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For all enquiries relating to this agenda please contact Julie Lloyd  
(Tel: 01443 864246 Email: [lloydj4@caerphilly.gov.uk](mailto:lloydj4@caerphilly.gov.uk))

**Date: 29th March 2023**

To Whom it May Concern,

A multi-locational meeting of the **Policy and Resources Scrutiny Committee** will be held in Penallta House, and via Microsoft Teams on **Tuesday, 4th April, 2023 at 5.30 pm** to consider the matters contained in the following agenda. Councillors and the public wishing to speak on any item can do so by making a request to the Chair. You are also welcome to use Welsh at the meeting, both these requests require a minimum notice period of 3 working days. A simultaneous translation will be provided on request.

Members of the public or Press may attend in person at Penallta House or may view the meeting live via the following link: <https://civico.net/caerphilly>

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

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chrissy', enclosed within a large, hand-drawn oval.

**Christina Harrhy**  
CHIEF EXECUTIVE

## AGENDA

	Pages
1 To receive apologies for absence.	

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2 Declarations of Interest.

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

To approve and sign the following minutes: -

- 3 Policy and Resources Scrutiny Committee held on 21st February 2023. 1 - 6
- 4 Consideration of any matter referred to this Committee in accordance with the call-in procedure.
- 5 Policy and Resources Scrutiny Committee Forward Work Programme. 7 - 18
- 6 To receive and consider the following Cabinet Reports\*: -
1. Welsh Government Retail, Leisure, and Hospitality Rate Relief Scheme 2023/2024 – 23<sup>rd</sup> February 2023;
  2. Budget Proposals for 2023/2024 – 23<sup>rd</sup> February 2023;
  3. Participation Strategy 2023-2027 – 8<sup>th</sup> March 2023;
  4. Proposed Voluntary Termination of the Caerphilly CCBC School PFI Contract – 8<sup>th</sup> March 2023

*\* If a member of the Scrutiny Committee wishes for any of the above Cabinet reports to be brought forward for review at the meeting please contact Julie Lloyd, 01443 864246, by 10.00 a.m. on Monday, 3<sup>rd</sup> April 2023.*

To receive and consider the following Scrutiny report:-

- 7 Digital Update - The Impact of Automation - Presentation.

### **Circulation:**

**Councillors** M.A. Adams, Mrs E.M. Aldworth, C.J. Cuss, G. Enright, D. Ingram-Jones, G. Johnston (Chair), C.P. Mann, B. Miles (Vice Chair), A. McConnell, D.W.R. Preece, J. Reed, J. Taylor, C. Thomas, A. Whitcombe, L.G. Whittle and C. Wright

And Appropriate Officers

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## **POLICY AND RESOURCES SCRUTINY COMMITTEE**

### **MINUTES OF THE MEETING HELD IN PENALLTA HOUSE AND VIA MICROSOFT TEAMS ON TUESDAY 21<sup>ST</sup> FEBRUARY 2023 AT 5.30 P.M.**

#### **PRESENT:**

Councillor G. Johnston – Chair  
Councillor B. Miles – Vice Chair

#### **Councillors:**

M. Adams, Mrs. E.M. Aldworth, C. Cuss, G. Enright, D. Ingram-Jones, C.P. Mann, A. McConnell, J. Reed, J. Taylor, C. Thomas, L. G. Whittle, and C. Wright.

#### **Cabinet Members:**

Councillors N. George, and Mrs. E. Stenner.

#### **Together with:**

Officers: R. Edmunds (Corporate Director of Education and Corporate Services), S. Harris (Head of Financial Services and S151 Officer), M. Jacques (Scrutiny Officer), and J. Lloyd (Committee Services Officer).

Also in attendance: Councillors P. Leonard, C. Morgan, S. Morgan, and J. Pritchard.

### **RECORDING ARRANGEMENTS**

The Chair reminded those present that the meeting was being live-streamed and a recording would be made available to view via the Council's website, except for discussions involving confidential or exempt items. [Click Here to View](#).

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

Apologies received from Councillors D. Preece and A. Whitcombe.

