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Our Ref./Ein Cyf.
Your Ref./Eich Cyf.
Contact:/Cysylltwch â: Democratic Services

THIS IS A MEETING WHICH THE PUBLIC ARE ENTITLED TO ATTEND

21st October 2022

Dear Sir/Madam

SPECIAL MEETING OF THE COUNCIL

A meeting of the Special Meeting of the Council will be held in Remotely via Microsoft Teams on Wednesday, 26th October, 2022 at 9.30 am.

Yours faithfully

Damien McCann
Interim Chief Executive

AGENDA

Pages

1. SIMULTANEOUS TRANSLATION

You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so. A simultaneous translation will be provided if requested.

2. APOLOGIES

To receive.

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg a Saesneg a byddwn yn cyfathrebu gyda chi yn eich dewis iaith, dim ond i chi rhoi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn creu unrhyw oedi.

The Council welcomes correspondence in Welsh and English and we will communicate with you in the language of your choice, as long as you let us know which you prefer. Corresponding in Welsh will not lead to any delay.

3. **DECLARATIONS OF INTEREST AND DISPENSATIONS**
- To consider any declarations of interest and dispensations made.
4. **BLAENAU GWENT COUNCIL SELF-ASSESSMENT 2021/22** 5 - 70
- To consider the report of the Interim Chief Executive.
5. **COUNCIL'S CORPORATE PLAN 2022/27** 71 - 98
- To consider the report of the Interim Chief Executive.
6. **AMENDMENTS TO THE CONSTITUTION** 99 - 584
- To consider the report of the Head of Legal and Corporate Compliance/Monitoring Officer.
7. **RENEWAL OF PUBLIC SPACE PROTECTION ORDERS FOR DOG CONTROL OFFENCES** 585 - 706
- To consider the report of the Service Manager – Public Protection.
8. **FINANCIAL LIABILITIES OF THE REGIONAL INTEGRATION FUND** 707 - 724
- To consider the report of the Interim Corporate Director of Social Services.

To: Councillor C. Smith (Presiding Member)
Councillor C. Bainton
Councillor P. Baldwin
Councillor S. Behr
Councillor D. Bevan
Councillor K. Chaplin
Councillor M. Cross
Councillor H. Cunningham
Councillor D. Davies
Councillor G. A. Davies
Councillor M. Day
Councillor S. Edmunds
Councillor J. Gardner
Councillor J. Hill
Councillor W. Hodgins
Councillor L. Winnett

Councillor J. Holt
Councillor G. Humphreys
Councillor R. Leadbeater
Councillor E. Jones
Councillor J. Morgan, J.P.
Councillor J. C. Morgan
Councillor J. P. Morgan
Councillor L. Parsons
Councillor D. Rowberry
Councillor T. Smith
Councillor G. Thomas
Councillor J. Thomas
Councillor S. Thomas
Councillor H. Trollope
Councillor J. Wilkins
Councillor D. Woods

All other Members (for information)
Interim Chief Executive
Chief Officers

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Agenda Item 4

Executive Committee and Council only

Date signed off by the Monitoring Officer: 12.10.2022

Date signed off by the Section 151 Officer: 11.10.2022

Committee: **Special Council**

Date of Meeting: **26th October, 2022**

Report Subject: **Blaenau Gwent Council Self-Assessment 2021/22**

Portfolio Holder: **Councillor S. Thomas - Leader / Executive Member
Corporate Services and Performance**

Report Submitted by: **Damien McCann, Interim Chief Executive**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Governance and Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)
	Various	Portfolio Holder 4/10/22	20/10/22		19/10/22		26/10/22	

1. Purpose of the Report

- 1.1 To seek Council approval of the Self-Assessment report 2021/22 found at appendix 1.
- 1.2 The Self-Assessment provides a retrospective and factual account of the activity undertaken by the Council during the previously financial year 2021/22. It has been developed in line with the requirements as outlined in the Local Government and Elections (Wales) Act 2021.

2. Scope and Background

- 2.1 The Self-Assessment is a new requirement for all local authorities across Wales as outlined within the Local Government and Elections (Wales) Act 2021. The Act requires each council in Wales to keep under review, through self-assessment, the extent to which it is meeting the 'performance requirements', that is the extent to which:
 - It is exercising its functions effectively
 - It is using its resources economically, efficiently, and effectively
 - Its governance is effective for securing the above
- 2.2 Local authorities are required to produce a self-assessment once every financial year in order to assess activity over the past year and to consider the required activity for the coming year.
- 2.3 Self-assessment is a way of critically, and honestly, reviewing the current position in order to make decisions on how to secure improvement for the future.

- 2.4 Self-assessment of how the council is meeting the performance requirements places ownership of performance and improvement firmly with local government. Considering the extent to which the council is meeting the performance requirements is a corporate, organisational assessment, rather than an assessment of individual services, aimed at ensuring the council's ability to respond to the changing environment in which it operates.
- 2.5 The council needs to have an evaluative culture and mindset embedded in all it does, rather than see self-assessment as a standalone process to be completed once a year. The self-assessment process has been embedded as part of the council's performance management framework and is aligned to the Council's Corporate Plan and Business Planning process.
- 2.6 The Well-being of Future Generations (Wales) Act 2015 is also a key piece of legislation when undertaking self-assessment. The Council is required to meet the duties under this Act in accordance with the sustainable development principle, the Well-being Goals, the core set of corporate governance activities and the five ways of working.
- 2.7 A further requirement of the Local Government and Elections (Wales) Act 2021 is for each local authority to hold a panel performance assessment once in an electoral cycle, providing an opportunity to seek external insights (other than from auditors, regulators or inspectors) on how the council is meeting the performance requirements. This will be progressed in years 2 to 3 of the political cycle.

3. **Options for Recommendation**

To include Recommendation(s) / Endorsement by other groups, e.g. CMT/Committees/Other groups)

- 3.1 For Council to approve the Council's Self-Assessment 2021/22 for publication on the Council's website and shared with key partners as outlined in paragraph 2.42 of the statutory guidance.

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

- 4.1 The Self-Assessment is a requirement as part of the Local Government and Elections (Wales) Act 2021.
- 4.2 The Self-Assessment must follow the requirements as outlined as part of the Well-being of Future Generations (Wales) Act 2015.
- 4.3 The Self Assessment is aligned to the Council's Corporate Plan and performance management framework.

5. **Implications Against Each Option**
Impact on Budget (short and long term impact)

- 5.1 There are no direct impacts on the budget for the production of the Self-Assessment but budget information has been provided at the relevant sections within the document.

Risk including Mitigating Actions

- 5.2.1 There is a risk to the Council if they do not abide with the legislative requirements to produce a self-assessment report on an annual basis.
- 5.2.2 Risk considerations have been provided at the relevant sections within the document.

Legal

- 5.3 There is a legislative requirement for the Council to produce a self-assessment report on an annual basis.

Human Resources

- 5.4 There are no direct impacts on the workforce for the production of the Self-Assessment, but workforce information has been provided at the relevant sections within the document.

6. **Supporting Evidence**
Performance Information and Data

- 6.1.1 Performance information has been provided at the relevant sections within the document.
- 6.1.2 The learning and evaluations from the self-assessment will be used to inform future planning activity as identified within the Council's Corporate Plan and business planning process.

Expected outcome for the public

- 6.2 Providing a transparent assessment of performance during 2021/22 in order to inform future planning.

Involvement (consultation, engagement, participation)

- 6.3.1 Involvement is a key area within the Self-Assessment and information has been provided at the relevant sections within the document.
- 6.3.2 There are legislative requirements for engagement as part of the Local Government and Elections (Wales) Act 2021. Information on this has been included in the self-assessment and will be aligned in future to the agreed engagement and participatory priorities of the Council.

Thinking for the Long term (forward planning)

- 6.4 Long term is a key area within the Self-Assessment and information has been provided at the relevant sections within the document.
Learning from the self-assessment is used to inform future planning, including the 5 year Corporate Plan.

Preventative focus

- 6.5.1 Prevention is a key area within the Self-Assessment and information has been provided at the relevant sections within the document.
- 6.5.2 Learning from the self-assessment is used to inform future planning and to prevent problems for becoming greater in the future.

Collaboration / partnership working

- 6.6 Collaboration is a key area within the Self-Assessment and information has been provided at the relevant sections within the document.

Integration (across service areas)

- 6.7 Integration is a key area within the Self-Assessment and information has been provided at the relevant sections within the document.

Decarbonisation and Reducing Carbon Emissions

- 6.8 Decarbonisation is a key area within the Self-Assessment and information has been provided at the relevant sections within the document.

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).

- 6.9a This report is an evaluation of previous performance and activity throughout 2021/22 and is not seeking a decision that would have an impact on this area.

Equality Impact Assessment (screening and identifying if full impact assessment is needed)

- 6.9b. This report is an evaluation of previous performance and activity throughout 2021/22 and is not seeking a decision that would have an impact on this area.

Equalities is a key area within the Self-Assessment and information has been provided at the relevant sections within the document.

7. **Monitoring Arrangements**

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

- 7.1 Self-assessment is part of the Council's performance management framework of ongoing assessment and review and is aligned to the Corporate Plan and Business Planning process.

Background Documents /Electronic Links

- *Blaenau Gwent Council Self-Assessment 2021/22*

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Cyngor Bwrdeisdref Sirol
Blaenau Gwent
County Borough Council

Blaenau Gwent County Borough Council's Self-assessment 2021/22



Version Control

Title	Blaenau Gwent County Borough Council Annual Self-assessment 2021/22
Owner	Blaenau Gwent County Borough Council
Approved by	Council
Date	26 th October 2022
Version	1
Status	Final
Review Frequency	Ongoing and annual

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Introduction

The Local Government and Elections (Wales) Act 2021, requires councils to keep their performance under review through self-assessment, with the need to publish a report setting out the conclusions of the self-assessment once every financial year.

This is the first self-assessment report of Blaenau Gwent County Borough Council covering the year 2021/22. The focus of the self-assessment is the Council's Corporate Plan and providing an assessment of how well the Council feels it has achieved its Well-being Objectives, as outlined in the Corporate Plan, and where further improvement is required. The Corporate Plan 2020-22 Outcome Statements are:

- **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**

To align to the requirements of the Well-being of Future Generations (Wales) Act 2015, the Council has also provided an assessment against the sustainable development principle, the 7 corporate areas of planning and the well-being goals.

Throughout all sections of the self-assessment the Council has considered:

- How well are we doing? Narrative of the activity that has taken place.
- How do we know? Qualitative and quantitative evidence provided.
- What and how can we do better? Actions to implement over the coming years.



This self-assessment has been developed at a point in time and includes the information available at that time. The Council's approach to self-assessment is an ongoing and fluid process of review and the assessment will be updated as and when more information becomes available. The Council also recognises that the self-assessment process will evolve over time to meet the requirements of the Local Government and Elections (Wales) Act 2021 and the arrangements will be amended as appropriate moving forward so that there is an effective programme of review and evaluation in place to challenge the effectiveness of the services provided. As part of this process, the Council actively promotes and partakes in participation and engagement activities with various groups and the community. Evidence of this activity is seen throughout the document and further work will be undertaken throughout the year to enhance our reach and to promote transparency.

As a council we work to a 'One Council' approach and this is seen throughout the document with various examples and evidence of activity fitting under a number of the strategic priorities and themes. Progress and challenges are also identified throughout the document. Where a challenge has been identified, a corresponding action for implementation over the coming year has been identified.

The Council welcome any feedback you might have about the Self-assessment 2021/22. Your views are important to us, and we want to know what information you would like to see and how you would like to see it reported. Please contact the team on the details at the end of this document if you would like to give feedback on the Assessment or if you require this document in a different format e.g. large print, Braille, audio version, etc.

Overall Council Self-assessment

The self-assessment process has identified areas in which the council is progressing well and areas for development. An overall statement of assessment has been provided and is to be considered alongside the evidence identified in the sections below.

An overall Council Self-assessment has been provided to consider:

- Is the Council exercising its functions effectively?
- Is the Council using its resources economically, efficiently and effectively?
- Are the governance arrangements of the Council effective for securing continuous improvement?

Is the Council exercising its functions effectively?

The role of Blaenau Gwent County Borough Council and its partners is to maximise on the assets we have, doing more with less and doing it better. It is right that we recognise the challenges we face. The historical decline of heavy industry has, over the years, had an impact on employment prospects. However, the Council is looking proactively at the opportunities in which it can provide and support in order to diversify businesses and employment opportunities to support communities now and in the future. The area faces issues with health and wealth inequality, alongside social issues affecting our families and young people.

The Covid-19 pandemic has been devastating globally and will have a significant detrimental impact on the economy and the way we live, work, learn and socialise for the foreseeable future. The Council has had to respond to this unprecedented situation and has done so at pace, bringing an innovative approach to problem solving and changes in service delivery, ensuring that the health and well-being of our residents and communities has been the driver for our decision making and actions.

As a Council we face increasing demand and costs for some of our services but we are tackling these issues head on with our partners, businesses and the local community. We are looking at how we spend our money to achieve the best outcomes for our residents, we are supporting new and existing businesses, we are looking at our assets to achieve new income streams and we are removing barriers to enable residents to access what they need. All in all, we are looking forward to a positive future.

The Council is embracing the principles of the Well-being of Future Generations (Wales) Act 2015 and is starting to adapt the way that it works. As part of this, we are working collectively to adapt the culture of the organisation and embed the ethos of the Act into all that we do. It is recognised however that we are still in the early years of implementing the Act and there is still more to do over the coming years.

In 2021 the Local Government and Elections (Wales) Act came into force. This Act is a substantial piece of legislation covering electoral reform, public participation, governance and performance and regional working. It is designed to be a more streamlined, flexible, sector-led approach to performance, good governance and improvement. The intention is for councils to be proactive in considering how internal processes and procedures should change to enable more effective planning, delivery and decision-making to drive better outcomes. The Council is actively working to implement this Act which will also replace the current improvement duty for principal councils set out in the Local Government (Wales) Measure 2009.

The Corporate Plan is a very important strategic document for the Council which clearly sets out our priorities and how we will target our limited resources in order to support these objectives. The priorities in the plan align with what local people have told us is important to them during public engagement events, in particular that they want strong and clean communities and they want to see our economy grow for the wellbeing of our future generations. Education and Social Services continue to be priorities as we work to improve standards in our schools so that all children and young people reach their full potential and we continue to look after the most vulnerable people in our communities against increasing demand for these services.

Is the Council using its resources economically, efficiently and effectively?

Budget monitoring and management is a key feature at the Council. Effective arrangements are in place whereby budget holders meet regularly with finance partners to consider expenditure and any areas of overspend, with appropriate actions identified early on to tackle any areas in deficit.

The governance arrangements of the Council have established effective and regular monitoring of budgets which is reported to Scrutiny Committee and then Executive Committee. Reports include detail on Capital and Revenue spend as well as the use of general and earmarked reserves. Monitoring of the Medium Term Financial Strategy and Bridging the Gap Programme is also reported to Members. Overspending portfolios or specific projects are pulled out for scrutiny and consideration. This transparent reporting enabled Members and the public to have an understanding of the financial management of the Council and what arrangements are in place to support any budget gaps.

As part of the Auditor General's Audit of Accounts, it was identified that significant improvements had been made in the quality, control, standard and timeliness of finances between 2016/17 to 2020/21. During 2020-21, Audit Wales examined the financial sustainability of each council in Wales. In Blaenau Gwent County Borough Council, it was concluded that the Council has improved financial planning and better-than-expected Welsh Government settlements mean the Council is better placed to maintain its financial sustainability over the short term, but challenges remain to fully close budget gaps over the medium term.

The results of the 2021 Census may have an impact on the Local Government Settlements moving forward. The changes identified below may mean a reduction in the amount of monies the Council receives as well as having to undertake a review of service planning and provision moving forward following a reduction in the population. Services such as Education for school places, the LDP for housing and Social Services for social care will need to consider how this will impact service provision and funding in future years.

The results of the 2021 Census have identified that Blaenau Gwent has had a decrease in population by 4.2%, making Blaenau Gwent the second smallest population in Wales. Overall Wales has seen an increase of 1.4% in population. Although Blaenau Gwent has then second smallest population it is the sixth most densely populated of Wales 22 local authorities, with 615 residents per square kilometre. The population has continued to age. In Blaenau Gwent one in five people (20.3%) were aged 65 years and over on Census Day in 2021. Across Wales, this was 21.3%, a higher percentage than ever before. The chart shows the percentage change by age between 2011 and 2022 for Blaenau Gwent residents. Over the 10 years in Blaenau Gwent there has been an increase of 9.0% in people aged 65 years and over (17.7% for Wales), a decrease of 7.5% in people aged 15 to 64 years (2.5% for Wales), and a decrease of 5.4% in children aged under 15 years (1.0% for Wales). The Council is working collaboratively with the Office National Statistics to further understand and investigate the information from the 2021 census and what this means for Blaenau Gwent moving forward as more Census data is released.

Before the results of the Census 2021 were available it was already expected that funding will be a challenge over the next 5 years, while demand for services and demographic pressures continues to increase. Based upon the assumptions in the Medium Term Financial Strategy (MTFS) and the cost pressures identified (before the 2021 Census), a budget gap of £21m over the next 5 years is forecast as follows:

MTFS Budget Gap					
2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	Total
£m	£m	£m	£m	£m	£m
6.7	3.5	3.5	3.5	3.5	20.7

The Council's ability to progress a number of the Strategic Business Reviews has been impacted by the Covid-19 pandemic. An update on the overall current financial assessment towards the budget gap is currently assessed as £6.8m over the period of the Medium Term Financial Strategy (MTFS) as follows:

	Estimated Achievement			
	2022/2023	2023/2024	2024/2025	2025/2026 & 2026/2027
	£m	£m	£m	£m
Strategic Business Reviews	2.69	1.18	1.26	0.8

Based on the current estimated achievement from the Strategic Business Reviews compared to the budget gap identified in the MTFs, there is a residual budget gap as follows:

	2022/2023 £m	2023/2024 £m	2024/2025 £m	2025/2026 & 2026/2027 £m
Residual Budget Gap	4.00	2.36	2.29	2.7

There is a potential risk that the current Strategic Business reviews do not identify sufficient financial benefits to 'Bridge the Gap' in the medium to long term. Additional or alternative proposals will therefore be required to mitigate the possible residual funding gaps in future years. Also, in 2022 the Council has seen price increases for fuel and energy which in turn have a 'knock on' impact on other goods and commodities purchased by the Council. This, alongside other cost pressures being seen by the Council will need to be planned and managed accordingly.

Are the governance arrangements of the Council effective for securing continuous improvement?

The Audit Wales Annual Audit Summary of the Council 2021 did not identify any substantial issues and the report highlighted some strengths in the way the Council had utilised data to inform its response to the Covid 19 pandemic and support the recovery plan process. The report also mentioned the improved financial planning within the Council.

As a Council we are working towards our ambition of becoming commercially minded. As part of this a Commercial Strategy 2020/25 has been developed which looks to identify commercial approaches and highlight the conditions required for the Council to behave as a commercial organisation. This is written within the context of maintaining the Council's core purpose to provide public services delivering social value. There are a number of related strategies and programmes that contribute to the delivery of our Commercial Strategy and ambitions. These are:

- A Communications Strategy, 2020 – 2025;
- A Digital and Customer transformation programme; and
- The Workforce Strategy.

In addition to the supporting strategies and programmes highlighted above there are 5 specifically commercial ambitions:

- Commissioning and Procurement;
- Developing an investment Portfolio;
- Creating true commercial activities – profit and loss;
- Commercial and Entrepreneurial Culture;
- Contract and Supplier Management.

These will be driven by the Commercial Section but clearly involve all services, suppliers and partners. The building of knowledge, skills and capacity in the commercial approach will be key for us moving forward.

Another area of focus for the us is becoming digitally minded, providing a robust digital infrastructure and being innovative in our digital endeavours. An ICT Roadmap and Digital Solutions process has been established which looks

to create long term, sustainable and relevant ICT infrastructure throughout the Council and its services including Office 365 and a review of the current software. The delivery of these processes have been recognised externally.

Owing to the global supply issues with ICT, as well as significant price increases, this is a risk to the Council financially and also to some suppliers who are experiencing financial difficulties. This situation will be monitored moving forward to assess impact.

The Council is committed to equalities, and this is evidenced through its delivery of the Blaenau Gwent Strategic Equality Plan (SEP) 2020/24. The SEP aims to put fairness and equality at the heart of everything the Council does and this is central to maximising well-being outcomes for residents, local communities, staff and visitors, now and in the future. As public service providers it is recognised that there is a key role to play in making a real difference to people's lives. Therefore, the Council will continue to strive to be a 'fair and equitable' organisation as outlined in the Corporate Plan 2018-22.

Safeguarding the most vulnerable people in the community continues to be a top priority for the Council. Audit Wales are currently undertaking a review of the Council's safeguarding arrangements, with a particular focus on the activity being undertaken corporately. The review is still ongoing but a great deal of work has progressed within the Council with regards to safeguarding over the past few years. Safeguarding is recognised corporately as being everybody's responsibility. The Safeguarding Policy has recently been updated. As part of this the Council has identified a safeguarding lead officer from each directorate who meet regularly to review activity, data and processes with regards to safeguarding. Safeguarding is on the front page of the Council's website and online awareness training is provided to all Council staff. Volunteers and contractors are provided with a copy of the Council's corporate safeguarding policy and procedures. To show its strategic importance, safeguarding has been included within the leadership development model as well as being a key feature of all officer inductions.

Self evaluation is a key aspect of review and learning undertaken across the Council. As well as having an approach corporately, the Education Directorate also undertakes a self evaluation process. The Self Evaluation Report (SER) is developed to secure ongoing improvement in educational outcomes and effectiveness of provision. The findings from the SER are reflected as actions for improvement in the Directorate's Business Plans at Directorate, Service and Team levels. Effective self-evaluation means that the Directorate remains focussed on improving the right areas of work.

Future Actions and Areas for Development:

- Undertake a review of the governance and oversight arrangements of companies in which the Council has an interest (Gwent Crematorium, EAS, Aneurin Leisure Trust and Gwent Archives).
- Address the staffing needs including recruitment and retention in services across the Council.
- Implement the strategy devised to consider short, medium and longer-term solutions to the workforce including the consideration to collaborate on a regional basis.
- Continued financial monitoring and reporting through the Council's democratic process.
- To ensure the Council's financial resilience the Council intends to continue with its bridging the gap programme which will identify a number of strategic business reviews including the identification of additional or alternative business case proposals to mitigate the possible residual funding gaps in future years.
- The Council will need to consider the Census results when planning future budget settlements and service provision.
- Continue to monitor and implement the various Strategies and Plans identified throughout the self-assessment via the business planning process.
- Continue to monitor and implement the COVID 19 Recovery and Renewal Plans via the business planning process.

Our Understanding of Blaenau Gwent

Blaenau Gwent is a place of heritage and dramatic change, with a sense of its past but its eyes firmly on the future. The Tech Valleys Vision, Valleys Regional Park and Cardiff Capital Regional Deal combined with new transport links including the soon to be completed Heads of the Valley Road and rail routes to Cardiff bring a bright future. Together with the amazing location and surrounding parkland our people and communities make Blaenau Gwent great. Our people have influenced the local, national and international stage in art, sport and politics for many generations – putting Blaenau Gwent on the map for all the right reasons.

The area is relatively small geographically. It is 42.09 sq. miles being, at most, 15 miles north to south and 8 miles east to west. Blaenau Gwent is defined physically by high hillsides dividing the three main valleys. These valleys are home to towns and villages which seem to merge together into one. However, each community proudly maintains its own character and traditions. Although the towns give the county borough a busy, urban feel, Blaenau Gwent is actually a largely rural area. Wherever you are, beautiful countryside is never far away.

Results of the Census 2021 show that the resident population of Blaenau Gwent is 66,900 which is a decrease of 4.2% from the 2011 Census when the population was 69,800. 2021 Census data for other pieces of information are still to be released so the following information is taken from the 2011 Census. When using a population of 69,800, the working age population is 62.1% with 24.7% being economically inactive. The population is projected to continue to decrease, including a 9.9% decrease in the number of children, a 6.1% decrease in the number of working age population and a 24.2% increase in the number of people aged 65 and over (Source: Stats Wales)

In 2021/22 the Council was made up of 42 councillors which equates to an average of 1,214 electors per councillor. The political make up of the Council was:

- Independent 25;
- Labour 12;
- Minority Independent 4; and
- Save Us Now 1.

This will change from 2022 onwards following changes by the boundary commission.

Blaenau Gwent County Borough Council employs 2,854 people. A total of £146.1 million was spent on providing services during 2020-21, the 2nd lowest spending of the 22 unitary councils in Wales. The area has 6 (13%) of its 47 areas deemed the most deprived 10% of areas in Wales, this is the 6th highest of the 22 unitary councils in Wales (Source: Stats Wales).

The Council has a structure in place to support the delivery of services and for effective decision making. The Council has a Corporate Leadership Team, whereby all Council Directors meet on a weekly basis to consider and make strategic and operational decisions.

The Council operates a democratic structure where effective decision making can take place. The Executive Committee is effectively the decision making body of the Council. It has responsibility for making decisions which are in line with the Council's overall policies and budget. If it wishes to make a decision which is outside the budget or policy framework, this must be referred to the Council as a whole. Members have the responsibility to ensure that the necessary business of the Council is carried out efficiently, effectively, and in a manner appropriate for the proper conduct of public business. The Executive will carry out all of the Local Authority's functions which are not the responsibility of any other part of the Local Authority, whether by law or under the Constitution.

In 2021/22 the Council had five Scrutiny Committees and two Joint Scrutiny Committees:

- Corporate Overview Scrutiny Committee;
- Education and Learning Scrutiny Committee;
- Social Services Scrutiny Committee;
- Regeneration Scrutiny Committee;

- Community Services Scrutiny Committee;
- Joint Social Services and Education and Learning (Safeguarding) Scrutiny Committee; and
- Joint Budget Committee.

Scrutiny is made up of non-Executive Members who are appointed to sit on the Committees to support the work of the Executive and the Council as a whole. The Committees have no decision making powers; however, they act as a check and balance on the powers exercised and decisions taken by the Executive. They allow non-Executive Members to have a greater say in Council matters.

The Council is monitored by a number of regulatory bodies, the main of which are:

- Audit Wales;
- Care Inspectorate Wales (CIW); and
- Estyn.

The Council monitors all proposals for improvement it receives from both internal and external auditors via the relevant business plan and progress is reported on a quarterly basis through the Finance and Performance Report. Periodically, a review of the open proposals is undertaken and presented to Corporate Leadership Team (CLT) to consider which proposals can close as they have been completed or have moved to business as usual.

As at 31st March 2022 there were 21 'live' audit reports. Of those:

- 9 reports were still at the initial stage, either being newly received or due to be taken through the Democratic process; and
- 12 reports were being monitored via business plans, totalling 62 proposals for improvement being implemented.

Audit Wales Reports received during 2021/22 include:

Local Reports –

- BG Annual Audit Summary 2020
- Audit of Blaenau Gwent County Borough Council's assessment of 2020-21 performance
- Blaenau Gwent County Borough Council Annual Audit Summary 2021
- Procurement related to Motor Resort Wales
- Deficiencies in Blaenau Gwent County Borough Council's governance and oversight arrangements in respect of a Council-owned company, Silent Valley Waste Services Limited
- Follow-up review of Corporate Arrangements for Safeguarding of Children
- Data Driven Decision Making (Part 1)

Audit Wales Reports received for information -

- At Your Discretion - Local Government Discretionary Services
- Joint Working Between Emergency Services

National Audit Wales Reports –

- Locked Out: Liberating disabled people's lives and rights in Wales
- Poverty in Wales
- Springing Forward
- Building Social Resilience and Self-Reliance in Citizens and Communities
- Social Enterprises
- Equality Impact Assessments and their use in decision making
- Decarbonisation baseline review
- Auditor General's Work Programme Consultation

In July 2021, the Council received a letter from Estyn which provided an overview of the progress made in relation to recommendations from the overarching thematic report published in January 2021. The thematic report identified five recommendations for the Welsh Government and recognised that a whole system approach was needed to address these. The first three recommendations were more immediate and urgent in nature, whilst the last two recommendations would take longer to address. From discussions with the Directorate, feedback from learners and engagement work with schools, Estyn felt it was clear that, through collaboration, progress was made

across Wales in equipping schools and learners to provide better remote learning experiences during the second lockdown. Full detail can be found in the following attachment.



Blaenau Gwent Estyn
Summer Letter.pdf

In November 2021, the Council received a performance evaluation and assurance check from CIW. The assurance check took place on 17th to 21st May 2021. The purpose of an assurance check is to review how well local authority social services continue to help adults, children and carers with a focus on safety and well-being. The key lines of enquiry covered four principles of the Social Services and Well-being (Wales) Act 2014 and judgements and findings are aligned to these:

- People - Voice and Control
- Prevention
- Partnerships and Integration
- Well-being.

The report identified strengths and areas for improvement and CIW expect the areas of improvement to be included in improvement plans. Full detail can be found in the following attachment.



CIW.pdf

COVID 19 Pandemic – Our Response and Activity

On 23rd March 2020, the UK Government announced an unprecedented UK-wide 'lockdown' in order to limit the spread of the Covid-19 virus. This resulted in the Council moving to the delivery of Critical Services only (as defined in the Emergency Management Plan), redeploying staff into these services, and ceasing all democratic meetings with immediate effect.

The declaration of a national health emergency led to the establishment of Emergency Planning arrangements in the region, under the Civil Contingencies Act 2005. The Gwent Strategic Co-ordinating Group (SCG) was convened for its first meeting on 14th March 2020. The SCG is chaired by Gwent Police and includes the Local Health Board, all five local authorities and Category One Responders.

In accordance with our Emergency Planning arrangements the GOLD Group was established in Blaenau Gwent and commenced meetings on 19th March 2020. This comprises of all members of the Corporate Leadership Team, supported by the Civil Contingency Manager and Communications Manager. The strategic aim of GOLD remains to delay and mitigate as far as practicable the spread and impact of Coronavirus within our community.

Heads of Service and Service Managers were convened as the Emergency Response Team, to support GOLD, with the Aneurin Leisure Trust, Tai Calon, GAVO and Joint Trade Unions also members of the Team. These Groups continue to meet to ensure the proper management of the emergency response in Blaenau Gwent.

When the lockdown began the Council shifted its sole focus to the emergency response. This resulted in delivery of only critical services with other available resources being redeployed to support the response. A particular focus was Adult Social Services, supporting some of the most vulnerable in the community, refuse collection and recycling and public protection, with all Councils taking on significant new enforcement responsibilities under the Coronavirus legislation.

The response involved:

- School closures and the creation of School Hubs to support key workers, by providing childcare for their children, and vulnerable learners.
- Supporting families eligible for Free School Meals (FSM) with over 2,000 supported.
- The creation of the locality response teams to provide an offer of support for the 3,521 shielding residents and 1,353 vulnerable residents (over 70 or living alone). This work included support to the delivery of weekly food boxes, arranging shopping, collection of prescriptions and befriending calls etc.
- Unprecedented support provided to local businesses, enabling them to access Government financial support schemes, with the aim of protecting our local economy from the worse impact of the Pandemic.
- Staff working from home with very low attendance in the office. This has been supported by the rapid deployment of Microsoft TEAMS which is enabling the Council to work in a totally different way based on running virtual teams and meetings.
- Suspending formal council and committee meetings at the end of March. The AGM was held, virtually, on 2nd April 2020.
- Elected Members undertaking their roles whilst working remotely.

The Welsh Government and local government have had a shared commitment to work in partnership. This shared leadership was demonstrated and strengthened throughout the crisis with an unprecedented level of dialogue and engagement and openness.

The medium to long term financial consequences of the pandemic for local business and the public sector is not yet fully known. Certainly the impact on the Council's finances in 2020/21 would have been significant without the additional support provided by the Welsh Government to fund the additional costs of dealing with the emergency and the loss of income experienced as a direct consequence of the pandemic (£11.9m). This financial support when combined with additional unbudgeted grants and reduced costs, due to closure of buildings and new ways of working, has meant that we are reporting a favourable financial position at the year-end which has enabled us to enhance our reserves to deal with unexpected issues / pressures in future.

COVID 19 Recovery and Moving Forward

In an emergency the Council would normally deal with the response and then move into recovery phase to support the community back to normal. What is clear is that dealing with Covid-19 is very different. As a Council we will need to continue to respond to the pandemic, ensuring the safety of staff and the community as well as moving towards recovery. There is a Recovery Co-ordination Group (RCG) leading the recovery work in Gwent and also a local recovery group within the Council. As part of this the Council will need to take a community leadership role in understanding the impact of the pandemic on the community and identifying the interventions that need to be put in place to support recovery – this includes recovery for the local economy. Recognising that this is a task that will be delivered in partnership with other organisations across the Region. Locally the Council will look to focus on four priority areas:

- Learners;
- Community;
- Economy; and
- Workforce.

Blaenau Gwent also needs to continue to be part of the wider regional and national work to recover and create a stronger future.

The nature of the emergency has meant that the Council has had to support both response and recovery side by side, placing a further demand on resources.

It is also the case that so much about the way we live our lives has changed and we will not simply return to normal once Covid-19 is under control. There is now the opportunity for the Council to build on the positive work over the past 18 months with the expectation being that we do not seek to return to the way things were before but harness the positive aspects of the response to strengthen and modernise the Council, adopting new working practices and challenging how we did things before, in order to map out an ambitious future, create a stronger organisation and to sustain the strong relationships forged with our communities and partners. It will not be a case of delivering services as we have done before, service delivery will have to change to take into account the learning from the pandemic as well as continuing to work proactively to plan for any potential future ‘peaks.’

Despite the impact that the pandemic has had, it is possible to identify positive experience and good practice from the way the Council and community has responded in Blaenau Gwent. It is clear there is a real opportunity to hold onto these positives and to not simply return to normal but to build on our work to create a stronger and more resilient organisation and community.

The areas where this can be demonstrated include:

- the way the Council has adopted new technology and modern working practices at pace, enabling it to continue operating with staff and Elected Members almost entirely working from home.
- The targeted support provided to the more vulnerable in our communities with services coming together into multi-functional teams and working very effectively with partners and community and voluntary groups.
- The strong use of data and information to build our business intelligence about our community and the increase in digital service delivery and contact to ensure we can continue to deliver services in a way that is safe for staff and residents.
- There has been strong support for local businesses – which will need to continue – and a step change in how we communicate with our residents about service changes and the decisions being made by the Council, resulting in a real sense of a better connection with the community and an appreciation of the work of key front-line staff.
- The next steps will be really important to ensure we use this experience to build that stronger organisation and Place in Blaenau Gwent, rather than simply reverting to normal.

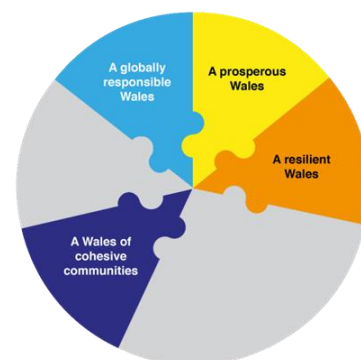
Overall Progress of the Council's Well-being Objectives 2021/22

As part of the Well-being of Future Generations (Wales) Act 2015 all Public Bodies have a duty, under section 7 of the legislation, to publish a Well-being Statement at the same time that they publish their Well-being Objectives. As part of the review of the Corporate Plan in July 2020, each Well-being Objective has been written to contribute to the Well-being Goals and observe the requirements as outlined by the Sustainable Development Principles. Both of which is also observed through our Council Business Planning process. This Self-assessment of the Council 2021/22 provides detail of activity undertaken by the Council in meeting the Well-being Objectives.

Protect and enhance our environment and infrastructure to benefit our communities

Why This Is Important as An Area Of Focus:

Blaenau Gwent has a rich heritage, and its buildings and countryside are part of Blaenau Gwent's attractiveness as a place to live, work and visit. The local environment should be used to help improve the health and well-being of families and communities and be enhanced for future generations to continue to enjoy. There is a real desire to see the communities where people live kept clean, tidy and useable, creating areas that people can be proud of.



How Well We Are Doing and How Do We Know:

In July 2021, Audit Wales (AW) reported on the work of the Community Services section. The report was very positive with AW identifying that the Council's Waste Service have, '*...achieved substantial progress over the period since 2015 through strategic planning supported by the adoption of a learning culture to manage change effectively*'.

It was also identified that Community Services had in place robust corporate budget monitoring arrangements which had assisted in the management of overspends in the service, however, the scope and focus of the financial planning was seen to be overly short-term.

AW identified one proposal for improvement, '*To strengthen its resilience, Community Services should ensure that learning and good practice that exists within its different service areas is shared throughout the directorate. The Council should also consider whether it would benefit from sharing some examples more widely across the Council*'.

In order to respond to this proposal for improvement, Community Services identified a number of actions which were approved by Scrutiny Committee and the Governance and Audit Committee. Progress includes, implementing the Waste Strategy and undertaking a review to understand what has been achieved and what is still needed in order to meet the 70% target by 2024/25.

In both 2019/20 and 2020/21, Blaenau Gwent exceeded the Welsh Government statutory recycling target of 64%, achieving 65.31% and 64.29% respectively. For 2021/22, that success has been maintained and the target of 64% has again been exceeded, attaining 64.94%. It is imperative that the Council maintains and improves its recycling targets as there is a financial penalty from Welsh Government if these are not met. The current fine for not achieving the target is £200 per tonne below the recycling tonnage required. These figures show that the performance has plateaued. Achieving the 70% target is going to be a huge challenge; the aim being reducing the amount of residual [black bag] waste being collected, and increasing recycling participation across the Borough. Assuming the total municipal waste remains constant, to achieve 70%, the Council would need to reduce residual waste and increase recycling by 1562.44 tonnes. For every 1% increase there would be a need to divert 308.66 tonnes from the residual tonnages to recycling/composting tonnages. In order to achieve this, work will include enforcement, behaviour change campaigns and a review of kerbside collections.

A breakdown of the annual 2021/22 performance is provided in the table below:

Quarter	2020/21	2021/22
Quarter 1 (April – June)	62.17%	66.51%
Quarter 2 (July – Sept)	65.94%	67.01%
Quarter 3 (Oct – Dec)	63.06%	63.47%
Quarter 4 (Jan – March)	65.53%	62.55%
Annual (as at 31st March following validation)	64.29%	64.94%

When looking at the breakdown of recycling figures for 2021/22 compared to 2020/21, it shows a drop in residual waste and kerbside recycling. The thinking behind this is owing to there being less people being at home than last year (linked to lockdown and working from home etc.) and there being an increase in the tonnages at the HWRC site as these were closed at the beginning of 2020. The comparisons are as follows:

- Residual waste has decreased by 617.861 tonnes (4.93%)
- Food waste has decreased by 115.60 tonnes (3.27%)
- Kerbside Recycling has decreased by 705.724 tonnes (10.83%)
- Garden waste has decreased by 62.282 tonnes (4.39%)
- HWRC Recycling has increased by 1343.121 tonnes (29.96%)

The Roseheyworth Household Waste and Recycle Centre (HWRC) Abertillery opened to the public in April 2021 and provides a full range of recycling services. It is intended to support residents to recycle and re-use their rubbish safely and efficiently and to assist the Council in meeting national recycling targets. It is also designed to protect the environment for future generations via schemes such as a re-use shop known as 'The Den' which is operated by Wastesavers. Residents can donate items that are in good condition and free from defect so that they can be bought and re-used by others.

Household wood waste was previously collected by the Household Waste Recycling Centres and re-processed (i.e. recycled) at third party sites, operated by private contractors. In order to reduce the environmental impacts associated with waste wood management in the South Wales region, whilst contributing substantially to Wales's current resources and statutory recycling targets, discussions are taking place for the establishment of a new Regional Wood Recycling Facility located at Silent Valley. Additional benefits of this facility include significant savings for local authorities through reduced haulage mileage and costs as well as the environmental benefits; the reduction in CO2 and NO2 emissions associated with transporting and treating waste wood. This facility also supports recycling targets and a commitment to the Welsh Government's Low Carbon agenda to tackle climate change.

Side waste enforcement has been fully rolled out across the borough and now forms part of the daily standard operating procedures for Waste Services.

The trade waste service has been operational for one year and an annual review of this service has been undertaken to consider successes and where further improvements to the service can be made. Information has been presented to the Strategic Procurement Board requesting for the trade waste targets to be reassessed. This is owing to a change of circumstances and the addition of an overhead contribution required since the original targets were set. Previously the service was experiencing a deficit but is now able to pay for itself, achieving the aim of being self-sustainable.

The Highways Maintenance and Works Annual Plan has been completed for the year 2021/22 and funding has been identified to consider the future work programme for A, B and C roads as well as auxiliary works. Alongside this, funding has been received to undertake some specific work such as:

- £300k Resilient Road Funding to undertake a feasibility study of the condition of the A4047 between Aberbeeg and Cwm;
- Welsh Government (WG) Grant to improve A roads; and
- £990k received from the Local Transport Fund to improve the junction on the A4048 at Tredegar.

The Keep Wales Tidy programme has been proactively engaging with schools and community groups to offer advice, support and resources to provide communities that are clean and attractive for current and future generations. To support this, a Litter and Fly Tipping Strategy has also been developed and an action plan is being implemented.

What Evidence is available:

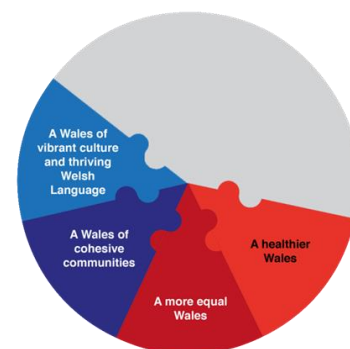
- Audit Wales Report on Community Services
- Waste Strategy Plan 2018-2025
- Waste and Recycling Data
- Biodiversity and Ecosystem Resilience Forward Plan 2019/22
- Agendas and Recordings:
 - Community Services Scrutiny Committee
 - Executive Committee; and
 - Council
- Highways Maintenance and Works Annual Plan
- Litter and Fly Tipping Strategy
- Keep Wales Tidy programme

Future Actions and Areas for Development:

- Reflect longer term financial planning within Community Services
- Work to achieve the 70% recycling target by 2024/25
- Technical Services Income Generation Model to be presented to Wider CLT as an example of the professional services being delivered which support: Income generation; Creation of a learning environment; and Resilience and sustainability (retaining local jobs)
- Following the pandemic reinstate Community Services Performance Reports including PIs and both qualitative and quantitative comparative data.

Why This Is Important as An Area Of Focus:

Improving the quality and provision of teaching and learning is vitally important to ensure the service is achieving ambitious outcomes for all. The Council will continue to invest in services in order to support economic development and regeneration in order to provide opportunities for local people and businesses.



How Well We Are Doing and How Do We Know:

Over the last academic session, school operations were negatively affected by the pandemic. However, the Council’s corporate response in supporting schools and learners during this period was largely effective. Schools adapted well to the challenges faced and, in order to reflect on learning throughout this period, and make adaptations to service provision moving forward, the directorate, along with the schools, undertook a detailed impact assessment and learning from this has been embedded into the Recovery Plan for Education.

As part of their review of the Education provision in Blaenau Gwent throughout the pandemic, Estyn noted that the collaborative working across the Council has been strengthened throughout the pandemic supporting a strong response with schools. The relationship between most schools and officers is strong and officers listen to and act upon the views of head teachers. This has been further enhanced by the establishment of head teacher working groups for ALN Reform, the development of the Self Evaluation Review (SER) and Curriculum for Wales Reform. The Thematic Review report on their findings has been positive overall and locally recognises the good work of the Council. It is pleasing that Estyn has recognised the hard work being undertaken and that they are supportive of the work the Council is carrying out with the Education Achievement Service (EAS) to support schools in planning for the next phase of recovery and renewal for children and young people.

There is an increasing number of pupils eligible for free school meals (eFSM) in all areas of Gwent. These numbers have accelerated in the last year, showing increasing inequality in the region. There are noticeable variations in attainment and qualification levels between areas in Gwent. Similarly, there are differences in attainment between less and more disadvantaged groups of children. Lower attainment can affect well-being throughout the life course. Overall, the 2019 Welsh Index of Multiple Deprivation figures and high eFSM eligibility reflect very high levels of deprivation within Blaenau Gwent. They also indicate the significant consideration required to improve educational outcomes to levels similar to other Local Authorities and to consistently match the all-Wales averages.

During the period 2010 to 2016, the proportion of pupils eligible for FSM in Blaenau Gwent was almost 30%, the highest of all Local Authorities in Wales by a significant margin. The proportions declined during 2016 to 2019, but Blaenau Gwent remained the 2nd highest in Wales for all Local Authority schools and highest for secondary schools during 2018-19. During 2021-22, the eligibility for FSM has again increased to circa 30%. Given the evidential relationship between pupil performance and deprivation (using eFSM as a proxy indicator), pupil outcomes in Blaenau Gwent would be expected to be among the lowest in Wales. However, there is a high level of ambition for all learners and the socio-economic standing is a challenge that the Council is working to overcome in order to benefit of all children and young people.

	2019	2020	2021	September 2022	
Entitlement to FSM/Transitionally Protected (%)	21.1	24.6	30.4	30.4	FSM numbers higher than pre-Covid levels. This may take some time to show recovery due to the FSM entitlement being protected.

The reporting of Council and School level performance data has been relaxed over the last two academic years in Wales by Welsh Government. However, Summer 2021 Key Stage 4 (KS4) results demonstrated progress in Capped 9 and Level 2 (L2) inclusive scores, and were in line with the targets set across the four secondary settings SDPs. It should be noted that the results in 2020-21 were provided through Centre Assessment Grades (CAGs) and not through external examinations, however, these Centre Determined Grades generated very few appeals.

Between 2010 to 2021 there was a significant reduction in the numbers of young people becoming NEET (not in employment, education or training) in Blaenau Gwent. This reduction was due to the work of the Youth Service's strategic multi-agency Raising Aspirations Group, and implementation of the Early Identification Tool. The early identification of those at risk of becoming NEET allows for timely intervention, by means of additional support, which has been proven to reduce the risk of, and in many cases prevent, young people becoming NEET. Continuing work has seen numbers remain low and reach an unverified level of 1.5% (9 young people) for 2021. This equals Blaenau Gwent's lowest level to date and is below the Welsh average of 1.7%.

A Strategic Post 16 Partnership has been established to ensure that learner pathways into Further Education are further strengthened. The Blaenau Gwent Learning Zone's performance at Key Stage 5 (KS5) continues to be good. A-level A*-C and A*-E grades continue to be strong and were in line with the all-Wales means at 99.1%.

The Covid-19 pandemic led to a decrease in attendance at both primary and secondary schools. The table below shows an annual decrease in attendance since 2019. However, it should be noted that persistent absenteeism at Primary level reduced to below that of the all-Wales means.

	July 2019	July 2020	July 2021	December 2021*
Attendance – Primary	94.4	93.5	90.7	89.3
Attendance Secondary	93.3	91.7	84.8	85.2

**WG no longer report attendance data but collect weekly.*

The number of exclusions at both Primary and Secondary Schools has seen an increase and the levels are higher than they were pre Covid. A key action for the Education Directorate and Schools is to work together to reduce school exclusion levels.

