of Regeneration and Planning), S. Richards (Head of Education Planning and Strategy), S. Harris (Head of Financial Services and Section 151 Officer), R. Tranter (Head of Legal Services and Monitoring Officer), M. Harris (Committee Services Support Officer/Chauffeur) and C. Evans-Thomas (Committee Services Officer).

Councillors C. Mann

Audit Wales – Gareth P. Jones and M. Jones.

RECORDING AND VOTING ARRANGEMENTS

The Leader 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 A. Whitcombe (Sustainability, Planning and Fleet) and C. Harry (Chief Executive),

2. DECLARATIONS OF INTEREST

R. Tranter (Head of Legal Services and Monitoring Officer) declared a personal interest in Agenda Item 10- Gwent Covid-19 Prevention and Response Plan as his wife works for the

Torfaen Track and Trace team but was able to remain in the meeting.

3. CABINET – 9TH JUNE 2021

RESOLVED that the minutes of the meeting held on 9th June 2021 were approved as a correct record.

4. CABINET FORWARD WORK PROGRAMME – TO NOTE

Cabinet were provided with the Cabinet Forward Work Programme, which detailed the scheduled reports for 21st July 2021. Members were reminded that the Cabinet Forward Work Programme is a working document and therefore subject to change.

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

RESOLVED that the Cabinet Forward Work Programme be noted.

5. REGENERATION BOARD – PROJECT PROPOSALS

The report provided Cabinet with details of the allocation of £10,000 Licence to Innovate Funding towards the provision of A Feasibility Study for Accommodation at Llancaiach Fawr Manor and the allocation of a further £10,000 for a 12-month commercial training plan.

Cabinet noted that at the meeting on 30th May 2018, Cabinet agreed that a Regeneration Project Board would be set up with a cross-party political representation of Councillors plus key officers. This group is supported by a Regeneration Assessment Panel consisting of officers from a range of service areas. An initial sum of £300,000 was allocated to the Project Board.

The Regeneration Assessment Panel have met on numerous occasions to consider the prioritised list of capital projects, which have been identified by the Board to move to the Assessment Stage. Following subsequent Cabinet Approvals, since February 2019 numerous projects have been endorsed with financial assistance provided (where necessary) from the Regeneration Project Board Development Funds.

During January 2019 Cabinet resolved to release £1.2m of reserves for the Regeneration Board prioritised projects. This was further supplemented in April 2021 when the Cabinet resolved to allocate an additional £1m to the Development Fund budget bringing the total allocation to £2.5m. To date, £1,499,200 has been allocated towards prioritised capital regeneration schemes, across the County Borough.

Members were reminded that in December 2020 Cabinet resolved to allocate £50,000 seed money to the Regeneration Board for 2020/21 to progress concepts and ideas under the Licence to Innovate Initiative.

The report asked Cabinet to note the £10,000 Licence to Innovate Funding for a feasibility Study for accommodation at Llancaiach Fawr Manor and an allocation of £10,000 for a Commercial Training plan.

It was noted that the request would leave an active Licence to Innovate Fund of £9,311.

Cabinet thanked the Officer and Cabinet Member for the report and discussion ensued.

A Member, in noting the popularity of Llancaiach Fawr Manor for a wedding destination, and the proposal to provide accommodation at the site sought further information on the outcome of the proposal. Officers explained works are underway around a conclusion and it is anticipated that a report will be available within the next 6-months, which will be provided to cabinet.

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

RESOLVED that for the reasons contained in the Officers Report it be noted that £10,000 Licence to Innovate Funding has been allocated to prepare the feasibility study for accommodation at Llancaiach Fawr, and £10,000 has been allocated for the provision of a commercial training plan, as approved by the Regeneration Project Board.

6. CWM IFOR SOLAR FARM

The report outlined the recommendations made to Cabinet in the Regeneration Board at its meeting on the 30th March 2021 to allocate £434,000 development funding to the Cwm Ifor Solar Farm project. The report outlined in detail the progress on the proposal to date and identifies the next steps and investment required to take the project forward and sought Cabinet endorsement to proceed.

It was noted that the Cwm Ifor Solar Farm proposal is a significant project requiring additional investment to progress to the position where there is a full business case for approval. The investment sought will enable: the submission of a planning application, including all supplementary consultants work and reports and stakeholder engagement; procurement documentation and options for construction; and specific financial modelling to enable Cabinet to make a decision on the future construction of the solar farm in early 2022.

Cabinet thanked the Officer and Cabinet Member for the report and discussion ensued.

Members thanked the Officer for the extensive work undertaken to date on the proposal and sought further information on the impact to residents and properties. Officers reiterated that the report seeks Cabinet approval to progress to the next stage in which a planning consultant can be appointed, who will look at the land allocated and requirement and provide further information to residents on the size and scale of the project. Members were assured that significant consultation processes will be undertaken throughout the project.

A Member queried whether Local Ward Members had been consulted and if they were in support of the project. Officers explained that regular Local Ward Member Briefings have been underway, as well as site visits to ensure local members were happy with the proposal. Thus far, feedback has been positive, and ward members are in support of the proposal, but further consultation exercises will be undertaken should Cabinet approve the recommendation.

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

RESOLVED that for the reasons contained in the Officers Report it be agreed that funds totalling £434,000 are allocated in order that officers can progress the Cwm Ifor Solar Farm project to final business case, at which time a further report will be brought forward for Cabinet consideration.

7. **AUDIT WALES FINANCIAL SUSTAINABILITY ASSESSMENT – CAERPHILLY COUNTY BOROUGH COUNCIL**

The report presented Cabinet with the Audit Wales report on its latest financial sustainability assessment of Caerphilly CBC.

It was noted that Audit Wales has undertaken its assessment of financial sustainability as this continues to be a risk to councils putting in place proper arrangements to secure value for money in the use of resources. A similar project was undertaken for 2019/20, before the COVID-19 pandemic. The overall conclusion of the 2019/20 review for Caerphilly CBC was that: -

The Council has a strong financial position, with an increasingly high level of usable reserves, a relatively stable level of borrowing, and significant budget underspends in recent years.

The Audit Wales 2020/21 assessment of councils' financial sustainability was in two phases. Phase 1 was a baseline assessment of the initial impact of COVID-19 on local councils' financial positions. This phase drew on the year-end position for 2019/20, the position at the end of quarter 1 for 2020/21, and projections for quarter 2 for 2020/21. Following Phase 1, in October 2020 Audit Wales published a national summary report – **Financial Sustainability of Local Government as a result of the COVID-19 Pandemic**. This found that councils and the Welsh Government have worked well together to mitigate the impact of the pandemic to date, but the future sustainability of the sector is an ongoing challenge.

It was recognised that the pandemic has had an immediate and profound effect on public sector finances as a whole and, as a consequence, on councils' financial positions. The summary report set a high-level baseline position, including the reserves position of local councils before the pandemic. It also set out the initial financial implications of the pandemic for local councils and the scale of the anticipated challenge going forward.

The report which was attached at Appendix 1 of the Officers report has been produced by Audit Wales following the conclusion of Phase 2 of its financial sustainability assessment work during 2020/21. A report is being produced for each of the 22 principal councils in Wales.

Cabinet thanked the Officer for the report and welcomed G. P. Jones and M. Jones from Audit Wales to the meeting, who provided details of a small number of minor amendments to the financial sustainability assessment report, which were noted by Cabinet.

Officers explained that the Council is in a strong financial position, with a number of key projects and frameworks in place, and that the proposals for improvement in the Audit Wales report align with the agreed outcomes for the ongoing Sustainable Financial Planning Corporate Review. In addition, Cabinet were assured that regular updates will be provided through the Committee cycle.

Officers from Audit Wales wished to thank the Head of Financial Services and Section 151 Officer, Finance Manager, Chief Executive and the Cabinet for their support and cooperation.

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

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

- i) The content of the Audit Wales Report be noted, including the minor amendments highlighted by Officers from Audit Wales;
- ii) That the Audit Wales proposals for improvement which have been accepted by

Officers and will be addressed as part of the Sustainable Financial Planning Corporate Review be noted.

8. PROVISIONAL CAPITAL OUTTURN 2020/21

The report provided information to Cabinet relating to the provisional capital outturn for the 2020/21 financial year.

The report provided details of actual capital expenditure for the 2020/21 financial year and slippage that has been requested to be carried forward into 2021/22.

Cabinet thanked the Officers for the report and discussion ensued.

A Member sought further information around the slippage identified within the report and asked whether Covid-19 is a contributory factor. Officers explained that whilst the ongoing Pandemic has caused slippage in a number of areas such as the HRA, Home Repair Grants and WHQS programme, there are a number of other reasons for slippage such as delays in ongoing programmes of works, delays in contractual arrangements and the securing of external funding. Officers explained that a review of the Capital budgets and allocated spends will be underway in the coming months, with the aim being to provide a report to Cabinet in the Autumn.

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

RESOLVED that for the reasons contained in the Officers report the contend of the report be noted.

9. DELIVERING GOOD GOVERNANCE REVIEW: CAERPHILLY CBC

The report outlined the findings of the Delivering Good Governance Review: Caerphilly County Borough Council together with the Council's proposed action plan for addressing the matters for consideration raised within the review.

It was noted that in the Autumn of 2019, Audit Wales and Caerphilly CBC jointly agreed to carry out a review of the Councils Governance arrangements. The review was framed as a means of assessing whether the Council's existing arrangements were sufficiently well developed to support the ambitious TeamCaerphilly transformation journey.

The review was to include a self-evaluation by the Council's Corporate Governance Panel against the Chartered Institute for Public Finance and Accountancy (CIPFA) "Delivering Good Governance in Local Government Framework". The self-evaluation would then receive scrutiny and challenge from an external regulatory expert commissioned by the Council, before being subject to further review by Audit Wales.

It was noted that in March 2020, and with the self-evaluation still incomplete, the Council and Audit Wales agreed to pause the review as a result of the immediate need to focus Council resources on the response to the COVID-19 Pandemic.

In June that year, Audit Wales announced their intention to deploy their staff to support and challenge recovery planning in real-time. This was a decision taken to provide "assurance that recovery takes due account of the multitude of risks, but also that it grasps the opportunities for a different and sustainable future".

Cabinet noted that by August, and with the pandemic response showing no signs of coming to an end, it was clear that the previously undertaken self-evaluation work was becoming less and less reflective of the governance arrangements supporting the Councils new operating environment.

The Council and Audit Wales, however, remained committed to use the self-evaluation work as a basis of describing some potential enhancements to the Council's arrangements.

It was noted that Appendix 2 of the report outlined several matters for consideration for the Council that have been identified by Audit Wales, while Appendix 3 included the Councils proposed action plan for addressing the matters raised.

Cabinet thanked the Officers for the report and welcomed G.P. Jones from Audit Wales who provided Cabinet with a summary of the review and findings as well as the road map and the 5 areas identified within the document as areas of improvement. Cabinet thanked the Officer and Audit Wales for their valued input and assurances were given that the Council will strive to meet the objectives.

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

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

- i) The content of the Audit Wales Delivering Good Governance Review: Caerphilly County Borough Council be noted;
- ii) The action plan as attached at Appendix 3 of the Officers report be agreed.

10. GWENT COVID-19 PREVENTION AND RESPONSE PLAN

The report informed Cabinet of the health protection and control measures that are in place across Gwent to reduce the risk of transmission of Covid-19 in our communities.

The report sought Cabinet's endorsement of the updated Gwent Covid-19 Prevention and Response Plan.

It was noted that in July 2020 Welsh Government wrote to Local Authorities and Health Boards to ask that they prepare joint Local Covid-19 Prevention and Response Plans. The Guidance issued at that time has been revised and Welsh Government wrote to Local Authorities and Health Boards on 10th May 2021 requesting that Plans be updated. The updated Gwent Covid-19 Prevention and Response Plan was attached at Appendix A of the Officers report for Cabinet's consideration.

Cabinet thanked the Officers for the report and discussion ensued.

Cabinet expressed their gratitude to the Head of Public Protection, Community and Leisure Services, and his team for their continued dedication during the ongoing pandemic.

A Member, in noting the easing of lockdowns, queried whether there has been an increased pressure on Covid Enforcement and Public Protection Enforcement. Officers explained that this has presented a challenge and there has been a requirement to call upon staff outside of the Environment Health Team to aid Environmental Health Officers who have been allocated to the pandemic response. Members of staff from Trading Standards and Licensing have been called upon to provide support with the enforcement of Covid regulations, and there has been a need to second Environmental Health Officers from Health and Safety and Housing, as well as recruit a temporary Officer, in order to meet the demand. The Officer explained

that the additional staffing is being funded under the Covid-19 hardship fund, however Officers are lobbying Welsh Government to provide funding beyond September 2021, as it is envisaged that resources will be required for the remainder of the Financial year. Members noted however that the Contact Tracing funding has been extended to March 2022.

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

RESOLVED that for the reasons contained in the Officers report the updated Gwent Covid-19 Prevention and Response Plan be endorsed.

The meeting closed at 11.23 am

Approved and signed as a correct record subject to any corrections made at the meeting held on 7th July 2021.

CHAIR

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Cabinet Forward Work Programme

07/07/2021 10:30	Social Value Policy	To seek approval of the Social Value Policy and the adoption of the Themes, Outcomes and Measures Framework.	Evans, Ian;	Cllr. Gordon, Colin J;
07/07/2021 10:30	Provisional Revenue Outturn for 2020/21	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.	Harris, Stephen R;	Cllr. Stenner, Eluned;
07/07/2021 10:30	House Naming Charges	To consider the introduction of a nominal charge for house naming service.	Kyte, Rhian;	Cllr. Whitcombe, Andrew;
07/07/2021 10:30	Kickstart Scheme	To outline the key elements of the Department of Work and Pensions (DWP) Kickstart scheme and seek approval to engage with the scheme.	Kyte, Rhian; Williams, Mark S;	Cllr. Marsden, Philippa;
07/07/2021 10:30	Home Office Asylum Dispersal Scheme	To highlight to members the key aspects of becoming an asylum dispersal area and to seek associated approval.	Richards, Sue; Peters, Kathryn;	Cllr. Stenner, Eluned;
07/07/2021 10:30	New Community Hall at Ty Sign	Cabinet are asked to consider whether to provide in principle support for a proposal received from Agape Community Church, Ty Sign to build a new community resource centre on land at Holly Road, Tŷ Sign which is in the ownership of the Housing Revenue Account.	Hartshorn, Robert;	Cllr. Stenner, Eluned;
21/07/2021 10:30	Inclusion Strategy	To seek approval associated with well-being, behaviour and exclusion for schools.	Cole, Keri;	Cllr. Whiting, Ross;
21/07/2021 10:30	Proposals for the operation of the Community Empowerment Fund	To seek approval of the fund criteria and grant management of the community empowerment fund	Richards, Sue; Peters, Kathryn;	Cllr. Stenner, Eluned;

Cabinet Forward Work Programme

21/07/2021 10:30	NEETs Strategy	To update Cabinet on the identification and engagement of young people at risk of NEET – issues and methodology. To identify the key actions necessary to reduce the number of NEET young people in the County Borough	Warren, Paul;	Cllr. Whiting, Ross;
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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.

5.48 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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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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CABINET – 7TH JULY 2021

SUBJECT: SOCIAL VALUE POLICY AND THE ADOPTION OF THE THEMES, OUTCOMES AND MEASURES FRAMEWORK

REPORT BY: CORPORATE DIRECTOR EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 To present to Cabinet the draft Caerphilly CBC ('Council') Social Value Policy ('SV Policy') and the proposed adoption of the Themes, Outcomes and Measures Framework ('TOMs Framework').
- 1.2 To recommend endorsement and implementation of the draft SV Policy and the adoption of the TOMs Framework.

2. SUMMARY

- 2.1 The Council's SV Policy which includes the TOMs Framework is attached at Appendix 1.
- 2.2 The SV Policy sets out a proposed approach to further enhance and build upon the successes that have been achieved to date by the Council in relation to Social Value. The SV Policy brings together a number of different legislative requirements, policy initiatives and aspirations into a single coherent framework underpinned by five key objectives with 'Caerphilly Cares' at the centre.
- 2.3 The five key objectives are:
 - Promote Social Innovation;
 - Promote Local Skills, Employment & Training;
 - Protecting & Improving the Environment;
 - Education Initiatives;
 - Healthier, Safer and Resilience with Partners in Communities.
- 2.4 The TOMs Framework is an effective and efficient mechanism in measuring, recording and monitoring Social Value and Community Benefits. It is proposed that the TOMs Framework is adopted and incorporated in appropriate Council procurement processes and procedures moving forward.

3. RECOMMENDATIONS

- 3.1 To endorse and implement the SV Policy and the TOMs Framework.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To ensure the Council has a fit for purpose SV Policy and an effective and efficient measurement framework to support the measuring, recording and monitoring of Social Value and Community Benefits.

5. THE REPORT

- 5.1 The Council's Corporate Plan and Well-being Objectives clearly demonstrates the Council's commitment to prioritising social, economic and environmental wellbeing for the County Borough and our partners. The Council recognises that the way in which we manage our annual spend of circa £230 million with suppliers, service providers and contractors can make a significant contribution to this priority.
- 5.2 The Council has a responsibility to manage public money with probity, to ensure that Value for Money is achieved and to manage it in such a way that wider Council objectives can be supported. The Council's Programme for Procurement (2018-2023) set an increased focus on the delivery recognising the value of using procurement to support its wider Cultural, Social, Economic and Environmental objectives, in ways that offer real long-term benefits to the community it serves and the people of Wales, whilst balancing the issues of Value for Money.
- 5.3 Value for Money is the optimum combination of whole-of-life costs in terms of not only generating efficiency savings and good quality outcomes for the Council, but also benefit to society, the economy, and the environment, both now and in the future.
- 5.4 Social Value is "a broad term used to describe the social, environmental and economic impacts of actions taken by communities, organisations, governments and individuals" (as defined in Social Value for Commercial Success eLearning, Government Commercial College, 2020).
- 5.5 The Council has increasingly sought to incorporate Social Value initiatives into our procurement processes and procedures, however it is acknowledged that it is an area we can improve upon by being more joined up in terms of matching opportunities with those most in need. The Council are striving to deliver the maximum value for the Caerphilly pound and continue to demonstrate that Caerphilly cares.
- 5.6 The draft SV Policy brings together a number of different legislative requirements, national & local policy drivers, initiatives and aspirations into a single coherent framework underpinned by five key objectives with 'Caerphilly Cares' at the centre.

The draft SV Policy places a particular focus on the following policy drivers and initiatives:

- The Wellbeing of Future Generations (Wales) Act 2015;
- The Social Services and Well-being (Wales) Act 2014;
- Caerphilly CBC, Corporate Plan 2018-2023;
- Caerphilly Public Services Board;
- Decarbonisation Strategy and Action Plan Reduce, Produce, Offset, Buy;
- Cardiff Capital Region City Deal;
- Programme for Procurement 2018-2023;
- Themes, Outcomes and Measurement (TOMs) Framework;
- Circular Economy;
- Code of Practice Ethical Employment in Supply Chains;
- Community Wealth Building;
- Foundational Economy;
- Support of Local Businesses and SMEs.

- 5.7 The SV Policy aims to provide an overarching framework for the delivery of the above-mentioned policy drivers and initiatives and importantly delivery of the Council's own commitments and initiatives. This will ensure that the Council maximises Cultural, Social, Economic and Environmental objectives that we deliver through our procurement activity.
- 5.8 TOMs is a measurement framework that allows for an unlocking of Social Value through its integration into procurement and project management. The TOMs Framework had initially been developed in conjunction with the National Social Value Task Force, which is a cross-sector organisation combining both public and private sector organisations. This was the result of extensive consultation across Local Authorities and public-sector organisations, including the Local Government Association, Office of Civil Society and Crown Commercial Services. The TOMs framework had been designed around 5 principal issues, 20 Core Outcomes and 48 Core Measures:
- Themes – The overarching strategic themes that an organisation is looking to pursue;
 - Outcomes – The objectives or goals that an organisation is looking to achieve that will contribute to the Theme;
 - Measures – The measures that can be used to assess whether these Outcomes have been achieved. For the TOMs Framework, these are action based and represent activities that a supplier, service provider and contractor could complete to support a particular desired outcome.
- 5.9 In March 2020 the Council formally engaged with the Social Value Portal (SVP) to act as our Social Value procurement and measurement partner for a period of three years. In conjunction with SVP the Council initially developed a bespoke Social Value Measurement Framework with the aim to measure and monitor Social Value against Local and National Plans, Policies and Objectives. This approach allowed Officers within procurement to have a more in depth understanding of the TOMs Framework, which included specific training and support from representatives of SVP.
- 5.10 The SVP solution provides a clear, simple to use, auditable and secure process built on a well-established IT platform, with access and account management capabilities that allow projects with multiple bidders that will allow the Council to consolidate and report on Social Value outcomes across all projects and present the data in an engaging format.
- 5.11 There are costs associated for successful bidders only for utilising the SVP solution this includes the ongoing contract management of each project. It is free to all bidders to submit tenders and technical support is provided by SVP. It is important to highlight that this information is published as part of any procurement process and that the use of the SVP solution is only considered for contract opportunities in excess of £75,000 and subject to the appropriateness of the potential bidders involved in any given procurement procedure.
- 5.12 In November 2020 the National TOMs Framework for Wales was launched on behalf of Welsh Local Government Association, supported by the National Social Value Taskforce Wales (NSVT Wales). The NSVT Wales is a stakeholder forum comprising of public sector bodies including Caerphilly CBC and other entities such as Welsh Government, The Office of The Future Generations Officer, Transport for Wales as well as a number of other Councils and Housing Associations. It should also be noted that representatives of Social Value Portal are an integral part of the NSVT Wales.

- 5.13 The National TOMs Framework for Wales has now been adapted and bespoke to the Council and will provide a way of measuring and reporting on Social Value aligned to the WBFG Act (Wales) 2015 thus allowing the Council to report specifically against the objectives of the Act.
- 5.14 The principal benefits of a minimum and consistent reporting standard for Social Value are that it:
- Provides a consistent approach to measuring and reporting Social Value;
 - Flexible, adaptable and bespoke which is fundamental in order to demonstrate that the methodology can succeed;
 - Allows for continuous improvement;
 - Provides a robust, transparent and defensible solution for assessing and awarding tenders;
 - Allows organisations to compare their own performance by sector and industry benchmarks and understand what good looks like;
 - Based on non-financial performance but allow £ value to be reported;
 - Reduces the uncertainty surrounding Social Value measurement for businesses, allowing them to make informed decisions based on robust quantitative assessments and hence embed social value into their corporate strategies.
- 5.15 The Council has created two sets of the TOMs Framework, a light set, comprising of thirty-eight measures and a master set comprising of an additional forty measures so seventy eight measures in total. The majority of contract opportunities will use the Council's Light set of TOMs, which contains the measures that suppliers, service providers and contractors will be asked to set targets against or respond too at the bid stage of the process. Certain opportunities, including larger value contract opportunities or are sector specific and where the suppliers, service providers and contractors are more mature, the Council's Master Set of TOMs will be used.
- 5.16 The use of the TOMs Framework is not solely predicated on utilising the SVP solution. The Framework is an 'open source' product, which essentially means that the methodology can be used via other means, such as but not limited to an EXCEL spreadsheet. As we further develop and increase our knowledge, understanding and confidence in using the TOMs Framework there will be opportunities to use the Framework without the SVP solution and for contract opportunities below £75,000. Importantly the TOMs Framework is flexible and adaptable thus allowing new TOMs to be considered and if deemed acceptable added to the Framework.

Conclusion

- 5.17 The SV Policy aims to provide an overarching framework to ensure a joined up consistent approach to the delivery of Social Value that encapsulates national and local policy drivers. The SV policy sets out the Council's ambition and commitment in respect of these key priorities and to support its delivery the Council will:
- Publicise and raise awareness of our SV Policy and associated objectives to ensure that our employees, suppliers, service providers and contractors are clear about what we want them to deliver;
 - Incorporate the TOMs Framework within contracts to ensure that our employees, suppliers, service providers and contractors are clear on how they will support implementation of the SV Policy and the delivery of the objectives;
 - Manage delivery of Social Value through effective contract management arrangements and ensure that suppliers, service providers and contractors utilise the Social Value Portal to measure delivery on appropriate contract opportunities over £75,000.

5.18 Successful suppliers, service providers and contractors will be required to provide regular monitoring information outlining Social Value delivery progress. The Council's Contract Managers will:

- Ensure that and the supplier, service provider and contractor are aware of the social value requirements, in line with the TOMs Framework, any associated KPIs, and the chosen reporting mechanisms;
- Make tracking of the delivery against the social value requirements, as far down supply chains as is reasonably practicable, a feature of regular contract management meetings and track delivery by both KPIs and by referral to your chosen reporting mechanism; and
- Feed any lessons learned in the preparations for subsequent contract opportunities across the Council so others learn from their experience.

5.19 The Council's Corporate Management Team (CMT) will oversee the delivery of the SV Policy.

6. ASSUMPTIONS

6.1 All details stated within the report, SV Policy and TOMs Framework are reflective of all issues known as of June 2021.

6.2 Any amendments to the SV Policy and TOMs Framework due to changes in legislation or procurement best practice will be the responsibility of the Head of Customer & Digital Services in consultation with Corporate Director for Education & Corporate Services and Cabinet Member.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

7.1 The SV Policy and TOMs Framework positively impacts all aspects of the IIA.

7.2 Social Value is "a broad term used to describe the social, environmental and economic impacts of actions taken by communities, organisations, governments and individuals" (as defined in Social Value for Commercial Success eLearning, Government Commercial College, 2020).

7.3 The role of procurement is an important part of how a public body allocates resources to support Social Value. There is now an expectation that all public bodies comply with their existing legal obligations in relation to procurement and the Council clearly supports the Social Value approach. The Council's proposed SV Policy and TOMs Framework places a particular focus on the following legislation, policy drivers and initiatives:

- The Wellbeing of Future Generations (Wales) Act 2015;
- The Social Services and Well-being (Wales) Act 2014;
- Caerphilly CBC, Corporate Plan 2018-2023;
- Caerphilly Public Services Board;
- Decarbonisation Strategy and Action Plan Reduce, Produce, Offset, Buy;
- Cardiff Capital Region City Deal;
- Programme for Procurement 2018-2023;
- Themes, Outcomes and Measurement (TOMs) Framework;
- Circular Economy;
- Code of Practice Ethical Employment in Supply Chains;
- Community Wealth Building;
- Foundational Economy;
- Support of Local Businesses and SMEs.

7.4 The full IIA can be accessed via [IIA SV Policy & TOMs Framework](#).

8. FINANCIAL IMPLICATIONS

- 8.1 £22,500.00 has been committed as of March 2020 to commission the services of the Social Value Portal (SVP). This was procured and approved in accordance with the Council's Standing Orders for Contracts.
- 8.2 Annual Fee of 0.15% of contract value with a minimum payment of £500/year up to a maximum of £5,000/year paid by the successful Bidder ONLY. This includes the ongoing contract management of each project. It is free to all bidders to submit tenders and technical support is provided by SVP.
- 8.3 There are no further costs anticipated in relation to the SV Policy and proposed adoption of the TOMs Framework. However if any further financial investment is needed this will be undertaken in accordance with the relevant Council policies and procedures.

9. PERSONNEL IMPLICATIONS

- 9.1 There are no personnel implications.

10. CONSULTATIONS

- 10.1 This report has been sent to the Consultees listed below and all comments received are reflected in this report.
- 10.2 The draft SV Policy and TOMs Framework was presented to P&R Scrutiny Committee on 25 May 2021 and Members of the Scrutiny Committee raised the following points:
- Clarification was sought regarding paragraph 8.2. of the report, which is in relation to the annual fee paid to our Social Value procurement and measurement partner. Officers confirmed this would be flexible dependent on the number of contracts administered through the portal. Members sought further clarifications and Officers are currently undertaking further consultation with Members due to the fact no set amount of contracts have been agreed to be administered through the portal. Therefore, the total annual fee is unknown at this time. Officers have agreed to update Scrutiny Members via updated P&R Scrutiny reports and/or direct consultation.
 - Members reaffirmed their desire for Council contracts to reflect the Living Wage and were supportive of local supply chains and local communities. These issues are being addressed via the Council's Programme for Procurement.
 - Members acknowledged Social Value is wider than the procurement discipline and Social Value should be considered by other Council service provisions e.g. Planning via the Local Development Plan.

11. STATUTORY POWER

- 11.1 The Wellbeing of Future Generations (Wales) Act 2015 and the Social Services and Well-being (Wales) Act 2014.

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Consultees: Cllr, Colin Gordon, Cabinet Member for Corporate Services,
Christina Harray, Chief Executive,
Richard (Ed) Edmunds, Corporate Director for Education & Corporate
Services,
Elizabeth Lucas, Head of Customer & Digital Services,
Caerphilly CBC, Leadership Team (includes all CMT & Heads of Service),
Policy & Resources Scrutiny Committee,
Caerphilly CBC Branch Secretary of UNISON,
Local Suppliers & Contractors.

Background Papers:

Appendices:

Appendix 1 Social Value Policy including Themes, Outcomes and Measurements
Framework (TOMs Framework).

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Social Value Policy

2021-2023 (Final DRAFT)



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1 FOREWORD

Caerphilly CBC's **Corporate Plan and Well-being Objectives** clearly demonstrates the Council's commitment to prioritising social, economic and environmental wellbeing for the County Borough and our partners. The Council recognises that the way in which we manage our annual spend of £230 million with suppliers, service providers and contractors can make a significant contribution to this priority.

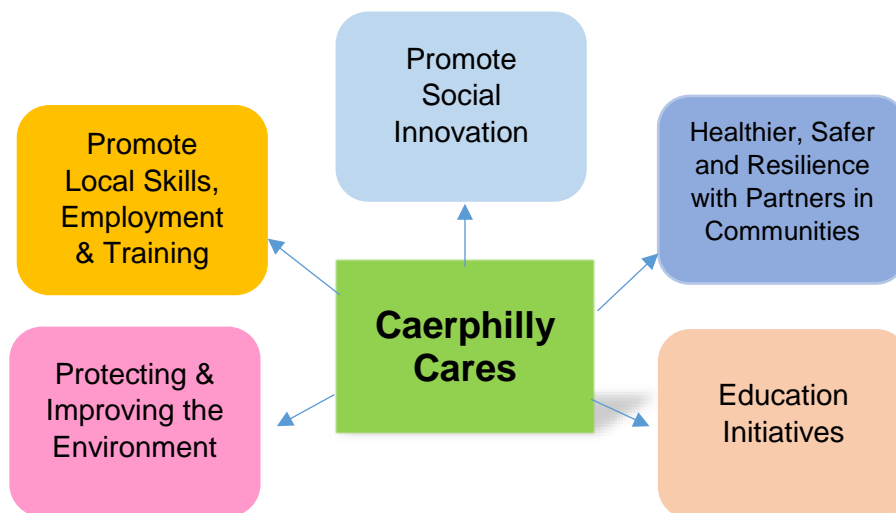
The Council has already demonstrated a clear commitment to this agenda, examples include:

- Appointed the Cabinet Member for Corporate Services as the Council's Anti-Slavery and Ethical Employment Champion in November 2017;
- Radically changed our approach to problematic plastics across the County Borough and appointed the Council's Deputy Leader and Corporate Director as 'Plastic Champions'.
- Achieved surfers against sewage, Plastic Free Accreditation in 2019;
- Crowned winners at the Welsh Go Awards 2020 in the social value category for the excellent work undertaken with our local supply chain.