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

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

### **3. MINUTES – 23<sup>RD</sup> JANUARY 2023**

It was moved and seconded that the minutes of the meeting held on 23<sup>rd</sup> January 2023 be approved as a correct record and by way of Microsoft Forms (and in noting there were 12 for, 0 against, and 2 abstentions) this was agreed by the majority present.

RESOLVED that the minutes of the Policy and Resources Scrutiny Committee held on 23<sup>rd</sup> January 2023 be approved as a correct record and signed by the Chair.

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

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

### **5. POLICY AND RESOURCES SCRUTINY COMMITTEE FORWARD WORK PROGRAMME**

The Scrutiny Officer presented the report which outlined the reports planned for the period February 2023 to March 2023 and included all reports that were identified at the Policy and Resources Scrutiny Committee meeting held on Monday 23<sup>rd</sup> January 2023. Members were asked to consider the Forward Work Programme, alongside the Cabinet Forward Work Programme, prior to publication on the Council's website.

Following consideration of the report, it was moved and seconded that the recommendations be approved. By way of Microsoft Forms, this was unanimously agreed.

RESOLVED that the Policy and Resources Scrutiny Committee Forward Work Programme be published on the Council's website.

### **6. CABINET REPORTS**

There had been no requests for any of the Cabinet reports to be brought forward for discussion at the meeting.

### **REPORTS OF OFFICERS**

Consideration was given to the following reports.

### **7. WHOLE-AUTHORITY REVENUE BUDGET MONITORING REPORT (MONTH 9).**

Cabinet Member Councillor Mrs. E. Stenner introduced the report which provided details to Members of the 2022/23 projected revenue budget outturn position based on information available as at month 9 of the current financial year. Commentary was also provided throughout the report on the more significant variations against budget.

A Member requested an update on the recruitment of Community Safety Wardens and also queried the costs of bed and breakfast placements, and the possibility of CCBC running their own bed and breakfast premises. Members were advised that the query in relation to the Community Safety Wardens would be forwarded to the Head of Public Protection, Community and Leisure Services to provide a response to Members following the meeting. Members were also advised that the costs of bed and breakfasts were expected to increase in the short term, with provisions being made for this in the budget, and would forward the query in relation to

CCBC providing their own, to the Head of Housing to provide a response to Members following the meeting.

A Member sought clarification on the overspend by Caerphilly Adventures, due to lack of income. Members were advised that this query would be referred to the relevant Head of Service to provide information to Members following the meeting.

Discussion followed in relation to the absence of some appropriate Officers at the meeting. Members were advised that, in future, they may wish to raise questions prior to the meeting, in order to ensure the relevant Officers are in attendance to answer Members questions during the meeting.

A Member sought clarification on the underspend for free school meals, and the effect on homelessness by the Renting Homes Wales Act. Members were advised that the underspend on free school meals related to additional funding transferred into the Financial Settlement against which there are currently no commitments. It was also confirmed that demand for free school meals was being met. The query in relation to homelessness would be referred to the Head of Housing to respond to Members following the meeting.

A Member queried the underspend on the vulnerable learners' referral unit, which is not yet completed. Members were advised that the expansion of the Glan y nant Pupil Referral Unit had been delayed due to contractor work and securing contracts.

A Member sought clarification on the Community Safety Warden vacancies, which were causing an underspend, and noted that the posts had not been advertised. Members were advised that there had been difficulties with recruitment for numerous vacancies and Members were reminded that there has been recent approval for a new recruitment team within the authority.

A Member queried the underspend in Adult Services and requested an update on day care services. Members were advised that the review of day care services is due to be referred to the Social Services Scrutiny Committee. The Member queried the overspend on parks and playing fields and sought clarification as to whether this was as a result of significant budget cuts in recent years, and whether these circumstances were reviewed as part of the budget setting process. Members were advised that there is a robust process of review in place which involves the Cabinet Members, Heads of Service, Finance Managers, and the Chief Executive, and this has been utilised in order to produce the 2023/24 draft budget proposals.