	Apr 19 – Mar 20	Apr 20 - Mar 21	Apr 21 - Jul 21	Sept 21 – Dec 21
Exclusions Primary	108	25	17	24
Exclusions Secondary	459	135	183	232
Average Number of Primary exclusions per month (no. of months in brackets)	9.8	3.6	3.4	6 (4)
Average Number of Secondary exclusions per month (no. of months in brackets)	41.7	19.3	36.6	58 (4)

For 2021/22 the funding delegated to schools was 85.4%. This is above the all Wales average and ranked 1st when compared to the family of Councils (Local Authority Budgeted Expenditure on Schools 2021/22). The Council commissions the Education Achievement Service (EAS) to deliver the statutory functions of school improvement. The annual financial costs being circa £352,000 and a 2% decrease on the previous financial year. Schools' categorisation profile has improved over the last 5 years against a backdrop of decreasing financial contributions to the EAS, highlighting good value for money.

No Primary schools or non-maintained settings are currently in Estyn follow-up categories. However, one of the Local Authority's (LA) four Secondary and all-age schools is still in an Estyn statutory category of follow up. The River Centre is the School Causing Concern and the Governing Body's response to the Service Agreement, intended to provide clarity over process between the LA and school, has created difficulty resulting in significant involvement from senior leaders. The response to the pre-warning notice letter was unsatisfactory and a Statutory Warning Notice issued. The Education Directorate are considering the next steps with the school and the potential use of intervention powers. A new Chair of Governors has been appointed and the strengthening of the Governing Body's effectiveness will continue to be a focus.

School Categorisation between 2017 and 2020, in relation to Step 3 – Level of Support Required, demonstrated an improvement in the number of schools identified as being Green (needing the least amount of support). The

number of schools in the Red category remained that same, as did that of Yellow, however there was an improvement in the number of Amber schools.

Step 3 – Level of Support Required		Numbers of Schools				Percentage of Schools			
		Red	Amber	Yellow	Green	Red	Amber	Yellow	Green
Primary	17-18	0	2	11	6	0%	11%	58%	32%
	18-19	0	2	8	9	0%	11%	42%	47%
	19-20	0	2	8	9	0%	11%	42%	47%
Secondary	17-18	1	0	0	1	50%	0%	0%	50%
	18-19	1	0	0	1	50%	0%	0%	50%
	19-20	1	0	0	1	50%	0%	0%	50%
Through Schools	17-18	1	1	0	0	50%	50%	0%	0%
	18-19	1	0	1	0	50%	0%	50%	0%
	19-20	1	0	1	0	50%	0%	50%	0%

School Categorisation between 2017 and 2020, in relation to Step 2 – Capacity to Improve, demonstrated a similar level of improvement in the number of schools identified as being Category A (showing the greatest capacity to improve). The number of schools in Category D saw a minor fluctuation, as did that of Category C, however there was a reduction in the number of schools in Category B, some of which was due to improvement into Category A. School categorisation was suspended during 2019-20 with new draft school improvement guidance being issued by Welsh Government in March 2021. The COVID 19 pandemic limited opportunities to see provision first-hand, but this resumed, to a limited degree, from summer term 2021. In this period, 4 schools made progress i.e. removed from School Causing Concern and or Estyn category. The number of Schools Causing Concern, in Estyn Categories, or subject to an LA Warning Notice reduced from 6 to 2 between 2017-18 and 2021-22 (subject to anticipated Estyn verification). While the overall number of schools in need of further support appears to have been relatively static, there has been much movement of schools in and out of the Schools Causing Concern and Statutory Warning Notice categories. 3 schools were identified as no longer needing support in 2018-19, 2 in 2019-20 and a further 2 in 2021-22, which demonstrates the effectiveness of the support that has been given to these schools when it was needed. In 2020-2021, 19 children looked after completed their statutory studies. All but one of the children in this cohort achieved recognised qualifications. The one learner who did not achieve recognised qualifications has since completed and submitted work with outcomes expected in Spring 2022.

The Council are well on track for implementing the Additional Learning Needs (ALN) reform. Where challenges for implementation have been identified, relevant training opportunities are being put in place for both senior leaders and ALNCoS. Further training will also be commissioned for Governors.

As part of the development of the Works site, Ebbw Vale, the Council has sought to provide an attractive range of business units to cater for demand within the County Borough itself and the wider south east Wales region. Within this context, a need was identified for a range of higher quality premises to appeal to a wider range of businesses. To deliver this, the Council entered into a Joint Venture with the Welsh Government to develop Hybrid Units at Lime Avenue, creating high quality business space, comprising 3 separate buildings housing 9 units. Thales has taken occupation of two buildings and the Council is nearing completion on a further lease for a business requiring space in the remaining building. This is an exciting development for Blaenau Gwent, continuing the regeneration of the strategic Works site and provides an excellent opportunity for businesses to establish, grow and develop within the area creating employment and helping to support local supply chains.

Like the Hybrid Units, the development of the Hwb Bocs provides attractive premises, complemented by on site-business support from the Council’s Regeneration staff and access to a range of other sources of support and inspiration. The project was delivered in partnership with Welsh Government and has transformed shipping containers into 21 separate office spaces alongside communal facilities and is located adjacent to the Coleg Gwent building. The Council is working closely to identify suitable tech-based businesses and entrepreneurs as part of its marketing programme with significant interest being expressed.

The Department for Work and Pensions approached the Council to act as a Gateway organisation to support applications from local businesses. As a Gateway the Employment and Skills team are required to liaise with partners within their networks to identify Kickstart job placements, submit bids directly online through the Kickstart portal and administer grant funding to companies. Several expressions of interest were received from a range of sectors including childcare, production/manufacturing, retail, hospitality and construction. To date the Blaenau Gwent Gateway has:

- supported 25 businesses;
- created 109 placements;
- 63 placements filled; and
- 48 placements in recruitment stage.

The Council's property portfolio is at:

- 92% occupancy rate;
- supporting 736 jobs;
- 17,115sq.ft. of the new 26,000 sq. ft. property development is now occupied; and
- 1,015 Covid-19 support grants awarded to businesses, totalling £2,064,000.00.

The STEM Facilitation Project, created as a result of Tech Valleys, is a co-ordinated programme of support, centred on "industry in schools STEM facilitation" within a cluster of Blaenau Gwent based schools, raising aspiration and preparing children for their journey into the world of work, whilst remaining complementary to the school curriculum. The project is also seeking to support and develop a sustainable relationship between local businesses and schools, via the industry liaison element of the role. In the Spring Term, the Blaenau Gwent STEM Project delivered two virtual events, facilitated 31 sessions with business partners and 44 sessions with providers. Of the businesses that have engaged, there is a wide range of industry sectors covered including manufacturing, Engineering, Environmental, Renewable Energy and Chemistry within Science. The Council is continuously looking to add STEM related businesses to its database in order to provide training to businesses regarding the new curriculum. The Cardiff Capital Region City Deal (CCRCD) investment panel received a proposal from Aspire BG to roll out the offer across the Region in order to provide support for Industries of the Future. Following a review of the existing apprenticeship landscape across South East Wales, specifically focussing on Shared Apprenticeship Programme aspect in relation to growing and priority sectors, a response was received: 'The CCRCD Investment panel approved the paper in October 2021 along with the sum of £500k for two years. It is understood that this funding will be for a Shared Apprenticeship pilot delivery model and further research'.

A funding proposal to Tech Valleys for the refurbishment of the Monwell Building into an Advanced Engineering Centre was approved. This project brings together Tech Valleys, Coleg Gwent and a number of partners to create a state of the art Centre of Excellence to train learners and equip them with the skills to meet the demands of the engineering industry of the future. The aim is to produce highly trained students who have a real passion for engineering and upskill the current engineering workforce, ready for the next industrial revolution. The partnership with the Aspire Shared Apprenticeship Programme will ensure local industry is provided with skilled young people for the jobs of the future.

The CCRCD Housing Viability Gap Fund is a targeted funding programme to bring forward new homes on key strategic housing sites across South East Wales. Blaenau Gwent made a successful submission to the fund as it was identified that there is a viability gap which requires a grant input to support the development to go ahead.

There continues to be an improvement in the number of affordable and private homes being delivered across Blaenau Gwent with high numbers of homes accessing funding for making them more energy efficient. Alongside this, the early intervention for homelessness means 75.2% of potentially homeless households were prevented from becoming homeless.

The Energy Prospectus has been completed enabling the Council to provide 'Energy Generation Opportunities' into the market place. Funding for electric charging points in Blaenau Gwent has been successful enabling 73 charge points across 35 sites for the community and visitors in addition to workplace, taxi and bus points. Work on the ReFIT programme of works continues – 6000 non-LED street lights have been replaced with LEDs and will generate energy savings for the Council. Hydro and wind generation projects are being investigated in detail. The GovTech

Catalyst project is in the last stages of development and final reporting will enable Blaenau Gwent to assess suitable tech for the area. The £20M National Digital Exploitation Centre (NDEC) is running and has started to assist Small Medium Enterprises (SMEs) and micro businesses with cyber security and digital design – the first Research and Development (R&D) facility of its kind in Wales.

Consideration is being given to the development of hydro generation. This would provide renewable energy to support local energy demands, however, the level of production is extremely low when compared to the level of investment required for its initial development and ongoing operations. The scheme at Cwm Cynw offers the best potential but even with this it is likely to only be able to accommodate a 17kW system. By way of comparison, a general domestic shower would be around 10kW. It was therefore decided to not proceed further with investigations into hydro generation within the Cwm and Llanhilleth wards. However, a feasibility study has been commissioned to look at opportunities at Silent Valley, building on previous work undertaken. The feedback was positive, and the Council is looking into the potential that the hydro scheme could provide power to electric pumps at the leachate lagoon. This would then enable the Council to replace the diesel pumps, which are currently hired, which is something Natural Resources Wales (NRW) are pushing for. The next steps will include identifying suitable electric pumps and creating a model to reflect how much of the hydro energy can be used by the pumps.

All placemaking plan processes are underway and the Council is now able to apply for Transforming Towns Funding from Welsh Government to support implementation. The placemaking plan embraces the digital and technological revolution trying to establish town centres with world-class connectivity which will support businesses and provides a means for retailers to trade online. The technical and digital measures include developing a digital presence for the town, strengthening the quality of WI-FI coverage, creating a favourable commercial environment for businesses to survive and grow, and establishing a regular series of events and initiatives that raise interest in the towns as a destination to increase visitors.

The digital interventions of the Ebbw Vale project, the first to be implemented, include:

- 5G connectivity throughout the town centre with 5G classroom at the Works site;
- Creating a digital high street through development of an app that allows interaction with Ebbw Vale and provides access to local businesses;
- Establishing a brand and marketing strategy for the town, that consistently promotes the leisure, tourism and retail offer that is available in the town and wider region; and
- Creating or linking to existing digital resources (online maps/council website/app) to aid way-finding for the cycle and walking opportunities through the town.

As part of this progression digital infrastructure is being embedded as well as the Gov tech catalyst which is a £20M fund to help the public sector to make use of innovative technologies and improve public services.

An approach is being sought within each town centre to support projects across each of the Towns supported by a wide range of stakeholders. Advisory Boards are being considered for the Town Centres of Abertillery, Brynmawr and Ebbw Vale based upon the Tredegar Advisory Board approach. The Tredegar Advisory Board has provided a platform for both discussion, development and delivery of projects. The Advisory Board shall act as a consultative body to oversee development and delivery of Town Centre Strategies and Plans.

Owing to the retirement of an Officer from the Regeneration Section, progression of the Local Development Plan (LDP) had to be put on hold. As recruitment into the position has taken time to progress, there will need to be a complete revision of the Delivery Agreement, and this will need to be agreed with Welsh Government.

What Evidence is available:

- Decarbonisation Plan 2020/2030
- Blaenau Gwent Net Zero Annual Report
- Cardiff Capital Region Energy Strategy
- Estyn Reports
- Director's Report
- Performance Data
- EAS Business Plan
- SER and Summary SER
- KS5 Information (Summer 2022)
- School Organisation Policy
- Inspire
- WESP
- Education Accessibility Strategy and Plan

- Agendas and Recordings:
 - Regeneration Scrutiny Committee
 - Education and Learning Scrutiny Committee
 - Executive Committee; and
 - Council

Future Actions and Areas for Development

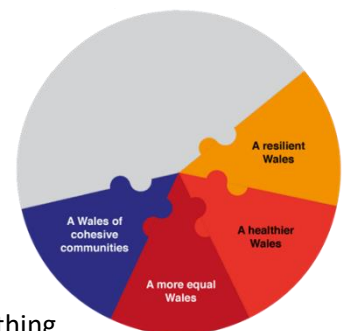
- Work to achieve higher levels of language acquisition and reading in our very young children in the early years as we ‘build back better’ in line with Curriculum for Wales Reform
- Improve attainment of eFSM pupils and particularly our more-able pupils in the early years and throughout education
- Improve school attendance in both primary and secondary sectors
- Improve progress between Key Stage 3 and Key Stage 4, particularly in English, Maths and Science
- Continue the work with Schools Causing Concern (SCC), particularly the school in an Estyn category.
- Planning to undertake a revision of the Delivery Agreement

To enable people to maximise their independence, develop solutions and take an active role in their communities

Why This Is Important as An Area Of Focus:

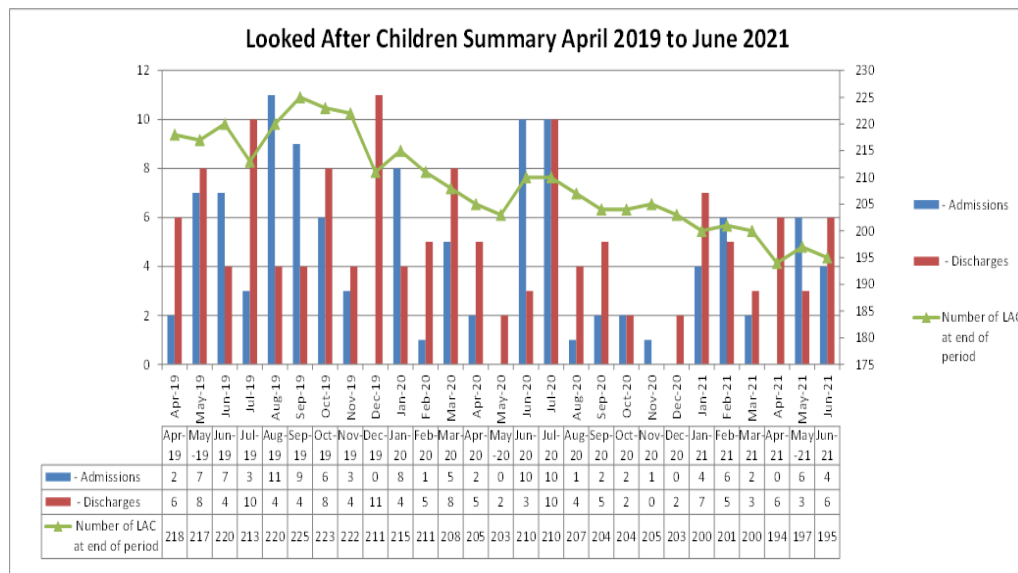
The Council wants to encourage and support people to make healthy lifestyle choices to enable children, young people and families to thrive. Research has proven people demonstrating positive health behaviours from birth through their life will lead to greater independence, and people being free from complicated health conditions later in life and reducing costs to public services. This in turn could reduce demand on services and ensure the services that are provided are high quality, efficient and responsive to local people’s needs.

With reduced funding and increasing demand on services the Council can no longer do everything it has done in the past. The focus must be on those actions that will have the greatest impact. Safeguarding the most vulnerable people in the community continues to be a top priority for the Council alongside transforming the aspirations of residents and valuing fairness and equality in everything we do.



How Well We Are Doing and How Do We Know:

The Children Looked After (CLA) Reduction Strategy has been reviewed and actions put in place up until 2025. This has been aligned to the Prevention and Early Intervention Strategy. Through implementation of these, there has been a slow downward trend of CLA which can be seen on the graph below. The end of year figure for 2021/22 is showing a further decrease in the number of CLA moving from 200 to 198 children.



It is important to recognise that the success of the CLA Reduction Strategy is dependent on a whole service approach. The robust preventative interventions delivered by Families First and Flying Start prevent needs from escalating into statutory services. The Information Advice and Assistance Team provides robust screening and initial assessment of all referrals ensuring the appropriate action is taken to meet needs. All of the Social Work Teams work exceptionally hard to keep families together and work with families using a strengths based approach. One of the key elements of the Strategy is to promote workforce stability. However, operational teams are facing staffing shortages. It is accepted that this is a Wales wide position and there is no simple solution. The senior leadership team is addressing how best to respond to the staffing short-fall from multiple standpoints; a separate strategy has been devised to consider short, medium and longer-term solutions (and considering the opportunity to collaborate on a regional basis). In order to support this further, Blaenau Gwent has decided to establish its own My Support Team (MyST), rather than operating jointly with Monmouthshire County Council. The table below shows how the residential children budget has shifted from an overspend position to a significant underspend position over the last three years. This is a direct result of having a MyST and 14 plus team working hard to move children out of residential care and closer to Blaenau Gwent.

Year	Budget	Outturn	Underspend /overspend
18/19	2,592,000.00	3,070,474.00	Overspent - 478,474.00
19/20	2,678,430 .00	2,548,152.00	Underspend - 130,278.00
20/21	2,703,250.00	2,041,704.00	Underspend - 661,546.00

The establishment of a Blaenau Gwent MyST would continue this positive work and increase capacity within Blaenau Gwent to address the backlog of referrals. Based upon previous outcomes, it is anticipated that the work of the team would decrease the overall numbers of children in residential care by 2 children each year over the next 3 years. The current average weekly cost of a Blaenau Gwent child to be in a residential placement is £4,000 a week or £208,000 per year. If the goal is to bring 2 children in residential care back to Blaenau Gwent is achieved, this will save the authority £416,000 per year (and offset the additional cost of the team).

One of the primary aims of the programmes delivered under the Children and Communities Grant (CCG) is to prevent needs from escalating. This not only relates to preventing families requiring the interventions from Statutory Services, but also working with families to support them out of poverty via routes to employment. As with all grant funded projects, there is a risk of the grant stopping and services being withdrawn. If this occurred the early needs of children and families would not be met and inevitably escalate requiring statutory interventions. To mitigate against this, each of the programmes under the CCG are supporting families to become more self-determining, drawing on their own naturally occurring support networks. The programmes also work closely with the third sector who also offer preventative services. All staff delivering the programmes under the CCG are on 12 month fixed term contracts. These are renewed each year. However, many staff have been on fixed term contracts for many years and will have accrued employment rights. This will have a significant impact on the Council if the CCG grant ended.

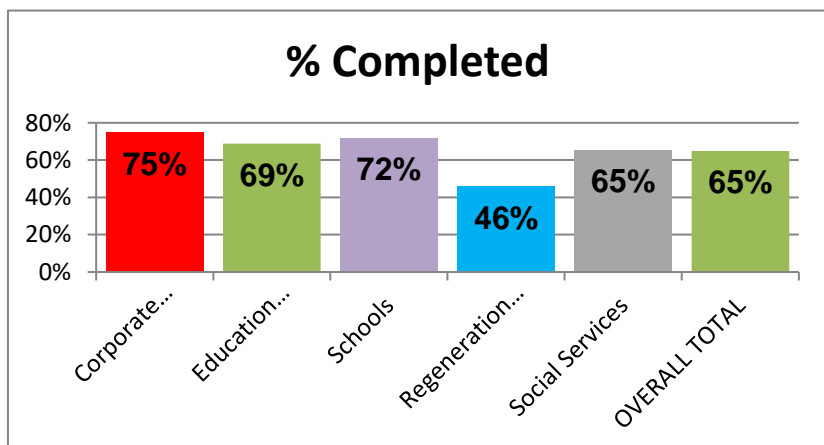
The Council has experienced a shortage of adopters available to meet the needs of the children referred to the service which has been the case for a number of years. The pandemic added to this pressure as, although there was an increase in enquiries in the region, they did not progress to applications. In addition, some adopters withdrew from process due to COVID related issues, for example being furloughed, being made redundant or losing close family members. To improve performance in this area, the South East Wales Adoption Service (SEWAS) continues to invest in recruitment resulting in an increase in recruitment activity.

In July 2021, Foster Wales was launched at the Association of Directors of Social Services (ADSS) Summer Festival, supported by the deputy minister Julie Morgan. This was a collaboration across all 22 local authorities in Wales working together to increase the number of local authority foster carers with the intention of ensuring all children who need to become looked after can remain within their local communities in high quality foster placements. This will allow children to remain in their schools and have easy access to spend good quality time with their families. As a result of the Foster Wales Campaign, Blaenau Gwent has seen an increase in the number of enquiries for new foster care applicants. At the end of 2021/22 Blaenau Gwent had:

- 49 Foster Carers which is an increase of 32.4% from last year; and
- 23 Kinship Carers (family members caring for children who would otherwise need to enter the care system) which is an increase of 57.5% from last year.

Assessment and care planning activity continues to promote the active voice, choice and control philosophy of the Social Services and Well-being (Wales) Act 2014. Outcomes focused and strengths based approaches to practice continue to be modelled, and the National Youth Advocacy Service (NYAS) remains an active partner in ensuring that children and their families engage in a meaningful way.

Audit Wales are currently undertaking a review of the Council’s safeguarding arrangements, with a particular focus



on the activity being undertaken corporately. The review is still ongoing but a great deal of work has progressed within the Council with regards to safeguarding over the past few years. Safeguarding is recognised corporately as being everybody’s responsibility. The Safeguarding Policy has recently been updated. As part of this the Council has identified a safeguarding lead officer from each directorate who meet regularly to review activity, data and processes with regards to safeguarding. Safeguarding is on the front page of the Council’s website and online awareness training is provided to all

Council staff. Volunteers and contractors are provided with a copy of the Council’s corporate safeguarding policy and procedures. To show its strategic importance, safeguarding has been included within the leadership development model as well as being a key feature of all officer inductions. To date, 464/2834 officers have completed the online safeguarding course.

The total number of adults suspected of being at risk of abuse or neglect reported during 2021/22 was 415, an increase from the previous year where the figure was 394. The number of children on the child protection register at 31st March 2022 was 64, an increase of 12 from the previous year.

Both Children and Adult Services have seen an increase in the number of referrals received by the Information Advice and Assistance (IAA) Team. Service users are being effectively supported at the ‘front door’ with the appropriate services identified to support their needs. As part of this, a review of capacity was undertaken and additional resource provided to the service to ensure that it complies fully with part 2 of the Social Care and Well-being (Wales) Act 2014.

Indicator	2020/21	2021/22
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The number of contacts for adults received during the year	4,572	5,302
The number of contacts for adults received during the year where advice or assistance was provided*	4,255	3,188
The number of contacts for children received during the year	4,512	5,781
The number of contacts for children received during the year where advice or assistance was provided*	517	623

*Capacity in the IAA Team is increasing and the knowledge base is growing resulting in more enquiries being resolved at the point of contact without the need to complete an assessment.

Work has been undertaken to review the structures and processes in Adult Services. As part of this, an outreach model for Day Services has been put in place as well as a new model for Community Options. Both are showing to be effective with the co-location of team members and also service users having more voice and control in the services that they receive.

Over the past year, and with the easing of COVID restrictions, Adult Services has seen an increase in reablement packages being provided in terms of right sizing packages of care. Due to the commencement of the single handed care review, the bettercare project has seen an increase in the number of referrals it has received over the year. The total number of packages of reablement completed during 2021/22 was 539 up from 232 in 2020/21.

Capacity at Augusta House has been safely increased to support up to four guests. Work is continuing to develop new Augusta Promoting Independence Pods at the site. As part of these plans, the respite offer to young adults, as part of the transition planning from Children’s to Adult Services, will be increased. The development of the enhanced Day Activities / Community Options Team has progressed well despite the ongoing COVID 19 pressures.

Adult Services is continuing to look at funding options in order to increase capacity and enhance Technology Enabled Care (TEC) provision via the Gwent TEC group. A SMART flat is in development, within a sheltered housing scheme, to demonstrate the range of TEC available to support people to continue to live independently within the community. An increase of £828,401 has been received in our HSG allocation for 2021/22. These monies can now be used to commission services, as evidenced in the Commissioning Plan/Spend Plan, to meet the housing support needs of the citizens of Blaenau Gwent.

One of the biggest challenges faced during 2021/22 related to lack of workforce capacity, in particular, Provider Services and Domiciliary Care are experiencing acute pressures. Within Adult Social Services workforce concerns are in frontline registered care worker roles as well as our in-house and externally commissioned care and support services. In Children’s Services pressure was in the locality teams which manage the majority of children on the child protection register, children looked after and court work. The department as a whole has been working hard to look at innovative ways of managing the workload in these areas as well as developing recruitment and retention strategies to address workforce pressures. Despite these significant pressures the existing staff and providers of services have continued to ensure children and adults needs are met, risks are managed and safeguarding issues dealt with. Social Services are working closely with Organisational Development to establish a Strategic Workforce Plan to support capacity concerns. The workforce in Social Services has been identified as a critical risk and has therefore been included on the Council’s Corporate Risk Register.

The services are finding it difficult delivering existing packages owing to the staff shortages and this will continue with the delivery of new packages to new people coming into the system. The Gwent Strategic Co-ordination Group (GSCG) has been convened as a result these service concerns. A Tactical Co-ordination Group (TCG) has also been convened by the GSCG. The remit is to pull together representatives from all parts of the system to determine a set of interventions that will help (in the short term) to alleviate pressure and commence a more detailed piece of work to look at all system components and re-imagine / re-design how we can work more effectively so that this situation does not continue to re-present on a cyclical basis.

The outcomes approach has been embedded into service delivery with the ‘what matters’ question at the heart of the work being undertaken. All Social Services staff have been trained in the use of the approach and there is an ongoing learning and review process in place for staff in order to further strengthen the approach moving forward.

The Gwent Regional Partnership Board (RPB) is an advisory body, that takes oversight of and provides direction to any areas of integrated working across health and social care. The Council is an active partner on the Board.

The RPB was successful in utilising £8,313,131 transformation funding in 2021/22 to support a number of projects across Gwent, these include:

- The development of early intervention and prevention services (Integrated Wellbeing Networks);
- The development of primary and community care services (Compassionate Communities);
- The redesign of child and adolescent emotional and mental health services (Iceberg model); and
- The development of an integrated 'Home First' discharge model.

Sustainability will be the primary focus in the final year of implementation, bringing together successful elements alongside successful ICF programmes, to create a framework of services within a model of 'Place Based Care'. All four programmes, have embedded well and the evaluation reports demonstrate both financial efficiencies and improved wellbeing outcomes for citizens have been achieved.

The Transformation Programme, to support the continued development of a 'seamless system' of care, support and well-being in Gwent, in response to the Welsh Government's new long term plan for health and social care, 'A Healthier Wales', has seen progress across the four identified programmes with evaluation reports demonstrating both financial efficiencies and improved wellbeing outcomes for citizens have been achieved.

As part of the response to the COVID 19 pandemic, the Regional Partnership Board was key in overseeing a joint response with regular updates provided to reassure the Board that the hospital capacity and support in the community was able to cope with each wave of the virus locally and regionally, which has been very much due to the success of collaborative working by all partners and more lately due to the vaccination roll out.

What Evidence is available:

- ACRF 2021
- CLA Strategy
- Corporate Safeguarding Policy
- Prevention and Early Intervention Strategy
- Agendas and Recordings:
 - Social Services Scrutiny Committee
 - Executive Committee; and
 - Council
- CIW Reports
- Social Services Performance Indicators
- Corporate Parenting Plan

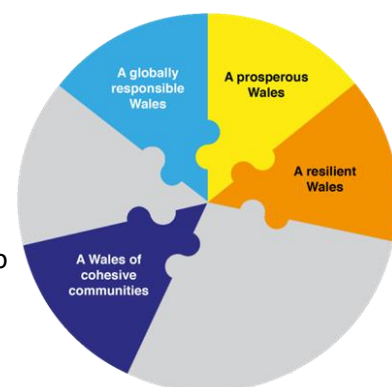
Future Actions and Areas for Development

- Work with the GSCG and TCG to alleviate pressures in both the short and long term.
- Work to establish the development of a Strategic Workforce Plan to support capacity issues across the Council.

An ambitious and innovative council delivering the quality services we know matter to our communities

Why This Is Important as An Area Of Focus:

The Corporate Plan provides the focus for delivering lasting change for the area. It also provides the platform for transforming Blaenau Gwent into a more confident and capable Council. The ambition is to deliver better outcomes for the people of Blaenau Gwent and that ambition is underpinned by solid and sustainable plans, ensuring the Council can be held to account for what it has promised to deliver. Maximising the impact of resources to deliver those outcomes sits at the heart of this priority, including; understanding costs, controlling expenditure, maximising income and aligning resources to the needs of residents, businesses and visitors to build a Blaenau Gwent for the future.



How Well We Are Doing and How Do We Know:

As at 31st March 2021 the Council had £28.3M of usable financial reserves. This is the equivalent of 19.4% of the Council's annual spend, the 8th lowest of all 22 Welsh local authorities. The council's 'bridging the gap' programme of strategic business reviews continued throughout the year to create efficiencies and financial resilience for the future. The £2.58M delivered in the last year enabled the Council to balance the budget and provided the flexibility for the decision to freeze Council Tax for 2022/23. Building financial resilience for the future is important and the Council's reserves were at the same level as they were in 2012 at over £10.5M, an increase of £2.5M in the last 5 years. The increase in funding is welcome news, however, it does not reverse the significant budget reductions of the last 10 years which means that the Council must continue to be financially prudent and work hard to meet service demands whilst balancing the budget in future years.

Revenue Outturn Expenditure' interactive (PowerBI) dashboard - <https://www.data.cymru/dashboards/expenditure?q=ro22>

The revenue budget financial statement provisional outturn as at 31st March 2022 was as follows:

Item	Revised Estimate 2021/2022	Provisional Expenditure to 31 March 2022 (excluding Reserve Adjustments)	Provisional Expenditure to 31 March 2022	Variance Favourable / (Adverse)
	£	£	£	£
Summary				
Corporate Services and Financial Management Strategy				
Corporate Services	4,351,420	3,901,949	4,198,043	153,377
Financial Management & Strategy	13,428,490	11,941,563	11,941,840	1,486,650
Covid 19 Related Expenditure	0			0
	17,779,910	15,875,512	16,139,883	1,640,027
Social Services				
Children's Services	14,006,860	12,618,052	12,652,520	1,354,340
Adult Services	26,509,200	23,383,161	23,979,941	2,529,259
Business Management / Corporate Recharges	6,135,580	5,890,068	6,117,026	18,554
	46,651,640	41,891,281	42,749,487	3,902,153
Education	59,740,650	59,838,996	59,635,505	105,145
Aneurin Leisure Trust	4,159,100	4,135,975	4,182,529	(23,429)
Covid-19 Related Expenditure	0	-	-	0
	63,899,750	63,974,971	63,818,034	81,716

Item	Revised Estimate 2021/2022	Provisional Expenditure to 31 March 2022 (excluding Reserve Adjustments)	Provisional Expenditure to 31 March 2022	Variance Favourable / (Adverse)
	£	£	£	£
Summary				
Economy	1,574,150	1,491,087	1,518,161	55,989
Covid-19 Related Expenditure	0			0
	1,574,150	1,491,087	1,518,161	55,989
Environment and Infrastructure				
Environment	17,658,360	17,328,527	17,845,829	(187,469)
Infrastructure	9,069,580	8,976,650	8,852,941	216,639
Covid-19 Related Expenditure	0	12,302	12,302	(12,302)
	26,727,940	26,317,479	26,711,072	16,868

Planning Committee and Licensing Committee				
Planning	1,290,730	739,337	701,708	589,022
Licensing	109,050	94,838	94,838	14,212
Covid-19 Related Expenditure	0			0
	1,399,780	834,175	796,546	603,234
Other – Transfer to Specific Reserves	0	(897,428)	2,649,630	(2,649,630)
Total Expenditure	158,033,170	149,905,550	154,801,287	3,231,883

In March 2021, Council approved a new operating model and working arrangements for staff and buildings. Following the COVID 19 pandemic and the lockdowns that were put in place, staff and members worked remotely in the main moving to arrangements based on digital platforms. A review of the pandemic was undertaken with the realisation that Council business and services can be delivered in a very different way, be more in line with modern working practices, reduce costs and the impact on the environment. The Council looked to seize this opportunity and made step changes now so not to simply return to the same operation as before. A survey of staff conducted late in 2020 showed that staff responded positively to home working and felt that the Council has handled the change well. This shows support from staff to continue to working in a more agile and flexible way and the positive impact this has had on productivity. It is also notable that the Council has reduced its costs in relation to running buildings and business travel, with a subsequent decrease in carbon generated as a result of Council operations.

As part of the new operating model, Council also agreed for a Democratic Hub to be established at the General Offices, Ebbw Vale, to vacate and demolish the Civic Centre and to develop Community Hubs from libraries across the Borough. As part of the new operating model, the Council also embedded an Agile Working Policy. This included a review of the working and contractual arrangements for staff and identified all posts as either home worker, agile worker or service / community based worker. All staff were consulted on as part of this process with allowances for home and agile staff put in place as well as support for staff to ensure they had appropriate workstations at home, taking into account the health, safety and wellbeing of staff. Agile working has also further reduced the use of paper, there is less commuting and overall less business travel. As part of their review, Audit Wales identified that no engagement was undertaken on the closure of civic centre due to challenges of engaging during pandemic.

Throughout the COVID 19 pandemic, the Council's workforce showed great strength and resilience when delivering services. This included a number of Officers having to be re-deployed and working outside of their 'traditional' roles. During the pandemic there was an increased sense of pace with services having to react to unpredictable situations with national advice being changed frequently and at short notice. Some services are still very much working to address the pandemic and are having to undertake a dual role of working in both response and recovery. Officers are showing immense flexibility in the delivery of services and this learning has been harnessed by making changes to processes so that they operate more efficiently under existing circumstances.

The Council has identified a number of priorities for recovery and renewal, as part of the response to the COVID-19 pandemic. There are five recovery themes each with an action plan and monitoring methods in place:

- Community (overarching theme);
- Social Services (Children and Adults);
- Economy;
- Education; and
- Workforce.

The recovery and renewal plans will act as working documents, outlining how the Council will continue to support schools, the economy, the community, service users and the workforce during, and beyond the pandemic. It is, however, highly likely that there will be a need to continue to move between alert levels and thus working to response and recovery at the same time. Therefore, an effective approach to business continuity at each level is required.

In Autumn, the Council undertook a Community Impact Assessment pilot which considered a range of qualitative and quantitative research to consider how pre-existing inequalities have been exacerbated by the pandemic for key groups such as young people, families with young children and people with learning disabilities. The work identified several key impacts, such as mental health and the digital divide, and the intention is to build on this approach and maximise the use of intelligence to inform future recovery work and ensure decision-making is evidence based.

For 2021/22 the Council's sickness outturn was 16.74 days on average per full time employee. This is an increase of 5.07 days per employee in comparison to 11.67 days the year before. If the COVID related absence is removed from the 16.74 days, the sickness outturn reduces to 14.20 days – which is still an increase in comparison to last year's 9.98 days (excluding COVID).

The total number of complaints received by the Council in 2021/22 was 105. The Waste Service received the most complaints with 40 in total. 96% of complaints were closed within the reporting period (20 working days) with the outstanding 4% responded to after 20 working days. A total of 34 compliments were received for the financial year 2021/22.

Two members of staff were the subject of the capability process during the period April 2021 – March 2022, both cases were resolved during the period.

Six internal grievance procedures were instigated between April 2021 and March 2022. Five of these were closed by the end of the year, with one case ongoing. A collective grievance was raised concerning 55 employees, this remained open as at 31 March 2022.

In 2021/22 4 complaints against Members were made to the ombudsman but none were investigated due to no evidence of a breach or too minor to pursue.

The Authority received and processed 863 Freedom of Information requests between 1st April 2021 and 31st March 2022. The service responded to 93.9% within the 20 working day requirement. This is an improvement on the level attained the previous year increasing from 86.59%.

There were no whistle-blowing incidents reported to the Authority during the year, however two whistle-blowing complaints were ongoing from the previous year.

Ongoing communication is a must within Blaenau Gwent and the communication process is pre-planned and monitored throughout the year to include regular and reactive updates both internally to the council and externally. The Council's Communication function has been reviewed externally and a number of recommendations provided in order to improve communication to staff and customers. A working group with representation across the Council is to be set up to understand the range of communication methods and needs across the Council to ensure a joined up approach and a reduction in duplication.

The Council has taken a focussed and proactive organisational approach to the reviewing and redesigning of services by introducing a user design approach to ensure the customer is at the centre of all service planning, these have included: Planning; Insurance; Street Cleansing; Waste; and Starters, Leavers and Movers with Organisational Development. This forward thinking approach has been shared with partners such as the Welsh Local Government Association (WLGA) and Tech Valleys. Maintaining momentum in this key area will be a challenge with support being required across the whole organisation.

The Council has set out minimum standards of behaviour and has provided guidelines to help maintain and improve standards. The Council's Constitution is a key document which sets out how the Council operates, how decisions are made and the procedures followed to ensure that these are efficient, transparent and accountable to local people. It also includes a code of conduct for both officers and members.

The Council has in place comprehensive arrangements for Elected Members. As part of this, there is an extensive Member Development Programme in place, aligned to the forward work programmes of the Committees and Council priorities as well as from the Personal Development Review (PDR) process in place

for members. A particular focus has been on the development of an induction programme to support members as part of their role following the 2022 local elections. A variety of training materials, guidance and documentation is available to members and this is included within an online member library.

Evaluations are undertaken after every scrutiny meeting to review the processes in place and where further improvement can be sought. Learning is also undertaken annually and research from other areas considered. This learning has led to an extensive review and change of the current democratic processes including; a reduction in minutes, the live recording of meetings, significantly reduced agendas which only include key items and reducing the size of committees. Regular evaluation of these processes and considerations for further changes will be undertaken throughout the year.

A PDR Scheme and Competency Framework is in place for Members to ensure an appropriate level of competency and to identify any further training needs or continuous professional development requirements that are required for the job role, or to prepare them for future roles. Role descriptions for Members are established and are included within the Constitution.

As a Local Authority it is vital in the work that we undertake that we collect and process personal information in order to fulfil our obligations and perform many of our day-to-day operations. In May 2018 the GDPR came into force and made significant changes to how the Authority handles personal information and placed many additional obligations on organisations. A project team was created at the time to manage the work needed to ensure the Authority was compliant with this new legislation which has since been disbanded but the work to ensure continued compliance is ongoing through the work of the Information Governance Forum (IGF) that is chaired by the Senior Information Risk Owner (SIRO) and supported by the Authority’s Data Protection and Governance Officer which is a mandatory role within the legislation. Following Brexit the GDPR legislation has since become known as UK GDPR and currently remains identical to the EU GDPR although some changes are currently proposed and out for consultation.

Whilst implementing GDPR in 2018 the Council implemented an Information Asset Owner structure in order to be compliant with the legislation and ensure that there are clear defined lines of responsibility towards information assets owned by the Council. Information Asset Registers are in place for each area of the Council and regularly reviewed to ensure that there is corporate oversight of all key information systems and to risk assess these in terms of the confidentiality, integrity and availability.

In addition to the Information Asset Registers the Council also adhered to an addition obligation under GDPR to create a Record of Processing Activities for all departments. This document provides the ability to drill down to the necessary level of detail required under GDPR to identify when the Council collects and processes personal information, why it is doing this, what legally permits it to do this etc. The Council also has a suite of Information Governance and Security policies and procedures that are regularly reviewed to manage and ensure compliance with its statutory duties.

All Data Protection Impact Assessments are approved by the Data Protection & Governance Officer to ensure that there are effective controls in place to mitigate the risk of a Data Protection Breach. Where a Data Protection Incident is reported, the Data Protection & Governance Officer will investigate the cause and review the responsible service area controls to ensure they are effective. The Data Protection & Governance Officer, Information Governance Forum and the Council’s Senior Information Risk Officer (SIRO) review the Council’s information governance arrangements to ensure they are fit for purpose.

Internal Audit Services issued 45 audit opinions during the year.

Audit Grading	No of audits
Full Assurance	12
Reasonable Assurance	13
Limited Assurance	6
No Assurance	1
Non-graded	13

The number of audits undertaken and the proportions of grades for the period aligned to pre-pandemic trends. For 2021/22 there were no patterns / trends to the audit outcomes that indicated particular areas of concern and no individual findings of such significance to cause concern regarding the integrity of the Statement of Accounts. The overall audit opinion on the adequacy of the internal control environment continued to reflect Reasonable Assurance across the council. Members of Wider Corporate Leadership Team continue to receive periodic reviews of Internal Audit findings to ensure appropriate corrective action is taken to maintain and / or improve internal controls.

What Evidence is available:

- Internal Audit Reports
- Management Statements
- Statement of Accounts
- Annual Governance Statement
- Minimum Revenue Provision (MRP) Policy.
- Code of Governance
- Internal Audit Plan
- Risk Management Strategy and a Risk Management Handbook
- Risk Registers
- Budget Survey – January 2022
- Out turn expenditure report from Data Cymru
- Central Contracts Register
- Staff Survey
- Commercial Strategy
- Communications Strategy
- Locality Data and Evidence
- Community Hub Data and Evidence
- External Communications
- Internal Communications
- MD Messages
- Agile Working Policy
- Future Operating Model
- Sickness Absence figures
- Workforce Strategy and Action Plan
- Thinki Learner Management System (at alpha phase).
- OD Policies
- The Annual Report to the Equality and Human Rights Commission
- Agendas and Recordings:
 - Joint Budget Scrutiny Committee;
 - Governance and Audit Committee;
 - Corporate Overview Scrutiny Committee;
 - Executive Committee; and
 - Council
- Older People’s Commissioner for Wales Report
- Age Friendly Blaenau Gwent Action Plan
- Workforce Strategy
- Council’s Pay Policy Statement
- Strategic Equalities Plan 2020/2024
- Strategic Equalities Plan Annual Report 2021
- Corporate Complaints Policy
- Complaints and Compliments
- Constitution
- Assessment of Performance 2021
- Assurance and Risk Assessment Information from Auditors
- Audit Wales Reports
- Engagement Strategy, Calendar and Tracker
- Finance and Performance Report
- Participatory Budgeting
- PSB Papers
- TCC Clerks Terms of Reference
- Welsh Language Promotion Strategy 2017/22 and Action Plan
- Diversity in Democracy Action Plan
- Digital Democracy Presentation
- Local Government and Elections Act Action Plan
- Recovery Plans
- Annual Scrutiny Report
- Business Plans (for all Directorates)
- Dashboard for poverty (Data Cymru)
- Blaenau Gwent Lifestyles – Acorn Segmentation 2022
- Audit Wales Reports

Future Actions and Areas for Development:

- Embed the recommendations via the Communications Working Group
- The Council to consider where the user design approach is required and to ensure staff are available to support the process.

- Identify actions/measures to further address the gender pay differences as part of existing Equality plans.

Overall Progress of the Well-being Goals 2021

A Prosperous Wales

How Well We Are Doing and How Do We Know:

The organisation, End Child Poverty, released new data in October 2020 with findings showing that the highest rates of child poverty in Wales are in Pembrokeshire and Blaenau Gwent. Blaenau Gwent is one of 5 counties in Wales to have seen a rise in the proportion of children living in poverty since 2015. The impact of poverty on children is well documented, with children from low-income families more likely to experience worse physical and mental health; do less well in school; and have fewer opportunities in the future. The Welsh Index of Multiple Deprivation (WIMD) captures the extent of deprivation as a proportion of residents living in each lower super output area (LSOA). The eight considerations of the WIMD are: income; employment; health; education, skills and training; geographical access to services; housing; physical

environment; and community safety. Blaenau Gwent has the highest percentage of LSOAs in the most deprived areas across Wales at 10%, for income (19.1%), education (27.7%), and community safety (23.4%). <https://www.data.cymru/dashboards/viewofpoverty>

The private housing market in Blaenau Gwent is growing and has seen a significant increase over the last 12 months. The Council has received a significant increase in Social Housing Grants but is finding it difficult to spend the full amount on active housing developments due to the fact that there is limited land availability to build.

The Ebbw Valley Railway (EVR), a branch line of the Great Western Main Line, has had a significant regeneration impact in Blaenau Gwent, increasing connectivity and accessibility since its re-opening to passengers more than a decade ago. EVR's success was demonstrated with passenger usage numbers far exceeding initial estimates, and the planned new line extension to Abertillery, including a park-and-ride facility for 100 vehicles, will further increase accessibility and connectivity for the Abertillery region. The success of the EVR is supported with evidence from local employers who altered shift patterns for employees travelling by train and has opened up new options for local residents in terms of employment opportunities and access to services and facilities, both within Blaenau Gwent and the region. The extension to Abertillery will increase these benefits further and has the potential to increase footfall in the town centre and create retail growth.

A Resilient Wales

How Well We Are Doing and How Do We Know:

The Council has approved for the Ciner Glass Factory to be developed on the industrial site in the Rassau. This is a positive position for Blaenau Gwent and it is hoped that the factory will create 650 jobs and provide economic benefits to future generations. The intention is for the site to act as a catalyst to provide further innovation and investment into the area.

The UK Government has announced funding as part of the Shared Prosperity Scheme. Blaenau Gwent is working both regionally and locally to ensure that the area is able to access as much money as possible in order to provide funding to the areas that require the most support. Some of the work to date includes working with the Cardiff Capital Region City Deal (CCRC) and northern valleys to support transport projects at a regional level.

Circa £2M has been utilised to provide ICT facilities across all schools in Blaenau Gwent as part of the hwb tech initiative. This Welsh Government initiative is looking to provide suitable infrastructure, services and resources across school estates to support the needs of schools in accessing and using digital services. The approach looks to enable maintained schools in Wales to consistently exploit the transformational benefits which digital technology can have on education. The initiative provides a range of digital services to inspire teachers and learners to confidently embed digital practices, whilst developing a digital culture, competencies, skills and knowledge.

Blaenau Gwent Council is working with the CCRC and the nine other local authorities in the region to offer opportunities to businesses and new graduates. The Venture Graduate Scheme aims to enhance productivity, innovation and economic growth by linking talented graduates with ambitious businesses in the CCRC. The scheme offers businesses a range of free services to overcome barriers to recruitment, while graduates on the scheme get to participate in a coherent scheme and complete a fully funded internationally recognised ILM qualification. More information can be found here: <https://www.venturewales.org>

A More Equal Wales

How Well We Are Doing and How Do We Know:

The Council is committed to implementing the Equality Act 2010 and this is evidenced by the Blaenau Gwent Strategic Equality Plan (SEP) 2020/24. The Plan was developed using research and engagement of people with different protected characteristics as well as developing a Member's Task and Finish Group.