We have increasingly sought to incorporate social value initiatives into our contracts although we acknowledge it is an area we can improve by being more joined up in terms of matching opportunities with those most in need.

We are striving to deliver the maximum value for the Caerphilly pound and continue to demonstrate that Caerphilly cares.

This policy will look to build upon and consolidate the progress that has been made by drawing together a number of different legislative requirements, policy initiatives and aspirations into a single coherent framework underpinned by **five key objectives with 'Caerphilly Cares' at the centre**.



Cllr Phillipa Marsden
Leader of Council



Christina Harray
Chief Executive

2

INTRODUCTION

Caerphilly CBC is responsible for the delivery of a wide range of statutory and discretionary public services. The Council delivers its services directly through its own workforce and through private and third sector organisations, spending in excess of £230million a year on a diverse range of goods, services and works from over 4600 suppliers, service providers and contractors.

The Council has a responsibility to manage public money with probity, to ensure that value for money is achieved and to manage it in such a way that wider Council objectives can be supported. The Council's Programme for Procurement (2018-2023) set an increased focus on the delivery recognising the value of using procurement to support its wider Cultural, Social, Economic and Environmental objectives, in ways that offer real long-term benefits to the community it serves and the people of Wales, whilst balancing the issues of value for money.

Value for Money – is “the optimum combination of whole-of-life costs in terms of not only generating efficiency savings and good quality outcomes for the organisation, but also benefit to society, the economy, and the environment, both now and in the future” (as defined in the Wales Procurement Policy Statements 2012 and 2015).

Social Value - is “a broad term used to describe the social, environmental and economic impacts of actions taken by communities, organisations, governments and individuals” (as defined in Social Value for Commercial Success eLearning, Government Commercial College, 2020).

This policy places a particular focus on the following initiatives:

Themes, Outcomes and Measurement (TOMs) – an effective and efficient mechanism in measuring, recording and monitoring social value and community benefits in our procurement procedures.

Code of Practice Ethical Employment in Supply Chains – focuses on ensuring a high standard of ethical employment practices by our suppliers, service providers and contractors.

Circular Economy – a systemic approach to economic development designed to benefit businesses, society, and the environment.

Community Wealth Building – seen as an important driver of social value, the concept aims to reorganise and control the local economy so that wealth is not automatically extracted but broadly held and generative, with local roots, so that income is recirculated as much as possible, communities are put first and people are provided with quality of opportunity, dignity and well-being.

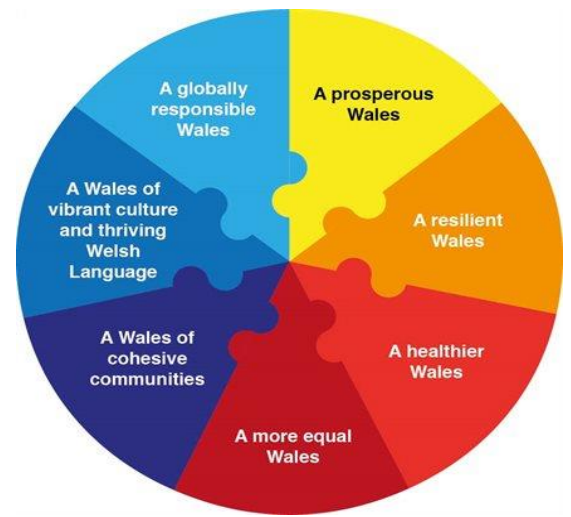
Foundational Economy – activities which provide the essential goods and services for everyday life, regardless of the social status of consumers. These include, for example, health, education and welfare services; infrastructure; utilities; food processing; and retailing and distribution.

Support of Local Businesses and SMEs – engagement of the local supply chain in order to have the ability to bid for Council contract opportunities and where possible promote innovation for the redesign of service delivery in line with the community wealth building and foundational economy initiatives.

This policy aims to provide an overarching framework for the delivery of these initiatives, the wider associated legislative and policy driven requirements and importantly delivery of the Council's own commitments as set out in the Corporate Plan. This will ensure that the Council maximises Cultural, Social, Economic and Environmental objectives that we deliver through our procurement activity.

3 WELSH POLICY DRIVERS

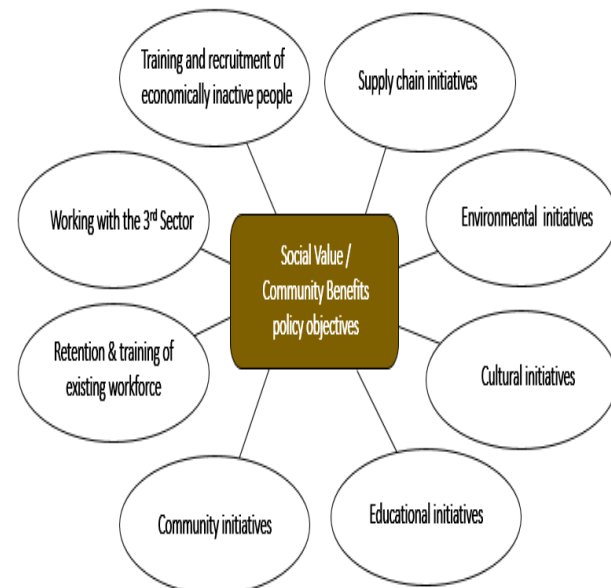
The Wellbeing of Future Generations (Wales) Act 2015 (WCFG Act (Wales) 2015) focuses on improving the social, economic, environmental and cultural well-being of Wales. The aim of the Act is to help create a Wales that we all want to live in, now and in the future. To make sure we are all working towards the same purpose, the Act puts in place seven well-being goals.



The Social Services and Well-being (Wales) Act 2014 introduces a duty on local authorities and local health boards to promote the development (in their area) of not for profit organisations to provide care and support for carers, and preventative services. These models include services across the range that make up the third sector - social enterprises, co-operative organisations, co-operative arrangements, and user-led services.

The Welsh Government Social Value Clauses/ Community Benefits Policy requires where possible social value requirements proportionate to the value and related to the subject matter of the contract should be considered for inclusion in public sector tender opportunities. In all cases where a contracting authority determines that social value requirements are to be included:

- Links between social value requirements and WCFG Act (Wales) 2015 and
- A minimum weighting of 10% of the total award criteria should be applied to social value in the tender to ensure that it carries a heavy enough score to be a differentiating factor in bid evaluation.



4 CAERPHILLY'S POLICY DRIVERS

Corporate Plan 2018-2023

The Corporate Plan includes our six Well-being Objectives, the Council has a statutory duty to set Well-being Objectives using the five sustainable development principles under the WCFG Act (Wales) 2015. This is the first time the Council has set objectives over a five year planning period and our Well-being Objectives are:

- Improve education for all;
- Enabling employment;
- Address the supply, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people's health and well-being;
- Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impacts on the environment;
- Creating a County Borough that supports a Healthy Lifestyle in accordance with the Sustainable Development Principle within the WCFG Act (Wales) 2015;
- Support citizens to remain independent and improve their well-being.



Caerphilly Public Services Board (PSB)

The Caerphilly PSB brings public bodies together to work to improve the economic, social, environmental and cultural well-being of Caerphilly County Borough. They are responsible, under the WCFG Act (Wales) 2015, for overseeing the development of a Local Wellbeing Plan which is a long-term vision for the area by being responsible for, assessing the state of the economic, social, environmental and cultural well-being of the County Borough by setting objectives that are designed to improve the county borough for its residents.

Caerphilly PSB has four statutory member organisations responsible for carrying out their well-being duties under the Act.

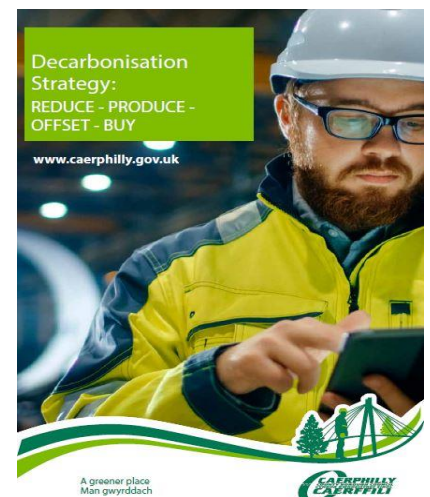
- Aneurin Bevan University Health Board
- Caerphilly County Borough Council
- Natural Resources Wales
- South Wales Fire and Rescue Service



Decarbonisation Strategy and Action Plan Reduce, Produce, Offset, Buy

On the 4th June 2019 the Council formally declared a climate emergency as a Notice of Motion, with full support from all political parties. The subsequent strategy and action plan focuses on reducing the Council's own carbon footprint and sets out the overarching objective of being a net carbon neutral authority by 2030. The Council will dramatically REDUCE consumption levels, PRODUCE its own green clean electricity, OFFSET carbon emissions and look to limit its carbon impact through the goods and services that the Council authority BUYS. There are a number of benefits associated with the Council working towards a net carbon neutral agenda, examples include:

- It will help towards tackling the climate emergency by reducing the amount of carbon going into the atmosphere;
- It has social benefits – by making homes more energy efficient it will reduce bills and help tackle fuel poverty;
- It will bring the Council direct financial benefits by reducing our energy bills and our carbon tax;
- It will help us comply with legislation which is likely to become more stringent over time;
- It will help future proof the Council and protect us from sharp price increase in fuel in a volatile market; and
- Comply with Welsh Government requirements.



Cardiff Capital Region City Deal

The overarching goal of the City Deal is to improve the economic conditions in the area, however the specific aims of the Cardiff City Region can be summarised as “Improve productivity; tackle worklessness; build on foundations of innovation; invest in physical and digital infrastructure; provide support for business and ensure that any economic benefits are felt across the region”.



Programme for Procurement 2018-2023

The Council's 5 year 'Programme for Procurement' was approved and formally adopted by the Council in May 2018. The programme sets out how the Council's procurement objectives will be achieved through prioritised action plans, effective procurement and operational management. Recognising the value of using procurement to support its wider '*Cultural, Social, Economic and Environmental*' objectives, in ways that offer real long-term benefits to the community it serves and the people of Wales, whilst balancing the issues of value for money. The approach being flexible and adaptable with continuous improvement to bring about real change and to improve the lives of those who live and work within our borough.



Caerphilly CBC, Themes, Outcomes and Measurements (TOMs) and Social Value Portal

In March 2020 the Council formally engaged with the Social Value Portal (SVP) to act as our social value procurement and measurement partner. In conjunction with SVP the Council has developed a bespoke social value measurement framework with the aim and objective to measure and monitor social value in line with the overarching TOMs framework, WCFG Act (Wales) 2015 and against Local and National Plans, Policies and Objectives.

The Council's specific TOMs framework has been developed, however importantly the TOMs framework is flexible and adaptable thus allowing new themes, outcomes and measurements to be considered and if deemed acceptable added to the framework. It is planned that social value will be included and measured in conjunction with the Council's existing and future contract opportunity pipelines.



5 WHAT ARE THEMES, OUTCOMES AND MEASURES (TOMs)?

The TOMs for social value is a measurement framework that allows for an unlocking of social value through its integration into procurement and project management. The methodology has been developed in conjunction with the National Social Value Task Force (including SVP), which is a cross-sector organisation combining both public and private sector organisations. The TOMs framework was the result of extensive consultation across local authorities and public-sector organisations, including the Local Government Association, Office of Civil Society and Crown Commercial Services. The TOMs framework has been designed around 5 principal issues, 20 Core Outcomes and 48 Core Measures:

- Themes – The overarching strategic themes that an organisation is looking to pursue;
- Outcomes – The objectives or goals that an organisation is looking to achieve that will contribute to the Theme;
- Measures – The measures that can be used to assess whether these Outcomes have been achieved. For the TOMs Framework, these are action based and represent activities that a supplier, service provider and contractor could complete to support a particular desired outcome.



In November 2020 the National TOMs Framework for Wales was launched on behalf of Welsh Local Government Association, supported by the National Social Value Taskforce Wales (NSVT Wales). The NSVT Wales is a stakeholder forum comprising of public sector bodies and entities including Welsh Government (Community Benefits Team), The Office of The Future Generations Officer, Transport for Wales as well as a number of Councils and Housing Associations.

The National TOMs Framework for Wales has been adapted and bespoke to the Council will provide a way of measuring and reporting on social value and community benefits aligned to the WCFG Act (Wales) 2015 thus allowing the Council to report specifically against the objectives of the Act.

The principal benefits of a minimum and consistent reporting standard for social value are that it:

- Provides a consistent approach to measuring and reporting social value;
- Flexible, adaptable and bespoke which is fundamental in order to demonstrate that the methodology can succeed;
- Allows for continuous improvement;
- Provides a robust, transparent and defensible solution for assessing and awarding tenders;
- Allows organisations to compare their own performance by sector and industry benchmarks and understand what good looks like;
- Based on non-financial performance but allow £ value to be reported;
- Reduces the uncertainty surrounding social value measurement for businesses, allowing them to make informed decisions based on robust quantitative assessments and hence embed social value into their corporate strategies.

6 WHAT IS ETHICAL EMPLOYMENT?

The 'Ethical Employment in Supply Chains' Code of Practice (Code) was launched in 2017 by the Welsh Government it aims to support the development of more ethical supply chains delivering contracts for the Welsh Public Sector, All organisations are encouraged to sign up to the Code and businesses in public sector supply chains are expected to adopt it. The Code is to ensure that workers in public sector supply chains are employed ethically and in compliance with both the letter and spirit of UK, EU and international laws. The Code has twelve commitments which covers issues such as those listed in the diagram.



The Council signed up to the Code in November 2017 and is actively working towards implementing policies and processes to meet the Code commitments.

7 WHAT IS A CIRCULAR ECONOMY?

A circular economy is a systemic approach to economic development designed to benefit businesses, society, and the environment. The Waste and Resources Action Programme (WRAP) states “a circular economy is an alternative to a traditional linear economy (make, use, dispose) in which we keep resources in use for as long as possible, extract the maximum value from them while in use, then recover and regenerate products and materials at the end of each service life.



Why a circular economy is important?

As well as creating new opportunities for growth, a more

circular economy will:

- reduce waste,
- drive greater resource productivity,
- deliver a more competitive economy,
- better address emerging resource security/scarcity issues in the future, and
- help reduce the environmental impacts of our production and consumption.”

8 WHAT IS COMMUNITY WEALTH BUILDING?

Community wealth building is seen as a fundamental driver of social value. Its aim and objective is to reorganise and control the local economy so that wealth is not automatically extracted but broadly held and generative, with local roots, so that income is recirculated as much as possible, communities are put first and people are provided with quality of opportunity, dignity and well-being.

At the heart of the Community Wealth building approach, there are five strategies for harnessing existing resources, one being progressive procurement, to enable local economies to grow and develop from within the progressive procurement of goods and services. Progressive procurement can develop dense local supply chain of local enterprises, SMEs, employee owned businesses, social enterprises, cooperatives and other forms of local ownership.

This type of procurement is locally enriching because these types of businesses are more likely to support local employment and have greater propensity to retain wealth and surplus locally.

9 WHAT IS FOUNDATIONAL ECONOMY?

Foundational Economy is built from the activities which provide the essential goods and services for everyday life, regardless of the social status of consumers. These include, for example, health, education and welfare services; infrastructure; utilities; food processing; and retailing and distribution.

Work undertaken by the Welsh Government on the foundational economy is taking a particular national focus on the eight core 'sectors' of the foundational economy. These are; care; food; retail; tourism; construction; energy; childcare; and health. In addition, the developing foundational economy approach includes emphasis on growing the 'missing middle' to increase the number of ground firms and joining up the value of procurement to maximise wellbeing of this expenditure. The Welsh Government has also created a Foundational Economy Network to drive this work forward.

10 SUPPORTING LOCAL BUSINESSES AND SMEs

For a number of years the Council has led the way on a number of innovative and productive steps to develop support mechanisms for local businesses and SMEs to supply the Council with goods, services and works. Initiatives include:

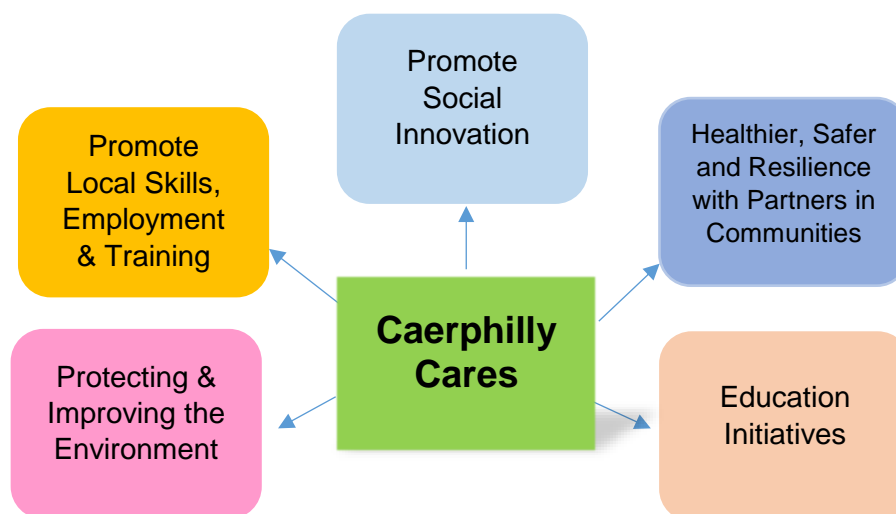
- One to one procurement clinics where our local suppliers can attend and gain advice and guidance on aspects of procurement this also includes support on bidding for tender opportunities;
- Publishing the 'Selling to the Council' guide;
- Publication of the Council's contract opportunities (forward work programme);
- Developing a number of 'Dynamic Purchasing' agreements to allow suppliers to join at any time, encouraging suppliers, service providers and contractors to submit consortia or collaborative bids for Council work;
- Leading and participating in regular 'Meet the Buyer' and 'Meet the Supplier' events;
- Applying the Squid approach to tenders developed by Welsh Government.

The Council has dedicated Supplier Relationship Officers, who continuously work with local businesses (including Voluntary Sector organisations, Social Firms and Supported Factories) by encouraging them to tender for Council contracts.

11 OBJECTIVES AND DELIVERY

This policy aims to provide an overarching framework to ensure a joined up consistent approach to the delivery of social value that encapsulates national and local policy drivers. This policy sets out the Council's ambition and commitment in respect of these key priorities and to support its delivery the Council will:

- Publicise and raise awareness of our 'Social Value Policy and associated Objectives' to ensure that our employees, suppliers, service providers and contractors are clear about what we want them to deliver.
- Incorporate the TOMs framework within contracts to ensure that our employees, suppliers, service providers and contractors are clear on how they will support implementation of this policy and the delivery of the objectives.
- Manage delivery of social value through effective contract management arrangements and ensure that suppliers, service providers and contractors utilise the social value portal to measure delivery on appropriate contract opportunities over £75,000.



12 DELIVERING SOCIAL VALUE via THEMES, OUTCOMES AND MEASURES (TOMs)

Attached, are the current version of the Council's specific TOMs framework that have been aligned to the five key objectives with 'Caerphilly Cares' at the centre. It is important to note that the TOMs framework is flexible and adaptable thus allowing new themes, outcomes and measurements to be considered and if deemed acceptable included within the framework.



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Ms_Final V1.0.xlsx

13 Reporting, Monitoring & Contract Management

Successful suppliers, service providers and contractors will be required to provide regular monitoring information outlining social value delivery progress. The Council's Contract Managers will:

- Ensure that the supplier, service provider and contractor are aware of the social value requirements, in line with the TOMs methodology, any associated KPIs, and the chosen reporting mechanisms
- Make tracking of the delivery against the social value requirements, as far down supply chains as is reasonably practicable, a feature of regular contract management meetings and track delivery by both KPIs and by referral to your chosen reporting mechanism, and
- Feed any lessons learned in the preparations for subsequent contract opportunities across the Council so others learn from their experience.



Please refer to the Council's Procurement Code of Practice for more specific information in relation to Contract Management.

14 Governance and Management

The Council's Corporate Management Team (CMT) will oversee the delivery of this policy. CMT includes Chief Executive and Corporate Directors and other key stakeholders can be invited to attend CMT as required. Quarterly updates will be provided to CMT detailing the outcomes and measures being recorded via the TOMs methodology. ***Help and assistance on the implementation of this policy can be sought from Procurement and Information Services.***

15 CONTACT US



Email: procurement@caerphilly.gov.uk



Telephone: 01443 863161



Postal Address: Procurement Services, Tŷ Penallta, Tredomen Park/Parc Tredomen, Ystrad Mynach, Hengoed. CF82 7PG



Website: [Business/Tenders and Procurement](#)



TeamCaerphilly
BETTER TOGETHER

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Introduction

Caerphilly County Borough Council - Welsh Themes Outcomes & Measures (TOMs)

Caerphilly CBC has committed to including Social Value as a weighted criteria for procurements in excess of £75,000. This document contains the draft bespoke sets of TOMs created for the Council, predicated on the National TOMs for Wales, which have been devised for procurement and contract management.

The council has created two sets of TOMs:

- [A Light Set](#), comprising 38 measures for procurement.
- [A Master Set](#) comprising an additional 40 measures for procurement (total of 78 measures).
- [Guidance](#) for all measures included

Most contract opportunities will use the Council's Light set of TOMs, which contains the measures that bidders will be asked to set targets against during the bid phase. Certain tenders - including larger value contracts, sector specific contracts and those where the bidders are more mature, will use the Council's Master Set of TOMs.

Both sets of TOMs have been retained the Themes outlined in the National TOMs for Wales but have been mapped to the five key objectives outlined within Caerphilly CBC's Social Value Policy 2020-2023. Additionally, both tabs contain a 'Feedback' column to collate any feedback on the measure selection and its inclusion in either the Light or Master Set.

If there are Social Value measures that would benefit existing programmes that services are providing to residents e.g. employability support schemes for people with disabilities and/or are funding community programmes that would benefit from volunteering support please include this as part of your feedback against the relevant measures in the TOMs framework.

As the TOMs sets are still currently in draft, there is an opportunity to add additional measures that reflect the Council's needs or reporting requirements that are not already addressed within the TOMs measures selected. However, please note that these measures would be added as 'Record Only' measures with a proxy value of £0.00. This would mean that they are still social value indicators that suppliers can report against, but, in absence of a rationale for a proxy value, as developed for all other measure in the TOMs, we could not attribute a financial value to the initiative.

Caerphilly TOMs Light Set

Theme	Caerphilly SV Policy - 5 Key Objectives	FG#	Ref	Measure	Unit	Proxy
A Prosperous Wales 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.	Promote Local Skills, Employment & Training	21	NTW1	No. of local direct employees (FTE) hired or retained (for re-tendered contracts) on contract for one year or the whole duration of the contract, whichever is shorter	No. people FTE	£27,500.00
		21	NTW1b	No. of residents (FTE) from the listed sub-localities employed directly or through the supply chain as a result of your procurement requirements on the contract for one year or the whole duration of the contract, whichever is shorter (see sub-localities listed in 'LISTNTW1b')	No. people FTE	£27,500.00
		21	NTW1c	No. of local people (FTE) on contract for one year or the whole duration of the contract, whichever is shorter, employed through the supply chain as a result of your procurement requirements	No. people FTE	£27,500.00
		21	NTW2	Percent of local direct employees (FTE) hired or retained (for re-tendered contracts) on contract for one year or the whole duration of the contract, whichever is shorter	%	Record only
	Healthier, Safer and Resilience with Partners in Communities	20	NTW3	Average level of satisfaction with working conditions with direct and supply chain employees hired or retained (for re-tendered contracts) on contract - based on representative and best practice employee satisfaction survey	%	Record only
			NTW4	The Fair Work Wales Standard and related "good" and "fair" employment practices are implemented and facilitated on contract	Y/N - Provide relevant documents	Record only
	Education Initiatives	7a	NTW6	No. of staff hours spent on local school and college visits e.g. delivering careers talks, curriculum support, literacy support, safety talks (including preparation time) e.g. on STEM, social care and social sciences	No. staff hours	£14.63
	Promote Local Skills, Employment & Training	8	NTW7	No. of weeks of training opportunities on the contract (BTEC, City & Guilds, NVQ, HNC, RQF) that have either been completed during the year, or that will be supported by the organisation until completion in the following years - Level 2,3, or 4+	No. weeks	£285.41
		8	NTW8	No. of weeks of apprenticeships on the contract that have either been completed during the year, or that will be supported by the organisation until completion in the following years - Level 2,3, or 4+	No. weeks	£231.45
	Healthier, Safer and Resilience with Partners in Communities	9	NTW14	Total amount (£) spent in LOCAL supply chain through the contract	£	£0.59
9		NTW14a	Total amount (£) spent through the contract in specified sub-localities (e.g. high deprivation areas) - please refer to list NT18a for the qualifying areas	£	£0.59	
11		NTW15	Total amount (£) spent through contract with MSMEs in TARGET areas (local or areas of deprivation)	£	£0.59	
		NTW16	Percentage of invoices on the contract paid within 30 days	%	Record only	
		CCT31b	Total amount (£) spent in REGIONAL (Cardiff Capital Region - excluding Caerphilly) supply chain through the contract	£	Record Only	
A Globally Responsible Wales 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	Protecting & Improving the Environment	14	NTW21	Savings in CO2 emissions on contract achieved through de-carbonisation (specify how these are to be achieved)	Tonnes CO2e	£69.35
		41	NTW22	Policy and programme to achieve net zero carbon by 2030 including monitoring plan with specific milestones	Y/N - Provide relevant documents	Record only
A Resilient Wales A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change.	Protecting & Improving the Environment	15	NTW31	Plastic recycling rate on the contract (to e.g. reduce microplastics)	%	Record only
	Protecting & Improving the Environment		NTW35	Percentage of your contracts that include environmental sustainability commitments, including e.g. to reduce the use of environmentally harmful chemical, use local materials or produce, reduce food and general waste, implement circular economy commitments	%	Record only

A Healthier Wales 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.	Protecting & Improving the Environment	4	NTW42	Car miles saved on the project as a result of a green transport programme or equivalent (e.g. cycle to work programmes, public transport or car pooling programmes, etc.)	Miles saved	£0.03
	Healthier, Safer and Resilience with Partners in Communities	29	NTW48	Mental Health campaigns for staff on the contract to create community of acceptance, remove stigma around mental health	£	£1.00
A More Equal Wales A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic circumstances).	Promote Local Skills, Employment & Training	19	NTW50	No. of employees (FTE) hired on the contract as a result of a recruitment programme that have been unemployed for a minimum of 6 to a maximum of 12 MONTHS	No. people FTE	£16,224.00
		19	NTW50a	No. of employees (FTE) hired on the contract as a result of a recruitment programme that have been long term unemployed for a minimum of 12 to a maximum of 24 MONTHS	No. people FTE	£16,224.00
		19	NTW50b	No. of employees (FTE) hired on the contract as a result of a recruitment programme that have been long term unemployed for 24 MONTHS or longer	No. people FTE	£18,146.00
		22	NTW52	No. of employees (FTE) hired on the contract who are Not in Employment, Education, or Training (NEETs) as a result of a recruitment programme	No. people FTE	£19,115.00
			NTW53	No. of 18-24 y.o. employees (FTE) hired on the contract who are rehabilitating young offenders as a result of a recruitment programme	No. people FTE	£12,470.00
			NTW54	No. of disabled employees (FTE) hired on the contract as a result of a recruitment programme	No. people FTE	£22,162.00
		21	NTW55	No. of hours of support into work provided to unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance -(over 24 y.o.)	No. people FTE	£14,980.00
		10	NTW56	No. of hours dedicated to support young people into work (e.g. CV advice, mock interviews, careers guidance) - (under 24 y.o.)	No. hrs (total session duration)*no. attendees	£114.33
	10	NTW58	Meaningful work placements that pay Minimum or National Living Wage according to eligibility - 6 weeks or more (internships)	No. hrs (total session duration)*no. attendees	£114.33	
	Healthier, Safer and Resilience with Partners in Communities	NTW63		Percentage of your contracts that include commitments to local ethical employment practices, including verification that there is zero tolerance of modern slavery and other relevant requirements such as elimination of false self-employment, unfair zero hours contracts and blacklists. Examples can be drawn from the Welsh Government Code of Practice and managed e.g. through Project Bank Accounts in the supply chain	No. weeks	£158.23
NTW64			Initiatives taken throughout the local supply chain to identify, monitor and manage the risks of modern slavery occurring (i.e. supply chain mapping, staff training, contract management) in relation to the contract	%	Record only	
A Wales of Cohesive Communities Attractive, safe, viable and well-connected.	Healthier, Safer and Resilience with Partners in Communities		NTW66	Equipment or resources donated to third sector and civil society organisations (£ equivalent value)	£ value	£1.00
			NTW67	Number of voluntary hours donated to support third sector and civil society organisations (excludes expert business advice)	No. staff volunteering hours	£14.63
		23 & 24 & 26 & 27	NTW70	Equality, diversity and inclusion training provided both for staff and supply chain staff	No. hrs (total session duration)*no. attendees	£87.48
		24	NTW74	Initiatives to be taken to support older, disabled and vulnerable people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs)	£ invested including staff time	£1.00
		26	NTW76	Donations or in-kind contributions to local community projects (£ & materials)	£ value	£1.00
		28	NTW77	No. of hours volunteering time provided to support local community projects	No. staff volunteering hours	£14.63
A Wales of Vibrant Shared Culture and Thriving Welsh Language	Education Initiatives	36	NTW80	Support and investment provided for people to learn and use Welsh (e.g. interactions and signage)	£ invested including staff time	£1.00

