

Public Document Pack



The following reports are Information Items for the Policy and Resources Scrutiny Committee.

- 1 Workforce Development Strategy 2021-24 Update.
- 2 Employee Wellbeing Strategy 2021-24 Update.
- 3 Evaluation of the First Year of the Council's Employee Volunteering Scheme.
- 4 Corporate Services and Miscellaneous Finance 2022/23 Budget Monitoring Report (Period 3).



POLICY AND RESOURCES SCRUTINY COMMITTEE - INFORMATION ITEM

SUBJECT: WORKFORCE DEVELOPMENT STRATEGY 2021 – 24 UPDATE

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

1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to update Policy & Resources Scrutiny Committee in relation to the Workforce Development Strategy 2021 – 24 action plan.

2. SUMMARY

- 2.1 The Workforce Development 2021 – 24 was agreed by Cabinet on 29th September 2021.
- 2.2 The Strategy is supported by an action plan to assist the delivery of the many objectives identified.
- 2.3 The report provides Scrutiny Members with an update of the action plan.

3. RECOMMENDATIONS

- 3.1 Policy & Resources Scrutiny Committee are asked to note the contents of this report.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 The recommendation is made to provide Scrutiny Members with an update of the action plan.

5. THE REPORT

- 5.1 As stated, the Workforce Development Strategy 2021 – 24 was agreed by Cabinet on 29th September 2021.
- 5.2 The Strategy confirms our people are our most valuable asset and are at the very heart of everything we do. Developing an engaged, skilled and effective workforce

that champions our values and is capable of meeting the future needs of our residents, is essential to our ability to deliver our ambitious transformation objectives.

- 5.3 The Strategy outlines our commitment to developing our workforce and details how we will create the right environment, enhance our support and better equip our people with the right skills to be highly effective in their jobs and achieve greater levels of job satisfaction
- 5.4 There is an agreed action plan included within the Strategy to assist the delivery of the many objectives identified.
- 5.5 This report provides Scrutiny Members with an update of that action plan at Appendix 1.

5.6 Conclusion

Members will note that progress is being made against the actions, albeit the target date for some actions has not been fully met.

6. ASSUMPTIONS

- 6.1 There are no assumptions made within this report.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

- 7.1 An Integrated Impact Assessment has not been completed as this report is an information item. An Integrated Impact Assessment was submitted to Cabinet with the Strategy in September 2021.

8. FINANCIAL IMPLICATIONS

- 8.1 There are no financial implications to this report.

9. PERSONNEL IMPLICATIONS

- 9.1 There are no personnel implications to this report.

10. CONSULTATIONS

- 10.1 The consultation responses have been incorporated in the report.

11. STATUTORY POWER

- 11.1 Local Government Act 1972

Author: Lynne Donovan, Head of People Services

Consultees: Richard Edmunds, Corporate Director, Education and Corporate Services

Cllr Nigel George, Cabinet Member for Corporate Services and Property Services

Background Papers:

Report to Cabinet 29th September 2022 'WORKFORCE DEVELOPMENT STRATEGY 2021 – 24'

Appendices:

Appendix 1 Workforce Development Strategy 2021 – 24 Action Plan

WORKFORCE DEVELOPMENT STRATEGY 2021 – 24 ACTION PLAN

	PRIORITY ACTIONS	METHOD OF DELIVERY / PROJECT	LEAD OFFICER	PROJECT GOVERNANCE	TIMESCALE	PROGRESS
1.1	Implement a sustainable model of flexible/agile working for the authority.	Corporate Review: Flexible Working	Head of Infrastructure	<ul style="list-style-type: none"> Team Caerphilly Programme Board 	2022	Being progressed. Corporate review timescale changed to end of 2022. Exercise completed by Heads of Service in relation to the operating model for each service. Discussions held with staff. Policies being reviewed / drafted in readiness for consultation in Autumn 2022.
1.2	Implement Workforce Planning	Corporate Review: Workforce Development (Workstream - Workforce Planning Framework and Manager Toolkit)	Head of People Services	<ul style="list-style-type: none"> Team Caerphilly Programme Board 	2022	Workforce Planning Framework to be introduced in Autumn 2022.
1.3	Develop a workforce data dashboard	Management Information Review	Head of People Services	<ul style="list-style-type: none"> HR Strategy Group 	2022	HR / Payroll system being upgraded in Autumn 2022 which will include management information reports. Further bespoke reports and a dashboard to be developed.
1.4	Update HR and Health & Safety policies and procedures.	HR and H&S Policy Review Project	Head of People Services	HR Strategy Group, / Health & Safety Committee	2022	Priority HR policies identified relating to agile working. To be consulted upon Autumn 2022. H&S policies updated: <ul style="list-style-type: none"> Corporate Health and Safety Policy Accident/Incident Reporting and Investigation Policy Legionella Control Policy

						<ul style="list-style-type: none"> • Lone Working • First Aid at Work Policy • Risk Assessment Policy • Violence at Work Policy <p>Many others are in progress</p>
2.1	Update the recruitment procedure to enhance the customer experience.	Corporate Review: Workforce Development (Workstream – Recruitment Review)	Head of People Services	<ul style="list-style-type: none"> • Team Caerphilly Programme Board • HR Strategy Group 	2022	<p>New application form and portal in place.</p> <p>New web pages created.</p> <p>Videos created to profile the Council and service areas</p> <p>Membership with LinkedIn.</p> <p>Targeted recruitment activity.</p> <p>Support for candidates via community recruitment events.</p>
2.2	Implement development pathways and 'grow-our-own' initiatives.	Workforce Planning Framework and Manager Toolkit.	Head of People Services	<ul style="list-style-type: none"> • Corporate Management Team • HR Strategy Group 	Quarter 3 2021-22	<p>Work is ongoing with the Employment Teams to consider how to provide more placement opportunities (including voluntary) across the Council that could lead to employment opportunities.</p> <p>Appointment of 31 Apprentices in 2022 and ongoing annual funding of £250k agreed by Council.</p>
2.3	Embed the My Time/My Time Extra programme and train our managers to deliver effective conversations.	Corporate Review: Workforce Development (Workstream – Learning & Development)	Head of People Services	<ul style="list-style-type: none"> • Team Caerphilly Programme Board • HR Strategy Group 	Quarter 3 2021-22	<p>MyTime/ MyTime Extra rolled out across organisation.</p> <p>Supporting video produced from Corporate Director Education & Corporate Services</p> <p>Topic covered by Chief Executive in a Cwtch.</p> <p>Options for training being sourced to support managers to manage in an agile way.</p> <p>To be included as a topic for the pulse surveys.</p>

2.4	Continue to develop our employment programmes.	Caerphilly Academy – Gateway to Employment initiative.	Head of Planning & Regeneration	<ul style="list-style-type: none"> Corporate Management Team 	Quarter 4 2021-22	Caerphilly Academy created but progressions stalled due to Covid. Needs to be readdressed and decisions made as to the terms of the programmes.
3.1	Develop a new Corporate Induction and review our local induction programme.	Corporate Review: Workforce Development (Workstream – Corporate Induction)	Head of People Services	<ul style="list-style-type: none"> Team Caerphilly Programme Board HR Strategy Group 	Quarter 3 2021-22	Model of delivery agreed – videos in development to form Corporate Induction eLearning Module. To be linked to onboarding module of HR / Payroll system and the new digital work space.
3.2	Establish a network of equalities and inclusivity champions across the authority, who will act as representatives for all staff with protected characteristics; working in collaboration with the Equalities Team and the Trade Unions to drive the equalities agenda locally.	Strategic Equality Plan (2020-2024)	Head of Transformation	<ul style="list-style-type: none"> Corporate Management Team 	Quarter 4 2021-22	Initial discussions held regarding engagement and establishing a network. Options paper to be drafted.
3.3	Continue to develop and facilitate targeted events, promotions and initiatives to celebrate diversity.	Strategic Equality Plan (2020-2024)	Head of Transformation	<ul style="list-style-type: none"> Corporate Management Team 	Quarter 4 2021-22	Ongoing. 'Proud Councils' has recently been shortlisted for the Public Sector Equality award at this year's Pink News awards.
3.4	Explore opportunities to enhance our equalities training provision.	Strategic Equality Plan (2020-2024)	Head of Transformation	<ul style="list-style-type: none"> Corporate Management Team 	2022	Ongoing. Availability of Welsh language course details is currently being reviewed and the registration paperwork updated to make it easier for staff to register for courses.