The plan contains the Council's Equality Objectives:

- We will be an organisation who ensures fairness and equality is in everything that we do;

- We will be an equal opportunity employer with a workforce that values equality and diversity;
- We will support children and young people, particularly those with protected characteristics, to achieve their learning ambitions;
- We will promote and support safe, friendly and cohesive communities;
- We will ensure there is meaningful involvement with people who have protected characteristics and key stakeholders that represent their interests; and
- We will strive to tackle inequality caused by poverty for people who have protected characteristics.

The plan and supporting documents can be found at <http://cc-mgov-01/ieListDocuments.aspx?CId=1134&Mid=2172&Ver=4&LLL=0>

The Equalities Plan aims to put fairness and equality at the heart of everything the Council does and this is central to maximising well-being outcomes for residents, local communities, staff and visitors, now and in the future. As public service providers it is recognised that there is a key role to play in making a real difference to people's lives. Therefore, the Council will continue to strive to be a 'fair and equitable' organisation as outlined in the Corporate Plan 2018-22. Monitoring the plan through the corporate business planning arrangements will be an important step to ensure equality is mainstreamed and embedded across working practices and service delivery and that the objectives remain fit for purpose.

Fundamental to the development of the SEP was the involvement of people with different protected characteristics. The involvement plan, guided by the National Principles for Public Participation in Wales and the Children and Young People's National Participation Standards, consisted of two phases and went beyond the 4 weeks' statutory consultation period:

- Phase 1: 'Talk to us about Fairness and Equalities' (July – September 2019) (120 participants); and
- Phase 2: 'Tell us what you think about equalities' (December – January 2020) (96 formal survey responses).

During each phase proactive promotion and encouragement was undertaken with people with protected characteristics to get involved and participate in a way that was meaningful to them to help shape the Council's equality objectives. This aspect was predominately supported by working with key equality organisations and agencies which are part of existing equality networks. This subsequently led to the delivery of a number of bespoke engagement sessions, outside of traditional consultation arrangements, for people with learning disabilities, people with physical impairments and complex needs, and also included work with the 50+ Forum, Youth Forum and Children's Grand Council. Formal consultation responses, received from key organisations who advocate on behalf of underrepresented groups, were also considered as part of the design process. The involvement plan culminated with the delivery of a successful celebratory event in January 2021 which brought together people with different characteristics to discuss what's really important to them and, through the delivery of the Council's Equality Plan, a real difference can be made.

Following the completion of a proforma developed by the Older People's Commissioner for Wales, the Commissioner has responded to the Council that she was pleased to read about the success of the Community hubs across the borough in both enabling access to information and in providing digital support for those older people wanting to get online. The information by the Council demonstrated a commitment to ensuring that older people can access information and services in an increasingly digital world. The response also made a commitment to continue to develop the work around access to information and digital support referenced in the Age Friendly Blaenau Gwent Action Plan which commits to becoming even more age-friendly as we recover from the Covid19 pandemic and establishing age-friendly communities across the borough.

The Council has provided support to a number of National equality campaigns, such as preparation for 'Proud Council' and contribution to Welsh Government National consultations such as the LGBTQ+ Action Plan.

The Gender Pay Gap information, required under the statutory requirements of the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017, is presented and published through the Council's Pay Policy Statement 2020/2021. In comparison with the UK gender pay gap (17%, 2019) the Council is confident that men and women are paid equally for doing equivalent jobs across the Council. Data shows that the workforce is predominantly female with women occupying a high percentage of jobs across all four of the pay quartiles. Also, the pay gap in Blaenau Gwent is significantly lower than the national average and has further improved, reducing from 2.94% at the lower

mean to 2.78% mean. In seeking to address gender pay there is a suite of policies in place that promote equalities throughout the workforce and data for this year is also being reviewed. As a result of this work, actions/measures required to further address gender pay differences will be incorporated into existing Equality plans.

Providing opportunities to become a more diverse Council can lead to better engagement with individuals and communities, in turn leading to greater levels of confidence, trust and better decision which is informed by a wider range of perspectives and lived experiences. On 29th July 2021, Council signed up to becoming a 'Diverse Council'. There are a number of expectations on Councils, as part of the Local Government and Elections (Wales) Act 2021, to support diversity in the democratic process and also for political parties to support the process of becoming a councillor and support once elected. As part of this, a Diverse Council Action Plan has been approved by Council and is in the process of being implemented. The action plan sets out intended activity ahead of the 2022 local elections and the work to be progressed in the longer term. To support the development of the action plan and ambitions moving forward, the Council was successful in receiving digital democracy funding from Welsh Government. These monies were used to commission an external company, Perago, to support the Council in identifying the barriers to engaging in the democratic process. This work was targeted to 16-18 year olds but provided a great insight into the potential barriers and solutions for Blaenau Gwent as a whole moving forward.

A Wales of Cohesive Communities

How Well We Are Doing and How Do We Know:

A main objective of the Strategic Equality Plan is to promote and support safe, friendly and cohesive communities. Working in partnership with the West Gwent Community Cohesion Programme and local Community Safety Partnership, the Council continues to deliver a range of projects and initiatives which promote increased awareness and understanding; encourages and celebrates diversity; and brings people and local communities together to strengthen community spirit and resilience.

The Council has successfully raised awareness and understanding of numerous International and National Equality and Cohesion Campaigns via social media, as well as delivering on specific initiatives with staff, communities and stakeholders (for example, the Youth Forum, Citizen Panel etc.). Examples of the campaigns supported includes Holocaust Memorial Day, Show Racism the Red Card, LGBTQ+ (lesbian, gay, bisexual, transgender, queer +) History Month, Pride, White Ribbon Day (campaign to end domestic violence), Black History Month and International Children's Day.

Since 2016, Blaenau Gwent Council has supported the UK's Resettlement Scheme Programme, working in partnership with a wide range of public, third sector and private sector organisations, to deliver a holistic package of support. This initial work resulted in four Syrian families (20 individuals) who fled Syria being assisted. In May 2021, the decision was taken to continue the support by participating in the Afghan Resettlement Programme and Wider Asylum Seeker Dispersal Scheme as a pilot. Therefore, offering to prepare a further two properties for accommodation. Participation in the Wider Dispersal Scheme demonstrates the Council's commitment towards supporting the Welsh Government's ambition of Wales being a 'Nation of Sanctuary'. The Council is also supporting two Government schemes to help those fleeing the war in Ukraine. The Council continues to support arrivals under the 'Homes for Ukraine' scheme and, to date, 15 people have arrived in the borough so far. Support is being provided as well as help to integrate with the community. It is likely that many more people will arrive through the Welsh Government's visa route. Work has been undertaken to establish a Welcome Centre in Ebbw Vale and this was opened from 11th July onwards. Further work is being undertaken to potentially identify further locations for Welcome Centres. Welcomecentre@blaenau-gwent.gov.uk

Based on the findings of the Community Impact Assessment undertaken by the Council, work has been undertaken with a range of local community groups to promote inclusion, as well as providing an increased awareness of what further support and funding opportunities are available to recover from Covid-19. For example, working with Public Service Board (PSB) partners support was provided to deliver a participatory budgeting Community Choice, Community Voice programme. This resulted in £252,393 funding being awarded to 40 community groups delivering local projects. Work also continues with Registered Social Landlords, GAVO and Public Health Wales to maximise funds to address the impacts of loneliness and isolation. The Loneliness and Isolation Fund was launched in

December 2021, enabling local community groups to reconvene following the pandemic and support the wider community.

Home and fire safety services have been provided to victims of crime, anti-social behaviour and domestic violence in the area. Initiatives have also been provided in order to protect, support and empower those who are vulnerable to exploitation, violent extremism or terrorism, as well as human trafficking and modern slavery.

The Gwent PSB has undertaken a comprehensive review of Community Safety across the region. The work has included:

- The need for a comprehensive governance review of Community Safety and violence against Women, Domestic Abuse and Sexual Violence (VAWDASV) in Gwent;
- Confirm the Gwent Community Safety Board (Safer Gwent) as the existing forum to take forward this work; and
- Nominate a strategic advocate to lead the development of a future scoping paper to come back to PSB.

A Safer Gwent group has been established in order to work with key Community Safety Partners and provide strategic direction and a structured approach to Community Safety across the five local authority areas of Gwent. Safer Gwent is made up of representatives from the local authorities, the local health board, registered social landlords, voluntary sector, youth offending services and the probation and rehabilitation services. The group aims to develop a collective community engagement approach to enhance partnership working with a view to achieving better outcomes in tackling anti-social behaviour, preventing re-offending and supporting victims. Safer Gwent will meet quarterly and enable information sharing to facilitate enhanced partnership working; influence existing funding opportunities to support the Commissioner's Police and Crime Plan priorities; map existing community safety services to identify duplication and gaps in service provision; and provide information to support commissioning of community safety services.

The Gwent Community Cohesion Team has worked in collaboration with Dragons Rugby to engage the community and spread the national campaign message #HatehurtsWales. Blaenau Gwent Council, together with its fellow local authorities across Gwent, have worked with schools, not only to challenge racism and hate crime, but to also promote inclusion and celebrate the region's diversity. Last year schools were involved in producing an anti-racism poster competition which was organised by Race Equality First. Schools across the region produced some powerful art work which displayed messages that promoted equality and showed that hate has no place in rugby or the community.

A Wales of Vibrant Culture and Thriving Welsh Language

How Well We Are Doing and How Do We Know:

The aims of the Blaenau Gwent's Welsh Language Strategy are linked with the Welsh Government's vision to create a million Welsh speakers in Wales by 2050. In order to meet a target of a 44% increase of Welsh speakers by 2050, Blaenau Gwent would need to gain an additional 2,324 Welsh speakers against the 2011 Census where the Blaenau Gwent baseline is 5,284 (data from the 2021 Census in relation to Welsh language is yet to be released). Therefore, this represents an average annual increase of 70 additional Welsh speakers, i.e. 3% of the target figure of an additional 2,324 in Blaenau Gwent for the next 33 years.

The council has in place a Welsh Language Promotion Strategy 2021/22 and has identified the following three Welsh Language Promotion objectives:

- To promote and encourage the use of the Welsh language within families and the community;
- To increase the provision of Welsh language education and informal activities for children and young people and to increase their awareness of the value of the language; and
- To increase opportunities for people to use Welsh in the workplace.

The outcomes of the Strategy are:

- More people engage with the Welsh language;
- More people attain fluency in the Welsh language;
- More Council employees are able to use Welsh Language Monitoring Arrangements;

- Welsh Language Promotion Strategy Action Plan in place;
- Blaenau Gwent Welsh in Education Strategic Plan in place; and
- Welsh Language Annual Monitoring Report undertaken.

There is currently an open Welsh Language Investigation with the Welsh Language Commissioner linked to potential breach in the delivery of services in Welsh from the Contact Centre. It has been noted that no agent in the Contact Centre dealing with public calls was fluent in Welsh. The Council has 12 staff who volunteer to assist the Council in providing a Welsh language service as part of the Corporate Welsh Language Speakers List. The Council is working fully to respond to the investigation.

Extensive engagement was undertaken on the development of the 10-year Blaenau Gwent Welsh in Education Strategic Plan (WESP). There has been strong progress to date with the progression of the Welsh Medium School. Work is ongoing to create a new 210 place Welsh-medium primary school and associated childcare facility in the Tredegar/ Sirhowy valley.

A Globally Responsible Wales

How Well We Are Doing and How Do We Know:

Blaenau Gwent Council’s Decarbonisation Plan was adopted in September 2020 at the same time we declared a Climate Emergency. The plan addresses our organisational emissions with the aim of making our full contribution to the ambition of a Net Zero Public Sector in Wales by 2030.

To give an accurate view of the year to year changes in our carbon footprint we need to exclude purchased goods and services, which are not suitable for monitoring performance, and sequestration where the figures are based on the same data for each year. These more directly measured carbon emissions are shown in the table below:

Blaenau Gwent Carbon Emissions	tonnes CO ₂ e/year		
	2019/20	2020/21	2021/22
Direct Carbon Emissions	14,597	11,274	13,087

Following a substantial COVID influenced fall of 23% in these emissions last year the figures show an increase this year. However, nearly all of this increase is due to changes in the methodology used to calculate the emissions from staff commute and the onwards transportation of waste from last year. For the onward transportation in waste the underlying distance travelled and vehicles used have not changed. Although the carbon figure for the staff commute this year is only slightly lower than the base line year, there has been a substantial drop of around 23% in the total miles travelled due to new home and agile working arrangements. Overall the figures show that the large majority of the reductions due to COVID last year have been maintained, with bounce back in some areas balanced by continued reductions in others.

Although we were already taking action in a number of areas before declaring a Climate Emergency, we did not have a clear picture of the total impact of our actions or our overall position in relation to Net Zero. We decided to focus on understanding our organisational emissions first, on the basis that we had the greatest control over these emissions and that developing a strong plan to reduce our own impact would be the best way to demonstrate public leadership.

Our Decarbonisation Board was formed in March 2021, initially chaired by our Managing Director and now by our Interim Chief Executive. Senior officers from across the organisation and from Aneurin Leisure Trust, who deliver services on our behalf, sit on the board. Last year the Board oversaw the completion of Readiness Assessments covering all of our transitions. As a result, we feel that we now have a good understanding of where we are and what we need to do to reach Net Zero 2030.

Blaenau Gwent was responsible for the establishment of the first Climate Assembly in Wales, which took place online in March 2021. 44 demographically representative Blaenau Gwent residents heard from over 20 expert speakers and deliberated for 23 hours about the question ‘*what should we do in Blaenau Gwent to*

tackle the climate crisis in a way that is fair and improves living standards for everyone?'. The Assembly produced five official recommendations, drafted by Assembly participants, that received 80% support. The recommendations will help to inform the development of a Plan to address territorial emissions in Blaenau Gwent. Continuing this public engagement is a priority for both the Council and the Public Service Board (PSB).

The Council is working closely with partners at both a local Blaenau Gwent level, through the newly formed Well-being Partnership Group, the Regional Gwent PSB and Climate Ready Gwent in order to work together to tackle climate change. Regional projects have included:

- Electrical Vehicle Charging Project where 62 new dual electric vehicle 22kw fast charging units have been installed at 34 sites across Gwent;
- Gwent Green Grid Partnership, where funding has been secured by Gwent partners for a three-year programme of work in support of woodland creation and management, green space cycle ways and the enhancement of vital habitats. Involving communities in the management of their local parks and woodlands has been shown to improve community cohesion and reduce antisocial behaviour; and
- Contributing to the development of Cardiff Capital Region Energy Strategy.

The Council has received £146k from the Resilient Greater Gwent Grant to support biodiversity projects across the borough. Contributing to the maintenance and enhancement of biodiversity and ecosystem resilience will help to mitigate and adapt to climate change and provide positive opportunities to maintain and build mental and physical health and well-being.

Future Actions and Areas for Development:

- Undertake a baseline analysis on data ranges that act as markers for a healthy society, comparing them with national averages for Wales, other UK countries, Europe and other developed countries.
- The Gwent Well-being Plan 2023 to 2028 to be informed by the data and develop appropriate actions for implementation to tackle health inequalities.
- Identify the cause of the incorrect values in the fixed asset register and correct any values affected by the issue.

Overall Progress of the 7 Corporate Planning Areas

Corporate planning

How Well We Are Doing and How Do We Know:

The Council has established a robust governance framework which looks to provide a transparent approach to how the Council delivers its services, manages its budget and works with the community.

The Council has fully aligned all of its planning to the Corporate Plan, which includes the Well-being Objectives, via a 'golden thread'. The alignment ensures that all effort and resources are linked into the delivery of the Corporate Plan.

The Council operates a single performance management system which includes the majority of Council planning and holds information in one place in order to avoid duplication including business planning, reporting and self-evaluation. As part of this, a well-structured performance management framework is in operation to monitor implementation of the Corporate Plan and Well-being Objectives.

The Council's business planning framework is strategically aligned with the Corporate Plan throughout the organisation so that all staff can understand their contribution to its implementation. The corporate requirement is for all business plans to be updated at least quarterly. Achievements, challenges, PIs and progress against any internal or external regulatory proposals for improvement are then included within the Finance and Performance Report which is reported to Scrutiny Committee and Executive Committee.

The Sustainable Development Principles, Environment Act and Decarbonisation have been included within the business planning template used across all service areas. The five ways of working are also captured within the Corporate Reporting Template, this is supported by guidance which is reviewed and shared periodically.

Financial planning

How Well We Are Doing and How Do We Know:

The Medium Term Financial Strategy (MTFS), is a key element within the Council's strategic planning framework. It is this financial framework which will support the Council's financial resilience and ensure it operates sustainably. The MTFS outlines the approach that the Council will take to respond to the financial challenges faced over the next five-year period. This will be an iterative process and one that will develop and be refined as the funding position from Wales Government becomes clearer and strategic business reviews are further developed and implemented. Bridging the Gap remains the Council's medium/long term strategy to address identified budget gaps. Additional proposals will be developed to mitigate the possible residual funding gaps in future years.

During 2020-21, Audit Wales examined the financial sustainability of each council in Wales. In Blaenau Gwent, it was concluded that the Council had improved its financial planning and the better-than-expected Welsh Government settlements meant that the Council is now better placed to maintain its financial sustainability over the short term, but challenges remain to fully close budget gaps over the medium term. Findings included:

- The immediate impact of COVID-19 on the Council's financial sustainability has been mitigated by additional Welsh Government funding but the Council continues to develop a more sustainable approach to financial planning and recognises the need to understand the ongoing financial impact of the pandemic.
- The Council is also increasing its useable reserves and remains committed to doing so over the medium term.
- The Council's overall performance against budget is improving and, whilst some service areas continue to overspend, the Council is taking steps to help address some of these budget pressures.
- The Council has developed a more sustainable approach to savings planning but further challenges remain to identify sufficient savings to fully close the estimated medium-term funding gap.
- The Council's liquidity position remains the lowest in Wales.

In January 2022, a budget survey was undertaken with members of the public. There were 231 responses received with the following information:

- The majority of respondents were white female, aged between 35-44 with English being their main language;
- Schools were identified as a top service priority and it was felt should receive a Council budget uplift of 8.4%; and
- The percentage increase in council tax is seen as totally unacceptable.

Additional information was also received from the survey and this information is being used to shape the services moving forward.

During February / March 2021, the Council engaged Treasury Advisors, Link Asset Services, to conduct a review of the current Minimum Revenue Provision (MRP) Policy. The review identified the opportunity to change two elements of

the current Policy which would provide positive benefits to the Council by reducing the annual MRP charge until 2031/32 for unsupported borrowing and 2057/58 for supported borrowing.

The Authority has complied with the CIPFA Treasury Management in the Public Services: Code of Practice 2017 and, in doing so, has strived for effective risk management and control, whilst at the same time pursuing best value as far as possible. The Authority has effectively managed credit risk throughout the period, so ensuring that it has not been subjected to any financial loss as a result of the pandemic.

As part of their Annual Audit of Accounts in April 2022, Audit Wales found that some assets were held at the incorrect historic cost value within the fixed asset register. The recommendation to the Council is to identify the cause of the incorrect values in the fixed asset register and correct any values affected by the issue. This will ensure the Council maintains accurate records of all assets.

Workforce Planning (people)

How Well We Are Doing and How Do We Know:

The new Workforce Strategy will be a key enabler in delivering the Council's ambition, the New Council Operating Model and key priorities. It is a five-year strategy focussed on the future, integrating the Council's vision, objectives and financial planning arrangements. It links service outcomes with the workforce required to deliver them, and an on-going understanding of how the workforce should look in the future through continual review, re-alignment, and measurement of how outcomes are achieved. It will support the workforce to transition from responding to the emergency situation in relation to COVID-19 and act as a key lever to facilitate culture change, capacity and skills, the continuation of transformational change and performance improvement. The Strategy will aim to ensure the Council has the right people, with the right skills, in the right place, at the right level, and at the right cost. The Strategy will also have an action plan covering the following areas:

- Healthy Culture and Effective Leadership;
- Excellence in management across the Council;
- Modern employer of choice;
- A highly motivated and engaged workforce; and
- Evidence based decision making, planning and delivery.

Reporting against the first year activity of the workforce strategy will take place during 2022. The Strategy aims to build on existing good practice and to promote the Council as a safe, healthy and supportive environment in which to work and will have a strategic focus on well-being which will play a significant role in supporting attendance at work. Research has also been undertaken to understand initiatives to support an aging workforce and to increase diversity. As part of this a Council Policy will be developed.

The Council Operating Model was agreed at Council in March 2021 and included the move to agile working and the development of a supporting policy. The Model introduces modern working practices, seeks to enhance employees' working experience, maximise performance and productivity and deliver the greatest value to the organisation, in terms of improving service delivery, as well as realising financial gains. The Model also includes the establishment of Community Hubs across the Borough, improving customer access to Council services. As part of the review of the agile working policy, a staff survey will be undertaken in September 2022 to consider the arrangements, what is working well and where further improvements can be made.

Integrated workforce operations in a number of service areas has been successful allowing far more flexibility to react to resource requirements across the whole range of services (Social Services and Neighbourhood Services).

Procurement

How Well We Are Doing and How Do We Know:

The Authority is committed to the principles of the Wales Procurement Policy that identifies Procurement as a strategic enabler, delivering key policy objectives to support the Council’s economic, social and environmental priorities.

Work has progressed significantly with regards to procurement and contract management. A new Strategic and Commercial Commissioning Board has been established as well as an Operational Officer Group. The Board has been put in place as a ‘check and challenge’ to all contracts over £75k, the Group reviews the contracts below this amount. As part of this, a central contracts register has been established to support the Council with its commercial developments. There are to be changes to the legislation for Procurement Services over the coming year and these may impact some of the work undertaken to date with some amendments required to processes moving forward.

Officers from both Procurement and Economic Regeneration are actively engaged in a collaborative procurement project which is sponsored by Welsh Government and facilitated by the Centre for Local Economic Strategies (CLES). The project outcome is to maximise procurement spend in Wales to support local wealth building and to create a more resilient Welsh economy.

The Council needs to undertake a review of its Commercial function and what it feels needs to be prioritised in this area moving forward. To support this, external support is being sought that will look to establish the risk appetite of the Council, with regards to undertaking commercial activity, moving forward.

Assets

How Well We Are Doing and How Do We Know:

An ICT Roadmap and Digital Solutions process has been established which looks to create long term, sustainable and relevant ICT infrastructure throughout the Council and its services including Office 365 and a review of the current software. The delivery of these processes have been recognised externally.

Owing to the global supply issues with ICT, as well as significant price increases, this is a risk to the Council financially and also to some suppliers who are experiencing financial difficulties. This situation will be monitored moving forward to assess impact.

There were some delays to the delivery of Community Asset Transfers (CATs) caused by capacity issues within the Estates Section but those have now been resolved and there is a renewed focus on completing longer term leases, where this is possible, and addressing any issues which stop the Council entering into longer term arrangements. Progress on the CATs include:

Completed CATs (in the last two years)	Close to Completion	New CATs Being Processed
<ul style="list-style-type: none"> • Met Theatre • Tredegar Recreation Ground • Sirhowy Woodland • Llanhilleth Playing Field and Changing Rooms 	<ul style="list-style-type: none"> • Millennium Gardens Brynmawr – to Growing Spaces from original Trustees. • Brynmawr Welfare pitch to Brynmawr FC • Cwm Welfare – fields and pavilion to Cwm Community Sports 	<ul style="list-style-type: none"> • Queen Street school – CAT process complete, applicant has not completed planning • Trinity Chapel / Abertillery Library – CAT process complete, legal agreements still to be completed • Community Growing Space – Cwm – awaiting business plan

		<ul style="list-style-type: none"> • Community Growing Space – Cwmtillery – awaiting expression of interest / Business Plan • RTB (Ebbw Vale) RFC – Beer Garden – CAT process (excluding advert under 1972 Local government Act 1972) complete, awaiting outcome of planning application.
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Occupation of CATs needs to be regularised on some sites where groups are in occupation but formal / revised paperwork need to be concluded. Progress of these CATs include:

Community Asset Transfer	Progress
Eugene Cross Park – Eugene Cross Park Sports Limited	This is part of the Ebbw Vale Recreation Grounds and Institute Charity. Specialist external legal advice has indicated that the Council needs to consider its approach to the areas where it is the charitable body. Until this has been completed, community occupants of charitable sites have been placed on tenancy at will (TAW) to grant them occupation rights. Eugene Cross Park Sports Ltd. completed their tenancy on the 22/10/21.
Orchard Street former Community Centre	Storm Kickboxing took on this location in 2016 alongside Brynmawr Town Council who occupied the upper floor of the building. Storm were replaced by AB Boxing and Fitness CIC (Community Interest Company). A draft lease was prepared but not issued as AB Boxing indicated they would not sign until issues with the building were resolved. In late 2021 it became apparent that AB Boxing had carried out a number of unauthorised alterations which meant the building had to be closed on safety grounds. Discussions on the future of the building and a location for the Brynmawr Town Council are being discussed.
Blaina Institute	Blaina Community Institute Limited have been in occupation of the building since 1/6/17 but have yet to agree an occupation agreement. A draft lease is being prepared and will shortly be offered to the group. The Council is responsible for payments for the occupation of Nantyglo and Blaina Town Council and Brynmawr Museum under separate agreements. Aneurin Leisure Trust have a separate agreement for the occupation of the Library.
Brynithel Recreation Ground	Occupied by St. Illtyds Sports CIC (comprising Brynithel RFC and Llanhilleth FC) who signed a TAW on the 9/3/22.
Llanhilleth Institute	Occupied and managed by Llanhilleth Miners Institute Ltd for some time but discussions on the obligations for the group have been ongoing. It has now been agreed that the Council will retain responsibility for the external fabric of the building and some major plant. Head of Estates is close to agreeing Heads of Terms with the group after which a lease will be drawn up.
Market Hall Cinema	After being run by the Market Hall Cinema and Arts Trust for several years the freehold transfer of the building was completed on the 8/4/22.

Risk Management

How Well We Are Doing and How Do We Know:

The Authority has in place a Risk Management Framework that includes a Risk Management Strategy and Handbook with the ultimate aim of embedding a consistent and effective approach to Risk Management throughout the whole Council. The risk management arrangements are aligned to the Performance Management Framework and corporate business planning process. These set out the risk appetite of the Council and provide a methodology to ensure the consistent assessment, prioritisation of the risks the Authority faces and any mitigating actions.

The Framework identifies the roles and responsibilities of Members and Officers, guidance on how to describe risk,

and guidance on how to evaluate and assess risk. It also requires for risk registers to be maintained at Service, Department and Project levels and these support the Corporate Risk Register which holds the most significant risks faced by the Council.

Effective Risk Management allows the Authority to deliver services in pursuance of its obligations. Monitoring Arrangements are in place whereby the Corporate Risk Register is reviewed and updated by Corporate Leadership Team on a quarterly basis and are also included within the Finance and Performance Report.

At the end of the 2022 financial year, the Council had identified ten corporate risks, one of which was classed as critical and the remaining nine classed as high.

The Council's critical risk is: *There is a significant risk that exiting the EU will have an adverse impact at a national and local level which could impact on the community and on the Council and its ability to deliver public services.*

In order to address this risk a number of actions have been identified including a review of the Business Continuity Plans, continued joint working with Gwent Local Resilience Forum and support to local businesses.

Performance Management

How Well We Are Doing and How Do We Know:

The Council has a well-established performance management framework in place which supports all aspects of service planning, delivery and improvement. As part of this, the Council's Well-being Objectives, as identified within the Corporate Plan, have been used to shape all service planning throughout the Council. A 'golden thread' has been developed from the Corporate Plan throughout the organisation. As part of the business planning arrangements, progression of the sustainable development principles has been included and is reported on against each Well-being Objective. On a quarterly basis, the Council receives performance monitoring of the Corporate Plan as part of the Finance and Performance Report. Alongside this, there are a number of other performance reports provided internally and through the democratic process.

The business planning process has become more streamlined with the incorporation of Performance Indicators, Risk Registers, Business Continuity, Equality Impact Assessments (EQIA), the Environment Act, Low Carbon Actions as well as proposals for improvement from auditors. This information is contained on a central monitoring system used across the organisation. The self-evaluation process directly links to the business planning process. There will be a review undertaken on the business planning process alongside the development of the new Corporate Plan so that it reflects the needs of the area and Council from 2022 to 2027.

In 2021 Audit Wales reported to the Council on their review, 'Data-driven decision making'. This review considered the way the Council is using data to inform the response to and recovery from the Covid-19 pandemic, as well as looking at the wider vision and arrangements for using data to inform decision making. Audit Wales identified several strengths, including the way the Council used data to inform its response to the pandemic and to support its recovery planning. Audit Wales also highlighted some areas for consideration, such as developing a delivery plan to help implement the Council's vision for using data effectively and better understand the resources needed. The Council has improved a number of performance areas but there is an inconsistency across areas of the Council and some performance reports lack sufficient detail.

Future Actions and Areas for Development:

- Development of a Council Policy to support an aging workforce.
- Undertake a review of the agile working policy, including the establishment of a staff survey.
- The Council needs to undertake a review of its Commercial function and what it feels needs to be prioritised in this area moving forward.
- Develop an Investment Framework, in partnership with CIPFA, for approval at Council.
- Consider the development of a delivery plan for using data effectively.
- Improve the consistency of performance reporting across the Council.
- Monitor the impact of Universal Credit on residents and identifying what other support is available.

- Develop a Customer Services Strategy to continue the support provided to the customer and doing this in the right way.

Overall Progress of the Sustainable Development Principles

Long term: the importance of balancing short-term needs with the need to safeguard the ability to also meet long term needs

How Well We Are Doing and How Do We Know:

The development of the Blaenau Gwent My Support Team (MyST) is aimed at enhancing and improving services for children looked after and young people in the longer term. Bringing children closer to home will enable them to form local support networks in their communities which will no doubt benefit them into the future.

The Council's Medium Term Financial Strategy (MTFS) has aimed to work in the long term by forecasting the financial position for the Council over 5 years in which to plan.

The Council actively supports the Asylum Dispersal Scheme to provide future families, who have experienced considerable hardship, with the route to a long-term safe haven. It is recognised that there are long-term implications of participation in the Asylum Dispersal Scheme and considerations on services such as education, mental health provision, housing and homelessness. The Scheme helps to prevent vulnerable children and their families from further trauma and suffering in areas of significant conflict and, further, discharging both moral and humanitarian obligations.

Analysis of individual school performance data is a key element in ensuring that schools are known well by the Council so that appropriate support and intervention can be directed towards areas of greatest need.

The Energy Prospectus has been designed to stimulate interest in energy development across the borough that will facilitate a supply of renewable energy to meet the future energy needs of Blaenau Gwent. It will also contribute towards the target of achieving net zero carbon emissions by 2030.

Prevention: how acting to prevent problems occurring or getting worse may help public bodies meet their objectives

How Well We Are Doing and How Do We Know:

The Council's Community Hub model continues to be strengthened with relevant and focussed support provided to the community in the community. The Hubs proactively look to support those in the community experiencing poverty and the options available to them. Support has included: Universal Credit; discretionary housing payments; Free School Meal and Clothing Grant Applications; and the Winter Support Fund. Work is being undertaken to monitor the impact of the changes to Universal Credit as approximately 7,000 people in Blaenau Gwent have been impacted by the reduction. The activity of the hubs to date is shown below:

- A total of 3732 residents have been supported by the hubs throughout the period with a wide range of assistance given such as aspects of blue badge applications, benefits enquiries (housing benefit applications, DHP applications, uploading documents to support claims), Referrals (CAB, supporting people, age concern), Waste/recycling enquires, Council tax enquires (moving house, exemptions, discounts, arrangements), and we cover outside agency applications such as bus passes and COVID passes;
- 29 residents supported by Localities to enable self-isolation;
- 84 residents supported by Localities who received financial benefit gains, i.e. Discretionary Assistance Fund applications; and
- 79 food vouchers allocated to residents.

Since Community Hubs launched on the 21st June 2021, 6 people have presented as Homeless to the Team. They have all been supported in finding accommodation, a support worker and as much financial support as possible. The table below provides a breakdown of the number of residents supported through the Community Hubs during the period:

	Ebbw Vale	Tredegar	Brynmawr	Abertillery	Cwm	Blaina	Llanhilleth	Overall
June	10	4	7	4	7	4	4	40
July	39	39	17	20	23	19	8	165
August	133	110	54	89	15	13	5	419
September	110	112	55	87	12	14	0	390

October	135	94	82	57	30	36	12	446
November	149	114	80	64	23	41	10	481
December	105	112	45	35	13	20	3	333
January	95	101	23	30	7	6	2	264
February	101	84	20	42	10	7	5	269
March	154	127	36	52	6	1	4	380
April	205	132	82	76	19	26	5	545
Total	1236	1029	501	556	165	187	58	3732

Social Services have continued to develop a Hospital Hub at Ysbyty Aneurin Bevan to expedite the safe discharge of service users from hospital sites. Working across Gwent local authorities support has been provided to reduce unnecessary hospital admissions to acute sites by enhancing the support provided by the Gwent Home First Service. The Hospital Hub is focussing on a model of 'Discharge to Recover and Assess' whereby a patient undertakes an assessment at home as opposed to being assessed in hospital when it is deemed appropriate. Meetings are held daily with Aneurin Bevan University Health Board (ABUHB) to discuss the escalating crisis across hospital sites. Where possible, to avoid lengthy in patient stays and owing to availability in care homes, assessments at hospital are being prioritised for social work assessments and the availability of domiciliary care packages.

Contributing to the maintenance and enhancement of biodiversity and ecosystem resilience will help to mitigate and adapt to climate change and provide positive opportunities to maintain and build mental and physical health and well-being.

By working to reduce the exclusion rates in schools the likelihood of a pupils becoming Not in Employment, Education or Training (NEET) reduces and in turn increases the likelihood of a pupil achieving well supporting them to reach their potential.

By establishing Town Centre Advisory Boards, it is hoped that this will prevent the further deterioration of Town Centres. They all face significant challenges to survive but bringing groups of stakeholders together, who want to support and help, could prevent them from facing even bigger challenges in the future.

Integration: considering how public bodies' well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies

How Well We Are Doing and How Do We Know:

There continues to be ongoing strengthening links between the Community Resource Team (Gwent Frailty) and Information, Advice and Assistance (IAA) Team. This new structure is resilient and sustainable and not reliant on grant funding. The good work includes close working with GP colleagues to support pressures across the Health and Social Care sectors. Close work is also ongoing with other professionals such as Welsh Ambulance Service Trust (WAST), Primary and Secondary care colleagues to deliver proportionate assessments at the front door.

The Council will continue to work with partners across the Council, for example, Children's Services, Regeneration, Legal, Finance and Organisational Development to focus the work on improving pupil outcomes and supporting school leaders.

The Blaenau Gwent My Support Team (MyST) engages with the whole support network around the child. This includes school, youth workers and any community activities/clubs. The work undertaken to date by MyST has evidenced very close working relationships with schools both inside and outside of Blaenau Gwent.

Collaboration: acting in collaboration with any other person (or different parts of the body itself) that could help the body meet its well-being objectives

How Well We Are Doing and How Do We Know:

The Council has established a Charter of Common Agreement with the Town and Community Councils (TCC) since 2019. The Charter is designed to build on existing best practice and embrace the shared principles of openness, respect, honesty and common priority of putting citizens at the centre. It sets out how the Council and each TCC aim to work together towards collective long-term goals in a collaborative, preventative and integrated way, particularly in relation to the Well-being of Future Generations (Wales) Act as well as:

- Ethics;
- Local governance and information;
- Consultation;
- Land use planning;
- Budget setting;
- Practical support; and
- Monitoring and reviewing the Charter.

Blaenau Gwent plays an active role in the wider region through the Cardiff Capital Region City Deal (CCRC) partnership. The Council is a member of the Regional Cabinet and Investment Panel. There are a number of new projects that have benefitted from the CCRC funding over the last few years including design and acquisition work at Abertillery in preparation for the rail line extension; funding for Ebbw Vale (EV) charging and EV taxi trials which strongly links to decarbonisation aims; Housing Catalyst fund to unlock a difficult housing site in the area and funding to roll out Blaenau Gwent's award winning ASPIRE apprenticeship scheme.

Throughout the response to COVID 19, the Council has worked closely with partner organisations to deliver a joined up emergency response for the community. Civil Contingencies multi-agency response structures were established alongside a health specific structure to ensure there was a joint understanding of the current situation and risks, make joint decisions and coordinate the partner response. Specific areas of focus included, coordinated public communication, health and social care impact, ensuring partners were able to continue with high priority services, requests for support between partner organisations, mitigating impacts of COVID 19 as far as possible and developing a resilient test, trace and protect service.

Powys County Council has worked successfully across the Authority. Most recently, Powys Officers have provided expert advice and support to the new Front Line Service, Estates and Community Safety Service areas, in relation to the ongoing problems relating to straying animals/fly-grazing horses.

The South East Wales Adoption Service (SEWAS) continues to form relationships with other councils in the region to improve outcomes for children who are placed for adoption. An example of this is working with communication teams to promote adoption within the region to attract adopters. Training is also provided for local authority social workers on a quarterly basis.

The current Well-being Plan will remain in place until 2023, when a new plan will be developed, linked to the findings of the Well-being Assessment. Arrangements have been made to establish a Joint Public Service Board merging, under Section 47 (1) of the Well-being of Future Generations (Wales) Act 2015, the former five local Public Service Boards (PSBs). This will replace the individual PSBs in each of the five Local Authority areas of Gwent. As part of this, a Joint PSB Scrutiny Committee is to be established for operation in Autumn 2022. Local PSB Scrutiny Committees will remain in place in each local authority and will run alongside the Joint Committee until the end of the local Well-being Plans in 2023.

The Blaenau Gwent Local Well-being Plan 2018 to 2023 sets out the main priorities for strategic partnership working. To support the Plan for its implementation the PSB has developed a Strategic Work Programme which was signed off in January 2020. This Work Programme has identified five high level actions to be taken forward:

- First 1,000 days and Early Years Pathfinder;
- Building a healthier Gwent / Integrated Well-being Networks;
- Climate Change;

- Blaenau Gwent Sustainable Food Programme; and
- Foundational Economy.

Blaenau Gwent continues to work with a wide range of partners where partnership opportunities provide better outcomes for local residents than the Council could achieve if working on its own. We work in partnership with a variety of stakeholders including staff, residents and businesses. Examples of collaborations and partnerships include:

- Education Achievement Service (EAS)
- Shared Resource Service (SRS)
- Regional Public Service Board (PSB)
- Cardiff Capital Region City Deal
- Local Nature Partnership Blaenau Gwent and Torfaen
- Tech Valleys
- Valley Task Force
- Gwent Wide Adult Safeguarding Board (GWASB)
- South East Wales Safeguarding Children Board (SEWSCB)
- Greater Gwent Health, Social Care and Well-being Partnership

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

How Well We Are Doing and How Do We Know:

The Council has developed an Engagement Strategy 2018/22 which outlines the approach to engagement for the community, stakeholders, staff and members. This plan will be updated to reflect the requirements of the Local Government and Elections (Wales) Act 2021. Effective engagement is crucial to ensure we run effectively, the services that we deliver are appropriate, and to meet the needs of those that use them. We want to engage effectively to:

- Help to shape better decision-making and problem-solving;
- Take transparent decisions based on strong evidence;
- Support greater involvement in the democratic process; and
- Lead efficient and effective services that reflect need.

We want those that engage with us to:

- Become better informed about why we do what we do and how we do it;
- Have a greater say in shaping local services;
- Know that views and opinions are important to us;
- Have great confidence and trust in us; and
- Take an interest and ownership of things that matter.

The Council's Engagement Team has provided advice and guidance to a range of service areas over the period to develop and deliver a number of key consultation exercises, including statutory, as well as promote the opportunities via internal and external partnership networks. For example, Pen-y-cwm School Capacity Consultation, Social Services Department Survey and Section 19 Flood Investigation Survey.

The Council has developed a Corporate Engagement Calendar in order to map the type and level of activity being delivered across the organisation. This is then used to maximise the use of resources and value of engagements and to promote the 'One Council' approach.

Owing to the restrictions of the pandemic, the Youth Forum was being delivered online. This has now resumed to offering young people the option of participation in person or online. Work is being undertaken on the development

of a wider Youth Forum Network and Children's Grand Council sessions with schools. A review has also been undertaken on the Blaenau Gwent Citizen Panel. The Panel will be used to promote Blaenau Gwent and partner information as well as specific engagement opportunities. E.g. Social Services, Adult Services user research project.

The Council engages with the business community through a number of channels, including the 'Business Hub', the Enterprise Board and through various town centre business forums. This engagement has allowed us to refine and shape support programmes, for example those which were provided through the Covid-19 pandemic and in informing future programmes, for example, those provided through the UK Government's Shared Prosperity Fund. Blaenau Gwent Council will continue to work with local business parks and carry out further engagement with building owners and tenants. The project will seek to bring together a range of partners to work collaboratively to assist Blaenau Gwent to meet its aspirations of Net Zero Business Parks.

The Council has in place a Trade Union Facilities Agreement which was reviewed and updated in 2020. The review included the granting of more temporary facilities time to the Trade Union as part of the Council's commitment to work in social partnership with them. We also have a calendar set annually for formal engagement of the Trade Unions with Directorates, Corporate Management Team and the Executive. There is also a Corporate Health and Safety group held with the Trade Unions.

Wider Corporate Leadership Team and Elected Members have been involved in the development of the Council's Workforce Strategy. There has also been a workforce survey and a pulse survey (2020) which supported the direction of the Strategy. There has been formal consultation with the Trade Unions on the Workforce Strategy and suggestions and amendments have influenced the Strategy moving forward.

The Localities, set up as an active response to supporting those most in need throughout COVID, have continued and provide services such as befriending and prescription and food pickups in order to support the most vulnerable in society. The Council has been able to identify the most vulnerable through extensive data analysis undertaken at the beginning of the pandemic. This intelligence has been vital in gaining an understanding of the needs of the community and where the most vulnerable live throughout the Borough. A particular focus for the localities is the planning for unpaid carers scheme and cost of living scheme.

In order to help the community of Blaenau Gwent emerge from COVID-19, it was decided that a public budget of £250,000 would be used to generate ideas and help the community develop local projects. The projects should focus on helping the community emerge from the pandemic. Blaenau Gwent Council commissioned MutualGain to develop and deliver an online Participatory Budgeting programme. The programme would provide an opportunity to empower local groups to develop sustainable projects that support vulnerable groups and individuals as they emerge from the challenges COVID 19 has presented.

The Education Directorate is committed to providing high quality services to its citizens and uses various engagement methodologies in order to understand if the service is making the intended outcomes or if amendments to service delivery need to be considered. Throughout April to September 2021 a variety of engagement events have taken place including:

- Wavehill Evaluation;
- County Lines (consultation);
- Young People's Participation (focus group);
- Young People's Safe Areas (consultation);
- Aspire / Lego secondary school engagement with Year 8 Pupils (undertaken by the Regeneration Department);
- Establishing a new Welsh Medium Primary School in the Tredegar / Sirhowy Primary (consultation with Members) and the Proposal to Extend the Capacity at Penycwm Special School (consultation with Members);
- and
- Stakeholders and end-user needs and engagement are of paramount importance to the Education Accessibility Strategy and associated action plan. An Education Accessibility Forum has been developed to secure inter-departmental working across the Council, aligned to effective delivery of both the strategy and plan. In addition, all relevant stakeholders will be consulted in line with the review process.

An important aspect of providing Social Services to service users is that their voice is heard and they are able to shape the services they receive. Consultation with children and families occurs on a case by case basis and is captured in the care planning documents of each child. A recent example of this was when some of the Children Looked After, which the Council supports, challenged some of the language used and subsequently this encouraged amendments to be made to working practices. The 'Contact Team' is now called the 'Family Time Team'.

Consultation with Blaenau Gwent Civil Contingencies, Neighbourhood Services, Dwr Cymru Welsh Water and Natural Resources Wales was undertaken when preparing the Section 19 Flood Investigation Report, Llanhilleth.

Support to local community groups is continuing with local litter champions being provided with materials, equipment, staff support and the collection of waste following clean up and clearance.

Future Actions and Areas for Development:

- Implementation of the Energy Prospectus
- Continue to review and further develop the Community Hub model across Blaenau Gwent
- Establish Town Centre advisory Boards across all Blaenau Gwent towns.
- The Council will continue to work with partners across the Council
- Continue to work collaboratively with partners.
- Identify further partnership opportunities for effective future working.
- Continued engagement with various groups including the community, businesses, staff and Trade Unions.
- Update the Engagement Strategy to reflect areas of the Local Government and Elections (Wales) Act 2021.

Future Actions and Areas for Development

The self-assessment report must set out conclusions as to the extent to which the council met the performance requirements during that financial year, and any actions it will take, or has already taken, to increase the extent to which it will meet the performance requirements.

Note – Except in the case of the first self-assessment report, the report must also include a review of actions emerging from the previous year's report, with consideration on the progress made on those, and how they increased the extent to which the council met the performance requirements.

Through the self-assessment, the Council has identified how well it is performing and what can be done to do better. In order to achieve this, the Council has developed an action plan which highlights the areas from the self-assessment where the Council has identified that improvements or further work is needed.

The actions will be monitored through the year as part of the council's performance management arrangements. The next self-assessment report will also include an assessment of the progress made on these actions.

Section	Theme	Improvement Required	Action	Lead	Timescale
Overall Corporate Self-assessment Conclusion	Governance	Audit Wales completed a Public Interest Report on 27 th January with regards to Silent Valley Waste Services Ltd. The report included a recommendation for the Council to implement.	Develop a business case for the future of Silent Valley to be brought back under the remit of the Local Authority. Undertake a review of the governance and oversight arrangements of companies in which the Council has an interest.	Bernadette Elias Sarah King	
	Workforce	Many service areas are reporting issues with capacity. Some services have experienced difficulty in recruiting and retaining staff which has impacted service delivery, requiring for some priorities to be 'paused' until staffing resources are met.	Address the staffing needs including recruitment and retention in services across the Council Implement the strategy devised to consider short, medium and longer-term solutions to the workforce including the consideration to collaborate on a regional basis.		
	Financial	Uncertainty of the economic impact of: Covid-19; the exit from the European Union; and WG future financial settlements. Uncertainty around the medium to long term impact of these may pose significant challenges for the Council.	Continued financial monitoring and reporting through the Council's democratic process. To ensure the Council's financial resilience the Council to identify strategic business reviews including the identification of additional or alternative proposals to mitigate the possible residual funding gaps in future years.		