Caerphilly TOMs Master Set

Theme	Caerphilly SV Policy - 5 Key Objectives	FG#	Ref	Measure	Unit	Proxy
<p>A Prosperous Wales 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.</p>	Promote Local Skills, Employment & Training	21	NTW1	No. of local direct employees (FTE) hired or retained (for re-tendered contracts) on contract for one year or the whole duration of the contract, whichever is shorter	No. people FTE	£27,500.00
		21	NTW1a	No. of local direct employees (FTE) which are TUPE transfers retained on contract for one year or the whole duration of the contract, whichever is shorter (re-tendered contracts only - to be used at Measurement)	No. people FTE	£27,500.00
		21	NTW1b	No. of residents (FTE) from the listed sub-localities employed directly or through the supply chain as a result of your procurement requirements on the contract for one year or the whole duration of the contract, whichever is shorter (see sub-localities listed in 'LISTNTW1b')	No. people FTE	£27,500.00
		21	NTW1c	No. of local people (FTE) on contract for one year or the whole duration of the contract, whichever is shorter, employed through the supply chain as a result of your procurement requirements	No. people FTE	£27,500.00
		21	NTW2	Percent of local direct employees (FTE) hired or retained (for re-tendered contracts) on contract for one year or the whole duration of the contract, whichever is shorter	%	Record only
	Healthier, Safer and Resilience with Partners in Communities	20	NTW3	Average level of satisfaction with working conditions with direct and supply chain employees hired or retained (for re-tendered contracts) on contract - based on representative and best practice employee satisfaction survey	%	Record only
			NTW4	The Fair Work Wales Standard and related "good" and "fair" employment practices are implemented and facilitated on contract	Y/N - Provide relevant documents	Record only
	Education Initiatives	7a	NTW6	No. of staff hours spent on local school and college visits e.g. delivering careers talks, curriculum support, literacy support, safety talks (including preparation time) e.g. on STEM, social care and social sciences	No. staff hours	£14.63
	Promote Local Skills, Employment & Training	8	NTW7	No. of weeks of training opportunities on the contract (BTEC, City & Guilds, NVQ, HNC, RQF) that have either been completed during the year, or that will be supported by the organisation until completion in the following years - Level 2,3, or 4+	No. weeks	£285.41
		8	NTW8	No. of weeks of apprenticeships on the contract that have either been completed during the year, or that will be supported by the organisation until completion in the following years - Level 2,3, or 4+	No. weeks	£231.45
		8	NTW9	No. of weeks of staff upskilling (FTE) delivered on contract as part of training opportunities and comprehensive upskilling programmes - only applies to training opportunities on the contract (BTEC, City & Guilds, NVQ, HNC, RQF) that have either been completed during the year, or that will be supported by the organisation until completion in the following years - Level 2,3, or 4+	No. weeks	£15.62
		8	NTW10	No. of weeks of staff upskilling (FTE) delivered on contract as part of apprenticeships and comprehensive upskilling programmes - Only applies for apprenticeships on the contract that have either been completed during the year, or that will be supported by the organisation until completion in the following years - Level 2,3, or 4+	No. weeks	£54.92
		9	NTW13	Provision of expert business advice to MSMEs (e.g. financial advice / legal advice / HR advice/HSE)	No. staff expert hours	£87.48
	Healthier, Safer and Resilience with Partners in Communities	9	NTW14	Total amount (£) spent in LOCAL supply chain through the contract	£	£0.59
		9	NTW14a	Total amount (£) spent through the contract in specified sub-localities (e.g. high deprivation areas) - please refer to list NT18a for the qualifying areas	£	£0.59
		11	NTW15	Total amount (£) spent through contract with MSMEs in TARGET areas (local or areas of deprivation)	£	£0.59
		NTW16	Percentage of invoices on the contract paid within 30 days	%	Record only	

		CCT31b	Total amount (£) spent in REGIONAL (Cardiff Capital Region - excluding Caerphilly) supply chain through the contract	£	Record Only	
		CCT34	Meet the buyer' events held to highlight local supply chain opportunities	£	£1.00	
	Protecting & Improving the Environment	14	NTW17	Support provided internally and to MSMEs and third sector and civil society organisations within the supply chain to adopt Circular Economy solutions - business case and leadership for circular economy	No. staff expert hours	£87.48
		14	NTW18	Value of local partnerships to implement circular economy solutions	£	£1.00
		15	NTW19	Hard to recycle waste diverted from landfill or incineration through specific recycling partnerships (e.g. Terracycle or equivalent)	Tonnes	£94.15
		CCT54	Single-use plastic packaging eliminated through reusable packaging solutions or schemes (e.g. Loop or equivalent) on the contract	Kilos	Record only	
Promote Social Innovation		NTW20	Innovative measures relating to "A Prosperous Wales" to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.	£ invested including staff time	£1.00	
A Globally Responsible Wales 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	Protecting & Improving the Environment	14	NTW21	Savings in CO2 emissions on contract achieved through de-carbonisation (specify how these are to be achieved)	Tonnes CO2e	£69.35
		41	NTW22	Policy and programme to achieve net zero carbon by 2030 including monitoring plan with specific milestones	Y/N - Provide relevant documents	Record only
		41	NTW23	Contribution made on the contract to own carbon offset fund (when it has been demonstrated said carbon emissions cannot be reduced within the contract's timeframe)	£	£1.00
		41	NTW24	Carbon Certification (Carbon Trust Standard, Planet Mark or equivalent independently verified) - achieved or to achieve for current year	Y/N - Provide relevant documents	Record only
	Healthier, Safer and Resilience with Partners in Communities	20	NTW25	Percentage of your contracts that include commitments to ethical employment practices in the global supply chain, including verification that there is zero tolerance of modern slavery, child labour and other relevant requirements such as elimination of false self-employment, unfair zero hours contracts and blacklists	% of contracts	Record only
		20	NTW26	Initiatives taken throughout the global supply chain to identify, monitor and manage the risks of modern slavery occurring in relation to the contract (i.e. supply chain mapping, staff training, contract management)	£	£1.00
	Promote Social Innovation		NTW27	Innovative measures relating to "A Globally Responsible Wales" to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.	£ invested including staff time	£1.00
	A Resilient Wales A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change.	Protecting & Improving the Environment	43 & 44	NTW28	Volunteering with initiatives working on environmental conservation and sustainable ecosystem management - resources invested including time, funds and in-kind contributions	£ invested including staff time
15			NTW31	Plastic recycling rate on the contract (to e.g. reduce microplastics)	%	Record only
15			NTW32	Rate of Beyond Recycling materials used on contract, such as wood, remanufactured, repaired and recycled content	%	Record only
Education Initiatives			NTW33	Investment and support provided to local environmental education initiatives (e.g. Carbon Literacy Wales)	£ invested including staff time	£1.00
Protecting & Improving the Environment		15	NTW34	Investment and support provided to waste management training initiatives	£ invested including staff time	£1.00

			NTW35	Percentage of your contracts that include environmental sustainability commitments, including e.g. to reduce the use of environmentally harmful chemical, use local materials or produce, reduce food and general waste, implement circular economy commitments	%	Record only
		41	NTW36	Percentage of contracts with the supply chain requiring contractors to operate low or zero emission vehicles	%	Record only
<p>A Healthier Wales 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.</p>	Healthier, Safer and Resilience with Partners in Communities	3 & 5	NTW41	Initiatives taken or supported to engage people in health interventions (e.g. stop smoking, obesity, alcoholism, drugs, etc.) or wellbeing initiatives in the community, including physical activities for adults and children	£ invested including staff time	£1.00
	Protecting & Improving the Environment	4	NTW42	Car miles saved on the project as a result of a green transport programme or equivalent (e.g. cycle to work programmes, public transport or car pooling programmes, etc.)	Miles saved	£0.03
		4	NTW43	Car miles driven using low or no emission staff vehicles included on project as a result of a green transport programme	Miles driven	£0.02
	Healthier, Safer and Resilience with Partners in Communities	3 & 20	NTW47	No. of employees on the contract that have been provided access for at least 12 months to comprehensive and multidimensional wellbeing programmes	No. employees provided access	£124.30
		29	NTW48	Mental Health campaigns for staff on the contract to create community of acceptance, remove stigma around mental health	£	£1.00
	Promote Social Innovation		NTW49	Innovative measures relating to "A healthier Wales" to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.	£ invested including staff time	£1.00
<p>A More Equal Wales A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic circumstances).</p>	Promote Local Skills, Employment & Training	19	NTW50	No. of employees (FTE) hired on the contract as a result of a recruitment programme that have been unemployed for a minimum of 6 to a maximum of 12 MONTHS	No. people FTE	£16,224.00
		19	NTW50a	No. of employees (FTE) hired on the contract as a result of a recruitment programme that have been long term unemployed for a minimum of 12 to a maximum of 24 MONTHS	No. people FTE	£18,146.00
		19	NTW50b	No. of employees (FTE) hired on the contract as a result of a recruitment programme that have been long term unemployed for 24 MONTHS or longer	No. people FTE	£19,115.00
		19	NTW51	No. of employees (FTE) from disadvantaged or minority backgrounds hired on the contract as a result of a recruitment programme that have been unemployed for a minimum of 6 to a maximum of 12 MONTHS IMPORTANT NOTE: ONLY enter data here for the following people: * Black, Asian and minority ethnic people (BAME) * People over 50 years old * Single parents * Unrepresented gender group * Veterans * Mothers returning to work * Survivors of modern slavery * Homeless people	No. people FTE	Record only
		19	NTW51a	No. of employees (FTE) from disadvantaged or minority backgrounds hired on the contract as a result of a recruitment programme that have been long term unemployed for a minimum of 12 to a maximum of 24 MONTHS IMPORTANT NOTE: ONLY enter data here for the following people: * Black, Asian and minority ethnic people (BAME) * People over 50 years old * Single parents * Unrepresented gender group * Veterans * Mothers returning to work * Survivors of modern slavery * Homeless people	No. people FTE	Record only

	19	NTW51b	No. of employees (FTE) from disadvantaged or minority backgrounds hired on the contract as a result of a recruitment programme that have been long term unemployed for 24 MONTHS or longer IMPORTANT NOTE: ONLY enter data here for the following people: * Black, Asian and minority ethnic people (BAME) * People over 50 years old * Single parents * Unrepresented gender group * Veterans * Mothers returning to work * Survivors of modern slavery * Homeless people	No. people FTE	Record only
	22	NTW52	No. of employees (FTE) hired on the contract who are Not in Employment, Education, or Training (NEETs) as a result of a recruitment programme	No. people FTE	£12,470.00
		NTW53	No. of 18-24 y.o. employees (FTE) hired on the contract who are rehabilitating young offenders as a result of a recruitment programme	No. people FTE	£22,162.00
		NTW54	No. of disabled employees (FTE) hired on the contract as a result of a recruitment programme	No. people FTE	£14,980.00
	21	NTW55	No. of hours of support into work provided to unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance -(over 24 y.o.)	No. hrs (total session duration)*no. attendees	£114.33
	10	NTW56	No. of hours dedicated to support young people into work (e.g. CV advice, mock interviews, careers guidance) - (under 24 y.o.)	No. hrs (total session duration)*no. attendees	£114.33
	10	NTW57	No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid)	No. weeks	£158.23
	10	NTW58	Meaningful work placements that pay Minimum or National Living Wage according to eligibility - 6 weeks or more (internships)	No. weeks	£158.23
Healthier, Safer and Resilience with Partners in Communities	10	NTW61	Percentage of staff on contract that is paid at least the relevant Real Living wage as specified by Living Wage foundation	%	Record only
		NTW63	Percentage of your contracts that include commitments to local ethical employment practices, including verification that there is zero tolerance of modern slavery and other relevant requirements such as elimination of false self-employment, unfair zero hours contracts and blacklists. Examples can be drawn from the Welsh Government Code of Practice and managed e.g. through Project Bank Accounts in the supply chain	%	Record only
		NTW64	Initiatives taken throughout the local supply chain to identify, monitor and manage the risks of modern slavery occurring (i.e. supply chain mapping, staff training, contract management) in relation to the contract	£	£1.00
Promote Social Innovation		NTW65	Innovative measures relating to "A more equal Wales" to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.	£ invested including staff time	£1.00
A Wales of Cohesive Communities Attractive, safe, viable and well-connected.		NTW66	Equipment or resources donated to third sector and civil society organisations (£ equivalent value)	£ value	£1.00
		NTW67	Number of voluntary hours donated to support third sector and civil society organisations (excludes expert business advice)	No. staff volunteering hours	£14.63
		NTW68	Total amount (£) spent with third sector and civil society organisations within your supply chain	£	£0.12

		NTW69	Provision of expert business advice to third sector and civil society organisations (e.g. financial advice / legal advice / HR advice/HSE)	No. staff expert hours	£87.48	
	23 & 24 & 26 & 27	NTW70	Equality, diversity and inclusion training provided both for staff and supply chain staff	No. hrs (total session duration)*no. attendees	£87.48	
		NTW71	Percentage of employees (FTE) BAME hired on the contract	%	Record only	
	25	NTW73	Initiatives aimed at reducing crime (e.g. support for local youth groups, lighting for public spaces, etc.)	£ invested including staff time	£1.00	
	24	NTW74	Initiatives to be taken to support older, disabled and vulnerable people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs)	£ invested including staff time	£1.00	
	18a	NTW75	Initiatives to be taken to support disadvantaged young people and their families	£ invested including staff time	£1.00	
	26	NTW76	Donations or in-kind contributions to local community projects (£ & materials)	£ value	£1.00	
	28	NTW77	No. of hours volunteering time provided to support local community projects	No. staff volunteering hours	£14.63	
	23	NTW78	Support provided to help local community draw up their own Community Charter or Stakeholder Plan	£ invested including staff time	£1.00	
	Promote Social Innovation	NTW79	Innovative measures relating to "A Wales of cohesive communities" to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.	£ invested including staff time	£1.00	
A Wales of Vibrant Shared Culture and Thriving Welsh Language	Education Initiatives	36	NTW80	Support and investment provided for people to learn and use Welsh (e.g. interactions and signage)	£ invested including staff time	£1.00
	Healthier, Safer and Resilience with Partners in Communities	35	NTW81	Support and investment provided for people to get involved in Welsh cultural events, arts, sports and heritage activities	£ invested including staff time	£1.00
	Protecting & Improving the Environment	35	NTW82	Support and investment provided for the protection of native wildlife and biodiversity as well as local heritage sites	£ invested including staff time	£1.00
	Promote Social Innovation		NTW83	Innovative measures relating to "A Wales of vibrant shared culture and thriving Welsh Language" to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.	£ invested including staff time	£1.00

Guidance

REF	Definition	Target Guidance	Evidence	Unit Guidance
<p style="text-align: center;">NTW1</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 65</p>	<p>The full time annual equivalent (FTE) number of people employed on the contract directly as a result of your procurement requirements. Included employees should be residing in the local area and with an employment contract duration of at least one year, unless the overall duration of the contract is less (in which case it is at least the overall duration of the contract). Please refer to the list of specific areas provided for this measure and for the specific contract (LIST NTW1b). Please check evidence requirements for details on postcode collection.</p>	<p>Summarise your strategy for directly employing your target number of local people on this contract. For example, if you plan to advertise in local newspapers, please explain which ones and how regularly. Or, if you will cooperate with local job centres, please specify which ones and how you will approach engaging with them.</p>	<p>Specify the number of qualifying employees directly employed on this contract (for details on what a qualifying employee is defined as, please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status (e.g. full time or part time); 3.) the Full-Time Equivalent (FTE); 4.) the first half of their home postcode (i.e. the postcode district). For example, Employee 1: 6 months; full-time; 0.5 FTE; SE1. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, we ask you to calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>
<p style="text-align: center;">NTW1a</p>	<p>This measure can be used alternatively to NTW1 at Measurement whenever the contract has been renewed or entails TUPE transfers. Employees that fall within the TUPE transfer and that satisfy the Definition for NTW1 should be recorded.</p>	<p>NB - The measure is designed to be used as an alternative to NTW1 at Measurement. Commitments should be made at procurement against NTW1.</p>	<p>Specify the number of TUPE transfer direct employees retained on this contract (for details on what a qualifying employee is defined as, please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status (e.g. full time or part time); 3.) the Full-Time Equivalent (FTE); 4.) the first half of their home postcode (i.e. the postcode district). For example, Employee 1: 6 months; full-time; 0.5 FTE; SE1. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, we ask you to calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week. Do not double count direct and supply chain employment for the same areas with other relevant measures.</p>

<p>NTW1b</p> <p style="text-align: center;">Page 66</p>	<p>The full time annual equivalent (FTE) number of people employed on the contract directly or through the supply chain as a result of your procurement requirements. They should be residing in the selected sub-localities (LIST NTW1b) and with an employment contract duration of at least one year, unless the overall duration of the contract is less (in which case it is at least the overall duration of the contract). Please refer to the list of specific sub-localities provided for this measure and for the specific contract (LIST NTW1b). Please check evidence requirements for details on postcode collection. Include both direct employment and unlocked through the supply chain as a result of your procurement requirements.</p>	<p>Summarise your strategy for employing your target number of people from listed sub-localities on this contract. For example, if you plan to advertise in local newspapers, please explain which ones and how regularly. Or, if you plan to cooperate with local job centres, please specify which ones and how you will approach engaging with them.</p>	<p>Specify the number of qualifying employees on this contract (for details on what a qualifying employee is defined as, please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status (e.g. full time or part time); 3.) the Full-Time Equivalent (FTE); 4.) the first half of their home postcode (i.e. the postcode district). For example, Employee 1: 6 months; full-time; 0.5 FTE; SE1. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, we ask you to calculate the full time equivalent (FTE) number of employees for the year. Please note that only employees with a contract duration that is at least one year or lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week. Include both direct employment and jobs unlocked through the supply chain as a result of your procurement requirements. Do not double count direct and supply chain employment for the same areas with other relevant measures.</p>
<p>NTW1c</p>	<p>The full time annual equivalent (FTE) number of people employed on the contract by the supply chain as a result of your procurement requirements. Employees included should be residing in the local area and with an employment contract duration of at least one year, unless the overall duration of the contract is less (in which case it is at least the overall duration of the contract). Please refer to the definition of 'local area' provided for the specific contract. Please check evidence requirements for details on postcode collection.</p>	<p>Summarise your existing or planned requirements for the supply chain on local employment and their strategy for employing your target number of local people on this contract. For example, if they will advertise in local newspapers, please explain which ones and how regularly. Or, if they plan to cooperate with local job centres, please specify which ones and how you will approach this.</p>	<p>Specify the number of qualifying employees on this contract (for details on what a qualifying employee is defined as, please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status (e.g. full time or part time); 3.) the Full-Time Equivalent (FTE); 4.) the first half of their home postcode (i.e. the postcode district). For example, Employee 1: 6 months; full-time; 0.5 FTE; SE1. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, we ask you to calculate the full time equivalent (FTE) number of employees for the year. Please note that only employees with a contract duration that is at least one year or lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>

NTW2	<p>This is the percentage of people employed directly or through the supply chain as a result of your procurement requirements on the contract that reside within the local area, over the total number of people employed on the contract. Please refer to the definition of local area provided above for NTW1.</p>	<p>Specify the total number of people that will be employed on this contract. Of these, what is the total number of local people that will be employed on this contract? If you have not done so for NTW1, NTW1b or NTW1c summarise your strategy for employing your target number of local people on this contract. For example, if you plan to advertise in local newspapers, please explain which ones and how regularly. Or, if you will cooperate with local job centres, please specify which ones and how you will approach engaging with them.</p>	<p>Specify the total number of people employed on this contract and the total number of local people employed on this contract. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>Number of local residents employed (directly and through the supply chain as a result of your procurement requirements) over the total number of employees on the contract - (%)</p>
<p>NTW3</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 67</p>	<p>This is the level of satisfaction with working conditions of direct and supply chain employees hired or retained on contract, measured through employee engagement. This could be measured through a questionnaire. A Likert scale (e.g. 0= do not agree at all to 5 completely agree) could be used to ask employees whether they agree that their contract related working conditions are "good" and "fair". Other similar methods can also be used. This measure captures employee satisfaction with contract related working conditions.</p> <p>A comprehensive good work survey is regularly conducted across different sectors of the UK economy by CIPD. This survey and the related resources and methodology can be accessed through the following links and can help better understand the purpose and structure of a good practice employee survey: https://www.cipd.co.uk/knowledge/work/trends/goodwork#40068; https://www.cipd.co.uk/Images/good-work-index-appendix-2-methodology-2-2020_tcm18-79213.pdf. Additional information can be accessed through the Workforce Disclosure Project's Suvey Guidance, though the following link: https://shareaction.org/wp-content/uploads/2018/07/WDI_Survey_Guidance_2018.pdf</p>	<p>Specify your planned approach for engaging with your direct and supply chain employees on contract to assess how they classify their working conditions. Information should be provided on how employees will be engaged (e.g. through the distribution of a short anonymised survey) and how it will be ensured that the collected data captures employee satisfaction in a fair and unbiased way (e.g. by making the survey participation mandatory for all contract related employees and ensuring anonymity).</p>	<p>Specify your approach for engaging with your direct and supply chain employees on contract to assess how they classify their working conditions. Information should be provided on how employees were engaged (e.g. through the distribution of a short anonymised survey) and how it was ensured that the collected data captures employee satisfaction in a fair and unbiased way (e.g. by making the survey participation mandatory for all contract related employees and ensuring anonymity). Please also provide the survey outcome data in a processed and unprocessed format (e.g. excel spreadsheet).</p>	<p>The % value entered for this measure should capture the average level of agreement with a question that assesses whether employees are satisfied with their work and working conditions. If the proposed example method is applied this would mean the following: A Likert scale of 0-5 is used to assess how satisfied employees are with their contract related working conditions. An example question could be: "Do you agree with the statement that the working conditions on this contract are good and fair for employees?" 0 = do not agree at all, 3 = no opinion, 5 = completely agree. All provided answer values from all direct and supply chain employees on contract should be summed up and the value divided by the number of employees that participated. This average score then has to be divided by the maximum possible score (in this case a 5) and multiplied by 100, to provide a 0%-100% average aggregate job satisfaction score for employees on this contract.</p>
NTW4	<p>This is the implementation and facilitation of aspects of the Fair Work Wales Standard standard that related to "good" or "fair" work of employees on the contract. The Fair Work Wales Standard sets out guidelines around what is to be understood as fair work and how it can be facilitated.</p>	<p>Summarise how you plan to reflect and facilitate employment practices guided by ideas of "fair" work outlined in the Fair Work Wales Standard on contract. This includes providing information on any organisations you might want to partner with, as well as an evidencing of how the desired "fair" work practices are expected to be integrated into the relevant contract related operations and how they will impact the workforce on contract.</p>	<p>Summarize how you structured employment practices guided by ideas of "fair" work outlined in the Fair Work Wales Standard on contract. This includes providing information on any organisations you partnered with, as well as an evidencing of how "fair" work practices were integrated into the relevant contract related operations and how they impacted the workforce on contract.</p>	<p>Provide relevant documents</p>
NTW6	<p>This is the number of staff hours dedicated to the preparation and delivery of curriculum related activities including literacy support, career talks, safety talks, etc.. Example subjects include STEM, social care and social sciences. Please provide a description of the range of activities provided.</p>	<p>Summarise your workplan for delivering your target number of local school and college visits. Provide a breakdown of the number of staff hours to be spent on each visit (preparation versus delivery). For example, if 10 staff will spend 3 hours each, then the total number of hours reported should be 30.</p>	<p>Provide the names of the schools/colleges visited and a breakdown of the number of staff hours spent on each visit (including time spent preparing and then delivering the session). For example, if 10 staff have spent 3 hours each on a visit, then the total number of hours reported for that visit should be 30. Describe the visits and the activities delivered and provide any supporting information, e.g. a confirmation from the school/college after the visit. Information provided should be made compliant with data protection</p>	<p>Example: if 10 staff have spent 3 hours each, then the total number of hours reported should be 30. 37 hours equal 1 week.</p>

			requirements (GDPR).	
NTW7	Only vocational training opportunities supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: https://www.gov.uk/what-different-qualification-levels-mean/overview . To find a registered qualification see: https://gov.wales/credit-and-qualifications-framework-cqfw . For further information on qualifications in Wales see: https://gov.wales/qualifications The social value proxy is appropriate for opportunities that are for new employees, not existing employees.	Summarise your strategy for providing your target number of weeks of training for vocational qualifications on this contract, including details of how you will support completion of the qualifications. If possible, provide details of the accredited training provider, the type and the level of the outcomes to be achieved as well as the resulting qualification.	Specify the number of people in vocational qualification training on this contract and the number of weeks of training per person. Provide details of the accredited training provider, the type and the level of the outcomes achieved as well as the resulting training qualification. Information provided should be made compliant with data protection requirements (GDPR).	Record weeks of vocational qualification training provided on the contract, even when the opportunity is supported beyond the duration of the contract, as long as it will be supported to completion.
NTW8	Only apprenticeships supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: https://www.gov.uk/what-different-qualification-levels-mean/overview . To find a registered qualification see: https://gov.wales/credit-and-qualifications-framework-cqfw . For further information on qualifications in Wales see: https://gov.wales/qualifications . The social value proxy is appropriate for opportunities that are for new employees, not existing employees.	Summarise your strategy for providing your target number of apprenticeship weeks on this contract, including details of how you will support completion of the apprenticeships. If possible, provide details of the accredited training provider, the type and the level of the apprenticeships to be achieved as well as the resulting qualifications.	Specify the number of people on apprenticeships on this contract and the number of apprenticeship weeks per person. Provide details of the accredited training provider, the type and the level of the apprenticeship achieved as well as the resulting qualification. Information provided should be made compliant with data protection requirements (GDPR).	Record weeks of training for the apprenticeship provided on the contract, even when the opportunity is supported beyond the duration of the contract, as long as it will be supported to completion.
Page 68	Only vocational training opportunities that are part of a contract related comprehensive upskilling programme and supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: https://www.gov.uk/what-different-qualification-levels-mean/overview . To find a registered qualification see: https://gov.wales/credit-and-qualifications-framework-cqfw . For further information on qualifications in Wales see: https://gov.wales/qualifications .	Summarise your strategy for providing your target number of weeks of upskilling related training for vocational qualifications on this contract, including details of how you will support completion of the qualifications. If possible, provide details of the accredited training provider, the type and the level of the outcomes to be achieved as well as the resulting qualification.	Specify the number of people in upskilling related vocational qualification training on this contract and the number of weeks of training per person. Provide details of the accredited training provider, the type and the level of the outcomes achieved as well as the resulting training qualification. Information provided should be made compliant with data protection requirements (GDPR).	Record total number of weeks of upskilling related vocational qualification training provided on the contract, even when the opportunity is supported beyond the duration of the contract, as long as it will be supported to completion. This should only include training provided as part of comprehensive upskilling programmes.
NTW10	Only apprenticeships that are part of a contract related comprehensive upskilling programme and supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: https://www.gov.uk/what-different-qualification-levels-mean/overview . To find a registered qualification see: https://gov.wales/credit-and-qualifications-framework-cqfw . For further information on qualifications in Wales see: https://gov.wales/qualifications .	Summarise your strategy for providing your target number of upskilling related apprenticeship weeks on this contract, including details of how you will support completion of the apprenticeships. If possible, provide details of the accredited training provider, the type and the level of the apprenticeships to be achieved as well as the resulting qualifications.	Specify the number of people on upskilling related apprenticeships on this contract and the number of apprenticeship weeks per person. Provide details of the accredited training provider, the type and the level of the apprenticeship achieved as well as the resulting qualification. Information provided should be made compliant with data protection requirements (GDPR).	Record total number of weeks of upskilling related training for apprenticeships provided on the contract, even when the opportunity is supported beyond the duration of the contract, as long as it will be supported to completion. This should only include training provided as part of comprehensive upskilling programmes.
NTW13	This is expert staff time (e.g. financial advice / legal advice / HR advice / HSE) dedicated to supporting micro, small and medium enterprises (MSMEs). Please include only the amount of volunteering that has been provided by staff during working hours or on paid overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with the employees. Please see the toolkit guidance document for worked out examples on attribution. Please note that MSMEs are defined as (0-250 employees) - Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees).	Summarise your strategy for providing expert advice to micro, small and medium enterprises (MSMEs). Provide the names of the MSMEs you will support or a range of options. Describe the number of staff hours to be spent in total and for each MSME. Specify the type of expert advice that will be provided, including the type of qualification/role of the person delivering this advice.	Provide a breakdown of staff hours spent providing expert advice to micro, small and medium enterprises (MSMEs). Provide the details of the MSMEs you have supported. Specify the number of staff hours spent for each MSME, the type of expert advice given as well as the qualification/role of the person delivering this advice. Information provided should be made compliant with data protection requirements (GDPR).	For example, if 5 staff will spend 2 hours providing expert advice, then the total number of hours reported should be 10.

