

Public Document Pack

Penallta House,
Tredomen Park,
Ystrad Mynach,
Hengoed CF82 7PG

Ty Penallta,
Parc Tredomen,
Ystrad Mynach,
Hengoed CF82 7PG



www.caerphilly.gov.uk
www.caerffili.gov.uk

For all enquiries relating to this agenda please contact Jo Thomas
(Tel: 07714600912 Email: thomaj8@caerphilly.gov.uk)

Date: 6th July 2023

To Whom It May Concern,

A multi-locational meeting of the **Cabinet** will be held in Penallta House, and via Microsoft Teams on **Wednesday, 12th July, 2023 at 1.00 pm** to consider the matters contained in the following agenda. You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so. 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 present and/or speaking will be publicly available to all via the recording on the Council website at www.caerphilly.gov.uk

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chrissy', enclosed within a large, loopy oval shape.

Christina Harrhy
CHIEF EXECUTIVE

AGENDA

	Pages
1 To receive apologies for absence.	

A greener place Man gwyrdach



2 Declarations of Interest.

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

To approve and sign the following minutes: -

- 3 Cabinet held on 28th June 2023. 1 - 6
- 4 Cabinet As Trustees of Blackwood Miners' Institute held on 28th June 2023. 7 - 8

To note the Cabinet Forward Work Programme.

- 5 Cabinet Forward Work Programme. 9 - 12

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

- 6 Court House Car Park, Blackwood - Variation of Parking Charges. 13 - 16
- 7 Revisions To The South East Wales Education Achievement Service Collaboration And Members Agreement (The CAMA). 17 - 22
- 8 Caerphilly Interchange Funding. 23 - 26
- 9 Annual Corporate Safeguarding Reports 2022-2023. 27 - 60
- 10 Mobilising Team Caerphilly. 61 - 72
- 11 Free School Meal Holiday Payments - Summer Holiday 2023. 73 - 76
- 12 Public Interest Tests. 77 - 80
- 13 George Street, Cwmcarn - Rear Walls Scheme. 81 - 100
- 14 Proposed Mineral Working and Restoration of Bedwas Tips - Extension of Exclusivity Agreement. 101 - 114

Circulation:

Councillors C. Andrews, S. Cook, E. Forehead, N. George, P. Leonard, S. Morgan, C. Morgan, J. Pritchard and E. Stenner

And Appropriate Officers

HOW WE WILL USE YOUR INFORMATION

Those individuals that attend committee meetings to speak/give evidence will be named in the minutes of that meeting, sometimes this will include their place of employment or business and opinions expressed. Minutes of Meetings including details of speakers will be publicly available to all via the Council website at www.caerphilly.gov.uk. except for discussions involving confidential or exempt items.

You have a number of rights in relation to your information, including the rights of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please view the [Full Committee Meetings Privacy Notice](#) on our website or contact Legal Services by email griffd2@caerphilly.gov.uk or telephone 01443 863028.

This page is intentionally left blank

Agenda Item 3



CABINET

MINUTES OF THE MULTI-LOCATIONAL MEETING HELD AT PENALLTA HOUSE AND VIA MICROSOFT TEAMS ON WEDNESDAY 28TH JUNE 2023 AT 1PM

PRESENT:

Councillor S. Morgan – Chair

Councillors:

C. Andrews (Cabinet Member for Education and Communities), N. George (Cabinet Member for Corporate Services and Property, Highways), J. Pritchard (Cabinet Member for Prosperity, Regeneration and Climate Change), S. Cook (Cabinet Member for Housing), E. Forehead (Cabinet Member for Social Care), C. Morgan (Cabinet Member for Waste, Leisure and Green Spaces) and E. Stenner (Cabinet Member for Finance and Performance).

Together with:

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

Also in Attendance:

R. Tranter (Head of Legal Services and Monitoring Officer), S. Richards, (Head of Education Planning and Strategy), S. Richards (Head of Education Planning and Strategy), A. West (21st Century Schools, Admissions and Exclusions Manager), H. Munroe (Caerphilly Place Making Programme Manager), J. Williams (Deputy Director Social Services, Adult Services), P. Hudson (Business Enterprise Renewal Team Leader), E. Sullivan (Senior Committee Services Officer).

RECORDING AND VOTING ARRANGEMENTS

The Leader 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

An apology for absence was received from Councillor P. Leonard (Cabinet Member for Planning and Public Protection).

2. DECLARATIONS OF INTEREST

Councillor C. Andrews declared a personal interest only in relation to Agenda Item No. 5 Supplementary Payment for Residential/Nursing Care Homes to Support Increased Costs of Amenities and Food Costs in that her Mother-in-Law resides in a care home.

Councillor S. Cook declared a personal interest only in relation to Agenda Item No. 5 Supplementary Payment for Residential/Nursing Care Homes to Support Increased Costs of Amenities and Food Costs in that his Grandmother resides in a care home.

As these were both personal interests there was no requirement for them to leave the meeting and they could take full part in the debate and vote.

3. MINUTES – 14th JUNE 2023

RESOLVED that the minutes of the meeting held on the 14th June 2023 be approved as a correct record.

4. CABINET FORWARD WORK PROGRAMME – TO NOTE

Cabinet was provided with the Cabinet Forward Work Programme, which detailed the scheduled reports until 18th October, 2023.

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

5. SUPPLEMENTARY PAYMENT FOR RESIDENTIAL/NURSING CARE HOMES TO SUPPORT INCREASED COSTS OF AMENITIES AND FOOD COSTS

Consideration was given to a report that sought Cabinet approval to repurpose earmarked reserves to address cost pressures faced by providers of residential and nursing care.

Cabinet noted that the report had been considered by the Social Services Scrutiny Committee at its meeting on the 30th May 2023.

Cabinet noted that in the latter part of the 2021/22 financial year Welsh Government provided Caerphilly with additional one-off funding of £3.540m via the Revenue Support Grant, of which £595k was earmarked to provide driving lessons and electric vehicles to reduce some of the barriers faced by workers entering the domiciliary care profession, particularly the unprecedented cost of petrol at the time. Members were advised that there had been very limited interest in the provision of electric vehicles or driving lessons for staff and decreases in petrol prices had also helped to reduce barriers to entering the domiciliary care profession.

Therefore, it was proposed to repurpose £507k of this reserve to address the exceptional cost pressures faced by providers of larger residential and nursing homes and in response to concerns raised by Social Services Scrutiny Committee, £13,750 would also be repurposed to address similar costs by smaller providers.

Clarification was sought as to why this funding was only being applied to the private sector and Officers confirmed that Providers have indicated to them that this year's uplift was not sufficient to cover the significant increases in energy and food costs, in terms of internal provision budgets these had already been uplifted to reflect the increases. It was noted that there are currently 125 in house fully residential beds, however in the independent sector there are a mixture of residential, residential nursing, EMI and EMI nursing.

Members asked how this funding would impact the wider market and the Officer confirmed that they hoped this would provide a level of stability given that some providers were in a very

precarious position, particularly nursing homes and this funding would enable them to keep operating.

Clarification was then sought as to whether any energy efficiencies were being made in Council care homes and why there was a lesser per bed payment to smaller providers. The Officer confirmed that solar panels had been installed in all care homes and a window replacement programme was underway to improve energy efficiency and advised that very small homes of around 4 beds could more easily control energy usage and they also had greater flexibility in terms of food costs and could shop around, whereas bigger providers were often tied into supplier contracts and had less control over their variable costs.

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

RESOLVED that for reasons contained in the Officers report;

1. The re-purposing of £520,750 of service reserves be approved and
 - A one-off payment be made to providers of larger residential and nursing care homes within the Caerphilly County Borough, equivalent to £1,000 per bed that is either currently commissioned by Caerphilly CBC or is vacant be agreed.
 - A one-off payment is made to providers of small residential care homes within the Caerphilly County Borough, equivalent to £250 per bed this is either currently commissioned by Caerphilly CBC or is vacant be agreed.

6. SUSTAINABLE COMMUNITIES FOR LEARNING BAND B PROGRAMME – PHASE 3 PROPOSAL

Consideration was given to the report which sought to update Cabinet on the next phase of the Sustainable Communities for Learning Band B programme and also sought approval to proceed to Outline Business Case stage with Welsh Government in respect of the project outlined within the Officer's report.

Cabinet noted that the identified project was the relocation of Ysgol Y Lawnt and Upper Rhymney Primary School into a brand-new sustainable school building with shared facilities and community use. Cabinet were reassured that the two schools would continue to provide both Welsh and English Medium Primary education and would remain as separate entities, situated within a dual-purpose building.

Clarification was sought as to whether the views of Local Ward Members had been gathered and Officers confirmed that Local Ward Members, both Head Teachers and Governors were fully supportive of the project.

Members queried if any surveys had been undertaken to determine to suitability of the development site and Officers confirmed that only after Welsh Government approval of the Business Case had been given would any invasive survey work be undertaken. However, a non-invasive ecological survey had been carried out and there were plans to undertake a topographical survey.

Clarification was then sought in relation to energy savings and budget savings by combining 2 older school buildings on to one brand new site. Officers confirmed that the 2 schools currently had a D rating in relation to carbon usage, with gas boilers used at both with an estimated combined total of 107 tonnes of CO₂ per annum. The new schools would have higher insulation standards, low carbon heating strategies such as air or ground source

heating pumps and consideration was being given to utilising the river running alongside the site, which had the potential to be used as an energy source for heating the school. The Officer also understood that the Coal Board had indicated that coal streams below the school itself could be tapped into. There were also various options in terms of the generation of renewable green energy on site through the installation of PV panels both on the ground and in the roof and other technologies as appropriate.

Cabinet welcomed the proposal and the many community benefits that it would bring, including indoor and outdoor sports facilities and the employment opportunities via social value contract commitments were noted.

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

RESOLVED that for the reasons contained in the Officer's report: -

1. The content of the report be noted.
2. The Outline Business Case be approved for submission with Welsh Government in respect of the proposed project outlined in 2.2, and subject to Welsh Government approval, subsequent formal consultation in line with the requirements of the School Organisation Code 2018 be approved.

7. CAERPHILLY TOWN 2035 – PENTREBANE STREET REDEVELOPMENT SCHEME

Consideration was given to a report which provided an update to Cabinet on the Pentrebane Street redevelopment and sought approval for a preferred development option.

Cabinet noted the real need for town centre regeneration and acknowledged the economic problems and continuing challenges facing town centres. Key points from the Officer's report were highlighted to provide further context on the new commercial opportunities at a street level that would attract creative businesses and act as a catalyst for further investment. Working in partnership with Welsh Government and Linc this scheme would be an exemplar for future town centre development creating an exciting mixed-use development comprising new commercial opportunities at street level, high density, social rent, private rent, and market sale apartments.

It was further noted that the development would be designed using a fabric first approach to reduce energy usage, furthermore the overall carbon footprint of homes that will be Net Zero Carbon and EPC A rated.

Cabinet very much welcomed the development and clarification was sought as to the percentage of affordable housing the development would achieve. Officers confirmed that at present the proposed mix was 50/50.

Clarification was then sought as to the site costs and Officer's confirmed that figures were based on the valuations received from the District Valuer with 100% of the site assembly being funded by Welsh Government.

Reference was made to possible disruption to the Town Centre during the construction process and Officers confirmed that there would obviously be some given the nature of the development, however every care would be taken to mitigate the level of disruption and support businesses that would be directly affected. It was noted that demolition works would be unlikely to commence until quarter 2 or quarter 3 of 2024 and would be after the

completion of the Caerphilly Market project.

Cabinet placed on record their thanks to Hamish Munroe and his Team for all their hard work in bringing this project to fruition.

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

RESOLVED that for the reasons contained in the Officer's report: -

1. The inclusion of the additional properties on Clive Street to deliver the preferred development option, Option 03, in the Linc Options Appraisal Report be approved.
2. The CPO, when sought, is extended for the preferred option to include the additional properties required on Clive Street be approved.
3. Funding an additional £250,000 from uncommitted capital earmarked reserves to support the fees associated with the acquisition of the additional properties and their management before transfer to Linc be agreed.
4. The requirement for amendments to the WG Funding Letter and the proposed Back-to-Back Agreement with Linc be acknowledged.
5. There is likely to be a requirement from WG for the Council to make a further funding contribution to match their financial contribution to facilitate delivery of the scheme, and that this will be subject to a further Cabinet report be acknowledged.

8. REGENERATION PROJECT BOARD – NON-COMMUNITY COUNCIL COMMUNITY INFRASTRUCTURE LEVY ALLOCATION: PONTLLANFRAITH WARD

Consideration was given to the report which sought Cabinet approval for the allocation of the Non-Community Council Community Infrastructure Levy funding for the Pontllanfraith Ward to the Engineering Projects Group to create off-street parking on council land at Gelli Lane, Pontllanfraith.

Cabinet noted that the 3 Local Ward Members were in full agreement and the project would see 6 parking spaces provided for Gelli Lane residences which were on a main road, with no back lane, off street or alternative parking available and would alleviate long standing issues.

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

RESOLVED that for reasons contained in the Officers report: -

1. The allocation of the allocation of £25,776 of the Non-Community Council Community Infrastructure Levy funding for the Pontllanfraith Ward to the Engineering Projects Group to create off-street parking on council land at Gelli Lane, Pontllanfraith be approved.
2. Delegated powers be given to the Regeneration Project Board for proposals under £50k to ensure timely delivery of CIL schemes for members.

The meeting closed at 14.00 p.m.

Approved and signed as a correct record subject to any corrections made at the meeting held

on 12th July 2023.

CHAIR

Agenda Item 4



CABINET AS TRUSTEES OF BLACKWOOD MINERS' INSTITUTE

MINUTES OF THE MULTI-LOCATIONAL MEETING HELD AT PENALLTA HOUSE AND VIA MICROSOFT TEAMS ON WEDNESDAY, 28TH JUNE 2023 AT 1.30PM

PRESENT:

Councillor S. Morgan – Chair

Councillors:

C. Andrews (Cabinet Member for Education and Communities), N. George (Cabinet Member for Corporate Services and Property, Highways), J. Pritchard (Cabinet Member for Prosperity, Regeneration and Climate Change), S. Cook (Cabinet Member for Housing), E. Forehead (Cabinet Member for Social Care), C. Morgan (Cabinet Member for Waste, Leisure and Green Spaces) and E. Stenner (Cabinet Member for Finance and Performance).