A Member wished to note the investment income detailed as a positive aspect within the report, and also queried the improvement and implementation of savings solutions in the report. Members were advised that any proposals would be shared to the relevant scrutiny committees, together with detailed budget monitoring reports that would be provided to Members.

A Member sought clarification on the underspend within the HR team due to vacancies, and the effect this was having on filling other vacancies within the authority. The Member queried the current number of staff within the HR team, the number of vacancies, and where the vacancies were being advertised. Members were advised that approximately 60 employees currently under the HR team, which includes payroll, health and safety and communications. Vacancies are currently advertised on CCBC website, and social media sites, such as LinkedIn and Facebook.

The Policy and Resources Scrutiny Committee noted the content of the report.

## 8. UPDATE ON RESERVES.

Cabinet Member Councillor Mrs. E. Stenner introduced the report which provided Members with details of the useable reserves held by the Authority. Details were provided of the audited balances as at the 1<sup>st</sup> April 2022, along with updates to reflect in-year movements in some areas.

A Member queried whether there had been any draft forecasting for April 2023 for the balance on useable reserves. Members were advised that it is proposed in future to present the update on reserves report in June/July each year to ensure that Members have up-to-date information. It was stressed however, that the balances would not have been audited at that time.

A Member sought clarification on the balance on the wellbeing and place-shaping programme reserve detailed in the report and the Head of Financial Services and S151 Officer confirmed that the correct figure was £25.1 million. The Member also queried the residual balance of £18.3 million in capital reserves and requested more specific detail on these numbers within the report. The Head of Financial Services and S151 Officer provided details of elements of this balance and also advised Members that capital budget monitoring reports would be produced over a 3-year period in future to give Members more detail on the profile of spending.

A Member queried when the insurance reserves were last accessed. Members were advised that the authority settles claims on a regular basis and the authority's insurance premium is approximately £1m per annum. The Member also queried the 'fixed-term' posts within Corporate Services and the reserves held of £1.6m. Members were advised that this sum covers a range of posts across a number of service areas and that in some cases the posts were funded for more than one year.

A Member queried why a reserve was still held for insurance with Municipal Mutual. The Head of Financial Services and S151 Officer explained that there are still outstanding historic claims and that the Authority is part of a formal arrangement to fund the settlement of these claims. The Member also sought clarification on IT reserves which totalled over £5m. Members were advised that this covered staff, licensing, migration to the cloud, reviewing the infrastructure network, and implementing the changes.

A Member sought clarification on the PFI reserve of £7.7m for schools, and Members were advised that a report was due to be presented to Joint Scrutiny (Policy and Resources and Education) the following week regarding the proposed voluntary termination of the schools PFI contract. Members were also advised that if this was agreed, then the PFI reserves would be used towards the costs of terminating the contracts.

In response to a question from a Member, the Head of Financial Services also confirmed that the Update on Reserves report includes full details of the reserves totalling circa £15 million that are proposed to be released to support the 2023/24 budget.

The Policy and Resources Scrutiny Committee noted the content of the report.

The meeting closed at 6.16 pm.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 4<sup>th</sup> April 2023, they were signed by the Chair.

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CHAIR

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## **POLICY AND RESOURCES SCRUTINY COMMITTEE – 4<sup>TH</sup> APRIL 2023**

**SUBJECT: POLICY AND RESOURCES SCRUTINY COMMITTEE  
FORWARD WORK PROGRAMME**

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

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

1.1 To report the Policy and Resources Scrutiny Committee Forward Work Programme.

### **2. SUMMARY**

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

### **3. RECOMMENDATIONS**

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

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

4.1 To improve the operation of scrutiny.

### **5. THE REPORT**

5.1 The Policy and Resources Scrutiny Committee forward work programme includes all reports that were identified at the scrutiny committee meeting on Tuesday 21<sup>st</sup> February 2023. The work programme outlines the reports planned for the period April 2023 to April 2024.

5.2 The forward Work Programme is made up of reports identified by officers and members. Members are asked to consider the work programme alongside the cabinet work programme and suggest any changes before it is published on the

council website. Scrutiny committee will review this work programme at every meeting going forward alongside any changes to the cabinet work programme or report requests.