Section	Theme	Improvement Required	Action	Lead	Timescale
Overall Corporate Self-assessment Conclusion Continued	Finance	The results of the 2021 Census may have an impact on the Local Government Settlements moving forward.	The Council will need to consider the Census results when planning future budget settlements and service provision.		
	Governance	Various Strategies and Plans have been	Continue to monitor and implement the various	All relevant leads	Ongoing

		identified throughout the self-assessment for implementation	Strategies and Plans identified throughout the self-assessment via the business planning process		
	COVID 19	Audit Wales have identified that the most significant risk and issue facing councils and the wider public sector during 2021-22 continues to be the COVID-19 pandemic and its recovery planning and processes	Continue to monitor and implement the COVID 19 Recovery and Renewal Plans via the business planning process.		
Protect and enhance our environment and infrastructure to benefit our communities	Finance	The budget monitoring in Community Services is robust but needs to reflect longer term planning.	Community Services to work closely with Resources to consider how medium term financial resilience can be strengthened.	Community Services and Resources	
	Performance	Achievement of the 70% recycling target by 2024/25.	What arrangements are in place or planned to achieve this?	Community Services	
	Governance	To strengthen its resilience, Community Services should ensure that learning and good practice that exists within its different service areas is shared throughout the directorate. The Council should also consider whether it would benefit from sharing some examples more widely across the Council.	Technical Services Income Generation Model to be presented to Wider CLT as an example of the professional services being delivered Following the pandemic reinstate Community Services Performance Reports including PIs and both qualitative and quantitative comparative data.	Mike Price / Jim Allen Community Services and Corporate Performance Team	Identified within the 2022 FWP of the Place Scrutiny Committee

Section	Theme	Improvement Required	Action	Lead	Timescale
Support a fairer sustainable economy and community	Education	Higher levels of language acquisition and reading in our very young children in the early years is required.	This will feature in the recovery programme from COVID as we 'build back better' in line with Curriculum for Wales Reform		
	Education	Improve attainment of eFSM pupils and particularly our more-			

		able pupils in the early years and throughout education			
	Education	Improve school attendance in both primary and secondary sectors			
	Education	Improve progress between Key Stage 3 and Key Stage 4, particularly in English, Maths and Science			
	Education	Continue the work with Schools Causing Concern (SCC), particularly the school in an Estyn category. BFS 'One Plan' monitoring			
	Planning	Welsh Government require for a revision to the Delivery Agreement to be undertaken and approved by them.	Undertake a revision of the Delivery Agreement		
To enable people to maximise their independence develop solutions and take an active role in their communities	Workforce	Address the workforce pressures being seen locally and nationally. There is a risk that identified staffing pressures in social services will result in an inability to deliver services particularly in provider services and domiciliary care.	Work with the GSCG and TCG to alleviate pressures in both the short and long term. Work to establish the development of a Strategic Workforce Plan to support capacity issues across the Council.	Social Services Senior Leadership Team Social Services Organisational Development, Corporate Leadership Team	
An ambitious and innovative council delivering the quality services we know matter to our communities	Communications	The Council's Communication function has been reviewed externally and a number of recommendations provided to implement	Embed the recommendations via the Communications Working Group		
Section	Theme	Improvement Required	Action	Lead	Timescale
An ambitious and innovative council delivering the quality services we know matter to our	Commercial	Identifying capacity across the organisation to support the user design approach.	The Council to consider where the user design approach is required and to ensure staff are available to support the process.		
	Workforce Also links to the Corporate	Gender Pay Gap – a review of the current data is to be undertaken	Identify actions/measures to further address the gender pay differences as	Policy, Engagement and	??

communities Continued	Planning area, Workforce Planning (People)	in conjunction with the Workforce Strategy.	part of existing Equality plans.	Partnership Team OD	
Well-being Goals	Health	An in depth data analysis exercise is to be undertaken to identify the key health inequalities across Gwent, including the impacts of COVID 19.	Undertake a baseline analysis on data ranges that act as markers for a healthy society, comparing them with national averages for Wales, other UK countries, Europe and other developed countries. The Gwent Well-being Plan 2023 to 2028 to be informed by the data and develop appropriate actions for implementation to tackle health inequalities.	PSB Partners Policy, Engagement and Partnership Team	
	Financial	As part of their Annual Audit of Accounts in April 2022, Audit Wales found that some assets were held at the incorrect historic cost value within the fixed asset register. The recommendation to the Council is to identify the cause of the incorrect values in the fixed asset register and correct any values affected by the issue. This will ensure the Council maintains accurate records of all assets.	Identify the cause of the incorrect values in the fixed asset register and correct any values affected by the issue.	Finance	??

Section	Theme	Improvement Required	Action	Lead	Timescale
7 Corporate Planning Areas	Workforce	Research has been undertaken to understand initiatives to support an aging workforce and to increase diversity. Agile working embedded	Development of a Council Policy to support an aging workforce. Undertake a review of the agile working policy and council property, including the establishment of a staff survey.	OD	?

	Commercial	Supporting the Council with its commercial developments	The Council needs to undertake a review of its Commercial function and what it feels needs to be prioritised in this area moving forward. Develop an Investment Framework, in partnership with CIPFA, for approval at Council.	CLT Commercial Team	?
	Governance	Audit Wales, as part of their Data Review, highlighted the need to consider the development of a delivery plan to help implement the Council's vision for using data effectively and better understand the resources needed. Audit Wales identified that there is an inconsistency across areas with regards to performance and some performance reports lack sufficient detail.	Consider the development of a delivery plan for using data effectively. Improve the consistency of performance reporting across the Council.	CLT All Service Areas Governance and Partnership Section	?
	Customer	The Council's Community Hub model continues to strengthen with relevant and focussed support provided to the community in the community. It proactively looks to support options available to those experiencing poverty.	Monitor the impact of Universal Credit on residents and identifying what other support is available. Develop a Customer Services Strategy to continue the support provided to the customer and doing this in the right way.	Commercial Section	?

Section	Theme	Improvement Required	Action	Lead	Timescale
Sustainable Development Principles	Long Term	The Energy Prospectus has been designed to stimulate interest in energy development across the borough that will facilitate a supply of renewable energy to meet the future energy	Implementation of the Energy Prospectus		

		needs of Blaenau Gwent. It will also contribute towards the target of achieving net zero carbon emissions by 2030.			
	Prevention	The activity of the Community Hubs to date is shown in the narrative.	Continue to review and further develop the Community Hub model across Blaenau Gwent		
	Prevention	By establishing Town Centre Advisory Boards, it is hoped that this will prevent the further deterioration of Town Centres.	Establish Town Centre advisory Boards across all Blaenau Gwent towns.		
	Integration	Examples of integrated working provided as part of narrative.	The Council will continue to work with partners across the Council		
	Collaboration	Examples of collaborative working provided as part of narrative.	Continue to work collaboratively with partners. Identify further partnership opportunities for effective future working.		
	Involvement	The Council has developed an Engagement Strategy 2018/22 which outlines the approach to engagement for the community, stakeholders, staff and members. This plan will be updated to reflect the requirements of the Local Government and Elections (Wales) Act 2021.	Continued engagement with various groups including the community, businesses, staff and Trade Unions. Update the Engagement Strategy to reflect areas of the Local Government and Elections (Wales) Act 2021.		

The Well-being of Wales Performance Indicators

A Prosperous Wales

Indicator	Blaenau Gwent	South East Wales*	Wales
Percentage of working age people who are employed (01/09/21)	67	72.5	72.8
Percentage of adults 16-64 with no qualifications (01/01/20)	11.1	7.5	7.3

Percentage of people living in households in material deprivation (01/04/19)	20	13.9	13
Rate of households for whom homelessness was successfully prevented for at least 6 months per 10,000 households (01/04/20)	29.4	40.1	34.8
Average micrograms of nitrogen dioxide (NO2) at residential dwelling locations per m3 (01/01/19)	8	11.4	9
Pounds difference in the average (median) full time hourly pay between males and females (01/01/21)	2.1	1.6	0.7

*Bridgend, Blaenau Gwent, Cardiff, Caerphilly, Vale of Glamorgan, Rhondda Cynon Taf, Merthyr Tydfil, Torfaen, Newport and Monmouthshire

A Resilient Wales

Indicator	Blaenau Gwent	South East Wales*	Wales
Number of properties with a high risk of flooding (01/01/19)	183	2,929	9,652

A More Equal Wales

Indicator	Blaenau Gwent	South East Wales*	Wales
Percentage of low birth rate live single births (01/01/20)	7	6.2	6.1
Percentage of people agreeing that they belong to the area; that people from different backgrounds get on well together; and that people treat each other with respect (01/04/20)	64	67.5	69

A Healthier Wales

Indicator	Blaenau Gwent	South East Wales*	Wales
Mean mental well-being score for people aged 16 or over (01/04/18)	48.9	51.2	51.4
Percentage of people attending or participating in arts, culture or heritage activities at least 3 times per year (01/04/19)	64	73.3	71
Percentage of people participating in sporting activities 3 or more times a week (01/04/19)	23	32.2	32
Percentage of people who are lonely (01/04/20)	11	12.2	13

A Wales of Cohesive Communities

Indicator	Blaenau Gwent	South East Wales*	Wales
Percentage of people satisfied with local area as a place to live (01/04/20)	74	85.9	87

Percentage of people who volunteer (01/04/19)	19	12.2	26
Percentage of people satisfied with their ability to get to / access the facilities and services they need (01/04/20)	77	86.3	87

A Wales of Vibrant Culture and Thriving Welsh Language

Indicator	Blaenau Gwent	South East Wales*	Wales
Data only available at a Wales level or included as part of other Well-being Goals	-	-	-

A Globally Responsible Wales

Indicator	Blaenau Gwent	South East Wales*	Wales
Data only available at a Wales level or included as part of other Well-being Goals	-	-	-

Feedback

The Council welcome any feedback you might have about the Self-assessment 2021/22. Your views are important to us, and we want to know what information you would like to see and how you would like to see it reported. Please contact the team on the details at the end of this document if you would like to give feedback on the Assessment

Corporate Performance Team
 Sarah King, Head of Democratic Services, Governance and Partnerships
 Blaenau Gwent County Borough Council

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Agenda Item 5

Executive Committee and Council only

Date signed off by the Monitoring Officer: 12.10.2022

Date signed off by the Section 151 Officer: 13.10.2022

Committee: **Special Council**

Date of Meeting: **26th October, 2022**

Report Subject: **Council's Corporate Plan 2022/27**

Portfolio Holder: **Councillor S. Thomas - Leader / Executive Member
Corporate Overview and Performance**

Report Submitted by: **Damien McCann, Interim Chief Executive**

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)
	Various sessions held				19/10/22		26/10/22	Exec CLT 4/10/22 11/10/22

1. Purpose of the Report

- 1.1 For Council to consider and approve the Council's Corporate Plan 2022/27 for publication.
- 1.2 The Council's Corporate Plan 2022/27 is attached at appendix 1.

2. Scope and Background

Legislative Requirements

- 2.1 In order to comply with relevant legislation the Council is required to produce a Corporate Plan, outlining its intentions for the coming years. The Plan has been written to cover the current 5 year political cycle from 2022 to 2027.
- 2.2 The Corporate Plan is required to take into account the requirements as outlined within the Well-being of Future Generations (Wales) Act 2015 and the Local Government and Elections (Wales) Act 2021.

Blaenau Gwent's Corporate Plan

- 2.3 The Corporate Plan 2022/27 sets out an ambitious programme of activity for the Council over the next five years and beyond. The priorities, also referred to as Well-being Objectives, have been developed in order to support communities to thrive. The Corporate Plan is the Council's commitment to the communities of Blaenau Gwent, to provide modern and high quality services which support economic growth and well-being.
- 2.4 The Plan outlines four high level priorities, each of which is underpinned by solid and sustainable business plans, which describe the activity to be undertaken by each service area of the Council, ensuring the Council can be held to account for what it has promised to deliver.

- 2.5 The four high level priorities are:
- Maximise learning and skills for all to create a prosperous, thriving, resilient Blaenau Gwent
 - Respond to the nature and climate crisis and enable connected communities
 - An ambitious and innovative council delivering quality services at the right time and in the right place
 - Empowering and supporting communities to be safe, independent and resilient
- 2.6 The Council has a responsibility to the people of Blaenau Gwent to help improve the social, economic and environmental well-being of the area. By setting a small number of strategic priorities within the Corporate Plan it will allow efforts to be concentrated on delivery in these areas and ultimately, help to improve the quality of the lives of residents.
- 2.7 The priorities have not been developed in isolation and Alignment has also been made to the Marmot Principles (further detail is found in appendix 1) and the priorities from the Gwent Public Service Board Plan (PSB) Well-being Plan.
- 2.8 The table below highlights the links between the Corporate Plan 2022/27, the Marmot Principles and the Gwent PSB's Well-being Plan.

Corporate Plan 2022/27	Marmot Principle	Gwent Well-being Plan
Maximise learning and skills for all to create a prosperous, thriving, resilient Blaenau Gwent	<ul style="list-style-type: none"> • Give every child the best start in life • Enable all children, young people and adults to maximise their capabilities and have control over their lives • Create fair employment and good work for all • Ensure a healthy standard of living for all 	<ul style="list-style-type: none"> • We want to create an equal Gwent for all
Respond to the nature and climate crisis and enable connected communities	<ul style="list-style-type: none"> • Create and develop healthy and sustainable places and communities • Strengthen the role and impact of ill-health prevention 	<ul style="list-style-type: none"> • We want to create a Gwent where the natural environment is protected and enhanced to maximise the well-being benefits that

	<ul style="list-style-type: none"> • 'Pursue environmental sustainability and health equity together'. 	nature provides to current and future generations
An ambitious and innovative council delivering quality services at the right time and in the right place	<ul style="list-style-type: none"> • Create fair employment and good work for all 	<ul style="list-style-type: none"> • We want to create an equal Gwent for all
Empowering and supporting communities to be safe, independent and resilient	<ul style="list-style-type: none"> • Tackle racism, discrimination and their outcomes 	We want to create a Gwent that has friendly, safe and confident communities

2.9 The Corporate Plan also outlines a new Council Vision and Strapline: *'Blaenau Gwent – a place that is fair, open and welcoming to all by working with and for our communities'*.

2.10 A core set of Council Values has also been identified for all staff and Members to follow:

- Respectful
- Inclusive
- Collaborative
- Accountable
- Supportive

3. **Options for Recommendation**

To include Recommendation(s) / Endorsement by other groups, e.g. CMT/Committees/Other groups)

3.1 CLT and Executive have undertaken a review of the Corporate Plan 2022/27.

3.2 Corporate Overview and Performance Scrutiny Committee considered the Corporate Plan at the meeting on 19th October and verbal feedback from this committee will be provided at Council.

3.3 **Option 1**

Agree to the Content of the Corporate Plan for publication

3.4 **Option 2**

Make Amendments to the Corporate Plan prior to publication

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

4.1 The document is the Council's Corporate Plan, setting out the most important areas for implementation in the short to medium term.

4.2 The Corporate Plan has been written to align to the priorities as identified in the Gwent Public Service Board Well-being Plan.

Legislative Requirements

4.3 The Council is currently under two pieces of legislation:–

- Well-being of Future Generations (Wales) Act 2015; and
- Local Government and Elections (Wales) Act 2021.

4.4 The Council has specific duties are part of the Well-being of Future Generations (Wales) Act 2015 which requires the Council to produce Well-being Objectives and a Well-being Statement. The priorities outlined in the Corporate Plan also act as our Well-being Objectives and the Corporate Plan also acts as our Well-being Statement.

5. **Implications Against Each Option**

There is a statutory requirement to have an agreed and published Corporate Plan in place.

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

There are no specific financial implications as a result of the development of this Plan, however, the Corporate Plan priorities will be used as the basis for budget setting and in allocating resources as part of the Medium Term Financial Plan.

5.2 ***Risk including Mitigating Actions***

There is a risk that without a clear and published set of Council priorities, governance arrangements; budgetary allocations; service planning and decision making could be adversely affected.

5.3 ***Legal***

The Corporate Plan also meets our statutory legislative obligations. If the Plan were not approved or did not meet the legislative requirements this would be a reputational risk to the Council, potentially resulting in corrective action.

5.4 ***Human Resources***

There are no specific staffing or workforce implications as a result of the Plan. The Corporate Plan emphasises the need to work with partners as well as with communities (utilising all available resources) in pursuing the achievement of the Council priorities.

Officers will be required to establish robust business plans which will support the delivery of the Corporate Plan.

6. **Supporting Evidence**

6.1 ***Performance Information and Data***

There is an ongoing process of gathering a wide-range of information to understand the issues that are most important to people in our area. We have also looked at future trends to make sure we consider the things that will affect how we work in the longer term.

6.1.2 It is important that we can demonstrate progress against the Council priorities outlined in the Plan and be held to account against them.

6.1.3 A suite of Key Performance Indicators, which underpin the priority areas, will be reviewed to ensure they show progress of the priority areas moving forward.

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

The Corporate Plan identifies the key areas of activity for the Council over the next five years. These will have direct benefits for the people of Blaenau Gwent.

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

Engagement remains a key priority for the Council and these proposals are intended to continue this work and ensure that all services are focussed on their customers and communities through strong engagement and communication.

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

The Plan addresses the need to balance short and long term needs within the community and to improve the overall resilience and sustainability of the Council.

6.5 ***Preventative focus***

The Plan aims to work in a preventive way, identifying need before it escalates.

6.6 ***Collaboration / partnership working***

The Outcome Statements have been written to identify contributions from across different service areas and this will help us to deliver our 'One Council' approach by working together to deliver better outcomes for our communities.

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

The Plan references the need to be clear about the Council's role in the delivery of services now and in the future and how it can work with its communities, partners and businesses to improve the overall well-being of the area.

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

The Plan includes specific reference to decarbonisation and prioritising activity around this agenda.

- 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*).

Across Gwent, all councils, including Blaenau Gwent, will work towards becoming a region that aims to tackle and reduce inequalities, based on the Marmot principles (further detail in appendix 1). The Council will work across all public services in the area to ensure that our policies, approaches and resources are geared towards creating a fairer, more equal society for today's residents and future generations. This will be at the centre of how we develop and deliver our services across early years, education and skills, transport, housing, places and spaces, and jobs and businesses. As an anti-poverty council, we will do everything within our power to support people trapped in poverty and those who are most vulnerable. By valuing and promoting good health, education and learning we can help people to reach their full potential. This in turn will contribute to creating better informed and connected communities throughout Blaenau Gwent that are fair, open and welcoming to all; where everyone gets to play an active part.

- 6.9b **EqlA(screening and identifying if full impact assessment is needed)**
An Equality Impact Assessment has been undertaken and no negative impact on the protected characteristics have been identified.

7. **Monitoring Arrangements**

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

- 7.1 The business planning process is aligned to the Corporate Plan and feeds the information within the Joint Finance and Performance report.
- 7.2 Progress of the Corporate Plan is highlighted within the Joint Finance and Performance report.

Background Documents /Electronic Links

- *Appendix 1 Corporate Plan 2022/27*



Blaenau Gwent Corporate Plan 2022/27



Blaenau Gwent – a place that is fair, open and welcoming to all by working with and for our communities

Version Control

Title	Blaenau Gwent County Borough Council Corporate Plan 2022/27
Owner	Blaenau Gwent County Borough Council
Approved by	Council
Date	26 th October 2022
Version	1
Status	Draft
Review Frequency	Monitoring via business planning and committee reports Self assessment annually and ongoing

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• <i>Respond to the nature and climate crisis and enable connected communities</i>	11
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Blaenau Gwent Vision:

Blaenau Gwent – a place that is fair, open and welcoming to all by working with and for our communities

The Council's Core Values:

Respectful

Inclusive

Collaborative

Accountable

Supportive

Our Vision and Values reflect who we are as a Council, how we do things and how we are shaping the future by ensuring that these apply to everything we do.

Foreword

Blaenau Gwent is a place like no other. At the head of the Gwent Valleys – Blaenau Gwent provides a unique environment to live, work and play. Blaenau Gwent is a place of heritage and dramatic change, with a sense of its past but its eyes firmly on the future.

The Tech Valleys Vision, Valleys Regional Park and Cardiff Capital Regional Deal combined with new transport links through the soon to be completed Heads of the Valley Road and rail routes to Cardiff bring a bright future. Together with the amazing location and surrounding parkland our people and communities make Blaenau Gwent great. Our people have influence on the local, national and international stage in the arts, sport and politics for many generations – putting Blaenau Gwent on the map for all the right reasons.

The role of Blaenau Gwent County Borough Council and its partners is to maximise on the assets we have, doing more with less and doing it better. It is right that we recognise the challenges we face. The historical decline of heavy industry continues to impact on employment prospects and intergenerational opportunities. We face issues with health and wealth inequality, the rise of online shopping and the impact on our town centres and social issues affecting our families and young people. As a Council we face increasing demand for some of our services putting more pressure on our available budgets. But we are tackling these issues head on with our partners, businesses and the local community. We are looking at how we spend our money to achieve the best outcomes for our residents, we are supporting new and existing businesses, we are looking at our assets to achieve new income streams and we are removing barriers to enable residents to access what they need. All in all, we are looking forward to a positive future.

Across Gwent, all councils, including Blaenau Gwent, will work towards becoming a region that aims to tackle and reduce inequalities, based on the Marmot principles (further detail on page 7). We will work across all public services in our area to ensure that our policies, approaches and resources are geared towards creating a fairer, more equal society for today's residents and future generations. This will be at the centre of how we develop and deliver our services across early years, education and skills, transport, housing, places and spaces, and jobs and businesses. As an anti-poverty council, we will do everything within our power to support people trapped in poverty and those who are most vulnerable. By valuing and promoting good health, education and learning we can help people to reach their full potential. This in turn will contribute to creating better informed and connected communities throughout Blaenau Gwent that are fair, open and welcoming to all; where everyone gets to play an active part.



Blaenau Gwent Cabinet

Blaenau Gwent Council's Cabinet is made up of the Leader of the Council and four other Elected Members, called Cabinet Members. Each Cabinet Member looks after an individual area of responsibility, called a portfolio. They make decisions on how your money is spent and how services are delivered. The Cabinet is responsible for delivery of the Corporate Plan. A full list of all Elected Member, including information about how to find your local Member, is available on our website: [Councillors and Committees | Blaenau Gwent CBC \(blaenau-gwent.gov.uk\)](https://www.blaenau-gwent.gov.uk)



Cllr Steve Thomas
Leader of the Council
Cabinet Member
Corporate Overview
and Performance



Cllr Helen
Cunningham
Deputy Leader of the
Council
Cabinet Member
Place and
Environment



Cllr John C
Morgan
Cabinet Member
Place and
Regeneration



Cllr Sue Edmunds
Cabinet Member
People and
Education



Cllr Hadyn Trollope
Cabinet Member
People and Social
Services

Introduction

The Corporate Plan acts as the Council's business plan and sets out the vision, values and priorities for 2022/27. It outlines not only what the people of Blaenau Gwent can expect from the Council but equally, what the Council is asking from its citizens and partners.

The Plan has been developed at a time of significant financial turbulence and change within the public sector. The Council has had to take some tough decisions on where to prioritise spending, ensuring vital services are maintained for the most vulnerable in our communities.

Through focusing on delivering against the main priorities set out in the Corporate Plan we can begin to transform Blaenau Gwent into a more prosperous and welcoming area and that plays a part on a regional and national stage. It is about achieving real outcomes for the people of Blaenau Gwent and is underpinned by solid and sustainable business plans, ensuring the Council can be held to account for what it has promised to deliver.

The Corporate Plan is a requirement of the Well-being of Future Generations (Wales) Act 2015. The primary aim of the Act is to improve the social, economic, environmental and cultural well-being of Wales. The Act sets out seven national well-being goals that we have a duty to contribute to. The Act intends to make the Council think more about the long term, work better with people and communities, look to prevent problems and take a more joined-up approach.




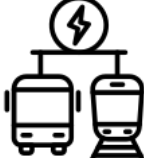




The Corporate Plan identifies four priorities, known as well-being Objectives, which set out the direction for action and agenda for change over the next five years. The ambitions set out in this Plan require for the Council, communities and partners to work in new and innovative ways to drive change and transform the area in order to have a positive impact on the lives and well-being of current and future generations.

Our Corporate Plan

Our Corporate Plan 2022/27 sets out an ambitious programme of activity for the Council over the next five years and beyond. The priorities, also referred to as Well-being Objectives, have been developed in order to support our communities to thrive. The people of Blaenau Gwent are at the heart of all that we do and the Corporate Plan is our commitment to the communities of Blaenau Gwent to provide modern and high quality services which support economic growth and well-being.

As a Council we will be an outward looking organisation who will work in partnership with businesses, the public and voluntary sectors, and communities to be a more commercially minded and business orientated organisation.

Our Corporate Plan 2022/27 Priorities are:

Priority		Outcome
	Maximise learning and skills for all to create a prosperous, thriving, resilient Blaenau Gwent	An increase in the resilience of the community, providing high quality educational and skills opportunities to create a thriving economy from birth onwards, minimising dependence and maximising independence
		
	Respond to the nature and climate crisis and enable connected communities	Blaenau Gwent Council greatly reduces its carbon emissions, provides an environment which supports growth and well-being and connects communities
		
	An ambitious and innovative council delivering quality services at the right time and in the right place	Blaenau Gwent Council works in partnership to provide high quality services to meet local need, and improve the quality of life and well-being within the community
		
	Empowering and supporting communities to be safe, independent and resilient	An increase in the resilience of Communities, where everyone is welcome and safe and which minimises dependency and maximises independence
		

Through focusing on delivering the Corporate Plan we can begin to transform Blaenau Gwent into a more prosperous and welcoming area that celebrates its heritage and plays its part on the regional and national stage. It is also a key part of building a more confident and capable Council. It is about achieving real outcomes for the people of Blaenau Gwent and is underpinned

by solid and sustainable plans, ensuring the Council can be held to account for what it has promised to deliver.

The priorities have not been developed in isolation and have been identified in order to support the progression of a number of policy and partnership areas:

The **Well-being of Future Generations (Wales) Act** has outlined the responsibilities on all public sector bodies to improve the social, economic, environmental and cultural well-being of Wales. This is referred to as the sustainable development principle which states public bodies **'must meet the needs of the present without compromising the ability of future generations to meet their own needs'**. We have ensured that these responsibilities are a part of all that we do and our priorities and actions reflect how we will work to improve these key areas. We have also considered the contribution our priorities will have on working towards the Well-being Goals and the five ways of working.



Alignment has also been made to the **Marmot Principles** and the priorities from the **Gwent Public Service Board Plan (PSB) Well-being Plan**.

Gwent PSB have agreed to become a **Marmot Region** and to adopt the **eight Marmot principles** to reduce health inequalities across Gwent and to work in partnership with the Institute of Health Equity (IHE) to address the social determinants of health. Gwent is the first area in Wales to become a Marmot region.

Michael Marmot is Professor of Epidemiology and Public Health at University College London and currently the Director of The UCL Institute of Health Equity. He has led research groups on health inequalities for over thirty years, working for various international and governmental bodies. Key to his approach to addressing health inequalities is to create the conditions for people to take control of their own lives which requires action across the social determinants of health and beyond the reach of the NHS. Recognising the inequality that exists in our communities, the Gwent Public Service Board has agreed to become a 'Marmot' region with the intent to implement this approach to undertake evidence-based action to reduce inequalities in Gwent. This will re-focus and accelerate progress towards reducing the root causes of health and related inequalities across Gwent. As part of this, the PSB will use the eight Marmot Principles, alongside the Objectives and Steps, as part of the Well-being Plan.









Eight Marmot Principles:

1. Give every child the best start in life
2. Enable all children, young people, and adults to maximise their capabilities and have control over their lives
3. Create fair employment and good work for all
4. Ensure a healthy standard of living for all
5. Create and develop healthy and sustainable places and communities
6. Strengthen the role and impact of ill-health prevention
7. Tackle racism, discrimination, and their outcomes
8. Pursue environmental sustainability and health equity together

Alongside the Marmot Principles, The Council has aligned to the priorities outlined in the draft Well-being Plan, a Plan owned by the Gwent PSB.

How the Council's Priorities Align

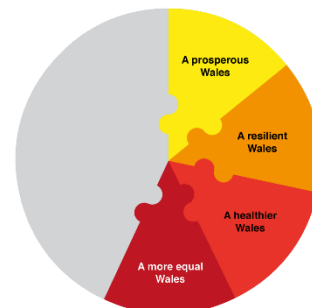
The table below highlights the links between the Corporate Plan 2022/27, the Marmot Principles and the Gwent PSB's Well-being Plan.

Corporate Plan 2022/27		Marmot Principle	Gwent Well-being Plan
Maximise learning and skills for all to create a prosperous, thriving, resilient Blaenau Gwent		<ul style="list-style-type: none"> • Give every child the best start in life • Enable all children, young people and adults to maximise their capabilities and have control over their lives • Create fair employment and good work for all • Ensure a healthy standard of living for all 	<ul style="list-style-type: none"> • We want to create an equal Gwent for all
			
Respond to the nature and climate crisis and enable connected communities		<ul style="list-style-type: none"> • Create and develop healthy and sustainable places and communities • Strengthen the role and impact of ill-health prevention • 'Pursue environmental sustainability and health equity together'. 	<ul style="list-style-type: none"> • We want to create a Gwent where the natural environment is protected and enhanced to maximise the well-being benefits that nature provides to current and future generations
			
An ambitious and innovative council delivering quality services at the right time and in the right place		<ul style="list-style-type: none"> • Create fair employment and good work for all 	<ul style="list-style-type: none"> • We want to create an equal Gwent for all
			
Empowering and supporting communities to be safe, independent and resilient		<ul style="list-style-type: none"> • Tackle racism, discrimination and their outcomes 	<ul style="list-style-type: none"> • We want to create a Gwent that has friendly, safe and confident communities
			

Maximise learning and skills for all to create a prosperous, thriving, resilient Blaenau Gwent



What We Aim to Achieve – An increase in the resilience of the community, providing high quality educational and skills opportunities to create a thriving economy from birth onwards, minimising dependence and maximising independence.



Why This is Important - Identified Need

- Tackling the cost of living and supporting residents and families
- Examining the potential for further economic improvement and growth for Blaenau Gwent:
 - Maximisation of opportunities and income levels
 - Children, young people and adults with the right qualifications and skills for life
 - Skills / employment
 - Job prospects
 - Growth
- Community –
 - Independent living
 - Thriving and Resilient
 - Aging population
- Access to services

How We Will Know How Well We Are Doing

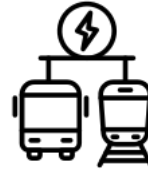
- Percentage of working age people who are employed
- Full / part time workers weekly earnings
- Percentage of adults 16-64 with no qualifications
- Percentage of people living in households in material deprivation
- % that travel outside of the borough for employment
- Percentage of children living in workless households
- Rate of households for whom homelessness was successfully prevented for at least 6 months per 10,000 households
- Percentage of low birth rate live single births
- Educational outcomes and attainment
- NEETs Levels
- School Attendance
- Percentage of school pupils who are eligible for Free School Meals
- Social Services Performance Framework
- Economic Activity Rates
- Business Start-up Rates per 1,000 Inhabitants
- Number of Business per 1,000 inhabitants
- Proportion of Working Age Population with NVQ Level 4 or
- Proportion of Knowledge-Based Business
- Data Unit Self Assessment Indicators
- WIMD

<https://www.data.cymru/dashboards/viewofpoverty>

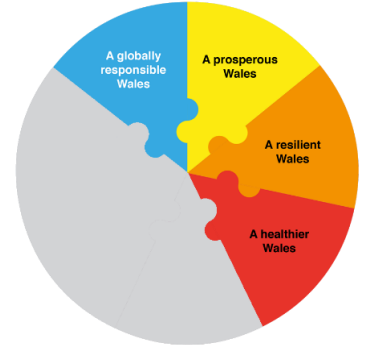
**Well-being of Future Generations (Wales) Act 2015
Sustainable Development and the Five Ways of Working**

<p>We will work in Partnership / Collaboration With...</p>	<ul style="list-style-type: none"> • Gwent Public Service Board • Aneurin Bevan University Health Board • Education Achievement Service • Regional Partnership Board • Cardiff Capital Region City Deal • Local Nature Partnership Blaenau Gwent and Torfaen • Tech Valleys • Valley Task Force • Gwent Wide Adult Safeguarding Board (GWASB) 	<ul style="list-style-type: none"> • South East Wales Safeguarding Children Board (SEWSCB) • Town Centre Forums • Business Hub • Enterprise Board • Greater Gwent Health, Social Care and Well-being Partnership • Gwent Frailty • WAST • Cost of Living Sub Group
<p>We will work with a focus on Long term planning</p>	<ul style="list-style-type: none"> • This is a key area for Blaenau Gwent and it is recognised that evidence to show improvement will take time but it is vital that work is undertaken now to support communities now and in the future. 	
<p>We will work with a focus on Integration</p>	<ul style="list-style-type: none"> • This priority is cross cutting in nature and will include a number of Council Services including Regeneration, Social Services and Education. 	
<p>We will work with a focus on Prevention</p>	<ul style="list-style-type: none"> • Prevent the impacts of poverty and material deprivation from getting worse by providing good quality local employment opportunities and supporting a thriving and resilient Blaenau Gwent 	
<p>We will work with a focus on Involving the public and partners in all that we do</p>	<ul style="list-style-type: none"> • Engagement with businesses and partners will be key to support economic growth and job creation / opportunities. • The Education Directorate is committed to providing high quality services to its citizens and uses various engagement methodologies in order to understand if the service is making the intended outcomes or if amendments to service delivery need to be considered • An important aspect of providing Social Services to service users is that their voice is heard and they are able to shape the services they receive. Consultation with children and families occurs on a case by case basis and is captured in the care planning documents of each child. 	

Respond to the nature and climate crisis and enable connected communities



What We Aim to Achieve - Blaenau Gwent Council greatly reduces its carbon emissions, provides an environment which supports growth and well-being and connects communities



Why This is Important - Identified Need

- Connectivity -
 - Digital Infrastructure
 - Digital Skills
 - Transport
 - Prioritising active and safe transport
- Community –
 - Natural and built environment
 - Attractive area to live
 - Minimising air pollution
 - Building energy efficient homes
- Decarbonisation –
 - Net zero by 2030
 - Building Adaptions (including schools)
 - Tackling climate change
 - Energy provision

How We Will Know How Well We Are Doing

- Jobs in the area - % that leave the area to work elsewhere - % change over time
- Decarbonisation Measures
- Housing
- Highways
- Assets
- Fly tipping
- Street cleansing
- Waste and recycling
- Environment and biodiversity
- Transport planning
- Data Unit Self Assessment Indicators

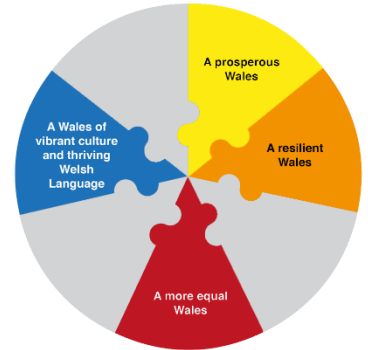
**Well-being of Future Generations (Wales) Act 2015
Sustainable Development and the Five Ways of Working**

We will work in Partnership / Collaboration With...	<ul style="list-style-type: none"> • Gwent PSB • Local Authorities in Wales • CCRC • Transport for Wales • Climate Ready Gwent • Local Nature Partnership Blaenau Gwent and Torfaen • Dwr Cymru Welsh Water • Natural Resources Wales
We will work with a focus on Long term planning	Protecting the environment and working towards new zero carbon is an immediate aim with actions being put in place now to support in the long term.
We will work with a focus on Integration	The Council has developed a Decarbonisation Strategy and an Environment and Biodiversity Strategy both of which outline responsibilities to support these agendas across all Councils services. Through a joined up approach to service delivery the Council will be able to achieve more and use less resources.
We will work with a focus on Prevention	Contributing to the maintenance and enhancement of biodiversity and ecosystem resilience will help to mitigate and adapt to climate change and provide positive opportunities to maintain and build mental and physical health and well-being.
We will work with a focus on Involving the public and partners in all that we do	Support to local community groups is continuing with local litter champions being provided with materials, equipment, staff support and the collection of waste following clean up and clearance.

An ambitious and innovative council delivering quality services at the right time and in the right place



What We Aim to Achieve – Blaenau Gwent Council works in partnership to provide high quality services to meet local need, and improve the quality of life and well-being within the community



Why This is Important - Identified Need

- Digital infrastructure
- Commercially minded Council
- Strong Resilient Council
- Financially Resilient
- Recruitment and retention
- Adapting (Exit from the EU and post COVID)
- Partnership Working / Regionalisation
- Celebrate success
- Focus on the future
- Building Blaenau Gwent's reputation
- Data and intelligence

How We Will Know How Well We Are Doing

- Council attendance and sickness
- Council recruitment and retention
- Complaints and Compliments
- Financial health indicators
- Community Hub data
- Digital data
- Customer data
- Communications activity
- Data Unit Self Assessment Indicators

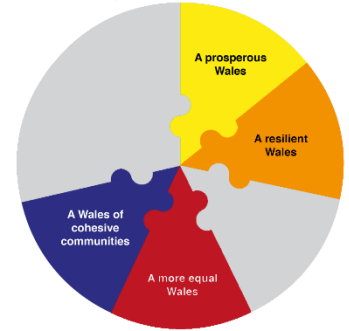
**Well-being of Future Generations (Wales) Act 2015
Sustainable Development and the Five Ways of Working**

We will work in Partnership / Collaboration With...	<ul style="list-style-type: none"> • Gwent PSB • Local Authorities in Wales • Trade Unions • Town and Community Councils • Welsh Government • WLGA • Audit Wales • SRS
We will work with a focus on Long term planning	<p>The Council is committed to supporting communities in the long term and looks to achieve this through active engagement with the community, understanding data and need and by developing plans and strategies that will be implemented over a number of years to ensure the future investment and improvement of services in Blaenau Gwent.</p>
We will work with a focus on Integration	<p>The Council operates a 'One Council' approach whereby services work together to share resources and expertise and support one another to achieve the intended outcomes for the community.</p>
We will work with a focus on Prevention	<p>The Council uses a preventative approach to the services it provides to the community. This can cover a number of areas such as education, social services, poverty, infrastructure. The Council works to prevent problems getting worse.</p>
We will work with a focus on Involving the public and partners in all that we do	<p>The Council is proactive in how it engages the community. The Council has developed an Engagement Strategy 2018/22 which outlines the approach to engagement for the community, stakeholders, staff and members. Effective engagement is crucial to ensure the Council runs effectively, the services delivered are appropriate and meet the needs of those that use them. The Council also has a Corporate Engagement Calendar in order to map the type and level of activity being delivered across the organisation. This is then used to maximise the use of resources and value of engagements and to promote a 'One Council' approach.</p>

Empowering and supporting communities to be safe, independent and resilient



What We Aim to Achieve - An increase in the resilience of Communities, where everyone is welcome and safe and which minimises dependency and maximises independence



Why This is Important - Identified Need

- Promote awareness and understanding and encourage and celebrate diversity
- Strengthen community spirit and resilience
- Community Safety
- Blaenau Gwent:
 - Is a welcoming, diverse and thriving place to live and visit
 - Creates volunteering opportunities to empower residents to have control over their own communities

How We Will Know How Well We Are Doing

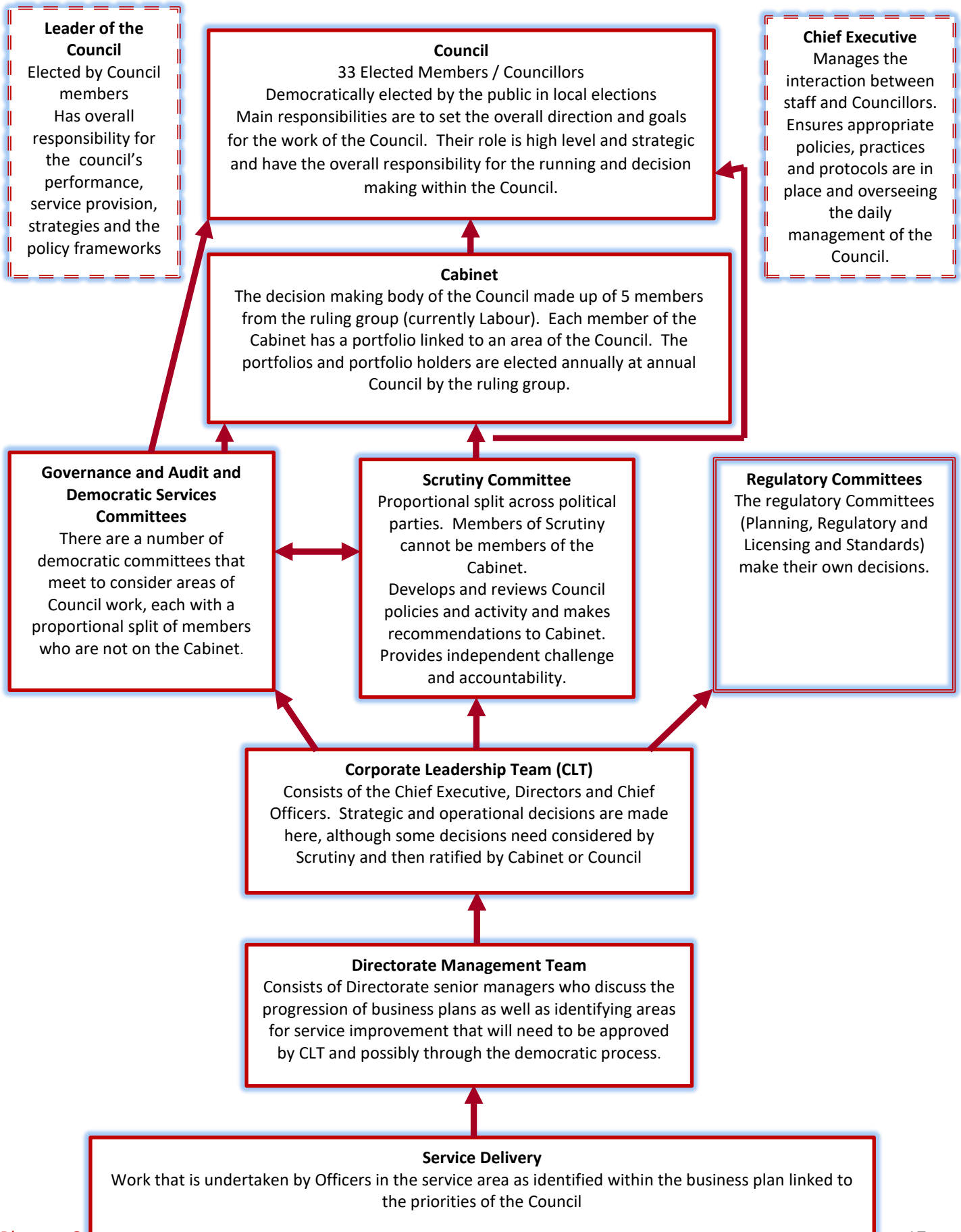
- WIMD
- Equalities
- Community Safety
- Community Well-being
- Data Unit Self Assessment Indicators

**Well-being of Future Generations (Wales) Act 2015
Sustainable Development and the Five Ways of Working**

We will work in Partnership / Collaboration With...	<ul style="list-style-type: none"> • Gwent PSB • West Gwent Community Cohesion Programme • Local Community Safety Partnership • Safer Gwent • Gwent Community Cohesion Team • Other Local Authorities • Commissioner's Police and Crime Plan priorities • Wales Strategji Migration Partnership • UK Resettlement Scheme Programme • Home Office
We will work with a focus on Long term planning	<p>The Council's community safety initiative is to support crime reduction whilst also implementing preventative measures to ensure long-term reductions in crime and disorder.</p>
We will work with a focus on Integration	<p>Blaenau Gwent Council, together with its fellow local authorities across Gwent, have worked with schools, not only to challenge racism and hate crime, but to also promote inclusion and celebrate the region's diversity. Last year schools were involved in producing an anti-racism poster competition which was organised by Race Equality First. Schools across the region produced some powerful art work which displayed messages that promoted equality and showed that hate has no place in rugby or the community.</p>
We will work with a focus on Prevention	<p>Home and fire safety services have been provided to victims of crime, anti-social behaviour and domestic violence in the area. Initiatives have also been provided in order to protect, support and empower those who are vulnerable to exploitation, violent extremism or terrorism, as well as human trafficking and modern slavery.</p>
We will work with a focus on Involving the public and partners in all that we do	<p>The Council has successfully raised awareness and understanding of numerous International and National Equality and Cohesion Campaigns via social media, as well as delivering on specific initiatives with staff, communities and stakeholders (for example, the Youth Forum, Citizen Panel etc.). Examples of the campaigns supported includes Holocaust Memorial Day, Show Racism the Red Card, LGBTQ+ (lesbian, gay, bisexual, transgender, queer +) History Month, Pride, White Ribbon Day (campaign to end domestic violence), Black History Month and International Children's Day.</p>

The Council's Governance Framework

Blaenau Gwent Council operates through a Governance Framework which brings together an underlying set of legislation, governance and management processes. The Framework provides a clear line of accountability throughout the Council for monitoring, reporting and decision making. As part of this, the Corporate Plan acts as the Council's overarching strategic document which provides a framework for all that we do and all of the decisions that are made.



Although the Corporate Plan is the overarching strategic document for the Council, it is supported by a number of other key policies and strategies that work together to create a golden thread, these documents include:

- The **Communications Strategy** looks to deliver excellent, innovative and cost effective two-way communications, building a positive reputation and increasing trust and confidence that the Council is delivering services that meet resident, businesses and visitor's needs.
- The **Strategic Equalities Plan** aims to put fairness and equality at the heart of everything the Council does and this is central to maximising well-being outcomes for residents, local communities, staff and visitors, now and in the future
- The **Medium Term Financial Strategy** is a key and integral part of the Council's planning arrangement and provides an assessment of the spending requirements the Council is likely to face to deliver its priorities and the level of potential cuts.
- The **Welsh Language Promotion Strategy aims** of the Blaenau Gwent's Welsh Language Strategy are linked with the Welsh Government's vision to create a million Welsh speakers in Wales by 2050.
- The **Workforce Strategy** looks to build on existing good practice and continuing to promote the Council as a good place to work – developing a workforce that feels connected to and can meet the current and future needs of our community.

At the heart of everything the Council does is the community of Blaenau Gwent. **Engagement, participation and customer experience** feature as a key theme which runs across the Council in order to shape services and make decisions.

Legislative Requirements

The **Local Government and Elections (Wales) Act 2021** sets out a new performance and governance regime which is a fundamental component of empowering local government by firmly defining principal councils as self-improving organisations through a system based on self-assessment and panel performance assessment. This approach is intended to build on and support a culture in which councils continuously challenge the status quo, ask questions about how they are operating, and consider best practice in Wales and wider. It will be important for the sector as a whole to take the lead in the implementation of the new regime, in supporting improvement and in sharing innovations and best practice.

As part of this requirement, the Council has undertaken a corporate self assessment process to consider the progress made and the further areas for improvement since 2021/22. The learning from the self assessment has helped to develop the priority areas within this Corporate Plan. The self assessment is meant to be used as a continuous method to keep performance under review and the Council has in place arrangements to achieve this throughout the year via its performance management framework and reporting methods.

The **Well-being of Future Generations (Wales) Act 2015** (WCFG) is ground-breaking legislation which aims to improve the social, economic, environmental and cultural well-being of Wales and create a Wales that we all want to live in, now and in the future. We have used our priorities within the Council's Corporate Plan to act as our Well-being Objectives.

The **Local Government (Wales) Measure 2009 (Section 15)** places a duty on all Local Authorities in Wales to make arrangements to secure continuous improvement. As part of this, the Council is required to develop a Corporate Plan. The report also uses the Outcome Statements within the Council's Corporate Plan as its Improvement Objectives.

