



CYNGOR BWRDEISTREF SIROL
RHONDDA CYNON TAF
COUNTY BOROUGH COUNCIL

A virtual meeting of the CABINET will be held on Tuesday, 28th July, 2020 at 2.30 pm

Contact: Hannah Williams - Council Business Unit (Tel No. 01443 424062)

Councillors 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, 19 May 2020.

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 interest of the member in each matter and the demands of the business on that day. Any Member wishing to speak must do so in accordance with the arrangements proposed by the Chair, for facilitating participation of non-committee members, in a virtual meeting. To make such a request please email:- ExecutiveandRegulatoryBusinessUnit@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 Cabinet Committee on the 25th June 2020 as an accurate record.

3. PROPOSALS TO APPROVE AN AMENDED DELIVERY AGREEMENT FOR THE PREPARATION OF THE RHONDDA CYNON TAF REVISED LOCAL DEVELOPMENT PLAN

To receive the report of the Director, Prosperity and Development, which seeks Cabinet approval for an amended Delivery Agreement (DA) for the Revised Local Development Plan (LDP), for Rhondda Cynon Taf.

(Pages 13 - 98)

4. STANDARD ADVISORY COUNCIL ON RELIGIOUS EDUCATION (SACRE)

To receive the report of the Director, Education and Inclusion Services, which provides the Cabinet with information on the Standing Advisory Council on Religious Education (SACRE), including the Annual Report of the RCT SACRE for the academic year 2018-2019.

(Pages 99 - 136)

5. CHANGES TO THE RULES OF ASSOCIATION - TRIVALLIS HOUSING LIMITED

To receive the report of the Director, Public Health, Protection and Community Services, which seeks consent to an amendment to Trivallis' rules of association concerning tenant representation on the Board.

(Pages 137 - 142)

6. THE COUNCIL'S CORPORATE SAFEGUARDING ARRANGEMENTS

To receive the report of the Chief Executive and Group Director, Community and Children's Services, which seeks Cabinet's approval of an Action Improvement Plan in respect of the Council's Corporate Safeguarding arrangements and a revised Corporate Safeguarding Policy.

(Pages 143 - 188)

7. COUNCIL PERFORMANCE REPORT - 31ST MARCH 2020 (YEAR END)

To receive the report of the Director, Finance and Digital Services, which provides the Cabinet with an overview of the Council's performance, both from a financial and operational perspective, for the financial year ended 31st March 2020.

(Pages 189 - 214)

8. UPDATE ON THE COVID-19 POSITON IN RHONDDA CYNON TAF - RECOVERY PLANS

To receive the report of the Chief Executive, which provides the Cabinet with an update of the action taken by the Council as a result of the COVID 19 national emergency.

(Pages 215 - 258)

9. TO CONSIDER PASSING THE FOLLOWING UNDER-MENTIONED RESOLUTION:

"That the press and public be excluded from the meeting under Section 100A(4) of the Local Government Act, 1972 (as amended) for the next item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 14 of Part 4 of Schedule 12A of the Act."

10. CORPORATE ASSET MANAGEMENT PLAN 2018-2023 INTERIM UPDATE

To receive the report of the Director, Corporate Estates, which updates the Cabinet of progress against the key themes of the Corporate Asset Management Plan 2018/23.

(Pages 259 - 284)

11. URGENT BUSINESS

To consider any urgent business as the Chairman feels appropriate.

A handwritten signature in black ink, appearing to read 'A. Smith', is written over a faint, circular official stamp. The signature is fluid and cursive.

Service Director of Democratic Services and Communication

Circulation:-

Councillors: Councillor A Morgan (Chair)
Councillor M Webber (Vice-Chair)
Councillor R Bevan
Councillor A Crimmings
Councillor M Norris
Councillor J Rosser
Councillor R Lewis
Councillor C Leyshon
Councillor G Hopkins

Officers: Chris Bradshaw, Chief Executive
Christian Hanagan, Service Director of Democratic Services & Communication
Gio Isingrini, Group Director Community & Children's Services
Nigel Wheeler, Group Director – Prosperity, Development & Frontline Services
Paul Mee, Director, Public Health, Protection & Community Services
Richard Evans, Director of Human Resources
David Powell, Director of Corporate Estates
Simon Gale, Director of Prosperity & Development
Andy Wilkins, Director of Legal Services
Barrie Davies, Director of Finance & Digital Services
Gaynor Davies, Director of Education and Inclusion Services
Derek James, Service Director – Prosperity & Development



RHONDDA CYNON TAF COUNCIL CABINET

Minutes of the virtual meeting of the Cabinet held on Thursday, 25 June 2020 at 11.00 am.

County Borough Councillors - Cabinet Members in attendance:-

Councillor A Morgan (Chair)

| | |
|------------------------|----------------------|
| Councillor M Webber | Councillor R Bevan |
| Councillor A Crimmings | Councillor M Norris |
| Councillor J Rosser | Councillor R Lewis |
| Councillor C Leyshon | Councillor G Hopkins |

Officers in attendance

Mr C Bradshaw, Chief Executive
Mr C Hanagan, Service Director of Democratic Services & Communication
Mr G Isingrini, Group Director Community & Children's Services
Mr R Evans, Director of Human Resources
Mr D Powell, Director of Corporate Estates
Mr S Gale, Director of Prosperity & Development
Mr A Wilkins, Director of Legal Services
Mr B Davies, Director of Finance & Digital Services
Ms G Davies, Director of Education and Inclusion Services

Others in attendance

Councillor P Jarman

125 Declaration of Interest

In accordance with the Council's Code of Conduct, there were no declarations made pertaining to the agenda.

126 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on 21st May 2020 as an accurate record.

127 Cabinet Work Programme

The Service Director of Democratic Services and Communication provided Cabinet Members with a draft three month work programme for the extended 2019-20 Municipal Year, working on the basis that an Annual General Meeting of the Council is convened in September 2020. The Service Director noted that outlined within the work programme was the ongoing updates in respect of the Council's response to Covid-19 and explained that the report would be considered by the Overview and Scrutiny Committee at its meeting on 26th July 2020.

The Leader asked that two reports in respect of the flooding in RCT are added to the Work Programme for future consideration.

The Deputy Leader welcomed the programme, commenting that there would need to be flexibility to the programme given the current circumstances.

It was **RESOLVED:**

1. To approve the Cabinet Work Programme for the 2019-20 Municipal Year and to receive a further update on a 3 monthly basis To approve the extended Work Programme for the period June - August 2019-2020 (with appropriate amendment where necessary) and receive a further update on a 3 monthly basis; and
2. To receive an interim report in respect of flooding in Rhondda Cynon Taf in addition to statutory reporting requirements into flooding, being considered at a later date.

128 Review of Learning Support Class Provision for Pupils with Social, Emotional and Behavioural Difficulties (SEBD) and Significant Additional Learning Needs

The Director, Education and Inclusion Services provided Members with the outcome of the recent consultation in respect of the proposal to enhance mainstream Learning Support Class (LSC) provision within Rhondda Cynon Taf. It was explained that the Covid-19 pandemic had adversely impacted the Council's ability to consult upon the proposals and as such, a more flexible approach was proposed. The Director proposed that the funding is redirected to establish alternative provision in four different schools to meet the needs of the most vulnerable learners in the local communities.

The Cabinet Member for Education and Inclusion Services was happy to support the proposal given the current situation, commenting that it would support vulnerable learners in mainstream settings. The Cabinet Member was pleased to note that the proposal would provide provision in each of the areas in RCT, whilst giving all schools the opportunity to submit proposals. The Cabinet Member continued by stating that she'd like to see joint proposals submitted by schools, which would further extend the reach of the funding for the benefit of vulnerable learners.

When asked how schools would be supported to submit proposals, the Director advised that a robust process was in place which would be further built upon. It was explained that schools would need to submit a detailed business case with a match funding element, which would be reviewed to ensure it meets the criteria.

It was **RESOLVED:**

1. To note the information contained within the report;
2. To lapse the original LSC consultation process due to current Covid 19 restrictions and the impact upon statutory educational provision for the foreseeable future;
3. To proceed with a proposal to provide funding for a two-year period for three English medium secondary schools to establish provision for learners with SEBD in Bryn Celynnog School, Ferndale Community School and Mountain Ash School; and
4. To progress with an amended proposal to provide funding for a two-year

period to establish Welsh medium secondary school provision for learners with complex needs, including SEBD, in Ysgol Gartholwg.

129 Proposed Extension and Variation to RCT CBC's Dog Control Public Spaces Protection Orders

The Director, Legal Services spoke of the two Public Spaces Protection Orders related to dog controls within Rhondda Cynon Taf, which were due to expire on the 30th September 2020. The Director sought Cabinet approval, in principal to extend and vary those orders and to authorise officers to publicise the proposed orders and to consult as required by the Anti-Social Behaviour, Crime and Policing Act 2014.

The Director explained that despite the introduction of the Orders in 2017, there still remained a minority of dog owners who do not clean up after their dogs or keep them under control; and that it was therefore considered vital the orders, which would ordinarily expire on 30th September 2020, are renewed for a further period in order to maintain the significant benefits the orders have had in relation to dog fouling.

The Director advised that the proposal did not include any major variations, save for expanding the order to cover several Community Council sites, following representation made by those Community Councils.

The Cabinet Member for Environment, Leisure and Heritage was happy to support the extension and spoke of the reduction in dog fouling following the Cabinet decision in 2017, which had been noted in a recent External Audit report.

The Cabinet Member for Stronger Communities, Wellbeing and Cultural Services also voiced his support for the proposals, commenting that dog fouling was a common issue raised by residents and that there remained a minority of people who flout the rules.

The Deputy Leader stated that this was the opportunity to consult with the Community Councils and address any anomalies within the Orders; and that there was a need for lease owners of sport pitches to provide appropriate signage for the public.

The Cabinet **RESOLVED:**

1. To approve in principle, the proposal to extend and vary the two Public Spaces Protection Orders for dog control within Rhondda Cynon Taf, for a further period of three years from 1st October 2020, in the form set out at Appendix B1 and B2 of the report;
2. To authorise officers to publicise the proposed orders and to carry out a consultation exercise as required by the Anti-Social Behaviour, Crime and Policing Act 2014; and
3. To receive a further report detailing the responses to the consultation and any recommendations for amendments to the proposed orders.

130 Council Infrastructure Projects - Supporting the Local Economy During Coronavirus

The Director, Prosperity and Development updated the Cabinet on the action taken to continue to safely deliver key infrastructure and construction projects

during the current COVID-19 pandemic to support businesses and help support the local economy.

The Director advised that during the Covid-19 pandemic, Services across the Council had continued to focus on the development and delivery of key investment projects. The Director drew Members' attention to Appendix 1 of the report, where a comprehensive list of the projects was outlined, including highways regeneration and Education projects, essential buildings work and the extensive social housing programme, which was developed in conjunction with RSL partners. It was explained that the value of the projects was worth more than £200m and that they had sustained more than 200 jobs in addition to securing hundreds more over the life of the projects and through the supply chain.

The Director concluded that in addition to the current projects outlined within the report before Members, a further report containing key projects would be subject to Cabinet consideration in the future.

The Leader thanked the Director for the report and spoke of the Council's extensive Capital Programme, which would support the local economy in moving forward from the pandemic. The Leader spoke of conversations around the UK Government announcing a stimulus package in the coming months and commented that building upon the RCT Capital Programme would be key.

The Cabinet Member for Enterprise, Development and Housing took the opportunity to thank officers and businesses for working together to deliver the projects. The Cabinet Member welcomed the report, commenting that the cross authority approach to maintaining employment was critical during the current time.

The Cabinet **RESOLVED**:

1. To consider the information provided and notes the action taken to date to continue the safe delivery of priority £200m infrastructure and regeneration projects, supporting over 200 jobs, over the period of the COVID 19 pandemic; and
2. That a further report is presented to the following Cabinet setting out the actions the Council proposes to take, in partnership with Welsh Government, Cardiff Capital Region and private sector partners, to mitigate the economic impact of COVID 19 on the local and regional economy.

131 Safer Places - Social Distancing in Town Centres and Public Places during Coronavirus

The Director, Prosperity and Development presented the report, which sought to update the Cabinet on the action taken to assist our community to maintain safe social distancing when visiting our town centres and parks during the current Covid-19 pandemic.

The Director stated that at the start of the lockdown there was a significant drop in the number of people visiting the main town centres but over recent weeks there had been a gradual increase.

The Director drew Members' attention to section 5 of the report, whereby the progress and the Council's 'signs and lines' approach to maintaining safe social distancing within the public spaces was outlined.

(Note: At this point in proceedings, County Borough Councillor P. Jarman entered

the virtual meeting.)

The Leader spoke of the recent change made to the 2 metre social distancing rule in England and acknowledged that any similar changes made by Welsh Government would need to be communicated to Local Authorities in a timely manner to ensure that signage is updated appropriately. In respect of the financial implications of the signage to the Council, the Leader advised that the Council would be claiming through Welsh Government support to Local Authorities.

The Cabinet Member for Enterprise, Development and Housing thanked the officers for their work in ensuring the town centres are safe for the public to enter businesses as they begin to reopen. The Cabinet Member felt that the approach taken had been practical and acknowledged that the town centres would need to be monitored as the situation continued to change. The Cabinet Member questioned whether there had been any feedback given from local retailers following their recent reopening and was advised that the first day upon reopening was busy but had begun to calm down. The Director advised that a more detailed feedback report would be presented to Cabinet at a later date.

The Cabinet **RESOLVED:**

1. To consider the information provided and notes the action taken to date in response to the COVID 19 pandemic; and
2. That the Group Director for Prosperity, Development & Frontline Services monitors the situation on a regular basis to ensure our town centres and public spaces are suitably safe, and in consultation with the relevant Cabinet Member(s), introduces additional measures and/or enforces measures where necessary in order to prevent the spread of the coronavirus.

132 Safer Buildings - Social Distancing & Other Safety Measures in Council Offices, Schools and Other Public Buildings as the Lockdown is Lifted

The Director, Corporate Estates updated the Cabinet on the action taken to ensure the Council's buildings, including schools, can be opened safely to Members, staff pupils and the general public maintaining safe social distancing and other appropriate safety measures during the current Covid-19 pandemic.

Cabinet Members were advised that comprehensive guidance and posters had been prepared to support the opening of schools and public buildings in accordance with the regulations, which had been circulated to staff via email and was available via the Source.

The Director stated that all Council buildings had been surveyed to identify the maximum numbers for future occupancy and appropriate Covid-19 packs had been delivered to sites, which include signage, hazard tape, bins, sanitiser and screen protectors. The Director went on to explain that temperature checking equipment was also being trialled for Council buildings, including schools and it would be an additional measure to help reduce the spread of the virus.

The Director concluded and advised that RCT was well placed to safely reopen its buildings as the lockdown is lifted, but acknowledged that individual schools and services would inevitably have to adapt the guidelines to best meet their particular needs, taking into account the physical layout of the respective building.

The Cabinet Member for Corporate Services wished to place on record his thanks

to Corporate Estates and the teachers for the significant amount of work in adapting to what has become the new normal. The Cabinet Member added that it would be vital to review the progress of agile working and build it firmly into future plans.

The Cabinet **RESOLVED:**

1. To consider the information provided and notes the action taken to date in response to the COVID-19 pandemic; and
2. That the Director of Corporate Estates monitors the situation on a regular basis to ensure as schools, services and offices reopen to staff, pupils and the general public, our schools and Council buildings are suitably safe, and in consultation with the relevant Cabinet Member(s), introduces additional measures and/or enforces measures where necessary in order to prevent the spread of the coronavirus.

133 The Financial Implications of Covid-19

The Director, Finance and Digital Services provided the Cabinet with the report, which set out the initial assessment of the financial implications for the Council arising from Covid-19.

The Director stated that the WLGA had undertaken a survey, which estimated the implications of the virus from a financial perspective across the 22 Local Authorities in Wales from April-June 2020. The survey estimated the cost across Wales to be £185M and £13.6M for RCT.

The Director drew Members' attention to section 5.4 of the report, which listed a number of emerging costs which were monitored by the Council. The Director explained that forecasting the financial implications beyond the short term would be dependent upon numerous assumptions which are subject to change on a regular basis but that it was important that the Council continue to attempt to mitigate the financial implications. The Director added that Welsh Government had put in place a number of funding streams to mitigate the financial pressures placed on Local Authorities and had begun to reimburse some of the additional costs incurred.

The Leader thanked the Director for the report and advised that discussions regarding funding from Welsh Government were ongoing and that the LGA was lobbying the UK Government for additional funding. The Leader added that a mid-year budget review would be sensible to ensure there is some resilience, should the Council not be fully funded and stressed the importance of each service area identifying savings in the coming months.

The Cabinet Member for Corporate Services echoed the Leader's comments, adding that the Quarter 4 Performance and Resources report would be presented to Cabinet in July.

The Cabinet **RESOLVED:**

1. To note the financial implications arising from Covid-19 on the Council;
2. To receive a Mid-Year Budget Review in September alongside an updated and interim Medium Term Financial Plan; and
3. To note the arrangements for the preparation and audit of the Statement of Accounts for 2019/20.

This meeting closed at 11.45 am

**Cllr A Morgan
Chairman.**

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RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

28TH JULY 2020

PROPOSALS TO APPROVE AN AMENDED DELIVERY AGREEMENT FOR THE PREPARATION OF THE RHONDDA CYNON TAF REVISED LOCAL DEVELOPMENT PLAN.

REPORT OF THE DIRECTOR OF PROSPERITY AND DEVELOPMENT IN DISCUSSIONS WITH THE CABINET MEMBER FOR ENTERPRISE, DEVELOPMENT AND HOUSING, COUNCILLOR BEVAN

AUTHOR: OWEN JONES, DEVELOPMENT SERVICES MANAGER, PLANNING POLICY, PROSPERITY AND DEVELOPMENT

1.0 PURPOSE OF THE REPORT

- 1.1 On the 27th November 2019, Council approved the Delivery Agreement (DA) for the Revised Local Development Plan (LDP), for Rhondda Cynon Taf. This set an official start date of June 2020.
- 1.2 The DA sets out the proposed timetable and proposed community involvement scheme for the preparation of a Revised LDP. Due to the Coronavirus pandemic, it has not been possible to formally start the preparation as set out in this DA.
- 1.3 The purpose of this report is seek Cabinet approval for, an amended DA. This DA proposes a postponement of the official start date by 3 months, to now start in September. It also gives further consideration of how community engagement, involvement and consultation can take place given ongoing social distancing restrictions.

2.0 RECOMMENDATIONS

It is recommended that Cabinet;

- 2.1 Approve the proposed amended DA for the Revised LDP for Rhondda Cynon Taf (attached as Appendix 1 of this report). This outlines the revised timetable and method of community involvement and engagement for the revision preparation process.

- 2.2 Once Full Council approval is subsequently sought, the DA will then be submitted to Welsh Government for approval.

3.0 Background

- 3.1 The statutory Rhondda Cynon Taf LDP was adopted in March 2011 and has formed the basis for decisions on new development in the County Borough since then (excluding the area within the Brecon Beacons National Park); with the plan having an end date of 2021.
- 3.2 A Review Report was prepared in 2019, to determine how the LDP had performed to date. This concluded that a Revised LDP is required and the decision to revise the LDP was approved by Council in November 2019.
- 3.3 Delivery Agreements (DA's) are prepared in accordance with legislation and are project management tools for the preparation of a Revised LDP. They consist of two key parts; the Timetable and the Community Involvement Scheme (CIS).
- 3.4 It is considered that the Council approved DA was thoroughly prepared. This also involved necessary consultation with key external stakeholders. No adverse comments were forthcoming on the main content of the DA, with a small amendment proposed by WG relating to the preparation period around the examination. This was agreed by Council.
- 3.5 In accordance with the DA, we would have sought WG approval of the DA in May to begin the preparation of the Revised LDP in June.
- 3.6 It was anticipated that in the months prior to this formal start we would be undertaking the necessary steps to allow us to 'hit the ground running' in June. This included the setting in place of procedures to begin updating the broad LDP evidence base, appointing additional staff into the team, procuring an appropriate database for the various stages of the Revision process and setting in place the early stages of Community Involvement.
- 3.7 However, the Coronavirus pandemic has significantly compromised this activity.
- 3.8 Formal, clear advice was then issued by Welsh Government on the 18th of March, outlining the approach and considerations that Local Authorities should be taking with regards to preparing LDP's and their revisions. The key advice for was (as taken from a letter from Neil Hemington, Chief Planner, WG);

LDP's due to formally commence replacement plan preparation;

For those LDP's who are currently, or are about to consult on a draft DA, careful consideration should be given to the formal start date of the LDP preparation. The exceptional circumstances may mean that the commencement of plan preparation may have to be postponed for several months to enable effective engagement in the plan preparation process, as set out in the CIS and DA. A revised DA will be required at a future date.

This advice was taken on board and it was clear that the original plan could not progress under the circumstances brought about by the Coronavirus and that a new formal start date for the revision of the LDP needs to be considered.

4.0 Reasons for Recommendations

- 4.1 Whilst staff in the LDP team have worked well from home, preparing a series of Background Topic Papers to help inform the evidence base and preparatory stages, as well as undertaking research for the major Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA) process the ability to successfully procure external consultants to undertake key pieces of evidence base work has been compromised.
- 4.2 More crucially, it has not been possible to commit to the crucial early engagement with the public and other stakeholders in the process.
- 4.3 It is therefore recommended that Council agrees to a new formal start date for the revision of the LDP September 2020, resulting in a 3 month delay to the programme
- 4.4 It is considered that we would be able to get back some of the time lost as a result of the extensive preparation work undertaken during lockdown resulting in a Revised LDP being in place just after the time we had originally agreed (early 2024).
- 4.5 The 3 months postponement takes into account the Local Government Elections in May 2022. With this option, a key public consultation exercise on the Preferred Strategy would end in December 2021, having moved back from September 2021. A later postponement, would result in key consultations and decisions falling close to and within the pre-election period. To set a timetable so that the Preferred Strategy consultation took place after the 2022 elections would, as a result of the logistics of the plan preparation regulations, result in a 12 months delay to the LDP.
- 4.6 Given the role the LDP plays in providing confidence for our communities in the planning system and the huge part it plays in giving

certainty to developers and investors it is not recommended that this is an option that should be pursued.

- 4.7 Should Council agree to the proposed September 2020 start date then the amended Delivery Agreement will be submitted to WG in early August.

5.0 Proposed Changes to the Council Approved Delivery Agreement

- 5.1 If the 3 month postponement is approved, there are some key amendments that need to be made to the approved DA. These are set out in detail in the revised DA, attached as Appendix 1 of this report. A summary of these changes is set out below;
- 5.2 The stages of DA preparation are amended to incorporate the proposed postponement, although cannot be completed until Council approval is given.
- 5.3 There is reference in the introduction and general reference throughout to the coronavirus pandemic and how it is likely that there will be effects on the Revised LDP preparation process. The risk management section of the DA also sets out the risks that the Coronavirus could have on the preparation of the Plan.
- 5.4 The section on key outcomes of the preparation of a Revised LDP has been fully updated to replicate the new WG LDP Manual that was published in March 2020. The SA/SEA process is also updated in the Manual.

Timetable

- 5.5 The most significant of the proposed changes to the DA are those to the approved Timetable. This is essentially, a push back of all stages of the preparation of the Revised LDP by three months. Below is a table showing the dates when the key stages will now take place;

| Key Stage | Timescale |
|--|--|
| Definitive | |
| Delivery Agreement | Submission to Welsh Government - August 2020 |
| Commence Pre-deposit Preparation | September 2020 |
| Preferred Strategy (Pre-Deposit) Consultation | November/December 2021 |
| Deposit LDP Consultation | October /November 2022 |
| Indicative (subject to further liaison with the Planning Inspectorate closer to the time) | |

| | |
|--|-------------------------|
| Submit Revised LDP to the Welsh Government | April 2023 |
| Independent Examination | August / September 2023 |
| Adoption | March 2024 |

Community Involvement Scheme

- 5.6 The approved DA already set out how methods of public involvement and consultation have evolved since the preparation of the current LDP; particularly so through digitally based methods. The amended DA does however emphasise that there will need to be greater use and reliance upon online methods and presence whilst uncertainty remains over the coronavirus. Nevertheless, the methods proposed will be designed to ensure anyone who wishes to engage in the preparation of the plan can do so.

Resources and Budget

- 5.7 No change from the budget agreed for the preparation of the Revised LDP in November 2019.

6.0 EQUALITY AND DIVERSITY IMPLICATIONS

- 6.1 An Equalities Impact Assessment screening exercise has been undertaken that indicates that there are no expected negative impacts on the protected characteristics and a full assessment is not required. However, the scope of the LDP will result in some of these matters being considered further, and if necessary will develop and incorporate policies that may have a positive impact on some of these characteristics.

7.0 CONSULTATION / INVOLVEMENT

- 7.1 The initial approved Delivery Agreement has been prepared in consultation with various internal Council departments. Further detailed consultation has taken place with targeted stakeholder bodies following Cabinet agreement. There has been no public consultation on the Draft Delivery Agreement, although the final Welsh Government approved report will be made public during the pre-deposit stage of revised LDP preparation. Further informal consultation has taken place with these targeted stakeholder bodies with regards to any comments on a 3 months postponement.

8.0 FINANCIAL IMPLICATION(S)

- 8.1 The overall cost of the preparation of the LDP (non staffing resources) is estimated to be £600,000. Considering banked reserves and

continuing budgets, there is sufficient budget to cover these costs. A further £39,233 per annum is then required to part fund an identified necessary new post in the team structure.

9.0 LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

- 9.1 The LDP will be prepared in accordance with The Planning and Compulsory Purchase Act (2004), the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 (as amended 2015), Planning Policy Wales 2018, the Planning (Wales) Act 2015 and the Strategic Environmental Assessment (SEA), Sustainability Appraisal (SA) and Habitats Regulations Assessment (HRA).

10.0 LINKS TO THE CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT.

How the subject of the report will contribute to the delivery of the Council's Corporate Priorities?

- 10.1 The production of a Local Development Plan will help to deliver the Council's three main corporate priorities of building a strong economy, promoting independence and positive lives for everyone and creating neighbourhoods where people are proud to live and work. The production of this land-use plan will help to stimulate the local economy through market and social house building, as well as providing for employment and retail development across the County Borough. Working together to shape our communities will instil a sense of pride and allow people to live and work independently, wherever they so choose. The LDP will also help to deliver the transport infrastructure that keeps the Rhondda Cynon Taf working and moving, in a sustainable way that benefits current and future generations.

How the Sustainable Development principle, i.e. the five ways of working has been considered?

- 10.2 The Local Development Plan will be a key project demonstrating the 5 ways of working in action:
- Integration - the preparation of the LDP will bring together all land use planning issues across the County Borough, involving our partners, residents, visitors, employers and service providers in the formulation of the Plan.
 - Collaboration - the LDP will be a key collaboration project for the region enabling stakeholders including residents to work together to form a Plan for the County Borough.

- Involvement - preparation of the LDP will provide numerous opportunities to engage with our residents and customers, including the business community and ensuring that we are listening to a wide range of views to inform the plan and decision making process.
- Prevention - the LDP provides an opportunity to understand the root causes of issues and preventing them by being proactive in our thinking and understanding the need to tackle problems at source for example by undertaking needs assessments to inform our priorities.
- Long-term - the LDP will be all about planning for the future and taking a strategic approach to ensure the County Borough is sustainable and that we understand the future need and demand for sustainable development in the region and how that is best met.

How the subject of the report seeks to maximise the Council's contribution to seven national well-being goals?

10.3 The LDP will contribute to the seven well-being goals by working together with other public services and third sector organisations to improve the well-being of everybody in Wales. This new approach seeks to improve public services in a sustainable way, for the benefit of all. The LDP will help to ensure:

- A Prosperous Wales - the LDP will promote a productive, creative and low-carbon society that recognises the limits of our resources and global environment, by ensuring that our finite resources are used efficiently and proportionately. It will also help to develop a skilled, well-educated population to work within an economy that generates wealth and provides employment opportunities for all.
- A Resilient Wales - the LDP will help to ensure that the region maintains and enhances a bio-diverse natural environment with healthy, functioning ecosystems that support social, economic and ecological resilience with the ability to adapt to change.
- A Healthier Wales - the LDP aims to help build a society in which people's mental and physical well-being is maximised through access to green space, and helps to foster an understanding of choices and behaviours that benefit future health.
- A More Equal Wales - the LDP will seek to enable people to fulfil their potential no matter what their background or circumstances. It also aims to help communities effectively tackle the loneliness and isolation that can often exist within many of them.

- A Wales of Cohesive Communities - the LDP, via the place-making principle, will help to foster attractive, safe, viable and well-connected communities that improve the well-being of all residents and visitors.
- A Wales of Vibrant Culture and Thriving Welsh Language - the LDP will support a society that promotes and protects our culture, heritage and Welsh language, whilst encouraging people to participate in the arts, sport and recreation.
- A Globally Responsible Wales - the LDP will contribute towards Wales being a nation which, when doing anything to improve our economic, social, environmental and cultural well-being; will take account of whether doing such a thing makes a positive contribution to our global well-being.

Any other national strategies the subject of the report is seeking to address.

- 10.4 The Planning Directorate in Welsh Government is working on the production of a National Development Framework (NDF), which will set out a 20-year land-use framework for Wales and replace the existing Wales Spatial Plan. Once the final NDF is published (anticipated September 2020), the Local Development Plan will need to be in general conformity with the aims and objectives of the NDF, which sits above the LDP in the development plan hierarchy within Wales.

11.0 CONCLUSION

- 11.1 It is recommended to approve the proposed amended DA for the Revised LDP for Rhondda Cynon Taf (attached as Appendix 1 of this report). This outlines the revised timetable and method of community involvement and engagement for the revision preparation process. This DA proposes a postponement of the official start date of 3 months, to now start in September. It also gives further consideration of how community engagement, involvement and consultation can take place given ongoing social distancing restrictions.

Other Information: -

Relevant Scrutiny Committee

Overview and Scrutiny Committee

Contact Officer:

Simon Gale, Director of Prosperity and Development (01443 281114)

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

Cabinet

28TH JULY 2020

PROPOSALS TO APPROVE AN AMENDED DELIVERY AGREEMENT FOR THE PREPARATION OF THE RHONDDA CYNON TAF REVISED LOCAL DEVELOPMENT PLAN.

REPORT OF DIRECTOR OF PROSPERITY AND DEVELOPMENT IN DISCUSSIONS WITH THE CABINET MEMBER FOR ENTERPRISE, DEVELOPMENT AND HOUSING, COUNCILLOR BEVAN

Item:

Background Papers

Appendix 1 - The Proposed Amended Delivery Agreement

Officer to contact:

Simon Gale, Director of Prosperity and Development (01443 281114)

Appendix 1; Draft Delivery Agreement

**(Amendments to the agreed DA from November 2019 are highlighted in yellow
or otherwise stricken through for deletion)**

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

RHONDDA CYNON TAF REVISED LDP 2020-2030

DRAFT DELIVERY AGREEMENT

CONTENTS

| | Page |
|---|-------------|
| 1. Introduction | 1 |
| 2. The Timetable | 7 |
| 3. Community Involvement Scheme | 10 |
| 4. Consultation Methodology and Techniques | 15 |
| Appendices | |
| 1. Contact Details | 33 |
| 2. List of Consultation Bodies | 34 |
| 3. Risk Management | 41 |
| 4. Profile and Characteristics of the Local Population | 43 |
| 5. Welsh Index of Multiple Deprivation | 51 |
| 6. Glossary of Terms | 55 |

1. INTRODUCTION

1.1. The Local Development Plan

- 1.1.1. The Planning and Compulsory Purchase Act 2004 requires that Local Authorities prepare a Local Development Plan (LDP) for the Local Authority area. The document provides the development strategy and policy framework for the specified plan period. It is an important land use planning document, which will guide and control development, providing the basis of how planning applications are determined. Once adopted, the LDP provides certainty to the communities of the County Borough regarding where development will be located over the plan period. The LDP will also ensure that the principles of place making and sustainability are at the heart of the plan-making process, reflecting the Well-being of Future Generations (Wales) Act 2015.
- 1.1.2. The existing LDP will continue to be the mechanism for determining planning applications and will remain so until the 31st December 2021, unless the adoption of a revised plan occurs prior to this date.
- 1.1.3. The Council is now preparing a Revised LDP, the first stage of which is to prepare a Delivery Agreement in line with Regulation 9 of the LDP (Wales) Regulations 2005.
- 1.1.4. This Delivery Agreement has been prepared during the worldwide Covid 19 pandemic. The Council will adhere to the Government Regulations regarding Covid 19; this includes social distancing and seeking innovative methods to consult during this time. Should additional opportunities arise during the plan preparation process especially where restrictions continue to be lifted, the Council will endeavour to respond to these.

1.2. What is a Delivery Agreement?

- 1.2.1. A Delivery Agreement (DA) is a project management tool that must consist of two parts, the Timetable and the Community Involvement Scheme (CIS). The purpose of the DA is to establish the Local Planning Authorities (LPA) early and full engagement and involvement in the preparation of the LDP. The Delivery Agreement must be produced prior to the formal preparation of the LDP, and forms an important and legal part of the process for the preparation of the Plan. Once approved the Delivery Agreement commits the LPA to produce or revise its plan in line with the timescale and community engagement processes.
- 1.2.2. The DA is comprised of the following sections:

Section A – The Project Management Timetable for the Revised LDP: The timetable details the stages in the preparation of the LDP and how the plan-making process will be project managed. It sets out in a realistic manner what the Authority can do in the timescale and with the budgetary and staffing

resources available, as well as the corporate framework in which the plan will be prepared. The timetable provides a clear indication of when each stage of the plan preparation process will take place.

Section B – The Community Involvement Scheme: The Community Involvement Scheme (CIS) sets out the LPAs principles, strategy and mechanisms for early and continuous community stakeholder involvement in the preparation of the LDP. The purpose of the CIS is to show how, who, and when the LPA will seek the views of its stakeholders including its communities, as the LDP progresses. The CIS is written to maximise collaboration between the Council and its stakeholders, in doing so it will discharge its duty under the Well-being of Future Generations (Wales) Act.

1.2.3. A glossary of terms can be found at Appendix 6.

1.3. Stages in the Preparation of the Delivery Agreement

1.3.1. The preparation of the Delivery Agreement requires a number of steps that are set out below, along with the timescales:

- Preparation of the Delivery Agreement document including the timetable and the Community Involvement Scheme. (August/November 2019, amended June 2020).
- Political reporting to Cabinet to seek approval of and to consult on the DA (October 2019, amended TBC).
- Targeted consultation of the DA (October/November 2019) and informal consultation on the update June/July 2020.
- Amendments to the DA post consultation and preparation of the final document. (November 2019).
- Political reporting of the DA and approval by resolution of the Council (November 2019- amended TBC).
- Submission of the DA to the Welsh Government for approval (May 2020) (August 2020)
- Publication of the approved DA and making the document available for public inspection and official start of the LDP process (June 2020) (September 2020)
- Review the DA on a regular basis.

1.4. Preparation of a Revised LDP

1.4.1. In preparation of the Revised LDP, the Council will aim to achieve the following key outcomes objectives;

- Support sustainable development and quality places based around the National Sustainable Placemaking Outcomes, aligned with national policy (set out in PPW) integrated with an SA/SEA/HRA, including Welsh language and the requirements of the WBFGA 2015.

- Be based on and underpinned by early, effective and meaningful community involvement in order to understand and consider a wide range of views, with the aim of building a broad consensus on the spatial strategy, policies and proposals.
- Be based on a robust understanding of the role and function of an area(s) including the functional linkages to areas beyond administrative boundaries.
- Be distinctive by having plans setting out clearly how their area will develop and change, giving certainty for communities, developers and business.
- Be resilient to climate change (using the latest UK Climate Projections, flood risk and vulnerability assessment data) and support the transition to a low carbon society in line with the latest carbon reduction targets and budgets as set out in the Environment (Wales) Act (Part 2). The principles of Placemaking, the Sustainable Transport Hierarchy and the Energy Hierarchy as set out in PPW must be adhered to.
- Ensure the sustainable management of natural resources in accordance with the Environment (Wales) Act 2016 and other relevant legislation.
- Deliver what is intended through deliverable and viable plans, taking into account necessary infrastructure requirements, financial viability and other market factors
- Be proactive and responsive with plans, kept up-to-date and flexible to accommodate change.

(Welsh Government Development Plans Manual Edition 3 March 2020)

- ~~Facilitating Sustainable Development by preparing and monitoring the LDP through a process that **integrates Sustainability Appraisal**, (incorporating Strategic Environmental Assessment requirements, and referred to as SA/SEA), **with plan making**.~~
- ~~Basing LDP production on early and effective **community involvement**, to consider a wide range of views, with the aim of building a broad consensus on the strategy and policies for LDPs.~~
- ~~Ensuring **policy integration** by producing LDPs that are internally consistent and integrated with other main policies and strategies at national, regional and local level (without unnecessary repetition).~~
- ~~Delivering a **fast and responsive approach** to plan-making, with published timetables for preparation, fewer iterations of the plan before adoption, and~~

~~regular strategic monitoring and review to enable plans to better reflect the changing circumstances in contemporary Wales.~~

- ~~• Making plans that are **strategic, concise and distinctive** in setting out how an area will develop and change, based on a robust understanding of relationships between places, including across administrative boundaries, and that are drivers for change.~~
- ~~• Delivery of **sustainable development**, taking account of infrastructure requirements, availability of resources, viability and market factors.~~

~~(Welsh Government, LDP Manual (Ed. 2), 2015, p12)~~

- 1.4.2. Preparation of the Revised LDP will include consideration of a host of guidance, policy and legislation emanating from the European, national, regional and local level. The Revised LDP will also be guided by the aims and objectives set forth in the Cwm Taf Well-being Plan 2018-2023 entitled *Our Cwm Taf*. These are centred around having *thriving communities, healthy people* and a *strong economy*, with the cross cutting objective of *tackling loneliness and isolation*. The revised plan will also be influenced by the cultural, economic, environmental and social well-being goals and objectives within *Our Cwm Taf*, where they relate to land-use planning.

1.5. Sustainability Appraisal incorporating Strategic Environmental Assessment (SA/SEA)

- 1.5.1. The Planning and Compulsory Purchase Act 2004 (s.62) requires the LPA to undertake a Sustainability Appraisal (SA) of its Revised LDP and report the findings as an integral part of the plan-making process. Policies in the plan are required to address those aspects of sustainable development that can be addressed through the land-use planning system. Consideration of social, economic and cultural implications should be fully considered.
- 1.5.2. In addition to this, Local Authorities are required to comply with European Union Directive 2001/42/EC and the Environmental Assessments of Plans and Programmes (Wales) Regulation, which require the formal Strategic Environmental Assessment (SEA) of the LDP. The scope of the SEA is limited to environmental effects.
- 1.5.3. Both first generation and Revised LDPs have to be subject to an SEA. It is considered by the Welsh Government that an appropriate way of undertaking the Strategic Environmental Assessment (SEA) is to incorporate it into the SA. The SA incorporating SEA is a statutory requirement in the preparation of a Revised LDP, to fully assess the social, environmental and economic implications of the Plan's strategy and associated policies. The process ensures that LDP policies reflect the principles of sustainable development, whilst taking full account of any significant effects of the Plan on the environment.

- 1.5.4. The SA process should be fully integrated into the LDP process and reflected in the timetable alongside each stage of the plan preparation process. There are elements of the SA/SEA process, which requires that specific work is undertaken and this needs to be clearly identifiable within the process. These will be reflected in the timetable and engagement plan.
- 1.5.5. There are 5 main stages in the SA/SEA process. These are set out below:
- Stage A – Scoping. This establishes the baseline evidence and sets the context and objectives.
 - Stage B – Appraisal of Alternatives. Developing and refining options and assessing effects.
 - ~~Stage C – Reporting. Preparing the SA Report.~~ Assessment of the Deposit Plan and preparation of SA Report
 - Stage D – Consulting. Consulting on the preferred option of the development plan and the findings of the SA Report. Examination and Adoption
 - Stage E – Monitoring. Monitoring the significant effects of implementing the development plan.

~~(Welsh Government, LDP Manual (Ed.2), 2015)~~ (Welsh Government Development Plans Manual Edition 3 March 2020)

1.6. Habitats Regulations Assessment (HRA)

- 1.6.1. A Habitats Regulation Assessment is a legal requirement under the Conservation of Habitats and Species Regulations 2017 (the ‘Habitats Regulations’). The Local Authority must undertake a Habitats Regulation Assessment (HRA) in order to assess if the policies and proposals in the LDP will have any significant effect on the integrity of European designated sites.
- 1.6.2. The HRA will not be integrated with the SA due to different legislative requirements. Engagement and consultation with Natural Resources Wales (NRW) will be undertaken throughout the HRA process.

1.7. Evidence Base

- 1.7.1. With the production of a Revised LDP, there will be a corresponding need to update or renew a number of studies/documents contained within the current LDP evidence base, which underpins the plan. In line with previous AMRs, all contextual, policy and legislative changes that have occurred since the adoption of the LDP will also need to be given due consideration, as part of the evidence base updates. The list below illustrates those evidence base documents that are likely to be required, as part of the LDP full revisions process:
- Population Data and Housing Forecasts
 - Local Housing Market Assessment (LHMA)

- Gypsy and Traveller Accommodation Needs Assessment
- Urban Capacity Study
- Settlement Boundary Review
- Sustainable Settlement Hierarchy
- Employment Land Review
- Retail Study Update
- Green Infrastructure Assessment
- Assessment of Environmental Constraints
- Public Open Space Assessment
- Renewable Energy Assessment
- Transport Assessment
- Landscape

1.7.2. The list is not definitive nor exhaustive, as the need for additional evidence may present itself throughout the plan-making process.

1.7.3. Given that a number of local authorities within South East Wales are currently progressing Revised plans, the Council will endeavour to explore possibilities for the joint commissioning of evidence base documents.

1.8. The Well-being of Future Generations (Wales) Act

1.8.1. The Well-being of Future Generations (Wales) Act received Royal Assent in April 2015. The Act requires public bodies to think about the long-term impact of their decisions, to work more effectively with people, communities and each other, and to prevent persistent problems such as poverty, health inequalities and climate change. The Act sets seven well-being goals, which it requires that public bodies achieve. These are:

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

1.8.2. It must be demonstrated that the LDP contributes to all of these goals, with the production of the SA alongside the plan providing an understanding of how this contribution can be maximised.

1.8.3. The Act also identifies 5 ways of working, which the LPA is required to demonstrate, these are 'long-term', 'involvement', 'integration', 'prevention' and 'collaboration'.

1.8.4. As a requirement of the Act, a Local Well-being Plan must also be produced; Rhondda Cynon Taf has the Cwm Taf Well-being Plan, 2018-2023, which has been summarised above.

- 1.8.5. Both the WBFGA and the Local Well-being Plan will be given full consideration through the plan preparation process, including when undertaking engagement.

1.9. Tests of Soundness

- 1.9.1. The Planning and Compulsory Purchase Act 2004 requires that a LDP is subject to an independent examination, to ensure that the Plan is 'sound'. The Revised LDP will be submitted to the Welsh Government, who will appoint an independent Inspector to examine the Plan. The Inspector will determine whether the Plan has been produced in accordance with the legal and regulatory requirements and whether it conforms to the Community Involvement Scheme.
- 1.9.2. The Inspector will further assess whether the Plan meets the preparation requirements and the three soundness tests, which are:
- Does the plan fit? – Is it consistent with all other plans?
 - Is the plan appropriate? – Does the plan address the issues of the area?
 - Will the plan deliver? – Will the plan be effective?
- 1.9.3. There is a fundamental need for a strong evidence base and consultation process. It is also essential to demonstrate the rationale behind the Plan's policies and to assess the outcomes. The conclusions drawn by the Inspector in the final report will be binding on the LPA. Unless the Welsh Government intervene, the LPA must accept the changes and accordingly seek to adopt the Revised Plan at full Council.

2. THE TIMETABLE

2.1. Introduction

- 2.1.1. The Timetable is a crucial element of plan preparation. It ensures that the plan is produced efficiently and in a structured way. Timeliness is even more crucial during a full revision of the LDP, as the Local Development Plan Manual now sets out that the Welsh Government expect the delivery of a Revised LDP to take no longer than 3.5 years (3.75 incorporating slippage) from commencement to adoption.
- 2.1.2. There are two stages to the timetable, those that are definitive and those that are indicative. Definitive stages are those up to and including the statutory deposit period. These stages of the process are under the direct control of the Council and therefore the timetable is as realistic as possible. This part of the timetable is firmer as the project management of the process can be monitored and controlled more carefully. Every effort will be made to avoid deviations from the approved timetable during these stages. Where deviations are necessary, often due to factors outside of the control of the LPA, a period of slippage is built into the process and the LPA needs to seek permission from Welsh Government to invoke this period.
- 2.1.3. Indicative stages are the stages beyond the statutory deposit period. The Council has less control over the later stages of the process, as they are dependent on many factors such as the number of representations that need to be handled and the availability of the Planning Inspectorate. The indicative stages of the timetable will be subject to review as the LDP progresses, and the Council will endeavour to liaise with the Planning Inspectorate, informing them about the progress of the plan as it moves forward.

Table 1 – Key Stages in the preparation of a Revised LDP

| Key Stage | Timescale |
|---|---|
| Definitive | |
| Delivery Agreement | August 2019 – Submission to Welsh Government May 2020 |
| Commence Pre-deposit Preparation | June 2020 |
| Preferred Strategy (Pre-Deposit) Consultation | August/September 2021 |
| Deposit LDP Consultation | July /August 2022 |
| Indicative | |
| Submit Revised LDP to the Welsh Government | January 2023 |
| Independent Examination | May/ June 2023 |
| Adoption | December 2023 |

| Key Stage | Timescale |
|---|--|
| Definitive | |
| Delivery Agreement | Submission to Welsh Government - August 2020 |
| Commence Pre-deposit Preparation | September 2020 |
| Preferred Strategy (Pre-Deposit) Consultation | November/December 2021 |
| Deposit LDP Consultation | October /November 2022 |
| Indicative | |
| Submit Revised LDP to the Welsh Government | April 2023 |
| Independent Examination | August / September 2023 |
| Adoption | March 2024 |

Further details on the projected timescales for plan preparation are set out in **Table 2**.

2.2. Management of the LDP Process

- 2.2.1. The Director of Prosperity and Development will hold overall responsibility for the delivery of the LDP. On a day-to-day basis, the Development Services Manager (Planning Policy) will be responsible for the management of the process. Under the Development Services Manager, the Planning Policy Team will be responsible for the preparation and production of the Revised LDP, with Member engagement and reporting at the relevant stages.

Resources

- 2.2.2. The Council recognises the importance of ensuring sufficient resources are available in order to efficiently and expediently deliver the LDP. The Planning Policy Team, which is responsible for the production and delivery of the LDP, consists of:

Current LDP Team – (July 2020)

- Development Services Manager (Planning Policy) (Grade 15) x1
- Planning Policy Team Leader (Grade 13) x1
- Senior Planning Policy Officer (Grade 11) x **2** ~~1.6—0.6 Vacant~~
- Planning Policy Officer (Grade 10) x1
- **Technical Planning Officer (Grade 7) x 1**
- ~~Planning Assistant (Grade 8) x1—Vacant~~

- 2.2.3. Since the preparation of the current LDP the team has been reduced by 2 technical posts and a Senior Planner post that was downgraded. **It should be noted that since the original Council approval of the Delivery Agreement in November 2019, a second Senior Planning Policy Officer and a Technical Planning Officer have been appointed. Accordingly, it remains the additional Planning Officer, Grade 10, is still**

required. Considering this, along with the reduced timescales in which the plan needs to be prepared and likely contribution to the Regional Strategic Development Plan (SDP), the following (amended) team structure is proposed:

- Development Services Manager (Planning Policy) (Grade 15) x1
- Planning Policy Team Leader (Grade 13) x1
- Senior Planning Policy Officer (Grade 11) x 2
- Planning Policy Officer (Grade 10) x 2
- Technical Planning Officer (Grade 7) x 1

2.2.4. This staffing requirement to deliver the LDP will result in an increase in staffing budget of £39,233 per annum.

2.2.5. As well as the LDP team, officers and expertise will be drawn from various departments within the Council, throughout the LDP process. This is likely to include support from Development Management, Countryside, Highways, Housing, Regeneration, Education, Public Health, Legal and Democratic Services, ICT and Welsh Translation.

2.2.6. The LPA will also enlist professional expertise for specialist services required in the production of a robust evidence base, to support plan preparation. Whilst Council officers will endeavour to produce as much evidence as possible in-house, it will nonetheless be necessary to engage external consultants to compile those highly specialist and technical studies, required in the plan-making process. Where possible opportunities for joint commissioning of evidence base work will be explored.

2.2.7. The Delivery Agreement has been compiled on the premise of solely preparing a Revised LDP for Rhondda Cynon Taf. The Council are however also committed to regional working, through the preparation of the Strategic Development Plan.

2.3. LDP Budget

2.3.1. An estimated budget of £600,000 will be required for the production and implementation of the plan. It is considered that a sufficient budget is achievable to enable the production of the plan, in line with the Delivery Agreement timetable.

| Stage | Estimated Cost |
|----------------------------|---------------------------------|
| Delivery Agreement | Existing staffing and resources |
| Pre-deposit | £250,000 |
| Deposit | £100,000 |
| Submission and Examination | £200,000 |

| | |
|--------------------------------|-----------------|
| Adoption and Annual Monitoring | £50,000 |
| Total | £600,000 |

| Revised LDP Budget Requirements (Non Staffing) | |
|---|--|
| Evidence Base Requirements | |
| Sustainability Appraisal / Strategic Environment Assessment Habitats Regulations Assessments | £70,000 plus Internal Staff Resources (Internal) |
| Housing Needs Assessment/ Local Housing Market Assessment | Internal + Consultants/Software £20,000 |
| Population and Dwelling Projection Report | Internal + Consultants/Software £20,000 |
| Urban Capacity Study | Internal |
| Candidate Sites Assessment | Internal |
| Employment Land Review | Internal + £25,000 Consultants |
| Retail Assessment | Internal + £25,000 Consultants |
| Infrastructure/Transport Needs Study | Internal + £25,000 Consultants |
| Urban Capacity Study | Internal |
| Candidate Sites Assessment | Internal |
| Leisure Study | Internal |
| Renewable Energy Study | Internal + £25,000 Consultants |
| Ecological Sites Identification | Internal |
| Greenspace Assessment | Internal |
| Green Wedge Assessment | Internal |
| Minerals Assessment | Internal |
| Waste Assessment | Internal |
| Open Space Assessment | Internal |
| Gypsy and Traveller Accommodation Assessment | Internal |
| Flooding – Strategic | Internal + £30,000 |
| Landscape | Dependent on need |
| Viability Assessments | Internal + £70,000 Consultants/Software |
| Total Evidence Base | £310,000 |
| Other Costs | |
| LDP Database | £20,000 Purchase of software |
| Formal Mapping | Internal + £10,000 Consultants (ongoing) |
| Consultation material and events | Internal + £10,000 costs |
| Examination (Planning Inspectorate & Programme Officer) | £200,000 |

| | |
|--|-----------------|
| Adoption, publication and ongoing Annual Monitoring | £50,000 |
| Total Other | £290,000 |
| | |
| Overall Total, (Non Staffing) Budget Requirement: | £600,000 |

- 2.3.2. The accrued, unspent LDP budget over recent years gives us a total pot of £434,000. The continuation of the annual budget of £68,000 per annum throughout the plan preparation period would then meet this need. It also allows scope for small shortfalls in estimated costs, unseen costs that may arise during the long production period of the Plan, and to meet a few ongoing commitments.

2.4. Risk Assessment and Management

- 2.4.1. The Council considers that its timetable is realistic and deliverable however the timescales involved, set by Welsh Government, are challenging, this is along with the further challenges brought by the Covid 19 pandemic. There is inevitably some element of risk that cannot be foreseen, which could witness the plan deviate from the timetable, as proposed. More detail relating to risk and potential mitigation is outlined at Appendix 3.

3. COMMUNITY INVOLVEMENT SCHEME (CIS)

3.1. Introduction

3.1.1. The Community Involvement Scheme (CIS) specifies how the LPA intends to proactively engage with and involve local communities/stakeholders in plan preparation, as part of the Revised LDP. The CIS provides information to interested parties on how the Council intends to consult with interested parties and provides information and certainty on when and how people can have their say throughout the LDP process.

3.1.2. Rhondda Cynon Taf firmly believes that community and stakeholder engagement in the plan-making process is fundamental to the success of the Revised LDP. Community involvement will be the cornerstone in addressing any contentious issues that arise as part of the process, in addition to assisting with mediation. Such engagement will also serve to highlight the shared goals and aspirations for the County Borough and expose those areas of common ground upon which consensus can be built.

3.1.3. The Development Plans Manual Edition 3 states that when preparing the CIS LPAs should:

- Create the conditions for early involvement and feedback at a stage when people can shape and influence the plan, based on the 5 ways of working, as set out in the WBFGA 2015
- Encourage the commitment from all participants to an open and honest debate on realistic development alternatives in search of broad consensus
- Recognise the need to adopt approaches/techniques for involving all elements of the community (age groups, local community action groups, hard to reach groups and protected characteristic groups) including business, which seeks to involve those not normally involved
- A one size fits all approach will not be appropriate

3.1.4 The LPA has prepared the Community Involvement Scheme during the Covid 19 Pandemic. The Council will adhere to the latest Government guidelines and Regulations in terms of its consultation methods such as social distancing rules. The LPA will endeavour to engage the community in innovative ways and will keep the methods under review as the plan preparation is undertaken.

3.1.4. The LDP Manual, Edition 2, states that the Key Principles that underpin community engagement in the LDP process are:

- ~~Creating conditions for early involvement and feedback at a stage when people can recognise a chance to influence the plan;~~
- ~~Encouraging the commitment of all participants to an open and honest debate on realistic development alternatives in the search for consensus ; and~~
- ~~Recognising the need to adopt approaches for engaging the community, including business, which seeks to involve those not normally involved.~~

The CIS has been written with regard to achieving these principles.

3.2. Lessons Learnt from the Previous Plan

- 3.2.1. During the preparation of the current LDP, various methods were employed to engage all interested parties. Such methods included the provision of clearly written information, as well as the opportunity to discuss issues, in person, with Council officers. It is considered that the previous methods of consultation were successful and did engage a wide range of individuals and organisations. This is evidenced by the amount of correspondence that the Council received during the process.
- 3.2.2. Since the original CIS however there have been numerous changes, which may make the consultation and engagement process even more effective.
- 3.2.3. The biggest change since the consultations on the previous plan, is the introduction of the Well Being of Future Generation (Wales) Act and the Cwm Taf Well-being Plan. Therefore the consultation approaches and methods used in the production of the new plan will be in conformity with these documents.
- 3.2.4. Social media has grown exponentially since the previous plan **along with the Council's online presence generally**, and the Council will investigate all opportunities for the use of this platform during the LDP process.
- 3.2.5. The Council further recognises the importance of obtaining the views of the younger generation, as such the Council would like to ensure greater engagement in this regard. This has been made easier since the previous plan with the formation of the RCT Youth Forum.
- 3.2.6. **Due to the current situation with Covid 19 some methods of involvement and consultation such as meetings in person and workshops may need greater consideration of how they will be organised, to ensure that Government Covid 19 regulations are met. The Council will explore ways of doing this, and these methods will be reviewed as Government guidance changes. Along with this the use of online methods will be used where appropriate.**

3.3. Principles of Engagement

- 3.3.1. The Council is committed to ensuring meaningful community involvement, therefore the Council will ensure that the principles of engagement will conform to the following standards.
- 3.3.2. Along with the principles of the Well-being Act, the principles of the Cwm Taf Well-being Plan will also be reflected. This document states:
- 3.3.3. Rhondda Cynon Taf Council has endorsed the National Principles for Public Engagement in Wales. The principles and standards have been developed and endorsed by the Welsh Government to make sure that participation happens in consistent and effective ways.

- 1. Engagement is effectively designed to make a difference** - Engagement gives a real chance to influence policy, service design and delivery from an early stage.
- 2. Encourage and enable everyone affected to be involved, if they so choose** - The people affected by an issue or change are included in opportunities to engage, as an individual or as part of a group or community, with their views both respected and valued.
- 3. Engagement is planned and delivered in a timely and appropriate way** - The engagement process is clear, communicated to everyone in a way that is easy to understand within a reasonable timescale, and the most suitable method(s) for those involved is are used.
- 4. Work with relevant partner organisations** - Organisations should communicate with each other and work together wherever possible to ensure that people's time is used effectively and efficiently.
- 5. The information provided will be jargon free, appropriate and understandable** - People are well placed to take part in the engagement process, as they have easy access to relevant information that is tailored to meet their needs
- 6. Make it easier for people to take part** - People can engage easily as any barriers for different groups of people are identified and addressed.
- 7. Enable people to take part effectively** - Engagement processes should try to develop the skills, knowledge and confidence of all participants.
- 8. Engagement is given the right resources and support to be effective** - Appropriate training, guidance and support are provided to enable all participants to effectively engage, including both community participants and staff.
- 9. People are told of the impact of their contribution** - Timely feedback is given to all participants about the views they express and the decisions or

actions taken as a result; methods and forms of feedback should take account of participants' preferences.

10. Learn and share lessons to improve the process of engagement -

People's experience of the process should be monitored and evaluated, to measure its success in engaging people and the effectiveness of that participation. Lessons should be shared and applied in future engagements.

- 3.3.4. The Council is also developing Corporate Consultation Standards, which it will publish later in the year. Consultation during the LDP will be consistent with said standards.

3.4. Who should be Involved?

- 3.4.1. The LPA is committed to engaging with any person or organisation who has an interest in shaping the future of Rhondda Cynon Taf. The LDP, once adopted, will be used to guide development in the County Borough and will be a key decision making tool for the consideration of planning applications. The Council therefore encourages anyone who wishes to express their views, to do so as part of the preparation of the LDP. The Council will endeavour to ensure that the process is transparent, engaging and accessible to all.

- 3.4.2. The legal requirements for community involvement and public participation for the LDP are set out in the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 (as amended 2015). The Council intends to meet and where possible, exceed these requirements. A list of Specific and General Consultation bodies is set out at Appendix 2.

3.5. Equality

- 3.5.1. We aim to treat everyone with dignity and respect, and to operate in an equitable manner. The Council will make every effort to ensure that the plan preparation process is accessible to all. The Council will engage as widely as possible with all sectors of the community to reflect people from a range of backgrounds and identities. Where due to current Covid 19 pandemic restrictions it is not possible to undertake all consultations in person the Council will seek other appropriate methods of engagement to ensure that all members of the community are fully engaged in the process.

3.6. Hard to Reach Groups

- 3.6.1. There are particular sections of the community that the Council wishes to ensure are involved in the LDP process, due to their specific needs and/or the fact that they have traditionally been under represented in the planning process.
- 3.6.2. The Council will make every effort to ensure that hard to reach groups are included in the process. Hard to reach groups include:
- Young people;
 - People with disabilities;

- The elderly;
- Ethnic minorities;
- Gypsies and Travellers;
- People with learning difficulties;
- Homeless people; and
- Ex-offenders.

3.6.3. Clearly, hard to reach groups are by definition hard to reach and it is not always possible to predict which groups will, in fact, prove difficult to consult with. In order to ensure that the community involvement process is as all-inclusive as possible, the Council will monitor and review the statutory consultation periods throughout the process. Where it is clear that groups have not been represented, the Council will seek to invite such groups into the process.

3.6.4. The Council intends to work with its existing partners in the community and develop new partnerships where possible. The preparation of the plan will be closely linked with the work undertaken on the Council's Corporate Plan and Well-being Plan, and where possible, utilise the partnerships that have arisen as a direct result of these plans.

3.7. Welsh Language

3.7.1. The Welsh Language Standards were published by the Welsh Language Commissioner as a set of legally binding requirements that have applied from the 30th March 2016. The principal aim of the Welsh Language Standards is to ensure that Welsh is not treated less favourably than English, thus ensuring greater consistency in Welsh Language services. The Standards therefore allow individuals to access services via the medium of Welsh, English or bilingually. The Council published *Strategaeth Hybu's Gymraeg/Welsh Language Promotion Strategy* in September 2016, which alongside the Standards, will be adhered to at each stage of the plan-making process.

3.8. SA/SEA

3.8.1. Although the SA/SEA approach should be integrated into the LDP preparation process, there are certain areas of work that need to be specifically prepared. Likewise, consultation on the SA/SEA process can be integrated with other LDP consultation periods however there are specific requirements for the involvement of certain consultation bodies.

3.8.2. The SEA Regulations identifies the following bodies that require consultation:

- Authorities with 'environmental responsibility', known as the Consultation Bodies. In Wales these are Natural Resources Wales and CADW (SEA Regulation 14);
- The Public (SEA Regulation 13 (2(b))); and
- Other EU Member States where the plan is likely to have significant effects on the Country.

4. CONSULTATION METHODOLOGY AND TECHNIQUES

4.1. Introduction

- 4.1.1. The LPA will employ a number of consultation methods and techniques in order to facilitate community involvement throughout the plan-making process. All methods utilised have been devised in order to ensure effectual, efficient and wide reaching participation.
- 4.1.2. Whilst a number of different techniques will be used to involve the community as a whole, the Council will ensure the provision of clearly written information in accessible locations and ensure that there is the opportunity to discuss issues ~~on a face-to-face basis~~ with members of staff. Due to the Covid 19 pandemic the Council will, where possible be available in person, subject to regulations set out by the Government such as social distancing. Where this is not possible the Council will seek alternative appropriate methods of engagement such as being available on the telephone and online, to ensure that the community can effectively engage with us in the process.
- 4.1.3. Listed below are some of the techniques that will be used to consult on the stages of the plan.

4.2. STEERING GROUPS

- 4.2.1. The LPA will host a number of discussion groups, focus groups and workshop sessions in a bid to maximise engagement and ensure a community-led approach, as far as possible. The input of other groups and organisations will also be key to the success of the Revised LDP and the same techniques will be employed to secure their input.

4.3. LDP Member Steering Group

- 4.3.1. The Council will establish a Member Steering Group, in order to guide the formulation of the Revised LDP. This will be made up of a number of appropriate members, ~~to be determined at a later date.~~

4.4. LDP Officer Steering Group

- 4.5. In order to ensure that the Revised LDP is sustainable and deliverable, the Council will establish a LDP Officer Steering Group. The Group will consist of Council Officers with responsibility for areas including Planning, Highways, Engineering, Drainage and Flood Management, Biodiversity, Economic Development, Housing, Education and Public Health, although this list is not exhaustive. It is anticipated that a series of sub-groups will be created beneath the umbrella of the Steering Group, to assist in key areas of policy development.

4.6. Developer Forum

- 4.6.1. The LPA will also draw on the knowledge and expertise of those organisations involved in its unique Developer Forum. The Developer Forum was established in 2012, post adoption of the current LDP, to provide innovative solutions to overcoming barriers to housing delivery. Membership of the Forum comprises representatives of volume and local house builders (operating within RCT); the Home Builders Federations; Registered Social Landlords (RSLs) (operating within RCT); National Financial Institutions; the Federation of Master Builders; and Rhondda Cynon Taf County Borough Council. The LPA will work with the Forum to establish any obstacles to development that have previously been encountered and analyse any issues that emerge, to assist in the plan-making process, in relation to the Revised LDP.

4.7. LDP Forums

- 4.7.1. The Council is committed to working in partnership with the community as a whole throughout the plan making process. For this reason, it is proposed to establish LDP Forums to assist in and inform the development plan process. The Forums will play an important role in ensuring that the LDP reflects the development needs and aspirations of Rhondda Cynon Taf.
- 4.7.2. It is anticipated that the role of the Forums will be two-fold. Firstly, they will serve as a mechanism for discussion, which will allow open dialogue to take place between stakeholders on key issues of policy. Secondly, they will act as a control group for the various stakeholders in the development plan process. These Forums will be identified on a focus basis, incorporating further Council Members, Council groups, Specific and General Consultation bodies.

4.8. SA/SEA Working Group

- 4.8.1. The Council will set up a SA/SEA working group to help guide and inform the SA/SEA process.

4.9. Social Media and online presence

- 4.9.1. Social Media presents an opportunity to reach a large number of people in an efficient manner. The Council will use its existing social media platform and other online platforms where appropriate to advertise news and stages of the plan. The use of social media will be in line with the Council's social media policy. The Council however will not accept formal consultation representations made through certain social media platforms which will be made clear on that particular any related social media platform when this restriction applies.

4.10. Website

4.10.1. The Council's website will be one of the main sources of information and utilised for consultation throughout the plan process. It will be updated with information about each stage of the plan-making process, as well as hosting all the documents prepared and contain contact information for the Planning Policy Team. The website will also host consultation stages of the plan and include information such as how to make a representation and provide the relevant forms needed to do so. The website will be kept up to date throughout the plan process.

4.11. Drop-in sessions

4.11.1. The LDP team will endeavour to be as accessible as possible during the LDP process. In order to assist in this, various drop-in sessions will be held during consultation periods of the LDP **where they can accord with up to date Government guidance on Covid 19.** These will be in accessible locations and will include evenings and weekends, in order to enable everyone who wants to engage with the Council to do so.

4.12. Written Information

4.12.1. The Council will produce clearly written information throughout the process, which will be available in both electronic and hard copy. The Council will also translate these documents in line with the Welsh Language Standards. Requests for these documents in different formats should be made to the Council in writing. The Council will endeavour to make the written information as accessible as possible.

4.13. Document Availability (Deposit locations)

4.13.1. During the various stages of plan preparation, electronic documents associated with the LDP full revision process will be available on the Council's website. Electronic representations forms will also be available on the website, at the relevant stages of consultation. Additionally, hard copies of these documents will be available **at main Council offices and libraries; at the time of writing these are** ~~to view at the following locations:~~

- One4All Centre, Sardis House, Sardis Road, Pontypridd, CF37 1DU.
- One4All Centre, Aberdare Library, Green Street, Aberdare, CF44 7AG.
- One4All Centre, Porth Plaza, Pontypridd Road, Porth, CF39 9PG.
- Abercynon Library, Ynysmeurig Road, Abercynon, CF45 4SU.
- Church Village Library, Garth Olwg Community Campus, off St Illtyd's Road, Church Village, Pontypridd, CF38 1RQ.
- Ferndale Library, Yr Hwb, North Road, Ferndale, CF43 4PS.
- Hirwaun Library, High Street, Hirwaun, Aberdare, CF44 9SW.

- Llantrisant Community Library, Llantrisant Leisure Centre, Southgate Park, Llantrisant, CF72 8DJ.
- Mountain Ash Library, Oxford Street, Mountain Ash, CF45 3HD.
- Pontyclun Library, Heol-y-Felin, Pontyclun, CF72 9BE.
- Pontypridd Library, Library Road, Pontypridd, CF37 2DY.
- Rhydyfelin Library, Library Court, Poplar Road, Rhydyfelin, CF37 5LR.
- Tonypandy Library, De Winton Street, Tonypandy, CF40 2QZ.
- Treorchy Library, Station Road, Treorchy, CF62 6NN.
- Mobile Library

The Council will keep these locations up to date on its website.

4.13.2. It should be noted that hard copy documentation will not be distributed as standard during the various stages of consultation. They will instead be available to view at the locations referenced above and on the LDP pages of the Council's website. Should individuals request hard copies; the needs of those individuals will be assessed on a case-by-case basis.

4.14. Direct Contact

4.14.1. Anybody who has an interest in Rhondda Cynon Taf and the LDP can and should be involved in the LDP process. The Council will host a consultation database, which will hold the contact details of any individual or organisation who wishes to be kept informed of the plan process. During the various stages of the process, the Council will make direct contact with individuals and organisations via email or letter. The Council will endeavour to reduce the amount of paper used during the LDP process and therefore will, where possible, require an email address from participants. It is however understood that not everyone has an email address and therefore these individuals will be written to via post.

4.15. Availability of the LDP Team

4.15.1. The LDP team will endeavour to be as accessible as possible throughout the LDP process. The team are currently based in Sardis House in Pontypridd. The team also has a direct email address and telephone number. The team can be contacted during office hours, which are between 9.00am-5.00pm Monday to Friday (excluding bank holidays).

4.15.2. The Council will also endeavour to meet with community groups and/or residents as appropriate and where possible.

4.15.3. Contact details for the team are included at Appendix 1.

4.15.4. Set out above are the main consultation and engagement techniques that will be employed by the Council during the plan-making process. There will however inevitably be opportunities that arise during the LDP process to engage further with

the public, especially as Covid 19 restrictions are gradually lifted. The Council will explore any opportunity to do so, such as attending other Council events. Any additional engagement by the Council will be advertised at the deposit locations and on the Council's website.

4.16. Interacting with the Council/Expectations of Consultees

- 4.16.1. For comments and/or representations to be made on the Revised LDP, it is essential that they are submitted during the specified timescales, to allow the LPA to give them due consideration. The timetable of relevant stages is set out earlier in the Delivery Agreement, which provides a guideline with regard to when involvement is sought. This will allow all views expressed to be considered and ultimately inform the plan-making process, where appropriate.

4.17. Representation forms

- 4.17.1. A standard representation form will be made available by the Council during consultation periods. The completion of key sections of this will be required to make a valid representation.
- 4.17.2. Should any personal details change from the point of initial contact, it is advisable to inform the LPA to ensure that you continue to remain informed of the Plan's progress. Additionally, the Council acknowledges that a change in land ownership details of Candidate Sites could occur during the process. Consequently, it is imperative that any such changes are communicated to the LPA, as a matter of urgency.

4.18. Consensus Building

- 4.18.1. The LPA will ensure that consensus is built via the engagement and consultation techniques referenced in the Community Involvement Scheme. In order to build a consensus, it is essential that stakeholders and all other interested parties are kept fully informed and engaged throughout the full revision procedure. This will be of particular importance at the outset of the process. It is however acknowledged that on occasion, consensus will not be achievable and a difference of opinion between various parties will prevail. As such, a clearly defined audit trail of decisions will be maintained, thus ensuring transparency in the decision making process.

4.19. Handling of Representations and Other Data

- 4.19.1. Representations which are received in the prescribed timescales will be handled in the following manner:
- Representation logged and given a representation number;
 - Confirmation sent to representor in receipt of the representation;
 - Representation and details of representor logged;
 - All valid representations considered and responses formulated; and

- Local Authority's responses to representations recorded and published in accordance with the Regulations.

4.20. Data Protection

4.20.1. All personal information and data will be handled in line with the agreed Prosperity and Development Departments data protection and privacy policies.

4.21. Late Representations

4.21.1. For representations to be considered, the consultation responses for the specific stage will be required within a precise period. Late comments/representations will not be logged as valid if they fail to comply with the published timescales.

4.21.2. There may be extenuating circumstances in which a representation is submitted late, it will however be at the discretion of the LPA with regard to whether such comments/representations are accepted. The LPA faces a challenging timetable in the production of a revised plan; therefore, late representations have the potential to cause further and unnecessary delays, which would not be acceptable.

4.22. Monitoring and Review of the Delivery Agreement

4.22.1. It is proposed to monitor and review the effectiveness of the Delivery Agreement at each stage of the Local Development Plan preparation process. This will establish whether the LPA is meeting its objectives in terms of public engagement in the process, and whether or not the timescales, as indicated, are being met. **This will be of particular importance during this time due to Covid 19 restrictions and the evolving nature of the situation.** The timetable allows for marginal flexibility, although amendments to the Delivery Agreement will require the approval of Welsh Government. There are other circumstances, beyond the control of the LPA, in which the Delivery Agreement may require amendment during the preparation of the Revised LDP. These are:

- If the LDP process falls significantly behind schedule, i.e. 3 months or more;
- If any significant changes are required to the Community Involvement Scheme;
- Following the publication of any relevant new regulations/guidance from the EU/UK/Welsh Government, with a direct bearing on the plan preparation process (excluding draft documents);
- If there are any major changes of circumstance that materially affect the assumptions, evidence, policies or proposals contained within the Plan; and
- If there are any significant changes in the resources, which are available to undertake the plan preparation.
- **If there are further restrictions such as a new lockdown due to Covid 19.**

- 4.22.2. An updated timetable will be submitted to the Welsh Government, following the Deposit stage. This will provide the opportunity to specify a refined timescale for the 'indicative' stages of the timetable, once further details are known.

4.23. Monitoring and Review of the LDP

- 4.23.1. The Council will produce an Annual Monitoring Report (AMR) each year following the date of adoption, which will assess how effectively the policies and proposals of the plan are performing and highlight any need for modifications. The monitoring report will also include references to new or updated National Planning Guidance and any other relevant information. Once produced, the monitoring report will be made available to the public to view on the Council's website.
- 4.23.2. Following the adoption of the LDP, it is intended that the plan will be reviewed on a four-yearly cycle. A review of the SA/SEA baseline information and trends will also take place and feed into the revision.

4.24. Supplementary Planning Guidance

- 4.24.1. The Revised LDP will contain sufficient policies and proposals to provide the basis for determining planning applications. The selective use of SPG will be utilised as a means of setting out more detailed thematic policies or site-specific guidance on the way in which the LDP policies will be applied. SPG does not form part of the development plan but will be derived from policies contained within the plan, thus ensuring consistency in the policies/proposals that it supplements.
- 4.24.2. Following the adoption of RCT's current LDP, a number of SPG were produced to provide support to existing LDP policy. These were:
- Design and Place-making (March 2011)
 - Design and Place-making: Access, Circulation and Parking (March 2011)
 - The Historic Environment (March 2011)
 - Design in Town Centres (March 2011)
 - A Design Guide for Householder Development (March 2011)
 - Affordable Housing (March 2011)
 - Nature Conservation (March 2011)
 - Planning Obligations (March 2011)
 - Planning Obligations (Revised) (December 2014)
 - Shopfront Design (October 2014)
 - Development of Flats (June 2015)
 - Employment Skills (June 2015)
 - Houses in Multiple Occupation (HMOs) (May 2018)
- 4.24.3. A review of all the existing SPG documents, including ones prepared more recently, will form part of the LDP full revision procedure, with amendment or revised likely in most instances.

- 4.24.4. The Council will use SPG to cover detailed and numerical guidelines where it is considered that they may change during the lifetime of the plan. This will ensure that the LDP does not become outdated in the short term and will assist with the flexibility of the plan. Where SPG will aid the understanding of the LDP, it will be prepared and consulted on in parallel. It will not however be possible to prepare all SPG in parallel and in these circumstances, SPG will be subject to a separate formal process of consultation and adoption. A report of public consultation will be prepared in respect of each SPG document.
- 4.24.5. SPG cannot be formally adopted until after the Inspector's binding report has been received and it is clear that there will be no change in the policy approach.

5. TIMETABLE AND PROPOSED METHODS OF ENGAGEMENT

The information below provides a detailed breakdown of the plan making process, up to and including the submission of the LDP to the Planning Inspectorate for examination. It seeks to explain the purpose of the stage, who will be engaged and the Council's expectations of consultees. The subsequent stages in the process are not directly in the control of the Council and therefore may be subject to change.

TABLE 2

| Pre-Deposit Participation (Regulation 14 & 16) | | | | | |
|--|------------------------------|------------------------------|---|---|--------------------------|
| Stage in the LDP Preparation Process | Timescale | Who will be Involved | Methods of Engagement | Likely Outcomes & Reporting Mechanism | Resources |
| Preparation of detailed background papers of LDP topics | June 2020- July 2021 | RCT Steering Groups | Workshops | Preparation of formal evidence base documents | LDP Planning Policy Team |
| Review evidence base | September 2020- October 2021 | Specific Consultation Bodies | Direct Correspondence via email/letter | Pre-deposit proposals and papers approved by Council and approval for public consultation | Officer Steering Group |
| Preparation of an Integrated Sustainability Appraisal (ISA) Scoping Report – this report will encompass: Strategic Environmental Assessment (SEA) as well as the Wellbeing of future Generations Act, a Welsh language impact assessment, an Equalities Impact Assessment, a health impact assessment and the Environment Act? | | General Consultation Bodies | Online presence such as through the internet, social media platforms and video sharing. | | Member Steering Group |
| Preparation of Issues, Objectives, Vision and Aims | | General Public | | | Consultants |
| | | | | | ICT |
| | | | | | Translation |

| Pre-Deposit Participation (Regulation 14 & 16) | | | | | |
|---|--|--|--|---|---|
| Stage in the LDP Preparation Process | Timescale | Who will be Involved | Methods of Engagement | Likely Outcomes & Reporting Mechanism | Resources |
| Preparation of strategy options and assessment of alternatives (Incorporating ISA requirements) Preparation of Spatial Strategy and Preferred Options document Preparation of the initial ISA Report Habitats Regulation Assessment preparation. | | | | | |
| Call for Candidate Sites | July 2020 – November 2020 October 2020- March 2021 | RCT Steering Groups Specific Consultation Bodies General Consultation Bodies Other consultees | Information made available on the Council's Website with Press Release Corporate Facebook and Twitter Accounts and other appropriate social media platforms. | Preparation of a Candidate Sites Register | LDP Planning Policy Team ICT Marketing and press Translation |

| Pre-Deposit Participation (Regulation 14 & 16) | | | | | |
|--|---------------------------------------|--|---|---|---|
| Stage in the LDP Preparation Process | Timescale | Who will be Involved | Methods of Engagement | Likely Outcomes & Reporting Mechanism | Resources |
| | | Public Landowners Any other interested party wishing to submit land to the process. | Direct correspondence via email and letter | | |
| Integrated SA/SEA | | | | | |
| 5 week Statutory consultation on ISA Scoping report | July 2020 November 2020 | Statutory Consultation Bodies SA/SEA working group | Direct correspondence via email/ letter Workshop/meeting | Consideration of representations on Draft SA/SEA Scoping Report. Preparation of formal evidence base documents. | LDP Planning Policy Team Consultation Bodies (SA/SEA Working Group) SA/SEA consultants. |

| Pre-Deposit Participation (Regulation 14 & 16) | | | | | |
|--|-----------|----------------------|-----------------------|---------------------------------------|-----------|
| Stage in the LDP Preparation Process | Timescale | Who will be Involved | Methods of Engagement | Likely Outcomes & Reporting Mechanism | Resources |
| | | | | | |

| Pre-Deposit Public Consultation (Regulation 15 & 16) | | | | | |
|---|--|---|---|--|--|
| Stage in the LDP Preparation Process | Timescale | Who will be Involved | Methods of Engagement | Likely Outcomes & Reporting Mechanism | Resources |
| Consultation on Pre-deposit Proposals and supporting documents including Preferred Strategy and the Candidate Sites Register | August 2021 November 2021 (for 6 weeks) | RCT LDP Steering Groups Specific consultation bodies, General consultation bodies, Other consultation bodies SA/SEA Consultation bodies Any other interested party/ general public. | Direct Correspondence via email and letter Documents placed on the Councils website Online presence such as through the internet, social media platforms and video sharing. Copies of all relevant documents placed in deposit locations Drop in sessions/exhibitions/meeting as necessary Documents sent to Specific and General consultation bodies Hard copies of the documents placed in main Council offices and libraries (deposit locations) | Preparation of formal evidence base documents Analyse and record representations received Details of responses received to be incorporated into a report of consultation (initial consultation report) Confirm/Amend Preferred Strategy. Approval of Pre-deposit proposals for Deposit consultation. | LDP Planning Policy Team Elected Members ICT Translation team Events team Printing costs Marketing costs |

| Pre-Deposit Public Consultation (Regulation 15 & 16) | | | | | |
|--|------------------------------|----------------------|-----------------------|---|---|
| Stage in the LDP Preparation Process | Timescale | Who will be Involved | Methods of Engagement | Likely Outcomes & Reporting Mechanism | Resources |
| | | | Social media posts | | |
| 6 week consultation on the initial ISA Report | August 2021 November 2021 | As above | As above | Analyse and record representations received Details of responses received to be incorporated into a report of consultation Amend/update SA as necessary | SA/SEA working group Consultants And as above |

| Statutory Deposit of Proposals (Regulation 17, 18 and 19) | | | | | |
|---|--|---|---|--|--|
| Stage in the LDP Preparation Process | Timescale | Who will be Involved | Methods of Engagement | Likely Outcomes & Reporting Mechanism | Likely Resources |
| Following 10 months preparation of the Deposit Draft LDP; Statutory consultation of the Deposit Draft LDP and supporting documents. | July 2022 October 2022 (for 6 weeks) | RCT Steering Groups Specific consultation bodies, General consultation bodies, Other consultation bodies SA/SEA Consultation bodies Any other interested party including general public. | Direct correspondence via email and letter Documents made available at deposit locations All relevant documents published on the Councils Website with press release. Online presence such as through the internet, social media platforms and video sharing. Documents sent to Specific and General | Details of responses incorporated into a Report of Consultation. Copies of representations placed in deposit locations and on website | LDP Planning Policy team Internal consultees ICT Marketing and events Printing costs |

| Statutory Deposit of Proposals (Regulation 17, 18 and 19) | | | | | |
|---|-------------------------------|----------------------|---|---------------------------------------|------------------|
| Stage in the LDP Preparation Process | Timescale | Who will be Involved | Methods of Engagement | Likely Outcomes & Reporting Mechanism | Likely Resources |
| | | | consultation bodies Corporate Facebook and twitter Drop in sessions/ exhibitions/ meetings as necessary Site notices for site specific allocations | | |
| Statutory Consultation on the Deposit stage ISA report and the HRA. | July 2022 October 2022 | As above | As above | As above | As above |

| Submission of LDP for Examination (Regulation 18,19,22) | | | | | |
|---|---|---|---|---|---|
| Stage in the LDP Preparation Process | Timescale | Who will be Involved | Methods of Engagement | Likely Outcomes & Reporting Mechanism | Resources |
| <p>Consider representations received and update consultation report</p> <p>Update the ISA if necessary</p> <p>Notify all relevant parties of submission</p> <p>Submit the Deposit Draft LDP, ISA and HRA and other relevant documents to Welsh Government</p> | <p>Indicative date: January 2023</p> <p>April 2023</p> <p>(Actual dates to be agreed with PINS)</p> | <p>Welsh Government</p> <p>Planning Inspectorate Wales</p> <p>RCT Steering Groups</p> <p>Specific consultation bodies</p> <p>General consultation bodies</p> <p>Other consultation bodies</p> <p>SA Consultation Bodies</p> <p>Those persons who have requested notification when the LDP is submitted</p> <p>Any other interested party.</p> | <p>Direct correspondence via email and letter</p> <p>Information/ statement provided on the Council's website of submission along with relevant documents</p> <p>Hard copies of relevant documents available at deposit locations</p> | <p>Updated Consultation report</p> <p>Updated SA if necessary</p> <p>Report of Consultation reported to Council on Deposit plan and any focussed changes sought</p> <p>Submission of Deposit LDP and supporting documents to Welsh Government</p> | <p>LDP Planning Policy Team</p> <p>Printing costs</p> |

| Independent Examination (Regulation 23) | | | | | |
|--|--|--|---|---------------------------------------|--|
| Stage in the LDP Preparation Process | Timescale | Who will be Involved | Methods of Engagement | Likely Outcomes & Reporting Mechanism | Resources |
| Notification of independent examination in line with regulation 23 | Indicative date: March 2023 June 2023 (at least 6 weeks prior to the start of the Examination) (Actual to be agreed with PINS) | RCT Steering Groups Specific consultation bodies General consultation bodies Other consultation bodies Those persons who have made valid representations Planning Inspectorate Programme Officer Any other interested parties | Formal notification given by direct correspondence and information provided on the Council's website Notification of those who have made a valid representation | N/A | LDP Planning Policy Team Consultants |
| Independent Examination | Indicative date: May 2023 August 2023 (Actual to be agreed by PINS) | All those interested individuals and organisations that have made representations at the Deposit Stage of the Plan | Round Table discussions Formal written and oral submission | Inspectors report | Programme officer Cost of examination |

| Independent Examination (Regulation 23) | | | | | |
|---|-----------|-----------------------|-----------------------|---------------------------------------|----------------------|
| Stage in the LDP Preparation Process | Timescale | Who will be Involved | Methods of Engagement | Likely Outcomes & Reporting Mechanism | Resources |
| | | Planning Inspectorate | | | Administrative costs |

| Receipt of the Inspectors Report (Regulation 24) | | | | | |
|--|---|---|--|--|------------------|
| Stage in the LDP Preparation Process | Timescale | Who will be Involved | Methods of Engagement | Likely Outcomes & Reporting Mechanism | Resources |
| Receipt of Inspectors report | <p>Indicative date: November 2023</p> <p>February 2024</p> <p>(Actual to be agreed with PINS)</p> | <p>Any persons who has asked to be notified.</p> <p>RCT Steering Groups</p> | <p>Inspectors report made available on the Councils website</p> <p>Copies of the report made available in deposit locations</p> <p>Press release</p> <p>Corporate Facebook and twitter</p> | Advise Council of receipt of Inspectors report | Cost of printing |

| Adoption (Regulation 25) | | | | | |
|--|---|---|---|--|------------------------------------|
| Stage in the LDP Preparation Process | Timescale | Who will be Involved | Methods of Engagement | Likely Outcomes & Reporting Mechanism | Resources |
| Formally adopt the LDP as the Development Plan for the County Borough within 8 weeks of receipt of Inspectors Report | December 2023 March 2024 | Those who have asked to be notified Cabinet Council | LDP, adoption statement and the Sustainability Appraisal report to be published on the Council's website Documents available in deposit locations Adoption statement sent to those who have asked to be notified Press release Corporate Facebook and Twitter | Full Council prior to final adoption | Costs of printing Marketing |

| Adoption (Regulation 25) | | | | | |
|---|--|-----------------------------|--|--|-------------------------------------|
| Stage in the LDP Preparation Process | Timescale | Who will be Involved | Methods of Engagement | Likely Outcomes & Reporting Mechanism | Resources |
| Formal publication of the SA Report | Indicative date: December 2023 March 2024 | | As above | | Cost of printing |
| Annual Monitoring Report (AMR) | | | | | |
| Production of the Annual Monitoring Report | 31 st October 2025 and annually thereafter | Any interested party | Published on the Council's Website Send to Welsh Government | Cabinet/Delegated Cabinet Member | Staff Translation ICT |

Appendix 1

CONTACT DETAILS

The Planning Policy Team can be contacted using any of the following methods:

Email: ldp@rctcbc.gov.uk

Telephone: 01443 281129

Post:

Planning Policy Team

Floor 2

Sardis House

Sardis Road

Pontypridd

Rhondda Cynon Taf

CF37 1DU.

Appendix 2 – List of Consultation Bodies

The Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 defines General Consultation Bodies and Specific Consultation Bodies as follows:-

| General Consultation Bodies are: | Specific Consultation Bodies are: |
|---|---|
| <ul style="list-style-type: none"> - voluntary bodies, some or all of whose activities benefit any part of the LPA's area; - bodies which represent the interests of different racial, ethnic or national groups in the LPA's area; - bodies which represent the interests of different religious groups in the LPA's area; - bodies which represent the interests of disabled persons in the LPA's area; - bodies which represent the interests of persons carrying out business in the LPA's area; and - bodies which represent the interests of Welsh culture in the LPA's area; | <ul style="list-style-type: none"> - Natural Resources Wales - Network Rail Infrastructure Limited - insofar as the Secretary of State exercises functions previously exercisable by the Strategic Rail Authority, the Secretary of State, - the National Assembly, - a relevant authority any part of whose area is in or adjoins the area of the LPA, - any person <ul style="list-style-type: none"> (i) to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and (ii) who owns or controls electronic communications apparatus situated in any part of the area of the LPA (where known), - if it exercises functions in any part of the LPA's area— <ul style="list-style-type: none"> (i) a Local Health Board, (ii) a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989, (iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986, (iv) a sewerage undertaker, (v) a water undertaker; |

The tables that follow comprise the Specific Consultation Bodies, UK Government, General Consultation Bodies and Other Consultees as required by LDP Wales. The tables also include parties who have either requested inclusion directly or been suggested as useful additions by third parties.

The Council undertook targeted consultation on the Delivery Agreement with stakeholders. Suggestions made for additional consultees have been added to this list following the consultation.

These groups will play an important role in the development of the LDP and the Council will ensure that they are kept involved throughout the process.

It must be stressed that this list is not exhaustive or exclusive. The Council welcomes all suggestions, either directly from organisations themselves or individuals, on any interest group, organisation or body who may wish to be included on the database. It is anticipated that the list will grow continuously throughout the development of the LDP.

The Council maintains an LDP Consultation Database, which includes interested parties. The Council is happy to include any individual who wishes to be kept abreast of the LDP process.

Should any party/individual wish to be removed from the LDP databases, they should contact the Development Planning Team directly.

At stages of plan preparation, the Council will consult with those consultation bodies listed below:

Specific Consultation Bodies:

| Specific Consultation Bodies (including UK Government Departments) |
|---|
| British Telecom |
| CADW |
| Cwm Taf University Health Board |
| Department for Business, Energy and Industrial Strategy |
| Department for Transport |
| Dwr Cymru Welsh Water |
| Glamorgan-Gwent Archaeological Trust |
| Home Office |
| Ministry of Defence |
| National Grid Company plc |
| National Grid Wireless |
| Natural Resources Wales |
| Network Rail Infrastructure Limited |
| Office of the Secretary of State for Wales |
| Telecommunications Operators (inclusive of EE, Vodafone, O2, Three, Tesco Mobile, NTL, Open reach and Virgin Media) |
| Transco |
| Wales and West Utilities |
| Welsh Government (inclusive of the Planning Division) |
| Welsh Water |
| Western Power Distribution |

| South East Wales and Other Local Authorities and Bodies |
|--|
| Blaenau Gwent County Borough Council |
| Brecon Beacons National Park Authority |
| Bridgend County Borough Council |
| Caerphilly County Borough Council |
| Cardiff Capital Region |
| Cardiff Capital Region Strategic Planning Panel (when established) |
| City of Cardiff Council |
| Merthyr Tydfil County Borough Council |
| Monmouthshire County Borough Council |
| Neath Port Talbot |
| Newport City Council |
| Powys County Council |
| Torfaen County Borough Council |
| Vale of Glamorgan |

| Town and Community Councils in Rhondda Cynon Taf |
|---|
| Gilfach Goch Community Council |
| Hirwaun and Penderyn Community Council |
| Llanharan Community Council |
| Llanharry Community Council |
| Llantrisant Community Council |
| Llantwit Fardre Community Council |
| Pontyclun Community Council |
| Pontypridd Town Council |
| Rhigos Community Council |
| Tonyrefail Community Council |
| Ynysybwll and Coed y Cwm Community Council |

| Community Councils in Adjoining Authorities |
|---|
| Aber Valley Community Council |
| Blaengwrach Community Council |
| Coychurch Higher Community Council |
| Glyn Neath Town Council |
| Llanfrynach Community Council |
| Llangan Community Council |
| Nelson Community Council |
| Ogmore Valley Community Council |
| Pencoed Town Council |
| Pendoylan Community Council |
| Penllyn Community Council |
| Pentyrch Community Council |
| Penyrheol, Trecenydd and Energlyn Community Council |
| Peterston-Super-Ely Community Council |
| Tongwynlais Community Council |
| Welsh St Donats Community Council |
| Ystradfellte and Pontneddfechan Community Council |

General Consultation Bodies:

| General Consultees – Voluntary Organisations in RCT |
|--|
| Age Connects Morgannwg |
| Citizen's Advice Rhondda Cynon Taff |
| Council for Wales of Voluntary Youth Services – Fernhill Youth Project |
| Home Start Rhondda Cynon Taff |
| Interlink RCT |
| Penywaun Building Communities Trust |
| TraVol Community Transport |
| Valleys Kids/Plant y Cymoedd |
| Wales Council for Voluntary Action (WCVA) |
| Women's Aid RCT |

| General Consultees – Ethnic Minority Groups |
|---|
| Friends, Families and Travellers |
| Gypsies and Travellers Wales |
| Showman's Guild of Great Britain (Wales and Northern Ireland) |
| The Equality and Human Rights Commission |
| The Gypsy Council |
| The National Federation of Gypsy Liaison Groups (Wales) |
| Traveller Law Reform Project |
| Travelling Ahead |
| VALREC (Valleys Race Equality Council) |

| General Consultees – Religious Organisations |
|--|
| Cardiff Buddhist Centre |
| Catholic Church in England and Wales |
| Evangelical Movement of Wales |
| Kingdom Hall of Jehovah's Witnesses, Miskin, Pontyclun |
| Mountain Ash Congregation of Jehovah's Witnesses |
| Muslim Council for Wales |
| Pontypridd Congregation of Jehovah's Witnesses |
| Presbyterian Church of Wales |
| Representative Body of the Church in Wales |
| Rhondda Congregation of Jehovah's Witnesses |
| South Wales Baptist Association |
| The Apostolic Church, UK |
| The Islamic Centre, Aberdare |
| The Salvation Army |
| Trealaw Quakers |
| UK Islamic Mission |
| United Reform Church |
| Wales Synod – The Methodist Church in Wales |

| General Consultees – Disability Groups |
|---|
| Accessible Wales |
| British Deaf Association (Wales) |
| Disability Arts Cymru |
| Disability Law Service |
| Disability Resource Centre |
| Disability Rights Commission Wales |
| Disability Sport Wales |
| Disability Wales |
| Disabled Persons Transport Advisory Committee |
| Guide Dogs for the Blind |
| Learning Disability Wales |
| Mencap Cymru |
| MS Society Cymru |
| National Federation of the Blind |
| Partially Sighted Society |
| Rhondda Cynon Taff Access Group |
| Rhondda Cynon Taf People First |
| Royal National Institute for the Blind (RNIB Cymru) |
| Sense Cymru |
| Wales Council for Deaf People |
| Wales Council of the Blind |
| Whizz-Kidz |

| General Consultees – Arts and Culture |
|--|
| Arts Connect |
| Arts Factory |
| Cymdeithas yr Iaith |
| LMT Academy of Performing Arts |
| Menter Iaith |
| Model House, Llantrisant |
| Muni Arts Centre |
| Rhondda Cynon Taff Community Arts |
| Rhondda Theatre Group |
| Spectacle Theatre Ltd |
| Stagecoach Performing Arts, Pontypridd |
| Stardreams Musical Theatre Company |
| Urdd Gobaith Cymru |

Other Consultation Bodies:

| Other Consultees as Stated in the LDP Manual | |
|--|--|
| Airport Operators- Cardiff Airport | Freight Transport Association |
| British Aggregates Association | Gypsy and Travellers Law Reform Coalition |
| British Geological Survey | Gypsy Council |
| Canal and River Trust | Health and Safety Executive |
| CBI | Home Builders Federation |
| Centre for Ecology and Hydrology | Institution of Civil Engineers |
| Chambers of commerce | Local community, conservation and amenity groups and Civic Societies- see separate list below. |
| Chartered Institute of Housing | Local Transport operators – See separate list below |
| Chartered Institute of Waste Management | Mineral Products Association Wales |
| Civil Aviation Authority | National Farmers Union of Wales |
| Coal Authority | National Grid |
| Commission for Racial Equality | One Voice Wales |
| Country Land and Business Association | Planning Aid Wales |
| Crown Estate Office | Police |
| Design Commission for Wales | Post Office Property Holdings |
| Disability Rights Commission | Public Health Wales |
| Disability Wales | Rail Freight Group |
| Disabled Persons Transport Advisory Committee | Royal Institute of Chartered Surveyors |
| Electricity, Gas and Telecommunications Companies – see separate list below | RTPI Cymru |
| Environmental groups at a national and regional level –See separate list below | Sports Council for Wales |
| Environmental Services Agency (Waste) | Train Operating Companies- See separate list below |
| Equality and Human Rights Commission | Wales Council for Voluntary Action |
| Farmers Union of Wales | Wales Environmental Link |
| Federation of Small Businesses | Welsh Environmental Services Association |
| Fields in Trust | Welsh Language Commissioner |
| Fire and Rescue Services Welsh Ambulance Service South Wales Fire and Rescue Service | Welsh Water DWR Cymru |

| Environmental Groups – Local, National and Regional | |
|--|--|
| Campaign for the Protection of Rural Wales (CPRW) | The National Allotment Society |
| Centre for Ecology and Hydrology, Natural Environment Research Council | The National Trust |
| Coed Cymru, Welsh Woodlands and Timber | The Open Spaces Society |
| Friends of the Earth (Cymru) | The Wildlife Trust of South and West Wales (Glamorgan) |
| Glamorgan Bird Club | Wales Environment Link |
| Glamorgan Gwent Archaeological Trust | Welsh Environmental Services Association |
| Just Mammals Consultancy | Welsh Historic Gardens Trust |
| RSPB Cymru | Wildfowl and Wetlands Trust |

| Local Transport Providers including Rail | |
|---|--|
| Bus Users UK | Network Rail |
| Cardiff Bus Company | New Adventure Travel |
| Edwards Coaches | Stagecoach South Wales |
| First Call Travel | Thomas of Rhondda |
| First Cymru Buses | Transport for Wales |
| Globe Coaches | Traveline Cymru |
| Great Western Railway | TraVol Community Transport |
| Harris Coaches | Veolia Transport (including Bebb Travel & Pullman Coaches) |
| Keolis Amey | Village & Valleys Community Transport |
| N.A.T Group (South Wales) | |

| Local Community, Conservation Groups and Civic Societies | |
|---|-------------------------------|
| Action for Hirwaun | Pontypridd Historical Society |
| Cynon Valley History Society | Pontypridd YMCA |
| Cynon Valley Ramblers | Rhondda Civic Society |
| Glamorgan Family History Society | Taff Ely Ramblers |
| Glamorgan fungus group | Valleys Steps |
| Hirwaun Historical society | |
| Hirwaun YMCA | |
| Llantrisant and District Local History Society | |
| Mountain Ash YMCA | |
| Pontypridd and District Art Society | |

| Electricity, Gas and Telecommunications | |
|--|------------------------------------|
| Arbed Am Byth | Ofgem |
| British Gas (Transco) (Wales) | SSE (Scottish and Southern Energy) |
| Celtic Energy | Western Power Distribution |
| Mobile UK | |

| Education | |
|--------------------|----------------------------------|
| Cardiff University | University of Glamorgan |
| Coleg Morgannwg | University of South Wales |
| Coleg Y Cymoedd | WEA Cymru (Adult Learning Wales) |

| Housing Associations | |
|-------------------------------|--|
| Cynon Taf Housing Association | Rhondda Housing Association |
| Hafod Housing Association | Trivallis Housing Association |
| Linc Cymru | Wales & West Housing Association |
| Newydd Housing Association | Welsh Federation of Housing Associations |
| Pobl Group/ Seren Housing | |

| Elderly Persons Organisations | |
|--------------------------------------|---------------------------------------|
| Age Alliance Wales | Care & Repair Cymru |
| Age Connects Wales | Older People's Commissioner for Wales |
| Age Cymru | |

| Ex-Offender Groups | |
|--|-----------------|
| Apex charitable trust | Trailblazers |
| Nacro | Unlock |
| Probation service | Women in Prison |
| Rhondda Cynon Taf Youth Offending team | Working Chance |
| SOVA | Working Links |
| St Giles Trust | YMCA |
| Step Together | |

| Gypsy and Traveller Groups | |
|-----------------------------------|---|
| Cardiff Gypsy sites group | The Gypsy and Traveller Law Reform Group |
| Friends Families and Travellers | Travelling Ahead |
| Gypsies and Travellers Wales | Welsh Government Gypsy and Traveller Policy Officer |
| Gypsy Council | |

| Homelessness Organisations | |
|-----------------------------------|----------------|
| Crisis | Salvation Army |
| Cymorth Cymru | Shelter |
| Emmaus South Wales | Solar Cymru |
| Huggard | The Wallich |
| Llamau | YMCA |

| House Builders | |
|-----------------------|------|
| ASD Build | Jehu |

| | |
|---------------------------------|----------------------|
| Atlantic Dwellings | Kier Living |
| Barratt Homes | Leaders Romans Group |
| Bellway Homes (Wales) Ltd | Lewis Homes |
| Bovis Homes | Llanmoor Homes |
| Charles Church (Wales) | Lovells |
| Davies Brothers (Wales) Limited | Morganstone |
| Davies Homes | Persimmon Homes |
| Delta Property | Redrow Homes |
| Edenstone Homes | Swallow Hill Homes |
| Enzo's Homes | Taylor Wimpey |
| Federation of Master Builders | Tirion Homes |
| Harris Land and Development | WDL Homes |
| Home Builders Federation | |

| Planning Consultants and Land Agents | |
|--------------------------------------|------------------------------|
| Alan Stuckey Architects | Lichfields |
| Alder King | LRM Planning Ltd |
| Amity Planning | Mango Planning |
| Asbri Planning | Prospero Planning |
| Barton Wilmore | RPS |
| Boyer Planning | Savills |
| Boyer Planning | Stephen George architects |
| Capita | Stephen Waldron Architect |
| DPP Planning | The Urbanists |
| G Powys Jones | Turley |
| Geraint John Planning Ltd | WPM Planning and Development |
| Jenkins Best | WYG |
| Knight Frank | |

| Political | |
|---|-------------------------------------|
| Assembly Member for Cynon | Member of Parliament for Pontypridd |
| Assembly Member for Ogmore | Member of Parliament for Rhondda |
| Assembly Member for Pontypridd | Members of the European Parliament |
| Assembly Member for Rhondda | Plaid Cymru |
| Assembly Member for South Wales Central | The Welsh Conservatives |
| Assembly Member for South West Wales | The Welsh Liberal Democrats |
| Future Generations Commissioner for Wales | UKIP Wales |
| Member of Parliament for Cynon | Wales Green Party |
| Member of Parliament for Ogmore | Welsh Labour Party |

| Other Bodies | |
|------------------------|--|
| Action on Hearing Loss | New Horizons Mental Health and Emotional Wellbeing Resource Centre |
| Active Travel Cymru | NFU Cymru |

| | |
|--|---|
| Active Wales | NHS Wales Shared Services Partnership |
| Addoldai Cymru (Welsh Religious Buildings Trust) | Planning Aid Wales |
| Arts Council for Wales | Planning Inspectorate, Wales |
| British Aggregates Association | Public Health Network Cymru |
| British Astronomical Association (Campaign for Dark Skies) | Ramblers Cymru |
| British Trust for Ornithology | Renewable Energy Association |
| British Waterways | Road Haulage Association |
| Chartered Institute of Housing (Cymru) | Road Safety Wales |
| Citizens Advice Bureau | Royal Mail Property Holding |
| Community Land Advisory Service Cymru (CLAS) | Royal Society of Architects in Wales |
| Confederation of Passenger Transport | Society for the Protection of Ancient Buildings |
| Confederation of UK Coal Producers | South East Wales Energy Agency |
| Consumer Council for Wales | Sports Council for Wales |
| Crown Estates Commissioners | Sustrans Cymru |
| Cwm Taf Public Services Board | TARMAC Ltd |
| DB Cargo UK (formerly EWS) | The Civic Trust for Wales |
| Energy Savings Trust Wales | The Royal Mint |
| Football Association of Wales | Welsh Association of Motor Clubs |
| Hanson Aggregates | Welsh Local Government Association (WLGA) |
| Living Streets (UK) | Welsh Rugby Union |
| National Federation for the Blind | Young Builders Trust, Building Futures (UK) Ltd |

| Children and Young People | |
|-------------------------------|--|
| Action for Children | The Arc Youth and Community Project |
| Children in Wales | The National Library of Wales |
| Girl Guiding Cymru | The Prince's Trust in Wales |
| Llwynypia Boys and Girls Club | Young Wales |
| Penygraig Boys and Girls Club | Youth Cymru |
| Play Wales | Youth Hostel Association England and Wales |
| Scouts Cymru | |

| Leisure and Tourism | |
|-----------------------------|-------------------------------------|
| Ibis | Travel Lodge |
| Premier Inn | Visit Wales |
| Sport Wales Chwaraeon Cymru | Wales Activity Tourism Organisation |
| Tourism Wales | Wales Tourism Alliance |

| Commercial | |
|---------------------------|-------------------------------|
| Aberdare Chamber of Trade | Institute of Directors, Wales |

| | |
|--|---------------------------------|
| Business in Focus | Pontypridd BID |
| Business Wales (South Wales Regional Centre) | Retail consortium |
| Campaign for Real Ale (Camra) | South Wales Chamber of Commerce |
| Chamber of Commerce | Town Centre Forums |
| Federation of Small Businesses, Wales | Treforest Growth |

Appendix 3 – Risk Management

There are a few main likely outcomes of failing to proceed with LDP preparation as indicated:

The Assembly Government has reserve powers in relation to plan preparation and adoption, which it can use when local planning authorities are clearly failing to progress plan preparation.

Promoters of major development proposals may seek to pursue planning permission for their sites, in advance of consideration through the LDP and to the detriment of the proper long term planning of the Borough.

Some of the main risks to the LDP not proceeding in accordance with the proposed timetable are included in the table below

| Risk | Potential Risk | Mitigation |
|---|--|--|
| No plan coverage after the expiry of the current LDP in December 2021 | There will be a period of time when there will be no LDP in place. All planning applications and appeals will have to be judged against National Policy. | Ensuring the timetable set out in the DA are adhered to. Ensure that colleagues in development management are prepared and provide support with PPW. |
| The publication of revised planning guidance by the Assembly Government | Changes needed to the content of the LDP | Ensure that the WG legislative programme is followed through the plan preparation and that the LDP is in general conformity with WG policy. Liaise with WG colleagues throughout the LDP preparation process. |
| A reduction in the resources and budget available for the project | Timetable slippage | Ensure there is corporate support for the delivery of the LDP. Consider additional resources available from the wider division |
| Any inability of Service Areas to provide | Timetable slippage | Liaise with colleagues throughout the plan |

| Risk | Potential Risk | Mitigation |
|--|--|--|
| necessary input as required; | | process to keep them informed of when their input will be required to allow them to forward plan |
| Unavailability of meetings and/or agenda time of Cabinet, Development Control Committees and Council, at the necessary times, to consider reports and approve necessary documents, or inability to agree plan proposals; | Timetable slippage | Liaise with Cabinet/Council office to consider timescales and take account of this in the timetable. Ensure that the LDP is a Corporate priority. |
| Inability of translators or printers to deliver documents, plans and publicity material in accordance with the approved programme; | Timetable slippage | Liaise with colleagues in translation early to ensure they can take account of the translation needs of the LDP in their forward planning. Consider additional resources and buy in where necessary |
| The volume or significance of responses to consultations being so great as to require a longer period than projected to respond to their implications | Extra time needed to process and respond to representations. Timetable slippage | Early engagement and consultation with consultees to endeavour to build consensus. Consider bringing additional resources |
| Political Change/ elections | Time table slippage or abortive work | Ensure that the Revised LDP is a Corporate priority |
| The ability of statutory consultees to respond within a set timeframe given their resource constraints. | Timetable slippage | Early engagement with the consultees to allow them to forward plan the periods when their input is required. |
| Legal challenge | Adopted LDP may be subject to challenge in the courts and quashed | Ensure that all the Regulations and legislation are adhered to. |
| Further lockdown due to Covid 19 | Unable to progress with LDP preparation | Limited mitigation. Staff are able to work from home in a reduced capacity, and online consultation would still be possible. This is still a considerable risk to fully accord with the timetable.. |

| Risk | Potential Risk | Mitigation |
|---|------------------------------|---|
| Unable to fulfil the CIS due to Covid 19 restrictions | Non- compliance with the CIS | Keep the DA under regular review and endeavour to adapt as necessary to ensure effective consultation |

Appendix 4 – Profile and Characteristics of the Local Population

Population

| Population | |
|------------|---------|
| Total | 234,410 |
| Females | 119,775 |
| Males | 114,635 |

| Age Structure | % |
|---------------|-------|
| Aged 0-4 | 6.16 |
| Aged 5-7 | 3.47 |
| Aged 8-9 | 2.13 |
| Aged 10-14 | 5.92 |
| Aged 15 | 1.20 |
| Aged 16-17 | 2.49 |
| Aged 18-19 | 2.65 |
| Aged 20-24 | 6.90 |
| Aged 25-29 | 6.32 |
| Aged 30-44 | 19.46 |
| Aged 45-59 | 19.57 |
| Aged 60-64 | 6.59 |
| Aged 65-74 | 9.38 |
| Aged 75-84 | 5.55 |
| Aged 85-89 | 1.44 |
| Aged 90+ | 0.72 |

Cultural

| Ethnicity | % |
|-----------------------------------|-------|
| White (British) | 96.29 |
| White (Irish) | 0.248 |
| White Gypsy or Irish Traveller | 0.022 |
| Other White | 0.806 |
| Mixed (White and Black Caribbean) | 0.234 |
| Mixed (White and Black African) | 0.081 |
| Mixed (White and Asian) | 0.179 |
| Other Mixed | 0.146 |
| Asian/British Asian (Indian) | 0.279 |

| | |
|---|-------|
| Asian/British Asian (Pakistani) | 0.113 |
| Asian/British Asian (Bangladeshi) | 0.045 |
| Asian/British Asian (Chinese) | 0.454 |
| Asian/British Asian (Other Asian) | 0.399 |
| Black/African/Caribbean/Black British (African) | 0.486 |
| Black/African/Caribbean/Black British (Caribbean) | 0.042 |
| Black/African/Caribbean/Black British (Other Black) | 0.029 |
| Other Ethnic Group (Arab) | 0.068 |
| Any Other Ethnic Group | 0.070 |

| Religion | % |
|--------------------|----------|
| Christian | 50.50 |
| Muslim | 0.45 |
| Buddhist | 0.22 |
| Hindu | 0.17 |
| Pagan | 0.09 |
| Sikh | 0.078 |
| Jewish | 0.037 |
| Other Religion | 0.27 |
| No Religion | 40.76 |
| No Religion Stated | 7.40 |

| Welsh Language Knowledge of Welsh (Aged 3+) | % |
|---|----------|
| No skills in Welsh | 80.4 |
| Can speak Welsh | 12.3 |
| Can understand spoken Welsh only | 4.2 |
| Other combinations of Welsh skills | 3.3 |
| Can Speak Welsh (of the 12.3% who can speak Welsh) | % |
| Can speak Welsh but cannot read or write | 1.64 |
| Can speak and read but cannot write Welsh | 0.90 |
| Can speak, read and write Welsh | 9.71 |

Health

| Health Classification | % |
|--|----------|
| Day-to-day activities limited a lot | 14.46 |
| Day-to-day activities limited a little | 11.38 |
| Day-to-day activities not limited | 74.15 |
| Day-to-day activities limited a lot (Age 16-64) | 6.86 |
| Day-to-day activities limited a little (Age 16-64) | 6.21 |
| Day-to-day activities not limited (Age 16-64) | 50.93 |

| General Health | % |
|-----------------------|----------|
| Very good health | 44.85 |
| Good health | 29.66 |

| | |
|-----------------|-------|
| Fair Health | 15.87 |
| Bad Health | 7.42 |
| Very bad health | 2.17 |

| Provision of Unpaid Care | % |
|--|----------|
| Provides no unpaid care | 87.35 |
| Provides 1 to 19 hours unpaid care a week | 6.68 |
| Provides 20 to 49 hours unpaid care a week | 1.95 |
| Provides 50 or more hours unpaid care a week | 4.00 |

Employment and the Economy

| Economic Activity (All Persons) | % |
|---|----------|
| Economically active: Employee – Part-time | 13.40 |
| Economically active: Employee – Full-time | 35.58 |
| Economically active: Self-employed | 6.41 |
| Economically active: Unemployed | 4.71 |
| Economically active: Full-time student | 3.08 |
| Economically inactive: Retired | 16.03 |
| Economically inactive: Student (including full-time students) | 5.76 |
| Economically inactive: Looking after home or family | 4.07 |
| Economically inactive: Long-term sick or disabled | 8.63 |
| Economically inactive: Other | 2.29 |
| Unemployed: Age 16-24 | 1.64 |
| Unemployed: Age 50-74 | 0.68 |
| Unemployed: Never worked | 0.85 |
| Long-term Unemployment | 1.93 |

| Economic Activity (Females) | % |
|---|----------|
| Economically active: Employee – Part-time | 21.26 |
| Economically active: Employee – Full-time | 27.78 |
| Economically active: Self-employed | 2.95 |
| Economically active: Unemployed | 3.36 |
| Economically active: Full-time student | 3.34 |
| Economically inactive: Retired | 17.78 |
| Economically inactive: Student (including full-time students) | 5.45 |
| Economically inactive: Looking after home or family | 6.98 |
| Economically inactive: Long-term sick or disabled | 8.34 |
| Economically inactive: Other | 2.71 |
| Unemployed: Age 16-24 | 1.11 |
| Unemployed: Age 50-74 | 0.38 |
| Unemployed: Never worked | 0.66 |
| Long-term Unemployment | 1.51 |

| Economic Activity (Males) | % |
|---|----------|
| Economically active: Employee – Part-time | 5.36 |

| | |
|---|-------|
| Economically active: Employee – Full-time | 43.56 |
| Economically active: Self-employed | 9.95 |
| Economically active: Unemployed | 6.08 |
| Economically active: Full-time student | 2.81 |
| Economically inactive: Retired | 14.24 |
| Economically inactive: Student (including full-time students) | 6.07 |
| Economically inactive: Looking after home or family | 1.08 |
| Economically inactive: Long-term sick or disabled | 8.93 |
| Economically inactive: Other | 1.86 |
| Unemployed: Age 16-24 | 2.17 |
| Unemployed: Age 50-74 | 0.99 |
| Unemployed: Never worked | 1.03 |
| Long-term Unemployment | 2.37 |

| Economic Activity – Hours Worked | % |
|---|----------|
| Part-time: 15 hours or less worked | 8.25 |
| Part-time: 16-30 hours worked | 20.87 |
| Full-time: 31-48 hours worked | 61.46 |
| Full-time: 49 or more hours worked | 9.41 |
| | |
| Males: Total | 52.11 |
| Males: Part-time: 15 hours or less worked | 2.53 |
| Males: Part-time: 16-30 hours worked | 4.76 |
| Males: Full-time: 31-48 hours worked | 37.20 |
| Males: Full-time: 49 or more hours worked | 7.60 |
| | |
| Females: Total | 47.89 |
| Females: Part-time: 15 hours or less worked | 5.71 |
| Females: Part-time: 16-30 hours worked | 16.11 |
| Females: Full-time: 31-48 hours worked | 24.25 |
| Females: Full-time: 49 or more hours worked | 1.81 |

| Economic Activity – Year Last Worked | % |
|---|----------|
| In employment | 57.73 |
| Not in employment: Total | 42.27 |
| Last worked in 2011 | 1.05 |
| Last worked in 2010 | 4.20 |
| Last worked in 2009 | 2.78 |
| Last worked in 2008 | 2.14 |
| Last worked in 2007 | 1.61 |
| Last worked in 2006 | 1.49 |
| Last worked in 2001-2005 | 5.88 |
| Last worked before 2011 | 14.15 |
| Never worked | 8.96 |

| Employment by Industry | % |
|-------------------------------|----------|
|-------------------------------|----------|

| | |
|---|-------|
| Agriculture, forestry and fishing | 0.22 |
| Mining and Quarrying | 0.33 |
| Manufacturing | 12.56 |
| Electricity, gas, steam and air conditioning supply | 0.86 |
| Water supply, sewerage, waste management and remediation activities | 1.10 |
| Construction | 10.38 |
| Wholesale and retail trade, repair of motor vehicles and motor cycles | 15.01 |
| Transport and storage | 3.90 |
| Accommodation and food service activities | 5.00 |
| Information and communication | 1.76 |
| Financial and insurance activities | 2.97 |
| Real estate activities | 1.12 |
| Professional, scientific and technical activities | 3.33 |
| Administrative and support service activities | 4.08 |
| Public administration and defence, compulsory social security | 7.66 |
| Education | 10.10 |
| Human health and social work activities | 15.36 |
| Other | 4.19 |

| Occupational Groups | % |
|--|----------|
| Managers, Directors and Senior Officials | 10.4 |
| Professional Occupations | 16.2 |
| Associate Professional and Technical Occupations | 11.3 |
| Administrative and Secretarial Occupations | 9.0 |
| Skilled Trades Occupations | 13.1 |
| Personal Service Occupations | 10.7 |
| Sales and Customer Service Occupations | 8.0 |
| Process Plant and Machine Operatives | 9.2 |
| Elementary Occupations | 11.4 |

Education

| Education – Qualifications Highest Qualification Attained | % |
|--|----------|
| No qualifications | 31.77 |
| Level 1 qualifications (1-4 GCSEs or equivalent) | 14.05 |
| Level 2 qualifications (5+ GCSEs or equivalent) | 15.65 |
| Apprenticeship | 3.53 |
| Level 3 qualifications (2+A-levels or equivalent) | 11.42 |
| Level 4 qualifications and above (Degree level or above) | 19.55 |
| Other qualifications (Vocational/work-related/foreign) | 4.02 |

Householder

| Household Space and Accommodation Type | % |
|---|----------|
|---|----------|

| | |
|--|--------|
| Unshared dwelling | 99.981 |
| Shared dwelling: Two household spaces | 0.0085 |
| Shared dwelling: Three or more household spaces | 0.0104 |
| | |
| Household spaces with at least one usual residents | 94.637 |
| Household spaces with no usual residents | 5.3623 |
| | |
| Whole house or bungalow: Detached | 14.501 |
| Whole house or bungalow: Semi-detached | 26.546 |
| Whole house or bungalow: Terraced (including end-terrace) | 50.398 |
| Flat, maisonette or apartment: Purpose-built block of flats | 6.625 |
| Flat, maisonette or apartment: Part of converted/shared home | 0.985 |
| Flat, maisonette or apartment: In commercial building | 0.805 |
| Caravan or other mobile or temporary structure | 0.137 |

| Tenure | % |
|--|----------|
| Owned: Owned outright | 36.46 |
| Owned: Owned with a mortgage or loan | 34.54 |
| Shared ownership (part owned and part rented) | 0.15 |
| Social rented: Rented from Council (Local Authority) | 6.86 |
| Social rented: Other | 6.86 |
| Private rented: Private landlord or letting agency | 12.38 |
| Private rented: Other | 1.27 |
| Living rent free | 1.48 |

| Household Composition | % |
|---|----------|
| One person household: Aged 65 and over | 13.22 |
| One person household: Other | 16.76 |
| One family only: All aged 65 and over | 7.92 |
| One family only: Married or same-sex civil partnership couple: No children | 12.35 |
| One family only: Married or same-sex civil partnership couple: Dependent children | 13.77 |
| One family only: Married or same-sex civil partnership couple: All children non-dependent | 7.27 |
| One family only: Cohabiting couple: No children | 4.10 |
| One family only: Cohabiting couple: Dependent children | 5.19 |
| One family only: Cohabiting couple: All children non-dependent | 0.62 |
| One family only: Lone parent: Dependent children | 8.97 |
| One family only: Lone parent: All children non-dependent | 4.12 |
| Other household types: With dependent children | 2.12 |
| Other household types: All full-time students | 0.74 |
| Other household types: All aged 65 and over | 0.32 |
| Other household types: Other | 2.53 |

| Household Size | % |
|-----------------------|----------|
|-----------------------|----------|

| | |
|-------------------------------|-------|
| 1 person in household | 29.98 |
| 2 people in household | 33.78 |
| 3 people in household | 17.26 |
| 4 people in household | 13.41 |
| 5 people in household | 4.12 |
| 6 people in household | 1.16 |
| 7 people in household | 0.19 |
| 8 or more people in household | 0.09 |

| Number of Bedrooms | % |
|---------------------------|----------|
| No bedrooms | 0.18 |
| 1 bedroom | 5.25 |
| 2 bedrooms | 22.57 |
| 3 bedrooms | 56.38 |
| 4 bedrooms | 13.23 |
| 5 or more bedrooms | 2.39 |

| Household by Deprivation Dimensions | % |
|--|----------|
| Household is not deprived in any dimension | 37.71 |
| Household is deprived in 1 dimension | 30.00 |
| Household is deprived in 2 dimensions | 25.84 |
| Household is deprived in 3 dimensions | 8.91 |
| Household is deprived in 4 dimensions | 0.54 |
| <p>*Note – A household is deprived in a dimension if they meet one or more of the following conditions:</p> <ul style="list-style-type: none"> • Employment: where any member of a household, who is not a full-time student, is either unemployed or long-term sick. • Education: no person in the household has at least level 2 education and no person aged 16-18 is a full-time student. • Health and Disability: any person in the household has general health that is 'bad' or 'very bad' or has a long-term health problem. • Housing: the household's accommodation is either overcrowded, with an occupancy rating 1 or less, or is in a shared dwelling or has no central heating. | |

| Household Language | % |
|--|----------|
| All people aged 16 and over in household have English or Welsh as a main language | 98.36 |
| At least one but not all people aged 16 and over in household have English or Welsh as a main language | 0.78 |
| No people aged 16 and over in the household but at least one person aged 3 to 15 has English or Welsh as a main language | 0.10 |
| No people in household have English or Welsh as a main language | 0.76 |

| Central Heating | % |
|--|----------|
| No central heating | 1.27 |
| Gas central heating | 90.66 |
| Electric (including storage heaters) central heating | 1.78 |
| Oil central heating | 0.64 |
| Solid fuel (for example wood, coal) central heating | 1.97 |
| Other central heating | 0.66 |
| Two or more types of central heating | 3.02 |

Transport

| Car or Van Availability | % |
|-------------------------------------|----------|
| No cars or vans in household | 27.07 |
| 1 car or van in household | 42.60 |
| 2 cars or vans in household | 23.40 |
| 3 cars or vans in household | 5.33 |
| 4 or more cars or vans in household | 1.60 |

| Travel to Work | % |
|--------------------------------|----------|
| Work mainly at or from home | 1.61 |
| Train | 2.43 |
| Bus, minibus or coach | 2.32 |
| Taxi | 0.17 |
| Motorcycle, scooter or moped | 0.26 |
| Driving a car or van | 40.70 |
| Passenger in a car or van | 4.74 |
| Bicycle | 0.26 |
| On foot | 4.93 |
| Other method of travel to work | 0.27 |
| Not in employment | 42.27 |

Appendix 5 - WELSH INDEX OF MULTIPLE DEPRIVATION

Overall Index of Multiple Deprivation

| WIMD Rank | Electoral Division | SOA Lower Layer Name |
|-----------|-------------------------|---------------------------|
| 472 | Aberaman North | Aberaman North 1 |
| 322 | | Aberaman North 2 |
| 683 | | Aberaman North 3 |
| 398 | Aberaman South | Aberaman South 1 |
| 253 | | Aberaman South 2 |
| 208 | | Aberaman South 3 |
| 900 | Abercynon | Abercynon 1 |
| 37 | | Abercynon 2 |
| 463 | | Abercynon 3 |
| 1178 | | Abercynon 4 |
| 1025 | Aberdare East | Aberdare East 1 |
| 686 | | Aberdare East 2 |
| 717 | | Aberdare East 3 |
| 272 | | Aberdare East 4 |
| 1310 | Aberdare West/Llwydcoed | Aberdare West/Llwydcoed 1 |
| 706 | | Aberdare West/Llwydcoed 2 |
| 520 | | Aberdare West/Llwydcoed 3 |
| 430 | | Aberdare West/Llwydcoed 4 |
| 757 | | Aberdare West/Llwydcoed 5 |
| 1791 | | Aberdare West/Llwydcoed 6 |
| 1291 | Beddau | Beddau 1 |
| 648 | | Beddau 2 |
| 1695 | | Beddau 3 |
| 1586 | Brynna | Brynna 1 |
| 936 | | Brynna 2 |
| 338 | Church Village | Church Village 1 |
| 1737 | | Church Village 2 |

| WIMD Rank | Electoral Division | SOA Lower Layer Name |
|-----------|--------------------|----------------------|
| 789 | Gilfynydd | Gilfynydd 1 |
| 775 | | Gilfynydd 2 |
| 184 | Cwm Clydach | Cwm Clydach 1 |
| 459 | | Cwm Clydach 2 |
| 667 | Cwmbach | Cwmbach 1 |
| 81 | | Cwmbach 2 |
| 1612 | | Cwmbach 3 |
| 571 | Cymmer | Cymmer 1 |
| 792 | | Cymmer 2 |
| 94 | | Cymmer 3 |
| 71 | | Cymmer 4 |
| 697 | Ferndale | Ferndale 1 |
| 540 | | Ferndale 2 |
| 393 | | Ferndale 3 |
| 586 | Gilfach Goch | Gilfach Goch 1 |
| 75 | | Gilfach Goch 2 |
| 28 | Glyncoch | Glyncoch 1 |
| 460 | | Glyncoch 2 |
| 612 | Graig | Graig 1 |
| 385 | | Graig 2 |
| 981 | Hawthorn | Hawthorn 1 |
| 396 | | Hawthorn 2 |
| 889 | Hirwaun | Hirwaun 1 |
| 776 | | Hirwaun 2 |
| 180 | | Hirwaun 3 |
| 611 | Llanharan | Llanharan 1 |
| 1473 | | Llanharan 2 |
| 1532 | Llanharry | Llanharry 1 |
| 210 | | Llanharry 2 |

| WIMD-Rank | | Electoral Division | SOA-Lower-Layer-Name |
|-----------|--|--------------------|----------------------|
| 1768 | | Llantrisant Town | Llantrisant Town 1 |
| 1821 | | | Llantrisant Town 2 |
| 990 | | | Llantrisant Town 3 |
| 1768 | | Llantwit Fardre | Llantwit Fardre 1 |
| 1821 | | | Llantwit Fardre 2 |
| 1600 | | | Llantwit Fardre 3 |
| 1535 | | | Llantwit Fardre 4 |
| 431 | | Llwyn-y-pia | Llwyn-y-pia 1 |
| 161 | | | Llwyn-y-pia 2 |
| 97 | | Maerdy | Maerdy 1 |
| 60 | | | Maerdy 2 |
| 1038 | | Mountain Ash East | Mountain Ash East 1 |
| 559 | | | Mountain Ash East 2 |
| 366 | | Mountain Ash West | Mountain Ash West 1 |
| 96 | | | Mountain Ash West 2 |
| 421 | | | Mountain Ash West 3 |
| 15 | | Penrhiwceiber | Penrhiwceiber 1 |
| 258 | | | Penrhiwceiber 2 |
| 456 | | | Penrhiwceiber 3 |
| 297 | | | Penrhiwceiber 4 |
| 804 | | Pentre | Pentre 1 |
| 1424 | | | Pentre 2 |
| 204 | | | Pentre 3 |
| 523 | | | Pentre 4 |
| 270 | | Pen-y-graig | Pen-y-graig 1 |
| 638 | | | Pen-y-graig 2 |
| 109 | | | Pen-y-graig 3 |
| 620 | | | Pen-y-graig 4 |

| WIMD-Rank | | Electoral Division | SOA-Lower-Layer-Name |
|-----------|--|------------------------|--------------------------|
| 92 | | Pen-y-waun | Pen-y-waun 1 |
| 9 | | | Pen-y-waun 2 |
| 1750 | | Pont-y-clun | Pont-y-clun 1 |
| 1844 | | | Pont-y-clun 2 |
| 1785 | | | Pont-y-clun 3 |
| 1024 | | | Pont-y-clun 4 |
| 1605 | | Pontypridd Town | Pontypridd Town 1 |
| 1202 | | | Pontypridd Town 2 |
| 794 | | Porth | Porth 1 |
| 1166 | | | Porth 2 |
| 482 | | | Porth 3 |
| 374 | | | Porth 4 |
| 696 | | Rhigos | Rhigos |
| 746 | | Rhondda | Rhondda 1 |
| 593 | | | Rhondda 2 |
| 1063 | | | Rhondda 3 |
| 250 | | Rhydfelen Central/Ilan | Rhydfelen Central/Ilan 1 |
| 17 | | | Rhydfelen Central/Ilan 2 |
| 185 | | | Rhydfelen Central/Ilan 3 |
| 1117 | | Taffs Well | Taffs Well 1 |
| 1046 | | | Taffs Well 2 |
| 1469 | | Talbot Green | Talbot Green 1 |
| 373 | | | Talbot Green 2 |
| 1362 | | Ton-teg | Ton-teg 1 |
| 1723 | | | Ton-teg 2 |
| 1233 | | | Ton-teg 3 |
| 512 | | Tonypandy | Tonypandy 1 |
| 749 | | | Tonypandy 2 |

| WIMD-Rank | | Electoral Division | SOA-Lower Layer Name |
|-----------|-----|--------------------|----------------------|
| 436 | | Tonyrefail East | Tonyrefail East 1 |
| 715 | | | Tonyrefail East 2 |
| 66 | | | Tonyrefail East 3 |
| 1386 | | | Tonyrefail East 4 |
| 280 | | Tonyrefail West | Tonyrefail West 1 |
| 1498 | | | Tonyrefail West 2 |
| 192 | | | Tonyrefail West 3 |
| 668 | New | | Tonyrefail West 4 |
| 768 | | Trallwng | Trallwng 1 |
| 1203 | | | Trallwng 2 |
| 711 | | | Trallwng 3 |
| 643 | | Trealaw | Trealaw 1 |
| 106 | | | Trealaw 2 |
| 438 | | | Trealaw 3 |
| 690 | | Treforest | Treforest 1 |
| 1099 | | | Treforest 2 |
| 1305 | | | Treforest 3 |
| 499 | | Treherbert | Treherbert 1 |
| 164 | | | Treherbert 2 |
| 153 | | | Treherbert 3 |
| 414 | | | Treherbert 4 |
| 952 | | Treorchy | Treorchy 1 |
| 600 | | | Treorchy 2 |
| 367 | | | Treorchy 3 |
| 608 | | | Treorchy 4 |
| 860 | | | Treorchy 5 |
| 5 | | Tylorstown | Tylorstown 1 |
| 214 | | | Tylorstown 2 |
| 131 | | | Tylorstown 3 |

| WIMD-Rank | | Electoral Division | SOA-Lower Layer Name |
|-----------|--|--------------------|----------------------|
| 1608 | | Tyn-y-nant | Tyn-y-nant 1 |
| 548 | | | Tyn-y-nant 2 |
| 137 | | | Tyn-y-nant 3 |
| 127 | | Ynyshir | Ynyshir 1 |
| 691 | | | Ynyshir 2 |
| 252 | | Ynysybwl | Ynysybwl 1 |
| 750 | | | Ynysybwl 2 |
| 1679 | | | Ynysybwl 3 |
| 553 | | Ystrad | Ystrad 1 |
| 547 | | | Ystrad 2 |
| 391 | | | Ystrad 3 |
| 215 | | | Ystrad 4 |

| WIMD Rank | Electoral Division | SOA Lower Layer Name |
|-----------|-------------------------|---------------------------|
| 444 | Aberaman North | Aberaman North 1 |
| 243 | | Aberaman North 2 |
| 841 | | Aberaman North 3 |
| 413 | Aberaman South | Aberaman South 1 |
| 288 | | Aberaman South 2 |
| 245 | | Aberaman South 3 |
| 992 | Abercynon | Abercynon 1 |
| 33 | | Abercynon 2 |
| 506 | | Abercynon 3 |
| 1069 | | Abercynon 4 |
| 923 | Aberdare East | Aberdare East 1 |
| 586 | | Aberdare East 2 |
| 736 | | Aberdare East 3 |
| 273 | | Aberdare East 4 |
| 1366 | Aberdare West/Llwydcoed | Aberdare West/Llwydcoed 1 |
| 1166 | | Aberdare West/Llwydcoed 2 |
| 432 | | Aberdare West/Llwydcoed 3 |
| 451 | | Aberdare West/Llwydcoed 4 |
| 576 | | Aberdare West/Llwydcoed 5 |
| 1886 | | Aberdare West/Llwydcoed 6 |
| 1460 | Beddau | Beddau 1 |
| 658 | | Beddau 2 |
| 1753 | | Beddau 3 |
| 1602 | Brynna | Brynna 1 |
| 1371 | | Brynna 2 |
| 501 | Church Village | Church Village 1 |
| 1872 | | Church Village 2 |

| WIMD Rank | Electoral Division | SOA Lower Layer Name |
|-----------|--------------------|----------------------|
| 1907 | Church Village | Church Village 3 |
| 813 | Cilfynydd | Cilfynydd 1 |
| 737 | | Cilfynydd 2 |
| 191 | Cwm Clydach | Cwm Clydach 1 |
| 551 | | Cwm Clydach 2 |
| 695 | Cwmbach | Cwmbach 1 |
| 220 | | Cwmbach 2 |
| 1537 | | Cwmbach 3 |
| 742 | Cymmer | Cymmer 1 |
| 853 | | Cymmer 2 |
| 96 | | Cymmer 3 |
| 83 | | Cymmer 4 |
| 680 | Ferndale | Ferndale 1 |
| 652 | | Ferndale 2 |
| 471 | | Ferndale 3 |
| 823 | Gilfach Goch | Gilfach Goch 1 |
| 175 | | Gilfach Goch 2 |
| 51 | Glyncoch | Glyncoch 1 |
| 463 | | Glyncoch 2 |
| 642 | Graig | Graig 1 |
| 268 | | Graig 2 |
| 1130 | Hawthorn | Hawthorn 1 |
| 390 | | Hawthorn 2 |
| 996 | Hirwaun | Hirwaun 1 |
| 691 | | Hirwaun 2 |
| 176 | | Hirwaun 3 |
| 657 | Llanharan | Llanharan 1 |
| 1609 | | Llanharan 2 |
| 1649 | Llanharry | Llanharry 1 |
| 257 | | Llanharry 2 |

| WIMD Rank | | Electoral Division | SOA Lower Layer Name |
|-----------|--|--------------------|----------------------|
| 1744 | | Llantrisant Town | Llantrisant Town 1 |
| 1812 | | | Llantrisant Town 2 |
| 1139 | | | Llantrisant Town 3 |
| 1736 | | Llantwit Fardre | Llantwit Fardre 1 |
| 1879 | | | Llantwit Fardre 2 |
| 1712 | | | Llantwit Fardre 3 |
| 1670 | | | Llantwit Fardre 4 |
| 534 | | Llwn-y-pia | Llwyn-y-pia 1 |
| 159 | | | Llwyn-y-pia 2 |
| 120 | | Maerdy | Maerdy 1 |
| 52 | | | Maerdy 2 |
| 1015 | | Mountain Ash East | Mountain Ash East 1 |
| 468 | | | Mountain Ash East 2 |
| 474 | | Mountain Ash West | Mountain Ash West 1 |
| 136 | | | Mountain Ash West 2 |
| 359 | | | Mountain Ash West 3 |
| 6 | | Penrhiwceiber | Penrhiwceiber 1 |
| 275 | | | Penrhiwceiber 2 |
| 429 | | | Penrhiwceiber 3 |
| 356 | | | Penrhiwceiber 4 |
| 579 | | Pentre | Pentre 1 |
| 1451 | | | Pentre 2 |
| 141 | | | Pentre 3 |
| 493 | | | Pentre 4 |
| 262 | | Pen-y-graig | Pen-y-graig 1 |
| 698 | | | Pen-y-graig 2 |
| 110 | | | Pen-y-graig 3 |
| 730 | | | Pen-y-graig 4 |

| WIMD Rank | | Electoral Division | SOA Lower Layer Name |
|-----------|--|------------------------|--------------------------|
| 101 | | Pen-y-waun | Pen-y-waun 1 |
| 15 | | | Pen-y-waun 2 |
| 1755 | | Pont-y-clun | Pont-y-clun 1 |
| 1904 | | | Pont-y-clun 2 |
| 1884 | | | Pont-y-clun 3 |
| 1171 | | | Pont-y-clun 4 |
| 1485 | | Pontypridd Town | Pontypridd Town 1 |
| 994 | | | Pontypridd Town 2 |
| 752 | | Porth | Porth 1 |
| 1280 | | | Porth 2 |
| 415 | | | Porth 3 |
| 539 | | | Porth 4 |
| 707 | | Rhigos | Rhigos |
| 709 | | Rhondda | Rhondda 1 |
| 480 | | | Rhondda 2 |
| 1297 | | | Rhondda 3 |
| 209 | | Rhydfelen Central/Ilan | Rhydfelen Central/Ilan 1 |
| 26 | | | Rhydfelen Central/Ilan 2 |
| 145 | | | Rhydfelen Central/Ilan 3 |
| 1308 | | Taffs Well | Taffs Well 1 |
| 1129 | | | Taffs Well 2 |
| 1497 | | Talbot Green | Talbot Green 1 |
| 438 | | | Talbot Green 2 |
| 1518 | | Ton-teg | Ton-teg 1 |
| 1651 | | | Ton-teg 2 |
| 1193 | | | Ton-teg 3 |
| 481 | | Tonypandy | Tonypandy 1 |
| 611 | | | Tonypandy 2 |

| WIMD Rank | | Electoral Division | SOA Lower Layer Name |
|-----------|--|--------------------|----------------------|
| 637 | | Tonyrefail East | Tonyrefail East 1 |
| 805 | | | Tonyrefail East 2 |
| 87 | | | Tonyrefail East 3 |
| 1641 | | | Tonyrefail East 4 |
| 577 | | Tonyrefail West | Tonyrefail West 1 |
| 1723 | | | Tonyrefail West 2 |
| 185 | | | Tonyrefail West 3 |
| 920 | | | Tonyrefail West 4 |
| 682 | | Trallwng | Trallwng 1 |
| 1423 | | | Trallwng 2 |
| 541 | | | Trallwng 3 |
| 554 | | Trealaw | Trealaw 1 |
| 100 | | | Trealaw 2 |
| 306 | | | Trealaw 3 |
| 604 | | Treforest | Treforest 1 |
| 839 | | | Treforest 2 |
| 937 | | | Treforest 3 |
| 487 | | Treherbert | Treherbert 1 |
| 114 | | | Treherbert 2 |
| 248 | | | Treherbert 3 |
| 286 | | | Treherbert 4 |
| 869 | | Treorchy | Treorchy 1 |
| 745 | | | Treorchy 2 |
| 410 | | | Treorchy 3 |
| 560 | | | Treorchy 4 |
| 860 | | | Treorchy 5 |
| 4 | | Tylorstown | Tylorstown 1 |
| 198 | | | Tylorstown 2 |
| 107 | | | Tylorstown 3 |

| WIMD Rank | | Electoral Division | SOA Lower Layer Name |
|-----------|--|--------------------|----------------------|
| 1625 | | Tyn-y-nant | Tyn-y-nant 1 |
| 668 | | | Tyn-y-nant 2 |
| 149 | | | Tyn-y-nant 3 |
| 121 | | Ynyshir | Ynyshir 1 |
| 791 | | | Ynyshir 2 |
| 344 | | Ynysybwl | Ynysybwl 1 |
| 705 | | | Ynysybwl 2 |
| 1620 | | | Ynysybwl 3 |
| 639 | | Ystrad | Ystrad 1 |
| 598 | | | Ystrad 2 |
| 403 | | | Ystrad 3 |
| 131 | | | Ystrad 4 |

Appendix 6 - Glossary of Terms

| Term | Definition |
|---|--|
| Adopted Plan | The final version of the Local Development Plan (LDP). |
| Adoption | The final stage of LDP plan-preparation, where the LDP becomes the statutory development plan for the area it covers. |
| Annual Monitoring Report (AMR) | The AMR is a yearly report that monitors and assesses the extent to which the strategy and associated policies within the LDP are being implemented. The document is used to determine whether any revisions to the LDP are necessary. |
| Baseline | A description of the present state of an area that can be compared with future data. |
| Candidate Site | A site put forward for consideration within the LDP. All candidate sites will be assessed against specific criteria to determine their suitability for inclusion within the Plan, as a potential allocation. |
| Community | People living in a defined geographical area, or who share other interests and therefore form communities of interest. |
| Community Involvement Scheme (CIS) | Sets out the project plan and policies of the LPA for involving local communities, including businesses, in the preparation of the LDPs. The CIS is submitted to the Welsh Government for approval, as part of the Delivery Agreement. |
| Consensus Building | A process of dialogue with communities and other interested parties to understand relevant viewpoints and to seek agreement, where possible. |
| Consultation | A formal process in which comments are invited on a particular topic or draft document, usually within a specific period. |
| Council | The 'Council' in this instance is taken to mean Rhondda Cynon Taf County Borough Council. |
| Delivery Agreement (DA) | A document comprising the Local Planning Authority's (LPA) timetable for the preparation of the LDP, together with its Community Involvement Scheme (CIS), submitted to the Welsh Government for agreement. |
| Deposit | A formal six week stage in the plan making process, whereby individuals/organisations can make representations on the LDP. Representations pertaining to the 'soundness' of the plan can be examined by the independent Inspector. |
| Deposit Plan | This is a full draft of the LDP that undergoes a formal consultation period prior to it being submitted to the Welsh Government for public examination. |
| Development Control Policies | A suite of criteria-based policies, which will ensure that all development within the area meets the aims and objectives set out in the strategy. |

| Term | Definition |
|--|--|
| Duly Made | Representations to the LDP, which are made in the correct manner and within the specified consultation period, will be considered 'duly made'. |
| Engagement | A proactive process, that seeks to encourage the involvement and participation of the community and other interested parties in the decision making process. |
| Evidence Base | Reports, data and other information that provides the basis for plan preparation and the LDPs vision, objectives, policies and proposals, justifying the soundness of the policy approach of the LDP. |
| Examination | The examination in public of the Deposit LDP, Deposit representations, the report of consultation, the SA/SEA and the evidence base documents by the independent Inspector, appointed by the Welsh Government. |
| Habitat Regulation Assessment (HRA) | Habitats Regulations Assessment (HRA) relates to the assessment of the impacts of a plan (or project) against the nature conservation objectives of European designated sites for any likely significant effects. HRA also ascertains whether the proposed plan would adversely affect the integrity of the site. |
| Indicator | A measure of variables over time, often used to measure progress in the achievement of objectives, targets and policies. |
| Inspector's Report | The Report compiled by the Inspector at the conclusion of the LDP examination. The Inspector's Report, which is binding on the Council, contains recommendations on the content of the final LDP. The Council must adopt the LDP in the manner directed by the Inspector. |
| Involvement | A generic term that relates to community involvement, which includes both participation and consultation techniques. |
| Local Development Plan (LDP) | The LDP is a land-use planning document that includes the vision, objectives, strategy, proposals, policies and allocations for key areas of change/protection. Allocations, along with a number of other proposals are represented geographically on the LDP proposals map. The LDP is a statutory development plan that all LPAs in Wales are required to produce. |
| Local Planning Authority (LPA) | The LPA is the planning authority responsible for the preparation of the LDP, i.e. County or County Borough Council or National Park Authority. In this case, Rhondda Cynon Taf County Borough Council. |
| Local Strategic Partnership | A partnership of stakeholders that comprises service providers, private, community and voluntary sector companies/organisations, that work in partnership to identify and meet local needs in a holistic way, typically through producing and employing community strategies. |
| Objective | A statement of what is intended, specifying the desired direction of change in trends. |

| Term | Definition |
|---|--|
| Participation | A process whereby stakeholders and the community can engage directly with the plan-making process, to guide decision-making. |
| Planning Inspectorate (PINS) (Wales) | The Wales branch of the Planning Inspectorate is the independent body that will be responsible for the formal examination of the LDP. |
| Planning Policy Wales (PPW) | The document sets out the national planning policies for Wales, as produced by the Welsh Government. |
| Pre-Deposit | Stages of the preparation and consultation of the LDP before the Deposit Plan is finalised and approved by the Council. |
| Preferred Strategy | The preferred strategy sets out the broad, strategic direction for the LDP, inclusive of the preferred level of growth and the distribution for said growth, via the spatial strategy. It also includes the vision and objectives of the LDP. |
| Press Release | Sent to the Welsh media, including newspapers, radio and television news stations, as appropriate. Note: Media may choose not to print or broadcast an item. |
| Regulation | The regulations that provide the framework for LDP plan preparation are set out in Welsh Statutory Instruments. |
| Report of Consultation | A consultation report is one of the documents that are required as part of the independent examination. An 'initial consultation report' is also required at pre-deposit stage. |
| Representations | Comments received in relation to the LDP, either in support of, or in opposition to elements of its content. |
| Review Report | A document that provides an overview of those issues that have been considered as part of the full review process. It identifies changes that are likely to be required to the LDP, based on evidence. It further expresses the type of revision procedure to be followed in revising the LDP. |
| Scoping | A process of deciding the scope and level of detail of the Sustainability Appraisal (SA), including the sustainability effects and options that need to be considered, the assessment methods to be used and the structure and contents of the SA report. |
| Soundness Tests | For an LDP to be adopted, it must be determined to be 'sound' by the independent Inspector. The tests of soundness are set forth in PPW. The three tests are consistency, coherence and effectiveness. |
| Stakeholders | Individuals whose interests are directly affected by the LDP (and/or SA/SEA) and whose involvement is generally through representative bodies. |
| Strategic Environmental Assessment (SEA) | Generic term used internationally to describe environmental assessment, as applied to policies, plans and programmes. The SEA Regulations require a formal <i>environmental assessment of certain plans and programmes, including those in the field of planning and land use.</i> |

| Term | Definition |
|--|--|
| Strategic Development Plan (SDP) | A Strategic Development Plan is a new plan in the development plan hierarchy in Wales, as introduced by the Planning (Wales) Act, 2015. It is a tool for regional planning, covering cross-boundary issues, such as housing and transport. |
| Submission | When the LDP, Sustainability Appraisal Report and the Habitats Regulations Assessment are formally submitted to the Welsh Government for examination by the independent Inspector, appointed by the Welsh Government. |
| Supplementary Planning Guidance (SPG) | Provides more detailed and/or site specific guidance on the application of LDP policies by supplementing certain policies. SPG does not form part of the development plan and is not subject to independent examination. |
| Sustainability Appraisal (SA) | Tool for appraising policies to ensure they reflect sustainable development objectives (i.e. economic, environmental and social factors). Each LPA is required by S62(6) of the 2004 Act to undertake sustainability appraisal of its LDP. This form of sustainability appraisal fully incorporates the requirements of the SEA Directive and Regulations. |
| Sustainability Appraisal Report | A document required to be produced as part of the sustainability appraisal process to describe and appraise the likely significant effects on sustainability of implementing the LDP, which also meets the requirement for the Environmental Report under the SEA Regulations. S62(6) of the 2004 Act requires each local planning authority to prepare a report of the findings of the sustainability appraisal of the LDP. |
| Sustainable Development | Development that meets the needs of the present without compromising the ability of future generations to meet their own needs. (Well-being of Future Generations (Wales) Act 2015). |
| Well-being of Future Generations (Wales) Act 2015 | The Well-being of Future Generations (Wales) Act 2015 is legislation that requires public bodies, such as local authorities to put long-term sustainability at the forefront of their thinking to make a difference to lives of people in Wales. Local authorities must work towards the seven well-being goals and enact the five ways of working set out in the Act. |
| Workshop | Where members of the public have the opportunity to engage in group debates and practical exercises with a written or drawn 'output'. |

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RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

28 JULY 2020

STANDARD ADVISORY COUNCIL ON RELIGIOUS EDUCATION (SACRE)

REPORT OF THE DIRECTOR OF EDUCATION AND INCLUSION SERVICES IN DISCUSSIONS WITH THE RELEVANT PORTFOLIO HOLDER, COUNCILLOR J ROSSER

AUTHOR(s): Bernard Whittingham, Head of School Achievement (Secondary) - 01443 744014

1. PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to provide information to Members on the Council's statutory duties to establish a Standing Advisory Council on Religious Education (SACRE).
- 1.2 To update Members on the constitution of Rhondda Cynon Taf SACRE (Appendix A).
- 1.3 To inform Members that the Annual Report of the RCT SACRE for the academic year 2018-2019 is available (Appendix B).

2. RECOMMENDATIONS

It is recommended that the Cabinet:

- 2.1 Note the content of the Annual Report 2018-2019.

3. REASONS FOR RECOMMENDATIONS

- 3.1 To ensure that Members are reassured that our statutory obligations are met.

4. BACKGROUND

- 4.1 Every Local Authority (LA) has a statutory duty to establish a permanent body, called a Standing Advisory Council for Religious Education (SACRE), to advise on matters concerned with the provision of Religious Education (RE) and collective worship (Education Reform Act 1988).
- 4.2 The main function of SACRE is 'to advise the authority upon such matters connected with religious worship in county schools and the religious education to be given in accordance with an agreed syllabus as the authority may refer to the Council or as the Council may see fit'.

- 4.3 The broad role of a SACRE is to support the effective provision of RE and collective worship in schools. Each LA should work with its SACRE to identify whether any changes need to be made in the agreed syllabus or in the support offered which might be taken to improve provision.

- 4.4 Each SACRE must publish an annual report on its work.

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 No consultation exercise has been required.

7. FINANCIAL IMPLICATION(S)

There are no financial considerations

8. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

- 8.1 The local authority has statutory duties under Section 11 Education Reform Act 1988.

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

- 9.1 Educational performance has a clear link to the Council's priority of Building a Strong Economy. Improved educational performance will have a positive impact on this priority.

10. CONCLUSION

- 10.1 Changes in the way support for schools is organised and delivered have resulted in changes in the provision of traditional subject led advisory service to a more school-to-school self-supporting system. Such changes in working practices has required SACRE to fulfil its role and functions with schools using a consultative model.
- 10.2 Co-ordination of the role and functions of the RCT SACRE is now commissioned through the Central South Consortium and a new consultant is now in post.

Other Information:-

Relevant Scrutiny Committee-

Children and Young People Scrutiny Committee

Background Papers-

None

CONSTITUTION OF RHONDDA CYNON TAF SACRE

Terms of reference

1. To advise the LA on matters connected with collective worship in county schools.
2. To advise the LA on matters connected with religious education, which is given in accordance with the agreed syllabus.
3. To decide when, within the five-year statutory time scale, the LA should review its agreed syllabus.
4. To consider with the LA and the Agreed Syllabus Conference any changes required to the agreed syllabus.
5. To consider with the LA the support offered to religious education in its schools, with particular regard to methods of teaching, the choice of teaching materials and the provision of training for teachers.
6. To offer advice on any other matters related to its function as it sees fit.
7. To publish an annual report on its work, which must:
 - specify any matters on which it has advised the LA;
 - broadly describe the nature of the advice;
 - set out its reasons for offering advice on any matters which were not referred to it in the first place by the LA;

The report should also follow the current guidance from Welsh Government on its structure and information that should be included in the report.

8. To participate in the LA's statutory complaints procedures in those instances where the complaints relate to religious education and/or collective worship.
9. To receive and make determinations in respect of applications from headteachers of county schools for the lifting or modifying of the requirements that collective worship in such schools must be wholly or mainly of a broadly Christian character.

Composition and Membership

10. The Council shall comprise persons appointed by the local authority to represent respectively:
 - a. Such Christian and other religious denominations as, in the opinion of the LA, will appropriately reflect the principal religious traditions in the area.

- b. Such associations representing teachers as, in the opinion of the LA, ought to be represented having regard to the circumstances of the area.
- c. The LA.

The Council may also include co-opted members.

In order to qualify for membership of RCT SACRE, all members must either reside within Rhondda Cynon Taf or be employed by Rhondda Cynon Taf Council.

Rhondda Cynon Taf SACRE has agreed the following membership:

Representatives from religious traditions and denominations.

To optimise the efficiency of the SACRE, membership is sought from a wide range of religious traditions.

14 places from a range of religions and denominations which could include but is not restricted to:

- The Church in Wales
- The Roman Catholic Church
- Free Churches
- Bahâ'í Faith
- Buddhism
- Hinduism
- Islam
- Judaism
- Sikhism

Teacher representatives

The relevant statutory provision gives discretion to the authority to determine which associations are to represent teachers and will therefore include.

10 places from a range of teacher associations

The LA

6 members representing the local authority.

Co-opt members (with no voting rights)

Up to 4 members who have an interest in religious education and collective worship and can assist the committee in its functions.

- 11. Membership of the Council shall be for a period of four years.
Any outgoing members may be re-appointed.
- 12. Membership of the Council is subject to the condition that the LA has taken all reasonable steps to assure itself that the persons appointed are representative, as the case may be, of the denominations or associations in question.

13. Members representing associations of teachers must include teachers of religious education.
14. Individuals may be removed from the Council if they cease to be representative of the denomination, association or of the Authority they were appointed to represent.
15. Any member of the Council may at any time resign his or her office.

Procedure:

16. The Council shall meet not less than once in each school term.
17. Meetings are open to members of the public unless confidential information is to be disclosed.
18. RCT SACRE is a member of WASACRE (the Welsh Association of SACREs). It shall nominate up to four members, including the RE Consultant, to represent the SACRE at WASACRE meetings.
19. The Council shall elect from its membership a chairperson and vice chairperson at the first meeting in each academic year. The chairperson and vice chairperson in any one year shall not be drawn from the same representative group. An outgoing chairperson may be re-appointed.
20. On any question to be decided by the Council only the representative groups on the Council shall be entitled to vote, and each group shall have a single vote. Before a formal vote is taken opportunity shall be given to each representative group to determine how its vote is to be cast. Resolutions shall be passed to the education department as appropriate.
21. Co-opted members are not entitled to vote.
22. The agenda for each meeting shall be determined by the chairperson and vice chairperson in consultation with the clerk to SACRE, Director of Education Representative and Professional Officer. Any voting member of SACRE shall be entitled to propose items for an agenda.
23. In the case of any member not being able to attend a Council meeting, a substitute may be nominated by the body which that person represents, provided that the substitute meets the eligibility criteria and the Education Directorate of the LA and the Clerk to SACRE is notified in advance of the meeting.
24. A meeting of the Council will be deemed to be quorate if at least one member of each of the three representative groups is present. The validity of proceedings of the Council shall not be affected by a vacancy in the office of any member of the Council.
25. The representative groups on the Council, other than that representing the Local Authority, may call, at any time, for a review of the agreed syllabus current in the

Authority. At such time, an Agreed Syllabus Conference shall be constituted and convened.

26. The Council shall consider its annual report at the first meeting to be held in each academic year. Upon the Council's ratification of the report, it shall proceed to publication.
27. The clerk to the SACRE shall arrange for copies of the annual report to be sent to all county schools within the Authority, to DfES, the National Library and to such other individuals and institutions as the LA sees fit.

Rhondda Cynon Taf
Standing Advisory Council on
Religious Education

Annual Report
for the Academic Year 2018 -
2019



CONTENTS

Section 1. – Information about SACRE

- 1.1 Duty to establish SACRE
- 1.2 Composition of SACRE
- 1.3 Membership of SACRE
- 1.4 Functions of SACRE
- 1.5 Meetings
- 1.6 Circulation of report

Section 2 - Executive summary

- 2.1 Religious education
- 2.2 Agreed syllabus
- 2.3 Training materials
- 2.4 Training for teachers
- 2.5 Collective worship
- 2.6 Other issues

Section 3 – Summary of advice to the local authority on religious education

- 3.1 The locally agreed syllabus
- 3.2 Standards in religious education
- 3.3 Methods of teaching, teaching material and teacher training

Section 4 – Summary of advice on collective worship

- 4.1 School inspection reports
- 4.2 School self-evaluation
- 4.3 Determinations

Section 5 – Summary of other issues

- 5.1 WASACRE
- 5.2 NAPfRE
- 5.3 Holocaust Education
- 5.4 National Curriculum for Wales
- 5.5 *GCSE and GCE Specifications*
- 5.6 *Statutory Requirements for RE*
- 5.7 ESTYN Thematic Review and Updates
- 5.8 *Training of SACRE Members*
- 5.9 Commission on Religious Education in England
- 5.10 Humanist representation on SACRE

Appendices

- Appendix 1. List of SACRE members
- Appendix 2. Record of meetings
- Appendix 3. List of organisations to which report has been circulated
- Appendix 4. Examination results – A level and GCSE 2016 - 2018
- Appendix 5. Key stage 3 teacher assessment results 2018
- Appendix 6. Development Plan

SECTION ONE

INFORMATION ABOUT SACRE

1.1 Duty to establish SACRE

All local authorities (LAs) are required to constitute a Standing Advisory Council on Religious Education (SACRE) within their local area.

1.2 Composition of SACRE

Representation on SACRE is required as follows:

- such Christian and other religious denominations as, in the opinion of the LA, will appropriately reflect the principal religious traditions in the area;
- associations representing teachers; and
- the LA.

It is the duty of the LA to ensure that members of the groups are appointed and that they are representative.

1.3 Membership of SACRE

The list of members of Rhondda Cynon Taf SACRE is set out in Appendix 1.

1.4 Functions of SACRE

The main function of a SACRE is to:

- advise the LA on worship and the religious education to be given in accordance with the agreed syllabus, including methods of teaching, advice on materials and the provision of training for teachers;
- consider whether to recommend to the LA that its current agreed syllabus should be reviewed by convening an Agreed Syllabus Conference;
- consider applications from schools for determinations (to be exempt from the requirement that worship be “Christian”)
- report to the LA and the Department for Education and Skills (DfES) on its activities on an annual basis.

1.5 SACRE meetings

Three meetings of SACRE were held during the 2018– 2019 academic year:

- 15th November, 2018
- 4th March, 2019
- 20th June 2019

A record of the main agenda items discussed during the meetings is to be found in Appendix 2.

1.6 Circulation of report

Copies of this report have been circulated to the organisations/establishments listed in Appendix 3.

SECTION TWO

EXECUTIVE SUMMARY

SUMMARY OF THE ADVICE GIVEN TO THE LOCAL AUTHORITY BY SACRE

2.1 Religious Education

A brief summary of the advice that SACRE has given to the Local Authority follows:

Aim: To monitor provision and standards in religious education

Action

1. SACRE considers and analyses school inspection reports. If there are any issues regarding religious education, such as the non- fulfilment of statutory requirements, the Local Authority follows this up. During the academic year 2018–2019 no such follow up action was necessary.
2. SACRE analyses examination results over a three year period and identifies trends in performance benchmarked against All Wales data. Schools are informed of the outcomes of this analysis and any issues raised by SACRE.
3. The LA and its SACRE gather and analyses data via the Consortium regarding Key Stage 3 teacher assessment in religious education. This information is presented to SACRE and sent to all secondary schools in the LA.
4. Previously the SACRE wrote to all schools in the local authority reminding them that coverage of the programmes of study of the locally agreed syllabus remains a statutory requirement whilst the curriculum is under review. It also wrote to secondary schools drawing specific attention to delivery of RE at KS4 and informing them that coverage of the Global Citizenship unit alone would not be sufficient to cover all aspects of the agreed syllabus KS4 programme of study.

2.2 Agreed Syllabus

Aim: To fulfil the legal requirement to review the agreed syllabus for religious education on a five year basis and to monitor its implementation

Action

1. In 2008 Rhondda Cynon Taf SACRE adopted a new agreed syllabus for the authority's schools to be implemented from September 2008. All schools received a programme of Inset in summer 2008 and received a package of support materials to exemplify the new syllabus. Comprehensive support materials, including schemes of work and electronic *Progress in Learning* files for secondary schools, have already been issued to schools.
2. In June 2013 the Agreed Syllabus Conference endorsed the re-adoption of the Rhondda Cynon Taf agreed syllabus for religious education with an understanding

that the syllabus would be reviewed once further information is received in relation to the assessment and National Curriculum review. This is still the situation.

3. During 2018 – 2019 SACRE members received updates on the consultations undertaken in relation to the National Curriculum and assessment review. They also gave feedback on the proposals.
4. Previously SACRE considered the Successful Futures Report on the review of the curriculum in Wales. It was noted that there would be implications for RE and the Agreed Syllabus. All members were invited to submit their views to the RE Consultant. SACRE will continue to monitor and respond to developments in this area.
5. A Welsh Government consultation with SACREs took place in the Autumn Term 2018 and spring and summer terms 2019.
6. SACRE will continue to monitor further developments in the curriculum review and respond accordingly on an ongoing basis as appropriate. RE remains a statutory curriculum requirement from reception. In the new curriculum RE will form part of the Humanities Area of Learning and Experience.
7. Welsh Government has continued to indicate they would like a two way dialogue with SACREs on their views of RE in the new curriculum. In newsletters to SACREs, Welsh Government outlined the 'What Matters' approach that has been adopted for designing the new curriculum for Wales and shared some initial drafts from the Humanities group with SACRE. The Humanities AoLE pioneer group has been regularly refining their What Matters statements and accompanying rationales. The frameworks shared with SACRE reflect the work undertaken so far in relation to progression.
8. The Welsh Government has continued to invite feedback from SACRE on the latest proposals at two points during 2018-2019. SACRE discussed the proposals both during meetings and via further responses that were sent to the consultant, Maggie Turford, who collated the responses and forwarded them to Welsh Government on behalf of SACRE.
9. The Welsh Government will continue to clarify the relationship between the Humanities AoLE and the locally agreed syllabus during 2018-2019 and will be working closely with representatives from WASACRE and NAPfRE.

2.3 Teaching Materials

Aim: To ensure that schools are informed of suitable teaching resources

Action

The following resources and information have previously been provided to schools

1. All schools were informed of the 2019 Holocaust Memorial Day theme and that Holocaust resources can be found on their website www.hmd.org.uk.

2. Schools were advised that the formerly published RE News was now available to view on line at the following address: www.religious-education-wales.org.
3. Managing the Right of Withdrawal from RE published by WASACRE.
4. SACRE RE News Bulletin: A termly SACRE RE News Bulletin was distributed to all schools and interested parties this included information on the New Curriculum, the Estyn Thematic Review, WJEC updates, Interfaith Week and places of worship as well as articles submitted by teachers and SACRE members from a number of Local Authorities.
5. Information was shared on Visit My Mosque.
6. Information on visits and visitors in South Wales was distributed to schools.
7. The CYTŪN POLICY BULLETIN was shared with schools.
8. The Newsletter of the Religious Education Council of England and Wales.
9. Diversity of Religion and Belief: A guidance resource pack for primary schools in England and Wales published by Cardiff University School of Social Science.

2.4 Training for Teachers

Aim: To ensure that teachers are able to access appropriate continuing professional development.

Action

1. No RE courses were offered by the local authority via Central South Consortium this year.

2.5 Collective Worship

Aim: To ensure that schools fulfil statutory requirements for collective worship and provide a worthwhile experience for pupils.

Action

1. SACRE monitors the sections of inspection reports that are concerned with collective worship and spiritual, moral, social and cultural development. If there are any issues such as the non-fulfilment of statutory requirements the LA follows this up. During the academic year 2018 – 2019, no such follow up action was necessary. The provision for collective worship had positive comments stating that schools were promoting pupils' spiritual, moral, social and cultural development well.

2.6 Other Issues

Aim: To ensure a more informed SACRE through providing regular updates on local and national issues.

WASACRE

SACRE has maintained its membership of WASACRE and receives termly feedback from meetings of the association by its representatives.

National Advisory Panel for Religious Education (NAPfRE)

The RE Consultant to SACRE is a member of NAPfRE and regularly attends meetings on SACRE's behalf.

Holocaust Education

Rhondda Cynon Taf SACRE was informed of the 2019 Holocaust Memorial Day theme and resources to be found at www.hmd.org.uk.

Curriculum Review

SACRE has received regular updates on the development of the new curriculum and the implications for religious education.

GCSE and GCE Examination Specifications

SACRE were updated on the progress being made with regards to the new A Level and GCSE Specifications for RS.

ESTYN Thematic Review and Updates

SACRE received feedback on the Estyn Thematic Report in the Summer and Autumn Terms of 2018.

SACRE Training

The consultant to SACRE gave a presentation on developments in the New Curriculum for Wales and the place of RE within this.

Commission on Religious Education in England

The Consultant presented the final report "*The CoRE and its relevance to Wales: A paper for discussion.*"

Humanist Representation on SACRE

It had been agreed in the Summer 2018 meeting to invite a Humanist representative to sit as a Group A representative on Rhondda Cynon Taf SACRE. This has now taken place.

SECTION THREE

SUMMARY OF ADVICE TO THE LOCAL AUTHORITY ON RELIGIOUS EDUCATION

3.1 The Locally Agreed Syllabus

During the spring term 2008, Standing Conference had endorsed and adopted a new agreed syllabus for the authority's schools to be implemented from September 2008. The agreed syllabus closely relates to *The National Exemplar Framework for RE*.

In June 2013, Standing Conference endorsed the re-adoption of the Rhondda Cynon Taf agreed syllabus, with an understanding that the syllabus would be reviewed once further information is received in relation to the assessment and National Curriculum review.

In spring 2015, SACRE had considered the Donaldson Successful Futures Report on the review of the curriculum in Wales. It was noted that there would be implications for RE and the Agreed Syllabus.

It was agreed that a statement regarding time allocation for RE in schools would be drafted and schools would be consulted.

1. SACRE has received termly updates on the consultations undertaken in relation to the National Curriculum and assessment review. SACRE are awaiting further details from Welsh Government on assessment issues in particular and advice from WASACRE, before beginning any RE agreed syllabus review. A Welsh Government consultation with SACREs took place during the academic year 2018-9. Members of RCT SACRE were consulted and the consultant fed back on their behalf to WG in July 2019.

3.2 Standards in Religious Education

Examination Results 2018

SACRE considered examination performance in the secondary schools for 2018. The examination results for Rhondda Cynon Taf are compared with the Local Consortium, the All- Wales figures and with the results of the previous years. SACRE members are also informed of the percentage of the year 11 cohort being entered for the religious studies GCSE examinations. The examination results are sent to all secondary schools within the Local Authority.

Full details of 2018 are published in Appendix 4 along with results for 2016 and 2017.

GCSE Religious Studies Full Course

There was an increase in entries for the GCSE Religious Studies course in 2018 with 1012 candidates from 14 schools. In 2017, there were 999 students from 16 schools. There was also an increase in the all Wales figure with 11870 candidates compared to 11051 candidates in 2016.

The cohort entry for Rhondda Cynon Taf in 2018 was 40.8%, which is an increase on the 2017 entry.

The overall percentage of A* - G grades for Rhondda Cynon Taf in 2018 is 99.0% which is higher than both the 2016 and the 2017 figures. The Consortium and all Wales performances are slightly lower.

The overall percentage of A* - C grades for Rhondda Cynon Taf in 2018 is 70.4% which is higher than the figures in 2016 and in 2017. Performance at A* - C of 70.4% in RCT is on a par with the Consortium figure, but slightly higher than the all Wales figure.

In 2018, the overall percentage of A* - A grades for Rhondda Cynon Taf is 26.8% which is an improvement on both the 2016 and 2017 figures. It remains slightly below the Consortium performance but slightly better than the All Wales figure.

GCSE Religious Studies Short Course

In 2018, there was a noticeable decrease in the number of students sitting the GCSE Religious Studies short course with only 705 students from 14 schools in comparison to 868 students from 16 schools in 2017. Across Wales there continues to be a drop in numbers of candidates entered, with 8307 students in comparison to 11,666 students in 2016.

In 2017 and 2018, schools used selective entry, whereas in 2016 some schools in Rhondda Cynon Taf entered almost a full cohort. The average cohort entry for Rhondda Cynon Taf in 2017 and 2018 is considerably lower than in 2016 when it was over 67 % of the cohort.

The overall % of A* - G grades for Rhondda Cynon Taf in 2018 decreased to 82.0%. It is now lower than both the Consortium and all Wales figures.

The overall percentage of A* - C grades for Rhondda Cynon Taf in 2018 is 23.7%. This is a decrease from the 2017 figure of 28.8%. The Consortium figure and that for Wales have also significantly decreased this year. The figure of 23.7% remains well below the Consortium and the All Wales figures.

The overall percentage of A* - A grades for Rhondda Cynon Taf in 2018 of 3.7 % is an improvement in the 2017 figure. The 2018 performance is below the Consortium and the All Wales figures.

AS Level Religious Studies

The new WJEC GCE A Level specification was introduced in September 2016 with these first examination results in 2017 for AS Level.

There continues to be a significant decrease in the number of students who sit the AS Level examination compared to 2016.

The overall percentage of A - E grades for Rhondda Cynon Taf is 87.5%, which is an improvement from the 2017 figure. Performance is similar to the Consortium figure.

The overall percentage of A - C grades for Rhondda Cynon Taf is 37.5 %, which is similar

to the 2017 figure. Performance at A-C is below the Consortium figure.

The overall percentage of A grades for Rhondda Cynon Taf is 5.0% an improvement since 2017.

A Level Religious Studies

2018 saw a further drop in entries for A Level Religious Studies at 107 students from 13 schools compared to 179 candidates from 16 schools in 2016. The number of candidates who sat the examination across Wales is lower at 1066 students in comparison to 1446 in 2016.

The 2018 % pass rate for grades A* – E remained roughly the same as in 2017. Performance is higher than the Consortium figure but lower than the All Wales figure.

The percentage pass rate for grades A* – C saw a slight improvement from 2017. Performance at A*-C is similar to the Consortium figure but slightly below the All Wales figure.

22.4 % of students achieved A*-A grades in 2018. This is a significant improvement from 2017. Performance at A*-A is on a par with the Consortium performance and the All Wales figure.

Key Stage 3 Data

Members of Rhondda Cynon Taf SACRE also consider the levels awarded by teachers to pupils at the end of key stage 3. Comparisons are made with previous performance in religious education. The data is sent to all secondary schools within the Local Authority. End of key stage 3 levels are published in Appendix 5.

School Inspection Reports

SACRE, with the LA's agreement and co-operation, receives reports from professional officers on standards and provision and reviews summary reports of inspection findings as well as Estyn surveys as they occur.

From February 2018 until May 2019, 19 primary schools and 2 secondary schools were inspected and reported on in Rhondda Cynon Taf. These do not include denominational schools, as these are not within the remit of the SACRE

The Estyn Common Inspection Framework notes that inspectors should only report on instances where the school does not comply with statutory requirements.

A small number of inspection reports made no explicit judgement regarding spiritual development.

Most pupils have a developing understanding of their global responsibilities and sense of fairness and equality through their links with schools abroad. In addition, assemblies generally provide worthwhile opportunities for pupils to reflect on issues of importance and there are worthwhile opportunities to develop pupils' social, moral and cultural understanding. Visitors to the school provide opportunities to enhance pupils' spiritual, moral, social and cultural development and understanding of diversity.

Whilst there were very few direct references to religious education in the reports it was noted that schools promote respect and tolerance and celebrates diversity successfully through whole school topics. Pupils develop a broad understanding of world religions through an appropriate range of planned activities.

Collective worship provides pupils with worthwhile opportunities to reflect on their actions and how they affect others in some schools

Letters were sent to each of the schools from SACRE acknowledging the respective good practice and offering support if needed.

School Self-Evaluation

SACRE had resolved to use school self-evaluation as a means of fulfilling its statutory responsibility to monitor provision and standards in religious education. However, during 2014 – 2015 the decision to request self-evaluation reports was being reviewed by the School Improvement Officers to determine if this was the LA's preferred method of monitoring. It was resolved at the summer 2016 meeting that SACRE would not continue to use the school self-evaluation proforma as a means of monitoring provision and standards in religious education.

3.3 Methods of Teaching, Choice Of Teaching Materials, Teacher Training

Teaching Materials

A wide range of teaching materials have been made know to schools by SACRE. Example of which are as follows:

Holocaust Memorial Day 2018 Resources

All schools were informed of the 2019 Holocaust Memorial Day theme. Schools were informed by SACRE that further information about the theme and free educational Holocaust resources can be found on their website www.hmd.org.uk – these include lesson plans, film clips, case studies, collective worship/assembly material and worksheets suitable for primary to post 16 students.

RE News

Schools were advised that the formerly published RE News was now available to view on line at the following address: www.religious-education-wales.org

Guidance on the Withdrawal Clause

SACRE distributed the WASACRE document Managing the Right to Withdrawal from Religious Education to all schools and SACRE.

Farmington Scholarships

Scholars are free to study any aspect of Religious Education they wish but preference will be given to applicants whose work can be seen to be of direct value to the teaching of RE in schools. For more information schools can visit www.farmington.ac.uk or E-mail: farmington@hmc.ox.ac.uk

Interfaith News Bulletins were shared with schools

<https://www.interfaith.org.uk/news/ifn-e-bulletin>

A list of **free resources** for schools was also distributed these included suggested useful websites as was information on **visits and visitors** in South Wales was distributed to schools.

The Churches Together in Wales **CYTŪN POLICY BULLETIN** was shared with schools <http://www.cytun.org.uk/index.html>. CYTŪN produces bulletins throughout the year.

INSET

Central South Consortium INSET

No RE courses were offered by the local authority via Central South Consortium this year.

SECTION FOUR

SUMMARY OF ADVICE ON COLLECTIVE WORSHIP

Monitoring of collective worship has continued through a review of inspection report findings.

4.1 School Inspection Reports

From February 2018 until May 2019, 19 primary schools and 2 secondary schools were inspected and reported on in Rhondda Cynon Taf. These do not include denominational schools, as these are not within the remit of the SACRE

The Estyn Common Inspection Framework notes that inspectors should only report on instances where the school does not comply with statutory requirements in relation to collective worship. Estyn noted no instances of non-compliance with statutory requirements in relation to collective worship. A small number of inspection reports made no explicit judgement regarding spiritual development.

The quality of collective worship is mentioned in some inspection reports and a number of good features are highlighted.

Collective worship:

- provides pupils with worthwhile opportunities to reflect on their actions and how they affect others in some schools
- enhances the spiritual, moral, social and cultural development of pupils well
- promotes sustainable development and global citizenship effectively
- provides pupils with worthwhile opportunities to reflect on their actions and how they affect others
- promotes respect and tolerance effectively
- provides suitable opportunities for pupils to reflect on how they should treat others and to understand the diversity of the world

SACRE wrote to all schools to acknowledge their good practice and to offer support.

4.2 School Self-Evaluation

SACRE had resolved to use school self-evaluation as a means of fulfilling its statutory responsibility to monitor provision and standards in religious education. However, it was decided that SACRE would not continue to use the school self-evaluation proforma as a means of monitoring provision and standards in religious education.

4.3 Determinations

As last year, no applications were received from schools for determinations to be made on the lifting of the requirements for collective worship to be wholly or mainly of a broadly Christian character.

SECTION FIVE

SUMMARY OF OTHER ISSUES

5.1 WASACRE

SACRE continues to support the work of the Wales Association of SACREs (WASACRE) and recognises the value of the body in promoting religious education and collective worship on a national basis. During 2018-2019, issues considered at WASACRE meetings have been fully reported back to SACRE.

5.2 National Advisory Panel for Religious Education (NAPfRE)

The Consultant to RCT SACRE is a member of NAPfRE and regularly attends meetings on SACRE's behalf.

5.3 Holocaust Education

Rhondda Cynon Taf SACRE was informed of the 2019 Holocaust Memorial Day theme that further information about the theme and free educational Holocaust Memorial Day resources can be found on their website www.hmd.org.uk. Schools were informed.

5.4 National Curriculum for Wales

SACRE has received termly updates, through feedback from the Consultant to SACRE, Maggie Turford, on the progress of the National Curriculum Review and its implications for RE in the curriculum. RE remains a statutory curriculum requirement from reception and will form part of the Humanities Area of Learning and Experience. WG send a termly newsletter to SACREs outlining the developmental work of the Pioneer Schools in relation to RE in the Humanities.

5.5 GCSE and GCE Specifications

SACRE have been updated about the progress being made with regards to the implementation of the new GCE and GCSE specifications and the work of Lead Practitioners, via updates from the Consultant. Staff from RCT schools have been involved in this discussion.

5.6 Statutory Requirements for RE

Previously SACRE wrote to all schools reminding them that coverage of the programmes of study of the locally agreed syllabus remains a statutory requirement. It was brought to SACREs attention that the 2016 WASACRE survey on the impact of the WBQ on Religious Education showed that some secondary schools believed that delivery of the Global Citizenship element of WBQ was sufficient to cover the RE requirements. SACRE resolved to remind secondary schools that coverage of the Global Citizenship unit alone would not be sufficient to cover all aspects of the agreed syllabus KS4 programme of study.

5.7 ESTYN Thematic Review and Updates

SACRE members received the outcomes of the Estyn Thematic review of KS 2 and 3 and made a response to this via their consultant. Estyn was very supportive of the feedback given. Estyn have been in regular attendance in WASACRE meetings during 2017-2018.

5.8 Commission on Religious Education in England

"The final CoRE report was presented to SACRE members at the spring term meeting.

5.9 Humanist representation on SACRE

It was agreed in the summer 2018 meeting to invite a Humanist representative to sit as a co-opted member representative on Rhondda Cynon Taf SACRE. This decision will be reviewed in due course.

Appendix 1

SACRE MEMBERSHIP

LA: 6 Places

Religions and denominations: 14 Places

Teacher Associations: 10 Places

| ORGANISATION | NAME |
|---|--|
| LA Officers | Gaynor Davies RCT Bernard Whittingham RCT Emma Griffiths RCT Clerk to SACRE |
| LA members Rhondda Cynon Taf County Borough Council | County Borough Councillor Mark Adams County Borough Councillor Jeffrey Elliott - Vice Chair County Borough Councillor Geraint Hopkins County Borough Councillor Jayne Brencher County Borough Councillor Margaret Griffiths County Borough Councillor Martin Fidler Jones |
| Religions and denominations | |
| Church in Wales | The Reverend Peter Lewis |
| Catholic Church | Wendy Lavagna |
| The Evangelical Movement of Wales | Mr Brian Rogers |
| Baptist Union of Wales | The Reverend David Brownutt - Chair |
| Bahá'í | Carol Adams |
| Jewish | Prof. David Cohen |
| Church in Wales | Ruth Moverley |
| Humanist | Mike Reynolds |
| Teacher associations | |
| NAS/UWT | Donna Graves (Y Pant) |
| NAS/UWT | Mr Mathew Maidment (Bryncelynnog Comp) |
| NUT | Lynsey Parsons (Cwmlai Primary) |
| NAS/UWT | Catherine Drew (Tonyrefail CS) |
| Co-opted | Jane Ward |
| Co-opted | Darren Rogers |
| Co-opted | Mrs Lynda Davies |
| Co-opted (Humanist) | Mike Reynolds |
| RE Consultant | Maggie Turford |

Appendix 2

Record of SACRE Meetings. Three meetings of SACRE were held during the 2018 – 2019 academic year:

- 15th November 2018
- 4th March 2019
- 20th June 2019

15th November, 2018

- Welcome and apologies for absence
- Minutes of the last meeting
- Action Points and Matters Arising
- To receive and approve the SACRE Annual Report 2017 – 2018
- Review of KS2 and 3 RE
- Curriculum development update from 28 September workshop
- WASACRE
 - draft minutes from WASACRE meeting July, N Wales
 - dates of future WASACRE meetings
- Correspondence
- AOB
- Future dates, venues and items:
 - ✓ Self- evaluation and development planning
 - ✓ School data
 - ✓ RE in the curriculum -updates

4th March, 2019

- Welcome and Apologies
- Minutes of the last meeting
- Matters Arising
- Monitoring standards
 - KS3 data analysis
 - GCSE Examination data
- Inspection synopsis
- Commission on RE-final report summary
- Curriculum development update
 - To consider and respond to the letter and supporting documents to SACREs from Welsh Government
- WASACRE –feedback for November meeting
- Response to Estyn review
- Self-Evaluation process and development planning
- To confirm the date of the Summer SACRE meeting

20th June 2018

- Welcome and apologies for absence
- Minutes from the last meeting
- Matters arising and actions
- Constitution and membership if applicable
- Self-evaluation and development planning

- Pioneer school input if available
- Inspection synopsis
- Annual report process
- WASACRE issues
 - minutes from WASACRE meeting 26th March
 - nomination for WASACRE Executive Committee
 - To note dates of future WASACRE meeting June 28 Conwy and confirm representation

Appendix 3

LIST OF ORGANISATIONS TO WHICH THIS REPORT HAS BEEN SENT

- All schools in Rhondda Cynon Taf
- DfES
- Welsh Government
- Estyn
- Directors of Education, all other Welsh LAs
- Wales Association of SACREs
- University of Wales Trinity St David
- Welsh National Centre for Religious Education-Bangor
- Central South Consortium
- Church in Wales (Diocese of Llandaff)
- The Roman Catholic (Archdiocese of Cardiff)
- Other Churches
- Association of Religious Education Teachers in Wales
- National Library of Wales, Aberystwyth
- Religious Education Movement Wales
- Cytun
- Swansea Metropolitan University

Appendix 4

EXAMINATION RESULTS

Examination Results Analysis 2018 - GCSE Religious Studies

| | 2016 | 2017 | 2018 | Consortium 2018 | All Wales 2018 |
|---------------|---|--|---|-------------------------------------|--------------------------------------|
| A* - A | 24.4% | 20.0% | 26.8% | 28.8% | 26.1 % |
| A* - C | 67.2% | 66.2% | 70.4% | 70.0 % | 68.0% |
| A* - G | 96.9% | 97.9% | 99.0% | 98.1% | 97.4 % |
| Entry | 872 students (33% of cohort) 14 schools | 999 students (38.8% of cohort) 16 schools | 1012 students (40.8 % of cohort) 14 schools | 4747 students (52.0 % of cohort) | 11870 students (39.0 % of cohort) |

Examination Results Analysis 2018 - GCSE Religious Studies Short Course

| | 2016 | 2017 | 2018 | Consortium 2018 | All Wales 2018 |
|---------------|---------------------------------|---|--|-------------------|-------------------|
| A* - A | 17.4% | 2.4% | 3.7% | 4.8 % | 8.1 % |
| A* - C | 52.5% | 28.9% | 23.7% | 34.6% | 39.2% |
| A* - G | 91.6% | 87.1% | 82.0% | 84.5 % | 87.8 % |
| Entry | 1792 students | 868 students | | 2108 students | 8301 students |
| | (67.9% of cohort) 15 schools | (33.7% of cohort) 16 schools and EOTAS- education other than school | 705 students (28.4% of cohort) 14 schools plus EOTAS | (23.1% of cohort) | (27.3% of cohort) |

Examination Results Analysis 2018- AS Level Religious Studies

| | 2016 | 2017 | 2018 | Consortium 2018 |
|---------------|---------------------------|--------------|------------------------------|-----------------|
| A* - A | 0.0% | 7.1% | 5.0% | 6.8% |
| A - C | 35.3% | 40.2% | 37.5% | 42.4% |
| A-E | 67.6% | 76.4% | 87.5% | 87.1% |
| Entry | 34 students 12 schools | 127 students | 40 students in 11 schools | 132 students |

Examination Results Analysis 2018 - A level Religious Studies

| | 2016 | 2017 | 2018 | Consortium 2018 | All Wales 2018 |
|---------------|----------------------------|----------------------------------|----------------------------|----------------------------|---------------------------|
| A* - A | 12.3% | 9.7% | 22.4% | 23.5% | 22.0% |
| A* - C | 67.0% | 73.1% | 74.8% | 72.8% | 77.1% |
| A-E | 90.5% | 97.9% | 97.2% | 94.0% | 99.6% |
| Entry | 179 students 16 schools | 145 students 14 schools | 107 students 13 schools | 400 students | 1066 students |

Appendix 5

Key Stage 3 Year 9 Religious Education Levels 2018

| All Pupils | NOR | % No level | % Disapplied | % Level 1 | % Level 2 | % Level 3 | % Level 4 | % Level 5 | % Level 6 | % Level 7 | % Level 8 | % Exceptional | % Total Pupils | % L | % L | % L |
|-------------------|------|------------|--------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------------|----------------|------|------|------|
| Rhondda Cynon Taf | 2193 | 0.7 | 0.0 | 0.0 | 0.5 | 1.1 | 9.1 | 37.1 | 34.9 | 15.9 | 0.7 | 0.0 | 100.0 | 88.6 | 51.5 | 16.6 |
| Consortium | 6668 | 0.8 | 0.0 | 0.0 | 0.2 | 1.3 | 8.6 | 36.6 | 34.6 | 16.3 | 1.6 | 0.1 | 100.0 | 89.1 | 52.5 | 17.9 |

| Boys | NOR | % No level | % Disapplied | % Level 1 | % Level 2 | % Level 3 | % Level 4 | % Level 5 | % Level 6 | % Level 7 | % Level 8 | % Exceptional | % Total Pupils | % L | % L | % L |
|-------------------|------|------------|--------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------------|----------------|------|------|------|
| Rhondda Cynon Taf | 1110 | 0.7 | 0.1 | 0.0 | 0.7 | 1.7 | 13.0 | 41.5 | 30.5 | 11.6 | 0.1 | 0.0 | 100.0 | 83.8 | 42.3 | 11.7 |
| Consortium | 3338 | 0.9 | 0.0 | 0.1 | 0.3 | 2.0 | 12.0 | 42.4 | 31.2 | 10.6 | 0.4 | 0.1 | 100.0 | 84.8 | 42.3 | 11.1 |

| Girls | NOR | % No level | % Disapplied | % Level 1 | % Level 2 | % Level 3 | % Level 4 | % Level 5 | % Level 6 | % Level 7 | % Level 8 | % Exceptional | % Total Pupils | % L | % L | % L |
|--------------------------|------|------------|--------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------------|----------------|------|------|------|
| Rhondda Cynon Taf | 1080 | 0.4 | 0.0 | 0.0 | 0.2 | 0.5 | 5.2 | 32.6 | 39.4 | 20.4 | 1.3 | 0.1 | 100.0 | 93.8 | 61.2 | 21.8 |
| | | | | | | | | | | | | | | | | |
| Consortium | 3327 | 0.6 | 0.0 | 0.0 | 0.1 | 0.6 | 5.1 | 30.7 | 38.1 | 21.9 | 2.8 | 0.1 | 100.0 | 93.6 | 62.8 | 24.8 |

Note

Teacher assessment is not moderated externally. Teachers arrive at judgements for each pupil using assessment information gathered during the course of key stage 3. Exemplification material is made available to schools in order to moderate standards internally against the level description contained in the agreed syllabus.

At all levels, the local authority perform approximately in line with the consortium

Girls outperform boys at all levels, but the gap is widest at L6+

Appendix 6 Development Plan

SACRE DEVELOPMENT PLAN 2019 – 2022 (ACADEMIC YEAR)

Aim 1: To monitor standards in Religious Education and Religious Studies.

Work with school staff to support the above and to add value to work of the SACRE

Questions to consider

- *How well do we know how our schools and the SACRE is doing?*
- *Do we have enough information to make judgements?*
- *What else could we do?*
- *Is there any way we can support teachers' professional development –CPD?*
- *What do we need to do to help schools understand the role of SACRE?*

| Areas of development | Schedule | People involved | Time and costs | Outcomes | Progress at June 2019 |
|---|--|--------------------|--|--|---|
| 1.1 Monitor standards through regular Review of inspection reports/ Estyn thematic reviews/ school self evaluation reports and recommend, where necessary, action by Local Authority. | Annual agenda item Autumn Term Actions | Full SACRE Adviser | Agenda time Adviser time for analysis | Advice to LA on trends across the county borough; advice, where appropriate, on particular schools; follow up through school visits and review of action plan where necessary. | Inspection analyses carried out on regular basis. The majority have judgements on RE Collective worship and spiritual development |
| 1.2 Receive information on results of: Teacher Assessment at end of Key Stage 3; GCSE Religious Studies Full and Short Course; A/AS level Religious Studies. | Spring Term Actions | Full SACRE Adviser | Agenda time Adviser time for analysis | Advice to LA on trends; advice, where appropriate, on particular schools. | SACRE members given 2018 outcome data for KS3 and 4 at Spring term meeting 2019. Teacher input at Spring meeting stressed the difficulty of new GCSE course in |

| | | | | | |
|--|---------------------|---------------------|-------------|--|---|
| | | | | | terms of vast amount of content |
| 1.3 Identify CPD needs, monitor and offer advice on training. | Autumn Term Actions | Full SACRE | Agenda time | Training programme received along with figures on uptake; advice to LA. | There remains a shortage of specialist RE CPD and the new curriculum will continue to make demands for this. |
| 1.4 Involve staff in schools more closely with work of the SACRE | ongoing Actions | Full SACRE teachers | Agenda time | Improved understanding of all SACRE members of work in schools and better understanding of the work of the SACRE | More school staff to be involved in future |

SACRE DEVELOPMENT PLAN 2019 – 2022 (ACADEMIC YEAR)

Aim 2: To review the agreed syllabus and support its implementation, taking into account consideration the new curriculum arrangements for RE as they are implemented.

Questions to consider

- *How will new curriculum arrangements impact actions?*
- *What support will schools need?*
- *How can SACRE members be best updated on new curriculum?*
- *How are SACRE and Agreed Syllabus likely to change?*

| Areas of development | Schedule | People involved | Time and costs | Outcomes | Progress |
|---|--|---|--|---|---|
| 2.1 To review the agreed syllabus for Religious Education | Summer 2019 onwards (or as appropriate) Actions | Full SACRE Adviser Working group NAPfRE | Advisory time to review the agreed syllabus. Establish a working group (if applicable). Convene a Standing Conference to adopt the syllabus Publication/ translation costs (as appropriate) | Agreed syllabus reviewed and adopted by Standing Conference. Agreed Syllabus training programme for schools (if required) Agreed syllabus to be implemented the Autumn term after adoption. | To be discussed at termly SACRE meetings. As SACRE still unclear about potential changes with new curriculum arrangements, this will need to be on the agenda at each meeting. |
| 2.2 Materials to support implementation of the agreed syllabus for RE | Ongoing Actions | Full SACRE Consultant | Advisory time | Support materials available to schools and accessed through Consortium website. | Working group and other practitioners on new curriculum to be involved with RCT SACRE- Autumn/2019 and Spring term 2020 |

| | | | | | |
|--|---|-----------------------|---------------|--|---|
| 2.3 To keep updated on progress in terms of implementation of RE in new curriculum | In line with WG implementation process Actions | Full SACRE Consultant | Advisory time | Schools well informed and prepared to introduce new arrangements | New curriculum to be on each agenda. Members have discussed on 2 occasions and have contributed to WG consultation on new curriculum |
|--|---|-----------------------|---------------|--|---|

| |
|--|
| SACRE DEVELOPMENT PLAN 2019– 2022 (ACADEMIC YEAR) |
|--|

Aim 3: To monitor provision and provide support for collective worship.

Questions to consider

- *Are there other ways SACRE members can monitor the above?*
- *Links with Estyn?*

| Areas of development | Schedule | People involved | Time and costs | Outcomes | Progress |
|--|--|------------------------|--|---|--|
| 3.1 Monitor provision for collective worship through regular review of inspection reports/ school self evaluation reports; recommend, where necessary, action by LA. | Annual agenda item Autumn term Actions | Full SACRE and Adviser | Agenda time Adviser time for analysis | Advice to LA on trends across the county borough; advice, where appropriate, on particular schools; follow up through school visits and review of action plan where necessary. | See no 1-each inspection report and Estyn review – e.g. KS2 and 3 have been analysed at SACRE meetings- Autumn 2018 and Spring 2019 |
| 3.2 To support the implementation of statutory collective worship | Ongoing Actions | Advisory service | Advisory time | Provision of INSET (if applicable) Schools informed of resources and websites for collective worship. Schools informed of guidance materials available for collective worship | To be addressed |

SACRE DEVELOPMENT PLAN 2019– 2022 (ACADEMIC YEAR)

Aim 4: To ensure a more informed SACRE through providing regular updates on local and national issues related to RE and collective worship in schools. In this to enable SACRE members to evaluate their own development and progress as a committee

Questions to consider

- *How can SACRE members best develop their role as a Council?*
- *In what other ways can we ensure that schools and local community understand the role and work of SACRE?*
- *What do we need to do to improve as a SACRE?*

| Areas of development | Schedule | People involved | Time and costs | Outcomes | Progress |
|--|--|--|---|--|--|
| 4.1 To update members on the role of SACRE and its implications; recent developments in RE and collective worship; guidance materials from relevant bodies; input from practising teachers and outside providers | Termly/ Annually as required Actions? | SACRE members , Adviser, practising teachers, outside providers | Member time; Adviser / Officer time | SACRE members fully aware of their responsibilities. SACRE and schools updated and informed of recent developments and initiatives, both local and national. | External input- from teacher representatives at SACRE meetings have helped to progress this |
| 4.2 Programme of school visits. | Termly/Ann ually as required Actions? | SACRE members , Adviser/ Officers | Member time; Officer time to arrange visits | More informed SACRE on provision and practice regarding RE and collective worship in schools. | To be addressed |
| 4.3 To ensure that members are aware of strengths and areas for development of the SACRE | Actions? | | | | Ongoing as development plan updated |

LOCAL GOVERNMENT ACT 1972
AS AMENDED BY
THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL
CABINET
28 JULY 2020

**REPORT OF THE DIRECTOR OF EDUCATION AND INCLUSION SERVICES IN
DISCUSSION WITH THE RELEVANT PORTFOLIO HOLDER, COUNCILLOR J
ROSSER.**

AUTHOR: Bernard Whittingham – Head of School Achievement (Secondary)

Background papers – None.

Officer to contact: Gaynor Davies – 01443 744014

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

28TH JULY 2020

CHANGES TO THE RULES OF ASSOCIATION – TRIVALLIS HOUSING LIMITED (TRIVALLIS)

REPORT OF DIRECTOR OF PUBLIC HEALTH, PROTECTION & COMMUNITY SERVICES IN DISCUSSION WITH THE CABINET MEMBER FOR STRONGER COMMUNITIES, WELL-BEING & CULTURAL SERVICES, COUNCILLOR RHYS LEWIS

Author: Paul Mee, Director of Public Health, Protection & Community Services

1. PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to confirm the Council's consent to an amendment to Trivallis' rules of the association concerning tenant representation on the Board.

2. RECOMMENDATIONS

It is recommended that the Cabinet:

- 2.1 Confirms its consent to the proposed change to Trivallis' rules of the association concerning tenant representation on Trivallis' Board.

3. REASONS FOR RECOMMENDATIONS

- 3.1 Trivallis are seeking Cabinet's consent to amend the rules of the association in respect of tenant representation on their Board. This follows their decision to adopt the Community Housing Cymru model rules 2017 for registered social landlords.
- 3.2 Following the implementation of the Regulation of Registered Social Landlords (Wales) Act 2018, Trivallis are no longer required to seek the Council's consent in respect of constitutional changes concerning the Council's representation on the Board, the constitution of the Board or its size. However, they are still obliged by the terms of the Transfer Agreement to seek the Council's consent in respect of any changes to tenant representation.

4. BACKGROUND

- 4.1 Trivallis (formerly RCT Homes) was created in December 2007 following the large scale voluntary transfer of the Council's social housing stock.
- 4.2 The transfer agreement between the Council and Trivallis includes a number of covenants on the association, including a requirement that Trivallis cannot change the rules of the association so far as they relate to the local authority or tenant representation without the Council's prior consent in writing.
- 4.3 Trivallis is amending its rules to adopt Community Housing Cymru's (CHC) model rules 2017. CHC is the national representative body of housing associations in Wales. The model rules have been approved by Welsh Government (The Regulator) and the Financial Conduct Authority as suitable for Registered Social Landlords.
- 4.4 As far as possible Trivallis proposes to adopt the standard provisions in the model rules and has retained its community mutual and charitable provisions.
- 4.5 The Regulation of Registered Social Landlords (Wales) Act 2018 has removed the requirement to seek the Council's consent for constitutional changes concerning the Council, including local authority representation and the constituent groups that constitute the Board. The Act supersedes the transfer agreement and these matters are now to be determined by Trivallis' Board. The Council is no longer able to be a shareholder in Trivallis.
- 4.6 The Act is however silent on tenant representation and consequently should Trivallis propose to change the tenant representation on their Board they are still subject to the requirements of the transfer agreement and require consent from the Council.
- 4.7 Trivallis have reduced the size of their Board to between a minimum of 6 and a maximum of 10 members (excluding co-optees) and have removed the previous requirement for three constituent groups; tenant, local authority and independent. Instead, appointment to the Board will be made on the basis of skills, knowledge and experience. The changes to the rules of the association will however allow the Council to appoint up to two Board members as has been current practice, although this will now be subject to those nominated persons meeting the Board's skills requirements.
- 4.8 It is proposed that the current requirement for four tenant representatives be removed and under the new rules one space on the Board will always be available for a tenant Board member subject to

the candidate meeting the skills requirements as assessed by the Board. It will still be possible for more than one tenant to be a Board member, however the requirement for four spaces will be removed.

- 4.9 There is a move across the social housing sector towards smaller Boards with appointments being made on the basis of skills and experience rather than allocations to constituent groups. In adopting the 2017 model rules, Trivallis will be modernising its constitutional arrangements as well as complying with regulatory changes and recent legislation including the Regulation of Registered Social Landlords (Wales) Act 2018.

5. TENANT INVOLVEMENT IN DECISION MAKING

- 5.1 The Council has sought assurance from Trivallis that tenants will continue to be engaged and participate in the organisation in accordance with the expectations that were set out in the original transfer promise document.
- 5.2 Trivallis have confirmed that they remain committed to retaining a minimum of one Board member position for a tenant of Trivallis. Ideally they would like to see this increase and will explore how they can provide development and capacity building opportunities to support tenants to apply.
- 5.3 In addition, Trivallis have set out a number of steps that have been taken to engage tenants in decision making:
- Tenant Survey COVID19 – a recent survey of 1200 tenants regarding their experience of essential services during the pandemic, identifying repairs, planned maintenance and support and money advice services as a priority for reinstatement, which are now being taken forward by the Board.
 - Customer Involvement Network (CIN) & Scrutiny Panel – these consider proposals and scrutinise implementation. The Chairs of each group attend and present the work of their groups to the Remuneration and Governance Committee and Audit & Risk Committee of Trivallis.
 - Trivallis Open Board Meetings – each meeting starts with an open session which tenants can attend.
 - Executive & Board Recruitment – The chairs of CIN and Scrutiny Panel are involved in the selection and decision making for senior executive appointments and the appointment of Independent Board members.

6. EQUALITY AND DIVERSITY IMPLICATIONS

- 6.1 There are no equality and diversity implications for the Council arising from this proposal as it concerns Trivallis' rules of association.

7. CONSULTATION/INVOLVEMENT

- 7.1 There are no consultation implications for the Council arising from this proposal, this being a matter for Trivallis.

8. FINANCIAL IMPLICATION(S)

- 8.1 There are no financial implications for the Council arising from this proposal.

9. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

- 9.1 The transfer agreement between the Council and Trivallis includes a number of obligations on Trivallis, including the following covenant on the association at the fourth schedule (clause 17), Appendix 1, clause 10:

Not to change the Rules of the Association so far as they relate to local authority or tenant representation without the Council's prior consent in writing, such consent not to be withheld or delayed, and after giving consideration to all reasonable advice issued by the Welsh Ministers concerning the governance of all or classes of registered social landlords.

- 9.2 In seeking the Council's consent to change the rules of the association in respect of tenant representation, Trivallis are complying with this legal requirement. The requirement to seek the Council's consent to change the rules of the association in respect of the composition of the Board and the Council's representation has been removed by the Regulation of Registered Social Landlords (Wales) Act 2018.

10. LINKS TO THE CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT

- 10.1 The Council, as the Local Housing Authority, recognises the importance of Trivallis as a key partner in the delivery of its strategic housing objectives, in addition to the wider goals of our Corporate Plan, particularly in respect of supporting our **People** to live independently and ensuring that Rhondda Cynon Taf is a safe and secure **Place** for our residents to live.

11. CONCLUSION

- 11.1 Trivallis has sought the consent of the Council to change its rules of association in respect of tenant representation on their Board. This is required as Trivallis propose to adopt the CHC's 2017 new model rules for registered social landlords and in doing so reduce the size of their Board and remove the current requirements regarding its composition.

Other Information:-

Relevant Scrutiny Committee

Public Service Delivery, Communities & Prosperity



LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

28TH JULY 2020

REPORT OF DIRECTOR OF PUBLIC HEALTH, PROTECTION & COMMUNITY SERVICES IN DISCUSSION WITH THE CABINET MEMBER FOR STRONGER COMMUNITIES, WELL-BEING & CULTURAL SERVICES, COUNCILLOR RHYS LEWIS

CHANGES TO THE RULES OF ASSOCIATION – TRIVALLIS HOUSING LIMITED (TRIVALLIS)

Background Papers

Regulation of Registered Social Landlords (Wales) Act 2018

Officer to contact: Paul Mee, Director, Public Health, Protection & Community Services (01443 425514)

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

28TH JULY 2020

THE COUNCIL'S CORPORATE SAFEGUARDING ARRANGEMENTS

REPORT OF CHIEF EXECUTIVE AND GROUP DIRECTOR COMMUNITY & CHILDREN'S SERVICES IN DISCUSSIONS WITH CLLR MORGAN

AUTHORS: Chris Bradshaw & Giovanni Isingrini

1. PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to seek Cabinet's approval of an Action Improvement Plan in respect of the Council's Corporate Safeguarding arrangements and a revised Corporate Safeguarding Policy.

2. RECOMMENDATIONS

It is recommended that Cabinet:

- 2.1 Approves the Action Improvement Plan in respect of the Council's Corporate Safeguarding arrangements.
- 2.2 Approves and adopts the new Policy as the Council policy and;
- 2.3 Subject to 2.2 the policy is translated, published on the Council's website and embedded into associated Council policies and strategies as appropriate.
- 2.4 Subject to 2.2 that a wider Communications and Awareness raising plan is developed to make sure that all staff and Managers are reminded of their responsibilities in respect of the new Policy.
- 2.5 Subject to 2.2 the new Policy is reflected in future training for Safeguarding training
- 2.6 Refer to Overview and Scrutiny Committee for scrutiny and monitoring.

3. REASONS FOR RECOMMENDATIONS

- 3.1 Safeguarding and protecting children and adults at risk is a high priority for Rhondda Cynon Taf County Borough Council.

- 3.2 Maintaining a robust Action and Continuous Improvement Plan will ensure that we continue to strengthen the arrangements that will help to keep children and adults at risk safe.
- 3.3 It is important that Cabinet is aware of Wales Audit Office findings and recommendations and is able to challenge the progress in respect of actions taken to improve the Council's Corporate Safeguarding arrangements.
- 3.4 The Action Improvement Plan aims to address the Proposals for Improvement contained within the report of the Wales Audit Office (Audit Wales) in respect of Corporate Safeguarding arrangements, including the completion of a revised Corporate Safeguarding Policy, following its review of the effectiveness of the Council's Corporate Safeguarding arrangements.
- 3.5 The new Corporate Safeguarding Policy strengthens the framework for every Service within the Council and sets out responsibilities in relation to safeguarding and protecting children and adults at risk as well as the methods by which the Council will be assured that it is fulfilling its duties.
- 3.6 The policy applies to all Rhondda Cynon Taf employees, Councillors, volunteers and service providers that are commissioned by the Council.

Safeguarding is everyone's business whether they work for, or on behalf of the Council

4. BACKGROUND

- 4.1 In 2014, the Wales Audit Office undertook a 'Review of Local Authority Arrangements to Support Safeguarding of Children'. The findings from the Review contained four Proposals for Improvement:
 - 1. Develop a Corporate Safeguarding Policy that clearly specifies roles, responsibilities and procedures for safeguarding.
 - 2. Ensure all safeguarding risks are identified; ensure corporate and service level risks are integrated; and agree actions to mitigate these.
 - 3. Improve the range, quality and coverage of safeguarding performance reporting to provide adequate assurance that systems are working effectively.
 - 4. Ensure all elected members and staff who come into contact with children on a regular basis receive training on safeguarding and child protection issues and the Council's corporate policy on safeguarding.
- 4.2 During 2015 the Wales Audit Office (WAO) published its report 'Review of Corporate Safeguarding Arrangements in Wales'. The review was issued to all Council's, there was not a specific 'local' report provided to Rhondda Cynon Taf at that time.
- 4.3 The WAO report identified the following recommendations for all Councils to consider. In summary:

1. Improve corporate leadership and comply with Welsh Government policy on safeguarding.
 2. Ensure there is a corporate-wide policy on safeguarding covering all council services to provide a clear strategic direction and clear lines of accountability across the council.
 3. Strengthen safe recruitment of staff and volunteers.
 4. Ensure all relevant staff, members and partners understand their safeguarding responsibilities.
 5. In revising guidance, the Welsh Government should clarify its expectations of local authorities regarding the roles and responsibilities of the designated officer within education services, and the named person at senior management level responsible for promoting the safeguarding.
 6. Improve accountability for corporate safeguarding by regularly reporting safeguarding issues and assurances to scrutiny committee(s) against a balanced and council-wide set of performance information.
 7. Establish a rolling programme of internal audit reviews to undertake systems testing and compliance reviews on the Council's safeguarding practices.
 8. Ensure the risks associated with safeguarding are considered at both a corporate and service level in developing and agreeing risk management plans across the council.
- 4.4 Following receipt of these recommendations and in line with the work arising from the earlier review of arrangements for Safeguarding Children, Officers undertook a Self-Assessment against the expected standards. At its meeting on [17 March 2016](#) Cabinet agreed a new Corporate Safeguarding Policy as well as putting in place an Action Plan to deliver key actions for improvement and a Corporate Safeguarding Risk Register.
- 4.5 Since then, the Council has implemented a Corporate Safeguarding Policy and the agreed Action Plan to address the recommendations and has taken steps to strengthen its Corporate Safeguarding arrangements. This work has also been reflected in various reports including Cabinet, Scrutiny Committees, Audit Committee and the Corporate Parenting Board:
1. [Audit Committee 20/3/16](#) reviewed arrangements to support safeguarding children and determined there were no matters of governance, internal control or a risk management nature that required further action or attention.
 2. [Corporate Parenting Board 11/4/16](#) noted the progress to date and the need to continually raise awareness of individual's responsibilities in respect of safeguarding.

3. [Audit Committee 20 March 2017](#) was satisfied with the progress that has been made in relation to the steps taken by the Council to monitor the implementation of 'proposals for improvement' by the WAO.
 4. [Children and Young People Scrutiny 22 March 2017](#) resolved to receive update reports at future meetings
 5. [Children and Young People Scrutiny 6 September 2017](#) received annual report of Cwm Taf Safeguarding Board
 6. [Overview and Scrutiny 14 November 2017](#) received presentation of progress to date.
 7. [Children and Young People Scrutiny 12 September 2018](#) received annual report of Cwm Taf Safeguarding Board
 8. [Overview and Scrutiny Committee 5 February 2019](#) – received update and next steps in respect of Corporate Safeguarding.
- 4.6 The Wales Audit Office reviewed the Council's progress and issued a follow up report in respect of 'Local Authority arrangements to Support Safeguarding of Children' in 2016. The report, which concluded *'The Council is strengthening its corporate arrangements to support the safeguarding of children and is making progress in addressing our previous proposals for improvement.'* was considered by [Cabinet in November 2016](#).

5. **CURRENT POSITION**

- 5.1 The most recent Wales Audit Office report in respect of the Council's Corporate Safeguarding arrangements followed a *"Review of the effectiveness of corporate safeguarding arrangements building on the study previously undertaken by the Auditor General in this area"* in June/July 2019 as part of the Wales Audit Office 2018-19 Work Programme.
- 5.2 The Review considered the findings of the 2014 report into the Council's arrangements to support safeguarding of children. It also considered the Council's progress in implementing the recommendations contained in the Auditor General's report, 'Review of Corporate Safeguarding Arrangements in Welsh Councils'.
- 5.3 Following the review, Wales Audit Office issued its report in [September 2019](#). The review found that *"The Council has met, or partially met, most of our previous recommendations and proposals for improvement, but we have identified some further proposals for improvement to strengthen aspects of the Council's corporate safeguarding arrangements"*.
- 5.4 In summary, the six Proposals for Improvement are that the Council should:
1. Strengthen the Corporate Safeguarding Policy
 2. Strengthen the Recruitment and Selection Procedures

3. Gather contractual monitoring information from across all Council Directorates
 4. Should improve its approach to safeguarding training
 5. Consider producing performance measures (for example in respect of DBS check compliance) to enhance the performance information that goes to scrutiny and aid transparency and that
 6. The Corporate Safeguarding Working Group should have oversight of corporate safeguarding risks from across the Council.
- 5.5 The Wales Audit Office Report was presented to the Council's Overview and Scrutiny Committee on [20 January 2020](#). Committee was advised that the Council agreed with the Proposals for Improvement and it also received a brief update of the Council's position in respect of each of these Proposals. Committee was also advised that a more detailed plan setting out progress and next steps to address these proposals was scheduled for consideration by Overview and Scrutiny Committee in March 2020.
- 5.6 Since then, progress has been affected by the need to refocus resources to address the Council's response to Covid-19. However, the Action Improvement Plan and the revised Corporate Safeguarding Policy are now available for consideration by Cabinet.
- 5.7 In accordance with the recommendations of this report as set out in section 2. Cabinet is requested to consider
- a) the attached updated Corporate Safeguarding Action Improvement Plan (Appendix 1) which also provides an update in respect of progress made and next steps, and
 - b) the revised Corporate Safeguarding Policy (Appendix 2)

6. NEXT STEPS

- 6.1 To continue work to strengthen and communicate the Council's Corporate Safeguarding arrangements and address the recommendations made by the Wales Audit Office.

7. EQUALITY AND DIVERSITY IMPLICATIONS

- 7.1 An Equality Impact Assessment (EqIA) 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.

8. CONSULTATION

- 8.1 Internal consultation and engagement will be undertaken as necessary to ensure effective implementation and delivery of this new policy. The Cwm Taf Morgannwg Safeguarding Board will also be engaged to ensure multi agency oversight and evaluation of effectiveness.

9. FINANCIAL IMPLICATION(S)

- 9.1 There may be a requirement to deliver training and awareness which could have financial implications.

10. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

- 10.1 The Council recognises that good practice in safeguarding brings together all activity aimed at promoting safe practice with vulnerable groups and preventing abuse and neglect. For this reason, and because the law, policy, guidance and regulations change from time to time, it is impossible to provide an exhaustive list of relevant documents but the most significant items are included below:-

- Social Services and Well Being Act 2014
- Education Act 2002 – plus ‘Keeping Learners Safe’ -The role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002
- Children Act 1989 and 2004,
- ‘Section 17 of the Crime and Disorder Act 1998,
- Mental Capacity Act 2005
- Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015
- Housing Act 2004
- Licensing Act 2003
- Human Rights Act 1998

- 10.2 The Council will ensure that practice is compliant with the following policies and procedures:-

- Wales Safeguarding Procedures 2019
- RCT CBC Whistle-Blowing policy
- RCT CBC Recruitment Policies
- RCTCBC Dealing with Domestic Abuse & Sexual Violence
- Cwm Taf Morgannwg Schools Safeguarding Policy

11. LINKS TO THE COUNCILS CORPORATE PLAN/OTHER CORPORATE PRIORITIES/ WELL-BEING OF FUTURE GENERATIONS ACT

- 11.1 At a strategic level, this approach to safeguarding supports the delivery of the Council's three priorities as set out in the new [Corporate Plan](#),

1. Ensuring **People: are independent, healthy and successful;**
2. Creating **Places: where people are proud to live, work and play;**
3. Enabling **Prosperity: creating the opportunity for people and businesses to: be innovative; be entrepreneurial; and fulfil their potential and prosper.**

- 11.2 It also supports the work the Council undertakes in partnership to meet the Vision of the Council and its partners in the Cwm Taf Well-being Plan i.e.

To help people live long and healthy lives and overcome any challenges.

- 11.3 At an All Wales level, keeping people safe contributes to the seven Well-being goals as set out in the Well-being of Future Generations Act in order to **improve the economic, social, environmental and cultural well-being of Wales.**

12. CONCLUSION

- 12.1 An updated Corporate Safeguarding Policy has been compiled that reflects current legislative requirements as well as the recent Audit Wales findings. This will support the Council's continuing work to strengthen its Corporate Safeguarding arrangements to keep our children and adults at risk safe, especially in these uncertain times.

LOCAL GOVERNMENT ACT 1972
AS AMENDED BY
THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

28TH JULY 2020

**REPORT OF CHIEF EXECUTIVE AND GROUP DIRECTOR COMMUNITY &
CHILDREN'S SERVICES IN DISCUSSIONS WITH CLLR MORGAN**

THE COUNCIL'S CORPORATE SAFEGUARDING ARRANGEMENTS

Background Papers

Cabinet – 17th March 2016
Audit Committee – 20th March 2016
Corporate Parenting – 11th April 2016
Audit Committee 20th March 2017
Children and Young People Scrutiny – 22nd March 2017
Children and Young People Scrutiny – 6th September 2017
Overview and Scrutiny – 14th November 2017
Children and Young People Scrutiny – 12th September 2018
Overview and Scrutiny Committee – 5th February 2019

Officers to contact: Chris Bradshaw & Giovanni Isingrini

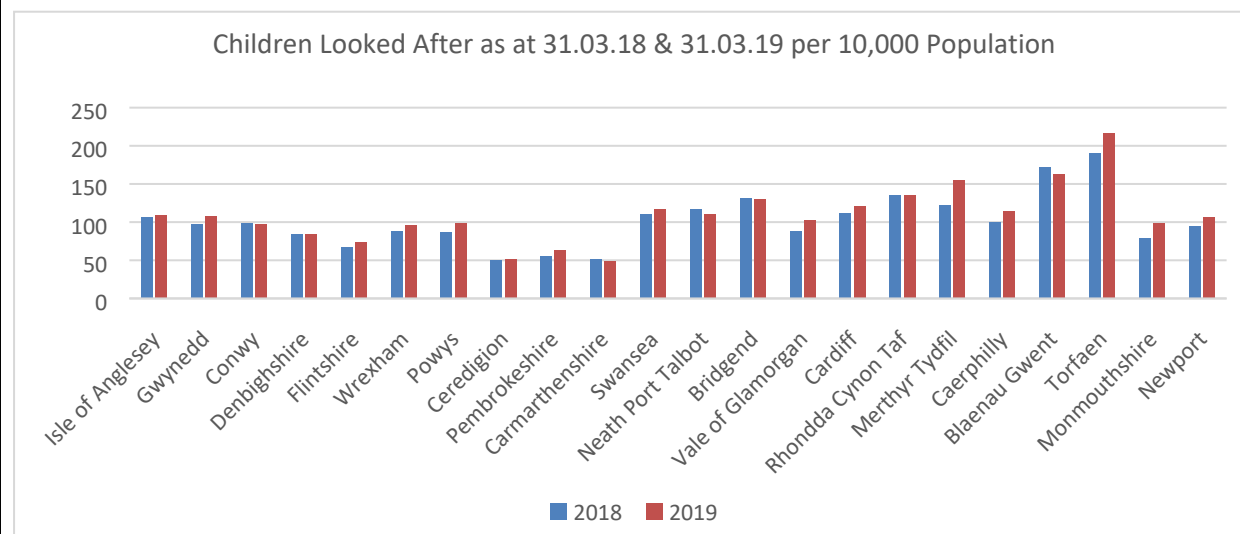
What are we trying to achieve, the outcome

Strengthened corporate arrangements for Safeguarding Children and Adults at risk.

Why we need to do it:

Children

During 2018/2019, RCT's CLA numbers dropped per 10,000 of the population (from 135.43837 in 2018 to 134.83236 in 2019), which as the graph below demonstrates, saw us bucking the general trend across Wales.



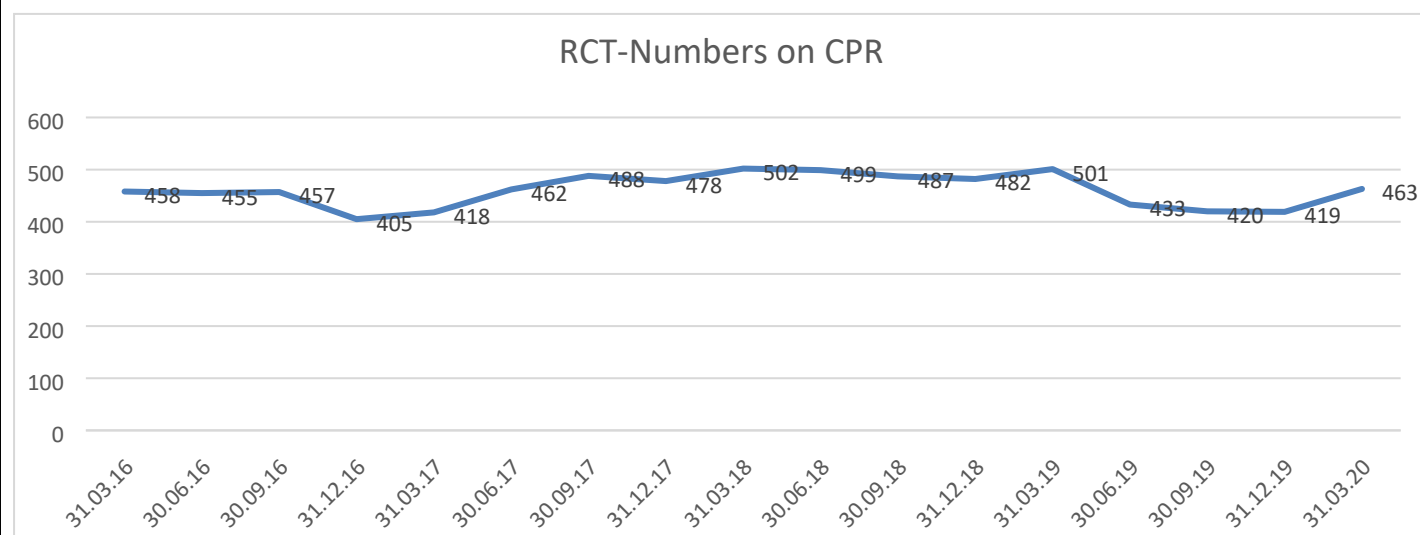
As detailed below, in 2019/20 RCT has seen a 9.1% increase in CLA admissions compared with 2018/19. Once WAG release the 2019/20 All Wales Comparison Data in October 2020, we will be able to see whether the increase we have experienced is specific to RCT, or something being replicated across Wales.

| 2019/20 | Q1 | Q2 | Q3 | Q4 |
|---------|-----|-----|-----|-----|
| | 684 | 693 | 702 | 717 |

22% of our CLA admissions are for children aged under 1 year old and this age group continues to have the highest number of admissions, although there has been a decrease in the overall number of admissions for this age group compared with the previous year. Comparisons to the same period last year show the highest number are brought into care within the first week after birth. The second highest age group are those babies aged 3 months +.

Based on current CLA numbers the highest number are in the 10-15 age group with 263 children in care (36%). This age group is consistently the highest percentage.

For RCT, whilst the number of children on the CPR at 31/03/2020 has decreased overall by 8% since March 2019, we have seen an increase of 11% in the period between December 2019 and March 2020.



In RCT, the % of children on CPR under category of Emotional increased from 47% at 31/12/19 to 50% at 31/03/20, and in respect of Neglect decreased from 37% to 33%.

Out of the 155 CLA admissions in 2019/20; 121 (78%) children were on the CPR at the point of coming into care. The highest number on the CPR are the under 1 age group. 100% under the age of 1 were on the CPR at the point of entering care.

47% of children aged 12 to 15 were on the CPR at the time of going into care, and 20% of 16+ were on the CPR.

| | |
|---|---|
| <p>Adults</p> <p>In 2019-20, there were 4,378 adult at risk reports made to RCT's Adult Safeguarding Team at the Multi-Agency Safeguarding Hub (MASH). Of these, 989 reports (23%) were made by Council staff, elected Members or commissioned service providers.</p> <p>The average timescale for the initial evaluation of Safeguarding Reports was 0.9 days and Section 126 enquiries under Part 7 of the Social Services & Well-Being (Wales) Act 2014 were completed in 569 cases (13%). The percentage of enquires completed within 7 days was 85%, although the average time for the completion of enquiries was 4 days.</p> <p>248 people in 2019-20 were found to be in need of protection on the completion of Enquiries, resulting in further action under Adult Safeguarding Procedures.</p> | |
| Which of the Council's Priorities, as outlined in the Council's Corporate Plan, will this plan support? | People – promoting independence and positive lives for everyone |
| Which of the current Cwm Taf Well-being Objectives will this support | <i>Healthy People</i> |
| How will this contribute to the seven national Well-being goals | A Healthier Wales, Cohesive Communities, a more Equal Wales, a Prosperous Wales |
| What difference will delivery of this objective make to Service Users/ residents of RCT | Children and adults at risk across RCT are protected from harm. |
| Risks – <i>extracted from the Corporate Safeguarding Risk Register</i> | <ol style="list-style-type: none"> 1. If robust performance monitoring and management arrangements in respect of corporate safeguarding are not in place then the ability to track progress, ensure on-going review and scrutiny could be hindered. 2. If staff do not possess the relevant skills and knowledge in respect of identifying and reporting a potential safeguarding issue then the safety of a child and/or an adult at risk may be compromised. 3. If the Council cannot demonstrate delivery of training to all relevant staff then its ability to evidence robust and adequate training in respect of corporate safeguarding is hindered. 4. If safeguarding concerns are not reported to an appropriate central service then the consistency in respect of these are assessed and managed could be compromised which could result in the safety of a child and/or an adult at risk being compromised. |

| <i>How will we measure our progress against the outcome</i> | | 2020/2021 | Owner |
|---|--|------------------|-------|
| Description | | | |
| PI | % of new staff completing mandatory Safeguarding induction training within 6 months | | |
| PI | %/Number of staff trained in Corporate Safeguarding <ul style="list-style-type: none"> • Basic Level • Management Level | | |
| PI | %/number of people who are aware of their responsibilities in respect of Safeguarding Found it easy to access information if they had reason to report eg I know what to do if I have concerns about..... data sourced from staff survey | | |
| PI | Number of DBS checks carried out (%) | | |
| PI | Develop a new PI in respect of Contract Monitoring action in line with WAO CACS 03 | | |
| PI | Develop a new PI in respect of training for taxi drivers and night time economy in line with action WAO CACS 04 | | |
| Inspection Feedback | Extract from WAO Report 2019 Overall, we found that: The Council has met, or partially met, most of our previous recommendations and proposals for improvement, but we have identified some further proposals for improvement to strengthen aspects of the Council's corporate safeguarding arrangements. | | |

| PROPOSALS FOR IMPROVEMENT | ACTIONS | TARGET DATE | RESPONSIBLE OFFICER | PROGRESS |
|--|--|---|---------------------|--|
| WAO CASC 1 Strengthen the Corporate Safeguarding Policy in the following ways: Provide information on topics that have safeguarding implications such as modern day slavery, trafficking, child sexual exploitation, counter terrorism and the risk of radicalisation, the Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 and self-harm; Cross-refer to the Council's Disclosure and Barring Service (DBS) Policy; and Clarify the role and status of the Corporate Safeguarding Working Group | Interim amends to the Policy to reflect the management changes were made in early 2019. This revised policy was made available on the Council's intranet and internet. | Consideration of draft by SLT prior to Cabinet/ Scrutiny Feb 19 | GI | Complete |
| | Additional desk top review completed and good practice documents identified | September 2019 | GI | Complete |
| | Policy to be revised take account of desk top review of national best practice and recommendations arising from the Wales Audit Office report | January 2020 | NK | Complete |
| | Develop and agree the terms of reference for the Corporate Safeguarding Group | December 2019 | NK | Complete |
| | Approval of Policy at Cabinet | July 2020 | GI | July 2020 |
| | Put in place a new Comms programme to raise awareness of the effect of Policy changes with staff and elected Members. Include update to webpage | September 2020 | NK/LL | To be actioned following the approval of Cabinet |

| PROPOSALS FOR IMPROVEMENT | ACTIONS | TARGET DATE | RESPONSIBLE OFFICER | PROGRESS |
|--|--|----------------|---------------------|--|
| | SLT Corporate Safeguarding session to be arranged to raise awareness | September 2020 | GI | Date revised to September 2020 |
| WAO CASC 2 Strengthen the Recruitment and Selection Procedures in the following ways: <ul style="list-style-type: none"> Refer to safeguarding as a key commitment in the opening section of the procedures; The job descriptions section could refer to safeguarding for relevant posts; Specify that job adverts for posts that require a DBS check will contain an explicit statement on safeguarding; The induction section could refer to safeguarding; and The Corporate Safeguarding Policy and the DBS Policy should be referenced in the 'Related Policies' section. | Review and revise the Recruitment and Selection Procedures to deliver the WAO proposals for improvement Updated version to be hyperlinked | February 2020 | RE | Confirmation received that the Procedures have been revised to incorporate all the recommendations identified by the WAO – February 2020 - Complete |
| | Develop an audit/review system to establish whether: <ul style="list-style-type: none"> Job Descriptions are referring to safeguarding Job Adverts that require DBS checks include a statement on safeguarding | August 2020 | RE | All JDs have the following incorporated and have for a number of years: <i>Protecting children and vulnerable adults is a core responsibility of all staff. Staff are expected to alert their line manager to any concerns they may have regarding the abuse or inappropriate treatment of a child or young person, or vulnerable adults.</i> All adverts now have the following statement: <i>Protecting children and vulnerable adults (need to change to adults at risk – RE) is a core responsibility of all staff appointed to the Council. In addition to this safeguarding</i> |

| PROPOSALS FOR IMPROVEMENT | ACTIONS | TARGET DATE | RESPONSIBLE OFFICER | PROGRESS |
|---|--|---------------|---------------------|--|
| | | | | <i>responsibility, the successful applicant for this role will also be subject to an enhanced disclosure and barring service check (last sentence included for roles requiring a DBS)</i> Awaiting update on the planned audit/review |
| WAO CASC 3 The Council should gather contractual monitoring information from across all Council Directorates to ensure they are all robustly monitoring safeguarding related actions. | Using the list of current contracts, identify those contracts where: <ul style="list-style-type: none"> ▪ Safeguarding is currently monitored. ▪ Safeguarding monitoring is not required/applicable. For these contracts, provide reasons/rationale. ▪ Monitoring of safeguarding is not in place currently, but needs to be. | February 2020 | MC | A full review of the Council's Contracts Register was completed prior to the Lockdown. It was the intention to identify those contracts where corporate safeguarding would and would not apply. However, it became apparent that it was difficult to filter out specific contracts, as lots could be in environments where their staff could observe something and need to know how to report it (a delivery driver for example). It is therefore important that staff across all of our contracts are able to identify and know where to report potential concerns. New actions to address this have been identified below |

| PROPOSALS FOR IMPROVEMENT | ACTIONS | TARGET DATE | RESPONSIBLE OFFICER | PROGRESS |
|---------------------------|--|---------------|---------------------|--|
| | <p>For all contracts the following key issues need to be considered:</p> <ul style="list-style-type: none"> • Are staff aware of how to identify a potential concern? • Would staff know where to report concerns to? <p>How can we address this? <u>CURRENT CONTRACTS</u> Issue communications to all suppliers where the contracted value is in excess of £15k. Note: That some of these contracts are already covered in respect of safeguarding contract monitoring (Adult Services for example).</p> <p>We will raise awareness by:</p> <ul style="list-style-type: none"> ▪ Consider using the link to the YouTube Video used for Refuse Collectors previously ▪ Issue a clear and easy to read leaflet asking contractors / suppliers to put on notice boards / in vehicles etc. ▪ Put the leaflet on our website | December 2020 | MC | <p>Updated actions June 2020 – to be implemented with suggested completion date of December 2020 (to be approved by CSG)</p> <p>Monitoring to be carried out by asking service areas to select a sample of contracts each year, and to make contact with the relevant contractor / supplier to establish if their staff are aware of how to spot any concerns, and then if they know how to report concerns.</p> |

| PROPOSALS FOR IMPROVEMENT | ACTIONS | TARGET DATE | RESPONSIBLE OFFICER | PROGRESS |
|--|---|--------------|---------------------|------------------|
| | <ul style="list-style-type: none"> Issue a set / pack of business card sized documents to all contractors / suppliers, to be provided to their staff. <p><u>NEW CONTRACTS</u> Update our standard contract clauses, and standard letter of award which will make specific reference to the safeguarding clauses.</p> <ul style="list-style-type: none"> Potentially use the link to the YouTube Video used for Refuse Collectors previously. <p>Upon contract award:</p> <ul style="list-style-type: none"> Provide the leaflet referred to above asking contractors / suppliers to put on notice boards / in vehicles etc. Issue a set / pack of business card sized documents to all contractors / suppliers, to be provided to their staff. | | | |
| <p>WAO CASC 4</p> <p>The Council should improve its approach to safeguarding training in the following ways:</p> <ul style="list-style-type: none"> Accelerate the rate of | Set up a Cross Council working group to strengthen the training compliance for both Safeguarding and Violence Against Women, Domestic Abuse and Sexual Violence. | January 2020 | JC/JN/DH | Complete. |

| PROPOSALS FOR IMPROVEMENT | ACTIONS | TARGET DATE | RESPONSIBLE OFFICER | PROGRESS |
|---|--|---------------|---------------------|--|
| compliance with the completion of its mandatory safeguarding training and the Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 training; | Clarify the remit of this group to determine which of the improvement priorities are being addressed | July 2020 | JC/JN/DH | <p>Draft Safeguarding Training Competency Framework developed; which details level of safeguarding knowledge expected of staff groups from level 1 to 5.</p> <p>Agreed mandatory and optional training levels for staff groups (with timescales for completion), and training delivery method.</p> <p>This work has been delayed due to COVID. Working Group to meet to finalise the Framework – completion date revised</p> |
| | Develop and start to roll out refresher training for all staff and monitor compliance | December 2020 | CSG | <p>Update June 2020 – delays due to COVID.</p> <p>HR has secured funding for a graduate officer to start in October 2020 to look at compiling a framework for the delivery of mandatory training to general council staff (which we would aim to include the safeguarding level 1 under).</p> <p>Since lockdown, 636 new school based users have been created in</p> |

| PROPOSALS FOR IMPROVEMENT | ACTIONS | TARGET DATE | RESPONSIBLE OFFICER | PROGRESS |
|---|---|--------------|---------------------|--|
| | | | | <p>the RCTSource. 215 staff have accessed Safeguarding training with 59 completing the module. 340 school based staff have accessed VAWDASV training with 288 completing the training.</p> <p>Refresher training for all staff to be rolled out after the revised Policy has been approved.</p> <p>Completion date revised to reflect this</p> |
| <ul style="list-style-type: none"> Clarify when mandatory safeguarding training needs to be refreshed; | This needs to be included in the remit of the Working Group and the work of the HR graduate officer | October 2020 | JC/JN/DH | See above – working group will be looking at this |
| <ul style="list-style-type: none"> Consider ways in which it could extend its safeguarding training offer, for example to taxi drivers and to those working in the night time economy; | <p>Complete and evaluate the pilot for ICT access to Hard to Reach staff</p> <p>Complete a review of additional training/induction delivery methods to access harder to reach staff and report back to the CSG.</p> | March 2021 | DH | <p>Work is ongoing to support service areas with harder to reach employees to address induction and training compliance issues.</p> <p>We are currently reviewing additional training/ induction delivery methods.</p> <p>We have created a booklet as an alternative to the e learning safeguarding module, and offered</p> |

| PROPOSALS FOR IMPROVEMENT | ACTIONS | TARGET DATE | RESPONSIBLE OFFICER | PROGRESS |
|---------------------------|---------|-------------|---------------------|--|
| | | | | <p>facilitated group sessions for non-ICT users.</p> <p>We are also working with communities and children's services to ensure all induction content including mandatory training is completed as part of AWIF.</p> <p>Also, a training pilot utilising ICT equipment has been set up for catering, cleansing and school crossing patrol service teams as they have been identified as having harder to reach employees. The pilot will provide ICT equipment such as tablets to the three teams. The equipment will allow access for employees to complete mandatory and ongoing training.</p> <p>Work is ongoing to support service areas with harder to reach employees to address induction and training compliance issues.</p> <p>Update –this work is ongoing with catering, cleansing and school crossing patrols. In February 2020 we provided 22 tablets which</p> |

| PROPOSALS FOR IMPROVEMENT | ACTIONS | TARGET DATE | RESPONSIBLE OFFICER | PROGRESS |
|---|--|----------------|---------------------|--|
| | | | | <p>were shared across the three service areas.</p> <p>Service areas use the tablets to provide training including the mandatory and induction elements. Managers can loan the tablet to employees to complete at home, team meetings or 121s etc</p> <p>We also provided a range of support such as coaching and digital training sessions to support the rollout of the compliance training.</p> <p>We are aiming to complete a progress review in December 2020</p> |
| | Determine whether the above actions include training for taxi drivers and night time economy | September 2020 | CSG | <p>Provision to new taxi drivers has been discussed. This could potentially be offered when new applicants undertake the online knowledge tests. This is a decision for licensing. Date to be amended to reflect delays due to COVID</p> |
| <ul style="list-style-type: none"> Improve its monitoring of safeguarding training | Introduce a new monitoring mechanism through the Council's | 2021 | DH | <p>This information will identify the target audiences for future training at the various training levels across</p> |

| PROPOSALS FOR IMPROVEMENT | ACTIONS | TARGET DATE | RESPONSIBLE OFFICER | PROGRESS |
|---------------------------|---|-------------|---------------------|---|
| compliance; | <p>payroll system Vision. The system will record:</p> <ul style="list-style-type: none"> the level of training required per post held within the Council. the level of training completed per employee. | | | <p>the Council including refresher training. Current employee training records for Safeguarding and Violence Against Women, Domestic Abuse and Sexual Violence held by the Council will be consolidated and uploaded into the employee record on Vision.</p> <p>Update Feb 2020 – the new system will not be in place for at least 18 months</p> |
| | <p>Due to the timescales involved in implementing a new system, alternative options need to be identified</p> | August 2020 | RE | <p>New integrated HR/ Payroll system due to be in place by April 2021. Covid 19 has potentially delayed the introduction of the new system. HR are currently working on a revised plan with Developers.</p> <p>As the new HR / Payroll system was agreed before Covid a decision has been made that HR would carry on reporting as was and not use VISION to upload the safeguarding data. There were a couple of reasons behind this, the amount of cleansing we would need to do to the existing data to have it an</p> |

| PROPOSALS FOR IMPROVEMENT | ACTIONS | TARGET DATE | RESPONSIBLE OFFICER | PROGRESS |
|--|---|---------------|---------------------|--|
| | | | | upload format and also migrating this to the new system may not be straightforward – the less migration the better. |
| <ul style="list-style-type: none"> Clarify how soon new starters must complete the mandatory safeguarding training. | <p>HR Response:</p> <p>As part of the new Council induction program all new employees must complete all of their induction programme including mandatory modules such as Safeguarding and Violence Against Women, Domestic Abuse and Sexual Violence within six months of beginning employment. An employee's induction is part of an employee's successful probation sign off.</p> | December 2019 | DH | <p>New policy and process implemented in September 2019.</p> <p>New starters have 6 months from their start date to complete their mandatory safeguarding training</p> <p>An information flyer is provided as part of the new starter contract pack to guide the employee on their induction process.</p> <p>The induction checklist has been reviewed to guide the manager on induction content.</p> <p>Complete</p> |
| | <p>Carry out an audit/review of new employee inductions to identify compliance with mandatory safeguarding training requirements. This will establish whether the system is fit for purpose.</p> | December 2020 | DH | <p>HR are reviewing the safeguarding completion data</p> |

| PROPOSALS FOR IMPROVEMENT | ACTIONS | TARGET DATE | RESPONSIBLE OFFICER | PROGRESS |
|---|---|-------------------|---------------------|---|
| WAO CASC 5 The Council should consider producing performance measures (for example in respect of DBS check compliance) to enhance the performance information that goes to scrutiny and aid transparency. | Measures have been agreed by the CSG and are set out on page 3 above | 2020/21 reporting | NK/LL | Complete |
| WAO CASC 6 The Corporate Safeguarding Strategic Working Group should have oversight of corporate safeguarding risks from across the Council | Identify the safeguarding risks arising from the Service Delivery Plans for 2019/20 as a baseline. | January 2020 | LL | These risks were considered by the Corporate Safeguarding Group in January 2020. Complete |
| | CSG to consider whether current process for identifying operational risk in respect of safeguarding is fit for purpose. | July 2020 | CSG | A review of all risks contained within delivery plans was due to take place during March and April 2020. Due to the lockdown, this did not take place. It is suggested that this piece of work takes place by the end of July with the aim of reporting the findings into a meeting of the CSG. Date revised to reflect this. |
| | Arising from considerations above, identify how safeguarding risk can be better identified and managed. | August 2020 | CSG | Subject to the update above being accepted, the outcomes of the delivery plans will be reported into |

| PROPOSALS FOR IMPROVEMENT | ACTIONS | TARGET DATE | RESPONSIBLE OFFICER | PROGRESS |
|---------------------------|---|-------------|---------------------|---|
| | | | | the CSG once the work is complete. Date revised to reflect this. |
| | Continue to monitor the Corporate Safeguarding Strategic Risks currently in place | Ongoing | MC | All strategic safeguarding risks remain relevant with no changes to the risk ratings. |

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STRONG HERITAGE | STRONG FUTURE
RHONDDA CYNON TAF
TREFTADAETH GADARN | DYFODOL SICR

APPENDIX 2

Rhondda Cynon Taf County Borough Council

Corporate Safeguarding Policy

July 2020

CONTENTS

| | Page |
|--|------|
| 1 Introduction | 3 |
| 2. Strategic context | 4 |
| 3. Related legislation, policy and guidance | 4 |
| 4. Our Framework | 6 |
| 5. Confidentiality | 10 |
| 6. Roles and responsibilities | 10 |
| Appendix 1 – What constitutes Abuse and Types of Abuse | 15 |

1. Introduction

Safeguarding is everyone's business whether they work for, or on behalf of, the Council

What is Safeguarding?

Safeguarding involves both the protection of children and adults who are in need of care and support from abuse, neglect or other kinds of harm and the prevention of children and adults from becoming at risk of abuse, neglect or other kinds of harm.

The definitions of a child and adult at risk are included in Appendix 1.

Purpose of this Policy

The safeguarding of children and adults at risk is a high priority for Rhondda Cynon Taf County Borough Council.

This Corporate Safeguarding Policy provides a framework for every Service within the Council setting out responsibilities in relation to safeguarding children and adults at risk as well as the methods by which the Council is assured that it is fulfilling its duties.

This policy applies to all Rhondda Cynon Taf employees, Councillors, volunteers and suppliers/service providers procured to deliver services on behalf of the Council.

Principles

This policy takes into account the following key principles:

- Every child and adult at risk (whatever their background, culture, age, disability, gender, ethnicity, religious belief) has a right to participate in a safe society without any violence, fear, abuse, bullying or discrimination.
- Every child and adult at risk has the right to be protected from harm, neglect, exploitation and abuse.
- Everyone has a responsibility for protecting children and adults at risk from abuse and neglect and working in a way that promotes and supports their best interests.

- The Council will invest in preventative and early intervention services and will endeavour to prevent situations arising where abuse, neglect or harm may occur.

2. Strategic context

At a strategic level, this approach to safeguarding supports the delivery of the Council's three priorities as set out in the Corporate Plan,

Ensuring People: are independent, healthy and successful;

Creating Places: where people are proud to live, work and play;

Enabling Prosperity: creating the opportunity for people and businesses to: be innovative; be entrepreneurial; and fulfil their potential and prosper.

It also supports the priorities set out in the Cwm Taf Wellbeing Plan.

At an All Wales level, keeping people safe contributes to the Wellbeing goals as set out in the Wellbeing of Future Generations Act to **improve the economic, social, environmental and cultural well-being of Wales.**

3. Related legislation, policy and guidance

Legislation that is contained within the various Acts and guidance that are identified below enshrine the right to protection from abuse¹. The legal starting point in achieving this objective is professionals' duty to report² allegations of abuse and neglect. The law also identifies the Local Authority as the lead organisation³ in making enquiries to identify whether an individual is at risk and in coordinating the response to protect. In practice, this is never achieved in isolation or without clear leadership and accountability⁴ for the work that is equally set out in law, along with the duty to cooperate and collaborate⁵ with others.

The Council recognises that good practice in safeguarding brings together all activity aimed at promoting safe practice with vulnerable groups and preventing abuse and neglect. For

¹ Human Rights Act 1989 and UNCRC 1989

² Social Services and Wellbeing Act 2014

³ Children Act 1989 and Social Services and Wellbeing Act 2014

⁴ Children Act 2004

⁵ Children Act 1989, 2004 and Social Services and Wellbeing Act 2014

this reason, and because the law, policy, guidance and regulations change from time to time, it is impossible to provide an exhaustive list of relevant documents but the most significant items are included below:-

- Social Services and Well Being (Wales) Act 2014
- Education Act 2002 – plus ‘Keeping Learners Safe’ -The role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002
- Children Act 1989 and 2004,
- Section 17 of the Crime and Disorder Act 1998,
- Mental Capacity Act 2005
- Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015
- Housing Act 2004
- Licensing Act 2003
- Human Rights Act 1998

The Council will ensure that practice is compliant with the following policies and procedures:-

- Wales Safeguarding Procedures 2019
- RCT CBC Whistle-Blowing Policy
- RCT CBC Recruitment Policies
- RCTCBC Dealing with Domestic Abuse & Sexual Violence
- Regional Safeguarding Board Policies and Procedures for Safeguarding children, young people and adults at risk
- Cwm Taf Morgannwg Schools Safeguarding Policy

Employees, Councillors and its suppliers/service providers should act in accordance with the relevant professional Codes of Conduct.

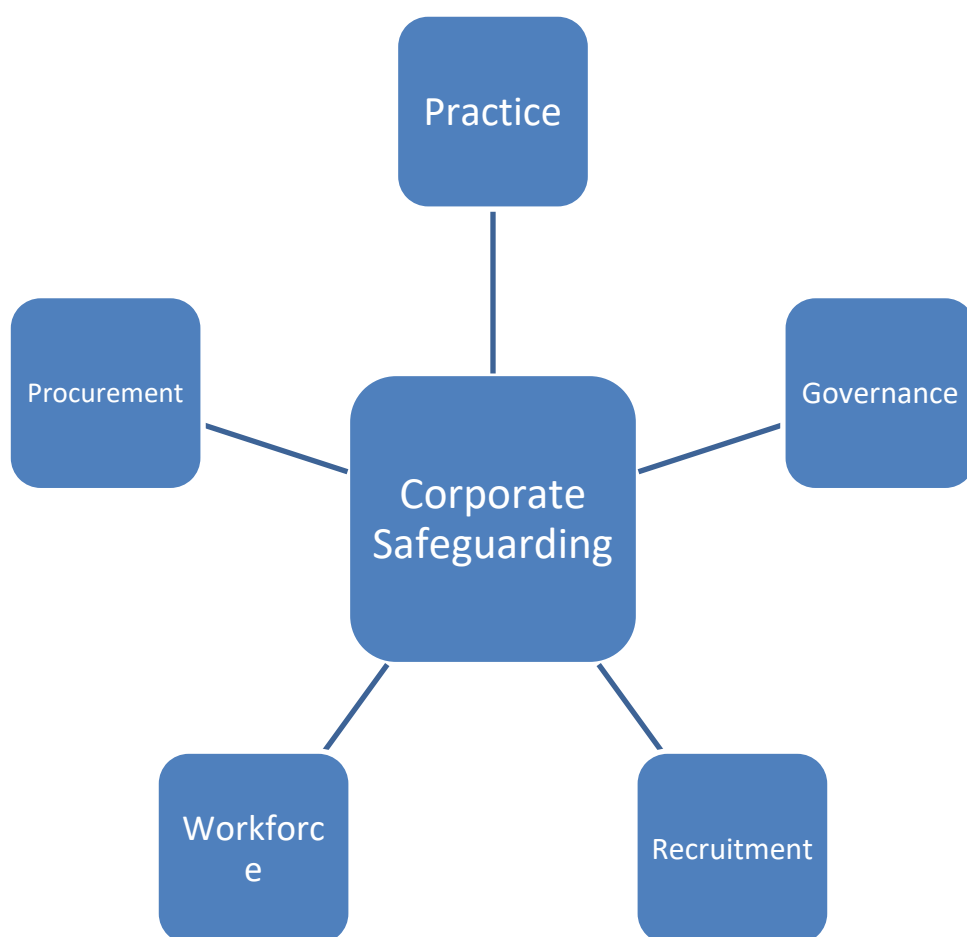
The intention is that this Corporate Safeguarding Policy will supplement and not replace any responsibilities already set out in legislation, policy or guidance set out above.

4. Our Framework

The two key objectives of this policy are:

- To set out how Rhondda Cynon Taf County Borough Council will meet its obligations towards the safeguarding of children and adults at potential risk;
- To give assurances to the public, Councillors, staff, volunteers and people carrying out work on behalf of the Council that there are sound arrangements in place to safeguard children and adults at risk.

The Council will implement these objectives via the following framework of priorities:



Practice

If a child, young person or adult at risk is considered to be in immediate danger, the Emergency Services (Police, Ambulance, Fire and Rescue) must be contacted immediately by calling 999

All those employed by, or working on behalf of, the Council, including Councillors should be alert to the possibility of abuse. An individual may become concerned about a child or an adult at risk in a number of ways:

- The person may tell you
- The person may say something that worries you
- A third party may voice concerns
- You may see something that concerns you

Any person with concerns regarding the safety of a child/adult at risk, **OR** the behaviour of a colleague towards a child/adult at risk, has a responsibility to report this immediately. This should be done via the person's Line Manager, Designated Safeguarding Lead or contact:

01443 425003 (adults) 01443 425006 (children)

E-mail:

adultsatrisk@rctcbc.gov.uk (adults)

IAATeam@rctcbc.gov.uk (children)

After 5.00pm, Monday to Friday and on weekends and Public Holidays contact the Emergency Duty Team on 01443 743665 or email: SocialWorkEmergencyDutyTeam@rctcbc.gov.uk

Governance

The RCT Corporate Safeguarding Group is responsible for ensuring that the Council carries out its responsibilities, as set out in this Corporate Safeguarding Policy.

The Council will discharge its strategic statutory safeguarding responsibilities through its role as Lead Partner and membership of the Cwm Taf Morgannwg Safeguarding Board

(CTMSB). The Board has a statutory duty to develop an Annual Plan on a regional basis and has an overall responsibility for challenging relevant agencies in relation to the measures that are in place to safeguard children and adults at risk.

The Council's Democratic process for challenge is its Scrutiny function. The Overview & Scrutiny Committee will receive an annual report in respect of compliance with the Corporate Safeguarding Policy.

The Statutory Director for Social Services Report will include an evaluation of the Council's corporate safeguarding arrangements.

Recruitment

The Council will ensure that safe recruitment processes are in place to prevent, wherever possible, unsuitable people from working in or volunteering for certain roles, particularly roles that involve children or adults at risk. This includes:

- Disclosure and Barring Service checks
- Recruitment and selection training for managers
- References and checks prior to employment
- Reviewing recruitment and selection procedures regularly and auditing effectiveness

Workforce

The Council recognises its commitment to ensure that all members of staff, including Councillors, have an understanding of their responsibilities in relation to safeguarding children and adults at risk.

All employees are required to undertake mandatory safeguarding training (children and adults) as well as the level 1 violence against women, domestic abuse and sexual violence training.

Managers must ensure that this training forms part of the induction process for new staff.

Procurement

In consultation with the relevant service area, the Procurement Service will assess whether

the requirements of this Corporate Safeguarding Policy will apply to any new contracting arrangement. Depending on the nature of specific contracts, the level of pre-appointment checks / required governance practices may vary.

For those contracts where this Policy applies, the Council will have in place appropriate contract management arrangements as detailed in the contract terms and conditions.

Following the appointment of a supplier / service provider the purpose of contract monitoring arrangements will be to ensure that supplier / service provider are managing their responsibilities as set out to them within the relevant tender documents and contract of engagement.

5. Confidentiality

Information sharing is vital for the safeguarding of children and adults at risk. The Council is committed to complying with data protection law which allows it to use and share personal information only where we have a proper and lawful reason for doing so. The Data Protection legislation does not put barriers in place for sharing information but enhances individuals' rights to have their personal information processed fairly, lawfully and transparently.

As a matter of good practice employees should inform the child or adult at risk about their service's policy on how information will be shared and seek consent.

You can share confidential information without consent if it is required by law, or directed by a court, or if the benefits to a child or young person that will arise from sharing the information outweigh both the public and the individual's interest in keeping the information confidential.

Employees should seek advice from their Line Manager or Information Management Team if they are in any doubt about sharing personal information.

6. Roles and responsibilities

All employees, Councillors, volunteers and suppliers/service providers (procured to deliver services on behalf of the Council) have the duty to report concerns about abuse and neglect.

Children's Services has the responsibility for receiving and responding to **new concerns about children** and **Adult Services** has the responsibility for **receiving and responding to new concerns about adults at risk**.

The responsibilities of key roles in the Council are set out in the table below:

| ROLE IN THE COUNCIL | RESPONSIBILITIES |
|---|--|
| Lead Member for Corporate Safeguarding - the Leader of the Council | <p>To act as the 'champion' for Corporate Safeguarding.</p> <p>The Lead Member will work closely with, and take professional advice from, a range of Senior Officers within the Authority, as appropriate.</p> <p>The Lead Member will liaise and consult with other Cabinet Members on individual matters likely to affect their portfolios as set out in the Council's Scheme of Delegation.</p> |
| The Chief Executive | <p>Ensure that there are effective safeguarding arrangements in place, including policies and procedures, that those policies and procedures are implemented, that there are effective governance arrangements in place and that all statutory requirements are being met.</p> <p>Work with the Council's Statutory Director for Social Services to ensure there are effective arrangements to safeguard and protect children and adults at risk across the Council. Specifically to:-</p> <ul style="list-style-type: none"> • monitor the implementation of and compliance with this Policy across the Council • ensure that there is a corporate safeguarding training programme in place • set clear lines of accountability • ensure that there are lead safeguarding managers within |

| | |
|--|---|
| | <p>each service area</p> <ul style="list-style-type: none"> • ensure that the Council implements the UN Convention on the Rights of the Child. • ensure that annual service reports are prepared • ensure that the annual corporate safeguarding report for Scrutiny is delivered |
| Statutory Director of Social Services | <p>This role, as defined by the Social Services and Well-Being Act 2014, is fulfilled by the RCT Director of Community and Children's Services and has the final and indivisible accountability to safeguard children and adults at risk. The annual service reports will be an opportunity for challenge and used to inform the 'Director of Social Services - Annual Report'.</p> <p>Work with the Council's Chief Executive to ensure there are effective arrangements to safeguard and protect children and adults at risk across the Council. Specifically to:-</p> <ul style="list-style-type: none"> • monitor the implementation of and compliance with this Policy across the Council • ensure that there is a corporate safeguarding training programme in place • set clear lines of accountability • ensure that there are lead safeguarding managers within each service area • ensure that the Council implements the UN Convention on the Rights of the Child. • ensure that annual service reports are prepared • ensure that the annual corporate safeguarding report for Scrutiny is delivered |

| | |
|---|---|
| <p>Directors, Service Directors and Heads of Service</p> | <p>Through their Management Teams, will be responsible for ensuring that all the statutory requirements in terms of safeguarding children and adults at risk are addressed.</p> <p>They are also responsible for putting in place appropriate systems within their service areas that ensure compliance with this policy:</p> <ul style="list-style-type: none"> • Ensuring appropriate training is delivered. • Communicating information about who staff need to contact and making sure this information is reviewed regularly so that is up to date and accurate. • Compiling a report in respect of their Safeguarding arrangements that will be used to inform the Director of Social Services' Annual Report. |
| <p>Managers</p> | <ul style="list-style-type: none"> • Recruiting employees/volunteers in accordance with relevant HR policy, including (where required) Disclosure and Barring Service checks. • Ensuring safeguarding is part of every employee/volunteer's induction. • Identifying employees/volunteers who are likely to come into contact with children or adults at risk as part of their role. • Ensuring training is delivered commensurate with role. • Ensuring that all employees/volunteers are aware of how to report safeguarding concerns and to whom • Provide advice to employees/volunteers on how to report a safeguarding concern • Ensuring that all employees/volunteers are aware of the Council's Whistleblowing Policy |

| | |
|--|--|
| | <ul style="list-style-type: none"> • Ensuring that employees/volunteers are aware that they must conduct themselves in a manner which safeguards and promotes the wellbeing of children, and adults at risk. • Providing employees/volunteers with guidance about reporting safeguarding concerns as required. |
| Service Commissioners | Ensure that contractual arrangements specify responsibilities in relation to safeguarding in accordance with this policy and existing commissioning policies. |
| Contractors, sub-contractors or other organisations funded by, or on behalf of, the Council | Arrange checks through the Disclosure and Barring Service (where required) and ensure that their staff comply with regulatory and contractual arrangements relating to safeguarding children and adults at risk. Contractors are also responsible for informing relevant managers of the Council about any concerns they may have and to refer such safeguarding concerns to the MASH. |
| Elected Members | <p>Should attend training in respect of safeguarding children and adults at risk and additional safeguarding training needs, e.g. in relation to their portfolios will be addressed as part of ongoing Personal Development Reviews.</p> <p>Should report any safeguarding concerns in accordance with this Policy.</p> |
| Staff | <p>Should attend training in respect of safeguarding children and adults at risk and additional safeguarding training needs, e.g. in relation to their portfolios will be addressed as part of ongoing Personal Development Reviews.</p> <p>Should report any safeguarding concerns in accordance with this Policy.</p> |

More detailed information can be found on the Cwm Taf Morgannwg Safeguarding Board website www.ctmsb.co.uk

To access the Wales Safeguarding Procedures go to www.myguideapps.com/projects/wales_safeguarding_procedures

What constitutes Abuse and Types of Abuse

Social Services and Well- being Act 2014 part 7 - Working Together to Safeguard People

Section 128 of the Act imposes a duty to report adults at risk

The Act imposes a new duty on relevant partners to report to a local authority if it is suspected that an adult is an adult at risk.

An “adult at risk”, is an adult who:-

- (a) is experiencing or is at risk of abuse or neglect;
- (b) has needs for care and support (whether or not the authority is meeting any of those needs); and
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Section 130 of the Act imposes a duty to report children at risk

The Act defines a ‘child at risk’ as a child who:

- (a) is experiencing or is at risk of abuse, neglect or other kinds of harm; and
- (b) has needs for care and support (whether or not the authority is meeting any of those needs).

Section 197(1) of the Act provides definitions of ‘abuse’ and ‘neglect’:

“**abuse**” means physical, sexual, psychological, emotional or financial abuse (and includes abuse taking place in any setting, whether in a private dwelling, an institution or any other place), and

“**neglect**” means a failure to meet a person’s basic physical, emotional, social or psychological needs, which is likely to result in an impairment of the person’s well-being (for example, an impairment of the person’s health or, in the case of a child, an impairment of the child’s development);

The following is a non-exhaustive list of examples for each of the categories of abuse and neglect:

- Physical abuse - hitting, slapping, over or misuse of medication, undue restraint, or inappropriate sanctions;
- Sexual abuse - rape and sexual assault or sexual acts to which the person has not or could not consent and/or was pressured into consenting;
- Psychological abuse - threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks; coercive control is an act or pattern of acts of assault, threats, humiliation, intimidation or other abuse that is used to harm, punish or frighten the victim
- Neglect - failure to access medical care or services, negligence in the face of risk-taking, failure to give prescribed medication, failure to assist in personal hygiene or the provision of food, shelter, clothing; emotional neglect
- Financial abuse in relation to people who may have needs for care and support -
 - unexpected change to their will;
 - sudden sale or transfer of the home;
 - unusual activity in a bank account;
 - sudden inclusion of additional names on a bank account;
 - signature does not resemble the person's normal signature;
 - reluctance or anxiety by the person when discussing their financial affairs;
 - giving a substantial gift to a carer or other third party;
 - a sudden interest by a relative or other third party in the welfare of the person;
 - bills remaining unpaid;
 - complaints that personal property is missing;
 - a decline in personal appearance that may indicate that diet and personal requirements are being ignored;

- deliberate isolation from friends and family giving another person total control of their decision-making.

Child Sexual Abuse (CSA)

Child sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes physical contact, penetrative or non-penetrative acts; non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

Child Sexual Exploitation (CSE) is a form of sexual abuse that can include sex or any form of sexual activity with a child; the production of indecent images and/or any other indecent material involving children. It occurs to those up to the age of 18 years old. It involves some form of exchange, including the giving or withdrawal of something; such as the withdrawal of violence or threats to abuse another person. There may be a facilitator who receives something in addition to or instead of the child who is being exploited. Children may not recognise the exploitative nature of the relationship or exchange. Children may feel that they have given consent.

Harmful sexual behaviours (HSB) can be defined as sexual behaviours expressed by children under the age of 18 years that are developmentally inappropriate, may be harmful towards themselves or others, or be abusive towards another child, young person or adult. This definition of HSB includes both contact and non-contact behaviours (grooming, exhibitionism, voyeurism and sexting or recording images of sexual acts via smart phones or social media applications).

Violence against Women, Domestic Abuse and Sexual Violence (VAWDASV)

The Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 defines Domestic Abuse as being abuse where the victim is or has been associated with the abuser. The abuse can be physical, sexual, psychological, emotional or financial abuse.

Witnessing domestic abuse is child abuse. It is important to understand that if a child is at risk, action must be taken.

Violence Against Women describes types of abuse and violent acts that are primarily or exclusively experienced by women (also known as gender based violence). This includes:

- Female Genital Mutilation (FGM) – FGM is illegal in the UK under the Female Genital Mutilation Act 2003
- Femicide - generally understood to involve intentional murder of women because they are women, but broader definitions include any killings of women or girls
- Forced Marriage - where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used
- Honour Based Violence - a violent crime or incident which may have been committed to protect or defend the honour of the family or community. It is often linked to family members or acquaintances who believe someone has brought shame to their family or community by doing something that is not in keeping with the traditional beliefs of their culture

Sexual Violence is any unwanted sexual act or activity such as sexual exploitation, sexual harassment, or threats of violence of a sexual nature.

Modern Slavery and Human Trafficking

Slavery is an umbrella term for activities involved when one person obtains or holds another person in compelled service.

Someone is in slavery if they are:

- forced to work through mental or physical threat
- owned or controlled by an 'employer', usually through mental or physical abuse or the threat of abuse
- dehumanised, treated as a commodity or bought and sold as 'property'
- physically constrained or have restrictions placed on his/her freedom

The following definitions are encompassed within the term 'modern slavery' for the purposes of the Modern Slavery Act 2015.

These are:

- 'slavery' - where ownership is exercised over a person
- 'servitude' - the obligation to provide services imposed by coercion
- 'forced or compulsory labour' - work or service extracted from any person under the menace of a penalty and for which the person has not offered himself voluntarily

Human trafficking involves:

- the recruitment, transportation, transfer, harbouring or receipt of persons,
- by means of threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person; (where a child is involved, the above means are irrelevant),
- for the purposes of exploitation, which includes (but is not exhaustive):
 - Prostitution
 - Other sexual exploitation
 - Forced labour
 - Slavery (or similar)
 - Servitude etc.
 - Removal of organs

Counter Terrorism and Radicalisation

The PREVENT public sector duty came into place in 2015 and places an expectation on the Council to have due regard to the need to prevent people from being drawn into terrorism and extremism.

Any concerns of this nature must be referred to Counter Terrorism using the online referral form for PREVENT at <https://digitalservices.south-wales.police.uk/en/all-wales-prevent-partners-referral-form/>

In addition to the Prevent referral, if there are any additional safeguarding concerns an appropriate referral must also be submitted to the MASH/IAA

County Lines

'County Lines' is a term used when drug gangs from big cities expand their operations to smaller towns, often using violence to drive out local dealers and exploiting children and vulnerable people to sell drugs. These dealers will use dedicated mobile phone lines, known as 'deal lines', to take orders from drug users.

The dealers will frequently target children and adults - often with mental health or addiction problems - to act as drug runners or move cash so they can stay under the radar of law enforcement.

In some cases the dealers will take over a local property, normally belonging to a vulnerable person, and use it to operate their criminal activity from. This is known as cuckooing.

People exploited in this way will quite often be exposed to physical, mental and sexual abuse, and in some instances will be trafficked to areas a long way from home as part of the network's drug dealing business.

Suicide and Self Harm

There is no universal definition of self-harm and different strategies, policies and research use different definitions. The Welsh Assembly Government definition is "the intentional self-poisoning or self-injury irrespective of the nature of motivation or degree of suicidal intent".

Self-Harm behaviour regardless of intent is one of the top five reasons for medical admission in the UK. It is more common in females and the risk of repetition is high – up to 40% will go in to repeat ('Talk to Me 2' Strategy for Wales, 2015-2020).

The Talk to Me 2 Strategy defines suicide as "a death resulting from an intentional self-inflicted act".

Suicide is a major cause of death amongst the 15 to 44 age group in Wales. In 2010-2012, it accounted for almost one in five deaths ('Talk to Me 2' Strategy, for Wales 2015-2020).

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

28th July 2020

COUNCIL PERFORMANCE REPORT – 31st March 2020 (Quarter 4/Year End)

**REPORT OF THE DIRECTOR OF FINANCE AND DIGITAL SERVICES IN
DISCUSSION WITH THE RELEVANT PORTFOLIO HOLDER (CLLR NORRIS)**

**AUTHOR: Paul Griffiths, Service Director – Finance and Improvement
Services (01443) 680609**

1.0 PURPOSE OF THE REPORT

- 1.1 This report provides Members with an overview of the Council's performance, both from a financial and operational perspective, for the financial year ended 31st March 2020.

2.0 RECOMMENDATIONS

It is recommended that the Cabinet:

- 2.1 Note the unprecedented context the 2019/20 year-end report is set within, in respect of Storm Dennis and the start of the COVID-19 pandemic.

Revenue

- 2.2 Note and agree the General Fund revenue position of the Council as at the 31st March 2020 (Section 2 of the Executive Summary) and note the incorporation of additional one-off Welsh Government funding to support winter and emergency care measures across the health and social care system.
- 2.3 Note the net financial impact of Storm Dennis, incorporated into the 2019/20 year-end position.

Capital

- 2.4 Note the capital outturn position of the Council as at 31st March 2020 (Sections 3a – e of the Executive Summary).

- 2.5 Note the details of the Treasury Management Prudential Indicators as at the 31st March 2020 (Section 3f of the Executive Summary).

Corporate Plan Priorities

- 2.6 Note the year-end position regarding progress made against the agreed Corporate Plan priorities (Sections 5 a – d of the Executive Summary), Other National Measures (Section 5e of the Executive Summary) and comparison of 2019/20 targets set against prior year and 'All Wales Average' performance information (Section 5f of the Executive Summary).

3.0 REASON FOR RECOMMENDATIONS

- 3.1 To agree the Council's financial and operational performance position as at 31st March 2020, 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.

4.0 BACKGROUND

- 4.1 This report provides Members with a year-end statement of the Council's financial and operational performance position for the financial year ending the 31st March 2020.
- 4.2 The aim of the report is to bring together the Council's performance into an Executive Summary and 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 More specifically for this year-end report are the unprecedented events that have occurred during the last quarter of the financial year: firstly, Storm Dennis in February 2020 that caused significant damage to many communities across Rhondda Cynon Taf and was by far the most destructive weather event the area has experienced for a generation; and secondly, the start of the COVID-19 pandemic in March 2020. Further information is set out on these areas in the Executive Summary.
- 4.4 Looking ahead, work has begun across all services to compile Service Recovery Plans, setting out the Council's priorities for 2020/21 in line with the new Corporate Plan "Making a Difference" 2020-2024. It is anticipated that the outcome of this work will form the basis of quarterly Performance

Reports over the next 12 months, these being more action focussed than performance indicator focussed, to 'tell the story' of the Council's work to recover, and support communities and businesses in their recovery, from this unprecedented event. This approach will ensure the continuation of regular updates on the delivery of priorities and importantly provide the opportunity for the Council to be held to account for its performance.

- 4.5 Table 1 below summarises the performance measures within each Corporate Plan priority area as well as the cross-cutting priority of 'Living Within Our Means'.

Table 1 – Summary of Corporate Plan performance measures

| Priority Area | No. of Measures in Priority | No. of measures reported / with a target ¹ | | | |
|--------------------------------|-----------------------------|---|----------------|----------------|----------------|
| | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 |
| Economy | 51 | 20 / 5 | 32 / 12 | 37 / 23 | 47 / 32 |
| People | 23 | 21 / 21 | 23 / 23 | 23 / 22 | 22 / 19 |
| Place | 16 | 8 / 8 | 8 / 8 | 10 / 10 | 13 / 13 |
| Living Within Our Means | 8 | 5 / 5 | 6 / 6 | 7 / 6 | 8 / 7 |
| Total | 98 | 54 / 39 | 69 / 49 | 77 / 61 | 90 / 71 |

- 4.6 In addition to the measures in Table 1, there are a number of national measures that do not form part of the Council's Corporate Plan. These are set out in Table 2 below.

¹ The Quarter 3 Performance Report anticipated that the number of Corporate Plan priority performance measures 'reported / with a target' in quarter 4 would be 93 / 86 respectively. However, the service disruption as a result of Storm Dennis and COVID-19 has meant that year-end performance results for a number of measures are not comparable to the targets set at the start of the year; accordingly, these measures have been reported 'for information only' and the number of performance measures 'reported / with a target' has been revised to 90 / 71 respectively.

Table 2 – Other National Measures

| Other National Indicators | No. of Measures | No. of measures reported / with a target | | | |
|---------------------------|-----------------|--|-----------|-----------|-----------|
| | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 |
| | 16 ² | 7 / 7 | 8 / 8 | 10 / 10 | 13 / 12 |

5.0 YEAR-END REPORT

5.1 The year-end report is attached and comprises:

- **Executive Summary** – setting out, at a glance, the overall performance of the Council at year-end;
- **Revenue Monitoring** – sections 2a – e setting out the detailed year-end financial spend against budget across our Revenue Budget with exceptions highlighted;
- **Capital Monitoring** – sections 3a – e setting out year-end capital spend across our Capital Programme with exceptions highlighted and section 3f covering Prudential Indicators;
- **Organisational Health** – includes year-end information on turnover, sickness absence, organisational health related investment areas and Council strategic risks; and
- **Corporate Plan / Other National Measures** – includes:
 - Three action plans (sections 5a – c) setting out year-end performance and progress against measures and actions across each of the three Corporate Plan priorities. An electronic link has been included within the Executive Summary setting out those performance measures ‘Not on Target’ i.e. noted as ‘Red’ performance measures.
 - Performance measures in respect of the ‘Living Within Our Means’ cross-cutting priority (Section 5d).
 - Other National Measures (Section 5e).
 - Target setting (Section 5f).

² Other National Indicators – 16 national measures in place and a total of 13 to be reported at year-end. Those not being report are: ‘The number of working day/shifts per fulltime equivalent (FTE) local authority employee lost due to sickness absence’ (due to insufficient assurance that the Council’s information fully complies with the national definition and therefore the Council has developed a local measure for this area, the information from which is included within this Report), and the ‘% of pupils assessed in Welsh at the end of the foundation phase’ and ‘% of year 11 pupils studying Welsh (first language)’ as these indicators have been withdrawn nationally by Welsh Government.

6.0 EQUALITY AND DIVERSITY IMPLICATIONS

- 6.1 The Council's Performance Report provides an update 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 is deemed required for the purposes of this report.

7.0 CONSULTATION

- 7.1 Following consideration by Cabinet, this Report will be presented to the Overview and Scrutiny Committee as a temporary or interim reporting arrangement as part of the Council's recovery from COVID-19. As recovery arrangements are developed further, the scrutiny of future Performance Reports will revert to the Finance and Performance Scrutiny Committee.

8.0 FINANCIAL IMPLICATIONS

- 8.1 There are no financial implications as a result of the recommendations set out in the report.

9.0 LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

- 9.1 There are no legal implications as a result of the recommendations set out in the report.

10.0 LINKS TO CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT

- 10.1 The operational performance information included within this report has been aligned to the priorities within the Council's Corporate Plan and demonstrates the progress Council services are making toward the delivery of these priorities. These priorities were adopted as the Council's Well-being Objectives at a meeting of Cabinet on [2 November 2016](#), alongside the Council's Policy statement, which set out how the Council would respond to and apply its legal duties in respect of the Well-being of Future Generations Act.
- 10.2 The Sustainable Development principles (i.e. the 5 Ways of Working) were considered as part of the development of the action plans supporting each of the Council's priorities of Economy, People and Place. These were presented to Council on [31st July 2019](#) as part of the Council's Corporate Performance Report.

11.0 CONCLUSION

- 11.1 This report sets out the financial and operational performance of the Council at Quarter 4 2019/20, that is, 31st March 2020.
- 11.2 The year-end revenue budget position is a £0.289M overspend and represents an improved position compared to the projections reported at quarters 2 and 3 during the year. Members will note that the position incorporates significant additional cost pressures, particularly in respect of adult social care and the recovery costs from Storm Dennis, as well as accompanying one-off Welsh Government funding to partly off-set these. It will be critically important that additional funding to address key cost pressures remains in place for 2020/21 and beyond, together with support to enable the Council to tackle the unprecedented impact of COVID-19 on communities across Rhondda Cynon Taf.
- 11.3 Capital investment as at 31st March 2020 totalled £121M and is supporting visible improvements to infra-structure and assets across the County Borough.
- 11.4 Performance across the three Corporate Plan priorities during the year was positive overall, with some timescales revised and specific performance indicator results reported 'for information only' due to the impact of Storm Dennis and the start of the COVID-19 pandemic.

Other Information:-

Relevant Scrutiny Committee: Overview and Scrutiny Committee

Contact Officer: Paul Griffiths

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

28th July 2020

COUNCIL PERFORMANCE REPORT – 31st March 2020 (Quarter 4/Year-End)

**REPORT OF THE DIRECTOR OF FINANCE AND DIGITAL SERVICES IN
DISCUSSION WITH THE RELEVANT PORTFOLIO HOLDER (CLLR NORRIS)**

Item:

Background Papers

Officer to contact: Paul Griffiths

**COUNCIL PERFORMANCE REPORT
QUARTER 4 2019/20
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 Inclusion Services;
- 2b Community and Children’s Services;
- 2c Chief Executive;
- 2d Prosperity, Development & Frontline Services; and
- 2e Authority Wide Budgets.

Earmark reserve update – Section 2f provides a breakdown of expenditure against service areas.

Section 3 – CAPITAL PROGRAMME

Capital programme budget – more detailed breakdowns are included in the following sections:

- 3a Chief Executive;
- 3b Prosperity, Development & Frontline Services;
- 3c Education and Inclusion Services;
- 3d Community and Children’s Services; and
- 3e Capital Programme Funding.

Prudential Indicators – a detailed breakdown is included in Section 3f.

Section 4 – ORGANISATIONAL HEALTH

- Turnover;
- Sickness Absence;
- Organisation Health related investment areas; and
- Council Strategic Risks.

Section 5 – CORPORATE PLAN / OTHER NATIONAL MEASURES

Corporate Plan progress updates – Quarter 4 position statements are included in the following sections:

- 5a – Economy;
- 5b – People;
- 5c – Place;
- 5d - Living Within Our Means;
- Overall summary of Corporate Plan performance indicators;
- 5e – Other National Measures; and
- 5f – Target Setting.

Section 1 – INTRODUCTION

The Executive Summary aims to bring together and summarise the Council's financial and operational performance position as at 31st March 2020 and is set in the context of Storm Dennis, by far the most destructive weather event the area has experienced for a generation, and also the start of the COVID-19 pandemic.

The impact of both events are unprecedented: Storm Dennis being significant in terms of service disruption, damage to infrastructure and causing adverse financial and performance implications in 2019/20; and COVID-19, due to national lockdown measures becoming effective from 23rd March 2020, Council services have been required to operate with reduced resources, providing different levels of provision and in some cases temporarily suspending services, and the resulting additional cost implications and income loss in 2019/20 that will become much more significant in 2020/21 and potentially beyond, with funding solutions continuing to be developed with Welsh Government.

Where appropriate, additional information has been included within the Executive Summary to provide further context of the impact these two events have had on the Council's financial and service performance results for 2019/20.

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

| | 2019/20 – as at 31st March 2020 | | |
|---|---------------------------------|-----------------------------|-------------------------------|
| Service Area | Full Year Budget £M | Full Year Expenditure £M | Variance Over / (Under) £M |
| Education & Inclusion Services (2a) | 179.240 | 179.135 | (0.105) |
| Community & Children's Services (2b) | 152.986 | 153.543 | 0.557* |
| Chief Executive (2c) | 25.921 | 25.614 | (0.307) |
| Prosperity, Development & Frontline Services (2d) | 56.864 | 56.936 | 0.072 |
| Sub Total | 415.011 | 415.228 | 0.217 |
| Authority Wide Budgets (2e) | 68.458 | 68.530 | 0.072 |
| Grand Total | 483.469 | 483.758 | 0.289 |

* Includes additional one-off Welsh Government funding to support the delivery of urgent and emergency care services in line with the priorities identified for the winter,

amounting to £10Million across Wales and announced on [1st October 2019](#). The specific amount allocated to Rhondda Cynon Taf Council is £1.189M.

Key Revenue Budget variances at year-end

- Education and Inclusion Services

Education and Inclusion Services

- Education Other than at School (£0.183M overspend);
- Nursery & Early Years (£0.226M underspend); and
- Group Directorate (£0.071M underspend).

- Community and Children's Services

ADULT SERVICES

- Long Term Care & Support (£0.165M overspend);
- Commissioned Services (£2.116M overspend);
- Provider Services (£0.282M overspend);
- Short Term Intervention Services (£0.849M underspend);
- Fairer Charging (£0.232M overspend); and
- Management, Safeguarding & Support Services (£0.077M overspend).

CHILDREN SERVICES

- Safeguarding & Support (including Children Looked After) (£1.010M overspend);
- Early Intervention (£0.556M underspend);
- Cwm Taff Youth Offending Service (£0.128M underspend); and
- Intensive Intervention (£1.068M underspend).

TRANSFORMATION

- Regional Training Unit (£0.169M underspend); and
- Group & Transformation Management (£0.235M underspend).

PUBLIC HEALTH, PROTECTION & COMMUNITY SERVICES

- Public Protection (£0.186M underspend);
- Communities & Well-being (£0.164M underspend); and
- Leisure, Parks & Countryside and Community Facilities (£0.136M overspend).

- Prosperity, Development & Frontline Services

FRONTLINE SERVICES

- Highways Management (£0.184M underspend);
- Transportation (£0.290M underspend);
- Strategic Projects (£0.114M underspend);
- Street Cleansing (£0.118M overspend);
- Facilities Cleaning (£0.117M underspend);
- Waste Services (£0.603M overspend);
- Fleet Management (£0.058M overspend); and
- Group Directorate (£0.058M underspend).

- Chief Executive

CHIEF EXECUTIVE

- Legal Services (£0.111M underspend); and
- Financial & Digital Services (£0.134M underspend).

- Authority Wide Budgets

- Miscellaneous (£0.743M overspend, of which £0.565M relates to Storm Dennis); and
- Council Tax Reduction Scheme (£0.712M underspend).

The expenditure incurred by the Council to respond to the short term impact of Storm Dennis (for example, providing hardship payments to those residents and businesses flooded, clearing debris from highways, pavements, footpaths and parks, initial repairs to roads and inspections of bridges, culverts and river walls etc.,) has been accounted for within Authority Wide Budgets together with the funding the Council applied for and received from Welsh Government through its Emergency Financial Assistance Scheme (EFAS). Table 1 sets out a summary of response costs incurred by the Council and the Welsh Government EFAS funding received.

Table 1 – Storm Dennis response costs incurred and Welsh Government funding received

| Storm Dennis | Total £ |
|--------------------------------------|--------------------|
| Total Cost to Council | 3,762,168 |
| Less EFAS Grant | (1,696,913) |
| Net Cost to Council | 2,065,255 |
| General Fund allocation ³ | (1,500,000) |
| Balance unfunded | 565,255 |

In respect of the medium to long term impact of Storm Dennis, the Council is progressing the assessment of damage to its infrastructure, which at present is estimated to be in excess of £60M. Discussions are on-going with Welsh Government and the UK Government in this regard.

Earmark Reserve Update

- A breakdown of full year expenditure against approved earmark reserves for Service Areas can be viewed at Section 2f by clicking [here](#).

³ General Fund allocation - as approved by Records of Urgent Decision of the Leader of the Council on 17th February 2020 (£1M) and 21st February 2020 (£0.500M).

Section 3 – CAPITAL PROGRAMME

The immediate implications of COVID-19 necessitated avoiding all non-essential contact with others from 16th March 2020 and an initial 3 week lockdown from 23rd March 2020. The Council took immediate steps to comply with this to ensure the safety of Council staff and contractors.

Although the necessary steps taken resulted in some schemes not progressing as originally planned to the 31st March 2020, there has been no significant adverse impacts in terms of progress. During this period, the Council and its contractors have worked together and are putting in place appropriate arrangements to enable works to resume as soon as it is safe to do so in 2020/21.

Capital Programme Budget

| Service Area | 2019/20 as at 31st March 2020 |
|---|----------------------------------|
| | Actual Expenditure £M |
| Chief Executive (3a) | 6.397 |
| Prosperity, Development & Frontline Services (3b) | 77.168 |
| Education & Inclusion Services (3c) | 27.884 |
| Community & Children's Services (3d) | 9.835 |
| Total | 121.284 |

Key Capital Variances at year-end

- Re-profiling of a number of projects to reflect changes in the total cost of schemes and revised delivery timescales.
- Grant approvals introduced into the Capital Programme: Welsh Government (WG) Targeted Regeneration Investment (TRI) Programme (£1.540M); WG Local Transport Fund (£1.368M); WG Local Road Refurbishment Grant (£1.261M); WG Capital Funding Towards School Maintenance Budgets (£3.460M); WG Hwb in Schools Infrastructure Grant (£2.619M); and Intermediate Care Fund (£1.246M).

For information on how the Capital Programme is funded see section 3e by clicking [here](#).

Prudential Indicators

For a detailed breakdown of Prudential Indicators, see section 3f by clicking [here](#).

Section 4 – ORGANISATIONAL HEALTH

- **Turnover**

| Service Area | 2019/20 | | 2018/19 | |
|--|-----------------------|--------------|-----------------------------------|--------------|
| | As at 31st March 2020 | | As at 31 st March 2019 | |
| | Staff Nos. | % Turnover | Staff Nos. | % Turnover |
| Turnover – Council Wide | 10,670 | 9.85 | 10,592 | 12.32 |
| Community & Children's Services | 2,883 | 8.50 | 2,962 | 6.62 |
| Prosperity, Development & Frontline Services | 964 | 8.40 | 1,276 | 6.90 |
| Education & Inclusion Services | 1,265 | 8.14 | 1,233 | 16.55 |
| <u>Schools</u> | <u>4,855</u> | <u>11.64</u> | <u>4,832</u> | <u>16.35</u> |
| Primary | 3,066 | 9.95 | 3,093 | 12.90 |
| Secondary | 1,789 | 14.53 | 1,739 | 22.48 |
| Chief Executive's Division | 703 | 8.11 | 289 | 9.34 |

- **Sickness Absence**

Since the introduction of lockdown, where staff have been unavailable for work due to self-isolating; being part of the shielded list; have underlying conditions that places an individual at risk, such as being pregnant; or lives in the same household as someone that needs to be shielded, these occurrences have not been categorised as 'sickness absence' and as such are excluded from the analysis below.

| Service Area | 2019/20 | 2018/19 |
|---|----------------------------|--|
| | As at 31st March 2020 % | As at 31 st March 2019 % |
| % days lost to sickness absence – Council Wide | 4.16 | 4.34 |
| Community & Children's Services | 5.59 | 5.55 |
| Prosperity, Development & Frontline Services | 4.74 | 4.58 |
| Education & Inclusion Services | 3.70 | 4.57 |
| <u>Schools</u> | <u>3.56</u> | <u>3.56</u> |
| Primary | 3.79 | 3.69 |
| Secondary | 3.16 | 3.34 |
| Chief Executive's Division | 2.39 | 2.45 |

For a more detailed breakdown of Quarter 4 2019/2020 sickness absence information, click [here](#).

Organisation Health related investment areas

There continues to be a focus on investing in organisational health related areas, for example, IT infrastructure and invest to save energy efficiencies schemes, with this work being supported through existing resources.

- **Council Strategic Risks**

The Council's Quarter 4 Strategic Risk Register can be viewed by clicking [here](#). Risks have been updated to take account of COVID-19, based on the information available as at year-end, and all strategic risks will continue to be reviewed on an on-going basis and where appropriate revisions made to the Strategic Risk Register.

Section 5 – CORPORATE PLAN

Where service delivery / performance for Corporate Plan priority areas has been impacted by Storm Dennis and COVID-19, this has been set out in the action plan updates. This includes, for example, some annual performance indicator results not being comparable with the annual targets set, such as town centre footfall, and where the case, performance results have been reported 'for information only'.

Corporate Plan progress updates

- **ECONOMY** (Section 5a)

Summary of progress to 31st March 2020

We continued to make positive progress in supporting regeneration across the region as part of the City Deal and masterplan developments have been completed to shape the future development of both Pontypridd and Hirwaun industrial estate.

Redevelopment projects continue in Pontypridd, with the YMCA project commencing on site. The Llys Cadwyn development is nearing completion, although slight delays were caused by Storm Dennis, which also had a considerable negative impact on visits to our town centres and the number of vacant properties. Delivery of the Porth Town Centre Strategy continues, including site assembly for the Transport hub with demolition of Barclays Bank and the Alec Jones Day Centre. The Mountain Ash Town Centre Framework is also progressing, with planning permission secured for the Guto square project and a Compulsory Purchase Order submitted to secure the necessary land. Good progress has also been made towards producing draft strategies for Treorchy and Tonypandy town centres.

An integrated package of support for town centre businesses agreed earlier in the year has proved successful, although the number of grants awarded for business and job growth have been impacted by the effects of Storm Dennis on local businesses. The Enterprise Support Programme has been well received with a significant volume of applications / approvals. The Programme will need to be revisited in light of Covid-19 and the impact on the business economy, with the focus on sustainability and diversification.

Due to the effects of Covid-19, a delegated decision was made on 24th March 2020 to approve the Tourism Strategy; further engagement activity on this strategy has been delayed as a result. The Dare Valley Country Park has been successfully designated as a Discovery Gateway for the Valleys Regional Park initiative, with work underway to improve visitor facilities.

Good progress is being made delivering Band B 21st Century schools projects, with all statutory consultation completed and the outcome of the judicial review challenge awaited. National delays to the implementation of the Additional Learning Needs Tribunal (ALNET) Act and the initial impact of Covid-19 have slowed progress, and school closures will also delay planned engagement on the RCT Education Strategy.

Following Welsh Government's national review of targets, we have achieved our targets for the majority of our employment support programmes, which continue to support people to improve their skills and return to work. However, progress at the end of March was impacted by the beginning of the Covid-19 pandemic, which also delayed WEFO's review of the Stay Well at Work project targets.

The full action plan can be viewed by clicking [here](#)

Progress in our KEY PERFORMANCE INDICATORS as at 31st March 2020

| 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. | % |
| 51 | 47 | 32 | 17 | 53 | 10 | 31 | 5 | 16 |

Progress in our Investment Priorities – Economy

| Investment Area | Investment Value ⁴ £M | Quarter 4 Update |
|--------------------------|--|--|
| Empty Property Grant | 1.500 | Between April 2019 and March 2020, 11 properties surveyed, 22 approved and 46 completed as part of the Council's Empty Property Grant Scheme (Note: the number of applications processed through the Council's scheme has been updated to reflect those that are eligible and have been progressed via the Welsh Government Valleys Taskforce Scheme). |
| Schools | 2.200 (excludes funding for Ferndale Community School 3G pitch (£0.200M) and Maesgwyn Special School (£0.100M) as schemes complete) | <p>Funding relates to that agreed by Council on 28th February 2018 (£0.500M) and 6th March 2019 (£1.500M) together with the allocation of £0.500M from the Tonypandy Town Centre project (where the costs were lower than originally anticipated). Progress on projects include:</p> <ul style="list-style-type: none"> • Schemes completed during the year- YG Rhydywaun (3G pitch); Bryncelynog Comprehensive (3G pitch/running track, roof works and toilet refurbishment); Ysgol Garth Olwg (remodelling/refurbishment works); YGG Llwyncelyn (refurbishment works); Y Pant (asbestos strip and refurbishment works); Trehopcyn Primary (toilet refurbishment and flooring works); and Llantrisant Primary (roof works). • Schemes on-going include: <ul style="list-style-type: none"> ○ Ferndale Community School – all internal refurbishment works and external pitched/flat roofs complete; works on-going to the main swimming pool hall and construction of new retaining wall and entrance path. ○ Gelli Primary - internal refurbishment works, extension and demolition of existing mobile/external works complete; on-going work includes construction of a new ramp, tarmacking in the yard/new softplay area. ○ Llanharan Primary – internal refurbishment works and external yard works complete; further works relate to extension, car parking and fencing works; ○ Cymmer Primary – the contractor has been appointed for the asbestos/site clearance and demolition, and commencement of work is subject to planning. |
| Transport Infrastructure | 2.500 | This investment funding relates to that approved by Council on 1 st March 2017 (£1.2M), 6 th March 2019 (£0.350M), 23 rd October 2019 (£0.500M) and 4 th March 2020 (£0.450M) and is continuing to support a wider programme of highways capital works including the completion of Bridge St. roundabout (Pontypridd); A4059 Asda roundabout and B4275 Aberaman; Abercynon Town Centre management improvements; A473 Tonteg Rd; and Upper Boat and A4119 Tonyrefail/Trebanog roundabouts scheme development. |

⁴ Investment Value – relates to LIVE projects / works only that have been allocated additional investment funding.

| Investment Area | Investment Value ⁴ £M | Quarter 4 Update |
|---|----------------------------------|--|
| | | In addition, the investment is also supporting Pedestrian, Zebra and Puffin crossings at Penrhiwceiber, Mountain Ash, Hawthorn, Rhydyfelin and Trealaw. Further designs are ongoing with A473 Gwaun Miskin Rd being completed and early stages for Tonteg Rd and Quartermile junction being completed. Some delays have occurred in March due to COVID-19 and dialogue will be on-going with contractors to support the recommencement of works in 2020/21 as soon as it is deemed safe to do so. |
| Tonyrefail Roundabout (NEW) | 0.500 | This investment funding relates to that approved by Council on 4 th March 2020 (£0.500M) for Tonyrefail Roundabout for feasibility and design to improve the congestion and compliment the strategic development at Coed Ely. |
| Taff Vale Development | 2.024 | <p>This investment funding relates to that approved by Council on 30th November 2016 (and is in addition to the £1.5M approved by Council on 28th October 2015).</p> <p>Positive progress has been made on site during the period with the successful handover of Buildings B and C. Significant progress has also been made with the fit-out of the Library, One4All and Leisure facilities in Building C.</p> <p>The brickwork and curtain walling in Building A has been completed and the fit-out works for Transport for Wales are well underway.</p> <p>The Installation of the footbridge also commenced during the period with the Mast and first section of the bridge deck successfully lifted into place.</p> |
| Park and Ride Programme | 1.000 | This investment funding relates to that approved by Council on 29 th November 2017 and is supporting the development work needed to create additional 'park and ride' car parking spaces at Pontyclun (feasibility / preliminary design is on-going) and Porth (Phase 2 is complete and design underway for Phase 3). |
| Strategic Regeneration Investment (previously Town Centre Regeneration) | 1.100 | <p>Funding comprises £0.100M approved by Council on 28th February 2018 and further funding of £1.000M approved by Council on 24th October 2018.</p> <p>The investment supported the purchase of 50-53 Taff Street (Iceland) (Pontypridd) and 1-4 Oxford Street (Mountain Ash) alongside on-going projects that include the redevelopment of Guto Square (Mountain Ash), development work for Treorchy and Tonypany town centre strategies and detailed project development for Valleys Regional Park Discovery Gateways in Dare Valley Country Park and Ynysangharad Park.</p> |
| Robertstown | 4.200 | This investment funding relates to that approved by Council on |

| Investment Area | Investment Value ⁴ £M | Quarter 4 Update |
|---------------------------------|----------------------------------|--|
| and Coed Ely ERDF Match Funding | | <p>24th October 2018.</p> <p>Robertstown – An enabling works contract was awarded to complete vegetation clearance works on the site in quarter 4 under the supervision of an ecologist, prior to the bird nesting season, with this work completed by year-end. The tendering process for the main contract is on-going.</p> <p>Coed Ely – Construction progress: a structural steel frame has been erected and the majority of the roof cladding has been installed. Works were suspended in March due to COVID-19 and dialogue will be on-going with the contractor to support the recommencement of works in 2020/21 as soon as it is deemed safe to do so.</p> |
| Total | 15.024 | |

Summary of progress to 31st March 2020

Within the context of significant service pressures in delivering the Council's challenging targets and improvement agenda, alongside the initial impacts of COVID-19, good progress has been made in many key areas relating to people and community needs.

Our Extra Care Housing Development Programme and Supported Housing Schemes progressed with our partners to meet the long term needs of residents requiring our support to live independently. Good progress was made during quarter 4 to enable Maesffynnon Extra Care in partnership with Linc Cymru to open in May 2020, our second Extra Care facility in Aberaman. We are also developing supported housing schemes to help vulnerable people to live more independently within their communities, and opened Penllew Court in January 2020 which provides supported housing for people with learning disabilities. The implementation of the Stay well@home service Phase 2 and the new Assistive Technology model will continue to support people in their own homes and reduce the need for unnecessary hospital admissions. There is more work to be done to develop social prescribing approaches to support the health and wellbeing of our residents with our partners. We are also continuing to invest in our Leisure facilities including at the new Llys Cadwyn development in Pontypridd and outdoor pitches to encourage residents to participate in exercise, contributing to improved health and well-being.

The new Integrated Substance Misuse Service in Cwm Taf commenced on 1st April 2019, to ensure no matter where an individual lives in Cwm Taf they will receive the same help and support, to avoid problems escalating. We are also reviewing our Domestic Abuse and Sexual Violence services, identifying gaps in provision and redesigning the services to provide the best support possible for individuals experiencing abuse and their families. This work will now be completed in 2020/21 to consider services from a Cwm Taf Morgannwg perspective.

A child's first 1,000 days has been identified as a critical part of life, having a long lasting impact on individuals and families; therefore, we are continuing to review the delivery of Early Years in RCT ensuring services are targeted towards specific need rather than geographical areas. We are also ensuring that our services provide the right support for those children with additional needs. We recognise the importance of engaging with Children and Young People in shaping plans for the future, for example, the implementation of Community Zones. We will now work with our regional partners in 2020/21 to better understand how we engage with our young people.

We have further developed a robust quality assurance framework across Children's Services to ensure appropriate interventions are put in place to protect children from abuse and neglect and prevent longer term harm. We have also worked with our foster carers to provide the training and support they need to cope with children with challenging behaviours, helping them provide a positive and stable environment to support children and young people who cannot live with their families.

The full action plan can be viewed by clicking [here](#)

Progress in our KEY PERFORMANCE INDICATORS as at 31st March 2020

| 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. | % |
| 23 | 22 | 19 | 12 | 63 | 5 | 26 | 2 | 11 |

Progress in our Investment Priorities – PEOPLE

| Investment Area | Investment Value ⁵ £M | Quarter 4 Update |
|-------------------------------|---|---|
| Leisure Centre Changing Rooms | 0.150 | This investment funding relates to works at Sobell Leisure Centre to replace the gym flooring and refurbish the changing rooms. The gym floor coverings work has been completed. The Changing Room works were originally scheduled to commence in March 2020; however, due to the COVID-19 pandemic, works have been paused and will recommence in 2020/21 when deemed safe to do so. |
| Extracare Housing | 6.974 (Investment value reduced by £0.026M to reflect expenditure incurred in 2018/19) | <p>This investment funding relates to that approved by Council on 28th February 2018 (£2M), 24th October 2018 (£2M), 6th March 2019 (£1M), 23rd October 2019 (£1M) and 4th March 2020 (£1M) to support the modernising of accommodation options for older people</p> <p>Works at the former Maesyffynnon Home for the Elderly site were completed in early 2020 and the first residents are scheduled to move into the new facility in May 2020. Works commenced at the Pontypridd site in July 2019 and consideration of development proposals for Rhondda (Porth), Treorchy and Mountain Ash schemes are on-going.</p> |
| Tackling Poverty Fund | 0.300 | This investment funding relates to that approved by Council on 4 th March 2020 (£0.300M) to help address areas where there are high levels of poverty (including fuel poverty). The area will be progressed in 2020/21. |
| Total | 7.424 | |

⁵ Investment Value – relates to LIVE projects / works only that have been allocated additional investment funding.

- **PLACE** (Section 5c)

Summary of progress to 31st March 2020

Performance during 2019/20 progressed largely as planned, with some delays due to the impacts of Storms Ciara and Dennis in February 2020 and the start of the Covid-19 pandemic in March 2020.

We continue to deliver partnership actions as part of the Cwm Taf Community Safety Delivery Plan and anti-social behaviour is a key priority on our agenda with the focus on intervention and prevention, together with our work to enforce responsible drinking in our communities. We are currently reviewing the evaluation of the Public Space Protection Order and Pontypridd Community Alcohol Partnership.

Our second stage grant funding application for additional work at Ynysangharad Park has been submitted and includes actions to progress and enhance the bandstand, sunken garden and the development of a horticultural training centre. This will complement our successful grant applications to the Valleys Regional Park Discovery Gateway for both Dare Valley and Ynysangharad Parks. During the year we have continued to improve playgrounds and parks in the community as part of the 'RCT Invest' programme and where playgrounds scheduled for upgrade were not completed by year-end, these will be carried forward to 2020/21. There continues to be an on-going focus on environmental issues including biodiversity, air pollution and tree planning, and these actions and others will feature in 2020/21 Recovery Plan arrangements supported by decisions made by the Council's Climate Change Cabinet Steering Group.

With regard to more involved and resilient communities, progress has been made throughout 2019/20 on a wide range of areas including the development of Community hubs, improving empty properties, encouraging community engagement through our Creative Hub in Treorchy and progressing plans for the Bryn Pica Eco Park. There have been some delays in the latter part of the financial year because of the storms Ciara and Dennis and the start of the Covid-19 pandemic, which have brought about different ways of thinking and working, particularly in our arrangements for the homeless and private sector housing. These will be areas of focus in our 2020/21 Recovery Plan.

A focus on infrastructure investment and keeping the County Borough clean and green has continued throughout 2019/20 with positive progress being made in our highways and structures investment programme. We have met our targets for the condition of our roads and waste, and continue to undertake activities relating to recycling awareness that positively contribute to our recycling rates (64.71% at year-end) and street cleanliness (100%).

The full action plan can be viewed by clicking [here](#)

Progress in our KEY PERFORMANCE INDICATORS as at 31st March 2020

| 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. | % |
| 16 | 13 | 13 | 10 | 77 | 1 | 8 | 2 | 15 |

Progress in our Investment Priorities – PLACE

| Investment Area | Investment Value ⁶ £M | Quarter 4 Update |
|---|---|--|
| Highways Infrastructure Repairs | 18.264 | <p>This investment funding relates to that approved by Council on 1st March 2017 (£2.264M), 28th February 2018 (£1.000M), 24th October 2018 (£12.000M), 6th March 2019 (£1.500M) and 4th March 2020 (£1.500M).</p> <p>The additional resources are being used in conjunction with existing resources to deliver a programme of highways infrastructure repairs between 2019/20 and 2021/22.</p> |
| Outdoor Leisure Facilities | 0.650 (excludes funding for 3G pitches at Ferndale Community School (£0.400M) and Abercynon Sports Centre (£0.200M) as schemes complete) | <p>This investment funding relates to that approved by Council on 29th November 2017 for Bryncelynog Comprehensive and Ysgol Gyfun Rhydywaun Schools, and has been combined with an agreed contribution from the Education budget.</p> <p>Updates in respect of the 3G Pitches at Bryncelynog Comprehensive School and Ysgol Gyfun Rhydywaun are included within Section 5a – Economy (Investment Area – Schools).</p> |
| Play Areas | 1.026 | <p>This investment funding relates to that approved by Council on 28th February 2018 (£0.026M), 6th March 2019 (£0.500M) and 4th March 2020 (£0.500M).</p> <p>During 2019/20 there are 27 schemes which form the planned programme of works and, as at 31st March 2020, 18 schemes had been completed, 2 were under construction, 4 had been designed, costed and scheduled and 3 schemes are to be designed. Where works on schemes are on-going / to be designed, these will be progressed during 2020/21.</p> |
| Skate Parks/Multi Use Games Areas | 0.200 | <p>This investment funding relates to that approved by Council on 6th March 2019. A planned programme of 9 schemes has been developed to undertake various works including rebuilding and line marking.</p> <p>As at 31st March 2020, 5 schemes have been completed, 2 were under construction and 2 are to be designed. Where works on schemes are on-going / to be designed, these schemes will be progressed during 2020/21.</p> |
| Cynon Gateway South – Mountain Ash Cross Valley | 4.750 | <p>An additional £1M investment funding was approved by Council on 23rd October 2019. Various elements of work are ongoing and the Dwr Cymru Welsh Water sewer diversion works are</p> |

⁶ Investment Value – relates to LIVE projects / works only that have been allocated additional investment funding.

| Investment Area | Investment Value ⁶ £M | Quarter 4 Update |
|--|----------------------------------|---|
| Link | | now complete. The bridge beams were lifted and successfully installed at the end of September and bridge deck works are complete including retaining walls. Extensive drainage works are ongoing. |
| Structures: St Albans Bridge, Brook Street Footbridge and Pontrhondda Bridge | 4.600 | <ul style="list-style-type: none"> • St. Alban's Bridge – works commenced on site but have been paused due to Covid 19; • Brook St. Footbridge – detailed design options completed, tenders received for construction stage. Active Travel funding bid made for 2020/21; and • Pontrhondda Bridge – Works were completed during March 2020. |
| Structures | 6.500 | <p>Funding allocated / progress:</p> <ul style="list-style-type: none"> • £1.5M additional investment was approved by Council on the 28th February 2018 and has been allocated to structure projects with the works at various stages of design, procurement and construction. • £1.5M of investment was approved by Council on 6th March 2019 and is supporting the following schemes: Hopkinstown River Wall (Pontypridd) – completed; Castle Ifor (Hopkinstown) works are suspended until 2020/21; Station Rd Bridge (Hirwaun) – completed; Williamstown Footbridge requires extensive repairs and is scheduled for 2020/21; and confined space culverts (with culvert repairs at various locations completed). • £1M investment funding was approved by Council on 23rd October 2019 and a further £2M on the 4th March 2020 which will continue to support these schemes with further advanced preparation works in the pipeline. |
| Parks Structures | 1.750 | £1M Investment was approved by Council on 6 th March 2019 and £0.750M on 4 th March 2020 for various footbridge repairs and replacements within Parks. Works and design are ongoing at various locations for culvert repairs and wooden footbridges. 2 schemes were completed, 3 schemes are ongoing but delayed due to Covid 19 and 2 schemes are out to tender and are scheduled to commence in 2020/21. Various inspections and surveys are continuing to be undertaken as advance preparation for future schemes. |
| Parks and Green Spaces | 2.400 | <p>This investment funding relates to that approved by Council on 6th March 2019 and 4th March 2020, and covers:</p> <ul style="list-style-type: none"> • £1.900M is supporting drainage, pavilion and infrastructure improvements to various parks sites. Out of the 55 schemes included in the programme, 51 have completed and 4 schemes to be completed in 2020/21 (revised timescales due to flooding). • £0.500M supported the investment in the King George V Athletics Track – this scheme is now complete. |

| Investment Area | Investment Value ⁶ £M | Quarter 4 Update |
|--------------------------------|----------------------------------|--|
| Cemeteries | 0.400 | <p>This investment funding relates to that approved by Council on 6th March 2019 for refurbishment of the south chapel at Glyntaff Crematorium and drainage works, wall and fencing repairs, painting works and resurfacing works at cemetery sites.</p> <p>Works have been undertaken across 13 cemeteries (Penrhys, Treorchy, Ferndale, Trealaw, Maes Yr Arian, Abercynon, Aberdare, Bryn Yr Gaer, Ynysybwl, Glyntaff, Cefn Yr Parc, LLanharan and Taffs Well). As at year-end, works at 8 different Cemetery locations had been completed and 5 were on-going.</p> |
| Llanharan Bypass | 2.000 | <p>This investment funding relates to that approved by Council on 29th November 2017 (£1.000M), 24th October 2018 (£0.500M) and 4th March 2020 (£0.500M), and is supporting preliminary design work, ecology surveys (which are now complete) and the design / tender of ground investigation work. Cabinet agreed the route on 24th September 2019 after taking into consideration the feedback received during the public consultation.</p> |
| A4119 Dualling (Stinkpot Hill) | 6.000 | <p>This investment funding relates to that approved by Council on 29th November 2017 (£1.000M), 24th October 2018 (£1.500M), 6th March 2019 (£1.500M), 23rd October 2019 (£1.000M) and 4th March 2020 (£1.000M) to support the dualling of this section of the highway. Preliminary designs are now complete and Cabinet agreed to progress with a number of key elements of the scheme on 18th July 2019. These include detail design of the dual carriageway together with a footbridge for pedestrians and cyclists to cross the A4119, and advanced works such as site clearance and public utility diversions. The purchase of land will also start to take place.</p> |
| Community Hubs | 1.150 | <p>This investment funding relates to that approved by Council on 29th November 2017 (£0.500M), 24th October 2018 (£0.250M) and 4th March 2020 (£0.400M) to support the creation of community hubs:</p> <ul style="list-style-type: none"> • Canolfan Pennar (Mountain Ash) - opened June 2019; • Rhondda Fach Hwb (Ferndale) - opened in July 2019; • Porth Plaza – works were due to commence in January 2020 and scheduled to be completed by the end of quarter 4. However works were temporarily paused in March 2020 due to the COVID 19 pandemic and will recommence in 2020/21 when it is deemed safe to do so; and • Treorchy – £0.400M of investment funding was approved by Council on 4th March 2020 to improve the proposed site of Treorchy Community Hub at Treorchy Library. |
| Gelli/Treorchy Link Road | 0.400 | <p>This investment funding relates to that approved by Council on 24th October 2018 (£0.200M), 23rd October 2019 (£0.100M) and 4th March 2020 (£0.100M) for investigatory works for a solution which will help alleviate congestion at Stag Square. Feasibility and preliminary design options are ongoing.</p> |

| Investment Area | Investment Value ⁶ £M | Quarter 4 Update |
|--|----------------------------------|--|
| Cynon Gateway (North), Aberdare Bypass | 2.000 | This investment funding relates to that approved by Council on 24 th October 2018 (£1.000M) and 4 th March 2020 (£1.000M) for preliminary design for a bypass continuation from A4059 Aberdare to Hirwaun. Ground investigation is now complete and ecology, preliminary design and procurement is ongoing. |
| Bryn Pica Eco Park | 1.400 | This investment funding relates to that approved by Council on 24 th October 2018 (£0.200M), 6 th March 2019 (£0.200M) and 23 rd October 2019 (£1.000M) to support enabling works, planning and ecology for the development of an Eco Park at the Waste Management Facility. |
| Dinas Community Recycling Centre (NEW) | 0.250 | This investment funding relates to that approved by Council on 4 th March 2020 (£0.250M) for the provision of a portacabin and improvements on the site of Dinas Community Recycling since the demolition of the previous site building. |
| Land Drainage | 0.750 | This investment funding was approved by Council on 6 th March 2019 (£0.200M), 23 rd October 2019 (£0.150M) and 4 th March 2020 (£0.400M) for drainage and culvert network works in Aberdare, Ton Pentre, Porth and Cymmer. Schemes progressed during the year and works are scheduled to commence in Porth in 2020/21; the most recent additional funding allocation (i.e. 4 th March 2020) will support a further programme of schemes. |
| Total | 54.490 | |

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 st March 2020 | | | | | | | | |
|--|------------------------------------|--|-----------|-----|---------------|---|---------------------|---|
| Total no. of Pls | 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. | % |
| 8 | 8 | 7 | 7 | 100 | 0 | 0 | 0 | 0 |

• OVERALL SUMMARY OF CORPORATE PLAN PERFORMANCE INDICATORS

| Progress in our KEY PERFORMANCE INDICATORS as at 31 st March 2020 | | | | | | | | |
|--|------------------------------------|--|-----------|----|---------------|----|---------------------|----|
| Total no. of Pls | 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. | % |
| 98 | 90 | 71 | 46 | 65 | 16 | 22 | 9 | 13 |

Those performance indicators that were 'Not on Target' can be viewed by clicking [here](#).

• OTHER NATIONAL MEASURES (Section 5e)

In addition, there are a number of national measures that do not form part of the Council's Corporate Plan. These can be viewed by clicking [here](#). A summary is provided in the table below.

| Progress in our KEY PERFORMANCE INDICATORS as at 31 st March 2020 | | | | | | | | |
|--|------------------------------------|--|-----------|----|---------------|---|---------------------|----|
| Total no. of Pls | 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. | % |
| 16 | 13 | 12 | 9 | 75 | 1 | 8 | 2 | 17 |

• TARGET SETTING (Section 5f)

An analysis of 2019/20 targets set compared to previous year's performance and targets, and 'All Wales Average' performance levels, where collected, can be viewed by clicking [here](#).

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

28TH JULY 2020

**UPDATE ON COVID 19 POSITION IN RHONDDA CYNON TAF – RECOVERY
PLANS**

**REPORT OF THE CHIEF EXECUTIVE IN DISCUSSION WITH THE LEADER OF THE
COUNCIL (COUNCILLOR A MORGAN)**

Author: Chris Bradshaw, Chief Executive

1. PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to provide an update of the action taken by the Council as a result of the COVID 19 national emergency.

2 RECOMMENDATIONS

It is recommended that Members:

- 2.1 Consider the summary Service Recovery Plans and approve the proposed way forward;
- 2.2 Consider the list of services proposed to be reopened, in full or in part, over the next 6 - 8 weeks and approve that the restrictions are lifted;
- 2.3 Request that a further report on the lifting of further restrictions is presented to the following Cabinet meeting.

3 REASONS FOR RECOMMENDATIONS

- 3.1 To set out for Cabinet a summary of the proposed Service Recovery Plans, and a list of services that could be opened within the next 6 – 8 weeks, as Covid 19 restrictions are lifted.

4. BACKGROUND

- 4.1 Over the past month or so, the Covid 19 lockdown has gradually been lifted by the Welsh Government in a very measured manner. To date we have opened Community Recycling Facilities, six libraries for a pick up and drop off service, and on 29th June, schools were open to pupils to catch up and prepare for the new school year in September.

- 4.2 Other restrictions have been lifted such as non-essential shopping and on 6 July the five mile restriction on movement was lifted in Wales. This was followed by the lifting of restrictions on 13th July for hotel and self-catering accommodation, tourism attractions and the sale of food and beverages in outside licensed settings.
- 4.3 As a Council we are also reviewing the list of services that are yet to fully operate or are closed, such as leisure centres, theatres, and other community facilities. Each service has prepared Recovery Plans that set out how we will reopen these services in the future, as and when advised to do so by Welsh Government.
- 4.4 In opening services each service will undertake a risk assessment and consider a range of issues in respect of social distancing, the requirements of service users and staff, maintaining good personal hygiene, the capacity of buildings to accommodate the service and social distancing, and the cleaning regimes required for shared areas.
5. **WHAT COUNCIL SERVICES WILL BE AVAILABLE IN THE NEXT 6-8 WEEKS?**
- 5.1 To respond to the challenges posed by the Covid 19 lockdown, the Council is continuing to operate the majority of its key functions, with reduced staffing levels.
- 5.2 Over the next 6-8 weeks it is proposed that the following services will be available to residents and businesses as appropriate:
- **Website and Customer Care Centre Pay it/Report it/Apply for it/Book it** – All these services are now available except for leisure bookings as the service remains closed for the foreseeable future;
 - **Customer Care Telephone Services** – On 13th July, the vast majority of all customer care telephone services were reinstated except for the following services which can only be accessed via the website, and via email – Planning, General Enquiries, Revenues & Benefits financial queries not associated with a debt recovery letter, and non-emergency Streetcare services such as missed collections, bulky waste collections, etc which can be requested online. Currently a large number of the Customer Care staff are undertaking Test, Track and Protect roles, and once these staff can be released the remainder of the services can return to the levels prior to the pandemic.
 - **Schools** – will reopen to all pupils in September. Welsh Government has advised a phased introduction to pupils, with all pupils back in school full-time by 14th September 2020 at the latest. The relevant guidance is being prepared and shared with schools.

- **Public Toilets** – Toilets open at Pontypridd and Aberdare bus stations and are staffed. On 6th July four further toilets opened in Talbot Green, Tonypany, Mountain Ash and Treorchy. The remaining toilets and urinals opened on 20th July. These toilets are not staffed and are regularly cleaned throughout the day. Toilets in Aberdare Public Park and Ynysangharad Park, Pontypridd will re-open from 27th July with enhanced cleaning;
- **Pest Control** – the service has been providing emergency indoor treatments throughout the pandemic. Outdoor treatments recommenced from 29th June. Staff are supplied with suitable PPE for indoor treatments;;
- **Animal Warden Services** – from 29th June, the Hope Rescue facility for the public to take stray or lost dogs to the kennels directly is available, with the appropriate safe working arrangements at the premises. The Council has also resumed proactive inspections of other boarding/ breeding premises;
- **Registrars Service** – Marriage and civil ceremony services have restarted. From 13th July 2020, face to face birth registrations resumed but NOT face to face death registrations as these can be done remotely. There is no current capacity for other services to resume (e.g. genealogy) until the birth registration backlog and marriage re-scheduling has been cleared;
- **Bereavement Services** – The Interment of cremated remains with family present restarted from 29th June. On 3rd August we will increase the number of mourners at crematorium services to 30 by opening the second chapels at Glyntaff and Llwycoed;
- **Libraries** - The three libraries in Aberdare, Pontypridd and Treorchy opened on 24th June along with the at home service. The libraries in Mountain Ash, Porth and Rhydyfelin reopened on 16th July, with Hirwaun, Ferndale and Pontyclun reopening on 6th August, with the remaining libraries opening on 20th August. To meet the new social distancing and hygiene measures additional staffing is required within each library. Initially all openings will just be for order and collect. The larger community rooms in Garth Olwg and Llys Cadwyn will be open in September. It may be significantly longer before we can go back to hiring out rooms especially at the smaller libraries where some of the rooms are quite small so that 2m social distancing will make any class/meeting unrealistic. The School Library provision is also available to schools.
- **Playgrounds** – The majority of playgrounds will be open from 20th July. The grass has been cut and the equipment inspections and maintenance programmes for the 220 playgrounds are being completed;
- **Community Centres** – a number of community centres will reopen from 20th July, subject to the completion of risk assessments and safe working practices have been established. Other community centres will reopen thereafter when it is safe to do so and the risk assessments and relevant measures are in place. We will be working with the respective management committees to facilitate the opening of these centres;

- **Welsh Mining Experience** – This tourist attraction will be open with a limited offer from 25th July with appropriate social distancing and other safety measures in place. The attraction has a booking app in place to safely manage attendance at the venue.
- **Learning disability social care day centres** - we have maintained a prioritised learning disability day service through the Pandemic at the Gadlys Learning Curve in Aberdare and at Llwynypia Learning Curve for those people assessed as critical due to their own needs or crisis situations. At Dan y Mynydd in Porth we also offer more specialist provision for people with Autism and we have also commissioned provision at the Autism Life Centre in Trealaw. Some people have also received additional targeted outreach home support and direct payments to meet their needs. Changes to the support offered to people living in supported living accommodation has resulted in a need for reduced day service provision and this is expected to continue.

We are currently supporting 28 people at the open Learning Curve Centres, although we are now seeing increase in demand for support, in particular from those people living at home with their parents and carers. Due to the vulnerability of people attending our Learning Curve Centres we have to be careful when we reopen services more widely so that it is safe and in accordance with Government social distancing, effective infection control and sufficient staffing resource.

We are planning to increase the available places at Llwynypia and Gadlys Learning Curve Centres and reopen Talbot Green Day Learning Curve Centre from 3rd August 2020, if it is safe to do so. Abercynon Day Centre will open from Monday 24th August 2020. All other Learning Curve Centres and work-based projects will remain closed for now, but we will continue to review the need to open the remaining Centres based on demand and Government guidance.

The level of day services support offered will be risk assessed and based on the building, staffing levels and the people using the Centres. We will continue to target our support at people with the greatest need and some people will continue to receive a reduced day service offer and increased care and support at home, if needed. We will contact people to talk about the day service care and support we will be able to offer.

- **Learning disability respite** - we have also maintained a prioritised learning disability respite service providing emergency provision for high risk individuals and to support family crisis through the pandemic at our in-house Beach Cottage in Aberaman and at Drive's Brynsadler House in Pontyclun.

This service is also starting to see an increase in demand, and from Monday, 3rd August 2020, we are planning to open our in-house respite accommodation at Ystradfechan Bungalow in Treorchy and Clwydwen in Miskin, Pontyclun, if it is safe to do so. Due to the vulnerability of people attending our learning disability respite service we have to ensure the service can meet the Government social distancing, good infection control guidance and have sufficient staffing resource. We will continue to review the need and provision based on demand and Government guidance.

The level of learning disability respite support offered will be risk assessed and based on the building, staffing levels and the specific needs of the people using the accommodation. Whilst, we will continue to target the service at people with the greatest need we are planning to restart our planned respite service alongside the current emergency provision. We will contact people to talk about the support we will be able to offer prior to extending the service offer in August.

- **Older person social care day centres** – these centres have been closed during the Pandemic in line with Government guidance and available resource to protect people. We are now starting to see increases in need for support from family/informal carers. This includes specialist support for people with dementia due to limitations regarding the availability of residential respite options and we need to consider a day service offer to alleviate some of this need.

From Monday, 3rd August 2020, we are planning to open Tonyrefail Day Centre and Trecynon Day Centre, if it is safe in line with Government guidelines and staffing levels. Cwmni Dda Dementia Day Centre will open from Monday, 3rd August 2020, and we will continue to review the need to open the remaining older people centres based on demand and Government guidance.

These older people day centres will support people from across Rhondda Cynon Taf currently registered for day services and any new people with an assessed need. The level of support offered will be risk assessed and based on the building, staffing levels, transport and the people using the centre. The planned reduced service offer will be targeted at people with the greatest need and will mean most people will receive a reduced day service support offer along with some care and support at home, if needed. We will contact people to talk about the day service care and support we will be able to offer prior during August.

- **Employment Support Services** – some support for people seeking employment support has been on-going during the lockdown. Most of the

staff who are supporting the Resilience Centres have returned to their usual duties. There are no plans currently in place for opening of offices or face-to-face delivery until about mid-August, although we are expecting a high demand for employment support from July onwards. This support will continue to be provided remotely and we have enhanced digital and online provision;

- **Food Safety Inspections** – under direction of the Food Standards Agency, the food regulation and inspection team has not undertaken routine physical inspections but has maintained food safety interventions. From 13th July, inspections of high risk settings, for example approved premises, re-commenced;
- **Housing enforcement** – inspections are being undertaken in respect of the private rented sector where there is a potential risk to the tenant.
- **Licensing** – From 13th July, taxi licence vehicle inspections for new vehicles re-commenced.
- **Building Control & Planning Enforcement** - these services are now fully operational;
- **Land Charges** – The local authority land charges search is fully operational and will work towards its target of a 5 working days response;
- **Welsh Mining Experience** – we will be looking to open a limited service whilst adhering to the government guidelines when the date is confirmed by Welsh Government for opening visitor attractions.
- **Leisure Services** – outdoor non-contact sport facilities – bowling greens, tennis courts and athletic tracks – reopened from 29th June. The service is putting in place arrangements to facilitate social distancing in leisure centres so we are ready to reopen when a decision is made by Welsh Government. In the meantime the service is exploring providing some non-contact outdoor fitness classes over the summer.

5.3 All the Council's Services have prepared Recovery Plans and a summary of the plans are set out in Appendix A. The information included with Service Recovery Plans is now being developed further to support the compilation of Corporate Plan Priority action plans for 2020/21 and ensure the Council meets its statutory reporting requirements under the Well-being of Future Generations (Wales) Act 2015 and Local Government (Wales) Measure 2009.

5.4 In opening up services we also have to take into account that the vast majority of the Council's office based staff that can work from home continue to work from home, in accordance with Welsh Government advice. A number of community offices are being opened, in addition to Ty Elai, to enable a "small number" of social care staff to deliver their community based work where it is difficult or impossible to do so from home. Inside all the Council offices, staff are encouraged to be 2m apart, and the working environment is very different, with substantially fewer desks available, kitchen areas out of use, lift numbers

reduced to one person, and staff asked to stagger the times they arrive and leave.

- 5.5 Many public, private and global organisations have made working from home the “standard way of working” that promises a more empowering, productive and creative experience for employees. The past few months have proven that we can make working from home work for the Council’s business, and our staff are learning about the pros and cons of working in this way compared to the old way of life.
- 5.6 Over the next two months, the Council will develop a work programme that will take into account the business needs of the service, and encourage staff that can work from home to primarily work from home but will allow staff the flexibility to choose where they work, whether that is from home or from an office, but recognising that not everyone can return to the office environment as there is now insufficient space due to social distancing. Therefore, we need to help staff combine the positives of working from home (less commuting, more productivity, less expenses etc) whilst minimising the negatives (the lack of personal contact/bonding, the feeling that you are always at work, etc).
- 5.7 The global research suggests that this increased flexibility will help to improve the performance of teams and increase productivity. Nevertheless, we will continue to review the position in the light of changing requirements and the specific needs of services and our staff.
- 5.8 At subsequent Cabinet meetings, further reports will be presented setting out the steps to open all services as and when appropriate taking into account Welsh Government lifting of specific restrictions and staff availability.

6 EQUALITY AND DIVERSITY IMPLICATIONS

- 6.1 An Equality and Diversity Assessment has not been carried out in connection with the recommendations set out in this report as the contents and actions do not require a policy or service change, resulting in no reasonably foreseeable differential impacts.

7 CONSULTATION

- 7.1 There is no requirement to consult on this report, it is primarily for information.

8 FINANCIAL IMPLICATION(S)

- 8.1 Each Service has an agreed budget as set by Council in the approval of the 2020/21 budget. In the first instance services will be expected to manage any increased costs from within existing resources or from the Welsh Government emergency fund.

9 LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

- 9.1 There are no legal implications arising from the recommendations in this report.

10 LINKS TO THE CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT.

- 10.1 This is an information report on progress in responding to the Covid 19 pandemic and reopening services.

11 CONCLUSIONS

- 12.1 As the number of cases of Covid 19 decrease across Wales and the County Borough, more services and functions open and life returns to a different normal, with social distancing and personal hygiene being paramount. Council services have considered how best they open in full or in part services that were required to close as a result of the pandemic.
- 12.2 As we look forward into the future, it is impossible to plan for every eventuality, but it is inevitable that we will see further spikes in the virus as the lockdown restrictions are eased. We may be required to close services that we have recently reopened and as a Council we are confident that we have the capacity and capability to respond to these situations.

COUNCIL SERVICE RECOVERY PLANS

APPENDIX A

Service Recovery Considerations – subject to conditions allowing.

All Council services have been affected to a greater or lesser extent by the impact of Covid-19. The effect on many, particularly those front line services that have continued in the most challenging circumstances for the most vulnerable residents has been significant, others forced to provide reduced services and extended time scales etc. and some, where staff have been furloughed.

All Council services are now developing outline Service Recovery plans to provide an initial shape for the Council's Covid-19 Recovery within the context of the Welsh Government's approach to Covid-19. Many services are also subject to direct statutory guidance from Welsh Government, which is either not yet available, or is being frequently revised and updated, and so have another layer of uncertainty within which to manage.

Once in place all plans will take full account of Social Distancing, appropriate personal, equipment, meeting space and building hygiene and also Well-being measures in order to protect Service Users, staff and elected Members. Where services co locate with others, appropriate steps will be taken to consider the impact on all services in planning.

When services emerge, at potentially different speeds etc., they will share common needs, e.g. ICT for increased agile working arrangements and 'Comms' support to help them to provide clear and timely information to as wide an audience as possible. They will also seek to address common 'barriers' that may affect progress, e.g. the impact of self-isolating/shielding on resources across services, particularly in the front line; the potential for continuing reduced capacity arising from child care/schooling and other care responsibilities; access to ICT/technology equipment; the effect of changes to training and support particularly on recently appointed staff as well as skills gaps arising from new ways of homeworking and service back logs that have arisen.

Services are also taking the opportunity to build on what has been learnt from this experience and continue the benefits of working from home, delivering services digitally or in a different way. Whilst services are still emerging from the RESPONSE phase of the pandemic SLT has also challenged them to learn from the Covid-19 experience, to take opportunities and ideas to ensure services do not routinely return to "normal – as we were". The benefits of RENEWAL is being discussed nationally in Welsh Government, in initiatives such as [RESET Cymru](#) as well as through the Wales Council for Voluntary Action and the Future Generations Commissioner. Audit Wales has also recently produced a short report on some [emerging themes](#) on reintroducing service delivery.

The outline RECOVERY arrangements for services set out below have been prepared at a point in time on the best advice at the time, and will be continually reviewed and revised in the light of experience, advice and the effect of Welsh Government's relaxation of lockdown measures.

| COMMUNITY AND CHILDRENS' SERVICES | |
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| ADULT SERVICES | Summary of steps to Recover, Renew individual Council Services |
| | <p>Adult social services and our providers in Rhondda Cynon Taf have been supporting over 4000 vulnerable people in their homes and in care settings every day since the start of the COVID-19 Pandemic. The Pandemic has led to the disruption of some services and there is likely to be some continued disruption for the foreseeable future.</p> <p>We are following and reviewing Government guidance to ensure we are able to respond to the latest advice. We are working closely with our care providers to ensure they are following infection control guidelines, so they are able to deliver safe care, and that together we can continue to fulfil our duties under the Care Act to provide appropriate care and support services.</p> <p>Our key priorities at this time are continuing to:</p> <ul style="list-style-type: none"> • support our most vulnerable people and their carers to stay safe and well in the community • respond to urgent and immediate care and support requirements • safeguard and protect those adults considered most at risk in our county borough • work with partners to support timely and safe discharge from hospital, arranging care at home or in an appropriate care setting while longer term planning takes place • support our care providers to deliver quality and safe services and to respond to the risks associated with COVID-19 <p>and to do we will:</p> <ul style="list-style-type: none"> • continue to assess and prioritise cases, in accordance with the flexibilities afforded by the Social Services and Wellbeing (Wales) 2014 Act, based on need and risk in a way that safeguards people and involves them and their families in decision making • continue (this could include care providers) to stay in touch with people to identify and protect the people who need us most and ensure that everything is in place to provide the best ongoing care and support as the situation continues to evolve • continue to review packages of care where calls have been reduced with a view to re-instating where assessed risk is escalating • continue to ensure that care homes and other care providers receive appropriate ongoing operational and financial support as the situation continues to evolve in line with Welsh Government guidance • continue to work with care homes and other care providers to understand and monitor their capacity in order to respond to |

| COMMUNITY AND CHILDRENS' SERVICES | |
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| ADULT SERVICES | Summary of steps to Recover, Renew individual Council Services |
| | <p>demand. This will include maintaining bed capacity across all care home, including all 11 in-house care homes</p> <ul style="list-style-type: none"> • work with care homes to implement procedures with them to safely accommodate visits from friends and family in line with Welsh Government guidance • work with Linc Cymru and Radis Care to continue to assess and support short and permanent placement of people to Maesyffynnon extra care scheme • work with partners to restart Stay Well@Home (Phase 2), Assistive Technology and Enhanced Primary Care regional transformation projects from July 2020 • revisit interim placements made during the COVID19 period to date to support people with a choice of accommodation, where possible • work with Health to revisit complex cases that have not proceeded to CHC assessment during the COVID19 period to date and reassess them and complete CHC assessments in line with guidance • continue to review options for phased opening of day and respite services in line with demand and social distancing guidelines • work with our Supporting Living Providers to review new support models introduced in response to the COVID-19 Pandemic, to inform future service models • review our support to informal carers who are looking after vulnerable people in order to respond to their immediate and ongoing care and support requirements • Work with regional partners to continue the phased reopening of regional equipment services to full capacity and restarting of windows manufacturing at Vision Products • work with our partners continue to ensure that processes to safeguard and protect those adults considered most at risk are in line Welsh Government guidance. |

| COMMUNITY AND CHILDRENS' SERVICES | |
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| CHILDRENS' SERVICES | Summary of steps to Recover, Renew individual Council Services |
| | <p>All staff across Children's Services have been working as frontline essential staff since the start of lockdown. Statutory functions have remained unchanged. Activity has been focused on four critical areas of work: access to services and family support; safeguarding duties; Children Looked After and youth offending. We have delivered a reduced service in these areas by prioritising those with the highest level of risk and need using different methods of working e.g. utilising technology. Face to face service delivery has been limited to business critical areas and emergencies only.</p> <p>The service is</p> <ol style="list-style-type: none"> 1. Developing a fit for purpose agile/home working framework for Children's Services, which supports both the physical and emotional well-being of staff and optimises our work with families. This will include a review of accommodation needs for staff and a review of agile working in the coming weeks. 2. Building upon critical and emergency functions currently being delivered, develop a safe, sustainable service delivery model to provide Children's Services statutory responsibilities that will meet anticipated WG guidance. This means incrementally increasing the service that can safely be made available to the public with the goal of achieving a return to a full service in line with WG Guidance. This will commence with a review child protection conference and increasing the number of children who we see and whose voices we hear. 3. Ensuring staffing capacity in Intensive Intervention is sufficient to meet need. This includes exploring opportunities to recruit more practitioners. 4. Ensuring vulnerable children have access to Education and emergency childcare provision, working in partnership with Education. This will include: <ol style="list-style-type: none"> a) Ensuring sufficient childcare provision is available for vulnerable children aged 0-4 throughout the summer holidays and for eligible Flying Start children when service resumes b) Continuing to deliver emergency childcare for children aged 0 – 5 of key workers and vulnerable families c) Producing guidance for pre-school settings and parents/carers that reflects current Welsh Government's position on Coronavirus Childcare d) Providing targeted play and youth provision for vulnerable children and young people aged 5-25 who are open to Enquiries and Assessment Team, Intensive Intervention, Disabled Children's Team and Resilient Families Service over the summer holiday period e) Ensuring processes are in place to monitor the attendance of vulnerable children in schools when they reopen |

| COMMUNITY AND CHILDRENS' SERVICES | |
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| CHILDRENS' SERVICES | Summary of steps to Recover, Renew individual Council Services |
| | <ul style="list-style-type: none"> f) Supporting Education to deliver summer emergency childcare at the chosen hubs during the summer holiday period g) YEPS Youth Engagement Officers to return to school sites when schools resume to provide youth work support <p>Ensure robust safeguarding arrangements working with partners in the Cwm Taf Morgannwg Safeguarding Board. We will maintain robust multi-agency safeguarding governance arrangements through the continuation of the Bronze and Silver Covid 19 Command meetings</p> |

| COMMUNITY AND CHILDRENS' SERVICES | |
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| PUBLIC HEALTH, PROTECTION & COMMUNITY SVS | Summary of steps to Recover, Renew individual Council Services |
| Public Protection (Significant WG guidance throughout) | <p>REGISTRAR SERVICE has been transformed digitally during the Pandemic and the General Registrar Officer (GRO) is being urged to retain many of these changes including remote registration procedures and receipt of medical certificates. In house, we have established an online booking system for appointments as a trial and will be increasing its use as part of pre-pandemic plans new software. Risk assessment in hand and Corporate Estates are providing the necessary screens. Proposal to resume face to face birth registrations but NOT face to face death registrations as these can be done remotely. No current capacity for other services to resume (e.g. genealogy) until we clear the birth registration backlog and get on top of marriage re-scheduling.</p> <p>Face to face death registrations and all birth registrations with marriage/civil ceremony services stopped.</p> <p>In line with appropriate guidance, priorities are to</p> <ol style="list-style-type: none"> 1. Resume Birth Registrations- remote, video/ telephone only and catch up with backlog of birth registrations since March 2020. 2. Resume face to face birth registrations and death registrations. 3. Resume small weddings and eventually medium/large gathering as allowed. Resume citizenship services as allowed. 4. Maintain capacity of relief registrar staff to cope with any increase in death registrations during the autumn/ winter periods. <p>HOMELESSNESS & SUPPORTING PEOPLE – There has been an increase in homelessness and people eligible for temporary accommodation.</p> <p>Priorities</p> <ol style="list-style-type: none"> 1. Develop an integrated Homelessness Recovery Plan for sustainable move on arrangements for increased volume of homelessness clients seen during COVID. 2. Submit Grant application to WG for funding to support delivery of Integrated Homelessness Recovery Plan. 3. Increase capacity of office based resource to support telephone and face to face presentations by people facing/ who are homelessness and process increased volume. 4. Subject to WG decision on the legal status of COVID homeless cases (Awaiting guidance on S75 duty and designation as Priority need clients) work with Partners to review the impact on the Allocations Policy and management of the Register over coming months both for |

| COMMUNITY AND CHILDRENS' SERVICES | |
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| PUBLIC HEALTH, PROTECTION & COMMUNITY SVS | <p>Summary of steps to Recover, Renew individual Council Services</p> |
| | <p>COVID clients (direct match to the register applicable) and other clients in housing need.</p> <p>HOMEFINDER - The Team that manages the Common Housing Register and housing allocations, has been unable to provide the full range of services due to Social Landlords reducing their services and restrictions on house moves during lockdown. This has had a significant impact on moving households out of emergency accommodation, refuge and supported accommodation placements.</p> <p>Priorities -We will resume allocations of properties in line with the Allocations Policy (impact when decision in relation S75 duty are known as less properties in the system for general need). Review procedures with a view to maintaining home working as the preferred operating model for all staff. Launch new Homefinder Website to enable increased "self-service" of applications by clients.</p> <p>FOOD & FEED REGULATION - Food and Feed Regulation at food premises has largely stopped or is being done remotely. While many businesses have required guidance and advice on changing their business model e.g. to operate take away or food delivery services. The inability to undertake inspections of business is a cause of concern in the medium term. From 13th July, inspections of high risk settings, for example approved premises, will re- commence.</p> <p>Priorities - We will maintain capacity to deliver service in line with FSA Direction during COVID i.e. reactive response and approved premises. Engage actively in FSA Recovery Planning for Food Regulation to inform resumptions of proactive food regulation activity on a risk based approach. Identify additional capacity to resume proactive interventions for high risk businesses in line with FSA Direction. Resume proactive food and feed sampling.</p> <p>TRADING STANDARDS</p> <p>Trading Standards work has largely stopped, other than Scam investigations and animal health work. This is due to the impact of business closures and restrictions resulting in significant reductions in demand from consumers.</p> <p>Priorities - We will resume proactive inspection of businesses and traders in line with Government Direction (non- food and metrology work). Resume Metrology Lab services to other LA for the Calibration of statutory weights and measures. Identify and</p> |

| COMMUNITY AND CHILDRENS' SERVICES | |
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| PUBLIC HEALTH, PROTECTION & COMMUNITY SVS | <p>Summary of steps to Recover, Renew individual Council Services</p> |
| | <p>maintain capacity for COVID business restrictions and social distancing enforcement. Resume Animal Health inspections including Farm and Animal Market inspections. Resume True Call scam prevention work</p> <p>PEST and ANIMAL CONTROL. Pest Control has been suspended during lockdown with the exception of emergency treatments. Priorities - The service will be operational from 29th June. Staff have been provided with suitable PPE. From 29th June, the Hope Rescue facility for the public to take stray or lost dogs to the kennels directly is now available, with the appropriate safe working arrangements at the premises. The Council has also resumed proactive inspections of other boarding/ breeding premises;</p> <p>POLLUTION CONTROL - Air Quality monitoring has been adversely affected because laboratories have suspended analysis of NOX tubes. We will have a gap in our data for 2020 as a result. Priorities - Resume non-essential regulatory visits (external) e.g. waste in gardens during the summer. Resume proactive inspections of premises and operations subject to Environmental Permitting Requirements; resume Private Water Supply sampling and inspection, and resume Air Quality monitoring following Welsh Government guidance.</p> <p>HOUSING ENFORCEMENT Priorities - Resume housing inspections related to requests for service including HMO licence applications and resume proactive, programmed house (including HMO) inspections) in line with Welsh Government guidance which is yet to be received.</p> <p>LICENSING - Licensing has had to manage the impact of numerous Government Guidance and Policy changes which has resulted in licensed premises closures and barriers to the effective operation of taxi licensing requirements. Priorities - Resume taxi safety testing at fleet garage. We will continue to maintain capacity for off licence regulation and COVID related licensing enforcement in relation to business restrictions. Resume proactive inspections of licensed premise (all types) and resume animal licensing inspections as directed by Welsh Government.</p> |

| COMMUNITY AND CHILDRENS' SERVICES | |
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| PUBLIC HEALTH, PROTECTION & COMMUNITY SVS | <p>Summary of steps to Recover, Renew individual Council Services</p> |
| | <p>Fleet garage has acquired a new mobile cleaning unit so plans are in hand to resume plating of new taxis (existing taxis remain under an "exemption" until MOT tests resume). Resumed service on 6 July.</p> <p>HEALTH AND SAFETY REGULATIONS Priorities - Increase capacity to monitor and respond to intelligence and complaints about workplaces and health and safety breaches related to COVID requirements. Resume programmed inspections of workplaces and skin piercing activities as directed by Welsh Government</p> <p>COMMUNITY SAFETY – Demand for Anti-Social Behaviour support, Domestic Violence Support and Substance Misuse Service referrals have remained consistent during the lockdown. Priorities - Resume face to face Substance Misuse Client Support meetings, resume face to face IDVA client meetings and drop in support at the Oasis Centre, and increase proactive community cohesion and engagement work in the Autumn 2020. Increase ASB regulation in relation to knotweed control in response to resident demand throughout the summer months.</p> <p>HEALTH AND WELLBEING Priorities - Resume work of the team in relation to Older Peoples Action Plan in Autumn 2020.</p> <p>CONTACT TRACK AND TRACE (PART OF WG TEST TRACE PROTECT STRATEGY) Priorities - Ensure a sustainable workforce model is developed and deployed to deliver Contact Track and Trace for the duration of the Pandemic. Deliver an effective and efficient Contact Track and Trace Service for Rhondda Cynon Taf County Borough, as part of the Cwm Taf Morgannwg Regional Response, to control the prevalence of Coronavirus in the community. Meet the required performance and outcome indicators to be set by Public Health Wales and Welsh Government (to be confirmed)</p> |
| Bereavement (WG Guidance) | <p>The service has continued to operate with increased demand but strict limitations on funeral attendees and some aspect of the service have been temporarily suspended The Interment of cremated remains with family present restarted from 29th June. On 3rd August we will increase the number of mourners at</p> |

| COMMUNITY AND CHILDRENS' SERVICES | |
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| PUBLIC HEALTH, PROTECTION & COMMUNITY SVS | Summary of steps to Recover, Renew individual Council Services |
| | <p>crematorium services to 30 by opening the second chapels at Glyntaff and Llwycoed;</p> <p>Phases of recovery include</p> <ol style="list-style-type: none"> 1. Increasing funeral service attendees, cremation and burials in line with WG guidance on social distancing. Looking to allow service attendees to socially distance outside of the Chapel, aided by appropriate 2m markings. Also utilising the chapel exterior with television screen and sound system, and incorporating the use of the second chapel when WG guidance permits. 2. Reinstating the laying to rest of cremated remains i.e. interments/scatterings, with a caveat that this may need to be further suspended should a second wave of the virus occur. 3. Reopening Bereavement Services office to members of the public moving towards meeting 'one only' to comply with social distancing. Move to digitising all records in order to allow a sanitised method of family scrutinising cremation and burial records. |
| Leisure Services (WG Guidance) | <p>Leisure Centres have been closed since 20th March. No WG guidance as yet on re-opening although industry experts suggest a possible 1st August partial re-start. We have started to space out gym equipment in the centres in readiness for limited opening whenever. The reality is that we could commence a limited service almost immediately if allowed to do so. In the meantime, the service is looking at a potential 5 phase approach subject to review at each stage</p> <ol style="list-style-type: none"> 1. Introduce some open air classes, utilising our parks, 3G pitches to allow customers to exercise in a safe manner outdoors. 2. Re-open gym facilities alongside outdoor classes 3. Introduce some indoor classes, where practicable, and single person sports. 4. Introduce pool use, cafeterias, socially distanced meetings etc. (where practicable) 5. Full re-opening to include large groups, children birthday parties, events and large scale meetings. <p>The preparation for opening Playgrounds has already started. Grass cutting operations started last week and we are hoping that all play areas will be cut over the next 2/3 weeks. Plans to de-</p> |

| COMMUNITY AND CHILDRENS' SERVICES | |
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| PUBLIC HEALTH, PROTECTION & COMMUNITY SVS | Summary of steps to Recover, Renew individual Council Services |
| | <p>furlough the remaining staff on 1st of July so that they can start the process of inspecting and servicing the play equipment. To complete all 200+ will again take 2 to 3 weeks. We would start with the bigger parks and popular destinations first e.g. Ynysangharad, Aberdare, Barry Sidings, Dare Valley etc. Working towards having play areas open for the school summer holidays starting end July/early August.</p> <p>Sports Development plans include</p> <ul style="list-style-type: none"> • Renegotiating a Sports Resilience Plan with Sport Wales which will re-purpose the funding for 2020/21. The plan will cover the period from July 2020 to March 2021, with flexibility to adjust to changing national guidelines and review to incorporate learning. • Working with Sport Wales to deliver the community 'Be Active' Fund from July 2020, to support community organisations to re-open, re-engage and develop their services to increase participation, in line with WG and LA guidance. • Working in partnership with other services such as Education and YEPS to deliver safe, socially distanced exercise opportunities where services are being delivered e.g. summer HUB schools. <p>Health Development plans include</p> <p>Exploring ways that technology can support more people to exercise at home or minimise face to face contact e.g. the 'Superagers' Project and working with PHW to redesign National Exercise Referral Scheme for referred clients and introducing the all Wales referral and engagement processes i.e. remote inductions, production of exercise videos, weekly contact engagement by phone/video calling. The service is looking at the potential to deliver limited number of 1-2-1 supported local exercise sessions for risk assessed clients, initially outdoors.</p> |
| Visitor Attractions including Welsh Mining Experience | <p>In line with WG advice, visitor attractions have been closed throughout lockdown. Recent guidance has been provided by WG and we are able to open the WME by 25th July. The service is looking at a phased approach to recovery.</p> <p>Phase 1</p> <p>Preparing for potential reopening of RCT attractions by putting in place appropriate risk assessments, social distancing arrangements, health and safety measures,</p> |

| COMMUNITY AND CHILDRENS' SERVICES | |
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| PUBLIC HEALTH, PROTECTION & COMMUNITY SVS | Summary of steps to Recover, Renew individual Council Services |
| | <p>signage and adaptations supported by staff training on new procedures.</p> <p>1. Phase 2 Reopening venues plus public areas and buildings such as visitor centres/galleries with all necessary safety considerations in place and PPE. Visitor capacity will be reduced and online bookings will be encouraged to ensure social distancing can be achieved. Takeaway service will be put in place at cafés.</p> <p>Long term aim is full operation of all venues, interactive sessions and cafes.</p> |
| Community Development Team | <p>The team was heavily involved in response to Storm Dennis including direct support to local communities and the collection, packing and distribution of food parcels. Initial Covid-19 response has included support to the Community Resilience Hubs (CRH) and Sobell Centre Food Distribution Centre; management of WG food parcels and distribution with over 8,200 direct calls to date to those on the NHS shielding list; and active recruitment of Community Resilience Volunteers. The employment team will shortly be resuming their usual roles, with the CDT Team taking sole responsibility for running the CRHs, coordinating a team of Community Resilience Volunteers. Staff will continue support for NHS shielded patients and liaise with Test, Track & Trace colleagues to provide support to residents diagnosed with Covid-19 and required to shield for 2 weeks.</p> <p>The team will continue to respond to active Community Asset Transfer Cases and are resuming work on Neighbourhood Networks, including volunteering.</p> |
| Employment support | <p>Some support for customers has been on-going during the lockdown; most staff who are supporting the Resilience Centres will have returned to their usual duties by 3rd July. There are no plans currently in place for opening of offices or face-to-face delivery until about mid-August and although we are expecting a high demand for employment support from July onwards. Remote employment support will continue.</p> <p>No new clients have been referred for employment support due to DWP prioritising the processing of new universal credit claims.</p> |

| COMMUNITY AND CHILDRENS' SERVICES | |
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| PUBLIC HEALTH, PROTECTION & COMMUNITY SVS | Summary of steps to Recover, Renew individual Council Services |
| Adult Education | <p>Recovery will have three distinct priorities:</p> <p>Phase 1: Engage with as many learners as possible through on-line delivery. This includes online course brochures and enrolment and increased number of courses through formalising our agreement with Digital college. Online courses are already being delivered through a variety of platforms including Zoom, Skype, Edmodo and Facebook private groups.</p> <p>Phase 2: the safe opening of Garth Olwg Lifelong Learning Centre with a limited programme of Adult Education, continuing to offer as many classes as possible remotely, and with the option to remotely access any class. Make rooms available for community hire and public access computers available to book and reintroduce cultural activities including the gallery and theatre spaces.</p> <p>Phase 3: A full return to community learning using the wide range of community venues, first considering provision in libraries and then other council buildings and community venues.</p> |
| Library Service (subject to WG Guidance) | <p>Three area libraries with click and collect service only, at Aberdare, Llys Cadwyn (Pontypridd) and Treorchy successfully re-opened from 24 June along with at home service. On 16th July the following three libraries will be opened, Mountain Ash, Porth and Rhydyfelin. Hirwaun, Ferndale and Pontyclun libraries will open on 6th August, with the remaining libraries open on 20th August. It may be significantly longer before we can go back to hiring out rooms especially at the smaller libraries where some of the rooms are quite small so that 2m social distancing will make any class/meeting unrealistic. The School Library provision is also available to schools.</p> <p>Depending on the success of the steps above, the aim will be for all library services to be accessed from all libraries, including e-teens, reference services and advice and support.</p> |
| Welsh Language | <p>Service has maintained business as usual to provide translation services both on paper and simultaneous translation to enable residents and elected Members to engage with the Council in the language of their choice. The future availability of staff on site simultaneous translation at Committee meetings will be considered alongside the re-introduction of the Council's governance arrangements.</p> <p>In the meantime, the Service aims to maintain or improve compliance/performance, continue with Welsh Language tutoring</p> |

| COMMUNITY AND CHILDRENS' SERVICES | |
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| PUBLIC HEALTH, PROTECTION & COMMUNITY SVS | Summary of steps to Recover, Renew individual Council Services |
| | <p>and provision of support to services to enable them to meet the WG standards. Critical work, including service area audits, and 'urgent' audits and feedback will continue as necessary.</p> <p>The Service will ensure that all steps are taken to progress the planning for Eisteddfod 2023 and will continue to support the Education service to plan for the development of Welsh-medium education.</p> |
| Arts Service | <p>Considering all options to create a flexible reopening plan, enabling the service to respond quickly as and when restrictions allow.</p> <p>Planning for a staged return to theatre productions over a long period. This is likely to be after January 2021, subject to review, and thereafter will consider the viability of programming with social distancing measures in place, following the stages below: Phase 1: open theatres to limited staff to prepare for social distancing measures, maintain buildings and continue digital and other remote service delivery Phase 2: Open theatres to the public and deliver a limited theatre and outreach programme with social distancing measures in place Phase 3: Fully reopen theatres with precautions in place, including reintroduction of community hire/usage Phase 4: Full range of arts services resumed Continuing to deliver a number of services remotely, with the key consideration being the wellbeing of service users, including:</p> <ul style="list-style-type: none"> - the SONIG Youth Music and Youth Arts programmes - the Forte artist development programme - Seeking further funding to digitise the programme for a wider reach and to sustain the provision long-term. <p>Continuing policy of automatic ticket transfer to rescheduled date and contacting customer to ascertain their preference for transfer or refund.</p> <p>Exploring alternative models of service delivery including the potential to</p> <ul style="list-style-type: none"> - encourage community wellbeing through working with artists to produce original work - create and share productions and participative arts activity digitally and contactless non-digital e.g. radio, printed/recorded packs - stage outdoor performances or use of alternative spaces |

| COMMUNITY AND CHILDRENS' SERVICES | |
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| PUBLIC HEALTH, PROTECTION & COMMUNITY SVS | Summary of steps to Recover, Renew individual Council Services |
| | Introduction of an outreach programme for shielding and vulnerable residents e.g. performances within residential home car parks |
| Community Wellbeing & Resilience – Children & Family Centres | <p>Service delivery has been limited to business critical areas only, which has included emergency childcare and so has required the buildings in which they are based to be open and accessible. For local authority maintained nurseries, this has meant that two of the three Children and Family Centres have needed to be open throughout the lockdown, from the start of the pandemic.</p> <p>Centres will no longer be used as office bases for staff as service will remain fully agile/work from home. Instead space will be used to support face to face work with service users. Building layout and facilities will be changed to accommodate safe working arrangements for staff and families. This will be accompanied by enhanced hygiene regimes and the completion of a Risk Assessment for each of the buildings.</p> <p>Phase 1 – Already established during the lockdown. Includes hosting emergency childcare from the nursery areas within the centres i.e. LA maintained settings and commissioned providers, and providing limited access to small meeting rooms and sensory rooms for Disabled Children's Teams to access for respite sessions with their most vulnerable children.</p> <p>Phase 2 – Includes receptionist returning to working from the centre daily, providing access for Community Wellbeing and Resilience Service teams to access meeting rooms to host meetings with individuals and families, where home visiting is not appropriate.</p> <p>Phase 3 – Includes hosting targeted family interventions (e.g. family play sessions, parenting support, talk and play support) from the centre, if guidance allows</p> <p>Phase 4 - Provide small group training sessions in large community rooms where social distancing can be achieved.</p> <p>Phase 5 - Fully re-open the centres, allowing for agile working and community usage</p> |
| Community Wellbeing & Resilience - Early Intervention | Staff have been engaged in supporting commissioned providers to fulfil grant requirements, maintaining contact with and support for the Flying Start commissioned providers delivering emergency childcare, maintaining contact with Welsh Government to report on modifications to grant funded services and disseminate |

| COMMUNITY AND CHILDRENS' SERVICES | |
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| PUBLIC HEALTH, PROTECTION & COMMUNITY SVS | Summary of steps to Recover, Renew individual Council Services |
| and Prevention Commissioning | <p>guidance and undertaking performance and compliance reporting on behalf of the CfW+ Team in response to these staff being transferred into frontline roles to manage the Community Resilience Centres.</p> <p>Digitalisation to facilitate change in practice - commissioned providers to access Capita One to evidence outcomes and performance and support. Compliance monitoring arrangements to be undertaken remotely in the main with onsite visits by exception. Team to remain fully agile/working from home</p> <p>Priorities:</p> <ol style="list-style-type: none"> 1. Ensure the Council has an operational Children & Communities Grant (CCG) delivery plan that will meet WG guidance and comply with Covid-19 requirements. 2. Ensure arrangements are in place for the appropriate management and administration of the WG CCG Framework. 3. Develop robust guidance to support commissioned providers to manage health and safety arrangements 4. Provide clear guidance for all commissioned providers on revised compliance and monitoring protocols. |
| Community Wellbeing & Resilience – Flying Start Childcare | <p>All Flying Start settings received an early Quarter 1 grant payment in March 2020 equal to the full number of commissioned places and were requested to remain open in order to provide emergency childcare for key workers and for vulnerable children aged 0-4 years. As a result of instruction from Welsh Government to suspend the provision of childcare for all other children, a number of providers operating a mixed economy model chose to close their settings and furlough staff, whilst others worked with us during very challenging times to provide an emergency response. This period has been very unsettling for providers who have faced challenges both practically in providing a service where social distancing is almost impossible and financially in maintaining their running and staffing of nursery settings within CIW regulated parameters without guaranteed income. Any change to practice will be subject to WG / CIW guidance.</p> <p>Priorities:</p> <ol style="list-style-type: none"> 1. Develop a safe operational model to deliver targeted FS childcare opportunities that will meet future WG guidance. 2. External commissioned childcare providers to continue to operate emergency childcare throughout the Summer for vulnerable and key worker children. |

| COMMUNITY AND CHILDRENS' SERVICES | |
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| PUBLIC HEALTH, PROTECTION & COMMUNITY SVS | Summary of steps to Recover, Renew individual Council Services |
| | <p>3. Develop a fit for purpose Provider Delivery Guidance document to assist childcare providers to manage health and safety arrangements.</p> <p>4. Provide clear guidance for all stakeholders of what the format of FS Childcare will consist of</p> |
| Community Wellbeing & Resilience – LA Childcare, Quality Assurance & Training Team | <p>The Childcare Team has been providing emergency childcare since 23rd March 2020 from three Council Nursery settings as business critical service delivery 2020 and will continue to do so until 20th July 2020.</p> <p>Priorities:</p> <ul style="list-style-type: none"> • Amend the Quality Assurance Framework and delivery model. • Develop a new virtual and interactive training programme to provide specialist training to Flying Start settings and the childcare workforce. This will replace existing face to face training programme and will provide flexibility for staff to be able to undertake training when it is most convenient for them. It will also prevent us from needing to close childcare settings in order to provide training as we currently do. • Re-commence Flying Start Childcare in LA maintained settings once it is safe to do so in line with the Flying Start Provider Delivery Guidance document |
| Community Wellbeing & Resilience – Parenting Support | <p>Staff across the Service have been engaged in the regular production and distribution of activity packs for vulnerable children aged 5-14 known to the Resilient Families Service and the Care2Play Service, the production of a range of information videos on key topics accessible through social media platforms and online delivery of early language and communication support and parenting support to families. Staff have also provided remote support to families who were receiving interventions from them at the point of lockdown as well as supporting RFS to respond to the emerging needs of families facing challenges as a result of covid-19 restrictions.</p> <p>Priorities:</p> <ol style="list-style-type: none"> 1. Develop a safe operational model to deliver targeted Early Language & Communication / Parenting support opportunities that will meet future WG guidance 2. Provide clear guidance of what the format of Early Language & Communication / Parenting support will consist of |

| COMMUNITY AND CHILDRENS' SERVICES | |
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| PUBLIC HEALTH, PROTECTION & COMMUNITY SVS | Summary of steps to Recover, Renew individual Council Services |
| | <p>3. Promote Early Language & Communication / Parenting support using various social media platforms and resources, including creating a weekly timetable of virtual support, producing information sheets to provide families with activities and suggestions to extend and develop their Early Language & Communication skills as well as developing a YouTube channel.</p> <p>4. Continue to develop the digital offer initiated during lockdown. Significant coverage and reach of parenting and early language support via use of social media platforms. Opportunity to improve performance and reduce costs of existing parenting programme format</p> |
| Community Wellbeing & Resilience – Play Service | <p>Staff across the Service have been engaged in the regular production and distribution of activity packs for vulnerable children aged 5-14 known to the Resilient Families Service and the Care2Play Service, the production of a regular newsletter and the delivery of a virtual online play programme during holiday periods which we intend to continue with. The digital offer developed during lockdown will be maintained as part of ongoing universal play offer.</p> <p>Priorities:</p> <ol style="list-style-type: none"> 1. Develop a safe operational model to deliver targeted play opportunities that will meet future WG guidance 2. Utilise the Care2Play providers to offer targeted support sessions for vulnerable children and young people identified by Children's Services and continuing to deliver activity packs to the homes of open Care2Play children and young people, if they are unable to access the targeted support sessions due to shielding, isolation etc. 3. Develop a fit for purpose Provider Delivery Guidance document to assist providers to manage health and safety arrangements to ensure the safe delivery of face-to-face provision during the recovery stage of Covid-19. 4. Provide clear guidance for all stakeholders of what the format of targeted play will consist of to meet future WG guidance. 5. Develop a publicity campaign to promote the universal (virtual) offer the Play Development Team using various social media platforms. 6. Develop a detailed process for the Play Sufficiency Assessment membership group to contribute to identify the priorities for the 20/21 PSA action plan. |

| COMMUNITY AND CHILDRENS' SERVICES | |
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| PUBLIC HEALTH, PROTECTION & COMMUNITY SVS | Summary of steps to Recover, Renew individual Council Services |
| Community Wellbeing & Resilience – Resilient Families Service | <p>As a business critical front line service RFS staff have provided remote support to families as well as supporting statutory teams to respond to child protection concerns including home visiting. The service has remained operational however due to the intensive nature of service delivery, this has been limited throughout this period.</p> <p>Priorities:</p> <ol style="list-style-type: none"> 1. Review each stage of the RFS model to identify the options, risks and pressures that increasing the number of families accepted by the service would create including undertaking a mapping and scoping exercise to determine which local authority community buildings can be safely utilised by RFS workers. Buildings will only be used when workers need to meet with high need families (child protection, escalation of need etc.) and hold confidential discussions not possible at home or outdoors. 2. Introduce a safe process that would allow the RFS to accept an increased number of referrals, ensuring that those accepted would be able to access the appropriate support to meet their needs. 3. Introduce a process that would allow RFS Teams to increase their capacity to provide a safe service to more families including continuing to deliver interventions to families utilising virtual methods as much as possible. (Telephone, FaceTime apps etc.) <p>Develop third sector / partner delivery guidance document to assist providers in supporting the delivery of RFS functions while also managing health and safety arrangements.</p> |
| Community Wellbeing & Resilience – YEPS | <p>All staff across the Community Wellbeing and Resilience Service have been working as frontline key essential staff since the start of lockdown. Face to face service delivery has been limited to business critical areas only, which has included the case management aspect of the Youth Engagement and Participation Service over the past few weeks. Staff have developed a comprehensive virtual youth offer, offering universal activities e.g. virtual youth clubs and virtual activities programmes, remote issue-based support for matters like mental health, self-harm, future education, employment and training opportunities. They have continued to manage their open caseload with individual young people and have supported the emergency childcare hubs on school sites.</p> |

| COMMUNITY AND CHILDRENS' SERVICES | |
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| PUBLIC HEALTH, PROTECTION & COMMUNITY SVS | Summary of steps to Recover, Renew individual Council Services |
| | <p>YEPS likely to be deployed to support summer childcare provision, direct support to high risk cases and maintain virtual youth offer.</p> <p>Change to practice - Digital offer developed during lockdown to be maintained as part of ongoing universal youth offer. Intention to continue with virtual youth work opportunities and encourage youth support service partners to do the same</p> <p>Priorities include</p> <ol style="list-style-type: none"> 1. Ensuring that referral management is fit for purpose during lockdown including using technology to manage cases remotely and considering whether face-to-face is necessary for cases of young people in crisis where venue space allows 2. Continuing to raise the profile of the current RCT youth offer including utilising schools messaging services and service's social media platforms (FB, IG, Snapchat, Twitter) to promote the evolving YEPS offer 3. Developing a fit for purpose Provider Delivery Guidance document to assist providers to manage health and safety arrangements 4. Utilising the YEPS framework and SLA commissioned providers to offer a summer programme (July – August) for vulnerable children and young people 5. Providing virtual information, advice and guidance to vulnerable young people utilising wicid tv and YouTube. 6. Continuing to offer virtual open access activities and plan for re-introduction of face-to-face provision 7. Supporting those young people accessing school sites including continuing to support the emergency school hubs by providing casual youth support worker capacity in the hubs most in need and youth worker drop-in sessions for young people accessing the hubs. 8. Ensuring there is adequate staffing capacity to provide all YEPS activities and support being offered including working with Adult Learning Wales to roll out the Level 2 and Level 3 Youth Work qualifications to ensure that there is a future pool of qualified applicants for vacant YEPS and community youth worker posts 9. Introducing more street-based support, including commencing limited evening and weekend street-based youth work, alongside YOS and Police, in identified hot spots to provide a visible presence in the community for the most vulnerable young people and assist to tackle anti-social behaviour. |

| EDUCATION & INCLUSION SERVICES | |
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| EDUCATION | Summary of steps to Recover, Renew individual Council Services |
| <p>Education Services, Schools and PRUs</p> <p>(subject to WG Guidance)</p> | <p>The Council has developed RCT guidance for schools in line with recently published WG guidance, preparing schools for the return of a wider number of pupils to 'check in and catch up'. This includes guidance on staffing ratios and capacity restrictions. The Education service is also ensuring schools have undertaken appropriate risk assessments prior to reopening and that all statutory compliance checks e.g. legionella, fire alarm testing are up to date.</p> <p>Schools have developed 3 week plans outlining the phased return of learners back into school from June 29th, in line with the guidance above. Due to capacity restrictions, schools will be delivering a mix of blended onsite and distance learning for most pupils, alongside fulltime childcare provision for key workers children and vulnerable pupils, and distance learning for those pupils shielding/not attending school. The Education Services are working closely with Transport and Schools to ensure that learner cohorts are aligned to pupil groupings on transport routes to limit numbers of contacts for each child.</p> <p>With the recent announcement that schools will be open to all pupils from 1 September, with a phased introduction over the period to 11 September. Comprehensive guidance is being prepared to support schools.</p> <p>School improvement services continue to support schools to develop best practice for distance learning including guidance on live streaming, and devices will continue to be provided for digitally excluded learners.</p> <p>Regular communication will continue with headteachers, governors and parents/carers, including information for parents via Council website and social media messages.</p> <p>Over the next month, a decision has to be made whether Welsh Government will follow the action taken by the Scottish, Northern Ireland and English Governments in terms of reconsidering the 2m social distancing rule in schools. We will have to plan to support our schools adequately plan for the safe opening of schools if this is the case.</p> <p>The Attendance & Wellbeing service will support vulnerable learners and their families to reengage with education, using alternative models of service delivery where possible to avoid face to face home visits. Parents will not be fined for non-school attendance. Access & Inclusion service will support schools to provide appropriate provision for learners with SEN and continue</p> |

| EDUCATION & INCLUSION SERVICES | |
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| EDUCATION | Summary of steps to Recover, Renew individual Council Services |
| | <p>preparations for the introduction of the ALNET Act. Wellbeing support will be provided for staff, families and pupils e.g. producing a wellbeing pack to help staff support pupil's transition back into school and implementing enhanced counselling support for children and young people.</p> |
| School & Community Meals | <p>Schools to be supported to implement split sittings for lunch or use 'grab bags' to allow meals to be eaten outdoors/in classrooms, depending on site layout.</p> <p>The service will provide a method of sanitising biometric systems and remove cash payments to 'on line' payments for school meals.</p> <p>Continue to support and review the additional frozen meal provision for shielded vulnerable individuals.</p> |

| PROSPERITY, DEVELOPMENT & FRONTLINE SERVICES | |
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| FRONTLINE SERVICES | Summary of steps to Recover, Renew individual Council Services |
| Streetcare and Waste | <p>Waste Services has maintained most of its collections since lockdown. Also Cleansing, Parks, Enforcement have returned to varying degrees and at reduced levels. Public conveniences have been closed over the period of the pandemic but toilets are now open at Pontypridd and Aberdare bus stations and are staffed. On 6th July three further toilets opened in Talbot Green, Tonypandy, Mountain Ash and Treorchy. All the remaining toilets and urinals will be open from 20th July. Toilets in Aberdare Public Park and Ynysangharad Park, Pontypridd will re-open from 27th July with enhanced cleaning.</p> <p>Offices at Ty Glantaf have now been refurbished following damage from Storm Dennis. Changes implemented to keep front line safe include, 'support vehicles' being used to reduce the number of collection operatives in waste collections allowing social distancing; daily vehicle sanitising; additional PPE and vehicle signage to reinforce social distancing message for residents and in AMGEN recycling facility, screens have been fitted to separate sorting staff during processing of materials. Staff have been redirected to other key services e.g. Cleansing, Parks and Amgen. Enforcement staff also deployed to backfill in Waste Collection.</p> <p>Specific services offered on-line only e.g. trade waste bags, bulky waste collections.</p> <p>Service Recovery includes reinstating Enforcement and Awareness Raising to address the high levels of excess waste and contamination as a result of Storm Dennis and lockdown and reopening some main Town Centre bus station toilets with organised queuing and enhanced cleaning resources in place.</p> |
| Highways | <p>Highways Services have continued throughout lockdown albeit with a reduced service in some aspects. There continues to be a constant re-evaluation of risk and safe working practices as highways traffic increases. Consideration has also been given to national guidance, advice and briefing notes including those from the Construction Leadership Council (CLC), Civil Engineering Contractors Association (CECA), etc.</p> <p>New ways of working include, only two people in a working gang where possible, and the same two people sharing a wagon every day; Highways inspections are undertaken at times to avoid public contact; Carriageway resurfacing in semi/rural areas has been undertaken before urban areas until lockdown eases and civil parking enforcement is being slowly re-introduced and has started in principle Town Centres.</p> <p>Plans include, restoring highway maintenance inspections; undertaking an evaluation of working practices and possible</p> |

| PROSPERITY, DEVELOPMENT & FRONTLINE SERVICES | |
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| FRONTLINE SERVICES | Summary of steps to Recover, Renew individual Council Services |
| | <p>purchase of alternative equipment to minimise number/interactions between staff e.g. use of mechanical lifters, etc.; planning for the impact of a potential second wave on winter gritting, e.g. additional training and availability of extra drivers; the utilisation of external contractors for services with potential deployment of depot staff to attend drainage matters.</p> |
| Transportation | <p>Staff have been working to existing Delivery Planning priorities, e.g. reacting to requests and delivering passenger transport, managing project and section 106 finances, developing schemes, preparing to invite Expressions of Interest for 'Safe Routes in the Community Schemes, undertaking a response to the Active Travel Guidance consultation and fielding enquiries from the public. However, this work has also been impacted by Covid-19 in numerous ways e.g. agreeing and communicating Public Transport timetable changes and responding to associated enquiries, putting in place transport for vulnerable children to attend the various Childcare Hubs, and re-working bus shelter layouts/ bus station layout to accommodate social distancing.</p> <p>However, the service has focused on ensuring safe and effective transport arrangements are in place to enable pupils to return to schools from June 29th as part of the 'Check in, Catch up, Prepare for summer and September' arrangements announced by the Welsh Government in early June. As part of the Education 'Recovery' planning the service is working closely with education colleagues. This includes identifying reduced capacities in line with social distancing, prioritising seats on transport for vulnerable learners and those travelling the furthest who have no travel alternative, preparing guidance for schools, parents/carers and young people to support the safe transportation of learners to and from schools, ensuring that operators, and their drivers and escorts, are provided with appropriate advice and in particular guidance on cleaning and PPE and that timely information is provided to remind parents and pupils to adhere to social distancing on their way to school, in the community, on local buses, school transport, etc. This will also inform the planning for September, against two possible transport scenarios – with or without social distancing - adhering to the applicable Welsh Government guidance at that time and determining whether it is appropriate to reinstate the school crossing patrol service.</p> |
| Fleet and Maintenance Services | <p>Fleet Management and Vehicle Maintenance Workshop has continued to provide a service, albeit reduced in volume/output. Operations have been affected by a number of factors including the Government's decision to postpone vehicle MOTs; temporary cessation of taxi testing; a reduced number of vehicles operating as a result of some services being temporarily closed or changed.</p> |

| PROSPERITY, DEVELOPMENT & FRONTLINE SERVICES | |
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| FRONTLINE SERVICES | Summary of steps to Recover, Renew individual Council Services |
| | <p>There have been significant alterations to workshop shift times due to extreme staff shortages.</p> <p>Service aims to return to normal shift times; review the opening of the Ty Amgen workshop; risk assess all changed/new methods of working; vehicle maintenance schedules will be revisited and postponed MOT testing reintroduced. Service also plans to research electronic means of reporting defects and also the potential efficiencies in stores management brought about by direct electronic input into 'Tranman' system by stores supplier. The existing fleet will be reviewed in line with changes in other Council services e.g. mobile libraries operations if a pre-ordering service is successful.</p> |

| PROSPERITY, DEVELOPMENT & FRONTLINE SERVICES | |
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| PROSPERITY & DEVELOPMENT | Summary of steps to Recover, Renew individual Council Services |
| Housing | <p>Continue to deliver the full housing strategy and housing grants services remotely, including</p> <p>Processing grants:</p> <ul style="list-style-type: none"> - emergency Disabled Facilities Grants for vulnerable clients at risk of becoming hospitalised and those that require hospital discharge - Emergency Flood Recovery Grants for those individuals that are in temporary accommodation or at risk of becoming homeless <ul style="list-style-type: none"> • Develop a Registered Social Landlord Covid 19 recovery plan, from information collated from RSL partners. Offer support to RSL's to implement and monitor progress. • Work with colleagues in Housing Advice to prioritise housing need in response to Covid-19 such as Homelessness, temporary accommodation, landlord support. • Complete the Social Housing Grant for 2020/2021, to continue to support the development of affordable houses that meets LA need. |
| Town Centres and Business Support | <p>Facilitate good social distancing arrangements in the towns and green spaces and working with the business community and BIDs to make sure their premises meet social distancing guidelines.</p> <p>Currently developing a package of support to help businesses recover, including:</p> |

| PROSPERITY, DEVELOPMENT & FRONTLINE SERVICES | |
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| PROSPERITY & DEVELOPMENT | Summary of steps to Recover, Renew individual Council Services |
| | <ul style="list-style-type: none"> - Developing a repurposing/social distancing grant to help town centre businesses quickly adapt to the new circumstances - Refocusing existing business grants such as the Enterprise Support and Town Centre Maintenance Grants to support businesses to take advantage of new opportunities in the recovery period - encouraging local marketing, purchasing and supply chain development, working with town centre businesses and BIDs to encourage the 'buy and sell local' message, developing local business to business supply chains and markets - Support local manufacturing and distribution companies to develop local supply chains rather than a reliance on imports and to explore and develop new product opportunities - Provide information and support to help local businesses access all available Government support. |
| Tourism and Events | <p>Prepare for the reopening of key visitor attractions such as Welsh Mining Experience and Lido, and Council Leisure Centres. In respect of the WME, when appropriate we will be looking to open a limited service whilst adhering to the government guidelines when the date is confirmed by Welsh Government for opening play grounds. Plan the post Covid-19 Tourism Exit Strategy for delivery in line with lifting of restrictions.</p> <p>Communication with key visitor businesses to determine current position and the assistance required to help each resume normal business and future growth.</p> |
| Building Control | <ol style="list-style-type: none"> 1. Statutory Dangerous Structure site visits and formal action have continued as normal 2. The whole service area including vetting of building control applications is being processed remotely from officers homes 3. Building Control Inspections are still being processed virtually from photographs or video links. 4. Site visits have started to be undertaken if they cannot be readily determined virtually from photographs or video links <p>Data from the first quarter shows a 25% reduction in applications/inspections. This is positive e.g. compared to Cardiff which reported a 75% reduction. Due to the strong relationships and regular communication between the BC Officers and contractors, the service has been able to continue for most developments/cases.</p> |

| PROSPERITY, DEVELOPMENT & FRONTLINE SERVICES | |
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| PROSPERITY & DEVELOPMENT | Summary of steps to Recover, Renew individual Council Services |
| | <p>We will expect to see a decrease in BC income due to the decrease in applications/inspections for the first quarter.</p> <p>Continue to deliver the full service remotely, including:</p> <ul style="list-style-type: none"> • Continue to offer Building Control inspections through film and photographic evidence where possible • Clear the current backlog of surveys and issue revised schedules of work. |
| Planning | <p>Since the end March and start of lockdown restrictions enforcement has been actually busier than usual, receiving 70+ complaint in May compared to 'normal' month pre CV-19 30-40+. The service has tried to maintain business as usual as far as possible, scaling back on site visits with lock down requirements. Since the easing of restrictions site visits, with appropriate social distancing have resumed. Increased number of on-line/email complaints received rather than telephone calls. An enforcement 'hot-line' has been re-directed through to an officer's mobile phone. The switch to digital/ home working has worked well for the enforcement team.</p> <p>Develop revised delivery plan for Local Development Plan review, including consultation and engagement strategies in line with Covid-19 restrictions.</p> |

| CHIEF EXECUTIVE | |
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| FINANCE & DIGITAL SERVICES | Summary of steps to Recover, Renew individual Council Services |
| Customer Care | <p>Service was re-purposed to focus resources on vulnerable residents via the new 'Covid' line developed within the Council to support Volunteers, Vulnerable Persons, Business Grants, Childcare and Free School Meal Payments. Also continued to operate Lifeline and Adult First Response Services, Streetcare line, OOHs emergency line, print, processing blue badge applications and responding to issues and defects raised via social media and email. Staff are currently working in Ty Elai.</p> <p>Website and Customer Care Centre Pay it/Report it/Apply for it/Book it – All these services are now available except for leisure and sports pitch bookings as the service remains closed for the foreseeable future;</p> <p>Customer Care Telephone Services – On 13th July, the vast majority of all customer care telephone services were reinstated except for the following services which can only be accessed via the website, and via email – Planning, General Enquiries, Revenues & Benefits financial queries not associated with a debt recovery letter, and non-emergency Streetcare services such as missed collections, bulky waste collections, etc which can be requested online. Currently a large number of the Customer Care staff are undertaking Test, Track and Protect roles, and once these staff can be released the remainder of the services can return to the levels prior to the pandemic.</p> <p>This will include plan to 'flex' lines dependent on capacity and organisational need.</p> <p>Put in place interim home working solutions including piloting 'Connecting Wales' a platform that will enable some (main contact centre) telephone services to be delivered from home by agents not able to attend the office.</p> <p>Currently looking at ways to support an assisted digital approach e.g. live chat and social media. Working with Adult Social Care to understand and scope opportunities for a Lifeline/First Response service to support shielded cohort long term as part of an assistive technology model.</p> <p>Seek opportunities to implement a new CRM system ahead of schedule. Also investigate, trial and implement improvements in business processes.</p> |
| ICT | <p>The ICT Service has continued to deliver operations and wider business requirements as normal. Home working has proved effective supported by site visits or office presence as appropriate</p> |

| CHIEF EXECUTIVE | |
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| FINANCE & DIGITAL SERVICES | Summary of steps to Recover, Renew individual Council Services |
| | <p>in compliance with protective measures e.g. Ty Bronwydd Hub 3 days per week to enable equipment handovers, cheque printing, etc.</p> <p>Key focus has been the provision of ongoing support to enable service continuity and recovery. Through the deployment of digital solutions including collaboration tools and virtual meeting technologies ICT has supported 3,000 staff to work from home as well as SLT and elected Members to continue the Council's key decision making arrangements. The service has also supported digitally excluded learners by providing them with equipment across the HWBs. The service has also put in place a Digital Platform to deliver Shielding Support to residents via WCCIS and the Web.</p> <p>The service has also worked:</p> <ul style="list-style-type: none"> • Regionally with Powys CC to put in place an interim digital delivery platform solution for Contact Tracing across the CTM region, • Nationally to support the National digital solution to deliver Contact Tracing across the CTM Region and Wales. <p>Future plans include:</p> <ul style="list-style-type: none"> • Continually monitoring the IT infrastructure to ensure that it is stable, meets demand and reduces avoidable contact e.g. implementing a single ICT Service Desk number that can be accessed remotely from home/any location. • Enabling an increasingly agile workforce, ensuring standard equipment, digital platforms and consistent user experience, irrespective of location. • Working with Services and Estates to assist the development of shared office work spaces. • Increasing the resilience of key systems from the Council's primary Datacentre/Cloud including the migration of Email and Web site to the Cloud. • Upgrading the Service desk telephony platform to support remote call handling capability, • Enabling business processes to be undertaken effectively and efficiently remotely from the traditional office through a digital solutions. • Delivering the Schools HWB Digital Transformation Programme including Network and Wi Fi upgrades and equipment to digitally excluded learners. • Establishing appropriate sharing and support methods in the delivery of Subject Access Requests (SARs) that are highly |

| CHIEF EXECUTIVE | |
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| FINANCE & DIGITAL SERVICES | Summary of steps to Recover, Renew individual Council Services |
| | <p>sensitive and often require face to face contact with clients to explain information and provide support. Also, Police access to social care information to assist in investigations. It is expected that over time, requests for information will increase.</p> |
| Accountancy and Performance | <p>Continuing business as usual in respect of corporate financial and performance management arrangements to enable compliance with legislative requirements, demonstrate continued accountability for the Council's performance and support internal service management processes. This includes the Council's accounts, Treasury Review, risk and performance reporting. In 2020/21 the main focus will be Service Recovery with Financial Management and Planning arrangements maintained to ensure the continued financial stability of the Council.</p> <p>The Service will ensure that the Council can maximise funding through claims to WG in respect of Covid-19 and will support any other key arrangements that will enable the Council to claim for the financial implications e.g. (CTRS increase in demand/lower Council Tax collection rates/furlough). Timescales to be confirmed following dialogue with Welsh Government.</p> <p>Re-start Internal Audit function and related governance in July, including agreeing the 2021 Audit Plan and Audit Committee.</p> <p>Mid-year Budget Review and updated interim MTFP scheduled for September.</p> |
| Pensions, Procurement & Transactional Services | <p>The majority of functions within Pensions, Procurement and Transactional Services, have continued to operate. Management of key activities and business critical support functions has been maintained. This includes processing benefits, which has seen an increased number of claims as a result of Covid-19. In addition, critical Covid-19 support has been provided including validation and payment of Welsh Government Grants and Rate Relief for Businesses, Free School Meals payments, ensuring appropriate furlough claims are submitted and providing Grants arising from recent flooding to residents and businesses on behalf of the Council and WG. The service is also sourcing and procuring suitable PPE for use across the Council.</p> <p>A significant digital shift for both staff and customers has been necessary which has presented an opportunity to build and enhance our digital and self service capability.</p> <p>It is expected that recovery impact will be minimal for the services below.</p> |

| CHIEF EXECUTIVE | |
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| FINANCE & DIGITAL SERVICES | Summary of steps to Recover, Renew individual Council Services |
| | <ul style="list-style-type: none"> • Revenues & Benefits will liaise with the contact centre to enable more telephone payment transactions; Reintroduce inspections for domestic and non-domestic properties to ensure the integrity of reductions/reliefs and the tax base in general; Initiate appropriate debt recovery proceedings and reinstate appropriate recovery actions i.e. enforcement agents; Monitor the Council Tax Relief (CTR) caseload/expenditure and report to WG, ensuring the Council is not detrimentally financially affected by the increase in demand. • Corporate Fraud will support new service delivery models that ensure the Council is protected against emerging risks and exploitation, and continue to share intelligence with relevant Government departments on associated risks e.g. business grants. • Payroll & Payments will progress the new HR/Payroll system, improving existing digital and self-serve offerings and develop the 'Intelligence Scanning Software' process to accept all digital invoices. • Pensions will recommence formal Pension Fund Governance arrangements and review the requirements for 'face to face' support. • Procurement will continue to ensure sufficient and appropriate PPE is available and support Council Services with the review of contracts as required. |

| CHIEF EXECUTIVE | |
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| CHIEF EXECUTIVE | Summary of steps to Recover, Renew individual Council Services |
| Corporate Estates | <p>Currently delivering support service needs, providing access to specialist kit/spaces to allow projects to be delivered.</p> <p>Identifying additional maintenance requirements across the portfolio to assist in the fight against Covid-19. Supporting the reopening of Council offices.</p> <p>Supporting the reopening of Schools and changes to school buildings/arrangements following the recent WG announcement re school reopening and also planning for the re- occupation of Ty Trevithick. This will include reduced capacity and introducing flexible, multi- functional meeting/project areas and smaller breakout pods.</p> <p>Produced a Manager's Guide for the reoccupation of Buildings to be applied when planning to re-establish services within Council Buildings.</p> <p>Plans include</p> |

| CHIEF EXECUTIVE | |
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| CHIEF EXECUTIVE | Summary of steps to Recover, Renew individual Council Services |
| | <ul style="list-style-type: none"> • Developing guidance for staff to support the safe viewing of empty and occupied external buildings with the aim of recommencing site visits, when safe to do so. • Conducting a full asset review to ascertain current/future asset requirements • Resuming normal search services, including Con 29 searches. • Further developing the use of digital working practices within Corporate Estates including design, mapping and energy efficiency |
| Human Resources | <p>HR has been providing core services remotely where possible. Business processes e.g. Absence Management and Recruitment and Selection are being reviewed in the light of Covid-19. Backlogs from processes impacted by Covid are currently being addressed.</p> <p>Occupational Health Unit staff have been working with UHB to provide telephone support to shielded residents. Health Surveillance is currently suspended. Clinical OHU staff are providing virtual clinical assessments. Appropriate Building/Clinical and Personal Safety measures are being put in place.</p> <p>Plans are being developed</p> <ul style="list-style-type: none"> • To hold a limited number of face to face appointments for specific circumstances and following initial virtual assessments • Restart Health Surveillance • Enhance the existing Well-being support to staff and Managers. <p>Stay Well at Work service is currently providing virtual appointments and is working with ICT to trial video consultation software for physiotherapy, counselling and nursing referrals. Business engagement, events and SME Health Surveillance will also be restarted virtually as businesses reopen.</p> <p>Education, Employment & Training</p> <p>Majority of functions continue to take place remotely including contact with school groups, Children Looked After (CLA), Apprentices and Graduates. CLA working with the team have been provided with 'my-fi', to enable them to remain in contact and undertake any necessary training. Limited physical meetings will be reintroduced for CLA where virtual contact method are not possible/appropriate. Resources has been</p> |

| CHIEF EXECUTIVE | |
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| CHIEF EXECUTIVE | Summary of steps to Recover, Renew individual Council Services |
| | <p>revised to provide online Careers advice to schools for Gatsby benchmarks. Service is also</p> <p>Revising the delivery methods for Induction, Staff and Management Training and Development to enable online delivery.</p> <p>Proceeding with new Apprenticeship & Graduate Recruitment Programme, with launch plans for a further programme being developed.</p> <p>Planning an online careers fair for the Autumn and work ongoing with IT to test live broadcasting for larger events.</p> |
| Democratic Services and Communications | <p>All aspects of the service have continued remotely, making the best use of all the digital options available. Recovery will see an increase in other services returning to a new normal and Democratic Services will need to meet the demands and expectations to support this increased activity, using digital approaches, ensuring this is inclusive and developed alongside elected Members, residents and stakeholders.</p> <p>Decision making and governance continues to operate in compliance with the Council's Constitution although no Committees met in the early stages of lockdown. Council Cabinet, Planning and the Overview and Scrutiny Committee are now operating virtually. Preparations are being made to hold a further range of 'virtual' committees via Zoom to enable the Council's democratic processes to continue until the webcasting provision is available for Members in Autumn 2020. Zoom is also providing the opportunity to make recordings of meetings available to residents via the Council's web pages to encourage public participation until the webcasting facility is available.</p> <p>Providing opportunities for all elected Members to have training on virtual platforms to enable them to better access, understand and increase the use of technology that is in place to manage the Council's business.</p> <p>In the coming months the service will put in place guidance to support services in virtual public engagement and provide and develop alternative inclusive approaches to those residents who are not online. This will be tested and evaluated prior to introduction across all services.</p> |
| Legal Services | <p>Legal Services have continued to operate and function throughout the Lockdown arising from Covid-19 and staff are staying abreast of the key changes in emergency legislation being produced as a result of the virus.</p> <p>The Legal Service Delivery Plan for 2020/21 has not been hugely impacted by Covid-19 and many of the priorities originally</p> |

| CHIEF EXECUTIVE | |
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| CHIEF EXECUTIVE | Summary of steps to Recover, Renew individual Council Services |
| | <p>identified remain valid and necessary. However, the current situation has required a 'fast track' approach to these priorities and to develop new ways of working.</p> <p>Childcare legal support has experienced a high demand throughout the lockdown. Demand for other legal services is returning to pre Covid-19 levels following an initial fall. The service will be considering the potential future demand for Legal services. This will need to be accompanied by a review of capacity needed to meet this demand and ensure appropriate legal advice is available in a post-Pandemic environment. In particular it is expected that demand for legal advice will increase in e.g. Public Health, Education and Social care. The Council's Recovery Plans will be reviewed to establish any additional demands arising from other services.</p> <p>Future plans include</p> <ul style="list-style-type: none"> • Investigating and scoping a replacement for the current Legal Case Management System to meet the Council's Digital Programme, support modern working practices and facilitate paperless and remote working. • Reviewing the service's approach to collaborative working. Issues that have previously prevented collaborative working, have in part, been overcome with the necessity to work remotely, and the perspective of potential participating parties may have changed. • Identifying services that can be provided online and taking steps to progress this. |

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By virtue of paragraph(s) 14 of Part 1 of Schedule 12A
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