5.3 The Policy and Resources Scrutiny Committee Forward Work Programme is attached at Appendix 1, which presents the current status as at 13<sup>th</sup> March 2023. The Cabinet Work Programme is attached at Appendix 2. A copy of the prioritisation flowchart is attached at appendix 3 to assist the scrutiny committee to determine what items should be added to the forward work programme.

#### 5.4 **Conclusion**

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

### 6. **ASSUMPTIONS**

6.1 No assumptions are necessary.

### 7. **SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

7.1 As this report is for information only an Integrated Impact Assessment is not necessary.

### 8. **FINANCIAL IMPLICATIONS**

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

### 9. **PERSONNEL IMPLICATIONS**

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

### 10. **CONSULTATIONS**

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

### 11. **STATUTORY POWER**

11.1 The Local Government Act 2000.

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

Consultees: Richard Edmunds, Corporate Director for Education and Corporate Services  
Robert Tranter, Head of Legal Services/Monitoring Officer

Lisa Lane, Head of Democratic Services and Deputy Monitoring Officer,  
Legal Services  
Councillor Gary Johnston, Chair Policy and Resources Scrutiny  
Committee  
Councillor Brenda Miles, Vice Chair Policy and Resources Scrutiny  
Committee

Appendices:

- Appendix 1 Policy and Resources Scrutiny Committee Forward Work Programme
- Appendix 2 Cabinet Forward Work Programme
- Appendix 3 Forward Work Programme Prioritisation Flowchart

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Forward Work Programme - Policy and Resources

Appendix 1

Date	Title	Key Issues	Author	Cabinet Member
04/04/2023 17:30	Digital Update - the Impact of Automation PRESENTATION	Understanding how the Council is using Automation to enhance customer service.	Lucas, Liz;	Cllr. George, Nigel;
16/05/2023 17:30	Community Empowerment Fund		Richards, Sue;	Cllr. Stenner, Eluned;
27/06/2023 17:30	Information Item - Welsh Language Standards Annual Report		Cullinane, Anwen;	Cllr. George, Nigel;
26/09/2023 17:30				
07/11/2023 17:30				
09/01/2024 17:30				
20/02/2024 17:30				

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## Cabinet Forward Work Programme – 28th March 2023

Meeting date:	Report title:	Key issue:	Report author:	Cabinet Member:
05/04/2023 13:00	Draft Waste Strategy	For Cabinet to agree the draft Waste Strategy.	Marcus Lloyd	Cllr. Chris Morgan
05/04/2023 13:30	A469 Troedrihwfuch	To seek Cabinet approval on an implementation plan to undertake a significant highway repair to the A469 north.	Mark S Williams; Marcus Lloyd	Cllr. Julian Simmonds
05/04/2023 13:40	Update on the Trinity Fields Band B project	To provide Cabinet with an update on the Trinity Fields Band B project and to seek Cabinet approval on the additional budget required to deliver the project.	Andrea West	Cllr. Carol Andrews
19/04/2023 13:00	Additional Support delegation	To endorse the proposed arrangements for the delegation of additional support funding to schools.	Sarah Ellis; Keri Cole	Cllr. Carol Andrews
19/04/2023 13:10	Review of the Local Public Convenience Strategy	To seek Cabinet approval for the Council's updated Local Public Convenience Strategy following a review and public consultation.	Rob Hartshorn	Cllr. Philippa Leonard
19/04/2023 13:20	Multi-functional Cadet and Sports Pavilion at Morgan Jones Park and Parc Penallta Visitor Centre	To update Cabinet regarding the inability to progress previously approved proposals to build a multi-functional cadet / sports pavilion at Morgan Jones Park and a Visitor Centre at Parc Penallta and to seek Cabinet approval to implement alternative schemes at both locations and to release previously approved capital contributions back to the Authority's capital reserves.	Rob Hartshorn	Cllr. Chris Morgan
19/04/2023 13:30	Suspension of Housing Repair Grants	To determine whether Housing Repair Grants should be reinstated following their suspension during and post covid.	Nick Taylor-Williams	Cllr. Shayne Cook
03/05/2023 13:00	No items currently scheduled.			