NTW14	Please refer to the definition of the local area specified for NTW1. This should be calculated as the cumulative spend with suppliers that are based within the local area. A local multiplier figure for the Construction Industry and the Caerphilly CBC area has been provided in the National TOMs. This figure should be tailored to the locality and industry for the project. Alternative methodologies include the LM3 methodology - where a local multiplier should still be computed for the relevant geographical area and based on the project's supply chain.	Provide a breakdown in pounds to be spent with organisations in your local supply chain on this contract. Specify the name of each eligible supplier, including the category/industry of goods/services to be procured from each as well as the first half of their postcode.	Provide a breakdown of pounds spent with organisations in your local supply chain on this contract. Specify the name of each eligible supplier, including the category/industry of goods/services procured from each and the first three digits of their postcode.	Total amount of £ spent with the supply chain within the defined local area for the project
NTW14a	Please refer to the specified sub-localities identified for the contract in list NTW14a. This should be calculated as the cumulative spend with suppliers that are based within the local area. A local multiplier figure for the Construction Industry and the Caerphilly CBC area has been provided in the National TOMs. This figure should be tailored to the locality and industry for the project. Alternative methodologies include the LM3 methodology - where a local multiplier should still be computed for the relevant geographical area and based on the project's supply chain.	Provide a breakdown in pounds to be spent with organisations in your supply chain within the specified sub-localities on this contract. Specify the name of each eligible supplier, including the category/industry of goods/services to be procured from each as well as the first half of their postcode.	Provide a breakdown of pounds spent with organisations in your local supply chain within the specified sub-localities (LIST NTW14a) on this contract. Specify the name of each eligible supplier, including the category/industry of goods/services procured from each and the first three digits of their postcode.	Total amount of £ spent with the supply chain within the defined local area for the project
NTW15	Please refer to the definition of the local area specified for NTW1. This should be calculated as the cumulative spend with MSMEs suppliers that are based within the local area. A local multiplier figure for the Construction Industry and the Caerphilly CBC area has been provided in the National TOMs. This figure should be tailored to the locality and industry for the project. Alternative methodologies include the LM3 methodology - where a local multiplier should still be computed for the relevant geographical area and based on the project's supply chain. As for NTW13 except that only MSME suppliers should be included. Please note that MSMEs are defined as (0-250 employees) - Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees).	Provide a breakdown in pounds to be spent with organisations in your supply chain within the specified local area on this contract. Specify the name of each eligible supplier, including the category (MSME)/industry of goods/services to be procured from each as well as the first half of their postcode.	Provide a breakdown of pounds spent with organisations in your local supply chain. Specify the name of each eligible supplier, specifying that it is a Micro, Small or Medium Enterprise, and include the category/industry of goods/services procured from each and the first three digits of their postcode.	Total amount of £ spent with MSMEs (0-249 employees) in the supply chain within the defined local area for the project.
Page 69 NTW16	As per Measure's phrasing. Such payment terms can alleviate pressures especially on MSMSs and third sector and civil society organisations within the supply chain and help tackle modern slavery issues.	Please specify your payment conditions on the contract and commitments on the percentage of invoices paid within 30 days.	Please specify the total number of invoices paid on the contract and the number of invoices paid within 30 days. Please provide evidence of implemented payment terms.	(Number of invoices paid within 30 days / Number of invoices paid on the contract) * 100 to arrive at a percentage
CCT31b	This should be calculated as the cumulative spend with suppliers that are based within the regional area excluding Caerphilly CBC. Should not be double counted with NT14, NT18a and NT19 and other relevant spend Measures.	Provide a breakdown of pounds to be spent with organisations in your supply chain within the specified regional area on this contract. Specify the name of each eligible supplier, including the category/industry of goods/services to be procured from each as well as the first three digits of their postcode.	Provide a breakdown of pounds spent with organisations in your regional supply chain excluding Caerphilly CBC on this contract. Specify the name of each eligible supplier, including the category/industry of goods/services procured from each and the first three digits of their postcode.	Total amount of £ spent with the supply chain within the defined local area for the project
CCT34	Opportunity for local suppliers, especially MSMEs and VCSE to understand the potential of providing their services, goods or works to the development throughout its lifecycle from construction through to management and occupation. Providers need to ensure that the event is properly advertised and that specific opportunities have been identified. Providers where possible should also invite potential suppliers whom they think may be able to benefit. Advice about how to tender successfully should be made available. Insert cost of putting on the events including hiring of spaces, stands and staff time (staff time can be captured at 16.07 £ per staff hour). Please include the number of events and details of each in the Description. Useful links: https://www.cips.org/en-GB/supply-management/opinion/2014/november/how-to-revitalise-your-meet-the-buyer-events/	Provide a breakdown of expected costs for Meet the Buyer events to be held for this contract. Provide details of your upcoming Meet the Buyer event(s), e.g. place, time and expected number of attendees. Also provide names of attending supply chain organisations. Information provided should be made compliant with data protection requirements (GDPR).	Provide a breakdown of costs incurred for Meet the Buyer events held for this contract. Provide details of each Meet the Buyer event, e.g. place, time and number of attendees. Also provide names of attending supply chain organisations. Information provided should be made compliant with data protection requirements (GDPR).	Costs incurred (£) -costs of putting on the events including hiring of spaces, stands and staff time (to be valued at 16.07 £ per staff hour)

NTW17	This is expert staff time (e.g. financial advice / legal advice / HR advice / HSE) dedicated to supporting third sector and civil society organisations or micro, small and medium enterprises (MSMEs). Please include only the amount of volunteering that has been provided by staff during working hours or on overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with the employees. Please see the toolkit guidance document for worked out examples on attribution. Please note that MSMEs are defined as (0-250 employees) - Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees).	Summarise your strategy for providing expert advice to support third sector and civil society organisations/MSMEs to adopt circular economy solutions. Provide the names of the third sector and civil society organisations/MSMEs you will support or a range of options. Describe the number of staff hours to be spent in total and for each third sector and civil society organisations/MSME. Specify the type of expert advice that will be provided, including the type of qualification/role of the person delivering this advice.	Provide a breakdown of staff hours spent providing expert advice to third sector and civil society organisations/MSMEs. Provide the names of the third sector and civil society organisations/MSMEs you have supported. Specify the number of expert staff hours spent with each third sector and civil society organisations/MSME, the type of expert advice given as well as the qualification/role of the person delivering this advice. Information provided should be made compliant with data protection requirements (GDPR).	For example, if 5 staff will spend 2 hours providing expert advice, then the total number of hours reported should be 10.
NTW18	Spend on (or equivalent value of) goods and services provided by organisations through local partnerships to implement circular economy solution (e.g. - ground coffee waste used for landscaping or repurposed, outdated technological equipment repurposed in local third sector and civil society organisations, discarded furniture, uniforms or similar to be repurposed by local third sector and civil society organisations, etc.).	Provide a list of goods and services to be requested through local partnerships for a circular economy and for each either detail the spend or the equivalent estimated value (i.e. if it is pro bono). Provide evidence on the circular economy aspect of the goods and services to be consumed.	Provide a list of organisations you have partnered with and for each a breakdown of goods and services that were requested through local partnerships for a circular economy. For each category of items, either detail the spend or the equivalent estimated value (i.e. if it is pro bono). Provide evidence on the circular economy aspect of the goods and services consumed.	The value of the goods and services planned to be requested through local partnership for a circular economy and for each detail spend or equivalent estimated value (where pro bono)
NTW19	Difficult or hard to recycle waste encompass all those materials from all waste categories that show low rates of recycling, due to a lack of capacity or capability. This includes e.g. plastic items (straws, bottles), textiles (carpets, mattresses, furniture) or batteries. For further examples of hard or difficult to recycle waste in a household environment, see this WRAP publication: https://www.wrap.org.uk/sites/files/wrap/Difficult%20to%20recycle%20products.pdf . For relevant programmes see Terracycle (https://www.terracycle.com/en-GB/zero_waste_boxes ; https://www.terracycle.com/en-GB/about-terracycle/pre_consumer_programs or equivalent).	Calculate the estimated tonnes of waste that would not be recycled but that will be diverted to a specific recycling programme as a result of your programme or partnership. Provide information on the nature of the waste expected to be recycled to evidence the nature of recycling difficulties.	Report the total amount of hard to recycle waste on the contract that has been diverted through a dedicated recycling programme. Provide details of any partner organisations on the contract for the programme. Provide information on the nature of the waste recycled to evidence the nature of recycling difficulties.	Tonnes of waste that would not be recycled through standard recycling but that have been diverted towards a specific recycling programme
Page 70 CCT54	These are benefits resulting from a plastic packaging substitution programme, and they would include either solutions that substitute plastic packaging with alternatives that have been demonstrated to be more sustainable (i.e. with an overall lower carbon footprint and not leading to collateral pollution issues) over the course of their lifecycle, or "milkman" type schemes where products are delivered in reusable packaging as opposed to single use (options are currently set to be launched in some UK markets in 2020 by different providers).	Tonnes of plastic packaging to be replaced on the programme, and description of the sustainability analysis comparing the original options to the chosen alternatives. In the case of "milkman schemes", description of the scheme and intended impact.	Report of the programme with a description of the sustainability analysis comparing the original options to the chosen alternatives. In the case of "milkman schemes", description of the scheme and intended impact.	Kilos of plastic packaging use reduced
NTW20	-	Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £14.63 per hour or at £87.48 if it is expert time) should be provided. Provide details of any organisations you will work with and specify whether they will be covering the reported cost with you and how.	Please provide a project report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment - e.g. cash, staff time volunteering (valued at £14.63 per hour), staff time expert advice (valued at £87.48), equipment or equivalent value of other assets should be provided.	£ invested - including staff time (volunteering valued at £14.63 per hours, expert time valued at £87.48 per hour) and materials, equipment or other resources
NTW21	These could result e.g. from a deliberate programme aimed at changing processes or from de-carbonisation work. This category does not include transport related savings resulting from car miles saved (e.g. cycling to work or carpooling initiatives for employees - NTW42) or from low emission vehicles - NTW43. Estimated or recorded savings in CO2 emissions must be expressed against a baseline that represents a reasonable scenario of the situation prior to or without the implementation of this measure. Information that shows how the baseline has been developed must be provided. It is expected that these savings will result from a deliberate programme aimed at changing	Describe the programmes or initiatives that you are going to put in place to achieve the identified savings in CO2 emissions on the contract including timeframes. These could be from de-carbonisation work (other than low emission vehicles and car miles saved by sustainable transport programmes that can be measured elsewhere). Specify and evidence the pre-existing baseline that will be used to measure savings/reductions.	Carbon reductions should be evidenced through an independent and verifiable process (e.g. Planet Mark Certification or equivalent). There is an expectation for independently assured and audited reports to be provided. Specify and evidence the pre-existing baseline that has been used to measure savings/reductions.	Measure reductions in tonnes of CO2e against a baseline, which must be provided and evidenced

	business processes or work to decarbonise assets.. Installations that do participate within the EU ETS and grid electricity should be recorded and valued separately as per BEIS Supplementary Guidance to HM Green Book 2017 (https://www.gov.uk/government/publications/valuation-of-energy-use-and-greenhouse-gas-emissions-for-appraisal).			
NTW22	This will be your existing policy, strategy and/or plan of action to achieve, evidence and monitor net zero carbon by 2030. If you have not issued one but are committing to do so before the end of 2020, please provide a statement including scope and expected publication date.	At corporate level. This will be your existing policy, strategy and/or plan of action to achieve, evidence and monitor net zero carbon by 2030. If you have not issued one but are committing to do so before the end on 2020, please provide a statement including scope and expected publication date.	Please provide a copy of your policy, strategy and plan with specific milestones to achieve, evidence and monitor net zero carbon by 2030.	Provide relevant documents
NTW23	Monetary contributions to offset equivalent tonnes of carbon, where carbon cannot be reduced within the contract's timeframe. Explanation of why carbon emissions cannot be reduced during the contract's timeframe has to be provided.	List contributions to offset carbon made into own fund, providing a breakdown for the different types of offsetting and where relevant explanation of why said carbon cannot be reduced within the contract's timeframe. Please provide information on the conversion rate used (price of CO2e applied per tonne). Explanation on why carbon emissions cannot be reduced during contract's timeframe has to be provided.	List contributions to offset carbon made on the contract into own carbon offset fund, providing a breakdown for the different types of offsetting and where relevant explanation of why said carbon cannot be reduced within the contract's timeframe.	Contributions should be calculated based on the tonnes CO2e and multiplied by the per tonne value of carbon adopted on the fund. CO2e savings refer to CO2 equivalent emissions savings
NTW24	See Planet Mark (https://theplanetmark.com/certification/), Carbon Trust (Carbon Neutral Certification, Carbon Standard - https://www.carbontrust.com/client-services/certification/assurance-certification/) or equivalent.	List certifications achieved or to be achieved for the reporting year.	Provide achieved certifications and documentation on how these have been achieved.	Provide relevant documents or name the certificate you plan to achieve for the current year.
Page 71 NTW25	This can include among other things a focus on supply chain sustainability and fairness, fair trade or the use of B Corps. Percentage of contracts within the global supply chain that include requirements to ensure that supply chains are free from slavery and to encourage effective and transparent reporting. Global in this context refers to the international, non Wales and UK supply chain. To record for the local and regional Welsh or UK supply chain please use NTW63. For further information please see: http://www.antislaverycommissioner.co.uk/priorities/priority-4-private-sector-engagement/ or https://gov.wales/sites/default/files/publications/2019-09/code-of-practice-guide-to-tackling-modern-slavery-and-human-rights-abuses.pdf For management insight please see e.g. Project Bank Accounts and how they can be used in the supply chain (https://gov.wales/sites/default/files/publications/2019-09/guidelines-for-deploying-welsh-government-project-bank-account-policy.pdf).	Specify the total number of procurement contracts on this contract and the total number of those that will include commitments to ethical employment practices in the global supply chain. If possible and applicable, provide a copy of your ethical procurement policy and a copy of your modern slavery statement. This measure focusses explicitly on procurement contracts with a global and thereby international reach.	Specify the total number of procurement contracts on this contract and the total number of those that include commitments to ethical employment practices in the global supply chain. If applicable, provide a copy of your ethical procurement policy and a copy of your modern slavery statement. This measure focuses explicitly on procurement contracts with a global and thereby international reach.	-
NTW26	These are initiatives run by your organisation to identify, manage, track and reduce risks of modern slavery within the global supply chain for the contract. These might include e.g. supply chain mapping, staff training, robust checking processes for recruitment and agency workers (e.g. right to work checks, bank account checks, address checks), engagement programmes with the supply chain to communicate expectations and requirements around modern slavery and to offer support to solve challenges, etc. Global in this context refers to the international, non Welsh and UK supply chain. To record spend with local and regional Welsh or UK supply chain initiative please use NTW64. For further information and guidance in terms of engagement and process please consult the "Code of Practice Guide to tackling Modern Slavery and	Identify and describe planned initiatives, and for each initiative provide a breakdown of expected costs. Please also provide information on how the planned initiatives are going to identify, manage, track and reduce risks of modern slavery in the global supply chain, how monitoring and progression will be managed. If you plan to partner with other organisations for any of the specified initiatives please provide information on those partners.	Describe delivered relevant initiatives, and for each initiative provide a breakdown of the costs. Provide detail of the number of organisations in the global supply chain for the contract involved. Please also provide information on how the undertaken initiatives reduced risks of modern slavery in the global supply chain, how monitoring and progression were be managed.	£ invested

	Human Rights Abuses" provided by Welsh Government. The guide can be accessed through the following link and provides practical guidelines and examples on how to best engage with this issue: https://gov.wales/sites/default/files/publications/2019-09/code-of-practice-guide-to-tackling-modern-slavery-and-human-rights-abuses.pdf			
NTW27	-	Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £14.63 per hour or at £87.48 if it is expert time) should be provided. Provide details of any organisations you will work with and specify whether they will be covering the reported cost with you and how.	Please provide a project report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment - e.g. cash, staff time volunteering (valued at £14.63 per hour), staff time expert advice (valued at £87.48), equipment or equivalent value of other assets should be provided.	£ invested - including staff time (volunteering valued at £14.63 per hour, expert time valued at £87.48 per hour) and materials, equipment or other resources
NTW28	This can e.g. include an engagement in multi-stakeholder and advocacy initiatives around environmental conservation or sustainable ecosystem management. Participation and resources to be invested, including time and volunteering, in relevant initiatives that can be attributed to the contract. Only volunteering hours spent during work hours or paid overtime hours can be counted.	Participation and resources invested including time and volunteering that can be attributed to the contract. Only volunteering hours spent during work hours or paid overtime hours can be counted.	For each initiative or project supported, provide a breakdown of volunteering and staff time invested, alongside other investment. Only volunteering hours spent during work hours or paid overtime hours can be counted.	Total £ value including time, funds and in-kind contributions. Volunteering time spent in multi-stakeholder engagement initiatives and sustainable ecosystem management can be valued at £14.63 per hour.
Page 72 NTW31	% of plastic used on the contract that is recycled.	% of plastic used on the contract that is expected to be recycled.	Provide a breakdown of the total amount of plastic used on the contract and the total amount of that that has been recycled.	(Plastics used on the contract that are recycled (tonnes) / total plastic used on the contract (tonnes)) * 100 to arrive at a percentage
NTW32	% of material inputs used on contract that are Beyond Recycling. This includes wood, remanufactured, repaired or recycled content. For further information see: https://gov.wales/beyond-recycling	Target % of material inputs used on contract that are projected to be Beyond Recycling. This includes wood, remanufactured, repaired or recycled content. Please provide evidence for the proposed materials to be used and why they can be classified as Beyond Recycling. For further information see: https://gov.wales/beyond-recycling	Provide a breakdown of the total amount of material inputs used on the contract and the total amount of material inputs that can be classified as beyond recycling based on Welsh Government circular economy guidance. Please provide evidence for all material inputs used and for why certain materials can be classified as "Beyond Recycling".	(Beyond Recycling material inputs used on contract (tonnes) / total material inputs used on the contract (tonnes)) * 100 to arrive at a percentage
NTW33	This could be run in partnership with a third sector and civil society organisations or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £14.63 (2019 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided, together with a method statement and a workplan. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked out examples on attribution).	Provide a breakdown of pounds to be invested in local environmental education initiatives (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe what type of initiatives you plan to support, including how and where you aim to do so. Details of any organisations you will partner with must be provided. Example initiatives include, but are not limited to Carbon Literacy Wales (https://carbonliteracy.com/cymru/wales/)	Provide a breakdown of pounds invested in initiatives aimed at protecting native wildlife and biodiversity as well as local heritage sites (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe what type of initiatives you supported, including how and where you have done so. Provide details of any organisations you have partnered with. Where an additional multiplier has been added at Measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with data protection requirements (GDPR). Example initiatives include, but are not limited to Carbon Literacy Wales (https://carbonliteracy.com/cymru/wales/)	Calculate the equivalent pound value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £14.63 per hour)

NTW34	<p>This could be run in partnership with a third sector and civil society organisations or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £14.63 (2019 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided, together with a method statement and a workplan. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked out examples on attribution). Example initiatives include, but are not limited to Wrap UK zero waste training (http://www.wrap.org.uk/).</p>	<p>Provide a breakdown of pounds to be invested in waste management training initiatives (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe what type of initiatives you plan to support, including how and where you aim to do so. Details of any organisations you will partner with must be provided. Example initiatives include, but are not limited to Wrap UK zero waste training (http://www.wrap.org.uk/).</p>	<p>Provide a breakdown of pounds invested in waste management training initiatives (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe what type of initiatives you supported, including how and where you have done so. Provide details of any organisations you have partnered with. Where an additional multiplier has been added at Measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with data protection requirements (GDPR). Example initiatives include, but are not limited to Wrap UK zero waste training (http://www.wrap.org.uk/).</p>	<p>Calculate the equivalent pound value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £14.63 per hour)</p>
NTW35	<p>List requirements and contracts where applied.</p>	<p>Specify the total number of procurement contracts on this contract and the total number of contracts that will include sustainable procurement commitments on this contract. Provide a copy of your sustainable procurement policy or an equivalent statement.</p>	<p>Specify the total number of procurement contracts on this contract and the total number of contracts that have included sustainable procurement commitments on this contract. Provide a copy of your sustainable procurement policy or equivalent statement.</p>	<p>(Total contracts including relevant commitments / total contracts) * 100 to arrive at a percentage</p>
NTW36	<p>List requirements and contracts where applied.</p>	<p>Specify the expected total number of contracts with the supply chain on this contract with that require contractors to operate low or zero emission vehicles and the total number of contracts with the supply chain on this contract.</p>	<p>Specify the total number of contracts with the supply chain on this contract with that require contractors to operate low or zero emission vehicles and the total number of contracts with the supply chain on this contract. Provide evidence for the contractual requirements for contractors to operate low or zero emission vehicles as implemented in contracts.</p>	<p>(Total contracts including relevant commitments / total contracts) * 100 to arrive at a percentage</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 73</p> <p>NTW41</p>	<p>This could be run in partnership with a third sector and civil society organisations or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £14.63 (2019 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided, together with a method statement and a workplan. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked out examples on attribution).</p>	<p>Provide a breakdown of pounds to be invested in initiatives aimed at improving health and/or wellbeing in the community (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe what type of health and/or wellbeing issue/s you will address, including how and where you aim to do so. Details of any organisations you will partner with must be provided.</p>	<p>Provide a breakdown of pounds (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)) invested in initiatives aimed at improving health and/or wellbeing in the community. Describe the type of health and/or wellbeing issues you have addressed, including how and where you have done so. Provide details of your initiatives and any organisations you have partnered with. Where an additional multiplier has been added at Measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>Calculate the equivalent pound value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £14.63 per hour)</p>
NTW42	<p>These benefits are expected to be delivered as a result of transport programmes. Provide detail on different programmes including how passenger car miles have been saved, and figures that have been used as a benchmark or baseline. There is an expectation for independently assured and audited reports to be provided. Miles can be saved on contract or through direct contract related commuting/travel. The measure proxy value can be localised for the type of area in which car miles have been saved. For further information please see pages 9-11 in the DEFRA "Air quality damage cost guidance January 2019" document which can be downloaded from this homepage: https://www.gov.uk/guidance/air-quality-economic-analysis. Please reach out to SVP if you have further questions regarding the localisation of this measure.</p>	<p>Provide details on the programme to be implemented to reduce passenger car miles driven, including a breakdown of the number of car miles to be saved and how the car miles will be saved. Specify the baseline to be used (i.e. car miles driven before a programme is put in place to reduce car miles driven) and full methodology of calculation. This measure can be localized if place specific data for savings in car miles is collected. For further information please see DEFRA "Air quality appraisal: damage cost guidance" (July 2020), which can be accessed through this homepage: https://www.gov.uk/government/publications/assess-the-impact-of-air-quality/air-quality-appraisal-damage-cost-guidance. Please reach out to SVP if you have further questions regarding the localization of this measure.</p>	<p>Provide details of the corporate green transport programme implemented to reduce passenger car miles driven, including a breakdown of the number of car miles saved and how they have been saved. Specify the baseline that is used (i.e. car miles driven before a programme was put in place to reduce car miles driven) and full methodology of calculation.</p>	<p>Car miles (not hundreds of miles) saved against baseline, which must be provided</p>

NTW43	<p>These benefits are expected to be delivered as a result of transport programmes. Examples of evidence would be fleet reports or mileage logs. There is an expectation for independently assured and audited reports to be provided, including the definition and evidencing of the baseline used to calculate any savings against.</p>	<p>Provide details on the programme to be implemented. This measure can be localized if place specific data for savings in car miles is collected. For further information please see DEFRA "Air quality appraisal: damage cost guidance" (July 2020), which can be accessed through this homepage: https://www.gov.uk/government/publications/assess-the-impact-of-air-quality/air-quality-appraisal-damage-cost-guidance. Please reach out to SVP if you have further questions regarding the localization of this measure.</p>	<p>Fleet report and mileage log. There is an expectation for independently assured and audited reports to be provided.</p>	<p>No. miles driven on contract on LEV as part of a specific sustainable transport programme</p>
NTW47	<p>Total number of direct or supply chain employees on contract provided with access to comprehensive workplace wellbeing programmes. Qualifying programmes should include the following dimensions: flexible working time arrangements; healthy nutrition options; physical health programmes; a health risk appraisal questionnaire; access to health and wellbeing resources (e.g. a tailored health improvement web portal; wellness literature; and seminars and workshops focused on identified wellness issues). The response should take into consideration any contract specificities to reflect specific needs and priorities in terms of workplace wellbeing.</p>	<p>Summarise your strategy for providing access to a comprehensive workplace wellbeing programme to all employees, including measures in place or planned. Describe how the programme you are going to deliver is going to be structured around the following dimensions: flexible working time arrangements; healthy nutrition options; physical health; health risk appraisal questionnaires; access to health and wellbeing resources (e.g. a tailored health improvement web portal; wellness literature; and seminars and workshops focused on identified wellness issues). If you are partnering with any specialist organisation, please provide details or a range of options.</p>	<p>Please upload a description of the wellbeing programme you have delivered and the number of people on the contract that had access to that. Provide evidence for all of the following for the contract context: employment contract based flexible working time arrangements; access to healthy nutrition options and physical health programmes; if available provide information on use rate of healthy nutrition options and physical health programmes. Information on physical health programmes can include the structure of health and wellbeing support and advice; evidence on and structure of health risk appraisal questionnaire; access to health and wellbeing resources (health improvement web portal; information on use of wellness literature; availability and times of seminars and workshops focused on identified wellness issues). If you are partnering with any specialist organisation, please provide details.</p>	<p>Number of employees on contract that have access to qualifying staff wellbeing programmes.</p>
Page 74 NTW48	<p>Initiatives to remove stigma and promote mental health organised on the contract for direct staff and supply chain.</p>	<p>Specify the planned costs for relevant initiatives on the contract. Describe the type of initiatives, their aim and focus and also who they will be targeted at (staff, supply chain). If you are partnering with any specialist organisation, please provide details or a range of options.</p>	<p>Please provide a breakdown of costs for each initiative, and a summary of the number of people you have engaged where relevant. If you are partnering with any specialist organisation, please provide details.</p>	<p>Costs incurred (£) -costs of putting on the events including hiring of spaces, stands and staff time (to be valued at 14.63 £ per staff hour)</p>
NTW49	<p>-</p>	<p>Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £14.63 per hour or at £87.48 if it is expert time) should be provided. Provide details of any organisations you will work with and specify whether they will be covering the reported cost with you and how.</p>	<p>Please provide a project report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment - e.g. cash, staff time volunteering (valued at £14.63 per hour), staff time expert advice (valued at £87.48), equipment or equivalent value of other assets should be provided.</p>	<p>£ invested - including staff time (volunteering valued at £14.63 per hours, expert time valued at £87.48 per hour) and materials, equipment or other resources</p>
NTW50	<p>This is to record people employed as a result of a specific and deliberate employment initiative. Record the number of full time annual equivalent (FTE) employees taken on as a result of the contract that had been claiming Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits for 6-12 months preceding the start of the employment contract. The value is additional to NTW1, so that the job can be counted both as NTW1 and in this Measure if the conditions apply. This measure relates to the benefits of employing one person of the relevant background and can only be applied once per person and for a maximum duration of 1 year FTE per person.</p>	<p>Summarise your strategy for employing your target number of unemployed people on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify which ones and how you will approach working with them.</p>	<p>Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that this is the first employment experience after having been unemployed; 5.) how long they were unemployed for before the start of the employment contract. For example, Employee 1: 1 year; full-time; 1 FTE; this is the first employment experience after 4 months of unemployment. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, we ask you to calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0</p>

				<p>corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>
<p>NTW50a</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 75</p>	<p>This is to record people employed as a result of a specific and deliberate employment initiative. Record the number of full time annual equivalent (FTE) employees taken on as a result of the contract that had been claiming Jobseeker’s Allowance (JSA) or Universal Credit unemployment benefits for 12-24 months preceding the start of the employment contract. For a definition of long-term unemployment see: https://www.gov.uk/government/publications/predicting-likelihood-of-long-term-unemployment-the-development-of-a-uk-jobseekers-classification-instrument-wp116. The value is additional to NTW1, so that the job can be counted both as NTW1 and in this Measure if the conditions apply. This measure relates to the benefits of employing one person of the relevant background and can only be applied once per person and for a maximum duration of 1 year FTE per person.</p>	<p>Summarise your strategy for employing your target number of long-term unemployed people on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify which ones and how you will approach working with them.</p>	<p>Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that this is the first employment experience after having been long-term unemployed; 5.) how long they were unemployed for before the start of the employment contract. For example, Employee 1: 1 year; full-time; 1 FTE; this is the first employment experience after 14 months of unemployment. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, we ask you to calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>
<p>NTW50b</p>	<p>This is to record people employed as a result of a specific and deliberate employment initiative. Record the number of full time annual equivalent (FTE) employees taken on as a result of the contract that had been claiming Jobseeker’s Allowance (JSA) or Universal Credit unemployment benefits for at least the 24 months preceding the start of the employment contract. For a definition of long-term unemployment see: https://www.gov.uk/government/publications/predicting-likelihood-of-long-term-unemployment-the-development-of-a-uk-jobseekers-classification-instrument-wp116. The value is additional to NTW1, so that the job can be counted both as NTW1 and in this Measure if the conditions apply. This measure relates to the benefits of employing one person of the relevant background and can only be applied once per person and for a maximum duration of 1 year FTE per person.</p>	<p>Summarise your strategy for employing your target number of long-term unemployed people on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify which ones and how you will approach working with them.</p>	<p>Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that this is the first employment experience after having been long-term unemployed; 5.) how long they were unemployed for before the start of the employment contract. For example, Employee 1: 1 year; full-time; 1 FTE; this is the first employment experience after 14 months of unemployment. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, we ask you to calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>

<p style="text-align: center;">Page 76</p>	<p>NTW51</p> <p>This is to record people employed as a result of a specific and deliberate employment initiative. Record the number of full time annual equivalent (FTE) employees taken on as a result of the contract that had been claiming Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits for 6 -12 months preceding the start of the employment contract.</p>	<p>IMPORTANT NOTE: ONLY enter data for this measure for people from disadvantaged or minority backgrounds that fulfil the specified requirements as outlined in the measure text - evidencing required</p> <p>Summarise your strategy for employing your target number of unemployed people on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify which ones and how you will approach working with them.</p>	<p>IMPORTANT NOTE: ONLY enter data for this measure for people from disadvantaged or minority backgrounds that fulfil the specified requirements as outlined in the measure text - evidencing required</p> <p>Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that this is the first employment experience after having been unemployed; 5.) how long they were unemployed for before the start of the employment contract. For example, Employee 1: 1 year; full-time; 1 FTE; this is the first employment experience after 4 months of unemployment. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>IMPORTANT NOTE: ONLY enter data for this measure for people from disadvantaged or minority backgrounds that fulfil the specified requirements as outlined in the measure text - evidencing required</p> <p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, we ask you to calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>
<p>NTW51a</p>	<p>This is to record people employed as a result of a specific and deliberate employment initiative. Record the number of full time annual equivalent (FTE) employees taken on as a result of the contract that had been claiming Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits for 12-24 months preceding the start of the employment contract. For a definition of long -term unemployment see: https://www.gov.uk/government/publications/predicting-likelihood-of-long-term-unemployment-the-development-of-a-uk-jobseekers-classification-instrument-wp116.</p>	<p>IMPORTANT NOTE: ONLY enter data for this measure for people from disadvantaged or minority backgrounds that fulfil the specified requirements as outlined in the measure text - evidencing required</p> <p>Summarise your strategy for employing your target number of long-term unemployed people on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify which ones and how you will approach working with them.</p>	<p>IMPORTANT NOTE: ONLY enter data for this measure for people from disadvantaged or minority backgrounds that fulfil the specified requirements as outlined in the measure text - evidencing required</p> <p>Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that this is the first employment experience after having been long-term unemployed; 5.) how long they were unemployed for before the start of the employment contract. For example, Employee 1: 1 year; full-time; 1 FTE; this is the first employment experience after 14 months of unemployment. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>IMPORTANT NOTE: ONLY enter data for this measure for people from disadvantaged or minority backgrounds that fulfil the specified requirements as outlined in the measure text - evidencing required</p> <p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, we ask you to calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six</p>

				<p>months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 77 NTW51b</p>	<p>This is to record people employed as a result of a specific and deliberate employment initiative. Record the number of full time annual equivalent (FTE) employees taken on as a result of the contract that had been claiming Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits for at least the 24 months preceding the start of the employment contract. For a definition of long-term unemployment see: https://www.gov.uk/government/publications/predicting-likelihood-of-long-term-unemployment-the-development-of-a-uk-jobseekers-classification-instrument-wp116.</p>	<p>IMPORTANT NOTE: ONLY enter data for this measure for people from disadvantaged or minority backgrounds that fulfil the specified requirements as outlined in the measure text - evidencing required</p> <p>Summarise your strategy for employing your target number of long-term unemployed people on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify which ones and how you will approach working with them.</p>	<p>IMPORTANT NOTE: ONLY enter data for this measure for people from disadvantaged or minority backgrounds that fulfil the specified requirements as outlined in the measure text - evidencing required</p> <p>Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that this is the first employment experience after having been long-term unemployed; 5.) how long they were unemployed for before the start of the employment contract. For example, Employee 1: 1 year; full-time; 1 FTE; this is the first employment experience after 14 months of unemployment. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>IMPORTANT NOTE: ONLY enter data for this measure for people from disadvantaged or minority backgrounds that fulfil the specified requirements as outlined in the measure text - evidencing required</p> <p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, we ask you to calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>
<p>NTW52</p>	<p>This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of 16-24 yr. old employees taken on as a result of the contract that had not been in employment, education, or training (NEET) before the start of the employment contract. See the following link for a list of categories included: https://www.ons.gov.uk/employmentandlabourmarket/peoplenotinwork/unemployment/bulletins/youngpeoplenotineducationemploymentortrainingneet/november2019. The value is additional to NTW1, so that the job can be counted both as NTW1 and in this Measure if the conditions apply.</p>	<p>Summarise your strategy for employing your target number of people who are NEET on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify which ones and how you will approach working with them.</p>	<p>Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) whether this is the first employment experience after having been NEET. For example, Employee 1: 3 months; full-time; 0.25 FTE; this is the first employment experience after being NEET. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, we ask you to calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or lasts the full duration of the contract (if this is shorter than one year) can be included</p>