Together with:

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

Also in Attendance:

R. Tranter (Head of Legal Services and Monitoring Officer), E. Tong (Theatre and Arts Services Manager), E. Sullivan (Senior Committee Services Officer)

RECORDING AND VOTING ARRANGEMENTS

The Leader 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

An apology for absence was received from Councillor P. Leonard (Cabinet Member for Planning and Public Protection).

2. DECLARATIONS OF INTEREST

There were no declarations of interest received.

3. CABINET AS TRUSTEES OF BLACKWOOD MINERS' INSTITUTE HELD ON 25TH

JANUARY 2023

RESOLVED that the minutes of the meeting held on 25th January 2023 be approved as a correct record.

4. BLACKWOOD MINERS' INSTITUTE UPDATE REPORT

Consideration was given to the report which provided Cabinet as Trustees with a progress report on the artistic and operational activity at Blackwood Miners' Institute (BMI).

Cabinet noted that Blackwood Miner's Institute had delivered 3 successful seasons with attendance figures higher than initially projected, and this was a good indication that the venue was recovering strongly after the pandemic. The BMI continued to deliver high quality performances, projects and support to artists and companies which saw the Autumn 2022 season deliver 35 different shows and the Spring 2023 season run 25 scheduled performances to date.

Clarification was sought on school collaborations and the Theatre and Arts Services Manager confirmed that this was the second year that the venue was working with Heolddu School, and they would be working with them on another project soon. The BMI were actively working to rebuild relationships with schools and colleges and reference was made to the Summer School Showcase project as an example of collaboration. The Officer also updated Cabinet on how the BMI was working with children not in education, employment or training to provide them with opportunity to perform, which was truly inspiring.

Cabinet was pleased to note increases in ticket sales and queried if this saw the beginning of the BMI's road to becoming subsidy free. The Officer confirmed that the venue was definitely on the right path and outlined the work being done by the BMI's new Marketing Officer to map weaknesses and address them, identifying different audience groups and using all media platforms, not just social media to highlight events and reach as many people in as many ways as possible.

Clarification was sought on the impact of increased operating costs, and possible energy efficiencies. The Officer confirmed that energy costs had increased, and this was an area of concern, however the BMI was working towards Green Dragon certification and would be looking to improve efficiency wherever possible. This included looking at programming and co-productions so that performances can be delivered in a sustainable way.

Cabinet felt incredibly encouraged by the update and the tremendous work being undertaken by the BMI Team and formally placed on record their thanks to all those involved.

RESOLVED that subject to the reasons contained in the Officer's Report:

The content of the report be noted, considered and endorsed.

The meeting closed at 14:08.

Approved and signed as a correct record subject to any corrections made at the next meeting.

CHAIR

Cabinet Forward Work Programme – 5th July 2023

Meeting date:	Report title:	Key issue:	Report author:	Cabinet Member:
12/07/2023 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. Nigel George
12/07/2023	Collaboration and Members Agreement (the CAMA)	To seek Cabinet approval to revise the South-East Wales Education Achievement Service Collaboration and Members Agreement (the CAMA)	Keri Cole	Cllr. Carol Andrews
12/07/2023	Caerphilly Interchange Proposal – Funding Requirements	For Cabinet to approve the request for CCBC funding contribution.	Clive Campbell	Cllr. Nigel George
12/07/2023	Annual Corporate Safeguarding Report plus the Annual Safeguarding Management Information Report.	To seek approval of the Annual Safeguarding reports.	Gareth Jenkins	Cllr. Elaine Forehead
12/07/2023	Mobilising Team Caerphilly	To seek Cabinet support to access additional external capability to ensure the successful delivery of the Council's Team Caerphilly Transformation Programme.	Richard (Ed) Edmunds	Cllr. Eluned Stenner
12/07/2023	Free School Meals funding for summer holidays 2023	To propose the continuation of Free School Meals support during the summer holidays 2023.	Sue Richards	Cllr. Carol Andrews
12/07/2023	Exempt item - George Street Rear Walls, Cwmcarn	Exempt item subject to Public Interest Test	Claire Davies/Fiona Wilkins/Nick Taylor-Williams	Cllr. Shayne Cook
12/07/2023	Exempt item - Proposed Mineral Working and Restoration of Bedwas Tips -	Exempt item subject to Public Interest Test.	Marcus Lloyd	Cllr. Nigel George

Cabinet Forward Work Programme – 5th July 2023

Meeting date:	Report title:	Key issue:	Report author:	Cabinet Member:
	extension of exclusivity agreement.			
26/07/2023 13:00	Covid 19 - Economic Recovery Framework, Monitoring report	To provide Cabinet with an update on progress in respect of the Council's economic recovery framework.	Rhian Kyte/Allan Dallimore	Cllr. James Pritchard
26/07/2023	Default speed limit consultation on restricted roads across the county borough from 30mph to 20mph	To review proposed 30mph exemptions within the County Borough as a result of the change in the default restricted road speed limit to 20mph.	Marcus Lloyd	Cllr. Nigel George
6/07/2023	Day Services	For Cabinet to consider the new proposed Day Services Model.	Jo Williams	Cllr. Elaine Forehead
26/07/2023	Review of Licensing fees for Dog Breeders, Scrap Metal Dealers and Activities involving Animals (Pet sales) 2023.	To seek approval of licensing fees following the funding review.	Lee Morgan/Rob Hartshorn	Cllr. Philippa Leonard
26/07/2023	Provisional Revenue and Capital Budget Outturn for 2022/23	To provide Cabinet with details of the provisional revenue and capital budget outturns for the 2022/23 financial year prior to the completion of the external audit by Audit Wales.	Stephen Harris	Cllr. Eluned Stenner
26/07/2023	Waste Route Map	To agree the waste route map which will inform the development of the Council's Waste Strategy.	Marcus Lloyd	Cllr. Chris Morgan
20/09/2023 13:00	Natural Resources Wales (NRW) CCBC Collaboration Agreement - Cwmcarn Forest Drive	To allow Cabinet to review the outcome of the 2-year pilot in respect of the CCBC management of the Cwmcarn Forest Drive and consider whether or not to extend the collaboration agreement for the continued management of the drive	Antony Bolter/Allan Dallimore	Cllr. James Pritchard

Cabinet Forward Work Programme – 5th July 2023

Meeting date:	Report title:	Key issue:	Report author:	Cabinet Member:
		with Natural Resources Wales for a further 5 year period.		
20/09/2023	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.	Nick Taylor-Williams/Jane Roberts-Waite	Cllr. Shayne Cook
20/09/2023	Development and Governance Strategy - Housing	For Cabinet to consider 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.	Nick Taylor-Williams/ Jane Roberts-Waite	Cllr. Shayne Cook
20/09/2023	Corporate Performance Assessment	To provide Cabinet with an update with the Corporate Performance Assessment.	Sue Richards/Ros Roberts	Cllr. Eluned Stenner
20/09/2023	Public Protection Enforcement Annual report for 2022/23	For Cabinet to agree progress and performance.	Rob Hartshorn	Cllr. Philippa Leonard
04/10/2023 13:00	Caerphilly Homes – Re-development of the Former Oakdale Comprehensive School	To seek Cabinet approval for the signing of a delivery agreement (DA) via SCAPE with Willmott Dixon to deliver an 85 new home mixed tenure scheme.	Jane Roberts-Waite	Cllr. Shayne Cook
04/10/2023	Caerphilly Homes – Re-development of the Former Ty Darran Care Home, Risca	To seek Cabinet approval for the signing of a delivery agreement (DA) via SCAPE with Willmott Dixon to deliver a 46 new, affordable home later living scheme which will set the ambition for the future of later living accommodation in the county borough.	Jane Roberts-Waite	Cllr. Shayne Cook

Cabinet Forward Work Programme – 5th July 2023

Meeting date:	Report title:	Key issue:	Report author:	Cabinet Member:
04/10/2023	Corporate Plan (including Well-Being Objectives) 2023 to 2028	To consider the Councils Corporate Plan and Well-being Objectives 2023 to 2028	Christina Harrhy/Sue Richards/Jo Pearce	Leader/ Cllr. Eluned Stenner
18/10/2023 13:00	Exempt item - Ness Tar	Exempt item subject to Public Interest Test	Rhian Kyte	Cllr. James Pritchard



CABINET – 12TH JULY 2023

SUBJECT: COURT HOUSE CAR PARK, BLACKWOOD – VARIATION OF PARKING CHARGES

REPORT BY: CORPORATE DIRECTOR FOR ECONOMY AND ENVIRONMENT

1. PURPOSE OF REPORT

- 1.1 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.

2. SUMMARY

- 2.1 A new play area adjacent to Blackwood Road was constructed to support the Chartist Gardens development and enhance play provision in the Pontllanfraith area. In considering how better to facilitate use of the new play area a review of the parking charges for Courthouse car park has been carried out.
- 2.2 The report details recommendations for Cabinet to consider.

3. RECOMMENDATIONS

- 3.1 That Cabinet approves the variation of parking charges in Courthouse Car Park, Blackwood to allow up to 1 hour parking free of charge for all users.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 The allowance of 1 hour parking free of charge will encourage families that typically arrive by car to make use of the new play area.

5. THE REPORT

- 5.1 Following the construction of the new play area adjacent to Blackwood Road as part of the Chartist Gardens development, a review of the parking charges for Courthouse car park has been carried out in accordance with recommendation 3.2 of the Cabinet meeting held on 22nd July 2020 – *'That Cabinet approves the review, as part of the*

wider scrutiny of car parking charges, of parking charges for Courthouse car park and in particular that consideration be given to making the first three hours free of charge' to ensure public access to play provision in the Pontllanfraith area is not diminished.

- 5.2 The Task and Finish Group review of car parking charges recommended consistency of charges across the borough. This has recently been implemented.
 - 5.3 However, in terms of consistency, other play areas are generally served by free parking provision (for example Blackwood Showfield, Ystrad Mynach Park, etc) but these are typically not located on the periphery of Town Centres. Consequently there is a need to ensure that any charging strategy for the courthouse car park recognises its unique position as a car park which serves the new play area as well as being on the periphery of the town centre. A review of the charging has therefore been undertaken in accordance with the previous Cabinet recommendation (to consider 3 hours free parking) and the recommendations of the task and finish group referred to above. This review has concluded that the optimum charging mechanism is to offer the first hour free (which will encourage use of the play area) and to charge for all periods thereafter in accordance with current tariffs This will avoid the car park filling with users of the town centre to the detriment of the play area).
 - 5.4 The proposed period of free parking will encourage families that typically arrive by car to make use of the new play area. It is considered that a 1-hour period of free parking will provide adequate time for the majority of play area visits.
 - 5.5 The proposed tariffs are therefore:
 - Up to 1 hour – Free (NEW)
 - Up to 2 hours – 90p (existing)
 - Up to 3 hours - £1.10 (existing)
 - Up to 4 hours - £1.40 (existing)
 - Daily – £2.20 (existing)
 - Weekly - £10.00 (existing)
 - 5.6 The tariffs will apply to blue badge holders, however they may park for 1 additional hour free after the expiry time shown on their ticket.
 - 5.7 The proposed tariff changes will require the car park ticket machine software and existing traffic regulation order to be varied which will take in the order of 3-4 months to complete.
 - 5.8 **Conclusion**
The proposed period of free parking will have a positive impact on health and wellbeing by encouraging families to make use of the new play area.
- 6. ASSUMPTIONS**
- 6.1 The assumption is that by offering a period of parking at no cost it will encourage people to visit the play area.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

- 7.1 The Integrated Impact Assessment (IIA) has identified a positive impact as it enables the public to make use of the play facility at no cost when arriving by car, which will promote health and wellbeing. Encouraging use of the play area should promote healthy lifestyle choices that the families will adopt throughout their lives increasing long term health and wellbeing. It will also enable parents/guardians to utilise the car park free of charge when picking up/dropping off children at Libanus Primary School.

[Link to IIA](#)

8. FINANCIAL IMPLICATIONS

- 8.1 Estimated annual income loss from ticket sales - £2k and will result in a reduction in budget available within the Infrastructure Division
- 8.2 Estimated cost to amend tariff boards, reprogramme pay and display machine software and arrange Public Notice in press - £2.5k.
- 8.3 The above costs will be absorbed within the Infrastructure Division's budget.

9. PERSONNEL IMPLICATIONS

- 9.1 None

10. CONSULTATIONS

- 10.1 The comments of all consultees have been incorporated into the report.

11. STATUTORY POWER

- 11.1 Road Traffic Regulation Act 1984.

Author: Dean Smith, Principal Engineer

Consultees: Councillor Tudor Davies Chair Environment and Sustainability Scrutiny Committee
Councillor Adrian Hussey Vice Chair Environment and Sustainability Scrutiny Committee
Councillor James Pritchard Deputy Leader and Cabinet Member for Prosperity, Regeneration and Climate Change
Councillor Nigel George, Cabinet Member for Corporate Services, Property and Highways
Councillor Mike Adams, Pontllanfraith Ward Member
Councillor Patricia Cook, Pontllanfraith Ward Member
Councillor Colin J Gordon, Pontllanfraith Ward Member
Christina Harrhy, Chief Executive.
Mark S. Williams Corporate Director Economy and Environment
Marcus Lloyd, Head of Infrastructure

Mike Headington, Green Spaces and Transport Services Manager
Clive Campbell, Transportation Engineering Manager
Rob Tranter, Head of Legal and Monitoring Officer
Steve Harris, Head of Financial Services and Section 151 Officer

Background Papers:

[Report to Cabinet, 22/7/2020 – Construction of a replacement play area, Pontllanfraith](#)



CABINET – 12TH JULY 2023

SUBJECT: REVISIONS TO THE SOUTH EAST WALES EDUCATION ACHIEVEMENT SERVICE COLLABORATION AND MEMBERS AGREEMENT (THE CAMA)

REPORT BY: CORPORATE DIRECTOR EDUCATION AND CORPORATE SERVICES



1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek Cabinets approval to revise the South East Wales Education Achievement Service Collaboration and Members Agreement (the CAMA).

2. SUMMARY

- 2.1 The current Collaboration And Members Agreement (CAMA) was first agreed by all five local authorities in 2013 and has been refined from time to time over the ensuing ten year period.
- 2.2 As a result of the impact of the Covid-19 pandemic, the challenging landscape for public service funding and some potential risks around the Welsh Government Grant flows that underpin the EAS budget, a refinement to the CAMA is being sought.
- 2.3 The revised CAMA document seeks to provide a suitable and necessary level of support to the EAS, should the changing financial circumstances bring about the need to make significant staffing changes, with consequential restricting costs, impact on their ability to operate as an ongoing concern.
- 2.4 The revised arrangements are based on the Joint Services Protocol and the revised wording has already been agreed by all of the other Gwent Local Authorities.