## Cabinet Forward Work Programme – 28th March 2023

Meeting date:	Report title:	Key issue:	Report author:	Cabinet Member:
17/05/2023 13:00	Court House Car Park, Blackwood – variation of parking charges	To seek Cabinet approval to vary the parking charges in Courthouse Car Park, Blackwood to allow up to 1 hour parking free of charge for all users.	Dean Smith; Marcus Lloyd	Cllr. Julian Simmonds
17/05/2023 13:10	Review of Licensing fees for Dog Breeders, Scrap Metal Dealers and Activities involving animals (Pet sales) 2023.	The authority has a statutory duty to administer certain licences, registrations and permits and to set fees to recover the cost to the Authority in providing the service. The majority of Licensing fees are set by the two Licensing Committees with the exception of these fees which are the responsibility of the Executive.	Lee Morgan	Cllr. Philippa Leonard
17/05/2023 13:20	Exempt item - Proposed Mineral Working and Restoration of Bedwas Tips - extension of exclusivity agreement.	Exempt item subject to Public Interest Test	Marcus Lloyd	Cllr. Julian Simmonds
31/05/2023 13:00	No items currently scheduled.			
14/06/2023 13:00	Violence at Work Policy	To approve version 4 of the Violence at Work Policy.	Emma Townsend; Lynne Donovan	Cllr. Nigel George
14/06/2023 13:10	Youth Forum priority issues for the coming year.	Members of the Youth Forum will be requesting Cabinet support to resolve young people's priority issues 2023/24, including the key priority issue - life skills - we need more opportunities to learn new skills including living independently, budgeting, car maintenance and British Sign Language.	Clare Ewings, Community Education Manager (Participation and Inclusion) Keri Cole	Cllr. Carol Andrews



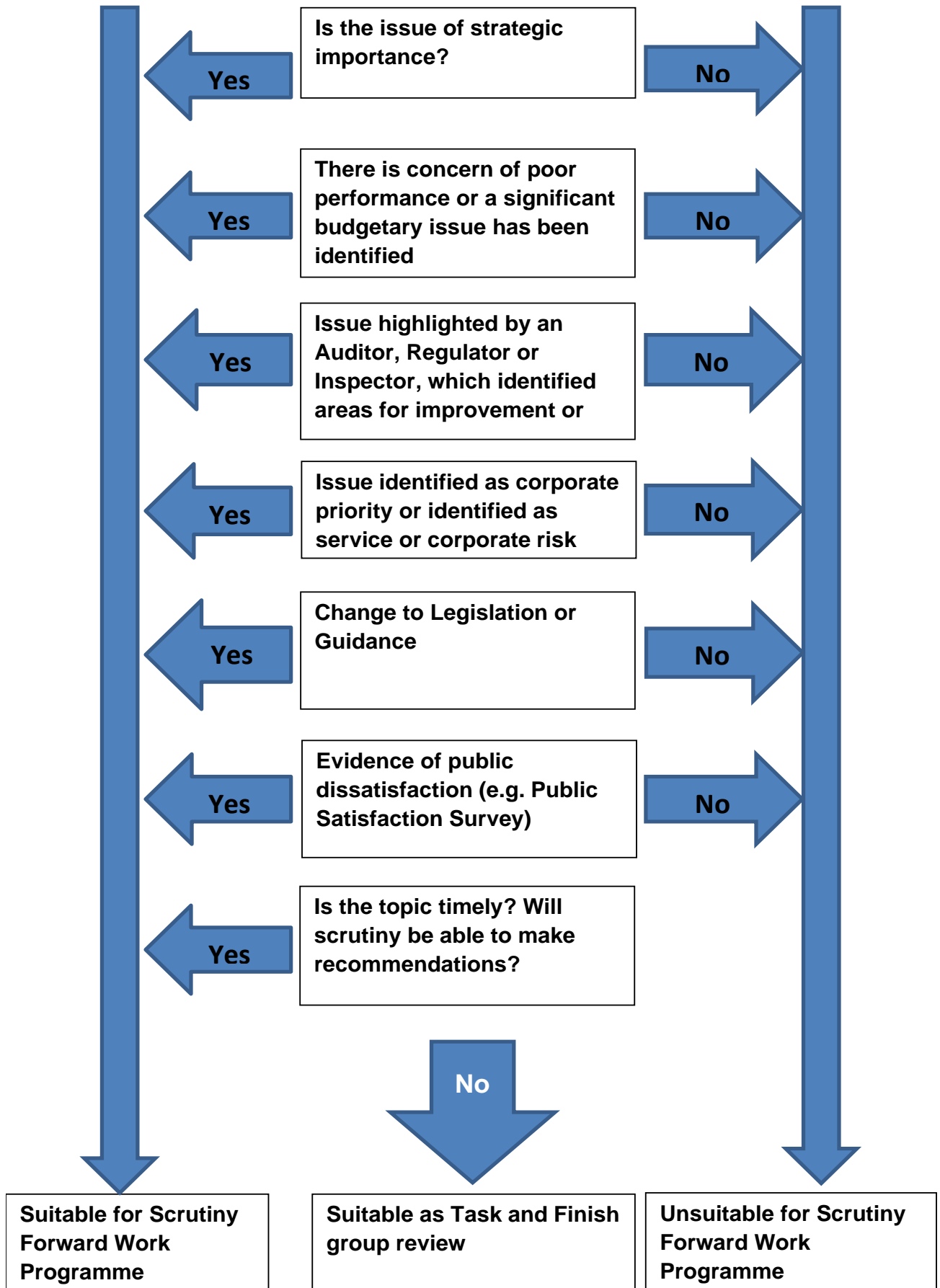
## Cabinet Forward Work Programme – 28th March 2023