				<p>within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>
<p>NTW53</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 78</p>	<p>This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of employees aged 18+ taken on as a result of the contract that were within the rehabilitation period before the start of the employment contract. Support from Youth Offending Teams (https://www.gov.uk/youth-offending-team), Jobcentre Plus or other agencies carrying out specific programmes may be beneficial in identifying eligible individuals. For guidance about rehabilitation periods see: https://www.gov.uk/exoffenders-and-employment. The value is additional to NTW1, so that the job can be counted both as NTW1 and in this Measure if the conditions apply.</p>	<p>Summarise your strategy for employing your target number of 18-24 year old rehabilitating offenders on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify which ones and how you will approach working with them.</p>	<p>Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that they were a 18-24 year old rehabilitating offender before the start of the employment contract; that this is the first employment experience as an ex-offender. For example, Employee 1: 3 months; full-time; 0.25 FTE; was a 20 years old ex-offender before the start of the employment contract; this is the first employment experience. Provide details of any organisation partnered with Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, we ask you to calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>
<p>NTW54</p>	<p>This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of employees taken on that are disabled. A disabled person is defined as "someone with a physical or mental impairment that has a 'substantial' and 'long-term' effect on their ability to do normal daily activities" (Equality Act 2010). For guidance about employing disabled people and support programmes for employers please see: https://www.gov.uk/government/publications/employing-disabled-people-and-people-with-health-conditions/employing-disabled-people-and-people-with-health-conditions. The value is additional to NTW1, so that the job can be counted both as NTW1 and in this Measure if the conditions apply.</p>	<p>Summarise your strategy for employing your target number of disabled people on this contract. For example, it is likely you will need to cooperate with job centres, care homes or charities so please specify which ones and how you will approach working with them.</p>	<p>Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE). For example, Employee 1: 3 months; full-time; 0.25 FTE. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, we ask you to calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>

NTW55	This is the number of staff hours dedicated to individual or group employment support.	Summarise your strategy for supporting unemployed people into work (including the number of staff hours to be spent and the number of people to be supported). For each session, the number of hours reported should be calculated by multiplying the length of the session by the number of beneficiaries. For example, a 2-hour session attended by 8 unemployed people would be 16 hours. The cumulative number across sessions should be reported. Describe the activity/activities to be carried out and provide details of any partner organisations you will work with.	Specify the number of sessions, and for each session specify the duration, the number of staff providing unemployment support and the number of unemployed people supported. Describe the activity/activities delivered and provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).	The number of hours reported should be calculated by multiplying the length of the session by the number of beneficiaries. For example, a 2-hour session attended by 8 unemployed people would be 16 hours, regardless of if the session is delivered by 1 person or 5 people. The cumulative number across sessions should be reported.
NTW56	This is the number of staff hours dedicated to individual or group employment support specifically for people under 24 years old.	Summarise your strategy for supporting unemployed people into work (including the number of staff hours to be spent and the number of people to be supported). Describe the activity/activities to be carried out and provide details of any partner organisations you will work with.	Specify number of sessions, and for each session the duration, number of staff providing unemployment support and unemployed people supported. Describe the activity/activities delivered and provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).	The number of hours reported should be calculated by multiplying the length of the session by the number of beneficiaries. For example, a 2-hour session attended by 8 unemployed people would be 16 hours, regardless of if the session is delivered by 1 person or 5 people.
NTW57	Work placements indicate a temporary work experience within a company, for example working on junior-level tasks for the purpose of gaining experience and insight into the industry, or a more skill specific graduate position. Only work placements for students with a duration of 1 to 6 weeks (typically unpaid) should be registered here. The cumulative number of weeks (from 1 to 6 for each student work placement) should be registered. For guidance please see: https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships . Should not be double counted with other work placement Measures.	Summarise your strategy for providing your target number of weeks of student work placements or pre-employment courses on this contract. Specify the type of student work placements or/and pre-employment courses that will be provided, including what kind of industry-based experience they will result in and how. As you will cooperate with schools, colleges or universities, please specify which ones and how you will approach this.	Specify the number of people in student work placements or pre-employment courses on this contract, and for each person specify: the duration in weeks and type of the work placement or pre-employment course. Describe the industry-based experience gained and provide details of the school, college or university partnered with. Information provided should be made compliant with data protection requirements (GDPR).	Number of total student placement weeks on the contract (only student placements between 1-6 weeks)
NTW58	Work placements indicate a temporary work experience within a company, for example working on junior-level tasks for the purpose of gaining experience and insight into the industry, or a more skill specific graduate position. The cumulative number of weeks of work placements (noting that each placement must be longer than 6 weeks) should be registered. Only placements paid at least minimum or national living wage, as per governmental regulations, should be included. For guidance please see: https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships and here https://www.gov.uk/national-minimum-wage-rates .	Summarise your strategy for providing your target number of positions and weeks of paid work placements on this contract. Specify the type of work placements (as well as pay type, i.e. minimum wage, national living wage or higher wage) that will be provided, including what kind of industry-based experience they will result in and how. If you will cooperate with any organisation, school, college or university, please specify which ones and how you will approach this.	Specify the number of people in work placements, and for each person specify: the duration in weeks and type (including pay type, i.e. minimum wage, national living wage, higher wage) of the work placement. Describe the industry-based experience gained and provide details of any organisation, school, college or university partnered with. Information provided should be made compliant with data protection requirements (GDPR).	Number of weeks in total on the contract (note that each placement must be at least 6 weeks).
NTW61	The current Real Living wage for the UK as set by the Living Wage foundation is £9.30 per hour (https://www.livingwage.org.uk/). Please apply the appropriate rate as the relevant threshold depending on the contract.	Please specify to what percentages of the workforce on the contract you apply the Real Living Wage rate.	Please provide evidence of the total number of employment contracts and the number of employment contracts where staff are paid at least Real Living wage according to the relevant local rate. For more information see: https://www.livingwage.org.uk/ . All data should be reported in compliance with GDPR requirements.	Apply relevant rates depending on location of the contract.

NTW63	<p>This can include among other things a focus on supply chain sustainability and fairness, fair trade or a use of B Corps. Percentage of contracts within the local supply chain that include requirements to ensure that supply chains are free from slavery and to encourage effective and transparent reporting. Local in this context refers to the Welsh and UK supply chain. To record for the international supply chain please use NTW25. For further information please see: http://www.antislaverycommissioner.co.uk/priorities/priority-4-private-sector-engagement/ or https://gov.wales/sites/default/files/publications/2019-09/code-of-practice-guide-to-tackling-modern-slavery-and-human-rights-abuses.pdf</p> <p>For management insight please see e.g. Project Bank Accounts and how they can be used in the supply chain https://gov.wales/sites/default/files/publications/2019-09/guidelines-for-deploying-welsh-government-project-bank-account-policy.pdf.</p>	Specify the total number of procurement contracts on this contract and the total number of those that will include commitments to ethical employment practices in the local supply chain. If possible and applicable, provide a copy of your ethical procurement policy and a copy of your modern slavery statement.	Specify the total number of procurement contracts on this contract and the total number of those that include commitments to ethical employment practices in the local supply chain. If applicable, provide a copy of your ethical procurement policy and a copy of your modern slavery statement.	-
NTW64	<p>These are initiatives run by your organisation to identify, manage, track and reduce risks of modern slavery within the local supply chain for the contract. These might include e.g. supply chain mapping, staff training, robust checking processes for recruitment and agency workers (e.g. right to work checks, bank account checks, address checks), engagement programmes with the supply chain to communicate expectations and requirements around modern slavery and to offer support to solve challenges, etc. Local in this context refers to the Welsh and UK supply chain. To record spend with international supply chain initiatives please use NTW26. For further information and guidance in terms of engagement and process please consult the "Code of Practice Guide to tackling Modern Slavery and Human Rights Abuses" provided by Welsh Government. The guide can be accessed through the following link and provides practical guidelines and examples on how to best engage with this issue: https://gov.wales/sites/default/files/publications/2019-09/code-of-practice-guide-to-tackling-modern-slavery-and-human-rights-abuses.pdf</p>	These are initiatives you are planning to run to identify and manage risks of modern slavery within the local supply chain for the contract. Identify and describe planned initiatives, and for each initiative provide a breakdown of expected costs. Please also provide information on how the planned initiatives are going to reduce risks of modern slavery in the local supply chain, how monitoring and progression will be managed.	Describe delivered relevant initiatives, and for each initiative provide a breakdown of the costs. Provide detail of the number of organisations in the local supply chain for the contract involved. Please also provide information on how the undertaken initiatives reduced risks of modern slavery in the local supply chain, how monitoring and progression were managed.	£ invested
NTW65	-	Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £14.63 per hour or at £87.48 if it is expert time) should be provided. Provide details of any organisations you will work with and specify whether they will be covering the reported cost with you and how.	Please provide a project report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment - e.g. cash, staff time volunteering (valued at £14.63 per hour), staff time expert advice (valued at £87.48), equipment or equivalent value of other assets should be provided.	£ invested - including staff time (volunteering valued at £14.63 per hours, expert time valued at £87.48 per hour) and materials, equipment or other resources
NTW66	<p>This could be e.g. donating a van to a community organisation, or the use of office accommodation, etc. Equivalent £ value should be calculated and assumptions and details about the calculation should be made explicit. Attribution might need to be taken into account where resources are being donated not strictly as a result of commitments made in relation to the contract. There needs to be a clear link to the contractual activity. Please see the toolkit guidance document for worked out examples on attribution.</p>	Provide a list of third sector and civil society organisations you have already identified or a range of options. Provide a breakdown of the equivalent value of resources and/or equipment to be donated to third sector and civil society organisations, including the names of the organisations.	Provide a breakdown of the equivalent value of resources and/or equipment donated to each third sector and civil society organisation, including evidence of the donations and the names of the third sector and civil society organisations supported.	Equivalent £ value of the donation

NTW67	<p>Volunteering is defined by the International Labour Organisation (2001) as 'unpaid non-compulsory work; that is, time individuals give without pay to activities performed either through an organisation or directly for others outside of the household'. Here only staff volunteering hours should be recorded when time has been allocated for staff to spend on formal volunteering (not for family and friends). Please include only the amount of volunteering that has been provided by staff during working hours or on paid overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with the employees. Please see the toolkit guidance document for worked out examples on attribution.</p>	<p>Specify the list of third sector and civil society organisations that are going to be supported and describe the volunteering activities to be delivered and their intended purposes. Provide a breakdown of staff volunteering hours to be delivered to third sector and civil society organisations. For example, if 10 staff volunteer 3 hours, then the total reported should be 30.</p>	<p>Specify the name of the third sector and civil society organisations supported, the volunteering activities delivered and their intended purposes. Provide a breakdown of staff volunteering hours delivered to third sector and civil society organisations. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>Number of staff hours spent on volunteering with third sector and civil society organisations. For example, if 10 staff volunteer 3 hours, then the total reported should be 30.</p>
NTW68	<p>This is the additional SV (SVA) from spending on suppliers for the contract that are voluntary, community or social enterprises. This might include e.g. choosing a catering company that employs rehabilitating offenders, or a furniture service that recycles donated furniture, or a social enterprise recruitment consultancy, etc. Social Enterprise UK have a useful tool to identify social enterprises that have membership with them based on location https://www.socialenterprise.org.uk/members-map. You may refer to the local economic development team in the council to identify potential partners. A relevant SROI multiplier can be substituted to this default value when available and assured, by using the additional multiplier column in the Measurement Calculator. The total SVA from selecting a local third sector and civil society organisation in the supply chain can be computed by adding the appropriate NTW68 and NTW14 multipliers, when NTW14 or NTW15 are not directly included in the analysis.</p>	<p>Provide a breakdown of the estimated pounds to be spent with third sector and civil society organisations in your supply chain on this contract, including the name of the organisations (or a range of potential names) and the type of goods/services to be procured from each.</p>	<p>Provide a breakdown of pounds spent with third sector and civil society organisations within your supply chain on this contract, including the name of the organisations and the type of goods/services procured from each.</p>	<p>£ spent with third sector and civil society organisations in the supply chain. Note that they do not need to be local organisations. Please see the Rationale for more on double counting.</p>
<p>Page 21</p> <p>NTW69</p>	<p>This is expert staff time (e.g. financial advice / legal advice / HR advice / HSE) dedicated to supporting third sector and civil society organisations. Please include only the amount of volunteering that has been provided by staff during working hours or on paid overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with the employees. Please see the toolkit guidance document for worked out examples on attribution.</p>	<p>Summarise your strategy for providing expert advice to third sector and civil society organisations. Provide the names of the organisations you will support or a range of options. Describe the number of staff hours to be spent in total and for each organisation. Specify the type of expert advice that will be provided, including the type of qualification/role of the person delivering this advice.</p>	<p>Provide a breakdown of staff hours spent providing expert advice to third sector and civil society organisations. Provide the details of the organisations you have supported. Specify the number of staff hours spent for each third sector and civil society organisation, the type of expert advice given as well as the qualification/role of the person delivering this advice. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>For example, if 5 staff will spend 2 hours providing expert advice, then the total number of hours reported should be 10.</p>
NTW70	<p>This includes training provided to own staff, Tier 1 supply chain and subcontractors specifically around diversity. Record the cumulative number of hours experienced by the attendees and specify both separately as a description. Only training provided for supply chain organisation at no cost to them should be included.</p>	<p>Describe your strategy for delivering equality, diversity training to own staff and supply chain on this contract. Provide a workplan, including number of staff hours that will be spent and the number of people that will be involved in the training both from your own organisations and from those in the supply chain. Explain the objectives of the training session/s and how progress towards these objectives will be monitored over the course of the contract.</p>	<p>Provide a breakdown of staff hours spent providing equality, diversity and inclusion training to own staff and supply chain organisations on this contract, including the number of people involved in the training. Describe the objectives of the training session(s) and how progress towards these objectives will be monitored over the course of the contract. Information provided should be made compliant with data protection requirements (GDPR). If you are partnering with any specialist organisation, please provide details.</p>	<p>The number of hours reported should be calculated by multiplying the length of the session by the number of beneficiaries. For example, a 2-hour session attended by 8 unemployed people would be 16 hours, regardless of if the session is delivered by 1 person or 5 people.</p>
NTW71	<p>Combined % of BAME (black, asian, minority ethnic) hired on contract as fulltime annual equivalent (FTE) directly and through the supply chain. This Measure encourages increased hiring of BAME.</p>	<p>Summarize your expected combined % share of BAME (black, asian, minority ethnic) hired on contract (FTE) directly and through the supply chain.</p>	<p>Provide information on the % share of BAME (black, asian, minority ethnic) working on contract (FTE). The provided data has to be supported by official company employment statistics or other documentation. If the data includes supply chain data suppliers have to provide the respective documentation. The data has to be adjusted for FTE employment to allow for comparability between different kinds of contracts.</p>	<p>Number of BAME hired on the contract over the total number of people hired on the contract - (%). Please provide calculation both in original number of contracts and converted to FTE for comparison with other employment indicators. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a</p>

				period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week. Include both direct employment and jobs unlocked through the supply chain as a result of your procurement requirements. Do not double count direct and supply chain employment for the same areas with other relevant measures.
NTW73	This could be run in partnership with a third sector and civil society organisation or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £14.63 (2019 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided, together with a method statement and a workplan. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked out examples on attribution).	Provide a breakdown of pounds to be invested in initiatives aimed at reducing crime (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe what type of crime/s you aim to reduce, including how and where you aim to do so. Details of any organisations you will partner with to reduce crime must be provided.	Provide a breakdown of pounds invested in initiatives aimed at reducing crime (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe what type of crime you have aimed to reduce, including how and where you have done so. Provide details of any organisations you have partnered with. Where an additional multiplier has been added at Measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with data protection requirements (GDPR).	Calculate the equivalent pound value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £14.63 per hour)
Page 82 NTW74	This could be run in partnership with a third sector and civil society organisation or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £14.63 (2019 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided, together with a method statement and a workplan. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked out examples on attribution).	Provide a breakdown in pounds to be invested in initiatives aimed at supporting older, disabled and vulnerable people to build stronger community networks (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe the group/s you will be supporting and the activities you will deliver, including how and where you will do so. Details of any organisations you will partner with must be provided.	Provide a breakdown of pounds (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)) invested in initiatives aimed at supporting older, disabled and vulnerable people to build stronger community networks. Describe the groups you have supported and the activities you have delivered, including how and where you have done so. Provide details of any organisations you have partnered with. Where an additional multiplier has been added at Measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with data protection requirements (GDPR).	Calculate the equivalent pound value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £14.63 per hour)
NTW75	This could be run in partnership with a third sector and civil society organisations or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £14.63 (2019 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided, together with a method statement and a workplan. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked out examples on attribution). Disadvantaged in this context refers to children suffering from various forms of deprivation and exclusion, including but not limited to economic or food poverty, social or education exclusion or discrimination, etc. The definition of disadvantaged may vary between	Provide a breakdown of pounds to be invested in initiatives aimed at supporting disadvantaged young people and their families (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe the group/s you will be supporting and the activities you will deliver, including how and where you will do so. Details of any organisations you will partner with must be provided. Example initiatives include, but are not limited to, Action for Children (https://www.actionforchildren.org.uk/) or Children in Wales (https://www.childreninwales.org.uk/).	Provide a breakdown of pounds (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)) invested in initiatives aimed at supporting disadvantaged young people and their families. Describe the groups you have supported and the activities you have delivered, including how and where you have done so. Provide details of any organisations you have partnered with. Where an additional multiplier has been added at Measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with data protection requirements (GDPR). Example initiatives include, but are not limited to, Action for Children (Calculate the equivalent pound value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £14.63 per hour)

	different contexts. The overall aim of this measure is to reduce structural inequalities and enable and facilitate social and economic participation of those most vulnerable in society. For information on Welsh Government initiatives and policy around working with and supporting disadvantaged children particularly around education please see the following link: https://gov.wales/education-of-disadvantaged-children		https://www.actionforchildren.org.uk/) or Children in Wales (https://www.childreninwales.org.uk/).	
NTW76	This could be a cash donation or the equivalent value of in kind contributions - e.g. donating a van to a community organisation - that have been made for a specific community project. Equivalent £ value should be calculated and assumptions and details about the calculation should be made explicit. Attribution might need to be taken into account where resources are being donated not strictly as a result of commitments made in relation to the contract. There needs to be a clear link to the contractual activity. Please see the tool kit guidance document for worked out examples on attribution.	Provide a breakdown of the pound equivalent value of donations and/or in-kind contributions that will be donated to local community projects. Describe the local community projects you will support. Provide details of any organisations you will partner with.	Provide a breakdown of the pound equivalent value of donations and/or in-kind contributions donated to local community projects. Describe the local community projects you have supported. Provide details of any organisations you have partnered with. Where an additional multiplier has been added at Measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with data protection requirements (GDPR).	£ donated (or equivalent value in £)
Page 83 NTW77	Please refer to the definition of the local area specified for NTW1. Volunteering is defined by the International Labour Organisation (2001) as 'unpaid non-compulsory work; that is, time individuals give without pay to activities performed either through an organisation or directly for others outside of the household'. Here only staff volunteering hours should be recorded when time has been allocated for staff to spend on formal volunteering (not for family and friends). In the case of local community projects there might not be a community organisation at the receiving end of the volunteering, but it might be an initiative set up by the company itself based on local intelligence. Time invested in organising such activities must be recorded in this category on top of the staff volunteering time itself. Please include only the amount of volunteering that has been provided by staff during working hours or on overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with the employees (please see the toolkit guidance document for worked out examples on attribution).	Describe the volunteering activity/activities to be delivered and the local community projects to be supported. Provide details of any organisations you will partner with. Provide a breakdown of staff volunteering hours to be delivered to local community projects. Only regular work hours and overtime hours can be counted as volunteering hours. For example, if 10 staff will volunteer 3 hours each, then the total number of hours reported should be 30.	Describe the volunteering activity/activities you have delivered and the local community projects you have supported. Provide details of any organisations you have partnered with. Provide a breakdown of staff volunteering hours delivered to local community projects. Only regular work hours and paid overtime hours can be counted as volunteering hours. Information provided should be made compliant with data protection requirements (GDPR).	For example, if 10 staff will volunteer 3 hours each, then the total number of hours reported should be 30.
NTW78	Please refer to the definition of the local area specified for NTW1. A Community Charter is a document designed by the community that identifies needs and opportunities, and directs businesses that can help towards specific deliverables. This could be provided through funding of a local community coordinator or a third party to facilitate the process. Supporting a local community coordinator means agreeing to be a sponsor and sign up to the initiatives, e.g. by directing staff volunteers towards them.	Provide a breakdown of pounds to be invested in helping the local community draw up their own Community Charter or Stakeholder Plan (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe your strategy/workplan for engaging with the local community. Provide details of any organisations you will partner with.	Provide a breakdown of pounds invested to help the local community draw up their own Community Charter or Stakeholder Plan (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Provide a copy of the Community Charter or the Stakeholder Plan and details of any organisations you have partnered with. Information provided should be made compliant with data protection requirements (GDPR).	Calculate the equivalent pound value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £14.63 per hour)
NTW79	-	Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £14.63 per hour or at £87.48 if it is expert time) should be provided. Provide details of any organisations you will work with and specify whether they will be covering the	Please provide a project report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment - e.g. cash, staff time	£ invested - including staff time (volunteering valued at £14.63 per hours, expert time valued at £87.48 per hour) and materials, equipment or other resources

		reported cost with you and how.	volunteering (valued at £14.63 per hour), staff time expert advice (valued at £87.48), equipment or equivalent value of other assets should be provided.	
NTW80	Facilitating the use of the Welsh language is part of social value in Wales. This measure is aimed at engaging with this. This could be run in partnership with a third sector and civil society organisation or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £14.63 (2019 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided, together with a method statement and a workplan. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked out examples on attribution).	Provide a breakdown of pounds to be invested in initiatives aimed at supporting people to learn the Welsh language (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe what type of activities you plan to support, including how and where you aim to do so. Details of any organisations you will partner with must be provided.	Provide a breakdown of pounds invested in initiatives aimed at learning the Welsh language (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe what type of initiatives you supported, including how and where you have done so. Provide details of any organisations you have partnered with. Where an additional multiplier has been added at Measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with data protection requirements (GDPR).	Calculate the equivalent pound value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £14.63 per hour)
NTW81	Enhancing and expanding the knowledge of Welsh culture and facilitating the participation in local arts, sports and heritage activities is part of social value in Wales. This measure is aimed at engaging with this. This could be run in partnership with a third sector and civil society organisation or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £14.63 (2019 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided, together with a method statement and a workplan. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked out examples on attribution).	Provide a breakdown of pounds to be invested in initiatives aimed at supporting people to get involved in arts, sport and heritage activities (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe what type of activities you plan to support, including how and where you aim to do so. Details of any organisations you will partner with must be provided.	Provide a breakdown of pounds invested in initiatives aimed at getting people involved in arts, sport and heritage activities (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe what type of initiatives you supported, including how and where you have done so. Provide details of any organisations you have partnered with. Where an additional multiplier has been added at Measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with data protection requirements (GDPR).	Calculate the equivalent pound value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £14.63 per hour)
NTW82	Investing in the protection of local wildlife, biodiversity and heritage sites is part of social value in Wales. This measure is aimed at engaging with this. This could be run in partnership with a third sector and civil society organisation or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £14.63 (2019 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided, together with a method statement and a workplan. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked out examples on attribution).	Provide a breakdown of pounds to be invested in initiatives aimed at protecting native wildlife and biodiversity as well as local heritage sites (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe what type of initiatives you plan to support, including how and where you aim to do so. Details of any organisations you will partner with must be provided.	Provide a breakdown of pounds invested in initiatives aimed at protecting native wildlife and biodiversity as well as local heritage sites (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe what type of initiatives you supported, including how and where you have done so. Provide details of any organisations you have partnered with. Where an additional multiplier has been added at Measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with data protection requirements (GDPR).	Calculate the equivalent pound value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £14.63 per hour)
NTW83	-	Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £14.63 per hour or at £87.48 if it is expert time) should be provided. Provide details of any organisations you will work with and specify whether they will be covering the reported cost with you and how.	Please provide a project report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment - e.g. cash, staff time volunteering (valued at £14.63 per hour), staff time expert advice (valued at £87.48), equipment or equivalent value of	£ invested - including staff time (volunteering valued at £14.63 per hour, expert time valued at £87.48 per hour) and materials, equipment or other resources

			other assets should be provided.	
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CABINET – 7TH JULY 2021

SUBJECT: STREET NAMING AND NUMBERING - PROPOSED CHARGE TO ADD/ RENAME/ REMOVE A RESIDENTIAL PROPERTY NAME

REPORT BY: CORPORATE DIRECTOR - ECONOMY AND ENVIRONMENT

1. PURPOSE OF REPORT

- 1.1 To seek Cabinet approval to introduce charges for adding / renaming / removing a name to an existing residential property.

2. SUMMARY

- 2.1 The Council provides a comprehensive Street Naming & Numbering service but no charge is currently levied for adding / renaming / removing a name to an existing residential property despite the fact that this discretionary service requires a significant amount of officer time and effort in terms of consultation, liaison and processing.
- 2.2 The Local Government Act 2003, brought about new devolved powers for Local Authorities to charge for non-statutory services and most Council's in Wales currently charge for this service.
- 2.3 The introduction of a charge of £100 will, therefore, ensure that provision of this non-statutory element of the service can continue, recover its costs and provide an opportunity for additional income to contribute to the maintenance of the current excellent level of service provided. Furthermore charging may also dissuade some owners from making unnecessary address changes.

3. RECOMMENDATIONS

- 3.1 That Cabinet resolves to adopt a charge for 'adding / renaming / removing the name of a property' to take effect from 1 August 2021.
- 3.2 That this charge be set at £100 which is considered to be an appropriate level linked to cost recovery.

4. REASONS FOR THE RECOMMENDATIONS

4.1 To seek approval to charge for adding / renaming / removing a name to an existing residential property.

5. THE REPORT

5.1 The Council provides a comprehensive Street Naming & Numbering service to applicants encompassing a broad spectrum of new development types and the renaming and renumbering of streets and properties. The naming of streets and property numbering within streets is a statutory function and does not involve any charges.

5.2 No charge is currently levied by the Council, for the discretionary service of adding / renaming / removing a name to an existing residential property which requires a significant amount additional ancillary work to be undertaken, including a significant amount of staff resource and effort in terms of consultation, liaison and processing.

5.3 The Local Government Act 2003, brought about new devolved powers for Local Authorities, amongst others these include, giving Councils new powers to trade and charge for non-statutory services (Section 93 of the Local Government Act 2003).

5.4 Benefits of charging include:

- Ensuring that provision of the non-statutory element of the service can continue by contributing to the cost of valuable and experienced members of staff within the team.
- Providing additional income.
- Ensuring an excellent level of service will be maintained.

In addition, charging for this service may dissuade some owners from making unnecessary changes to their address.

5.5 Several Local Authorities have introduced charges for this service and examples of Welsh Authority charges are detailed in Table 1.

Table 1: Residential naming charges in force in Wales

Local Authority	Cost
Anglesey	None
Blaenau Gwent	None
Bridgend	£34.80
Cardiff	£40.00
Ceredigion	£55.00
Conwy	£30.00
Flintshire	£70.00
Monmouthshire	£50.00
Neath Port Talbot	£30.00
Newport	£43.50
Pembrokeshire	£37.00
RCT	None
Swansea	£50.00
Torfaen	£25.00

Vale of Glamorgan	£100.00
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- 5.6 Table 2 indicates the number of renaming cases for residential properties received by Caerphilly CBC by year.

Table 2: Service request per annum

Year	No of cases
2016	29
2017	35
2018	34
2019	23
2020	25
2021	19 to date

- 5.7 When changing a house name or adding a property name to a numbered property, officers will check the existing gazetteer and review every request to add or change an existing property name to identify similar names in the immediate vicinity. Names will be considered acceptable unless they are duplicated within the local area or are likely to cause offence. If the name is deemed to be unsuitable an alternative name is requested from the applicant and the process is repeated. The authority will then consult with the Royal Mail.
- 5.8 A property with a number must always use and display that number. Where a property has a name and an official number the number must always be included in the address and displayed on the property. The name cannot be regarded as an alternative. Any request to remove a number from an official address will be refused.
- 5.9 Once Royal Mail has responded, the authority will update the address to include the house name. Once the authority updates the address, there will be a short period of disruption while external agencies update their systems over which we have no control.
- 5.10 The Authority will notify the applicant and statutory undertakers by email of the change to the address.
- 5.11 Taking into account the resources required to add, rename or remove a name to an existing residential property and the charges levied by other Council's it is recommended that the fee be set at £100.00 which is considered to be an appropriate level to contribute to cost recovery.
- 5.12 The fees will be collected prior to the completion of the application using online payment.

6. ASSUMPTIONS

- 6.1 None.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

- 7.1 The introduction of fees for adding / renaming / removing a name to an existing residential property will have a neutral impact on many protected characteristics and people who are socio-economically disadvantaged.

7.2 The proposals will contribute to the maintenance of the existing excellent service and facilitate the delivery of the wellbeing objectives of the Wellbeing of Future Generation Act and the Corporate Plan.

7.3 The recommendations in this report will assist the Authority in its duties as a public body under the Well-being of Future Generation (Wales) Act 2015 to contribute of the well-being goals for Wales:

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

7.5 The recommendations of this report are also consistent with the five ways of working as defined within the sustainable development principle in the Act. The five ways of working of the sustainable development principle, listed in the Act are:

- Long Term – the proposals will assist the Authority in maintaining an excellent service by resourcing non-statutory elements.
- Prevention – taking a more commercial approach to prevent resource issues from frustrating the delivery of statutory services.
- Integration – allow an integrated service to be maintain through appropriate resourcing of non-statutory elements.
- Collaboration – the proposals will facilitate collaboration through appropriate resourcing of non-statutory elements.
- Involvement – the proposal will facilitate access to services by contributing to the maintenance of the service.

7.6 The proposal will maintain existing opportunities for citizens to use the Welsh language and will aim to ensure that the Welsh language is treated no less favourably than the English language.

8. FINANCIAL IMPLICATIONS

8.1 In charging for non-statutory services, the Authority has a duty to charge no more than the costs they incur in providing the service.

8.2 The revenue raised will help offset the costs of delivering the service. The cost of implementing the proposed charging regime will be contained within existing staff and budget resources.

9. PERSONNEL IMPLICATIONS

9.1 There are no specific personnel implications directly resulting from this report.

10. CONSULTATIONS

10.1 The draft report was distributed as detailed below. All comments received have been reflected in this version of the report.

11. STATUTORY POWER

11.1 The Local Government Acts 1998 and 2003.

Author: Ryan Thomas, Planning Services Manager

Consultees: Cllr Andrew Whitcombe, Cabinet Member for Sustainability, Planning and Fleet
Mark S. Williams, Corporate Director (Economy and Environment)
Rhian Kyte, Head of Planning and Regeneration
Stephen Harris, Head of Financial Services and Section 151 Officer
Robert Tranter, Head of Legal Services & Monitoring Officer
Lynne Donovan, Head of People Services

Appendices: Integrated Impact Assessment

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Caerphilly County Borough Council - 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
- Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- Welsh Language (Wales) Measure 2011
- 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:- Ryan Thomas

Head of Service:- Rhian Kyte

Service Area and Department:- Planning and Economic Development

Date:- 14/06/21

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

The introduction of a charge of £100 for the provision of non-statutory services to add/rename, remove a residential property name.

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 characteristics**.*

2a Age (people of all ages)

(i) Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?

Neutral impact.

(ii) If there are negative impacts how will these be mitigated?

No.

(iii) What evidence has been used to support this view?

Charging for this non statutory service will contribute to the maintenance of the existing excellent statutory service.

2b Disability (people with disabilities/ long term conditions)

(i) Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?

Neutral impact.

(ii) If there are negative impacts how will these be mitigated?

No.

(iii) What evidence has been used to support this view?

Charging for this non statutory service will contribute to the maintenance of the existing excellent statutory service.