3.5	Develop a Wellbeing Strategy, outlining our priority actions and corporate objectives.	Corporate Review: Workforce Development (Workstream – Wellbeing)	Head of People Services	<ul style="list-style-type: none"> Team Caerphilly Programme Board HR Strategy Group 	Quarter 2 2021-22	Strategy agreed by Cabinet 29 th September 2021.
3.6	Continue to develop our digital well-being platform.	Corporate Review: Workforce Development (Workstream – Wellbeing)	Head of People Services	<ul style="list-style-type: none"> Team Caerphilly Programme Board HR Strategy Group 	2022	Procurement process complete and contract awarded.
3.7	Implement a Corporate Volunteering Policy, outlining our commitment to corporate social responsibility.	Corporate Review: Corp Volunteering & Community Partnership (Workstream – Corporate Volunteering Policy)	Head of Transformation	<ul style="list-style-type: none"> Team Caerphilly Programme Board 	Quarter 2 2021-22	Policy agreed by Cabinet 21 st June 2021.
3.8	Embed the principles of our Consultation and Engagement Framework.	Corporate Communications & Engagement Strategy 2019-2023	Head of Transformation	<ul style="list-style-type: none"> Team Caerphilly Programme Board 	Quarter 4 2021-22	<p>Engagement strategy in draft. Digital engagement platform contract awarded following a tender process. Initiation meeting with the successful company September 2022.</p> <p>Internal engagement group of cross Directorate staff meet regularly, Terms of reference for the group agreed.</p> <p>A draft participation strategy will shortly be added to the forward work programme to highlight the Council's compliance with the participation duty contained within the Local Government and Elections Act.</p>
3.9	Develop the Staff Recognition Awards initiative.	Corporate Communications & Engagement Strategy 2019-2023	Head of Transformation	<ul style="list-style-type: none"> Team Caerphilly Programme Board 	Quarter 4 2021-22	'Team Caerphilly Award' (certificate and recognition at Council) for staff who have gone the extra mile to be introduced Autumn 2022.

4.1	Develop our management development programme.	Corporate Review: Workforce Development (Workstream – Learning & Development)	Head of People Services	<ul style="list-style-type: none"> • Team Caerphilly Programme Board • Corporate Management Team 	Quarter 4 2021-22	<p>Bespoke CCBC programme being developed.</p> <p>The MeUs programme has been developed and rolled out. The training of cohort 1 is being evaluated.</p> <p>Leadership/management training opportunities offered via the Infuse and CEIC programmes.</p> <p>Leadership training offered through the Summer and Winter Schools run through Academi Wales.</p> <p>Staff studying leadership and management courses via colleges, universities and local providers</p>
4.2	Develop our organisational learning and development function.	Corporate Review: Workforce Development (Workstream – Learning & Development)	Head of People Services	<ul style="list-style-type: none"> • Team Caerphilly Programme Board • Corporate Management Team 	Quarter 3 2021-22	<p>Workforce Development Team now in place.</p> <p>Review of current learning and development arrangements being undertaken.</p>
4.3	Develop our digital platform for managing corporate learning and development.	Corporate Review: Workforce Development (Workstream – Learning & Development)	Head of People Services	<ul style="list-style-type: none"> • Team Caerphilly Programme Board • HR Strategy Group 	Quarter 4 2021-22	<p>Procurement process complete and contract awarded. This new platform will offer far greater scope to promote learning & development opportunities with accessibility to all staff.</p> <p>Implementation scheduled for Q3 / Q4 2022/23.</p> <p>Training pages on Learning@Wales platform has been reviewed and upgraded to make the customer experience better. Working towards improving accessibility to enable all staff to access the system to complete mandatory training</p>

						modules such as Safeguarding and VAWDASV. Alternative Learning Management System (LMS) being collaboratively developed across a number of Local Authorities.
4.4	Develop our digital learning and development resources.	Corporate Review: Workforce Development (Workstream – Learning & Development)	Head of People Services	<ul style="list-style-type: none"> • Team Caerphilly Programme Board • HR Strategy Group 	2022	Options paper being drafted.
4.5	Develop our links with private training providers, local colleges and universities.	Corporate Review: Workforce Development (Workstream – Learning & Development)	Head of People Services	<ul style="list-style-type: none"> • Team Caerphilly Programme Board • HR Strategy Group 	Quarter 3 2021-22	Options paper being drafted. The organisation is also taking advantage of numerous funded training opportunities (see 4.1).
4.6	Explore in partnership with our trade union colleagues, how we can best utilise the Welsh Union Learning Fund to widen our training programmes.	Corporate Review: Workforce Development (Workstream – Learning & Development)	Head of People Services	<ul style="list-style-type: none"> • Team Caerphilly Programme Board • HR Strategy Group • Corporate Services JCC 	Quarter 3 2021-22	Discussions ongoing with the Trade Unions.



POLICY AND RESOURCES SCRUTINY COMMITTEE - INFORMATION ITEM

SUBJECT: EMPLOYEE WELLBEING STRATEGY 2021 – 24 UPDATE

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

1. PURPOSE OF REPORT

1.1 The purpose of the report is to update Policy and Resources Scrutiny Committee in relation to the Employee Wellbeing Strategy 2021 – 24 action plan.

2. SUMMARY

2.1 The Employee Wellbeing Strategy 2021 – 24 was agreed by Cabinet on 29th September 2021.

2.2 The Strategy is supported by an action plan to assist the delivery of the many objectives identified.

2.3 The report provides Scrutiny Members with an update of the action plan.

3. RECOMMENDATIONS

3.1 Policy & Resources Scrutiny Committee are asked to note the contents of this report.

4. REASONS FOR THE RECOMMENDATIONS

4.1 The recommendation is made to provide Scrutiny Members with an update of the action plan.

5. THE REPORT

5.1 As stated, the Employee Wellbeing Strategy 2021 – 24 was agreed by Cabinet on 29th September 2021.

5.2 The Strategy confirms our absolute priority at Caerphilly County Borough Council is to work with our employees to promote and facilitate good health and wellbeing, and to

provide excellent services to those who need our support.

5.3 The Strategy details how we achieve our vision: 'Working together to fully support our employees' health and wellbeing.'

5.4 There is an agreed action plan included within the Strategy to assist the delivery of the many objectives identified.

5.5 This report provides Scrutiny Members with an update of that action plan at Appendix 1.

5.6 **Conclusion**

Members will note that progress is being made against the actions, albeit the target date for some actions has not been fully met.

6. **ASSUMPTIONS**

6.1 There are no assumptions made within this report.

7. **SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

7.1 An Integrated Impact Assessment has not been completed as this report is an information item. An Integrated Impact Assessment was submitted to Cabinet with the Strategy in September 2021.