Meeting date:	Report title:	Key issue:	Report author:	Cabinet Member:
14/06/2023 13:20	Welsh Language Standards Annual Report 2022-23	To consider the Welsh Language Standards Annual Report.	Anwen Cullinane/ Sue Richards	Cllr. Nigel George
14/06/2023 13:30	Corporate Plan (including Well-Being Objectives) 2023 to 2028	To consider the Councils Corporate Plan and Well-being objectives 2023 to 2028	Christina Harry; Ros Roberts	Leader; Cllr. Stenner
28/06/2023 13:00	Local Housing Market Assessment and the Welsh Government Prospectus	For Cabinet to discuss and approve the Local Housing Market Assessment and the Welsh Government Prospectus. Welsh Government requires all Local Authorities to undertake a Local Housing Market Assessment and a Prospectus. The documents set out the requirement for housing within the county borough and is utilised to inform the LDP, the allocation of Social Housing Grant and the Council's own Caerphilly Homes development programme.	Nick Taylor-Williams; Jane Roberts-Waite	Cllr. Shayne Cook
28/06/2023 13:20	Development and Governance Strategy	The establishment of the development strategy which details the principles, practices and governance arrangements which are needed to facilitate, enable and support the new build objectives of Caerphilly Homes now and in the future. It will tackle the challenges, the development process, development programme and strategic priorities.	Nick Taylor-Williams; Jane Roberts-Waite	Cllr. Shayne Cook
28/06/23 13:40	Waste Strategy	For Cabinet to consider the outcome of the public Consultation and approve the final Waste Strategy.	Marcus Lloyd; Hayley Jones	Cllr. Chris Morgan
12/07/2023 13:00	No items currently scheduled.			

## Cabinet Forward Work Programme – 28th March 2023

Meeting date:	Report title:	Key issue:	Report author:	Cabinet Member:
26/07/2023 13:00	Annual Corporate Safeguarding Report plus the Annual Safeguarding Management Information Report.	To seek approval of the Annual Safeguarding reports.	Gareth Jenkins	Cllr. Elaine Forehead
26/07/2023 13:10	Day Services	For Cabinet to consider and approve the new proposed Day Services Model.	Jo Williams	Cllr. Elaine Forehead

### Scrutiny Committee Forward Work Programme Prioritisation



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