2c Gender Reassignment (*anybody who's gender identity or gender expression is different to the sex they were assigned at birth*)

- (i) Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?**

Neutral impact.

- (ii) If there are negative impacts how will these be mitigated?**

No.

- (iii) What evidence has been used to support this view?**

Charging for this non statutory service will contribute to the maintenance of the existing excellent statutory service.

2d Marriage or Civil Partnership (*people who are married or in a civil partnership*)

- (i) Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?**

Neutral impact.

- (ii) If there are negative impacts how will these be mitigated?**

No.

- (iii) What evidence has been used to support this view?**

Charging for this non statutory service will contribute to the maintenance of the existing excellent statutory service.

2e Pregnancy and Maternity (*women who are pregnant and/or on maternity leave*)

- (i) **Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?**

Neutral impact.

- (ii) **If there are negative impacts how will these be mitigated?**

No.

- (iii) **What evidence has been used to support this view?**

Charging for this non statutory service will contribute to the maintenance of the existing excellent statutory service.

2f Race (*people from black, Asian and minority ethnic communities and different racial backgrounds*)

- (i) **Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?**

Neutral impact.

- (ii) **If there are negative impacts how will these be mitigated?**

No.

- (iii) **What evidence has been used to support this view?**

Charging for this non statutory service will contribute to the maintenance of the existing excellent statutory service.

2g Religion or Belief (*people with different religions and beliefs including people with no beliefs*)

- (i) **Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?**

Neutral impact.

- (ii) **If there are negative impacts how will these be mitigated?**

No.

- (iii) **What evidence has been used to support this view?**

Charging for this non statutory service will contribute to the maintenance of the existing excellent statutory service.



2h Sex (*women and men, girls and boys and those who self-identify their gender*)

- (i) Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?**

Neutral impact.

- (ii) If there are negative impacts how will these be mitigated?**

No.

- (iii) What evidence has been used to support this view?**

Charging for this non statutory service will contribute to the maintenance of the existing excellent statutory service.



2i Sexual Orientation (*lesbian, gay, bisexual, heterosexual, other*)

- (i) Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?

Neutral impact.

- (ii) If there are negative impacts how will these be mitigated?

No.

- (iii) What evidence has been used to support this view?

Charging for this non statutory service will contribute to the maintenance of the existing excellent statutory service.

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 group 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

3a Low Income / Income Poverty (*cannot afford to maintain regular payments such as bills, food, clothing, transport etc.*)

(i) Does the proposal have any positive, negative or neutral impacts on the following and how?

Neutral.

(ii) If there are negative impacts how will these be mitigated?

No.

(iii) What evidence has been used to support this view?

Charging for this non statutory service will contribute to the maintenance of the existing excellent statutory service.

3b Low and/or No Wealth (*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) Does the proposal have any positive, negative or neutral impacts on the following and how?

Neutral.

- (ii) If there are negative impacts how will these be mitigated?

No.

- (iii) What evidence has been used to support this view?

Charging for this non statutory service will contribute to the maintenance of the existing excellent statutory service.

3c Material Deprivation (*unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.*)

- (i) Does the proposal have any positive, negative or neutral impacts on the following and how?

Neutral.

- (ii) If there are negative impacts how will these be mitigated?

No.

- (iii) What evidence has been used to support this view?

Charging for this non statutory service will contribute to the maintenance of the existing excellent statutory service.

3d Area Deprivation *(where you live (rural areas), where you work (accessibility of public transport) Impact on the environment?*

- (i) Does the proposal have any positive, negative or neutral impacts on the following and how?**

Neutral.

- (ii) If there are negative impacts how will these be mitigated?**

No.

- (iii) What evidence has been used to support this view?**

Charging for this non statutory service will contribute to the maintenance of the existing excellent statutory service.

3e Socio-economic Background (*social class i.e. parents education, employment and income*)

- (i) Does the proposal have any positive, negative or neutral impacts on the following and how?

Neutral.

- (ii) If there are negative impacts how will these be mitigated?

No.

- (iii) What evidence has been used to support this view?

Charging for this non statutory service will contribute to the maintenance of the existing excellent statutory service.

3f Socio-economic Disadvantage (*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) Does the proposal have any positive, negative or neutral impacts on the following and how?

Neutral.

- (ii) If there are negative impacts how will these be mitigated?

No.

- (iii) What evidence has been used to support this view?

Charging for this non statutory service will contribute to the maintenance of the existing excellent statutory service.



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

Objective 1 - Improve education opportunities for all

The proposals will allow existing resources to be focussed on the delivery of statutory services with non-statutory elements funded by the proposed fee.

Objective 2 - Enabling employment

The proposals will allow existing resources to be focussed on the delivery of statutory services with non-statutory elements funded by the proposed fee.

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

The proposals will allow existing resources to be focussed on the delivery of statutory services with non-statutory elements funded by the proposed fee.

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

The proposals will allow existing resources to be focussed on the delivery of statutory services with non-statutory elements funded by the proposed fee.

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

The proposals will allow existing resources to be focussed on the delivery of statutory services with non-statutory elements funded by the proposed fee.

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

The proposals will allow existing resources to be focussed on the delivery of statutory services with non-statutory elements funded by the proposed fee.



4a. Links to any other relevant Council Policy (*How does your proposal deliver against any other relevant Council Policy*)

The proposals will facilitate the delivery of the principles of Team Caerphilly by the introduction of greater commercialisation for the for delivery of non statutory elements of service delivery.

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

How have you used the Sustainable Development Principles in forming the proposal?

Long Term

The proposals will assist the Authority in maintaining an excellent service by resourcing non-statutory elements.

Prevention

By taking a more commercial approach to prevent resource issues from frustrating the delivery of statutory services.

Integration

By allowing an integrated service to be maintain through appropriate resourcing of non-statutory elements.

Collaboration

The proposals will facilitate collaboration through appropriate resourcing of non-statutory elements.

Involvement

The proposal will facilitate access to services by contributing to the maintenance of the service.



6. Well-being of Future Generations (Wales) Act 2015

Does the proposal maximise our contribution to the Well-being Goals and how?

A Prosperous Wales

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

Yes. The proposals will allow existing resources to be focussed on the delivery of statutory services with non-statutory elements funded by the proposed fee.

A Resilient Wales

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)

Yes. The proposals will allow existing resources to be focussed on the delivery of statutory services with non-statutory elements funded by the proposed fee.

A Healthier Wales

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

Yes. The proposals will allow existing resources to be focussed on the delivery of statutory services with non-statutory elements funded by the proposed fee.

A More Equal Wales

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

Yes. The proposals will allow existing resources to be focussed on the delivery of statutory services with non-statutory elements funded by the proposed fee.



A Wales of Cohesive Communities

Attractive, viable, safe and well-connected communities

Yes. The proposals will allow existing resources to be focussed on the delivery of statutory services with non-statutory elements funded by the proposed fee.

A Wales of Vibrant Culture and Thriving Welsh Language

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

Yes. The proposals will allow existing resources to be focussed on the delivery of statutory services with non-statutory elements funded by the proposed fee.

A Globally Responsible Wales

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

Yes. The proposals will allow existing resources to be focussed on the delivery of statutory services with non-statutory elements funded by the proposed fee.

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) Policy Making Standards - Good Practice Advice Document

7a. Links with Welsh Government's Cymraeg 2050 Strategy and CCBC's Five Year Welsh Language Strategy 2017-2022 and the Language Profile

- (i) Does the proposal have any positive, negative or neutral impacts on the following and how?

Neutral.

- (ii) If there are negative impacts how will these be mitigated?

No.

- (iii) What evidence has been used to support this view? *e.g. the WESP, TAN20, LDP, Pupil Level Annual School Census*

All documentation is available in Welsh format.

7b. Compliance with the Welsh Language Standards. *Specifically Standards 88–93*

- (i) Does the proposal have any positive, negative or neutral impacts on the following and how?

Neutral.

- (ii) If there are negative impacts how will these be mitigated?

No.

- (iii) What evidence has been used to support this view? *e.g. the WESP, TAN20, LDP, Pupil Level Annual School Census*

All documentation is available in Welsh format.

7c. Opportunities to promote the Welsh language *e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community*

- (i) Does the proposal have any positive, negative or neutral impacts on the following and how?**

Neutral.

- (ii) If there are negative impacts how will these be mitigated?**

No.

- (iii) What evidence has been used to support this view?** *e.g. the WESP, TAN20, LDP, Pupil Level Annual School Census*

All documentation is available in Welsh format.

7d. Opportunities for persons to use the Welsh language *e.g. staff, residents and visitors*

- (i) Does the proposal have any positive, negative or neutral impacts on the following and how?**

Neutral.

- (ii) If there are negative impacts how will these be mitigated?**

No.

- (iii) What evidence has been used to support this view?** *e.g. the WESP, TAN20, LDP, Pupil Level Annual School Census*

All documentation is available in Welsh format.

7e. Treating the Welsh language no less favourably than the English language

- (i) Does the proposal have any positive, negative or neutral impacts on the following and how?**

Neutral.

- (ii) If there are negative impacts how will these be mitigated?**

No.

- (iii) What evidence has been used to support this view? e.g. the WESP, TAN20, LDP, Pupil Level Annual School Census**

All documentation is available in Welsh format.

7f. 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.

The proposals will facilitate the delivery of the policies embedded within Future Wales, PPW and Caerphilly LDP.

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 *(Please provide link to report if appropriate)*

Survey of charging schedules and policies by other Welsh Council's as referenced in the report.

Key relevant findings

Provides justification for the introduction of charging and the fee levels proposed.

How has the data/evidence informed this proposal?

Provides justification for the introduction of charging and the fee levels proposed.

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.*

No.

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?

Cllr Andrew Whitcombe, Cabinet Member for Sustainability, Planning and Fleet

Mark S. Williams, Corporate Director (Economy and Environment)

Rhian Kyte, Head of Planning and Regeneration

Stephen Harris, Head of Financial Services and Section 151 Officer

Robert Tranter, Head of Legal Services & Monitoring Officer

Lynne Donovan, Head of People Services

When they were consulted did the consultation take place at the formative stage and was adequate time given for consultees to consider and respond?

Consultation has taken place as part of the process.



Was sufficient information provided to consultees to allow them to make an informed decision on the proposal?

Yes

What were the key findings?

Comments are embedded within the report.

How have the consultation findings been taken into account?

Recommendations have been embedded within the report.

10. Monitoring and Review

How will the implementation and the impact of the proposal be monitored, including implementation of any amendments?

Quarterly and annual budget monitoring.

What are the practical arrangements for monitoring?

Quarterly and annual budget monitoring.

How will the results of the monitoring be used to develop future proposals?

The level of income generated will be assessed to establish cost recovery and the impact on the delivery of statutory services.

When is the proposal due to be reviewed?

Annually as part of budget monitoring.

Who is responsible for ensuring this happens?

Planning Services Manager.

11. Recommendation and Reasoning (delete as applicable)

- Implement proposal with no amendments

Have you contacted relevant officers for advice and guidance? (delete as applicable)

- Yes

12. Reason(s) for Recommendations

(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).

The introduction of fees for adding / renaming / removing a name to an existing residential property will have a neutral impact on many protected characteristics and people who are socio-economically disadvantaged.



The proposals will contribute to the maintenance of the existing excellent service and facilitate the delivery of the wellbeing objectives of the Wellbeing of Future Generation Act and the Corporate Plan.

The recommendations in this report will assist the Authority in its duties as a public body under the Well-being of Future Generation (Wales) Act 2015 to contribute of the well-being goals for Wales:

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

The recommendations of this report are also consistent with the five ways of working as defined within the sustainable development principle in the Act. The five ways of working of the sustainable development principle, listed in the Act are:

- Long Term – the proposals will assist the Authority in maintaining an excellent service by resourcing non-statutory elements.
- Prevention – taking a more commercial approach to prevent resource issues from frustrating the delivery of statutory services.
- Integration – allow an integrated service to be maintain through appropriate resourcing of non-statutory elements.
- Collaboration – the proposals will facilitate collaboration through appropriate resourcing of non-statutory elements.
- Involvement – the proposal will facilitate access to services by contributing to the maintenance of the service.

The proposal will maintain existing opportunities for citizens to use the Welsh language and will aim to ensure that the Welsh language is treated no less favourably than the English language.



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) (Add or delete versions as applicable)

➤ Version 1

Author:- Ryan Thomas

Brief description of the amendments/update:-

None – recommendations included within report for consideration

Revision Date:-

14/06/21

➤ Version 2

Author:-

Brief description of the amendments/update:-

Revision Date:-

Integrated Impact Assessment Author

Name:- Ryan Thomas

Job Title:- Planning Services Manager

Date:- 14/06/21

Head of Service Approval

Name:- Rhian Kyte

Job Title:- Head of Planning and Regeneration

Signature:- Rhian Kyte

Date:- 14/06/21

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CABINET – 7TH JULY 2021

SUBJECT: KICKSTART SCHEME

REPORT BY: CORPORATE DIRECTOR - ECONOMY AND ENVIRONMENT

1. PURPOSE OF REPORT

- 1.1 To update members on the rollout of the Department of Work and Pensions (DWP) Kickstart scheme and to seek cabinet agreement in relation to the Council's engagement with the scheme.

2. SUMMARY

- 2.1 Young people have been particularly disadvantaged by the Covid-19 pandemic, in terms of the reduced employment opportunities available to them as a result of the subsequent economic downturn. The DWP Kickstart scheme presents a very real opportunity to address this issue, with the Council being well-placed to offer placements to local young people. This report sets out the main considerations for the Council in engaging with the scheme and makes recommendations in terms of how the Council could progress as a placement host employer.

3. RECOMMENDATIONS

- 3.1 That Cabinet consider the information contained in this report and:
 - a) Agree to engage with the Kickstart scheme at an authority-wide level, with a commitment to host 10 placements across various departments.
 - b) Agree that placement wages should be paid at Foundation Living Wage rate.
 - c) Endorse the use of corporate reserves to contribute to the scheme to enable wages to be paid at the Living Wage rate rather than the minimum wage (the rate funded by DWP).

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To ensure that the Council, as the largest employer in the County Borough, is engaged as a key player in addressing youth unemployment via the DWP Kickstart scheme.
- 4.2 To ensure that the wages of those on placement reflects the CCBC commitment to the Foundation Living Wage for all employees.

5. THE REPORT

- 5.1 The Kickstart Scheme is a new initiative funded and administered by the DWP as a response to the current problem of rising youth unemployment, as a result of the pandemic. The scheme provides funding to employers to create job placements for 16 to 24-year-olds on Universal Credit, who are at risk of long-term unemployment. Placements are funded at National Minimum Wage based on 25 hours per week, for 6 months (including associated National Insurance contributions); and further funding is also available to cover additional costs including training, IT, uniform and PPE etc. Initially, a Kickstart Scheme application by an employer had to be for a minimum of 30 job placements, however this requirement has now been removed and an employer now only needs to commit to hosting a minimum of 1 placement. Employers can spread the start date of the job placements up until the end of December 2021 and new placement opportunities can be added at any time during this period.
- 5.2 As the largest employer in the County Borough, the Council have a responsibility to tackle the serious issue of worsening youth unemployment within the pandemic. The authority is well-placed to offer opportunities (in the form of placements) to young people via the Kickstart scheme, across a range of delivery areas. The Council already hosts a range of employment support programmes, including Communities for Work (CfW), Communities for Work Plus (CfW+), Bridges into Work 2 (BiW2), Working Skills for Adults (WSfA), Inspire 2 Work (I2W) and Nurture, Equip, Thrive (NET); all of which provide an existing infrastructure to refer potential Kickstart participants. Should approval be given to proceed with the Kickstart programme, managers within these employment programmes would work alongside the Business Liaison Officer (funded by CfW+) to support the scheme, working in partnership with department leads and all relevant teams including Human Resources and Payroll.
- 5.3 The Caerphilly Academy pilot was also approved in April 2020, with the aim to co-ordinate placement and apprenticeship opportunities offered within the Authority via a single gateway, with additional relevant support provided to mentor participants. Whilst full rollout of the pilot has been impacted by the pandemic, the programme is now active and a dedicated Academy mentor has been appointed who would also be available to provide ongoing mentoring and support to all participants (and their Managers) whilst undertaking a Kickstart placement. Academy and Employment Support staff within the Regeneration and Planning service area will support the Kickstart process from start to finish, assisting managers through the process of developing suitable placement opportunities and providing additional mentoring to placement employees (where required), to maximise the likelihood of successful outcomes. Employment support staff will support managers to submit applications for Kickstart posts and will provide any additional support to managers, where required, whilst individuals are in placements; whereas the Academy mentor will

provide any necessary support to the *individuals* completing the placement. Employment mentors will support suitable candidates on their existing caseloads to apply for placements, as well as providing wraparound employment support at the end of the placement period, for any individuals that find themselves unemployed following completion of their Kickstart placement. Upon being accepted for a placement, successful candidates will be subject to the usual recruitment checks and processes as with any new starter to the Council, which would be carried out by HR as per standard procedures.

- 5.4 Participation in the Kickstart scheme also presents clear links with the Council's Workforce Development Strategic Action Plan, which is currently in development. Placements and apprenticeships (including Kickstart) are included within the "*Managing Talent and Creating Opportunity*" priority action area of the plan; and discussions have taken place with HR to consider service areas within the Council that are experiencing difficulties with recruitment and may benefit from the addition of a Kickstart placement, which could potentially be an opportunity to assist succession planning. Should Kickstart be approved, these departments could be approached to establish the potential of placements via the scheme to help address workforce development needs in these service areas.
- 5.5 There are obvious resource implications associated with any commitment to provide placements as an Employer, in addition to specific risk considerations due to the ongoing pandemic context. These can be summarised as follows:
- 5.6 **Workplace Safety:** Current guidance requires people to work from home where possible; and only minimum required numbers of staff are currently present in council premises as a means of maintaining social distancing measures, although with the ongoing improvement in the pandemic situation, this guidance may change and restrictions may lessen as we progress further through the year. Therefore, any significant increase in the numbers of staff due to attend council venues at this current time (for the purpose of attending placements), would raise additional risk concerns with regards to maintaining staff safety. Similarly, there are restrictions on numbers of passengers within Council vehicles, which would place additional risk considerations on those departments that work on a more mobile basis (including Refuse & Cleansing, Parks etc), in terms of their ability to host placements. Adequate PPE supply must also be considered for any additional staff within roles where it will be required. Full consideration must be given to ensure that any young people commencing Kickstart placements are not placed at unnecessary risk and that appropriate risk assessments are in place. As part of facilitating any placements via the Gateway, any department looking to host a placement will be required to ensure that an adequate risk assessment is in place; the process of assessing these risks may have an impact on Health and Safety resources.
- 5.7 **IT Infrastructure:** Given the concerns raised above regarding additional staff attending Council premises, a possible solution may be to have a greater proportion of home-based placements, however this raises concerns regarding the ability to provide adequate IT equipment to those on placement. Whilst there is no longer a shortage in supply (as experienced during the height of the pandemic), managers hosting placements will have to plan ahead to ensure that suitable equipment is made available promptly, to enable those on placement to participate fully within their role.

- 5.8 **Placement Experience:** Within the current context outlined above, there must also be a consideration of the quality of experience that placement participants might expect. Inductions, training, mentoring and professional development would all be affected by the current circumstances (whether the placement is on a working from home basis or premises-based) and the ability to provide a *meaningful* placement must be balanced against the obvious positives that are to be gained from work experience. A placement will only be truly effective if service areas can commit to effective induction, learning, mentoring, supervision and peer support.
- 5.9 **HR:** Upon being accepted for a placement, successful candidates will be subject to the usual pre-employment checks and clearances, which would present additional resource implications for the Council's HR department. Medical assessment and medical restrictions would also need to be considered, with involvement from Occupational Health if required – and subsequent measures may need to be put in place to risk assess any restrictions that may arise, which could have further implications for Occupational Health, HR and Health and Safety resources.
- 5.10 **Salary:** The Kickstart scheme is based on posts being paid according to the National Minimum Wage, the costs for which can be fully reclaimed from DWP. The Council is a Foundation Living Wage employer and there is a potential disparity between the DWP designated wage rate of Kickstart employees in relation to other employees within the Authority. As this is a Government run scheme with clear parameters, there is no obligation to bring Kickstart wage rates in line with the Foundation Living Wage commitment. However, paying Kickstart placements to undertake work within the Council at the National Minimum Wage would not be in line with the Council's commitment to pay the Foundation Living Wage rate. It is therefore recommended that Kickstart placements within Caerphilly be paid at the Foundation Living Wage rate.
- 5.11 **Scope of involvement:** Consideration has also been given to the timing and extent of participation in the Kickstart scheme. Prompt action is important to address the growing problem of youth unemployment, however this needs to be balanced against the risks outlined herein. Due to the potential risks associated with placing further personnel into the authority during the current pandemic; and the potential additional resource implications for hosting new members of staff in general, there has been a delay in terms of engaging with the scheme during the winter months when Wales was subject to lockdown restrictions. Given the improving pandemic situation this provides scope for the Authority to now actively consider hosting placements. The scheme is open for new applications until December 2021, therefore the Authority has the option to further delay the introduction of the scheme until a time when it may be anticipated that resource and risk pressures due to the pandemic may be even further reduced. Any further significant delays would of course impact the extent to which we are able to benefit from the scheme in the time period that remains. With this in mind, Council officers recommend engagement with the scheme to commence in August 2021, with a commitment to host 10 placements, although this commitment will continue to be subject to Welsh Government guidance in relation to Covid-19. This commitment has been assessed as a quantity that would provide meaningful benefit in terms of additional opportunities for young people within the County Borough, whilst also remaining realistic in terms of the ability to manage the risks and additional resource implications as outlined above.
- 5.12 It is worth noting that this recommendation is also based upon a realistic assessment of the number of placements that may be reasonably accommodated within current

Council resources. Should any future decisions be made to commit to a greater number of placements above the 10 proposed, or in the event of the scheme being extended past the current dates, wider consideration would need to be given to the ability to resource this based on current capacity. In this case it might be necessary to consider investing in additional resources to ensure the scheme is managed effectively and to maximise benefits for both individuals and the Council as an employer. Any additional resources could be built into the future structure of employment support within the Council, incorporating existing employment teams and the Academy structure to create a truly integrated employment structure, which ties in employment opportunities across the whole Council. This consideration is particularly relevant given the ongoing discussions regarding the impending cessation of employment support funding via the European Social Fund (ESF) and potentially Welsh Government employment funding, adding even greater weight to the importance of identifying replacement funding sources at an early stage to avoid gaps in service provision and to prevent a devastating loss of knowledge, skills and experience in terms of the existing employment teams.

Conclusion

- 5.13 There are many identifiable benefits for the Council in participating in the Kickstart scheme, which will also translate into benefits for local young people seeking employment opportunities. It is therefore proposed that the Council engage with the scheme as an Employer, with a commitment to host a maximum of 10 placements across departments. Initial discussion with department leads has led to positive interest in hosting placements and it is anticipated that there would be great demand for the 10 placements across service areas, with potential in particular to approach service areas that are experiencing difficulties recruiting to posts. New placements can be introduced gradually, at a rate and to an extent which does not exceed covid-19 risk assessments for numbers of staff in the workplace; and with each placement able to be assessed individually to ensure that it can be hosted safely and in a manner which ensures a quality experience for the individual.

6. ASSUMPTIONS

- 6.1 That the current pandemic situation will continue to improve over the coming months, thereby meaning that individual departments are facing reduced pressures with regards to staffing capacity and availability of infrastructure (such as IT equipment) to enable effective working from home if still required. If approved, we will continue to monitor Welsh Government guidance in relation to Covid-19 throughout the rollout of the scheme.
- 6.2 That a greater proportion of the workforce will have returned to some form of office (or other workplace) attendance within this period, thereby enabling greater opportunity for placements to take place in the workplace, as per “normal” arrangements prior to the pandemic.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

- 7.1 The Integrated Impact Assessment (attached as Appendix 1) has identified that the scheme offers many benefits to individuals across all socio-economic backgrounds. Employment offers a sustainable route out of poverty and provides individuals with

the resilience and resources to overcome many of the social problems associated with living in deprived communities. In addition, addressing worklessness within local areas and improving the local economy contributes to more cohesive, healthier and prosperous communities. Many individuals and groups who fall under the protected characteristics are often affected to a greater extent by poverty, vulnerability and the related causes; therefore any provision that provides opportunities for upskilling, training, empowering and participation in/contribution to the local economy is positive.

7.2 In particular, this proposal will directly and positively contribute towards the Council’s Wellbeing Objectives, specifically the following:

- Wellbeing Objective 1 “Education for All” (Outcome 1 – “aim to reduce the impact of poverty by supporting people into better employment prospects”)
- Wellbeing Objective 2 “Enabling Employment” (“support learning that enables young and adult employment opportunities”)

(Further detail on the Wellbeing Objectives is contained within the Integrated Impact Assessment)

8. FINANCIAL IMPLICATIONS

8.1 As highlighted above, the recommendation is that placements be paid in line with the Council’s commitment to the Foundation Living Wage. As reimbursement from DWP is based on the National Minimum Wage, this increased wage rate would incur an additional wage cost, to be borne by the Authority. The total cost difference, based on the proposed 10 placements, will vary according to the age of placement employees, as National Minimum Wage rate varies according to age.

8.2 From 1st April 2021, the differences in National Minimum Wage (according to age) and Foundation Living Wage, are outlined in Table 1. Table 2 outlines the additional costs of paying placement wages at the Foundation Living Wage rate for each age category, based on the proposed 10 placements.

Table 1

National Minimum Wage				Foundation Living Wage
Under 18	Age 18-20	Age 21-22	Age 23+ (entitlement to National Living Wage)	
£4.62	£6.56	£8.36	£8.91	£9.50

Table 2

	Under 18	Age 18-20	Age 21-22	Age 23+
National Minimum Wage (Overall Placement Cost, 10 placements)	£30,030	£42,640	£54,340	£57,915
Foundation Living Wage (Overall Placement Cost, 10 placements)	£61,750	£61,750	£61,750	£61,750
Cost Difference (borne by CCBC)	£31,720	£19,110	£7,410	£3,835

Please note, costings above are based on costs for full 6 months placement at 25 hours per week.

- 8.3 The information within Table 2 demonstrates that the maximum total cost to the Authority of “topping up” to the Foundation Living Wage, based on the greatest potential disparity (for the Under 18 age group), would be £31,720. This cost would be reduced if any placements were occupied by candidates from the higher age groups, as indicated above. The total cost of the scheme therefore could be up to **£31,720**, plus associated National Insurance contributions in relation to the additional salary payment.
- 8.4 It is possible that the administration of this additional payment may also carry additional resource implications for Payroll.

9. PERSONNEL IMPLICATIONS

- 9.1 Participation in the Kickstart scheme has the potential to provide a positive impact in terms of personnel, with placements boosting the Council’s workforce and offering additional resource for service areas who have additional labour demands.
- 9.2 Engaging with the scheme would also present additional personnel implications for the Council, mainly in relation to the additional resources required to manage a scheme of this manner, at both a central programme management level and at an individual placement management level, as follows:
- **Department leads** – supervising placements (with additional dedicated mentor support available from within employability programme teams and via Academy mentor), reclaim of grant retrospectively within department finance teams;
 - **Finance** – central co-ordination of salary grant reclaim from DWP;
 - **Payroll** – establishing individual on CCBC Payroll system, administration of potential top-ups in salary;

- **HR** – ongoing advice and guidance to the Employment Support Team, responding to HR needs of individuals on placement, usual new starter recruitment checks, supporting with regard to Occupational Health and other employment clearance needs;
- **Health and Safety** – offering advice and guidance to managers to manage and minimise risk with regard to placements.

10. CONSULTATIONS

- 10.1 All consultation responses are reflected in this report.
- 10.2 Response from Sue Richards (Head of Education, Planning and Strategy) recommended the inclusion of options for members around both the Caerphilly Skills and Apprenticeship Academy and Kick start programme, ranging from a pilot approach with minimum take-up for a year with minimum investment requirement, to the development of a dedicated team (similar to the previous passport team) ensuring on-going expansion and roll out at pace but with the obvious increased investment requirement. Whilst this suggestion was considered at depth, the decision was taken not to follow this recommendation within the current report, given that the Kickstart scheme is based on a discreet and short-term (based on current guidelines) funding stream, for which the proposals within this report have been developed on a realistic basis according to current resources and with consideration being given to the continued challenges and restrictions presented by the ongoing pandemic situation. However, as outlined in 5.12, should decisions be made at a later stage to expand the parameters of the current proposal, further consideration could be given to the development of a wider structure and investment in additional resource to facilitate this.
- 10.3 Further queries were also raised by both the Head of Education, Planning and Strategy and the Head of People Services regarding staffing capacity, roles and general resourcing issues. The report has been amended to provide clarity on these matters.

11. STATUTORY POWER

- 11.1 The Local Government Acts 1998 and 2003.

Author: Sarah-Jayne Irish, Development & Monitoring Manager

Consultees: Cllr S Morgan, Deputy Leader and Cabinet Member for Economy and Enterprise
 Mark S. Williams, Corporate Director (Economy and Environment)
 Rhian Kyte, Head of Planning and Regeneration
 Liz Lucas, Head of Customer and Digital Services
 Lynne Donovan, Head of People Services
 Sue Richards, Head of Education, Planning & Strategy
 Stephen Harris, Head of Financial Services and Section 151 Officer
 Rob Tranter, Head of Legal Services and Monitoring Officer

Ian Evans, Procurement and Information Manager
Jane Roberts-Waite, Strategic Coordination Manager
Ros Roberts, Business Improvement Manager
Paul Smythe, Housing Technical Manager
Fiona Wilkins, Housing Services Manager
Anwen Cullinane, Senior Policy Officer - Equalities, Welsh Language and
Consultation
Allan Dallimore, Regeneration Services Manager
Neil Cooksley, Principal Human Resources Officer (Workforce Development)

Appendices:

Appendix 1 – Integrated Impact Assessment

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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
Parah-Jayne Officer	Rhian Kyte	Regeneration & Planning	24.05.21

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

The Kickstart Scheme is a new initiative funded and administered by the Department of Work and Pensions (DWP) as a response to the current problem of rising youth unemployment, as a result of the pandemic. The scheme provides funding to employers to create job placements for 16 to 24-year-olds on Universal Credit, who are at risk of long-term unemployment. Young people have been particularly disadvantaged by the Covid-19 pandemic, in terms of the reduced employment opportunities available to them as a result of the subsequent economic downturn. The DWP Kickstart scheme presents a very real opportunity to address this issue, with the Council being well-placed to offer placements to local young people. This report recommends that the Council engage with the scheme with a commitment to host 10 Kickstart placements; with a further additional recommendation to pay placements at Living Wage rate, rather than National Minimum Wage rate.

