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Date: 10th February 2016

Dear Sir/Madam,

A meeting of the **Cabinet** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 17th February, 2016** 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

	Pages
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 following minutes: -	
3 Cabinet held on 3rd February 2016.	1 - 8

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

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4	Budget Proposals 2016/17 and Medium-Term Financial Strategy 2016/2021.	9 - 50
5	WHQS External Works for Upper Penllwyn and Springfield Estates.	51 - 54
6	Gypsy and Traveller Accommodation Assessment (G.T.A.A).	55 - 122
7	Groundwork Wales Update.	123 - 126
To receive and consider the following report, which requires a recommendation to Council: -		
8	Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014.	127 - 130

Circulation:

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

And Appropriate Officers.



CABINET

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN ON WEDNESDAY 3RD FEBRUARY 2016 AT 2.00 P.M.

PRESENT:

Councillor K. V. Reynolds – Chair

Councillors:

C. Forehead (HR and Governance/Business Manager), N. George (Community and Leisure Services), D.T. Hardacre (Performance and Asset Management), K. James (Regeneration, Planning and Sustainable Development), B. Jones (Corporate Services) and T.J. Williams (Highways, Transportation and Engineering).

Together with:

C. Burns (Interim Chief Executive), C. Harry (Corporate Director - Communities) and N. Scammell (Acting Director of Corporate Services and S151 Officer).

Also in Attendance:

K. Cole (Chief Education Officer), C. Jones (Youth Forum Co-ordinator), P. O'Neil (Community Education Manager), Cllr M. Prew (Caerphilly Youth Champion), P. Davy (Head of Programmes), S. Couzens (Chief Housing Officer) and C. Evans (Committee Services Officer).

Also Present: Lauren Prosser (Chair, Youth Forum) and Dylan Thomas (Education Representative, Youth Forum)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from D. Street and Councillors R. Passmore (Education and Lifelong Learning) and R. Woodyatt (Social Services).

2. DECLARATIONS OF INTEREST

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

3. CABINET – 9TH DECEMBER 2015

RESOLVED that the minutes of the meeting held on 20th January 2016 (minute nos. 1 - 14) be approved and signed as a correct record.

MATTERS ON WHICH EXECUTIVE DECISIONS WERE REQUIRED

4. JUNIOR AND YOUTH FORUM PRIORITIES

The Youth Forum, who also attended Education for Life Scrutiny Committee on 12th January 2016, provided a presentation on the issues raised by children and young people via the Youth Service's Junior and Youth Forums, and the current Priority Issues.

Members were informed that at the Annual Youth Forum Conference young people were provided with the opportunity to explore issues and present their views on each of the four themes (Education for Life; Living Environment; Health, Social Care and Well-Being; and Regeneration). The key issues and priorities identified by both the Youth Forum and Junior Forum included Modernising the Youth Service, to raise awareness around Mental Health and to respect the natural habitat of wildlife.

Members thanked the young people for their excellent presentation and highlighted that the opportunity to work with the Youth and Junior Forum on the priorities is very much welcomed and closely linked with Cabinet's own. It was noted that a review of the Youth Service is planned, which aims to improve venues and resources, as well as the use of social media; it is intended that the Drug and Alcohol Education delivery be expanded and work with partners would be conducted to improve responses to the mental health needs of young people.

It was noted that the Flying Start Inclusion and Support Project provides low level Mental Health Support to children, young people and their families. Work is underway on a Gwent wide basis with ABuHB to utilise Team Around the Family approaches more effectively to provide more efficient mental health services. In addition, Public Space Protection Orders were introduced last year which provide additional controls over some of the behaviours arising from substance misuse. Work has been undertaken with the Forum, along with other partners in relation to drug and alcohol issues and the outcome of which is eagerly awaited.

A Member sought confirmation that the priorities identified in 2015 were now completed. It was noted that, whilst projects have been undertaken to tackle the issues and priorities identified, work will still continue in key areas, such as Domestic Abuse Awareness, in order to keep the message going.

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

RESOLVED that for the reasons contained in the Officers report the Junior and Youth Forum issues be supported by Cabinet.

5. HOUSING ACCOUNT CHARGES – 2016-2017

The report, which provided details of the proposed increased charges which are intended to be effective for the Housing Revenue Account (HRA) for the 2016/17 financial year, was considered by the Policy and Resources Scrutiny Committee on 19th January 2016, and sought the approval of Cabinet on the proposed.

The report summarised the process involved in preparing the Housing Revenue Account (HRA) budget. Members were advised that a new rent policy came into effect from April 2015 (as part of the Welsh Government's (WG) new Policy for Social Housing Rents) which was accepted by the Scrutiny Committee in the 2015/16 HRA Charges report. The policy sets a target rent band for each Authority whereby councils will have to adjust average rents for their properties in line with this banding. The uplift on the new rent policy is fixed for five years and uses the previous September Consumer Price Index (CPI) inflation figure (as opposed to the

RPI inflation figure), plus a 1.5% real increase to the average local authority rent, with further discretion for local authorities to apply an additional £2 per week increase. WG have announced the minimum rent uplift for 2016/17 to be 1.4% (which is CPI at -0.1% plus 1.5%). However if this increase is applied it will not meet the rent policy target rent band that has been set for CCBC.

It was therefore proposed to apply a minimum rent increase of 3.5% per property from April 2016 to ensure compliance with the new rent policy and to maintain the viability of the Council's current business plan. Council tenants were consulted on whether CCBC rent setting policy should change to take into account regional and energy efficiency factors that make up the WG rent matrix, with the majority in agreement that the existing policy should remain unchanged, and hence there is no intention to include these factors within the Council's rent setting policy.

The report also proposed increased service charges relating to the Council's Sheltered Housing Schemes and rent increases for Council-owned garages. Officers explained that it was not proposed to increase the current guest room charge in sheltered housing complexes (in that a decrease in charges is being considered in order to increase their demand) and that a consultation exercise on alternative uses for these rooms is being arranged.

A consultation exercise took place in respect of the rent setting policy and the mix of Council tenants surveyed, and Officers outlined the processes used in contacting tenants to invite them to the consultation events. Members were informed that from 970 tenants who were invited to take part in the consultation, 56 tenants attended the events and a further 17 tenants attended a tenant information exchange.

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

RESOLVED that for the reasons contained in the Officers report: -

- (i) A minimum rent increase of 3.5% per property be applied from April 2016 to ensure compliance with the new rent policy and to maintain the viability of the current business plan, which is equivalent to an increase of CPI plus £1.63 (52 week basis);
- (ii) That the current rent setting policy agreed in December 1997 remains in place;
- (iii) The variable service charge at sheltered complexes with communal facilities be set at £28.18 (bronze service), £30.63 (silver service) and £34.20 (gold service) over a 48 week basis from April 2016;
- (iv) The variable service charge in the four declassified sheltered schemes without communal facilities be set at £10.31 (bronze service), £12.76 (silver service) and £16.33 (gold service) over a 48 week basis from April 2016;
- (v) The service charge payable by residents of Tredegar Court be increased to £65.26 over a 48 week basis from April 2016;
- (vi) The meal cost at Tredegar Court be increased to £35.89 based on a 48 week basis from April 2016;
- (vii) The guest room charge for sheltered housing complexes not be increased from April 2016;
- (viii) The garage charges for Council and non-council tenants be increased to £7.96 based on a 48 week basis from April 2016.

6. WHQS COMPLIANCE POLICY

The report, which was considered by the Policy and Resources Scrutiny Committee on 19th January 2016 and Caerphilly Homes Task Group on 10th December 2015 sought the endorsement of the draft WHQS (Welsh Housing Quality Standard) Compliance Policy, which is a Welsh Government requirement, prior to its presentation to Cabinet.

Members were advised that social housing landlords are required to put in place a Compliance Policy by 1st April 2016. The Compliance Policy is intended to provide the Welsh Government tenants and the Council with assurance that WHQS will be achieved and maintained and must set out the arrangements for independent verification.

Cabinet noted that the Caerphilly Homes Task Group had expressed a need for the Environmental Programme to be more fully incorporated into the Policy, as it is an integral part of the programme, and at that meeting it was agreed that an additional paragraph be included in the Policy as follows:-

“There will be a separate environmental programme which will address Part 6 of the WHQS. The process will involve engagement and consultation with residents to identify community aspirations and to determine priorities for environmental improvements. An engagement plan has been agreed that will run from January 2016. Project implementation is likely to commence during 2016 and will be phased through to the end of the programme in 2020. Improvements may include landmarks/gateways, street furniture, traffic calming, street lighting, rationalising pedestrian routes, landscaping, safe play areas, car parking, defensible space and demarcation of boundaries”.

Following consideration and discussion, 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 contained in the Officers report and subject to the inclusion of reference to the Environmental Programme, the WHQS Compliance Policy be adopted.

7. SMALL LOTS – REVIEW OF CONTRACT ARRANGEMENTS

The report, which was considered by the Policy and Resources Scrutiny Committee on 19th January 2016 and Caerphilly Homes Task Group on 10th December 2015 proposed changes to the contact arrangements for external works in the Eastern Valleys.

The external works within the Eastern Valleys are being undertaken through a series of small lots contracts. Experience over the last 2 years has given rise to concerns that if continued reliance is placed on this method alone there are significant risks that this part of the WHQS programme will not be delivered by 2020. A review of the contract arrangements has concluded that the external works on 2 large estates (Cefn Fforest and Ty Sign) should be undertaken by alternative means and there is an opportunity to link this with the procurement of new contract arrangements for external works in the Lower Rhymney Valley.

Officers referred to Section 4.17 of the report, which suggested that the location restriction remain for the residual value of the small lots work. Members were advised that it was proposed to make an amendment to the report in that this location restriction be removed (and therefore tender invites for small lots contracts be extended to contractors located outside the county borough), due to a change in the market conditions, there is a shortage of local contractors to fulfil the available small lots contracts (and therefore a need to extend the location criteria to include a wider geographical area).

Following consideration and discussion, 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 contained in the Officers report: -

- (i) There be a reduction in the amount of work to be procured via small lots over the remaining period of the programme in view of the risks of not completing this by March 2020;
- (ii) The external works on the Ty Sign and Cefn Fforest estates be incorporated within the procurement of new contact arrangements for external works in the Lower Rhymney Valley;
- (iii) The adoption of 2 value bands be supported for small lots contract packages over the remainder of the programme period, subject to review in light of tender returns, and the Caerphilly location restriction for the residual value of the small lots work be removed;
- (iv) The Project Board continue to endorse the award of any small lot contract with a final tendered sum that exceeds the upper limit of either value band range where appropriate.

8. ROWAN PLACE – PROGRESS REPORT AND SENSITIVE LETTINGS POLICY

The report, which was considered by the Policy and Resources Scrutiny Committee on 19th January 2016 and Caerphilly Homes Task Group on 10th December 2015 provided an update on the progress made in relation to delivering a targeted regeneration programme in Rowan Place, Rhymney, and sought adoption of a sensitive lettings policy and introductory tenancies specifically in relation to Rowan Place.

Members noted that following the identification of severe damp and external defects to the fabric of the properties in Rowan Place, Council approved a £4.2m budget to undertake a comprehensive refurbishment of the 72 Council properties on this estate. This regeneration programme has commenced and has been supplemented by funding from the Welsh Government which will facilitate environmental enhancements within Rowan Place. To date, internal works have been completed to 16 bungalows and 14 flats and the majority of external works to the bungalow have been completed. External wall insulation has been completed in 5 blocks of flats, groundworks are ongoing in 3 blocks, and roof work has commenced to 6 houses.

In previous years, Rowan Place has been plagued by high levels of anti-social behaviour, crime and drug and alcohol abuse. Consequentially, it was proposed to introduce a Sensitive Lettings Policy (attached at Appendix 1) which will cover all 2-bedroom flats in Rowan Place. The Policy incorporates a strict set of criteria against which applicants will be assessed prior to the granting of a tenancy, and will include introductory tenancies for new allocations. This will facilitate a 12-month trial period before a secure tenancy is awarded and include a provision for the tenancy to be brought to an end during this time, should the tenant breach the tenancy requirements. It was noted that introductory tenancies would only apply to new tenants and that any current tenant of Caerphilly Homes who transfers into Rowan Place will continue on an existing tenancy.

Cabinet were asked to note that, since the presentation at Policy and Resources Scrutiny Committee and in seeking advice from Legal Services, some concerns have been raised in relation to the implementation of Introductory Policies for Rowan Place only. Members were asked to note that further Legal Advice has been sought and, should Members be of a mind to adopt the Policies, the adoption of the Introductory Tenancies Policy be held in abeyance, and if appropriate, be approved by the relevant Head of Service under delegated powers.

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

RESOLVED that for the reasons contained in the Officers report and outlined at the meeting: -

- (i) the Sensitive Lettings Policy be adopted and;
- (ii) the adoption of introductory tenancies for new tenants in Rowan Place be held in abeyance pending receipt of further legal advice and if appropriate, adoption will be approved by the relevant Head of Service under delegated powers in consultation with the relevant Cabinet Member.

9. RE-PROFILING OF WHQS PROGRAMME AND HRA CAPITAL PROGRAMME 2016-17

The report, which was considered by the Policy and Resources Scrutiny Committee on 19th January 2016 and Caerphilly Homes Task Group on 10th December 2015, highlighted the changes to the Welsh Quality Housing Standard (WHQS) programme and set out the Housing Revenue Account (HRA) Capital Programme, and proposed adoption of these programmes.

Members were reminded of the major slippage to the WHQS programme during 2014/15 which necessitated a review of the investment strategy, and which was approved by Cabinet in February 2015, together with the Capital Programme for the 2015/16 financial year. The new programme was front-loaded in an attempt to catch up on the slippage but has led to resourcing issues (particularly in the Eastern Valleys) and has caused problems for the WHQS team due to the number of properties being worked on across the county borough. The number of the properties in the internal works programme reduces in the later years of the programme and a further re-profiling is advocated to have a more consistent number of properties each year. This is a benefit to some community areas that will be pulled forward, although others will slip back. Some of the changes are also to avoid gaps arising on the larger estates and enable continuity of phasing of works.

Officers explained that it will not be possible to catch up on the external works programme within 2015/16, with most of the current financial year planned programme expected to run into 2016/17. A number of sequence changes to external works take account of the change in approach in the Lower Rhymney Valley and will minimise (as far as practical) conflicts between internal and external works, with overlaps being managed as they arise. The HRA Capital Programme budget allocates the necessary resources based on the Savills cost plan to deliver the programme during 2016/17. Experience has shown that significant variances will arise once the properties are surveyed and contract packages are specified. A large contingency has therefore been included within the budget proposal. Appended to the report were details of community sequence changes in respect of internal and external works to Council homes, a re-profiled investment strategy and the HRA Capital Programme for 2016/17.

Members were further advised that the estimated completions for internal and external works shown for 2015/16 were unlikely to reach the levels shown in the report.

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

RESOLVED that for the reasons contained in the Officers report and outlined at the meeting: -

- (i) The re-profiling of the Welsh Housing Quality Standard Programme and the Capital Programme for 2016/17 that flows from the re-profiling be adopted;
- (ii) A further report be presented when sufficient information is available to update the Savills cost plan based on an analysis of actual costs being incurred for internal and external works.

10. ROWAN PLACE RHYMNEY – SURRENDER OF LEASE ON 70 ROWAN PLACE AND TRANSFER OF LEASE TO 29 ROWAN PLACE

The report sought the approval of Cabinet to the surrender and transfer of the lease of 70 Rowan Place to the Council and transfer of the lease to a fully refurbished flat at 29 Rowan Place at nil cost to the leaseholder of 70 Rowan Place.

Cabinet has approved the principle of demolishing one block of flats at Rowan Place subject to obtaining Ministerial consent. The block nos. 69-72 is unoccupied but no.70 is subject to a lease with 94 years unexpired. The leaseholder has informally accepted a proposal to move from no.70 to a newly refurbished flat at no.29 Rowan Place. This will result in the Council securing full control over the block which will enable the demolition to proceed. A formal decision is required to accept a surrender and transfer of no.70 to the Council and transfer a leasehold interest in no 29 at nil cost to the leaseholder of no.70.

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

RESOLVED that for the reasons contained in the Officers report the principle of the surrender of the existing lease on 70 Rowan Place and the transfer of the lease terms to 29 Rowan Place to reflect the unexpired term of the existing lease and with the same ground rent at no cost to the leaseholder, be approved.

The meeting closed at 3.18pm

Approved and signed as a correct record subject to any corrections made at the meeting held on 17th February 2016.

CHAIR

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CABINET – 17TH FEBRUARY 2016

SUBJECT: BUDGET PROPOSALS 2016/17 AND MEDIUM-TERM FINANCIAL STRATEGY 2016/2021

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

1. PURPOSE OF REPORT

- 1.1 To seek Cabinet endorsement of the 2016/17 budget proposals contained within this report prior to final determination at Council on the 24th February 2016.

2. SUMMARY

- 2.1 On the 14th October 2015 Cabinet received a report providing details of updated projected savings requirements for the period 2016/17 to 2018/19 pending confirmation of the Welsh Government (WG) 2016/17 Local Government Financial Settlement. The report sought Cabinet endorsement of an updated Medium-Term Financial Plan (MTFP), draft savings proposals for 2016/17 and a proposed 3.9% increase in the Council Tax. The report also provided a brief update on progress in relation to potential savings for the 2017/18 financial year. At the meeting Cabinet: -
- endorsed a proposed package of 2016/17 savings totalling £12.432m;
 - agreed that the 2016/17 savings proposals should be subject to a further period of consultation prior to final 2016/17 budget proposals being presented to Cabinet and Council in February 2016;
 - supported the proposal to increase Council Tax by 3.9% for the 2016/17 financial year to ensure that a balanced budget is achieved;
 - noted the current savings proposals for 2017/18 totalling £6.930m; and
 - agreed to a consultation process being undertaken in relation to proposed savings in 2017/18 for Home to School/College Transport.
- 2.2 This report provides an updated position based on the Provisional 2016/17 Local Government Financial Settlement announced by WG on the 9th December 2015. The report seeks Cabinet endorsement of the final 2016/17 budget proposals prior to consideration by Council on the 24th February 2016.

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 Background

- 4.1.1 The 'Draft Savings Proposals for 2016/17' report presented to Cabinet on the 14th October 2015 made reference to the Comprehensive Spending Review being undertaken by the UK Government and the fact that savings of between 25% and 40% may be required for non-protected areas. As a consequence of this, Cabinet was advised that the financial outlook for Local Government in Wales was likely to worsen and that this would be exacerbated by the likelihood of WG continuing to offer a degree of protection to the NHS.
- 4.1.2 The Spending Review outcome was not due to be announced until the 25th November 2015 and as a result details of the WG 2016/17 Provisional Local Government Financial Settlement were not expected until the 9th December 2015. However, in light of the messages coming from the UK Government, the October Cabinet report included an updated MTFP based on a range of revised assumptions. The updated MTFP is attached as Appendix 1 of this report and shows the following potential savings requirements for Caerphilly CBC: -

Table 1 – Updated Cash Savings Targets 2016/17 to 2018/19

Year	Annual Cash Savings Target £m	Cumulative Cash Savings Target £m
2016/17	14.321	14.321
2017/18	11.441	25.762
2018/19	9.423	35.185

- 4.1.3 Significant work had already been undertaken during 2015 to identify savings proposals in line with the following principles that had previously been agreed by Council: -
- Protecting front-line services where we can and reducing expenditure on management and administrative costs.
 - Increasing fees and charges where appropriate.
 - Reducing, rather than removing services where possible.
 - Focussing on priorities.
 - Looking at alternative ways of delivering services (collaboration, partnerships, community trusts, etc.).
- 4.1.4 The October Cabinet report provided details of the savings proposals identified at that time and explained that all of the proposals had been subject to an impact assessment to determine whether there would be an impact on service users and/or the public. The savings proposals are summarised in the following table: -

Table 2 – 2016/17 and 2017/18 Savings Proposals (Cabinet 14th October 2015)

Description	2016/17 £m	2017/18 £m	Total £m
Full-year impact of approved 2015/16 savings	1.980	0.000	1.980
New savings proposals: -			
Nil impact	8.661	3.025	11.686
Low impact	1.973	0.797	2.770
Medium impact	1.521	1.894	3.415
High impact	0.277	1.214	1.491
TOTAL: -	14.412	6.930	21.342

- 4.1.5 The 2016/17 'nil impact' savings proposals totalling £8.661m were categorised into a single line for each service area in the Appendices attached to the 14th October Cabinet report. This was consistent with the approach adopted for the 2015/16 financial year and the proposals in this category consist in the main of vacancy management, structural reviews, budget realignment and minor changes to service provision. Details of the 2016/17 low, medium and high impact savings were appended to the Cabinet report and these were endorsed by Cabinet along with a recommendation that the proposals would be subject to a period of consultation as set out in the report. Cabinet also endorsed a proposed increase of 3.9% in the Council Tax for 2016/17 to ensure that a balanced budget could be achieved.
- 4.1.6 Cabinet noted the progress on identifying potential savings for 2017/18.

4.2 **Headline Issues in the 2016/17 Provisional Local Government Financial Settlement**

4.2.1 Details of the Comprehensive Spending Review were announced on the 25th November 2015 and the outcome was much better than anticipated. The UK Government block grant to WG for 2016/17 shows an increase of 0.85% and whilst this includes significant protection for the NHS, the ensuing cut in the 2016/17 Provisional Local Government Settlement is much less than feared. The key points of the 2016/17 Provisional Settlement are summarised below: -

- An average 1.4% cut across Wales in Aggregate External Finance (AEF). The AEF consists of the Revenue Support Grant (RSG) and Redistributed Non-Domestic Rates funding received from WG.
- The cut in AEF does vary by Authority due to the funding formula and the provisional position for Caerphilly CBC is a reduction of 0.9%. This reduction factors in the transfer into the RSG of the Outcome Agreement Grant (£1.876m) and results in an overall net cash reduction of £2.275m compared to the 2015/16 financial year.
- There were three other grants passported into the settlement totalling £125k and two grants passported out totalling £372k. Details are provided in paragraph 4.2.2.
- As in previous years, WG, through the RSG formula, has placed a requirement on Local Authorities to include provision of a 1% protection for schools based on the percentage applied by the UK Government to WG's block grant. For 2016/17 this represents a 1.85% increase in respect of schools formula funding.
- No indicative settlement figures have been provided by WG for future years.
- The capital allocations available to Caerphilly CBC in the RSG and from the General Capital Grant increase by £15k from 2015/16 levels.

4.2.2 Table 3 provides details of the grants passported into/out of the WG provisional financial settlement: -

Table 3 – Grants Passported In/Out 2016/17

	£m
Transfers In: -	
LGBI – 21 st century schools	0.076
Council Tax Reduction Scheme (CTRS)	0.046
CTRS administration subsidy	0.003
Transfers Out: -	
First Steps Improvement Package	(0.171)
Private Finance Initiative	(0.201)
TOTAL	(0.247)

4.2.3 As in previous years, it is proposed that the above (both the increases and decreases in funding) are passed directly to those services that they relate to.

4.3 Updated Medium-Term Financial Plan (MTFP)

4.3.1 As mentioned in paragraph 4.1.2, at its meeting on the 14th October 2015 Cabinet was presented with an updated MTFP which showed a potential savings requirement of £14.321m for 2016/17, £11.441m for 2017/18 and £9.423m for 2018/19. This assumed a reduction of 4.3% on the AEF for 2016/17 and 2017/18 with a further reduction of 3% for 2018/19. An assumed Council Tax increase of 3.9% was also factored in for each of the three financial years. Cabinet was also provided with details of potential savings totalling £12.432m for 2016/17 and £6.930m for 2017/18.

4.3.2 Following the announcement of the Provisional 2016/17 Local Government Financial Settlement the MTFP has been reviewed again. This latest update now covers a five-year period in line with Wales Audit Office (WAO) recommended practice and is based on a number of revised assumptions, the most significant of which are the following: -

- A 0.9% reduction in the AEF in line with the Provisional Settlement.
- An assumed reduction of 1.4% in the AEF for the three-year period 2017/18 to 2019/20.
- A cash flat position for the AEF in 2020/21.
- Council Tax increase of 1% for 2016/17 and 2017/18 with an indicative increase of 2.35% for the following three years.
- The schools “pledge” to be met throughout the five-year period covered by the Plan (i.e. schools funded at 1% above the UK Government block grant to WG).

4.3.3 The updated MTFP is attached as Appendix 2 and Cabinet will note that the revised potential savings requirement for the three-year period 2016/17 to 2018/19 is now £24.504m instead of the £35.185m reported to Cabinet in October 2015. However, the savings requirement for the five-year period 2016/17 to 2020/21 is £36.252m. This means that all of the £21.342m savings proposals identified in the October Cabinet report will still be required and further savings proposals will need to be identified. On a positive note, the Authority now has more time to agree and deliver the savings required.

4.3.4 If we focus on the four-year period 2016/17 to 2019/20, to tie in with a potential Local Government Reorganisation, the anticipated savings requirement for this period is £32.159m. This means that additional savings of £10.817m will be required over and above the proposals presented in the October Cabinet report.

4.4 Schools Medium-Term Financial Plan

4.4.1 An updated Medium-Term Financial Plan for schools is attached as Appendix 3. This update assumes that the schools “pledge” will continue to be honoured. The “pledge” requires schools to manage their own cost pressures and resulting savings requirements. Cabinet will note that there is a shortfall of 1.60% for 2016/17 but growth in subsequent years of 0.89% for 2017/18, 0.17% for 2018/19, 0.38% for 2019/20 and 0.41% for 2020/21.

4.5 2016/17 Budget Proposals

4.5.1 The net 2016/17 revenue budget for the Council, if approved, would be £324.384m (as shown in Appendix 4). The proposals contained within this report would deliver a balanced budget for 2016/17 on the basis that Council Tax is increased by 1%. Table 4 provides a summary: -

Table 4 – 2016/17 Budget Summary

Paragraph	Description	£m	£m
4.5.2	Whole-authority cost pressures	3.270	
4.5.3	Inescapable service pressures	4.603	
4.5.6	Reduction in WG funding	2.275	
4.6.3	Draft savings proposals 2016/17		11.117
4.6.2	Earmarked Reserve – Dry recyclable waste	1.600	
4.6.2	One-off funding for carbon management initiatives	0.215	
4.10.1	Council Tax uplift (1%)		0.846
	TOTAL	11.963	11.963

- 4.5.2 The whole-authority cost pressures totalling £3.270m are set out in Table 5 (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 (weighted average 1.2%)	1.386
Living Wage increase (adjusted for schools and HRA)	0.296
Employer NI increase – April 2016 (adjusted for schools and HRA)	1.792
Increase in Fire Service levy	0.043
Passported grants in 2016/17 Provisional Settlement	(0.247)
TOTAL	3.270

- 4.5.3 It is incumbent upon Council to set a realistic budget each year. Table 6 provides details of those 2016/17 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	0.146
Education Workforce Council registration fees	0.019
Meeting the schools “pledge”	1.938
Social Services cost pressures contingency	2.500
TOTAL	4.603

- 4.5.4 With effect from 1 April 2016, all learning support staff in maintained schools and FE colleges in Wales will need to be registered with the Education Workforce Council (EWC). School and FE teachers already register with the EWC. Registration does not depend on a job title and in general if a role supports learning and teaching, workers will need to be registered with the EWC. Following a consultation, the Welsh Government has set a fee for learning support staff of £15 for 2016/17. The Council currently pays the cost of registration with a specific registration body if there is a requirement by law to be registered in order to practice. Learning support staff will now fall into this category resulting in a cost to the Authority of £19k per annum.
- 4.5.5 The £2.5m Social Services cost pressures contingency will initially be held within Miscellaneous Finance. The contingency is required to meet the cost of anticipated increases in demand for services and to fund other potential cost pressures arising from UK Government and WG policy changes that will impact on this service area.
- 4.5.6 The WG Provisional Financial Settlement has decreased the available funding by 0.9% for the 2016/17 financial year. This reduction factors in the transfer into the RSG of the Outcome Agreement Grant (£1.876m) and results in an overall net cash reduction of £2.275m compared to the 2015/16 financial year. The Outcome Agreement Grant has funded core base budgets in previous years and it is proposed that this will continue now that the funding has been transferred into the RSG.

4.6 2016/17 Savings Proposals

- 4.6.1 The report presented to Cabinet on the 14th October 2015 included draft 2016/17 savings proposals totalling £14.412m as summarised in Table 7: -

Table 7 – 2016/17 Savings Proposals (Cabinet 14th October 2015)

Description	£m
Full-year impact of approved 2015/16 savings	1.980
New savings proposals: -	
Nil impact	8.661
Low impact	1.973
Medium impact	1.521
High impact	0.277
TOTAL: -	14.412

- 4.6.2 Cabinet will note from the updated MTFP attached as Appendix 2 that the savings requirement for 2016/17 based on the Provisional Local Government Settlement is now £9.302m. In light of this, the savings proposals in the October Cabinet report have been reviewed and a revised package of 2016/17 proposals has been put together totalling £11.117m. This exceeds the 2016/17 savings target by £1.815m but Cabinet should note that this £1.815m will be needed to balance the budget in 2017/18. For 2016/17 only, Cabinet is asked to endorse a proposal to set aside £1.6m of the £1.815m in an earmarked reserve to meet cost pressures in dry recyclable waste, and to set aside the remaining balance of £215k to provide one-off match-funding to support carbon management initiatives. The £1.815m funding will be held corporately in the first instance.
- 4.6.3 The updated proposed savings totalling £11.117m are summarised in Table 8: -

Table 8 – 2016/17 Revised Savings Proposals

Description	2016/17 Saving £m
Full-Year impact of approved 2015/16 savings	1.980
New savings proposals: -	
Nil impact	8.661
Other (with a service user and/or public impact): -	
- Council Tax/NNDR – Increase in Court Fees	0.075
- Customer Services – Further reduction in opening hours	0.052
- Cease mobile Customer Services Centre	0.070
- Disposal of surplus buildings	0.015
- Market Place, Blackwood – Transfer of lease to HRA	0.016
- Pre-planning advice income	0.005
- Housing – Withdrawal of Care & Repair funding	0.010
- Housing – Withdrawal of funding for Family Intervention Project	0.015
- Schools – Introduction of charge for sandwich places	0.102
- Schools – Breakfast Club staff reductions	0.070
- Review of Community Centres	0.046
Total 2016/17 revised savings proposals: -	11.117

Updated 2016/17 savings requirement	9.302
Savings in advance (One-off for 2016/17 only)	1.815
- Earmarked Reserve – Dry Recyclable Waste	(1.600)
- One-off funding for Carbon Management Initiatives	(0.215)
NET POSITION	0.000

4.6.4 As mentioned in paragraph 4.1.5, the 2016/17 'nil impact' savings proposals were categorised into a single line for each service area in the Appendices attached to the October Cabinet report and this is consistent with the approach adopted for the 2015/16 financial year. The proposals in this category consist in the main of vacancy management, structural reviews, budget realignment and minor changes to service provision.

4.6.5 Appendix 5 provides brief details of the proposed savings for 2016/17 that will have an impact on service users and/or the public. Detailed reports on these proposals were presented to Special Scrutiny Committees in November and December 2015.

4.7 Future Years Savings Requirements

4.7.1 As mentioned in paragraph 4.3.3, the updated potential savings requirement for the five-year period 2016/17 to 2020/21 is £36.252m. This means that all of the £21.342m savings proposals identified in the October Cabinet report will still be required and further savings proposals will need to be identified.

4.7.2 If we focus on the four-year period 2016/17 to 2019/20, to tie in with a potential Local Government Reorganisation, the anticipated savings requirement for this period is £32.159m. This means that additional savings of £10.817m will be required over and above the proposals presented in the October Cabinet report.

4.7.3 Work is ongoing to re-profile the remaining savings identified in the October Cabinet report and it is likely that most of the savings that have an impact on service users and/or the public will not be required until 2018/19 and 2019/20. However, further work will also be required to identify new proposals to address the additional savings of £10.817m that are likely to be required. This work will be led by the Corporate Management Team in consultation with appropriate Cabinet Members. Heads of Service will be heavily involved throughout the process with support from colleagues in Finance. Areas for consideration will include: -

- Further 'back office' efficiencies.
- Potential collaborations.
- Further channel shift.
- Asset rationalisation.
- Review of Treasury Management activities.
- Review of Leisure Services.
- Review of Youth Services.
- Review of Library Services.

4.7.4 The above list is not exhaustive and Heads of Service will be asked to review all budgets to identify potential future savings. Regular updates will be provided to Members as this work progresses.

4.8 Capital Programme 2016/17 to 2018/19

4.8.1 The proposed Capital Programme for the three-year period 2016/17 to 2018/19 is detailed in Appendix 6 of this report and is summarised in Table 9: -

Table 9 – Summary of Capital Programme 2016/17 to 2018/19

	2016/17 £m	2017/18 £m	2018/19 £m
Capital Programme proposals	17.099	8.887	8.400
WG funding available	8.030	8.030	8.030
Capital funding gap	(9.069)	(0.857)	(0.370)
Funded by: -			
Surplus/(Deficit) b/fwd	1.971	0.971	0.242
Capital underspends from previous years	0.657		
Ring-fenced capital uncommitted	0.610		
2015/16 capital receipts	0.829		
RCCO budget (Miscellaneous Finance)	0.128	0.128	0.128
General Fund working balances	5.845		
Total Additional Funding	10.040	1.099	0.370
Surplus (Deficit) carried forward	0.971	0.242	0.000

- 4.8.2 The proposals in Table 10 below have been provisionally included in the proposed Capital Programme. However, these proposals will require further review and/or business cases to justify seeking Cabinet approval to release the funds to the service area.

Table 10 – Proposals Requiring Further Review/Business Cases

Service Area	Description	2016/17 £000's	2017/18 £000's	2018/19 £000's
Countryside	Environmental Schemes	217	230	232
Economic Dev.	Voluntary Sector Capital Grants	170	0	0
Urban Renewal	Commercial and Industrial Grants	50	50	50
Urban Renewal	Town Centres	30	40	20
Urban Renewal	Navigation Colliery Site Regeneration	0	20	20
TOTAL		467	340	322

- 4.8.3 Appendix 6 includes £7.9m that can be transferred to an earmarked capital reserve. This funding has been made available through the release of General Fund balances, capital underspends in previous years and 2015/16 capital receipts. This earmarked reserve is required to enhance the Authority's Leisure Centres and to generate additional 21st Century Schools match-funding which will likely be targeted at the primary phase. There are also some unfunded liabilities that may require the release of some of this reserve. Cabinet will need to be presented with the details of specific projects/liabilities, along with a business case where appropriate, prior to approving the release of these funds.

4.9 General Fund Balances

- 4.9.1 Details of the projected movement on General Fund balances are provided in Appendix 7. There are no known further allocations to General Fund at this time over and above those identified.

- 4.9.2 The General Fund balance at the end of the 2014/15 financial year was £14.615m. This is higher than usual but due to the significant financial challenges facing the Authority and the uncertainty around WG financial settlements it was considered prudent at the time to maintain the balance at this higher level.
- 4.9.3 Cabinet will note that projected underspends for 2015/16 will result in £3.573m being transferred into the General Fund. A significant proportion of this underspend is due to MTFP savings in advance.
- 4.9.4 It is proposed that £5.845m should be transferred into the proposed capital earmarked reserve as detailed in paragraph 4.8.3 of this report.
- 4.9.5 The Authority has recently received notice from Municipal Mutual Insurance (MMI) that the levy imposed under its Scheme of Arrangement is likely to increase from the current level of 15%. MMI was previously the largest insurer for Local Authorities and provided insurance cover for the former Mid-Glamorgan and Gwent County Councils as well as Islwyn and Rhymney Valley District Councils. Following substantial losses suffered by MMI between 1990 and 1992 the company ceased to write new, or to renew, general insurance business. A Scheme of Arrangement was subsequently established under Section 425 of the Companies Act 1985. This is a legally binding arrangement between MMI and its creditors which allows a levy to be imposed to avoid MMI going into insolvent liquidation. An increase in the levy of up to 34% is possible and this would result in a cost of circa £1m for Caerphilly CBC. It is therefore proposed to establish a provision of £1m pending final confirmation of the increase in the levy.
- 4.9.6 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. It is still considered appropriate to maintain the General Fund balance at this level. The proposals in this report, if approved, would result in a projected General Fund balance of £10.105m as at the 31st March 2016.

4.10 Council Tax Implications 2016/17

- 4.10.1 The budget proposals within this report include a proposed increase of 1% in Council Tax for the 2016/17 financial year. This will increase the Caerphilly CBC Band D precept from £992.02 to £1,001.94 i.e. an annual increase of £9.92 or weekly increase of £0.19.
- 4.10.2 Cabinet will note that the 2016/17 budget proposals set out in this report are based on the WG Provisional Financial Settlement. This is highly unusual but is due to the Comprehensive Spending Review and the consequential late announcement of the WG draft budget for 2016/17. The Final Settlement will be confirmed for Caerphilly CBC on the 9th March 2016, albeit that WG officials have advised that there will be minimal change from the Provisional Settlement. The Authority would normally set its budget after the Final Settlement has been agreed but for 2016/17 it will be necessary to agree the budget in advance of the confirmed Settlement to ensure that Council Tax collection arrangements are not compromised.
- 4.10.3 In the event that the Final Settlement requires additional savings to be made for 2016/17, it is proposed that the shortfall will be met from the proposed £215k funding set aside for Carbon Management Initiatives. It is not anticipated that the shortfall will be greater than £215k but if this situation does arise a further report will be presented to Council outlining proposals to ensure that a balanced budget is achieved.

5. EQUALITIES IMPLICATIONS

- 5.1 Equality Impact Assessments have been completed for all of the savings proposals contained in this report that impact on the public and/or service users. Arrangements are currently underway to ensure that these are available on the Council's website and a link will be emailed to Members as soon as they are available.

6. FINANCIAL IMPLICATIONS

6.1 As detailed throughout the report.

7. PERSONNEL IMPLICATIONS

7.1 The 2016/17 savings proposals will result in the loss of 97 posts. 67 of these posts are currently vacant and at least 12 posts will be lost through voluntary severances or retirements. The remaining 18 posts will be dealt with through the Council's redeployment policy with a view to finding alternative suitable employment. Every effort will be made to redeploy staff but where this is not possible then compulsory redundancy will need to be considered.

7.2 For schools there is likely to be a requirement to reduce school based posts by up to 35, the majority of which will be through voluntary redundancies and early retirements.

7.3 In addition to the above, the savings proposals in relation to the setting up of sandwich places in schools and the reduced staffing in Breakfast Clubs will require a reduction in paid hours: -

Sandwich places – Schools may decide not to pay the proposed charge for this service and use their lunchtime supervisors to undertake the task. On average, the service provides cover for 5 hours per week. In a worst-case scenario if all primary schools decided not to pay for the service a reduction of 375 paid hours per week would be required, potentially affecting 75 posts (working on average 1 hour per day). Some of the reduction would be met through casual workers and in larger sites it may be possible to spread the 5 hours per week loss across all staff. The Catering Service employs a total of circa 800 staff and there is regular turnover creating vacancies (45 vacancies in the last 6 months in addition to a number of relief workers being recruited). The redeployment opportunities arising from these vacancies, along with a reduction in casual workers and voluntary severances should cover the potential loss of hours. However, if this is not the case, the Authority will use service reserves until the required reduction in hours is achieved, thus avoiding compulsory redundancies.

Breakfast Clubs – The Catering Service operates 68 Breakfast Clubs in the Authority's primary schools so the proposed 1 hour reduction in staffing per day would require a weekly reduction of 340 paid hours (potentially affecting 68 posts). Again, redeployment opportunities arising from turnover in the Catering Service, along with a reduction in casual workers and voluntary severances should cover the loss of hours. However, if the required reduction is not achieved within anticipated timescales the Authority will use service reserves until the reduction in hours is achieved, thus avoiding compulsory redundancies.

8. CONSULTATIONS

8.1 At its meeting on the 14th October 2015, Cabinet agreed that the proposed 2016/17 savings that would impact on service users and/or the public should be subject to an extensive consultation process prior to final budget proposals being presented to Cabinet and Council in February 2016. Full details of the consultation process adopted and the feedback received will be posted on the Council's website. Appendix 8 provides a summary report and the following are some of the key messages that have emerged from the consultation process: -

- Generally speaking, residents are aware of the financial pressures facing local authorities and the need for cuts in this period of austerity.
- General acceptance that our proposed savings are not too bad compared to other areas (i.e. no major closure of facilities or deep cuts).
- We should avoid increasing fees and charges if possible.
- We should prioritise frontline services.
- We should ensure that the elderly and vulnerable are protected.

- Strong agreement with our general approach to budget management in particular protecting frontline services, reducing management/admin costs and reducing office accommodation costs by rationalising council-owned buildings.
- Proposed cuts to Social Services raise most concern (respite, domiciliary care, day care services, children's services and foster care).
- Broad disagreement with proposals to increase fees and charges.
- Other areas of concern include car parking charges, cuts to road resurfacing budget and reduction of environmental health post.
- Need to consider the long-term impact of the proposed savings not just the short-term benefit.
- Think about the 'knock on effect' on service users and other agencies.
- Investment in prevention saves money in the long-term, especially where some of the savings are small and impact can be potentially big e.g. carers support, pest control charges etc.
- Mixed views on proposed 3.9% Council tax increase.

8.2 As mentioned in paragraph 8.1, the consultation process focussed on the proposed 2016/17 savings included in the 14th October 2015 Cabinet report that would impact on service users and/or the public. In light of the better than anticipated Financial Settlement only a small number of these proposals are now under consideration for 2016/17 as set out below: -

Table 11 – 2016/17 Savings Proposals with a Service User/Public Impact

Description	2016/17 Saving £m
1) Council Tax/NNDR – Increase in Court Fees	0.075
2) Customer Services – Further reduction in opening hours	0.052
3) Cease mobile Customer Services Centre	0.070
4) Disposal of surplus buildings	0.015
5) Market Place, Blackwood – Transfer of lease to HRA	0.016
6) Pre-planning advice income	0.005
7) Housing – Withdrawal of Care & Repair funding	0.010
8) Housing – Withdrawal of funding for Family Intervention Project	0.015
9) Schools – Introduction of charge for sandwich places	0.102
10) Schools – Breakfast Club staff reductions	0.070
11) Review of Community Centres	0.046
TOTAL	0.476

8.3 Appendix 9 provides details of specific feedback received during the consultation process in relation to the above savings proposals.

8.4 The specific savings proposals in Table 11 were also considered as part of the Special Scrutiny Committee meetings held during November and December 2015: -

- Proposals 1 to 5 and 7 and 8 were supported by the Policy and Resources Scrutiny Committee at its meeting on the 7th December 2015.
- Proposal 6 was supported by the Regeneration & Environment Scrutiny Committee at its meeting on the 26th November 2015.
- Proposals 9 and 10 were not supported by the Health, Social Care & Wellbeing Scrutiny Committee at its meeting on the 23rd November 2015. However, the proposals were supported by the Education for Life Scrutiny Committee on the 15th December 2015. It should be noted that by the 15th December it was apparent that schools would be receiving an additional £1.3m of cash growth due to the better Financial Settlement.
- Cabinet approved the proposed saving of £46k in community centres at its meeting on the 20th January 2016.

- 8.5 The Trade Unions acknowledge the need to reduce the Customer First arrangements to reflect reducing demand but require all efforts to be made to ensure that the Mobile Customer First bus is utilised by another service area in the Authority or even one of the Authority's partners.
- 8.6 At its meeting on the 14th October 2015, Cabinet agreed that a consultation process should be undertaken in relation to proposed savings in 2017/18 for Home to School/College Transport. These proposed savings will now be deferred and are unlikely to be considered further until 2019/20. The planned consultation will therefore now be postponed until the 2018/19 financial year.

9. RECOMMENDATIONS

- 9.1 Prior to consideration and determination at Council on the 24th February 2016, Cabinet is asked to endorse the following: -
- 9.1.1 That the grants passported into/out of the Financial Settlement are passed directly to those services that they relate to (paragraphs 4.2.2 and 4.2.3).
- 9.1.2 That the Outcome Agreement Grant of £1.876m transferred into the RSG continues to fund core base budgets as in previous years.
- 9.1.3 The proposed savings for 2016/17 totalling £11.117m as set out in paragraph 4.6.3 of this report.
- 9.1.4 The proposal to transfer £1.6m into an earmarked reserve for dry recyclable waste and the setting aside of one-off funding of £215k for carbon management initiatives (as set out in paragraph 4.6.2).
- 9.1.5 The Revenue Budget proposals for 2016/17 of £324.384m as set out in this report and summarised in Appendix 4.
- 9.1.6 The proposed Capital Programme for the period 2016/17 to 2018/19 as set out in Appendix 6.
- 9.1.7 The proposed use of General Fund balances as detailed in Appendix 7.
- 9.1.8 The use of service reserves to smooth the impact of the reduction in hours in the Catering Service to avoid compulsory redundancies (paragraph 7.3).

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

Andrew Southcombe, Finance Manager, Corporate Finance
Lianne Dallimore, MTFP Programme Co-ordinator
Gail Williams, Interim Head of Legal Services & Monitoring Officer
David A. Thomas, Senior Policy Officer (Equalities and Welsh Language)

Background Papers: -

- Cabinet Report 14th October 2015 – Draft Savings Proposals for 2016/17.
- Provisional 2016/17 Local Government Settlement (9th December 2015).
- Reports to Health, Social Care & Wellbeing Scrutiny Committee (23rd November 2015).
- Reports to Regeneration & Environment Scrutiny Committee (26th November 2015).
- Reports to Policy & Resources Scrutiny Committee (7th December 2015).
- Reports to Education for Life Scrutiny Committee (15th December 2015).

Appendices: -

- Appendix 1 Updated Medium-Term Financial Plan 2016/17 to 2018/19 (Cabinet 14/10/15)
- Appendix 2 Updated Medium-Term Financial Plan 2016/17 to 2020/21
- Appendix 3 Schools Medium-Term Financial Plan 2016/17 to 2020/21
- Appendix 4 Net Revenue Budget 2016/17
- Appendix 5 2016/17 Savings Proposals with a Service User and/or Public Impact
- Appendix 6 Capital Programme 2016/17 to 2018/19
- Appendix 7 Movement on General Fund
- Appendix 8 Budget Consultation Feedback 2016/17
- Appendix 9 Consultation – Specific Comments on 2016/17 Savings Proposals with a Service User and/or Public Impact

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UPDATED MEDIUM-TERM FINANCIAL PLAN 2016/17 TO 2018/19

(Cabinet 14/10/15)

Description	2016/17 £m	2017/18 £m	2018/19 £m
Aggregate External Finance (AEF) -4.3%. -4.3%, -3%	(11.339)	(10.851)	(7.245)
Council Tax @ 3.90%	2.588	2.702	2.821
Total Funding	(8.751)	(8.149)	(4.424)
Pay 1.0%, 1.0%, 1.0%	1.165	1.177	1.189
Living Wage (assumes pledge funds schools)	0.109	0.111	0.114
Employer NI Increase (April 2016) - Excludes schools	1.815	0.000	0.000
Non-Pay Inflation 0%, 0%, 1.5%	0.000	0.000	1.668
Non-Pay Inflation (1.5% p.a.) - Fees and Charges	(0.218)	(0.221)	(0.224)
Sub-Total	2.871	1.067	2.747
Service Pressures/Additional Funding			
CTRS Additional Liability @ 3.90%	0.571	0.593	0.616
Schools Pledge	0.628	0.632	0.636
Social Services Cost Pressures Contingency	1.500	1.000	1.000
Sub-Total	2.699	2.225	2.252
Total Shortfall	14.321	11.441	9.423

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UPDATED MEDIUM-TERM FINANCIAL PLAN 2016/17 TO 2020/21

(Provisional 2016/17 Local Government Settlement)

Description	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m
AEF (-0.9%, -1.4%, -1.4%, -1.4%, 0%)	(2.275)	(3.686)	(3.634)	(3.584)	0.000
Council Tax (1%, 1%, 2.35%, 2.35%, 2.35%)	0.846	0.886	1.721	1.770	1.820
Total Funding	(1.429)	(2.800)	(1.913)	(1.814)	1.820
Pay (weighted average increase of 1.2% per annum)	1.386	1.403	1.417	1.431	1.445
Living Wage (assumes pledge funds schools)	0.296	0.296	0.296	0.296	0.296
Employer NI Increase (April 2016) - Excludes schools	1.792	0.000	0.000	0.000	0.000
Non-Pay Inflation (0%, 0.5% then 1.5%)	0.000	0.559	1.678	1.703	1.729
Non-Pay Inflation (Fees and Charges) - 0%, 0.5% then 1.5%	0.000	(0.074)	(0.222)	(0.225)	(0.229)
Fire Service Levy	0.043	0.000	0.000	0.000	0.000
Other Passported Grants	(0.247)	0.000	0.000	0.000	0.000
Sub-Total	3.270	2.184	3.169	3.205	3.241
Service Pressures/Additional Funding					
CTRS Additional Liability (1%, 1%, 2.35%, 2.35%, 2.35%)	0.146	0.148	0.351	0.359	0.367
Education Workforce Council Registration Fees	0.019	0.000	0.000	0.000	0.000
Schools Pledge (1.85%, 1.92%, 1.46%, 1.61%, 1.61%)	1.938	2.049	1.588	1.777	1.805
Social Services Cost Pressures Contingency	2.500	0.500	0.500	0.500	0.500
Sub-Total	4.603	2.697	2.439	2.636	2.672
Annual Shortfall	9.302	7.681	7.521	7.655	4.093
Cumulative Shortfall	9.302	16.983	24.504	32.159	36.252

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SCHOOLS MEDIUM-TERM FINANCIAL PLAN 2016/17 TO 2020/21

	<u>2016/17</u> <u>£m</u>	<u>2017/18</u> <u>£m</u>	<u>2018/19</u> <u>£m</u>	<u>2019/20</u> <u>£m</u>	<u>2020/21</u> <u>£m</u>
Funding to meet the "pledge"	1.938	2.049	1.588	1.777	1.805
Inflationary pressures					
Pay award – Teachers (EST 1%, 1%, 1%, 1%, 1%)	0.672	0.684	0.691	0.691	0.691
Pay award - APT&C (Weighted average of 1.2%)	0.145	0.146	0.147	0.148	0.149
Non-pay inflation (0%, 0.5%, then 1.5%)	0.000	0.094	0.283	0.283	0.283
Superannuation (2.3% increase from 01/09/15)	0.589	0.000	0.000	0.000	0.000
Employer NI increase Contracted-out staff	1.680	0.000	0.000	0.000	0.000
Service pressures					
Premises related changes (i.e. floor area) & FSM	0.220	0.160	0.160	0.160	0.160
Demographic increase	0.150	0.150	0.150	0.150	0.150
TOTAL PRESSURES	3.456	1.234	1.431	1.432	1.433
Less "pledge" monies	1.938	2.049	1.588	1.777	1.805
Projected (shortfall)/growth	(1.518)	0.815	0.157	0.345	0.372
Percentage (shortfall)/growth	(1.60%)	0.89%	0.17%	0.38%	0.41%

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NET REVENUE BUDGET 2016/17

	£m	£m
Base Budget 2015/16	325.613	
Base adjustment for Outcome Agreement Grant	(1.876)	
Revised Base Budget 2015/16		323.737
2016/17 Transfers In		
Outcome Agreement Grant		1.876
Whole Authority Cost Pressures		
Pay excl. teachers and other school staff @ 1.2% (weighted average)	1.386	
Living Wage increase (adjusted for schools and HRA)	0.296	
Employer NI increase – April 2016 (adjusted for schools and HRA)	1.792	
Increase in Fire Service levy	0.043	
Passported grants in 2016/17 Provisional Settlement	(0.247)	
		3.270
Inescapable Service Pressures		
Council Tax Reduction Scheme additional liability	0.146	
Education Workforce Council registration fees	0.019	
Meeting the schools “pledge”	1.938	
Social Services cost pressures contingency	2.500	
		4.603
Draft Savings Proposals 2016/17		
Whole-Authority	3.049	
Corporate Services	2.320	
Social Services	1.980	
Communities	1.959	
Education & Lifelong Learning	1.609	
		(10.917)
Transfers to Earmarked Reserves		
Dry Recyclable Waste	1.600	
Carbon Management Initiatives	0.215	
		1.815
Proposed Expenditure		324.384
Funding - Final Settlement		
WG Support		(263.293)
Council Tax (1.0%)		(59.691)
Council Tax Surplus 2015/16		(1.400)
Total Funding		(324.384)

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2016/17 SAVINGS PROPOSALS WITH A SERVICE USER AND/OR PUBLIC IMPACT

1. Council Tax/NNDR – Increase in Court Fees (Public Impact: Low)

Proposed to increase the fees charged by the Council to council tax payers and business rate payers when serving a magistrates' court summons and obtaining a liability order. A review of costs has recently been undertaken and this reveals that the costs incurred by Caerphilly CBC are £68.06 per case (this amount excludes the statutory £3.00 fee payable to the magistrates' court). Given that the fee charged per case is currently £57.30, there is a clear need to consider increasing the fees in order to recoup the actual costs incurred (subject to a £70 limit imposed by regulation).

At its meeting on the 7th December 2015, the Policy & Resources Scrutiny Committee considered a proposal to increase the fees payable by 4% (£2.30) from the 1st April 2016. The Scrutiny Committee was also asked to consider the potential for further incremental annual increases from 2017/18 (subject to a further report at a later date setting out detailed proposals).

Having considered the proposal and after noting that 16 Local Authorities in Wales are already charging the maximum £70, the Scrutiny Committee recommended to Cabinet that Caerphilly CBC's fee should be increased to £70 from the 1st April 2016. Based on the latest information available this will generate an additional contribution of £75k towards the actual costs incurred.

2. Customer Services – Further reduction in opening hours (Public Impact: Low)

A further reduction in the opening hours of Customer Service Centres to reflect the reducing public demand for this service will generate a saving of £52k, principally in staff-related costs. This proposal was supported by the Policy and Resources Scrutiny Committee at its meeting on the 7th December 2015.

3. Customer Services – Cease Mobile Customer First Centre (Public Impact: Low)

The Mobile Customer Service Centre has had very limited uptake by residents. It is therefore proposed that this service is discontinued which will generate a saving of £70k per annum. This proposal was supported by the Policy and Resources Scrutiny Committee at its meeting on the 7th December 2015.

4. Disposal of surplus buildings (Public Impact: Low)

Property Services contributes to the running costs/maintenance costs of some of the council buildings. The following buildings have been declared surplus and either have been or will be disposed of in accordance with the Council's Disposal Protocol: -

- Caerphilly Day Centre
- Risca Cash Office – Under Offer
- Trigfan, Rhymney - Sold
- The Chapel, Rhymney - Sold
- Caerphilly Retirement Project – Lease expired

The disposal of the above properties will realise a service saving of £15k in 2016/17 and a further £18k in 2017/18. This proposal was supported by the Policy and Resources Scrutiny Committee at its meeting on the 7th December 2015.

5. Market Place, Blackwood – Transfer of lease to HRA (Public Impact: Low)

The Customer First Centre in the Market Place, Blackwood has moved to Blackwood Library. Their place in the Market Place will be occupied by the Area Housing Team as part of the proposals to maintain a council presence in Blackwood Town Centre following the closure of Ty Pontllanfraith. This relocation realises a service saving of £16.3k.

6. Pre-planning advice income (Public Impact: Low)

Fees for pre-planning advice were introduced as part of MTFP savings for the 2014/15 financial year with an estimated target of £20k. An increase in applications in 2014/15 meant that this target was slightly exceeded with the changes delivering an income of £22.5k. As application numbers remain more buoyant, it is proposed that increasing the target by a further £5k is realistic. Moreover, in tandem with other Authorities it is proposed to levy a modest charge of £48 on householder applications (not chargeable at present).

Most Planning Authorities in Wales and the UK now charge for advice, including from householders. Since Caerphilly introduced charges for other categories in April 2014 there have been very few complaints. Indeed, the charges are fairly modest as a percentage of the overall cost of a development and developers and agents are aware that obtaining advice and guidance at the early stages of a development can often decrease uncertainties. This enables applicants to obtain planning permission at the first attempt, thus saving money in the long run. It is important to note that at time of writing, Welsh Government are consulting on pre-application advice charges with the aim of introducing fixed and uniform charges throughout Wales as part of their planning reforms. Should this go ahead, Caerphilly CBC's charges will require modification in due course. However, should the tariffs suggested by WG be introduced rather than our own locally set charges, the overall income to the Planning Authority should remain much the same.

This proposal was supported by the Regeneration & Environment Scrutiny Committee at its meeting on the 26th November 2015.

7. Housing – Withdrawal of Care & Repair funding (Public Impact: Low)

The proposed phased withdrawal of funding support for Care & Repair Caerphilly will generate a saving of £10k in 2016/17 and a further saving of £5k in 2017/18. Care & Repair is a third sector organisation with agencies in every Local Authority in Wales whose main source of funding comes from the Welsh Government. Some agencies are located within Housing Associations, whilst others, as with Care & Repair Caerphilly, are independent agencies with their own management committees.

This Authority has supported Care & Repair Caerphilly since 1996. At that time they were based in private sector accommodation at Maesycwmmmer and the Authority's support was via an annual cash contribution of around £50k. Some years later, however, Members took the decision to relocate the agency into Ty Pontllanfraith and provide imputed support in relation to accommodation and day-to-day office costs of around £5k together with an annual cash contribution which currently stands at approximately £15k per annum. Care & Repair Caerphilly have an annual budget of some £185k.

The savings proposal is to withdraw cash funding of £10k in 2016/17 and £5k in 2017/18, which is expected to have a low impact on the public. Care & Repair provide a variety of services, one of which is a handyperson scheme. The Agency Director has indicated that it is this service which may be under threat as a result of the withdrawal of the Authority's funding. However, the decision on which areas of the service to review will be a matter for the Care & Repair Board of Management to determine.

The Care & Repair service nationally is currently undertaking a restructuring exercise which sees Care & Repair Caerphilly merging with Care & Repair Blaenau Gwent. Merger discussions

have already commenced, a Shadow Board is in place, and it is hoped that advance warning of the savings proposals can be addressed as part of their merger process with a view to a reshaped service being provided.

This proposal was supported by the Policy and Resources Scrutiny Committee at its meeting on the 7th December 2015.

8. Housing – Withdrawal of funding for the Family Intervention Project (Public Impact: Low)

The proposed withdrawal of funding for the Family Intervention Project (FIP) has already been considered by the Crime and Disorder Scrutiny Committee on 10th September 2015 and will generate a saving of £15k. The project was funded jointly by Housing (Homelessness Prevention Funding) and the Youth Crime Prevention Fund. The initiative has, however, only ever supported a small number of cases and for 2014/15 no referrals were received. Other benefactors from the service are not supporting the project financially.

The Authority does, however, continue to support the Valleys Inclusion Project (VIP) which is considered to be a very similar service to the FIP. This project is one which works with any vulnerable household and is thought to be far more cost effective than the FIP.

It is considered that this savings proposal will have a minimal effect on its service users as alternative support can be provided by both the Valleys Inclusion Project and by directly employed staff within the Council's Housing Advice Team as part of their homelessness prevention duties, which are now substantially greater as a result of the recent introduction of the Housing (Wales) Act 2014.

This proposal was supported by the Policy and Resources Scrutiny Committee at its meeting on the 7th December 2015.

9. Schools – Introduction of charge for sandwich places (Public Impact: Low)

The Catering Service provides a school meals service in 75 primary schools and in doing so currently sets out and clears away places for those pupils eating their own sandwiches; even disposing of any subsequent waste at the expense of Catering. It is proposed that a charge is introduced for this service which is currently provided free of charge to schools. The Catering Service has to cover this cost amounting to 1 hour of staff time per day at each school which is approximately £2.3k per school each year.

It is proposed that the charge will be introduced from September 2016 and if all schools buy in to the service the annual income generated will be £174k. There will be a part-year saving in 2016/17 of £102k with the balance of £72k being delivered in the 2017/18 financial year.

There is no direct impact upon the public although there is a financial impact upon schools. This impact will be funded from the additional growth in the schools "pledge" of £1.3m. Schools may choose to make their own arrangements for setting out and clearing away sandwich places, in which case the Catering Service will be able to reduce staffing hours and still realise the saving identified.

This proposal was not supported by the Health, Social Care & Wellbeing Scrutiny Committee at its meeting on the 23rd November 2015. However, the proposal was supported by the Education for Life Scrutiny Committee on the 15th December 2015. It should be noted that by the 15th December it was apparent that schools would be receiving an additional £1.3m of cash growth due to the better Financial Settlement.

10. Schools - Breakfast Club staff reductions (Public Impact: High)

The Catering Service operates 68 Breakfast Clubs in our primary schools. This is a proposal to reduce the staffing hours by 1 hour per day in each Breakfast Club. The operating times of the

Breakfast Clubs would be unchanged, but the level of supervision of pupils throughout the Breakfast Club provision would reduce.

It is proposed that the staffing reductions will be implemented from September 2016 and this will generate an annual saving of £120k. There will be a part-year saving in 2016/17 of £70k with the balance of £50k being delivered in the 2017/18 financial year.

This proposal was not supported by the Health, Social Care & Wellbeing Scrutiny Committee at its meeting on the 23rd November 2015. However, the proposal was supported by the Education for Life Scrutiny Committee on the 15th December 2015.

11. Review of Community Centres (Public Impact: Medium)

At its meeting on the 20th January 2016, Cabinet considered a report on a Task & Finish Group review of community centres. Following consideration of the report Cabinet agreed the following proposed savings: -

- A cut in the budget for payment of water rates for community centres to achieve savings of £27k.
- A reduction in the Council's caretaking contribution from 12 hours per week to 11 hours per community centre with each centre being recharged one hour per week to achieve savings of £14k.
- A reduction in miscellaneous items of £5k.

CAPITAL PROGRAMME 2016/17 – 2018/19

Scheme	Indicative		
	2016-17 £000s	2017-18 £000s	2018-19 £000s
<u>Education & Lifelong Learning</u>			
Health & Safety Reg Works	0	300	300
Basic Needs Accommodation	225	225	225
School Security	0	100	100
Asset Management	1,150	600	600
School Boiler Replacement Programme	70	220	220
Total Education	1,445	1,445	1,445
Ystrad Mynach Library	48	0	0
Total Lifelong Learning	48	0	0
Total Education & Lifelong Learning	1,493	1,445	1,445
<u>Communities</u>			
Cemeteries	406	409	0
Sports Pitches (Drainage)	30	30	30
Total Community & Leisure Services	436	439	30
Countryside Schemes	217	230	232
Total Countryside	217	230	232
Voluntary Sector Capital Grants	170	0	0
Total Economic Development	170	0	0
Infrastructure Retaining Walls	317	317	317
Forward Programme Advance Design/Land	42	42	42
Major Highway Reconstruction	750	750	750
Bridge Strengthening	447	447	447
Land Drainage - Corporate	125	125	125
Land Drainage - Non Corporate	125	125	125
Vehicle Restraint Systems	150	150	150
Corporate Maintenance: Tips/Mines/Spoils	250	250	250
Street Lighting	50	50	50
Monmouth & Brecon Canal	212	212	212
Footway Reconstruction	150	150	150
Total Engineers	2,618	2,618	2,618

Scheme	Indicative		
	2016-17 £000s	2017-18 £000s	2018-19 £000s
Disabled Facility Grants	1,150	1,150	1,150
Home Improvement Grants/Misc	250	250	250
Minor Works	800	800	800
Total Private Housing	2,200	2,200	2,200
Commercial and Industrial Grants	50	50	50
Town Centres	30	40	20
Navigation Colliery Site Regeneration	0	20	20
Total Urban Renewal	80	110	90
Total Communities	5,721	5,597	5,170
Social Services/Public Protection			
CCTV Replacement	75	75	75
Kitchen Refurbishments	425	425	425
Total Public Protection	500	500	500
Condition Surveys	350	350	350
Total Social Services	350	350	350
Total Social Services/Public Protection	850	850	850
Corporate Services			
IT Hardware & Software	235	295	235
Total ICT & Customer Services	235	295	235
Corporate Asset Management	700	700	700
Ystrad Mynach Centre of Sporting Excellence	200	0	0
Total Property	900	700	700
Total Corporate Services	1,135	995	935
Earmarked Capital Reserve	7,900	0	0
Total General Fund Capital Programme: -	17,099	8,887	8,400

MOVEMENTS ON GENERAL FUND

	£000's	£000's
Opening Balance 01/04/2015		14,615
Winter Maintenance Reserve Adjustment		(52)
2014/15 Council Tax Surplus to Support 2015/16 Budget		(1,200)
Projected 'Take' from 2015/16 Underspends: -		
- Education and Lifelong Learning	210	
- Social Services	277	
- Environment	389	
- Corporate Services	560	
- Miscellaneous Finance	<u>2,137</u>	3,573
Council Tax Surplus 2015/16 (Estimated)		1,414
Contribution to Capital Earmarked Reserve		(5,845)
2015/16 Council Tax Surplus to Support 2016/17 Budget		(1,400)
Provision for Potential Increase in MMI Levy		(1,000)
Projected Balance 31/03/16		<u>10,105</u>

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SUBJECT: BUDGET CONSULTATION FEEDBACK 2016/17

REPORT BY: COMMUNICATIONS MANAGER

1. PURPOSE OF REPORT

To provide Members with a detailed overview of the feedback gathered during the extensive budget consultation undertaken between 19th October 2015 and 8th January 2016.

The data will be used to help inform the decision-making process prior to the 2016/17 budget being set in February.

2. SUMMARY

CCBC wants to ensure that residents and other key stakeholders across the county borough have the opportunity to help shape the way the council delivers its services in the face of unprecedented budget cuts.

On Wednesday 14th October, Caerphilly county borough council's Cabinet agreed a list of draft savings for the next financial year. The proposals also included a 3.9% increase in Council Tax for 2016/17.

Effective consultation and community engagement is a key factor in informing the budget debate and the resulting feedback will assist members in their decision making process when agreeing the new budget for 2016/17 and beyond.

The budget consultation started on the 19th October 2015 with the launch of a survey. This was followed by a comprehensive programme of engagement activities seeking views both face to face and in writing.

3. LINKS TO STRATEGY

All consultation activity carried out by the council is done in line with the principles and standards as outlined in the CCBC Citizen Engagement Strategy and the Corporate Communications Strategy.

4. THE REPORT

On Wednesday 14th October 2015 Caerphilly county borough council's Cabinet agreed a list of draft savings for the next financial year. The proposals also included a 3.9% increase in Council Tax for 2016/17.

The council wants to ensure that stakeholders from all sections of the community are informed and get the opportunity to engage and have their say about the budget setting process and the ongoing savings agenda.

The focus of the engagement activity was: -

- To inform all residents and stakeholders of the detailed proposals.
- To seek their views about how we can work together to make alternative or additional ways to make savings.
- To manage the impact of the savings proposals on the wider community before the final budget is agreed by Council in February 2016.

Our engagement activities are undertaken in the most inclusive way possible to ensure that as many people as possible get the chance to provide feedback on issues that are important to them.

Audiences

Our audiences were broadly split into the following categories: -

- All CCBC Residents
- Young People
- Older People
- Business Community
- Voluntary Sector
- Viewpoint Panel
- Partner Organisations (LSB etc.)
- Town and Community Councils

Methods

Various engagement methods were used to inform and capture as much feedback as possible from residents and stakeholders including: -

Social Media

In this increasingly digital world, social media is fast becoming the preferred channel of communication for large sections of society. Channels such as Facebook and Twitter were used to signpost residents to the online survey and encourage attendance at face to face sessions.

Survey Online Consultation

The CCBC Website Survey was launched on 19th October 2015 and ran until 8th January 2016. The survey and supporting documentation was made available with a prominent banner link from the home page of the Website to provide direct access to the relevant web pages. User-friendly 'SNAP' software was used for the survey template and this was laid out in a simple and easy to understand format.

Paper documentation

Printed versions of questionnaires and other supporting material were made available and widely circulated across the community. They were also available on request. Completed surveys could be returned by post, or to make this even easier, residents were able to drop them off (without the need for a stamp) at convenient community locations such as libraries, leisure centres, customer service centres and housing offices to encourage the return of completed responses.

Stakeholder survey

Copies of the supporting information and questionnaire were distributed to the following stakeholder groups either electronically or in paper format: -

- Business Forum
- Caerphilly 50+ Forum
- Voluntary sector including GAVO, Valleys Voices projects and the Parent Network
- Viewpoint Panel members (all 800+ were contacted)
- Partner Organisations (LSB)
- All Town/Community Councils
- Online Watch Link (OWL) network
- Equalities Network contacts
- All head teachers for parents

- Intergenerational clubs.

Newsline

This is a key consultation vehicle as Newsline is posted to every home in the county borough (80,000+ properties). A front page article explaining the budget cuts and the consultation process and a 4 page, centre spread 'pull-out' featuring a fully bilingual survey were included in the December 2015 edition of Newsline. Again, completed surveys could be returned at convenient community locations or via the post.

Face-to-face

Stakeholders had the chance to engage face-to-face with officers and members in a number of ways. A series of 10 **drop-in sessions** were organised at venues across the county borough to enable local people to call in for a chat with officers and members and provide feedback on savings proposals.

Date	Time	Venue
Tues 27 th Oct	2.00pm–6.00pm	Blackwood Library
Tues 3 rd Nov	2.00pm–6.00pm	Bargoed Library
Tues 10 th Nov	10.30am-2.30pm	Tabernacle Baptist Church, Newbridge
Thur 12 th Nov	10.30am-2.30pm	White Rose Resource Centre, New Tredegar
Tues 17 th Nov	2.00pm–6.00pm	Ystrad Mynach Library
Wed 18 th Nov	2.00pm–6.00pm	Caerphilly Library
Mon 23 rd Nov	2.00pm–6.00pm	Risca Library, The Palace
Thur 26 th Nov	10.30am-1.00pm	Hafod Deg, Rhymney
Tue 8 th Dec	2.00pm–5.00pm	Abertridwr Library
Wed 16 th Dec	2.00pm–5.00pm	Nelson Library

Viewpoint Panel

Viewpoint Panel members were also invited to attend a meeting in late November to consult members and gather feedback in a structured 'focus group' environment. The meeting was also attended by young people and representatives of the Welsh speaking community.

Additional face to face meetings

Additional face-to-face sessions were arranged for British Sign Language users, Caerphilly Parent Network, Caerphilly Youth and Junior Forums and the Caerphilly 50+ Forum.

Scrutiny meetings

In order to provide Elected Members with every opportunity to fully scrutinise and comment on the specific savings proposals, a series of Special Scrutiny Committee meetings were held in November and December and the views of Members were fed back.

Trade Unions

Trade Unions were engaged throughout the budget setting process.

Summary of Feedback

In total, over 500 people engaged directly across the variety of face-to-face sessions and over 400 surveys were completed online, via Newsline or in paper format. Of these only one was returned in the Welsh language.

A few comments about Senior Pay were submitted as part of the consultation feedback. These comments have been noted, but they are not included in this report due to the authority's ongoing internal investigations.

Generally speaking, respondents were aware of the financial pressures facing the local authority and that the proposals were measured, well thought out and achievable in light of the difficult financial restraints facing the council over the coming years.

"I accept the savings proposals outlined, but I am concerned that you might have to look for alternative cuts in other services should any of these cut backs prove to be unattainable."

"Mostly in agreement with your savings proposals but sad that these have to be addressed. Hopefully things will improve in years to come."

"Generally, well thought out and endeavour to be fair to all sections. Will be interesting to see it in practice."

"Overall the council is doing a good job because of all the cuts from this Tory government but there is a lot more you can do....."

"Llanbradach Council ...accepted the situation given the difficult task faced by Caerphilly County Borough Council."

There was overwhelming support for **protecting frontline services** and reducing management admin costs and **reducing office accommodation** costs through rationalisation. There was also a high degree of support for **reducing rather than removing** services, **focussing on priorities** and being prepared to reduce other things and looking at **alternative ways** of delivering services.

However, less than half of public/stakeholder respondents to the survey agreed with **increasing fees and charges**.

"... Do not increase charges such as Meals on Wheels by more than inflation."

"I cannot give carte blanche to increasing charges, although some fees for leisure activities may merit a small increase."

"I am in agreement with some fees & charges for certain things to be increased but not others i.e.: charge the going rate for registry office facilities but car parking charges are high enough as it is!"

There were mixed views in relation to the proposed Council Tax rise.

"The council cannot just keep cutting and cutting. I suggest you raise council tax if necessary."

"As a council tax payer I would support the Council's raising council tax to the maximum"

permitted level in order to protect services.”

“A near 4% rise in council tax is outrageous.”

“The continuing rises in council tax may well cause more defaulters on payments.”

The proposals of most concern to residents came under the remit of **Social Services**, in particular cuts in support for carers, respite care, day care services, learning disability services and stroke services

“I strongly disagree with the cuts to the social services budget, particularly those where there is an impact on Carers. Carers save the UK 119 billion pounds annually (Carers UK, 2014), and reducing access to respite, curtailing services like shopping, and limiting access to day care will impact on those who are the most vulnerable.”

“I am whole-heartedly against any sort of cut that affects social services, vulnerable children/adults.”

“I fear that many of the cost saving proposals, particularly in the Social Services and Public Protection arena, will impact on the most vulnerable people in our borough and impact on people at times of considerable stress/trauma.”

“I am greatly concerned at the proposal to withdraw the contract with the Stroke Association. ... Currently this contract funds a service to put stroke victims in touch with the Stroke Association and is the major source of new contacts. If this service is withdrawn an alternative system of referral to the Stroke Association must be found and put in place.”

Others areas of concern included: -

- Removal of the trading standards post

“I also don't agree with the removal of trading standards or EHO posts. It is important to ensure that these areas are monitored in a borough such as Caerphilly to keep on top of rouge traders and those who seek to run food business in ways which could threaten the health of those of us paying our council tax.”

- Reducing breakfast club costs and charging schools for sandwich placements:

“Some children don't have breakfast at home it is essential to keep breakfast clubs in school, we must look after the next generation.”

“Sandwich places - will charge the schools. School will pass on costs - schools will not have money to spend on other things.”

- Review Blackwood Miners and the Winding House

“I am writing to protest at the proposed cuts to Blackwood Miner's Institute - a most valued local asset. ... I can't help but feel that the figure has been plucked from the air and is in no way based upon any careful consideration of the likely impact to the wide-ranging service offered to Caerphilly residents”

“I am especially sad to see that two of the County Borough's leading cultural facilities (Blackwood Miners Institute and the Winding House) have been identified for cost savings and are now under threat of having their budgets substantially slashed”

- Cuts to road resurfacing budget

“I'm worried that the proposed £100k cut to roads could be a false economy. The roads will get worse and will need to be fixed eventually, by which time it could cost the council more”

“Reducing road maintenance is folly. It will increase the council's costs as roads will need more repair work”

A general theme was identified around the need to consider the **long-term impact** of the proposed savings and not just the short term benefits. In particular, the ‘knock-on’ effect on service users and other agencies should be taken into account. Investment in prevention saves money in the long term, particularly where savings are small and the impact can be potentially big e.g. carers support, pest control charges etc.

“The cuts being made will have huge impact on the elderly population of Caerphilly, at a time when the NHS is at breaking point and there is bed blocking and delayed discharges already taking place. The cuts being made to Third sector/voluntary organisations e.g. Age Cymru, Stroke Association will have a huge impact.”

Many of the issues raised in the survey responses reflect the views of the Youth Forum, Viewpoint Panel members and 50+ Forum members.

Details are set out in the appendices shown below and are available by visiting the Council website: <http://www.caerphilly.gov.uk/involved/Consultations>

- Appendix 1 Overview and survey analysis and feedback
- Appendix 2 Drop in Session feedback
- Appendix 3 Youth and Junior Forum feedback
- Appendix 4 Viewpoint Panel feedback
- Appendix 5 Voluntary Sector Liaison Committee Report
- Appendix 6 Caerphilly 50+ Forum feedback

5. EQUALITIES IMPLICATIONS

Due consideration was given to Equalities in the methodology used and in the construction of the relevant surveys.

Each survey included equalities monitoring questions and a question to seek views on how any of the proposed changes would impact differently on those covered protected characteristics under the Equalities Act (2010).

Equality Impact assessments for each saving proposal that affects the public and/or service users was undertaken alongside the consultation by service areas.

6. FINANCIAL IMPLICATIONS

The costs associated with the consultation activities outlined within this report have been covered by a specific public engagement budget which falls within the overall Communications Unit budget.

7. PERSONNEL IMPLICATIONS

None

8. RECOMMENDATIONS

Members are asked to note the content of this report.

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CONSULTATION – SPECIFIC COMMENTS ON 2016/17 SAVINGS PROPOSALS WITH A SERVICE USER AND/OR PUBLIC IMPACT

Council Tax/NNDR – Increase in Court Fees

“Council tax - court fees increase. People already struggling to pay council tax - court fees increase even more worrying only just over the threshold.”

“Increasing Council Tax Court Fees; many defaults are because individuals can't afford to pay in the first instance, this will only lead to and increase more debt that would realistically not be recoverable, with less resources available to recover such debt - what a joke.”

Customer Services – Further reduction in opening hours

“Closing libraries and customer first centres is a counter-productive measure that saves very little yet causes disruption for many. This is one minor example.”

“Reducing the hours of all customer service centres is worse than closing one of them. In fact people who work are relying on the early or late opening hours and have been negated this option completely. There could be fewer customer services but accessible at normal opening times and provided they can be accessed easily with public transport, bearing in mind that most vulnerable residents categories would have a reduced if not free bus pass, would have been a fairer and possibly more efficient choice. Some fixed costs are there whether you operate a building/office for 7 or 5 hours.”

“I write on behalf of Bargod Town Council who have great concerns on the proposed reduction of hours in relation to the library service and cash offices / customer first centres. Members believe that any reduction in hours or days to either of these services will have a detrimental impact to footfall within towns.”

“Changes to customer services proposals appears to assume that 'everyone' is in the digital era, well, there are many of our citizens who are not (approx. 1/3rd).”

“Reducing face to face/physical opportunities will lead to poorer and less efficient services, increasing barriers, and increasing 'waste' in our service provision by reducing opportunities for 'getting things right first time' and 'enabling citizen engagement.’”

“Either open one night till 5pm and close all day one day a week or put more staff on duty on a Saturday morning.”

“Moving services online adversely affects the elderly and financially disadvantaged disproportionately. The rationalisation of council accommodation has had a similar impact. For example, my elderly mother and her friends have been complaining about the loss of the customer first office in Blackwood - these services have moved to the Library which although is nearby involves crossing a busy road with fast traffic which is a serious concern for them.”

Cease Mobile Customer Services Centre

“Customer first van - decommissioned - no need for it.”

“Dropping the customer first van at this point is NOT a saving. it is a realisation, FINALLY, that it was a waste of money in the first place. I am more interested in how much was wasted on the project from the start rather than how much is 'saved' from cancelling this folly.”

Corporate Property - Disposal of surplus buildings

“Yes, look for savings in admin costs, rationalise buildings.”

“Sell off parts of public land that are not already in the process of being sold. I don't mean fields or old buildings I mean grass verges, land between council houses, corners of car parks etc. Look to change the use of council buildings - create flats in shops, convert houses to flats, etc.”

“I do CCBC need to look at restructuring their staffing and their premises costs to run the buildings.”

“I seriously wonder if we need a building like Ty Penallta and question if the current facilities are too large for current usage?”

“I agree that council owned buildings should be rationalised but it would be sensible if services which had regular contact with the public were located in places which could be easily accessed by the public e.g. the Planning Division is moving from Ty Pontllanfraith to Tredomen. It is a service which has regular contact with the public but it is being relocated to an office which is difficult to access by public transport.”

“Can I suggest that the council looks to cut its own bills via the following Property and land sales.”

“I stated a number of years ago via online budget etc., about reducing buildings - that should have been the main objective when Ty Penallta conceived. A number of years down the line CCBC is still closing offices - how much could have been saved if this was done initially.”

“Review all departments to see if buildings/storage spaces are being rented from the private sector. Reallocate staff/materials/storage to council owned premises'.”

“Rationalise Council offices and asset portfolio, don't hold onto land and buildings we don't need as a Council.”

Transfer of lease to HRA (Market Place, Blackwood)

No comments received.

Pre-planning advice income

*“There is no mention of a charge for developers. A flat fee of £48 discriminates against ordinary members of the public if developers are to be charged the same. Surely **all those who want Pre-Planning Advice** should pay a fee which reflects the time taken to give that advice. It would be more equitable if the advice were charged on an hourly basis.”*

Phased withdrawal of Care & Repair Funding (Housing)

“Care and repair could go, as, although useful sometimes, are often more expensive than private handymen.”

"I believe that a (more) robust risk and needs assessment process should be introduced to ensure that the safety and security of individuals is protected and that cuts made in current council services do not result in increased costs elsewhere in the public purse, especially for the NHS - e.g. the decommissioning of care and repair, home adaptations, hospital discharge services could result in delayed discharges and bed blocking in hospitals."

"We may need help from Care and Repair or with equipment in the future and don't have independent means to fund this ourselves."

"If care and repair services are cut, communities should be given as much warning as possible, perhaps vocational courses students at local colleges could be involved in a reasonable scheme to provide them with experience and older individuals with a free or low cost service."

Withdrawal of funding for Family intervention project (Housing)

"Housing – cease payment for family intervention – strongly disagree – people need help with housing and the council."

Introduce charge to school for setting up Sandwich Places

"Sandwich places - will charge the schools. School will pass on costs - schools will not have money to spend on other things."

"Introducing school charges for sandwich places is ridiculous."

"Introduce charge to schools for setting up sandwich places – NO! Dinner ladies are paid to cover lunch time. Parents also do packed lunch as can't afford dinners."

"Introduce charge to schools for the setting up of sandwich places: I strongly disagree with this as table and chairs have to be set up for dinners anyway plus parents can't afford to pay for this that why they chose for their child to have packed lunch."

"I strongly disagree with all cuts to the education sector and social care sector such as: introduce charge to schools for the setting up of sandwich places."

"The introduction of a charge to schools to set up sandwich places will, I believe, impact on already stretched school budgets and thereby reduce the monies available for teaching and learning. I would oppose this proposal."

"Gelligaer Community Council disagree with Introduce charge to schools for the setting up of sandwich places."

"School meals/Sandwich places - the costs of administering these services could be outweighed exponentially if food services were to be funded through mainstream school budgets and not separate service provisions. The impact of these affects the opportunities for children to develop/be engaged properly in educational establishments and succeed, not to mention future health implications (this could widen the deprivation gap even more)?"

Reduce Breakfast Club staff cover by 1 hour per day

"Some children don't have breakfast at home it is essential to keep breakfast clubs in school, we must look after the next generation."

“Reduce operational Breakfast Clubs costs by 1 hour of staffing per day- Gelligaer community council object as this service is beneficial to a child’s day and learning.”

“I have never understood why we waste money on school breakfast clubs.”

“There are many services provided by Caerphilly Borough Council (CBC) which I do not use and a few whose validity I question. I am totally opposed to the notion of 'Breakfast Clubs' and have no idea what 'Adventure Services' provide. I think these should be privately financed services.”

“Some children don't have breakfast at home it is essential to keep breakfast clubs in school, we must look after the next generation.”

“Breakfast Clubs should be free for free meal pupils, a lot use as and early drop off, Charge parents who can afford it like the after school clubs.”



CABINET – 17TH FEBRUARY 2016

**SUBJECT: WHQS EXTERNAL WORKS FOR UPPER PENLLWYN AND
SPRINGFIELD ESTATES**

REPORT BY: CORPORATE DIRECTOR - COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 To propose a single contract approach for each estate in view of the current limitations of the small lots contractor list and the scale of the works based on the pre-tender estimates.

2. SUMMARY

- 2.1 The Upper Penllwyn and Springfield estates form part of the external works programme for 2015/16 which is being undertaken through the small lots contract arrangements. A recent report to Cabinet agreed some changes for this part of the WHQS Programme from 2016/17 onwards. However this does not address difficulties being encountered within the current financial year, with a limited number of contractors tendering for work and with other small lots contracts being tendered there is a risk that the contractor list will be exhausted. Furthermore the pre-tender estimates for the 2 estates exceed the maximum threshold for a small lot contract which would require the work to be broken down into multiple contracts. This is not cost effective and will increase management requirements at a time when staff resources are stretched. It is therefore proposed that a separate procurement is undertaken to enable each estate to be taken forward as a single contract. This should not be seen as setting a precedent but is to deal with a particular set of circumstances and is therefore specific for these two estates.

3. LINKS TO STRATEGY

- 3.1 The Welsh Housing Quality Standard is intended to ensure that all local authority and housing association homes are improved and maintained to achieve specified standards. It is a Welsh Government requirement that WHQS is achieved by 2020.
- 3.2 The Single Integrated Plan 2013-2017 has a priority to “improve standards of housing and communities, giving appropriate access to services across the County Borough”.
- 3.3 The Council’s Local Housing Strategy “People, Property and Places” has the following aim:-
“To provide good quality, well managed houses in communities where people want to live, and offer people housing choices which meet their needs and aspirations”.

4. THE REPORT

- 4.1 The recent report to Cabinet outlined a number of problems that are being encountered with the small lots programme and in particular the proliferation in the number of contracts and the

resource implications for procurement, contract preparation and management. The report set out changes for the remainder of the 16/17 – 19/20 period.

- 4.2 During the course of implementing the current financial year small lots programme new problems have emerged. The Project Board was concerned about cost escalation and the specification for external works was reviewed. This led to a requirement to re-survey a number of estates which has delayed the development of some of the contract packages. As the year has progressed further difficulties have arisen with limited tender returns and contractors declining work at award stage. With other small lots currently out to tender there is a risk that the contractor list will be exhausted.
- 4.3 The Savills cost plan estimate for external works on the Upper Penllwyn estate was £354,648. Based on the figure it was envisaged the work could easily be phased to fit within the value bands established for the small lots. However following re-survey of the estate utilising the revised specification agreed by the Project Board the new estimate for the work is £1.7m. The surveys have identified there is significant window renewal work that is required.
- 4.4 The Savills cost plan estimate for external work on the Springfield estate was £312,023. The re-survey of the estate utilising the revised specification agreed by the Project Board has resulted in a new estimate for the work of £800,000.
- 4.5 Since January 2016 the maximum value of any small lot cannot exceed £785,530. The current arrangements enable contracts to be awarded within three value bands (£50,000-£200,000; £200,001 - £400,000; £400,001 - £785,530).
- 4.6 There is currently very limited availability of contractors within these bands due to them either already being awarded works contracts and are of insufficient size to undertake more work simultaneously, have turned down contracts, have not priced tenders due to sufficient alternate work within the market place or have withdrawn from the process for various reasons.
- 4.7 The effects of splitting the contracts are as follows:-
- Problems fitting areas into framework bands; this could mean we have several contractors working in adjacent streets from each other leading to possible conflicts and confusion on site.
 - Existing contracts have taken up a number of contractors from within the bands of the small lots provision. This has led to limited contractor availability for remaining 15/16 contracts.
 - If 2015/16 works are delayed to the year 2016/17 this may affect the award of small lot contracts planned for the year 2016/17.
 - To manage the 2 estates within the small lots arrangements will necessitate a minimum further 5 contracts.
 - Contracts are unlikely to be awarded simultaneously resulting in different contract periods, likely to lead to higher contract costs due to increased prelim cost and contractor costs.
 - There will be additional contract administration that will impact on:-

Contract Administrator
Quantity Surveyor
Clerk of Works
TLO
 - Additional work for procurement for the tendering of multiple contracts.

4.8 Proceeding on the basis of a single contract for each estate is likely to produce a more cost effective outcome with less pressure on staff resources. Some of the benefits that could be achieved from this single tender approach are:-

- Overall less time on site for contractors.
- Two sets of prelim costs and not several.
- Two contractor costs and not several which can differ significantly from contractor to contractor. This has already been experienced with the small lots.
- Less Contract Management resources.
- Less Procurement resources.

5. EQUALITIES IMPLICATIONS

5.1 An EqlA screening has been completed in accordance with the Council's Equalities Consultation and Monitoring Guidance and no potential for unlawful discrimination and the lower level or minor negative impact have been identified, therefore a full EqlA has not been carried out.

6. FINANCIAL IMPLICATIONS

6.1 The surveys for external works on the Upper Penllwyn and Springfield estates based on the revised specification agreed by the Project Board following concerns about cost escalation has still resulted in pre-tender estimates above the Savills cost plan. The revised specification delivers external works that are considered essential to meet WHQS. The approach advocated in this report to have single contracts is likely to result in the most cost effective approach in respect of producing competitive tenders and limiting internal costs.

7. PERSONNEL IMPLICATIONS

7.1 The proposed approach will place the least additional strain on staff resources within Procurement and WHQS team as a result of a single procurement and one contract for the Upper Penllwyn and Springfield estates, i.e. the single procurement will have 2 lots.

8. CONSULTATIONS

8.1 Comments received have been incorporated within the report.

9. RECOMMENDATIONS

9.1 The external works for the Upper Penllwyn and Springfield estates are the subject of a separate single procurement based on 2 lots to award one contract for each estate.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To adopt a pragmatic solution to the range of issues outlined in the report.

11. STATUTORY POWER

11.1 Housing Acts 1985, 1996, 2004, 2014. This is a Cabinet function.

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Consultees:

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Christina HARRY	-	Corporate Director Communities
Nicole Scammell	-	Acting Director of Corporate Services and S151 Officer
Shaun Couzens	-	Chief Housing Officer
Marcus Lloyd	-	Deputy Head of Programmes
Elizabeth Lucas	-	Head of Procurement
Nick Abbott	-	Procurement Officer
Gail Williams	-	Interim Head of Legal Services & Monitoring Officer



CABINET – 17TH FEBRUARY 2016

SUBJECT: GYPSY & TRAVELLER ACCOMMODATION ASSESSMENT (G.T.A.A)

REPORT BY: CHIEF HOUSING OFFICER

1. PURPOSE OF REPORT

- 1.1 In compliance with Part 3 of the Housing (Wales) Act 2014, local authorities are required to undertake an accommodation needs assessment in relation to Gypsies and Travellers who are living or travelling through the County Borough and use the evidence gathered to underpin the review of the Council's Local Development Plan.
- 1.2 This report provides summary information for consideration by Cabinet prior to the full detailed report attached as Appendix 1 being submitted to Welsh Government (WG) in compliance with legislation and guidance issued.

2. SUMMARY

- 2.1 The purpose of the G.T.A.A is to provide the Council with an indication of the accommodation requirements of Gypsies and Travellers living in or travelling through the borough and to make provision for permanent sites where the G.T.A.A identifies an unmet need for mobile home pitches. In addition, the G.T.A.A should also provide evidence, where applicable, of the requirement for transit provision and for legal stopping places.
- 2.2 The main aims of the G.T.A.A were to:
 - Ensure compliance with the local authority duties under Part 3 of the Housing (Wales) Act 2014;
 - Understand the accommodation needs of Gypsies and Travellers living or travelling through the borough; and
 - Provide an evidence base to underpin the review of the Council's Local Development Plan (LDP).
- 2.3 The duty to undertake G.T.A.As, under Part 3 of the Housing (Wales) Act 2014 rests with individual authorities, but such assessments are also required to be submitted to W.G for approval by Welsh Ministers.
- 2.4 Having conducted the assessment in compliance with Welsh Government guidance, the assumptions made in the G.T.A.A are based on a very low sample size, despite the best endeavours of the Council to engage with members of the Gypsy and Traveller community.
- 2.5 Based on the analysis of the information drawn together as part of the G.T.A.A, the Council concludes that there is currently insufficient evidence to support the provision of a permanent or transit site in the borough.

3. LINKS TO STRATEGY

- 3.1 Welsh Government's Gypsy and Traveller Framework for Action, Travelling to a Better Future (2011).
- 3.2 The Single Integrated Plan 2013-2017 has a priority to 'improve standards of housing and communities, giving appropriate access to services across the borough'.
- 3.3 The Council's Local Housing Strategy 'People, Property and Places' has the following aims:
"To provide good quality, well managed houses in communities where people want to live and offer people housing choices which meet their needs and aspirations".
- 3.4 In a wider context, the G.T.A.A. also links to the aims of the Council's Strategic Equality Plan.

4. THE REPORT

- 4.1 The attached detailed report outlines the process and findings of the 2016 Gypsy and Traveller Accommodation Assessment (G.T.A.A) undertaken by CCBC. In coming to its findings, the report considers a range of quantitative and qualitative data, based on existing data sources and interviews carried out with members of the Gypsy and Traveller community.
- 4.2 The G.T.A.A was undertaken in-house by the Council in accordance with guidance issued to local authorities by Welsh Government. It was completed between June 2015 and February 2016.
- 4.3 The purpose of the G.T.A.A is to provide the Council with an indication of the accommodation requirements of Gypsies and Travellers living in or travelling through the borough and to make provision for permanent sites where the G.T.A.A identifies an unmet need for mobile home pitches. In addition the G.T.A.A should also provide evidence, where applicable, of the requirements for transit provision.
- 4.4 The GTAA must be re-undertaken at least every 5 years to ensure that the evidence gathered remains robust.
- 4.5 Welsh Government has issued guidance to local authorities to assist them in discharging their duties under part 3 of the Housing (Wales) Act 2014. A copy of the guidance has been placed in the Members' library. The methodology used by the Council to undertake the G.T.A.A is set out in Chapter 3 of the report.
- 4.6 There are currently no local authority owned Gypsy and Traveller sites in the County Borough, either permanent or transit. This has been the position since the inception of CCBC in 1996.
- 4.7 There are also no privately owned sites in the County Borough which are designated for Gypsy and Traveller use. Information provided by the Planning Division, also confirms that there are currently no known unauthorised developments in the borough.
- 4.8 The evidence base for the [adopted LDP](#) indicated that there was no identified need for a Gypsy and Traveller site in the borough and, therefore, no permanent or transit sites were allocated in the LDP. The plan does, however, set out a criteria based policy against which any planning applications for permanent and transit Gypsy and Traveller caravan sites would be assessed should they come forward in the plan period. As mentioned in paragraph 2.2 of this report, the G.T.A.A provides an evidence base for the review of the LDP, which is currently in progress.
- 4.9 The 2011 Census shows that 31 people, or just 0.02% of the population in the County Borough described their ethnicity as 'Gypsy or Irish Traveller'. Due to the relatively small number identified by the Census, the Office of National Statistics would have used data

swapping techniques to protect people's identity. Care therefore needs to be taken when analysing this data or drawing any conclusions from it. The main report attached provides a breakdown of this data focusing on age groups, gender, employment, qualifications, health and household composition.

- 4.10 Other sources of data used to inform the assessment included Local Authority Housing and Planning records, Gwent Education Minority Ethnic Service, Aneurin Bevan University Health Board, Gwent Police and the knowledge of other specialist officers and voluntary organisations.
- 4.11 A project steering group was established to oversee all aspects of the G.T.A.A which consisted of a Councillor (the Council's equalities champion), the community cohesion officer for West Gwent and representatives from Housing Services, ICT and Customer Services, Public Protection and Regeneration and Planning.
- 4.12 Attempts were made to involve members of the Gypsy and Traveller community in the steering group process, but despite promoting this opportunity in Newslines, the Council's household newspaper and the Council's main website, no members came forward.
- 4.13 As identified within the report, there is no identifiable Gypsy and Traveller community living within the County Borough, there are no designated Gypsy and Traveller sites, the number of people self-ascribing in the 2011 Census is very low (31No.) and the number of known unauthorised encampments in the borough each year are also low (5 in each of the last two calendar years). As a result, only 4 interviews were undertaken during the G.T.A.A – see Chapter 4 of the report.
- 4.14 Although the 2011 Census identified 31 people as Gypsies and Travellers, due to the fact that there are no known sites within in the County Borough, it would be logical to assume that the majority of these would be living in bricks and mortar accommodation (traditional housing). However, no members of the Gypsy and Traveller community living in bricks and mortar accommodation came forward to be surveyed.
- 4.15 Chapter 5 of the attached report provides details on the assessment of the residential and transit unmet need and explanations for the findings.
- 4.16 The undertaking of the G.T.A.A has been complicated by a number of factors that have been highlighted in the report. The assumptions made in the G.T.A.A are based on a very low sample size despite the best endeavours of the Authority to engage with members of the Gypsy and Traveller community.
- 4.17 Based on an analysis of the information drawn together as part of the G.T.A.A, the Council concludes that there is currently insufficient evidence to support the provision of a permanent or transit site within the County Borough.
- 4.18 The Council agrees to keep the findings of the G.T.A.A under review to ensure that emerging needs and aspirations of Gypsies and Travellers living in or passing through the County Borough are taken into consideration. This will be achieved via the continuation of the Gypsy and Traveller accommodation working group, which will meet biannually. In addition, should a planning application for a permanent or transit site be submitted in the future, this can be addressed through existing planning policies.
- 4.19 The Council would be supportive of Welsh Government leading on the development of an all-Wales network of transit provision. Such an initiative could potentially address the lack of current provision and reduce the number of unauthorised encampments throughout Wales.
- 4.20 The Council would recommend to Welsh Government that a review of the G.T.A.A process is undertaken in association with local authorities and interested parties.

5. EQUALITIES IMPLICATIONS

- 5.1 Issues relating to Gypsies and Travellers are covered by section 6 iv) of the Council's current Strategic Equality Plan in terms of Education, Social Services, the Environment and Housing.
- 5.2 The G.T.A.A. notes in section 2 the range of individuals and organisations contacted to gain additional insight and relevant information to ensure that the final document was accurate and appropriate for Caerphilly County Borough. This aspect of the consultation in effect ensured that the draft document and final version were being continually impact assessed throughout their development and approval process.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no financial implications that arise directly from the report.

7. PERSONNEL IMPLICATIONS

- 7.1 There are no personnel implications that arise directly from the report.

8. CONSULTATIONS

- 8.1 All consultation responses have been considered and reflected within the report.

9. RECOMMENDATIONS

- 9.1 That the full report attached as Appendix 1 be approved by Cabinet for submission to Welsh Government.
- 9.2 That a copy of the report be placed on the Council's website and that the current website content be reviewed.
- 9.3 Agree that all instances of unauthorised encampment in the County Borough be entered onto the new W.G recording system.
- 9.4 Agree that the Council continues to monitor the ongoing accommodation requirements of members of the Gypsy and Traveller community through bi-annual meetings of the accommodation working group.
- 9.5 Use the findings from the G.T.A.A to inform the revision of the Local Development Plan.
- 9.6 Ensure that the ethnicity of all applicants on the common housing register is recorded using the 2011 Census ethnicity classifications.
- 9.7 Continue to participate in the all-Wales Gypsy and Traveller Accommodation Forum.
- 9.8 Actively participate in any future Welsh Government led review of the G.T.A.A process.
- 9.9 Participate in the Gwent Police led development of a regional protocol for managing unauthorised encampments.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 To comply with the Council's legislative duty under Part 3 of the Housing (Wales) Act 2014.

11. STATUTORY POWER

11.1 Housing (Wales) Act 2014, Part 3.

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Background papers:

Undertaking Gypsy Traveller Accommodation Assessments (Welsh Government, 2015) – placed in Members' library

Appendices:

Appendix 1: 2016 Gypsy Traveller Accommodation Assessment

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**Caerphilly County Borough Council Gypsy and Traveller
Accommodation Assessment**

**Final Report
February 2016**

Table of Contents

Chapter One – Policy Context.....	4
1.0 Introduction	4
1.1 Purpose of the GTAA.....	4
1.2 Report Structure.....	5
1.3 Legislation & Guidance	5
1.4 Definition of Key Terms.....	7
Chapter Two – Background and analysis of existing data.....	8
2.0 Previous Gypsy and Traveller Accommodation Assessment findings.....	8
2.1 Population Data.....	8
2.2 Caravan Count.....	15
2.3 Current Accommodation Provision.....	16
Chapter Three - Methodology	19
3.0 Project Steering Group Composition.....	19
3.1 Study Methodology	19
Chapter Four - Survey Findings	24
4.0 Households interviews	24
4.1 Demographic Profile of Population.....	24
4.2 Suitability of Current Accommodation	26
4.3 Accommodation Aspirations.....	31
4.4 Household Growth	33
4.5 Conclusions.....	36
Chapter Five – Assessing Accommodation Needs	38
5.0 Residential Unmet Need	38
5.1 Transit Unmet Need	40
Chapter Six – Conclusions, Recommendations & Next Steps	42
6.0 Conclusions & Recommendations	42
6.1 Next Steps.....	43
Appendix 1: Definition of Key Terms	44
Appendix 2: Survey Poster.....	47
Appendix 3: Survey Flyer	48
Appendix 4: A List of Organisations Consulted	49
Appendix 5: Interview Log (edited version)	50
Appendix 6: 2011 Census Data Regional Analysis	57
Appendix 7: Letter to Schools	60

Table of Figures

Table 2.1: Breakdown of resident by age group.....	9
Table 2.2: Breakdown of resident by age group and gender (male).....	9
Table 2.3: Breakdown of resident by age group and gender (female).....	10
Table 2.4: Breakdown of residents aged 16+ by economic activity	10
Table 2.5: Breakdown of residents aged 16+ by economic inactivity reason	11
Table 2.6: Breakdown of resident aged 16+ by highest level of qualification	11
Table 2.7: Breakdown of residents by general health	12
Table 2.8: Breakdown of residents by household composition.....	12
Table 2.9: Gypsy Traveller Caravan Count	16
Table 2.10: Analysis of unauthorised encampments.....	17
Figure 4.1: Respondent by Ethnicity.....	25
Figure 4.2: Respondent by age group	25
Figure 4.3: Respondent by gender	26
Figure 4.4: Respondent by number of people in household	26
Figure 4.5: A1 Where do you live now?.....	27
Figure 4.6: A2 Are you satisfied with your current accommodation?.....	27
Figure 4.7: Can you tell me why you live here?.....	28
Figure 4.8: How long have you lived here?	28
Figure 4.9: A5 If you moved within the last year, was your last home in this local authority?	29
Figure 4.10: A6 How long do you think you'll stay here?.....	29
Figure 4.11: A7 Would you stay longer if changes or improvements were made to your current accommodation?.....	30
Figure 4.12: B2 If living in caravans, are there enough sleeping areas for all residents?.....	30
Figure 4.13: B4 Would anyone in your family like to join the local authority waiting list for pitches or housing?	31
Figure 4.14: Are you planning to move into other accommodation?	32
Figure 4.15: C5 Do you own land in the local authority which you would like to be considered as a possible future site?	32
Figure 4.16: C6 If you are looking for an authorised pitch, would you live on a site managed by the local authority if offered one?.....	33

Figure 4.17: D1 Is anyone in your household likely to move to their own home in the next 5 years?.....	34
Figure 4.18: D4 Do you have family members living outside of this area who camp in this local authority regularly?	34
Figure 4.19: E1 Have you camped by the roadside / on an unauthorised encampment / on a transit site in Wales while travelling in the past year?	35
Figure 4.20: Do you think there is a need for more transit sites in Wales?.....	36
Table 5.1: Current residential supply.....	38
Table 5.2: Planned residential supply.....	38
Table 5.3: Current residential demand	38
Table 5.4: Future household growth.....	39
Table 5.5: Unmet need.....	39

Chapter One – Policy Context

1.0 Introduction

- 1.0.1 This report outlines the findings of the 2016 Gypsy Traveller Accommodation Assessment (GTAA) undertaken by Caerphilly County Borough Council. In coming to its findings the report considers a range of quantitative and qualitative data based on existing data sources and interviews carried out with members of the Gypsy Traveller community.
- 1.0.2 The GTAA was undertaken in-house by the council in accordance with [guidance](#) issued to local authorities by Welsh Government. It was completed between June 2015 and February 2016.
- 1.0.3 The term Gypsy Traveller in this report conforms to the definition contained within section 108 of the Housing (Wales) Act 2014 and includes travelling showpeople and New Travellers, whether or not they can demonstrate a continued nomadic lifestyle.

1.1 Purpose of the GTAA

- 1.0.4 The purpose of the GTAA is to provide the council with an indication of the accommodation requirements of Gypsies and Travellers living in or travelling through the borough, and to make provision for permanent sites where the GTAA identifies an unmet need for mobile home pitches. In addition, the GTAA should also provide evidence, where applicable, of the requirement for transit provision and/or legal stopping place(s).
- 1.0.5 The main aims of the GTAA was to:
1. ensure compliance with the local authority duties under part 3 of the Housing (Wales) Act 2014;
 2. understand the accommodation needs of Gypsies and Travellers living or travelling through the borough; and
 3. provide an evidence base to underpin the review of the council's Local Development Plan.
- 1.0.6 Evidence provided by the GTAA will be considered by the council as part of the first review of the local development plan, which at the time of writing this report is currently in progress.
- 1.0.7 The GTAA drew on a range of data sources including:
- a review of secondary sources;
 - discussions with organisations involved with Gypsy and Traveller issues; and
 - face-to-face surveys of Gypsies and Travellers living in or travelling through the borough.

1.2 Report Structure

1.2.1 The GTAA report is structured into a series of chapters in accordance with the template structure provided by Welsh Government:

- Chapter one covers legislative requirements placed on local authorities in Wales for assessing the accommodation needs of the Gypsy Traveller community and statutory guidance;
- Chapter two provides an analysis of existing data sources including the 2011 Census, council records and the caravan count;
- Chapter three sets out the methodology undertaken to complete the primary survey of Gypsies and Travellers living in or travelling through the borough;
- Chapter four provides a summary of the survey findings including household interviews, population profile, accommodation requirements and household growth;
- Chapter five considers the assessment of accommodation needs both in terms of permanent residential pitches and transit sites; and
- Chapter six is the concluding chapter and includes any recommendations emanating from the undertaking of the GTAA and sets out any next steps.

1.3 Legislation & Guidance

1.3.1 The following section provides a summary of the key pieces of legislation and guidance which local authorities should have regard to when assessing or meeting the accommodation needs of Gypsies and Travellers.

Housing (Wales) Act 2014 duties

1.3.2 [Part 3 of the Housing \(Wales\) Act 2014](#) places a duty on local authorities in Wales to assess the accommodation needs of Gypsies and Travellers either living in or resorting to their area and, where identified, meet the assessed needs. Section 101 provides the duty to assess and section 103 provides the duty to meet assessed needs.

1.3.3 Section 104 of the Act provides that the Welsh minister may direct the local authority to exercise its powers under section 56 of the [Mobile Homes Wales\) Act 2013](#) if they fail to comply with section 103 of the Housing (Wales) Act 2014.

1.3.4 All local authorities in Wales must undertake their first accommodation assessments under the Housing (Wales) Act 2014 within 12 months of commencement.

1.3.5 Local authorities are also required to submit accommodation assessments for approval of Welsh ministers, which identify the needs within the specific local authority area. The duty to undertake GTAA's, under Part 3 of the Housing (Wales) Act 2014, rest with individual local authorities.

Mobile Homes (Wales) Act 2013

1.3.6 Section 56 of the Mobile Homes (Wales) Act 2013 provides the power for local authorities to provide sites for mobile homes where the GTAA identifies a need. Section 56 does not provide a local authority with the power to provide mobile homes.

1.3.7 In exercising its powers under section 56, to provide sites for mobile homes, a local authority must have regard to any standards specified by the Welsh ministers under section 10, in respect of site layout and the provision of facilities, services and equipment.

Welsh Government Planning Circular 30/2007

1.3.8 [Welsh Government Planning Circular 30/2007](#) provides guidance to local authorities on the planning aspects of finding sustainable sites for mobile homes for Gypsies and Travellers to live in and how to work with Gypsies and Travellers to achieve this aim.

Welsh Government Planning Circular 78/91

1.3.9 [Welsh Government Planning Circular 78/91](#) gives advice to local authorities about planning considerations relating to travelling showpeople when preparing development plans and handling applications from showpeople.

Welsh Government Designing Gypsy and Traveller Sites Guidance

1.3.10 Local authorities should have regard to Welsh Government guidance (2015) on [Designing Gypsy and Traveller Sites](#) when developing sites for mobile homes to ensure that such sites are designed and managed in culturally-appropriate ways and provide a good standard of living.

Caerphilly County Borough Local Development Plan Up to 2021 (adopted 2010)

1.3.11 The evidence base for the [adopted LDP](#) indicated that there was no identified need for a Gypsy and Traveller site and, therefore, no permanent or transit sites were allocated in the LDP.

1.3.12 The plan does, however, set out a criteria based policy on Locational Constraints – Gypsy and Traveller Caravan Sites (Policy CW21), against which any planning applications for permanent and transit Gypsy and Traveller caravan sites would be assessed should they come forward in the plan period.

1.4 Definition of Key Terms

1.4.1 A list of key terms used in this report is provided in Appendix 1.

Chapter Two – Background and analysis of existing data

2.0 Previous Gypsy and Traveller Accommodation Assessment findings

- 2.0.1 As part of the 2007 local housing market assessment, undertaken on behalf of the council by Fordham Research, an analysis of the accommodation requirements of Gypsies and Travellers was undertaken using a range of existing information from secondary data sources and a primary survey undertaken as part of the assessment.
- 2.0.2 The household survey undertaken as part of the assessment revealed that only 2 people had identified as a Gypsy or Traveller. These people were deemed by the assessment not to be in housing need.
- 2.0.3 Fordham Research concluded that they were unable to provide an estimate of the extent of need due to a limitation in the existing data sources available at the time of undertaking the assessment.
- 2.0.4 The 2007 local housing market assessment provided an evidence base for the development of the local housing strategy (2008-13) and the [LDP \(2010\)](#).
- 2.0.5 Since 2010, a small internal working group of council officers, which cuts across service areas, have met biannually to monitor any changes to the level of accommodation needs identified in the 2007 local housing market assessment. Up until the undertaking of the 2015 GTAA the group considered a range of secondary data sources and other available information. The group failed to identify any discernible change since 2007 in the level of accommodation requirements.
- 2.0.6 A household survey was undertaken as part of the 2015 local housing market assessment. One household stated that they would like and expect to live in a caravan, although, not within this borough. This household was living in a semi-detached house and did not self-ascribe as Gypsy or Traveller in the ethnic origin question.

2.1 Population Data

- 2.1.1 The information included within this section is taken from the [2011 Census](#), as compiled by the Office of National Statistics. The 2011 Census shows that 31 people, or just 0.02% of the total population in the borough, described their ethnicity as 'Gypsy or Irish Traveller'. Due to the relatively small number of people who self-ascribed as Gypsy or Irish Traveller in the 2011 Census the Office of National Statistics would have used data swapping techniques to protect people's identity. Care needs to be taken, therefore, when analysing this data or drawing any conclusions from it.

2.1.2 Provided for reference in Appendix 6 is a breakdown of the cross tabular information extracted from the 2011 Census for Caerphilly county borough, together with comparison information for a number of other local authorities in the South East Wales region.

2.1.3 Table 2.1 below provides a breakdown of residents by age group. It shows that all the Gypsy or Irish Travellers living within the county borough as at the 2011 Census were aged under 65 years. The majority were in the 40-64 age group, which accounted for 58.1% of all Gypsy or Irish Traveller residents, compared with 34% of the population of the county borough as a whole. A smaller proportion of Gypsy or Irish Travellers were aged 0-17 years than in the borough as a whole (16.1% compared with 22.2%).

Table 2.1: Breakdown of resident by age group

	Caerphilly county borough			
	All residents		Gypsy/Irish Travellers	
	Number	%	Number	%
All usual residents	178,806		31	
Aged 0-17 years	39,691	22.2	5	16.1
Aged 18-39 years	48,800	27.3	8	25.8
Aged 40-64 years	60,750	34.0	18	58.1
Aged 65 years and over	29,565	16.5	0	0.0

Source: 2011 Census, ONS

2.1.4 Table 2.2 below provides a breakdown of residents by age and gender (male). It shows that just over half the Gypsy or Irish Traveller residents were males. 75% of these were in the 40-64 age group (compared with 34.3% of the county borough as a whole), with the remainder equally split over the 0-17 and 18-39 age groups.

Table 2.2: Breakdown of resident by age group and gender (male)

	Caerphilly county borough			
	All residents		Gypsy/Irish Travellers	
	Number	%	Number	%
Male usual residents	87,701		16	
Males aged 0-17 years	20,338	23.2	2	12.5
Males aged 18-39 years	24,062	27.4	2	12.5
Males aged 40-64 years	30,060	34.3	12	75.0
Males aged 65 years and over	13,241	15.1	0	0.0

Source: 2011 Census, ONS

2.1.5 Table 2.3 provides breakdown of resident by age group and gender (female). It shows that just under half of Gypsy and Irish Travellers were females. Two fifths of these were in the 18-39 age group (compared with 27.2% of the county

borough as a whole), two fifths were in the 40-64 age group (33.7% of the county borough as a whole), with the remainder in the 0-17 age group.

Table 2.3: Breakdown of resident by age group and gender (female)

	Caerphilly county borough			
	All residents		Gypsy/Irish Travellers	
	Number	%	Number	%
Female usual residents	91,105		15	
Females aged 0-17 years	19,353	21.2	3	20.0
Females aged 18-39 years	24,738	27.2	6	40.0
Females aged 40-64 years	30,690	33.7	6	40.0
Females aged 65 years and over	16,324	17.9	0	0.0

Source: 2011 Census, ONS

2.1.6 Table 2.4 below provides a breakdown of residents aged 16+ by economic activity. It shows that 83.8% of the Gypsy and Irish Traveller residents were aged 16+. Of these, 30.8% were economically active compared with 59% of all residents. All of the economically active Gypsy or Irish Travellers were in some form of employment. For males this was either full-time or self-employment, and for females this was part-time or full-time employment.

Table 2.4: Breakdown of residents aged 16+ by economic activity

	Caerphilly county borough			
	All residents		Gypsy/Irish Travellers	
	Number	%	Number	%
All usual residents aged 16+	143,825		26	
Economically active residents aged 16+	85,212	59.3	8	30.8
% of economically active residents aged 16+ who are:				
Employed part-time	17,378	12.1	1	3.9
Employed full-time	50,275	35.0	5	19.2
Self employed	7,966	5.5	2	7.7
Full-time students	2,852	2.0	0	0.0
Unemployed	6,741	4.7	0	0.0

Source: 2011 Census, ONS

2.1.7 Table 2.5 below provides a breakdown of residents aged 16+ by economic inactivity reason. It shows that 69.2% of Gypsy and Irish Travellers aged 16+ were economically inactive compared with 40.7% of all residents. A much lower proportion was retired, and much higher proportions were looking after the home/family or were long term sick/disabled. The majority of males were long-term sick/disabled, and this was also the most common category for females, followed by the looking after the home/family category.

2.1.8 In terms of the industry of employment, whilst the numbers were very small, the most popular categories for Gypsy and Irish Travellers were wholesale & retail trade; repair of motor vehicles/motorcycles and public administration & defence; compulsory social security.

Table 2.5: Breakdown of residents aged 16+ by economic inactivity reason

	Caerphilly county borough			
	All residents		Gypsy/Irish Travellers	
	Number	%	Number	%
Economically inactive residents aged 16+	58,613	40.7	18	69.2
% of economically inactive residents aged 16+ who are:				
Retired	32,775	22.8	1	3.8
Students	5,901	4.1	0	0.00
Looking after home or family	5,681	3.9	4	15.4
Long term sick or disabled	11,130	17.7	11	42.3
Other	3,126	2.2	2	7.7

Source: 2011 Census, ONS

2.1.9 Table 2.6 below provides a breakdown of resident aged 16+ by highest level of qualification. It shows that 61.5% of Gypsy or Irish Travellers had no qualifications compared with 31.4% of all residents. Conversely, 23.1% of Gypsy or Irish Travellers held a Level 4 qualification (degree, higher degree, NVQ Level 4-5, HNC/D, professional qualifications e.g. teacher, doctor) compared with 18.7% of all residents.

Table 2.6: Breakdown of resident aged 16+ by highest level of qualification

	Caerphilly county borough			
	All residents		Gypsy/Irish Travellers	
	Number	%	Number	%
All usual residents aged 16+ and highest level of qualification:	143,825		26	
No qualifications	45,102	31.4	16	61.5
Level 1 qualifications	21,459	14.9	0	0.0
Level 2 qualifications	23,361	16.2	0	0.0
Apprenticeship	5,595	3.9	1	3.9
Level 3 qualifications	16,154	11.2	3	11.5
Level 4 qualifications and above	26,843	18.7	6	23.1
Other qualifications	5,311	3.7	0	0.0

Source: 2011 Census, ONS

2.1.10 Table 2.7 below provides a breakdown of residents by general health. It shows that 45.2% of Gypsy and Irish Travellers stated that their general health was very good or good, significantly lower than the figure of 74.8% for all residents. 32.2% of Gypsy and Irish Travellers stated that their general health was bad or very bad, significantly higher than the figure of 9.3% for all residents.

Table 2.7: Breakdown of residents by general health

	Caerphilly county borough			
	All residents		Gypsy/Irish Travellers	
	Number	%	Number	%
All usual residents and general health:	178,806		31	
Very good or good	133,654	74.8	14	45.2
Fair	28,488	15.9	7	22.6
Bad or very bad	16,664	9.3	10	32.2

Source: 2011 Census, ONS

2.1.11 Table 2.8 below provides a breakdown of residents by household composition. It shows there to be 14 Gypsy or Irish Traveller households in the borough. Of these households, 57.1% were single person aged under 65 years, compared with a figure of 14.8% for all residents. 14.3% of Gypsy or Irish Traveller households were married/same-sex civil partnership couple with all children non-dependent compared with a figure of 7.6% for all residents.

Table 2.8: Breakdown of residents by household composition

	Caerphilly county borough			
	All residents		Gypsy/Irish Travellers	
	Number	%	Number	%
Household composition (number of HHs)	74,479		14	
Single person aged 65+ households	9,143	12.3	0	0.0
Households containing only residents aged 65+ (more than one)	6,161	8.3	0	0.0
Single person households	11,053	14.8	8	57.1
Married/same-sex civil partnership couple households with:				
no children	9,737	13.1	1	7.1
dependent children	11,025	14.8	1	7.1
all children non-dependent	5,687	7.6	2	14.3
Cohabiting couple households with:				
no children	3,435	4.6	1	7.2
dependent children	4,282	5.8	0	0.0
all children non-dependent	495	0.7	0	0.0

Lone parent households with:				
dependent children	6,533	8.8	1	7.2
all children non-dependent	3,141	4.2	0	0.0
Other households	3,787	5.1	0	0.0

Source: 2011 Census, ONS

Local Authority Housing and Planning records

- 2.1.12 A review of the housing registers maintained by the council and housing associations operating in the borough was undertaken as part of the 2014 local housing market assessment. The review showed that the organisations were using pre-2011 Census classifications which did not include Gypsy or Irish Traveller as a separate ethnic category. Therefore, they have been unable to identify housing applicants who self ascribe as Gypsy or Traveller.
- 2.1.13 As part of the development of the common housing register, which will be introduced in late Summer 2016, the council will start to collect data on ethnicity using the 2011 Census categories. This will mean that in future data will be available on the number of Gypsies and Travellers, who are willing to self-ascribe, that are seeking social housing.
- 2.1.14 A review of homelessness returns by the council on Stats Wales shows that over the last 3 years there has been a nil return on the number of households for which decisions taken, by ethnic group of applicant (Gypsy or Irish Traveller).
- 2.1.15 There have been no planning applications for Gypsy and Travellers permanent and transit sites submitted to the local planning authority in the last 10 years.

Traveller Education Services

- 2.1.16 Due to the relatively low number of Gypsies and Travellers living in the borough the council does not provide a separate traveller education service. Instead this service is provided under a service level agreement by the [Gwent Education Minority-Ethnic Service](#), which is based in Newport.
- 2.1.17 At the beginning of each year all maintained schools in the borough, including nursery, primary, middle, secondary and special, are required to provide Welsh Government with pupil and school level data. The Pupil Level Annual School Census (PLASC) is mandatory requirement and all pupils on school roll at the time of the census must be included in the return. Data taken from [Stats Wales](#) (on 02/12/2015) showed that at the time of the 2015 PLASC, out of a total of 23,852 pupils in the borough, 23,062 were categorised as White British, 647 as Any Other Ethnic background and 143 as Unstated or Unknown.

2.1.18 Information provided by the council's education department shows that only 1 pupil on the 2015 PLASC was recorded as being a Gypsy, Romany or Traveller. However, the education department has worked with this pupil and believes their ethnicity to have been incorrectly recorded. One weakness in the PLASC data is that the schools are reliant on parents providing them with ethnicity information on their child. As we know from the 2011 Census, Gypsies and Travellers are often unwilling to self-ascribe, so there may be an element of under reporting within the PLASC data.

Aneurin Bevan University Health Board

2.1.19A meeting was held with the Aneurin Bevan University Health Board (ABUHB) to discuss the undertaking of the GTAA and what support could be provided by ABUHB. At the time of the meeting, ABUHB did not hold ethnicity data on Gypsy Travellers. In its Framework for Action, [Travelling to Better Health \(2015\)](#), Welsh Government requires all local health boards and trusts to introduce Census 2011 ethnic categories for data collection relating to Gypsies, Roma and Irish Travellers. This requirement will be of benefit to the production of future GTAAs.

2.1.20 ABUHB were provided with copies of an awareness raising poster produced by the council for the GTAA for dissemination by their health care workers to Gypsy and Traveller families (see paragraph 3.1.8).

Gwent Police

2.1.21 In addition to any discussions which took place at the Caerphilly community cohesion forum, a separate meeting was held with Gwent Police to discuss the undertaking of the GTAA. Being that there is no clearly identifiable Gypsy Traveller population living in the borough, for instance living on a dedicated site, Gwent Police does not deploy a specialist police Gypsy Traveller liaison officer to work specifically in this area. Therefore, it was not possible to map the Gypsy Traveller community living in the borough through this method. It was noted, however, that there were no reported community cohesion issues in relation to incidents of hate crime perpetrated against members of the Gypsy Traveller community living in the borough.

Knowledge from specialist officers or voluntary organisations

2.1.22 Save the Children, via the [Travelling Ahead project](#), has set up a number of local fora across Wales. It was confirmed by Save the Children that a forum was not set up in the borough because of the low numbers of Gypsy or Traveller children living here, which appears to correspond with information provided by the PLASC data (see paragraph 2.1.17).

2.1.23 Historically, there has not been a need for the council to directly or indirectly employ a specialist officer to work with the Gypsy Traveller community, such as a liaison officer. There is no Gypsy or Traveller designated permanent site(s) within the borough so, consequently, there are no site wardens either.

- 2.1.24 As part of the 2015 GTAA the council has communicated with a number of voluntary organisations working specifically in the borough, regionally or on a national basis. This included those relevant organisations listed in appendix 1 of the Welsh Government guidance (2015) and organisations such as Barnardo's Family Support Service (Risca), Race Equality First and Victim Support. A variety of methods was used to communicate with these organisations including telephone, email, letter or meeting in person. The reason for communicating was to raise awareness of the assessment, provide a point of contact for voluntary organisations to refer Gypsies and Travellers using their services and to try to establish the numbers of Gypsies and Travellers living in the borough that used their services.
- 2.1.25 The Valleys Race Equality Council (VALREC) recently went into administration so access to a wealth potential of information has been lost. VALRECs remit has now been assumed by Race Equality First. Discussions with Race Equality First, at the Caerphilly community cohesion forum, revealed that Race Equality First refer any Gypsy and Traveller related issues to Gypsies & Travellers Wales, a Cardiff-based organisation providing support to members of the Gypsy Traveller community.
- 2.1.26 A meeting was held with Gypsies & Travellers Wales to discuss the undertaking of the GTAA. Similarly to the discussion with Gwent Police, we were unable to map the Gypsy Traveller community living in the borough. Although there was some discussion about the New Age Travellers who has stopped in the borough in 2014 (see paragraph 2.3.7). Gypsies & Travellers Wales did agree to disseminate copies of the awareness raising poster to members of the Gypsy Traveller community accessing their service.
- 2.1.27 Some of the responses received by the council from the relevant organisations listed in Annex 1 of the Welsh Government guidance (2015) were mixed. The council has, therefore, been unable to map any Gypsies or Travellers living in bricks and mortar accommodation or living in other areas that wanted to return to the borough but were prevented through a lack of site provision.

2.2 Caravan Count

- 2.2.1 Local authorities in Wales carry out a [biannual caravan count](#). The counts set out the number of Gypsy and Traveller caravans on authorised and unauthorised sites in Wales, and the status of pitches on local authority sites. The counts are voluntary and are carried out in January and July every year.
- 2.2.2 Table 2.9 below shows the caravan count in the borough over the last 5 years. The information has been taken from Stats Wales. It shows missing data for several of the counts, although, this information was submitted by the council to Welsh Government. However, information provided for this assessment by the council's environmental health team confirms that for each instance of missing data the count was nil.

Table 2.9: Gypsy Traveller Caravan Count

Caerphilly County Borough	
Date	Count
January 2011	0
July 2011	-
January 2012	-
July 2012	-
January 2013	-
July 2013	-
January 2014	-
July 2014	0
January 2015	-
July 2015	0

Source: Stats Wales (December 2015)

2.2.3 The caravan count undertaken by the council on the 15th January 2016 showed there to be no authorised or unauthorised encampments in the borough.

2.2.4 Welsh Government is currently in the process of developing a new system for local authorities to use to record the number of authorised and unauthorised encampments in their area. This system is web based and the recording will take place in real time so to provide a constant picture throughout Wales. The new system is due to be implemented in 2016 and will initially run alongside the current system. Information from the new system should provide a more comprehensive picture of encampments occurring in the borough for consideration in future GTAA's.

2.3 Current Accommodation Provision

2.3.1 There are currently no local authority owned sites in the borough, either permanent or transit. There has been no site provision within the borough since the inception of the council in 1996.

2.3.2 There are no privately owned authorised sites (permanent) in the borough, which are designated for Gypsy or Traveller use. There are, however, 3 privately owned residential caravan sites in the borough. To protect the identities of the people living on these sites who have taken part in the survey, their locations have not been disclosed in the GTAA.

2.3.3 There are currently no privately owned sites with temporary permission in the borough.

2.3.4 Information provided by the planning division confirms that there are currently no known unauthorised developments within the borough. The council was notified by Newport council of a potential unauthorised development on Wenallt Road. However, on further inspection this area was found not to be

situated within the council's boundaries and this information was passed onto Cardiff council.

2.3.5 Table 2.10 below provides an analysis of unauthorised encampments that have occurred in the borough in the last 5 years. This information is maintained by the environmental health team on Flare, an IT management system. Although there are some gaps in data in terms of duration of stay, we know from discussions with the environmental health team that the duration of stay would only have been for a short period of time, usually less than a week.

Table 2.10: Analysis of unauthorised encampments

Year / Month	Duration of stay	Location	Number of caravans
2011			
May	Not recorded	"Dead End Spur", Manmoel Road, Pen-y-Fan	3
August	Not recorded	Old North Celenyn Pit Site, Newbridge	Not recorded
2012			
December	Not recorded	Caerphilly Park & Ride	5
2013			
January	6 days	Caerphilly Park & Ride	Not recorded
March	Not recorded	Caerphilly Park & Ride	5
June	Not recorded	Caerphilly Park & Ride	3
June	Not recorded	Caerphilly Park & Ride	3
July	Not recorded	Wern Car Park, Nelson	3
July	4 days	Leisure Centre, Risca	13
August	14 days	Foxes Lane, Oakdale	7
2014			
June	Not recorded	Rear of Asda, Caerphilly	1
July	Not recorded	Caerphilly railway top Car Park (land belongs to Network rail)	6
August	7 days	Oakdale Wind Farm, Oakdale Business Park	20
October	14 days	Aber Railway Station, Nantgarw Road, Caerphilly	6
October	Owner gave permission to stay for approx. 6 weeks	Gellideg Lane, Maesycwmmmer (private land)	1 caravan and 2 converted vans
2015			
January	6 days	Car Park Aber Alt Railway Station, Nantgarw Road Caerphilly	5
July	Not recorded	Oakdale Wind Farm, Oakdale Business Park	5
August	4 days	Top of Heol Fawr, Nelson	6
September	2 days	Risca Railway Station	2
October	7 days	Caerphilly railway top car park (Network Rail)	7

Source: Caerphilly CBC, 2015

2.3.6 Historically there have been very few instances of unauthorised encampment in the borough. Although, the data does show a slight increase in the number

of instances in the last three years. The data also shows that the majority of unauthorised encampments are one-off instances that last for less than one week. There is no discernible pattern in terms of location or time of year and anecdotally by family, with the exception of the unauthorised encampments that occurred at Caerphilly Park & Ride in 2013, which we know to have been a family travelling back and forward between Ireland and London (accounting for 4 of 6 instances in this year).

- 2.3.7 Although shown as an unauthorised encampment in the table the occurrence which took place in Maesycwmmmer in 2014 is believed to have been New Age Travellers who were invited to stay on private land by the owner for up to six weeks. A health and wellbeing assessment was carried out by the environmental health team. From subsequent discussions with Gypsies & Travellers Wales, we know that the travellers relocated to Rhondda Cynon Taff.

Chapter Three - Methodology

3.0 Project Steering Group Composition

3.0.1 All aspects of the GTAA were overseen by a project steering group. Some thought was given by the council as to the composition of this group both prior to its establishment and throughout the process. Points taken into consideration included the low number of people who self-ascribed as Gypsy or Traveller in the 2011 Census, there was no permanent site provision in the borough, the numbers of unauthorised encampments per annum was very low and the pressure placed on statutory and third sector organisations through participating in GTAA which are being carried out simultaneously in other local authority areas.

3.0.2 A decision was taken by the council to keep the steering group small, similarly in composition to the accommodation working group, but to liaise closely with other council departments and organisations that could have an input into the process. Therefore, the group comprised of a councillor who is the council's equality champion, the community cohesion officer for West Gwent and representatives from the following service areas within the council:

- Housing Services (public sector housing and private sector housing)
- ICT & Customer Services (corporate communications)
- Public Protection (environmental health, corporate policy and equalities)
- Regeneration & Planning (advisory services, planning and community regeneration)

Although not part of the working group, detailed discussions about the GTAA have taken place with both the supporting people team and the education department.

3.0.3 Attempts were made by the council to involve members of the Gypsy Traveller community directly in the steering group process. An article promoting involvement was placed in Newline (June 2015), the council's household newspaper, and information was placed on its main website. Unfortunately no members of the Gypsy Traveller community came forward to be involved. Consequently, there was no Gypsy Traveller community involvement in the steering group throughout the whole process.

3.1 Study Methodology

3.1.1 The project steering group met on a monthly basis throughout the project. The meetings helped initially shape the project and subsequently progress through the various stages of the project plan. Meetings with stakeholders took place separately to the project steering group meetings.

3.1.2 The GTAA was undertaken in accordance with guidance issued by Welsh Government. It consisted of a review of secondary data sources, as outlined

in Chapter 2, and a primary survey with members of the Gypsy Traveller community, as outlined in Chapter 4. The study was undertaken by members of the project steering group (see paragraph 3.0.2).

3.1.3 The council used a wide range of engagement methods to encourage participation of the Gypsy Traveller community in the GTAA. The consultation stage of the GTAA was undertaken in accordance with the engagement checklist specified by Welsh Government below:

1. Visit every Gypsy and Traveller household identified through the data analysis process up to 3 times, if necessary.
2. Publish details of the GTAA process, including contact details to allow community members to request an interview, on the local authority website, Travellers' Times website and World's Fair publication.
3. Consult relevant community support organisations, such as those in Annex 1.
4. Develop a local authority waiting list for both pitches and housing, which is accessible and communicated to community members.
5. Endeavour to include Gypsies and Travellers on the GTAA project steering group.
6. Ensure contact details provided to the local authority by community members through the survey process are followed up and needs assessed.
7. Consider holding on-site (or nearby) GTAA information events to explain why community members should participate and encourage site residents to bring others who may not be known to the local authority.

3.1.4 The primary survey was undertaken between June and August 2015. The consultation period was initially set for 6 weeks to end before the commencement of the school summer holidays. However, given the low response rate the project steering group made a decision to extend the consultation period for a further 4 weeks.

3.1.5 A cultural awareness training session was coordinated by Welsh Government for those people who would be responsible for undertaking the GTAA survey interviews. The session was facilitated by the Gypsy, Roma and Traveller Policy Manager at Welsh Government and took place on 5th August 2015 at the 'QED' centre, Treforest. The main purpose of the session was to discuss any cultural issues that interviewees needed to be aware when carrying out surveys to improve participation rates of the Gypsy Traveller community. The session was attended by two members from Caerphilly's project steering group. Those people who agreed to take part in the survey were interviewed

throughout August 2015, once members of the steering group had attended the cultural awareness training session.

- 3.1.6 Welsh Government also funded training for councillors across Wales to help them understand their responsibilities under the Housing (Wales) Act 2014 and the Equality Act 2010, in relation to Gypsies and Travellers. The training was facilitated by the Unity Project. A training session combining the local authority areas of Caerphilly, Blaenau Gwent and Torfaen took place in Ystrad Mynach in November 2015. The session was attended by 10 councillors from Caerphilly.
- 3.1.7 Being there was no identifiable Gypsy Traveller community resident in the borough to directly consult with the council attempted to raise awareness of the project by placing specially designed posters in strategic positions around the borough including community centres, medical and dental practices, libraries, leisure centres, council offices, offices of the local housing associations and to third sector organisations. Approximately 170 posters were sent out. The poster was produced bilingually in accordance with the council's Welsh language policy, as was the flyer considered in the paragraph below. A copy of the poster is included in Appendix 2.
- 3.1.8 Similarly to the poster, a flyer was also produced. Copies of the flyer were handed out by council officers at a number of public events in the borough. Flyers were also provided to Aneurin Bevan University Health Board for dissemination by their health visitors when visiting members of the Gypsy Traveller community in their homes. Flyers were also provided to an officer from Gwalia who, at the time of the GTAA, was carrying out some research of the Gypsy Traveller communities in Newport, Torfaen and Blaenau Gwent that had been collectively commissioned by the relevant supporting people teams. Electronic copies of the flyer were sent to a range of organisations via email. A copy of the flyer is included in Appendix 3.
- 3.1.9 The artwork used in the poster and flyer was shared with Merthyr Tydfil, Blaenau Gwent and Rhondda Cynon Taff councils. The artwork was shared with these councils to generate a degree of consistency in the information that was being released throughout the region to raise awareness amongst the Gypsy Traveller community of the GTAA process.
- 3.1.10 A dedicated [web page](#) has been set up on the council's main website to provide information on the GTAA. The web page also contained a link to the Welsh Government guidance on undertaking GTAA.
- 3.1.11 Throughout the GTAA process there has been extensive engagement with other local authorities. This has ranged from being a member of the steering group in Torfaen and Monmouthshire. Holding a meeting with both Merthyr Tydfil and Rhondda Cynon Taff councils to discuss approaches and share good practice. The council has also shared information with other local authorities on progress made at the quarterly meetings of the SE Wales regional housing forum. The GTAA was also discussed by the housing strategy network at its March 2015 meeting. The regional community

cohesion coordinator sat on the steering groups in Torfaen and Blaenau Gwent and shared information between the three local authorities.

- 3.1.12 The All Wales Gypsy Traveller Accommodation Forum is coordinated by Welsh Government and meets quarterly. The forum consists of two officers from Welsh Government's Fairer Futures Division, local authority housing, environmental health and planning officers, regional community cohesion officers and representatives from third sector organisations. Members of the steering group regularly attend the forum meetings, which provides the opportunity to openly discuss progress on and approaches to undertaking the GTAA in other local authority areas.
- 3.1.13 The production of the GTAA is an action contained within the Caerphilly community cohesion forum's action plan. Regular updates on progress made on the GTAA were provided at the bi-monthly forum meetings. A copy of the draft report was circulated to forum members prior to its finalisation.
- 3.1.14 Meetings have been held between Welsh Government officers and members of the steering group both prior to and during the GTAA to discuss the council's approach to undertaking the assessment and any other issues that may have arisen at the time. These meetings have proved beneficial from the council's perspective in that they confirmed that the council's approach to undertaking the GTAA was robust and in accordance with the guidance issued by Welsh Government.
- 3.1.15 The council's social media channels were utilised throughout the consultation period in an attempt to raise awareness and engage with members of the Gypsy and Traveller community. Dedicated housing Facebook and Twitter pages carried weekly postings; these postings were also shared on the council's corporate social media pages.
- 3.1.16 In addition to postings on the council social media pages, the housing department proactively tried to engage with the Gypsy and Traveller community via specialist social media pages including [Friends, Families & Travellers](#), [Romany Heritage](#), [The Traveller Movement](#) and [The Unity Project](#). Posts were shared via a number of these community pages and these proved particularly effective in terms of engagement with several members of the Gypsy Traveller community. We were able to monitor social media traffic to see which pages were used, along with the number of post 'likes', shares and comments received on each page.
- 3.1.17 There were a number of events attended by officers from the housing division during the consultation period which were also used as an opportunity for informal awareness raising. During these events materials promoting the consultation were displayed and copies available for people to take away. At one event attended, flyers were included in 'goody bags' that people took away with them.
- 3.1.18 A list of the organisations consulted as part of the GTAA is provided in Appendix 4. A variety of methods was used to communicate with these

organisations including telephone, email, letter or meeting in person as discussed in paragraph 2.1.20.

- 3.1.19 The awareness raising campaign proved relatively successful in generating a number of telephone calls from members of the Gypsy Traveller community requiring further information on the GTAA. Attempts were made to encourage those people phoning to agree to undertake a survey. Although, a couple of people did agree to undertake the survey, these surveys were never completed because the people changed their mind.
- 3.1.20 We recognise that, similarly with 2011 Census data, there may be a degree of under reporting in the PLASC data so wrote to the head teacher of each primary, secondary and special school in the borough. Each school was provided with literature in relation to the GTAA, asked to promote awareness of the undertaking of the process and asked to pass the information on to any pupils that may identify as Gypsy or Traveller.
- 3.1.21 Members of the steering group visited the three private caravan sites in the borough to speak with residents about the GTAA. All residents that were at home during the visit were spoken to and provided with information on the GTAA. Information was left for those people not at home. None of these sites are designated specifically by the council for Gypsy or Traveller use. The majority of residents disclosed that their ethnicity was not Gypsy or Traveller and, therefore, did not want to take part in the survey. A small number did disclose their ethnicity as Gypsy or Traveller and attempts were made to persuade them to take part in the survey. Not everyone who disclosed they were a Gypsy or Traveller was willing to take part in the survey (see section 4.0).
- 3.1.22 During the consultation stage of the GTAA there have been 3 unauthorised encampments in the borough which the council has known about. Two of these encampments were on council owned land (see Table 2.10). Officers attempted to carry out surveys on the 2 unauthorised encampments that took place on council owned land. However, only families on one of the encampments were willing to participate in the survey. Unfortunately the council was unable survey the encampment on privately owned land. A fourth encampment occurred once the consultation stage of the GTAA had been concluded.
- 3.1.23 The universal questionnaire contained within the Welsh Government guidance was used for all surveys undertaken as part of the GTAA. No alterations were made by the council to the questionnaire. However, it was found that the form contained several limitations, which possibly can be attributed to it being universal. The council would recommend that the form is reviewed once the round of GTAAs is completed and, where appropriate, amended in light of feedback received from local authorities.

Chapter Four - Survey Findings

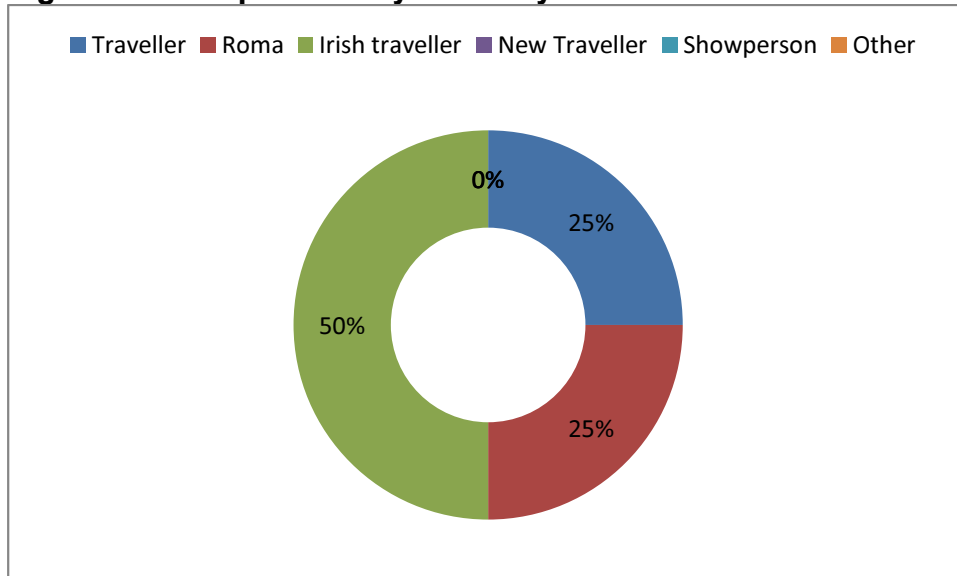
4.0 Households interviews

- 4.0.1 In total 4 interviews were undertaken during the GTAA; two with residents living on private sites within the borough and two stopping at an unauthorised encampment. The analysis contained in the following sections is, therefore, based on the information provided from these 4 interviews.
- 4.0.2 As outlined in the previous chapters, there is no identifiable Gypsy Traveller community living within the borough, there are no designated Gypsy or Traveller sites and the number of people self-ascribing in the 2011 was very low. Although, the council attempted to raise awareness of the undertaking of the GTAA in reality it received very few enquiries from the community about the process.
- 4.0.3 During July 2015 a visiting circus was situated in a field on the outskirts of Llanbradach for about two weeks. The circus was visited by two officers from the steering group who, in the absence of the circus owner, spoke with one of the lead hands. Officers were informed that the circus was from Grantham, Lincolnshire and was travelling throughout the summer. It was confirmed by the lead hand that none of the employees were local and did not require any form of accommodation or site provision. Therefore, no further attempts were made to complete a survey. A small quantity of flyers was left at the circus' ticket booth.
- 4.0.4 A number of potential interviews were arranged but these were subsequently cancelled at the request of the individuals. The inhabitants on one unauthorised encampment, when asked, declined to take part in the survey. They stated they were happy travelling around the UK and would not use a transit site if one were to be provided.
- 4.0.5 A copy of the interview log used by the steering group to record the assessment process is provided in Appendix 5. The log has been edited to protect the identities of those people the council has engaged with as part of the survey.

4.1 Demographic Profile of Population

- 4.1.1 The ethnicity of respondents was asked. Figure 4.1 below provides a breakdown of responses. It shows that 1 respondent self-ascribed as a Traveller, 1 as Roma and 2 as Irish Traveller.

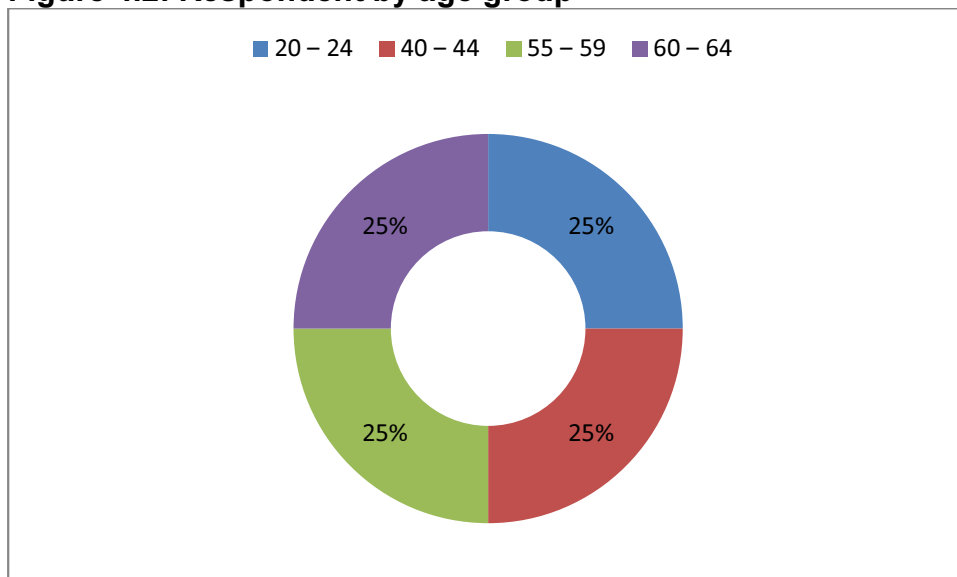
Figure 4.1: Respondent by Ethnicity



Source: Caerphilly CBC GTAA 2015

4.1.2 All respondents were asked their age. Figure 4.2 below provides a breakdown of the responses using Census 2011 age classifications to protect the identities of the respondents. It shows a spread in ages ranging from 20 to 64.

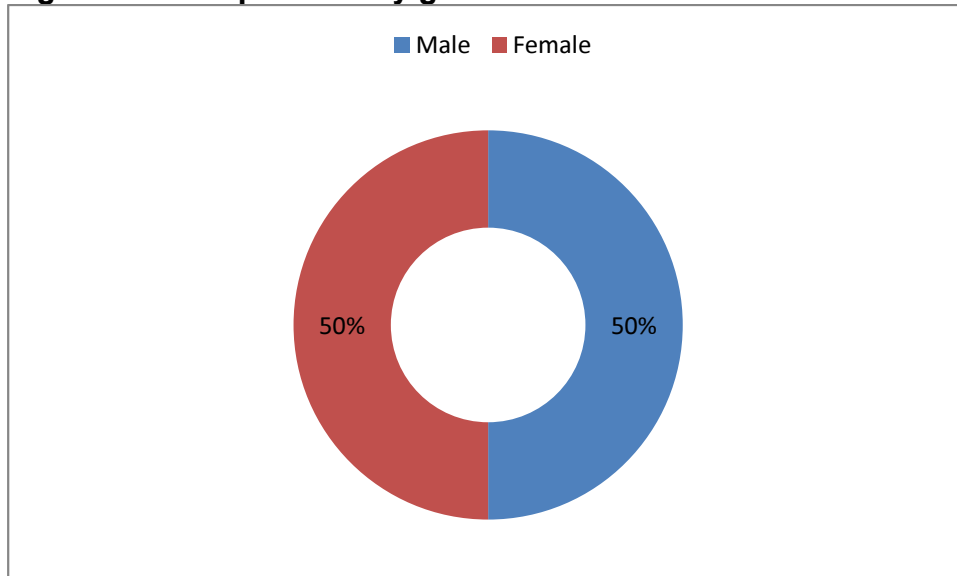
Figure 4.2: Respondent by age group



Source: Caerphilly CBC GTAA 2015

4.1.3 The respondents were asked their gender. Figure 4.3 below provides a breakdown of responses. It shows that 2 respondents were male and 2 were female.

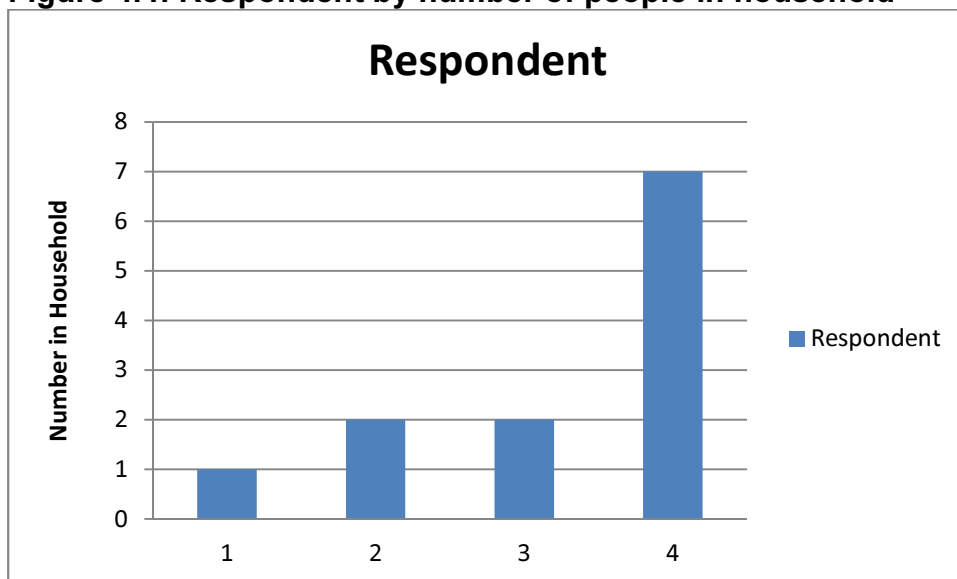
Figure 4.3: Respondent by gender



Source: Caerphilly CBC GTAA 2015

4.1.4 Respondents were asked how many people are currently residing with them. Figure 4.4 below provides a breakdown of responses. It shows that household sizes ranged from 1 to 7 people.

Figure 4.4: Respondent by number of people in household

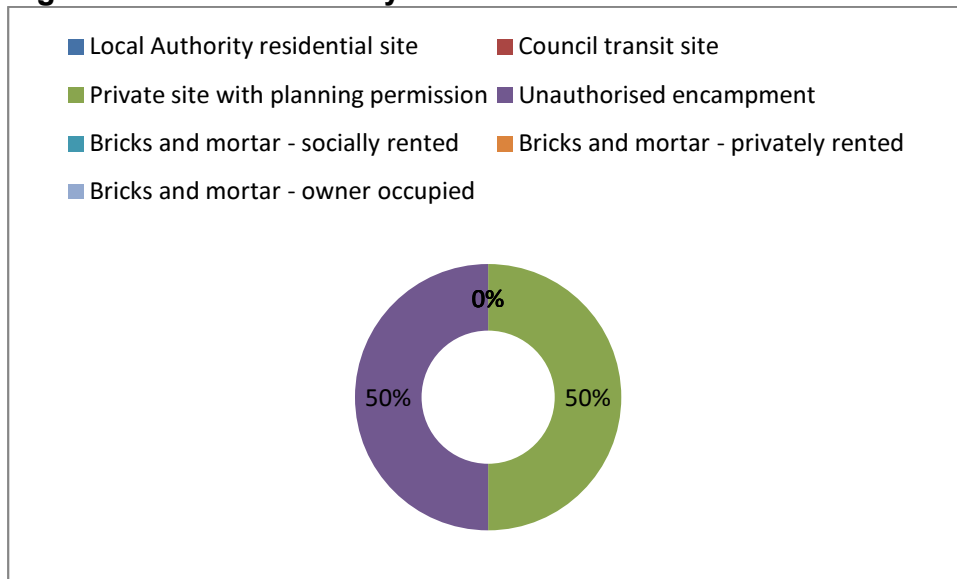


Source: Caerphilly CBC GTAA 2015

4.2 Suitability of Current Accommodation

4.2.1 Figure 4.5 provides a breakdown of where the respondent was living at the time of the interview. It shows that 2 people were living on private sites with planning permission (designated non-Gypsy Traveller) and that two people were stopped at an unauthorised encampment. Of the two at the unauthorised encampment, when not travelling, both lived in bricks and mortar accommodation (one in the Republic of Ireland and the other in England).

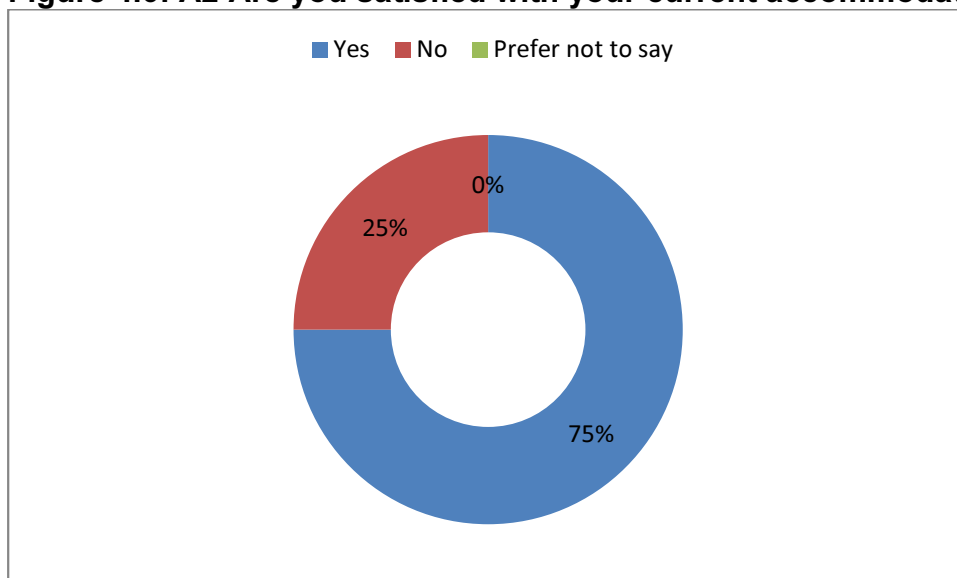
Figure 4.5: A1 Where do you live now?



Source: Caerphilly CBC GTAA 2015

4.2.2 Respondents were asked if they were satisfied with their current accommodation. Figure 4.6 provides a breakdown of responses. It shows that 3 people stated they were satisfied with their accommodation and 1 stated they were not satisfied. Their reason provided for non-satisfaction was that the respondent had originally lived in Rhondda Cynon Taff and wanted to return there to be closer to family links but couldn't due to there currently being no vacancies at the site. The level of satisfaction was not affected by the size or condition of the respondent's current accommodation.

Figure 4.6: A2 Are you satisfied with your current accommodation?

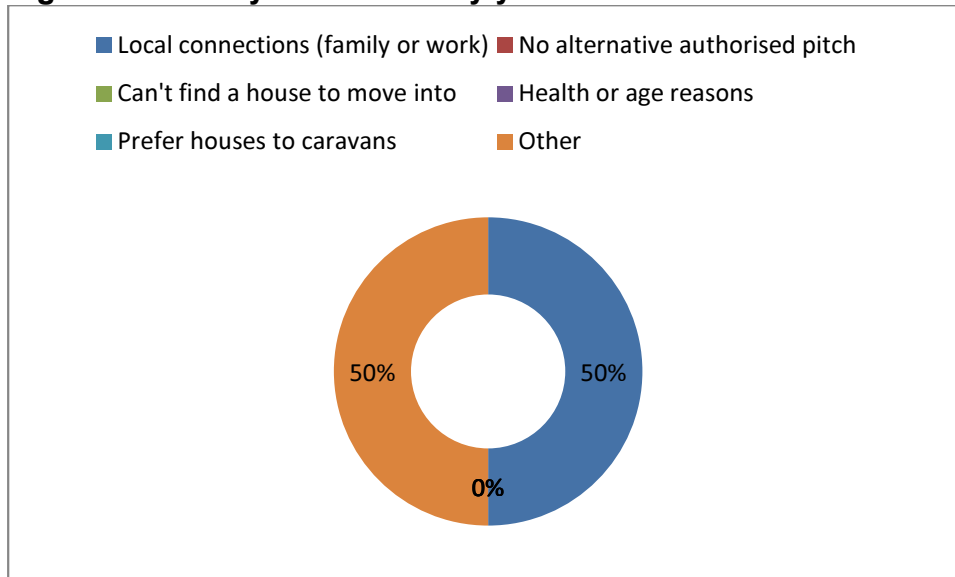


Source: Caerphilly CBC GTAA 2015

4.2.3 Respondents were asked why they live in their current accommodation. Figure 4.7 provides a breakdown of responses. It shows that two respondents stated they had a local connection to the borough and two stated other. The

reasons for stating other was that both respondents were travelling throughout the summer and had stopped temporarily in the borough on an unauthorised encampment.

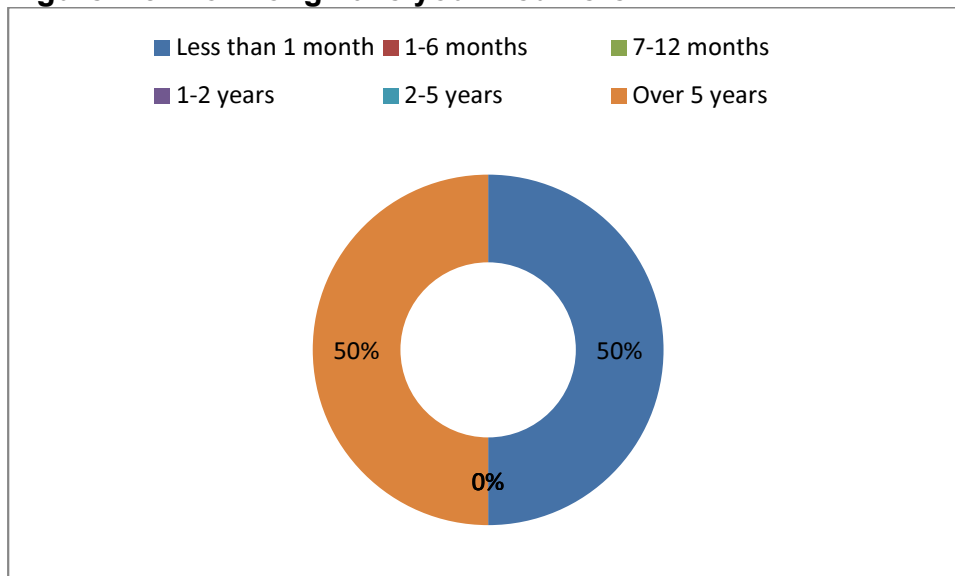
Figure 4.7: Can you tell me why you live here?



Source: Caerphilly CBC GTAA 2015

4.2.4 Respondents were asked how long they had lived at their current accommodation. Figure 4.8 provides a breakdown of responses. It shows that the two respondents had lived on the private residential sites for more than 5 years and that the two respondents have stopped on the unauthorised encampment for less than 1 month.

Figure 4.8: How long have you lived here?

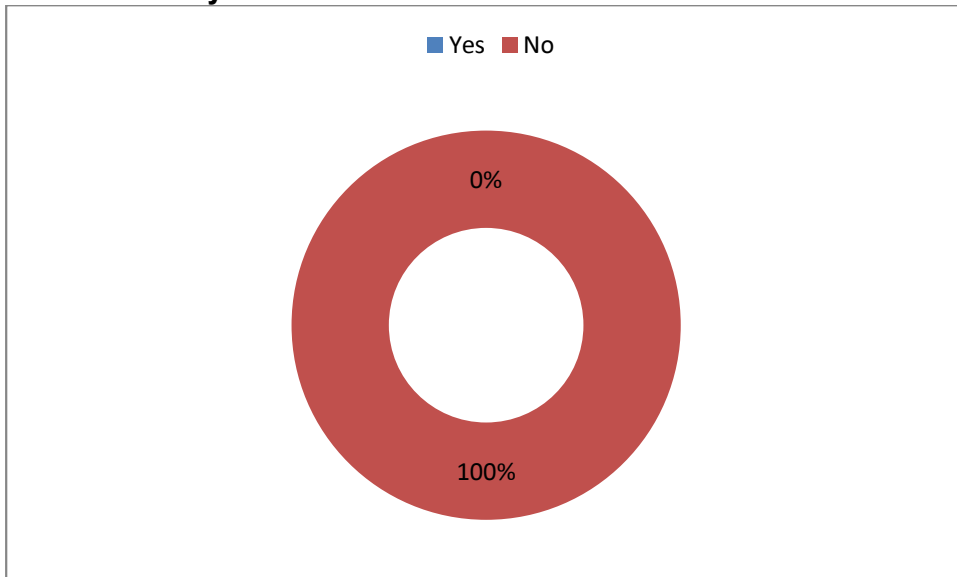


Source: Caerphilly CBC GTAA 2015

4.2.5 Those respondents that had moved within the last year were asked whether their last home was within the borough. Figure 4.9 below provides a

breakdown of responses. It shows of the 2 respondents who had moved within the last year their last home was not in the borough.

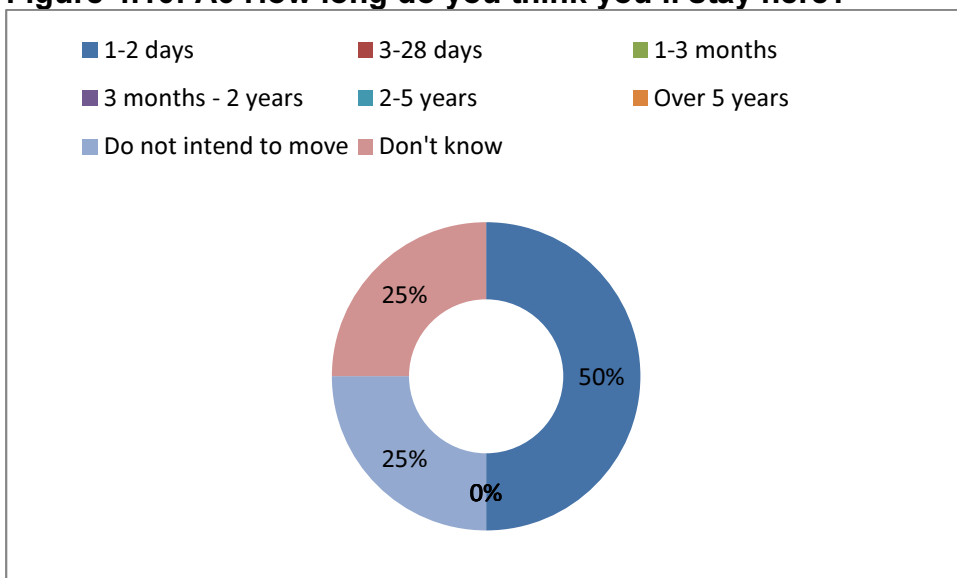
Figure 4.9: A5 If you moved within the last year, was your last home in this local authority?



Source: Caerphilly CBC GTAA 2015

4.2.6 Respondents were asked how long they think they would be likely to stay at their current accommodation/location. Figure 4.10 below provides a breakdown of responses. It shows that 2 respondents expected to stay between 1-2 days, 1 did not intend to move and 1 did not know when they would be moving. Of the 1 respondent that stated they did not know when they would be moving, the explanation provided was around uncertainty over current site ownership and wanting to be closer to family in Rhondda Cynon Taff.

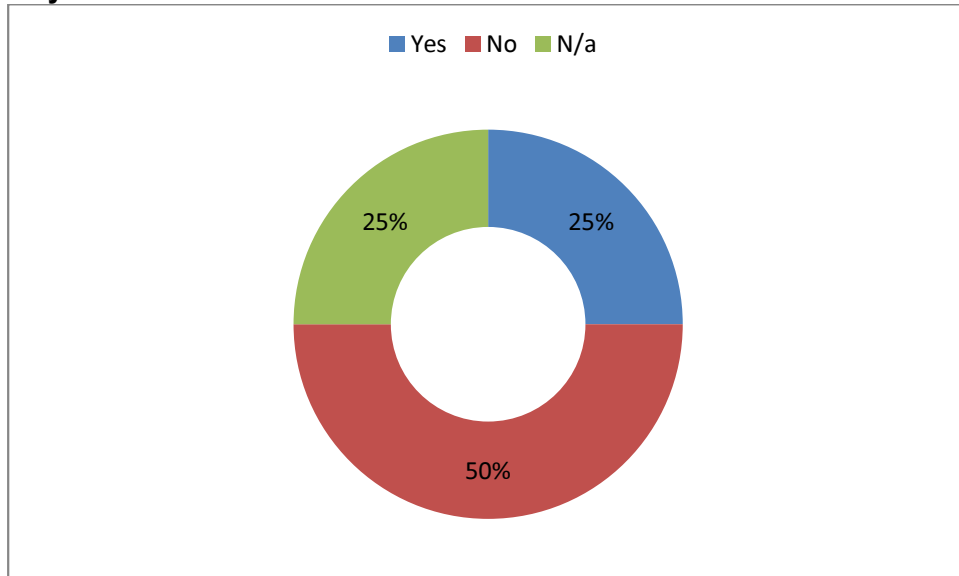
Figure 4.10: A6 How long do you think you'll stay here?



Source: Caerphilly CBC GTAA 2015

4.2.7 Respondents were asked if they would stay longer if changes or improvements were made to their current accommodation. Figure 4.11 below provides a breakdown of responses. It shows that 1 respondent stated yes they would stay longer and the improvements were noted as outdoor lighting and paving. The 2 respondents stopping on the unauthorised encampment stated no as they were just passing through. The response from the applicant who said they did not intend to move was categorised as not applicable.

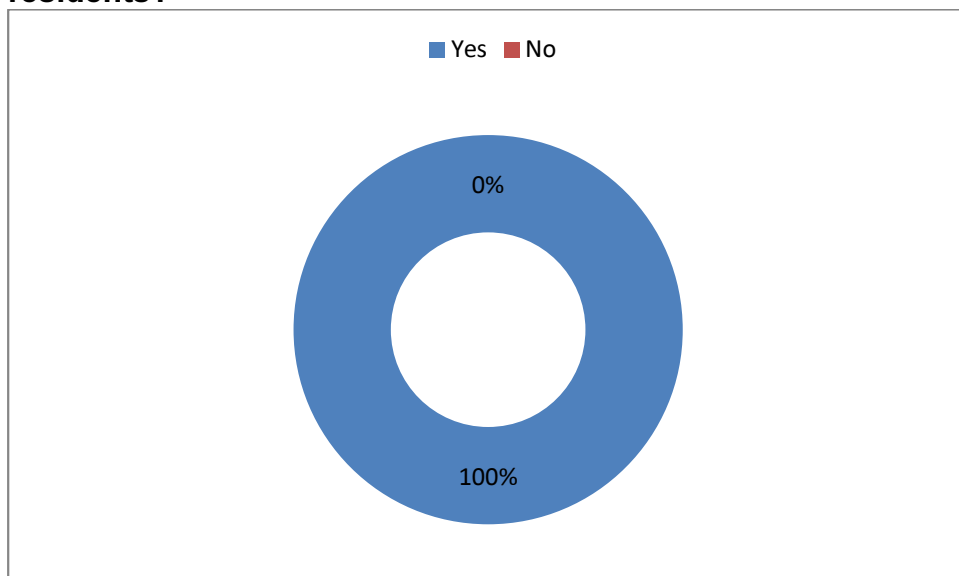
Figure 4.11: A7 Would you stay longer if changes or improvements were made to your current accommodation?



Source: Caerphilly CBC GTAA 2015

4.2.8 Respondents living in caravans were asked if there were enough sleeping areas for all residents. Figure 4.12 below provides a breakdown by response. It shows that all 4 respondents stated that there were enough sleeping areas for all residents in their existing household.

Figure 4.12: B2 If living in caravans, are there enough sleeping areas for all residents?

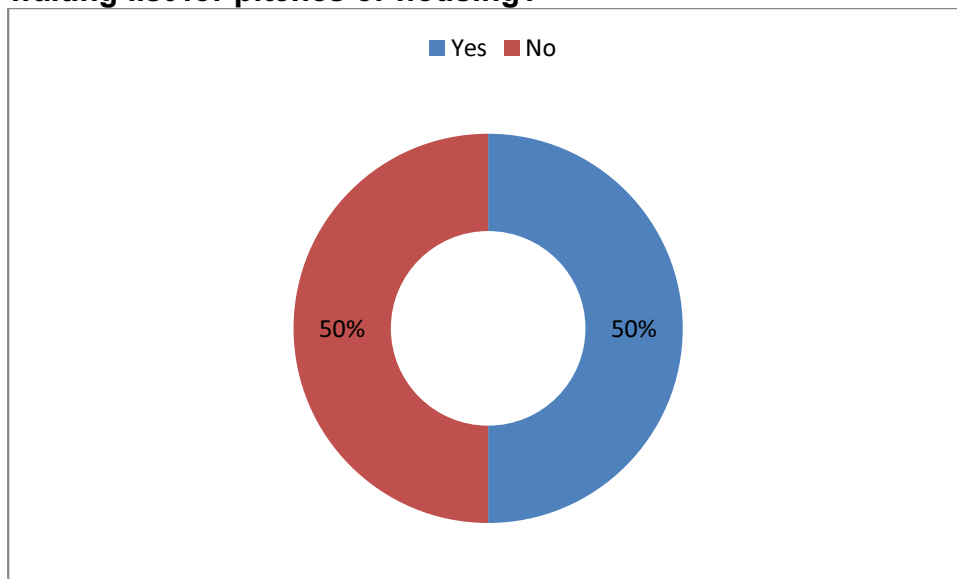


4.3 Accommodation Aspirations

4.3.1 The survey undertaken as part of this GTAA took into consideration both the needs and preferences of those who desire authorised pitches, either within the borough or within another local authority area. The following paragraphs will summarise any emerging needs and preferences and whether any aspirations were discounted for the purpose of the GTAA, including reasons.

4.3.2 Respondents were asked whether anyone in their family would like to join the local authority waiting list for pitches or housing. Figure 4.13 below provides a breakdown of responses. It shows that the 2 respondents living on a private residential site stated no, whereas, the 2 respondents stopping at the unauthorised encampment said yes if the council was to provide a site in the future.

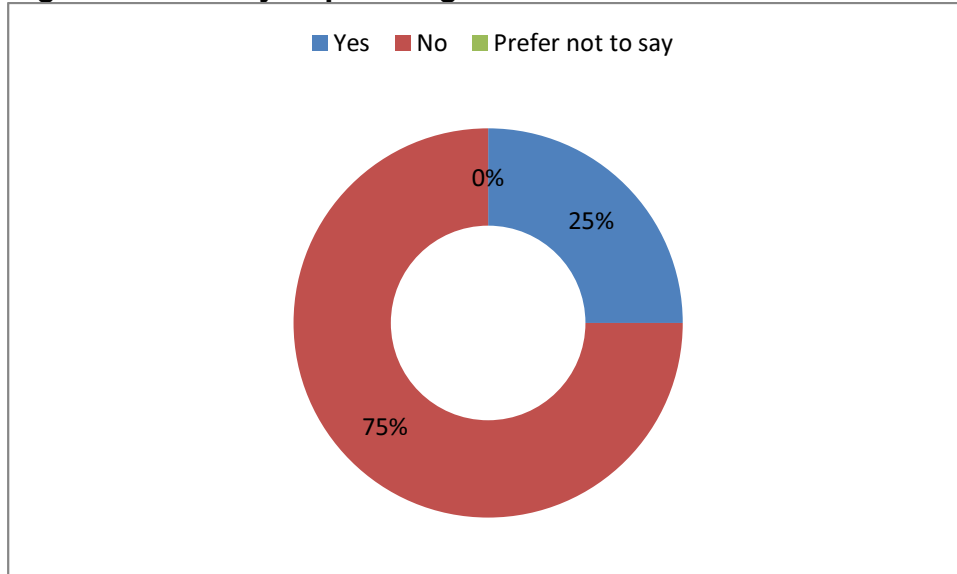
Figure 4.13: B4 Would anyone in your family like to join the local authority waiting list for pitches or housing?



Source: Caerphilly CBC GTAA 2015

4.3.3 Respondents were asked if they were planning to move into other accommodation. Figure 4.14 below provides a breakdown of responses. It shows that 1 respondent stated that they were planning to move and that 3 were not. From other responses to the survey, we know that the respondent wants to live on the Gypsy and Traveller site in Rhondda Cynon Taff to be closer to family.

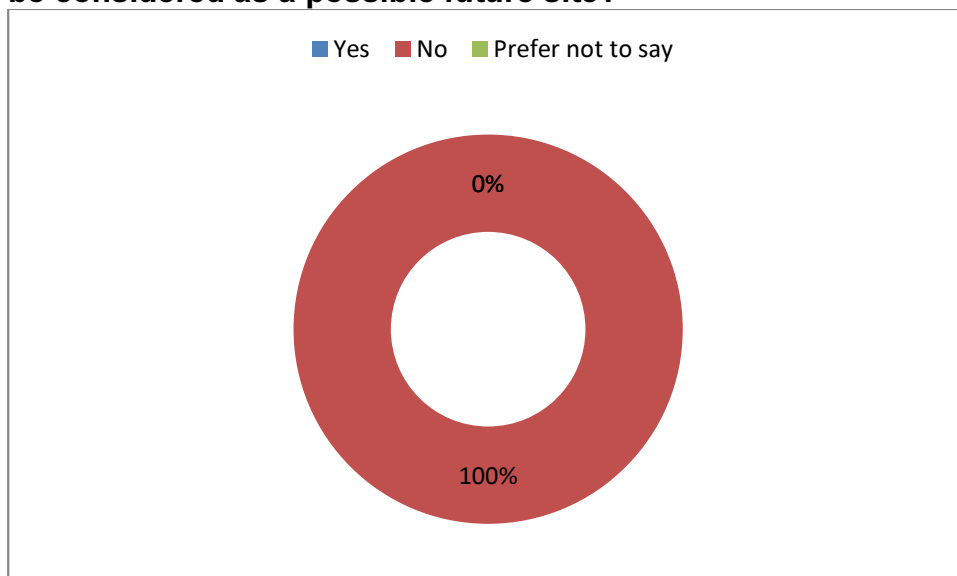
Figure 4.14: Are you planning to move into other accommodation?



Source: Caerphilly CBC GTAA 2015

4.3.4 Respondents were asked whether they owned land in the borough which they would like to be considered as a possible future site. Figure 4.15 below provides a breakdown of responses. It shows that none of the respondents owned land in the borough which they would like to be considered for a future site.

Figure 4.15: C5 Do you own land in the local authority which you would like to be considered as a possible future site?

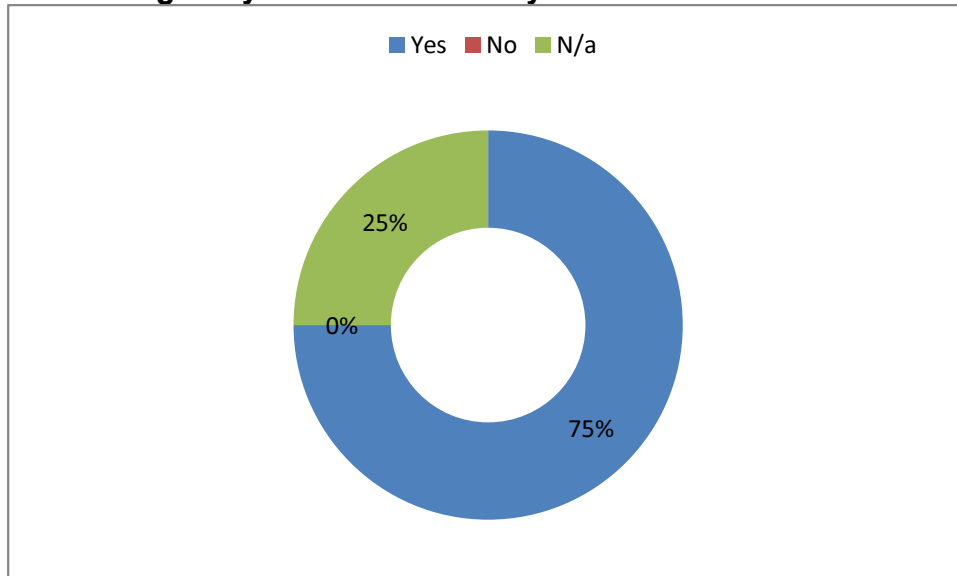


Source: Caerphilly CBC GTAA 2015

4.3.5 Respondents were asked if they are looking for an authorised pitch, would they live on a site managed by the council if offered one. Figure 4.16 below shows a breakdown of responses. It shows that 2 respondents stated they would accept a pitch if offered one, 1 said no and for the remaining respondent the question was not applicable as they did not want to move. The respondent who said no wanted to move to Rhondda Cynon Taff, as

explained in the preceding analysis. The two respondents that stated yes would only require transit provision as they have bricks and mortar accommodation which they use when they are not travelling. However, we know from subsequent responses in the questionnaire that they would also like transit provision in several local authority areas in South Wales, which calls into question if transit provision was provided in the borough would they actually make use of it. For this reason both households were discounted from the calculation on current residential demand.

Figure 4.16: C6 If you are looking for an authorised pitch, would you live on a site managed by the local authority if offered one?

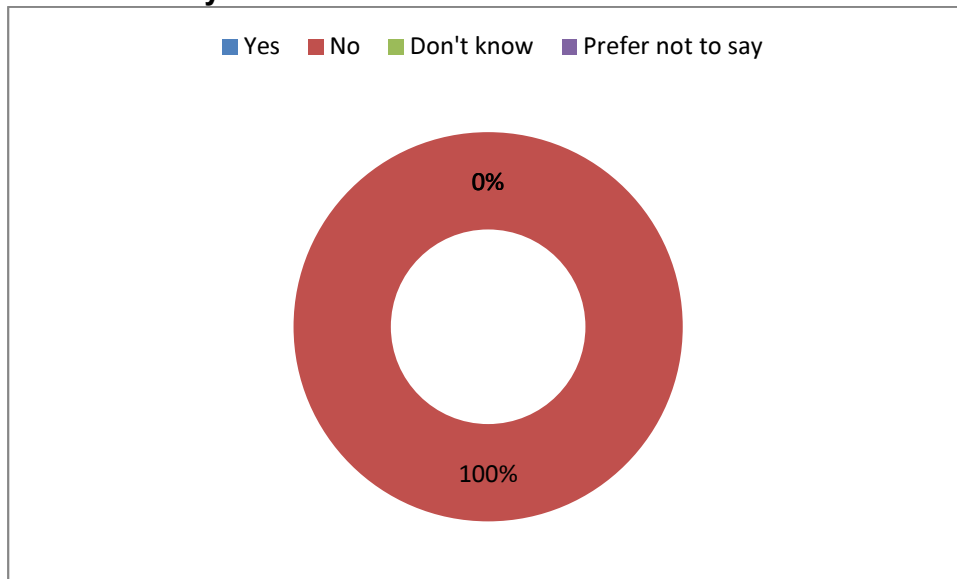


Source: Caerphilly CBC GTAA 2015

4.4 Household Growth

4.4.1 In terms of household growth, respondents were asked if anyone in their household is likely to move into their own home in the next 5 years. Figure 4.17 below provides a breakdown of responses. It shows that all 4 respondents stated no one would be likely to move into their home in the next 5 years.

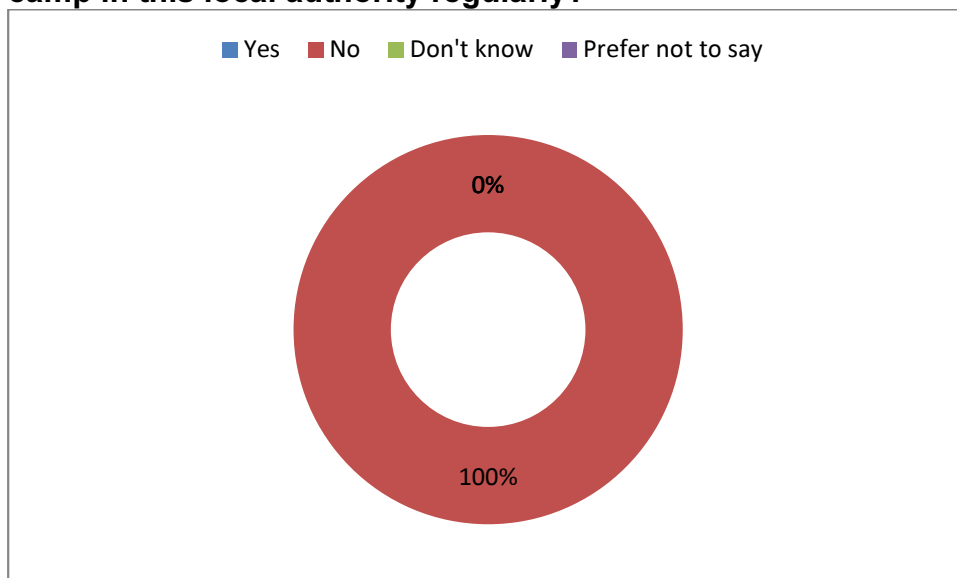
Figure 4.17: D1 Is anyone in your household likely to move to their own home in the next 5 years?



Source: Caerphilly CBC GTAA 2015

4.4.2 Respondents were asked if they have any family members living outside of the borough who camp here regularly. Figure 4.18 below provides a breakdown of responses. It shows that none of the four respondents stated that they had family members living outside the borough who camp in the borough regularly. This information concurs with the information the council holds on the number of unauthorised encampments that occur in the borough, as shown in Table 2.10.

Figure 4.18: D4 Do you have family members living outside of this area who camp in this local authority regularly?

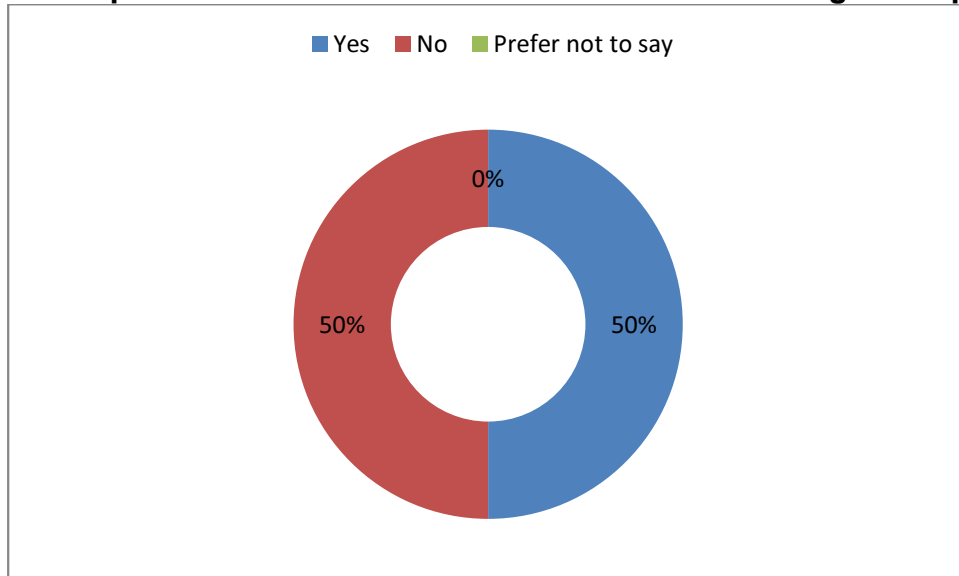


Source: Caerphilly CBC GTAA 2015

4.4.3 Respondents were asked if they had camped by the roadside / on an unauthorised encampment / on a transit site on Wales while travelling in the past year. Figure 4.18 below provides a breakdown of responses. It shows

that 2 respondents stated yes, these were currently stopping on an unauthorised encampment, and 2 stated no. When we asked the 2 respondents which other areas they have camped in, they responded Cardiff, Neath Port Talbot, Rhondda Cynon Taff and Swansea. Both respondents stated they would normally stay in these areas for between 2 weeks to 1 month. The accuracy of these statements has not been confirmed with the relevant local authorities.

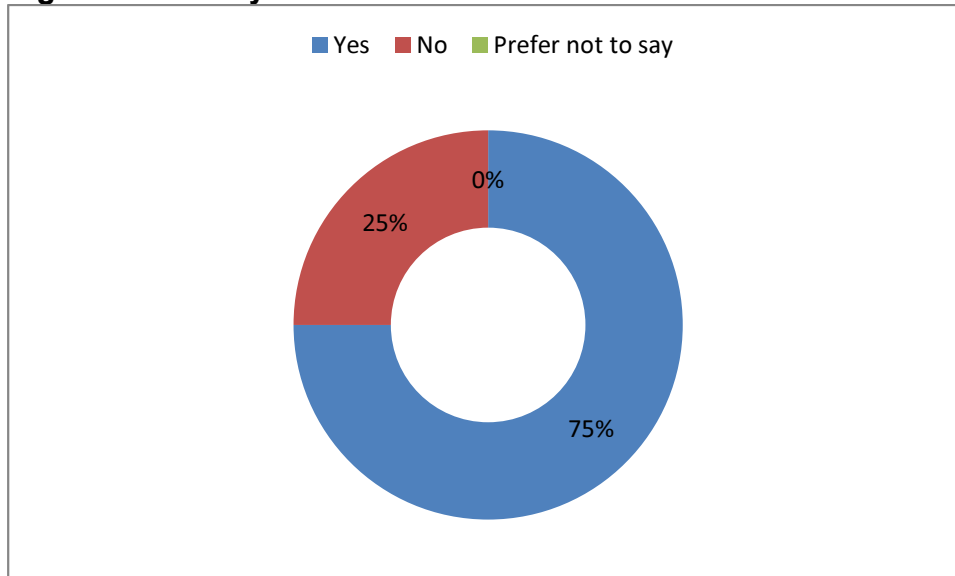
Figure 4.19: E1 Have you camped by the roadside / on an unauthorised encampment / on a transit site in Wales while travelling in the past year?



Source: Caerphilly CBC GTAA 2015

4.4.4 Respondents were asked if they thought there is a need for more transit sites in Wales and, if so, where. Figure 4.19 below provides a breakdown of responses. It shows that 3 respondents stated yes and the other stated no. The 2 respondents who were stopping on the unauthorised encampment stated there was a need for transit provision in Caerphilly, Cardiff, Neath Port Talbot, Rhondda Cynon Taff and Swansea, which were the same areas they had travelled through this summer. The other respondent stated in Bridgend.

Figure 4.20: Do you think there is a need for more transit sites in Wales?



Source: Caerphilly CBC GTAA 2015

- 4.4.5 The adopted LDP sets out a requirement for 8,625 new dwellings in the period up to 2021. This assumes an annual housing requirement of 575 dwellings per annum.
- 4.4.6 The emerging Replacement LDP is seeking to make provision for a population increase of 13,450 people and an additional 11,975 households in the period 2011 to 2031, which would result in a requirement for 12,400 new dwellings or 620 dwellings per annum.
- 4.4.7 There will be a significant increase in the number of people aged 65 or older, but the working age and school aged population is expected to remain relatively constant over the plan period. The population and household projections used to inform the emerging LDP focus on overall changes to particular age groups and household types but do not project changes to groups by other factors, such as ethnic origin.

4.5 Conclusions

- 4.5.1 We know from the 2011 Census that only 31 people living in the borough identified as Gypsy or Irish Traveller. Although there are 3 private residential sites in the borough, it would be logical to assume that the majority of these 31 people would be living in bricks and mortar accommodation. However, no members of the Gypsy Traveller community living in bricks and mortar came forward to be surveyed. One conclusion that may be drawn from this is that there is currently no evidence of members of the Gypsy Traveller community living in bricks and mortar housing needing to move to a mobile home pitch due to a cultural aversion but are prohibited from doing so due to a lack of site provision in the borough.

- 4.5.2 One survey respondent, although found to be adequately accommodated, wanted to move to the Gypsy and Traveller site in Rhondda Cynon Taff to be closer to family networks. The respondent stated in interview that they had previously lived on this site many years ago. The respondent's details were passed, with their permission, to the officer in the council responsible for undertaking the GTAA in that area. The respondent has now been provided with advice to register for a permanent pitch in Rhondda Cynon Taff.
- 4.5.3 The council has actively engaged with other local authorities throughout the region during the GTAA. It has not received notification from any local authority regarding Gypsy or Travellers living in their area that originally lived in the borough, who would like to return here but cannot due to the lack of site provision.
- 4.5.4 The survey also took into consideration whether any of the respondents were living in overcrowded conditions. None of the respondents stated that they were living in overcrowded conditions (see paragraph 4.2.8). Therefore, for the purposes of the GTAA, it is assumed that there is no residential demand arising from overcrowding, either within the existing private residential sites or in bricks and mortar accommodation.
- 4.5.6 Survey respondents were asked whether they owned land in the borough which they would like to be considered as a possible future site. All respondents stated they did not, therefore, it is assumed that there is not a need at present for the council to assist members of the Gypsy Traveller community to bring forward private site developments. There is criteria based policy within the existing local development plan to consider requests for private sites coming forward in the future.

Chapter Five – Assessing Accommodation Needs

5.0 Residential Unmet Need

Table 5.1 below provides a breakdown of the current residential supply in the borough. It shows the total requirement to be nil. The reason for this is because there are currently no resident Gypsy or Traveller sites in the borough, provided by the council or otherwise.

Table 5.1: Current residential supply

Current residential supply	Number of pitches
A. Occupied Local Authority pitches	0
B. Occupied authorised private pitches	0
Total	0

Table 5.2 below provides a breakdown of the residential supply planned in the borough. It shows the total requirement to be nil. The reason for this is because there are currently no Gypsy or Traveller sites located in the borough and there are no sites planned with the prerequisite permissions.

Table 5.2: Planned residential supply

Planned residential supply	Number of pitches
C. Vacant Local Authority pitches and available vacant private pitches	0
D. Pitches expected to become vacant in near future (see note 1)	0
E. New Local Authority and private pitches with planning permission	0
Total	0

Table 5.3 below provides a breakdown of current residential demand. It shows the total requirement to be nil. The reason for this is because the council considers there to be nil demand stemming from the unauthorised encampments that were recorded during the GTAA or from other unauthorised encampments (including the caravan count), there are no known unauthorised developments within the borough, there was no reported overcrowding of those surveyed, no Gypsies or Travellers living in conventional housing agreed to be surveyed and there is no information that has come to light on any new households arriving from other areas.

Table 5.3: Current residential demand

Current residential demand	Pitch demand
F. unauthorised encampments	0
G. unauthorised development	0
H. overcrowded pitches (see note 2)	0
I. conventional housing (see note 3)	0
J. new households to arrive (see note 4)	0
Total	0

Table 5.4 below provides a breakdown of future household growth. It shows no growth is assumed in the next 5 years or over the period of the current LDP up to 2021, or emerging LDP (up to 2031). This assumption is based on a calculation of current residential supply (0) plus current residential demand (0) minus any pitches that will become vacant (0). A nil percentage growth rate was applied year-on-year based on survey findings.

Table 5.4: Future household growth

Current households	Future households (at year 5)	Future households (Plan period)
K. 0 (see note 7)	0 (see note 5)	0 (see note 6)
L. Additional household pitch need	0	0

Table 5.5 below provides a breakdown of future residential demand for pitches and any unmet need. It shows that there is a nil demand for pitches over the next five years and over the period of the local development plan. This table is populated by taking information from tables 5.1 to 5.4.

Table 5.5: Unmet need

Unmet Need	Need arising	Need accommodated
M. Current residential demand	0	
N. Future residential demand (5 year)	0	
O. Future residential demand (plan period)	0	
P. Planned residential supply		0
Q. Unmet need (5 year)		0 pitches
R. Unmet need (Plan period)		0 pitches

Explanatory notes

1. Where applicable, identified through an analysis of pitch turnover data.
2. Overcrowding – e.g. where family numbers have grown to the extent that there is now insufficient space for the family within its mobile home accommodation and insufficient space on the pitch or site for a further mobile home.
3. Where identified in the survey. To include those with a cultural aversion to conventional housing, those experiencing overcrowding, and those who have reached adulthood and want to live on a site.
4. Where identified in the survey through waiting list, caravan count or partnership working with local authorities in the region.
5. Current residential supply + current residential demand – pitches expecting to become vacant @ 2.25% year on year for 5 years. Local growth rate should be based on details identified in the local survey.
6. Current residential supply + current residential demand – pitches expecting to become vacant @2.25% year on year for 15 years. Local growth rate should be based on details identified in local survey. Plan period should align to current LDP.
7. Occupied authorised pitches plus the current residential demand, minus the expected vacancies from authorised pitches.

5.1 Transit Unmet Need

- 5.0.1 An analysis of the unauthorised encampments that have occurred over the last 5 years in the borough is provided in section 2.3. The analysis shows that the majority of these encampments result from people simply passing through the borough and generally last less than one week. In addition, an analysis of the caravan count showed no instances of unauthorised encampments when the count was undertaken (see section 2.2).
- 5.0.2 During the consultation stage of the GTAA there were 3 instances of unauthorised encampments in the borough. The families on one encampment declined to take part in the survey, adding that if transit provision was provided they would not make use of it as they were happy living by the roadside. Surveys were only carried out on one of the encampments. For the purpose of the GTAA both households on the encampment were adequately housed when not travelling but stated they would use transit provision, when travelling, if it were provided. They identified a number of areas in South Wales where they felt transit provision should be situated, which transpires were the same areas they had travelled through. It would be unrealistic for any of the local authorities identified to provide a transit site, either separately or regionally, based on weight of this data alone.
- 5.0.3 As part of an on-going commitment to the assessment of the accommodation needs of Gypsies and Travellers the council will look to supplement the current evidence base by proactively attempting to carry out accommodation needs surveys on all unauthorised encampments that take place in the borough in the future using Welsh Government's universal questionnaire. The council will use this information to monitor whether a need for transit provision is required in the borough or regionally.
- 5.0.4 Temporary stopping places are a short-term solution available to the council to move Gypsies and Travellers, with their agreement, away from inappropriate locations, such as the roadside, to a place of relative safety. The council is aware of the benefits of using temporary stopping places in certain instances, however, they have not been utilised in the borough to date. The reason for this is often down to the location of an encampment and/or the moving intentions of those households on the encampment, and, in certain instances, the council extending the permitted time of stay before enforcement action is taken.
- 5.0.5 The council understands that there is currently no Gypsy or Traveller transit provision in Wales with the exception of one pitch in Torfaen. It would be logical to assume, therefore, that many of the unauthorised encampments in Wales can be attributed to the lack of provision. We know from attendance at the All Wales Gypsy Traveller Accommodation Forum that there has been some discussion of Welsh Government potentially leading on the development of an all-Wales network of transit provision. This is an approach that the council would be supportive of and would like to see consideration given to the recommendation of Niner¹ (University of Birmingham, 2006) who

stated that, *“Most transit provision should be related to major roads and motorways along the northern and southern corridors.”*

- 5.0.6 A meeting to discuss transit provision in the SE Wales region took place on the 18th January 2016. The meeting was attended by representatives from the SE Wales local authorities and by the Gypsy, Roma and Traveller Policy Manager at Welsh Government. The meeting identified that only a small number of local authorities required transit provision and it was agreed that a further meeting of those concerned would be arranged to progress this matter.
- 5.0.7 The council has been contacted by Gwent Police to discuss the potential development of a regional protocol for managing unauthorised encampments, similarly to one developed by Dyfed Powys Police. The protocol would provide a consistent approach across the region for dealing with landowners, Gypsies and Travellers. The council has indicated its willingness to participate in this process but to date a meeting of interested parties has not taken place.

¹Accommodation Needs of Gypsy-Travellers in Wales, Pat Niner, Centre for Urban and Regional Studies, University of Birmingham, 2006

Chapter Six – Conclusions, Recommendations & Next Steps

6.1 This final chapter draws conclusions from the qualitative and quantitative information considered in chapters 2-5. It then makes a series of recommendations and outlines any next steps.

6.0 Conclusions & Recommendations

- 6.0.1 The undertaking of the GTAA has been complicated by a number of factors which have been outlined in preceding chapters. The assumptions made in this GTAA are based on a very low sample size, despite the best endeavours of the council to engage with members of the Gypsy Traveller community. However, sample sizes may improve in the future with initiatives such as carrying out surveys on all future unauthorised encampments, the introduction of the common housing register and the ABUHB starting to collect data across all of the 2011 Census ethnicity categories.
- 6.0.2 Tables 5.1-5.5 show that there is no identified requirement for permanent site provision within the borough. Section 5.5 shows there is no requirement either for transit provision in the borough. A meeting to discuss the need for transit provision in the SE Wales region is considered in paragraph 5.0.6.
- 6.0.3 Based on an analysis of the information drawn together as part of the GTAA the council concludes that there is currently insufficient evidence to support the provision of a transit site within the borough. The council will, however, keep this decision under close review. It will look to supplement the current evidence base by proactively attempting to carry out accommodation needs surveys on all unauthorised encampments that take place in the borough in the future using Welsh Government's universal questionnaire.
- 6.0.4 Similarly to the need for transit sites, as outlined in the paragraph above, there is currently insufficient evidence to support the use of temporary stopping places in the borough in the short-term. However, the council will keep this decision under review to ensure that emerging needs and aspirations of Gypsies and Travellers passing through the borough are taken into consideration.
- 6.0.5 Should a planning application for a permanent or transit site be submitted in the future, this can be addressed through the existing planning policies. The emerging replacement LDP will continue to include a criteria based policy to address any applications for Gypsy and Traveller sites.
- 6.0.6 The council would be supportive of Welsh Government leading on the development of an all-Wales network of transit provision. An initiative that could potentially address the lack of current provision and reduce the number of unauthorised encampments throughout Wales.

6.0.7 The council would recommend to Welsh Government that a review of the GTAA process is undertaken in association with local authorities and interested parties. This should include reviewing both the guidance issued to local authorities and the universal questionnaire.

6.1 Next Steps

The council will undertake the following actions to ensure it continues to comply with the requirements of Housing (Wales) Act 2014 and the Equality Act 2010:

1. Present the findings of the GTAA to Cabinet;
2. Submit the GTAA report to Welsh Government for approval;
3. Upload a copy of the GTAA report onto the council's website and review current website content;
4. Ensure that all instances of unauthorised encampment in the borough are entered onto the new Welsh Government recording system;
5. Continue to monitor the on-going accommodation requirements of members of the Gypsy Traveller community through biannual meetings of the accommodation working group;
6. Use the findings from the GTAA to inform the revision of the local development plan;
7. Ensure that the ethnicity of all applicants on the common housing register is recorded using the 2011 Census ethnicity classifications;
8. Continue to participate in the All-Wales Gypsy & Traveller Accommodation Forum; and
9. Actively participate in any future Welsh Government led review of the GTAA process.
10. Participate in the Gwent Police led development of a regional protocol for managing unauthorised encampments.

Appendix 1: Definition of Key Terms

The table below provides a list of key terms used in this document:

Gypsies and Travellers	<p>(a) Persons of a nomadic habit of life, whatever their race or origin, including:</p> <p>(1) Persons who, on grounds only of their own or their family's or dependant's educational or health needs or old age, have ceased to travel temporarily or permanently, and</p> <p>(2) Members of an organized group of travelling show people or circus people (whether or not travelling together as such); and</p> <p>(b) All other persons with a cultural tradition of nomadism or of living in a mobile home.</p> <p>Source: Section 108, Housing (Wales) Act 2014</p>
Residential site	<p>A permanent residential site can be privately owned or owned by the Local Authority. This site will be designated for use as a Gypsy and Traveller site indefinitely. Residents on these sites can expect to occupy their pitches for as long as they abide by the terms of their pitch agreements, under the Mobile Homes (Wales) Act 2013.</p> <p>Working space may also be provided on, or near, sites for activities carried out by community members.</p>
Temporary residential site	<p>These sites are residential sites which only have planning permission or a site licence for a limited period. Residents on these sites can expect to occupy their pitches for the duration of the planning permission or site licence (or as long as they abide by the terms of their pitch agreements, under the Mobile Homes (Wales) Act 2013 – whichever is sooner).</p>
Transit site	<p>Transit sites are permanent facilities designed for temporary use by occupiers. These sites must be designated as such and provide a route for Gypsies and Travellers to maintain a nomadic way of life. Individual occupiers are permitted to reside on the site for a maximum of 3 months at a time.</p> <p>Specific terms under the Mobile Homes (Wales) Act 2013 apply on these sites. Working space may also be provided on, or near, sites for activities carried out by community members.</p>
Temporary Stopping Place	<p>Also known as a 'stopping place', 'Atchin Tan', or 'green lane', amongst other names. These are intended to be short-term in nature to assist Local Authorities where a need for pitches is accepted, however, none are currently available. Pro-actively identified temporary stopping places can be used to relocate inappropriately located encampments, whilst alternative sites are progressed. Temporary stopping places must make provision for</p>

	waste disposal, water supply and sanitation at a minimum.
Residential pitch	Land on a mobile home site where occupiers are entitled to station their mobile homes indefinitely (unless stated in their pitch agreement). Typically includes an amenity block, space for a static caravan and touring caravan and parking.
Transit pitch	Land on a mobile home site where occupiers are entitled to station their mobile homes for a maximum of 3 months. Transit pitches can exist on permanent residential sites, however, this is not recommended.
Unauthorised encampment	Land occupied without the permission of the owner or without the correct land use planning permission. Encampments may be tolerated by the Local Authority, whilst alternative sites are developed.
Unauthorised development	Land occupied by the owner without the necessary land use planning permission.
Current residential supply	The number of authorised pitches which are available and occupied within the Local Authority or partnership area. This includes pitches on Local Authority or private sites.
Current residential demand	Those with a need for authorised pitches for a range of reasons, including: <ul style="list-style-type: none"> • an inability to secure an authorised pitch leading to occupation of unauthorised encampments; • an inability to secure correct planning permission for an unauthorised development; • households living in overcrowded conditions and want a pitch; • households in conventional housing demonstrating cultural aversion; • new households expected to arrive from elsewhere.
Future residential demand	The expected level of new household formation which will generate additional demand within the 5 year period of the accommodation assessment and longer LDP period.
Overall residential pitch need	The ultimate calculation of unmet accommodation need, which must be identified through the Gypsy and Traveller accommodation assessment process. This figure can be found by adding the immediate residential need to the future residential demand. The overall residential need will capture the needs across the 5 year period within which the accommodation assessment is considered to be robust.
Planned residential pitch supply	The number of authorised pitches which are vacant and available to rent on Local Authority or private sites. It also includes pitches which will be vacated in the near future by households moving to conventional housing or in other circumstances. Additional pitches which are due to open or private sites likely to achieve planning permission shortly should be included as planned residential supply.

Household	In this guidance this refers to individuals from the same family who live together on a single pitch / house / encampment.
Concealed or 'doubled-up' household	<p>This refers to households which are unable to achieve their own authorised accommodation and are instead living within authorised accommodation (houses or pitches) assigned to another household.</p> <p>This may include adult children who have been unable to move home or different households occupying a single pitch.</p>
Household growth	In this guidance household growth is defined by the number of new households arising from households which are already accommodated in the area.

Appendix 2: Survey Poster

Gypsy & Traveller Survey: Your Future, Your Say

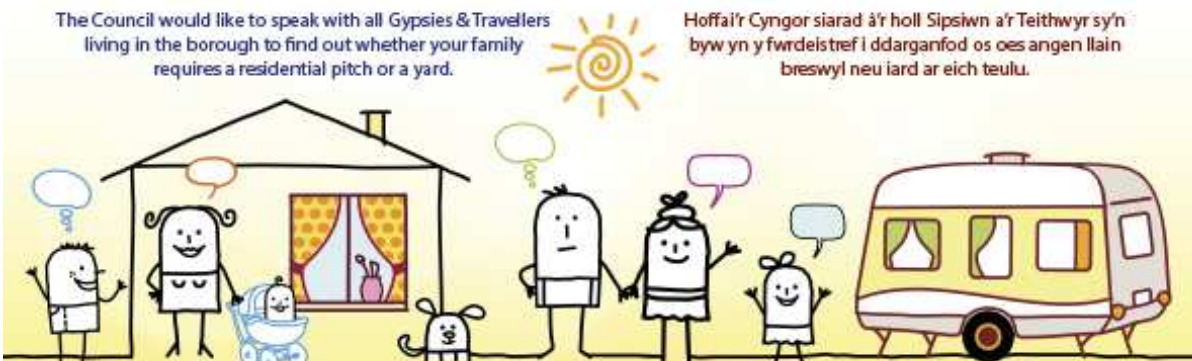
A new law called the Housing (Wales) Act 2014 means that Councils must assess and make provision for the accommodation needs of Gypsies & Travellers in their area.

The Council would like to speak with all Gypsies & Travellers living in the borough to find out whether your family requires a residential pitch or a yard.

Arolwg Sipsiwn a Theithwyr: Eich Dyfodol, Eich Barn

Mae deddf newydd o'r enw Deddf Tai (Cymru) 2014 yn golygu fod rhaid i Gynghorau asesu a gwneud darpariaeth ar gyfer anghenion llety Sipsiwn a Theithwyr yn eu hardal.

Hoffai'r Cyngor siarad â'r holl Sipsiwn a'r Theithwyr sy'n byw yn y fwrdeistref i ddarganfod os oes angen llain breswyl neu iard ar eich teulu.



The illustration shows two families. On the left, a family of four (a man, a woman, a baby in a stroller, and a dog) is standing in front of a house with a chimney and a window. On the right, a family of three (a man, a woman, and a child) is standing next to a yellow and white caravan. A sun is drawn in the sky between the two families.

**To speak with the Council, please telephone 01495 235216,
email: privatesectorhousing@caerphilly.gov.uk
or visit one of its main buildings.**

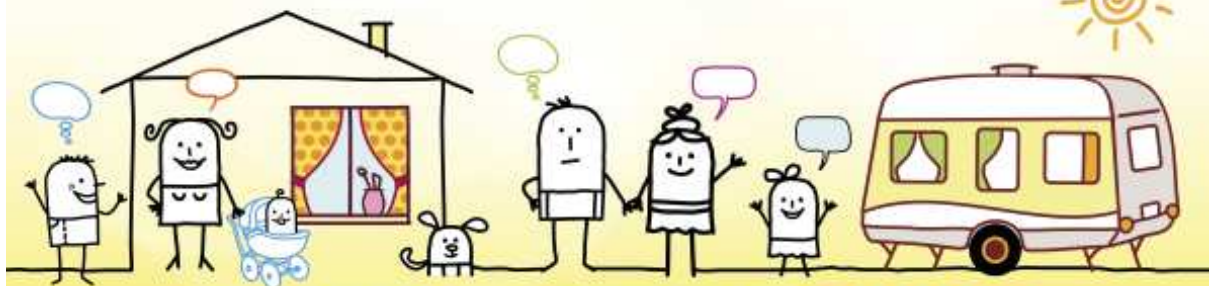
**I siarad â'r Cyngor, ffoniwch 01495 235216,
e-bostiwch: taiectorpreifat@caerffili.gov.uk
neu ewch i un o'r prif adeiladau.**

Appendix 3: Survey Flyer

Gypsy & Traveller Survey: Your Future, Your Say

A new law called the Housing (Wales) Act 2014 means that Councils must assess and make provision for the accommodation needs of Gypsies & Travellers in their area.

The Council would like to speak with all Gypsies and Travellers living in the borough to find out whether your family requires a residential pitch or a yard.

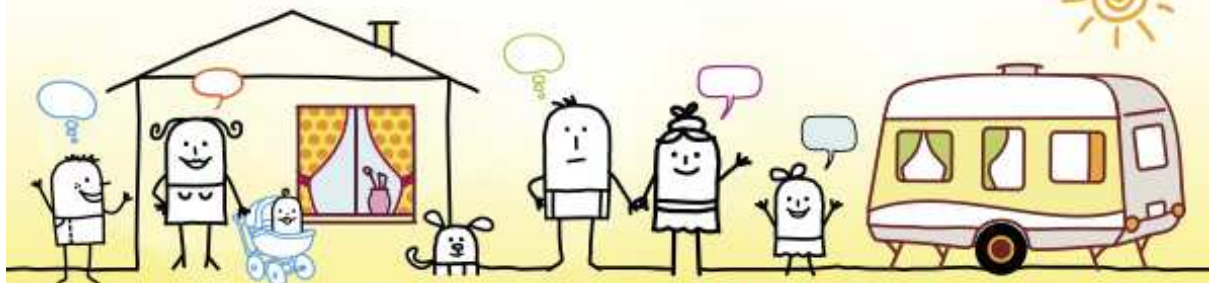


To speak with the Council, please telephone **01495 235216**,
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Arolwg Sipsiwn a Theithwyr: Eich Dyfodol, Eich Barn

Mae deddf newydd o'r enw Deddf Tai (Cymru) 2014 yn golygu fod rhaid i Gyngorau asesu a gwneud darpariaeth ar gyfer anghenion llety Sipsiwn a Theithwyr yn eu hardal.

Hoffai'r Cyngor siarad â'r holl Sipsiwn a'r Theithwyr sy'n byw yn y fwrdeistref i ddarganfod os oes angen llain breswyl neu iard ar eich teulu.



I siarad â'r Cyngor, ffoniwch **01495 235216**,
e-bostiwch: taisectorpreifat@caerffili.gov.uk neu ewch i un o'r prif adeiladau.

Appendix 4: A List of Organisations Consulted

Below is a list, in no particular order, of the main organisations or groups that the council has communicated with as part of the undertaking of the GTAA:

Gypsies & Travellers Wales	Roma Support Group
Travelling Ahead (at Save the Children Cymru)	Aneurin Bevan University Health Board
The Unity Project	Public Health Wales
Romani Cultural and Arts Company	Gwent Police
The Bridges Project	Victim Support
The Showmen's Guild of Great Britain	The nine local authorities in SE Wales
The Travellers School Charity	Caerphilly County Borough Community Cohesion Forum
Planning Aid Wales	Welsh Government
The Traveller Movement	Gwalia
Friends, Families and Travellers	Save the Children
The National Federation of Gypsy Liaison Groups	Race Equality First
The Gypsy Council (for Education, Culture, Welfare and Civil Rights)	All primary, secondary and special schools in the borough

Appendix 5: Interview Log (edited version)

Address	Type of tenure	Date of visit	Engagement techniques used	Resident at home?	Interview attempts		Questionnaire completed or refusal?	Reasons for refusal?
Caravan Park A	Owner	03/07/2015	Two officers visited the caravan park on the 3rd July to speak with the residents about the GTAA. Where the applicant was at home, basic information was provided and a flyer was handed out. Where the resident was not at home, a flyer was posted through their letterbox.	Yes	Completed 14/08/15		Completed.	N/a.
Caravan Park B	Owner-occupier	03/07/2015	Two officers visited the caravan park to speak with the residents about the GTAA. Where the applicant was at home, basic information was provided and a flyer was handed out. Where the resident was not at home, a flyer was posted through their letterbox.	Yes	Completed 14/08/15		Completed.	N/a.
Caravan Park B	Owner-occupier	03/07/2015	Two officers visited the caravan park to speak with the residents about the GTAA. Where the applicant was at home, basic information was provided and a flyer was handed out. Where the resident was not at home, a flyer was posted through their letterbox. The same two officers visited on the 14/08/15 to undertake the survey. The resident said that they did not want to take part in the survey. We said we could call again but this resident reiterated their desire of not wanting to take part in the survey.	Yes	Visited on 14/08/15		Refused for the reasons outlined in cell E20.	Refused for the reasons outlined in cell E20.

Caravan Park B	Site owner	03/07/2015	Two officers visited the caravan park on the 3rd July to speak with the residents about the GTAA. Where the applicant was at home, basic information was provided and a flyer was handed out. Where the resident was not at home, a flyer was posted through their letterbox.	No	Visited on 14/08/15 - no reply. Flyer put through the letterbox.	Visited on 21/08/15. XXXX was in. Initially didn't want to take part in the survey. However, after fully explaining the process the XXXX said they would speak with their XXXX and telephone us if they wanted to take part.		No.	As per cell H25.
Caravan Park B	N/a	03/07/2015	Two officers visited the caravan park on the 3rd July to speak with the residents about the GTAA. Where the applicant was at home, basic information was provided and a flyer was handed out. Where the resident was not at home, a flyer was posted through their letterbox.	N/a				Building plot.	N/a

Caravan Park B	Owner-occupier	03/07/2015	Two officers visited the caravan park on the 3rd July to speak with the residents about the GTAA. Where the applicant was at home, basic information was provided and a flyer was handed out. Where the resident was not at home, a flyer was posted through their letterbox.	No				No. Interviews were only attempted to be undertaken with known Gypsy Travellers or those people who contacted us and arranged for an interview to be completed.	N/a.
Travelling circus, Llanbradach	N/a	03/07/2015	Two officers visited the circus on the 3rd July to speak with the travelling show people about the GTAA. We were advised by XXXX, a circus employee (in the absence of the circus owner) that the circus was from Grantham, Lincolnshire and that no local people were employed.	N/a				N/a	See comments in cell E28.

Caravan Park C	Private renting	08/07/2015	<p>Two officers visited the caravan park on the 8th July to speak with the residents about the GTAA. Where the applicant was at home, basic information was provided and a flyer was handed out. Where the resident was not at home, a flyer was posted through their letterbox. We were advised by the site manager that no known GT lived on the site.</p> <p>However, one resident disclosed that they were a GT. Several attempts were made to call back to this resident to undertake a survey but no response was received on every occasion. Information was left at the caravan for the applicant to contact the council but no contact was ever made.</p>	Yes				No. Interviews were only attempted to be undertaken with known Gypsy Travellers or those people who contacted us and arranged for an interview to be completed.	N/a.

Caerphilly	Caerphilly town	06/07/2015	Received telephone call regarding planning permission on land the XXXX owns in XXXX and an education issue regarding her children. The XXXX describes XXXX as a Traveller who currently lives in bricks and mortar accommodation. XXXX found out about the survey through XXXX XXXX who lives on another caravan park in Caerphilly. Advised XXXX to ring XXXX council regarding planning issue and GT Wales regarding the education issue as the XXXX had already spoken to the education authority - name and telephone number provided.	N/a	Telephoned at 13:01 on 10/08/15. No answer. Message left on answer phone	Telephoned at 09:13 on 13/08/15. No answer. Message left on answer phone	Telephoned at 09:15 on 21/08/15. Need to call back next week to arrange survey	No.	I telephoned the XXXX again at 13:09 on the 24/08/15. The XXXX said that due to a family domestic, XXXX no longer wanted to undertake a survey. I explained to the XXXX that if XXXX situation changed XXXX could call me to arrange a time and date to undertake the
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Not provided	Unknown	13/07/2015	Received a telephone call for a XXXX asking about pitch provision in the SE Wales region. I explained that there was none currently in the borough and we are undertaking a GTAA. The XXXX was in a hurry and could not talk further. We agreed that I would call XXXX back to talk about the GTAA at a later date.	N/a	Telephoned at 13:01 on 10/08/15. XXXX unable to meet until the 25/08/15. XXXX advised XXXX will call back after this date.			N/a	N/a
England	Bricks and mortar. Rented - XXXX Housing	21/07/2015	Received a telephone call from a XXXX who lives in England wanting to know about the GTAA, which XXXX had seen on FB. The XXXX is a housing association tenant who has no local connection with the area. I advised the XXXX that the GTAA was only for the people currently living in the borough or requiring transit provision. The XXXX asked about a mutual exchange to the Cardiff and RCT areas and I advised XXXX how XXXX might apply for one.	N/a				N/a	N/a

Pen-y-Fan Caravan Park & Leisure site	N/a	23/07/2015	Two officers visited the caravan park and spoke with the reception staff. We were informed that there were no Gypsy Travellers currently on the site. We explained to them the process and left them with some literature to hand out and put on their notice board.	N/a				N/a	N/a
Oakdale Business Park	Unauthorised encampment	23/07/2015	Two officers visited an unauthorised encampment of 6 families to carry out a GTAA survey. It was explained to them the reasons why the survey was being undertaken. All residents on the site declined to be surveyed. We left them with some information and a copy of the survey and advised them to contact us if they changed their mind. The families did not say where they had come from and where they were going next. They did say that they would not use transit provision if it were provided.	Yes				Refused as per cell E37	Refused as per cell E37
Risca Railway Station	Unauthorised encampment	03/09/2015	Two officers visited an unauthorised encampment consisting of 2 separate families to carry out a GTAA survey.	Yes	Completed on 03/09/2015			N/a	N/a

Appendix 6: 2011 Census Data Regional Analysis

Variable	Caerphilly				Bridgend				Vale of Glamorgan				Cardiff				Rhondda Cynon Taff				Blaenau Gwent				Torfaen				Monmouthshire				Newport			
	All residents		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers							
	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%						
All usual residents	178,806		31		63		21		521		53		72		155		6		84																	
Aged 0-17 years	39,691	22.20	5	16.13	15	23.81	5	23.81	246	47.20	13	24.53	28	38.89	80	51.61	0	0.00	31	36.90																
Aged 18-39 years	48,800	27.29	8	25.81	26	41.27	13	61.90	167	32.05	27	50.94	25	34.72	30	19.35	4	66.67	30	35.71																
Aged 40-64 years	60,750	33.98	18	58.06	21	33.33	3	14.29	92	17.66	11	20.75	12	16.67	36	23.23	2	33.33	18	21.43																
Aged 65 years and over	29,565	16.53	0	0.00	1	1.59	0	0.00	16	3.07	2	3.77	7	9.72	9	5.81	0	0.00	5	5.95																
Male usual residents	87,701		16		37		14		253		28		36		70		4		42																	
Males aged 0-17 years	20,338	23.19	2	12.50	7	18.92	2	14.29	128	50.59	2	7.14	16	45.71	49	70.00	0	0.00	14	33.33																
Males aged 18-39 years	24,062	27.44	2	12.50	17	45.95	10	71.42	87	34.39	19	67.86	10	28.57	4	5.71	3	75.00	17	40.48																
Males aged 40-64 years	30,060	34.27	12	75.00	12	32.43	2	14.29	32	12.65	6	21.43	6	17.14	13	18.57	1	25.00	8	19.05																
Males aged 65 years and over	13,241	15.10	0	0.00	1	2.70	0	0.00	6	2.37	1	3.57	3	2.86	4	5.71	0	0.00	3	7.14																
Female usual residents	91,105		15		26		7		268		25		37		85		2		42																	
Females aged 0-17 years	19,353	21.24	3	20.00	8	30.77	3	42.86	118	44.03	11	44.00	12	32.43	31	36.47	0	0.00	17	40.48																
Females aged 18-39 years	24,738	27.15	6	40.00	9	34.61	3	42.86	80	29.85	8	32.00	15	40.54	26	30.59	1	50.00	13	30.95																
Females aged 40-64 years	30,690	33.69	6	40.00	9	34.61	1	14.28	60	22.39	5	20.00	6	16.22	23	27.06	1	50.00	10	23.81																
Females aged 65 years and over	16,324	17.92	0	0.00	0	0.00	0	0.00	10	3.73	1	4.00	4	10.81	5	5.88	0	0.00	2	4.76																
All usual residents aged 16+	143,825		26		49		16		308		41		44		81		6		56																	
Economically active residents aged 16+	85,212	59.25	8	30.77	32	65.31	3	18.75	87	28.25	27	65.85	14	31.82	16	19.75	4	66.67	27	48.21																
% of economically active residents aged 16+ who are:																																				
Employed part-time	17,378	12.08	1	3.85	8	16.33	1	6.25	12	3.90	7	17.07	2	4.55	4	4.94	1	16.67	6	10.71																
Employed full-time	50,275	34.96	5	19.23	7	14.29	1	6.25	30	9.74	9	21.94	6	13.63	4	4.94	2	33.33	6	10.71																
Self employed	7,966	5.54	2	7.69	4	8.16	1	6.25	14	4.55	5	12.20	2	4.55	3	3.70	0	0.00	8	14.29																
Full-time students	2,852	1.98	0	0.00	2	4.08	0	0.00	9	2.91	3	7.32	0	0.00	0	0.00	1	16.67	2	3.57																
Unemployed	6,741	4.69	0	0.00	11	22.45	0	0.00	22	7.14	3	7.32	4	9.09	5	6.17	0	0.00	5	8.93																
Economically inactive residents aged 16+	58,613	40.75	18	69.23	17	34.69	13	81.25	221	71.75	14	34.15	30	68.18	65	80.25	2	33.33	29	51.79																
% of economically inactive residents aged 16+ who are:																																				
Retired	32,775	22.79	1	3.85	1	2.04	1	6.25	13	4.23	0	0.00	6	13.64	10	12.35	0	0.00	5	8.93																
Students	5,901	4.10	0	0.00	1	2.04	6	37.50	26	8.44	1	2.44	0	0.00	5	6.17	0	0.00	5	8.93																
Looking after home or family	5,681	3.95	4	15.38	4	8.16	2	12.50	61	19.80	1	2.44	11	25.00	30	37.04	1	16.67	5	8.93																
Long term sick or disabled	11,130	17.74	11	42.31	1	2.04	3	18.75	71	23.05	7	17.07	6	13.64	13	16.05	0	0.00	12	21.42																
Other	3,126	2.17	2	7.69	10	20.41	1	6.25	50	16.23	5	12.20	7	15.90	7	8.64	1	16.67	2	3.57																
Male usual residents aged 16+	69,692		14		31		12		144		26		19		24		4		31																	
Economically active males aged 16+	45,302	65.00	6	42.86	21	67.74	3	25.00	46	31.94	16	61.54	9	47.37	8	33.33	3	75.00	16	51.61																
% of economically active males aged 16+ who are:																																				
Employed part-time	3,604	5.17	0	0.00	5	16.13	1	8.33	2	1.39	2	7.69	0	0.00	1	4.17	0	0.00	2	6.45																
Employed full-time	30,313	43.50	4	28.57	5	16.13	1	8.33	22	15.28	6	23.08	4	21.05	2	8.33	2	50.00	1	3.22																
Self employed	6,002	8.61	2	14.29	2	6.45	1	8.33	13	9.02	5	19.23	2	10.53	3	12.50	0	0.00	8	25.81																
Full-time students	1,115	1.60	0	0.00	2	6.45	0	0.00	1	0.69	2	7.69	0	0.00	0	0.00	1	25.00	0	0.00																
Unemployed	4,268	6.12	0	0.00	7	22.58	0	0.00	8	5.56	1	3.85	3	15.79	2	8.33	0	0.00	5	16.13																
Economically inactive males aged 16+	24,390	35.00	8	57.14	10	32.26	9	75.00	98	68.06	10	38.46	10	52.63	16	66.67	1	25.00	16	48.38																
% of economically inactive males aged 16+ who are:																																				
Retired	13,863	19.89	1	7.14	1	3.23	1	8.33	7	4.86	0	0.00	3	15.79	2	8.33	0	0.00	3	9.68																
Students	2,819	4.04	0	0.00	0	0.00	4	33.34	20	13.89	1	3.85	0	0.00	3	12.50	0	0.00	3	9.68																
Looking after home or family	779	1.12	1	7.14	1	3.23	0	0.00	9	6.25	0	0.00	1	5.26	0	0.00	0	0.00	1	3.23																
Long term sick or disabled	5,650	8.11	6	42.86	1	3.23	3	25.00	33	22.92	5	19.23	4	21.05	7	29.17	0	0.00	7	22.58																
Other	1,279	1.84	0	0.00	7	22.57	1	8.33	29	20.14	4	15.38	2	10.53	4	16.67	1	25.00	1	3.23																

Variable	Caerphilly				Bridgend		Vale of Glamorgan		Cardiff		Rhondda Cynon Taff		Blaenau Gwent		Torfaen		Monmouthshire		Newport	
	All residents		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers	
	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%
Female usual residents aged 16+	74,133		12		18		4		164		15		25		57		2		25	
Economically active females aged 16+	39,910	53.84	2	16.67	11	61.11	0	0.00	41	25.00	11	73.33	5	20.00	8	14.04	1	50.00	11	44
% of economically active females aged 16+ who are:																				
Employed part-time	13,774	18.58	1	8.33	3	16.67	0	0.00	10	6.10	5	33.33	2	8.00	3	5.26	1	50.00	4	16.00
Employed full-time	19,962	26.93	1	8.33	2	11.11	0	0.00	8	4.88	3	20.00	0	8.00	2	3.52	0	0.00	5	20.00
Self employed	1,964	2.65	0	0.00	2	11.11	0	0.00	1	0.61	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Full-time students	1,737	2.34	0	0.00	0	0.00	0	0.00	8	4.88	1	6.67	0	0.00	0	0.00	0	0.00	2	8.00
Unemployed	2,473	3.34	0	0.00	4	22.22	0	0.00	14	8.53	2	13.33	1	4.00	3	5.26	0	0.00	0	0.00
Economically inactive females aged 16+	34,223	46.16	10	83.33	7	38.88	4	100.00	123	75.00	4	26.67	20	80.00	49	85.96	1	50.00	14	56
% of economically inactive females aged 16+ who are:																				
Retired	18,912	25.51	0	0.00	0	0.00	0	0.00	6	3.66	0	0.00	3	12.00	8	14.03	0	0.00	2	8.00
Students	3,082	4.16	0	0.00	1	5.56	2	50.00	6	3.66	0	0.00	0	0.00	2	3.51	0	0.00	2	8.00
Looking after home or family	4,902	6.61	3	25.00	3	16.67	2	50.00	52	31.71	1	6.67	10	40.00	30	52.63	1	50.00	4	16.00
Long term sick or disabled	5,480	7.39	5	41.66	0	0.00	0	0.00	38	23.17	2	13.33	2	8.00	6	10.53	0	0.00	5	20.00
Other	1,847	2.49	2	16.67	3	16.67	0	0.00	21	12.80	1	6.67	5	20.00	3	5.26	0	0.00	1	4.00
All usual residents aged 16+ in employment by industry:	77,756		8		20		3		63		24		10		11		4		21	
Agriculture, energy & water	2,051	2.64	0	0.00	0	0.00	0	0.00	3	4.76	1	4.17	1	10.00	0	0.00	0	0.00	0	0.00
Manufacturing	12,573	16.17	0	0.00	2	10.00	0	0.00	6	9.52	2	8.33	3	30.00	0	0.00	0	0.00	2	9.52
Construction	6,650	8.55	0	0.00	3	15.00	1	33.33	9	14.29	2	8.33	0	0.00	2	18.18	0	0.00	2	9.52
Wholesale & retail trade; repair of motor vehicles/motorcycles	11,750	15.11	2	25.00	3	15.00	0	0.00	6	9.52	4	16.67	0	0.00	2	18.18	0	0.00	5	23.81
Transport & storage	3,034	3.90	0	0.00	0	0.00	0	0.00	3	4.76	1	4.17	0	0.00	2	18.18	0	0.00	0	0.00
Accommodation & food service activities	3,409	4.38	0	0.00	4	20.00	0	0.00	7	11.11	1	4.17	0	0.00	0	0.00	0	0.00	0	0.00
Information & communication	1,495	1.92	1	12.50	0	0.00	0	0.00	1	1.59	0	0.00	0	0.00	0	0.00	0	0.00	1	4.76
Financial & insurance activities	2,720	3.50	0	0.00	1	5.00	0	0.00	1	1.59	2	8.33	0	0.00	1	9.09	0	0.00	2	9.52
Real estate activities	843	1.08	1	12.50	0	0.00	0	0.00	1	1.59	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Professional, scientific & technical activities	2,934	3.77	1	12.50	0	0.00	0	0.00	2	3.17	1	4.17	1	10.00	0	0.00	0	0.00	1	4.76
Administrative & support service activities	3,490	4.49	0	0.00	2	10.00	1	33.33	5	7.94	2	8.33	2	20.00	0	0.00	1	25.00	1	4.76
Public administration & defence; compulsory social security	7,102	9.13	2	25.00	0	0.00	1	33.33	3	4.76	1	4.17	0	0.00	0	0.00	1	25.00	1	4.76
Education	7,097	9.13	0	0.00	1	5.00	0	0.00	3	4.76	2	8.33	1	10.00	1	9.09	0	0.00	2	9.52
Human health & social work activities	9,653	12.41	1	12.50	2	10.00	0	0.00	7	11.11	4	16.67	0	0.00	2	18.18	1	25.00	2	9.52
Other industries	2,955	3.80	0	0.00	2	10.00	0	0.00	6	9.52	1	4.17	2	20.00	1	9.09	1	25.00	2	9.52
All usual residents aged 16+ and highest level of qualification:	143,825		26		49		16		308		41		44		81		6		56	
No qualifications	45,102	31.36	16	61.54	26	53.06	6	37.50	207	67.21	19	46.34	33	75.00	65	80.25	2	33.33	38	67.86
Level 1 qualifications	21,459	14.92	0	0.00	6	12.25	0	0.00	26	8.44	6	14.63	2	4.54	5	6.17	0	0.00	3	5.36
Level 2 qualifications	23,361	16.24	0	0.00	6	12.25	3	18.75	20	6.49	3	7.32	4	9.09	4	4.94	2	33.33	2	3.57
Apprenticeship	5,595	3.89	1	3.85	0	0.00	1	6.25	5	1.62	2	4.88	1	2.27	1	1.23	0	0.00	2	3.57
Level 3 qualifications	16,154	11.23	3	11.54	4	8.16	3	18.75	19	6.17	3	7.32	0	0.00	1	1.23	1	16.67	5	8.93
Level 4 qualifications and above	26,843	18.66	6	23.08	4	8.16	1	6.25	23	7.47	6	14.63	1	2.27	4	4.94	1	16.67	5	8.93
Other qualifications	5,311	3.69	0	0.00	3	6.12	2	12.50	8	2.60	2	4.88	3	6.82	1	1.23	0	0.00	1	1.78
All usual residents and general health:	178,806		31		63		21		521		53		72		155		6		84	
Very good or good	133,654	74.75	14	45.16	45	71.43	16	76.19	330	63.34	36	67.92	49	68.06	105	67.74	6	100.00	58	69.05
Fair	28,488	15.93	7	22.58	11	17.46	3	14.29	92	17.66	12	22.64	11	15.28	23	14.84	0	0.00	14	16.67
Bad or very bad	16,664	9.32	10	32.26	7	11.11	2	9.52	99	19.00	5	9.43	12	16.67	27	17.42	0	0.00	12	14.28
All usual residents and religion:	178,806		31		63		21		521		53		72		155		6		84	
Christian	90,669	50.71	17	54.84	29	46.03	8	38.09	400	76.77	21	39.62	53	73.61	126	81.29	2	33.33	43	51.19
Buddhist	278	0.15	1	3.23	1	1.59	1	4.76	4	0.77	2	3.77	0	0.00	0	0.00	0	0.00	1	1.19
Hindu	174	0.10	0	0.00	0	0.00	0	0.00	2	0.38	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Jewish	69	0.04	1	3.23	0	0.00	0	0.00	0	0.00	1	1.89	0	0.00	0	0.00	0	0.00	1	1.19
Muslim	391	0.22	0	0.00	2	3.17	0	0.00	6	1.15	1	1.89	0	0.00	1	0.64	0	0.00	1	1.19
Sikh	152	0.08	1	3.23	0	0.00	0	0.00	3	0.58	1	1.89	0	0.00	0	0.00	0	0.00	0	0.00
Other religion	665	0.37	2	6.45	0	0.00	0	0.00	9	1.73	2	3.77	0	0.00	0	0.00	0	0.00	0	0.00
No religion	73,084	40.87	9	29.03	21	33.33	6	28.57	72	13.82	20	37.74	9	12.50	23	14.84	2	33.33	26	30.95
Religion not stated	13,324	7.45	0	0.00	10	15.87	6	28.57	25	4.80	5	9.43	10	13.89	5	3.23	2	33.33	12	14.29

Variable	Caerphilly				Bridgend		Vale of Glamorgan		Cardiff		Rhondda Cynon Taff		Blaenau Gwent		Torfaen		Monmouthshire		Newport	
	All residents		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers		Gypsy/Irish travellers	
	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%
Household composition (number of households)	74,479		14		26		6		158		22		30		50		3		28	
Single person aged 65+ households	9,143	12.29	0	0.00	0	0.00	0	0.00	5	3.16	0	0.00	5	16.67	1	2.00	0	0.00	2	7.14
Households containing only residents aged 65+ (more than one)	6,161	8.27	0	0.00	0	0.00	0	0.00	1	0.63	0	0.00	1	3.33	2	4.00	0	0.00	0	0.00
Single person households	11,053	14.84	8	57.14	6	23.08	0	0.00	34	21.52	5	22.73	8	26.67	9	18.00	1	33.33	6	21.43
Married/same-sex civil partnership couple households with:																				
no children	9,737	13.07	1	7.14	1	3.85	0	0.00	2	1.27	2	9.09	1	3.33	3	6.00	0	0.00	1	3.57
dependent children	11,025	14.80	1	7.14	3	11.54	0	0.00	15	9.49	1	4.54	3	10.00	4	8.00	1	33.33	6	21.43
all children non-dependent	5,687	7.64	2	14.29	3	11.54	1	16.70	4	2.53	1	4.54	0	0.00	1	2.00	0	0.00	0	0.00
Cohabiting couple households with:																				
no children	3,435	4.61	1	7.14	1	3.85	0	0.00	5	3.16	2	9.09	0	0.00	1	2.00	0	0.00	0	0.00
dependent children	4,282	5.75	0	0.00	2	7.69	3	50.00	7	4.43	5	22.73	1	3.33	3	6.00	0	0.00	1	3.57
all children non-dependent	495	0.66	0	0.00	0	0.00	0	0.00	1	0.63	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Lone parent households with:																				
dependent children	6,533	8.77	1	7.14	7	26.92	1	16.70	55	34.82	5	22.73	8	26.67	18	36.00	0	0.00	7	25.00
all children non-dependent	3,141	4.22	0	0.00	0	0.00	1	16.70	4	2.53	0	0.00	2	6.67	0	0.00	0	0.00	1	3.57
Other households	3,787	5.08	0	0.00	3	11.53	0	0.00	25	15.83	1	4.54	1	3.33	8	16.00	1	33.33	4	14.29
Car/van availability (number of households)	74,479		14		26		6		158		22		30		50		3		28	
No cars or vans	18,137	24.35	3	21.43	7	26.92	1	16.67	90	56.96	6	27.28	15	50.00	18	36.00	0	0.00	10	35.71
1 car or van	32,153	43.17	7	50.00	13	50.00	4	66.66	52	32.91	8	36.36	11	36.67	24	48.00	1	33.33	10	35.71
2 or more cars and vans	24,189	32.48	4	28.57	6	23.08	1	16.67	16	10.13	8	36.36	4	13.33	8	16.00	2	66.67	8	28.58

The 2011 Census tables used for the above analysis are as follows:

DC2101EW	Ethnic group by sex and age
DC6201EW	Economic activity by ethnic group by sex by age
DC5209EW	Highest level of qualification by ethnic group
DC6211EW	Industry by ethnic group by age
DC2301EW	Ethnic group by provision of unpaid care by general health
DC2201EW	Ethnic group by religion
DC1201EW	Household composition by ethnic group of Household Reference Person
DC4202EW	Tenure by car or van availability by ethnic group of Household Reference Person

Appendix 7: Letter to Schools



Pontllanfraith
House
Pontllanfraith
Blackwood
NP12 2YW

Tŷ Pontllan-fraith
Pontllan-fraith
Coed Duon
NP12 2YW

Your Ref/Eich Cyf:
Our Ref/Ein Cyf: MW
Contact/Cysylltwc Mark Jennings
Telephone/Ffôn: 01495 235198
E Mail/E Bost: Jennim1@caerphilly.gov
.uk
Date/Dyddiad: 19th June 2015

Dear Sir/Madam,

Re: Consultation Poster – Gypsy and Traveller Accommodation Assessment

Dear Head Teacher

Caerphilly County Borough Council are currently undergoing an assessment into the accommodation needs of Gypsy and Travellers in the Caerphilly Local Authority area. This is part of a national approach which requires all Local Authorities throughout Wales to assess the housing needs of Gypsy and Travellers. As part of this assessment we are looking to speak with as many people from this community as possible, even if those community members reside in bricks and mortar housing. Welsh Government have recognised that current and projected accommodation needs of Gypsies and Travellers have often not been well understood, this Gypsy and Traveller assessment is therefore a requirement to measure the level of housing need and to provide provision to support that demand.

In 2011 the National census highlighted that there are a small number of Gypsy and Travellers residing in Caerphilly, as a result we are working in partnership across Local Authority services to promote the participation of Gypsy and Travellers in a survey to gaining their views, forming part of this approach we are writing to all schools throughout the Local Education Authority for your support.

If you are aware of any pupils/families of pupils who attend your school that identify themselves as Gypsy and Travellers, we would like to hear from them. Enclosed/attached is a poster promoting the assessment and encouraging participation in face to face surveys, we would be grateful if this literature could be circulated to any of the above pupils to take home to parents (hard copies of the

attached can be forwarded to you on request). There is no obligation on schools to forward this literature on to any pupils and we are not seeking any information on ethnicity of pupils attending your school, however we would welcome your assistance in promoting the assessment and the opportunity for members of this community to have their voices heard.

The Council has set up a working group to oversee the undertaking of a county borough wide assessment. This steering group is chaired by Mark Jennings, if you have any questions or concerns regarding this process please contact Mark Jennings on the following number 01495 235198.

Yours sincerely

Mark Jennings
Housing Strategy Officer

Enc.



CABINET - 17TH FEBRUARY 2016

SUBJECT: GROUNDWORK WALES UPDATE

REPORT BY: CORPORATE DIRECTOR, SOCIAL SERVICES

1. PURPOSE OF REPORT

1.1 To seek Cabinet approval for CCBC to resign from the Board of Groundwork Caerphilly.

2. SUMMARY

2.1 Cabinet (12 November 2014) authorised officers to progress the merger of Groundwork Caerphilly into Groundwork Wales. At the time of the Cabinet report it was envisaged that Groundwork Caerphilly would close upon novation of all contracts into Groundwork Wales. However, there are contracts that have proved impossible to transfer into Groundwork Wales in the short term. Groundwork Wales has requested that Caerphilly County Borough Council now resign as a member of Groundwork Caerphilly, which would allow the company to become a wholly owned subsidiary of Groundwork Wales.

3. LINKS TO STRATEGY

3.1 The work of Groundwork links to the Greener outcome of *Caerphilly Delivers the Single Integrated Plan 2013-14*. Groundwork Caerphilly's Chief Executive is the Lead for the Greener Outcome sitting on the Single Integrated Plan leads group.

3.2 Groundwork also contributes to other outcome themes of the Single Integrated Plan, in particular Prosperous with the employment initiatives, as well as Health through Go Green for Health.

4. THE REPORT

4.1 Cabinet (12 November 2014) were informed of the merger of Groundwork Caerphilly into Groundwork Wales to strengthen the national voice and capacity of Groundwork, whilst retaining a local voice and capacity. Cabinet noted the merger and authorised "officers to take appropriate steps in ensuring the merger."

4.2 Subsequently Caerphilly County Borough Council was accepted as a Member on to the Groundwork Wales Board, with Full Council (27th January 2015) agreeing the Council's representative on the Board through its one nomination. The other company member of Groundwork Wales is Groundwork UK.

4.3 While the merger was completed in February 2015, there are contracts that have proved impossible to transfer into Groundwork Wales in the short term, and also Groundwork Wales has been ineligible for smaller grants as a national organisation. This has made it necessary

to keep Groundwork Caerphilly open. An approach has been made by the Chief Executive Officer of Groundwork Wales at the request of the Board for the Council now to resign from Groundwork Caerphilly.

- 4.4 It is proposed by Groundwork Wales that the Council should resign as a member of Groundwork Caerphilly, which would allow the company to become a wholly owned subsidiary of Groundwork Wales. The interests of the Council (which funds Groundwork Wales) are then served by its membership of Groundwork Wales and its nomination of a director to the Board of Groundwork Wales (currently Cllr Havard).
- 4.5 Groundwork Caerphilly as a subsidiary of Groundwork Wales will not need a formal Board, but a South East Wales advisory group will be set up as a regional sub-committee, to which the Council will be able to nominate Member and Officer representation. The need to retain Groundwork Caerphilly will be reviewed annually.
- 4.6 Discussions are ongoing between Officers and the Chief Executive Officer of Groundwork Wales on forming a new Groundwork Wales Service Level Agreement for 2016-17. No final decision has been made on whether the SLA should be with Groundwork Wales or Groundwork Caerphilly, but Legal Services have advised that having a future SLA with Groundwork Caerphilly would have no bearing on the decision to resign from Groundwork Caerphilly.

5. EQUALITIES IMPLICATIONS

- 5.1 Equalities implications are fully taken into account by the work of Groundwork, which is based on improving life chances of local people, and improving the living environment of the borough.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no direct financial implications arising from this report. The Council currently provides core funding for Groundwork Wales, which for 2015-16 stands at £43,860.

7. PERSONNEL IMPLICATIONS

- 7.1 There are no direct personnel implications arising from this report. Relations with Groundwork Wales are managed through the Groundwork Wales Liaison Group, which meets quarterly with the Chief Executive Officer of Groundwork Wales. Sitting on the Groundwork Caerphilly Liaison Group are the Council's Policy & Research Manager, Team Leader, Sustainable Development & Living Environment, and Group Manager (Strategy Funding & Support).

8. CONSULTATIONS

- 8.1 This report has been sent to the Consultees listed below and all comments received are reflected in this report.

9. RECOMMENDATIONS

- 9.1 That Cabinet approve the Council's resignation from Groundwork Caerphilly.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 To allow Groundwork Caerphilly to become a wholly owned subsidiary of Groundwork Wales.

11. STATUTORY POWER

11.1 Local Government Act 2000.

Author: Jackie Dix, Policy & Research Manager
Consultees: Cllr Nigel George, Cabinet Member for Community & Leisure Services
Dave Street, Corporate Director, Social Services
Gail Williams, Interim Head of Legal & Democratic Services
Colin Jones, Head of Performance and Property
Rob Hartshorn, Head of Public Protection
Katy Stevenson, Chief Executive Officer, Groundwork Wales
Paul Cooke, Team Leader, Sustainable Development & Living Environment
Antony Bolter, Group Manager (Strategy Funding & Support)
Mike Eedy, Finance Manager
Shaun Watkins, Human Resources Manager
David A. Thomas Senior Policy Officer (Equalities and Welsh Language)

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CABINET - 17TH FEBRUARY 2016

SUBJECT: ANIMAL WELFARE (BREEDING OF DOGS) (WALES) REGULATIONS 2014

REPORT BY: CORPORATE DIRECTOR SOCIAL SERVICES

1. PURPOSE OF REPORT

- 1.1 To inform Cabinet of new statutory legislation to licence Dog Breeding Establishments in Wales
- 1.2 To note and agree the proposals for determining the licence applications received by the Authority and to set a licence fee under the above legislation.
- 1.3 That the report be presented to Council to authorise the Council's Monitoring Officer to make the necessary changes to the Constitution to reflect the implementation of the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014.

2. SUMMARY

- 2.1 The Breeding of Dogs Act 1973 has been replaced within Wales by the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014 which came into force on the 30 April 2015. The Regulations were brought into force under the Animal Welfare Act 2006 ("the 2006 Act"). Any person wishing to breed dogs in Wales must obtain a licence from their local authority in compliance with the new regulations and relevant licence conditions.
- 2.2 The 2006 Act and Regulations are silent upon the issue of the responsibility for exercising the function under the Act. Consequently the provisions of S 9 (D) of the Local Government Act 2000 and/or the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007 are triggered giving responsibly for exercising the function to the Executive.

3. LINKS TO STRATEGY

- 3.1 Licensing of dog breeding establishments contributes to the Prosperous Caerphilly and Safer Caerphilly Priorities within the Caerphilly Local Service Board single integrated plan, Caerphilly Delivers, and Objective 1 of the Council's Strategic Equality Plan 2012.

4. THE REPORT

- 4.1 The Breeding of Dogs Act 1973 has been replaced within Wales by the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014 which came into force on the 30 April 2015. The 2014 regulations were made under the Animal Welfare Act 2006 ("the 2006 Act"). Any person wishing to breed dogs in Wales must obtain a licence from their local authority in compliance with the new regulations and relevant licence conditions.

- 4.2 Prior to the introduction of the Regulations the licensing regime under the Breeding of Dogs Act 1973 was the responsibility of the Licensing Committee which included delegated powers to officers to exercise these functions. The 2006 Act and supporting Regulations are silent upon the issue of the responsibility for exercising the function. Consequently the provisions of S 9 (D) of the Local Government Act 2000 are triggered which provide if an Act is silent on this issue then by default the function will be exercised by the Executive
- 4.3 It is proposed that applications will be determined by Licensing officers under delegated powers. This will include the power to grant, refuse, renew, vary, impose conditions and or suspend a licence. Where a licence holder disputes a decision to suspend or vary a licence he/she may in the circumstances set out in the regulations make representations to the local authority in respect of such a suspension or variation of the licence. It is therefore proposed that such disputes are determined by the Trading Standards, Licensing and Registrars Manager together with the power to reinstate or revoke a licence. Any person who is aggrieved by the refusal to grant or renew or the decision to revoke a licence may appeal to the Magistrates Court.
- 4.4 The new regulations specify requirements that must be complied with before a licence can be issued by the authority. The legislation covers fee setting and circumstances under which a licence may be varied, suspended or revoked. There are rights of appeal to the Magistrates court against licensing decisions and a breach of licence condition is also an offence under the regulations. New powers also allow inspectors to gain entry and take samples for the purposes of DNA testing of dogs kept at the premises.
- 4.5 Under the regulations a person carries on the activity of dog breeding if they keep on the premises 3 or more breeding bitches and
- (a) breeds on those premises 3 or more litters of puppies in any 12 month period;
 - (b) advertises for sale from those premises a puppy or puppies born from 3 or more litters of puppies for sale in any 12 month period;
 - (c) supplies from those premises a puppy or puppies born from 3 or more litters of puppies in any 12 month period; or
 - (d) advertises a business of breeding or selling puppies from those premises.
- 4.6 Schedule 1 of the regulations establish a set of compulsory conditions which must be attached to each licence in addition to a local authority's standard conditions i.e:-
- Implementation of an enhancement and enrichment programme that has been approved by the local authority.
 - Implementation of a socialisation programme that has been approved by the local authority.
 - A requirement that the Licence holder must take all reasonable steps to protect dogs from pain, suffering, injury and disease.
 - Set limits in respect of age of mating, frequency and number of litters
 - Restrictions on change of ownership of puppies until at least 56 days (8 weeks old)
 - Requirement to maintain written records for each breeding bitch and birth of each puppy.
 - Requirement to maintain written records for each puppy at the licensed premises.

- 4.7 The enhancement and enrichment programme is a document that details how dogs will have the opportunity to express normal behaviour. The socialisation programme is a document detailing how puppies will be introduced to human handling, domestic environments, play and how they will be prepared for separation from the dam.
- 4.8 The All Wales Technical Panel for Animal Welfare has consulted local authorities in Wales on an appropriate suite of conditions to ensure compliance with these regulations. A further report will therefore be brought before Cabinet to adopt a new suite of conditions. In the meantime the compulsory conditions listed in 4.6 will be applied to each licence in addition to our existing licence conditions as set out in the background papers.
- 4.9 There have been a number of important cases before the High Court regarding the setting of licensing fees and the Local Government Association (LGA) have issued guidance to local authorities. The underlying principle in setting fees is that Councils must not use fees to make a profit or act as an economic deterrent to deter certain business types from operating in an area. Charges must be reasonable and proportionate to the cost of the processes associated with the licensing regime.
- 4.10 The all Wales Licensing Expert Panel devised a fee calculator toolkit that has been approved by the Directors of Public Protection in Wales. In principle the toolkit calculates two elements, which cover the costs to the authority for the provision of the service and the cost of processing and producing a licence. Officers have used the toolkit and the latest LGA guidance to establish a licence fee for Dog breeding establishments. The proposed fees are as follows with existing fees under the previous legislation shown in brackets:-
- Home Dog Breeders - £138 (£100)
 - Commercial Dog Breeders - £231 (£200).

5. EQUALITIES IMPLICATIONS

- 5.1 There are no potential equalities implications of this report and its recommendations on groups or individuals who fall under the category identified in Section 8 of the Council's Strategic Equality Plan. There is no requirement for an Equalities Impact Assessment Questionnaire to be completed for this report.

6. FINANCIAL IMPLICATIONS

- 6.1 None, the number of licensed breeders are low.

7. PERSONNEL IMPLICATIONS

- 7.1 There are no personnel implications arising directly from this report.

8. CONSULTATIONS

- 8.1 This report has been sent to the Consultees listed below and all comments received are reflected in this report.

9. RECOMMENDATIONS

- 9.1 That Cabinet consider the contents of this report and agree:
- a) to note the implementation of the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014

- b) that Licensing officers be given delegated authority to determine Licences under the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014 in accordance with paragraph 4.3 of the Report
- c) that revocations and disputed decisions referred to in paragraph 4.3 of the Report are determined by the Trading Standards, Licensing and Registrars Manager .
- d) that the fee structure set out at paragraph 4.9 of the Report is approved for implementation from 1/4/2016.
- e) That the report be presented to Council to authorise the Council's Monitoring Officer to make the necessary amendments to the Constitution to reflect the implementation of the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 In order to comply with statutory requirements and to ensure proper and effective enforcement of the legislation.

11. STATUTORY POWER

- 11.1 The Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014. Animal Welfare Act 2006.

Author: Jacqui Morgan, Trading Standards, Licensing and Registrars Manager
 Consultees: Councillor Nigel George, Cabinet Member for Community and Leisure Services
 Rob Hartshorn, Head of Public Protection
 Dave Street, Corporate Director, Social Services
 Gail Williams, Interim Head of Legal Services/Monitoring Officer
 Mike Eedy, Finance Manager
 Shaun Watkins, Human Resources Manager
 David A. Thomas Senior Policy Officer (Equalities and Welsh Language)
 Myra McSherry , Licensing Manager
 Lisa Lane, Legal Services

Background Papers :
 Open for business LGA guidance on licensing fees Nov 15
 Guidance Document Dog Breeding (Wales) Regulations 2014
 CCBC Home Dog Breeding Conditions
 CCBC Commercial Dog Breeding Conditions