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Date: 22nd October 2014

Dear Sir/Madam,

A meeting of the **Cabinet** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 29th October, 2014 at 2.00 pm** to consider the matters contained in the following agenda.

Yours faithfully,

A handwritten signature in blue ink that reads 'Chris Burns'.

Chris Burns
INTERIM CHIEF EXECUTIVE

A G E N D A

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

To approve and sign the minutes of the following meeting: -

- 3 Cabinet held on 15th October 2015.

To receive and note the minutes of the following meetings: -

- 4 Rights of Way Cabinet Committee held on 15th September 2014.
- 5 Rights of Way Cabinet Committee held on 8th October 2014.

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

- 6 Draft Savings Proposals for 2015/2016.
- 7 Local Transport Plan.
- 8 New Governance Arrangements for South East Wales Education Achievement Service.
- 9 Abertysswg/Pontlottyn Primary: Formal Consultation Process.

Circulation:

Councillors Mrs C. Forehead, D.T. Hardacre, K. James, Mrs B. A. Jones, G. Jones, Mrs R. Passmore, D.V. Poole, K.V. Reynolds, T. J. Williams and R. Woodyatt,

All other Members not listed above.

And Appropriate Officers



CABINET

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN ON WEDNESDAY 15TH OCTOBER 2015 AT 2.00 PM

PRESENT:

Councillor K.V. Reynolds - Leader

Councillors:

Mrs C. Forehead (HR and Governance/Business Manager), D.T. Hardacre (Performance and Asset Management), K. James (Regeneration, Planning and Sustainable Development), G. Jones (Deputy Leader and Cabinet Member for Housing), Mrs B. Jones (Deputy Leader and Cabinet Member for Corporate Services), Mrs R. Passmore (Education and Lifelong Learning), D.V. Poole (Community and Leisure Services), T.J. Williams (Highways, Transportation and Engineering).

Together with:

C. Burns (Interim Chief Executive), Mrs S. Aspinall (Acting Deputy Chief Executive), Mrs N. Scammell (Acting Director Corporate Services and S.151 Officer), Mr D. Street (Corporate Director Social Services).

Also in Attendance:

J. Dix (Policy & Research Manager), S.M. Kauczok (Committee Services Officer).

1. APOLOGIES FOR ABSENCE

An apology for absence had been received from Councillor R. Woodyatt (Cabinet Member for Social Services).

2. DECLARATIONS OF INTEREST

Councillor G. Jones declared an interest in agenda item 4 as he is employed by GAVO.

3. CABINET

RESOLVED that the minutes of the meeting held on 1st October 2014 (minute nos. 1-7) be approved and signed as a correct record, subject to part 2 of Minute No. 5 being amended as follows: -

Cabinet agreed that the IGPB should continue to ensure that the follow up CGI is effectively coordinated but determined that the IGPB should also continue to monitor the remaining outstanding WAO recommendations and actions, rather than pass this function over to other suitable monitoring bodies.

MATTERS ON WHICH EXECUTIVE DECISIONS WERE REQUIRED

4. CAERPHILLY COUNTY BOROUGH COUNCIL PARTNERSHIPS AND COLLABORATIONS

Councillor G. Jones declared an interest in this item as he is employed by GAVO.

The report was presented to the Policy and Resources Scrutiny Committee on 30th September 2014. The views of the Scrutiny Committee were reported to Cabinet.

Jackie Dix, Policy and Research Manager, presented the report, which outlined the work undertaken around the Council's partnerships and collaborative work and sought Members' endorsement of the proposed Collaboration and Partnership Protocol and Partnership Governance Toolkit.

Following recommendations made by the WAO on the partnership and collaborative work of the Council, an exercise commenced in October 2013 to identify the Council's partner organisations, significant partnerships and collaborations. The total number of significant partner organisations for the Council is 146, with 35 formal partnerships and 25 collaborations. The Council leads in 8 of the collaborative arrangements.

The aim of the proposed Partnership Governance Toolkit is to provide partnership leads with guidance on ensuring effective and purposeful partnership, achieving intended outcomes, with robust scrutiny and governance arrangements in place, which is also called for in the Local Government White Paper.

During the course of the ensuing discussion, a Member queried whether the EAS Board should have been included in the list of partnerships and collaborations. It was reported that whilst the EAS is a collaborative arrangement between five local authorities, officers had strictly adhered to working definitions during the course of the review. The Interim Chief Executive confirmed that the matter would be closely monitored by Corporate Management Team and expressed his appreciation of all the work that had been undertaken in this respect. It was noted that there would be regular monitoring and review of progress of the action plan by the Corporate Governance Review Panel and the Improving Governance Review Panel with regular reports to CMT.

RESOLVED that for the reasons set out in the officer's report, Cabinet endorsed the Collaboration and Partnership Protocol and Action Plan for delivery, together with the Partnership Governance Toolkit, subject to minor consultative changes.

5. CABINET FORWARD WORK PROGRAMME

The report sought Members' approval of the updated Cabinet Forward Work Programme for the period October to December 2014.

Following consideration, it was moved and seconded that the recommendation in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons set out in the officer's report, the Cabinet Forward Work Programme for the period October to December 2014, be approved.

The meeting closed at 2.19 pm.

Approved and signed as a correct record subject to any corrections made at the meeting held on 29th October 2014.

CHAIR



RIGHTS OF WAY CABINET COMMITTEE

MINUTES OF THE RECONVENED MEETING HELD AT PENALLTA HOUSE,
TREDOMEN, ON MONDAY, 15TH SEPTEMBER 2014 AT 2.00 P.M.

PRESENT:

Councillor K. James - Chairman

Councillors:

D.V. Poole (Cabinet Member for Community and Leisure Services), Mrs B. Jones (Deputy Leader and Cabinet Member for Corporate Services).

Together with:

P. Elliott (Head of Regeneration and Planning), P. Griffiths (Principal Planner), A. Powell (Countryside Access and Rights of Way Officer), J. Piper (CROW Support Officer), R. Crane (Senior Solicitor), H. Lewis (Legal Assistant), S.M. Kauczok (Committee Services Officer).

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors T.J. Williams (Highways, Transportation and Engineering) and R. Woodyatt (Social Services).

2. DECLARATIONS OF INTEREST

Councillor Mrs B. Jones declared an interest in agenda item 5 - Application for a Modification Order to amend the Monmouthshire County Council Definitive Map and Statement of Public Rights of Way in respect of deleting Footpath 147 in the Community of Mynyddislwyn. Consequently, consideration of this item was deferred to a date and time to be agreed as there were only two Members of the Committee remaining who were able to vote on this matter.

Mrs. J. Piper, CROW Support Officer, declared an interest in agenda item 4 as she had provided evidence of use of both bridleways.

3. APPLICATION FOR A MODIFICATION ORDER TO VARY THE MONMOUTHSHIRE COUNTY COUNCIL DEFINITIVE MAP AND STATEMENT OF PUBLIC RIGHTS OF WAY IN RESPECT OF THE STATUS OF A PATH IN THE COMMUNITY OF ABERCARN AND DIVERSION OF A SECTION OF THE RIGHT OF WAY

Members were asked to consider and determine an application to vary the status of Restricted Byway 367 in the Community of Abercarn shown on the Definitive Map and Statement and also to consider the diversion of a section of the right of way through Cefn Pennar Farm. Prior to the meeting Members and Officers met on site to view and walk the route of the paths.

Following complaints from a local rambler and members of the Islwyn Ramblers Society that the public rights of way was not available for use, several meetings have taken place and correspondence has been ongoing, to try and resolve the situation. The report sets out the evidence that the status of the public right of way has been shown as a cart road footpath for the whole of its length whereas it is only available as a footpath for a section of it. The Natural Environment and Rural Communities Act 2006 reclassified all cart road footpaths and cart road bridleways to restricted by-ways. The Committee was asked to decide on the evidence provided whether or not the status of the public right of way should be varied to that of a footpath on the Definitive Map and Statement and whether they supported the application to divert the section of right of way at Cefn Pennar Farm.

Two landowners own the land over which the public right of way crosses. Mr. G. Roberts of Pant-y-Resk Farm and Dr. A. McGregor of Cefn Pennar Farm. Dr. McGregor addressed the Committee in support of her application to divert the public right of way crossing her land away from her property. She confirmed that she had not been aware of any public rights of way over the ground when she purchased the property and had never seen anyone using the route. In addition, she had not been informed of the existence of a public right of way when an extension had been built to the side of the house. Dr. McGregor circulated copies of Document 13, which formed part of the agenda and referred to the unsuitability of the track in certain places for horses and vehicles, as had been witnessed during the earlier site inspection. It would appear that an error had occurred by identifying the public right of way as a cart road footpath for the whole length when a section could not physically be used for same. Mr. G. Roberts endorsed Dr. McGregor's statement and declined the invitation to address the Committee.

Ms. M. Thomas, representing the Open Spaces Society, was then invited to address the Committee. Ms. Thomas outlined the reasons for the Society's opposition to the application, as set out in her letter dated 28th July 2014 attached to the report (Document No. 19). She felt that there was clear evidence that the route from Cefn Pennar Farm to Pant-y-Resk Road had been recorded inaccurately on the Definitive Map and that if the application was to seek a modification of this part of the way only, the Open Spaces Society would not oppose it. However, without being able to visit the site and make an informed decision, she felt that there was no option but to oppose the application. She sought assurances that the diverted right of way would be as accessible and commodious as the present line and in response to her concerns regarding obstructions on the right of way, Officers advised that this matter would be taken up with the landowner.

Following consideration and discussion, on the basis of the evidence and information submitted, it was moved and seconded that the recommendation at 9.1(iii) in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that the diversion of the right of way as shown in Document No. 15 which will be processed under Section 118 of the Highways Act 1980 be approved in accordance with the following descriptions:-

Description of a section of the existing path or way to be diverted:-

From the junction with Pant-y-Resk Road this path goes N. along a footpath and passes at the farm and the road is then a cart road up the junction with the road leading to Ty-Coedcae. (A-B)

Description of alternative path or way:-

A new path commences from the junction with Pant-y-Resk Road the path goes northwest and then bears in a northeasterly direction to reach the junction with the road leading to Ty-Coedcae (C-B). A total distance of 345 metres

The width of the alternative path or way to be consistent with the status agreed by members i.e. 1.8 metres if footpath (as it is hedged on one side and fenced on the other) and 3 metres if restricted byway.

4. APPLICATION FOR A MODIFICATION ORDER TO AMEND THE MONMOUTHSHIRE COUNTY COUNCIL DEFINITIVE MAP AND STATEMENT OF PUBLIC RIGHTS OF WAY IN RESPECT OF DELETING A PATH IN THE COMMUNITY OF MYNYDDISLWYN

Members were asked to consider and determine two applications which had been received under Section 53(3)(iii) of the Wildlife and Countryside Act 1981 from Mr. J.E. Purnell, Caer'llwyn Bach, Ynysddu and Mr. C.G. Robinson, Caer'llwyn Mawr, Ynysddu to modify the Definitive Map and Statement by deleting two paths from Caer'llwyn Bach to Caer'llwyn Mawr. Prior to the meeting Members and Officers met on site to view and walk the route of the paths.

Research had been undertaken to determine the validity of the claim by collating, as far as possible, all documentary evidence available, together with the crucial user evidence provided by the applicant of the claim and evidence from other users of the Rights of Way network in this area.

The bridleways cross land owned by three separate landowners, two are the applicants in this case and the other an adjoining landowner. The bridleways and the connecting footpaths were included on the Definitive Map and Statement following the initial survey of rights of way under the National Parks and Access to the Countryside Act 1949. As there were no objections received to their inclusion they were published as part of the Monmouthshire County Council's Definitive Map and Statement with a relevant date of 1st July 1952.