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?
Age (people of all ages)	<p>Positive (16-24 year olds) The scheme will offer placement opportunities which will improve the experience and employability of young people; in addition to income for the period of the placement.</p> <p>Additional support will be provided by the Council’s employment support programmes, who have experience of supporting customers across all protected characteristics groups.</p>		<p>Positive outcomes from previous schemes of this nature, including Passport programme and Jobs Growth Wales, which have been proven to lead to improved employment prospects/employment outcomes.</p> <p>Work placements are known to be a positive step towards sustainable employment, as a “foot in the door” and a source of valuable experience.</p>
Disability (people with disabilities/ long term conditions)	<p>Positive – The scheme is open to any young person aged 16-24. As a Disability Confident employer, CCBC is committed to providing a positive employment experience and appropriate adaptations for any applicants with disabilities or long term health conditions. The scheme will offer placement opportunities which will improve the experience and employability of participants; in addition to income for the period of the placement.</p> <p>Additional support will be provided by the Council’s employment support programmes, who have experience of supporting customers across all protected characteristics groups.</p>		<p>CCBC is a Disability Confident employer.</p> <p>Positive outcomes from previous schemes of this nature, including Passport programme and Jobs Growth Wales, which have been proven to lead to improved employment prospects/employment outcomes.</p> <p>Work placements are known to be a positive step towards sustainable employment, as a “foot in the door” and a source of valuable experience.</p>
<u>Protected Characteristics</u>	Does the proposal have any positive, negative or neutral impacts on the protected	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?

	characteristics and how?		
<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 - The scheme will offer placement opportunities which will improve the experience and employability of participants; in addition to income for the period of the placement.</p> <p>Additional support will be provided by the Council's employment support programmes, who have experience of supporting customers across all protected characteristics groups.</p>		<p>Positive outcomes from previous schemes of this nature, including Passport programme and Jobs Growth Wales, which have been proven to lead to improved employment prospects/employment outcomes.</p> <p>Work placements are known to be a positive step towards sustainable employment, as a "foot in the door" and a source of valuable experience.</p>
<p>Marriage or Civil Partnership <i>(people who are married or in a civil partnership)</i></p>	<p>Positive - The scheme will offer placement opportunities which will improve the experience and employability of participants; in addition to income for the period of the placement.</p> <p>Additional support will be provided by the Council's employment support programmes, who have experience of supporting customers across all protected characteristics groups.</p>		<p>Positive outcomes from previous schemes of this nature, including Passport programme and Jobs Growth Wales, which have been proven to lead to improved employment prospects/employment outcomes.</p> <p>Work placements are known to be a positive step towards sustainable employment, as a "foot in the door" and a source of valuable experience.</p>

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<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>Pregnancy and Maternity <i>(women who are pregnant and/or on maternity leave)</i></p>	<p>Positive – Pregnant women; The scheme will offer placement opportunities which will improve the experience and employability of participants; in addition to income for the period of the placement.</p> <p>Additional support will be provided by the Council’s employment support programmes, who have experience of supporting customers across all protected characteristics groups.</p> <p>Neutral – Women on maternity leave: Although women currently on maternity leave may not currently be looking to pursue placement or employment opportunities, the scheme may present positive opportunities for them if they feel they would like to return to work.</p>		<p>Positive outcomes from previous schemes of this nature, including Passport programme and Jobs Growth Wales, which have been proven to lead to improved employment prospects/employment outcomes.</p> <p>Work placements are known to be a positive step towards sustainable employment, as a “foot in the door” and a source of valuable experience.</p>
<p>Race <i>(people from black, Asian and minority ethnic communities and different racial backgrounds)</i></p>	<p>Positive - The scheme will offer placement opportunities which will improve the experience and employability of participants; in addition to income for the period of the placement.</p> <p>Additional support will be provided by the Council’s employment support programmes, who have experience of supporting customers across all protected characteristics groups.</p>		<p>Positive outcomes from previous schemes of this nature, including Passport programme and Jobs Growth Wales, which have been proven to lead to improved employment prospects/employment outcomes.</p> <p>Work placements are known to be a positive step towards sustainable employment, as a “foot in the door” and a source of valuable experience.</p>
<u>Protected Characteristics</u>	Does the proposal have any positive, negative or neutral impacts on the protected	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?

	characteristics and how?		
Religion or Belief (<i>people with different religions and beliefs including people with no beliefs</i>)	<p>Positive - The scheme will offer placement opportunities which will improve the experience and employability of participants; in addition to income for the period of the placement.</p> <p>Additional support will be provided by the Council's employment support programmes, who have experience of supporting customers across all protected characteristics groups.</p>		<p>Positive outcomes from previous schemes of this nature, including Passport programme and Jobs Growth Wales, which have been proven to lead to improved employment prospects/employment outcomes.</p> <p>Work placements are known to be a positive step towards sustainable employment, as a "foot in the door" and a source of valuable experience.</p>
Sex (<i>women and men, girls and boys and those who self-identify their gender</i>)	<p>Positive - The scheme will offer placement opportunities which will improve the experience and employability of participants; in addition to income for the period of the placement.</p> <p>Additional support will be provided by the Council's employment support programmes, who have experience of supporting customers across all protected characteristics groups.</p>		<p>Positive outcomes from previous schemes of this nature, including Passport programme and Jobs Growth Wales, which have been proven to lead to improved employment prospects/employment outcomes.</p> <p>Work placements are known to be a positive step towards sustainable employment, as a "foot in the door" and a source of valuable experience.</p>
Sexual Orientation (<i>lesbian, gay, bisexual, heterosexual</i>)	<p>Positive - The scheme will offer placement opportunities which will improve the experience and employability of participants; in addition to income for the period of the placement.</p> <p>Additional support will be provided by the Council's employment support programmes, who have experience of supporting customers across all protected characteristics groups.</p>		<p>Positive outcomes from previous schemes of this nature, including Passport programme and Jobs Growth Wales, which have been proven to lead to improved employment prospects/employment outcomes.</p> <p>Work placements are known to be a positive step towards sustainable employment, as a "foot in the door" and a source of valuable experience.</p>

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>Page 182</p> <p>Low Income / Income Poverty (<i>cannot afford to maintain regular payments such as bills, food, clothing, transport etc.</i>)</p>	<p>Positive - The scheme will offer placement opportunities which will provide a “foot in the door” and improve the experience and employability of participants; in addition to income for the period of the placement. Placements will be paid at Living Wage rate, which is assessed as being an appropriate wage for covering reasonable costs of living (above the Minimum Wage). Gaining employment, both for the period of the placement and in the long run as an outcome of improved employability, will provide a sustainable source of income to address low income/poverty – and placements of this nature will give individual valuable experience to seek higher paid and longer term opportunities in the future.</p> <p>These participants will also be supported the by the Council’s Academy mentor, who will provide additional support as they near the end of their placement to try to ensure that</p>		<p>It is well known that employment is the most important factor in establishing a sustainable and regular source of income and overcoming poverty.</p> <p>Paid placements of this nature provide people with the opportunity to develop job related competencies, technical skills, essential skills, confidence and experience in workplace conduct. Skills developed through placements contribute to higher value-added economic activity and social mobility.</p>

<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>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></p>	<p>Positive – The scheme via CCBC will be paid at Living Wage rate; however, placements of this nature are also an important step towards social mobility and can be viewed as a “first step” on the career ladder and a route to higher potential incomes in the future.</p>		<p>It is well known that employment is the most important factor in establishing a sustainable and regular source of income and overcoming poverty.</p> <p>Paid placements of this nature provide people with the opportunity to develop job related competencies, technical skills, essential skills, confidence and experience in workplace conduct. Skills developed through placements contribute to higher value-added economic activity and social mobility.</p>
<p>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></p>	<p>Positive – The scheme via CCBC will be paid at Living Wage rate; however, placements of this nature are also an important step towards social mobility and can be viewed as a “first step” on the career ladder and a route to higher potential incomes in the future.</p>		<p>It is well known that employment is the most important factor in establishing a sustainable and regular source of income and overcoming poverty.</p> <p>Paid placements of this nature provide people with the opportunity to develop job related competencies, technical skills, essential skills, confidence and experience in workplace conduct. Skills developed through placements contribute to higher value-added economic activity and social mobility.</p>

<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?
Area Deprivation (<i>where you live (rural areas), where you work (accessibility of public transport)</i>)	<p>Positive – An income via paid placement, as well as potential future employment which could be a result of an initial placement, will improve each individual’s to overcome issues related to area deprivation e.g. improving prospects of affording public transport, cars.</p> <p>Improving general employability and reducing worklessness in local communities will contribute to the local economy.</p>		<p>It is well known that employment is the most important factor in establishing a sustainable and regular source of income and overcoming poverty.</p> <p>Paid placements of this nature provide people with the opportunity to develop job related competencies, technical skills, essential skills, confidence and experience in workplace conduct. Skills developed through placements contribute to higher value-added economic activity and social mobility.</p>
Page 64 Socio-economic Background <i>(social class i.e. parents education, employment and income)</i>	<p>Positive - gaining paid employment (or experience via paid placements) improves social mobility and challenges cycles of worklessness in families.</p>		<p>It is well known that employment is the most important factor in establishing a sustainable and regular source of income and overcoming poverty.</p> <p>Paid placements of this nature provide people with the opportunity to develop job related competencies, technical skills, essential skills, confidence and experience in workplace conduct. Skills developed through placements contribute to higher value-added economic activity and social mobility.</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>Positive - gaining paid employment (or experience via paid placements) improves social mobility and challenges cycles of worklessness in families.</p> <p>Improving general employability and reducing worklessness in local communities will contribute to the local economy.</p>		<p>It is well known that employment is the most important factor in establishing a sustainable and regular source of income and overcoming poverty.</p> <p>Paid placements of this nature provide people with the opportunity to develop job related competencies, technical skills, essential skills, confidence and experience in workplace conduct. Skills developed through placements contribute to higher value-added economic activity and social mobility.</p>

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](#)

Objective 1 - Improve education opportunities for all	Positive – the scheme will enable participants to access on the job training as per the requirements of their placement. Participants will also be further supported by Employment programme staff who may provide additional opportunities for education and training.
Objective 2 - Enabling employment	Positive – the scheme will provide paid employment for 6 months for each participant. In addition, placements will provide a valuable foot in the door and experience to boost future employment prospects, as well as improving confidence and attitudes towards employment.
Objective 3 - Address the availability, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people’s well-being	Not Applicable
Objective 4 - Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impact on the environment	Not Applicable
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	Neutral
Objective 6 - Support citizens to remain independent and improve their well-being	Positive – employment provides a sustainable route to overcome poverty and gain independence from many issues linked to living in deprivation, including health and wellbeing impacts of poverty. Sustainable income and greater social mobility improves opportunities for people to participate in a healthier lifestyle.





4a. Links to any other relevant Council Policy

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

Links to CCBC Regeneration Strategy, CCBC Strategic Equality Plan 2020-2024, The Caerphilly We Want – Well-being Strategy

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>The benefits for upskilling and enabling people into sustainable and well paid jobs has a clear link to improving quality of life and lifting people out of poverty. This begins with education such as literacy and numeracy and moves on through a range of experiences and skills to become work ready. Developing skills and employability and finding employment is a long term and sustainable route of poverty.</p>
<p>Prevention</p> 	<p>As above, employment is a sustainable route of poverty, enabling people to access opportunities and a stable income which assists them to address many of the other social issues associated with living in poverty. Improving education, skills and gaining employment improves social mobility, challenges cycles of worklessness and also contributes to the local economy, all of which work to prevent future social and individual problems including ACEs.</p>
<p>Integration</p> 	<p>Engagement with the scheme has potential to impact positively upon other services, as placements could represent an additional resource for services under pressure. The scheme is administered by DWP and therefore our involvement would also continue our positive integration with them as a service. At a local level if there is more money going into the economy this supports local business. From a health perspective a satisfactory job and contribution to society have been shown to provide positive benefits in improving and sustaining good mental health and reduce the need for mental health services.</p>
<p>Collaboration</p> 	<p>The success of this scheme will require close collaboration with all departments looking to host placements, in addition to teams such as Health & Safety and HR in relation to its administration. The process of applying to host placements and then monitoring them and reclaiming funding will also require close collaboration with our DWP partners.</p> <p>The complexity of the wider problems of unemployment that we are trying to solve requires a long term and multi partnership approach, to support young people to remain in their placements and achieve positive outcomes. This support may require collaboration with a range of support services to address various needs of participants.</p>

Involvement



Those involved would be many and diverse, from Council services through to the DWP, through to the scheme participants. Participants would be recruited from the cohort of unemployed young people in our local communities who are registered with the DWP; and any that aren't already engaged with DWP in this way may be engaged and supported via the Council's employment programmes.

Key stakeholders within CCBC have been consulted throughout the development of this proposal and their contributions will continue to be included.

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>The scheme will directly impact upon prosperity by supporting people into paid employment in the form of paid placements. Placements provide valuable experience and skills which increase an individual's chances of finding future sustainable employment; and in some cases there is even a chance that placements themselves may be made into sustainable positions. By providing an income to the individuals, the scheme will also contribute to addressing unemployment/worklessness within our communities.</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>Gaining skills and employment will improve the economic and social resilience of participants and indirectly, the communities in which they live.</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>A satisfactory job and contribution to society have been shown to provide positive benefits in improving and sustaining good mental health and reduce the need for mental health services. Improved income also increases access to additional wellbeing activities and services.</p>

<u>Well-being Goals</u>	Does the proposal maximise our contribution to the Well-being Goal and how?
<p>A More Equal Wales <i>A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio-economic background and circumstances)</i></p>	<p>The scheme will enable participants to fulfil their potential by securing paid employment and gaining new skills and experience as a route to sustainable employment. The Employment programmes has experience of supporting people across all socio-economic backgrounds including the protected characteristic categories, and participants will therefore be supported via an inclusive service.</p>
<p>A Wales of Cohesive Communities Attractive, viable, safe and well-connected communities</p>	<p>Addressing worklessness across communities contributes to cohesive and safe communities. Improving the local economy and the social mobility of individuals enables communities to grow and thrive.</p>
<p>A Wales of Vibrant Culture and Thriving Welsh Language 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</p>	<p>Any placements will at all times consider the development of Welsh language skills in a work environment. Those leaving Welsh Medium Education may be additionally supported by Welsh speaking staff within the employability team and managers will be guided to seek additional guidance from the Council’s policy department to consider further support available.</p> <p>This would support the Council’s Five Year Welsh Language Strategy, the Welsh Language Standards and Welsh Government’s Cymraeg 2050 Strategy for a million Welsh speakers by 2050.</p> <p>Providing people with a stable source of income increases their capacity to access and participate in cultural activities.</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>Addressing employability and economy on a local scale contributes to overall improvements on a global scale, whereby reducing poverty and increasing social mobility has impacts at a wider level as people have greater knowledge, skills and resources to contribute to the global society.</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 – rollout of the scheme within CCBC will comply with the Welsh Language Standards and with the Council's own Five Year Welsh Language Strategy which aims to promote and increase the use of the language across the county borough. Any promotional materials etc. will be produced bilingually.</p>		
<p>Compliance with the Welsh Language Standards. <i>Specifically Standards 88 - 93</i></p>	<p>Positive – there are Welsh speakers within the employment programme teams, therefore additional employability support/mentoring via the medium of Welsh would be available. Whilst on placement, participants/employees would be entitled to usual CCBC rights re use of Welsh at Work, Welsh language training etc..</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>Job Descriptions for new placement opportunities will comply with CCBC standard policy re: including Welsh Language skills as desirable as a minimum; however each new application for a placement will be considered, with conversations held with each manager to promote the inclusion of Welsh language skills as</p>		<p>Lack of Welsh speaking staff within service areas in Council.</p>

	<p>Essential. Any promotional materials etc will be produced bilingually.</p>		
<p>Opportunities for persons to use the Welsh language e.g. staff, residents and visitors</p> <p>Page 140</p>	<p>Positive – there are Welsh speakers within the employment programme teams, therefore additional employability support/mentoring via the medium of Welsh would be available. Whilst on placement, participants/employees would be entitled to usual CCBC rights re use of Welsh at Work.</p> <p>If placement candidates are Welsh speaking, they could also be supported to make contact with the Welsh language organisations who sit on Caerphilly’s Welsh Language Forum. This will link up services and provide opportunities for the individuals to use and develop their Welsh Language skills.</p>		
<p>Treating the Welsh language no less favourably than the English language</p>	<p>As noted above every opportunity will be taken to ensure compliance with the Welsh Language standards. Any promotional materials etc. will be produced bilingually. Additional mentoring support will be available via the medium of Welsh. Managers seeking to host a new placement will be asked to consider the inclusion of Welsh language skills as Essential within placement job descriptions, particularly in service areas where there is a shortage of Welsh speaking</p>		

	<p>staff. Welsh speaking placement candidates may also be linked in with Welsh language organisations who sit on Caerphilly's Welsh Language Forum for additional support.</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.

As noted above every opportunity will be taken to ensure compliance with the Welsh Language standards, including noting Welsh Language skills as desirable for placement job descriptions. Any promotional materials etc will be produced bilingually. Additional mentoring support will be available via the medium of Welsh. In particular, Managers seeking to host a new placement will be asked to consider the inclusion of Welsh language skills as Essential within placement job descriptions, particularly in service areas where there is a shortage of Welsh speaking staff, thus treating the Welsh language no less favourably than the English language. Welsh speaking placement candidates may also be linked in with Welsh language organisations who sit on Caerphilly's Welsh Language Forum for additional support. We will ensure that we continue to consider how we can maximise the positive impact as the scheme develops.

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?
<p>DWP unemployment figures would have been used to inform the development of the Kickstart scheme on a nationwide level.</p> <p>Previous Jobs Growth Wales and Caerphilly Passport programme schemes (and associated data)</p> <p>Jobs Growth Wales 2 Evaluation (2015-2019)</p>	<p>Rising youth unemployment; evidence of positive employment outcomes as a result of quality work placements.</p> <p>Placements in many examples led to sustainable employment (including many still employed by CCBC); and even where didn't lead to direct employment would have given valuable experience for CV and to improve future prospects.</p> <p>JGW participants sustain high rates of employment. A total of 74% had secured employment at the end of their placement. This rose to 84.6% 12 months later. Almost three quarters (72%) of participants felt their work placement played a role in securing their current position. Employability skills and job-specific skills were most commonly cited by participants as skills they had gained through JGW.</p> <p>Employers benefited from JGW placements as they helped cope with workload, reduced wage bills and recruitment costs. The placements also helped more than two-thirds of participant employers to grow. A majority (58%) were more likely to recruit a young person aged 16 to 24</p>	<p>Placement scheme developed following success of previous similar schemes.</p> <p>Learning from Caerphilly Passport scheme will enable us to ensure Kickstart is rolled out effectively, with considerations to issues such as ensuring quality of placement. We will also have the Academy mentor in place to offer additional support, as previous programmes have highlighted some of the initial issues which can arise when a new person starts placement, particularly if this is their first experience of paid employment.</p> <p>The JGW 2 Evaluation demonstrates that work placements yield positive benefits for both individuals and employers, thus informing the recommendation for the Council to engage with the Kickstart scheme.</p>

because they participated in JGW.

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.

No gaps identified.

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?

Individual participants are consulted regularly as part of delivery of the existing employment programmes.

Employers/Managers consulted via wider discussion regarding their labour needs and activities which may support them to identify suitable candidates. Moving forward, these discussions will also consider the Welsh Language needs of service areas, with specific consideration given to recruitment of Welsh speakers.

When were they consulted did the consultation take place at the formative stage and was adequate time given for consultees to consider and respond?

Participants are formally consulted via evaluation forms at the end of their employment support, but also more informally via ongoing discussions with their employment mentors.

Employers/Managers consulted informally via discussions with employment staff.

Was sufficient information provided to consultees to allow them to make an informed decision on the proposal?

What were the key findings?

Whilst not consulted specifically on the development of this scheme (as developed at UK level by DWP), several years of discussion with both participants and managers as part of employment programme delivery has identified that paid placements are viewed as extremely beneficial, as a source of income and a means of gaining experience, skills and a route to employment for individuals; and as an opportunity to meet labour needs and also develop new talent for managers.

How have the consultation findings been taken into account?

Previous consultation has indicated that participating in the Kickstart scheme could be beneficial for both participants and managers.

10. Monitoring and Review

How will the implementation and the impact of the proposal be monitored, including implementation of any amendments?	The progress of Kickstart participants will be monitored by both the DWP (who administer the scheme) and by CCBC Employment (Academy) staff internally. The impact of Kickstart specifically will be monitored as part of the Academy overall reporting.
What are the practical arrangements for monitoring?	All Kickstart participants will also be signed up as part of the Employment team's Academy programme. The Academy mentor will communicate with them throughout their placement, recording outcomes etc on already established spreadsheets.
How will the results of the monitoring be used to develop future proposals?	The success of the scheme will be assessed and these findings will be used when considering the benefit of engaging with or developing future schemes of this nature.
When is the proposal due to be reviewed?	Each placement will be reviewed at its 6 month end point. The whole scheme will be reviewed after the final placement end date (end June 2022).
Who is responsible for ensuring this happens?	Employment Team Managers

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11. Recommendation and Reasoning

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- 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).

The Integrated Impact Assessment has identified that the scheme offers many benefits to individuals across all socio-economic backgrounds. Employment offers a sustainable route out of poverty and provides individuals with the resilience and resources to overcome many of the social problems associated with living in deprived communities. In addition, addressing worklessness within local areas and improving the local economy contributes to more cohesive, healthier and prosperous communities. Many individuals and groups who fall under the protected characteristics are often affected to a greater extent by poverty, vulnerability and the related causes; therefore any provision that provides opportunities for upskilling, training, empowering and participation in/contribution to the local economy is positive.

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

Integrated Impact Assessment Author

Name:	Sarah-Jayne Irish
Job Title:	Development & Monitoring Manager
Date:	24/05/2021

Head of Service Approval

Name:	Rhian Kyte
Job Title:	Head of Regeneration and Planning

Signature:	 <hr/>	Date:	14.06.2021
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CABINET - 7TH JULY 2021

SUBJECT: CAERPHILLY COUNTY BOROUGH COUNCIL- PROPOSALS FOR ASYLUM DISPERSAL AND AFGHAN RELOCATION

REPORT BY: CORPORATE DIRECTOR- SOCIAL SERVICES AND HOUSING

1. PURPOSE OF REPORT

- 1.1 Of the twenty-two local authorities in Wales five are Asylum Dispersal Areas (ADA): Cardiff, Newport, Swansea, Wrexham and Conwy. A recent approach has been made by the Home Office, working with the Wales Strategic Migration Partnership, and through Welsh Government, for more local authorities to participate in the scheme to alleviate pressures in the asylum system and share the role across other local authorities in Wales.
- 1.2 This report considers the implications of the local authority becoming an ADA and makes a number of recommendations to manage the implementation of the scheme, proposing a gradual start and a review after 12 months.
- 1.3 In addition a more recent request has been made to consider the relocation of Afghan nationals employed by the UK government in Afghanistan, primarily due to the instability caused by the imminent withdrawal of US troops by September 2021 and risks to life. The report considers the implications of participation in this scheme also.

2. SUMMARY

- 2.1 This report summarises the positive experience of settling refugee families that the authority has been involved in since 2015, through the UK Resettlement Scheme. While the status of asylum seekers is different to refugees, there is a degree of similarity in the case management processes, albeit that, for asylum seekers, this is the responsibility of the commissioned provider, Clearsprings Ready Homes (CRH). CRH are responsible for the provision of accommodation and support and signposting service users to third sector support.
- 2.2 An 'in principle' agreement has been given for the local authority to step forward as an ADA, the report examines the implications further and makes recommendations for a 'start small and evaluate' approach to participating in this Home Office scheme. Information is given on how the scheme operates and the experience of the five local authorities in Wales who are already involved.

- 2.3 The situation for Afghan nationals employed by the UK government is an immediate one, however the scheme is different again to the UK Resettlement Scheme and the Asylum Dispersal Scheme. The distinctions between each and the implications for the participation of the local authority are considered and drawn out in the recommendations. However, it should be noted that any further discussion on this scheme should not be the subject of public reports.

3. RECOMMENDATIONS

- 3.1 Policy and Resources Scrutiny Committee's views were sought on the local authority's participation in the Home Office Asylum Dispersal Scheme and the relocation of Afghan nationals formerly employed by the UK Forces in Afghanistan. The comments of committee are reflected in the Consultation section of this report.

Asylum Dispersal

- 3.2 Two options are proposed:

1. Participate fully in the scheme once the decision is taken
2. Begin with a smaller number (5) family properties and evaluate the success after 12 months

- 3.3 The view of officers, based on discussions with the Wales Strategic Migration Partnership, the Home Office, Clearsprings Ready Homes, and the other Welsh local authorities who already participate is that **Option 2** is the preferred option.

Relocation of Afghan Nationals

- 3.4 The Home Office request is to relocate Afghan staff immediately, with the case management support being provided by the local authority on a funded basis for 4 months after arrival. Given that we are proposing to embark on asylum dispersal it may be too difficult to commit to Afghan relocation at the same time. Primarily because we will need to set up new systems and internal policies for asylum dispersal and it would place additional pressure on our private sector housing supply. However, it may be possible to look again at this request within a few months.

- 3.5 The officer recommendation is that Cabinet stay abreast of the situation for Afghan national relocation over the summer months and extend the support if the capacity of services and available housing supply can absorb this scheme. Any agreement to participate should not be the subject of public reports.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 The local authority has had a positive experience of assisting with the settlement of refugee families from Syria and Cabinet decided in September last year to continue with the successor UK Resettlement Scheme, which will settle refugee families from other regions in the world. The scheme, although not without its day to day case management difficulties, has allowed learning on the issues faced by displaced people that can be used in assisting with asylum dispersal.

- 4.2 There are significant pressures in the asylum system with a larger number of people waiting for accommodation due to the pandemic. In addition, the required capacity has been carried by a small number of local authorities in Wales until now. Across the UK, the Home Office, accommodation providers and local government have

committed to achieving the participation of more local authorities to alleviate the disparities in the system. For humanitarian and ethical reasons, the request to participate has been given an 'in principle' agreement at this time.

- 4.3 In relation to Afghan relocation, there is an imminent threat to the individuals involved and should be looked at again, before the end of the summer, if services are able to commit to providing the support and housing supply will be able to support an additional scheme.

5. THE REPORT

- 5.1 The authority has been involved in the resettlement of Syrian refugee families since late 2015 at the request of the Home Office and in response to the humanitarian crisis facing people displaced by the war in Syria. Since that time 7 families comprising 35 individuals have been settled in the county borough. The local authority receives direct funding, tapering over 5 years, from the Home Office to support integration in communities, with resettled families being granted Refugee Leave status giving them the right to work and claim benefits. Families have been resettled at a rate and volume which has been at the discretion of the local authority. The main hurdle to settling more families has been the lack of suitable accommodation in the private rented sector

In addition, Children's Services Social Services Teams are involved in a regional response to providing accommodation for unaccompanied asylum-seeking children under the National Transfer Scheme from arrival local authorities, mainly in the South East of England.

- 5.2 In February this year the Deputy Minister asked, at the behest of the Home Office, for a widening of asylum dispersal in Wales. Welsh Government declared 'Nation of Sanctuary' status for Wales to welcome people through safe and legal routes who need help on humanitarian grounds to rebuild their lives. Currently five of the twenty-two local authorities are asylum dispersal areas, with Newport, Cardiff, Swansea and Wrexham having been working on asylum dispersal for many years. There are significant pressures in the asylum system and as of December last year 2996 asylum seekers were accommodated in Wales with the majority, 1441, in Cardiff. Limited movement through the system due to the pandemic and the location of asylum seekers in unsuitable and unsafe accommodation at the old Penally Barracks in Pembrokeshire had prompted discussion with local authority Leaders and Chief Executives on widening the support among more local authorities for reasons of fairness and equity, and to alleviate pressure in the system. A few local authorities have entered into the discussion positively and Caerphilly Council gave an 'in principle' agreement to becoming an ADA working in partnership with the Home Office, as a coordinated and proactive approach was felt to be preferable.
- 5.3 Since that time officers have been meeting with the Wales Strategic Migration Partnership (WSMP) - the Home Office funded support coordination team based at the WLGA, the Home Office and their commissioned provider Clearsprings Ready Homes (CRH) to understand what the implications would be for the local authority and services in becoming an ADA. In addition, discussions have been held on an all-Wales basis and with the current areas directly to further understand the practicalities of the scheme. The recommendations in this report have been informed by those discussions.

5.4 **The Asylum Seeker Process and Support**

In widening dispersal, the Home Office preferred option is to work in partnership with local authorities to agree the number and location of properties on a voluntary basis, although there is a legal ability for the Home office to mandate dispersal in an area under immigration legislation. Clearsprings Ready Homes (CRH) have a 10-year contract, from 2019, to source properties and provide the case management support for asylum seekers whilst they are awaiting a decision on their claim from the Home Office. Another contract, with Migrant Help, provides a 24-hour advice and assistance helpline and assists asylum seekers navigate the asylum process and helps them after decision whether positive or negative.

- 5.5 While asylum seekers are in the system, if they are destitute, they are provided with accommodation and sufficient money (£37.75 per week) to maintain themselves, although some are self-funded and may have their own accommodation or receive support from family and friends.
- 5.6 The process is that CRH will find suitable properties in the local authority but will do so by working with Housing services to understand the need in an area before approval. Only landlords registered with Rent Smart Wales are accepted. From the perspective of the local authority we are able to work with Gwent Police to discuss the proposed property and can refuse to accept a proposal if there are reasonable grounds. Although the Immigration Act does give UK Visas and Immigration powers to override this, in practice they prefer to work with a local authority to find solutions. The local authority is able to influence whether the property is used for single individuals or families, it can also be inspected by our staff at any time. If a property is found but is unsuitable it will be notified to our Housing services so that they may consider it as an option for homelessness prevention. There may be a need to use contingency accommodation if pressures in the system become too great, however, the local authority will receive early notification if this is ever the case.
- 5.7 There is a shortage of good quality private rented accommodation across the county borough. Currently the available social rented stock cannot accommodate all households in need of accommodation. Local authority homelessness duties can be discharged through private rented sector accommodation and there is competition from other agencies for properties. Negotiating the location of properties with Housing services, and the officer recommendation to start with five family properties only will allow a proper assessment after 12 months.
- 5.8 All people seeking asylum go through security screening checks. CRH are in regular contact with people in asylum accommodation and manage housing and address any issues at the property with support as appropriate from Migrant Help. People seeking asylum readily respect UK laws (note- not to do so will affect their application) and receive induction briefings on rights and responsibilities and UK laws at the initial accommodation in Cardiff. Most people will spend some time in initial accommodation, before being dispersed to the participating local authorities in Wales.
- 5.9 School age children have a right to education. Although a large proportion of people are over 18 and well educated and wish to study in the UK. Generally, asylum seekers are not allowed to work but can do so if they have been here for 12 months or more and possess skills on a shortage occupations list. They are allowed to volunteer and many do with support from third sector partners.
- 5.10 After assessment, for anyone granted asylum status/refugee protection, they then have the right to work and claim benefits, they are also able to ask for housing

support from the local authority if they meet the requirements. For any refusals there is an appeals process and they will be supported by the Home Office and remain in accommodation until that concludes. For families with children that support continues until the youngest child is 18 and therefore, they could remain in accommodation for some time. The UK government is, however, developing a New Plan for Immigration and there may be changes to the way in which support is given.

- 5.11 In relation to the numbers of people who may be housed in a local authority the maximum proportion is 1:200 residents. This equates to 889 for the county borough but UK Visas and Immigration have stated that there is no intention to procure anywhere near that number of properties. Initially two flats, suitable for family occupation, have been identified but not yet progressed pending decision.
- 5.12 The location of properties will be negotiated with Housing staff as explained in 5.6 and there will be an option to notify local ward members. There may not be an option to make a refusal unless the grounds are reasonable i.e. based on the advice of Housing staff or Gwent Police. Notifying ward members will prepare them to answer any questions and provide any support required. Drawing a parallel with the current Syrian resettlement programme, ward members are not notified of addresses just arrivals in their constituency. The reason being to allow people to settle in the area as any other family or individual would and not to single them out or draw attention to their arrival in the country or the county borough. However, recognising that the asylum dispersal system is a different situation the address of selected properties will be made known to ward members. A member's seminar took place on the 28th of June to support the proposed decision to move ahead with becoming an ADA and provide a background awareness for all members.
- 5.13 **The experience of other Welsh local authorities**
In preparing the recommendations above information has been gathered from the other participating areas on how working on asylum dispersal operates in practice. In summary the responses were positive and reflect that good working relationships exist with the managed provider, Clearsprings Ready Homes. Some pressures on housing supply were noted but largely these can be absorbed. Many people leave the area once they are granted status, this was noted in the more rural authorities.
- 5.14 People in the asylum system are a mixture of families (approx.40%) and single individuals (approx.60%). The approach taken by Conwy, a relatively new ADA, is to begin with family properties. In discussion with CRH this would seem like a sensible option for Caerphilly also.

5.15 **Conclusion**

Participation in the Syrian Resettlement Programme/Vulnerable Persons Resettlement Scheme and its successor the UK Resettlement Scheme has been largely positive for the local authority and has supported 35 displaced people to make their homes in the county borough. Two parents have begun nursing degrees, another family have started a local launderette business, with the help of the provider commissioned by the local authority, Displaced People in Action.

Asylum Dispersal is also supported by managed contracts, with Clearsprings Ready Homes and Migrant Help, and while there will be additional pressure on housing supply the recommendation to start small and evaluate after 12 months will provide assurance that asylum seeking families can be absorbed within the capacity of services. Should the Asylum Dispersal Scheme go well consideration can be given to

working in partnership with the Home Office to bring more properties in the private rented sector online and the extension of the scheme to asylum seeking individuals.

The situation for Afghan employees of the UK government is acute and we understand the expectation is that 3000 individuals are due to arrive in the UK before the end of June. While the decision on asylum dispersal is pending any decision on Afghan Relocation should be held off for a very short period but looked at again before the end of the summer- note, not the subject of public reports for the safety of the people involved.

6. ASSUMPTIONS

- 6.1 The participation in the UK Resettlement Scheme and the Asylum Dispersal Scheme assumes that suitable properties will be available in the private rented sector. One of the main barriers to date to settling more refugee families, aside from the pandemic, has been the lack of suitable affordable properties, well located next to schools. Officers seek properties regularly and we understand that the Home Office provider for asylum dispersal, Clearsprings Ready Home will do the same. Five family homes are recommended for the first 12-month period. It may not be possible to achieve that number.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

- 7.1 The authority has a successful track record of settling refugee families under schemes that have been in existence since 2015. On humanitarian grounds the authority should provide support to asylum seekers by working in partnership with Home Office and its contracted provider. Participation the scheme has been by a few authorities in Wales and local government has been encouraged to come forward and assist for many years. Asylum seekers are one of the most vulnerable groups in society, who are likely to have suffered significant disadvantage in their home countries. The validity of claims is assessed by the Home Office and the system seeks to support people while their claim is being assessed.

Hyperlink to full IIA:

https://www.caerphilly.gov.uk/CaerphillyDocs/IIA/IIA_Asylum_Dispersal_June2021

8. FINANCIAL IMPLICATIONS

- 8.1 Unlike the UK Resettlement Scheme, which supports refugee families and is fully funded by the Home Office, there is no additional financial support for local authorities that are ADAs. Welsh Government continue to lobby on this issue on behalf of the ADAs in Wales. All accommodation and weekly cash support are provided by the Home Office and no funding passes through local authority hands.
- 8.2 There will inevitably be additional pressures on services in managing any case related work that will fall to the local authority, this is not easily quantified and the make-up of families and particular issues faced by asylum seekers will not be known prior to arrival in the county borough. To mitigate the effect on local authority services referral to CRH and Migrant Help would be the first port of call. Asylum seeking families who arrive with children are entitled to education and this will need to be managed within school capacity. English language acquisition has proved to be a hurdle for refugee parents. Children are supported in schools through the Gwent

Ethnic Minority Service (GEMS). For refugee families additional language teaching and GEMS support has been commissioned. For asylum seeking families there is no funding that will allow this and so these needs will have to be met within existing budgets, where possible.

- 8.3 Corporate Management Team, have given a commitment to fund a 12-month Policy Officer post, through reserves, working 3-days a week to set up the systems, policies, process and procedures to allow the local authority to become an asylum dispersal area. The total cost of the post is £27,296 per year.
- 8.4 The officer recommendation is to start with 5 family properties in the first year and reassess the scheme before working in partnership to bring more properties on-line. This should allow a managed consideration of the full implications on internal services i.e. Housing, Social Services and Education. It may be possible to refer some support needs to some of the funded programmes that already operate in the local authority, specifically; Supporting People, Families First and Flying Start. Other third sector support may be available. Welsh Government fund the Welsh Refugee Council to provide support and one of the first tasks of the Policy Officer will be to build up these networks of funded and third sector support to minimise any additional impacts on mainstream services.

9. PERSONNEL IMPLICATIONS

- 9.1 A part time fixed term post has been created in the Policy and Partnerships Team to provide additional capacity to set up the systems and processes to support participation as an Asylum Dispersal Area.

10. CONSULTATIONS

- 10.1 Policy and Resources Scrutiny Committee met on the 23rd of June and received input from the Wales Strategic Migration Partnership, the Home Office and Clearsprings Ready Homes, the commissioned provider. Council officers from Housing and Policy & Partnerships were also in attendance to answer questions.

The scrutiny committee were very supportive of and sympathetic to the plight of Asylum seekers and the importance of providing support to people who have suffered very difficult lives and experiences.

Members sought clarity on whether the Council will receive additional funding to support the families and were advised that the financial section of the report shows that the council will not receive any additional funding. However, the Home Office has contracts to manage the housing allocation issues and support for Asylum Seekers through providers such as Clearsprings Ready Homes. Welsh Government also provides Asylum Seeker Refuge Support Contracts which the Council can assist with referrals into.

The scrutiny committee were advised that there are regular meetings with Welsh Government with the Home Office and assurance is needed that the need for local authority funding to support asylum seekers is high on the agenda.

The availability of support for families was queried, whether there are any access barriers, it is important that the location of properties chosen takes into account this and are easily accessible for services. The benefit of starting small with a few families will allow this scheme to develop.

Members felt it was very important to ensure the public understand that refugees have experienced terrible situations and the need to counter misleading social media assertions. For example, asylum seekers will be provided with council housing, Members were assured that is not the case and housing will be sought through the private rented sector.

Members asked that the council emphasise that the arrangements, if approved, are clearly explained to the public. It was suggested that case studies showing the experiences of real families would make the needs of asylum seekers more easily understood to the public. The committee were advised that there are plans in place to develop a list of frequently asked questions for the website and a piece of work with Communications Team to explain the need for this support. An offer was received from the Welsh Strategic Migration Partnership to assist with this.

The scrutiny committee heard a personal account of one Member who has visited Afghanistan and saw first-hand the work carried out by Afghan interpreters supporting the British Armed Forces. Members asked that Cabinet closely monitor the situation for Afghans who need to relocate and wished to express their support as there is a debt owed to people who have provided support to our troops. Members were advised that although there is currently a 4-month financial support package for this scheme representations have been made to extend this further.

Members also heard from one Member of the work done in the Aber Valley to welcome and assist Vietnamese refugees following the Vietnam war and how important it was to provide that support.

Members supported the proposal to start with a small number of families and learn and develop the service going forward.

11. STATUTORY POWER

11.1 Local Government Acts. Immigration Act 1999

Author: Kathryn Peters. Corporate Policy Manager, peterk@caerphilly.gov.uk

Consultees: Cllr Philippa Marsden, Leader of the Council
Cllr Lisa Phipps, Cabinet Member for Housing
Cllr James Pritchard, Chair of Policy and Resources Scrutiny Committee
Cllr Gez Kirby, Vice-chair of Policy and Resources Scrutiny Committee
Christina Harrhy, Chief Executive
Dave Street, Corporate Director, Social Services and Housing
Ed Edmunds, Corporate Director, Education and Corporate Services
Sue Richards, Head of Education Planning and Strategy
Rob Tranter, Head of Legal Services and Monitoring Officer
Steve Harris, Head of Financial Services and Section 151 Officer
Keri Cole, Chief Education Officer

Sarah Ellis, Lead for Inclusion and ALN
Gareth Jenkins, Assistant Director- Head of Children's Services
Jo Williams, Assistant Director- Head of Adult Services
Fiona Wilkins, Housing Services Manager
Kerry Denman, Housing Solutions Manager
Claire Davies, Private Sector Housing Manager
Paul Cooke, Senior Policy Officer, Policy and Partnerships
Sonya Foley, Policy Officer
Kath Thomas, Policy Officer
Chris Hunt, Regional Community Cohesion Officer
Anne Hubbard, Wales Strategic Migration Partnership

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CABINET - 7TH July 2021

SUBJECT: PROPOSED COMMUNITY HALL IN TY-SIGN, RISCA

REPORT BY: CORPORATE DIRECTOR, ECONOMY AND ENVIRONMENT

1. PURPOSE OF REPORT

- 1.1 To inform Cabinet of a proposal presented by Agape Community Church, Ty Sign (ACCTS) to develop a new Community Hall on land at Holly Road, Tŷ Sign, Risca (shown edged black at Appendix 1).
- 1.2 To authorise officers to enter into further discussions and to undertake a full consultation to ascertain what level of support there is within the local community for an additional community facility in the area.

2. SUMMARY

- 2.1 The Council has been approached by ACCTS to support the development of a new purpose built Community Hall in Holly Road, Tŷ Sign, Risca on land currently held by the Housing Revenue Account. ACCTS have identified a number of funding options to meet the estimated costs of a new building of circa £550,000 and are seeking a lease of 99 years from the Council at a low, non-commercial, rent.
- 2.2 There are a number of existing community facilities in the locality and the impact on the viability of these of a new facility is not known. The level of support with the community for a new facility is also not known. To assist the Council in considering the request to lease the land it is proposed to undertake a consultation with Community Groups and residents to get a better understanding of the level of support within the community.

3. RECOMMENDATIONS

- 3.1 It is recommended that Cabinet support a full consultation with all Community Groups and residents to establish what support there is within the local community for this proposal for an additional facility in the area.
- 3.2 It is recommended that a further report be presented to Cabinet following the period of consultation and associated feedback.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To seek and allow for full consideration of the views of the community on the proposal for a new community hall in Tŷ Sign, Risca.

5. THE REPORT

- 5.1 The Council has been approached by the Agape Community Church, Ty Sign (ACCTS) seeking the Council's support to develop a new purpose built Community Hall in Holly Road, Tŷ Sign, Risca on land held by the Housing Revenue Account (HRA) (on the land shown edged black at Appendix A). ACCTS have assembled funding to meet the estimated project costs of £575,000 including in principle commitments of £90,000 from the Big Lottery 'People and Places Grant' and £250,000 from the Welsh Government Community Facilities Grant. Other funding sources include Garfield Weston (£25,000), Welsh Churches Fund (£5,000), All Churches Trust (£10,000) Beatrice Laing Trust (£5,000), Joseph Rank Trust (£20,000), and Bernard Sunley Foundation (£10,000). Private individuals have pledged over £100,000 towards the costs. Recent tenders have come in at higher than originally estimated as a result of inflationary pressures in the building sector and ACCTS intend to borrow the shortfall.
- 5.2 ACCTS is a non-denominational, evangelical church with some 40 members, which has been in existence for more than 30 years. ACCTS are a registered charity, and work closely with other churches in the area. They provide a 'Street Pastor' service for Risca with Moriah, Bethany and Ty Isaf Baptist churches, and work with the national charity 'Christians against poverty' and with Moriah Baptist and Bethesda Baptist (Rogerstone) to provide a debt relief service to the Risca and Caerphilly areas. 109 people have accessed the service; 31 people in the area have become 'debt free'. The same partners have supported a job club and a 'Fresh Start' group, helping those with life controlling dependencies. Members of the church also founded a group in Risca called 'SHADE': Self help against Depression and Anxiety.
- 5.3 ACCTS intend that the new facility will be open to the community for use and have identified a number of potential users/uses including after school clubs, Risca Community Comprehensive School, OAP Clubs, training/meeting space for businesses, Job Club, private hire for parties/wedding receptions. Planning permission has been obtained for the proposed development, which consists of:
- A building of 225 sq m, with a main hall of 150 sq m
 - A kitchen, large enough to cater for groups of up to 60 people eating in the main hall.
 - A meeting room
 - Toilets and storage space
 - An entrance lobby
 - Car parking for 15 cars, including two disabled spaces.
- 5.4 The site of the proposed new community hall shown at Appendix A is currently a park known locally as "Spar Field" and is held by the Housing Revenue Account. ACCTS are seeking a lease from the Council of 99 years at a low, non-commercial, rent. The Authority may wish to consider restricting the permitted use and sale or transfer of any lease by absolute covenants.
- 5.5 The Channel View Community Centre is approximately 500 metres away from the site of the proposed new facility. The Channel View Community Centre building is a very old building, is generally in poor condition, and lacks many of the features of

modern buildings such as high levels of energy efficiency and insulation. However, it currently has good usage and a proactive management committee. The car park was resurfaced last year and some improvement works are currently in progress, including new toilets, at a cost of approximately £25,000.

- 5.6 As can be seen at Appendix A, across the road from the site of the proposed new community facility is the St David's Shared Church, Ty Sign. This building is split into three parts, the upper hall, the chapel and the centre (formerly the manse). The hall is used throughout the weekday mornings and some afternoons by Dewi Sant Playgroup and is open for hire and has been used by other community groups. The Centre @ St David's received planning permission for change of use in 2020 in order to operate as a community resource. Caerphilly Council has recently provided funding of just under £4,000 to upgrade the kitchen so that healthy eating, activities can be run from the centre. The TLC Community Café is also open and is situated nearby at 76 Elm Drive which can be seen on the location plan at Appendix A.
- 5.7 The viability of all community facilities in the locality must be a consideration. However, this is difficult to assess. Existing facilities are well used, but the impact of the pandemic over the last year or so has changed usage with the Risca Covid 19 volunteers now operating out of Channel View Community Centre, for example. It is not known whether there is sufficient demand to sustain all facilities within the community.
- 5.8 Since the proposed letting of the land is a disposal of land held under the Housing Revenue Account (HRA), consent to the disposal under sections 32-34 of the Housing Act 1985 will need to be obtained prior to entering into any lease. Such consent would be sought from Welsh Government following agreement of Heads of Terms.
- 5.9 Caerphilly Homes have advised that previous negotiations relating to the site involved the release of land adjacent to Hafodybryn, which was also the site of the Channel View Community Centre and scout hut. This site was considered to have some development potential by Caerphilly Homes for affordable housing. Whilst any agreement on a lease could be conditional on the lease of the scout hut being released, this is no longer an option as the scouts are not a party to the current proposal.
- 5.10 Cabinet have previously considered and given 'in principle' support for similar proposals, most recently on 27th March 2019, which did not ultimately progress. Caerphilly Homes highlight that in 2019 the Channel View Community Centre building was identified as not currently fit for purpose as a result of structural, locational, and functional problems that could not be addressed and it was proposed to be closed. The proposed new facility was seen as a potential alternative but that also no longer seems to be the case. The 2019 report that went to Cabinet highlighted that, subject to valuation, an option existed to dispose of the existing Channel View site to develop affordable housing. The associated capital receipt would go into the Housing Revenue Account (HRA) or the land would be earmarked for future development of Council housing.
- 5.11 The potential benefit to the HRA has significantly reduced with this latest proposal. The HRA is a ring-fenced budget that is funded from tenants' rents to support the delivery of an effective and efficient housing service through maintaining and improving the Councils housing stock, there is little benefit to tenants or to the HRA resulting from this proposal.

5.12 Where a council is considering disposing of any land consisting or forming part of an open space under s.123 of the Local Government Act 1972 they must give notice of their intention to do so in a newspaper circulating in the area in which the land is situated, and consider any objections to the proposed disposal which may be made to them. Should Cabinet be minded to support the proposal in principle any material objections as a result of the public notice procedure will be included in a further report. In accordance with the Council's Constitution, as this relates to a disposal of land used for residential purposes (or capable of being used for that purpose), any final determination on this matter will be a decision of Full Council.

5.13 **Conclusion**

This proposal represents an opportunity for the development of a new community hall largely funded by external grant. The land in question is held by the HRA and Caerphilly Homes consider that this proposal offers little benefit to tenants or to the HRA. The implications of a new facility on existing community facilities or the level of support within the locality is not known and therefore a public consultation is proposed to help to understand this.

6. **ASSUMPTIONS**

6.1 It is assumed that any material objections as a result of the public notice procedure required under s.123 of the Local Government Act 1972 where a council is considering disposing of any land consisting or forming part of an open space will be brought to Council in a further report. It is also assumed that consent to the disposal under sections 32-34 of the Housing Act 1985 will be obtained from Welsh Government prior to entering into any lease.

7. **SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

7.1 An Integrated Impact Assessment (IIA) has been carried out in relation to the request from ACCTS. The IIA sets out a number of potential positive impacts of the proposal as it represents an opportunity for a new, modern, fit for purpose, community hall to be built in Ty Sign. The IIA notes that the facility provides an opportunity, through the delivery of a range of programmes and activities, to improve upon a range of outcomes which include, mental and physical health, education and employment opportunities, along with supporting those most in need. However, the impact of the proposed new facility on existing community groups and the potential negative impact on the viability of the venues that they operate from is not known. The IIA identifies that a consultation with community groups and residents would assist in understanding any impacts.

Link to full Integrated Impact Assessment:

https://www.caerphilly.gov.uk/CaerphillyDocs/IIA/IIA_ProposedCommunityResourceCentreTySign

8. **FINANCIAL IMPLICATIONS**

8.1 There are no direct financial implications arising from this report.

9. PERSONNEL IMPLICATIONS

9.1 There are no direct personnel implications arising from this report.

10. CONSULTATIONS

10.1 The consultees listed below have been consulted on this report. Comments were received from Cllr Bob Owen and as these were quite lengthy these have been included in full at Appendix B. Any responses received from other consultees have been incorporated into the report accordingly.

13. STATUTORY POWER

13.1 Local Government Act 1972.

14. URGENCY

14.1 The decision will be subject to the “call-in” procedure.

Author: Rob Hartshorn – Head of Public Protection, Community and Leisure Services

Consultees: Mark S. Williams – Corporate Director, Economy and Environment
Cllr Ross Whiting – Risca West Ward Member and Cabinet Member for Learning and Leisure
Cllr Lisa Phipps - Cabinet Member for Housing
Cllr Nigel George – Risca East Ward Member & Cabinet Member for Waste, Public Protection and Streetscene
Cllr Arianna Leonard, Risca East Ward Member
Cllr Philippa Leonard, Risca East Ward Member
Cllr Bob Owen, Risca West Ward Member
Councillor D.T Davies, Chair of Environment & Sustainability Scrutiny Committee
Councillor A. Hussey, Vice Chair of Environment & Sustainability Scrutiny Committee
Jeff Reynolds – Sport & Leisure Services facilities Manager
Jane Roberts-Waite - Strategic Co-ordination Manager, Housing
Kevin Lodge – Community Centre Services Manager
Rob Tranter - Head of Legal Services and Monitoring Officer
Lynne Donovan – Head of People Services
Anwen Cullinane - Senior Policy Officer (Equalities, Welsh Language, and Consultation)
Steve Harris - Head of Financial Services & S151 Officer
Mark James – Principal Valuer

Background Papers:

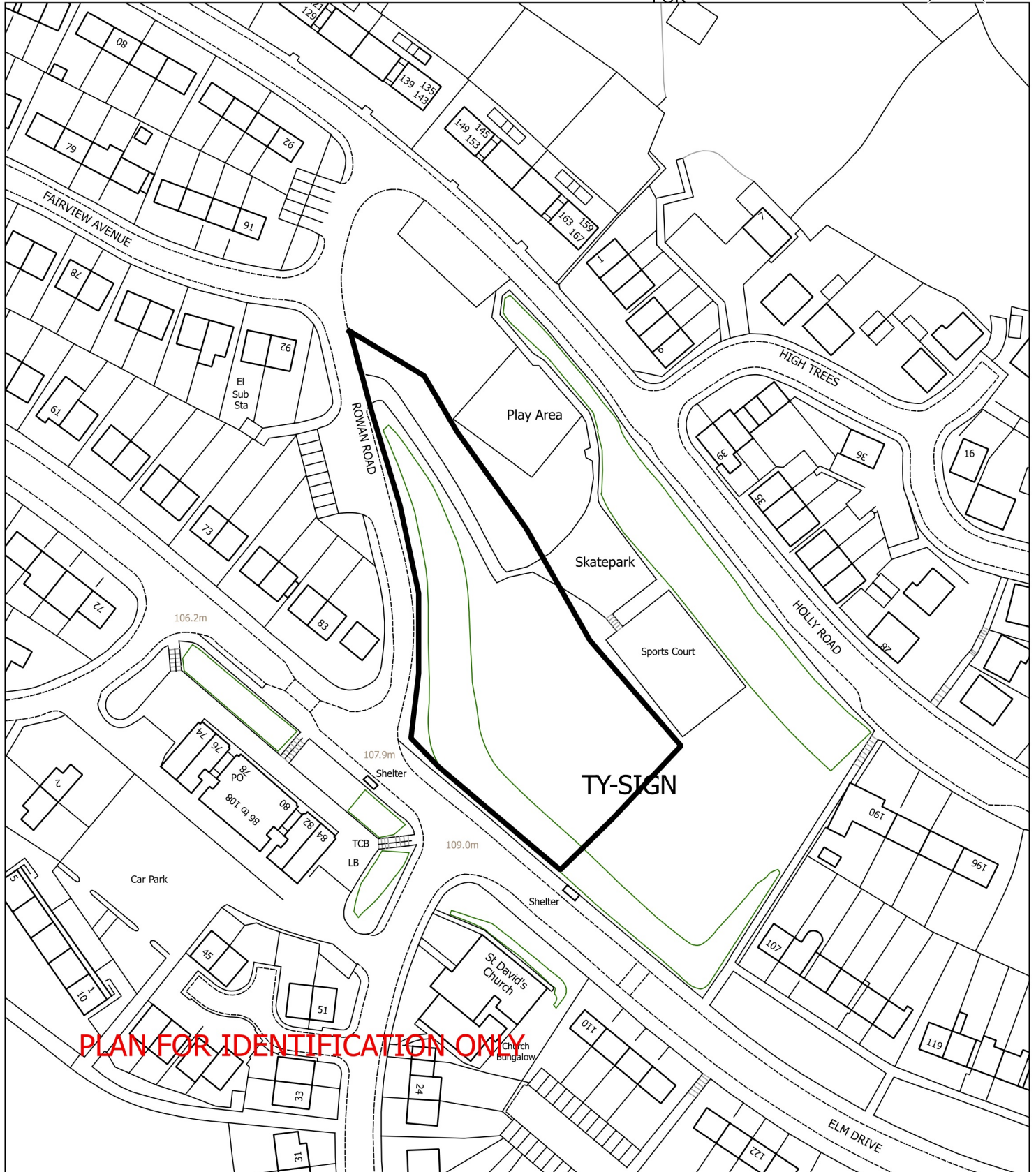
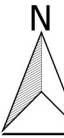
Cabinet Report – “Proposed community centre in Ty-Sign, Risca to replace the Channel View Community Centre” 14th March 2018

Cabinet Report - “Proposed community centre in Ty-Sign, Risca” 27th March 2019

Appendices:

Appendix A: Site of Proposed Community Hall, Holly Road.

Appendix B: Comments from Cllr Bob Owen



PLAN FOR IDENTIFICATION ONLY

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Hartshorn, Robert

From: Cllr. Owen, Bob
Sent: 20 May 2021 21:12
To: Hartshorn, Robert; Cllr. Ridgewell, John; Cllr. Whiting, Ross; Cllr. Phipps, Lisa; Cllr. George, Nigel; Cllr. Leonard, Arianna; Cllr. Leonard, Philippa; Cllr. Davies, D.T; Cllr. Hussey, Adrian
Cc: Reynolds, Jeff
Subject: RE: New Community Resource Centre at Ty Sign draft Cabinet Report

Good Evening Rob,

Thank you for your email and opportunity to comment. The current draft report and EIA notwithstanding, as you are aware I have made my views and concerns on this matter known to this council going as far back as 2018. And with considerable change with respect to this project, in terms of the site(s), the loss of support of Risca 5th Scouts group, the dissolution of the Ty-Sign Hall Charity set up to bring it to fruition but now in total favour of the Agape Church Group (ACG) there is a clear shift in emphasis. This, and other factors to (now) consider it is absolutely necessary that everything is factually presented - to ensure that Cabinet have all the information they require to make a fully informed decision.

In 2017, I along with all Risca ward councillors we became trustees of the Channel View Community Centre (CVCC) to oversee its management, myself also nominated for the position of treasurer. At that time we (the committee) were unable to access the centre's funds (it took approx. a year to sort this, a period in which I became aware of some significant personal differences of opinion on the new formed committee which was also weighted heavily towards the ACG and was being steered disproportionately towards an external issue, namely in the form of a new hall project as opposed to the actual management of CVCC. This was in the form of regular discussion around the centre's funds that they expected to automatically 'transfer' to a new facility but similarly to other users the ACG were just that, an end user hence I found their persistence with respect to the centre's funding and links to the hall project concerning, more so at that point in time as the funds were still not under our control. During this period, as treasurer I took it upon myself to self-finance the centre, paying bills etc from my own personal funds to ensure the hall remained available and open for use. In discussions around their belief of automatic right to the centre's funds (confirmed by Cllr George that this was not so, nonetheless I was met with what I can only describe as aggression from the newly appointed Chair and Sec (both ACG members).

In bringing my concerns to yourself around this period I recall you saying that you did not see people up in arms on Ty-Sign regarding their proposed hall. The reason for that was that the people of Ty-Sign were unaware of what was happening (people who I know living in close proximity to the proposed hall had no idea). Then with the ACG survey claiming 80% of people were in favour this was a con-trick as it was based on only 140-ish people surveyed, Risca East (I believe) has a population of 5,000+. To put this in some context 80% of 140 (112) as a percentage of total population = approx. 2%, additionally, ACG membership as quoted in the report (40) is whole membership (not Risca East residents). I am told that there are less than twenty members who live in the area of benefit, this approximates to 0.4% of the ward population.

As things transpired, in time we eventually got the funds under our control, and as the project site moved to the Spar field the ACG made a request of the committee for £6,400 to assist with their costs for surveys etc. I was personally against this (but not at the meeting where it was voted on due to annual leave), no declarations of interest were made even though some who voted were direct beneficiaries, and it was carried 4-3. As treasurer, before releasing the funds I took advice from the council, I also asked the CVCC Sec that if the project did not materialise if we would

recoup the funds, the reply to this was (which I have on email) 'you have to speculate to accumulate'. I must say I found this rather distasteful, the committee donating public funds, on behalf of the very people the group purport to want to support.

With respect to their first (failed) lottery bid I believe a figure in the region of £60,000 (CVCC funds) formed part of their business plan, and again, in their recently granted WG bid they put £60,000 as deliverable in principle for match funding (again CVCC funds). In my view this could be considered as using false information to obtain public funding (deception). I note also that our EIA makes reference to their business case, has it been fully vetted? I have been led to believe we have also invested in this project (please confirm), if this is the case we need to consider who we supported and how it was used, e.g. was it in support of the (now dissolved) Ty-Sign Hall charity? Furthermore we need to consider the fact that not too far back we invested in the St David's Church centre (a facility that is directly opposite, on the other side of the road), this facility has been revitalised and is now taking bookings for events etc., as has the TLC café, and this is less than 40m away.

The new proposed site is the last remaining green space on Ty-Sign, access to it will also involve the loss of mature trees that may be liable to TPO's due to their age and maturity, and it offers only duplicated services (nothing new) for the area. Furthermore the driver is not the community as highlighted by the approximate percentages as already referenced. With respect to the report, at points 5.7, 5.8, 5.9, 5.10 and the conclusion, as you clearly indicate quite correctly things have changed, I would say significantly in terms of the revitalisation of existing community offer.

To update somewhat on the CVCC and scout hut site, undoubtedly Jeff via Kevin Lodge will have fully appraised you on the recent change of emphasis with respect to the centre. We are currently housing (albeit temporarily) the Risca RCV UK Covid volunteer charity group. Their work during the pandemic has been recognised by CCBC and right across the third sector and luckily for Risca they are here to stay but require a permanent home. I am very pleased (as I know Cllr Philippa Leonard is) to be associated with the group (as trustees), and in view of the current investment in the centre, the fact we also have bookings starting to come back in I am looking at another angle on this, to review the site in totality.

I hope you will recall my approach to you some time ago regarding options for the centre, based around a possible asset transfer / other options for keeping the centre open, I did some work towards a strategy which with current funding levels I believed we could maintain the centre for up to three years if the council pulled out. The renewed situation changes that, it also puts the viability of any new centre in doubt. For CVCC I want to investigate a full retro-fit project, rebuilding the centre from the inside out, possibly incorporating additional space and giving consideration to the wider site (i.e. to include the scouts). I see this then as becoming the permanent home for RCV UK incorporated within a fully used, modernised brand new centre which will serve the area of benefit long into the future. I have already approached WG in terms of a funding bid and they are willing to discuss this with me but it needs to be fully joined up. I see this as the way forward, a community driven development not the prospect of a building taking up our last green space, under-utilised for the benefit of a few.

The new centre project has always been a resounding no from me due to the issues and concerns as outlined (there is more detail if required). I am certainly not one to see investment lost but it has to be for the right reasons and with full community consultation, your report sections as referenced above appear to affirm that the changes now make it a totally different proposition. More than happy to discuss my ideas in detail in open forum, and to be guided by you as to how the council could assist in taking this community project forward.

Regards

Cllr Bob Owen

Cynghorydd Sir - Gorllewin Rhisga | County Councillor - Risca West
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From: Hartshorn, Robert
Sent: 14 May 2021 09:42
To: Cllr. Ridgewell, John; Cllr. Whiting, Ross; Cllr. Phipps, Lisa; Cllr. George, Nigel; Cllr. Leonard, Arianna; Cllr. Leonard, Philippa; Cllr. Owen, Bob; Cllr. Davies, D.T; Cllr. Hussey, Adrian
Cc: Reynolds, Jeff
Subject: New Community Resource Centre at Ty Sign draft Cabinet Report

Dear Councillors,

Please find attached a draft Cabinet report in respect of a proposed new community resource centre in Ty Sign. The draft Integrated Impact Assessment is also attached.

I would be grateful for any comments that you may have by the end of next week, Friday 21st May 2021.

Regards

Robert Hartshorn

Pennaeth Diogelu'r Cyhoedd, Gwasanaethau Cymunedol a Hamdden | Head of Public Protection, Community & Leisure Services
Cyngor Bwrdeistref Sirol Caerffili | Caerphilly County Borough Council

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