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**Date: 30th May 2024**

To Whom It May Concern,

A multi-locational meeting of the **Cabinet** will be held in Penallta House, and via Microsoft Teams on **Wednesday, 5th June, 2024 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](http://www.caerphilly.gov.uk)

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chrissy', enclosed within a large, loopy, hand-drawn 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 3rd April 2024. 1 - 8

4 Cabinet held on 1st May 2024. 9 - 14

To note the Cabinet Forward Work Programme.

5 Cabinet Forward Work Programme. 15 - 18

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

6 Welsh Language Standards Annual Report 2023-24. 19 - 52

7 Federation of Schools. 53 - 60

8 Summary of Estyn Inspection Outcomes Under The New Common Inspection Framework (CIF) - January 2022 To March 2024. 61 - 72

9 Final Report of The Task And Finish Group Reviewing The Residents' Parking Policy. 73 - 114

10 Council Community Infrastructure Levy Allocation. 115 - 120

**Circulation:**

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

And Appropriate Officers

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# Agenda Item 3



## CABINET

### MINUTES OF THE MULTI-LOCATIONAL MEETING HELD AT PENALLTA HOUSE AND VIA MICROSOFT TEAMS ON WEDNESDAY 3<sup>RD</sup> APRIL 2024 AT 1PM

PRESENT:

Councillors:

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

Together with:

D. Street (Deputy Chief Executive), R. Edmunds (Corporate Director of Education and Corporate Services) and M.S. Williams (Corporate Director of Economy and Environment)

Also in Attendance:

R. Tranter (Head of Legal Services and Monitoring Officer), K. Cole (Chief Education Officer), A. West (Place Shaping and Sustainable Communities for Learning Service Manger), S. Richards (Head of Education Planning and Strategy and Transformation Manager), A. Dallimore (Regeneration Services Manager), H. Munro (Caerphilly Place-Making Programme Manager), F. Wilkins (Housing Services Manager), C. Davies (Private Sector Housing Manager), I. Raymond (Principal Project Officer), M. Lloyd (Head of Infrastructure), L. Lane (Head of Democratic Services and Deputy Monitoring Officer)

## RECORDING AND VOTING ARRANGEMENTS

The Deputy 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

Apologies for absence were received from Councillor S. Morgan (Leader of the Council) and C. Harrhy (Chief Executive) and G. Jenkins (Interim Director for Social Services).

### 2. DECLARATIONS OF INTEREST

The Corporate Director for Corporate Services and Education, R. Edmunds declared a personal interest in Agenda Item 11 - UK Government Shared Prosperity Fund - Virements and Project Approvals in that he is a Governor at Coleg Y Cymoedd.

**3. MINUTES – WEDNESDAY 21<sup>st</sup> FEBRUARY 2024**

RESOLVED that the minutes of the meeting held on the 21<sup>st</sup> February 2024 be approved as a correct record.

**4. MINUTES – WEDNESDAY 27<sup>th</sup> FEBRUARY 2024**

RESOLVED that the minutes of the meeting held on the 27<sup>th</sup> February 2024 be approved as a correct record.

**5. CABINET FORWARD WORK PROGRAMME – TO NOTE**

Cabinet was provided with the Cabinet Forward Work Programme, which detailed the scheduled reports until 26<sup>th</sup> June 2024.

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.

**6. HOUSING REVENUE ACCOUNT BUSINESS PLAN 2024/25**

Consideration was given to the report which sought to Cabinet to consider and take views on the Housing Revenue Account (HRA) Business Plan 2024/25.

Cabinet noted that the HRA Business Plan is an annual requirement from Welsh Government (WG) as part of the annual submission of the Major Repairs Allowance (MRA) grant application.

Cabinet further noted that the report was considered by the Housing and Regeneration Scrutiny Committee on the 26<sup>th</sup> March 2024 and noted the verbal update of The Scrutiny Committee Members from the Officer.

Following comments made regarding inflation figures within the report the Housing Services Manger advised Cabinet that it is difficult to give an accurate representation because there is so much variation regarding different aspects. Cabinet was further advised that this is an active, live document so can be changed to reflect inflation rates periodically.

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 within the Officers report consideration was given to the 2024/25 HRA Business Plan and its submission to Welsh Government be approved.

**7. PRIVATE SECTOR HOUSING RENEWAL AND ADAPTATION POLICY**

Consideration was given to the report which sought Cabinet views and agreement regarding the Private Sector Housing Renewal and Adaptation Policy 2024 and to realign the existing Private Sector Housing capital budgets accordingly to support delivery of the Policy from 2024/25.

It was noted that the Housing and Environment Scrutiny Committee considered this report on the 26<sup>th</sup> of March 2024 and noted the verbal update on the comments from The Scrutiny Committee Members from the Officer.

Reference was made to paragraph 3.4 of the Officers report and clarification was sought to why the formal request of the Welsh Government Minister was not adopted and how would this effect the residents and further clarification was sought on how the in-house Agency service will target the most vulnerable households. The Housing Services Manger advised Cabinet that the reason for not adopting the request by WG was that moving away from means testing would have a significant negative impact on the Organisation from a capital and revenue resource perspective and it would also significantly impact on Social Service's capacity. If the means testing were to be removed it would cause a significant influx in applications and ultimately it would significantly negatively affect the most vulnerable applicants, who are least able to pay.

The Private Sector Housing Manager advised Cabinet the Agency Service would be a one stop shop for anyone who requires assistance, it would provide technical expertise, professional and admin support. This would ensure all the forms are filled out correctly and the individual will be provided with dedicated Liaison and technical officers to ensure all works required are carried out properly at their property.

Responding to a query raised the Officer advised Cabinet that all LA's offer grant aid in relation to adaptations and Caerphilly intend to continue with that in relation to home improvements and maintenance issues. Other LA's have already removed Grant Aid and are relying on loans, apart from grants that externally funded.

Cabinet requested further information on how the Council will meet the new priority in the policy to improve the energy efficiency of homes. The Officer advised there are several ways that this can be achieved. For example, the Council have Statutory Enforcement powers to ensure private landlords meet the legislation. The Council also maximises external funding, including to support grant assistance and can refer people to the WG 'Nest Scheme'. There are also staff available to give energy efficiency advice.

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

RESOLVED that for reasons contained in the Officers report:

1. The comments of the Housing and Environment Scrutiny Committee of the 26<sup>th</sup> of March 2024 be noted.
2. The change in approach to delivering financial assistance from a mainly grant-based policy to a more sustainable repayable loan-based policy in relation to property maintenance and regeneration be noted.
3. The Private Sector Housing Renewal and Adaptation Policy 2024 be approved.
4. Continuing to deliver medium adaptations via means tested mandatory DFGs in line with statute, noting that this recommendation does not comply with the formal request of the Welsh Government Minister for Housing and Local Government, Julie James of the 10.03.2021 with regards to medium adaptations be approved.
5. The proposed policy be introduced with immediate effect, that discontinued products cease to be offered from 31 March 2024 with new financial products introduced from 1 June 2024 to allow for implementation planning and training

be approved.

6. Applicants with active enquiries for discontinued products be given a time limited opportunity to progress applications to formal approval be approved.
7. The introduction of targeting of the In-House Agency Service to vulnerable households and amendments to Agency fees be approved.
8. Realignment of the Private Sector Housing annual capital budget of £2,167,000 and associated slippage monies £6,916,280 (as at period 9 monitoring report 2023/24) to deliver the proposed Policy in agreement with the Section 151 Officer and Cabinet Member for Housing. The slippage money and agency income to be ringfenced for a period of 5 years to allow the effective implementation of the proposed Policy be approved.
9. Assignment of £322,019 of the Private Sector Housing slippage monies referenced in 3.8 to support the delivery of the Bryn Carno Targeted Regeneration scheme be approved.

#### **8. SUSTAINABLE COMMUNITIES FOR LEARNING BAND B PROGRAMME - STATUTORY OBJECTION REPORT: YSGOL Y LAWNT AND UPPER RHYMNEY PRIMARY SCHOOL.**

Consideration was given to the report which updated Cabinet in relation to the Sustainable Communities for Learning programme in respect of the proposal to relocate Ysgol Y Lawnt and Upper Rhymney Primary School, through the creation of sustainable school buildings with shared facilities.

Cabinet noted that following Cabinet approval a Statutory Notice for the proposal relating to Ysgol Y Lawnt and Upper Rhymney Primary School was published, and the formal objection period ran between 8<sup>th</sup> January 2024 and the 5<sup>th</sup> February 2024.

In response to a query raise, the Place Shaping and Sustainable Communities for Learning Service Manger advised Cabinet that there are a prescribed list of consultees within the Welsh Government School Organisational Code, who were made aware of the Statutory Notice. The Notice was displayed within the school, on the school gate and within the public foyer. The school also alerted parents and pupils through its own internal mechanisms as the pupils voice is very important. The Authority also displayed the Statutory Notice on their Social Media pages and the Councils Website.

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

RESOLVED that for reasons contained within the Officers report:

1. Consideration was given to the information contained in the Objection Report
2. Proceed to Planning Application stage and subsequent Welsh Government business case approvals be approved.

#### **9. SCHOOL ORGANISATION CODE 2018 - STATUTORY OBJECTION REPORT: PROPOSAL FOR THE CLOSURE OF CWM GLAS INFANTS SCHOOL.**

Consideration was given to the report which updated Cabinet in relation to the proposal in respect of the closure of Cwm Glas Infants School, effective from 20<sup>th</sup> July 2024. Cabinet was

asked to consider the information contained in the update report and Cabinet approval was sought to proceed to full implementation.

Following consideration, 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 within the Officers report:

1. Consideration was given to information contained in the update report.
2. Proceed to full implementation be approved.

#### **10. POST 16, SINGLE SEX AND SURPLUS PLACES BOARD - FURTHER RECOMMENDATIONS TO CABINET.**

Consideration was given to the report which sought Cabinet approval on two linked proposals that have been made by the Post 16, Single Sex and Surplus Places Board.

Cabinet agreement was sought to undertake a formal consultation on moving from Single Sex provision to co-education in the Upper Rhymney Valley and locating Lewis catchment pupils at the Lewis School Pengam site. Cabinet also received information on a proposal to address some long-standing issues of Surplus Places across Secondary School provision in the Upper Rhymney Valley area.

It was noted that the report had been considered by the Education and Social Services Scrutiny Committee on 20<sup>th</sup> March 2024 and their comments were noted.

Cabinet sought further information on whether the views of the pupils and teachers would be considered and what are the views of the head teachers at the schools that will be affected. The Place Shaping and Sustainable Communities for Learning Service Manager and The Chief Education Officer assured Cabinet that the pupils voice is very important, and the consultation will take into account both primary and all secondary school pupils views. It is proposed that pupils in years 5 and 6 within the primary schools that are affected will take part in the consultation. The feedback from the head teachers at both secondary schools and feeder schools are all unanimously in support of the principles within the consultation and considered that the change is overdue. The Chief Education wished to place on record her appreciation for the staff that have been able to have these discussions putting aside their personal agendas and personal interests. They all really believe that this is in the best interests of the pupils and their future education and wellbeing.

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

RESOLVED that for reasons contained within the Officer report:

1. The unanimous support from the Post 16, Single Sex and Surplus Places Board (the Board) on the proposals set out in within 5.7(1), 5.7(2) and 5.18(1) of this report be noted.
2. Proceed to consultation as outlined in the report be approved.

## **11. UK GOVERNMENT SHARED PROSPERITY FUND - VIREMENTS AND PROJECT APPROVALS.**

Consideration was given to the report which provided Cabinet with an update on the delivery of the UK Shared Prosperity FUND (SPF)

The report also provided feedback to Cabinet on the effectiveness of the SPF Programme Board in providing executive leadership to the delivery of the Local Investment Plan under the UK Government's Shared Prosperity Fund as part of the UK wide Levelling Up programme.

Cabinet approval was sought for 2 proposed funding virements in respect of the following interventions due to their significant value:

- W03 Cleaner and Greener - £995,000
- W24 Retrofit Hub, Coleg Y Cymoedd - £1,000,000

Cabinet sought clarification on what projects would be supported under the cleaner and greener category. The Corporate Director for Economy and Environment advised that this would cover projects that the Council would not normally carryout as part of its maintenance regime, as the SPF requires additionality. Examples of such additionality would be enhancing the 6 main gateways into the Borough that do not regularly get cut right back, roundabout enhancements and enhancements to Town Centres.

With regard to the proposals for the retrofit hub, Cabinet welcomed this exciting project and sought clarification on how long it would take to set up and how many other retrofit hubs are across the Country. The Officer advised Cabinet that there was only one other retro hub that he was aware of and that was in Ireland. The Officer also clarified that it is the intention that the hub will be set up within in the next 12 – 18 months. However, the funding from the SPF would have to be spent by the end of March 2025.

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 within the Officer report:

1. The progress made on the delivery of SPF be noted.
2. The 2 proposed funding virements in respect of the following interventions:
  - W03 Cleaner and Greener - £995,000
  - W24 Retrofit Hub, Coleg Y Cymoedd - £1,000,000 be approved.
3. Officers to develop a funding agreement with Coleg Y Cymoedd to support the transfer of grant funds as determined in recommendation 2 be Authorised.

## **12. CAERPHILLY FFOS CAERFFILI -WEFO FUNDING UPDATE**

Consideration was given to the report which updated Cabinet on the submission to Welsh European Funding Office (WEFO) for funding towards the implementation of the Ffos Caerffili containerised market scheme and to recommend that the Council core reserves freed up by this process are reinvested into the Caerphilly Town 2035 programme.

Following a query raised on how the project would create employment, The Caerphilly Place-Making Programme Manager advised Cabinet that in terms of the market expressions of



interests from local independent companies to take the spaces had been sought and the hope is to generate around 50 employment opportunities at the site.

It was noted that there have been positive messages from companies who are looking forward to opening a business in Caerphilly Town Centre.

Cabinet placed on record their thanks to the Officers involved in the success of this exciting project and thanks for securing the additional external (WEFO) funding.

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 within the Officer report:

1. The WEFO submission has been successful be acknowledged.
2. Up to £2m will be drawn down from WEFO for the project, releasing initial core contributions from both CCBC and WG Regeneration be acknowledged.
3. The use of the released CCBC element, which could stand at £1.1m, to be reinvested into the Caerphilly Town 2035 programme be approved.

### **13. RESOURCING MOBILISING TEAM CAERPHILLY – DELIVERY**

Consideration was given to the report which sought Cabinet approval to transfer £897k of uncommitted capital earmarked reserves into the Invest to Save Reserve in order to provide ongoing one-off external support to the Council's Mobilising Team Caerphilly Transformation Programme.

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

RESOLVED that for reasons contained within the Officer report:

1. Transfer £897k of uncommitted capital earmarked reserves into the Invest to Save Reserve to support the Council's Mobilising Team Caerphilly transformation programme be agreed.
2. Delegated authority on the use of the Invest to Save Reserve continues to be granted to the Chief Executive in consultation with the Leader, relevant Cabinet Member and Section 151 Officer be approved.

### **14. REFURBISHMENT OF TWIN PACK ORGANICS COLLECTION VEHICLES**

Consideration was given to the report which sought Cabinet consideration of a proposal to provide funding for the refurbishment of 9no Twin Pack Organics Collection Vehicles to bring them to a standard that will see them operational through to 2027 and align with the potential implementation of the draft Waste Strategy that is currently undergoing public consultation.

Clarification was sought as to whether the Council was looking to reconfigure the back of the lorries given the increase in food waste being collected and whether the refurbishment will see us through the interim period up to mid-2027. The Head of Infrastructure advised there were no plans to change the specification of the vehicles, but that his staff are reviewing the rounds and are considering a zonal approach where specific waste stream vehicles would all operate

in a single area of the County Borough on a given day which would improve efficiency and reduce wasteful travel time. .

Further clarification was sought, as to whether the vehicles would be in a suitable condition to sell on when no longer required and how long the refurbishment process would take. The Officer confirmed that they would be, however they do significantly depreciate overtime and would be unlikely to be worth much after 10-11 years of operation. The Officer further clarified that the process would take around 2 weeks per vehicle so around 4-5 months altogether.

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 within the Officer report:

1. The request for funding of £148,253.84 for refurbishment of the existing twin pack collection fleet for the reasons outlined in the report be approved.
2. The cost of £148,253.84 should be funded from unallocated capital earmarked reserves be agreed.

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 5<sup>th</sup> June 2024.

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Chair

# Agenda Item 4



## CABINET

### MINUTES OF THE MULTI-LOCATIONAL MEETING HELD AT PENALLTA HOUSE AND VIA MICROSOFT TEAMS ON WEDNESDAY 1<sup>ST</sup> MAY 2024 AT 1PM

PRESENT:

Chair:

Councillor S. Morgan – Chair

Councillors:

J. Pritchard (Cabinet Member for Prosperity, Regeneration and Climate Change), P. Leonard (Cabinet Member for Planning and Public Protection), C. Morgan (Cabinet Member for Waste, Leisure and Green Spaces), E. Stenner (Cabinet Member for Finance and Performance), S. Cook (Cabinet Member for Housing), C. Andrews (Cabinet Member for Education) and E. Forehead (Cabinet Member for Social Care).

Together with:

R. Edmunds (Corporate Director of Education and Corporate Services) and M.S. Williams (Corporate Director of Economy and Environment)

Also in Attendance:

R. Tranter (Head of Legal Services and Monitoring Officer), L. Lane (Head of Democratic Services and Deputy Monitoring Officer), L. Kabza (Youth Participation and Curriculum Projects Coordinator), P. O'Neil (Senior Youth Service Manager), S. Harris (Head of Finance and Section 151 Officer), L. Donovan (Head of Peoples Services) and E. Townsend (Health and Safety Manager)

Also in Attendance:

I. Beecham (Youth Forum Cabinet Member for Safer Caerphilly)

## 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

Apologies for absence were received from Councillor N. George, C. Harry (Chief Executive) and D. Street (Deputy Chief Executive).

## **2. DECLARATIONS OF INTEREST**

None received.

## **3. MINUTES – WEDNESDAY 6<sup>TH</sup> MARCH 2024.**

RESOLVED that the minutes of the meeting held on the 6<sup>th</sup> March 2024 be approved as a correct record.

## **4. MINUTES – WEDNESDAY 20<sup>TH</sup> MARCH 2024**

RESOLVED that subject to the inclusion of Councillor C. Andrews to the list of those in attendance, the minutes of Special Cabinet held on the 20<sup>th</sup> March 2024 be approved as a correct record

## **5. CABINET FORWARD WORK PROGRAMME – TO NOTE**

Cabinet was provided with the Cabinet Forward Work Programme, which detailed the scheduled reports until 24<sup>th</sup> July 2024.

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.

## **6. YOUTH FORUM PRIORITIES**

Cabinet welcomed Members of the Youth Forum.

Consideration was given the report which informed Members of the issues raised by Young People via the Youth Services Youth Forum and sought the view of Cabinet on how to address the issues outlined within the report.

It was noted that the report had been considered by the Education and Social Services Scrutiny Committee on 20<sup>th</sup> March 2024 and at that meeting the Scrutiny Committee requested that an All-Member Seminar on Vaping be organised, the Cabinet Member was pleased to confirm that this had been arranged for the 13<sup>th</sup> June 2024.

Youth Forum Cabinet Member for Safer Caerphilly, Ioan Beecham, outlined the process undertaken each year to identify its priority issues. It was noted that young people identified and voted on their priority issues under the 5 key banners, Learning Caerphilly, Prosperous Caerphilly, Safer Caerphilly, Healthier Caerphilly and Greener Caerphilly. Issues identified in these areas included raising awareness around the dangers of drugs and vaping, the cost-of-living crisis, personal safety on public transport and walking home at night, educating young people about positive body image and the reality vs social media influence, and littering particularly the need for more visible bins in our communities and encouraging people to be more environmentally aware. Cabinet noted that with 28% of the vote Learning Caerphilly was the overall priority issues for young people.

Cabinet noted that the Youth Forum had undertaken a consultation in relation to its priority issues and what they could realistically do to address the priority issue, raise awareness and work together with decision makers to give due regard to the issue and achieve a positive

outcome.

Cabinet thanked Mr Beecham for his very informative presentation and discussion ensued.

A Member queried how the Council would be supporting the Youth Forum in achieving the priorities they have raised. Members were advised that the local authority Youth Service support the work of the Youth Forum and planned to work in partnership with Trading Standards, the Police, Public Health Wales, and Healthy Schools, to raise awareness of the issues raised.

A Member queried if there had been any change in legislation in relation to the style of company advertising of vapes that seemed to be very much targeted at young people and what the Council could do assist. Cabinet noted that a working group had been established to investigate this issue.

The Officer advised Cabinet that following a suggestion made by a Member of the Education and Social Services Scrutiny Committee on whether the Youth Forum could refer the matter of vaping to their local MP or Senedd Member, this had been investigated and for the matter to be debated the Youth Forum would need to get 10,000 signatures. Cabinet suggested a regional approach with other Youth Forums and getting local ward Members on board and contacting sports clubs to achieve this. The Officer agreed that a regional approach would be possible and would take this forward to the next regional meeting.

Cabinet sought clarification as to whether the new provision at Virginia Park provide an opportunity for a greater youth voice. Officers confirmed that all the priority issue had been absorbed into the Youth Services curriculum, with a focus on vaping as the foremost priority issue. It was noted that Virginia Park was in the first phase of its operation with the number of young people being supported was in the hundred, however this would double within the year and within 3 years there would be about 3000 young people being supported. Curriculum resources had been developed on this priority issue and were circulated for Cabinet's information.

Cabinet thanked the Vice Chair of the Youth Forum Cabinet Member for Safer Caerphilly.

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

RESOLVED that the Education and Social Services Scrutiny Committee:

1. The presentation of Youth Forum Issues, by young people be supported.
2. How to support the Youth Forum in addressing their Priority Issue be considered.
3. Due regard was given to the issues raised within the report by Young People when making decisions which impact upon their lives.

**7. SIX MONTH UPDATE ON THE CORPORATE COMPLAINTS RECEIVED FOR THE PERIOD 1<sup>ST</sup> APRIL 2023 TO 30<sup>TH</sup> SEPTEMBER 2023.**

Consideration was given to the report that provided Cabinet with an overview of the complaints dealt with under the Corporate Complaints policy for the six-month period 1<sup>st</sup> April to 30<sup>th</sup> September 2023 together with the outcomes and lessons learned.

It was noted that this report was presented to the Governance and Audit Committee on 16<sup>th</sup> April 2024.

Cabinet requested further information on whether any of the complaints detailed within the report had been upheld by the Ombudsman. The Officer advised out of the 14 complaints that had been referred to the Ombudsman none had been investigated. However there had been 2 early resolutions.

Cabinet asked the Officer to explain an early resolution. The Officer explained that these were commonly referred to as “quick fixes” which are voluntary settlements agreed with the Ombudsman for example to provide an apology and take certain actions to resolve the complaint and avoiding the need for a formal investigation.

Cabinet noted that the overall average when dealing with a complaint was 85.54% and sought clarification on the barriers in reaching 100%. The Officer clarified that these would be things like staff absence and awaiting further information, or could simply be that a matter takes longer to be investigated than originally envisaged. The Officer assured Cabinet that officers are considering ways in which to enhance and improve target response times, such as providing verbal responses followed by written confirmation, which complies with timescales and gives the complainant more timely outcome to the complaint raised...

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

RESOLVED that for reasons contained in the Officers report Cabinet reviewed and assessed the effectiveness of complaints handling for the six-month period 1<sup>st</sup> April to 30<sup>th</sup> September 2023 and noted the complaints data contained within the report.

## **8. RE-PURPOSING OF SOCIAL SERVICES EARMARKED RESERVES**

Consideration was given to the report which asked Cabinet to consider an alternative use of Social Services earmarked reserves in order to extend a number of fixed term arrangements put in place to alleviate capacity issues across the directorate.

The report identified around £793k of Social Services Reserve balances that were earmarked for specific purposes in earlier years which, as a result of recent events, are no longer required for their original purpose. It was consequently proposed to re-invest those earmarked balances to continue to provide a range of temporary arrangements that are currently in place to address workforce pressures across the directorate.

This re-purposing of earmarked reserves would allow these temporary arrangements to remain in place throughout 2024/25 and in some cases, into 2025/26. This would allow some time for the longer-term future of these temporary arrangements to be considered in the context of other financial pressures faced by the directorate in 2025/26 and subsequent years.

Cabinet sought confirmation that the Head of Finance was content with the movement of the reserves within Social Services. The Officer confirmed that he had been fully consulted on the report and was supportive of the proposals.

Cabinet referred to the report and sought clarification on how the additional posts within MyST would be funded from the Children’s Services revenue. The Interim Director for Social Services clarified that the MyST project was set up on an invest to save basis. The team pays for itself then makes savings on placements by returning children into County from out of County placements, or by stepping children down from residential care to foster care or by going home. Last year the team made savings of around £1.m after funding itself.

Cabinet acknowledged the fantastic work by the MyST project and noted there was not just a monetary value but more importantly an outcome for children value.

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

RESOLVED that for reasons contained within the Officers report the proposed re-purposing of Social Services reserves set out in the report and summarised in appendix 1 be approved.

## **9. HEALTH AND SAFETY POLICIES**

Consideration was given to the report which sought Cabinet agreement in relation to three updated Health and Safety policies.

It was noted that the Council has in place a number of policies setting out its approach to managing key health and safety risks. The Corporate Health and Safety Policy, Display Screen Equipment Policy and Corporate Asbestos Management Plan have all been reviewed as part of a programme of Health and Safety policy reviews. These policies have been considered by Corporate Health and Safety Group and all feedback has been included in the policies included within the report.

The Head of Peoples Services addressed concerns raised by Cabinet regarding the Display Screen policy and advised that it is the responsibility of each employee to ensure they carry out their individual risk assessments at home and confirmed that there is a video available on the Councils Intranet pages explaining how to make the assessments. With regards to how long an employee is looking at a screen this is also the responsibility of each employee, and appropriate breaks should be made throughout the day.

Following consideration, 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 within the Officers report:

1. The Corporate Health and Safety Policy attached at Appendix 1, the Display Screen Equipment policy attached at Appendix 2 and the Corporate Asbestos Management Plan attached at Appendix 3 be approved.
2. The approval of revised Health and Safety and HR policies and procedures be delegated to the Cabinet Member for Corporate Services, Property and Highways, the Corporate Director Education and Corporate Services and the Head of People Services. The consultation process will not change, and new policies and procedures will continue to be presented to Cabinet for approval be agreed.

The meeting closed at 13:45 p.m.

Approved and signed as a correct record subject to any corrections made at the meeting held on 5<sup>th</sup> June 2024.

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Chair

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**Cabinet Forward Work Programme – 29th May 2024**

<b>Meeting date:</b>	<b>Report title:</b>	<b>Key issue:</b>	<b>Report author</b>	<b>Cabinet Member:</b>
05/06/24 13:00 p.m.	Welsh Language Standards Annual Report 2023/24	To inform Cabinet and seek their endorsement of the progress made during the financial year 2023-2024 against four specific areas of Welsh language work, as required under the regulatory framework for implementing the Welsh Language Standards	Anwen Cullinane /Kath Peters	Cllr Eluned Stenner
05/06/24	The federation of the Cwmaber Infants School and Cwmaber Junior School	To seek Cabinet approval to move to formal consultation, in partnership with each Governing Body, for the federation of Cwmaber Infants School and Cwmaber Junior School	Sue Richards/Andrea West	Cllr Carol Andrews
05/06/24	School Inspection Update - Estyn	To update members on recent Estyn school inspections and to offer an analysis of themes for comment and observations.	Keri Cole	Cllr Carol Andrews
05/06/24	Residential Parking Permit Inquiry – Final Report	To advise on the final recommendations of the Scrutiny Task and Finish inquiry into the potential implications of changes to the current Residents' Parking Policy	Mark Jacques	Cllr Nigel George
05/06/24	Community Infrastructure Levy (CIL) Allocation	To seek approval from Cabinet for the allocation of up to £145,000 from the accumulated CIL fund.	Richard (Ed) Edmunds	Cllr Philippa Leonard

**Cabinet Forward Work Programme – 29th May 2024**

<b>Meeting date:</b>	<b>Report title:</b>	<b>Key issue:</b>	<b>Report author</b>	<b>Cabinet Member:</b>
26/06/24 13:00 p.m.	Local Housing Market Assessment and the Welsh Government Prospectus	To discuss and approve the LHMA and the Prospectus. Welsh Government requires all Local Authorities to undertake a Local Housing Market Assessment and a Prospectus. The documents set out the requirement for housing within the county borough and is utilised to inform the LDP, the allocation of Social Housing Grant and the Council's own Caerphilly Homes development programme.	Nick Taylor-Williams/Jane Roberts-Waite/ Mark Jennings	Cllr Shayne Cook
24/07/24 13:00 p.m.	Proposed Waste Strategy and Consultation Feedback.	Consideration of public consultation feedback in regard Draft Waste Strategy and finalisation of new Waste Strategy to allow development of Full Business case for submission to Welsh Government.	Marcus Lloyd/Hayley Jones/ Hayley Lancaster	Cllr Chris Morgan
24/07/24	Leasing Scheme Wales	To seek Cabinet agreement to adopt the Welsh Government leasing scheme Wales to increase access to the private rented sector	Nick Taylor -Williams	Cllr Shayne Cook
24/07/24	Social Services - Annual Corporate Safeguarding Report	To present the 2023-24 Annual Corporate Safeguarding Report, Forward Work Programme and Safeguarding Key Activity Data for information to ensure Cabinet is fully aware of the Council's arrangements for corporate safeguarding and is satisfied that these arrangements are effective.	Gareth Jenkins	Cllr Elaine Forehead

**Cabinet Forward Work Programme – 29th May 2024**

<b>Meeting date:</b>	<b>Report title:</b>	<b>Key issue:</b>	<b>Report author</b>	<b>Cabinet Member:</b>
24/07/24	Amalgamation of Hendre Infants and Junior Schools	To seek approval to proceed to Consultation	Sue Richards, Andrea West	Cllr Carol Andrews
24/07/24	Proposal for the closure of Rhydri Primary School	For Scrutiny Members to consider the Objection Report and endorse the recommendation to Cabinet, via vote, to implement the proposal	Sue Richards, Andrea West	Cllr Carol Andrews
24/07/24	Exempt Item - Tourism Review: Memorandum of Understanding in respect of Cwmcarn Forest with Natural Resources Wales	This item is subject to a public interest test	Allan Dallimore	Cllr James Pritchard
08/09/24 13:00 p.m.	Annual Directorate Performance Assessments and Corporate Performance Assessments (DPA's/CPA's)	To update Cabinet on the year end DPA's and CPA's	Ros Roberts/Kath Peters/Sue Richards	Cllr Eluned Stenner
18/09/24	Post 16, Single Sex and Surplus Places Board Next Steps - Stage 1 (The proposal to move to coeducation for Lewis Girls and Lewis School Pengam)	To seek Cabinet approval to publish the Statutory Notice	Sue Richards/Andrea West	Cllr Carol Andrews
18/09/24	Gwent Serious Violence Strategy	To seek Members views and Cabinet approval from members for the Gwent Serious Violence Strategy	Natalie Kenny/Rob Hartshorn	Cllr Philippa Leonard

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## CABINET – 5TH JUNE 2024

**SUBJECT: WELSH LANGUAGE STANDARDS ANNUAL REPORT 2023-2024**

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

### 1. PURPOSE OF REPORT

- 1.1 To inform members and seek their endorsement of the progress made during the financial year 2023-2024 against four specific areas of Welsh language work, as required under the regulatory framework for implementing the Welsh Language Standards.
- 1.2 The report will be published online by the deadline date of 30 June 2024, as required by Welsh Language Standard 158.

### 2. SUMMARY

- 2.1 The Council has a statutory duty to produce an annual monitoring report on implementing Welsh language issues under current legislation and in compliance with Standard 158.
- 2.2 The information required for 2023-2024 covers four required key areas.

<b>Detail of Reporting Requirement</b>	<b>Standard No. (and sub-clause)</b>
<b>Complaints from the Public</b> The annual report must include the number of complaints that you received during that year which related to your compliance with the standards with which you were under a duty to comply.	147, 148, 149, 156, 158(2), 162, 164(2), 168(a), 170(2)(d)
<b>Staff Language Skills</b> The number of employees who have Welsh language skills at the end of the year in question (on the basis of the records kept in accordance with standard 151);	170(2)(a) 151

Detail of Reporting Requirement	Standard No. (and sub-clause)
<p><b>Welsh Medium Training Provision</b></p> <p>The number of members of staff who attended training courses you offered in Welsh during the year (on the basis of the records you kept in accordance with standard 152);</p> <p>If a Welsh version of a course was offered by you during that year, the percentage of the total number of staff attending the course who attended the Welsh version (on the basis of the records you kept in accordance with standard 152).</p>	<p>170(2)(b) 170(2)(c) 152</p>
<p><b>Recruiting to Empty Posts</b></p> <p>The number of new and vacant posts that you advertised during the year which were categorised as posts where:</p> <p>(i) Welsh language skills were essential (ii) Welsh language skills needed to be learnt when appointed to the post (iii) Welsh language skills were desirable, (iv) Welsh language skills were not necessary</p> <p>(on the basis of the records you kept in accordance with standard 154);</p>	<p>170(2)(ch), 154</p>

2.3 The report provides an update to Members on the Council's current position in relation to the Welsh Language (Wales) Measure 2011 statutory requirements.

2.4 The report outlines the progress made by the Council in embedding arrangements for delivering services through the medium of Welsh and increasing the Welsh language skills capacity of the workforce.

### 3. RECOMMENDATIONS

3.1 It is recommended that Cabinet Members note the content of the annual report and endorse the publication of this information as a record of progress towards, and compliance with, the relevant Welsh Language Standards.

### 4. REASONS FOR THE RECOMMENDATIONS

4.1 As per Standard 158 of the Council's Compliance Notice, the Council must;

- Produce an annual report which deals with the way in which it has complied with the service delivery standards with which it is under a duty to comply during that year.
- Include in the annual report the number of complaints received during that year which relate to its compliance with the service delivery standards with which it is under a duty to comply.
- Publish the annual report on its website by 30 June each year.

### 5. THE REPORT

5.1 The annual report highlights the following performance information;

- We didn't receive any complaints or investigations about the Welsh language during this financial year. This is the fifth year in a row that we haven't been subject to a Welsh Language Commissioner investigation for non-compliance.
- We promoted and celebrated a number of different Welsh language activities during 2022-2023 including:
  - Diwrnod Shwmae – staff and residents of Tŷ Iscoed residential home got involved with a Welsh language course
  - Welsh Language Rights Day – we promoted Welsh language services and encouraged members of the public to access services in Welsh
- We continued our work supporting Careers Wales with talks at Ysgol Gyfun Cwm Rhymni, St Martins School, Islwyn High, and St Cenydd Comprehensive. The talks were delivered to Years 10 and 11 regarding career and apprenticeship opportunities with the Council, and emphasis on how important Welsh language skills are to employers.
- The partnership working with Careers Wales and schools in the county borough earned us a nomination and shortlisted as finalists in the Careers Wales Valued Partner Awards. Although we did not win the award, it was a great achievement for the Council to be recognised for the work that has been done over the years and will continue to do in a number of schools in the county borough.
- The Council's Translation Team translated 2,175,562 words this financial year. That's over 700,000 words more than last year, thanks to the additional capacity in the team.
- The number of staff recorded as having Welsh language skills rose from 2,100 to 2,258 during this financial year. With the roll-out of the Welsh Language Skills Audit in April, we hope next to year to be in a position where we can map and detail every member of staff with Welsh language skills, and provide them with the necessary support to encourage them to use those skills confidently in the workplace.
- The number of staff learning Welsh increased again during this financial year to 96. We have changed the process of registering on courses, which is much more streamlined. We have also been working a lot more with service areas, in particular the Employability Team, who have all attended a Welsh course and are a great example of how to embed Welsh language into everyday work.
- Out of 685 new and vacant posts advertised only 9 of these were advertised as Welsh Essential, 13 posts were advertised where Welsh language skills needed to be learnt when appointed; 663 posts advertised as Welsh Desirable; and 0 where Welsh language skills were not required.

All posts are advertised with a default of Welsh desirable as a minimum.

## 5.2 Conclusion

The report gives evidence of our progress to promote the Welsh language and comply with the Welsh Language Standards in the Council's Compliance Notice.

We will continue to work with service areas, and with the data from the Welsh Language Skills Audit, that was rolled out in April 2024, we will identify and address any Welsh language training or Welsh language skills requirements, to ensure our services are delivered in line with the Welsh Language Standards moving forward.

## 6. ASSUMPTIONS

6.1 No assumptions have been made in this report.

## 7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

7.1 A full Equalities and Welsh language assessment and consultation were undertaken on the Strategic Equality Plan and the Five Year Welsh Language Strategy when they were being developed; therefore no full assessment has been made on this annual report.

The report is an assessment of progress made by the Council under the Welsh Language Standards and in line with associated actions in the Strategic Equality Plan 2020-2024, and the Five Year Welsh Language Strategy 2022-2027.

7.2 Welsh language is a crosscutting theme of the Well-being Goals within the Well-being of Future Generations Act (Wales) 2015 and impacts on every Council policy, function and procedure, covering those aimed at the public and internal policies covering the Council's staff members. The report contributes to the following Well-being Goals:

- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language

7.3 The Strategic Equality Plan 2020-2024, which includes Welsh language and compliance with the Welsh Language Standards as a strategic equality objective, has direct links with a number of other current policies and strategies, both within the Council and in terms of partnership working.

7.4 There are also Welsh Government strategies or regulations that the Council's Welsh Language work links to, including "Mwy Na Geiriau / More Than Words" (the National Health and Social Care Welsh Language Strategy), "Cymraeg 2050: A Million Welsh Speakers" (Welsh Government's Welsh language strategy) and **Prosperity for All** (Welsh Government's economic action plan).

7.5 This report ties in with the following objectives in the Council's Corporate Plan 2023-2028;

- WBO1 - Enabling our Children to Succeed in Education
- WBO2 - Enabling our Residents to Thrive
- WBO3 - Enabling our Communities to Thrive
- WBO4 - Enabling our Economy to Grow

7.6 This report contributes to the Well-being Goals as set out above. It is also consistent with the five ways of working:

- Long Term – Ensuring that staff have the skills to deliver bilingual services now and in the future
- Prevention – Improving services and upskilling staff will ensure that everyone regardless of language choice has equal access to services and thus preventing complaints and Welsh Language Commissioner Investigations.
- Integration – By providing bilingual services to the public we make everyone feel equal and valued.
- Collaboration – Partnership working is key to this and assists the council in meeting its duties under the Welsh Language Standards. Working in collaboration with partners is further evidenced in the Five Year Welsh Language Strategy.
- Involvement – As noted under collaboration, we must involve our partners to deliver



on the Five Year Welsh Language Strategy and to assist us with service delivery.

## **8. FINANCIAL IMPLICATIONS**

- 8.1 There are no direct financial implications to this report as the annual report covers work already undertaken in the previous financial year. However it should be noted that moving the agenda forward will incur financial implications, particularly in relation to Welsh language translation and training of staff.

The cost of supporting staff to attend Welsh in the Workplace courses for 2023-2024, which assists in the delivery of bilingual Council services under the Standards, was £3,661.00.

## **9. PERSONNEL IMPLICATIONS**

- 9.1 There are no personnel implications to this report, although this continues to be reviewed as the work of implementing the Welsh Language Standards progresses. This is relevant to Section 6 of Appendix A, which focuses on Recruiting to Empty Posts.
- 9.2 No posts are advertised without a Welsh Language Skills Assessment.

## **10. CONSULTATIONS**

- 10.1 All responses from consultations have been incorporated in the report.

## **11. STATUTORY POWER**

- 11.1 Welsh Language Standards (No.1) Regulations 2015, Welsh Language (Wales) Measure 2011.
- 11.2 Well-being of Future Generations (Wales) Act 2015.

### **Author:**

Anwen Cullinane, Senior Policy Officer – Equalities and Welsh Language  
([cullima@caerffili.gov.uk](mailto:cullima@caerffili.gov.uk))

### **Consultees:**

Dave Street, Deputy Chief Executive  
Richard Edmunds, Corporate Director – Education and Corporate Services  
Mark S Williams, Corporate Director – Economy and Environment  
Gareth Jenkins, Interim Director for Social Services  
Cllr Eluned Stenner, Cabinet Member for Finance and Performance  
Cllr Philippa Leonard, Cabinet Member for Planning and Public Protection  
Sue Richards, Head of Transformation and Education Planning and Strategy  
Robert Tranter, Head of Legal Services and Monitoring Officer  
Lynne Donovan, Head of People Services  
Stephen Harris, Head of Finance and Section 151 Officer  
Keri Cole, Chief Education Officer  
Kathryn Peters, Corporate Policy Manager

**Background Papers:**

- Strategic Equality Plan 2020-2024
- Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011
- Welsh Language Strategy 2022-2027
- Various Guidance Documents (*These are available electronically for information on the Council's Intranet and on relevant website pages at [www.caerphilly.gov.uk/equalities](http://www.caerphilly.gov.uk/equalities)*)

**Appendices:**

Appendix A – Welsh Language Standards Annual Report 2023-2024

# Welsh Language Standards Annual Report 2023-2024

Prepared in accordance with the requirements of the Welsh  
Language Commissioner



Comisiynydd y  
Gymraeg  
Welsh Language  
Commissioner

16 May 2024

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**This report is available in Welsh, and in other languages and formats on request.**

**Mae'r adroddiad hwn ar gael yn Gymraeg, ac mewn ieithoedd a fformatau eraill ar gais.**

## Introduction

This annual monitoring report for 2023-2024 covers the four areas required under the regulatory framework and demonstrates the Council's ongoing commitment to providing bilingual services to the public and staff members.