The information provided by both applicants and some of the evidence users indicates that they were not aware of the bridleways running from Caer'llwyn Bach Farm to Caer'llwyn Mawr Farm. Mr. Purnell's application and letter provides evidence to support his application that the bridleway has been incorrectly shown on the Definitive Map and Statement in that its inclusion was based on the Ordnance Survey Map dated 1878 and 1879. A copy of the Ordnance Survey Map dated 1879 is included in the report as Document No. 13.

Following the officer's presentation of the report, the Chair invited Reverend Dylan Bate to address the Committee on behalf of Mr. and Mrs. Purnell of Caer'llwyn Bach Farm. Reverend Bate confirmed that neither Mr. or Mrs. Purnell remembered the bridleway being used and that air imagery analysis showed no evidence of use. In addition, egress from the stile would be dangerous for horse riders and reference was made to a letter from the Traffic Management Advisor, Gwent Police dated 8th August 2014 (Document No. 34) relating to the access and egress point onto Twyn Gwyn Road. It was also pointed out that the deletion of the right of way would be in the interests of crime prevention as Caer'llwyn Bach Farm had been broken into on a couple of occasions. Reverend Bate concluded that the extinguishment of the right of way would be a one off cost and would avoid future maintenance costs.

Ms. M. Thomas was then invited to present her case on behalf of the Open Spaces Society. During the course of her presentation Ms. Thomas reaffirmed that the Open Spaces Society opposed the extinguishment and deletion of the two bridleways. Having studied the report and the documentary evidence in detail she did not believe that there was any proof to show that the bridleways did not exist.

Following consideration and discussion, on the basis of the evidence and information submitted, it was moved and seconded that the recommendation at 9(ii) in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that the claim be rejected.

5. APPLICATION FOR A MODIFICATION ORDER TO AMEND THE MONMOUTHSHIRE COUNTY COUNCIL DEFINITIVE MAP AND STATEMENT OF PUBLIC RIGHTS OF WAY IN RESPECT OF DELETING FOOTPATH 147 IN THE COMMUNITY OF MYNYDDISLWYN

As there were only two Members of the Committee present who could determine this item in view of the declaration of interest made by Councillor Mrs. B. Jones, the item was deferred for consideration at a date and time to be agreed.

6. REVIEW OF THE PROCEDURE FOR APPLICATIONS UNDER THE WILDLIFE AND COUNTRYSIDE ACT 1981

The report sets out the way in which applications under the Wildlife and Countryside Act 1981 are currently dealt with and proposes a way forward.

Under the terms of the Wildlife and Countryside Act 1981 members of the public and landowners may make application to modify the Definitive Map of Public Rights of Way and/or Statement to add, delete or amend particulars contained therein. This process is called “a claim”. Once an application is submitted in the prescribed manner the Authority has a statutory duty to investigate it to its conclusion and agree whether or not the application is supported or rejected.

It was noted that there is a backlog of claims, some of which pre-date Local Government Reorganisation in 1996. Due to the complexity of some claims the time taken to investigate one claim and submit it to the Rights of Way Cabinet Committee for determination can take in the region of a year. However, this may be extended if either the applicant or the landowner challenges the decision, which could result in a Public Inquiry. The process for dealing with claim applications is set out in the report under paragraph 4.3. It was now considered appropriate to review the current procedure in view of complaints received by the Authority that recent applications are not being dealt with due to the current date order procedure.

Members' attention was drawn to Document 5 attached to the report, which identifies a process that is clear to understand and implement. It would appear to be less time consuming in terms of collating data to prioritise claims and would allow the Authority to deal with applications that have a positive impact on the network. It would also allow those applications, which appear to have little chance of succeeding, to be dealt with and closed and not added to the backlog of applications.

Following consideration and discussion, it was moved and seconded that the recommendation in the report be approved subject to any review being undertaken in consultation with the Cabinet Member for Regeneration, Planning and Sustainable Development. By a show of hands this was unanimously agreed.

RESOLVED that in future, applications under the Wildlife and Countryside Act 1981 be dealt with in line with the proposals contained in Document 5 attached to the report. A review will be undertaken whenever necessary in consultation with the Cabinet Member for Regeneration, Planning and Sustainable Development.

The meeting closed at 2.55 p.m.



RIGHTS OF WAY CABINET COMMITTEE

MINUTES OF THE RECONVENED MEETING HELD AT PENALLTA HOUSE,
TREDOMEN, ON WEDNESDAY, 8TH OCTOBER 2014 AT 11.15 AM

PRESENT:

Councillor T.J. Williams - Vice Chair (Presiding)

Councillors:

D.V. Poole (Cabinet Member for Community and Leisure Services), R. Woodyatt (Cabinet Member for Social Services).

Together with:

P. Griffiths (Principal Planner), A. Powell (Countryside Access and Rights of Way Officer), J. Piper (CROW Support Officer), R. Crane (Senior Solicitor), H. Lewis (Legal Assistant), S.M. Kauczok (Committee Services Officer).

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors K. James and Mrs B. Jones and Mrs P. Elliott (Head of Regeneration and Planning).

2. DECLARATIONS OF INTEREST

There were no declarations of interest received at the meeting.

3. APPLICATION FOR A MODIFICATION ORDER TO AMEND THE MONMOUTHSHIRE COUNTY COUNCIL DEFINITIVE MAP AND STATEMENT OF PUBLIC RIGHTS OF WAY IN RESPECT OF DELETING FOOTPATH 147 IN THE COMMUNITY OF MYNYDDISLWYN.

An application had been received under Section 53(3)(c) (iii) of the Wildlife and Countryside Act 1981 from Mr J. Thomas-Davies to modify the Definitive map and Statement for the County of Monmouthshire by deleting the footpath from Heolddu Lane to Tyle Gwyn Farm. The path is registered on the Definitive Map and Statement for the former County of Monmouthshire as Footpath No. 147 in the Community of Mynyddislwyn and indicated on the plan marked Document No. 3 along the bold black lines A-B. Mr Thomas-Davies had supplied a statutory declaration, dated 8th March 2013, to support his application to delete the footpath on the grounds that it has been included on the Definitive Map and Statement in error.

Prior to the meeting Members and Officers walked and viewed the line of the path from Heolddu Lane at gateway east of Penheolddu and then from Tyle Gwyn Farm and Tyle Gwyn House. The footpath crosses land in the ownership of three separate landowners, one of whom is the applicant and the others are the owners of Tyle Gwyn Farm and Tyle Gwyn House.

Research had been undertaken to determine the validity of the application by collating as far as possible all documentary evidence available together with the evidence provided by the applicant and those other persons who have known the land in question, together with evidence supplied by local users of the footpath in question. A Powerpoint presentation highlighting the evidence received was shown at the meeting. Members were asked to determine the application on the basis of the evidence and information compiled in the submitted documents.

Following the officer's presentation, Ms M. Thomas, representing the Open Spaces Society, was invited to present her objections to the application as outlined in her letter dated 28th June 2014 (Document no. 46).

Following consideration and discussion, on the basis of the evidence and information received, it was moved and seconded that the recommendation at paragraph 9(1) in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that the claim as made to delete the footpath, be supported.

The meeting closed at 11.40 am.



CABINET – 29TH OCTOBER 2014

SUBJECT: DRAFT SAVINGS PROPOSALS FOR 2015/16

REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES & SECTION 151 OFFICER

1. PURPOSE OF REPORT

- 1.1 To provide Cabinet with an updated Medium-Term Financial Plan (MTFP) reflecting the Provisional 2015/16 Local Government Financial Settlement announced by the Welsh Government (WG) on the 8th October 2014.
- 1.2 To present Cabinet with details of draft savings proposals for the 2015/16 financial year to allow for a further more focussed period of consultation prior to a final decision in February 2015.

2. SUMMARY

- 2.1 The report provides details of revised savings requirements for the period 2015/16 to 2017/18 based on the WG Provisional 2015/16 Local Government Financial Settlement.
- 2.2 The report also provides details of draft savings proposals for 2015/16 totalling £12.208m.

3. LINKS TO STRATEGY

- 3.1 The budget setting process encompasses all the resources used by the Council to deliver services and meet priorities.

4. THE REPORT

4.1 Headline Issues in Provisional Settlement

- 4.1.1 Published on the 8th October 2014, the key points of the Provisional 2015/16 Local Government Settlement for Wales are: -

- There have been three transfers into the settlement totalling £0.346m and three transfers out totalling £0.200m. Details are provided in paragraph 4.1.2
- The provisional Aggregate External Finance (Revenue Support Grant (RSG) and Redistributed Non-Domestic Rates) for Caerphilly CBC for the 2014/15 financial year is a reduction of 3.4% i.e. **a cash decrease of £9.087m.**
- As in previous years, WG have, through the RSG formula, placed a requirement on Local Authorities to include provision of a 1% protection for schools based on the percentage applied by Central Government to WG's block grant. For 2015/16 this represents a 0.6% increase for schools.

- No indicative settlement figures have been provided by WG for 2016/17 and 2017/18.
- The capital allocations available to Caerphilly CBC in the RSG and from the General Capital Grant have increased by £7k from the previous year.

4.1.2 Table 1 provides details of transfers in and out of the WG financial settlement: -

Table 1 – Transfers In/Out 2015/16

	£m
Transfers In: -	
Local Government Borrowing Initiative – 21 st Century Schools	0.133
Integrated Family Support Service	0.173
Autistic Spectrum Disorder	0.040
Transfers Out: -	
Student Finance Wales	(0.153)
Food Safety Controls	(0.030)
National Adoption Service	(0.017)
TOTAL	0.146

4.1.3 Table 2 provides details of other passported grants included in the WG financial settlement: -

Table 2 – Other Passported Grants 2015/16

	£m
Local Government Borrowing Initiative – 21 st Century Schools	0.171
Council Tax Reduction Scheme	(0.106)
Private Finance Initiative	(0.202)
TOTAL	(0.137)

4.1.4 It is proposed that the above (both the increases and decreases in funding) are passed directly to those services that they relate to.

4.2 Updated Medium-Term Financial Plan (MTFP)

- 4.2.1 Cabinet will recall that the MTFP agreed by Council on the 26th February 2014 identified an estimated savings requirement of £6.5m for 2015/16 and £6.9m for 2016/17. This was based on an indicative reduction in WG funding of 1.34% for 2015/16 and, in the absence of further guidance from WG, an assumed reduction of a further 1.34% for 2016/17.
- 4.2.2 On the 24th June 2014 the Minister for Local Government and Government Business wrote to all Local Authorities in Wales informing them that there would be a significant shift in the likely financial settlement for 2015/16 and beyond. The Minister advised Authorities to consider how they would respond to a cut in funding of up to 4.5%.
- 4.2.3 Cabinet received a report on the 16th July 2014 outlining the impact of a cut in funding of 3% and 4.5%. Cabinet were advised that a 3% cut would increase the savings requirement for the two-year period 2015/16 and 2016/17 from the current planning level of £13.4m to £22.2m. A cut of 4.5% would increase the savings target to £30.1m.
- 4.2.4 Whilst the cut of 3.4% in the 2015/16 provisional settlement is better than the potential worst-case scenario of 4.5%, it still presents an extremely challenging financial position. It is also likely that austerity will remain for at least the medium-term and on this basis the MTFP has been updated for the three-year period 2015/16 to 2017/18 with an assumed reduction in WG funding of 3.4% for each of the three years. The updated position is attached as Appendix 1 and this shows a total savings requirement of £39m as summarised in Table 3: -

Table 3 – Cash Savings Targets

Year	Annual Cash Savings Target £m	Cumulative Cash Savings Target £M
2015/16	12.866	12.866
2016/17	14.030	26.896
2017/18	12.105	39.001

4.3 2015/16 Budget Proposals

- 4.3.1 The proposals contained within this report would deliver a balanced budget for 2015/16 on the basis that Council Tax is increased by 3.9%. Table 4 provides a summary: -

Table 4 – Summary

Paragraph	Description	£m	£m
4.3.2	Whole Authority Cost Pressures	2.886	
4.3.4	Inescapable Service Pressures	2.462	
4.3.5	Reduction in WG Funding	9.087	
4.4	Draft Savings Proposals 2015/16		12.208
4.5	Council Tax Uplift (3.90%)		2.227
	TOTAL	14.435	14.435

- 4.3.2 The whole Authority cost pressures totalling £2.886m are set out in Table 5 below (cost pressures for schools are excluded as the full cash pledge growth has been provided): -

Table 5 – Whole Authority Cost Pressures

	£m
Pay excluding Teachers and other school staff @ 1%	1.131
Living Wage increase (assumed at 20p per hour)	0.164
Non pay inflation 1.5% (net of 1.5% fess & charges increases)	1.432
Supported Borrowing (Capital Financing)	0.150
Transfers in/out and other passported grants	0.009
TOTAL	2.886

- 4.3.3 The updated MTFP includes an assumed pay award of 1% for 2015/16. Cabinet will be aware that the pay settlement for the current financial year is still subject to agreement and this has the potential to impact on the level of savings required.

- 4.3.4 It is incumbent upon Council to set a realistic budget each year. Table 6 provides details of those 2015/16 inescapable service commitments/pressures that have been identified and require consideration in respect of funding: -

Table 6 – Inescapable Service Pressures and Other Service Commitments

	£m
Council Tax Reduction Scheme additional liability	0.332
Waste Management contingency	0.240
Contact Centre, Bargoed – Running costs	0.075
Meeting the Schools pledge	0.665
Social Services Demographics	1.000
Proposal for Waste Transfer Station (Ty Duffryn)	0.150
TOTAL	2.462

4.3.5 The WG Provisional Settlement has decreased the available funding by 3.4% for the 2015/16 financial year, representing a cash reduction of £9.087m for Caerphilly CBC.

4.4 2015/16 Draft Savings Proposals

4.4.1 The budget strategy agreed by Council on the 26th February 2014 consisted of 2 main strands. The first of these was further savings proposals for Members to consider in respect of up to 3% efficiency savings. These efficiency targets required savings of circa £5m and would be applied to those statutory and essential services that the Authority has to deliver. The second strand of the agreed budget strategy was a review of discretionary services with a view to identifying savings proposals totalling over £8m. A series of Special Scrutiny Committee meetings have taken place during recent months to consider savings proposals.

4.4.2 Since the announcement by the Minister for Local Government and Government Business on the 24th June 2014 a significant amount of work has been undertaken within each Directorate to identify further savings proposals to address the worsening financial outlook.

4.4.3 The work to identify savings has been led by the Corporate Management Team (in consultation with appropriate Cabinet Members), working with Heads of Service with support from colleagues in Finance. Service Managers have also been involved to ensure that all options that are deliverable for 2015/16 have been considered.

4.4.4 For 2014/15, General Fund balances of £800k were earmarked to make good any shortfall where savings were due to be delivered part way through the financial year. The very late announcement of the Provisional Settlement for 2014/15 and the significant movement in the savings target from the original indication left very little option but to set-aside this funding to support the delivery of savings. This is not now the case, a strong message has been given by WG that austerity and cuts to RSG are to be expected up until 2020, the Authority should plan accordingly to address the anticipated budgetary shortfall.

4.4.5 The Authority has determined at Council, in recent years, to keep the General Fund reserves at a level of circa £10m, which is 3% of the net revenue budget. There could be an opportunity to release balances for one-off expenditure but the use of balances does not and will never be able to reduce an overall savings target. Balances can be used to defer a saving for a short period (less than a year) but this is not a good use of these funds. It is therefore proposed to maximise the impact of the use of any "excess" General Fund balances by utilising them for Capital/Invest to Save Schemes. This will ensure a lasting legacy for service users of the Borough and will improve service provision, rather than defer a saving that will ultimately have to be taken a short period later. It will also enable the Authority to provide match funding for grant related capital schemes i.e. 21st Century Schools, convergence and lottery.

4.4.6 Appendices 2 to 6 provide details of the proposed savings for the 2015/16 financial year. Table 7 provides a summary: -

Table 7 – Summary of Proposed 2015/16 Savings

	£m
Whole Authority "corporate nature"	3.957
Education & Lifelong Learning	0.809
Social Services	3.128
Environment	2.852
Corporate Services	1.462
TOTAL	12.208

4.4.7 Cabinet should note that savings proposals that do not have a direct impact on services users or the public have been categorised into a single line for each Directorate in Appendices 2 to 6. These proposals consist in the main of vacancy management, budget realignment and minor changes to service provision. Much of the detail of these proposals will have been presented to the Special Scrutiny Committees held during recent months. Across all

Directorates these savings proposals total £6.627m, which represents 54.3% of the total savings identified of £12.208m. Members at Special Scrutiny Committees were supportive of these types of savings proposals.

- 4.4.8 Some savings proposals will have a part-year impact in 2015/16 but will deliver significant further savings in 2016/17. The most notable of these are the following: -

Table 8 – Main Proposals with 2015/16 Part-Year Impact

Saving Proposal	2015/16 Saving £m	2016/17 Savings £m
Street Lighting – New technology to achieve energy efficiencies.	0.100	0.350
Review of Customer Services	0.125	0.125
Reduction in Street Cleansing	0.100	0.200
Closure of Ty Pontllanfraith	0.100	0.600
TOTAL	0.425	1.275

- 4.4.9 There will be a requirement to fund ‘one-off’ capital expenditure for some of the above and there will be an opportunity to utilise ‘excess’ General Fund balances.
- 4.4.10 Cabinet is asked to endorse the proposed package of savings totalling £12.208m as detailed in Appendices 2 to 6 and to agree that the proposals should now be subject to a further period of consultation prior to final 2015/16 budget proposals being presented to Cabinet in January 2015 and Council in February 2015.

4.5 Council Tax Implications 2015/16

- 4.5.1 The Medium Term Financial Plan approved by Council on the 26th February 2014 included indicative increases to Council Tax for 2015/16 and 2016/17 of 2.35%.
- 4.5.2 The savings requirement to deliver a balanced budget for the 2015/16 financial year is £12.866m and savings proposals totalling £12.208m are presented in this report. This leaves a shortfall of £658k and it is proposed that this is met by increasing Council Tax by 3.9% for the 2015/16 financial year. This would result in Council Tax Band D being set at £992.02 per annum (an increase of 71p per week).

5. EQUALITIES IMPLICATIONS

- 5.1 Budget decisions at this level affect every resident in the County Borough, regardless of their individual circumstances and backgrounds.
- 5.2 A full impact assessment has not been undertaken on all of the draft savings proposals, however assessments will be made on all individual reports and projects during the financial year. This is in order to ensure that decisions that affect different individuals and groups are assessed at an appropriate and relevant level and at the correct stage in the process.
- 5.3 Consultation with residents, when done in accordance with the Council’s Public Engagement Strategy and the Equalities Consultation and Monitoring Guidance, also ensures that every resident, regardless of circumstances, has the opportunity to have their views heard and considered in the Council’s decision-making process.
- 5.4 The list of proposed savings appended to this report does contain high-level narrative around the possible impact of some proposals and this will provide a starting point for assessments when specific areas are being looked at to provide savings.

6. FINANCIAL IMPLICATIONS

6.1 As detailed throughout the report.

7. PERSONNEL IMPLICATIONS

- 7.1 It is impossible to conceive that savings of £39m over three years could be achieved without substantial reductions in staffing. The fact is that by the end of year three the Council will have to become a significantly smaller organisation, in some respects offering a reduced range of services.
- 7.2 The Council has always prided itself on seeking to avoid compulsory redundancies at all costs, and this general ambition remains. However, given the new situation in which the Council finds itself nothing can be guaranteed.
- 7.3 Where staff reductions are required the Council will firstly try to achieve the reduction through 'natural wastage' and not filling vacancies. It is unlikely, however, that staff turnover over a three-year period would be sufficient to deal with the likely numbers involved.
- 7.4 The Council has a policy on redeployment, which would be the next preferred option. Thereafter, the Council has recently adopted a number of policies, which will enable us to invite applications for voluntary severance. These will be applied on a service by service basis to assist with restructuring or 'downsizing' within those services rather than on an Authority-wide basis as this would run the danger of creating vacancies in the wrong areas and with the wrong skill sets to accommodate those displaced and requiring redeployment.
- 7.5 The budget strategy for the next three years is likely to require a more proactive approach to restructuring than we have seen in most areas and some difficult decisions will undoubtedly be needed to prioritise roles and functions, as the Authority itself develops a more focussed approach to priorities among its various services.

8. CONSULTATIONS

- 8.1 Appendices 2 to 6 identify where proposals that affect service users have been debated at Special Scrutiny meetings. It is acknowledged that it is difficult for Members to form a view as to whether to support a saving or not without an appreciation of the bigger picture. Overall, recommendations made to date by Special Scrutiny Committees have not delivered savings that would come close to the required target. Moving forward, the draft budget proposals included in this report will be discussed at a Members' Seminar event on the 3rd November 2014 with a further Seminar to be held in January 2015. This will allow an informed discussion and debate in the context of the whole Authority position. Following Cabinet on the 29th October 2014 this report will also be scheduled for discussion at the next available Scrutiny Committee meetings as part of the consultation process.
- 8.2 The extent of the savings required by the Authority in the next 3 years is estimated at £39m and the majority of frontline reductions in spend will need a lead in time prior to implementation. Officers will try to minimise the impact of the cuts on the public facing areas of service adopting more innovative ways of delivering services. It must be emphasised though that no innovative / different ways of working will bridge the budgetary shortfall. The Authority's services will reduce over the next 3 years and staff numbers will also reduce over that same period.
- 8.3 The Authority has undertaken a public budget consultation in recent months focussing on those areas that members of the public see as priority services that should be protected from cuts wherever possible. A total of 1705 surveys were completed and the three service areas identified as most important were Libraries, Sport & Leisure and Public Bus Services. The draft savings proposals for 2015/16 have little impact on these service areas.

- 8.4 The draft 2015/16 savings proposals as presented in this report will be subject to a further period of consultation during the next 3 months. Details of the outcome of this will be included in the final budget proposals reports to be presented to Cabinet in late January 2015 and to Council in February 2015.

9. RECOMMENDATIONS

9.1 Cabinet is asked to: -

- 9.1.1 Endorse the proposed package of 2015/16 savings totalling £12.208m, as detailed in Appendices 2 to 6.
- 9.1.2 Agree that these savings proposals should now be subject to a further period of consultation prior to final 2015/16 budget proposals being presented to Cabinet in January 2015 and to Council in February 2015.
- 9.1.3 Support the proposal to increase Council Tax by 3.9% for the 2015/16 financial year to ensure that a balanced budget is achieved (Council Tax Band D being set at £992.02).

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 The Council is required annually to approve proposals to set a balanced budget, agree a Council Tax rate and update its Medium Term Financial Plan.
- 10.2 Council is required to put in place a sound and prudent financial framework to support service delivery.

11. STATUTORY POWER

- 11.1 The Local Government Acts 1998 and 2003.

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Consultees: Corporate Management Team
Cllr Keith Reynolds, Leader
Cllr Barbara Jones, Deputy Leader & Cabinet Member for Corporate Services
Cllr Christine Forehead, Cabinet Member for HR & Governance / Business Manager
Gail Williams, Interim Head of Legal Services & Monitoring Officer
David A. Thomas, Senior Policy Officer (Equalities and Welsh Language)

Background Papers:
Provisional Local Government Settlement (8th October 2013)

Appendices:
Appendix 1 Updated Medium-Term Financial Plan 2015/16 to 2017/18
Appendix 2 2015/16 Draft Savings Proposals – Whole Authority
Appendix 3 2015/16 Draft Savings Proposals – Education & Lifelong Learning
Appendix 4 2015/16 Draft Savings Proposals – Social Services
Appendix 5 2015/16 Draft Savings Proposals – Environment
Appendix 6 2015/16 Draft Savings Proposals – Corporate Services

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Updated Medium-Term Financial Plan 2015/16 to 2017/18

APPENDIX 1

Provisional LG Settlement (08/10/14)

Description	2015/16 £m	2016/17 £m	2017/18 £m
Aggregate External Finance (AEF)	(9,087)	(8,784)	(8,491)
Council Tax @ 2.35%	1,569	1,598	1,642
Total Funding	(7,518)	(7,186)	(6,849)
Pay 1.0%, 1.0%, 1.0%	1,131	1,131	1,131
Living Wage (assumes pledge funds schools)	164	164	164
Non-Pay Inflation (1.5% p.a.)	1,672	1,672	1,672
Non-Pay Inflation (1.5% p.a.) - Fees and Charges	(240)	(240)	(240)
Capital Financing	150	150	150
Transfers In/Out	146	0	0
Other Passported Grants	(137)	0	0
Sub-Total	2,886	2,877	2,877
Service Pressures/Additional Funding			
CTRS Additional Liability @ 2.35%	332	339	347
Welfare Reforms LA Costs	0	100	100
Waste Management Contingency	240	0	0
Contact Centre, Bargoed - Running costs	75	0	0
Schools Pledge	665	628	632
Social Services Demographics	1,000	1,000	1,000
Employer NI Increase (April 2016) - Excludes schools	0	1,600	0
Proposal for Waste Transfer Station (Ty Duffryn)	150	0	0
Other Service Pressures	0	300	300
Sub-Total	2,462	3,967	2,379
Total Shortfall	12,866	14,030	12,105

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<i>Description</i>	<i>Potential Saving</i>	<i>Impact narrative</i>	<i>Impact</i>	<i>Committee</i>
WHOLE AUTHORITY COSTS				
General - Savings that have no direct impact on service users	2,312			
Apprentice/trainee costs - reduce budget to £150k and supplement with use of earmarked reserves	345	Minimal impact upon public and service users	Low	Scrutiny 17/6 supported a phased reduction to £150k p.a by 17/18 using reserves. A review of reduced scheme to be undertaken prior to 17/18
Assistance to voluntary sector	30	11% of total budget	Low	A further report will be presented to Scrutiny and Cabinet.
Project Gwyrdd	1,169	Previously agreed by full council		Previously agreed by full council
HMRC Mileage Rate - Reduction in mileage rate from 50p to 45p. £135k full year saving	101	17 Welsh Local Authorities have already adopted the approved HMRC rate (45p). A further 3 Authorities are considering this for 2015/16.		Scrutiny 24/9 - Members requested that this be deferred for one year to April 2016.
TOTAL WHOLE AUTHORITY COSTS	3,957			

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<i>Description</i>	<i>Potential Saving</i>	<i>Impact narrative</i>	<i>Impact</i>	<i>Committee</i>
EDUCATION & LIFELONG LEARNING				
General - Savings that have no direct impact on service users	692			
Public Libraries - Review of opening hours (tapered delivery linked to present banding & population profiles) - Full year saving £134k	67	Potential minor impact on public	Low/Med	Scrutiny 19/6 supported in principle a reduction in opening hours.
Recoupment (SEN Out of County / LAC / Inter Authority)	50	Could be a risk due to volatility of placements	Medium	
TOTAL EDUCATION & LIFELONG LEARNING	809			

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Description	Potential Saving	Impact narrative	Impact	Committee
SOCIAL SERVICES				
General - Savings that have no direct impact on service users	1,568			
Reduction of 3 social workers per division with the intention to achieve by vacancy management	219	This will be achieved through vacancy management.	High	Scrutiny 16/10 - Clarification was requested in respect of the "opportunity to consider the future of vacant posts". Officers explained that this related to the recently approved Children's Services restructure.
Removal of £1m demographic growth for 15/16.	1,000	Current Social Services revenue budget projections for 2014/15 indicate an underspend. In light of these projections the £1 million demographic growth funding will not be required for 2015/16. Due to the volatility of demand on Social Services this does present a potential risk. However, if there are any resulting overspends in 2015/16 these will be met from service reserves.	Low/Med	
Independent Sector Domiciliary Care - Elderly - Review of shopping service.	40	Alternative services will need to be explored with service users	Medium	Scrutiny 17/7 - Officers to explore options which would ensure the service is delivered where absolutely necessary. Scrutiny 16/10 - Members requested further information on potential impact on existing service users
Meals on wheels - Increase of £1 per meal.	88	Potential for reduced take up	Medium	Scrutiny 17/7 - Proposal supported by Members. Scrutiny 16/10 - Members recommended increase of £1.50 which would result in a saving of £132k
Own Day Care - Review of day centre provision. Full Year saving £255k	128	Relocation of service provision within the same community	Medium	Scrutiny 17/7 - Officers to explore options of a mixture of service reconfiguration and targeted day services. Scrutiny 16/10 - Members supported proposal to reconfigure services to ensure no impact on service users.
Home Assistance and Reablement Team (H.A.R.T.) - Review of domiciliary care provision. This to include vacancy management, shopping, laundry, sitting, single handed hoisting, telecare options and other community support etc.	85	Task and Finish Group to be established to review options.	Medium	Scrutiny 16/10 - One Member raised concerns that this area has borne the brunt of savings required in recent years. Officers explained that there are plans for options in this area to be considered by a Task and Finish Group.
TOTAL SOCIAL SERVICES	3,128			

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<i>Description</i>	<i>Potential Saving</i>	<i>Impact narrative</i>	<i>Impact</i>	<i>Committee</i>
ENVIRONMENT				
REGENERATION, PLANNING & ECONOMIC				
General - Savings that have no direct impact on service users	530			
Removal of Bargoed ice rink from December 2015.	20	Reduced events availability to local residents that visit the ice rink	Low	Scrutiny 01/10 - Not accepted
Community Regeneration - Area Forum Budget removal. Utilise reserves of £162k over next few years	72	Minimal impact as these schemes are additional to core maintenance provision. In addition some wards/partnership areas do not spend the allocation hence the £162k reserve. Impact would be reduction in small community schemes delivered and the availability of funds to provide match funding for community facilities.	Low	Scrutiny 01/10 - Not Accepted
TOTAL REGENERATION, PLANNING & ECONOMIC	622			

Description	Potential Saving	Impact narrative	Impact	Committee
ENGINEERING DIVISION				
General - Savings that have no direct impact on service users	179			
Highways Operations - Street Lighting energy reduction option - use of new technologies/part management lighting. Full year saving £450k	100	A combination of options will generate £450k saving in full year. This may require some part-night lighting in residential areas. This will require up front investment of £700k + £200k. This contributes to Council's carbon reduction targets. Consultation may not be required if the new technologies being reviewed can achieve the savings required. The use of new technologies will reduce the need/amount of part-night lighting required. No effect on jobs.	Medium	Scrutiny 12/6 - Members requested further information.
Highways Operations - Reduction in planned carriageway resurfacing budget (20% of budget).	300	Reduction in revenue budget will defer investment in Council's largest asset for future years. No consultation required, possible reduction in workforce, depends on capital budget support.	Medium	Scrutiny 12/6 - Further information requested
Highways Operations - Reduction in planned footway resurfacing budget (12% of budget).	60	Reduction in revenue budget will defer investment in Council's largest asset to future years. No consultation required, possible reduction in workforce, depends on capital budget support.	Medium	Scrutiny 12/6 - Further information requested
Highways Operations - Gully Reed Bed recycling. Increase income by promoting facility to other authorities and private sector	10	Additional promotion with adjoining authorities to increase use of facility needed. Relies on winning new customers. No formal consultation required. No effect on jobs.	Low	Scrutiny 12/6 - Supported
Highways Operations - Reduce highways reactive maintenance budget by 4%.	50	Budget will need close monitoring to ensure reduction in planned maintenance does not significantly increase reactive maintenance which could also increase third party claims. No consultation required. This will result in 1 no loss of job within NCS which will be achieved through vacancy management.	Medium	Scrutiny 12/6 - Further information requested
Highways Operations - Reduce highway/land drainage planned maintenance budget by 11%	30	Reduction will slow down investment in the infrastructure that deals with climate change. No formal consultation required. This will contribute to an aggregated reduction in jobs within NCS (0.6 FTE). This will be achieved through vacancy management.	Medium	Scrutiny 12/6 - Not supported
Reduce gritting routes from 9 to 8.	60	Route optimisation being undertaken to provide an option to reduce routes from 9 to 8 but still keep existing coverage. No consultation required. No effect on jobs.	Low	Scrutiny 12/6 - Further information requested
Highways Operations - Reduce 'aids to move budget' by 25% (road markings/signs/crossing points).	25	Small reduction in current work levels. Minimal risk. No consultation required. No direct effect on jobs. However, will add to an aggregated reduction in overall budgets which will result in job reductions (0.5 FTE). This will be achieved through vacancy management.	Low	Scrutiny 12/6 - Supported

<i>Description</i>	<i>Potential Saving</i>	<i>Impact narrative</i>	<i>Impact</i>	<i>Committee</i>
Highways Operations - Reduction in highways/land drainage reactive maintenance budget by 4%.	20	Difficult to assess impact as budget is weather susceptible. No consultation required. This will contribute to an aggregated reduction in jobs within NCS (0.4 FTE). This will be achieved through vacancy management.	Medium	Scrutiny 12/6 - Not supported
Highways Operations - Reduction in structures and retaining walls budget by 10%.	50	Only the highest priority work is currently being undertaken. This will need to continue and some key priorities may need to be delayed. No consultation required. This will contribute to an aggregated reduction in jobs within NCS (0.5 FTE). This will be achieved through vacancy management.	Low	Scrutiny 12/6 - Further information requested
Highways Operations - Remove financial support for Christmas lighting in towns and villages.	35	Historic anomalies in amounts of funding to various bodies. No formal consultation required. No impact on jobs. No risk in removing budget. Community councils/town councils will need to arrange their own funding.	Low	Scrutiny 12/6 - Supported but a list of areas affected to be provided
Highways Operations - Highways adoption and agreement fees. Increase in fees	15	Raise fees in line with neighbouring councils. No public consultation required. No effect on jobs.	Low	Scrutiny 12/6 - Supported
Transport Engineering - Cease holding events in pay & display car park sites. Events lead to loss of car park income	20	Either events cover loss of income, are held in other locations or are not held. No public consultation required. No effect on jobs.	Low	Scrutiny 12/6 - Supported subject to further liaison with Planning & Regeneration
Transport Engineering - Car park tariffs. Increase car parking charges by typically 10p per hour	30	Similar actions are being considered by other councils. Formal notification procedure required. No negative effect on jobs. No public consultation required.	Low	Scrutiny 12/6 - Further information requested
Transport Engineering - Management of off-street car parks - increase excess charge notice penalty	25	No impact on service. No effect on jobs.	Low	Scrutiny 12/6 - Increase supported but further information required re Sunday charging
Transport Engineering - Management of off-street car parks - introduce Sunday charges	10	No impact on service. No effect on jobs. Public consultation required.	Low	Scrutiny 12/6 - Further information required
Passenger Transport - Concessionary pass replacements. Increase charges - currently £5 for second and subsequent - revise to £5 for first and £10 for subsequent replacements	7	No impact on service. No consultation required. No effect on jobs.	Low	Scrutiny 12/6 - Supported
Review of Passenger Transport Services - Full year impact £150k	24	No effect on jobs. Public consultation required.	Medium	Scrutiny 12/6 - Further information requested
TOTAL ENGINEERING DIVISION	1,050			

Description	Potential Saving	Impact narrative	Impact	Committee
PUBLIC PROTECTION				
General - Savings that have no direct impact on service users	22			
Licensing - Income - Increase fees.	8	Fees will be increased to recover costs as appropriate. This will result in increased cost to the service user and may lead to a fall in take up of the service.	Low	Scrutiny 4/9 -Supported
Registrars - Income - Increase fees.	10	Fees will be increased to recover costs as appropriate. This will result in increased cost to the service user and may lead to a fall in take up of the service.	Low	Scrutiny 4/9 -Supported
Health Improvement Officer - 1 vacant post (0.6 FTE) & Senior Health Improvement Officer - 1 vacant post (1 FTE).	77	The Health Improvement Team strategically leads and delivers the local response to Health Challenge Wales and Change 4 Life Interventions as well as contribution to our Corporate Health activities. The Team consists of 5.4 FTE with 1.8 FTE delivering the Healthy Schools Programme and funded by grant. Deleting 1.6 FTE will significantly impact upon the capacity of team, as 1 post is the Senior Officer. Alternative line management arrangements will need to be put in place.	Medium	Scrutiny 4/9 Agenda Item 3(1) Appendix 3 - Further information requested.
Enforcement - Environmental Health Officer - 1 vacant post (1 FTE).	45	Reducing the 3 EHOs within the General Environmental Health Team to 2 will extend the time taken to deal with and investigate service requests. The Team protects public health and quality of life by dealing with complaints of nuisances or hazards to health. E.g. noise, defective drains and sewers, investigation of odours, and bonfires etc. They deal with filthy and verminous premises, and travellers sites, and are also involved in problems of pest infestations, straying animals and irresponsible dog ownership. They also enforce in relation to littering, dog fouling and fly tipping activities.	Medium	New saving proposal.
TOTAL PUBLIC PROTECTION	162			

Description	Potential Saving	Impact narrative	Impact	Committee
COMMUNITY & LEISURE SERVICES				
General - Savings that have no direct impact on service users.	338			
Parks & Playing Fields - Cessation of summer "Bands in the Park" events programme	2	Little or no impact on appearance of County Borough but there may be a small number of complaints given the limited audience that typically enjoy these events.	Low	New saving proposal
Residual Waste - Charging for all replacement containers.	60	Provides clarity over existing policy. Generally low impact.	Low	Scrutiny 30/7 - Suggested cabinet consider further.
Street Cleansing - Reduced cleaning on bank holidays. Cleansing will be reduced to same levels as weekends.	13	The only cleansing that will occur on bank holidays will be early mornings in town centres	Medium	Scrutiny 30/7 - Supported
Street Cleansing - Reduction in weed removal budget. Reduced contribution to winter rear lane grubbing out team.	100	May result in increases in complaints from the public if weather conditions support weed growth	Med/High	Scrutiny 30/7 - Supported
Parks and Playing Fields - 2nd phase of the removal of flower beds in parks & open spaces.	40	Phase 1 completed in 2014/15 without any real issues	Low	Scrutiny 30/7 - Supported
Parks and Playing Fields - Reduction in playing field maintenance. Remove 2 fertilizer applications & cease end of season renovation works	30	Officers have considered an alternative option involving cessation of regular pitch marking and handing over pitch marking responsibility to clubs (subject to consultation). The saving would be the same but some pitch renovation could then be undertaken.	Medium	Scrutiny 30/7 - Could not support without first consulting with local clubs & Town Councils in order to explore all avenues & funding options
Parks and Playing Fields - Increase outdoor facility charges by 20%.	20	<p>The Scrutiny members suggested that Officers examine options to only increase adult fees while keeping junior fees at current levels. If this strategy is employed the options are as follows:-</p> <ul style="list-style-type: none"> • Increase of 40% in adult fees = additional £27k income • Increase of 45% in adult fees = additional £31k income • Increase of 50% in adult fees = additional £34k income • Increase of 100% in adult fees = additional £69k income 	Medium	Scrutiny 30/7 - Members suggested freeze for juniors but further increase for adults.
Cwmcarn Leisure Centre - Centre closed - handover of facility to school	25	Consulting with key stakeholders. Negotiations ongoing with school regarding principle, but capital liability issues still to be resolved. This will be subject to a further report.	Low	Scrutiny 30/7 - Members supported option not to reopen as a leisure centre.
Parks and Playing Fields - Review park ranger service to reduce from 18 to 12.	40	Can be accommodated by not engaging agency staff in the Spring of 2015	Medium	Scrutiny 30/7 - Subject to consultation with Trade Unions and Town Councils, Members happy to support
Street Cleansing - Reduce number of pedestrian sweepers operated by 1.	14	Rationalisation of the number of small sweepers will reduce the ability to cover the whole borough, other than for specific periods.	Low	Scrutiny 30/7 - Supported
Parks and Playing Fields - Cessation of litter picking at 14 parks on Saturdays.	12	May result in increased littering (particularly in spring/summer). Potential for increase in public complaints.	Medium	New saving proposal

<i>Description</i>	<i>Potential Saving</i>	<i>Impact narrative</i>	<i>Impact</i>	<i>Committee</i>
Parks and Playing Fields - Removal of Barrier Attendants at 5 locations	14	Car parks (at parks) will remain open. May result in increased littering and anti-social behaviour after hours.	Medium	New saving proposal
Sport & Leisure - Closure of Bedwas swimming pool on Sundays.	10	Level of use can be accommodated at Caerphilly Leisure Centre.	Low	New saving proposal
Sport & Leisure - Average price increase of 5% on leisure centre fees	100	Additional cost of 5% to users e.g.: Swim from £3.05 to £3.20 - Gym from £4.25 to £4.45	Low/Med	New saving proposal
Waste Strategy & Operations - Closure of Civic Amenity Sites for 2 days/week + 1 hour on other days	100	Obvious reduction in availability to public. Closure days would be staggered across all sites.	Medium	Scrutiny 30/7 - This option was suggested by Scrutiny committee.
Waste Strategy & Operations - Reduction in cleansing budget. Full year impact £300k	100	<ul style="list-style-type: none"> •The full year proposed saving represents 7.4% of the total cleansing budget of £4.075m with the part year saving representing 2.45% • The process needs careful management involving Corporate HR as it will inevitably mean a reduction in the number of staff. • There will be a significant impact in the cleanliness of the county borough. • An increase in back office and Contact Centre workload could result from an increase in public complaints. • Given the time constraint in identifying additional savings there has been limited consultation with Trade Unions, Contact Centre etc. • Contact Centre Service Level Agreement for nappy waste & missed collections will need to be reviewed and replaced with a 7 day response. 	High	New saving proposal
TOTAL COMMUNITY & LEISURE SERVICES	1,018			
TOTAL ENVIRONMENT	2,852			

<i>Description</i>	<i>Potential Saving</i>	<i>Impact narrative</i>	<i>Impact</i>	<i>Committee</i>
CORPORATE SERVICES				
General - Savings that have no direct impact on service users	986			
Withdrawal of 'additional help for pensioners with their Council Tax' funding.	246	The majority of Authorities in Wales are proposing to withdraw this funding for 2015/16. Withdrawal of the funding for this scheme may need to be monitored in terms of impact and pensioners who fall into arrears may need to be signposted to other forms of support from sources within the Council and from external partners in the voluntary sector.	Low	Scrutiny 17/6 - Further information requested. Scrutiny 24/9 - Supported 50% withdrawal of funding in 2015/16 with remainder of funding being withdrawn in 2016/17.
Communications Unit - Cease to deliver a twinning function.	5		Low	Scrutiny 17/6 - Supported
Review of Customer First - Full year impact estimated at £250k, part year impact 15/16	125	This will be subject to a separate report. No significant impact for 2015/16 as part year. Will involve reducing opening hours in all Customer First centres but no closures.	Low/Med	
Closure of Ty Pontllanfraith - Full year impact £600k, part year impact in 15/16	100	The details of this proposal were presented to the Special Policy & Resources Scrutiny Committee on the 17th June 2014.	Low	Scrutiny endorsed the principle to begin consultation on the proposal
TOTAL CORPORATE SERVICES	1,462			

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CABINET – 29TH OCTOBER 2014

SUBJECT: LOCAL TRANSPORT PLAN

REPORT BY: ACTING DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 To seek Cabinet approval for the production of a South East Wales Valleys Local Transport Plan (LTP) that will be produced jointly by Caerphilly, Rhondda Cynon Taf, Torfaen, Blaenau Gwent and Merthyr Tydfil County Borough Councils.

2. SUMMARY

- 2.1 The Welsh Government (WG) requires all local authorities (LA's) in Wales to produce LTP's by the end of January 2015. The LTP's will replace the 4 Regional Transport Plans (RTP's) that are currently in place. Work is ongoing between the 5 'South East Wales Valleys' local authorities (i.e. Caerphilly CBC, Rhondda Cynon Taf CBC, Torfaen CBC, Blaenau Gwent CBC and Merthyr Tydfil CBC) to produce a joint LTP. This report seeks approval to formalise this working arrangement.

3. LINKS TO STRATEGY

- 3.1 To work towards the Council's corporate objective of improving peoples' living environment through targeted actions, regulation, information and advice.
- 3.2 Contributes to the Single Integrated Plan priority to 'improve local employment opportunities including access to opportunities across a wider geographical area'.
- 3.3 Contribute to the Caerphilly County Borough Local Development Plan aim to 'provide a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and protects the environment; where public transport, walking and cycling provide real travel alternatives.'
- 3.4 LTP's are a statutory requirement as set down by the Transport Act 2000 and amended by the Transport (Wales) Act 2006. LTP's must set out the LA's policies for 'safe, integrated, efficient and economic transport facilities and services to, from and within their area'.

4. THE REPORT

Requirement to produce a Local Transport Plan

- 4.1 The Welsh Government requires all local authorities in Wales to produce LTP's. These will replace the 4 RTPs that are currently in place across Wales. The LTP's have to be submitted

to WG by the end of January 2015 and as such there is a very short timescale to produce the LTP.

- 4.2 The WG has issued formal guidance on producing LTPs. Key points within the LTP guidance include:-
- LTP's should focus on updating/ refreshing the priorities and schemes within the current RTP.
 - LTPs should only include schemes within the LA's remit i.e. should not include schemes relating to the rail or trunk road network.
 - It is a decision for the LA whether to develop a joint LTP with another authority/ authorities e.g. as some transport services cross LA boundaries.
 - A template showing the required format of the LTP is included in the WG guidance.
- 4.3 The South East Wales Regional Transport Plan (RTP) was published in March 2010 and included a 5-year programme of projects and a 15-year strategy. The RTP's long term vision, objectives and priorities for transport in SE Wales remain current and will form the basis of the LTP. The RTP's 5-year programme of schemes will be reviewed and updated to reflect progress and priorities.
- 4.4 In line with the WG guidance, LTPs will not include rail or trunk road schemes i.e. schemes not with the LA's remit. Such schemes will be prioritised, progressed and delivered directly by WG. It is expected that these 'strategic' scheme proposals will be included in WG's National Transport Plan (NTP). The WG LTP guidance states that the next NTP is expected to commence in April 2015 i.e. after the LTPs have been submitted to WG. The Cardiff Capital Region Board will also have a role in prioritising scheme proposals as part of the Metro programme.
- 4.5 The format of the LTP will be in line with the WG guidance and will include:-
- A review of national, regional and local policies and plans.
 - Details of issues, opportunities and interventions in the LA area.
 - A programme of schemes for 2015 to 2020 and longer-term aspirations to 2030.
 - Details of statutory checks and consultation undertaken.
 - A monitoring and evaluation plan.
- 4.6 The document will include separate sections for each LA to set out the issues, opportunities, interventions and programme in their respective areas. Therefore, while the LTP will be a joint document, there is no requirement to prioritise schemes across the area. Any funding applications for the priorities and schemes identified will be on an individual LA basis unless agreed otherwise.
- 4.7 The LTP will require a Strategic Environmental Assessment (SEA), which will involve updating the SEA that was undertaken for the RTP.
- Local Transport Plans in South East Wales**
- 4.8 The option of developing a joint LTP for all 10 LAs in South East Wales was proposed at a South East Wales Directors of Environment and Regeneration (SEWDER) meeting. This would have enabled a direct update of the current RTP but was not agreed by SEWDER. As a result, some SE Wales LAs are now producing their own LTPs (Cardiff, Vale of Glamorgan and Bridgend). Newport and Monmouthshire councils may work together to produce a joint LTP.
- 4.9 There is in principle agreement in place for the 5 'South East Wales Valleys' LAs to work together to produce a joint LTP (i.e. Caerphilly CBC, Rhondda Cynon Taf CBC, Torfaen CBC, Blaenau Gwent CBC and Merthyr Tydfil CBC) and this work is progressing.

- 4.10 The proposal for a joint LTP was supported at a Cabinet Member briefing of the 5 LAs on 19th September 2014. The Welsh Government requires a lead authority to be identified in cases where LTPs are produced jointly between LAs. The role of the lead authority is solely to act as a point of contact with the Welsh Government. This has yet to be agreed between the councils.
- 4.11 Approval is now being sought to formalise this arrangement within Caerphilly County Borough Council and for a 'South East Wales Valleys Local Transport Plan' to be produced jointly between the 5 LA's. The Welsh Government LTP guidance states that WG approval for such joint working arrangements between LAs is not required.
- 4.12 Prior to submission of the LTP to WG at end January 2015, the draft LTP will go through a period of consultation during autumn 2014. This includes a requirement to consult with the Cardiff Capital Region Board. Following this, LA adoption of the LTP will be required and the document will be reported through Caerphilly County Borough Council's committee cycle during December 2014 to January 2015. The LTP will need to link closely with the adopted Local Development Plan (LDP) and the LDP review during 2015.

Funding the Local Transport Plan

- 4.13 The WG LTP guidance does not provide details of future funding sources for the schemes within the LTP. In 2014/15 LA's were able to bid into WG's Local Transport Fund but this could be a 'one off' grant that is not repeated in future years. It is likely that future funding will be made available from WG to fulfil Active Travel Act requirements. In addition, some schemes within LTPs may also be funded via the Metro programme e.g. bus corridor improvements. WG LTP guidance states that LAs should be creative in seeking additional funding to support transport spending e.g. their own resources, private sector financing, EU funding etc.

5. EQUALITIES IMPLICATIONS

- 5.1 The LTP document will undergo Caerphilly CBC's Equalities Impact Assessment process as part of the consultation process in autumn 2014 and any relevant comments made at that time will be fed into the final document. All stakeholders in affected minority groups will also be consulted during the LTP consultation process in accordance with the Council's Equalities Consultation and Monitoring Guidance document.

6. FINANCIAL IMPLICATIONS

- 6.1 No direct financial implications in producing the LTP. The LTP will set down the future transport schemes that will form the basis of bids for transport capital funding.

7. PERSONNEL IMPLICATIONS

- 7.1 None.

8. CONSULTATIONS

- 8.1 The comments received from the list of consultees have been incorporated in this report, other than the inclusion of a glossary of terms.

9. RECOMMENDATIONS

- 9.1 It is recommended that Members approve the production of a South East Wales Valleys Local Transport Plan that will be produced jointly by Caerphilly CBC, Rhondda Cynon Taf CBC, Torfaen CBC, Blaenau Gwent CBC and Merthyr Tydfil CBC.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 To enable a Local Transport Plan to be produced and submitted to the WG by the end of January 2015 and meet the Council's statutory obligations.

11. STATUTORY POWER

- 11.1 Transport Act 2000
Transport (Wales) Act 2006

Author: Gemma Thomas, Principal Engineer (Transport Strategy and Road Safety)
Consultees: Cllr T Williams – Cabinet Member for Highways, Transportation & Engineering
Chris Burns – Interim Chief Executive
Sandra Aspinall – Acting Deputy Chief Executive
Terry Shaw – Head of Engineering Services
Pauline Elliott – Head of Regeneration and Planning
Gail Williams – Monitoring Officer/Principal Solicitor
Clive Campbell – Transportation Engineering Manager
Mike Eedy – Finance Manager
Sian Phillips – HR Manager
David Thomas – Senior Policy Officer (Equalities and Welsh Language)
Rhian Kyte – Team Leader (Strategic and Development Planning)

Background papers:

Guidance to Local Transport Authorities – Local Transport Plan 2015 (May 2014)



CABINET - 29TH OCTOBER 2014

**SUBJECT: NEW GOVERNANCE ARRANGEMENTS FOR SOUTH EAST WALES
EDUCATION ACHIEVEMENT SERVICE**

REPORT BY: ACTING DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 To apprise Members of the changes necessary to the agreed Governance arrangements for our Regional School Improvement Service - Education Achievement Service (EAS) in order to align the arrangements to the National Model for School Improvement.
- 1.2 To seek approval to implement the new arrangements.

2. SUMMARY

- 2.1 A National Model of regional working for school improvement was introduced by the Minister for Education and Skills in March 2014. The South East Wales Education Achievement Service (EAS) closely aligns with the National Model but, in order to comply with the National Model, it was recognised that the 'Governance' arrangements required further consideration. Each of the five local authorities of the South East Wales Consortium will in the next month present the new governance arrangements to Members in order to seek approval to implement the changes.

3. LINKS TO STRATEGY

- 3.1 The five Councils and the Company Education Achievement Service (EAS) Collaboration and Members' Agreement.
- 3.2 The Deed of Contribution.

4. THE REPORT

- 4.1 The South East Wales Education Achievement Service was established as a limited company in July 2012. Its prime function is to raise standards in education across the region. Newport, Torfaen, Caerphilly, Blaenau Gwent and Monmouthshire Councils commissioned the EAS to deliver a school improvement service on behalf of each individual authority and hence across the consortium.
- 4.2 In March 2013, the Minister for Education and Skills introduced a 'national model for regional school improvement services' and in December of the same year all five Local Authorities within the regional consortium agreed to work to this model.

4.3 The National Model contains five key themes:-

1. Mission, values and principles of effective school improvement
2. The scope of regional consortia
3. Delivery of respective regional consortia and local authority functions
4. Governance and accountability
5. The organisation and operation of consortia

4.4 The school improvement service developed by the South East Wales Consortium is closely aligned to the 'National Model' but, in order to comply with the National Model, it was recognised that the 'Governance' arrangements would require further consideration. Each of the five local authorities of the South East Wales Consortium will in the next month present the new governance arrangements to Members in order to seek approval to implement the changes.

4.5 Currently the EAS Board is made up of nominated Directors and Councillors from each of the five Councils. Leaders from each Council have expressed a desire to see a consistent approach to the nomination of board members across the five Local Authorities. It is suggested that such board members should be:-

- Senior Cabinet Members (who do not hold the portfolio for Education) but have the necessary skills and experience to make decisions
- A Lead Chief Executive
- The Managing Director of the EAS
- The Chair of the Executive Board

4.6 It is proposed that the governance arrangements outlined in paragraph 4.7 are implemented in order to meet the requirements of the National Model. As Governance arrangements are already in place for the EAS the proposal outlined below includes a combination of current, revised and additional arrangements. Draft Terms of Reference for each of the governing groups are included in Appendices 1-4.

4.7 The proposed new governance arrangements will include:-

- 1. The continuance of an EAS Board**
- 2. The addition of a South East Wales Executive Board**
- 3. The continuance of the JEG (Joint Executive Group)**
- 4. The addition of an Audit Committee**

4.8 It must be noted that both the JEG and the addition of an Audit Committee sit outside the agreed National Model of Governance.

4.9 The Continuance of the EAS Board:

4.9.1 Board members will have responsibility for approving the budget (including remuneration), business planning and performance management of the regional consortium. Meetings will focus on monitoring progress against the Business Plan. The Board may delegate operational decision making to the Executive Board and must demonstrate sustained control ensuring that it does not act as a 'rubber stamping' body. The Board will appoint senior EAS staff and deal with Human Resource (HR) related issues. The EAS Board will determine appropriate levels of remuneration for the Managing Director and his senior team and be responsible for the appointment or removal of the Managing Director.

4.10 The addition of an EAS Executive Board:

4.10.1 Membership of the Executive Board will include the Chairperson of the EAS Board, the Managing Director (acting as a paid official and not an Executive Board Member) a Lead Chief Executive, a Lead Director of Education and no more than five additional individuals, one appointed to the Executive Board. These individuals will include a Welsh Government

representative and individuals with expertise in school improvement (one of whom must be a serving Head teacher drawn from a school within the consortium area). The EAS Board will appoint the Executive Board members.

- 4.10.2 The Lead Chief Executive will rotate on an annual basis. Paul Matthews, Chief Executive of Monmouthshire County Council, has volunteered for this role in the first instance.
- 4.10.3 The Executive Board acts as an advisory group and on instruction from the South East Wales EAS Board. The Executive Board is accountable to the EAS Board, but will have delegated powers to consider and recommend an annual Business Plan in line with the set budget, monitor and evaluate progress and outcomes of the Business Plan.

4.11 The continuance of the Joint Executive Group (JEG)

- 4.11.1 Leaders are clear that they wish to see the continuation of the JEG in order to ensure that the five Cabinet Members with the portfolio for Education and Chief Education Officers/Directors from each local authority (LA) across the region engage in meaningful discussion linked to commissioning and validation.
- 4.11.2 The JEG challenges the delivery of the EAS Service and will determine if the Service is meeting the standards required. It is the forum whereby each Member is made aware of any issues which may affect the delivery of services.

The JEG is also a mechanism to ensure that each portfolio holder is satisfied that the EAS are delivering on the services commissioned which enable the LA to fulfil its statutory functions.

- 4.11.3 The continuance of a JEG group, as stated in Para 4.7 of this report will be in 'addition' to the advice set out in the National Model. The JEG will act in an advisory capacity but will not form part of the formal decision making process.
- 4.12 Scrutiny is an important component of any model of governance. With such large financial investment in the Regional Services value for money needs to be evident. The current governance arrangements agreed for the Education Achievement Service include a Joint Scrutiny Committee. However, this arrangement does not form part of the National Model.
- 4.13 Therefore, after careful consideration, Leaders and Chief Executives of the five Councils propose that the establishment of an Audit Committee is required.
 - 4.13.1 The membership would be made up of two nominees from each of the five Councils. These nominees are likely to be (but not required to be) members of the local scrutiny committee. This decision will be taken on an individual local authority basis.
 - 4.13.2 The Audit Committee will scrutinise the financial reporting process, in relation to risk management systems and internal and external audit functions. Its role is to provide advice and recommendations to the EAS Board within the scope of their terms of reference. The Managing Director must bring to the attention of the EAS Board the terms of reference for the Audit Committee and ask that they be approved by the EAS Board.
 - 4.13.3 Draft Terms of Reference for the aforementioned governing groups are outlined in Appendix 1, 2, 3 and 4. Following legal advice the Managing Director will bring the terms of reference to the attention of the EAS Board for their approval.

5. EQUALITIES IMPLICATIONS

- 5.1 There are no equalities implications arising from this report.

6. FINANCIAL IMPLICATIONS

6.1 There are no financial implications arising from this report.

7. PERSONNEL IMPLICATIONS

7.1 There are no personnel implications arising from this report.

8. CONSULTATIONS

8.1 All comments received have been incorporated into the body of the report.

9. RECOMMENDATIONS

9.1 Members approve the new governance arrangements for the Education Achievement Service as outlined in paragraph 4.7.

10. REASONS FOR THE RECOMMENDATIONS

10.1 The governance arrangements for the Regional Service align to the National Model.

11. STATUTORY POWER

11.1 Local Government Act 1972
School Standards & Framework Act 1998

Author: Sandra Aspinall, Acting Deputy Chief Executive
Consultees:- Chief Executives of Newport, Torfaen, Caerphilly, Blaenau Gwent and Monmouthshire Local Authorities
Leaders of Newport, Torfaen, Caerphilly, Blaenau Gwent and Monmouthshire Councils
Consortium Directors of Education/Chief Education Officers
South East Wales Education Achievement Service
Cabinet Members for Education across the five local authorities
Corporate Management Team
Senior Management Team of the Directorate for Education & Lifelong Learning
Interim Head of Legal Services & Monitoring Officer

Background Papers:

Welsh Government: A National Model for Regional Working in Wales 17th February 2014

Appendices:

Appendix 1 Draft Terms of Reference of the South East Wales EAS Board
Appendix 2 Draft Terms of Reference for the EAS Executive Board
Appendix 3 Draft Terms of Reference for the Joint Executive Group
Appendix 4 Draft Terms of Reference for the EAS Audit Committee

DRAFT TERMS OF REFERENCE OF THE SOUTH EAST WALES EAS BOARD

The work of the South East Wales Education Achievement Service will be overseen by an EAS Board. The EAS Board may make decisions which affect the delivery of and resources available for improving school performance. Therefore, local authorities should make sure that the governance arrangements put in place do not contradict local authority decision making and democratic accountability.

The EAS Board will have responsibility for approving the consortia budget (including remuneration), business planning and performance management of the regional consortia.

Consortia and local authorities should make sure that the members of EAS Board have the right skills, experience and seniority to make decisions; have a clear understanding of their collaborative regional responsibility; and are clear about their roles and responsibilities and how these dovetail with the democratic accountabilities.

The membership of the EAS Board will include:-

- Five Senior Cabinet Members representing the five Local Authorities (who do not hold the portfolio for Education)
- A Lead Chief Executive
- The Managing Director of the South East Wales EAS
- The Chair of the Executive Board

The EAS Board will:-

- Nominate and agree a Chair
- Meet once a school term to oversee the work of the consortium.
- Hold an annual meeting to focus on considering and agreeing the draft business plan and the accompanying budget.
- Delegate the operational decision making of the consortium to an executive board whose role will be to oversee, support and challenge the work of the regional consortium.
- Monitor the progress and outcomes of the business plan.
- establish arrangements for appointments of senior staff and to deal with HR issues such as grievances

The Managing Director and the lead Chief Executive shall:-

- After consultation with the Chair of the Board, agree the agenda and papers to be prepared for each EAS Board meeting.

* Normally meetings of the joint committee will be open to the public.

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DRAFT TERMS OF REFERENCE FOR THE EAS EXECUTIVE BOARD

The EAS Board will delegate the operational decision making of the consortium to an executive board whose role will be to oversee, support and challenge the work of the regional consortium.

The membership of the EAS Executive Board will be appointed by the EAS Board and should include:-

One representative Chief Executive who will also act as the champion of the consortium in the region;
A nominee of Welsh Government (observer status);

The lead Director of Education;

The Managing Director of the EAS; and

No more than [five] individuals who will be appointed, with the approval of the joint committee, for their expertise in education, leadership and corporate governance drawn from an approved pool of individuals assembled by the WLGA and Welsh Government. Those nominated shall include at least one serving head teacher drawn from a school within the consortium area.

Reporting regularly to the EAS Board, the Executive Board will have delegated responsibility for the implementation of:-

- Strategy – executive board members will constructively challenge and contribute to the development of strategy to enable the organisation achieving its goals;
- Business planning – executive board members will consider and recommend an annual business plan to the EAS Board;
- Budget – executive board members will ensure that the business plan agreed is in line with the budget; performance – executive board members will monitor and review the performance of management in meeting assigned goals and objectives and monitor the reporting of performance;
- Self-evaluation and risk – executive board members will need to have arrangements in place to make sure that regional consortia financial controls and systems are robust where necessary this will be reported to individual local authorities; people – executive board members will recommend to the EAS Board appropriate levels of remuneration for the managing director and top team
- And have the prime role in appointing/removing the managing director.

The role of the Chair of the Executive Board will be to:-

- Set the agenda for the executive board in conjunction with the managing director and ensure that the board operates effectively;
- Ensure the provision of accurate, timely and clear information for other executive board members;
- Ensure that the executive board operates effectively in all aspects of its role;
- Ensure the provision of accurate, timely and clear information for other executive board members;
- Support effective communication with constituent local authorities and Welsh Government; and
- Facilitate effective contributions from all executive board members and ensure appropriate relationships between executive board members and between executive board members and officers.

The Managing Director and Chair of the Executive board shall attend meetings of the EAS Board.

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DRAFT TERMS OF REFERENCE FOR THE JOINT EXECUTIVE GROUP

The Joint Executive Group (JEG) has been established as a forum for Members and Senior Officers of the five participating authorities to discuss monitor and agree issues associated with the Education Achievement Service.

The Collaboration and Members' Agreement provides details of the purpose and responsibilities of the group and should be referred to as the definitive document.

Responsibility of Group

The following areas fall within the remit of the group:-

- Approving the business plan for each financial year.
- Approving the annual budget for each financial year
- Approving the Company's objectives
- Approving the Company's priorities for each Financial Year
- Agreeing the Performance Review Proforma
- Agreeing the Commissioned Services to be provided to each Home Authority by the Company for each Academic Year
- Setting and monitoring the Company's performance against the objectives

Specific Tasks

The Joint Executive Group shall agree on or before the last week in September each year:-

- each Home Authority's funding contribution for the first Financial Year as set out in the Schedule 2 (Funding);
- the charging model which determines each Home Authority's future obligation to provide funding to the Company set out in Schedule 2 (Funding);
- Objectives for the period from the Commencement Date to 1 September 2015 and set out in Schedule 6 (Objectives);
- the Commission Services standards as set out in Schedule 4 of the Commissioning Agreement; and
- agreeing the Commissioned Services to be provided to each Home Authority in the first Financial Year by the Company.

Membership of Group

Each Home Authority shall, (i) a Cabinet Member responsible for Education and (ii) the Director of Education to be members of the Joint Executive Group.

Any member of the Joint Executive Group may appoint an alternate to attend meetings in his or her place. Prior to the commencement of any Financial Year each Home Authority shall, by written notice to the secretariat nominate its alternate.

The members of the Joint Executive Group shall appoint one member to be the Chair of the Joint Executive Group for a period of 12 months from the date of appointment. The appointment of chair shall rotate in the following order:-

Blaenau Gwent County Borough Council
 Caerphilly County Borough Council
 Torfaen County Borough Council
 Monmouthshire County Council
 Newport City County

Administration

The Home Authority of the person appointed as Chair pursuant shall also act as secretariat to the Joint Executive Group and shall deliver such Secretariat Services at no charge to the Home Authorities. If the Chair is absent or unable or unwilling to preside at a meeting of the Joint Executive Group, the members present may appoint another member to chair the meeting. The Joint Executive

Group may regulate their proceedings on such terms as they think fit provided the Joint Executive Group meet at least four times in any Financial Year.

The quorum for meetings of the Joint Executive Group shall be four (4) Cabinet Members responsible for Education. No business shall be transacted at any meeting of the Joint Executive Group unless a quorum is present. If no quorum is present within half an hour of the time for which the meeting was called, the meeting shall be cancelled. If a quorum ceases to be present at any time during the meeting, the meeting shall be adjourned. Each member of the Joint Executive Group (or his or her alternate) shall have one vote. Decisions at Joint Executive Group meetings shall only be carried where (1) there is a simple majority of votes in favour and (2) at least four Cabinet Members responsible for Education or their alternates vote in favour. Decisions in relation to the matters identified in the Responsibilities of the Group shall require the unanimous decision of the Joint Executive Group.

Agenda / Minutes

The Agenda for each meeting will be agreed by the nominated chair in liaison with the Lead Director of the EAS and the home authorities. Items for inclusion on the agenda, together with supporting papers, must be passed to the secretariat 10 working days prior to the meeting. Agenda to be issued to all members of JEG five working days prior to the meeting. Draft minutes from meetings to be issued within five working days of the meeting.

DRAFT TERMS OF REFERENCE FOR THE EAS AUDIT COMMITTEE

The functions of the Audit Committee are to:-

- Review and scrutinise the EAS affairs
- Make reports and recommendations in relation to the EAS financial affairs
- Review and assess the risk management, internal control and corporate governance arrangements of the EAS
- Make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements
- Oversee the EAS internal and external audit arrangements and
- Review the financial statements prepared by the EAS

Terms of Reference

To exercise the following functions and take the following resolved decisions, under delegated powers to:-

- Appoint the Chair of the Audit Committee
- Receive and approve the EAS Annual Statement of Accounts in accordance with the Accounts and Audit Regulations
- Receive and approve the Annual Internal Audit Report
- Receive and approve the Annual Internal Audit Plan
- Review and approve the annual programme for internal audits, the audit priorities and effectiveness of the programme in providing adequate assurance in respect of the EAS's main business risks
- Review and monitor the effectiveness of the EAS system of internal control and the proper administration of its financial affairs, including corporate governance and risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements
- Engage with external auditors and inspection agencies and other relevant bodies to ensure that there are effective relationships between external and internal audit.

To exercise the following functions and make recommendations, where appropriate to:-

- Monitor and oversee the implementation and outcomes of the internal audit programme and, where necessary, review and make recommendations regarding unsatisfactory audit reports
- Review the adequacy of the EAS internal audit resources and to make recommendations, where necessary
- Seek assurances on the adequacy of EAS Board or management responses to internal audit advice, findings and recommendations and monitor implementation and compliance with agreed action plans
- To consider the Annual Audit and Inspection Letter, make any recommendations to the Board and to monitor the Boards response to individual risks or areas of concern identified in the Letter
- Consider the Annual Report on Treasury Management and Prudential Indicators and make recommendations to Board
- Receive and consider inspection reports from external regulators and inspectors and to make recommendations and, where necessary, monitor implementation and compliance with agreed action plans
- Monitor and review decisions to waive Contracts Standing Orders and urgent executive decisions taken without consultation and to make recommendations where appropriate.
- Make recommendations to the Managing Director and the Chair of the EAS Board in relation to the Financial Procedures and Regulations set out in the Council's Constitution
- Recommend to EAS Board the appointment of further lay Board or Audit Committee members, where appropriate.

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CABINET - 29TH OCTOBER 2014

SUBJECT: ABERTYSSWG/PONTLOTTYN PRIMARY: FORMAL CONSULTATION PROCESS

REPORT BY: ACTING DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

1.1 To update Members in respect of the 21st Century Schools Rhymney 3-18 proposal.

2. SUMMARY

2.1 The report proposes the commencement of statutory processes with a formal consultation.

2.2 The report illustrates proposed timescales for the project.

3. LINKS TO STRATEGY

3.1 The report links directly to the Education for Life, sustainability and regeneration strategies, particularly in the context of provision of modern fit for purpose teaching and learning environments.

4. THE REPORT

4.1 Council, at its meeting on 3 November 2011, approved a £12m bid to Welsh Government (WG) in respect of a Rhymney 3-18 development. The bid was submitted by the due date of 18 November 2011 and was subsequently approved by WG on 5 December 2011.

4.2 The bid proposal involved rationalising up to 3 existing primary schools (Abertysswg, Pontlottyn and possibly Fochriw) into 1 new primary school.

4.3 The scheme also proposed developing community facilities in an area of high social deprivation, as well as upgrading existing facilities on the Rhymney Comprehensive site, where the new school would be co-located.

4.4 The proposal offered the potential for:

- all age transformation
- local regeneration
- state of the art resources in the local community
- opportunities to explore new models of governance, e.g. federation.

4.5 The features of the 3 present primary schools are as follows:

	Abertysswg	Pontlottyn	Fochriw
Condition Rating	B	C	C
Disabled Access	D	D	A
DDA Compliant	D	D	D
25 Year Maintenance	571k	820k	576k
Surplus Places	38	35	31
Fit for Purpose (size compliant) classrooms	17%	40%	100%
Pupil Numbers (excluding nursery)	108	102	89

4.6 Informal consultations have taken place over the last couple of years. In the summer term 2014, it was proposed to establish local stakeholder groups in the communities of Fochriw, Abertysswg and Pontlottyn, although in the latter case there were no expressions of interest.

4.7 In relation to Fochriw, a stakeholder group met and agreed to consult with the whole community.

4.8 The survey documentation is attached as Appendix 1.

4.9 The consultation period ended 25th July. 111 of 529 questionnaire's were returned (21%), containing 166 names.

4.10 A total of 16 (14.4%) agreed with the proposal, whilst 95 (85.6%) did not agree with the proposal.

4.11 The top 3 reasons given for agreeing with the proposal were:

- Will have a state of the art school (10)
- Will have better facilities (9)
- Will receive a better education (9)

The top 3 reasons given for not agreeing with the proposal were:

- Transport – adverse weather conditions, pupil illness and collection (60)
- Transport of young children (50)
- Effect on/loss of community identity (48)

4.12 In relation to Abertysswg, separate meetings were convened with representatives of the Save Abertysswg School Committee and the Governing Body.

4.13 The meeting with the Committee was overall positive, whereas the Governing Body represented more of a mixed response.

4.14 The main concerns expressed were:

- Greater distance to walk to school, often in adverse weather
- Loss of community identity, without school as main focus
- Potential impact on Flying Start, e.g. Fochriw and Abertysswg have it, but Pontlottyn do not
- After use of existing school building.

4.15 It is acknowledged that the inclusion of Fochriw pupils within the new school proposal represents difficulties, including those evidenced during the survey, e.g. CCBC has recognised the transport problems by providing free school transport for secondary aged pupils to Rhymney Comprehensive since 1996.

- 4.16 In view of the outcomes of the informal processes, it is proposed to develop the new primary school for Abertysswg and Pontlottyn only and exclude Fochriw. Welsh Government officials have indicated that the recommended proposal is viable and should accord with grant conditions.
- 4.17 There will be a need to separately consider federation options for Fochriw Primary for the future.
- 4.18 The Welsh Government issued regulations earlier in 2014, accompanied by statutory guidance and advice.
- 4.19 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.
- 4.20 The arrangement allows schools to work together through a formal structured process by sharing a governing body that will make decisions in the best interests of all the schools, staff and pupils in that federation.
- 4.21 The guidance stipulates matters such as:
- Limits on the number of schools that can federate together
 - The numbers of governors
 - Definition of small school.
- 4.22 A process will commence in the next few months to consider these options and Members will receive further information at that stage.
- 4.23 The pupil projections (number on roll, excluding nursery), for Abertysswg and Pontlottyn are as follows:

	Abertysswg	Pontlottyn	Total
2014	111	90	201
2015	119	95	214
2016	120	103	223
2017	112	104	216
2018	110	108	218
2019	108	116	224

The nursery year group numbers are circa 30-40 per annum.

- 4.24 Based upon an average class size of 25, the school is envisaged as 9 classrooms, plus nursery.
- 4.25 Should Members agree the revised proposal, then the possible timescales could be as follows:

Cabinet decision re whether to proceed to formal processes	29 October 2014
Issue consultation document/formal consultation process	17 November – 31 December 2014
Report outcomes of consultation to Cabinet	4 February 2015
Statutory Notice	2 – 30 March 2015
Final decision by Cabinet (assumes no WG call-in)	2 June 2015
Design	January – May 2015
Tender (SEWSCAP)	June/July/August 2015
Project Build	September 2015 – December 2016
School Opening	January 2017

- 4.26 On this basis, it is envisaged that the WG business cases would be completed, circa as follows:

Strategic Outline Case (SOC)	October 2014
Outline Business Case (OBC)	February 2015
Full Business Case (FBC)	January 2016
Business Justification Case (BJC)(if required)	January 2016

NB. WG are presently reviewing business case processes.

- 4.27 It is envisaged at this early stage that the main risk factors associated with the proposal are:

Risk	Category
Failure to secure CCBC political approval	Low
Failure to secure WG funding approval re business cases	Low
Significant opposition to proposal, resulting in WG determination	Medium
Facilitating safe routes to schools via land acquisition	Medium
Difficulty in developing preferred site	Low

5. EQUALITIES IMPLICATIONS

- 5.1 Impact Assessment screening has been completed in accordance with the Council's Strategic Equality Plan and no potential for unlawful discrimination has been initially identified affecting one or more of the target equality groups.
- 5.2 This will require more detailed work as the proposal evolves. An Equalities Impact Assessment will be formulated during the formal consultation process and will evolve through the process to school opening which is anticipated for 1 January 2017.

6. FINANCIAL IMPLICATIONS

- 6.1 Members will note that the original WG approval amounted to £12m.
- 6.2 The original bid was based on a larger Primary school, to incorporate Fochriw pupils. It is anticipated the build costs for the smaller school will be much lower than the original estimate of £12m.
- 6.3 The Council has already secured its £6m (50%) share of the match funding for this scheme.

7. PERSONNEL IMPLICATIONS

- 7.1 It is proposed to develop a voluntary agreement amongst the 2 schools with the intention to minimise any compulsory redundancies. This agreement would typically involve limiting permanent appointments over the next 2 years.
- 7.2 The Council will also deploy its other procedures in conjunction with this agreement, e.g. redeployment, cross-matching arrangements.
- 7.3 It is expected that these initiatives will minimise costs for CCBC, but it is too early to quantify such details. These will become more evident following conclusion of the statutory processes and in the lead up to January 2017.

8. CONSULTATIONS

- 8.1 The draft report was distributed as detailed below. All comments received have been reflected in the report.

9. RECOMMENDATIONS

- 9.1 Members are requested to agree to proceed with the proposal to establish a primary school for Abertysswg and Pontlottyn, but not Fochriw, on the Rhymney Comprehensive site.
- 9.2 Members to consider the precise funding implications, following the formal consultation processes.
- 9.3 Members agree that federation arrangements be considered for Fochriw Primary School for the future.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 To provide an improved teaching and learning environment as per SOP2 bid in 2011.
- 10.2 To reduce English Medium primary surplus school places in line with WG's expectations.
- 10.3 To agree to proceed to statutory processes.

11. STATUTORY POWER

- 11.1 The School Standards and Framework Act 1998.
The Education (Maintained Special Schools) (Wales) Regulations 1999
The Learning and Skills Act 2000
The School Organisation Code. Welsh Government (2013)
Federation of Maintained Schools (Wales) Regulations 2014.

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Consultees: Chris Burns, Chief Executive
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Dave Street, Corporate Director – Social Services
Sandra Aspinall, Acting Deputy Chief Executive
Tony Maher, Head of Planning & Strategy
Keri Cole, Manager, Learning, Education & Inclusion
Gareth Evans, Senior Manager, Planning & Strategy
Tanis Cunnick, Manager, Community Youth Service and Adult
Councillor Rhianon Passmore, Cabinet Member, Education & Lifelong Learning
Councillor David Hardacre, Cabinet Member for Performance & Asset
Management
Councillor Gaynor Oliver (Pontlottyn)
Councillor John Bevan (Moriah)
Councillor Gina Bevan (Moriah)
Headteacher, Abertysswg Primary School
Headteacher, Fochriw Primary School
Headteacher, Pontlottyn Primary School
Headteacher, Rhymney Comprehensive School
Gail Williams, Acting Head of Legal Services/Monitoring Officer
Angharad Price, Solicitor/Deputy Monitoring Officer
Gareth Hardacre, Head of People Management and Development
Jane Southcombe, Financial Services Manager
Mark Williams, Manager, Building Consultancy Services
Julian Harding, Lead Designer, Building Consultancy Services
Donna Jones, Health & Safety Manager
David A Thomas, Senior Policy Officer (Equalities and Welsh Language)
Mike Lewis, Principal Accountant – Education Central
Sarah Mutch, Flying Start Co-ordinator.

Appendices:

Appendix 1: Survey details

Background Papers:

21st Century Schools files

Council report 23 November 2010 (SOP)

Council report 3 November 2011 (SOP2)

Welsh Government approval letter 5 December 2011.

Federation process of maintained schools in Wales : Guidance for governing bodies and local authorities.

**Director of
Education &
Lifelong Learning**

**Cyfarwyddwraig
Gorfforaethol Addysg
a Dysgu Gydol Oes**

Your Ref/Eich Cyf:

Our Ref/Ein Cyf:

Contact/Cysylltwch

Telephone/Ffôn

E Mail/E Bost:

Date/Dyddiad:

JW/SP

Mr. Julian Williams

01443 864817

willijn@caerphilly.gov.uk

4th July 2014

Dear Occupier,

You will probably be aware that the Council submitted a bid in 2011 to provide a 3-18 facility on the Rhymney Comprehensive site which would incorporate a new primary school to replace the existing Abertysswg, Pontllytyn and possibly Fochriw Primary Schools. The Welsh Government subsequently gave its approval to the bid.

A local Stakeholder Group was recently established and it was agreed to circulate the community to establish its views in relation to this proposal.

I would be grateful if you would complete the information overleaf and return in the enclosed pre-paid envelope.

There is an opportunity overleaf to complete your name and address details but this is not necessary if you wish to remain anonymous.

Please return the completed form to Julian Williams, 21st Century Schools Senior Officer, by 25th July 2014.

Yours sincerely,

Julian Williams
Senior Officer
Our Schools Our Future – 21st Century Schools

Question

The Council are proposing the closure of Fochriw Primary School and the transfer of all Fochriw pupils to the new school being built on the Rhymney Comprehensive site.

Agree with this proposal

Do not agree with this proposal

1. What in your view are the advantages of the proposal

2. What in your view are the disadvantages of the proposal

Name(s): _____

Address: _____

Category of respondent(s): e.g. parent, resident, business owner, governor, member of staff, pupil.

If other please specify:

