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Date: 14th September 2015

Dear Sir/Madam,

A meeting of the **Standards Committee** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Monday, 21st September, 2015** at **1.30 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

AGENDA

	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 this 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 Standards Committee held on 18th June 2015.	1 - 4
4 Update of Progress on Compliance with Recommendations in a report issued by the Public Services Ombudsman for Wales - Case Number 201400849.	5 - 10

A greener place Man gwyrddach



Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat

5	Applications for Dispensation for Members of the Education For Life Scrutiny Committee.	11 - 40
6	Applications for Dispensation - Information Item	41 - 44

Circulation:

Councillors: Mrs P. Cook and C.P. Mann

Mr V. Brickley, Mrs M. Evans, Mrs D. Holdroyd and Mr D. Lewis

Community Councillor Mrs G. Davies

Copy for information only to:

Councillors H. David and Mrs M.E. Sargent. Community Councillor C. Choo Yin

And Appropriate Officers



STANDARDS COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN PARK
ON THURSDAY 18TH JUNE 2015 AT 1 P.M.

PRESENT:

Mrs D. Holdroyd - Chair
Mr V. Brickley - Vice Chair

D. Lewis and Community Councillor Mrs G. Davies

Together with:

G. Williams (Interim Head of Legal Services and Monitoring Officer), L. Lane (Solicitor),
C. Evans (Committee Services Officer)

Also in attendance for agenda item number 4:

S. Couzens (Chief Housing Officer), C. Singler (Allocations Officer), K. Williams (Private Sector Housing Manager), S. Cousins (Principal Housing Officer)

APOLOGIES

Apologies for absence were received from Mrs M. Evans and Councillors Mrs P. Cook, H. David (substitute member), C.P. Mann and Mrs M.E. Sargent (substitute member).

1. DECLARATIONS OF INTEREST

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

2. MINUTES - 2ND MARCH 2015

RESOLVED that the minutes of the meeting held on 2nd March 2015 (minute nos. 1-8, on page nos. 1 - 4), be approved as a correct record.

3. REPORT FROM PUBLIC SERVICES OMBUDSMAN FOR WALES

Consideration was given to the report of the Monitoring Officer with that of the Public Services Ombudsman for Wales, regarding a complaint made against Caerphilly County Borough Council. The report also provided an update on the actions taken in respect of the recommendations contained in the Ombudsman's report and, in noting the course of action; Members were required to determine whether or not to refer the matter to the appropriate Scrutiny Committee/Audit Committee.

A detailed discussion took place on the report which had been issued under Section 21 of the Public Services Ombudsman (Wales) Act 2005. It was noted that the complainant's complaint centred on the Council's handling of his homeless application and his subsequent suspension and removal from the housing list. Furthermore the complainant expressed dissatisfaction with the way the Council had dealt with his complaint.

The Ombudsman found that the Authority failed to properly consider Mr A's homelessness status and failed to recognise the threshold for homelessness inquiries, as set out in the relevant legislation. Furthermore, the Ombudsman found that there was delay in the Authority's consideration of Mr A's application and it was suspended several times without him being informed. It also criticised the Authority's consideration of Mr A's mental and physical health conditions (as part of the application process. The investigation concluded that the time taken by the Authority to consider Mr A's housing application was out of kilter with the aims of the Equality Act. Whilst the Ombudsman found that Authority's record keeping and its handling of Mr A's complaints was also flawed, it did not find evidence that the Authority victimised Mr A. He did however conclude that it should have made more effort to communicate with him in a way that he was more able to adapt to.

Reference was then made to the recommendations of the Ombudsman. The Chief Housing Officer, Allocations Officer, Private Sector Housing Manager and Principal Housing Officer were present to respond to the questions asked by Members of the Committee and the Chief Housing Officer circulated the Action Plan which aims to meet the recommendations of the Ombudsman and discussed the process.

Members raised concerns around the process and the conduct with the applicant. Officers highlighted that the applicant's conduct during the process had at times been very challenging and there had been a reluctance to provide the information required to complete the application process. It was noted that considerable progress had now been made to meet the recommendations of the Ombudsman, a letter of apology has been sent to the applicant and a number of staff training sessions has been arranged, both in-house, and with the assistance of Gofal, which aim to provide staff with the skills to deal with applicants with Mental Health issues. In addition, the implementation of a telephone recording system is under consideration.

It was moved and seconded that, in view of the timelines set by the Ombudsman to comply with the required recommendations (particularly those that are required to be complied with within 4 months), it was agreed that a further report be presented to the Standards Committee after that time to update members on progress made. By show of hands this was unanimously agreed.

RESOLVED that:-

- (i) the contents of the report and progress made to date in respect of the recommendations contained in the Ombudsman's report and action to be taken regarding outstanding recommendations be noted;
- (ii) in view of the timelines set by the Ombudsman, a further report be presented to the Standards Committee to update members on progress made in due course.

5. AMENDMENT TO THE PROTOCOL FOR REFERRAL OF REPORTS FROM THE PUBLIC SERVICES OMBUDSMAN FOR WALES FROM THE STANDARDS COMMITTEE TO THE RELEVANT SUBJECT SCRUTINY COMMITTEE

Consideration was given to the report which sought approval to amend that part of the terms of reference of the Standards Committee which established a Protocol for referral of Reports from the Public Services Ombudsman for Wales from the Standards Committee to the relevant subject scrutiny. The amendment proposed will allow the Standards Committee to refer such a report to either the subject Scrutiny Committee and/or the Audit Committee.

It was noted that the report from the Public Services Ombudsman for Wales, which had been considered by the Standards Committee 24th November 2014, had been referred to the Policy and Resources Scrutiny Committee in accordance with the protocol. At its meeting on 3rd March 2015, Members of the Policy and Resources Scrutiny Committee suggested that the report should be referred to the Audit Committee in order that the implementation of the recommendations can be monitored and, if required, recommendations be brought back to the Scrutiny Committee. If this is to be the case, there is a requirement to amend the protocol accordingly.

It was proposed and seconded that the recommendation in the report be endorsed. By a show of hands this was unanimously agreed.

RESOLVED that for the reason contained in the report, it be recommended to Council that the protocol, referred to in the terms of reference of the Standards Committee be amended to include the ability to make a referral to the subject Scrutiny Committee and or Audit Committee.

6. CONSIDERATION OF POWERS: PUBLIC SERVICES OMBUDSMAN FOR WALES - REPORT OF NATIONAL ASSEMBLY FOR WALES FINANCE COMMITTEE

Consideration was given to the report which provided an overview of the report published by the National Assembly for Wales Finance Committee in May 2015 entitled "Consideration of Powers: Public Services Ombudsman for Wales".

The Interim Head of Legal Services and Monitoring Officer advised that the Finance Committee report sets out 18 recommendations to strengthen the role of the Public Services Ombudsman for Wales. It recommends the following areas be extended to the Ombudsman through legislative change: own initiative investigation powers; oral complaints; complaints handling across public services; and jurisdiction over private healthcare providers (in certain circumstances).

Members discussed the report and recommendations and noted the extension of the Ombudsman's jurisdiction and the additional work as a result. Officers assured the Standards Committee that monitoring and progress of this development would be conducted and regular feedback provided to Members.

Members noted the content of the report.

The meeting closed at 1.59 pm.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the next meeting they were signed by the Chair.

CHAIR

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STANDARDS COMMITTEE – 21ST SEPTEMBER 2015

SUBJECT: UPDATE OF PROGRESS ON COMPLIANCE WITH RECOMMENDATIONS IN A REPORT ISSUED BY THE PUBLIC SERVICES OMBUDSMAN FOR WALES - CASE NUMBER 201400849

REPORT BY: INTERIM HEAD OF LEGAL SERVICES AND MONITORING OFFICER

1. PURPOSE OF REPORT

- 1.1 To update Members on the progress made since the last report to the Standards Committee on compliance with the remaining recommendations contained in the Ombudsman report Case Number 201400849.
- 1.2 To consider whether the matter would benefit from further consideration by the appropriate Scrutiny Committee. If Committee considers this course of action is appropriate a report setting out the reason for referral will be presented to the relevant Scrutiny Committee when the report is presented.

2. SUMMARY

- 2.1 To consider the progress made on compliance with the outstanding recommendations contained in the Ombudsman Report, which was the subject of a report to the Standards Committee on the 18th June, 2015.
- 2.2 To consider whether to refer the matter to the appropriate Scrutiny Committee.

3. LINKS TO STRATEGY

- 3.1 The Authority is under a statutory duty to consider reports from the Ombudsman and to give effect to their recommendations. The duty to oversee this is within the terms of reference of this Committee.

4. THE REPORT

- 4.1 On 18th June 2015 the Standards Committee considered a report from the Interim Monitoring Officer relating to a complaint upheld by the Public Services Ombudsman for Wales against Caerphilly County Borough Council. A copy of the report is referred to in the background papers. The report also provided an update on the actions taken up to that date in respect of the recommendations contained in the Ombudsman's report.
- 4.2 In view of the timescales contained in the Ombudsman's report for compliance with the recommendations, particularly those to be complied with within four months, Members requested a further report be presented to the Standards Committee after the four month period to update members on the progress made.

- 4.3 This report provides members with an update on the recommendations.
- 4.4 Members are reminded that the Ombudsman made the following recommendations:
- 4.4.1 Within one month of the date of the report, the Authority should:
- a. Give Mr. A. an unreserved apology for its failure to comply with the relevant legislation and statutory guidance when assessing his housing application.
 - b. Make a payment to Mr. A of £1,000 in recognition of the impact of those failings which includes the uncertainty as to whether he would have been offered accommodation if the Authority had commenced homelessness inquiries and assessed his application properly.
 - c. Immediately (at the latest within one month) reassess Mr. A's housing application, ensuring that assessment fully complies with legislation and statutory guidance. Mr. A. must then be given a written decision that fully complies with legislation and guidance.
- 4.4.2 Within one month of the date of the report, the Authority should also formally remind staff:
- a. To comply with housing legislation and statutory guidance.
 - b. That they must maintain appropriate contemporaneous records of all contact with housing applicants.
- 4.4.3 Within two months of the date of the report, the Authority should consider whether the staff involved in this case would benefit from additional communications training from a mental health organisation. If such, further training is considered necessary; it should be completed within four months of the date of this report.
- 4.4.4 Within four months of the date of this report, the Authority should undertake a review of the Housing Department's record keeping methods to ensure that the records maintained:
- a. comply with legislation.
 - b. enable officers to support existing tenants and new housing applicants effectively.
- 4.4.5 As part of the preparation for the introduction of its new allocation scheme in April 2015 the Authority should include the SHN (Special Housing Needs) form and OT (Occupational Therapy) assessment processes in the EIA.
- 4.4.6 Within one month of the due date of each the Ombudsman requires evidence to demonstrate that the Authority has complied with these recommendations. The Ombudsman also requires the Authority to give him a copy of the template letters which the Authority says now advise applicants that their application has been suspended and that they have a right of appeal.
- 4.5 The Ombudsman recently confirmed that the Council had provided evidence that it had complied with the recommendations in the report except for paragraph 4.4.4 which was not due until the end of September. Since receiving this confirmation evidence for paragraph 4.4.4 has been submitted to the Ombudsman.
- 4.6 The report sets out below a further update for Members on the following recommendations, which also includes additional actions identified by Housing to improve the service following this complaint.

Recommendations 4.4.2(a)

Members were advised previously that staff within the Housing Allocations and Advice Team attended detailed training on the new homelessness legislation that was introduced on the 27th April, 2015 as part of the Housing Wales Act 2014. This training was provided by an external consultant on behalf of Homeless and Supporting People Network, which was established by the WLGA. The training was provided on the 18th and 19th May, 2015. Presentation slides have been provided by the trainer and these were submitted to the Ombudsman together with an attendance log to evidence compliance with this recommendation. The training slides will also be used to provide and support further training in-house as and when new appointments are made.

Recommendations 4.4.2(b)

Members were advised that a staff meeting was held on the 22nd May, 2015 to remind officers that they must maintain appropriate contemporaneous records of all contact with housing applicants. To support this requirement the Council is considering the possibility of installing a telephone recording system for the Homelessness and Housing Advice team. This is ongoing. In the meantime an independent review has been undertaken by our Corporate Information Unit of the internal procedures in relation to record taking and record retention, including contemporaneous records. Whilst acknowledging that 'awareness of good practice is high', a number of recommendations to improve processes were identified and the majority completed. However some are reliant on I.T. systems e.g. changes to IDOX which is currently being addressed corporately. The introduction of the new Common Housing Register will assist with maintaining records within a centralised database for applicants, with tenant information being stored on the Corporate IDOX system. This will be implemented next year. In the meantime all staff have been reminded to maintain contemporaneous records and that these should be retained on accessible files for officers rather than personal drives or e-mail systems. The internal review undertaken did not identify the need for an overarching procedural document, although specific individual procedures have been changed in some areas which have been communicated to staff in writing. Staff have completed e-learning training in relation to the Protection of Personal Information and Corporate Record Management training. A copy of the internal Review has also been submitted to the Ombudsman together with the details of the actions taken to achieve improvements.

Recommendation 4.4.3

Accredited training supplied by Steps Training – Developing Effective Communication Skills was provided to relevant staff on 12th August 2015. The trainer also provided information packs and will also be providing the PowerPoint slides. It is envisaged that a second training day will be arranged in January which will act as a summary of this session for the new staff members that will be in post as part of the Common Housing Register. In addition a further session will cover other aspects tailored to the service we provide.

Members were advised that a training and development strategy would be compiled to ensure that staff receive ongoing training which is appropriate to the needs of the service. This is ongoing and officers are seeking advice from HR. As a result in the short term more focus will be given to training and development of staff at individual Personal Development Reviews which in turn will inform any strategy going forward. Members are asked to note that refresher training will be provided as identified within the PDR process by appropriate providers or where possible further training will be provided in-house utilising data and presentations from training previously received and through the use of e-learning.

Recommendation 4.4.4

As previously mentioned under recommendation 4.4.2 above, the Council's Information Unit has concluded a review of the Housing Departments record keeping methods to ensure such records comply with legislation and enable officers to support housing tenants and new applicants effectively. Actions arising from the internal review are being followed up by relevant officers and staff have been advised of any changes in working practices that may be required.

To make further improvements, changes to existing I.T. systems have been identified which are being progressed corporately to assist with retention and disposal procedures. The review identified that Housing have been particularly engaged with the Information Governance Training Programme.. Designated Officers have also been identified to deal with Freedom of Information Requests and Data Protection related issues. As mentioned above, a copy of the full Review Report has been forwarded to the Ombudsman as evidence to demonstrate compliance with the recommendation made.

Recommendation 4.4.5

Members were advised that as part of the preparation for the new housing allocations scheme, a review of the Special Housing Needs Procedure and Occupational Therapist Assessment will be incorporated as part of the Equalities Impact Assessment.

The Ombudsman was advised that the new Allocation Scheme would not be implemented until April 2016 due to delays surrounding the procurement of a new IT system and subsequently sought confirmation as to how the Authority could achieve this recommendation within a reasonable timescale and before April 2016. The following clarification has been provided to the Ombudsman.

The current position is that housing applicants who are sent a SHN or OT form or have completed either forms and are awaiting assessments remain on the housing list pending assessment and are therefore treated in the same way as all other housing applicants. SHN forms are not processed in relation to homelessness applications however enquiries are made via the homelessness duty to investigate.

The Equalities Impact Assessment (EIA) in respect of the new Allocations Policy, its underlying processes and procedures is underway and has been reviewed by Tai Pawb. Tai Pawb is an organisation promoting equality and social justice in housing of which the Authority is a member. Tai Pawb has assisted officers with the completion of the EIA and have spent considerable time with officers responsible for drafting the new Allocations Policy. This assessment has also included the SHN and the OT assessment processes.

In addition, in preparation for the introduction of the new Common Housing Register, the Housing department are in the process of recruiting additional officers to undertake the re-banding exercise which is aimed to commence in November 2015.

In relation to the assessment of all applicants having disclosed mental health conditions arrangements have been made for a dedicated Mental Health specialist worker to be based within the Allocations team on a full time basis from August 2015 specifically to assist with the re-banding exercise and to assist with any communication issues in relation to customers with Mental Health issues. Re-banding of applicants with mental health and physical health conditions was intended to commence in September 2015 but this has been delayed due to recruitment issues. As noted above the mental health worker has only recently been appointed and the appointment of an O.T. officer is being progressed. This delay however will not impact on tenants as it is only required for the implementation of the new Common Housing Register in 2016.

Recommendation 4.4.6

Documentary evidence has been submitted to the Ombudsman in relation to all of the recommendations as requested.

- 4.7 Members are asked to consider and note the progress made against the recommendations listed in paragraph 4.6 above.
- 4.8 In addition members are asked to consider whether to refer the matter to the appropriate Scrutiny Committee. In this regard, members will recall receiving a report on 18th June 2015 on proposed changes to this aspect of its terms of reference which would include the ability to refer a report from the Public Services Ombudsman for Wales to the relevant subject Scrutiny Committee and or Audit Committee. The Standards Committee endorsed this change at that meeting however it will need to be further considered by Full Council as part of the review of the Council's Scrutiny arrangements before the change can be implemented. Consequently, for the purposes of this report members are asked to consider the recommendation set out in paragraph 9.2 below.

5. EQUALITIES IMPLICATIONS

- 5.1 None arising from the contents of this report.

6. FINANCIAL IMPLICATIONS

- 6.1 The payment referred to in paragraph 4.4.1(b) has been met from existing budgets.

7. PERSONNEL IMPLICATIONS

- 7.1 There are ongoing personnel implications as a result of staff training required as part of some of the recommendations. These actions can be undertaken within existing staff resources.

8. CONSULTATIONS

- 8.1 This report reflects the contents of the Ombudsman's Report and therefore there has been no formal consultation on the format of this report. A copy of this report has been provided to the consultees listed below.

9. RECOMMENDATIONS

- 9.1 That Members note the contents of the Report and progress made in respect of all the recommendations contained in the Ombudsman's report.
- 9.2 To consider whether the matter should be referred to the appropriate Scrutiny Committee the grounds for referral are where in the opinion of the Standards Committee there has been a serious failure in service delivery that would benefit from further consideration for the appropriate Scrutiny Committee. If Committee considers this course of action is appropriate a report setting out the reason for the referral will be presented to the relevant Scrutiny Committee along with the report from the Ombudsman. The Chair of Standards Committee (or a nominee) will be invited to attend the respective Scrutiny Committee when the report is presented.

10. REASON FOR THE RECOMMENDATIONS

- 10.1 To satisfy the Council's statutory duties under the Public Services Ombudsman (Wales) Act 2005.

11. STATUTORY POWER

- 11.1 Public Services Ombudsman (Wales) Act 2005, Local Government Act 1974.

Author: Gail Williams, Interim Head of Legal Services & Monitoring Officer

Consultees: FOR INFORMATION ONLY:
Chris Burns, Interim Chief Executive
Nicole Scammell, Acting Director of Corporate Services/Section 151 Officer
Shaun Couzens, Chief Housing Officer
Fiona Wilkins, Public Sector Housing Manager
Kenyon Williams, Private Sector Housing Manager
Councillor K. Reynolds, Leader
Councillor D. Poole, Deputy Leader & Cabinet Member for Housing
Diane Holdroyd, Chair of Standards Committee

Background Papers: Report to Standards Committee, 18th June, 2015 – Complaint made to the Public Services Ombudsman for Wales – Case numbers 201400049
Report of Public Services Ombudsman for Wales 30th April, 2015



STANDARDS COMMITTEE – 21ST SEPTEMBER 2015

SUBJECT: APPLICATIONS FOR DISPENSATION FOR MEMBERS OF THE EDUCATION FOR LIFE SCRUTINY COMMITTEE

REPORT BY: INTERIM HEAD OF LEGAL SERVICES/MONITORING OFFICER

1. PURPOSE OF REPORT

- 1.1 To consider applications for dispensation by members of the Education for Life Scrutiny Committee in relation to the consideration of a report from a Task and Finish Group on Community centres set out in Appendix A attached.
- 1.2 To consider whether to extend the dispensation to speak and vote to any Members of Caerphilly County Borough Council declaring an interest because of Membership of a management committee of a Community Centre, when considering recommendations in reports from the Education for Life Scrutiny Committee, on any or all of the grounds listed in this report.

2. SUMMARY

- 2.1 To consider applications for dispensation by Members details of which are set out in the report.

3. LINKS TO STRATEGY

- 3.1 The Authority acting through this Committee has an obligation to maintain high standards of probity and conduct throughout the Authority and the Community Councils within the County Borough area.

4. THE REPORT

- 4.1 On 20th May, 2015 the Council's Education for Life Scrutiny Committee set up a Task and Finish Group comprising nine members of the Scrutiny Committee to undertake a review of Community Centres to identify which Centres may be suitable for asset transfer or where levels and proximity to other facilities suggest that closure merits consideration.
- 4.2 Six out of the nine members of the Task and Finish Group applied for a dispensation to participate on the Task and Finish Group which were granted by the Chair and Mr. Lewis, the Independent Member of the Standards Committee on the 6th July, 2015. Details of the dispensations granted are set out in a separate report on this agenda.
- 4.3 The dispensations to the members of the Task and Finish Group were only granted in respect of the review undertaken by the Task and Finish Group and as such further applications for dispensation would need to be made by members when the report regarding the review is considered by the Education for Life Scrutiny Committee.

- 4.4 The report of the Task and Finish Group is attached at Appendix A and is due to be considered by the Education for Life Scrutiny Committee on 22nd September 2015. The membership and composition of the scrutiny committee is attached at Appendix B. The recommendations include proposals to close three community centres, reduce contribution towards caretaking costs for all community centres and withdraw financial support for payment of water costs for all community centres. Members are asked to note that none of the members seeking dispensation sit on the management committees of the three community centres proposed for closure but all would be affected by the other recommendations.
- 4.5 The statutory grounds on which the Committee can grant dispensation are as follows:
- (i) No fewer than half of the members of the relevant authority or of a committee of the authority (as the case may be) by which the business is to be considered has an interest which relates to that business;
 - (ii) No fewer than half of the members of a leader and cabinet executive of the relevant authority by which the business is to be considered has an interest which relates to that business and either paragraph (iv) or (v) also applies;
 - (iii) In the case of a county or county borough council, the inability of the member to participate would upset the political balance of the relevant authority or of the committee of the authority by which the business is to be considered to such an extent that the outcome would be likely to be affected;
 - (iv) The nature of the member's interest is such that the member's participation in the business to which the interest relates would not damage public confidence in the conduct of the relevant authority's business;
 - (v) The interest is common to the member and a significant proportion of the general public;
 - (vi) The participation of the member in the business to which the interest relates is justified by the member's particular role or expertise;
 - (vii) The business to which the interest relates is to be considered by an overview and scrutiny committee of the relevant authority and the member's interest is not a pecuniary interest;
 - (viii) The business which is to be considered relates to the finances or property of a voluntary organisation of whose management committee or board the member is a member otherwise than as a representative of the relevant authority and the member has no other interest in that business provided that any dispensation shall not extend to participation in any vote with respect to that business; or
 - (ix) It appears to the committee to be in the interests of the inhabitants of the area of the relevant authority that the disability should be removed provided that written notification of the grant of the dispensation is given to the National Assembly for Wales within seven days in such manner as it may specify.
- 4.6 The following members of the Education for Life Scrutiny Committee have declared an interest in relation to their membership of a Community Centre Management Committee and have listed the specific grounds of their respective applications for dispensation below.
- 4.6.1 **Councillor Philip James Bevan** on the management committee of the Twyn Community Centre seeks a dispensation on grounds (i) (iii) and (v).
- 4.6.2 **Councillor Mrs A. Blackman**, Treasurer of Nelson Community Centre seeks a dispensation on grounds (iv) (vi) and (viii).
- 4.6.3 **Councillor J Bevan** as Secretary of Abertysswg Community Centre seeks a dispensation on grounds (i) and (iii).

4.6.4 **Councillor W. David, is** a non-voting ex officio member of the Task and Finish group and chair of the Education Scrutiny Committee which will consider the Task and Finish Group report. His interest is that he is a member of the Management Committee of Cascade Community Centre, a member of the Management Committee of Penybryn Village Hall, a member of the Management Committee of Glanynant Memorial Hall and a trustee in the lease granted by the Council to the Management Committee of the Tiryberth Village Hall.

He holds all the above offices because he is the elected County Councillor for the St. Cattwg Ward and a Community Councillor for the Cascade Ward.

In addition his wife and son are members of the Management Committee of Tiryberth Village Hall.

Councillor W David seeks a dispensation under grounds (i) and (vii).

4.6.5 **Cllr H.R. Davies,** a Co-opted Member of the Management Committee on Trecenydd Community Centre seeks a dispensation under grounds (i) and (iii).

4.6.6 **Councillor C. Durham,** Management Committee member of Cwmfelinfach Community Centre seeks a dispensation under grounds (i) and (iii).

In his request Councillor Durham has noted that there are many of the committee members also affected by the attached report. In addition if all of these members were to leave the meeting when this is discussed, the make-up of the committee may become inquorate, and the political balance of the members may also become unbalanced.

4.6.7 **Councillor D. Havard,** former founding member of management committee of Graig Y Rhacca Community Centre seeks a dispensation under grounds (i) and (iii).

4.6.8 **Councillor G. Johnston,** being a Management Committee Member of Pentwynmawr Community Centre seeks a dispensation under grounds (i) and (iii).

4.6.9 **Councillor Mrs G.D. Oliver,** being a member of management committee of standby Pontlloyn Community Centre seeks a dispensation under grounds (i) and (iii).

4.6.10 **Councillor J.E. Roberts,** Management Committee Member of Senghenydd Community Centre seeks a dispensation under grounds (i) and (iii).

4.6.11 **Councillor Mrs M.E. Sargent,** Member of Penyrheol Community Centre Management Committee seeks a dispensation under grounds (iii) and (vi).

4.7 Members are asked to consider all of the grounds for dispensation listed in paragraph 4.5 but in particular the grounds set out respectively in paragraph 4.6 above.

4.8 Members will therefore need to decide:-

- a. should a dispensation to speak and vote be granted in respect of any or all the Members of the Education for Life Scrutiny Committee on all or any of the grounds listed above.
- b. whether to extend the dispensation to speak and vote to any Members of Caerphilly County Borough Council declaring an interest because of Membership of a management committee of a Community Centre, when considering recommendations in reports from the Education for Life Scrutiny Committee, on any or all of the grounds above.

5. FINANCIAL IMPLICATIONS

5.1 None.

6. CONSULTATIONS

8.1 There are no consultation responses that have not been reflected in the recommendations to this report.

7. RECOMMENDATIONS

7.1 That Members consider:-

- (a) The applications for dispensation from the named Members above;
- (b) whether to extend the benefit of any such dispensation to any other member of Caerphilly County Borough Council declaring an interest because of membership of a Community Centre Management Committee.

8. REASONS FOR THE RECOMMENDATIONS

8.1 In order to comply with legislation and the terms of reference of this Committee.

9. STATUTORY POWER

9.1 Local Government Act 2000 and Standards Committee (Grant of Dispensation) (Wales) Regulations 2001. This is a Council function delegated to this Committee.

Author: Lisa Lane, Corporate Solicitor
For Information Only: Chris Burns, Interim Chief Executive
Gail Williams, Interim Head of Legal Services/Monitoring Officer
Angharad Price, Interim Deputy Monitoring Officer
Chair – Standards Committee
Cath Forbes Thompson Scrutiny Research Officer

Appendix A Community Centres Task and Finish Group Report
Appendix B Education for Life Scrutiny Committee Membership



EDUCATION FOR LIFE SCRUTINY COMMITTEE – 22ND SEPTEMBER 2015

SUBJECT: COMMUNITY CENTRES TASK AND FINISH GROUP

REPORT BY: ACTING DIRECTOR CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 To inform and seek the endorsement of the Education for Life Scrutiny Committee of the final recommendations of the Community Centres Task and Finish Group prior to its presentation to Cabinet.

2. SUMMARY

- 2.1 The Education for Life Scrutiny Committee established a Task and Finish group to review the Council's support of community centre provision throughout the County Borough and make any recommendations necessary under the Medium Term Financial Plan.
- 2.2 This report outlines the main findings of the review group and makes a number of recommendations for the future of this service, in respect of cost savings on water rates, reducing caretaking costs and closures of some community centres, which may then be taken over by local groups under asset transfer.

3. LINKS TO STRATEGY

- 3.1 The operation of Scrutiny is a requirement of the Local Government Act 2000.

4. THE REPORT

- 4.1 The Community Centres Task and Finish Group were set up to investigate the MTFP savings options for the community centres budget. The options were as follows:
- Option 1 - Maintain present community centre network 'as is'
 - Option 2 - Community centre service withdrawn
 - Option 3 - Community centre service is reconfigured to a smaller number of sites
 - Option 4 - Suitable community centres are offered to local groups via asset transfer
 - Option 5 - Community centre service is transferred via grant aid arrangement to a third sector body or equivalent organisation
- 4.2 The task and finish group were asked to consider MTFP savings based on anticipated reduction target of £64k for the 2016/17 financial year.

Membership

4.3 The membership of the task and finish group were as follows:

Councillor P Bevan
Councillor A Blackman
Councillor W David (ex-officio)
Councillor C Gordon
Councillor D Havard
Councillor G Oliver
Councillor D Preece (Vice Chair)
Councillor J Pritchard (Chair)
Councillor J A Pritchard

FINDINGS

4.4 The review group held a series of four meetings during June and July 2015 and examined the following issues:

- Community Centre Locations
- Proximity of Community Centres
- Asset Transfer
- Operation & Performance

COMMUNITY CENTRES

4.5 There are 38 community centres in the Council's supported network. The 35 centres owned by the council are leased or licensed to voluntary management committees, all of which as 'unincorporated associations' have charitable status. Some are registered with the Charities Commission and a small number who employ staff are 'Social Enterprises'. Abertridwr Community Centre is held by the council on a long term lease whilst Rudry Parish Hall and Glan y Nant memorial Hall are supported by way of historical arrangements dating back to the 1960's.

COMMUNITY CENTRE LOCATIONS AND PROXIMITY

- 4.6.1 The task and finish group considered the number of community centres and locations across the county borough (Appendix 1). The locations of supported community centres are unevenly spread across the county borough. It was noted that the former Rhymney Valley area has a higher number of supported community centres than the former Islwyn area.
- 4.6.2 The proximity of community centres to each other was discussed by the task and finish group (Appendix 2). Thirteen community centres are located less than one mile travel distance to the nearest alternative community centre.
- 4.6.3 The review group particularly noted that four community centres are under half a mile travel distance to the nearest community centre. The shortest travel distance between two centres is 0.2 miles, between Rhymney (St Davids) and Rhymney Day Centre. The town also has two other community centres situated at Ael Y Bryn and at Lower Rhymney. The second shortest travel distance between two centres was noted as Fleur De Lys and Tir Y Berth which is 0.4 miles.
- 4.6.4 The review group recognised that many communities have distinct identities and are reluctant to travel to neighbouring areas to use community facilities.

ASSET TRANSFER

- 4.7 The task and finish group were informed of the findings of the Quirk report 2007. The report recognised that whilst risk should not provide a barrier to asset transfer, there should be a willingness to be open about the risks so that those involved in possible asset transfer are able to make informed decisions.

The key message in the Quirk report was that:

‘The prime purpose of asset transfer is to develop ‘community empowerment’ and not to save money or optimise the use of public assets.’

Maintenance Responsibilities

- 4.7.1 All community centre buildings owned by CCBC have already been transferred to their respective management committees / associations, by way of Lease or Licence of occupation. Under the terms of occupancy, CCBC has retained all building maintenance responsibilities other than for internal decoration. It is the widely held view of Trustees that if maintenance liabilities were to be devolved to management committees, the facilities would not be sustainable in the long term.
- 4.7.2 There are two community centres (Deri and Abertysswg), where the Council has no reactive maintenance liability. This is because the buildings are relatively new and currently free of major maintenance requirements. However, CCBC still undertakes all statutory maintenance at these properties and the task and finish group were advised that it is anticipated that at some point, the council will be approached to assist with future maintenance requirements.
- 4.7.3 It is inevitable that before any organisation would consider taking on a community building under asset transfer, that they would require the building to be in a condition acceptable to the receiving organisation.

Income

- 4.7.4 The review group were informed that there are successful examples of asset transfer, however these tend to be located in affluent or rural areas, or in isolated locations where competition for external funding (crucial to sustainability) is minimal. It is therefore important to fully identify the likely risks involved in the wholesale transfer of a community building to an outside body, as they will be key to any decisions.
- 4.7.5 At present the Council provides revenue funds to ensure that the gap between income and expenditure is met. In addition Management Committees receive Officer advice and expertise to ensure they meet their statutory obligations such as health and safety and any Charity Law requirements.
- 4.7.6 When considering asset transfer the projected level of income that the community centre could generate and the level of expenditure required to run and maintain the building is a key factor. Trustees would need to be aware of the time commitment needed to sustain that income. Subsequently, any organisation wishing to take over responsibility for a community centre would have to consider the difficulty in recruiting trustees who could achieve minimum income requirements, and the level of expertise required by trustees to operate successfully.
- 4.7.7 In the event that the community centres become ‘independent’ they would need to identify funding streams to meet the shortfall in income and have the necessary skills and expertise to apply for funding. There may be existing organisations such as Town and Community Councils that wish to become responsible for community centres. However their limited budget may result in them having to increase their precepts in order to raise the additional revenue required.

Non Domestic Rate

- 4.7.8 The transfer of freehold will make the receiving organisation responsible for non-domestic rates. This can be a significant amount – in the cases of Penyrheol and Trecenydd community centres, £12,750 and £11,000 respectively. However where community centre buildings are leased to Community Associations, which are registered charities, the managing trustees who handle the day to day running of the centre are eligible for 100% rate relief.
- 4.7.9 If a community centre were asset transferred to an organisation such as a Community or Town Council, they would not be eligible for rate relief. However the Community or Town Council could consider granting occupancy of the building to an organisation with charitable status by sub-lease, under terms which would make the occupants eligible for 100% relief.

Legal Advice

- 4.7.10 If asset transfer were to be considered, both the council and any prospective management committees would need to take into account the legal implications and associated costs involved. If community / town councils are considering taking over responsibility for a community centre and then leasing it to a management committee, then both parties would require independent legal advice and arrange to undertake an independent property condition survey before accepting the building.
- 4.7.11 Where community centres have community council representation upon their management committees, they may consider it preferable to have the community / town council as its landlord rather than CCBC. However as a consequence there may be a conflict of interest for those community and town councillors.

Constitution.

- 4.7.12 If a community centre were asset transferred to a Community or Town Council, and then leased to a management committee the centre management committees will need to be re-constituted with the new governing document needing to reflect the relationship with the community / town council and not CCBC. This will need the approval of the Charities Commission before any transfer process can be considered.

Insurances.

- 4.7.13 In the case of asset transfer, CCBC would relinquish any insurable interest in the building or its occupants. The responsibility for insuring the building, grounds and occupants would pass to the receiving organisation.
- 4.7.14 Currently, all claims made under insurances provided by CCBC are handled and processed by its Risk Management Service with the help and support of Legal / Health & Safety / Property Officers. A receiving organisation under asset transfer will not have access to such resource.

Health and Safety.

- 4.7.15 The Councils' Health and Safety team provide advice for the management of each community centre - including areas that carry significant risk, such as asbestos control. In the case of freehold transfer, that responsibility will pass to the receiving organisation who would need to seek independent advice.
- 4.7.16 Before any building transfer, the Councils' Health and Safety Officers would need to be satisfied that the receiving organisation is fully capable of discharging all of its health / safety and statutory obligations.

Maintenance.

- 4.7.17 In the case of asset transfer, it would not be possible for CCBC to carry out statutory or reactive maintenance work at any premises in which it no longer held any insurable interest. Therefore the receiving association would need to accept all such liabilities.

Employees.

- 4.7.18 CCBC currently employs the caretaking staff at 31 of the 36 council owned centres. The remaining 5 centres are currently grant aided but these will be brought in line with other centres at the conclusion of this review.
- 4.7.19 Caretakers are employed on a minimum of 12 hours per week contract but required to work as required. CCBC funds the first 12 hours per week - additional hours being funded by their respective management committees. In the case of asset transfer, caretaking staff would therefore need to be transferred under TUPE to the receiving organisation which would need to take on all HR and payroll requirements.

Governance and Conflict.

- 4.7.20 The voluntary management of community buildings can be unstable and unpredictable. Council officers deal with conflict and disagreement between committee members or between committees and the public / user groups or committee and caretaking staff. Similarly, financial / governance issues can hinder operational management. Community/Town councils or any receiving organisations will have to be made aware of the any potential issues. This issue was of particular concern to the existing community council clerks during exploratory talks.

Asset Transfer Conclusion

- 4.7.21 The review group were doubtful that asset transfer would be the solution to reducing the budget commitment for community centres. Members felt that there were a number of centres not suitable for asset transfer due to their condition. The review group agreed that there are examples where the community will get involved initially when a building becomes threatened, but unfortunately most communities find that people become less interested as time goes on and the long term sustainability of these community facilities will be poor.
- 4.7.22 However where centres have groups that are already using premises on a regular/permanent basis there may be opportunities for transfer. Members were informed however that Channel View (Risca) community centre may be suitable for asset transfer, with a local group already expressing an interest.

OPERATION AND PERFORMANCE

- 4.8.1 In order to understand the operational and performance issues of each community centre, the review group asked for details of the balances held by each community centre, the usage of centres and the maintenance priorities.

Community Centre Account Balances

- 4.8.2 The current figures available in respect of community centre account balances are derived from annual accounts submitted every year by management committees – a requirement of all charities. The details of balances held were provided to the review group (Appendix 3). Members noted that there were some centres that have not submitted accounts.
- 4.8.3 The review group asked if management committees could be asked to contribute towards building maintenance costs. They were informed that community centre management committees are autonomous bodies and receive council support regardless of the balances held. Further, in some cases there are legitimate reasons for high balances, where centres have plans for improvements etc. Ultimately however, the Council has no powers to direct

centres upon how they should spend their funds.

Occupancy Levels

- 4.8.4 The review group received information on the usage of community centres during 2015/15 (appendix 4), which is based on cyclical booking only and does not include ad-hoc bookings that can significantly increase the level of use, particularly over weekends.
- 4.8.5 It was explained that a centre, which has a two hour booking in the morning, afternoon and evening would appear very well used. However, this only amounts to an occupancy of 46% based upon 9am until 10pm opening times.
- 4.8.6 The following table shows the usage of community centres during 2014/15, split into ranges (although Tir y Berth centre has closed for refurbishment, therefore has no data):

Number of Community Centres	Occupancy (weekdays)	Number of Community Centres	Occupancy (inc weekends)
4	80-100%	2	80-100%
6	60-79%	3	60-79%
8	40-59%	8	40-59%
11	20 - 39%	16	20-39%
7	0-19%	7	0-19%

- 4.8.7 The table below identifies the 4 community centres (excluding Tir y Berth) that have the lowest usage, as follows:

Community Centre	Occupancy weekdays	Occupancy inc. weekends	Hours
Phillipstown	18%	13%	11
Pentwynmawr	16%	11%	10
Tirphil	14%	10%	8.5
Rhymney Day	12%	9%	8

- 4.8.8 The review group noted that until recently the Rhymney Day Centre was used by Social Services, 5 days per week 9am until 5pm. However they have now moved to new premises therefore usage at the centre has plummeted and income has subsequently decreased significantly.

COMMUNITY CENTRE MAINTENANCE.

- 4.8.9 The review group were provided with detailed information in relation to the maintenance priorities (Appendix 5). Members noted that there has been significant investment in buildings in order to ensure that health and safety requirements and DDA compliance issues are addressed. The outstanding maintenance costs have been divided into three priorities, priority one £193,000, priority two £1,205,000 and priority three £972,000.
- 4.8.10 Members were informed that there have already been cuts to the maintenance budget which has meant that the progress previously made in addressing maintenance priorities has now declined and any further cuts to the maintenance budget would further delay addressing priority 1 works and seriously affect progress with priority 2 and 3 works.

REVENUE COSTS

- 4.9 The council provides a range of revenue budget support to community centres. This support ensures that the gap between income and expenditure is met. The main revenue costs provided in 2014/15 is detailed in appendix 6. All community centres receive support for caretaking costs, water rates and insurance. The review group asked for options in respect of possible cuts to revenue support in order to meet the MTFP savings. The following options

were put forward:

- Water cost – potential saving £27k
- Reducing caretaking provision by 1 hour per week – potential saving £14k
- Miscellaneous costs – potential saving £5k
- Insurance costs – potential saving £ 19k
- Close 3 community centres – potential saving £18k (Based on annual average saving £6k per centre).

4.9.1 The review group were informed that the council currently covers the cost of water rates to community centres. By cutting this provision the council would save £27k from its revenue support costs, which is a significant contribution towards the overall £64k required. Members were informed that water at community centres is a metered charge and felt that this would be an incentive to reduce the level of water use in future.

4.9.2 The review group considered the option to reduce caretaking provision from 12 hours per week to 11 hours per week. The group was reassured that caretakers would still receive 12 hours work, and the additional hour would be recharged to each management committee. This would save £14k from the revenue budget at a cost of £398 per community centre.

4.9.3 The miscellaneous costs identified were identified as central savings that could be achieved from areas such as equipment, mileage and subsistence.

4.9.4 The review group considered removing support from insurance costs for community centres, which would give possible savings of £19k. However members were informed that this would be problematic, as the insurance charge related to public liability, employer liability and buildings cover which would be difficult to apportion accurately.

4.9.5 Members considered options in respect of closing some community centres, in order to meet some of the shortfall in savings required. The average saving per centre would be £6k, made up of statutory and reactive maintenance costs and caretaker salary costs. The following centres that were considered for closure were those with the lowest usages and also with the closest proximity to other centres were considered, as follows:

- Tirphil Community Centre – less than 0.5 miles to the nearest centre and usage levels at 8.5 hours per week.
- Rhymney Day Centre – less than 0.5 miles to the nearest centre and usage levels at 8 hours per week.
- Phillipstown Community Centre – Usage levels at 11 hours per week and there is competition from Phillipstown community house and nearby Whiterose Resource Centre and the Recreation Centre.
- Pentwynmawr Community Centre - Usage levels at 10 hours per week, however there is good ad hoc usage of the centre and there are no other community centres in close proximity.

4.9.6 The review group were also asked to consider Channel View (Risca) Community Centre as a possible closure option. This was included due to its condition and overall unsuitability for improvement and investment (a photograph of the building is attached at appendix 7). This centre is also a possible option for asset transfer, as a local voluntary group are interested in taking over the Centre.

CONCLUSIONS

4.10 The review group concluded that the preferable option in respect of possible savings to achieve the MTFP outlined in 4.1 would be a combination of options 3 & 4 plus some additional savings to be made across all community centres in respect of cuts to water rates, reduce caretaking hours and reduce general miscellaneous costs. This would reduce the number of potential closures and should still be manageable for all community centres.

- 4.11 The review group unanimously concluded that they would recommend closure of three community centres identified under 4.8.5 and 4.8.6 and understood that these would not necessarily result in closure of the centres, as other options such as asset transfer may be considered.

5. EQUALITIES IMPLICATIONS

- 5.1 An EqlA has been completed in accordance with the Council's Strategic Equality Plan and supplementary guidance and no potential for unlawful discrimination and/or low level or minor negative impact have been identified, therefore a full EqlA has not been carried out.

6. FINANCIAL IMPLICATIONS

- 6.1 There will be a financial impact upon all community centres if the recommendations are endorsed. The cost of water rates depends on the usage at the individual centre, as water is a metered charge. The one hour caretaking cost per week, will result in a weekly cost of £7.65 for each community centre.

7. PERSONNEL IMPLICATIONS

- 7.1 The recommendations include a reduction in support for caretakers from 12 hours per week to 11 hours per week per community centre. However caretakers will continue to work for 12 hours per week and the council will recharge each community centre for the cost of the reduced hour.

8. CONSULTATIONS

- 8.1 Due to the sensitivity of the issues, Management Committees have not been consulted formally upon the recommendations of this report. They are however all aware of the financial constraints the authority is facing, together with the likelihood that they will be required to meet additional costs - notably water consumption and insurances. These measures were actually proposed as options at the last meeting of the Community Centres Forum.
- 8.2 Should the recommendations be accepted, formal consultations will need to take place both collectively, and with individual management committees. Where closures might be involved the relocation of user groups will need to be planned and agreed.

9. RECOMMENDATIONS

- 9.1 That Education for Life Scrutiny Committee recommend to Cabinet, the following:
- 9.2 That the council cuts the budget for payment of water rates for community centres to achieve savings of £27k.
- 9.3 That the council reduces its caretaking contribution from 12 hours per week to 11 hours per week for each community centre, and recharges each community centre for one hour per week. To achieve savings of £14k.
- 9.4 That three centres are put forward for closure, Rhymney Day, Tirphil and Channel View (Risca), to achieve savings of £18k.
- 9.5 That miscellaneous items be cut from the budget to achieve savings of £5k.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To achieve the MTFP savings to the community centres budget for 2016/17.

11. STATUTORY POWER

11.1 Section 21 of the Local Government Act 2000.

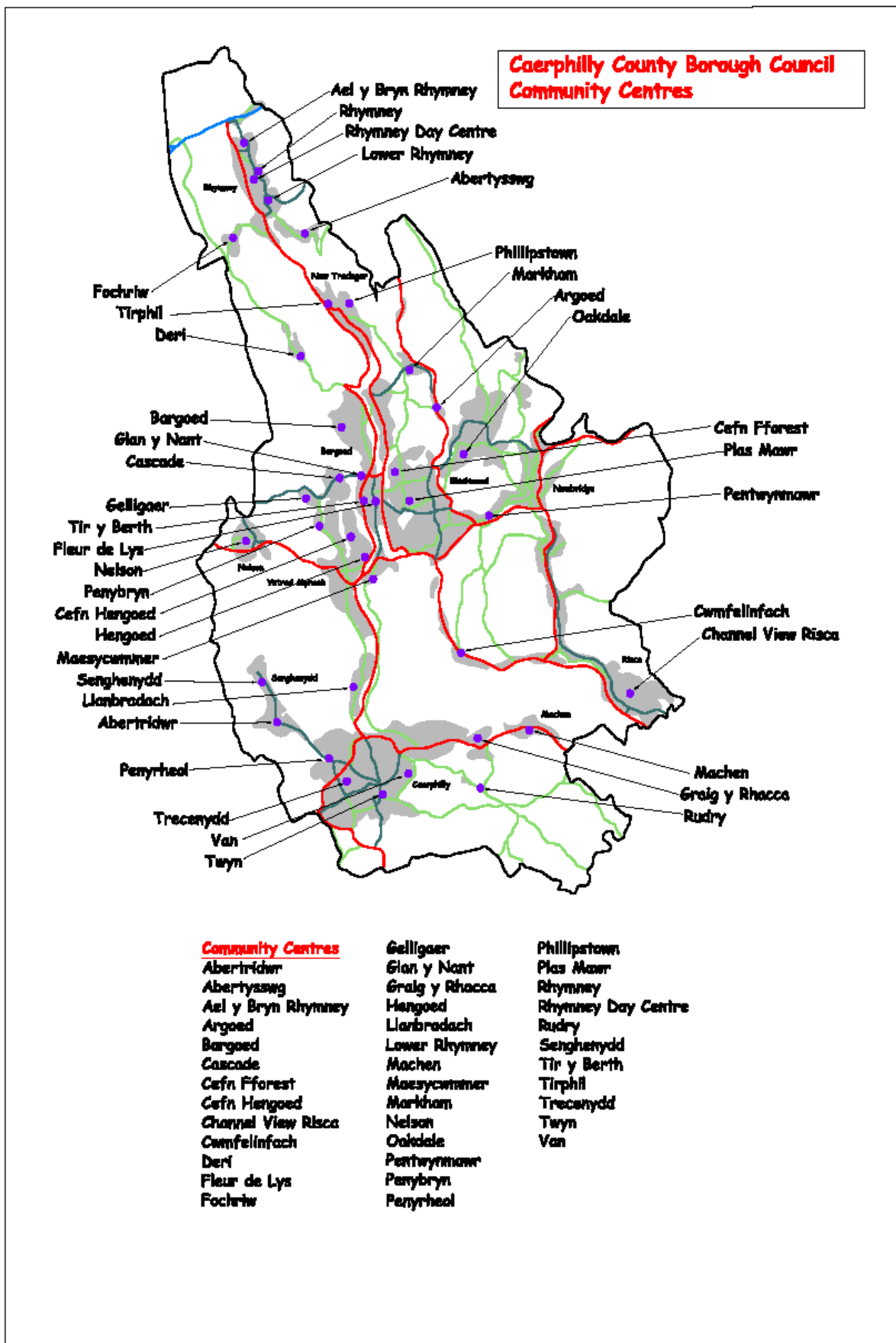
Author: Catherine Forbes -Thompson - Scrutiny Research Officer
Consultees: Christina HARRY – Corporate Director Education and Community Services
Nicole Scammell – Acting Director Corporate Services
Bleddyn Hopkins - Assistant Director 21st Century Schools
Gail Williams – Interim Monitoring Officer and Head of Legal Services
Gareth Evans - Senior Manager, Planning & Strategy/Library Services
Steve Hawkins - Community Leisure Officer
John Thomas – Section Head, Asset Management
Donna Jones – Health and Safety Manager
Sue Ruddock – Insurance and Risk Manager
Angharad Price – Interim Head of Democratic Services and Deputy Monitoring Officer
Councillor Rhianon Passmore – Cabinet Member Education and Lifelong Learning

Background Papers: Quirk Report 2007

Appendices:
Appendix 1 of 7: Map of Community Centre Locations
Appendix 2 of 7: Community Centres - Proximity
Appendix 3 of 7: Community Centres – Account Balances
Appendix 4 of 7: Community Centres - Usage
Appendix 5 of 7: Community Centres - Maintenance Priorities
Appendix 6 of 7: Community Centres – Main Revenue Costs
Appendix 7 of 7: Photograph of Channel View (Risca)

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MAP OF COMMUNITY CENTRE LOCATIONS



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Community Centres - Proximity

Centre	Travel Distance	Nearest Centre	Direct Distance
RHYMNEY (St Davids)	0.2	Rhymney Day Centre	0.12
RHYMNEY DAY	0.2	Rhymney (St Davids)	0.12
FLEUR DE LYS	0.4	Tiryberth	0.25
TIR Y BERTH	0.4	Fluer de lys	0.25
LOWER RHYMNEY	0.8	Rhymney Day Centre	0.47
PENYRHEOL	0.9	Trecenydd	0.62
TRECENYDD	0.9	Penyrheol	0.62
CEFN HENGOED	0.9	Hengoed	0.65
GELLIGAER	0.9	Penybryn	0.65
PEN Y BRYN	0.9	Gelligaer	0.65
AEL Y BRYN	0.9	Rhymney (St Davids)	0.67
CEFN FFOREST	0.9	Plas Mawr	0.68
PLAS MAWR	0.9	Cefn Fforest	0.68
ABERTRIDWR	1	Senghenydd	0.91
SENGHENYDD	1	Abertridwr	0.91
TWYN	1.1	Van	0.8
VAN	1.1	Twyn	0.8
PHILLIPSTOWN	1.3	Tirphil	0.48
TIRPHIL	1.3	Phillipstown	0.48
ABERTYSSWG	1.3	Lower Rhymney	1.1
HENGOED	1.4	Maesycwmmmer	0.48
MAESYCWMMER	1.4	Hengoed	0.48
ARGOED	1.4	Markham	0.99
MARKHAM	1.4	Argoed	0.99
CASCADE	1.5	Tiryberth	0.69
FOCHRIW	2	Lower Rhymney	1.03
PENTWYNMAWR	2.2	Plas Mawr	1.75
OAKDALE	2.3	Argoed	1.12
LLANBRADACH	2.4	Penyrheol	1.58
GRAIG Y RHACCA	2.6	Machen	1.1
MACHEN	2.6	Graig y Rhacca	1.1
NELSON	2.8	Gelligaer	1.6
DERI	2.8	Bargoed	1.86
BARGOED	2.9	Cascade	1
CWMFELINFACH	4.1	Maesycwmmmer	2.49
CHANNEL VIEW	5	Cwmfelinfach	4.5

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Management Committee Account Balances

Appendix 3

CENTRE	31/03/06	31/03/07	31/03/08	31/03/09	31/03/10	31/03/11	31/03/12	31/03/13	31/03/14	31/03/15
ABERTRIDWR	30,644	33,114	35,219	36,095	16,834	37,018	38,662	39,607		
ABERTYSSWG	46,029	42,798	48,203	50,817	54,924	60,571	65,842	74,772	81,175	
AEL Y BRYN	24,286	25,753	25,477	28,857	27,876	27,101	27,314	27,072	30,995	34,698
ARGOED	20,776	18,221	22,670	24,433	24,433	26,116	24,905	31,737	37,530	42,634
BARGOED		24,417	26,189		5850	11,002	10678		11440	
CASCADE				19,780	19,463	21,473	23371	23791	22152	
CEFN FFOREST	27,811	29,244	31,018	34,077	26,663	31,319	37,238	36,914	36,914	
CEFN HENGOED					8,988	9,209	11,052	11,977		
CHANNEL VIEW	35,076	41,462	45,534		54,728	58,918	63,835	66,647	70,341	
CWMFELINFACH	21,561	15,456	15,294	15,872	16,789	18,563	19,554	20,115	22,530	18,982
DERI			New Centr	21,218	22,241	27,947	23,999	26,762	26,195	
FLEUR DE LYS		7080	10,185	10,038	12,985	11,927	10,134	9,320	10,860	12256
FOCHRIW	6400			9,834		10000				
GELLIGAER	6642							11,617		
GLAN Y NANT										
GRAIG Y RHACCA				10,834	12,484	10000				
HENGOED	22,839	25,702	26,526	19,457	29,315	38,731	50,860	40,320	45,186	
LLANBRADACH		6,868	6360	6833	8,201	8,848	8,336	9826	11,160	
LOWER RHYMNEY			2,986	557	6,640	6,385	4,673			
MACHEN	30,535	22,746	26,078	26,271	25,491	27,962	29,144	34,879	37,643	
MAESYCWMMEF	16,447	12,356	12,753	10,640	6,948	7,325	8,948	11,670	14,031	
MARKHAM			21,867		5,202	10000			33000	
NELSON	21,507	20,218	20,358		13,903	19,253	21,218	26,467	37,973	50622
OAKDALE	36980	43,030		9,182	8,437	12,052	18,864	20,511	26,950	29355
PENTWYNMAWR	35,816	36,106	37,551		38,890	41,515	39,338	37,897	36,071	
PENYBRYN						8,475	5323	5032	4184	
PENYRHEOL			4927	2,667	4,172	3,346	2658	2,702	5,219	7532
PHILLIPSTOWN	19,389	8,368	6,481	8,649	6,881	9,073	8,196	7,720	5,583	
PLAS MAWR					8,184	8513	9,988	13,087	14667	18598

PONTLOTTYN	115,163	119,267	126,845	128,350	132,017	132,792	N/A	N/A	N/A	N/A
RHYMNEY	16,580	20,615	18,498	20,399		22,342	22,436	23,915	24,806	
RHYMNEY DAY	48,129	50,304	56,052	59,642	65,243	63,698	65,471	67,619	68,913	70,956
RUDRY							20,286	18,242	27,069	
SENGHENYDD	20,997	25,703	37,281	36,730	31,188	31,081		32501	13,252	
TIR Y BERTH	5641	5036	5725	5,392		13,876	18,669			
TIRPHIL				3,084	5,065	5,341		2884		
TRECENYDD			19,265	18,252	17,602	27,363	23,270	20,882	19,210	22,926
TWYN		40,848	37,658	44,493	44,946	51,938	58,695	75,699		
VAN	9,875	8,934	8,715	7,998	10,637	12,685	13,523			

Community Centres - Occupancy / Usage - 2014/15

CENTRE	Weekdays		Weekly Hours
MARKHAM	100%	81%	89
TWYN	100%	98%	83
GELLIGAER	82%	62%	56.5
RHYMNEY	80%	63%	52.5
NELSON	79%	59%	50
HENGOED	72%	60%	50
SENGHENYDD	71%	58%	49
FOCHRIW	67%	55%	47
OAKDALE	75%	53%	46
TRECENYDD	63%	52%	44
ARGOED	39%	46%	38.5
PENYRHEOL	58%	42%	35
MACHEN	58%	42%	35
LLANBRADACH	55%	39%	33
CASCADE	46%	39%	33
FLEUR DE LYS	34%	39%	33
VAN	53%	38%	32
PLAS MAWR	42%	35%	29
CWMFELINFACH	45%	34%	28.5
CEFN FFOREST	41%	30%	25
AEL Y BRYN	39%	30%	25
BARGOED	35%	27%	23
DERI	37%	27%	23
LOWER RHYMNEY	37%	26%	22
CHANNEL VIEW	26%	27%	20
ABERTRIDWR	31%	23%	19
MAESYCWMMER	28%	20%	17
CEFN HENGOED	30%	26%	16.5
ABERTYSSWG	27%	20%	16.5
GRAIG Y RHACCA	18%	17%	14
PEN Y BRYN	16%	14%	12.5
PHILLIPSTOWN	18%	13%	11
PENTWYNMAWR	16%	11%	10
TIRPHIL	14%	10%	8.5
RHYMNEY DAY	12%	9%	8

TIR Y BERTH

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Community Centres				
Centre	Maintenace Priorities (k)			
	P1	P2	P3	Totals
MARKHAM	1.20	54.10	138.60	193.90
ABERTRIDWR	5.00	155.00	27.30	187.30
LLANBRADACH	7.00	73.60	75.50	156.10
BARGOED	3.30	24.20	104.10	131.60
RHYMNEY DAY	23.20	52.20	44.30	119.70
PENYRHEOL	4.30	47.50	65.50	117.30
AEL Y BRYN	10.80	46.40	55.30	112.50
CHANNEL VIEW	10.90	83.20	15.30	109.40
GRAIG Y RHACCA	17.30	66.60	18.30	102.20
RHYMNEY	8.50	44.40	49.10	102.00
GELLIGAER	8.70	73.70	13.70	96.10
NELSON	4.40	69.00	12.40	85.80
PENTWYNMAWR	3.40	51.20	15.00	69.60
SENGHENYDD	6.30	40.00	23.20	69.50
MACHEN	9.70	31.90	26.60	68.20
OAKDALE	1.30	29.50	34.20	65.00
CEFN HENGOED	12.70	23.00	25.00	60.70
TRECENYDD	26.80	12.30	21.10	60.20
PHILLIPSTOWN	4.60	22.80	32.60	60.00
FOCHRIW	3.00	12.70	43.90	59.60
CASCADE	1.90	26.70	18.00	46.60
MAESYCWMMER	2.30	18.70	21.00	42.00
VAN	4.50	22.00	9.20	35.70
HENGOED	1.40	16.00	18.10	35.50
PEN Y BRYN	0.28	10.90	21.10	32.28
FLEUR DE LYS	0.80	20.10	5.10	26.00
PLAS MAWR	0.25	20.40	5.10	25.75
CEFN FFOREST	1.50	13.50	7.90	22.90
TIRPHIL	2.70	14.20	5.60	22.50
CWMFELINFACH	1.80	9.70	6.60	18.10
ARGOED	2.10	11.20	2.50	15.80
TWYN	0.00	5.70	9.80	15.50
LOWER RHYMNEY	1.30	2.80	1.00	5.10
TIR Y BERTH	0.00	0.00	0.00	0.00
ABERTYSSWG	0.00	0.00	0.00	0.00
DERI	0.00	0.00	0.00	0.00
Totals	193.23	1205.20	972.00	2370.43

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Community Centre Main Revenue Costs - 2014/15

Appendix 6

Maintenance

<u>CENTRE</u>	<u>REACTIVE</u>	<u>STATUTORY</u>	<u>17th Edition</u>	<u>GROUND</u> S	<u>CARETAKING</u>	<u>WATER</u>	<u>RENTS</u>	<u>MAN GRANT</u>	<u>INSURANCE</u>	<u>TOTALS</u>
ABERTRIDWR	160	465	3190	0	5724	479	500		602	11120
ABERTYSSWG	1890	753	2379	0	5724				602	11348
AEL Y BRYN	4618	730	1825	0	5724	209			602	13708
ARGOED	455	295	1100	0	5724	113			602	8289
BARGOED	3870	1807	3440	0	5724	248			602	15691
CASCADE	995	1167	3690	145	5724	305			602	12628
CEFN FFOREST	2357	1582	1135	145	5724	260			602	11805
CEFN HENGOED	2700	530	3000	0	5724	136			602	12692
CHANNEL VIEW	2637	52	1724	145	5724	95			602	10979
CWMFELINFACH	211	115	2770	145	5724	305			602	9872
DERI	402	284	3205	0	5724				602	10217
FLEUR DE LYS	1581	587	3595	145	5724	210			602	12444
FOCHRIW	10282	687	4350	0	5724				602	21645
GELLIGAER	1537	1215	0	0	5724	1169			602	10247
GLAN Y NANT	1000			145	4774	307			500	6726
GRAIG Y RHACCA	5472	329	5155	0	5724	443			602	17725
HENGOED	1558	663	485	0	5724	422			602	9454
LLANBRADACH	2474	697	2100	145	5724	313			602	12055
LOWER RHYMNEY	36	850	280	145	5724	103			602	7740
MACHEN	1789	128	790	0	5724	1014			602	10047
MAESYCWMMER	1588	405	2220	145	5724	1048			602	11732
MARKHAM	5956	589	4190	145	0	747		10500	602	22729
NELSON	4920	1285	730	145	5724	713			602	14119
OAKDALE	1466	426	2075	0	5724	753			602	11046
PENTWYNMAWR	1320	115	1565	0	5724	804			602	10130
PENYBRYN	1431	457	635	0	5724	621			602	9470
PENYRHEOL	6420	529	4960	145	5724	399			602	18779
PHILLIPSTOWN	2043	62	940	0	5724	107			602	9478
PLAS MAWR	3161	200	700	145	5724	218			602	10750
RHYMNEY	5300	827	4060	145	5724	953			602	17611

RHYMNEY DAY	1733	565	3225	145	5724	1692			602	13686
RUDRY	1000			145	4774	400			500	6819
SENGHENYDD	4496	312	896	0	5724	871			602	12901
TIR Y BERTH			0	145	5724	181			602	6652
TIRPHIL	4754	589	2415	145	5724				602	14229
TRECENYDD	6925	1262	905	145	5724	325			602	15888
TWYN	4173	231	685	0	5724	957			602	12372
VAN	1188	666	6600	145	5724				602	14925
TOTALS	103898	21456	81014	2900	209888	16920	500	10500	22672	469748



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Education for Life Scrutiny Committee

Membership

- Councillor John Bevan - Labour
- Councillor Phillip J. Bevan - Plaid Cymru
- Councillor Mrs Anne Blackman - Independent
- Councillor Wynne David (Chair) - Labour
- Councillor Huw Rhodri Davies - Labour
- Councillor Colin Durham - Labour
- Councillor Colin Gordon - Labour
- Councillor Derek Havard - Labour
- Councillor Gary Johnston - Labour
- Councillor Martyn Paul James - Plaid Cymru
- Councillor Mrs Gaynor Denise Oliver - Labour
- Councillor Denver W.R. Preece - Labour
- Councillor James Pritchard (Vice Chair) - Labour
- Councillor John Eryl Roberts - Plaid Cymru
- Councillor Mrs Margaret Eiddwen Sargent - Plaid Cymru
- Councillor Roy Saralis - Labour

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STANDARDS COMMITTEE – 21ST SEPTEMBER 2015

SUBJECT: APPLICATIONS FOR DISPENSATION - INFORMATION ITEM

REPORT BY: INTERIM MONITORING OFFICER

1. PURPOSE OF REPORT

- 1.1 To advise Members of the decision of the Chair and Independent Member, Mr. Lewis of the Standards Committee in relation to applications for dispensations made by Councillors.

2. SUMMARY

- 2.1 To ask Members to note the decision of the Chair and Independent Member of the Standards Committee regarding the applications for dispensation set out in the report.

3. LINKS TO STRATEGY

- 3.1 The Authority acting through this Committee has an obligation to maintain high standard and probity and conduct throughout the Council and the Community Council within the County Borough area.

4. THE REPORT

- 4.1 County Borough Councillors Derek Havard, Anne Blackman, Wynne David, Phil Bevan, Judith Pritchard and Gaynor Oliver applied to the Standards Committee for a dispensation to enable them to participate fully in the Task and Finish Group set up by the Education for Life Scrutiny Committee to review Community Centres.
- 4.2 The Councillors named in paragraph 4.1 sought a specific dispensation from the Standards Committee to enable them to participate in the review of Community Centres due to their involvement on Management Committees of various Community Centres details of which are set out in paragraph 4.3 below.
- 4.3 The applications were made under the following grounds of the Standards Committee (Grant of Dispensation) (Wales) Regulation 2001:-
- Councillor Derek Havard, as former funding member of management committee of Graig Y Rhacca Community Centre, grounds (i) and (iii).
 - Councillor Anne Blackman, as Treasurer of Nelson Community Centre, grounds (iii), (iv), (vi), (vii) and (ix).
 - Councillor Wynne David, as member of management committees of Cascade Community Centre, Penybryn Village Hall, Glanynant Memorial Hall, Tiryberth Village Hall, grounds (i) and (vii).

- Councillor Phil Bevan, as member of management committee of Twyn Community Centre, grounds (i), (iii), (iv) and (v).
- Councillor Judith Pritchard, as member of management committee of Hengoed Community Centre, grounds (i), (iii), (iv) and (vi).
- Councillor Gaynor Oliver, as member of management committee of standby Pontlottyn Community Centre, grounds (i) and (iii).

4.4 The Councillors made written representations to support their applications and in addition Councillor Havard and Councillor Blackman addressed the Chair and Independent Member.

4.5 The Terms of Reference for the Task and Finish Group were outlined to the Chair and Independent Member with reference to the report presented to the Education for Life Scrutiny Committee on 20th May 2015. In addition Membership of the Task and Finish Group was explained and that six out of nine Members had declared an interest and without the six Members, the political balance of the Task and Finish Group would be affected.

4.6 In accordance with the provisions of the Council's Constitution an urgent meeting was convened on the 6th July, 2015 with the Chair and Independent Member of the Standards Committee to discuss the applications for dispensation. The Council's Interim Deputy Monitoring Officer, Corporate Solicitor and the Senior Scrutiny Research Officer were also in attendance.

4.7 The applications for dispensation was duly considered by the Chair and Independent Member and were granted to all six Members named in this Report on the following grounds:

- Councillor Derek Havard, as former funding member of management committee of Graig Y Rhacca Community Centre, grounds (i) and (iii).
- Councillor Anne Blackman, as Treasurer of Nelson Community Centre, grounds (iii) and (vi).
- Councillor Wynne David, as member of management committees of Cascade Community Centre, Penybryn Village Hall, Glanynant Memorial Hall, Tiryberth Village Hall, grounds (i).
- Councillor Phil Bevan, as member of management committee of Twyn Community Centre, grounds (i), (iii) and (v).
- Councillor Judith Pritchard, as member of management committee of Hengoed Community Centre, grounds (i), (iii) and (vi).
- Councillor Gaynor Oliver, as member of management committee of standby Pontlottyn Community Centre, grounds (i) and (iii).

4.8 The dispensations granted were to undertake the review by the Task and Finish Group only. Any subsequent involvement by Members in the review of Community Centres would require fresh applications for dispensation.

5. FINANCIAL IMPLICATIONS

5.1 None.

6. PERSONAL IMPLICATIONS

6.1 None.

7. EQUALITIES IMPLICATIONS

7.1 None.

8. CONSULTATIONS

8.1 None this report has been prepared for information only.

9. STATUTORY POWERS

9.1 Local Government Act 2000 and Standards Committee (Grants of Dispensation) (Wales) Regulations 2001. This is a Council function delegated to this Committee.

Author: Lisa Lane, Corporate Solicitor
For Information Only: Chris Burns, Interim Chief Executive
Gail Williams, Interim Head of Legal Services/Monitoring Officer
Angharad Price, Interim Deputy Monitoring Officer
Mrs. Holdroyd, Chair - Caerphilly Standards Committee
Cath Forbes-Thomson Senior Scrutiny Research Officer

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