3. RECOMMENDATIONS

- 3.1 Cabinet agree to:
- 1) the revised wording in paragraph 5.16 below and agree to allow the EAS to retain fifty percent of their balances to protect their liquidity

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 The EAS is an integral part of the school improvement architecture in South East Wales. Since its inception it has played a role in driving improvement across all schools in Gwent and, more recently has also helped develop and implement the new Curriculum for Wales.
- 4.2 The amendment set out above in 5.16 provides a greater level of protection to the EAS than the current arrangement set out in 5.7. Given the importance of the education agenda the new clause appears to be a proportionate measure to ensure continued service.

5. THE REPORT

- 5.1 The current CAMA was agreed by all five local authorities in 2013 (following the establishment of the EAS in 2012). At that time, the structure of the organisation and the public funding arena were very different to the current operating model.
- 5.2 The organisation has pivoted away from a traded services model to one which is predicated on system-based resources e.g., the role of school based School Improvement Partners (SIPs).
- 5.3 Simultaneously, and as a consequence of the Covid-19 pandemic, governmental focus on health recovery and the adverse financial landscape for public services, there is a potential risk to the significant grant flows that the Welsh Government has provided to the EAS.
- 5.4 The EAS's previous leadership noted the uncertainty around the funding model and in particular the level of protection in the CAMA. Following a period of challenging industrial relations where both staff terms and conditions and redundancy terms were being renegotiated there was an intervention from the Chief Executives (through the then lead Chief Executive) to provide assurances that the five controlling authorities would support the EAS if there was a requirement to fund redundancies. This took place in 2016. This paper and agreement will move the commitment away from an informal agreement to a formalised adaption of the CAMA.
- 5.5 The various governance elements of the EAS, namely the Company Board and the Audit and Risk Assessment Committee (ARAC) have continued to raise this issue with Directors throughout the period.
- 5.6 As the lead authority for the period 2019-2021 Monmouthshire County Council engaged with its legal representative to assess the need for an amendment to the CAMA.
- 5.7 Upon reviewing the original CAMA it was Monmouthshire's view that no further amendment was required as paragraph 8.4 in the current document provided the mechanism for additional funding:

"8.4 The Company shall provide the Joint Executive Group with the financial information identified in Clause 9.6 and any other information as the Joint Executive Group may require from time to time to verify how the Company is performing against Budget.

Any additional funding required to fulfil the Company operations shall be considered by the Joint Executive Group and shall be shared between the Home Authorities in proportion to the contribution made by each Home Authority in the year ending on 5th April before the deficit arises.”

- 5.8 The Board has been advised of this position at meetings throughout the past period.
- 5.9 However, through those discussions with the Board it has become apparent that there remains a risk (albeit one that is not quantified at this time) that the current funding does not make allowances for the abnormal cost burden that can be incurred in the event of severance arrangements being necessary.
- 5.10 These severance costs, which may be incurred due to the continued need to implement service and financial efficiencies given financial constraints, could force the company into liquidation.
- 5.11 Allowances for such provision is already contained within the Joint Services Protocol covering joint services across Greater Gwent and the principle is that a comparator model is agreed for the EAS.
- 5.12 The EAS working with Directors proposed that the five controlling authorities formalised an agreement, similar to the home authorities Joint Services Protocol, to underwrite certain severance costs (i.e. redundancy payments and any employer capital pension costs) arising through the EAS having to take appropriate action to achieve a balance budget.
- 5.13 It was intended that this be achieved through the home authorities underwriting those severance costs incurred within the EAS which arise through actions required to meet a balance budget. Home authorities would underwrite those costs, pro rata to their current core contribution percentages, subject to the company first contributing 50% of its retained balances towards the total cost.
- 5.14 Other costs, such as payments in lieu of notice and payments for accrued but untaken holiday pay, will be absorbed as part of the normal operational costs of the EAS and will not form part of any costs to be underwritten by the home authorities.
- 5.15 To achieve this outcome, it will be necessary for the proposal to be considered in accordance with each Local Authority’s legal, financial and democratic procedures. This has now been agreed by all four of the other Gwent Local Authorities with Caerphilly the last to do so.
- 5.16 The proposed wording of the amendment would be:

“Costs of Employee Severance Arrangements

In the event of enforced employee severance costs (i.e. the costs of redundancy payments and any employer capital pension costs) being incurred by the Company in order to achieve a balanced budget in the current financial year or to set a balanced budget for the proceeding financial year, the Home Authorities will (subject to clauses 1.5.2 and 1.5.3) pay those costs, pro rata to their core contribution percentages in the financial year in which those costs are incurred by the Company.

The severance costs to be paid by the Home Authorities will be any amount remaining after the Company has used 50% of its previous year end reserve balance to pay the first portion of those severance costs.

Any costs incurred by the Company in addition to the severance costs as defined in clause 1.5.1 (for example, payments in lieu of notice and payments for accrued but untaken holiday entitlement) will be borne by the Company as part of its normal operational costs and will not form part of any severance costs to be underwritten by the Home Authorities.”

5.17 Should Cabinet be minded to agree the changes, the CAMA would be amended accordingly.

5.18 **Conclusion**

The EAS in collaboration with the five controlling local authorities are seeking to make an amendment to the Collaboration And Membership Agreement (CAMA). The changes are intended to align the arrangements associated with financing any severance costs with the Joint Services Protocol in place that covers similar services across Greater Gwent.

6. **ASSUMPTIONS**

6.1 None.

7. **SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

7.1 No Integrated Impact Assessment has been completed for this report as the proposal is merely a financial adjustment.

8. **FINANCIAL IMPLICATIONS**

8.1 This change in the CAMA would have an impact on the responsibility of partners to meet the costs of change associated with any potential future decrease in funding received by the EAS.

8.2 Whilst not quantifiable at this stage and ultimately dependent on the circumstance at the time, an illustration has been attached at Appendix A which provides a sense of how the mechanism could work and the exposure of each local authority based on its current contribution to the EAS.

9. **PERSONNEL IMPLICATIONS**

9.1 None as a direct result of this report.

10. **CONSULTATIONS**

10.1 The list below sets out the consultees in full and all feedback is contained within the main body of the report.

Author: Richard Edmunds, Corporate Director Education and Corporate Services

Consultees: Christina Harray, Chief Executive
Dave Street, Deputy Chief Executive
Mark S Williams, Corporate Director Economy and Environment
Robert Tranter, Head of Legal Services and Monitoring Officer
Lynne Donovan, Head of People Services
Steve Harris, Head of Financial Services and S151 Officer
Keri Cole, Chief Education Officer
Eluned Stenner, Cabinet Member for Finance and Performance
Cllr Gary Johnson, Chair Policy and Resources Scrutiny Committee
Brenda Miles, Vice Chair Policy and Resources Scrutiny Committee

Appendices:

Appendix A – Funding Illustration for 5% WG Grant Reduction

Appendix A – Funding Illustration for 5% WG Grant Reduction

	2021/2022	2022/2023	Scenario A 2023/2024 (0%)	Scenario B 2023/2024 (5%)
End of Year Balance	256,140	213,328	65,254	- 82,820
Grant budget setting	2,883,225	2,961,482		2,813,408
Grant reduction – 5%		148,074	148,074	140,670
Impact on balances		65,254	- 82,820	- 223,491
Change Management		130,000		
EAS Contrib.		32,627		
LA Contrib.		97,373		
BGCBC		11,282		
CCBC		31,606		
MCC		13,014		
NCC		25,244		
TCBCB		16,227		

This model shows the impact of a 5% reduction in core Welsh Government Grants (£148,074) and its impact in reducing the year end balance to £65,254.

Should the EAS then have to make staffing reduction equivalent to £130,000 it would see its balances protected by 50% or in this case £32,627.

This would see the five local authorities having to contribute £97,373 to protect the company and allow it to retain its solvency.

The numbers in the table above are based on the 2022/23 contributions from each authority.



CABINET – 12TH JULY 2023

SUBJECT: CAERPHILLY INTERCHANGE FUNDING

REPORT BY: CORPORATE DIRECTOR FOR ECONOMY AND ENVIRONMENT

1. PURPOSE OF REPORT

- 1.1 To seek Cabinet approval for the virement of £520k from the Regeneration Project Board Development Reserve towards the overall cost of completing the RIBA (Royal Institute of British Architects) Stage 4 design and WeITAG (Welsh Transport Appraisal Guidance) Stage 3 study/business case for the Caerphilly Interchange project. To fully meet the funding requirement for this stage of work, up to £580k is also required from an alternative funding source and it is proposed that this is funded from the Council's Placeshaping Earmarked Reserve in the event that alternative external funding cannot be identified.

2. SUMMARY

- 2.1 As part of the Caerphilly 2035 initiative, Council approval was given to progress the architectural design led project for the renewal of Caerphilly Interchange. Following an architectural procurement competition in 2021/22, Grimshaw architects were appointed to progress the concept and spatial design through RIBA stages 2 & 3. It is anticipated that RIBA Stage 3 will be complete by September 2023. Additional funding is required to progress the next RIBA Stage 4 and complete the detailed design by spring 2024. Once a project is at RIBA stage 4 it is essentially "shovel ready" and if funding is identified then the project is ready to move to the build stage.
- 2.2 This report specifically requests £520k additional funding to be vired from the Regeneration Project Board Development Reserve towards the delivery of RIBA Stage 4, and up to a further £580k from the Council's Placeshaping Earmarked Reserve to supplement the regional Cardiff Capital Region (CCR) and Welsh Government (WG) transport grants received to date.

3. RECOMMENDATIONS

- 3.1 That Cabinet:

- i) Approve the virement of £520k from the Regeneration Project Board Development Reserve for the delivery of RIBA Stage 4 for the Caerphilly Interchange proposal.
- ii) Approve a further allocation of up to £580k form the Council's Placeshaping Earmarked Reserve to cover the residual shortfall in funding in the event that further external funding cannot be identified.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To have a 'shovel ready' scheme for the Caerphilly Interchange proposal that will provide the Gateway for the Caerphilly 2035 placemaking initiative and maximise the Council's chances to secure the funding necessary for the delivery of the interchange.

5. THE REPORT

- 5.1 As part of the Caerphilly 2035 initiative, Council approval was given to progress the architecturally design led project for the renewal of Caerphilly Interchange. RIBA Stage 1 was undertaken in 2020/21 that prepared the brief for the architectural procurement competition in 2021/22. There was wide interest in the project and after a two stage procurement process, with the support of the Deign Commission for Wales, Grimshaw architects were appointed to progress the concept and spatial design through RIBA stages 2 & 3. The project has been taken forward in partnership with Transport for Wales (TfW), given their ownership and control of Caerphilly rail station and services, who are project managing the project on the Council's behalf and providing valuable technical and professional input.
- 5.2 Both RIBA stages 2 & 3 included stakeholder and public consultation and engagement. The most recent consultation was undertaken between the 5th and 16th of June that revealed the proposed concept design. From the responses received there is overwhelming support for the proposals. The next step is to submit a planning application for the project. It is anticipated that RIBA Stage 3 will be complete by September 2023. It is then proposed to progress the next RIBA Stage 4 and complete the detailed design by spring 2024.
- 5.3 To date RIBA Stages 1 to 3 and WelTAG Stages 1 & 2 have been fully funded by WG & CCR transport grants for the Metro Plus programme, administered through the Regional Transport Authority (RTA). However, because of the financial pressures on WG, the RTA's £3m Metro Plus bid for 2023/24 has not been met in full. Of the £1m allocation from WG, it remains to be confirmed how much will be available for Caerphilly Interchange from this and any remaining CCR funding. The current estimate is between £400k and £600k funding will be allocated to Caerphilly Interchange RIBA Stage 4 and WelTAG Stage 3 in 2023/24.
- 5.4 The current estimated budget to complete RIBA Stage 4 and WelTAG Stage 3 is £1.5m so this leaves a funding gap of between £900k and £1.1m. Cabinet has previously approved allocations of £350k and £170k from the Regeneration Project Board Development Reserve to progress the proposals for the Llanbradach park and ride (P&R) and Ystrad Mynach P&R schemes respectively. Progress to date for both proposals has been regionally funded under the RTA Metro plus programme in liaison with TfW, which is why none of the approved Regeneration Project Board Development Reserve funding has been drawn down to date. Both schemes have reached a stage where they are unable to be progressed without securing WG & TfW support and

commitment for their further development. Therefore, it is proposed that the £520k Regeneration Project Board Development Reserve funding allocation be vired to the Caerphilly Interchange project to enable it to continue.

- 5.5 However, this would still leave a funding gap of between £380k and £580k. It is therefore recommended that Cabinet approve an additional allocation of up to £580k from the Council's Placeshaping Earmarked Reserve. Officers will continue to press for other external funding to minimise the ask from the Council's own reserves, but this level of commitment is required to ensure RIBA Stage 4 and WelTAG Stage 3 can be completed so that a 'shovel ready' scheme is available to exploit any funding opportunities for the delivery of the design.

Conclusion

- 5.6 If Cabinet are minded to approve the recommendations contained in the Report, the funding available from the Regeneration Project Board Development Reserve and the Placeshaping Earmarked Reserve will enable the RIBA Stage 4 and WelTAG Stage 3 study business case to be completed and provide the Council with a 'shovel ready' scheme maximising the opportunity to secure the funding required for delivery of the design for the proposal.

6. ASSUMPTIONS

- 6.1 This report assumes that the identified project, will be developed further and where applicable implemented, with assistance from appropriate sources and secured external funding.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

- 7.1 The recommendations contained in the report will have a positive overall impact. The scheme is supported by an IIA undertaken as part of the RIBA Stage 3 design and WelTAG Stage 2 study. This will be reviewed and updated as part of the RIBA Stage 4 design and WelTAG Stage 3 study/business case.

8. FINANCIAL IMPLICATIONS

- 8.1 Regional funding in the sum of £2.947m has funded the development of the Caerphilly Interchange project through RIBA Stages 1-3 (2022/21 to 2022/23). The current estimated budget required to complete RIBA Stage 4 and WelTAG Stage 3 is £1.5m.
- 8.2 Because of the financial pressures on WG, the RTA's £3m Metro Plus bid for 2023/24 has not been met in full. Of the £1m allocation from WG, it remains to be confirmed how much will be available for Caerphilly Interchange from this and any remaining CCR funding. The current estimate is between £400k and £600k funding will be allocated to Caerphilly Interchange RIBA Stage 4 and WelTAG Stage 3 in 2023/24, leaving a funding gap of between £900k and £1.1m based on the overall budget requirement of £1.5m
- 8.3 Based on the higher potential funding gap of £1.1m, it is proposed that £520k Regeneration Project Board Development Reserve funding previously allocated for park and ride (P&R) schemes be vired to the Caerphilly Interchange project along with an additional allocation of up to £580k from the Council's Placeshaping Earmarked

Reserve to match the CCR/RTA allocation to be confirmed and enable the above work stages to be completed.

9. PERSONNEL IMPLICATIONS

9.1 None.

10. CONSULTATIONS

10.1 All comments received from consultees have been incorporated into the report.

11. STATUTORY POWER

11.1 The following enabling statutory powers apply to the LTP:

- Transport Act 2000
- Transport (Wales) Act 2006

11.2 Highways Act 1980

Author: Clive Campbell – Transportation Engineering Manager

Consultees:

Cllr James Pritchard, Cabinet Member for Prosperity, Regeneration and Climate Change (and Chair of the Regeneration Project Board)
Cllr. Nigel George, Cabinet Member for Corporate Services, Property and Highways
Cllr. Tudor Davies, Chair of Environment and Sustainability Scrutiny Committee
Cllr Adrian Hussey, Vice Chair of Environment and Sustainability Scrutiny Committee
Christina Harrhy, Chief Executive
Mark S. Williams, Corporate Director for Economy and Environment
Stephen Harris, Head of Financial Services and Section 151 Officer
Rob Tranter, Head of Legal Services and Monitoring Officer.
Marcus Lloyd, Head of Infrastructure
Lynne Donovan, Head of People Services
Anwen Cullinane, Senior Policy Officer
Rhian Kyte, Head of Regeneration and Planning



CABINET – 12TH JULY 2023

SUBJECT: ANNUAL CORPORATE SAFEGUARDING REPORTS 2022 - 2023

REPORT BY: DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

1.1 To present Cabinet with the 2022-23 Annual Corporate Safeguarding Report, Forward Work Programme and Safeguarding Key Activity Data for information.

2. SUMMARY

2.1 The Annual Corporate Safeguarding Report, attached at Appendix 1, offers valuable assurance in relation to the Council's corporate safeguarding arrangements and provides updates on the progress made in implementing the Forward Work Programme, attached at Appendix 2. For the first time, key safeguarding activity data is also reported this year and is attached at Appendix 3 for information.

3. RECOMMENDATIONS

3.1 Cabinet is requested to note the content of the Annual Reports and the progress made in implementing the Forward Work Programme.

4. REASONS FOR THE RECOMMENDATIONS

4.1 To ensure Cabinet is fully aware of the Council's arrangements for corporate safeguarding and is satisfied that these arrangements are effective.

5. THE REPORT

5.1 This is the eighth Annual Report and it provides a strategic overview of the progress made in implementing the Forward Work Programme during 2022-2023.

5.2 The Annual Reports were presented to the Corporate Safeguarding Board on 22nd May 2023 where they were ratified and approval was given for them to progress to Social Services Scrutiny Committee on 11th July and Cabinet on 12th July for information purposes.

- 5.3 The Corporate Safeguarding Board provides appropriate governance arrangements to oversee and support the implementation of the actions included in the Forward Work Programme.
- 5.4 The Annual Report reviews the actions that were rated as Red or Amber in the Forward Work Programme and provides updates in relation to the ongoing actions in place to address these ratings. In turn, the Annual Report identifies the priorities for the Board going forward into 2023-2024 and these will now be added to the Forward Work Programme.
- 5.5 The Key Safeguarding Activity Data Report is a new addition to the reporting arrangements this year. Whilst the data has previously been presented to the Corporate Safeguarding Board, Corporate Management Team agreed that it would be beneficial to report it to Scrutiny Committee and Cabinet. The data covers general referral rates to Social Services including those progressing through adult and children's safeguarding processes, schools safeguarding audits and HR safer recruitment.

6. ASSUMPTIONS

- 6.1 There are no assumptions made or presumed in this report.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

- 7.1 This report is for information purposes only, so the Council's full Integrated Impact Assessment process does not need to be applied.

8. FINANCIAL IMPLICATIONS

- 8.1 There are no funding implications arising from this report.

9. PERSONNEL IMPLICATIONS

- 9.1 There are no personnel or HR implications arising from this report.

10. CONSULTATIONS

- 10.1 The report is for information purposes and reflects the views of consultees.

11. STATUTORY POWER

- 11.1 Social Services and Well Being (Wales) Act 2014

Author: Gareth Jenkins, Head of Children's Services
jenkig2@caerphilly.gov.uk

Consultees: Councillor Elaine Forehead, Cabinet Member for Social Care and Chair of the

Corporate Safeguarding Board
Social Services Scrutiny Committee
Christina Harray, Chief Executive
Dave Street, Deputy Chief Executive
Mark S Williams, Corporate Director Economy and Environment
Richard Edmunds, Corporate Director Education and Corporate Services
Rob Tranter, Head of Legal Services and Monitoring Officer
Lynne Donovan, Head of People Services,
Stephen Harris, Head of Financial Services and S151 Officer
CCBC Corporate Safeguarding Board
Social Services Senior Management Team
Children's Services Divisional Management Team

Attachments:

Appendices:

1. Annual Corporate Safeguarding Report 2022-23
2. Corporate Safeguarding Board Forward Work Programme 2022-23
3. Safeguarding Key Activity Data Report for 2022-23

This page is intentionally left blank



CORPORATE SAFEGUARDING BOARD – 22ND MAY 2023

SUBJECT: ANNUAL CORPORATE SAFEGUARDING REPORT 2022/23

REPORT BY: SERVICE MANAGER FOR SAFEGUARDING

1. PURPOSE OF REPORT

- 1.1 To provide the Corporate Safeguarding Board with an update on progress made during the 2022/23 financial year.

2. SUMMARY

- 2.1 The Board was established in February 2015 following a review by Audit Wales, formally the Welsh Audit Office (WAO) of Caerphilly County Borough Council's (the Council) assurance and accountability arrangements for ensuring that safeguarding policies and procedures were in place and being adhered to. On 17th November 2015, the Corporate Safeguarding Policy was ratified at full Council.
- 2.2 Audit Wales subsequently undertook a follow-up review of arrangements in 2019 and identified a number of areas for improvement and consideration. A comprehensive Action Plan was developed in response which was monitored and signed off by the Board. Since that time a Forward Work Programme was developed and reviewed via the Board regarding the progress of work under the auspice of corporate safeguarding.
- 2.3 This is the 8th Annual Report which provides an overview of the progression of the Forward Work Programme during 2022/2023 and safeguarding practices across the Council.

3. RECOMMENDATIONS

- 3.1 The Board is requested to:
- note the content of the Annual Report including the recommendations
 - note the progress made regarding the Forward Work Programme
 - approve the Report being presented to Corporate Management Team, Social Services Scrutiny Committee and Audit Committee in due course

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To ensure the Board is fully aware of the Council's arrangements for corporate safeguarding and is satisfied that these arrangements are effective.

5. THE REPORT

5.1 During 2022/23, safeguarding children and adults has continued to be the main objective in Social Services. As reported last year, management and operational structures have remained consistent in both Children and Adult Services, this has ensured the continued consistency of safeguarding practices and the availability of support regarding safeguarding on a corporate level.

5.2 The 2021/22 Annual Report was agreed by Board on the 6th of June 2022, where the following recommendations were agreed to continue this work, via the Forward Work Programme, into 2022/23:

- Implement the National Safeguarding Training Framework in November 2022 and, in response, review the training currently under the Corporate Safeguarding Training Framework
- Make the Group 'A' eLearning Module available on the Learning@Wales website under the Caerphilly page, alongside VAWDASV Ask and Act Group 1 eLearning Module and Caerphilly's Tier 1 Corporate Safeguarding Video (Welsh and English)
- Review of Internal Audit's findings, when available
- Incorporate the previous AMBER issues into the Forward Work Programme
- Self-assessments to be reviewed and updated annually by DSO's
- The Safeguarding Media Campaign to be implemented
- Deliver Tier 1 Safeguarding Training to CMT and Elected Members following the 2022 Elections
- Continue to monitor the progress of the Learning Management System (LMS) Project
- Progress work on developing a consistent approach to corporate safeguarding practices across Gwent, including development of a comparator key data set and a regional self-assessment tool
- Continue to invite speakers to attend the Designated Safeguarding Officers (DSO) Development Group regarding relevant safeguarding topics
- Reduce Board meetings from quarterly to twice per year (6 monthly) with the DSO Development Group continuing to meet quarterly.

Overall progress to date

5.4 The DSO Development Group has continued via the virtual platform (MS Teams) and DSO's report via this group positive support and assistance regarding safeguarding matters received from the Adult Safeguarding Team Manager, Child Protection Coordinator and Safeguarding Service Manager. Attendance has continued to be positive. The knowledge base of the DSO's has continued to be supported via presentations and discussions on relevant safeguarding matters which will be an ongoing recommendation. The group has met virtually on the following dates:

- 11.07.2022
- 03.10.2022
- 16.01.2023

A meeting scheduled for the 15th May 2023 was postponed due to the Safeguarding Service Manager being absent from work for a period of time and the closeness of the date to the Board meeting scheduled for the 22nd May 2023.

- 5.5 As recommended and agreed in the last Annual Report, the Board has met twice a year, this was reduced from quarterly. This reduction in meetings has not had any impact on the progression of corporate safeguarding tasks and the Forward Work Programme is regularly reviewed in the DSO Development group to ensure progression of recommended actions. The Board met on 2nd June and 5th December 2022.
- 5.6 The recommendations for future work relating to corporate safeguarding have been captured in the Forward Work Programme. This was reviewed in preparation for Board and is attached as Appendix 1. The following points are noteworthy regarding the Red/Amber/Green (RAG) rating status:
- a. Recommendation 1: (RAG rated Amber) Relates to the delivery of safe recruitment training supported via HR. This work is progressing, and an eLearning Presentation has been developed which will be rolled out to all employees involved in the recruitment process during 2023/2024.
 - b. Recommendation 4: (RAG rated Amber). This relates to Corporate Safeguarding Training. A number of actions are highlighted as Green under this recommendation. However, the completion of safeguarding training for CMT and Elected members is Amber due to the numbers of said employees who have not completed the training as requested by the end of February 2023. Also Amber in this section is the Tier 1 videos for basic awareness being made available only to Caerphilly Employees, a solution is still being sought. Monitoring of training continues to be rated Amber and this will be discussed further in the report. The work related to the National Safeguarding Training Framework is rated as RED as the launch is not expected now until November 2023.
 - c. Recommendation 6: (RAG rated Amber). The final report from Internal Audit is still awaited. Comments from 3 service areas are required prior to the final report being completed.
 - d. Recommendation 7: (RAG rated Amber). This relates to the development of the Corporate Safeguarding Credit Card leaflet. This has been written and translated to Welsh, final printed version of both the English and Welsh version is required. This has been based on an example used in Leisure Services and will be made available to all staff during 2023/24.
 - e. Recommendation 8: (RAG rated Amber). The work relating to the LMS system has progressed and reference to the current position is highlighted further in the report.
 - f. Recommendation 10: (RAG rated Amber). The regional work regarding corporate safeguarding arrangements has made progress over the last year. A regional self assessment tool has been agreed, progress has also been made on a shared key data set. However, consideration of training remains rated Red as this is impacted by the National Safeguarding Training Framework. This work does not put the Council at any risk, this work will strengthen corporate safeguarding practices on a regional level.

- 5.7 As noted in last years report, the Corporate Safeguarding Training Framework was implemented in November 2019 however, training delivery was impacted by Covid 19. Over this past year, delivery of training has progressed and Tier 2 sessions have been delivered via service areas, supplemented by sessions delivered by the Adult Safeguarding Team Manager and Child Protection Coordinator. Tier 3 sessions for Children’s Safeguarding are now available through the Gwent Safeguarding Board and Tier 3 Advanced Adult Safeguarding has been delivered via the Adult Safeguarding Team. Tier 1 Basic Awareness has been available in several formats including a SWAY presentation, a written presentation and videos. Also available is Group A of the National Safeguarding Training Framework which is available via the Councils page on the learning@wales website. CMT and Elected members have been asked to complete this however, only 13 elected members have completed this to date, with several others making contact with the Workforce Development Team due to difficult accessing the eLearning. Having reviewed this eLearning package and the fact that it forms the basis of Group A in the National Safeguarding Training Framework, it would seem reasonable at this stage to recommend that all employees who require Tier 1 Basic Awareness training now be directed to complete Group A training. This will allow relevant officers to concentrate on ensuring that Tier 2 training is in line with Group B of the framework.
- 5.8 The recording and monitoring of safeguarding training and the delivery of training continue to be risks to the Council. Being unable to monitor and track safeguarding training consistently across all service areas is a concern. The current process of recording training in Itrent is very reliant on reporting by managers and those who deliver training. It is envisaged that further developments in Itrent may assist with the recording and monitoring of training. Collaboration will also take place with the Workforce Development Team regarding the National Safeguarding Training Framework in order to consider specific employee roles and how they fit into the framework to ensure the correct level of training is identified. This will be a large piece of work and will take time to embed, along with ensuring that all corporate training packages meet the standards outline din the National Framework.
- 5.9 As noted in 5.6 (e) above, the work regarding the LMS system has progressed to the conclusion of the Welsh Government funded BETA Phase. The LMS would enable the delivery of corporate safeguarding training to be monitored and provide employees with prompts when they need to undertake refresher training. This would give the Council much better assurance that employees are complaint with safeguarding training requirements. There is currently a working prototype from a provider called Thingi, the prototype is pre-set with the requirements of the Council and the other consortium LA’s. The finalisation of the procurement process on behalf of all Local Authorities in Wales is taking place and communication to all Authorities will be sent out seeking an update on their position to be part of this project. This procurement process is being run by Blaenau Gwent CBC in conjunction with their Legal team on behalf of all Local Authorities in Wales. It is important to note that any implementation times scales could be extensive. A partnership agreement between Carmarthenshire CC, BGCBC and CCBC has allowed the appointment of a systems implementation expert, initially from April to June 2023. Welsh Government will fund the majority of this cost.