8. **FINANCIAL IMPLICATIONS**

8.1 There are no financial implications to this report.

9. **PERSONNEL IMPLICATIONS**

9.1 There are no personnel implications to this report.

10. **CONSULTATIONS**

10.1 The consultation responses have been incorporated in the report.

11. **STATUTORY POWER**

11.1 Local Government Act 1972

Author: Lynne Donovan, Head of People Services

Consultees: Richard Edmunds, Corporate Director, Education and Corporate Services
Cllr Nigel George, Cabinet Member for Corporate Services and Property Services

Background Papers:

Report to Cabinet 29th September 2022 'EMPLOYEE WELLBEING STRATEGY 2021 – 24'

Appendices:

Appendix 1 Employee Wellbeing Strategy 2021 – 24 Action Plan

EMPLOYEE WELLBEING STRATEGY 2021 – 24 ACTION PLAN

PRIORITY ACTIONS		METHOD OF DELIVERY / PROJECT	LEAD OFFICER	PROJECT GOVERNANCE	TIMESCALE	PROGRESS TO DATE
1.1	Update our HR policies and procedures.	HR and H&S Policy Review Project	Head of People Services	<ul style="list-style-type: none"> HR Strategy Group Health & Safety Committee 	2022	Priority policies identified relating to agile working. To be consulted upon Autumn 2022.
1.2	Engage and support employees to volunteer as Mental Health Champions and explore opportunities to train employees as Mental Health First Aiders.	Corporate Review: Workforce Development (Workstream – Wellbeing)	Head of People Services	<ul style="list-style-type: none"> HR Strategy Group Health & Safety Committee 	2022	Options being drafted to offer employees training opportunities to become Mental Health Champions.
1.3	Undertake a review of the Wellbeing Group and repurpose the terms of reference to align to the principles of the Wellbeing Strategy.	Corporate Review: Workforce Development (Workstream – Wellbeing)	Head of People Services	<ul style="list-style-type: none"> HR Strategy Group Health & Safety Committee 	Quarter 4 2021 - 2022	This has not yet taken place but will prior to the end of 2022.
1.4	Develop our wellbeing digital platforms and communications.	Corporate Review: Workforce Development (Workstream – Wellbeing)	Head of People Services	<ul style="list-style-type: none"> HR Strategy Group 	2022	Procurement process complete and contract awarded. Implementation scheduled for Q3 / Q4 2022/23.
1.5	Review our Corporate Membership Scheme	Corporate Review: Workforce Development (Workstream – Wellbeing)	Leisure Services Manager	<ul style="list-style-type: none"> Corporate Management Team 	Quarter 3 2021 - 2022	Options being drafted by Leisure Services
1.6	Promote healthy work habits and explore new opportunities to engage our employees in exercise.	Corporate Review: Workforce Development (Workstream – Wellbeing)	Leisure Services Manager	<ul style="list-style-type: none"> HR Strategy Group 	2022	Leisure Services exploring options.
2.1	Repurpose and modernise Ty Penallta and other offices to facilitate agile working.	Corporate Review: Flexible Working	Head of Property Services	<ul style="list-style-type: none"> Team Caerphilly Programme Board 	Quarter 4 2021 - 2022	Corporate review timescale changed to end of 2022. Options being considered.
2.2	Implement a sustainable model of flexible/agile working for the Council.	Corporate Review: Flexible Working	Head of Infrastructure	<ul style="list-style-type: none"> Team Caerphilly Programme Board 	2022	Being progressed. Corporate review timescale changed to end of 2022. Exercise completed by Heads of Service in relation to the

						operating model for each service. Discussions held with staff. Policies being reviewed / drafted in readiness for consultation in Autumn 2022.
2.3	Expand the scope and provision of training to further upskill our managers to support employee health and wellbeing.	Corporate Review: Workforce Development (Workstream – Management Training)	Head of People Services	<ul style="list-style-type: none"> Team Caerphilly Programme Board HR Strategy Group 	Quarter 4 2022 - 2023	Options being explored to inform a briefing paper.
2.4	Update our H&S policies and procedures.	HR and H&S Policy Review Project	Head of People Services	<ul style="list-style-type: none"> HR Strategy Group Health & Safety Committee 	2022	Updated: <ul style="list-style-type: none"> Corporate Health and Safety Policy Accident/Incident Reporting and Investigation Policy Legionella Control Policy Lone Working First Aid at Work Policy Risk Assessment Policy Violence at Work Policy Many others are in progress.
3.1	Deliver the key workforce objectives of the Strategic Equality Plan 2020-2024.	Strategic Equality Plan (2020-2024)	Head of Transformation	<ul style="list-style-type: none"> Corporate Management Team 	All actions delivered by 2024	Equalities monitoring data is captured at the beginning of the employment process which will be cleansed and updated on a regular basis. Equalities and Welsh language training continues to be offered to staff to equip them with the skills and understanding required to engage with citizens sensitively.
3.2	Working with the Trade Unions, continue to raise awareness of all forms of discrimination and the requirement to effectively challenge prejudice at source.	HR and H&S Policy Review Project	Head of People Services	<ul style="list-style-type: none"> Corporate JCC 	Quarter 4 2021 - 2022	Council signed up to the Unity Over Diversity Charter on 6 th October 2020. Members training session held. Another to be arrange for new Members. Dates being arranged to roll out training across the organisation.
3.3	Upgrade our membership of the Disability Confident Scheme.	Corporate Review: Workforce Development (Workstream – Wellbeing)	Head of People Services	<ul style="list-style-type: none"> Corporate Management Team 	2022	Currently being reviewed.

				<ul style="list-style-type: none"> • HR Strategy Group 		
3.4	Re-establish our membership of Stonewall Cymru.	Corporate Review: Workforce Development (Workstream – Wellbeing)	Head of People Services	<ul style="list-style-type: none"> • Corporate Management Team • HR Strategy Group 	2022	Currently being reviewed.
3.5	Publish the Neurodiversity Factsheet and work with the Trade Unions to organise neurodiversity training.	HR and H&S Policy Review Project	Head of People Services	<ul style="list-style-type: none"> • HR Strategy Group 	Quarter 3 2021 - 2022	Factsheet published. ACAS webinar to be circulated and placed on digital workspace. Training being developed and agreed with Trade Unions
3.6	Develop the Staff Recognition Awards initiative.	Corporate Communications & Engagement Strategy 20019-2023.	Head of Transformation	<ul style="list-style-type: none"> • Team Caerphilly Programme Board 	Quarter 4 2021 - 2022	'Team Caerphilly Award' (certificate and recognition at Council) for staff who have gone the extra mile to be introduced Autumn 2022. This will be a certificate and recognition at Council.
3.7	Develop and implement diversity and inclusivity training for our Members.	Strategic Equality Plan (2020-2024)	Head of Legal Services & Monitoring Officer	<ul style="list-style-type: none"> • Team Caerphilly Programme Board 	2022	Induction and training programme in place following the May 2022 elections.
3.8	Conduct regular pulse surveys to support our more comprehensive staff surveys.	Corporate Review: Workforce Development (Workstream – Wellbeing)	Head of People Services	<ul style="list-style-type: none"> • Team Caerphilly Programme Board 	2024	Topics to be determined but will be aligned to the wellbeing strategy. Will be introduced with the move to the new digital workspace.
4.1	Implement the Workforce Development Strategy 2021 -2024.	Corporate Review: Workforce Development (Workstream - Workforce Development Strategy)	Head of People Services	<ul style="list-style-type: none"> • Team Caerphilly Programme Board • Policy & Resources Scrutiny Committee • Cabinet 	Quarter 3 2021 - 2022	Strategy agreed by Cabinet 29 th September 2021.
4.2	Deliver the Priority Actions outlined in the Workforce Development Strategy 2021 – 2024.	Corporate Review: Workforce Development (Workstream - Workforce Development Strategy)	Head of People Services	<ul style="list-style-type: none"> • HR Strategy Group • Corporate Management Team • Policy & Resources Scrutiny Committee • Cabinet 	All actions delivered by 2024	See Workforce Development Action Plan update report.

