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Contact:/Cysylltwch â: Gwasanaethau Democraataidd



THIS IS A MEETING WHICH THE PUBLIC ARE ENTITLED TO ATTEND

Dydd Mercher, 2 Mawrth 2022 Dydd Mercher, 2 Mawrth 2022

Dear Sir/Madam

CYFARFOD CYFFREDINOL Y CYNGOR

A meeting of the Cyfarfod Cyffredinol y Cyngor will be held in Siambr y Cyngor, Canolfan Ddinesig on Dydd Mercher, 9fed Mawrth, 2022 at 10.00 am.

Yours faithfully

Michelle Morris
Managing Director

AGENDA

Pages

1. CYFIEITHU AR Y PRYD

Mae croeso i chi ddefnyddio'r Gymraeg yn y cyfarfod, mae angen o leiaf 3 diwrnod gwaith o hysbysiad ymlaen llaw os dymunwch wneud hynny. Darperir gwasanaeth cyfieithu ar y pryd os gwneir cais.

2. YMDDIHEURIADAU

Derbyn ymddiheuriadau.

We welcome correspondence in the medium of Welsh or English. / Croesawn ohebiaith trwy gyfrwng y Gymraeg neu'r Saesneg.

3. DATGANIADAU BUDDIANT A GODDEFEBAU

Ystyried unrhyw ddatganiadau buddiant a goddefebau a ddrebyniwyd.

4. CYHOEDDIADAU'R CADEIRYDD

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25. **EITEM(AU) EITHRIEDIG**

Derbyn ac ystyried yr adroddiad(au) dilynol sydd ym marn y swyddog priodol yn eitem(au) eithriedig, gan roi ystyriaeth i'r prawf budd cyhoeddus ac y dylai'r wasg a'r cyhoedd gael eu heithrio o'r cyfarfod (mae'r rheswm am y penderfyniad aam yr eithriad ar gael ar restr a gedwir gan y swyddog priodol).

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29. PWYLLGOR APWYNTIADAU – PRIF WEITHREDWR INTERIM

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To: J. Holt (Cadeirydd)
M. Day (Deputy Chair)
P. Baldwin
D. Bevan
G. Collier
J. Collins
M. Cook
M. Cross
N. Daniels
D. Davies
G. A. Davies
G. L. Davies
P. Edwards
L. Elias
D. Hancock
K. Hayden
S. Healy
J. Hill
W. Hodgins
M. Holland
J. Mason
H. McCarthy
C. Meredith
J. Millard
M. Moore
J. C. Morgan
J. P. Morgan
L. Parsons
G. Paulsen
K. Pritchard
K. Rowson
T. Sharrem
T. Smith
B. Summers
B. Thomas

G. Thomas
S. Thomas
H. Trollope
J. Wilkins
D. Wilkshire
B. Willis
L. Winnett

All other Members (for information)
Manager Director
Chief Officers

COUNTY BOROUGH OF BLAENAU GWENT

REPORT TO:	<u>THE CHAIR AND MEMBERS OF THE COUNCIL</u>
SUBJECT:	<u>ORDINARY MEETING OF THE COUNCIL – 27TH JANUARY, 2022</u>
REPORT OF:	<u>DEMOCRATIC OFFICER</u>

PRESENT: COUNCILLOR J. HOLT (THE CHAIR,
PRESIDING)

- Councillors
- D. Bevan
 - J. Collins
 - M. Cook
 - M. Cross
 - D. Davies
 - G. A. Davies
 - G. L. Davies
 - M. Day
 - P. Edwards
 - D. Hancock
 - K. Hayden
 - S. Healy
 - J. Hill
 - W. Hodgins
 - M. Holland
 - J. Mason
 - H. McCarthy, B.A. (Hons)
 - C. Meredith
 - J. Millard
 - M. Moore
 - J. C. Morgan
 - J. P. Morgan
 - L. Parsons
 - G. Paulsen
 - K. Pritchard
 - K. Rowson
 - T. Sharrem
 - T. Smith
 - B. Summers

G. Thomas
 S. Thomas
 H. Trollope
 J. Wilkins
 D. Wilkshire
 B. Willis
 L. Winnett

AND: Managing Director
 Corporate Director of Social Services
 Corporate Director of Education
 Corporate Director of Regeneration & Community Services
 Chief Officer Resources
 Chief Officer Commercial & Customer
 Head of Legal & Corporate Compliance
 Head of Governance & Partnerships
 Head of Regeneration
 Service Manager – Community Services
 Communications and Marketing Manager
 Press and Publicity Officer
 Policy Officer (Engagement & Equality)

ALSO: Darcey Howell – Outgoing Youth Mayor

<u>No.</u>	<u>SUBJECT</u>	<u>ACTION</u>
---	<p><u>HOLOCAUST MEMORIAL DAY – 27TH JANUARY, 2022</u></p> <p>Members and officers paid their respects with a minute’s silence to remember those who had lost and gave their lives during the Holocaust.</p>	
1.	<p><u>SIMULTANEOUS TRANSLATION</u></p> <p>It was noted that no requests had been received for the simultaneous translation service.</p>	

2. **APOLOGIES**

Apologies for absence were received from Councillors N. Daniels, L. Elias and B. Thomas.

3. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

The following declarations of interest were reported:

Item No. 25: Waste Transfer Station and Household Waste Recycling Centre

Councillors M. Cook and B. Summers

4. **OUTGOING YOUTH MAYOR – DARCEY HOWELL**

A warm welcome was extended to Darcey Howell, outgoing Youth Mayor of Blaenau Gwent.

Darcey commenced that stating that it was a huge privilege to be able to speak to Council about what she had achieved being Youth Mayor and to highlight some of the amazing opportunities that had been presented to her.

Darcey explained that she had joined the Youth Forum back in 2018 as a little year 7. By 2019 she had managed to pluck up the courage and stand for Deputy Youth Mayor. Little did she know at the time what she was in for and what she would get up to in the next few years. When elected, Darcey had decided that her priority would be improving mental health through sport and physical activity. She had chosen this priority because it fitted nicely into the priority of the previous Youth Mayor, Charlotte and the overall Forum priority of mental health and also because she was a very sporty and active person and an active participant in her swimming club (also Vice-Captain) and netball club. However, Darcey did recognised that not all young people had the opportunity to do this and she had tried to raise awareness that physical activity was not just about being part of a club or gym, it took many forms.

Darcey attended a local community gym with her mother and recognised that some of the equipment would not be suitable for the younger age group. She worked with the owner of the gym to submit a Cash4U funding application for sporting equipment so that young people could take part in a Youth Academy Programme which involved volunteering. The funding bid was successful and all the equipment was purchased on behalf of the gym. Unfortunately, the Covid pandemic hit and the project did not go according to plan and the Youth Academy Programme was put on hold. In September 2021 Darcey together with members of the Youth Forum attended the gym to take part in a session using the new equipment that was purchased as part of the bid and was pleased to report the first parts of this programme had now started with 16 young people signed up and 20 youth sessions having been delivered to date. Darcey had also recently submitted another funding bid for the swimming club she trained at – this would provide training for the members, enable them to volunteer as coaches and would also provide new equipment such as medicine balls and diving blocks.

Being part of the Youth Forum had also provided Darcey with a platform to be involved in many opportunities, one being the first Climate Change Assembly in Wales. In January 2021 as Youth Mayor, she along with another member of the Youth Forum, Mara had been asked to be part of the planning group for the Climate Change Assembly. This involved attending regular meetings, working with different partners across the council, outside agencies and the community of Blaenau Gwent. The Climate Change Assembly had taken place over two weekends in March 2021. This saw members of the community come together to look at tackling Climate Change as whole but, more importantly focussing on what could be done in Blaenau Gwent towards this and voting on the key issues to take forward. Darcey supported the running of the sessions by offering IT support, managing the lobby for Zoom as well as participating alongside her peers as a speaker at the event. The forum representatives highlighted simple changes that people could make to everyday lives towards tackling Climate Change.

This experience had allowed Darcey to meet with many different people, work on something she felt very passionate about, gain new skills and took her out of her comfort zone but she was pleased to announce that she would continue to be part of this work going forward.

However, Darcey's journey as Youth Mayor didn't stop there. Being part of the Youth Forum had enabled her to be a part of:

- Consultations around issues such as mental health, policing, wellbeing, democracy and making sure that children and young people's voices were heard.
- Campaigns such as International Women's Day, Show Racism the Red Card and awareness around the Census.
- Regional Youth Forum, chairing the Police Commissioner's Question Time event and being part of the COVID recovery planning for young people.
- Involvement in an interview panel for the youth service and she had helped to develop the Body Image Campaign alongside the Youth Forum, which had won the best scientific and educational film in the first International Film Festival of Wales

Darcey concluded by thanking Members for their support and for listening to her democracy journey to date.

The Chair said despite the Covid pandemic, Darcey had achieved a tremendous amount during her year in office. Darcey's energy and commitment was to be applauded and the Chair expressed her best wishes to Darcey for the future.

Members echoed these comments and pointed out that mental health and wellbeing for young people was tremendously important especially during the pandemic and Darcey was congratulated on taking this forward as her priority for the year and commended on her truly inspirational journey to date. Members expressed their best wishes to Darcey for her future endeavours.

Another Member commenced by stating that he was not being disrespectful to the Chair of the Council who was doing an excellent job but said he really appreciated the role of Mayor of Blaenau Gwent, which should never have been disregarded. The role of Mayor of Blaenau Gwent was an integral part of running the County Borough and said he hoped that this role would be reinstated at some point in the future in order to continue to carry out a role in a similar vein to Darcey, who he commended for the work she had undertaken during her time as Youth Mayor.

5. CHAIR'S ANNOUNCEMENTS

(a) Welcome

A warm welcome was extended to Councillor David Wilkshire.

Councillor Wilkshire took the opportunity to express his appreciation to Members and officers for the kind messages he had received during this difficult time.

(b) Illness

Although an apology for absence had been received, a welcome was extended Councillor Lyn Elias following his surgery.

(c) Armed Forces Gold Award

The Chair announced that the Council had been notified that it had been successful in achieving the Armed Forces Gold Award and in the absence of the Armed Forces Champion, advised that the Defence Employer Recognition Scheme Gold Award reflected the Council's long standing commitment to supporting the Armed Forces Community. The Council valued the transferable skills that service leavers and reservists brought to delivering public services to the communities. The Council was delighted to receive this recognition and were committed to continuing this work.

The Gold Award recognised the work the Council had done putting in place supportive employment policies for Veterans, Reserves, and families of those serving in the Armed Forces and actively promoting job opportunities at the authority to the Armed Forces community.

The Award also reflected the Council's wider commitment to supporting the Armed Forces community in Blaenau Gwent, including:

- providing training to over 200 front-line staff about identifying and supporting the needs of the current and former service members and their families; and

	<ul style="list-style-type: none"> revising the housing policy to ensure that service leavers and their partners were not disadvantaged when applying for housing when they returned to civilian life in Blaenau Gwent.
(d)	<p><u>Item No. 25 – Waste Transfer Station and Household Waste Recycling Centre</u></p> <p>The Managing Director advised that the above item had been deferred and would be considered at a Special Meeting of the Council, which was scheduled to be held on 7th February, 2022.</p>
6. – 18.	<p><u>MINUTE BOOK – OCTOBER – DECEMBER 2021</u></p> <p>The Minute Book for the period October – December, 2021 was submitted for consideration.</p> <p>It was unanimously,</p> <p>RESOLVED that the minutes be approved and confirmed as a true record of proceedings.</p>
19.	<p><u>MEMBERS QUESTIONS</u></p> <p>There were no questions submitted by Members.</p>
20.	<p><u>PUBLIC QUESTIONS</u></p> <p>There were no questions submitted by members of the public.</p>
21.	<p><u>TREASURY MANAGEMENT MID-YEAR REVIEW REPORT – 1ST APRIL, 2021 TO 30TH SEPTEMBER, 2021</u></p> <p>Consideration was given to the report of the Chief Officer Resources.</p> <p>At the invitation of the Chair, the Chief Officer Resources spoke to the report which provided a summary of the Treasury Management activity undertaken between 1st April and 30th September, 2021 in</p>

accordance with the CIPFA Treasury Management Code of Practice. The Chief Officer continued by highlighting the following salient points:

- The forecast bank rates had been updated since the report had been scrutinised to reflect the impact of the unexpected Bank of England bank rate change which had increased by 0.25% in December 2021. This increase had previously been expected in the second quarter of 2022. The table in the appendix of the report had been updated to reflect this change in order to provide Members with the most up to date information that was available.
- A summary of the activities was detailed in the table at paragraph 5.1.6 of the report and despite the financial climate in relation to the pandemic, the authority had performed well in the first half of the year with regard to its treasury management activities, with investment returns of £13,000 being achieved during that period with an average interest rate of 0.02% which, was above the benchmark rate of -0.8%. However, this reflected the impact the pandemic was having on bank base rates and in turn the market interest rates offered on investments.
- The annual budgeted investment interest was £6,000 which had been exceeded in part due to the investment in relation to the railway infrastructure monies.
- An average interest rate 0.31% had been paid on temporary borrowings during the year against a benchmark rate of 1.7% which had resulted in £49,000 being paid in interest payments for the 6-month period against a £425,000 full year budget. It was noted that the interest payable for the full year was well in budget and the interest payable by the authority had been minimised as far as possible and this was evidence of good performance.
- All the treasury management limits and prudential indicators had been complied with during the year and no institutions in which investments had been made during the period had had any difficulties in repaying its interest. Therefore, the authority had not been exposed to any financial loss as result of the difficult economic climate.

- The Chief Officer concluded by advising that other financial investment opportunities would continue to be monitored during the remaining part of the financial year and would be reported to Members at the end of the current financial year.

Members were then given the opportunity to raise questions/comment on the report.

The Leader of the Labour Group referred to paragraph 5.2.2 of the report and in particular, the £70m rail loan and sought reassurance and asked whether the Chief Officer Resources was confident that other investment opportunities would become available.

The Chief Officer Resources commenced by stating that she was confident that other investment opportunities would become available. The Chief Officer advised that over the last year additional opportunities had already been identified alongside the authority's traditional investment opportunities and alternative investment arrangements made. The Chief Officer concluded by reiterating that she was convinced that further opportunities would be identified moving forward.

In reply to a question, the Chief Officer confirmed that the rail loan had been categorised as long term borrowing.

A Member advised that the service to Crosskeys had commenced on 13th December, 2021 and enquired when the Council would be likely to receive the first tranche of income from Crosskeys and other stations along the route, which would help towards the loan repayment.

The Chief Officer Resources advised that as part of the Quadripartite Agreement, the Council would be guaranteed an income stream to repay the loan to Welsh Government over the 50-year period of the loan and the agreement stipulated that the loan repayments did not have to commence until the income had been received by the Council. However, in terms of the timings when the income was expected to be received, the Chief Officer undertook to pursue the matter and report back accordingly.

It was unanimously,

RESOLVED, subject to the foregoing, that the report be accepted and Option 1 be endorsed, namely that the treasury management activity undertaken during the 2021/22 financial year be noted and the record of performance and compliance achieved during the first half of the 2021/22 financial year be accepted.

22. CARDIFF CAPITAL REGION CITY DEAL PERFORMANCE REVIEW 2020/21 QUARTER 2

Members considered the report of the Managing Director.

The Managing Director commenced by stating that this was a regular report which detailed the progress and activities delivered by the Cardiff Capital Region. It was noted that Blaenau Gwent was part of the South East Region partnership and the report specifically provided an update on the projects being delivered in the County Borough, which were being progressed as part of the partnership. These key projects included Metro Plus, promoting and introducing ULE vehicles (particularly taxis), housing scheme in Ashvale, Tredegar and recognising the success of the Aspire Apprenticeship Programme a regional pilot was planned with the aim of rolling the programme out across the region.

These projects resulted in just over £2m investment in the County Borough at present. It was noted that the Regeneration Scrutiny Committee considered and supported the report in December 2021.

The Managing Director, thereupon, concluded by provided an update in relation to the development of the Regional Corporate Joint Committees (CJC's) and advised that government legislation now required the four regions in Wales to establish a CJC in 2022. The inaugural meetings of the CJC's were currently taking place and the inaugural meeting of the South East Wales CJC would take place the following week to set the budget (by 31st January, 2022) for the forthcoming year. The new committee powers for these Committees would come into effect in June 2022.

Members were then given the opportunity to raise questions and comment on the report at this juncture.

Metro Plus Scheme – Abertillery Spur - the Leader of the Labour Group referred to paragraphs 2.4 to 2.6 of the report which related

to the Abertillery Spur of the Metro Plus Scheme and expressed his concern that whilst there had been on-going discussions about this project for some time, no definitive conclusion had been reached with regard to the funding for this venture. He stated in his opinion if the scheme did not come to fruition then perhaps the monies should be invested elsewhere. The Leader of the Labour Group requested an update in respect of this project and the discussions that had taken place to date.

The Corporate Director of Regeneration and Community Services advised that discussions were on-going with U.K. Government. It was noted that U.K. Government had announced the previous year a programme called 'Restoring Your Railways – RYR' and had sought bids across the U.K. as part of the 'Levelling Up' agenda for railways to be developed in various stages. As part of that programme the Welsh Government had submitted a number of schemes, the Abertillery Spur being one such scheme. On-going dialogue was taking place between U.K. and Welsh Governments regarding the scheme and an announcement in respect of the RYR Programme from U.K. Government was awaited – this would give an indication of where the scheme was in terms of funding priorities. It was noted that the Abertillery Spur scheme was interrelated with the project work that was progressing on the main Ebbw Valley Railway.

The Leader of the Labour Group said that there was some doubt about the scheme and in his opinion, felt that the project was dwindling. He asked whether it would be a fair to definitively state that the scheme was not anywhere nearer in receiving funding than 5 years ago.

The Corporate Director advised that for the first time dialogue for potential funding sources for the scheme had been taking place and the GRIP 3 development and design work on the Abertillery line funded by Cardiff Capital Region was being progressed by Transport for Wales. U.K. and Welsh Governments were discussing the scope of the project and nature of work. The scheme was further forward in terms of the development process and the £70m rail project had opened up the opportunity to realise the Abertillery service. It was noted that whilst the project was moving forward, rail projects were slow to progress and complex because there were a number of organisations involved in the scheme and this interface introduced complications in terms of timelines.

The Leader of the Labour Group pointed out that the U.K and Welsh Government's also had competing financial priorities and in his view negotiation was still required with Welsh and U.K. Government in terms of achieving funding for the project and the authority was not much closer to the scheme coming to fruition. He added that the partnership with the Cardiff Capital Region was an opportunity for Blaenau Gwent but pointed out that if progress was not being made the authority needed to scope out another project to be progressed elsewhere in the County Borough.

In reply to a question regarding activity that was taking place adjacent to Cwrt Brachty, Aberbeeg the Corporate Director assumed that this activity related to the GRIP 3 design work which was being undertaken to the mainline and the interface between the mainline and Abertillery spur in order to inform the design plans and costings.

Last Train Service on a Saturday – a Member expressed his concern that the last train service from Cardiff on a Saturday was being cancelled at short notice and an alternative bus service was not being provided. He requested that officers investigate and correspond with Transport for Wales regarding this matter.

E3 Bus Service – a Member advised that the Leader had previously spoken about the priority of Metro and the importance of cross valley transportation links. He asked the Executive Member for Regeneration and Economic Development when he had become aware and had he been consulted that the E3 bus service between Aberbeeg and Cwm was being discontinued. This had left Cwm with the worst bus service in the County Borough and left constituents in a position who wanted to travel 2 miles to Cwm having to make a 55-minute journey. He explained that elderly people who needed to attend the hospital had to walk from Aberbeeg to Commercial Road, followed by a 55-minute bus journey (via a change at Ebbw Vale). The Member expressed his concern that this was wholly unacceptable and requested the Executive Member meet with the public of Cwm and Aberbeeg and make representations to Welsh Government regarding the regulation of the buses.

The Executive Member for Regeneration and Economic Development said that discussions had taken place with an operator to ascertain if some of the routes could be renegotiated but dialogue

needed to take place other service providers across the County Borough. He welcomed the approach regarding meeting with Welsh Government and offered the Member to be involved in those discussions.

The Member said that an integrated transport system was required and he would be happy to attend a joint meeting with the Executive Member at Welsh Government. He requested that in the meantime, emergency provision be made for residents of Aberbeeg and said that this could be funded from reserves.

A Ward Member for Cwm said that he had in excess of 47 years' experience of working for a bus service and the area of Cwm had been cut off. He advised that he would also like to be involved in the discussions going forward.

In reply to a concern raised by a Member regarding the Chair not allowing certain lines of questioning, he advised that this was the only opportunity he had to scrutinise this report because he was not a Member of the Regeneration Scrutiny Committee and asked for a legal opinion on the matter.

The Head of Legal and Corporate Compliance said that a Member had the right to ask questions at Council but this would depend on the nature of the question and if directly related to the report and this would vary according to the circumstances of what was being asked. The Chair always had the right to permit or not permit a question and the Chair's remit as outlined in the Constitution was to regulate debate, with support. The officer suggested that it may be beneficial for a discussion be held outside of the meeting regarding these parameters.

The Leader of the Labour Group said that a discussion would be useful and said as far as he was concerned every question that had been asked on the agenda had related to items contained within the reports.

Electric Taxi Vehicle Trial – the Head of Regeneration confirmed that taxi drivers were able to rent electric vehicles since the beginning of the year. There were some challenges as drivers were now having to learn how to drive electric vehicles as opposed to petrol or diesel vehicles. In addition, there were a number of charging points that needed to be connected to power sources for

taxis to recharge and this was currently being pursued with the utility company to prioritise.

Cross Valley Transportation Links – a Member enquired what work was actually in progress to link the valleys of Tredegar and Brynmawr and the progress made to link these valleys with stations and outlying industrial estates.

The Corporate Director of Regeneration and Community Services advised that currently Tredegar had links to Rhymney as well as Ebbw Vale stations. However, with the main rail network being upgraded there was a need for a piece of work to be undertaken by the new Council to develop a transport plan. This work would need to include how the increased frequency of rail services was used and interlinked with local services. It was noted that the authority was not the transport authority so did not have the remit for the bus routes but in conjunction with the Regional Transport Authority, a regional transport plan could be developed to include how the Metro investments across the region could link in with public transport.

The Corporate Director continued by advising that a 'flecsi' bus service was currently being piloted which included services to industrial estates and people working at Rassau Industrial Estate could now travel to this site using this bus service to meet their shift patterns - this had received positive feedback from the businesses. This pilot would inform future decisions and the regional work would inform discussions but he reiterated that the Council was not the transport authority and work was required to be undertaken across multiple organisations to develop a future transport plan for the authority.

The Member continued by referring to electric taxis and pointed out that valley towns were very different to cities and other areas and the costs were prohibitive for taxi drivers. He asked whether the authority was working on any system to help drivers switch to electric vehicles in the future.

The Head of Regeneration said that a number of valley areas had already raised this concern and Cardiff Capital Region was investigating financing to make it much easier for taxi drivers to afford electric vehicles in the future. The outcome of this investigation was awaited.

The Executive Member for Regeneration and Economic Development said that further work was required in conjunction with the Regional Transport Authority. Whilst progress had been made including services to some industrial estates this needed to be extended as quickly as possible and this was recognised by Transport for Wales. However, investment was key to reach the next level and buses played a key role moving forward.

The Member who commented earlier said that this was disappointing and had raised this point in scrutiny on multiple occasions.

The Leader of the Labour Group concluded by stating that because the funding for the Abertillery Spur was no closer to being received this may be the opportunity for the Council to reconsider the projects and priorities submitted to the Cardiff Capital Region as part of the programme.

It was unanimously,

RESOLVED, subject to the foregoing, that the report be accepted and the information contained therein be noted.

23. MEMBERSHIPS REPORT

Consideration was given to:

(a) Aneurin Bevan Community Health Council

- appointing two representatives to the above.

No nominations for these positions were received.

(b) Advisory Panel for Local Authority Governors

The following recommendations were made by the Panel on 25th January, 2022 to appoint:

Georgetown Primary School – Donna Hardman

**Ysgol Gymraeg Bro Helyg and Brynmawr Foundation Schools
– Councillor John Hill**

	<p>Abertillery Learning Community – Councillor Nigel Daniels</p> <p>Abertillery Learning Community – Deborah Mary Field</p> <p>Ysgol Gyfun Tredegar Comprehensive School – Peter Harriman</p> <p>St. Joseph’s Primary School – Councillor Malcolm Cross.</p> <p>Coed-y-Garn Primary School – Rafi Abbas (approved at the last Panel on 15/11/2021)</p> <p>Rhos-y-Fedwen Primary School – Councillor Gareth A. Davies</p> <p>It was noted that Councillor David Wilkshire’s term of office on Rhos-y-Fedwen Primary School had been extended for an additional 6 months.</p> <p>It was, thereupon unanimously,</p> <p>RESOLVED that the above appointments be endorsed.</p>	
<p>24.</p>	<p><u>EXEMPT ITEM</u></p> <p>To receive and consider the following reports which in the opinion of the proper officer were exempt items taking into account consideration of the public interest test and that the press and public should be excluded from the meeting (the reasons for the decisions for the exemption were available on a schedule maintained by the proper officer).</p>	
<p>25.</p>	<p><u>WASTE TRANSFER STATION AND HOUSEHOLD WASTE RECYCLING CENTRE</u></p> <p>It was noted that this item had been <u>deferred</u> and would be considered at a Special Meeting of the Council on 7th February, 2022.</p>	

26. APPLICATION TO LEASE LAND AT BEDWELLY PARK

Having regard to the views expressed by the Proper Officer regarding the public interest test, that on balance, the public interest in maintaining the exemption outweighed the public interest in disclosing the information and that the report should be exempt.

RESOLVED that the public be excluded whilst this item of business is transacted as it is likely there would be a disclosure of exempt information as defined in Paragraph 14, Schedule 12A of the Local Government Act, 1972 (as amended).

Consideration was given to the report of the Corporate Director of Regeneration and Community Services.

The Corporate Director Regeneration and Community Services spoke briefly to the report and it was unanimously,

RESOLVED that the report which related to the financial and business affairs of any particular person (including the authority) be accepted and Option 1 be agreed, namely that:

The Council as Charitable Trustees were satisfied, that the terms on which the disposition was proposed to be made were the best that could reasonably be obtained for the charity and agreed to enter into a lease of the area of land shown edged red on the plan attached to Appendix 1 for a term of three years or until such time as the development of the new Tredegar HWBC had concluded subject to:

- The organisation named in the report paying a yearly rental of £900.00 per annum.
- Any revenue receipt being ring fenced for use by the Charity in furtherance of the objects of the Charity and not pooled for use within the Council's General Fund.

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COUNTY BOROUGH OF BLAENAU GWENT

REPORT TO:	<u>THE CHAIR AND MEMBERS OF THE COUNCIL</u>
SUBJECT:	<u>SPECIAL MEETING OF THE COUNCIL – 7TH FEBRUARY, 2022</u>
REPORT OF:	<u>DEMOCRATIC OFFICER</u>

PRESENT: COUNCILLOR J. HOLT (THE CHAIR,
PRESIDING)

Councillors P. Baldwin
 D. Bevan
 J. Collins
 M. Cross
 N. Daniels
 D. Davies
 G. A. Davies
 G. L. Davies
 M. Day
 P. Edwards
 L. Elias
 D. Hancock
 K. Hayden
 S. Healy
 J. Hill
 W. Hodgins
 M. Holland
 J. Mason
 H. McCarthy, B.A. (Hons)
 C. Meredith
 J. Millard
 M. Moore
 J. C. Morgan
 J. P. Morgan
 L. Parsons
 G. Paulsen
 K. Pritchard
 K. Rowson

T. Smith
 G. Thomas
 S. Thomas
 H. Trollope
 J. Wilkins
 D. Wilkshire
 B. Willis
 L. Winnett

AND: Managing Director
 Corporate Director of Social Services
 Corporate Director of Education
 Chief Officer Resources
 Head of Community Services
 Head of Legal and Corporate Compliance
 Head of Organisational Development
 Head of Governance and Partnerships
 Service Manager – Community Services
 Communications and Marketing Manager

ALSO: **Representatives of Audit Wales:**
 Mr. Adrian Crompton – Auditor General for Wales
 Mr. Derwyn Owen – Director
 Mr. David Rees – Governance Manager

<u>No.</u>	<u>SUBJECT</u>	<u>ACTION</u>
---	<p><u>WELCOME</u></p> <p>A warm welcome was extended to the representatives of Audit Wales.</p>	
1.	<p><u>SIMULTANEOUS TRANSLATION</u></p> <p>It was noted that no requests had been received for the simultaneous translation service.</p>	

2. **APOLOGIES**

Apologies for absence were received from Councillors M. Cook, T. Sharrem, B. Summers, Corporate Director of Regeneration & Community Services and Chief Officer Commercial & Customer.

3. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

The following declarations of interest were reported:

Item No. 4 – Report of the Auditor General for Wales – Deficiencies in Blaenau Gwent County Borough Council’s Governance and Oversight Arrangements in Respect of the Council Owned Company, Silent Valley Waste Services Limited

The Members had sought advice from the Monitoring Officer in relation to this item as follows:

Councillor Lee Parsons – would be able to remain and participate in the meeting whilst this item of business was considered and vote on the matter, if required.

Councillor Hedley McCarthy – would take no part in the discussion/consideration of this item.

Councillor Joanna Wilkins – would be able to remain and participate in the meeting whilst this item of business was considered and vote on the matter, if required.

Councillor John Hill – would be able to remain and participate in the meeting whilst this item of business was considered and vote on the matter, if required.

The Leader of the Labour Group raised a query relating to the final two declarations of interest that had been made and wished this to be placed on record. He continued by stating that he clearly understood the reason why the current Board Members were not participating in the meeting and with no disrespect to the other two Members concerned, pointed out that from 2018 one Member had spent 1 year on the Board and the other 2 years on the Board and

during this time they could have discussed this issue as an on-going concern as Board Members and, therefore, could be open to bias.

The Head of Legal and Corporate Compliance (Monitoring Officer) confirmed that she had spoken to the Leader of the Labour Group recently on this point and had discussed this with the Members concerned and had provided full written advice to them in relation to the declarations of interest in respect of the report. She continued by stating that it was important to note, that the two Members did not have a current interest, their interest had ended some time ago. The context of the report was such that there was no criticism or implication of either Member inherent in the report and their state of knowledge was such that it did not give them any special or different knowledge of the matters under discussion.

The Head of Legal and Corporate Compliance advised that both Members were able to discuss the matter and vote without any bias or predetermination. Both had noted their interests for the record and minutes and that being noted, the officer was satisfied that both Members were able to participate and vote, if required on the matter.

Item No. 6 – Waste Transfer Station and Household Waste Recycling Centre

Councillor Lyn Elias – would declare an interest and leave the meeting whilst this item of business was considered.

4. REPORT OF THE AUDITOR GENERAL FOR WALES – DEFICIENCIES IN BLAENAU GWENT COUNTY BOROUGH COUNCIL’S GOVERNANCE AND OVERSIGHT ARRANGEMENTS IN RESPECT OF THE COUNCIL OWNED COMPANY, SILENT VALLEY WASTE SERVICES LIMITED

As detailed in Item No. 3, Councillors L. Parsons, H. McCarthy, J. Wilkins and J. Hill declared an interest in this item.

Consideration was given to the report of the Auditor General for Wales together with the report of the Managing Director.

At the invitation of the Chair, the Managing Director advised that the purpose of the meeting was for Members to consider the report (at Appendix 1) of the Auditor General for Wales on the Deficiencies in

Blaenau Gwent County Borough Council's governance and oversight arrangements in respect of the Council-owned company, Silent Valley Waste Services Limited.

Members were advised that the Auditor General's investigation had commenced in the summer of 2017, when the Council had received a whistleblowing letter raising concerns relating to the Council's oversight of Silent Valley, a company wholly owned by the Council. This correspondence had been brought to the attention of Audit Wales as part of the duties of the Council's Whistleblowing policy and a request had been made for an investigation to be undertaken to examine the concerns raised within the letter.

On 27th January, 2022 the Auditor General for Wales issued the final report (the Report) in the public interest under Section 22 of the Public Audit (Wales) Act 2004. This report provided the findings of the investigation undertaken by Audit Wales for Members to consider and respond.

The Managing Director, thereupon, concluded by outlining the options for recommendation detailed at paragraph 3 of the covering report.

At this juncture, Mr. Adrian Crompton – Auditor General for Wales expressed his appreciation to the Members for the opportunity to address the Council meeting and said that he would make a few brief remarks about the audit report that was due to be considered. Mr. Crompton, thereupon, introduced his colleagues from Audit Wales, Mr David Rees and Mr. Derwyn Owen who were also in attendance at the meeting.

Mr. Crompton said he was sure that Members would have read the report and understood the reasons why the conclusion had been reached i.e. that the oversight and governance arrangements of Silent Valley Waste Services Ltd had been deficient for many years. Whilst he was not planning to go through the report findings and conclusions because the report spoke for itself, he advised that he would explain the:

- Reason why the audit had been undertaken;
- Audit process; and
- Scope of the audit.

Why the Audit had been undertaken:

Mr. Crompton explained that in 2017 the Council had received correspondence from a whistleblower highlighting a number of concerns regarding the oversight and governance of Silent Valley Waste Services Ltd. At that juncture, the Council's then temporary lead Corporate Director requested that an investigation be undertaken by Audit Wales. The Auditor General for Wales' predecessor had considered this correspondence and had reached the view that the concerns were of a serious nature and subsequently, auditors liaised with the whistleblower to seek clarification of the concerns that had been raised. Therefore, the previous Auditor General for Wales had, thereupon, concluded that an audit review should be undertaken because if the concerns were to found to have substance, this would represent significant deficiencies in the Council's governance and oversight of Silent Valley Ltd.

The Audit Process:

Due to the extent of the work required to be undertaken and the level of complexity and legal issues involved, the audit had taken some time to complete.

The purpose of the audit was to discharge the statutory duty set out in the Public Audit Wales Act 2014 to audit the Council's accounts and provide an audit opinion on those accounts. That duty did not simply include examining the transactions and disclosure contained in the accounts but the Auditor General for Wales was required to satisfy that the Council had put in place proper arrangements to secure economy, efficiency and effectiveness in the use of its resources.

The audit team had, therefore, sought to confirm that the Council had established proper arrangements to secure economy, efficiency and effectiveness in the use of public resources through Silent Valley Ltd. The team had analysed a considerable amount of documentary evidence relating to the Council's relationship with the company and had interviewed Council officers to understand the arrangements that had been put in place. This work had identified further concerns and early in 2018 the auditors had decided to consult Gwent Police to ensure that the audit would not prejudice any possible police investigation. In July 2018 Gwent Police

decided to undertake an investigation and the Auditor General put the audit on hold on the advice received from the Gwent Police. As outlined in paragraph 7 of the report, in September 2019 Gwent Police decided not to pursue criminal charges against any individuals and the Auditor General was able to resume the work.

It was pointed out that there were a number of legal issues that had arisen during the course of the audit which related to pensions, procurement, officer remuneration and termination payments and external legal advice was sought on these elements and the findings contained in the report on the issues raised were consistent with this legal advice. In addition, a number of the issues referenced in the report had taken place many years ago and had provided significant audit challenges in terms of locating relevant documentation and, therefore, had resulted in a reliance on the memories of those involved and had resulted in a complex and lengthy clearance process. It had, therefore, been necessary to share extracts of the draft copy of report with numerous individuals to seek their comments, inviting them to identify factual inaccuracies and seeking additional evidence they felt should be considered. In a number of cases recollection of the events had differed significantly.

Mr. Crompton advised that the process had been a thorough and comprehensive one but more protracted than originally anticipated.

Scope of the Audit:

The Auditor General's report was concerned about the adequacy of the Council's governance and oversight arrangements in respect of Silent Valley and had not sought to conclude on Silent Valley's performance or whether Silent Valley provided value for public money. The reason for this was because the Auditor General was not Silent Valley's auditor and his statutory remit did not allow him to carry out an audit of Silent Valley's performance. Whilst there was a case, the Auditor General had concluded that there were long standing deficiencies in the Council's governance and oversight arrangements in respect of Silent Valley and this was different to drawing any conclusion on the company's performance and whether it did or did not provide value for money.

Mr. Crompton concluded by acknowledging the steps taken by the Council since the audit commenced to establish much improved governance and oversight arrangements in respect of Silent Valley

and acknowledged the leadership of the Council's Managing Director in this matter.

Members of the Council were thereupon provided with the opportunity to comment and raise questions in respect of the Auditor General's report.

The Leader of the Labour Group commented that this was an extremely lengthy report (78 pages) which had been produced following a lengthy investigation of 4.5 years. However, there was no doubt that the report contained the most unacceptable revelations of behaviour seen by this Council in decades. The actions in the report by senior officers of Council were appalling and demonstrated that the behaviour had gone on for years and said he felt that Silent Valley had been used as a 'gentleman's club' or exclusive 'meal ticket' for the most senior of officers and those officers had displayed behaviours that could be described in his opinion as self-serving, greedy and as outlined in the report, deceptive.

It was important to remember that at that time frontline service workers at Silent Valley were earning less than the minimum wage. There was a litany of misdemeanours which included remuneration payments, appointments being fundamentally flawed, flawed processes that had led to liabilities for the Council, an unlawful resolution by the Executive, breach of pension regulations, legal advice that had been ignored and officers accruing higher pensions benefits than they were entitled to.

These were officers from the highest tiers of the organisation i.e. directors, chief executives and chief finance officers who Members relied on to prepare professional reports for consideration and for Members to take essential decisions on. The situation around the job advertisement and appointment that followed he felt was the final humiliation for the Council and if ever there was a situation that warranted the phrase of 'jobs for the boys' this surely was it.

The Leader of the Labour Group said that both opposition groups felt that there were too many unanswered questions arising out of the report and concurred with paragraph 11 of the report that the Council should be satisfied that the culture and deficiencies contained in the audit no longer persisted. However, both opposition

groups had major concerns that these did persist and intended to propose an alternative recommendation at the appropriate juncture.

Mr. Crompton said that the Member had made some important points in respect of the report which, had described a sequence of events that occurred over a protracted period of time that were of a serious nature. He encouraged Council to focus on the broader question of the environment and culture that had clearly existed at that time and which had allowed the actions and behaviours to take place.

He continued by stating that he applauded the actions of the Council to improve governance and oversight arrangements of Silent Valley but the single recommendation contained in the report was a much broader one i.e. that the Council satisfy itself that the factors that contributed to that environment and culture over such a long period of time no longer existed and had taken all necessary steps ensure that the governance and oversight of those arrangements at present and in the future were far stronger.

A Member commenced by stating that although he had been made aware and had concerns for a number of years regarding the matter, he was both surprised and disappointed with regard to the contents of the report. He continued by explaining that he had chaired a meeting of the Audit Committee on 12th September, 2017 when the then Audit Wales representative at that time had advised that a particular report required further investigation and he had challenged this. It was noted that at the time, not all Members had been aware that there was an investigation being conducted.

The Member said that he had served over 30 years in public life and during that time had maintained his reputation and standards. However, he expressed his concern and could not comprehend at the time that those individuals who were employed in public life and were under investigation by the Police had not been suspended until those investigations had concluded. He expressed his personal concern that he felt public standards were slipping in Wales and said that Members were 'lay' people who represented their communities and depended on senior officials and senior Council officers for advice and support.

Following the Audit Committee, the Member advised that both he and the then Chair of the Audit Committee had met with then Audit

Wales representative and Chief Officer Resources three times requesting a letter from Audit Wales to confirm that the on-going issues and investigation had no reflection on him as Chair. The Member concluded by stating that the report was very damaging and he did not want to be classed as one of the people with 'noses in the trough' but unfortunately, this seemed to be the reputation that Blaenau Gwent was developing.

Another Member advised that these issues had been happening for a number of years under all administrations. He pointed out that on an annual basis Audit Wales audited the Council and expressed his concern that over this period of time there was no indication of an audit into the TECKAL compliant company. In addition, at the time when a full analysis of the authority was also undertaken by Pricewaterhouse Coopers, there was also no mention of these issues either and the Member said that he was unable to comprehend how these issues had not been highlighted.

He continued by stating that the principal concern was that there were on occasions vast profits being generated but no-one had received any of these benefits and there were no signs of a dividend being paid back to shareholders including the major shareholder of Blaenau Gwent County Borough Council. The Member concluded by asking how these issue had not been highlighted at the time that Audit Wales was auditing the activities of the Council.

Mr. Crompton advised that he was not the auditor for Silent Valley itself, the company had appointed its own external auditors. He was the auditor for the Council and the accounts of Silent Valley were consolidated each year into those of the Council as a group but with a turnover for Silent Valley of only around £1m, the financial significance was relatively small in the scheme of Blaenau Gwent's expenditure as a whole and the audit of the group accounts focussed on higher value areas. This illustrated a fundamental point i.e. that Audit Wales and audit profession generally should not be seen as the safeguard that protected any public body from these actions and behaviours. The internal governance and oversight that an organisation put in place was the first line of defence to ensure that this situation was avoided.

Mr. Crompton said that it was with regret that the audit had taken so long to report but this was for all the reasons explained earlier and once the audit had commenced it had been extremely complex and

was a long standing chain of events with a considerable amount of legal issues and sensitivities attached. The key was the oversight and governance that the authority had in place at the time and this should have been the major safeguard for the public and organisation to rely on in order to avoid the chain of events that the report detailed.

The Member expressed his appreciation to Audit Wales for the work undertaken to investigate the concerns raised by the whistleblower.

Another Member said that this was a long and detailed account and advised that he had struggled and found it a little confusing as a new Member in his first term of office, with identifying some of the individuals named in the associated report. Whilst page 112 had provided details, he requested that if at all possible, if Members could be provided with details of timescales of employment in order that a better understanding could be gained.

Mr. Crompton sympathised with the Member as there were a number of posts detailed in the report and advised that a short note would be provided to cover those points.

The Leader of the Labour Group said that the audit had revealed that there needed to be a distinction between roles and referred to an earlier point with regard to chief officers and directors who clearly had information but that it was obvious that information had not been provided to Members.

The Leader of the Labour Group at this juncture posed a number of questions which were responded to as follows:

In reply to a question, the Managing Director confirmed that the whistleblowing letter had been received in August 2017 and as outlined in the Council's Whistleblowing Policy was required to remain confidential and not be disclosed. Therefore, this correspondence had not been provided to Members as part of the information pack.

The correspondence had been sent to the Corporate Director of Strategy Transformation and Culture in August 2017 at which point he was also interim Head of Paid Service. Copies of the letter had also been sent to Unison, the Leader and Deputy Leader of the Council.

The Leader of the Labour Group continued by referring to paragraph 33 of the report and the process in relation to the appointment of a former Chief Executive and paragraphs 35 and 43 containing Councillor McCarthy's statement and former Councillor Welch's statement. He pointed out that he was not challenging the Audit Wales conclusion because making an appointment without Council approval was wrong.

A statement had been made that the two Executive Members at the time were acting on behalf of Council upon instruction of and in consultation with the Council Leadership and Corporate Management Team and asked whether Audit Wales had followed the natural progression to ascertain what the Member and former Member statements were correct.

Mr. Rees in response advised these events that had occurred many years previously and there was not necessarily a consistent view of how things were operating at the time and were far too long ago to reach a definitive conclusion.

The Leader of the Labour Group stated however, it had not been too far long ago to mention the two Members who in his opinion had provided straightforward and clear responses. When the Members had attended the meeting there had been embarrassment and anger from the Board. These Members were envoys sent on behalf of Council carrying a message and he could not understand the reason why the Leadership of the Council had not been approached to ascertain the truth.

Mr. Rees advised that the report did not dispute the accounts of the two Members in terms of what had happened. With regard to approaching the Council Leadership it had not been the same Council Leadership in post in 2020/2021 as at the time the events had occurred. Essentially it was based on the reflections of individuals who had long since left the Council.

Councillor P. Edwards joined the meeting at this juncture.

The Leader of the Labour Group advised that it had been the same Council Leadership and the one Member was currently Leader of the Council and at the time the events had occurred had been Deputy Leader of the Council and he would be able to qualify what

the Members had stated was correct. There was a deep sense of unfairness that these two Members had been mentioned within the Audit report for doing nothing wrong – they had only acted on orders by the Chief Executive and Leader at the time and no-one had asked the Leader of the Council to confirm if this was true.

Mr. Rees reiterated that the report did not dispute the Members accounts. The point that was being made was that the decision to appoint the former Chief Executive which was a matter for Full Council had not been taken until after he had been appointed. The report explained the detail and circumstances of how this happened and did not suggest that the reports provided by the Members were inaccurate. Neither of the Members referred to had suggested that the Leader of the Council be contacted regarding their account of these events.

At this juncture, the Chair sought guidance from the Monitoring Officer regarding the naming individuals and protocol around this.

The Head of Legal and Corporate Compliance advised that she was monitoring the debate and no-one had been named so far that had not already been named in the report. Some individuals by virtue of their job titles at that time could be identified but reiterated that no-one had been mentioned that had not been named in the report and asked Members to continue to respect this.

In reply to a question regarding paragraph 115 of the report which referenced the restructuring of the constitution of Silent Valley, Mr. Rees confirmed that the Council's legal advisors had provided a draft report to be considered by Members of the Council which set out the options for the restructuring of Silent Valley. The initial report had been drafted by the Council's legal advisors and then subsequently, amended and further iterations produced by Council officers.

The Leader of the Labour Group expressed his concern regarding these further iterations of the report and pointed out that there had been a persistent rumour circulating in the last year that chief officers at Blaenau Gwent had removed information from the report (which stated that directors were not required to be paid) prior to it being considered by Members and asked whether the audit had highlighted information in this regard.

Mr. Rees advised that the initial report from the Council's legal advisors had clearly set out that it was possible for remuneration to be paid but he was not aware of any particular or specific officer that had requested anything to be added or removed on that point.

The Leader of the Labour Group expressed his concern that the fact 'possible to pay' was not contained in the report. He had worked with these officers to bring the Council through a period of austerity and make improvements (August 2013) and said he was unable to comprehend the actions of officers that he had be working with at that time.

Mr. Rees clarified a point regarding the question that had been raised regarding the first draft of the report produced by the Council's legal advisors and advised that in respect of remuneration the only reference to remuneration was a statement under the report section 'governance' i.e. that there needed to be a limitation on remuneration of directors should those be Council Members. The first draft of the report had been produced by Council's legal advisors at end of 2011. Those legal advisors were also working in conjunction with Bevan Brittan and financial advisors.

The Leader of the Labour Group continued by stating that the Auditor General was correct in his findings, clearly good governance and culture was needed. The lead officer mentioned in the report had started the process of modernising the Council. Whilst he acknowledged that actions had been taken to address the findings of the report, in his opinion standards had slipped again and he alluded to the next report on the agenda relating to the future of Silent Valley. He pointed out that a Working Group had been established to steer discussion and look at options for Silent Valley but expressed his concern that the Corporate Director whose name appeared in the Auditor General's report had been appointed to that Working Group. He expressed his concern regarding this course of action whilst the Auditor's General's report was awaited and felt that the Council was reverting back to a bad culture.

The Managing Director clarified that this Working Group did include a number of officers including the Corporate Director of the service concerned and if a major report on future of a delivering service was brought forward and professional officers were not involved in that piece of work, Members would have found this very strange. The Managing Director confirmed that the work of that group had

concluded well before the Auditor General's report had been received. It was pointed out that the Managing Director had chaired that Working Group in early days and latterly it had been chaired by the Chief Officer Resources and the Council's most senior financial and legal advisors were also appointed to that group together with colleagues from the trade unions.

The Managing Director concluded by advising that the governance support for that piece of work had been robust and she did not accept on a professional basis the comments relating to the inclusion of the one individual and reiterated that the work of the group had concluded before the Auditor General's report had been received.

The Leader of the Labour Group continued by stating on 16th October, 2017 the Managing Director had taken up her position with the Council and had been requested to produce a senior management structure by March 2018. This comprehensive report which had been presented to Council on 22nd March, 2018 contained a number of positive facets and contained details of future areas of service delivery. In total, 34 Members had been present at that meeting and paragraph 4.2 outlined savings proposals to enhance the senior management review. Amongst those proposals was the flexible retirement of the Chief Finance Officer which included a very attractive package including a locked in pension, an annual payment and flexible retirement, being employed in a different role in the authority.

The original letter from the whistleblower had been shared with the Leader who had attend the Council meeting in March 2018 when the senior management review proposals had been considered and agreed. No other Member at that time was aware that the individual who was proposed for flexible retirement had been involved in these allegations. The Leader of the Labour Group said that he had grave concerns that this decision had not been safe and believed if Members had been made aware of these allegations this decision could have potentially been different. He reiterated that he felt that information had not been shared with Members, the Leader had made no comment at the time and he had personally voted in good faith – this highlighted the culture within Blaenau Gwent at that time.

Another Member said that Council had waited a considerable amount of time for this report and said that it should be accepted in

its entirety. He pointed out that whilst the past could not be changed, improvements had been made and this was an opportunity to move forward.

The Managing Director at this juncture confirmed the following points for factual accuracy in terms of the timeline of events. The whistleblowing complaint letter had remained confidential and very few people had had sight of this information as outlined in the Council's Whistleblowing Policy. There were a number of positions and individuals named in the letter but the majority of whom had not appeared in the final report from Audit Wales because there had been no substance in the allegations made against them. In referring to the decisions that had been made during 2018, she pointed out that this was in the early days of the investigation and the Council did not know what the outcome of the investigation would be and, therefore, conclusions were unable to be drawn or assumptions made at that stage because the information had not been available.

The Leader of the Labour Group reiterated that at the time of the Council meeting at the end of March 2018 this inquiry had commenced and Gwent Police had been consulted and the wise course of action would have been to have to remove and defer that element of the report because the full information had not been made available to Members.

Following a lengthy discussion when concern was expressed regarding previous decisions that had been made without full information being made available to Members and the culture within the organisation, the Leader of the Labour Group pointed out that there had been no internal investigation as the report had indicated and said in order to correct and address these issues on a permanent basis, he on behalf of both opposition groups proposed that a full internal Council investigation into these events be undertaken and the findings be reported back to Council accordingly. This proposal was seconded.

The Leader of the Council said that he could not foresee any Member differing with the additional proposal submitted by the Leader of the Labour Group but said that there were firm recommendations within the report that needed to be considered. However, before he did so, said that it was disappointing to read the unpalatable content of the Auditor General for Wales' report and he

offered no dispute or mitigation for anything that was contained in that with regard to overall and detail conclusions in the report. He agreed with the Leader of the Labour Group's opening remarks and said there was no need for any repetition of that. It was highly disappointing when consideration was given to the calibre of officers who had been referred to and indeed the trust and faith that Members put in them.

He was sure that officers and Members and the public would draw their own conclusions regarding the concerns clearly articulated together with the issues identified over such a protracted period of time that were contained with the report. It did offer some comfort that the report recognised that since 2017 the Council taken action to address the deficiencies in the oversight and governance of Silent Valley and he believed the Council was in a much more resilient position in dealing with such arrangements and the relatively recent experience of how the Council dealt with a review of the Aneurin Leisure Trust bears good example to that but he was firmly of the opinion that these arrangements had to be tested.

The Leader of the Council, thereupon, proposed that the formal recommendations contained within the report be approved as follows:

- The contents of the Report of the Auditor General for Wales "Deficiencies in Blaenau Gwent County Borough Council's governance and oversight arrangements in respect of the Council Owned company, Silent Valley Waste Services Limited" (the report) be agreed.
- The recommendation within the report be agreed, namely that:

'The Council should commission a review to seek assurance that its governance and oversight arrangements in respect of other companies in which it had an interest were adequate and effective, and that the deficiencies identified in the report were not more widespread'.
- The Managing Director be authorised to prepare a written response, to be agreed with the Auditor General, to be published in a local newspaper as required under the Public Audit (Wales) Act.

In addition, given the significance of the report of the Auditor General for Wales and relative to the recommendation that Council should commission a review of its governance and oversight arrangements in respect of other companies, the Leader of the Council proposed the following additional recommendation:

- Appropriate Council officers meet with Audit Wales with a view to jointly determining the approach and scope of commissioning the review in order to ensure it was acceptable to all concerned. The findings of this review be reported back via the democratic process.

Upon a vote being taken it was unanimously,

RESOLVED, subject to the foregoing, that the report be accepted and

- The contents of the Report of the Auditor General for Wales “Deficiencies in Blaenau Gwent County Borough Council’s governance and oversight arrangements in respect of the Council Owned company, Silent Valley Waste Services Limited” (the report) be agreed.
- The recommendation within the report be agreed, namely that:

‘The Council should commission a review to seek assurance that its governance and oversight arrangements in respect of other companies in which it had an interest were adequate and effective, and that the deficiencies identified in the report were not more widespread’.
- Appropriate Council officers meet with Audit Wales with a view to jointly determining the approach and scope of commissioning that review in order to ensure it was acceptable to all concerned. The findings of this review be reported back via the democratic process.
- The Managing Director be authorised to prepare a written response, to be agreed with the Auditor General, to be published in a local newspaper as required under the Public Audit (Wales) Act.

	<p>- A full internal Council investigation be undertaken into the events referred to and the findings reported back to Council accordingly.</p> <p>The Chair expressed appreciation to the representatives of Audit Wales for their contribution and attendance at the meeting.</p>
---	<p><u>ADJOURNMENT</u></p> <p>At this juncture the meeting adjourned and resumed at 11.20 a.m.</p>
5.	<p><u>EXEMPT ITEM</u></p> <p>To receive and consider the following report which in the opinion of the proper officer was an exempt item taking into account consideration of the public interest test and that the press and public should be excluded from the meeting (the reasons for the decisions for the exemption was available on a schedule maintained by the proper officer).</p>
6.	<p><u>WASTE TRANSFER STATION AND HOUSEHOLD WASTE RECYCLING CENTRE</u></p> <p>Councillor Lyn Elias declared an interest in this item and left the meeting whilst it was under discussion.</p> <p>Having regard to the views expressed by the Proper Officer regarding the public interest test, that on balance, the public interest in maintaining the exemption outweighed the public interest in disclosing the information and that the report should be exempt.</p> <p>RESOLVED that the public be excluded whilst this item of business is transacted as it is likely there would be a disclosure of exempt information as defined in Paragraph 14, Schedule 12A of the Local Government Act, 1972 (as amended).</p> <p>Consideration was given to the joint officers' report.</p>

The Managing Director commenced by bringing to Members' attention to correspondence that had been received from the General Manager of Silent Valley Waste Management Ltd on behalf of the Board raising objections to the report. Whilst this correspondence had been received at a late stage and officers had not yet had the opportunity to consider it, the Managing Director proposed that the report continue to be presented for decision. The Executive Member for Environment supported this proposal.

The Managing Director continued by advising that Members had received briefings on the matter a few weeks previously and the report had also been considered at the Community Services Scrutiny Committee. She thereupon presented in detail the key issues as set out in the report which included the scope and background together with the options for recommendation.

The Chief Officer Resources at this juncture outlined in detail the budgetary implications of the review and the costs associated with each of the options.

Members were advised that the preferred option was option 3.

The views of Members were, thereupon, sought (summarised below) and were responded to by the Managing Director, Chief Officer Resources, Head of Community Services and Head of Legal and Corporate Compliance.

- It was pointed out that some Members of the Scrutiny Committee had felt that the report should be deferred until the next administration pending preparation of a robust and detailed business plan
- Grave concerns were expressed regarding bringing the services back in house under the current organisational structure and details were provided of appointments to other organisations that were held on record at Companies House. The Auditor General for Wales' report had been damning and a full open and transparent internal investigation needed to be undertaken before any action was taken to bring the services back in house.

- Concerns were raised regarding the financial implications this proposal would have on the Council and which could potentially in future be borne by the residents.

Councillor Mandy Moore left the meeting at this juncture.

- In reply to a question regarding the operation of the Regional Wood Facility at the site, the Head of Community Services clarified the status of the land ownership and the leasing arrangements that were currently in place and potential arrangements that could be established in the future to ensure project opportunities would not be lost.
- A Member said that a business case needed to include how the site could be brought forward as an operational project and expressed his concern regarding the potential costs of bringing the services back in house.
- Members felt that they were not in receipt of all relevant information and requested a copy of the late correspondence that the Managing Director had referred to earlier in the debate.
- Agency staff were currently employed by Silent Valley and a Member asked whether these staff would be subject to TUPE or would they be redeployed.

The Chief Officer Resources confirmed that agency staff did not form part of the permanent establishment and would, therefore, not have TUPE rights. Only permanent current employees were protected under the TUPE arrangements and would be eligible to TUPE across to the employment of the Council, if they wished.

The Member referred to the current situation where people were struggling with cost of living pressures and said that he could not support any proposal that would lead to job losses.

- A business plan should include detailed costings and the decision should be deferred until the next administration. Concern was also expressed regarding the future of the New Vale HWRC facility.

Following a lengthy discussion, Members of the Labour Group proposed deferral of the report because due diligence on the matter could not be undertaken until:

- The internal Council investigation had concluded (this course of action had been agreed as part of the previous item);
- Members had been provided with copies of all relevant information including the late correspondence;
- Preparation of a Business Plan to sit alongside the Transition Plan; and
- The report and relevant information be considered by the new administration.

The Managing Director advised that Members were in receipt of all relevant information (apart from the late correspondence) and whilst she was not recommending deferral of the report, if Members felt it was important to peruse a copy of the letter Members had the option to defer the item.

The Head of Legal and Corporate Compliance advised that the letter contained no information that had not been previously raised and was taking issue with the process followed including the consultants' methodology used to undertake the piece of work. Therefore, it was advised that there was no new relevant information being put forward in the letter which would prevent Council from taking a decision on the report.

The Leader of the Labour Group referred to the opinion of Head of Legal and Corporate Compliance and said that Members should be free to decide for themselves whether the material should be considered and he, thereupon, proposed the following **amendment**:

- **That the report be deferred pending receipt of the detailed information (outlined earlier in the debate) and the item considered by the new administration.**

This amendment was seconded.

A Member asked that it be recorded that Members of Council had put forward a desire and request to be in receipt of the information referred to but the request was denied.

The Executive Member for Environment, thereupon, **proposed that:**

- **Option 3 be approved with the caveat that a Business Plan be prepared alongside the Transition Plan. This proposal was also seconded.**

A recorded vote was, thereupon, requested.

In Favour of the amendment to defer the report – Councillors P. Baldwin, D. Bevan, M. Cross, P. Edwards, K. Hayden, M. Holland, H. McCarthy, J. Millard, J. C. Morgan, K. Pritchard, T. Smith, S. Thomas, H. Trollope, D. Wilkshire, B. Willis and L. Winnett.

Against the amendment to defer the report – Councillors J. Collins, N. Daniels, D. Davies, G. A. Davies, M. Day, S. Healy, J. Hill, W. Hodgins, J. Holt, J. Mason, C. Meredith, J. P. Morgan, L. Parsons, G. Paulsen, K. Rowson, G. Thomas, J. Wilkins.

The vote on the amendment was not carried.

As none of the Members that had voted against deferral of the report were opposing the preferred option (3) a further vote was not required.

Option 3 (preferred option) was, thereupon, carried.

RESOLVED, subject to the foregoing, that the report which related to the financial and business affairs of any particular person (including the authority) be accepted and Option 3 be agreed, namely that:

- The services be brought back in-house and the winding up of the company named therein.
- A transition plan be prepared by end of March 2022 to ensure the transition of services was managed correctly and that appropriate management arrangements were put in place.
- Engagement of external specialist support to work with the Council to develop the transition plan.
- In accordance with the Shareholders' Reserved Powers contained within the Articles of Association, a special resolution (to be agreed at full Council in its capacity as sole shareholder of the Company) be served upon the Company instructing the

Directors of the Company to work with the Council to ensure co-operation and progress in two areas:

(i) In the timely publication of the pending Audit Wales report.

(ii) During the transition period, any use of the Company's provisions and reserves would require agreement of the Council.

- Additional costs be built into the Council's Medium Term Financial Strategy (MTFS) and agreed budget from 2022/23 onwards. It was estimated that this would be £390,000 for 2022/23 increasing to £673,000 in 2023/24, prior to cost mitigation opportunities.

- A Business Plan be developed alongside the Transition Plan.

COUNTY BOROUGH OF BLAENAU GWENT

REPORT TO: THE CHAIR AND MEMBERS OF THE COUNCIL

**SUBJECT PLANNING, REGULATORY &
GENERAL LICENSING COMMITTEE –
3RD FEBRUARY, 2022**

REPORT OF: DEMOCRATIC & COMMITTEE SUPPORT OFFICER

PRESENT: COUNCILLOR D. HANCOCK (CHAIR)

Councillors W. Hodgins (Vice-Chair)

D. Bevan

M. Day

J. Hill

C. Meredith

K. Pritchard

B. Thomas

G. Thomas

T. Smith

L. Winnett

B. Willis

D. Wilkshire

WITH: Service Manager Development & Estates
Team Manager Development Management
Team Leader Development Management
Team Manager - Built Environment
Planning Officer
Solicitor

DECISIONS UNDER DELEGATED POWERS

<u>ITEM</u>	<u>SUBJECT</u>
	<p data-bbox="352 416 600 454"><u>RETIREMENT</u></p> <p data-bbox="352 501 1433 624">The Chair informed the Committee that Lesley Taylor (Planning Officer) would be retiring and expressed thanks for her service and support provided over the years.</p> <p data-bbox="352 672 1433 752">The Committee echoed the comments raised by the Chair and wished the Planning Officer all the best for the future.</p>
No. 1	<p data-bbox="352 801 935 840"><u>SIMULTANEOUS TRANSLATION</u></p> <p data-bbox="352 887 1433 967">It was noted that no requests had been received for the simultaneous translation service.</p>
No. 2	<p data-bbox="352 1019 579 1057"><u>APOLOGIES</u></p> <p data-bbox="352 1104 1305 1142">The following apologies for absence were received from:-</p> <p data-bbox="352 1189 715 1270">Councillor K. Rowson Councillor G. Davies</p>
No. 3	<p data-bbox="352 1321 951 1402"><u>DECLARATIONS OF INTEREST AND DISPENSATIONS</u></p> <p data-bbox="352 1449 1190 1487">The following declaration of interests were raised:-</p> <p data-bbox="352 1534 1054 1742">Clive Meredith <u>Item No. 4 Planning Report</u> <u>C/2021/0274</u> <u>Former Glyncoed Comprehensive School,</u> (School Governor)</p> <p data-bbox="352 1789 1134 1957">Councillor D. Bevan <u>Item No. 4 – Planning Report</u> <u>C/2021/0253</u> <u>Premier Club, William Street, Cwm, Ebbw Vale</u></p>

	<p>Councillor J. Hill <u>Item No. 4 – Planning Report</u> <u>C/2021/0253</u> <u>Premier Club, William Street, Cwm, Ebbw Vale</u></p> <p>D Hancock <u>Item No. 4 – Planning Report</u> <u>C/2021/0253</u> <u>Premier Club, William Street, Cwm, Ebbw Vale</u></p> <p>The Members confirmed they would not take part in the voting process.</p>
<p>No. 4</p>	<p><u>PLANNING APPLICATIONS REPORT</u></p> <p><u>C/2021/0274</u> <u>Former Glyncoed Comprehensive School,</u> <u>Badminton Grove, Ebbw Vale, NP23 5UL</u> <u>New Primary School and Childcare Facility with External Play</u> <u>Areas, Recreational Spaces and Other Associated Infrastructure</u></p> <p>The Team Leader advised that the report sought planning permission to construct a new 360 place primary school and 52 place day nursery/childcare facility on the footprint of the former Glyncoed Comprehensive School. The proposed school would be a direct replacement of the existing Glyncoed Primary School which had fallen into a state of disrepair. The Team Leader noted that the School would provide a range of community and sport facilities which could be segregated from the main school. The application site was a parcel of brownfield land comprising a mixture of hardstanding and scrub which was relatively level with Badminton Grove.</p> <p>The Team Leader further outlined the application site with the assistance of the diagrams contained within the report.</p>

The Team Leader further spoke to the report and advised that access to the site would be from the existing vehicle access off Badminton Grove. The access and existing parking areas would be upgraded and extended to provide additional parking areas and a service area. In total 111 car parking spaces would be provided which included 40 that would be for the existing bowls centre. The remaining 71 spaces would be for staff and visitors. In addition to the aforementioned car parking provision there would be a 10-bay drop-off zone provided.

In terms of consultation, it was reported that there had been no objections had been received from consultees, although letter of objections from residents was outlined by the Team Leader.

The Team Leader referred to the principle of development as detailed in the report and advised that the site was a brownfield site that formerly housed a comprehensive school which was located within the Northern Strategy Area where there was a focus on regenerating the area. It was felt that the proposal would provide for a modern replacement school with improved facilities in line with the 21st Century Schools Programme. The Team Leader stated that the community use of the existing playing fields, games area, children's playground and existing accesses would not be compromised by the proposal.

A number of various layouts/designs had been considered prior to being presented to Committee and the Team Leader outlined the design of the building and materials to be used for the application. The Team Leader added that the design had been carefully considered to provide a harmonious transition from single storey at the front of the site rising to two storey building at the rear.

In terms of highways, the Team Leader advised that the submitted Transport Assessment concluded 'that the site, by virtue of its location and the opportunities for access by a variety of means of transport, was accessible, sustainable and in accordance with national, regional and local policy. The development would result in a negligible uplift in vehicle trips which could be accommodated on the local highway network. It was therefore concluded that the proposed development was acceptable in terms of highways and transport.'

The Team Leader acknowledged the comments raised by objectors in terms of potential congestion at peak times during school drop-off/pick-up times, however the Highway Authority raised no concerns in relation to the development in terms of both vehicular movements or parking provision. It was further pointed out that there was already a primary school located approximately 110m to the south of the site and as such the impact of the proposed replacement school was unlikely to exacerbate the current situation. The Team Leader also referred to the 10-bay drop off zone and felt that this would assist in level of on-street parking along with an existing drop off bay in the area.

The Team Leader noted the comments regarding inconsiderate and/or illegal parking, however it was stated that this was a matter for the Police and could not be controlled via the planning system.

The Team Leader continued to provide an overview of the report and referred to ground works submitted with the application which included remedial works. It was also noted that there was a low risk to flooding and although there was a high risk within the centre of the development for localised surface water flooding, re-profiling works would be undertaken to address these concerns. The Team Leader further provided a detailed overview of the landscaping to be undertaken as part of the application and outlined further key points contained in the report. In terms of the net zero carbon, it was reported that the start date for this initiative was the 1st January 2022, therefore was not relative to this proposal as the application was already in the system.

The Team Leader concluded that the proposed replacement primary school with childcare facility was considered to be acceptable in land use terms. It was felt that the development would not have an unacceptable impact upon the character and appearance of the surrounding area nor have an adverse impact upon the neighbouring amenity or highway network and therefore asked the Committee that the application be approved subject to conditions as detailed in the report.

At this juncture the Chair invited questions from Members.

A Member welcomed the development, however he raised concerns in relation parking/dropping off points as all schools experienced congestion during peak times. The Member felt that the dropping-off bay must only be used for that specific purpose and asked for assurances that the parking capacity was adequate.

It was stated that the Highways Department had input into the application and it was advised that there had been a comprehensive school in the location previously. The Team Manager – Built Environment advised that the ‘drop off’ zone which had been incorporated into the application provided an additional 10 spaces for dropping off. These parking spaces would be off the highway and controlled by the school. The Team Manager added that congestion was an issue for all schools, however there were traffic orders outside the school and there would be a formal pedestrian crossing provided. The Team Manager also stated that the car parking provision attached to the application complied with the SPG and was considered ample for all visitors and users.

The Vice-Chair concurred with the comments raised by a Member and welcomed the work being taken forward as part of the 21st Century Schools Programme. The Vice-Chair felt that the Highways Team had done a great deal of work to address traffic concerns.

In response to a question raised in relation a carbon neutral school, the Team Leader advised that there was not a requirement for this school to be a carbon neutral school as the business case had been approved prior to the 1st January, 2022 commencement date. It was added that new schools are in development for a number of years before they come to a planning application. However, this application had incorporated aspects of carbon neutral aspects into the application although there was not a necessity for these to be included.

Another Member welcomed the development and felt that new schools are needed within our communities. However, it was paramount for the safety of the children that the road was kept clear and the necessary traffic calming measures put in place to protect everyone using the school.

A Member proposed the Officer's recommendation. This was seconded and it was thereupon

RESOLVED that planning permission be **GRANTED**.

C/2021/0253

Premier Club, William Street, Cwm, Ebbw Vale

Conversion of ex social club into 2 no dormer bungalows

including removal of extensions and outbuildings, rebuilding of front elevation and increasing height of

building to create upper floor and new roof structure

The Vice-Chair took the meeting at this juncture as the Chair declared an interest in this application.

The Planning Officer advised that the application sought approval of the conversion of the ex-social club into 2 dormer bungalows. In order to facilitate the application, the developer would need to removing existing front, side and rear annexes, rebuild the elevation fronting William Street, increase the height of existing walls and form a new pitched roof. A small porch would be constructed on the front elevation of each dwelling. There would be new windows installed at ground floor level and side elevations with dormer windows and roof lights installed in front and rear roof planes to serve the attic rooms. The dwellings would be finished in smooth painted render and the porches in grey bradstone.

The Planning Officer spoke further to the report and outlined the consultations undertaken and responses received. The Planning Officer informed Members that although no objections had been reported there had been concerns raised in relation to the mature trees directly adjacent to the development plot and the tarmac drive proposed in root zone of trees protected by a TPO. Therefore, it must be demonstrated how the development could be achieved without severing roots or compacting soil around tree roots. The Tree Survey must show trees in relation to design, demolition, construction and include tree categorisation and constraints. There was a need to demonstrate how the development could be achieved without loss/detrimental impact upon existing trees worthy of being retained and how these are to be protected during development.

The Planning Officer referred Members to the response received from Natural Resources Wales who stated that the planning application proposed a highly vulnerable development (housing). The Development Advice Map confirmed that the site lies within Zone C1 and Section 6 of TAN 15 required the LPA to determine whether the development at this location was justified.

The Planning Officer advised that upon notifying Ward Members that it was officer's intention to refuse planning permission under delegated powers on grounds of flood risk. A Ward Member requested that the application be presented to Committee on the basis that the building was in the middle of a street where the flood risk was no different to the other homes that have been there for many years and have never flooded.

The Planning Officer further outlined the planning policies as detailed in the report and reported that the Blaenau Gwent Local Development Plan (LDP) indicated that the proposed site was within the settlement boundary within which the development was generally permitted subject to policies in the Plan and other material considerations. The land was not subject to any designations or constraints according to the Local Development Plan Proposals Map. However, Natural Resources Wales (NRW) Development Advice Map (DAM) showed that the whole site was within Flood Zone C1 and the development proposal must therefore be considered in light of the requirements of Technical Advice Note (TAN) 15 Development and Flood Risk and Policy SP7 of the adopted Blaenau Gwent Local Development Plan. The Planning Officer stated that as a club the building was deemed to be a less vulnerable use, however, the proposed residential use was classed as highly vulnerable and therefore it must be justified and demonstrate that the development met the tests as outlined in the TAN. The Planning Officer informed Members that the application did not meet any of the tests and therefore the application could not be justified. It was felt that due to the concerns around flooding the application was not acceptable as it would be contrary to both national and local planning policies.

The Planning Officer outlined the key points in relation to landscaping, arboriculture and ecology.

In conclusion, the Planning Officer felt that the proposed development would, if planning permission was granted, bring a vacant building into beneficial use, and increase the housing stock of the local area. However, the proposed development conflicted with both local and national planning policies in terms of flood risk and therefore was deemed to be unacceptable. The approach taken for this application was consistent with the increasing importance placed on flood risk by the Welsh Government. There was also insufficient evidence to prove whether the development would impact on trees within the vicinity of the site. Therefore, the Planning Officer stated that the officer's recommendation was that planning permission be refused.

A Member referred to the two main reasons for refusal in relation to trees and flooding. The Member asked what would need to be undertaken by the developer to address the concerns around the trees as the Member felt that this could be easily overcome. The Member stated that the main issue was in terms of the flood risk and further asked for an explanation in terms of a highly vulnerable use.

The Planning Officer advised that TAN15 categorises highly vulnerable developments for all residential developments which included hotels, caravan parks and public buildings. Therefore, these uses should not be permitted within these flood zones due to their vulnerability.

In relation to trees, the Planning Officer advised that if the applicant would need to submit a revised tree survey which gave adequate regard for the trees along the northern west boundary. The Planning Officer concurred that these issues could be overcome by careful excavation of the trees or the way in which the developer laid the driveway.

The Member further asked if there was any engineering works which could be undertaken to alleviate flooding. The Planning Officer could not comment on wider area and felt that these works should not be the responsibility of the developer. The Planning Officer reiterated that the application had been assessed as a highly vulnerable development and should not be permitted within this area.

Another Member referred to a previous application considered by the Committee which was similar in circumstances, however planning permission had been granted. The Member stated that there was already a building in place which the application sought to develop and there were other homes in the area which would be faced by similar risks.

The Planning Officer was unable to comment on previous applications and other buildings in the area. The relevant policies must be considered when new applications are received and therefore the Planning Officer stated that it was the view that planning permission should be refused due to the highly vulnerable nature of the proposed development and risk to the development of potential flooding.

The Planning Officer reiterated that current guidance and policies must be considered for all applications received, however if Members are minded to grant planning permission contrary to the Officer's recommendation a flood risk measure should be requested to protect future residents and this could be added as a condition along with a tree survey to protect the trees. Although, the Planning Officer stated that she was not advocating this course of action as it was the Officers opinion that the development was contrary to policy and therefore should be refused.

A Member reiterated the approval of previous applications which had been in similar positions near the river in Cwm which had been granted and stated that new homes in Blaenau Gwent should be supported. The Member thereupon proposed that the application be granted. This proposal was seconded.

Upon a vote being taken, 3 Members voted against the amendment and 6 Members voted in favour of the amendment. The Chair, Councillors D. Bevan and J. Hill abstained from voting. It was therefore

RESOLVED that planning permission be **GRANTED.**

No. 5

DEED OF VARIATION OF S106 AGREEMENT OF PLANNING PERMISSION C/2010/0226 FOR THE ERECTION OF 40 AFFORDABLE HOMES WITH ASSOCIATED ACCESS, CAR PARKING, DRAINAGE, AND LANDSCAPING, TOGETHER WITH DEMOLITION OF EXISTING AND PROVISION OF A REPLACEMENT SCOUTS HALL AT FACTORY ROAD, BRYNMAWR

Consideration was given to the report of the Team Manager Development.

The Team Manager Development Management advised that the report sought approval for agreement to the "Deed of Variation" (DoV) to amend the s106 agreement which related to the residential development at Factory Road, Brynmawr. The Team Manager spoke to report and highlighted the key points of the report. The Team Manager referred the Committee to the recommendation and it was thereupon

RESOLVED that the report be accepted and the principle of the Deed of Variation as set out in the report be approved. Also, the Planning Committee authorised officers to complete the agreement subject to suitably worded draft prepared by Melin.

No. 6

APPEALS, CONSULTATIONS AND DNS UPDATE: FEBRUARY 2022

Consideration was given to the report of the Service Manager – Development & Estates.

RESOLVED that the report be accepted and the information contained therein be noted.