- 5.10 From an Education perspective, safeguarding continues to be a priority and is fully recognised within their Service Improvement Plan. For the year 2022/2023, 42 schools received a Safeguarding audit, 40 schools were RAG rated Green, 1 Amber and 1 red. Actions were put in place immediately to respond to the Amber and Red Audit outcomes. Ensuring safeguarding training for all schools is a priority. To support safeguarding in education, a Safeguarding Officer was recruited to meet the needs and demands of safeguarding in education. All schools continue to receive safeguarding training on a 3 yearly basis which is monitored and supported via train the trainer model with Head Teachers, with 34 Head Teachers receiving training in this relevant year. LEA staff also receive the required level of safeguarding training (239) as do school Governors, around 149 governors have attended training via the Governor Network. The Safeguarding Lead in Education and the Safeguarding Service Manager meet on a monthly basis to discuss any required matters relating to safeguarding and there is regular liaison with the Child Protection Coordinator.
- 5.11 Self Assessments for 2022/2023 have been completed and submitted by all but 2 service areas. Internal Audit are currently reviewing the self assessment process and as stated, their final report is awaited. The self-assessments for 2022/2023 have been reviewed by the Safeguarding Service Manager with the following Red and Amber matters being identified that will need further work during 2023/2024:
- Ensuring all DSO's are fully aware of the Corporate Safeguarding Training requirements for the role of the DSO, this is an identified need where there is a change of DSO or cover arrangements within a service area.
 - Reinforcement of the Procurement Safeguarding Protocol for all newly commissioned providers, again an identified need for new DSO's or those undertaking cover arrangements
 - Monitoring and tracking of employees completion of safeguarding training has continued to be Amber rated for several service areas, along with resource availability to provide Tier 2 safeguarding training in specific service areas
 - Reinforcing the need for 3 year refresher training was highlighted by 1 service area and Rag rated RED.
 - Implementation of the National Safeguarding Training framework and the need to update the Corporate Safeguarding Training Framework so this is in line with the national framework
 - Ensuring that the corporate safeguarding responsibility is included in all Job Descriptions was also highlighted in some self-assessments, however this matter is being managed by HR when JD's are being reviewed and updated and has been discussed in the DSO Development Group
 - Safe Recruitment training continues to be highlighted as an Amber issue, however there is a plan via HR to roll out relevant training.
 - Implementation of Agile Working policy has also highlighted as an area for further consideration related to access to buildings.

Planned Future Work

- 5.13 The following recommendations are made for 2023/24:

- All new starters complete the Group A eLearning module available on the Caerphilly Page of the Learning@Wales digital platform
- HR induction process to be updated to reflect this for all new employees
- Update the Caerphilly Safeguarding Training Framework for all PC users to complete Group A as their Tier 1 basic awareness training. The Tier 1 safeguarding videos, SWAY presentation and written presentation for Basic awareness can still be available for non PC users as required
- Roll out the Corporate Safeguarding Credit Card leaflet for use by service areas – printing costs need to be approved.
- Safe Recruitment training plan to be developed so that this is made available to all those involved in the recruitment process
- Implement the Gwent regional self-assessment format for 2023/24 and begin discussions about comparison data being collected to report during the year
- On going liaison with the Workforce Development Team and links to Itrent to improve data collection for safeguarding training and consider job roles to specific levels of safeguarding training requirements
- Review the Corporate Safeguarding Training Framework in line with the National Safeguarding Training Framework after November 2023
- Continue to invite speakers to the DSO Development Group to increase knowledge of DSO's on matters relating to safeguarding
- Review the current work and decision making relating to the LMS
- Incorporate the amber/red rated issues from the self-assessments into the forward work programme as agreed by the DSO Development Group.

6. **ASSUMPTIONS**

- 6.1 There are no assumptions made or presumed in this report.

7. **INTEGRATED IMPACT ASSESSMENT**

- 7.1 This report is for information purposes only, so the Council's full Integrated Impact Assessment process does not need to be applied.

8. **FINANCIAL IMPLICATIONS**

- 8.1 As noted in the previous Annual Reports, safeguarding awareness training has been provided within existing resources and this has continued to date.
- 8.2 The National Safeguarding Training Framework which is now due to be launched in November 2023, is likely to require consideration of who facilitates training for safeguarding leads and those roles within the safeguarding process. Such training may need to be commissioned. It is hoped that there will be further clarity around this including the development of national training packages by November 2023.
- 8.3 As noted in previous years report there are likely to be costs associated with the LMS system. This work has been progressing and is being worked in partnership with other Local Authorities. Final costs are yet to be known, the procurement process is being finalised.

9. PERSONNEL IMPLICATIONS

9.1 There are no personnel or HR implications arising from this report.

10. CONSULTATIONS

10.1 The report is for information purposes and reflects the views of consultees.

11. STATUTORY POWER

11.1 Social Services & Well Being (Wales) Act 2014

Author: Nicola Barrett, Service Manager – Children’s Services

Consultees: Gareth Jenkins, Head of Children’s Services
Cllr Elaine Forehead, Cabinet Member for Social Services and Chair of the
Corporate Safeguarding Board
The Corporate Safeguarding Board
The DSO Development Group

This page is intentionally left blank

**CAERPHILLY COUNTY BOROUGH COUNCIL
CORPORATE SAFEGUARDING BOARD
FORWARD WORK PROGRAMME 2022/23- May 2023**

APPENDIX 2

	Recommendation	Action	Who	Progress / Completion	RAG Status
1	Delivery of training on the safe recruitment policy to employees involved in recruitment processes	Training for all managers involved in the recruitment process to ensure Safe Recruitment is embedded in practice	HR/ DSO for HR	Discussion with HR HoS has highlighted that internal training would be rolled out March/April time for those staff involved in the recruitment process. The eLearning module has now been developed and discussions need to be held regarding a roll out programme	AMBER
2	Ensuring corporate safeguarding and the duty to report is considered in all Job Descriptions	HR to ensure that this is included in any reviews, updates, or development of new Job Descriptions	HR/DSO in HR	This is already included in many Job Descriptions and will be included in the development of all new JD's and when existing JD's are updated and/or reviewed. This will also be reflected in the Safe Recruitment Training when rolled out.	GREEN On going
3	Corporate Safeguarding Board: Frequency of Meetings	Board meetings to be reduced to twice per year.	Nicola Barrett/Gareth Jenkins	Future Board dates 22.5.2023 and 27.11.2023. Dates for 2024 will be agreed in line with	GREEN Would propose deleting

**CAERPHILLY COUNTY BOROUGH COUNCIL
CORPORATE SAFEGUARDING BOARD
FORWARD WORK PROGRAMME 2022/23- May 2023**

APPENDIX 2

	Recommendation	Action	Who	Progress / Completion	RAG Status
				reporting to CMT, PDM and Scrutiny	
4	Corporate Safeguarding Training	Corporate Safeguarding Framework to be updated in line with revisions to available training	Nicola Barrett	Corporate Safeguarding Training	Corporate Safeguarding Framework to be updated in line with revisions to available training
		DSO's to complete safeguarding training data collection feedback sheets on an annual basis to inform Annual Report	DSO's	Date for submission is the 26 th of April 2023 for training completed 2022/2023	GREEN
		eLearning for Group A of the National Safeguarding Training Framework to be made available on the Learning@Wales Website for	Nicola Barrett/Carol Brimble	Group A is now available on the Caerphilly page of the Learning@Wales platform	GREEN Would propose deleting

**CAERPHILLY COUNTY BOROUGH COUNCIL
CORPORATE SAFEGUARDING BOARD
FORWARD WORK PROGRAMME 2022/23- May 2023**

APPENDIX 2

	Recommendation	Action	Who	Progress / Completion	RAG Status
		Caerphilly employees			
		CMT, Elected Members, management network to complete the Group A eLearning	Nicola Barrett/Gareth Jenkins	<p>CMT, Elected Members and management network to complete the Group A eLearning Module by the end of February 2023</p> <p>To date, only 13 Elected members have completed the eLearning module as of the 11.5.23. There have been some issues with accessing the training which will need further exploration.</p> <p>Further consideration is required for management network members to complete this training.</p>	AMBER
		Tier 1 English and Welsh training video's to be available to be accessed by Caerphilly	Nicola Barrett/Carol Brimble	This is work is in progress and supported by Workforce Development Team. A solution is being sought to ensuring that the videos are only	AMBER

**CAERPHILLY COUNTY BOROUGH COUNCIL
CORPORATE SAFEGUARDING BOARD
FORWARD WORK PROGRAMME 2022/23- May 2023**

APPENDIX 2

	Recommendation	Action	Who	Progress / Completion	RAG Status
		employees only on the learning@wales website		accessible by Caerphilly employees.	
		Monitoring of training delivery via all Tiers under the framework and any issues raised at DSO development group.	DSO's	<p>Deb Lewis and Mike Portlock have continued to deliver Tier 2 training to supplement sessions provided within Service areas. This has been via both a virtual platform and face to face as follows-</p> <ul style="list-style-type: none"> • 15/09/22 via MS Teams • 15/11/22 via MS Teams • 20/04/23 Face to Face • 19/09/23 via MS Teams <p>Further dates will be agreed for 2024.</p> <p>The Workforce Development Team have</p>	Monitoring of training delivery via all Tiers under the framework and any issues raised at DSO development group.

**CAERPHILLY COUNTY BOROUGH COUNCIL
CORPORATE SAFEGUARDING BOARD
FORWARD WORK PROGRAMME 2022/23- May 2023**

APPENDIX 2

	Recommendation	Action	Who	Progress / Completion	RAG Status
				<p>been able to sent list of employees who have completed safeguarding training to each to DSO so that this can be compared with their service area lists and to ensure that employees are aware when they need to undertake the 3 year refresher. This is only available if the training has been inputted to Itrent. This will be further discussed at the next DSO Development Group.</p> <p>Discussions have also take place with HR and workforce development team about utilising Itrent to better track safeguarding training. This will be further considered once training</p>	

**CAERPHILLY COUNTY BOROUGH COUNCIL
CORPORATE SAFEGUARDING BOARD
FORWARD WORK PROGRAMME 2022/23- May 2023**

APPENDIX 2

	Recommendation	Action	Who	Progress / Completion	RAG Status
				is updated in line with the National Safeguarding training Framework.	
		WG implementation of a National Safeguarding Training Framework	Corporate Safeguarding Board/ Nicola Barrett/DSO's	<p>The framework was launched in November 2022. However, training materials, apart from the Group A eLearning model are not yet available and its anticipated they will be made available with a further launch of the framework in November 2023.</p> <p>Group A which is an eLearning module, which is in line with CCBC's Tier 1 training is available on the Learning@Wales platform on the Caerphilly pages. This will be further advertised via the DSO development group and is recommended for new employees via the HR Induction Process.</p>	RED

**CAERPHILLY COUNTY BOROUGH COUNCIL
CORPORATE SAFEGUARDING BOARD
FORWARD WORK PROGRAMME 2022/23- May 2023**

APPENDIX 2

	Recommendation	Action	Who	Progress / Completion	RAG Status
				Once all materials from the National Framework are available, all training will be reviewed and the Corporate Safeguarding Training Framework will be updated to reflect any changes. This work can take place alongside any further developments in Itrent supported by the Workforce Development Team.	
5	Self-Assessment Tool	DSO's to review action plan for service area on a quarterly basis within service area	DSO's / Nicola Barrett	The below matters were discussed at the DSO Development group on the 16 th of January 2023 - <ul style="list-style-type: none"> • Ensuring the role of the Designated Safeguarding Officer (DSO) and the Corporate Safeguarding Policy is promoted routinely across 	GREEN

**CAERPHILLY COUNTY BOROUGH COUNCIL
CORPORATE SAFEGUARDING BOARD
FORWARD WORK PROGRAMME 2022/23- May 2023**

APPENDIX 2

	Recommendation	Action	Who	Progress / Completion	RAG Status
				<p>the service area at regular intervals</p> <ul style="list-style-type: none"> • Tracking and monitoring the delivery of safeguarding training • Ensuring the appropriate storage of confidential information • Ensure the Procurement Safeguarding protocol is embedded in all service areas who commission services • Safeguarding in buildings to be considered as services resume after covid 19 and agile working is implemented 	

**CAERPHILLY COUNTY BOROUGH COUNCIL
CORPORATE SAFEGUARDING BOARD
FORWARD WORK PROGRAMME 2022/23- May 2023**

APPENDIX 2

	Recommendation	Action	Who	Progress / Completion	RAG Status
				DSO's present at the meeting on the 16 th of January confirmed the above were in place in their service areas.	
		DSO's to update self-Assessment on an Annual Basis to feed into the Corporate Safeguarding Board Annual Report	DSO's	Date for submission for 2022/23 is the 26 th of April 2023	GREEN
		DSO's to raise any issues in the quarterly DSO Development Meetings	DSO's	This matter is ongoing. No specific issues being raised currently, however the completion of the updated self-assessments will raise any issues that need further consideration.	Green On going
		Self-Assessment tool to be reviewed in line with Regional Corporate Safeguarding Work	Nicola Barrett	A regional self-assessment tool has been drafted and has been agreed by 4 of the 5 Gwent LA's. The 1 LA	GREEN Consider changing wording to focus

**CAERPHILLY COUNTY BOROUGH COUNCIL
CORPORATE SAFEGUARDING BOARD
FORWARD WORK PROGRAMME 2022/23- May 2023**

APPENDIX 2

	Recommendation	Action	Who	Progress / Completion	RAG Status
				<p>who will not be using the self-assessment format going forward is due to their self assessment form currently being online.</p> <p>The new self-assessment will be issued to DSO's to complete for 2023/2024</p>	on implementation
6	Corporate Safeguarding Internal Audit	Findings of internal audit to be feedback to Corporate Safeguarding Board and actions considered by all DSO's.	Internal Audit / Nicola Barrett / DSO's and service areas	The final report is still awaited from Internal Audit due to waiting for responses from some service areas regarding the audits of said service areas. Once the final report is known, any recommendations will be fed into the Forward Work Programme	AMBER
7	Media Campaign	Media campaign now developed by communication team, requires roll out.	Comms Team Nick Rutter/ Nicola Barrett/DSO's	Toilet door posters were made available during and after safeguarding week. Posters also sent to DSO's to be displayed	GREEN