4.3	Implement Workforce Planning	Corporate Review: Workforce Development (Workstream - Workforce Planning Framework and Manager Toolkit)	Head of People Services	<ul style="list-style-type: none"> Team Caerphilly Programme Board HR Strategy Group 	2022	Workforce Planning Framework to be introduced in Autumn 2022.
4.4	Embed the My Time/My Time Extra programme and train our managers to deliver effective conversations.	Corporate Review: Workforce Development (Workstream – Management Training)	Head of People Services	<ul style="list-style-type: none"> Team Caerphilly Programme Board HR Strategy Group 	Quarter 3 2021 - 2022	MyTime/ MyTime Extra rolled out across organisation. Supporting video produced from Corporate Director Education & Corporate Services Topic covered by Chief Executive in a Cwtch. Options for training being sourced to support managers to manage in an agile way. To be included as a topic for the pulse surveys.
5.1	Undertake a Non-Guaranteed Hours Arrangement (NGHA) review.	Contract Review Project	Head of People Services /	<ul style="list-style-type: none"> HR Strategy Corporate Management Team 	Quarter 4 2021 - 2022	Meetings held with both Heads of Service and Trade Unions. Review to be completed by end of Quarter 4 2022 / 23.
5.2 Page 16	Periodically promote the financial advice provided by Care First.	Corporate Review: Workforce Development (Workstream – Wellbeing)	Head of People Services	<ul style="list-style-type: none"> HR Strategy Group 	Quarter 3 2021 - 2022	Circulated to all employees on 08.11.21 and regularly since that date.
5.3	Review our processes for recording and analysing retirement feedback and data.	Corporate Review: Workforce Development (Workstream – Wellbeing)	Head of People Services	<ul style="list-style-type: none"> HR Strategy Corporate Management Team 	2022	New exit survey process in place with effect from 01.08.22.
5.4	Review our employee benefits packages	HR and H&S Policy Review Project	Head of People Services	<ul style="list-style-type: none"> HR Strategy Group Health & Safety Committee 	2022	Staff benefit scheme and recognition of 40 years Local Government Service Agreed by Cabinet 15.09.21.



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POLICY AND RESOURCES SCRUTINY COMMITTEE - INFORMATION ITEM

**SUBJECT: EVALUATION OF THE FIRST YEAR OF THE COUNCIL'S
EMPLOYEE VOLUNTEERING SCHEME**

REPORT BY: CORPORATE DIRECTOR SOCIAL SERVICES & HOUSING

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1. PURPOSE OF REPORT

- 1.1 To provide the committee with an update on the progress to date of the council's Employee Volunteering Scheme since its launch in October 2021.

2. SUMMARY

- 2.1 Volunteering is the commitment of time and energy for the benefit of society and the community and can take many forms. It is undertaken freely and by choice, without concern for financial gain. This is the definition commonly accepted across the UK and used by the Welsh Government. Caerphilly County Borough Council (CCBC) recognises that many of its employees already volunteer in their local communities and believe that volunteering not only provides employees with opportunities to develop new skills but also provides vital support for organisations and groups, which contributes to the wider resilience of the community.
- 2.2 Whilst hindered slightly by the restrictions associated with the pandemic, there has been progress in the delivery of the scheme since its launch, with the focus on establishing and refining the associated processes and general promotion of the scheme amongst employees.
- 2.3 We know that community groups need additional volunteers to sustain their activities, if we can tap into the vast number of employees and remove as many barriers to participation as possible, we will be supporting the continuation of community organisations that provide vital services for our residents.

3. RECOMMENDATIONS

- 3.1 It is recommended that the committee note the report provided for information.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 The scheme provides the organisation with a means of demonstrating our commitment to supporting sustainable, resilient communities through volunteering.

5. THE REPORT

5.1 Background

- 5.1.1 Following the response to the initial crisis caused by the pandemic, where 400 staff members volunteered to be matched with vulnerable people to provide practical support, Caerphilly CBC recognised the positive contribution that an Employee Volunteering Scheme could make in encouraging employees to continue to take an active role in their communities.
- 5.1.2 Following several months of planning and consultation with employees and key partners, the scheme was fully endorsed by CMT and finally launched digitally in October 2021 with all the supporting documents and information posted on the employee Intranet site.
- 5.1.3 The Scheme essentially operates in two parts; long term volunteering undertaken on a regular basis in employees own time over a period of time and day/part day opportunities that employees can released from their daily duties to support activities or event that benefit the population of Caerphilly. There is a leave of absence allocation associated with long term volunteering undertaken in employees own time of a maximum of 2 days in any 12-month period, to be agreed between employee and manager.
- 5.1.4 Caerphilly Cares was an active member of the internal working group established by Corporate Policy to develop the Employee Volunteering Scheme and following the launch it was agreed that the Caerphilly Cares team would be responsible for the delivery of the scheme, acting as a point of contact for employee and manager queries. The Caerphilly Cares team are also well placed to utilise existing relationships with community groups and organisations to identify projects/activities that could benefit from additional volunteers and promote these opportunities to staff.

5.2 Monitoring of the scheme

- 5.2.1 The scheme was developed using the online Volunteering Wales system (hereafter referred to as VW) to record and report on volunteer engagement and most aspects of volunteer management including recording data on induction, DBS checks and basic personal information of all volunteers registered. The system is managed locally by CVCs, GAVO in the case of Caerphilly, on a Wales wide basis and is contract managed by the WCVA. Welsh Government and the WCVA are keen that the platform becomes the main mechanism for the public to search for and register with volunteering opportunities in Wales.
- 5.2.2 All staff expressing an interest in volunteering are directed to register with VW, with support provided by the Caerphilly Cares team. Over the course of the year the team have also signposted opportunities internally and those based with community partners for support via GAVO (local CVC) to establish provider pages/accounts.
- 5.2.3 Whilst there are quantitative measures in place including number of employees signed up, volunteer hours contributed, leave of absence taken etc. it is worth noting that the

level of 'take up' of the scheme needs to be viewed within the context of the current environment and should not be the main measure of its success. Many departments are operating at capacity and the wider community (including employees) continue to struggle with the implications of the pandemic on many levels in addition to the emerging cost of living crisis, therefore volunteering may not be at the forefront of people's minds. That said, the fact the policy is in place and the support that has and will be developed to support opportunities for staff can only be viewed as a positive.

5.3 Progress to date

- 5.3.1 Working with GAVO and the WCVA, Caerphilly Cares was set up as a provider on the Volunteering Wales platform (VW), initially with 1 live opportunity namely community support volunteer (known as the Buddy scheme). 2 members of the team received training in using the system to upload and monitor opportunities.
- 5.3.2 When registering with VW a personal profile or account is set up for each user, which is then linked to the opportunity they would like to join. However, the system currently does not allow for the differentiation between CCBC employees and other members of the public linked to any one opportunity. To remedy this, a 'Caerphilly Member' opportunity was created and all staff registering to volunteer were asked to join this in the first instance before being linked to the appropriate opportunity (activity) they were volunteering with. This has created an additional administrative task for volunteers but to date has been the only workable option to ensure the numbers registered can be accurately monitored.
- 5.3.3 To support the promotion of the scheme the team; linked with Communications to produce a visual infographic which gives information on the scheme 'at a glance', worked with a local charity to produce a video case study, included articles on the positive aspects of volunteering in the staff 'Wellbeing @ Work' bulletin and 'Make one small change' campaign emails as well as circulating information via 'all user' email communications.
- 5.3.4 Face to face interaction has been limited but the team was able to deliver a Volunteering Expo Event, which was open to all staff to attend in early July 2022. This was the first large scale opportunity the team had to talk to staff about the scheme and it has provided a good springboard on which to base further engagement.
- 5.3.5 2 successful team building activities were held engaging staff in practical activities in the outdoors, linked to community based projects in Ynys Hywel (tree planting) and Bargoed (Tarragan community allotments). The development of further opportunities for team building and other day/part day opportunities will be a focus for the team in the next year as they provide a good 'taster' for those who have not volunteered previously or feel they haven't the time to commit outside of the working day.
- 5.3.6 Following the involvement of Willmot Dixon employees (house build contractors) in the distribution of Free School Meals alongside council staff, there will be further exploration of opportunities to engage our private sector partners (in particular, contractors) in volunteering for the benefit of the community. The duties Willmot Dixon staff could support were slightly limited due to GDPR concerns but were nevertheless appreciated in the efforts to ensure the meals were delivered in line with the schedule.
- 5.3.7 As of 1st September 2022

- 46 employees registered on the Caerphilly Cares provider page on Volunteering Wales
- 29 active 'Buddies' offering support to vulnerable people registered on Volunteering Wales
- 16 opportunities linked to the provider page including CCBC based opportunities such as YOS team and Veteran hub, as well as external organisations such as the Foodbanks
- 2 Team Building activities in community settings promoted via Volunteering Wales with 14 employees registered

5.4 Volunteering Expo Event

5.4.1 Following the initial launch online and some other ad hoc promotion, a larger scale Volunteering Expo event was held on 7th July to provide a platform on which further promotion and staff engagement in the scheme could be based. In addition to the event a survey was developed for those who could not attend on the day.