<b>Detail of Reporting Requirement</b>	<b>Related Standard Number (&amp; sub-clause)</b>
<p><b>Complaints from the Public</b></p> <p>The annual report must include the number of complaints that you received during that year which related to your compliance with the standards with which you were under a duty to comply.</p>	147, 148, 149, 156, 158 (2), 162, 164 (2), 168 (a), 170 (2) (d)
<p><b>Staff Language Skills</b></p> <p>The number of employees who have Welsh language skills at the end of the year in question (on the basis of the records kept in accordance with standard 151).</p>	170 (2) (a) 151
<p><b>Welsh Medium Training Provision</b></p> <p>The number of members of staff who attended training courses you offered in Welsh during the year (on the basis of the records you kept in accordance with standard 152);</p> <p>If a Welsh version of a course was offered by you during that year, the percentage of the total number of staff attending the course who attended the Welsh version (on the basis of the records you kept in accordance with standard 152).</p>	170 (2) (b) 170 (2) (c) 152
<p><b>Recruiting to Empty Posts</b></p> <p>The number of new and vacant posts that you advertised during the year which were categorised as posts where:</p> <p>Welsh language skills were essential Welsh language skills needed to be learnt when appointed to the post Welsh language skills were desirable, Welsh language skills were not necessary</p> <p>(on the basis of the records you kept in accordance with standard 154)</p>	170 (2) (ch) 154

On 8 October 2020, the Council adopted a new Strategic Equality Plan 2020-2024. Six of the seven Strategic Equality Objectives, as listed below, include Welsh language implications:

<b>Equality Objective 1</b>	<b>Service Planning and Delivery</b> – Understand and remove the barriers people face when accessing services
<b>Equality Objective 2</b>	<b>Education, Skills and Employment</b> – Improve education opportunities for all
<b>Equality Objective 3</b>	<b>Community Cohesion</b> – Promote and facilitate inclusive and cohesive communities
<b>Equality Objective 4</b>	<b>Inclusive Engagement and Participation</b> – Engage with citizens to encourage participation, to have their voices heard when planning service delivery
<b>Equality Objective 5</b>	<b>Welsh Language</b> – To ensure the Welsh speaking public can access services that comply with the statutory requirements
<b>Equality Objective 6</b>	<b>Inclusive, Diverse and Equal Workforce</b> – Create a workforce which reflects and respects the diversity of the communities within the county borough

The Council's Cabinet and Corporate Management Team have been actively involved in discussions and debates around the implementation of the Welsh language Standards since January 2014. A number of reports and presentations have been presented in order to keep them fully informed of ongoing improvements in the provision of services through the Welsh language.

## 1. Welsh Language Standards: Action Plan

Since the Welsh Language Standards were introduced on 30 March 2016, we have developed a Compliance Work Programme to ensure that services we deliver are in accordance with the Standards, that staff are aware of their obligations and that they have the required language skills where possible.

The Compliance Work Programme is summarised below:

### Correspondence - Standards 4, 5 & 7

These standards relate to correspondence, which must be bilingual if we do not know language choice or are sending letters out to a number of people regarding the same subject matter. We must ensure that our letterhead is also compliant.

#### Action taken:

- FACTSHEET for staff – General Correspondence
- Bilingual auto-signatures on emails for all staff on email along with the following statement:
 

**Gallwch ohebu mewn unrhyw iaith neu fformat. Ni fydd gohebu yn Gymraeg yn creu unrhyw oedi.**

**Correspondence may be in any language or format. Corresponding in Welsh will not lead to any delay.**
- Letterhead templates in place

### Telephone – Standards 8, 9, 11, 14, 16, 17, 19, 20, 21 & 22

These standards relate to how we deal with telephone calls and that a bilingual greeting is given. Staff must be equipped with the relevant language skills to deal with calls in Welsh, and if they are unable, that they know who the Welsh speakers are that are able to deal with the matter, and how to transfer calls. If no Welsh speaker is available to provide the subject specific information the call can be put through to a non-Welsh speaker.

We must state, when we publish main telephone numbers that we welcome calls in Welsh and all our automated telephone systems must be bilingual.

#### Action taken:

- FACTSHEET for staff – Telephone Greetings
- Training delivered to staff to ensure they can give basic greetings and provide reception services in our main locations
- Welcoming Welsh language calls has been published in *Newsline* since the June 2017 edition
- Employees provided with desk stands, which are Quick Reference Guides
- Automated telephone messages for service areas recorded bilingually
- Answer machine messages for service areas recorded bilingually
- There are now Welsh speaking staff working in the Contact Centre

### **Meetings - Standards 24, 24A, 27, 27A, 27D, 29 & 29A**

These standards are about how we invite individuals to meetings and when we must offer them the opportunity to use the Welsh language. If they so wish, we must then arrange simultaneous translation to facilitate that meeting.

If inviting more than one individual to a meeting they must all be asked if they wish to use the Welsh language. However, if at least 10% wish to use Welsh then simultaneous translation must be arranged. If less than 10%, the Welsh speakers must be informed that on this occasion we are not required to fulfil their request to speak Welsh at the meeting.

If the meeting with the individual is regarding their well-being, and they wish to speak Welsh, then simultaneous translation must be provided so that the individual can speak in their language of choice. Well-being meetings must be conducted with simultaneous translation if any attendee has requested that they use Welsh.

#### **Action taken:**

- FACTSHEET for staff – Meetings with individuals
- When inviting individuals to a meeting, services are required to include a standard sentence asking their language choice and if they wish to use or conduct the meeting through the medium of Welsh
- Using MS Teams for public meetings which now has the simultaneous translation functionality

### **Public Meetings and Events – Standards 30, 31, 32, 33, 34, 35 & 36**

Any advert or notice publicising public meetings/events/activities must state that Welsh can be used.

Any invitations to public meetings/events/activities must be sent in Welsh and English and all material displayed at the public meeting must be bilingual, Welsh first.

Any speakers at public meetings/events/activities must be asked if they wish to use Welsh, and if so simultaneous translation must be arranged. All attendees at public meetings /events/activities must be informed orally that they are welcome to use Welsh and that simultaneous translation is available for the non-Welsh speakers.

#### **Action taken:**

- FACTSHEET for staff – Public Meetings
- FACTSHEET for staff – Event Planning
- Translation and Interpretation Framework in place since May 2017 for simultaneous translation requests. We are currently working on developing a Dynamic Purchasing System (DPS) allowing greater flexibility to add new providers at any time
- Using MS Teams for public meetings which now has the simultaneous translation functionality
- We actively ask people to inform us of their language preference, be it BSL, Welsh or another language, in advance of a public meeting or event, so we can arrange for simultaneous translation to be available



### **Agendas, minutes and other public documents – Standards 41 & 47**

These Standards relate to producing the following documents in Welsh:

- Agendas and minutes for Cabinet
- Agendas and minutes for Education for Life Scrutiny and Full Council

In addition, if a document is produced for public use, and is not caught by any other Standard, it must be produced in Welsh, if the subject matter suggests it should be produced in Welsh, or if the anticipated audience and their expectations suggests that it should be produced in Welsh e.g. Reports relating to Welsh medium education or the Welsh language.

#### **Action taken:**

- Producing agendas and minutes for Cabinet, Education for Life Scrutiny and Full Council in Welsh is current practice

### **General Publications – Standards 42, 43, 44, 45, 46 & 47**

These Standards relate the following being produced in Welsh if they are for the public or provide information to the public:

- Licences, certificates, brochures, leaflets, pamphlets, cards, policies, strategies, annual reports, corporate plans, guidelines, codes of practice or any rules that apply to the public

Any statement that we issue to the press must be bilingual unless the statement is issued during an "emergency" as defined in Section 1 - Civil Contingencies Act 2004.

If a document is produced for public use, and is not caught by any other standard, it must be produced in Welsh if the subject matter suggests it should be produced in Welsh or if the anticipated audience and their expectations suggest that it should be produced in Welsh.

#### **Action taken:**

- Producing licences, certificates, brochures, leaflets, pamphlets, cards, policies, strategies, annual reports, corporate plans, guidelines, codes of practice or any rules that apply to the public, in Welsh, is already current practice
- Communications Team aware regarding the issuing of public statements

### **Consultation Documents – Standards 44, 91, 92 & 93**

Consultation documents must be bilingual and must consider and seek views on:

1. what the effects, whether positive or negative, the proposal would have on; or
2. how the proposal could be developed or revised so that it would not have negative effects, or so that it would have decreased negative effects on:
  - (a) opportunities for persons to use the Welsh language, and
  - (b) treating the Welsh language no less favourably than the English language.

**Action taken:**

- The Integrated Impact Assessment process includes a specific section on the Welsh language and consultation, and asks if considerations have been given to the Welsh language during the consultation process
- A Welsh Language in Consultation Checklist has been drafted so that all officers undertaking consultation exercises are aware of their obligations. Advice and support is available from the Engagement/Equalities and Welsh Language teams

**Website, Social Media and Electronic Devices – Standards 52, 56, 58 & 60**

Each page of the Council's website must be bilingual, fully functional with Welsh treated no less favourably than the English pages. The interface and menus on pages must be bilingual.

Any social media accounts, which belong to the Council, must treat the Welsh language no less favourably than the English language.

Self-service machines must treat Welsh no less favourably e.g. parking ticket machines.

**Action taken:**

- Audit of entire website and its functionality was completed in September 2019
- Staff informed of process for publishing bilingual information on the Council's website
- Social Media Usage Guidance includes a section on the Welsh Language Standards.
- Service areas with social media accounts have been asked to acknowledge the requirements to comply. This guidance is currently being revised with the Welsh language section being strengthened to include information on where there are compliance issues currently identified
- Any issues on any webpages are actioned with urgency
- Parking machines give people the option to select language choice
- Audit of corporate social media accounts is ongoing and staff are reminded of compliance with the Welsh Language Standards
- The Planning Department's upgraded Public Access platform enables people to search, track and comment on planning applications in English and in Welsh
- A new website is at the final stage of the tendering process. The new website will be accessible and will consider the requirements of relevant Welsh Language Standards

**Public Signage – Standards 62, 67, 70, 141, 142 & 143**

New and renewed signs must be bilingual and treat Welsh no less favourably than English and the Welsh language must be positioned so it is likely to be read first.

**Action taken:**

- New and renewed signs are compliant
- FACTSHEET – Signage
- All translation work received is returned in the correct format. This is current practice
- **Welsh Language Standards Manual for CCBC Works Signage** produced in response to the number of service requests received regarding non-compliant works signage. This has been shared with officers and sub-contractors

- Signage developed for Council buildings are designed by the Council's in-house Graphic Design Team, who are fully briefed on the Welsh Language Standards, and who send proofs to the Translation Team prior to the signage being created

### **Visitors to Buildings – Standards 64, 65, 65A, 67 & 68**

A bilingual reception service must be provided at the following Council buildings and the Welsh language must not be treated less favourably than the English language:

- Penallta House
- Bargoed, Risca, Rhymney, Blackwood, Caerphilly and Ystrad Mynach libraries
- Caerphilly Visitor Centre
- Llancaiach Fawr Manor House
- Registration Services
- Caerphilly, Heolddu, Newbridge and Risca leisure centres

Signs must be displayed on receptions stating the Welsh language may be used. Welsh speaking staff at receptions must display a badge stating that they can speak Welsh.

### **Action taken:**

- Services provided at reception is now by appointment only. Language preference is asked at first contact and a Welsh speaker is made available for the appointment should that be the language preference
- Training programme completed for staff on reception at Penallta House and Contact Centre. Further training being rolled-out along with ongoing support
- Cymraeg Gwaith - 10-hour online course rolled out to staff since September 2018
- All venues listed under Standard 64 have been given the 'Iaith Gwaith' poster to display in reception areas indicating that a Welsh language service is available
- Information available to staff on the Welsh Language and Equalities page on the intranet
- All learners and Welsh speakers have received a 'Iaith Gwaith' lanyard or badge

### **Grant Awarding – Standards 71, 72 & 72A**

Application forms for grants must be bilingual. Anything published regarding a grant must state that applications may be submitted in Welsh and will not be treated less favourably than the English, this includes timescales set for assessment etc.

### **Action taken:**

- FACTSHEET for staff – Grants
- A [Policy on Awarding Grants](#) was approved by Corporate Management Team in June 2022. This policy was shared with officers who administer grants, and published on the Welsh Language and Equalities page on the intranet and on the Council's website.

### **Education Courses – Standards 84 & 86**

Education courses must be offered in Welsh unless an assessment under Standard 86 has been carried out.

#### **Action taken:**

- Asking people if they wish to receive the course in Welsh at registration or enquiry point and then assessing the demand for the course through the medium of Welsh

### **Public Address - Standard 87**

All public addresses must be bilingual with Welsh first.

#### **Action taken:**

- Fire Alarm Test and Minute Silence messages are bilingual
- Emergency Evacuation – English Only
- We are working with the Events Team to ensure that all public address messages are bilingual, Welsh first for all events
- Libraries' automated public address messages are fully compliant

### **Policy Making – Standards 88, 89 & 90**

New, revised or reviewed policies must consider the effect the policy will have on opportunities to use Welsh and must not treat Welsh less favourably.

#### **Action taken:**

- An Integrated Impact Assessment has been implemented since 1 April 2021 and was developed using the Welsh Language Commissioner's guidance on the Policy Making Standards. The impact assessment now requires officers to give more consideration on the impact on the Welsh language when developing proposals and policies
- Welsh Language Commissioner's good practice advice document has been published on the Welsh Language and Equalities page on the intranet for staff to view
- Advice document and recordings of the **Seminar: Considering the effects** have been published on the Council's Intranet and Management Network are aware of this information

### **HR Processes – Standards 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 112A, 114, 115, 116, 116A, 118, 119**

We must ensure that our recruitment and internal HR processes are available in Welsh, where we ask language preference of applicants and staff, and communicate with them in the language of their choice. For staff this includes any disciplinary, complaints, grievance processes and the availability of certain HR Policies in Welsh.

#### **Action taken:**

- Please see recruitment update in **Section 6**
- There are a number of HR forms and policies available for staff in Welsh on the HR Portal on the Intranet

- The Equalities and Welsh Language Team already conduct and record one-to-one and Performance Development Reviews (PDR) meetings in Welsh with staff

### **Intranet / Internet Pages - Standards 122 & 124**

The intranet home page must be bilingual, fully functional and treat Welsh no less favourably. English language pages must state that a corresponding Welsh page is available, with a link if applicable.

#### **Action taken:**

- A bilingual intranet is now current practice. Following the launch of our new intranet for staff, we are in the process of finetuning the pages to ensure that every page is fully accessible in both Welsh and English
- There is a dedicated section on the intranet for Welsh language information for staff to access, regarding the Welsh Language Standards, Welsh language training and information on Welsh translation
- There are a number of HR forms and policies available for staff in Welsh on the HR Portal on the Intranet

### **Welsh Language Training and Staff Communication – Standards 128, 129, 130, 133, 134 & 135**

We must provide training in Welsh for staff if it is provided in English on: recruitment, performance management, complaints, disciplinary, induction, dealing with the public, health and safety, on using Welsh in meetings, interviews, complaints and during disciplinary procedures.

Staff must be given opportunities in work hours to receive basic Welsh lessons and, for employees who manage others, to receive training on using Welsh in their role as managers.

We must provide new employees with information on the Welsh language and text or logo for Welsh speaking employees to use in e-mail signatures that indicates they are willing to use Welsh, whether fluently or as a learner.

Welsh language version of contact details in emails and out of office, messages must also be in Welsh.

#### **Action taken:**

- FACTSHEET for staff – HR
- If any training requests were received, we would work with neighbouring councils to make courses viable
- The annual Welsh language training programme delivered since 2001, offers staff a variety of different courses, including online, self-study, residential, weekly and Welsh Language Awareness courses. 107 learners undertook these courses during 2023-2024
- Information on the Welsh language should be included in HR Induction Packs. The Equalities and Welsh Language Team are currently involved with the development of a new Induction Programme for new starters. They are also in discussion regarding the

development of a new learning management system for e-learning, with a view that elements of equalities and Welsh language being essential for all staff to complete

- The Equalities and Welsh Language Team are involved in the Social Services Induction Programme for new starters
- IT has provided all staff with a bilingual auto-signature for all emails
- IT has been unable to pre-populate a bilingual email out of office message, therefore desk stands were created for all staff to raise awareness of the requirement to ensure their out of office messages are bilingual

### **Workplace Signage – Standards 141,142 and 143**

New and renewed signs must be bilingual and treat Welsh no less favourably than the English and the Welsh language must be positioned so it is likely to be read first.

#### **Action taken:**

- All public facing signage is bilingual and if new or renewed is produced Welsh first
- Signage developed for Council buildings are designed by the Council's in-house Graphic Design Team, who are fully briefed on the Welsh Language Standards, and who send proofs to the Translation Team prior to the signage being created

### **Welsh Language Strategy – Standards 145 & 146**

We must produce and publish on the website, a 5-year strategy that sets out how we propose to promote the Welsh language and facilitate its use more widely in the county borough. The Strategy must include –

- (a) a target (in terms of the percentage of speakers in your area) for increasing or maintaining the number of Welsh speakers in your area by the end of the 5-year period concerned, and
- (b) a statement setting out how you intend to reach that target; and you must review the strategy and publish a revised version on your website within 5 years of publishing a strategy (or of publishing a revised strategy).

#### **Action taken:**

- The Council's second Five Year Welsh Language Strategy 2022-2027 was implemented from 1 April 2022. [Click here to view](#)
- An action plan has been developed in collaboration with stakeholders, which includes the Council's services areas and key Welsh language organisations, through the Welsh Language Forum
- The Forum is working collaboratively with members of the Welsh in Education Forum and the More than just Words Forums to deliver on some key actions in the strategy

### **Complaints – Standards 147, 148, 149, 156, 158 (2), 162, 164 (2), 168 (a), 170 (2) (d)**

We must keep a record of the number of complaints received which relate to compliance with the Standards.

**Action taken:**

- Reported annually in the Welsh Language Standards Annual Report, which is published on the Council's website by the 30<sup>th</sup> June every year. See **Section 4 – Complaints from the Public**
- Equalities and Welsh language categories added to complaints system so that we can monitor if any complaints have an equalities or Welsh language element. This will help with annual reporting and to identify trends
- A new Complaints Programme will be going live in April 2024, where complaints and service requests across the Council will all be held centrally. The new programme includes an option to select if Welsh or Equalities are elements of any complaints and service requests. Moving forward this will make it easier to pull down reports to include in statutory on equalities and Welsh language annual reports

**Publicising Compliance – Standards 161, 167, & 163**

We must publish on the website a document that states the policy making standards we must comply with and how we do so, and this must be available in each office open to the public.

We must publish on the website a document that states the operational standards we must comply with and how we do so, and this must be available in each office open to the public.

We must have arrangements in place to oversee compliance with the policy making standards, publish the arrangements on the website and make the document available in each office open to the public.

**Action taken:**

- See - [CCBC Compliance Notice Report June 2021](#) on website
- Compliance Notice on website to allow any queries from the public to be dealt with by accessing the internet on their behalf

**Staff Language Skills – Standards 151 & 170 (2) (a)**

We must keep a record (following an assessment) of the number of employees who have Welsh language skills at the end of every financial year to include the skill level.

**Action taken:**

- Following correspondence from the Welsh Language Commissioner, and as outlined in our response dated 22 February 2022, a forward work plan has been developed to address a number of urgent matters relating to recruitment, including compliance with the Welsh Language Standards.
- A Welsh Language Skills Audit is being developed and will be rolled out in April 2024

**Welsh Language Training – Standards 152, 170 (2) (b) & 170 (2) (c)**

We must keep a record of the number of staff that attend training courses through the medium of Welsh and the percentage of the total number of staff who attended a course in Welsh. Please see **Section 5** of this report.

## Recruitment – Standards 154, 170 (2) (ch) & 154

We must keep a record of the number of new and vacant posts advertised during the year which were categorised as posts with:

- (a) Welsh language skills essential
- (b) Welsh language skills needed to be learnt when appointed to the post
- (c) Welsh language skills were desirable
- (d) Welsh language skills were not necessary

### Action taken:

- Staff Language Skills, Welsh Language Training Provision and Recruitment are reported on annually in the Welsh Language Standards Annual Report, which is published on the Council's website by the 30 June every year. See **Sections 4, 5 and 6** for details

## 2. Promotion

In order to encourage the use of the language in the county borough, we regularly engage in promotion activity with staff and with members of the public. Throughout the year, we choose key dates to take the opportunity to raise awareness of some of the key messages around the Welsh language.

### Diwrnod Shwmae / Su'mae

Following a 10-week course for staff at Tŷ Iscoed Residential Home, we spoke to the residents about the Welsh language and what it means to them. The course was a great success with the staff who took part now able to express themselves using basic phrases.



### Mae Gen i Hawl (Welsh Language Rights Day)/ Defnyddia Dy Gymraeg (Use your Welsh)

In December, we put out a series of social media posts encouraging members of the public to use their Welsh with council staff, whilst incorporating the Welsh Language Commissioner's campaign materials.





We also held a Clwb Clebran (Welsh Chat Club) and invited Coleg Gwent to join us on Welsh Language Rights Day. This club helps us to encourage staff to use Welsh wherever possible and also register staff onto courses. A video was produced at the event, where we recorded staff talking about the importance of Welsh in their day-to-day work and posted this on our social media channels.



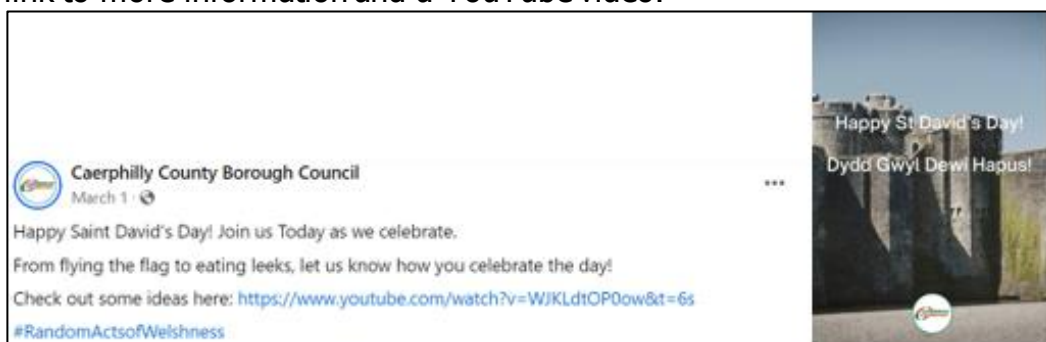
## Dydd Santes Dwynwen



On Dydd Santes Dwynwen 2024, we put out social media posts with links explaining the story of Santes Dwynwen and encouraged members of the public to use Welsh language phrases.

## St. David's Day

On 1 March, we posted 2 social media posts. The first was relating to St. David's Day and how people can get involved with the national campaign of #RandomActsOfWelshness including a link to more information and a YouTube video.



The second was incorporating the day as a part of the wider Council message to encourage residents to recycle their food.



## Communicating with Residents - All Staff Email - Important information about Welsh translation and a Good Practice Guide Communicating with Residents

In February, an all-staff email was sent out reminding staff of their responsibilities when communicating with residents in relation to producing accessible and bilingual communication. Further information was also shared with staff regarding requests for Welsh translations and the timescales to consider when planning large pieces of work, which would require translation prior to publication. All guidance of this nature is available for staff on the Council's Intranet.

Caerphilly Council has a duty to comply with the Welsh Language Standards, meaning (in short) that all documents produced by the Council for the general public (including schools) must be bilingual.

Documents that provide Council contact information must also provide a telephone number AND an e-mail address; this means that communication is accessible for everyone.

For detailed information on translation requests, timelines, Welsh Language Standards and accessibility requirements, please visit the Equalities and Welsh Language pages on the staff intranet:



The "Communicating with Residents - Good Practice Guide" is a guidance document which provides important information and advice to staff on where equalities, Welsh language and accessibility regulations matter. Staff were informed that these must be considered when preparing Council documents and information, and also when communicating with our residents.

### Pride Caerffili

In June 2023, Caerphilly Council hosted the first council-led pride event in Wales, in Caerphilly town centre.

The event was led by the Equalities and Welsh Language Team, together with a number of council service areas, Councillors and other stakeholders. There was a great emphasis on the event being bilingual, from the branding, the bilingual working group agendas, and even having a Welsh speaking compere on the main stage during the event.

Mr. Urdd was also present at the event showing support, and the event site was packed with visitors from all over the county and further afield. A youth area was organised at the bandstand, with many schools, including Ysgol Gyfun Cwm Rhymni, performing. This event was an opportunity to show that the Welsh language has a place in the LGBTQ+ community.



### Assemblies and Career Days

#### Valued Partner Awards



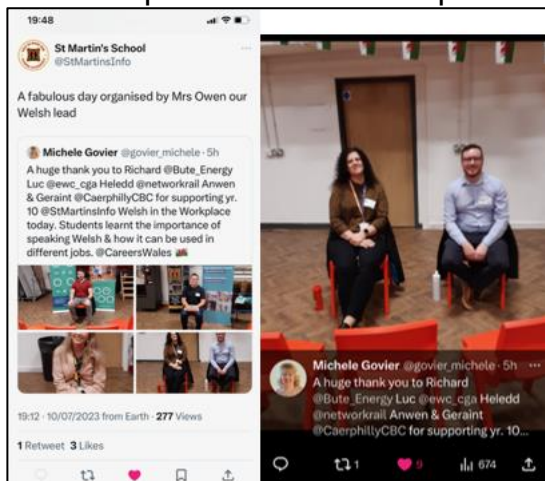
At Caerphilly Council, we pride ourselves on our partnership working with external organisations. For many years now, we've worked closely with Careers Wales to go to into schools and hold workshops and assemblies on Welsh in the workplace.

This year, our work was recognised by Careers Wales as we were nominated and shortlisted for the Valued Partner Award. Even though we did not win the award, it was a great achievement to be recognised for the work we've done throughout the years and continue to do in a number of schools in the county borough.

Over the year, a number of presentations were made to Year 10 and 11 pupils across a number of schools explaining how the language is used as a part of daily work. All these sessions consisted of promoting career and apprenticeship opportunities within the Council, often providing the students with the opportunity to ask questions or use their devices to search the Council's website for current job and apprenticeship opportunities.

### St Martin's Comprehensive School

In July, the Senior Policy Officer and Policy Officer for Equalities and Welsh Language attended a day at St Martin's School to take part in a carousel event which involved pupils moving from employer to employer, asking questions about the use of the Welsh language and its importance in the workplace.



### Ysgol Gyfun Cwm Rhymni

The Equalities and Welsh Language team has a long-running relationship with Ysgol Gyfun Cwm Rhymni and are often approached to hold assemblies and careers days. In summer 2023, we went into the school to hold workshops with Year 11 pupils on Stereotyping and Showing Respect, which included elements of misogyny. In November 2023 and February 2024 we also delivered a careers with Caerphilly Council workshop with Year 10 students, with a focus on the importance their Welsh language skills are to the Council and other prospective employers.



### Islwyn High School and St. Cenydd Community School



In November 2023, the Equalities and Welsh Language team held an assembly in Islwyn High School with year 11 pupils and again in March 2024 in St. Cenydd Community School with year 10 pupils. This work was done via Careers Wales promoting the Welsh language in the workplace, especially in jobs at Caerphilly Council. All of these pupils study at least Welsh short course at GCSE level.

### Welsh Language Statistics 2023-2024

Number of translation requests received.....	4,294
Number of translation requests sent externally.....	60
Number of words translated in-house.....	2,175,562
Number of words translated externally.....	632,856
Number of staff learning Welsh.....	96
Number of Welsh Language Investigations since 2016.....	13

### 3. Complaints from the Public

#### Welsh Language Commissioner Investigations

We use this section of the report to detail any Welsh Language Commissioner Investigations. For the duration of 2023-2024, we received **0** new investigations for the fifth year in succession.

Members of the public can view the Council's Complaints Procedure for dealing with complaints made through the medium of Welsh via our website using the following link:

<https://www.caerphilly.gov.uk/My-Council/Strategies,-plans-and-policies/Equalities/Welsh-language-Standards>

#### Complaints and Service Requests

Corporate complaints are those that are due to failure of process or failure to operate Council policy correctly. These are complaints that could ultimately be forwarded to the Public Services Ombudsman or Welsh Language Commissioner, for example.

Code of conduct issues around staff behaviour or attitude are dealt with via People Services' internal processes. Equalities and Welsh language complaints are however something of a hybrid, in that a failure of process may be as a result of the attitudes or opinions of a staff member towards a particular group for example.

The Council's **Strategic Equality Plan 2024-2028** has a specific objective, which commits the Council to use its service requests and complaints data to:

- **Equality Objective 1** – Service areas respond to all equality related complaints in a timely manner, and learn from them

During 2023-2024, **0** complaints and **2** service requests were received relating to the Welsh language. The **2** service requests were made up of the following:

No.	Detail(s) of Service Request(s)	Resolution
<b>SR3</b>	The Welsh display boards for the Leisure & Wellbeing Hub 2026 engagement event were incorrect.	Consultants contacted to correct the titles and to ensure that all Welsh text is proofread by the Translation Team prior to publication.
<b>SR5</b>	English only Health and Safety information regarding medicine control, shared by school with parent at a Welsh medium school.	School should not have shared this information with the parent. The Health and Safety Team are translating all policies and procedures and will share with all schools once finalised.

### Complaints and Service Requests by Directorate

DIRECTORATE	COMPLAINTS	SERVICE REQUESTS
Economy and Environment	0	1
Education & Corporate Services	0	1
Social Services & Housing	0	0
<b>TOTALS</b>	<b>0</b>	<b>2</b>

## 4. Staff Language Skills

The ability to record Welsh language skills in terms of staff data and analysis is an integral part of the payroll system within Caerphilly County Borough Council. Financial year-end figures to 31 March 2023 are shown below and overleaf. The skills levels are measured in accordance with the language skills guidelines provided by the Association of Language Testers in Europe (ALTE). On pages 27-29 of this report, you will see details of the language skills of staff per service area measures on a scale of 5 being 'Proficient' down to 'No Skills'.

Level 5	Level 4	Level 3	Level 2	Level 1	No Skills
Proficiency	Advanced	Intermediate	Foundation	Entry	-

At the time of reporting last year, the total number of staff and Welsh speakers within the organisation was as follows compared with this reporting year:

#### Council Totals for 2022-2023

#### Council Totals for 2023-2024

Total Staff	Welsh Speakers	%	Total Staff	Welsh Speakers	%
<b>8535</b>	<b>2100</b>	<b>24.6</b>	<b>8670</b>	<b>2258</b>	<b>26.04</b>

Compared with last year, again we have recorded an increase in the number of Welsh speakers; this was across all directorates.

### LINGUISTIC PROFILE OF WORKFORCE - WELSH LANGUAGE ABILITY BY SERVICE AREA AND FLUENCY AS AT 31 MARCH 2024

#### i) OVERALL STAFF FIGURES

<i>Economy and Environment</i>	2022-2023			2023-2024		
	Total Staff	Welsh Speakers	%	Total Staff	Welsh Speakers	%
Infrastructure	<b>974</b>	123	12.62	<b>928</b>	125	13.46
Property Services	<b>68</b>	22	32.35	<b>63</b>	20	31.74
Public Protection, Community & Leisure Services	<b>813</b>	148	18.2	<b>781</b>	205	26.24

<i>Economy and Environment</i>	<b>Total Staff</b>	<b>Welsh Speakers</b>	<b>%</b>	<b>Total Staff</b>	<b>Welsh Speakers</b>	<b>%</b>
Regeneration & Planning	<b>323</b>	68	21.05	<b>350</b>	70	20.0
<b>Total</b>	<b>2149</b>	<b>355</b>	<b>16.51</b>	<b>2099</b>	<b>417</b>	<b>19.86</b>

	<b>2022-2023</b>			<b>2023-2024</b>		
<i>Education &amp; Corporate Services</i>	<b>Total Staff</b>	<b>Welsh Speakers</b>	<b>%</b>	<b>Total Staff</b>	<b>Welsh Speakers</b>	<b>%</b>
Corporate Finance	<b>167</b>	28	16.76	<b>167</b>	25	14.97
Customer & Digital Services	<b>153</b>	41	26.79	<b>150</b>	43	28.66
Learning Education & Inclusion	<b>456</b>	101	22.14	<b>483</b>	114	23.60
Legal & Governance	<b>64</b>	16	25.00	<b>67</b>	17	25.37
People Services	<b>105</b>	30	28.57	<b>112</b>	36	32.14
Schools	<b>3335</b>	1131	33.91	<b>3310</b>	1166	35.22
Transformation Services	<b>787</b>	171	21.72	<b>870</b>	196	22.52
<b>Total</b>	<b>4851</b>	<b>1461</b>	<b>30.11</b>	<b>4935</b>	<b>1538</b>	<b>31.16</b>

	<b>2022-2023</b>			<b>2023-2024</b>		
<i>Social Services &amp; Housing</i>	<b>Total Staff</b>	<b>Welsh Speakers</b>	<b>%</b>	<b>Total Staff</b>	<b>Welsh Speakers</b>	<b>%</b>
Adult Services	<b>1080</b>	148	13.70	<b>1073</b>	148	13.79
Caerphilly Cares	<b>26</b>	7	26.92	<b>34</b>	9	26.47
Caerphilly Homes	<b>491</b>	68	13.85	<b>537</b>	78	14.52
Children Services	<b>335</b>	109	32.53	<b>337</b>	114	33.82
Joint Workforce Development Team	<b>3</b>	1	33.33	<b>2</b>	0	0.0
<b>Total</b>	<b>1929</b>	<b>330</b>	<b>17.1</b>	<b>1974</b>	<b>349</b>	<b>17.67</b>

## NOTES

- The figures per service area for **Total Staff** and **Welsh Speakers** do not equal the overall total per Directorate due to some members of staff having more than one post within the organisation and those posts are within different service areas.
- As with previous reports, the figures in **4i)** above are the total number of people per directorate who have completed the Linguistic Skills form noting Welsh Language skills.
- The figures shown in **4ii)** to **4iv)** that follow refer to levels of fluency of Welsh speakers per service area and cannot be compared directly with the totals shown in **4i)** because for example, in Corporate Finance (the second section below in **4ii)** the "Level 4" column refers to a staff member who can read, speak, understand and write at Level 4, not 3 different members of staff.



## ii) Economy and Environment

<b>Infrastructure</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>No Skills</b>	<b>Undisclosed</b>
<b>Listening / Speaking</b>	12	1	2	8	88	11	3
<b>Understanding</b>	9	5	4	9	74	16	8
<b>Writing</b>	10	2	5	6	50	42	10
<b>Total Staff</b>	<b>125</b>						

<b>Property Services</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>No Skills</b>	<b>Undisclosed</b>
<b>Listening / Speaking</b>	0	0	1	2	16	1	0
<b>Understanding</b>	0	0	1	3	13	3	0
<b>Writing</b>	0	0	0	2	7	11	0
<b>Total Staff</b>	<b>20</b>						

<b>Public Protection Community &amp; Leisure Services</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>No Skills</b>	<b>Undisclosed</b>
<b>Listening / Speaking</b>	17	9	13	31	130	5	0
<b>Understanding</b>	19	14	13	24	116	17	2
<b>Writing</b>	18	5	16	32	85	48	1
<b>Total Staff</b>	<b>205</b>						

<b>Regeneration &amp; Planning</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>No Skills</b>	<b>Undisclosed</b>
<b>Listening / Speaking</b>	9	1	2	16	36	6	0
<b>Understanding</b>	9	4	2	9	38	6	2
<b>Writing</b>	9	1	2	10	30	14	4
<b>Total Staff</b>	<b>70</b>						

## iii) Social Services and Housing

<b>Adult Services</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>No Skills</b>	<b>Undisclosed</b>
<b>Listening / Speaking</b>	11	8	2	10	106	11	0
<b>Understanding</b>	12	12	1	5	92	23	3
<b>Writing</b>	12	8	1	10	50	62	5
<b>Total staff</b>	<b>148</b>						

<b>Caerphilly Cares</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>No Skills</b>	<b>Undisclosed</b>
<b>Listening / Speaking</b>	1	0	0	0	7	1	0

<b>Caerphilly Cares</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>No Skills</b>	<b>Undisclosed</b>
<b>Understanding</b>	1	0	0	0	8	0	0
<b>Writing</b>	1	0	0	0	4	4	0
<b>Total staff</b>	<b>9</b>						

<b>Caerphilly Homes</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>No Skills</b>	<b>Undisclosed</b>
<b>Listening / Speaking</b>	3	4	7	4	57	3	0
<b>Understanding</b>	3	6	4	1	41	19	4
<b>Writing</b>	2	4	6	2	25	35	4
<b>Total staff</b>	<b>78</b>						

<b>Children Services</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>No Skills</b>	<b>Undisclosed</b>
<b>Listening / Speaking</b>	6	3	6	6	87	6	0
<b>Understanding</b>	8	7	2	7	72	16	2
<b>Writing</b>	6	5	3	5	58	34	3
<b>Total staff</b>	<b>114</b>						

<b>Joint Workforce Development Team</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>No Skills</b>	<b>Undisclosed</b>
<b>Listening / Speaking</b>	0	0	0	0	0	0	0
<b>Understanding</b>	0	0	0	0	0	0	0
<b>Writing</b>	0	0	0	0	0	0	0
<b>Total staff</b>	<b>0</b>						

#### iv) Education and Corporate Services

<b>Corporate Finance</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>No Skills</b>	<b>Undisclosed</b>
<b>Listening / Speaking</b>	0	1	0	2	20	2	0
<b>Understanding</b>	0	1	0	2	17	5	0
<b>Writing</b>	0	1	0	2	11	10	1
<b>Total staff</b>	<b>25</b>						

<b>Customer &amp; Digital Services</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>No Skills</b>	<b>Undisclosed</b>
<b>Listening / Speaking</b>	3	0	3	2	34	1	0
<b>Understanding</b>	3	3	1	3	25	5	3
<b>Writing</b>	4	1	1	0	22	13	2

<b>Customer &amp; Digital Services</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>No Skills</b>	<b>Undisclosed</b>
<b>Total staff</b>	<b>43</b>						

<b>Learning Education &amp; Inclusion</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>No Skills</b>	<b>Undisclosed</b>
<b>Listening / Speaking</b>	9	4	0	11	89	1	0
<b>Understanding</b>	10	2	4	4	85	7	2
<b>Writing</b>	8	3	2	6	61	31	3
<b>Total staff</b>	<b>114</b>						

<b>Legal &amp; Governance</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>No Skills</b>	<b>Undisclosed</b>
<b>Listening / Speaking</b>	0	1	1	2	12	0	1
<b>Understanding</b>	1	1	1	2	9	2	1
<b>Writing</b>	0	2	0	3	8	3	1
<b>Total staff</b>	<b>17</b>						

<b>People Services</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>No Skills</b>	<b>Undisclosed</b>
<b>Listening / Speaking</b>	0	0	0	6	28	2	0
<b>Understanding</b>	0	2	1	2	27	4	0
<b>Writing</b>	0	0	1	4	19	12	0
<b>Total staff</b>	<b>36</b>						

<b>Schools</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>No Skills</b>	<b>Undisclosed</b>
<b>Listening / Speaking</b>	201	48	41	235	614	22	5
<b>Understanding</b>	194	81	93	169	530	64	35
<b>Writing</b>	203	37	48	208	400	222	48
<b>Total staff</b>	<b>1166</b>						

<b>Transformation Services</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>No Skills</b>	<b>Undisclosed</b>
<b>Listening / Speaking</b>	11	11	4	19	137	13	1
<b>Understanding</b>	13	15	8	17	113	29	1
<b>Writing</b>	13	4	8	17	58	88	8
<b>Total staff</b>	<b>196</b>						

## 5. Welsh Medium Training Provision

Caerphilly Council has provided conversational Welsh courses for staff and elected members since 2001. Courses are also accessible to members of the public and staff members from partner organisations to attend. The courses range from basic taster courses for beginners to courses which cater for those who are now fluent Welsh speakers. During the initial lockdown, all courses moved to being held online; this in turn has led to the majority of lessons continuing to be held online, with a small number of staff attending lessons in person.

We run in-house training sessions including taster courses for staff which range from pronunciation of local place names and job titles to basic greetings including likes and dislikes.

The data for the Welsh courses offered and attended by Caerphilly CBC staff for the academic year 2023-2024 is as follows:

<b>COURSE OFFERED</b>	<b>NUMBER OF STAFF ATTENDING</b>
Taster Courses	55
Entry Level Year Courses	18
Foundation Level Year Courses	9
Intermediate Level Year Courses	6
Advanced Level Year Courses	2
Proficiency Courses	2
Withdrawn	4

Caerphilly Council is proud to support staff in a wide range of Welsh language courses via the Learn Welsh website. Courses include year-long courses, lasting between 30 and 32 weeks; online courses, 10-hour self-study modules; summer and residential schools; and taster and supplementary courses, each ranging from Entry Level to Proficiency level.

#### **Caerphilly Staff Figures – 2018-2024**

<b>Academic Year</b>	<b>Year courses</b>	<b>Taster and Supplementary Courses</b>	<b>Total Number of Learners</b>	<b>(Numbers withdrawn)</b>
2018 – 2019	53	91	144	<b>(6)</b>
2019 – 2020	62	185	223	<b>(0)</b>
2020 – 2021	27	219	246	<b>(2)</b>
2021 – 2022	35	-	35	<b>(1)</b>
2022 – 2023	50	11	61	<b>(5)</b>
2023 – 2024	41	55	96	<b>(4)</b>
<b>TOTALS</b>	<b>268</b>	<b>561</b>	<b>805</b>	<b>(18)</b>

The overall number of staff learning Welsh increased during this financial year to 96 from 61 last year. This coincides with us changing the way staff are offered courses and working more closely with the Employability Team to offer a wide range of taster courses to all

members of the team. Compared to previous years, we now have a much more streamlined registration process which has helped reduce our administration time.

Working closely with the National Learn Welsh centre, staff can start a Welsh course at any point during the academic year, and as noted, above courses vary in delivery style and location. Some staff have even followed intensive week-long courses at Nant Gwrtheyrn on the Llŷn Peninsula.

To further encourage staff to attend courses, we hold a 'Clwb Clebran' (chat club) for Welsh learners and speakers, to come together and to create a welcoming environment for staff to use their Welsh language skills. The network of staff support each other in the workplace, and help develop Welsh language skills for the workplace.

During 2023-2024, staff were given 2 opportunities to attend a Welsh Language Awareness course, which attracted **11** attendees across the two sessions. This course must be provided for staff in line with Standard 132:

You must provide training courses so that your employees can develop –

- (a) awareness of the Welsh language (including awareness of its history and its role in Welsh culture);
- (b) an understanding of the duty to operate in accordance with the Welsh language standards;
- (c) an understanding of how the Welsh language can be used in the workplace.

The Welsh Language Awareness courses can be very effective in changing attitudes and explore the following points:

1. Why do we need to give attention to the Welsh language?
2. What do we need to know about the language and its speakers?
3. How can we act in a way that facilitates the use of the Welsh language?

Staff who attended the sessions gave positive feedback, a comment from which is below:

Very insightful and aimed in the right way to all who attended both those who have some understanding and those who have little or no understanding of the language. Thoroughly enjoyed this session and has made me want to learn more.

In accordance with Standard 128, the council must provide training to staff through the medium of Welsh in the following areas:

You must provide training in Welsh in the following areas, if you provide such training in English –

- (a) recruitment and interviewing;
- (b) performance management;
- (c) complaints and disciplinary procedures;

- (ch) induction;
- (d) dealing with the public; and
- (dd) health and safety.

No requests from staff were received for any of the above listed courses to be delivered through the medium of Welsh, therefore there are no staff training figures recorded. The above information is published here to provide continuity with previous reports.

## 6. Recruiting to Empty Posts

A total of **685** new and vacant posts advertised since 31st March 2023 were categorised as posts where:

- (i) Welsh language skills were essential **9**
- (ii) Welsh language skills needed to be learnt when appointed to the post **13**  
Welsh language training courses have been available to all staff and elected members free of charge since the 2001-2002 (see Section 5)
- (iii) Welsh language skills were desirable **663**
- (iv) Welsh language skills were not necessary **0**

The Welsh Language Skills Assessments in relation to vacant or new posts are undertaken as required by Standard 136, and have been recorded by Human Resources since October 2016. The assessment and supporting evidence then forms part of the business case that is required to gain permission to fill a vacant post or create a new one.

A Welsh Language Skills Assessment is completed for all vacant or new posts, which are advertised as Welsh desirable as a standard requirement. The assessment undertaken determines whether any new or vacant posts should be advertised as Welsh essential, in accordance with the job role and contact with the public.



## CABINET - 5TH JUNE 2024

**SUBJECT: FEDERATION OF SCHOOLS**

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

### 1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to seek Cabinet approval on the recommendation to proceed to consultation, in partnership with each Governing Body, in respect of the Federation of Cwmaber Infants School and Cwmaber Junior School, with effect from the start of term January 2025.

### 2. SUMMARY

- 2.1 The report provides a background to the Welsh Government's Federation of Maintained School in Wales Regulations introduced in 2014. It outlines processes and practical aspects of establishing a federated school governing body.
- 2.2 The report identifies the Schools and Governing Bodies who wish to proceed to formal consultation in partnership with the Local Authority (LA).

### 3. RECOMMENDATIONS

- 3.1 Cabinet Members are asked to:
- a) Note the contents of this report
  - b) Approve the recommendation, via vote, to proceed to consultation, in partnership with each Governing Body, in respect of the Federation of Cwmaber Infants School and Cwmaber Junior School with effect from the start of term January 2025.

### 4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To seek Cabinet Member approval to proceed to formal consultation on the proposal to federate the following schools:
- Cwmaber Infants School and Cwmaber Junior School

- 4.2 To work in partnership and support the schools identified in 4.1 in undertaking a consultation exercise on federation which if approved will formalise the successful collaboration that has been in place for a number of years.

## **5. THE REPORT**

### **Background**

- 5.1 The term “Federation” describes a formal and legal agreement by which a number of schools share Governance arrangements.
- 5.2 The Welsh Government’s Federation policy objective is to promote collaboration between all parts of the education system to improve outcomes. School federation is a more formal way of extending collaboration and promoting closer working relationships and is the principal initiative for achieving formal partnership working amongst schools to improve performance and narrow the attainment gap for deprived pupils.

### **Summary of Federation Regulations**

- 5.3 The federation of schools is a legal process which enables schools to work together through a formal structured process by sharing a governing body that will make decisions in the best interest of all the schools, staff and pupils in that federation.
- 5.4 The term federation describes a formal and legal agreement by which a number of schools (between two and six) share governance arrangements and have a single governing body.
- 5.5 The most important reason for considering federation must be the benefits such an arrangement would bring for children and young people in the federating schools by enhancing educational provision through working together efficiently to raise standards, improve services and increase opportunities.
- 5.6 A federation can provide a foundation for sustainable long term development and improvement.
- 5.7 To be successful, federation needs to be based on a commitment to work as a group of schools and a willingness to do things differently for the added benefit of all pupils, their well-being and achievements.
- 5.8 One of the advantages of federation is that schools that federate remain in their communities and keep their individual identity. However the existing governing bodies will be dissolved and replaced by a new, single governing body which will have oversight of, and equal responsibility for, the work of all schools within the federation.
- 5.9 The membership of a governing body for a federation of schools is almost identical to the membership of an ordinary governing body with all stakeholders being represented although there is more flexibility in the proportions of representation of each category of governor. This means that a governing body of a federation can choose a constitution and membership which suits their particular circumstances as long as they have a minimum of 15 governors and no more than a maximum of 27



governors and adhere to the minimum and maximum numbers of governors set out in the regulations.

- 5.10 Schools in a federation will also be able to maintain their own delegated budget, name, character, school uniform and ethos, but will be able to explore the advantages of sharing resources such as facilities, IT, staff, school buildings, etc.
- 5.11 A decision to federate by either schools or LAs will not override the need for a LA to intervene or act on school improvement or school organisation issues.
- 5.12 Each school can retain its headteacher if it wishes although if a single headteacher and deputy headteacher post is created to manage all of the schools in the federation, those posts do not have to be advertised nationally if one of the headteachers or deputy headteachers expresses an interest in the post.
- 5.13 Each school has its own Estyn inspection, though increasingly these are co-ordinated to happen at the same time for all schools within the federation to minimise stress and disruption.
- 5.14 The governing body of a federation can use budget, resources and staff across the federation to improve the educational outcomes for all pupils.
- 5.15 An audit trail must be kept and separate accounts produced for each school in the federation.
- 5.16 The governing body of a federation cannot require existing staff to work across all schools within the federation, but they can negotiate with the school staff unions over whether flexible contracts can be introduced.
- 5.17 New staff can be appointed to work across schools in the federation.
- 5.18 It is a statutory requirement to seek the views of stakeholders on federation proposals, whether the federation has been proposed by the respective school governing bodies or the LA or in joint partnership.
- 5.19 Local authorities must allow the governing bodies 20 school days (excluding inset days) to respond to proposals and cannot establish a federation until a period of at least 100 days has expired from the date they publish proposals.
- 5.20 **What are the benefits of Federation?**

By entering into a Federation, the schools will agree to work together for the benefit of all pupils in the local area. There will be a formal arrangement where the schools share a single governing body. The schools retain their separate legal status and have their own budget allocations and Estyn inspections.

The shared governance structure will allow the schools to:

- Work together efficiently and sustainably to raise standards, improve services and increase opportunities for pupils and staff;
- Share resources, expertise and facilities;
- Federations do not bring cashable savings to the Local Authority but they may ease financial pressure within schools because resources can be shared and deployed across the Federation;

- A single strategic Federation Governing Body means that the schools can work formally together to improve opportunities for children. This may lead to:
  - Broader learning and social experiences for children;
  - Better continuity of provision from early years to the end of the primary schooling;
  - Strong leadership using more strategic leadership and management structures, allowing school-based leaders to focus on teaching, learning and raising standards;
  - Opportunities to develop future leaders;
  - An aligned and coherent curriculum, increasing the opportunity to fulfil individual pupils' needs, extending curriculum entitlement and giving the potential to share resources;
  - A single Federation Development Plan, single school policies, reducing duplication;
  - More opportunities to share resources, particularly for arts, music and sport.
- A Federation would allow each school to keep its own individual character within a strong overarching partnership and each school will be able to learn from each other.

There is no blueprint for a Federation but schools will have the opportunity to work together to shape their Federation, so that it is able to meet the needs of the pupils and communities.

#### 5.21 **What are the challenges of Federation?**

Some of the challenges to taking forward a Federation are as follows:

- Building trust between governors and school communities;
- Need to ensure full commitment from all schools involved;
- Need to develop and agree a shared vision for the school;
- Need to ensure clear governance and leadership structures;
- Need to ensure sufficient time for all parties to be at ease with the proposed changes;
- All partners should feel equally valued;
- Increasing the workload of governors, particularly during inception and first year of establishing a Federation;
- Potential loss of experienced governors;
- Operational issues - increased workload for a single headteacher;
- Estyn inspections – currently, Estyn inspects each school within a Federation separately.

For a Federation to succeed, it is imperative that trust is developed between the governors and individual school communities. It also requires full commitment from the schools involved and a shared vision for the development of the Federation.

- 5.22 Due to the successful informal collaboration already established between both schools the majority of the challenges identified in 5.21 have already been successfully addressed.

## 5.23 **Composition of the Governing Body**

The regulations stipulate that each federated governing body should have a minimum of 15 Governors and a maximum of 27 with a proposed composition made up as follows for each federated school:

- (a) at least one but no more than two parent governors elected or appointed to represent the interests of parents of registered pupils at that school;
- (b) at least one but no more than two teacher governors;
- (c) at least one but no more than two staff governors;
- (d) at least two but no more than four LA governors;
- (e) at least two but no more than four community governors;
- (f) the head or acting head of the federation, if one is appointed or the headteacher or acting headteacher of each school in the federation unless those persons resign as a governor.

5.24 The present position with both governing bodies is as follows:

### **Cwmaber Infant School / Cwmaber Junior School**

The schools have been informally “collaborating” since September 2020. Both schools share the same Head Teacher.

The Governing Body of both schools have agreed to proceed to formal consultation for federation status in partnership with the Local Authority, subject to Cabinet approval.

A draft Proposal Report has been produced.

## **The Federation process**

In establishing a Federation the following steps need to be noted:

### **Step 1: Exploration and Preparation**

This phase involves:

- Report specified as an item on Governing Body agenda;
- Governing Body to give preliminary consent to an agreement to explore Federation options from School(s) involved and the Local Authority;
- The co creation of an initial briefing paper for consideration of staff and governing bodies;
- Agreement of the key drivers and purpose for Federation;
- Informing staff in both schools of the process and any implications and keeping unions informed;
- Setting up a working group with representatives from both schools to draft a formal Proposal Report;
- Determining a date for the operative start of Federation.

### **Step 2: The report and consultation**

- The governing bodies in partnership with the Local Authority to prepare a formal Proposal report to consult with all stakeholders.

This report will:

- Include full details of proposal including the size/composition of single governing body, senior staff arrangements and management arrangements, admissions, authority (ies) deadline for comments – 20 days from publication;
- Explain reasons for Federation and benefits (and how potential challenges would be met);
- Include the date for when Federation takes place – must be at least 100 days from the date proposals are published, i.e. sent to stakeholders;
- Consultation with stakeholders – Local Authority, parents/carers, staff of all schools, school staff unions.

### **Step 3: Post consultation**

- Governing bodies and local authority to consider responses;
- Provide a summary report of responses for each governing body to consider.

### **Step 4: Implementation**

- Governing bodies and local authority meet to make the final decision on nature and timing of Federation;
- Governing bodies and local authority inform stakeholders of decision;
- Local Authority in consultation with the governing bodies liaise over the new Instrument of government and election and appointment of new governors;
- Consider making arrangements for governor support for the Federating schools in the interim before the joint governing body is in place;
- Senior leadership roles and responsibilities formalised;
- Joint Committee of governors is established and provides strategic planning and roll out the Federation;
- Single governing body meets to elect chair and vice chair;
- Calendars and professional processes aligned;
- Look at how new technologies can support Federation development.

### **Step 5: Evolution**

- Implementing new systems and structures, policies and practice;
- New staff roles operating (Performance Management structure and process);
- School Development Plan targets resources and expertise at raising standards across the Federation;
- Monitoring and review by governing body, staff and the local authority.

5.25 Officers have met with all Governing Bodies concerned who have formally agreed to proceed to formal consultation on the proposal. Although the Governing Bodies could proceed in isolation each Governing Body have requested the Local Authority consider the proposal and agree to proceed in partnership with the individual schools to formal consultation.

5.26 The next stage of the process, subject to Cabinet approval, would be to commence the consultation process for all 4 groups of schools. It is expected that this process

will commence early in the Autumn term, subject to the detailed timeline, being agreed by each Governing Body.

- 5.27 A draft consultation document is attached at Appendix 1 which will be adapted for each of the school federations outlined above should the proposals be endorsed.

## 5.28 **Conclusion**

Members are asked to approve the recommendation, via vote, to proceed to consultation, in partnership with each Governing Body, in respect of the Federation of Cwmaber Infants School and Cwmaber Junior School with effect from the start of term January 2025.

## 6. **ASSUMPTIONS**

- 6.1 No assumptions have been made in relation to this report.

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

- 7.1 As the proposal seeks to Federate the two school governing bodies only, and they have been in an established collaboration since September 2020, there is no requirement under the statutory process to undertake a wider Integrated Impact Assessment in this instance.

## 8. **FINANCIAL IMPLICATIONS**

- 8.1 The Federation process does not bring any savings to the Local Authority but may ease financial pressures within schools by sharing resources which can be deployed across the federation.

## 9. **PERSONNEL IMPLICATIONS**

- 9.1 Due to collaboration arrangements already being in place, in both schools, for a number of years there are no personnel implications anticipated directly resulting from this proposal.
- 9.2 Governing Bodies have the responsibility for the management of staffing within schools.

## 10. **CONSULTATIONS**

- 10.1 Education and Social Services Scrutiny Committee 20th May 2024 - Comments on Federation of Schools

The scrutiny committee were advised that the Chair of the committee Councillor Teresa Parry has been contacted by the Chairs of the Governing Bodies of both schools affected by the recommendations to assure the scrutiny committee that they are fully supportive of the recommendation to proceed with federation of Cwmaber Infants and Cwmaber Junior schools.

A member asked what the performance of both schools is currently like and will federation be assessed periodically to ensure it is effective. The committee was advised that performance at both schools is good and there are no causes of concern. Both schools have a history of strong performance, and it is felt that federation will provide further opportunities for sustained growth and development.

All schools are monitored to see how they are operating and delivering so a federated school would be no different. In the past evaluations of this process are carried out and involves speaking to pupils. In addition the team around the school would be checking in to ensure everything is working properly.

Officers have also met with the governing bodies to take them through the federation process and it should be noted that the schools have already been working collaboratively for a number of years. It was very clear after the presentation to the governing bodies that they were confident with each other and consider it as the next logical step forward.

Following the debate the recommendations were moved and second and supported by the majority present – 9 For 0 against and 0 abstentions

## **11. STATUTORY POWER**

### **11.1 Federation of Maintained Schools (Wales) Regulations 2014 School Organisation Code 2013 (Welsh Government) School Standards and Organisation (Wales) Act 2013**

Author: Andrea West, Place Shaping and Sustainable Communities for Learning  
Service Manager

#### Consultees:

Dave Street, Deputy Chief Executive  
Gareth Jenkins, Interim Director for Social Services  
Richard Edmunds, Corporate Director of Education and Corporate Services  
Mark S Williams, Corporate Director for Economy and Environment  
Councillor Carol Andrews, Cabinet Member for Education and Communities  
Councillor Teresa Parry, Chair of Education and Social Services Scrutiny  
Committee  
Councillor Brenda Miles, Vice Chair of Education and Social Services Scrutiny  
Committee  
Sue Richards, Head of Education Planning and Strategy / Place Shaping  
Programme Director  
Stephen Harris, Head of Financial Services and S151 Officer  
Keri Cole, Chief Education Officer  
Sarah Ellis, Lead for Inclusion and ALN  
Sarah Mutch, Early Years Manager  
Paul Warren, Strategic Lead for School Improvement  
Jane Southcombe, Financial Services Manager  
Lynne Donovan, Head of People Services  
Rob Tranter, Head of Legal Service and Monitoring Officer  
Ben Winstanley, Head of Land and Property Services  
Steve Pugh, Corporate Communications Manager

Background Papers:  
None



## **CABINET – 5TH JUNE 2024**

**SUBJECT: SUMMARY OF ESTYN INSPECTION OUTCOMES UNDER THE NEW COMMON INSPECTION FRAMEWORK (CIF) – JANUARY 2022 TO MARCH 2024**

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

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

- 1.1 To inform Cabinet Members of the judgements made by Estyn inspection teams of Caerphilly schools from January 2022 – March 2024 (where published).
- 1.2 To seek members' views on the Estyn outcomes and the Inspection Profile across Caerphilly Schools.

### **2. SUMMARY**

- 2.1 The schools included in this report were inspected from January 2022 onwards. Each of them was inspected under the arrangements for inspections that came into effect from 1 January 2022, with the first two terms being considered pilot arrangements.
- 2.2 The report identifies the schools and the dates on which the inspections took place, together with any associated follow up category. This cumulative report includes outcomes already reported between January 2022 and March 2023.

### **3. RECOMMENDATIONS**

- 3.1 That Cabinet:
  - 1) note the content of the report
  - 2) comment on the Estyn Outcomes and the Inspection Profile across Caerphilly Schools

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

- 4.1 The Local Authority has a statutory responsibility for monitoring educational outcomes within its schools and members should be made aware of the outcomes of inspections

in Caerphilly schools.

## 5. THE REPORT

### **Previous Estyn Common Inspection Framework (Sept 2017 onwards)**

- 5.1 From September 2017 schools in Wales were inspected under the Common Inspection Framework (CIF). This judged schools under 5 Inspection Areas (IA):
1. Standards
  2. Wellbeing and attitudes to learning
  3. Teaching and learning experiences
  4. Care, support and guidance
  5. Leadership and management
- 5.2 There was no separate judgement on 'current performance' and 'prospects for improvement'. The previous 4-point judgement scale remained, but its wording was amended to focus on actions to be taken to support improvement:
- Excellent – Very strong, sustained performance and practice
  - Good – Strong features, although minor aspects may require improvement
  - Adequate and needs improvement – Strengths outweigh weaknesses, but important aspects require improvement
  - Unsatisfactory and needs urgent improvement – Important weaknesses outweigh strengths
- 5.3 There were 3 follow-up categories of support, as the previous Local Authority monitoring has ceased as an Estyn category. The last two remained as statutory categories:
- Estyn Review
  - Significant Improvement
  - Special Measures

### **Estyn Common Inspection Framework (From 1 September 2022)**

- 5.4 The new inspection framework commenced on 1 September 2022, however in the Spring and Summer of that year a small number of pilot inspections took place. This report therefore includes information from 1 January 2022.
- 5.5 Estyn's new approach to inspection in schools and Pupil Referral Units across Wales, no longer focuses on a grading, detailing instead how well providers are helping a child to learn. This means that inspection reports will no longer include summative gradings (e.g. 'Excellent', 'Good' or 'Adequate').
- 5.6 A key overview of findings is included in each report headline focusing on a school's strengths and areas for development. Estyn also produce a separate report summary for parents/carers which allows access to the key information they need about an inspection quickly.
- 5.7 Estyn's new approach aligns with the personalisation of the new curriculum for Wales. Inspections also involve more in-person discussions, placing less emphasis on achievement data. They intend that their new inspection approach will make it



easier for providers to gain meaningful insights that help them to improve without the spotlight on a judgement. Additionally, to reflect the Welsh Government's decision to no longer require statutory teacher assessment at the of various stages of education, Inspection Area 1 was renamed from Standards to Learning, to reflect the broader range of holistic evidence required about learner outcomes and progress.

- 5.8 There is, however, no change to the statutory categories of special measures and significant improvement. The category of Estyn Review is also retained.
- 5.9 Estyn have reduced the notice period for inspections from 15 to 10 working days. Estyn have committed to continue to work with partners and stakeholders to gather views as they look to further evolve our inspection framework, including moving towards more regular inspection across providers.
- 5.10 Comparisons over time with the previous framework are not possible, given that there are no judgements for the 5 Inspection Areas to compare.
- 5.11 It is also to be noted that this is a sample of judgements that are available for a proportion of Caerphilly schools, not for a full Estyn cycle. At the time of writing reports were available for 34 in total, comprising 28 primaries, 4 secondaries, a through school, a PRU, with one further school awaiting publication of their report.

### Caerphilly

- 5.12 The following Caerphilly schools have been inspected since January 2022, under the New Framework. Follow up category, the only summative data available is included in the table below (No Follow Up, Estyn Review, Significant Improvement, Special Measures)

School	Phase	Inspection Date	Follow-Up Category * = Estyn Case Study
Ysgol Gymraeg Caerffili	Primary	Feb-22	No Follow Up
Aberbargoed Primary	Primary	Jun-22	Estyn Review
Bryn Primary	Primary	Jun-22	No Follow Up
Risca Comprehensive	Secondary	Sep-22	Significant Improvement
Cefn Fforest Primary	Primary	Oct-22	No Follow-Up
Crumlin High Level Primary	Primary	Oct-22	Special Measures
Lewis Girls' Comprehensive	Secondary	Oct-22	No Follow-Up (*)
Ysgol y Lawnt	Primary	Oct-22	No Follow-Up
Markham Primary	Primary	Nov-22	No Follow-Up (*)
Pontllanfraith Primary	Primary	Nov-22	Estyn Review
Glanynant Learning Centre	Special	Dec-22	Significant Improvement
Fleur-de-Lys Primary	Primary	Feb-23	No Follow Up
Pengam Primary	Primary	Feb-23	No Follow Up
St Helens Catholic Primary	Primary	Mar-23	No Follow Up
Blackwood Comprehensive	Secondary	May-23	No Follow Up (*)
Tynewydd Primary	Primary	May-23	Estyn Review
Idris Davies 3-18 School	All	May-23	No Follow Up
Upper Rhymney Primary	Primary	Jun-23	No Follow Up
Machen Primary	Primary	Jun-23	No Follow Up
St Gwladys Bargoed School	Primary	Jun-23	No Follow Up (*)

Hengoed Primary	Primary	Jun-23	No Follow Up
Coedybrain Primary	Primary	Jul-23	No Follow Up
Ysgol Cwm Derwen	Primary	Nov-23	No Follow Up
Ystrad Mynach Primary	Primary	Nov-23	No Follow Up
Park Primary	Primary	Nov-23	No Follow Up (*)
Gilfach Fargoed Primary	Primary	Nov-23	No Follow Up (*)
Cwmfelinfach Primary	Primary	Nov-23	No Follow Up (*)
Ysgol Ifor Bach	Primary	Dec-23	No Follow Up
Pantside Primary	Primary	Dec-23	No Follow Up
Tiryberth Primary	Primary	Dec-23	No Follow Up
Ty Sign Primary	Primary	Jan-24	Significant Improvement
Newbridge School	Secondary	Jan-24	No Follow Up
Derwendeg Primary	Primary	Feb-24	No Follow Up
Rhiw Syr Dafydd Primary	Primary	Feb-24	No Follow Up
Brynawel Primary	Primary	Mar-24	Not published at time of writing

5.13 A range of case studies are now available on the Estyn website [Improvement resources search | Estyn](#)

5.14 The following case studies have been completed by Caerphilly Schools.

School	Estyn Case Studies
Lewis Girls' Comprehensive	<ul style="list-style-type: none"> <li>The impact of professional learning on teaching and learning, curriculum development, and leadership <a href="#">Direct Link</a></li> <li>Broadening pupils' horizons and developing a culture of belonging <a href="#">Direct Link</a></li> </ul>
Markham Primary	<ul style="list-style-type: none"> <li>Effectively engaging the school community <a href="#">Direct Link</a></li> </ul>
Blackwood Comprehensive	<ul style="list-style-type: none"> <li>Developing and improving learners' digital competence skills at Blackwood Comprehensive School <a href="#">Direct Link</a></li> <li>Developing a culture of self-evaluation and continuous professional learning at Blackwood Comprehensive School <a href="#">Direct Link</a></li> </ul>
St Gwladys Bargoed School	<ul style="list-style-type: none"> <li>How St. Gwladys Bargoed School develops pupils' independence in the early years and how this continues as pupils move through the school <a href="#">Direct Link</a></li> </ul>
Park Primary	<ul style="list-style-type: none"> <li>Establishing a cohesive team for a successful federation <a href="#">Direct Link</a></li> </ul>
Gilfach Fargoed Primary	<ul style="list-style-type: none"> <li>Establishing a cohesive team for a successful federation <a href="#">Direct Link</a></li> </ul>
Cwmfelinfach Primary	<ul style="list-style-type: none"> <li>Estyn will invite the school to prepare a case study on its work in relation to developing pupils'</li> </ul>

	independent learning skills highly effectively, especially as confident writers, for dissemination on Estyn's website (not yet published).
Idris Davies 3-18	<ul style="list-style-type: none"> <li>The leadership of effective school support for disadvantaged and vulnerable pupils.</li> </ul>

5.15 Estyn inspections of schools are informative for the LA and the EAS in a number of ways. Although they report on a school in a specified period of time, they can be helpful in confirming that the school is receiving appropriate support and challenge and as a means of triangulating judgements which were made prior to the inspection. Where schools are a cause for concern, recommendations made by Estyn will be the focus for intervention and the tracking of progress made. If the school is placed in a statutory category, then the LA can invoke powers of intervention immediately. Where excellent practice is identified, then schools can be asked by Estyn to produce case studies which are then shared with other schools, via publication on the Estyn website.

5.16 The table below summarises the recommendations for each Caerphilly school inspected.

School	Recommendations
Ysgol Gymraeg Caerffili	<p>R1 Provide more opportunities for pupils to write at length across the curriculum.</p> <p>R2 Strengthen opportunities for pupils to develop as independent learners.</p>
Aberbargoed Primary	<p>R1 Address the standards of teaching and low expectations for pupils in Years 3 to 6.</p> <p>R2 Create opportunities to develop pupils' independent skills and further challenge pupils in Years 3 to 6.</p> <p>R3 Ensure that senior leaders robustly monitor and evaluate learning and teaching to identify key areas for improvement.</p> <p>R4 Develop the roles of leaders at every level to secure improvement.</p>
Bryn Primary	<p>R1 Focus self-evaluation and improvement work more sharply on what pupils know, understand and can do.</p> <p>R2 Improve pupils' confidence and ability to speak in Welsh, both in lessons and around the school.</p> <p>R3 Ensure that teachers' feedback addresses errors in pupils' learning more robustly.</p>
Risca Comprehensive	<p>R1 Raise standards and improve performance at key stage 3 and key stage 4.</p> <p>R2 Improve the achievement of more able pupils.</p>

	<p>R3 Strengthen approaches to co-ordinate and implement teaching in literacy and numeracy across the curriculum to improve pupils' skills.</p> <p>R4 Improve the quality of teaching and assessment.</p> <p>R5 Refine the roles and responsibilities of senior and middle leaders to focus on raising standards and improving teaching.</p> <p>R6 Improve self-evaluation procedures to inform development planning, and to set clear and appropriate priorities and targets for improvement</p>
Cefn Fforest Primary	<p>R1 Raise standards in Welsh.</p> <p>R2 Increase opportunities for pupils to influence how and what they learn.</p>
Crumlin High Level Primary	<p>R1 Establish and maintain effective leadership and governance to support school improvements.</p> <p>R2 Improve the quality of teaching and assessment practices across the school.</p> <p>R3 Improve pupils' extended writing skills.</p> <p>R4 Improve pupils' numeracy skills.</p> <p>R5 Ensure that the provision for Welsh improves pupils' oracy skills.</p>
Lewis Girls' Comprehensive	<p>R1 Improve the provision for developing pupils' Welsh language skills and their knowledge of Welsh culture.</p> <p>R2 Strengthen the provision for monitoring and improving pupils' attendance, particularly for those eligible for free school meals.</p> <p>R3 Revise the leadership of additional learning needs, so that it ensures a strong strategic direction and supports the full implementation of the ALNET act.</p>
Ysgol y Lawnt	<p>R1 Improve pupils' Welsh reading skills.</p> <p>R2 Share best practice in teaching across the school.</p>
Markham Primary	<p>R1 Improve outdoor provision to enrich all pupils' learning experiences.</p> <p>R2 Improve attendance.</p>
Pontllanfraith Primary	<p>R1 Develop and implement effective evaluation and improvement processes.</p> <p>R2 Ensure that teaching supports pupils to develop the full range of skills progressively as they move through the school and that pupils have opportunities to use these skills in their work across the curriculum.</p> <p>R3 Develop effective partnerships with parents.</p>
Glanynant Learning Centre	<p>R1 Strengthen improvement planning by ensuring self-evaluation activities focus on pupil progress and the standards they achieve.</p>

	<p>R2 Ensure that all members of the management committee and the local authority have a good understanding of the PRU's strengths and areas for development.</p> <p>R3 Improve attendance and pupils' engagement in full-time education.</p> <p>R4 Improve pupils' literacy, numeracy and digital competence skills.</p> <p>R5 Ensure that teachers' feedback enables pupils to know what they are doing well and what they need to do to improve.</p>
Fleur-de-Lys Primary	<p>R1 Improve teaching and assessment to ensure that all pupils are challenged appropriately and that learning activities meet their developmental needs</p> <p>R2 Improve opportunities for pupils to develop their independence and effectiveness as learners</p> <p>R3 Improve pupils' speaking and extended writing skills</p> <p>R4 Strengthen school improvement processes to ensure that leaders provide suitable challenge for staff on the impact their teaching makes on pupils' progress</p>
Pengam Primary	<p>R1 Improve teaching and assessment to ensure that all pupils are challenged appropriately and that learning activities meet their developmental needs</p> <p>R2 Improve opportunities for pupils to develop their independence and effectiveness as learners</p> <p>R3 Improve pupils' speaking and extended writing skills</p> <p>R4 Strengthen school improvement processes to ensure that leaders provide suitable challenge for staff on the impact their teaching makes on pupils' progress</p> <p>R5 Improve attendance of pupils, particularly those pupils eligible for free school meals</p>
St Helens Catholic Primary	<p>R1 Ensure that teachers' feedback targets the next steps in pupils' learning effectively</p> <p>R2 Provide more opportunities for pupils to make decisions about how they organise and present their work</p>
Blackwood Comprehensive	<p>R1 Raise standards, particularly in key stage 4</p> <p>R2 Plan more effectively for the progressive development of pupils' literacy and numeracy skills</p> <p>R3 Improve the quality and consistency of teaching and written feedback</p> <p>R4 Strengthen leadership arrangements and improve the rigour and consistency of self-evaluation and improvement planning to secure sustained improvements in pupils' standards</p>

Tynewydd Primary	<p>R1 Improve pupils' ability to write at length across a range of curriculum areas</p> <p>R2 Increase opportunities for pupils to develop independence and creativity in their learning</p> <p>R3 Ensure that senior managers and governors are involved at all stages of self-evaluation and planning for improvement</p>
Idris Davies 3-18 School	<p>R1 Improve attendance and reduce the levels of persistent absenteeism</p> <p>R2 Strengthen the planning for the progressive development of pupils' literacy, in particular writing and advanced reading skills</p> <p>R3 Address the specific areas for improvements in teaching and assessment identified in the report</p> <p>R4 Ensure sufficient time for personal and social education in key stage 4</p>
Upper Rhymney Primary	<p>R1 Challenge all pupils through consistent and effective teaching</p> <p>R2 Plan effective progression in pupils' numeracy and digital skills as they move through the school</p> <p>R3 Ensure that the quality of teachers' feedback targets the next steps in pupils' learning across the school</p> <p>R4 Improve the resources and outdoor learning opportunities for younger pupils</p>
Machen Primary	<p>R1 Improve opportunities to develop pupils' deeper understanding and application of skills across the curriculum, especially when engaged in independent learning</p> <p>R2 Ensure consistency in the quality and use of pupil feedback to support pupils to make improvements to their work</p> <p>R3 Extend opportunities for pupils to develop their creative and problem-solving skills in purposeful, real-life activities</p>
St Gwladys Bargoed School	<p>R1 Address the safeguarding issues identified by the team during the time of the inspection</p> <p>R2 Further develop the evaluation of pupils' learning, improvement work and grant spending</p>
Hengoed Primary	<p>R1 Ensure that the new leadership practices improve the consistency and effectiveness of teaching across the school</p> <p>R2 Provide better opportunities to promote pupils' independent skills</p> <p>R3 Improve the strategic leadership of the governing body</p>
Coedybrain Primary	<p>R1 Improve pupils' digital skills</p>

	<p>R2 Develop pupils' independent skills</p> <p>R3 Develop the outdoor provision for pupils under seven years old</p>
Ysgol Cwm Derwen	<p>R1 Ensure consistency in teaching practices across the school</p> <p>R2 Plan jointly to improve pupils' numeracy and extended writing skills</p> <p>R3 Improve the quality and provision of outdoor learning experiences, particularly for the youngest pupils</p>
Ystrad Mynach Primary	<p>R1 Provide opportunities for pupils to take ownership of their learning and to develop their thinking and problem solving skills independently</p> <p>R2 Improve pupils' Welsh oracy skills</p>
Park Primary	<p>R1 Ensure that teaching and learning experiences develop pupils' digital and mathematical skills coherently and systematically</p> <p>R2 Provide opportunities that support pupils to think for themselves and extend their independent learning skills</p>
Gilfach Fargoed Primary	<p>R1 Ensure that teaching and learning experiences develop pupils' digital and mathematical skills, coherently and systematically</p> <p>R2 Share the strong practice across the school to support pupils to think for themselves and extend their independent learning skills</p>
Cwmfelinfach Primary	<p>R1. Improve pupils' reading skills in Welsh and their use of Welsh outside of formal sessions</p> <p>R2. Improve opportunities for pupils to consider and to respond to the feedback from teachers in more detail</p> <p>R3. Develop the role of governors in the self-evaluation process"</p>
Ysgol Ifor Bach	<p>R1 Develop pupils' independent writing skills</p>
Pantside Primary	<p>R1 Sharpen self-evaluation processes to focus more clearly on the impact of teaching on learning</p> <p>R2 Improve teaching to ensure that all pupils are challenged effectively</p> <p>R3 Refine the curriculum to ensure that pupils make systematic progress in developing their knowledge and skills across all Areas of Learning and Experience</p>
Tiryberth Primary	<p>R1 Sharpen self-evaluation and improvement processes to ensure that they focus precisely on the quality of teaching and progress in learning</p> <p>R2 Improve pupils' reading skills</p> <p>R3 Continue to improve attendance</p>

Ty Sign Primary	<p>R1 Improve self-evaluation and school improvement processes so that they focus on the school's immediate needs and fully include all staff and governors</p> <p>R2 Improve attendance and punctuality</p> <p>R3 Ensure that all staff engage in high quality and strategically planned professional learning that supports whole school improvement, in particular by addressing inconsistencies in teaching</p> <p>R4 Develop a whole-school understanding of, and plan for, progression in the curriculum to improve the progress pupils make as they move through the school</p>
Newbridge School	<p>R1 Strengthen strategic planning to improve important aspects of the school's work, including the development of pupils' Welsh language skills, raising attendance and ensuring well-being support is joined up and proactive</p> <p>R2 Sharpen self-evaluation processes to ensure timely progress against specific targets</p> <p>R3 Develop the governing body's role as a critical friend of the school</p>
Derwendeg Primary	<p>R1 Sharpen self-evaluation processes to focus more keenly on the quality of teaching and learning</p> <p>R2 Improve teaching to provide suitable challenge to all pupils and develop their independence as learners</p> <p>R3 Strengthen the curriculum to provide richer opportunities for pupils to develop and apply their skills and knowledge</p>
Rhiw Syr Dafydd Primary	<p>R1 Further develop a whole-school shared understanding of progression to ensure that teachers' planning and feedback meet the needs of all pupils</p> <p>R2 Improve pupils' independent learning skills, including opportunities for them to reflect on and make decisions about their learning, and use teacher feedback appropriately to understand their next steps in learning</p>

5.17 During this period there are also a number of schools that have were originally inspected under the previous arrangements and have since had monitoring visits. Since January 2020, the following schools have had monitoring visits, with the dates and status being listed.

School	Original Inspection Date	Original Inspection Date	Follow up Visit Date	Current Status
Ysgol Bro Sannan	Oct-19	Significant Improvement	Mar-22	Removed from SI
Ysgol Gilfach Fargoed	Oct-19	Significant Improvement	Jun-22	Removed from SI



- 5.18 In addition, the following schools that were placed in a follow up category have since been removed by Estyn.

<b>School</b>	<b>Original Inspection Date</b>	<b>Original Inspection Outcome</b>	<b>Follow up Visit Date</b>	<b>Current Status</b>
Aberbargoed Primary	Jun-22	Estyn Review	Dec-23	Removed form Estyn Review
Pontllanfraith Primary	Nov-22	Estyn Review	March-24	Removed form Estyn Review

- 5.19 The schools that have been removed from an Estyn statutory category have been supported to do so by both the Local Authority and the EAS. Support and where required specific intervention are initially co-ordinated through a Post Inspection Action Plan conference.

## **Conclusion**

- 5.20 This report provides members with information on the outcomes of Estyn inspections in Caerphilly Schools. Given the significant change to the framework, to date approximately one third of Caerphilly schools have been inspected. We will continue to provide members with annual updates on the profile of inspection outcomes.

## **6. ASSUMPTIONS**

- 6.1. There are no specific assumptions.

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

- 7.1 This report is for information only therefore no Integrated Impact Assessment is required.

## **8. FINANCIAL IMPLICATIONS**

- 8.1 This work is funded through the EAS Business Plan, therefore there are no specific financial implications.

## **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.

- 10.2 The Education and Social Services Scrutiny Committee considered the report on the 20<sup>th</sup> May 2024. Members received an overview of the process and the level of engagement between Estyn and Schools over the past few years was explained.
- 10.3 Reference was made to the progress by Crumlin High Level Primary school which has made satisfactory progress and has now been removed from special measures. This was a testament to the hard work by the Head Teacher and all the staff. Officers stated that they were delighted with the result.
- 10.4 Members were advised that it was pleasing to see the representation from Caerphilly schools in the Estyn report and examples of strong practice which will be shared.
- 10.5 The Estyn recommendations set out within the report will be examined to look for commonalities and themes to help with future strategic planning.
- 10.6 The Scrutiny Committee noted the report

## 11. STATUTORY POWER

- 11.1 Local Government Acts 1972 and 2000, Children's Act 2004, Standards and Framework Act 1998

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Consultees:

- Dave Street, Deputy Chief Executive
- Richard Edmunds, Corporate Director of Education and Corporate Services
- Mark S Williams, Corporate Director for Environment and Economy
- Gareth Jenkins, Interim Director for Social Services
- Councillor Carol Andrews, Cabinet Member for Education and Communities
- Councillor Teresa Parry, Chair of Education and Social Services Scrutiny Committee
- Councillor Brenda Miles, Vice Chair of Education and Social Services Scrutiny Committee
- Stephen Harris, Head of Financial Services and S151 Officer
- Keri Cole, Chief Education Officer
- Sue Richards, Head of Transformation and Education Planning and Strategy
- Sarah Ellis, Lead for Inclusion and ALN
- Sarah Mutch, Early Years Manager
- Paul Warren, Strategic Lead for School Improvement
- Jane Southcombe, Financial Services Manager
- Lynne Donovan, Head of People Services
- Rob Tranter, Head of Legal Service and Monitoring Officer
- Ros Roberts, Business Improvement Officer.
- Members of the Education and Social Services Scrutiny Committee

**[Link to Estyn Inspection Process](#)**



## CABINET – 5<sup>TH</sup> JUNE 2024

**SUBJECT: FINAL REPORT OF THE TASK AND FINISH GROUP  
REVIEWING THE RESIDENTS' PARKING POLICY**

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

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### 1. PURPOSE OF REPORT

- 1.1 To advise Cabinet Members on the final recommendations of the Task and Finish inquiry into the potential implications of changes to the current Residents' Parking Policy.

### 2. SUMMARY

- 2.1 At a meeting of the Environment and Sustainability Scrutiny Committee held on 6<sup>th</sup> October 2022 Committee Members agreed that a Task and Finish inquiry into the potential implications of changes to the current Residents' Parking Policy be carried out.
- 2.2 A Task and Finish Group was recommended under 5.14.2 of the "Parking for Resident Permit Holders" report that was under discussion that evening.
- 2.3 The report had been prepared in response to requests received from Councillor D.T. Davies MBE and Councillor A. Hussey and endorsed by the Joint Scrutiny Committee (Environment and Sustainability and Housing and Regeneration) on 15th December 2020, for amendments to be considered to the parking restrictions in residential areas.

### 3. RECOMMENDATIONS

- 3.1 Cabinet Members are asked to note the contents of the report and endorse the following recommendations of the Task and Finish inquiry into the current Residents' Parking Policy:
- i. That the times of operation of the Residents' Parking Policy be changed to Monday to Saturday, 8am to 8pm as a maximum restriction (formerly Monday to Saturday 8am to 6pm). This can be reduced depending on the local circumstances which will be considered as part of the traffic regulation order process.

- ii. That the times of operation of all existing schemes are brought in line with the policy. This will be applied when the traffic regulation order for each area is progressed/reviewed.
- iii. That Caerphilly County Borough Council communication channels are used to convey enforcement messages to residents with regards to residential parking infringements.

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

- 4.1 To seek endorsement from Cabinet Members of the recommendations of the Task and Finish inquiry into the potential implications of changes to the current Residents' Parking Policy.

#### **5. THE REPORT**

- 5.1 The terms of reference for this Task and Finish inquiry are: To fully consider the complexities and implications of any proposed changes to the existing Residents' Parking Policy. As part of the Task and Finish Group's remit a consultation exercise will need to be carried out with all eligible residents (approximately 1,800 properties) within existing schemes to gauge views and help inform decisions.

- 5.2 The Task and Finish Group on Residential Parking met for the first time on 7<sup>th</sup> December 2022 and agreed the terms of reference and Inquiry Plan set out in the review's Scoping Document. The Task and Finish Group was made up of the following Members:

Councillor D.T Davies MBE  
 Councillor N Dix – Vice Chair  
 Councillor A Hussey - Chair  
 Councillor D Ingram-Jones (Co-opted from Policy & Resources Scrutiny Committee)  
 Councillor S. Kent  
 Cllr H. Pritchard

- 5.3 The second Task Group meeting was held on 30<sup>th</sup> January 2023 and focussed on gaining an understanding of the current position regarding residential parking and a background overview from Traffic Management Officers. The key witnesses were Mr Clive Campbell (Transportation Engineering Manager) and Mr Dean Smith (Principal Engineer, Traffic Management).

- 5.4 The Chair raised the issue of extending the permit operating time from the current schedule to 8am to 8pm instead. Whilst acknowledging that recommendations were a matter for the Task Group the Principal Engineer reiterated that extending the operating hours risked diverting enforcement resources from the working day when roads were busier. Members heard how a thin resource would be spread more thinly if times of operation were extended. The Chair highlighted that in Newport some operating restrictions were from 8am to 8pm. The Principal Engineer suggested that this might be appropriate in cities where demand was greater in the evenings because of sporting events for example.

- 5.5 At the January meeting the Principal Engineer, Traffic Management advised that historically Limited Waiting Bays had been introduced to allow visitor parking. But as

Visitor Permits were now allowed under the current policy the Principal Engineer advised that Limited Waiting Bays could be reviewed as part of Phase 3 of the Traffic Order Programme.

- 5.6 During the second meeting a Member of the group asked if a Camera Car would be a more effective enforcement tool rather than foot patrols given that there were 6,200 metres of resident parking within the County Borough. The Principal Engineer advised that this was a good idea but outlined the regulations on what can be enforced via a Camera Car.
- 5.7 One Member enquired if moving away from parallel parking on one-way streets had been considered. Provided there was adequate road width the Member was of the view that angled parking would be a better use of space. The Principal Engineer advised that echelon parking had been introduced in Nelson but most of the streets now under consideration were not wide enough to introduce it. However, he gave assurances it would be one of the considerations under the Phase 3 review.
- 5.8 At the meeting the Principal Engineer advised that wider consultation would be needed for any policy changes which were outside the Traffic Order process. The Transportation Engineering Manager advised that any consultation of this kind would need to be County-wide and more detailed than the planned consultation of the 1,800 households who currently hold parking permits.
- 5.9 The third meeting on 27<sup>th</sup> February 2023 was organised so that guidance on the future consultation exercise could be provided by the Consultation and Public Engagement Officer Ms. Elizabeth Sharma.
- 5.10 At the February meeting officers suggested to Members that consultation on changes to times of operation should be conducted on a street-by-street basis as part of Traffic Order changes. It was highlighted that some residents with more than one vehicle might prefer ending regulations at 6pm so that additional vehicles could be parked at the end of the working day.
- 5.11 A draft survey by the Consultation and Public Engagement Officer and the Scrutiny Officer was unanimously endorsed by the Task Group at their fourth meeting on 25<sup>th</sup> May 2023. It was decided that the online survey of eligible residents within existing schemes should be supported by a letter offering hard copies of the survey if preferred. A copy of the survey is attached in the appendices of this report.
- 5.12 The survey of eligible residents ran from 4<sup>th</sup> July until 4<sup>th</sup> August 2023. Also, as part of the evidence-gathering process an update report was presented at the Community Council Liaison Sub-Committee meeting on 24<sup>th</sup> July 2023 in order to gather the views of the Community and Town Councils.
- 5.13 The fifth meeting of the Task and Finish group was held on Monday 16<sup>th</sup> October 2023. The purpose of this meeting was to present Members with the findings from the consultation of residents.
- 5.14 Members heard how 1,837 bilingual letters inviting residents to complete the survey were sent to every household within residential parking areas. 312 responses were received to the survey which ran for four weeks from 4<sup>th</sup> July 2023.
- 5.15 Accessibility to the online survey was increased for residents with smartphones by the inclusion of QR codes on the letters circulated to the areas covered by existing schemes. 38 households requested hard copies of the survey, 21 surveys were

returned in the prepaid envelopes and were submitted manually by the Scrutiny Officer. Two surveys returned were not included as the respondent of one did not live in an area covered by a resident parking scheme, and the other was received after the closing date for the survey. 18 letters were returned by the Royal Mail as the address for each one was deemed inaccessible.

- 5.16 At the meeting in October 2023, the Scrutiny Officer advised Members that on the key question “did the current policy meet the needs of you and your household?” 71% of respondents replied no and 29% of those surveyed thought that it did.
- 5.17 According to survey respondents the area of the current policy most in need of updating was: the maximum times of operation Monday to Saturday 8am – 6pm. There were 91 nominations for this part of the policy to be updated.
- 5.18 The remaining top 4 current policy parts that needed updating according to the consultation exercise were: the non-resident element of parking must be at least 25%, residents must have to park some distance from their properties, 80% of residents must support the introduction of a residents' only parking scheme, and charges of £15 per permit per annum. At the October meeting Members were also given a selection of some of the supporting comments made by residents on each current policy area.
- 5.19 On the comments made by residents in the survey the Scrutiny Officer outlined to Members how he had read them all and had broken them down under key themes. The top five themes taken from survey comments were: Greater Enforcement (19% of comments), Remove Limited Parking (18%), Extend Hours of Operation (15%), Too many Commercial Vehicles (12%), and Unable to park despite having a permit (7%). The Scrutiny Officer also gave Members a flavour of opinion by showing them a selection of comments made by residents under each identified theme.
- 5.20 The Transportation Engineering Manager observed that the survey showed the variety of opinion that existed and how it would be impossible to please everybody. The Group were asked to consider where the balance should be between parking for residents, visitors and businesses. He highlighted that permitholders were not paying for a space to park, they were paying for the administration and enforcement of the scheme. There was no guarantee of a space. Members heard how Enforcement Officers did not have access to the DVLA database and could not check addresses for example, they could purely enforce consistently on whether or not a permit was displayed between the hours of operation.
- 5.21 During discussion at the October meeting Members suggested that the Council used local media to highlight the enforcement action taking place, this could be press releases on the issue of Penalty Charge Notices for example. Caerphilly County Borough Council social media platforms could also be used to convey the enforcement message to residents.
- 5.22 Having determined that there was no merit in gathering further evidence the Task and Finish Group met on 1<sup>st</sup> December 2023 to discuss their final recommendations. At this sixth meeting of the review Members received a synopsis of the evidence received so far against the key issues identified such as if a policy update was needed and whether or not the hours of operation should be extended. A copy of the synopsis is contained in the appendices of this report.
- 5.23 At a meeting of the Housing and Environment Scrutiny Committee held on Tuesday 30<sup>th</sup> April 2024, Members considered this report and unanimously supported the

recommendations outlined earlier (3.1 i - iii).

## 5.24 Conclusion

At the meeting in December the Task and Finish Group on Residential Parking suggested and unanimously endorsed the recommendations outlined in Section 3 of this report. The Group have been meeting regularly since December 2022 and have consulted with eligible residents (1,837 households) living within existing resident parking schemes to gauge their views and help inform decisions. Following full endorsement by the Housing and Environment Scrutiny Committee this report now proceeds to Cabinet for final consideration.

## 6. ASSUMPTIONS

6.1 No assumptions are necessary.

## 7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

- 7.1 The proposal to extend the times of operation of the Residents' Parking Policy by two hours, or retain the current status depending on local circumstances, is deemed to have a neutral impact on protected characteristic groups. However, the maximum times of operation of the scheme will be reduced in some areas where residents' parking currently applies 24 hours per day, 7 days per week, which could have a negative impact on certain protected characteristic groups (Disability/ Pregnancy & Maternity). But the impact is likely to be low as the scheme is not currently being enforced regularly after 6:00pm or on Sundays. Consideration will also be given to maximising the parking opportunity (by removing existing parking restrictions where possible, such as double yellow lines) within the affected streets as part of the traffic regulation order process.
- 7.2 The proposal is deemed to have a neutral impact on members of the community experiencing socio-economic disadvantage. Similarly, there is a neutral impact on the Council's Well-being Objectives and on matters under the Well-being of Future Generations (Wales) Act 2015 and The Welsh Language Measure 2011 and the Welsh Language Standards.
- 7.3 You can view the full Integrated Impact Assessment here:

[LINK TO THE IIA](#)

## 8. FINANCIAL IMPLICATIONS

8.1 At this stage of the Task and Finish review no financial implications have been identified. Any costs arising from Traffic Regulation Order (TRO) changes will be met from operational budgets as and when the TRO reviews are progressed.

## 9. PERSONNEL IMPLICATIONS

9.1 There are no personnel implications with respect to this report.

## **10. CONSULTATIONS**

- 10.1 At their meeting held on Tuesday 30<sup>th</sup> April 2024, Members of the Housing and Environment Scrutiny Committee considered the Final Report of the Task and Finish Group Reviewing the Residents' Parking Policy after it was introduced by the Scrutiny Officer. Following consideration of the report, it was moved and seconded that the recommendations be approved for recommendation to Cabinet. By way of Microsoft Forms and verbal votes (and noting there were 15 for, 0 against and 0 Abstentions) this was carried unanimously.

It was therefore RECOMMENDED to Cabinet that recommendations 3.1. i – iii be considered and supported.

- 10.2 All other responses from the consultations have been incorporated in the report.

## **11. STATUTORY POWER**

- 11.1 The Local Government Act 2000.

## **12. URGENCY (CABINET ITEMS ONLY)**

- 12.1 Non-urgent.

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Consultees: Dave Street, Deputy Chief Executive  
Richard Edmunds, Corporate Director Education and Corporate Services  
Gareth Jenkins, Interim Director for Social Services  
Mark S Williams, Corporate Director Economy and Environment.  
Marcus Lloyd, Head of Infrastructure.  
Rob Tranter, Head of Legal and Democratic Services / Monitoring Officer.  
Lisa Lane, Head of Democratic Services and Deputy Monitoring Officer.  
Clive Campbell, Transportation Engineering Manager.  
Dean Smith, Traffic Management and Road Safety Manager.  
Cath Forbes-Thompson, Scrutiny Manager.  
Councillor Nigel George, Cabinet Member for Corporate Services, Property and Highways.  
Councillor Andrew Whitcombe, Chair of Housing and Environment Scrutiny Committee.  
Councillor Shane Williams, Vice Chair of Housing and Environment Scrutiny Committee.  
Councillor Adrian Hussey, Chair of the Task and Finish Group on Residential Parking.  
Councillor Nigel Dix, Vice Chair of the Task and Finish Group on Residential Parking.



Appendices:

Appendix 1 - Resident Parking Policy Review survey

Appendix 2 - Presentation on Resident Parking Review Survey

Appendix 3 - Information gathered at Task Review meetings since December 2022

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## Resident Parking Policy Review (July 2023)

As car ownership and usage has increased so too has the demand for on-street parking, and it is recognised that this often exceeds the highway space available in many residential areas. While the desires for residents to be able to park near their homes is understood, there is no obligation on Highway Authorities to provide parking on the public highway. The public highway is provided and maintained at public expense to facilitate the passage of people, traffic and goods, and it is the vehicle owners' responsibility to ensure that adequate parking is available for the vehicles that they own.

The Council can introduce residents' only parking schemes, however it should be noted that they are not a solution to a situation where the number of residents' vehicles exceeds the available on-street parking provision.

The current policy was last reviewed in 2019 and is currently being reassessed to ensure its suitability moving forward.

**As a resident living in an area covered by a resident parking scheme, we would like to hear your views so that we can identify any areas of the policy that need to be updated (if any) and make recommendations to Cabinet.**

PLEASE NOTE: This evidence gathering exercise relates to the Residents' Only Parking Policy and not the specific parking restrictions that have been implemented in your street. The extent of the parking bays, limited waiting provision/removal, ability to park in limited waiting bays etc. are determined locally and can be changed via the existing traffic regulation order process. Furthermore, any concerns that you may have regarding parking enforcement is an operational matter and is not subject to conditions within the policy. Any comments relating to these matters will not be considered as part of this process.

**How we use your personal information:** The information you provide will be used by the service area relevant to the consultation / survey within Caerphilly County Borough Council. Views expressed will be collated together and used to produce a summary report. Depending on scope / nature of the survey / consultation, the summary report will be used to evaluate and remodel services / priorities etc. We will not keep your views in a way that will identify you for longer than is necessary.

You have a number of rights in relation to the information we hold about you, including the right of access to your information and the right of complaint if you are unhappy with the way your information is processed. For further information on how we process the information and your rights please follow this link:

[www.caerphilly.gov.uk/CaerphillyDocs/FOI/PrivacyNotices/Privacy-Notice-Consultations-Surveys.aspx](http://www.caerphilly.gov.uk/CaerphillyDocs/FOI/PrivacyNotices/Privacy-Notice-Consultations-Surveys.aspx)

## Current Scheme Criteria

Under the current Residents' Only Parking Policy new schemes are limited to locations where:

- At least 50% of properties are unable to provide reasonable off-street parking
- Are immediately adjacent to major shopping areas, large employment sites, main transport interchanges and colleges.
- The expected displacement of parking to adjacent streets is acceptable.
- 80% of residents must support the introduction of a residents' only parking scheme.
- The problems for residents occur for at least four hours at a time and at least twice in most weeks.
- Residents must have to park some distance from their properties - at least 85% of spaces occupied for the above periods.
- The non-resident element of parking must be at least 25%.

The following restrictions apply to any new Residents' Only Parking scheme:

- Times of Operation: Monday to Saturdays, 8.00 am to 6.00 pm as a maximum restriction. This can be reduced depending on the local circumstances.
- Charges: £15 per permit per annum.
- Permits may be issued to Cars, motorcycles and vans provided that the overall height does not exceed 2.44 metres and the overall length does not exceed 5.49 metres.
- A maximum of two permits per qualifying property will be issued, of which one permit can be designated as a visitor permit.
- Those properties whose hardstands or garages fronting on to areas of resident parking will not be eligible for a permit.
- Issue of business permits may be permitted where considered appropriate and supported by the ward Members (at a charge of £75 per permit per annum).
- Disabled badge holders are exempt from the resident parking regulations. (This is a legal requirement and cannot be amended).

More detail on the current policy can be found here:

<https://www.caerphilly.gov.uk/services/transport-and-parking/parking-permits/resident-permits>

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**Do you currently live in an area currently covered by a resident parking scheme?**

- Yes
- No

Please provide your postcode in the following format (CF83 1XX)

**How many vehicles are registered at your home address?**

- 1
- 2
- 3
- 4+

## How many parking permits do you currently have?

### Resident

- None
- One
- Two

### Visitor

- None
- One

## The current scheme (Policy Criteria)

**Which parts of the current Resident Parking Permit Policy, if any, do you feel need to be updated? Please tick all that apply.**

- At least 50% of properties must be unable to provide reasonable off-street parking.
- Areas must be immediately adjacent to major shopping areas, large employment sites, main transport interchanges and colleges
- The expected displacement of parking to adjacent streets must be acceptable
- 80% of residents must support the introduction of a residents' only parking scheme.
- The problems for residents must occur for at least four hours at a time and at least twice in most weeks
- Residents must have to park some distance from their properties - at least 85% of spaces occupied for the above periods
- The non-resident element of parking must be at least 25%
- The maximum times of operation are Monday to Saturdays, 8.00 am to 6.00 pm
- Charges: £15 per permit per annum
- Permits may be issued to Cars, motorcycles and vans provided that the overall height does not exceed 2.44 metres and the overall length does not exceed 5.49 metres
- A maximum of two permits per qualifying property will be issued, of which one permit can be designated as a visitor permit
- Those properties whose hardstands or garages fronting on to areas of resident parking will not be eligible for a permit
- Issue of business permits may be permitted where considered appropriate and supported by the ward Members (at a charge of £75 per permit per annum)

**Is there anything missing from the current Resident Parking Policy?**

**Overall, do you feel that the current Resident Parking Policy meets the needs of you and your household?**

Yes

No

**Please tell us why you say this.**

PLEASE NOTE: This evidence gathering exercise relates to the Residents' Only Parking Policy and not the specific parking restrictions that have been implemented in your street. The extent of the parking bays, limited waiting provision/removal, ability to park in limited waiting bays etc. are determined locally and can be changed via the existing traffic regulation order process. Furthermore, any concerns that you may have regarding parking enforcement is an operational matter and is not subject to conditions within the policy. Any comments relating to these matters will not be considered as part of this process.

## About you

These questions are optional but will help us understand how the current policy impacts differently on people with protected characteristics.

### Age group

- 17-25
- 26-39
- 40-49
- 50-65
- 66+

### I am

- Female
- Male
- Prefer to self-describe
- Prefer not to say

### Do you consider yourself to have a disability?

- Yes
- No
- Prefer not to say

### Does your disability impact on your day to day activities?

- Yes
- No
- Prefer not to say

### Household type

- Adult only
- Adult and children of pre-school age
- Adult and children of school age

**Thank you for taking the time to complete this survey.**

**Please return to Mark Jacques, Scrutiny Officer, Caerphilly County Borough Council, Penallta House, Tredomen Park, Tredomen, CF82 7PG by 4 August 2023**

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# Resident Parking Policy Review

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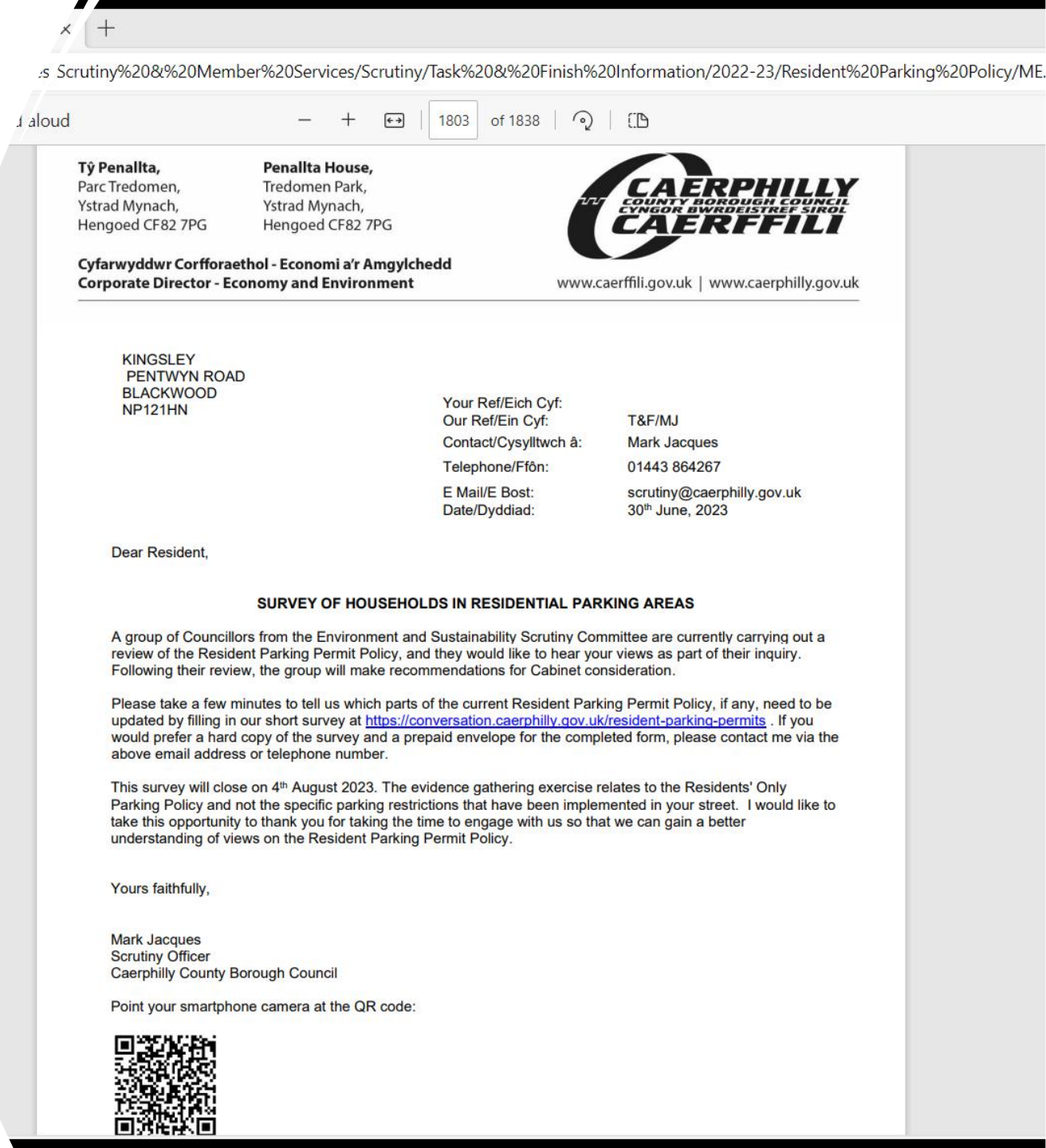
Survey – 4<sup>th</sup> July 2023 to 4<sup>th</sup>  
August 2023



# 1,837 Bilingual Letters

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- URL to online survey
- QR code to online survey
- The offer of a hard copy of the online survey and a prepaid envelope for the completed form



# Response Rate

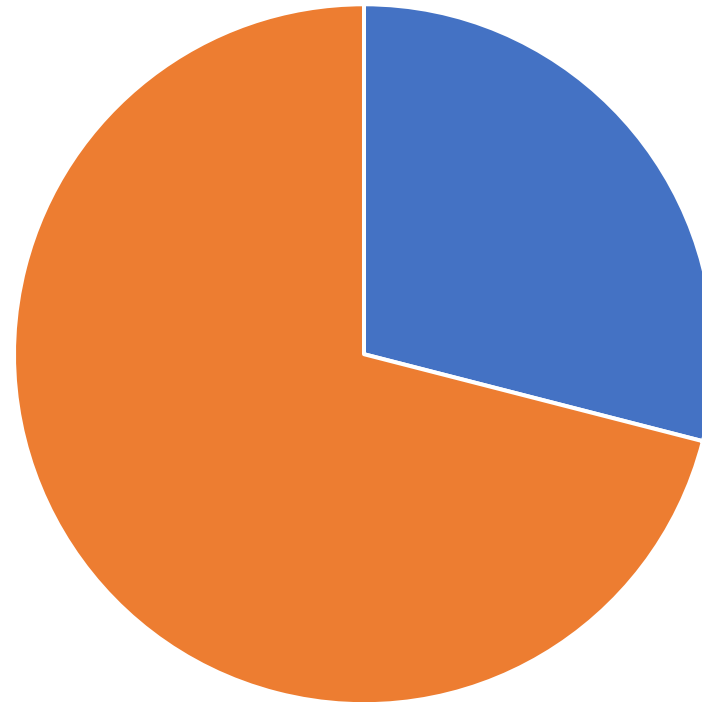
312 Responses received  
from 1,837 households  
contacted.

# Requests for Hard Copies

- 38 Requests Received
- 21 Returned Forms Entered Manually
- 18 Letters returned by the Royal Mail as they couldn't deliver

# Overall, do you feel that the current Resident Parking Policy meets the needs of you and your household?

Responses



■ Yes 29% ■ No 71%

# The top 5 current policy parts that need updating

1. The maximum times of operation are Monday to Saturdays, 8.00 am to 6.00 pm. (*91 nominations for this part of the policy to be updated*)

# Supporting comments from residents

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*“Parking for residents should be 24/7 as the biggest parking problem is at evenings and weekends.”*

*“Sunday is frequently the most difficult day in terms of parking.”*

*“Parking restrictions operate when residents are in work, ridiculous I pay for parking permit but it’s irrelevant as when I get home from work anyone can park in the street .”*

*“We would like it until 8 in the evenings and also on Sundays.”*

# The top 5 current policy parts that need updating

2. The non-resident element of parking must be at least 25%. (*90 nominations for this part of the policy to be updated*)



# Supporting comments from residents

*“All areas should be for permit holders, currently can't park within 2 streets of my house at most times yet I pay for a permit.”*

*“As more people are working from home, there is not enough space in the street during the days for residential parking.”*

*“I do not agree with the protocol of "non-resident element of parking must be at least 25%". In my opinion, Resident parking within the zones as determined, should be for Residents of the locality only.”*

# The top 5 current policy parts that need updating

3. Residents must have to park some distance from their properties - at least 85% of spaces occupied for the above periods. *(89 nominations for this part of the policy to be updated)*

# Supporting comments from residents

*“85% of parking spaces available should be reduced to 50%.”*

*“Residents often struggle to find parking close to their house and are being pushed out by people playing the system.”*

*“This is unfair! Especially in the winter months when I’m walking from a pay and display car park in the wet and cold after a long shift! Not to mention having to pay for all day parking even though I have a permit.”*

# The top 5 current policy parts that need updating

=4. 80% of residents must support the introduction of a residents' only parking scheme. The problems for residents must occur for at least four hours at a time and at least twice in most weeks. (87 nominations for this part of the policy to be updated)

# Supporting comments from residents

*“Change 80% of residents must support to 51%”*

*“A lot of residents who live by us won't buy a permit which is unfair. It's not expensive. They use the free parking outside ours so we can't park there. We think everyone should be made to buy a permit.”*

*“We are residents and did not get a say in the current restrictions. So, I don't see how 80 percent agreed to this policy.”*

# The top 5 current policy parts that need updating

=4. Charges: £15 per permit per annum.  
*(87 nominations for this part of the policy to be updated)*

# Supporting comments from residents

*“The charges are ludicrous... As a homeowner and a council taxpayer, to be charged for parking outside my own house is nothing short of robbery... This needs to change!!!”*

*“Why should people who can't afford to buy expensive homes with driveways / garages be charged to park outside their homes?”*

*“Residents should be issued with free permits.”*

# Top 5 Themes taken from Survey Comments

- Greater Enforcement (19% of comments)
- Remove Limited Parking (18% of comments)
- Extend Hours of Operation (15% of comments)
- Too many Commercial Vehicles (12% of comments)
- Unable to park despite permit (7% of comments)



# Supporting comments on Greater Enforcement (19%)

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*“Enforcement needs to be reviewed as we have experience of cars with no permit parking for several days.”*

*“More officers to book those who are not street residents or have a permit.”*

*“More traffic wardens in the areas, because residential parking is restricted due to shop owners, shoppers and Caerphilly workers parking in residential spaces without any permit and never ever being booked.”*

*“Not enough enforcement officers to patrol the streets and give out tickets.”*

# Supporting comments on Remove Limited Parking (18%)

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*“Abolish 1 hour Parking Zones in Permit Parking Streets, they’re totally unfair and unjust.”*

*“If an area has a car park for visitors, then all nearby streets should be permit parking only and not up to one hour.”*

*“There are many stretches of road where the parking is for one hour only and we know that people abuse the system by hopping from one one-hour parking stretch to another throughout the day.”*

*“Do we want short stay parking stopped? Answer, yes.”*

# Supporting comments on Extend Hours of Operation (15%)

*“The time of operation isn't long enough. Outside of these hours, especially on a Sunday, parking is a free for all.”*

*“The permit system should also be monitored at night.”*

*“Sunday is frequently the most difficult day in terms of parking due to the number of visitors being able to park in the areas usually restricted for those with permits.”*

*“Extend the times of operation for permit holders only where there aren't enough spaces to accommodate current residents.”*

# Supporting comments on Too Many Commercial Vehicles (12%)

*“No business should be allocated a permit to stay all day, only for loading.”*

*“Commercial vehicles should be made to park in the out-of-town car parks that you have provided.”*

*“Business vehicles should not be allowed to park, except when attending residents' houses for delivery/maintenance.”*

*“Commercial vehicles are an issue on our street and are often left outside our property for days and on occasions weeks. I think further controls regarding commercial vans are required.”*

# Supporting comments on Unable to Park despite Permit (7%)

*"I currently can't park within 2 streets of my house at most times, yet I pay for a permit."*

*"Absolutely disgusting that I pay for a permit and am unable to park within a reasonable distance of my house after a 12hr shift!"*

*"I'm paying £15 a year for a permit I can only use 50% of the time."*

*"I think there should be MORE permit holders only parking, because even with a permit I often find all the spaces full."*

# Summary

- 71% of residents say the current policy does not meet their needs
- The top two policy areas in need of updating are (i) the maximum times of operation, and (ii) the non-resident element of parking must be at least 25%
- The top two comment themes are (i) greater enforcement, and (ii) remove limited parking

## Information gathered at Task Review meetings since December 2022.

KEY ISSUES IDENTIFIED	EVIDENCE RECEIVED
Is an update of the Resident Parking Policy needed?	<p>Parking restrictions were last reviewed in 2012. <b>(Meeting held on 30<sup>th</sup> January 2023).</b></p> <p>The Scrutiny Officer advised Members that on the key question “did the current policy meet the needs of you and your household?” 71% of respondents replied no and 29% of those surveyed thought that it did. <b>(Meeting held on 16<sup>th</sup> October 2023).</b></p>
Should the Times of Operation be extended?	<p style="text-align: center;"><b><u>FOR</u></b></p> <p>The top policy part that needed updating according to residents was “the maximum times of operation are Mondays to Saturdays, 8am to 6pm” with 91 nominations. <b>(Meeting held on 16<sup>th</sup> October 2023).</b></p> <p>The third top theme taken from survey comments was “extend the hours of operation.” 15% of comments. <b>(Meeting held on 16<sup>th</sup> October 2023).</b></p> <p>The Chair observed that in his Ward many residents would like the hours of operation to be between 8am and 8pm. <b>(Meeting held on 16<sup>th</sup> October 2023).</b></p> <p style="text-align: center;"><b><u>AGAINST</u></b></p> <p>The Principal Engineer advised that extending this restriction later into the evening would risk diverting parking enforcement resources from the working day at such locations as schools for example. <b>(Meeting held on 30<sup>th</sup> January 2023).</b></p> <p>The Chair highlighted that in Newport some operating restrictions were from 8am to 8pm. The Principal Engineer suggested that this might be appropriate in cities where demand was greater in the evenings because of activities such as sporting events for example. <b>(Meeting held on 30<sup>th</sup> January 2023).</b></p>

	<p>It was also suggested to Members that consultation on changes to times of operation should be conducted on a street-by-street basis as part of Traffic Order changes. It was highlighted that some residents with more than one vehicle might prefer ending regulations at 6pm so that additional vehicles can be parked at the end of the working day. <b>(Meeting held on 27<sup>th</sup> February 2023).</b></p> <p>Members heard about the challenges posed by a limited traffic enforcement budget and the consequences if times of restricted parking were extended. A thin resource would be spread more thinly if times of operation were extended. <b>(Meeting held on 27<sup>th</sup> February 2023).</b></p> <p>The Principal Engineer highlighted the confliction between wanting greater enforcement and extending the hours of operation. As resources would be spread more thinly especially if Sundays were also included. <b>(Meeting held on 16<sup>th</sup> October 2023).</b></p> <p>During the ensuing discussion officers outlined some of the challenges associated with extending the hours of operation in terms of the safety of enforcement officers and setting realistic expectations amongst residents. <b>(Meeting held on 16<sup>th</sup> October 2023).</b></p>
<p>Limited Waiting in Residential Parking Areas.</p>	<p>The Principal Engineer, Traffic Management advised that historically Limited Waiting Bays had been introduced to allow visitor parking. But as Visitor Permits were now allowed under the current policy the Principal Engineer advised that Limited Waiting Bays would be reduced as part of Phase 3 of the Traffic Order Programme. <b>(Meeting held on 30<sup>th</sup> January 2023).</b></p> <p>The Member outlined that in his Ward there was a lot of contention amongst residents with the limited parking arrangements for non-residents on residential streets. The Principal Engineer advised that limited waiting restrictions could be removed, and</p>



	<p>resident parking extended through the Traffic Regulation Order process. The purpose of the scheme criteria was for new resident parking schemes only. The Principal Engineer highlighted the challenges with retrospectively applying a changed parking policy. <b>(Meeting held on 25<sup>th</sup> May 2023).</b></p> <p>The second to top policy part that needed updating according to residents was “the non-resident element of parking must be at least 25%” with 90 nominations. <b>(Meeting held on 16<sup>th</sup> October 2023).</b></p> <p>The second top theme taken from survey comments was “remove limited parking.” 18% of comments. <b>(Meeting held on 16<sup>th</sup> October 2023).</b></p> <p>Another Member outlined the frustration of permitholders in his Ward caused by the large number of motorists using Limited Parking provision on a regular basis. <b>(Meeting held on 16<sup>th</sup> October 2023).</b></p>
Greater Enforcement.	The top theme taken from survey comments was the need for greater enforcement. 19% of comments. <b>(Meeting held on 16<sup>th</sup> October 2023).</b>
Commercial Vehicles.	Too many Commercial Vehicles was a theme arising from survey comments. 12% of comments. <b>(Meeting held on 16<sup>th</sup> October 2023).</b>
Different ways of working.	<p>One Member reiterated the need for the Group to discuss the criteria for permits and suggested that questionnaires could be sent to residents as part of the annual renewal of current parking permits. <b>(Meeting held on 7<sup>th</sup> December 2022).</b></p> <p>A Member of the group asked if a Camera Car would be a more effective enforcement tool rather than foot patrols given that there were 6,200 metres of resident parking within the County Borough. The Principal Engineer advised that this was a good idea but outlined the regulations on what can be enforced via a Camera Car. Only no stopping restrictions such as at bus stops and near schools could be enforced. They</p>

	<p>could not be used for residential parking were issues such as a reasonable observation period was required before issuing a fine. <b>(Meeting held on 30<sup>th</sup> January 2023).</b></p> <p>One Member enquired if moving away from parallel parking on one-way streets had been considered. Provided there was adequate road width the Member was of the view that angled parking would be a better use of space. The Principal Engineer advised that echelon parking had been introduced in Nelson but most of the streets under consideration were not wide enough to introduce it. However, he gave assurances it would be one of the considerations under the Phase 3 review. <b>(Meeting held on 30<sup>th</sup> January 2023).</b></p>
Factors for consideration.	<p>The Transportation Engineering Manager added that there were significant challenges and as there were more vehicles than parking spaces the final policy would need to be a balance of compromises. He also highlighted the danger of introducing changes which had unintended consequences. <b>(Meeting held on 30<sup>th</sup> January 2023).</b></p> <p>The Transportation Engineering Manager warned Members about the risk of raising expectations amongst residents beyond what can be realistically delivered. <b>(Meeting held on 27<sup>th</sup> February 2023).</b></p> <p>The Transportation Engineering Manager observed that the survey showed the variety of opinion that existed and how it would be impossible to please everybody. The Group were asked to consider where the balance should be between residents, visitors and businesses. He highlighted that permitholders were not paying for a space to park, they were paying for the administration and enforcement of the scheme. There was no guarantee of a space. Enforcement Officers did not have access to the DVLA database and could not check addresses for example, they could purely enforce consistently on whether or not a permit was displayed between the hours of operation. <b>(Meeting held on 16<sup>th</sup> October 2023).</b></p>

	<p>Members had to consider what provision they wanted for visitors' parking and observed that this was especially important for those receiving care in their homes. <b>(Meeting held on 16<sup>th</sup> October 2023).</b></p> <p>Members also suggested using the local media to highlight the enforcement action taking place, this could be press releases on the issue of Penalty Charge Notices. <b>(Meeting held on 16<sup>th</sup> October 2023).</b></p>
What Next?	<p>The Principal Engineer advised that wider consultation would be needed for any policy changes which are outside the Traffic Order process. The Transportation Engineering Manager advised that any consultation of this kind would need to be County-wide and more detailed than a survey of the 1,900 households who currently hold parking permits. <b>(Meeting held on 30<sup>th</sup> January 2023).</b></p>

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## CABINET – 5<sup>TH</sup> JUNE 2024

**SUBJECT: COUNCIL COMMUNITY INFRASTRUCTURE LEVY ALLOCATION**

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

### 1. PURPOSE OF REPORT

- 1.1 To seek approval from Cabinet for the allocation of up to £145,000 from the accumulated CIL fund.
- 1.2 The CIL allocation will form part of a multifaceted funding package that will support the migration of a MUGA from the current Oakdale Comprehensive School site to Islwyn High School, and the linked development of a Well-Being Space within the grounds of the school, next to the area where the new MUGA will be located.

### 2. SUMMARY

- 2.1 The Community Infrastructure Levy (CIL) was introduced on 1 July 2014 within Caerphilly County Borough. CIL is a statutory levy on qualifying development and is intended to be a significant tool for the delivery of the Council's aspirations in terms of infrastructure that cannot be funded through other means and for which no alternative funding mechanisms are available.
- 2.2 CIL can also be utilised to lever in additional funding that would not otherwise be available, for example, to match or attract other funding. Match funding of the Council's contribution would enable delivery of infrastructure of greater value than could otherwise be sought. In line with the CIL Regulations, CIL receipts are dispersed as follows:
  - 80% is retained by the charging authority for funding infrastructure to support development in accordance with the LDP;
  - 15% is passed to the respective Community Council; and
  - 5% covers the Council's CIL administrative costs.
- 2.3 On 18<sup>th</sup> October 2023, Cabinet endorsed the redevelopment of the former Oakdale Comprehensive School site by Caerphilly Homes. This multi-property, mixed tenure housing development is liable for a CIL payment of £147,341.70.

- 2.4 When Planning Permission was granted for the redevelopment of the former Oakdale Comprehensive School site, a condition was placed on the permission relating to the Multi-Use Games Area (MUGA) that currently occupies part of the former comprehensive school site. The condition states that a new facility must be provided within the community to replace the MUGA that will be lost.
- 2.5 Officers from Caerphilly Homes explored several opportunities for the MUGA's replacement site, but the preferred option was at Islwyn High School. In reaching agreement with the school to host the new MUGA, the school asked for support in relation creating a dedicated Well-Being Space, next to the area where the new MUGA will be located. The support sought was in-kind via Caerphilly Homes Officer time and funding towards the project.
- 2.6 This report seeks Cabinet approval for the allocation of up to £145,000 from the accumulated CIL fund, which currently stands at circa £514k. The CIL allocation will form part of a multifaceted funding package that will support the migration of a MUGA from the current Oakdale Comprehensive School site to Islwyn High School, and the linked development of a Well-Being Space within the grounds of the school, next to the area where the new MUGA will be located.
- 2.7 Should any of the £145,000 funding not be required, it would be returned to the accumulated CIL budget.

### **3. RECOMMENDATIONS**

3.1 That Cabinet:

- 1) Approve the allocation of up to £145,000 of the accumulated Community Infrastructure Levy funding to Islwyn High School for the purposes set out in this report.

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

- 4.1 To provide sufficient funding to conclude the relocation of a MUGA from the site of the former Oakdale Comprehensive School to its new location within the grounds of Islwyn High School and to support the linked development of co-located well-being space.
- 4.2 The project falls under the category of "Off-Site Education Provision (Schools)" in CCBC's "Replacement Regulation 123 List of Infrastructure" as approved by Council on 17<sup>th</sup> November 2015.

### **5. THE REPORT**

- 5.1 The Community Infrastructure Levy (CIL) was introduced on 1 July 2014 within Caerphilly County Borough. CIL is a statutory levy on qualifying development and is intended to be a significant tool for the delivery of the Council's aspirations in terms of infrastructure that cannot be funded through other means and for which no alternative funding mechanisms are available.
- 5.2 CIL can also be utilised to lever in additional funding that would not otherwise be available, for example, to match or attract other funding. Match funding of the Council's contribution would enable delivery of infrastructure of greater value than

could otherwise be sought. In line with the CIL Regulations, CIL receipts are dispersed as follows:

- 80% is retained by the charging authority for funding infrastructure to support development in accordance with the LDP;
- 15% is passed to the respective Community Council; and
- 5% covers the Council's CIL administrative costs.

- 5.3 This report seeks Cabinet approval for the allocation of up to £145,000 from the accumulated Community Infrastructure Levy fund.
- 5.4 The CIL allocation will form part of a multifaceted funding package that will enable the migration of a MUGA from the current Oakdale Comprehensive School site to Islwyn High School, and the linked development of a Well-Being Space within the grounds of the school.
- 5.5 On 18<sup>th</sup> October 2023, Cabinet endorsed the redevelopment of the former Oakdale Comprehensive School site by Caerphilly Homes. This multi-property, mixed tenure housing development is liable for a CIL payment of £147,341.70.
- 5.6 When Planning Permission was granted for the redevelopment of the former Oakdale Comprehensive School site, a condition was placed on the permission relating to the Multi-Use Games Area (MUGA) that currently occupies part of the former comprehensive school site. The condition states that a new facility must be provided within the community to replace the MUGA that will be lost.
- 5.7 Officers from Caerphilly Homes explored several opportunities for the MUGA's replacement site, but the preferred option was within the grounds of Islwyn High School. In reaching agreement with the school to site the new MUGA within their grounds, the school asked for support in relation to their vision to create a dedicated Well-Being Space within the grounds of the school, next to the area where the new MUGA will be located. The support sought was in-kind via Caerphilly Homes Officer time and funding towards the project.
- 5.8 Islwyn High School's vision for the Well-Being Space is to provide a multi-disciplinary pupil-centred support facility that is equipped with skills and knowledge that will enable and empower pupils to learn, change and manage their lives more constructively. The school recognises that intervention at such a crucial time in a child's emotional and academic development identifies young people at risk of social exclusion ensure they receive the help and support they need to achieve their potential. The modular Well-Being Space building will:
- Allow interventions to happen in a safe, discreet and guaranteed space;
  - Provide dignity and respect for pupils in crisis;
  - Enable pupils to get timely, appropriate support;
  - Allow the provision of bespoke timetables for pupils who have difficulty accessing the whole curriculum;
  - Meet the needs of individuals, provide external support as required and aim to minimise the numbers of young people requiring alternative provision.
- 5.9 The new MUGA and Well-Being Space have been combined into one project, with a joint planning permission and tender exercise. Project management and funding for the MUGA will be provided by Caerphilly Homes. The total estimated cost of the

Well-Being Space is £466,500, which will be funded by the school's budget and CIL allocation, if approved.

- 5.10 Included in the total project cost are several provisional sums that may be subject to change. This includes the drainage solution that has been identified by the preferred contractor, which will be subject to a SAB application and may require amendment to obtain approval. The Planning permission for the scheme also requires some intrusive site investigation works to be undertaken prior to work commencing on site due to the coal mining legacy of the school site. The results of this work could impact the foundation specification for the building, which could also increase costs.
- 5.11 It is proposed to allocate up to £145,000 to this project in order to provide some flexibility around the provisional project costs. However, it should be noted that Islwyn High School's contribution will not be impacted by the proposed flexibility and the full amount allowed in the school's budget will be allocated to the project. Any unused CIL allocation will be returned to the CIL fund.
- 5.12 On 17<sup>th</sup> November 2015, Council approved the "Replacement Regulation 123 List of Infrastructure" (see Appendix 1). The proposed Well-Being Space would meet the "Social Infrastructure" criteria relating to "Off-Site Education Provision (Schools)" and therefore be eligible for funding via CIL.

### **Conclusion**

- 5.13 Should Cabinet approve the recommendations within the Report, up to £145,000 will be allocated from the accumulated CIL fund to support the relocation of the MUGA and the development of a linked wellbeing space to be progressed.
- 5.14 This would enable a planning condition to be discharged and the schools vision for the development of a wellbeing space to be realised.

## **6. ASSUMPTIONS**

- 6.1 It is assumed that the £145,000 allocation will be sufficient to cover the provisional sums contained within the project costs.

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

- 7.1 Not required at this stage.

## **8. FINANCIAL IMPLICATIONS**

- 8.1 If Cabinet approve the recommendations contained within the Report, up to £145,000 of CIL funding will form part of a multifaceted funding package that will enable the migration of a MUGA from the current Oakdale Comprehensive School site to Islwyn High School, and the linked development of a Well-Being Space within the grounds of the school. Any underspend in the allotted funds will be returned to the accumulated CIL budget which currently stands at £514k.

## **9. PERSONNEL IMPLICATIONS**

- 9.1 Whilst there are no direct personnel implications within the Report, Officers from the



Caerphilly Homes Development Team will allocate time to support the project management of the delivery of both the MUGA and Well-Being Space at Islwyn High School.

## **10. CONSULTATIONS**

10.1 All consultee responses have been incorporated into this version of the report.

## **11. STATUTORY POWER**

11.1 Planning & Compulsory Purchase Act 2004.

11.2 Local Government Acts 1972, 1998 and 2003.

11.3 Town and Country Planning Act 1990.

11.4 Planning Act 2008.

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