**CAERPHILLY COUNTY BOROUGH COUNCIL
CORPORATE SAFEGUARDING BOARD
FORWARD WORK PROGRAMME 2022/23- May 2023**

APPENDIX 2

	Recommendation	Action	Who	Progress / Completion	RAG Status
				in service areas for staff and the public. Email via communications team was sent out highlighting safeguarding responsibilities to all employees, including a video relating to safeguarding being everyone's business. Social Media platforms also used to highlight safeguarding week.	
		Development of a safeguarding credit card sized leaflet which can be made available to employees	Leisure Services/Nicola Barrett/DSO's	A draft credit card leaflet has been agreed and has been translated. Final versions of the credit card leaflet in English and Welsh are awaited so that printing costs can be agreed and roll out of the card. Board requested that this was implemented by the end of March 2023, there has been a delay due to IT matters and the	Development of a safeguarding credit card sized leaflet which can be made available to employees

**CAERPHILLY COUNTY BOROUGH COUNCIL
CORPORATE SAFEGUARDING BOARD
FORWARD WORK PROGRAMME 2022/23- May 2023**

APPENDIX 2

	Recommendation	Action	Who	Progress / Completion	RAG Status
				absence of the Safeguarding Service Manager	
8	LMS	Monitor progress of the WFD and digital services project linked with WG regarding LMS System and its implementation in order for safeguarding training to be supported via the LMS when available	Digital Services/WFD/Nicola Barrett	Update received on the 10.5.2023: WG funded BETA phase has been completed. The procurement process has stated for the LA's now involved in the process, this is being supported via Blaenau Gwent. Any implementation timescales will be extensive. A partnership agreement between Carmarthenshire CC, BGCBC and CCBC has employed a systems implementation expert, initially from April 2023 through end June 2023. WG funding will fund the majority of this cost and it's been agreed by the partnership that any pilot will be done via	AMBER

**CAERPHILLY COUNTY BOROUGH COUNCIL
CORPORATE SAFEGUARDING BOARD
FORWARD WORK PROGRAMME 2022/23- May 2023**

APPENDIX 2

	Recommendation	Action	Who	Progress / Completion	RAG Status
				social services. The current product prototype is via an application known as Thinqi.	
9	Increase knowledge of DSO's in respect if Safeguarding	Invite speakers on safeguarding topic's to DSO Development Group	Nicola Barrett	Abolishment of Physical Chastisement video played for DSO's in January DSO Group. Caerphilly Cares presentation postponed until March DSO Group. This presentation was cancelled by the service due to Caerphilly Cares provision being reviewed. Further presentation will be sought for 2023/24.	GREEN Ongoing
10	Corporate Safeguarding on a regional basis	Links with Corporate Safeguarding Leads in Gwent Region to look at consistency of practice.	Nicola Barrett/Corporate Safeguarding regional counterparts	There has been a number of new appointments to the safeguarding lead roles across Gwent. This has meant that work will take place during 2022/23 with likely implementation of any regionally agreed updates in 2023/24	AMBER

**CAERPHILLY COUNTY BOROUGH COUNCIL
CORPORATE SAFEGUARDING BOARD
FORWARD WORK PROGRAMME 2022/23- May 2023**

APPENDIX 2

	Recommendation	Action	Who	Progress / Completion	RAG Status
		Consider regional self-assessment tool	Nicola Barrett	Regional Self Assessment tool has now been agreed to be used for 2023/2024	GREEN
		Consider aligning corporate safeguarding training for consistency	Nicola Barrett	Yet to be actioned and will need to be considered in line with the National Safeguarding Training Framework when launched	RED
		Develop comparison key data set.	Nicola Barrett	Agreement across the region to use the key data set from Caerphilly. Safeguarding Leads currently making enquiries within their respective LA's regarding their data collection process to ensure a consistent approach. It is anticipated that this data can then be used for annual reports for 2023/2024	AMBER

**CAERPHILLY COUNTY BOROUGH COUNCIL
CORPORATE SAFEGUARDING BOARD
FORWARD WORK PROGRAMME 2022/23- May 2023**

APPENDIX 2

	Recommendation	Action	Who	Progress / Completion	RAG Status
11	Role of the DSO	The responsibilities of the DSO to be recognised as being an additional task for the employee on top of the requirements of the employee's substantive role	Board/ HoS/ DSO's	<p>All DSO's to discuss the requirements of their role with senior managers so that they can be given the time to undertake the required tasks of the DSO as set out in the Corporate Safeguarding Policy.</p> <p>DSO's in attendance at the Development Group confirmed that they felt supported in their role as DSO's by their managers. This will be reviewed via the self-assessment for 2022/23 for any further matters arising regarding the role of the DSO</p>	GREEN
12	Reporting of Safeguarding Data to CMT	6 monthly Reports regarding key safeguarding data to PDM/CMT	HoS/ Safeguarding Lead	First report presented to PDM in December 2022, next report to be incorporated to the Annual Report, to be presented to CMT on 25 th	GREEN- On going

**CAERPHILLY COUNTY BOROUGH COUNCIL
CORPORATE SAFEGUARDING BOARD
FORWARD WORK PROGRAMME 2022/23- May 2023**

APPENDIX 2

	Recommendation	Action	Who	Progress / Completion	RAG Status
				May and PDM on 21 st June 2023	

Corporate Safeguarding Board – Key Activity Data 2022/23:

1	Total number of contacts received by the Information, Advice and Assistance (IAA) Team:	17466
2	Of which:	
2a	The number for Adult Services:	6352
2b	The number for Children's Services:	9565
2c	The number for Families First / SPACE Wellbeing:	SPACE = 1369 of which: FF/SFC = 649 Young Carers = 120
	Adult Services	
3	Referral Source: Adults:	
	AS Referrals	
	Referral Source	Total
	SC - 3rd Sector organisation	480
	SC - Advocate	6
	SC - Ambulance Service	146
	SC - Care Regulator	5
	SC - Early Intervention / Prevention Service (Step-up)	2
	SC - Education	11
	SC - Friend or neighbour	26
	SC - Health	1117
	SC - Housing	226
	SC - Independent Hospital	48
	SC - Internal (Social Worker, other team)	501
	SC - Local Authority	36
	SC - Other	63
	SC - Police	1823
	SC - Probation	25
	SC - Provider	510
	SC - Relative	605
	SC - Self	722
	Total	6352
3a	Duty to Report: DTRs = 1385 Below are the referral sources for the DTR's only.	1385
	Self	32
	Relative	42
	Friend or neighbour	8
	Early intervention prevention service (Step-up)	0

	Health	211
	Education	1
	Housing	50
	Police	120
	Probation	2
	Third Sector Organisation	104
	Local Authority	16
	Independent Hospital	79
	Ambulance Service	53
	Care Regulator	4
	Provider	442
	Advocate	8
	Other	16
	Internal (Social Worker, Other Team)	197
	Total	1,385
3b	Other referrals: All other AS referrals	4967
4	Number of DTR's progressed to enquiries stage?	958
4a	Of which, the number resulting in actions required?	305
	Children's Services	
5	Percentage of contacts where the decision making is within 24 hours (Children's Services NPI)?	9508 of 9565 in time = 99.4%
6	Referral Source	
	Self	183
	Relative	729
	Friend or neighbour	161
	Early intervention prevention service (Step-up)	23
	Health	886
	Education	1,413
	Housing	85
	Police	4,518
	Probation	289
	Third Sector Organisation	161
	Local Authority	248
	Independent Hospital	27
	Ambulance Service	10
	Care Regulator	0
	Provider	5
	Advocate	2
	Other	510
	Internal (Social Worker, Other Team)	315
	Total	9,565

7	Number of DTR's progressing to Strategy Meeting/Discussion?	1242
8	Number progressing to Section 47 investigation?	1094
9	Number of children progressing to Exploitation Strategy Meetings?	62
10	Number of Section 5 (practitioner concern) Strategy Meetings?	99
10a	Of which the number relating to CCBC employees/ volunteers?	66
11	TABLE of breakdown of professional background As some practitioners, have more than one role - the figure is higher than in Item 10.	
Practitioner Background	Children's Services	Adult Services
Police	4	1
Education (External)	14	0
Education (CCBC)	16	1
Foster Carers (External)	3	0
Foster Carers (CCBC)	8	0
Children Services (CCBC)	3	0
Sports Development / Coach (External)	9	0
Sports Development / Coach (CCBC)	6	0
Health (External)	6	14

Support / Care Work (External)	3	41
Transport (External)	3	0
Church (External)	1	0
Military Support Services (External)	1	0
Grounds Management (CCBC)	1	0
Maintenance (External)	0	1
Tourism (CCBC)	1	0
Cleaning Services (CCBC)	1	0
Finance (External)	1	0
Sign Language	0	1
TOTAL	79	59
12	Number of children on the Child Protection Register?	198 (as at 31.3.23)
13	Percentage of Initial Child Protection Conferences held in timescale?	276 of 279 held in time = 98.9%
14	Percentage of Review Child Protection Conferences held in timescale?	473 of 479 held in time = 98.7%
	Education	
15	Number of school audits undertaken in the academic year?	42
16	Number of school audits undertaken where action was required as a result of the audit?	2
	Human Resources	
17	The percentage of new employees 'safely recruited'	100%. All new starters have been subject to safer recruitment procedures with all relevant checks undertaken.

APPENDIX 3

	The number of employees who have been subject to RA1, RA2 and RA3	RA1: 6 RA2: 26 RA3: 0
--	---	--

This page is intentionally left blank



CABINET – 12TH JULY 2023

SUBJECT: MOBILISING TEAM CAERPHILLY

REPORT BY: CORPORATE DIRECTOR EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 To seek approval from Cabinet to access additional external capability from time to time to ensure the successful delivery of the Council's Team Caerphilly Transformation Programme.

2. SUMMARY

- 2.1 As part of the 2023/24 Budget Proposals Report approved by Council on 23 February 2023, Members were made aware of the unprecedented financial pressures that the Council is facing over the coming two financial years.
- 2.2 Taking into consideration the high levels of inflation, the current economic outlook, and the range of temporary budget measures proposed for the 2023/24 financial year, the Council will need to identify potential savings of £48.335m for the two-year period 2024/25 to 2025/26.
- 2.3 The use of the term unprecedented is a clear indication of the challenge facing the Council not just in terms of the size of the savings that need to be made, but also the pace with which those savings need to be delivered.
- 2.4 A financial strategy that seeks to continuously salami slice our services and deplete our reserves is clearly not a sustainable approach, especially when the demands upon those services are far higher than ever and as our communities continue to present far greater and increasingly complex needs to us.
- 2.5 The Council has been successful over the past ten years or so at driving out cost savings and has done so to the tune of over £100m. It will not be possible, however, for the Council to deliver savings of half that scale in a fifth of the timeframe while seeking to protect existing core services, without the need to bring in some additional support.

- 2.6 It is worth noting that the Council is structured and resourced to deliver only its core services. Even though successful recruitment practices in the last twelve months have seen a net gain of around 200, does not change this fact.
- 2.7 The size and scale of the transformation challenge we are now facing means that without additional support beyond the agreed establishment, the Council will ultimately need to make some stark choices about what it will deliver and what it will need to switch off.
- 2.8 Being able to call upon additional temporary capacity or specific skills, innovation, capabilities and approaches from time to time, will enable core services to be maintained while also implementing the necessary change to ensure those services remain sustainable over the long term.
- 2.9 This report sets out two immediate asks for additional support but there will be others over time. The first is linked to the Council's Support Services Review and the second is aimed at building and enhancing the capability, skills, innovation and approaches necessary to drive the underpinning Service Reviews.
- 2.10 These two specific pieces of work will be delivered by two separate organisations who will work with the Council for between six and twelve weeks to help us build at pace an explicit programme of change.
- 2.11 The programme will be designed to drive out significant costs over the coming two years and will be shared with Council in the Autumn. The one-off costs associated with the work will be met from the Council's existing Invest to Save Reserve.

3. RECOMMENDATIONS

- 3.1 That Cabinet:
- 1) note the need for additional resources to be engaged in various aspects of the Council's Transformation programme as set out within the body of this report.
 - 2) approve the specific proposals for support set out in 5.28 and 5.29-5.34 at a cost of £221k.
 - 3) agree that the residual balance of £641k within the Council's Invest to Save Reserve be repurposed to provide additional one-off support to the ongoing transformation programme.
 - 4) approve that delegated authority on the use of the Invest to Save Reserve be granted to the Chief Executive in consultation with the Leader, relevant Cabinet Member and Section 151 Officer.
 - 5) agree that the outcome and findings of the external support be shared with a meeting of all Scrutiny Committees in the Autumn

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 Cabinet is being asked to approve the two specific proposals to procure fixed term external support for the Council's transformation programme.

5. THE REPORT

Context

- 5.1 The Council must reduce its operating costs by around £48m over the next two financial years. As part of this work, the Council's Senior Leadership Team have been attempting to refocus the Team Caerphilly Transformation Programme.
- 5.2 The approach, which was set out within the 2023/24 Budget Proposals Report to full Council on 23 February 2023, distils down the Transformation Programme to three distinct elements with a view to maximising impact and prioritising collective efforts. These three elements are set out below:

5.3 **Corporate Reviews**

These are whole authority, wide ranging reviews that are designed to transform the way the Council operates, reduce operating expenditure and ultimately improve the customer experience. They are as follows:

- Agile Review – Increasing workplace flexibility and reducing the cost of our building portfolio
- Support Services Review – Understanding and developing the most effective configuration of Support Services
- Customer Journey Review – Enhancing the physical (face to face) and virtual (online and telephony) customer experience of engaging the Council
- Demand Management Review – How can the Council and its partners seek to mitigate the rising demand on Health and Social Care
- Commercialisation – What can the Council do to drive up levels of income and offset other areas of spend

Underpinning all of these significant reviews will be the principles of centralisation, rationalisation, standardisation and automation.

- 5.4 Each member of Corporate Management Team will be responsible for leading a Corporate Review and, while the reviews are separate, there are significant overlaps and interconnections between them that will require strong Portfolio and Programme Management arrangements to be in place.

5.5 **Service Reviews**

The second of the elements is a set of Service Reviews that will each be led by one or more Heads of Service. Heads of Service have been meeting as a collective over the last three months with a view to identifying and prioritising a set of reviews that they can take forward. Again, these reviews will seek to transform services, reduce costs and improve the customer experience, but will likely be cross service or team rather than whole organisation.

5.6 These reviews are currently being developed by Leadership Team with challenge and support having been provided to date on an ad-hoc basis by an external provider. Leadership Team are looking to identify and develop business cases in support of a number of impactful reviews that will ultimately support a reduction in the Council's operating costs.