5.4.2 The event, open to all CCBC employees, was held in The Hive (former canteen area) at Ty Penallta with invitations to all CCBC managed volunteering opportunities (including the Youth Service, Social Services, Leisure and Education) as well as those based with partner and community organisations to promote their available opportunities. The event afforded the opportunity to undertake consultation with staff including current levels of volunteering, barriers and factors that would encourage volunteering amongst staff.

5.4.3 The following provides an overview of the outputs following the Expo event:

- 8 third sector-based projects offering opportunities attended
- 7 internal projects offering opportunities attended
- 40 members of staff and Cllrs attended on the day
- 61 responses (to date) to the survey circulated for those unable to attend the event
- Event provided an excellent networking opportunity for all attendees including 2 organisations linked with funding providers, 2 registered with Dewis Cymru
- Main barriers reported were lack of time or feeling unable to commit to regular hours
- Main factors to encourage volunteering was to ability to volunteer in work time & finding local opportunities
- 52% respondents to the survey were aware of the scheme, with a further 25% reporting they had some awareness of the scheme however certain service areas not represented.

5.4.4 Feedback from surveys and the engagement event revealed that being able to volunteer during work time and for a local cause, were the key factors that would encourage employees to volunteer. Employees also reported that volunteering has given them the opportunity to build on or learn new skills that have been useful in the workplace. This also benefits the organisation and supports staff retention levels at time when recruitment is difficult across the board.

5.4.5 We now have a clearer picture of all the volunteering opportunities available within the organisation and key contacts for these and will be looking to develop an internal

network group to share best practice, learning, training etc as well as ensuring the standardisation of policies & procedures for any opportunities offered by CCBC. By taking a co-ordinated approach, we can better respond to need within the community and the organisation.

- 5.4.6 In addition to opportunities directly managed by the Council, several departments/teams link with third sector partners to manage volunteers on their behalf (e.g. Waste management with Keep Wales Tidy, Families First with Parent Network amongst others) demonstrating the further impact volunteering has on the organisation, which may not have been immediately obvious.

5.5 Funding accessed

- 5.5.1 In November 2021 Caerphilly Cares was successful in securing funding from the WCVA's Strategic Volunteering Grant 2021/22 for pilot projects to support the establishment of the Employee Volunteering Scheme. The funding was used to supplement support provided by the GAVO volunteering team, with additional paid hours for an existing part time member of staff. The WCVA was very impressed by CCBC's approach to volunteering and whilst the pilot phase funding was issued on a short-term basis (ending in June 2022) the Caerphilly Cares team have recently submitted a further application for the next phase of the funding and are awaiting a decision on 12th September 2022.

5.6 Challenges encountered

- 5.6.1 The main challenges have been delays or restrictions in engagement both with employees and community organisations due to Covid, either practically or due to high levels of the virus in the community. This prompted the digital approach to promotion taken during the initial stages prior to and following the launch, which facilitated communication with large numbers of staff but perhaps not the impact achievable with the preferred, personal approach.
- 5.6.2 Despite engagement and consultation prior to launch, there appeared to be a lack of knowledge of the detail of the scheme, particularly in relation to the leave of absence entitlement within HR. The team had several enquiries to clarify if the leave was paid or unpaid, which were feedback to a HR manager and queries have since ceased.
- 5.6.3 Owing to the redesign of the intranet following a tender process, Caerphilly Cares does not yet have a presence on the intranet. Therefore, details of the scheme and the associated documents are hosted on the Policy pages of the intranet. These pages are not visually appealing or easily accessible and remedying this will be a priority going forward. The intention is to create a user-friendly page that will display the supporting information with links to the volunteering opportunities available (internally and with external organisations) grouped by area of interest for example; heritage, education, environmental based opportunities.
- 5.6.4 There were some initial teething issues with registering employees on Volunteering Wales, as the IT security filtering system was blocking or delaying the registration process, leading to confusion and frustration among employees. Working with the WCVA, Team Kinetic (providers of the system) and our corporate IT team these issues were eventually resolved however the team continue to monitor this as/when new employees are engaged.

5.7 Future development

- 5.7.1 The main objective for team going forward will be to grow the Employee Volunteering Scheme ensuring quality volunteering opportunities that benefit the volunteer & the community. Developing skills in the use of Volunteering Wales platform and including this as a tool for managing all CCBC opportunities; linking with WCVA and GAVO volunteering team to support training and learning for those staff managing volunteers/opportunities who aren't familiar with the system.
- 5.7.2 The next phase in the development of the scheme will expand on some areas of work identified during the last year, including but not limited to: development of an overarching volunteering policy & strategy, engaging the private sector (particularly large scale contractors) in volunteering for community benefits, establishing an internal network of providers and standardising our procedures/policies so there is a universal offer and quality experience for volunteers.
- 5.7.3 This work will be done in partnership with GAVO to offer technical advice/support to our team and other departments as part of the network, particularly in relation to policy development. This policy would be reviewed regularly to ensure it was fit for purpose and reflects current legislation and best practice.
- 5.7.4 Focus on the development of opportunities for teams (or individuals) held during the working day. The ability to take part in volunteering during work time due to a lack of available personal time was the main barrier to volunteering identified during consultations with employees.
- 5.7.5 Further face to face promotion of the scheme particularly targeting those staff that do not have access to email/intranet and frontline workers, with more site visits to depots and corporate settings (outside of Penallta House) where staff are based or work from as part of agile working arrangements. Catering staff will be taking part in the Cooking Champion scheme launching in September, undertaking volunteering in the community during work time (day release) and their own time. This project will provide a good case study for employees/managers in frontline services, offering insight into how the scheme can work for non-office based staff.
- 5.7.6 Now that restrictions have eased in the community, further targeted engagement with community organisations that could benefit from additional volunteers or volunteer hours to support their activities or projects.

5.8 Conclusion

- 5.8.1 Despite hinderances largely related to the pandemic, activities undertaken during this first year of the scheme have provided a firm basis for the development of volunteering work linked to the Employee Volunteering Scheme to be built on. Whilst the council has for some time both offered a range of volunteering opportunities and utilised volunteers in its service delivery, there has not been a co-ordinated approach taken to promotion, recruitment, and delivery of these. The team now better understand the barriers and factors that would encourage staff to volunteer and are reviewing how the scheme can be adapted to reflect these findings.
- 5.8.2 The learning from this year's delivery has informed the development of Caerphilly Cares work plans for 2022/23, resulting 2 members of the team focussing on the

development of all aspects of volunteering work within the organisation, linked to the needs identified within the wider community.

- 5.8.3 Promotion/support for teams to take part in day/part day volunteering activities (day release basis) will provide a good opportunity for 'tasters' for those who have not volunteered before and/or feel unable to commit their personal time, as well as an excellent visual means of the Council demonstrating its commitment to our communities.
- 5.8.4 The Scheme offers the potential for positive impacts on both the volunteers, people in receipt of support from volunteers and the organisation. By increasing the number of opportunities accessible and the quality of the experience for volunteers, the impacts will be greater.

6. ASSUMPTIONS

- 6.1 Continuation of corporate support for the Employee Volunteering Scheme and wider work to develop volunteering for the benefit of the community and the organisation.
- 6.2 Caerphilly Cares team will continue to co-ordinate this work, linking with key stakeholders both internally and externally.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

- 7.1 Report is for information purposes only, however a full IIA of the Scheme was completed prior to the launch.

8. FINANCIAL IMPLICATIONS

- 8.1 Caerphilly Cares has been successful in attracting funding to deliver the service, which includes the overseeing of the Employee Volunteering Scheme.
- 8.2 An application to the WCVA's Strategic Volunteering Grant (phase 2) has been submitted and if successful will offer additional support from GAVO in the development of the scheme. However even if this unsuccessful, the scheme will continue to operate. The panel are scheduled to convene on the 12th September 2022 with a decision anticipated shortly after.

