

**CYNGOR BWRDEISTREF SIROL**  
**RHONDDA CYNON TAF**  
**COUNTY BOROUGH COUNCIL**

A meeting of the **CABINET** will be held at the Council Chamber, The Pavilions, Cambrian Park. Clydach Vale, Tonypany, CF40 2XX  
Thursday, 9th March, 2017 at 10.30 am

Contact: Hannah Williams (Tel No. 01443 424062)

Councillors and members of the public wishing to request the facility to address the Cabinet on any of the business as listed below, must request to do so by 5pm on the Tuesday, 7 March 2017 Councillors and Members of the public have the right to address the Cabinet in the medium of English or Welsh.

It must be noted that the facility to address the Cabinet is at the discretion of the Chair and each request will be considered based on the agenda items being considered, the public interest/interest of the member in each matter and the demands of the business on that day. To make such a request please contact the Cabinet Office on 01443-424062 or alternatively please email [Cabinet@rctcbc.gov.uk](mailto:Cabinet@rctcbc.gov.uk).

## ITEMS FOR CONSIDERATION

### 1. **DECLARATION OF INTEREST**

To receive disclosures of personal interest from Members in accordance with the Code of Conduct.

**Note:**

1. Members are requested to identify the item number and subject matter that their interest relates to and signify the nature of the personal interest; and
2. Where Members withdraw from a meeting as a consequence of the disclosure of a prejudicial interest they **must** notify the Chairman when they leave.

### 2. **MINUTES**

To receive the minutes of the previous meeting of Cabinet held on the 16<sup>th</sup> February, 2017.

### **3. INFORMATION REPORT - LEADER'S SCHEME OF DELEGATION - UPDATE TO THE 3A**

For information, the following update has been made to the Leader's Scheme of Delegation ([3A - Link](#))

- Section 4.2 – Representatives for RCT Charity for the Visually Impaired Cabinet Committee

### **4. CABINET WORK PROGRAMME**

To receive the report of the Secretary to the Cabinet, presenting an update on the Cabinet Work Programme on the proposed list of matters requiring consideration by Cabinet over the 2016-17 Municipal Year. The Work Programme will guide and direct the activities of other arms of the Council, as well as the Cabinet itself.

**(Pages 19 - 46)**

### **5. SCRUTINY RECOMMENDATIONS**

To receive the report of the Secretary to the Cabinet, providing Members with the findings and recommendations of the Council's two Scrutiny Working Groups that conducted scrutiny reviews in respect of issues in relation to the Council's Mobile Library Service and Maesyffynnon Residential Care Home, Aberaman.

**(Pages 47 - 88)**

### **6. EVALUATION OF LIDO PONTYPRIDD RESTORATION PROJECT**

To receive the report of the Director, Regeneration & Planning providing information on the key findings and conclusions of the external evaluation report which has been carried out on the delivery of the Lido Ponty restoration project, and to use these to contribute to the Lido's continuing success.

**(Pages 89 - 96)**

### **7. FACILITATING HOUSING DEVELOPMENT**

To receive the report of the Director, Regeneration & Planning, updating Cabinet on the work undertaken so far on the Facilitating Housing project and for Cabinet to agree that officers proceed to the next stages of the project

**(Pages 97 - 108)**

### **8. REDEVELOPMENT OF TAFF VALE PRECINCT SITE**

To receive the report of the Director, Regeneration & Planning updating Members on the considerable progress which has been made on the redevelopment of the Taff Vale site.

**(Pages 109 - 118)**

### **9. ANNUAL EQUALITY REPORT**

To receive the report of the Director, Human Resources providing Cabinet Members with information on the Council's Equality Report for the year 2015/16.

**(Pages 119 - 170)**

**10. WALES AUDIT OFFICE - GOOD GOVERNANCE WHEN DETERMINING SIGNIFICANT SERVICE CHANGES**

To receive the report of the Chief Executive, updating Members on the latest Wales Audit Office (“WAO”) report to be issued and note the action to be taken by the Council in response to the proposals for improvement raised.

**(Pages 171 - 186)**

**11. COUNCIL'S RESPONSE AS AN INDIVIDUAL PUBLIC BODY TO THE REQUIREMENTS OF THE WELLBEING OF FUTURE GENERATIONS (WALES) ACT 2015**

To receive the report of the Chief Executive, updating Cabinet on the steps taken by the Council as an individual public body, to address its responsibilities under the Well-being of Future Generations (Wales) Act 2015.

**(Pages 187 - 192)**

**12. SOCIAL SERVICES & WELLBEING ACT: IMPLEMENTATION PROGRAMME FOR CWM TAF STAY WELL @HOME SERVICE**

To receive the report of the Group Director, Community & Children's Services, presenting to Cabinet the proposed legal agreement and financial schedule for the Cwm Taf Stay Well @home Service (formerly known as the Integrated Assessment and Response Service) to govern the regional arrangements for the service and to seek approval that any non-material changes required following late submission of comments by the UHB be delegated to the Statutory Director of Social Services and relevant Cabinet Member.

**(Pages 193 - 274)**

**13. COUNCIL PERFORMANCE REPORT (QUARTER 3)**

To receive the report of the Group Director, Corporate & Frontline Services provides Members with an overview of the Council's performance, both from a financial and operational perspective, based on the first nine months of this financial year (to the 31<sup>st</sup> December 2016).

**(Pages 275 - 290)**

**14. EDUCATION AND LIFELONG LEARNING DIRECTORATE - SUPPLEMENTARY CAPITAL PROGRAMME 2017/18**

To receive the report of the Temporary Director, Education & Lifelong Learning providing Members with details of the capital works for approval for 2017/18 as part of the Council's three-year Capital Programme.

**(Pages 291 - 308)**

**15. HIGHWAYS, TRANSPORTATION & STRATEGIC PROJECTS - SUPPLEMENTARY PROGRAMME 2017/18**

To receive the report of the Group Director, Corporate & Frontline Services, setting out the detailed capital programme for Highways, Transportation and Strategic Projects for 2017/18, further to the approval of the Council's Three Year Capital Programme 2017/18 - 2019/20 on 1st of March 2017 (Council) and the approval of the Council Corporate Plan – Investment Priorities on 30<sup>th</sup> November 2016 (Council).

**(Pages 309 - 330)**

**16. UPDATE ON THE PROGRESS OF THE COUNCIL'S EMPTY PROPERTY GRANT**

To receive the report of the Service Director, Public Health & Protection, providing Members with an update on the progress made, and the uptake of, the Council's empty property grant.

**(Pages 331 - 336)**

**17. SUPPORTING PEOPLE COMMISSIONING PLAN 2017-18**

To receive the report of the Service Director, Public Health & Protection, updating Members on the Council's indicative Supporting People Grant for 2017/2018 and seeking approval of the Local Commissioning Plan for Rhondda Cynon Taf's Supporting People Programme, for the period 2017/2018.

**(Pages 337 - 374)**

**18. TO CONSIDER PASSING THE FOLLOWING RESOLUTION:**

"That the press and public be excluded from the meeting under Section 100A(4) of the Local Government Act (as amended) for the following items of business on the grounds that it involves the likely disclosure of the exempt information as defined in paragraph 14 of Part 4 of the Schedule 12A of the Act".

**19. COMMISSIONING EXTRA CARE SCHEMES**

To receive the report of the Group Director, Community & Children's Services, providing Cabinet with an overview of the recent procurement exercise that relates to the appointment of partners for the development and delivery of Extra Care schemes in Rhondda Cynon Taf and to inform Cabinet which providers have been selected.

**(Pages 375 - 384)**

**20. URGENT ITEMS**

To consider any urgent business as the Chairman feels appropriate.



**Service Director and Secretary to the Cabinet**

**Circulation:-**

**Councillors:** A Morgan (Chair)  
M Webber (Vice-Chair)  
R Bevan  
A Crimmings  
M. Forey  
(Mrs) E. Hanagan  
G. Hopkins  
M Norris  
(Mrs) J. Rosser

**Officers:** Chris Bradshaw, Chief Executive  
Chris Jones, Director, Legal & Democratic Services  
Christian Hanagan, Service Director of Cabinet & Public Relations  
Chris Lee, Group Director Corporate & Frontline Services  
Gio Isingrini, Group Director Community & Children's Services  
Tony Wilkins, Director of Human Resources  
Colin Atyeo, Director of Corporate Estates & Procurement  
Esther Thomas, Director of Education & Lifelong Learning  
Jane Cook, Director of Regeneration & Planning  
Nigel Wheeler, Director of Highways & Streetcare Services  
Paul Mee, Service Director of Public Health & Protection

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## **RHONDDA CYNON TAF COUNCIL CABINET COMMITTEE**

Minutes of the meeting of the Cabinet held on Thursday 16<sup>th</sup> February, 2017 at 10:30am at the Council Headquarters, Clydach Vale.

### **County Borough Councillors – Cabinet Members in attendance:-**

A.Morgan (Chair),

R Bevan M Forey A Crimmings G Hopkins

J Rosser M Webber E Hanagan

### **Other County Borough Councillors in attendance**

P Jarman C Davies B Morgan I Pearce

E Webster J Bonetto S Bradwick

### **Officers in attendance**

Mr C Bradshaw – Chief Executive

Mr C Jones – Director, Legal & Democratic Services

Mr C Hanagan – Director, Cabinet & Public Relations (Secretary to the Cabinet)

Mr C Lee – Group Director, Corporate & Frontline Services

Mr G Isingrini – Group Director, Community & Children Services

Ms E Thomas – Temporary Director, Education & Lifelong Learning

Mr N Wheeler – Director, Highways & Streetcare Services

Mr B Davies – Director, Financial Services

Mr P Mee – Service Director, Public Health & Protection

Mr T Wilkins – Director, Human Resources

Tim Jones – Head of ICT

Ms S Nowell – Head of Transformation

Ms W Edwards – Head of Community Learning

Mr M Hughes – Head of Finance

Ms N Kingham – Business Manager, Cwm Taf Safeguarding Boards

Ms D Humphries – Childcare Officer

## 121 DECLARATION OF INTEREST

In accordance with the Council's Code of Conduct, County Borough Councillors, A Morgan, R Bevan and P Jarman declared a personal interest in item 6 – Welsh Government 30 Hour Education/Childcare offer for 3 and 4 year olds, due to their wards being identified as pilot areas.

## 122 MINUTES

The Cabinet **RESOLVED** to approve the minutes of the 9<sup>th</sup> February, 2017 as an accurate reflection of the meeting.

## 123 THE COUNCIL'S CAPITAL PROGRAMME 2017/18 – 2019/20

The Group Director, Corporate & Frontline Services provided the Cabinet with a report outlining the Council's three year Capital Programme for 2017/18 – 2019/20 which if agreed, would be presented to Council on 1<sup>st</sup> March, 2017.

The Cabinet Members were referred to Appendix A of the report, where the draft three year Capital Programme was outlined.

The Cabinet Members were reminded that each year the Council is allocated a sum of unhypothecated "Supported" borrowing and General Capital Grant from the Welsh Government and that although the funding for 2017/18 has increased by £0.068M since 2016/17, the level of funding has decreased by over £6m since 2010/11.

The officer explained that the core programme had been maintained at £15.934M per year and that the three year capital programme presented was fully funded. A risk remained that the projected capital receipts would be less than anticipated but it was assured that capital receipts projections would continue to be closely monitored.

The Cabinet Members were referred to section 5 of the report, where the additional investment and earmarked reserves were outlined. Section 5.3 highlighted the results of a detailed risk assessment of earmarked reserves and provided a view on the extent to which any amounts could be released:

- a) Prior Year Commitments (£13.604M as at 31<sup>st</sup> March 2016)
- b) Financial Management and Human Resources Risk Management (£21.592M as at 31<sup>st</sup> March 2016)
- c) Other Specific Reserves (£2.387M as at 31<sup>st</sup> March 2016)
- d) Insurance Reserve

Section 5.7 of the report detailed Cabinet's proposal to Council to further invest in infrastructure, in order to support the aspirations and priorities of the Corporate Plan. These included:



- Highways Infrastructure
- Structures
- Outdoor Leisure Facilities
- Play Areas
- Schools
- Transport Infrastructure
- Parks & Green Spaces

The Deputy Leader spoke of previous engagement held, commenting that the local people were pleased with the investment in leisure centres and infrastructure across RCT.

The Cabinet Member for Education & Lifelong Learning referenced section 6 of the report, stating that it was pleasing to see the Council continuing to deliver its commitment to improving school standards. The Leader added that the proposals would have a substantial impact on schools; ensuring young people have the best learning provision and environments.

The Cabinet Member for Health & Adult Social Services spoke positively on the contents contained within the report, commenting that it was pleasing to see such investment in infrastructure despite times of austerity.

The Leader took the opportunity to thank the officers who have continued to provide commitment to supporting the Council's Corporate Plan priority of 'Economy – Building a strong economy.'

Following further discussions, it was **RESOLVED:**

- a) To propose the three year capital programme to Council in March which includes:
  - A review and proposed release of earmarked reserve balances as detailed in paragraph 5.3 of the attached report;
  - Proposed investment priorities as detailed in paragraph 5.7 of the attached report;
  - The Council's core capital programme;
  - The Council's total capital programme including additional non core funding.

## **124 PRE-SCRUTINY: DIGITAL WORKPLACE – AGILE WORKING**

The Group Director, Corporate & Frontline Services provided the Cabinet with feedback from the meeting of the Overview & Scrutiny Committee held on Tuesday 13<sup>th</sup> December, 2016 in respect of the ambitious and major programme to digitally transform the Council's Services.

Members were reminded that digitalisation and the development of agile working opportunities were key corporate priorities, in line with the vision set

out in the Welsh Government's Digital First Strategy to deliver responsive and consistent public digital services.

The officer advised that at their meeting on the 13<sup>th</sup> December, 2016, the Overview & Scrutiny Committee Members challenged the current and planned developments and formed a view on the adequacy and appropriateness of them.

Members were referred to the minutes of the meeting at Appendix 2 of the report for their information.

The Cabinet Member for Corporate Services expressed his thanks to the Overview and Scrutiny Committee for undertaking the complex review. The Member commented that the digital workplace – agile working programme would bring huge benefits to the Council, allowing services to improve and develop.

It was **RESOLVED**:

- a) To consider the following feedback from the meeting of the Overview and Scrutiny Committee held on the 13<sup>th</sup> December, 2016 together with the additional comments made at that meeting as outlined in the minutes attached at Appendix 2 of the report:-
- That the vision for transforming the way the Council works through Agile Working is clear going forward;
  - That the 'key building blocks' and 'design principles' are appropriate;
  - That the Council's Pilot Agile Working Policy Scheme is considered adequate subject to the following points:-
    - (i) That all employee contracts adequately reflect Section 14 (i) of the Policy Compliance & Review and;
    - (ii) That lessons from the Agile Working Policy Pilot scheme are captured and reviewed;
  - That a monthly review is undertaken in respect of the specific pathfinder projects between January 2017 and March 2017 thereon a quarterly review is adopted;
  - That the approach taken around Document Management is appropriate.

## **125 WELSH LANGUAGE PROMOTION STRATEGY**

The Secretary to the Cabinet provided Members with the outcome of the recent meeting of the Welsh Language Cabinet Steering Group, in respect of the Welsh Language Promotion Strategy and Action Plan.

The officer reminded Members that the proposed Strategy and Action Plan had been developed over the course of the year in collaboration with Elected Members, Council Services, Sbectrwm, Menter Iaith and Fforwm Iaith. It was explained that a consultation took place between April and July 2016, where residents had the opportunity to provide feedback on their priorities for Welsh Language services.

It was advised that Standard 145 of the Compliance notice issued by the Welsh Language Commissioner stated that the Welsh Language Promotion Strategy must include:

- A target (in terms of the percentage of speakers in the county) for increasing or maintaining the number of Welsh speakers in the county by the end of the 5 year period;
- Statement setting out how the Council intends to reach that target
- The strategy must be reviewed and a revised version placed on the Council's website within 5 years of its publication.

Members were advised that on the 25<sup>th</sup> January, 2017, the Welsh Language Cabinet Steering Group met to consider amendments to the Strategy and Action Plan and recommended it to Cabinet for final approval.

The Cabinet Member for Children's Services, Equalities & the Welsh Language took the opportunity to thank officers for their commitment in ensuring that the Local Authority complies with the amended Compliance Notice issued by the Welsh Language Commissioner in September, 2016. The Member commented that balancing ambition with the demographics of society was a difficult task and one which would remain a challenge for years to come, but that the plan was clear in its aims to provide the best possible way to do this.

The Cabinet Member for Education & Lifelong Learning added that the Council remained committed to promoting the use of the Welsh Language across the County Borough and that it remained a fundamental priority within education.

With the agreement of the Chairman, County Borough Councillor C Davies spoke on this item.

Following further discussions, it was **RESOLVED:**

- a) To consider the objectives contained within the Welsh Language Promotion Strategy and Action Plan.
- b) To approve the document submitted by the Welsh Language Cabinet Steering Group.

## **126 WELSH GOVERNMENT PILOT OF 30 HOUR EDUCATION/CHILDCARE OFFER FOR 3 AND 4 YEAR OLDS**

The Temporary Director, Education & Lifelong Learning provided Members with information on the Welsh Government offer of 30 hours free education/childcare for eligible 3 and 4 year olds.

It was explained that Welsh Government has committed to provide 30 hours a week of free early education and childcare for working parents of 3 and 4 year olds, for 48 weeks of the year. To support Welsh Government in implementing this offer, all local authorities were invited to submit an Expression of Interest and the Minister announced that Rhondda Cynon Taf had been chosen as one of the early implementers for the offer. It was explained that RCT officers were working closely with Welsh Government to work through the different aspects of the offer, such as:

- Identifying eligible families
- Identifying each families' needs and hours of provision required - and how this can be accommodated
- How payments will be made to childcare providers
- How children with additional learning needs can be supported to access the offer
- How to increase childcare provision capacity in areas where it is needed (particularly Welsh medium)
- How the childcare element will link into the Foundation Phase nursery education that schools and REP's offer

Members were referred to section 5 of the report where the progress to date, within RCT was outlined. The Officer advised that after discussions, the Ferndale, Mountain Ash, Bryncelynog and the Ysgol Gyfun Rhydywaun clusters had been chosen, for reasons outlined in Appendix 2 of the report.

The officer advised that a further briefing paper would be distributed to Cabinet in April 2017 to update on the progress of the pilot.

Cabinet Members recognised that childcare was one of the biggest challenges facing working families and that there was a need to enhance this to reduce poverty in the local area.

The Cabinet Member for Prosperity, Wellbeing and Communities spoke positively on the report, commenting that it would encourage work and reduce pressures on income. The Member noted that the pilot would need to be thoroughly monitored as no area was the same.

The Cabinet Member for Children's Services, Equalities and the Welsh Language was pleased that RCT had been chosen for the pilot. The Cabinet

Member referred to Section 4.2 of the report, stating that it was pleasing to see the rationale behind the pilot areas outlined.

The Leader of the Council explained that the offer was an opportunity not to be missed and would be the most generous in the UK if it was to be fully implemented in the future. The Leader stated that progress would be closely monitored, with details publicised in the future for residents to determine whether they would be eligible for the scheme. It was added that a Welsh Medium school was included in the offer, which could only be beneficial to the Council's Welsh Language Promotion Strategy and Action Plan.

With the agreement of the Chairman, County Borough Councillor P Jarman spoke on this item.

It was **RESOLVED:**

- a) To note the contents of the report.
- b) That the pilot areas are acceptable.

## **127 WELSH GOVERNMENT'S VIBRANT & VIABLE PLACES REGENERATION FRAMEWORK: PROPOSALS FOR POTENTIAL FUNDING OPPORTUNITIES**

The Director, Regeneration & Planning provided Cabinet Members with details of project proposals for potential funding opportunities for the Pontypridd settlement area, seeking approval for the submission of proposals to Welsh Government should further funds become available.

The officer explained that Welsh Government had advised that there was likely to be a transitional year between the current VVP Programme which would end in March 2017 and a new Programme which was likely to commence in April 2018. Although transitional funding arrangements are unknown at this stage, Welsh Government advised that it is likely that funding will be available during 2017/18 and local authorities will be required to submit bids for consideration.

Members were referred to section 4 of the report, where the regeneration programme benefits and schemes were outlined.

The Cabinet Member for Economic Development, Tourism & Planning commented that the VVP framework was highly supportive of Welsh Government's tackling poverty agenda and that it was clear to see the economic growth benefited from it in past years such as the 500k for the Taff Vale site and 198k for Townscape Enhancement Programme.

It was **RESOLVED**:

- a) To approve and submit proposals for potential further funding opportunities to Welsh Government should further funds become available.
- b) To authorise the Director of Regeneration and Planning to make revisions to the proposals provided it does not fundamentally alter their composition or impact, in consultation with the Cabinet Member for Economic Development, Tourism and Planning.

**128 SOCIAL SERVICES AND WELLBEING ACT: IMPLEMENTATION PROGRAMME, WELLBEING OF FUTURE GENERATIONS ACT: IMPLEMENTATION PROGRAMME. UNDERSTANDING OUR COMMUNITIES: THE POPULATION NEEDS ASSESSMENT AND THE WELLBEING ASSESSMENT**

The Head of Transformation provided an update from the Cwm Taf multi agency work stream who were tasked with producing the Population Needs Assessment required under part 2 of the Social Services and Well-being (Wales) Act and the Well-being Assessment required under the Well-being of Future Generations (Wales) Act.

The officer explained that although the specific statutory consultation and approval requirements for each assessment were different, a combined approach had been taken to manage the project, meaning consistent presenting to the various organisations and committees.

Cabinet Members were advised that the assessments would be presented to Council at the meeting on 1<sup>st</sup> March, 2017 for final approval and it was noted that the Cwm Taf PSB had approved the Wellbeing Assessment at their meeting on 14<sup>th</sup> February, 2017 and that the document presented before Members had not been updated yet to reflect the amendments made.

Cabinet Members were referred to section 4 of the report where the background of the Population Needs Assessment and the Wellbeing Assessment was outlined.

The Leader advised the Members of the work of the PSB, commenting that the partners were changing the way they work with people in the communities to improve wellbeing. The Leader advised that the draft wellbeing assessment was considered at the last meeting of the PSB and that there would be some amendments made prior to it being presented to Council on the 1<sup>st</sup> March, 2017.

The Cabinet Member for Health & Adult Social Services recognised the hard work which had been put into the assessments before Members and took the opportunity to express his gratitude to officers for laying foundations for future

generations. The Member added that it was pleasing to see that extensive consultation had taken place, which included feedback from OPAG.

The Cabinet Member for Prosperity, Wellbeing & Communities was pleased to see that the assessments included quantitative and qualitative information.

Following further discussions, it was **RESOLVED:**

- a) To note the progress made;
- b) To note the current stage of engagement and consultation as part of the various governance and approval processes;
- c) To consider the draft Assessments and Briefing documents and provide any comments to inform the final versions;
- d) To note the Well-being Assessment will be approved by the Cwm Taf Public Services Board on 14<sup>th</sup> February 2017;
- e) To note the Population Needs Assessment will need to be approved by RCT Full Council on 1st March 2017; Merthyr Tydfil Full Council on 22<sup>nd</sup> February 2017 and Cwm Taf University Health Board on 1<sup>st</sup> March 2017, with any other reasonable adjustments being approved by the Cwm Taf Social Services and Well-being Partnership Board on 9<sup>th</sup> March 2017.

## **129 CWM TAF MASH (MULTI AGENCY SAFEGUARDING HUB) ANNUAL REPORT 2015/16**

The Group Director, Community & Children's Services provided the Cabinet with the Cwm Taf MASH Annual Report 2015/16.

It was explained that Multi Agency Safeguarding Hubs had become increasingly prevalent across England and represent a partnership response aimed at ensuring the protection of adults and children at risk. The Cwm Taf MASH was set up in 2015 to ensure more efficient and effective safeguarding service is provided to the communities of Cwm Taf.

The officer referred the Cabinet Members to Appendix 1 where the annual report outlined the positive difference made to multi-agency safeguarding and positive outcomes for children and adults at risk.

The officer assured the Cabinet Members that improvement priorities had been set out for year two, to ensure the excellent work continues. These included further consideration to improvements linked to prevention and early intervention, response times; and the reduction of repeat referrals.

The Cabinet Member for Health & Adult Social Services commented that the Cwm Taf MASH was an innovative approach, resulting in huge success stories. The Member added that the core function of sharing information between agencies was vital in facilitating early intervention.

The Cabinet Member for Children's Services, Equalities & the Welsh Language praised the report, commenting that it promotes the welfare of vulnerable people within the communities of Cwm Taf.

The Leader of the Council was pleased with the performance of the Cwm Taf MASH in its first year of operation, commenting that it was a positive step in the right direction. The Leader commented that although the developments were undeniably successful, it was important to be clear that it is not a safety net or guarantee of prevention.

The Leader added that this report would be presented to a future meeting of the Health & Wellbeing Scrutiny Committee for further comment.

Following further discussions, it was **RESOLVED**:

- a) To note the content of the Cwm Taf MASH Annual Report 2015/16.
- b) To consider the recommendations/priorities identified for 2016/17 and onwards.
- c) That the Cwm Taf Annual Report be presented to the Health & Wellbeing Scrutiny Committee for consideration

### **130 DEVELOPMENT OF NATIONAL FOSTERING FRAMEWORK**

The Group Director, Community & Children's Services updated the Cabinet Members on the work that was being undertaken to develop a National Fostering Framework across Wales.

The officer explained that for a number of years there had been growing concern about the overall effectiveness and sustainability of fostering services in Wales. A proposal was prepared and presented to Welsh Government by ADSS Cymru, WLGA, AFA Cymru and the Fostering Network which outlined the potential contribution that could be made by developing a National Framework for the delivery of Fostering Service. This resulted in the Minister for Health and Social Services endorsing the proposal and provided funding for Phase 1 in 2015-16 and for Phase 2 in 2016-17.

The Cabinet Members were referred to Appendix 1 of the report where the outcomes of the 2015-16 work programme was outlined. The officer explained that this included engagement and consultation results conducted by all the key stakeholders represented.

The officer explained that the feedback provided demonstrated a multitude of opinions about what the National Fostering Framework should consist of, including:

- Increased co-ordination;
- More sector led improvements;



- A means of measuring, monitoring and improving performance and resource management;
- Greater accountability;
- Improvements by economies of scale where appropriate.

The Cabinet Members were referred to section 5 of the report where the implications for the Local Authority were outlined, in terms of comparative expenditure between the cost and number of local authority placements and those in the independent sector.

The officer referred Members to section 7.3 of the report where the work programme aims for 2016-17 were outlined. It was explained that as this was an entirely new initiative, there was a lack of clarity but all involvement was active.

The Leader thanked the officer for his report and commented that it would be beneficial for it to be presented at a future meeting of the Children & Young People Scrutiny Committee for further comment.

The Cabinet Member for Children's Services, Equalities & the Welsh Language agreed that the area would warrant further scrutiny from Members. The Member added that it was an opportunity for lessons to be learned from the operational concerns of the National Adoption Framework.

It was **RESOLVED:**

- To note the content of the report
- That the Development of a National Fostering Framework be presented to the Children & Young People Scrutiny Committee for consideration

### **131 HACKNEY CARRIAGE (TAXI)/ PRIVATE HIRE DRIVER KNOWLEDGE TEST**

The Service Director, Public Health & Protection presented the report, seeking Cabinet approval for the introduction of a pre requisite condition for application to licence for licensing of Hackney Carriage/Private Hire Vehicle Drivers to incorporate a Hackney Carriage (taxi)/ Private Hire Vehicle driver knowledge test.

The officer explained that, currently, RCT has lower entry standards for licensing its drivers in comparison to neighbouring authorities, in that there is no knowledge test requirement.

The officer explained that the aim of the Driver Knowledge Test is to further enhance the protection of public safety and provide public reassurance.

The Cabinet Members were referred to section 6 of the report, where it was explained that a previous consultation exercise had been undertaken with the licensed taxi trade in 2015. The results of the survey indicated that 91% of drivers agreed that knowledge of the local area was important in their role as a taxi driver and 88% agreed that the Licensing Authority should introduce a knowledge test as part of the process.

The officer explained that the Knowledge Test would be a pre application requirement for new drivers and would cost approximately £30 per applicant, per attempt.

The Cabinet Member for Prosperity, Wellbeing & Communities spoke in favour of the recommendation to implement the Knowledge Test in RCT, commenting that it would be more professional and in line with neighbouring authorities.

The Deputy Leader added that it would take away the perception that it is easier to be a taxi driver in RCT.

With the agreement of the Chairman, County Borough Councillors E Webster and B Morgan spoke on this item.

It was **RESOLVED:**

- a) To approve the implementation of a Hackney Carriage (Taxi) / Private Hire Driver Knowledge Test for Rhondda Cynon Taf County Borough and the required amendment to the existing '*Conditions of Application and Schedule of Conditions relevant to Joint Hackney Carriage & Private Hire Vehicle Drivers Licences*'.
- b) To approve the introduction of a charge to cover the costs to the Council of administering the Driver Knowledge Test
- c) To undertake a consultation with the Licensed Taxi trade concerning the operating guidance that will underpin the implementation of the amended '*Conditions of Application and Schedule of Conditions relevant to Joint Hackney Carriage & Private Hire Vehicle Drivers Licences*'.
- d) To authorise the Service Director, Public Health and Protection, in consultation with the relevant portfolio holder, to consider the outcome of the consultation and make the appropriate arrangements to implement the Driver Knowledge Test pre requisite to licence application requirement.

**The meeting closed at 11:55am**

**Cllr A Morgan**

**Chair**

## **RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

### **CABINET**

**9<sup>TH</sup> MARCH 2017**

#### **CABINET WORK PROGRAMME: 2016- 17 MUNICIPAL YEAR.**

#### **REPORT OF THE SECRETARY TO THE CABINET IN DISCUSSIONS WITH THE LEADER AND DEPUTY LEADER OF THE COUNCIL.**

**Author:** Hannah Williams, Cabinet Business Officer - 01443 424062

#### **1 PURPOSE OF THE REPORT**

- 1.1 To present, for Cabinet Members' comment and approval, an update on the Cabinet Work Programme on the proposed list of matters requiring consideration by Cabinet over the 2016-17 Municipal Year. The Work Programme will guide and direct the activities of other arms of the Council, as well as the Cabinet itself.

#### **2 RECOMMENDATIONS**

It is recommended that the Cabinet:

- 2.1 Approve the updated Work Programme for the 2016-17 Municipal Year (with appropriate amendment where necessary) and receive a further update on a 3 monthly basis.

#### **3 REASONS FOR RECOMMENDATIONS**

- 3.1 In accordance with paragraph 12.1 (Part 4) of the Council's Constitution, the Cabinet Work Programme should be prepared to cover a period of three months, with an updated version provided at the end of this period.
- 3.2 Following the amendments to the Leaders Scheme of Delegation at the Council AGM on the 25<sup>th</sup> May, 2016 it was agreed that going forward a detailed Cabinet Work Programme be published for a 6 month period, allowing sufficient notice and opportunity for consultation and / or pre scrutiny.
- 3.3 The updated Work Programme is attached to this report for Members' consideration.

## **4 CABINET REPORTS**

- 4.1 At the December 2016 Cabinet meeting, the Cabinet Work Programme for 2016/17 Municipal Year was presented and approved by Members going forward.
- 4.2 The proposed work programme is a rolling work programme for the 2016/17 Municipal Year, which is reported to Cabinet on a 3 month cycle to allow for regular updates and amendments.
- 4.3 An updated work programme is attached as Appendix 1 to this report.
- 4.4 During the period outlined, the Work Programme may be subject to further change to take into account any additional/deletion reports, including any new consultative documents or legislative initiatives from the Welsh Government, which require urgent attention.
- 4.5 In accordance with paragraph 2.5 (Part 4) of the Council's Constitution, any Member of the Council may also request the Leader to put an item on the agenda of a Cabinet meeting. There is also the ability for a resolution to be made by the Overview and Scrutiny Committee or the full Council that an item be considered by the Cabinet, which could alter the forward Work Programme.
- 4.6 The 2016 / 17 Cabinet Work Programme which was last agreed by Cabinet in September, 2016 is published on the main Cabinet page of the Website to again assist Members of the public, by improving transparency. The Work Programme link can be accessed on the following '[Cabinet Work Programme](#)'.

## **5 CONSULTATION**

- 5.1 The work programme has been compiled by members of the Senior Leadership Team in discussion with the relevant portfolio holder(s) and has been consulted upon with the relevant scrutiny committees in respect of pre-scrutiny.

## **6 EQUALITY AND DIVERSITY IMPLICATIONS**

- 6.1 An Equality Impact Assessment is not needed because the contents of the report are for information purposes only.

## **7 FINANCIAL IMPLICATIONS**

- 7.1 There are no financial implications aligned to this report.

## **8 LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED**

- 8.1 The report has been prepared in accordance with paragraph 12.1 (Part 4) of the Council's Constitution.

## **9 LINKS TO THE COUNCILS CORPORATE PLAN / OTHER CORPORATE PRIORITIES.**

- 9.1 The Cabinet work programme encompasses all of the Council priorities as it indicates reports coming forward across the Directorates which may impact upon the Council's corporate priorities and others.

## **10 CONCLUSION**

- 10.1 An updated Cabinet work programme for the period the 2016-17 Municipal Year is attached.

### **Other Information:-**

**Relevant Scrutiny Committee – Overview & Scrutiny Committee**

**LOCAL GOVERNMENT ACT 1972**

**AS AMENDED BY**

**THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**CABINET**

**9<sup>TH</sup> MARCH**

**REPORT OF THE SECRETARY TO THE CABINET IN DISCUSSIONS WITH  
THE LEADER AND DEPUTY LEADER OF THE COUNCIL.**

**Item: CABINET WORK PROGRAMME: 2016- 17 MUNICIPAL YEAR.**

**Background Papers**

- Paragraph 12.1 (Part 4) of the Council's Constitution.

Officer to contact: Hannah Williams, Cabinet Business Officer.

## Cabinet Work Programme.

Forward plan of proposed Cabinet Business for the 2016/17 Municipal Year

Specific Period: - September - April 2017.

(Summary of proposed Key Decisions coming forward for Cabinet Members consideration.)

*N.B – The work programme is subject to change to take account of any additional / deletion of reports, including any new consultative documents or legislative initiatives from the Welsh Government, which require urgent attention.*

Contact: Hannah Williams - Cabinet Business Officer (Tel No. 01443 424062)

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
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## Chief Executive

Cabinet Work Programme	In line with the Council's Constitution the need to advise and publish the Cabinet Work Programme.	Continuous	Cabinet	Every 3 months September 16 December 16 March 17	Leader of the Council, Councillor A Morgan. Secretary to the Cabinet – C Hanagan	Open	<ul style="list-style-type: none"> <li>• Cabinet Members</li> <li>• SLT</li> <li>• Overview &amp; Scrutiny</li> </ul>
Community infrastructure Levy	The need to advise Cabinet Members on the Community Infrastructure Levy	Complete	Cabinet	September 2016	Councillor R Bevan. Director, Regeneration & Planning – J cook	Open	<ul style="list-style-type: none"> <li>• Scrutiny</li> </ul>
Local Development Order - consultation responses and adoption	The need to consider the consultation responses received in respect of the order and how the order will be introduced within RCTCBC	Complete	Cabinet	September 2016	Councillor R Bevan Director, Regeneration & Planning – J Cook.	Open	<ul style="list-style-type: none"> <li>• Open consultation</li> </ul>
Planning Annual Performance Review	Required report outlining how the Local Planning Authority has performed over the year against a range of Welsh Government indicators.	Complete	Delegated Decision	October 2016	Councillor R Bevan Director, Regeneration & Planning – J Cook.	Open	



Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
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Annual Monitoring Report	Required report outlining how the Local Development Plan has performed over the year against a range of Welsh Government indicators.	Complete	Delegated Decision	October 2016	Councillor R Bevan Director, Regeneration & Planning – J Cook	Open	
Council's Accommodation Strategy	To provide Cabinet Members with the conclusions and recommendation of the Finance & Performance Scrutiny Working Group formed to review the Council's Office Accommodation Strategy.	Complete	Cabinet	October 2016	Director, Legal & Democratic Services	Open	
Taff Vale Development Milestones	To consider progress on the redevelopment of the Taff Vale site.	Complete	Cabinet	October 2016	Councillor R Bevan Director, Regeneration & Planning – J Cook	Open	

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
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Amgen	The need for Cabinet Members to be afforded the opportunity of inspecting the financial statements which are presented to the Amgen AGM.	Complete	Cabinet	November 2016	Director, Legal & Democratic Services – PJ Lucas	Exempt	
HR Policies Update	To provide Cabinet with an update on the proposed revisions to the Council's policies	Complete	Cabinet	December 2016	Deputy Leader, Councillor M Webber. Director Human Resources – T Wilkins	Open	<ul style="list-style-type: none"> <li>• HR Policy Working Group</li> <li>• Pre-Scrutiny Public Service Delivery, Communities &amp; Prosperity Scrutiny Committee – 05.09.16</li> </ul>
Performance Management Framework	To provide Cabinet with the Council's performance management arrangements	Complete	Cabinet	December 2016	Chief Executive. Deputy Leader, Councillor M Webber	Open	
Arts Connect	To provide Members with details of the work of Arts Connect	Complete	Cabinet	December 2016	Councillor A Crimmings Secretary to the Cabinet – C Hanagan	Open	

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
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Wales Interpretation & Translation Service	To provide an update on the proposal to transfer the hosting of the shared service of the Wales Interpretation and Translation Service (WITS) from Gwent Police to the County Council of the City and County of Cardiff.	Complete	Cabinet	January 2017	Deputy Leader, Councillor M Webber. Director Human Resources – T Wilkins	Open	
Welsh Language Promotion Strategy & Action Plan	To advise Members of the recommendations from the Welsh Language Cabinet Steering Group in respect of the Welsh Language Strategy	Complete	Cabinet	February 2017	Councillor G Hopkins Secretary to the Cabinet – C Hanagan	Open	
The Use of Agency Workers	To provide Cabinet with details of agency worker engagement across the Council	Complete	Cabinet	February 2017	Deputy Leader, Councillor M Webber Director Human Resources – T Wilkins	Open	
Local Air Quality Management – Progress Report	To seek approval to publish the 2016 progress report for consultation	Complete	Delegated Decision	February 2017	Councillor J Rosser Service Director, Public Health & Protection	Open	

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
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Revision of RCT's Contaminated Land Inspection Strategy	To seek approval for the amendments made to the Council's Contaminated Land Inspection Strategy which was revised in 2008 and updated in November 2016	Complete	Delegated Decision	February 2017	Councillor J Rosser Service Director, Public Health & Protection	Open	
Redevelopment of the Former Boot Hotel	To seek decision on whether to offer financial support through a grant to the project in order to provide gap funding to ensure the project will go ahead and to agree the source of funding and terms and conditions	Complete	Delegated Decision	February 2017	Councillor R Bevan Director, Regeneration & Planning – J Cook	Open	
Strategic Opportunity Sites / Projects	To consider the development of schemes/programmes for opportunity sites in Rhondda Cynon Taf.	Complete	Cabinet	March 2017	Councillor R Bevan Director, Regeneration & Planning – J Cook	Open	
Lido Final Evaluation	To consider the Lido final evaluation report.	Complete	Cabinet	March 2017	Councillor R Bevan Director, Regeneration & Planning – J Cook	Open	

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
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Facilitating Housing Development	To consider a report on the viability of housing sites in RCT and methods of intervention to facilitate stalled sites coming forward.	Complete	Cabinet	March 2017	Councillor R Bevan Director, Regeneration & Planning – J Cook	Open	
Annual Equality Report	To update the Cabinet on the Council's annual Equality report 2016/17	Complete	Cabinet	March 2017	Councillor G Hopkins & Tony Wilkins, HR	Open	
Taff Vale	To update the Cabinet on the development of the Taff Vale site	Complete	Cabinet	March 2017	Councillor R Bevan Director, Regeneration & Planning – J Cook	Open	•
Cardiff Capitol Region - City Deal	The need to advise Cabinet of the progress being made in respect of the City Deal		Cabinet	Continuous	Leader of the Council, Councillor A Morgan. Chief Executive - C Bradshaw	Open	

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
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Staff Panel Report	To receive details of the proposals put forward by the Council's Staff Panel in respect of efficiency savings and smarter ways of working		Cabinet	When applicable	Deputy Leader, Councillor M Webber. Secretary to the Cabinet – C Hanagan	Open	<ul style="list-style-type: none"> <li>Staff Suggestions already received.</li> </ul>
Scrutiny Recommendations	To receive any recommendations coming forward following a scrutiny review.		Cabinet	Continuous	Specific to Scrutiny Review undertaken	Open	<ul style="list-style-type: none"> <li>Scrutiny</li> </ul>

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
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## Corporate & Frontline Services

Council's Performance & Resources Report	To provide Cabinet with an overview of the Council's performance, both from a financial and operational perspective	Complete	Cabinet	Quarter 4 – July 2016 Quarter 1 – September 2016 Quarter 2 – November 2016 Quarter 3 – March 2017	Councillor M Norris. Director Financial Services – B Davies	Open	<ul style="list-style-type: none"> <li>Report is presented to Finance &amp; Performance Scrutiny Committee following consideration by cabinet</li> </ul>
Corporate Safeguarding	To receive a report of in respect of WAO follow up of Safeguarding arrangements May 2016 -and progress in respect of Safeguarding <i>Delivery Plan agreed by Cabinet in March 16</i>	Complete	Cabinet	October 2016	<i>Leader of the Council/ Directors of Corporate and Front line services and Community and Children's Services</i>	Open	N/A

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
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DRAFT Commissioning, Procurement & Contract Management Strategy	To provide Cabinet with a recommended framework in respect of how the Council should approach Commissioning in the future and demonstrate how this approach would feed into a procurement and effective contract management cycle.	Complete	Cabinet	October 2016	Councillor M Norris. Director, Corporate Estates & Procurement – C. Atyeo	Open	None required.
Highway Structures		Complete	Cabinet	November 2016	Leader of the Council, Councillor A Morgan. Director, Highways & Streetcare Services – N Wheeler	Open	
Mountain Ash Cross Valley Link		Complete	Cabinet	December 2016	Leader of the Council, Councillor A Morgan. Director, Highways & Streetcare Services – N Wheeler	Open	



Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
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Council Tax	Report to formally set the Council Tax Base for the financial year ending 31 <sup>st</sup> March 2018 for tax setting purposes and to set appropriate levels of discount.	Complete	Cabinet	December 2016	Leader of the Council, Councillor A Morgan Service Director, Operational Finance – N Jones.	Open	
Private Finance Initiative	To provide the Cabinet with an update on progress following the decision to voluntarily terminate the PFI contract in respect of the Lifelong Learning Centre at Garth Olwg.	Complete	Cabinet	December 2016	Leader of the Council, Councillor A Morgan Service Director, Operational Finance – N Jones.	Exempt	
Car Parking Review	To provide Cabinet with a review of car parking arrangements	Complete	Cabinet	January 2017	Leader of the Council, Councillor A Morgan. Director, Highways & Streetcare Services – N Wheeler	Open	

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
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RCT Together - Community Action Fund	To provide a proposal to repeat the successful small grant scheme for volunteers and community members which has been successfully hosted by the County Voluntary Council, Interlink RCT.	Complete	Delegated Decision	January 2017	Councillor J Rosser & Director, Corporate Estates & Procurement	Open	
Llantwit Fadre Leisure Centre Squash Courts	The need to consider the consultation responses received in respect of the RCT Together proposal to reconfigure the squash courts at Llantwit Fardre Leisure Centre to house a Flying Start/ mixed economy childcare provision	Complete	Delegated Decision	January 2017	Councillor J Rosser & Director, Corporate Estates & Procurement Service Director, Public Health & Protection	Open	<ul style="list-style-type: none"> <li>• Consultation</li> </ul>

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
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Budget Report	The need to adopt a budget strategy to recommend to Council as the basis of the budget strategy for the financial year ending March 18, following consideration of the consultation feedback	Complete	Cabinet	February 2017	Leader of the Council, Councillor A Morgan. Group Director, Corporate & Frontline Services - C Lee	Open	<ul style="list-style-type: none"> <li>Budget Consultation - Service Users, Road shows, School Budget Forum &amp; Scrutiny.</li> </ul>
Council Fees & Charges	The need to advise Cabinet of the proposed Council Fees and Charges for the financial year 2017/18	Complete	Cabinet	February 2017	Leader of the Council, Councillor A Morgan. Group Director, Corporate & Frontline Services – C Lee	Open	
Capital Programme	To propose to Council the three year capital programme	Complete	Cabinet	February 2017	Leader of the Council, Councillor A Morgan. Group Director, Corporate & Frontline Services – C Lee	Open	
Wellbeing of Future Generations Act – the Council’s Wellbeing Objectives	To provide Cabinet on a brief update on the Council’s wellbeing Objectives in relation to the Wellbeing of Future Generations Act	Complete	Cabinet	March 2017	Leader of the Council, Councillor A Morgan. Chief Executive – C Bradshaw	Open	<ul style="list-style-type: none"> <li>Monitoring of the plan by the Finance &amp; Performance Scrutiny Committee</li> </ul>

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
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Supplementary Capital Programme - Highways, Transportation & Strategic projects	The need to seek Cabinet approval for further detailed investment within the service following Council's approval of the 3 year Capital Programme.	Complete	Cabinet	March 2017	Leader of the Council, Councillor A Morgan. Director, Highways & Streetcare Services – N Wheeler	Open	
Corporate Asset Management Plan 2013 - 2019 Biannual Update	Need to brief Members on the progress with implementation of the work plan of the Corporate Asset Management Plan.		Cabinet	When Applicable	Councillor Mark Norris. Group Director, Corporate & Frontline Services – C Lee	Exempt	
Write off of irrecoverable Debts	Need to provide Cabinet with a position statement on irrecoverable debts		Cabinet	When Applicable	Leader of the Council, Councillor A Morgan & Councillor M Norris. Group Director, Corporate & Frontline Services – C Lee	Exempt	
Scrutiny Recommendations	To receive any recommendations coming forward following a scrutiny review.		Cabinet	Continuous / When Applicable	Specific to Scrutiny Review undertaken		<ul style="list-style-type: none"> <li>Scrutiny</li> </ul>

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
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## Community & Children's Services

Page 37	Final Director of Social Services report	The need to publish the Director Social Services Annual Report on the delivery, performance, risks and planned improvements of the Social Services function in the Council	Complete	Cabinet	September 2016	Councillor(s) M Forey / G Hopkins. Group Director, Community & Children's Services - G Isingrini	Open	<ul style="list-style-type: none"> <li>Formal consultation undertaken involving scrutiny by staff, service users and carers, partner agencies, partnerships and the Health &amp; Well Being Scrutiny Committee.</li> </ul>
	Cwm Taf Carers Strategy 2016 – 19	To seek Cabinet endorsement of the strategy following its consideration by the Social Services and Wellbeing Partnership Board	Complete	Cabinet	September 2016	Councillor M Forey. Group Director Community & Children's Services – G Isingrini	Open	<ul style="list-style-type: none"> <li>Social Services &amp; Wellbeing Partnership Board.</li> </ul>
	Social Services Annual Complaints Report	Provide Cabinet with an overview of the operation & effectiveness of the Council's Social	Complete	Cabinet	September 2016	Councillor M Forey. Group Director Community & Children's Services – G Isingrini	Open	

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
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	Services complaints procedure						
Older Person's Accommodation Strategy	To provide Cabinet with an overview of the Older Person's Accommodation Strategy	Complete	Cabinet	September 2016	Councillor M Forey. Group Director Community & Children's Services – G Isingrini	Open	
Leisure Services Medium Term Strategy	To provide Cabinet with an update on the Leisure Services Medium Term Strategy	Complete	Cabinet	September 2016	Councillor A Crimmings. Group Director Community & Children's Services – G Isingrini	Open	<ul style="list-style-type: none"> <li>scrutiny – Health &amp; WellBeing - February 2017</li> </ul>
Social Services & Wellbeing Act: Implementation Programme Cwm Taf Integrated Family Support Team	To present to Cabinet the proposed legal agreement to govern the regional arrangements for the Cwm Taf Integrated Family Support Service.	Complete	Cabinet	September 2016	Councillor Forey & Hopkins. Group Director Community & Children's Services – G Isingrini	Open	

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
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Learning Disability Commissioning Intent	The need to report to Cabinet on the Learning Disability Commissioning Intent proposed to be taken forward.	Complete	Cabinet	October 2016	Councillor M Forey. Service Director, Adult Services - N Elliot; Group Director, Community & Children's Services – G Isingrini	Open	
Extra Care Strategy	To need to present to Cabinet for consideration the Extra Care Strategy	Complete	Cabinet	October 2016	Councillor M Forey. Group Director Community & Children's Services – G Isingrini	Exempt	<ul style="list-style-type: none"> <li>• Pre-scrutiny – Health &amp; WellBeing - 08.09.16</li> </ul>
Dog Kennelling Facilities	The need to update Cabinet on the provision of Dog Kennelling Facilities in RCT	Complete	Cabinet	November 2016	Councillor J Rosser Group Director Community & Children's Services – G Isingrini	Open	<ul style="list-style-type: none"> <li>• Consultation with Charitable organisations / Trusts</li> </ul>
Cwm Taf Safeguarding Board Annual Report	The need to update Cabinet on the Safeguarding Annual Report	Complete	Cabinet	November 2016	Councillor M Forey. Group Director Community & Children's Services – G Isingrini	Open	<ul style="list-style-type: none"> <li>•</li> </ul>
National Adoption Support Framework	The need to update Cabinet on the work that is being undertaken to develop a common Wales wide policy for the payment of financial allowances in adoption cases.	Complete	Cabinet	December 2016	Councillor G Hopkins. Group Director Community & Children's Services – G Isingrini	Open	

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
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National Adoption Annual Report	The need to share with Cabinet the National Adoption Annual Report 2015-16	Complete	Cabinet	December 2016	Councillor G Hopkins. Group Director Community & Children's Services – G Isingrini		
Tackling Poverty Update	To update Cabinet on the Council's tackling poverty agenda	Complete	Cabinet	December 2016	Councillor J Rosser. Service Director, Public Health & Protection – P Mee	Open	
Safely Managing Children Who Are Looked After	The need to update Cabinet on Children who are looked after	Complete	Cabinet	January 2017	Group Director Community & Children's Services – G Isingrini	Open	
MASH Annual Report	To update Cabinet on the MASH Annual Report	Complete	Cabinet	February 2017	Councillor G Hopkins. Group Director Community & Children's Services – G Isingrini	Open	
Population Needs Assessment and The Well-Being Assessment	To update Cabinet on the Population Needs Assessment & the Well-Being Assessment	Complete	Cabinet	February 2017	Group Director, Community & Children's Services & Group Director, Corporate & Frontline Services, Cllrs A Morgan, G Hopkins, M Forey & J Rosser	Open	



Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
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Amendment to Taxi Licensing Policy	To seek Cabinet approval for the introduction of a pre requisite condition for application to licence for licensing of Hackney Carriage/ Private Hire Vehicle Drivers to incorporate a Hackney Carriage (taxi)/ Private Hire Vehicle driver Knowledge Test.	Complete	Cabinet	February 2017	Councillor G Hopkins. Group Director Community & Children's Services – G Isingrini		
National Fostering Framework	The need to share with Cabinet the National Fostering Framework	Complete	Cabinet	February 2017	Councillor G Hopkins. Group Director Community & Children's Services – G Isingrini	Open	
Cwm Taf Stay Well @home Service	To present to Cabinet the proposed legal agreement and financial schedule for the Cwm Taf Stay Well @home Service to govern the regional arrangements for the service	Complete	Cabinet	March 2017	Councillor M Forey. Group Director Community & Children's Services – G Isingrini	Open	

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
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Discretionary Empty Property Grant across RCT – Update	Following the Cabinet decision taken on 19 <sup>th</sup> April, 2016 the need to advise Cabinet on whether the Grant is delivering the Council's objectives	Complete	Cabinet	March 2017	Councillor R Bevan. Service Director, Public Health & Protection – P Mee	Open	<ul style="list-style-type: none"> <li>Pre-scrutiny – Health &amp; WellBeing - October, 2016</li> </ul>
Supporting People Local Commissioning Plan 2017-18	The need to update Members and seek approval on the Council's indicative Supporting People Grant for 2017-18.	Complete	Cabinet	March 2017	Councillor J Rosser Service Director, Public Health & Protection – P Mee	Open	
Extra Care Partnership Tender	The need to provide Cabinet with an overview of the procurement exercise that relates to the appointment of partners for the development and delivery of Extra Care schemes in Rhondda Cynon Taf and to inform which providers have been selected.	Complete	Cabinet	March 2017	Councillor M Forey. Group Director Community & Children's Services - G Isingrini	Exempt	

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
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Social Services & Wellbeing Act	To provide updates as and when necessary on the Council's duties in respect of the Act		Cabinet	Continuous / When Applicable	Councillor(s) M Forey /G Hopkins. Group Director Community & Children's Services – G Isingrini	Open	
Scrutiny Recommendations	To receive any recommendations coming forward following a scrutiny review.		Cabinet	Continuous / When Applicable	Specific to Scrutiny Review undertaken	Open	<ul style="list-style-type: none"> <li>• Scrutiny</li> </ul>

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
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## Education & Lifelong Learning

Improving Primary Education Provision in Cwmaman	For Cabinet to receive a further update on the proposal, following publication of the Statutory Notice.	Complete	Cabinet	October 2016	Councillor E Hanagan. Director, Education & Lifelong Learning – E Thomas	Open	<ul style="list-style-type: none"> <li>Proposed Statutory Notice period 2<sup>nd</sup> September – 29<sup>th</sup> September 2016.</li> </ul>
Welsh In Education Strategic Plan	To provide Cabinet with the Council's Welsh in Education Strategic Plan, prior to its submission to Welsh Government	Complete	Cabinet	December 2016	Councillor G Hopkins. Director, Education & Lifelong Learning - E Thomas.	Open	<ul style="list-style-type: none"> <li>WESP Group</li> </ul>
Key Stage 4/ Key Stage 5 Performance 2016	Report highlights pupil performance at Key Stage 4 and 5 and includes comparative data	Complete	Cabinet	January 2017	Councillor E Hanagan. Director, Education & Lifelong Learning - E Thomas	Open	
Welsh Government Pilot of 30 hour childcare offer for 3 & 4 year olds	To provide Members with information of Welsh Government's proposed offer of 30 hours free childcare/ education for eligible 3 & 4 year olds.	Complete	Cabinet	February 2017	Councillor E Hanagan & Councillor G Hopkins Director, Education & Lifelong Learning - E Thomas	Open	

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
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Supplementary Capital Programme – Education & Lifelong Learning	The need to seek Cabinet approval for further detailed investment within the service following Council’s approval of the 3 year Capital Programme.	Complete	Cabinet	March 2017	Councillor E Hanagan. Director, Education & Lifelong Learning E Thomas	Open	
Scrutiny Recommendations	To receive any recommendations coming forward following a scrutiny review.		Cabinet	Continuous / When Applicable	Specific to Scrutiny Review undertaken	Open	<ul style="list-style-type: none"> <li>• Scrutiny</li> </ul>

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**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**CABINET**

**9<sup>TH</sup> MARCH 2017**

**SCRUTINY RECOMMENDATIONS**

**REPORT OF THE SECRETARY TO THE CABINET IN DISCUSSIONS WITH THE RELEVANT PORTFOLIO HOLDERS, COUNCILLOR J ROSSER & COUNCILLOR M FOREY**

**Author:** Hannah Williams, Cabinet Business Officer 01443 424062

**1. PURPOSE OF REPORT**

- 1.1 The purpose of the report is to provide Members with the findings and recommendations of the Council's two Scrutiny Working Groups that conducted scrutiny reviews in respect of issues in relation to the Council's Mobile Library Service and Maesyffynnon Residential Care Home, Aberaman.

**2. RECOMMENDATIONS**

It is recommended that Cabinet Members:-

- 2.1 Note the work of the scrutiny Committees, as outlined in Appendix 1 and 2 of this report.
- 2.2 Agree in principle to each of the recommendations contained within section 2.3 and 2.4 of this report, subject to further consideration by the Cabinet Portfolio holders for this area, following which a detailed response is provided to the relevant Scrutiny Committees.
- 2.3 The Public Service Delivery, Communities and Prosperity Scrutiny Committee conducted a review into the Council's Mobile Library Service and recommended:
- Further promotion of the mobile library service through existing partnerships such as Communities First, Housing Associations and local Elected Members;
  - To further promote the online facilities available to customers so that they can order books and/or CD's ready for collection from the mobile library;
  - To retain the length of stops (as to alter them would have an impact on the number of stops which would have a potential adverse affect on more customers);
  - That posters are displayed on the door of each mobile library vehicle to

- inform customers that all mobile libraries have disabled access;
- That provision is made available on the mobile library, in the form of a checklist, for customers to be able to pre order books/CD's in advance of their next visit

2.4 The Health & Wellbeing Scrutiny Committee Working Group conducted a review into Maesyffynnon Residential Care Home and recommended:

- That where possible there is early identification of potential significant building maintenance issues to provide early warning of the need to transfer residents;
- That staff are made fully aware of the Council's decision making processes in relation to Cabinet decisions should a similar situation occur in the future;
- In addition, the Working Group would support the Council's Strategy for older people which is moving away from a dependency culture toward an enabling culture where support and care is provided at home or close to home. Within this is the option for extra care housing facilities and the working group would welcome this opportunity for Aberaman. However, if 'extra care' is the direction of travel for the future it is important that all residential care staff fully understand what this type of facility provides and it is therefore recommended that an information programme is developed to ensure that staff are aware of the introduction of the Council's first extra care housing scheme in Talbot Green, how this type of model operates and the potential benefits and opportunities of moving toward a more enabling and community based approach to care.

### **3. REASONS FOR RECOMMENDATIONS**

3.1 The need for Cabinet Members to consider the work of the Public Service Delivery, Communities and Prosperity Scrutiny Committee, looking at issues in relation to the Council's Mobile Library Service and the work of the Health and Wellbeing Scrutiny Committee, looking at Maesyffynnon Residential Care Home.

### **4. BACKGROUND**

#### **a) COUNCIL'S MOBILE LIBRARY SERVICE**

- 4.1 In line with its work programme, the Public Service Delivery, Communities & Prosperity Scrutiny Committee identified the issue of the Council's Mobile Library Service as an area for review at the commencement of the Municipal Year 2015/2016. In particular Members were concerned that following the service change in 2014 there would remain a comprehensible service for the citizens of Rhondda Cynon Taf.
- 4.2 Furthermore, at its meeting on the 7<sup>th</sup> October 2015, the Finance & Performance Scrutiny Committee requested that the review should be



widened to include the 'financial dimension' of the service change to the mobile library service i.e. 'to establish whether or not the savings identified as part of the service change implemented from June 2014 have been realised'

4.3 On the 15<sup>th</sup> February 2016 Members of the Public Service Delivery, Communities & Prosperity Scrutiny Committee considered and resolved to accept its Terms of Reference in respect of the Mobile Library Review as follows:-

4.31 Terms of Reference:

*'To review the take up of the mobile Library Service to better understand usage and barriers to usage following the service change in 2014'*

4.32 Scope:

- To review the impact the service change has had on usage
- Understand the target groups that are currently served by mobile libraries
- Identify any barriers to usage
- Assess how well the current provision meets the needs of the residents of RCT
- Consider whether the service is accessible to all and supports the most vulnerable
- Consider how the service is currently promoted
- Assess whether the financial savings required from the 2014 service change have been delivered
- From the information gathered formulate recommendations for improvement and/or modifications to the service

4.33 Methodology:

- Receive reports/presentations from Council officers in respect of the current provision since the service change in 2014
- Feedback from service users to obtain their views
- To understand how the local position compares with the regional and national picture
- Data collection to measure current performance

**b) MAESYFFYNNON RESIDENTIAL CARE HOME, ABERAMAN**

4.4 On 6<sup>th</sup> October 2015, Cabinet considered the report of the Group Director, Community & Children's Services in relation to the significant building maintenance issues which had come to light at the Maesyffynnon Residential Care Home

4.5 The report pointed out that a major breakdown of the mechanical services at the home could happen at any time, and with winter approaching, action

needed to be taken as a matter of urgency. The report provided options for managing the ongoing risks to residents and Cabinet agreed the proposal put forward, namely, the temporary closure of Maesffynnon Care Home and transfer of residents to alternative appropriate placements while all options for the home were fully investigated, costed and appraised. At the time of this decision there were 19 permanent residents living at the Home.

- 4.6 Cabinet agreed to the request of the Chair and Vice Chair of the Health and Wellbeing Scrutiny Committee that their Committee should have a role in scrutinising the process adopted to transfer residents and as a result, at the meeting of the Health & Wellbeing Scrutiny Committee held on 14<sup>th</sup> October 2015, it was resolved to form a small working group consisting of the Chair and Vice Chair of the Committee along with the local Members for Aberaman North, to oversee the process of the transfer of residents from Maesffynnon Care Home to alternative placements.

## **5. CONSULTATION**

- 5.1 As outlined within Appendix 1 & 2 of this report, consultation was conducted through the reviews carried out by the Public Service Delivery, Communities & Prosperity Scrutiny Committee and the Health and Wellbeing Scrutiny Committee.

## **6. EQUALITY AND DIVERSITY IMPLICATIONS**

- 6.1 An Equality Impact Assessment is not needed because the contents of the report are for information purposes only and further analysis of each of the proposals will be needed if the recommendations are to be taken forward.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 There are currently no financial implications aligned to this report.

## **8. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED.**

- 8.1 There are no legal implications at present.

## **9. LINKS TO THE COUNCILS CORPORATE PLAN / OTHER CORPORATE PRIORITIES.**

- 9.1 The Scrutiny report and recommendations link to the Council's Corporate Plan priorities of Prosperity: Improving our communities and Health: Supporting vulnerable adults and older people to live independently.

## 10. CONCLUSION

- 10.1 At their meeting in September 2016, the Committee endorsed the findings of the customer feedback in respect of RCT's Mobile Library Service and identified areas for consideration, which they believe will improve the provision for the customers.
- 10.2 Having followed the transfer and settlement of residents into their alternative accommodation the Health & Wellbeing Scrutiny Committee Working Group concluded that the transfer of residents to their new homes had gone smoothly and all are settled well into their new homes. The Working Group have identified various areas for improvement for the future.

### **Other Information:-**

**Relevant Scrutiny Committees** – Public Service Delivery, Communities and Prosperity Scrutiny Committee & Health and Wellbeing Scrutiny Committee

**LOCAL GOVERNMENT ACT 1972**

**AS AMENDED BY**

**THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**CABINET**

**9<sup>TH</sup> MARCH 2017**

**REPORT OF THE SECRETARY TO THE CABINET IN DISCUSSIONS WITH THE  
RELEVANT PORTFOLIO HOLDER, COUNCILLOR J ROSSER**

**Item: SCRUTINY RECOMMENDATIONS**

Officer to contact: Hannah Williams, Cabinet Business Officer.

# RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

## MUNICIPAL YEAR 2016-2017

### RHONDDA CYNON TAF MOBILE LIBRARY SERVICE REVIEW

#### **1. BACKGROUND**

- 1.1 In line with its work programme, the Public Service Delivery, Communities & Prosperity Scrutiny Committee identified the issue of the Council's Mobile Library Service as an area for review at the commencement of the Municipal Year 2015/2016. In particular Members were concerned that following the service change in 2014 there would remain a comprehensible service for the citizens of Rhondda Cynon Taf.
- 1.2 Furthermore, at its meeting on the 7<sup>th</sup> October 2015, the Finance & Performance Scrutiny Committee requested that the review should be widened to include the 'financial dimension' of the service change to the mobile library service i.e. *'to establish whether or not the savings identified as part of the service change implemented from June 2014 have been realised'*
- 1.3 On the 15<sup>th</sup> February 2016 Members of the Public Service Delivery, Communities & Prosperity Scrutiny Committee considered and resolved to accept its Terms of Reference in respect of the Mobile Library Review as follows:-

#### **Terms of Reference:-**

*'To review the take up of the mobile Library Service to better understand usage and barriers to usage following the service change in 2014'*

#### **Scope:**

- To review the impact the service change has had on usage
- Understand the target groups that are currently served by mobile libraries
- Identify any barriers to usage
- Assess how well the current provision meets the needs of the residents of RCT
- Consider whether the service is accessible to all and supports the most vulnerable
- Consider how the service is currently promoted
- Assess whether the financial savings required from the 2014 service change have been delivered
- From the information gathered formulate recommendations for improvement and/or modifications to the service

**Methodology:**

- Receive reports/presentations from Council officers in respect of the current provision since the service change in 2014
- Feedback from service users to obtain their views
- To understand how the local position compares with the regional and national picture
- Data collection to measure current performance

**2. THE MOBILE LIBRARY SERVICE**

- 2.1 At the time of the commencement of the review (and prior to the proposed service changes 2015/2016) the Council's mobile library service consisted of 4 vehicles, 3 full-time staff and 3 part-time staff which delivered books and information to the citizens of Rhondda Cynon Taf on a two weekly rota (the only local authority to do so). All four mobile libraries undertook visits to locations between 9.00am and 4.30pm for fifteen minute stops. It was confirmed that the longer 2 hour stops were restricted to the evenings alone and covered by two mobile libraries; one to cover the south of the county, the other to cover the north of the county. The service is in operation until 7.30pm and this service has been implemented in order to mitigate the impact of the static library closures in June 2014.
- 2.2 Throughout the review Committee found that although, by definition, a twice weekly mobile library service cannot replicate the full service available from a static library, the service is highly valued by many of its users, in particular, the older residents who may not have access to transport. Committee agreed that a mobile library provides valued access to books, support for reading and literacy and in a limited way, offers a space for interaction and support.
- 2.3 Particularly in the more remote parts of the county, the mobile library visit provides a focal point for the community whereby residents are able to order the books they wish to be delivered by the mobile service either through email or by telephone so that their choice is not limited to the books available on the vehicle. It takes a council service and presence to locations that do not have easy access to static service points and in some places acts as a social focus where people can meet and in doing so contributes to social cohesion.
- 2.4 Another valuable service recognised by Members of the Committee is the Housebound Service which operates for residents who are unable to leave their homes due to serious health and disability issues. At the time of this review 229 residents receive this service across the County Borough and for whom it acts as a point of contact. Members learned that the Housebound Service has not been affected by the changes made to the Library Service in 2014. They also learned that those applying for the service need to undertake an assessment of the individual's eligibility by staff from the Housebound Service, who will visit the applicant's home. If they qualify for this service then arrangements are made for the resident to receive visits from the Housebound Librarian once a month. Committee agreed that for many housebound older people, reading or listening to a recording is an important stimulating pastime

and the service is highly regarded by those who use it as a valuable source of social contact.

- 2.5 A further service offered by Rhondda Cynon Taf's Mobile Library Service is the deposit Collection Service which provides books with a 3 monthly refresh for 27 locations. These locations include residential homes, sheltered accommodation complexes and any other publicly accessible facility that indicates they would like to make books available to others.
- 2.6 After consideration of the full complement of services available to residents of Rhondda Cynon Taf, Committee agreed that although it is impossible for the mobile library to provide the resources a main library does, it is a valuable lifeline to the elderly and those in more remote areas of the County Borough.

#### Internet Facility

- 2.7 According to the Welsh Public Library Standards, mobile libraries should have wi-fi and access to computers or other electronic devices. However, there are challenges in achieving this, in particular the lack of ability to be able to pick up wi-fi in parts of the county. The Council's ICT service has assessed the situation and advised that there is no reliable means of ensuring consistent access to the internet on the vehicles.
- 2.8 The limited time available on most stops also predisposes against investment in this equipment. Consequently, there are no current plans to install electronic devices onto the mobile libraries. It is recognised that this will affect the Library Service's ability to meet one of the Welsh Public Library Standards (WPLSQI 10).
- 2.9 Members of the Public Service Delivery, Communities & Prosperity Scrutiny Committee agreed that mobile libraries serve people best for borrowing books, including talking books and large print books.

### **3. PROPOSED SERVICE CHANGES 2015-2016**

- 3.1 As part of the Council's Medium Term Financial Planning the Cabinet consulted on a number of service change proposals, to assist the Council to deliver a balanced budget for 2016/17. One aspect of the service change proposals related to Library Services with consultation undertaken from the 23rd November 2015 to the 18th January 2016. The proposals were:-
  - Reduction in number of Reference & Information Service Librarians
  - Reduce overall weekly opening hours of branch libraries to 31.5 hours per library
  - Single staffed branch libraries at 5 branches (Hirwaun, Ferndale, Pontyclun, Mountain Ash, Rhydyfelin)
  - Reduce the book fund by 25%
  - Reduce the mobile libraries from 4 to 3 retaining a 2 weekly rota

- Remove Community learning worker post (part time)
  - Reduce expenditure on magazines and newspapers purchased
- 3.2 Members of the Public Service Delivery, Communities and Prosperity Scrutiny Committee themselves felt that they had a responsibility to respond to the service change consultation process. They resolved that a letter should be sent to Cabinet to express its concerns at the reduction in the book acquisition budget and that some of the Council's Branch Libraries could become single staffed libraries under the proposed changes. Committee also wished to request that should funding become available (in light of an improved Welsh Government provisional settlement) that Cabinet consider the Council Library Services budget sympathetically.
- 3.3 In response to their letter the then Cabinet Member for Safer Communities, Libraries & Heritage acknowledged the Committee's concerns as follows:-  
*'After careful consideration it was decided not to approve the proposal to introduce single staffed libraries at 5 branches. We also listened to the request from the Public Service Delivery, Communities and Prosperity Committee to look again at the proposed reduction of 25% in the Book Fund now that a better than anticipated settlement has been received from Welsh Government, and consequently the reduction in the Book Fund will be 15%. In respect of the reduction in expenditure on magazines and newspapers purchased, as a library service we will be undertaking a survey within each of the libraries to establish which magazines and newspapers are most popular to ensure that the most popular items are retained for each individual library.'*
- 3.2 Cabinet met on the 4th February, 2016 and as part of the decision-making process it considered the consultation feedback from the public, from Members and from the Public Service Delivery, Communities and Prosperity Committee. With specific regard to the Mobile Service (within the overall service change proposal) it was agreed by Cabinet to *'reduce the mobile libraries from 4 to 3, retaining a 2 weekly rota.'*
- 3.3 Committee learned that on the basis of the usage data it was considered that the reduction from 4 to 3 mobile library vehicles would have little (if any) impact on residents who currently utilise the service as crucially the two weekly rotas would be maintained. It was also reported that feedback from the public consultation events held indicated that that the reduction in the number of mobile libraries was preferable to some of the other options for change.
- 3.4 As part of the Service Change Consultation Report prepared by the Council's Consultation Team which was reported to Cabinet on the 4<sup>th</sup> February 2016, 1,632 written views were provided by residents and the following data was presented:-
- 62.1% were in favour of reducing the number of mobile libraries from 4 to 3;
  - 29.4% of residents rejected the proposal;
  - 8.5% indicated that they had no opinion for or against the proposal



- 3.5 Members learned that all mobile libraries held copies of the consultation documents and feedback questionnaires to ensure that users of the service had opportunity to engage with the process.
- 3.6 In view of the effective consultation process which included participation from the residents of Rhondda Cynon Taf as well as engagement from some community groups it became evident that the reduction in the number of mobile libraries from 4 to 3 had been the favoured option by the users themselves compared with some of the alternative options.
- 3.7 However, despite the results of the consultation process Committee was keen to analyse the usage and visitor numbers and consider the customer feedback in order to gain an overall understanding of the impact of the service change on the mobile library service. They felt it was important to assess how the provision meets the needs of its residents particularly following the service changes.

#### 4. **ANALYSIS OF USAGE**

- 4.1 Whilst the Working Group had received information about the mobile library service within Rhondda Cynon Taf they were keen to consider the analysis of usage to properly assess the trends amongst the residents of Rhondda Cynon Taf and to understand whether the service is meeting the current needs of its service users. At the time of their review into the analysis of usage, the mobile library service had increased the number of stops facilitated by its four vehicles.
- 4.2 As there is no provision for a people counter facility on the mobile library vehicles, (unlike the arrangements within the static libraries which all have people counters located at the entrances of each facility in order to capture visitor numbers) the mobile library visits are estimations of visits through the sampling of specific weeks.
- 4.3 Committee was provided with a comparison of visitor numbers to the mobiles over the 2013-15 periods (below). When analysing the information Members were mindful that an additional mobile service was available from June 2014 onwards and at the same time 13 static libraries were closed.

Table 1 – Visitor numbers to mobile vehicles

<b>Quarter</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>
Quarter 1	3,972	5,280	5,730
Quarter 2	4,602	5,994	5,244
Quarter 3	4,068	5,178	4,650
Quarter 4	3,882	5,118	N/A
<b>Total annual visits</b>	<b>16,524</b>	<b>21,570</b>	<b>N/A</b>

- 4.4 The table demonstrates the increase in visitor numbers to mobile vehicles in 2014 when the additional stops were added. However, the figures reinforced the suggestion that, as with the service change consultation results, some of

the usage figures for the mobile libraries over an extended period of time show that the reduction in the number of mobile libraries from 4 to 3 could be made to the service without having a major impact on those residents who benefit most from it.

- 4.5 Whilst considering the information Committee also reviewed the number of book issues on mobiles which are recorded on a monthly basis with book issues indicated against each route. As mentioned earlier the mobile library service had four vehicles at the time when Committee considered the data and therefore it was measured against the four vehicles as follows:-

W1 – Rhondda

W2 – Taff

E1 – Cynon

E2 – Cynon & Rhondda

- 4.6 Issues had also been recorded against the evening and Saturday service so that the service could continue to monitor the most popular or least cost effective routes and times.
- 4.7 The results of the book issues can be seen attached at **Appendix 1** and at that time highlighted to Committee that the evening and weekend services perform consistently less well than the more popular daytime services. The average monthly book issues for the period July 2014 – April 2015 and July 2013 – April 2014 are set out below. It should be noted that in the year 2013/2014 there was no evening or Saturday service:-

#### **July 2014 – April 2015**

- Taff area mobile 1,000
- Rhondda area mobile 1,530
- Cynon/Rhondda mobile 795
- Cynon mobile 1,915
- Saturday Service 123
- Evening Service 238

#### **July 2013-April 2014 (No Saturday or evening service)**

- Taff area mobile 887
- Rhondda area mobile 1,386
- Cynon/Rhondda 1,290
- Cynon 1,467

- 4.7 Members were also informed that following more detailed analysis of key areas in the County Borough it appeared that there had been no usage of the evening service at all. This was true in Rhydyfelin, for example, where, despite efforts to vary the stopping points in an attempt to attract customers, the evening service had been unused.

- 4.8 Members learned that no other library authority in Wales offers a 2 weekly service, seven local authority areas offer a 3 weekly service, four offer a monthly service and a further eight do not offer a mobile service at all (information from [www.welshlibraries.org](http://www.welshlibraries.org))
- 4.9 From the analysis Committee understood that although the mobile library service is valued by the residents of Rhondda Cynon Taf, it ascertained that the overall level of use of the service is not high and suggested that the mobile libraries are used to capacity by further promoting the service.

## 5. **FINANCIAL PERFORMANCE**

- 5.1 As requested by the Finance & Performance Scrutiny Committee, Members of the Public Service Delivery, Communities & Prosperity Scrutiny Committee considered the financial dimension of the service change to the mobile library service in particular *'to establish whether or not the savings identifies as part of the service change implemented from June 2014 have been realised'*
- 5.2 Committee received data on the financial performance of the Library Service between the period 2014/15 and 2015/16 and were informed that the agreed service change implemented in June 2014 did not comprise of budget savings in respect of the mobile library service.

### **Financial Performance of the Library Service 2014/15 and 2015/16**

Financial Year	Total Revenue Budget (£k)	Final Outturn/Projected Outturn (£k)	Over/Under Spend (£k)	Further information
2014/15 final outturn	2,570	2,571	1	As reported to Cabinet 23 <sup>rd</sup> July 2015
2015/16 projected outturn (as at 30 <sup>th</sup> September 2015)	2,301	2,301	0	As reported to Cabinet 24 <sup>th</sup> November 2015

## 6. **MOBILE LIBRARY STOPS, ROUTES & TIMETABLE**

- 6.1 At the time Committee considered the mobile library stops the number had reduced from 490 to 413 across the County Borough which reflected the reduction from 4 to 3 mobile libraries as part of the service changes. Members learned that the routes are determined based on distance from branch libraries, customer demand and continued levels of use and assessed on a regular basis to identify 'dead' stops (where there are no visitors over a period of time).

- 6.2 It became clear that some streets are inaccessible due to the location of traffic calming measures (specifically speed bumps) which can cause damage to the mobile library vehicles so automatically eliminated them from being included as part of the mobile library routes. Another consideration is the narrowness of the streets in some areas along with dual-side on-street parking which makes it difficult for the mobile libraries to negotiate the routes.
- 6.3 At its meeting on the 15<sup>th</sup> February 2016 Members of the Public Service Delivery, Communities & Prosperity Scrutiny Committee resolved to review the current mobile library routes. Each Member received a copy of the current mobile library routes as well as the mobile library timetable and they were given the opportunity to provide comments relating to their respective wards.
- 6.4 As part of the proposed planning process for the consideration and implementation of the new mobile library routes across the County Borough, Committee agreed the following itinerary:-
- Baseline data for Scrutiny – March 2016
  - Development of draft mobile routes – March-April 2016
  - Distribution of draft routes to all Elected Members – May 2016
  - Amendments to the draft routes – May 2016
  - Implementation of the new routes – June 2016
- 6.5 Members of the Scrutiny Committee welcomed the opportunity to review the mobile library service routes to ensure that the Council is delivering an equitable service that meets the needs of the residents of RCT. During May 2016 Committee Members provided feedback in respect of the suggested routes within their respective wards.
- 6.6 It should be noted that in addition to the input of all the Elected Members within Rhondda Cynon Taf and Members of the Public Service Delivery, Communities & Prosperity Scrutiny Committee, members of the public were also advised of any changes to the routes. Those streets which included any changes to their routes were leafleted and all changes highlighted on the Council website. Regular users of the service were also informed of any changes that affected them (for example, parking the vehicle in the next street as opposed to on their doorstep).
- 6.7 The implementation of the new routes took place in June 2016. It was considered prudent to retain the length of the stops (as to alter them would have an impact on the number of stops which would have a potential adverse affect on more customers). A copy of the agreed mobile routes and timetable is attached at Appendix 2.
- 6.8 Members of the Public Service Delivery, Communities & Prosperity Scrutiny Committee agreed that this exercise had been an example of how scrutiny can inform the delivery of service.

## **7. CUSTOMER SATISFACTION SURVEY AND ITS RESULTS**

- 7.1 Rhondda Cynon Taf's Library Service is required to conduct a survey of customers every three years as part of the Welsh Public Library Standards. Following the changes introduced to the library service since June 2014 and widespread public consultation, the decision was taken to postpone the customer satisfaction survey (with Welsh Government approval) to May 2016, to better assess the impact of the changes upon service users.
- 7.2 At its meeting on the 15<sup>th</sup> February 2016, Members agreed that the views of the mobile library customers would also be gathered so that Committee could assess whether the Council's mobile service was meeting the needs of its customers in light of the changes to the mobile library provision, i.e. the reduction from 4 to 3 mobile vehicles and a reduction in the number of mobile stops from 490 to 413. The customer satisfaction survey of mobile library customers was conducted between 4<sup>th</sup> July and 30<sup>th</sup> July 2016.
- 7.3 The Head of Community Learning outlined some of the key points to have arisen from the surveys completed by 180 customers and reported that overall satisfaction rates with the service are very good and staff who deliver the service were highly praised. This was emphasised by the customer comments which referred to the 'excellent' service provided by the mobile librarians.
- 7.4 Committee was informed that some customers indicated that areas of concern included the length of stop, rated as poor by 2% of customers and the choice of books rating as poor by 1% of respondents. However, as pointed out, this needs to be balanced by the 87% of respondents who considered the choice of books was very good or good and 90% who were happy with the length of stop..
- 7.5 Committee discussed the key messages to have arisen from the customer satisfaction survey as being the need for further promotion of the mobile library service and more specifically the online facilities available to customers so that they can order books and/or CD's ready for collection from the mobile library. They concluded that it would be preferable to retain the length of stops as to alter them would have an impact on the number of stops which would have a potential adverse affect on more customers, and finally that posters are displayed on the door of each mobile library vehicle to inform customers that all mobile libraries have disabled access.
- 7.6 Committee praised the mobile library service for the positive response arising from the library satisfaction survey 2016 and agreed that as Elected Members they have a role to play in further promoting the service amongst its residents, particularly its elderly residents. Committee was in agreement with the proposed actions for improvement subject to including that provision is made available on the mobile library, in the form of a checklist, for customers to be able to pre order books and/or CD's in advance of their next visit.

## **8. CONCLUSIONS AND RECOMMENDATIONS**

- 8.1 The past two years has seen major changes to the Library Service within Rhondda Cynon Taf, including the mobile library service. Committee was therefore pleased to note the overall customer satisfaction with the mobile library service is very high and with no major issues of concern to have been raised by customers who use the service. It is evident that customers value the quality of service and customer care provided by the library staff. Committee wished to commend the staff for their commitment to delivering the best possible service to residents.
- 8.2 Committee acknowledged that the customer feedback results will inform the current mobile library service provision and help shape a future service that is valued by the residents of Rhondda Cynon Taf and responds to their needs.
- 8.3 At their meeting in September 2016 Committee endorsed the findings of the customer feedback in respect of Rhondda Cynon Taf's Mobile Library Service and proposed the following five recommendations for improvement for Cabinet to consider:-
1. Further promotion of the mobile library service through existing partnerships such as Communities First, Housing Associations and local Elected Members;
  2. To further promote the online facilities available to customers so that they can order books and/or CD's ready for collection from the mobile library;
  3. To retain the length of stops (as to alter them would have an impact on the number of stops which would have a potential adverse affect on more customers);
  4. That posters are displayed on the door of each mobile library vehicle to inform customers that all mobile libraries have disabled access;
  5. That provision is made available on the mobile library, in the form of a checklist, for customers to be able to pre order books/CD's in advance of their next visit

## Appendix 1

<b>Mobile Monthly Issues – January 2013 to December 2013</b>													
	Janu ary 2013	Febru ary 2013	Mar ch 201 3	Ap ril 20 13	Ma y 20 13	Ju ne 20 13	Jul y 20 13	Aug ust 201 3	Septe mber 2013	Octo ber 2013	Nov ember 2013	Dece mber 2013	
E 1	106	974	120 1	16 83	16 36	14 30	16 78	167 1	1169	1827	1437	1155	
E 2	92	15	45	45	17 6	87 1	17 68	122 1	1188	1612	1366	934	
W 1	1108	1248	140 5	12 37	12 85	85 0	11 71	115 6	1515	1661	1441	1263	
W 2	687	896	746	96 9	95 7	83 5	10 05	977	902	894	946	663	

<b>Mobile Monthly Issues – January 2014 to December 2014</b>													
	Janu ary 2014	Febr uary 2014	Mar ch 201 4	Ap ril 20 14	Ma y 20 14	Ju ne 20 14	Jul y 20 14	Aug ust 201 4	Septe mber 2014	Octo ber 2014	Nov ember 2014	Dece mber 2014	
E1	1384	1265	146 9	16 23	14 24	15 66	16 34	151 7	1907	2966	2836	1817	
E2	1192	1092	116 0	13 70	10 93	12 88	30 5	58	36	76	64	639	
W1	1384	1448	132 5	15 02	13 38	13 56	12 88	146 5	1807	1821	1251	1105	
W2	932	911	805	83 6	94 5	97 1	97 8	980	1067	553	876	687	
E3/W 3 eveni ngs							21 4	320	193	210	212	180	
E3/W 3 Satur days							12 0	162	108	144	181	151	

<b>Mobile Monthly Issues – January 2015 to December 2015</b>												
	Janu ary 2015	Febr uary 2015	Mar ch 201 5	Ap ril 20 15	Ma y 20 15	Ju ne 20 15	Jul y 20 15	Aug ust 201 5	Septe mber 2015	Octo ber 2015	Nove mber 2015	Dece mber 2015
E1	1575	1406	149 9	43 4	44	68	70 3	113 0	1672	1538	1607	1241
E2	1367	1325	136 3	14 31	11 68	15 00	12 02	132 8	1315	1362	1256	1086
W1	1657	162	166 0	17 35	13 36	17 18	16 13	157 8	1618	1569	1624	1340
W2	1013	984	115 9	80 3	69 4	94 1	88 9	939	904	925	842	627
E3/W 3 eveni ngs	182	294	320	25 2	36 7	30 3	33 8	341	265	250	272	195
E3/W 3 Satur days	45	111	91	11 3	23 1	16 0	17 5	130	94	198	150	129

W1 (Rhondda)
W2 (Taff)
E1 (Cynon)
E2 (Cynon & Rhondda)
E3/W3 Evenings/weekends

- Low figures for E2 during July – December reflect ongoing problems with laptop



## **Appendix 2**

### **MOBILE LIBRARY ROUTES – FORTNIGHTLY DATES**

#### **Week 1 – Monday**

4<sup>th</sup> January  
18<sup>th</sup> January  
1<sup>st</sup> February  
15<sup>th</sup> February  
29<sup>th</sup> February  
14<sup>th</sup> March  
28<sup>th</sup> March  
11<sup>th</sup> April  
25<sup>th</sup> April  
9<sup>th</sup> May  
23<sup>rd</sup> May  
6<sup>th</sup> June  
20<sup>th</sup> June  
4<sup>th</sup> July  
18<sup>th</sup> July  
1<sup>st</sup> August  
15<sup>th</sup> August  
29<sup>th</sup> August  
12<sup>th</sup> September  
26<sup>th</sup> September  
10<sup>th</sup> October  
24<sup>th</sup> October  
7<sup>th</sup> November  
21<sup>st</sup> November  
5<sup>th</sup> December  
19<sup>th</sup> December

#### **Week 2 – Monday**

11<sup>th</sup> January  
25<sup>th</sup> January  
8<sup>th</sup> February  
22<sup>nd</sup> February  
7<sup>th</sup> March  
21<sup>st</sup> March  
4<sup>th</sup> April  
18<sup>th</sup> April  
2<sup>nd</sup> May  
16<sup>th</sup> May  
30<sup>th</sup> May  
13<sup>th</sup> June  
27<sup>th</sup> June  
11<sup>th</sup> July  
25<sup>th</sup> July  
8<sup>th</sup> August  
22<sup>nd</sup> August  
5<sup>th</sup> September  
19<sup>th</sup> September  
3<sup>rd</sup> October  
17<sup>th</sup> October  
31<sup>st</sup> October  
14<sup>th</sup> November  
28<sup>th</sup> November  
12<sup>th</sup> December  
26<sup>th</sup> December

**APPENDIX 2**

<b><u>AREA</u></b>	<b><u>LOCATION</u></b>	<b><u>TIME</u></b>	<b><u>DAY</u></b>	<b><u>MOBILE</u></b>	<b><u>WEEK</u></b>
ABERAMAN	CARDIFF RD 90	9.50 - 10.05	MONDAY	E2	1
ABERAMAN	HILLCREST AVE 26	10.10 - 10.25	MONDAY	E2	1
ABERAMAN	LOWER ST	10.30 - 10.45	MONDAY	E2	1
ABERAMAN	REGENT ST 32	10.50 - 11.05	MONDAY	E2	1
ABERAMAN	MAES Y DERI 93	11.10 - 11.25	MONDAY	E2	1
ABERAMAN	CLARENCE TCE 4	11.30 - 11.45	MONDAY	E2	1
ABERAMAN	MAES Y DERI – SCHOOL	11.50 - 12.05	MONDAY	E2	1
ABERAMAN	CLIFTON CRES 19	12.10 - 12.25	MONDAY	E2	1
ABERAMAN	CARDIFF ROAD	12.30 - 12.45	MONDAY	E2	1
ABERAMAN	JUBILEE ROAD 111	3.15 - 3.35	MONDAY	E2	1
ABERAMAN	BLAENGWAWR	9:25 - 9:50	THURSDAY	E2	2
ABERAMAN	LLANDDEWI SH TOP	11:35 – 12:00	MONDAY	E1	2
ABERAMAN	LLANDDEWI SH BOTTOM	12:00 – 12:20	MONDAY	E1	2
ABERAMAN	BLAENGWAWR CLOSE SH	3:30 - 3:50	MONDAY	E1	2
ABERCWMBOI	JOHN ST	3.40 - 3.55	MONDAY	E2	1
ABERCWMBOI	BRONALLT TCE 3	4.00 - 4.10	MONDAY	E2	1
ABERCWMBOI	GRAIG AVE – PARK/SCHOOL	4.15 - 4.25	MONDAY	E2	1
ABERCYNON	PARK VIEW TERRACE 75	10:30 – 10:45	WEDNESDAY	E1	2
ABERCYNON	PARK STREET 72	10:50 – 11:05	WEDNESDAY	E1	2
ABERCYNON	THE GRANGE	11:10 – 11:20	WEDNESDAY	E1	2
ABERCYNON	CARDIFF RD 78	11:30 – 11:45	WEDNESDAY	E1	2
ABERCYNON	FIFE STREET 30	11:50 – 12:05	WEDNESDAY	E1	2
ABERCYNON	FIFE STREET 21	12:10 – 12:25	WEDNESDAY	E1	2
ABERCYNON	SPRINGFIELD DRIVE 3	12:30 – 12: 45	WEDNESDAY	E1	2
ABERCYNON	INNOVATIONS CENTRE	12:50 – 1:20	WEDNESDAY	E1	2

ABERCYNON	JENKINS STREET 21	2:00 – 2:15	WEDNESDAY	E1	2
ABERCYNON	KNIGHTS TERRACE 2	2:20 – 2:35	WEDNESDAY	E1	2
ABERDARE	HARLECH PLACE 15	9.40 - 9.55	TUESDAY	E1	1
ABERDARE	HEOL-Y-MYNYDD 67	10.00 - 10.10	TUESDAY	E1	1
ABERDARE	TŶ FRY 19	10.15 - 10.25	TUESDAY	E1	1
ABERDARE	TŶ FRY 44	10.30 - 10.40	TUESDAY	E1	1
ABERNANT	ABERNANT RD 21	1:00 – 1:15	WEDNESDAY	E1	1
ABERNANT	PANT YR EOS	1:25 – 1:40	WEDNESDAY	E1	1
ABERNANT	HEOL Y PARC	1:45 – 2:00	WEDNESDAY	E1	1
ABERNANT	PARK VIEW 8	2:05 – 2:20	WEDNESDAY	E1	1
ABERNANT	ALLTWEN SH	2:25 – 2:55	WEDNESDAY	E1	1
ABERNANT	WENALLT COURT 21	3:00 – 3:20	WEDNESDAY	E1	1
ABERNANT	WENALLT ROAD 48	3:25 – 3:40	WEDNESDAY	E1	1
ABERNANT	THE WALK 17	3:45 – 4:05	WEDNESDAY	E1	1
BEDDAU	CARSWELL PLACE	1.50 - 2.00	THURSDAY	W2	1
BEDDAU	CALDERTON RD	2.05 - 2.15	THURSDAY	W2	1
BEDDAU	HEOL CLWYDDAU	2.20 - 2.30	THURSDAY	W2	1
BEDDAU	HEOL SEWARD	2.35 - 2.45	THURSDAY	W2	1
BEDDAU	HEOL GWRGAN	2.50 - 3.05	THURSDAY	W2	1
BEDDAU	CAPEL-Y-MYNACH ROAD	3.10 - 3.25	THURSDAY	W2	1
BIRCHGROVE	BIRCHGROVE ST 52	3.20 - 3.30	TUESDAY	E2	2
BIRCHGROVE	CORONATION TCE 41	3.35 - 3.50	TUESDAY	E2	2
BLAEN CLYDACH	JONES ST 83	3.45 - 4.00	TUESDAY	W2	2
BLAENCWM	MICHAELS RD	9.35 - 9.50	THURSDAY	W2	2
BLAENGWAWR	MAESYFFYNON GROVE 4	9.30 - 9.45	MONDAY	E2	1
BLAENLLECHAU	TAFF STREET (MIDDLE)	12.50 - 1.00	MONDAY	E2	2
BLAENLLECHAU	MOUNTAIN ROW 45	1.05 - 1.20	MONDAY	E2	2

BLAENRHONDDA	TAN Y PYCH 45	9.55 - 10.10	THURSDAY	W2	2
BLAENRHONDDA	BROOK ST 40	10.25 - 10.35	THURSDAY	W2	2
BRYNCAE	POWELL DRIVE	11.55 - 12.10	TUESDAY	W2	1
BRYNCAE	TRENOS GARDENS 41	12.15 - 12.30	TUESDAY	W2	1
BRYNNA	CHURCH VIEW CLOSE SH	1.45 - 2.05	TUESDAY	W2	1
BRYNNA	TAN Y BRYN EST	2.10 - 2.25	TUESDAY	W2	1
BRYNNAU GWYNION	REDROOFS 19	1.20 - 1.35	TUESDAY	W2	1
CEFNPENNAR	HEOL PENRHIW	2:55 – 3:10	WEDNESDAY	E1	2
CEFNPENNAR	LON-Y-FELIN 15	3:15 – 3:30	WEDNESDAY	E1	2
CEFNPENNAR	FFORD-Y-DDERWEN 1	3:35 – 3:50	WEDNESDAY	E1	2
CEFNPENNAR	THE AVENUE 47	3:55 – 4:10	WEDNESDAY	E1	2
CILFYNYDD	JONES ST	9:45 – 10:00	THURSDAY	E1	2
CILFYNYDD	HEOL CRONFA 10/11	10:15 - 10:45	THURSDAY	E1	2
CILFYNYDD	CROSS ST (NR POST OFFICE)	10:50 - 11:50	THURSDAY	E1	2
CLYDACH VALE	MORTON TCE 14	2.50 - 3.00	TUESDAY	W2	2
CLYDACH VALE	HOWARD ST 22	3.05 - 3.20	TUESDAY	W2	2
CLYDACH VALE	PARK ST 56	3.25 - 3.40	TUESDAY	W2	2
COEDEL	TYLCHA WEN TCE	1.35 - 1.50	WEDNESDAY	W2	1
COEDEL	TYLCHA FACH	1.55 - 2.10	WEDNESDAY	W2	1
COEDEL	CELYN ISAF – ST ALBANS	2.15 - 2.30	WEDNESDAY	W2	1
COEDEL	PENYGARREG ROAD	2.35 - 2.50	WEDNESDAY	W2	1
COEDEL	NANT MELYN TCE LAYBY	2.55 - 3.10	WEDNESDAY	W2	1
COED-Y-CWM	MAES GLAS	2.30 - 2.40	THURSDAY	E2	1
COED-Y-CWM	YNYS HIR OP 2	2.45 - 2.55	THURSDAY	E2	1
CWMAMAN	BRYNMAIR RD 179	1.35 - 1.45	MONDAY	E2	1
CWMAMAN	CWRT ALUN LEWIS SH	1.50 - 2.05	MONDAY	E2	1
CWMAMAN	BEDWLWYN – TRIANGLE	2.10 - 2.25	MONDAY	E2	1

CWMAMAN	GLANRHYD ST	2.30 - 2.40	MONDAY	E2	1
CWMAMAN	TRENEOL HILL	2.45 - 2.55	MONDAY	E2	1
CWMAMAN	FFORCHNEOL ROW	3.00 - 3.10	MONDAY	E2	1
CWMBACH	PARKFIELD ROAD - JUNCTION	1:15 - 1:30	MONDAY	E1	2
CWMBACH	RHIW CERIS	1:35 - 1:50	MONDAY	E1	2
CWMBACH	LLANGORSE ROAD	1:55 - 2:05	MONDAY	E1	2
CWMBACH	TIRFOUNDER ROAD 15	2:10 - 2:20	MONDAY	E1	2
CWMBACH	THE GREEN - CAE COED	2:25 - 2:35	MONDAY	E1	2
CWMBACH	TIRFOUNDER ROAD	2:40 - 2:55	MONDAY	E1	2
CWMBACH	PANT-Y-CERDIN	3:00 - 3:20	MONDAY	E1	2
CWMDARE	BRYN TCE – 5 CWMDARE ROAD	1.15 - 1.30	TUESDAY	E1	1
CWMDARE	TON SQUARE PO	1.35 - 1.50	TUESDAY	E1	1
CWMDARE	BWLFA DARE TCE 3	1.55 - 2.10	TUESDAY	E1	1
CWMDARE	MAESGWYN JCT HEOL-TY-GWYN	2.15 - 2.30	TUESDAY	E1	1
CWMDARE	MAESGWYN 91	2.35 - 2.50	TUESDAY	E1	1
CWMDARE	HAULWEN OP NO 14	2.55 - 3.10	TUESDAY	E1	1
CWMDARE	MAES-Y-COED REAR 12	3.15 - 3.30	TUESDAY	E1	1
CWMDARE	HAWTHORNE RISE - JUNCTION	3.35 - 3.45	TUESDAY	E1	1
CWMDARE	THE RIDINGS 1 - 39	3.50 -4.05	TUESDAY	E1	1
CWMPARC	TREMAINS PUB	1.40 - 1.55	THURSDAY	W2	2
CWMPARC	TALLIS ST 98	2.00 - 2.10	THURSDAY	W2	2
CYMMER	GRAIGWEN RD 40	1.40 - 1.55	WEDNESDAY	E2	2
EDMONDSTOWN	HEOL TREWILLIAM 30	9.35 - 9.50	TUESDAY	W2	2
EFAIL ISAF	CARPENTERS ARMS	11.30 - 11.40	THURSDAY	W2	1
EFAIL ISAF	HEOL -Y-FFYNNON	11.50 - 12.00	THURSDAY	W2	1
EFAIL ISAF	NANT-Y-FELIN	12.05 - 12.15	THURSDAY	W2	1
EFAIL ISAF	HEOL CREIGIAU	12.20 - 12.35	THURSDAY	W2	1

EFAIL ISAF	CHANDLERS REACH	12.40 - 12.55	THURSDAY	W2	1
FERNDALE	FERNDALE COURT SH	12.25 - 12.45	MONDAY	E2	2
FERNDALE	NEW ST 47	2.05 - 2.15	MONDAY	E2	2
FERNDALE	BROWN ST 17	2.20 - 2.35	MONDAY	E2	2
FERNHILL	GLENBROOK 4	10:10 – 10:25	WEDNESDAY	E1	1
FERNHILL	CWM ALARCH LAY-BY	10:30 – 10:50	WEDNESDAY	E1	1
FERNHILL	SIERRA PINES 43	10:55 – 11:10	WEDNESDAY	E1	1
FERNHILL	BUS STOP – ESTATE	11:15 – 11:45	WEDNESDAY	E1	1
FERNHILL	BOI CLOSE	11:50 – 12:05	WEDNESDAY	E1	1
GELLI	SHADY RD 5	2.50 - 3.05	WEDNESDAY	E2	1
GELLI	YSTRAD TCE	3.10 -3.25	WEDNESDAY	E2	1
GELLI	YSTRAD ROAD	3.30 - 3.40	WEDNESDAY	E2	1
GELLI	NANTGWYDDON CLOSE 30	4.00 - 4.15	THURSDAY	W2	2
GILFACH GOCH	SWN-YR-AFON SH	12.00 - 12.20	THURSDAY	W2	2
GILFACH GOCH	SCHOOL (TOP)	1.00 - 1.15	MONDAY	W2	2
GILFACH GOCH	HIGH STREET - CHURCH	1.20 - 1.35	MONDAY	W2	2
GILFACH GOCH	LLEWELLYN'S VIEW 17	1.40 - 1.55	MONDAY	W2	2
GILFACH GOCH	HILL ST	2.00 - 2.15	MONDAY	W2	2
GILFACH GOCH	OAK ST	2.20 - 2.35	MONDAY	W2	2
GILFACH GOCH	BRYN YR EGLWYS	2.40 - 3.00	MONDAY	W2	2
GLYNCOCH	CEFN CLOSE	2.10 - 2.25	THURSDAY	E2	1
GLYNCOCH	CLYDACH CLOSE JCT	3.00 - 3.10	THURSDAY	E2	1
GLYNCOCH	PORCHER AVE	3.15 - 3.35	THURSDAY	E2	1
GLYNCOCH	PEARSON CRES 46	3.40 - 3.55	THURSDAY	E2	1
GLYNCOCH	ORCHARD DRIVE	4.00 - 4.10	THURSDAY	E2	1
GLYNCOCH	GREENFIELD AVE - SCHOOL	4.15 - 4.30	THURSDAY	E2	1
GLYNFACH	GWAUN BEDW JCT HEOL BEDW	2.00 - 2.10	WEDNESDAY	E2	2

GLYNTAFF	BRYN ILAN	9.20 - 9.35	TUESDAY	E2	1
GODREAMAN	NORTH VIEW TCE	4.30 - 4.40	MONDAY	E2	1
GROESFAEN	PARK LANE 9	9.20 - 9.35	MONDAY	W2	1
GROESFAEN	LLWYNPENNAU COTTAGES	9.40 - 9.55	MONDAY	W2	1
GROESFAEN	BUS STOP – VILLAGE TOP	10.00 - 10.15	MONDAY	W2	1
HENDREFORGAN	HEOL Y GRUG	11.20 - 11.35	MONDAY	W2	2
HENDREFORGAN	FFORDD LLANBAD OP 49	11.40 - 11.55	MONDAY	W2	2
HIRWAUN	SPRINGFIELD GARDENS	12:10 – 12:25	MONDAY	E1	1
HIRWAUN	PLEASANT VIEW	9:30 - 9:55	THURSDAY	E1	1
HIRWAUN	MONTANA CARAVAN PARK	10:00 – 10:20	THURSDAY	E1	1
HIRWAUN	THE HAVEN SH	10:10 -10:40	MONDAY	E1	2
HOPKINSTOWN	TELELKEBIR RD 42	10.50 - 11.05	TUESDAY	E2	1
HOPKINSTOWN	TŶ MAWR PARC 41	11.15 - 11.30	TUESDAY	E2	1
HOPKINSTOWN	TŶ MAWR 1	11.35 - 11.50	TUESDAY	E2	1
LANDARE	BEECHWOOD DRIVE 5	4.10 - 4.20	TUESDAY	E1	1
LLANHARAN	NANT Y DWYRGI	10.30 - 10.45	TUESDAY	W2	1
LLANHARAN	BRYN AWEL HOUSE	10.50 - 11.10	TUESDAY	W2	1
LLANHARAN	PARC BRYN DERWEN 142	11.15 - 11.30	TUESDAY	W2	1
LLANHARAN	HAROLD ST 15	11.35 - 11.50	TUESDAY	W2	1
LLANHARAN	MEADOW RISE	2.30 - 2.45	TUESDAY	W2	1
LLANHARAN	ST PETERS CLOSE	2.50 - 3.05	TUESDAY	W2	1
LLANHARAN	HILLSIDE AVE 14	3.10 - 3.25	TUESDAY	W2	1
LLANHARRY	LINDEN COURT SH	15:50 - 16:15	THURSDAY	E2	2
LLANHARRY	FFORDD HYLGEN / STRYD SILURIAN	11.05 - 11.20	MONDAY	W2	1
LLANHARRY	STATION TCE	11.25 - 11.40	MONDAY	W2	1
LLANHARRY	HEOL PANT GWYN	11.45 - 12.00	MONDAY	W2	1

LLANHARRY	SYCAMORE RD	12.05 - 12.20	MONDAY	W2	1
LLANTRISANT	GWAUN RUPERRA SH	12:30 - 12:55	THURSDAY	E2	2
LLANTRISANT	COTTESMORE WAY BY GRAFTON	1.35 - 1.50	MONDAY	W2	1
LLANTRISANT	LOWERDALE DRIVE 32	1.55 - 2.10	MONDAY	W2	1
LLANTRISANT	SCHOOL ST	2.20 - 2.35	MONDAY	W2	1
LLANTRISANT	SWAN ST	2.40 - 3.05	MONDAY	W2	1
LLANTRISANT	HEOL ILLTYD	3.10 - 3.25	MONDAY	W2	1
LLANTRISANT	COED YR ERGOB	3.30 - 3.45	MONDAY	W2	1
LLANTWIT FADRE	YORK DRIVE - SHOPS	10.50 - 11.05	THURSDAY	W2	1
LLANTWIT FADRE	CROWNHILL 13	11.10 - 11.25	THURSDAY	W2	1
LLANTWIT FADRE	CADWAL CLOSE	1.35 - 1.45	THURSDAY	W2	1
LLWYDCOED	TRE IFOR 64	2:00 – 2:30	THURSDAY	E1	1
LLWYDCOED	LON LAS - LAY BY	2:35 - 2:55	THURSDAY	E1	1
LLWYDCOED	DELFRYN 22	3:00 – 3:20	THURSDAY	E1	1
LLWYDCOED	DOLCOED	3:25 – 3:45	THURSDAY	E1	1
LLWYDCOED	YSGUBORWEN HOUSE CH	10:50 – 11:20	MONDAY	E1	2
LLWYNCELLYN	GETHIN TCE 70	3.55 - 4.10	TUESDAY	E2	2
LLWYNCELLYN	NYTHBRAN TERRACE	4.15 - 4.25	TUESDAY	E2	2
LLWYNYPIA	BRYN IFOR SH	9.45 - 10.00	WEDNESDAY	E2	1
LLWYNYPIA	OAKFIELD	10.05 - 10.15	WEDNESDAY	E2	1
LLWYNYPIA	PONTRHONDDA RD 37	10.20 - 10.35	WEDNESDAY	E2	1
LLWYNYPIA	TYNTYLA AVE 7	10.40 - 10.50	WEDNESDAY	E2	1
LLWYNYPIA	CHURCH ST 6	10.55 - 11.10	WEDNESDAY	E2	1
LLWYNYPIA	BUCKLEY ROAD	11.15 - 11. 30	WEDNESDAY	E2	1
MAERDY	MAERDY ROAD (FLATS)	9.15 - 9.35	MONDAY	E2	2
MAERDY	OXFORD ST	9.40 - 9.55	MONDAY	E2	2
MAERDY	SCHOOL ST JCT PENTRE RD	10.00 - 10.20	MONDAY	E2	2



MAERDY	SPRINGFIELD ROAD	10.25 - 10.40	MONDAY	E2	2
MAERDY	JAMES ST	10.45 - 11.00	MONDAY	E2	2
MAERDY	GRIFFITHS ST	11.05 - 11.20	MONDAY	E2	2
MAERDY	TAN Y BRYN (SCHOOL)	11.25 - 11.35	MONDAY	E2	2
MAERDY	HILLCREST VIEW	11.40 - 11.50	MONDAY	E2	2
MAERDY	EXCELSIOR TCE	11.55 - 12.10	MONDAY	E2	2
MAESYCOED	KINGSWOOD 21	12.00 - 12.15	TUESDAY	E2	1
MAESYCOED	LANELAY TCE	12.20 - 12.35	TUESDAY	E2	1
MISKIN	ARTHUR ST 10	9:45 – 10:00	TUESDAY	E1	2
MISKIN	THE MONUMENT (HENSOL ROAD)	10.40 - 10.55	MONDAY	W2	1
MISKIN/ YR HENDY	OPPOSITE SHADOW WOOD DRIVE	10.20 - 10.35	MONDAY	W2	1
MOUNTAIN ASH	BOWLS CLUB	9:30 – 10:00	WEDNESDAY	E1	1
MOUNTAIN ASH	LLYS YR ONNEN SH	3:10 - 3:30	TUESDAY	E1	2
MOUNTAIN ASH	LLYS GWERNIFOR SH	3:35 - 4:00	TUESDAY	E1	2
MOUNTAIN ASH	TROEDYRHIW HOUSE SH	9:45 – 10:15	WEDNESDAY	E1	2
NANTGARW	CARDIFF RD - STRADMORE CLOSE	11.50 - 12.10	WEDNESDAY	W2	2
NANTGARW	PARC Y NANT	1.00 - 1.15	WEDNESDAY	W2	2
NANTGARW	YR HENDRE 9	1.20 - 1.40	WEDNESDAY	W2	2
NANTGARW	YR HENDRE 42	1.45 - 2.00	WEDNESDAY	W2	2
NANTGARW	HEOL Y DDERWEN JCT	2.05 - 2.20	WEDNESDAY	W2	2
NANTGARW	HEOL EDWARDS	2.25 - 2.40	WEDNESDAY	W2	2
NANTGARW	GARTH VIEW	2.45 - 3.00	WEDNESDAY	W2	2
NANTGARW	RHYD Y HELYG	3.05 - 3.20	WEDNESDAY	W2	2
NANTGARW	OXFORD ST	3.25 - 3.40	WEDNESDAY	W2	2
PENCOEDCAE	HIGHLANDS OP ROWANS CLOSE	2.00 - 2.20	TUESDAY	E2	1
PENCOEDCAE	BALMORAL CLOSE 6	2.25 - 2.40	TUESDAY	E2	1
PENCOEDCAE	ST ANDREWS RD 26	2.45 - 3.00	TUESDAY	E2	1

PENCOEDCAE	QUEENS HEAD PUB	3.05 - 3.20	TUESDAY	E2	1
PENCOEDCAE	HEATHERWOOD COURT	3.25 - 4.00	TUESDAY	E2	1
PENDERYN	WOODLAND PARK 24	10:20 – 10:35	MONDAY	E1	1
PENDERYN	BRYN ONNEN 30	10:40 – 10:55	MONDAY	E1	1
PENDERYN	LLWYN ONN 2	11:00 – 11:10	MONDAY	E1	1
PENDERYN	PONTPREN – SHOP	11:15 – 11:30	MONDAY	E1	1
PENDERYN	BEACONS PARK 42	11:35 – 11:45	MONDAY	E1	1
PENDERYN	DOLGYNOG 17	11:50 – 12:05	MONDAY	E1	1
PENRHIWCEIBER	CYNON TCE JCT GLASBROOK TCE	1:35 – 2:00	TUESDAY	E1	2
PENRHIWCEIBER	LLYS NANT GLAS	2:05 – 2:20	TUESDAY	E1	2
PENRHIWCEIBER	CROSS ST BEHIND HEALTH CTR	2:25 – 3:00	TUESDAY	E1	2
PENRHIWFER	ASHDALE RD 1	9.20 - 9.35	MONDAY	W2	2
PENRHYS	VILLAGE CENTRE	9.45 - 10.10	TUESDAY	E2	2
PENTRE	QUEENS ST	12.00 - 12.15	THURSDAY	W2	2
PENTRE	ROBERTS ST 13	12.20 -12.30	THURSDAY	W2	2
PENYGRAIG	AMOS HILL JCT CHAPEL ST	10.35 - 10.50	TUESDAY	W2	2
PENYGRAIG	GEORGE ST (TOP)	10.55 - 11.10	TUESDAY	W2	2
PENYGRAIG	AUBREY ROAD	11.15 - 11.25	TUESDAY	W2	2
PENYGRAIG	GRAIG YR EOS	11.30 - 11.45	TUESDAY	W2	2
PENYGRAIG	MIKADO ST	12.35 - 12.50	TUESDAY	W2	2
PENYGRAIG	HENDREGWILYM FLATS 50	12.55 - 1.10	TUESDAY	W2	2
PENYGRAIG	CARN Y CELYN CLOSE	1.15 - 1.30	TUESDAY	W2	2
PENYGRAIG	STATION ST	1.35 - 1.50	TUESDAY	W2	2
PENYGRAIG	HENDRECAFN RD	1.55 - 2.25	TUESDAY	W2	2
PENYGRAIG	TYLACELYN ROAD RUGBY CLUB	2.30 - 2.45	TUESDAY	W2	2
PENYWAUN	TRENANT 81	9:45 – 10:00	MONDAY	E1	1
PENYWAUN	WOODLAND PARK 5	10:05 – 10:15	MONDAY	E1	1

PENYWAUN	HEOL UCHAF 2	10:25 – 10:40	THURSDAY	E1	1
PENYWAUN	HEOL BRYN GWYN 3	10:45 – 10:55	THURSDAY	E1	1
PENYWAUN	HEOL BRYN GWYN OP 42	11:00 – 11:10	THURSDAY	E1	1
PENYWAUN	DAN YR HEOL CAR PARK	11:15 – 11:30	THURSDAY	E1	1
PENYWAUN	BRONLLYS 3	11:35 – 11:45	THURSDAY	E1	1
PENYWAUN	HEOL CARADOG 43	12:05 - 12:15	THURSDAY	E1	1
PENYWAUN	ERW LLAS 30	11:50 – 12:05	THURSDAY	E1	1
PENYWAUN	HEOL KEIR HARDIE 14	12:20 – 12:30	THURSDAY	E1	1
PENYWAUN	HEOL KEIR HARDIE 123	12:35 – 12:45	THURSDAY	E1	1
PENYWAUN	HEOL KEIR HARDIE 93	12:50 – 13:00	THURSDAY	E1	1
PERTHCELYN	BRYN HEULOG 31	10:10 – 10:25	TUESDAY	E1	2
PERTHCELYN	HAWTHORNE TCE 47	10:30 – 10:45	TUESDAY	E1	2
PERTHCELYN	GLAMORGAN ST	10:50 – 11:05	TUESDAY	E1	2
PONTYCLUN	DAVIDS COURT SH	15:15 - 15:45	THURSDAY	E2	2
PONTYGWAITH	DERI TCE 43	11.10 - 11.25	TUESDAY	E2	2
PONTYGWAITH	GRAIG ST 25	11.30 - 11.45	TUESDAY	E2	2
PONTYGWAITH	BREWERY ST 30	11.55 - 12.10	TUESDAY	E2	2
PONTYGWAITH	FENWICK ST 8	12.15 - 12.30	TUESDAY	E2	2
PONTYGWAITH	THE AVENUE	12.45 - 1.00	TUESDAY	E2	2
PONTYGWAITH	FURNACE ROAD 12	1.05 - 1.15	TUESDAY	E2	2
PONTYPRIDD	FERNBANK HOUSE SH	1.30 - 1.50	TUESDAY	E2	1
PONTYPRIDD	PONTSIONNORTON RD	12:00 – 12:15	THURSDAY	E1	2
PONTYPRIDD	BRYN OLWG FLATS	12:20 – 12:40	THURSDAY	E1	2
PONTYPRIDD	MOORLAND HEIGHTS 28	1:30 – 1:50	THURSDAY	E1	2
PONTYPRIDD	ROCKINGSTONE TCE 2	1:55 – 2:15	THURSDAY	E1	2
PONTYPRIDD	PENCOED AVE 26	2:20 – 2:40	THURSDAY	E1	2
PONTYPRIDD	THE AVENUE 3	2:45 – 3:05	THURSDAY	E1	2

PORTH	WAYNE ST 5	11.45 - 11.55	WEDNESDAY	E2	2
RHIGOS	HOLT ROAD 1	1:45 – 1:55	MONDAY	E1	1
RHIGOS	HOLT ROAD 16	2:00 – 2:10	MONDAY	E1	1
RHIGOS	SMITH AVE	2:15 – 2:25	MONDAY	E1	1
RHIGOS	MOUNT ROAD 2	2:30 – 2:40	MONDAY	E1	1
RHIGOS	MOUNT ROAD – WAUNGRON	2:45 – 2:55	MONDAY	E1	1
RHIGOS	HENDRE FARM	3:00 – 3:10	MONDAY	E1	1
RHIGOS	HEOL BRYN GWYN 6	3:15 – 3:25	MONDAY	E1	1
RHIGOS	LONGMEAD PARK	3:30 – 3:40	MONDAY	E1	1
RHIWSAESON	JUNCTION	1.10 - 1.25	MONDAY	W2	1
RHYDYFELIN	GLYN TAFF CLOSE SH	10:20 - 10:45	THURSDAY	E2	2
RHYDYFELIN	GELLIHIRION CLOSE SH	10:50 - 11:15	THURSDAY	E2	2
RHYDYFELIN	MAES-Y-FELIN SH	11:20 - 11:45	THURSDAY	E2	2
RHYDYFELIN	GLANFELIN FLATS	9.20 - 9.35	THURSDAY	W2	1
RHYDYFELIN	HAWTHORN CRESCENT	9.40 - 9.55	THURSDAY	W2	1
ROBERTSTOWN	WELLINGTON ST JCT	10:50 – 11:05	TUESDAY	E1	1
STANLEYTOWN	UPPER TCE 10	10.55 - 11.05	TUESDAY	E2	2
TAFFS WELL	YEW ST	10.05 - 10.20	WEDNESDAY	W2	2
TAFFS WELL	TŶ BRYN COCH FLATS	10.25 - 10.40	WEDNESDAY	W2	2
TAFFS WELL	RHIW'R DDAR 88	10.50 - 11.05	WEDNESDAY	W2	2
TAFFS WELL	GLAN Y FFORDD	11.10 - 11.25	WEDNESDAY	W2	2
TAFFS WELL	TAWELWCH BUNGALOW BRYN COCH	11.30 - 11.45	WEDNESDAY	W2	2
TALBOT GREEN	PARC NEWYDD SH	13:40 - 14:05	THURSDAY	E2	2
TALBOT GREEN	MAESTRISANT SH	14:10 - 14:35	THURSDAY	E2	2
TALBOT GREEN	FANHEULOG SH	14:40 - 15:05	THURSDAY	E2	2
TALBOT GREEN	LANELAY PARK	9.20 - 9.35	TUESDAY	W2	1

THOMAS TOWN	MEYLER ST	3.15 - 3.25	WEDNESDAY	W2	1
THOMAS TOWN	FRANCIS ST	3.30 - 3.40	WEDNESDAY	W2	1
TON PENTRE	BAILEY ST OPPOSITE 18	2.20 - 2.30	THURSDAY	W2	2
TON PENTRE	CHURCH ST	2.35 - 2.50	THURSDAY	W2	2
TON PENTRE	DINAM PARK AVE NO 9	2.55 - 3.05	THURSDAY	W2	2
TON PENTRE	ST DAVIDS ST	3.10 - 3.20	THURSDAY	W2	2
TON PENTRE	ALEXANDRA ROAD	3.25 - 3.35	THURSDAY	W2	2
TON PENTRE	LLANFAIR HILL/SCHOOL	3.40 - 3.55	THURSDAY	W2	2
TON TEG	SUMMERDALE CLOSE SH	11:55 - 12:20	THURSDAY	E2	2
TON TEG	BRIAR WAY JUCT	10.10 - 10.25	THURSDAY	W2	1
TON TEG	CEDAR CRESCENT 5	10.30 - 10.45	THURSDAY	W2	1
TONYREFAIL	CONCORD DRIVE	9:10 - 9:25	WEDNESDAY	W2	1
TONYREFAIL	THE AVENUE	9:30 - 9:45	Wednesday	W2	1
TONYREFAIL	PRETORIA ROAD	9:50 - 10:05	WEDNESDAY	W2	1
TONYREFAIL	TŶ DAWEL FLATS	10.10 - 10.25	WEDNESDAY	W2	1
TONYREFAIL	ST JOHN'S RD	10.30 - 10.45	WEDNESDAY	W2	1
TONYREFAIL	MAES Y BRYN	10.50 - 11.05	WEDNESDAY	W2	1
TONYREFAIL	PARKLAND CRESCENT	11.10 - 11.25	WEDNESDAY	W2	1
TONYREFAIL	PARKLAND ROAD	11.30 - 11.45	WEDNESDAY	W2	1
TONYREFAIL	LLYS TYLCHA FAWR FLATS	12.45 - 1.05	WEDNESDAY	W2	1
TONYREFAIL	MILL ST	1.10 - 1.25	WEDNESDAY	W2	1
TONYREFAIL	BRYN RHEDYN	9.40 - 9.55	MONDAY	W2	2
TONYREFAIL	CAE'R GWERLAS	10.20 - 10.35	MONDAY	W2	2
TONYREFAIL	BRYNGOLAU	10.00 - 10.15	MONDAY	W2	2
TONYREFAIL	PARC DAN Y BRYN	10.40 - 10.55	MONDAY	W2	2
TONYREFAIL	CEDAR WOOD DRIVE	11.00 - 11.15	MONDAY	W2	2
TRALLWN	CHURCH ROAD OP 2	3:15 - 3:35	THURSDAY	E1	2

TRALLWN	THURSTON RD	3:40 – 4:00	THURSDAY	E1	2
TREALAW	MARJORIE ST 25	9.30 - 9.45	WEDNESDAY	E2	2
TREALAW	NEW CENTURY ST 16	9.50 - 10.05	WEDNESDAY	E2	2
TREALAW	RHYS ST 62 / SCHOOL	10.10 - 10.20	WEDNESDAY	E2	2
TREALAW	RHYS ST 17	10.25 - 10.40	WEDNESDAY	E2	2
TREALAW	GARTH WEN SH	10.45 - 11.00	WEDNESDAY	E2	2
TREALAW	EVANS TCE 24	11.05 - 11.20	WEDNESDAY	E2	2
TREALAW	CHARLES ST 11	11.25 - 11.40	WEDNESDAY	E2	2
TREBANOG	RHIWGARN - COMMUNITY CENTRE	12.40 - 12.55	WEDNESDAY	E2	2
TREBANOG	HENLLYS 77	1.00 - 1.15	WEDNESDAY	E2	2
TREBANOG	PEN DARREN 6	1.20 - 1.35	WEDNESDAY	E2	2
TREBANOG	EDMONDSTOWN RD/ DANYGRAIG COTTAGES	9.15 - 9.30	TUESDAY	W2	2
TRECYNON	TREFELIN 11	11.10 - 11.25	TUESDAY	E1	1
TRECYNON	TREFELIN 58	11.30 - 11.45	TUESDAY	E1	1
TRECYNON	LLEWELLYN STREET DAY CENTRE	11.50 - 12.05	TUESDAY	E1	1
TRECYNON	MOUNT PLEASANT (COLISEUM)	12.10 - 12.25	TUESDAY	E1	1
TRECYNON	PENLLEW COURT SH	9:30 – 10:00	MONDAY	E1	2
TREFOREST	LONG ROW	9.45 - 10.00	TUESDAY	E2	1
TREFOREST	MEADOW ST 46	10.05 - 10.20	TUESDAY	E2	1
TREFOREST	NEW PARK TCE 7	10.25 - 10.40	TUESDAY	E2	1
TREHAFOD	WOODFIELD 26	4.30 - 4.40	TUESDAY	E2	2
TREHERBERT	DUNRAVEN ST	9.20 -9.30	THURSDAY	W2	2
TREHERBERT	CORBERT ST NO 3	11.15 - 11.25	THURSDAY	W2	2
TY RHIW	BRYNAU RD 32	9.25 - 9.40	WEDNESDAY	W2	2
TY RHIW	TŶ RHIW RD 86	9.45 - 10.00	WEDNESDAY	W2	2
TYLAGARW	COED CAE LANE	9.40 - 9.55	TUESDAY	W2	1

TYLAGARW	TYLAGARW TCE	10.05 - 10.20	TUESDAY	W2	1
TYLORSTOWN	BRYNHEULOG TCE 16	2.40 - 2.50	MONDAY	E2	2
TYLORSTOWN	HENDREFADOG ST 10	2.55 - 3.05	MONDAY	E2	2
TYLORSTOWN	AFRYN TCE	3.10 - 3.25	MONDAY	E2	2
TYLORSTOWN	BRYNBEDW 43	3.30 - 3.40	MONDAY	E2	2
TYLORSTOWN	CHURCH TCE 29	3.45 - 4.00	MONDAY	E2	2
TYLORSTOWN	EDMUND ST OP 19	4.05 - 4.20	MONDAY	E2	2
TYLORSTOWN	PENRHYS UCHAF – BUS STOP	10.15 -10.30	TUESDAY	E2	2
TYLORSTOWN	PARRY ST 27	10.35 - 10.45	TUESDAY	E2	2
TYN Y BRYN	NANT EIRIN 32	3.15 - 3.30	MONDAY	W2	2
TYN Y BRYN	NANT EIRIN 50	3.35 -3.50	MONDAY	W2	2
TYNANT	HEOL-Y-BEDDAU	3.30 - 3.45	THURSDAY	W2	1
TYNANT	KENNEDY CLOSE	3.50 - 4.05	THURSDAY	W2	1
TYNEWYDD	WYNDHAM ST 2	10.40 - 10.50	THURSDAY	W2	2
TYNEWYDD	SCOTT ST 12	10.55 - 11.10	THURSDAY	W2	2
WATTSTOWN	LOWER BAILEY 4	2.00 - 2.15	TUESDAY	E2	2
WATTSTOWN	CEFN ROAD 5	2.20 - 2.40	TUESDAY	E2	2
WATTSTOWN	HEOL CEIRIOG 1	2.45 - 3.00	TUESDAY	E2	2
WATTSTOWN	ABERLLECHAU ROAD	3.05 - 3.15	TUESDAY	E2	2
WILLIAMSTOWN	BLANCHE ST	9.55 - 10.10	TUESDAY	W2	2
WILLIAMSTOWN	ARTHUR STREET	10.15 - 10.30	TUESDAY	W2	2
YNYSBOETH	MAES Y FYNNON 12	11.15 - 11.35	TUESDAY	E1	2
YNYSBOETH	NANT-Y-FEDW 7	11.40 - 12.00	TUESDAY	E1	2
YNYSBOETH	NANT-Y-FEDW 37	12:05 - 12:30	TUESDAY	E1	2
YNYSHIR	TURBERVILLE ROAD	2.20 - 2.35	WEDNESDAY	E2	2
YNYSHIR	UPPER GYNOR PLACE	2.40 - 2.55	WEDNESDAY	E2	
YNYSHIR	GYNOR AVE	3.00 - 3.15	WEDNESDAY	E2	2

YNYSHIR	GRAIG ROAD	3.20 - 3.35	WEDNESDAY	E2	2
YNYSHIR	CHURCH TCE	3.40 - 3.55	WEDNESDAY	E2	2
YNYSHIR	SPRINGFIELD SH	4.00 - 4.15	WEDNESDAY	E2	2
YNY SMAERDY	PEMBROKE CRESCENT	3.45 - 4.00	TUESDAY	W2	1
YNY SWEN	CROWN AVE SH	11.30 - 11.50	THURSDAY	W2	2
YNY SYBWL	HEOL-Y-MYNACH/ BRYN FYNNON HOUSE	9.25 - 9.40	THURSDAY	E2	1
YNY SYBWL	BUARTH Y CAPEL 123	9.45 - 10.00	THURSDAY	E2	1
YNY SYBWL	BUARTH Y CAPEL 133	10.05 - 10.20	THURSDAY	E2	1
YNY SYBWL	BUARTH Y CAPEL 106	10.25 - 10.45	THURSDAY	E2	1
YNY SYBWL	ROCK TCE 11	10.50 - 11.10	THURSDAY	E2	1
YNY SYBWL	LEIGHTON REES CLOSE	11.15 - 11.30	THURSDAY	E2	1
YNY SYBWL	CHURCH ST	11.35 - 11.55	THURSDAY	E2	1
YNY SYBWL	CLIVE TCE	12.00 - 12.15	THURSDAY	E2	1
YNY SYBWL	CRAWSHAY ST	12.20 - 12.35	THURSDAY	E2	1
YNY SYBWL	DAN Y CRIBIN	12.40 - 12.50	THURSDAY	E2	1
YNY SYBWL	GOWER DAVIES SH	1.25 - 1.45	THURSDAY	E2	1
YNY SYBWL	BROOKFIELD EST	1.50 - 2.05	THURSDAY	E2	1
YSTRAD	BODRINGALLT 32	11.35 - 11.45	WEDNESDAY	E2	1
YSTRAD	CADOGAN CLOSE 2	11.50 - 12.00	WEDNESDAY	E2	1
YSTRAD	ARTHUR ST 38	12.05 - 12.20	WEDNESDAY	E2	1
YSTRAD	LLYS BEN BOWEN	12.25 -12.40	WEDNESDAY	E2	1
YSTRAD	BROOK ST 10	1.50 - 2.05	WEDNESDAY	E2	1
YSTRAD	REDFIELD ST 1	2.10 - 2.25	WEDNESDAY	E2	1
YSTRAD	GELLI CROSSING 31	2.30 - 2.45	WEDNESDAY	E2	1
YSTRAD	MEADOW WALK 3	3.45 - 4.00	WEDNESDAY	E2	1
YSTRAD	UPLANDS 6	4.00 - 4.10	WEDNESDAY	E2	1



YSTRAD	PENRHYS RD 15	9.30 - 9.40	TUESDAY	E2	2
YSTRAD	SPORT CENTRE	12.45 - 1.15	WEDNESDAY	E2	1

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**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**MUNICIPAL YEAR 2016-17**

**REPORT OF THE HEALTH & WELLBEING SCRUTINY COMMITTEE WORKING GROUP**

**Maesyffynnon Residential Care Home, Aberaman.**

**1. TERMS OF REFERENCE**

The Terms of Reference and Scope for the Working Group were agreed as follows:-

‘To oversee the process of the transfer of residents of Maesyffynnon Residential Care Home to alternative appropriate placements in accordance with CSSIW care home closure guidance, while all options for the home are fully investigated, costed and appraised.’

**Scope:**

- To receive regular updates from officers on the work being undertaken by the Home Operations Support Group;
- To consider the welfare of residents and staff to ensure that any negative impact is minimised as far as is reasonably practical;
- Following the transfer and settlement of residents into their temporary accommodation, if appropriate, to report back to the Executive on any learning from the experience.
- To provide input into the report which will be taken to Cabinet for consideration of the options for Maesyffynnon Residential Care Home.

**2. RECOMMENDATIONS**

2.1 In taking forward learning from the experience the Working Group would like to recommend:

- That where possible there is early identification of potential significant building maintenance issues to provide early warning of the need to transfer residents;
- That staff are made fully aware of the Council’s decision making processes in relation to Cabinet decisions should a similar situation occur in the future;
- In addition, the Working Group would support the Council’s Strategy for older people which is moving away from a dependency culture toward an enabling culture where support and care is provided at home or close to home. Within this is the option for extra care housing facilities and the working group would welcome this opportunity for Aberaman. However, if ‘extra care’ is the direction of travel for the future it is important that all residential care staff fully understand what this type of

facility provides and it is therefore recommended that an information programme is developed to ensure that staff are aware of the introduction of the Council's first extra care housing scheme in Talbot Green, how this type of model operates and the potential benefits and opportunities of moving toward a more enabling and community based approach to care.

### **3. BACKGROUND**

- 3.1 On 6<sup>th</sup> October 2015, Cabinet considered the report of the Group Director, Community & Children's Services in relation to the significant building maintenance issues which had come to light at the Maesffynnon Residential Care Home
- 3.2. The report pointed out that a major breakdown of the mechanical services at the home could happen at any time, and with winter approaching, action needed to be taken as a matter of urgency. The report provided options for managing the ongoing risks to residents and Cabinet agreed the proposal put forward, namely, the temporary closure of Maesffynnon Care Home and transfer of residents to alternative appropriate placements while all options for the home were fully investigated, costed and appraised. At the time of this decision there were 19 permanent residents living at the Home.
- 3.4 Cabinet agreed to the request of the Chair and Vice Chair of the Health and Wellbeing Scrutiny Committee that their Committee should have a role in scrutinising the process adopted to transfer residents and as a result, at the meeting of the Health & Wellbeing Scrutiny Committee held on 14<sup>th</sup> October 2015, it was resolved to form a small working group consisting of the Chair and Vice Chair of the Committee along with the local Members for Aberaman North, to oversee the process of the transfer of residents from Maesffynnon Care Home to alternative placements.

### **4. TRANSFER OF RESIDENTS**

- 4.1 The Working Group initially met on 4<sup>th</sup> November, 2015 and received feedback from officers in relation to the meetings which had taken place with residents and their families and the plans in place for the transfer of residents which had begun on 29<sup>th</sup> October. Those residents who did not have family members to support them through the move were provided with advocates.
- 4.2 The Working Group was informed that all residents had been re-assessed for their care needs and given the option to move to Tegfan or Troedyrhiw Residential Care Homes, or another home of their choice or alternatively transferred to a nursing care home if they had been assessed as having greater care needs. Whilst there had been a few initial concerns, families had been reassured and there had been no adverse feedback from families arising from the transfers. It had also been made clear to everyone that there would be no enforced move back to Maesffynnon at a future date.

- 4.3 The Working Group was informed that the transferred residents would be reviewed after 4 weeks to ensure that their needs were being met.
- 4.4 The Local Members reported that they had kept in regular contact with the home and as far as the residents were concerned they had no concerns. However, they did have concerns for the morale of staff.
- 4.5 The Working Group was mindful of the impact on Maesyffynon staff, the majority of whom had transferred to Tegfan. Members learnt that the biggest challenge for management had been in relation to the casual workforce but as is the case for casual staff there can be no guarantee of hours. However, staff had been offered additional hours at other establishments where possible.
- 4.6 The Working Group was also informed that there had been no negative feedback from the CSSIW in relation to the arrangements.

## **5. CURRENT POSITION**

- 5.1 Following the transfer of residents from Maesyffynon, officers began work on investigating and costing the possible options for the home which was built in the 1960's and is not designed to meet the current expectations for care home accommodation.
- 5.2 As a result of this work, a report was presented to Cabinet on 11<sup>th</sup> February 2016 which set out a number of options which have been developed by officers which in summary are:
- Responding to current maintenance/refurbishment issues;
  - Responding to current maintenance/refurbishment issues with an additional programme of work to address all refurbishment/maintenance issues but would still not ensure full compliance with the current CSSIW standards or provide a viable care home facility for the future;
  - Fully refurbish or rebuild the Home so that it meets current new build CSSIW standards
  - Permanently close the Home and develop alternative Extra Care housing provision either by redeveloping the existing site or on an alternative site in the Cynon Valley area.
- 5.3 The Cabinet decided to initiate a six week consultation with regards to the preferred option as identified in the report, being Option 3a, namely to permanently close Maesyffynon Residential Care Home and develop alternative extra care housing provision on the current site of the Home. This consultation period began on 11<sup>th</sup> April 2016.
- 5.4 On the 18<sup>th</sup> April 2016, the members of the Working Group, namely County Borough Councillors (Mrs) L De Vet, S Evans, (Mrs) S Rees and R W Smith met with the Group Director, Community & Children's Services, the Service Director, Adult Services and the Head of Service for Accommodation.

- 5.5 The Working Group was informed on the consultation process and learnt that as well as being available on the Council's website, there would be a mail drop to all residents in Aberaman North. In addition, it was planned to hold a 'drop-in' consultation event at Saron Chapel, Davies Street, Aberaman. All staff, residents and their known representatives had also been written to. The letters to representatives had explained that they could simply return the consultation documents with their views or if they preferred an officer would be happy to go through the process with them. The Service Director was also personally meeting with staff and the first of these meetings had been held on 14<sup>th</sup> April.
- 5.6 The Working Group was also assured that the Council would be consulting with all relevant agencies/groups such as the Older Persons Advisory Group, Age Connect, Alzheimer's Society and also the independent care providers. The relevant trade unions had also been invited to the staff meetings.
- 5.7 On a positive note, the Working Group learnt that one of the residents transferred from Maesyffynnon to Troedyrhiw had returned home following an eighteen month stay in residential care.
- 5.8 The Working Group was informed that the trade unions had asked if a visit could be arranged to an Extra Care facility so that they would be better informed in their dialogue with members. The Working Group was also informed that all carers and residents had been given the opportunity to visit an Extra Care facility in a neighbouring authority. The Service Director assured Members that everything that the service had said would happen had been carried out.
- 5.9 The Local Members pointed out that many of the staff members had been unaware of what an 'extra care' facility entails and this had made them uneasy. Once they appreciated what it meant they were more comfortable with the idea. There is also an assumption that people know how the Council and its Cabinet works and this is not always the case and caused some confusion in respect of the consultation process.
- 5.10 However, a number of staff had pointed out that the key issue for them was that the facility is based in Aberaman.
- 5.11 The Working Group learnt that users of extra care facilities do not necessarily have to transfer to a residential nursing home should their condition worsen. Extra care facilities can provide a diverse model of care and it would depend on the needs of the individual.
- 5.12 The Working Group asked whether staff would be given the option of returning to Maesyffynnon in whatever form this takes.
- 5.13 The Working Group learnt that staff feedback had made it clear that should there be an extra care facility they wanted the care provision to be run by Council staff. However, the Working Group was informed that whilst this

could be an option these details would need to be decided after the consultation process had been completed.

- 5.14 The Working Group learnt that any transition of staff to extra care facilities would require up-skilling as 'extra care' is a more enabling model where the service has to fit the individual rather than the other way round. However, the Working Group was assured that the Council has a good track record in this respect and that staff would be fully supported should Cabinet go forward with the extra care option.

## **6. CONCLUSIONS**

- 6.1 Having followed the transfer and settlement of residents into their alternative accommodation the Working Group has concluded that the transfer of residents has gone smoothly and all are settled well into their new homes. The Working Group is also pleased to note that residents have been complimentary with regard to how they have been treated by staff.
- 6.2 In taking forward learning from the experience the Working Group would like to recommend:
- That where possible there is early identification of potential significant building maintenance issues to provide early warning of the need to transfer residents;
  - That staff are made fully aware of the Council's decision making processes in relation to Cabinet decisions should a similar situation occur in the future;
  - In addition, the Working Group would support the Council's Strategy for older people which is moving away from a dependency culture toward an enabling culture where support and care is provided at home or close to home. Within this is the option for extra care housing facilities and the working group would welcome this opportunity for Aberaman. However, if 'extra care' is the direction of travel for the future it is important that all residential care staff fully understand what this type of facility provides and it is therefore recommended that an information programme is developed to ensure that staff are aware of the introduction of the Council's first extra care housing scheme in Talbot Green, how this type of model operates and the potential benefits and opportunities of moving toward a more enabling and community based approach to care.

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## RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

### CABINET

9<sup>TH</sup> MARCH 2017

#### EVALUATION OF THE LIDO PONTY RESTORATION PROJECT

#### REPORT OF THE DIRECTOR OF REGENERATION AND PLANNING AND THE SERVICE DIRECTOR OF PUBLIC HEALTH AND PROTECTION IN DISCUSSIONS WITH THE RELEVANT PORTFOLIO HOLDERS COUNCILLOR R BEVAN AND COUNCILLOR A CRIMMINGS

**Author:** Peter Mortimer, Funding and Implementation Manager 01443 490407

#### 1. PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to provide information on the key findings and conclusions of the external evaluation report which has been carried out on the delivery of the Lido Ponty restoration project, and to use these to contribute to the Lido's continuing success.

#### 2. RECOMMENDATIONS

It is recommended that the Cabinet:

- 2.1 Endorses the analysis, key findings and conclusions of the evaluation of the Lido Ponty Restoration Project carried out by Wavehill Limited.
- 2.2 Instructs relevant officers to consider how the key findings and conclusions of the report can support the future successful operation of Lido Ponty.

#### 3. REASONS FOR RECOMMENDATIONS

- 3.1 The Wavehill evaluation report provides a useful independent evaluation evidenced by survey and interviews with a range of stakeholders, users and local people and businesses. The key findings and conclusions will be helpful to inform the future successful operation of Lido Ponty.

#### **4. BACKGROUND**

- 4.1 Wavehill Limited a Welsh based social and economic research company were appointed to carry out an independent evaluation of the development, delivery and initial operation of Lido Ponty. This is good practise in terms of supporting good project management and delivery of significant economic regeneration projects, and is also a requirement of the external funders of the project – Heritage Lottery Fund (HLF) and Wales European Funding Office (WEFO).
- 4.2 Wavehill's appointment was made in June 2014 and continued until the end of the first full season of the Lido's operation which was 2016. Following this Wavehill carried out an analysis of their findings and prepared their final report.
- 4.3 The evaluation has considered the project by focussing on the following aspects of the Lido's development, delivery and operation:
- Project delivery, construction and sustainability;
  - Lido usage following opening including usage levels and usage recording for the Lido and Lido Play facility;
  - Impact and future sustainability including the economic impact of construction and operation.
- 4.4 The methodology of the evaluation included the following approaches:
- A review of all relevant project documentation;
  - Interviews with members of the management and delivery team at various stages of the project;
  - Interviews with a range of key stakeholders including funders at various stages of the project;
  - Surveys of Lido users and non users in Ynysangharad Park and Pontypridd town centre;
  - Survey and interviews with local town centre businesses at various stages of the project;
  - Validation of monitoring and usage data.
- 4.5 The evaluation's key findings and conclusions have now been presented as a comprehensive final report document. An executive summary of the report is attached at Appendix 1.

#### **5. THE REPORT AND ITS FINDINGS**

- 5.1 The independent evaluation report is very positive in its analysis, key findings and conclusions, and also includes some suggestions for the future operation of the Lido. This is an endorsement of the Council's approach and commitment to successfully deliver Lido Ponty as a facility that local people can be proud of, and as a key regional visitor attraction in South East Wales. It is also very pleasing that there is

consistent overall positive support and response in the report analysis across all of the targeted interview and survey groups including Lido and Park users, town centre visitors and businesses and key stakeholders including funders.

- 5.2 The following is a summary of the key findings of the main areas of the report's analysis as set out by Wavehill in the report.

### **Project Delivery**

- 5.3 This part of the evaluation focuses on the delivery of the construction phase of the project and the initial operational phase which was taken by Wavehill to be at the end of the first full season of operation in September 2016. Wavehill's main findings are:
- Meeting the requirements for conservation and heritage within the limited budget proved both complex and challenging.
  - Despite these challenges the Lido was completed with minimal delay and is widely viewed as a huge success that has exceeded expectations
  - There has been a sea change in public opinion from scepticism to a strong sense of pride in the facility
  - The facility has far exceeded usage targets (of 30,000 per annum) with 98,981 people using the Lido since it opened. 73,892 of these have been in 2016 alone.
  - The facility's popularity has necessitated an online booking system; although some individuals turning up on the day have been turned away
  - Many stakeholders mentioned the potential of introducing a fee for using the facilities; some felt that a staggered introduction of fees would be sensible
  - All stakeholders referred to the need to maintain the quality of the facilities and periodically freshen the offer in order to sustain its popularity

### **Lido Ponty Usage**

- 5.4 Wavehill's early evaluation work advised the Council on the measurement of usage numbers particularly for the Lido Play facility. This section of the report provides an analysis of the very positive usage numbers to date:
- 73,892 people used the Lido in 2016; this equates to an average of over 4,000 for every week it was open
  - The Lido was most popular in the middle of the day. It also gained considerable usage in the evenings and the early morning
  - Three-quarters of users are from RCT, with a further 14% from the wider sub-region. The remainder are from the rest of Wales and the UK

- The usage of the play area is heavily influenced by season, the weather on the day and whether it is a holiday period. It is estimated that the play area benefits from over 200,000 user visits per year

### **Survey Perspectives on Lido Ponty**

5.5 This section of the evaluation reviews the public perspectives on Lido Ponty from surveys and interviews. These are a combination of Lido and Park users, visitors to the town centre and town centre businesses.

- The Lido attracts people to Pontypridd with over a third of those responding to the survey who lived over 10 miles away citing the Lido as the sole or main reason for travelling to the area that day
- Ninety-two per cent of respondents described the Lido as very or fairly important to the local area
- The Lido is perceived as a facility for visitors and locals by almost two thirds of respondents; further, over one-quarter described it as mainly for local residents
- Perceptions of the overall look and feel of the park continue to improve with 69% of respondents giving it a score of 5 out of 5, compared to 41% when the baseline survey was undertaken in 2014
- Eighty-eight per cent of respondents agreed with the statement that ‘the redeveloped lido site is putting Pontypridd on the map’ whilst 90% of respondents agreed that ‘the Lido gives a good impression of Pontypridd’
- Over half (53%) of traders in the town centre described a positive impact on trade since the Lido’s opening, with a similar proportion expecting it will continue to have a positive effect in the future. Only 4% of traders felt its opening had had a negative impact on trade
- Over two-thirds (69%) of traders felt that that has been a positive impact on trade for businesses generally

### **Impact and Sustainability**

5.6 In this section of the evaluation Wavehill have carried out an analysis of the economic impact of the construction phase and initial operation of the Lido.

- Over three-quarters (76%) of construction spend for the Lido went to suppliers based within South East Wales
- Collectively, construction-related activity provided 38 jobs during the build programme
- It is estimated that the Lido has generated an additional £820,000 additional expenditure for the local area in 2016, which equates to the support of approximately 21 staff in the local economy

## **6. EQUALITY AND DIVERSITY IMPLICATIONS**

- 6.1 The evaluation report provides an analysis of how the project approached issues of equality and diversity from the development of the initial Business Case preparation through to design, consultation and initial operation of the Lido. The report finds that issues of equal opportunities and accessibility were addressed throughout the project development and delivery. All relevant equality and diversity legislation has been complied with.

## **7. CONSULTATION**

- 7.1 All relevant service areas have been consulted including Leisure, Parks and Countryside, Finance, Legal and Procurement.

## **8. FINANCIAL IMPLICATION(S)**

- 8.1 The evaluation report considers the financial implications of the delivery and operation of Lido Ponty. It considers the capital cost element of the project relating to development and construction costs and validates the financial package and costs here. It also considers operational costs to date and future financial arrangements. This includes a suggestion that the Council should consider introducing a nominal charge for entry for some users of the Lido. Respondents to survey and interviews as part of the evaluation also highlighted this possibility.
- 8.2 This issue has been considered as part of the report to Cabinet on 9<sup>th</sup> February 2017 in a report on Council Fees and Charges Policy 2017/18.

## **9. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED**

- 9.1 There are no legal implications or legislation to be considered.

## **10. LINKS TO THE COUNCILS CORPORATE PLAN / OTHER CORPORATE PRIORITIES/ SIP / FUTURE GENERATIONS – SUSTAINABLE DEVELOPMENT.**

- 10.1 The operation of Lido Ponty contributes to the Building a Strong Economy priority within the Corporate Plan and the goal of A Prosperous Wales within the Well Being of Future Generations Act.

## **11. CONCLUSION**

- 11.1 The independent Wavehill Limited report – The Evaluation of the Lido Ponty Restoration Project, provides a detailed analysis of the development, delivery and initial operation of the Lido Ponty project. It provides a positive endorsement of the Council's work to date on Lido Ponty and offers useful key findings and conclusions which can now be considered to support the Council's work to continue to make Lido Ponty successful.

**Other Information:-**

***Relevant Scrutiny Committee***

***Contact Officer***

**LOCAL GOVERNMENT ACT 1972**

**AS AMENDED BY**

**THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**CABINET**

**9<sup>TH</sup> MARCH 2017**

**REPORT OF THE DIRECTOR OF REGENERATION AND PLANNING AND  
THE SERVICE DIRECTOR OF PUBLIC HEALTH AND PROTECTION IN  
DISCUSSIONS WITH THE RELEVANT PORTFOLIO HOLDERS  
COUNCILLOR R BEVAN AND COUNCILLOR A CRIMMINGS**

**Item:**

**Background Papers**

Officer to contact: Peter Mortimer, Funding and Implementation Manager

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## **RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

### **CABINET**

**9<sup>TH</sup> MARCH 2017**

### **FACILITATING HOUSING PROJECT**

#### **REPORT OF DIRECTOR OF REGENERATION AND PLANNING IN DISCUSSION WITH THE RELEVANT PORTFOLIO HOLDER, COUNCILLOR R BEVAN**

**Author:** Jane Cook, Director of Regeneration and Planning – 01443 495161

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

- 1.1 The purpose of the report is to update Cabinet on the work undertaken so far on the Facilitating Housing project and for Cabinet to agree that officers proceed to the next stages of the project

#### **2. RECOMMENDATIONS**

- 2.1 It is recommended that the Cabinet:
- a) Note the contents of the report and approve the work completed to date.
  - b) Agree that officers prepare a programme of interventions and explore funding opportunities to present to Cabinet in due course.
  - c) Agree that officers share this work regionally and work to develop wider initiatives.

#### **3 REASONS FOR RECOMMENDATIONS**

- 3.1 The building of new homes has significant economic, regeneration and social benefits. The Facilitating Housing project seeks to maximise the delivery of new homes in RCT and the benefits that are associated with it. In addition, enabling building has the potential to deliver a financial return to the Council.
- 3.2 Further opportunities are also being explored, in addition to reviewing clawback implications and opportunities with Welsh Government.

#### **4. BACKGROUND**

- 4.1 Housing construction has significant economic benefits through the provision of large numbers of construction jobs, together with further

job creation and protection through the supply chain, and increased spending. This is in addition to the regenerative impacts new housing developments can bring to our communities and the provision of quality homes across all tenures.

- 4.2 There are some real positives around the housing industry in Rhondda Cynon Taf, with the number of new homes built increasing year on year since the LDP was adopted in the depths of recession in 2011. In fact there has been a 59% increase in housing delivery since that year and 569 new homes were completed in RCT in 2015-2016 and a further 2000 plus were granted planning permission.
- 4.3 Nevertheless there are also big challenges, often in the valleys areas, where sites are more constrained by topography or where upfront investment is needed to deal with the legacy of the coal industry. This has a negative impact on the viability of housebuilding.
- 4.4 The Council already employs innovative ways of stimulating housing such as its unique Developer Forum<sup>1</sup> where barriers to housing investment are discussed and solutions developed. Also in July 2015, Cabinet agreed a report of the Director of Corporate Estates entitled 'Strategy for Enabling Housing Development' which set out the details of a pilot project involving the disposal of Council owned land for housing.

## **5. THE COUNCIL LAND PILOT**

- 5.1 A pilot area in the Rhondda Fach was chosen. Sites in that area were reviewed and considered as part of the initiative, and are being marketed by the Council on a phased basis. A site in Maerdy is in the process of being sold for development of some custom and self build housing.

## **6. THE WIDER ROLE IN FACILITATING HOUSING**

- 6.1 Officers have also been working on a 'sister' project that aims to facilitate housing development of housing sites in private ownership.
- 6.2 In order formulate a method of intervention to assist stalled sites in coming forward, there was a need to identify why these sites had stalled in the first place and what the funding gaps were.
- 6.3 Specialist advice was commissioned to assess the financial viability of 41 sites that are allocated in the current Local Development Plan,

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<sup>1 1</sup> The Developer Forum meets quarterly and involves all of the main PLC house builders, regionals such as Llanmoor and Davies Homes and all RSLs that operate in the area along with planning, legal, highways and housing officers

together with others that had planning permission, but had not come forward.

- 6.4 The appraisals have regard to affordable housing requirements, the CIL charging regime, and S106 financial requirements, and identify financial viability having regard to current planning policy, and the current state of economic and residential market.
- 6.5 Each of the sites was inspected and there has been discussion with landowners and a number of national and regional house builders. There was also detailed analysis of current housing schemes in RCT and neighbouring authorities
- 6.6 The sites were appraised using the residual method of valuation. This involves valuing the completed residential development by comparing sales of similar new build properties in the area. From the resulting gross development value are deducted construction costs, including professional fees, finance fees, sale and legal fees, developer's contingency and developer's profit. In most cases profit on costs is 25% to reflect the level that is actually necessary for developers to invest. The amount by which the gross development value exceeds the total costs, including developer's profit, provides the residual current day value of the site.
- 6.7 The commission also includes sensitivity analysis for each development site, including valuations where there is no affordable housing requirement, a 5% decrease in sales values, a 5% increase sales values and a 10% increase in sales values
- 6.8 Matters such as profit levels, build costs, contingencies, etc were purposely agreed with the development industry in order to ensure they were reflective of real market conditions. Advice was also provided on the levels of land value that would be realistic across RCT to persuade a land owner to sell.
- 6.9 The research has shown that currently 17 sites do not provide adequate developers profit at £0 land value. While 24 sites show a positive value the consultants are of the opinion only 7 sites provide a sufficient land value for them to be definitely viable enough to be brought forward as of today.
- 6.10 It has become clear that there is no single reason why sites become stalled and it is the idiosyncrasies of each individual site that need to be addressed. These can include, topography, the need for up front infrastructure, abnormalities particularly from past coal mining, multiple land ownerships, access to finance, no experience in making a planning application and too many risks not being quantified to give confidence to invest.

6.11 Whilst there is a vast array of reasons sites do not come forward there are some broad themes:

- Some large sites, particularly in the north are simply unviable because the cost of developing them is more than the current sales value/revenue.
- At the other end of the scale small sites, which historically would have been built out by small, local builders have stalled because those small companies cannot access appropriate finance.
- There are a number of large sites that on paper are viable but need considerable upfront investment in remediation and/or infrastructure so that cash flow and or risk of the unknown becomes a barrier to investment.

6.12 Having undertaken this detailed analysis, the next stage of the project was to identify what interventions can be deployed to maximise the number of sites that can come forward and ultimately achieve the outcome of houses being delivered on the ground.

## **7. FACILITATING HOUSING - POTENTIAL INTERVENTIONS**

7.1 A further commission has now been completed and outlines a long list of potential financial levers that could accelerate and unlock development. It draws upon experiences from elsewhere and broader market insights, focussing on the types of intervention that other local authorities are considering to address similar challenges to those faced by RCT. The identified long list of potential levers includes:

- Grant or Recoverable Grant—where the Council could provide funding that may unlock development (e.g. funding site studies and surveys) and, in the event that it does ,the grant could potentially be repayable from increases in land values;
- Equity—where the Council is prepared to share risk in the development;
- Mezzanine / subordinated debt—where there are other sources of finance available but an extra layer of capital is required to provide security and / or meet the covenant and investment requirements of other investors;
- Senior debt—where the Council provides a loan to the landowner / developer to deliver the scheme;
- Guarantees—where the Council provides a guarantee to an entity or to its lender to support it in being able to access private finance;
- Site acquisition and on-sale —where the Council acquires the site from a landowner who has limited appetite to develop , to enable the Council to exercise more control over the potential development arrangements; and,

- Indirect offtake—where the Council lends to a third party (e.g. a housing association) to enable them to agree an “offtake” with a developer, who may be concerned about market risk. This could be structured as a straight obligation to purchase, or a conditional obligation to purchase if the units cannot be disposed of in the open market. Note direct off take has been omitted from the long list on the grounds that the Council may not wish to directly own any residential assets.
- 7.2 The suitability of each of the financial levers will depend on the reasons that each site is stalled, the appetite of the landowner / developer to develop and the benefits and risks of intervention.
- 7.3 A high level framework has been developed for identifying the most appropriate financial lever for each site. Using this and for illustrative purposes only, the potential financial quantum that could be invested to unlock the stalled sites has been identified. In practice, more detailed discussions with land owners and developers would need to be undertaken together with prioritisation based on alignment with strategic objectives, speed to market, risk and degree of additionality.
- 7.4 The indicative findings show that of the 23 viable sites, 9 would benefit from the financial levers of Equity, Mezzanine finance, Senior debt and Guarantees with investment at 50% of the peak funding requirement. If all 9 sites in this category were supported, the total potential investment would be around £11.3m with the investment per unit averaging £12.2k.
- 7.5 3 of the 23 viable sites would benefit from Indirect offtake which would involve investment at 50% of the sales value of the units. The total potential investment would need to be around £17.9m at an average investment of £82k per unit.
- 7.6 2 out of the 23 sites would benefit from Recoverable Grant and at this stage the potential investment is unknown as it is dependent on funding for site surveys and environmental studies will vary from site to site and what those investigations receive.
- 7.7 5 out of 23 sites would benefit from Land Purchase which would involve potential investment of £22.3m at an average of £10.6k per unit
- 7.8 There are some unknowns with the remaining viable sites in the study that have not come forward which make it difficult to recommend an appropriate financial lever. Further investigations would therefore be needed for these sites.
- 7.9 There are 18 non viable sites, requiring an aggregate of £49.4m in grant subsidy to achieve financial viability, at an average grant rate of £21.3k per unit.

- 7.10 Provision of this grant subsidy likely need to be on a non-recoverable basis, although inclusion of an overage provision may be possible. Even if subsidy is provided, these sites may not ultimately go forward, meaning a further financial lever may also be required.
- 7.11 In addition to the potential financial levers, there are other approaches to facilitating housing across the UK. Four case studies are included at appendix A, and will need to be considered in the context of supporting housing delivery.

## **8. NEXT STEPS**

- 8.1 Whilst facilitating housing has important economic and social benefits, the work completed shows that significant incentive would be required to enable the level of development the sites reviewed could potentially deliver. In addition the ability of the industry to deliver such a level of house building currently is questionable.
- 8.2 The next steps for this project are therefore to consider sources of funding and develop a programme of intervention for Cabinet consideration. This work will include:-
- Prioritising sites and investment by developing criteria.
  - Reviewing the level potential Council and external funding opportunities.
  - Reviewing financial and non-financial constraints the programme would operate within (such as state aid);
  - Reviewing alternative options to achieve these objectives.
  - Engaging with landowners and developers to test the potential interventions.
- 8.3 In addition to developing these interventions officers can continue to investigate other innovative ways to stimulate housing development, such as using Council/public sector land; de-regularising the planning process; identifying new models of housing construction; incentivising custom build homes, and working to maximise external funding opportunities.

## **9. HOUSING - A REGIONAL APPROACH**

- 9.1 The market for housing does in reality work on a regional basis. the need for and location of housing in relation to jobs and transport is also a regional issue. The economic benefits of housing developments and the community benefits, also apply across South East Wales.

9.2 Officers are leading on the housing theme within South East Wales in the context of City Deal. Housing has been identified as a key area for potential investment to deliver economic benefit right across the region.

9.3 The work and approaches developing within Rhondda Cynon Taf can assist the development of wider initiatives on a regional basis.

## **10. EQUALITY AND DIVERSITY IMPLICATIONS**

10.1 This project will help ensure there is a wide range of accessible housing across RCT and across a multiple of tenures

## **11. CONSULTATION**

11.1 The project has been undertaken in consultation with the house building industry through the Council's Developer Forum

## **12. FINANCIAL IMPLICATION(S)**

12.1 There are no direct financial implications from this report however officers will need to consider in detail the financial implications of the next steps, and report these to Cabinet in due course.

## **13. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED**

13.1 There are no direct legal implications from this report however officers will need to consider in detail the legal implications of the next steps, and report these to Cabinet in due course.

## **14. LINKS TO THE COUNCILS CORPORATE PLAN / OTHER CORPORATE PRIORITIES/ SIP / FUTURE GENERATIONS – SUSTAINABLE DEVELOPMENT.**

14.1 *ECONOMY - Building a strong economy and Place - Creating neighbourhoods where people are proud to live and work*

## **15. CONCLUSION**

15.1 Housebuilding has significant benefits, both to the economy and also to our communities. The work completed provides a clear understanding of why some housing sites in Rhondda Cynon Taf are not coming forward.

15.2 It is clear that there are opportunities for a range of interventions, but that the quantum of support is substantial.

15.3 In order to maximise the economic and community benefits, it will be necessary to develop a programme of intervention and explore funding sources.

**Other Information:-**

***Relevant Scrutiny Committee***

***Contact Officer***



**LOCAL GOVERNMENT ACT 1972**

**AS AMENDED BY**

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**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**CABINET**

**9<sup>TH</sup> MARCH 2017**

**REPORT OF DIRECTOR OF REGENERATION AND PLANNING IN  
DISCUSSION WITH THE RELEVANT PORTFOLIO HOLDER,  
COUNCILLOR R BEVAN**

Officer to contact: Jane Cook, Director of Regeneration and Planning

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Case Study 1: Greater Manchester Combined Authority – Housing Investment Fund

Greater Manchester Combined Authority (GMCA) has established a £300m, 10-year Housing Investment Fund, to be invested in the form of loans and equity. It is a corner stone of GM's housing growth strategy.

Its primary purpose is to provide recoverable investment to projects that support the development of additional housing within the area. This approach has resulted in all loans to date being senior debt akin to a high street senior debt provider. Loan amounts to individual projects have been limited to 60% of the scheme costs, including the cost of any upfront land investment, with the loan being fully secured.

Case Study 2: Warrington Borough Council – lending to housing associations

Warrington Borough Council (WBC) has been very active in the debt markets, raising around £900m for a range of projects. The debt has been raised from a number of sources, primarily Public Works Loan Board (PWLB) and more recently through a £150 million public bond issuance. WBC is also participating in the municipal bonds agency.

Around £300m of PWLB loans have been on-lent to a number of housing associations. The primary purpose of the loans is to generate new housing supply and stimulate economic growth in the borough

The loans are attractive to housing associations as they provide more flexibility than traditional bank loans, and the banking market is currently only offering short tenure loans.

WBC is also planning to establish its own housing company to build around 400 homes on Council owned sites. This will be structured through a General Fund wholly owned company (WOC), which provides number of benefits including:

- There is no housing revenue account requirement;
- The housing assets will not be caught by Government social housing policies including rent levels (including rent cuts) or right to buy provisions.

Case Study 3: Homes and Communities Agency (England) –Home Building Fund and Housing Growth Partnership

*Home Building Fund (Debt provider)*

This is a £3bn Government fund administered by the HCA. Its objective is to increase the number of new homes being built in England. The Fund offers loan finance to large builders and developers, small builders, community builders, custom builders and regeneration specialists and is also available for offsite manufacturing.

*Housing Growth Partnership (Equity provider)*

Housing Growth Partnership (HGP) is a social impact investor backed by Lloyds Bank and the Homes & Communities Agency to help address housing affordability by providing support to the regional residential development community to increase the number of new homes built in the UK.

The HGP's focus is to partner with small house builders and residential developers to support the sustainable growth of their businesses, increasing the number of homes they can produce.

#### Case Study 4: Thurrock Borough Council –implementing a Wholly Owned Company (WOC)

Thurrock Borough Council has created a Wholly Owned Company to support it in the delivery of 1,000 homes across a mix of tenures (including market rent and market sale) over the next five years.

The sites that are being developed are primarily Council -owned sites (either General Fund or Housing Revenue Account).

The Council will purchase equity in the Company (using proceeds from sale of land to the Company) and, where required, borrow from PWLB and on - lend to the Company to provide the necessary development finance.

The Company has drawn down its first sites and is currently in the process of commissioning key contractors to develop it out.

## **RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

### **CABINET**

**9<sup>TH</sup> MARCH 2017**

#### **REDEVELOPMENT THE TAFF VALE PRECINCT SITE**

#### **REPORT OF DIRECTOR OF REGENERATION AND PLANNING IN DISCUSSION WITH THE RELEVANT PORTFOLIO HOLDER, COUNCILLOR R BEVAN**

**Author:** Jane Cook, Director of Regeneration and Planning - 01443 490406

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

- 1.1 The purpose of the report is to update Members on the considerable progress which has been made on the redevelopment of the Taff Vale site.

#### **2. RECOMMENDATIONS**

It is recommended that Members:

- 2.1 Note the progress made and endorse the next steps.

#### **3. REASONS FOR RECOMMENDATIONS**

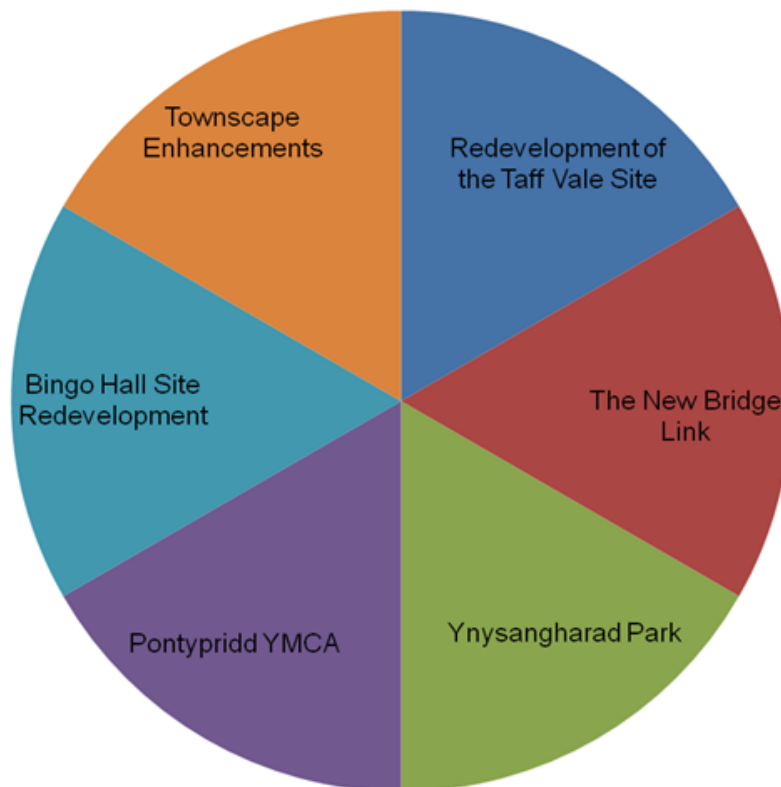
- 3.1 The Taff Vale redevelopment project has progressed well since Cabinet considered the scheme last in November 2016. It is important to continue the delivery of this key development in Pontypridd, to benefit the economy of the town, the wider Borough, and the SE Wales City Region.

#### **4. BACKGROUND**

- 4.1 Until recently the Taff Vale Precinct site had remained virtually untouched since the previous private sector led scheme stalled in 2012. It served as a major detractor at this gateway to the town, and a disincentive to significant future investment in Pontypridd. The development of the site will not only safeguard and maximise the opportunities from the investment already made in the town, but will be a real catalyst for future investment.
- 4.2 Pontypridd is a pivotal place in the heart of the region, forming a key point between the valleys, the cities and the coast. This important

geographical location supports the town’s key strategic role in the Cardiff Capital Region. Pontypridd’s economic and physical assets give it the potential to bring real and sustainable economic growth for Rhondda Cynon Taf and the wider City Region. Focussed investment will assist the realisation of this potential.

- 4.3 Pontypridd also directly serves the population of the Rhondda, Ely and Cynon Valleys. Linking these communities to Pontypridd will be further strengthened by the South Wales Metro and Valley Lines Electrification. These developments leave Pontypridd as a key regional centre and network hub, and build on significant recent investment in Pontypridd railway station and associated platform reopening to increase capacity and improve line speed.
- 4.4 There is already a continuing and significant programme of regeneration investment which is now delivering positive change and economic improvement to Pontypridd. It is delivering outcomes in terms of jobs, housing and development, in addition to leveraging private sector involvement and investment.
- 4.5 The development of the Taff Vale site will build on the current momentum, forming part of a set of current and further initiatives which together will bring investment, growth and employment :-



## **5. TAFF VALE SITE – PROGRESS**

- 5.1 Progress on the site is now clearly evident, which given that the site has suffered numerous previous setbacks following the decline of the precinct, is clearly extremely positive for the town.
- 5.2 The last time there was significant activity on the site was in 2012 when the buildings above the concrete slab /car park roof, were demolished. This was the latest in a series of private sector schemes for commercial / retail uses which have not been delivered. Works stopped in 2012 when the developer went into receivership.
- 5.3 Despite the Council actively engaging with prospective purchasers it was not possible to secure a fully commercial development and the site continued to act as a disincentive to significant future investment in the town.
- 5.4 Members will recall that in March 2015, with the support of Welsh Government funding from the Vibrant and Viable Places Regeneration Framework (VVP), the Council acquired the Receiver's long leasehold interest. This was a major step in removing a significant barrier to the future development of the site.
- 5.5 Funding of £1.5 million was approved by Council on 28<sup>th</sup> October 2015 as part of the Investment Priorities to progress the successful development of the site. A further £2 million approved by Council in November 2016.
- 5.6 The importance of securing the *right* development is absolutely paramount and in November 2016 Cabinet agreed that officers progress an office led scheme for the site. This was based on specialist commercial property advice prepared in light of current and anticipated future market conditions.
- 5.7 Importantly, the commercial advice identified these uses as deliverable, and this advice is supported by positive responses from other significant national property agents. The commercial property advisors were very clear that a mainly retail led scheme would neither be likely to be deliverable nor viable in today's climate.
- 5.8 The concept designs were also considered at that time showing the single biggest development opportunity in Pontypridd, which will deliver footfall in the town to help sustain and improve the town's retail and commercial offer.



- 5.9 The planning application was approved by the Council's Development Control Committee on 20<sup>th</sup> October. The granting of planning permission was a major milestone in this programme of development.
- 5.10 There has been a significant amount of progress made on the project over the past 3 months with National Procurement Service tenders and an EU tender process being followed to interview and appoint suitable Project/Cost Managers (PCM) and a Multi-Disciplinary Design Team (MDDT).
- 5.11 Rhomco Consulting have been appointed as PCM and DarntonB3 appointed to lead the MDDT.
- 5.12 An initial cost estimate has been produced by the PCM and it indicates that a £32-40M budget is achievable for the construction contract. However, there is still a need to assess the total project cost for the project.
- 5.13 Initial stakeholder and briefing meetings have commenced with the MDDT and a stage 2 gap analysis undertaken. Some further information on ground condition and M&E strategy is required and this is currently being addressed.
- 5.14 A procurement strategy is currently being worked up by the PCM and it is currently proposed to utilise a two stage tender process to try and mitigate any delays anticipated through stage 3.
- 5.15 Walters UK Limited were appointed as demolition contractor and attended a pre-contract meeting before Christmas and placed orders for site set up to enable an immediate start when they returned in the new year. They also produced the draft newsletter over the Christmas break and delivered it to the local traders and community on 5 January 2017 before they actually started back to work.



- 5.16 They have progressed well on site with site set up complete, soft strip including removal of asbestos containing materials and erection of new steel hoardings. They are currently removing the slab.



## 6. NEXT STEPS

- Procurement Strategy to be agreed with early contractor engagement anticipated March/ April.

- Design Review Panel meeting with the Design Commission for Wales scheduled for 28<sup>th</sup> March.
- Demolition completed by 31<sup>st</sup> March. 2 further Walters newsletters to be circulated in February and March.
- Stage 3 Developed Design complete by end April with reserved matters application to follow.

6.1 The delivery of this scheme is very much supported by services right across the Council with construction aspects of the project being led by Corporate Estates. Overall responsibility for the redevelopment of the site to contribute to the town centre regeneration is being retained by Regeneration and Planning.

6.2 The detail of the funding package will be developed in the coming months, but the overall capital investment cost is currently estimated in the range of £32 to £40M excluding the demolition/design costs.

6.3 There is work ongoing to secure the occupation of the buildings by a range of occupants. Opportunities to rationalise the Council's Property Portfolio will be explored to determine the best fit of services/occupants to be relocated within buildings B and C, generating potential capital receipts and/or alternative uses for existing Council owned sites.

6.4 Importantly there are discussions ongoing with significant potential occupiers.

6.5 The outline programme has remained constant and shows the following stages:-

- |                                  |               |
|----------------------------------|---------------|
| • Complete on site demolition    | March 2017    |
| • Start construction procurement | May 2017      |
| • Start of construction          | November 2017 |
| • Complete                       | May 2019      |

**7. EQUALITY AND DIVERSITY IMPLICATIONS**

7.1 An Equality Impact Assessment screening form has been prepared for the purpose of this report. It has been found that a full report is not required at this time. The screening form can be accessed by contacting the author of the report or the Cabinet Business Officer.

**8. CONSULTATION**

8.1 Consultation has been undertaken about the potential uses for the site, and further consultation on the proposed Taff Vale site redevelopment

has been completed as part of the Statutory Planning process. Further consultation will take place at the Reserved Matters stage.

## **9. FINANCIAL IMPLICATIONS**

9.1 The capital investment in the development remains in the region of £32 - £40M excluding the demolition/design costs incurred to date. The funding package is being developed which is likely to be a combination of Council resources, external funding, capital receipts and prudential borrowing.

9.2 The operational revenue running costs will depend on final designs and functions of the site. A business case is being developed alongside the detailed design and will detail the operational costs and income to take account of the potential commercial rents.

## **10. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED**

10.1 The site is wholly controlled by the Council in terms of freehold and leasehold. The detailed legal issues which arise in the delivery of capital projects will be considered and progressed in accordance with relevant legislation, within the usual project management arrangements.

## **11. LINKS TO THE COUNCIL'S CORPORATE PLAN**

11.1 The development opportunities outlined in this report will make a positive contribution towards the Corporate Priorities "Economy – Building a stronger economy" and "A prosperous Wales".

## **12. CONCLUSION**

12.1 Pontypridd is a pivotal location in the Cardiff Capital Region, and the Taff Vale site presents a significant opportunity to secure a step change to the economic performance of the town, beneficial to Rhondda Cynon Taf and the region.

12.2 The development has progressed well since the scheme was considered by Cabinet in November with key activity completed / underway:-

- Project Management / Cost Consultant - Rhomco appointed November 2016.
- Multi Disciplinary Design led Team – Darnton B3 appointed December 2016 subject to 10 day standstill period.
- Demolition Contractor – Walters appointed December 2016. Started on site 9<sup>th</sup> January 2017 with completion by 31st March 2017.

12.3 It is important that this momentum is maintained. The next steps outlined in this report will allow the delivery of this ambitious scheme to be successfully developed.

**Other Information:-**

***Relevant Scrutiny Committee***

Finance and Performance Scrutiny

***Contact Officer***

Jane Cook, Director of Regeneration and Planning. Tel 01443 490406

**LOCAL GOVERNMENT ACT 1972**

**AS AMENDED BY**

**THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**CABINET**

**9<sup>TH</sup> MARCH 2017**

**REPORT OF DIRECTOR OF REGENERATION AND PLANNING IN  
DISCUSSION WITH THE RELEVANT PORTFOLIO HOLDER,  
COUNCILLOR R BEVAN**

Officer to contact: Jane Cook, Director of Regeneration and Planning. Tel  
01443 490406

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## **RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

### **CABINET**

**9<sup>TH</sup> MARCH 2017**

### **ANNUAL EQUALITY REPORT 2015/16**

#### **REPORT OF THE DIRECTOR OF HUMAN RESOURCES IN DISCUSSION WITH THE RELEVANT PORTFOLIO HOLDER, COUNCILLOR G HOPKINS**

**Author:** Melanie Warburton, Equality and Diversity Adviser - 01443 424170

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

- 1.1 The purpose of the report is to provide information on the Council's Annual Equality Report, for the year 2015/16.

#### **2. RECOMMENDATIONS**

It is recommended that the Cabinet:

- 2.1 Agree to publish the Annual Equality Report 2015/16.

#### **3 REASONS FOR RECOMMENDATIONS**

- 3.1 The Annual Equality Report has been developed to fulfil the Council's legal duties and obligations to report on its progress in delivering the General and Specific Equality Duties.
- 3.2 The report contains progress made in year 2015/16 in meeting the Council's Strategic Equality Plan and Equality Objectives.

#### **4. BACKGROUND**

- 4.1 The Public Sector Equality Duties in Wales, which came in to force on 6<sup>th</sup> April 2011, included a requirement for public authorities (including Local Authorities and Schools) to report annually on how it has met the General Equality Duty set out in the Equality Act 2010.

4.2 Reporting requirements are set out in the following regulations;

- Regulation Seven                      Collection and publication of information
- Regulation Nine                        Employment monitoring reporting
- Regulation Sixteen                    Reporting on compliance with the General duty

4.3 The Council must report the above information on an annual basis, and publish by 31 March each year.

## **5 EQUALITY AND DIVERSITY IMPLICATIONS**

5.1 An Equality Impact Assessment is not needed because the contents of the report are for information purposes only.

## **6 CONSULTATION**

6.1 Consultation is not needed because the contents of the report are for information purposes only.

## **7 FINANCIAL IMPLICATION(S)**

7.1 There are no financial implications aligned to this report.

## **8 LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED**

8.1 The Council's Annual Equality Report has been developed in line with legislative requirements and guidance produced by the Equality & Human Rights Commission.

## **9 LINKS TO THE COUNCILS CORPORATE PLAN / OTHER CORPORATE PRIORITIES/ SIP**

9.1 Equality considerations feature throughout the Single Integrated Plan.

## **10 CONCLUSION**

10.1 The Annual Equality Report has to be published by 31 March 2017 in order to comply with legal requirements.



# **Rhondda Cynon Taf Council**

## **Annual Equality Report**

**2015 – 2016**

This report can be made available in alternative formats and languages.  
To make a request please telephone 01443 424170 or e mail  
[equality@rctcbc.gov.uk](mailto:equality@rctcbc.gov.uk)

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## **APPENDICES**

Appendix One	Employment Monitoring Data
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## **1. Introduction**

It gives me great pleasure to introduce the equality monitoring report that represents the Council's approach to providing information on its work in respect of equality and diversity.

The Council is required under the Wales Specific Equality Duties to report annually on how it has met the General Equality Duty set out in the Equality Act 2010.

This document contains the information required in order for the Council to meet these duties.

Publishing the information in one report covering all requirements will make it easier for interested parties to identify how the Council is delivering on its commitment to equality, its legal obligations and the action plans contained within its Strategic Equality Plan (SEP).

Each section of the report looks at the Council's progress and the final section contains details of future work the Council needs to do.

The Council recognises that there are and will continue to be areas for improvement and believes that publishing this Annual Report will not only help the Council to meet its obligations under the Wales Specific Equality Duties but will assist you, as customers to identify these areas and monitor progress on them.

**Councillor Geraint Hopkins**  
**Cabinet Member for Children's Social Services, Equalities and the Welsh Language**

## 2. Who We Are

Rhondda Cynon Taf Council covers a wide geographical area and has a population of over 234,000 people. The Council is the largest employer in the local area and the third largest local authority in Wales, over 80% of employees live within the Council boundaries.

The Council is committed to the principles of equality and diversity and we work to ensure that this is demonstrated in our service delivery and in our employment practices.

The Council's vision is:

**'For a County Borough that has high aspirations, is confident and promotes opportunity for all'.**

This is supported by our values which are based on the following principles:

- Integrity
- Openness
- Accountability
- Improvement
- Delivery
- Respect.

The Council is governed by 75 elected Members and operates a Cabinet system. It has a Senior Leadership Team headed by the Chief Executive and attended by Senior Directors, and employs over 11,000 employees in a variety of service areas and roles based within the following groups:

- Chief Executives
- Community & Children's Services
- Corporate and Frontline Services
- Education & Lifelong Learning.

## 3. Reporting on Equality

The main purpose of this Annual Report is to fulfil the Council's legal duties and obligations to report on its progress in delivering the General and Specific Equality Duties.

The Public Sector Equality Duty requires that all public authorities covered under the specific duties in Wales should produce an Annual Equality Report by 31 March each year. This report covers the period 1 April 2015 to 31 March 2016.

## **What the regulations require:**

The Annual Report for 2015/16 must set out:

- The steps the authority has taken to identify and collect relevant information
- How the authority has used this information in meeting the three aims of the general duty
- Any reasons for not collecting relevant information
- A statement on the effectiveness of the authority's arrangements for identifying and collecting relevant information
- Specified employment information, including information on training and pay
- Progress towards fulfilling each of the authority's equality objectives
- A statement on the effectiveness of the steps that the authority has taken to fulfil each of its equality objectives.

## **4. The General Equality Duty**

The Equality Act 2010 introduced a general duty on the Council (and other public sector organisations) when making decisions and delivering services to have due regard in how to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Act
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it (protected characteristics are explained below)
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

### **Protected Characteristics**

This is the term used in the Equality Act to identify the types of people who are more likely to experience detrimental treatment and/or discrimination simply because of who they are. The law is designed to protect them, they are:

- Gender – male or female
- Age – young and old
- Disability – all disabled people
- Gender Reassignment – people who were born in the wrong gender
- Race – people of any colour, nationality or ethnic or national origin
- Religion or Belief – includes any religion or lack of religion
- Sexual Orientation – how people feel as well as act in respect of people of same sex, opposite sex or either sex

- Pregnancy and Maternity – from the time the woman becomes pregnant.

The requirement to have due regard to the need to eliminate discrimination also applies to marriage and civil partnership.

When thinking about how to advance equality of opportunity between persons who share a relevant protected characteristic and those who don't, the Council also has to think about the need to:

- Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic and are connected to that characteristic
- Meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it
- Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

The Council also has to particularly think about how it will tackle prejudice and promote understanding. This report includes information on what the Council has done in order to meet the General Duty.

## **5. How We Meet The General Equality Duty**

To demonstrate how the Council has met the General and Specific Duties relevant information is considered which may include data from local and/or internal sources such as customer surveys, community forums or Equality Impact Assessments (EIAs), as well as data from national and/or external sources such as census information, research reports and statistics on hate crime.

### **Identification and Collection of Relevant Information**

When considering how to identify what information should be included in this report the Council first looked at the information it considered when reviewing its SEP, this allowed the Council to reflect and monitor whether the information is still appropriate in assisting the Council to deliver on the General and Specific Duties.

When reviewing the Equality Objectives we looked at quarterly monitoring results and emerging issues and trends from the previous Annual Equality Reports to identify whether the objectives were still relevant.

Full details can be found in the SEP which can be accessed on the Council website at:

<http://www.rctcbc.gov.uk/EN/Council/EqualityandDiversity/StrategicEqualityPlan.asp>  
[x](#)

The information identified is still very relevant to the delivery of the General and Specific Duties; internal documents provide statistical information that can be used for determining action and enable comparison to identify improvements or areas for further improvement. Internal strategies and their action plans provide information on how the Council is delivering its priorities. External information, including that with a national context, provides the Council with a raft of data that can assist in developing appropriate and relevant policies and approaches.

The Council recognises that the SEP is not the only area that can identify relevant information and that whilst it is very useful, service areas would also hold information that could assist the Council in identifying how it's meeting the General and Specific Duties. To collect this information a survey was undertaken to obtain relevant information from service areas.

The Council has an EIA process in place, the results of which contribute to the information contained within this report.

Employment monitoring data as provided from the Council's HR system - Vision and the e recruitment system have also been included as part of the relevant information. It should be noted that employment monitoring information includes teachers and all school based employees.

### **Use of Information**

When considering what information should be used it was important that areas of good practice were identified across service areas to demonstrate that a commitment to delivering equality exists throughout the Council. It is however recognised that there will also be areas for improvement and these will be included in the 'Future Work' section of this report.

Information used in this report includes:

- The Council's Corporate Plan (2016-2020)
- The Corporate Performance Reports (2015/2016)
- Self Service Evaluation from Service Areas (2015/2016)
- Service delivery/projects (2015/2016)
- Employment practices
- Consultation and engagement programme
- Delivering Change – A Single Integrated Plan for RCT (2013)
- EIAs (2015/2016)
- Employment monitoring information (2015/2016)
- Monitoring and delivery of the SEP action plan (2015/2016).

## **Equality Information from Service Areas**

Many service areas had examples of good practice which help the Council meet the Public Sector Equality Duties. The following information provides a snapshot of the work carried out across the Council.

### **What We Have Done To Eliminate Discrimination**

The **Adult Education** service has successfully targeted disadvantaged groups and has an inclusive approach to learning with procedures in place to support those with specific barriers to engagement. Diversity and equality training is provided for staff at regular intervals.

Every effort is made to ensure that facilities are appropriate and accessible to individuals who use the service and specialist support is available to ensure that people with sight or hearing difficulties or other forms of disabilities can enroll on courses.

In **Adult Services** a thorough and wide ranging consultation and awareness raising exercise has taken place in readiness for the requirements of the Social Services and Wellbeing Act from April 2016. Everyone is now entitled to an assessment of their needs in line with agreed all Wales eligibility criteria for accessing services.

Service provision directly provided or commissioned is intended to achieve equality and diversity in all aspects of its activity. Examples of services that ensure equality for those vulnerable people we support include:

- Our Transition Support Service prepare vulnerable people, predominantly those with learning disabilities, for independent living and teach them behaviours which are socially acceptable and which do not lead to social exclusion
- Our Independent Living Service work with vulnerable adults, predominantly those with mental health problems, and enable them to remain living in their community
- Commissioning and supporting the expansion of the Autism Life Centre Service that provides targeted intervention for young people with very complex needs.

In addition, we ensure there are male and female care workers across the service to ensure that if requested, service users have a choice.



Accessibility of information is via a number of formats and there is also access to a translation service. Within our learning disability services, we utilise easy read formats to ensure all individuals are involved and understand.

The **Benefits Service** deal with in excess of 50,000 claims for benefit from residents during the course of a financial year, with approximately 26,000 receiving support towards their housing/council tax costs from the service at any point in time. Documentation can be made available in Braille or large text format for those with visual impairments. Enquiries via the Council's One4All's Centres can be dealt with in British Sign Language (BSL) for residents who are Deaf.

**Children's Services** staff meet with a wide range of people from different backgrounds. Prior to any meeting held with service users they establish the preferred method of communication and this is recorded for immediate and future use.

**Corporate Estates** have made most public buildings accessible and reasonable adaptations have been undertaken to ensure services are available to all. All new buildings are designed and built to the latest Building Control standards and are fully accessible.

The **Consultation and Engagement** team have embedded the Public Sector Equality Duties into their work. They work closely with the Equality and Diversity team and members of the team are actively engaged in the Council's LGBT+ diversity network. Residents and stakeholders are given the opportunity to provide their views in a variety of languages and formats (online surveys, paper surveys, letters, emails, twitter takeovers, engagement events).

Engagement is undertaken with the widest range of people as possible. We aim to capture the views of all groups that live within the County Borough and aim to represent all their opinions and concerns. We hold forums for disabled groups and minority groups to record their views, as sometimes there can be specific issues that affect these groups which need to be evaluated by the service areas.

Our aim is to engage with more minority, dispersed and underrepresented groups to ensure they are well represented in all future consultations.

Within **Customer Services**, the Contact Centre provides and promotes a Sensory line, to help customers who may be deaf or hard of hearing to access services. This number is advertised online and within our 'Contact Us' promotional material.

For customers whose first language is neither Welsh nor English, an interpretation service can be offered by means of appointment at a One4All Centre using the Wales Interpretation and Translation Service (WITS).

One4All Centres have been designed to meet disability access standards with rooms available for wheelchair access and they offer a hearing loop function.

Records for Lifeline service users, customer records are populated with medical history, preferred languages, religion and any special requirements. Should they activate their Community Alarm and be unable to communicate with an advisor, help will always be called in the form of key contacts that are provided to us at the point of installation of equipment.

The Service has commissioned the Disabled Accessibility Centre to ensure the Council's website presence meets the needs of disabled users.

Within **Education** all 21st Century school buildings will be accessible, so fewer children with disabilities will need to be educated outside their own communities. Support and training on dealing with racism and discrimination is being provided to schools by 'Kick it out'.

**Highway Maintenance and Management Services** assess the impact on all residents and sections of the community. The Service works in a fair and equitable way, whilst seeking to meet individual needs where possible.

**Human Resources** always strive to promote service provision being inclusive, equal and fair in terms of service provision. All team members have completed various e-learning modules covering equality and diversity issues and provide advice to service areas on all aspects of equality and reasonable adjustments.

Our **Housing** team undertakes a Local Housing Market Assessment every two years which identifies housing needs in different areas. The survey includes questions about age, gender, sexual orientation, race and disability. Services are then tailored around the geographical areas of need or the needs of certain groups. In 2015, a Gypsy and Traveller Housing Needs Assessment was undertaken to ensure that the Council is compliant with new duties contained in the Housing (Wales) Act 2014.

Housing allocations made through the Common Housing Register are monitored to ensure that they are representative of the households waiting for housing on the register and also in relation to the population of the county borough. To date allocations have always been reflective of both. When people apply for housing we monitor protected characteristics in line with the Equality Act 2010. In 2015/16 we reviewed our process for approving local lettings policies to ensure that they are not discriminatory in relation to this Act and recent case law.

EIA's are always undertaken where there is a new service or change to an existing service.

Our **Legal and Democratic Services** provide an Electoral Registration Support service for residents with special requirements whereby they visit residents to assist with their registration. There is also a process to facilitate on line registration which can be adapted for residents with disabilities.

The **Library Service** introduced service changes in 2016. Prior to these changes an EIA was undertaken. Information was taken from a range of sources including feedback from customers. Lessons learnt from the previous change in 2014 meant that the 2016 EIA was more comprehensive, objective and meaningful.

Our **Parks and Countryside Service** ensure inclusive access is reviewed in all parks and countryside facilities, locations and Rights of Way. The ability to comply fully is sometimes dependent on constraints due to the physical environment and terrain.

All new and refurbished play areas endeavor to be fully accessible and wherever possible specific items of equipment are installed that are more suitable for disabled users.

Our **Tourism Service** organise a range of events which are held throughout the borough and are available to all residents. An example of this is our Armed Forces Day which we alternate the location annually to communicate the message in different locations and to allow residents from different communities to benefit from and get involved in. For those events that require specific logistics and infrastructure, we always look to select locations that are easily accessible by all RCT residents and visitors, i.e. those with good transport links and car parking facilities. Disabled access is always a consideration and any temporary marquees/structures for events have the recommended access requirements.

The **Transport** team provides Special Educational Needs (SEN) transport which reflects the physical make up of the community, with 936 of the 12,439 learners transported having additional learning needs. It is tailored to the individual needs of the learner by a specialist team within the service. Drivers and passenger assistants also receive special training in autism and epilepsy awareness, first aid and understanding and managing challenging behaviour.

The Council is a partner in the **Wales Interpretation and Translation Service** (WITS) and has a Service Level Agreement for delivery of the service provided via Gwent Police. During 2015/16 there were 182 bookings made through the service using 14 languages and BSL interpreters.

## What We Have Done To Advance Equality Of Opportunity

The **Adult Education Service** offers Independent Living Skills courses for people with moderate or severe learning disabilities. Enrolment on these courses has been changed to enable learners to attend courses they have previously attended if there are no other suitable courses at that level available.

The Council continues its commitment to the **Armed Forces Community Covenant**. The Covenant is a voluntary statement of mutual support between the civilian community of Rhondda Cynon Taf and its local Armed Forces community. The pledge recognises the dual respect between the Council, its partner agencies, its communities and our Armed Forces personnel (serving and retired) and their families.

More information is available on the following link:

<http://www.rctcbc.gov.uk/EN/GetInvolved/ArmedForcesCovenant/CovenantGeneralInformation.aspx>

The **Arts Service** provides access to discounted and/or free tickets for carers, seniors (60+), children, students and families.

RCT Theatres are signed up to the HYNT scheme and accept the Cinema Exhibitors Associate (CEA) card. Both of these are national schemes that enable eligible people to access free tickets for their carers to help them attend live events and cinema.

The service works in partnership with other services to engage with hard to reach groups and develop services with them. The Arts Council for Wales recognise that this is a strength of the Arts Service, “the real strengths of the organisation lie in its connection with its local communities, clearly understanding its demographics...and there is a clear link between the local authority’s Cultural Service and addressing issues of poverty and lack of opportunities in the area”.

RCT Theatres ensure that matinee performances are included as part of its programme. These matinee performances are aimed at enabling older adults to access the events programme at a time that is suitable to them.

The theatres run a programme of relaxed performances which are open to everyone, where the environment has been specifically adapted for families with children with an Autistic Spectrum disorders, individuals with sensory and communication disorders and anyone who would benefit from a more relaxed environment.

The arts and creative industries development officers deliver and oversee the delivery of arts provision for hard to reach groups. The arts officers often provide one

to one mentoring support for people within these hard to reach groups and have undertaken coaching and mentoring training.

The **Children and Young People** service has supported 872 pupils with English as an additional language. Pupils within the borough are supported to undertake GCSEs in their home languages and recent results were encouraging. In 2015/16, 12 secondary schools had 49 pupils who undertook 21 GCSEs, 16 AS Level; 6 A Level examinations in 15 home languages.

The service area continues to work collaboratively with Stonewall Cymru and other partners to complete the Education Equality Index self-evaluation, and as part of this equality targets have been incorporated into the Education and Lifelong learning and Wellbeing Strategy. The focus has been placed on creating identification tools for teaching staff and the development of a peer-led equality programme in three of our secondary schools. Frontline youth and school based staff will receive Stonewall training, as well as the strategic leads for Education and wellbeing and the impact of this work will be evaluated post implementation.

The creation of the **Communities and Prosperity Service** provides effective infrastructure support to co-ordinate and integrate the delivery and commissioning of these programmes to ensure provision is inclusive, equal and fair. For example, the commissioning of the Adult Education department to provide employability programmes across all Clusters has enabled the service to redistribute core resources to target areas outside of the Communities First Clusters so that all adults across RCT, regardless of where they live can access this provision

A number of Communities First staff are members of the newly launched Allies Network and actively promote the #NoBystanders campaign to colleagues and community members.

Within the **Community Safety Partnership** the DIVERT 18-25 programme is now established in Cwm Taf with officers employed by RCT leading on the project, in partnership with the Police and other stakeholders. The early evaluation from the first 6 months of the project shows the 61 individuals referred to the project have diverse needs (including substance misuse, unemployment, and disabilities) and these are being tackled in a range of ways by a partnership approach to prevent re-offending. It is too early to assess the impact of the project on reoffending rates however feedback from participants indicates very high levels of engagement and participation which is very encouraging.

The re-settlement of refugees has been a key focus for the Service during 2016. Five families, comprising 29 people have been successfully relocated with no adverse issues reported from neighbourhoods to date. This should be viewed as a significant

achievement and testament to the preparatory work done by multi agencies to plan for their arrival and integration.

**Community Services** have reviewed their assessment and prioritisation process in respect to applications for dedicated parking bays for disabled residents. As part of the newly agreed process the Traffic Management Team work closely with Community Services in order to implement 10-12 new dedicated parking bays each year.

The **Disability Forum** was set up as a direct result of feedback from the Reaching Out Disability Conference in 2003. The Forum is involved in monitoring the delivery of the SEP Action Plan and regularly contributes to a wide range of consultations such as the Council Budget Setting Process and Welsh Government initiatives.

The Equality and Diversity team also inform forum members of items that may be of interest to them, this has led to members becoming involved in local issues.

In 2015 the Disability Forum contributed to a World Mental Health and Disability Information Event at Sobell's Leisure Centre, Aberdare. This was held to raise awareness of mental health and to reduce the associated stigma that surrounds it. It also provided disabled members of the public (including those who have a mental health condition) information on the services that are available to them.

The organisational **Disability Officers Group** continues to meet. The working group is made up of officers who either deliver services for disabled people directly or are involved in making services more accessible or have an element of dealing with disability issues as part of their role. The group meets on a quarterly basis to share information, identify areas of best practice and promote internal communication.

**Highway Maintenance and Management** have an ongoing programme of access improvements to highways which has been focused on improvements to town centres and other areas of social significance where they would benefit the most people. The majority of works required to improve town centres and main routes into them has been completed, and the focus of the programme is now shifting to make improvements to areas requested by members of the public. Such requests are still considered and prioritised on the basis of benefit to the wider community, but with more focus on the needs of individuals. The Council provides 242 designated parking spaces in its paid car parks for disabled users, this equates to over 7% of the total spaces, and exceeds the number recommended in guidance. Disabled users are not charged for parking in these designated bays when displaying their blue badge.

Staff have completed various training relating to equality including Welcoming Disabled People and Providing for Disabled Road Users. Utility company works are

monitored to ensure that they comply with the relevant traffic management requirements including any necessary provision for disabled highway users.

The Service has made significant improvement to the number of bus stops in the borough that have raised access points to facilitate inclusive access.

Any works to install new, or replace old, pedestrian crossing infrastructure include features such as tactile paving, rotating cones etc. to assist disabled road users.

**Housing Services** are in some cases targeted towards certain groups, for example older persons repair grants or disabled facilities grants. We also aim to provide at least one adapted bungalow on each new affordable housing development in order to increase the supply of this type of housing overall.

Information is also analysed quarterly via the Safer Lives Report in respect of the Independent Domestic Violence Advisor Service for referrals, demographic information including age, gender, ethnicity, sexual orientation and support needs.

The Registration and Bereavement Service provides a range of satellite facilities and ceremony opportunities in an attempt to engender community engagement.

The spread of **Leisure** facilities across the county borough ensures that there is access for residents wherever they live in the area. The physical environments have all been disability access audited, and relevant action plans put in place to improve the environment and access for customers. Elements of each fitness facility include equipment which is Inclusive Fitness Initiative (IFI) accredited, this means that the equipment is accessible to disabled customers and modifications have been made to cater for disabled customers.

The most recent facilities developed at Bronwydd Swimming Pool, Abercynon Leisure Centre and Rhondda Sports Centre have all been moved to ground floor locations where access is most suited, this has been coupled with disability compliant reception counters, newly refurbished changing facilities and toilets meeting current standards and gated access to facilities which are disability compliant. These changes have been positively received and is evidenced by the lack of any complaints regarding service provision. Unfortunately, in the majority of cases due to the age of the buildings there will always be work to be completed to improve physical access, which forms part of any facility development plan.

The centres have continued to work with a number of disability groups, and in addition to disability netball and wheelchair rugby, there are new clubs developing for badminton and rebounders disability trampolining.

Our Council is one of 3 Councils in Wales who will be delivering the GB Get Out, Get Active Initiative in partnership with Disability Sport Wales. The initiative aims to increase sustainable opportunities for people with a disability in two areas of deprivation in the borough.

The **Library Service** offer a housebound and specialist service for people who are unable to leave their homes or who have disabilities that require specific provision (such as Alternative reading group provision for people with sight difficulties).

A comprehensive range of services are offered to meet the diverse needs of users, many of whom are in hard to reach groups and staff have a good understanding of the role they play in supporting customers from all backgrounds and who have differing needs.

Library service provision is designed to meet the needs of all sectors of the population . An analysis of group use of library community rooms and facilities suggest that the service engages with a wide range of people from a variety of backgrounds. These include Alzheimer's Groups, MIND groups, Alternative Reading Groups, Welsh language meeting groups, those who use Travol Community transport, Learning Disabilities groups, Work Clubs as well as schools and pre-school Mother and Toddler Groups. E-teens provision at a number of libraries allows young people to experience the library in an environment suited to their needs while the Summer Reading Challenge and activities delivered for children and young people ensure there is a good range of ages attending libraries.

It is notable that the library service offers work experience to a range of people, regardless of age, gender and background. Seven people with learning disabilities undertook work placements in 2014-15, one of whom continues to work as a volunteer on a weekly basis.

Static and mobile libraries are accessible for people with disabilities. Computers at libraries are adapted to suit those with visual/sight difficulties and loop systems are available for those who are hard of hearing.

The **Performance Management Service** coordinates the publication of financial and performance information (for the Council as a whole) on its web-site each quarter, and as part of the annual revenue budget consultation process engagement events take place where officers go into communities to speak to residents and local groups e.g. Disability Forum, Older People's Advisory Group.

Improvements have been made to the way information is produced and published, whereby there has been streamlining of the suite of financial and performance information that is made publicly available and provides a more user friendly experience.



**Procurement** aim to ensure equality considerations are incorporated into the design of contracts and the delivery of services. In light of the Equality Act 2010 and the 'general duty' obligation placed on the Authority, the Unit recognises the importance of building equality considerations into all stages of the procurement process.

As such the service has developed an 'Ethical Procurement Policy Statement' which sets out the Council's equality principles and provides advice on how to put these into practice when performing procurement.

The **Regeneration and Planning Services** are wide ranging and reach diverse sections of the community, and the provision of services are inclusive.

Regeneration projects have included inclusive, equal and fair service provision through delivering specific activities, for example:

- Bilingual interpretation in the Lido visitor centre
- Audio listening posts in the Lido facility
- Engagement with local access groups
- Sharing experiences with organisations including the RNIB
- Design of flush services in Pontypridd public areas
- Inclusion on innovative access to the Lido pools through technology such as the Pool Pod
- Provision of exhibition materials in formats such as Braille.

The **Streetcare Service** deliver a range of services to all residents and sections of the community and work to provide services in a fair and equitable way whilst striving to go the extra mile to meet individual needs where appropriate.

Some activities in **Trading Standards** are specifically targeted at vulnerable groups, for example our enforcement work regarding scams and doorstep crime targets the protection of vulnerable persons and we have prosecuted many traders for defrauding vulnerable persons. Our doorstep crime work uses best practice such as making rapid responses, if possible with the police, when the traders are still present at the person's house.

The Council has supported employment opportunities in **Vision Products** which provide opportunities for work for people who are disabled and offers a number of apprenticeship roles. Through work-choice funding Vision Products supported 63 disabled people to continue in regular employment with a range of support including training, counselling services, personal support, one to one daily job support, work skills, job mentoring, coaching, safeguarding and health and safety training.

Their goals for their employees are outlined below and they seek to identify the barriers and put an action plan in place to help them achieve the following:

- effectively manage their condition on a daily basis whilst working
- improve and develop communication skills
- improve technological skills
- increase independence
- maintain professional development
- maintain safe working practices
- maintain productive performance levels at work
- increase productivity and quality of work.

The service works in partnership with a number of supported employment agencies such as Elite and Llamau and the following programmes have been offered:

- 8 people completed a 13 week programme and 3 were later employed on the apprenticeship programme
- 6 people completed a 26 week programme - supporting people together
- 2 people participated in the Step in the Right Direction programme
- 6 people were employed on an apprenticeship programme
- 3 people completed a work experience programme
- 3 people volunteered via ITEC and Learning Disabilities Wales.

Their Apprenticeship Scheme provides a number of opportunities for young people with disabilities. The outcomes of the scheme are:

- apprentices will learn a range of transferable skills
- they will gain qualifications in essential skills
- they will demonstrate that they are able to sustain employment
- they will develop social interaction skills
- apprentices will transition into permanent employment.

We have received a number of quotes from parents of young people who have worked on our 12 month apprenticeship scheme. These include:

“He has grown in confidence, doing things he was not able to do before, we have seen such a difference in him at home, he has improved so much”

“She has developed a good work ethic which has given her structure to her days. She has grown in confidence through being able to interact in a normal workplace setting, as opposed to teachers within the special school that she attended”

“He is loving every minute working at Vision Products, he is up at 6 am, showers and waits patiently for his taxi to work. He feels that his days are more focussed now that he has a routine, he used to be nervous out on his own, now when I say I will go with him he says mam I am okay, he wants to book for Magaluf this year, it’s the girls he likes”

“I have found a big difference in him, he is a lot happier and what he has learnt will help him gain further employment. He is 100% more confident and it has made a difference in his speech, as before his speech was rushed and unclear, whereas he now speaks more clearly and slower”

**Waste Services** provide additional assistance to residents who have difficulties complying with our policies such as assisted collections for residents who have mobility difficulties and extra black bag allowances for residents who are unable to sort their waste due to sight loss.

We have improved the way in which residents can obtain recycling bags. We now deliver to individual addresses where residents who have mobility difficulties or cannot get to an open distribution point can now fully participate in recycling.

## **What We Have Done To Foster Good Relations Between Different Groups of People**

**Community Cohesion** Objectives were set in 2014 and were an amalgamation of common denominators across both the Rhondda Cynon Taf’s and Merthyr’s existing action plans. The objectives are outlined below:

Objective 1 – Build a strong network of working groups to manage and deliver a Cwm Taf Community Cohesion Strategy.

Objective 2 – Mainstream Community Cohesion by linking and embedding into Single Integrated Plans and other key local strategies across the Cwm Taf region.

Objective 3 – Impart knowledge and information on subjects related to community cohesion across the Cwm Taf region.

Objective 4 – Increase opportunities for the reporting of community tensions which includes the experience of hate crime and the susceptibility of individuals and groups to radicalisation.

The Cwm Taf **Community Cohesion Group (CCG)** was formed to replace the disbanded Multi Agency Diversity Forum (MADF) and consists of representation from statutory, voluntary and community organisations. There are a number of Council

services represented at the meetings including the Equality and Diversity Team, Community Safety Partnership, Attendance and Wellbeing and Education. The CCG meets quarterly and stop and search and hate crime figures are reported and discussed, multi agency solutions are discussed, and updates are received on how all parties are contributing to the Public Sector Equality Duties. Work is being done to look at ways to engage the public at these meetings.

Each year the Council marks **Holocaust Memorial Day (HMD)**. In January 2016 a public event was held at the Park and Dare Theatre which was organised in partnership with South Wales Police. A diverse range of people attended. It was a contemporary event which was linked to modern day hate crime and raised awareness of reporting Hate Crime in Rhondda Cynon Taf. Pupils from Treorchy Comprehensive School and Ton Pentre Primary School contributed to the event. The Library Service supported HMD by arranging book displays on the Holocaust.

**Life4Living groups** have been launched for people of all ages and abilities to enjoy the company of others in a safe and welcoming atmosphere. The ethos of Life4Living is very inclusive (all ages, abilities/disabilities) and offers a warm welcome for people to form new friendships and have fun.

The focus of Life4Living is to promote people's strengths to enjoy life no matter what has happened in the past and current members enjoy the groups so much, they are often the highlight of their week. Attendees range from people in their 20's to their 90's. Members need to be considerate to others, especially if they have mobility issues, medical conditions, visual or hearing impairments etc as everyone who attends deserves to receive respect and kindness.

The **Sport RCT Team** has developed projects in partnership with many different agencies to tackle different community demographics e.g. 'Maerdy Fat Club' works with females to build confidence in using Rhondda Fach Sports Centre. This was developed in partnership with the leisure facility and Communities First.

The **Stonewall Diversity Champions** programme is Britain's good practice employers' forum on sexual orientation. The Council became Diversity Champions in 2013. The Equality and Diversity Team continue to work closely with Stonewall Cymru's workplace team to develop practices that support LGBT employees as well as having an impact on the community. The Council was ranked as a Top 100 employer in the 2016 index.

**Streetcare and Waste Services** are currently working in partnership with the University of South Wales to translate awareness leaflets into a number of languages to cater for the multi-cultural student population of Treforest to tackle waste and recycling issues in the community. Enforcement Unit and the Community Green Team have carried out projects such as litter-picks, building of outdoor

classrooms including the provision of facilities for wheelchair access and sensory gardens.

### **Delivery of Council Strategies**

The Council consults and engages with its residents to collect information that is used to plan and prioritise, identify areas for improvement and service change, set and monitor performance standards and measure satisfaction on the quality of the services we provide.

The Council has developed an ongoing face to face approach to engagement with residents in 2016, which aims to provide a conversation with our residents that allows us to “dig deeper” into their original responses. It will help the Council and its partners find out what residents think about where they live and the services they receive.

The Consultation Team attended various events/forums to undertake face to face engagement. A mapping exercise was used to help identify how satisfied people were living, working or studying in Rhondda Cynon Taf, we asked people where they lived and what it was like to live there (good and bad). The events included road shows in parks and town centres.

We also asked people to comment on a selection of Council Services and to describe their experience of the services. These services were based on current Council priorities or where we specifically needed to obtain the views of our residents.

The ongoing conversation with residents was further enhanced by the annual budget engagement approach, where we continued discussions with residents at town centre road shows, leisure centres and day centres. We used an online budget simulator to allow residents to have a go at setting the Council’s budget themselves and a number of Leader road shows were held.

We have continued to use online and social media engagement as one of our methods to obtain resident views.

We have continued to develop our links with residents who are 50 plus through engagement with the Older Person Forums, including a number of specific events in the summer.

We have introduced a new RCT wide Youth Forum that links with the Council’s District Youth Forums and representatives from school councils.

The Consultation Team have also supported a number of service area consultations including; tourism, events, transport, leisure, HR staff surveys, social care satisfaction, childcare sufficiency audits, Libraries, and Welsh Language surveys.

As part of the Council's commitment to continuously improve, the feedback received from engagement activities is being used to help evaluate the impact the Council's work is having on service users. This evaluation aspect of the work is now linked to our online consultation Hub, where a mechanism to evaluate consultation and engagement activity is held and automatically sent to officers when consultations end.

A joint approach to consultation and engagement is coordinated through a Joint Public Engagement Group and Strategy reporting to the Cwm Taf Collaboration Board. The group aims to provide an effective and efficient approach to consultation and engagement across the partners of Rhondda Cynon Taf and Merthyr Tydfil. Central to the delivery of this plan is for all partners to follow the Participation Cymru National Principles of Public Engagement and the National Children and Young People's Participation Standards for Wales. Public engagement is about working together to improve services.

The Local Service Board partners in Merthyr Tydfil and Rhondda Cynon Taf will ensure that this form of public engagement becomes core business. This means that public engagement is fundamental to how services are identified, designed, commissioned, delivered and evaluated.

The focus for partnership working this year has been support provided to a partnership project called Understanding Our Communities. Public services across Cwm Taf, including Councils, the Health Board, the Police, the Fire Service and third sector organisations have been collecting information to gain a better understanding of the good things about communities, what matters to people and communities and what they feel is important to their health and wellbeing and their ideas to make things better. This information is being used to inform the assessments required as part of The Wellbeing of Future Generations Act and the Social Services and Wellbeing Act.

## **The Council's Performance**

The Council's main strategic plan is its [Corporate Plan – The Way Ahead](#). This plan sets out the Council's priorities for the four years between 2016-2020. The detailed actions to deliver these priorities are set out in plans which are monitored and scrutinised by Councillors every quarter as part of the Council's [Performance Reports](#) to Cabinet. At the end of the year, the plans are also subject to more in

depth challenge, review and evaluation, the results of which are then included in the Council's annual [Corporate Performance Report \(pdf\)](#).

## **Non Collection and Effectiveness of Information**

Whilst considerable relevant information has been collected for this report, it is acknowledged that it is sometimes difficult to collect and monitor all information in a Council as large as Rhondda Cynon Taf. A number of cross-Council networks already exist such as the Disability Officers Group to ensure that information and good practice are monitored and shared, however it is recognised that more needs to be done to encourage a consistent approach in information sharing.

Whilst there are a number of good practice examples where service areas are delivering for people of different protected characteristics, there is still improvement needed overall around the consistency of information collected. How we address this is included in the future action section of this report.

## **6. Equality Objectives**

Equality objectives have been designed to assist us to lead and better perform on the General Equality Duty. Our equality objectives are:

- Hate Crime and Addressing Negative Attitudes and Behaviours
- Developing More Robust Monitoring Arrangements
- Gender Pay.

### **Hate Crime and Addressing Negative Attitudes and Behaviours**

#### **What We Have Delivered**

##### ***Hate Crime***

We previously reported that a Hate Crime Strategy has been developed for Rhondda Cynon Taf. The strategy's action plan has been in place for over a year and has delivered on the following:

- South Wales Police (SWP) hate crime statistics are reported and scrutinised at the Cwm Taf Community Cohesion Group.
- A number of reassurance visits have been conducted by the RCT Community Cohesion Officer and SWP Hate Crime Officer.
- Work across the region is being signposted to the All Wales Hate Crime Reporting Centre and Support Service.

- Hate Crime progress reports are submitted to the Safer South Wales Group (SSWAG) and the Community Safety Partnership Strategic Group (Safety Board).
- Hate crime outcomes have been incorporated into the Council's Corporate Plan.
- We continue to raise awareness of the RCT hate crime logo and circulate hate crime leaflets.
- Hate crime awareness sessions have continued to be delivered to Council staff, Elected Members and foster carers.
- We have provided hate crime awareness training for staff in housing associations and community groups.
- We have worked in partnership with Education providers and delivered hate crime awareness sessions at the Council's Youth Conference, during freshers week and at events at the University of South Wales and at Coleg Morgannwg.
- Further discussions have taken place with schools regarding planned future awareness of school staff and pupils.
- We marked Holocaust Memorial Day with an event which linked to modern day hate crime and raised awareness of reporting.
- A week of activities was undertaken for Hate Crime Awareness Week. A hate crime vlog was available on the Council's Facebook and Twitter page. We arranged a poster awareness campaign on Stagecoach buses and local radio was used to raise awareness. Awareness raising stands were staffed in local supermarkets, hospitals and schools during the week.

## **Addressing Negative Attitudes and Behaviours**

### ***Challenging Attitudes***

We offer Dignity and Respect training, which covers our responsibilities under the Equality Act, challenging stereotypes, inappropriate language and behaviour. It's an interactive session with many opportunities for participants to challenge their assumptions. Over 250 employees from Vision Products and Residential Care Services have attended Dignity and Respect training this year. Training feedback remains to be positive with most participants stating they will reflect on the session and alter their behaviour in the workplace. Participants are also encouraged to sign up to Stonewall's #Nobystanders Campaign which encourages colleagues to challenge inappropriate language and behaviour.

Throughout 2015/16 Negative Attitudes, Self Esteem, Stereotyping and Influencing Attitudes sessions were delivered to over 800 secondary pupils as part of the World of Work Programme.



### ***Commitment to Stonewall's Diversity Champions Programme***

The Council's commitment to Stonewall's Diversity Programme is apparent with the Council becoming a Top 100 employer in the UK in 2016. This improvement was down to a number of initiatives that were implemented and include the following:

- A sustained LGBT network
- The launch of an Allies Network
- A visible senior LGBT Champion
- Improvement to monitoring forms to collect data around sexual orientation
- Attendance and engagement with residents at Pride Cymru
- Regular sexual orientation information on Inform and the Council Website which includes blogs from staff network members
- Raising the Rainbow Flag for LGBT History Month, International Day Against Homophobia and Transphobia and Pride week
- Supporting Cultural Services in the preview of 'Pride' at Rhondda Heritage Park
- Promoting the Rainbow Laces campaign
- Encouraging support of the #NoBystanders campaign.

### ***Commitment to the Time to Change Wales Organisational Pledge***

In December 2014 Councillor Mike Forey signed the Time to Change Wales Organisational Pledge on behalf of the Council. By signing the pledge we have committed to tackling stigma and discrimination around Mental Health in the workplace.

Each month the Equality and Diversity team hold a 'time to talk' session at a Council location. Sessions have been held at all main Council venues as well as some depots. These are drop in sessions to encourage staff to discuss mental health. To compliment these each month a member of staff does a blog on Inform about how they live with a mental health condition. The Time to Change Wales campaign was built into all the mandatory manager briefing sessions regarding the re-launched Absence Management Policy. Briefing sessions were also held to raise awareness of mental ill health and support mechanisms were highlighted.

The time to talk sessions have been recognised by the GMB union with the initiative being awarded 'Highly Commended' for the Most Inspirational Project for Making A Difference At Work Category.

### ***Developing More Robust Monitoring Arrangements***

For some years it been a challenge for us to collect relevant service area data to produce this report and demonstrate the huge amount of positive equality practice happening across the Council and review areas for improvement. Last year the Equality and Diversity team devised a pro-forma to collect the information which resulted in 11 responses. This year, working with the Council's Performance Team

we were able to obtain relevant information from all service areas as part of the Council's Self Service Evaluation process. Whilst the information gathered from the exercise was encouraging a full evaluation will take place to assess its effectiveness.

Work will continue with Service Areas to review what service user information is collected and monitored.

During this year we undertook a staff profile audit to improve the amount of information we hold on our staff. We also improved monitoring forms to collect data around sexual orientation.

## **Gender Pay**

### ***Commitment to the Women Adding Value to the Economy (WAVE) Project***

To address the Gender Pay objective, the Council has been part of an innovative project - the WAVE project in partnership with Cardiff University. Workforce data has been robustly analysed and areas of gender pay disparity have been identified. An area of disparity is women employed on Grades 1 to 3. A graduate officer worked on this project for 6 months and undertook research into this group of staff. As part of this research two reports were presented to the Council's Senior Leadership Team recommending internal work experience and a suite of flexible working practices. Both initiatives were agreed and an action plan for implementation is in place.

As part of the gender pay objective, unconscious bias training has been held with the Senior Leadership Team and Human Resource colleagues. The training for Human Resources specifically looked at gender bias and stereotypes in recruitment practices. As a result of this training changes will be made to the recruitment process particularly job advertisements and job descriptions.

### **Overall Progress**

As can be seen from above, the actions are progressing well and are monitored by various methods and by the Council's Performance Management Team.

The ongoing monitoring process identified that minor changes needed to be made to some of our actions. In addition to this, previous Annual Equality Reports highlighted that due to changing circumstances and information, the Equality Objectives and the action plan will need to be reviewed. This will ensure that these changes could be reflected and to ensure that the action plan is up to date and deliverable.

## **7. Equality Impact Assessments**

The Council has had an Equality Impact Assessment (EIA) process in place for a number of years which is carried out under the following circumstances:

- Where new policies or practices are developed (including corporate plans, annual business plans and the annual budget)
- Where changes to existing policies or practices are proposed, and when conducting expenditure reviews and programme evaluations
- Where there are proposals to withdraw from or discontinue an existing policy or practice
- Where the Business Planning process has identified relevance to or implications for equality.

The process is regularly reviewed and takes into account the protected characteristics identified in the Equality Act 2010.

The Council introduced a screening process in January 2012 which is designed to make the process as effective as possible and to ensure that any information gathered at the screening stage can be used if a full EIA is required. This report includes details of the EIA screening carried out since April 2015 to March 2016.

However, the Council automatically carries out a full EIA on its Change proposals process.

The table below includes some of the EIA's carried out in 2015/2016 and gives a brief summary of the results and action taken.

#### **Equality Impact Assessments which have undergone an initial screening**

<b>Service Area</b>	<b>Policy/Procedure</b>	<b>Result</b>
Council Wide	Capital Programme 2015/16 – 2017/18	Low impact – no EIA required
Human Resources	Absence Management Policy	Positive impact – no EIA required
Human Resources	Proposals for Flexible Working Arrangements	Positive impact - no EIA required
Housing Strategy	Homestep Scheme	Low impact – no EIA required
Arts Service	Hynt Scheme	Positive impact – no EIA required
Human Resources	Collaborative Working Arrangements Vacancy Management	Positive impact - no EIA required

#### **Full Impact Assessments**

<b>Service Area</b>	<b>Policy/Procedure</b>	<b>Result</b>
Community and Children's Services	Carers Strategy Development for the Cwm Taf Area	Full EIA undertaken – ongoing monitoring

Education and Lifelong Learning	Reorganisation of School Provision	Full EIAs undertaken – action plan developed
Corporate and Frontline Services	Home to School Transport Arrangements	Full EIA undertaken – proposals reviewed and amended

The following outlines the change proposals as part of the Council’s Medium Term Service Planning arrangements, specifically in the context of the need to reduce spend and enable the Council to set a balanced budget into the medium term. The following proposals were part of a comprehensive consultation exercise and full EIAs were undertaken. The proposals are outlined below:

Directorate	Policy/Procedure
Education and Lifelong Learning	Library Services
Education and Lifelong Learning	Youth Engagement and Participation Service
Corporate and Frontline Services	Day Nurseries
Corporate and Frontline Services	Supported Bus Routes

Full details of the Cabinet reports, decisions and equality impact assessments are available on the following link:

<http://www.rctcbc.gov.uk/EN/Council/CouncillorsCommitteesandMeetings/Committees/Committees.aspx>

## 8. Employment Monitoring Data

The Council must collect and publish on an annual basis the number of:

- people employed by the authority on 31 March each year by protected characteristic
- men and women employed, broken down by:
  - job
  - grade (where grading system in place)
  - pay
  - contract type (including permanent and fixed term contracts)

- working pattern (including full time, part time and other flexible working patterns)
- people who have applied for jobs with the authority over the last year
- employees who have applied to change position within the authority, identifying how many were successful in their application and how many were not
- employees who have applied for training and how many succeeded in their application
- employees who completed training
- employees involved in grievance procedures either as a complainant or as a person against whom a complaint was made
- employees subject to disciplinary procedures
- employees who have left an authority's employment.

All of the information above must be presented for each of the separate protected groups. The exception to this requirement is the data on job, grade, pay, contract type and working pattern, which must be broken down only in relation to women and men.

This information is attached at Appendix One - Employment Monitoring Data.

## **9. Procurement**

The Council operates the SQuID which is part of the National Procurement Website, [www.Sell2Wales.co.uk](http://www.Sell2Wales.co.uk).

It contains a set of core questions commonly asked at the selection stage, and has a database of suppliers' answers stored for re-use, and a tool for buyers to generate a selection questionnaire using a risk-based wizard for each procurement project. The idea is that working together these three things deliver a number of benefits:

- Increased efficiency for both suppliers and buyers, by allowing standard questions and answers to be stored for future use, by keeping the number of questions to a minimum, and also by encouraging buyers to only seek information from suppliers if they can be clear about exactly how the information will be used.
- Greater standardisation of the selection stage, whilst also allowing for tailoring of questions to meet the specific requirements of the procurement.
- Increased transparency of the selection process and how responses will be evaluated – so that suppliers are able to work out easily whether or not they wish to bid for a particular opportunity, how to optimise their proposal and how to present it in an effective way.

- Improved opportunities for small medium enterprises (SMEs) and local businesses to compete on a more equal footing as a result of a carefully considered question set that removes some of the barriers to entry for them.

It includes a section on equal opportunities and is in line with the guidance on procurement published by the Equality and Human Rights Commission at <http://www.equalityhumanrights.com/wales/>

## **10. Accessible Information**

The Council produces information in a wide variety of formats according to need. Service areas record requests for alternative formats from service users to ensure that these are provided.

Accessibility Guidelines are available to employees on the Council's Intranet, these provide information on the types of accessible information available, what it is and does and includes a list of suppliers so that employees can source requested formats.

The Council has adopted the RNIB Clear Print Guidelines to increase readability of its documents.

## **11. Future Work**

We will continue to work towards achieving the actions as outlined in the Strategic Equality Plan Action Plan.

On our hate crime actions we will continue to work closely with partners. We will roll out a hate crime e-learning package to all managers and we will continue to deliver hate crime awareness sessions. Victims of hate crime will continue to get support and reassurance visits.

We will continue to engage and consult with different sections of our community, including the LGBT community and disabled community, to ensure our services meet their specific needs.

We will continue to challenge stigma around mental health by arranging monthly Time to Talk sessions throughout the Council and raising further awareness with managers.

We will continue our commitment to the Stonewall Diversity Champions programme and ensure we support our LGBT employees.

We will continue our commitment to the Stonewall Equality Education Index to ensure that our schools build on the work they are doing to celebrate difference and tackle discrimination.

We will continue to deliver Dignity and Respect training to colleagues across the Council and inform them of their responsibilities under the Equality Act 2010 and to encourage them to challenge negative attitudes.

We will expand our Allies Network and provide training and support for this group to ensure they are able to support and signpost effectively.

The WAVE action plan will continue to be monitored and we will undertake consultation with women employed on grades 1 to 3.

## **12. Contact Details**

Rhondda Cynon Taf welcomes comments on all aspects of this report, both in what it contains and what it may not make clear enough about the work and progress in delivering equality and removing discrimination.

If you have any comments or want to know more about the work the Council is doing please contact:

Melanie Warburton  
Equality & Diversity Adviser  
Rhondda Cynon Taf Council  
The Pavilions  
Cambrian Park  
Clydach Vale  
Tonypandy  
CF40 2XX

Telephone: 01443 424170

e mail: [equality@rctcbc.gov.uk](mailto:equality@rctcbc.gov.uk)

## **Employment Monitoring Data**

Equality monitoring information is stored against all employees' records in the Council's payroll and human resources information system (Vision). The information is requested at the recruitment stage and entered on to their record at that point.

The Council encourages all employees to provide this information and an equality monitoring survey is carried out on all employees for whom no information is held every two years in an attempt to increase the information held.

In preparation for the extended employee monitoring requirements being introduced as part of the Equality Act, the Council carried out an equality monitoring survey of all employees in 2011. This survey included questions that covered all protected characteristics except pregnancy. This question was not asked as it was felt that information on pregnancy and maternity would already be held on employee records and the time period allowed for return could mean that the information provided would be out of date.

The Equality & Diversity Team worked with other service areas to identify other useful information which resulted in the questionnaire including sections on the use of British Sign Language, Welsh Language ability and whether or not an employee had caring responsibilities. This information was provided statistically to the service areas to inform their work and strategies.

Statistical analysis of the information is contained in the following tables and covers all Council employees including teachers and school based employees.

### **People Employed by Protected Characteristic**

The following information has been provided using employees' national insurance numbers; this ensures that where an employee may work in more than one job their details will be included only once to avoid duplication of information. It includes teachers and school based employees. Some comparisons will be made to the local demographic of the borough of Rhondda Cynon Taf as over 80% of employees live in the Council area.



## Gender

The table below shows the gender breakdown of employees:

Gender	Total	% of Workforce
Male	2852	25.9%
Female	8152	74.1%
<b>Total</b>	<b>11004</b>	<b>100%</b>

This table clearly indicates that women make up the majority of the Council workforce, this has been consistent for a number of years. This is also comparative with other local authorities in Wales. However, women account for 51% of the population of the area.

## Age

The table below shows the breakdown of employees by age group:

Age Group	Total	% of Workforce
16-24	698	6.4%
25-34	2121	19.3%
35-44	2820	25.6%
45-54	3303	30%
55-64	1829	16.6%
65+	233	2.1%
<b>Total</b>	<b>11004</b>	<b>100%</b>

This table indicates, as the figures did last year, that over half of Council employees are within the age range of 35-54. This is reflected by 40% of the population of Rhondda Cynon Taf being in the age range 30-59.

## Disability

The table below shows the breakdown of employees by disabled and non disabled:

Identification	Total	% of Workforce
Disabled	242	2.2%
Non Disabled	9040	82.2%
Prefer not to say	32	0.3%
Information not held	1690	15.3%
<b>Total</b>	<b>11004</b>	<b>100%</b>

Information is held on 85% of employees. A small percentage of employees have indicated that they are disabled but this is unlikely to give the true picture of disability in the workplace. Although the staff equality profile questionnaire gives the definition of disability, some employees with a 'defined' disability may not identify as having a disability. Additionally, the Council needs to continue to work with data from

employees that have been referred to Occupational Health or where their health status has changed during employment.

### National Identity and Ethnicity

The table below shows the breakdown of employees by ethnicity:

<b>Ethnicity</b>	<b>Number</b>
Asian	12
Asian British	1
Asian Chinese	1
Asian Cornish	1
Black	7
Black British	1
Chinese	4
Mixed Other	15
Mixed White & Black Caribbean	2
Other	25
Prefer not to say	11
White	6,980
White British	794
White Cornish	2
White English	21
White Irish	7
White Other	5
White Scottish	7
White Welsh	1,111
Not Known	1,997
<b>Total</b>	<b>11004</b>

Staff identifying themselves as an ethnic minority is comparative with the demographic of Rhondda Cynon Taf where 1% of people identify themselves with an ethnicity other than White British, Welsh, English or Scottish.

The table below shows the breakdown of employees by national identity:

<b>National Identity</b>	<b>Number of Employees</b>
African	6
Any Other Asian Background	3
Any Other Mixed Background	2
Any Other White Background	21
Bangladeshi	1
British	2,033
Caribbean	1
Chinese	5
English	284

European	29
Indian	7
Irish	26
Other	15
Scottish	33
Welsh	5,970
White and Asian	4
White and Black African	3
White and Black Caribbean	1
Not Known	2,560
<b>Total</b>	<b>11004</b>

Information is held on 77% of employees with the majority of employees identifying themselves as Welsh followed by British.

### Religion or Belief

The table below shows the breakdown of employees by religion or belief:

<b>Religion</b>	<b>Total</b>
Christian	2705
Muslim	3
Hindu	5
Jewish	1
Buddhist	7
Other	110
<b>% of workforce identifying with a religion</b>	<b>25.7%</b>
None	2155
Prefer not to say	282
Information not held	5736
<b>Total</b>	<b>11004</b>

Information is held on 48% of employees with the predominant faith being Christian. 50% of the local population identify themselves as Christian, with 40% regarding themselves as having no religion.

### Sexual Orientation

The table below shows the breakdown of employees by sexual orientation:

<b>Sexual Orientation</b>	<b>Total</b>
Heterosexual	3608
Gay/Lesbian	59
Bisexual	13
<b>% of workforce identifying a sexual orientation</b>	<b>33.4%</b>
Prefer not to say	174
Information not held	7150

<b>Total</b>	<b>11004</b>
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Information is held on 35% of employees. This is an increase of over 10% since reported last year. As part of the Stonewall Diversity Champion's Programme, work has and will continue to encourage more employees to complete this category on equality monitoring forms.

### **Pregnancy and Maternity**

As at 31 March 2016 there were 159 employees on maternity leave none of which were involved in disciplinary or grievance cases. During the year 2015/16, 391 employees had been on maternity leave during this period of time.

### **Gender Reassignment**

Specific information has not been published due to the possibility of identification. The Council has a Gender Reassignment Policy in place which was developed some years ago as a result of an employee asking for support. Since that time the policy has been accessed and support provided as and when required by employees.

### **Regulation Nine - Gender Specific Information**

Regulation Nine of the Specific Equality Duties in Wales requires the following specific information to be provided in respect of gender breakdown.

The number of employees employed at 31 March 2016 broken down by:

- Job
- Grade
- Pay
- Contract type
- Working pattern.

This information has been provided on the basis of actual job numbers so that those employees who work in more than one job are included in all the jobs they are employed in so the numbers may be different to those in the previous section. Once again the information includes teachers and school based employees.

The following table/s provides the specific information required:

### **Breakdown of Employees by Gender and Job**

There are over a thousand job titles within the Council so for ease of demonstration they have been broken down into job families within the competency framework.

<b>Job Family</b>	<b>Male</b>	<b>Female</b>	<b>Grand Total</b>
Administrator	256	968	1224
Ancillary	572	1484	2056
Assistant Headteacher	26	44	70

Community and Social Care	350	3480	3830
Deputy Headteacher	38	85	123
Frontline and Customer Care	156	237	393
Headteacher	55	74	129
Middle Manager	78	123	201
Skilled Manual Worker	117	39	156
Strategic Manager	39	29	68
Supervisor	186	180	366
Teacher	415	1332	1747
Technical, Specialist & Professional	288	341	629
Unqualified Teacher	4	8	12
<b>Total</b>	<b>2580</b>	<b>8424</b>	<b>11004</b>

As last year, the data provides very little surprises with the majority of women working in 'traditional' female areas, particularly in the Community and Social Care setting; this will be more closely examined as part of the Gender Pay Objective within the Strategic Equality Plan.

### **Breakdown of Employees by Gender & Grade**

The Council operated the following grading systems as at 31 March 2016.

- Chief Officers (Head of Service and above)
- National Joint Council
- Teachers /Education

The tables below sets out the breakdown of employees by gender and grade:

### **Employees by Gender & Grade – Chief Officers**

<b>Grade</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
Chief Executive	0	1	1
Group Director	0	2	2
Director Level 1	0	3	3
Director Level 2	2	2	4
Service Director Level 1	1	2	3
Service Director Level 2	1	6	7
Head of Service Level 1	9	11	20
Head of Service Level 2	6	6	12
<b>Total</b>	<b>19</b>	<b>33</b>	<b>52</b>

There has been no change since the previous year, whereby the majority of Chief Officer posts are held by males. Those held by females are largely on the lowest Chief Officer grade.

#### Employees by Gender and Grade – National Joint Council

Grade	Female	Male	Total
GR1	269	89	358
GR2	1013	41	1054
GR3	610	190	800
GR4	922	282	1204
GR5	810	472	1282
GR6	1152	322	1474
GR7	540	123	663
GR8	248	132	380
GR9	178	121	299
GR10	150	135	285
GR11	269	126	395
GR12	117	58	175
GR13	101	58	159
GR14	11	4	15
GR15	39	27	66
<b>Total</b>	<b>6429</b>	<b>2180</b>	<b>8609</b>

This information indicates that while 74% of the total Council workforce is female, it is females that dominate the lower pay grades. This will be an area that will be looked at within Gender Pay objective within the Strategic Equality Plan.

#### Employees by Gender and Grade – Teachers/Education

Grade	Female	Male	Total
Education Psychologists and Advisers	70	27	97
Apprenticeships	19	37	56
Leadership Group/Headteachers	72	55	127
Deputy Headteachers	130	64	194
Teachers	1362	432	1794
<b>Total</b>	<b>1653</b>	<b>615</b>	<b>2268</b>

The figures above indicate that females make up 73% of the education profession.

Individual salary grades of Education is complex to summarise but on analysis there is a fairly even split of male/female across all salary points with no obvious

discrepancies in respect of ability to move through the grades. The grades and salary points are based on nationally agreed pay scales and there are specific requirements for each grade and how employees move through them.

### Employees by Contract Type / Working Pattern

Contract Type	Female	Male	Total
Permanent Full Time	2348	1902	4250
Permanent Part Time	1766	227	1993
Permanent Part Time Term Time	1978	80	2058
Permanent Term Time	142	20	162
Temporary Full Time	250	166	416
Temporary Part Time	138	63	201
Temporary Part Time Term Time	805	63	868
Temporary Term Time	27	13	40
Casuals	699	317	1016
<b>Total</b>	<b>8153</b>	<b>2851</b>	<b>11004</b>

For permanent members of staff the breakdown of female/male is comparable to the overall workforce. Although 74% of the overall workforce is female, a much higher percentage of those females compared to males are working on part-time or term-time only basis.

### Applicants for Employment and Promotion

There were a total of 331 vacancies advertised during the year 2015/2016. The following table indicates the results of the recruitment monitoring for the same period.

#### Applicants for Employment and Promotion by Protected Characteristic

	Applicants	Shortlisted	Appointed
<b>Male</b>	1144	514	148
<b>Female</b>	1950	899	260
<b>Minority Ethnic</b>	75	34	7
<b>Disabled</b>	127	65	12
<b>LGB</b>	103	43	17

The numbers of people appointed in each category reflect the general make up of the Council as a whole.

## Training

Equality monitoring is carried out in respect of attendance at internal training courses only and has been undertaken by the use of equality monitoring forms that now monitor all protected characteristics. Sexual orientation and pregnancy and maternity were added during 2014/15.

Identification of the need for training, learning and development is carried out through the Council's workforce planning and performance review systems. Managers will discuss with employees during personal development interviews training, learning and development needs which are aligned to the performance review and job competencies. The results of these feed in to a departmental or divisional training plan.

The Council does not currently monitor whether training requests are refused as the process used to identify training does not lend itself to this type of monitoring. This however will be considered.

There were a total of 556 equality monitoring forms returned in 2015/16.

### Training by Gender

Group	Male	Female	Transgender	Prefer not to say	Not Known	Total
Chief Executives	13	20	0	0	0	33
Community & Children's Services	76	253	0	1	2	332
Corporate & Frontline Services	28	56	0	0	0	84
Education & Lifelong Learning	8	29	0	0	0	37
Not Specified	18	51	0	0	1	70
<b>Total</b>	<b>143</b>	<b>409</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>556</b>

### Training by Age

Group	16-24	25-34	35-44	45-54	55-64	65+	Prefer not to say	Not Known	Total
Chief Executives	3	2	22	5	0	0	0	1	33
Community & Children's Services	18	52	64	107	86	4	0	1	332
Corporate & Frontline Services	7	12	25	31	8	0	0	1	84
Education & Lifelong Learning	4	5	12	11	5	0	0	0	37
Not specified	11	8	11	17	19	3	0	1	70
<b>Total</b>	<b>43</b>	<b>79</b>	<b>134</b>	<b>171</b>	<b>118</b>	<b>7</b>	<b>0</b>	<b>4</b>	<b>556</b>



### Training by Ethnicity

Group	British	Chinese	Cornish	English	Irish	Scottish	Welsh	White and Black Caribbean	Prefer not to say	Total
Chief Executives	15	0	0	0	0	0	18	0	0	33
Community & Children's Services	92	0	1	4	1	1	233	0	0	332
Corporate & Frontline Services	37	0	0	4	0	0	43	0	0	84
Education & Lifelong Learning	12	1	0	0	0	0	23	1	0	37
Not specified	28	0	1	4	0	1	36	0	0	70
<b>Total</b>	<b>184</b>	<b>1</b>	<b>2</b>	<b>12</b>	<b>1</b>	<b>2</b>	<b>353</b>	<b>1</b>	<b>0</b>	<b>556</b>

### Training by Religion or Belief

Group	Christian	Buddhist	No religion	Other	Prefer not to say	Not Known	Total
Chief Executives	22	0	11	0	0	0	33
Community & Children's Services	124	1	132	19	16	40	332
Corporate & Frontline Services	27	0	37	4	4	12	84
Education & Lifelong Learning	18	0	14	0	2	3	37
Not specified	30	1	21	3	2	13	70
<b>Total</b>	<b>221</b>	<b>2</b>	<b>215</b>	<b>26</b>	<b>24</b>	<b>68</b>	<b>556</b>

### Training by Pregnancy and Maternity

Group	Are currently pregnant or have been pregnant during last 12 months	Not currently pregnant, nor have been during last 12 months	Prefer not to say	Not known	Total
Chief Executives	0	32	0	1	33
Community & Children's Services	7	290	1	34	332
Corporate & Frontline Services	2	75	0	7	84
Education & Lifelong Learning	1	33		3	37

Not specified	1	62		7	70
<b>Total</b>	<b>11</b>	<b>492</b>	<b>1</b>	<b>52</b>	<b>556</b>

### Training by Sexual Orientation

Group	Heterosexual	Gay/Lesbian	Bisexual	Prefer not to say	Not Known	Total
Chief Executives	32	0	0	0	1	33
Community & Children's Services	283	3	1	16	29	332
Corporate & Frontline Services	72	1	0	3	8	84
Education & Lifelong Learning	31	2	0	2	2	37
Not specified	56	1	0	0	13	70
<b>Total</b>	<b>474</b>	<b>7</b>	<b>1</b>	<b>21</b>	<b>53</b>	<b>556</b>

### Disciplinary & Grievance

Disciplinary and Grievance cases are recorded and monitored through the Vision System. There were a total of 183 cases covering disciplinary, grievance and dignity at work and disciplinary action resulting from sickness absence in 2015/2016. The tables below provide equality monitoring information for these cases:

#### Gender

	Total	Discipline	Sickness Absence	Grievance	Dignity at Work
Male	67	39	23	0	5
Female	116	55	29	2	30
<b>Total</b>	<b>183</b>	<b>94</b>	<b>52</b>	<b>2</b>	<b>35</b>

As can be seen from the table above there were more females involved, however when you break this down in to percentages, 59% of disciplinary cases involved females which is a smaller percentage than the number of females in the workforce as a whole and 41% involved males which is a significantly higher percentage than the number of males in the workforce as a whole.

### Age

	Total	Discipline	Sickness Absence	Grievance	Dignity at Work
16 – 24	5	5	0	0	0
25 – 34	31	14	9	1	7
35 – 44	47	25	9	0	13
45 – 54	55	34	12	1	8
55 – 64	43	15	21	0	7
65+	2	1	1	0	0
<b>Total</b>	<b>183</b>	<b>94</b>	<b>52</b>	<b>2</b>	<b>35</b>

The table above identifies that more discipline, sickness absence, grievance and dignity at work cases occur within the age ranges of 35-54.

### Disability

	Total	Discipline	Sickness Absence	Grievance	Dignity at Work
Disabled	11	3	7	0	0
Non Disabled	167	89	43	1	35
Information not held	5	2	2	1	0
<b>Total</b>	<b>183</b>	<b>94</b>	<b>52</b>	<b>2</b>	<b>35</b>

### Ethnicity

	Total	Discipline	Sickness Absence	Grievance	Dignity at Work
Asian	0	0	0	0	0
Black	0	0	0	0	0
Chinese	0	0	0	0	0
Mixed	0	0	0	0	0
White	166	85	48	1	32
Other	1	0	0	0	1
Information not held	16	9	4	1	2
<b>Total</b>	<b>183</b>	<b>94</b>	<b>52</b>	<b>2</b>	<b>35</b>

### Religion or Belief

	Total	Discipline	Sickness Absence	Grievance	Dignity at Work
No Religion	52	32	11	0	9
Christian	31	13	7	0	11
Other	3	1	1	0	1
Prefer not to say	2	0	2	0	0
Information not held	95	48	31	2	14
<b>Totals</b>	<b>183</b>	<b>94</b>	<b>52</b>	<b>2</b>	<b>35</b>

### Sexual Orientation

	Total	Discipline	Sickness Absence	Grievance	Dignity at Work
Heterosexual	59	26	15	0	18
Gay/Lesbian	2	1	0	0	1
Prefer not to say	0	0	0	0	0
Information not held	122	67	37	2	16
<b>Totals</b>	<b>183</b>	<b>94</b>	<b>52</b>	<b>2</b>	<b>35</b>

### Gender Reassignment & Pregnancy and Maternity

There were no employees in these categories involved in disciplinary, sickness absence or grievance cases.

### Leaving Employment

Information gained from the Vision System shows that a total of 1,451 employees left the employment of the Council in 2015/2016, which included 71 employees who were made redundant. It should be noted that these employees were school based, where the decision on redundancy rests with the relevant school in accordance with School Governance Regulations. The tables below indicate the number of leavers and reasons for leaving during 2015/16:

## Reasons for Leaving by Gender

Reason for Leaving	Female	Male	Total
Age Retirement	51	25	76
Death in Service	5	1	6
Dismissed	4	5	9
Early Retirement (Teachers)	8	0	8
End of Contract	197	81	278
Failed Probationary Period	5	1	6
Ill Health	12	3	15
Mutual Agreement	94	37	131
Redundant	49	22	71
Transfer to another Council	19	5	24
TUPE transfer	11	2	13
Voluntary	340	123	463
Voluntary early retirement and redundancy	156	50	206
Voluntary redundancy	109	36	145
<b>Total</b>	<b>1060</b>	<b>391</b>	<b>1451</b>

The gender breakdown of those leaving reflects the gender breakdown of the Council as a whole.

## Reason for Leaving by Age

Reason for leaving	18-24	25-34	35-44	45-54	55-64	65+	Total
Age Retirement	0	0	0	0	45	31	76
Death in Service	0	0	0	3	3	0	6
Dismissed	1	3	1	2	2	0	9
Early retirement (Teachers)	0	0	0	0	8	0	8
End of Contract	69	86	57	36	23	7	278
Failed probationary period	3	2	1	0	0	0	6
Ill health	0	0	0	3	11	1	15
Mutual agreement	0	16	26	32	44	13	131
Redundant	0	3	9	10	43	6	71
Transfer to another Council	1	7	8	6	2	0	24
TUPE Transfer	0	2	5	2	4	0	13
Voluntary	61	158	112	73	49	10	463
VER and redundancy	0	0	0	0	174	32	206
Voluntary redundancy	1	9	43	75	14	3	145

Totals	<b>136</b>	<b>286</b>	<b>262</b>	<b>242</b>	<b>422</b>	<b>103</b>	<b>1451</b>
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The majority of employees left due to the end of their contract or voluntarily, with the majority of employees over the age of 55 leaving due to opportunities to take Voluntary Early Retirement.

### Reason for Leaving by Disability

Reason for Leaving	Total
Age Retirement	3
Death in service	1
End of contract	9
Failed probationary period	0
Ill Health	1
Mutual agreement	13
Redundant	3
Transfer to another Council	3
Voluntary	9
VER with redundancy	11
Voluntary redundancy	6
<b>Total</b>	<b>59</b>

Over half of disabled employees who left employment did so either voluntarily (including voluntary redundancy or VER with redundancy), or by age retirement.

### Reason for Leaving by Ethnicity

Reason	White	Ethnic Minority	Not Known	Total
Age retirement	68	0	8	76
Death in service	6	0	0	6
Dismissed	8	0	1	9
Early retirement (Teachers)	7	0	1	8
End of contract	171	2	105	278
Failed probationary period	5	0	1	6
Ill health	14	0	1	15
Mutual agreement	106	0	25	131
Redundant	58	0	13	71
Transfer to another Council	15	0	9	24
TUPE transfer	11	0	2	13
VER with redundancy	197	0	9	206
Voluntary	334	5	124	463
Voluntary redundancy	127	0	18	145
<b>Total</b>	<b>1127</b>	<b>7</b>	<b>317</b>	<b>1451</b>

### Reason for Leaving by Religion or Belief

<b>Reason</b>	<b>Christian</b>	<b>Buddhist</b>	<b>Other</b>	<b>None</b>	<b>Prefer not to say</b>	<b>Not Known</b>	<b>Total</b>
Age Retirement	29	0	2	12	0	33	76
Death in Service	3	0	0	0	1	2	6
Dismissed	1	0	0	5	0	3	9
Early retirement (teachers)	3	0	0	0	0	5	8
End of contract	53	0	2	57	12	154	278
Failed probationary period	0	0	0	5	0	1	6
Ill health	2	0	0	1	0	12	15
Mutual agreement	37	1	2	9	3	79	131
Redundant	26	0	0	3	2	40	71
Transfer to another Council	7	0	0	2	0	15	24
TUPE Transfer	6	0	0	0	1	6	15
Voluntary	95	1	5	93	8	261	463
VER with redundancy	87	0	5	20	5	89	206
Voluntary redundancy	33	1	1	23	2	85	145
<b>Total</b>	<b>382</b>	<b>3</b>	<b>17</b>	<b>230</b>	<b>34</b>	<b>785</b>	<b>1451</b>



### Reason for Leaving by Sexual Orientation

Reason	Hetero- sexual	Gay/ Lesbian	Bi- sexual	Prefer not to say	Not Known	Total
Age retirement	37	0	0	0	39	76
Death in service	4	0	0	0	2	6
Dismissed	5	0	0	0	4	9
Early retirement (Teachers)	3	0	0	0	5	8
End of contract	32	1	0	1	244	278
Failed probationary period	5	0	0	0	1	6
Ill health	1	0	0	0	14	25
Mutual agreement	39	0	0	2	90	131
Redundant	21	0	0	2	48	71
Transfer to another Council	5	1	0	0	18	24
TUPE transfer	4	0	0	0	9	13
VER with redundancy	97	0	0	4	105	206
Voluntary	114	1	0	4	344	463
Voluntary redundancy	44	0	1	2	98	145
<b>Total</b>	<b>411</b>	<b>3</b>	<b>1</b>	<b>15</b>	<b>1021</b>	<b>1451</b>

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## **RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

### **CABINET**

**9<sup>TH</sup> MARCH 2017**

#### **WALES AUDIT OFFICE - GOOD GOVERNANCE WHEN DETERMINING SIGNIFICANT SERVICE CHANGES REPORT**

#### **REPORT OF THE CHIEF EXECUTIVE IN DISCUSSION WITH THE RELEVANT PORTFOLIO HOLDER, LEADER OF THE COUNCIL, COUNCILLOR A MORGAN**

**Author:** Chris Bradshaw, Chief Executive - 01443 424026

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

- 1.1 The purpose of the report is to update Members on the latest Wales Audit Office (“WAO”) report to be issued and note the action to be taken by the Council in response to the proposals for improvement raised.

#### **2. RECOMMENDATIONS**

It is recommended that Cabinet:

- 2.1 Note the contents of this report;
- 2.2 Consider whether the Council’s response to the WAO proposals for improvement are sufficient.

#### **3. REASONS FOR RECOMMENDATIONS**

- 3.1 It is important that WAO proposals for improvement are considered by Cabinet and appropriate action is taken in response to the matters raised.

#### **4. BACKGROUND**

- 4.1 As part of the Audit of the Council for the financial year 2016/17, Wales Audit Office has undertaken a review that has focused on the effectiveness of the Council’s governance arrangements for determining significant service changes. The WAO has taken the Chartered Institute of Public Finance and Accountancy’s (CIPFA) revised framework for “Delivering good governance in local

government” as an appropriate standard and has provided the Council with a baseline from which to plan further improvement.

4.2 A copy of the WAO report is included in Appendix 1.

## **5. THE WAO PROPOSALS FOR IMPROVEMENT AND THE PROPOSED RESPONSE**

5.1 The WAO report is a positive report and reflects the fact that the Council has robust financial, service change and performance management arrangements in place. Nevertheless, there are opportunities to improve these arrangements and the WAO has made three proposals for improvement, which are as follows:

- P1 – The Council set out at the point of decision on service change proposals how the impact of proposed changes is going to be measured and monitored;
- P2 – The Council clarify and promote the arrangements for public participation in its overview and scrutiny process in order to encourage and promote public involvement;
- P3 – The Council publish its overview and scrutiny committees’ forward work programme(s) as stand-alone documents(s) on the Council website to increase openness and transparency.

5.2 Appendix 2 to this report sets out an action plan with timescales that responds to the proposals for improvement.

## **6. EQUALITY AND DIVERSITY IMPLICATIONS**

6.1 None.

## **7. CONSULTATION**

7.1 Not required.

## **8. FINANCIAL IMPLICATION(S)**

8.1 There are no financial implications.

# **Good Governance when Determining Significant Service Changes**

## COUNCIL ACTION PLAN TO RESPOND TO WAO PROPOSALS FOR IMPROVEMENT

Proposal for improvement	Council response	Timescale for action	Officer responsible
P1 – The Council set out at the point of decision on service change proposals how the impact of proposed changes is going to be measured and monitored.	Agreed. This recommendation will be implemented in setting future revenue budgets.	As appropriate	Chief Executive
P2 – The Council clarify and promote the arrangements for public participation in its overview and scrutiny process in order to encourage and promote public involvement.	Agreed. The Council will consider the opportunities to engage the public in the scrutiny process, learning from best practice across the UK. A report on this recommendation will be considered at the Annual General Meeting when it is convened early in the 2017/18 Municipal Year.	June 2017	Head of Democratic Services
P3 – The Council publish its overview and scrutiny committees' forward work programme(s) as stand-alone documents(s) on the Council website to increase openness and transparency.	Agreed. For the Municipal Year 2017/18, the work programmes of the various scrutiny committees will be available on the Council's website as a stand-alone item.	September 2017	Head of Democratic Services



WALES AUDIT OFFICE  
SWYDDFA ARCHWILIO CYMRU

Archwilydd Cyffredinol Cymru  
Auditor General for Wales

# Good Governance when Determining Significant Service Changes – **Rhondda Cynon Taf County Borough Council**

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The team who delivered the work comprised Tim Buckle, Alison Lewis and Non Jenkins under the direction of Jane Holownia.



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# Summary report

## Summary

- 1 'Governance is about how public bodies ensure that they are doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner. It comprises the systems and processes, and cultures and values, by which public bodies are directed and controlled and through which they account to, engage with and, where appropriate, lead their communities'.<sup>1</sup>
- 2 Good governance is essential for the effective stewardship of public money and the continued delivery of efficient and trusted public services. The current financial climate and reduced settlements for local government as well as rising demand for some services mean that all councils are likely to continue to need to make decisions regarding the future configuration and level of service delivery. It is appropriate that public bodies continuously seek to improve. Small, incremental changes to service delivery are made at a managerial and operational level as part of normal, operational decision-making. However, good governance supported by effective planning and rigorous processes is critical when determining significant service changes. Such decisions are often controversial, generate considerable local interest and can have significant impacts on the individuals and groups affected.
- 3 From April 2016, councils are required to comply with the Well-being of Future Generations (Wales) Act and associated Statutory Guidance. The Statutory Guidance states that: 'Together, the seven well-being goals and five ways of working provided by the Act are designed to support and deliver a public service that meets the needs of the present without compromising the ability of future generations to meet their own needs.'<sup>2</sup> This legislation emphasises the importance of effective governance in achieving wellbeing goals.
- 4 The focus of this review is on the effectiveness of Rhondda Cynon Taf County Borough Council's (the Council) governance arrangements for determining significant service changes. We define this as any significant change in delivering services and/or any significant change in how services are experienced by external service users. This could include, for example, significant changes to the way the service is delivered, the level of service provided, the availability of the service or the cost of the service.
- 5 Taking the Chartered Institute of Public Finance and Accountancy's (CIPFA) revised framework for 'Delivering good governance in local government' as an appropriate standard, this review provides the Council with a baseline, from which to plan further improvement. In this assessment, undertaken during the period

<sup>1</sup> CIPFA/SOLACE, **Delivering Good Governance in Local Government: Framework 2007**

<sup>2</sup> Welsh Government: **Shared Purpose: Shared Future, Statutory guidance on the Well-being of Future Generations (Wales) Act 2015**

September to November 2016, to inform our assessment of the Council's overall arrangements for developing and determining service changes we looked at aspects of decision-making arrangements in relation to a range of significant service change proposals. The examples of service changes we looked at included:

- social care transformation programme
- library services
- day care nursery provision
- bus routes
- youth engagement and participation services

We did not look in detail at each of the individual service change decisions, but rather used them as examples to draw from and inform how the Council goes about making decisions in relation to service changes.

- 6 In the Council we undertook an earlier review of decision-making arrangements in relation to service change.<sup>3</sup> This report provides an update on the progress made by the Council since our last review.
- 7 In this review we concluded that the Council has effective governance arrangements for determining significant service changes and has demonstrated a commitment to further improving them.

## Proposals for improvement

Exhibit 1: Proposals for improvement

Proposals for improvement	
P1	That the Council set out at the point of decision on service change proposals how the impact of proposed changes is going to be measured and monitored.
P2	That the Council clarify and promote the arrangements for public participation in its overview and scrutiny process in order to encourage and promote public involvement.
P3	That the Council publish its overview and scrutiny committees' forward work programme(s) as stand-alone document(s) on the Council website to increase openness and transparency.

<sup>3</sup> Wales Audit Office: **Improvement Assessment 2015-16: Review of decision-making arrangements in relation to service change – Rhondda Cynon Taf County Borough Council, May 2016**

# Detailed report

## The Council has effective governance arrangements for determining significant service changes and has demonstrated a commitment to further improving them

### The Council has a clear vision and strategy for determining service changes linked to its strategic priorities

- 8 The Council has a clear framework for determining service change proposals linked to its strategic vision. The Council's vision is 'For the County Borough that has high aspirations, is confident and promotes opportunity for all.'<sup>4</sup> The Council has been making service changes in response to budget pressures, and within the Corporate Plan the Council sets out its approach to 'meeting the challenge' associated with budget pressures by:
- providing essential services well;
  - helping people and communities to help themselves;
  - building a sustainable County Borough; and
  - living within our means.
- 9 The Council has involved stakeholders in the development of its vision for service change. The vision for service change is incorporated into the Council's Corporate Plan, which was consulted on as part of the Council's 2016-17 budget proposals consultation.
- 10 The Council differentiates between service change proposals and efficiencies. Service changes are defined as those likely to have a noticeable frontline service impact. Efficiencies are defined by the Council as 'cost reducing measures which will not have an impact on the level of services provided, that is, they will be unnoticeable to service users/customers'.<sup>5</sup> In 2015-16 the Council made service changes that had a frontline service impact, However, for 2016-17 the Council's framework for meeting its budget strategy did not include 'service changes' under the Council's definition.
- 11 In addition to meeting its budget reduction targets the Council has also chosen to invest in areas targeted at the three priorities in its Corporate Plan. The Council's key strategic priorities are:
- economy – building a strong economy;

<sup>4</sup> Rhondda Cynon Taf CBC: **The Way Ahead – The Council's Corporate Plan 2016-2020**

<sup>5</sup> Rhondda Cynon Taf CBC: **Report to Cabinet, 10th November 2015 – Medium Term Service Planning – Service Change Proposals**

- people – promoting independence and positive lives for everyone; and
- place – creating neighbourhoods where people are proud to live and work.

The Council has made policy changes to actively invest in areas which it feels support its priorities. For example, the Council changed its policy from shutting leisure centres to investing in them and making them sustainable by increasing income derived from the enhanced facilities.

- 12 The Council is developing its approach to service change in line with the requirements of the Well-being of Future Generations (Wales) Act. The senior leadership team of the Council is promoting a cultural change based on the organisation becoming more focused on: performance, prevention, being more customer centred, investing in the future and taking a longer-term view. An example of this approach is the policy being developed of basing social workers within hospitals to help prevent delays in patients being able to leave hospital.
- 13 The Council has undertaken a number of initiatives in relation to sustainable development. However, sustainable development is not embedded in the service change process. Sustainable development considerations do not form part of the options appraisal papers. The Council recognises that there are opportunities to better embed sustainability considerations in the service change process moving forward.

## Governance and accountability arrangements for service change decision making are clear and well understood

- 14 Members and officers are clear about their roles and responsibilities around decision making on service changes. The Council has made changes to its procedures which have made processes more transparent. Under the new scheme of delegation, introduced in July 2016, all members are now notified when a Cabinet Member takes a delegated decision, this provides greater opportunity for timely scrutiny.
- 15 Service changes in frontline services in the Council are supported by specialist officers from finance, human resources and legal services. Officers from frontline services reported positively on the level of support they receive from these specialist officers through the service change decision making and implementation process.
- 16 Where required Equality Impact Assessments (EIAs) are completed for service changes, they are undertaken by a corporate support officer working in liaison with the operational service managers. One of the Council's lawyers will then ensure that the EIAs are reported correctly through the decision making process. There are opportunities to further strengthen the EIA process within the Council by:
- encouraging greater ownership/involvement in the development and use of the EIAs by the operational service managers;

- improving the availability of relevant data to inform the EIAs and to be clearer about specific impacts (the need to strengthen the data to support the EIA process is identified in the Council's Equalities Annual report as an issue);<sup>6</sup> and
- reviewing the EIAs post service change to see if the impacts that were anticipated were successfully mitigated and/or whether there were any unintended impacts. This would help inform future EIAs.

## Options appraisals are well developed and transparent

- 17 We looked at a number of examples of service changes as part of our review, and we found that a range of options, supported by detailed criteria, were considered. The Members we interviewed also felt that the information provided in the reports on options for service change was comprehensive.
- 18 The Council has improved its arrangements to enable the scrutiny and challenge of service change proposals. Following our earlier review in 2015-16, we made the following proposal for improvement, that 'The Council enhance the forward work programme for Cabinet by including details of the purpose and contents of reports, and making the programme accessible to facilitate opportunities for pre-decision scrutiny.'
- 19 The Council has addressed the proposal for improvement, and now publishes the Cabinet forward work programme, on a rolling basis, for the municipal year.<sup>7</sup> The work programme is reported to Cabinet on a three monthly cycle to allow for regular updates. The work programme is set out in table form and includes information on: what the report is about, the proposed date to Cabinet, the responsible Cabinet Member/officer, whether the report is to be an open or exempt report and whether consultation is to be undertaken prior to a decision being made. To aid transparency, the work programme is also published on the main Cabinet pages on the Council website. The effect of this change on supporting the scrutiny and challenge of service change proposals is demonstrated by the Overview and Scrutiny Committee where Members are now asked to consider any items on the Cabinet work programme that they want to undergo pre-decision scrutiny.<sup>8</sup>
- 20 There are instances where items are considered and decided upon by Cabinet that have not featured in the Cabinet Forward Work Programme. The Council is working to minimise these instances.
- 21 The strengthening of the Council's arrangements for the scrutiny of proposals is also demonstrated in the budget engagement and consultation process. Following

<sup>6</sup> Rhondda Cynon Taf CBC: **Annual Equality Report 2014-15**

<sup>7</sup> Rhondda Cynon Taf CBC: **Report to Cabinet, 23rd June 2016 – Cabinet Work Programme 2016-17 Municipal Year**

<sup>8</sup> Rhondda Cynon Taf CBC: **Minutes of Overview and Scrutiny Committee, 5th July 2016**

a request by the Finance and Performance Scrutiny Committee, the draft budget strategy was submitted for pre-decision scrutiny at the committee meeting on 27 January 2016. This enabled non-executive Members to examine proposals and help shape their development before Cabinet considered the full detail.

- 22 Pre-decision scrutiny is still evolving within the Council but there have been examples of the pre-decision scrutiny of service changes including the work relating to the leisure investment programme and the service change on home to school transport. Scrutiny committees are always involved as a consultee on service change proposals.

### **The Council has effective consultation arrangements for key service changes and is committed to improving its engagement with stakeholders**

- 23 The Council put in place comprehensive consultation arrangements for the service change proposals. The consultation process and materials were agreed by the Council's Senior Leadership Team. The consultation materials provided clear information in an appropriate and understandable format. In addition to the use of the Cwm Taf consultation hub web pages, there was a comprehensive circulation of paper copy consultation materials (over 47,000 copies of the consultation booklet were distributed). The Council also produced a YouTube video to provide an easy to understand introduction to the consultation, showing how people could engage in it as well as providing details of the service change proposals themselves. The consultation was widely promoted in the press and via social media. The Council held 13 engagement sessions. Young persons' versions of the consultation booklet were also developed for use at youth forums and school council sessions, young people were also invited to a youth engagement event at the Council's offices. The questionnaire asked respondents not just for their views on the proposed changes but also what the impact of the service changes would be on them as services users or their family.
- 24 The Council provides sufficient opportunities for Cabinet Members to review the information received from stakeholders as part of the decision making process. In addition to including comprehensive information in the reports to Cabinet, Cabinet Members are also able to view all responses received prior to the relevant Cabinet meeting. The Council can demonstrate that consultation responses are taken into account as part of the decision making process. For example, in the decisions not to go ahead with proposed changes to supported bus routes and single staffed libraries.
- 25 The feedback on the service changes is made available on the Cwm Taf consultation hub website and in the relevant Cabinet report. The Council does not webcast its meetings but the Council tweets the link to the reports and then post a record of the decision for Cabinet and Council meetings. Frontline services also inform service users as part of the service change implementation phase eg direct

information sent/made available at delivery sites ie information about changes to library opening hours, information to young people about changes to the Youth Engagement and Participation Service.

- 26 As well as consulting on specific service change proposals, the Council has also been keen to consult with the public and other interested stakeholders on its general budget strategy and how services are delivered. The Council are looking to be more proactive in engaging with communities and have set up an 'RCT Together' programme to support this approach. The 'RCT Together' approach is looking to get communities involved in helping to meet the challenges around future service provision. Communities have been asked to identify services and assets that they might be interested in running. Once an expression of interest is made the Council will put a project team in place to work with the community/group to help support them to do this. The Council is committed to continuing to develop this approach.
- 27 There is a lack of visibility of the overview and scrutiny committees' forward work programmes and a lack of clarity around arrangements for public involvement in scrutiny. The forward work programme for overview and scrutiny committees currently only exists within the scrutiny meeting papers so is difficult to access by members of the public. The openness and transparency of scrutiny would be enhanced by the Council publishing the forward work programme(s) for overview and scrutiny as a stand-alone document on the website, in the same way as the Cabinet work programme is now published.

## **The Council is improving its corporate arrangements for monitoring the impact of service changes**

- 28 Following our earlier review in 2015-16, we made the following proposal for improvement, 'The Council develop an approach to systematically capture the impact of service changes and use this intelligence to inform future decision making in relation to service change.' The Council subsequently decided that, 'In the future, all major service changes will be reported back to Cabinet and Scrutiny on a six monthly basis for the first year of the change.'<sup>9</sup>
- 29 Scrutiny has already begun to monitor the impact of the service changes and further reviews have been built into the forward work programme. The arrangement for monitoring impact could be strengthened further by the Council setting out, at the point of decision on service change proposals, how the impact of proposed changes is going to be measured and monitored.
- 30 Monitoring of the achievement of projected financial savings arising from service changes takes place via the Council's budget monitoring arrangements. Our report on the Financial Resilience of the Council found that, 'The Council achieved its

<sup>9</sup> Rhondda Cynon Taf CBC: **Report to Cabinet, 23rd June 2016 – Wales Audit Office Corporate Reports**



2015-16 savings plans in full. This achievement is in part due to the fact that the Council only builds budget savings into its base revenue budget once business cases have been developed, and the relevant details agreed. This approach provides the assurance that the saving will be achieved in-year.<sup>10</sup>

## The Council has made improvements to its decision making processes to reflect learning from earlier service changes

- 31 The Council has strengthened its arrangements for service change by applying learning from previous service changes. The Council is also learning from the outcomes of judicial reviews in other councils and is using this to improve its processes further. The key learning from earlier service changes was the need to improve communication. This included:
- keeping everyone (both staff and the public) better informed about the service changes. For the second phase of service changes the Council has prioritised improved communication with the public as well as more robust plans for keeping staff affected by the service changes informed.
  - there has been better engagement with young people in the second round of service changes but the Council identifies that this is an area that it wants to enhance further.
  - the Council has recognised the importance of social media. The Council has been more focused on using social media to support engagement and understanding around service change with the public.
- 32 The Council has responded positively to the findings of the earlier Wales Audit Office report into the decision making arrangements in relation to service change and has taken action to address the proposals for improvement.

<sup>10</sup> Wales Audit Office: **Financial Resilience: Savings Planning – Rhondda Cynon Taf County Borough Council, November 2016**

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## RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

### CABINET

9<sup>TH</sup> MARCH 2017

### COUNCIL'S RESPONSE AS AN INDIVIDUAL PUBLIC BODY TO THE REQUIREMENTS OF THE WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

### REPORT OF THE CHIEF EXECUTIVE IN DISCUSSION WITH THE RELEVANT PORTFOLIO HOLDER, LEADER OF THE COUNCIL, COUNCILLOR A MORGAN

**Author:** Lesley Lawson, Performance Manager - 01443 680723

#### 1. PURPOSE OF THE REPORT

- 1.1 This report updates Cabinet on the steps taken by the Council as an individual public body, to address its responsibilities under the Well-being of Future Generations (Wales) Act 2015.

#### 2. RECOMMENDATIONS

It is recommended that Cabinet:

- 2.1 Consider progress to date in respect of the Council's approach to the implementation of the Well-being of Future Generations Act.
- 2.2 Agree to formally adopt the Council's Corporate Plan priorities as the Council's Well-being Objectives for 2017-18.
- 2.3 Subject to 2.2 above, agree that the Council's obligations to publish Improvement Objectives as required by the Local Government (Wales) Measure 2009, are also served by the Council's Well-being Objectives.

#### 3. REASONS FOR RECOMMENDATIONS

- 3.1 In implementing the Well-being of Future Generations Act, and actively participating in the development and delivery of Well-being plan as part of the Public Service Board, it is important to acknowledge and respond to the Council's responsibilities as an individual public body.

## 4. **BACKGROUND**

- 4.1 The Council is currently contributing to the Public Service Board's requirement to improve to improve the Economic, Social, Environmental and Cultural well-being of the area by:
- Contributing to a Well-being Assessment, which has been challenged, completed and agreed by the constituent public bodies, the [Overview and Scrutiny Committee on 6<sup>th</sup> February 2017](#) and the Public Service Board on 14<sup>th</sup> February 2017 and full Council this evening.
  - Setting objectives to maximise the area's contribution to the seven national Well-being goals as set out in the [Council's Corporate Plan](#)
  - Taking reasonable steps to meet those objectives.
- 4.2 The Public Service Board's Well-being Plan for Cwm Taf will be published in 2018. This Plan will emerge from the Cwm Taf Well-being Assessment and will provide the overarching strategic framework to which the corporate strategies of the partners will align.
- 4.3 However, the Act also applies to the Council as an individual public body. At its meeting on [2 November, Cabinet](#) agreed that until the Public Service Board's Well-being Plan is published in 2018 we can continue to do more to maximise what we already do to meet the Well-being of Future Generations Act whilst not creating additional bureaucracy.
- 4.4 This Act has already been acknowledged by the Commissioner as the 'common sense Act'. Indeed, the Welsh Government and the Future Generations Commissioner have made it clear that duties to set and report on well-being objectives should not be treated as separate from any objectives that guide and steer the actions and decisions of organisations. In addition, they have also set out that planning and reporting processes should be aligned and integrated.

## 5. **CURRENT POSITION**

- 5.1 The Council's duties as a public body under the Well-being of Future Generations Act are to: "Carry out Sustainable Development, in other words work to improve the Economic, Social, and Cultural well-being of Wales". In carrying out Sustainable Development, the Council must:
- Set and publish Well-being Objectives that are designed to maximise its contribution to achieving each of the seven national Well-being goals; and
  - Take all reasonable steps in exercising our functions, to meet those objectives;
  - Publish an annual report showing progress;
  - Scrutinise decisions in line with the requirements of the Well-being of Future Generations Act 2015;
  - Respond to the Future Generations Commissioner as and when appropriate.
- 5.2 At a recent meeting of the Cwm Taf Public Services Board, the Well-being of Future Generations Commissioner indicated that she is looking for public bodies to identify a **small number** of Well-being priorities which promote collaboration, prevents problems happening, builds community capacity and puts the citizen at the centre of

service delivery both now and in the future. The Commissioner used the example of the fourteen well-being objectives, recently published by the Welsh Government in its plan '[Taking Wales Forward](#)', as being excessive.

5.3 In February 2016 the Council agreed its Corporate Plan, [The Way Ahead 2016-2020](#). The Corporate Plan was informed by the priorities and concerns of residents and set out the Council's vision, three key strategic priorities and associated measures of success.

1. ***Economy - Building a strong economy;***
2. ***People - Promoting independence and positive lives for everyone;***
3. ***Place - Creating neighbourhoods where people are proud to live and work.***

5.4 The plan sets out how the Council will tackle the key challenges it faces today and also how it is investing in the future by building sustainable communities. This was further reinforced by [Cabinet in March 2016](#), which set out how the Council is investing in our infrastructure to support the aspirations and priorities set out in the Corporate Plan.

5.5 The three key strategic priorities of the Council also met the requirements of the Local Government (Wales) Measure 2009 to publish the Council's Improvement Objectives and were set out in the Council's Corporate Performance Report 2016-17.

5.6 Positive progress in the delivery of the Council's priorities can be seen in the [quarterly performance monitoring reports](#) and the end of year position will be reflected in the Council's Corporate Performance Report for 2017-18 later this year.

5.7 Each of the Council's three priorities contribute to one or more of the seven national Well-being goals set out in the Well-being of Future Generations Act i.e.

1. A more prosperous Wales
2. A resilient Wales
3. A Healthier Wales
4. A more equal Wales
5. A Wales of cohesive communities
6. A Wales of vibrant culture and thriving Welsh language
7. A globally responsible Wales

5.8 We can already evidence some good examples of working within the five Sustainable Development principles which contribute to improvements to the Economic, Social, Environmental and Cultural well-being of the area. Examples include the new '@Home' integrated assessment service which helps people to avoid unnecessary admission to hospital, and make a safe and timely return home; and also our commitment to the Cardiff Capital Region City Deal programme in which ten local authorities have agreed to work together to bring about an economic and social step-change in the Cardiff Capital Region through improved transport, supporting innovation, an improved digital network, developing skills, supporting

enterprise and business growth, and through housing development and regeneration.

- 5.9 However, as agreed by Cabinet in [November 2016](#), until the Public Service Board's Well-being Plan is published in 2018, we will continue to ensure that the Council's processes enable it to meet the requirements of the Well-being of Future Generations Act, without creating additional bureaucracy.
- 5.10 With this approach in mind, the Corporate Plan is being continually tested against the requirements of the Well-being of Future Generations Act. We consider that by setting out the vision, priorities and targets to improve the lives of people that live, work and visit Rhondda Cynon Taf, we are already taking steps to improve the Well-being of our residents and have a solid platform from which to build.
- 5.11 It is likely that the Council's arrangements to meet, monitor and report the requirements of the Act will develop over time as will the understanding of all parties, including the Future Generations Commissioner and Welsh Government. In the meantime, like all public bodies implementing the Well-being of Future Generations Act, we know we must do more to address the weaknesses we have identified, e.g. strengthening our processes to fully and consistently address the Sustainable Development principles and providing a greater emphasis on other matters such as the Welsh language and biodiversity. These areas will be developed further in the action plans that will deliver the Council's priorities in 2017/18.
- 5.12 Taking account of the above and our progress to date, we believe that the Council's existing priorities as set out in the Corporate Plan are consistent with the Sustainable Development criteria currently required by the Well-being of Future Generations Act and should be formally adopted and recognised as the Council's Well-being objectives.
- 5.13 This year, the Council must also publish its Improvement Objectives as required by the Local Government (Wales) Measure 2009. Improvement Objectives need to reflect the key strategic priorities of the Council and to all intents and purposes, Well-being objectives and Improvement Objectives can be treated as one and the same. Therefore, by integrating processes for setting and reporting on these key objectives, the Council can discharge its duties under both areas of legislation

## **6. EQUALITY AND DIVERSITY IMPLICATIONS**

6.1 None.

## **7. CONSULTATION**

7.1 Not required.

## **8. FINANCIAL IMPLICATION(S)**

8.1 None

**9. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED**

- 9.1 Well being of Future Generations Act 2015.  
Local Government (Wales) Measure 2009

**10. LINKS TO THE COUNCIL'S CORPORATE PLAN/OTHER CORPORATE PRIORITIES/SIP/FUTURE GENERATIONS – SUSTAINABLE DEVELOPMENT**

- 10.1 This report is fundamental to being able to address and evidence the seven national Well-being goals and the five ways of working as set out in the Well-being of Future Generations Act.

**11. CONCLUSION**

- 11.1 The Council is making positive progress in meeting its duties as an individual public body as required by the Well-being of Future Generations Act.

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## RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

### CABINET

9<sup>TH</sup> MARCH 2017

#### **SOCIAL SERVICES AND WELLBEING ACT: IMPLEMENTATION PROGRAMME FOR CWM TAF STAY WELL @ HOME SERVICE (FORMERLY KNOWN AS THE INTEGRATED ASSESSMENT AND RESPONSE SERVICE)**

#### **REPORT OF THE GROUP DIRECTOR, COMMUNITY & CHILDREN'S SERVICES, IN DISCUSSION WITH THE RELEVANT PORTFOLIO HOLDER, COUNCILLOR M FOREY**

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

- 1.1 To present to Cabinet the proposed legal agreement and financial schedule for the Cwm Taf Stay Well @home Service (formerly known as the Integrated Assessment and Response Service) to govern the regional arrangements for the service
- 1.2 To seek approval that any non-material changes required following late submission of comments by the UHB be delegated to the Statutory Director of Social Services and relevant Cabinet Member.

#### **2. RECOMMENDATION**

It is recommended that the Cabinet:

- 2.1 Endorse the detailed Governance arrangements for the Cwm Taf Stay Well @home Service as set out in the Legal Agreement for Rhondda Cynon Taf Council, Merthyr Tydfil Council and Cwm Taf University Health Board as attached as Appendix 1.
- 2.2 Note there are some minor amendments required following late submission of comments by the UHB and delegate responsibility for making any necessary and mutually agreed changes to the Statutory Director of Social Services and relevant Cabinet Member.

#### **3. REASONS FOR RECOMMENDATIONS**

- 3.1 On the 8th September 2016 Cabinet approved the Business case and equality impact assessment for this service and provided authorisation for officers to begin planning and developing the service.

3.2 Cabinet also expected a legal agreement detailing the formal governance and financial arrangements for the service to follow as the new integrated model of service requires the development of a pooled fund comprised of Intermediate Care Fund grant and a formal commitment from all partners to co-operate and work together in its implementation.

#### **4. BACKGROUND**

4.1 The vision for Cwm Taf is to develop integrated @Home services, supported by a single point of access, integrated assessment and robust and resilient community services.

4.2 The aim of these integrated @Home services is to help older people to keep well and independent in the community, to prevent health crises and to avoid hospital admission or lengthy hospital stay.

4.3 During the winter of 2015/ 2016 the Cwm Taf region experienced an extended period of Gold Command whereby health and social care were required to work intensively to address escalation and demand.

4.4 It was apparent during this challenging period that although many of the community services work well there were opportunities to intervene earlier, prevent escalation and work in a more co-ordinated and integrated way.

4.5 As a result the Stay Well @ home service was developed by officers across the region and formal endorsement and commitment secured for the subsequent business case.

4.6 The functions of the model are described in schedule 1 of the attached Legal Agreement but in summary the Stay Well @ Home Service will introduce an integrated assessment and response service which will include:

- Hospital based teams with the following two functions at Royal Glamorgan Hospital (RGH) and Prince Charles hospital (PCH)
  - Hospital Avoidance at A & E and the Clinical Decisions Unit (CDU)
  - Complex and Simple discharges from the wards
- Cwm Taf wide enhanced multi-agency community based services

4.7 The aim of the Stay Well @ Home Service is to Improve individual service user outcomes through the enhanced communication and integration of health and social care services at the critical interface that occurs during presentation at A&E and during hospital admission through to discharge.

## **5. THE LEGAL AGREEMENT**

- 5.1 The Legal agreement has been developed with the advice and endorsement of RCT's Legal and Finance Departments.
- 5.2 The agreement will be reviewed on an annual basis in line with Welsh Government confirmation for the continuation of the Intermediate Care Fund.
- 5.3 RCT is identified as the lead organisation for the service and whilst employment responsibilities are retained by each organisation for their own staff the operational management within RCT will be located within the remit of the Head of short term services.
- 5.4 Overall governance will be overseen by an Operational Management Board. The terms of reference for the operational Management Board are set out in schedule 2 of the attached legal agreement.
- 5.5 The UHB will provide the financial, administrative, accounting systems and associated support for the Intermediate Care Fund. Schedule 3 of the attached legal agreement sets out the detailed Financial Protocol that will govern the service.

## **6. EQUALITY AND DIVERSITY IMPLICATIONS**

- 6.1 A full equality impact assessment has been completed for the service and was endorsed by this Cabinet on the 8<sup>th</sup> of September 2016. A copy of the EQA is attached for reference as Appendix 2.

## **7. CONSULTATION**

- 7.1 Considerable engagement was undertaken in 2015 to inform the development of the Joint Commissioning Statement for Older People's Services.
- 7.2 Whilst the business case for the stay well @ home service addressed the views and themes that were expressed during the engagement on the development of our Joint Commissioning Statement for Older People's Services, further more targeted engagement will be undertaken as the new service is establishes.

## **8. FINANCIAL IMPLICATION(S)**

- 8.1 Funding for this service is anticipated to be secured through the Intermediate Care Fund.
- 8.2 A comprehensive financial protocol is set out in Schedule 3 of the Legal agreement attached to this document.

## **9. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED**

- 9.1 The governance of this service will be developed with reference to

- The Social Services and Well-being (Wales) Act 2014 Part 9 Statutory Guidance (Partnership Arrangements)
- The Partnership Arrangements (Wales) Regulations 2015

## **10. LINKS TO THE COUNCILS CORPORATE PLAN/OTHER CORPORATE PRIORITIES/ SIP**

### 10.1 The service supports

- Better coordination- joining up services and activities across partner organisations.
- Redesigned local services – integrated and efficient

## **11. CONCLUSION**

11.1 RCT is the lead organisation for the Stay Well @ Home Service. Whilst employment responsibilities are retained by each organisation for their own staff, the operational management within RCT will be located within the remit of the Head of short term services.

11.2 The Legal agreement has been developed with the advice and endorsement of RCT's Legal and Finance Departments and will be reviewed on an annual basis in line with Welsh Government confirmation for the continuation of the Intermediate Care Fund.

## **OTHER INFORMATION:**

### **Relevant Scrutiny Committee**

Health and wellbeing scrutiny committee

**LOCAL GOVERNMENT ACT 1972**

**AS AMENDED BY**

**THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**CABINET**

**9<sup>th</sup> MARCH 2017**

**REPORT OF GROUP DIRECTOR, COMMUNITY & CHILDREN'S SERVICES, IN  
DISCUSSION WITH THE RELEVANT PORTFOLIO HOLDER, COUNCILLOR  
FOREY**

**SOCIAL SERVICES AND WELLBEING ACT: IMPLEMENTATION PROGRAMME  
FOR CWM TAF STAY WELL @ HOME SERVICE (FORMERLY KNOWN AS THE  
INTEGRATED ASSESSMENT AND RESPONSE SERVICE)**

**Background Papers**

- Social Services and Well-being (Wales) Act 2014 Part 9 Statutory Guidance (Partnership Arrangements)

<http://gov.wales/docs/dhss/publications/151218part9en.pdf>

- The Partnership Arrangements (Wales) Regulations 2015

[http://www.legislation.gov.uk/wsi/2015/1989/pdfs/wsi\\_20151989\\_mi.pdf](http://www.legislation.gov.uk/wsi/2015/1989/pdfs/wsi_20151989_mi.pdf)

**Contact Officer:**

- Sian Nowell Head of Transformation - [sian.nowell@rctcbc.gov.uk](mailto:sian.nowell@rctcbc.gov.uk)

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DATED.....2017

MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

And

RHONDDA CYNON TAFF COUNTY BOROUGH COUNCIL

And

CWM TAF UNIVERSITY HEALTH BOARD

**AGREEMENT**

FOR THE PROVISION OF THE STAY WELL@HOME SERVICE ACROSS  
THE CWM TAF REGION

**THIS AGREEMENT** is made the \_\_\_\_\_ day of \_\_\_\_\_ 2017  
**BETWEEN MERTHYR TYDFIL COUNTY BOROUGH COUNCIL** of Civic Centre, Castle Street, Merthyr Tydfil Tydfil, CF47 8AN ("Merthyr Tydfil"),  
**RHONDDA CYNON TAFF COUNTY BOROUGH COUNCIL** of The Pavilions, Cambrian Park, Clydach Vale, Tonypany, CF40 2XX ("RCT") and **CWM TAF UNIVERSITY HEALTH BOARD** of Ynysmeurig House Navigation Park Abercynon CF45 4SN (the "UHB").

(Each a 'Party' and together 'the Parties' to this Agreement).

#### **WHEREAS**

- (1) This Agreement for the Cwm Taf Stay Well @ Home Service is made under The Social Services and Well-being (Wales) Act 2014 (the 'Act') and the Partnership Arrangements (Wales) Regulations 2015 (the 'Regulations').
- (2) This Agreement provides for the establishment of the Cwm Taf Stay Well @ Home Service ('STAY WELL @ HOME SERVICE ') which will undertake functions on behalf of the Parties.
- (3) The general functions of the Cwm Taf STAY WELL @ HOME SERVICE will be to:-
  - Undertake prompt initial proportionate assessments at Accident & Emergency and the Clinical Decision Unit ('CDU') in Royal Glamorgan Hospital ('RGH') and Prince Charles Hospital ('PCH') and where necessary and appropriate commission health, social care and third sector community support to facilitate a safe and timely return home for the patient, thereby preventing avoidable admission to hospital.
  - Undertake a proportionate assessment for ward based patients with complex needs to support a safe and timely discharge back to a community setting.
  - Provide an enhanced, Health and Social Care community response to support the hospital based team facilitate a swift and safe hospital discharge.



- (4) This Agreement also provides for the establishment of an STAY WELL @ HOME SERVICE fund to ensure the STAY WELL @ HOME SERVICE has sufficient resources to provide equity of service provision across the Cwm Taf region.
- (5) The Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board will provide the practice and operational direction for the STAY WELL @ HOME SERVICE and advise the Cwm Taf Social Services and Well-being Partnership Board.
- (6) The Parties have each passed the necessary resolutions for the purposes of entering into this Agreement.

## **OPERATIVE PROVISIONS**

### **1. INTERPRETATION**

- 1.1 As used in this Agreement the following terms have the following meanings (unless otherwise stated in the Agreement):
  - 1.1.1 “s151 Officer” means RCT/Merthyr Tydfil Tydfil’s Chief Financial Officer (as defined by section 151 of the Local Government Act 1972);
  - 1.1.2 “Agreement” means this agreement including the Schedules;
  - 1.1.3 “Chief Finance Officer” means the chief finance officer within the UHB.
  - 1.1.4 “Commencement Date” means [DATE];
  - 1.1.5 “Cwm Taf @home Integrated Assessment and Response Service” or “STAY WELL @ HOME SERVICE ” means the integrated assessment and response service established under the Regulations by the Parties to provide the functions as set out in Schedule 1;
  - 1.1.6 “Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board” means a board comprising of those members set out in Schedule 2.;
  - 1.1.7 “Demand” means any action, award, claim or other legal recourse, complaint, cost, debt, demand, expense, fine, liability, loss, outgoing, penalty or proceeding made pursuant to Clause 4.5;
  - 1.1.8 “Evaluation Criteria” means the criteria against which the Annual Review will be undertaken as set out in Schedule 5;
  - 1.1.9 “Financial Protocol” means the protocol set out in Schedule 3;

- 1.1.10 “Information Sharing Framework” means the framework set out in Schedule 6;
- 1.1.11 “Nominated Lead Officer” means the lead officer identified within Schedule 5 of this Agreement who is responsible for a particular Service Component Element of the STAY WELL @ HOME SERVICE and the day to day administration, management, direction, development and performance of relevant Staff within that Service Component Element;
- 1.1.12 “Fund Contribution” means the funding to be made available by the UHB (as the recipient body of the Intermediate Care Fund (‘ICF’) funding) for the provision of any Service Component Element of the STAY WELL @ HOME SERVICE in accordance with Clause 8 and the Financial Protocol;
- 1.1.13 “Staff” means the staff required to provide the STAY WELL @ HOME SERVICE ;
- 1.1.14 “RCT Host Services” means the provision by RCT of all support services (save for the day to day administration undertaken by Staff in accordance with their duties) required by the STAY WELL @ HOME SERVICE including but not limited to Financial (Accounts, Payroll, Creditors, Debtors, Insurance) Human Resources, Health and Safety, Legal, ICT, Estates, PR/Marketing, Information Management, Internal Audit and Procurement;
- 1.1.15 “UHB Host Services” means the provision by the UHB of all support services (save for the day to day administration undertaken by Staff in accordance with their duties) required by the STAY WELL @ HOME SERVICE including but not limited to Financial (Accounts, Payroll, Creditors, Debtors, Insurance) Human Resources, Health and Safety, Legal, ICT, Estates, PR/Marketing, Information Management, Internal Audit and Procurement; and
- 1.1.16 “UHB Staff” means the staff seconded from the UHB to the STAY WELL @ HOME SERVICE for the provision of the STAY WELL @ HOME SERVICE.
- 1.2 Clause headings in this Agreement are for convenience only and shall have no contractual effect.
- 1.3 Any reference to a Clause is a reference to a Clause of this Agreement.

- 1.4 Any reference to a Schedule is a reference to a Schedule to this Agreement.
- 1.5 Words importing one gender shall include the other genders and words importing the singular include the plural and vice-versa.
- 1.6 Reference to “individual” or “person” shall include bodies' corporate, unincorporated associations and partnerships.
- 1.7 Any reference to any enactment or statutory instrument shall be deemed to include reference to such enactment or statutory instrument as re-enacted amended or extended.
- 1.8 An obligation not to do or omit to do something shall be deemed to include an obligation not to permit or (so far as is reasonably practicable) suffer that thing to be done or omitted to be done.
- 1.9 An obligation to do something shall include an obligation to seek to procure that it is done.

## **2. CO-OPERATION AND DISCUSSION**

- 2.1 This Agreement is entered into on the understanding that the Parties will work on the basis of co-operation and will arrange to discuss with each other, as soon as possible, any problems or disputes which arise and will attempt to resolve any difficulties through negotiation at an early stage and to make themselves available with reasonable notice to discuss the issues under dispute. If the Parties fail to resolve a dispute through negotiation the provisions of Clause 20 shall apply.

## **3. AGREEMENT**

- 3.1 This Agreement is made under the powers conferred by the Partnership Arrangements (Wales) Regulations 2015 (the ‘Regulations’) made under the Social Services and Well-being (Wales) Act 2014.
- 3.2 The Cwm Taf STAY WELL @ HOME SERVICE shall provide the functions on behalf of the Parties as set out in Schedule 1.

3.3 The Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board will provide the strategic and operational direction to the Cwm Taf STAY WELL @ HOME SERVICE and shall operate with the terms of reference set out in Schedule 2.

#### **4. TERM AND TERMINATION**

4.1 This Agreement shall continue unless all Parties to it at the time of the decision unanimously agree to terminate the Agreement and as part of that agreement allow a reasonable period in order to wind down the STAY WELL @ HOME SERVICE including compliance with any statutory requirements.

4.2 Any Party proposing to withdraw from this Agreement must notify each of the other Parties, by giving not less than 12 months notice in writing, of its intention to withdraw with such notice expiring on 31<sup>st</sup> March in any given year.

4.3 Should ICF funding be no longer available for use by the Parties for the STAY WELL @ HOME SERVICE this Agreement shall terminate from the end of the period the ICF can be utilised in accordance with its terms and conditions allow a reasonable period in order to wind down the STAY WELL @ HOME SERVICE including compliance with any statutory requirements. Prior to termination the Parties shall meet to discuss how any future collaboration may operate in the absence of the ICF.

4.4 Assets and liabilities of the Parties at termination remain the property and responsibility of the relevant Host Service Provider.

4.5 Subject to Clause 4.6 below any redundancy costs relating to STAY WELL @ HOME SERVICE Staff arising during the continuance of, or from the termination of, this Agreement shall be borne by the Party who employs the relevant member(s) of Staff being made redundant.

- 4.6 Any Staff redundancy costs relating to the Support@Home out of hours planning and supervision service for STAY WELL @ HOME SERVICE which arise during the continuance of, or from the termination of, this Agreement shall be apportioned and payable on the following basis: 25%Merthyr Tydfil and 75% RCT.

## **5. CWM TAF STAY WELL @ HOME SERVICE**

- 5.1 The STAY WELL @ HOME SERVICE will operate across the Cwm Taf regional footprint as set out in the Regulations.
- 5.2 The Cwm Taf STAY WELL @ HOME SERVICE shall not, and will not require any member of the Staff to do anything that shall breach the employment contract of the employee and shall have no authority to vary the terms of such employment contract.
- 5.3 In accordance with the provisions of Clause 2 of this Agreement the Parties will co-operate with each other with regard to any employment issues arising from the termination of this Agreement, howsoever arising, including, without limitation, looking at reducing the number of redundancies wherever possible and complying with employment law including policies and procedures with a view to minimising the risk of any Demand and other employment law liabilities arising from the termination of this Agreement. To the extent that any Demand or other employment liabilities arise as a consequence of the termination of this Agreement for any reason, these will be dealt with in accordance with Clause 4.5 and 4.6 of this Agreement.

## **6. HOST SERVICES**

- 6.1 It is agreed between the Parties that for the purpose of the development and operation of the Hospital Based Service and the Local Authorities Support @ Home Service components of the STAY WELL @ HOME SERVICE that RCT shall provide the RCT Host Services and subject to

Clause 6.3 shall have authority as from the Commencement Date to enter into any agreement necessary with any third party in respect of the provision of RCT Host Services including without prejudice to the generality of the foregoing any agreement relating to the purchase and provision of goods and services. Any such agreement for the purchase and provision of goods and services would be made in accordance with RCT Contract Procedure Rules and RCT Financial Procedure Rules (which require all expenditure to be incurred within the agreed budget), the Financial Protocol and all relevant legislation. Where any such agreement is for a period greater than two years and is for the STAY WELL @ HOME SERVICE only (rather than having wider applicability for RCT) and/or commits the STAY WELL @ HOME SERVICE to expenditure (rather than providing a mechanism for potential use) then this shall be subject to the approval of RCT's 151 Officer and the Chief Finance Officer

- 6.2 It is agreed between the Parties that for the purpose of the development and operation of the Health @ Home Service and Supporting Medication @ Home Service components within the STAY WELL @ HOME SERVICE that the UHB shall provide the UHB Host Services and subject to Clause 6.3 shall have authority as from the Commencement Date to enter into any agreement necessary with any third party in respect of the provision of UHB Host Services including without prejudice to the generality of the foregoing any agreement relating to the purchase and provision of goods and services. Any such agreement for the purchase and provision of goods and services would be made in accordance with UHB Contract Procedure Rules and UHB Financial Procedure Rules (which require all expenditure to be incurred within the agreed budget), the Financial Protocol and all relevant legislation. Where any such agreement is for a period greater than two years and is for the STAY WELL @ HOME SERVICE only (rather than having wider applicability for the UHB) and/or commits the STAY WELL @ HOME SERVICE to expenditure (rather than providing a mechanism for potential use) then this shall be subject to the approval of RCT's 151 Officer and the Chief Finance Officer.

6.3 Where the Host is minded to put in place any agreements with third parties relating to the provision of any Host Service it shall first consider whether one of the Parties to this Agreement wishes to provide the service and, if so, afford that Party the opportunity to provide that service at such cost as agreed by between RCT and MT's s151 Officer and the Chief Finance Officer.

## **7. STAFF**

7.1 The staffing arrangements for the STAY WELL @ HOME SERVICE including Staff roles and responsibilities are as set out in Schedule 4 of this Agreement.

7.2 The UHB will remain the employer for the UHB Staff and retain responsibility for their clinical supervision and CPD.

7.3 Both RCT and Merthyr Tydfil remain the employer for the RCT Staff and Merthyr Tydfil Staff respectively and retain responsibility for their CPD...

## **8. FINANCIAL CONTRIBUTIONS**

8.1 The financial relationship between the Parties is as set out in this Clause and the Financial Protocol at Schedule 3 of this Agreement and shall apply to the STAY WELL @ HOME SERVICE .

8.2 The funding for the STAY WELL @ HOME SERVICE will be provided solely through the ICF as identified in the Financial Protocol effective from the Commencement Date. The funds made available for the provision of the STAY WELL @ HOME SERVICE from the ICF shall be known as 'the Fund'.

8.3 The financial contributions to be made available for each STAY WELL @ HOME SERVICE Component Service Element and utilised from the Fund for Year 1 (2016/2017) will be based on the ICF allocation as shown in the table below:

**Summary of Fund contributions receivable from the ICF**  
**(Year 1 - 2016/2017)**

<b>Component Service Element</b>	<b>Estimated Annual Cost</b>
Hospital Based Service	£678,768
Support @ Home Service	£605,066
<b>Health @ Home Service</b>	<b>£143,182</b>
<b>Supporting Medication @ Home Service</b>	<b>£322,762</b>
<b>Central Management &amp; Support</b>	<b>£80,490</b>
<b>Total Cwm Taf STAY WELL @ HOME SERVICE</b> (Constituting the 'Fund Contribution')	<b>£1,830,268</b>

8.4 In respect of the funding of the STAY WELL @ HOME SERVICE there shall be a formal review of the funding mechanism on an annual basis, the first of which shall be in advance of the 2017/18 financial year. It will be for RCT's and Merthyr Tydfil's s151 Officer and the Cwm Taf UHB Chief Finance Officers to endorse any recommendation (for change or stay the same) being made to the funding mechanism of the Cwm Taf STAY WELL @ HOME SERVICE .

**9. Funding**

9.1 The UHB will act as 'banker' for receipt of the ICF which shall be payable to the Fund and used for the provision of each party's specific service component with the STAY WELL @ HOME SERVICE, and under the terms of the funding agreements the UHB will be responsible for accepting the terms and conditions of funding on behalf of the STAY WELL @ HOME SERVICE in accordance with the terms of the Financial Protocol.



9.2 Any new grant or additional funding streams targeted at the Cwm Taf STAY WELL @ HOME SERVICE must be considered by the Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board. Permission to accept, expend or commit any monies from any new funding streams must be granted by the Party's s151 Officers and Chief Finance Officer (as applicable). It shall be the responsibility of the Nominated Lead Officers for each specific STAY WELL @ HOME SERVICE component service to bring such additional funding streams to the attention of the Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board.

## **10. ADDITIONAL UHB RESPONSIBILITY**

10.1 The UHB will ensure that ICT support is available to the Hospital Based Team of the STAY WELL @ HOME SERVICE in accordance with the terms of a service level agreement between the UHB and RCT (and entered into on or about the date of this Agreement) to enable that team to work effectively.

## **11. MERTHYR TYDFIL RESPONSIBILITIES**

11.1 With regards to the Support@Home Service Component of the STAY WELL @ HOME SERVICE Merthyr Tydfil must:

11.1.1 Ensure that they have appropriate arrangements in place with regards to any licensing and information sharing agreements (including obtaining all necessary consents) that allow for RCT to effectively plan and administer out of hours intermediate care Staff rota's on Merthyr Tydfil's behalf using the 'Webroster' software system.

11.1.2 Ensure the provision of sufficient direct service (social care) staff available to respond to the requirements of this component of the STAY WELL @ HOME SERVICE out of office hours.

## **12. ANNUAL REVIEW OF THE STAY WELL @ HOME SERVICE AND THE AGREEMENT**

12.1 All Parties commit to an annual review of the terms of this Agreement and the STAY WELL @ HOME SERVICE (which shall be carried out in accordance with the terms of the Evaluation Criteria) with such reviews being undertaken annually to correspond with the ICF timescales between January and March each year.

#### **14 ACCESS TO INFORMATION**

14.1 To provide an efficient, safe and high quality service the STAY WELL @ HOME SERVICE is dependent upon accurate and timely information being exchanged between the Parties. Such information shall only be used for the provision of the STAY WELL @ HOME SERVICE. Information sharing between the Parties shall comply in all respects with all applicable legislation (including but not limited to the Data Protection Act 1998) and the provisions of the Information Sharing Framework set out in Schedule 5 (together with any information sharing protocol made thereunder).

#### **15. INDEMNITIES AND INSURANCE**

15.1 To the extent such matters are not covered by the insurance arrangements that parties are required to have in place, the Parties will be jointly liable in accordance with Clause 8 (and the Financial Protocol) for all losses in relation to all actions, proceedings, costs, claims, demands, liabilities, losses and expenses howsoever arising out of or in connection with any act or omission by the Host in carrying out all or any of the duties and responsibilities of the Host and/or implementing the decisions of the STAY WELL @ HOME SERVICE save where all losses incurred are caused by an unauthorised act by the Host.

15.2 The parties shall ensure that adequate insurance against the risks of cost of claims associated with public liability, employer's liability, property and professional indemnity is in place to cover their duties under this agreement.

15.3 The provisions of this Clause 15 shall survive the termination of this Agreement.

15.4 Where pursuant to Clause 6 of this Agreement one of the Parties to this Agreement is providing any part of the Host Services then the provisions of this Clause 15 shall apply mutatis mutandis.

## **16. VARIATION**

16.1 Save as provided herein this Agreement cannot be varied without the approval of and prior written consent of all Parties (save where any Clause/Schedule of this Agreement relates to the ICF Fund arrangements between the Parties it may be amended by the approval and prior written consent of all the Parties). Any variation is to be signed and sealed by an authorised representative of each Party and will be annexed to this Agreement.

## **17. COMMUNICATION**

17.1 Any communication required to be in writing under the terms of this Agreement shall be sent to each Party at the addresses set out in Clause 17.2 and marked for the attention of the person last notified in writing to the other Parties as being the person to receive communications for the purpose of this Agreement on behalf of that Party.

17.2 Any notice or communication to the relevant Party shall be deemed effectively served if sent by first class post or delivered by hand to the addressee set out below or such other addressee and address notified in writing from time to time to the other Parties: -

RCT

Chief Executive

Rhondda Cynon Taf County Borough Council

The Pavilions, Cambrian Park  
Clydach Vale  
Tonypandy  
CF40 2XX

Merthyr Tydfil

Chief Executive  
Merthyr Tydfil County Borough Council  
Civic Centre, Castle Street  
Merthyr Tydfil  
CF47 8AN

UHB

Chief Executive  
Cwm Taf University Health Board  
Ynysmeurig House  
Navigation Park  
Abercynon  
CF45 4SN

- 17.3 Any notice service by delivery shall be deemed to have been served on the date it is delivered to the addressee. Where notice is posted it shall be sufficient to prove that the notice was properly addressed and posted and the addressee shall be deemed to have been served with the notice 48 hours after the time it was posted.

**18. THIRD PARTY RIGHTS**

- 18.1 Save as may be provided herein the Parties to this Agreement do not intend any provision of it to be enforceable by any other person pursuant to the Contract (Rights of Third Parties) Act 1999.

**19. SEVERANCE**

19.1 If at any time any provision of this Agreement is found by any court, tribunal or administrative body of competent jurisdiction to be wholly or partly illegal invalid or unenforceable in any respect provided that it would not affect or impair the legality, validity or enforceability of any other provision of this Agreement, this Agreement shall continue in full force and effect as if the Agreement had been executed with the invalid provision eliminated except where it deprives one of the Parties of a substantial part of the benefit to be derived by it from this Agreement without providing any corresponding benefit.

19.2 If Clause 19.1 shall apply the Parties shall in good faith amend and, if necessary, execute such further assurances in relation to this Agreement to reflect as nearly as possible the spirit and intention behind that illegal, invalid or unenforceable provision to the extent that such spirit and intention is consistent with the laws of that jurisdiction and so that the amended clause complies with the laws of that jurisdiction but if the Parties cannot agree upon the terms of any amendment or assurance within six months of the date upon which the provision was determined to be wholly or partly illegal or unenforceable by any court, tribunal administrative body then the dispute will be determined in accordance with Clause 20 hereof.

## **20. DISPUTE RESOLUTION**

20.1 If there is a dispute between the Parties concerning the interpretation or operation of this Agreement (save in the case where a dispute is relevant only to a Clause/Schedule relevant to and governs the relationship between the Contributing Parties only) then any Party may notify the others in writing that it wishes the dispute to be referred to a meeting of both Local Authority Directors of Social Services and the UHB Director of Planning & Performance to resolve.

20.2 If after the meeting of both Local Authority Directors of Social Services and the UHB Director of Planning & Performance to resolve the dispute under 20.1 above has not been resolved, any Party may refer the dispute to the Parties' Chief Executives for resolution.

- 20.3 If there is a dispute between the Parties relating to a Clause/Schedule of this Agreement which is relevant to and governs the relationship between the Contributing Parties only then a Party must notify the other in writing that it wishes the dispute to be referred to a meeting of both Local Authority Directors of Social Services and the UHB Director of Planning & Performance for resolution.
- 20.4 If after the meeting of both Local Authority Directors of Social Services and the UHB Director of Strategic and Operational Planning the dispute under 20.3 above has not been resolved, either Party may refer the dispute to the Parties' Chief Executives for resolution.
- 20.5 If the Chief Executives (or Parties' Chief Executives in the case of a dispute under 20.4 above) are unable to resolve the dispute by unanimous agreement within a period of 28 days of the matter being referred to them any Party may refer the matter to mediation. The Parties will attempt to settle the dispute by mediation in accordance with the Centre for Effective Dispute Resolution (**CEDR**) Model Mediation Procedure. Unless otherwise agreed between the Parties, the mediator will be nominated by CEDR.
- 20.6 If the matter cannot be resolved by mediation any Party may refer the matter to arbitration on the following basis:
- 20.6.1 Referral shall be to a single Arbitrator selected by the Parties Chief Executives or, in the absence of agreement, to be nominated by the President of the Chartered Institute of Arbitration.
- 20.6.2 Such arbitration shall be conducted in accordance with the provisions of the Arbitration Act 1996 and the Arbitrator appointed shall have the power to:
- 20.6.3 Order and direct what he or she shall think to be done by any of the Parties (or Contributing Parties' in the case of a dispute

under 20.4 above) respectively in relation to the matters in dispute;

20.6.4 The decision of the Arbitrator shall be final and binding on all the Parties.

20.6.5 Unless otherwise agreed or specified in the arbitration terms each Party (or Contributing Party in the case of a dispute under 20.4 above) shall bear its own costs incurred in the arbitration and the Parties (or Contributing Party in the case of a dispute 20.4 above) shall share equally the Arbitrator's costs and expenses.

## **21. WAIVER**

21.1 No term or provision of this Agreement shall be considered as waived by any Party unless a waiver is given in writing by the Party and any failure by any of the Parties at any time to enforce any provision of this Agreement or to require performance by any of the other Parties of any of the provisions of this Agreement shall not be construed as a waiver of any such provision and shall not affect the validity of this Agreement or any part thereof or the right of any Parties to enforce any provision in accordance with its terms.

21.2 No waiver under Clause 21.1 shall be a waiver of a past or future default or breach, nor shall it amend delete or add to the terms conditions or provisions of this Agreement unless (and then only to the extent) expressly stated in the waiver.

## **22. FREEDOM OF INFORMATION**

22.1 The Parties agree that they will each co-operate with one another to enable any Party receiving a request for information under the Freedom of Information Act 2000 and/or Environmental Information Regulations 2004 to respond to that request promptly and within the statutory timescales. This co-operation shall include but not be limited to finding, retrieving and supplying information held, and directing requests to other

Parties as appropriate and responding to any requests by any Party receiving a request for comments or other assistance.

**23. GOVERNING LAW AND JURISDICTION**

23.1 This Agreement shall be governed by and construed in all respects in accordance with the laws of England and Wales.

The **COMMON SEAL** of the respective Parties were affixed the day and year first before written:

The COMMON SEAL of **MERTHYR TYDFIL**)  
**COUNTY BOROUGH COUNCIL** )

Was affixed in the presence of: )

Authorised Signatory  
Designation.....

The COMMON SEAL of **RHONDDA CYNON**)  
**TAFF COUNTY BOROUGH COUNCIL** )

Was affixed in the presence of: )

Authorised Signatory  
Designation.....

The COMMON SEAL of **CWM TAF UNIVERSITY** )  
**HEALTH BOARD** )

Was affixed in the presence of: )



Authorised Signatory

Designation.....

DRAFT

**SCHEDULE 1**  
**THE CWM TAF STAY WELL @ HOME SERVICE**  
**FUNCTIONS**

The development of the STAY WELL @ HOME SERVICE will perform two pivotal functions which will be:-

- The 'Hospital Based Service' (which means "the services operated within the Accident & Emergency (A&E) and the Clinical Decision Unit (CDU) wards at the two acute hospital sites of RGH and PCH which operates 7 days per week and is run by the Hospital Based Team (as identified in Schedule 4)" ; and The Community response.

**1. The Hospital Based Team**

1.1 The Hospital Based Team will operate the Hospital Based Service between the hospital wards, A&E and the CDU at PCH and RGH dependent on activity and demand.

1.2 At A&E and the CDU the hospital based team will undertake proportionate assessments and commission community based support (for up to 14 days post discharge) to facilitate patients safe and timely return home to prevent unnecessary admission. This will be achieved by:

1.2.1 Respond to a request for assessment within an hour at A&E (during the operating hours of the Integrated STAY WELL @ HOME SERVICE )

1.2.2 Identifying patients who have either simple or complex discharge needs

1.2.3 Completing proportionate assessments and care plans on the RCT and MT social care ICT system and work flowing through to relevant social care community service for a 4 hour response

- 1.2.4 Providing appropriate equipment from the satellite hospital store to travel home with the patient or equipment to be provided as part of the 1<sup>st</sup> call at home through the Parties' existing contractual arrangements with Vision Products.
  - 1.2.5 Accepting referrals from the Primary Care Out of Hours service via A&E following an A&E assessment
  - 1.2.6 Referring to community health services for a 4 hour response (health @home/district nurses/community IV service etc)
  - 1.2.7 Referring to third sector services (e.g. Age Connect/Care and Repair etc.)
  - 1.2.8 Referring to the medication @home service for assessment and appropriate intervention to support medicines adherence and optimisation.
- 1.3 Of importance is that all services commissioned by the STAY WELL @ HOME SERVICE Hospital Based Team will require a formal review by UHB/RCT/Merthyr Tydfil community services within the first 14 days post discharge from hospital.

**1.4 The Flowchart for A&E / CDU based service**

## Hospital Avoidance

A&E, Wards 4&6 (CDU)

### How does it work?

A multi disciplinary team that reviews a person's circumstances after or alongside nursing triage to ascertain:

1. Whether they can return home with no support

2. Whether they can return home with a level of support (i.e. restart of existing package food bank, third sector)

3. Whether they can return home with a preventative service (i.e. Support @ home IC&R)

4. Whether they will require support from CDU wards 4 and 6 (24hr ward) but points 1, 2 and 3 could be commissioned to facilitate a timely return home

Where the patient is known to social care and there is an existing care plan in place:

- A copy of the care plan is to be printed and follow the patient.
- If admitted, timescales for package restart are to be noted

### 1.5 At hospital ward level the Hospital Based Team will:

1.5.1 For patients who are admitted onto a ward, following involvement from the SW@HT, the team will work with Ward staff, Health and Social Care Discharge Co-ordinators and the Discharge Liaison service to facilitate the most appropriate discharge home.

1.5.2 Undertake proportionate assessment utilising the default position that individuals are supported to return to a community setting (home) rather than:

- Transfer to a residential or nursing setting (this will only take place where all other alternatives have been exhausted).
- Transfer inappropriately to a community hospital for discharge planning

1.5.2 Complete proportionate assessments on social care IT system and workflow through to relevant social care community service

1.5.3 Where a placement is required from an acute hospital site to either a residential or nursing home, where there is sufficient

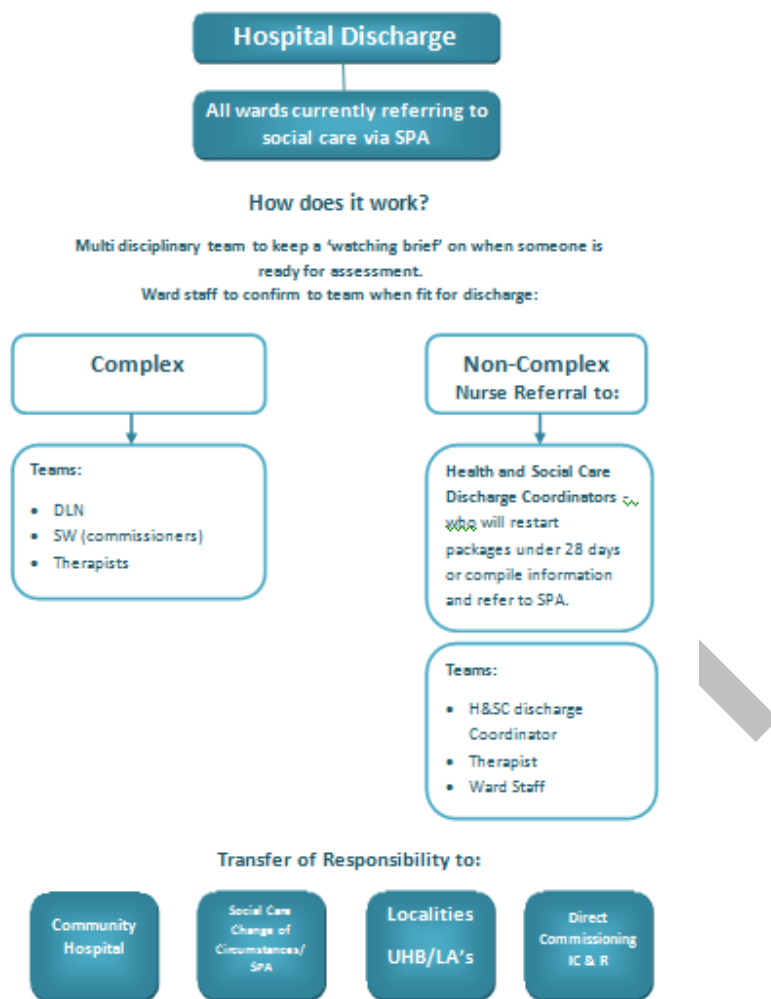
capacity, the Hospital Based team will contribute to the assessment and will communicate effectively with the relevant hospital and community teams (in line with current protocols).

1.6 It should be noted that simple discharges from hospital will continue to be supported by the existing Health and Social Care Discharge Co-ordinators who will continue to operate to their current remit

- facilitating all simple discharges to social care
- Attending ward meetings to provide social care information (existing packages of care or other relevant information)
- Supporting communication between ward and community based social care staff

1.7 Of importance is that all services commissioned by the STAY WELL @ HOME SERVICE Hospital Based Team will require a formal review by UHB/RCT/Merthyr Tydfil community services within the first 14 days post discharge from hospital.

**1.7 Flowchart for ward based service (includes both complex and simple discharge process)**



## 2 The Community Response

- The community response required for the STAY WELL @ HOME SERVICE will include:

### 2.1.1 Social Care - Support @Home Intermediate Care and Reablement

The community response will include:

- 4 hour response between STAY WELL @ HOME SERVICE services
- extended access and referral arrangements (i.e. access to service outside of core hours)
- extended staff competencies (administration of medication)
- Extended capacity of community service supervision, planning and risk assessment out of office hours
- It is anticipated that community services will be providing responses to a small number of people who will require a period of

convalescence prior to starting reablement (e.g. those still in plaster or in acute pain following injury etc.). In these cases RCT/Merthyr Tydfil will support the discharge to ensure they are able to return home but will recharge the UHB at the intermediate care hourly rate (applicable at the relevant time and being £27 for 2016/17) for the service until such time as their reablement programme can commence.

It should be noted that the required change to the current access arrangements for RCT/Merthyr Tydfil will require an enhanced skill set/competencies for the Staff of the responding services.

### 2.1.2 UHB @Home Services

- 4 hour response to both hospital and other @home STAY WELL @ HOME SERVICE services for a nursing assessment 7 day a week response by the health@Home team to cover a range of nursing interventions and assessment to support patients within their home environment. For example additional support for patients with chronic conditions e.g. COPD with the use of nebulizers and IV treatments to avoid hospital admissions
- Increased delivery of IV service
- Extended capacity of skilled band 6 workforce to cover options of weekend working and/or extended hours (see options).
- Additional 'on call' cover with ANPs for weekend support
- Provide additional capacity for nursing assessments aligned to proposed LA activity of a 4 hour response.

### 2.1.3 Equipment

- A range of small pieces of equipment will be required at both the Hospitals and RCT/Merthyr Tydfil satellite stores which can be

accessed via the current contractual arrangements agreed between the Parties with Vision Products.

#### 2.1.4 A community based Supporting Medication @ Home (SM@H) Assessment Team

- A community based SM@H Assessment Team will be established. The STAY WELL @ HOME SERVICE will refer to the SM@H Assessment Team for an assessment of the ability of patients to manage and take their medicines in their own home. The assessment will be undertaken during the 14 day assessment period. The team will support the discharge of patients during core working hours 5 days per week and put systems in place to support discharge outside of core working hours by supporting the community team to facilitate the setup and administration of medicines.
- The SM@H Medication Team will respond back to the Stay Well @Home hospital team following to a referral request within 1 hour..
- The SM@H Assessment Team will comprise of a clinical lead pharmacist and pharmacy technicians. The focus will be to assess the ability of patients to manage and take their medicines and to recommend and/or implement interventions which will support independent living. This will be achieved through reviewing and optimising their medicines, reducing polypharmacy and identifying and implementing aids/support for patients to continue to independently manage their medicines. The option of a Home Medication Administration Scheme with or without a package of social care will be considered as a last resort.
- The SM@H Assessment Team will act as a conduit with existing services such as acute pharmacy services, community pharmacy, cluster based pharmacists and GPs, the CIAS consultant, independent providers, enabling communication and escalation around individual patient medicines related needs.



- A robust assessment will reduce medicines related admissions, reduce medicines expenditure and waste and support the continued independence of clients in their own home.
- The recommended model going forward is predicated on:
  - Telecare or family/friends to be considered to administer medication in the first instance
  - Medication being administered as part of a package of social care where social care needs have been identified
- Where there are no social care needs and medication is a standalone task, referral will be made to the S M@H Assessment Team. The UHB will be responsible for commissioning any ongoing needs of a patient such as the administration of medication, support for surgical stockings etc.
- If for any reason the SM@H Assessment Team are unable to complete the agreed assessment during the 14 day assessment period. RCT/Merthyr Tydfil will continue to support the service user to ensure they are able to remain at home but will recharge the UHB at the intermediate care hourly rate (applicable at the relevant time and being £27 for 2016/17) for the service until such time as the assessment is complete and the ongoing care and support requirements are agreed.

#### 2.1.5 Other

Transport home will be considered within the remit of existing UHB arrangements (e.g. supported vehicles, taxis, third sector transport).

## 2.2 The Community Review Process will require :

- ### 2.2.1
- The provision of community based services for the local authorities support @home services will be agreed for a period of up to 14 days only at which point a review will be undertaken against the eligibility criteria for health and social care services to establish any ongoing needs for:

- Health (e.g. standalone administration of medication/IV antibiotics/ surgical compression stockings/ application of topical creams)
- Social care (e.g. support with meal preparation/personal care)
- Combination of health and social care support (e.g. combination of the above)

2.2.2 The review will be undertaken in the community within the first 14 days following discharge by existing health or social care community based staff, depending on the predominant need of the individual.

2.2.3 Each Party to this Agreement will ensure arrangements are in place for the commissioning of appropriate services to meet identified needs for ongoing support following the 14 day review including

- Social Care needs by RCT and Merthyr Tydfil
- Stand alone health needs (i.e. administration of medication, compression stocking, application of topical ointments etc) by the UHB.

### **3 . Evaluation**

3.1 As part of the annual review process of this Agreement and the STAY WELL @ HOME SERVICE an effective evaluation process is required to be approved and agreed by the Parties for the STAY WELL @ HOME SERVICE to monitor and report on matters such as: -

- Achievement against the agreed outcomes and benefits of the STAY WELL @ HOME SERVICE
- The impact on community services to identify changes to demand and requirements for transformation and development (or more immediate action such as additional resource requirements )
- The effect on out of hours GP service
- Changes to demand for new equipment, delivery, collection and refurbishing for consideration to additional resource requirements
- Changes to demand that offer opportunity for re-investment into the model

- The impact on community hospitals

3.2 The annual review shall be carried out against the Evaluation Criteria.

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## **SCHEDULE 2**

### **THE CWM TAF STAY WELL @ HOME SERVICE**

#### **OPERATIONAL MANAGEMENT BOARD**

**(hereinafter referred to within this schedule as 'the Board')**

##### **1. Purpose of the Board**

- 1.1 The purpose of the Board is to assist the Cwm Taf Social Services and Well-being Partnership Board to discharge its responsibilities under Part 9 of the Social Services and Well-being (Wales) Act 2014.
- 1.2 The Board will be formed with the broad aim of overseeing the development, operation, improvement and performance of the STAY WELL @ HOME SERVICE.

##### **2. Membership**

- 2.1 The Board shall have the following membership:

###### **From the Parties**

- RCT - Head of Short Term Intervention Service
- Merthyr Tydfil - Principal Manager Initial Support Service
- UHB - Assistant Director of Operations (Unscheduled Care)
- UHB - Assistant Director of Operations (Therapies)]
- UHB - Locality Manager / Head of Nursing for Localities
- UHB - Chief Pharmacist and Head of Medicines Management
- UHB- Finance Officer
- RCT – Finance Officer

###### **From Partner Organisations** (in a representative, non-voting capacity only)

- A Third Sector Representative

2.2 Each Party can nominate a substitute Board member, providing the named person is directly accountable to the Board and is able to make decisions on their respective Party's behalf within the Board's terms of reference.

2.3 The quorum for Board meetings shall be 3 with at least one member in attendance from each of RCT, Merthyr Tydfil and the UHB.

### **3. Chair**

The Chair of the Board will be appointed on an annual basis on rotation between the Parties.

### **4. Voting**

Each Party shall have one vote. The representative attendee from each Party who will exercise his/her Party's vote on their behalf must be determined prior to commencement of each Board meeting.

The Board will in the first instance seek to reach decisions through consensus. Where it is not possible to reach a consensus position a decision will be reached by majority vote. Voting will be by means of a show of hands.

### **5. Meetings and Procedure**

The Board shall hold quarterly meetings during each Local Authority municipal year.

### **6. Minutes of Meetings**

Minutes of the proceedings of every meeting of the Taf Board shall be drawn up as agreed by the Chair. Copies of the draft minutes of the proceedings of every meeting of the Board shall, within two weeks after each meeting, be sent to all members of the Board.

## **7. Governance**

The Board is responsible to the Cwm Taf Social Services and Well-being Partnership Board and will have responsibility for endorsing an annual evaluation report to the Cwm Taf Social Services and Well-being Partnership Board.

## **8. Terms of Reference**

- 8.1 To provide strategic oversight and direction to the Cwm Taf STAY WELL @ HOME SERVICE and the Nominated Lead Officers in accordance with the business case set out and agreed for the STAY WELL @ HOME SERVICE .
- 8.2 To monitor the Cwm Taf STAY WELL @ HOME SERVICE performance and service quality and provide guidance on areas for improvement, and best practice.
- 8.3 To receive quarterly budget reports from the UHB and monitor the Cwm Taf STAY WELL @ HOME SERVICE budget and work in accordance with the terms of the Financial Protocol set out in Schedule 3 of this Agreement.
- 8.4 To ensure a robust and comprehensive evaluation process to monitor
- Achievement against the agreed outcomes and benefits
  - The impact on community services to identify changes to demand and requirements for transformation and development (or more immediate action such as additional resource requirements)
  - The effect on out of hours GP service
  - Changes to demand for new equipment, delivery, collection and refurbishing for consideration to additional resource requirements
  - Changes to demand that offer opportunity for re-investment into the model
  - The impact on community hospitals.
- 8.5 To identify any strategic drift or financial risks particularly with regards to any unintended consequences having either positive or adverse impact on

hospital and community services and resources and report to the Chair of the Cwm Taf Social Services and Wellbeing Partnership Board recommending any adjustments required to the STAY WELL @ HOME SERVICE model or Financial Protocol.

- 8.6 Ensure robust policies and procedures are in place that support best practice and meet the needs of both service users/patients, carers and staff
- 8.7 To ensure training for STAY WELL @ HOME SERVICE Staff (and related staff in the community) is appropriate, available and of good quality.
- 8.8 To receive reports from the Nominated Service Leads with respect to the evaluation and management of any Grants related to the funding of the STAY WELL @ HOME SERVICE particularly the Intermediate Care Fund and make any recommendations/decisions resulting from such reports.
- 8.9 To ensure all parties discharge their statutory duties.
- 8.10 Promote and support collaboration and joint working interagency working and expedite the resolution of any inter-agency issues which arise.
- 8.11 Authorise any required long term or temporary changes to the Staff team, roles and responsibilities where there is consensus across all Parties for such change to be made

## **SCHEDULE 3**

### **FINANCIAL PROTOCOL**

1. This Financial Protocol governs the financial relationship between the Parties.

#### 2. **Fund Arrangements**

2.1 RCT and the UHB will provide the RCT and UHB Host Services for the specific component service elements of the STAY WELL @ HOME SERVICE for which they are responsible as set out in the Agreement.

2.2 The funding for the STAY WELL @ HOME SERVICE will be provided solely through the Intermediate Care Fund as identified in the Financial Protocol effective from the Commencement Date. The monies made available for the provision of the STAY WELL @ HOME SERVICE from the Intermediate Care Fund shall be known as 'the Fund'.

2.3 The Fund will be managed by the Nominated Lead Officers for each specific component of the STAY WELL @ HOME SERVICE (as identified within Schedule 4) under the direction of the RCT's s151 Officer and the Chief Finance Officer. Regular reports will be provided to the Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board and The Cwm Taf Social Services and Wellbeing Partnership Board and made available to the Parties' s151 Officers/Chief Finance Officer. These reports will include details of the Fund's annual budget, spend incurred to date, anticipated annual spend, variance to budget and an analysis of any variance.

#### 3. **COST RECOVERY MECHANISM**

3.1 To ensure that all costs incurred by RCT and the UHB for providing the RCT and UHB Host Services are recovered, the following mechanism



has been established, it should be noted that this mechanism will be subject to annual review in accordance with the terms of this Agreement..

- 3.2 ICF allocations will be made to the host organisations as summarised in the table below for 2016/17 and will be based on the original level of approved Intermediate Care Fund allocation approved by the Cwm Taf Social Services and Well Being Partnership Board and Welsh Government.

**Summary of Fund contributions receivable from the Intermediate Care Fund (Year 1 - 2016/2017)**

<b>Component Service Element (each being a 'Specific Component Service')</b>	<b>Host</b>	<b>Estimated Annual Cost</b>
Hospital Based Service	RCTCBC	£678,768
Support @ Home Service	RCTCBC	£605,066
Health @ Home Service	Cwm Taf UHB	£143,182
Supporting Medication @ Home Service	Cwm Taf UHB	£322,762
<b>Central Management &amp; Support</b>	<b>RCTCBC</b>	<b>£80,490</b>
<b>Total Cwm Taf STAY WELL @ HOME SERVICE (constituting the 'Fund Contribution')</b>		<b>£1,830,268</b>

- 3.3 The Fund Contribution will be payable to the relevant host (RCT or UHB) annually in advance (during the 1<sup>st</sup> quarter of the new financial year)
- 3.4 Charges made for goods and services relating to the functions and/or RCT of UHB Host Services of any Specific Component Service within the Cwm Taf STAY WELL @ HOME SERVICE from any Party will be made by means of official invoice based on actual costs incurred, submitted to and paid by the relevant host quarterly in arrears. Official invoices should include appropriate supporting evidence of costs incurred (e.g. Transaction listing or Copy Invoices).

3.5 Charges made for goods and services relating to the functions and/or RCT/UHB Host Services of any Specific Component Service within the Cwm Taf STAY WELL @ HOME SERVICE from any other company or external organisation other than the Parties will be submitted to and paid by the relevant host in accordance with their stipulated contract and payment terms.

4. **GENERAL PRINCIPLES**

4.1 Changes in service delivery that lead to a variation in the functions of any of the Specific Component Service within the Cwm Taf STAY WELL @ HOME SERVICE must only be made with prior approval from the Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board.

4.2 The relevant host of any Specific Component Service of the Fund shall not inherit any debt or liability incurred by any of the Parties prior to the Commencement Date.

4.3 Any additional funding streams targeted at the Cwm Taf STAY WELL @ HOME SERVICE must be considered by the Cwm Taf Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board. Permission to accept, expend or commit any monies from any new funding streams must be granted by each Party's' s151 Officers / Chief Financial Officer... It shall be the responsibility of the Nominated Lead Officers for each Specific Component Service within the Cwm Taf STAY WELL @ HOME SERVICE to bring such additional funding streams to the attention of the Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board.

4.4 Budgets within each Specific Component Service within the Fund will follow the Service Reporting Code of Practice (SERCOP) or **health equivalent to be inserted]** and be routinely monitored by the respective Nominated Lead Officer within the Cwm Taf STAY WELL @ HOME SERVICE . This financial performance will be reported to the Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board and

Cwm Taf Social Services and Well-Being Partnership Board and be made available to the each Parties' s151 Officer / Chief Finance Officer on a quarterly basis in line with scheduled Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board meetings.

**5. ANTICIPATED COST OF THE SPECIFIC COMPONENT SERVICE ELEMENTS OF THE CWM TAF STAY WELL @ HOME SERVICE DURING THE PERIOD OF THE AGREEMENT**

5.1 A summary of anticipated income and expenditure budgets for year 1 (2016/2017) for each Specific Component Service to be solely funded from the Intermediate Care Fund is shown below:

**Hospital Based Service**

<b>Integrated assessment team per site operating 8am - 8pm</b>			
<b>Expenditure Type</b>	<b>FTE</b>	<b>Annual Cost</b>	<b>Comment</b>
Social Worker (trusted assessor) - Based at Prince Charles Hospital	4.54	£239,570	
Social Worker (trusted assessor) - Based at Royal Glamorgan Hospital	4.54	£239,570	
Therapist (trusted assessor) - Based at Prince Charles Hospital	n/a	£105,778	
Therapist (trusted assessor) - Based at Royal Glamorgan Hospital	n/a		
Band 4 CTUHB - Based at Prince Charles Hospital	2.85	£89,850	
Band 4 CTUHB - Based at Royal Glamorgan Hospital	2.85		
Travel Costs (Band 4 CTUHB)		£4,000	
<b>Total Hospital Based Team</b>		<b>£678,768</b>	

## Support @ Home Service

Community support team			
Expenditure Type	FTE	Annual Cost	Comment
Supervisor	1.50	£63,077	4.30 - 10.00p.m. Monday to Friday. 8 - 10p.m. Sat and Sunday
Planner	1.50	£45,912	4.30 - 10.00p.m. Monday to Friday. 8 - 10p.m. Sat and Sunday
Risk Assessor	1.50	£63,077	4.30 - 10.00p.m. Monday to Friday. 8 - 10p.m. Sat and Sunday
Travel costs (Risk Assessor & Supervisor)		£6,000	
Front line support hours (RCTCBC)	n/a	£210,000	Maximum of 7,800hours per annum (Equivalent to 150 hrs / wk)
Community Equipment Costs	n/a	£110,000	
Front line support hours (MTCBC)	n/a	£70,000	Maximum of 2600 hours per annum (Equivalent to 50 hrs / wk)
Community Equipment Costs	n/a	£37,000	
<b>Total Support @ Home Service</b>		<b>£605,067</b>	

Note: It is anticipated that community services will be providing responses to a small number of people who will require a period of convalescence prior to starting reablement (e.g. those still in plaster or in acute pain following injury etc.). In these cases Merthyr Tydfil/RCT will support the discharge to ensure they are able to return home but will recharge the UHB at the intermediate care hourly rate applicable at the time (which for 2016/17 is £27 per hour) for the service until such time as their reablement programme can commence

## Health @ Home Service

Community Nurse Team			
Expenditure Type	FTE	Annual Cost	Comment
Community Nurse	n/a	£143,182	3 x Band 5 Nurses (incl. £7.2k travel costs), out of hours enhancements for existing Band 6 Nurses and On-Call rota for Band 7 & 8 Nurses (Weekends Only)
<b>Total Health @ Home Service</b>		<b>£143,182</b>	

## Supporting Medication @ Home Service

Community Medication Team			
Expenditure Type	FTE	Annual Cost	Comment
Medicines Support @ Home Team		£180,762	1 x Band 8a Pharmacist, 4 x Band 5 Technicians (incl £5k travel costs)
Extension of Community Pharmacy LES to Support Medicines Administration @ Home Service		£5,000	
Commissioning of Home Medication Services from Independent Sector		£137,000	Based on 50 patients receiving 2 calls per day
<b>Total Community Support Costs</b>		<b>£322,762</b>	

## Central Management & Support

Central Management & Support			
Expenditure Type	FTE	Annual Cost	Comment
Team manager (Hospital Based)	1.0	£52,000	37 hours p/w 9am - 5pm 5 days per week (covering both sites)
Travel cost (Manager)		£2,000	
Business support	1.0	£26,490	GR4
<b>Total Management &amp; Support Costs</b>		<b>£80,490</b>	

5.2 The level of ICF contribution required for each Specific Component Service within the STAY WELL @ HOME SERVICE in its first year has been based on the Intermediate Care Fund allocation approved by Cwm Taf Social Services and Well-being Partnership Board and Welsh Government and confirmed by each Parties Executives.

5.3 The use of funding allocations between Specific Component Elements will require support from the Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board, the Cwm Taf Social Services and Well-Being Partnership and Welsh Government (in line with ICF terms and conditions)

5.4 Future year allocations must be agreed by the Cwm Taf STAY WELL @ HOME SERVICE Operational Board, the Cwm Taf Social Services and Well-Being Partnership and Welsh Government (in line with ICF terms and conditions) by 31<sup>st</sup> December prior to the following financial year. Allocations should subsequently be endorsed by each Party's s151 officer / Chief Finance Officer.

5.5 The treatment of any anticipated annual Fund (in year) surplus will be agreed by the Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board, the Cwm Taf Social Services and Well-Being Partnership and Welsh Government (in line with ICF terms and conditions) and endorsed by each Party's s151 officer / Chief Finance Officer.

5.6 Treatment of Deficits

The Cwm Taf STAY WELL @ HOME SERVICE will operate within the cash limit of the ICF allocation. Any anticipated in year overspend or deficit should be reported to the Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board, the Cwm Taf Social Services and Well-Being Partnership Board where requests to support deficit positions from respective Parties can be determined.

The relevant host of each Specific Component Service within the Cwm Taf STAY WELL @ HOME SERVICE reserve the right to limit, restrict or manage its services within the agreed Intermediate Care Fund allocation.

6. **PAYMENT ARRANGEMENTS**

6.1 The Intermediate Care Fund administrating party (the UHB) shall be invoiced annually in advance (during 1<sup>st</sup> Quarter of financial year) by means of official invoice from the relevant host as per cost recovery mechanism above.

6.2 Payments must be made in accordance with the UHB's standard credit terms (i.e. 28 days).

6.3 Any late payment may invoke interest charges at the discretion of the UHB. Any charge of interest will be applied on a daily basis at the Bank of England base rate + 1 % from the due date of payment to the actual date of receipt.

## 7. **HOSTING AND ADMINISTRATION OF CONTRIBUTIONS**

7.1 The Financial Procedure Rules and Contract Procedure Rules of the relevant host shall apply to all Financial Contributions received from the Contributing Parties.

7.2 The Nominated Lead Officer for each Specific Component Service Element within the Cwm Taf STAY WELL @ HOME SERVICE shall ensure that the finances are maintained to national and professional standards and that the payment of supplier's invoices complies with their payment terms, ensuring that no late payment charges are incurred.

7.3 The Nominated Lead Officer for each Specific Component Service Element within the Cwm Taf STAY WELL @ HOME SERVICE shall be responsible for ensuring that appropriate financial systems are operational and in place in order to provide the necessary control and production of financial information.

## 8. **INFORMATION REQUIREMENTS**

8.1 The Nominated Lead Officer for each Specific Component Service Element within the Cwm Taf STAY WELL @ HOME SERVICE shall ensure that all financial and other information required by the Parties in relation to compiling performance statistics, statutory and other returns is made available by any relevant deadlines.

- 8.2 The Nominated Lead Officer for each Specific Component Service Element within the Cwm Taf STAY WELL @ HOME SERVICE shall ensure that all financial and other information required to measure performance against the functions each Specific Component Service Element within the Cwm Taf STAY WELL @ HOME SERVICE , as set out in this Agreement, is made available by any relevant deadlines.
- 8.3 The Nominated Lead Officer for each Specific Component Service Element within the Cwm Taf STAY WELL @ HOME SERVICE shall make available all financial and other information as requested by the Parties' s151 Officers / Chief Finance Officer.

9. **FUNDING**

- 9.1 The Cwm Taf UHB will act as 'banking authority' for receipt of the Intermediate Care Fund under the terms of the current funding agreements and will be responsible for accepting the terms and conditions of the funding on behalf of the Cwm Taf STAY WELL @ HOME SERVICE .
- 9.2 Where grants can only be awarded directly to a single Party then that Party is required to passport the total value of the grant within 28 days of its receipt to the UHB for inclusion within the Fund.
- 9.3 The use of each grant will vary depending on its nature, its intended recipients, its purposes and the associated terms and conditions. The use of any grant funding received in respect of the Cwm Taf STAY WELL @ HOME SERVICE will be determined and agreed by the Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board, the Cwm Taf Social Services and Well-Being Partnership and endorsed by each Party's s151 officer / Chief Finance Officer.
- 9.4 For the avoidance of doubt the day to day management of the grants shall be the responsibility of the Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board and the Nominated Lead



Officer for each Specific Component Service Element within the Cwm Taf STAY WELL @ HOME SERVICE .

- 9.5 Where new grant opportunities are identified, the Nominated Lead Officer for each Specific Component Service Element within the Cwm Taf STAY WELL @ HOME SERVICE or the relevant Party, as appropriate, shall be responsible for bringing this to the attention of the Parties' s151 Officers / Chief Finance Officer. The Nominated Lead Officer for each Specific Component Service Element within the Cwm Taf STAY WELL @ HOME SERVICE shall be responsible for the completion of funding or grant claims to the appropriate standard, within the required timescales and in accordance with the Host's procedures (unless specifically agreed otherwise by the Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board). Nominated Lead Officer for each Specific Component Service Element within the Cwm Taf STAY WELL @ HOME SERVICE shall liaise with the relevant Parties s151 Officer / Chief Finance Officer, as required, to complete this task.
- 9.6 When new grants are made known in respect of the functions the Cwm Taf STAY WELL @ HOME SERVICE in liaison with the Parties lead finance officers shall draw up spending plans for such grants along with an appropriate exit strategy, for approval by the Parties' s151 Officers / Chief Finance Officer.
- 9.7 Any redundancy costs relating to STAY WELL @ HOME SERVICE Staff arising during the continuance of, or from the termination of, this Agreement shall be borne by the Party who employs the relevant member(s) of Staff being made redundant. Save for the posts identified below, where any such costs will be borne 50% Cwm taf UHB, 37.5% RCTCBC, 12.5% MTCBC
- Hospital Based Service Team Manager
  - Hospital Based Service Administrative assistant
- 9.8 Any Staff redundancy costs relating to the Support@Home out of hours planning and supervision service for STAY WELL @ HOME SERVICE

which arise during the continuance of, or from the termination of, this Agreement shall be apportioned and payable on the following basis: 25%Merthyr Tydfil and 75% RCT..

10. **FINANCIAL INSOLVENCY**

10.1 If it is foreseen that the Cwm Taf STAY WELL @ HOME SERVICE cannot meet its liabilities and the Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board, the Cwm Taf Social Services and Well-Being Partnership Board and thereafter the Contributing Parties' s151 Officers are unable to agree a financial solution, then the Parties Chief Executives shall be responsible for ensuring that termination procedures are followed.

11. **MONITORING AND ROLE OF THE NOMINATED LEAD OFFICER FOR EACH SPECIFIC COMPONENT SERVICE ELEMENT**

11.1 The Nominated Lead Officer for each Specific Component Service Element within the Cwm Taf STAY WELL @ HOME SERVICE shall prepare a financial monitoring report on a quarterly basis to the Parties' s151 Officers / Chief Finance Officer who will in turn review expenditure, commitments and forecast outturn to ensure that the allocated budget is being appropriately adhered to.

11.2 The Nominated Lead Officer for each Specific Component Service Element within the Cwm Taf STAY WELL @ HOME SERVICE shall prepare an annual report to be submitted to the Parties' s151 Officers / Chief Finance Officer at the end of each Financial Year. Such report would include:

- I. An annual statement of Income & Expenditure.
- II. An evaluation of performance against any agreed performance measures, targets and priorities.
- III. A review of targets and priorities for the forthcoming Financial Year.
- IV. Summary of Service delivery.

- V. Such other information as shall be reasonably required by the Contributing Parties' s151 Officers / Chief Finance Officer from time to time.

12. **BUDGET**

- 12.1 The Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board shall agree the draft Cwm Taf STAY WELL @ HOME SERVICE annual budget for each Specific Component Service Element by the 31<sup>st</sup> December prior to the following financial year and submit it to each of the Cwm Taf Social Services And Well-Being Partnership Board and each Parties S151 Officer / Chief Finance Officer for approval.
- 12.2 The Nominated Lead Officer for each Specific Component Service Element within the Cwm Taf STAY WELL @ HOME SERVICE shall ensure that there are mechanisms in place to enable budgets to be managed in line with the annual budget allocation and that any anticipated variation to budget are identified early and reported to the Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board.
- 12.3 The Cwm Taf STAY WELL @ HOME SERVICE is not authorised to operate nor budget at a cumulative deficit position.
- 12.4 In the event of the Nominated Lead Officer's financial monitoring report indicating an overspend, the reasons for the increase in expenditure will be investigated and analysed against budget by the Nominated Lead Officer to seek remedial action.
- 12.5 The Nominated Lead Officer for each Specific Component Service Element within the Cwm Taf STAY WELL @ HOME SERVICE must submit a report to the Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board and the Parties' s151 Officers / Chief

Finance Officer , which details reasons for variation and recommended remedial action. A meeting of the Nominated Lead Officer for each Specific Component Service Element within the Cwm Taf STAY WELL @ HOME SERVICE and the Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board will be held within 28 calendar days of the production of this report in order to agree the remedial action as necessary. Details of remedial actions agreed by the Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board should be sent to the The Cwm Taf Social Services and Well-Being Partnership Board and each Parties' s151/ Chief Finance Officer for approval.

12.6 If agreement cannot be reached in respect of the corrective action and treatment of budget variations (overspends and underspends) in the Fund by the Cwm Taf IFST Management Board the Parties shall follow the dispute procedure as set out in Clause 20 of the Agreement.

12.7 Where upon termination of the STAY WELL @ HOME SERVICE there is any unutilized ICF funds relating to STAY WELL @ HOME SERVICE it shall firstly be reported to the Cwm Taf Social Services and Well-Being Partnership Board who will determine how such funds be used.

12.8 In the event of that the parties to this Agreement changes e.g. where there is an inclusion of a new party or withdrawal of existing an Party, then a meeting of the Parties' Chief Executives will be held within 28 calendar days following formal notification of any party membership change. The meeting should consider the ongoing financial viability of the Cwm Taf STAY WELL @ HOME SERVICE and agree the necessary amendments to this Agreement and Financial Protocol (incl. Financial Contributions) and operation of the Cwm Taf STAY WELL @ HOME SERVICE .

### 13. **RECORD KEEPING / YEAR-END ACCOUNTING INFORMATION**

13.1 The Nominated Lead Officer for each Specific Component Service Element within the Cwm Taf STAY WELL @ HOME SERVICE must

retain all records for a period of six full years following the Financial Year-end, or longer if required.

13.2 The Nominated Lead Officer for each Specific Component Service Element within the Cwm Taf STAY WELL @ HOME SERVICE shall make available all financial and other information to the Parties as required to fulfill their statutory reporting requirements and to meet any specified deadlines.

#### 14. **VAT**

14.1. The Finances for Cwm Taf STAY WELL @ HOME SERVICE shall be managed subject to the VAT regime of the respective Host for each Specific Component Service Element.

#### 15. **AUDITING ARRANGEMENTS**

##### 15.1 **External Audit**

15.1.1 The UHB as host of the Intermediate Care Fund will appoint its external auditors, as the external auditor of the Cwm Taf STAY WELL @ HOME SERVICE. Any costs are assumed as included within the host organisations existing audit fee's..

15.1.2 It shall be the responsibility of the Host(s) to include the funds of the Cwm Taf STAY WELL @ HOME SERVICE in its end of year accounting processes, produce the required memorandum account and arrange for audit in time for it's inclusion in all Parties' year end accounts.

15.1.3 Should the annual audit letter contain any direct reference to the finances of any Specific Component Service Elements of the Cwm Taf STAY WELL @ HOME SERVICE, the Host(s) will send copies of the relevant excerpts of the letter to each of the Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board and each Parties s151 officers / Chief Finance Officer and Chief Executives.

15.1.4 The cost of any specific audits required shall be notified to the Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board and each Parties s151 officers / Chief Finance Officer and Chief Executives.for consideration for such costs to be borne by the Fund.

15.1.5 Draft Wales Audit Office reports relevant to the services commissioned and provided shall be presented to the Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board, the Cwm Taf Social Services and Well Being Partnership Board and shall be made available to the Parties' internal auditors.

## 15.2 **Internal Audit**

15.2.1 The Cwm Taf STAY WELL @ HOME SERVICE and its finances will be incorporated into the risk assessed Internal Audit Programme of each Host(s). Final reports shall be made available to the Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board, the Cwm Taf Social Services and Well Being Partnership Board and to the Parties' internal auditors.

15.2.2 The costs of any required audits of any Specific Component Service Element with the Cwm Taf STAY WELL @ HOME SERVICE shall be notified to the Cwm Taf STAY WELL @ HOME SERVICE Operational Management Board and each Parties s151 officers / Chief Finance Officer and Chief Executives.for consideration for such costs to be borne by the Fund.

## SCHEDULE 4

### STAY WELL @ HOME SERVICE IMPLEMENTATION ARRANGEMENTS

**1. Integrated Assessment & Response Team (Hospital Based):**

1.1 This team will have a single line management structure for the purposes of the day to day operational management of the team, reporting primarily to the Service Manager - Prevention and Early intervention, RCT Short Term Intervention Service. The UHB will employ the therapy staff within the team and will and will retain their responsibility as employers along with ensuring the provision of appropriate clinical supervision (in line with the arrangements already in place for the existing reablement teams in RCT and Merthyr Tydfil).

1.2 The core integrated hospital team at both RGH and PCH will comprise of the following roles.

<b>Component Service Element</b>	<b>Job title</b>	<b>Number of Staff</b>	<b>Outline of role</b>	<b>Employer</b>
Hospital Based Service	Social worker - (one senior practitioner for the team from the complement of social workers)	2 per site/per shift	Undertake assessments, develop care plan and commission services Link to community services	RCT
Hospital Based Service	Occupational therapist	1 per site/per shift	Undertake functional assessments, develop intervention plan, prescribing equipment and commission services Link to community services	UHB
Hospital Based Service	Physiotherapist	1 37.5 hours at PCH and 1 22.5 hours at RGH core hours only	To support in the assessment of a person's physical and functional ability; to assess safety for discharge, including the provision of walking aids.	UHB
Hospital Based	Therapy Assistant Practitioner	1 per site/per shift	Prescribe equipment, home environmental	UHB

Service			assessment. Equipment provision and delivery. Carry a delegated caseload. Telephone follow up within 24 hours	
Hospital Based Service	Team Manager	1 wte to move between 2 hospital sites	To manage the service by ensuring all shifts are covered, all assessments completed in an appropriate and professional manner, supervise staff and oversee governance arrangements. To manage proposal and agreements between partners. Provide evaluation date and reports for the management board. Manage resources. Propose further service improvement opportunities.	UHB
Hospital Based Service	Administrative assistant	1 wte to operate between sites as required	Provide support to the manager and staff around data management, day to day activities such as sickness processes, shift cover etc. To support the management of the equipment satellite stores at the hospitals sites.	RCT
<b>Links to existing hospital based posts</b>				
Health and Social Care discharge coordinators				
Discharge liaison nurses				
Core Therapy teams				
Core nursing staff at A & E				
Psychiatric Liaison Service				

## 2. STAY WELL @ HOME SERVICE Community Based Services:

### 2.1 LA Support @home service

- All Direct service (social care) staff will continue to be managed under the existing management arrangements within each local authority.
- The planning of direct service staff to facilitate the provision of community packages out of normal core business hours will be



managed within the RCT short term intervention service on behalf of both RCT and Merthyr Tydfil local authorities.

## 2.2 Cwm Taf UHB health @Home service

- UHB @Home staff will continue to be managed under the existing management arrangements for the UHB.

2.3 The proposed core STAY WELL @ HOME SERVICE community team will comprise of the following

## 2.4

Component Service Element	Job title	Number of Staff	Outline of role	Employer
Support @home service	Support @home supervisor (to cover RCT)	1 per shift	Out of hour's supervision of direct care staff. Home visits where problems are identified.	RCT
Support @home service	Support @home risk assessor (to cover RCT )	1 per shift	Out of hours support to start packages, undertake a home risk assessment, delivery of equipment, and support to front line direct service staff.	RCT
Support @home service	Support @home planner (to cover RCT and Merthyr Tydfil)	1 per shift	Plan services out of hours on the webroster planning system.	RCT
Support @home service	RCT Frontline Workers	This will consist of a combination of the recruitment of new staff and flexing the part time hours of the existing intermediate care & Reablement staff team to increase capacity.	Based on the average cost of a package of care and the provision of 15 new packages of care per week.	RCT
Support @home service	MT Frontline Workers	This will consist of a combination of the recruitment of new staff and flexing the part time hours of the existing intermediate care & Reablement staff team to	Based on the average cost of a package of care and the provision of 5 new packages of care per week.	RCT

		increase capacity.		
Health @home service	Community Nurses UHB @Home Service	3 Whole time equivalents (WTE) Band 5s	4 hour nursing assessment response by the @Home team to cover a range of nursing interventions and assessment to support patients within their home environment. For example additional support for patients with chronic conditions e.g. COPD with the use of nebulizers and IV treatments to avoid hospital admissions Increased delivery of IV service through band 5 work force Extend capacity of skilled band 6 workforce to cover weekend working and 8-8 response. Additional 'on call' cover with ANPs for weekend support Provide additional capacity for nursing assessments aligned to LA proposed activity.	UHB
Supporting medication @home service	SM@H Clinical Lead Pharmacist	1 WTE Band 8a	To provide the clinical lead for the assessment and interventions to optimise medicines use.	UHB
Supporting medication @home service	SMAH Pharmacy Technicians	4 WTE Band 5	To initially assess and review the ability of patients to manage their medicines. To implement interventions where appropriate.	UHB
Supporting medication @home service	SM@H administration Service	To be commissioned from the independent sector	To provide support for patients requiring medicines administration where there is no social care package.	UHB
	<b>Links to existing community based posts</b>			
	RCT/ MT Short term intervention services (community OT, Social Workers, Telecare services, existing Intermediate Care and Reablement team, Sensory team, single point of access )			
	RCT/MT Locality teams (longer term social work teams/ CMHT, OPMHT)			

**SCHEDULE 5**  
**ANNUAL REVIEW**  
**EVALUATION CRITERIA**  
**[TO BE INCLUDED AT A LATER DATE ONCE**  
**ESTABLISHED]**

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## SCHEDULE 6

### INFORMATION SHARING FRAMEWORK

1. This information sharing framework has been agreed between the Parties and the Cwm Taf STAY WELL @ HOME SERVICE.
2. Each Party acknowledges that its designated Senior Information Risk Officer has an overall and ongoing responsibility for the delivery and implementation of this information sharing framework.
3. Each Party acknowledges it has signed up to the 'Wales Accord on the Sharing of Personal Information (WASPI)' and thereby has agreed to a common set of corporate principles and standards under which they will share information, any regular flow of information sharing will form part of a formal Information Sharing Protocol ('ISP') which will be developed in line with the WASPI ISP guidance.
4. The ISP will define the process for which information will be exchanged, monitored and managed and will essentially document the 'who, why, where, when, what and how' of sharing personal information, which will include:
  - 4.1 Specific purpose(s) for information sharing;
  - 4.2 Group(s) of service users it impacts upon;
  - 4.3 Relevant legislative powers and the consent processes involved;
  - 4.4 Data which is to be shared;
  - 4.5 Use unique identifiers to ensure all partner organisations are referring to the same service user;
  - 4.6 Required operational procedures and the process for review;
  - 4.7 Means of communication to practitioners the specific operational requirements;
  - 4.8 Only the **minimum necessary** personal information consistent with the purposes set out in the ISP will shared.

4.9 Each ISP will be kept under review to ensure that it complies with all relevant legislation including but not limited to any data protection legislation.

## 5. ISP Facilitators

5.1 Members of the Cwm Taf STAY WELL @ HOME SERVICE Information Management Working Group, consisting of representatives from Merthyr Tydfil, RCT and the Cwm Taf UHB (as identified below), will facilitate the coordination and completion of any ISP.

5.2. The working group will act as facilitators providing local managers with advice and guidance regarding the development of ISP's, including general information governance advice in addition to specific legislation which can be relied upon to enable lawful information sharing.

## 6. Cwm Taf STAY WELL @ HOME SERVICE Information Management Working Group Representatives

Organisation	Responsible Officer
Merthyr Tydfil County Borough Council	Information Management/Governance Officer
Rhondda Cynon Taf County Borough Council	Information Management/Governance Officer
Cwm Taf University Health Board	Information Management/Governance Officer

7. All Parties' Staff who work directly with service users in order to carry out the functions described in any ISP are bound by the terms of this Schedule.

8. The term 'staff' in this context encompasses paid workers, volunteers, students and other temporary workers approved by the employing / hosting organisation, whose duties include those relating to the functions outlined in any ISP.

9. The Parties will ensure that all current and newly-appointed Cwm Taf STAY WELL @ HOME SERVICE Staff receive appropriate training in the application of any ISP and the requirements of the WASPI framework.

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## APPENDIX 2

### **EQUALITY IMPACT ASSESSMENT – DRAFT FOR COMMENT**

#### **ESTABLISHMENT OF A CWM TAF @HOME: INTEGRATED ASSESSMENT & RESPONSE SERVICE**

##### **1. INTRODUCTION**

The development of integrated @Home services is a key priority within the Cwm Taf Joint Commissioning Statement for Older People's Services 2015-2025, and Cwm Taf UHB's Integrated Medium Term Plan 2016-19. A business case has therefore been developed by the partner agencies for a new @Home: Integrated Assessment & Response Service (IARS). The purpose of this report is to consider IARS against the Equality Act 2010 and specifically the Public Sector Equality Duty, which came into force on 5th April 2011.

As part of this duty, public sector bodies in Wales are required to publish an assessment of impact in order to be transparent and accountable i.e. their consideration of the effects that their decisions, policies or services have on people on the basis of their gender, race, disability, sexual orientation, religion or belief, and age, to include gender re-assignment, pregnancy and maternity, marriage and civil partnership issues. These are classed as 'protected characteristics'. Whilst deprivation does not constitute a 'protected characteristic' it is relevant because people from protected groups are more likely to experience it and because there are such high levels of deprivation in our local community. 36% of the Cwm Taf population live in areas which are among the most deprived 20% in Wales.

The need for the collection of evidence to support decisions and for engagement mean that the most effective and efficient impact assessment is conducted as an integral part of policy development or service re-design, with the assessment being commenced at the outset. These will help to eliminate discrimination, tackle inequality, develop a better understanding of the community, and target resources effectively.

##### **2. @HOME: INTEGRATED ASSESSMENT & RESPONSE SERVICE**

Improvements in health care and more effective medical interventions, together with a greater emphasis on prevention and

public health activities, have led to the population as a whole living longer. In spite of these successes, inequalities still remain in how these benefits are realised across our population and local communities. Demographic changes and the ageing population mean a significant increase in the number of older people who will need access to health and social services over the next twenty years. This increase in demand will challenge the current pattern of services at the same time as public sector spending is also under severe pressure. Continuing with current models of service will not be an option. Restricting the number of people receiving support to only those with the highest needs may result in a short term reduction in demand for services. However, without putting in place adequate preventative strategies, we will not secure longer term sustainability, neither in terms of the outcomes for individuals nor from a financial and capacity perspective for health and social care services. We need to change the way we offer support and care to older people through statutory and voluntary services.

Partners wish to move away from a response that offers institutional (bed based) care as almost inevitable and necessary for older people as they become frailer. Instead our responses should be focused on individual outcomes, preventing crises and promoting independence.

Rhondda Cynon Taf (RCT) County Borough Council, Merthyr Tydfil County Borough Council and Cwm Taf University Health Board have therefore worked together to develop a business case for an @Home: Integrated Assessment & Response Service (IARS). The business case describes a strong and shared commitment to deliver a new model of integrated health and social services for our older population. The invaluable role of the Third Sector has also been recognised and the business case has been developed with this extended sense of partnership in mind.

## **2.1. THE VISION AND SERVICE MODEL**

Through our Joint Commissioning Statement for Older People's Service 2015-25, we have adopted a common vision for older people in Cwm Taf:

### **VISION FOR OLDER PEOPLE IN CWM TAF**

We want to support older people in Cwm Taf to live independent, healthy and fulfilled lives. This will be achieved by providing health and social care services that are:

- Integrated, joined up and seamless
- Focussed on prevention, self management and reablement
- Responsive and locally delivered in the right place, at the right time and by the right person
- Safe, sustainable and cost effective.



One of the ways for taking this vision forward will be through the establishment of a new @Home: Integrated Assessment & Response Service (IARS). The aim of the service is to improve individual service user outcomes through enhanced communication and integration of health and social care services at the critical interface that occurs during presentation at A&E (at the Royal Glamorgan Hospital – RGH or Prince Charles Hospital – PCH ) and hospital admission through to discharge. The pivotal functions of the service will be to:

- Undertake initial assessments and commission/provide health, social care and third sector community support to facilitate safe and timely return home from A&E and the Clinical Decision Unit (CDU) to prevent unnecessary admission.
- For those patients who are admitted, integrated complex discharge assessments will be undertaken utilising the default position that individuals are supported to return to a community setting.

The above will enable the connection of services, which will provide the foundation for the longer term vision of the development of an integrated health and social care Single Point of Access and corresponding community response, building upon and adding to the learning acquired during this first phase of the integrated model.

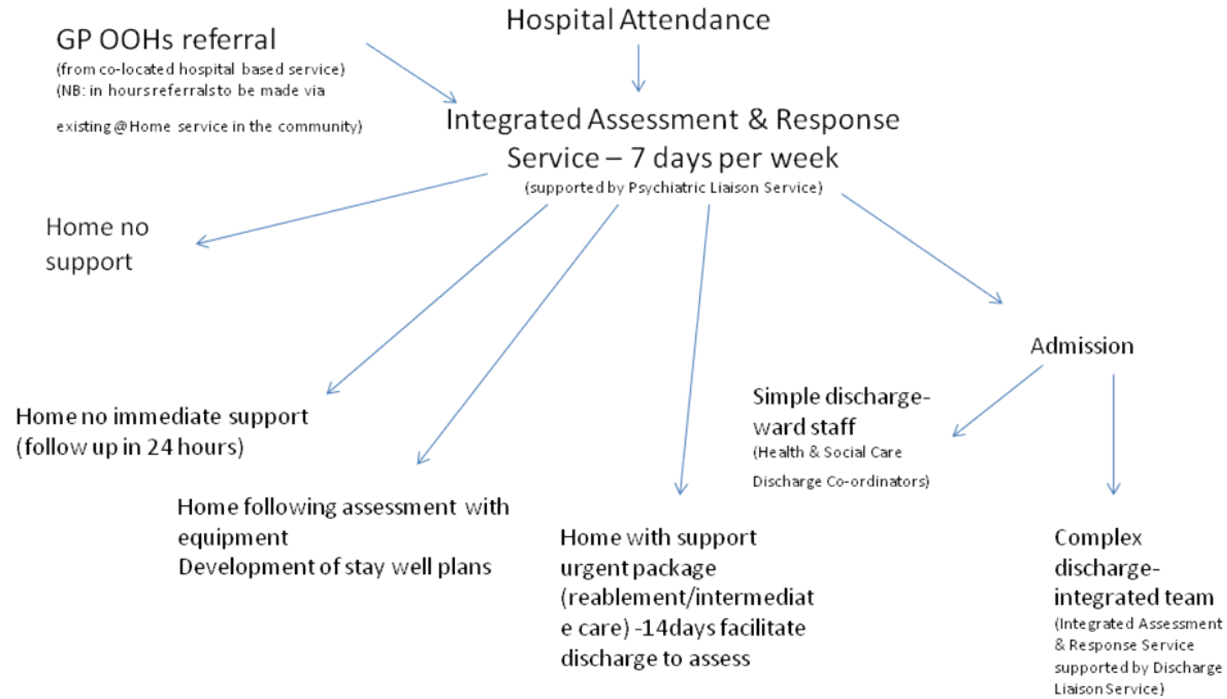
The radical redesign of our integrated assessment and response services represents transformational change and the first step in delivery of integrated @Home services, which will be equipped to support older people to remain living independently in community settings.

IARS will span the patient pathway and will include:

- Hospital based teams with 2 functions at RGH and PCH:
  - Hospital admission avoidance at A & E and the Clinical Decisions Unit
  - Complex and simple discharges from the wards
- Cwm Taf wide enhanced multi-agency community based services

The hospital team will comprise Occupational Therapists, Social Workers and Assistant Therapy Practitioners and will be supported by revised access and response arrangements within the Cwm Taf wide enhanced, multi-agency community based services. The community team will comprise of community based services to support hospital avoidance and discharge.

# Integrated Assessment & Response Service



## 2.2 THE OUTCOMES WE WANT TO ACHIEVE

We need to be sure that we focus effort on making a difference and improving the health and wellbeing of our older citizens. Our aim is to ensure:

The experience of people using both health and social care services are improved
People and their carers are better supported to live independently and avoid reliance on long term community service
People receive the right service at the right time in the right place
People avoid being admitted or readmitted to hospital and return to their home where their needs can be met in the community
People are supported to return safely home from hospital earlier to reduce lengthy hospital stays and the risk of further complications and deterioration (e.g. hospital acquired infections and falls). Prevent likelihood of reduced mobility and dependence.
People will experience less repeat assessments and be supported by joined up services
People are not admitted to residential /nursing care straight from an acute hospital following a period of ill health.

## 3. UNDERSTANDING THE DEMOGRAPHIC PROFILE

Information relating to the local community is based on Public Health Observatory and 2011 Census information. Staffing information is based on the Electronic Staff Record (ESR). It is limited to data that is collected and available at this point in time.

Cwm Taf includes 4 localities which are Rhondda, Cynon Valley, Taf Ely and Merthyr Tydfil. It has an ageing population, recognised health inequality (Inverse Care Law) and high levels of deprivation. There is an associated lower life expectancy (8 less years for males and 6 less years for females between the poorest and most affluent areas within our own community), shorter good health (the lowest in Wales) and high incidence of multiple morbidities including stroke.

The population is growing and there is low employment and low levels of academic achievement.

The development of the IARS business case was informed by the detailed Needs Assessment that was undertaken as part of the of the Joint Commissioning Statement for Older People's Services. In addition, the following information is relevant in relation to protected characteristics.

### 3.1 Gender

There are a very slightly higher proportion of female residents living in the Cwm Taf area and this is broadly consistent with the rest of Wales. Women are expected to live longer than men so may need more access to services if they become increasingly frail. Women are more dependent on public transport and the importance of providing locally based services within community settings as far as possible is an important element of our service plans.

Men and women experience loneliness differently, as evidenced in the report "Evaluation of the Isolation to Integration Project" completed in May 2015 which looked at the issues of isolation and loneliness in the over 65s population in RCT. Studies have linked male loneliness to the lack of a spouse or partner. Women tend to develop relationships with a wider network of people which means they have access to a larger resource that can cushion and support them during times of need.

### 3.2. Age

The 2011 Census indicates that Cwm Taf has a slightly higher proportion of younger people than Wales as a whole, particularly in the 0-4 and 5-15 bands. Other groups are broadly consistent with the rest of Wales, except for 25-44 group and 65-84 age band which is 1% higher.

In Cwm Taf there are over 53,000 people over the age of 65 and over 23,000 people over 75. The Local Authorities successfully support more than 5000 people over 65 to live in the community which suggests that there are more than 48,000 people living in the community without formal support.

Current projections see a rise in the total adult population of Cwm Taf to 237,930 by 2030, an increase of 2.7%. However, this figure masks a disproportionate increase in the older population. Overall, the population under 54 will decrease by c. 14,000 (10%) whilst we expect the number of older people to grow much more rapidly. By 2030, people **over 65 years** will increase from 53,060 to 69,210 (**30.4% increase**) and people **over 80 years** will increase from 13,270 to 22,740 (**71.3% increase**).

Meeting the needs of an increasingly ageing population will be a key challenge. In the current economic climate, the relative (and absolute) increase in people who are economically dependent and, in some cases, care-dependent, will pose particular challenges to individuals, families, communities and public sector organisations.

Without a change in approach and service redesign, projecting the current proportion of over 65s in receipt of community services or in care homes to the increased population figures, indicates a significant level of demand with a need for increased places and associated financial pressures.

In addition to care needs (considered further below eg under Disability and Health) there are a range of other issues. For example, older people are less likely to have access to a car which highlights the need for services to be as local as possible, within their own homes and communities.

Implications of lower income levels, reliance on benefits and issues such as fuel poverty and digital inclusion will also cause difficulties for many older people and may prevent them from participating in health and wellbeing activities, accessing information or services or contribute to them becoming socially isolated. Older people are more likely to live alone which can present problems if they become unwell or have been in hospital and unable to be discharged without support.

### **3.3 Disability**

Cwm Taf has a significantly higher proportion (2.8%) of residents who declare that their day to day activities are 'limited a lot' and a slightly higher proportion whose activities are 'limited a little' as described in Census 2011 categories. This is consistent with the age profile as more than half of men and women over 65 years say that they have a limiting long term illness (How Fair is Wales 2011). Disabled people are ten times more likely to report ill health and also approximately half are likely to experience mental ill health (How Fair is Wales?).

People who have a disability are twice as likely than people without a disability to have no access to a car (Office for Disability Issues 2009). Disabled people are also less confident in using public transport because of physical access issues but also because of staff attitudes (Framework for Action on Independent Living 2012).

The numbers of people with sensory impairments will increase with age. Such people may have difficulty accessing services and participating in activities that promote their health and wellbeing or social inclusion as well as maintaining independent living in their own homes.

### **3.4 Ethnicity**

Cwm Taf has lower representation from ethnic groups other than white than Wales as a whole. However there are Polish, Portugese

and Czech people living in the local community and their access issues will need to be considered in terms of language issues and availability of transport.

Language can represent a barrier in accessing public transport (Public Transport Needs of Black and Minority Ethnic and Faith Communities, Department of Transport 2003) and services generally. It can also limit understanding during diagnosis, treatment and during recovery. The use of translation services may be appropriate and there are policies in relation to these services.

Evidence shows that people from different ethnic groups respond differently to health promotion campaigns which may not be sensitive to language or cultural differences. In planning and delivering health and wellbeing activities, providers need to be mindful of these issues. However, the importance of family and community support networks is well recognised by many ethnic groups which will be helpful in building community capacity. The Isolation to Integration report found that ethnic minority elders may be among the most lonely in their communities.

The Health ASERT Programme Wales, investigated health issues among ethnic minority groups, refugees/asylum seekers and gypsy travellers and resulted in a series of reports on these issues (Papadopoulos and Lay, 2005; Aspinall, 2005, 2006a, 2006b). These reports have highlighted the paucity of Wales-specific information in terms of research undertaken and of specific statistical Wales-based data on the groups being examined. This is an issue for Cwm Taf UHB as there are established gypsy traveller sites within our geographical area.

### **3.5 Marriage and Civil Partnership**

The number of people who are married or in a same-sex civil partnership living in Cwm Taf is the same as for Wales as a whole.

For the majority of people, including older people, losing a long term partner as a result of bereavement can be a life changing event that has a significant impact on their health and wellbeing.

### **3.6 Religion**

There is a lower representation in every religious group in Cwm Taf than is seen in Wales as a whole. Higher than average proportions of the population stated that they had no religion.

However it is important that services take cultural needs into account. A guide to cultural issues has been developed by Mental

Health Advocacy Services (partly commissioned by the Health Board).

### **3.7 Sexuality and transgender**

This information is not currently available. However in general terms, research has suggested there may be an association between harassment and poor mental health. Some evidence suggests lesbian, gay and bisexual and transgender people, are perhaps more likely than other groups to face hostility and misunderstanding, and are more likely to experience poor mental health (How Fair is Britain?). Recent research looking at the mental health and emotional well-being of transgender people has found rates of current and previously diagnosed mental ill health are high.

The Isolation to Integration report found that gay men and lesbians are at greater risk of becoming lonely and isolated as they age because they are more likely to live alone and have less contact with family.

It is also recognised that these groups find it particularly difficult to access services and their dignity and respect must be protected in both hospital and community settings. It can also be an issue for older people who may feel less comfortable about disclosing their sexuality e.g. when living in care homes or when admitted to hospital and their relationships are less likely to be taken into account. This is being addressed by the Older Person's Commissioner in the Welsh Declaration of the Rights of Older People.

### **3.8 Deprivation**

Over 40% of residents in Merthyr Tydfil live in the most deprived fifth of Wales and within Rhondda Cynon Taf over 30% of residents live in the most deprived fifth of Wales. Higher levels of deprivation are evident in every category compared with the rest of Wales and this has implications for access to health generally, as well as other issues such as transport, unemployment and prosperity.

This has implications for health and well-being given the association between deprivation and ill-health, which manifest in shorter life expectancy than the rest of Wales. There is also a gradient in life expectancy across Cwm Taf with higher levels of deprivation in valley communities, compared to the less deprived areas along the M4 corridor. A man born in the most deprived areas of Cwm Taf can expect to live 5 years less than if he were born in the less deprived areas.

We also observe this gradient in healthy life expectancy - defined as the number of years lived in good health and Disability-Free Life

Expectancy. This means that a man born into one of our most deprived communities can expect to live 23 years of his already shortened life with a disability or limiting long term illness.

People in more deprived areas are more likely than people in other areas to report a range of key illnesses including high blood pressure, diabetes and mental health problems.

### **3.9 Physical and Mental Health**

The projected increase in the number of older people (75 and over) is likely to cause a rise in chronic conditions such as circulatory and respiratory diseases and cancers. Acute exacerbations and social problems in such people will have implications for A&E services and emergency hospital admissions. Our proposed new service model is intended to address this challenge by changing the way these needs are met in the future. Stroke is more common over the age of 55, with the rate doubling with every decade of life thereafter.

The Cwm Taf population report the poorest mental health status of all Health Boards in Wales. This could have implications in terms of recovery as emotional well-being, positive attitude and happiness are likely to contribute to a good recovery (as found by the Care Quality Commission).

In relation to older people, we expect dementia to be an issue of increasing significance. By 2030, our population of people over the age of 65 with dementia will increase by 53.7% and an increase of 61% is expected for people over 80 years old. When combined with the projected increase in physical health needs (from a range of illnesses and conditions that become more prevalent with age), the overall impact on health and social care services will be significant.

Estimates suggest that one in three people aged 65 years and over experience a fall at least once a year – rising to one in two among 80 year-olds and older. Although most falls result in no serious injury, approximately 5 per cent of older people in the community who fall in any year sustain a fracture or require hospitalisation. Approximately 70 people over the age of 65 attend A&E services in Cwm Taf every week. The consequences of a fall in later life can be significant, both physically and emotionally, causing loss of function, mobility, independence and confidence.

Poor health and disability, including reduced mobility, cognitive and sensory impairment, all increase older people's chances of being lonely. A number of studies, cited in the Isolation to Integration report, highlight the serious ill health consequences of being lonely or isolated and a close association with higher rates of mortality. According to the Depression Alliance (2015) depression causes



loneliness and loneliness causes depression – both are closely linked.

### **3.10 Carers**

The 2001 census shows that 12.6% of the population in Merthyr Tydfil and 12.5% in Rhondda Cynon Taf provide care to a family member, friend or neighbour. In 2001 in Rhondda Cynon Taf, there were 29,640 Carers and in Merthyr, 7,427 Carers a combined total of 37,067. It is probable that the number of carers is even higher, as the census indicates that 65,055 people reported a long term limiting illness, yet only 32,497 reported they were carers. Whilst not everyone with a limiting long term illness would have a carer, it is surprising the number of people reporting themselves as a carer is not higher.

Of those carers that we know about, a total of 11,752 carers provide a significant level of support - over 50 hours of care per week. This has increased by 9% in Merthyr Tydfil and 7% in Rhondda Cynon Taf since the 2001 Census.

As a very general guide, the Survey of Carers in Households - England, (Health and Social Care Information Centre 2009-10) found that carers were more likely to be women than men; 60 per cent of carers in England were women; carers were most likely to be aged 45-64 (42 per cent); a quarter (25 per cent) were aged 65 or over. Around half (46 per cent) of carers were in paid employment, 27 per cent were retired from paid work and 13 per cent were looking after their home or family; 92 per cent of carers were white, while 8 per cent were from black and minority ethnic (BME) backgrounds.

Figures from the Office for National Statistics show that the rate change in the number of carers by age group is most significant for people over the age of 65. From 2001- 2011, there was an increase of over 30% in both RCT and Merthyr Tydfil in the number of carers over 65.

This is relevant to issues raised in relation to gender, age and ethnicity and also to references to empowering users and their carers.

### **3.11 Welsh Language**

In Cwm Taf, 12.3% of adults and 8.9% of children are able to speak Welsh. The proportion of those who are able to understand, speak and/or write Welsh varies within this. It is possible that the elderly or confused may prefer or need to communicate in Welsh and every effort will be made to accommodate this eg Ward B2 at Ysbyty Cwm Rhondda has recently been designated a Welsh language ward.

### **3.12 Human Rights**

At its most basic, care and support offers protection of people's right to life under Article 2 of the European Convention by ensuring their most fundamental physiological needs, such as eating, taking medication, getting up in the morning and going to bed at night are met. But for those who require it, and those with whom they share their lives, the availability and organisation of care and support also determines whether they enjoy a number of other important human rights including freedom from inhuman and degrading treatment (under Article 3 of the Convention) and the right to respect for private and family life (under Article 8). These rights are underpinned by some important human rights principles: dignity, autonomy and respect.

One of the main changes will be the emphasis on early discharge and community care and the Equality and Human Rights Commission led an inquiry in England into 'the protection and promotion of human rights of older people requiring or receiving care and support'. Whilst it focused on home based domiciliary social care, the findings and recommendations are also relevant to other services. The inquiry stated that 'all public authorities have duties to promote human rights.

## **4. STAFF WHO MAY BE AFFECTED BY THESE PROPOSED CHANGES**

It is proposed that a small number of existing UHB staff will form part of the new A&E based team. Although their location will not change, they will be required to work differently as part of a wider integrated team. These staff will be consulted with on a 1-to-1 basis over the next two months.

We will need to consider the implications of the new service model for our staff. It is important that if staff are required to relocate or work differently, eg as part of integrating services, their personal characteristics and circumstances are taken into account, particularly if their journey is more difficult or their work pattern changes e.g. their age and family commitments. Appropriate organisational change policies will be taken into account.

All other posts within the team will be new and substantive.

We will engage with the relevant trade unions to ensure the development and implementation of the IARS will align with existing core service provision.**5. ENGAGEMENT**

Considerable engagement was undertaken in 2015 to inform the development of the Joint Commissioning Statement for Older People's Services. In line with previous engagement processes the main focus of activities was:

- Direct engagement with and discussion at the Older People's Forums and Older People's Advisory Groups across Cwm Taf.
- Engagement with the Third Sector through the Health & Social Care Network (to be facilitated by VAMT and Interlink).
- Targeted engagement via the existing Citizens' Panel.
- Targeted engagement by the Intermediate Care Fund Community Coordinators who visited local Older People's groups and also hospital clinics and services.
- An open invitation for Officers from the partner agencies to attend any community, service user, carer or Third Sector group who would like further information or discussion.
- Involvement through any appropriate public events or stakeholder meetings eg the Big Bite weekend in Ynysangharad park, Pontypridd, meetings of Cwm Taf Community Health Council, Stakeholder Reference Group

193 responses were received in total. 58% of responders were aged over 55, 18% considered themselves carers and 19% considered themselves as disabled.

The key feedback received was overwhelmingly positive as summarised below:

**a) Do you agree with the Service Plan?**

93% of respondents agreed with the Service Plan with comments highlighting that

- care at crisis points is not sustainable
- services need to be more coordinated and better understand older people's needs
- supporting people at an earlier stage makes sense

IARS will provide more sustainable, integrated care at the point of crisis providing more support robust to older people at an early point in the patient pathway.
--

**b) Do you think we have the right priorities for older people's services?**

89% of respondents agreed that we had the right priorities. Comments included

- Prevention is always better than cure
- Emphasis on early intervention will prevent escalation of need

Those who disagreed felt there was insufficient focus on tackling loneliness and isolation, an over emphasis on preventative and not enough choice of good quality care homes.

IARS will focus on early intervention and the prevention of escalation of need. IARS will have the ability to refer to a range of community response services, including new Third Sector Befriending Schemes to tackle loneliness and isolation.

### c) COMMON THEMES

A number of common themes and suggestions emerged from the additional text/responses people made:

- **Living independently at home** - welcomed as a positive approach and the right way forward
- **Accessible information and advice** - essential but we must be mindful of formats, means of accessing eg digital, face to face, the needs of people with sensory impairments and the general level of literacy/understanding amongst the population
- **Social isolation/loneliness** – recognised as a key issue and the need for a wide range of free/low cost social activities/befriending schemes to support people to become more involved
- **Transport** - always seen as a barrier to accessing services for older people who are reliant on public transport
- **Dignity, respect and compassion** - being treated as an individual and having choice and control. We need high quality standards of care
- **Easier/quicker access to GP** – need for more GPs and/or improved access. Better coordination and continuity of help/services
- **Family/Carer support** – we must support carers and make it easier for them to undertake their caring role
- **Accommodation/Housing** - we need a range of accommodation options
- **Funding/Resources** – investment will be needed, particularly in the community. Effective integration is difficult with separate budgets, information systems etc

IARS will directly address a number of these themes, namely:

- Supporting people to live independently at home;
- Addressing social isolation and loneliness;
- Dignity, respect and compassion;
- The provision of earlier/ more timely care;
- Supporting carers; and
- Sustainable investment in integrated community services.

Whilst we are confident that the business case for IARS has addressed the views and themes that were expressed during engagement on the development of our Joint Commissioning Statement for Older People's Services, further more targeted engagement will be undertaken as the new IARS service is being established. We will also need to ensure that information about IARS is made accessible and available in a range of formats.

## **6. POTENTIAL POSITIVE AND NEGATIVE IMPACT IDENTIFIED**

The potential positive impacts of IARS have been identified as follows:

### **6.1. Positive:**

**i)** IARS will be an all age service, however the primary beneficiaries will be older people which provides a positive focus rather than any negative discrimination based on age. The proposals will affect all older people for example in relation to community and hospital, but will also have an overall benefit for the resilience of the wider population, recognising that many people are affected by the ageing of family members, friends and neighbours etc .

**ii)** There will be a positive impact in terms of a culture change which promotes independence and social inclusion, greater choice and control for older people.

**iii)** The proposed service model will improve health and social care outcomes eg by increased availability to services that promote health and wellbeing but also the opportunities to target support and care to those who need more intensive help. This will have a positive impact on those with more complex needs including health conditions or disabilities.

**iv)** Women in Cwm Taf have a higher life expectancy than men so IARS is likely to have a greater beneficial impact on them. However, a greater focus on the quality of life of older people in total is likely to result in greater attention being paid to the needs of men who often tend to become more isolated as they get older.

v) The introduction of IARS looks to make a transformational shift in the way that care is provided. The aim will be to avoid hospital admissions, or at least reduce lengths of hospital stays, to enable care and support to be provided in the community. The emphasis is for services to be available as locally as possible, at home or within local communities. This will have a positive impact by promoting accessibility and addressing barriers like transport. Home based and community care can minimise disruption to people's lives. It can also be easier to meet individual spiritual and cultural needs if older people remain part of their own community and any groups to which they belong. Privacy, eg LGBT status and family life, including marital and civil partnership status can also be better preserved.

vi) The improved coordination of services to be achieved by the collaborative approach taken by partners and the development of IARS will ensure older people can access the services they need in the right place at the right time, delivered by the right person.

## **6.2. Negative**

The potential negative impacts of IARS have been identified as follows:

i) There may be a negative impact on family members/carers who feel that they have to take on additional responsibilities and a significant unpaid caring role. This could particularly impact on certain cultures and/or where women are traditionally expected to take on that role.

It is accepted that there are some groups within the older population, eg LGBT or ethnic groups, whose needs are not currently as well understood due to lack of data (both quantitative and qualitative). However it is not anticipated that there will be a negative impact on them.

Overall it is considered that the benefits to be gained from the implementation of IARS will outweigh any negative impacts. The potential negative impacts will be addressed as identified below and as the service is implemented.

## **7. PLANS TO ALLEVIATE ANY NEGATIVE IMPACT**

### **7.1. Support for carers**

Carers need to be identified, recognised as carers and valued as partners in care. They need to have the right information, advice and assistance to enable them to balance their caring role and their life outside caring.

The work currently being undertaken to support Carers as part of the implementation of the Social Services & Well-Being (Wales) Act 2014, for example through the identification of Carers Champions, will continue. There are now over 300 Carers Champions working in the UHB, LAs, Third sector and Job Centre Plus. Feedback from WG in August 2015 to the partners' Annual Report on Carers was that it provided a:

*"detailed and robust analysis of the achievements to date and an insight into the favourable improvements hoped to be made in the future. A number of case studies have provided the qualitative information to help measure the outcome for Carers. There is clear evidence that the implementation of the Carers Measure has made a real difference to the lives of carers in Cwm Taf."*

We will be building on this further during 2016/17 as Cwm UHB, Merthyr Tydfil County Borough Council and Rhondda Cynon Taf County Borough Council continue to work together to improve the ways we provide support to Carers of all ages. We have developed a new Cwm Taf Carers Strategy and the views of key partners, but most importantly Carers themselves, have informed our plans and what we do.

## **7.2. Whole system approach**

A whole system approach will be adopted where public sector agencies work together with Third Sector and private sector partners to identify risk and take actions in a planned and proactive way. IARS advocates this approach and commits our organisations to shifting the emphasis in budget allocations away from traditional long term services towards services that promote well-being and independence. It is intended to act as a catalyst to transform the way we commission services in partnership in the future.

We are already looking at opportunities to develop more preventative activities and building community capacity with our Third sector and community partners eg our priority to support health and wellbeing initiatives includes activities such as the 5 Ways to Wellbeing programmes; the Community Capacity Grant scheme and Community Co-ordinators funded through the Intermediate Care Fund; befriending schemes and initiatives to reduce social isolation and loneliness.

## **7.3. Implementation of the NHS All Wales Standards for Accessible Communication and information for people with sensory loss**

This will present a real opportunity to implement the NHS All Wales Standards for Accessible Communication and Information for People

with Sensory Loss with particular reference to identifying, recording and meeting people's individual needs, providing information in accessible formats, improving access to services and effective communication.

#### **7.4. Staff training**

Training will be needed to support staff in adapting to new service models and ethos of care as well as legislative changes which will have implications for older people such as the Social Services and Well-Being Act

For example, in the UHB we will be addressing Carer awareness training and e-learning; Sensory loss awareness training; Goal Planning training which focuses on providing individualised, person-centred care both in an inpatient setting and within the person's own home; e-learning module on equality and human rights 'Treat me Fairly'; use of the cultural awareness toolkit and sensory loss resource pack.

Merthyr Tydfil County Borough Council and Rhondda Cynon Taf County Borough Council will continue to provide training and learning opportunities to support the ongoing implementation of the Social Services and Wellbeing Act.

### **8. MITIGATION**

An effective Equality Impact Assessment takes into account the views and opinions of those who may be affected by the policy and what is already known about how the policy might affect different groups. This includes national evidence, Public Health Wales information, census data, public and service user views wherever possible in order to identify and address issues.

The consideration of mitigating measures and alternative ways of doing things is at the heart of the Equality Impact Assessment process. Different options have been considered in the development of IARS. The consideration of mitigation of adverse impacts is intertwined with the consideration of all actions. Mitigation can take the form of lessening the severity of the adverse impact.

Ways of delivering services which have a less adverse effect on the relevant equality category or issue, or which better promote equality of opportunity for the relevant equality category, have been considered. The preliminary issues and potential mitigations have been listed earlier in this document and will be revisited as the service changes are agreed and developed. However it is important



to stress that the whole ethos of IARS is to support older people to lead independent, healthy and fulfilled lives, recognising the need to protect the vulnerable and deliver effective and efficient services.

This initial document represents stage one of the equality impact assessment.

## **9. SUMMATION – GENERAL DUTY**

### **Due Regard to 3 elements of general equality duty**

This Equality Impact Assessment is representative of a real attempt to address the following questions:

- Does this service change help to eliminate discrimination?

Yes, although there is no perceived discrimination in the way services are currently provided, the focus on the needs of older people and the aim of IARS is to support them to lead healthy, independent and fulfilled lives will have a positive impact. The provision of more care within people's own homes and communities will enable greater privacy and personalised care that meets their individual needs and lifestyles.

- Does this service change help promote equality of opportunity?

Yes - older people will receive more appropriate support and services. For many, this will enable them to remain at home with the consequent benefits in terms of their individual needs, lifestyle choices and community links.

- Does this service change help foster good relations between people possessing the protected characteristic and those that do not?

Yes - IARS is built on a co productive approach. The focus on building community capacity and working alongside individuals, families and communities will encourage good relations and a sense of ownership and belonging. Where staff are better trained to meet individual needs and where services are also designed to meet them, this can also minimise problems for and between people.

Where any concerns relating to equality have been raised, these have been identified and explored in order to establish possible mitigation and to avoid discrimination against any particular groups and to promote equality of access to services. This has involved

engagement with different groups in relation to the protected characteristics in accordance with the Equality Act 2010 through the use of appropriate media, fora and by building on existing relationships.

The composition of the local population (2011 Census and Public Health information) has been analysed and issues considered.

## **10. MONITORING ARRANGEMENTS**

The impact of the proposals will be closely monitored and careful consideration will continue to be given to the points highlighted in this equality impact assessment. Equality Impact Assessment issues will be included in progress reporting.

## RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

### CABINET

9<sup>TH</sup> MARCH 2017

#### COUNCIL PERFORMANCE REPORT – 31<sup>ST</sup> DECEMBER 2016 (QUARTER 3)

#### REPORT OF THE GROUP DIRECTOR, CORPORATE AND FRONTLINE SERVICES IN DISCUSSION WITH THE RELEVANT PORTFOLIO HOLDER, COUNCILLOR M NORRIS

**Author:** Barrie Davies, Director of Financial Services - 01443 680559

#### 1. PURPOSE OF REPORT

- 1.1 This report provides Members with an overview of the Council's performance, both from a financial and operational perspective, based on the first nine months of this financial year (to the 31<sup>st</sup> December 2016).

#### 2. RECOMMENDATIONS

It is recommended that Members:

##### Revenue

- 2.1 Note the General Fund revenue position of the Council as at the 31<sup>st</sup> December (Section 2 of the Executive Summary).
- 2.2 Request that Cabinet approve the virements listed in Sections 2a – d of the Executive Summary that exceed the £0.100M threshold as per the Council's Financial Procedure Rules.

##### Capital

- 2.3 Note the updated capital budget for the financial year 2016/17 and changes in the total cost of projects over the 3-year programme (Sections 3a – f of the Executive Summary).
- 2.4 Note the details of the Treasury Management Prudential Indicators as at the 31<sup>st</sup> December 2016 (Section 3g of the Executive Summary).

##### Corporate Plan Priorities

- 2.5 Note the current position regarding progress made against the agreed Corporate Plan priorities and confirm whether they are satisfied with the progress being made (Sections 5 a – d of the Executive Summary).

## General

- 2.6 Consider whether they wish to receive further information or explanations from service managers, where Members have any serious concerns about performance or progress.

### **3. REASONS FOR RECOMMENDATIONS**

- 3.1 To agree the Council's financial and operational performance position as at 31<sup>st</sup> December 2016, in line with the requirements set out in its Constitution, and in doing so enable elected Members and other stakeholders to scrutinise the performance of the Council.

### **4. BACKGROUND**

- 4.1 This report provides Members with a third update of the Council's financial and operational performance position for the financial year ending the 31<sup>st</sup> March 2017.
- 4.2 The aim of the report is to bring together the Council's performance into an Executive Summary and also make available more detailed information to the reader through electronic links. Information contained in the Executive Summary includes financial data and progress against our Corporate Plan priorities, and exceptions are highlighted within the detailed sections to ensure that elected Members and other readers are able to quickly identify the key issues.
- 4.3 Members will be aware of the revised basket of measures for the current financial year (2016/17) where for a number of measures this year represents a 'baseline year' and as a result no target has been set, and for other measures performance will be reported on an annual basis. In addition, Members will note that included for quarter 3 is the Living Within Our Means priority, to reflect the timing of when information starts to become available during the year. In this regard, the following table summarises the measures across each priority area and shows when performance up dates will be reported against them.

Priority Area	No. of Measures in Priority <sup>1</sup>	No. of measures reported / with a target			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
<b>Economy</b>	49	7 / 2	18 / 13	27 / 22	49 / 44
<b>People</b>	24	19 / 15	20 / 16	22 / 16	24 / 17
<b>Place</b>	15	5 / 3	5 / 3	7 / 5	15 / 6
<b>Living Within Our Means</b>	8	0 / 0	0 / 0	4 / 2	8 / 4
<b>Total</b>	<b>96</b>	<b>31 / 20</b>	<b>43 / 32</b>	<b>60 / 45</b>	<b>96 / 71</b>

<sup>1</sup> The number of measures in priorities / scheduled to be reported have been revised compared to that reported within the Quarter 1 and 2 Performance Reports, to take account of up dated timescales around the availability of information and the introduction of Living Within Our Means measures.

## **5. QUARTER 3 REPORT**

5.1 The Quarter 3 report is now attached and comprises:

- **Executive Summary** – setting out, at a glance, the overall performance of the Council at quarter 3;
- **Revenue Monitoring** – sections 2a – d setting out the detailed quarterly financial spend against budget across our Revenue Budget with exceptions highlighted;
- **Capital Monitoring** – sections 3a – f setting out capital spend across our Capital Programme with exceptions highlighted and section 3g covering Prudential Indicators;
- **Organisational Health** – includes information on turnover, sickness absence, organisational health related investment areas and Council strategic risks; and
- **Corporate Plan** – three action plans (sections 5a – c) setting out performance and progress against measures and actions across each of the three Corporate Plan priorities and performance measures in respect of the Living Within Our Means cross-cutting priority (Section 5d).

## **6. EQUALITY AND DIVERSITY IMPLICATIONS**

6.1 The Council's Performance Report provides a quarterly up date on financial and operational performance in line with its Constitution, statutory duties and locally determined arrangements that have previously been formally approved, where required. As a result, no Equality Impact Assessment screening form is deemed required for the purposes of this report.

## **7. CONSULTATION**

7.1 There are no consultation requirements emanating from the recommendations set out in the report.

## **8. FINANCIAL IMPLICATIONS**

8.1 There are no financial implications as a result of the recommendations set out in the report.

## **9. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED**

9.1 There are no legal implications as a result of the recommendations set out in the report.

**10. LINKS TO THE COUNCIL'S CORPORATE PLAN / OTHER CORPORATE PRIORITIES / SINGLE INTEGRATED PLAN**

10.1 The operational performance information included within the report has been aligned to the Council's Corporate Plan and / or Single Integrated Plan and aims to demonstrate the extent of progress Council services are making toward the delivery of these priorities.

**11. CONCLUSION**

11.1 This report sets out the overall performance of the Council as at the 31<sup>st</sup> December 2016, that is Quarter 3.

11.2 The report demonstrates continued strong financial and operational performance results which will continue to be closely monitored during the last quarter of the 2016/17 financial year.

## COUNCIL PERFORMANCE REPORT QUARTER 3 2016/17 EXECUTIVE SUMMARY

### Contents

#### **Section 1 – INTRODUCTION**

#### **Section 2 – REVENUE BUDGET**

**Revenue Budget Performance** – more detailed breakdowns are included in the following sections:

- 2a Education and Lifelong Learning Services;
- 2b Community and Children’s Services;
- 2c Corporate and Frontline Services;
- 2c Chief Executive’s Division; and
- 2d Authority Wide Budgets.

**Earmark reserve update** – Section 2e provides a breakdown of committed expenditure against service areas.

#### **Section 3 – CAPITAL PROGRAMME**

**Capital programme budget** – more detailed breakdowns are included in the following sections:

- 3a Chief Executive;
- 3b Corporate and Frontline Services;
- 3c Corporate Initiatives;
- 3d Education and Lifelong Learning;
- 3e Community and Children’s Services; and
- 3f Capital Programme Funding.

**Prudential Indicators** – a detailed breakdown is included in Section 3g.

#### **Section 4 – ORGANISATIONAL HEALTH**

- Turnover;
- Sickness Absence;
- Organisation Health related investment areas; and
- Council Strategic Risks.

#### **Section 5 – CORPORATE PLAN**

**Corporate Plan progress updates** – detailed progress updates are included in the following sections:

- 5a – Economy;
- 5b – People;

- 5c – Place;
- 5d - Living Within Our Means; and
- Overall summary of Corporate Plan performance indicators.

## **Section 1 – INTRODUCTION**

The Executive Summary aims to bring together and summarise the Council’s financial and operational performance position as at 31<sup>st</sup> December 2016.

Throughout the Summary, electronic links have been included that enable the reader to access more detailed information, as required.

## **Section 2 – REVENUE BUDGET**

### **Revenue Budget Performance**

Service Area	2016/17 – as at 31 <sup>st</sup> December 2016		
	Full Year Budget £M	Projected Expenditure as at Quarter 3 £M	Projected Variance Over / (Under) £M
<a href="#">Education &amp; Lifelong Learning Services (2a)</a>	175.417	175.402	(0.015)
<a href="#">Community &amp; Children’s Services (2b)</a>	133.278	133.387	0.109
<a href="#">Corporate and Frontline Services (2c)</a>	59.618	59.479	(0.139)
<a href="#">Chief Executive's Division (2c)</a>	11.492	11.486	(0.006)
<b>Sub Total</b>	<b>379.805</b>	<b>379.754</b>	<b>(0.051)</b>
<a href="#">Authority Wide Budgets (2d)</a>	75.030	74.707	(0.323)
<b>Grand Total</b>	<b>454.835</b>	<b>454.461</b>	<b>(0.374)</b>

### **Key Revenue Projected Variances at Quarter 3**

- Community and Children’s Services
  - Provider Services (£0.710M overspend);
  - Commissioned Services (£0.700M overspend);
  - Safeguarding and Support including Children Looked After (£0.632M underspend);
  - Short Term Intervention Services (£0.527M underspend);
  - Management and Support Services – Children’s Services (£0.239M underspend);
  - Long Term Care & Support (£0.174M overspend);
  - Management, Safeguarding and Support Services – Adults (£0.139M underspend);
  - Leisure, Parks and Countryside and Community Facilities (£0.128M overspend);
  - Intensive Intervention (£0.121M underspend); and
  - Environmental Health, Trading Standards and Community Safety (£0.056M underspend).



- Education & Lifelong Learning Services
  - School Achievement (£0.055M underspend).
- Corporate and Frontline Services
  - Financial Services (£0.077M underspend).
- Chief Executive's Division
  - Regeneration & Planning (£0.097M overspend).
- Authority Wide
  - Council Tax Reduction Scheme (£0.826M underspend); and
  - Miscellaneous (£0.486M overspend).

### **Earmark Reserve Up Date**

- A breakdown of expenditure committed against approved earmark reserves for Service Areas can be viewed at Section 2e by clicking [here](#).
- Following the completion of a detailed risk assessment of earmark reserves during the quarter, the total available resource has been revised from £13.602M to £13.241M. The difference, amounting to £0.361M, has been released and has been utilised to part contribute to funding the Council's up dated three-year Capital Programme and existing investment priorities, as reported to Council on the 1<sup>st</sup> March 2017.

## **Section 3 – CAPITAL PROGRAMME**

### **Capital Programme Budget**

Service Area	2016/17 - as at 31 <sup>st</sup> December 2016	
	Capital Budget £M	Actual Expenditure £M
<a href="#">Chief Executive (3a)</a>	11.062	1.697
<a href="#">Corporate and Frontline Services (3b)</a>	28.192	13.244
<a href="#">Corporate Initiatives (3c)</a>	2.484	0.771
<a href="#">Education &amp; Lifelong Learning Services (3d)</a>	41.785	28.159
<a href="#">Community &amp; Children's Services (3e)</a>	12.247	6.747
<b>Total</b>	<b>95.770</b>	<b>50.618</b>

### Key Capital Variances at Quarter 3

- Community and Children’s Services - New grant approvals introduced into the Capital Programme, for example, Welsh Government Delivery of Adaptations in relation to ENABLE - Support for Independent Living (£0.304M); and
- Re-profiling of a number of projects to reflect changes in the total cost of schemes and revised delivery timescales.

For information on how the Capital Programme is funded see section 3f by clicking [here](#).

### Prudential Indicators

For a detailed breakdown of Prudential Indicators, see section 3g by clicking [here](#).

## Section 4 – ORGANISATIONAL HEALTH

### • Turnover

Service Area	2016/17		2015/16			
	As at 31st Dec 16		As at 31st Dec 15		As at 31st Mar 16	
	Staff Nos.	% Turnover	Staff Nos.	% Turnover	Staff Nos.	% Turnover
<b>Turnover – Council Wide</b>	<b>10,933</b>	<b>10.02</b>	<b>11,288</b>	<b>10.99</b>	<b>11,245</b>	<b>13.13</b>
Community & Children’s Services	2,815	8.31	2,955	8.80	2,873	12.04
Corporate & Frontline Services	1,197	4.85	1,219	9.68	1,207	12.34
Education & Lifelong Learning (inc Schools)	6,628	11.77	6,806	12.08	6,865	13.56
Chief Executive	293	7.85	308	13.31	300	16.67

### • Sickness Absence

Service Area	2016/17	2015/16	
	As at 31st Dec 16 %	As at 31st Dec 15 %	As at 31st Mar 16 %
<b>% days lost to sickness absence – Council Wide</b>	<b>4.42</b>	<b>4.58</b>	<b>4.68</b>
Community & Children’s Services	6.94	7.24	7.40
Corporate & Frontline Services	3.99	4.06	4.26
Education & Lifelong Learning (inc Schools)	3.53	3.59	3.68
Chief Executive	2.32	3.11	3.06

For a more detailed breakdown of 2016/17 sickness absence information, click [here](#).

- **Organisation Health related investment areas**

<b>Progress in our Investment Priorities – Organisational Health</b>		
<b>Investment Area</b>	<b>Investment Value £M</b>	<b>Quarter 3 Update</b>
IT Infrastructure	0.500	Specific projects are progressing to further exploit information technology and continue to improve the information technology infrastructure. In support of the Agile working pilots and in line with the accommodation rationalisation strategy, ICT has established a number of key strategically located hot-desk zones across the County Borough which are bookable online. ICT has also engaged a number of suppliers around improvements necessary to support a more agile and digital workforce and identified suitable product ranges which are due to be procured during quarter 4.
Council Wide Energy Efficiency	1.050	Of the 49 projects within the overall programme, 30 have been completed, 13 are underway on-site, 5 are at the design / tender stage and 1 is being re-examined in terms of viability. Examples of completed projects include: installing photovoltaic systems at Llwynyrwn and Penywaun Primary Schools and Tonypandy Community College, and heating and lighting system improvements at a number of home for the elderly establishments, leisure centres, schools and offices.
<b>Total</b>	<b>1.550</b>	

- **Council Strategic Risks**

The Strategic Risk Register can be viewed by clicking [here](#). Since quarter 2, there have been no changes to the risk scores associated with the Council's strategic risks.

## Section 5 – CORPORATE PLAN

### Corporate Plan progress updates

- **ECONOMY** (Section 5a)

#### **Summary of progress to 31<sup>st</sup> December 2016**

Good progress has been made in establishing the governance arrangements for the Cardiff Capital Region City Deal, and in January / February 2017 the ten councils formally committed to creating a regional Joint Cabinet and to make the financial commitments necessary to deliver the £1.2bn investment.

Good progress continues to be made on the physical developments such as the 21<sup>st</sup> Century Schools Programme and the Taff Vale Development. The pupils of Y Pant Comprehensive School moved into their new school buildings before Christmas and good progress is being made at Treorchy, Tonypany, Tonyrefail and Porth Comprehensive School sites. The demolition and clearance of the current Taff Vale site will start in quarter 4 to prepare for the planned development.

The KS4 results for the 2015/16 academic year were published in December, and the pupils of the County Borough achieved their best ever results in respect of the key performance indicators, Level 1 threshold, Level 2 threshold, Level 2 threshold including English/Welsh and mathematics and the capped points score. The level 1 threshold, the Level 2 threshold and the capped points score were in the top 3 of local authorities in Wales.

However, despite this good progress, the schools and the Council had expected the performance to be even higher for the Level 2 threshold plus and the capped points score indicators. The Council and the Consortium will continue to work with the schools that did not achieve their targets and ensure the necessary pupil support and interventions are in place to maximise pupil performance.

Full action plan can be viewed by clicking [here](#).

#### **Progress in our KEY PERFORMANCE INDICATORS as at 31<sup>st</sup> December 2016**

Total no. of PIs in the Priority	Total no. of PIs reported this qtr	No. of PIs reported this qtr with Target	On Target		Not on Target*		Within 5% of Target*	
			No.	%	No.	%	No.	%
49	27	22	9	41	6	27	7	32

\* Members will note that the results relate to school attainment and attendance for the 2015/16 academic year, and when compared to performance in 2014/15 a clear trend of improvement has been achieved: nine indicators improved, one indicator maintained its performance and continued prioritised attention is being afforded to three indicators that did not show improvement during this period i.e. primary school attendance; percentage difference in the attendance of free school meal / non-free school meal pupils in primary schools; and the number of fixed term exclusions per 1,000 pupils in primary schools.

Progress in our Investment Priorities – Economy		
Investment Area	Investment Value £M	Quarter 3 Update
Empty Property Grant	1.500	Out of a total of 114 application forms issued: 8 approved; 10 surveys completed and awaiting proposed schedule of works; and 12 survey appointments in the process of being arranged. For the remaining 84 applications: 2 cancellations; eligibility checks in the process of being undertaken on 22 applications; 8 applications not eligible due to the property not being vacant for more than 6 months; and 52 forms not yet returned by applicants.
Graduate Officers	0.200	10 <sup>2</sup> Graduate officers have been appointed and commenced employment in September 2016.
Schools	2.000	Programme of works agreed and works have commenced e.g. classroom up grades to Alaw and Heol y Celyn Primary Schools and Bryncelynog Comprehensive School; remodelling at Park Lane Special School to provide changing and hygiene room provision to accompany the hydrotherapy pool; provision of new kitchens at Llwynypia and Pontrhondda Primary Schools; and replacement roof at Ysgol Ty Coch.
Town Centres and Village Centres	0.300	Works progressing that cover resurfacing / re-lining roads, painting fencing/barriers, signage and benches in town centres.
Transport Infrastructure	1.000	A programme of projects are underway that include highway lane widening and improvements to junction layouts and traffic signal arrangements (as reported to Cabinet on 19 <sup>th</sup> April 2016).
Taff Vale Development (New – funding approved during quarter 3)	2.024	Further investment approved by Council (30 <sup>th</sup> November 2016 meeting) to support the next phase of the programme i.e. appointing external project and cost managers to agree the details of the proposal, including the cost plan, business case for the development and to manage the construction phase (the £2.024M funding excludes construction costs and is in addition to the initial £1.5M investment approved by Council on 28 <sup>th</sup> October 2015).
<b>Total</b>	<b>7.024</b>	

<sup>2</sup> Graduate Officers – the Quarter 2 Performance Report noted the number of graduate as 11. This has been revised due to an officer being appointed to a non-graduate position.

- **PEOPLE** (Section 5b)

### Summary of progress to 31<sup>st</sup> December 2016

Quarter 3 performance against the agreed priorities and targets has again been generally positive and progress continues to be made in delivering our multi agency change and improvement programme supported by the Social Services and Well being Act requirement (focussing on supporting independence and control). Our continued focus on wellbeing services (e.g. community based Leisure facilities) and new service models (e.g. Stay Well at Home and Ty Heulog Extra care facility at Talbot Green) is delivering improved outcomes for people and our communities.

We will continue to focus on the areas that now need to be prioritised for improvement e.g. numbers of children looked after, delayed transfers of care and alternatives to traditional models of provision, and are working with a range of partners to deliver a joined up, multi-agency response to these.

Full action plan can be viewed by clicking [here](#).

### Progress in our KEY PERFORMANCE INDICATORS as at 31<sup>st</sup> December 2016

Total no. of PIs in the Priority	Total no. of PIs reported this qtr	No. of PIs reported this qtr with Target	On Target		Not on Target		Within 5% of Target	
			No.	%	No.	%	No.	%
24	22	16	12	75	4	25	0	0

- **PLACE** (Section 5c)

### Summary of progress to 31<sup>st</sup> December 2016

Overall, good progress has been made during the third quarter, building on work undertaken during the first half of the year.

Positive outcomes are starting to be evidenced through the Divert Project that focuses on community safety and cohesion through helping to prevent offending / re-offending by people aged 18 – 25. Since the project's introduction in April 2016, 113 young adults have participated in the programme with a 100% non-reoffending rate to date.

Investment in parks and green spaces continues: two further 3G sports pitches came into use during quarter 3, at Pentre and Caedrawnant (Mountain Ash), these developments being alongside the 3G pitch that became operational at Sardis Road (Pontypridd) in quarter 2. In addition, 20 play areas have been refurbished since April 2016, with further schemes scheduled for completion by March 2017, and works are nearing completion on a programme to up grade playing field changing rooms across the County Borough.

Working in partnership has continued to be a central principle. This has included improvement works to the exterior of Tonypany library, in response to community feedback, and the resettlement of 6 Syrian families (34 people) to date.

The programme of highways investment has continued to make positive progress including the completion of significant bridge works at Aberaman and Fiddler's Elbow.

Recycling performance continues to be better than the target set and preparatory work has begun, supported by funding secured from 'Recycle for Wales', to enable a food waste campaign to be delivered in Ynysbwl, Penrhiwceiber, Gilfach Goch, Treforest and Maerdy early in 2017. Enforcement work to maintain street cleanliness is a high priority with dog fouling patrols being a key focus of attention.

Full action plan can be viewed by clicking [here](#).

### Progress in our KEY PERFORMANCE INDICATORS as at 31<sup>st</sup> December 2016

Total no. of Pls in the Priority	Total no. of Pls reported this qtr	No. of Pls reported this qtr with Target	On Target		Not on Target		Within 5% of Target	
			No.	%	No.	%	No.	%
15	7	5	4	80	0	0	1	20

Progress in our Investment Priorities – PLACE		
Investment Area	Investment Value £M	Quarter 3 Update
Flood Alleviation	0.300	11 schemes have been completed including Tirfounder Fields, Cwmbach; Pendre Crescent, Llanharan; and Cemetery Road, Treorchy.
Green Teams	0.100	Additional operatives have been appointed and have commenced roles.
Highways Infrastructure Repairs	3.500	A programme of work is in the process of being undertaken to resurface and strengthen highways (as reported to Cabinet on 19 <sup>th</sup> April 2016).
Outdoor Leisure Facilities	0.500	Three new all weather 3G pitches are being supported: one pitch came into use in September 2016 (Sardis Road Rugby Club) and the pitches at Pentre and Caedrawnant (Mountain Ash) became operational in December 2016. In addition, preparatory work is underway to construct a 3G pitch at a fourth site, Maritime, Pontypridd.
Play Areas	0.200	Of 40 schemes being delivered, 20 have been completed (e.g. Trehafod Playing Fields; Clydach Park, Ynysbwl; and Heol Celyn, Church Village), 11 are scheduled to be completed in quarter 4 and 9 are scheduled to be completed in quarter 1 of 2017/18.
Waste Recycling Centre - Dinas	0.150	Preparatory work is continuing to enable this project to be progressed, for example, Cabinet at its meeting on 24 <sup>th</sup> November 2016 approved for a local charitable organisation to be commissioned to provide enhanced dog kennelling facilities that could release the land that currently houses the Council's animal shelter to support the re-development of the Dinas Recycling Centre.



**Progress in our Investment Priorities – PLACE**

Investment Area	Investment Value £M	Quarter 3 Update (continued)
Cynon Gateway South – Mountain Ash Cross Valley Link (New phase – funding approved during quarter 3)	2.000	Further investment approved by Council (30 <sup>th</sup> November 2016 meeting) to take forward the next phase of the work, including land acquisition. At the 15 <sup>th</sup> December 2016 Cabinet meeting, it was agreed that authority be granted for a planning application to be submitted.
Structures: St Albans Bridge and Brook Street Footbridge (New – funding approved during quarter 3)	3.500	New investment approved by Council (30 <sup>th</sup> November 2016 meeting) to address the priority works required in these two areas
<b>Total</b>	<b>4.750</b>	

• **LIVING WITHIN OUR MEANS** (Section 5d)

The Council’s Corporate Plan aims to apply a disciplined and planned approach to meeting the financial challenges ahead and has set a number of measures to gauge efficiency and the use of resources. These can be viewed by clicking [here](#) and a summary position is included below.

**Progress in our KEY PERFORMANCE INDICATORS as at 31<sup>st</sup> December 2016**

Total no. of PIs	Total no. reported this qtr	No. of PIs reported this qtr with Target	On Target		Not on Target		Within 5% of Target	
			No.	%	No.	%	No.	%
8	4	2	2	100	0	0	0	0

• **OVERALL SUMMARY OF CORPORATE PLAN PERFORMANCE INDICATORS**

**Progress in our KEY PERFORMANCE INDICATORS as at 31<sup>st</sup> December 2016**

Total no. of PIs	Total no. reported this qtr	No. of PIs reported this qtr with Target	On Target		Not on Target		Within 5% of Target	
			No.	%	No.	%	No.	%
96	60	45	27	60	10	22	8	18

Of the above 45 performance indicators reported this quarter (with Target), 43 have prior year information to compare our year on year performance against. Further context in this regard can be accessed by clicking [here](#).

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**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**CABINET**

**9<sup>TH</sup> MARCH 2017**

**EDUCATION AND LIFELONG LEARNING DIRECTORATE  
PLANNED CAPITAL PROGRAMME 2017/18**

**REPORT OF THE TEMPORARY DIRECTOR OF EDUCATION AND  
LIFELONG LEARNING IN DISCUSSION WITH THE RELEVANT  
PORTFOLIO HOLDER, COUNCILLOR E. HANAGAN**

**Authors:** Esther Thomas, Temporary Director of Education and Lifelong Learning - 01443 744001  
Andrea Richards, Head of 21<sup>st</sup> Century Schools - 01443 744002

**1. PURPOSE OF THE REPORT**

1.1 The report provides Members with details of the capital works for approval for 2017/18 as part of the Council's three-year Capital Programme.

**2. RECOMMENDATION**

2.1 To approve the Education Capital Programme priority schemes for 2017/2018 as outlined in Appendices 1-10 and to approve scheme commencement.

**3. REASONS FOR THE RECOMMENDATION**

3.1 An ongoing programme of work is required in school premises to deal with essential condition and health and safety issues across the school estate, to ensure school buildings are 'safe, watertight and warm'.

3.2 To continue to deliver the Council's long term school modernisation improvement programme supporting one of the Council's Corporate Plan Priorities: 'Economy – Building a strong economy'.

**4 BACKGROUND**

4.1 Members will be aware that an amount of £7.9M has been allocated to the planned capital programme (minor works) for 2017/18, as agreed by Council on the 1<sup>st</sup> March 2017.

4.2 The continuation of the three-year rolling Capital Programme and sustaining the level of funding will continue to make significant enhancements to the quality of our school premises and has been a vital part of the Council school modernisation programme which has undoubtedly contributed to improved standards. The 2017/18 allocation includes £2M of additional resources identified as part of the “Corporate Plan – Investment Priorities” as agreed by Council on the 1st March 2017. This additional resource is allocated to the “Schools Investment Programme” and details are attached in Appendix 10.

4.3 In framing options for the planned capital works programme, the following factors have been taken into account:

- The results of the Property Condition Surveys and further investigation works by Council surveyors and engineers.
- Delivering priorities set out in the Service Asset Management Plan in line with the Corporate Asset Management Plan.
- ESTYN Inspection Reports.
- Health and Safety considerations.
- Reducing energy and carbon.
- Refurbishing classrooms to provide inspirational up-to-date modern learning environments.
- Investing in adaptations to schools to assist pupils with mobility and other accessibility needs to promote inclusion.

4.4 The programme has been divided into categories identifying the nature of the works considered to be a priority.

## **CATEGORIES WITHIN THE PROGRAMME**

5.1 The table below sets out the proposed allocation of the planned capital programme funds now available to spend in 2017/18.

<b>SPEND CATEGORY</b>	<b>£M</b>
Kitchen Refurbishments	0.250
Window & Door Replacements	0.150
Essential Works	0.490
Electrical Rewiring	0.165
Fire Alarm Upgrades	0.080
Toilet Refurbishments	0.350
DDA Compliance Works E&LL	0.200
E&LL Condition Surveys	0.050
Boiler Replacement	0.285
Roof Renewal	1.700
Asbestos Remediation Works	1.830
Schools Investment Programme	2.000
Improvements to Schools	0.100

Capitalisation of IT Hardware/Software & Licences	0.250
<b>TOTAL</b>	<b>7.900</b>

5.2 Appendices 1–10 set out programmes of work for each category included above, with the exception of Education and Lifelong Learning Condition Surveys, Asbestos Remediation Works, Improvements to Schools and Capitalisation of IT Hardware/Software & Licences.

5.3 The following narrative summarises the required investment and intended outcome of each Spend Category:

- **Kitchen Refurbishments/Remodelling**

A rolling programme of replacement kitchens is required to maintain the current capital asset of school buildings and assist with much needed improvements, contributing towards the implementation of the Welsh Government 'Healthy Eating in Schools (Nutritional Standards and Requirements ) (Wales) 2013'. Appendix 1 provides Members with a list of identified schemes.

- **Window & Door Replacements**

A rolling programme of replacement windows and doors is required to improve the energy efficiency, and in doing so reduce energy costs, and maintain the current capital asset of school buildings. Appendix 2 provides Members with a list of identified schemes.

- **Essential Works**

Members will be aware of the amount and value of outstanding historical maintenance works required to the buildings in the Education & Lifelong Learning portfolio. Appendix 3 provides Members with a list of priority works, considered essential to maintain a 'safe, watertight and warm' environment for all users.

- **Electrical Rewiring**

Appendix 4 provides Members with details of Education establishments that require urgent electrical rewiring in order to comply with current legislation.

- **Fire Alarm Upgrades**

Appendix 5 provides Members with details of schools that require fire alarm upgrades from manual to automatic detection systems in order to comply with current legislation.

- **Toilet Refurbishments**

Appendix 6 provides Members with details of schools that require urgent refurbishment to comply with The Education (School) Premises Regulations 1999, the Health & Safety at Work Act 1974 and to support the recommendations in the

report 'Lifting the Lid on the Nation's School Toilets' produced by the Children's Commissioner for Wales.

- **Equalities Act/Compliance Works**  
An allocation of funding has been set aside to continue with works as and when deemed necessary to comply with the Equalities Act 2010. Appendix 7 provides Members with a list of identified schemes.
- **Boiler Replacement**  
A significant number of systems are reaching the end of their useful life, therefore, it is considered prudent to fund a rolling programme of replacement to assist with the reduction in energy and carbon emissions. Appendix 8 provides Members with a list of identified schemes.
- **Roof Renewal**  
Again it is considered prudent to allocate funding to ensure a rolling programme is maintained. Appendix 9 provides Members with a list of identified schemes.
- **Schools Investment Programme**  
A further investment programme in our school premises has been identified (Appendix 10) to reduce our ongoing revenue commitments and improve our capital asset and support school improvement where areas of concern have been identified in terms of upgrading of classrooms to ensure our pupils learn in high quality indoor and outdoor classrooms and play areas.
- **Asbestos Remediation Works**  
An allocation of funding has been earmarked to continue essential asbestos remediation works, following the results of recent asbestos surveys commissioned by the Council, and to progress a programme of replacement CLASP buildings affected by asbestos.
- **Improvements to Schools**  
Under accounting regulations, certain expenditure that was previously charged directly to the revenue budget is now shown in the Capital Programme, whilst still being funded from revenue.
- **Capitalisation of IT Hardware/Software & Licences**  
An allocation of funding has been committed for on going hardware, software and licences to support essential data systems such as SIMS (Schools Information Management System).

## **6. EQUALITY AND DIVERSITY IMPLICATIONS**

- 6.1 The proposed schemes have given due consideration to equality issues particularly in relation to access to our school premises. Schools are a key part of our communities and as such it is important that they are well maintained, accessible and 'fit for purpose'.

## **7 CONSULTATION**

- 7.1 There are no consultation requirements arising from this report.

## **8 FINANCIAL IMPLICATIONS**

- 8.1 The funding allocation to support spend categories contained within this report was agreed by Council on the 1<sup>st</sup> of March 2017 as part of the three year Capital Programme 2017/18 to 2019/20. This report does not commit any additional spend over and above this agreed allocation.

## **9 LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED**

- 9.1 There are no legal implications as a result of the recommendations set out in this report.

## **10 LINKS TO THE COUNCILS CORPORATE PLAN/OTHER CORPORATE PRIORITIES/SIP**

- 10.1 This investment programme forms part of the Council's larger school modernisation and 21<sup>st</sup> Century Schools Programme and supports one of the Council's Corporate Plan Priorities 'Economy – Building a Strong Economy'.

## **11 CONCLUSION**

- 11.1 The projects identified in the planned capital programme can be committed and delivered within the financial year and will have an immediate impact on improving schools and their surrounding communities. A coherent plan of expenditure over the three-year period will contribute to improvements in a wide range of physical environments benefiting pupils, staff, young people and members of the public.

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**PROPOSED PLANNED MAINTENANCE PROGRAMME (MINOR WORKS): 2017/18**

**Appendix 1**

**Kitchen Refurbishments/Remodelling**

**Budget**

<b>Property</b>	<b>Project</b>	<b>Estimated Cost (£)</b>
Ferndale Community School	Remodelling Kitchen and Improve Servery Layout	83,000.00
Mountain Ash Comprehensive School	Remodelling of Kitchen to Baguette Bar/Coffee Shop	85,000.00
Cardinal Newman RC Comprehensive School	Remodelling Kitchen and Improve Servery Layout	82,000.00
	<b>Total</b>	<b>250,000.00</b>

**Window & Door Replacements**

**Budget**

<b>Property</b>	<b>Project</b>	<b>Estimated Cost (£)</b>
Hawthorn Comprehensive School	Replacement Windows - Phase 2	50,000.00
Mountain Ash Comprehensive School	Replacement Mansard Windows	80,000.00
Ty Gwyn PRU	Replacement Windows - Phase 2	20,000.00
	<b>Total</b>	<b>150,000.00</b>

**PROPOSED PLANNED MAINTENANCE PROGRAMME (MINOR WORKS): 2017/18**

Appendix 3

**Essential Works**

**Budget**

<b>Property</b>	<b>Project</b>	<b>Estimated Cost (£)</b>
Abernant Primary School	Reinstate/Upgrade Play Areas	18,000.00
Cymmer Primary School	Internal Refurbishments	50,000.00
Pontyclun Primary School	Repointing - Junior Block	80,000.00
Pontrhondda Primary School	External Playground - Phase 2	72,000.00
Tref yr Rhyg Primary School	Dry Rot Works	60,000.00
Trehopcyn Primary School	Essential Classroom Upgrades	80,000.00
YG Rhydywaun	Remedial Works to Structural Cracking in Walls	30,000.00
YG Rhydywaun	Redecoration	80,000.00
YGG Evan James	Parapet Repairs	20,000.00
	<b>Total</b>	<b>490,000.00</b>

**Electrical Rewiring**

**Budget**

<b>Property</b>	<b>Project</b>	<b>Estimated Cost (£)</b>
Gwauncelyn Primary	Electrical Rewire & Associated Building Works - Junior Kitchen and Hall	75,000.00
Pontygwaith Primary	Electrical Rewire (Phase 2)	35,000.00
Ton Pentre Infants	Upgrade Electrical Supply and Mains Distribution	20,000.00
Treorchy Primary	Part Rewire - Main Hall and Adjacent Classrooms	35,000.00
	<b>Total</b>	<b>165,000.00</b>

**PROPOSED PLANNED MAINTENANCE PROGRAMME (MINOR WORKS): 2017/18**

Appendix 5

**Fire Alarm Upgrades**

**Budget**

<b>Property</b>	<b>Project</b>	<b>Estimated Cost (£)</b>
Cardinal Newman RC Comprehensive School	Block 3 - New Fire Alarm System	25,000.00
Ferndale Comprehensive School	Fire Alarm Improvements	10,000.00
Rhigos Primary School	Fire Alarm Upgrade	12,000.00
Trehopcyn Primary School	Fire Alarm Upgrade	16,000.00
YG Y Cymer	Fire Alarm Improvements - Phase 1	17,000.00
	<b>Total</b>	<b>80,000.00</b>

**PROPOSED PLANNED MAINTENANCE PROGRAMME (MINOR WORKS): 2017/18**

**Appendix 6**

**Toilet Refurbishments**

**Budget**

<b>Property</b>	<b>Project</b>	<b>Estimated Cost (£)</b>
Dolau Primary School	Toilet Refurbishment - Junior Section (Old Block)	80,000.00
Ffynnon Taff Primary School	Toilet Refurbishment - Junior Block	60,000.00
Tonysuboriau Primary School	Toilet Refurbishment - Boys/Girls	50,000.00
Pontyclun Primary School	Toilet Refurbishment - Boys/Girls Junior Block	85,000.00
Gwaunmeisgyn Primary School	Toilet Refurbishment	40,000.00
YGG Abercynon	Toilet Refurbishment - Junior Girls	35,000.00
	<b>Total</b>	<b>350,000.00</b>

**DDA Compliance Works**

**Budget**

<b>Property</b>	<b>Project</b>	<b>Estimated Cost (£)</b>
Bryнна Primary School	External Ramps	20,000.00
Maerdy Primary School	Hygiene/Changing Room	25,000.00
Penyreglyn Primary	Hygiene/Changing Room	20,000.00
SS Gabriel & Raphael RC	Stairlift to Hall	12,000.00
Tonysguboriau Primary	Closomat Toilet	4,000.00
Tonyrefail Primary	Closomat Toilet	4,000.00
YGG Aberdar	Adaptation to Create Changing Room	20,000.00
YGG Bodringallt	Creation of Hygiene Room	50,000.00
Various schools	Minor Adaptations	45,000.00
	<b>Total</b>	<b>200,000.00</b>

**Boiler Replacement**

**Budget**

<b>Property</b>	<b>Project</b>	<b>Estimated Cost (£)</b>
Gwauncelyn Primary School	Replacement Boiler - Junior Block	45,000.00
Pontrhondda Primary School	Replacement Boiler	40,000.00
YGG Abercynon	Replacement Boiler	40,000.00
YGG Llyn-y-Forwyn	Replacement Boiler	70,000.00
YG Rhydywaun	Replacement Boiler	90,000.00
	<b>Total</b>	<b>285,000.00</b>



**PROPOSED PLANNED MAINTENANCE PROGRAMME (MINOR WORKS): 2017/18**

Appendix 9

**Roof Renewal****Budget**

<b>Property</b>	<b>Project</b>	<b>Estimated Cost (£)</b>
Bryncelynnog Comprehensive School	Replacement Roof - Main Block	400,000.00
Cwmbach Primary School	Repairs/Replacement Corroding Roof - Junior Block	130,000.00
Cymmer Infants School	Replacement Roof - Phase 2	80,000.00
Cymmer Junior School	Replacement Pitched Roof	185,000.00
Darran Park Primary School	Replacement Verandah Roof - Phase 4	100,000.00
Mountain Ash Comprehensive School	Replacement Flat Roof - Phase 3	200,000.00
Penpych Primary School	New Roof Covering Phase 2	150,000.00
Pontyclun Primary School	Replacement RWG to Junior Building	35,000.00
Llantrisant Primary School	Roof Replacement Phase 1	75,000.00
St John Baptist C in W High School	Contribution to Replacement Roof - Technology Block	100,000.00
Darrenlas Primary School	Overhaul Roof and Replace Rotten Fascia Boards and Remove Dry Rot in Hall	60,000.00
YGG Abercynon	Replacement Flat Roof	50,000.00
Penygawsi Primary School	Replace Flat Roof	35,000.00
YGG Evan James	Replacement Dilapidated Verandah Second Floor - Phase 2	100,000.00
	<b>Total</b>	<b>1,700,000.00</b>

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**Schools Investment Programme**

**Budget**

<b>Property</b>	<b>Project</b>	<b>Budget (£)</b>
Cwmdar Primary School	Creation of New Foundation Phase Area and External Redecoration of the School	70,000.00
Trallwn Infants School	Remodelling of School Entrance Safeguarding Pupils	60,000.00
St John's Church in Wales School	New Science Room to Deliver the Curriculum	100,000.00
YGG Garth Olwg	Contribution Towards a New 3G Pitch	125,000.00
Ferndale Community School	Contribution Towards a New 3G Pitch	225,000.00
Capcoch Primary School	Repairs to Roof to Remove Dilapidated Roof Lights	50,000.00
Dolau Primary School	Replacement and Refurbishment of Rainwater Goods and External Painting Steelwork	50,000.00
Heol Y Celyn Primary School	Remodelling of school entrance safeguarding pupils	50,000.00
Llanhari Primary School	New Covered Walkway for Pupils	30,000.00
Gwauncelyn Primary School	New Roof to Kitchen	80,000.00
Pontypridd High School	New Fire Doors	40,000.00
Newman R C Comprehensive School	New Pupil Toilets (School Contribution £30k)	70,000.00
Hawthorn Primary School	Remodelling School Entrance and Improvements to Early Years Section	180,000.00
Cwmlai Primary School	Remodelling Classrooms to Meet 21st Century Learning Environments and Replacement Fascia and Soffit Boards	100,000.00

Alaw Primary School	General Repairs and Upgrade Classrooms	50,000.00
Trealaw Primary School	General Repairs and Upgrade Classrooms	50,000.00
YG Y Cymer	Remodelling Classrooms	170,000.00
Mountain Ash Comprehensive School	Creation of a New Learning Hub/Nuture Lifeskills Area Former Caretaker's House (Grade 1 Listed Building)	80,000.00
Darrenpark Primary School	New Foundation Phase External Play Area	100,000.00
Ysgol Hen Felin	Adaptations of Storage Area to Create Outdoor Classroom and General Repairs	30,000.00
YGG Aberdar	External Redecoration of School	30,000.00
Ffynnon Taf Primary School	New Reception Area and Remodelling of Junior Classroom Block Phase 1	100,000.00
Pontyclun Primary School	Upgrading Classrooms to 21st Century Environments	60,000.00
Hawthorn High School	Upgrade Kitchen/Dining Facilities	100,000.00
	<b>Total</b>	<b>2,000,000.00</b>

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**CABINET**

**9<sup>th</sup> MARCH 2017**

**HIGHWAYS, TRANSPORTATION AND STRATEGIC PROJECTS  
– SUPPLEMENTARY CAPITAL PROGRAMME**

**REPORT OF THE GROUP DIRECTOR, CORPORATE AND FRONTLINE SERVICES IN DISCUSSION WITH THE RELEVANT PORTFOLIO HOLDER, LEADER OF THE COUNCIL, COUNCILLOR A MORGAN**

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**1. PURPOSE OF THE REPORT**

1.1 Further to the approval of the Council's Three Year Capital Programme 2017/18 - 2019/20 on 1st of March 2017 (Council) and the approval of the Council Corporate Plan – Investment Priorities on 30<sup>th</sup> November 2016 (Council), this report sets out the detailed capital programme for Highways, Transportation and Strategic Projects for 2017/18.

**2. RECOMMENDATIONS**

It is recommended that Members:

2.1 Note and approve the Supplementary Capital Programme for Highways, Transportation and Strategic Projects as detailed within this report.

**3. BACKGROUND**

3.1 As per the financial year 2016/17, in order to provide the necessary detail for consideration by Cabinet this supplementary paper is submitted providing the detail of the remaining programme for the following areas:-

- Highways Improvements
- Land Drainage/Flood Risk Improvements
- Traffic Management
- Car Parks
- Transportation Infrastructure
- Making Better Use Programme (MBU)
- Developer Funded Infrastructure

The Council has been invited to submit bids for Welsh Government Grants related to:-

- Road Safety (Capital and Revenue)
- Safe Routes in the Community
- Local Transport Fund

The Council is also heavily engaged in the Cardiff capital Region City Deal.

#### **4. SUPPLEMENTARY CAPITAL PROGRAMME**

##### **4.1 Highways Improvements**

The Highways Network represents the most significant asset of the Council, valued in excess of £3.4Bn and comprised of carriageways, footways, structures (bridges, retaining walls, culverts, etc.), street lighting, traffic signals and signs, safety barriers, highway drainage, etc.

At its meeting of 1<sup>st</sup> March 2017 Council approved the budgets for the Highway Improvement Scheme.

Following on from the last six years of the highly successful highways investment programme our highways infrastructure network will benefit from this additional funding. This investment will continue to improve and protect the fabric of the highways network and deal with the impact of winter weather conditions.

The total allocation of capital resources for the Highways Improvement Scheme, as included in the Capital Programme is £9.85M and is broken down into works packages in the table below. This includes previously reported slippage of £0.445M. Spending plans for this programme of works are detailed in this report.

<b>Works Package</b>	<b>Budget £M</b>
Carriageways	3.129
Footways	0.481
Vehicle Restraint Barriers	0.100
Disabled Access Improvements	0.010
Structures	5.880
Street Lighting	0.250
<b>Total (Including Slippage of £0.445M)</b>	<b>9.850</b>

The works proposed to be carried out are detailed in Appendix 1.

**Carriageways;** An identified programme of carriageway resurfacing and surface treatment to the value of £2.879M will be funded in 2017/8 including previously approved schemes to the value of £0.216k which have been deferred from 2016/17. This will be supplemented by a £0.250M allocation to carry out essential highway improvement repairs to larger areas which are identified through inspection during the course of the period. In addition to these works, it has been agreed with the developers of Mynydd Portref Wind Farm that they will contribute £201,922 to the council to surface dress a

number of lanes between Tonyrefail and Castellau. These works have been included in the programme but with no budget allocation.

**Footways;** are considered to be a high risk to the Council and it is proposed to allocate £0.481M including previously approved schemes to the value of £0.014k which have been deferred from 2016/17 to repairs which have been identified by inspectors or through specialist condition surveys

**Street Lighting;** An ongoing programme of column replacement to the value of £0.250M will be implemented. Works are targeted at the replacement of life expired concrete and steel columns identified as high priority through structural testing.

**Safety Barriers;** An ongoing programme of renewal of vehicle restraint barriers and high priority repairs to damaged sections of barriers on the A road network to the value of £0.100M will be implemented over the funding period.

**Highway Disabled Access Improvements;** have in previous years been concentrated on larger scale works to improve accessibility in town centres. There is little more that can be achieved in these locations and the emphasis of the works will shift towards improvements identified and requested by disabled highway users. The programme is likely to comprise small scale works at 5 to 10 locations yet to be identified.

**Highway Structures;** There are significant challenges associated with maintaining highway structures with a number of structures in a critical condition. This is compounded by high scheme costs and long scheme design / lead in periods. In order to progress schemes for inclusion in future capital programmes funding of £0.116M has been allocated. A total budget of £5.88M (including £0.215M of slippage from 2016/17) has been allocated for 2017/18.

A design and build contract for the replacement Brook Street Footbridge, Ystrad has been prepared and awarded to Alun Griffiths Contractors Limited. This footbridge forms a link between Ystrad and Nant-y-Gwyddon Road and provides the only access to the northbound platform of Ystrad railway station for disabled people. It is an extremely large and complex scheme with very difficult site access, works over both a river and railway, and a requirement to maintain access to the northbound platform of the station. A funding allocation of £1.5M has been previously approved and £1.432M of this funding will carry forward into 2017/18.

The St. Albans Bridge in Tynewydd, which is one of only 2 routes providing access to the communities of Blaencwm and Blaenrhondda requires replacement. Ground investigations and investigation into the capability of the bridge abutments to support a new bridge deck have been ongoing. It is anticipated that a design and build contract to replace the bridge deck will be awarded in 2017. A funding allocation of £2M has been previously approved and £1.783M of this funding will carry forward into 2017/18.

During the design of repairs to the network critical Sardis Road / Mill Street viaduct on the Pontypridd Gyratory, it was identified that an additional pier was required to support the cantilevered section of the structure. This significantly

increased the scope and anticipated cost of the works. The previously approved capital allocations of £0.140 will be supplemented by an additional allocation of £0.944M.

Failure of a section of the Pontypridd Road River Wall, Porth was identified through cracking in the highway. Investigations have identified that the wall needs to be replaced or repaired. Temporary support of the wall is in place and the carriageway has been narrowed to reduce loading on the wall until permanent works can be carried out. Replacement works are not currently viable without extremely expensive diversion of a major trunk water main and a repair design has been progressed. This design is complicated by the presence of the water main. It has, however, very recently come to light that the water main is due to be replaced or possibly abandoned by Dwr Cymru during the next 18 months and options for the repair or replacement of the wall are currently being reconsidered in liaison with Dwr Cymru. It is estimated that the works to the wall will cost £0.5M.

A landslip on the A4233 Maerdy Mountain road in January 2016 has resulted in the road being restricted to light controlled single lane traffic approximately over a 200m length. Remediation works to the landslip along with drainage improvements and repairs to numerous dry stone walls adjacent to the road are required to reopen the road to two-way traffic. It is estimated that the cost of ground investigation, remediation design and construction will be £1M. It is anticipated that the remediation works will be carried out over the summer of 2017/8 utilising road closures in the school summer holiday period. It is also proposed to take advantage of these road closures to resurface the carriageway across the whole mountain route utilising a further £700k allocation from the carriageway programme

Part of the works to repair the retaining wall, which supports the A4054 in Cilfynydd, have been deferred into 2017/18 due to a conflict between the works and the diversion route for the recently successfully completed Fiddlers Elbow Bridge joint replacement works. Previously approved works to the value of £0.035M will be carried out during 2017/8

Due to delays in obtaining scheduled ancient monument consent from CADW, it has not been possible to complete the cleaning and sealing works to the William Edwards Bridge in Pontypridd during 2016/17 and £0.022M of previously approved works will be carried out in 2017/18.

The previously approved works to strengthen the Ynyswen Road bridge have been deferred into 2017/8 in order that the works can be carried out in conjunction with proposed carriageway works to minimise traffic disruption. £48k of previously approved funding will be carried forward into 2017/18.

#### 4.2 **Land Drainage/Flood Risk Improvements**

The Capital Land Drainage Programme supports works on land drainage and flood alleviation schemes, which are of such scale that their cost places them outside the framework of routine maintenance supported by the revenue programme.



With regard to land drainage (Flood Alleviation) schemes, the Council is frequently able to benefit from Welsh Government (WG) grant support (85%) as the Land Drainage Authority under Section 59 of the Land Drainage Act 1991. In support of this process the land drainage capital programme identifies a number of project appraisals targeted at attracting external funding support. These appraisals will be carried out on a rolling 3-year programme with 1-2 completed per year.

Progression of schemes will be dependent on successful application for grant following the project appraisal process and on occasion attracting other third party contributions. An allowance has been made within the drainage improvements programme for progression of such schemes in order to provide the required match funding.

In addition, the Mynydd yr Eglwys landslip continues to require ongoing monitoring by specialist geotechnical engineers.

The details of the Drainage Improvements Programme for 2017/18 of £0.276M is provided in Appendix 2.

#### 4.3 **Traffic Management**

As part of its network management duties under the Traffic Management Act and the Highways Act the Council has the ability to implement improvements to the management of traffic within the County Borough. Finance for the programme is provided by an allocation of core capital funding of £0.160M.

The Council's capital allocation will enable the implementation of small scale schemes and provide safety aids such as warning signs, the introduction of traffic orders and the provision of residents parking. Details of the 2017/18 Capital Programme are included in Appendix 3.

#### 4.4 **Car Parks**

A capital allocation of £0.045M is contained within the programme for investment in our car parking estate.

#### 4.5 **Transportation Infrastructure**

The total allocation for Transport Infrastructure for 2017/18 in the Capital Programme amounts to £3.321M and is allocated as follows:

##### 1. **Mountain Ash Cross Valley Link - £1.150M**

Good progress is being made in respect of this project which has now been allocated over £4.601M including £0.651M in Local Transport Fund Grant from Welsh Government. A further bid for £1.5M in 2017/18 has been submitted. Land acquisition has commenced and planning consent sought for this project. The CPO process will be initiated shortly and a design and build contractor will be appointed to take forward the detailed design leading to construction. Works are programmed to undertake improvements to the

junction with the A4059 and to remodel the cross roads junction between the A4059 and the proposed bridges during 2017/18.

2. Llantrisant Community Route - £0.371M

This key active travel project will create a dedicated, traffic-free walking and cycling route on the former rail line and will be completed during the 2017/18 financial year.

3. Park and Ride Programme - £0.550M

Successful delivery of Metro Phase 1 projects, yielding enhanced grant allocations, has released £0.550M for investment in additional Park and Ride capacity. The Park & Ride programme involves identifying and implementing projects to enhance capacity of existing facilities.

Car parking demand at Pontyclun Station exceeds capacity and creates issues with overspill parking in the vicinity of the station. In conjunction with Pontyclun Community Council, land has been secured that will allow extension and rationalisation of parking. This will deliver approximately 15 additional spaces during 2017/18.

The bulk of this allocation will be invested in delivering phase 2 of Porth Park and Ride and follows the successful implementation of phase 1 and the rapid growth in usage. Phase 2 will involve creating additional parking to the north of the existing car park and will involve additional land secured during phase 1.

A small sum will be allocated to undertake feasibility studies for extending Abercynon Park and Ride, which is now experiencing heavy demand.

In light of the continued success of park and ride provision across the county borough it is proposed to review park and ride opportunities at all RCT stations and develop a programme of potential enhancements that could be used to form the basis of funding bids, etc, in future.

The proposed Park and Ride programme is included in Appendix 5.

4.6 **Making Better Use (MBU) Programme- £1.25M**

During 2016/17 a £1M Making Better Use (MBU) programme was introduced. The ethos of this programme was to identify low cost, high value improvements for congested sections of the Council's highways network, to improve traffic flows, ease congestion and have a positive impact on road safety.

The programme not only delivered a number of successful projects; left turn lane at A4059 Ynys Roundabout, left turn lane at A4059 Asda Roundabout, additional lane Bridge Street, Pontypridd, etc, but also included an element of funding for scheme development to facilitate a further programme into 2017/18 for which an increased allocation of £1.25M is proposed.

The principle has been extended to accommodate the Council's aspirations to enhance the strategic highway network by commencing feasibility, design and development of two major highway schemes;

1. Llanharan Bypass

Scheme development will commence on this project which will provide the eastern leg of the bypass as a continuation of the western leg already constructed by developers and the central section which is required to be provided by developers of adjacent residential development and phased to accord with triggers attached to their planning consents. The eastern leg will connect with the A473 to the east of Llanharan and reduce the impact of traffic along the existing route, providing relief for affected communities, particularly around Llanharan Square. It is anticipated that significant developer contributions will be secured to assist funding delivery of this project in future years.

2. Dualling A4119 Coedely to Ynysmaerdy (known locally as Stinkpot Hill)

Scheme development will be progressed to dual this existing single carriageway and substandard section of this strategic transport corridor linking the Rhondda Fawr with Llantrisant/Talbot Green and Junction 34 of the M4 motorway. The scheme proposes to extend the existing high quality dual carriageway from the M4 to Ynysmaerdy, right up to the Coedely roundabout which serves the strategic development site at Coedely. The current substandard single carriageway is perceived by developers as being major barrier to development on this site. The scheme will therefore not only improve connectivity along this key corridor, but has the potential to act as a catalyst for development of this strategic site.

In terms of the balance of the programme;

Capacity enhancements will be delivered at A4059 Cwmdare Roundabout.

In a further extension of the MBU principal several road safety schemes will be developed and delivered; these include;

Implementation of a right holding lane to reduce the incidence of rear-shunt type accidents on the A4059 to the south of Cwmdare roundabout, together with numerous new and upgraded pedestrian crossing facilities and speed reduction initiatives.

A sum of £0.05M will be utilised to develop proposals to review existing traffic management and pedestrianisation arrangements at Tonypany Town Centre. Consideration will be given to alternative arrangements such as remodelling the existing vehicular and pedestrian provision to allow vehicular access in a northerly direction only. Subject to further consultation and funding the scheme will be developed for delivery in a subsequent financial year.

The proposed programme of investment in MBU projects is included at Appendix 4.

#### 4.7 **Developer Funded Infrastructure**

Capital Investment in the transportation network to mitigate the transport impacts of new developments is secured from developers via S106 agreements.

Construction of major improvements to the A4119/A473 Roundabout at Talbot Green have progressed well during 2016/17 with completion of the project scheduled for 2017/18 prior to the opening of any retail developments associated with the new town centre. £0.6m has been allocated in 2017/18 for completion of this project.

Attention is also drawn to:-

- £201,922 noted under Highways Improvements as a contribution from Mynydd Portref Wind Farm towards resurfacing lanes between Tonyrefail and Castellau.
- £75,000 from Coleg Y Cymoedd towards a new puffin crossing on Main Avenue, Treforest as noted in Appendix 4.

### 5. **EXTERNAL GRANTS**

5.1 In recent years a number of grants have been made available by WG for delivery of projects on the transportation network. These include Transport Grant, Local Transport Fund, Road Safety Grant and Safe Routes to School Grant. Bids were submitted during February for 2017/18 funding. It is anticipated that available grants will be confirmed during March 2017.

### 6. **CITY DEAL**

6.1 RCT is engaged in proposals to develop a City Deal which is envisaged to bring forward a number of capital projects, including Phase 2 of the Metro. The precise content and programme of City Deal projects and Metro Phase 2 is yet to be determined and therefore the implications for RCT and our potential involvement in capital delivery will be reported when this becomes clear.

### 7. **EQUALITY AND DIVERSITY IMPLICATIONS**

7.1 Equality and diversity issues have been considered as part of determining the final detail of the proposed schemes.

### 8. **CONSULTATION**

8.1 There are no consultation requirements arising from this report.

## **9. FINANCIAL IMPLICATIONS**

9.1 The funding allocation to support schemes contained within this report was agreed by Council on the 1<sup>st</sup> of March 2017 as part of the three year Capital Programme 2017/18 to 2019/20. This report does not commit any additional spend over and above this agreed allocation.

## **10. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED**

10.1 There are no legal implications as a result of the recommendations set out in this report.

## **11. LINKS TO THE COUNCILS CORPORATE PLAN/OTHER CORPORATE PRIORITIES/SIP**

11.1 This investment programme supports the Council's Corporate Plan Priority 'Place – creating neighbourhoods where people are proud to live and work'.

## **12. CONCLUSION**

12.1 The above programme identifies continued significant investment in our highways and transportation infrastructure and is accordingly recommended for Cabinet approval. The Highways and Streetcare Service will oversee significant investment in 2017/18 in a number of important areas.

12.2 Following on from the last six years of the highly successful highways investment programme, our highway network will benefit in 2017/18 with £9.85M of funding. This investment will continue to improve and protect the fabric of the highways network and to deal with the impact of winter.

12.3 The Welsh Government LGBI programme concluded in 2014/15 and combined with core capital resources totalled an unprecedented £48M investment programme over 6 years. This has enabled significant improvement in the condition of the highway network.

12.4 Since the demise of LGBI, RCT is one of the few Councils that has been able to continue to make meaningful and significant investments in its highway network. The table below demonstrates the level of progress that has been made.

<b>Indicator</b>	<b>2010/11 Indicator</b>	<b>2016/17 Indicator</b>
THS011a – percentage of A class roads requiring maintenance	16.2%	5.6%
THS011b – percentage of B class roads requiring maintenance	15.2%	6.1%
THS011c – percentage of C class roads requiring maintenance	15.3%	10.2%
THS012 – percentage of all classified roads requiring maintenance	15.7%	7.2%

- 12.5 The Council faces significant challenges in maintaining this enormous and complex asset. The indicators above are directly impacted by the levels of funding available to maintain the asset. Whilst there is clearly a level of funding required in maintaining asset condition in a steady state, reducing funding below an optimum level creates greater challenges for the future. The ongoing investment respects that principal and should continue to see the highway network in RCT improving in comparison with other local authorities.
- 12.6 The condition of the Council's highways structures assets is recognised as a significant challenge with enhanced capital and revenue funding being allocated to begin to meet this challenge in 2017/18.
- 12.7 The additional £0.55M Metro Phase 1 allocation is now effectively allocated towards greater Park and Ride capacity. In addition, late, in-year allocations were successfully secured under the Local Transport Fund 2016/17 as follows:
- £0.351M towards Mountain Ash Cross Valley Link.
  - £0.180M towards additional improvements to infrastructure in the Strategic Bus Corridor of the Rhondda Fawr.
  - £0.040 WeITAG Stage 1 for the A470 and M4 corridors

At the time of writing, grant allocations for 2017/18 are awaited and further opportunities to accommodate in-year underspend from WG have been highlighted and promoted.

- 12.8 There is now an "in principle" agreement for a £1.2Bn City Deal which will potentially deliver transformational improvements to the regional transportation network in the form of the Metro, together with other regionally significant projects. RCTCBC is playing a key role in shaping future programmes and stands to benefit significantly from being at the core of the region. The strategic improvements to Metro are currently being procured by the Welsh Government via their wholly owned company, Transport for Wales (TFW). TFW is engaged in competitive dialogue with four consortia. The successful consortium will be responsible for the new Wales and Borders Rail Franchise and Metro. There is potential for funding for wider transport projects (and other non-transport projects) to come forward under the City Deal during the latter part of this financial year.
- 12.9 The programme is as always subject to minor changes due to possible engineering difficulties or programming and coordination issues with statutory undertakers.

## Appendix 1

### Proposed Carriageway Capital

#### Programme 2017/18

Street No	Street Name	Town	Treatment	Budget
	Project Management			£100,000
	Tanycoed Tce-Bronallt Tce	Abercwmboi	Strengthen	£15,000
	Park View Tce to Graig Crescent	Abercwmboi	Strengthen	£17,000
	Highland Place	Aberdare	Strengthen	£22,000
	Heol Ddeusant	Beddau	Strengthen	£30,000
	Heol y Clun, (whole street)	Beddau	Surface Treatment	£5,000
	Heol Grwgan	Beddau	Surface Treatment	£17,000
	Heol Ap Pryce	Beddau	Strengthen	£12,000
	Bryncelynnog Roundabout	Beddau	Strengthen	£10,000
	Clyngwyn Road	Blaenrhondda	Strengthen	£20,000
	Castellau Lanes Patching	Castellau	Surface Treatment	£25,000
	Castellau Lanes Dressing	Castellau	Surface Treatment	0
	Coronation Terrace	Cilfynydd	Strengthen	£15,000
	Francis Street	Clydach Vale	Strengthen	£29,000
A4059	Cwmbach R/A to Gasworks R/A (Incl Cwmbach R/A)	Cwmbach	Inlay	£90,000
	Smith Street	Gelli	Strengthen	£30,000
	Elm Grove	Glyncoch	Strengthen	£11,000
	Penygroes	Groesfaen	Surface Treatment	£10,000
	Brynna Rd	Llanharan	Strengthen	£65,000
	Coed Bychan Crescent	Llanharan	Traditional	£17,000
	Llanharan Rd	Llanharry	Strengthen	£25,000
A4119	Ely Meadow R/A to Mint R/A	Llantrisant	Surface Treatment	£155,000
	Brynfynnon to Fishtails	Llanwonno	Surface Treatment	£60,000
A4233	Maerdy Mountain	Maerdy	Overlay	£700,000
	Hurford St	Maesycod	Strengthen	£30,000
	Lower Bryn Ifor	Mountain Ash	Strengthen	£30,000

Street No	Street Name	Town	Treatment	Budget
	Seymour Street	Mountain Ash	Strengthen	£20,000
	Treharne Street	Pentre	Strengthen	£22,000
	Greenfield St	Penygraig	Strengthen	£22,000
	Heol Dyfed	Penywaun	Strengthen	£15,000
	Mangoed	Penywaun	Strengthen	£26,000
	Derlwyn	Penywaun	Strengthen	£26,000
	Palalwyf road	Pontyclun	Strengthen	£41,000
	Mount Pleasant Road	Porth	Strengthen	£36,000
	Jestyn St	Porth	Strengthen	£18,000
	Wayne St	Porth	Traditional	£14,000
A4061	Rhigos Mountain	Rhigos	Overlay	£290,000
	Ynys Terrace	Rhydyfelin	Strengthen	£35,000
	Ilan Avenue – West	Rhydyfelin	Strengthen	£45,000
	Bridge St-Abernant Road	Robertstown	Strengthen	£145,000
	Church Rd	Taffs Well	Strengthen	£14,000
	Moy Road	Taffs Well	Strengthen	£12,000
A4119	Ynyscrug R/A to Clydach Vale R/A	Tonypandy	Surface Treatment	£40,000
	David street	Tonypandy	Strengthen	£19,000
	Glenview St	Tonypandy	Strengthen	£25,000
B4274	Thurston Rd	Trallwn	Strengthen	£15,000
	Church Rd	Trallwn	Strengthen	£10,000
	Cefn Bryn	Trebanog	Strengthen	£21,000
	Alexandra Rd	Treforest	Strengthen	£16,000
	Princess Street	Treforest	Strengthen	£26,000
	Rheolau Tce / Bryn Eirw	Trehafod	Strengthen	£19,000
	North View	Ty Rhiw	Strengthen	£20,000
	Bagot St	Tyntetown	Strengthen	£14,000
A4061	Ynyswen Rd (Patches)	Ynyswen	Reconstruction	£70,000
	Old Penrhys Road	Ystrad	Strengthen	£20,000



Street No	Street Name	Town	Treatment	Budget
	Cadogan Close	Ystrad	Strengthen	£27,000
	Minor Surfacing Repairs	Various	Large patching	£250,000
			<b>Total</b>	<b>£2,913,000.00</b>

## Previously Approved Carriageway Schemes Slipped into 2017/18

Street No	Street Name	Town	Treatment	Budget
	Blaenrhondda Road	Blaenrhondda	Microasphalt	£33,000
	Darran Terrace	Ferndale	Microasphalt	£15,232
	Holyrood Terrace	Llwynypia	Microasphalt	£4,864
	Llwynfen road	Pontyclun	Microasphalt	£8,488
	Mayfield Place	Llantrisant	Microasphalt	£9,352
	Greenfield Terrace	Abercynon	Microasphalt	£35,600
	Charles Street	Treherbert	Microasphalt	£32,750
C258	Trehafod Road	Trehafod	Microasphalt	£40,300
	Tower Street	Treforest	Microasphalt	£15,542
	Alexandra Terrace	Mountain Ash	Microasphalt	£3,168
	Clifton Row, Britannia	Porth	Microasphalt	£3,632
	Towyn Way	Tonteg	Microasphalt	£14,072
<b>Total</b>				<b>£216,000</b>

## Proposed Footway Capital Programme 2017/18

Street No	Street Name	Town	Treatment	Budget
	Belmont Tce	Aberaman	Footway Renewal	£8,000.00
	Dan-y-Deri St	Godreaman	Footway Renewal	£6,000.00
	Dan-y-Rhiw	Cwmaman	Footway Renewal	£10,000.00
	Brynna Road	Brynna	Footway Renewal	£15,000.00
	Fair View	Gilfach Goch	Footway Renewal	£25,080.00
	Albert Rd / Courthouse St	Graig	Footway Renewal	£6,500.00
	Caswell Close	Hirwaun	Footway Renewal	£10,000.00
	Tramway	Hirwaun	Footway Renewal	£5,000.00
	Bridgend Road	Llanharan	Footway Renewal	£20,000.00
	Heol Dyhewydd	Llantwit Fardre	Footway Renewal	£22,736.00
	Sherwood St	Llwynypia	Footway Renewal	£18,000.00
	Richard Street	Maerdy	Footway Renewal	£18,000.00
	Harcourt Terrace	Penrhiwceiber	Footway Renewal	£10,000.00
	Brook St	Williamstown	Footway Renewal	£20,000.00
	Gelliwastad Road	Pontypridd	Footway Renewal	£40,000.00
	Heol y Bryn	Rhigos	Footway Renewal	£10,000.00
	Rhigos Road	Rhigos	Footway Renewal	£7,500.00
	Ely Valley Road	Talbot Green	Footway Renewal	£29,174.00
	Fairhill Drive	Tonteg	Footway Renewal	£10,000.00
	The Dell	Tonteg	Footway Renewal	£15,000.00
	The Avenue	Tonyrefail	Footway Renewal	£8,990.00
	Meyler Street	Thomastown	Footway Renewal	£68,100.00
	Enid Street	Trealaw	Footway Renewal	£12,000.00
	Hendrefadog Street	Tylorstown	Footway Renewal	£40,000.00
	Parish Road	Tyn-y-Nant	Footway Renewal	£18,000.00
	Vicarage Road	Ynyshir	Footway Renewal	£13,920.00



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<b>Total</b>	<b>£467,000</b>
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### Previously Approved Footway Schemes Slipped into 2017/18

Street No	Street Name	Town	Treatment	Budget
A4059	Canal Road	Cwmbach	Footway Renewal	£14,000
			<b>Total</b>	<b>£14,000</b>

### Proposed Disabled Access Improvements Programme

Street No	Description	Budget
	Various – Continuation of the rolling programme of disabled access improvements	£10,000
<b>Total</b>		<b>£10,000</b>

### Proposed Safety Barriers Programme 2017/18

Street No	Description	Budget
	Various – Continuation of the rolling programme of repair renewal of vehicle restraint systems primarily on the A road network	£100,000
<b>Total</b>		<b>£100,000</b>

### Highway Structures Schemes 2017/18 (Including reported slippage)

Street No	Street Name	Town	Treatment	Budget
	Advance Preparation	Various	Preparation of future schemes	116,000
	Brook Street Footbridge	Ystrad	Replacement	1,432,000
	St Albans Bridge	Tynewydd	Replacement	1,783,000
A4233	Maerdy Mountain	Aberdare	Landslip Remediation	1,000,000
A4058	Sardis Rd / Mill St Viaduct	Pontypridd	Strengthening	944,000
	Pontypridd Road	Porth	River Wall Repairs	500,000
A4054	Cilfynydd Retaining Wall	Cilfynydd	Masonry Repairs	35,000
A4061	Ynyswen Road Bridge	Ynyswen	Strengthening	48,000
A4223	William Edwards Footbridge	Pontypridd	Cleaning and Sealing	22,000
			<b>Total</b>	<b>5,880,000</b>

## **Proposed Street Lighting Programme 2017/18**

<b>Scheme Name</b>	<b>Activity</b>	<b>Budget</b>
Ynyswen Industrial Estate	Replace Life Expired Concrete Columns	£20,000
Partridge Street / William Street Llwynypia	Replace Life Expired Concrete Columns	£20,000
Various Streets Treherbert Including Mt Libanus St, Charles St, George St, Eleanor St, Taff St and Scott St	Replace Life Expired Concrete Columns and Undergrounding of 2-Wire Overheads	£40,000
Various Streets Ferndale Including Albany St, Brown St, Brook St, Fountain St, New St and Pleasant Hill	Replace Life Expired Concrete Columns and Undergrounding of 2-Wire Overheads	£25,000
Ystrad Road Ystrad	Replace Life Expired Concrete Columns	£30,000
Llantwit Road / Brook Street, Treforest, Pontypridd	Replace Life Expired Columns and Undergrounding of 2-Wire Overheads	£25,000
Various Streets - Taffs Well Including Alfred Street, Ty Bryn Coch, Tabor Street, Rhiw Ddar House, Garth Street, King Street and Church Street	Replace Life Expired Columns	£40,000
Various Street Talbot Green Including Danygraig Crescent, Danygraig Heights, Green Park, Lanlay Park, Heol Y Gyffraith and Oak Close	Replace Life Expired Concrete Columns	£50,000
	<b>Total</b>	<b>£250,000</b>

## Appendix 2

### Proposed Land Drainage/ Flood Risk Management Capital Programme 2017/18

<b>Scheme/Location</b>	<b>Activity/Work</b>	<b>RCT £</b>	<b>WG Grant £</b>	<b>Total £</b>
Land Drainage Improvements Allowance for progression of schemes after completion of appraisal and FRMP- Assumes WG Approval	Design & Works (15% Match Funding)	£30,000		<b>30,000</b>
Volunteer St Pentre FAS	Design & Development (Subject to Add. WG Funding)	£6,000	34,000	<b>40,000</b>
Land Drainage Improvements	Project Appraisal Feasibility	£5,000		<b>5,000</b>
Mynydd-Yr-Eglwys, Ystrad	Monitoring & Remedial Works	£15,000		<b>15,000</b>
Small Works Budget	Small scales works <£6,000 to reduce impact of surface water flows affecting properties and the highway (@approx 10 Locations)	£50,000		<b>50,000</b>
Aberhondda Road,	Groundwater/Mine water has emerged within a footway, affecting the footway and issues to the boundary of properties; a multiagency working group is scoping the delivery of a scheme to mitigate the issue.  Match funding contribution to progress delivery of multiagency scheme.	£30,000		<b>30,000</b>
Investigation – Graig Ddu Dinas	Feasibility study to determine the extent of issues at Graig Ddu Dinas Currently the area has experienced surface water/groundwater breakout within the slope of Graig Ddu that has compromised the land and resulted in land movement and highway displacement.	£10,000		<b>10,000</b>
Rosedale, Llwynypia	Groundwater and surface water runoff affecting adopted footpath and properties; works to alleviate the runoff by improving drainage	£30,000		<b>30,000</b>
Clifynydd; Nant Cae Dudwg	Proposed installation of a debris screen to reduce the risk of blockage to primary trash screen; additional removal of river bank vegetation where flora has died back.	£8,500		<b>8,500</b>
A4059 Layby leading to Newtown.	Preliminary investigation works in 16/17 identified several defects and capacity issues within the highway drainage. The works will delivery additional highway drainage within the Layby and replace a section of the existing highway drainage leading to	£57,500		<b>57,500</b>



	Newtown.			
	<b>Total</b>	<b>242,000</b>	<b>34,000</b>	<b>276,000</b>

### Appendix 3

<b>Traffic Management Programme 2017/18</b>	<b>Cost (£)</b>
Disabled Persons Parking Permits	10,000
Minor schemes, signs and markings	55,000
Collision Cluster and Capital Programme Review	4,000
Small scale traffic regulation orders (Speed limit, Road Safety and community benefit)	40,000
Residents Parking Review	40,000
Remedial works resulting from Safety Audits on previous schemes	6,000
Development of schemes for 2018/19 onwards	5,000
<b>TOTAL</b>	<b>160,000</b>

In addition to the above the Traffic Management team will be responsible for delivering a number of Education and Lifelong Learning funded projects throughout the borough including the mid Rhondda Schools programme.



## Appendix 4 – “Making Better Use” Programme

Scheme/Location	Work Description	RCT (£)	Other (£)	Budget (£)
<b>Highway Network Improvements</b>				
Abercynon Town Centre	Improvements to traffic flow.	50,000		50,000
Tonypanyd Town Centre	Design and Development	50,000		50,000
Cwmbach R/About	Creation of 2 approach lanes north and south bound.	223,000		223,000
Llanharan Bypass and Dualling A4119 (Stinkpot Hill)	Scheme Development	302,000		302,000
<b>Road Safety/Traffic Flow Improvements</b>				
Hirwaun Rd, Trecynon	Upgrade zebra to puffin crossing	100,000		100,000
Penrhiwceiber Rd, Penrhiwceiber	Upgrade of zebra to puffin crossing	150,000		150,000
Cwmbach R/About	Right hand turn lanes at petrol station	170,000		170,000
<b>Road Safety</b>				
A4054 Cardiff Road, Hawthorn	Road Safety Initiative	80,000		80,000
Cilhaul Terrace, Mountain Ash	20mph and Traffic Calming	20,000		20,000
Treforest Ind Est, Main Avenue	Installation of Pedestrian Crossing – Match funding from Developer	75,000	*75,000	75,000 (*150,000)
Wern St., Cwm Clydach	20 mph and Traffic Calming	30,000		30,000
	<b>Totals</b>	<b>1,250,000</b>		<b>1,250,000</b>

\* Developer Contribution and total with contribution.

## Appendix 5 – Park and Ride Programme

Scheme/Location	Work Description	RCT (£)	Other (£)	Budget (£)
Abercynon P & R – Ph2	Phase 2 – Feasibility	10,000		10,000
Porth P&R – Ph 2	Phase 2 – New Car park and modifications to existing.	440,000		440,000
P&R Various	Scheme Development	10,000		10,000
Pontyclun P&R	Modifications to existing car park to increase capacity	90,000		90,000
	<b>Totals</b>	<b>550,000</b>		<b>550,000</b>

## **RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

### **CABINET**

**9<sup>th</sup> MARCH 2017**

### **UPDATE ON THE PROGRESS OF THE COUNCIL'S EMPTY PROPERTY GRANT**

#### **REPORT OF THE SERVICE DIRECTOR, PUBLIC HEALTH AND PROTECTION IN DISCUSSION WITH THE RELEVANT PORTFOLIO HOLDER, COUNCILLOR J ROSSER**

**Author:** Phillip Howells, Head of Community Housing Services – 01443  
426746

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

- 1.1 The purpose of the report is to provide Members with an update on the progress made, and the uptake of, the Council's empty property grant.

#### **2. RECOMMENDATIONS**

It is recommended that the Cabinet:

- 2.1 Note the progress made in respect of the empty property grant (EPG), in particular the number of applications received and their projected financial commitment.

#### **3. REASONS FOR RECOMMENDATIONS**

- 3.1 That Members are updated on the progress community housing are making with one of the Council's key investment priorities.

#### **4. BACKGROUND**

- 4.1 Members will recall a report to Council on the 10<sup>th</sup> March 2016 that highlighted a number of key investment priorities for the financial year's 16/17 and 17/18.
- 4.2 The provision of an empty property grant available throughout RCTCBC was considered at that meeting and subsequently approved, with a total capital allocation of £1.5m over a 2 years period, with the principal purpose of the grant being to bring back into use long term empty properties.

- 4.3 A further report detailing the grant conditions, process and eligibility criteria was then presented to cabinet on 19<sup>th</sup> April 2016 which again received member approval.
- 4.4 The eligibility criteria attached to the grant being:-
- a) The property receiving grant must be within RCTCBC and must have been empty for more than 6 months prior to grant approval.
  - b) The grant will only be available to potential owner occupiers and they must live in the property for a period of 5 years after the grant has been paid.
  - c) Applicants are required to make a contribution of 15% up to a maximum of £3k

#### **Progress to Date (up to 2/2/2017)**

- 4.5 To date the Council has received 143 applications for the EPG. 17 of the applications have been cancelled or refused (due to the properties not having been empty for more than 6 months), 18 grants have been formally approved – value £274k, 47 properties have been surveyed and are awaiting approval – projected value £771k. So to date the total number of grants approved and surveyed is 65 with a projected financial commitment of £1M.

#### **Added Value**

- 4.6 Whilst the principal objective of the EPG is to renovate individual empty properties, there are a number of “spin off” positive consequences as a result of this investment.
- 4.7 There is the real potential that by renovating individual empty properties confidence is restored in the housing market of the street where the long term empty property was considered a blight.
- 4.8 This investment presents the opportunity for first time buyers to get a foothold onto the property ladder.
- 4.9 This investment acts as a lever for additional private sector investment over and above the grant currently estimated at £280k, with an anticipated additional council tax revenue income of £73k (based on council tax band “A”) when the properties are fully renovated and occupied.

#### **Resources and Marketing Activity.**

- 4.10 To administer this new grant community housing has appointed 2 new officers, a dedicated surveyor who forms part of the empty property team and a dedicated administrative assistant.

- 4.11 To date the team have used a number of marketing options to promote the grant with a section on the Council's website, adverts via social media, visits and leaflet drops to all the estate agents in RCT and maintaining a presence to provide advice at property auction events.

### **Links to the Wider Empty Property Strategy**

- 4.12 As at 1<sup>st</sup> April 2016 there were 2780 empty properties within RCT the effects of which are multi factorial in that they are a blight on local communities and the street scene and they are a wasted resource in terms of council tax revenue. In many of our communities when renovated they provide much needed accommodation and homes for local people.
- 4.13 The EPG in RCT compliments other approaches and products available within the county borough including targeted housing enforcement, the housing into homes loans scheme and the day to day general advice offices provide to our clients.
- 4.14 In 2014/15 114 empty properties within RCT were brought back into use this was improved upon during 15/16 whereby 144 were brought back into use and the target for 16/17 is 170.
- 4.15 Our approach and commitment to try and tackle the issue of long term empty properties within RCT is consistent with the welsh governments target of bringing back into use 5000 empty properties nationally during the current administration.

### **Pre Scrutiny**

- 4.16 The Council's approach and progress to date on this investment priority was subject to a pre scrutiny session by the Health and Well Being Scrutiny committee on the 8<sup>th</sup> February 2017 during which the committee received a presentation on progress to date.
- 4.17 During the pre scrutiny session members were supportive of the scheme and its objectives and endorsed the progress made to date.

## **5. EQUALITY AND DIVERSITY IMPLICATIONS**

- 5.1 This report is for information only. There are no equality or diversity implications.

## **6. CONSULTATION**

- 6.1 This report is for information purposes only. There are no consultation requirements.

**7. FINANCIAL IMPLICATION(S)**

- 7.1 Based on progress made to date it is envisaged that the capital earmarked for this scheme will be maximised during the agreed 2 year project period

**8. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED**

- 8.1 This report is for information purposes only. There are no legal implications.

**9. LINKS TO THE COUNCILS CORPORATE PLAN / OTHER CORPORATE PRIORITIES/ SIP.**

- 9.1 This project supports the delivery of the Council's Local Housing Delivery Plan and Single Integrated Plan priority that "people in Rhondda Cynon Taf live in safe, appropriate housing in sustainable vibrant communities".

**10. CONCLUSION**

- 10.1 Since the approval from cabinet on 16<sup>th</sup> April 2016 steady progress has been made in marketing and attracting interest and applications for the EPG. To date approximately 70 properties are either in the process of renovation or in the grants administrative system.
- 10.2 Based on the current interest and the value of grants in the system currently, it is envisaged that the capital made available for this scheme will be maximised over the 2 years of the project.

**Other Information:-**

***Relevant Scrutiny Committee***

Health & Well-being Scrutiny Committee

**LOCAL GOVERNMENT ACT 1972**

**AS AMENDED BY**

**THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**CABINET**

**9<sup>th</sup> MARCH 2017**

**REPORT OF THE SERVICE DIRECTOR, PUBLIC HEALTH AND PROTECTION IN DISCUSSION WITH THE RELEVANT PORTFOLIO HOLDER, COUNCILLOR J ROSSER**

**UPDATE ON THE PROGRESS OF THE COUNCIL'S EMPTY PROPERTY GRANT**

**Background Papers**

Proposal to deliver a discretionary empty property grant across Rhondda Cynon Taf – Cabinet: 19<sup>th</sup> April 2016

Officer to contact: Phil Howells, Head of Community Housing Services (Tel: 01443 425746)

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## RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

### CABINET

9<sup>th</sup> MARCH 2017

#### SUPPORTING PEOPLE COMMISSIONING PLAN 2017-2018

#### REPORT OF THE SERVICE DIRECTOR, PUBLIC HEALTH AND PROTECTION IN DISCUSSION WITH THE RELEVANT PORTFOLIO HOLDER, COUNCILLOR J ROSSER

**Author:** Phillip Howells, Head of Community Housing Services - 01443 425746

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

- 1.1 To update Members on the Council's indicative Supporting People Grant for 2017/2018.
- 1.2 To seek approval of the Local Commissioning Plan for Rhondda Cynon Taf's Supporting People Programme, for the period 2017/2018.

#### **2. RECOMMENDATIONS**

It is recommended that Cabinet:

- 2.1 Note the indicative grant allocation for 2017/2018.
- 2.2 Approve the Supporting People Commissioning Plan for 2017/2018.

#### **3. REASONS FOR RECOMMENDATIONS**

- 3.1 The Commissioning Plan identifies local and regional priorities for housing related support. It also identifies opportunities to reconfigure existing services to improve outcomes for individuals in our communities. The Council is required to produce a local Commissioning Plan for 2017/18.

#### **4. BACKGROUND**

- 4.1 Members will be aware that the supporting people programme provides housing related support services to vulnerable people. The level of support provided is proportionate to the needs of the individual and enables people to live as independently as possible. The programme plays a significant part in reducing admittance to institutional care, reducing instances of homelessness and will play a major part in the Council's response to the Social Services and Wellbeing Act Wales.

- 4.2 The programme is overseen by the Supporting People Planning Group. The membership of the Planning Group consists of senior offices from within the Council and representatives from Public Health Wales and the Voluntary Sector and is chaired by the Group Director for Community and Children's Services.
- 4.3 There is a requirement for the Council to produce annual Local Commissioning Plans, which in turn informs the Regional Commissioning Plan (RCP). The RCP is then approved by the Regional Collaborative Committee (RCC) and submitted to Welsh Government.
- 4.4 The RCC covers RCT and Merthyr and is made up of the two Cabinet leads for the Councils along with Senior Council officials and partner agencies; Merthyr Council is the lead authority for the Cwm Taf region and therefore has responsibility for the compilation of the regional plan.

## **5. INDICATIVE BUDGET ALLOCATION for 2017/18**

- 5.1 The Council received confirmation of its indicative supporting people grant allocation from Welsh Government on 6<sup>th</sup> December 2016. The indicative level of funding for Rhondda Cynon Taf for 2017/18 is £9.06m, the same level of grant received for 2016/17.

## **6. THE LOCAL COMMISSIONING PLAN for 2017/18.**

- 6.1 The commissioning plan included in this report at Appendix 1 reflects the local commissioning priorities as identified by the Supporting People Planning Group (SPPG) that include supporting people suffering from Mental Health, Domestic Violence, Homelessness and Young Vulnerable individuals.
- 6.2 The tables on pages 26 and 27 identify those projects that after review were decommissioned or where efficiencies have been identified and the table on page 28 identify those project that have been remodelled, with the table on page 29 highlighting new projects for 2017/18 that correspond to the priorities identified by the SPPG.
- 6.3 As a result of the review process the SPPG will again be in a strong position to mitigate the effect of any budget reduction for 2018/19, if however the budget is again protected by Welsh Government then the SPPG will be in a position to recommend to members areas of the service that would most benefit from additional resource, having regard for the needs analysis that is carried out annually.

## **7. EQUALITY AND DIVERSITY IMPLICATIONS**

- 7.1 An Equality Impact Assessment screening form has been prepared for the purpose of this report. It has been found that a full report is not required at this time. The screening form can be accessed by contacting the author of the report or the Cabinet Business Officer.

## **8. CONSULTATION**

- 8.1 A regional consultation exercise was carried out during 16/17 with service users the outcome of which has fed into this commissioning plan, in addition quarterly consultation events take place with support providers in respect of process/operational delivery.

## **9. FINANCIAL IMPLICATION(S)**

- 9.1 The volume of the activities supported in the local commissioning plan are reliant on the council receiving the total amount included in the notification of its indicative allocation. If that amount changes upon formal notification the LCP will need to be revisited.

## **10. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED**

- 10.1 The requirement is that the assessment is completed as prescribed within the statutory guidance (SPSF3) that accompanies the WCFG Act and approved by the Cwm Taf Public Services Board.

## **11. LINKS TO THE COUNCILS CORPORATE PLAN / OTHER CORPORATE PRIORITIES/ SIP**

- 11.1 The Supporting People Local Commissioning Plan supports the delivery of the councils Local Housing Delivery Plan and Single Integrated Plan priority that "people in Rhondda Cynon Taf live in safe, appropriate housing in sustainable vibrant communities".

## **12. CONCLUSION**

- 12.1 The indicative allocation of Supporting People Grant for 2017 remains the same as the allocation for 2016.
- 12.2 The Commissioning Plan developed for 2017/18 reflects the priorities identified by the supporting people planning group during 2016 having regard for the annual needs analysis.

**LOCAL GOVERNMENT ACT 1972**

**AS AMENDED BY**

**THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**CABINET**

**9<sup>th</sup> MARCH 2017**

**REPORT OF THE SERVICE DIRECTOR, PUBLIC HEALTH AND PROTECTION IN  
DISCUSSION WITH THE RELEVANT PORTFOLIO HOLDER, COUNCILLOR J  
ROSSER**

**SUPPORTING PEOPLE COMMISSIONING PLAN 2017-2018**

**Background Papers**

None.

**Officer to contact:** Phillip Howells, Head of Community Housing Services - 01443  
425746



**RHONDDA CYNON TAF COUNTY BOROUGH  
COUNCIL**

**SUPPORTING PEOPLE LOCAL COMMISSIONING  
PLAN**

**ANNUAL UPDATE**

**2017/2018**



## **Rhondda Cynon Taf Supporting People Local Commissioning Plan 2017/2018**

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## **1. Introduction**

The Supporting People Programme aims to enable people in Rhondda Cynon Taf (RCT) to **live independently** by developing supported housing and housing support services that meet the needs of individuals and the wider community.

It is important that the services provided through the Supporting People Programme are delivered in conjunction with other organisations and sectors, complimenting their work and adding value to public services. A comprehensive understanding of local needs is essential therefore, to ensure that the right services are delivered in the right place and at the right time.

The Supporting People programme in RCT has responded creatively to changes and challenges, re-focussed resources and ensured it continues to provide much-needed and timely support to the most vulnerable people in our community

This Commissioning Plan demonstrates the current service provision in RCT and identifies opportunities to meet the needs of the community through establishing local and regional priorities. In addition, this plan will identify opportunities to reconfigure existing service provision to support the development of a range of services that improve outcomes for the individual and the community.

In line with the terms and conditions of the Supporting People Programme Grant, this is the annual update of the Local Commissioning Plan for Rhondda Cynon Taf for the year 2017/2018.

RCT has continued to play an active role in regional collaboration and has strengthened its work with Cwm Taf colleagues and support providers and has led the development of task and finish groups.

The implementation of the Housing Act (Wales) 2014, the Social Services and Wellbeing (Wales) Act 2014 and the Well-Being Future Generations (Wales) Act 2015 have impacted on the work of the programme, nationally and locally, by focussing attention on early intervention and prevention in the delivery of services and a greater alignment of the outcomes – based programmes and the tackling poverty agenda.

The Local Commissioning Plan informs the Regional Strategic Plan and sets out how the grant will be allocated each year to support the sustainment and development of both local and regional services.



## **2. Strategic Priorities**

The Supporting People Programme has at its core the principle of preventing homelessness and living in inappropriate settings, and to sustain people in their own homes through improving their skills, their health and overall well being. By providing this type of support the programme assists people in dealing with the effects of austerity and welfare reform and as a result contributes to the Welsh Government's anti poverty agenda.

The documents, plans and strategies that drive the strategic direction of this local Commissioning Plan and which support the aims of the supporting people programme nationally are highlighted below:

The Rhondda Cynon Taf **Single Integrated plan** outlines the main strategic responsibilities of the Local Authority and identifies what it is doing in partnership with a range of organisations to improve lives for people who work and live in Rhondda Cynon Taf. The Single integrated plan has been developed in consultation with the people of Rhondda Cynon Taf; its focus is to deliver change through a shared vision.

The shared vision focuses on the need to ensure that people in Rhondda Cynon Taf to be safe, healthy and prosperous, and the priorities of the plan in order to achieve this are

- Reducing antisocial behaviour
- Reduction in substance misuse
- Reduction in Domestic Abuse
- Reduction in the effects of offending behaviour
- To protect Children and Adults from risk of harm
- To help people develop a sense of emotional wellbeing to help be more resilient to mental illness.
- Reduce the numbers of people who smoke
- Assist those who are obese or overweight to live a healthier lifestyle
- Help people to make informed choices about their sexual health
- Ensure that children and families receive early intervention and support to meet their needs.
- Ensure adults are able to live independent and fulfilled lives
- Ensure people have access to education and essential skill development to secure employment
- Provision of financial advice and support.
- Provision of safe, appropriate housing in sustainable and vibrant communities.
- Support businesses to thrive and grow.



The Supporting People Programme and its outcomes framework complement these priorities and aims to improve the lives of people working and living in Rhondda Cynon Taf.

### **Welfare Reform Act 2012**

The Welfare Reform Act introduced a wide range of reforms. The Act introduced a new Universal Credit which to replace most existing benefits and limits the total amount of benefits a person can claim. It also introduced a new Housing Benefit Size Criteria for People Renting in the Social Sector for claimants of working age, or 'bedroom tax'. This criteria introduced a reduction in the amount of housing benefit paid to households deemed to be under-occupying with reductions of 14% for households under- occupying by one bedroom and 25% for households under-occupying by two bedrooms. The welfare reforms will impact on the way tenants receive benefit, in many cases, removing the option of having benefits paid direct to landlords.

The main elements of the Act are:

- The introduction of Universal Credit (UC) together with a benefit cap to provide a single benefit that includes housing benefit.
- Reforms to Disability Living Allowance (DLA), through the introduction of the Personal independence Payment (PIP)
- Replacing community Care Grants and Crisis Loans with localised Welfare support.
- Reforming Employment and Support Allowances(ESA)
- Provision to abolish council tax benefit, paving the way for localised council tax support introduced in the Local Government Finance Act.

The introduction of Welfare reform in particular Universal Credit will have an impact on the service users presenting for supporting people services with needs for assistance in managing finance and debt issues.

### **Housing (Wales) Act 2014**

The Housing Wales Bill received Royal Ascent on 17<sup>th</sup> September 2014 making history and formally becoming the first Housing (Wales) Act. The Housing Act focuses on three priorities:

- Increasing the supply of housing and improving the private rented sector.
- Preventing homelessness and improving help for those who become homeless.
- Ending family homelessness by 2019.

The Act introduces improvements across the housing sector to ensure that people have access to a decent, affordable home and better housing-related services – particularly for those who are vulnerable of homeless.

The Act introduces a housing solution approach which extends the definition of threatened with homelessness from 28 days to 56 days. It places a duty on local Authorities to take 'all reasonable steps to achieve a suitable housing solution for all households which are homeless or threatened with homelessness'.

### **Social Service & Well-being (Wales) Act 2014**

The Social Services and Well-Being Act received Royal Assent and became law on 1st May 2014. It now provides the legal framework for improving the well-being of people who need care and support, carers who need support and for transforming social services in Wales.

The White Paper Sustainable Social Services for Wales: A Framework for Action highlighted a number of challenges faced by public services in Wales. These included demographic changes, increased expectations from those who access care and support as well as continuing hard economic realities. The Act aims to address these issues and in doing so will give people greater freedom to decide which services they need while offering consistent, high-quality services across the country.

There are 6 strategic priorities outlined in the Bill:

- Maintaining and enhancing the well-being of people in need.
- A stronger voice and real control for citizens.
- Strong direction and local accountability.
- Safeguarding and protection.
- Regulation and inspection
- Services (adoption and transition)

The Bill recognises the increase in the number of people accessing social services. In order to help meet and reduce the demand it outlines the need for increased comprehensive early intervention and intensive support services. There is a duty for local authorities to maintain and enhance the wellbeing of people in need in areas such as education, training, social and economic wellbeing and their physical, mental and emotional health. Supporting people services will play a vital role in providing support to vulnerable people in order to meet this strategic agenda.

### **Well-Being Future Generations (Wales) Act 2015**

The Well-Being of Future Generations (Wales) Act is about improving the social, economic, environmental and cultural well-being of Wales. It will make the 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. This will help us to create a Wales that we all want to live in, now and in the future. To make sure we are all working towards the same vision, the Act puts in place seven well-being goals.

**A prosperous Wales** - An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides

employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.

**A resilient Wales** - A nation which maintains and enhances a bio diverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).

**A healthier Wales** - A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

**A more equal Wales** - A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).

**A Wales of cohesive communities** - Attractive, viable, safe and well-connected communities.

**A Wales of vibrant culture and thriving Welsh language** - A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.

**A globally responsible Wales** - A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.

### **Violence Against Women Domestic Abuse and Sexual Violence (Wales) ACT 2015**

The Act aims to improve the public sector responses in Wales to gender-based violence, domestic abuse and sexual violence. It provides a strategic focus and ensures consistent consideration of preventative, protective and supportive mechanisms in the delivery of services. The Act has also led to the appointment of a Ministerial Advisor to work with the Welsh Government the first position of its kind in the UK to tackle gender-based violence, sexual violence and domestic abuse;

There are also a number of other national strategies and plans that are likely to have an impact on the supporting people programme to include:

- The National Housing strategy, Improving Lives and Communities Homes in Wales.
- The Mental Health Measures (Wales)
- The Ten Year Homelessness plan for Wales 2009-2019.

### 3. Background of the Supporting People Programme



Rhondda Cynon Taf is the second largest authority in Wales with a population of 234,410, made up of 50,131 people under the age of 18, 22,403 people between 18 and 24, 121,803 people aged 25 to 64 and 40,073 people 65 and over. The mean age of the population is 39.8.

There are 105,269 dwellings with the population living in a total of 99,663 of these. These are made up of 36,388 owner occupiers households were the property is owned outright, 34,422 where the household has an outstanding mortgage on the property while there are 150 households in shared ownership. 13,673 households live in social housing lets with 13,604 households live in the private rented sector. 1,476 households live rent free in some form of tenure.

The County Borough covers an area of 424 square kilometres and borders Merthyr Tydfil and Caerphilly to the east, Cardiff and the Vale of Glamorgan to the south, Bridgend and Neath Port Talbot to the west and Powys to the north. The principal towns in the area are - Aberdare, Llantrisant and Pontypridd.

The Supporting People programme over the last several years has undergone significant changes following on from the implementation of the recommendations contained in the Aylward Review commissioned by the Welsh Government and published in November 2010.

Despite these changes, continuing financial pressures and the challenges of the Welfare Reform agenda, the authority has made significant progress in its management of the Supporting People Programme Grant (SPPG).

The SPPG continues to play an active role in regional collaboration through the Cwm Taf Regional Collaborative Committee and has strengthened its connection with support providers and the Supporting People Team in Merthyr Tydfil.

The Supporting People programme in Rhondda Cynon Taf will need to deliver the most effective and efficient service response to the changing needs of the population within the financial resources available. The SPPG will continue to respond creatively to these challenges and where required re-focus resources to ensure it continues to offer support to the most vulnerable people in the community at their time of need.

The Supporting People Programme has at its core the principle of preventing homelessness and enabling individuals to live in appropriate settings or sustain their own homes through improving their skills, their health and overall well being. This will be particularly important in delivering the requirements of the new housing legislation

implemented in 2015, the Social Services and Well Being Act implemented in 2016 and the Future Generations Act that will be implemented in 2016.

The Social Services and Well Being Act requires Local Authorities and Local Health Boards to jointly undertake a population need assessment of care and support needs for adults, children and carers. There will also be a joint needs assessment in relation to the Wellbeing of Future Generations Act as part of this process. The SP Lead for RCT represents Supporting People on the Engagement Sub Group for the duties from both Acts. There will be a requirement to align this with needs assessments required for Supporting People and the work of the RCT SPPG to avoid duplication but ensure appropriate information and evidence is available to inform planning and commissioning decisions moving forward.

The RCT SP Lead represents Supporting People on the development of the Information Advice & Assistance service for the SS&WB Act. A strategy will be developed, linked to the population needs analysis, to nurture and support an effective network of third sector and social enterprise activity.

The RCT SP Lead is also a member of the Cwm Taf Violence against Women, Domestic Abuse & sexual Violence Steering Group and also oversees the Domestic Abuse programme and projects in RCT.

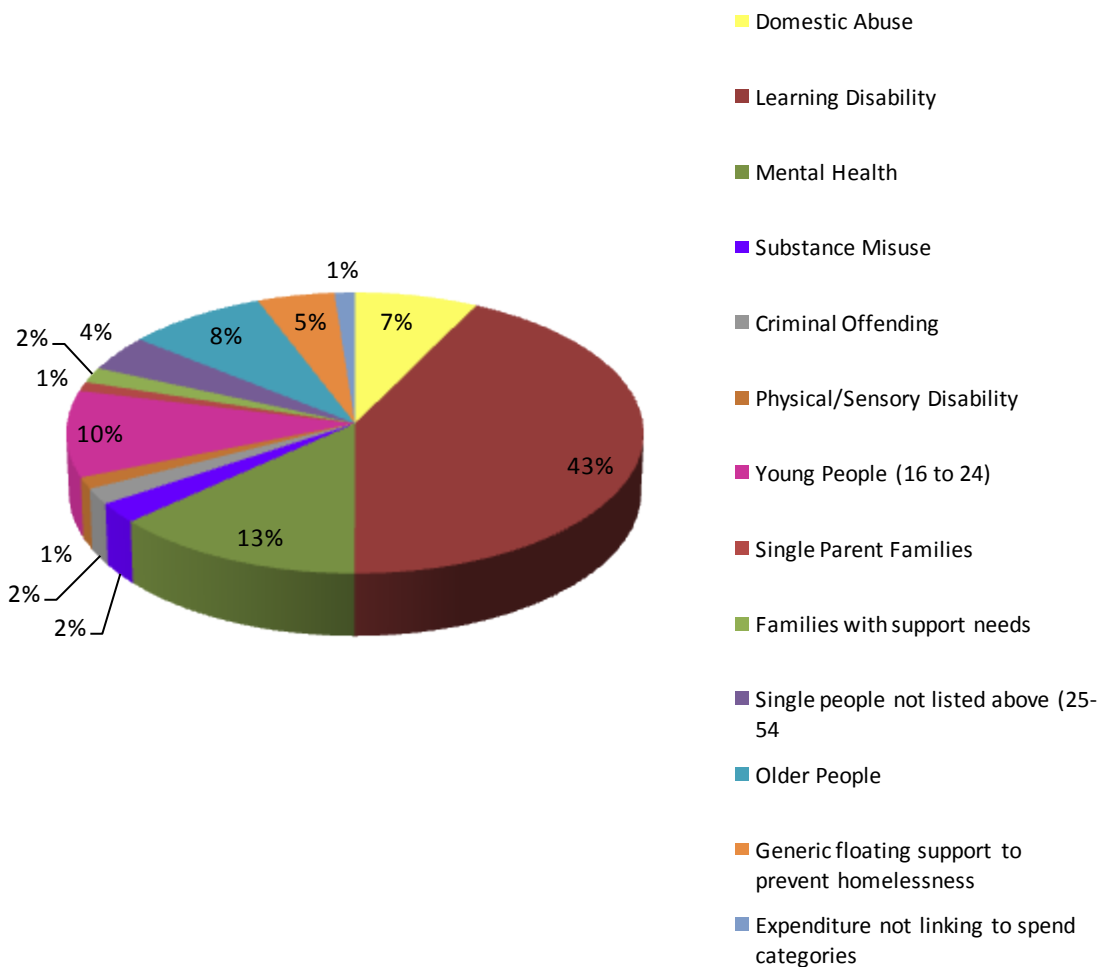
The aim of this housing related support is to enable people to develop or maintain the skills to live independently and help with their health and well being preventing loss of accommodation.

Supporting People Teams and support providers continue to work together to comply with the Welsh Government collection and collation of Outcomes information. The current Outcomes Framework is one method of illustrating the value of the programme to other strategies and agendas. In addition to the provision of statutory outcomes monitoring RCT Supporting People Team have requested case studies from support providers to provide local evidence of the excellent work undertaken with vulnerable individuals.

#### 4. Need, Supply and Outcomes



### Supporting People Spend 2016/2017



The above chart illustrates the percentage of spend allocated to each client group in 2016/2017.

The following groups have no spend against them and may be supported in another client group to include **Refugees, Development Disorder, Chronic Illness and Care leavers** however **Alarm services** are no longer funded through the Supporting People programme.

## Supply of RCT Supporting People funded services with variances between 2016/2017 and 2017/2018

Spend Plan Client Groups	Fixed site units 16/17	Floating units 16/17	Total units 16/17	Fixed site units 17/18	Floating units 17/18	Total units 17/18	Variances units
Women experiencing Domestic Abuse	24	25	49	22	65	87	-2 fixed +40 floating
Men experiencing Domestic Abuse	0	0	0	0	0	0	0
People with Learning Disabilities	270	27	297	270	27	297	0
People with Mental Health Issues	80	120	200	81	203	284	+83 floating + 1 fixed
People with Alcohol Issues	0	0	0	0	0	0	0
People with substance misuse	10	10	20	7	31	38	-3 fixed +21 floating
People with Criminal Offending History	3	25	28	0	10	10	-3 fixed -15 floating
People with Refugee Status	0	0	0	0	0	0	0
People with Physical and/or Sensory Disabilities	37	0	37	8	0	8	-29 fixed
People with Developmental Disorders (i.e. Autism)	0	0	0	0	0	0	0
People with Chronic Illnesses (including HIV,Aids)	0	0	0	0	0	0	0

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RCT Supporting People Local Commissioning Plan 2017/2018

Young People who are Care Leavers	0	0	0	0	0	0	0
Young People with Support Needs (16 to 24)	40	53	93	45	53	98	+5 fixed
Single Parent Families with Support Needs	9	0	9	9	0	9	0
Families with Support Needs	0	15	15	0	15	15	0
Single People with Support Needs not listed above (25 to 54)	23	0	23	23	0	23	0
People over 55 years of age with Support Needs (this category must be exclusive of alarm services)	40	500	540	0	500	500	-40 fixed
Generic/Floating Support/Peripatetic (tenancy support services which cover a range of user needs)	0	84	84	0	111	111	+27 floating
Alarm Services (including in sheltered/extra care)	0	0	0	0	0	0	0
Expenditure which does not directly link to the spend plan categories above	0	3	3	0	3	3	0 10% reduction
<b>TOTAL</b>	<b>536</b>	<b>862</b>	<b>1398</b>	<b>465</b>	<b>1018</b>	<b>1483</b>	<b>-71 fixed</b> <b>+156 floating</b> <b>Overall increase</b> <b>+85 units</b>

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#### **4.1 Applications received for Supporting People Services via the Single Point of Access in 2014/15 and 2015/16.**

The local needs data collated for 2015/16 as set in the below table has been used to assist the RCT Supporting People Planning Group and the Cwm Taf Regional Collaborative Committee with identifying priorities for 2017/2018. It must also be noted that a high proportion of people present with multiple needs however the data is based on lead need only.

The below table highlights the continuing change in demand based on the need for existing services for each specific client group and the variances in referrals over the last 2 years.

<b>Lead Need.</b>	<b>2014/15</b>	<b>2015/16</b>	<b>variance</b>	<b>Variance %</b>
Domestic Abuse	70	76	+6	+8%
Learning Difficulties/Disability *	31*	28*	-3	-9%
Mental Health Issues	236	301	+65	+27%
Alcohol Misuse/Substance Misuse	129	118	-11	-8%
Refugees	-	0	0	0%
Physical Disability	27	52	+25	+92%
Young Vulnerable Individual	38	186	+65	
Offenders	91	37	-54	-59%
Homeless	106	285	+99	+93%
Chronic Illness	5	13	+8	+160%
Vulnerable Single Parent.	32	40	+8	+25%
Brain Injury	5	24	+19	+380%
Older People	47	110	+63	+134%
Sensory Impairment.	3	5	+2	+66%
Vulnerable Family	11	24	+13	+118%
Vulnerable Care Leaver	10	21	+11	+110%
Dual Diagnosis	1	2	+1	+100%
Development Disorders	3	10	+7	+
Former Service person with support needs	2	2	0	0%
Single parent not identified elsewhere	7	14	+7	+100%
Other	2	9	+7	+350%

\* The above figures do not include those being supported within existing Learning Disability schemes

**The chart below illustrates the changing demand for services over a 2 year period 2014/2015 and 2015/2016:**

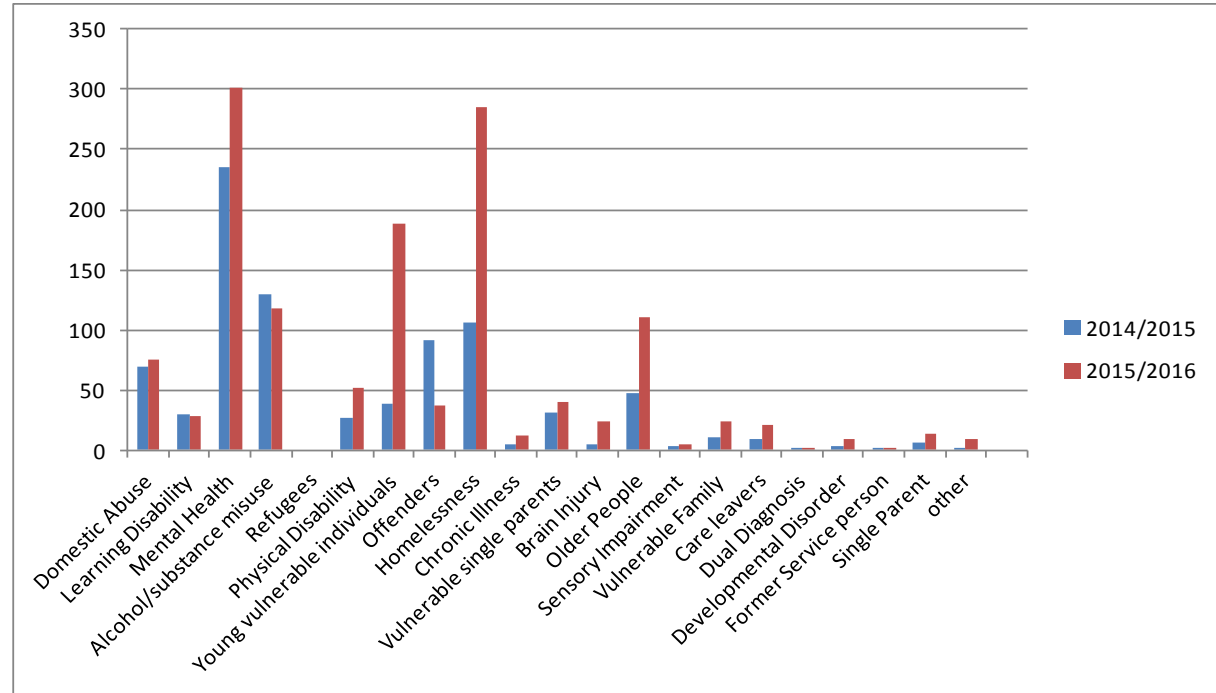
During 2015/2016 RCT received 1242 Supporting People referrals of these 585 were female and 617 were male.

**The Highest recorded need was:**

- Mental Health followed by;
- Homelessness
- Domestic Abuse
- Older people and;
- Young vulnerable individuals

**The lowest recorded need was:**

- Former service personnel followed by;
- Sensory visual impairment and;
- Development Disorders.
  
- There were 9 referrals received that were either unknown at the time of referral or do not fit into any of the other client categories.
  
- There were no referrals received for Refugees.



**The Needs data will be used to prioritise and influence future funding decisions.**

**RCT SINGLE POINT OF ACCESS CLIENT PROFILE BREAKDOWN**

**Gender of the applicants. (2015/16)**

<b>Female</b>	<b>Male</b>
<b>585</b>	<b>617</b>

**Age range of the applicants. (2015/16)**

<b>16-24</b>	<b>294</b>
<b>24 to 54</b>	<b>674</b>
<b>55 and over.</b>	<b>249</b>

<b><u>Tenure of the applicants. (2015/16)</u></b>		<b><u>Source of referrals for the applicants. (2015/16)</u></b>	
<b>Owner Occupier.</b>	<b>59</b>	<b>Adult Services</b>	<b>58</b>
<b>Living with family or friends.</b>	<b>146</b>	<b>Children’s Services.</b>	<b>87</b>
<b>Care Leaver.</b>	<b>26</b>	<b>Community Safely Partnership</b>	<b>3</b>
<b>Rough sleeping.</b>	<b>45</b>	<b>Criminal Justice Agencies.</b>	<b>21</b>
<b>Prison.</b>	<b>9</b>	<b>Registered Social Landlords</b>	<b>274</b>
<b>Renting: Housing Association</b>	<b>530</b>	<b>Health.</b>	<b>58</b>
<b>Living in temp accommodation.</b>	<b>140</b>	<b>Housing Solutions Team</b>	<b>346</b>
<b>Leaving Hospital</b>	<b>16</b>	<b>Private Sector Landlords.</b>	<b>0</b>
<b>Caravan/ Mobile home.</b>	<b>2</b>	<b>Self Referral/Family/Friends.</b>	<b>85</b>
<b>Renting: Private landlord.</b>	<b>201</b>	<b>Voluntary Sector.</b>	<b>252</b>
<b>Armed service personnel.</b>	<b>0</b>	<b>Other.</b>	<b>14</b>
<b>Former armed service personnel.</b>	<b>1</b>		
<b>Other.</b>	<b>32</b>		
<b>PRS</b>	<b>64</b>		

**Waiting List for RCT Supporting People Services as at 12/12/16**

<b>No. of clients Waiting for accommodation – Supported Housing (Highest Need Mental Health &amp; Young People)</b>	<b>14</b>
<b>No. of clients Referred for Assessment - Supported Housing (Highest need Young People)</b>	<b>15</b>
<b>No. of clients Waiting for Support – Floating support (Highest Need Mental Health)</b>	<b>36</b>
<b>Total no. of clients on Waiting List</b>	<b>65</b>
<b>No. of Vacancies</b>	<b>5</b>

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## RCT Pilot Project Implemented in 2016/ 17

The Supporting People Team has been working in Partnership with Cynon Taf Housing Association and Families First and Team around the Family (TAF) to pilot an early intervention model. The below early analysis of families working with TAF in RCT highlights that a high percentage of vulnerable families are suffering from a housing or income related issue which needs to be addressed to enable improvements in family resilience and reduced risk of homelessness or in need of a statutory intervention

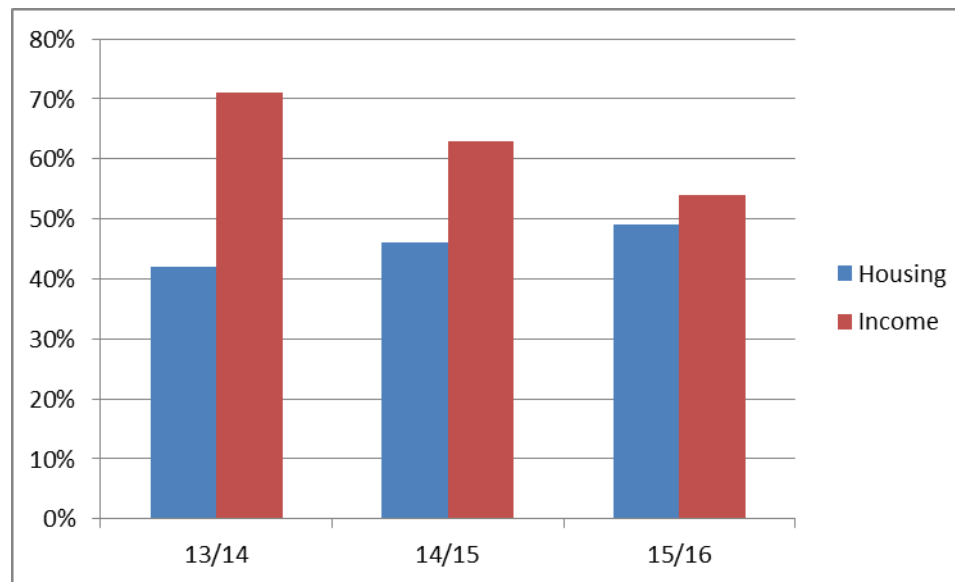
The need for generic services that support people with specific needs such as;

- **Financial inclusion Support**
- **Specialist benefits advice**
- **Debt Management;**

Are also emerging as identified needs.

The implementation of Universal Credit and the benefit cap has already resulted in vulnerable households struggling to manage their finances which consequently could increase the risk of homelessness.

**% of TAF Families with Housing/Income Needs**



## **Outcomes**

As part of the Terms and conditions of the grant each Local Authority has to complete the Welsh Government outcomes template to evidence the programme. The current measurement of support is based on the Welsh Government's Outcomes framework this has 4 main heading and 11 sub headings, they are:

### **Promoting Personal and Community Safety**

- Feeling Safe
- Contributing to the safety and well being of themselves and others

### **Promoting Independence and Control**

- Managing accommodation
- Managing relationships
- Feeling part of the community

### **Promoting Progress and Control**

- Managing money
- Engaging in education/learning
- Engaged in employment/voluntary work

### **Promoting Health and Wellbeing**

- Physically healthy
- Mentally healthy
- Leading a healthy and active lifestyle

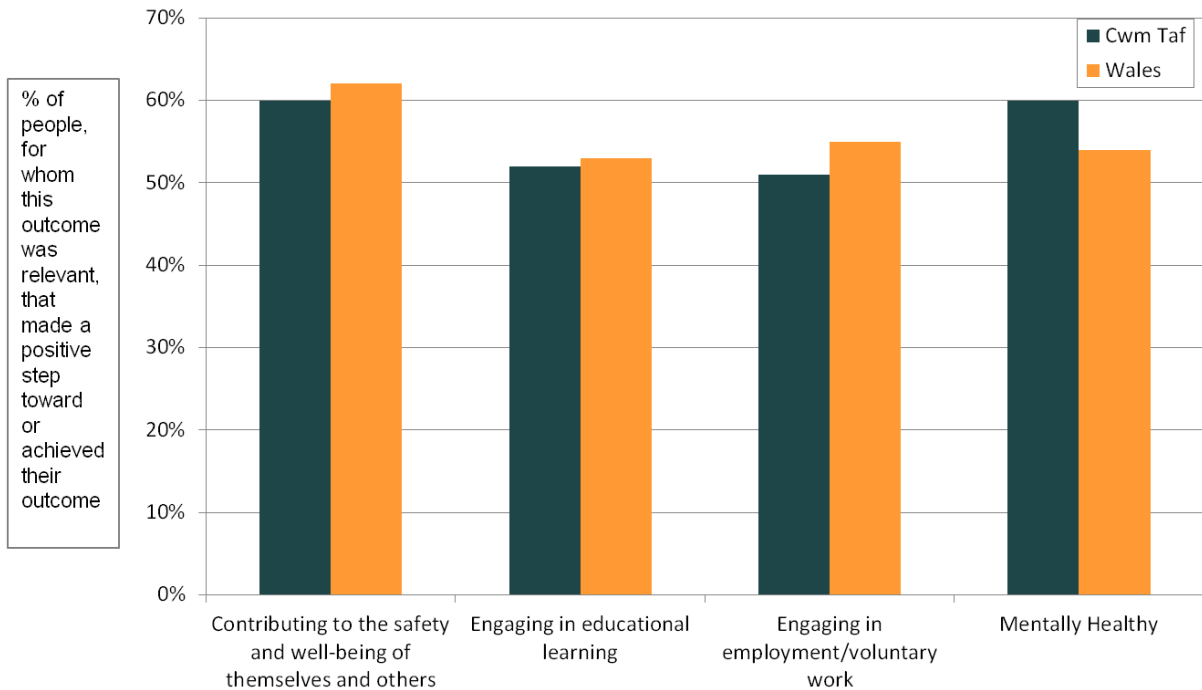
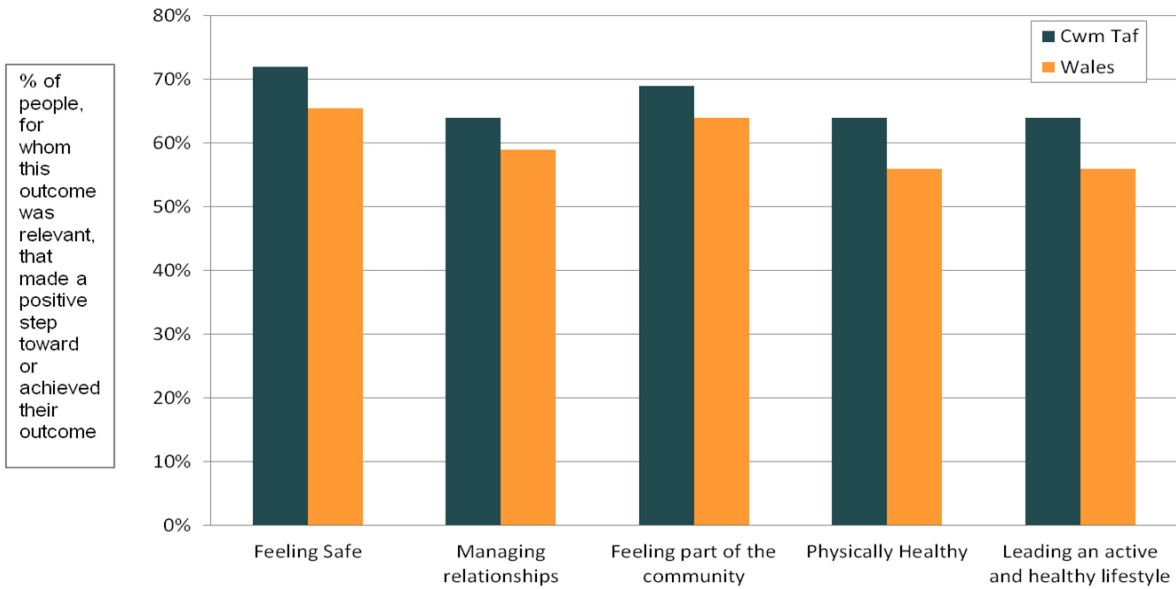
As a condition of the service provider contracts, providers must return data on the above headings to the authority twice a year to show how well they are achieving these outcomes. These are then aggregated by the Supporting People Planning Team and submitted to Welsh Government.

The authority also reviews each service provider on a quarterly cyclical basis to ensure all grant conditions are being met. The contract and monitoring officers will be monitoring and evaluating the service delivery, Support Plans, checking that hours of support is housing related support and checking void levels.

Consideration is also being given to look at different qualitative and quantitative methods of collection of data locally to evidence the impacts of support on individual's lives.

**Data Analysis for Positive Outcomes in Cwm Taf in Comparison to all Wales Average**

The below table is the Welsh Government Analysis from the outcome returns that each Local Authority submit to Welsh Government.



The above graphs demonstrate that Cwm Taf Supporting People outcomes in the main are above the All Wales average which confirms the work of our support providers is valid and making a difference to our service users. Further work is required to encourage individuals to engage in educational learning, employment and volunteering and improving mental health, well being of themselves and others.

## 5. Consultation Evidence



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As an authority we regularly meet with Support Providers and host quarterly meetings, a twice yearly forum and arrange regular operational meetings throughout the year to consult with service providers on process changes.

As part of the new contracting & monitoring procedures, service users will be contacted to gain first hand information about the services they receive to include regular monitoring of the changes that have been introduced as part of this process.

The Cwm Taf RCC commissioned a piece of work with 'Housemark' across the region to find out what really matters to service users in support services and ensure that service users are fully involved in future service planning for supporting people services.

Housemark oversaw an extensive consultation exercise with some 400 users of Supporting People services from 53 different services and 18 providers across Cwm Taf.

Following a significant response an analysis was undertaken by client group, the support service and or Support provider.

This work built upon the service user involvement networks that exist amongst the providers to feed views and opinions into strategic planning and commissioners. This has led to the priorities service users identified being included in the service specifications / contracts across the region.

Prior to service developments undertaken, consultation will be conducted with all stakeholders, service users and providers to influence the development of future planning, commissioning and re configuration of services.



## 6. Priorities for Development



Further to the announcement that the Supporting People Budget is being protected in 2017/2018 and the financial efficiencies made in 2016. The Supporting People Planning Group are well placed moving forward to ensure existing services are retained and new services are developed in line with the needs of those who require support. As well as making a significant contribution to the Housing Wales Act, Social Services and Well Being Act, the Well-being of Future Generations Act and the Violence against Women, Domestic Abuse & Sexual Violence (Wales) Act 2015.

The Supporting People Planning Group's overall priorities for 2017/18 are:

1. To ensure that services are delivered and gaps are met to meet the high demand and need for our priority client groups;
  - **Mental Health**
  - **Domestic Abuse**
  - **Homelessness and**
  - **Young vulnerable individuals**
2. To reconfigure services to ensure that recommendations are met to deliver value for money services that meet the needs of the service users.
3. Continue to implement the recommendations from the strategic relevance review across other Supporting People client groups and continue to monitor to ensure good quality services are delivered with positive outcomes for service users
4. Ensure services deliver a more positive and effective contribution to the prevention and early intervention agenda.
5. Implement a pricing model for tenancy related services as a pilot project.
6. Explore joint commissioning arrangements with Children Services for care leavers and vulnerable young people aged 16 and 17.
7. Explore support and accommodation options for high risk offenders in partnership with South Wales Police, the National Offender Management Service and local housing association partners.
8. Form closer links with the Communities & Prosperity Commissioning Manager to explore Joint commissioning/joint working opportunities and Move on pathways with Communities First and Families First (TAF) to meet the early intervention and preventative agenda.

9. Streamline services and reduce duplication with particular reference to joint partnership working and regional commissioning.
10. Identify budgetary savings and re prioritise what we currently fund to deliver effective value for money services and implement an action plan for the uncertainty of any future funding cuts to the Supporting People programme.
11. Identify regional commissioning opportunities with Merthyr County Borough Council for hostel provision and floating support services.
12. To pilot in partnership with Social Services, Children's services, Health and Families First a new early intervention and prevention service to enable improvements in family resilience and reduced risk of homelessness and a reduction in referrals to statutory services.

The SPPG will continue to respond creatively to the highest need categories and changing needs and where required re-focus resources to ensure it continues to offer support to the most vulnerable people in the community at their time of need as set out in the service development section in this plan **(8.3)**.

### **6.1 Regional Priorities – Cwm Taf RCC**

Data collated suggests that the numbers of referrals for housing related support service are increasing across the region and highlights the continuing demand for the following client groups who will be the priority areas to be focussed on by the RCC.

- **Mental Health**
- **Homelessness / single people with support needs**
- **Domestic Abuse**
- **Young People**

In support of these priorities we are working collaboratively on implementation through the roles of both the Regional Collaborative Committee (RCC) and the Regional Development Coordinator (RDC)

#### **The regional priorities are:**

- To Identify where services can be commissioned regionally across Cwm Taf
- To review current Floating Support provision to identify;
  - Where providers can be regionally commissioned
  - Where services can be re tendered/commissioned
- To continue to implement the pricing model across the region (as a pilot in RCT) and rationalise the spend
- Improve outcome monitoring across both SP teams and Cwm Taf providers to ensure SP services are able to effectively evidence quality services.

- Form closer links to the tackling poverty and early intervention and preventative agenda in particular by exploring joint commissioning opportunities and reducing duplication by streamlining services where possible.
- To monitor the implications of welfare benefit reform on the Supporting People programme including changes to Housing Benefit.
- To progress and action plan for the RCC with key milestones to focus work streams.
- To explore regional commissioning opportunities for hostel provision in the Cwm Taf area.

## **6.2 Cwm Taf Service Provider priorities**

Consultation was undertaken with regional providers through the regional provider's forum in November 2016. Overall participants felt there were no objections to either the general direction, content or the proposed regional priorities.

Some comments were passed about the needs data not being an accurate reflection (underestimating) of the range and complexity of needs presented but it was accepted that this followed from how the forms are completed rather than a collation error.

Overall there was agreement that data collection was reasonably competent in justifying existing service provision, but concerns were expressed that it is not geared up to collect data on new and emerging needs for which services do not yet exist.

The following 2 new regional priorities were agreed:

- 1) Prioritise service user participation and co-production across the Region.
- 2) Verify the validity and integrity of the needs data by comparing with the data collated for the Well-being of Future Generations Act 2015 and tackling poverty agenda, particularly on new and emerging needs.

## **7. Efficiencies.**



## 7.1 Efficiency Planning

For the financial year 2015/16 the Welsh Government cut 5.6% to the Supporting People Programme Grant from the amount received in 2014/15 this resulted in a reduction of £521,870 for RCT.

The Supporting People Planning Group applied this reduction to all of the services that operate in RCT as the simplest and fairest most transparent method to achieve the severe reductions imposed on them by the Welsh Government.

In 2016/2017 the Supporting People Grant was protected with no reduction made to the Welsh Government allocations for the Supporting People programme.

The Supporting People Grant is allocated on an annually basis with the indicative funding being released in November/December by Welsh Government following the spending review. RCT received an indicative allocation on the 6<sup>th</sup> December 2016 with no cuts imposed for 2017/2018 and the final allocation will be confirmed following a review of the Cwm Taf Regional Strategic Plan, Regional Spend Plan and RCT Spend Plan for 2017/2018. As a consequence of this uncertainty the Supporting People Planning Group have to plan for efficiencies on an annual basis.

To assist the Supporting People Planning Group to identify efficiencies a review of the non learning disability services has been undertaken over the past two years to examine:

- The amount of funding each project received and it's continued appropriateness.
- How the providers deliver the service and the structures, policies and procedures that they have in place to ensure that they follow appropriate guidelines and the Supporting People Grant conditions.
- If the services continue to be value for money.
- To better understand service and management costs.

Following completion of service review a strategic review is undertaken to better understand the need for the service in conjunction with its strategic relevance and purpose. This allows the Supporting People Planning Group to ensure that it has the appropriate services in place to

satisfy the need of that specific client group. In 2015/16 the review of domestic abuse and mental health services were completed and all other service areas completed in 2016/17.

We are also planning to work with Adult Social Care to carry out a review of learning and physical disabilities Supporting People Funded project delivery in 2017/18.

Efficiencies identified in 2016/2017 will be illustrated in the service development section of this plan in **(section 8)**

## **7.2 Efficiency Planning for 2017/2018**

- It is anticipated the Supporting People Planning Group will continue to work through all other client groups who have not as yet been subject to a strategic review within the Supporting People programme throughout 2017/2018. If further efficiencies are identified the SPPG will provide one off in year projects for client groups identified as having gaps in service and presenting high demands. The amount identified through efficiencies would also be considered as a balancing provision if cuts are imposed in 2018/2019.
- To further assist with the commissioning process and the expectation to provide a more transparent and effective financial framework for identifying service costs. The Supporting People Planning Group have developed a Task & Finish Group to explore and better understand the Pricing Model as a viable option for RCT, which has been successfully implemented in other local authority areas. This will include:
  - Finalising the pricing guidance and template in consideration of management charges, pension and NI contributions and sleep in arrangements for fixed schemes.
  - Implementing the pricing model for floating support services in RCT as a pilot project from the 1<sup>st</sup> April 2017, to help understand the financial implications before applying more widely to all projects.

## 8. Service Developments

The following projects have been identified for Decommissioning, reconfiguration, efficiency savings and New project proposals for 2017/2018 in order to provide the best possible added value, efficient and effective services to meet the priorities identified through local and regional needs mapping and strategic relevant reviews.

### Decommissioning

Provider	Project	Client Spend Category	Service Type	SP Funded Units (16-17)	Proposed SP Funded Units (17/18)	Variance In SP Funded Units	Variance in SP Funding
Gwalia C&S	Castle House - Offenders SH	People With Offending Beh.	Fixed	3	0	-3	-£22,857
Women's Aid RCT	Refuge * Frondeg	Women Experiencing Domestic Abuse	Fixed	24	22	-2 (Actual -3 units)	-£125,754
Habinteg	Sheltered - Habinteg	People With Physical And/Or Sensory Dis.	Fixed	29	0	-29	-£20,938
				<b>56</b>	<b>22</b>	<b>-34</b>	<b>-£169,549</b>

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**Efficiencies**

Provider	Project	Client Spend Category	Service Type	SP Funded Units (16-17)	Proposed SP Funded Units (17/18)	Variance In SP Funded Units	Variance in SP Funding
N/A	Extra care	People Over 55	Fixed	40	0	-40	-£65,270
Rhondda HA	Rhondda Include	Generic Floating Support To Prevent Homelessness	Floating	73	60	-13	-£64,249
Women's Aid RCT	Floating Support	Domestic Abuse	Floating	25	25	0	-£33,106
RCT CBC	SP TEAM (10% reduction in SP Funding)	Other Expenditure	Admin.	3	3	0	-£11,047
				<b>141</b>	<b>88</b>	<b>-53</b>	<b>-£173,672</b>

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**Realignment of Funding In Plan** (to reflect current SP funding allocations)

Provider	Project	Client Spend Category	Service Type	SP Funded Units (16-17)	Proposed SP Funded Units (17/18)	Variance In SP Funded Units	Variance in SP Funding
Gwalia C&S	Martins Close	Single People With Support Needs (25-54)	Fixed	13	13	0	-£1,170
Trivallis	Safe Project	People Over 55	Floating	500	500	0	£988
				<b>513</b>	<b>513</b>	<b>0</b>	<b>-£182</b>

**Reconfiguration and Remodelling**

Provider	Project	Client Spend Category	Service Type	SP Funded Units (16-17)	Proposed SP Funded Units (17/18)	Variance In SP Funded Units	Variance in SP Funding
Hafod Care	Tenancy Support	People With MH Issues	Floating	27	100	73	£0
Gwalia C&S	Caesalem, Elias Court - SH	People With MH Issues	Fixed	13	13	0	-£150,912
Gwalia C&S	Caesalem - FS	People With MH Issues	Floating	54	54	0	£86,206
Gwalia C&S	Castle House - FS	Offending.	Floating	10	0	-10	-£57,087
Gwalia C&S	Castle House - Offenders FS	Offending.	Floating	5	0	-5	-£30,530
Gwalia C&S	Castle House - SH	Sub Misuse. Issues	Fixed	10	7	-3	£0
Gwalia C&S	Castle House - FS	Sub Misuse Issues	Floating	10	31	21	£46,913
Gwalia C&S	Duffryn House (YMCA)	Young People With Support Needs (16-24)	Fixed	5	5	0	£24,000
TBC	Old Bakery (6 months pro rata from Oct 17)	Young People With Support Needs (16-24)	Fixed	0	5	5	£86,537
Cartrefi Cymru	Cathandrew Bung. (increase of 1 unit)	Learning Disability	Fixed	3	4	1	£0
RCT CBC	Parry Street, 77 (decrease of 1 unit)	Learning Disability	Fixed	3	2	-1	£0
Drive	Saronfa (increase of 1 unit)	People With MH Issues	Fixed	1	2	1	£0
				<b>141</b>	<b>223</b>	<b>82</b>	<b>£5,127</b>
				<b>TOTAL SAVINGS</b>			<b>-£338,276</b>

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**New Developments for 2017/18**

Provider	Project	Client Spend Category	Service Type	SP Funded Units (16-17)	Proposed SP Funded Units (17/18)	Variance In SP Funded Units	Variance in SP Funding
Cynon Taf HA	Early Intervention and homelessness prevention	Generic Floating Sup To Prevent Homelessness	Floating	0	40	40	-
Trivallis	Get Ready & Move On (GRAMO)	Generic support Group sessions to prevent Homelessness	Floating	0	TBC	0	-
Women's Aid RCT	Safe Project Early Intervention and prevention	Domestic Abuse (Group Therapeutic sessions)	Floating	0	40	40	-
Women's Aid RCT	Provision of Support Worker	Domestic Abuse	Floating	0	TBC	0	-
TBC	Unallocated	People With MH Issues	Floating	0	10	10	-
				<b>0</b>	<b>90</b>	<b>90</b>	<b>£338,276</b>

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### 9. Equality Impact Assessment

An Equality Impact Assessment screening form has been prepared for the purpose of this report. It has been found that a full report is not required at this time.

The SPPG is initially undertaking Provider Reviews which for each service area is being followed by overarching strategic reviews, these involve discussion and consultation with service users and stakeholders but the next steps to implementing any changes to the Supporting People Programme in RCT will involve specific discussions with Support Providers, key stakeholders and service users to ensure that any service developments are fully considered and the authority is aware of any negative and positive impacts as a result of proposed changes.



**10. Spend Plan**

This section outlines the Spend plan for the Financial Year 2017 /18 with confirmation received from the Welsh Assembly Government no cuts will be made to the Supporting People Programme for 2017 / 18. The authority has received its indicative allocation of 2017/18 - £ 9,056,240 .This is figures is indicative and does not constitute an offer of grant with the final allocation to be confirmed following analysis of your Commissioning and Spend Plans. **(Appendix 1)**

The spend plan summary with variances between 2016/2017 and 2017/2018 are highlighted in **(Appendix 2)**

**Appendix 1**

**Supporting People Spend Plan 2017/2018**

Spend Plan collection period			Local Authority Spend Plan 2017-18															
Regional Collaborative Committee:			Cwm Taf															
Local Authority:			Rhondda,Cynon,Taf															
SPPG Annual Allocation:			9,056,240.00															
Client Spend Category (The category to which the service is primarily focused)	Previous year Total units from spend	Previous year Total cost from spend plan	Service Type												Local Authority contribution	Other income	Total Units (exc LA cont)	Total (exc LA cont)
			Fixed Site (Accommodation Based)						Floating (Community Based)									
			Client Units	Less than 6	Client Units	6 to 24 Months	Client Units	24 Months plus	Client Units	Less than 6	Client Units	6 to 24 Months	Client Units	24 Months				
Numbers	£	Numbers	£	Numbers	£	Numbers	£	Numbers	£	Numbers	£	Numbers	£	£	£	Numbers		
Women experiencing Domestic Abuse	49	666,987	22	314,366	0	0	0	0	0	0	0	65	317,083	0	0	87	631,449	
Men experiencing Domestic Abuse	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
People with Learning Disabilities	297	3,862,819	0	0	0	0	270	3,762,063	0	0	0	0	27	100,756	297	3,862,821		
People with Mental Health Issues	200	1,205,042	0	0	42	497,333	39	206,548	0	0	0	103	421,205	100	56,046	284	1,181,132	
People with Substance Misuse Issues (alcohol)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
People with Substance Misuse Issues (Drugs and Volatile Substances)	20	211,937	0	0	7	154,850	0	0	0	0	0	31	104,000	0	0	38	258,850	
People with Criminal Offending History	28	167,561	0	0	0	0	0	0	0	0	0	10	57,087	0	0	10	57,087	
People with Refugee Status	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
People with Physical and/or Sensory Disabilities	37	122,287	0	0	0	0	8	101,348	0	0	0	0	0	0	0	8	101,348	
People with Developmental Disorders (i.e. Autism)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
People with Chronic Illnesses (including HIV,Aids)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Young People who are Care Leavers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Young People with Support Needs (16 to 24)	93	899,942	21	406,986	24	282,757	0	0	0	0	0	0	53	320,736	98	1,010,479		
Single Parent Families with Support Needs	9	96,301	0	0	9	96,302	0	0	0	0	0	0	0	0	9	96,302		
Families with Support Needs	15	160,501	0	0	0	0	0	0	0	0	0	15	160,501	0	0	15	160,501	
Single People with Support Needs not listed above (25 to 54)	23	373,283	10	192,112	13	180,000	0	0	0	0	0	0	0	0	23	372,112		
People over 55 years of age with Support Needs (this category must be exclusive of alarm services)	540	760,270	0	0	0	0	0	0	0	0	0	500	695,988	0	0	500	695,988	
Generic/Floating Support/Peripatetic (tenancy support services which cover a range of user	84	418,862							100	465,973	11	62,795				111	528,768	
Alarm Services (including in sheltered/extra care)	0	0														0	0	
Expenditure which does not directly link to the spend plan categories above.	3	110,448												3	99,403	3	99,403	
<b>TOTALS</b>	<b>1,398</b>	<b>#####</b>	<b>53</b>	<b>913,464</b>	<b>95</b>	<b>1,211,242</b>	<b>317</b>	<b>4,069,959</b>	<b>100</b>	<b>465,973</b>	<b>735</b>	<b>1,818,659</b>	<b>183</b>	<b>576,943</b>	<b>0.00</b>	<b>1,483</b>	<b>9,056,240.00</b>	

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**Appendix 2**

RCT Supporting People Local Commissioning Plan 2017/2018  
**Summary of changes to Spend Plan 2017/2018**

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**Local Authority Spend Plan 2017-18 Version 1.0**

**Spend Plan collection period:** Local Authority Spend Plan 2017-18

**Regional Collaborative Committee:** Cwm Taf

**Local Authority:** Rhondda,Cynon,Taf

**SPPG Annual Allocation:** 9,056,240.00

*Selections Pull Through Automatically from the 'Home' Tab*

Client Spend Category (The category to which the service is primarily focused)	Fixed Site (Accommodation)		Floating Support (Community Based)		Totals		Comparison to Previous Year	
	Units	Spend	Units	Spend	Units	Spend	Units	Spend
Women experiencing Domestic Abuse	22	£314,366	65	£317,083	87	£631,449	38	-£35,538
Men experiencing Domestic Abuse	0	£0	0	£0	0	£0	0	£0
People with Learning Disabilities	270	£3,762,063	27	£100,758	297	£3,862,821	0	£2
People with Mental health Issues	81	£703,881	203	£477,251	284	£1,181,132	84	-£23,910
People with Substance Misuse Issues (Alcohol)	0	£0	0	£0	0	£0	0	£0
People with Substance Misuse Issues (Drugs and Volatile substances)	7	£154,850	31	£104,000	38	£258,850	18	£46,913
People with Criminal Offending History	0	£0	10	£57,087	10	£57,087	-18	-£110,474
People with Refugee Status	0	£0	0	£0	0	£0	0	£0
People with Physical and/or Sensory Disabilities	8	£101,348	0	£0	8	£101,348	-29	-£20,939
People with Developmental Disorders (I.e. Autism.)	0	£0	0	£0	0	£0	0	£0
People with Chronic Illnesses (including HIV, Aids)	0	£0	0	£0	0	£0	0	£0
Young People who are Care Leavers	0	£0	0	£0	0	£0	0	£0
Young People with Support Needs (16-24)	45	£689,743	53	£320,736	98	£1,010,479	5	£110,537
Single parent Families with Support needs	9	£96,302	0	£0	9	£96,302	0	£1
Families with Support Needs	0	£0	15	£160,501	15	£160,501	0	£0
Single people with Support Needs not listed above (25-54)	23	£372,112	0	£0	23	£372,112	0	-£1,170
People over 55 years of age with Support needs (this category must be exclusive of alarm services).	0	£0	500	£695,988	500	£695,988	-40	-£64,282
Generic Floating support to prevent homelessness (tenancy support services which cover a range of user needs but which must be exclusive of fixed site support)	0	£0	111	£528,768	111	£528,768	27	£109,906
Alarm Services (including in sheltered/extra care)	0	£0	0	£0	0	£0	0	£0
Expenditure which does not directly link to the spend plan categories above. (Explanation required in accompanying email).	0	£0	3	£99,403	3	£99,403	0	-£11,045
<b>TOTALS</b>	<b>465</b>	<b>£6,194,665</b>	<b>1,018</b>	<b>£2,861,575</b>	<b>1,483</b>	<b>£9,056,240</b>	<b>85</b>	<b>£0</b>

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of the Local Government Act 1972.

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