Contact Information

This document is available electronically and in hard copy by request.

Corporate Performance Team
Corporate Services
Blaenau Gwent County Borough Council
General Offices
Steel Works Road
Ebbw Vale
NP23 6DN
Phone: 01495 311556
Email: pps@blaenau-gwent.gov.uk

Providing Feedback

We welcome any feedback you might have about the Council's Corporate Plan 2022/27. Your views are important to us and we want to know what information you would like to see and how you would like to see it reported. Please contact the team on the details above if you would like to give feedback on the Corporate Plan, if there is any information you think could be considered for inclusion in the future, or if you require this document in a different format e.g. large print, Braille, audio version, etc.

Fersiwn Gymraeg

Yn unol â Chynllun Iaith Gymraeg y Cyngor, bydd fersiwn Gymraeg o'r Cynllun Gwella ar gael ar wefan y Cyngor.

This document acts as Blaenau Gwent County Borough Council's Well-being Statement, prepared under section 7 of the Well-being of Future Generations Act 2015 and related guidance issued by the Welsh Government.

The Council is satisfied that the information given in this plan is accurate based on the information available at the time of publication.

This Council's Corporate Plan 2022/27 has been subject to an Equality Impact Assessment screening.

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Committee: **Special Council**

Date of Meeting: **26th October, 2022**

Report Subject: **Amendments to the Constitution**

Portfolio Holder: **Councillor S. Thomas - Leader/Executive Member**
Corporate Overview & Performance

Report Submitted by: **Head of Legal and Corporate Compliance/Monitoring Officer**

Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair *	Governance & Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)
	X						X	X CWG

1. Purpose of the Report

The purpose of the report is for Council to approve and adopt proposed changes to the Constitution.

2. Scope and Background

By virtue of the Local Government Act 2000 there is a statutory requirement upon Councils to adopt a Constitution. The current Constitution was last amended in 2021.

The Monitoring Officer has a duty to review the Constitution in order to ensure that it reflects the current structure and operation of Council functions and decision making.

The purpose of the Constitution is to describe functions, membership, delegated powers and procedural rules which will:-

- Enable the Council to provide clear leadership to the Community in partnership with citizens, businesses and other organisations;
- Support the active involvement of citizens in the process of local authority decision making;
- Help Councillors represent their constituents more effectively;
- Enable decisions to be taken fairly, efficiently and effectively;
- Create an effective means of holding decision makers to public account;
- Ensure that no one will scrutinise a decision in which they are directly involved;

- Ensure that those responsible for decision making are clearly identifiable to local people and that they explain the reasons for decisions;
- Provide a means of improving the delivery of services to the community;
- Promote the principles of democracy.

The amendments are proposed as a consequence of changes arising out of the Council's Annual General meeting, and also to reflect current operational practice and any changes in legislative requirements.

The proposed changes are summarised at appendix 1.

Details of the changes are attached on the 2021 version (current version) of the Constitution and proposed changes are shown for the purposes of clarity as tracked changes.

The Constitution Working Group considered and approved the proposed amendments at a meeting held on 3rd October 2022.

3. **Options for Recommendation**

3.1 Option 1:

Consider and approve the suggested amendments and incorporate these into the existing Constitution.

Option 2:

Do not approve some or all of the amendments and revert back to the Constitutional Working Group for further consideration.

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

There is a statutory responsibility upon all Councils to adopt a Constitution and keep it under review.

5. **Implications Against Each Option**

5.1 *Impact on Budget*

There are no financial implications associated with this report.

5.2 *Risk*

If the Constitution is not revised on a regular basis there is a risk of non-compliance with legislation and the risk of successful challenge in a number of areas would be increased.

- 5.3 *Legal*
There a legal duty on the Monitoring Officer to review the Constitution.
- 5.4 *Human Resources*
There are no staffing implications arising out of this report.
6. **Supporting Evidence**
- 6.1 *Performance Information and Data*
The changes are necessary to keep the Constitution up to date and relevant in accordance with the requirements of the Local Government Act 2000.
- 6.2 *Expected outcome for the public*
A Constitution that accurately sets out how the Council operates, how decisions are made and the procedures which are followed in the democratic process.
- 6.3 *Involvement (consultation, engagement, participation)*
The Constitution Working Group were consulted on 2nd September and key officers have been consulted in the past 6 weeks.
- 6.4 *Thinking for the Long term (forward planning)*
This review will ensure the Council meets its current statutory obligations and plans for the longer term, providing assurance in respect of the Council's governance arrangements.
- 6.5 *Preventative focus*
The review and amendments will lessen the risk of the Council operating *ultra vires* and reduce the chances of a successful challenge through the courts or other regulatory avenues.
- 6.6 *Collaboration / partnership working*
It should be noted that the Monitoring Officer is currently working with others on an All-Wales basis to produce an updated Constitution template which will reflect all the changes arising as a consequence of the Local Government Wales Act 2021.
- 6.7 *Integration(across service areas)*
The report potentially impacts all areas of the Council's services.
- 6.8 *EqIA (screening and identifying if full impact assessment is needed)*
There are no Equality implications in relation to the suggested amendments.
7. **Monitoring Arrangements**
- 7.1 The Constitution is published on the Council's Corporate website. Any future amendments will be subject to consultation with Heads of Service, the Corporate Leadership Team and the Constitution Working Group before proceeding to full Council for formal approval.

Background Documents /Electronic Links
See appendices attached.

Constitution Amendments Record 2022

Section	Paragraph	Page Number	Title/Area	Current Wording	Amendment	Incorporated into document?
12.5.2	(a) and (c)	P144	Sealing and Execution of Documents	<p>(a) Any Officer of grade JNC 2 and above shall have authority to jointly affix the Common Seal and execute under Seal any deed or document.</p> <p>©This function can be delegated further in writing by the named persons</p>	<p>(a) Any Officer of grade JNC 2 and above shall have authority to affix the Common Seal and execute under Seal any deed or document</p> <p>© This function can be delegated further in writing by the persons referenced in (a) above.</p>	Incorporated into 2021 Version 1.1 and accepted by CLT and Leader
12.5.3				Any entry of the sealing of every deed or document to which the Common Seal has been affixed shall be made and consecutively numbered in a book to be provided for the purpose	Any entry of the sealing of every deed or document to which the Common Seal has been affixed shall be made and consecutively numbered in a record to be	Incorporated into 2021 Version 1.1 and accepted by CLT and Leader

					provided for the purpose	
1.2	1.2.1	9	How the Council Operates	The Council is comprised of 42 Councillors elected every five years	The Council is comprised of 33 Councillors elected every five years	Added as tracked change
Executive verses Cabinet????					Would need to do a search to amend all references if it is decided to move to 'Cabinet'	All references to "Executive" or "the Executive" changes to Cabinet. (this impacted the use of Chief Executive in the document but is now corrected)
2.2	2.2.2	13	Definitions in the Constitution	Executive functions are defined by the Local Government Act 2000, subsidiary legislation and associated guidance. Any function that is not exercisable only by Full Council or delegated to another Member body is an Executive function	Need a gap between 'is' and 'not'	Corrected as tracked change
2.2	2.2.2	17	Definitions in the Constitution	"Council's Well-being Objectives"	Corporate Plan (including the Well-being Objectives)	Added as tracked change
Suggestion			Definitions in the Constitution		We will need to add in the Presiding	For discussion

					Member and role (or later in the document) Role not fully defined yet.	
2.8	2.8.1	20	Publication	The Monitoring Officer will ensure that copies of this Constitution are available for inspection at the main Council offices and on the Council's website.	Is this still available regarding inspection? Also, page 225 section 14.5 and 14.6	Updated to reflect decision to provide electronic copies only
3.1	3.1.1 (c)	21	Getting Information	Three working days before a meeting, the agenda, any report likely to be discussed and background papers to that report shall be available for inspection at the offices of the Council and on the website.	As above	Updated to reflect decision to provide electronic copies only
3.1	3.1.1 (d)	22	Getting Information	The Council will make available to the public present at a meeting a reasonable number of copies of the agenda and of the reports for the meeting (save during any part of the	Reasonable number of copies – is this now possible?	Updated to reflect decision to provide electronic copies only

				meeting to which the public are excluded)		
3.1	3.1.1 (e)	22	Getting Information	For a period of six years the agenda, reports and the minutes of the meeting shall be available for inspection. The background papers shall remain open for inspection for a period of four years.	Do we need to state that this will now be via electronic means?	Updated to reflect decision to provide electronic copies only
4.2	4.2	30/21	The Policy Framework	The Policy Framework means the following plans and strategies: <ul style="list-style-type: none"> • Corporate Plan (including Well-being Objectives) • Freedom of Information Publication Scheme • Well-being Plan • Treasury Strategy Statement • Local Development Plan • Local Transport Plan • Crime & Disorder Reduction Strategy • Welsh Language Promotion Strategy • Youth Justice Plan The following strategies	Do we need to review the plans and strategies listed?	Updated to include up to date plans and strategies

				<p>will be adopted by Council:-</p> <ul style="list-style-type: none"> • South East Wales Valleys Local Transport Plan • Strategic Asset Management Plan • Winter Maintenance Plan • Highways Maintenance Plan • Corporate Plans and strategies • Procurement Strategy • Regeneration Strategy • Strategic Equality Plan 		
4.7	4.7.3 4.7.4	33/34	Chairing the Council	<p>(a) The Councillor elected annually by the Council as its chair will be called the Council Chairperson.</p> <p>(b) The Council Chairperson will cease to be the Chairperson if they resign, are dismissed by a vote of Full Council, cease to be a Member of the Council, or are unable to act as a Member of the Council. They continue to act as Council Chairperson</p>	Need to amend sections to refer to the Presiding Member rather than Council Chairperson or Presiding Member / Council Chairperson	All reference on page 33/34 to "Council Chairperson" now changed to Presiding Member as a tracked change for approval.

				after an election until their successor has been appointed.		
4.10	4.10.1	35	Council Procedure Rules – Annual Meeting of the Council	(a) elect a person to preside if the Council Chairperson and Deputy Council Chairperson of the Council is not present; (b) elect the Council Chairperson of the Council; (c) elect the Deputy Council Chairperson of the Council; (d) approve the minutes of the last meeting; (e) receive any announcements from the Civic Chair.	Amend to presiding member and delete (e)	Amended as tracked change for approval
4.11	4.11.5 4.11.10	36/37	Ordinary Meetings	receive any announcements from the Council Chairperson;	Presiding Member	Amended as tracked change for approval
4.12	4.12.1 (b)	37	Extraordinary Meetings	The Council Chairperson	Presiding Member	Amended as tracked change for approval
4.15	4.15	38	Chair of the Meeting	The person presiding at the meeting may exercise any power or duty of the Council Chairperson. Where these rules apply to	As above If Council Chairperson does change need to do a search for all	Amended as tracked change for approval

				Committee and Sub-Committee meetings, references to the Council Chairperson should instead be read as reference to the Chair of that Committee or Sub-Committee.	throughout the document.	
4.16	4.16	39	Quorum	During any meeting if the Council Chairperson counts the number of Members present and declares there is not a quorum present, then the meeting will adjourn immediately.	Change to Presiding Member	Amended as tracked change for approval
4.17	Title	39	Remote Attendance (2011 Measure as amended by Democracy Act 2013)	Remote Attendance (2011 Measure as amended by Democracy Act 2013)	LG Act (included in paragraph but not title)	Added to title as tracked change for approval. Can the reference to the Democracy Act be removed?
4.18	1.18.3	41	Questions by the Public	Notice of Questions A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Head of Governance and Partnerships no later	Is it HDS or should it be the MO or CEX or all / some?? Particularly as at 4.18.5 – The Managing Director / Head of Paid Service and/or	Amended to state HDS and MO

				<p>than midday, three working days before the day of the meeting. Each question must give the name and address of the questioner.</p>	<p>Head of Legal & Corporate Compliance may reject a question if it...</p> <p>But then at 4.18.6 it says – The Managing Director / Head of Paid Service or Head of Democratic Services will enter each question in a book open to public inspection and will immediately send a copy of the question to the Councillor to whom it is to be put. Rejected questions will include reasons for rejection. Determination of the validity of the request will be by the Monitoring Officer.</p>	
Suggestion					<p>Need to amend all references to Managing Director to Chief Executive</p>	<p>69 instances of Managing Director found and replaced as tracked changes for approval</p>

<p>4.26</p>	<p>4.26.1</p>	<p>59</p>	<p>Minutes</p>	<p><u>Signing the Minutes</u> The Council Chairperson will sign the minutes of the proceedings at the next suitable meeting. The Council Chairperson will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.</p>	<p>Is signing still required now that there are no printed minutes? Is this is amended then 4.26.2 will also need to be amended</p>	<p>Wording amended to “approve” instead of “sign” Also amended</p>
<p>4.27</p>		<p>59</p>	<p>Record of Attendance</p>	<p>All Members present during the whole or part of a meeting must sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance. Where members attend meetings virtually they must ensure their presence is known to the minute taker in order to ensure their presence is recorded.</p>	<p>Is signing still required particularly as those remote attending just need to notify?</p>	<p>Wording amended to state “recorded as being in attendance”</p>

4.31		61/62	Filming and Use of Social Media During Meetings	In meetings which are open to the public, filming and use of social media is permitted during meetings so long as there is no disturbance to the conduct of the meeting. Webcasting may be provided at any public meetings/Committees	All meetings are recorded and uploaded (rather than webcast) Also at 5.10	Wording changed to "recording" and not "webcasting"
Section 5	5.8.2	68	Executive Meetings – When and Where?	The frequency and timing of meetings of the Executive will be determined by the Leader. The Executive will meet at the Council's main offices or another location to be agreed by the Leader.	Does this need to be reworded for hybrid and remote attendance?	Wording amended to remove necessity to meet in offices to decide
Section 7	7.2	75	Overview and Scrutiny Committees	In order to achieve this, the Council have appointed five Overview and Scrutiny Committees which between them will:	four	Added as tracked change for approval
Section 7	7.3	76 - 79	Role, Scope and Membership		See attached document	Added contents of document "Scrutiny Committee remit"

						and replaced existing 7.3 contents. Tracked change for approval
Section 7	7.6	82	Who May Sit on Overview and Scrutiny Committees?	<p>All Councillors except Members of the Executive may be Members of the Overview and Scrutiny Committees. However, no Member may be involved in scrutinising on decisions in which he has been directly involved.</p> <p>Although an Executive Member is not a Member of a Scrutiny Committee, they may participate by invitation only.</p>	<p>he/she</p> <p>As identified above, will this still be the case??</p>	Added as tracked change for approval
Section 7	7.8	82	Education Representatives	The Education & Learning Scrutiny Committee shall include in its membership voting representatives of religious faiths and of parent governors, as required by law and guidance from the	The People Scrutiny Committee	Added as tracked change for approval

				National Assembly of Wales.		
Section 7	7.10.2	83		(d) have a responsibility for the development of a forward work programme linked to the priorities of the Council found within the Council's Well-being Objectives. It will be the responsibility of the Chair to ensure the criteria set out in the Scrutiny Development Plan is implemented in liaison with the Head of Democratic Services.	The Council's Corporate Plan Remove	Added/removed as tracked change for approval
Section 7	7.12	84	Meetings	The Overview and Scrutiny Committee will meet 6 weekly.	The cycle of each overview and scrutiny committee will be determined at the beginning of each cycle linked to the business within the FWP – or something like this There is wording at 7.16	Added as tracked change for approval

Section 7	7.12.3	85		The quorum of an Overview and Scrutiny Committee will be one quarter.	As the meetings now have 9 members should this be a 3 rd ?? 3 rather than 2.25??	Added as tracked change for approval
Section 7	7.15	85	What will be the Number and Arrangements for Overview and Scrutiny Committees	The Council will have five Overview and Scrutiny Committees...	four	Added as tracked change for approval
Section 7	7.15.3	85		(a) there will be cross party Membership of all Overview and Scrutiny Committees;	(a) there will be proportionate cross party Membership of all Overview and Scrutiny Committees;	Added as tracked change for approval
Section 7	7.18.2	87		On receipt of such a request, so long as it is an appropriate matter to be considered and is appropriate to the priorities within the Council's Well-being Objectives and the Forward Work Programme, the Managing Director / Head of Paid Service will ensure that it is included on the next available agenda.	Council's Corporate Plan Does it need to be the MD?	Added as tracked change for approval MD changed to CEX
Section 7	7.21	89	Making sure that Overview and		Remove second paragraph	Removed as tracked change for approval

			Scrutiny Reports are considered by the Executive			
Section 7	7.21	90			Remove table as now embedded practice and included in the handbooks	Deleted but not showing as tracked change due to a quirk with tracked changes (most likely as it is an image rather than text)
Appendix 1 to section 7	5.1 / 5.1.1 / 5.2 / 5.3 / 5.3.3 / NB 6.1 / 6.2 7.3 / page 110 / 111	104		Corporate Overview Scrutiny Committee	Amend references of this committee to Corporate Overview and Performance Scrutiny Committee	18 instances found and replaced as tracked changes for approval
	NB	105		NB: Crime and Disorder referrals should be directed to the Corporate Overview Scrutiny Committee.	Now Place Scrutiny Committee	Amended to Place Scrutiny Committee as tracked change (this reduces the references above from 18 to 17)
APPENDIX 4 TO SECTION 7		112-116	Public Service Board (PSB) Scrutiny Committee Terms of Reference		Local PSB now sits with Partnership Scrutiny and arrangements are being made for a regional Scrutiny Committee	Amendments made to remove sections and detail the purpose of the Gwent Public Service Board
11.1	11.1.2	126	Chief Officers	Managing Director / Head of Paid Service	Chief Executive / Head of Paid Service	Added as tracked change for approval
11.5.9		134	Restrictions on Posts	In accordance with legislative provision, the Head of	LG Act now allows for the MO to be the HDS	Amended to detail no restrictions on posts

				Democratic Services cannot be the Head of Paid Service, the Monitoring Officer or the Chief Officer - Resources.		
		150	Portfolio Responsibilities		See separate sheet	
		154 - 217			Review Delegation of Functions	
		219	Democratic Services Committee	(m) Remote attendance for Members/Web casting	(m) Remote attendance for Members / hybrid meetings / recording / live broadcasting	Added as tracked change for approval
14.7		226	Access to Minutes after the Meeting	The Council will make available either electronic or hard copies of the following for a period of six years after the date of a meeting:	Can this be removed?	Wording amended to remove obligation for hard copies
8	8.1	385	How to Raise a concern		Michelle Morris is named and details included	Added as tracked change for approval
Portfolio Responsibilities	Leader Cabinet Member Corporate Overview and Performance	156			<ul style="list-style-type: none"> Amended Title of holder Policy and Performance - Removed the brackets (including, 	Incorporated into document as tracked change.

					<p>engagement, community safety and scrutiny development)</p> <ul style="list-style-type: none"> • Removed Community Safety and CCTV • Removed Asset Management (Supporting the Deputy Leader) 	
Portfolio Responsibilities	Deputy Leader Executive Member Place and Environment	157			<p>Corrected Name</p> <p>Added Community Safety and CCTV</p> <p>Added Deputise for the Leader</p>	Incorporated into document as tracked change.
Portfolio Responsibilities	Executive Member Place and Regeneration	158			<p>Corrected name</p> <p>Added CCRC</p>	Incorporated into document as tracked change.
Portfolio Responsibilities	Executive Member People and Education	159			<p>Corrected name</p>	Incorporated into document as tracked change.

Portfolio Responsibilities	Cabinet Member People and Social Services	160			Corrected name	Incorporated into document as tracked change.
13	Delegation of Functions	169	Public Protection	PORTFOLIO FOR ENVIRONMENT SUBJECT TO SCRUTINY BY THE COMMUNITY SERVICES SCRUTINY COMMITTEE	PORTFOLIO FOR ENVIRONMENT SUBJECT TO SCRUTINY BY THE PLACES SCRUTINY COMMITTEE	Incorporated into document as tracked change.
13	Delegation of Functions	176 – para 15(b)	Public Protection	Implementation & Enforcement	Service Delivery Planning, Implementation & Enforcement	Incorporated into document as tracked change.
13	Delegation of Functions	183 – para 37 (a)	Public Protection	Executive/Cabinet	Corporate Director – Regeneration and Community Services	Incorporated into document as tracked change.
13	Delegation of Functions	183 – para 39	Public Protection	Executive/Cabinet	Corporate Director – Regeneration and Community Services	Incorporated into document as tracked change.
13	Planning, Regulatory and General Licensing Committee	210	Planning, Regulatory and General Licensing Committee			NEED TO BE SEPARATED?
13	Delegation of Functions	217 – para 5	Public Protection	Functions relating to the operation of a business under the Vehicles (Crime) Act 2001....	Remove paragraph - this can be removed as the previously relevant parts to Scrap Metal Licensing have been superseded by other legislation (covered	Incorporated into document as tracked change.

					elsewhere in the constitution)	
13	Delegation of Functions	218 – para 6 (d)	Public Protection	Corporate Director of Regeneration and Community Services	Remove reference, appears to have been included in error previously.	Incorporated into document as tracked change.
13	Delegation of Functions	218 – para 6 (d) – Renewal	Public Protection	Corporate Director of Regeneration and Community Services	replace “Director...” with “General Licensing Committee” – reason: consistency with process for new applications	Incorporated into document as tracked change.
13	Delegation of Functions	219 – para 8 (d) - Renewal	Public Protection	Corporate Director of Regeneration and Community Services	replace “Director...” with “General Licensing Committee” – reason: consistency with process for new applications	Incorporated into document as tracked change.
13	Delegation of Functions	223 – para 1 point (j)	Public Protection	Corporate Director of Regeneration and Community Services	delete Corp Director (reason: to enable clarity of decision making body: i.e. Committee only)	Incorporated into document as tracked change.
13	Delegation of Functions	223 – para 1 point (l)	Public Protection	Corporate Director of Regeneration and Community Services	delete Corp Director (reason: to enable clarity of decision	Incorporated into document as tracked change.

					making body: i.e. Committee only)	
13	Delegation of Functions	223 – Para 2 (d)	Public Protection	various	replace “various” with “variation” – reason: typo.	Incorporated into document as tracked change.
13	Delegation of Functions	191 Title	Public Protection	“Regeneration Scrutiny Committee”	Places Scrutiny Committee	Incorporated into document as tracked change.
13	Delegation of Functions	162 – Point 4 Public Relations and Media Interface (b) Operational		Corporate Director of Regeneration and Community Services	Changed to Chief Officer Commercial and Customer	Incorporated into document as tracked change.
13	Delegation of Functions	162 – Point 5 Business Transformation & Business Support		Corporate Director of Regeneration and Community Services	Changed to Chief Officer Commercial and Customer	Incorporated into document as tracked change.
2	Section 2.4	18	Finance	“Financial Regulations”	Amended to “Financial Procedure Rules”	Incorporated into document as tracked change.
9	Section 9.2	Page 125 – Regulatory Committees		Old membership rules detailed	Corrected to new membership rules in line with changes to the legislation.	Incorporated into document as tracked change. ADDED AFTER CONSTITUTION WORKING GROUP WILL HIGHLIGHT

						VERBALLY WHEN REPORT PRESENTED
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Constitution

August 2022

Version 0.1



Cyngor Bwrdeisdref Sirol

Blaenau Gwent

County Borough Council

a better place to live and work - lle gwell i fyw a gweithio

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BLAENAU GWENT COUNTY BOROUGH COUNCIL CONSTITUTION

SECTION 1

1. INTRODUCTION

1.1 Purpose and Content of the Constitution

1.1.1 The Constitution describes the various bodies that make up the Council, their functions, Membership and procedural rules.

1.1.2 In Section 3 (Getting Information and Getting Involved) we have provided information for members of the public and Councillors on how you can get information about the Council, and how you can get involved. We hope that this will help people who have an interest in the Council's work, or a particular matter it is dealing with, understand where they can get more information, and how they can contribute to Council activities.

1.1.3 You can get a better understanding of what each of the Council's bodies do in Sections 4 to 10 of this Constitution, including Full Council, Cabinet, Overview and Scrutiny Committees, Standards Committee and Regulatory Committees. Section 11 provides information on the Management and Officer structures of the Council. Some Officers have a specific duty to ensure that the Council operates within the law and uses resources wisely. Responsibility for functions at Section 13 says which Council bodies, and which Officers have authority to make which decisions.

- 1.1.4 The procedural rules that apply to the different Council bodies are contained in the sections relating to those bodies, e.g. Full Council (Section 4), the Cabinet (Section 5) and Overview and Scrutiny (Section 7). You may find these useful if you want to attend a meeting, particularly if you want to be able to ask questions, have a matter discussed, or put your point of view.
- 1.1.5 Sections 18 to 20 have the Codes of Conduct and Protocols which Officers and Members have agreed to comply with. They set the standards of behaviour.
- 1.1.6 The Contents pages at the beginning of this Constitution provide a guide on what is in the Constitution and where you can find it.

1.2 How the Council Operates

- 1.2.1 The Council is comprised of 33 Councillors elected every five years. Each Councillor is democratically accountable to the residents of their electoral division as well as those who live in Blaenau Gwent. The overriding duty of Councillors is to the whole community, but they have a special duty to their constituents, including those that did not vote for them.
- 1.2.2 All Councillors have agreed to follow a Code of Conduct, to ensure high standards in the way they undertake their duties. The Standards Committee is responsible for training and advising on the Code of Conduct.
- 1.2.3 All Councillors meet together regularly as the Council. Meetings of the Council are normally open to the public. Here Councillors decide the Council's overall Policy Framework and set the budget each year. The Council appoints the Leader of the Council annually. The Full

Council then decides the size and Membership of the Cabinet i.e. the role of individual Members of the Cabinet and arrangements for the exercise and delegation of Cabinet functions. The Cabinet is appointed to carry out all of the Council's functions which are not the responsibility of any other part of the Council, whether by law or under this Constitution, together with making decisions within the Budget and Policy Framework set by the Council.

SECTION 2

2. PURPOSE, DEFINITION INTERPRETATION AND AMENDMENT OF THE CONSTITUTION

2.1 The purpose of the Constitution is to:-

- 2.1.1 Enable the Council to provide clear leadership to the Community in partnership with citizens, businesses and other organisations;
- 2.1.2 Support the active involvement of citizens in the process of local authority decision making;
- 2.1.3 Help Councillors represent their constituents more effectively;
- 2.1.4 Enable decisions to be taken efficiently and effectively;
- 2.1.5 Create a powerful and effective means of holding decision makers to public account;
- 2.1.6 Ensure that no one will scrutinise a decision in which they are directly involved;
- 2.1.7 Ensure that those responsible for decision making are clearly identifiable to local people and that they explain the reasons for decisions; and
- 2.1.8 Provide a means of improving the delivery of services to the community.

2.2 Definitions in the Constitution

- 2.2.1 The Constitution of the Council is this document (Sections 1 to 23).

2.2.2

Within the Constitution the following words and phrases have the meaning set out below:

“Budget”	the overall revenue and capital budget approved by Full Council (Section 4);
“Chief Officer”	any Officer as defined by legislation as being a Chief Officer (other than a person whose duties are solely secretarial or administrative or whose duties are otherwise in the nature of support services);
“Corporate Leadership Team”	the senior management body for Officers (Section 11). It includes those Officers designated by the Chief Executive from time to time as Members of the Corporate Leadership Team;
“Councillor”	a person elected to the Council to represent an area (called an electoral division) within Blaenau Gwent also referred to as “Elected Members”;
“Deputy Chief Officer” (also known as Heads of Service”)	any Officer as defined by law (other than a person whose duties are solely secretarial or administrative or whose duties are otherwise in the nature of support services) who reports directly to a Chief Officer in respect of all or most of his/her duties;
“Cabinet”	the Cabinet or a Member or

Members of the Cabinet when exercising Cabinet Functions;

“Cabinet Decision”

any decision taken by the Cabinet to exercise or refrain from exercising an Cabinet Function. It also includes decisions made by persons or Member bodies to whom the Cabinet has delegated Cabinet functions to exercise or refrain exercising those functions;

“Cabinet Function”

- (a) Cabinet functions are defined by the Local Government Act 2000, subsidiary legislation and associated guidance. Any function that is not exercisable only by Full Council or delegated to another Member body is an Cabinet function
- (b) Contractual matters, the acquisition and disposal of land and financial support to organisations and individuals are also Cabinet functions.

It should be noted that Regulatory functions such as planning, licensing and building control, are not Cabinet functions;

“Forward Work Programme”

the Forward Work Programme is a document which lists all of the decisions that the Council and the Cabinet intend to take and what business the Overview and

Scrutiny Committee will be considering and when those matters will be discussed. This does not prevent urgent or unforeseen matters being considered;

“Full Council”

the body where all Councillors act to exercise functions of the Council;

“ Chief Executive”

an Officer who must be appointed by law to carry out certain functions. See Section 11 for more details.

“Local Choice Functions”

there are some functions which the Council may treat as being the responsibility of the Cabinet (in whole or in part) or as being non-Cabinet, at its discretion;

“Local Government (Wales) Measure 2011”

referred to as “The Measure”. Legislation introduced, inter alia, to strengthen local democracy, deal with changes to Cabinet arrangements, Overview and Scrutiny, County Councils and Member payments;

“Member”

either a Councillor or a person chosen by the Council to serve on one of its Member Bodies (called a “Co-Opted Member”);

“Member Body”

any of the following:

- Full Council;

- Cabinet
- An Overview and Scrutiny Committee joint arrangements;
- Licensing Committee;
- Standards Committee (or one of its Sub-Committees);
- Planning Committee;
- Appeals Panel;
- Governance and Audit Committee;
- Democratic Services Committee;

Note – references to Committee also includes Sub-Committee;

“Monitoring Officer”

an Officer who must be appointed by law to carry out certain functions. See Section 11 for a description of those functions. The Officer will usually have other duties and a different job title. See Section 11 for which Officer is the Monitoring Officer.

“Non-Cabinet Functions”

any function which may only be exercised by Full Council (whether by local choice or as a matter of law) or which is delegated to a Member body other than the Cabinet.

“Planning Application”

any of the following:

- Application for planning permission (including renewal);
- Application for approval of reserved matters;
- Application for listed building consent;
- Application relating to trees;
- Proposal to serve an urgent works notice or acquire a listed building in need of repair;
- Application for conservation area consent;
- Application for advertisement consent;
- Application to vary or remove conditions on a planning condition;

“Policy Framework”

See Section 4.2;

“Section 151 Officer”

an Officer who must be appointed by law to carry out certain functions in relation to financial administration. See Section 11 for a description of those functions. The Officer will usually have other duties and a different job title. See Section 11 for which Officer is the Section 151 Officer.

“Service”	one of the services provided by the Council;
“Well-Being Plan”	The Well-being of Future Generations (Wales) Act 2015 places a statutory collective duty on the Council and other public service providers and interested parties in the local area, to work in partnership through a statutory Public Services Board (PSB) to put in place a local well-being plan which sets out collective local objectives and the proposed steps to take to meet them. A new well-being plan will be set every five years.
“Corporate Plan (including the Well-being objectives”	This is the Council’s business plan and identifies the key priorities that are to be implemented, based on the needs of the local community. All Council business should be informed by the priorities of this Plan.

2.3 Interpretation of the Constitution

2.3.1 We have tried to make the Constitution as clear and easy to understand as possible. Inevitably, people will have different views about what certain passages mean.

2.3.2 During meetings, the person Chairing or presiding at the meeting may interpret the relevant procedure rules.

2.3.3 In all other situations, the Monitoring Officer will determine the interpretation and application of the Constitution.

2.4 Duty to Monitor and Review the Constitution

The Monitoring Officer will monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect. The Section 151 Officer shall be responsible for keeping under review the Financial Procedure Rules set out in Section 16 of the Constitution and shall make any necessary amendments and revisions as are required from time to time. He/she shall report any amendments made to Section 16 to the next available Council meeting for noting.

2.5 Protocol for Monitoring and Review of Constitution by Monitoring Officer

A key role for the Monitoring Officer is to make recommendations for ways in which the Constitution could be amended in order to better achieve the purposes set out in this Section. In undertaking this task, the Monitoring Officer may:

2.5.1 observe meetings of different parts of the Member and Officer structure;

2.5.2 undertake an audit trail of a sample of decisions;

2.5.3 record and analyse issues raised with him/her by Members, Officers, the public and other relevant stakeholders; and

2.5.4 compare practices in this Council with those in comparable Authorities, or national examples of best practice.

2.6 Changes to the Constitution

2.6.1 Approval

Subject to paragraphs 2.6.2 and 2.6.3 below, the changes to the Constitution will only be approved by the Full Council after consideration of a proposal by the Constitution Working Group being advised by the Monitoring Officer .

2.6.2 Minor Changes

If, in the reasonable opinion of the Monitoring Officer, a change is:

- a. A minor variation; or
- b. Required to be made to remove any inconsistency, ambiguity or typographical correction; or
- c. Required to be made so as to put into effect any decision of the Council or its Committees or the Cabinet;

In which case the Monitoring Officer may make such a change. Any such change made by the Monitoring Officer shall come into force with immediate effect. Such changes shall be reported to the next Full Council meeting for information.

2.6.3 Legislative Change

Any part of the Constitution may be amended by the Monitoring Officer where such amendment is required to be made so as to comply with any legislative provision. Such amendments shall take effect when the Monitoring Officer so decides or the legislation (where relevant) so provides. Such changes shall be reported to the next Full Council meeting for information.

2.7 Suspension of the Constitution

2.7.1 Limit to Suspension

Any of the procedure rules contained in the Constitution may be suspended to the extent permitted within these rules and the law.

2.7.2 Procedure to Suspend

A motion to suspend any Rules will not be moved without notice unless at least one half of the whole number of Councillors is present. The extent and duration of suspension will be proportionate to the result to be achieved, taking account of the purposes of the Constitution set out in this Section.

2.8 Publication

2.8.1 The Monitoring Officer will ensure that copies of this Constitution are available on the Council's website.

2.8.2 The Monitoring Officer will provide a link to a copy of this Constitution to each Member of the Council upon delivery to him/her of that individual's declaration of acceptable of office on the Member first being elected to the Council, and thereafter ensure that an up to date version is available and published on the Council's website.

2.8.3 The Monitoring Officer will ensure that the Constitution is updated as necessary in accordance with paragraph 2.6.

SECTION 3

3. GETTING INFORMATION AND GETTING INVOLVED

3.1 Getting Information

3.1.1 Information Available to Members of the Public

(a) *When Meetings of the Member Bodies will take place*

A programme of meetings is available by contacting the Council direct or via the website.

(b) *Forward Work Programme*

From the Forward Work Programme, see what decisions will be taken by the Cabinet or Council and what issues the Overview and Scrutiny Committee will be considering and when these matters will be discussed.

(c) *Information Available Prior to a Meeting*

Three working days before a meeting, the agenda, any report likely to be discussed and background papers to that report shall be available for inspection on the website. If an item is added to the agenda later, the revised agenda will be open to inspection from the time when the item is added to the agenda and any report will be made available to the public as soon as it is available and sent to Councillors.

(d) *Information Available at a Meeting*

The Council will on request make available to the public present at a meeting access to the agenda and

reports for the meeting (save during any part of the meeting to which the public are excluded).

(e) *Information Available After a Meeting*

For a period of six years the agenda, reports and the minutes of the meeting shall be available for inspection by electronic means. The background information shall remain open for inspection for a period of four years.

(f) *Council's Accounts*

Inspect the Council's accounts and make views known to the external auditor (Sections 29 and 30 Public Audit (Wales) Act 2004). Under the Accounts and Audit (Wales) Regulations 2014, the accounts will be available for public inspection for twenty 20 working days after the date appointed by the auditor.

Information which is confidential or exempt (as defined in paragraphs 14.10.3 and 14.10.4) will not be disclosed to members of the public at any time.

3.1.2 Information Available to Members of the Council

- (a) Members can see any information, which is available to a member of the public.
- (b) In addition, a Member may see any information which he or she needs to know in order to fulfil his or her role as a Member of the Council (otherwise known as "need to know"). A Member will not make public information which is confidential or exempt (as defined in Section 14) without the consent of the Council or divulge information given in confidence to anyone other than a Councillor or person(s) or organisations(s) entitled to know it.

3.1.3 Members of an Overview and Scrutiny Committee

A Member of an Overview and Scrutiny Committee may also see any document containing material relating to:

- (a) any business transacted at or meeting of the Cabinet ;
- (b) any decision taken by an individual Member of the Cabinet .

An Overview and Scrutiny Member is not entitled to:

- (c) any document in draft form;
- (d) any part of a document which contains confidential or exempt information unless that information is relevant to an action or decision they are reviewing or scrutinising or intending to scrutinise and is included in the Committee's Forward Work Programme.

N.B. No Member is entitled to see any information relating to a matter in which he or she has a prejudicial interest.

3.1.4 Information Available to Officers

The Monitoring Officer, the Section 151 Officer and the Chief Executive s may see any papers or records held by any part of the Council or its Officers. Other Officers may see any information held by the Council provided:

- (a) they need to see the information to do their job; and
- (b) that information is processed lawfully in accordance with Data Protection legislation .

3.2 Getting Involved

3.2.1 Members of the Public

Members of the public can get involved in the following ways:

(a) *Voting for Councillors*

If they are over 16 years and registered as a local elector with a Council.

(b) *Suggesting Items of Business for Meetings*

A member of the public can seek to get a matter included in an agenda by:

(i) *asking the Chair of any Member Body to add an item to the agenda, subject to reasonable advance notice being given;*

(ii) *attending a meeting of the body and suggest that it looks at an issue when it is considering “items of future business relating to the functions of the Member Body”.*

(c) *Taking Part in Meetings*

(i) *Members of the public can come to and speak at any meeting which the Council has resolved should include participation by members of the public. The rules on when you may speak and for how long are contained in Section 4.*

(ii) *You can also ask Formal Questions at meetings of Full Council (Section 4).*

(d) *Views of the Public*

Under the arrangements put in place by the Authority under Section 62 of the Local Government (Wales) Measure 2011, to bring to the attention of the relevant (Overview and Scrutiny Committee) their views on any matter under consideration by the relevant Committee, the relevant Overview and Scrutiny Committee must take into account any views brought to their attention under these arrangements.

(e) *When are Meetings Open to the Public?*

Meetings will be open to the public wherever possible. The public must be excluded from meetings whenever it is likely that confidential information will be disclosed. The public may be excluded from meetings where it is likely that exempt information will be disclosed. (See Section 14.10 for definition of exempt information and Section 14.11 for definition of public interest).

(f) *Making Comments/Complaints*

(i) A member of the public may comment or complain about Council services by:

- (A) contacting their local Councillor;
- (B) contacting the Member of the Cabinet responsible for the service;
- (C) contacting the Officer responsible for delivering the service or their manager;
- (D) using the Council's complaints procedure;

(E) contacting the Public Services Ombudsman at 1 Ffordd Yr Hen Gae, Pencoed, CF35 5LJ. Telephone 0845 601 0987 or via the website www.ombudsman-wales.org.uk.

(ii) Comments or complaints can be made about an Officer or Member by:

(A) *Officer*

Contacting the Officer or the Officer's Manager.

(B) *Members*

If the complaint is against a Member then the complaint should be referred to the Public Services Ombudsman for Wales (contact details above).

(g) *Engage with Overview and Scrutiny*

All members of the public who live or work in the area of the Council may bring to the attention of an Overview and Scrutiny Committee their views on any matter under consideration by that Committee. An Overview and Scrutiny Committee must take into account any views brought to its attention by a member of the public.

3.3 Getting Involved – Members

Members can get involved by:

3.3.1 Suggesting Items of Business for the Agenda

As a Member of the Council, you have the same rights as members of the public. In addition to these rights you also have the following rights:

- (a) Member bodies in Column A can request that Member bodies in Column B consider or reconsider an issue.

Column A	Column B
Democratic Services Committee	Council
Overview and Scrutiny Committee	Cabinet

- (b) Any Member can submit a Notice of Motion to Council (Section 4) and also ask questions (Section 4).

3.3.2 Participating in Meetings

Members of the Council are entitled to attend any formal meeting of the Council, its Committees or Sub-Committees or the Cabinet .

- (a) The following is subject to the general rules relating to participation and speaking at Council meetings (Section 4).
 - (i) Members of the Council may attend and speak at any meetings where they are a Member of that body.
 - (ii) Where they are not a Member of that body, other than in respect of public meetings, their attendance is at the discretion of the Chair of the body. However, if the Member wishes to ask questions or speak in relation to any business then they must give 3 working days' notice of the question or point, prior to the

meeting. Notice is to be given to the Chair of the body, who may consult with Officers prior to determining whether to permit the question or point.

(iii) Cabinet members may only attend Scrutiny Committee meetings by invite of the Committee.

- (b) Members of the Council may be allowed to remain in the meeting for exempt items, subject to the discretion of the Chair although any personal or prejudicial interests relating to that Member needs to be highlighted.
- (c) Members of the Cabinet have a special role to play within the Council. They are entitled to exercise any Cabinet function provided the Cabinet function has been delegated to them by the Leader of the Council.
- (d) Attendance of non-Councillors as Co-opted Members/Expert Witnesses to attend meetings will be considered, as long as they add value in their professional role or experience to the Committee.

3.3.3 Comments and Complaints

- (a) Members may comment, subject to restrictions in the Code of Conduct for Members (Section 18) on any aspect of Council business by:
 - (i) talking to Officers;
 - (ii) talking to the Leader or Member of the Cabinet ;
 - (iii) talking to the Chair of an Overview and Scrutiny Committee.
- (b) If a Member wishes to complain about an:
 - (i) *Officer*

The procedure set out in the Protocol on Member/Officer Relations may be used (Section 21).

(ii) *Member*

The procedure set out in Appendix 3 to Section 18 may be followed.

SECTION 4

4. FULL COUNCIL

4.1 Introduction

The Full Council is a formal meeting of all Councillors. The Full Council is required by law to take certain important decisions including setting the Council's budget and Council Tax and approving a number of key plans and strategies, which together form the Policy Framework . It is responsible for all of the functions not the responsibility of the Cabinet . It will carry out some functions itself, but others will be delegated to Committees or specified Posts/Officers. In Wales functions and responsibilities are prescribed by regulation.

4.2 The Policy Framework

The Policy Framework means the following plans and strategies:

- Single Education Plan - The Single Education Plan (Wales) Regulations 2006 (SI 2006/877 (W82))
- Council Plan - Local Government (Wales) Measure 2007
- Crime and Disorder Reduction Strategy - Section 5 and 6 of the Crime and Disorder Act 1998 (c37)
- Health and Safety Well Being Strategy - Section 24 of the National Health Service Reform and Health Care Professions Act 2002 (c17)
- Local Transport Plan - Section 108 of the Transport Act 2000 (c38)
- Plans and alterations which together comprise the Development Plan Section 10A of the Town and Country Planning Act 1990 (c8)
- Welsh Language Scheme - Section 5 of the Welsh Language Act 1993 (c38)
- Youth Justice Plan - Section 40 of the Crime and Disorder Act 1998 (c37)

- Young People's Partnership Strategic Plan and Children and Young Peoples Framework Partnership - Section 123, 124 and 125 of the Learning and Skills Act 2000 (c21)
- Housing Strategy - Section 87 of the Local Government Act 2003 (c26)
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The Council has resolved that in addition to the plans and strategies referred to above it will reserve to itself the adoption or approval of the:-

- Corporate Plan (including Well-being Plans and Objectives)
- Freedom of Information Publication Scheme
- Treasury Strategy Statement
-

4.3 The Well-being Plan

The Well-being of Future Generations (Wales) Act 2015 places a statutory collective duty on the Council and other public service providers and interested parties in the local area, to work in partnership through a statutory Public Services Board (PSB) to put in place a local well-being plan which sets out collective local objectives and the proposed steps to take to meet them. A new well-being plan will be set every five years.

4.4 The Budget

The budget includes the allocation of financial resources to different services and projects, proposed contingency funds, the Council Tax base, setting the Council Tax and decisions relating to the control of the Council's borrowing requirement, the control of its capital expenditure and the setting of virement limits. The Full Council will decide the Council's overall revenue budget and overall capital budget and any changes to these. (See Section 15 for how the Council can change the Policy Framework or Budget referred to it for approval by the Cabinet).

4.5 Housing Land Transfer

Housing Land Transfer means the approval or adoption of applications (whether in draft form or not) to the National Assembly for Wales for approval of a programme of disposal of 500 or more properties to a person under the Leasehold Reform, Housing and Urban Development Act 1993 or to dispose of land used for residential purposes where approval is required under Section 32 or 43 of the Housing Act 1985.

4.6 Functions of the Full Council

Only the Full Council will exercise the following functions:

4.6.1 adopting and changing the Constitution;

4.6.2 approving or adopting the Well-being Plan, Corporate Plan, Council's Well-being Objectives, Policy Framework, the Budget and any application to the Welsh Government Ministers in respect of any Housing Land Transfer;

4.6.3 subject to the urgency procedure contained in the Access to Information Procedure Rules in Section 14 of this Constitution, making decisions about any matter in the discharge of an Cabinet function which is covered by the Policy Framework or the budget where the decision maker is minded to make it in a manner which would be contrary to the Policy Framework or contrary to/or not wholly in accordance with the budget;

4.6.4 appointing The Leader, Cabinet Portfolios, Scrutiny Committees and other Committees;

- 4.6.5 agreeing and/or amending the terms of reference for Committees, deciding on their composition and making appointments to them (in accordance with the Local Government and Housing Act 1989) unless the appointments have been delegated by the Council;
- 4.6.6 changing the name of the area or conferring the title of freedom of the Borough;
- 4.6.7 making or confirming the appointment of the Chief Executive and other Chief Officers/Heads of Service;
- 4.6.8 making, amending, revoking re-enacting or adopting bylaws and promoting or opposing the making of local legislation or personal bills;
- 4.6.9 all Local Choice Functions set out in Section 13 of this Constitution which the Council decides should be undertaken by itself rather than the Cabinet ; and
- 4.6.10 all matters which by law must be reserved to the Council. For example, appointing the Chair of the Democratic Services Committee and the pay policy statement;
- 4.6.11 appointing representatives to outside bodies unless the appointment has been delegated by the Council.

4.7 Membership

- 4.7.1 All Members of the Council shall be Members of Full Council.
- 4.7.2 Substitution is not possible at meetings of the Full Council.
- 4.7.3 Chairing the Council

- (a) The Councillor elected annually by the Council as its chair will be called the Presiding Member.
- (b) The Presiding Member will cease to be the Chairperson if they resign, are dismissed by a vote of Full Council, cease to be a Member of the Council, or are unable to act as a Member of the Council. They continue to act as Presiding Member after an election until their successor has been appointed.

4.7.4 Role and Function of the Presiding Member

The Presiding Member of the Council and in his/her absence, the Deputy Presiding Member will have the following roles and functions;

Responsibilities of the Presiding Member

- (i) to uphold and promote the purpose of the Constitution, and assist to interpret the Constitution when necessary;
- (ii) to preside over meetings of the Council so that its business can be carried out fairly and efficiently and with regard to the rights of Councillors and the interests of the community;
- (iii) to ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which Members who are not on the Cabinet are able to hold the Cabinet and Committee Chair to account;
- (iv) to promote public involvement in the Council's activities;
- (v) to be the conscience of the Council; and

- (vi) to attend such civic functions as the Council and he/she determines appropriate.

4.8 Council Meetings

There are three types of Council meeting:

4.8.1 the Annual Meeting;

4.8.2 Ordinary meetings; and

4.8.3 Extraordinary Meetings.

4.9 Rules of Procedure and Debate

The Council Procedure Rules contained in the Sections below will apply to the meetings of the Full Council.

4.10 Council Procedure Rules – Annual Meeting of the Council

4.10.1 Timing and Business

In a year when there is an ordinary election of Councillors, the Annual Meeting will take place within 21 days of the retirement of the outgoing Councillors. In any other year, the Annual Meeting will take place in March, April or May. The Annual Meeting will:

- (a) elect a person to preside if the Presiding Member and Deputy Presiding Member of the Council is not present;
- (b) elect the Presiding Member of the Council;
- (c) elect the Deputy Presiding Member of the Council;

- (d) approve the minutes of the last meeting;
- (e) receive any announcements .

4.10.2 At the Annual Meeting, the Council meeting will:

- (a) decide which Committees and Sub-Committees to establish for the municipal year;
- (b) decide the size and terms of reference for those Committees;
- (c) decide the allocation of seats to political groups in accordance with the political balance rules;
- (d) make appointments to outside bodies except where appointment to those bodies has been delegated by the Council or is exercisable only by the Cabinet .

4.11 Ordinary Meetings

Ordinary meetings of the Council will take place in accordance with a programme decided at the Council's Annual Meeting. The order of business at Ordinary Meetings will be as follows:

- 4.11.1 elect a person to preside if the Presiding Member and Deputy Presiding Member are not present;
- 4.11.2 Simultaneous Translation;
- 4.11.3 Receive apologies;
- 4.11.4 receive any declarations of interest from Members;
- 4.11.5 receive any announcements from the Presiding Member;

- 4.11.6 confirm the minutes of the last Council meeting;
- 4.11.7 confirm minutes from the Cabinet . Only questions relating to accuracy of the minutes may be considered;
- 4.11.8 confirm minutes from the Council's Committees. Only questions relating to accuracy of the minutes may be considered;
- 4.11.9 deal with questions from Members in accordance with Rule 4.19;
- 4.11.10 receive questions from, and provide answers to, the public in relation to matters which in the opinion of the Presiding Member are relevant to the Council's functions;
- 4.11.11 receive and consider reports (including recommendations / motions) and receive questions and answers on the reports including the business of joint arrangements and external organisations.
- 4.11.12 consider any other business specified in the summons to the meeting;

4.12 Extraordinary Meetings

4.12.1 Calling Extraordinary Meetings

The Proper Officer (Chief Executive) may call Council meetings in addition to ordinary meetings. Those listed below may request the Proper Officer (Chief Executive) to call additional Council meetings:-

- (a) the Council by resolution;
- (b) the Presiding Member;
- (c) any five Members of the Council if they have signed a requisition presented to the Presiding Member of the Council and he/she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

4.12.2 Business

The business to be conducted at an extraordinary meeting shall be restricted to the item or items of business contained in the request for the extraordinary meeting and there shall be no consideration of previous minutes or reports from Committees, etc., except that the Presiding Member may at his/her absolute discretion permit other items of business to be conducted for the efficient discharge of the Council's business.

4.13 Time, Place and Duration of Meetings

4.13.1 Time and Place of Meetings

The time and place of meetings will be determined by the Chief Executive and notified in the summons.

4.14 Notice of and Summons to Meetings

The Chief Executive will give notice to the public of the time and place of any meeting in accordance with the Access to Information Procedure Rules in Section 14. At least 3 working days before a meeting, the Chief Executive will send a summons signed by him/her to every Member of the Council. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

4.15 Chair of the Meeting

The person presiding at the meeting may exercise any power or duty of the Presiding Member. Where these rules apply to Committee and Sub-Committee meetings, references to the Presiding Member should instead be read as reference to the Chair of that Committee or Sub-Committee.

4.16 Quorum

The quorum of a meeting shall be one quarter of the whole number of Members. During any meeting if the Presiding Member counts the number of Members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Presiding Member. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.

4.17 Remote Attendance (2011 Measure as amended by Democracy Act 2013 and Local Government (Wales) Act 2021)

Since July 2020, as a consequence of the Covid Regulations, the Council has held meetings by remote attendance. The ability to hold remote meetings in totality has been made permanent by virtue of section 47 of the Local Government & Elections (Wales)

Act 2021. The Council will hold remote meetings in accordance with that Act and in line with the Council policy and procedures in connection with multi-location meetings.

4.18 Questions by the Public

4.18.1 General

- (a) Members of the public may ask questions of Members of the Council at ordinary meetings of the Council.
- (b) The total time allocated for questions by the public should be limited to 30 minutes.

4.18.2 Order of Questions

Questions will be asked in the order notice of them was received, except that the Presiding Member may group together similar questions.

4.18.3 Notice of Questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Head of Governance and Partnerships and the Monitoring Officer no later than midday, three clear working days before the day of the meeting. Each question must give the name and address of the questioner. For example, if a meeting is to be held at 10am on a Thursday, notice of questions must be received by 9.59am on the Monday immediately before.

4.18.4 Number of Questions

At any one meeting no person may submit more than one question and no more than one such question may be asked on behalf of one organisation.

4.18.5 Scope of Questions

The Chief Executive having consulted with the Monitoring Officer and the Head of Governance & Partnerships may reject a question if it:

- (a) is not about a matter for which the Council has a responsibility or which substantially affects the County Borough; or
- (b) is defamatory, frivolous or offensive; or
- (c) is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- (d) requires the disclosure of confidential or exempt information.

4.18.6 Record of Questions

The Chief Executive or the Head of Governance & Partnerships will record each question open to public inspection and will immediately send a copy of the question to the Councillor to whom it is to be put. Rejected questions will include reasons for rejection.

4.18.7 Asking the Question at the Meeting

The Presiding Member will invite the questioner to put the question to the Councillor named in the notice. If a questioner who has submitted a written question is unable to be present, they may ask the Presiding Member to put the question on their behalf. The Presiding Member may ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.

4.18.8 Supplementary Question

A questioner who has put a question in person may also put one supplementary question without notice to the Councillor who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply. The Presiding Member may reject a supplementary question on any of the grounds set out in Rule 4.18.5 above.

4.18.9 Written Answers

Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the Councillor to whom it was to be put, will be dealt with by a written answer.

4.18.10 Reference of Question to the Cabinet or a Committee

Unless the Presiding Member decides otherwise, no discussion will take place on any question, but any Member may move that a matter raised by a question be referred to the Cabinet or the appropriate Committee or Sub-Committee. Once seconded, such a motion will be voted on without discussion.

4.19 Questions by Members

4.19.1 On Reports of the Cabinet or Committee

A Member of the Council may ask the Leader or the Chair of a Committee any question without notice directly arising from a report under consideration at the Council meeting. NB. This provision is not intended to apply to items in connection with confirmation of minutes from previous meetings.

4.19.2 Questions on Notice at Full Council

Subject to Rule 4.19.4, a Member of the Council may ask:

- (a) the Presiding Member ;
- (b) a Member of the Cabinet ;
- (c) the Chair of any Committee or Sub-Committee;

a question on any matter in relation to which the Council has powers or duties or which substantially affects the County Borough of Blaenau Gwent.

4.19.3 Questions on Notice at Committees and Sub-Committees

Subject to Rule 4.19.4, a Member of a Committee or Sub-Committee may ask the Chair of it a question on any matter in relation to which the Council has powers or duties or which substantially affects the County Borough and which falls within the terms of reference of that Committee or Sub-Committee.

4.19.4 Notice of Questions

A Member may ask a question under Rule 4.19.2 or 4.19.3 if either:

- (a) they have given at least 3 working days' notice in writing of the question to the Chief Executive / Head of Legal & Corporate Compliance/Head of Governance & Partnerships.

4.19.5 Order of Questions

Questions of which notice has been given under Rule 4.19.2 or 4.19.3 will be listed on the agenda in the order determined by the Presiding Member, Committee or Sub-Committee.

4.19.6 Content of Questions

Questions under Rule 4.19.2 or 4.19.3 must, in the opinion of the Presiding Member :

- (a) contain no expressions of opinion;
- (b) relate to matters on which the Council has or may determine a policy;
- (c) not relate to questions of fact.

4.19.7 Response

An answer may take the form of:

- (a) a direct or oral answer at the meeting;

- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated within 5 working days to the questioner.

4.19.8 Supplementary Question

A Member asking a question under Rule 4.19.2 or 4.19.3 may ask one supplementary question without notice of the Member to whom the first question was asked. The supplementary question must arise directly out of the original question or the reply.

4.19.9 Length of Speeches

A Member asking a question under Rule 4.19.2 or 4.19.3 and a Member answering such a question may speak for no longer than five minutes unless the Presiding Member consents to a longer period.

4.19.10 Time Allowed for Questions at Council Meetings

- (a) The time allowed for consideration of questions submitted under Rule 4.19.2 shall not, without the consent of the Council, exceed 30 minutes.
- (b) At the conclusion of the answer to the question under consideration at the expiry of 30 minutes (or such longer period to which the Council has consented) from the time when the first questioner started to speak, the Presiding Member shall conclude the meeting.
- (c) Any remaining questions shall be responded to in writing before the next ordinary meeting of the Council.

4.20 Motions on Notice

4.20.1 Notice

Except for motions which can be moved without notice under Rule 4.21 and in cases of urgency, written notice of every motion must be delivered to the Chief Executive , signed by at least 5 Members, not later than 5.00 p.m. on the fifth working day before the Council meeting at which it is to be considered. Motions received will be open to public inspection.

4.20.2 Motion Set Out in Agenda

Motions for which notice has been given will be listed on the agenda in the order determined by the Presiding Member .

4.20.3 Scope

Motions must be about matters for which the Council has a responsibility or which affect the wellbeing of the administrative area of the Council.

4.20.4 Motion to Remove the Leader

- (a) A motion to remove the Leader cannot be moved unless the notice of motion is signed by a number of Councillors which is at least equivalent to 15% (5 Members of the current Council) of the total number of Councillors on the Council and which includes Councillors from at least two political groups. See Section 6.3.2.

- (b) In order for such a motion to be carried it must have the support of at least two thirds (ie 22 Members) of those Members voting and present in the room at the time the question was put.
- (c) A motion to remove the Leader cannot be moved more than once in any rolling 12 month period.

4.20.5 One Motion per Member

No Member may give notice of more than one motion for any Council meeting, except with the consent of the Presiding Member .

4.20.6 Time Allowed for Motions

The time allowed for consideration of motions submitted under this Rule shall not, without the consent of the Council, exceed five minutes. At the conclusion of the speech being delivered at the expiry of five minutes (or such longer period to which the Council has consented) from the commencement of the Council's consideration of the first such motion, the Presiding Member shall put to the vote, without further discussion, all the questions necessary to dispose of the motion then under debate provided that:

- (a) if the speech to be concluded is a speech proposing a motion, the Presiding Member shall allow the motion to be formally seconded (without comment);
- (b) if the speech to be concluded is a speech moving an amendment, the Presiding Member shall allow the amendment to be formally

seconded (without comment) and the mover of the motion to exercise his right of reply; and

- (c) otherwise, the Presiding Member shall allow the mover of the motion to exercise his right of reply.

Any remaining motions submitted under this Rule shall be deferred to the next ordinary meeting of the Council and shall be dealt with at that meeting in the same order and before any other motions of which notice is given for that meeting.

4.21 Motions without Notice

The following motions may be moved without notice:

- 4.21.1 to appoint a Chair of the meeting at which the motion is moved;
- 4.21.2 in relation to the accuracy of the minutes;
- 4.21.3 to change the order of business in the agenda;
- 4.21.4 to refer something to an appropriate body or individual;
- 4.21.5 to appoint a Committee or Member arising from an item on the summons for the meeting;
- 4.21.6 to receive reports or adoption of recommendations of Committees or Officers and any resolutions following from them;
- 4.21.7 to withdraw a motion;
- 4.21.8 to amend a motion;

- 4.21.9 to proceed to the next business
- 4.21.10 that the question be now put;
- 4.21.11 to adjourn a debate;
- 4.21.12 to adjourn a meeting;
- 4.21.13 to suspend a particular Council Procedure Rule;
- 4.21.14 to exclude the public and press in accordance with the Access to Information Procedure Rules;
- 4.21.15 to not hear further a Member named under Rule 4.29.3 or to exclude them from the meeting under Rule 4.29.4;
- 4.21.16 to give the consent of the Council where its content is required by this Constitution.

4.22 Rules of Debate

4.22.1 No Speeches until Motion Seconded

No speeches may be made after the mover has moved a proposal and explained the purpose of it unless the motion has been seconded.

4.22.2 Right to Require Motion in Writing

Unless notice of the motion has already been given, the Presiding Member may require it to be written down and handed to him before it is discussed.

4.22.3 Secunder's Speech

When seconding a motion or amendment, a Member may reserve their speech until later in the debate.

4.22.4 Content and Length of Speeches

Speeches must be directed to the question under discussion or to a person explanation or point of order no speech may exceed 5 minutes without the consent of the Presiding Member .

4.22.5 When a Member May Speak Again

A Member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- (a) to speak once on an amendment moved by another Member;
- (b) to move a further amendment if the motion has been amended since he last spoke;
- (c) if his speech was on an amendment moved by another Member, to speak on the main issue (whether or not the amendment on which he spoke was carried);
- (d) in exercise of a right of reply;
- (e) on a point of order; and
- (f) by way of personal explanation.

4.22.6 Amendments to Motions

- (a) An amendment to a motion must be relevant to the motion and will either be:

- (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
- (ii) to leave out words;
- (iii) to leave out words and insert or add others; or
- (iv) to insert or add words

As long as the effect of 4.22.6(a)(ii) to 4.22.6(a)(iv) is not to negate the motion.

- (b) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been decided.
- (c) If an amendment is not carried, other amendments to the original motion may be moved.
- (d) If an amendment is carried, the motion as amended takes place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- (e) After an amendment has been carried, the Presiding Member will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

4.22.7 Alteration of Motion

- (a) A Member may alter a motion of which he has given notice with the consent of the meeting.

The meeting's consent will be signified without discussion.

- (b) A Member may alter a motion which he has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- (c) Only alterations which could be made as an amendment may be made.

4.22.8 Withdrawal of Motion

A Member may withdraw a motion which he has moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No Member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

4.22.9 Right of Reply

- (a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- (b) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
- (c) The mover of the amendment has no right of reply to the debate on his amendment.

4.22.10 Motions which may be Moved During Debate

When a motion is under debate, no other motion may be moved except the following procedural motions:

- (a) to withdraw a motion;
- (b) to amend a motion;
- (c) to proceed to the next business;
- (d) that the question be now put;
- (e) to adjourn a debate;
- (f) to adjourn a meeting;
- (g) to exclude the public and press in accordance with the Access to Information Procedure Rules; and
- (h) to not hear further a Member named under Rule 4.29.3 or to exclude them from the meeting under Rule 4.29.4.

4.22.11 Closure Motions

- (a) A Member may move, without comment, the following motions at the end of a speech of another Member;
 - (i) to proceed to the next business;
 - (ii) to act that the question be now put;
 - (iii) to adjourn a debate; or

- (iv) to adjourn a meeting.
- (b) If a motion to proceed to next business is seconded and the Presiding Member thinks the item has been sufficiently discussed, he will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- (c) If a motion that the question be now put is seconded and the Presiding Member thinks the item has been sufficiently discussed, he will put the procedural motion to the vote. If it is passed he will give the mover of the original motion a right of reply before putting his motion to the vote.
- (d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Presiding Member thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

4.22.12 Point of Order

A point of order is a request from a Member to the Presiding Member to rule on an alleged irregularity in the procedure of the meeting. A Member may raise a point of order at any time. The Presiding Member will hear them immediately. A point of order may only relate to an alleged breach of these Council Rules of Procedure or the law. The Member must indicate the rule or law and the way in which he considers it has

been broken. The ruling of the Presiding Member on the matter will be final.

4.22.13 Personal Explanation

A Member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the Member which may appear to have been misunderstood in the present debate. The ruling of the Presiding Member on the admissibility of a personal explanation will be final.

4.23 State of the County Borough Debate

4.23.1 Calling of Debate

The Leader may call a state of the County Borough debate annually on a date and in a form to be agreed with the Presiding Member .

4.23.2 Form of Debate

The Leader will decide the form of the debate with the aim of enabling the widest possible public involvement and publicity. This may include holding workshops and other events prior to or during the debate.

4.23.3 Chairing of Debate

The debate will be Chaired by the Presiding Member .

4.23.4 Results of Debate

The results of the debate will be disseminated as widely as possible within the community and to agencies and organisations in the area which work in active partnership with the Council and considered by the Leader in proposing the Budget and Policy Framework to the Council for the coming year.

4.24 Previous Decisions and Motions

4.24.1 Motion to Rescind a Previous Decision

A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of the motion is signed by at least five Members, except in the case of new information becoming available.

4.24.2 Motion Similar to One Previously Rejected

A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least five Members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

4.25 Voting

4.25.1 Majority

Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those Members voting and present in the room at the time the question was put.

4.25.2 Council Presiding Member's Casting Vote

If there are equal numbers of voters for and against, the Presiding Member will have a second or casting vote. There will be no restriction on how the Presiding Member chooses to exercise a casting vote.

4.25.3 Method of Voting

Unless a recorded vote is demanded under Rule 4.25.4 the Presiding Member will take the vote by show of hands, or by use of the Council's electronic voting system if any, or if there is no dissent, by the affirmation of the meeting.

4.25.4 Recorded Vote

If any Member present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be recorded and entered into the minutes.

4.25.5 Right to Require Individual Vote to be Recorded

Where any Member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

4.25.6 Voting on Appointments

If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

4.26 Minutes

4.26.1 Signing the Minutes

The Presiding Member will approve the minutes of the proceedings at the next suitable meeting. The Presiding Member will move that the minutes of the previous meeting be approved as a correct record. The only part of the minutes that can be discussed is their accuracy.

4.26.2 No Requirement to approve Minutes of Previous Meeting at Extraordinary Meeting

Where in relation to any meeting, the next meeting for the purpose of approving the minutes is a meeting called under Paragraph 3 of Schedule 12 to the Local Government Act 1972 (an extraordinary meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of Schedule 12 relating to approval of minutes.

4.26.3 Form of Minutes

Minutes will contain all motions and amendments in the form and order the Presiding Member put them.

4.27 Record of Attendance

All Members present during the whole or part of a meeting will be recorded as being in attendance before the conclusion of every meeting.

Where members attend meetings virtually they must ensure their presence is known to the minute taker in order to ensure their presence is recorded.

4.28 Exclusion of Public

Members of the public and press may only be excluded either in accordance with the Access to Information Procedure Rules in Section 14 of this Constitution or Rule 4.30 (Disturbance by Public).

4.29 Members' Conduct

4.29.1 Speaking at Meetings

When a Member speaks at Full Council he/she must address the meeting through the Presiding Member . If more than one Member signifies their intention to speak, the Presiding Member will ask one to speak. Other Members must remain silent whilst a Member is speaking unless they wish to make a point of order or personal explanation.

4.29.2 Presiding Member Speaking

When the Presiding Member speaks during a debate, any Member speaking at the time must stop.

4.29.3 Member not to be Heard Further

If a Member persistently disregards the ruling of the Presiding Member by behaving improperly or offensively or deliberately obstructs business, the

Presiding Member may move that the Member be not heard further. If seconded, the motion will be voted on without discussion.

4.29.4 Member to Leave the Meeting

If the Member continues to behave improperly after such a motion is carried, the Presiding Member may move that either the Member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

4.29.5 General Disturbance

If there is a general disturbance making orderly business impossible, the Presiding Member may adjourn the meeting for as long as s/he thinks necessary.

4.30 Disturbance by Public

4.30.1 Removal of Member of the Public

If a member of the public interrupts proceedings, the Presiding Member will warn the person concerned. If they continue to interrupt, the Presiding Member will order their removal from the meeting room.

4.30.2 Clearance of Part of Meeting Room

If there is a general disturbance in any part of the meeting room open to the public, the Presiding Member may call for that part to be cleared.

4.31 Filming and Use of Social Media During Meetings

In meetings which are open to the public, filming and use of social media is permitted during meetings so long as there is no disturbance to the conduct of the meeting. Recording will be provided at any public meetings/Committees.

4.32 Suspension and Amendment of Council Procedure Rules

4.32.1 Suspension

All of these Council Rules of Procedure except Rule 4.20.5, 4.25.5 and 4.26.2 may be suspended by motion on notice or without notice if at least one half of the whole number of Members of the Council are present. Suspension can only be for the duration of the meeting. Rule 4.20.5 can only be suspended by motion on notice and the motion must have the support of at least two thirds (22) of those Members present and voting.

4.32.2 Amendment

Any motion to add to, vary or revoke these Council Rules of Procedure will when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

4.33 Application to Committees and Sub-Committees

All of the Council Rules of Procedure apply to meetings of Full Council. None of the rules apply to meetings of the Cabinet . Only Rules 4.13 to 4.16, 4.19 to 4.22, 4.24 to 4.33 (but not Rule 4.29.1) apply to meetings of Committees and Sub-Committees.

4.34 Appointment of Substitute Members on Council Bodies

4.34.1 The substitution rules will not apply to meetings of the Cabinet , the Standards Committee or the Governance and Audit Committee. NB. There are also special rules in relation to the Planning Committee – see below.

4.34.2 Subject to any other restrictions elsewhere in the Constitution (see section 9) any Member of the Council will be permitted to act as a substitute on a Council Body.

Note: Planning Committee - The Size and Composition of Local Planning Authority Committees (Wales) Regulations 2017 precludes the use of substitutes at Planning Committees),
Working parties or task groups shall be entitled to set out their own rules in relation to substitutions.

4.34.3 The Head of Legal & Corporate Compliance will allow a request from` a Member of a Council Body to appoint a substitute Member, providing that substitute Member is from the same political group.

4.34.4 In order to be eligible to sit as substitutes on regulatory or quasi-judicial Committees or panels or staff appointments or disciplinary bodies established by the Council, Members must have received recent formal training in relevant procedures and the law.

4.34.5 Substitute Members will have all the powers and duties of any ordinary Member of the Committee but will not be able to exercise any special powers or duties exercisable by the person they are substituting.

4.34.6 Substitute Members may attend meetings in that capacity only:

- (a) to take the place of the ordinary Member for whom they are designated substitute;
- (b) where the ordinary Member will be absent for the whole of the meeting; and
- (c) where the ordinary Member or that Member's political group has notified the Chief Executive/Head of Legal & Corporate Compliance/Head of Governance & Partnerships of the intended substitution at least one hour before the start of the relevant meeting.

SECTION 5

5. THE CABINET

5.1 Introduction

The Cabinet is appointed to carry out all of the Council's functions which are not the responsibility of any other part of the Council, whether by law or under this Constitution.

5.2 Form and Composition of the Cabinet

The Cabinet will consist of:

5.2.1 the Leader of the Council (the "Leader"); and

5.2.2 at least two but not more than nine other Councillors appointed to the Cabinet by the Council.

NB. The requirements in relation to political balance and proportionality do not apply to the composition of the Cabinet .

5.3 Leader

5.3.1 Election

The Leader will be a Councillor elected to the position of Leader by the Council.

5.3.2 Term of Office

The Leader is appointed on an annual basis at the annual meeting of the Council.

5.3.3 Role of the Leader

The Leader will Chair meetings of the Cabinet and determine the portfolios of Members of the Cabinet . Further information is contained in Section 6.

5.4 Deputy Leader

5.4.1 The Council will appoint a Deputy Leader to act as Leader in the Leader's absence and may also if it thinks fit remove the Deputy Leader from the Office at any time.

5.4.2 The Deputy Leader may exercise all of the functions of the Leader where the position is vacant or where the Leader is absence or otherwise unable to act.

5.5. Other Cabinet Members

Other Cabinet Members will be Councillors elected to the position of Cabinet Member by the Council. Each Cabinet Member shall hold office until:

5.5.1 he/she resigns from that office; or

5.5.2 he/she is removed from that office by the Leader upon such notice (if any) as the Leader considers appropriate; or

5.5.3 he/she ceases to be a Councillor.

The Council may at any time appoint a Cabinet Member to fill any vacancies.

5.6 Delegation of Functions

The Council will determine Cabinet functions to:

- 5.6.1 the Cabinet as a whole;
- 5.6.2 a Committee of the Cabinet (comprising Cabinet Members only);
- 5.6.3 an individual Cabinet Member;
- 5.6.4 a Joint Committee;
- 5.6.5 another Local Authority or the Cabinet of another Local Authority;
- 5.6.6 a delegated Officer.

5.7 Rules of Procedure and Debate

The proceedings of the Cabinet shall take place in accordance with the Cabinet Procedure Rules in Section 5.9 below.

5.8 How does the Cabinet Operate?

Following the annual meeting the Chief Executive, in consultation with the Leader, will prepare and submit for approval a Cabinet Scheme of Delegation setting out the delegations of Cabinet functions.

5.8.1 Conflicts of Interest

- (a) If any Member of the Cabinet has a conflict of interest this should be dealt with as set out in the Council's Code of Conduct for Members in Section 18 of this Constitution.
- (b) If the exercise of an Cabinet function has been delegated to a Committee of the Cabinet, or an

Officer, and should a conflict of interest arise, then the function will be exercised in the first instance by the person or body by whom the delegation was made and otherwise as set out in the Council's Code of Conduct for Members in Section 18 of this Constitution.

5.8.2 Cabinet Meetings – When and Where?

The frequency and timing of meetings of the Cabinet will be determined by the Leader. Cabinet

5.8.3 Public or Private Meetings of the Cabinet?

The Cabinet will hold its meetings in public, except in the circumstances set out in the Access to Information Procedure Rules in Section 14, for example where confidential or exempt information is being discussed.

5.8.4 Quorum

- (a) The quorum for a meeting of the Cabinet shall be not less than 3 Councillors, including the Leader or Deputy Leader.

5.8.5 How are Decisions to be Taken by the Cabinet?

Cabinet decisions made by the Cabinet as a whole will be taken at a meeting convened in accordance with the Access to Information Procedure Rules in Section 14 of this Constitution.

5.9 How are Cabinet Meetings Conducted?

5.9.1 Who Presides?

The Leader will preside at any meeting of the Cabinet or its Committees at which he is present. In his absence, the Deputy Leader will preside. In his/her absence, then a person appointed to do so by those present shall preside.

5.9.2 Who May Attend?

These details are set out in the Access to Information Procedure Rules in Section 14 of this Constitution. See also Section 3 in relation to Member participation in meetings.

5.9.3 What Business?

At each meeting of the Cabinet the following business will be conducted:

- (a) consideration of the minutes of the last meeting;
- (b) declarations of interest, if any;
- (c) matters referred to the Cabinet (whether by Overview and Scrutiny Committees or other Committees or by the Council) for reconsideration by the Cabinet in accordance with the provisions contained in the Overview and Scrutiny Procedure Rules or the Budget and Policy Framework Procedure Rules set out in Sections 7 and 15 of this Constitution;
- (d) consideration of reports from Overview and Scrutiny Committees and other Committees;
- (e) consideration of reports from Cabinet Committees;

- (f) reports from Officers of the Authority.

5.9.4 Consultation

All reports to the Cabinet from any Member of the Cabinet or an Officer on proposals relating to the Budget and Policy Framework must contain details of the nature and extent of consultation undertaken with stakeholders and with the Overview and Scrutiny Committees or other Committees, and the outcome of that consultation. Reports about other matters will set out the details and outcome of consultation as appropriate. The level of consultation required will be appropriate to the nature of the matter under consideration.

5.9.5 Who can put items on the Cabinet Agenda?

- (a) The Leader will decide upon the schedule for meetings of the Cabinet. He/she may put any matter on the agenda of any Cabinet meeting whether or not authority has been delegated to the Cabinet, a Committee of it or any Member or Officer in respect of that matter.
- (b) Any Member of the Cabinet may require the Chief Executive to make sure that an item is placed on the agenda of the next available meeting of the Cabinet for consideration.
- (c) The Chief Executive , the Monitoring Officer and/or the Chief Finance Officer may include an item for consideration on the agenda of a Cabinet meeting and may require that such a meeting be convened in pursuance of their statutory duties.
- (d) In other circumstances, where any two of the Chief Executive , the Chief Officer - Resources

and Monitoring Officer are of the opinion that a meeting of the Cabinet needs to be called to consider a matter that requires a decision they may jointly include an item on the agenda of a Cabinet meeting. If there is no meeting to deal with the issue in question, then the person(s) entitled to include an item on the agenda may also require that a meeting be considered at which the matter will be considered.

5.10 Disturbance by the Public, Filming and Use of Social Media

- 5.10.1 The provisions in Council Procedure Rules in Section 4.30 in relation to disturbance by the public may apply to meetings of the Cabinet.
- 5.10.2 The provisions in Council Procedure Rules in Section 4.31 relating to filming and use of social media apply to meetings of the Cabinet.

SECTION 6

6. THE LEADER

6.1 Election

6.1.1 The Leader will be elected by Full Council.

6.1.2 The Leader will usually be elected on an annual basis at the Annual Council meeting for a term of one year. However, where the post of Leader becomes vacant between Council elections the Leader will be elected at the next meeting of the Full Council.

6.2 Term of Office

The Leader is appointed on an annual basis at the annual meeting of the Council. The Leader is appointed for a term of one year.

6.3 Resignation, Dismissal, Disqualification and Suspension

6.3.1 The Leader may resign the position of Leader by writing to the Chief Executive / .

6.3.2 The Leader can be dismissed where the Council passes a resolution removing him/her from office in accordance with the Rules below.

6.3.3 The Leader shall cease to be Leader if he/she is suspended or disqualified as a Councillor, or, for other such reasons, cannot fulfil the role of Leader.

6.3.4 The Leader will cease to be Leader upon death or upon suffering any disability which will, or is likely to, prevent them from undertaking the role of Leader for a period of three months or more.

6.4 Deputy Leader

6.4.1 Appointment

The Council may designate one of the Members of the Cabinet as Deputy Leader.

6.4.2 Duties of the Deputy Leader

The Deputy Leader may exercise all the functions of the Leader where the position is vacant or where the Leader is absent or is otherwise unable to act.

6.4.3 Removal from Office

The Leader may, if he/she thinks fit, remove the Deputy Leader from office at any time.

6.5 Functions and Delegated Authority

6.5.1 Membership of the Cabinet

The Council appoints and dismisses the Members of the Cabinet subject only to there being a minimum of two, and a maximum of nine Members of the Cabinet (not counting the Leader) at any time.

6.5.2 Role of the Leader

The Leader will chair meetings of the Cabinet.

6.5.3 The Cabinet Scheme of Delegations

The Chief Executive / or Monitoring Officer in consultation with the Leader, will prepare and submit for approval an Cabinet Scheme of Delegations setting out the delegations of Cabinet functions, including where the principle has been approved as part of the Council's Cabinet arrangements, the Cabinet and thereafter keep this under review and submit updates to the Scheme, as appropriate. In addition, the Leader has powers under Section 15(4) of the Local Government Act 2000 to discharge personally or to arrange for discharge under other delegated powers, any Cabinet functions not covered by the Scheme for the time being.

(N.B. No Member of the Cabinet may have a Deputy, other than the Leader. This means that no Member of the Cabinet can have responsibilities which mean that they will work to, or under, another Member of the Cabinet, except the Leader).

6.5.4 Meetings of the Cabinet

Subject to the requirement to publish notice of each meeting three clear days before it takes place, and other conditions contained in Section 4 pages 43/44, the Leader can call meetings of the Cabinet at such times and places as he/she chooses (N.B: the Chief Executive , the Section 151 Officer, and the Monitoring Officer can all, should be the need arise, call meetings of the Cabinet as well).

6.5.5 Chairing Cabinet Meetings

The Leader shall chair Cabinet meetings. In the Leader's absence the Deputy Leader will chair. If the Deputy Leader is not available the Cabinet will appoint a Member of the Cabinet to chair the meeting on their behalf (subject to quorum).

SECTION 7

7. OVERVIEW AND SCRUTINY COMMITTEES

7.1 Introduction

7.1.1 The Council is required by law to discharge certain overview and scrutiny functions. These functions are an essential component of local democracy. Overview and Scrutiny Committees should be powerful Committees that can contribute to the development of Council policies and also hold the Cabinet to account for its decisions. Another key part of the Overview and Scrutiny role is to review existing policies, consider proposals for new policies and suggest new policies.

7.1.2 Overview and Scrutiny should be carried out in a constructive way and should aim to contribute to the delivery of efficient and effective services that meet the needs and aspirations of local inhabitants. Overview and Scrutiny Committees should not shy away from the need to challenge and question decisions and make constructive criticism.

7.2 Overview and Scrutiny Committees

In order to achieve this, the Council have appointed four Overview and Scrutiny Committees which between them will:

7.2.1 review or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions whether by the Cabinet or another part of the Council;

7.2.2 make reports or recommendations to the Council or the Cabinet in connection with the discharge of any functions;

7.2.3 consider any matter which affects the Council's area or its inhabitants; and

7.2.4 exercise the right to call in or reconsider decisions made by not yet implemented by the Cabinet and Officers.

7.3 Role, Scope and Membership

The role, scope and membership of the Overview and Scrutiny Committees are described in the table below:-

Scrutiny Committee	Remit
People Scrutiny Committee	<ul style="list-style-type: none"> • Social Services • Education • Corporate Safeguarding
Partnership Scrutiny Committee	<ul style="list-style-type: none"> • Public Service Board (PSB) • Cardiff Capital Region City Deal (CCRCD) • Education Achievement Service (EAS) • Regional Partnership Board (RPB) • Tech Valleys • Shared Resource Service (SRS) • Aneurin Leisure Trust (ALT) • Corporate Joint Committees (CJCs)

Scrutiny Committee	Remit
Place	<ul style="list-style-type: none"> • Regeneration

Scrutiny Committee	<ul style="list-style-type: none"> • Community Services • Decarbonisation / Climate Change • Community Safety including CCTV
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Scrutiny Committee	Remit
Corporate and Performance Scrutiny Committee	<ul style="list-style-type: none"> • Corporate Overview • Performance • Finance (including remit of the former Joint Budget Scrutiny Committee)

7.4 Specific Functions

7.4.1 Policy Development and Review

The Overview and Scrutiny Committees may:

- (a) assist the Council and the Cabinet in the development of its Budget and Policy Framework by in depth analysis of policy issues;

- (b) conduct research, community and other consultation in the analysis of policy issues and possible options;
- (c) question Members of the Cabinet and/or Committees and Chief Officer from the council about their views on issues and proposals affecting the area;
- (d) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interest of local people are enhanced by collaborative working; and
- (e) consider the impact of policies to assess if they have made a difference.

7.4.2 Scrutiny

The Overview and Scrutiny Committees may:

- (a) review and scrutinise the decisions by and performance of the Cabinet and/or Committees and Council Officers in relation to individual decisions and over time;
- (b) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (c) question Members of the Cabinet and/or Committees and Chief Officers from the Council about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or project;

- (d) make recommendations to the Cabinet and/or appropriate Committee and/or Council arising from the outcome of the scrutiny process;
- (e) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Overview and Scrutiny Committees and local people about their activities and performance; and
- (f) question and gather evidence from any person (with their consent).

7.4.3 Annual Report

The Overview and Scrutiny Committee must report annually to the Full Council on the activity over the year including any recommendations for their future work programme or amended working methods if appropriate.

7.5 Head of Democratic Services

One of the roles of the Head of Democratic Services under Section 8 of The Measure is to promote the role of the Council's Overview and Scrutiny Committees and to promote support and guidance to Council Members and Officers generally about the functions of the Overview and Scrutiny Committees.

7.6 Who May Sit on Overview and Scrutiny Committees?

All Councillors except Members of the Cabinet may be Members of the Overview and Scrutiny Committees. However, no Member may be involved in scrutinising on decisions in which he/she has been directly involved.

Although an Cabinet Member is not a Member of a Scrutiny Committee, they may participate by invitation only. The purpose of an Cabinet member attending Scrutiny is to advocate for specific portfolio issues and be questioned by the Committee regarding the specific portfolio items on the agenda. The Cabinet Member is not in attendance to ask questions of the officers or for information.

7.7 Co-optees

Each Overview and Scrutiny Committee shall be entitled to recommend to Council the appointment of a maximum of two people as non-voting co-optees in order to provide expertise to specific areas of the Scrutiny programme. Co-optees can will sit on a Committee as expert witnesses to undertake specific pieces of work. In exercising or deciding whether to exercise a co-option, the Authority must, under Section 76 of The Measure, have regard to guidance given by the Welsh Ministers and comply with directions given by them.

Each Scrutiny Committee will consider their individual requirements and review co-optees on an annual basis to ensure they are fit for purpose. No co-optee shall remain on a Committee indefinitely.

7.8 Education Representatives

The People Scrutiny Committee shall include in its membership voting representatives of religious faiths and of parent governors, as required by law and guidance from Welsh Government .

7.9 Who Chairs?

The arrangements included in Sections 66-75 of the Local Government (Wales) Measure 2011 will be followed for appointing persons for chairs of Overview and Scrutiny Committees.

7.10 Role of the Chair and the Overview and Scrutiny Committees

7.10.1 The role of the Chair of the Overview and Scrutiny Committees will be essential in implementing the new method of working. The Chairs will liaise with the Cabinet and supervise the Work Programme and identify cross cutting themes arising from the various Overview and Scrutiny Committees.

7.10.2 In summary, therefore, the Chair will:

- (a) be accountable for delivering the new way of working for scrutiny;
- (b) will meet regularly to monitor Work Programmes with the Committee and Support Officer;
- (c) will liaise with the Cabinet on issues affecting the Scrutiny Work Programme; and
- (d) have a responsibility for the development of a forward work programme linked to the priorities of the Council found within the Council's Corporate Plan.
- (e) when a recommendation is added to or amended the Scrutiny Chair is required to attend the Cabinet Committee to present the Scrutiny Committee's recommendation to explain the rationale.

7.11 Work Programme

The Overview and Scrutiny Committees will be responsible for setting their own Work Programme and in doing so they should

take into account wishes of Members of that Committee who are not Members of the largest political group on the Council. It may also consider urgent and unforeseen matters not included in the Work Programme.

7.12 Meetings

- 7.12.1 The cycle of each overview and scrutiny committee will be determined at the beginning of each cycle linked to the business within the Forward Work Programme
- 7.12.2 Special meetings may be called from time to time in order to deal with call-ins (Section 7.25) where the Chair of an Overview and Scrutiny Committee and the Chair of Council agree it is necessary for that Overview and Scrutiny Committee to consider the called in decision before the Committees next programmed meeting.
- 7.12.3 The quorum of an Overview and Scrutiny Committee will be one third (3 Members).

7.13 Joint Overview and Scrutiny Committees

Under Section 58 of The Measure, regulations may be made to permit two or more Local Authorities to appoint a Joint Overview and Scrutiny Committee. This is set out in the Local Authority (Joint Overview and Scrutiny) (Wales) Regulations 2012.

7.14 Rules of Procedure and Debate

The Overview and Scrutiny Procedure Rules will apply to meetings of the Overview and Scrutiny Committees.

7.15 What will be the Number and Arrangements for Overview and Scrutiny Committees

7.15.1 The Council will have four Overview and Scrutiny Committees set out in the table in Section 7.3 and will appoint to them as it considers appropriate from time to time. The Committees may appoint smaller groups to carry out detailed examination of particular topics to report back to them. Such groups may be appointed for a fixed period on the expiry of which they shall cease to exist.

7.15.2 The terms of reference of the various Overview and Scrutiny Committees will be:

7.15.3 Each Overview and Scrutiny Committee will be chaired by a Chair appointed by the Council. In the absence of both the chair and deputy chair, a member appointed at the meeting will preside.

(a) there will be proportionate cross party Membership of all Overview and Scrutiny Committees;

(b) the Overview and Scrutiny Committees shall undertake the following:

(i) investigate or review a particular matter in depth and without delay, reporting their conclusions and making any recommendations to the Council or Cabinet as appropriate;

(ii) conduct research, community (and other) consultation for the purposes of analysing issues and developing where appropriate; possible options, through liaison with the area/community partnerships;

- (iii) consider and report on mechanisms to encourage and enhance community participation in the development of service delivery options;
- (iv) question Cabinet Members and Officers about their views and actions on issues and proposals affecting the County Borough;
- (v) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working; and
- (vi) question and gather evidence from any person (with his/her consent) whilst conducting investigative and reporting processes.

7.16 Meetings of the Overview and Scrutiny Committees

The Council will determine a cycle of meetings for the Overview and Scrutiny Committees. If the Council do not set the cycle, each such Committee shall determine their own cycle of meetings. The Chair, (in consultation with the Chief Executive) or in their absence the Vice-Chair, may change the date or cancel meetings, or call additional meetings as they consider necessary to deal with the Committee's Work Programme. A meeting of an Overview and Scrutiny Committee may be called by the Chair (or in his or her absence, the Vice-Chair) or by the Chief Executive if he or she considers it necessary or appropriate. Any Member may sit on a Task and Finish Group if they have a specific interest or knowledge and are invited to do so, as long as there are no prejudicial interests.

7.17 Quorum

The quorum for an Overview and Scrutiny Committee shall be one third (3 members) .

7.18 Agenda Items

- 7.18.1 Any Member of a particular Overview and Scrutiny Committee shall be entitled to give notice to the Chief Executive that he wishes an item relevant to the functions of that Committee to be included on the agenda for the next available meeting. Seven working days' notice of the item should be given to the Head of Democratic Services together with sufficient information to enable the Officer to advise about the nature and purpose of the item, linked to the forward work programme criteria.
- 7.18.2 On receipt of such a request, so long as it is an appropriate matter to be considered and is appropriate to the priorities within the Council's Corporate Plan and the Forward Work Programme, the Chief Executive/ will ensure that it is included on the next available agenda.
- 7.18.3 An Overview and Scrutiny Committee shall also respond, as soon as their work programme permits, to requests from the Council and/or the Cabinet to review particular areas of Council activity. Where they do so, the particular Overview and Scrutiny Committee shall report their findings and any recommendations back to the Cabinet and/or Council. The Council and/or Cabinet shall consider the report

of the Overview and Scrutiny Committee within one month of receiving it.

- 7.18.4 If, in considering a recommendation from any scrutiny committee, the Cabinet partly or wholly reject a recommendation, the relevant scrutiny committee can require the relevant Cabinet member attend the next meeting to explain the rationale for the decision and answer any questions.

7.19 Policy Review and Development

- 7.19.1 The role of the Overview and Scrutiny Committee in relation to the development of the Council's Budget and Policy Framework is set out in detail in the Budget and Policy Framework Procedure Rules in Section 15.
- 7.19.2 In relation to the development of the Council's approach to other matters not forming part of its Budget and Policy Framework, and Overview and Scrutiny Committee may make proposals to the Cabinet for developments in so far as they relate to matters within their terms of reference.
- 7.19.3 An Overview and Scrutiny Committee may hold enquiries and investigate the available options for future direction in policy development and may appoint advisers and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address them on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and expense for doing so.

7.20 Reports from the Overview and Scrutiny Committees

- 7.20.1 All formal reports from the Overview and Scrutiny Committees will be submitted to the Chief Executive / for consideration by the Cabinet (if the proposals are consistent with the existing Budget and Policy Framework), or to the Council as appropriate (eg if the recommendation would require a departure from or a change to the Budget and Policy Framework).
- 7.20.2 If an Overview and Scrutiny Committee cannot agree on one single final report to the Council or Cabinet as appropriate, one minority report may be prepared and submitted for consideration by the Council or Cabinet with the majority report.
- 7.20.3 The Council or Cabinet shall consider the report of an Overview and Scrutiny Committee one month of it being submitted to the Chief Executive.

7.21 Making sure that Overview and Scrutiny Reports are considered by the Cabinet

Any recommendations made in respect of reports which have been considered by Overview and Scrutiny Committees will be brought back to Cabinet as soon as practicably possible. Where an item is not considered by the Cabinet within three months, the Cabinet will give an explanation of the reasons for the delay to the Chair of the relevant Overview and Scrutiny Committee as soon as practicable.

7.22 Rights of Members of the Overview and Scrutiny Committees to Documents

7.22.1 In addition to their rights as Councillors, Members of the Overview and Scrutiny Committees have the additional right to documents and to notice of meetings as set out in the Access to Information Procedure Rules in Section 14 of this Constitution.

7.22.2 Nothing in this paragraph prevents more detailed liaison between the Cabinet and the Overview and Scrutiny Committees as appropriate depending on the particular matter under consideration.

7.23 Members and Officers Giving Account

7.23.1 The Overview and Scrutiny Committees may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the Scrutiny role, it may require any Member of the Cabinet, the Chief Executive and/or any Senior Officer to attend before it to explain in relation to matters within their remit:

- (a) any particular decision or series of decisions;

- (b) the extent to which the actions taken implement Council policy in an effective and timely way.

and it is the duty of those persons to attend if so required.

- 7.23.2 For this purpose, Senior Officer includes any Chief Officer or Deputy Chief Officer/Head of Service. Where there are concerns about the appropriateness of the Officer who should attend, the relevant Chief Officer shall discuss this with the appropriate Overview and Scrutiny Committee Chair or Vice-Chair with a view to achieving consensus.
- 7.23.3 Where any Member or Officer is required to attend an Overview and Scrutiny Committee under this provision, the Chair of that Committee will inform the Head of Governance & Partnerships . The Head of Governance & Partnerships will make arrangements to inform the Member or Officer, if necessary in writing, giving at least three working days' notice of the meeting at which he or she is required to attend (unless agreed otherwise). Any notice will state the nature of the item on which he or she is required to attend to give account and whether any papers are required to be produced for the Committee.
- 7.23.4 Where the account to be given to an Overview and Scrutiny Committee will require the production of a report, then the Member or Officer concerned will be given sufficient notice to allow for preparation of that documentation.
- 7.23.5 Where, in exceptional circumstances, the Member or Officer is unable to attend on the required date, then the Overview and Scrutiny Committee shall in

consultation with the Member or Officer arrange an alternative date for attendance.

7.24 Attendance by Others

An Overview and Scrutiny Committee may invite people other than those people referred to in paragraph 7.23 above to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders and Members and Officers in other parts of the public sector and shall invite such people to attend.

7.25 Call-In

7.25.1 Rules

- (a) Where a decision is made by the Cabinet, or a Committee of the Cabinet or under joint arrangements, the decision shall be published by the Head of Governance & Partnerships by electronic means, and shall be available at the main offices of the Council normally within five clear working days of it being made. All Members of the Overview and Scrutiny Committee will be sent copies of the records of all such decisions within the same time scale, by a person responsible for publishing the decision. All relevant decisions of the Cabinet will be included on the next agenda for the appropriate Scrutiny Committee.
- (b) The notice of decision will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of five clear working

days after the publication of the decision, unless an Overview and Scrutiny Committee objects to it and calls it in for review.

- (c) During that period ie. the period between publication of the decision and the expiry of five clear working days, and subject to the rules set out below, the Monitoring Officer may call-in a decision for scrutiny by an Overview and Scrutiny Committee if so requested in the specified format by five Members of that Overview and Scrutiny Committee and, shall then notify the decision taker of the call-in. He/she shall arrange to call a meeting of that Overview and Scrutiny Committee on such a date as he/she may determine, where possible after consultation with the chair or Vice-Chair of that Overview and Scrutiny Committee, and in any case within fifteen clear working days of the decision to call-in (only in exceptional circumstances will the Chair of the Overview and Scrutiny Committee consider extending this time limit).
- (d) If, having considered the decision, the Overview and Scrutiny Committee is still concerned about it, then it may refer it back to the decision making body for reconsideration, setting out in writing the nature of its concerns, or refer the matter to Full Council. If referred to the decision maker they shall then reconsider within a further 10 clear working days, amending the decision or not, before adopting a final decision.
- (e) If following an objection to the decision, an Overview and Scrutiny Committee does not meet within the period set out above, or does meet but does not refer the matter back to the

decision making person or body, the decision shall take effect on the date of the Overview and Scrutiny Committee meeting, or the expiry of that further 10 working day period, whichever is the earlier.

- (f) If the matter was referred to Full Council and the Council does not object to a decision which has been made, then no further action is necessary and the decision will be effective in accordance with the provision below. However, if the Council does object, the Council will refer any decisions to which it objects back to the decision making person or body, together with the Council's views on the decision. That decision making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the Cabinet as a whole, or a Committee of it, a meeting will be convened to reconsider within five working days of the Council's request. Where the decision was made by an individual, the individual will reconsider within five working days of the Council's request.
- (g) If the Council does not meet, or if it does but does not refer the decision back to the decision making body or person, the decision will become effective on the date of the Council meeting or expiry of the period in which the Council meeting should have been held, whichever is earlier.
- (h) In order to ensure that call-in is not abused, nor causes unreasonable delay, certain limitations are placed on its use. These are:

- (i) an Overview and Scrutiny Committee may only call-in a total of three decisions per three month period;
 - (ii) five Members of an Overview and Scrutiny Committee are needed for a decision to be called in and their signatures must be placed upon the request which must also contain valid written reasons for the call-in request;
 - (iii) once a Member has signed a request for call-in under this paragraph, he/she may not do so again until the period of three months has expired;
- (i) The Monitoring Officer in consultation with the Chief Executive may veto any request for call-in if it falls outside the remit of this scheme.
 - (j) Save in exceptional circumstances all Members requesting a matter be called in must attend the meeting at which the matter is being considered.

7.25.2 Call-in Urgency

- (a) The call-in procedure set out above shall not apply where the decision being taken by the Cabinet is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would, for example, seriously prejudice the Council's or other public interests. The record of the decision, and notice by which it is made public, shall state whether in the opinion of the decision making person or body, the decision is an urgent one, and therefore not subject to call-in. The Presiding Member must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of

urgency. In the absence of the Presiding Member the Deputy Presiding Member's consent shall be required. In the absence of both, the Chief Executive or his/her nominee's consent should be required. Decisions taken as a matter of urgency must be reported at the next available meeting of the Council, together with the reasons for urgency.

- (b) The operation of the provisions relating to call-in and urgency shall be monitored annually and a report submitted to Council with proposals for review if necessary.

7.26 The Party Whip

If a Member of an Overview and Scrutiny Committee is subject to a party whip in respect of an issue to be considered by it, that Member must declare the existence of the whip and the nature of it before the commencement of deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.

7.27 Procedure at Overview and Scrutiny Committee Meetings

7.27.1 An Overview and Scrutiny Committee shall consider the following business:

- (a) minutes of the last meeting;
- (b) declarations of interest;
- (c) consideration of any matter referred to that Overview and Scrutiny Committee;
- (d) responses of the Cabinet to reports of that Overview and Scrutiny Committee;

- (e) the business otherwise set out on the agenda for the meeting;
- (f) Consideration of agenda items for the next meeting.

The Rules of Procedure at an Overview and Scrutiny Committee will be the same as the Council Procedure Rules except that the Chair of the meeting may allow the rules of debate to be relaxed to enable a full contribution by those attending the meeting whether a Member of an Overview and Scrutiny Committee or in any other capacity which allows them to contribute to the worth of the meeting.

7.27.2 An Overview and Scrutiny Committee may ask people to attend to give evidence or answer questions about any items on their agenda. Meetings should be conducted in accordance with the following principles:

- (a) that the business be conducted fairly and all Members of the Overview and Scrutiny Committee be given the opportunity to ask questions of attendees, and to contribute and speak;
- (b) that those assisting by giving evidence be treated with respect and courtesy;
- (c) that the business be conducted as efficiently as possible.

7.27.3 Following any investigation or review, an Overview and Scrutiny Committee shall prepare a report, for submission to the Cabinet and/or Council as appropriate detailing the discussions of the

Committee and its recommendations and shall make its report and findings public.

7.28 Matters within the Remit of more than one Overview and Scrutiny Committee

Where a matter for consideration by an Overview and Scrutiny Committee also falls within the remit of one or more other Committees, the decision as to which Committee will consider it will be resolved by the respective Chairs or, if they fail to agree, the Chief Executive or Head of Democratic Services.

7.29 Councillor Call for Action

7.29.1 The Councillor Call for Action is a mechanism for enabling elected Members to bring matters of local concern to the attention of the Council via the Scrutiny process. It should be an option of “last resort”.

7.29.2 Any Member may request that an item is placed on the agenda of an Overview and Scrutiny Committee for consideration.

7.29.3 The procedure for dealing with a Call for Action is set out in the Councillor Call for Action – Guidance for Councillor attached to these Rules at Appendix 1.

APPENDIX 1 TO SECTION 7

Councillor Call for Action – Guidance for Councillors

1. INTRODUCTION

- 1.1 The Local Government Wales Measure 2011 introduced a number of new provisions aimed at strengthening local democracy. Section 63 of the Measure introduced a provision for “Councillor Calls for Action” (CCfA) which enables Councillors to refer issues of local importance to Overview and Scrutiny Committees.
- 1.2 CCfAs are intended to enable local Councillors and their electors to obtain a response from their Council Leadership on issues of local importance. CCfAs should be regarded as one of a series of tools which elected Members have at their disposal to resolve local issues and make a positive difference in their community. Previously in Wales, only local Crime and Disorder issues could be referred by the local Member to the designated Crime and Disorder Scrutiny Committee (role undertaken by the Corporate Overview and Performance Scrutiny Committee) for action and it should be noted that these local crime and disorder referrals will remain in place under separate legislation.
- 1.3 As part of their community leadership role, Councillors have always attempted to resolve issues on behalf of their local residents and CCfAs provide an additional avenue for Councillors to follow if the normal ways of resolving an issue have not been successful and the issue meets the criteria for a referral. It should be noted that a referral under this process should be seen as a last resort after all other avenues have been exhausted.
- 1.4 CCfAs have been introduced alongside other powers for scrutiny, including powers to scrutinise a wide range of bodies not previously subject to local authority scrutiny. CCfAs are intended to enable any Member for the Council to refer to the Scrutiny

Committees, 'a local government matter' which falls within the Scrutiny Committee's remit.

2. **HOW SHOULD I NORMALLY ATTEMPT TO RESOLVE A LOCAL ISSUE IN MY AREA?**

- 2.1 Local issues can be resolved in a number of ways by Councillors on behalf of their residents as listed in the Welsh Government's Statutory Guidance from the Local Government Measure 2011:
- 2.1.1 informal discussions with Officers or other Councillors;
 - 2.1.2 informal discussions with partner representatives;
 - 2.1.3 referral to other "scrutiny" bodies such as Community Health Councils or internal audit committee;
 - 2.1.4 formal discussions with Officers and Councillors;
 - 2.1.5 formal letters to the Cabinet Members;
 - 2.1.6 asking questions at Full Council;
 - 2.1.7 submitting a motion to Full Council;
 - 2.1.8 organising public meetings;
 - 2.1.9 use of petitions;
 - 2.1.10 making a complaint;
 - 2.1.11 questions at Full Council;
 - 2.1.12 freedom of information requests;
 - 2.1.13 communication with local AMs or MPs;

2.1.14 use of social media or email based campaigns.

2.2. This is not an exhaustive list and Councillors may choose different routes for specific issues. If an issue has not been resolved after exhausting all possible alternative routes, then a local Councillor can refer it to the appropriate Overview and Scrutiny Committee.

3. **WHAT IS A COUNCILLOR CALL FOR ACTION**

3.1 In order for the Committee to accept a CCfA as an agenda item for discussion at one of their meetings, the issue must affect either all or part of a Councillor's electoral area or it must affect someone who lives or works in that area.

3.2 A Councillor does not however need a referral from a constituent in order to start the process. It is important to recognise that a CCfA is not guaranteed to solve a given problem, though it can provide a method for discussing such problems and, through discussion, attempt to overcome them.

4. **HOW AND WHEN SHOULD MAKE A CCFA**

4.1 A flowchart showing the process is provided at Appendix 2. A Councillor may initiate the process by completing the form at Appendix 3. Further copies are available from the Democratic Services section. It is important that the local Councillor specifies what outcome is expected from the referral. After completion, the form should be returned to the Democratic Services section who will log and acknowledge the referral within five working days, to track its progress and forward a copy of the form to the Head of Legal and Corporate Compliance (The Monitoring Officer).

4.2 The Proper Officer will confirm whether or not the referral satisfies the requirements outlined in section 3 above to enable it to be placed on the agenda for discussion at a meeting of the Committee. The Proper Officer reserves the right to exclude from the agenda any matter which is vexatious, discriminatory or

otherwise potentially unlawful; and the Councillor will be informed of this outcome as soon as practicable.

5. **CRITERIA TO BE FOLLOWED BY AN OVERVIEW AND SCRUTINY COMMITTEE**

5.1 It is up to the Members of the Corporate Overview and Performance Scrutiny Committee to decide whether, and in what form, to take the matter further. The Corporate Overview and Performance Scrutiny Committee will use the following criteria to decide whether or not the referral is appropriate to be considered by that Committee.

5.1.1 Is that the Corporate Overview and Performance Scrutiny Committee satisfied that all reasonable attempts have been made to resolve the issue by the local Councillor? Do the responses received by the referring Councillor demonstrate that the matter is not being progressed?

5.1.2 Has that Committee considered a similar issue recently? If so, have the circumstances or evidence changed?

5.1.3 Is there a similar or related issue which is the subject of a review on the current work programme? It may be more appropriate to link the new issue to an existing review, rather than hold a separate CCfA hearing. Relevant time pressures on resolving the CCfA should be taken into account.

5.1.4 Have all relevant service areas or partner organisations been informed and been given enough time to resolve the issue? What response has the Councillor received?

5.1.5 Is this a case that is being or should be pursued via the Council's corporate complaints procedure?

5.1.6 Is it relating to a "quasi-judicial" matter or decision such as planning or licensing?

5.1.7 Is the matter an issue of genuine local concern which

impacts on the local community rather than a personal matter?

5.1.8 Is this an issue currently being looked at by another form of local scrutiny?

5.1.9 And, as with all scrutiny, does the matter have the potential for scrutiny to produce recommendations which could realistically be implemented and lead to improvements for anyone living or working in the Member's electoral division?

NB: Crime and Disorder referrals should be directed to the Place Scrutiny Committee.

5.2 If the Corporate Overview and Performance Scrutiny Committee decides not to accept the CCfA, it must inform the Councillor of the decision and the reasons for it.

5.3 If the Corporate Overview and Performance Scrutiny Committee decides to accept the CCfA, the Councillor will be informed and advised of the agreed Protocol, e.g. the Councillor will be given adequate notice (a minimum of 10 clear days) of the date of the Scrutiny Committee meeting. The Councillor will be requested to attend the Committee and informed that he/she will have five minutes in which to address the Committee. The Committee may then wish to question the Councillor further before deciding how it intends to take the matter forward. This could include:

5.3.1 asking the relevant responsible authorities to respond to the CCfA;

5.3.2 setting up a research or task and finish group to undertake a more in-depth review;

5.3.3 asking for further evidence and / or witnesses to be brought to a future meeting. The Corporate Overview and Performance Scrutiny Committee has the power to request "designated persons" such as representatives from other

public bodies / agencies to attend, where relevant, and to request information.

6. **POTENTIAL OUTCOMES FROM A CCFA**

6.1 The Corporate Overview and Performance Scrutiny Committee could:

6.1.1 determine that it is a complex issue that requires further investigation and commission a scrutiny review of the issue;

6.1.2 write a response and make recommendations on the CCfA to a relevant responsible authority;

6.1.3 decide that further action is not appropriate giving its reasons.

6.2 Once Corporate Overview and Performance Scrutiny Committee has completed its work, the Councillor who made the referral will receive a copy of any response or recommendations made.

7. **TIMESCALES FOR DEALING WITH A CCFA**

7.1 In exceptional circumstances, for example where there are unavoidable time constraints, a special Committee meeting may be convened.

7.2 Should a CCfA result in recommendations to the Cabinet responsible authorities, they will be requested to make a response to the recommendations within 28 days and two months respectively.

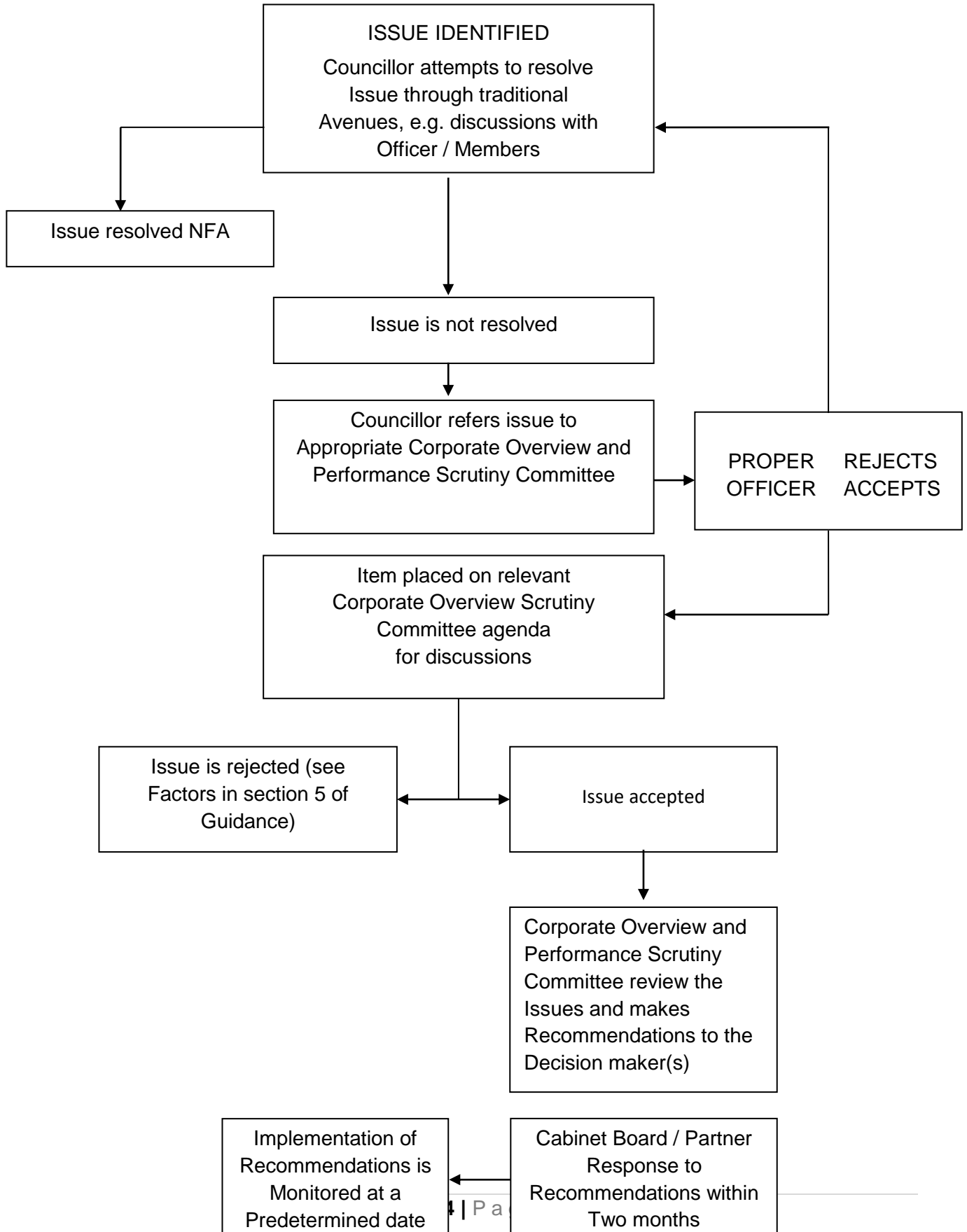
7.3 The Corporate Overview and Performance Scrutiny Committee will monitor implementation of any recommendations as part of its Forward Work Programme.

8. **REVIEW OF THIS GUIDANCE**

This guidance is based on a model prepared and approved by the Association of County Secretaries and Solicitors (ACSeS) in October 2009. ACSeS will review their model guidance in light of experience of the use of these procedures by local authorities in Wales, and this guidance may therefore be modified accordingly.

APPENDIX 2 TO SECTION 7

Flow Chart for Councillor Call for Action



APPENDIX 3 TO SECTION 7
Councillor Call for Action Referral

For the attention of (name and title of Proper Officer)	
From	
Electoral Division	
Contact details	
Telephone	
E-mail	
SUBJECT	
Details Please briefly explain what the issue is and how it affects your electoral division.	
Action taken to date Please explain what steps have been taken, with whom, to try to resolve the issue (please tick the actions you have taken to date) or add additional.	<ul style="list-style-type: none"> ● Informal discussions with Officers or other Councillors ● Informal discussions with partner representatives ● Referral to other "scrutiny" bodies such as Community Health Councils or internal audit committee ● Formal discussions with Officers and Councillors ● Formal letters to the Cabinet Members ● Asking questions at Full Council ● Submitting a motion to Full Council ● Organising public meetings ● Use of petitions ● Making a complaint ● Questions at Full Council ● Freedom of Information requests ● Communication with local AMs or MPs ● Use of social media or email based campaigns
Expected Outcome Please describe the outcome you hope to gain via this referral.	
Papers attached Please list documents attached which should evidence the impact of the issue, the steps taken and any responses received.	

1. The following criteria will be taken into consideration when the Corporate

Overview Scrutiny Committee decide whether to progress with your CCfA:

- 1.1 Have all reasonable attempts been made to resolve the issue? Do the responses received by you demonstrate that the matter is not being progressed?
- 1.2 Has the Committee considered a similar issue recently – if yes, have the circumstances or evidence changed?
- 1.3 Is there a similar or related issue which is the subject of a review on the current work programme? It may be more appropriate to link the new issue to an existing review, rather than hold a separate LCDR hearing. Relevant time pressures on resolving the LCDR should be taken into account.
- 1.4 Have all relevant service areas or partner organisations been informed and been given enough time to resolve the issue? What response have you received?
- 1.5 Is this a case that is being or should be pursued via the Council's corporate complaints procedure?
- 1.6 Is it relating to a "quasi-judicial" matter or decision such as planning or licensing?
- 1.7 Is the matter an issue of genuine local concern, which impacts on the local community rather than a personal matter?
- 1.8 Is this an issue currently being looked at by another form of local scrutiny?
- 1.9 And, as with all scrutiny, does the matter referred have the potential for scrutiny to produce recommendations, which could realistically be implemented and lead to improvements for anyone living or working in your electoral division.

2. Please consider whether your referral might be considered premature by the Corporate Overview and Performance Scrutiny Committee. Consider whether other potential remedies have been exhausted, before a referral is made. Members should be aware that if a premature referral is made, the Committee is likely to refuse to deal with the issue, based on the criteria outlined above. If the Proper Officer believes that the referral is premature, he / she will advise you accordingly.

APPENDIX 4 TO SECTION 7 Gwent Public Service Board (PSB)

Purpose of the Public Service Board

The purpose of the Public Service Board is to improve the economic, social, environmental and cultural well-being of the people living in the Blaenau Gwent area. In pursuing this purpose, the Board will deliver against the national well-being goals that are:

- A more 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

The Board will operate within sustainable development principles. This means acting in a manner that seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

This means that decision making by the board will need to take into account five key areas:

- **Long term:** The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.
- **Prevention:** How acting to prevent problems occurring or getting worse may help, public bodies meet their objectives.
- **Integration:** Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.
- **Collaboration:** Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.
- **Involvement:** The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the Blaenau Gwent area.

Purpose of Public Service Board Scrutiny

NB. The role of the Public Service Board Scrutiny Committee has now been included in the remit of the Partnership Scrutiny Committee.

SECTION 8

8. THE STANDARDS COMMITTEE

Composition

8.1 Membership

The Standards Committee is composed of Nine Members. Its Membership includes:-

8.1.1 Five “independent” Members, who are not either a Councillor or an Officer or the spouse of a Councillor or an Officer of this Council or any other relevant Authority as defined by the Local Government Act 2000, appointed in accordance with the procedure set out in the Standards Committee (Wales) Regulations 2001 (as amended);

8.1.2 Three Councillors other than the Leader and not more than one Member of the Cabinet; and

8.1.3 One Community Council Member(s).

8.2 Term of Office

8.2.1 Independent Members are appointed for a period of not less than four and not more than six years and may be reappointed for a consecutive term not exceeding four years.

8.2.2 Members of Local Authorities who are Members of the Standards Committee will have a term of office of no more than four years or until the next ordinary local government election following their reappointment, whichever is the

shorter. They may be reappointed for one further consecutive term.

8.3 Quorum

A meeting of the Standards Committee shall only be quorate when:

8.3.1 at least three Members, including the Chairperson, are present; and

8.3.2 at least half the Members present (including the Chairperson) are independent Members (ie. not an Elected Member of the Council).

8.4 Voting

Independent Members and Community Council Members will be entitled to vote at meetings.

8.5 Chairing the Committee

8.5.1 Only an independent Member of the Standards Committee may be the Chair.

8.5.2 The Chair and Vice-Chair will be elected by the Members of the Standards Committee for whichever is the shortest period of:

- (i) not less than four years or no more than six years; or
- (ii) until the term of office of the independent Member comes to an end.

8.6 Role and Function

The Standards Committee will have the following roles and functions:

8.6.1 promoting and maintaining high standards of conduct by Councillors and co-opted Members of the Authority;

8.6.2 assisting the Councillors and co-opted Members to observe the Members' Code of Conduct;

8.6.3 advising the Council on the adoption or revision of the Members' Code of Conduct;

8.6.4 monitoring the operation of the Members' Code of Conduct;

8.6.5 advising, training or arranging to train Councillors and co-opted Members on matters relating to the Members' Code of Conduct.

8.7 Work Programme

The Committee will prepare a work programme, which will be reviewed and approved at each Committee meeting.

8.8 Rules of Procedure and Debate

8.8.1 The Council Procedure Rules at Section 4 will apply to the meetings of the Standards Committee Members.

8.8.2 When considering the conduct of individual Councillors, the procedures outlined in Appendix 3 to Section 18 will apply.

SECTION 9

9. REGULATORY COMMITTEES

9.1 Regulatory and Other Committees

The Council will appoint Committees to discharge the functions set out in Section 13 of this Constitution.

9.2 The Governance and Audit Committee

9.2.1 The Council will appoint a Governance and Audit Committee to discharge the functions described in Section 13 of this Constitution and in accordance with Sections 81-87 of The Measure.

9.2.2 The Committee shall comprise of Councillor Members (being at least two thirds of the Membership) and at least one third lay members. No more than one Member of the Cabinet (which Cabinet Member must not be the Leader).

9.2.3 The Chair and Deputy Chair of the Governance and Audit Committee is appointed by it. The Committee Chair must be a lay person and the Deputy Chair must not be a member of the Council's Executive or an assistant to its Executive.

9.2.4 Members of the Governance and Audit Committee may vote on any matter from the Committee.

9.3 The Democratic Services Committee

9.3.1 The Council will appoint a Democratic Services Committee to discharge the functions described in Section 13 of this Constitution.

9.3.2 The Committee shall comprise of Councillor Members but no more than one Member of the Cabinet (which Cabinet Member must not be the Leader).

9.3.3 The Chair of the Democratic Services Committee is appointed by Full Council and must not be a member of a Cabinet group.

9.4 Other Committees and Sub-Committees

9.4.1 The Council will appoint such other Committees as it considers appropriate to the exercise of its functions. These will include a Planning and Licensing Committees.

9.4.2 Any Committee appointed by the Council may at any time appoint additional Sub-Committees and panels throughout the year. The terms of reference and delegation of powers to them shall be explicit and within the appointment Committees terms of reference.

9.5 Rules of Procedure and Debate

The Council Procedure Rules in Section 4 will apply.

9.6 Quorum

9.6.1 Regulatory Committees requirement for quorate shall be in accordance with the Council Procedure Rules in Section 4, ie. one quarter unless there are overriding legislative requirements applicable, such as is the case in respect of the Planning Committee which requires that one half is required for a Planning meeting to be quorate.

9.7 Substitute Members in the Planning Committee

Substitute Members are not permitted in respect of the Planning Committee in accordance with schedule 2A of the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2017 which states that, 'A relevant authority is not to appoint another of their members to act as a member of a committee in the absence of the member appointed in accordance with the Size and Composition of Local Planning Authority Committees (Wales) Regulations 2017(7)'.

SECTION 10

10. JOINT COMMITTEES

10.1 Introduction

There are a number of circumstances where the Council or the Cabinet is entitled to carry out certain functions jointly with another Local Authority, including to promote the economic, social or environmental wellbeing of its area.

10.2 Arrangements to Promote Wellbeing

The Cabinet in order to promote the economic, social or environmental wellbeing of its area may:

- 10.2.1 enter into arrangements or agreements with any person or body;
- 10.2.2 co-operate with, or facilitate or co-ordinate the activities of any person or body; and
- 10.2.3 exercise on behalf of that person or body any functions of that person or body.

10.3 Joint Arrangements

- 10.3.1 The Council may establish joint arrangements with one or more Local Authorities and/or their Cabinets to exercise functions which are not Cabinet functions in any of the participating authorities, or advise the Council. Such arrangements may involve the appointment of a Joint Committee with these other Local Authorities.

- 10.3.2 The Cabinet may establish joint arrangements with one or more Local Authorities to exercise functions which are Cabinet functions. Such arrangements may involve the appointment of Joint Committees with these other Local Authorities. Except as set out below, or as permitted or required by law, the Cabinet may only appoint Cabinet Members to such Joint Committees and those Members need not reflect the political composition of the Council as a whole.
- 10.3.3 The Cabinet may appoint Members to a Joint Committee from outside the Cabinet where the Joint Committee has functions for only part of the area of the Council and that area is smaller than two fifths of that Local Authority, by area or population. In such cases, the Cabinet may appoint to the Joint Committee any Councillor who is Member for an electoral division contained within the area. Political balance requirements do not apply to such appointments.

10.4 Access to Information

- 10.4.1 The Access to Information Procedure Rules in Section 14 apply.
- 10.4.2 If all the Members of a Joint Committee are Members of the Cabinet in each of the participating Authorities, then its access to information regime is the same as that applied to the Cabinet.
- 10.4.3 If the Joint Committee contains Members who are not on the Cabinet of any participating Authority, then the Access to Information Rules in Part VA of the Local Government Act 1972 (as amended) will apply.

10.5 Delegation to and from Other Local Authorities

- 10.5.1 The Council can delegate Non-Cabinet Functions to another Local Authority or, where those functions are the responsibility of the Cabinet of another Local Authority, to that Cabinet.
- 10.5.2 The Cabinet can delegate Cabinet functions to another Local Authority or the Cabinet of another Local Authority in certain circumstances.
- 10.5.3 The decision whether or not to accept such a delegation from another Local Authority is reserved to the Full Council.

10.6 Contracting Out

The Council (in respect of Non-Cabinet Functions) and the Cabinet (in respect of Cabinet Functions) may contract out to another body or organisation functions:

- 10.6.1 which may be exercised by an Officer and which are subject to an order under Section 70 of the Deregulation and Contracting Out Act 1994; or
- 10.6.2 under contracting arrangements where the Contractor acts as the Council's agent under usual contracting principles, provided there is no delegation of the Council's discretionary decision making.

SECTION 11

11. OFFICERS

11.1 Management Structure

11.1.1 General

The Full Council may engage such staff (referred to as Officers) as it considers necessary to carry out its functions.

11.1.2 Chief Officers

The Full Council will engage person for the following posts, who will be designated Chief Officers, which designation includes person acting temporarily in such capacity:

Post	Functions and Areas of Responsibility
Chief Executive	<ul style="list-style-type: none">• Overall corporate management and operational responsibility including overall management responsibility for Officers.• Principal advisor to the Council on general policy.• The provision of professional and impartial advice to all parties in the decision making process to the Cabinet, to Overview and Scrutiny Committees, the Full Council and other Committees.

- Together with the Monitoring Officer, responsibility for a system of record keeping for all the Authority's decisions (Cabinet or otherwise).
- Representing the Authority on partnership and external bodies (as required by statute or the Council).
- Service to the whole Council, on a politically neutral basis.
- Policy & Performance, Business Support Services, Central Democratic Support Services, Corporate Administration, Governance Support, Organisational Development, Transformation and Resilience.

Corporate Director of Regeneration & Community Services

- Highways, Transportation and Fleet Management, Waste and other Technical functions including Public Protection, Leisure and Cultural Services, Regeneration, Housing, Estates and Strategic Asset Management.

Corporate Director Social Services

- Social Services Community Care functions.
- Children's Services including child protection, looked after children and children in need.
- Safeguarding of children and adults at risk.

- | | |
|---------------------------------|--|
| Corporate Director of Education | <ul style="list-style-type: none"> • Education Services including schools and continuing education. |
| Chief Officer – Resources | <ul style="list-style-type: none"> • Section 151 Officer. Responsibility to administer financial affairs and financial information as appropriate. Responsible for risk management, accountancy, internal audit, payments, insurance, Council Tax, commercial rates and other income. Deputy Returning Officer. Senior Information Risk Owner (SIRO). |
| Chief Officer – Commercial | <ul style="list-style-type: none"> • Responsible for provision of payroll, Human Resources, Organisational Development, Internal Health & Safety, Business Support, Joint Workforce Development Team, Customer Services (Benefits & C2BG), Communications, Workforce Management, Digital and IT, Procurement and Strategic Transformation. |

11.1.3 Chief Executive , Monitoring Officer, Chief Officer - Resources and Head of Democratic Services

The Council will designate the following posts as shown:

Post	Designation
Chief Executive	Chief Executive
Head of Legal & Corporate Compliance	Monitoring Officer
Chief Officer - Resources	Section 151 Officer
Head of Governance and Partnerships	Head of Democratic Services

Such posts will have the functions described in Sections 11.2 to 11.5.

11.2 Functions of the Chief Executive

11.2.1 Discharge of Functions by the Council

The Local Government Acts imposes a duty on authorities to designate one of their Officers as Chief Executive . The Chief Executive will report to Full Council on the manner in which the discharge of the Council’s functions is co-ordinated, the number and grade of staff required for the discharge of functions, the organisation of the Authority’s staff and the appointment and proper management of the Authority’s staff.

11.2.2 Restrictions on Functions

The Chief Executive may not be the Monitoring Officer or the Head of Democratic Services but may

hold the post of Chief Officer - Resources if a qualified accountant.

11.3 Functions of the Monitoring Officer

These are set out in Section 5 of the Local Government and Housing Act 1989 as amended.

11.3.1 Maintaining the Constitution

The Monitoring Officer will maintain an up-to-date version of the Constitution and will ensure that it is widely available for consultation by Members, staff and the public.

11.3.2 Ensuring Lawfulness and Fairness of Decision Making

After consulting with the Chief Executive and Chief Officer - Resources, the Monitoring Officer will report to the Full Council or to the Cabinet in relation to any function if he or she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.

11.3.3 Supporting the Standards Committee

The Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards Committee.

11.3.4 Receiving Reports

The Monitoring Officer will receive and act on reports made by the Ombudsman and decisions of the case tribunals.

11.3.5 Conducting Investigations

The Monitoring Officer will oversee investigations into matters referred by the Ombudsman and make reports or recommendations in respect of them to the Standards Committee.

11.3.6 Proper Officer for Access to Information

The Monitoring Officer, in conjunction with the Head of Governance, will ensure that Cabinet decisions, together with the reasons for those decisions and relevant Officer reports and background papers are made publicly available as soon as possible.

11.3.7 Advising whether decisions of the Cabinet are within the Budget and Policy Framework

The Monitoring Officer will, in conjunction with the Chief Officer - Resources, advise whether decisions of the Cabinet – are in accordance with the Budget and Policy Framework.

11.3.8 Providing Advice

The Monitoring Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and Budget and Policy Framework issues to the Councillors.

11.3.9 Restrictions on Posts

The Monitoring Officer cannot be the Chief Officer - Resources, or the Chief Executive .

11.4 Functions of the Chief Officer – Resources (Section 151 Officer)

These are set out in Section 6 of the Local Government and Housing Act 1989.

11.4.1 Ensuring Lawfulness and Financial Prudence of Decision Making

After consulting with the Chief Executive and the Monitoring Officer, the Chief Officer - Resources will report to the Full Council or to the Cabinet in relation to a Cabinet function and the Council's external auditor if he or she considers that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency or if the Council is about to enter an item of account unlawfully.

11.4.2 Administration of Financial Affairs

The Chief Officer - Resources will have responsibility for the administration of the financial affairs of the Council.

11.4.3 Contributing to Corporate Management

The Chief Officer - Resources will contribute to the corporate management of the Council, in particular through the provision of professional financial advice.

11.4.4 Providing Advice

The Chief Officer - Resources will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and Budget and Policy Framework issues to all Councillors and will support and advise Councillors and Officers in their respective roles.

11.4.5 Give Financial Information

The Chief Officer - Resources will provide financial information to the media, members of the public and the community.

11.4.6 Advising whether Decisions of the Cabinet are within the Budget and Policy Framework

The Chief Officer - Resources will, in conjunction with the Monitoring Officer, advise whether decisions of the Cabinet are in accordance with the Budget and Policy Framework.

11.4.7 Restrictions on Posts

The Chief Officer - Resources cannot be the Monitoring Officer or the Head of Democratic Services.

11.5 Functions of the Head of Democratic Services

These are set out in Section 9 of The Measure. The functions of the Head of Democratic Services are:

11.5.1 to provide support and advice to the Authority in relation to its meetings, subject paragraph 11.5.10;

11.5.2 to provide support and advice to Committees of the Authority (other than the Committees mentioned in

paragraph 11.5.5) and the Members of those Committees, subject to paragraph 11.5.10;

- 11.5.3 to provide support and advice to any Joint Committee which a Local Authority is responsible for organising and the Members of that Committee, subject to paragraph 11.5.10;
- 11.5.4 to promote the role of the Authority's Overview and Scrutiny Committee;
- 11.5.5 to provide support and advice to:
 - (a) the Authority's Overview and Scrutiny Committee and the Members of that Committee or those Committees; and
 - (b) the Authority's Democratic Services Committee and the members of that Committee;
 - (c) to provide support and advice in relation to the functions of the Authority's Overview and Scrutiny Committee and Governance and Audit Committee to each of the following:
 - (i) Members of the Authority;
 - (ii) Members of the Cabinet of the Authority;
 - (iii) Officers of the Authority;
 - (d) to provide support and advice to each Member of the Authority in carrying out the role of Member of the Authority, subject to paragraph 11.5.11;
- 11.5.7 to make reports and recommendations in respect of any of the following:

- (a) the number and grades of staff required to discharge democratic services functions;
- (b) the appointment of staff to discharge democratic services functions;
- (c) the organisation and proper management of staff discharging democratic services functions;

11.5.8 such other functions as may be prescribed by law.

11.5.9 Restrictions on Posts

There are no restrictions on the post. ,

11.5.10 The function of providing advice about whether or how the Authority's functions should be, or should have been exercised, only applies to advice concerning the functions of the Overview and Scrutiny Committees and Democratic Services Committee.

11.5.11 Advice to a Member does not include advice in connection with their role as a Cabinet Member and does not include advice about a matter being or to be considered at a meeting (other than a meeting of an Overview and Scrutiny Committee) or Democratic Services Committee.

11.6 Duty to Provide Sufficient Resources to the Chief Executive , Monitoring Officer, Chief Officer - Resources and Head of Democratic Services

The Council will provide the Chief Executive , the Monitoring Officer, the Chief Officer - Resources and the Head of Democratic Services with such Officers, accommodation and other resources as are in their opinion sufficient to allow their duties to be performed.

11.7 Conduct

Officers will comply with the Officers' Code of Conduct and the Protocol on Officer/Member Relations set out in Sections 20 and 21 of this Constitution.

11.8 Employment

The recruitment, selection and dismissal of Officers will comply with the Officer Employment Rules set out below.

11.9 Remuneration

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". The Council's 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.

The Full Council will determine the level and any change in the level of the remuneration to be paid to Chief Officers. Remuneration is defined in accordance with Section 43(3) of the Localism Act 2011.

11.10 Officer Employment Procedure Rules

11.10.1 Recruitment and Appointment

(a) *Declarations*

- (i) The Council has drawn up procedures which include a requirement that any candidate for an appointment as an Officer must state in writing whether they have

any relationship with any Councillor or Officer of the Council.

- (ii) No candidate so related to a Councillor or a Senior Officer will be appointed without the authority of the relevant Chief Officer or an Officer nominated by him.

(b) *Seeking Support for Appointment*

- (i) The Council will disqualify any applicant who directly or indirectly seeks the support of any Councillor for any appointment with the Council. The content of this paragraph will be included in any recruitment information.
- (ii) No Councillor or employee of the Council will seek support for any person for any appointment with the Council.

11.10.2 Recruitment of Chief Officers and Deputy Chief Officers (Head of Service)

Where the Council proposes to appoint a Chief Officer or Deputy Chief Officer (Head of Service) (within the meaning of the Local Authorities (Standing Orders) (Wales) Regulations 2006) and as defined in this Constitution, and it is not proposed that the appointment be made exclusively from among their existing Officers, the Council will:

- (a) draw up a statement including the following:
 - (i) the duties of the Officer concerned; and
 - (ii) any qualifications or qualities to be sought in the person to be appointed;

- (b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and
- (c) make arrangements for a copy of the procedures mentioned in paragraph (a) to be sent to any person on request.

11.10.3 Appointment of Chief Executive

- (a) The Full Council will approve the appointment of the (Chief Executive), following the recommendation of such appointment by a Committee or Sub-Committee of the Council. The Committee or Sub-Committee must include at least one Member of the Cabinet.
- (b) The Full Council may only make or approve the appointment of the (Chief Executive) where no well-founded objection has been made by any Member of the Cabinet.

11.10.4 Appointment and Dismissal of Chief Officers, Deputy Chief Officers (Heads of Service)

- (a) In this paragraph:

“the Committee” means the Appointments Committee; and
- (b) Subject to the provisions of the Local Authorities (Standing Orders) (Wales) Regulations 2006, the recommendation for any appointment and dismissal of the Chief Executive , Chief Officers, Deputy Chief Officers (Heads of Service), is the responsibility of the Committee.

- (c) At least one Member of the Cabinet must be a Member of the Committee and not more than half the Members of that Committee should be Members of the Cabinet (Schedule 3 of the Local Authorities (Standing Orders) (Wales) Regulations 2006).
- (d) Where the Committee is proposing to appoint or dismiss the Chief Executive , the Full Council must approve that appointment before the offer of appointment is made or must approve that dismissal before notice of dismissal is given.

11.10.5 Other Officers

- (a) Appointment and dismissal of Officers below Chief Officer, Deputy Chief Officer/Head of Service level as defined by the Local Authorities (Standing Orders) (Wales) Regulations 2006 and by Council Policy is the responsibility of the Chief Executive) or his/her nominee, and may not be undertaken by Councillors.
- (b) Councillors will not be involved in disciplinary action against any Officer below Chief Officer, Deputy Chief Officer (Heads of Service) as defined by the Local Authorities (Standing Orders) (Wales) Regulations 2006 and by Council Policy except where such involvement is necessary for any investigation or inquiry into alleged misconduct or where the Council's disciplinary, capability and related procedures, as adopted from time to time, allow a right of appeal to Members.

11.10.6 Disciplinary Action

(a) In this paragraph “disciplinary action” includes proposed dismissal for any reason other than redundancy, permanent ill health or failure to renew a fixed term contract, planned retirement and early retirement and unsatisfactory probationary periods.

(b) *Written Procedures*

(i) Disciplinary action against the Chief Executive, the Monitoring Officer and the Chief Officer - Resources will be taken in accordance with the Council’s Chief Officer Procedures (this includes an officer who was employed in one of the above posts at the time of the alleged misconduct, but at the time of the proposed disciplinary action is no longer in that post).

(ii) Disciplinary action against all other Officers will be taken in accordance with the Local Conditions of Service.

(c) *Independent Person*

No disciplinary action may be taken under paragraph (b)(i) above except in accordance with a recommendation in a report made by a designated independent person under regulation 9 of the Local Authorities (Standing Orders) (Wales) Regulations 2006 (investigation of alleged misconduct).

(d) *Suspension*

An Officer may be suspended whilst an investigation takes place into alleged misconduct. The suspension will be on full pay.

11.10.7 Appeals

None of the above shall prevent a Councillor serving as a Member of an Appeals Committee or body established to consider an appeal by:

- (a) any person against any decision relating to the appointment of that person as a Member of staff of the Authority; or
- (b) a Member of staff of the Authority against any decision relating to the dismissal of, or taking disciplinary action against, that Member of staff unless the dismissal relates to a capability issue, misconduct, some other substantial reason, some other statutory enactment or planned retirement where the Member of staff has less than six months' notice. In these instances the appeal shall be conducted by a Senior Officer.

SECTION 12

12. FINANCE CONTRACTS AND LEGAL MATTERS

12.1 Financial Management

The management of the Council's financial affairs will be conducted in accordance with the financial rules set out in Section 16 of this Constitution.

12.2 Contracts

Every contract made by the Council will comply with the Contracts Procedure Rules set out in Section 17 of this Constitution.

12.3 Legal Proceedings

12.3.1 The Head of Legal & Corporate Compliance is authorised to institute, defend, participate in or settle any legal proceedings and take all necessary steps in any case where such action is necessary to give effect to decisions of the Council or in any case where the Head of Legal & Corporate Compliance considers that such action is necessary to protect the Council's interests.

12.3.2 The Head of Legal & Corporate Compliance has delegated powers to authorise Officers to appear in court on the Council's behalf.

12.4 Authentication of Documents

- 12.4.1 Where any document is necessary to instigate any legal proceedings on behalf of the Council, it will be signed by the Head of Legal & Corporate Compliance or other person authorised by him/her, unless any enactment or otherwise authorises or requires, or the Council has given requisite authority to some other person.
- 12.4.2 Any contract with a value exceeding £50,000, entered into on behalf of the Council shall be made in writing. Subject to the Contracts Procedure Rules, such contracts must be signed by at least two Officers of the Council or made under common seal of the Council attested by at least one Officer if they exceed £50,000 in value.
- 12.4.3 In addition to any other person who may be authorised by resolution of the Council, the Proper Officer for the purposes of authentication of documents under the Local Government Acts shall be:
- (a) the Chief Executive/ ;
 - (b) the Head of Legal & Corporate Compliance;
 - (c) any Chief Officer of the Council concerned with the matter to which the document relates; or
 - (d) any Officer authorised in writing by such Chief Officer.

12.5 Common Seal of the Council

12.5.1 Common Seal

- (a) The Common Seal of the Council shall be kept securely.
- (b) A decision of the Council, including decisions under delegated powers, will be sufficient authority for sealing any document necessary to give effect to the decision.

12.5.2 Sealing and Execution of Documents

- (a) Any Officer of grade JNC 2 and above shall have authority to affix the Common Seal and execute under Seal any deed or document.
- (b) Any Officer with the appropriate authorised signatory status shall have authority to execute any deed or document not required by law to be under seal which is necessary to effect the decisions of the Council.
- (c) This function can be delegated further in writing by the persons referenced in (a) above.

12.5.3 Record of Sealing of Documents

Any entry of the sealing of every deed or document to which the Common Seal has been affixed shall be made and consecutively numbered in a record to be provided for the purpose.

SECTION 13

13. RESPONSIBILITY FOR FUNCTIONS – SUMMARY

The purpose of this Section of the Constitution is to set out who is responsible for making the various decisions in the Council.

13.1 Who can be Decision Makers?

Under this Constitution, there are a number of different decision makers:

- 13.1.1 Full Council;
- 13.1.2 a Committee or Sub-Committee of Council;
- 13.1.3 the Cabinet;
- 13.1.4 a Committee of Cabinet;
- 13.1.5 a Joint Committee;
- 13.1.6 an Officer.

The Council will issue and keep up to date a record of which individual has responsibility for particular types of decisions. This record is set out in Section 13 of this Constitution.

13.2 Principles of Decision Making

All decisions of the Council will be made in accordance with the following principles:

- 13.2.1 proportionately (i.e. the action must be proportionate to the desired outcome);

- 13.2.2 due consideration and the taking of professional advice from Officers;
- 13.2.3 respect for human rights;
- 13.2.4 a presumption in favour of openness;
- 13.2.5 clarity of aims and desired outcomes;
- 13.2.6 consideration of any alternative options; and
- 13.2.7 the giving and recording of reasons for the decision and the proper recording of these reasons.

13.3 Functions fall into the following categories:

13.3.1 Functions of the Full Council

The Council is the supreme decision making body and may, with some exceptions, exercise any of the functions vested in the Council by law. It may also delegate many of those functions to a Committee, Sub-Committee or Officer. The functions of the Full Council are set out in Section 4.

13.3.2 Non-Cabinet Functions

These are functions which, by law, may not be the responsibility of the Cabinet. In some cases, only the Full Council meeting may take the decision. In other cases, the Council may delegate the responsibility for taking the decision to a Committee or an Officer.

13.3.3 “Local Choice” Functions

There are some functions which the Council may treat as being the responsibility of the Cabinet in whole or in part, or as being non-Cabinet, at its discretion.

13.3.4 Cabinet Functions

All other functions are Cabinet functions.

13.4 Other Bodies

13.4.1 Advisory Bodies

The Council and/or the Leader can also set up Advisory Committees and Joint Advisory Committees.

13.4.2 Overview and Scrutiny Committees

Overview and Scrutiny Committees are responsible for the overview and scrutiny function. They cannot exercise other functions and make decisions.

13.4.3 Officer Delegations

Officer delegations are also contained in this Section of the Constitution.

13.5 Who Decides – Non-Cabinet Functions?

13.5.1 The Council may decide whether to delegate Non-Cabinet functions to a Committee, Sub-Committee, delegated Officer or Joint Committee.

13.5.2 Where a Non-Cabinet function has been delegated to a Committee, the Committee may further delegate to a Sub-Committee or delegated Officer.