<p>No. 7</p>	<p><u>PLANNING APPEAL UPDATE: LAND ADJOINING WAUN DEW, BEAUFORT HILL, BEAUFORT, EBBW VALE</u></p> <p>Consideration was given to the report of the Planning Officer.</p> <p>The Service Manager Development Management referred to the report which related to a planning application refused in August. The Service Manager noted the reasons for refusal and the decision letter which was detailed in the Appendix. It was added that the Planning Inspector dismissed the appeal and therefore the Authority's decision for refusal had been upheld on this occasion.</p> <p>RESOLVED that the report be accepted and the appeal decision for planning application C/2021/0182 be noted for information.</p>
<p>No. 8</p>	<p><u>LIST OF APPLICATIONS DECIDED UNDER DELEGATED POWERS BETWEEN 16th DECEMBER, 2021 AND 21st JANUARY, 2022</u></p> <p>Consideration was given to the report of the Senior Business Support Officer.</p> <p>RESOLVED that the report be accepted and the information contained therein be noted.</p>

COUNTY BOROUGH OF BLAENAU GWENT

REPORT TO: **THE CHAIR AND MEMBERS OF THE COUNCIL**
SUBJECT: **EXECUTIVE COMMITTEE – 15th DECEMBER, 2021**
REPORT OF: **DEMOCRATIC & COMMITTEE SUPPORT OFFICER**

PRESENT: **Leader of the Council/**
Executive Member – Corporate Services
 Councillor N. Daniels

Executive Member – Education
 Councillor J. Collins

Executive Member – Environment
 Councillor J. Wilkins

Executive Member – Social Services
 Councillor J. Mason

WITH: Managing Director
 Corporate Director Regeneration and Community Services
 Corporate Director Education
 Corporate Director Social Services
 Chief Officer Customer and Commercial
 Chief Officer Resources
 Head of Legal and Corporate Compliance
 Head of Policy and Partnerships
 Press Officer

DECISIONS UNDER DELEGATED POWERS

<u>ITEM</u>	<u>SUBJECT</u>
No. 1	<p><u>SIMULTANEOUS TRANSLATION</u></p> <p>It was noted that no requests had been received for the simultaneous translation service.</p>

No. 2	<p><u>APOLOGIES</u></p> <p>An apology for absence was received from Councillor D. Davies, Deputy Leader/Executive Member – Regeneration & Economic Development.</p>
No. 3	<p><u>DECLARATIONS OF INTEREST AND DISPENSATIONS</u></p> <p>There were no declarations of interest and dispensations raised.</p>
	<p><u>MINUTES</u></p>
No. 4	<p><u>EXECUTIVE</u></p> <p>Consideration was given to the minutes of the meeting held on the 15th December, 2021.</p> <p>RESOLVED that the minutes be accepted as a true record of proceedings.</p>
	<p><u>DECISION ITEMS – CORPORATE SERVICES</u></p>
No. 5	<p><u>FORWARD WORK PROGRAMME – 2ND MARCH, 2022</u></p> <p>Consideration was given to the report of the Leader of the Council.</p> <p>RESOLVED that the Forward Work Programme be accepted and the information contained therein be noted (Option 1).</p>
No. 6	<p><u>IMPLEMENTING THE SOUTH EAST WALES CORPORATE JOINT COMMITTEE</u></p> <p>Consideration was given to the report of the Managing Director.</p> <p>The Managing Director noted the report which set out an interim governance and delivery model sufficient to implement the statutory requirements for establishment of the South East Wales Corporate Joint Committee (CJC).</p>

It was added that the report also detailed the ‘twin-track’ approach to operating the Cardiff Capital Region (CCR) City Deal alongside the initial ‘bare minimum’ phase of CJC mobilisation ahead of the SE Wales CJC setting its first statutory budget on 31st January, 2022.

The Managing Director spoke to the report and highlighted the key points of the legal requirements as detailed in the report. The Managing Director referred to the amount of work which had been undertaken and advised that until fully established the joint committee would run in parallel with the current City Deal arrangements.

The Managing Director further noted the financial implications and advised that there would be not budget impacts for 2022/2023 as the work would be carried out with the funding already committed for city deal.

In conclusion, the Managing Director referred to the recommendations which were mainly for noting by the Executive. The final recommendation sought support for the Leader of the Council to set the budget which would happen on the 31st January, 2022.

The Leader advised that there had been a great deal of debate on this matter which had now been accepted. The Leader advised that although it the report was very detailed it gave the clarity of the rationale which was to be taken forward by local authorities.

The Leader referred to the recommendations and asked the Executive to separately approve recommendation (g).

The Executive Member for Social Services moved recommendation (g) and the Executive Member for Education seconded recommendation (g). All the Executive were all in favour of the aforementioned and it was thereupon

RESOLVED that the report be accepted and the Executive Committee noted the following recommendations:-

- (a) the interim governance and delivery model for implementation of the SE Wales Corporate Joint Committee and with the ‘twin track’ arrangements proposed across operation of CCR City Deal, alongside initial enactment of a ‘bare minimum’ CJC – and until such time the proposed ‘lift and shift’ approach could occur;

- (b) the requirement for the CJC to set and approve a budget on or before 31st January, 2022 and the steps set out in the report to enable this;
- (c) the risks and issues set out in the report which require ongoing monitoring, mitigation and management;
- (d) the request made by CCR of WG to amend the CJC regulations to change the date on which immediate duties commence under the Regulations from 28th February, 2022 to 30th June, 2022;
- (e) the draft Standing Orders at Appendix 1 which set out the initial requirements and operating model for the CJC as well as initial business for the inaugural meeting on 31st January, 2022;
- (f) the work ongoing by CCR and its constituent Councils to work with WG, Audit Wales and advisors as appropriate, to help inform resolution of the remaining issues wherever possible; and
- (g) the Leader of the Council in his duty to consider and set the first budget of the SE Wales CJC on 31st January, 2022 be supported in order to ensure the Council was complying with the legislation as required.

**DECISION ITEM –
REGENERATION & ECONOMIC DEVELOPMENT MATTER**

No. 7

LAND AT RASSAU

Having regard to the views expressed by the Proper Officer regarding the public interest test, that on balance the public interest in maintaining the exemption outweighed the public interest in disclosing the information and that the report should be exempt.

RESOLVED that the public be excluded whilst this item of business is transacted as it is likely there would be a disclosure of exempt information as defined in Paragraph 14, Part 1, Schedule 12A of the Local Government Act, 1972 (as amended).

Consideration was given to report of the Corporate Director Regeneration and Community Services and an overview was provided to the Executive.

RESOLVED that the report be accepted and the information which contained details relating to the business/financial affairs of persons other than the Authority be accepted (Option 1).

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COUNTY BOROUGH OF BLAENAU GWENT

REPORT TO: **THE CHAIR AND MEMBERS OF THE COUNCIL**
SUBJECT: **SPECIAL EXECUTIVE COMMITTEE –**
9TH FEBRUARY, 2022
REPORT OF: **DEMOCRATIC & COMMITTEE SUPPORT OFFICER**

PRESENT: **Leader of the Council/**
Executive Member – Corporate Services
Councillor N. Daniels

Deputy Leader/
Executive Member – Regeneration and
Economic Development
Councillor D. Davies

Executive Member – Education
Councillor J. Collins

Executive Member – Environment
Councillor J. Wilkins

Executive Member – Social Services
Councillor J. Mason

WITH: Managing Director
Corporate Director Education
Corporate Director Social Services
Chief Officer Resources
Head of Legal and Corporate Compliance
Head of Democratic Services, Governance & Partnerships
Press Officer

DECISIONS UNDER DELEGATED POWERS

<u>ITEM</u>	<u>SUBJECT</u>
No. 1	<u>SIMULTANEOUS TRANSLATION</u> It was noted that no requests had been received for the simultaneous translation service.
No. 2	<u>APOLOGIES</u> An apology for absence was received from the Chief Officer Commercial and Customer.
No. 3	<u>DECLARATIONS OF INTEREST AND DISPENSATIONS</u> There were no declarations of interest and dispensations raised.
	<u>MINUTES</u>
No. 4	<u>EXECUTIVE</u> Consideration was given to the minutes of the meeting held on the 19 th January, 2021. RESOLVED that the minutes be accepted as a true record of proceedings.

DECISION ITEMS – CORPORATE SERVICES

No. 5 REVENUE BUDGET 2022/2023

Consideration was given to the report of the Chief Officer Resources.

The Chief Officer Resources advised that the report provided an update on the positive provisional local government settlement for 2022/23 and its impact upon the Council's budget. It also outlined the detailed revenue budget for 2022/23 and sought approval of the level of Council Tax increase for the 2022/2023 financial year.

The Chief Officer Resources added that the revised Medium Term Financial Strategy was agreed by Council in November 2021 and advised that this report updated Members with the latest financial position regarding the budget following the announcement of the provisional local government settlement for 2022/23.

The Chief Officer Resources further spoke the report and provided an overview of the areas covered in the report as follows:-

- National Aggregate External Finance (AEF) Position
- Blaenau Gwent AEF position
- Aggregated External Finance (AEF) funding compared to MTFS
- Cost Pressures and Growth
- Treatment of Grants transferring into the Settlement
- Individual Schools Budget
- Revised funding gap
- Bridging The Gap Programme
- Revenue Budget 2021/22
- General Revenue Reserves 2021/22

In conclusion, the Chief Officer Resources referred to discussions at the Joint Scrutiny Committee held on 8th February, 2022 and advised that Members accepted recommendations 3.1.1 to 3.1.6, however it was recommended by the Committee that a decision in relation to 3.1.7 and 3.1.8 be deferred until the Full Council meeting scheduled to be held on 17th February, 2022.

The Leader noted the report which detailed a positive final budget to be set by this administration. The Leader was pleased that this Authority was able to produce a balanced and legal budget. There had been no reason, again this year to take monies from reserves this had resulted in reserves levels held by this Council being built up to an appropriate level.

The Leader proposed that recommendations 3.1.1 to 3.1.6 be agreed and recommendations 3.1.7. and 3.1.8 be determined by Full Council on 17th February, 2022. This proposal was seconded.

The Executive Member for Education was delighted with the large amount of money to be passported to schools which would be extremely welcomed by head teachers and be of great benefit to the children and young people of Blaenau Gwent.

The Executive Member for Social Services also welcomed the support in the budget for Social Services.

The Leader added that both Executive Members for Social Services and Education had been great advocates in their respective areas and stated that the commitment given in 2017 to protect and support Education and Social Services had been demonstrated during this administrations term of office.

RESOLVED that the report be accepted and the following be agreed:-

3.1.1 the 2022/23 revenue budget be recommended to Council;

3.1.2 comment was provided on the outcomes within the overall provisional RSG Settlement and note the potential for further change in the Final RSG Settlement;

3.1.3 comment was provided on the outcomes within the BGCBC provisional RSG Settlement and its impact upon the Medium Term Financial Strategy;

3.1.4 the cost pressures and growth items (£4m in total) identified in Appendix 2 for inclusion in the budget be recommended to Council;

3.1.5 passporting the grants transferring into the Settlement of £265,000 to the relevant services be recommended to Council;

	<p>3.1.6 an uplift of £3.91m which equated to 8.4% increase to the ISB be recommended to Council;</p> <p>3.1.7 that any achievement of Bridging the Gap proposals which exceeded the in-year budget requirement be transferred into a contingency budget to support pay increases during 2022/23 over and above that provided in the Medium Term Financial Strategy of £0.95m and £1.5m to be transferred to the Financial Resilience Reserve be deferred for consideration at Council; and</p> <p>3.1.8 a Council Tax increase of 4% for 2022/23 as per the MTFS assumptions be deferred for consideration at Council.</p>
	<p><u>DECISION ITEM – SOCIAL SERVICES</u></p>
<p>No. 6</p>	<p><u>DEVELOPMENT OF A CAERPHILLY/BLAENAU GWENT COLLABORATION IN PROVIDING LEGAL SERVICES FOR CHILDREN’S SOCIAL SERVICES</u></p> <p>Having regard to the views expressed by the Proper Officer regarding the public interest test, that on balance the public interest in maintaining the exemption outweighed the public interest in disclosing the information and that the report should be exempt.</p> <p>RESOLVED that the public be excluded whilst this item of business is transacted as it is likely there would be a disclosure of exempt information as defined in Paragraph 14, Part 1, Schedule 12A of the Local Government Act, 1972 (as amended).</p> <p>Consideration was given to report of the Corporate Director Social Services and an overview was provided to the Executive.</p> <p>RESOLVED that the report be accepted and the information which contained details relating to the business/financial affairs of persons other than the Authority be accepted (Option 1).</p>

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COUNTY BOROUGH OF BLAENAU GWENT

REPORT TO: THE CHAIR AND MEMBERS OF THE COUNCIL

**SUBJECT: COMMUNITY SERVICES SCRUTINY COMMITTEE –
15TH NOVEMBER, 2021**

REPORT OF: DEMOCRATIC & COMMITTEE SUPPORT OFFICER

PRESENT: COUNCILLOR M. MOORE (CHAIR)

Councillors C. Meredith
P. Baldwin
M. Cook
M. Day
P. Edwards
S. Healy
W. Hodgins
J. Holt
J.C. Morgan
L. Parsons
B. Summers
L. Winnett

WITH: Corporate Director Regeneration & Community Services
Head of Community Services
Service Manager Neighbourhood Services
Service Manager Public Protection
Team Manager Street Scene
Team Manager Built Infrastructure
Team Leader Environmental Protection
Team Manager Trading Standards
Biodiversity Project Officer
Engineering Manager
Engineer
Estates Manager
Marketing & Communications
Scrutiny & Democratic Officer/Advisor

AND: Gavin Jones – Powys County Council

<u>ITEM</u>	<u>SUBJECT</u>	<u>ACTION</u>
No. 1	<p><u>SIMULTANEOUS TRANSLATION</u></p> <p>It was noted that no requests had been received for the simultaneous translation service.</p>	
No. 2	<p><u>APOLOGIES</u></p> <p>Apologies for absence were received for Councillor T. Sharrem.</p>	
No. 3	<p><u>DECLARATIONS OF INTEREST AND DISPENSATIONS</u></p> <p>No declarations of interest or dispensations were reported.</p>	
No. 4	<p><u>COMMUNITY SERVICES SCRUTINY COMMITTEE</u></p> <p>The minutes of the Community Services Scrutiny Committee held on 27th September, 2021 were submitted.</p> <p>The Committee AGREED that the minutes be accepted as a true record of proceedings.</p>	
No. 5	<p><u>ACTION SHEET – 27th SEPTEMBER, 2021</u></p> <p>The action sheet arising from the Community Services Scrutiny Committee held on the 27th September, 2021 was submitted, whereupon:-</p> <p><i><u>Revenue Budget Monitoring</u></i></p> <p>A Member referred to the recent increase in recycling income and asked whether this would have a positive impact on the budget moving forward.</p> <p>The Service Manager Neighbourhood Services said the market was volatile, however, the increase in prices would have a positive impact in Quarter 2.</p> <p>In response to a further question the Officer explained that Officers within the Department negotiated prices for materials with the support and co-operation of WRAP.</p>	

Capital Budget Monitoring Forecast – Appendix 1
327061 – CATs – breakdown of CATs

A Member expressed concern regarding a potential CAT, and the Estates Manager confirmed that discussions were ongoing with an organisation regarding two potential opportunities.

A discussion ensued when the Member said the matter should be referred to the Education & Learning Scrutiny Committee for consideration prior to going to the Executive Committee.

The Estates Manager confirmed that no decision had been taken, and that the Education Department was aware of the issue. The Officer confirmed that it would be referred to Education & Learning Scrutiny.

Another Member asked when the CAT for Trinity Chapel would be completed.

The Officer explained that discussions were ongoing and hopefully the process would be completed by March 2022.

The Committee AGREED, subject to the foregoing, that the action sheet be noted.

No. 6

BIODIVERSITY AND ECOSYSTEM RESILIENCE
FORWARD PLAN (2019-2022) 2020/21 ANNUAL
REPORT

Consideration was given to report of the Head of Community Services.

The Biodiversity Project Officer presented the report which provided an update on how the Council was meeting its statutory duties under the Environment (Wales) Act 2016 and provided an overview of annual progress against the Biodiversity and Ecosystem Resilience Forward Plan (2019-2022) for 2020/21.

The Officer went through the report and highlighted points contained therein. Progress in 2020/21 by service area

	<p>against the delivery mechanisms and Activity Plan for 2021/22 was shown at Appendix 2.</p> <p>A Member referred to open green spaces not protected as recreation areas, and asked how they were considered during the planning application process.</p> <p>The Officer confirmed that these type of areas were evaluated in terms of their ecological value and what level of protection they required. If it was felt that an area may have a good ecological value or management was needed to enhance the area, then work would be undertaken across various sectors/services to try and protect those areas.</p> <p>A Member commended the report and stressed the importance of educating young people on the issues, and asked whether it was intended to involve all schools in the Urban Hedgehog Project.</p> <p>The Officer said there was significant interest expressed by Blaenau Gwent schools, but only 8 were selected for the pilot project. However, work was ongoing to connect the remaining schools to local community groups that manage green spaces etc.</p> <p>In response to a question raised by a Member regarding SINC's, the Officer said there several sites in Blaenau Gwent. A Greater Gwent project was currently looking at wildlife on those sites and wider management and feedback from survey work was awaited.</p> <p>The Member requested a list of SINC's be circulated to all Members and the Officer undertook to provide this information.</p> <p>The Committee AGREED to recommend that the report be accepted and the annual report 2020/21 and activity plan recommended for 2021/22 to meet the Section 6 Duty, be approved. (Option 1)</p>	
<p>No. 7</p>	<p><u>CIVIL PARKING ENFORCEMENT – SERVICE UPDATE</u></p> <p>Consideration was given to report of the Head of Community Services.</p>	

The Team Manager Built Infrastructure presented the report which provided an update on Civil Parking Enforcement (CPE) for the period 1st November, 2020 to 31st September, 2021.

The Officer spoke to the report and highlighted points contained therein. He said notwithstanding the effects of the Covid pandemic, the CPE operation was performing in line with the agreed business case model.

A Member referred to the 95% collection rate of PCN's, and asked what action was being taken to recover the remaining 5%.

The Officer said there was a process in place to recover unpaid PCN's but this had been suspended during the Covid pandemic.

The Member also asked how the number of PCN's issued in Blaenau Gwent compared with other Local Authorities.

The Officer said he was unable to provide a comparison with other LA's, but stated that the service operated in line with the agreed business case model. There were no targets set for the Enforcement Officers as they could only issue PCN's when they witnessed illegal parking, where traffic regulation orders were in place.

In response to a further question the Officer explained that if a vehicle was parked on a pavement with 'yellow lines' in place then a PCN would be issued. However, if a vehicle was parked on a pavement and causing obstruction, but there were no 'yellow lines' then this would be referred to the Police.

A Member said would he have liked greater detail on the Council's communication with the Police in relation to pavement parking.

A Member asked what health and safety procedures were in place to protect Enforcement Officers operating alone.

The Officer explained that Caerphilly CBC had a lone working policy which required supervisors to check in with staff, and there were no lone working patrols undertaken in the evenings. He also confirmed that Enforcement Officers had radio connection to local staff whilst out on patrols.

Another Member said he would have liked a breakdown of PCN's issued within Nantyglo and Blaina. He then referred to Section 2.14 of the report which stated that the Council should identify areas where pavement parking should be tolerated, and asked whether this work was currently being undertaken and if funding was available from Welsh Government to undertake this work.

The Officer undertook to provide a more detailed breakdown of the figures. In relation to pavement parking, he pointed out that there was a significant amount of areas within the Borough where pavement parking could be tolerated. However, the guidance on how we set this legislation was still awaited from Welsh Government. He said there were concerns as to how it would be enforced and a consistent approach with other areas was preferred. In terms of funding he was not aware of any further funding being made available.

A discussion ensued regarding parking problems at a number of primary schools within the Borough.

The Officer confirmed that an application for funding had been submitted and a scheme at Georgetown Primary School was being considered.

A Member stressed the urgency of the TRO review for Tredegar Town Centre as traders were concerned that parking in the town centre was impacting on footfall and business.

In response the Officer explained that a scheme had been designed for Tredegar Town Centre to address the concerns of local businesses, however, colleagues within Regeneration were currently considering a longer term plan for the Centre and the TRO review had been put on hold pending the outcome of this work. However, he undertook to liaise with Regeneration Officers regarding this matter.

A further discussion ensued regarding parking problems at schools and the Officer urged Members to report issues. He also confirmed that a meeting was scheduled at Bryn Bach School later in the week to discuss whether further measures could be introduced.

A Member referred to Table 3 within the report and asked whether this included the misuse of blue badges.

The Officer explained that this came under the remit of Social Services as Enforcement Officers did not have the information available to check eligibility of blue badge holders.

Another Member expressed concern regarding the impact of illegal parking on bus routes and timetables.

The Officer confirmed that a more proactive approach was now in place around bus routes and complaints were responded to in a more timely manner.

In response to a question raised by a Member regarding consultation with the public the Officer confirmed that consultation was undertaken when traffic orders were introduced, and consultation had also commenced on a number of new schemes. Feedback from consultation on individual traffic orders would not be reported to Scrutiny as there was a statutory process in place.

Another Member expressed concern with the level of Enforcement Officers within Blaenau Gwent and questioned whether the Council were getting 'value for money'.

The Officer assured that discussions were ongoing with Caerphilly CBC but recruitment in this area was difficult. Unfortunately, there were only two Officers in post so any sickness absence did impact on the service.

The Committee AGREED to recommend that the report be accepted and the latest annual progress update relating to Civil Parking Enforcement (CPE) since its introduction in 2019 and the current business case model be accepted. (Option A)

<p>No. 8</p>	<p><u>UPDATE REPORT FLY GRAZING HORSES</u></p> <p>Consideration was given to report of the Service Manager Neighbourhood Services.</p> <p>The Service Manager Neighbourhood Services presented the report which provided an update on the issue of fly grazing horses within the County Borough. The report also outlined changes to the current Policy and set out the legislative and policy framework in place and operated by Officers to resolve incidents.</p> <p>The Officer spoke to the report and highlighted points contained therein.</p> <p>A Member said she welcomed the report and informed the Committee that she had had discussions with the British Horse Society Welfare Officer who had also recommended that the Council appoint an Animal Health Officer to oversee the various issues being experienced, as outlined in the Policy and modelled by Cardiff City Council.</p> <p>The Officer undertook to liaise with colleagues on this matter.</p> <p>The Committee AGREED to recommend that the report be accepted and Members support the Policy amendment and the existing process for the removal of horses set out in the report with the associated use of contractors and the costs associated with this. (Option 1).</p>	
<p>No. 9</p>	<p><u>ANIMAL HEALTH, WELFARE & LICENSING SERVICE COLLABORATION – POWYS CC PARTNERSHIP – ACTIVITIES & UPDATE REPORT – OCTOBER 2021</u></p> <p>Consideration was given to report of the Service Manager Public Protection.</p> <p>The Service Manager Public Protection presented the report which provided an update on the Animal Health, Welfare & Licensing work undertaken between by Powys CC on behalf of Blaenau Gwent.</p>	

The Officer spoke to the report and highlighted points contained therein. Appendix 1 outlined the total number of premises in Blaenau Gwent covered by these arrangements, and Appendices 2 to 4 outlined the Service Plans and activities for 2019/20, 2020/21 and 2021/22 (up to 19th October, 2021) respectively. Section 6 provided a summary of key operations completed and ongoing since the start of the partnership.

A Member asked how many days per week under the SLA were allocated to responding to issues within Blaenau Gwent.

The Powys CC Officer explained that Officers undertook routine planned inspections, and any other work was reactive in terms of responding to issues as and when required. A significant amount of time was also spent on intelligence gathering. He could not provide a definitive answer in terms of the number of days allocated to Blaenau Gwent, but felt that Blaenau Gwent were getting value for money under the SLA arrangement.

The Member said the service should be brought back under the remit of the Council, particularly in light of the new dog breeding legislation coming into force, and the increase in illegal dog breeding in the Borough. She also reported that she had been informed by a well-known animal rescue organisation that there seemed to be a lack of engagement with Blaenau Gwent compared to other LA's in relation to unlicensed breeders and animal welfare concerns.

In response the Service Manager Public Protection pointed out that the Council entered into the SLA with Powys as we did not have the expertise and resilience in house to provide the service, and that was still the case. To bring the service back in-house would mean a significant growth item for the Council, and leave us with challenges in terms of providing the service with the lack of expertise.

The Team Manager Trading Standards agreed, he said with the service coming under the Trading Standards section, he was grateful for the expertise of Powys CC and would be concerned if this ceased. He said this was a specialised

	<p>area of work and recruitment was challenging, and he would have concerns to recruit to the level required. In terms of the workload he said this had increased particularly with the issues of illegal dog breeding, but he pointed out that this was an issue nationally, but the answer was not to lose the expertise available from Powys CC.</p> <p>A Member proposed that due to the significant animal welfare issues and straying animals within the Borough that the Council consider reinstating an animal welfare service.</p> <p>The proposal was seconded.</p> <p>A vote was thereupon taken.</p> <p>The Committee AGREED to recommend that the report be accepted and the content of the report be noted and Members support the work of the service going forward. (Option 1).</p>	
<p>No. 10</p>	<p><u>ACTIVE TRAVEL AND SAFE ROUTES IN COMMUNITIES 2021/22</u></p> <p>Consideration was given to report of the Head of Community Services.</p> <p>The Engineer presented the report which provided an update on Active Travel and Safe Routes in the Community (SRiC) works for the Financial Year 2021/22.</p> <p>The Officer spoke to the report and highlighted points contained therein.</p> <p>In response to concerns raised by a Member regarding the Mechanical Link in Ebbw Vale, the Officer confirmed that Link had been closed through the pandemic due to the social distancing requirements.</p> <p>A Member said she was disappointed that Cwmcelyn Bridge had not been included in the list for Active Travel Schemes. She said the Bridge provided a link for the community to the local nature area, and was also a route to school.</p>	

	<p>In response the Officer explained that Cwmcelyn Bridge was not part of the 2021/22 funding programme. She confirmed that other options were being considered, however, it was unlikely that the Bridge would be able to have shared use, i.e. cycle path and footway.</p> <p>The Officer also encouraged Members to use the commonplace consultation website, as this could be used as evidence gather for future financial years. She was also happy to consult with Members on a ward basis on funding applications for the next financial year.</p> <p>The Committee AGREED to recommend that the report be accepted and Officers consult with Members on the Active Travel Routes (Option B).</p>	
<p>No. 11</p>	<p><u>FORWARD WORK PROGRAMME: 17TH JANUARY 2022</u></p> <p>The Forward Work Programme for the meeting scheduled to be held on 17th January, 2022 was submitted.</p> <p>A brief discussion ensued when the Chair undertook to liaise with the Scrutiny & Democratic Officer regarding potential future items.</p> <p>The Committee AGREED, subject to the foregoing, that the Forward Work Programme be accepted.</p>	

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COUNTY BOROUGH OF BLAENAU GWENT

REPORT TO: THE CHAIR AND MEMBERS OF THE COUNCIL

**SUBJECT: REGENERATION SCRUTINY COMMITTEE –
8th DECEMBER, 2021**

REPORT OF: DEMOCRATIC & COMMITTEE SUPPORT OFFICER

PRESENT: COUNCILLOR J. HILL (CHAIR)

Councillors G.A. Davies
G.L. Davies
M. Cross
P. Edwards
K. Hayden
S. Healy
W. Hodgins
J.C. Morgan
H. McCarthy
J. Holt (*substituting for L. Parsons*)
G. Paulsen
K. Rowson
M. Cook
B. Willis

AND: Managing Director
Corporate Director Regeneration & Community
Services
Head of Regeneration
Service Manager Business & Regeneration
Service Manager Development Services
Service Manager Policy & Partnerships
Professional Lead Strategic Partnerships
Policy Officer
Team Manager, Regeneration Opportunities
Team Manager, Connected Communities
Marketing & Communications Officer
Scrutiny & Democratic Officer/Advisor

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ITEM	SUBJECT	ACTION
----	<p><u>CONDOLENCES</u></p> <p>The Committee expressed sympathy on the sad death of Councillor David Wilkshire's wife Helen, and Members observed a minute's silence as a mark of respect.</p>	
No. 1	<p><u>SIMULTANEOUS TRANSLATION</u></p> <p>It was noted that no requests had been received for the simultaneous translation service.</p>	
No. 2	<p><u>APOLOGIES</u></p> <p>Apologies for absence were reported for Councillors L. Parsons</p>	
No. 3	<p><u>DECLARATIONS OF INTEREST AND DISPENSATIONS</u></p> <p>The following declarations of interest were reported:</p> <p>Councillor W. Hodgins - Item No. 10 Cardiff Capital Region City Deal Performance Review 2020/21 Q2</p> <p>Councillor G. Paulsen - Item No. 8 Regional Approach to Employability</p>	
No. 4	<p><u>REGENERATION SCRUTINY COMMITTEE</u></p> <p>The minutes of the Regeneration Scrutiny Committee held on 3rd November, 2021 were submitted.</p> <p>The Committee AGREED that the minutes be accepted as a true record of proceedings.</p>	
No. 5	<p><u>ACTION SHEET – 3RD NOVEMBER, 2021</u></p> <p>The Action Sheet arising from the meeting of the Regeneration Scrutiny Committee held on 3rd November, 2021 was submitted, whereupon:</p> <p><i><u>Trinity Chapel</u></i></p>	

	<p>A Member said he had requested the total cost of the scheme.</p> <p>In response the Team Manager Regeneration Opportunities said the figure detailed in the action sheet was the total being sought from Coalfields Regeneration Trust and Welsh Government, and included the internal refurbishment of Trinity Chapel and the existing library building. The Officer undertook to provide a more comprehensive breakdown of costs to Members.</p> <p>A Member asked whether the ‘community shop’ element was still intended, and the Officer confirmed that the community shop would be located in the existing library building to complement other community focussed facilities.</p> <p>Members expressed concern regarding the escalating costs of the Trinity Chapel project and relocation of the library into the town centre. They also expressed concern regarding the spend on Anvil Court when the Council did not own the building.</p> <p>Another Member pointed out that funding had been secured through Welsh Government and Coalfields Regeneration Trust. In terms of relocating the library, he said Aneurin Leisure Trust who managed the library facility felt that relocation into the town centre would increase footfall not only to the library but also Abertillery Town Centre.</p> <p>A Member pointed out that funding from Welsh Government was public money and in his opinion the escalating costs was a waste of public money.</p> <p>The Committee AGREED, subject to the foregoing, that the Action Sheet be noted.</p>	
<p>No. 6</p>	<p><u>NET ZERO REPORTING, CLIMATE ASSEMBLY RESPONSE AND PROGRESSING TRANSITIONS</u></p> <p>Consideration was given to report of the Managing Director.</p> <p>The Managing Director presented the report which outlined the response to Welsh Government’s Net Zero reporting</p>	

requirements, and sought comments on an initial response to the Blaenau Gwent Climate Assembly report. The report also provided an update on the action plan development for the Decarbonisation Plan transitions.

The Managing Director spoke to the report and highlighted points contained therein as follows:

Welsh Government Net Zero Reporting

The Council had responded to Welsh Government's Net Zero Reporting requirements at the end of October and this would form part of annual report to Welsh Government.

Section 2.5 of the report showed a fall in our carbon footprint of just over 3k tonnes of CO₂e for 2020-21 which equated to a 6% reduction. However, it was recognised that the Covid pandemic had contributed to this reduction, particularly in the way we are now working and delivering services and this would continue to be monitored in future years. The Managing Director said this was a positive start but demonstrated that in order to reach the Net Zero target there was a lot of work to be done.

Section 6 of the report provided a breakdown of the reduction in our carbon across different sections of the Council.

Responding as a Council to the Blaenau Gwent Climate Assembly

Also included within the report was the Council's proposed response to the recommendations of the Blaenau Gwent Climate Assembly.

The Blaenau Gwent Climate Assembly was held in March 2021 and was the first of its kind in Wales. A number of residents took part in the Assembly and recommendations were made.

The Council continued to take an active role in responding with our partner organisations from the Public Services Board, and attached to the report was the proposed response. The Managing Director referred to Section 2.14

and said this was a real opportunity to continue to engage with members of the Climate Assembly, as it was recognised that climate change needed a whole population response and working with the community was very important to bring about change. The report also highlighted the commitment to continue to engage with Climate Assembly members into the future.

Further Progress on Decarbonisation Plan Transitions

The Managing Director said the final aspect of the report was the action plan arising from the Council's latest transition works on electricity, heating and procurement (works), as part of the Decarbonisation Plan which set out how we could reduce our organisation emissions across nine transitions. Section 2.20 detailed the high level actions around energy use and the future of construction.

A Member said this was an excellent report and commended the Managing Director and the Team involved. He referred to page 56 which stated that it was intended to have all public buildings supplied with low carbon heating by 2030. He said this was a very ambitious target and questioned the viability of Anvil Court moving forward, as it was a leased building. He asked what energy category the building was currently in, the life expectancy of the building; and what improvements would be required to achieve the low carbon heating target.

In response the Corporate Director Regeneration & Community Services said Anvil Court was energy rated 'C'. He said work was being done to determine what works would be required across all our buildings and this would lead to a number of decisions moving forward.

Another Member asked whether funding would be available from Welsh Government to help achieve these targets.

The Managing Director said significant investment would be required across the Council's property portfolio, including schools, as Welsh Government had made a commitment through its 21st Century Schools Programme that any new school must be built to net zero carbon standard; and there were a number of existing schools that would need

refurbishment. Section 2.20 of the report highlighted the work being done to understand the condition of current buildings and what work would be needed to bring them up to standard. The Managing Director confirmed that some of this work would be funded through the Council's capital programme, but she assured that Officers would seek funding opportunities to support our own investment, and while Welsh Government had not provided any indication of funding commitment at this stage this may change during upcoming budget process.

In response to a further question the Managing Director said the work outlined in the report would be undertaken early 2022.

A Member commended the report, but asked whether there was sufficient capacity and expertise within the Council to undertake this significant piece of work.

The Managing Director confirmed that she led on the Decarbonisation Board, and the Team was pivotal to that and included all services of the Council, and recently the Aneurin Leisure Trust. Work was also being done to embed the action plan into the business planning process across all services of the Council moving forward, and make the decarbonisation agenda 'business as usual' in terms of how we deliver our services. In terms of the expertise required, she confirmed that external support would be required in developing parts of the plan and the transformation fund would be used to support and boost capacity for specific pieces of work.

The Service Manager Policy & Partnerships said this was an organisational approach, including Members in their scrutiny role. He pointed out that decarbonisation would form part of the reporting framework for all reports to Committee and provide Members with an opportunity to challenge specific areas. The structures set up in response to Bridging the Gap arrangements had appropriately embedded this work within the Council, and the Team would have corporate oversight moving forward.

The Committee AGREED to recommend that the report be accepted and support the progress made and supports

	<p>the response to the Climate Assembly and submission of report to the Executive Committee (Option 1).</p>	
<p>No. 7</p>	<p><u>ENERGY PROSPECTUS ANNUAL REVIEW</u></p> <p>Consideration was given to report of the Team Manager Regeneration Opportunities.</p> <p>The Team Manager Regeneration Opportunities presented the report which provided an update on progress for the last 12 months on the Energy Prospectus and emerging opportunities for the future.</p> <p>The Officer spoke to the report and highlighted points contained therein. Section 2.7 of the report highlighted some of the activities that were completed during 2021, and further detail on the projects was contained within Appendix 1 – Energy Prospectus Annual Review 2020-21.</p> <p>A Member said this was an excellent report and commended the approach taken by the Council. He said climate change was one of the biggest challenges moving forward and he was proud to be part of a Council driving in forward. He referred to the role out of the electric taxis and expressed concern that taxi drivers in the area have stated that it would be difficult for them to achieve sufficient fares to cover the cost of an electric vehicle. He also expressed concern that people were parking next to charging points and blocking access and asked whether parking restrictions could be implement.</p> <p>In response the Team Leader Regeneration Opportunities said the cost of the taxis had been recognised as an issue for drivers, and Cardiff Capital Region City Deal was looking at funding opportunities. Following the 2 year programme the taxis would be available to purchase and CCRCDC were looking at potential incentive schemes and funding options for that purpose. She also confirmed that new electricity charging points would be subject to traffic regulation orders to prevent people blocking access.</p> <p>A brief discussion ensued when Members expressed disappointment that a proposal for a micro hydro power project had been rejected. A Member also asked whether</p>	

there were any plans to install solar panels on our buildings, particularly on our industrial units.

The Officer said it was important to note that other schemes were being considered, and the micro hydro power project may become viable in the future and the background work had already been undertaken.

She confirmed that solar panels had been installed on some buildings as part of the RE:Fit Programme, and a number of potential schemes for our business parks were being considered including an energy sharing scheme.

In relation to the electric vehicle charging points, a Member asked whether the location of these had been advertised, and suggested that they be advertised on the notice boards in town centres. He also asked whether taxi drivers had been informed of the new scheme.

The Officer confirmed that work was currently ongoing to advertise the charging points, and the town centre notice boards could be used as part of that work. She also confirmed that taxi drivers in areas where charging points were up and running had been informed of the scheme, and hopefully by next week all the charging points would go live and all taxi drivers would be informed accordingly.

In response to a further question the Officer confirmed that the public charging points were being utilised across the Borough, and usage had doubled in Ebbw Vale in November.

A Member asked whether registered social landlords had expressed an interest in charging points on their housing estates.

The Officer said this had not been discussed, however, there had been some discussion around charging points for their fleet vehicles moving forward.

In response to a further question regarding charging points at fast food outlets and new developments, the Officer said she understood there were some planning requirements, but this depended on the scale of the development etc.

	<p>The Committee AGREED to recommend that the report be accepted and:</p> <ul style="list-style-type: none"> • Continue to support and promote and develop the projects within the energy prospectus; and to ensure that the document was updated to reflect any additional projects that have emerged; and • Continue to identify future projects that will also meet the vision and objectives of the Council with respect to energy and decarbonisation. (Option 2) 	
<p>No. 8</p>	<p><u>REGIONAL APPROACH TO EMPLOYABILITY</u></p> <p>Consideration was given to report of the Team Manager Connected Communities.</p> <p>The Team Manager Connected Communities presented the report which sought endorsement of the regional paper and the principles of a locally delivered, regionally co-ordinated approach to employability (appendix 1). The paper was developed with contributions from each of the 10 Local Authority areas within the Cardiff Capital Region. This report was specific to the regional paper; however, consideration to the “Blaenau Gwent Employability Provision – Position Statement” report, presented separately, should be made.</p> <p>The Officer then went through the report and highlighted points contained therein.</p> <p>A Member referred to section 2.14 of the report and said he would like to see all industries in the HoV area prioritised.</p> <p>In response the Team Leader Connected Communities confirmed that provisional support across the full breadth of employment opportunities would be needed in the HoV region, and the Council would make this point to the CCR.</p> <p>A Member expressed concern regarding the number of employability schemes/providers in the area and whether their performance was being scrutinised.</p>	

	<p>The Officer confirmed that early discussions were taking place with partners to understand how best to deliver on a regional framework, but to ensure that it delivered for us locally.</p> <p>A discussion ensued when the Corporate Director said this was an opportunity to look at what we need in Blaenau Gwent and regionally in terms of employability, and enable us to shape any future funding streams around that need. He said our communities needed that help and support but funding was coming to an end, and this work was about trying to get collective agreement across the 10 LA's to allow us to have local flexibility within the overall regional programme.</p> <p>A Member agreed and said the provision needed to fit locally for the people of Blaenau Gwent. He said a reduction in service providers was inevitable, and enquired as to the Council's position regarding the risk for existing staff in ESF projects that may not continue</p> <p>The Team Leader Connected Communities confirmed that it had been highlighted as a risk and the situation would continue to be monitored. She said it was important to protect staff and retain that knowledge and experience.</p> <p>The Corporate Director said the Council had made the point politically and professionally that we cannot afford to lose the capacity and expertise in this area, and that the Council was keen to know what future programme was intended.</p> <p>The Committee AGREED to recommend that the report be accepted and endorsement of the regional paper and the principle of a locally delivered, regionally co-ordinated approach to employability. (Option 1)</p>	
<p>No. 9</p>	<p><u>EBBW VALE PLACEMAKING PLAN</u></p> <p>Consideration was given to report of the Team Manager Regeneration Opportunities.</p> <p>The Team Manager Regeneration Opportunities presented the report which sought endorsement of the Ebbw Vale Place Making Plan.</p>	

The Officer went through the report and highlighted points contained therein.

A Member expressed concern regarding the plan and felt that it did not contain anything different from various other plans developed over the years.

Another Member expressed concern that the transport options was an obstacle for people accessing the town centre from Rassau and Garnlydan.

In response to comments made the Team Leader Regeneration Opportunities confirmed that the multi storey car park had been identified as a key site needing action, and options had been modelled and these options would form part of the delivery plan for Members to consider and make decisions on projects.

A Member felt that public consultation should have been undertaken at an early stage.

The Officer explained that Members were involved at the initial fact finding stage, and the Plan was presented to Ward Members. The Officer confirmed that public consultation had not been undertaken at this stage, however, the retail and leisure studies undertaken as part of the replacement LDP had been used, and the Consultants had engaged with businesses within the town centre. The next stage would include engagement with young people and schools and the College.

A discussion ensued when the Officer clarified points raised by Members regarding the options detailed in the Plan.

A Member said the multi storey car park was not fit or purpose and expressed concern that the Council was spending money when it was in private ownership.

The Officer confirmed that discussions were taking place with the landowner.

	<p>The Corporate Director said he understood Members' frustrations regarding the multi storey car park, however, the arrangement was entered into by the old Urban District Council, and the Council did not have the leverage expected under a normal lease arrangement. He said this work was about find a solution that best fits the.</p> <p>The Committee AGREED to recommend that the report be accepted endorsed the Ebbw Vale Placemaking Plan, its vision and core ambitions for the future, to enable the draft of the delivery plan to be finalised, and steps towards implementation of the projects that will be contained within it. (Option 2)</p>	
<p>No. 10</p>	<p><u>CARDIFF CAPITAL REGION CITY DEAL PERFORMANCE REVIEW 2020/21 Q2</u></p> <p>Consideration was given to report of the Head of Regeneration & Development.</p> <p>The Head of Regeneration & Development presented the report which provided an update on the performance of the Cardiff Capital Region City Deal (CCRCD) against projects relating to investment in Blaenau Gwent during over the middle period of 2020/21.</p> <p>The Officer went through the report and highlighted progress against key targets identified within the CCR Business Plan for 2020/2, with the highlights for Blaenau Gwent including:</p> <ul style="list-style-type: none"> • Metro Plus Programme - Transport for Wales (TfW) progress • Ultra Low Emission Transformation Fund • Housing Catalyst Fund • Challenge Fund Application • Aspire Roll Out <p>A Member referred to a recent press report which stated that the railway line between Crosskeys and Newport would commence service in the next few weeks, and asked whether the Council would receive payback of the fares when that became operational.</p>	

	<p>In response the Head of Regeneration confirmed that the Agreement and the drawing down of fares would commence upon completion of the whole project. Crosskeys to Newport was not part of the project we are delivering.</p> <p>The Member asked when this could be expected, and the Corporate Director said it was likely 2023/24, but this depended on progress of the contractor. The project would initially enable 2 trains per hour, but the infrastructure would be in place to eventually increase to 4 trains per hour, however, the Abertillery spur would be needed for this.</p> <p>A Member referred to section 2.15 and the number of housing developments currently underway in the Borough, and asked whether any interest had been expressed by RSL's and private developers regarding the use of green energy technology in their buildings.</p> <p>In response the Head of Regeneration confirmed that a lot of work was being done around decarbonisation. There was very limited low carbon housing in the Borough, and refurbishment of old houses was more important than new builds because they were in greater numbers. Building Regulations already had high standards for new developments, but she confirmed that work was being done with RSL's to look at making some of their sites more carbon neutral, and also with private developers, however, we could only ask them to do as much as planning and building regulations required.</p> <p>The Team Leader Connected Communities pointed out that Welsh Government have significant ambitions for affordable housing and the green agenda, and hopefully they will introduce incentives for RSL's with grant funding.</p> <p>The Committee AGREED to recommend that the report be accepted and the information contained there be noted.</p>	
<p>No. 11</p>	<p><u>FORWARD WORK PROGRAMME – 9TH FEBRUARY, 2022</u></p> <p>Consideration was given to the Forward Work Programme for the meeting of the Regeneration Scrutiny Committee scheduled for 9th February, 2022.</p>	

<p>A Member asked that Tredegar Member have sight of the Aneurin Bevan Report and Tredegar Place Making Plan prior to it being submitted to Scrutiny.</p>	<p>The Committee AGREED that the report be accepted and the Forward Work Programme for 9th February, 2022 be approved.</p>
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COUNTY BOROUGH OF BLAENAU GWENT

REPORT TO: THE CHAIR AND MEMBERS OF THE COUNCIL

**SUBJECT: CORPORATE OVERVIEW SCRUTINY
COMMITTEE – 10TH DECEMBER, 2021**

**REPORT OF: DEMOCRATIC & COMMITTEE SUPPORT
OFFICER**

PRESENT: COUNCILLOR S. HEALY (CHAIR)

Councillors: M. Cook
 P. Baldwin
 M. Cross
 G.A. Davies
 J. Hill
 J. Holt
 J.P. Morgan
 G. Paulsen
 K. Rowson (substitute for Cllr Meredith)
 T. Smith
 B. Summers (substitute for Cllr G. Collier)
 H. Trollope (substitute for Cllr S. Thomas)

AND: Corporate Director of Social Services
 Corporate Director of Education
 Chief Officer – Commercial & Customer
 Chief Officer - Resources
 Head of Community Services
 Scrutiny & Democratic Officer / Advisor

ITEM	SUBJECT	ACTION
	<p><u>BEREAVEMENT</u></p> <p>Members and Officers held a one minute silence for Helen Wiltshire, wife of Councillor David Wiltshire who had sadly passed away.</p>	
No. 1	<p><u>SIMULTANEOUS TRANSLATION</u></p>	

	It was noted that no requests had been received for the simultaneous translation service.	
No. 2	<p><u>APOLOGIES</u></p> <p>Apologies for absence were received from Councillors G. Collier, L. Elias, C. Meredith, and S. Thomas.</p>	
No. 3	<p><u>DECLARATIONS OF INTEREST AND DISPENSATIONS</u></p> <p>There were no declarations of interest or dispensations reported.</p>	
No. 4	<p><u>CORPORATE OVERVIEW SCRUTINY COMMITTEE</u></p> <p>The Minutes of the Corporate Overview Scrutiny Committee Meeting held on 22nd October, 2021 were submitted.</p> <p>The Committee AGREED that the Minutes be accepted as a true record of proceedings.</p>	
No. 5	<p><u>SPECIAL CORPORATE OVERVIEW SCRUTINY COMMITTEE</u></p> <p>The Minutes of the Corporate Overview Scrutiny Committee Meeting held on 19th November, 2021 were submitted.</p> <p>The Committee AGREED that the Minutes be accepted as a true record of proceedings.</p>	
No. 6	<p><u>COMMUNICATIONS STRATEGY QUARTERLY PERFORMANCE MONITORING (JULY - SEPTEMBER 2021)</u></p> <p>Consideration was given to the report of the Chief Officer Commercial and Customer which was presented to provide the quarter 2 update (July to September 2021) against the Corporate Communications Strategy.</p> <p>The Chief Officer Commercial and Customer spoke to the report and highlighted the main points contained therein.</p> <p>The Committee AGREED to recommend that the report be accepted and endorse Option 1; namely that Members considered the quarter 2 progress update against the</p>	

	Communication Strategy, prior to the report being presented to Executive Committee.	
No. 7	<p><u>COMMERCIAL STRATEGY QUARTERLY PERFORMANCE MONITORING (JULY – SEPTEMBER 2021)</u></p> <p>Consideration was given to the report of the Chief Officer Commercial and Customer which was presented to provide the quarter 2 (July to September 2021) progress update against the Commercial Strategy.</p> <p>The Chief Officer Commercial and Customer spoke to the report and highlighted the main points contained therein.</p> <p>In response to a Member’s question regarding private discussion rooms within hubs, the Chief Officer Commercial and Customer said this had been addressed and there was an area within the libraries that was removed from general space for the public to use for private discussions if they wished.</p> <p>A Member referred to the 924 residents who had been unable to self-serve at the hubs, the Chief Officer Commercial and Customer explained that there was a significant proportion of residents who were unable to self-serve and these were supported by Community Hub staff. There was also the need to ensure that delivery of digital services was clear and easy for residents to use. The Officer agreed to feedback to Committee details of the support provided for those residents who were unable to self serve.</p> <p>A Member referred to residents who lived outside town centres and were unable to travel to the hubs and enquired regarding the possibility of introducing a system whereby Community Hub staff could contact those residents when necessary. The Chief Officer Commercial and Customer said they were looking at ways to develop the hub approach and agreed to explore this option with the team, whilst also taking into account confidentiality issues.</p> <p>In response to a Member’s question regarding funding and expanding the number of days some hubs operated, the</p>	<p>Chief Officer Commercial</p> <p>Chief Officer Commercial</p>

Chief Officer Commercial and Customer clarified that the funding was in relation to the locality response teams which operated during the first phase of the pandemic and this funding may end in March 2022 but would not affect the Community Hubs. In relation to the expansion of operating days for hubs in Blaina, Cwm and Llanhilleth Institute, they were monitoring footfall and reviewing demand in the areas to look at how to manage this within existing staff resources. The Officer said she would ensure that the operating days of Community Hubs was clearly communicated to residents.

A Member felt that good practice should be shared amongst Community Hubs within Blaenau Gwent. The Chief Officer Commercial and Customer advised Members that staff had been extremely proactive and had created a strong network where they share information to develop a level of consistency throughout the hubs.

The Member felt that it would be beneficial for a member of the team to attend the scrutiny Committee to give more detail. The Chief Officer Commercial and Customer said that a Members briefing session could be arranged sometime in the future for Members to gain a better insight of some of the issues being addressed.

The Chief Officer Commercial and Customer responded to questions raised by a Member. She advised that in relation to the increasing footfall numbers the team were comfortably able to support the number of residents visiting the hubs. The Officer was looking at locality teams to ensure there was appropriate coverage across the hubs, this included officers who could step in for periods of sickness absence or annual leave.

The Officer said she was not aware of any complaints regarding interaction with the hubs, however, feedback from residents had been received regarding how the interaction had helped them with issues and questions. Feedback from Members had included scheduling and marketing.

With regard to improved contact between the public and the Council, the Officer felt that the hubs covered a wide range of face to face discussion to support residents to interact with the Council and navigate through specific issues.

	<p>A Member commented that she had referred residents to the Community hub in her area and had received feedback that it was a fantastic service with knowledgeable staff and felt it was important to pass these comments on to the whole team who had helped develop the service.</p> <p>The Committee AGREED to recommend that the report be accepted and endorse Option 1; namely that Members considered and provided comment on the quarter 2 progress update against the Commercial Strategy, prior to the report being presented to Executive Committee.</p>	
<p>No. 8</p>	<p><u>TREASURY MANAGEMENT MID-YEAR REVIEW REPORT - 1ST APRIL 2021 TO 30TH SEPTEMBER 2021</u></p> <p>Consideration was given to the report of the Chief Officer Resources which was presented to give Members the opportunity to scrutinise the Treasury Management activities carried out by the Authority during the first half of the 2021/22 financial year.</p> <p>The Chief Officer Resources spoke to the report and highlighted the main points contained therein.</p> <p>In response to a Member's question regarding the short term investments made, the Chief Officer Resources explained that all the individual loans would have totalled £692,000,000, however the Council would not have had that amount of investment at any one time but may have had 20 loans at £5 million each for short periods of time. She explained it was more beneficial to borrow short term than to borrow long term because of the level of interest rates currently operating in the market.</p> <p>A Member referred to the treasury position as at 30 September 2021, the Chief Officer Resources explained that the table showed a decrease as borrowing levels had reduced as the Council borrowed less on 30th September, 2021 compared to 31st March 2021.</p> <p>The Committee AGREED to recommend that the report be accepted and endorse Option 2; namely that Members scrutinised the treasury management activity undertaken</p>	

	during the 2021/22 financial year and did not provide comment prior to its submission to full Council.	
No. 9	<p><u>PROGRESS REPORT CONTRACTS OVER £500K</u></p> <p>Consideration was given to the report of the Head of Community Services which was presented to provide Members with updated information on the progress of capital projects over £500,000 in cost, undertaken within the Authority and, where appropriate, seek the necessary approval required under the Contract Procedural Rules to additional expenditure incurred on a particular project.</p> <p>The Head of Community Services spoke to the report and highlighted the main points contained therein.</p> <p>A Member enquired regarding work at the Big Arch, Steelworks Road, Ebbw Vale. The Head of Community Services advised that work was due to start shortly and would then become a live scheme over £500,000 for reporting into Scrutiny Committee.</p> <p>A Member enquired regarding progress on the allocation of funding to redesign the junction at Bedwellty Pits. The Head of Community Services advised this was not yet a contracted scheme to report on. Feasibility money had been received from the Welsh Government to look at what could be done at the junction and currently the Council were seeking approval to extend that funding into next year to move forward on that scheme.</p> <p>The Committee AGREED to recommend that the report be accepted and endorse Option 1; namely that the information included within the report be accepted as presented.</p>	
No. 10	<p><u>FORWARD WORK PROGRAMME – 4TH FEBRUARY, 2022</u></p> <p>Consideration was given to the report of the Chair of the Corporate Overview Scrutiny Committee.</p>	

	<p>The Chair advised that the Corporate Overview Scrutiny Committee scheduled for 4th February, 2022 had been rescheduled and would now be held on 23rd February, 2022.</p> <p>Members were also advised that the Counter Terrorism – Chanel Duties and Contest report and the Welsh Language Promotion Strategy had been moved to the next Committee cycle and would be replaced with the Treasury Management Strategy Statement 2022/23 and the Capital Strategy Review as the Corporate Overview Scrutiny Committee meeting scheduled in March 2022 had been cancelled.</p> <p>The Committee AGREED, subject to the foregoing, that the report be accepted and endorse Option 1; namely that the Corporate Overview Scrutiny Committee Forward Work Programme for the meeting on 23rd February, 2022 consider the following reports:-</p> <ul style="list-style-type: none"> • Joint Finance and Performance Report • Welsh Audit of Commemoration • Treasury Management Strategy Statement 2022/23 • Capital Strategy Review 	
<p>No. 11</p>	<p><u>CCTV DELIVERY MODEL PROPOSALS</u></p> <p>Having regard to the views expressed by the Proper Officer regarding the public interest test, that on balance the public interest in maintaining the exemption outweighed the public interest in disclosing the information and that the report should be exempt.</p> <p>RESOLVED that the public be excluded whilst this item of business is transacted as it is likely there would be a disclosure of exempt information as defined in Paragraph 14, Schedule 12A of the Local Government Act 1972 (as amended).</p> <p>Consideration was given to the report of the Chief Officer Commercial and Customer which presented an update on the review of the CCTV function and the proposals for an improved service delivery model.</p> <p>The Chief Officer Commercial and Customer spoke to the report and highlighted the main points contained therein.</p>	

A Member referred to connectivity issues in his area and the need for more cameras. The Chief Officer Commercial and Customer said that this report covered the current infrastructure, there would be an on-going review of placement of cameras. She advised that covert cameras would be part of a wider discussion around CCTV.

A Member raised concerns with public safety, he felt this proposal was not a full package and did not provide live monitoring of cameras, there was a need for more cameras in all Wards as anti-social behaviour was an issue within Blaenau Gwent and felt that CCTV provision should be brought back in-house.

The Chief Officer Commercial and Customer said that live monitoring of cameras was not included, however the model did offer an enhanced position on access to, and provision of footage. She advised that Gwent Police were supportive of the proposed improvements as the current CCTV service provision fell short of expectations and the review exercise had focussed on what was needed to deliver an enhanced service model bespoke for Blaenau Gwent.

The Chair advised that the proposed model would offer clear improvements on the current level of service provision.

A Member commented that the current system was not fit for purpose and felt that the move to develop a partner service delivery model and SLA would be beneficial and the first step to improve the system.

In response to a Member's question regarding progress updates, the Chief Officer Commercial and Customer advised that regular reviews on progress would be reported into this Committee.

The Committee AGREED to recommend that the report which contained information relation to the financial/business affairs of persons other than the Authority be accepted and endorse Option 1; namely that the Corporate Overview Scrutiny Committee;

	<ul style="list-style-type: none">i. noted the progress made as part of the review exercise, provided comment; andii. supports the proposed improvements and the move to develop a partner service delivery model and SLA for the CCTV function prior to being presented to Executive Committee for approval.	
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COUNTY BOROUGH OF BLAENAU GWENT

REPORT TO: THE CHAIR AND MEMBERS OF THE COUNCIL

**SUBJECT: PUBLIC SERVICES BOARD SCRUTINY
COMMITTEE – 13th DECEMBER, 2021**

REPORT OF: DEMOCRATIC & COMMITTEE SUPPORT OFFICER

PRESENT: COUNCILLOR S. HEALY (CHAIR)

Councillors M. Cook
P. Baldwin
G. Davies
J. Hill
J. Holt
G. Paulsen
J. Millard
M. Moore
J.C. Morgan
J.P. Morgan
S. Thomas
H. Trollope

WITH: Service Manager, Policy and Partnerships
Service Manager, Children Services
Policy Officer (PSB)
Scrutiny and Democratic Officer/Adviser

AND: K. Cross, Aneurin Bevan University Health Board
C. Nottingham, Sustainable Food Co-ordinator, Tai Calon

<u>ITEM</u>	<u>SUBJECT</u>
	<u>CONDOLENCES</u> The Chair informed Members of the sad passing of Helen Wilkshire, the wife of Councillor David Wilshire and asked that the Committee hold a one-minutes silence as a mark of respect.
No. 1	<u>SIMULTANEOUS TRANSLATION</u>

	<p>It was reported that no requests had been received for the simultaneous translation service.</p>
No. 2	<p><u>APOLOGIES</u></p> <p>An apology for absence was received from Councillor M. Cross.</p>
No. 3	<p><u>DECLARATIONS OF INTEREST AND DISPENSATIONS</u></p> <p>The following declarations of interest was raised:-</p> <p><u>Item No. 7 - Blaenau Gwent Participatory Budget Programme: "Community Voice, Community Choice"</u></p> <p>Councillor P. Baldwin Councillor J. Holt Councillor G. Davies Councillor J.P. Morgan</p> <p>Councillor M. Moore wished to report that she was an employee of GAVO who featured in a number of the reports being considered.</p>
No. 4	<p><u>PUBLIC SERVICES BOARD SCRUTINY COMMITTEE</u></p> <p>Consideration was given to the Minutes of the Meeting held on 28th July, 2021.</p> <p>The Committee AGREED that the Minutes be accepted as a true record of proceedings.</p>
No. 5	<p><u>BLAENAU GWENT PUBLIC SERVICES BOARD ANNUAL PROGRESS REPORT 2020/21</u></p> <p>Consideration was given to the report of the Service Manager Policy and Partnerships.</p> <p>The Service Manager, Policy and Partnerships presented the third annual progress report on 'The Blaenau Gwent We Want' Well-being Plan. The Service Manager spoke to the report and outlined the key points as detailed in the report.</p> <p>The Service Manager referred Members to the Annual Progress Report which provided the progress made in the second year of the</p>

PSBs Programme for delivery against the Well-Being Plan under the five key sections. The Service Manager thereupon gave an overview of the five key sections as outlined in the report.

At this juncture, the Service Manager invited questions from Members and noted that questions would be passed to the local board or Regional PBS accordingly if Members requested.

A Member welcomed the report along with the work achieved and proposed that Option 1 be agreed. This proposal was seconded.

The Committee AGREED that the PSB Scrutiny Committee noted the progress made in the third year of delivery against the Blaenau Gwent Well-being Plan and provided comments (Option 1).

No. 6

**WELSH GOVERNMENT EARLY YEARS INTEGRATION
TRANSFORMATION PROGRAMME PILOT CHILDCARE OFFER –
JOINT WORKING PILOT – BLAENAU GWENT PATHFINDER**

Consideration was given to the joint from of the Interim Director of Finance and Procurement (Aneurin Bevan University Health Board) and the Service Manager, Blaenau Gwent Children’s Services.

The Service Manager Children’s Services advised that the report updated the PSB Scrutiny Committee on the progress made to date on the Welsh Government’s new Early Years Integration Transformation Pilot in the Blaenau Gwent Pathfinder area. The Service Manager added that the report also sought approval to further roll out into the Blaina Ward from January 2022.

The Service Manager further reminded Members of the work being undertaken as part of the Early Years Integration Transformation Pilot. The Service Manager noted that plans were currently underway to move into Brynmawr then into Nantyglo by January 2022 as already approved by BG PSB. The Service Manager reported that due to the ABUHB Health Visiting Department being recently restructured and Health Visitors given new caseloads, the Brynmawr, Nantyglo and Blaina Wards were being run as a team and therefore approval had been sought from the BG Local Well-being Partnership’s to roll into Blaina at the same time as Nantyglo in January 2022.

It was added that work had also been undertaken around progressing the pilot for another 5 years and the Service Manager was confident that if funding was available the pilot could be rolled across Blaenau

Gwent within 2½ years. Although the Service Manager stated that the speed of roll out would be dependent on funding available.

A Member welcomed the extension of the funding and had hoped that the whole of Blaenau Gwent would benefit from this excellent project.

Concerns were raised in respect of the lack of supporting evidence from the work undertaken in the Cwm Ward. The Service Manager Children's Services advised that a full evaluation of the Cwm Ward had not been completed at the time of the writing the report, however, it was hoped that following further roll out in Brynmawr, Nantyglo and Blaina a full analysis of would be included in the next stage when we sought approval for roll out across Blaenau Gwent.

Another Member noted the excellent work achieved with this project and welcomed roll out across Blaenau Gwent as it would be greatly welcomed in the Waundeg Ward. The Service Manager advised that once the project had a presence in a vulnerable area it helped turn that area around. The Service Manager was also pleased that the Waundeg Ward would be one of areas to be accessed in the roll out pilot and it was hoped that we could target this most vulnerable area next year.

The Member further reiterated his thanks to the Service Manager and her Team on the excellent work achieved.

Another Member raised concerns that a study of the progress of children in flying start areas had not been undertaken as they progress through their school life. The Service Manager advised that Welsh Government was not looking at this aspect at the moment and noted the performance indicators which are then measured against a red, amber and green system in terms of the action to be taken. These findings are passed to schools to highlight the work which may need to be taken forward with the child.

The Service Manager added that this was a major piece of work and at present there was no funding to take it forward. It was noted that the Member had raised the matter in Education and Learning Scrutiny Committee on a number of occasions and the Service Manager advised that the request had not been ignored, there was no aspirations from Welsh Government to take the project in this direction.

The Member felt that this was a failing of Welsh Government and it should be pursued to monitor the progress of pupils in flying start

areas. Although, the Member recognised the excellent work and welcomed roll out across Blaenau Gwent could being secured.

A question was raised in relation to 'hubs' in the respective areas, the Service Manager informed that a number of places had been looked at in the Brynmawr Ward, however these were out of budget. Following a conversation with the Head Teacher in Blaen-y-Cwm Primary School a room had been acquired within the school.

The Chair thanked the officer for an excellent report and for the work undertaken by the Team.

The Committee AGREED that the Public Services Board Scrutiny Committee noted the roll-out outlined for 2022 (Option 1).

No. 7 **BLAENAU GWENT PARTICIPATORY BUDGET PROGRAMME:**
“COMMUNITY VOICE, COMMUNITY CHOICE”

Consideration was given to the report of the Service Manager Policy and Partnerships.

The Policy Officer (PSB) advised that the report provided an update about the results of the Blaenau Gwent “Community Voice, Community Choice” Participatory Budget programme. The Policy Officer spoke in detail to the report and highlighted the key points.

A Member raised concerns in relation to the issues with the process for the programme and stated that many people struggled to join zoom calls and were therefore not able to vote. The Member felt that as there was no real lockdown in place at the time the process could have been undertaken in person with the necessary social distancing in place. The Member stated that not everyone was not digitally equipped or confident to take part in virtual meetings.

The Member also noted his concerns that monies were being awarded to projects outside of Blaenau Gwent.

The Service Manager Policy and Partnerships noted the concerns and advised that although the situation was not ideal the Council needed to be mindful of the pandemic and take forward the project from a

public safety aspect. It was added that the process was carried in the safest manner and followed the Gwent Region processes. The Service Manager appreciated the digital platform could be restricted obviously with the restrictions in place there was a need to take forward the process in the most appropriate way.

In terms of monies being awarded outside of Blaenau Gwent, the Service Manager advised that the organisations maybe based outside of the Borough but they operated within the Borough as the services were for the people of Blaenau Gwent.

The Service Manager continued that the monies had now been distributed with contracts signed and projects were now in the delivery stage. The outcomes of the projects would be presented next year and although some concerns had been raised it was felt that the events were welcomed.

The Policy Officer (PSB) added that the Council controlled the funding and project plans would be monitored going forward to ensure their plans was on track to deliver the projects. An update on projects would be presented to the next Committee.

The Committee AGREED the report and accepted the report as provided prior to it being submitted to the Public Services Board (Option 1).

Councillor M. Moore left the meeting at this juncture.

No. 8 **SUSTAINABLE FOOD PARTNERSHIP PROGRAMME**
PROGRESS UPDATE

Consideration was given to the joint report of the Chief Executive and Director of Communities and Housing, Tai Calon Community Housing. The Blaenau Gwent Sustainable Food Co-ordinator, Tai Calon gave a comprehensive update on the Sustainable Food Partnership Programme.

A Member asked if foodbanks/groups promoted healthy eating and had fast food outlets been challenged to change their options on offer.

The Co-ordinator advised that healthy eating was a 'hot topic' at the moment and referred to the changes made in sugary drinks. It was hoped that these changes would be applied in the food industry. The food debate was on the agenda for consideration at by the Welsh

Assembly and the Co-ordinator felt that it would be interesting to see the outcome of these discussions.

The Member appreciated that tackling the fast food outlets was a major change nationally, however the Member felt that it was important that we attempt to tackle the issues more locally. It was informed that some groups provided an education around healthy eating and there was a lot of work being undertaken to obtain more fresh fruit and vegetables in foodbanks. However, it was also important to ensure individuals had access to cookers and were taught how to follow recipes to place fruit and vegetables in their everyday diets. These are key areas in changing lifestyles which would also be reliant on a family's income, therefore it was a need for good local economies.

The Co-ordinator added that one of promising spaces to tackle these issues were in with schools and there were lots of exciting projects being taken through schools, however it was stated that we could not force families or individuals to eat the right foods.

The Committee AGREED that the report be accepted and noted the report and appendices as provided (Option 1).

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COUNTY BOROUGH OF BLAENAU GWENT

REPORT TO: THE CHAIR AND MEMBERS OF THE COUNCIL

SUBJECT: SPECIAL COMMUNITY SERVICES SCRUTINY COMMITTEE – 24th JANUARY, 2022

REPORT OF: DEMOCRATIC & COMMITTEE SUPPORT OFFICER

PRESENT: COUNCILLOR M. MOORE (CHAIR)

Councillors J.P. Morgan (*Substituting for C. Meredith*)

P. Baldwin

J. Hill (*Substituting for M. Cook*)

M. Day

P. Edwards

S. Healy

W. Hodgins

J. Holt

J.C. Morgan

L. Parsons

G.A. Davies (*Substituting for B. Summers*)

L. Winnett

WITH: Managing Director
 Chief Officer Resources
 Corporate Director Regeneration & Community Services
 Head of Community Services
 Head of Legal & Corporate Compliance
 Service Manager Neighbourhood Services
 Team Leader Regeneration Opportunities
 Marketing & Communications
 Scrutiny & Democratic Officer/Advisor

<u>ITEM</u>	<u>SUBJECT</u>	<u>ACTION</u>
No. 1	<u>SIMULTANEOUS TRANSLATION</u> It was noted that no requests had been received for the simultaneous translation service.	
No. 2	<u>APOLOGIES</u>	

	<p>Apologies for absence were received for Councillors C. Meredith, M. Cook, B. Summers, M. Cross and T. Sharrem.</p>	
No. 3	<p><u>DECLARATIONS OF INTEREST AND DISPENSATIONS</u></p> <p>No declarations of interest or dispensations were reported.</p>	
No. 4	<p><u>FUTURE MANAGEMENT OF THE WASTE TRANSFER STATION AND HOUSEHOLD WASTE RECYCLING CENTRE</u></p> <p>Having regard to the views expressed by the Proper Officer regarding the public interest test, that on balance the public interest in maintaining the exemption outweighed the public interest in disclosing the information and that the report should be exempt.</p> <p>RESOLVED that the public be excluded whilst this item of business is transacted as it is likely there would be a disclosure of exempt information as defined in Paragraph 14, Part 1, Schedule 12A of the Local Government Act, 1972 (as amended).</p> <p>Consideration was given to the joint report of the Managing Director, Chief Officer Resources and the Head of Legal & Corporate Compliance.</p> <p>The Team Leader Regeneration Opportunities presented the report which provided members with an update on the work completed since the last report considered in December 2019 and sought approval of a preferred way forward.</p> <p>The Officer spoke to the report and highlighted points contained therein.</p> <p>A discussion ensued when Members expressed concern regarding various elements contained within the report, particularly the lack of detail in respect of the Council's business plan, and felt that the report should be deferred pending a robust business plan.</p>	

The Officer explained that the details contained within the report related to the transitional planning arrangements moving forward. The concerns raised by Members would form part of any future work to develop future proposals.

A further discussion ensued when the Chief Officer Resources clarified points by Members regarding costs. The Officer pointed out that potential efficiencies of developing opportunities had not been included in the Council's business planning, however, it was anticipated that over time the cost pressures would reduce with potential income generation.

In response to the concerns raised the Managing Director said it was important to ensure that any business plan was robust, and identified where additional expertise was required in developing potential opportunities. She also highlighted the implications of deferring the report.

A further discussion ensued when Officers clarified points raised by Members.

Another Member said this was a comprehensive report which identified opportunities for the Council moving forward and supported Option 3.

A number of Members also supported Option 3.

Following further comments made by Members, the Chief Officer Resources pointed out that a business case for each future development opportunity would be reported to Committee for consideration

A Member proposed the following alternative Option:

'That the Council's fully costed Business Plan be submitted to the Scrutiny Committee for consideration, prior to being submitted to full Council for decision.'

The proposal was seconded.

A recorded vote was thereupon taken on the proposed alternative Option.

<p>In Favour – Councillors P. Baldwin, P. Edwards, John C. Morgan, L. Winnett.</p>	
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<p>Against - Councillors M. Day, S. Healy, W. Hodgins, J. Hill, L. Parsons, J. Holt, G.A. Davies, John P. Morgan, M. Moore</p>	
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<p>The alternative proposal was therefore not carried.</p>	
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<p>The Committee AGREED to recommend that the report which contained information relating to the financial/business affairs of persons other than the Authority be accepted and that Option 3 be endorsed, i.e. to bring services back under the remit of the Council.</p>	
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COUNTY BOROUGH OF BLAENAU GWENT

REPORT TO: THE CHAIR AND MEMBERS OF THE COUNCIL

**SUBJECT: SPECIAL JOINT SCRUTINY COMMITTEE
(BUDGET MONITORING) – 8TH FEBRUARY, 2022**

REPORT OF: DEMOCRATIC & COMMITTEE SUPPORT OFFICER

PRESENT: COUNCILLOR S. HEALY (CHAIR)

Councillors M. Cook
D. Bevan
M. Cross
G.A. Davies
G.L. Davies
W. Hodgins
P. Edwards
K. Hayden
J. Hill
W. Hodgins
J. Holt
C. Meredith
J. Millard
M. Moore
J.P. Morgan
J.C. Morgan
L. Parsons
K. Rowson
T. Smith
B. Summers
S. Thomas
H. Trollope
B. Willis
L. Winnett

Co-opted Member

T. Baxter

WITH: Managing Director
Chief Officer Resources
Corporate Director Education
Corporate Director Social Services
Head of Legal & Corporate Compliance

Head of Governance & Partnerships
 Service Manager Neighbourhood Services
 Corporate Procurement Manager Commercial Services
 Scrutiny & Democratic Officer/Advisor

ITEM	SUBJECT	ACTION
No. 1	<p><u>SIMULTANEOUS TRANSLATION</u></p> <p>It was noted that no requests had been received for the simultaneous translation service.</p>	
No. 2	<p><u>APOLOGIES</u></p> <p>An apology for absence was reported for Councillor P. Baldwin.</p>	
No. 3	<p><u>DECLARATIONS OF INTERESTS AND DISPENSATIONS</u></p> <p>No declarations of interest or dispensations were reported.</p>	
No. 4	<p><u>REVENUE BUDGET 2022/2023</u></p> <p>Consideration was given to report of the Chief Officer Resources.</p> <p>The Chief Officer Resources presented the report which provided an update on the positive provisional local government settlement for 2022/23 and its impact upon the Council's budget; and sought agreement of the detailed revenue budget for 2022/23, and the level of Council Tax increase for the 2022/2023 financial year.</p> <p>The Officer spoke to the report and highlighted the main points contained therein. The headline increase for BGCBC after allowing for transfers was 8.4% (£10.4m), compared to the all Wales increase of 9.4%. This was a positive settlement and combined with the opportunities identified in the Bridging the Gap programme meant that subject to the recommendations in the report being</p>	

agreed, the Council was able to agree a budget for 2022/23.

A Member referred to the blended learning approach introduced in schools in response to the Covid pandemic, and asked whether the Council intended to continue self-supporting the licence and ICT equipment for those families in need of support.

In response the Corporate Director of Education confirmed that a budget pressure had been identified for the 2022/23 financial year related to ICT developments within schools, and this would be an element for consideration by Members at the full meeting of the Council on the 17th February, 2022.

A Member referred to Appendix 2, particularly the cost pressure within the Environment Portfolio and asked whether this would reduce if the passporting of waste gate fees was agreed.

The Chief Officer Resources explained that the cost pressure within the Environment Portfolio excluded any cost pressure in relation to the waste gate fees. If the transfer of the waste gate fees grant was not agreed the cost pressure within the Portfolio would increase.

A Member then proposed the following amendment to Option 1 as follows:

In light of the headline uplift of 8.4%, Members accept Sections 3.1.1 to 3.1.6 of Option 1; and that decision on Sections 3.1.7 and 3.1.8 (transfer of any surplus budget into the Financial Resilience Reserve, and recommendations around the Council Tax increase) be **DEFERRED** pending further consideration at the Special Meeting of the Council on 17th February, 2022.

The proposal was seconded, and following a brief discussion the amendment was carried.

The Committee AGREED, subject to the foregoing, to recommend that the report be accepted and the amended Option 1 be supported as follows:

- | | |
|--|--|
| <ul style="list-style-type: none">• Members recommend to Executive and Council the 2022/23 revenue budget as shown in table 2 in paragraph 5.1.13.• Members note the outcomes within the overall provisional RSG Settlement and note the potential for further change in the Final RSG Settlement (paragraphs 2.7 – 2.17).• Members note the outcomes within the BGCBC provisional RSG Settlement and its impact upon the Medium Term Financial Strategy (paragraphs 2.18 – 2.24).• Members recommend to Executive and Council the cost pressures and growth items (£4m in total) identified in Appendix 2 (paragraphs 5.1.9 – 5.1.12) for inclusion in the Council’s budget.• Members recommend to Executive and Council passporting the grants transferring into the Settlement of £265,000 to the relevant services (paragraphs 5.1.14 – 5.1.18).• Members recommend to Executive and Council an uplift of £3.91m which equates to 8.4% increase to the ISB (paragraphs 5.1.19 to 5.1.22).• Decision relating to any surplus budget from the Bridging the Gap proposals be deferred for consideration at the Special Meeting of the Council on 17th February, 2022.• Decision relating to the Council Tax increase for 2022/23 be deferred for consideration at the Special Meeting of the Council on 17th February, 2022. | |
|--|--|

Agenda Item 18

Executive Committee and Council only

Date signed off by the Monitoring Officer:

Date signed off by the Section 151 Officer:

Executive Committee and Council only

Date signed off by the Monitoring Officer: 01.03.2022

Date signed off by the Section 151 Officer: 01.03.2022

Committee: **Council**

Date of Meeting: **9th March, 2022**

Report Subject: **Revenue Budget 2022/2023**

Portfolio Holder: **Councillor N. Daniels –
Leader/Executive Member –
Corporate Services**

Report Submitted by: **R Hayden – Chief Officer Resources**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Governance & Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)
	24/02/22						9/03/2022	

1. Purpose of the Report

This report seeks to agree the budget requirement for 2022/2023, set the overall Council Tax level for 2022/2023 which includes the precepts approved by other statutory authorities that impact upon the local level of council tax, and sets out the relevant statutory resolutions.

2. Scope and Background

2.1 This report presents the Revenue Budget requirement and overall Council Tax proposals for Blaenau Gwent County Borough Council for the next financial year 2022/2023, including the precepts approved by other statutory authorities that impact upon the local level of Council Tax and sets out the relevant statutory resolutions. It covers the following:

Section	Contents
3.1 – 3.3	Statutory Resolutions
5.1.6	Budget Requirement 2022/2023
5.1.8–5.1.12	Reserves
5.1.13	Section 25 Local Government Act 2003

2.2 Welsh Government's final settlement, released on 1st March 2022, made no changes to the provisional settlement released in December 2021 and therefore the figures in the budget report to Council on 17th February 2022 have not changed.

3. Options for Recommendation

3.1 That it be noted that the Council agreed at its meeting on 17th February 2022 a Council Tax increase of 0% for the 2022/2023 financial year. As a result the Blaenau Gwent Council element of the full council tax charge will be:-

Valuation Bands (£)								
A	B	C	D	E	F	G	H	I
1,178.90	1,375.38	1,571.87	1,768.35	2,161.32	2,554.28	2,947.25	3,536.70	4,126.15

3.2 That it be noted that the Council has calculated the following amounts for the year (2022/2023) in accordance with regulations made under Section 33(5) of the Local Government Act 1992.

3.3 The Council Tax base is the number of chargeable dwellings in each area adjusted for a number of items e.g. discounts payable, multiplied by the assumed collection rate which for 2022/2023 is 95%.

a. The amount calculated by the Council, in accordance with Regulation 3, of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its Council Tax base for the year is:

20,876.86

b. The amounts calculated by the Council, in accordance with Regulation 6 of the Regulations, as the amount of its Council Tax base for the year for dwellings in those parts of its area to which one or more special items relate are:

4,653.90	Abertillery & Llanhilleth
1,703.87	Brynmawr
2,717.74	Nantyglo & Blaina
4,745.30	Tredegar

c. That it be noted that for the year 2022/2023 the Gwent Office of Police and Crime Commissioner has stated the following amounts in precepts issued to the Council (totalling £6,342,390), in accordance with Section 40 of the Local Government Act 1992, for each of the categories of dwellings shown:

Gwent Office of Police and Crime Commissioner								
Valuation Bands (£)								
A	B	C	D	E	F	G	H	I
202.53	236.29	270.04	303.80	371.31	438.82	506.33	607.60	708.87

3.4 That the following amounts be now calculated by the Council for the year 2022/2023 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:-

- a. 238,686,776 Being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (d) of the Act.
- b. 70,627,080 Being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) and (c) of the Act.
- c. 168,059,696 Being the amount by which the aggregate at (a) above exceeds the aggregate at (b), calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year.
- d. 208,000 Being the amount the Authority estimates in relation to Sections 47 and 49 of the Local Government Finance Act 1988 as amended by Schedule 1 of the Local Government and Rating Act 1997, for discretionary non-domestic rate relief.
- e. 130,795,000 Being the aggregate of the sums which the Council estimates will be payable for the year into its Council fund in respect of redistributed non-domestic rates, revenue support grant and additional grant.
- f. 1,794.94 Being the amount at (c) above plus the amount at (d) above and less the amount at (e) above, all divided by the amount at 3.2(a) above, calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its Council Tax for the year.
- g. 555,101 Being the aggregate amount of all special items referred to in Section 34(1) of the Act.
- h. 1,768.35 Being the amount at (f) above less the result given by dividing the amount at (g) above by the amount at 3.2(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates.
- i. The amounts given by adding to the amount at (h) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 3.2(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate are:

j.

1,830.45	Abertillery & Llanhilleth
1,793.59	Brynmawr
1,799.52	Nantyglo & Blaina
1,797.52	Tredegar

The amounts given by multiplying the amounts at (h) and (i) above by the number which, in the proportion set out in section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands are:

k.

The County Borough Tax including Community Precepts									
Valuation Bands									
	A	B	C	D	E	F	G	H	I
Abertillery & Llanhilleth	1,220.30	1,423.68	1,627.07	1,830.45	2,237.22	2,643.98	3,050.75	3,660.90	4,271.05
Brynmawr	1,195.73	1,395.01	1,594.31	1,793.59	2,192.17	2,590.74	2,989.32	3,587.18	4,185.04
Nantyglo & Blaina	1,199.68	1,399.62	1,599.58	1,799.52	2,199.42	2,599.30	2,999.20	3,599.04	4,199.88
Tredegar	1,198.35	1,398.07	1,597.80	1,797.52	2,196.97	2,596.41	2,995.87	3,595.04	4,194.21
Ebbw Vale	1,178.90	1,375.38	1,571.87	1,768.35	2,161.32	2,554.28	2,947.25	3,536.70	4,126.15

That, having calculated the aggregate in each case of the amounts at (c) and (j) above, the Council, in accordance with section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2022/23 for each of the categories of dwellings shown below:

The Full Tax of the County Borough Tax including Police and Community Precepts									
Valuation Bands									
	A	B	C	D	E	F	G	H	I
Abertillery & Llanhilleth	1,422.83	1,659.97	1,897.11	2,134.25	2,608.53	3,082.80	3,557.08	4,268.50	4,979.92
Brynmawr	1,398.26	1,631.30	1,864.35	2,097.39	2,563.48	3,029.56	3,495.65	4,194.78	4,893.91
Nantyglo & Blaina	1,402.21	1,635.91	1,869.62	2,103.32	2,570.73	3,038.12	3,505.53	4,206.64	4,907.75
Tredegar	1,400.88	1,634.36	1,867.84	2,101.32	2,568.28	3,035.23	3,502.20	4,202.64	4,903.08
Ebbw Vale	1,381.43	1,611.67	1,841.91	2,072.15	2,532.63	2,993.10	3,453.58	4,144.30	4,835.02

4. **Evidence of how does this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan**

4.1 The budget setting process will enable a greater alignment between the Medium Term Financial Strategy (MTFS) and the Corporate Plan. This will be evidenced in the budget reports to Joint Scrutiny, Executive and Council.

5. **Implications Against Each Option**

5.1 The financial implications for the 2022/2023 budget setting process are outlined within this report and can be summarised below.

- A council tax increase of 0% (Blaenau Gwent element);
- A budget requirement for the Council of £167.505 million (excluding Community Councils) and £168.060 million (including Community Councils);
- Bridging the Gap efficiencies built into the revenue budget of £2.588 million;
- Cost pressures built into the revenue budget of £4.007 million;
- Growth in the Individual Schools Budget of £3.908m
- A contribution to general reserves of £0.2m.

5.1.1. Council Tax set at a 0% increase for 2022/2023 represents a reduction of 3.3% compared to the increase for the current financial year (2021/2022).

5.1.2. The following Table compares the average increase in Council Tax at the Band D level.

Authority	2021/22	2022/23	Increase	
	£	£	£	%
Blaenau Gwent CBC	1,768.35	1,768.35	0.00	0.00
Gwent Police	287.96	303.80	15.84	5.50
Total	2,056.31	2,072.15	15.84	0.77
<i>Community Councils:</i>				
Abertillery & Llanhilleth	40.75	62.10	21.35	52.39
Brynmawr	25.34	25.24	-0.10	-0.39
Nantyglo & Blaina	31.25	31.17	-0.08	-0.26
Tredegar	29.25	29.17	-0.08	-0.27
Average	21.93	26.59	4.66	21.25
Total (Average)	2,078.24	2,098.74	20.50	0.99

5.1.3. Table 2 attached at Appendix 2 gives an analysis of the elements of the Council Tax for each band, including the police and community council precepts. It should be noted that the overall average increase in Council Tax is 0.99%.

5.1.4 Table 3 attached at Appendix 3 gives an analysis of the council tax “chargeable property” valuations by Community area. These are used to calculate the authority’s council tax base.

5.1.5 **Budget Requirement**

5.1.6 Table 1 attached at Appendix 1, gives a summary of the resulting portfolio estimates taking into account the Bridging the Gap proposals, cost pressures and growth items above. In addition, £0.2m will be transferred into the Council’s reserves. This results in a statutory budget requirement of £168,059,696. Discretionary rate relief of £208,000 needs to be added to the budget requirement to give the total net revenue budget for 2022/2023 of £168,267,696.

5.1.7 The budget is funded as follows:

Source	£
Revenue Support Grant	105,615,000
Non-Domestic Rate Distribution	25,180,000
Council Tax	36,917,595
Community Council Income	555,101
Total	168,267,696

5.1.8 **Reserves**

5.1.9 In 2015 the Council implemented a revised protocol for the establishment, use, control and review of reserves. Quarterly reports to Members are now produced that detail the actual and forecast use of general and earmarked reserves, including changes in requirement and risk assessments.

5.1.10 The Council has agreed a target level for general reserves, being 4% of the last reported actual net revenue expenditure.

5.1.11 At its meeting on 17th March 2022 Council set a budget that enabled a contribution to general Reserves of £0.2m in 2022/2023.

5.1.12 Assuming the out turn for 2021/2022 is a surplus budget, the forecast level of general reserves will be £12.402 million (9.39%), as shown in the following table. This level of reserves is above the 4% target level specified within the reserves protocol.

	31/03/2021 Actual £000	31/03/2022 Forecast £000	31/03/2023 Forecast £000
Council Fund	7,553	12,402	12,602
Earmarked Reserves	20,781	21,065	20,145
Total	28,334	33,467	32,747

5.1.13 **Section 25, Local Government Act 2003**

5.1.14 This section of the above Act requires that in my role as Chief Officer Resources of this Authority I must report to you on the two following points:

- i. The robustness of the estimates included in the budget
- ii. The adequacy of the Authority's reserves.

5.1.15 In respect of (i) above, I am able to conclude that the estimates have been compiled with the most up to date information available and are suitably robust. Cost pressures have been considered during the budget setting process and for the medium term.

5.1.16 In respect of (ii) above, 5.1.9 to 5.1.12 demonstrates that the Authority's financial position is improving and is looking to achieve a sustainable position for the forthcoming year and in the medium term. The reserves protocol will continue to review reserves in order to ensure that Reserves are kept at a sustainable level in the medium term.

5.2 **Risk including Mitigating Actions**

5.2.1. Bridging the Gap proposals may not be delivered to the agreed level – this risk will be mitigated by regular monitoring of proposals, which will also be reported through the quarterly reports to the Joint Budget Scrutiny Committee and Executive Committee.

5.2.2. Council Tax may not be collected to the required level – this risk will be mitigated by regular monitoring of collection rates and outstanding debt will be pursued.

5.3 **Legal**
n/a

5.4 **Human Resources**

5.4.1. There will be minimal implications arising from the above.

5.4.2. In addition, the time and effort required to progress and implement service change arising from some proposals will be considerable.

6. **Supporting Evidence**

6.1 *Performance Information and Data*

6.2 **Expected outcome for the public**

6.2.1 Agreeing the statutory calculations and regulations will set the Council Tax levels for the forthcoming year.

6.3 **Involvement (consultation, engagement, participation)**

6.3.1 The Council has undertaken consultation on the proposals within the 2022/2023 budget.

6.4 **Thinking for the Long term (forward planning)**

6.4.1 The Council has moved to medium to long term financial planning. This is evidenced by the following three points:-

- the current Medium Term Financial Strategy covers the period 2022/2023 to 2026/27 and will roll forward one year, every year
- The current capital programme covers the period 2019/20 to 2025/26 and will roll forward by one year (as a minimum) every year.

6.5 *Preventative focus*
n/a

6.6 *Collaboration / partnership working*
n/a

6.7 *Integration(across service areas)*
n/a

6.8 **EqlA(screening and identifying if full impact assessment is needed)**

6.8.1 All proposals will be Equality Impact Assessed.

7. **Monitoring Arrangements**

7.1 *State how the work will be monitored e.g. through scrutiny or directorate performance management arrangements*

Wider Corporate leadership Team, political groups, Joint Budget Scrutiny, Executive and Council

Background Documents /Electronic Links



Appendix 1.pdf



Appendix 2.pdf



Appendix 3.pdf

Table 1***Summary of Portfolio Estimates***

Portfolio	Revised Estimate 2021/2022	Original Estimate 2022/2023
	£	£
Financial Management and Strategy	14,211,600	14,321,480
Corporate Services	4,329,160	4,611,760
Social Services	46,213,470	49,818,210
Education	59,704,230	64,069,120
Active Living	4,159,100	4,176,620
Economy	1,551,020	1,749,170
Infrastructure	9,003,640	9,314,040
Environment	17,480,250	19,588,970
Planning	1,274,200	1,409,910
Licensing	106,500	127,910
<i>Sub-Total</i>	<i>158,033,170</i>	<i>169,187,190</i>
<i>(Less)/Add: Capital Adjustment</i>	<i>(2,881,240)</i>	<i>(2,235,000)</i>
<i>Add: Pension Adjustment</i>	<i>517,200</i>	<i>352,405</i>
Total Portfolio Expenditure	155,669,130	167,304,595
Contribution to/(from) Reserves	1,254,099	200,000
Add: Community Council Precepts	456,101	555,101
Budget Requirement	157,379,330	168,059,696
Discretionary Rate Relief	208,000	208,000
Total Expenditure	157,587,330	168,267,696
<i>funded by:</i>		
Revenue Support Grant	97,026,000	105,615,000
N.N.D.R.	23,334,000	25,180,000
Community Council Income	456,101	555,101
Council Tax	36,771,229	36,917,595
Total Income	157,587,330	168,267,696
Council Tax Base	20,794.09	20,876.86
Council Tax Charge (Band D)	1,768.35	1,768.35

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Table 2

Analysis of the Elements of the Council Tax for each Band, 2022/2023

		Band:								
		A	B	C	D	E	F	G	H	I
Abertillery	County Borough Council	1,178.90	1,375.38	1,571.87	1,768.35	2,161.32	2,554.28	2,947.25	3,536.70	4,126.15
	Police	202.53	236.29	270.04	303.80	371.31	438.82	506.33	607.60	708.87
	Community Council	41.40	48.30	55.20	62.10	75.90	89.70	103.50	124.20	144.90
	Total	1,422.83	1,659.97	1,897.11	2,134.25	2,608.53	3,082.80	3,557.08	4,268.50	4,979.92
Brynmawr	County Borough Council	1,178.90	1,375.38	1,571.87	1,768.35	2,161.32	2,554.28	2,947.25	3,536.70	4,126.15
	Police	202.53	236.29	270.04	303.80	371.31	438.82	506.33	607.60	708.87
	Community Council	16.83	19.63	22.44	25.24	30.85	36.46	42.07	50.48	58.89
	Total	1,398.26	1,631.30	1,864.35	2,097.39	2,563.48	3,029.56	3,495.65	4,194.78	4,893.91
Nantyglo & Blaina	County Borough Council	1,178.90	1,375.38	1,571.87	1,768.35	2,161.32	2,554.28	2,947.25	3,536.70	4,126.15
	Police	202.53	236.29	270.04	303.80	371.31	438.82	506.33	607.60	708.87
	Community Council	20.78	24.24	27.71	31.17	38.10	45.02	51.95	62.34	72.73
	Total	1,402.21	1,635.91	1,869.62	2,103.32	2,570.73	3,038.12	3,505.53	4,206.64	4,907.75
Tredegar	County Borough Council	1,178.90	1,375.38	1,571.87	1,768.35	2,161.32	2,554.28	2,947.25	3,536.70	4,126.15
	Police	202.53	236.29	270.04	303.80	371.31	438.82	506.33	607.60	708.87
	Community Council	19.45	22.69	25.93	29.17	35.65	42.13	48.62	58.34	68.06
	Total	1,400.88	1,634.36	1,867.84	2,101.32	2,568.28	3,035.23	3,502.20	4,202.64	4,903.08
Ebbw Vale	County Borough Council	1,178.90	1,375.38	1,571.87	1,768.35	2,161.32	2,554.28	2,947.25	3,536.70	4,126.15
	Police	202.53	236.29	270.04	303.80	371.31	438.82	506.33	607.60	708.87
	Total	1,381.43	1,611.67	1,841.91	2,072.15	2,532.63	2,993.10	3,453.58	4,144.30	4,835.02

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Table 3

Council Tax 'Chargeable Property' Valuations by Community Area

APPENDIX 3

		Valuation Band:																			
		A/A*		B		C		D		E		F		G		H		I			
Valuation:		Less than £44,000		£44,001 - £65,000		£65,001 - £91,000		£91,001 - £123,000		£123,001 - £162,000		£162,001 - £223,000		£223,001 - £324,000		£324,001 - £424,000		Over £424,001			
Area	Number	% of Area	Number	% of Area	Number	% of Area	Number	% of Area	Number	% of Area	Number	% of Area	Number	% of Area	Number	% of Area	Number	% of Area	Number	% of Area	Total
Abertillery & Llanhilleth	5,512	72.2	1,583	20.7	249	3.3	179	2.3	77	1.0	27	0.4	4	0.1	1	0.0	1	0.0			7,633
Brynmawr	1,141	44.2	888	34.4	303	11.7	169	6.5	54	2.1	22	0.9	2	0.1	5	0.2	0	0.0			2,584
Ebbw Vale, Beaufort & Cwm	5,937	55.6	2,517	23.6	1,024	9.6	728	6.8	319	3.0	130	1.2	15	0.1	4	0.0	3	0.0			10,677
Nantyglo & Blaina	2,439	58.2	1,108	26.5	251	6.0	212	5.1	153	3.7	15	0.4	8	0.2	2	0.0	0	0.0			4,188
Tredegar	3,740	52.4	1,826	25.6	785	11.0	389	5.5	231	3.2	129	1.8	29	0.4	2	0.0	2	0.0			7,133
Total	18,769	58.3	7,922	24.6	2,612	8.1	1,677	5.2	834	2.6	323	1.0	58	0.2	14	0.0	6	0.0			32,215

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Agenda Item 19

Executive Committee and Council only

Date signed off by the Monitoring Officer: 22.02.2022

Date signed off by the Section 151 Officer: 21.02.2022

Committee: **Council**

Date of Meeting: **9th March, 2022**

Report Subject: **Corporate Fees & Charges 2022/2023**

Portfolio Holder: **Councillor N. Daniels
Leader/Executive Member –
Corporate Services**

Report Submitted by: **Rhian Hayden – Chief Officer
Resources**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Governance & Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)
	10/2/22						09/03/22	

1. Purpose of the Report

- 1.1 The purpose of this report is for Members to approve the fees & charges to be applied for the 2022/2023 financial year, including the core fees & charges to be operated by the Aneurin Leisure Trust.

2. Scope and Background

- 2.1 The Income Policy was agreed by Council in May 2014 and included the following:

- Relevant legislation which allows councils to generate a range of fees and charges and that income is a budget and funding tool;
- The range of areas in scope;
- Key principles such as the rationale for charging, ability to charge, service cost recovery, subsidies and concessions, trading, income collection, debt management and income management;
- A decision tree for deciding whether to charge;
- Detailed principles;
- Creation of a Fees & Charges Register; and
- Income management which included the creation of a fees and charges register.

- 2.2 The Bridging the Gap Programme includes a Strategic Business Review on Fees & Charges to ensure that the Council is maximising its income by ensuring fees and charges are set at a level that covers the costs of delivering the goods and services it provides where appropriate.

- 2.3 The current Fees and Charges register has been reviewed to:

- Ensure all fees & charges included on the register are relevant for 2022/2023
 - Reflect changes in local and national policy and charges
 - Reflect the assumptions included within the Medium Term Financial Strategy where appropriate.
- 2.4 The Covid-19 pandemic continues to have an impact on the fees & charges collected during the current financial year, however there has been some recovery compared to the previous financial year when some services were closed. Welsh Government has continued to provide funding to mitigate the loss of income for 2021/2022, but funding is not anticipated to continue into 2022/2023.
3. **Options for Recommendation**
To include Recommendation(s) / Endorsement by other groups, e.g. CMT/Committees/Other groups)
- 3.1 **Option 1 (Preferred Option)**
- 3.1.1 1. Members of the Council consider and approve the register of Fees & Charges for 2022/2023 attached at Appendix 1, and the core price increases relating to Aneurin Leisure Trust attached at Appendix 2.
2. Members approve delegated power and responsibility to the Director of Social Services for setting the fees and charges for 2022/2023 relating to the provision of external social care.
- 3.2 **Option 2**
- 3.2.1 1. Members of the Council consider and do not approve the Fees & Charges Register for 2022/2023 and core price increases for Aneurin Leisure Trust, and propose alternative fee increases.
2. Members do not approve the delegation to the Director of Social Services for setting the fees and charges for 2022/2023 relating to the provision of external social care.
4. **Evidence of how does this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan**
- 4.1 This report supports the Corporate Plan outcome “an ambitious and innovative Council delivering the quality services we know matter to our communities”
- 4.2 Income from Fees & Charges contributes funding (approx.8%) towards delivering Council priorities and supports the Councils’ financial resilience.

5. Implications Against Each Option

5.1 Impact on Budget (short and long term impact)

5.1.1 The Medium Term Financial Strategy and the 2022/2023 draft estimates assumes:

- an inflationary uplift of 2% per annum for those income budgets where no cost pressure is identified
- cash flat budget where income is not achieving the estimate and a cost pressure has been identified.

5.1.2 The proposed 2022/2023 register of Fees & Charges is attached at Appendix 1. The register includes the charge for 2021/2022 financial year, and identifies whether the proposed fee increase equates to:

(A) 2% - This uplift is proposed for a range of fees including:

- Social Services including non-residential, residential, respite care and telecare charges
- Grounds & Playing fields
- Highways fees
- Trade Waste
- Bulky Waste Collection
- Cemeteries
- General Office Room Hire (a number of charges have been removed as a consequence of rooms no longer being available for rental due to the relocation of the Democratic Hub)
- Meals on Wheels

(B) No fee increase is proposed and this includes:

- Markets – to encourage new market operator/traders to take up stalls
- Regulated Fees
- Social Services (variable) – These fees are currently under negotiation with Providers to reflect the appropriate increase to cover the additional cost of the Real Living Wage, increase in NI Contributions, energy costs etc. However, the delay in receiving the full guidance on the implementation of the real living wage has created difficulty with these negotiations.

(C) Other – This proposal is whereby the fee increase exceeds 2% and this includes:

- Monitoring Fees for Lifeline Pendant - £5 (87.9%) increase due to an additional charge for Sim cards for the digital unit.
- Registrars fees including weddings & ceremonies – the increases range from 2% to 2.8% due to rounding to the nearest pound.

- School Meals – An increase of £0.10 per meal has been applied representing an increase of between 2.9% (staff) and 4.2% (primary pupils)
- Out of County Placements – An increase of 3.25% has been applied to cover pay award and the additional employer NI contributions.
- Estates fees – increases range from 2% to 59% including:
 - Land applications 59% (£37) per application
 - Garage rentals 20% (£20) increase for a single garage to £120 per annum
 - Garden Land rental 40% (£20) to £70 per annum
 - Grazing Land rental 20% (£20) to £120 per annum

5.1.4 The proposed fees for Licensing will be considered by the Licensing Committee and has been included in the Register for completeness. It is proposed to keep the fees at 2021/2022 level based on the National framework full cost model.

5.1.5 Aneurin Leisure Trust has submitted a list of proposed fees and charges for 2022/2023 (attached at Appendix 2) for Core Services, to be approved by Council in line with the Funding and Management agreement. The proposed increase to the majority of fees is around 3%. However, a number of fees have reduced by up to 30%, with some fees increasing by up to 36%, and this is due to standardising the junior and concession rates across the business at a set percentage of the standard fee to improve consistency moving forward.

5.2 Risk including Mitigating Actions

5.2.1 Fee increases may impact on demand and result in a decrease in income, particularly in the short term.

5.2.2 Demand and the impact on the budget will be monitored and reported as part of the Financial Reporting Framework.

5.2.3 The impact of the pandemic on the environment and on services may continue to reduce the income that the Council receives into 2022/2023 and it is anticipated that the Welsh Government Hardship fund will end on 31 March 2022.

5.2.4 Cost pressures arising from reduced income levels will be monitored and reported as part of the Financial Reporting Framework.

5.3 Legal

5.3.1 There are no direct legal implications arising out of this report. However, charging and trading for local authorities must comply with the Local Government Act 2003 and The Localism Act 2011.

5.4 **Human Resources**

5.4.1 There are no staffing implications arising out of this report.

6. **Supporting Evidence**

6.1 **Performance Information and Data**

6.1.1 Fees and charges generate approximately £13.7m per annum in income, and contribute towards funding the cost of delivering Council services.

6.1.2 Table 1 below, provides an analysis of forecast income for 2021/2022 compared to the last 2 financial years, to assess the impact that the pandemic has had on Fees & Charges for the Council, with forecast income for 2021/2022 lower by £0.58m when compared to 2019/2020.

Table1: Analysis of Fees & Charges received between 2019/2020 and 2021/2022

Portfolio	2019/2020 Outturn £	2020/2021 Outturn £	Forecast Outturn 2021/2022 £
Financial Management	356,653	214,984	284,650
Corporate Services	703,349	629,542	644,194
Social Services	4,477,254	4,348,877	3,878,967
Environment	5,382,971	4,188,408	5,129,866
Infrastructure	890,549	734,296	963,781
Economy	1,060,137	950,040	1,105,910
Education & Leisure	1,059,261	1,040,126	1,065,135
Planning & Licensing	429,490	365,033	702,558
TOTAL INCOME REC'D	14,359,664	12,471,306	13,775,061

Excludes Hardship Funding

6.1.2 The table above shows that forecast income is still below pre pandemic levels and this is mainly due to Social Services and fees received in respect of care.

6.2 **Expected outcome for the public**

6.2.1 The setting of fees and charges on an annual basis is essential to maintaining economic resilience, however, these should be set at a cost that considers

full cost recovery and what local people can afford, taking into account the protected characteristics.

6.3 **Involvement (consultation, engagement, participation)**

6.3.1 The review of the Fees & Charges Register has been prepared in consultation with relevant officers.

6.3.2 Services look to involve partners and citizens in consultation where possible. The impact of these charges will be reviewed throughout the year by officers, along with any issues raised by users of the services affected.

6.4 **Thinking for the Long term (forward planning)**

6.4.1 Full cost recovery will support the long term financial resilience and the ability to maintain facilities and services for the people of Blaenau Gwent.

6.5 **Preventative focus**

6.5.1 Income generation contributes funding towards delivering Council Services and investing into early intervention and prevention activities.

6.6 **Collaboration / partnership working**

6.6.1 The Council works in partnership with Aneurin Leisure Trust to deliver services to the public in support of the well-being objectives.

6.7 **Integration (across service areas)**

6.7.1 The services provided have a positive impact socially and on the health and wellbeing of those who use the facilities provided.

6.8 **EqlA(screening and identifying if full impact assessment is needed)**

6.8.1 The Strategic Business Review on Fees and Charges have been subject to screening.

7. **Monitoring Arrangements**

State how the work will be monitored e.g. through scrutiny or directorate performance management arrangements

7.1 The regular review of the corporate fees and charges register is a vital component of the Council's budget setting proposal and should be monitored and refreshed to ensure it is in line with the Council's agreed income policy and Medium Term Financial Strategy.

7.1.1 Actual Income achieved from Fees & Charges during the financial year will be monitored and reported to Corporate Leadership Team and Members as part of the Financial Reporting Framework.

Background Documents /Electronic Links

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FEES & CHARGES REGISTER

2022/2023



Social Services

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Social Services	Non Residential Services	Maximum Charge	Regulated	per week	£100.00	£102.00	
Social Services	Non Residential Services	Home Care		per hour	£21.90	£22.30	
Social Services	Non Residential Services	Day Care		per session	£59.80	£61.00	
Social Services	Non Residential Services	Direct Payments		per hour	£15.10	£15.40	
Social Services	Residential	Part III Accommodation Charge (own provision)		per week	£895.10	£913.00	
Social Services	Respite Care	Augusta House (own provision)		per week	£3,047.30	£3,108.20	
Social Services	Residential Care Older People	Private Provider		per week	£626.00		£0.00
Social Services	General Nursing Care	Private Provider		per week	£690.00		£0.00
Social Services	EMI Residential Care	Private Provider		per week	£718.00		£0.00
Social Services	EMI Nursing Care	Private Provider		per week	£732.00		£0.00
Social services	Bert Denning Day Centre	Standard baseline fee		per session	£145.20	£148.10	
Social services	Bert Denning Hydro Therapy Pool	Fee for OLA and private customers weekdays		per session	£23.60	£24.10	
Social services	Bert Denning Hydro Therapy Pool	Fee for weekend use		per hour	£39.09	£39.90	
Social Services	Flying Start Childcare	Non Flying Start children childcare fees		per session	£10.40	£10.60	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Social Services	Early Years & Childcare	Mandatory training to our Early Years, Childcare & Play sector		per course	No Set Fee		
Communications-C2BG	Community Alarm & Telecare Service Charges	Monitoring fees- analogue lifeline with pendant- monthly			£5.80	£5.90	
Communications-C2BG	Community Alarm & Telecare Service Charges	Monitoring fees- Digital lifeline with sim card and pendant-monthly			New		£10.90
Communications-C2BG	Community Alarm & Telecare Service Charges	Monitoring fees- analogue lifeline with pendant with 5 additional sensors- monthly			£9.00	£9.20	
Communications-C2BG	Community Alarm & Telecare Service Charges	Monitoring fees- digital lifeline with pendant with 5 additional sensors- monthly			New		£14.20
Communications-C2BG	Community Alarm & Telecare Service Charges	Safety Package- (analogue) recommended by Social Worker-monthly			£5.80	£5.90	
Communications-C2BG	Community Alarm & Telecare Service Charges	Safety Package- (digital) recommended by Social Worker-monthly			New		£10.90
Communications-C2BG	Community Alarm & Telecare Service Charges	Initial Installation fees			£51.90	£52.90	
Communications-C2BG	Community Alarm & Telecare Service Charges	Further installation of additional sensors			£24.70		£30.10
Communications-C2BG	Community Alarm & Telecare Service Charges	Installation of non monitored equipment			£24.70	£25.20	
Communications-C2BG	Community Alarm & Telecare Service Charges	Replacement pendant			£46.10	£47.00	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Community Meals	Meals on Wheels	Meal and dessert		Per Serving	£4.80	£4.90	

RESOURCES

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Accountancy	Statement of Accounts Document	Per Copy		£19.80		£29.20
Accountancy	Fee for the administration of the Corporate Appointeeship function	Balance < £1,000		No Charge		
		Balance £1,000 to £3,500 (Per week)		£3.00		£3.10
		Balance >£3,500 (per week)		£5.50		£5.70
Revenues	Council Tax / NNDR	Summons Fees	Regulated	£10.00		£10.00
Revenues	Council Tax / NNDR	Liability Order Fees	Regulated	£52.50		£52.50
Revenues	Council Tax / NNDR - Enforcement	Section 12 Tribunal Court & Enforcement Act 2017 - Compliance Fee	Regulated	£75.00		£75.00
Revenues	Council Tax / NNDR - Enforcement	Section 12 Tribunal Court & Enforcement Act 2017 - Enforcement Fee	Regulated	£235.00		£235.00
Revenues	Council Tax / NNDR - Enforcement	Section 12 Tribunal Court & Enforcement Act 2017 - Sale or disposal stage	Regulated	£110.00		£110.00
Revenues	Administration Charge	Administration charge for the administration of a Residential Care deferred payment agreement		£57.50	£58.70	

CORPORATE SERVICES

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Legal	Section 278/38 Agreements	Small plan Large plan		Small plan Large plan	£28.80 £51.90	£29.40 £52.90	
Elections and Land Charges	Data copy of full electoral register	Purchase of information from Register	Regulated	Full electoral register which includes admin fees. (£20 plus £1.50 per 1,000 entries)	£96.50	£98.00	
Elections and Land Charges	Paper copy of full electoral register	Purchase of information from Register	Regulated	Full electoral register which includes admin fees.	£265.00	£270.00	
Registration	Legal Notice of Marriage / Civil Partnership	Legal Notice of Marriage / Civil Partnership for each person	Regulated	Per service	£35.00		£35.00
Registration	Wedding / Civil Partnership Certificates	Marriage / Civil Partnership Certificate on the Day	Regulated	Per service	£11.00	£11.00	
Registration	Wedding/Civil Partnership Ceremonies	Wedding / Civil Partnership in Homfray Suite, per service		Mon to Thur Fri and Sat	£485.00 £485.00	£495.00 £495.00	
Registration	Wedding/ Civil Partnership Ceremonies	Assembly Room/Carriage House/Band Stand/Llanhilleth Institute, per service		Mon to Thur Fri and Sat Sun and BH	£485.00 £485.00 £538.00	£495.00 £495.00	£550.00
Registrations	Wedding Ceremonies	Citizenship individual	Regulated	Per service	£80.00		£80.00
Registration	Non Statutory Ceremony	Statutory ceremony booking fee	Regulated	Per service	£46.00		£46.00
Registration	Non Statutory Ceremony	Non statutory ceremony Homfray Suite, per service		Mon to Thur Fri and Sat	£430.00 £430.00		£440.00 £440.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Registration	Non Statutory Ceremony	Non statutory ceremony in Assembly Room /Carriage House /Band Stand Llanhilleth Institute per service		Mon to Thur Fri and Sat Sun	£430.00 £430.00 £485.00	£495.00	£440.00 £440.00
Registration	Wedding Ceremonies	Solemnisation building for marriages	Regulated	Per service	£120.00		£120.00
Registration	Wedding Ceremonies	Register building for worship	Regulated	Per service	£28.00		£28.00
Registration	Approved Premises Licence	Approved premise application		Per service	£2,150.00	£2,195	
Registration	Certificates & Searches	Priority Certificate	Regulated	Birth Death Marriage	£35.00 £35.00 £35.00		£35.00 £35.00 £35.00
Registration	Certificates & Searches	CP certificate - day after ceremony	Regulated		£11.00		£11.00
Registration	Certificates	Additional search fees of historic records.		Per search 5 year 10 year General	£5.00 £5.00 £18.00	£5.50 £5.50	£18.50
Registration	Registrar's Fees	Certificate - On day	Regulated	Birth Death Marriage	£11.00 £11.00 £11.00		£11.00 £11.00 £11.00
Registration	Registrar's Fees	Certificate - From day after registration	Regulated	Birth Death Marriage	£11.00 £11.00 £11.00		£11.00 £11.00 £11.00
Registration	Registrar's Fees	Church Attendance	Regulated	Per service	£86.00		£86.00
Elections and Land Charges	Full Local Authority Search	For a full search information is provided from all relevant departments of the council and all land charges entries relating to the land or property are provided.		Per Search	£118.60	£121.00	

ENVIRONMENTAL SERVICES

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Engineers	Ordinary Water Course Consents	Consenting to allow works on or near an existing watercourse	Regulated	Per application	£50.00	£51.00	
Engineers	Inspection of sustainable drainage systems on new developments	Required by legislation introduced in January 2019	Regulated		£168.00	£171.40	
Countryside	Countryside	Trees - Public advice and processing of TPO applications are currently free of charge	Regulated		No Fee	No Fee	
Countryside	Countryside	Request for copies of TPOs			£34.70	£35.40	
Countryside	Countryside	Rights of way - copies of Definitive Map			£21.30	£21.70	
Countryside	Countryside	Rights of way - Stopping Up and Diversion Orders			£4,670.60	£4,764.00	
Countryside	Countryside	Temporary Prohibition of Pedestrian Order			£1,543.00	£1,573.90	
Countryside	Countryside	Community support work			Fee considered on a case by case basis, subject to a potential to secure funds if joint working on community projects		Fee considered on a case by case basis, subject to a potential to secure funds if joint working on community projects
Countryside	Personal Searches	Search enquiries correspondence to Solicitors/ Personal Search Companies			£40.40	£41.20	
Countryside	Personal Searches	Supply copies of Public Rights of Way Records/ Plans			£9.60	£9.80	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Community Services	Outdoor Street Markets	Charges per pitch for Abertillery, Brynmawr, Ebbw Vale and Tredegar Town Centre Markets		0-10 ft	£19.00		£19.00
				11-20 ft	£37.80		£37.80
				21-30 ft	£56.80		£56.80
				31-40 ft	£76.00		£76.00
				41+ft	£101.20		£101.20
Community Services	Street Cleansing	Hire of mechanical sweeper		Per hour	£58.50	£59.70	
Community Services	Street Cleansing	Removal of fly tipping		Per man per hour	£21.75	£22.20	
Community Services	Waste - Bulky Waste Collection			1 Item	£6.00	£6.10	
				2 Items	£12.00	£12.20	
				3 Items	£18.00	£18.40	
				4 Items	£24.00	£24.50	
				5 Items	£30.00	£30.60	
Community Services	Waste - Trade Waste - Quarterly Charge			120 ltr	£72.80	£74.26	
				240 ltr	£127.40	£129.95	
				360 ltr	£182.00	£185.64	
				660 ltr	£326.30	£332.83	
				1100 ltr	£552.60	£563.65	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Community Services	Waste - Trade Recycling - Weekly charge	Glass		120 ltr	£2.80	£2.86	
				240 ltr	£5.00	£5.10	
				55 ltr	£1.10	£1.12	
				80 ltr	£1.40	£1.43	
				120ltr	£2.00	£2.04	
		Paper & Cardboard		240 ltr	£3.25	£3.32	
				360 ltr	£4.50	£4.59	
				660 ltr	£8.20	£8.36	
				1,100 ltr	£13.50	£13.77	
				Plastic & Cans	55 ltr	£0.94	
80 ltr	£1.19	£1.21					
120 ltr	£1.70	£1.73					
240 ltr	£2.76	£2.82					
360 ltr	£3.83	£3.91					
Community Services	Trade Waste - Trade Recycling Wheeled Bin (food) weekly charge	Food Recycling - Wheeled Bin		23 ltr	£0.70	£0.71	
				140 ltr	£3.66	£3.73	
Community Services	Trade Waste	Replacement Wheeled Bin		120 ltr	£28.50	£29.07	
				240 ltr	£36.60	£37.33	
				360 ltr	£55.00	£56.10	
				660 ltr	£279.60	£285.19	
				1100 ltr	£303.20	£309.26	
Community Services	Trade Waste	Replacement Food Bin		140 ltr	£31.20	£31.82	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Community Services	Waste - Trade Waste Duty of Care Notice	Annual Administration Fee			£25.00	£25.50	
Community Services	Public Health - Stray Dogs - Chipping	Public Health - Stray Dogs - Chipping			Costs of chipping stray dogs are included within the stray dog release charging policy		Costs of chipping stray dogs are included within the stray dog release charging policy
Community Services	Community Services - Stray Dogs - Release Fee	Community Services - Stray Dogs - Release Fee (including Kennelling & Administration Charges)	Regulated	Minimum Fee	£80.00		£80.00
				Maximum Fee	£142.00		£142.00
Community Services	Penalty for non compliance	Penalty for litter dropping	Regulated	Fine	£125.00		£125.00
				Early repayment option	£100.00		£100.00
Community Services	Penalty for non compliance	Public Space Protection order	Regulated	Fine	£100.00		£100.00
Community Services	Cemeteries	Interment - Still born baby		Resident	No Fee		No Fee
				Non Resident	No Fee		No Fee
Community Services	Cemeteries	Interment - Children (18 years and under) - Exclusive Rights of Burial (EROB) only		Resident	£501.00		No Fee
				Non Resident	£1,003.00		No Fee
Community Services	Cemeteries	Interment - New grave - Double Depth		Resident	£1,655.00	£1,688.10	
				Non Resident	£3,310.00	£3,376.20	
Community Services	Cemeteries	Interment - Re-open of grave		Resident	£1,007.00	£1,027.10	
				Non Resident	£2,293.00	£2,054.20	
Community Services	Cemeteries	Interment - Exclusive right of burial (EROB)		Resident	£501.00	£511.00	
				Non Resident	£1,003.00	£1,022.00	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Community Services	Cemeteries	Cremated remains - New Grave (minimum depth) Ashes		Resident	£845.00	£861.90	
				Non Resident	£1,689.00	£1,723.80	
Community Services	Cemeteries	Cremated remains - Re-open of grave Ashes		Resident	£266.00	£271.30	
				Non Resident	£531.00	£542.60	
Community Services	Cemeteries	Cremated remains - Scattering of Ashes		Resident	£119.00	£121.40	
				Non Resident	£242.00	£242.80	
Community Services	Cemeteries	Cremated remains - Exclusive right of burial (EROB)		Resident	£501.00	£511.00	
				Non Resident	£1,003.00	£1,022.00	
Community Services	Cemeteries	Garden of rest plots - Cremated remains (new grave) Ashes		Resident	£345.00	£351.90	
				Non Resident	£690.00	£703.80	
Community Services	Cemeteries	Garden of rest plots - Cremated remains (re-open) Ashes		Resident	£115.00	£117.30	
				Non Resident	£232.00	£236.60	
Community Services	Cemeteries	Garden of rest plots - Exclusive right of burial (EROB)		Resident	£230.00	£234.60	
				Non Resident	£460.00	£469.20	
Community Services	Cemeteries	Memorials - Erect memorial		Resident	£233.00	£237.70	
				Non Resident	£467.00	£475.40	
Community Services	Cemeteries	Memorials - Additional inscription, replacement memorial		Resident	£119.00	£121.40	
				Non Resident	£242.00	£242.80	
Community Services	Cemeteries	Memorials - Memorial still born baby (exclusive right of burial (EROB)		Resident	£90.00	£91.80	
				Non Resident	£180.00	£183.60	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Community Services	Cemeteries	Memorials - Renovation, clean and re-anchor memorial		Resident	£38.00	£38.80	
				Non Resident	£73.00	£77.60	
Community Services	Cemeteries	Memorials - Small plaque		Resident	£119.00	£121.40	
				Non Resident	£242.00	£242.80	
Community Services	Cemeteries	Memorials - Additional application for surround/memorial		Resident	£195.00	£198.90	
				Non Resident	£388.00	£397.80	
Community Services	Cemeteries	Historical search (Resident)			£66.00	£67.30	
Community Services	Cemeteries	Memorials - Planting of Tree		Resident	£60.00	£61.20	
				Non Resident	£122.00	£122.40	
Community Services	Cemeteries	Memorials - Penalty for non compliance ie erecting monument without prior authorisation	0	Resident	£603.00	£615.10	
				Non Resident	£603.00	£615.10	
Community Services	Cemeteries	Assignment of Rights Transfer			£60.00	£61.20	
Community Services	Cemeteries	Exhumations			£1,150.00	£1,173.00	
		Exhumations - Ashes			£266.00	£271.30	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Community Services	Cemeteries	Interments outside normal cemetery hours		Interments after 2.00 p.m. Friday (additional cost)	£119.00	£121.40	
				Interments on Saturday (additional cost)	£482.00	£491.60	
				Scattering of ashes on Saturday	£103.00	£105.10	
Transport	Transport - MOT Tests:	Transport - MOT Tests: Standard vehicle (under 9 seats)	Fixed	Per MOT	£40.00		£40.00
Grounds	Grounds & Playing Fields - Matches	Rugby/Soccer		Senior	£93.80	£95.70	
				Junior	£54.10	£55.20	
Grounds	Grounds & Playing Fields - Matches	Grounds & playing fields training		Senior	£54.10	£55.20	
				Junior	£32.60	£33.30	
Grounds	Grounds & Playing Fields - Matches	Fairs			£423.30	£431.80	
Grounds	Grounds & Playing Fields - Matches	Carnivals/ Fetes			£152.00	£155.00	
Grounds	Grounds & Playing Fields - Matches	Unauthorised use			£83.60	£85.30	
Highways	Highways	Kerb drop initial inspection			£133.40	£136.10	
Highways	Highways	Skip Permits		Per week	£51.50		£51.50
Highways	Highways	Penalty for not obtaining appropriate skip licence			£133.40	£136.10	
Highways	Highways	Scaffold Permits		Per week	£64.60		£64.60
Highways	Highways	Penalty for not obtaining appropriate scaffolding licence			£133.40	£136.10	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Highways	Section 171 Notice	Application for temporary excavation		Per application	£200.20	£204.20	
Highways	Highways	Application for deposit of materials on the highway		Per application	£53.25	£54.30	
Highways	Highways	Highway inspection - Coring cost	Regulated	Per core (includes defect fee)	£125.50		£125.50
Highways	Highways	Defect inspection fees	Regulated	Per inspection	£47.50		£47.50
Highways	NRSA Section 76 Road Closure	Temporary road closure		Per application	£1,668.10	£1,701.50	
Highways	Section 50 Licence	Street works licence - New apparatus		Per application	£540.50	£551.30	
Highways	Highways	Signing, lighting and guiding - Route signs	Regulated		£47.50		£47.50
Transport	Transport - Tower Crane Oversailing the Highway Licence	Transport - Tower Crane Oversailing the Highway Licence: 10 Working days Notice required.			£133.40	£136.10	
Highways	NRSA Section 71 Defect fees	Inspection fee per unit	Regulated	Per inspection	£47.50		£47.50
Highways	Fixed Penalty Notices (Utility Companies)	FPN's are issued under NRSWA 1991. Fee per FPN.	Regulated	Fee (on time) Fee (Late payment)	£80.00 £120.00		£80.00 £120.00
Highways	NRSA Section 74 Notice	Utility Company overrun charges	Regulated	Per day Minimum	£100.00		£100.00
Highways	Temporary Road Closures	Temporary Road Closures for Events (non charitable)			£133.40	£136.10	
Highways	Multi Phased Light Application	Multi Phased Light Application			£93.50	£95.40	
Highways & Development	Street Naming and Numbering	Confirmation of address to Solicitors etc			£40.40	£41.20	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Highways & Development	Street Naming and Numbering	General enquiries from property owner / resident (e.g. confirmation of postal address, address anomalies including post code)			£40.40	£41.20	
Highways & Development	Street Naming and Numbering	Change of House Name / add a House Name or number to a property.			£40.40	£41.20	
Highways & Development	Street Naming and Numbering	Naming and numbering property conversions (including flats)		First Address	£40.40	£41.20	
				Per additional address	£23.10	£23.60	
Highways & Development	Street Naming and Numbering	Naming and numbering of developments		Single dwelling	£40.40	£41.20	
				Per additional plot (max 5 dwellings)	£23.10	£23.60	
				6-10 plots	£287.80	£293.60	
				11-50 plots	£460.50	£469.70	
				51-100	£633.30	£646.00	
				101+ plots	£978.70	£998.30	
Highways & Development	Street Naming and Numbering	Renumbering / changes to a development (after notification)		Fee	£230.30	£234.90	
				Plus additional charge per plot	£34.60	£35.30	
Highways & Development	Street Naming and Numbering	Street renaming at residents request Legal and replacement nameplate costs to be covered (cost per property)		Fee	£633.30	£646.00	
				Plus additional amount per property after	£34.60	£35.30	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Highways & Development	Personal Searches	Written response to Q2(a) confirming highway maintained by Highway Authority			£4.80	£4.90	
Highways & Development	Personal Searches	Supply of Plan indicating extent of highway maintained by Highway Authority			£9.60	£9.80	
Highways & Development	Personal Searches	Information on s38, s228, Agreements etc (Highways Act 1980)			£2.90	£3.00	
Highways & Development	Personal Searches	Land to be acquired for Road Works			£1.40	£1.40	
Highways & Development	Personal Searches	Information on Road Schemes			£5.80	£5.90	
Highways & Development	Personal Searches	Information on Railway Schemes			£3.50	£3.60	
Highways & Development	Personal Searches	Information on Traffic Schemes			£5.00	£5.10	
Highways & Development	Personal Searches	Outstanding Statutory Highway Notices			£1.40	£1.40	
Highways & Development	Personal Searches	Full Search to include all highway enquiries and plan			£34.40	£35.10	
Highways & Development	Personal Searches	Search enquiries correspondence to Solicitors/ Personal Search Companies			£40.40	£41.20	
Highways & Development	Personal Searches	Supply copies of Drainage Records/ Plans			£9.60	£9.80	
Highways & Development	Personal Searches	Search Enquiries to Solicitors			£40.40	£41.20	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Highways & Development	Access protection markings	Access protection markings		Single gate Access	£57.50	£58.70	
				Double gate/ driveway/ garage	£115.20	£117.50	
JPTU	Replacement concessionary travel passes	Fee for replacement travel pass		Per pass	£10.00		£10.00
Technical Services	Education - School Meals - Adults.	Per Meal. Fee effective from September		Staff	£3.50	2.86%	£3.60
				Student	£3.50		£3.60
Technical Services	Education - School Meals - Children.	Secondary Age Child (Years 7 to 11). Fee effective from September. Fee per meal. Primary Age Child (Nursery to Year 6). Fee effective from September. Fee per meal.		Secondary	£2.65	3.77%	£2.75
				Primary	£2.40	4.17%	£2.50

EDUCATION

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Education	Charges for Out of County Placements within PenYCwm Special School - Charge dependent on Category of Need	Category 1		£27,793		£28,696.30
		Category 2		£28,407		£29,330.20
		Category 3		£29,022		£29,965.30
		Category 4		£29,637		£30,600.30
		Teaching Assistant Level 1 (Grade 2 term Time only)		£0		£20,430.90
		Teaching Assistant Level 2 (Grade 3 term Time only)		£20,584		£21,252.60
		Teaching Assistant Level 2 (Grade 4 term Time only)				£23,469.25
		Teaching Assistant Level 3 (Grade 5 term Time only)				£27,496.97
Teaching Assistant Level 4 / HLTA (Grade 6 term Time only)		£31,558.82				

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Education	Charges for Out of County Placements within The Rivercentre Special School - Charge dependent on Category of Need	Category 1		£38,305		£39,550.00
		Category 2		£38,897		£40,160.80
		Category 3		£39,499		£40,782.20
		Category 4		£40,099		£41,402.50
		Teaching Assistant Level 1 (Grade 2 term Time only plus 1 Month)				£23,259.56
		Teaching Assistant Level 2 (Grade 3 term Time only plus 1 month)				£24,199.36
		Teaching Assistant Level 2 (Grade 4 term Time only plus 1 month)				£26,718.26
		Teaching Assistant Level 3 (Grade 5 term Time only plus 1 month)				£31,304.68
		Teaching Assistant Level 4 / HLTA (Grade 6 term Time only plus 1 month)				£35,928.36
Education	Charges for Out of County Placements - Resource Bases	Primary ASD Resource Base		£21,199		£21,887.70
		Primary Complex Needs Resource Base		£14,570		£15,043.20
		Secondary ASD Resource Base		£21,693		£22,398.40
		Secondary Complex Needs		£16,031		£16,552.30

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Education- Schools	Penalty for child being taking out of school during term time for a non- authorised absence-holidays etc	This fixed penalty notice is at the discretion of the Head Teacher	Yes	£60.00 if paid within 28 days, £120.00 if paid between days 29 and 42. If not paid then the case proceeds to Court.		£60.00 if paid within 28 days, £120.00 if paid between days 29 and 42. If not paid then the case proceeds to Court.

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Licensing	Hackney Carriage - Driver Fees	Renewable every 3 years		New Renewal 1 Year (discretionary)	£251.00 £251.00 £180.00		£251.00 £251.00 £180.00
Licensing	Hackney Carriage - Vehicle Fees	Annual		New Renewal	£295.00 £239.00		£295.00 £239.00
Licensing	Hackney Carriage - Driver Miscellaneous Fees	Replacement licence Replacement Badge Replacement licence and badge			£16.50 £19.50 £13.75		£16.50 £19.50 £13.75
Licensing	Hackney Carriage - Vehicle Miscellaneous Fees	Re-test Transfer of Licence Replacement vehicle Replacement Internal Plate Replacement Back Plate Replacement door sticker (2) Replacement full set of plates and stickers Change licence type Change seating capacity Change registration number			£46.00 £41.85 £132.00 £13.00 £13.00 £0.00 £21.50 £33.50 £29.50 £23.00		£46.00 £41.85 £132.00 £13.00 £13.00 £0.00 £21.50 £33.50 £29.50 £23.00
Licensing	Private Hire - Driver Fees	Renewable every 3 years		New Renewal 1 Year (discretionary)	£251.00 £251.00 £180.00		£251.00 £251.00 £180.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Licensing	Private Hire - Operators Fees	5 year licence - new 5 year licence - renew New 1 year discretionary licence Replacement licence			£324.00 £297.00 £156.50 £13.74		£324.00 £297.00 £156.50 £13.74
Licensing	Private Hire - Vehicles - Vehicle Licence	Annual		Standard Renewal	£295.00 £239.00		£295.00 £239.00
Licensing	Private Hire - Driver Miscellaneous Fees	Replacement licence Replacement Badge Replacement licence and badge			£16.50 £19.50 £13.75		£16.50 £19.50 £13.75
Licensing	Private Hire - Vehicle Miscellaneous Fees	Re-test Transfer of Licence Replacement vehicle Replacement Internal Plate Replacement Back Plate Replacement door sticker (2) Replacement full set of plates and stickers Change licence type Change seating capacity Change registration number			£46.00 £41.00 £132.00 £13.00 £14.50 £14.50 £21.50 £33.50 £29.50 £23.00		£46.00 £41.00 £132.00 £13.00 £14.50 £14.50 £21.50 £33.50 £29.50 £23.00
Licensing	TAXI - All Licences	Change name and address			£13.75		£13.75
Licensing	Scrap Metal Collectors Licence	New - 3 yearly Renewal - 3 yearly		New Renewal	£368.26 £349.36		£368.26 £349.36

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Licensing	Scrap Metal Site Licence	New - 3 yearly		New	£482.56		£482.56
		Variation		Variation	£334.06		£334.06
Licensing	Miscellaneous	Change site manager			£35.60		£35.60
		Replacement licence			£27.00		£27.00
Licensing	Temporary Event Notice	Temporary Event Notice (up to 499 persons)	Regulated		£21.00		£21.00
		Replacement			£10.50		£10.50
		Application			£21.00		£21.00
Licensing	Street Trading Consent	Temporary Consent		Upto 28 Days	£69.00		£69.00
		Permanent Consent and Mobile Trader		New application	£649.98		£649.98
				Renewal application	£600.78		£600.78
				Initial deposit - new and renewal, permanent and mobile applications	£100.00		£100.00
		Transfer		Transfer	£60.90		£60.90
		Variation of Permanent Consent		Minor Variation	£43.70		£43.70
			Full Variation	£59.90		£59.90	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Licensing	Bingo Premises Licence	New licence			£988.00		£988.00
		Provisional statement			£906.00		£906.00
		New licence premises with provisional statement			£982.00		£982.00
		Annual Fee			£722.00		£722.00
		Variation			£982.00		£982.00
		Transfer			£879.00		£879.00
		Re-instatement			£882.00		£882.00
		Copy			£25.00		£25.00
		Change of Circumstances			£50.00		£50.00
Licensing	Adult Gaming Centre	New licence			£988.00		£988.00
		Provisional Statement			£906.00		£906.00
		New licence premises with provisional statement			£962.00		£962.00
		Annual Fee			£722.00		£722.00
		Variation			£982.00		£982.00
		Transfer			£879.00		£879.00
		Re-instatement			£882.00		£882.00
		Copy			£25.00		£25.00
		Change of Circumstances			£50.00		£50.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Licensing	Betting Premises Licence	New licence			£988.00		£988.00
		Provisional Statement			£906.00		£906.00
		New licence premises with provisional statement			£982.00		£982.00
		Annual Fee			£600.00		£600.00
		Variation			£982.00		£982.00
		Transfer			£879.00		£879.00
		Re-instatement			£882.00		£882.00
		Copy			£25.00		£25.00
		Change of Circumstances			£50.00		£50.00
Licensing	Family Entertainment Centre Licence	New licence			£988.00		£988.00
		Provisional Statement			£906.00		£906.00
		New licence premises with provisional statement			£950.00		£950.00
		Annual Fee			£722.00		£722.00
		Variation			£982.00		£982.00
		Transfer			£879.00		£879.00
		Re-instatement			£882.00		£882.00
		Copy			£25.00		£25.00
		Change of Circumstances			£50.00		£50.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Licensing	Track Betting Licence	New licence			£988.00		£988.00
		Provisional Statement			£906.00		£906.00
		New licence premises with provisional statement			£950.00		£950.00
		Annual Fee			£722.00		£722.00
		Variation			£982.00		£982.00
		Transfer			£879.00		£879.00
		Re-instatement			£882.00		£882.00
		Copy			£25.00		£25.00
		Change of Circumstances			£50.00		£50.00
Licensing	Small Casino Licence	New licence			£7,200.00		£7,200.00
		Provisional statement			£7,200.00		£7,200.00
		New licence premises with provisional statement			£2,700.00		£2,700.00
		Annual Fee			£4,500.00		£4,500.00
		Variation			£2,600.00		£2,600.00
		Transfer			£1,620.00		£1,620.00
		Re-instatement			£1,620.00		£1,620.00
		Copy			£25.00		£25.00
		Change of Circumstances			£50.00		£50.00
Licensing	Unlicensed Family Entertainment Centre Permit	Application Fee	Regulated		£300.00		£300.00
		Renewal Fee			£300.00		£300.00
		Change of name			£25.00		£25.00
		Copy of Permit			£15.00		£15.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Licensing	Prize Gaming Permit	Application Fee Renewal Fee Change of name Copy of Permit	Regulated		£300.00 £300.00 £25.00 £15.00		£300.00 £300.00 £25.00 £15.00
Licensing	Gaming Machines for Alcohol Licensed Premises	Notification of Gaming Machines in alcohol licensed premises (up to 2 machines) (no annual fee) Licensed Premises Gaming Permit (More than 2 machines) application fee where there is an existing permit in place Licensed Premises Gaming Permit (More than 2 machines) application Application to vary a permit Application to transfer a permit Change of Name Annual Fee (due 30 days after the issue of the permit) Copy of Permit	Regulated		£50.00 £100.00 £150.00 £100.00 £25.00 £25.00 £50.00 £15.00		£50.00 £100.00 £150.00 £100.00 £25.00 £25.00 £50.00 £15.00
Licensing	New Club Gaming / Machine Permit (CMP)	Application for a New Club Gaming / Machine Permit (as & when)	Regulated	With a club premises certificate Without a club premises certificate	£100.00 £200.00		£100.00 £200.00
Licensing	Club Gaming / Machine Permit (CMP) Renewal	Renewal for a New Club Gaming / Machine Permit (as & when)	Regulated	With a club premises certificate Without a club premises certificate	£100.00 £200.00		£100.00 £200.00
Licensing	Annual fee Club Gaming / Machine Permit	Annual fee for a Club Gaming / Machine Permit	Regulated		£50.00		£50.00
Licensing	Club Gaming / Machine Permit Miscellaneous	Application to vary a permit Copy of Permit	Regulated		£100.00 £15.00		£100.00 £15.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Licensing	Alcohol Licence Notification / Permit	Applications, renewals, misc payments relating to Alcohol Licence Notification / Permit	Regulated		£50.00		£50.00
Licensing	New Lottery Registration	Application for Lottery Registration (as and when)	Regulated		£40.00		£40.00
Licensing	Lottery Annual Fee	Annual fee for a small society lottery registration	Regulated		£20.00		£20.00
Licensing	Application for a New Premises Licence (as & when)	Depends on the rateable value of the premises. For premises in Band D or E, where the premises is used primarily for the supply of alcohol for consumption on the premises, the fee is doubled. Where the number of persons allowed on the premises exceeds 5,000 an additional fee is payable on a sliding scale from £1,000 for 5,000 to 9,999 persons to £64,000 for 90,000 persons and over	Regulated	Band A Band B Band C Band D Band E	£100.00 £190.00 £315.00 £450.00 £635.00		£100.00 £190.00 £315.00 £450.00 £635.00
Licensing	Application for the Variation of a Premises Licence (as & when)	Depends on the rateable value of the premises. For premises in Band D or E, where the premises is used primarily for the supply of alcohol for consumption on the premises, the fee is doubled. Where the number of persons allowed on the premises exceeds 5,000 an additional fee is payable on a sliding scale from £1,000 for 5,000 to 9,999 persons to £64,000 for 90,000 persons and over	Regulated	Band A Band B Band C Band D Band E	£100.00 £190.00 £315.00 £450.00 £635.00		£100.00 £190.00 £315.00 £450.00 £635.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Licensing	Annual fee for a Premises Licence	Depends on the rateable value of the premises. Where the number of persons allowed on the premises exceeds 5,000 an additional annual fee is payable on a sliding scale from £500 for 5,000 to 9,999 persons to £32,000 for 90,000 persons and over.	Regulated	Band A Band B Band C Band D Band E	£70.00 £180.00 £295.00 £320.00 £350.00		£70.00 £180.00 £295.00 £320.00 £350.00
Licensing	Premises Licence Miscellaneous	Replacement licence Vary the Designated Premises Supervisor in a Premises Transfer licence Change name or address on licence Minor variation Temporary event notice Provisional Statement Interim authority notice	Regulated		£10.50 £23.00 £23.00 £10.50 £89.00 £21.00 £315.00 £23.00		£10.50 £23.00 £23.00 £10.50 £89.00 £21.00 £315.00 £23.00
Licensing	Application for a New Club Premises certificate (as & when)	Depends on the rateable value of the premises. For premises in Band D or E, where the premises is used primarily for the supply of alcohol for consumption on the premises, the fee is doubled. Where the number of persons allowed on the premises exceeds 5,000 an additional fee is payable on a sliding scale from £1,000 for 5,000 to 9,999 persons to £64,000 for 90,000 persons and over.	Regulated	Band A Band B Band C Band D Band E	£100.00 £190.00 £315.00 £450.00 £635.00		£100.00 £190.00 £315.00 £450.00 £635.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Licensing	Application to vary a club premises certificate (as & when)	Depends on the rateable value of the premises. For premises in Band D or E, where the premises is used primarily for the supply of alcohol for consumption on the premises, the fee is doubled. Where the number of persons allowed on the premises exceeds 5,000 an additional fee is payable on a sliding scale from £1000 for 5,000 to 9,999 persons to £64,000 for 90,000 persons and over	Regulated	Band A Band B Band C Band D Band E	£100.00 £190.00 £315.00 £450.00 £635.00		£100.00 £190.00 £315.00 £450.00 £635.00
Licensing	Annual Fee for a Club Premises Certificate (Annually)	Depends on the rateable value of the premises. Where the number of persons allowed on the premises exceeds 5,000 an additional annual fee is payable on a sliding scale from £500 for 5,000 to 9,999 persons to £32,000 for 90,000 persons and over	Regulated	Band A Band B Band C Band D Band E	£70.00 £180.00 £295.00 £320.00 £350.00		£70.00 £180.00 £295.00 £320.00 £350.00
Licensing	Club Premises Certificate Miscellaneous	Replacement licence Minor variation Change of registered address of club	Regulated		£10.50 £89.00 £10.50		£10.50 £89.00 £10.50
Licensing	Personal Licence	Replacement Application Change of name or address	Regulated		£10.50 £37.00 £10.50		£10.50 £37.00 £10.50
Licensing	Licensing - Sex Establishments	No fee set		Grant of Licence Renewal Transfer of Licence (All)	£612.42 £410.82 £601.62		£612.42 £410.82 £601.62

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Licensing	Film Classification	Reclassification of a film			£372.23		£372.23
		New unclassified film			£276.53		£276.53
		Copy of licence			£18.90		£18.90
Licensing	Hypnosis Licence	Hypnosis – single event			£40.30		£40.30
Licensing	Licensing - Riding Establishments	Riding Establishments - Service provided by Powys Council.		Cat 1 (1-29 Horses)	£374.00		£328.00
				Cat 2 (> 30 Horses)	£416.00		£366.00
Licensing	Licensing - Pet Shops	Pet Shops - Service provided by Powys Council.			£303.00		£282.00
Licensing	Licensing - Dog Breeder	Dog Breeder - Service provided by Powys Council.		Cat 1 (1-10 dogs)	£315.00		£328.00
				Cat 2 (11-30 dogs)	£345.00		£375.00
				Cat C (>31 dogs)	£375.00		£421.00
Licensing	Licensing - Boarding Establishment	Boarding Establishment - Service provided by Powys Council.		Cat A	£211.00		£253.00
				Cat B	£221.00		N/A
				Cat C	£230.00		N/A
Licensing	Licensing - Home Boarder / Day Care	Provided by Powys CBC			£268.00		£186.00
Licensing	Licensing - Zoo	Zoo - Service Provided by Powys Council.		Initial 4 year licence - Per annum	£374.00		£1,717.00
				Subsequent renewal 6 year licence - per annum	£331.83		£2,341.00
Licensing	Licensing - Dangerous Wild Animals	2 year licence - Service provided by Powys Council.		2 year licence - per annum	£365.00		£575.00

ECONOMY

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Economic Development	Commercial Bookings in Town Centres	Ebbw Vale, Tredegar, Blaina, Abertillery & Brynmawr Town Centres		Per day (excl VAT)	£64.60	£65.89	
Economic Development	General Offices Room Hire	Large Conference Room Jack Williams VC Hall		Full Day (excl. VAT) Half Day (excl. VAT) Hourly (Excl VAT)	£266.22 £177.48 £88.74	£271.54 £181.03 £90.51	
Economic Development	General Offices Room Hire	Cinema		Full Day (excl. VAT) Half Day (excl. VAT) Hourly (Excl VAT)	£163.71 £109.14 £54.47	£166.98 £111.32 £55.56	
Economic Development	General Offices Room Hire	PA System		Excl. VAT	£58.24	£59.40	
Economic Development	General Offices Room Hire	Projector Hire		External - Excl. VAT Internal	£34.88 £18.46	£35.58 £18.83	
Economic Development	General Offices Room Hire	Laptop Hire		Excl. VAT	£18.46	£18.83	
Economic Development	General Offices Room Hire	Laptop/Projector Combo Hire		Internal	£39.58	£40.37	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Economic Development	General Offices Room Hire	Flip Chart and Stand		Excl. VAT	£5.61	£5.72	
Economic Development	General Offices Room Hire	Sand Pit Technology Hire		Excl. VAT	£87.41	£89.16	
Economic Development	General Offices Room Hire	Lectern Hire		Excl. VAT	£23.36	£23.83	
Economic Development	General Offices Room Hire	Buffet Service Charge			5% Service Charge applied to Buffets		5% Service Charge applied to Buffets
Economic Development	General Offices Room Hire	Refreshments		Teas / Coffees, per Cup	£1.43	£1.46	
				Fruit Juice, per Jug	£5.00	£5.10	
				Squash, per Jug	£1.33	£1.36	
				Biscuits, per Plate	£2.35	£2.40	
Economic Development	Construction Skills Certification Scheme Test	CSCS is a compulsory construction accreditation that site workers are required to have prior to going out to work on construction sites. The Authority has an approved Pearson Vue Test Centre at the General Offices providing and invigilating online assessments for all CSCS related examinations.	Fixed		£31.50		

PLANNING SERVICES

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Planning	Planning	Adopted BG local development plan, written statement and proposal maps			£45.00		£50.00
Planning	Level 1 Enquiry - Compliance and Information	Confirmation that planning conditions or s106 obligations have been discharged or that development has been completed in accordance with the planning permission (per enquiry)		Householder Single House All other Compliance Checks Site History	£60.00 £120.00 25% of the Original Planning Application fee (with Officer discretion to negotiate a price on larger schemes) £40.00		£60.00 £120.00 £40.00
Planning	Level 2 Enquiry - Householder	<ul style="list-style-type: none"> • Alterations, extensions, conservatories and loft conversions • Walls and fences • Garages, sheds and other curtilage buildings • Operate a business from home • Micro generation for heat or electricity • Extend garden / curtilage 		Written Advice Meeting with follow up written advice	£30.00 £60.00	£61.20	£30.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Planning	Level 3 Enquiry - Minor Development	<ul style="list-style-type: none"> • Permitted Development enquiry (non-householder) • Alterations to exterior of commercial or retail or industrial premises (inc. solar panels) • Advertisements 		Written Advice	£60.00	£122.40	£60.00
				Meeting with follow up written advice	£120.00		
		- New Build or Change of Use - Single Dwelling		Written Advice	£120.00		
	Meeting with follow up written advice	£240.00					
Planning	Level 4 Enquiry - Residential Development	- New Build or Change of Use - 2 - units or Site area 0.49ha or less		Written Advice	£240.00	£489.60	£240.00
				Meeting with follow up written advice	£480.00		

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Planning	Level 5 Enquiry - Business Commercial Development	• Non residential 999sqm or less floorspace or site area less than 0.99ha		Written Advice	£240.00	£489.60	£240.00
				Meeting with follow up written advice	£480.00		
Planning	Level 6 - Major Development	• Residential 10 - 25 Units • Non residential site area of 1ha+ or floor space 1,000sqm+ • Waste and Minerals development		Written Advice	£600.00	£612.00	£900.00
				Meeting with follow up written advice	£900.00		
Planning	Level 7 Enquiry - Energy	- Wind turbine(s) / Solar park		Written Advice	£720.00	£1,224.00	£720.00
				Meeting with follow up written advice	£1,200.00		
Planning	Level 8 Enquiry - Large Major	Residential Development 24+		Written Advice	£1,200.00	£1,836.00	£1,200.00
				Meeting with follow up written advice	£1,800.00		

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Planning	New Welsh Government Prelim Fees	New Welsh Government Prelim Fees - there are only a few instances where applicants will elect to use the WG scheme.	Fixed	Householder	£25.00		£25.00
				Minor Development (1-9 dwellings, floor space including change of use less than 999sqm)	£250.00		£250.00
				Major Development (1-24 dwellings, floor space including change of use 1,000 to 1,999sqm)	£600.00		£600.00
				Large Major Development (more than 24 dwellings, floor space including change more than 1,999sqm)	£1,000.00		£1,000.00
Development Management	Outline Applications	Outline Applications	Fixed		£460 per 0.1 ha (or part thereof). More than 2.5ha £11,500 plus £120 per additional 0.1ha. Maximum £150,000		£460 per 0.1 ha (or part thereof). More than 2.5ha £11,500 plus £120 per additional 0.1ha. Maximum £150,000
Development Management	Reserved Matters Applications	Reserved Matters Applications	Fixed		Fee calculated on floor space / number of dwellings		Fee calculated on floor space / number of dwellings

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Development Management	Full Applications	House Extension, Garage/Shed, Fences/walls	Fixed		£230.00		£230.00
Development Management	Full Applications	Erection of new dwelling	Fixed		£460 per dwelling up to 50 dwellings. (Then £23,000 +£100 per each dwelling over 50) Subject to max of £300,000		£460 per dwelling up to 50 dwellings. (Then £23,000 +£100 per each dwelling over 50) Subject to max of £300,000
Development Management	Non Residential	Non Residential - Less than 40m2 new floor space	Fixed		£230.00		£230.00
		Non Residential - Between 40 - 75m2	Fixed		£460.00		£460.00
		Non Residential - Thereafter £380.00 per 75m2 (or part thereof)	Fixed		Maximum £300,000		Maximum £300,000
Development Management	Agricultural	Agricultural less than 465m2	Fixed		£85.00		£85.00
		Agricultural between 465 - 540m2	Fixed		£460.00		£460.00
		Agricultural 540m2 or more	Fixed		£460 + £460 per 75m2 thereafter. Max £300,000		£460 + £460 per 75m2 thereafter. Max £300,000
Development Management	Change of Use	Change of use - subdivision of dwellings	Fixed		£460 per additional dwelling created up to 50 dwellings. £23,000 + £120 for each in excess of 50 to a maximum of £300,000.		£460 per additional dwelling created up to 50 dwellings. £23,000 + £120 for each in excess of 50 to a maximum of £300,000.
Development Management	Change of Use	Change of use - other changes of use	Fixed		£460.00		£460.00
Development Management	Mineral Applications	Mineral Applications - use of land for the winning	Fixed		£230 per 0.1 ha (or part thereof). Sites exceeding 15ha		£230 per 0.1 ha (or part thereof). Sites exceeding 15ha

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Development Management	Mineral Applications	Mineral Applications - Storage or working of minerals	Fixed		£34,500 + £120 per 0.1ha. Max £74,500		£34,500 + £120 per 0.1ha. Max £74,500
Development Management	Miscellaneous	Erection of plant and machinery	Fixed		£460 per 0.1 ha (or part thereof). Thereafter £120 for each additional 0.1ha over 5 ha. Max £300,000		£460 per 0.1 ha (or part thereof). Thereafter £120 for each additional 0.1ha over 5 ha. Max £300,000
Development Management	Miscellaneous	Car Parks/services roads/access	Fixed		£230.00		£230.00
Development Management	Miscellaneous	All other operations	Fixed		£230 per 0.1 ha (or part thereof) up to a maximum of £300,000		£230 per 0.1 ha (or part thereof) up to a maximum of £300,000
Development Management	Other Applications	Variation/removal condition	Fixed		£230.00		£230.00
Development Management	Other Applications	Renewal of planning permission	Fixed		£190.00		£190.00
Development Management	Other Applications	Listed Building Applications	Fixed		No fee		No fee
Development Management	Other Applications	TPO Applications	Fixed		No fee		No fee
Development Management	Other Applications	Advertisements on business premises or forecourt	Fixed		£120.00		£120.00
Development Management	Other Applications	All other advertisements	Fixed		£460.00		£460.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Building Control	New Dwellings Plan / Inspection / Building Notice Charge	Up to 2 Storeys - 1 dwelling(s)	Regulated		£594.00		£594.00
		Up to 2 Storeys - 2 dwelling(s)		£726.00	£726.00		
		Up to 2 Storeys - 3 dwelling(s)		£990.00	£990.00		
		Up to 2 Storeys - 4 dwelling(s)		£1,122.00	£1,122.00		
		Up to 2 Storeys - 5 dwelling(s)		£1,320.00	£1,320.00		
		Up to 2 Storeys - 6 dwelling(s)		£1,452.00	£1,452.00		
		Up to 2 Storeys - 7 dwelling(s)		£1,716.00	£1,716.00		
		Up to 2 Storeys - 8 dwelling(s)		£1,914.00	£1,914.00		
		Up to 2 Storeys - 9 dwelling(s)		£2,046.00	£2,046.00		
		Up to 2 Storeys - 10 dwelling(s)		£2,178.00	£2,178.00		
Building Control	New Dwellings Plan / Inspection / Building Notice Charge	Up to 2 Storeys - 11 dwelling(s)	Regulated		£2,442.00		£2,442.00
		Up to 2 Storeys - 12 dwelling(s)		£2,574.00	£2,574.00		
		Up to 2 Storeys - 13 dwelling(s)		£2,772.00	£2,772.00		
		Up to 2 Storeys - 14 dwelling(s)		£2,970.00	£2,970.00		
		Up to 2 Storeys - 15 dwelling(s)		£3,168.00	£3,168.00		
		Up to 2 Storeys - 16 dwelling(s)		£3,366.00	£3,366.00		
		Up to 2 Storeys - 17 dwelling(s)		£3,498.00	£3,498.00		
		Up to 2 Storeys - 18 dwelling(s)		£3,696.00	£3,696.00		
		Up to 2 Storeys - 19 dwelling(s)		£3,894.00	£3,894.00		
		Up to 2 Storeys - 20 dwelling(s)		£4,026.00	£4,026.00		
Building Control	New Dwellings Plan / Inspection / Building Notice Charge	3 Storey - 1 dwelling(s)	Regulated		£660.00		£660.00
		3 Storey - 2 dwelling(s)		£792.00	£792.00		
		3 Storey - 3 dwelling(s)		£1,056.00	£1,056.00		
		3 Storey - 4 dwelling(s)		£1,188.00	£1,188.00		
		3 Storey - 5 dwelling(s)		£1,386.00	£1,386.00		
		3 Storey - 6 dwelling(s)		£1,518.00	£1,518.00		
		3 Storey - 7 dwelling(s)		£1,782.00	£1,782.00		
		3 Storey - 8 dwelling(s)		£1,980.00	£1,980.00		
		3 Storey - 9 dwelling(s)		£2,112.00	£2,112.00		
		3 Storey - 10 dwelling(s)		£2,244.00	£2,244.00		

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Building Control	New Dwellings Plan / Inspection / Building Notice Charge	3 Storey - 11 dwelling(s)	Regulated		£2,508.00		£2,508.00
		3 Storey - 12 dwelling(s)		£2,640.00	£2,640.00		
		3 Storey - 13 dwelling(s)		£2,838.00	£2,838.00		
		3 Storey - 14 dwelling(s)		£3,036.00	£3,036.00		
		3 Storey - 15 dwelling(s)		£3,234.00	£3,234.00		
		3 Storey - 16 dwelling(s)		£3,432.00	£3,432.00		
		3 Storey - 17 dwelling(s)		£3,564.00	£3,564.00		
		3 Storey - 18 dwelling(s)		£3,762.00	£3,762.00		
		3 Storey - 19 dwelling(s)		£3,960.00	£3,960.00		
		3 Storey - 20 dwelling(s)		£4,092.00	£4,092.00		
Building Control	New Dwellings Regularisation Charge	Up to 2 Storeys - 1 dwelling(s)	Regulated		£742.50		£742.50
		Up to 2 Storeys - 2 dwelling(s)		£907.50	£907.50		
		Up to 2 Storeys - 3 dwelling(s)		£1,237.50	£1,237.50		
		Up to 2 Storeys - 4 dwelling(s)		£1,402.50	£1,402.50		
		Up to 2 Storeys - 5 dwelling(s)		£1,650.00	£1,650.00		
		Up to 2 Storeys - 6 dwelling(s)		£1,815.00	£1,815.00		
		Up to 2 Storeys - 7 dwelling(s)		£2,145.00	£2,145.00		
		Up to 2 Storeys - 8 dwelling(s)		£2,392.50	£2,392.50		
		Up to 2 Storeys - 9 dwelling(s)		£2,557.50	£2,557.50		
		Up to 2 Storeys - 10 dwelling(s)		£2,722.50	£2,722.50		
Building Control	New Dwellings Regularisation Charge	Up to 2 Storeys - 11 dwelling(s)	Regulated		£3,052.00		£3,052.00
		Up to 2 Storeys - 12 dwelling(s)		£3,217.50	£3,217.50		
		Up to 2 Storeys - 13 dwelling(s)		£3,465.00	£3,465.00		
		Up to 2 Storeys - 14 dwelling(s)		£3,712.50	£3,712.50		
		Up to 2 Storeys - 15 dwelling(s)		£3,960.00	£3,960.00		
		Up to 2 Storeys - 16 dwelling(s)		£4,207.50	£4,207.50		
		Up to 2 Storeys - 17 dwelling(s)		£4,372.50	£4,372.50		
		Up to 2 Storeys - 18 dwelling(s)		£4,620.00	£4,620.00		
		Up to 2 Storeys - 19 dwelling(s)		£4,867.50	£4,867.50		
		Up to 2 Storeys - 20 dwelling(s)		£5,032.50	£5,032.50		

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Building Control	New Dwellings Regularisation Charge	3 Storeys - 1 dwelling(s)	Regulated		£825.00		£825.00
		3 Storeys - 2 dwelling(s)			£990.00		£990.00
		3 Storeys - 3 dwelling(s)			£1,320.00		£1,320.00
		3 Storeys - 4 dwelling(s)			£1,485.00		£1,485.00
		3 Storeys - 5 dwelling(s)			£1,732.50		£1,732.50
		3 Storeys - 6 dwelling(s)			£1,897.50		£1,897.50
		3 Storeys - 7 dwelling(s)			£2,227.50		£2,227.50
		3 Storeys - 8 dwelling(s)			£2,475.00		£2,475.00
		3 Storeys - 9 dwelling(s)			£2,640.00		£2,640.00
		3 Storeys - 10 dwelling(s)			£2,805.00		£2,805.00
Building Control	New Dwellings Regularisation Charge	3 Storeys - 11 dwelling(s)	Regulated		£3,135.00		£3,135.00
		3 Storeys - 12 dwelling(s)			£3,300.00		£3,300.00
		3 Storeys - 13 dwelling(s)			£3,547.50		£3,547.50
		3 Storeys - 14 dwelling(s)			£3,795.00		£3,795.00
		3 Storeys - 15 dwelling(s)			£4,042.50		£4,042.50
		3 Storeys - 16 dwelling(s)			£4,290.00		£4,290.00
		3 Storeys - 17 dwelling(s)			£4,455.00		£4,455.00
		3 Storeys - 18 dwelling(s)			£4,702.00		£4,702.00
		3 Storeys - 19 dwelling(s)			£4,950.00		£4,950.00
		3 Storeys - 20 dwelling(s)			£5,115.00		£5,115.00
Building Control	Domestic Extensions and Alterations	Extension to dwelling floor area not exceeding 10m2 - up to 2 storeys	Regulated	Plan / Building Notice Charge	£330.00		£330.00
				Regularisation Charge	£412.50		£412.50
				Additional charge	£198.00		£198.00
Building Control	Domestic Extensions and Alterations	Extension to dwelling floor area exceeding 10m2 but not exceeding 40m2 - up to 2 storeys	Regulated	Plan / Building Notice Charge	£462.00		£462.00
				Regularisation Charge	£577.50		£577.50
				Additional charge	£198.00		£198.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Building Control	Domestic Extensions and Alterations	Extension to dwelling floor area exceeding 40m2 but not exceeding 60m2 - up to 2 storeys	Regulated	Plan / Building Notice Charge	£528.00		£528.00
				Regularisation Charge	£660.00		£660.00
				Additional Charge	£198.00		£198.00
Building Control	Garages and Car Ports	Erection or extension of a non exempt detached single domestic garage or carport up to 60m2	Regulated	Plan / Building Notice Charge	£198.00		£198.00
				Regularisation Charge	£247.50		£247.50
				Additional Charge	£198.00		£198.00
Building Control	Garages and Car Ports	Erection of a non exempt attached single storey extension of a domestic garage or carport up to 60m2	Regulated	Plan / Building Notice charge	£264.00		£264.00
				Regularisation charge	£330.00		£330.00
				Additional charge	£198.00		£198.00
Building Control	Garages and Car Ports	Erection of two storey detached garage or carport up to 60m2	Regulated	Plan / Building Notice Charge	£330.00		£330.00
				Regularisation Charge	£412.50		£412.50
				Additional charge	£198.00		£198.00
Building Control	Other	Conversion of a garage to form part of a dwelling	Regulated	Plan / Building Notice charge	£198.00		£198.00
				Regularisation charge	£247.50		£247.50
				Additional charge	£198.00		£198.00
Building Control	Other	Conversion of existing attic space (up to 50m2) to form 1 room as part of a dwelling	Regulated	Plan / Building Notice Charge	£198.00		£198.00
				Regularisation Charge	£247.50		£247.50
				Additional Charge	£198.00		£198.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Building Control	Domestic alterations to a single building	Alterations, installation of fittings (not electrical and/or structural alterations (Internal or external) Estimated Cost £0 - £5000	Regulated	Plan / Building Notice Charge	£132.00		£132.00
				Regularisation Charge	£165.00		£165.00
Building Control	Domestic alterations to a single building	Alterations, installation of fittings (not electrical and/or structural alterations (Internal or external) Estimated Cost £5001 - £10,000	Regulated	Plan / Building Notice charge	£198.00		£198.00
				Regularisation charge	£247.50		£247.50
Building Control	Domestic alterations to a single building	Alterations, installation of fittings (not electrical and/or structural alterations (Internal or external) Estimated Cost £10,001 - £15,000	Regulated	Plan / Building Notice Charge	£264.00		£264.00
				Regularisation Charge	£330.00		£330.00
Building Control	Domestic alterations to a single building	Alterations, installation of fittings (not electrical and/or structural alterations (Internal or external) Estimated Cost £15,001 - £25,000	Regulated	Plan / Building Notice Charge	£396.00		£396.00
				Regularisation Charge	£495.00		£495.00
Building Control	Domestic alterations to a single building	Alterations, installation of fittings (not electrical and/or structural alterations (Internal or external) Estimated Cost £25,001 - £35,000	Regulated	Plan / Building Notice Charge	£462.00		£462.00
				Regularisation Charge	£577.50		£577.50
Building Control	Domestic alterations to a single building	Alterations, installation of fittings (not electrical and/or structural alterations (Internal or external) Estimated Cost £35,001 - £50,000	Regulated	Plan / Building Notice Charge	£528.00		£528.00
				Regularisation Charge	£660.00		£660.00
Building Control	Domestic alterations to a single building	Alterations , installation of fittings (not electrical and/or structural alterations (Internal or external) Estimated Cost £50,001 - £60,000	Regulated	Plan / Building Notice Charge	£594.00		£594.00
				Regularisation Charge	£742.50		£742.50
Building Control	Domestic alterations to a single building	Alterations , installation of fittings (not electrical and/or structural alterations (Internal or external) Estimated Cost 60,001 - 70,000	Regulated	Plan / Building Notice Charge	£660.00		£660.00
				Regularisation Charge	£825.00		£825.00
Building Control	Domestic alterations to a single building	Alterations , installation of fittings (not electrical and/or structural alterations (Internal or external) Estimated Cost 70,001 - 80,000	Regulated	Plan / Building Notice Charge	£726.00		£726.00
				Regularisation Charge	£907.50		£907.50

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Building Control	Domestic alterations to a single building	Alterations , installation of fittings (not electrical and/or structural alterations (Internal or external) Estimated Cost 80,001 - 90,000	Regulated	Plan / Building Notice Charge	£792.00		£792.00
				Regularisation Charge	£990.00		£990.00
Building Control	Domestic alterations to a single building	Alterations , installation of fittings (not electrical and/or structural alterations (Internal or external) Estimated Cost 90,001 - 100,000	Regulated	Plan / Building Notice Charge	£858.00		£858.00
				Regularisation Charge	£1,072.50		£1,072.50
Building Control	Domestic alterations to a single building	Re-Roofing	Regulated	Plan / Building Notice Charge	£84.00		£84.00
				Regularisation Charge	£105.00		£105.00
Building Control	Domestic alterations to a single building	External Rendering	Regulated	Plan / Building Notice Charge	£84.00		£84.00
				Regularisation Charge	£105.00		£105.00
Building Control	Domestic alterations to a single building	Solar or photovoltaic panels	Regulated	Plan / Building Notice Charge	£84.00		£84.00
				Regularisation Charge	£105.00		£105.00
Building Control	Domestic alterations to a single building	Solid Fuel Appliances	Regulated	Plan / Building Notice Charge	£132.00		£132.00
				Regularisation Charge	£165.00		£165.00
Building Control	Domestic alterations to a single building	Internal Floors & Insulation	Regulated	Plan / Building Notice Charge	£84.00		£84.00
				Regularisation Charge	£105.00		£105.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Building Control	Domestic alterations to a single building	Window replacement (non competent persons scheme)	Regulated	0 - 2 Windows Fee	£66.00		£66.00
				0 - 2 Windows Regularisation Charge	£82.50		£82.50
				2 - 8 Windows	£132.00		£132.00
				2 - 8 Windows Regularisation Charge	£165.00		£165.00
Building Control	Domestic alterations to a single building	Electrical work (not competent persons scheme)	Regulated	8+ Windows	£198.00		£198.00
				8+ Windows Regularisation Charge	£247.50		£247.50
Building Control	Domestic alterations to a single building	Electrical work (not competent persons scheme)	Regulated		Any electrical work other than the re-wiring of a dwelling £396.00 Regularisation Charge £495.00 The re-wiring or new installation in a dwelling £528.00 Regularisation Charge £660.00		Any electrical work other than the re-wiring of a dwelling £396.00 Regularisation Charge £495.00 The re-wiring or new installation in a dwelling £528.00 Regularisation Charge £660.00
Building Control	Domestic alterations to a single building	Internal Rendering		Plan/Building Notice Charge	£84.00		£84.00
				Regularisation Charge	£105.00		£105.00
Building Control	All Other Work	All Other Work Total Cost of Works £0 - £2,000	Regulated	Plan / Inspection Fee	£132.00		£132.00
				Regularisation Charge	£165.00		£165.00
Building Control	All Other Work	All Other Work Total Cost of Works £2,001 - £100,000	Regulated		£110.00 + £10.00 for every £1,000, or part thereof, above £2,000 plus 20% VAT		£110.00 + £10.00 for every £1,000, or part thereof, above £2,000 plus 20% VAT

PUBLIC PROTECTION

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Public Protection - Environmental Protection	Private Water Supply Charges	Inspection of Private Water Supplies to ensure compliance with Private Water Supply regulations	Regulated		Risk assessment (each assessment): Reg 9 supply £700 Reg 10 and 11 supply £300 Sampling (each visit) (i): £100 (annual) Investigation (each investigation): £250 (on failure of sample) Granting an authorisation (each authorisation): £100 Analysing sample - up to £600.		Risk assessment (each assessment): Reg 9 supply £700 Reg 10 and 11 supply £300 Sampling (each visit) (i): £100 (annual) Investigation (each investigation): £250 (on failure of sample) Granting an authorisation (each authorisation): £100 Analysing sample - up to £600.
Public Protection - Environmental Protection	Environmental Permit - annual fee	Environmental Permit issued for LA-IPPC and LAPPC - annual fee	Regulated		Fee dependant on nature of activity and determined on case-by-case basis in line with WG charging regime.		Fee dependant on nature of activity and determined on case-by-case basis in line with WG charging regime.
Public health	Pest Control - Domestic - <i>paid directly to contractor</i>	Pest Control - Domestic - Rats Pest Control - Domestic - Cockroaches & Bedbugs Pest Control - Domestic - Mice Pest Control - Domestic - Wasps and infestations		Rats Cockroaches, Bedbugs & Fleas Mice Wasps and infestations	Free £57.60 £57.60 £57.60	£58.75 £58.75 £58.75	
Public health	Public Health - Food safety, condemnation and other sampling	Food safety, condemnation and other sampling			Fee determined per enquiry - charge is based on officers hourly rate and length of time taken to deal with enquiry.		Fee determined per enquiry - charge is based on officers hourly rate and length of time taken to deal with enquiry.

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Public health	Public Health - Food Surrender Certificate	Food Surrender Certificate			Fee determined per enquiry - charge is based on officers hourly rate and length of time taken to deal with enquiry.		Fee determined per enquiry - charge is based on officers hourly rate and length of time taken to deal with enquiry.
Public health	Public Health - Standard Health Safety Certificate	Standard Health Safety Certificate			Fee determined per enquiry - charge is based on officers hourly rate and length of time taken to deal with enquiry.		Fee determined per enquiry - charge is based on officers hourly rate and length of time taken to deal with enquiry.
Licensing	Petroleum Certification	Annual certification	Regulated	Storage below 2500 litres	£44.00		£44.00
				Storage between 2500 and 50,000 litres	£60.00		£60.00
				Storage above 50,000 litres	£125.00		£125.00
Licensing	Petroleum Licence File Search	On request	Regulated		£60.00		£60.00
Licensing	Food Hygiene Registration Scheme (rescore visit)	On request	Regulated		£180.00		£180.00
Licensing	Licensing - Skin Piercing - Practitioner Registration	Currently skin piercing registrations are a one off fee covering person(s) and premise			£150.00	£153.00	
Public Protection - Housing	Immigration Inspection	On request service provided to applicants who wish to bring a non EU national to live in the UK as required by the UK Border Agencies,			£113.00	£115.26	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Public Protection - Housing	Traveller Site Rent	Rent to occupy Cwmcraehen Caravan Site, Nantyglo		Per pitch, per week	£118.35	£0.00	£120.72
Public Protection - Housing	Notices under s49 Housing Act 2004	The Authority can recover the costs incurred in the service of specific Notices under the Housing Act 2004.		Per notice	£226.00	£230.52	
Public Protection - Trading Standards	Measuring Instrument Directive	Per hour plus liquid fuel and lubricants 10% surcharge, capacity serving measures 25% surcharge		Per Hour	£90.34	£92.15	
Public Protection - Trading Standards	Special Weighing and Measuring Equipment	Special Weighing and Measuring Equipment		Per Hour	£90.34	£92.15	
Public Protection - Trading Standards	Weights	Weights		Per Hour	£90.34 Full hourly rate for first hour thereafter £54.21 ph	£92.15 Full hourly rate for first hour thereafter £55.29 ph	
Public Protection - Trading Standards	Measures	Measures		Linear not exceeding 3m	£11.25	£11.48	
				Capacity not exceeding 1 litre	£8.88	£9.06	
				Cubic Ballast	£198.92	£202.90	
				Liquid Capacity	£31.44	£32.07	
				Templates per scale first item	£54.67	£55.76	
				Templates: second and subsequent items	£20.68	£21.09	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Public Protection - Trading Standards	Weighing Instruments	Non NAWI		Not exceeding 1 tonne	£71.41	£72.84	
				1 - 10 tonne	£115.67	£117.98	
				Exceeding 10 tonnes	£241.58	£246.41	
				Certification of weighbridge operators	£90.34	£92.15	
Public Protection - Trading Standards	Weighing Instruments	NAWI. 50% surcharge applicable for some tests.		Not exceeding 1 tonne	£118.86	£121.24	
				1 - 10 tonne	£183.95	£187.63	
				Exceeding 10 tonnes	£402.68	£410.73	
Public Protection - Trading Standards	Measuring Instruments for Intoxicating Liquor	Measuring Instruments for Intoxicating Liquor		Not exceeding 150ml	£19.60	£19.99	
				Other	£22.65	£23.10	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Public Protection - Trading Standards	Measuring Instruments for Liquid Fuel and Lubricants	Measuring Instruments for Liquid Fuel and Lubricants		Container	£82.10	£83.74	
				Nozzles - 1st nozzle	£133.92	£136.60	
				Nozzles, Each additional nozzle tested	£82.27	£83.92	
				Testing of peripheral electronic equipment on a separate visit per site, per hour	£90.34	£92.15	
				Testing of credit card acceptor, per hour	£90.34	£92.15	
Public Protection - Trading Standards	Road Tanker Fuel Measuring Equipment (Above 100 Litres)	Meter Measuring Systems		Wet hose and 2 testing liquids	£287.44	£293.19	
				Wet hose and 3 testing liquids	£335.35	£342.06	
				Dry hose and 2 testing liquids	£319.34	£325.73	
				Dry hose and 3 testing liquids	£367.43	£374.78	
				Wet/dry hose and 2 testing liquids	£447.11	£456.05	
				Wet/dry hose and 3 testing liquids	£477.97	£487.53	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Public Protection - Trading Standards	Road Tanker Fuel Measuring Equipment (Above 100 Litres)	Dipstick Measuring System		Up to 7,600 litres Over 7,600 litres, basic fee plus additional charge per hour Initial dipstick Spare dipstick Replacement dipstick			Fees set by the Consortium - Cymru Group 2021/2022 not known at this stage
Public Protection - Trading Standards	Certificate of errors	Certificate of errors (when no other fee applies)			£57.85		
Public Protection - Trading Standards	Explosives Regulations	New Explosives Licence where separation distance is greater than 0m (as and when)	Regulated	1 year 2 years 3 years 4 years 5 years	£189.00 £248.00 £311.00 £382.00 £432.00		£189.00 £248.00 £311.00 £382.00 £432.00
Public Protection - Trading Standards	Explosives Regulations (Storage)	Renewal of Explosives Licence where separation distance is greater than 0m (annual)	Regulated	1 year 2 years 3 years 4 years 5 years	£88.00 £150.00 £211.00 £272.00 £333.00		£88.00 £150.00 £211.00 £272.00 £333.00
Public Protection - Trading Standards	Explosives Regulations (Storage)	New Explosives Licence where separation distance is less than 0m (as and when)	Regulated	1 year 2 years 3 years 4 years 5 years	£111.00 £144.00 £177.00 £211.00 £243.00		£111.00 £144.00 £177.00 £211.00 £243.00
Public Protection - Trading Standards	Explosives Regulations (Storage)	Renewal of Explosives Licence where separation distance is less than 0m (annual)	Regulated	1 year 2 years 3 years 4 years 5 years	£55.00 £88.00 £123.00 £155.00 £189.00		£55.00 £88.00 £123.00 £155.00 £189.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2021/2022	Proposed 2022/23 Fee Inflation 2.0%	Proposed 2022/23 fee if different from inflation
Public Protection - Trading Standards	Explosives Regulations (Storage)	Varying / Transferring / Replacing Licence	Regulated		£37		£37
Public Protection - Trading Standards	Fireworks Regulations 2004	Licence to supply fireworks	Regulated		£500		£500
Public Protection - Environmental Health	Penalty for non compliance	Penalty for dumping litter in front garden (Community Protection Notice)	Regulated	Fee	£100.00		£100.00
Public Protection	Primary Authority Partnerships	Officer time per hour plus travel		Fee			£61.35
Public Health	Public Health - Food Safety Export Certificate	On request, per enquiry		Minimum charge with additional costs calculated per enquiry based on officer time	£100.00		£100.00
Public Health	Public Health - Food Safety Fixed Penalty Notice Fine	Issued in respect of offences in relation to food hygiene rating scheme display offences	Fixed	Fine Early repayment option	£200.00 £150.00		£200.00 £150.00
Public Health	Public Health - Smoking Ban Fixed Penalty Notice Fine	Issued in respect of offences in relation to smoking ban contraventions	Fixed	Section 6 Offence Section 7 Offence	£200 or £150 early repayment £50 or £30 early repayment		£200 or £150 early repayment £50 or £30 early repayment

Activity	Core	2021/22	2022/23	% increase
SHOWERS				
Shower adult	C	£2.55	£2.65	3.92%
Shower child	C	£1.60	£1.35	-15.94%
SWIMMING POOL				
Adult Swim	C	£4.00	£4.10	2.50%
Junior Swim	C	£1.75	£2.05	17.14%
Concessionary Adult Swim	C	£1.95	£2.05	5.13%
Concessionary Junior Swim	C	£0.90	£1.05	16.11%
Adult Hydroslide	C	£5.25	£5.40	2.86%
Junior Hydroslide	C	£4.00	£4.10	2.50%
Junior Hydro Only (only during free swimming)	C	£4.00	£4.10	2.50%
Hydro Slide Family Ticket 4 persons	C	£14.55	£15.00	3.09%
Concessionary Adult Hydro Slide	C	£3.30	£3.40	3.03%
Concessionary Junior Hydro Slide	C	£2.00	£2.05	2.50%
HEALTH SUITES				
Adult (Ebbw Vale)	C	£6.85	£7.10	3.65%
OAP (Ebbw Vale)	C	£3.45	£3.55	2.90%
HIRE OF ROOMS				
Community use per hour	C	£18.60	£19.25	3.51%
Commercial use per hour	C	£28.00	£28.85	3.04%
SQUASH				
Adult	C	£6.70	£6.90	2.99%
Junior	C	£3.55	£3.45	-2.82%
Concession Adult	C	£4.95	£3.45	-30.30%
Concession Junior	C	£2.50	£1.75	-30.20%
BADMINTON / TABLE TENNIS				
Adult (2 persons)	C	£7.40	£7.65	3.38%
Junior (2 persons)	C	£3.55	£3.85	8.31%
Concession Adult	C	£4.95	£3.85	-22.22%
Concession Junior	C	£2.50	£1.90	-23.90%

LIFESTYLE STUDIO				
Adult	C	£6.55	£6.75	3.05%
Junior	C	£3.45	£3.40	-1.45%
Concession Adult	C	£2.50	£3.40	36.00%
Concession Junior	C	£1.30	£1.70	30.77%
MODEL BOATS				
Club Annual Fees	C	£119.25	£122.95	3.10%
Members Fees per annum per member (Adult)	C	£6.45	£6.65	3.10%
Members Fees per annum per member (Junior)	C	£3.20	£3.30	3.12%
MODEL AERO PLANES				
Clubs Annual Fees (21 year license)	C	£98.00	£101.05	3.11%
Members Fees (Adult)	C	£6.40	£6.60	3.12%
NEWFOUNDLAND DOG SOCIETY				
Boat Launch	C	£6.55	£6.85	3.01%
Members Fee	C	£6.40	£6.60	3.12%
ANGLING CLUB				
Day Ticket – Adult	C	£15.60	£16.10	3.12%
Day Ticket - Junior	C	£5.20	£5.40	3.78%
Season Ticket Adult	C	£57.20	£65.00	13.64%
Season Ticket Junior	C	£36.40	£32.50	-10.71%
Membership Night Syndicate	C	£78.00	£80.40	3.08%
SCOUT CAMPING / FOREST SCHOOL FACILITIES				
Charge per head per night (Blaenau Gwent Scout Organisations)	C	£1.90	£1.85	-2.63%
Charge per head per night (All Other Organisations)	C	£3.55	£3.70	4.23%

ADULT EDUCATION				
Non-Commercial Groups room per hour	C	£6.60	£6.80	3.03%
Non-Commercial Groups - general purpose room per hour	C	£9.90	£10.20	3.03%
Non-Commercial Groups - hall per hour	C	£12.60	£13.00	3.17%
All local authority departments - teaching room per hour	C	£4.80	£4.95	3.13%
All local authority departments - general purpose room per hour	C	£9.70	£10.00	3.09%
All local authority departments - hall per hour	C	£11.40	£11.75	3.07%
TENNIS				
Casual use, floodlit, per hour	C			
Per Match – floodlit	C	£0	£0	

There are several prices above which have been increased and decreased above the 3.1% target. The intention is to standardise the junior and concession rates across the business at a set % of the standard rate which will provide better consistency moving forward. Where the % shows a lot higher it is generally where the actual cost is quite small therefore a small increase or decrease has impacted the % at a greater level.

Benchmarking as at January 2022- – subject to change as other Trusts will increase their rates from April 2022.

Type of Activity - PAYG Prices	2021/22					2022/23
	Aneurin Leisure	Halo	Torfaen	Newport Live	Merthyr Tydfil	Aneurin Leisure
Swimming (Core Prices)						
Swim Adult (Standard)	£4.00	£4.20	£3.90	£3.90	£5.10	£4.10
Swim Junior (Standard)	£1.75	£2.30	£2.00	£1.90	£1.90	£2.05
Swim Adult (Concession)	£1.95	£2.30	£2.90	N/a	£2.50	£2.05
Swim Junior (Concession)	£0.90	N/a	£1.80	N/a	N/a	£1.05
Lifestyle Studio (Core Prices)						
Lifestyle Studio Adult (Standard)	£6.55	£7.15	£5.90	£5.90	£5.20	£6.55
Lifestyle Studio Junior (Standard)	£3.45	£4.75	£4.50	£3.50	£3.30	£3.40
Lifestyle Studio Adult	£2.50	£4.75	£4.50	N/a	£3.30	£3.40
Lifestyle Studio Junior	£1.30	N/a	£4.50	N/a	£3.00	£1.70

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Agenda Item 20

Executive Committee and Council only

Date signed off by the Monitoring Officer: 18.02.2022

Date signed off by the Section 151 Officer: 17.02.2022

Committee: **Council**

Date of Meeting: **9th March, 2022**

Report Subject: **Treasury Management – Treasury Strategy Statement, Investment Strategy & MRP Policy Statement 2021/2022 (including Prudential Indicators)**

Portfolio Holder: **Councillor N. Daniels – Leader/Executive Member - Corporate Services**

Report Submitted by: **Rhian Hayden, Chief Officer Resources**

Report Written by: **Joanne Watts – Business Partner Finance**

Reporting Pathway								
Directorate Management Team	CLT	Portfolio Holder / Chair	Governance & Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)
	14.02.22				23.2.22		09.3.21	

1. Purpose of the Report

- 1.1 The purpose of the report is to give Members the opportunity to consider and approve the Treasury Strategy, Investment Strategy and Minimum Revenue Provision Policy (including prudential indicators) for adoption for the 2022/2023 financial year.

2. Scope and Background

- 2.1 The report has been prepared in accordance with the CIPFA Code of Practice on Treasury Management that requires an annual Treasury Strategy Statement (TSS) to be approved in advance of the relevant financial year. Corporate Overview Scrutiny Committee has scrutinised the TSS prior to recommendation for formal approval by Council .
- 2.2 The Code also recommends that Council creates and maintains a Treasury Management Policy Statement (TMPS), stating the policies and objectives of its treasury management activities. Although the Code does not require authorities to seek approval of the TMPS, it is attached as Appendix B for information.

- 2.3 In accordance with the Code, the Treasury Strategy Statement includes the Annual Investment Strategy. It is important to note that although it is called the Annual Investment Strategy, it is kept under review throughout the year and any changes required are reported to Council at that time.
- 2.4 Local Authorities are required to prepare, before the start of each financial year, a statement of their policy on making revenue provision to cover debt repayments (known as MRP or Minimum Revenue Provision) in respect of that financial year and submit it to full Council for approval. The MRP statement for 2022/23 is therefore also included as part of the Treasury Strategy Statement (Appendix A). The Treasury Management Policy Statement is also attached for information as Appendix B.
- 2.5 From 2019/20 onwards the revised codes of practice introduced a requirement for all local authorities to prepare a Capital Strategy report, which is intended to provide: -
- a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
 - an overview of how the associated risk is managed
 - the implications for future financial sustainability
 -
- The Capital Strategy for Blaenau Gwent CBC is updated annually and is subject to a separate report on today's agenda.

3. **Options for Recommendation**

3.1 Option 1 (preferred option)

Council agree the Annual Treasury Strategy Statement & Annual Investment Strategy & MRP Policy Statement for 2022/2023 financial year and the Treasury Management Prudential Indicators contained therein (APPENDIX A).

3.2 Option 2

Council does not agree the Annual Treasury Strategy Statement & Annual Investment Strategy & MRP Policy Statement for 2022/2023 financial year and the Treasury Management Prudential Indicators contained therein (APPENDIX A).

4. **Evidence of how does this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan**

- 4.1 The report is written under legislation (the Local Government Act 2003), Welsh Government guidance and CIPFA codes of practice.

4.2 *This report also supports the Corporate Plan Priority of being 'An ambitious and innovative council delivering the quality services we know matter to our communities by ensuring effective forward financial planning arrangements are in place to support the Council's financial resilience'.*

5. **Implications Against Each Option**

5.1 ***Impact on Budget (short and long term impact)***

5.1.1 The Authority will comply with the CIPFA Treasury Management in the Public Services: Code of Practice 2021 and in doing so will strive for effective risk management and control, whilst at the same time pursuing best value.

5.1.2 The Treasury Strategy Statement & Annual Investment Strategy and MRP Policy Statement for 2022/2023 financial year will be adhered to at all times with the prime objectives being firstly the security and secondly the liquidity of investments. It will seek to minimise the revenue costs of debt whilst maintaining a prudent level of debt redemption. The annual investment strategy has been developed to provide additional opportunities for the higher levels of investment currently forecast into the medium term.

5.1.3 The revenue cost of debt arises through the Minimum Revenue Provision (or MRP) set aside for debt repayment. The revised MRP Policy was agreed by Council in December 2021, and will be applied from 2021/22 and beyond. Budget forecasts for MRP from 2022/2023 have been factored into the Council's Medium Term Financial Strategy.

5.2 ***Risk including Mitigating Actions***

5.2.1 The main risk in relation to Treasury Management is that of credit risk and protecting the Authority's cash. This is effectively managed through the Authority's risk averse Treasury Management policy that seeks to protect the capital sum rather than maximise investment returns.

5.3 ***Legal***

N/A

5.4 ***Human Resources***

5.4.1 There are no direct staffing implications to report. Staff directly involved with Treasury Management activities will continue to receive consultancy advice, training and professional/technical updates during the year.

6. **Supporting Evidence**

6.1 ***Performance Information and Data***

6.1.1 This report sets out the Authority's prudential indicators for the 2022/2023 financial year, against which performance can be monitored throughout the year. It also sets out the borrowing and investment strategy and MRP policy that will be adhered to for the year.

6.1.2 The Prudential Code was developed by CIPFA, as a professional Code of Practice to support local authorities in taking their decisions on capital investment.

6.1.3 The key objectives of the Prudential Code are to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable. A further key objective is to ensure that treasury management decisions are taken in accordance with good professional practice and in a manner that supports prudence, affordability and sustainability.

6.1.4 To demonstrate that local authorities have fulfilled these objectives, the Prudential Code sets out the indicators that must be used, and the factors that must be taken into account. The Code does not include suggested indicative limits or ratios.

6.1.5 The Treasury Strategy Statement attached as Appendix A includes the prudential indicators that are required to be calculated for Blaenau Gwent County Borough Council and that are recommended for approval by Council

6.1.6 The Treasury Management Code requires that the Council nominate a Committee to be responsible for the effective scrutiny of Treasury Management Strategy and policies. For Blaenau Gwent CBC this role is undertaken by the Corporate Overview Scrutiny Committee.

6.2 ***Expected outcome for the public***

The Council's Treasury Management activities support delivery of services to the public.

6.3 ***Involvement (consultation, engagement, participation)***

Members of the Corporate Overview Scrutiny Committee and Council are involved in the development and monitoring compliance with the Council's Treasury Management Strategy.

6.4 ***Thinking for the Long term (forward planning)***

The revised MRP Policy was agreed by Council in December 2021 and will be applied from 2021/22. Budget forecasts for MRP from 2022/2023 have been factored into the Council's Medium Term Financial Strategy and longer term financial planning.

6.5 ***Preventative focus***

The Authority's Treasury Management policy prioritises protecting the capital sum rather than achieving higher rates of interest.

6.6 ***Collaboration / partnership working***

N/A

6.7 ***Integration (across service areas)***

N/A

6.8 ***Decarbonisation and Reducing Carbon Emissions***

The Authority will consider Environmental, Social and Corporate Governance (ESG) factors when setting up any investment arrangements. For example, we would avoid investing in companies linked with fossil fuels.

6.9a ***Socio Economic Duty Impact Assessment***

See above

6.9b ***Equality Impact Assessment***

N/A

7. ***Monitoring Arrangements***

State how the work will be monitored e.g. through scrutiny or directorate performance management arrangements

7.1 As the nominated scrutiny Committee, Corporate Overview will receive three reports in every annual cycle: -

- A Treasury Management Policy report prior to the start of every financial year
- A mid-year progress report on Treasury Management activity
- An end of year out turn report on Treasury Management activity.

Full Council will receive these reports subsequently.

Background Documents /Electronic Links

- *Appendix A*



Appex A Treasury
Strategy Statement

- *Appendix B*



Appex B Treasury
Management Policy

BLAENAU GWENT COUNTY BOROUGH COUNCIL

Treasury Management Strategy Statement

Annual Investment Strategy and Minimum Revenue Provision Policy Statement

2022/23

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1.0 Introduction

1.1 Background

The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low-risk counterparties or instruments commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.

The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning, to ensure that the Council can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans or using longer-term cash flow surpluses. On occasion, when it is prudent and economic, any debt previously drawn may be restructured to meet Council risk or cost objectives.

The contribution the treasury management function makes to the authority is critical, as the balance of debt and investment operations ensure liquidity and / or the ability to meet spending commitments as they fall due, either on day-to-day revenue or for larger capital projects. The treasury operations will see a balance of the interest costs of debt and the investment income arising from cash deposits affecting the available budget. Since cash balances generally result from reserves and balances, it is paramount to ensure adequate security of the sums invested, as a loss of principal will in effect result in a loss to the Council's General Fund Balance.

CIPFA defines Treasury Management as:

"The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

To date the Authority has not engaged in any commercial investments and has no non treasury investments.

1.2 Statutory requirements

The Local Government Act 2003 (the Act) and supporting regulations requires the Council to 'have regard to' the CIPFA Prudential Code and the CIPFA Treasury Management Code of Practice to set Prudential and Treasury Indicators for the next three years to ensure that the Council's capital investment plans are affordable, prudent and sustainable.

The Act therefore requires the Council to set out its Treasury Strategy for borrowing and to prepare an Annual Investment Strategy. The Treasury Strategy details the expected activities of the Treasury function in the forthcoming financial year (2022/23). The Investment Strategy sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.

Statutory Instrument WSI 2008 no. 588 section 3 lays down that:

"A local authority must calculate for the current financial year an amount of minimum revenue provision which it considers to be prudent."

Along with the above duty, the Welsh Government issued guidance in March 2008 (and further updated in November 2018) which requires that a Statement on the Authority's policy for its annual MRP should be submitted to the full Council for approval before the start of the financial year to which the provision will relate. A revised MRP policy was agreed by Council in 2021, the updated Annual MRP Policy Statement is therefore included at section 5.

1.3 CIPFA requirements

The CIPFA 2017 Prudential and Treasury Management Codes require all local authorities to prepare a Capital Strategy, which will provide:

- a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
- an overview of how the associated risk is managed
- the implications for future financial sustainability

The aim of this capital strategy is to ensure that all elected members on the full council fully understand the overall long-term policy objectives and resulting capital strategy requirements, governance procedures and risk appetite.

The Capital Strategy will include capital expenditure, investments and liabilities and treasury management in sufficient detail to allow all members to understand how stewardship, value for money, prudence, sustainability and affordability will be secured.

The primary requirements of the Treasury Management Code are:

1. Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Council's treasury management activities.
2. Creation and maintenance of Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives.
3. Receipt by the full council of an annual Treasury Management Strategy Statement - including the Annual Investment Strategy and Minimum Revenue Provision Policy - for the year ahead, a Mid-Year Review Report and an Annual Report covering activities during the previous year.
4. Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions, which in this Council is the Chief Officer Resources.
5. Delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specific named body. For this Council the delegated body is the Corporate Overview Scrutiny Committee.

1.4 Reporting Arrangements

The Council is currently required to receive and approve, as a minimum, three main reports each year, which incorporate a variety of policies, estimates and actuals.

- a. **The Treasury Strategy Statement** (this report) - The first, and most important report covers:
 - The capital plans (including prudential indicators)
 - a minimum revenue provision (MRP) policy (how residual capital expenditure is charged to revenue over time);
 - the treasury management strategy, how the investments and borrowings are to be organised, including treasury indicators; and
 - an investment strategy (the parameters on how investments are to be managed).
- b. **A mid year treasury management report** – This will update members with the progress of the capital position, amending prudential indicators as necessary, and an assessment of whether the treasury strategy is being met or whether any policies require revision.
- c. **An annual treasury report** – This is a backward-looking review document and provides details of a selection of actual prudential and treasury

indicators and actual treasury operations compared to the estimates within the strategy.

Scrutiny

The reports are required to be adequately scrutinised before being recommended to and accepted by the Full Council. This role is undertaken by the Corporate Overview Scrutiny Committee.

The table below sets out the frequency of the reporting requirements:

Area of Responsibility	Frequency
Treasury Management Strategy / Investment Strategy / MRP policy	Annually before the start of the financial year
Treasury Management Strategy / Investment Strategy / MRP policy – midyear outturn report	Mid-year
Treasury Management Strategy / Investment Strategy / MRP policy – updates or revisions at other times	Ad hoc
Annual Treasury Outturn Report	Annually by 30 September after the year end.

1.5 Treasury Management Strategy for 2022/23

The strategy for 2022/23 covers two main areas:

Capital issues

- the capital expenditure plans and the associated prudential indicators;
- the minimum revenue provision (MRP) policy.

Treasury management issues

- the current treasury position;
- treasury indicators which limit the treasury risk and activities of the Council;
- prospects for interest rates;
- the borrowing strategy;
- policy on borrowing in advance of need;
- debt rescheduling;
- the investment strategy;

- creditworthiness policy; and
- the policy on use of external service providers.

These elements incorporate the requirements of the Local Government Act 2003, Welsh Government Investment Guidance and MRP Guidance, the CIPFA Prudential Code and the CIPFA Treasury Management Code.

1.6 Treasury Consultants

The Council uses external treasury management advisors to support its Treasury Management function however the Council recognizes that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon the services of our external service providers. All decisions will be undertaken with regards to all available information, including, but not solely, our treasury advisers.

It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.

The Council's current advisors are Link Assets Services; a contract tender process is currently underway to appoint advisors from April 2022.

1.7 The role of the S151 Officer

The role of the S151 Officer in relation to Treasury management has been embodied in the CIPFA Code of Practice for many years. The 2017 revised Code, further enhanced this role in relation to the following areas:

- preparation of a capital strategy to include capital expenditure, capital financing, non-financial investments and treasury management, with a long term timeframe ensuring that the capital strategy is prudent, sustainable, affordable and prudent in the long term and provides value for money
- ensuring that due diligence has been carried out on all treasury and non-financial investments and is in accordance with the risk appetite of the authority
- ensure that the authority has appropriate legal powers to undertake expenditure on non-financial assets and their financing

- ensuring the proportionality of all investments so that the authority does not undertake a level of investing which exposes the authority to an excessive level of risk compared to its financial resources
- ensuring that an adequate governance process is in place for the approval, monitoring and ongoing risk management of all non-financial investments and long term liabilities
- provision to members of a schedule of all non-treasury investments including material investments in subsidiaries, joint ventures, loans and financial guarantees
- ensuring that members are adequately informed and understand the risk exposures taken on by the authority
- ensuring that the authority has adequate expertise, either in house or externally provided, to carry out the above
- creation of Treasury Management Practices which specifically deal with how non treasury investments will be carried out and managed,

2. The Capital Prudential Indicators 2022/2023 – 2024/2025

The Council’s capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in prudential indicators, which are designed to assist members overview and confirm capital expenditure plans.

2.1 Capital expenditure and financing

This prudential indicator is a summary of the Council’s capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. The actual capital expenditure that was incurred in 2020/2021 and the estimates of capital expenditure to be incurred for the current and future years that are recommended for approval are:

Capital Expenditure £000's					
	2020/21 Actual	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
Total	17,604	14,230	73,260	44,881	25,060

Note

Actual figures for 2020/21 & estimated figures for 2021/2022 represent total gross capital expenditure (I.e. include all expenditure including that financed from grant).

*Estimated figures for 2022/23, 2023/24 & 2024/25 are based on the Authority's approved capital programme plus external funding approvals received at this stage and estimated spend
The increases for 2022/23 onwards relate mainly to the railway works and the 0% loan from WG*

The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding borrowing need.

Capital Expenditure £000's	2020/21 Actual	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
Total	17,604	14,230	73,260	44,881	25,060
Financed by:					
Grants, Capital Receipts, revenue and other sources	14,284	11,375	32,655	16,976	12,755
Net financing need for the year from USB** and PB***, & Other Borrowing	3,320	2,855	40,605	27,905	12,305

** USB – Unhypothesized Supported Borrowing – borrowing that is supported through the Revenue Support Grant.

***PB – Prudential Borrowing – borrowing that is not supported through the Revenue Support Grant.

2.2 The Council's borrowing need (the Capital Financing Requirement)

The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need. Any capital expenditure, which has not immediately been paid for (i.e. is borrowed for), will increase the CFR.

The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with each asset's life, and so charges the economic consumption of capital assets as they are used.

The CFR includes any other long term liabilities (e.g. finance leases). Whilst these increase the CFR, and therefore the Council's borrowing requirement, these types of scheme include a borrowing facility and so the Council is not required to separately borrow for these schemes. The Council currently has £0.161m of such schemes within the CFR.

The CFR projections recommended for approval are shown in the table below:

Capital Financing Requirement					
	<u>2020/21</u> Actual £000	<u>2021/22</u> Estimate £000	<u>2022/23</u> Estimate £000	<u>2023/24</u> Estimate £000	<u>2024/25</u> Estimate £001
CFR at start of financial year	166,406	169,049	171,379	210,740	237,308
CFR at end of financial year	169,049	171,379	210,740	237,308	248,180
Movement in CFR	2,643	2,330	39,361	26,568	10,872
<i>Movement in CFR represented by:</i>					
Net Financing need for the year (above)	3,318	2,855	40,605	27,905	12,305
New Finance Leases	5	500	500	500	500
less MRP	-680	-1,025	-1,744	-1,837	-1,933
	2,643	2,330	39,361	26,568	10,872

2.3 Affordability prudential indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. The Council is asked to approve the following indicators:

2.4 Ratio of financing costs to net revenue stream.

This indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

Ratio of financing costs to net revenue stream					
	2020/21 Actual %	2021/22 Estimate %	2022/23 Estimate %	2023/24 Estimate %	2024/25 Estimate %
General Fund	2.74%	3.25%	3.42%	3.47%	3.50%

Note:

The estimates of financing costs for 2021/2022 include current commitments and the proposals in the budget report to be presented to Council in February/March

The net revenue stream for 2022/2023 & 2023/2024 are based on the following assumptions, which have been used as the basis for the Authority's medium term financial strategy (MTFS).

- *RSG & NNDR – per MTFS assumption to remain static for 2022/2023 & 2023/2024*
- *Council Tax -assumes 1% increase for 2022/23 and 4% for 2023/24.*
- *Council Tax Base – remains at 2021/2022 level*

3.0 Treasury Management Strategy for 2022/2023

The capital expenditure plans set out in Section 2 provide details of the capital activity of the Council. The treasury management function ensures that the

Council's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet this capital activity and the Council's Capital Strategy. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the relevant treasury / prudential indicators, the current and projected debt positions and the annual investment strategy.

The suggested strategy for 2022/2023 in respect of the following aspects of the treasury management function is based upon the treasury officers' views on interest rates, supplemented with leading market forecasts provided by the Council's treasury advisor, Link Asset Services.

The Strategy covers:

- 3.1 *the current treasury portfolio position;*
- 3.2 *Treasury management prudential Indicators for 2022/2023 to 2024/2025*
- 3.3 *prospects for interest rates;*
- 3.4 *the borrowing strategy;*
- 3.5 *policy on borrowing in advance of need;*
- 3.6 *debt rescheduling;*
- 3.7 *strategy on the use of usable capital receipts*

3.1 Current Treasury Portfolio Position

The Council's treasury portfolio position at 31 March 2021, with forward projections are summarised below. The table shows the actual external debt (the treasury management operations), against the underlying capital borrowing need (the Capital Financing Requirement - CFR), highlighting any over or under borrowing.

Treasury Portfolio Position					
	2020/21 actual £000	2021/22 estimate £000	2022/23 estimate £000	2023/24 estimate £000	2024/25 estimate £000
<i>External Debt:</i>					
Debt	235,649	229,636	229,491	229,553	229,517
Other Long Term Liabilities	54	637	901	1,148	1,115
Gross Debt as at 31 March	235,703	230,273	230,392	230,701	230,632
The Capital Financing Requirement	169,049	171,379	210,740	237,308	248,180
Under / (Over) Borrowing	(66,654)	(58,894)	(19,652)	6,607	17,548

The Council is currently in an over borrowed position. This means its actual debt is higher than its capital financing requirement in the current year, this is as a result of Welsh Government providing the Authority with a specific loan in relation to the Rail Track in March 2021. However, the table indicates that as expenditure is

incurred in relation to this capital scheme, the Authority will revert to its under borrowed position

Within the range of prudential indicators there are a number of key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2022/23 and the following two financial years. This allows some flexibility for limited early borrowing for future years but ensures that borrowing is not undertaken for revenue or speculative purposes.

The Chief Officer Resources reports that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in the budget report.

3.2 Treasury Management Prudential Indicators for 2022/23 – 2024/25

The following section sets out the Treasury Management Prudential Indicators that are recommended for approval.

3.2.1 Adoption of CIPFA Code of Practice for Treasury Management

In December 2021, CIPFA issued a revised CIPFA Code of Practice for Treasury Management in the Public Services, the Council will continue to comply with this.

3.2.2 Treasury management limits on activity

There are four debt related treasury activity limits. The purpose of these are to restrain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates. However, if these are set to be too restrictive they will impair the opportunities to reduce costs / improve performance. The indicators are:

- **Upper Limit on Fixed Interest exposure**

Blaenau Gwent County Borough Council has always adopted a risk averse strategy in relation to variable rate debt, and should interest rates rise the Authority would wish to continue with its strategy of maintaining a stable long term portfolio by drawing longer term fixed rate funding. In order to be consistent with this strategy, the upper limit on fixed rate exposures for 2022/2023, 2023/2024 & 2024/2025 should be set at 100% of its net outstanding sums.

- **Upper Limit on Variable Interest Exposure**

In order to give the flexibility to enable debt rescheduling opportunities to be undertaken, the upper limit on variable rate exposures for 2022/2023,

2023/2024 & 2024/2025 should be set at 30% of its net outstanding sums.

- **Range of Exposures**

This means that the Chief Officer Resources will manage fixed interest exposures within the range 70% to 100% and variable rate exposures within the range 0% to 30%. This is a continuation of current practice.

- **Maturity Structure of Fixed Rate Borrowing**

It is recommended that the Council sets upper and lower limits for the maturity structure of its borrowings as follows:

The amount of projected borrowing that is fixed rate and maturing in each period, as a percentage of total projected borrowing that is fixed rate, is illustrated in the table below. This is a continuation of the current practice.

	Upper Limit	Lower Limit
Under 12 months	20%	0%
12 months & within 24 months	20%	0%
24 months and within 5 years	50%	0%
5 years and within 10 years	75%	0%
10 years and above	95%	5%

3.2.3 Authorised Limit for External Debt

This is a key Prudential Indicator that represents a control on the maximum level of borrowing. This represents a legal limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.

It is recommended that the Council approves the following Authorised Limits for its Total External Debt Gross of Investments for the next three financial years.

Authorised limit for external debt				
	2021/22	2022/23	2023/24	2024/25
	£000	£000	£000	£000

APPENDIX A

Treasury Strategy Statement, Annual Investment Strategy & MRP Statement 2022/23

Borrowing	261,216	260,052	259,948	265,726
Other long term liabilities	61	701	991	1,263
Total	261,276	260,753	260,939	266,989

3.2.4 Operational Boundary

This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under-borrowing by other cash resources.

The proposed Operational Boundary for external debt is based on the same estimates as the Authorised Limit but reflects directly the Chief Officer Resources' prudent estimate of the most likely but not worst case scenario. It excludes the contingency included within the Authorised Limit (to allow for example for unusual cash movements), and equates to the maximum of external debt projected by this estimate. The Operational Boundary represents a key management tool for in year monitoring by the Chief Officer Resources.

It is recommended that the Council approves the following Operational Boundary Limits for the next three financial years.

Operational Boundary for external debt				
	2021/22	2022/23	2023/24	2024/25
	£000	£000	£000	£000
Borrowing	237,469	236,411	236,316	241,569
Other long term liabilities	55	637	901	1,148
Total	237,524	237,048	237,217	242,717

3.2.5 Actual External Debt

The Council's actual external debt as at 31 March 2021 was £235.6 million (including temporary borrowing), comprising 99.9% borrowing and 0.1% other long term liabilities. It should be noted that actual external debt is not directly comparable to the Authorised Limit and Operational Boundary, since the actual debt reflects the position at one point in time.

3.3 Prospects for Interest Rates

As part of their service, the Council's treasury advisor for 2021/2022, Link Asset Services assist the Council to formulate a view on interest rates. The following table illustrates this:

Link Group Interest Rate View 7.2.22													
	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25
BANK RATE	0.75	1.00	1.00	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
3 month av. earnings	0.80	1.00	1.00	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20
6 month av. earnings	1.00	1.10	1.20	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30
12 month av. earnings	1.40	1.50	1.60	1.70	1.70	1.60	1.60	1.50	1.40	1.40	1.40	1.40	1.40
5 yr PWLB	2.20	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30
10 yr PWLB	2.30	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40
25 yr PWLB	2.40	2.50	2.50	2.60	2.60	2.60	2.60	2.60	2.60	2.60	2.60	2.60	2.60
50 yr PWLB	2.20	2.30	2.30	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40

Additional notes by Link on this forecast table: -

- LIBOR and LIBID rates will cease from the end of 2021. Work is currently progressing to replace LIBOR with a rate based on SONIA (Sterling Overnight Index Average). In the meantime, our forecasts are based on expected average earnings by local authorities for 3 to 12 months.
- Forecasts for average earnings are averages i.e., rates offered by individual banks may differ significantly from these averages, reflecting their different needs for borrowing short term cash at any one point in time.

Over the last two years, the coronavirus outbreak has done huge economic damage to the UK and to economies around the world. After the Bank of England took emergency action in March 2020 to cut Bank Rate to 0.10%, it left Bank Rate unchanged at its subsequent meetings until raising it to 0.25% at its meeting on 16th December 2021 and to 0.5% in February 2022.

Forecasts for Bank Rate

- As shown in the forecast table above, the forecast for Bank Rate now includes a much faster pace of increases. The forecast now expects the Monetary Policy Committee (MPC) to deliver another 0.25% increase in March; their position appears to be to go for sharp increases to combat inflation. The March increase is likely to be followed by an increase to 1.0% in May and then to 1.25% in November.

However, the following could have an impact on these forecasts:

- The MPC shifted up a gear in February 2022 in raising Bank Rate by another 0.25% and narrowly avoiding making it a 0.50% increase by a 5-4 voting margin.
- The MPC is currently much more heavily focused on combating inflation than on protecting economic growth.

- Rising gas and electricity prices in October 2021 and April 2022 combined with increases in other prices caused by supply shortages and increases in taxation expected in April 2022, are already going to deflate consumer spending power without the MPC having to take any action on Bank Rate to cool inflation.
- On the other hand, consumers are sitting on over £160bn of excess savings left over from the pandemic so when will they spend this sum, in part or in total?
- It looks as if the economy coped well with the end of furlough on 30th September 2021. It is estimated that there were around 1 million people who came off furlough then and there was not a huge spike in unemployment. The other side of the coin is that vacancies have been hitting record levels so there is a continuing acute shortage of workers. This is a potential danger area if this shortage drives up wages which then feed through into producer prices and the prices of services - the MPC may feel it needs to take more action.
- If the UK invokes article 16 of the Brexit deal over the dislocation in trading arrangements with Northern Ireland, this has the potential to end up in a no-deal Brexit.

Gilt yields / PWLB rates

Since the start of 2021, we have seen a lot of volatility in gilt yields, and hence PWLB rates. As the interest forecast table for PWLB certainty rates above shows, there is forecast to be a steady, but slow, rise in both Bank Rate and gilt yields during the forecast period to March 2025, though there will doubtless be a lot of unpredictable volatility during this forecast period.

Investment and borrowing rates

Investment returns are expected to improve in 2022/23. However, while markets are pricing in response to the series of Bank Rate hikes, actual economic circumstances may see the MPC fall short of these elevated expectations.

Borrowing interest rates fell to historically very low rates as a result of the COVID crisis and the quantitative easing operations of the Bank of England and still remain at historically low levels. The policy of avoiding new borrowing by running down spare cash balances has served local authorities well over the last few years.

On 25 November 2020, the Chancellor announced the conclusion to the review of margins over gilt yields for PWLB rates which had been increased by 100 bps in October 2019. The standard and certainty margins were reduced by 100 bps but a prohibition was introduced to deny access to borrowing from the PWLB for any

local authority which had purchase of assets for yield in its three-year capital programme. The current margins over gilt yields are as follows: -.

- **PWLB Standard Rate** is gilt plus 100 basis points (G+100bps)
- **PWLB Certainty Rate** is gilt plus 80 basis points (G+80bps)
- **PWLB HRA Standard Rate** is gilt plus 100 basis points (G+100bps)
- **PWLB HRA Certainty Rate** is gilt plus 80bps (G+80bps)
- **Local Infrastructure Rate** is gilt plus 60bps (G+60bps)

Borrowing for capital expenditure. The long-term (beyond 10 years), forecast for Bank Rate is 2.00%. As some PWLB certainty rates are currently below 2.00%, there remains value in considering long-term borrowing from the PWLB where appropriate. Temporary borrowing rates are likely, however, to remain near Bank Rate and may also prove attractive as part of a balanced debt portfolio. In addition, there are also some 'cheap' alternative sources of long-term borrowing if an authority is seeking to avoid a "cost of carry" but also wishes to mitigate future re-financing risk.

While this authority will not be able to avoid borrowing to finance new capital expenditure and to replace maturing debt the cost of carry will be minimized, (the difference between higher borrowing costs and lower investment returns).

3.4 The Borrowing Strategy

The Council is currently in an over borrowed. This means its actual debt is higher than its capital financing requirement in the current year, this is as a result of Welsh Government providing the Authority with a specific interest free loan in relation to the Rail Track project. However, as expenditure is incurred in relation to the scheme, the Authority will revert to its under borrowed position

The Authority's borrowing strategy continues to address the key issue of affordability without compromising the longer term stability of the debt portfolio. With short term interest rates currently much lower than long term rates, it is likely to be more cost effective in the short term to either use internal resources, or to borrow short term loans instead.

By doing so, the Authority is able to reduce borrowing costs and reduce overall treasury risk. This results in the Council having a low liquidity ratio, however the risk associated with this is minimal and is continually monitored. The benefits of short term borrowing will be monitored regularly against the potential for incurring additional costs by deferring borrowing into future years when long term borrowing rates are forecast to rise. The Council's Treasury Advisors will assist the Authority with this cost of carry and breakeven analysis.

The Authority may also consider arranging forward starting loans during 2022/2023, where the interest rate is fixed in advance, but the cash is received in later years. This would enable certainty of cost to be achieved without suffering a cost of carry in the intervening period.

In addition, the Authority will borrow short term loans to cover cash flow shortages.

The borrowing strategy to be adopted will therefore be:

(Each strand of the strategy will be considered together and decisions made based on the most advantageous position for the Authority at that time).

To utilise the Authority's overdraft facility:

to fund unexpected daily cash deficits;
to fund temporary cash shortfalls where there are no other sources of funding available within the marketplace.

To borrow over the short term:

to fund temporary cash shortfalls;
to maintain a suitably balanced maturity profile;
to make short term savings required in order to meet budgetary constraints;
in anticipation of securing longer term loans at more attractive rates.

To borrow over the long term:

to reduce the Authority's average cost of borrowing;
to maintain a stable, longer term portfolio;
to maximise the potential for future debt rescheduling.

If appropriate to avoid all new external borrowing:

to maximise savings in the short term;
to run down temporary investment levels;
to minimise exposure to interest rate and credit risk.

Sensitivity of the forecast – In normal circumstances the main sensitivities of the forecast are likely to be the two scenarios noted below. Council officers, in conjunction with the treasury advisers, will continually monitor both the prevailing interest rates and the market forecasts, adopting the following responses to a change of sentiment:

- *if it were felt that there was a significant risk of a sharp FALL in long and short term rates, e.g. due to a marked increase of risks around relapse into recession or of risks of deflation, then long term borrowings will be postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered.*
- *if it were felt that there was a significant risk of a much sharper RISE in long and short term rates than that currently forecast, perhaps arising from an acceleration in the rate of increase in central rates in the USA and UK, an increase in world economic activity, or a sudden increase in inflation risks,*

then the portfolio position will be re-appraised with the likely action that fixed rate funding will be drawn whilst interest rates are lower than they are projected to be in the next few years.

Against this background and the risks within the economic forecast, caution will be adopted with the 2022/23 treasury operations. The Chief Officer Resources will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

3.5 Policy on borrowing in advance of need

The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement Estimates, and will be carefully considered to ensure value for money can be demonstrated and that the Council can ensure the security of such funds.

In determining whether borrowing will be undertaken in advance of need the Council will;

- ensure that there is a clear link between the capital programme and maturity profile of the existing debt portfolio which supports the need to take funding in advance of need
- ensure the ongoing revenue liabilities created, and the implications for the future plans and budgets have been considered
- evaluate the economic and market factors that might influence the manner and timing of any decision to borrow
- consider the merits and demerits of alternative forms of funding
- consider the alternative interest rate bases available, the most appropriate periods to fund and repayment profiles to use.
- consider the impact of borrowing in advance on temporarily (until required to finance capital expenditure) increasing investment cash balances and the consequent increase in exposure to counterparty risk, and other risks, and the level of such risks given the controls in place to minimise them.

3.6 Debt Rescheduling

As short term borrowing rates will be considerably cheaper than longer term rates, there may be potential for some residual opportunities to generate savings by switching from long term debt to short term debt. However, these savings will need to be considered in the light of the size of premiums incurred, their short term nature, and the likely cost of refinancing those short term loans, once they mature, compared to the current rates of longer term debt in the existing debt portfolio.

The reasons for any rescheduling to take place will include: -

- the generation of cash savings and / or discounted cash flow savings

- helping to fulfil the strategy outlined in paragraph 3.4 above
- enhance the balance of the portfolio (amend the maturity profile and/or the balance of volatility).

Variations in risk will be considered when evaluating such opportunities, in order to ensure that the Authority's risk averse strategy is maintained.

All rescheduling will be reported to Council as part of the mid-year and Annual Treasury Outturn reports.

3.7 Strategy on the use of Usable Capital Receipts

The long standing policy on usable capital receipts is that they are immediately invested internally, thereby helping to improve the Authority's cash flow position and reducing the level of external loans that need to be raised. This in turn reduces external interest charges from the money market. This approach is consistent with what is regarded as good practice in terms of strategic level treasury management and overall produces savings in debt servicing costs for the Authority. However, as approved sums of usable capital receipts are subsequently used to finance part of the annual capital programme each year, appropriate allowance then needs to be made for the use of these receipts in determining the estimated level of external borrowing required for that year. Hence usable capital receipts are released on a controlled basis and the annual estimates for external interest charges are adjusted accordingly.

4.0 Annual Investment Strategy

4.1 Background

The Welsh Government and CIPFA have extended the meaning of 'investments' to include both financial and non-financial investments. This report deals solely with treasury (financial) investments, (as managed by the treasury management team). Non-financial investments, essentially the purchase of income yielding assets, are covered in the Capital Strategy, (a separate report).

In setting its investment strategy the Council has regard to the following: -

- Part 1 of the Local Government Act 2003
- The Welsh Government's Guidance on Local Government Investments ("the Guidance")
- CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2021 ("the Code")
- CIPFA Treasury Management Guidance Notes 2018

The Council's investment priorities are:

1. The **Security** of the capital sum –ensuring that our investments are safe and not at risk of being lost;
2. The **Liquidity** of its investments – ensuring that our investments are easily accessible i.e. not tied up for long periods of time;
3. Return on investment (**Yield**) – once security and liquidity have been satisfied in line with the Council's risk appetite, then and only then will the Council seek the maximum return on its investment.

The Borrowing of monies purely to invest or on-lend and make a return is unlawful and this Council will not engage in such activity.

Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e. rates for investments up to 12 months). Greater returns are usually obtainable by investing for longer periods. The Council mainly maintains temporary, short term investments (i.e. for periods of less than a year) and investments will accordingly only normally be made with reference to the cash flow requirements, including the investing of sums borrowed at prevailing low interest rates in anticipation of capital spending. More recently, due to the receipt of cash in relation to specific capital schemes (Rail Track project) where spend is likely to be incurred over a 5 year period, this has identified cash that could be invested for longer periods, this annual investment strategy has been amended to reflect this

Investment returns expectations.

The current forecast shown in paragraph 3.3, includes a forecast for the next increase in Bank Rate in May 2022.

The suggested budgeted investment earnings rates for returns on investments placed for periods up to about three months during each financial year, (based on a first increase in Bank Rate in quarter 1 of 2022) are as follows:

Average earnings in each year	
2022/23	1.00%
2023/24	1.25%
2024/25	1.25%
2025/26	1.25%
Long term later years	2.00%

For its cash flow generated balances, the Council will seek to utilise the Local Authority lending market, notice accounts, money market funds and short-dated deposits, in order to benefit from the compounding of interest.

As part of the response to the pandemic and lockdown, the Bank and the Government have provided financial markets and businesses with plentiful access to credit, either directly or through commercial banks. In addition, the Government has provided large sums of grants to local authorities to help deal with the COVID crisis; this has caused some local authorities to have sudden large increases in cash balances searching for an investment home, some of which was only very short term until those sums were able to be passed on.

4.2 Definition of Investments – Specified and non-specified

The Local Government Act 2003 refers to specified and non-specified investments. The Welsh Assembly Government's Guidance on Local Government Investments, effective from 1st April 2010, defines the following:-

Specified Investments:

An investment is a **specified** one if **all** of the following apply:-

- (a) it is denominated in sterling and any payments or repayments in respect of it are payable only in sterling
- (b) the investment is not a long-term one i.e. one which is due to be repaid within 12 months of the date on which the investment was made or one which may require to be repaid within that period
- (c) the making of the investment is not defined as capital expenditure by virtue of regulation 20(1)(d) of the Local Authorities (Capital Finance and Accounting) (Wales) Regulations 2003 [SI 3239 as amended]
- (d) the investment is made with a body or in an investment scheme of * high credit quality or with one of the following public sector bodies:
 - i. the UK Government
 - ii. a local authority in England or Wales (as defined in section 23 of the 2003 Act) or a similar body in Scotland or Northern Ireland
 - iii. a parish or community council.

* High credit quality is defined in the creditworthiness policy in 4.3

Non-specified Investments:

- (i) An investment is non-specified if it does not meet the above definition.

As a result of the change in accounting standards for 2022/23 under IFRS 9, this authority will consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant charges at the end of the year to the General Fund. The Welsh Government has passed a statutory override to allow Welsh local authorities time to adjust their portfolio of all pooled investments by delaying implementation of IFRS 9 for five years until 31 March 2023.

4.3 Creditworthiness policy

In accordance with the guidance from the Welsh Government and CIPFA, and in order to minimise the risk to investments, the Council applies the creditworthiness service provided by its Treasury Advisors. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard & Poor's. The credit ratings of counterparties are supplemented with the following overlays:

- “watches” and “outlooks” from credit rating agencies;
- CDS spreads that may give early warning of changes in credit ratings;
- sovereign ratings to select counterparties from only the most creditworthy countries

Counterparties for investment purposes are selected using specific criteria, as follows:

Banks - high credit quality – the Council will only use banks which:

- are UK banks; and/or
- are non-UK and domiciled in a country which has a minimum sovereign Long Term rating of AAA (any non UK transactions would be undertaken in Sterling).
- and have, as a **minimum**, the following Fitch, Moody's and Standard and Poor's credit ratings (where rated):

Table 1:

	Fitch	Moody's	S&P
Long Term	A-	A3	A-
Short Term	F1	P-1	A-1

Long term rating – covers maturities of up to five years. It provides an assessment of the ongoing stability of the institutions prospective financial condition. **A** indicates high credit quality and low expectation of credit risk. The + or – suffixes are appended to a rating to denote the relative status within the long term rating category. The Moody's and S&P definitions are similar to Fitch. The Moody's numerical suffix indicates a rating at the higher end of the scale (1) to the lower end of the scale (3), with 1 having higher credit quality than 3.

Short term rating – covers obligations which have a maturity of less than one year. This rating places greater emphasis on the liquidity necessary to meet financial commitments. Rating **F1 (Fitch)** is the highest short term credit quality rating. It indicates the strongest capacity for timely payment of financial commitments. The Moody's and S&P definitions are similar to Fitch.

- **Part nationalised UK bank** – Royal Bank of Scotland Group (NatWest, Royal Bank of Scotland, Ulster Bank). This bank can be included provided it continues to be part nationalised or it meets the ratings in Banks above.
- **The Council’s own banker (Barclays)** – Since under existing arrangements excess surplus funds can be held overnight with the Council’s Bank, unexpected credit rating downgrades to the Bank could result in these short-term investments technically being placed with a counterparty that does not meet the minimum approved credit criteria specified above. The S&P short term rating for Barclays is A-1. A-1 means that S&P consider Barclays capacity to meet its financial commitment on its obligations as strong. Fitch and Moody’s both consider this to be strong. The minimum credit rating for Barclays will therefore be A-1 (S&P) with F1 for Fitch and P-1 for Moody’s. Whilst this will mean that Barclay’s S&P credit ratings could be lower than those required for other institutions (as detailed above), investments with Barclays will be restricted to the overnight (or over weekend) sweep facility (where surplus balances are “swept” into an interest bearing account) up to a maximum of £10 million.

Should Barclays’ credit ratings continue to meet the credit criteria required for other institutions (above), then the investment periods for meeting the minimum criteria will continue to be applied. See below for contingency arrangements in relation to the Authority’s bank.

Table 2:

	Fitch	Moody’s	S&P
Long Term	A+	A1	A
Short Term	F1	P-1	A-1

- **Building societies** - The Council will *use only* the Nationwide Building Society, unless their short term credit ratings fall below the minimum specified in table 1 above for banks.
- **AAA rated Money market funds (MMFs)** – Triple A rated MMFs are considered to be highly credit rated.
- **UK Government** - The Debt Management Account Deposit Facility DMADF of the Debt Management Office (DMO). The DMO is legally and constitutionally part of HM Treasury and as an Executive Agency of Her Majesty’s Treasury it operates at arm’s length from Ministers. The DMO is considered to be highly credit rated.

- **UK Local authorities**, Police Authorities, parish councils etc.
- **Corporate Bonds, Ultra short and short duration bonds** - The council will invest in corporate bonds in line with the criteria below

Use of additional information other than credit ratings

Additional requirements under the Code require the Council to supplement credit rating information. Whilst the above criteria relies primarily on the application of credit ratings to provide a pool of appropriate counterparties for officers to use, additional operational market information must be applied before making any specific investment decision from the agreed pool of counterparties. Ratings will therefore not be the sole determinant of the quality of an institution and the assessment will therefore also take account of information that reflects the opinion of the markets, as follows:

Credit default swaps (CDS)

The Council will engage with its Treasury advisors to maintain a monitor on market pricing such as “credit default swaps (CDS)” and overlay that information on top of the credit ratings.

CDS spreads offer a timely market perception of the risk attached to the relevant institution. These can, on occasion, pre-empt actions by the credit rating agencies whose ratings can lag behind market reaction to changes in the credit institutions situation. Since they are traded instruments, they carry in them market perception related to that entity’s credit quality. In order to “measure” the CDS data, the Authority uses a benchmark system which allows the CDS spread of an institution to be compared against a predetermined benchmark rate. This data is then used to assess whether the market is indicating that an institution’s credit quality is a cause for concern. Where there is a cause for concern then the counterparty will be either downgraded in terms of investment period or removed from the approved list.

Credit Rating Agency Comments

➤ *Rating Watch negative (or on review for possible downgrade)*

Where the credit rating agencies have placed counterparties on “rating watch negative” or “on review for possible downgrade”, then this indicates that there is a reasonable probability of a rating change in a relatively short period (a few weeks). If the counterparty is on negative rating watch, then it will be downgraded in terms of the investment period or removed from the list.

➤ *Negative Outlook*

This indicates the direction a rating is likely to move over a one to two year period.

Time and monetary limits applying to investments.

The table below shows the time and monetary limits per institution on the Council's counterparty list:

	Long term Rating (Fitch, Moody's, S&P)	Short term rating (Fitch, Moody's, S&P)	Money Limit	Time Limit
Banks - higher quality	AAA, Aa2, AA	F1+, P-1, A-1+	£15m	3 years
Banks - medium quality (including Nationwide BS)	A-, A3, A-	F1, P-1, A-1	£6m	2 years
Banks – part nationalised	N/A	N/A	£4m	2 years
Council's banker (not meeting Banks - medium)	A+, A1, A	F1, P-1, A-1	£10m	overnight
DMADF	AAA	N/A	unlimited	6 months
Corporate bonds, ultra-short and short duration bonds	AA, A	A-1	£10m	4 years
Local authorities – per Authority	N/A	N/A	£10m	3 years
	Fund rating		Money Limit	Time Limit
Money market funds – per MMF	AAA		£10m	liquid

Country and Group Limits

The Council has determined that it will only use approved counterparties from non UK countries with a minimum sovereign rating of AAA from Fitch (Aa2 Moody's, AAA S&P).

In addition, no more than £6m will be placed with any non-UK Bank/Financial Institution at any time.

For financial institutions included within the same banking group, the counterparty limit will apply to the group.

Lloyds Banking Group

- Halifax Lloyds Bank Bank of Scotland

RBS Group

- National Westminster Royal Bank of Scotland Ulster Bank

4.4 Contingency Arrangements for the Authority's Corporate Bank

If credit agency ratings change and the Authority's Corporate Bank fails to comply with the approved Investment Policy criteria specified above, then delegated authority, to agree appropriate and reasonable interim contingency arrangements prior to approval by Full Council, is granted to the Members and Officers listed below:

- a. Nominated Members: Leader of the Council, Deputy Leader of the Council, Chair of Corporate Overview Scrutiny.
- b. Nominated Officer: Statutory Section 151 Officer (Chief Officer Resources)

The Statutory Section 151 Officer and at least two of the three nominated Members, must approve unanimously the appropriate and reasonable interim contingency arrangements.

4.5 Monitoring of credit ratings

Guidance states that the Annual Investment Strategy must state how credit ratings are to be monitored and what action is to be taken when ratings change.

The responsibility for constructing and amending the Council's approved counterparty investment list is delegated to the Chief Officer Resources and is contained within the Treasury Management Practice Schedules. All investments will be made in accordance with this list and the limits therein.

Credit ratings for individual counterparties can change at any time. The Chief Officer Resources is responsible for applying the stated credit rating criteria above, and will add or delete counterparties as appropriate to / from the approved counterparty list when there is a change in the credit ratings of individual counterparties or in banking structures. The Authority is alerted to changes in credit ratings through its Treasury Advisors.

- If a downgrade results in the counterparty/investment scheme no longer meeting the Authority's minimum criteria, its further use as a new investment will be withdrawn immediately.
- If a body is placed on negative rating watch (i.e. there is a reasonable probability of a rating change and the likelihood of that change being negative) and it is currently near at the minimum acceptable rating for placing investments with that body, then no further investments will be made with that body.

The only exception permitted to these criteria will be the contingency arrangement for the Authority's bank described in section 4.4

4.6 Liquidity of Investments

The maximum period for which funds may be committed will depend upon future cash flow requirements and will comply with the maximum period permitted (as specified in the table above).

Specified investments may comprise up to 100% of the Council's total investments

The Authority will commence investing in long-term investments in order to manage the cash profile associated with the specific rail project. Excluding the UK Government, it is suggested that no more than £15m be placed with any one institution with duration as set out in the table above. The Authority will not have more than £50m deposited in long-term investments (the Upper Limit).

4.7 Ethical investing

Investment guidance, both statutory and from CIPFA, makes clear that the SLY principles i.e. security, liquidity and yield must remain fundamental to Local Authority investing: however ethical issues may play a subordinate role to this. It should be noted, that local authority investing, incorporates Environmental, Social and Corporate Governance (ESG) metrics into credit rating agency assessments and a growing number of financial institutions and fund managers/money market funds promote ESG products. Therefore, where appropriate the Authority will consider ESG factors when setting up any investment arrangements. For example, we would avoid investing in companies linked with fossil fuels.

4.8 Investment monitoring reports

The Council will report on its investment activity as part of its mid-year and Annual Treasury Outturn Report.

5. Annual Minimum Revenue Provision (MRP) Statement

The Secretary of State recommends that before the start of each financial year a local authority prepares a statement of its policy on making MRP in respect of that financial year and submits it to full Council.

Under regulation 22 of the Local Authorities (Capital Finance and Accounting) (Wales) Regulations 2003, local authorities are required to charge to their revenue account for each financial year MRP to account for the principal cost of their debt in that financial year.

For 2007/8 and subsequent financial years, the detailed calculation has been replaced with a requirement that local authorities calculate an amount of MRP which they consider to be prudent. Local Authorities are legally obliged to “have regard” to such guidance (i.e. set a prudent MRP) – which is exactly the same duty as applies to other statutory guidance including the Prudential Code and CIPFA Treasury Management Code.

The broad aim of prudent provision is to ensure that debt is repaid over a period reasonably commensurate with that over which the capital expenditure provides benefits, or, in the case of borrowing supported by Revenue Support Grant (RSG), reasonably commensurate with the period implicit in the determination of that grant.

The legislation does not define what constitutes a “prudent provision”. However, the MRP guidance issued by the Secretary of State (WG) interprets the term and provides some ready-made examples of acceptable methods for calculating a prudent level of MRP.

In December 2021, Council approved an amended MRP policy to be applied from 2021/22 and beyond, as follows:

MRP on Supported Borrowing – this element of the CFR will be calculated on an annuity basis over 50 years.

MRP on Unsupported Borrowing – this will be based on Option 3 of the statutory guidance that allows for MRP provision using the asset life methodology on an annuity basis. The calculation looks at the average asset life for all unsupported borrowing in each year and applies the annuity calculation to the total unsupported borrowing capital expenditure for that year. The annuity method can be argued as providing a fairer charge than equal instalments as it takes into account the time value of money. The interest rate to be used in the annuity calculation is the weighted average PWLB annuity rate. Estimated life periods will be determined under delegated powers. To the extent that expenditure is not on the creation of an asset and is of a type that is subject to estimated life periods that are referred to in the guidance, these periods will generally be adopted by the Council. However, the Council reserves the right to determine useful life periods and prudent MRP in exceptional circumstances where the recommendations of the guidance would not be appropriate.

In addition, the guidance allows for MRP to be deferred for assets under construction and this part of the guidance is adopted because the asset is not used

by the authority until it is operational and therefore the MRP will match the life of the asset.

MRP on Finance Leases - Option 3 will apply in a modified form, to ensure that the MRP for Finance Leases is equal to the rental payable each year, with the following exception for capital receipts.

Capital Receipts – In circumstances where it is prudent to do so and to protect Council Tax payers from unnecessary MRP charges, capital receipts received will be used to reduce the Council's overall borrowing requirement, rather than making a conventional MRP charge to revenue.

Loans to third parties – where loans are made to other bodies for their capital expenditure, then the capital receipts generated by the annual repayments on those loans will be put aside to repay debt instead of charging MRP. However, if there is a risk during the term of the loan that collateral held as security is not sufficient to meet its obligations or there is a likelihood of default, a prudent MRP will commence as a charge to the Authority's revenue account.

Voluntary repayment of debt - the Authority may make additional voluntary debt repayment provision from revenue or capital resources. If it does so, this will be disclosed in the Authority's Statement of Accounts. The Section 151 officer can then choose to offset previous years disclosed overpayments against the current year's prudent provision providing the amount charged is not less than zero.

Application of retrospective sum – The remaining £3.2m retrospective adjustment balance from the previous MRP Policy review in 2017/18, has been re-profiled over the period 2021/22 to 2025/26. However, it is important to note that all figures have been calculated prospectively and do not amend any previous years calculations, in line with the Welsh Government Guidance which applied from April 2019.

6 Future Developments

2021 revised CIPFA Treasury Management Code and Prudential Code – changes which will impact on future TMSS/AIS reports and the risk management framework

CIPFA published the revised codes on 20th December 2021 and has stated that formal adoption is not required until the 2023/24 financial year. This Council has to have regard to these codes of practice when it prepares the Treasury Management Strategy Statement (TMSS) and Annual Investment Strategy (AIS),

and also related reports during the financial year, which are taken to Full Council for approval.

The revised codes will have the following implications:

- a requirement for the Council to adopt a new debt liability benchmark treasury indicator to support the financing risk management of the capital financing requirement;
- clarify what CIPFA expects a local authority to borrow for and what they do not view as appropriate. This will include the requirement to set a proportionate approach to commercial and service capital investment;
- address ESG issues within the Capital Strategy;
- require implementation of a policy to review commercial property, with a view to divest where appropriate;
- create new Investment Practices to manage risks associated with non-treasury investment (similar to the current Treasury Management Practices);
- ensure that any long term treasury investment is supported by a business model;
- a requirement to effectively manage liquidity and longer term cash flow requirements;
- amendment to TMP1 to address ESG policy within the treasury management risk framework;
- amendment to the knowledge and skills register for individuals involved in the treasury management function - to be proportionate to the size and complexity of the treasury management conducted by each council;
- a new requirement to clarify reporting requirements for service and commercial investment, (especially where supported by borrowing/leverage).

In addition, all investments and investment income must be attributed to one of the following three purposes: -

Treasury management

Arising from the organisation's cash flows or treasury risk management activity, this type of investment represents balances which are only held until the cash is required for use. Treasury investments may also arise from other treasury risk

management activity which seeks to prudently manage the risks, costs or income relating to existing or forecast debt or treasury investments.

Service delivery

Investments held primarily and directly for the delivery of public services including housing, regeneration and local infrastructure. Returns on this category of investment which are funded by borrowing are permitted only in cases where the income is “either related to the financial viability of the project in question or otherwise incidental to the primary purpose”.

Commercial return

Investments held primarily for financial return with no treasury management or direct service provision purpose. Risks on such investments should be proportionate to a council’s financial capacity – i.e., that ‘plausible losses’ could be absorbed in budgets or reserves without unmanageable detriment to local services. An authority must not borrow to invest primarily for financial return. As this Treasury Management Strategy Statement and Annual Investment Strategy deals solely with treasury management investments, the categories of service delivery and commercial investments will be dealt with as part of the Capital Strategy report.

Members will be updated on how all these changes will impact our current approach and any changes required will be formally adopted within the 2023/24 TMSS report.

JW 14/01/2022

APPENDIX B Treasury Management Policy Statement

1. This organisation defines its treasury management activities as: “The management of the authority’s investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks”.
2. This organisation regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation.
3. This organisation acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable comprehensive performance measurement techniques, within the context of effective risk management.”

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Agenda Item 21

Executive Committee and Council only

Date signed off by the Monitoring Officer: 18.02.2022

Date signed off by the Section 151 Officer: 17.02.2022

Committee: **Council**

Date of Meeting: **9th March, 2022**

Report Subject: **Capital Strategy 2022/2023**

Portfolio Holder: **Councillor N. Daniels – Leader/Executive Member – Corporate Services**

Report Submitted by: **Rhian Hayden– Chief Officer Resources**

Report Written by: **Joanne Watts – Business Partner Finance**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Governance & Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)
					23/02/22		09/03/22	

1. **Purpose of the Report**

- 1.1 The purpose of this report is to give members the opportunity to consider and agree the Capital Strategy (attached at Appendix 1) following the annual review, to be adopted for the financial year 2022/2023, following the annual review.

2. **Scope and Background**

- 2.1 The Chartered Institute of Public Finance and Accountancy's (CIPFA) Prudential Code for Capital Finance in Local Authorities, revised in 2017, introduced the concept of a Capital Strategy with effect from April 2019. Appendix 1 to this report is the proposed Capital Strategy for this Council.
- 2.2 The capital strategy is intended to give a high level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services along with an overview of how associated risk is managed and the implications for future financial sustainability. The development of a capital strategy allows flexibility to engage with full council to ensure that the overall strategy, governance procedures and risk appetite are fully understood by all elected members.

The Strategy is reviewed and updated annually to ensure that the Council's Corporate Plan priorities continue to be delivered.

3. **Options for Recommendation (Refer to Appendix 4)**

3.1 **Option 1 (Preferred Option)**

Members agree the Capital Strategy attached as Appendix 1.

3.2 **Option 2**

Members do not agree the Capital Strategy attached as Appendix 1.

4. **Evidence of how does this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan**

4.1 The Capital Strategy is linked to the Corporate Plan and Well-being Plan and will inform the way in which long term service objectives are delivered.

4.2 The capital Strategy is intended to take a long term view which reflects the requirements of the Wellbeing of Future Generations Act.

5. **Implications Against Each Option**

5.1 **Impact on Budget (short and long term impact)**

5.1.1 The detailed financial implications of the Capital Strategy are contained within the Capital Programme, Treasury Management Strategy and Medium Term Financial Strategy

5.2 **Risk including Mitigating Actions**

5.2.1 The identification and mitigation of risk is contained within the Capital Strategy document.

5.3 **Legal**

5.3.1 There are a number of statutory requirements relating to capital expenditure, capital financing and treasury management activity that the Council must adhere to.

5.4 **Human Resources**

N/A

6. **Supporting Evidence**

6.1 **Performance Information and Data**

6.1.1 The Performance information is contained within Appendix 1 – Capital Strategy

6.2 **Expected outcome for the public**

6.2.1 The Capital Strategy will detail the financial implications for the Council in providing capital investment for the communities of Blaenau Gwent.

6.3 **Involvement (consultation, engagement, participation)**

6.3.1 Corporate Leadership Team will consider the long term implications of capital investment and how the governance arrangements in place through full Council, enable decisions to be made by elected members.

6.4 **Thinking for the Long term (forward planning)**

6.4.1 The Capital Strategy summarises the capital expenditure, capital financing and treasury management arrangements of the Authority, for the long term.

6.5 **Preventative focus**

6.5.1 The Capital Strategy will assist in the prevention of projects outside of the Council's service objectives and priorities proceeding.

6.6 **Collaboration / partnership working**

6.6.1 The future development of the Capital Strategy, particularly in relation to commercial investments, will require a collaborative / partnership approach.

6.7 **Integration (across service areas)**

6.7.1 The future development of the Capital Strategy will require an integrated approach across all services.

6.8 ***Decarbonisation and Reducing Carbon Emissions***

6.8.1 The Council is committed to the Decarbonisation Plan to achieve a carbon neutral public sector by 2030. The Capital Programme currently contains schemes which promote the reduction of carbon emissions such as ReFIT, Electric Vehicle Charge Points and the purchase of Ultra Low Emission

Vehicles. New Council buildings should be designed to the latest energy efficiency standards.

The Authority also considers Environmental, Social and Corporate Governance (ESG) factors when setting up any investment arrangements. For example, we would avoid investing in companies linked with fossil fuels

6.9a ***Socio Economic Duty Impact Assessment***

See above

6.9b ***Equality Impact Assessment***

N/A

7. **Monitoring Arrangements**

7.1 The Capital Strategy will be reviewed and updated on an annual basis and reported to full Council.

However, monitoring reports are submitted to Corporate Overview / Joint Budget Scrutiny during the financial year as follows:

- Capital Programme – quarterly
- Treasury Management report – 6 monthly

8. **Background documents /electronic links:**

Corporate Plan

Medium Term Financial Strategy

Treasury Management Strategy

<..\Treasury Management\Treasury Management Reports\Treasury Policy Statements\2022-23\Treasury Strategy Statement 2022-23 - Appendix A.doc>

Capital Programme

<http://democracy.blaenau-gwent.gov.uk/documents/s9483/CO2103D12%20Capital%20Programme%20-%20March%202021.pdf?LLL=0>

2020/21 Statement of Accounts

Strategic Asset Management Plan

Constitution

Local Well-being Plan 2018-2023

BLAENAU GWENT COUNTY BOROUGH COUNCIL

CAPITAL STRATEGY

1 INTRODUCTION

- 1.1 The concept of a Capital Strategy was first highlighted by the Chartered Institute of Public Finance and Accountancy's (CIPFA) Prudential Code for Capital Finance in Local Authorities in 2017 with a requirement that they be introduced from April 2019.
- 1.2 The Strategy defines at the highest level how the capital programme decision making identifies the issues and options that influence capital spending, and sets out how the resources and capital programme will be managed. In addition, the Capital Strategy should comply with the Prudential Code for local authority capital investment introduced through the Local Government Act 2003. The key objectives of the Code are to ensure that capital investment plans are affordable, prudent and sustainable.
- 1.3 Part 1, Section 3 of the Local Government Finance Act 2003 (the Act) requires that the Authority shall determine and keep under review how much it can afford to borrow. The Act is supported by the Prudential Framework for local authority capital investment and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Code).

2. DETERMINING A CAPITAL STRATEGY

- 2.1 Authorities should have in place a capital strategy that sets out the *long-term context* in which capital expenditure and investment decisions are made, primarily to deliver the priorities in the Council's Corporate Plan.

This demonstrates that authorities take capital expenditure and investment decisions in line with service objectives and properly takes account of: -

- Stewardship
- Value for money
- Prudence and
- Sustainability and affordability

It will also enable due consideration *to both risk and reward* and *impact* on the achievement of priority outcomes. The capital strategy should form a part of the authority's integrated revenue, capital and balance sheet planning.

- 2.2 As local authorities become increasingly complex and diverse it is vital that those charged with governance understand the long-term context in which investment decisions are made and all the financial risks to which the authority is exposed. For example, when local authorities have increasingly wide powers around commercialisation, more authorities being subject to group arrangements and the increase in combined authority arrangements, it is no longer sufficient to consider only the individual local authority but also the residual risks and liabilities to which it is subject.
- 2.3 The capital strategy is intended to give a high level overview of how: -
- capital expenditure
 - capital financing
 - treasury management activity
- contribute to the provision of services, along with an overview of how associated risk is managed and the implications for future financial sustainability. The development of a capital strategy allows flexibility to engage with full Council to ensure that the overall strategy, governance procedures and risk appetite are fully understood by all elected members.
- 2.4 The capital strategy should be tailored to the authority's individual circumstances but should include capital expenditure, investments and liabilities and treasury management. The capital strategy should include sufficient detail to allow all members to understand how stewardship, value for money, prudence, sustainability and affordability will be secured and to meet legislative requirements on reporting.
- 2.5 In considering how stewardship, value for money, prudence, sustainability and affordability can be demonstrated, local authorities should have regard to the following key areas where material.

3. LINKS TO THE CAPITAL STRATEGY

- 3.1 The report has links to the strategic themes of the Authority, taking into account cross-cutting issues where relevant. It has specific links to the following plans / strategies:

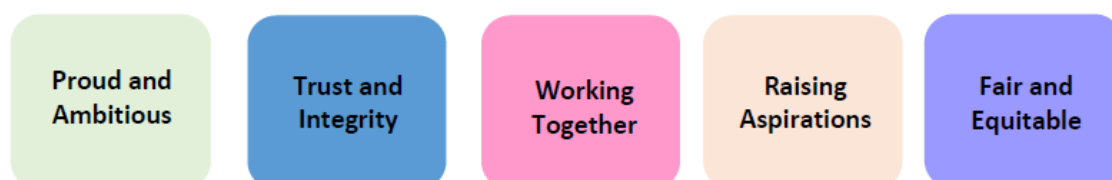
a) The Council's Corporate Plan 2020/2022

The Corporate Plan is the prime document which outlines what the Council aims to achieve. The current plan covers the period 2020 - 2022. The core vision, core values and priorities in the Council Plan are: -

Proud Heritage Strong Communities Brighter Future

Members wanted a vision that reflects both the rich heritage and past industry of the area, of which our communities are fiercely proud, but which also shows our commitment to moving forward by embracing new and emerging technologies that will better equip our communities and in turn lead to a more prosperous future for Blaenau Gwent.

The Council's Core Values:



Corporate Plan 2020/22 Outcome Statements:

- Protect and enhance our environment and infrastructure to benefit our communities
- Support a fairer sustainable economy and community
- To enable people to maximise their independence, develop solutions and take an active role in their communities
- An ambitious and innovative council delivering the quality services we know matter to our communities

The key objective of this Capital Strategy is to ensure that the capital funding available to the Council is spent on projects that assist the Council to deliver the outcome statements in the Corporate plan, including maintaining, replacing or / and upgrading existing assets. This is why the Corporate Plan features strongly in the allocation of resources in the capital programme.

There are several other key strategies / documents which align with the Council's Corporate Plan. These guide how the Council works on specific aspects affecting the Council.

b) Medium Term Financial Strategy

The Capital Strategy is closely linked to the Medium Term Financial Strategy (MTFS), primarily with respect to the affordability of the capital programme. The MTFS is agreed by Council on an annual basis and forms part of the annual budget setting report.

c) Treasury Management Strategy

The Treasury Management Strategy links to the Capital Strategy in determining the Council's approach to borrowing and investments, including borrowing to fund capital expenditure. The Treasury Management Strategy incorporates the requirements of the Prudential Code and includes the Prudential Indicators. The Council has an integrated Treasury Management Strategy and has adopted the CIPFA Code of Practice for Treasury Management in Public Services. The Treasury Management Strategy deals with borrowing and investment arising as a consequence of all the financial transactions of the Council, not exclusively those arising from capital spending

d) Statement of Accounts

Capital expenditure incurred during the year is reflected in the Balance Sheet within the Statement of Accounts, ensuring that stewardship of assets is demonstrated. The accurate monitoring and recording of capital expenditure ensures that this document is free from material error. The Statement of Accounts is externally audited each financial year to certify that it presents a true and fair view of the financial position of the Council.

e) Strategic Asset Management Plan 2017/2022

The Strategic Asset Management Plan sets out how the Council manages and treats its property and land, ensuring that it is well placed to manage expectations, budgets and services going forward.

f) Regulatory Framework of Capital Spend

The Procurement Strategy, along with the Contract Standing Orders and Financial Regulations (part of the Council's Constitution), looks at who can supply goods and services to the Council and how these goods and services should best be obtained to secure value for money.

More generally, prudent financial management contributes to the following Well-being Goals within the Wellbeing of Future Generations Act (Wales) 2015:

-

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

4 CAPITAL STRATEGY

The Capital Strategy outlines the principles and framework at the very high level that shape the Authority's capital investment proposals. The principal aim is to deliver an affordable programme of capital consistent with the medium term financial strategy that contributes to the achievement of the Council's priorities and objectives as set out in the Authority's Corporate Plan, considers associated risks particularly with commercial opportunities, recognises financial constraints over the longer term and represents value for money.

4.1 CAPITAL EXPENDITURE

- 4.1.1 Capital expenditure is defined as costs incurred by the Council in acquiring new property, plant and equipment (PPE); or costs incurred by enhancing the existing PPE asset base. Capital expenditure can also be incurred in instances where the asset is owned by a third party but the Council has provided the third party with a grant. In such instances the expenditure is recorded as if incurred directly by the Council.

4.1.2 In accordance with accounting definitions, expenditure can be capitalised when it relates to:

- *The acquisition or creation of a new fixed asset* - capitalisation will depend on the creation of rights to future economic benefits controlled by the Authority;
- *The enhancement of an existing fixed asset* - capitalisation will depend on the works substantially increasing the value of the asset, extending its useful life or increasing its use in service provision.

4.1.3 The Council's current asset base can be classed into two distinct areas: -

- *operational assets* i.e. those assets relating to day to day activities that will ensure the Council meets (primarily) its statutory requirements and
- *development assets* i.e. those assets which will help the Council achieve strategic aims and generate income

4.1.4 The Authority has a de-minimus limit for capital expenditure of £50,000. Previously, the de-minimus level was set much lower at £10,000, but was revised upwards, following the 2012/2013 external audit of accounts. The Policy will be reviewed during 2022/23

Capital expenditure that is below this de-minimus limit, is charged to a revenue budget. There are however, some exceptions including Highways capital expenditure, and Health & Safety capital expenditure. In these cases, items that individually fall below this de-minimus level are allowable as capital expenditure because they are aggregated together and treated as one single item of expenditure within the year.

4.1.5 The Authority's core capital programme is considered by Council and is funded from a variety of sources including capital receipts, Prudential Borrowing, General Capital Grant and Supported Borrowing Approvals. Both of the two latter funding streams are confirmed annually by Welsh Government as part of the Local Government Finance Settlement.

4.1.6 Changes to the programme from one year to the next include: -

- New policy directives
- New proposed schemes
- Revised scheme profiling
- Slippage and
- Changes in expenditure projections

4.1.7 The Authority's forecast of capital expenditure for the next three financial years, in line with the prudential indicators and as laid out in the 2022/2023 Treasury Management Strategy is as follows: -

Capital Expenditure £000's						
	2020/21 Actual	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26
Total	17,604	14,230	73,260	44,881	25,060	8,040

The capital programme usually covers a three-year period. However, the current capital programme covers the financial years 2019/20 to 2025/2026, primarily to incorporate Band B of the 21st Century Schools Programme

4.1.8 Governance arrangements are as follows: -

The capital programme is considered annually by full Council

The capital programme is monitored in-year through: -

- Regular forecast expenditure reports to budget holders
- Quarterly forecast expenditure reports to the Joint Budget Monitoring Scrutiny Committee and Executive Committee.
- Actual outturn expenditure is incorporated into the Council's annual Statement of Accounts, which is reported to the Governance & Audit Committee and subject to external audit.

4.1.9 If additional resources are identified, a revised capital programme will be presented to full Council for consideration. If the value of competing bids exceeds the amount of available resources, a prioritisation methodology is followed, in order to match bids to available resources. Currently that methodology incorporates the following key elements: -

- Links to the Council's Corporate Plan
- Links to national priorities
- Statutory scheme or non-statutory scheme
- An existing legal or contractual commitment
- The availability of external grant funding
- The likelihood of revenue saving generation / cost avoidance
- National Wellbeing Goals/ Sustainability Principles

4.2 **CAPITAL EXPENDITURE FINANCING**

4.2.1 All capital expenditure must be financed, either from external sources (government grants and other contributions); the Council's own resources (revenue contributions, reserves and capital receipts); or debt (borrowing supported and unsupported; leasing).

4.2.2 A detailed explanation of each of the main sources of funding is provided below:

- **General Capital Grant** – This is a sum of money which is provided by the Welsh Government as part of the annual settlement. The Council is free to use the capital grant on any capital project it wishes.

- **Supported Borrowing** – The Council will borrow internally / externally to fund expenditure. The revenue costs arising from the borrowing (Interest Costs and Minimum Revenue Provision) are funded by the Welsh Government through the annual revenue settlement, hence the term “Supported Borrowing”.
- **Unsupported Borrowing** – the Council borrows internally / externally but is required to finance the revenue costs from its own resources. Projects funded by means of unsupported borrowing tend to be projects which deliver revenue savings or generate additional income and these savings are used to meet the additional revenue costs arising from the borrowing.
- **Specific Capital Grants** – The Council will be awarded capital grants which partly or fully fund the cost of a project. Capital grants usually come with restrictions surrounding the expenditure which can be funded and by when the expenditure must be incurred.
- **Revenue Contribution** – Services can make a contribution from their revenue budgets to fund projects and should deliver revenue savings/avoid future costs or generate additional income. These contributions tend to be as a match funding to a project which is mainly funded from a specific capital grant.
- **Capital Receipts** – The funds generated from the sale of assets can be used to contribute to the funding of the capital programme. These are usually generated from the sale of surplus assets (normally land or buildings).
 The Council’s long standing policy on usable capital receipts is that they are immediately invested internally. This helps to improve the Council’s cash flow position and reduces the level of external loans that need to be raised, which in turn reduces external interest charges from the money market. This approach is consistent with what is regarded as good practice in terms of strategic level treasury management and overall, produces savings in debt servicing costs for the Council.
 However, as approved sums of usable capital receipts are subsequently used to finance part of the annual capital programme each year, appropriate allowance then needs to be made for the use of these receipts in determining the estimated level of external borrowing required for that year. Hence usable capital receipts are released on a controlled basis and the annual estimates for external interest charges are adjusted accordingly. Any request to earmark a capital receipt for a different purpose will require a report to full Council.
- **Reserves** – Funding held in reserve, e.g. unapplied capital receipts, can be used to support the capital programme.

4.2.3 The financing of the forecast capital expenditure shown in paragraph 4.1.7 above, is detailed below:

Capital Expenditure £000's	2020/21 Actual	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
Total	17,604	14,230	73,260	44,881	25,060	8,040
Financed by:						
Grants, Capital Receipts, revenue and other sources	14,284	11,375	32,655	16,976	12,755	6,135
Net financing need for the year from USB and PB	3,320	2,855	40,605	27,905	12,305	1,905

4.2.4 Debt (including leases) is a source of finance that is used to fund a capital scheme and is repayable over time. The Council sets aside a Minimum Revenue Provision (MRP) every year for the repayment of existing debt. MRP forms part of the debt management budget and is monitored by Corporate Finance. As part of the annual Treasury Management Strategy, (which is approved by full Council before the start of the new financial year), a MRP statement is presented as an appendix to the Strategy annually. This sets out the MRP Policy that is to be adopted by the Council at the start of the next financial year. The full MRP statement is set out in Appendix A of the Treasury Management Annual Strategy.

4.2.5 The Authority's cumulative outstanding amount of debt finance is measured by the capital financing requirement (CFR). This increases with new debt-financed capital expenditure and reduces with MRP and capital receipts used to replace debt. The Council's estimated CFR is set out in Appendix A of Treasury Management Annual Strategy and is illustrated below.

Capital Financing Requirement					
	<u>2020/21 Actual</u> £000	<u>2021/22 Estimate</u> £000	<u>2022/23 Estimate</u> £000	<u>2023/24 Estimate</u> £000	<u>2024/25 Estimate</u> £001
CFR at start of financial year	166,406	169,049	171,379	210,740	237,308
CFR at end of financial year	169,049	171,379	210,740	237,308	248,180
Movement in CFR	2,643	2,330	39,361	26,568	10,872
<i>Movement in CFR represented by:</i>					
Net Financing need for the year (above)	3,318	2,855	40,605	27,905	12,305
New Finance Leases	5	500	500	500	500
less MRP	-680	-1,025	-1,744	-1,837	-1,933
	2,643	2,330	39,361	26,568	10,872

4.3 **TREASURY MANAGEMENT**

- 4.1 The Chartered Institute of Public Finance & Accountancy defines treasury management as “The management of the organisation’s borrowing; investments and cash flows; its banking; money market and capital market transactions; the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks”.
- 4.3.2 Surplus cash is invested until required, while a shortage of cash will be met by borrowing, to avoid excessive credit balances or overdrafts in the bank current account. Investment balances tend to be high at the start of the financial year as revenue income is received before it is spent, but reduce in the long-term as capital expenditure is incurred before being financed.
- 4.3.3 Due to decisions taken in the past, the Council currently has £235.7m debt outstanding as at 31 March 2021, at an average interest rate of 2.56%. In addition, £7,840 was earned on investments during 2020/21 at an average rate of 0.04%.
- 4.3.4 The Annual Treasury Management Strategy is approved by Full Council prior to the start of the new financial year and sets out the Council’s Borrowing Strategy; Investment Strategy and respective prudential indicators.
- 4.3.5 In addition to the Capital Strategy, the Council is required to receive and approve, as a minimum, three main reports each year, which incorporate a variety of policies, estimates and actuals.

The Treasury Strategy - the first, and most important report covers:

- The capital plans (including prudential indicators)
- the treasury management strategy (how the investments and borrowings are to be organised) including treasury indicators; and
- an investment strategy (the parameters on how investments are to be managed).
- a minimum revenue provision (MRP) policy (how residual capital expenditure is charged to revenue over time);

A mid year treasury management report – This will update members with the progress of the capital position, amending prudential indicators as necessary, and an assessment of whether the treasury strategy is being met or whether any policies require revision.

An annual treasury report – This provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

Pre-scrutiny of the Strategy and monitoring of the Strategy throughout the year is carried out by the Corporate Overview Scrutiny Committee.

4.4 COMMERCIAL ACTIVITIES

- 4.4.1 A number of local authorities are investing in non-treasury management investment, for example commercial property, either via a fund manager or direct purchase of property in order to generate enhanced treasury returns above the rate of inflation. The returns generated from this type of investments can support revenue budgets in an environment when Welsh Government revenue support funding has declined year on year.
- 4.4.2 At present the Council has no investments in commercial property either directly (through property acquisitions) or indirectly (through a fund manager). However, the Council is continually developing an investment strategy in line with a more commercial approach and so this type of investment will be considered in the future.
- 4.4.3 With a financial rate of return being the main objective, the Council would need to fully identify the Local Authority powers underpinning any investments i.e. economic regeneration activity. In addition, the Council would need to understand that there is a degree of higher risk on commercial investment than with treasury investments. The principal risk exposures include a decline in the property market and capital being tied up in the medium/ long-term. In order to balance the three basic principles of security, liquidity and yield, consideration would need to be given to the proportion of commercial investments made.
- 4.4.4 Any potential commercial investment would need due diligence and expert independent external advice. Legal advice would also be required from within the Council and where necessary, externally.

4.5 POTENTIAL OPPORTUNITIES AND RISKS ARISING FROM THE CAPITAL STRATEGY

- 4.5.1. The Capital Strategy will enable the Council to focus its energy and resources to the priorities in the Corporate Plan. In addition, transparent governance arrangements will enable improved decision making processes and financial planning into the longer term.
- 4.5.2. By adopting a more commercial approach, the Council will be able to secure additional revenue streams to mitigate future enforced budget reductions.
- 4.5.3 The level of annual savings required over the period of the medium term financial strategy will continue to be challenging with the potential to impact on the capital programme. If the funding gap is difficult to achieve, this risk could be mitigated by a further review of the capital programme to assess the feasibility of reducing capital financing costs affecting revenue. This would involve reducing capital expenditure and the associated borrowing requirement, therefore reducing interest and loan repayment costs.

- 4.5.4. The Council's Capital Strategy is based on an assumed level of funding from Welsh Government and from external grants and capital receipts. Given the continued uncertainty over budgets and the changes to grant funding, there is a risk that this assumed level of grant funding may not be received or more recently further funding given to local authorities. This risk can be mitigated through regular reviews of the current capital programme.
- 4.5.5. If interest rates increase sharply in the medium term, there is a risk that long term capital financing costs will impact on the affordability of new capital schemes and the revenue budget. This risk can be mitigated by regular reviews of interest rate forecasts and engagement with the Council's external treasury management advisor.
- 4.5.6. The strategy acknowledges the importance of maintaining existing Council assets. There is a risk that a replacement programme is not sufficient and that the standard of the assets falls to such a point that a greater level of investment is required in order to maintain services. This risk can be mitigated by ensuring that the capital programme delivers a balanced programme of enhancing current assets and developing new assets.
- 4.5.7. External borrowing results in a significant interest cost each year. Any sharp rise in interest rates may impact on the affordability of future projects which are funded from new borrowing. This risk is mitigated to some extent through the Treasury Management Strategy which illustrates a mix of short term, medium term and long term loans.

4.6. **KNOWLEDGE AND SKILLS**

- 4.6.1 The Council employs professionally qualified and experienced staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions.
- 4.6.2 Where Council staff do not have the knowledge and skills required, use is made of external advisers and consultants that are specialists in their field. The Council tests the market through regular competitive tendering. This ensures that performance management arrangements are in place, as laid out in the contract specification.
- 4.6.3 To ensure knowledge & skills are maintained and appropriate Key relevant staff will undertake training as and when opportunities arise or whenever there are changes in regulations. Treasury management training for members has and will continue to be provided by officers and treasury management advisors on an annual basis in the future.

4.7 FUTURE DEVELOPMENTS

Recent Developments to the CIPFA Treasury Management Code and Prudential Code during 2021 will result in changes which will impact on future capital strategy reports. CIPFA published the revised codes on 20th December 2021, formal adoption is not required until the 2023/24 financial year. This Council has to have regard to these codes of practice when it prepares the capital strategy

The revised codes will have the following implications:

- clarify what CIPFA expects a local authority to borrow for and what they do not view as appropriate. This will include the requirement to set a proportionate approach to commercial and service capital investment;
- address ESG issues within the Capital Strategy;
- require implementation of a policy to review commercial property, with a view to divest where appropriate. A new requirement to clarify reporting requirements for service and commercial investment, (especially where supported by borrowing/leverage).
- In addition, all investments and investment income must be attributed to one of the following three purposes: -

Treasury management

Arising from the organisation's cash flows or treasury risk management activity, this type of investment represents balances which are only held until the cash is required for use. Treasury investments may also arise from other treasury risk management activity which seeks to prudently manage the risks, costs or income relating to existing or forecast debt or treasury investments.

Service delivery

Investments held primarily and directly for the delivery of public services including housing, regeneration and local infrastructure. Returns on this category of investment which are funded by borrowing are permitted only in cases where the income is "either related to the financial viability of the project in question or otherwise incidental to the primary purpose".

Commercial return

Investments held primarily for financial return with no treasury management or direct service provision purpose. Risks on such investments should be proportionate to a council's financial capacity – i.e., that 'plausible losses' could be absorbed in budgets or reserves without unmanageable detriment to local services. An authority must not borrow to invest primarily for financial return.

Members will be updated on how all these changes will impact our current approach and will be required to formally adopt these changes within the 2023/24 capital strategy.

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Agenda Item 22

Executive Committee and Council only

Date signed off by the Monitoring Officer: 28.02.2022

Date signed off by the Section 151 Officer: 28.02.2022

Committee: **Council**

Date of Meeting: **9th March, 2022**

Report Subject: **Report of the Independent Remuneration Panel for Wales 2022/23**

Portfolio Holder: **Councillor N.J. Daniels – Leader/Executive Member – Corporate Services**

Report Submitted by: **Andrea J Prosser
Head of Organisational Development**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Governance & Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)
	24/02/22						09/03/22	

- 1.0 **Purpose of the Report**
- 1.1 To inform Members of the determinations contained within the report of the Independent Remuneration Panel for Wales for 2022/23.
- 2.0 **Scope and Background**
- 2.0.1 The report details the main determinations included within the 2022/23 report of the Independent Remuneration Panel for Wales (the Panel) as they relate to Blaenau Gwent County Borough Council.
- 2.0.2 The Local Government (Wales) Measure 2011 requires the Panel's Annual Report to take effect from 1 April. In most years, this is in line with financial and administrative arrangements of all authorities. However, when new councils are elected some of the Panel's determinations are to be effective for the new municipal term.

On 9 May 2022, new municipal arrangements will come into effect following local government elections. This Annual Report therefore has two different effective dates as set out below:

- For the period 1 April 2022 to 8 May 2022, all of the Determinations contained in the Independent Remuneration Panel for Wales' Annual Report 2021/2022 will continue to apply in respect of principal councils and community and town councils.
- With effect from 9 May 2022, (the new municipal year) the determinations set out in this Report in Sections 3 and 13 will apply to principal councils and community and town councils.

- 2.0.3 On an annual basis the Panel publish a report on Members remuneration. The annual report for 2022/23 (attached at Appendix 1, point 7.2 – published 24th February 2022) details the determinations for the upcoming year.

2.1 **Basic & Senior Salaries**

- 2.1.1 In 2009 the Panel decided the average work commitment of an elected councillor of a principal council was three working days. The maximum basic salary was set at £13,868. This reflected three fifths of the then median gross earnings of full-time male employees' resident in Wales as reported in the Annual Survey of Hourly Earnings (ASHE) published by the Office of National Statistics. At the introduction of austerity measures, the basic salary was reduced to £13,175 and the link to ASHE was broken.

- 2.1.2 Since 2009, the Panel has met its duty to take account of affordability and acceptability and set amounts for the basic salary that varied but have not kept pace with measures of inflation or other comparators.

When making determinations for this Annual Report, the Panel considered the progression of the variety of benchmark figures for the period from 2013 to 2021.

- 2.1.3 The Panel believes that local elections in May 2022 provide an opportune time to rectify the imbalance between the basic salary of councillors and the average salaries of their constituents.

The basic salary of councillors of principal councils elected in the May 2022 local elections will be reset to align with the 2020 ASHE. This will be £16,800

2.2 **Executive**

- 2.2.1 Many Councils operate with a cabinet (Executive) of 10 (the statutory maximum) others choose to have a smaller cabinet and the range of individual portfolios is much greater. The Panel's previous determinations contained flexibility for each council to decide the appropriate range of portfolios to meet local needs and to adjust payments within the Executive to reflect responsibility.

- 2.2.2 The Panel continues to take the view that Executive members should be considered as working the equivalent of full time (around 40 hours per week) but not necessarily nine to five. Continued discussions with members and officers in recent years have reinforced this conclusion.

2.3 **Chairs of Committee**

- 2.3.1 There is a significant difference in the responsibilities and functions of chairing different committees. Councils do not have to pay chairs of committees and it is a matter for each council to decide which, if any, are remunerated. This allows councils to take account of differing levels of responsibility.

2.3.2 The Panel has considered the role element of the chair’s salary. The move to a single level of chair payment in 2019 reduced the differentials with other senior payments. To reset this, the Panel has decided not to change the role element at the 2021 figure of £8,793 for 2022-2023. The basic salary increase will apply.

2.3.3 Payment of basic & senior salaries for 2022/23 are therefore:-

	2021/22 £	2022/2023 £
Basic Salary	14,368	16,800
Senior Salaries		
Leader	44,921	53,550
Deputy Leader	31,783	37,485
Executive Members	27,741	32,130
Committee Chairs	23,161	25,593
Leader of Largest Opposition Group	23,161	25,593
Leader of other political groups	18,108	20,540

2.4 **Leader of Largest Opposition Group**

2.4.1 The Panel remains of the view that a council must make a senior salary available to the leader of the largest opposition group and has determined that this role should be remunerated at £25,593

2.5 **Civic Heads and Deputies**

2.5.1 Civic heads are senior posts within councils which are distinct from political or executive leadership and a council may decide not to pay any civic salary to the posts of civic head and or deputy civic head.

If paid, civic heads must be remunerated at Band 3 level and deputy civic heads at Band 5.

In the case of civic salaries, if paid, the payment for Band 3 is set at £25,593 for a civic head and at the Band 5 salary of £20,540 for a deputy civic head.

2.6 **Presiding Member**

2.6.1 Councils are reminded that if a presiding member is appointed they do not have to be remunerated. If they are remunerated the post will count towards the cap and be paid at a Band 3 senior salary.

2.7 **Specific or additional senior salaries**

2.7.1 Councils can apply for specific or additional salaries that do not fall within the current Remuneration Framework or which could not be accommodated within the maximum number of senior salaries.

2.8 **Job Share Arrangements**

2.8.1 Section 58 of the Local Government and Elections Act (Wales) 2021

established new arrangements for job sharing for executive leaders and executive members. The Act makes provision:

- a) requiring local authorities to include in their executive arrangements provision for enabling two or more councillors to share an office on an executive, including the office of executive leader
- b) changing the maximum number of members of an executive when members of the executive share an office and
- c) about voting and quorum where members of an executive share office.

For members of an executive: Each job sharer will be paid an appropriate proportion of the salary group.

The statutory maximum, as set out in the Act, for cabinets cannot be exceeded so each job sharer will count toward the maximum.

Under the Measure, it is the number of persons in receipt of a senior salary, not the number of senior salary posts that count towards the cap. Therefore, for all job share arrangements the senior salary cap will be increased subject to the statutory maximum of 50% of the council's membership. Where the arrangements would mean that the statutory maximum would be exceeded the Panel would need to seek the approval of Welsh Ministers.

2.9 **Supporting the Work of Elected members**

2.9.1 The Panel expects support provided should take account of the specific needs of individual members. Democratic Services Committees are required to periodically review the level of support provided to members to carry out their duties. The Panel would expect these committees to carry this out and bring forward proposals to the full council as to what is required.

2.9.2 The Panel considers it is necessary for each elected member to have ready use of email services, and electronic access to appropriate information via an internet connection. The Panel does not consider it appropriate that elected members should be required to pay for internet related services to enable them to discharge their council duties.

Access to electronic communications is essential for a member to be in proper contact with council services and to maintain contact with those they represent.

Councils are committed to paperless working and without electronic access members would be significantly limited in their ability to discharge their duties. It is inappropriate for facilities required by members only to be available within council offices within office hours.

2.9.3 The responsibility of each council, through its Democratic Services Committee, to provide support should be based on an assessment of the needs of its members. When members' additional needs or matters of disability apply, or there are specific training requirements indicated, each authority will need to assess any particular requirements of individual members.

2.10 Key Factors underpinning the Panel's determinations

2.10.1 The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance. It is based on a full time equivalent of three days a week

2.10.2 The prescribed salary and expenses must be paid in full to each member unless an individual has independently and voluntarily opted in writing to the authority's proper officer to decline all or any element of the payment. It is fundamental there is transparency in this process so any possible suggestion that members are put under pressure to decline salaries is avoided.

2.10.3 The following must be applied:

Determination 7:

- a) An elected member must not be remunerated for more than one senior post within their authority.
- b) An elected member must not be paid a senior salary and a civic salary.
- c) All senior and civic salaries are paid inclusive of basic salary.
- d) If a council chooses to have more than one remunerated deputy leader, the difference between the senior salary for the deputy leader and other executive members should be divided by the number of deputy leaders and added to the senior salary for other executive members in order to calculate the senior salary payable to each deputy leader.

Determination 8: Members in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA or FRA to which they have been appointed. They remain eligible to claim travel and subsistence expenses and contribution towards costs of care and personal assistance from the NPA or FRA.

Determination 9: Members in receipt of a Band 1 or Band 2 salary cannot receive any payment from a community or town council of which they are a member. They remain eligible to claim travel and subsistence expenses and contribution towards costs of care and personal assistance from the community or town council. Where this situation applies, it is the responsibility of the individual member to comply.

2.11 Reimbursement of Mileage, Other Travel & Subsistence Costs

2.11.1 The Panel has determined there will be no change to mileage rates which members are entitled to claim. All authorities may only reimburse travel costs for their members undertaking official business within and or outside the authority's boundaries at the current HM Revenue and Customs (HMRC) rates which are:-

45p per mile	Up to 10,000 miles in a year by car
25p per mile	Over 10,000 miles in a year by car
5p per mile	Per passenger carried
24p per mile	Motor cycles
20p per mile	Bicycles

2.11.2 The Subsistence rates will be as follows, these rates are in line with Welsh Government Rates:-

£28 per day	Day allowance for meals, including breakfast, where not provided in the overnight charge
£200 per night	London
£95 per night	Elsewhere
£30 per night	Stay with friends / family

2.11.3 Recommended practice is that overnight accommodation should usually be reserved and paid for on behalf of members by the Authority, in which case the authority may set its own reasonable limits. – we would not normally divert from these levels.

2.12 **Contribution towards costs of care and personal assistance (CPA)**

2.12.1 The purpose of this section is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel believes that additional costs of care required to carry out approved duties should not deter any individual from becoming and remaining a member of an authority or limit their ability to carry out the role. The Panel has adopted specific principles related to support for the costs of care which were the subject of a Supplementary Report published in February 2020.

2.12.2 The Panel reviewed the arrangements for this financial support and has made the following changes:

- As payments are taxable under the current HMRC rules, full reimbursement is not possible so for clarity this is retitled to “contribution towards the costs of care and personal assistance”. It will still require receipts to accompany claims.
- Claims can be made in respect of a dependant under 16 years of age, or a minor or adult who normally lives with the member as part of their family and who cannot be left unsupervised.
- Reimbursement may be claimed for member’s own care or support needs where the support and/or cost of any additional needs are not available or are not met directly by the authority such as Access to Work, Personal Independence Payments, insurance. These could arise when the needs are recent and or temporary.

2.12.3 Members, including co-opted members are entitled to claim towards the costs of care and personal assistance, for activities that the individual

council has designated official business or an approved duty which might include appropriate and reasonable preparation and travelling time. It is a matter for individual authorities to determine specific arrangements to implement this. Each authority must ensure that any payments made are appropriately linked to official business or approved duty.

2.12.4 The Panel has reviewed the maximum monthly payment in recognition that this has not changed for several years. Information indicates that monthly costs and claims vary considerably. These can depend on the number of dependants, their ages and other factors. Therefore the monthly cap will be replaced with the following arrangements:

- Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced.
- Informal (unregistered) care costs to be paid up to a maximum rate equivalent to hourly rates as defined by the Living Wage Foundation at the time the costs are incurred.

For clarification, care costs cannot be paid to someone who is a part of a member's household.

2.13 **Entitlement to Family Absence**

2.13.1 An elected member is entitled to retain a basic salary when taking family absence under the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.

2.13.2 When a senior salary holder is eligible for family absence, they will continue to receive the salary for the duration of the absence.

2.13.3 It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.

If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution.

2.13.4 When a Council agrees a paid substitution for family absence the Panel must be informed within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.

2.14 **Sickness Absence for Senior Salary Holders**

2.14.1 The Family Absence Regulations (approved by the National Assembly in 2014) are very specific relating to entitlement and only available for elected members of principal councils.

2.14.2 Instances have been raised with the Panel of senior salary holders on long term sickness and the perceived unfairness in comparison with the

arrangements for family absence. In consequence, councils are faced with the dilemma of:

- operating without the individual member but still paying them the senior salary.
- replacing the member who therefore loses the senior salary (but retains the basic salary).

2.14.3 The Panel's Framework provides specific arrangements for long term sickness as set out below:

- a) Long term sickness is defined as certified absences in excess of 4 weeks.
- b) The maximum length of sickness absence within these proposals is 26 weeks or until the individual's term of office ends, whichever is sooner (but if reappointed any remaining balance of the 26 weeks will be included).
- c) Within these parameters a senior salary holder on long term sickness can, if the authority decides, continue to receive remuneration for the post held.
- d) It is a decision of the authority whether to make a substitute appointment, but the substitute will be eligible to be paid the senior salary appropriate to the post.
- e) If the paid substitution results in the authority exceeding the maximum number of senior salaries payable for that authority, as set out in the Annual Report, an addition will be allowed for the duration of the substitution. It would not apply in respect of a council executive member if it would result in the cabinet exceeding 10 posts - the statutory maximum.
- f) When an authority agrees a paid substitution, the Panel must be informed within 14 days of the decision of the details including the specific post and the estimated length of the substitution. The authorities' Schedule of Remuneration must be amended accordingly.
- g) It does not apply to elected members of principal councils who are not senior post holders as they continue to receive basic salary for at least six months irrespective of attendance and any extension beyond this timescale is a matter for the authority.

2.15 **Payments to Co-opted Members**

2.15.1 The Panel has determined that a daily/half daily fee remains appropriate remuneration for the role undertaken by co-opted members of the Council as follows:-

Chairs of Standards and Audit Committees	£268 (4 hours & over) £134 (up to 4 hours)
Ordinary members of standards committees who also chair standards committees for community & town councils	£238 (4 hours & over) £119 (up to 4 hours)
Ordinary members of standards committees, education scrutiny committee, crime & disorder scrutiny committee and audit committee	£210 (4 hours & over) £105 (up to 4 hours)

- 2.15.2 Reasonable time for pre-meeting preparation is eligible to be included in claims made by co-opted members, the extent of which can be determined by the appropriate officer in advance of the meeting.
- 2.15.3 Travelling time to and from the place of the meeting can be included in the claims for payments made by the co-opted member (up to the daily rate).
- 2.15.4 The appropriate officer within the authority can determine in advance whether the meeting is programmed for a full day and the meeting will be paid on this basis even if the meeting finishes before four hours has elapsed.
- 2.15.5 Meetings eligible for the payment of fees include other committees and working groups (including task & finish groups), pre meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.
- 2.16.0 **Assistants to the Executive**
- 2.16.1 The Local Government and Elections Act also provides for principal councils to be able to appoint elected members to assist the executive in discharging its functions.

Such appointments are made by the leader of the council and can include:

- the number of assistants that may be appointed
- the term of office of the assistants
- the responsibility of the assistants

There are exclusions to the appointments as set out in the legislation and assistants are not members of the cabinet.

- 2.16.2 The Panel will decide on a case-by-case basis the appropriate senior salary, if any, for assistants to the executive.

3. Options for Recommendation

- 3.1 Council previously responded to the IRPW as part of the consultation period on the draft 2022/2023 determinations.

Council to note the determinations in the final IRPW Annual Report for 2022/2023.

4. Evidence of how does this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan

5. Implications Against Each Option

5.1 Impact on Budget (short and long term impact)

It is anticipated that the proposal within the IRPW will be within the current budget due to the overall reduction of elected members from the May 2022 election.

5.2 Risk including Mitigating Actions

Failure to comply with the Panel's determinations will result in reputational damage for the Council. This is mitigated by Democratic Services Committee and Council considering and agreeing the determinations.

5.3 Legal

The report outlines the plans of the IRPW in terms of elected member remuneration which will become regulation.

5.4 Personnel

There are no direct staffing implications from this report.

6. Supporting Evidence

Independent Remuneration Panel for Wales Report 2022/23

<https://gov.wales/independent-remuneration-panel-wales-annual-report-2022-2023-html>

6.1 Performance Information and Data

Not applicable to this report

6.2 Expected outcome for the public

Not applicable to this report

6.3 Involvement (consultation, engagement, participation)

Not applicable to this report

6.4 Thinking for the Long term (forward planning)

Not applicable to this report

6.5 Preventative focus

Not applicable to this report

- 6.6 **Collaboration / partnership working**
Not applicable to this report
- 6.7 **Integration(across service areas)**
Not applicable to this report
- 6.8 ***Decarbonisation and Reducing Carbon Emissions***
Not applicable to this report
- 6.9a ***Socio Economic Duty Impact Assessment***
Not applicable to this report
- 6.9b ***Equality Impact Assessment***
Not applicable to this report
7. **Monitoring Arrangements**
- 7.1 *State how the work will be monitored e.g. through scrutiny or directorate performance management arrangements*
- 7.2 **Background Documents /Electronic Links**

Appendix 1

- *The Independent Remuneration Panel for Wales Report 2022/2023*
<https://gov.wales/independent-remuneration-panel-wales-annual-report-2022-2023-html>

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Independent Remuneration Panel for Wales

Annual Report

February 2022

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

ANNUAL REPORT

2022/2023

FOREWORD

The COVID-19 pandemic continues to impact on the work of the Panel in that we have been unable to meet with authorities and their representative organisations face to face. However, we have continued to hold meetings regularly and to have meaningful discussions with our stakeholders via Microsoft Teams or Zoom.

The Panel issued the draft Report for consultation at the end of September 2021 and held engagement events to support the consultation process. We received a range of views, many either supporting or making no comment about the proposed increases. Some respondents questioned the timing and the potential financial implications. The Panel examined all of the responses and has decided not to make any significant amendments to the determinations contained in the draft Report. More detail is included in the [Executive Summary](#) and main Report.

We are grateful to those organisations and individuals who took the time to express their views.

We consider that it is important that the payments to elected members of principal councils are fair and at a level that is not a disincentive to potential candidates for election. Therefore, the Panel has decided to reset the basic salaries of elected members to closer align with the average earnings in Wales. This alignment has been eroded in successive years, primarily as a result of austerity measures.

This will be my final Report as a member of the Independent Remuneration Panel as I will be standing down at the end of March. I have had the privilege of being a member of the Panel since it was established in 2008 and the Chair for the past 7 years. I wish to put on record my appreciation and thanks to all of my colleagues, past and present, for the support that I have received during the last 13 years. Also, my grateful thanks to the members of our Secretariat who have supported me and ensured the efficient functioning of the Panel.

I believe that the Panel has made a significant and beneficial influence on the value of elected members of local government in Wales at all levels and in respect of all authorities that are within its remit. It is a sad reflection that much of the public's perceptions and views of politicians is tainted by the actions of a few individuals within representative democracy. I have had an involvement with local government all my working life and during that time have met and known countless members. The vast majority work tirelessly for their communities and do so for little financial reward. I believe that all in society should have the opportunity to stand for election if they wish to and there should be no financial barriers to preclude this.

This Report provides a major step forward towards achieving this objective. The Panel has consistently emphasised the fact that democracy is not cost free. However, we have to balance the fairness to elected members against the cost to the public purse. We are satisfied that this balance is achieved for 2022/2023.

I have no doubt that the Panel has had a beneficial impact on improving the worth of a local councillor and it is vital that this is not undermined by those members who decline increases in the payments for reasons of political gain. Such action undermines the worth and value of all elected members.

Finally, my thanks to all the members and officers of Welsh councils, NPAs and FRAs that I have had the pleasure of meeting and engaging with over the last 13 years.

John Bader
Chair

Panel Membership

John Bader, Chair
Saz Willey, Vice Chair
Joe Stockley
Ruth Glazzard
Helen Wilkinson

Detailed information about the members can be found on the website: [Panel website](#)

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Timescale for Implementation of the Panel's Determinations

The [Local Government \(Wales\) Measure 2011](#) requires the Panel's Annual Report to take effect from 1 April. In most years, this is in line with financial and administrative arrangements of all authorities. However, when new councils are elected some of the Panel's determinations are to be effective for the new municipal term.

On 9 May 2022, new municipal arrangements will come into effect following local government elections. This Annual Report therefore has two different effective dates as set out below:

1. For the period 1 April 2022 to 8 May 2022, all of the Determinations contained in the Independent Remuneration Panel for Wales' [Annual Report 2021/2022](#) will continue to apply in respect of principal councils and community and town councils.
2. For national park authorities and Welsh fire and rescue authorities the determinations in Sections [7](#) and [8](#) of this Report will apply from the new financial year, 1 April 2022.
3. With effect from 9 May 2022, (the new municipal year) the determinations set out in this Report in Sections [3](#) and [13](#) will apply to principal councils and community and town councils.

Executive Summary

This is the fourteenth Annual Report of the Independent Remuneration Panel for Wales (the Panel), published under the requirements of the [Local Government \(Wales\) Measure 2011](#) (as amended).

1. As Wales emerges from the COVID-19 pandemic, elected members of local councils are playing an important role in supporting the resilience of their communities and economies. Local elections in Wales will take place on 5 May 2022. These elections provide an important opportunity to highlight public services and to emphasise the importance of councillors in maintaining Welsh democracy.
2. From inception, the Panel has consistently argued that local democracy and the governance of local public services are not cost free and that financial barriers should not limit anyone's opportunity to participate. Remuneration must be sufficient to encourage and enable a diversity of willing and able people to undertake local governance through elected, appointed or co-opted roles.
3. The Panel shares Welsh Government's commitment to equality, diversity and inclusion, including the socio-economic duty. The current make-up of Welsh councillors does not reflect the diversity of Wales. Public services should be accountable to and delivered by people who reflect the communities they serve, as evidence shows diversity of experience and thought broadens perspectives and improves decision making.
4. The Panel has previously highlighted that since 2009, remuneration of elected members of local government in Wales has not kept pace with measures of inflation or other possible comparators due mainly to austerity and pressure on public finances.¹ The effect is members of principal councils have been significantly undervalued over time.

Yearly percentage increases to basic salary, benchmarks and alternative measures 2013 to 2021

Annual Report Year	2013	2014	2015	2016	2017	2018	2019	2020	2021
IRPW Basic	0.00	0.00	0.95	0.00	0.00	0.75	3.49	2.52	1.06
ASHE*	4.00	0.60	1.00	2.70	1.00	2.10	5.10	1.20	3.90
NLW	1.90	3.00	3.10	7.50	4.20	4.40	4.90	6.20	2.18
LWF	3.47	2.68	2.61	5.10	2.42	3.55	2.86	3.33	2.15

* ASHE for 2020 has been revised and the 2021 figure is provisional.

¹ These include Retail Prices Index, Consumer Prices Index, NJC (public sector employees), National Living Wage (NLW), [the Living Wage Foundation's Living Wage \(LWF\) rates](#), Members of Senedd Cymru, and MPs and also the Annual Survey of Hourly Earnings (ASHE). Section 3 has more detail including actual salary comparators.

5. The Panel believe the May elections are the right time to re-establish the link between principal councillor remuneration and average earnings in Wales. Those elected as members of the 22 principal councils will receive, proportionately, the same overall average pay that a Welsh constituent received in 2020. Further details can be found in [Section 3](#).
6. [The Local Government \(Wales\) Measure 2011](#) requires the Panel to have regard to the financial implication of its decisions. The Panel investigated the cost of the reset and discussed issues of affordability with representatives of the Welsh Local Government Association. Their general consensus was, that in the context of a council's total budget, the Panel's determinations will not have a significant impact. The Panel consider that these proposals meet the legislative requirement and achieve an appropriate balance of fairness to councillors and taxpayers.
7. In preparing this Annual Report, the Panel undertook an extensive consultation on the contents of the Draft Report. The breadth, depth and frankness of the feedback is appreciated and all views have been considered. The Panel hopes that this final report is easier to understand and implement.
8. All responses to the draft consultation supported the Panel's stance on continuing to encourage diversity amongst locally elected representatives. Many comments highlighted that low levels of remuneration had proved a barrier to increasing diversity in local democracy. Some raised concerns. One respondent wrote powerfully about the adverse impact on women, and other protected characteristic groups under-represented in local democracy, and of a culture in which people felt coerced into forfeiting payments they are eligible for. The value of the role of councillors is undermined if individual members forego increases determined by an independent Panel.
9. All respondents agreed that councillors should be properly valued and that remuneration needs to reflect the demands and complexity of the role. Most confirmed that decision-making and local governance continue to become more complex and that pressures on councillors that were already increasing before the pandemic have intensified in the last two years. This includes being available at all times of the day and night as the public (and media) increasingly expect and demand agile, often immediate responses to enquiries and concerns. It is clear from responses that a move to hybrid working enforced by the COVID-19 pandemic requires investment in infrastructure, equipment and training support to enable councillors to fulfil their tasks effectively.
10. The environment in which politicians – local and national – are operating in is challenging. Safety emerged as a key issue in 2021 following the tragic death of Sir David Amess MP and in the consultation feedback received.
11. Many individuals and some principal authorities supported all of the Panel's determinations. There were no objections to the principle of aligning members of principal councils with the average Welsh wage. A few thought the proposed increases should have been larger and or have been made earlier. One respondent thought past increases should have been in line with inflation but did not specify which index measure they preferred. The Panel notes that if this had been done the 2022 payments would have been larger.

12. A few respondents stated that they would prefer the increase to be spread over the next five year term. The Panel does not agree. The Panel believes that it is essential prospective candidates and the electorate know that successful candidates will be fairly remunerated, as this may lead to a greater diversity of individuals applying and putting themselves forward for selection and election.
13. A few respondents expressing concern about the level of the proposed increase stated this was because of potential adverse media reaction and public perception about such a large percentage rise. The Panel notes these concerns but is not convinced that any of the matters raised merit a change in either the proposed amounts or that there is a case for incremental increases. The Panel is clear that the 2022 local elections are the right time to re-establish the link between principal councillor remuneration and average earnings in Wales. This was due mainly to austerity and pressure on public finances.
14. The Panel is concerned that payment information provided by relevant authorities shows that very few members are utilising the provision in the framework for financial support in respect of care. It is vital that Democratic Services Committees continue to encourage and facilitate greater use of this element of the Remuneration Framework so that members with care costs are not financially disadvantaged. Encouraging take up of financial support for members with caring responsibilities sends a positive signal that members with care responsibilities are welcome and valued. People's lifestyles (and expectations) have changed in the last decade with increased requirements and expectations for a flexible approach to support people with family and care pressures to participate and contribute at work and in public life, through job sharing, flexibility and family leave. The care payments reflect this.
15. Payments for members of national park authorities and Welsh fire and rescue authorities will increase as a result of the uplift proposed for elected members of principal councils. As indicated above, these increases will be effective from 1 April 2022, the new financial year. The Panel considered the alternative for implementation following the annual meeting of each authority, but this could mean a significant delay in individuals receiving the new payments.
16. Early in 2021 the Panel commenced a major review of the Remuneration Framework in respect of community and town councils and undertook a comprehensive consultation exercise with the sector. We appreciated the level of engagement from individual councils and their representative organisations. The COVID-19 pandemic limited the Panel's opportunities for face-to-face engagement in 2020/2021. However, the Panel's digital engagement was considerable. The Panel recognises a wide variation in geography, scope and scale across the over 700 community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities. Our determinations for the new framework are set out in [Section 13](#).
17. The independence of the Panel from Welsh Government and local government is enshrined in law. The Panel's decisions and determinations are made on its principles, objectives and evidence, free from political influence, voter or media

considerations. In reaching the conclusions within this report, the Panel took account of:

- the overarching framework of the [Wellbeing of Future Generations Act](#);
- the ethos and principle of the [socio-economic duty](#), implemented in Wales in 2020;
- the Welsh Government’s ongoing commitment to [equality](#) and [diversity in democracy](#) including the [Access to Elected Office Fund](#) and other stakeholder initiatives such as [Be a Councillor](#) (WLGA) and [ElectHer](#);
- Welsh Government’s [net zero all-Wales plan](#), [remote working policy](#) and indications that hybrid working will remain a feature of the operating environment for local politicians.

2022-2023 Determinations

18. The table below summarises the new and updated determinations in this year’s Annual Report informed by our belief and rationale for investing in local democracy and public services and by the principles outlined above.

[Annex 1](#) outlines all of the Panel’s determinations for 2022/23.

Summary of new and updated determinations contained in this report
Principal Councils
<i>Determination 1:</i> The basic salary in 2022/23 for elected members of principal councils shall be £16,800.
<i>Determination 2:</i> Senior salary levels in 2022/23 for members of principal councils shall be as set out in Table 4 .
<i>Determination 3:</i> Where paid, a civic head must be paid a Band 3 salary of £25,593 in accordance with Table 4 .
<i>Determination 4:</i> Where paid, a deputy civic head must be paid a Band 5 salary of £20,540 in accordance with Table 4 .
<i>Determination 5:</i> Where appointed and if remunerated, a presiding member must be paid £25,593 in accordance with Table 4 .
Assistants to the Executive
<i>Determination 13:</i> The Panel will decide on a case-by-case basis the appropriate senior salary, if any, for assistants to the executive.
National Park Authorities
<i>Determination 23:</i> The basic salary for NPA ordinary members shall be £4,738 with effect from 1 April 2022.
<i>Determination 24:</i> The senior salary of the chair of a NPA shall be £13,531 with effect from 1 April 2022.
<i>Determination 25:</i> A NPA senior salary of £8,478 must be paid to a deputy chair where appointed.

Summary of new and updated determinations contained in this report
Determination 26: Committee chairs or other senior posts can be paid. This shall be paid at £8,478.
Fire and Rescue Authorities
Determination 30: The basic salary for FRA ordinary members shall be £2,369 with effect from 1 April 2022.
Determination 31: The senior salary of the chair of a FRA shall be £11,162 with effect from 1 April 2022.
Determination 32: A FRA senior salary of £6,109 must be paid to the deputy chair where appointed.
Determination 33: Chairs of committees or other senior posts can be paid. This shall be paid at £6,109.
Payments to Co-opted Members of Principal Councils, National Park Authorities and Fire & Rescue Authorities
Determination 40: The appropriate officer within the authority must set in advance whether a meeting is programmed for a full or half day. When the meeting is set for a full day the fee will be paid on this basis even if the meeting finishes within four hours.
Contribution towards Costs of Care and Personal Assistance (CPA)
Determination 43: All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows: <ul style="list-style-type: none"> • Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced. • Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real Living Wage hourly rates as defined by the Living Wage Foundation at the time the costs are incurred. <p>This must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider.</p>
Community and Town Councils
Determination 44: Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.
Determination 45: The payment for members undertaking a senior role is an annual amount of £500 as set out in Table 11 .
Determination 48: Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows: <ul style="list-style-type: none"> • Up to £57.20 for each period not exceeding 4 hours • Up to £114.40 for each period exceeding 4 hours but not exceeding 24 hours

Summary of new and updated determinations contained in this report
<p><i>Determination 49:</i> Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30.</p> <p>A member in receipt of financial loss will not be entitled to claim attendance allowance for the same event.</p>
<p><i>Determination 52:</i> The application of the Remuneration Framework by relevant Group.</p>

1. The Panel's Framework: Principles of Members' Remuneration

Upholding trust and confidence

- 1.1 Citizens rightly expect that all those who choose to serve in local authorities uphold the public trust by embracing the values and ethics implicit in such public service. These principles underpin the contribution that the work of the Panel and its Framework make towards upholding public trust and confidence.

Simplicity

- 1.2 The Framework is clear and understandable. This is essential for the Panel to be able to communicate its Determinations effectively to all those who are affected by, or who have an interest in its work.

Remuneration

- 1.3 The Framework provides for payment to members of authorities who carry a responsibility for serving their communities. The level of payment should not act as a barrier to taking up or continuing in post. There should be no requirement that resources necessary to enable the discharge of duties are funded from the payment. The Framework provides additional payments for those who are given greater levels of responsibility.

Diversity

- 1.4 Democracy is strengthened when the membership of authorities adequately reflects the demographic and cultural make-up of the communities such authorities serve. The Panel will always take in to account the contribution its Framework can make in encouraging the participation of those who are significantly under-represented at local authority level.

Accountability

- 1.5 Taxpayers and citizens have the right to receive value for money from public funds committed to the remuneration of those who are elected, appointed or co-opted to serve in the public interest. The Panel expects all authorities to make information readily and appropriately available about the activities and remuneration of their members.

Fairness

- 1.6 The Framework will be capable of being applied consistently to members of all authorities within the Panel's remit as a means of ensuring that levels of remuneration are fair, affordable and generally acceptable.

Quality

- 1.7 The Panel recognises that the complex mix of governance, scrutiny and regulatory duties incumbent upon members requires them to engage with a process of continuous quality improvement. The Panel expects members to undertake such training and personal development opportunities as required to properly discharge the duties for which they are remunerated.

Transparency

- 1.8 Transparency of members' remuneration is in the public interest. Some members receive additional levels of remuneration by virtue of being elected or appointed to more than one public body. The Framework serves to ensure that knowledge of all members' remuneration is made easily available to the public.

Remuneration of Heads of Paid Service

- 1.9 The Panel applies these principles of fairness, accountability and transparency in all its determinations in relation to remuneration of members of all the authorities that fall within its remit. The same principles also apply when the Panel is required to make recommendations in relation to the remuneration of the heads of paid service of these authorities.

2. Annual Report Summary Page

Type of Payment	Type of Authority			
	Principal Councils	National Park Authorities	Fire and Rescue Authorities	Community and Town Councils
Basic Salary	page 16	page 32	page 35	N/A ²
Senior Roles	page 19	page 32	page 35	page 49
Committee Chairs	page 17	page 32	page 35	N/A
Opposition Groups	page 19	N/A	N/A	N/A
Civic Heads and Deputies	page 20	N/A	N/A	page 52
Presiding Members	page 21	N/A	N/A	N/A
Mileage	page 45	page 45	page 45	page 45
Other Travel Costs	page 45	page 45	page 45	page 50
Subsistence Costs	page 46	page 46	page 46	page 50
Contribution towards Costs of Care and Personal Assistance	page 39	page 39	page 39	page 39
Family Absence	page 30	N/A	N/A	N/A
Sickness Absence	page 43	page 43	page 43	N/A
Joint Overview and Scrutiny Committees	page 27	N/A	N/A	N/A
Corporate Joint Committees	page 28	N/A	N/A	N/A
Pension	page 29	N/A	N/A	N/A
Co-optees	page 37	page 37	page 37	N/A
Specific or Additional Allowances	page 23	N/A	N/A	N/A
Payments to Community and Town Councillors	N/A	N/A	N/A	page 47
Compensation for Financial Loss	N/A	N/A	N/A	page 50
Statement of Payments	page 84	page 84	page 84	page 84
Schedule of Remuneration	Page 82	Page 82	Page 82	N/A
Salaries of Head of Paid Services	Page 59	N/A	Page 59	N/A

² Not Applicable

3. Payments to Elected Members of Principal Councils: Basic, Senior and Civic Salaries

Basic salary for elected members of principal councils

3.1 In 2009 the Panel decided the average work commitment of an elected councillor of a principal council was three working days. The maximum basic salary was set at £13,868. This reflected three fifths of the then median gross earnings of full-time male employees resident in Wales as reported in the Annual Survey of Hourly Earnings (ASHE) published by the Office of National Statistics. The Panel considered it was appropriate to use this figure, as it was comparable with constituents' pay, adjusted for the part-time nature of the work of a member with no senior responsibilities. At the introduction of austerity measures, the basic salary was reduced to £13,175 and the link to ASHE was broken. Since then, there has been no connection between councillor and constituent pay. In 2019, the Panel took steps to stop the gap widening and reviewed options to move towards reinstating the link with ASHE or another suitable benchmark. A detailed explanatory paper setting out the historical context and analysis is available on the Panel's [website](#). The key issues are:

3.1.1 Since 2009, the Panel has met its duty to take account of affordability and acceptability and set amounts for the basic salary that varied but have not kept pace with measures of inflation or other comparators. [Table 1](#) shows the percentage increases to the basic salary and a selection of alternative benchmarks from 2013 to 2021.

3.1.2 From 2013 to 2020 the basic salary of other Welsh elected members increased by 9% (£13,175 to £14,368). A Senedd Cymru member's salary increased by 28.6% (£53,852 to £69,272) and an MP's salary increased by 23.4% (£66,396 to £81,932). MS salaries were realigned in 2017 and MPs in 2015.

3.1.3 Examining other parts of the United Kingdom, councillors in Scotland receive £18,604 a year and in 2018 councillors in Northern Ireland received £15,486. Comparison with England is more difficult as the structure of local government is different, although there are examples where members are paid significantly more than their Welsh counterparts.

3.1.4 [Table 1](#) shows the basic salary of backbench councillors has fallen significantly behind the Welsh average (median) salary and public sector pay.

Table 1 – Yearly percentage increases to basic salary, benchmarks and alternative measures 2013 to 2021

Annual Report Year	2013	2014	2015	2016	2017	2018	2019	2020	2021
IRPW Basic	0.00	0.00	0.95	0.00	0.00	0.75	3.49	2.52	1.06
ASHE*	4.00	0.60	1.00	2.70	1.00	2.10	5.10	1.20	3.90
NJC **	1.00	0.43	2.05	1.00	1.00	2.00	2.60	2.75	1.75
MS	0.00	0.00	0.00	1.00	17.70	2.10	3.50	0.00	2.40
MP	1.00	1.00	10.30	1.30	1.40	1.80	2.70	3.10	0.00
RPI***	3.00	2.40	1.00	1.80	3.60	3.30	2.60	1.50	3.80
CPI ****	2.60	1.50	0.00	0.70	2.70	2.50	1.80	0.90	2.00
NLW	1.90	3.00	3.10	7.50	4.20	4.40	4.90	6.20	2.18
LWF	3.47	2.68	2.61	5.10	2.42	3.55	2.86	3.33	2.15

*ASHE for 2020 has been revised and the 2021 figure is provisional

** NJC final employers offer July 2021; *** RPI and CPI**** are for July 2021.

Wales Median Average (median) gross weekly earnings by Welsh local areas and year (£) (gov.wales)

MS [Remuneration Board](#)

MP [Independent Parliamentary Standards Authority](#)

RPI all items [Retail Price Index](#)

CPI [Consumer Price Inflation](#)

NLW [National Living Wage](#)

LWF [Living Wage Foundation](#)

Table 2 - Basic yearly salary and actual full time and 3 day (60%) equivalents of Welsh national average pay 2013 to 2021

Year	IRPW basic salary	Wales Median ASHE	
		full time	3 day
2013	13,175	24,499	14,699
2014	13,175	24,655	14,793
2015	13,300	24,915	14,949
2016	13,300	25,643	15,386
2017	13,300	25,904	15,542
2018	13,400	26,476	15,886
2019	13,868	27,828	16,697
2020	14,218	28,166*	16,900*
2021	14,368	29,274*	17,564*

- 3.2 When making determinations for this Annual Report, the Panel considered the progression of the variety of benchmark figures outlined above for the period from 2013 to 2021 and the increases.
- 3.3 As outlined in the [Executive Summary](#), the Panel believes that local elections in May 2022 provide an opportune time to rectify the imbalance between the basic salary of councillors and the average salaries of their constituents. The basic salary of councillors of principal councils elected in the May 2022 local elections will be reset to align with the 2020 ASHE. This will be £16,800.

Determination 1: The Basic Salary in 2022/23 for elected members of principal councils shall be £16,800.

Senior Salaries

Senior salaries are payments to members who are executive, chairs of committees and the leader of the opposition.

Number of Senior Salaries

- 3.4 The limit on the number of senior salaries payable (“the cap”) will remain in place and remains unchanged other than to reflect, where appropriate, the changes in the membership. In 2022-2023 the maximum number of senior salaries payable within each council will be as set out in [Table 3](#).

Senior Salary Payments

- 3.5 All senior salaries include the basic salary payment.
- 3.6 The Panel recognises that years of no or low increases has meant the pay of senior salary holders is significantly and increasingly lower than many relevant comparators.

Leaders

- 3.7 It is widely recognised that the role of leader of a principal council is highly complex and carries a large and increasing level of responsibility. Leaders’ pay is at the lower end of sector market comparators.
- 3.8 The Panel has heard arguments that a leader’s pay should be at or above a backbench MS or a Health Board Chair. The Panel has considered these arguments, but has concluded that although the roles have some similarities, there are significant and crucial differences which are not helpful in making comparisons.

- 3.9 The Panel is very concerned that the current payment levels are often financially unattractive and are seen as a barrier to participation. For many willing and well-qualified people, a senior salary might necessitate a significant reduction in earnings. This is not in the spirit of diversity, inclusion, or democracy, or efficient for the effective running of principal councils. To start to address this, the Panel has re-set all senior salary payments for 2022-2023. The salary of a leader of the largest (Group A) council will be £63,000. All other payments have been decided in reference to this and are set out in [Table 4](#).

Executive

- 3.10 The Panel continues to take the view that executive members should be considered to be working the equivalent of full time (around 40 hours per week) but flexibly, and not necessarily nine to five. Continued discussions with members and officers in recent years have reinforced this conclusion.

Chairs of Committees

- 3.11 The Panel recognises that there is a significant variance in the responsibilities and functions of chairing different committees. Councils do not have to pay chairs of committees. Each council can decide which, if any, chairs of committees they pay. This allows councils to take account of differing levels of responsibility.
- 3.12 The Panel has considered the role element of the chair's salary. The move to a single level of chair payment in 2019 reduced the differentials with other senior payments. To reset this, the Panel has decided not to change the role element at the 2021 figure of £8,793 for 2022-2023. The basic salary increase will apply.

Determination 2: Senior salary levels in 2022/23 for members of principal councils shall be as set out in [Table 4](#).

Table 3: Maximum numbers of council membership eligible for payment of a senior salary

Council	Number of councillors	Number of senior salaries
Group A (populations over 200,000)		
Cardiff	79	19
Rhondda Cynon Taf	75	19
Swansea	75	19
Group B (populations of 100,000 to 200,000)		
Bridgend	51	18
Caerphilly	69	18
Carmarthenshire	75	18
Conwy	55	18
Flintshire	66	18
Gwynedd	69	18
Neath Port Talbot	60	18
Newport	51	18
Pembrokeshire	60	18
Powys	68	18
Vale of Glamorgan	54	18
Wrexham	56	18
Group C (populations of up to 100,000)		
Blaenau Gwent	33	16
Ceredigion	38	17
Denbighshire	48	17
Isle of Anglesey	35	17
Merthyr Tydfil	30	15
Monmouthshire	46	17
Torfaen	40	17

NOTE: The number of councillors set out in [Table 3](#) reflects the changes proposed by the Local Democracy and Boundary Commission for Wales and approved by the Minister for Finance and Local Government. These will be effective from the 9 May 2022. From 1 April 2022 to 8 May 2022 the numbers contained in [Table 3](#) of the Annual Report 2021/2022 will apply.

Table 4: Salaries payable to Basic, Senior, Civic and Presiding Members of Principal Councils:

Basic salary (payable to all elected members) £16,800			
	Group A Cardiff, Rhondda Cynon Taf, Swansea	Group B Bridgend, Caerphilly, Carmarthenshire, Conwy, Flintshire, Gwynedd, Newport, Neath Port Talbot, Pembrokeshire, Powys, Vale of Glamorgan, Wrexham	Group C Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire, Torfaen, Isle of Anglesey
Senior salaries (inclusive of basic salary)			
Band 1 Leader	£63,000	£56,700	£53,550
Deputy Leader	£44,100	£39,690	£37,485
Band 2 Executive Members	£37,800	£34,020	£32,130
Band 3 Committee Chairs (if remunerated):		£25,593	
Band 4 Leader of Largest Opposition Group ³		£25,593	
Band 5 Leader of Other Political Groups		£20,540	

³ Leader of largest opposition group. See IRPW Regulations, Annex 2, Part 1(2) for a definition of “largest opposition group” and “other political group”.

Table 4 notes:

- a. The Panel considers that leadership and executive roles (Band 1 and 2 salaries respectively) carry the greatest individual accountability. A deputy leader salary is set at 70% of their leader and an executive member at 60% of their leader.
- b. The Panel considered arguments for and against changing council groupings. Options included removing or increasing the number of groups

and changing the banding levels. The Panel concluded that 'size of population' remains a major factor in influencing levels of responsibility and has retained the three population groups (A, B and C). For information: Group A Population 200,000 and above; Group B Population 100,001 to 199,999; Group C Population up to 100,000.

- c. Salaries for B group councils will be at 90% of Group A salaries. Salaries for C group councils have been set at around 80% of Group A. Although Group C councils have significantly smaller populations and budgets they face similar duties and challenges as Group A and B councils and they do so with fewer resources. The Panel has therefore decided to reduce the Group differentials. In 2022/2023 salaries for Group C will be at 85% of Group A salaries. The salaries are set out in [Table 4](#).
- d. Committee chairs will be paid at Band 3. A council can decide which, if any, chairs of committees are remunerated. This allows councils to take account of differing levels of responsibility.
- e. The stipulation that an opposition group leader or any other group leader must represent at least 10% of the council membership before qualifying for a senior salary remains unchanged.
- f. The Panel has determined that a council must make a senior salary available to the leader of the largest opposition group.
- g. The Panel has determined that, if remunerated, a Band 5 senior salary must be paid to leaders of other political groups.

Payments to Civic Heads and Deputies (Civic Salaries)

- 3.13 A council may decide not to pay any civic salary to the posts of civic head and or deputy civic head. If paid, civic heads must be remunerated at Band 3 level and deputy civic heads at Band 5. (Determinations 5, 6, 7 and 8).
- 3.14 The posts of civic head and deputy civic head are not included in the cap (subject to not exceeding 50% of the council membership).
- 3.15 Civic heads are senior posts within councils which are distinct from political or executive leadership. In addition to chairing major meetings the civic head is the authorities' 'first citizen' and 'ambassador' representing the council to a wide variety of institutions and organisations. The Panel's requirement that members should not have to pay for the cost of the support (see **Determination 10**) needed to carry out their duties applies also in respect of deputy civic heads.

Determination 3: Where paid, a Civic Head must be paid a Band 3 salary of £25,593 in accordance with [Table 4](#).

Determination 4: Where paid, a Deputy Civic Head must be paid a Band 5 salary of £20,540 in accordance with [Table 4](#).

- 3.16 In many instances civic heads receive secretarial support and are provided with transport for official duties and can access a separate hospitality budget which is managed and controlled by council officers.
- 3.17 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and official clothing. Funding decisions in relation to levels of such additional support are not matters of personal remuneration, but of the funding required to carry out the tasks and duties. These matters remain entirely a decision for individual councils. Councils remain free to invest in support at whatever levels they deem appropriate for the levels of civic leadership they have in place.
- 3.18 The [Local Government \(Democracy\) \(Wales\) Act 2013](#) allows councils to appoint a presiding member whose role is to chair meetings of the whole council. Where appointed, there would be a consequential reduction in the responsibilities of the respective civic head.

Presiding Members

- 3.19 Councils are reminded that, if a presiding member is appointed, they do not have to be remunerated. If they are remunerated the post will count towards the cap and be paid at a Band 3 senior salary.

Determination 5: Where appointed and if remunerated, a presiding member must be paid £25,593 in accordance with [Table 4](#).

Determination 6: The post of deputy presiding member will not be remunerated.

Key factors underpinning the Panel's determinations:

- 3.20 The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance. It is based on a full time equivalent of three days a week.
- 3.21 The prescribed salary and expenses must be paid in full to each member unless an individual has independently and voluntarily opted in writing to the authority's proper officer to decline all or any element of the payment. It is fundamental there is transparency in this process so any possible suggestion that members are put under pressure to decline salaries is avoided.

The following must be applied:

Determination 7:

- a) **An elected member must not be remunerated for more than one senior post within their authority.**
- b) **An elected member must not be paid a senior salary and a civic salary.**
- c) **All senior and civic salaries are paid inclusive of basic salary.**
- d) **If a council chooses to have more than one remunerated deputy leader, the difference between the senior salary for the deputy leader and other executive members should be divided by the number of deputy leaders and added to the senior salary for other executive members in order to calculate the senior salary payable to each deputy leader.**

Determination 8: Members in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA or FRA to which they have been appointed. They remain eligible to claim travel and subsistence expenses and contribution towards costs of care and personal assistance from the NPA or FRA.

Determination 9: Members in receipt of a Band 1 or Band 2 salary cannot receive any payment from a community or town council of which they are a member. They remain eligible to claim travel and subsistence expenses and contribution towards costs of care and personal assistance from the community or town council. Where this situation applies, it is the responsibility of the individual member to comply.

Supporting the work of local authority elected members

- 3.22 The Panel expects support provided should take account of the specific needs of individual members. Democratic Services Committees are required to periodically review the level of support provided to members to carry out their duties. The Panel would expect these committees to carry this out and bring forward proposals to the full council as to what is required. Any proposals should be made with due regard to Determinations 10 and 11 below. For example, the Panel does not consider it appropriate that elected members should be required to pay for any telephone usage to enable them to discharge their council duties.
- 3.23 The Panel considers it is necessary for each elected member to have ready use of email services, and electronic access to appropriate information via an internet connection. The Panel does not consider it appropriate that elected members should be required to pay for internet related services to enable them to discharge their council duties, even more so when a significant proportion of a member's function is undertaken from their home. Access to electronic

communications is essential for a member to be in proper contact with council services and to maintain contact with those they represent. Councils are committed to paperless working and without electronic access members would be significantly limited in their ability to discharge their duties. It is inappropriate for facilities required by members only to be available within council offices within office hours.

- 3.24 The responsibility of each council, through its Democratic Services Committee, to provide support should be based on an assessment of the needs of its members. When members' additional needs or matters of disability apply, or there are specific training requirements indicated, each authority will need to assess any particular requirements of individual members.
- 3.25 As a result of their role as a councillor an elected member's personal security may become adversely affected. It is the duty of Democratic Services Committees to fund or provide support necessary to enable a councillor to discharge their role reasonably and safely. This may require funding appropriate security measures to protect councillors from personal risk or significant threat. Risk assessment and liaison with relevant bodies such as the police and security services would normally inform the selection of required provision.
- 3.26 For co-opted members the support requirements are set out in [Section 9](#) and Determination 42.

Determination 10: Each authority, through its Democratic Services Committee, must ensure that all its elected members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet facilities giving electronic access to appropriate information.

Determination 11: Such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and or efficiency of members.

Specific or additional senior salaries

- 3.27 To allow greater flexibility councils have the opportunity to apply for specific or additional senior salaries that are outside the current remuneration framework, or cannot be accommodated within the maximum number of senior salaries relating to the authority. If the proposed addition is approved and results in the council exceeding its cap, this will be included in the approval (subject to not exceeding 50% of the council membership – see footnote 4). Some councils have raised the possibility of operating some senior salary posts on a job share arrangement. The Panel is supportive of this principle, on the basis that it supports diversity and inclusion, and the process is set out in Paragraph 3.29.

Determination 12: Principal councils can apply for specific or additional senior salaries that do not fall within the current Framework.

- 3.28 Guidance to local authorities on the application process was issued in April 2014 and incorporated the following principles:
- a. The total number of senior salaries cannot exceed fifty percent⁴ of the membership.
 - b. Applications will have to be approved by the authority as a whole (unless this has been delegated within Standing Orders) prior to submission to the Panel.
 - c. There must be clear evidence that the post or posts have additional responsibility demonstrated by a description of the role, function and duration.
 - d. Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole.

⁴ Local Government (Wales) Measure 2011 Section 142 (5). The proportion fixed by the Panel in accordance with subsection (4) may not exceed fifty percent unless the consent of the Welsh Minister has been obtained.

3.29 Job Sharing Arrangements

[Section 58](#) of the [Local Government and Elections Act \(Wales\) 2021](#) established new arrangements for job sharing for executive leaders and executive members. The Act makes provision:

- a) requiring local authorities to include in their executive arrangements provision for enabling two or more councillors to share an office on an executive, including the office of executive leader
- b) changing the maximum number of members of an executive when members of the executive share an office and
- c) about voting and quorum where members of an executive share office.

For members of an executive: Each job sharer will be paid an appropriate proportion of the salary group as set out in [Table 3](#).

The statutory maximum, as set out in the [Act](#), for cabinets cannot be exceeded so each job sharer will count toward the maximum.

In respect of job-sharing arrangements for other senior salary posts (e.g. Committee Chairs: Opposition group leaders) the Panel is supportive and will normally be prepared to agree to submissions from councils subject to the limitations set out in the following paragraph.

Under the [Measure](#), it is the number of persons in receipt of a senior salary, not the number of senior salary posts that count towards the cap. Therefore, for all job share arrangements the senior salary cap will be increased subject to the statutory maximum of 50% of the council's membership. Where the arrangements would mean that the statutory maximum would be exceeded the Panel would need to seek the approval of Welsh Ministers.

3.30 Assistants to the Executive

The [Local Government and Elections Act](#) also provides for principal councils to be able to appoint elected members to assist the executive in discharging its functions.

Such appointments are made by the leader of the council and can include:

- the number of assistants that may be appointed
- the term of office of the assistants
- the responsibility of the assistants

There are exclusions to the appointments as set out in the legislation and assistants are not members of the cabinet.

The Panel has given initial consideration to matters of remuneration for members appointed as assistants to the executive but has concluded that until there is more information in respect of the responsibilities attached to the posts it is not possible to decide on additional payments, if any. It is therefore proposed that this will be further considered when a council decides to make appointments and details of the specific responsibility is available.

To give effect to this without the requirement for a further formal report the following determination will apply.

Determination 13: The Panel will decide on a case-by-case basis the appropriate senior salary, if any, for assistants to the executive.

Note: If a senior salary payment is made, each will count towards the cap, however, the cap will be increased by the number of assistants receiving payments subject the statutory maximum of 50 per cent of the council's membership.

4. Joint Overview and Scrutiny Committees

- 4.1 Little use has been made of the arrangements for Joint Overview and Scrutiny Committees (JOSC). Therefore, the Panel has decided to delete the payment from the Framework. If, in future, a JOSC is formed by an individual council and it wishes to remunerate, it can apply using the arrangements contained in paragraphs 3.27 and 3.28. The current JOSCs in operation will continue without need for further confirmation. The applicable salaries are set out in the following determinations.

Determination 14: The salary level for a chair of a Joint Overview and Scrutiny Committee shall be £8,793.

Determination 15: The salary level for a vice chair of a Joint Overview and Scrutiny Committee shall be £4,396.

4A. Corporate Joint Committees

- 1A. [The Local Government and Elections Act 2021](#) established Corporate Joint Committees (CJCs) which comprise groups of principal councils. CJCs have specific functions which are set out in Regulations. [Paragraph 4 of The Corporate Joint Committee \(General\) \(No.2\) \(Wales\)](#) is relevant to the Panel.
- 2A. [The Local Government \(Wales\) Measure 2011](#) is amended to include CJCs as relevant authorities for the functions of the Panel. Therefore, any payments made to members of a CJC have to be determined by the Panel.
- 3A. In respect of this Annual Report, as CJCs are in the early stages of being set up, it is too soon for the Panel to consider whether members of a CJC should be remunerated and over time the role, responsibility will be evaluated including any consequential changes to the function and role of the Executive members of the principal council. However, the payment of contribution to costs of care and personal assistance and travel and subsistence to members of CJCs has been included in [Section 10](#) and [Section 12](#).
- 4A. The function of the Panel relating to the salaries of Chief Executives of principal councils and Chief Fire Officers has been extended to include Chief Executives of CJCs.

5. Pension Provision for Elected Members of Principal Councils

- 5.1 The [Local Government \(Wales\) Measure 2011](#) provides a power to the Panel to make determinations on pension entitlement for elected members of principal councils.

Determination 16: The entitlement to join the Local Government Pension Scheme shall apply to all eligible elected members of principal councils.

6. Entitlement to Family Absence

This section applies to elected members of principal authorities.

- 6.1 The Regulations relating to Family Absence for elected members of principal councils were approved by the National Assembly for Wales in [November 2013](#)⁵ and cover maternity, new-born, adoption and parental absences from official business.
- 6.2 The Panel considered the implications for the remuneration of such members who are given absence under the terms of the Welsh Government Regulations and the Panel's determinations are set out below.

Determination 17: An elected member is entitled to retain a basic salary when taking family absence under the original regulations or any amendment to the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.

Determination 18: When a senior salary holder is eligible for family absence, they will continue to receive the salary for the duration of the absence.

Determination 19: It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.

Determination 20: If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to the Isle of Anglesey or Merthyr Tydfil Councils if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances.

Determination 21: When a Council agrees a paid substitution for family absence the Panel must be informed within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.

Determination 22: The Council's schedule of remuneration must be amended to reflect the implication of the family absence.

⁵[The Family Absence for Members of Local Authorities \(Wales\) Regulations 2013](#)

7. Payments to Members of National Park Authorities

Structure of National Park Authorities

- 7.1 The three national parks in Wales - Brecon Beacons, Pembrokeshire Coast and Snowdonia were formed to protect spectacular landscapes and provide recreation opportunities for the public. [The Environment Act 1995](#) led to the creation of a National Park Authority (NPA) for each park.
- 7.2 National park authorities comprise members who are either elected members nominated by the principal councils within the national park area or are members appointed by the Welsh Government through the Public Appointments process. Welsh Government appointed and council nominated members are treated equally in relation to remuneration.
- 7.3 The structure of the members' committee at each of the three national parks is set out in Table 5.

Table 5: Membership of Welsh National Park Authorities

National Park Authority	Total Membership	Principal Council Members	Welsh Government appointed Members
Brecon Beacons	18	12: Blaenau Gwent County Borough Council – 1 Carmarthenshire County Council – 1 Merthyr Tydfil County Borough Council – 1 Monmouthshire County Council – 1 Powys County Council – 6 Rhondda Cynon Taf County Borough Council - 1 Torfaen County Borough Council – 1	6
Pembrokeshire Coast	18	12: Pembrokeshire County Council – 12	6
Snowdonia	18	12: Conwy County Borough Council – 3 Gwynedd Council – 9	6

- 7.4 Standards Committees of NPAs also have independent co-opted members whose remuneration is included in the Framework as set out in [Section 9](#).
- 7.5 The Panel has based its determinations on the following key points:
- NPAs manage their work via formal authority meetings, committees and task and finish groups. Each has a Development, Management and or Planning Committee, and other committees include Performance and Resources and Audit and Scrutiny. Ordinary NPA members are

members of at least one committee as well as being involved in site visits and inspection panels.

- There is an expectation that members will participate in training and development.
- The chair of an NPA has a leadership and influencing role in the authority, a representational role similar in some respects to that of a civic head and a high level of accountability. The chair is not only the leader of the authority but is also the public face of the particular national park and is the link with the Minister and MS' with whom they have regular meetings. The role requires a high level of commitment and time.

Basic and senior salaries

- 7.6 The time commitment on which the remuneration of members is based is 44 days. The salary for members of NPAs will increase to £4,738.
- 7.7 The Panel has determined that the remuneration of a NPA chair should be aligned to that part of a Band 3 senior salary received by a committee chair of a principal council. This salary will increase to £13,531.
- 7.8 The NPA can determine the number of senior posts it requires as appropriate to its governance arrangements.
- 7.9 The Panel has made the following determinations:

Determination 23: The basic salary for NPA ordinary members shall be £4,738 with effect from 1 April 2022.

Determination 24: The senior salary of the chair of a NPA shall be £13,531 with effect from 1 April 2022.

Determination 25: A NPA senior salary of £8,478 must be paid to a deputy chair where appointed.

Determination 26: Committee chairs or other senior posts can be paid. This shall be paid at £8,478.

Determination 27: Members must not receive more than one NPA senior salary.

Determination 28: A NPA senior salary is paid inclusive of the NPA basic salary.

Determination 29: Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed. Where this situation applies, it is the responsibility of the individual member to comply.

Note: Family absence does not apply to Welsh Government appointed members and local authority nominees are covered by their principal council so NPAs are not required to make any arrangements in this respect.

8. Payments to Members of Welsh Fire and Rescue Authorities

Structure of Fire and Rescue Authorities

- 8.1 The three fire and rescue services (FRAs) in Wales: Mid and West Wales, North Wales and South Wales were formed as part of Local Government re-organisation in 1996.
- 8.2 FRAs comprise elected members who are nominated by the Principal Councils within each fire and rescue service area.
- 8.3 The structure of the each of the three FRAs is set out in Table 6.

Table 6: Membership of Fire and Rescue Authorities

Name of Fire and Rescue Authority	Number of Local Authority Members
Mid and West Wales	25: Carmarthenshire County Council – 5 Ceredigion County Council – 2 Neath Port Talbot County Borough Council – 4 Pembrokeshire County Council – 3 Powys County Council – 4 Swansea City and County Council – 7
North Wales	28: Conwy County Borough Council – 5 Denbighshire County Council – 4 Flintshire County Council – 6 Gwynedd Council – 5 Isle of Anglesey County Council – 3 Wrexham County Borough Council – 5
South Wales	24: Bridgend County Borough Council – 2 Blaenau Gwent County Borough Council – 1 Caerphilly County Borough Council – 3 Cardiff City Council – 5 Merthyr Tydfil County Borough Council – 1 Monmouthshire County Council – 2 Newport City Council - 2 Rhondda Cynon Taf County Borough Council - 4 Torfaen County Borough Council – 2 Vale of Glamorgan Council -2

- 8.4 In addition, Standards Committees of FRAs have independent co-opted members whose remuneration is included in the Framework as set out in [Section 9](#).

8.5 In considering remuneration of members of FRAs, the Panel has based its determinations on the following key points:

- The Chair has a leadership and influencing role in the authority, and a high level of accountability especially when controversial issues relating to the emergency service arise. In addition to fire authority meetings, all FRAs have committees that include in different combinations: audit, performance management, scrutiny, human resources, resource management as well as task and finish groups and disciplinary panels. As well as attending formal meetings of the authority and committees, members are encouraged to take on a community engagement role, including visiting fire stations.
- There is a strong training ethos in FRAs. Members are expected to participate in training and development. Induction programmes are available as well as specialist training for appeals and disciplinary hearings.
- Training sessions often follow on from authority meetings to make the training accessible.

Basic and Senior Salaries

8.6 The time commitment on which remuneration is based is 22 days. The salary for members of FRAs will increase to £2,369.

8.7 The Panel determined that the remuneration of a FRA chair should be aligned to that part of a Band 3 senior salary received by a committee chair of a principal council. This salary will increase to £11,162.

8.8 The Panel determined that the remuneration of a FRA deputy chair will be aligned with the Band 5 senior salary for principal councils. This will increase to £6,109 and must be paid if the authority appoints a deputy chair.

8.9 The FRA determines the number of senior posts it requires as appropriate to its governance arrangements. Committee chairs and any other senior post if remunerated will be aligned with Band 5. This will increase to £6,109.

Local Pension Boards

8.10 The Panel has considered requests from FRAs to allow them to pay salaries to chairs of local pension boards established under the [Firefighters' Pension Scheme \(Wales\) Regulations 2015](#). Those Regulations already give FRAs the power to decide how local pension boards are to work and to pay the chair and members if they wish. Therefore, it is not appropriate for the Panel to make a determination empowering FRAs to pay salaries to local pension board chairs. The senior salaries in Determination 31 or 32 cannot be used exclusively for this role.

8.11 The Panel has made the following determinations:

Determination 30: The basic salary for FRA ordinary members shall be £2,369 with effect from 1 April 2022.

Determination 31: The senior salary of the chair of an FRA shall be £11,162 with effect from 1 April 2022.

Determination 32: A FRA senior salary of £6,109 must be paid to the deputy chair where appointed.

Determination 33: Chairs of committees or other senior posts can be paid. This shall be paid at £6,109.

Determination 34: Members must not receive more than one FRA senior salary.

Determination 35: A FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.

Determination 36: Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated. Where this situation applies, it is the responsibility of the individual member to comply

9. Payments to Co-opted Members of Principal Councils, National Park Authorities and Fire & Rescue Authorities⁶

- 9.1 The Panel has determined that a daily or half daily fee is appropriate remuneration for the important role undertaken by co-opted members of authorities with voting rights. This payment therefore differs from that for elected members of principal councils.
- 9.2 Principal councils, NPAs and FRAs can decide on the maximum number of days in any one year for which co-opted members may be paid. The number of days in any one year may vary to reflect the specific work discharged by each relevant committee.
- 9.3 Recognising the important role that co-opted members discharge, payment must be made for travel and preparation time; committee and other types of meetings as well as other activities, including training, as set out in Determinations 38 to 41.
- 9.4 The determinations are set out below. Principal councils, NPAs and FRAs must tell co-opted members the name of the appropriate officer who will provide them with the information required for their claims; and make the appropriate officer aware of the range of payments that should be made.

Determination 37: Principal Councils, NPAs and FRAs must pay the following fees to co-opted members who have voting rights (Table 7).

Table 7: Fees for co-opted members (with voting rights)

Chairs of standards, and audit committees	£268 (4 hours and over) £134 (up to 4 hours)
Ordinary Members of Standards Committees who also chair Standards Committees for Community and Town Councils	£238 daily fee (4 hours and over) £119 (up to 4 hours)
Ordinary Members of Standards Committees; Education Scrutiny Committee; Crime and Disorder Scrutiny Committee and Audit Committee	£210 (4 hours and over) £105 (up to 4 hours)
Community and Town Councillors sitting on Principal Council Standards Committees	£210 (4 hours and over) £105 (up to 4 hours)

Determination 38: Reasonable time for pre-meeting preparation is to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.

Determination 39: Travelling time to and from the place of the meeting is to be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).

Determination 40: The appropriate officer within the authority must set in advance whether a meeting is programmed for a full or half day. When the meeting is set for a full day the fee will be paid on this basis even if the meeting finishes within four hours.

Determination 41: Fees must be paid for meetings and other activities including other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.

Support for co-opted members

Determination 42: Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member.

⁶This section does not apply to co-opted members to community and town councils.

10. Contribution towards Costs of Care and Personal Assistance

- 10.1 This section applies to all members of principal councils, NPAs, FRAs and to co-opted members of these authorities. The same provision applies to community and town councils and members of Corporate Joint Committees.
- 10.2 The purpose of this section is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel believes that additional costs of care required to carry out approved duties should not deter any individual from becoming and remaining a member of an authority or limit their ability to carry out the role. The Panel has adopted specific principles related to support for the costs of care which were the subject of a [Supplementary Report](#) published in February 2020. These principles are set out in [Table 8](#).
- 10.3 The Panel reviewed the arrangements for this financial support and has made the following changes:
- a) As payments are taxable under the current HMRC rules, full reimbursement is not possible so for clarity this is retitled to “contribution towards the costs of care and personal assistance”. It will still require receipts to accompany claims.
 - b) Claims can be made in respect of a dependant under 16 years of age, or a minor or adult who normally lives with the member as part of their family and who cannot be left unsupervised.
 - c) Reimbursement may be claimed for member’s own care or support needs where the support and/or cost of any additional needs are not available or are not met directly by the authority such as Access to Work, Personal Independence Payments, insurance. These could arise when the needs are recent and or temporary.
- 10.4 Members, including co-opted members are entitled to claim towards the costs of care and personal assistance, for activities that the individual council has designated official business or an approved duty which might include appropriate and reasonable preparation and travelling time. It is a matter for individual authorities to determine specific arrangements to implement this. Each authority must ensure that any payments made are appropriately linked to official business or approved duty.
- 10.5 The Panel reviewed the maximum monthly payment in recognition that this has not changed for several years. Information indicates that monthly costs and claims vary considerably. These can depend on the number of dependants, their ages and other factors. Therefore the monthly cap will be replaced with the following arrangements:
- Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced.

- Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real Living Wage [hourly rates as defined by the Living Wage Foundation](#) at the time the costs are incurred.

For clarification, care costs cannot be paid to someone who is a part of a member's household.

10.6 The Panel continues to recognise the issues relating to the publication of this legitimate expense and has retained the requirements for publication set out in [Annex 4](#). To support current members and to encourage diversity the Panel urges authorities to promote and encourage greater take-up of the contribution towards costs of care and personal assistance.

Table 8

The Panel's principles relating to Care and Personal Assistance (CPA)

The Minimum Authorities should do		How this could be done
Be clear who it is for	<p>Members with primary caring responsibilities for a child or adult and/or personal support needs where these are not covered by statutory or other provision.</p> <p>Claims for personal support might also include a short term or recent condition not covered by the Equality Act 2010, access to work, Personal Payments, insurance or other provision.</p>	A confidential review of the needs of individual members annually and when circumstances change
Raise Awareness	Ensure potential candidates, candidates and current members are aware that financial support is available to them should their current or future circumstances require.	Ensure clear and easily accessible information is available on website and in election and appointment materials, at Shadowing and at induction and in the members' "handbook". Remind serving members via email and or training. Signpost to Panel's Payments to Councillors leaflets.
Promote a Positive Culture	Ensure all members understand the reason for CPA and support and encourage others to claim where needed.	Encouragement within and across all parties of relevant authorities to support members to claim.

The Minimum Authorities should do		How this could be done
		Agree not to advertise or make public individual decisions not to claim.
Set out the approved duties for which CPA can be claimed	<p>Meetings – formal (those called by the authority) and those necessary to members’ work (to deal with constituency but not party issues) and personal development (training, and appraisals.)</p> <p>Travel – in connection with meetings.</p> <p>Preparation – reading and administration are part of a member’s role. Some meetings and committees require large amounts of reading, analysis or drafting before or after a meeting.</p> <p>Senior salary holders with additional duties may have higher costs.</p>	<p>Approved duties are usually a matter of fact. Interpretation of the Panel’s Regulations are set out in the Annual Report.</p> <p>“Any other duty approved by the authority, or any duty of class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees.”</p>
Be as enabling as possible about the types of care that can be claimed	<p>Members should not be out of pocket subject to the limit set in the Annual Report.</p> <p>Models of care and needs vary. Members may use a combination of several care options.</p> <p>Patterns of care may alter over the civic and academic year.</p> <p>Not all care is based on hourly (or part hourly) rates.</p> <p>Where a whole session must be paid for, this must be reimbursed even where the care need is only for part of a session.</p> <p>Members may need to:</p> <ul style="list-style-type: none"> • book and pay for sessions in advance • commit to a block contract: week, month or term • pay for sessions cancelled at short notice <p>Where care need straddles two sessions both should be reimbursed.</p>	

The Minimum Authorities should do		How this could be done
Have a simple and effective claim process	<p>Members should know how to claim.</p> <p>The claim process should be clear, proportionate and auditable.</p>	<p>Check members understand how to claim and that it is easy to do so.</p> <p>Flexibility to accept paperless invoices</p> <p>Online form</p> <p>Same or similar form to travel costs claim</p>
Comply with Panel's Publication rules	<p>The Panel's Framework states:</p> <p>"In respect of the publication of the reimbursement of the costs of care, the Panel has decided that relevant authorities should only publish the total amount reimbursed during the year. It is a matter for each authority to determine its response to any Freedom of Information requests it receives. However, it is not intended that details of individual claims should be disclosed."</p>	

Determination 43: All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:

- **Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced.**
- **Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real Living Wage [hourly rates as defined by the Living Wage Foundation](#) at the time the costs are incurred.**

This must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider.

11. Sickness Absence for Senior Salary Holders

- 11.1 The [Family Absence Regulations](#) (approved by the National Assembly in 2014) are very specific relating to entitlement and only available for elected members of principal councils. Absence for reasons of ill-health is not included.
- 11.2 Instances have been raised with the Panel of senior salary holders on long term sickness and the perceived unfairness in comparison with the arrangements for family absence. In consequence, councils are faced with the dilemma of:
- operating without the individual member but still paying them the senior salary.
 - replacing the member who therefore loses the senior salary (but retains the basic salary).
- 11.3 The Panel's Framework provides specific arrangements for long term sickness as set out below:
- a) Long term sickness is defined as certified absences in excess of 4 weeks.
 - b) The maximum length of sickness absence within these proposals is 26 weeks or until the individual's term of office ends, whichever is sooner (but if reappointed any remaining balance of the 26 weeks will be included).
 - c) Within these parameters a senior salary holder on long term sickness can, if the authority decides, continue to receive remuneration for the post held.
 - d) It is a decision of the authority whether to make a substitute appointment, but the substitute will be eligible to be paid the senior salary appropriate to the post.
 - e) If the paid substitution results in the authority exceeding the maximum number of senior salaries payable for that authority, as set out in the Annual Report, an addition will be allowed for the duration of the substitution. (However, this would not apply to Merthyr Tydfil or the Isle of Anglesey councils if it would result in more than 50% of the membership receiving a senior salary. It would also not apply in respect of a council executive member if it would result in the cabinet exceeding 10 posts - the statutory maximum).
 - f) When an authority agrees a paid substitution, the Panel must be informed within 14 days of the decision of the details including the specific post and the estimated length of the substitution. The authorities' Schedule of Remuneration must be amended accordingly.
 - g) It does not apply to elected members of principal councils who are not

senior post holders as they continue to receive basic salary for at least six months irrespective of attendance and any extension beyond this timescale is a matter for the authority.

- 11.4 This arrangement applies to members of principal councils, NPAs and FRAs who are senior salary holders, including Welsh Government appointed members, but does not apply to co-opted members.

Note:

The Family Absence Regulations apply to elected members in cases of maternity, new-born, adoption and parental absences from official business. They do not apply to Welsh Government appointed members of NPAs.

12. Reimbursement of Travel and Subsistence Costs when on Official Business

- 12.1 This section applies to members of principal councils, NPAs, FRAs and to co-opted members of these authorities. This section also applies to members of Corporate Joint Committees. (Similar provision for community and town councils is contained in [Section 13](#) as there is a different approach to such members, principally that the provision is permissive.)
- 12.2 Members may claim reimbursement for travel and subsistence (meals and accommodation) costs where these have arisen as a result of undertaking official business or approved duties.
- 12.3 Expenses reimbursed to members of principal councils, by their principal council are exempt from Income Tax and employee NICs. Members of NPAs and FRAs may be subject to other arrangements as determined by HMRC.
- 12.4 The Panel is aware that in some instances members with disabilities have been reluctant to claim legitimate travel expenses because of an adverse response following the publication of their travel costs. As an alternative, travel arrangements could be made directly by the authority in such circumstances.
- 12.5 The Panel has determined there will be no change to mileage rates which members are entitled to claim. All authorities may only reimburse travel costs for their members undertaking official business within and or outside the authority's boundaries at the current HM Revenue and Customs (HMRC) rates which are:

Reimbursement of mileage costs

45p per mile	Up to 10,000 miles in a year by car
25p per mile	Over 10,000 miles in a year by car
5p per mile	Per passenger carried on authority business
24p per mile	Motorcycles
20p per mile	Bicycles

- 12.6 Where a member who is on official business or an approved duty is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

Reimbursement of other travel costs

- 12.7 All other claims for travel, including travel by taxi if this is the only, or most

appropriate, method of transport, must only be reimbursed on production of receipts showing the actual cost and will be subject to any requirement or further limitation that an authority may determine. Members should always be mindful of choosing the most cost-effective method of travel.

Reimbursement of subsistence costs

£28 per day	Day allowance for meals, including breakfast, where not provided in the overnight charge
£200 per night	London
£95 per night	Elsewhere
£30 per night	Staying with friends and or family

- 12.8 These rates are in line with Welsh Government rates. Recommended practice is that overnight accommodation should usually be reserved and paid for on behalf of members by the relevant authority, in which case an authority may set its own reasonable limits and the limits which apply when an individual member claims in arrears for overnight accommodation costs do not then apply.
- 12.9 All authorities must continue to reimburse subsistence expenses for their members up to the maximum rates set out above on the basis of receipted claims except for occasions when members stay with friends and or family.
- 12.10 There may be instances where an authority has determined that travel costs within its boundaries are payable and require a journey to be repeated on consecutive days. Where it is reasonable and cost effective to reimburse overnight accommodation costs, instead of repeated daily mileage costs, then it is permissible to do so.
- 12.11 It is not necessary to allocate the maximum daily rate (£28 per day) between different meals as the maximum daily rate reimbursable covers a 24-hour period and can be claimed for any meal if relevant, provided such a claim is accompanied by receipts.

Car Parking for Members

Several councils have specific arrangements for their members in respect of car parking. The Panel considers that it is a matter for individual councils to determine arrangements including payments to and from members providing that it is a decision made formally by the council.

13. Payments to Members of Community and Town Councils

- 13.1 The Panel recognises that there is a wide variation in geography, scope and scale across the large number of community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities. This and the fact that not all electoral areas have councils, has made establishing remuneration arrangements more difficult to achieve than for other relevant authorities. For this reason, the Panel decided to undertake a fundamental review ready for implementation effective from the elections on 5 May 2022.
- 13.2 The Panel decided that in carrying out the review it was vital to engage comprehensively with community and town councils and representative organisations together with a commitment to consult on the proposals emanating from the review. The result of this consultation was a significant degree of support for the new proposals and therefore the Panel has decided to introduce the new Framework as set out in this section. However, this will only take effect from the 9 May 2022 following the municipal elections. For the period from 1 April to 8 May the determinations contained in the [Annual Report 2021/2022](#) will continue to apply.
- 13.3 In order to act and carry out duties as a member of a community or town council all persons are required to make a formal declaration of acceptance of office. Following this declaration, members of community or town councils are then holders of elected office and occupy a role that is part of the Welsh local government structure. It is important to note that a person who follows this path is in a different position to those in other forms of activity, for example such as volunteering or charitable work, typically governed by the Charity Commission for England and Wales.
- 13.4 Under the [Local Government \(Wales\) Measure 2011](#), community and town councils are relevant authorities for the purpose of remuneration.
- 13.5 Consequently, individuals who have accepted office as a member of a community or town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the proper officer of a council (usually the Council Clerk) to arrange for correct payments to be made to all individuals entitled to receive them.
- 13.6 Members should receive monies to which they are properly entitled as a matter of course.
- 13.7 An individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so.

- 13.8 The Panel considers that any member who has personal support needs or caring responsibilities should be enabled to fulfil their role. Therefore, the Panel continues to make the contribution towards costs of care and personal allowance mandatory for all members of community and town councils as set out in Determination 43.
- 13.9 Each community and town council must ensure that it does not create a climate which prevents persons accessing any monies to which they are entitled that may support them to participate in local democracy. Payments should be made efficiently and promptly.
- 13.10 Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance. However, this does not preclude them from holding a senior role (Leader, Deputy Leader) without payment.
- 13.11 [Table 12](#) sets out the actions that community and town councils must take annually in respect of each determination that follows.

Table 9: Community and Town Council Groupings

The current groups are:

Community and Town Council Group	Income or Expenditure in 2020-2021 of:
A	£200,000 and above
B	£30,000 - £199,999
C	Below £30,000

- 13.12 These are based solely on finance. We acknowledge the view of many respondents that this was restrictive and limiting. Therefore 5 Groups will be established based on the size of the council's electorate.

Table 10

Group number	Size of Electorate
Group 1	Electorate in excess of 14,000
Group 2	10,000 to 13,999
Group 3	5,000 to 9,999
Group 4	1,000 to 4,999
Group 5	Under 1,000

- 13.13 In addition, there will be a second factor for determining which group the council will be placed. Where income or expenditure permanently exceeds £200,000 a year, it will be moved upwards to the next group.

Payments towards costs and expenses

- 13.14 The Panel continues to mandate a payment of £150, for all councils, as a contribution to costs and expenses for members of community and town councils. We have amended the proposal in the draft to take account of responses to the consultation.
- 13.15 Receipts are not required for these payments.

Determination 44: Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.

Taxation

- 13.16 The issue of the taxation of the £150 payment has been raised on many occasions including in response to the recent consultation. As has been made clear the Panel has no remit in respect of matters of taxation but has been kept informed of the discussions between the Welsh Government and HMRC to establish a possible exemption applying to all community and town councils. Although there has been progress, the Panel has decided that any fundamental change requires formal consultation. This will be progressed in Spring 2022.

Senior roles

- 13.17 The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, will involve greater responsibility. It is also likely that larger councils will have a greater number of committees, reflecting its level of activity. The Panel has therefore set out the determinations for senior roles in [Table 11](#) below.
- 13.18 In all cases, a councillor can only have one payment of £500 regardless of how many senior roles they hold within their Council.

Determination 45: The payment for members undertaking a senior role is an annual amount of £500 as set out in [Table 11](#).

- 13.19 Where a person is a member of more than one community or town council, they are eligible to receive the £150 and, if appropriate, £500 from each council of which they are a member.

Contribution towards costs of Care and Personal Assistance

- 13.20 The purpose of this is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel's determinations in [Section 10](#) apply to community and town councils.

Reimbursement of travel costs and subsistence costs

13.21 The Panel recognises there can be significant travel and subsistence costs associated with the work of community and town council members, especially where the council area is geographically large and/or when engaging in duties outside this area. Each council has an option to pay travel and subsistence costs including travel by taxi if this is the only, or most appropriate, method of transport. Where a council does opt to pay travel and subsistence costs, the following determinations apply.

Determination 46: Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.⁷ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

Determination 47: If a community or town Council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

Compensation for financial loss

13.22 The Panel has retained the facility which councils may pay as compensation to their members where they incur financial loss when attending approved duties. Members must be able to demonstrate that the financial loss has been incurred. Each council has an option to pay compensation for financial loss and where it does the following determination applies.

Determination 48: Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:

- **Up to £57.20 for each period not exceeding 4 hours**
- **Up to £114.40 for each period exceeding 4 hours but not exceeding 24 hours**

⁷ Where a member who is on official business or an approved duty is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

Attendance Allowance

13.23 Attendance allowance was raised in the consultation. The Panel acknowledges that in some cases this might be a valuable addition to support the work of a council. It is therefore included as an option for all councils. A number of queries were raised in respect of this proposal in responses to the Draft Report, including some opposition to its introduction. Whilst it is included in the framework, it is optional for councils and therefore those councils that do not consider it appropriate do not have to implement it. Councils can decide and set out the provisions of the scheme, paragraph 13.24 details what should be included.

Determination 49: Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30.

A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.

- 13.24 (a) As the payment for attendance is optional, the council, at its first Annual Meeting, should formally decide whether or not to make these payments.
- (b) If the council decides in favour of attendance allowances, it must produce a scheme for formal adoption and make provision for it to be publically available.
- (c) The mandatory maximum for each qualifying event is £30. There is no stipulated minimum.
- (d) Payments for attendance must be in respect of official business or approved duty which are identified in the council's Standing Orders or alternatively by specific resolution. The scheme should specify for which events payments will be made.
- (e) All members of the council will be entitled to the payment for attendance at the events specified in the scheme, but an individual member may decline

to receive payment by informing (in writing) the proper officer.

Civic Head and Deputy Civic Head

- 13.25 Civic heads are senior posts within community and town councils. In addition to chairing major meetings the civic head is the ambassador representing the council to a variety of institutions and organisations. The Panel requires that members should not have to pay themselves for any cost associated with carrying out these duties. This requirement also applies in respect of deputy civic heads.
- 13.26 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and official clothing – we consider these to be the council's civic budgets.
- 13.27 Funding decisions in relation to these civic budgets are not matters of personal remuneration for the post holder but relate to the funding required for the tasks and duties to be carried out. Councils remain free to set civic budgets at whatever levels they deem appropriate for the levels of civic leadership they have in place.
- 13.28 For the avoidance of doubt, costs in respect of, for example, transport (physical transport or mileage costs), secretarial support, charitable giving (purchasing tickets, making donations or buying raffle tickets) and official clothing are not matters of personal remuneration for the individual holding the senior post. These should be covered by the civic budget.
- 13.29 Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils can make a payment to the individuals holding these roles.
- 13.30 This is a personal payment to the individual and is entirely separate from covering the costs set out above.
- 13.31 The Panel has determined that the maximum payment to a chair or mayor of a community or town council is £1,500. The maximum payment to a deputy mayor or chair is £500.

Determination 50: Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 51: Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 52: The application of the Remuneration Framework by relevant Group is contained in [Table 11](#).

Table 11

Type of payment	Requirement
Group 1	(Electorate over 14,000)
Basic Payment	Mandatory for all Members
Senior Role Payment	Mandatory for 1 member; optional for up to 7
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Costs of Care	Mandatory
Group 2	(Electorate 10,000 to 13,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Mandatory for 1 member; optional up to 5
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 3	(Electorate 5,000 to 9,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Optional up to 3 members
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 4	(Electorate 1,000 to 4,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Optional up to 3 members
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 5	(Electorate less than 1,000)
Basic Payment	Mandatory for all members
Senior Role Payment	Optional
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subs	Optional
Cost of Care	Mandatory

Making Payments to Members

13.32 [Table 12](#) sets out each of the above determinations and if a decision is required by the council in respect of each one.

- 13.33 In respect of the mandated payments, no decision is required and members should receive monies to which they are properly entitled as a matter of course.
- 13.34 Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.
- 13.35 A council can adopt any, or all, of the non-mandated determinations but if it does make such a decision, it must apply to all its members.
- 13.36 When payments take effect from is set out in paragraphs 13.38 to 13.40 below.
- 13.37 On receipt of the draft Annual Report the previous autumn, councils should consider the determinations for the next financial year and use this to inform budget plans.

Table 12

Determination Number	Is a decision required by council?
44 Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses, with the exception of those councils in Group 5 where the payment is optional.	No - the payment of £150 is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing. This does not apply to councils in Group 5. The council must decide whether to adopt the payment and if so, it must be available for all members.
45 The payment for members undertaking a senior role is an annual amount of £500 as set out in Table 11 .	As set out in Table 11 .
46 Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.	Yes – the payment of travel costs is optional.
47 If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members.	Yes – the payment of overnight subsistence expenses is optional.
48 Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.	Yes – the payment of financial loss compensation is optional if claimed
49 Each council can decide to introduce an attendance	Yes – the payment of attendance allowance is optional.

Determination Number	Is a decision required by council?
<p>allowance for members. The amount of each payment must not exceed £30.</p> <p>A member in receipt of financial loss will not be entitled to claim attendance allowance for the same event.</p>	
<p>50 Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500.</p>	<p>Yes – the payment to a civic head is optional.</p>
<p>51 Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum amount of £500.</p>	<p>Yes – the payment to a deputy civic head is optional.</p>
<p>52 The application of the Remuneration Framework by relevant Group.</p>	<p>As set out in Table 11.</p>
<p>53 Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.</p>	<p>No - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) can only receive travel and subsistence expenses and contribution towards costs of care and personal assistance; if they are eligible to claim, and wish to do so.</p>

13.38 All members are eligible to be paid the £150 as set out in Determination 44 and [Table 11](#), normally from the start of the financial year; unless they are elected later in the financial year, in which case they are eligible for a proportionate payment from that date. However, as 2022 is an election year different arrangements will be required.

- Members who are not standing for re-election or fail to be re-elected are entitled to part payment for the period 1 April to 8 May.
- Current members who are re-elected are entitled to the full payment, but it would be administratively reasonable for the payment to be deferred until the outcome of the election.
- New members are entitled to a proportionate payment

13.39 Other amounts payable to members in recognition of specific responsibilities or

as a civic head or deputy civic head as set out in Determinations 50 and 51 are payable from the date when the member takes up the role during the financial year. For the election year the same arrangements as set out in 13.38 will apply.

13.40 It is a matter for each council to make, and record, a policy decision in respect of:

- when the payment is actually made to the member;
- how many payments the total amount payable is broken down into;
- and whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

13.41 Payments in respect of Determinations 45, 46, 47 and 48 are payable when the activity they relate to has taken place.

13.42 As stated in paragraph 13.7 any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.

Determination 53: Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town Council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.

Publicity requirements

13.43 There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments for each financial year. This information must be published on council noticeboards and or websites (with easy access) and provided to the Panel by email or by post no later than 30 September following the end of the previous financial year. The Panel draws attention to the requirements stipulated at [Annex 4](#). The Panel is concerned that a significant number of councils are still in breach of this requirement.

14. Compliance with Panel Requirements

The Panel's remit under the Measure

- 14.1 [Section 153](#) of the [Measure](#) empowers the Panel to require all relevant authorities⁸ to comply with the requirements imposed by an Annual Report of the Panel and further enables the Panel to monitor the compliance of relevant authorities with the Panel's determinations.
- 14.2 A relevant authority must implement the Panel's determinations in this report from the date of its annual meeting or a date specified within the Annual Report.

Monitoring compliance

- 14.3 The Panel will monitor compliance with the determinations in this Annual Report. Whilst the Panel has no formal enforcement powers it may share information with organisations such as Audit Wales as part of the overall review of a relevant authority's governance and financial arrangements. If the Panel is not satisfied a relevant authority has complied with the Panel's determinations the Panel will inform Welsh Government ministers and may publish details of non-compliance.

The following applies to all authorities including community and town councils

- 14.4 A relevant authority must make arrangements for publication within the authority area of the total sum paid by it in the previous financial year to each member and co-opted member in respect of salary (basic, senior and civic), allowances, fees and reimbursements in a Statement of Payments (in accordance with Annex 4 that sets out the content that must be included in the Publicity Requirements). This must be published as soon as practicable and no later than 30 September following the end of the previous financial year- and must also be submitted to the Panel no later than that date.

The following requirements do not apply to community and town councils

- 14.5
- (i) A relevant authority must maintain an annual **Schedule of Member Remuneration** (IRPW Regulations 4 and 5). Guidance at Annex 3 sets out the content which must be included in the Schedule.
 - (ii) A relevant authority must make arrangements for the Schedule's publication within the authority area (IRPW Regulation 46) and send the Schedule to the Panel as soon as practicable and not later than 31 July in the year to which it applies. Annex 4 provides further details of the publicity requirements.

- (iii) Any amendments to the Schedule made during the year must be notified to the Panel as soon as possible after the amendment is made.

⁸ Interpretation of “Relevant Authority” provided in the Independent Remuneration Panel for Wales (IRPW) Regulations, Part 1, ‘Interpretation’.

15. Salaries of Heads of Paid Service of Principal Councils and Fire and Rescue Authorities and Chief Officers of Principal Councils

- 15.1 [Section 63](#) of the [Local Government \(Democracy\) \(Wales\) Act 2013](#) amended the [Local Government \(Wales\) Measure 2011](#) by inserting section [143A](#). This enables the Panel to take a view on anything in the Pay Policy Statements of these authorities that relates to the salary of the head of paid service (normally the Head of Paid Service or chief fire officer). Section 39 of the [Local Government \(Wales\) Act 2015](#) further amended the Measure extending this function to include Chief Officers of Principal Councils. However, this function ceased on 31 March 2020.
- 15.2 The Welsh Government issued amended guidance to the Panel which can be found at [Amended Guidance to the Independent Remuneration Panel for Wales under Section 143A of the Local Government \(Wales\) Measure 2011 and Section 39 of the Local Government \(Wales\) Act 2015](#). This sets the basis on which the Panel will carry out the function contained in the legislation.
- 15.3 The functions of the Panel and the requirements on authorities established by the legislation and the subsequent guidance are:
- a) If a principal council intends to change the salary of the head of paid service, or if a fire and rescue authority intends to change the salary of its head of paid service it must consult the Panel unless the change is in keeping with changes applied to other officers of that authority (whether the change is an increase or decrease). 'Salary' includes payments under a contract for services as well as payments of salary under an employment contract.
 - b) The authority must have regard to the recommendation(s) of the Panel when reaching its decision.
 - c) The Panel may seek any information that it considers necessary to reach a conclusion and produce a recommendation. The authority is obliged to provide the information sought by the Panel.
 - d) The Panel may publish any recommendation that it makes as long as these comply with any guidance issued by the Welsh Government. It is the intention that, in the interests of transparency, it will normally do so.
 - e) The Panel's recommendation(s) could indicate:
 - approval of the authority's proposal
 - express concerns about the proposal
 - recommend variations to the proposal
- 15.4 The Panel also has a general power to review the Pay Policy Statements of

authorities so far as they relate to the heads of paid service.

15.5 It is important to note the Panel will not decide the amount an individual head of paid service will receive.

15.6 The Panel is very aware that this function is significantly different from its statutory responsibilities in relation to members' remuneration. However, it undertakes this role with clarity and openness, taking into account all the relevant factors in respect of specific individual cases. Authorities are encouraged to consult the Panel at an early stage in their decision-making on such matters. This will enable the Panel to respond in a timely manner.

Pay Policy Statements

Paragraph 3.7 of the guidance to the Panel from the Welsh Government states that "The legislation does not restrict the Panel to a reactive role". It allows the Panel to use its power to make recommendations relating to provisions within local authorities' Pay Policy Statements.

Changes to the salaries of chief executives of principal councils – Panel decisions 2021

Letters issued to the Local Authorities notifying them of the Panel decision can be found on the [Panel website](#).

Name of Local Authority	Proposal	Panel decision
Wrexham County Borough Council	Chief Executive pay proposal	Approved
Ceredigion County Council	Review of Chief Executive salary	Approved
North Wales Fire and Rescue Authority	Review of Chief Executive salary	Approved
Conwy County Borough Council	Review of Chief Executive salary	Approved

Annex 1: The Panel's Determinations for 2022/23

Principal Councils	
1.	The Basic Salary in 2022/23 for elected members of principal councils shall be £16,800.
2.	Senior salary levels in 2022/23 for members of principal councils shall be as set out in Table 4 .
3.	Where paid, a civic head must be paid a Band 3 salary of £25,593 in accordance with Table 4 .
4.	Where paid, a deputy civic head must be paid a Band 5 salary of £20,540 in accordance with Table 4 .
5.	Where appointed and if remunerated, a presiding member must be paid £25,593 in accordance with Table 4 .
6.	The post of deputy presiding member will not be remunerated.
7.	<p>a) An elected member must not be remunerated for more than one senior post within their authority.</p> <p>b) An elected member must not be paid a senior salary and a civic salary.</p> <p>c) All senior and civic salaries are paid inclusive of basic salary.</p> <p>d) If a council chooses to have more than one remunerated deputy leader, the difference between the senior salary for the deputy leader and other executive members should be divided by the number of deputy leaders and added to the senior salary for other executive members in order to calculate the senior salary payable to each deputy leader.</p>
8.	Members in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA or FRA to which they have been appointed. They remain eligible to claim travel and subsistence expenses and contribution towards costs of care and personal assistance from the NPA or FRA.
9.	Members in receipt of a Band 1 or Band 2 salary cannot receive any payment from a community or town council of which they are a member. They remain eligible to claim travel and subsistence expenses and contribution towards costs of care and personal assistance from the community or town council. Where this situation applies, it is the responsibility of the individual member to comply.
10.	Each authority, through its Democratic Services Committee, must ensure that all its elected members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet facilities giving electronic access to appropriate information.

11.	Such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and or efficiency of members.
Specific or Additional Senior Salaries	
12.	Principal councils can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
Assistants to the Executive	
13.	The Panel will decide on a case-by-case basis the appropriate senior salary, if any, for assistants to the executive.
Joint Overview and Scrutiny Committees	
14.	The salary level for a chair of a JOISC shall be £8,793.
15.	The salary level for a vice chair of a JOISC shall be £4,396.
Local Government Pension Scheme	
16.	The entitlement to join the Local Government Pension Scheme shall apply to all eligible elected members of principal councils.
Family Absence	
17.	An elected member is entitled to retain a basic salary when taking family absence under the original regulations or any amendment to the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.
18.	When a senior salary holder is eligible for family absence, they will continue to receive the salary for the duration of the absence.
19.	It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.
20.	If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to the Isle of Anglesey or Merthyr Tydfil Councils if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances.
21.	When a Council agrees a paid substitution for family absence the Panel must be informed within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.

22.	The Council's schedule of remuneration must be amended to reflect the implication of the family absence.
National Park Authorities	
23.	The basic salary for NPA ordinary members shall be £4,738 with effect from 1 April 2022.
24.	The senior salary of the chair of a NPA shall be £13,531 with effect from 1 April 2022.
25.	A NPA senior salary of £8,478 must be paid to a deputy chair where appointed.
26.	Committee chairs or other senior posts can be paid. This shall be paid at £8,478.
27.	Members must not receive more than one NPA senior salary.
28.	A NPA senior salary is paid inclusive of the NPA basic salary.
29.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed. Where this situation applies, it is the responsibility of the individual member to comply.
Fire and Rescue Authorities	
30.	The basic salary for FRA ordinary members shall be £2,369 with effect from 1 April 2022.
31.	The senior salary of the chair of a FRA shall be £11,162 with effect from 1 April 2022.
32.	A FRA senior salary of £6,109 must be paid to the deputy chair where appointed.
33.	Chairs of committees or other senior posts can be paid. This shall be paid at £6,109.
34.	Members must not receive more than one FRA senior salary.
35.	A FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.
36.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated. Where this situation applies, it is the responsibility of the individual member to comply.
Co-opted Members	
37.	Principal councils, NPAs and FRAs must pay the fees to co-opted members (who have voting rights) as set out in Table 7 .

38.	Reasonable time for pre meeting preparation is to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.
39.	Travelling time to and from the place of the meeting is to be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).
40.	The appropriate officer within the authority must set in advance whether a meeting is programmed for a full or half day. When the meeting is set for a full day the fee will be paid on this basis even if the meeting finishes within four hours.
41.	Fees must be paid for meetings and other activities including other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.
42.	Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member.
Contribution towards costs of Care and Personal Assistance	
43.	<p>All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:</p> <ul style="list-style-type: none"> • Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced. • Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real Living Wage hourly rates as defined by the Living Wage Foundation at the time the costs are incurred. <p>This must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider.</p>
Community and Town Councils	
44.	Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.
45.	The payment for members undertaking a senior role is an annual amount of £500 as set out in Table 11 .

46.	<p>Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties. ⁹ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:</p> <ul style="list-style-type: none"> • 45p per mile up to 10,000 miles in the year. • 25p per mile over 10,000 miles. • 5p per mile per passenger carried on authority business. • 24p per mile for private motor cycles. • 20p per mile for bicycles.
47.	<p>If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:</p> <ul style="list-style-type: none"> • £28 per 24-hour period allowance for meals, including breakfast where not provided. • £200 – London overnight. • £95 – elsewhere overnight. • £30 – staying with friends and or family overnight.
48.	<p>Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:</p> <ul style="list-style-type: none"> • Up to £57.20 for each period not exceeding 4 hours. • Up to £114.40 for each period exceeding 4 hours but not exceeding 24 hours.
49.	<p>Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss will not be entitled to claim attendance allowance for the same event.</p>
50.	<p>Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.</p>
51.	<p>Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.</p>
52.	<p>The application of the Remuneration Framework by relevant Group is contained in Table 11.</p>

53.	Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.
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⁹ Where a member who is on official business or an approved duty is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

Annex 2: Independent Remuneration Panel for Wales (IRPW) Regulations:

- a) For the remuneration of members and co-opted members of relevant authorities**
- b) For functions relating to the salaries of Heads of Paid Service of Principal Councils and Fire and Rescue Authorities**

Introduction

Part 8 (sections 141 to 160) and schedules 2 and 3 of the [Local Government \(Wales\) Measure 2011](#) (*the Measure*) set out the arrangements for the payments and pensions for members of relevant authorities and the functions and responsibilities of the Independent Remuneration Panel for Wales (the Panel).

Sections 62 to 67 of the [Local Government \(Democracy\) \(Wales\) Act 2013](#) amends sections 142, 143, 144, 147, 148 and 151 of the Measure and confers additional powers on the Panel.

The powers contained in part 8 and schedules 2 and 3 of the [Measure](#) (as amended) have replaced the following Statutory Instruments:

- The Local Authorities (Allowances for Members of County and County Borough Councils and National Park Authorities) (Wales) Regulations 2002 (No. 1895 (W.196)).
- The Local Authorities (Allowances for Members of Fire Authorities) (Wales) Regulations 2004 (No. 2555 (W.227)).
- The Local Authorities (Allowances for Members) (Wales) Regulations 2007 (No.1086 (W.115)).

The Measure also has replaced the sections of the Local Government Act 1972, the Local Government and Housing Act 1989 and the Local Government Act 2000 relating to payments to councillors in Wales.

Payments for members of community and town councils are set out in Part 5 of these Regulations. The Local Authorities (Allowances for Members of Community Councils) (Wales) Regulations 2003 (No. 895(W.115)) were revoked from 1 April 2013.

Part 1

General

1. a. The short title of these Regulations is: "IRPW Regulations".
b. These IRPW Regulations came into force on 1 April 2021 and replace

those in force from 1 April 2012. The implementation date for each of the relevant authorities is set out in the Annual Report or Supplementary Report of the Panel.

- c. Authorities are required to produce a schedule of payments to members and co-opted members no later than the 31 July each year, for submission to the Panel and publication (see paragraph 46).

Interpretation

2. In the IRPW Regulations:

- “The 1972 Act” means the Local Government Act 1972.
- “The 2000 Act” means the Local Government Act 2000.
- “The 2013 Act” means the Local Government (Democracy) (Wales) Act 2013.
- “Payment” means the actual or maximum amount which may be paid to members and co-opted members of a relevant authority for expenses necessarily incurred when carrying out the official business of the relevant authority.
- “Annual Report” means a report produced by the Panel in accordance with section 145 of the Measure.
- “Approved duty” in relation to community and town councils has the meaning as set out in Part 5 of these Regulations.
- “Authority” means a relevant authority in Wales as defined in Section 144(2) of the Measure and includes a principal council (county or county borough council), a national park authority and a Welsh fire and rescue authority, a community or town council.
- “Basic Salary” has the same meaning as set out in paragraph 6 of these Regulations, and may be qualified as “LA Basic Salary” to refer to the basic salary of a member of a principal council; “NPA Basic Salary” to refer to the basic salary of a member of a national park authority; and “FRA Basic Salary” to refer to the basic salary of a member of a Welsh fire and rescue authority.
- “Chief Officer” of a principal council has the meaning as defined in the Localism Act 2011.
- “Civic Head” is the person elected by the council to carry out the functions of the chair of that council and is designated as mayor or chair.
- “Committee” includes a sub-committee.
- “Community or town council” means in relation to Part 8 of the Measure, a community council as defined in section 33 of the Local Government Act 1972 or a town council in accord with section 245B of the same Act.

- “Consultation draft” means the draft of an Annual or Supplementary report under Section 146 (7) or 147(8) of the Measure. The Panel must take account of these representations.
- “Constituent authority” – for national park authorities this is a principal council falling within the area of a national park authority; for Welsh fire and rescue authorities it is a principal council falling within the area of a fire and rescue authority.
- “Contribution to Costs of Care and Personal Assistance” has the same meaning as set out in paragraph 21 of these Regulations.
- “Controlling group” means a political group in a principal council where any of its members form part of the executive.
- “Co-opted Member” has the meaning contained in section 144 (5) of the Measure, that is those with the right to vote on matters within the remit of the committee on which they serve.
- “Co-opted Member payment” has the same meaning as set out in paragraph 19 of these Regulations.
- “Democratic Services Committee” means the principal council committee established under section 11 of the Measure.
- “Deputy Civic Head” is a person elected by the council to deputise for the mayor or chair of that council.
- “Executive” means the executive of an authority in a form as specified in sections 11(2) to (5) of the 2000 Act, as amended by section 34 of the Measure.
- “Executive arrangements” has the meaning given by section 10(1) of the 2000 Act.
- “Family absence” as defined in Section 142 (2) (b) of the Measure has the meaning given to it by Part 2 of the Measure, and the related Regulations
- “Financial Loss Allowance in relation to community or town councils has the meaning as set out in Part 5 of the Regulations.
- “Fire and rescue authority” means an authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies.
- “Head of paid service” means as designated under section 4(1) of the Local Government and Housing Act 1989.
- Joint Overview and Scrutiny Committee means a committee or subcommittee set up by two or more principal councils under the Local Authority (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013.
- “Largest opposition group” means a political group other than a controlling group which has a greater number of members than any other political group in the authority.

- “Member” means a person who serves on an authority.
 - For a principal council or a community or town council a “Member” may be:
 - An “Elected Member” which means a person who has been elected to serve as a councillor for that authority. It is possible for a person to hold an elected office if, further to the completion of an election, no candidate has presented and a person holds that office subject to proper process.
 - A “Co-opted Member” which means a person who has been placed into membership of a council committee or to discharge a function subject to proper process.
 - For a national park authority, a “Member” means a person appointed by a constituent authority and a person appointed by Welsh Ministers.
 - For Welsh fire and rescue authorities a “Member” means a person appointed by a constituent authority.

- “National Park Authority” means a national park authority established under section 63 of the Environment Act 1995.

- “Official business” has the meaning contained in Section 142 (10) of the Measure in relation to the reimbursement of care, travel and subsistence costs necessarily incurred by members and co-opted members of a relevant authority (excluding community and town councils) when:
 - a. Attending a meeting of the authority or any committee of the authority or any other body to which the authority makes appointments or nominations or of any committee of such a body.
 - b. Attending a meeting of any association of authorities of which the authority is a member.
 - c. Attending a meeting the holding of which is authorised by the authority or by a committee of the authority or by a joint committee of the authority and one or more other authorities.
 - d. Attending any training or development event approved by the authority or its executive.
 - e. A duty undertaken for the purpose of or in connection with the discharge of the functions of an executive within the meaning of Part 2 of the 2000 Act, as amended.
 - f. A duty undertaken in pursuance of a standing order which requires a member or members to be present when tender documents are opened.
 - g. A duty undertaken in connection with the discharge of any function of the authority to inspect or authorise the inspection of premises.
 - h. A duty undertaken by members of principal councils in connection with constituency or ward responsibilities which arise from the discharge of principal council functions.

- i. Any other duty approved by the authority, or any duty of class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees.
- “Other political group” means a political group other than a controlling group or the largest opposition group (if any) which comprises not less than ten per cent of the members of that authority.
- “Overview and Scrutiny Committee” means a committee of the authority which has the powers set out in sections 21(2) and (3) of the 2000 Act, as amended by Part 6 of the Measure.
- “Panel” means the Independent Remuneration Panel for Wales as set out in section 141(1) and schedule 2 of the Measure.
- “Pay policy statement” means a statement produced by a relevant authority under section 38 of the Localism Act 2011.
- ‘Political group’ may be formed from members of a recognised political party or be a group of independent members unaffiliated to any recognised political party. “Presiding Member” means a member of a principal council who has been designated by that council to carry out functions in relation to the chairing of its meetings and proceedings.
- “Principal Council” is as defined by the 1972 Act and means a county or county borough council.
- “Proper officer” has the same meaning as in section 270(3) of the 1972 Act In community and town councils, the ‘Proper Officer’ may be the clerk or other official appointed for that purpose. “Public body” means a body as defined in section 67(b) of the 2013 Act.
- “Qualifying provision” means a provision that makes a variation to a previous decision of the Panel. (Section 65 (c) of the 2013 Act).
- “Qualifying relevant authority” is an authority within the meaning of section 63 of the 2013 Act, required to produce a pay policy statement.
- “Relevant authority” is set out in Section 144(2) of the Measure (as amended) and in section 64 of the 2013 Act and, for the purposes of these Regulations, includes a principal council, a community or town council, a national park authority and a Welsh fire and rescue authority.
- “Relevant matters” are as defined in Section 142(2) of the Measure.
- “Schedule” means a list setting out the authority’s decisions in respect of payments to be made during the year (as relating to that authority) to all members and co-opted members of that authority.
- “Senior Salary” has the same meaning as set out in paragraph 11 of these Regulations and may be qualified as “Principal council Senior Salary” to refer to the senior salary of a member of a principal council; “National Park Senior Salary” to refer to the senior salary of a member of a national park authority; or “Fire and Rescue authority Senior Salary” to refer to the senior salary of a member of a Fire and Rescue authority.
- “Sickness absence” means the arrangements as set out in the Annual Report.

- “Supplementary report” has the meaning contained in section 146(4 to 8) of the Measure.
- “Travelling and subsistence payment” has the same meaning as set out in paragraph 25 of these Regulations.
- “Year” has the following meanings:
 - “financial year” – the period of twelve months ending 31 March;
 - “calendar year” – the period of twelve months ending 31 December;
 - “municipal year” – the year commencing on the date of the annual meeting of the authority and ending the day before the annual meeting of the following year; for national park authorities and Welsh fire and rescue authorities it is the period of up to twelve months following the annual meeting of the authority.

Part 2: Schedule of member or co-opted member payments

Commencement of term of office

3. The term of office of:
 - An elected member of a principal council or community or town council begins 4 days following the election subject to making the declaration of acceptance of that office under section 83(1) of the 1972 Act.
 - A councillor member of a national park authority begins on the date on which that member is appointed as such by a constituent authority and the term of office of a Welsh Government appointed member begins on the date of that appointment. The term of office of the chair and deputy chair of the national park authority begins on their acceptance of that office further to being either elected or appointed as a chair or deputy chair of a national park authority.
 - A councillor member of a Welsh fire and rescue authority begins on the date on which that member is appointed as such by a constituent authority and the term of office of the chair and deputy chair of the fire and rescue authority begins on the date of election by that authority to that office.
 - A co-opted member of a relevant authority begins on the date of appointment by the relevant authority.

Schedule of payments to members (the Schedule) (does not apply to community or town councils – see Part 5)

4. An authority must produce annually, a schedule of payments it intends to make to its members and co-opted members. The amount of those payments must accord with the Panel’s determinations made for that year in its Annual or Supplementary Reports. The Schedule must be produced no later than four weeks following the annual meeting of the authority.

Amendment to the Schedule

5. An authority may amend the Schedule at any time during the year (as relating to the authority) provided that such amendments accord with the Panel's determinations for that year.

Basic salary

6. An authority must provide for the payment of a basic salary, as determined by the Panel in its Annual or Supplementary Reports, to each of its members. The amount of the salary must be the same for each member. For principal councils only, this salary remains payable during a period of family absence.
7. A member may not receive more than one basic salary from a relevant authority, but a member of one relevant authority may receive a further basic salary by being appointed as a member of another relevant authority (except in the case as indicated in paragraph 16).
8. The amount of the basic salary will be set in accordance with Section 142(3) of the Measure and will be one of the following:
 - The amount the authority must pay to a member of the authority.
 - The maximum amount that the authority may pay to a member of the authority.
9. Where the term of office of a member begins or ends other than at the beginning or end of the year (as relating to the authority), the entitlement of that member is to such proportion of the basic salary as the number of days during which the member's term of office subsists during that year bears to the number of days in that year.
10. Where a member is suspended or partially suspended from being a member of an authority (Part 3 of the 2000 Act refers) the part of the basic salary payable to that member in respect of the responsibilities or duties from which that member is suspended or partially suspended must be withheld by the authority. Payment must also be withheld if directed by the Welsh Ministers (Section 155(1) of the Measure).

Senior salary

11. Subject to paragraphs 12 to 18 an authority can make payments of a senior salary to members that it has given specific responsibilities. Such payments must accord with the Panel's determination for the year (as relating to the authority) that the payments are made and must be set out in the Schedule of that authority. For principal councils only, a senior salary will remain payable during the family absence of the office holder.
12. The Panel will prescribe in its Annual or Supplementary Reports the following:
 - The categories of members eligible for the payment of a senior salary

which may not be the same for all authorities or categories of authorities.

- The discretion available to authorities in relation to the payment of senior salaries which may not be the same for all authorities or categories of authorities.
13. The amount of the senior salaries payable will be in accordance with section 142(3) of the Measure and specify:
- The amount that a relevant authority must pay to a member of the authority.
 - The maximum amount that a relevant authority may pay to a member of the authority.
14. The Senior Salary will comprise an amalgam of the basic salary and an additional amount for the relevant specific responsibility determined by the Panel in its Annual or Supplementary Reports. This may not be the same for all authorities or categories of authorities.
15. The Panel in its Annual or Supplementary Reports will determine either the maximum proportion of its membership or the total number of members that an authority can pay as senior salaries. The percentage may not exceed fifty percent without the express approval of Welsh Ministers (Section 142(5) of the Measure). For principal councils only, the maximum proportion or number may be exceeded to include payment of a senior salary to an additional member who is appointed to provide temporary cover for the family absence of a senior salary office holder (subject to the 50% limit).
- 15(a). For, Fire and Rescue Authorities and National Park Authorities the maximum proportion or number may be exceeded to include the payment of a senior salary to an additional member who is appointed to provide temporary cover for the sickness absence of a senior salary holder as determined in the Annual Report or a Supplementary Report.
- 15(b). Payments to chairs of Joint Overview and Scrutiny Committees or Sub Committees are additional to the maximum proportion of its membership that an authority can pay as senior salaries subject to the overall maximum of fifty percent as contained in Section 142(5) of the Measure. The Panel will determine the amounts of such payments in an Annual or Supplementary Report.
16. An authority must not pay more than one senior salary to any member. A principal council member in receipt of a senior salary as leader or executive member of an authority (determined as full-time by the Panel) may not receive a second salary as a member appointed to serve on a national park authority or a Welsh fire and rescue authority.
- 16(a). Paragraph 16 does not apply to payments made to a chair of a Joint Overview and Scrutiny Committee or Sub Committee who is in receipt of a senior salary for a role that is not classified as full time equivalent. It continues to apply to leaders or members of the executive.

17. Where a member does not have, throughout the year specific responsibilities that allow entitlement to a senior salary, that member's payment is to be such proportion of the salary as the number of days during which that member has such special responsibility bears to the number of days in that year.
18. Where a member is suspended or partially suspended from being a member of the authority (Part 3 of the 2000 Act refers) the authority must not make payments of the member's senior salary for the duration of the suspension (Section 155(1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the member may retain the basic salary. Payment must also be withheld if directed by the Welsh Ministers.

Co-opted member payment

19. A relevant authority must provide for payments to a co-opted member as determined by the Panel in its Annual or Supplementary Reports. In relation to this regulation 'co-opted member' means a member as determined in Section 144(5) of the Measure and set out in paragraph 2 of these Regulations.
20. Where a co-opted member is suspended or partially suspended from an authority (Part 3 of the 2000 Act refers) the authority must not make payment of a co-opted member fee for the duration of the suspension (Section 155(1) of the Measure).

Payments Contribution to Costs of Care and Personal Assistance

21. Authorities must provide for the payment to members and co-opted members of an authority the reimbursement in respect of such expenses of arranging the care of children or dependants or for the individual member as are necessarily incurred in carrying out official business as a member or co-opted member of that authority. Payments under this paragraph must not be made:
 - In respect of any child over the age of fifteen years or dependant unless the member or co-opted member satisfies the authority that the child or dependant required supervision which has caused the member to incur expenses that were necessary in respect of the care of that child or dependant in the carrying out of the duties of a member or co-opted member.
 - To more than one member or co-opted member of the authority in relation to the care of the same child or dependant for the same episode of care.
 - Of more than one reimbursement for care to a member or co-opted member of the authority who is unable to demonstrate to the satisfaction of the authority that the member or co-opted member has to make separate arrangements for the care of different children or dependants.

22. The arrangements in respect of the contribution to cost of care and personal assistance payable by an authority is to be determined by the Panel in its Annual or Supplementary Reports.
23. Where a member or co-opted member is suspended or partially suspended from being a member or co-opted member of the authority (Part 3 of the 2000 Act refers) the part of the contribution to the cost of care and personal assistance payable to that member or co-opted member in receipt of the responsibilities or duties from which that member or co-opted member is suspended or partially suspended must be withheld by the authority. Payment must also be withheld if directed by the Welsh Ministers for reasons other than suspension (Section 155(1) of the Measure).
24. An authority's Schedule must stipulate the arrangements regarding the contribution towards costs of care and personal assistance payable and its arrangements for making claims, taking full account of the Panel's determinations in this respect.

Travel and subsistence payments

25. Subject to paragraphs 26 and 27 below a member or co-opted member is entitled to receive payments from the authority by way of travelling and subsistence payments at rates determined by the Panel in its Annual or Supplementary Reports. Such payments are in respect of expenditure incurred by a member or co-opted member in the performance of the official business within or outside the boundary of the authority.

(Paragraphs 26 & 27 apply only to principal councils)

26. Payment of a subsistence payment to a principal council member for the performance of official business within the boundaries of a county or county borough where they are a member should only be made when the authority is satisfied that it can be justified on economic grounds. This does not apply in respect of co-opted members of a council who live outside that authority.
27. A principal council may make provision, subject to any limitations it thinks fit, for members to claim mileage expenses for official business in connection with constituency or ward responsibilities where they arise out of the discharge of the functions of the county or county borough.
28. Where a member or co-opted member is suspended or partially suspended from being a member or co-opted member of the authority (Part 3 of the 2000 Act refers), travelling and subsistence payments payable to that member or co-opted member in respect of the responsibilities or duties from which that member is suspended or partially suspended must be withheld by the authority. Payment must also be withheld if directed by the Welsh Ministers for reasons other than suspension (Section 155(1) of the Measure).

Part 3: Further provisions

Pensions

29. Under Section 143 of the Measure, the Panel may make determinations in respect of pension arrangements for principal council members in its Annual or Supplementary Reports. Such determinations may:
- Define which members for whom the principal council will be required to pay a pension.
 - Describe the relevant matters in respect of which a local authority will be required to pay a pension.
 - Make different decisions for different principal councils.

Payments to support the function of an authority member

30. An authority must provide for the requirements of a member to undertake their role and responsibilities more effectively. The way in which this support should be provided is determined by the Panel in its Annual or Supplementary Reports.

Arrangements in relation to family absence

31. Part 2 of the Measure sets out the rights of principal council members in relation to family absence. The Panel will set out its determinations and the administrative arrangements in relation to these payments in its Annual or Supplementary Reports.

Sickness Absence

32. Arrangements for long-term sickness absence of senior salary holders of principal councils, Fire and Rescue Authorities and National Park Authorities will be as set out in the Panel's Annual Report or Supplementary Report.

Part 4: Payments

Repayment of payments

33. An authority can require that such part of a payment be repaid where payment has already been made in respect of any period during which the member or co-opted member concerned:
- a. is suspended or partially suspended from that member's or co-opted member's duties or responsibilities in accordance with Part 3 of the 2000 Act or Regulations made under that Act.
 - b. ceases to be a member or co-opted member of the authority.

- c. or in any way is not entitled to receive a salary, allowance or fee in respect of that period.

Forgoing payments

34. Under Section 154 of the Measure, any member or co-opted member may by notice in writing to the proper officer of the authority elect to forgo any part of their entitlement to a payment under the determination of the Panel for that particular year (as relating to the authority).

Part 5: Specific provisions relating to community and town councils (“the council”)

Interpretation

35. For the purposes of this Part the term member means both an elected member and a co-opted member.

Payments

36. Payments
 - a) The Annual Report or a Supplementary Report determines the arrangements and amount of an annual payment to members in respect of costs incurred in carrying out the role of a member and if appropriate take account of the variation in size or financial circumstances of different councils.
 - b) The council may make payments to members in respect of costs of travel for attending approved duties within or outside the area of the council. The amounts claimable will be set out in the Annual or Supplementary Report of the Panel.
 - c) The council may reimburse subsistence costs to its members when attending approved duties within or outside the area of the council. The arrangements for reimbursement will be set out in the Annual or Supplementary Report of the Panel.
 - d) The council may pay compensation for Financial Loss to its members where such loss has occurred for attending approved duties within or outside the area of the council. The payments will be set out in the Annual or Supplementary Report of the Panel.
 - e) The council may make a payment to the chair or mayor and deputy chair or mayor of the council for the purposes of undertaking the role of that office. The payment will be set out in the Annual or Supplementary Report of the Panel.
 - f) The Annual Report or a Supplementary Report determines the arrangements for payments to members of a council who undertake senior roles and if appropriate take account of the variation in size or financial circumstances of different councils.

- g) The council must reimburse the contribution to costs of care and personal assistance to a member if claimed, as determined in the Annual Report of the Panel.
37. A member may elect to forgo any part of an entitlement to payment under these Regulations by giving notice in writing to the proper officer of the council.
38. A member making a claim for compensation for Financial Loss must sign a statement that the member has not made and will not make any other claim in respect of the matter to which the claim relates.
39. “Approved Duty” under this Part means
- i. Attendance at a meeting of the council or of any committee or sub-committee of the council or of any other body to which the council makes appointments or nominations or of any committee or sub-committee of such a body.
 - ii. Attendance at any other meeting the holding of which is authorised by the council or a committee or sub-committee of the council, or a joint committee of the council and one or more councils, or a sub-committee of such a joint committee provided that at least two members of the council have been invited and where the council is divided into political groupings at least two such groups have been invited.
 - iii. Attendance at a meeting of any association of councils of which the council is a member.
 - iv. Attendance at any training or development event approved by the council.
 - v. Any other duty approved by the council or duty of a class approved by the council for the discharge of its functions or any of its committees or sub-committees.

Part 6: Miscellaneous

Arrangements for payments

40. The Schedule of an authority must set out the arrangements for payment to all members and co-opted members of that authority. Such payments may be made at such times and at such intervals as determined by the authority.

Claims

41. An authority must specify a time limit from the date on which an entitlement to travelling or subsistence payments arise during which a claim for must be made by the person to whom they are payable. However, this does not prevent an authority from making a payment where the allowance is not claimed within the period specified.

42. Any claim for payment of travelling, subsistence or care costs in accordance with these Regulations (excluding claims for travel by private vehicle or bicycle) shall be accompanied by appropriate receipts proving actual cost.

Avoidance of duplication

43. A claim for a payment of travelling, subsistence or care costs must include, or be accompanied by, a statement signed by the member or co-opted member that the member or co-opted member has not made and will not make any other claim in respect of the matter to which the claim relates.

Records of payments

44. An authority must keep a record of the payments made in accordance with these Regulations as set out in an Annual or Supplementary Report.

Publicity requirements

(The required content of publicity requirements is contained in an annex to the Annual Report)

45. An authority must, as soon as practicable after determining its Schedule of Remuneration for the year under these Regulations and any Report of the Panel and not later than 31 July of the year to which the Schedule refers, arrange for the Schedule's publication within the authority's area and to notify the Panel. **(This section does not apply to community and town councils).**
46. As soon as practicable and no later than 30 September following the end of the financial year **all relevant authorities** must publicise within the authority's area and notify the Panel:
- the total sum paid by it to each member or co-opted member in respect of basic salary, senior salary, co-opted member fee, travel and subsistence payments.
 - the total expenditure on contribution towards costs of care and personal assistance.
47. In the same timescale and in the same manner, an authority must publicise any further remuneration received by a member nominated or appointed to another relevant authority. **(This section applies only to principal councils).**

Publicising the reports of the Panel

48. Under Section 146(7) (a) and (b) of the Measure, the Panel will send a consultation draft of its Annual Report or Supplementary Report to all relevant authorities for circulation to authority members and co-opted members, so that representations can be made by members and co-opted members to the Panel, normally in a period of eight weeks.
49. The Panel will determine in its Annual or Supplementary Reports the arrangements publicising its Reports in accordance with Section 151 and 152 of the Measure.

Monitoring compliance with the Panel's determinations

50. Section 153 of the Measure determines that relevant authorities must comply with the requirements imposed by the Panel in its Annual Reports. It also empowers the Panel to monitor the payments made by relevant authorities and for it to require the provision of information that it specifies. The requirements under this section will be set out in the Annual Report of the Panel.

Annex 3: Schedule of Member Remuneration

1. Principal councils, national park authorities (NPAs) and Welsh fire and rescue authorities (FRAs) (but not community and town councils) must maintain an annual Schedule of Member Remuneration (the 'Schedule') which is in accord with the Panel's determinations on member salary and co-opted member payments and which must contain the following information:

In respect of a principal council:

- a. Named members who are to receive only the basic salary and the amount to be paid.
- b. Named members who are to receive a Band 1 and Band 2 senior salary, the office and portfolio held and the amount to be paid.
- c. Named members who are to receive a Band 3, Band 4 and Band 5 senior salary, the office and portfolio held and the amount to be paid.
- d. Named members who are to receive a civic salary and the amount to be paid.
- e. Named members who are to receive the co-opted member fee and whether chair or ordinary member and the amount to be paid.
- f. Named members who are to receive a senior salary as a chair of a Joint Overview and Scrutiny Committee or Sub Committee and the amount to be paid.
- g. Named members in receipt of a specific or additional senior salary approved by the Panel and the amount to be paid.

In respect of National Park and Fire and Rescue Authorities:

- a. Named members who are to receive a basic salary and the amount to be paid.
 - b. Named member who is to receive a senior salary as a chair of the authority and the amount to be paid.
 - c. Named members who are to receive a senior salary as deputy chair of the authority or a committee chair and the amount to be paid.
 - d. Named members who are to receive the co-opted member fee and whether a chair or ordinary member and the amounts to be paid.
2. Amendments made to the Schedule during the municipal year must be communicated to the Panel as soon as it is practicable.
 3. Principal councils must confirm in their annual Schedule that the maximum limit of senior salaries set for the council has not been exceeded.

4. Principal councils, NPAs and FRAs must include a statement of allowable expenses and the duties for which they may be claimed for care, travel and subsistence in their annual Schedule which is in accord with the Panel's determinations.
5. The Schedule must set out the arrangements for the payment of salaries, allowances and fees to all members and co-opted members of the relevant authority (IRPW Regulation 35); arrangements for making claims for care and personal assistance, travel and subsistence expenses (IRPW Regulations 24 and 36-37); arrangements for the avoidance of duplication (IRPW Regulation 38) and arrangements for re-payment of salaries, allowances and fees (IRPW Regulation 33). This schedule must also include the duties for which members and co-opted members are able to claim reimbursement towards travel, subsistence and care and personal assistance costs.
6. Principal councils must declare in the Schedule whether:
 - A statement of the basic responsibility of a councillor is in place.
 - Role descriptors of senior salary office holders are in place.
 - Records are kept of councillor attendance.
7. Principal councils, NPAs and FRAs must make arrangements for the publication of the Schedule of Member Remuneration as soon as practicable after its determination and no later than 31 July of the year to which it applies. The Schedule should be published in a manner that provides ready access for members of the public.
8. The **Schedule** must also be sent to the Panel Secretariat to be received by 31 July.
9. Any changes to the schedule during the year must be promptly publicised in the above manner and all changes notified to Panel Secretariat promptly.
10. Retention. The time limit for the schedule to be retained should be consistent with the council's policy on document retention.

Annex 4: Publication of Remuneration – the Panel’s Requirements

In accordance with Section 151 of the Wales [\(Local Government\) Measure 2011](#) the Panel requires that:

1. Relevant authorities must publish a Statement of Payments made to its members for each financial year. This information must be published in a form and location that is easily accessible to members of the public no later than 30 September following the end of the previous financial year and in the same timescale also provided to the Panel. The following information must be provided:
 - a. The amount of basic salary, senior salary, civic salary and co-opted member fee paid to each named member or co-opted member of the relevant authority, including where the member had chosen to forego all or part of the salary, or fee for the municipal year in question. Where a senior salary has been paid, the title of the senior office held is to be provided.
 - b. The payments made by community and town councils to named members as:
 - Payments in respect of telephone usage, information technology, consumables etc.
 - Responsibility payments
 - Allowances made to a mayor or chair and deputy mayor or deputy chair
 - Compensation for Financial Loss
 - Costs incurred in respect of travel and subsistence
 - Any payments made for attendance on official business or approved duty
 - c. All travel and subsistence expenses and other payments received by each named member and co-opted member of the relevant authority, with each category identified separately.
 - d. The amount of any further payments received by any named member nominated to, or appointed by, another relevant authority or other public body as defined by [Section 67](#) of the [Local Government \(Democracy\) \(Wales\) Act 2013](#), namely:
 - a local health board
 - a police and crime panel
 - a relevant authority
 - a body designated as a public body in an order made by the Welsh Ministers.
 - e. Names of members who did not receive basic or senior salary because they were suspended for all or part of the annual period to which the Schedule applies.

- f. In respect of the publication of the contribution towards costs of care and personal assistance, relevant authorities are only required to publish the total amount reimbursed during the year. It is a matter for each authority to determine its response to any Freedom of Information requests it receives. However, it is not intended that details of individual claims should be disclosed.
2. **Nil returns** are required to be published and provided to the Panel by 30 September.
3. Retention. The time limit for the publications to be retained should be consistent with the council's policy on document retention.

Annex 5: Summary of new and updated determinations contained in this report

The numbers of most of the determinations contained within this report have changed from previous reports.

To assist authorities, this table sets out the determinations in this report which are entirely new or have been updated.

Summary of new and updated determinations contained in this report
Principal Councils
Determination 1: The basic salary in 2022/23 for elected members of principal councils shall be £16,800.
Determination 2: Senior salary levels in 2022/23 for members of principal councils shall be as set out in Table 4 .
Determination 3: Where paid, a civic head must be paid a Band 3 salary of £25,593 in accordance with Table 4 .
Determination 4: Where paid, a Deputy Civic Head must be paid a Band 5 salary of £20,540 in accordance with Table 4 .
Determination 5: Where appointed and if remunerated, a presiding member must be paid £25,593 in accordance with Table 4 .
Assistants to the Executive
Determination 13: The Panel will decide on a case-by-case basis the appropriate senior salary, if any, for Assistants to the Executive.
National Park Authorities
Determination 22: The basic salary for NPA ordinary members shall be £4,738 with effect from 1 April 2022.
Determination 23: The senior salary of the Chair of a NPA shall be £13,531 with effect from 1 April 2022.
Determination 24: A NPA senior salary of £8,478 must be paid to a Deputy Chair where appointed.
Determination 25: Committee Chairs or other senior posts can be paid. This shall be paid at £8,478.
Fire and Rescue Authorities
Determination 29: The basic salary for FRA ordinary members shall be £2,369 with effect from 1 April 2022.
Determination 30: The senior salary of the Chair of a FRA shall be £11,162 with effect from 1 April 2022.
Determination 31: A FRA senior salary of £6,109 must be paid to the Deputy Chair where appointed.
Determination 32: Chairs of Committees or other senior posts can be paid. This shall be paid at £6,109.
Payments to Co-opted Members of Principal Councils, National Park Authorities and Fire & Rescue Authorities

Summary of new and updated determinations contained in this report
<p>Determination 40: The appropriate officer within the authority must set in advance whether a meeting is programmed for a full or half day. When a meeting is set for a full day the fee will be paid on this basis even if the meeting finishes within four hours.</p>
Contribution towards Costs of Care and Personal Assistance (CPA)
<p>Determination 43: All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:</p> <ul style="list-style-type: none"> • Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced. • Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real Living Wage hourly rates as defined by the Living Wage Foundation at the time the costs are incurred. <p>This must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider.</p>
Community and Town Councils
<p>Determination 44: Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses</p>
<p>Determination 45: The payment for members undertaking a senior role is an annual amount of £500 as set out in Table 11.</p>
<p>Determination 48: Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:</p> <ul style="list-style-type: none"> • Up to £57.20 for each period not exceeding 4 hours • Up to £114.40 for each period exceeding 4 hours but not exceeding 24 hours
<p>Determination 49: Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30.</p> <p>A member in receipt of financial loss will not be entitled to claim attendance allowance for the same event.</p>
<p>Determination 52: The application of the Remuneration Framework by relevant Group.</p>

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The Report and other information about the Panel and its work are available on our website at:

[Independent Remuneration Panel for Wales](#)

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Agenda Item 23

Executive Committee and Council only

Date signed off by the Monitoring Officer: 4.2.2022

Date signed off by the Section 151 Officer: 8.2.2022

Committee: **Council**

Date of Meeting: **9th March, 2022**

Report Subject: **Pay Policy Statement 2022/23**

Portfolio Holder: **Councillor Nigel Daniels, Leader of the Council/Executive Member Corporate Services**

Report Submitted by: **Andrea Prosser, Head of Organisational Development**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Governance & Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)
26/1/22	27/1/22						9/3/22	Emailed to Trade Unions on 26/1/22

1. Purpose of the Report

The purpose of this report is to seek approval of the Pay Policy Statement for 2022/23 (appendix 1) to progress to Council for endorsement in order to comply with the requirements of the Localism Act 2011.

2. Scope and Background

2.1 The Localism Act 2011, Chapter 8 (Sections 38 to 43), requires Local Authorities to prepare a Pay Policy Statement which must articulate the Authority's policies in respect of a range of issues relating to the pay of its workforce, particularly its senior staff (Chief Officers) and its lowest paid employees.

2.2 The Statement must comply with the following:

- Be prepared for each financial year, the first of which was approved for the financial year 2012/13.
 - Be approved by Full Council before 31 March each year.
 - Be published on the Council's website.
- Come into force and be complied with [S41 (2)] from the date of its approval and be subject to a review on a minimum of an annual basis in accordance with the relevant legislation prevailing at that time.

- 2.3 In “performing its functions” under S38 of the Act the Authority must also have due regard to any guidance issued by the Secretary of State and must as a minimum statutory requirement include the following:
- Set out the policies relating to the remuneration of its Chief Officers and its lowest paid employees.
 - Set out the relationship between its Chief Officers and employees who are not Chief Officers.
 - State its definition of “lowest paid employees” and the reasons for adopting it.
 - Set out its policies on remuneration for the highest paid employees alongside their policies and remuneration towards its lowest paid employees.
- 2.4 The Act does not require Authorities to use their Pay Policy Statement to publish specific numerical data on pay and rewards. However the Council considers how information set out within the Pay Policy Statement fits with data on pay and rewards required to be published under the Code of Recommended Practice on Data Transparency and the Accounts and Audit Regulations.
- 2.5 The Council uses the nationally negotiated pay spine referred to as the National Joint Council for Local Government Services (NJC) as the basis for its local grading structure. This determines the salaries of the large majority of the workforce. The NJC pay awards for 2021/22 and 2022/23 are currently pending.
- 2.6 The Council is currently awaiting the 2021/22 pay award and once this is received, the Pay Policy will be updated to reflect this.

3. **Options for Recommendation**

- 3.1 *To include Recommendation(s) / Endorsement by other groups, e.g. CMT/Committees/Other groups)*

The Pay Policy Statement will be circulated to the following:

- OD DMT on 26 January 2022
 - Trade Unions on 26 January 2022
 - CLT on 27 January 2022
 - Council on 9 March 2022
- 3.2 **Option 1:** To consider and approve the Pay Policy Statement (preferred option).
- 3.3 **Option 2:** To make suggestions/comments to add to the Pay Policy Statement.

4. **Evidence of how does this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan**

The Pay Policy Statement will assist the Council to secure and maintain a suitable workforce which is required to deliver and develop its statutory responsibilities and also services covered in the Corporate Plan and Blaenau Gwent Well-being Plan.

5. **Implications Against Each Option**

5.1 ***Impact on Budget (short and long term impact)***

The Pay Policy Statement sets out the pay appropriate to various staff groups within the Council and any financial implications linked to pay awards are negotiated nationally.

5.2 ***Risk including Mitigating Actions***

The risk of not adopting the Pay Policy Statement is that the Council will not comply with its statutory obligations in line with the Localism Act 2011 and be in breach of the National Agreement on Pay and Conditions of Service as set out by the National Joint Council for Local Government Services.

5.3 ***Legal***

Approving the Pay Policy Statement ensures the Council complies with the requirements set out under the Localism Act 2011. This report supports the responsibility for the Council to produce an annual Pay Policy Statement under the Localism Act 2011.

5.4 ***Human Resources***

The Pay Policy Statement provides transparency in relation to the Council's approach to setting the pay of the workforce, particularly senior staff and lowest paid employees and meets the statutory duty of implementing national agreements on pay.

6. **Supporting Evidence**

6.1 ***Performance Information and Data***

N/A

6.2 ***Expected outcome for the public***

Producing an annual Pay Policy Statement provides the public with information to ensure the Council is open and transparent with regards to pay.

6.3 ***Involvement (consultation, engagement, participation)***

The involvement/roles and responsibilities of employees are detailed in the Pay Policy Statement and appendices.

6.4 ***Thinking for the Long term (forward planning)***

The Council is committed to providing quality services which offer value for money. The Pay Policy Statement seeks to ensure the Council attracts, retains and motivates the best employees with the right skills.

6.5 **Preventative focus**

N/A

6.6 **Collaboration / partnership working**

The Pay Policy Statement has been updated in collaboration with key staff in Organisational Development.

6.7 **Integration (across service areas)**

N/A

6.8 **Decarbonisation and Reducing Carbon Emissions**

N/A

6.9a **Socio Economic Duty Impact Assessment** (complete an impact assessment to consider how the decision might help to reduce the inequalities of outcome associated with socio-economic disadvantage).

N/A

6.9b. **Equality Impact Assessment** (screening and identifying if full impact assessment is needed)

No adverse impact has been identified.

7. **Monitoring Arrangements**

7.1 *State how the work will be monitored e.g. through scrutiny or directorate performance management arrangements*

The Pay Policy Statement will be reviewed and updated by the Organisational Development Division on an annual basis.

Background Documents /Electronic Links

- Appendix 1 – Pay Policy Statement 2022/2023

Pay Policy Statement

2022/2023



Version Control

This document is intended for:

- Council staff only School-based staff only Council & School-based staff

Version	Key Changes	Approved By
2020/21	New policy for 2020/2021	Council – 23/7/20
2021/22	New policy for 2021/2022	Council – 25/3/21
2022/23	New policy for 2022/2023	Council – 3/3/22

This document may be reviewed and amended at any time and without consultation in response to legal requirements, in line with best practice or in response to an organisational requirement and where the changes do not affect the spirit or intent of the document.

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- Appendix 5: Retirement Options Policy
- Appendix 6: Local Government Pension Scheme Regulations 2013 Statement Of Policy - Exercise Of Discretionary Functions
- Appendix 7: Redundancy Policy
- Appendix 8: In the Interests of the Efficiency of the Service Policy

1. Introduction from the Leader of the Council & Chief Executive

Blaenau Gwent County Borough Council recognises the interest in public sector pay and is committed to being open, transparent and accountable. As the Leader of the Council and Chief Executive we want to ensure that our council tax payers have access to information about how we pay staff.

The Council is one of the largest employers in the area and it is important that we offer good quality employment on reasonable terms and conditions and fair rates of pay. This has a beneficial impact on the quality of life within the community as well as on the local economy.

We are committed to providing quality services which offer value for money and this Pay Policy Statement seeks to ensure we can attract, retain and motivate the best employees with the right skills.

The Council is committed to taking an open and transparent approach to pay and will publish a Pay Policy Statement annually on the Council's intranet and website.



A handwritten signature in black ink that reads "Nigel Daniels".

Councillor Nigel Daniels
Leader of the Council



A handwritten signature in black ink that reads "Michelle Morris".

Michelle Morris
Chief Executive

2. Purpose

- 2.1 Under Section 112 of the Local Government Act 1972 the Council has the power “to appoint officers on such reasonable terms and conditions as the Council thinks fit”. This Pay Policy Statement sets out the Council’s approach to Pay in accordance with the requirements of Section 38 - 43 of the Localism Act 2011 and with regard to the Welsh Government guidance 'Pay Accountability in Local Government in Wales'. The purpose of this Pay Policy Statement is to provide transparency in relation to the Council’s approach to setting the pay of its workforce, particularly its senior staff (or ‘chief officers’) and its lowest paid employees. Local Authorities are required to produce and publish a Pay Policy Statement for each financial year detailing:
- The Council’s policies in relation to all aspects and elements of the remuneration of Chief Officers;
 - The approach to the publication of and access to information relating to all aspects of the remuneration of Chief Officers;
 - The Council’s policies in relation to the remuneration of its lowest paid employees (including the definition adopted and reasons for it);
 - The relationship between the remuneration of Chief Officers and other employees.
- 2.2 The Council is a large complex organisation with a multi-million pound budget providing and/or commissioning a wide range of essential services. The general approach to remuneration levels may, therefore, differ from one group of employees to another to reflect specific circumstances at a local, regional or national level. It will also need to be flexible, when required, to address a variety of changing circumstances, whether foreseeable or not.
- 2.3 The Council will develop an annual Pay Policy Statement and will seek to align reward systems with business objectives. As required by legislation, following approval by Full Council this Pay Policy Statement will come into immediate effect and will be subject to review on a minimum of an annual basis in accordance with the relevant legislation and guidance prevailing at the time.

3. Legislative Framework

- 3.1 In determining the pay and remuneration of its employees, the Council will comply with all relevant employment legislation.
- 3.2 With regard to the Equal Pay requirements contained within the Equality Act 2010, the Council, through the use of an equality proofed Job Evaluation scheme for staff under the National Joint Council for Local Government Services (NJC) terms and conditions which directly relates salaries to the requirements, demands and responsibilities of the role, will aim to ensure that there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified.

4. Scope of the Policy

- 4.1 The Localism Act 2011 requires authorities to develop and make public their Pay Policy Statement on all aspects of Chief Officer remuneration and that pertaining to the 'lowest paid' in the Council, explaining the relationship between the remuneration for Chief Officers and other groups.
- 4.2 The provisions in the Localism Act 2011 do not apply to the staff of local authority schools and as such they are not included within the scope of this Pay Policy Statement. In addition this policy does not apply to Members of the Council as they are not employees and are governed by separate legislation via the Independent Remuneration Panel for Wales.
- 4.3 The provisions of the Localism Act 2011 do not detract from the Council's autonomy in making decisions on pay that are appropriate to local circumstances and which deliver value for money for local taxpayers.

5. Key Principles

5.1 Transparency, accountability and value for money

- 5.1.1 The Council is committed to an open and transparent approach to its Pay Policy Statement which will enable the taxpayer to access, understand and assess information on remuneration levels across all groups of Council employees. The following are attached as appendices:

- Appendix 1: Local Government Services Employee Pay Scales
- Appendix 2: Chief Officer Pay Scales
- Appendix 3: Soulbury Pay Scales
- Appendix 4: Annual Leave and Holiday Pay Guidance
- Appendix 5: Retirement Options Policy
- Appendix 6: Local Government Pension Scheme Regulations 2013 Statement Of Policy - Exercise Of Discretionary Functions
- Appendix 7: Redundancy Policy
- Appendix 8: In the Interests of the Efficiency of the Service Policy

5.2 Pay and Reward Strategy

- 5.2.1 The primary aim of a reward strategy is to attract and retain suitably skilled employees so that the Council can perform at its best. The biggest challenge for the Council in the current circumstances is to maximise productivity and efficiency within current resources. The Pay Policy Statement is therefore a matter of striking an often difficult balance between setting appropriate remuneration levels which will facilitate a sufficient supply of appropriately skilled individuals to fill the Council's wide range of roles, and ensuring that the burden on the taxpayer and a financially challenged organisation does not become greater than can be fully and objectively justified.

5.2.2 In this context, it does need to be recognised that, in particular, remuneration levels at the more senior grades need to enable the Council to attract a suitably wide pool of talent from which to recruit, often when in competition with other public and private sector employers from outside, as well as within, Wales. Remuneration levels are also important in retaining suitably skilled and qualified individuals once in post. The Council recognises that pay is not the only means of rewarding and supporting employees and offers a wider range of benefits, including flexible working arrangements, access to learning and development, an annual leave purchase scheme, Vectis Card (a staff benefits and savings scheme) and an Employee Assistance Programme, etc.

The Council agreed a Workforce Strategy in July 2021 and pay and reward will be considered under the broader themes of this Strategy.

5.2.3 In addition, the Council is a major employer in the area and as such it must have regard to its role in the economic well-being of the people of Blaenau Gwent. The Council also has a role in setting standards on pay and conditions to other employers in the area for similar reasons.

5.2.4 In designing, developing and reviewing its Pay Policy Statement, the Council will seek to balance the above factors appropriately to maximise outcomes for the organisation and the community it serves, while managing pay costs and maintaining sufficient flexibility to meet future needs.

6. Pay Structure

6.1 The Council uses the nationally negotiated pay spine referred to as the National Joint Council for Local Government Services (NJC) as the basis for its local grading structure. This determines the salaries of the large majority of the workforce.

The local pay and grading structure for employees employed under the National Joint Council for Local Government Services consists of:

- 11 bands - Grades 1-11
- Each grade providing the opportunity for incremental progression
- Overlapping spinal column points on certain grades

A copy of the pay scales effective from 1 April 2020 is attached at appendix 1.

We are currently awaiting the outcome of the pay negotiations for 2021/22 and 2022/23.

6.2 In addition to the NJC arrangements referred to above, the Council recognises other nationally negotiated arrangements including the JNC for Chief Executives, Chief Officers and the Soulbury Agreement. The details of which are outlined in appendices 2 and 3. We are also awaiting the outcome of the pay negotiations for these groups for 2021/22.

- 6.3 In line with TUPE regulations some staff from merged organisations may retain their former employer's terms and conditions of service. Such arrangements would be outside of the Council's Collective Bargaining arrangements.
- 6.4 All other additional pay related allowances such as overtime, statutory holiday payments and standby are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining and/or as determined by Council Policy.
- 6.5 All Council employees (with the exception of teachers) are entitled to join the local government pension scheme (LGPS). If employees are eligible they will automatically become a member of the scheme, however they can decide to opt out of the scheme. The benefits and contributions payable under the Fund are set out in the LGPS regulations.
- 6.6 New appointments will normally be made at the minimum point of the relevant grade, although this can be varied where necessary due to business or market conditions to secure the best candidate.

7. Job Evaluation

- 7.1 Job evaluation is a systematic way of determining the value/worth of a job in relation to other jobs within an organisation. The remuneration for staff on NJC for Local Government Services terms and conditions is determined by an ongoing analytical job evaluation scheme. The scheme used is the Greater London Provincial Council scheme (GLPC).
- 7.2 The concept of equality was central to the Pay and Grading Structure and the changes to terms and conditions were subject to an Equality Impact Assessment (EIA) by Northgate as part of the Council's pay modelling and negotiations with the Trade Unions.

8. Honoraria and Secondment

- 8.1 There may be occasions when an employee is asked to act up into a post at a higher grade or undertake additional duties over and above that of their substantive post for a period of time. In such circumstances an additional payment may be granted in line with Council Policy. This Scheme is applicable for all employees.

9. Market Supplements

- 9.1 Job evaluation enables the Council to set appropriate remuneration levels based on internal job size relativities within the Council. However, from time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. In these circumstances the Council's Market Supplement Policy will apply. In exceptional circumstances outside the policy it will be a matter for Council's consideration.

10. Accountability and Decision Making

10.1 In accordance with the statutory requirements and the Constitution of the Council, policies relating to the recruitment, pay, terms and conditions of employees of the Council, except teachers, are the responsibility of the Council.

11. Chief Officer Remuneration

11.1 Definition of Chief Officer and Pay Levels

11.1.1 For the purposes of this statement, 'Chief Officers' are as defined within Section 43 of the Localism Act. The posts falling within the statutory definition are set out below. The pay and grading structure for these posts is attached at appendix 2.

Post	Range	Salary	Comments
<ul style="list-style-type: none"> Chief Executive 	JNC CE	£102,976 £105,558 £108,133 £110,704 £111,055	
<ul style="list-style-type: none"> Corporate Director of Social Services Corporate Director of Education Corporate Director of Regeneration & Community Services 	JNC CO	£83,481 £85,572 £87,658 £89,739 £91,826	Statutory and Non Statutory Chief Officers directly reporting to the Chief Executive.
<ul style="list-style-type: none"> Chief Officer – Commercial and Customer Chief Officer – Resources (Statutory 151 Officer) 	JNC 5	£74,234 £76,096 £77,951 £79,799 £81,657	Statutory and Non Statutory Chief Officers directly reporting to the Chief Executive.
<ul style="list-style-type: none"> Head of Children's Services Head of Adult Services 	JNC 5	£74,234 £76,096 £77,951 £79,799 £81,657	Directly reporting to Corporate Director of Social Services.
<ul style="list-style-type: none"> Head of Legal & Corporate Compliance (Monitoring Officer) Head of School Improvement and Inclusion Head of Community Services Head of Regeneration & Development Head of Governance & Partnerships (Head of Democratic Services) Head of Organisational Development 	JNC 3	£64,698 £66,317 £67,938 £69,552 £71,167	Directly reporting to Statutory and Non Statutory Chief Officers.
<ul style="list-style-type: none"> Service Manager Accountancy 	JNC 2	£58,437 £59,902 £61,360 £62,818 £64,280	Directly reporting to Statutory and Non Statutory Chief Officers.

<ul style="list-style-type: none"> • Service Manager Public Protection* • Service Manager Performance & Democratic • Service Manager Policy & Partnerships • Service Manager Commercial & Business Development • Service Manager Customer Experience & Transformation • Service Manager Revenues & Charging Assessments • Service Manager Inclusion • Service Manager – Education Transformation and Business Change • Service Manager – Young People and Partnerships 	JNC 1	£52,178 £53,483 £54,790 £56,088 £57,392	*The Service Manager Public Protection is in receipt of annual honoraria payment of £6,788.16 in addition to normal salary for undertaking additional responsibility.
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11.1.2 The Council employs Chief Officers under JNC terms and conditions which are incorporated within their contracts. The JNC for Chief Executives and Chief Officers negotiates on national (UK) annual cost of living pay increases for this group and any award of the same is determined on this basis. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises and this Council will therefore pay these as and when determined, in accordance with current contractual requirements. Any other proposal to determine or vary the remuneration of Chief Officers (or those to be appointed as Chief Officers) must be approved by Full Council.

11.1.3 The Local Government (Democracy) (Wales) Act 2013 provides an Independent Remuneration Panel for Wales (IRP) with powers to make recommendations in relation to any policy in an authority's Pay Policy Statement which relates to the salary of the Head of the Paid Service (Chief Executive), or any proposed change of salary of the Head of the Paid Service. The Council must therefore consult the IRP about any proposed changes to the salary of the Chief Executive (except one which is commensurate to a change affecting the authority's other staff more generally) and have regard to their recommendations. If the authority chooses not to follow the advice of the Panel it may become subject to a Ministerial direction to reconsider the position. The Act also allows authorities to reduce (but not increase) the salary payable to the Chief Executive in advance of a recommendation from the IRP, so long as the contract under which the salary is payable does not prevent the authority from changing the salary after receiving a recommendation.

The Welsh Local Government Association will notify the Independent Remuneration Panel of national pay awards on behalf of the Council.

11.1.4 No referrals have been made to the IRP during 2021/22.

11.1.5 In addition to agreeing the parameters for setting the pay of Chief Officers, Full Council will be given the opportunity to approve salary packages for any new posts that come within the scope of this Pay Policy Statement and as defined within the Act as being £100,000, or greater, per annum. For this purpose, salary packages will include salary, bonuses, fees, allowances routinely payable, any expenses/allowances chargeable to UK income tax, any other benefits in kind to which the officer is entitled as a result of their employment and any increase in or enhancement of the Chief Officer's pension entitlement where the increase or enhancement is as a result of a resolution of the Council.

11.1.6 No bonus or performance related pay mechanism is applicable to the Chief Executive or Chief Officers' pay; although an increment is awarded annually up to the maximum of the scale for the post.

11.2 Recruitment of Chief Officers

11.2.1 The Council's policy and procedure in relation to the recruitment of Chief Officers is set out in the Council's Constitution. When recruiting to these posts the Council will take full and proper account of its Equality of Opportunity Policy. The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment.

11.2.2 Where the proposed remuneration of a Chief Officer's post is £100,000 or greater, per annum it will be publicly advertised externally, as set out in the Local Authorities (Standing Orders) (Wales)(Amendment) Regulations 2014. There is however a facility within the regulations to make temporary appointments of up to 12 months, without the need to advertise externally.

11.3. Additions to Salary for Chief Officers

11.3.1 The Council does not apply any bonuses or performance related pay to its Chief Officers.

11.3.2 The Council does pay all reasonable travel and subsistence expenses on production of receipts and in accordance with JNC and local conditions. The Council pays the HMRC recommended mileage rate of 45p per mile.

11.3.3 Annual leave and bank holiday entitlements can be found in appendix 4.

The carry over outlined in the attached policy has been temporarily amended to reflect the changes in The Working Time (Coronavirus) (Amendment) Regulations 2020.

11.3.4 The Council has a statutory duty to appoint a Returning Officer for specified Elections and Referenda. The Chief Executive undertakes this role and is paid for discharging these functions in accordance with prescribed fees.

11.4 Payments on Termination for Chief Officers

11.4.1 The Council's approach to statutory and discretionary payments on termination of employment of Chief Officers (and all other employees), prior to reaching normal retirement age is set out within the following policies:

- Retirement Policy (appendix 5)
- Local Government Pension Scheme Regulations 2013 Statement Of Policy - Exercise Of Discretionary Functions (appendix 6)
- Redundancy Policy (appendix 7)
- In the Interests of the Efficiency of the Service Policy (appendix 8)

In line with Council's agreed Redundancy Policy, redundancy payments are based on actual weekly earnings up to a maximum spinal column point 46 (£956.51 per week as at 1 April 2020). Staff who do not have access to their Pension will receive a redundancy payment based on the statutory calculator multiplied by 2 up to a maximum of 60 weeks. Those who are able to access their Pension will receive a redundancy payment based on the statutory calculator up to a maximum of 30 weeks and will have immediate access to unreduced payment of their LGPS benefits.

The Council does not increase the total membership of active members of the pension scheme or award additional pension.

11.4.2 Where Chief Officers (definition in section 11.1.1) are terminated and are recommended to receive severance payments, of £100,000 or greater, the business case for this must go to Full Council for approval. Council Members must be made aware of any statutory or contractual entitlements due to the employee and the consequences of a non-approval by Council. The following components of a severance package will be included when determining whether the package exceeds £100,000:

- Salary paid in lieu
- Lump sum redundancy/severance payment and
- Cost to the authority of the strain on the pension fund arising from providing early access to an unreduced pension.

11.4.3 Decisions relating to any other payments falling outside the provisions or the relevant periods of contractual notice will be taken by those officers and Members authorised to do so by the Council's Constitution.

11.4.4 The Council will not normally re-employ or re-engage in any way a former employee who on ceasing to be employed by the Council is in receipt of a severance package or settlement. Only in exceptional cases would the Council consider re-engagement where the circumstances were supported by a critical business case.

12. Remuneration at the Lowest Level

- 12.1 The lowest paid persons employed under a contract of employment with the Council are employed on full time (37 hours) equivalent salaries in accordance with the minimum spinal column point currently in use within Grade 1 of the Council's grading structure. As at 1 April 2020, spinal column point 1 is £9.25 per hour (pending pay award for 2021/22 and 2022/23) – incremental progression will also apply.
- 12.2 The Council runs an apprenticeship scheme and payments are made in line with the shared apprenticeship scheme.
- 12.3 The relationship between the rate of pay for the lowest paid and Chief Officers is determined by the processes used for determining pay and grading structures as set out earlier in this Pay Policy Statement.

13. The Real Living Wage

- 13.1 The Council agreed to implement the Real Living Wage with effect from 1 April 2018 and guaranteed that no member of staff in the Council will earn less than the Real Living Wage. The Real Living Wage is independently calculated each year by the Resolution Foundation and overseen by the Living Wage Commission. By paying the Real Living Wage employers are voluntarily ensuring that their employees can earn a wage which is enough to live on as determined by the Living Wage Foundation.
- 13.2 The Real Living Wage rate of £9.90 per hour will be implemented in line with the 2022/23 pay award and will be effective from 1 April 2022. This will be reviewed on an annual basis to ensure that no member of staff in the Council will earn less than the Real Living Wage.

14. Off Payroll Working in the Public Sector - IR35 Intermediaries Legislation

- 14.1 The Intermediaries Legislation ensures that individuals who work through their own or even another personal service company (PSC) pay employment taxes in a similar way to an organisation's own employees. This is relevant to those individuals providing services to the Council who if they were not engaged through a personal service company (PSC) or other intermediary would be employed by the Council directly.
- 14.2 This new measure, "Off-payroll working in the public sector" moves responsibility to the Council for deciding if the off-payroll rules for engagements in the public sector apply. This measure makes the Authority responsible for deducting and paying associated employment taxes and National Insurance Contributions (NICs) to HM Revenue and Customs (HMRC).
- 14.3 The legislation applies to all payments on or after 6 April 2017 regardless of when the contract started.

15. Pay Relativities within the Council

15.1 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton Report 'Review of Fair Pay in the Public Sector' (2011). The Hutton Report explored the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between the highest paid salary and the median average salary of the whole of the Council's workforce.

15.2 The multiples of pay for Blaenau Gwent which will be published annually are set out below:

	2021/22	2022/23
The multiple between the lowest paid full time equivalent employee and the Chief Executive	1:6.13	1:6.13
The multiple between the lowest paid employee and average Chief Officer	1:3.97	1:3.89
The multiple between the median full time equivalent earnings (excluding teachers) and the Chief Executive	1:4.93	1:4.93
The multiple between the median full time equivalent earnings (excluding teachers) and average Chief Officer	1:3.19	1:3.89

16. Gender Pay Gap

16.1 We are an employer required by law to carry out Gender Pay Reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

16.2 The gender pay gap is an equality measure that shows the difference in average earnings between women and men.

16.3 The UK gender pay gap is just over 15% (2021).

16.4 At Blaenau Gwent County Borough Council we are confident that men and women are paid equally for doing equivalent jobs across the business. The gender pay gap at Blaenau Gwent County Borough Council shows that the workforce is predominantly female with women occupying a high percentage of jobs across all four pay quartiles. The pay gap in Blaenau Gwent is significantly lower than the national average.

Gender Pay Gap Report – 31 March 2021

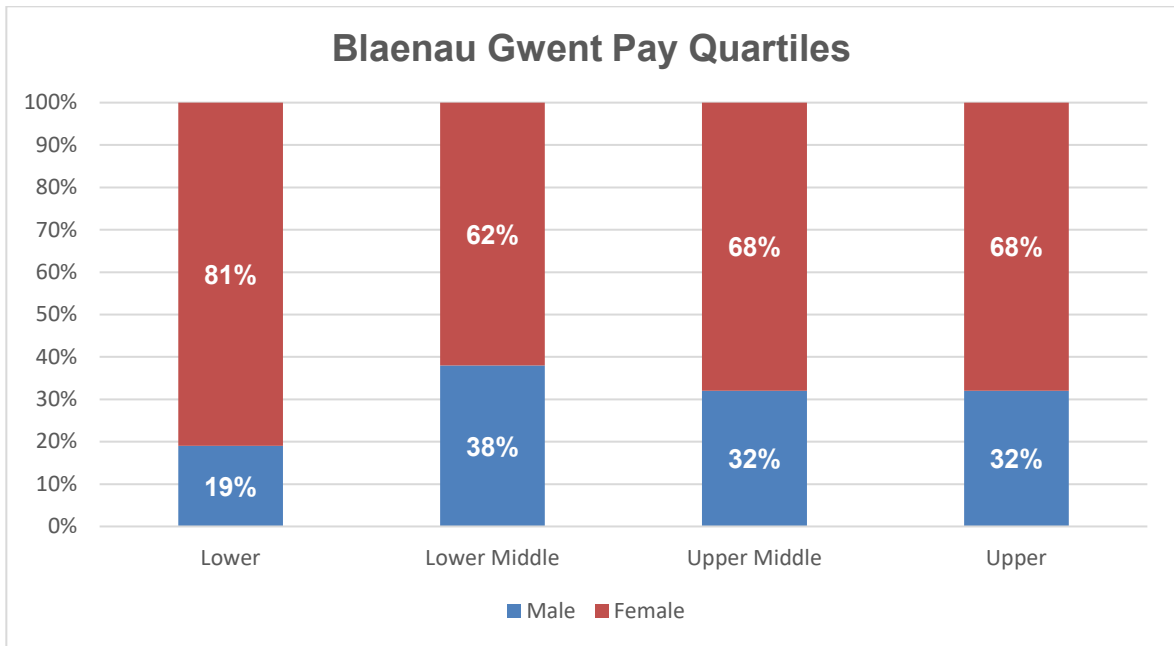
Hourly Rate – Gender Pay Gap

Women's Hourly Rate is:	5.03% Lower (mean)	3.92% Lower (median)
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Pay Quartiles – Gender Pay Gap

How many men and women are in each quarter of the employee's payroll:

	Men	Women
Upper Quartile:	32%	68%
Upper Middle Quartile:	32%	68%
Lower Middle Quartile:	38%	62%
Lower Quartile:	19%	81%



17. Publication

- 17.1 Upon approval by Full Council, this statement will be published on the Council's Website.
- 17.2 The Council's Annual Statement of Accounts contributes to the transparency on Council spend as it includes information on posts where the full time equivalent salary is at least £60,000.

18. Review of the Policy

- 18.1 This Policy outlines the current position in respect of pay and reward within the Council and it will be reviewed to ensure that it meets the principles of fairness, equality, accountability and value for money for the citizens of Blaenau Gwent. The Policy will be reviewed at least annually and reported to Full Council for approval in line with statutory requirements.



Blaenau Gwent County Borough Council Pay and Grading

NJC Local Government Services - 1st April 2020

Grade	SCP	Salary	Weekly	Monthly	Hrly rate
1	1	£17,842	£342.18	£1,486.83	£9.25
	2	£18,198	£349.00	£1,516.50	£9.43
2	2	£18,198	£349.00	£1,516.50	£9.43
	3	£18,562	£355.98	£1,546.83	£9.62
	4	£18,933	£363.10	£1,577.75	£9.81
3	4	£18,933	£363.10	£1,577.75	£9.81
	5	£19,312	£370.37	£1,609.33	£10.01
	6	£19,698	£377.77	£1,641.50	£10.21
4	7	£20,092	£385.33	£1,674.33	£10.41
	8	£20,493	£393.02	£1,707.75	£10.62
	9	£20,903	£400.88	£1,741.92	£10.83
	10	£21,322	£408.92	£1,776.83	£11.05
	11	£21,748	£417.08	£1,812.33	£11.27
	12	£22,183	£425.43	£1,848.58	£11.50
5	14	£23,080	£442.63	£1,923.33	£11.96
	15	£23,541	£451.47	£1,961.75	£12.20
	17	£24,491	£469.69	£2,040.92	£12.69
	18	£24,982	£479.11	£2,081.83	£12.95
	19	£25,481	£488.68	£2,123.42	£13.21
	20	£25,991	£498.46	£2,165.92	£13.47
6	21	£26,511	£508.43	£2,209.25	£13.74
	22	£27,041	£518.59	£2,253.42	£14.02
	23	£27,741	£532.02	£2,311.75	£14.38
	24	£28,672	£549.87	£2,389.33	£14.86
	25	£29,577	£567.23	£2,464.75	£15.33
	26	£30,451	£583.99	£2,537.58	£15.78
7	26	£30,451	£583.99	£2,537.58	£15.78
	27	£31,346	£601.16	£2,612.17	£16.25
	28	£32,234	£618.19	£2,686.17	£16.71
	29	£32,910	£631.15	£2,742.50	£17.06
	30	£33,782	£647.87	£2,815.17	£17.51
8	30	£33,782	£647.87	£2,815.17	£17.51
	31	£34,728	£666.02	£2,894.00	£18.00
	32	£35,745	£685.52	£2,978.75	£18.53
	33	£36,922	£708.09	£3,076.83	£19.14
	34	£37,890	£726.66	£3,157.50	£19.64
9	34	£37,890	£726.66	£3,157.50	£19.64
	35	£38,890	£745.84	£3,240.83	£20.16
	36	£39,880	£764.82	£3,323.33	£20.67
	37	£40,876	£783.92	£3,406.33	£21.19
	38	£41,881	£803.20	£3,490.08	£21.71
10	39	£42,821	£821.22	£3,568.42	£22.20
	40	£43,857	£841.09	£3,654.75	£22.73
	41	£44,863	£860.39	£3,738.58	£23.25
	42	£45,859	£879.49	£3,821.58	£23.77
11	43	£46,845	£898.40	£3,903.75	£24.28
	44	£47,853	£917.73	£3,987.75	£24.80
	45	£48,870	£937.23	£4,072.50	£25.33
	46	£49,875	£956.51	£4,156.25	£25.85



Blaenau Gwent County Borough Council Pay and Grading

JNC Chief Executive & Chief Officers with effect from 1st April 2021

Grade	SCP	Salary	Weekly	Monthly	Hrly rate
Chief Executive	Min	£102,976	£1,974.88	£8,581.33	£53.38
	2nd	£105,558	£2,024.40	£8,796.50	£54.71
	3rd	£108,133	£2,073.78	£9,011.08	£56.05
	4th	£110,704	£2,123.09	£9,225.33	£57.38
	Max	£111,055	£2,129.82	£9,254.58	£57.56

Grade	SCP	Salary	Weekly	Monthly	Hrly rate
Chief Officer	Min	£83,481	£1,601.01	£6,956.75	£43.27
	2nd	£85,572	£1,641.11	£7,131.00	£44.35
	3rd	£87,658	£1,681.11	£7,304.83	£45.44
	4th	£89,739	£1,721.02	£7,478.25	£46.51
	Max	£91,826	£1,761.05	£7,652.17	£47.60

Grade	SCP	Salary	Weekly	Monthly	Hrly rate
JNC 1	Min	£52,178	£1,000.67	£4,348.17	£27.05
	2nd	£53,483	£1,025.70	£4,456.92	£27.72
	3rd	£54,790	£1,050.77	£4,565.83	£28.40
	4th	£56,088	£1,075.66	£4,674.00	£29.07
	Max	£57,392	£1,100.67	£4,782.67	£29.75
JNC 2	Min	£58,437	£1,120.71	£4,869.75	£30.29
	2nd	£59,902	£1,148.81	£4,991.83	£31.05
	3rd	£61,360	£1,176.77	£5,113.33	£31.80
	4th	£62,818	£1,204.73	£5,234.83	£32.56
	Max	£64,280	£1,232.77	£5,356.67	£33.32
JNC 3	Min	£64,698	£1,240.78	£5,391.50	£33.53
	2nd	£66,317	£1,271.83	£5,526.42	£34.37
	3rd	£67,938	£1,302.92	£5,661.50	£35.21
	4th	£69,552	£1,333.87	£5,796.00	£36.05
	Max	£71,167	£1,364.85	£5,930.58	£36.89
JNC 4	Min	£66,782	£1,280.75	£5,565.17	£34.61
	2nd	£68,457	£1,312.87	£5,704.75	£35.48
	3rd	£70,124	£1,344.84	£5,843.67	£36.35
	4th	£71,793	£1,376.85	£5,982.75	£37.21
	Max	£73,460	£1,408.82	£6,121.67	£38.08
JNC 5	Min	£74,234	£1,423.67	£6,186.17	£38.48
	2nd	£76,096	£1,459.38	£6,341.33	£39.44
	3rd	£77,951	£1,494.95	£6,495.92	£40.40
	4th	£79,799	£1,530.39	£6,649.92	£41.36
	Max	£81,657	£1,566.02	£6,804.75	£42.32

SOULBURY PAY AGREEMENT 2020**Educational Improvement Professionals**

SCP	01.09.2020	
1	36,419	
2	37,723	
3	38,955	
4	40,203	
5	41,443	
6	42,684	
7	43,988	
8	45,243	*
9	46,705	
10	48,009	
11	49,295	
12	50,541	
13	51,951	**
14	53,209	
15	54,598	
16	55,854	
17	57,114	
18	58,350	
19	59,625	
20	60,283	***
21	61,549	
22	62,653	
23	63,867	
24	64,956	
25	66,121	
26	67,257	
27	68,419	
28	69,597	
29	70,777	
30	71,956	
31	73,124	
32	74,311	
33	75,498	
34	76,714	
35	77,927	
36	79,174	
37	80,402	
38	81,642	
39	82,866	
40	84,089	
41	85,318	
42	86,546	
43	87,773	
44	89,006	
45	90,236	
46	91,468	
47	92,705	
48	93,930	****
49	95,160	****
50	96,392	****

Notes to Educational Improvement Professionals above: Salary scales to consist of not more than four consecutive points based on the duties and responsibilities attaching to posts and the need to recruit and motivate staff.

- * Normal minimum point for EIP undertaking the full range of duties at this level.
- ** Normal minimum point for senior EIP undertaking the full range of duties at this level.
- *** Normal minimum point for leading EIP undertaking the full range of duties at this level.
- **** Extension to range to accommodate structured professional assessments.

Young People's / Community Service Manager

SCP	01.09.2020	
1	37,772	
2	39,008	
3	40,243	
4	41,505	*
5	42,786	
6	44,036	
7	45,314	**
8	46,767	
9	47,568	
10	48,806	
11	50,036	
12	51,269	
13	52,493	
14	53,729	
15	54,966	
16	56,207	
17	57,455	
18	58,695	
19	59,927	
20	61,186	***
21	62,469	***
22	63,782	***
23	65,120	***
24	66,486	***

Notes to Young People's / Community Service Manager above:

The minimum Youth and Community Service Officers' scale is 4 points.

Other salary scales to consist of not more than four consecutive points based on duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.

- * normal minimum point for senior youth and community service officers undertaking the full range of duties at this level (see paragraph 5.6 of the Soulbury Report).
- ** normal minimum point for principal youth and community service officer undertaking the full range of duties at this level (see paragraph 5.8 of the Soulbury Report).
- *** extension to range to accommodate discretionary scale points and structured professional assessments.

Trainee Educational Psychologists

SCP	01.09.2020
1	24,541
2	26,337
3	28,131
4	29,929
5	31,724
6	33,520

Assistant Educational Psychologists

SCP	01.09.2020
1	30,166
2	31,399
3	32,630
4	33,856

Educational Psychologists - Scale A

SCP	01.09.2020	
1	38,197	
2	40,136	
3	42,075	
4	44,012	
5	45,951	
6	47,889	
7	49,714	
8	51,538	
9	53,247	*
10	54,959	*
11	56,554	*

Notes to Educational Psychologists - Scale A above:

Salary scales to consist of six consecutive points based on the duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.

*Extension to scale to accommodate structured professional assessment points.

Senior and Principal Educational Psychologists

SCP	01.09.2020	
1	47,889	
2	49,714	
3	51,538	*
4	53,247	
5	54,959	
6	56,554	
7	57,209	
8	58,433	
9	59,646	
10	60,880	
11	62,090	
12	63,323	
13	64,577	
14	65,790	**
15	67,061	**
16	68,318	**
17	69,585	**
18	70,850	**

Notes to Senior and Principal Educational Psychologists above

Salary scales to consist of not more than four consecutive points based on the duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.

* Normal minimum point for the principal educational psychologist undertaking the full range of duties at this level.

**Extension to range to accommodate discretionary scale points and structured professional assessments.



Annual Leave & Holiday Pay A Manager's Guide



ORGANISATIONAL DEVELOPMENT DIVISION

Issued: March 2020 Review: March 2025

Version Control

This document is intended for:

- Council staff only School-based staff only Council & School-based staff

Version	Key Changes	Approved By
Mar 2020	Updated to reflect changes being introduced by the Government on 6 April 2020 which extend the reference period for calculating a worker's average weekly pay from 12 to 52 weeks.	DMT

This document may be reviewed and amended at any time and without consultation in response to legal requirements, in line with best practice or in response to an organisational requirement and where the changes do not affect the spirit or intent of the document.

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1. Purpose & Scope

This document aims to provide guidance on a consistent approach to the way in which annual leave and sickness pay is calculated across the Authority.

It is important that such entitlements are paid in accordance with legislation and ensures that the Authority is delivering the most efficient service possible.

In terms of the legal context the Working Time Regulations (WTR) (1998) sets out parameters regarding working hours, statutory entitlement to paid leave for most workers and a number of other related matters. It is against this background that the guidance has been developed.

SECTION 1 – TYPES OF WORKERS

2. Definition of Workers

Permanent Employees

A permanent employee is a full time or part time individual who is employed by the Authority on a permanent contract. The employee will have full employment rights in line with current legislation, as outlined in their statement of particulars. There is no expected end date of their employment and they will accrue continuous service.

Permanent employees will accrue all relevant entitlements and benefits in line with the Council's terms and conditions i.e. sick pay and annual leave.

Fixed Term Employees

A fixed-term contract is one that ends on a specified date or on the occurrence of a particular event such as the loss of funding or the completion of a task. A fixed term employee can be a temporary replacement for an absent employee whose contract will terminate upon the return of the regular employee. After four years' continuous service in a fixed term position the manager should refer to the Fixed Term Regulations for further guidance, as the employee will be entitled to permanent status.

Employees recruited on such a contract should be done so on the basis that there is a fixed period for which the work is expected to last and that the weekly hours are definitive e.g. to cover maternity leave or an externally funded project.

Fixed term employees will be entitled to the same benefits as a permanent worker, i.e. annual leave and sick pay.

Term-Time Employees

A term-time contract is defined by an employee working only during periods that coincide with the school terms and is not required to work during school holidays. Term-time employees will be employed based on the number of weeks they work per year and remuneration will be calculated on a pro rata basis which will be inclusive of their annual leave entitlement.

Term-time employees will not be permitted to take leave during school time but will be entitled to the same other benefits of the Authority such as sick pay.

Temporary Employees

Temporary contracts will have no expectation of permanence as the termination date or the event on which the employment will terminate is not known. An employee on a temporary contract will accrue continuous service from the start date of that contract.

Temporary employees will be entitled to sick pay, annual leave and the range of other benefits the Authority offers, where applicable.

An employee should be recruited on a temporary contract if the work is expected to be of a temporary nature but the end date is not known e.g. to cover a period of sickness of a permanent employee. Contractual hours should be stipulated for the purposes of a temporary contract.

Relief Employees

Relief employees should be recruited as a way of dealing with a variable need for work i.e. short term absences. Employees of this nature should only be used on an ad hoc basis and will not work regularly and consistently.

Relief employees should only be paid at the bottom of the grade and will not move through any grade increments. They will not be entitled to annual leave, sick pay or bank holiday entitlements. A relief employee will not benefit from the range of entitlements to which other employees of the Council are entitled.

If relief employees are allowed to build up regular and consistent hours then this will become a risk to the Authority i.e. annual leave, sickness pay and redundancy liability.

Relief employees should be regularly monitored by managers and termination paperwork completed routinely when the employee is no longer required, to ensure there is an accurate record of all current employees.

Part Time Employees

A part time employee will be defined as such if they work fewer hours than the Council's normal full time hours (37 hours per week). Part time employees will not be treated less favourably than comparable full time workers, nor will they be entitled to any benefits which exceed a full time equivalent.

Agency Workers

The Council has a contract to source all agency workers. Please refer to the [Agency Worker – Manager's Handbook](#) for further information. All administration relating to annual leave and sick pay will be administered by the contractor directly. It should be understood that Agency Workers are not employees of the Council.

3. General Principles

When recruiting, a manager should carefully consider the type of contract that would best suit the required need to ensure efficiency of the service. Due consideration should be given throughout the duration of any contract that is not permanent to ensure that it is still fit for purpose and meets the need of the service. Managers should change the nature of the contract if the situation changes e.g. a relief employee who has started to pick up regular shifts as a result of long term sickness should be terminated as a relief employee and given a temporary contract.

SECTION 2 - ABSENCE

4. **Sickness Leave Entitlement**

Permanent, Fixed Term, Term-Time and Temporary employees of the Authority are entitled to the following sick pay benefits, dependent on their length of service:

1st year – 1 month full pay and (after 4 months service) 2 months half pay

2nd year – 2 months full pay and 2 months half pay

3rd year – 4 months full pay and 4 months half pay

4th and 5th year – 5 months full pay and 5 months half pay

After 5 years – 6 months full pay and 6 months half pay

Sickness entitlement is calculated on a rolling 12 month basis, which starts on the first day of sickness absence looking back a calendar year.

Periods of absence in respect of industrial injury arising out of, or in the course of, employment with the Authority will not be counted for the purpose of calculating entitlement to sick pay.

All sickness and absence periods must be inputted on iTrent.

The [Attendance Management Policy](#) can be found on the intranet for guidance on how to manage short term and long term employee absence. This policy applies to all types of employees.

5. **Annual Leave Entitlement**

Annual leave is required to be taken by arrangement within the leave year, which should commence on the 1st of the month in which the employee's birthday falls.

Annual leave entitlement for a full time employee is 25 days for those with less than 5 years' continuous service and 30 days for those with more than 5 years' continuous service.

Annual leave and bank holiday entitlements will be calculated on a pro-rata basis for part time staff. All part time staff should be given their entitlement in hours and minutes.

One day of annual leave entitlement is required to be taken at the Christmas closure by all staff who would ordinarily be expected to work on the designated day; this will be prorated for part time employees.

All annual leave should be taken during the year in which it is accrued. A maximum of five days may be carried over from one entitlement year to the next (prorated for part time staff).

Each calendar year employees are entitled to 8 statutory bank holidays and 2 extra statutory bank holidays. For a full list of statutory and extra statutory bank holidays please refer to the Council's [intranet site](#).

Part time staff should be given a pro rata entitlement for bank holidays in hours and minutes as per the guidance contained within this document, which will be added to their annual leave entitlement. Part time workers whose normal rota day falls on a bank holiday will be expected to deduct their normal working hours for that day from their entitlement. The Authority has developed a simple to use online annual leave calculator that will enable the user to identify the appropriate leave entitlements for both full and part time employees. The [calculator](#) can be accessed on the intranet site.

Term-time only staff will not be permitted to take any leave during term time; they are instead paid a pro rata amount of annual leave included in their monthly salary, in order to take leave outside term time.

6. Payment for Annual Leave on Termination of Employment

If an employee leaves the Authority's employment part way through their entitlement year their annual leave entitlement will be calculated on a pro rata basis up until their termination date (based on completed calendar months only). Staff will be encouraged to take the annual leave to which they are entitled before terminating with the Authority. Only in exceptional circumstances will staff be entitled to be paid for any accrued annual leave that they are unable to take, or if the line manager cannot accommodate the taking of the leave, before the date of termination. There must be a sound business case in such situations. Any accrued but untaken flexi time or TOIL will not be paid upon termination; managers will be expected to manage all leave in the notice period.

If, on the date of termination an employee has taken annual leave in excess of their pro rata entitlement, then they will be required to reimburse the Authority by means of deduction from their salary in respect of any excess annual leave taken.

It is important that all annual leave is managed appropriately so that the risk of outstanding annual leave or taking more than accrued is limited.

7. Sickness whilst on Annual Leave

Where an employee falls sick or is injured whilst on annual leave, the employee can report sick and take replacement annual leave at a later time as long as the following conditions are adhered to:

- The total period of incapacity must be fully certified by a qualified medical practitioner. The Authority reserves the right to request further evidence of incapacity in certain instances.
- The employee must contact the manager by telephone on the first day of any known period of incapacity during the annual leave period.
- The employee must submit a written request no later than 10 days after returning to work, setting out how much of the annual leave period was affected by sickness and the amount of leave that the employee wishes to be credited back to their entitlement.
- Where an employee is abroad when taken ill, evidence must still be produced by the employee by way of medical certificate or proof of a claim on an insurance policy for medical treatment.
- All costs of medical certification are to be incurred by the employee.

If an employee satisfies all of the above conditions then the Authority will credit the number of days lost to illness back to their current entitlement year. The leave must then be re-taken within their current entitlement year wherever practical. Where carryover of leave is necessary, only the statutory element of any untaken leave may be carried over (see next section “Annual Leave Entitlement and Sick Leave” for full details). Where it is found that an employee has deliberately requested the replacement of annual leave under false circumstances they will be dealt with via the Council’s [Disciplinary Policy & Procedure](#).

If an employee is ill or injured before the start of planned annual leave, the Authority will agree to the employee postponing the leave to another mutually agreed time (in that leave year wherever possible). The employee must submit this request in writing to their line manager alongside medical certification confirming that the employee is unfit for work.

The Authority may require an employee to take all or part of their replacement annual leave on particular days, in line with the Working Time Regulations (1998).

All periods of sickness absence resulting from these circumstances will be treated in accordance with the Authority’s Attendance Management Policy.

8. Annual Leave and Sick Leave Entitlement

An employee who is absent due to sickness will continue to accrue their contractual annual leave entitlement. However, only annual leave up to the statutory entitlement (28 days in total which includes bank holidays), as provided by the Working Time Regulations (1998) can be carried over from one leave year to the next. This will be prorated for part time employees. Any leave carried over must be taken in the following year and the Council may require an individual to take the leave on particular days.

Example 1 - Full Time Equivalent

Employee A is entitled to 40 days leave (30 days annual leave + 10 bank holidays).

Employee A has taken 5 days annual leave and shortly after returning to work is then sick for nine months, returning 2 weeks before the end of their leave year.

Although the employee has 35 days in total left only 28 days can be carried over to the following leave year.

Employees who are sick must only be allowed to carry over 5 days annual leave if they have previously taken their statutory allowance of 28 days, inclusive of bank holidays, and do not return before their next entitlement year.

Example 2 - Full Time Equivalent

Employee B is entitled to 40 days leave (30 days annual leave + 10 bank holidays).

Employee B has taken 30 days annual leave and is then sick until the next leave year.

Although the employee has 10 days left in total, only 5 days can be carried over to the following leave year.

Where an employee returns to work following long term sick leave, any annual leave accrued should be taken in the same leave year where practicable. The Authority may require an individual to take all or part of the accrued leave on particular days in the interest of service delivery.

Travelling/Trips whilst on Sick Leave

Employees are not encouraged to go on holiday whilst on sick leave where this may be **detrimental** to their recovery. Employees who wish to go on holiday or who have pre-booked holidays must seek the written permission, or otherwise, of their Line Manager before embarking on the holiday. For this reason the employee must ensure that they give their Line Manager sufficient notice of their intention to travel. Under normal circumstances the Line Manager will not withhold permission provided that, where requested, the employee submits a letter from their doctor in support of the holiday. The Council reserves the right to refer the employee to the Occupational Health Advisor/Physician for confirmation.

If an employee is on sick leave and goes on holiday without seeking the appropriate approval this will be dealt with in line with the Authority's Disciplinary Policy & Procedure.

Employees on sick leave should be aware that if they participate in activities that are inconsistent with their stated reasons for being sick or activities that worsen or prolong their absence, which could include travel and holidays, the Authority reserves the right to stop statutory sick pay and/or occupational sick pay, and in some cases this could result in disciplinary action.

Annual Leave whilst on Sick Leave

The Council encourages employees to utilise annual leave during sickness periods wherever possible, and where their absence permits, which may **assist** recovery and wellbeing. Therefore, an employee on sick leave may request to take their accrued annual leave entitlement while on sick leave. This must be approved by the employee's GP (to confirm that the trip will not hinder the employee's recovery) and evidence of this submitted to the line manager who will then approve any dates and deduct the annual leave from the employee's entitlement. This will not impact on the employee's entitlement to paid or unpaid sick leave. However, it will be deducted from the annual leave allowance and will not be classed as sick leave.

It is the responsibility of the line manager to inform payroll that an employee is on annual leave instead of sick leave (via the sick returns) during this time to ensure the employee is paid the correct rate of pay.

A process flowchart is attached as [appendix 2](#).

9. Annual Leave for Phased Return to Work after Sickness Absence

Phased returns are used for a variety of reasons when someone has been absent due to sickness. Where agreed (normally in line with Occupational Health), a phased return to work will be managed according to the particular worker and their particular circumstances. The Authority does not expect staff to use their annual leave entitlement during this time. However, the employee and their line manager may agree that accrued annual leave can be used to arrange a period of part time working at the end of the phased return. For advice on specific cases please contact the OD Division.

Managers must inform the Payroll Section of the agreed pattern of work during the period of phased return.

SECTION 3 – REMUNERATION FOR ANNUAL LEAVE & SICKNESS LEAVE (PERMANENT & FIXED TERM STAFF)

10. Definitions

Overtime - generally means any work over the basic contractual 37 working hours per week.

Additional hours - any work over the contracted basic working hours of part-time workers i.e. those whose contract is less than 37 hours per week. Overtime only becomes applicable to part time workers once these additional hours, added to the contracted hours, exceed the normal working hours of full-time staff i.e. more than 37 hours per week.

11. Additional Payments/Enhancements

Case Law and Employment Appeal Tribunals in 2014 along with new regulations have necessitated a revision of how certain additional payments are treated. The basic principle is that if an employee works varied hours as part of their role then **the total amount of varied hours worked should be included in a 52 week calculation** when calculating holiday pay/sick pay because individuals should not be at a financial detriment while on leave or sick.

Any additional contractual payments must also be included in the calculation of holiday/sick pay, providing the employee receives payment for these hours. If time is taken in rather than pay then this would not be included.

Example – where employees are contractually required to be on standby or sleep in these payments must be included in holiday/sick pay calculations.

However, if an employee receives a payment for standby and they are called out to attend and then given the next day off because they have been called out, only the standby payment should be included in the calculation, as the call out payments have been covered by taking the next day off.

12. Salaried/Four Weekly Employees

Employees will be paid their contractual hours whilst absent due to sickness, in line with the entitlements detailed above.

No employee should exceed 37 hours of work per week except in exceptional circumstances. These instances should be discussed at Departmental Management Team meetings and in conjunction with advice from the Organisational Development Division.

If an employee has committed to working additional hours and then subsequently reports sick when the hours were due to be worked, they will not be paid for the additional hours.

However, additional hours actually worked should be calculated for holiday pay/sickness purposes where an individual works varied hours. In these instances holiday pay/sick pay should be calculated using a 52 week average, **excluding** any weeks the employee did not earn any pay.

Staff should not accrue annual leave entitlement for additional hours worked. They will instead just be paid for the additional hours they worked. If they work varied hours then their pay should be inclusive of any average hours worked by undertaking the 52 week calculation.

13. Use of temporary staff

Temporary staff should be recruited in line with the guidance set out at the beginning of this document. Temporary workers should be recruited to fill a gap, usually for a short term period, with a set number of hours to work per week.

Sickness pay should be based on contractual hours unless working varied hours. Sick pay should be calculated using a 52 week average, excluding any weeks the employee did not earn any pay. Managers must regularly monitor and review working hours and if they are no longer fit for purpose the contract should be amended accordingly.

Annual leave entitlements in these cases should be calculated at the outset of the employment and based on a pro rata calculation for the expected duration of the contract. The calculations should also be inclusive of a bank holiday pro rata entitlement.

14. Use of relief staff

Relief workers should be recruited in line with the guidance set out at the beginning of this document. Such workers should only be used on an ad hoc basis and should not be relied upon to fill an ongoing gap in capacity. A pool of relief workers for any given service area can be common practice although they should not be offered regular hours, as this would constitute a temporary contract.

Relief workers will not be entitled to any sick pay and will not be paid for any shift that they are unavailable to work due to sickness.

Relief workers will not be entitled to accrue any annual leave or bank holiday entitlement.

Relief workers should be paid in accordance with the Authority's usual terms and conditions dependent on the shift they are scheduled to work i.e. a bank holiday or sleep in shift. They will not be paid more than a permanent member of staff for such shifts.

15. More than one job

If members of staff work in different roles across the authority, it is a managerial responsibility to ensure that individuals do not breach the Working Time Regulations as we are one employer and staff are entitled to the appropriate rest periods.

Individuals should report sick in line with the reporting procedures for each role they are unfit to attend.

Staff are not permitted to take annual leave in one role in order to pick up additional shifts in another.

16. Calculating Annual Leave

The Authority has developed a simple to use online annual leave calculator that will enable the user to identify the appropriate leave entitlements for both full and part time employees.

The calculator can be accessed on the intranet [here](#).

Guidance and ready reckoners for the manual calculation of annual leave can be found in [appendix 1](#).

Appendix 1 - Guidance for Calculating Annual Leave

To assist the calculation of annual leave a number of ready reckoners have been devised. They are attached below, with guidance notes and can also be accessed on the Council's [Intranet site](#).

This guidance is only to be used for staff working 52 weeks per year.

Please use this guidance in conjunction with the annual leave and bank holiday calculation tables.

Useful Information

- If a member of staff works the same number of hours each day, for five days (Mon-Fri), there is no need to calculate the pro rata entitlement, as it will always equate to 25 days (less than 5 years service) and 30 days (more than 5 years service), and the leave entitlement can be taken in days (e.g. 25hrs per week, 5hrs per day, Mon-Fri).
- A pro rata monthly annual leave entitlement for full time staff (37 hrs) working a normal 5 day week (7hrs 24mins per day) is:
 - 2 days for an employee with less than 5 years service.
 - 2.5 days for an employee with more than 5 years service.

Calculating a Pro Rata Entitlement for Part Time Staff

In order to calculate an employee's entitlement to annual leave you need to ensure that you have:

- the weekly contracted hours for the employee
- the number of days/pattern worked each week
- the number of hours the employee is required to work each day
- the employee's birth month
- whether the employee has more or less than 5 years service
- the table for annual leave and bank holidays calculations

Annual leave entitlements run from an employee's birth month, therefore, if your birthday falls in June your leave entitlement would run from 1 June to 31 May each year.

To calculate leave entitlement, you need to:

- Use the annual leave and bank holiday calculations table to locate the number of hours worked per week and identify the entitlement/pro rata entitlement.
- Add the annual leave and bank holiday entitlement together for the full entitlement.
- Calculate the bank holidays that will fall on the employee's working days and the hours the employee is due to work on these days and total these hours.
- Deduct the number of hours that need to be used for bank holidays and deduct from the full entitlement.
- The number of hours remaining is the employee's entitlement to annual leave.

Scenario: Employee with more than 5 years service working 30hrs per week, 7hrs 30mins per day Tuesday-Friday, birth month June

- Using the annual leave (30 days) and bank holiday calculations table locate the number of hours worked per week (30) and identify the pro rata entitlement (Annual leave = 180hrs Bank holiday = 60 hrs).
- Add this figure together which gives you a total of 240 hrs, this is a full year's entitlement.
- Next you need to deduct all bank holidays that fall on the working day and deduct them depending on the number of hours due to work on that day. In this case the employee works Tues-Fri, (7hrs 30mins per day) so only the Bank Holidays at Christmas and Good Friday (4 days) would need to be deducted at 7hrs 30mins each, therefore 30 hrs needs to be deducted for bank holidays.
- There is a total of 210hrs remaining for annual leave.

As the employee works the same number of hours each day (7hrs 30mins) this leave entitlement can be divided equally by 7.5 and would equate to 28 days.

How to determine if an annual leave entitlement is in days or hrs/mins

- If the part time employee works the same number of hours each day then the leave can be calculated in days **assuming** the remaining total can be divided equally. (e.g. If 120hrs remaining for annual leave and the employee works five hrs per day then divide 120 by 5 which converts to 24 days leave).
- Annual leave will have to be calculated in hrs and mins if the employee does not work the same number of hours each day.

When to recalculate a leave entitlement

It is important to note that an employee's leave entitlement will need to be recalculated as a result of:

- An increase / reduction in weekly working hours
- Change to working pattern (working day, daily hours, etc) as this may affect the deduction of hrs for bank holiday entitlement
- The employee reaching 5 years continuous service
- Termination of employment part way through a leave year

Calculating the additional entitlement for a full time employee who reaches 5 years service part way through their leave year

Please note this calculation is for staff that are full time.

If an employee reaches 5 years service part way through their leave year, they will be entitled to a pro rata amount of the additional 5 days. To calculate a pro rata additional entitlement, you need to:

- Divide the full additional entitlement of 5 by 12 to get a monthly entitlement (0.4).
- Identify the number of complete months that remain in the leave entitlement after the date of 5 years service.

- Multiple the number of complete months remaining by 0.4.
- This figure will be the additional entitlement that the employee will receive when they reach 5 years service.
- The following full leave year their leave will be increased to 30 days.

Scenario: Full time employee with a leave year that runs from February - January reaches 5 years service on 10 March

- Identify the number of completed months that remain in the leave entitlement after the date of 5 years service = 10 (months) April – January.
- Multiply the number of full months remaining by 0.4.
- On 10 March this employee will receive an additional 4 days leave.
- The following full leave year their leave will be increased to 30 days.

Calculating the additional entitlement for a part time employee who reaches 5 years service part way through their leave year

If an employee reaches 5 years service part way through their leave year, they will be entitled to a pro rata amount of the additional leave (this will vary depending on their weekly hours). To calculate a pro rata additional entitlement, you need to:

- Use the annual leave calculation table (25 days/less than 5 years service) to locate the number of hours worked per week and identify the entitlement in hours.
- Use the annual leave calculation table (30 days/more than 5 years service) to locate the number of hours worked per week and identify the entitlement in hours.
- Calculate the difference in entitlement (this is the pro rata amount for a full year's additional entitlement).
- Divide the full additional entitlement by 12 to get a monthly entitlement.
- Identify the number of completed months that remain in the leave entitlement after the date of 5 years service.
- Multiple the number of full months remaining by the monthly entitlement.
- This figure will be the additional entitlement that the employee will receive when they reach 5 years service.
- The following full leave year their leave will be increased to the full entitlement identified on the annual leave calculation (30 days/more than 5 years service).

Scenario: Part time employee (20hrs) with a leave year that runs from February - January reaches 5 years service on 10 March

- Use the annual leave calculation table (25 days/less than 5 years service) to locate the number of hours worked per week and identify the entitlement in hours = **100hrs.**
- Use the annual leave calculation table (30 days/more than 5 years service) to locate the number of hours worked per week and identify the entitlement in hours = **120hrs.**
- Calculate the difference in entitlement (this is the pro rata amount for a full year's additional entitlement) = **20hrs.**
- Divide the full additional entitlement by 12 to get a monthly entitlement = **1.5hrs.**
- Identify the number of completed months that remain in the leave entitlement after the date of 5 years service = **10 months.**
- Multiply the number of full months remaining by the monthly entitlement = **15hrs.**
- This figure will be the additional entitlement (**15hrs**) that the employee will receive when they reach 5 years service.

- The following full leave year their leave will be increased to the full entitlement identified on the annual leave calculation (30 days/more than 5 years service).

Calculating a leave entitlement for a portion of a year

To calculate a leave entitlement for a portion of the year (e.g. new starter starting part way through leave year or employee terminating):

- Calculate the full annual leave entitlement.
- Calculate the number of completed months the employee works in the leave year.
- Divide the full entitlement by 12 and multiply by the number of completed months the employee has/will work.

Scenario: Employee with more than 5 years service working full time normal hours (37 hrs / 7hrs 24mins per day), birth month June, terminating 15 November

- Full annual leave entitlement would be 30 days.
- Completed months worked 1 June – 31 October = 5 months.
- Divide the full entitlement by 12 and multiply by the number of completed months (5) the employee has worked.
- Pro rata entitlement would be 12.5 days.
- As this individual is terminating you would need to deduct any leave already taken. (If there is a shortfall then the amount would need to be reclaimed in the final salary, alternatively if there is leave remaining this can be paid or taken prior to termination).

ANNUAL LEAVE CALCULATIONS - 25 DAYS

Hours Worked Per Week	Annual Leave Hours (Decimal)	Annual Leave Hours (Hrs & Mins)		Hours Worked Per Week	Annual Leave Hours (Decimal)	Annual Leave Hours (Hrs & Mins)
1	5.00	5		26	130.00	130
2	10.00	10		27	135.00	135
3	15.00	15		28	140.00	140
4	20.00	20		29	145.00	145
5	25.00	25		30	150.00	150
6	30.00	30		31	155.00	155
7	35.00	35		32	160.00	160
7.4	37.00	37		33	165.00	165
8	40.00	40		34	170.00	170
9	45.00	45		35	175.00	175
10	50.00	50		36	180.00	180
11	55.00	55		37	185.00	185
12	60.00	60				
13	65.00	65				
14	70.00	70				
15	75.00	75				
16	80.00	80				
17	85.00	85				
18	90.00	90				
18.5	92.50	92.30				
19	95.00	95				
20	100.00	100				
21	105.00	105				
22	110.00	110				
23	115.00	115				
24	120.00	120				
25	125.00	125				

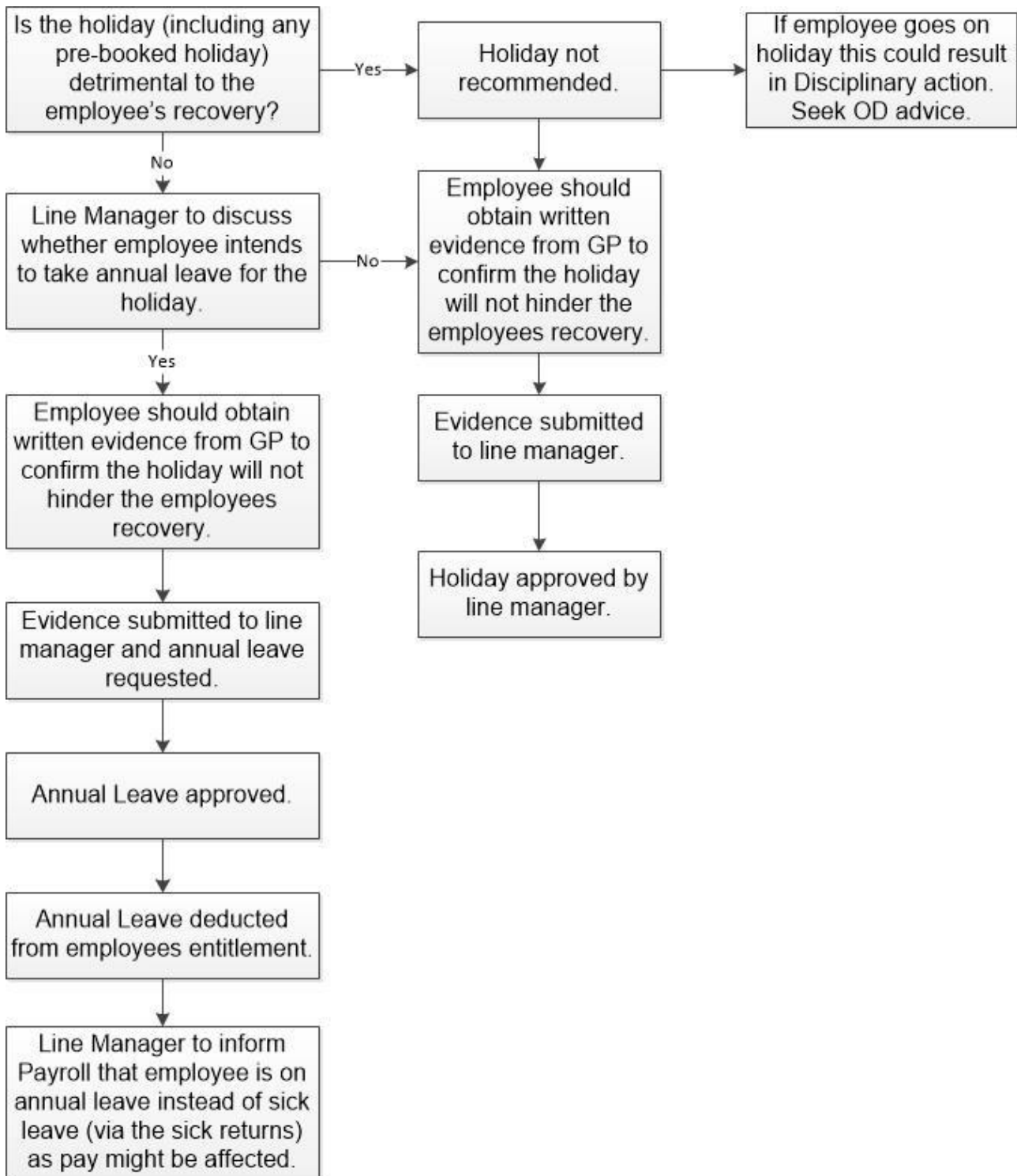
ANNUAL LEAVE CALCULATIONS - 30 DAYS

Hours Worked Per Week	Annual Leave Hours (Decimal)	Annual Leave Hours (Hrs & Mins)		Hours Worked Per Week	Annual Leave Hours (Decimal)	Annual Leave Hours (Hrs & Mins)
1	6.00	6		26	156.00	156
2	12.00	12		27	162.00	162
3	18.00	18		28	168.00	168
4	24.00	24		29	174.00	174
5	30.00	30		30	180.00	180
6	36.00	36		31	186.00	186
7	42.00	42		32	192.00	192
7.4	44.40	44.24		33	198.00	198
8	48.00	48		34	204.00	204
9	54.00	54		35	210.00	210
10	60.00	60		36	216.00	216
11	66.00	66		37	222.00	222
12	72.00	72				
13	78.00	78				
14	84.00	84				
15	90.00	90				
16	96.00	96				
17	102.00	102				
18	108.00	108				
18.5	111.00	111				
19	114.00	114				
20	120.00	120				
21	126.00	126				
22	132.00	132				
23	138.00	138				
24	144.00	144				
25	150.00	150				

BANK HOLIDAY CALCULATIONS - 10 DAYS

Hours Worked Per Week	Bank Holiday Hours (Decimal)	Bank Holiday Hours (Hrs & Mins)		Hours Worked Per Week	Bank Holiday Hours (Decimal)	Bank Holiday Hours (Hrs & Mins)
1	2	2		26	52	52
2	4	4		27	54	54
3	6	6		28	56	56
4	8	8		29	58	58
5	10	10		30	60	60
6	12	12		31	62	62
7	14	14		32	64	64
8	16	16		33	66	66
9	18	18		34	68	68
10	20	20		35	70	70
11	22	22		36	72	72
12	24	24		37	74	74
13	26	26				
14	28	28				
15	30	30				
16	32	32				
17	34	34				
18	36	36				
18.5	37	37				
19	38	38				
20	40	40				
21	42	42				
22	44	44				
23	46	46				
24	48	48				
25	50	50				

Appendix 2 - Holidays whilst on Sick Leave





Retirement Options Policy

(Local Government Pension Scheme only)



ORGANISATIONAL DEVELOPMENT DIVISION

Issued: November 2017 Review: August 2022

Version Control

This document is intended for:

- Council staff only School-based staff only Council & School-based staff

Version	Key Changes	Approved By
Mar 2020	Reformatted Only	DMT

This document may be reviewed and amended at any time and without consultation in response to legal requirements, in line with best practice or in response to an organisational requirement and where the changes do not affect the spirit or intent of the document.

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1. Policy Statement

Retirement is an important step in a person's life; Blaenau Gwent is committed to ensuring that the transition from work to retirement is as smooth as possible for its employees.

2. Purpose

The purpose of this policy and procedure is to lay down the principles and practices that will govern Blaenau Gwent's approach to employee retirements.

Blaenau Gwent recognises the contributions of a diverse workforce, including the skills and experience of older employees. It believes that employees should, wherever possible, be permitted to continue working for as long as they wish to do so.

The intention of the policy is to promote equality and fairness and to give managers and employees, where possible, the flexibility to plan retirements.

3. Scope

This policy has been developed in line with the Employment Equality (Age) Regulations 2006, which came into force on 1 October 2006, and the Local Government Pension Scheme Changes 2014. It also reflects the changes following the abolition of the default retirement age with effect from 1 October 2011.

These provisions apply to all Blaenau Gwent employees with the exception of teaching staff. Any reference to pension entitlements will only apply to individuals who participate in the Local Government Pension Scheme (LGPS).

4. Advice to Employees considering their Retirement Options

A. Retirement (From National Pension Age (NPA))

With effect from 1 October 2011, the Default Retirement Age has been removed and employees will no longer have a contractual retirement date of age 65.

An employee can now choose to retire from at any time between age 55 and 75 and receive their pension benefits immediately, although there may be a reduction in the benefits if payment is taken before your NPA, as it's being paid earlier. If you take it later than your NPA it's increased because it's being paid later.

Your Normal Pension Age (NPA) is simply the age when you can retire and take the pension you have built up in full – for the pension built up from 1 April 2014 your NPA is the same as your State Pension Age (but with minimum of age 65).

Employees who have contributed to the pension scheme will be entitled to a lump sum and an annual pension upon retirement, and they can take up the option to convert an element of their annual pension into a tax-free lump sum. At state retirement age employees will receive the basic flat-rate state pension if sufficient National Insurance contributions have been paid.

If an employee wishes to work after NPA they will continue paying into the LGPS, building up further benefits. They can receive their pension when they retire or reach the eve of their 75th birthday, whichever comes first. If the employee retires at or after NPA they can, if they wish, defer drawing their pension but must draw it before age 75. An employee will continue to accrue pension benefits if they continue working beyond NPA and the pension will be uplifted in line with regulations.

B. Current Transitional Protection Arrangements

The 85 year rule, which allowed members to retire before the age of 65 with unreduced benefits provided their age and membership added up to 85 was removed with effect from 1 October 2006.

However there are currently transitional protection arrangements in place for employees who were members of the LGPS prior to this date. The following table will help you work out your general position in relation to the 85 year rule, however, you should be aware that the rules governing how the 85 year rule protection applies, and the level of that protection, are quite complex.

If you would not satisfy the 85 year rule by the time you are 65	All your benefits are reduced if you choose to draw your pension before your Normal Pension Age. The reduction will be based on how many years before your Normal Retirement Age (protected Normal Pension Age for pension built up before 1 April 2014) and new Normal Pension Age (linked to State Pension Age) for pension built up from 1 April 2014) you draw your benefits.
If you will be age 60 or over by 31 March 2016 and choose to draw your pension before your Normal Pension Age	Provided you satisfy the 85 year rule when you start to draw your pension, the benefits you build up to 31 March 2016 will not be reduced.
If you will be under age 60 by 31 March 2016 and choose to draw your pension before your protected Normal Pension Age	Provided you satisfy the 85 year rule when you start to draw your pension, the benefits you've built up to 31 March 2008 will not be reduced.
If you will be aged 60 between 1 April 2016 and 31 March 2020 and meet the 85 year rule by 31 March 2020	Some or all of the benefits you build up between 1 April 2008 and 31 March 2020 will not have a full reduction.

C. Workforce Planning

With the removal of the default retirement age (Age 65), it is important that the Authority is in a position to plan its workforce requirements to meet future business needs.

The Authority encourages its managers to hold regular workplace discussions with all employees to discuss performance, development and training needs. The discussions also need to include both the Authority's and the employee's future plans and expectations. This will be an opportunity for employees to discuss any future plans or proposals for retirement and in turn allow the manager to plan for such an event.

Organisational Development are able to provide advice and support to managers to assist in workforce planning for their service area as a whole. Further information and advice can be provided by our Organisational Development Advisor.

5. Flexible Retirement - Regulation 35

The Authority relies upon the knowledge and skills of its employees. A flexible approach to retirement may mean that those employees who would otherwise retire completely can choose to explore other options which can benefit both the employee and the Authority. The Authority is actively promoting Work Life Balance options and managers will take this into consideration when considering any application for flexible retirement.

A. Eligibility

Employees can apply for flexible retirement from age 55 years onwards, (providing you have met the 2 year vesting period in the scheme).

B. Options

There are a number of flexible retirement options available as follows:

- working flexible hours leading up to retirement;
- retiring and returning to work part time in current post; or
- full-time/part time in a lower graded post with reduced responsibilities (assuming a suitable position is available).

C. Pension Implications

An employee reducing their hours or moving to a less senior position at or after age 55 can, provided there is a business case to support this, draw some or all of the benefits accrued, to help ease him/her into retirement, although the benefits may be reduced for early payment. The employer however has the discretion to waive the reduction in whole or in part.

Employees can continue paying into the LGPS on their reduced hours or in the new role, building up further benefits in the scheme up to the eve of their 75th birthday.

D. Conditions of Service

An employee's terms and conditions of service will remain unchanged as there is continuity of employment i.e. holidays, occupational sick pay, etc.

- Where an employee receives pension and returns to the Authority in a lower graded post the appointment will be made on the first point of the new scale.
- Where an employee returns to the Authority in the same role on reduced hours the salary point will remain unchanged, however the salary, holidays, etc will be pro-rata to the number of hours agreed in the application.

E. Application

Applications must be made using the Flexible Retirement Request Form, identifying the preferred flexible retirement option. This must be made to the appropriate officer who is their respective line manager/service manager and copied to the Organisational Development Division.

F. Procedure

- On receipt of the Flexible Retirement Request Form the financial implications in relation to the early release of the pension will be considered along with any service delivery issues by the directorate to ensure that:
 - there is no detrimental effect on service delivery
 - any flexible working arrangements are fair and equitable to all employees in the team
 - any flexible working arrangement is reviewed to ensure its effectiveness on both sides
 - there is a viable business case to present to the Early Retirement Panel for approval
- The Early Retirement Panel will review the business case and make a decision whether the flexible retirement is a viable option for the Authority. Once considered at the Early Retirement Panel, the employee and their line manager/service manager will be notified of the outcome.
- If the application is successful, agreement will be reached with the employee and their line manager/service manager regarding the start date and review date for the new arrangements.
- If the application is unsuccessful, the employee will be provided with an explanation why the request has been denied. The decision of the Panel is final and there is no right of appeal.

If an employee is interested in pursuing flexible retirement, they can contact the Organisational Development Division for more details.

6. Other Policies/Guidelines

These provisions should be applied in accordance with other Blaenau Gwent Policies with particular reference to the following:

- Worklife Balance Policies
- Recruitment and Selection Charter
- In the Interest in Efficiency of the Service Policy
- Redundancy Policy
- Attendance Management Policy

7. Further Information

Further information, copies of appropriate forms and guidance can be obtained from:

Organisational Development Division

Municipal Offices, Civic Centre, Ebbw Vale, NP23 6XB

Tel: (01495) 355008

Fax: (01495) 355787

E-mail: hr.division@blaenau-gwent.gov.uk

Resources Division

Municipal Offices, Civic Centre, Ebbw Vale, NP23 6XB

Contact: **Loren Cosh– Pensions and Technical Officer**

Tel: (01495) 355170

Fax: (01495) 356133

E-mail: loren.cosh@blaenau-gwent.gov.uk

Torfaen Pension Scheme Administrators

Torfaen County Borough Council, Civic Centre, Pontypool, NP4 6YB

Tel: (01495) 766266

Fax: (01495) 766275

E-mail: pensions@torfaen.gov.uk

Retirement Options

Frequently Asked Questions



Q How much notice will I have to give if I want to retire?

You will need to give sufficient notice of your intention to retire to assist the Authority in planning its workforce requirements. In cases where employer consent is required, the retirement will need to be approved by an early retirement panel, so appropriate notice would be required to ensure that up to date retirement figures can be requested, a report created and approved within this timescale.

The Authority encourages its managers to hold regular workplace discussions with staff, and this will also be an opportunity to discuss any proposals for retirement and to allow your manager to plan for such an event.

Q I am 56 years of age, can I retire?

It is possible to retire from the age of 55 and receive benefits immediately although these benefits will be reduced due to them being paid for a longer period of time. The earliest age that you could access your pension in full, would be your NPA, before this you may suffer a reduction in your benefits for early payment, depending on your service.

Q I have been unwell recently; can I finish on Ill Health?

In line with the Attendance Management policy, the Authority will make a decision in relation to the grounds for termination of your employment. Following this you will need to be assessed by an Independent Registered Medical Practitioner and satisfy the criteria to qualify for the release of your pension, i.e. "you must be incapable of undertaking your current role until the age of 65".

For further information in relation to termination of employment on the grounds of ill health please contact the Organisational Development Division.

Q I am 52 and would like to retire, what do I need to do?

In line with the pension regulations, employees would not receive release of their pension benefits before the age of 55. If you wanted to finish work you would have to voluntarily resign and your pension contributions would be frozen until such time that you are eligible to draw upon them. The earliest age you can draw your pension if you no longer work for the authority is age 55 providing you have paid pension contributions from 1 April 2014 onwards. If you left the pension scheme prior to 1 April 2014 your earliest retirement date will be your NPA, although there may be a reduction in your pension for early payment.

If you were made redundant, then you would receive the relevant redundancy payment, and any pension contributions would be frozen until you reach pensionable age.

Q Can I just retire when I want to? Will my age impact on my benefits?

An employee's pension can be released from the age of 55. Any retirements before the age of 60 are known as Regulation 31. As part of the request for retirement the Authority will need to consider the financial implications (if any) in relation to the early release of your pension. It is necessary for the retirement to be considered at a Retirement Panel, the panel will review the business case and make a decision on the retirement.

You can also choose to retire from age 55 and receive pension benefits immediately, although there may be a reduction in the pension for early payment if full service hasn't been achieved.

If you continue to work after NPA, you will continue to pay into the LGPS, building up further benefits. You will receive your pension when you retire or reach the eve of your 75th birthday, whichever come first.

Q I'm not ready to retire completely, what are my options?

If you are over the age of 55 there are a number of flexible retirement options available, such as working flexible hours, reduced hours or undertaking a lower graded post with reduced responsibilities, assuming there is a suitable position available.

Provided there is a viable business case to support your request, you can draw some or all of the benefits you have built up, although the benefits may be reduced for early payment. Again, a report would need to be considered by the Early Retirement Panel to ensure there is a viable business case before the request is approved, so sufficient notice would be required.

Q I'm approaching age 65, but don't want to retire.

The default retirement age was abolished from 1 October 2011, and there is no longer a contractual retirement age, therefore you will not need to submit a request to work beyond age 65. It is anticipated that you would have communicated your intentions to continue working to your manager during ongoing workplace discussions.

If you work beyond age 65 you will continue to pay into the Local Government Pension Scheme and build up further benefits. Your pension will be released when you retire or reach the eve of your 75th birthday, whichever comes first.

Flexible Retirement Request Form



PLEASE COMPLETE FORM AND RETURN TO YOUR LINE MANAGER

Name:

Address:

Staff Number:

Directorate:

Division/Section:

Post Title:

National Insurance Number:

Date Of Birth:

Current Pattern Of Work:

Proposed Flexible Working Option:

Employee's Signature:

Date:

August 2017



Local Government Pension Scheme Regulations 2013

Statement Of Policy - Exercise Of Discretionary Functions



The Local Government Pension Scheme (LGPS) 2014 effective from 1 April 2014 introduces or amends a number of discretionary elements over which the Council as the employing body can exercise its discretion.

These policy discretions are, where appropriate, as close to the discretions previously applied by the Council and have been the subject of consultation with the trades unions.

In accordance with Regulation 60 of the above regulations the Council must formulate, approve, publish and keep under review changes to the Council's Policy in relation to the exercise of its employer discretions under regulations:

- 16(2)(e) and 16(4)(d) (funding of additional pension);
- 30(6) (flexible retirement);
- 30(8) (waiving of actuarial reduction); and
- 31 (award of additional pension).

In addition and in accordance with Paragraphs 2(2) of Schedule 2 to the Local Government Pension Scheme (Transitional Provisions, Savings & Amendment) Regulations 2014 the Council must also prepare a written statement on whether, in respect of benefits relating to pre 1 April 2014 membership, to 'switch on' the 85 year rule for a member who voluntarily retires (leaves employment) and elects to draw their benefits on or after the age of 55 and before the age of 60 thereby agreeing to waive in full or part any actuarial reduction applied to the member's benefits.

The Council is required to send a copy of this Statement to the Pensions Administering Authority by no later than 30 June 2014 and publish it in a place that is easily accessible to all of its eligible scheme employees. There is also the requirement to keep this Policy Statement under review and make such revisions as are appropriate following a change of policy.

Where a revision is made a copy of the revised statement must be supplied to the Pension Administering Authority before the expiry of one month beginning with the date that any such revision is made. The Council must also publish its revised statement ensuring that it is equally accessible.

In preparing, or reviewing and making revisions to its statement, the Council must have regard to the extent to which the exercise of its discretionary powers, unless properly limited, could lead to a serious loss of confidence in the public service.

This document outlines Blaenau Gwent County Borough Council's policy on the employer discretions specified in LGPS 2014, effective from 1 April 2014.

PART A – Formulation of COMPULSORY policy in accordance with Regulation 60 of the Local Government Pension Scheme Regulations 2013

Regulation 16 – Additional Pension Contributions

Where an active Scheme member wishes to purchase extra annual pension of up to £6,500* (figure at 1 April 2014) by making Additional Pension Contributions (APCs), the employer can choose to (voluntarily) contribute towards the cost of purchasing that extra pension via a Shared Cost Additional Pension Contribution (SCAPC).

The Scheme employer may resolve to fund in whole or in part any arrangement entered into by an active scheme member to pay additional pension contributions by way of regular contributions in accordance with *Regulation 16(2)(e)*, or by way of a lump sum in accordance with *Regulation 16(4)(d)*.

The Scheme employer may enter into an APC contract with a Scheme member who is contributing to the MAIN section of the Scheme in order to purchase additional pension of not more than the additional pension limit (£6,500 from 1 April 2014 subject to annual increase in line with the Pensions (Increase) Act 1971). The amount of additional contribution to be paid is determined by reference to actuarial guidance issued by the Secretary of State.

Blaenau Gwent County Borough Council's policy concerning the whole or part funding of an active member's additional pension contributions - Regulation 16(2)(e) and 16(4)(d)

The Council's policy is not to establish a Shared Cost Additional Pension Contribution Scheme for its employees either on the basis of regular ongoing contribution or by a one off lump sum. This would be a cost pressure and as such the Council will not exercise this discretion on the basis of affordability.

Regulation 30(6) – Flexible Retirement

An active member who has attained the age of 55 or over and who with the agreement of their employer reduces their working hours or grade of employment may, with the further consent of their employer, elect to receive immediate payment of all or part of the retirement pension to which they would be entitled in respect of that employment as if that member were no longer an employee in local government service on the date of the reduction in hours or grade (*adjusted by the amount shown as appropriate in actuarial guidance issued by the Secretary of State – separate policy required under Regulation 30(8)*).

As part of the policy making decision the Scheme employer must consider whether, in addition to the benefits the member may have accrued prior to 1 April 2008 (which the member must draw), to permit the member to choose to draw all, part or none of the pension benefits they built up after 31 March 2008 and before 1 April 2014 and all, part or none of the pension benefits they built up after 1 April 2014.

Due consideration must be given to the financial implications of allowing an employee to draw all or part of their pension benefits earlier than their normal retirement age.

Blaenau Gwent County Borough Council's policy concerning flexible retirement

The Council currently has a policy in place to consider applications for Flexible Retirement which is linked to the Council's policies on retirement and flexible working. The Authority relies upon the knowledge and skills of its employees and as such this policy provides the opportunity for retaining skills and experience as part of a transition towards retirement.

Flexible Retirement allows scheme members age 55 and over to apply to transfer to a lower graded post or to reduce hours of employment and at the same time access their retirement benefits. Both the transfer to a lower graded post or reduction in hours of work and the early release of retirement benefits is an employer discretion.

The Council currently operates a Flexible Retirement Scheme and as such this arrangement will continue. The business case in respect of a flexible retirement request will be considered at the Council's Early Leavers Panel.

Regulation 30(8) – Waiving of Actuarial Reduction

Where a Scheme employer's policy is to consent to the immediate release of benefits in respect of an active member who is aged 55 or over, those benefits must be adjusted by an amount shown as appropriate in actuarial guidance issued by the Secretary of State (commonly referred to as actuarial reduction or early payment reduction).

A scheme employer (or former employer as the case may be) may agree to waive in whole or in part and at their own cost, any actuarial reduction that may be required by the Scheme Regulations.

Due consideration must be given to the financial implications of agreeing to waive in whole or in part any actuarial reduction.

Blaenau Gwent County Borough Council's policy concerning the waiving of actuarial reduction

The business case in respect of Early Retirements will be considered in line with the terms of reference of the Council's Early Leavers Panel. Waiving of actuarial reduction protections in such cases will not normally be considered. Only in exceptional circumstances where there is a clear financial or operational advantage for the Authority in so doing or on compassionate grounds would this be considered. This would require authorisation by the Chief Finance Officer and the Head of Organisational Development or their nominated representative.

Regulation 31 – Award of Additional Pension

A Scheme employer may resolve to award

(a) an active member, or

(b) a member who was an active member but dismissed by reason of redundancy, or business efficiency, or whose employment was terminated by mutual consent on grounds of business efficiency,

additional annual pension of, in total (including any additional pension purchased by the Scheme employer under Regulation 16), not more than the additional pension limit (£6,500 from 1 April 2014 subject to annual increase in line with the Pensions (Increase) Act 1971).

Any additional pension awarded is payable from the same date as any pension payable under other provisions of the Scheme Regulations from the account to which the additional pension is attached.

In the case of a member falling within sub-paragraph (b) above, the resolution to award additional pension must be made within 6 months of the date that the member's employment ended.

Blaenau Gwent County Borough Council's policy concerning the award of additional pension

The Council's policy is not to fund additional pension at whole cost to the employer given the substantial costs associated with introducing an equitable scheme. This would be a cost pressure and as such the Council **will not exercise** this discretion on the basis of affordability.

Local Government Pension Scheme (Transitional Provisions and Savings) Regulations 2014 Schedule 2 – paragraphs 2 and 3

Where a scheme member retires or leaves employment and elects to draw their benefits at or after the age of 55 and before the age of 60 those benefits will be actuarially reduced unless their Scheme employer agrees to meet the full or part cost of those reductions as a result of the member otherwise being protected under the 85 year rule as set out in previous regulations.

So as to avoid the member suffering the full reduction to their benefits the Scheme employer can 'switch on' the 85 year rule protections thereby allowing the member to receive fully or partly unreduced benefits but subject to the Scheme employer paying a strain (capital) cost to the Pension Fund.

Blaenau Gwent County Borough Council's policy concerning the 'switching on' of the 85 year rule

The business case in respect of early retirements will be considered in line with the terms of reference of the Council's Early Leavers Panel. 'Switching on' of the 85 year rule protections in such cases **will not normally be considered**. Only in **exceptional** circumstances where there is a clear financial or operational advantage for the Authority in so doing or on compassionate grounds would this be considered. This would require authorisation by the Chief Finance Officer and the Head of Organisational Development or their nominated representative.

The discretions contained within this Policy Statement are applicable to all eligible members of the Scheme. The Scheme rules allow for a revised statement to be issued at least one month in advance of the date that any new policy takes effect.

The revised statement must be sent to the Pensions Administering Authority and published in a place that is accessible to all of its eligible scheme members.

The policies made above have regard to the extent to which the exercise of the discretions could lead to a serious loss of confidence in the public service and will be exercised reasonably and only used when there is a real and substantial future benefit to the Council for incurring the extra costs that may arise.

The Council retains the right to change this Policy Statement at any time and only the version which is current at the time a relevant event occurs to an employee will be the one applied to that employee.



Redundancy Policy



ORGANISATIONAL DEVELOPMENT DIVISION

Issued: July 2019 Review: July 2024

Version Control

This document is intended for:

- Council staff only School-based staff only Council & School-based staff

Version	Key Changes	Approved By
July 2020	Reformatted and EAP details added	DMT

This document may be reviewed and amended at any time and without consultation in response to legal requirements, in line with best practice or in response to an organisational requirement and where the changes do not affect the spirit or intent of the document.

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1. Policy Statement

Blaenau Gwent Council is focused on continuous improvement in times of financial challenge and continues to be committed to providing job security for all employees however, the challenging financial situation that Local Government faces may impact on the staffing establishment of the Council.

In order to minimise the impact of reductions in staffing levels the following procedure will be adopted for all employees of the Council. In all circumstances the instigation of this policy will involve consultation and engagement with the trade unions.

In any redundancy situation the Council will ensure that the process is fair and equitable for all concerned and will ensure that all parties are consulted and communicated with at all stages of the process.

2. Scope of the Policy

This policy will apply to all members of staff employed at Blaenau Gwent County Borough Council including all school based employees, Teachers and Headteachers **regardless of length of service or contract type**. The policy complies with all relevant legislation and works within the guidelines set out within the ACAS code of practise.

Governing bodies are not obliged to adopt this policy. In such cases where Governing Bodies choose to develop their own policy, legislation must be adhered to and full consultation must take place with all relevant Unions and Professional Associations. Should Governing bodies chose not to adopt this Policy any calculations over and above the agreed payments laid out in this document are to be funded from within the School budget.

It is important that School Governors understand their legal responsibilities for declaring a post(s) redundant and the protocols to be followed in relation to the Council's Corporate Redundancy Panel as the compensating body.

3. Definition of Redundancy

Redundancy is defined in law as a dismissal for one of the following reasons:

- cessation of business;
- cessation of business at the employee's place of work;
- a reduction or cessation of work; and
- anticipation of a reduction or cessation of work.

In cases where the business or part of the business transfers to another provider, employees are not necessarily redundant and would normally transfer to another employer on their terms and conditions, commonly referred to as "TUPE" regulations (Transfer of Undertakings Protection of Employment).

In the case of schools, redundancy will usually occur because pupils numbers have fallen, resulting in budgetary reductions, which make support for the current level of staffing impossible. There may be other reasons from time to time, for example, a school closure.

Statutory Framework: the Schools Standards and Framework Act 1998 and the Staffing of Maintained Schools (Wales) Regulations 2006 refer to education legislation which reinforces the provision for School Governing Bodies to appoint and dismiss staff. The contract of employment however is between the Council and the employee for Community Schools. For Voluntary Aided Schools the contract of employment is between the Governing Body and the employee.

4. Measures to Avoid Redundancy

Blaenau Gwent Council will consult with the Trade Unions with a view to establishing whether the proposed job losses can be achieved by means other than compulsory redundancies. Similarly Governors should always seek resolutions, which avoid the need for compulsory identification of a member of staff as being surplus to requirement at the school. Consideration will be given to the following alternative options, subject to the Council's immediate urgent operational considerations:

- natural wastage;
- restricting further recruitment of new staff other than where this is essential i.e. front line service;
- restricting the use of sub-contract temporary and casual staff, including termination where practical, of temporary or contract staff;
- reducing the amount of overtime working in the particular service;
- inviting applications for consideration for early retirement, flexible retirement and/or voluntary redundancy (crossmatching);
- requests to job share or part time working;
- redeploying individuals to alternative posts.

5. Notification to the Department for Business, Enterprise and Regulatory Reform

It is a legal requirement to notify the Department for Business, Enterprise and Regulatory Reform (DBERR) in writing of a proposal to make 20 or more employees redundant within a 90 day period. The OD Division will coordinate this return.

Consultation will start at the earliest opportunity and within the statutory requirements. These are:

- 45 days if 100 or more employees are to be made redundant;
- 30 days for 20-99 employees; and
- for less than 20 employees no notification is required.

6. Consultation

Employees and relevant recognised Trade Unions should be made aware of the proposals for organisational change, and the reasons, at the earliest opportunity. Failure to consult could result in a finding of unfair dismissal by an Employment Tribunal. Before starting any redundancy process, advice should be sought from Organisational Development. A flowchart detailing the consultation process is attached at [Appendix 3a](#).

In the case of Schools, as soon as a budgetary problem is identified, that could lead to a potential redundancy situation, the Headteacher should liaise with Schools Finance and the Organisational Development Teams. If after discussions there is an agreement that there is a redundancy situation, the Trade Unions must be informed and the consultation process commenced. Such action will ensure that the correct support, advice and guidance is provided throughout the process.

Employees have the right to be accompanied by a work colleague or their trade union representative at all stages of the process.

Timescales for Statutory Consultation

There are minimum statutory timescales that indicate when formal consultation should begin. Where possible consultation should allow for further consideration of any counter-proposals and alternatives to redundancy:

- at least 45 days if 100 or more employees are to be made redundant; and
- at least 30 days for 20-99 employees.

The Council will consult with the Trade Unions even if it is proposed that only one employee who: a) belongs to a trade union or b) is affected by collective bargaining, will be made redundant. Consultation must include discussions on ways to:

- avoid or reduce redundancies;
- mitigate its consequences; and
- consider redeployment.

Staff will also receive information through the organisational and directorates staff communication/engagement framework.

Disclosure of Information

The Council has a statutory duty to disclose in writing to the appropriate representatives the following information:

- the reasons for the proposed redundancies;
- the number and descriptions of employees whom it is proposed to dismiss; including agency staff who are contracted for more than 3 months work;
- total number of employees employed in the same place of work;
- the proposed method of selection;
- the proposed method of carrying out the dismissal taking into account any agreed procedure including timescales; and
- method of calculating redundancy payment.

School specific information regarding disclosure is detailed in the Schools Consultation Process ([Appendix 5](#)).

7. Selection

Where the redundancy applies to a job held by one individual, the post would be redundant without the need for selection.

Where there are multiple redundancies or a reduction in posts within a group of employees the “pool” of employees from which the redundancies will be drawn must be defined. This might be one team within a Department, a group of employees doing the same job, usually working to the same or similar job description, or those performing a particular function across a number of departments, managers should seek advice from Organisational Development if the selection pool is not clear. [Appendix 2](#) details the grounds that will not be used as criteria when selecting staff for redundancy.

Consultation for employees on Maternity leave will also take place and further guidance on this should be sought from the OD Division.

Selection Criteria

The criteria used for redundancy selection must be fair, clear, objective and non-discriminatory, precisely defined and capable of being applied in an independent way. The criteria must be applied fairly and consistently to all employees at Blaenau Gwent who have been identified as at risk.

If the Council is faced with making compulsory redundancies the selection criteria will be agreed with the trade unions. The criteria applied, will as far as possible, be measurable and supported by documentary evidence. The following list gives examples of the criteria that the organisation may apply.

- Attendance records; including Number of Occasions and Number of days
- Disciplinary records; (Agreed period of time)
- Capability
- Job Knowledge and Skills
- Flexibility
- Timekeeping (Discretionary)

Standard mandatory criteria will be used in all cases and additional discretionary criteria will be used where appropriate dependent on roles identified. The selection criteria will, in all cases, be agreed with the Departmental Manager and Trade Union representatives prior to any consultation meetings taking place. [Appendix 4a](#) details the compulsory and discretionary criteria.

School Based Staff

The criteria outlined in the Redundancy Selection Matrix can be applied to school support staff. For teaching staff the relevant matrix appears in [appendix 5](#). Should the Governors chose to use criteria other than those recommended in this Policy, they must consult with the Trade Union with a view to reaching agreement on the revised criteria.

The Complete Closure of the Relevant Service

As far in advance of the proposed termination date as possible, the appropriate officer, in consultation with the OD Division, will notify all employees as a result of a service or establishment closure where there will be compulsory redundancies proposed.

Management in consultation with the OD Division will then enter into immediate consultation on an individual basis with those employees affected.

In the course of the consultation employees will be informed of the basis of their selection and invited to make representations on their proposed dismissal. Management will give full consideration to any such representations before a confirmed selection for redundancy is made by the appropriate officer in consultation with the OD Division.

Where selection has been confirmed, those selected for redundancy will be given notice of termination in accordance with contractual and/or statutory requirements.

School closures will be subject to the relevant statutory consultation requirements. At the appropriate time all post holders in the school to be closed will be identified as “at risk” of redundancy and be dealt with in accordance will necessary stages of this policy. Representation and appeals procedures will rest with the Governing Body of the closing school.

8. Suitable Alternative Employment

The Council will make every effort to establish whether there is suitable alternative employment available and offer such employment to the individual(s) concerned. In the case of school based staff this will be in conjunction with the Headteacher and Governing Body. Records of such actions should be maintained. If “suitable alternative employment” is not available redundancy will apply.

The following factors must be considered in determining whether a particular post offers “suitable alternative employment”:

- relevance of an employee’s skills, qualifications, abilities and experience to the requirements of the post;
- the practicality and cost of re-training;
- provide similar earnings including hours of work;
- have similar status; and
- not involve unreasonable additional inconvenience.

The Council will give prior consideration for suitable alternative employment to employees at risk of redundancy provided the employee’s skills and abilities match the essential criteria of the post or will do so with reasonable training. Please see the redeployment policy for guidance. For school based staff historically there has been a high success rate of identifying suitable alternative employment between schools, and Governing Bodies will be requested to maintain their co-operation in

facilitating suitable alternative arrangements to mitigate redundancy situations. Crossmatch opportunities will be explored in any redundancy situation.

Trial Period

All posts offered for re-deployment will be subject to a trial period. The length of the trial period will be agreed with the employee prior to a post being taken up, and will generally relate to the complexity and any change of duties undertaken. Detail of trial periods can be found in the [Redeployment Policy](#).

If an employee refuses an offer of alternative employment which the Council deems suitable and the refusal is considered to be unreasonable, the individual will lose their entitlement to a redundancy payment, and potential early access to their pension benefits.

Trial period arrangement should also apply to school based staff where appropriate for a trial to take place.

Ring Fencing

Ring fencing would only normally occur in the following situations:

- Restructuring: in a restructuring situation the Authority may, in certain cases where there is a reduction to the overall number of posts consider ring fencing as part of this process.
- Recruitment: an employee including school based staff on the “at risk” list who expresses an interest, and meets the essential person specification criteria, will be interviewed. In the event of more than one employee applying for a vacant post, all who meets the essential person specification criteria will be interviewed.

No appointments to ring fenced posts will be made unless:

- A candidate demonstrates sufficiently that they fully possess the requirements of the posts, as laid down in the person specification and as determined by the selection procedure (s).
- A candidate can reasonably be expected to fully meet the requirements of the posts within a reasonable period, with the provision of appropriate training and support. In such cases a “trial period” will apply.
- Where no suitable candidate is found from the “at risk” list, the post may be advertised externally.

Cross matching within Schools

The Organisational Development Division will in liaison with Headteachers maintain a list of school based staff who have expressed an interest in potential redundancy to facilitate crossmatch for staff identified as “at risk”. The list will be referred to in all compulsory redundancy situations.

9. Formal Notification of Redundancy

In accordance with this policy, and following a period of consultation notification of redundancy will be given, providing employees with appropriate notice of their employment being terminated.

The notice period will be an individual's contractual or statutory notice period, whichever is **greater**. Wherever possible notice should be worked and not paid in lieu. In those exceptional circumstances where full notice is not worked the balance will be paid in lieu except when a termination date is mutually agreed prior to the contractual date. Then any balance in lieu is not applicable.

	Continuous Service	Statutory Notice
All staff	1 month but less than 2 years	1 week
	2 years but less than 12 years	1 week of each year of continuous employment
	12 years or more	Not less than 12 weeks (unless the contract provides for a greater period)
Teachers	Subject to contract under continuous service	2 months Notice in Autumn and Spring Terms 3 months during the Summer Term Notice to be given no later than 31 st October, 28 th February and 31 st May to take effect at the end of the specified period.
Headteachers	Subject to contract under continuous service	3 months notice in Autumn and Spring Terms* 4 months during the Summer Term* Notice to be given no later than 30 th September, 31 st January and 30 th April to take effect at the end of the specified period.

In cases where notice is not formally provided to the employee by the deadline the Governing Body will be obliged to employ them for an extra period or make payment in lieu of notice, to ensure that the necessary notice periods are complied with. Headteachers are only considered surplus to requirements in the event of a school closure.

10. Right of Appeal

The employee has the right of appeal if they believe the redundancy is unjustified or that the selection for redundancy is unfair.

Stage 1 Appeal

Should an employee wish to appeal against their scoring and/or selection then this should be heard in the first instance by a Senior Officer within the department and a member of the OD Division.

Stage 2 Appeal

If an employee wishes to appeal against the decision to dismiss on the grounds of redundancy following their notice being issued the appeal letter should be sent to the OD Division in line with the timeframes set out in the appeals procedure for dismissals.

School based staff

[Appendix 5](#) outlines the appeals process for school based staff, which stipulates specific rights for representation and appeal at Governing Body Panels.

11. Compensation

Clearly, where there is a redundancy, there will be entitlement to redundancy pay and other benefits. Compensation for loss of employment due to redundancy will not be calculated on less favourable terms than in accordance with statutory entitlement laid down in existing legislation. All employees who receive redundancy payments will be given a written notification of their redundancy pay. [Appendix 1](#) details the calculation of redundancy pay.

12. Withholding Redundancy Payments

If an employee under notice of redundancy receives an **offer** of work in local government, or a related employer, to commence before the fifth Monday following the date of termination, there will be no entitlement to a redundancy payment. Related employers are those covered by the Redundancy Modification Order.

13. Continuity of Service

Continuity of service for all employees including school based staff **will not** be broken if the employee receives and accepts an offer of employment with an organisation covered by the **Redundancy Modification Order** before their employment ends with Blaenau Gwent and they start their new job before the 5th Monday following the date of termination of employment. In this situation they will not be entitled to a redundancy payment.

Where a redundancy payment is made, continuity of service will be broken for the purposes of calculating future redundancy payments. However, there is an entitlement to count previous service for notice periods, annual leave, sickness payments and maternity leave, provided that the break has not exceeded 2 years.

In the case of an employee who has more than one job with the Authority, continuity of service will be based on the redundant post. However, if at the time of redundancy the employee is employed under only one contract but in the past has had one or more overlapping contracts the length of service can be counted back to the start of the first contract if the service has been continuous.

14. Business Case/Approval Mechanism

Any termination on the grounds of redundancy or a crossmatch redundancy whereby the Council exercises its discretion must be supported by a business case.

This business case will include consideration of service delivery changes and the financial consequences of any redundancy payment and pension recovery payback over a period no greater than 5 years.

In the case of schools there will be a full consultation process in liaison with the Headteacher, Organisational Development Division and Trade Unions which will result in the school's redundancy protocols being instigated and relevant panels being held as detailed in [Appendix 5](#). An important consideration will be that the redundancy will not be formally declared until the business case for release of compensation has been approved by the Corporate Redundancy Panel, as the compensating body. It is therefore important that there is an early justification for a robust business case and the Headteacher may be required to attend the Corporate Redundancy Panel in support of their business case.

15. Employee Support and Advice

Organisational Development can support redundancy situations and where appropriate signpost to relevant bodies, details of additional support are outlined below:

Time off for attending interviews

Subject to the Council's operational needs and with approval of the relevant line manager, employees will be granted reasonable time off with pay during their notice period to look for work or to seek retraining opportunities in accordance with current legislation.

Employee Assistance Programme

The Authority has an Employee Assistance Programme in place with an independent provider called "Care first" for all employees and managers. Employees can access support on any personal or work-related issues that may be causing concern or distress such as stress awareness, debt management, well-being and relationship

issues. Contact details are below and additional information is available on the [intranet](#).

- “**Care first**” is free to use 24 hours a day, 7 days a week, 365 days a year and there is no need for employees to ask a manager to use the service. Employees can call **0800 174319** to speak to a professional counsellor or information specialist **in confidence** about a range of issues.
- The “**Care first Lifestyle**” website offers extensive resources including articles on health, issues at home, issues at work, management support tools, stress questionnaires and online counselling in real-time. Employees should visit the website at www.care-first.co.uk and login using the following details - username: **blaenau** and password: **employee**
- The “**Care first Zest**” website is an online personal and interactive well-being portal which helps employees identify which areas of their well-being may need some focus and gives tools, information and support needed to make positive changes. This unique health management resource helps employees enhance their well-being and lead to a healthier lifestyle. Employees should visit www.welshframework-zest.co.uk, click ‘Register’, enter **WF1** as the organisation code and complete the onscreen registration to create an account.

React Funding

Any member of staff facing redundancy will be able to access government funding for re-training. In addition to this there is an employer subsidy available to potential new employers (subject to eligibility).

Support under the ReAct II scheme is available for individuals who:

- have become unemployed in the last six months as a result of redundancy, are currently unemployed, and who have not been in continuous employment for 6 weeks or more since being made redundant;
- are currently under notice of redundancy;
- have not undertaken any publicly funded training since being made redundant, including the work-based learning suite of programmes.

In any redundancy situation all members of staff will have full access to information regarding REACT funding. In addition to this staff will be granted reasonable time off to attend any appointments with their react advisors. React advisors can also support CV creation and interview technique training depending on requirements.

Business Set Up Support

Staff under notice of redundancy who are thinking of setting up their own business will also have access to specialist advisors for advice and support. Any member of staff facing a redundancy and wishing to receive this advice can request this directly with their Manager who will make the necessary arrangements with the OD Division.

Job Centre Plus/Careers Wales

Job Centre Plus and Careers Wales are able to offer individuals advice on job search, CV compilation, interview techniques. Depending on the scale of redundancies the Council will seek to provide this service in-house. This will be determined in line with Department Managers the OD Division and individuals facing redundancy.

Appendix 1: Statutory Redundancy Payments

Currently, statutory redundancy payments depend on:

- length of continuous service by the employing authority/ies;
- how continuous service relates to a particular age band; and
- weekly pay.

Discretionary Payments

The Council exercises its discretion in line with the relevant Pension regulations and guidance. The following discretions will apply:

Redundancy payments will be based on actual earnings as opposed to “statutory” limits however an upper limit of SCP 46 will apply to all redundancies. For staff employed under teacher conditions the cap will be an equivalent amount on the teachers pay scales according to the Teacher’s Pay and Conditions Document.

Payments

Staff who do not have access to their Pension

- A redundancy payment based on the statutory calculator multiplied by 2 up to a maximum of 60 weeks.

Staff who are able to access their Pension

- A redundancy payment based on the statutory calculator up to a maximum of 30 weeks.
- Will have immediate access to unreduced payments of their LGPS/TPS benefits.

Taxation

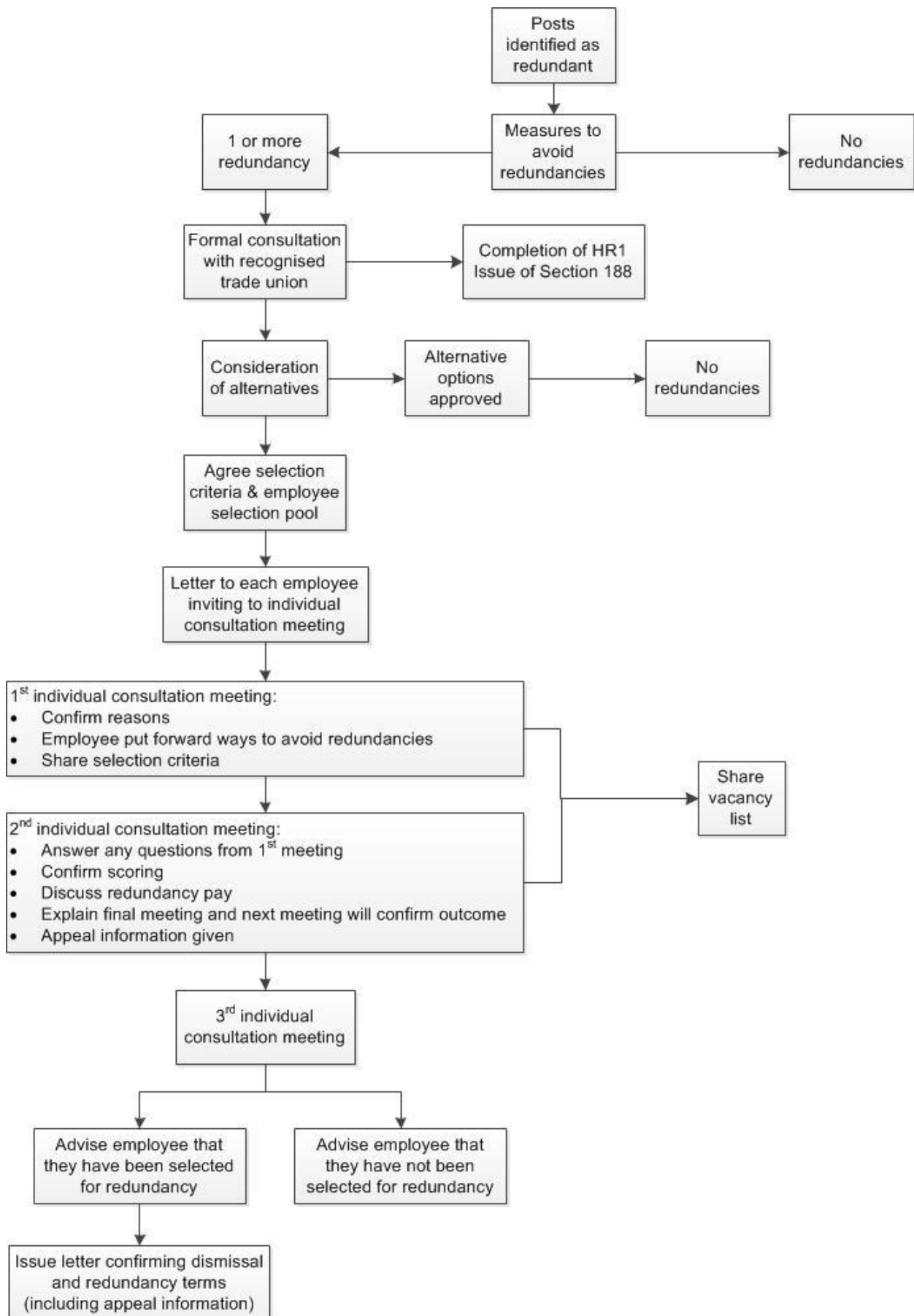
Where a discretionary award exceeds £30,000 the excess is subject to a tax deduction at the individual’s marginal rate. The component subject to assessment is the award of redundancy.

Appendix 2: Inappropriate Redundancy Selection Criteria

The following grounds shall **not** be used as criteria when selecting staff for compulsory redundancy:

- participation in trade union activities, or membership or non-membership of a trade union
- having requested flexible working arrangements
- having taken lawfully organised industrial action lasting eight weeks or less (or more than eight weeks in certain circumstances)
- having asserted a statutory employment right
- maternity-related reasons, or in relation to other rights for working parents (for example adoption leave and paternity leave)
- having exercised, or sought to exercise, the right to be accompanied at a disciplinary or grievance hearing
- a reason relating to the member of staff's rights under the Working Time Regulations 1998
- a reason relating to the member of staff's rights under the National Minimum Wage Act 1998
- a reason relating to member of staff's rights under the Maternity and Parental Leave etc Regulations 1999
- a reason specified in the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- a reason specified in the Fixed-term Workers (Prevention of Less Favourable Treatment) Regulations 2002
- having made a protected disclosure within the meaning of the Public Interest Disclosure Act 1998
- having taken action on health and safety grounds as a designated or recognised health and safety representative, or as an member of staff in particular circumstances
- having taken part (or proposed to take part) in consultation on specified health and safety matters, or taken part in elections for representatives of member of staff safety

Appendix 3a: Consultation Process



Appendix 3b: Redundancy Procedure – Flowchart for School Based Staff

In the Annual General Meeting, the Governing Body elects a Redundancy Panel and a Redundancy Appeals Panel.



Governing Body/Head Teacher identify a potential staff reduction, after identifying the needs of the school. The OD Division can be contacted for advice. Consultation begins with trade unions and staff.



Skills & Experience Matrix distributed to all relevant teaching staff for completion. Summary Matrix to be completed by Headteacher. Redundancy Selection Matrix completed for support staff tailored to relevant selection pool and summary matrix completed by Headteacher.



Redundancy Panel uses criteria to identify staff as surplus to requirements, using the summary matrix.



Headteacher notifies staff that they have been identified as surplus to requirements and that they have the right of representation to the Redundancy Panel. LEA confirms the decision of the panel.



If required, the Redundancy Panel considers representations. The member of staff has a right to be present at a formal hearing where the right to natural justice will apply.



If the representations are rejected, the employee should be notified in writing and informed of their right of appeal.



If there is an appeal, the Redundancy Appeals panel will conduct a complete re-hearing of the case.



The decision of the Redundancy Appeals Panel is final subject to authorisation by the Corporate Redundancy Panel.



The Corporate Director of Education must be officially notified of the decision at the Corporate Redundancy Panel.

Appendix 3c: Redundancy Procedure – Flowchart for Non School Based Staff

Following 1st consultation meeting with staff in line with the Council's Redundancy Policy, agree job description for post to ensure appropriate detail and information is transferred to matrix.



Agree a timeframe to complete the matrix; the date the scoring will be based on; the date the matrix will be finalised and a timetable of all meetings, in order to give all interested parties clear information.



Ascertain which system the information is to be checked against, i.e. iTrent and establish OD contact to ensure continuity throughout the process. The same manager is to be involved throughout the process.



Arrange pre-meeting with OD and an independent officer to quality assure the scoring.



Arrange 2nd consultation meeting to explain the matrix scores with staff, give the right to appeal the decision as set out in the Policy.



Following the expiry of the appeal period, arrange 3rd consultation meeting to confirm the staff not selected for redundancy and discuss the options with the staff that have been selected for redundancy that are now at risk.



Following the decision by the corporate redundancy panel; issue final notice letter to the unsuccessful staff giving right of appeal against dismissal.

Redundancy Selection Matrix

Proposal:

Officer Lead:

Effective date of scoring:

Number of Redundancies:

Number of staff in Selection Pool:

Selection Pool Description:

Employee Name:

Designation:

Grade:

Length of Service (Mandatory)

Score:

The Council uses length of service as part of the selection criteria and recognises that this cannot be used as the only qualifying factor in selection for redundancy. The Council's aim is to apply this as part of the selection criteria for redundancy. In addition to this the council will also apply length of service as a factor in a tie-break situation. Where there is a tiebreaker in respect of the scoring, final selection will be made by reference to length of Service, where the person with the longest continuous (unbroken) local government service will be retained.

1 Day – 1 years service	5
1 year – 3 years service	10
3 years – 5 years service	15
5 years – 10 years service	20
10 – 15 years service	25
15 years or more	30

Attendance Record (Mandatory)

For the purpose of attendance records the Council will score the Attendance Record criteria over a 4 year period with effect from the date of marking. All individuals within the selection pool including those not selected for redundancy will be subject to further scoring for selection. The Council reserves the right to revisit the scoring at any point during the notice period.

Please note that consideration is required upon absences that could fall within the remit of the Equality Act 2010. Further advice and guidance is available from Organisational Development, and is available at:

<https://www.gov.uk/definition-of-disability-under-equality-act-2010>

In cases whereby absences maybe linked to a work related accident, these should be considered separately.

Occasions of Absence (Mandatory)

Score:

7 or more periods of absence	0
5 - 6 periods of absence	10
3 - 4 periods of Absence	20
1 – 2 periods of Absence	30
No Absences	40

Occasions of Absence are the number of times a person has been off sick over the previous 4 years i.e. 1 period of 4 weeks absence and 1 period of 2 days absence would be 2 occasions. This must be formally recorded and available for review by the employee.

Days of Absence (Mandatory)

Score:

41 or more days	0
31 – 40	5
21 – 30	10
11 – 20	15
1 – 10	20
Nil	25

Days of absence are the total amount of days lost to absence.

Disciplinary Record (Mandatory)Score:

Only disciplinary warnings that are current and do not expire prior to the date of termination will be used when scoring this section.

Final Written Warning	0
First Written Warning	10
Nothing on Record	20

Capability (Mandatory)Score:

Has entered into stage 3 of the capability process and is being considered for re-deployment, further monitoring or dismissal.	0
Has entered into stage 2 of the capability process and is currently working to a development plan to improve performance.	5
Has entered into stage 1 of the capability process and is currently working to a development plan to improve performance.	10
(Evidenced) Issues of performance being addressed through, supervision, performance management and training. As defined in the Capability Policy.	15
Nothing on Record	20

Job Knowledge Skills (Mandatory)Score:

Tailored to each Selection Pool (maximum of 20 points).

Essential Qualifications & Experience:

- This would be Essential Criteria from the agreed JD.
- Maximum of 10 points if staff are also being scored in undertaking duties across the council.
- If the individuals going through the matrix are static members of staff (i.e. office based) the maximum point scored for this section should be 20 points.

Flexibility (Mandatory)Score:

- Tailored to each Selection Pool (maximum of 10 points).
- Transferable skills across the Directorate/Council e.g. managing staff, budgets, IT skills (maximum of 10 points).

Timekeeping (Discretionary) Score:

Timekeeping criteria will only be applied when the selection pool are required to work varying shift patterns.

8 or more	0
5 – 7	5
2 – 5	10
No lateness	15

Maximum Points Achievable: Actual Points Achieved:

Scoring Manager Signature:

Print Name: Date:

Quality Assured Signature:

Print Name: Date:

Employee Signature:

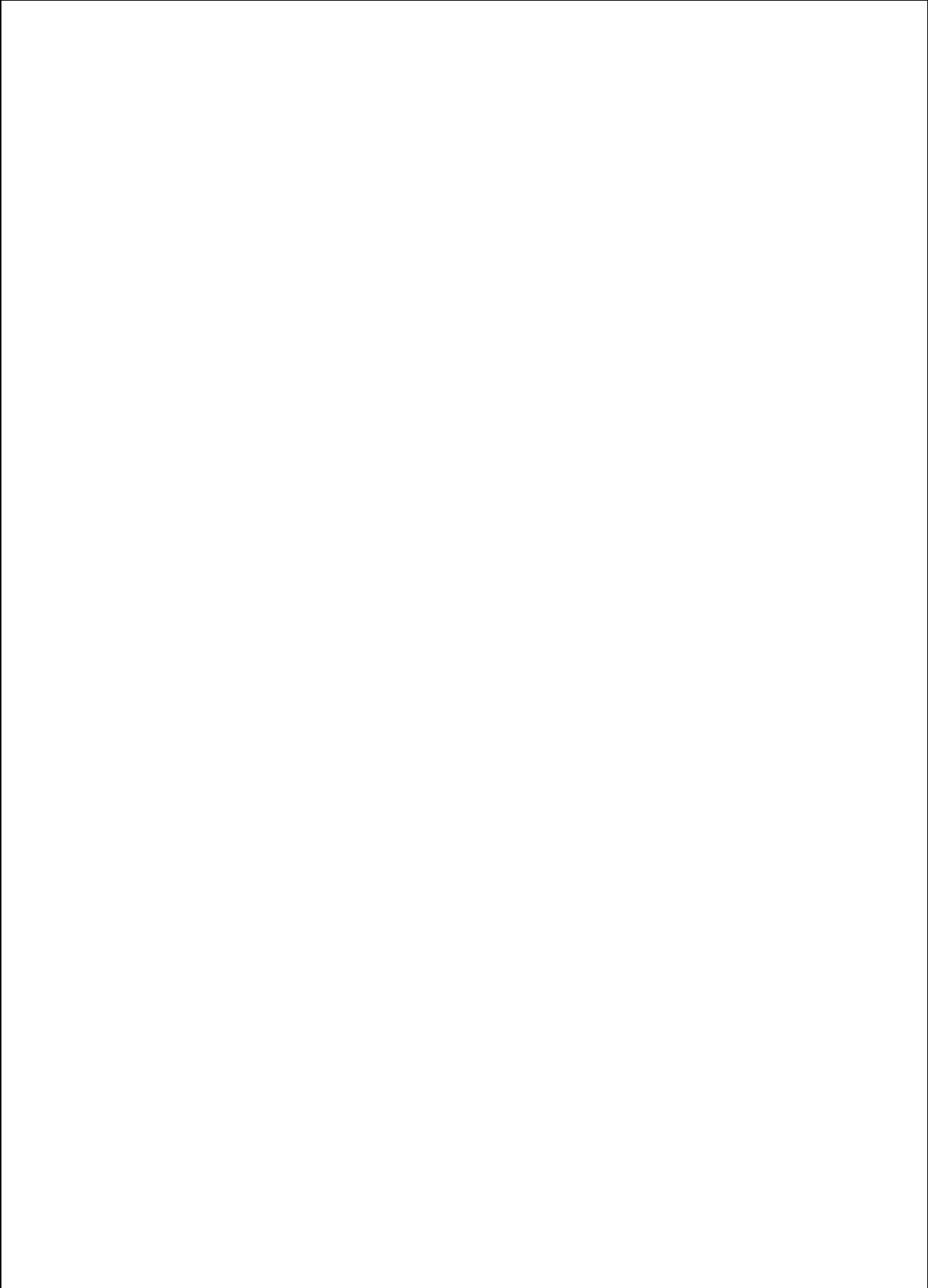
Print Name: Date:

I can confirm that I :

Agree Disagree with the scoring of the matrix

If disagree, please stipulate the grounds in which you are disagreeing.
 NB: by completing this section, an appeal against the scoring of your matrix will be raised.

Supporting Evidence



Appendix 4b: Redundancy Selection Matrix (Manager's Guide)

Blaenau Gwent County Borough Council Redundancy Selection Matrix

Please note that the date of scoring will need to be agreed with the Manager and Trade Union/Representative prior to the exercise taking place. All employees in the selection pool should be marked at the same effective date.

Proposal:

Officer Lead:

Effective date of scoring:

Number of Redundancies: Number of staff in Selection Pool:

Selection Pool Description:

Employee Name:

Designation: Grade:

Length of Service (Mandatory) Score:

The Council uses length of service as part of the selection criteria and recognises that this cannot be used as the only qualifying factor in selection for redundancy. The Council's aim is to apply this as part of the selection criteria for redundancy. In addition to this the council will also apply length of service as a factor in a tie-break situation. Where there is a tiebreaker in respect of the scoring, final selection will be made by reference to length of Service, where the person with the longest continuous (unbroken) local government service will be retained.

When calculating Service points, the Local Government continuous service date is required to be used. Please note the reference to Service being used in a tie-break situation. This would only apply to staff being assessed in the same selection pool.

1 Day – 1 years service	5
1 year – 3 years service	10
3 years – 5 years service	15
5 years – 10 years service	20
10 – 15 years service	25
15 years or more	30

Attendance Record (Mandatory)

For the purpose of attendance records the Council will score the Attendance Record criteria over a 4 year period with effect from the date of marking. All individuals within the selection pool including those not selected for redundancy will be subject to further scoring for selection. The Council reserves the right to revisit the scoring at any point during the notice period.

In this circumstance explanation and agreement with Trade Union/Representative/Manager/ Individual that any absence taken within the notice period may alter the scoring further, and this will be discussed on a case by case basis.

Please note that consideration is required upon absences that could fall within the remit of the Equality Act 2010. Further advice and guidance is available from Organisational Development, and is available at:

<https://www.gov.uk/definition-of-disability-under-equality-act-2010>

In cases whereby absences may be linked to a work related accident, these should be considered separately.

Occasions of Absence (Mandatory)

Score:

7 or more periods of absence	0
5 - 6 periods of absence	10
3 - 4 periods of Absence	20
1 – 2 periods of Absence	30
No Absences	40

Occasions of Absence are the number of times a person has been off sick over the previous 4 years i.e. 1 period of 4 weeks absence and 1 period of 2 days absence would be 2 occasions. This must be formally recorded and available for review by the employee.

Days of Absence (Mandatory)

Score:

41 or more days	0
31 – 40	5
21 – 30	10
11 – 20	15
1 – 10	20
Nil	25

Days of absence are the total amount of days lost to absence.

Disciplinary Record (Mandatory)Score:

Only disciplinary warnings that are current and do not expire prior to the date of termination will be used when scoring this section.

Final Written Warning	0
First Written Warning	10
Nothing on Record	20

The above is self explanatory and any current warnings on file will determine the score.

Capability (Mandatory)Score:

Has entered into stage 3 of the capability process and is being considered for re-deployment, further monitoring or dismissal.	0
Has entered into stage 2 of the capability process and is currently working to a development plan to improve performance.	5
Has entered into stage 1 of the capability process and is currently working to a development plan to improve performance.	10
(Evidenced) Issues of performance being addressed through, supervision, performance management and training. As defined in the Capability Policy.	15
Nothing on Record	20

The above is in line with the Capability Policy and should the employee have commenced this process, the scores must reflect this.

Job Knowledge Skills (Mandatory)Score:

Tailored to each Selection Pool (maximum of 20 points).

Essential Qualifications & Experience:

- This would be Essential Criteria from the agreed JD.
- Maximum of 10 points if staff are also being scored in undertaking duties across the council.
- If the individuals going through the matrix are static members of staff (i.e. office based) the maximum point scored for this section should be 20 points.

Examples are the flexibility to cover other roles within the department i.e. Recreational Assistant covering a Duty Manager, a Home Carer covering Duty Planner. Consideration can also include covering different areas of work within the department or being able to work across functions.

Where possible this should be objective and would relate to specific skills required for the role. This could include qualifications, skills, and specialist skills. This may also relate to particular tasks in the department that all employees within the selection pool should have had equal opportunity to train/carry out.

The criteria for this section must be mutually agreed with the Manager and the Union/representatives.

Flexibility (Mandatory) Score:

- Tailored to each Selection Pool (maximum of 10 points).
- Transferable skills across the Directorate/Council e.g. managing staff, budgets, IT skills (maximum of 10 points).

The criteria for this section must be mutually agreed with the Manager and the Union/representatives.

Timekeeping (Discretionary) Score:

Timekeeping criteria will only be applied when the selection pool are required to work varying shift patterns.

8 or more	0
5 – 7	5
2 – 5	10
No lateness	15

This should only be applied if the individuals affected work set shift patterns/times and also if the criteria is applied across the selection group.

Maximum Points Achievable: Actual Points Achieved:

Scoring Manager Signature:

Print Name: Date:

Quality Assured Signature:

Print Name: Date:

Employee Signature:

Print Name: Date:

I can confirm that I :

Agree Disagree with the scoring of the matrix

If disagree, please stipulate the grounds in which you are disagreeing.
 NB: by completing this section, an appeal against the scoring of your matrix will be raised.

Supporting Evidence

Manager to provide supporting evidence as to the rationale behind the points awarded e.g. sickness absence records, rationale for scoring in the job knowledge and skills and flexibility.

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the manager to provide supporting evidence as described in the text above.

Appendix 5: Additional Guidance for Schools

Consultation Process

The Governing Body, usually through the Headteacher, has a duty to consult with the staff and trade unions. Any proposals on alternative options at consultation stage will also be considered by the Headteacher and Governing Body. The Headteacher should call a meeting at the earliest opportunity and invite the relevant Trade Unions. The purpose of the meeting is to inform all staff of the possibility of one or more redundancies and to explore the way in which this may be prevented, such as the methods of natural wastage, staff reducing hours, voluntary retirement etc. If these possibilities do not resolve the need for redundancies, then a compulsory process should be implemented. It is vital that any staff members who are absent are kept informed of the situation and consulted.

Establishment of Committees

At the Annual General Meeting, the Governing Body should elect or appoint two committees: the Redundancy Committee and the Redundancy Appeals Committee. It is recommended that each committee consists of at least three people, with five as a maximum, an odd number being recommended to produce a clear result in the event of a vote being taken on any issue.

It is strongly recommended that the Chair of Governors does not sit on either of the committees, as it is normal practice for him/her to be involved in the redundancy process with the Headteacher throughout. It is also important that staff members do not sit on either of these committees, as impartiality could not be ensured.

Establishment of Criteria

The Governing Body should have clearly defined criteria for selection of posts to be declared surplus to requirement at the school. These should be agreed by the Governing Body and publicised within school, with a statement giving a commitment to a fair, consistent, objective and non-discriminatory selection process.

Should the governors choose to use criteria other than those recommended by the Council, they must consult the trade unions, with a view to reaching agreement on the revised criteria.

The Council, however, recommends that Governors adopt the procedures within this document, which have been agreed with the recognised trades unions.

Selection Process

Background Information

In selecting criteria for identification of a post to be declared 'surplus to requirement' at a school, governors must take care to avoid use of criteria which would discriminate under the terms of the Equality Act 2010.

Clearly the process should identify a post - which is filled by an individual - but should not be aimed at justifying the selection of an individual per se.

Assessment of Needs

In order to identify the specific areas of surplus capacity, an assessment of needs should be carried out across the whole school. The Headteacher will be required to:

- Identify current and projected pupil number trends;
- Identify current and future curriculum needs;
- Identify any organisational and management requirements of the school.

In Secondary Schools a curriculum audit should be completed, which will identify the needs of the school within each subject area. Clearly this cannot be achieved until the options process has been completed and projected pupil numbers are known.

It is imperative that this information is documented accurately, as it will form the basis of any potential redundancies and could be challenged at a later date. Please be aware that this process has to be carried out in a timely manner, in order to ensure that notice periods will be adhered to.

Having identified the needs of your school, it is advisable that you contact your Council representatives in Resources and Organisational Development for advice.

Selection Criteria

In the event that all options have been unsuccessful in avoiding a compulsory redundancy situation, the adopted selection criteria must be used to identify the appropriate 'surplus' post(s).

The relevant forms (Skills and Experience Matrix) to be issued to all teaching staff within the Primary and Secondary sector respectively are attached. These forms identify the relevant agreed set of criteria for teaching posts within each sector, which will enable the Headteacher and governors to match the needs of the school with the skills and experience of the teaching staff.

Due to the number and diverse nature of support staff posts within schools, a set of criteria has not been agreed in its entirety for such staff. However, it has been agreed with the trade unions that the template in this Policy at [Appendix 4a](#) is used in all cases and is added to, according to the needs of the post. It should be pointed out that such criteria must be drawn up and agreed with the trade unions prior to any redundancy negotiations beginning.

A copy of the relevant form must be issued to all relevant staff for completion, with an explanation of its purpose. In order to ensure that all staff are fully aware of the process, a copy of this policy must be issued with the appropriate form.

It is imperative that any staff who are absent are also made aware and participate in the process. Please contact the Organisational Development Service Partner, who will advise you on the most appropriate course of action.

It is imperative that all staff are afforded sufficient time to complete the form and are provided with any necessary advice and guidance on its completion. All staff members should be made aware of the support that is available through the line management and Trade Union, in the completion of the form. On completion of the form, staff should meet with their line manager to discuss and agree its content.

Skills and Experience Matrix – Completion of the Form

The purpose of the Redundancy Selection Matrices is to enable relevant teaching and support staff to demonstrate the skills, knowledge, experience, etc that they have, which meet the current and future needs of the school. Staff should be aware that the data will be collected and used as part of an exercise to match their skills and experience to the current and future needs of the school. It is, therefore, important that all staff invest sufficient time and effort into its completion, as it forms the basis of the decision-making regarding the redundancy.

On completion of the form, the individual will meet with his or her line manager, in order to discuss the content, so that any discrepancies can be highlighted. At this meeting, documents such as job descriptions, person specifications, training records etc. should be available for supporting information. On agreement of the content of the form, the member of staff and line manager sign the bottom. All completed and signed forms should be returned to the Headteacher.

In the event of a member of staff being unable to complete the form, it will fall to a line manager to undertake this task, with the appropriate consultation. In such cases, the completed form will be sent to the individual for their information. They will then be given the opportunity to make any amendments and additions, within a given timescale. Support from the line manager will be available to assist in this process.

Failure to return the form will result in the original version being used in the process. The member of staff will be informed that this is the case.

Completion of the Summary Matrix

On receipt of the completed forms, the Headteacher or School Management Team member(s) must transfer the information onto the appropriate Summary Matrix sheet (see appendices). It is important that the information is anonymised when transferred onto the Summary Matrix, in order to ensure a fair process throughout. The Teacher No or Staff No should be completed at the top of each Criteria Matrix form and then transferred onto the Summary Matrix sheet.

In Secondary Schools, the completed forms will form the basis of any 'bumping' that can be achieved within the various subject areas. Headteachers should use the information provided on the Criteria Matrix too see whether internal staff movement within subject areas can be achieved, in order to remove surplus capacity. When this process has been exhausted, a clear picture will have emerged of where the surplus capacity remains. It must be stressed that consultation with staff is imperative during this process.

On completion of the 'bumping' process, the Summary Matrix will be completed for the subjects in which there is surplus capacity only.

Support and guidance throughout the process will be available from the Organisational Development Service Partner.

The Role of the Panel

A member of the OD Division and/or the Governor's Support Division will attend all relevant meetings to guide governors through the process and deal with the administration and consultation with the Trade Unions.

In the event that a sufficient number of staff members volunteer to accept redundancy, the panel members will be required to approve the redundancy on these grounds. However, in the event of more staff volunteering for redundancy than the number of surplus posts, the process below should be carried out, but for the volunteers only.

At the Redundancy Panel hearing, the Headteacher will explain the process adopted to date and what has been identified as the current and future needs of the school. The appropriate documentation is then issued for discussion. The Headteacher will then circulate and explain the anonymised Criteria Matrix and Summary Matrix sheets, which provide all necessary information on the relevant staff members. The panel members will then be required to match the skills and experience of the individual staff members to the needs of the school.

It should be noted that, in Secondary schools, information should be provided only for the areas of surplus capacity.

Only Part 1 of the form should be considered at this stage. If the information does not identify the required 'surplus' posts, the length of service should be considered as the deciding factor. In this case, the person with the shortest length of service with the Authority will be selected for redundancy.

Following the Hearing

Following the Redundancy Hearing, the Headteacher and Chair of the Panel should arrange to meet with the selected individual to communicate the outcome and the right to appeal, as per this policy. The meeting should also be an opportunity for the individual to ask any questions about the process and to discuss any other relevant issues.

The decision of the Redundancy panel will be communicated in writing by the Council, within seven calendar days.

As outlined the employee has the right to appeal against the decision of the Redundancy panel, in the form of a Representation Hearing. Following the outcome of the Representation Hearing, the employee has one final right to appeal to the Redundancy Appeal Panel. This is a complete rehearing of the case, with a fresh panel of Governors who have no prior knowledge of the case.

Council Panel Meeting

On completion of the process, the final authorisation is granted by the Council via a panel of Officers, comprising of representatives from Resources and Organisational Development. The decision is based on the presentation of a sound business case. Please refer to the section on Business Case/Approval Mechanism.

Representation Hearings

The purpose of this meeting is to receive representations from the member(s) of staff identified as 'surplus to requirement'. These should be on the basis of incorrect identification e.g. "I am a geographer not an historian", "I have skills in the area of x" etc.

The teacher should be encouraged to bring a colleague or trade union representative to the meeting.

Procedurally the meeting should follow this course:

- All panel members are asked to confirm that they are able to act impartially. A Chair should be elected for the duration of the Hearing.
- The Headteacher will outline the reason for the proposed redundancy (ies) and the criteria used in identifying the post in question.
- The staff member (colleague or trade union representative) may ask questions of the Head Teacher.
- Members of the Panel may seek clarification of points from the Head Teacher.
- The staff member (colleague or trade union representative) makes their representation.
- The Headteacher may ask questions of the staff member.
- The Panel may ask questions of the staff member (colleague or trade union representative).
- Both parties may sum up their case, the Head Teacher summing up first.
- The Headteacher and staff member (colleague or trade union representative) shall leave the room whilst the Panel consider the representations made to them.

- At this point advice to the panel may be offered by the relevant Support Officer in attendance.
- The parties shall return and the decision of the panel given verbally including notification of the right of appeal to the Redundancy Appeals Committee, if the representation has been rejected.

The decision of the panel will be communicated in writing to the staff member within seven calendar days and arrangements to exercise the right of appeal will be outlined in that letter.

Appeal Hearing

The Appeal Hearing should follow the pattern of the Representation hearing, but it is a complete rehearing of the case with a fresh panel of governors, who have no knowledge of the arguments and cases put previously.

The remit of this meeting is wider than that of the representation meeting. Not only might the committee hear argument on wrong identification but also on whether a genuine redundancy situation exists.

Once more the staff member is encouraged to have a colleague or trade union representative with them.

The procedure for the meeting follows that of the Representation Hearing:

- All committee members are asked to confirm that they are able to act impartially. A Chair should be elected for the duration of the Hearing.
- The Headteacher will outline the reason for the declaration and the criteria used in identifying the post in question.
- The teacher (colleague or trade union representative) may ask questions of the Headteacher.
- Members of the Committee may seek clarification of points from the Head Teacher.
- The staff member (colleague or trade union representative) will make their representation.
- The Headteacher may ask questions of the staff member.
- The Committee may ask questions of the staff member (colleague or trade union representative).
- Both parties may sum up their case, the Headteacher summing up first.
- The Headteacher and staff member (colleague or trade union representative) shall leave the room whilst the Committee consider the representations made to them.
- At this point advice to the Committee may be offered the relevant officer.

- The parties shall return and the decision of the Committee given verbally.

The decision of the Committee will be communicated in writing to the staff member within seven calendar days.

The decision of the appeals committee is final.

Redundancy/Appeal Committee

In the event of a compulsory redundancy being identified, the member of staff has the right to make representations to the Schools Redundancy Committee and then appeal against the decision to the Schools Appeal Committee. In circumstances where the employee wishes to exercise this right of representation, initially to the redundancy Committee, they have a period of 7 calendar days to inform the Chief Education Officer, in writing of their intentions and why. The 7 days takes effect from the date on which the employee is informed of the decision in writing.

The outcome of the representation hearing will be communicated to the individual within 7 calendar days. In the event that the employee is not satisfied with the outcome of representation hearing they have a right to appeal to the Redundancy Appeal Committee. In this case the employee will have 7 calendar days to notify the Chief Education Officer, in writing, if they wish to appeal against the representation decision to this Committee.

At the Annual General Meeting the governing body should elect or appoint two panels: the Redundancy Committee and the Redundancy Appeals Committee. It is recommended that each committee consist of at least 3 people, with 5 as a maximum.

It is strongly recommended that the Chair of Governors does not sit on either of the Committees, as it is normal practice for them to be involved in the redundancy process with the Head teacher throughout. It is also important that staff members do not sit on either of these Committees, as impartiality could not be ensured.

Teachers Redundancy Selection Matrix

Name of School:

Proposal:

Headteacher:

Effective date of scoring:

Number Of staff in Selection Pool:

Selection Pool Description:

Employee Name:

Designation:

Grade:

Schools should determine criteria that are relevant to their own school and the circumstances of the reduction in staffing in the School, Faculty or Department. Any changes to the template should be made in consultation with relevant Trade Unions.

Specific Skills and Experience (Mandatory)

Please provide information to support your matrix in the supporting evidence column. **Please complete the matrix electronically as the rows will then expand with the information included.**

Relevant Teaching Skills	Supporting Evidence (For completion by employee and agreed by a nominated manager)	Score Guide (Scoring to be completed by nominated manager – not for completion by employee)	Score (for completion by Manager)
Foundation/ Nursery		Experience of having taught in last 3 years = 3 Experience of having taught in last 5 years = 2 Experience but not in last 5 years=1 No Experience = 0	
KS2		Experience of having taught in last 3 years = 3 Experience of having taught in last 5 years = 2 Experience but not in last 5 years=1 No Experience = 0	
KS3		Experience of having taught in last 3 years = 3 Experience of having taught in last 5 years = 2 Experience but not in last 5 years=1 No Experience = 0	
KS4		Experience of having taught in last 3 years = 3 Experience of having taught in last 5 years = 2 Experience but not in last 5 years=1 No Experience = 0	
Subjects Taught (please list):		Not scored	

Specialist Relevant Skills – Examples	Supporting Evidence (For completion by employee and agreed by a nominated manager)	Score Guide (Scoring to be completed by nominated manager – not for completion by employee)	Score
Degree in relevant subject taught		3	
Crosscutting skills/Added Value (relating to the curriculum)		3	
Subject Leadership/ Key Stage Leadership/ Year management role/ Leadership Role/ TLR Post Holder		Experience in any of these areas in the last 3 years = 3 Experience in last 5 years = 2	
Literacy, numeracy and digital competency		Expert/Uses in practice and has taught others = 3 Confident/Intermediate user = 2 Basic use = 1	
Science/Technology		Expert/Uses in practice and has taught others = 3 Confident/Intermediate user = 2 Basic use = 1	
Wider curriculum contribution		Up to 3 points (Criteria to be school specific and agreed with Trade Unions)	

Training and Development	Supporting Evidence (For completion by employee and agreed by a nominated manager)	Score Guide (Scoring to be completed by nominated manager – not for completion by employee)	Score
Post-graduate qualification		Working towards - 1 Achieved - 3	
Other relevant qualifications		Working towards - 1 Achieved - 3	
Contribution towards a self improving schools		Up to 3	

Maximum Points Achievable:

Actual Points Achieved:

Scoring Manager Signature:

Print Name:

Date:

Quality Assured Signature:

Print Name:

Date:

Employee Signature:

Print Name:

Date:

I can confirm that I :

Agree

Disagree with the scoring of the matrix

If disagree, please stipulate the grounds in which you are disagreeing.

NB: by completing this section, an appeal against the scoring of your matrix will be raised.

TIEBREAKER SITUATION

In the event of more than one teacher achieving the same score in the application of the above criteria; the decision may be concluded by using the attendance record.

Attendance Record (Mandatory)

For the purpose of attendance records the School will score the Attendance Record criteria over a 4 year period with effect from the date of marking. All individuals in the tiebreak situation will be subject to further scoring for selection. In the event that not all employees have been employed for a period of 4 years, a period of the last rolling 12 months will be applied. The School reserves the right to revisit the scoring at any point during the notice period.

Please note that consideration is required upon absences that could fall within the remit of the Equality Act 2010. Further advice and guidance is available from Organisational Development, and is available at: <https://www.gov.uk/definition-of-disability-under-equality-act-2010>

In cases whereby absences maybe linked to a work related accident, these should be considered separately.

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Occasions of Absence (Mandatory)

Score:

7 or more periods of absence	0
5 - 6 periods of absence	10
3 - 4 periods of Absence	20
1 – 2 periods of Absence	30
No Absences	40

Occasions of Absence are the number of times a person has been off sick over the previous 4 years i.e. 1 period of 4 weeks absence and 1 period of 2 days absence would be 2 occasions. This must be formally recorded and available for review by the employee.

Days of Absence (Mandatory)

Score:

41 or more days	0
31 – 40	5
21 – 30	10
11 – 20	15
1 – 10	20
Nil	25

Days of absence are the total amount of days lost to absence.

In the event that the Attendance Record does not resolve the tie-break situation then length of service will be included.

Length of Service

Where there is still a tiebreaker in respect of the scoring, final selection will be made by reference to length of Service, where the person with the longest continuous (unbroken) local government service will be retained.

Maximum Points Achievable:

Actual Points Achieved:

Scoring Manager Signature:

Print Name:

Date:

Quality Assured Signature:

Print Name:

Date:

Employee Signature:

Print Name:

Date:

I can confirm that I :

Agree Disagree with the scoring of the matrix

If disagree, please stipulate the grounds in which you are disagreeing.

NB: by completing this section, an appeal against the scoring of your matrix will be raised.



In the Interests of the Efficiency of the Service Policy



ORGANISATIONAL DEVELOPMENT DIVISION

Issued: November 2017 Review: November 2022

Version Control

This document is intended for:

- Council staff only School-based staff only Council & School-based staff

Version	Key Changes	Approved By
Apr 2020	Reformatted and EAP details added	DMT

This document may be reviewed and amended at any time and without consultation in response to legal requirements, in line with best practice or in response to an organisational requirement and where the changes do not affect the spirit or intent of the document.

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4. Discretionary Payments	4
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6. Employee Assistance Programme	4

1. Introduction

Blaenau Gwent Council recognises that the people we employ are our most valuable asset and critical in developing modern, high quality, efficient and responsive customer focused public services.

Whilst it is the Council's intention to develop and provide a stable work environment and security of employment for all its employees, it must ensure that it provides a viable, high quality, value for money service to the Community. In this respect circumstances may arise where changes in the market, technology, organisational and/or statutory requirements necessitate the need for changes in staffing requirements for a service which may lead to termination of contracts "in the interests of the efficiency of the service".

2. Definition of Efficiency

Termination on the grounds of efficiency unlike redundancy is not a dismissal, it is a mutual agreement of termination of a contract of employment by both parties i.e. employee and the Council. This is also considered to be in the best interests of both parties.

Compensation on terminating employees on these grounds is entirely at the Authority's discretion. The discretion will not be exercised as an alternative to dealing with the matter of inadequate performance through properly presented procedures.

3. Compensation

Clearly where there is a termination on the grounds of efficiency, there will be entitlement to compensation for the loss of the employment.

4. Discretionary Payments

The Council exercises its discretion in line with the Local Government Pension Scheme Regulations 1997 (as amended) and the Local Government (Early Retirement of Employment) (England and Wales) Regulations 2000, 2006 and 2008 (as amended) – generally called the Discretionary Compensation Regulations. Individuals who terminate on the grounds of efficiency:

a) **Aged over 55 years**

Individuals will have immediate access to an unreduced payment of their LGPS benefits.

b) **Aged under 55 years**

Individuals may receive a compensation payment equivalent to that calculated for redundancy as outlined in the Council's Redundancy Policy for those staff who do not have access to their pension.

5. Business Case/Approval Mechanism

Any termination on the grounds of Efficiency whereby the Council exercises its discretion must be supported by a business case.

This business case will include consideration of service delivery changes and the financial consequences of any efficiency compensation and pension recovery payback over a period no greater than 5 years.

6. Employee Assistance Programme

The Authority has an Employee Assistance Programme in place with an independent provider called "Care first" for all employees and managers. Employees can access support on any personal or work-related issues that may be causing concern or distress such as stress awareness, debt management, well-being and relationship issues. Contact details are below and additional information is available on the [intranet](#).

- **"Care first"** is free to use 24 hours a day, 7 days a week, 365 days a year and there is no need for employees to ask a manager to use the service. Employees can call **0800 174319** to speak to a professional counsellor or information specialist **in confidence** about a range of issues.

- The “**Care first Lifestyle**” website offers extensive resources including articles on health, issues at home, issues at work, management support tools, stress questionnaires and online counselling in real-time. Employees should visit the website at www.care-first.co.uk and login using the following details - username: **blaenau** and password: **employee**
- The “**Care first Zest**” website is an online personal and interactive well-being portal which helps employees identify which areas of their well-being may need some focus and gives tools, information and support needed to make positive changes. This unique health management resource helps employees enhance their well-being and lead to a healthier lifestyle. Employees should visit www.welshframework-zest.co.uk, click ‘Register’, enter **WF1** as the organisation code and complete the onscreen registration to create an account.

Agenda Item 24

Council only

Date signed off by the Monitoring Officer: N/A

Date signed off by the Section 151 Officer: N/A

Committee: **Council**

Date of Meeting: **9th March, 2022**

Report Subject: **Memberships Report**

Portfolio Holder: **Councillor N. Daniels – Leader/
Executive Member – Corporate Services**

Report Submitted by: **Democratic Services**

Report Written by: **Democratic Services**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Governance & Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)
							09/03/22	

1. Purpose of the Report

- 1.1 To present a list of Memberships for consideration and determination by Members of the Council.

2. Scope

2.1 **ADVISORY PANEL FOR LOCAL AUTHORITY GOVERNORS**

To receive verbal update from the meeting held on 8th March, 2022.

3. Options for Recommendation

- 3.1 To consider the above.

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By virtue of paragraph(s) 12, 13, 14 of Part 1 of Schedule 12A of the Local Government Act 1972.

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