5.7 **PlaceShaping Programme**

The third element of the Transformation Programme is the Council's PlaceShaping Programme. PlaceShaping is an integrated capital investment programme, that is using circa £30m of Council funding to lever in significant additional investment with the impact spanning the county borough. This will improve the economic, environmental and social prosperity of our county borough and the communities within it. Some of the current examples include:

- New Secondary, Primary and Welsh Medium schools provision with integrated leisure, library and community use.
- New strategic leisure facility located at Caerphilly
- New build passive social housing, creating new communities.
- Repurposing existing Council assets into community hubs, providing one-stop shop access to the Council and wider public services.
- Integrated public service hub with health and education.
- New Centre for Vulnerable Learners
- New Respite Centre
- A469 Troedrihwfuch strategic highway improvement
- New bus/rail transport interchange.
- New enhanced tourism destination at Cwmcarn forest drive
- Improved trains and more frequent rail travel along the Rhymney Valley line.
- New active travel cycle provision across the county borough.
- New market and wider town centre regeneration.
- Enhancement of recycling centres.

The specialist nature of these capital works often requires the Council to procure external specialist resources to support various aspects of delivery.

5.8 The size and scale of the Transformation Programme set out above gives an insight into the breadth of Programmes and Projects that the Council is currently attempting to progress. These are a combination of internally focused change programmes as well as the external physical transformation of the County Borough.

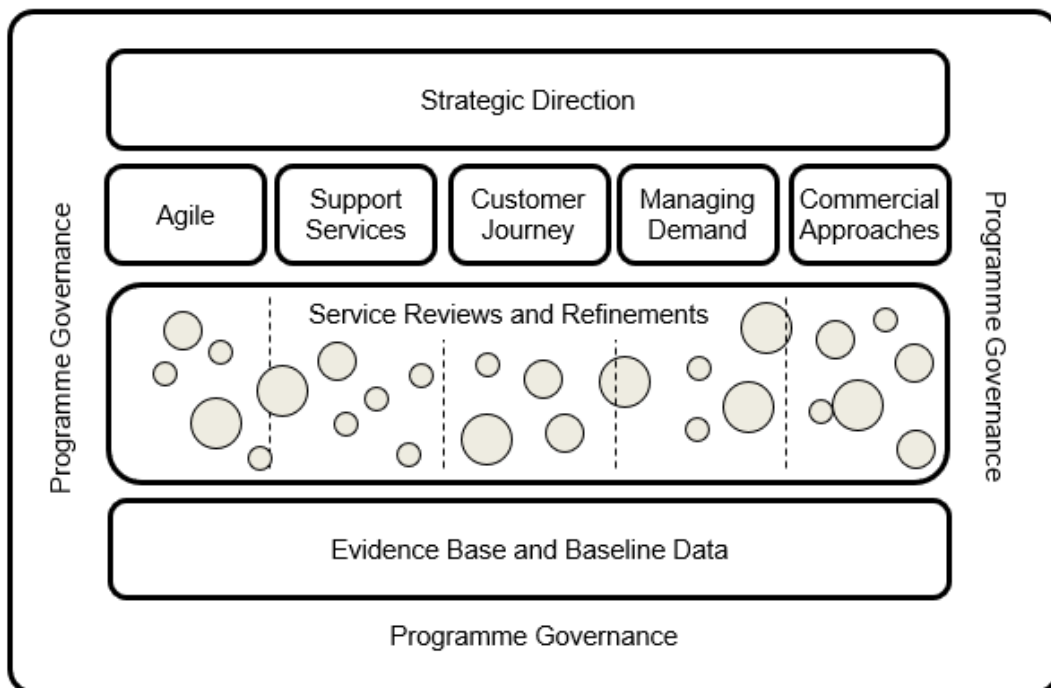
5.9 Beyond the internal and Borough wide transformation referenced above, the Council is also seeking to drive down costs while maintaining services across every aspect of its business. These 'service refinements' are being developed and led by Heads of Service in consultation with relevant Corporate Directors with a view to providing further recurring savings over the coming years.

5.10 Aside from the collective effort being put into the transformation programme, the Council continues to deliver core services to its 180,000 residents. The need for, and expectations of, these services are much higher now than they were pre pandemic. The Council has also had to introduce and resource additional services in that time such as Caerphilly Cares and the Ukrainian and Refugee Resettlement response.

- 5.11 With resources stretched, the Council's ability to save £48m, transform its core services and deliver its transformation programme will clearly need to be bolstered by some additional external resource from time to time.
- 5.12 Sometimes this additional resource will relate to meeting a short-term need for additional capacity and sometimes it will relate to the need to access specific skills and capabilities to complement internal resources that are simply not currently available within the Council.
- 5.13 It is proposed that the Council makes use of its Invest to Save Reserve, which currently has a balance of £862k to support the acquisition of the necessary resources and additional support.
- 5.14 Delegated authority is also being sought that enables decisions to be made on the use of the Reserve by the Chief Executive in consultation with the Leader, relevant Cabinet Member and Section 151 Officer.
- 5.15 All such decisions will be made in accordance with the Council's Standing Orders and Financial Regulations.

The Programme

- 5.16 With so much transformation work being planned and delivered over the next few years, it is important that it is extremely well organised and managed. Conceptually, this is the transformation ecosystem that is being developed:



- 5.17 The five Corporate Reviews set out in the model and previously described, aim to transform and modernise the organisation as a whole. Moving forward the Council will need less buildings; will need to ensure support services are delivered as efficiently and effectively as possible; will provide improved customer experiences; better manage its demand and develop its overall commercial acumen.

- 5.18 The Councils Agile Review is well underway, and the associated policies, practices, buildings and approaches are being redesigned to support these new ways of working. The use of Ty Penallta as a core hub for Council staff and a reduction in external estate has been previously agreed by Cabinet and works have begun.
- 5.19 The Council's approach to commercialisation is also developing with a Transformation Manager (Commercial) now in post and a number of projects and ideas being developed for forthcoming consideration.
- 5.20 The Corporate Reviews that cover Support Services, Managing Demand and the Customer Journey, however, are less well developed and will benefit from some specific external support over the coming months. If this proves possible, the Reviews can be developed at sufficient pace and scale to provide the necessary confidence in their eventual impact.
- 5.21 The Service Reviews and Service Refinements will collectively seek to reduce operating costs over time and should also improve the processes and services that the Council provides to its customers.
- 5.22 At present, there are a multitude of suggested projects and ideas in this space that are being developed in to costed business cases. These business cases will ultimately need to be prioritised, programmed, resourced and supported. Some of this developmental work has already been supported on an ad-hoc basis through additional external capability. This has proven extremely beneficial in terms of defining the art of the possible and providing a high level of challenge in relation to existing practice and approaches.
- 5.23 Driven by the principles of centralisation, rationalisation, standardisation, automation and digital first and managed through a new portfolio and programme management office, this work will ultimately help deliver the necessary transformation at pace and scale and with a high degree of visibility in terms of overall progress.
- 5.24 With Member support for the proposals set out within this report, the Council should, by the Autumn, have a well defined transformation programme that includes a prioritised set of projects underpinned by a range of comprehensive business cases, supported by the necessary evidence to give Council the confidence to support implementation.
- 5.25 In a nutshell, the Council will have an established set of proposals that set out:
- what changes we intend to implement and by when
 - how the customer will be impacted
 - what resources will be required to deliver the change
 - how much the change will cost
 - how much money the change will ultimately save
- 5.26 To get there, however, we will need some additional support and this ask is set out below:
- 5.27 Proposal 1 – Mobilising Team Caerphilly

The Council would like to access three months of dedicated support from an external provider. The organisation the Council would like to engage have been assisting the Leadership Team in this guise over the last couple of months but on an ad-hoc basis.

The company are a Welsh SME with proven capability in digital strategy, innovation, delivery and communications and with over 15 years of hands-on digital transformation experience. The company has extensive public sector experience and with a reputation for delivery, pace, strategic thinking and hands on support and experience.

5.28 The specific support being sought from is designed around the following four pillars:

5.28.1 Programme Mobilisation and Definition

To help Caerphilly:

- Develop a change portfolio
- Create and support the implementation of a change control approach
- Identify potential costs and benefits of each proposed change
- Understand the 'effort' to deliver that change
- Create a high-level understanding of people and service impacts in the context of the political and organisational landscape
- Create a governance approach that supports transparency and manages risk and delivery
- Develop a road map to delivery of £48m including timelines and dependencies

5.28.2 Creating the Environment to Succeed

To help Caerphilly:

- Develop an agreed strategic narrative through a series of workshops with the leadership team and members
- Design a communications campaign to support the programme, including an approach to working in the open and ensuring visibility
- Design an approach to engage on the 'Top 50' ideas developed
- Create an approach to engaging members and staff with the change

5.28.3 Team Leadership, Coaching and Support

To facilitate team sessions to:

- Establish the current position
- Identify opportunities for change
- Understand skills and capability gaps
- Create an action plan

5.28.4 Portfolio Management and Project Delivery

To help Caerphilly to:

- Develop and embed a Portfolio office management including governance, reporting, risk, assurance and benefits management
- Oversee individual project delivery
- Ensure Skills transfer to CCBC staff for onward management

5.29 Proposal 2 – Baseline Assessment

In order to specifically support the Support Services Corporate Review and to help provide the evidence base for a wide range of other change projects, the Council wishes to undertake a detailed baseline analysis of its resources and the time and effort currently being deployed in support of the Council's different functions.

5.30 This baseline assessment looks at the organisation through a broad range of lenses and will help us address a number of questions:

- Strategy:

Is there alignment between key strategic documents?

Is there a clear direction of travel which is embedded across the organisation?

- Service user interaction and engagement:

Is it easy for people to contact and engage with the council?

Are local communities actively listened to?

- Outcome delivery:

Are service offers tailored to local profiles and needs?

Is there clear measurement of how effective support is?

- Capabilities and enablers:

Are ways of working aligned to our future vision?

Are enabling functions, e.g. HR, Finance, IT, effective?

Is data, insight and technology used to enable the organisation?

- Governance and leadership:

How effective is leadership and governance across the organisation?

Are organisational structures, including spans and layers, effective?

- Financial sustainability:

What is the MTFP and associated targets?

Are income generation and service change options maximised?

5.31 The baseline analysis will be supported by a rapid six week activity analysis that will take place across the Council as a whole. The analysis will identify any areas of possible duplication, over and under resourcing, chances to streamline our approaches, areas where the application of technology could free up capacity as well as providing the opportunity to compare and contrast our current structures and approaches to those of other organisations, sectors and against industry standards.

5.32 Ultimately, the Council will have a detailed assessment of the Full Time Equivalent effort being deployed across all 37 areas of its business. This will provide the evidence base for the ensuing Support Services review that will consider how the organisation can best deploy such services to deliver high quality, professional services at the lowest possible cost.

- 5.33 The Council has identified a provider that can carry out this work. The provider has previous experience of leading this specific analysis across a number of other Local Authorities within Gwent, as well as across Wales and the wider UK.
- 5.34 The work would take six weeks from start to finish and would ensure that any proposals for change developing over the next three months can be based on actual evidence of the current resource expenditure as well as the opportunities to drive savings while sustaining service delivery.
- 5.35 The Council currently has a balance of £862k in its Invest to Save Reserve. It is proposed that this external support be procured using a portion of that reserve with the aim being to reduce Council spend in these areas while maintaining services.

5.36 Conclusion

The Council is facing a period of significant change as it bids to modernise its approaches to service delivery and meet the unprecedented financial challenges it needs to overcome in the next two years. The emphasis at this point is on ensuring the Council has sufficient resources at its disposal to meet this change at the necessary pace and scale.

- 5.37 This can be done, either by accepting that from time to time additional resources will need to be engaged to assist our efforts or, by collectively agreeing which groups of resources can be redeployed, trained and focused on the transformation effort. The latter will of course require significant aspects of core service delivery over extended periods.
- 5.38 The resource available within the Council's Invest to Save Reserve provides an ideal budget from which external support, as and when required, can be funded. With members support to dedicate this reserve to transformation efforts and to recognise the need and benefits of adding external resource and capability to our efforts, the Council will give itself the best chance of meeting the challenges ahead.

6. ASSUMPTIONS

- 6.1 None.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

- 7.1 No Integrated Impact Assessment is required for this report as it simply seeking support from Cabinet to bring in some additional external resources to assist the Council in further developing its already agreed Transformation Programme.

8. FINANCIAL IMPLICATIONS

- 8.1 The proposed cost of funding the three month engagement set out in 5.28 is £126k.
- 8.2 The proposed cost of funding the six week baseline activity analysis set out in 5.29-5.34 is circa £95k
- 8.3 It is proposed that the cost of funding both proposals will be met from the Council's Invest to Save Reserve which currently has a balance of £862k, which would leave a residual balance of £641k

8.4 It is also proposed that delegated authority on the use of the Invest to Save Reserve residual balance of £641k be granted to the Chief Executive in consultation with the Leader, relevant Cabinet Member and Section 151 Officer.

8.5 All spend will be subject to the Councils Standing Orders and Financial Regulations

9. PERSONNEL IMPLICATIONS

9.1 There will be no specific personnel implications related to supporting these proposals but there will be opportunities for skills transfer into the organisation as a result of their delivery.

10. CONSULTATIONS

10.1 The Mobilising Team Caerphilly report was considered by the Policy and Resources Scrutiny Committee on Tuesday 27th June 2023.

10.2 Following agreement from the Chair the UNISON Branch Secretary for Caerphilly addressed Committee Members. Ms. Dallimore outlined how she was speaking on behalf of the UNISON and GMB trade unions and with the support of the UNITE union. The Branch Secretary advised that the trade unions did not support the report as it currently stands. Members heard how it was the view of the trade unions that the objectives behind appointing external specialists were already being sought as part of the established business transformation programme. Project plans, service reviews, business cases and communication plans had already been put forward internally to address commercialisation and innovation issues. The Branch Secretary also expressed concerns over the baseline assessment scheduled to cost £95,000.

10.3 One Member outlined his concern that external specialists could be getting paid for ultimately reaching the same conclusions as Council staff following an internal review on achieving future savings. The Member had concerns over the possibility of outsourcing services to the Private Sector and asked if the approach being put forward had been successful at other Local Authorities. The Corporate Director for Education and Corporate Services advised that the baseline assessment review at a previous Local Authority he had worked for had resulted in recurring savings of £1M a year after just one recommendation from the contractor was acted upon. Members heard how this had been achieved without any loss in service or compulsory redundancies. The Director explained that detailed data was provided by the contractor and that this had allowed an informed decision to be made by managers. A similar exercise had also been conducted by 50-60 Local Authorities across the UK. On the issue of undertaking such work internally it was outlined to Members how an established methodology was not currently in place and that helpful comparative data would not be available. Members heard how in order to identify £50M of savings over a two year period as per the Medium Term Financial Plan, expert external assistance was required. The Member asked if discussions were taking place between Council leadership and Welsh Government over the projected settlement. The Head of Financial Services and S151 Officer provided assurances that lobbying took place through all available channels and also advised that the indications were the situation could worsen in the coming years.

- 10.4 During the ensuing discussion on the use of external professionals a Member expressed the view that using consultants was not the answer to the challenges faced. Another Member enquired if the external specialists would be given a Project Brief and if so whether or not it would be made available to Scrutiny Members. The Corporate Director for Education and Corporate Services advised that proposals were in place but at the moment they could not be shared as approval to engage had not been granted. Members also heard how the essence of the proposals were reflected in the latter stages of the report.
- 10.5 A Member questioned giving delegated authority to the Chief Executive to use the Invest to Save Reserve residual balance of £641K in consultation with the Leader, Cabinet Member and Section 151 Officer. Another Member agreed with this view and also observed that Project Briefs should be made available to Scrutiny Members.
- 10.6 One Member outlined how she supported the report because of the benefits from using consultants in terms of gaining a fresh perspective. The Member also highlighted that their final recommendations did not have to be followed if Council took a different view.
- 10.7 The Chair also raised his concerns about giving delegated authority to the Chief Executive and Cabinet for the use of £641K without further Scrutiny. The Head of Financial Services and S151 Officer gave assurances about the stewardship of public money and advised that consultation would take place with Party Leaders and Trade Unions before any final decision was reached. The recommendation had been written to allow greater flexibility.
- 10.8 A Committee Member requested that the external organisation approached be named by Officers so that the qualities they had brought to other organisations could be reviewed. The Head of Customer and Digital Services advised that appointing an external contractor would be subject to procurement regulations and would follow the associated Standing Orders. At the moment the Council was initially engaging with companies prior to the procurement process. Following further discussion, it was agreed that a list of companies the Council was working with would be shared with Scrutiny Members outside of the meeting. The Chair advised that this information would be private and confidential at this stage of the process.
- 10.9 One Member moved that recommendation 3.1 (5) in the Scrutiny report relating to granting delegated authority on the use of the residual balance from the Invest to Save Reserve be removed from the recommendations and put to Scrutiny at a later date when more information was available to Members. Another Member also highlighted the lack of information currently and questioned the ability to call-in a future decision. The Corporate Director for Education and Corporate Services outlined that the report, with any amendments agreed by the Policy and Resources Scrutiny Committee, would go to Cabinet for approval on the 12th of July. The Head of Democratic Services and Deputy Monitoring Officer advised Members that there were limited grounds for calling-in a decision under the Constitution and that final decisions on policy rested with the Cabinet.
- 10.10 The call for recommendation 3.1 (5) of the Scrutiny report (note, now 3.1.3 of this report) to be removed from the report was seconded by a Committee Member and a verbal vote took place. By way of verbal communication this was unanimously agreed.

10.11 Having noted the content of the report, it was moved and seconded that the recommendations (with the exception of 3.1 (5)) are supported and should be forwarded to Cabinet for approval. By way of Microsoft Forms (and in noting there were 9 for, 4 against and 0 abstentions) this was agreed by the majority present.

11. STATUTORY POWER

11.1 Local Government Act 1998 and 2003

Author: Richard (Ed) Edmunds, Corporate Director Education and Corporate Services. E-mail: edmunre@caerphilly.gov.uk

Consultees: Christina Harray, Chief Executive,
Dave Street, Deputy Chief Executive,
Mark S Williams, Corporate Director Economy and Environment
Lisa Lane, Head of Democratic Services and Deputy Monitoring Officer,
Lynne Donovan, Head of People Services,
Stephen Harris, Head of Financial Services and S151 Officer
Liz Lucas, Head of Customer and Digital Services
Sue Richards, Head of Transformation
Cllr Sean Morgan, Leader of the Council
Cllr Jamie Pritchard, Deputy Leader of the Council and Cabinet Member for Prosperity, Regeneration and Climate Change
Cllr Eluned Stenner, Cabinet Member for Finance and Performance
Cllr Nigel George, Cabinet Member for Corporate Services, Property and Highways
Cllr Carol Andrews, Cabinet Member for Education and Communities
Cllr Shayne Cook, Cabinet Member for Housing
Cllr Chris Morgan, Cabinet Member for Waste, Leisure and Green Spaces
Cllr Phillipa Leonard, Cabinet Member for Planning and Public Protection
Cllr Elaine Forehead, Cabinet Member for Social Care
Cllr Gary Johnson Chair of the Policy and Resources Scrutiny Committee



CABINET- 12TH JULY 2023

SUBJECT: FREE SCHOOL MEAL HOLIDAY PAYMENTS – SUMMER HOLIDAY 2023

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 Welsh Government have recently made a decision to cease Free School Meal holiday payments with immediate effect.
- 1.2 This report seeks Cabinet approval to allocate one-off funding to continue the Free School Meal Holiday payments to eligible families across Caerphilly during the Summer Holiday period 2023.

2. SUMMARY

- 2.1 On Wednesday 28 June 2023 Welsh Government informed the Council that they would no longer be able to support the payment of Free School Meal Holiday payments, with immediate effect.
- 2.2 Due to the late notification, and the impact that this will have, it is proposed that the Council provides a one-off payment of £19.50 per week, per child, to eligible families for the school holiday period commencing Friday 21 July 2023 and ending on Thursday 31 August 2023.
- 2.3 This will require the allocation of one-off funding of £900,000. This funding does not set a precedent but does provide some immediate support for vulnerable families, while also giving families forewarning of no further vouchers being available for any future holiday periods.
- 2.4 There will be no future payments, unless Members are minded to build in an extra £2 million of pressures into future budgets or Welsh Government change their policy on this matter.
- 2.5 The Caerphilly Cares team will also be looking at options for supporting our most vulnerable families through existing staff resources.

3. RECOMMENDATIONS

3.1 Cabinet Members are asked:

- 1) to approve one-off funding in the sum of £900,000 from uncommitted Capital Earmarked Reserves to enable the extension of the free school meal holiday payments for the period outlined in 2.2 above.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To allow the extension of the Free School Meal Holiday Payments Scheme for Summer 2023 for eligible families, in light of the Welsh Government decision to cease this payment.
- 4.2 To mitigate the impact this late decision will have on families who have grown to rely on this funding and were expecting it for the Summer period.

5. THE REPORT

- 5.1 In March 2020, the Council commenced a free school meals home delivery scheme in response to the Covid-19 pandemic. In 2020 Wales became the first UK nation to guarantee free school meals for eligible families during the school holidays. This scheme initially started with a food parcel being delivered to eligible family's homes on a weekly basis. For the next 2 years the Council continued to deliver food parcels which were fully funded by Welsh Government.
- 5.2 Due to resource and supplier challenges to deliver food parcels, in Autumn 2022 a decision was made to change the scheme to the issuing of a Post Office Voucher to the value of £19.50 per week, per child. It was felt that by using the voucher system this would allow eligible families to receive cash payments directly.
- 5.3 The ever-increasing cost of living has become a significant burden on our communities, especially those from low-income backgrounds. Rising prices have placed a severe strain on households.
- 5.4 Vulnerable families have indicated that the funding of £19.50 per child, per week has been invaluable in supporting them to purchase food items during the current cost of living crisis.
- 5.5 On Wednesday 28 June 2023, the Welsh Government announced that there will be no further extension to cover the summer holiday period or beyond.

The Welsh Government stated that *“As you are aware, holiday provision for learners that are eligible for a free school meal was introduced in response to the COVID pandemic as a form of time-limited support to help families. While we have been able to support several temporary continuations of the scheme, we confirmed in March 2023 that the most recent extension would be up to the end of the May half term only. I can now confirm that this remains the case and that there will be no further extension to cover the summer holiday period or beyond.*

Options for funding a further extension of the scheme have been fully explored, but due to budgetary constraints this isn't possible and I am grateful to you and your colleagues for your patience. We appreciate that the provision offered to those eligible throughout holiday periods has proven popular and understand that not extending the offer further will likely lead to additional enquiries from those families affected".

- 5.6 The feedback from families has evidenced that there is a reliance on this payment and an expectation that it would continue during the Summer Holiday 2023.
- 5.7 Due to the late notification from the Welsh Government and the impact on vulnerable families it is recommended that the Council fund the payment for the Summer Holiday period to support the families through this period of transition.
- 5.8 There are currently circa 7588 eligible pupils.
- 5.9 This is one-off funding and does not set a precedent but does provide immediate support while giving families forewarning of no vouchers for any future holiday periods.
- 5.10 There will be no future payments unless Members are minded to build in an extra £2 million of pressures into future budgets or Welsh Government change their policy on this matter.
- 5.11 The Caerphilly Cares team will also be looking at options for supporting our most vulnerable families through existing staff resources.

5.12 **Conclusion**

Members are asked to approve the recommendations in this report.

6. ASSUMPTIONS

- 6.1 There are no assumptions included in this report.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

- 7.1 The decision to terminate the funding has been made by Welsh Government. The recommendation within this report is a measure to support families during an interim period due to the short notice of funding withdrawal provided by Welsh Government.

8. FINANCIAL IMPLICATIONS

- 8.1 The estimated cost for extending the scheme for the Summer Holidays 2023 only is £900,000. This is one-off funding and does not set a precedent.
- 8.2 It is proposed that this sum is funded from uncommitted Capital Earmarked Reserves.

9. PERSONNEL IMPLICATIONS

9.1 There are no personnel implications.

10. CONSULTATIONS

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

11. STATUTORY POWER

11.1 None

Author: Clare Rogers, Business Development Manager
Sue Richards, Head of Transformation and Education Planning and Strategy

Consultees: Christina Harray, Chief Executive
Richard Edmunds, Corporate Director of Education and Corporate Services
Dave Street, Deputy Chief Executive
Mark S Williams, Corporate Director for Economy and Environment
Councillor Carol Andrews, Cabinet Member for Education and Communities
Councillor Sean Morgan, Leader of the Council
Steve Harris, Head of Financial Services and S151 Officer
Jane Southcombe, Financial Services Manager
Lynne Donovan, Head of People Services
Rob Tranter, Head of Legal Service and Monitoring Officer
Sarena Ford, Communications Manager
Marcia Lewis, Principal Officer Catering



CABINET – 12TH JULY 2023

PUBLIC INTEREST TEST – EXEMPTION FROM DISCLOSURE OF DOCUMENTS PARAGRAPH 14 OF SCHEDULE 12A LOCAL GOVERNMENT ACT 1972

SUBJECT: GEORGE STREET, CWMCARN – REAR WALLS SCHEME

REPORT BY: HEAD OF LEGAL SERVICES AND MONITORING OFFICER

I have considered grounds for exemption of information contained in the report referred to above and make the following recommendations to the Proper Officer:-

EXEMPTIONS APPLYING TO THE REPORT:

Paragraph 14 - Information relating to the financial or business affairs of any particular person.

FACTORS IN FAVOUR OF DISCLOSURE

There is public interest in the way that a council intends to spend its budget..

PREJUDICE WHICH WOULD RESULT IF THE INFORMATION WERE DISCLOSED:

The report contains detailed information of the expected costs associated with the delivery of the scheme based on detailed engineering drawings. The contract for the works has yet to be awarded and detailed financial details should not be made public at this stage as this could affect the tendering exercise.

MY VIEW ON THE PUBLIC INTEREST TEST IS AS FOLLOWS:

That paragraph 14 should apply.

On the basis I feel that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Importantly, the contract for the delivery of the scheme has yet to be awarded. Members are asked to consider these factors when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.

RECOMMENDED DECISION ON EXEMPTION FROM DISCLOSURE:

On the basis set out above I feel that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, and that the report should be exempt.

Signed:

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

Dated: 28 June 2023

Post: Head of Legal Services and Monitoring Officer

I accept the recommendation made above.

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

Signed:

Proper Officer

Date: 28th June 2023

This page is intentionally left blank



CABINET – 12TH JULY, 2023

PUBLIC INTEREST TEST – EXEMPTION FROM DISCLOSURE OF DOCUMENTS PARAGRAPH 14 OF SCHEDULE 12A LOCAL GOVERNMENT ACT 1972

**SUBJECT: PROPOSED MINERAL WORKING AND RESTORATION OF BEDWAS
TIP**

REPORT BY: MONITORING OFFICER AND HEAD OF LEGAL SERVICES

I have considered grounds for exemption of information contained in the report referred to above and make the following recommendations to the Proper Officer:-

EXEMPTIONS APPLYING TO THE REPORT:

Information relating to the financial or business affairs of any particular person (including the Authority holding that information) to any terms of the proposed or to be proposed by or to the Authority in the course of negotiations for contracts for the acquisition of or disposal of property or the supply of goods or services (paragraph 14).

FACTORS IN FAVOUR OF DISCLOSURE:

There is a public interest in the way in which the Council enters into contractual arrangements and manages its financial affairs.

PREJUDICE WHICH WOULD RESULT IF THE INFORMATION WERE DISCLOSED:

The report contains detailed information about the current consultations and negotiations regarding proposed mineral working and restoration of Bedwas Tips together with details and information regarding the background to the proposals. It also contains information regarding the business affairs of a third party. Revealing this information, at this stage has the potential to prejudice the successful outcome of the project and the Council's longer term proposals should this particular proposal fail to be concluded.

MY VIEW ON THE PUBLIC INTEREST TEST IS AS FOLLOWS:

That paragraph 14 should apply. I am mindful of the need to ensure the transparency and accountability of public authorities for decisions taken. However, disclosure of the information contained in the report at this stage could potentially prejudice the successful outcome of the project and the Council's longer term proposals should this particular proposal fail to be concluded. It also contains information regarding the business affairs of a third party.

The information is not affected by any other statutory provision which requires the information to be publicly registered.

On that basis, I feel that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider these factors when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.

RECOMMENDED DECISION ON EXEMPTION FROM DISCLOSURE:

On the basis set out above, I feel that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, and that the report should be exempt.

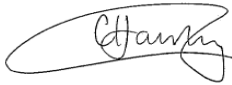


Signed:

Date: 6 July 2023

Post: Monitoring Officer and Head of Legal Services

I accept the recommendation made above.



Signed:

Proper Officer

6th July 2023

Date: _____

Agenda Item 13

By virtue of paragraph(s) 14 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Agenda Item 14

By virtue of paragraph(s) 14 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 14 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank