



NAME OF COMMITTEE – DATE – ARIAL 15

NOT FOR PUBLICATION BY VIRTUE OF PARAGRAPH OF PART 4,
SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972

Above paragraph to be included if report is to be exempt

PAGE SET UP 0.7 TOP, BOTTOM, LEFT AND RIGHT

FONT FOR REPORT - ARIEL 11

SUBJECT: ARIEL 12

REPORT BY: ARIEL 12

1. PURPOSE OF REPORT - HEADINGS ARIEL 11

- 1.1 This section should contain a brief statement as to the purpose of the report (e.g. to recommend to Members that they decide to). If this is a report for a scrutiny committee that is to be referred to Cabinet for decision, there must be included within this section a sentence which explains that the report is seeking the views of Members prior to its presentation to Cabinet.

2. SUMMARY

- 2.1 All reports **must** include a short summary of the report. With the expectation the relevant cabinet member will present the report at cabinet or council, the cabinet member will use this section to explain the report.

3. RECOMMENDATIONS

- 3.1 This section would set out the recommendations of the Director concerned.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 The minutes record the reasons for making any decisions reached. It is therefore essential that reports set out clear "reasons" for making the decision as recommended.

5. THE REPORT

5.1 The precise nature of this part of the report will vary from one issue to another and according to the background info which needs to be provided. The section should set out what options are available to the decision maker and why the option recommended for approval has been chosen.

5.2 **Conclusion**

Pulls together any themes running through the report/rounding up the issues referenced in the main body of the report section and which option is recommended for approval.

6. **ASSUMPTIONS**

6.1 This section should set out what assumptions have been made in proposing the recommendations in the report. The assumptions could include, amongst other things, inflation, costs, expenditure, population, policy, service demand etc. If no assumptions have been made or were thought necessary, then this should be stated.

7. **SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

7.1 In this section please copy the summary you have included in Section 12 of the Integrated Impact Assessment (IIA) 'Reason(s) for Recommendation'. This summary should conclude the key points raised by the IIA, including what it tells you, what data/evidence you used, any significant impacts identified and how any negative impacts (if any) were mitigated.

If your report is an **Information Only** item then a completed IIA is not necessary at this stage, however an IIA must be drafted when the proposal/project reaches the formative stage and then updated as the proposal/project develops. A completed IIA must be included in any final reports going forward for a decision. The IIA should be included as a hyperlink which will require a request to IT Helpdesk for it to be created.

[Link to full Integrated Impact Assessment

<http://sc-aptdken1/KENTICO/Departments/Equalities-and-Welsh-Language/Socio-Economic-Duty.aspx>

~~7. **LINKS TO RELEVANT COUNCIL POLICIES**~~

~~7.1 Set out here which of the council's policies are relevant to the decision being requested.~~

~~7.2 **Corporate Plan 2018-2023.**~~

~~This section shows how the report content (project, proposal, information or decision) contributes towards or impacts the Corporate Well-being Objectives, which are:~~

~~Objective 1 – Improve education opportunities for all~~

~~Objective 2 – Enabling employment~~

~~Objective 3 – Address the availability, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people’s well-being~~

~~Objective 4 – Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impacts on the environment~~

~~Objective 5 – Creating a county borough that supports a healthy lifestyle in accordance with the sustainable Development Principle within the Wellbeing of Future Generations (Wales) Act 2015~~

~~Objective 6 – Support citizens to remain independent and improve their well-being. The objectives are high-level themes and each have several outcomes that sit underneath them, (36 in total) so it may benefit the author to look at the outcomes within the plan to understand the cross-cutting nature of the Council’s priorities with regard to any impact the report may have on the Corporate Plan.~~

~~The Corporate Plan can be found on the intranet on the Policy portal, within the performance management section. See link below~~

~~<http://sc-aptdken1/KENTICO/getattachment/ab780120-3a2b-47f9-bff0-f383462fbb98/Corporate-Plan-2018-23.aspx>~~

~~8. WELL-BEING OF FUTURE GENERATIONS~~

~~8.1 This section should explain how the report contributes to the Well-being Goals which are:-~~

- ~~● A prosperous Wales*~~
- ~~● A resilient Wales*~~
- ~~● A healthier Wales*~~
- ~~● A more equal Wales*~~
- ~~● A Wales of cohesive communities*~~
- ~~● A Wales of vibrant culture and thriving Welsh Language*~~
- ~~● A globally responsible Wales*~~

~~**delete as appropriate*~~

~~The report should also state how it is consistent with the five ways of working as defined within the sustainable development principle in the Act. The five ways of working of the sustainable development principle, listed in the Act are:~~

- ~~● Long Term – The importance of balancing short-term needs with the need to safeguard the ability of future generations to meet their long-term needs~~
- ~~● Prevention – How acting to prevent problems occurring, or getting worse, may help public bodies meet their objectives~~
- ~~● Integration – Considering how the public body’s well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies~~
- ~~● Collaboration – Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives~~

- ~~Involvement~~—The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.

~~The Well-being of Future Generations (Wales) Act became law in April 2015. The Act is about improving the social, economic, environmental and cultural well-being of Wales. It makes public bodies listed in the Act think more about the long term, work better with people and communities and each other, look to prevent problems and take a more joined-up approach. It has a significant impact on all Council policies and priorities and has the potential to significantly affect the way we plan and deliver services and how we engage with individuals and communities within the Caerphilly county borough.~~

~~This section should highlight how the recommended course of action contributes to meeting the seven well-being goals (listed above) within the Well-being of Future Generations Act (Wales) 2015. Although you may look at each goal in turn, the well-being goals must be considered as an integrated set of seven. This ensures that the fundamental relationship between improving the economic, social, environmental and cultural well-being is recognised.~~

~~The report needs to consider the long term outcome of the decision and account for the positive and negative impacts on future generations, long term community resilience and economic, environmental and social capital.~~

~~This section needs to consider how the five ways of working have been addressed in applying the sustainable development principle, this needs to be challenging and **considered at the outset of a project/proposal and not a tick box exercise concluded at the end.**~~

~~For more information about the Well-being of Future Generations (Wales) 2015 Act, the seven well-being goals and the five ways of working, please see the Corporate Policy Unit Portal [Guidance for Well-being of Future Generations](#) and/or visit the [CCBC Well-being of Future Generations website](#) and/or the [Public Services Board website](#).~~

~~9. EQUALITIES IMPLICATIONS~~

~~9.1 In this section, outline any potential equalities implications of the report and its recommendations on groups or individuals who fall under the categories identified in Section 6 of the Council's **Strategic Equality Plan**. These equalities implications should have been identified during the consultation stage and/or by undertaking an **equality impact assessment early in the development process**. These implications can be positive as well as negative.~~

~~**Note: The Equalities Implications in Committee Reports Guidance** (Section 3) will help you to determine whether a full Equality Impact Assessment is required. If it is established that a full Equality Impact Assessment is required, then an Equality Impact Assessment Form must be completed.~~

~~If there are no equalities implications in the report you can use the relevant standard paragraph provided in the guidance, however this would have to be evidenced if challenged during the internal approval process, or during any legal challenge at a later date.~~

~~If you require advice please contact Anwen Cullinane, Ext. 4404 or email equalities@caerphilly.gov.uk~~

8. FINANCIAL IMPLICATIONS

- 8.1 There must be a section outlining the financial implications of the report/recommendations and a clear statement as to how these implications (immediate and long term) will be funded –the Head of Corporate Finance/Section 151 Officer must be consulted. Where there are no financial implications the report can simply state that there are none. If there are assumptions being made about funding, then they need to be stated here.

9. PERSONNEL IMPLICATIONS

- 9.1 There must be a section outlining any personnel implications of the report. The Head of People Services must be consulted. If there are no implications the report can state that there are none.
- 9.2 If the subject of the report relates to a restructure of a Service Area, a Welsh Assessment on the vacant posts, after any ring fencing exercise has been undertaken, will be required. Guidance on undertaking a Welsh Assessment can be found in Guidance On Assessing The Welsh Needs Within Posts. **<http://sc-aptdden1/KENTICO/Departments/HR/Policies-Procedures/Recruitment-Guidance-On-Assessing-The-Welsh-Needs.aspx>**

10. CONSULTATIONS

- 10.1 If any consultee expresses views which differ from the recommendations, the author must include them in this section and as part of the main body of the report state whether the author is of the view that they have been addressed satisfactorily in the report, whether they can/should be incorporated in the recommendation and if not incorporated into the recommendation then why not.

11. STATUTORY POWER

- 11.1 This is to identify the enabling statutory power(s) for the decision under consideration. It should also state whether the power(s) are the responsibility of full Council or Cabinet and if it has been delegated to officers. If you have any queries on powers, please consult the Monitoring Officer/Head of Legal Services.

12. URGENCY (CABINET ITEMS ONLY)

- 12.1 All Cabinet decisions will be subject to a “call-in” procedure whereby the relevant Scrutiny Committee can ask for the implementation of the decision to be delayed until it has considered the matter and, if the Scrutiny Committee is so inclined, to ask Cabinet to reconsider its decision. The only exceptions will be items where the call-in request is not in accordance with the call-in procedure or the decision needs to be implemented urgently. If this is the case the report should state that this is so, and explain why. The Chairman of the Council must agree both that the decision proposed is reasonable in all circumstances and to it being treated as a matter of urgency.

Author: name, title and email address

Consultees:

Insert names and titles and email address, one under the other.
Consultees will be the Chief Executive, , relevant Directors, Head of Legal Services and Monitoring Officer, Head of People Services, Head of Corporate Finance/s.151 officer, other relevant Heads of Service, Cabinet Member(s), Chairman and Vice Chairman of the relevant Scrutiny Committee and local ward Members. Any consultee comments should be incorporated in the report with the view of the officer whether the comments are accepted or not.

Background Papers:

This section should set out a list of the background papers available for inspection which disclose any facts or matters on which, in the opinion of the report author, the report or an important part of the report is based and have in his/her opinion been relied on to a material extent in preparing the report but do not include published works. A telephone number of a person to contact if you wish to inspect those papers should be included. In the case of exempt background papers a sentence to the effect that "Background papers are exempt" is sufficient.

Appendices:

Appendix 1 Title of Appendix 1 if used
Appendix 2 Title of Appendix 2 if used
Appendix 3 Title of Appendix 3 if used