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.

11. STATUTORY POWER

11.1 None.

Author: Lauren Hughes, Volunteering Lead Caerphilly Cares
Hughel2@caerphilly.gov.uk

Consultees:

Dave Street, Corporate Director Social Services and Housing
Ed Edmunds, Corporate Director of Education and Corporate Services
Sue Richards, Head of Education Planning and Strategy
Rob Tranter, Head of Legal Services/Monitoring Officer
Steven Harris, Head of Financial Services & S.151 Officer
Lynne Donovan, Head of People Services
Hayley Lancaster, Senior Communications Officer
Anwen Cullinane, Senior Policy Officer (Equalities, Welsh Language and Consultation)
Tina McMahon, Community Regeneration Manager
Paul Cooke, Senior Policy Officer
Cllr Carol Andrews, Cabinet Member
Chairman and Vice Chairman of the relevant Scrutiny Committee



POLICY AND RESOURCES SCRUTINY COMMITTEE - INFORMATION ITEM

**SUBJECT: CORPORATE SERVICES AND MISCELLANEOUS FINANCE 2022/23
BUDGET MONITORING REPORT (PERIOD 3)**

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

1. PURPOSE OF REPORT

- 1.1 To inform members of projected revenue expenditure for the Directorate of Corporate Services and Miscellaneous Finance for the 2022/23 financial year.

2. SUMMARY

- 2.1 The report projects the anticipated final outturn for the Directorate of Corporate Services and Miscellaneous Finance based upon expenditure and income trends for the first three months of the financial year.

3. RECOMMENDATIONS

- 3.1 Members are requested to note the contents of the report.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To ensure that Members are informed of the projected financial position for the Directorate of Corporate Services and Miscellaneous Finance.

5. THE REPORT

5.1 Corporate Services

- 5.1.1 The Directorate of Corporate Services is currently forecasting an underspend of £69k for the 2022/23 financial year, full details of which are provided in Appendix 1.
- 5.1.2 Members are advised that the projected outturn for Education & Lifelong Learning is a net overspend of £665k, consequently overall the projected outturn position for Education and Corporate Services is an overspend of £586.
- 5.1.3 There is an anticipated net underspend on Chief Executive and Director of Education & Corporate Services of £25k.
- 5.1.4 The anticipated net underspend of £142k in Corporate Finance relates in the main to in-year vacancies, some of which are in the process of being filled, additional one-off grant income,

together with the use of reserves to fund a number of fixed term posts.

- 5.1.5 There is an anticipated net underspend of £407k in Digital Services, after taking into account the agreed use of reserves. The underspends will be monitored during the year and may reduce depending on agreed project work. The underspends consist of: -
- A projected underspend of £151k for IT Services which is due in the main to delays in filling vacancies, offset with the additional use of consultants and reduced income levels.
 - A projected net underspend of £153k on Procurement which relates in the main to delays in filling vacant posts.
 - An underspend of £103k for Customer First. This is due in the main to vacant posts still to be filled offset by reduced income levels.
- 5.1.6 Legal & Governance is projecting a net underspend of £99k after allowing for the following to be ring-fenced and transferred to earmarked reserves: -
- Projected underspend on Members related expenditure of £28k. This is due in the main to underspends on Members' Allowances and associated budgets which is partly offset by increased costs on Members' superannuation costs.
 - Projected overspend of £170k on Electoral Services, due in the main to the costs of the local elections. The Electoral Services overspends will be funded from the ring-fenced Election reserve.
- 5.1.7 The net underspend of £99k for Legal & Governance is due in the main to reduced income levels offset by staff not reaching the top of their pay scales, some temporary reduced hours, delays in filling vacant posts and savings associated with working from home. These income levels will be monitored closely during the year. The net underspend is after taking into account the agreed use of reserves for an additional Committee Services Officer.
- 5.1.8 There is a projected net underspend of £303k for People Services mainly consisting of: -
- Human Resources projected net underspend of £103k due in the main to delays in filling vacant posts. some temporary reductions in working hours, partially offset increased costs for Licence Fees. The net underspend is after taking account of the agreed use of reserves.
 - Health & Safety underspend of £229k due in the main to salary savings arising from delays in recruitment after taking account of the agreed use of reserves for the Fire & Asbestos Officers. The underspend is partially offset by reduced internal training income as courses are restarting after Covid 19. There was also some small savings arising from working from home.
 - Occupational Health are projecting a net breakeven position after utilizing some of the agreed ringfenced reserves to provide the additional clinics as Covid restrictions are lifted.
 - The Communications Unit is projecting a net overspend of £30k, due in the main to reduced levels of internal income. Income levels will be closely monitored in year. It is anticipated the lost internal income in this budget has resulted in savings in other service division's printing budgets.
 - CMT Support, Leadership Development Program and
 - The Apprentice Program is progressing with a number of apprentices employed, it is envisaged that any unused budget this year will be ringfenced to support the program moving forward.
- 5.1.9 There is an anticipated £362k net underspend in Business Improvement Services after taking account of the following: -
- Management – Projected net underspend of £109k due to a vacant post, which is partially offset by additional temporary costs for an existing Head of Service to cover duties.

- Projected net underspend of £86k in the Policy Team due to main to a delay in filling a vacant post, various one-off savings on budgets.
- Projected underspend of £70k in the Equalities and Welsh Language Team due in the main to some staff not reaching the top of pay scales in the current year and delays in filling vacant posts.
- Projected small overspend of £8k in the Performance Management Unit.
- Projected net underspend of £106k in the Transformation Team due in the main to delays in filling vacant posts, after taking account of the agreed transfer of reserves.
- The Community Empowerment Fund is expected to fully spend in this financial year.

5.1.10 Although Property Services sits within the Economy & Environment Directorate, budget monitoring has traditionally been considered by the Policy and Resources Scrutiny Committee. For Property Services there is a net projected underspend of £28k, consisting of the following: -

- Management - £41k underspend in the main due to staff on temporary reduced hours offset by the delays in appointing to vacant posts.
- Energy - £2k underspend, due to a temporary reduction in hours of a member of staff.
- Estates – breakeven position. Fee Income in the anticipated to achieved but these will be monitored closely in-year.
- Non – Operational Properties - £13k underspend mainly due additional income.
- Corporate Facilities – a net £46k overspend mainly due to increased electricity costs for Ty Penallta, offset by savings in salaries due to some temporary reductions in hours. The net overspend is after the agreed in-year virement of £225k to cover the dilapidation costs from the vacation of a building leased to the Authority.
- Maintenance – Projected £16k underspend due in the main to delays in filling vacant posts.
- Building Consultancy – Projected a breakeven position they are anticipating fully achieving the £1.5m fee income. The income will be monitored in-year.

5.1.11 There is a projected overspend of £1.298m on Housing Services (excluding HRA) which consists of the following: -

- General Fund Housing is expected to show a £1.092m overspend at this stage, which is mainly as a result of the ongoing Bed & Breakfast placements.
- This service area includes a statutory duty for Temporary Accommodation which is demand led and difficult to predict. The demand for B&B placements as a result of Covid-19 has been significant with on average 70 cases per month, together with accompanying security costs for the relevant establishments. Welsh Government have funded these costs (net of any housing benefits) from the Covid Hardship Grant, but this funding stopped in March 2022. A replacement grant has been awarded from WG called The No-one Left Out grant (£403k), but this has significantly reduced from the original Covid Hardship funding received for the previous 2 years. There has been a Covid reserve set up corporately and details of how this can be claimed are still being considered, therefore any funding from this has not been assumed at this stage. In addition to this, it is likely that B&B placements will increase further as more people are expected to find themselves homeless as a consequence of the Cost-of-Living crisis and possibly the introduction of the new Renting Homes Wales Act in December 2022. Furthermore, there could be an increase and delay with placements as a result of the current Ukraine situation
- In the long term, however, Welsh Government has set out an ambitious Programme for Government with the aim of making our community a better place to live and work, which will be achieved in part, by reforming homelessness services to focus on prevention and rapid rehousing, which should in theory eradicate the need for B&B placements. However, this a long-term strategy likely to take 5-10 years. Emergency Accommodation will still be required but on a smaller scale and officers are currently undertaking a review with regard what this provision will look like for CCBC in the longer term. In the meantime, the Council are maximising its Caerphilly Keys Private Rented Sector project and recently launched its

own website whilst running a heightened media campaign in an attempt to attract more landlords to the project, so that the Housing Solutions Team can maximise move on within that sector.

- Private Sector Housing is expected to show a £206k overspend at this stage. This budget relies on its fee income to be able to fund the service. Unfortunately, due to the Covid-19 restrictions, officers were unable to progress with any works, (other than emergencies) and as such have not been able to receive any significant fee income. The reduced activity during the pandemic has created a backlog of work which officers are now trying to manage, together with a significant disruption on staffing levels due to long term sickness.
- Welsh Government offered up a lost income financial assistance grant as a consequence of Covid-19, and claims made for the lost agency fee were fully successful over the past two years. However, that support ended in March 2022. There is an intention to claim on the internal covid reserve once the process has been agreed but any funding likely to be received has not been assumed at this stage. Officers are reviewing the budget for long term sustainability as part of the MTFP process.

5.2 Miscellaneous Finance

5.2.1 There is an overall projected underspend of £1,598k in Miscellaneous Finance.

5.2.2 There is a projected net underspend of £1,011k on Capital Financing budgets which is due to the following: -

- £754k underspend on Debt Charges due to delays in borrowing requirements.
- Investment income being £257k more than the budgeted level due to the new medium to long term investments.

5.2.3 There is a projected overspend of £71k on the Trade Union budget. We are currently still in discussions with Trade Union colleagues to review and update our Facilities Agreement to ensure that equitable support arrangements are in place.

5.2.4 The Counsel Fees budget is projected to be breakeven at present, but this is a volatile budget that will be monitored closely in year.

5.2.5 The remaining projected overspends in Miscellaneous Finance consist of the following: -

- £38k on the Class 1A NI savings, this is due in the main to a reduced take-up of the Tusker GASS car scheme.

5.2.6 The remaining projected underspend for Miscellaneous Finance consists of the following: -

- Subscriptions - £8k
- Carbon Energy Tax - £247k (scheme ended in 2019-20).
- £4k Carbon Management Scheme.
- £438k due to delays in recruitment to Head of Service posts.

5.2.7 It has been agreed to establish the following in-year virements from the CERA budget: -

- £225k via a Cabinet Report for Dilapidations.
- £172k for Home to School transport via the cabinet decision.

6. ASSUMPTIONS

6.1 The projected outturn position is based on actual income and expenditure details to the end of June 2022.

6.2 Forecasts have been made following discussions with Managers based on current information available.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

7.1 This report is for information only so an IIA is not 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.

10. CONSULTATIONS

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

11. STATUTORY POWER.

11.1 Local Government Acts 1972 and 2003 and the Council's Financial Regulations.

Author: D. Roberts, Interim Finance Manager (Corporate and Communities).
roberda@caerphilly.gov.uk Tel: 01443 863342

Consultees: R. Edmunds – Corporate Director for Education & Corporate Services
S. Harris – Head of Financial Services and S151 Officer
R. Tranter – Head of Legal Services
L. Donovan – Head of People Services
L. Lucas – Head of Customer and Digital Services
C. Harrhy, Chief Executive
L. Allen, Principal Accountant, Housing.
N. Taylor-Williams, Head of Housing.
D. Street, Corporate Director Social Services
M.S. Williams, Corporate Director for Economy and Environment
S. Richards, Head of Education Planning and Strategy
A. Southcombe, Finance Manager, Corporate Services
J. Southcombe, Finance Manager, Education and Lifelong Learning and Schools
Cllr E. Stenner, Cabinet Member for Performance, Economy and Enterprise
Cllr N. George, Cabinet Member for Corporate Services and Property
Cllr S. Cook, Cabinet Member for Housing
Cllr G. Johnston, Chair of Policy and Resources Scrutiny
Cllr B. Miles, Vice Chair of Policy and Resources Scrutiny

Appendices:

Appendix 1 Corporate Services and Miscellaneous Finance 2022/23 Budget Monitoring Report (Period 3).

Background Papers:

Council (24/02/22) – Budget Proposals for 2022/23 and Medium-Term Financial Outlook

<i>CORPORATE SERVICES DIRECTORATE</i>	Original Estimate 2022-23	Revised Estimate 2022-23	Anticipated Outturn 2022-23	Anticipated Variance 2022-23
SUMMARY				
CHIEF EXECUTIVE	214,584	214,584	205,094	9,490
DEPUTY CHIEF EXECUTIVE/DIRECTOR CORPORATE SERVICES & EDUCATION	158,503	158,503	143,116	15,387
CHIEF EXECUTIVE & DIRECTOR OF EDUCATION & CORPORATE SERVICES	373,087	373,087	348,210	24,877
CORPORATE FINANCE				
Financial services & Internal Audit	2,219,607	2,219,607	2,054,248	165,359
Approved Use of Reserves - IR 35 Officer	(42,818)	(42,818)	(35,013)	(7,805)
Approved Use of Reserves -Capital Accounting Officer	(42,818)	(42,818)	(21,409)	(21,409)
Approved Use of Reserves - Grants Officer	(47,086)	(47,086)	(23,543)	(23,543)
Approved Use of Reserves - Business Partner	(52,728)	(52,728)	(35,152)	(17,576)
Approved Use of Reserves - Finance Officer - Cashless Catering	(33,206)	(33,206)	(30,413)	(2,793)
Approved Use of Reserves - Ctax	0	0	(15,000)	15,000
Approved Use of Reserves - Idox	0	0	(5,000)	5,000
Approved Use of Reserves - Pay 360 Cloud	0	0	(30,000)	30,000
	2,000,951	2,000,951	1,858,719	142,232
DIGITAL SERVICES				
IT Services	6,101,157	6,101,157	5,484,501	616,656
Approved Use of Reserves	(1,245,933)	(1,245,933)	(694,983)	(550,950)
Approved Use of Reserves _ EAS	0	0	(85,000)	85,000
Procurement & Information Governance	1,674,742	1,674,742	1,438,389	236,353
Approved Use of Reserves - Brexit Funding for Information Governance P	(37,611)	(37,611)	(35,138)	(2,473)
Approved Use of Reserves - Brexit Funding for Procurement Post	(29,487)	(29,487)	(12,158)	(17,329)
Approved Use of Reserves - Waste Review	(211,834)	(211,834)	(148,137)	(63,697)
Customer First	1,271,358	1,271,358	1,168,115	103,243
	7,522,392	7,522,392	7,115,590	406,802
LEGAL & GOVERNANCE SUPPORT				
Legal & Democratic Services	1,232,243	1,232,243	1,130,238	102,005
Approved Use of Reserves - Committee Services Officer	(37,610)	(37,610)	(35,138)	(2,472)
Members Allowances	2,010,983	2,010,983	2,013,558	(2,575)
Agreed Use of Reserves - Hybrid Meetings	0	0	(31,000)	31,000
Ringfenced to Earmarked Reserves	0	0	28,425	(28,425)
Electoral Services	407,875	407,875	541,851	(133,976)
Approved Use of Reserves - Electoral Services Apprentices	(51,338)	(51,338)	(14,974)	(36,364)
Ringfenced to Earmarked Reserves	0	0	(170,341)	170,341
	3,562,153	3,562,153	3,462,620	99,533
PEOPLES SERVICES				
Human Resources	1,836,571	1,836,571	1,724,556	112,015
Approved Use of Reserves - Managing Attendance Officer	(33,206)	(33,206)	(33,206)	0
Approved Use of Reserves - HR Apprentice	(25,669)	(25,669)	(17,113)	(8,556)
Health & Safety	927,531	927,531	657,500	270,031
Agreed Use of Reserves for Fire/Asbestos Officer	(84,755)	(84,755)	(43,710)	(41,045)
Occupational Health	226,866	226,866	236,446	(9,580)
Agreed Use of Ringfenced Reserves for Clinics	0	0	(9,580)	9,580
Communications Unit	441,300	441,300	465,047	(23,747)
Approved Use of Reserves - Social Media Management System	(14,000)	(14,000)	(14,000)	0
Approved Use of Reserves - Apprentice	(25,669)	(25,669)	(19,252)	(6,417)
CMT Support	177,806	177,806	177,053	753
Leadership (MeUs) Development Programme	65,000	65,000	65,000	0
Apprentice Programme	250,000	250,000	250,000	0
	3,741,775	3,741,775	3,438,741	303,034
BUSINESS IMPROVEMENT SERVICES				
Management	135,355	135,355	26,000	109,355
Policy	683,217	683,217	537,167	146,050
Approved Use of Reserves - Fleet Review Officer	(47,086)	(47,086)	(46,081)	(1,005)
Approved Use of Reserves - Brexit Officer	(47,086)	(47,086)	0	(47,086)
Approved Use of Reserves - Asylum Dispersal Officer	(11,771)	(11,771)	0	(11,771)
Community Empowerment Fund	341,120	341,120	341,120	0
Transformation	898,449	898,449	435,470	462,979
Approved Use of Reserves - 4 Project Managers Transformation	(188,344)	(188,344)	(172,651)	(15,693)
Approved Use of Reserves - Decarbonisation Officers	(84,697)	(84,697)	0	(84,697)
Approved Use of Reserves - Well-being & Placeshaping Officer	(47,086)	(47,086)	0	(47,086)
Approved Use of Reserves - Project Officer Universal Primary FSM Scher	(47,086)	(47,086)	(35,315)	(11,772)
Approved Use of Reserves - Community Connect	(206,890)	(206,890)	(8,660)	(198,230)
Equalities	484,949	484,949	414,668	70,281
Approved Use of Reserves - External Translation	(40,000)	(40,000)	(40,000)	0
Performance Management Unit	235,028	235,028	243,985	(8,957)
	2,058,072	2,058,072	1,695,704	362,368

CORPORATE SERVICES & MISCELLANEOUS FINANCE 2022-23 BUDGET MONITORING REPORT (PERIOD 3)

APPENDIX 1

TOTAL CORPORATE SERVICES	19,258,430	19,258,430	17,919,585	1,338,845
PROPERTY SERVICES				
Management	375,157	375,157	333,337	41,820
Energy	149,200	149,200	147,090	2,110
Estates	167,793	167,793	167,793	-
Non Operational Properties	104,142	104,142	90,462	13,680
Facilities	2,285,058	2,285,058	2,331,488	(46,430)
Agreed In-Year Budget Virement from RCCO	-	225,000	225,000	-
Maintenance	2,058,926	2,058,926	2,042,102	16,824
Building Consultancy	(119,760)	(119,760)	(119,760)	-
Agreed Use of Reserves - Laptops & Monitors	-	36,750	36,750	-
	5,020,516	5,282,266	5,254,262	28,004
HOUSING SERVICES				
General Fund Housing	1,426,508	1,426,508	2,518,518	(1,092,010)
Private Housing	405,044	405,044	610,732	(205,688)
	1,831,552	1,831,552	3,129,250	(1,297,698)
TOTAL NON- CORPORATE SERVICES	6,852,068	7,113,818	8,383,512	(1,269,694)
TOTAL SERVICES	26,110,498	26,372,248	26,303,096	69,152

MISCELLANEOUS FINANCE	Original Estimate 2022-23	Revised Estimate 2022-23	Anticipated Outturn 2022-23	Anticipated Variance 2022-23
MISCELLANEOUS FINANCE				
Staff Related Costs				
Pension Contribution - Former Authorities Ongoing	1,125,689	1,125,689	1,125,689	0
Recharge to Education - Former Authorities	(179,629)	(179,629)	(179,629)	0
	946,060	946,060	946,060	0
Statutory Benefit Schemes				
Council Tax RS	16,041,850	16,041,850	15,501,234	540,616
Ringfenced to Earmarked Reserves	0	0	540,616	(540,616)
DHP Rent allowances	33,239	33,239	33,239	0
DHP Rent Rebates	299,149	299,149	299,149	0
DHP Income	(332,388)	(332,388)	(332,388)	0
General Rent Allowances	18,718,703	18,718,703	18,718,703	0
Rent Rebates	23,036,303	23,036,303	23,036,303	0
Rent Allowance War Widow Concessions	25,000	25,000	25,000	0
Housing Benefit Subsidy	(41,755,006)	(41,755,006)	(41,755,006)	0
	16,066,850	16,066,850	16,066,850	0
Levies Upon the Council				
Coroner	326,991	326,991	326,991	0
Archives	238,731	238,731	238,731	0
Fire Service Authority	9,286,956	9,286,956	9,286,956	0
	9,852,678	9,852,678	9,852,678	0
Capital Financing				
Debt Charges (Principal Repaid)	2,672,511	2,672,511	2,672,511	0
Debt Charges (Interest Payments)	7,634,217	7,634,217	6,879,929	754,288
Debt Charges (Debt Management Exp's)	41,792	41,792	41,792	0
Income from External Investments:	(1,443,333)	(1,443,333)	(1,700,000)	256,667
Earmarked for specific funds/balances	812,500	812,500	812,500	0
CERA (Capital Expenditure funded from Revenue Account)	3,750,912	3,750,912	3,353,912	397,000
Agreed In-Year Virement to Home to School Transport (13/4/2022)	0	(172,000)	0	(172,000)
Agreed In-Year Virement to Facilities		(225,000)	0	(225,000)
	13,468,599	13,071,599	12,060,644	1,010,955
Corporate and Democratic Core Costs				
Bank Charges	206,996	206,996	206,996	0
Income from HRA	(34,816)	(34,816)	(34,816)	0
Income from DLO/DSO	(14,862)	(14,862)	(14,862)	0
External Audit Fees	456,191	456,191	456,191	0
Actuarial Fees	1,920	1,920	1,920	0
Income from HRA	(77,053)	(77,053)	(77,053)	0
Income from DLO/DSO	(32,891)	(32,891)	(32,891)	0
Subscriptions	134,970	134,970	127,343	7,627
	640,455	640,455	632,828	7,627
Grants to Voluntary sector				
Assistance to Voluntary sector	195,686	195,686	195,686	0
	195,686	195,686	195,686	0
Private Finance Initiative				
PFI Schools	2,045,098	2,045,098	2,045,098	0
PFI SEW	3,449,351	3,449,351	3,449,351	0
	5,494,449	5,494,449	5,494,449	0
Other				
Free School Meals Grant	322,250	322,250	322,250	0
Counsel Fees	282,980	282,980	282,980	0
Careline	16,942	16,942	16,942	0
Carbon Management Scheme	4,097	4,097	0	4,097
Carbon Energy Tax	246,839	246,839	0	246,839
IT Replacement Strategy	141,566	141,566	141,566	0
PV Panel Maintenance	2,183	2,183	2,183	0
PV Panels Income	(61,379)	(61,379)	(61,379)	0
Risk Management Contribution	(474,771)	(474,771)	(474,771)	0
Class 1A NI	(88,780)	(88,780)	(51,024)	(37,756)
City Deal	512,845	512,845	512,845	0
Matched Funding for Community Schemes	15,984	15,984	15,984	0
Targeted Rate Relief Scheme	235,953	235,953	235,953	0
Miscellaneous Items	6,674,026	6,674,026	6,674,026	0
Trade Union Facilities	29,340	29,340	100,712	(71,372)
PFI Review	851,944	851,944	851,944	0
Transformation Posts	437,760	437,760	0	437,760
Inescapable Social Services Budget Pressure	5,715,355	5,715,355	5,715,355	0
	14,865,134	14,865,134	14,285,566	579,568
TOTAL MISCELLANEOUS FINANCE	61,529,911	61,132,911	59,534,761	1,598,150
EXPENDITURE TO DIRECTORATE SUMMARY	87,640,409	87,505,159	85,837,858	1,667,301