- 13.5.3 Where a Non-Cabinet Function has been delegated to a Sub-Committee, the Sub-Committee may further delegate to a delegated Officer.

13.6 Who Decides – Cabinet Functions?

The Council may decide whether to delegate Cabinet Functions to a Committee of the Cabinet, delegated Officer or a Joint Committee.

13.7 Removal of Delegation

- 13.7.1 Where a function has been delegated, the body that delegated the function may withdraw the delegation generally or in any particular case, and may exercise the function itself.
- 13.7.2 Where a function has been delegated, the decision maker is not required to exercise the delegation and may refer any particular matter to the body that made the delegation or any other body that has power to exercise the function.

13.8 Who May Exercise Officer Delegations?

Where a function has been delegated to an Officer(s) (“delegated Officer(s)”), the decision may be taken in the name of or on behalf of (but not necessarily personally by) such delegated Officer(s) (“authorised Officer(s)”) in accordance with arrangements made from time to time by such delegated Officer(s) for this purpose. The Officer with delegated powers can only delegate to a third party if that Officer is given delegated powers to “delegate on” that decision making.

Please see the note on Delegated Authority under ‘Delegation of Functions’ below.

Portfolio Responsibilities

Leader / Cabinet Member Corporate Overview and Performance

- Leadership Role
- Corporate Services Role, incorporating:
 - Cardiff Capital Region City Deal
 - Local Service Board / Public Service Board
 - Well Being of Future Generations
 - Reforming Local Government
 - Culture, Customs and Practices of Council
 - Policy and Performance (Strategy) and Regulatory Engagement
 - Transforming Blaenau Gwent Programme
 - Collaboration
 - Remuneration Panel
 - Member Development

Financial Management and Strategy

- Accountancy
- Revenues and Benefits
- Interface with and monitoring of the Shared Resource Service
- Audit
- Procurement
- Strategic Financial Management
- Exchequer Services
- Insurance
- Payroll
- Benefits

Corporate Services

- Equalities
- Welsh Language
- Organisational Development
- Business Support
- Policy and Performance
- Democratic Services
- Communications & Marketing

- Customer Services / C2BG
- Civil Contingencies
- Health and Safety
- Legal
- Registration
- Workforce Management
- Digital and IT
- Procurement

Deputy Leader / Cabinet Member Place & Environment

- Deputise for the Leader
- Waste Management and Recycling
- Street Lighting
- Highways Maintenance and Winter Maintenance
- Transport
- Cemeteries
- Grounds Maintenance
- Meals on wheels, Schools Catering, Building Cleaning
- Markets
- Energy
- Bio Diversity
- Trading Standards & Licensing
- Environmental Health (incl. Private Sector Housing Standards Enforcement & Empty Property Strategy)
- Housing Solutions (Homelessness & Common Housing Register)
- Private Sector Housing Renewal Policy (Adaptations Grants & Improvement Loans & Domestic Energy Efficiency Schemes)
- Travellers (Strategy & Operations)
- Flood Management
- Transportation Strategy/Joint Passenger Transport Unit
- Roads and Street Works
- Road Safety
- Reservoirs, Mines and Quarries
- Highways and Engineering
- Corporate Landlord
- Community Safety
- CCTV

Cabinet Member Place and Regeneration

- Strategic Projects including the Energy Programme, Digital Programme and Waste Procurement Programme
- Economic Development and Tourism
- Business Support and Enterprise
- Industrial Units Portfolio (Development and Management)
- Community and Social Regeneration
- Planning Policy/Local Development Plan
- Town Centre Development
- Employability
- Skills Development
- Preparing Young People for Work (supported by the Education portfolio)
- Housing Strategy (Development & Support)
- Affordable Housing Development Plan
- Estates and Asset Management (Supported by Leader)
- Cardiff Capital Region City Deal

Cabinet Member People and Education

- School Improvement and the interface and monitoring of the Education Achievement Service, Ethnic Minority Achievement Service, VI/HL Service and ALN Service
- Education Psychology Service: SEN and ALN
- Education Welfare Service
- Traveller Service
- Healthy Schools
- Youth Service
- Education Transformation and 21st Century School Programme
- School Admissions and Surplus Places
- Schools, Special School and Pupil Referral Unit
- Safeguarding in Education
- Interface with and monitoring of Aneurin Leisure Trust

Cabinet Member People and Social Services

- Social Services and Well-Being Act;
- Assessment and Case Management in Children's Services;
- Safeguarding children;
- Fostering;
- South East Wales Adoption Service;
- Residential Placements for Children;
- Families First;
- Flying Start;
- Play and Early Years;
- Carers including young carers;
- Direct Payments;
- Social Services Complaints;
- Assessment and care management in Adult Services;
- Safeguarding adults;
- Commissioning domiciliary care, residential and nursing homes;
- Supporting People;
- In house Home Care Service;
- In house Residential Home;
- In house respite provision;
- Community Options (Adult day service provision);
- Interface between Social Care and Health;
- Partnership working between Social Care, health, Police, other local authorities, third sector and independent and private sector.

Delegation of Functions

NOTE 1 – An Officer to whom a power, duty or function is delegated may nominate or authorise another officer to exercise that power, duty or function, provided that officer reports to or is responsible to the delegator.

NOTE 2 - Where the Constitution states that matters of policy are reserved to Cabinet or Council, approval of the introduction of basic operational policies and minor amendments to existing policy in relation to operational issues may be undertaken through delegated powers without Cabinet approval by the relevant Director or Head of Service and after consultation with the relevant Cabinet Member. If there is any doubt about whether a proposed policy requires Cabinet or Council approval, or if any amendment to existing policy is minor in nature, advice should be sought from the Council’s Monitoring Officer.

LEADER / CABINET PORTFOLIO FOR CORPORATE SERVICES SUBJECT TO SCRUTINY BY THE CORPORATE OVERVIEW SCRUTINY COMMITTEE

CABINET BUSINESS MANAGER ROLE

FUNCTION

DELEGATION

- | | | |
|-----|------------------------------------|---|
| 1. | Leadership of the Council | Cabinet
Chief Executive |
| 2. | Representation with WLGA | Council |
| 3. | Constitutional Issues | |
| (a) | Policy | Council |
| (b) | Operational | Head of Legal &
Corporate Compliance |
| 4. | Public Relations & Media Interface | |
| (a) | Policy | Cabinet |

(b)	Operational	Chief Officer Commercial and Customer
5.	Business Transformation & Business Support	
(a)	Policy	Cabinet
(b)	Operational	Chief Officer Commercial and Customer
6.	Workplace Transformation (including rationalisation of buildings/agile working)	
(a)	Policy	Cabinet
(b)	Operational	Corporate Director of Regeneration and Community Services
7.	Collaboration	
(a)	Policy	Cabinet
(b)	Operational	Appropriate Director(s)
8.	Remuneration Panel	
(a)	Policy	Council
(b)	Operational	Chief Officer - Resources
9.	Member Development	
(a)	Policy	Cabinet
(b)	Operational	Chief Executive
10.	Policy, Performance & Strategy and Regulatory Engagement	
(a)	General	Cabinet
(b)	Policy	Chief Executive

(c) Operational Management

Relevant Chief Officer

LEADER / CABINET PORTFOLIO FOR CORPORATE SERVICES

FINANCIAL MANAGEMENT AND STRATEGY

FUNCTION

DELEGATION

- | | |
|--|---------------------------|
| 1. Write-off of Debts | Chief Officer - Resources |
| 2. Institution of prosecutions or proceedings under any statutory provisions or the taking of any civil proceedings within the purview of the Committee. | Chief Officer – Resources |
| 3. Setting of Mortgage Interest Rates | Chief Officer - Resources |
| 4. Recovery action for arrears of Council Tax, Rates and Industrial Rates. | Chief Officer - Resources |
| 5. Rates of interest on sums recoverable – Section 1(6) Local Government Planning & Land Act 1980 | Chief Officer - Resources |
| 6. To make recommendation to the Council on the estimates required for the financial year and undertake appropriate consultation. | Cabinet |
| (a) To consider reports of consultation meetings | Cabinet |
| 7. Functions in respect of the calculation of Council Tax base in accordance with any of the following:- | |
| (a) The determination of the Council Tax base in section 33 (1) and 44 (1) of the Local | |

- Government Act 1982.
- (b) The determination of an amount of precept from town/community councils in sections 34(3) 45(3) 48(3) and 48(4) of the Local Government Finance Act 1992.
- (c) The determination of an amount required for determining an amount for the items mentioned in paragraph (a) or (b) above.
- | | | |
|---------|-----------|------------------------------|
| (a)-(c) | Policy | Cabinet |
| (a)-(c) | Operation | Chief Officer -
Resources |
- 8.** (a) The implementation and monitoring of the Treasury Strategy Statement Chief Officer - Resources
- (b) To receive and consider at least two reports in each financial year on the activities of Treasury Management. Cabinet
- (c) To make Cabinet decision on borrowing, investments and leasing. Chief Officer - Resources (within approved policy)
- 9.** To approve adjustments to reserves and provisions as necessary when finalising the accounts in compliance with relevant accounting principles and the Accounting Code of Practice. Chief Officer - Resources
- 10.** Superannuation Fund
- | | | |
|-----|------------------------|------------------------------|
| (a) | Policy | Cabinet |
| (b) | Operational Management | Chief Officer -
Resources |
- 11.** The terms and the taking up of such

insurance policies as may be necessary to provide adequate and cost-effective insurance cover in accordance with:-

- | | |
|---|--------------------------------------|
| <p>(a) The Authority's risk management policies</p> | <p>Chief Officer -
Resources</p> |
| <p>(b) Risks notified by Chief Officers</p> | <p>Chief Officer -
Resources</p> |
|
 | |
| <p>12. Management of Authority's insurance portfolio including the approval of insurance provisions and application of the insurance reserve to risk management.</p> | <p>Chief Officer -
Resources</p> |
| <p>13. Operation of bank account(s) and authorised users.</p> | <p>Chief Officer -
Resources</p> |
| <p>14. Exercising 'options to tax' on property and other assets.</p> | <p>Chief Officer -
Resources</p> |
| <p>15. Grants Welsh Church Fund Act, recreational and entertainments grants to voluntary organisations, senior citizens and allotments associations.</p> | <p>Cabinet</p> |
| <p>16. V.S.S. Grants</p> | <p>Cabinet</p> |

LEADER / CABINET PORTFOLIO FOR CORPORATE SERVICES PORTFOLIO

CORPORATE SERVICES

FUNCTION

DELEGATION

- | | | |
|-----------|--|--|
| 1. | Local Land Charges and Common Land | Head of Legal and Corporate Compliance |
| 2. | Pay and grading, conditions of service and HR Policy | Council |
| 3. | People Strategy | |
| (a) | Policy | Cabinet |
| (b) | Operational Management | Chief Officer – Commercial |
| 4. | Customer Strategy / C2BG | |
| (a) | Policy | Cabinet |
| (b) | Operational Management | Chief Officer – Commercial |
| 5. | Corporate Governance | |
| (a) | Policy | Cabinet |
| (b) | Co-ordination | Chief Executive |
| (c) | Operational Management | Chief Officer |
| 6. | Policy & Performance and Regulation Engagement | |
| (a) | Policy | Cabinet |
| (b) | Operational Management | Chief Executive |

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| 7. | Registration of Births, Deaths & Marriages | Proper Officer for
Registration of Births,
Deaths & Marriages
(Head of Legal) |
| 8. | Civil Contingencies | |
| (a) | Policy | Cabinet |
| (b) | Operational | Chief Executive |
| 9. | Policy and Performance (including
engagement, community safety and
scrutiny development) | |
| (a) | Policy | Cabinet |
| (b) | Operational | Chief Executive |
| 10. | CCTV | |
| (a) | Policy | Cabinet |
| (b) | Operational | Chief Officer -
Commercial |
| 11. | Acceptance of Tenders | Relevant Director as
determined by the
Contract Procedure
Rules (section 17) |

CABINET PORTFOLIO FOR ENVIRONMENT SUBJECT TO SCRUTINY BY THE PLACES SCRUTINY COMMITTEE

FUNCTION

DELEGATION

HOUSING

6. Housing Letting and Allocations

(a) General Policy

Cabinet

(b) Operational Management

Corporate Director of
Regeneration and
Community Services

7. Statutory duty for homelessness

(a) Homelessness Strategy

Cabinet Committee

(b) Operational Management

Corporate Director of
Regeneration and
Community Services

PRIVATE SECTOR HOUSING

8. Housing Loans, Disabled Facilities Grants and Improvement Grants (including recovery of Grants) and declaration of Renewal Areas.

(a) General policy

Cabinet

(b) Operational Management and Approval of all forms of housing repair, improvement or adaptation grants.

Corporate Director of
Regeneration and
Community Services /
Authorised Signatories

- | | |
|--|---|
| <p>9. Functions relating to Housing Enforcement under the Housing Act 2004, including any Regulations, Orders, Byelaws or other statutory legislation made thereunder or replacing or amending the same</p> <p>(a) General Policy</p> <p>(b) Procedures relating to Operational Management</p> | <p>Cabinet</p> <p>Corporate Director of Regeneration and Community Services</p> |
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Part 1 - Housing Conditions

- | | |
|--|---|
| <p>Section 4 – To carry out inspections to see whether any category 1 or 2 hazards exist.</p> <p>Section 4 – To be the Proper Officer to whom any official complaint about the condition of residential premises must be made.</p> | <p>Corporate Director of Regeneration and Community Services</p> <p>Corporate Director of Regeneration and Community Services</p> |
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FUNCTION

DELEGATION

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|--|---|
| <p>Section 11 – To serve an Improvement Notice for Category 1 hazard</p> <p>Section 12 – To serve an Improvement Notice for a Category 2 hazard</p> <p>Section 14 – To suspend an Improvement Notice</p> <p>Section 16 – To revoke or vary an Improvement Notice</p> | <p>Corporate Director of Regeneration and Community Services</p> <p>Corporate Director of Regeneration and Community Services</p> <p>Corporate Director of Regeneration and Community Services</p> <p>Corporate Director of Regeneration and Community Services</p> |
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Section 17 – To review a suspended Improvement Notice and give notice of the decision on a review	Corporate Director of Regeneration and Community Services
Section 20 – To make and serve a Prohibition Order in respect of Category 1 Hazards	Corporate Director of Regeneration and Community Services
Section 21 – To make and serve a prohibition order in respect of Category 2 hazards	Corporate Director of Regeneration and Community Services
Section 23 – To suspend a Prohibition Order	Corporate Director of Regeneration and Community Services
Section 25 – To revoke or vary a Prohibition Order	Corporate Director of Regeneration and Community Services
Section 26 – To review a suspended Prohibition Order and to serve notice of the decision of any review	Corporate Director of Regeneration and Community Services
Section 28 – To serve a Hazard Awareness Notice relating to a category 1 hazard	Corporate Director of Regeneration and Community Services
Section 29 – to serve a Hazard Awareness Notice for a category 2 hazard	Corporate Director of Regeneration and Community Services
Section 31 and Schedule 3 – To take action in respect of an Improvement Notice	Corporate Director of Regeneration and Community Services

Section 31 and Schedule 3 – To recover related expenses following action.	Corporate Director of Regeneration and Community Services
Sections 40 and 41 – To take emergency remedial action where there is a category 1 hazard and to serve the requisite notices	Corporate Director of Regeneration and Community Services
Section 42 – To recover expenses after taking emergency remedial action	Corporate Director of Regeneration and Community Services
Section 43 – To serve an emergency prohibition order for category 1 hazard	Corporate Director of Regeneration and Community Services
Section 46 (Housing Act 1985 S 265) – To serve a demolition order for category 1 or 2 hazards	Cabinet
Section 47 (Housing Act 1985, S 289) – To declare a clearance area	Cabinet
Sections 49 and 50 – To make a charge for enforcement action and to recover costs	Corporate Director of Regeneration and Community Services / Head of Legal & Corporate Compliance or any solicitor in the division

Part 2 – Licensing of Houses in Multiple Occupation

Section 62 – To serve a temporary exemption from the licensing requirement for HMOs	Corporate Director of Regeneration and Community Services
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Sections 64, 69 and 70 – To grant or refuse a licence for an HMO, to vary or revoke the licence. Corporate Director of Regeneration and Community Services

Section 73 – To apply for a rent repayment order, and to serve the requisite notices Corporate Director of Regeneration and Community Services

Part 3

Section 96 – To apply for a rent repayment order and to serve the requisite notices Corporate Director of Regeneration and Community Services

Part 4 – Additional control provisions in relation to residential accommodation

Sections 102, 111 and 112 – To make, vary and revoke interim management orders Corporate Director of Regeneration and Community Services

Sections 113, 121 and 122 – To make, vary and revoke final management orders Corporate Director of Regeneration and Community Services

Section 131 – Power of entry to carry out works where management order is in force, and to appoint, in writing, persons to enter the premises to carry out the work. Corporate Director of Regeneration and Community Services, Head of Legal & Corporate Compliance or any solicitor in the division.

Section 133 – To make an interim empty dwelling management order	Corporate Director of Regeneration and Community Services
Section 136 – To make a final empty dwelling management order	Corporate Director of Regeneration and Community Services
Section 139 – To serve an overcrowding notice	Corporate Director of Regeneration and Community Services
Section 144 – To revoke and vary overcrowding notices	Corporate Director of Regeneration and Community Services
Section 235 – To serve notice requiring documents to be produced	Corporate Director of Regeneration and Community Services
Section 239 – To enter premises for purposes of carrying out a survey or examination	Corporate Director of Regeneration and Community Services
Section 239 - To be the Proper Officer for determining if a survey or examination is necessary	Corporate Director of Regeneration and Community Services
Section 243 – To be the Appropriate Officer for Authorisations for Enforcement Purposes	Corporate Director of Regeneration and Community Services
Section 255 and 256 – To serve, and to revoke, an HMO declaration notice	Corporate Director of Regeneration and Community Services

FUNCTION

DELEGATION

- 10.** Functions under the Housing Act 1985 and any Regulations, Orders, Byelaws or other statutory legislation made thereunder or replacing or amending the same.
- (a) General Policy Cabinet
- (b) Procedures relating to Operational Management Corporate Director of Regeneration and Community Services
- (c) Implementation & Enforcement Corporate Director of Regeneration and Community Services
- 11.** Institution of prosecutions or proceedings under any statutory provisions or the taking of civil proceedings within the purview of the portfolio. Head of Legal & Corporate Compliance or any solicitor in the Council
- 12.** Acceptance of Tenders As determined by the Contract Procedure Rules (see section17)
- 13.** Functions relating to Empty Properties
- (a) General Policy Cabinet
- (b) Procedures relating to Operational Management Corporate Director of Regeneration and Community Services
- 14.** Functions under the Law of Property Act 1925 relating to Enforced Sale and any Regulations, Orders, Byelaws or other statutory legislation made thereunder or replacing or amending the same
- (a) General Policy Cabinet
- (b) Procedures relating to Operational Management Corporate Director of

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| (c) | Implementation & Enforcement | Regeneration and
Community Services
Corporate Director of
Regeneration and
Community Services /
Head of Legal &
Corporate Compliance
or any solicitor in the
Council |
|
 | | |
| 15. | Functions under all Food Safety and Food Standards Legislation where the Authority is the enforcing Authority with the exception of the following:- | |
| | <ul style="list-style-type: none"> • the power to register and license premises for the preparation of food under Section 19 of the Food Safety Act 1990; and • the duty to enforce and execute Regulations (EC) No. 852/2004 and 853/2004 in relation to food business operators as further specified in regulation 5 of the Food (Hygiene) (Wales) Regulations 2006; | |
| (a) | General Policy | Cabinet |
| (b) | Service Delivery Planning, Implementation & Enforcement | Corporate Director of
Regeneration and
Community Services |
| (c) | Appointment of Public Analyst | Corporate Director of
Regeneration and
Community Services |
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| 16. | Functions under the National Assistance Act 1948 Section 47 as amended by the National Assistance (Amendment) Act 1951 and any Regulations, Orders, Byelaws or other statutory legislation made thereunder or replacing or | |

amending the same.

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|---|--|
| <p>(a) General Policy</p> <p>(b) Implementation & enforcement</p> | <p>Cabinet</p> <p>Corporate Director of
Regeneration and
Community Services or
Corporate Director of
Social Services</p> |
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| <p>17. Functions under the Public Health (Control of Diseases) Act 1984 (as amended by the Health and Social Care Act 2008) the Health Protection (Notification) (Wales) Regulations 2010, the Health Protection (Part 2A Orders) (Wales) Regulations 2010, the Health Protection (Local Authority Powers) (Wales) Regulations 2010, and any other Regulations, Orders, Byelaws or other statutory legislation made thereunder or replacing or amending the same</p> <p>(a) General Policy</p> <p>(b) Implementation & enforcement</p> <p>(c) Appointment of Proper Officers</p> | <p>Cabinet</p> <p>Corporate Director of
Regeneration and
Community Services</p> <p>Corporate Director of
Regeneration and
Community Services</p> |
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| <p>18. Functions under the Sunday Trading Act 1994</p> <p>(a) General Policy</p> <p>(b) Implementation & Enforcement</p> | <p>Cabinet</p> <p>Corporate Director of
Regeneration and
Community Services</p> |
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| <p>19. Functions relating to statutory nuisance and</p> | |

noise control and any Regulations, Orders, Byelaws or other statutory legislation made thereunder or replacing or amending the same.

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|-----|---|---|
| (a) | General Policy | Cabinet |
| (b) | Procedures relating to Operational Management | Corporate Director of Regeneration and Community Services |
| (c) | Implementation & Enforcement | Corporate Director of Regeneration and Community Services |

20. Functions relating to pollution prevention and control measures, including Local Authority Integrated Pollution Prevention and Control [LA-IPPC] and Local Authority Pollution Prevention and Control [LAPPC] as provided for in the Pollution Prevention and Control Act 1999, and any Regulations, Orders, Byelaws or other statutory legislation made thereunder or replacing or amending the same.

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|-----|--|---|
| (a) | General Policy | Cabinet |
| (b) | Operational Management | Corporate Director of Regeneration and Community Services |
| (c) | Permitting of prescribed activities | Corporate Director of Regeneration and Community Services |
| (d) | Authorisation of the following actions:- | |
| | - Variation Notice | Corporate Director of Regeneration and Community Services |
| | - Revocation Notice | |
| | - Suspension notice | Corporate Director of Regeneration and Community Services |
| | - Enforcement notice | |
| | - Prevention and/or remedying of pollution | |
| | - Acceptance of the surrender of a permit | |
| (e) | Implementation & enforcement including the | Corporate Director of |

service of notices requiring information.

Regeneration and
Community Services

21. Functions in relation to air pollution control and local air quality management (including the review and assessment of local air quality as required by the Environment Act 1995) (as amended)), and any Regulations, Orders, Byelaws or other statutory legislation made thereunder or replacing or amending the same.

(a) General Policy

Cabinet

(b) Operational Management

Corporate Director of
Regeneration and
Community Services

(c) Implementation & Enforcement

Corporate Director of
Regeneration and
Community Services

22. Legislative provisions in relation to contaminated land as contained in the Environmental Protection Act 1990, Environment Act 1995 and any Regulations, Orders, Byelaws or other statutory legislation made thereunder or replacing or amending the same.

(a) General Policy & Strategy

Cabinet

(b) Implementation of Policy/Strategy

Corporate Director of
Regeneration and
Community Services

(c) Enforcement

Corporate Director of
Regeneration and
Community Services

(d) Implementation of remedial works, where appropriate

Corporate Director of
Regeneration and
Community Services

(e) Acceptance of tenders relevant to contaminated land remediation

Corporate Director of
Regeneration and

- 23.** Legislative functions in relation to Animal Health and Welfare
- (a) General Policy Cabinet
 - (b) Procedures relating to Operational Management Corporate Director of Regeneration and Community Services
 - (c) Implementation & Enforcement Corporate Director of Regeneration and Community Services
- 24.** Legislative provisions in relation to the control of dogs.
- (a) General Policy Cabinet
 - (b) Operational Management Corporate Director of Regeneration and Community Services
 - (c) Implementation & Enforcement Corporate Director of Regeneration and Community Services
- 25.** Legislative provisions in relation to the control of pests and provision of Pest Control Service.
- (a) General Policy Cabinet
 - (b) Operational Management Corporate Director of Regeneration and Community Services
 - (c) Implementation & Enforcement Corporate Director of Regeneration and Community Services
- 26.** Health Education & Promotion Functions
- (a) General Policy Cabinet

(b)	Operational Management	Corporate Director of Regeneration and Community Services
(c)	Implementation	Corporate Director of Regeneration and Community Services
27.	Home Safety Functions	
(a)	General Policy	Cabinet
(b)	Operational Management	Corporate Director of Regeneration and Community Services
(c)	Implementation	Corporate Director of Regeneration and Community Services
28.	Climatological and Meteorological Services	
(a)	General Policy	Cabinet
(b)	Operational Management	Corporate Director of Regeneration and Community Services
(c)	Implementation	Corporate Director of Regeneration and Community Services
29.	Burials under section 46 Public Health (Control of Disease) Act 1984 and any Regulations, Orders, Byelaws or other statutory legislation made thereunder or replacing or amending the same	Corporate Director of Regeneration and Community Services
30.	Statutory duties under Weights & Measures Legislation	
(a)	General Policy, including fee setting	Cabinet
(b)	Enforcement	Corporate Director of Regeneration and Community Services

- 31.** Agriculture Acts and any Regulations, Orders, Byelaws or other statutory legislation made thereunder or replacing or amending the same
- (a) General Policy Cabinet
- (b) Implementation & Enforcement Corporate Director of Regeneration and Community Services
- 32.** Other Trading Standards Legislation/ Complementary Trading Standards Legislation
- (a) General Policy Cabinet
- (b) Implementation & Enforcement Corporate Director of Regeneration and Community Services
- 33.** Children & Young Persons Protection from Tobacco Acts and any Regulations, Orders, Byelaws or other statutory legislation made thereunder or replacing or amending the same.
- (a) Policy Cabinet
- (b) Implementation & Enforcement Corporate Director of Regeneration and Community Services
- 34.** Consumer Advice/Education
- (a) General Policy Cabinet
- (b) Day to Day Operation Corporate Director of Regeneration and Community Services
- 35.** Business Advice/Partnerships
- (a) General Policy Cabinet
- (b) Day to Day Operation Corporate Director of Regeneration and Community Services

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|------------|--|--|
| 36. | Duty to appoint one or more persons to act as Agricultural Analysts for the Purposes of the Agriculture Act 1970 or other statutory legislation made thereunder or replacing or amending the same. | Cabinet |
| 37. | Scientific Services | |
| (a) | Appointment of Scientific Adviser | Corporate Director –
Regeneration & Community
Services |
| (b) | General Policy | Cabinet |
| 38. | Institution of prosecutions or proceedings under any statutory provisions or the taking of civil proceedings within the purview of the portfolio. | Head of Legal &
Corporate Compliance or
any Solicitor in the Council |
| 39. | Consideration of Consultative Documents affecting the duties/functions of the portfolio. | Corporate Director –
Regeneration & Community
Services |
| 40. | Enforcement of legislative provisions in relation to the control of litter and waste | |
| (a) | General Policy | Cabinet |
| (b) | Operational Management | Corporate Director of
Regeneration and
Community Services |
| (c) | Implementation & Enforcement | Corporate Director of
Regeneration and
Community Services. |
| 41. | Legislative provisions in relation to Abandoned Vehicles | |
| (a) | General Policy | Cabinet |

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|------------|--|---|
| (b) | Operational Management | Corporate Director of
Regeneration and
Community Services |
| (c) | Implementation & enforcement | Corporate Director of
Regeneration and
Community Services |
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 | | |
| 42. | Enforcement of legislative provisions in
relation to sewerage, drainage and sanitary
conveniences | |
| (a) | General Policy | Cabinet |
| (b) | Operational Management | Corporate Director of
Regeneration and
Community Services |
| (c) | Implementation & Enforcement | Corporate Director of
Regeneration and
Community Services |
|
 | | |
| 43. | Monitoring and enforcement of legislation in
relation to the monitoring and control of public
and private water supplies | |
| (a) | General Policy | Cabinet |
| (b) | Operational Management | Corporate Director of
Regeneration and
Community Services |
| (c) | Implementation & Enforcement | Corporate Director of
Regeneration and
Community Services |

44. Legislative provisions available under the following legislation:-

- Public Health Act 1961 (as amended)
- Public Health Act (Control of Disease) Act 1984 (as amended)
- Public Health Act 1936 (as amended)
- Clean Air Act 1993 (as amended)
- Local Government (Miscellaneous Provisions) Act 1974 (as amended)
- Local Government (Miscellaneous Provisions) Act 1976 (as amended)
- Local Government (Miscellaneous Provisions) Act 1982 (as amended)
- Clean Neighbourhoods and Environment Act 2005 (as amended)
- Control of Pollution Act 1974 (as amended)
- Control of Pollution (Amendment) Act 1989
- Refuse Disposal (Amenity) Act 1978
- Environment Act 1995
- Building Act 1984
- Antisocial Behaviour Act 2003
- Slaughterhouse Act 1974
- Housing (Wales) Act 2004
- Anti-Social Behaviour, Crime & Policing Act 2014
- Public Health (Wales) Act 2017
- The Safety of Sports Grounds Act 1975
- The Fire Safety and Safety of Places of Sport Act 1987
- The Safety of Sports Grounds Regulations 1987
- The Safety of Places of Sport Regulations 1988
- Energy Act 2011
- Energy Efficiency (Private Rented Property (England & Wales) Regulations 2015
- The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007

and any Regulations, Orders, Byelaws or other statutory legislation made thereunder or replacing or amending the same, with the exception of provisions available under the above legislation which have been specifically mentioned elsewhere in this document.

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|-----|------------------------------|---|
| (a) | General Policy | Cabinet |
| (b) | Operational Management | Corporate Director of
Regeneration and
Community Services |
| (c) | Implementation & Enforcement | Corporate Director of |

- 45.** Functions under the European Communities Act 1972 and any Regulations, Orders, Byelaws or other statutory legislation made thereunder or replacing or amending the same
- (a) General Policy Cabinet
 - (b) Operational Management Corporate Director of Regeneration and Community Services

 - (b) Implementation & Enforcement Corporate Director of Regeneration and Community Services
- 46.** Functions under the Health Act 2006 relating to Smoke Free Premises, Places and Vehicles and any Regulations, Orders, Byelaws or other statutory legislation made thereunder or replacing or amending the same.
- (a) General Policy Cabinet
 - (b) Operational Management Corporate Director of Regeneration and Community Services

 - (c) Implementation & Enforcement Corporate Director of Regeneration and Community Services
- 47.** Poisons Legislation
- (a) General Policy, including fees Cabinet
 - (b) Registration of Premises Corporate Director of Regeneration and Community Services

 - (c) Implementation & Enforcement Corporate Director of

- 48.** Functions under the Sunbeds (Regulation) Act 2010 and any Regulations, Orders, Byelaws or other statutory legislation made thereunder or replacing or amending the same.
- (a) General Policy Cabinet
 - (b) Procedures relating to Operational Management Corporate Director of Regeneration and Community Services
 - (c) Implementation & Enforcement Corporate Director of Regeneration and Community Services
- 49.** Functions under the Climate Change Act 2008 and any Regulations, Orders, Byelaws or other statutory legislation made thereunder or replacing or amending the same.
- (a) General Policy Cabinet
 - (b) Operational Management Corporate Director of Regeneration and Community Services
 - (c) Implementation & Enforcement Corporate Director of Regeneration and Community Services
- 50.** Public Convenience, Cemeteries and Impounding Animals
- (a) Policy Cabinet
 - (b) Operational Management Corporate Director of Regeneration and Community Services
- 51.** Acceptance of Tenders
- As determined by the Contract Procedure Rules (s.17)

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| 52. | Catering Services (including Education) | |
| (a) | Policy | Cabinet |
| (b) | Operational Management | Corporate Director of
Regeneration and
Community Services |
| | | |
| 53. | Functions under the Caravan Site and Control
of Development Act 1960 (as amended) and the
Caravan Sites Act 1968 | |
| (a) | Policy | Cabinet |
| (b) | Operational Management | Corporate Director of
Regeneration and
Community Services |
| (c) | Implementation & Enforcement | Corporate Director of
Regeneration and
Community Services |
| | | |
| 54. | Management of Local Authority owned Caravan
Sites and provisions relating to illegal
encampments of Travellers | |
| (a) | General Policy | Cabinet |
| (b) | Operational Management | Corporate Director of
Regeneration and
Community Services |
| (c) | Implementation & enforcement relating to illegal
encampments | Corporate Director of
Regeneration and
Community Services |
| | | |
| 55. | Scrap metal dealers and motor salvage
operators | |
| (a) | Policy and conditions | Cabinet |
| (b) | Licence Fees | Corporate Director of
Regeneration and
Community Services
(subject to Scrutiny by |

		General Licensing Committee)
(c)	Initial Grant/Renewal of Licenses – where in compliance with the appropriate policy	Corporate Director of Regeneration and Community Services
(d)	Determination of applications (new and renewals) – where not in compliance with the relevant policy	Corporate Director of Regeneration and Community Services
(e)	Licence reviews, and Appeals where an oral representation is requested	Corporate Director of Regeneration and Community Services
(f)	Enforcement	Corporate Director of Regeneration and Community Services
56.	Grounds Maintenance	
(a)	Policy	Cabinet
(b)	Operational Management	Corporate Director of Regeneration and Community Services
57.	Hackney Carriage & Private Hire Vehicles	
(a)	Power to fix rates or fares for hackney carriages and private hire vehicles	Corporate Director of Regeneration and Community Services (subject to Scrutiny by General Licensing Committee)
58.	Refuse and Recycling	
(a)	Policy	Cabinet
(b)	Operational Management	Corporate Director of Regeneration and Community Services

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|------------------------------------|--------------------------------------|---|
| (c) | Implementation & enforcement | Corporate Director of
Regeneration and
Community Services |
|
 | | |
| 59. Street Cleansing | | |
| (a) | Policy | Cabinet |
| (b) | Operational Management | Corporate Director of
Regeneration and
Community Services |
| (c) | Implementation & enforcement | Corporate Director of
Regeneration and
Community Services |
|
 | | |
| 60. Open air Markets | | |
| (a) | Policy | Cabinet |
| (b) | Operational Management | Corporate Director of
Regeneration and
Community Services |
|
 | | |
| 61. Building Cleaning | | |
| (a) | Policy | Cabinet |
| (b) | Operational Management | Corporate Director of
Regeneration and
Community Services |
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 | | |
| 62. Transport | | |
| (a) | Local Transport Plan & Policy | Council |
| (b) | Operational Management | Corporate Director of
Regeneration and
Community Services |
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 | | |
| 63. Biodiversity Strategies | | |
| (a) | Policy | Cabinet |
| (b) | Operational | Corporate Director of
Regeneration and
Community Services |
|
 | | |
| 64 | Landscape Improvement Schemes | |

<p>(a) Policy</p> <p>(b) Implementation</p>		<p>Cabinet</p> <p>Corporate Director of Regeneration and Community Services</p>
65		
<p>Arboriculture Services and Tree Preservation Orders</p>		
<p>(a) Policy</p> <p>(b) Operational Management</p>		<p>Cabinet</p> <p>Corporate Director of Regeneration and Community Services</p>
<p>(c)</p>	<p>Issue and confirmation of Tree Preservation Orders. Applications to fell, prune or other work to a protected tree.</p>	<p>Corporate Director of Regeneration and Community Services in consultation with the relevant Cabinet portfolio Member, provided there are no objections. If objections, referral to Cabinet.</p>
66		
<p>Corporate Landlord Function</p>		
<p>(a) Policy</p> <p>(b) Operational Management</p>		<p>Cabinet</p> <p>Corporate Director of Regeneration and Community Services</p>

DEPUTY LEADER / CABINET PORTFOLIO FOR REGENERATION & ECONOMIC DEVELOPMENT SUBJECT TO SCRUTINY BY THE PLACES SCRUTINY COMMITTEE, EXCEPT PARAGRAPH 34 WHICH IS SUBJECT TO SCRUTINY BY THE EDUCATION AND LEARNING SCRUTINY COMMITTEE.

FUNCTION

DELEGATION

- | | |
|---|--|
| <p>1. Car Parking (Control Charges, etc.)</p> <p>(a) Policy</p> <p>(b) Operational Management</p> | <p>Cabinet</p> <p>Corporate Director of Regeneration and Community Services</p> |
| <p>2. Safe Routes to Schools</p> <p>(a) Policy</p> <p>(b) Operational Management</p> | <p>Cabinet</p> <p>Corporate Director of Regeneration and Community Services in consultation with the Director of Education</p> |
| <p>3. Functions relating to New Roads and Street Works Act</p> <p>(a) Policy</p> <p>(b) Operational Management</p> | <p>Cabinet</p> <p>Corporate Director of Regeneration and Community Services</p> |
| <p>4. Street Works and Consent Orders</p> <p>(a) Policy</p> <p>(b) Operational Management</p> | <p>Cabinet</p> <p>Corporate Director of Regeneration and Community Services</p> |
| <p>(c) Implementation & Enforcement</p> | <p>Corporate Director of Regeneration and Community Services</p> |

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| 5. | General highways matters including Highway structures including Trunk Road Agency Agreement, Highways Act 1980 | |
| (a) | Policy | Cabinet |
| (b) | Procedures relating to Operational Management | Corporate Director of Regeneration and Community Services |
| (c) | Implementation & Enforcement | Corporate Director of Regeneration and Community Services |
| 6. | Sewers and sewerage water supplies, land drainage schemes | |
| (a) | General Policy | Cabinet |
| (b) | Operational Management | Corporate Director of Regeneration and Community Services |
| 7. | Ebbw Valley Railway | |
| (a) | Policy | Cabinet |
| (b) | Operational Management | Corporate Director of Regeneration and Community Services |
| 8. | Transportation Strategy (including Heads of the Valleys dualling) | |
| (a) | Policy | Cabinet |
| (b) | Operational Management | Corporate Director of Regeneration and Community Services |
| 9. | Street (re)naming and (re)numbering schemes. | Corporate Director of Regeneration and Community Services after consultation with Ward |

Members

- | | |
|--|---|
| <p>10. Alteration and provision of Street Lighting
(a) Policy
(b) Operational</p> | <p>Cabinet
Corporate Director of
Regeneration and
Community Services</p> |
| <p>11. Institution of prosecutions or proceedings under any Statutory Provisions or the taking of any civil proceedings within the purview of the Committee</p> | <p>Head of Legal &
Corporate
Compliance or any
Solicitor in the
Division</p> |
| <p>12. Road Traffic Regulation matters, including temporary closures</p> | <p>Corporate Director of
Regeneration and
Community Services</p> |
| <p>13. Road Safety – Traffic Management & Disabled Parking
(a) Policy
(b) Operational Management</p> | <p>Cabinet
Corporate Director of
Regeneration and
Community Services</p> |
| <p>14. Provision of Bus Shelters
(a) Policy
(b) Operational Management</p> | <p>Cabinet
Corporate Director of
Regeneration and
Community Services</p> |
| <p>15. Stands for Hackney Carriages (Taxi Ranks)
(a) Appointment of stands for hackney carriages (taxis)
(b) Implementation & Enforcement</p> | <p>Cabinet Committee

Corporate Director of
Regeneration and
Community Services</p> |
| <p>16. Service of any notices under any Statutory</p> | <p>Corporate Director of</p> |

	Provisions under the Committee's Terms of Reference	Regeneration and Community Services
17.	Reservoirs, Mines, Quarries, Tips and Unstable Ground.	
	(a) Policy	Cabinet
	(b) Operational Management	Corporate Director of Regeneration and Community Services
18.	Markets & Fairs	
	(a) Policy	Cabinet
	(b) Operational Management	Corporate Director of Regeneration and Community Services
19.	War Memorials & Cenotaphs (other than Town or Community Councils)	
	(a) Policy	Cabinet
	(b) Operational Management	Corporate Director of Regeneration and Community Services
20.	Public Transport	
	(a) Policy	Cabinet
	(b) Operational Management	Corporate Director of Regeneration and Community Services
21.	(a) Local Development Plan	Cabinet/Council
	(b) Operational Management	Corporate Director of Regeneration and Community Services
22.	Making routine observations upon consultations from other bodies and agencies on planning and other applications.	Corporate Director of Regeneration and Community Services

- 23.** Economic Development, attraction of new industry, existing industrial sites and other matters of an economic development nature including marketing and promotion of sites and premises
- (a) Policy Cabinet
- (b) Operational Management Corporate Director of Regeneration and Community Services
- 24.** Economic Development Grants and Loans
- (a) Policy Cabinet
- (b) Implementation and Award of Grants / Repayable Loans Corporate Director of Regeneration and Community Services
- 25.** Commercial and Industrial Improvement Areas
- (a) Declaration of Areas Cabinet
- (b) Grants Corporate Director of Regeneration and Community Services
- 26.** To implement the Council's and Regional Regeneration Strategies, major regeneration projects and Associated Funding Programmes
- (a) Policy/Strategy Cabinet
- (b) Operational Management Corporate Director of Regeneration and Community Services
- 27.** Repayable Funding Town Centre Loan Scheme & Property Recyclable Loan Scheme
- (a) Policy Cabinet
- (b) Operational Management (Implementation and Award of Loans) Corporate Director of Regeneration and Community Services

28.	Industrial Estates Maintenance	
(a)	Policy	Cabinet
(b)	Operational Management	Corporate Director of Regeneration and Community Services
29.	Skills and Employability (18+)	
(a)	Policy	Cabinet
(b)	Operational	Corporate Director of Regeneration and Community Services
30.	Acceptance of Tenders	As determined by the Council's Contract Procedure Rules (s 17)
31.	Tredegar Townscape Heritage initiative	
(a)	Policy	Cabinet
(b)	Operational (Implementation and Award of Grants)	Corporate Director of Regeneration and Community Services
32.	Adult and Continuing Education	
(a)	Policy	Cabinet
(b)	Operational	Corporate Director of Education
33.	Destination Management	
(a)	Policy	Cabinet
(b)	Operational Management	Corporate Director of Regeneration and Community Services
34.	Management of the Council's portfolio of Industrial Units	
(a)	Policy	Cabinet
(b)	Operational Management	Corporate Director of Regeneration and

- 35.** Approval of Heads of Terms for lettings of Industrial Units when occupancy to be governed by Licence Agreement or Standard Form Tenancy Agreement (Contracted-Out of LTA 1954)
- (a) Policy Cabinet
 - (b) Operational Management Corporate Director of Regeneration and Community Services
- 36.** Approval of Heads of Terms for lettings of Industrial Units when occupancy to be governed by Lease Agreement rather than a Licence agreement or Standard Form Tenancy Agreement (Contracted-Out of LTA 1954)
- (a) Policy Cabinet
 - (b) Operational Management Corporate Director of Regeneration and Community Services
- 37.** Winter Maintenance
- (a) Policy Cabinet
 - (b) Operational Management Corporate Director of Regeneration and Community Services
- 38.** Housing Strategy
- (a) Policy Council
 - (b) Operational Management Corporate Director of Regeneration and Community Services
- 39.** Housing Grant administration
- (a) Annual Investment Programme Corporate Director of

(b)	Operational Management	Regeneration and Community Services Corporate Director of Regeneration and Community Services
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Function

The Disposal and Acquisitions of Land and Property Policy sets out the approved framework and detail under this Part, below is a summary of the main provisions

Delegation

- | | | |
|------------|--|---|
| 40. | Disposal and Acquisition of Land and Property Policy | Cabinet |
| | Community Asset Transfer Policy | Cabinet |
| (a) | To consider and approve reports which propose a disposal or purchase of land and property, including approving their valuation terms, subject to (b) below | Corporate Director of
Regeneration and
Community Services |
| (b) | Disposal of any property where value is in excess of £500,000 | Cabinet |
| (c) | All statutory sales and compensation | Corporate Director of
Regeneration and
Community Services |
| 41. | Arranging and agreeing small rentals, tenancies and short-term leases and extensions of leases, including approving their terms. | Corporate Director of
Regeneration and
Community Services |
| 42. | Land for Grazing | |
| (a) | Policy | Cabinet |
| (b) | Operational Management, including approving their terms | Corporate Director of
Regeneration and
Community Services |
| 43. | Easements, Licences, etc. | |
| (a) | Policy | Cabinet |

- | | | |
|------------|---|---|
| (b) | Operational Management, including approving their terms | Corporate Director of Regeneration and Community Services |
| 44. | Village Greens | Corporate Director of Regeneration and Community Services |

**CABINET PORTFOLIO FOR EDUCATION SUBJECT TO SCRUTINY BY THE
EDUCATION AND LEARNING SCRUTINY COMMITTEE**

FUNCTION

DELEGATION

- | | |
|---|--|
| <p>1. To exercise the Council’s functions as Local Education Authority subject to the exercise by School Governors of those functions stipulated in the Instruments of Government.</p> | <p>Cabinet</p> |
| <p>2. To consider all major issues of educational policy (including the approval and/or determination of school organisation proposals (including those which receive objections) except for those that are required to be considered by Welsh Ministers).</p> | <p>Cabinet</p> |
| <p>3. Pupil Services</p> | |
| <p>(a) Policy</p> | <p>Cabinet</p> |
| <p>(b) (i) Admission of pupils to schools</p> | <p>Corporate Director of Education</p> |
| <p>(ii) Appeals</p> | <p>Appeals Committee</p> |
| <p>(c) (i) Eligibility to home-school transport (including provision on danger grounds).</p> | <p>Corporate Director of Education</p> |
| <p>(ii) Appeals</p> | <p>Appeals Committee</p> |
| <p>(d) (i) Approval for early admission to school.</p> | <p>Corporate Director of Education</p> |
| <p>(ii) Appeals</p> | <p>Appeals Committee</p> |
| <p>(e) (i) Policy</p> | <p>Cabinet</p> |
| <p>(ii) Grants</p> | <p>Corporate Director of Education</p> |
| <p>(iii) Operational Management</p> | <p>Corporate Director of Education</p> |
| <p>(f) Consideration of disciplinary matters on</p> | <p>Appeals Committee</p> |

reference by school governing bodies

- | | | |
|-----------|---|---------------------------------|
| 4. | Student Awards | Corporate Director of Education |
| 5. | Education Psychology Service | |
| (a) | Policy | Cabinet |
| (b) | Operational Management | Corporate Director of Education |
| 6. | Education Welfare Service | |
| (a) | Policy | Cabinet |
| (b) | Operational Management | Corporate Director of Education |
| 7. | Home and Hospital Tuition Services | |
| (a) | Policy | Cabinet |
| (b) | Determination | Corporate Director of Education |
| 8. | Building Programme | |
| (a) | Policy | Cabinet |
| (b) | Construction | Corporate Director of Education |
| (c) | Approval of school's self help and benefaction schemes | Corporate Director of Education |
| 9. | Building and Environmental Engineering Maintenance | |
| (a) | Policy | Cabinet |
| (b) | Operational Management | Corporate Director of Education |
| (c) | School's self help and benefaction schemes | Corporate Director of Education |
| (d) | Approval of expenditure to a value of £15,000 in respect of accommodation matters – use of security firms – action to eliminate safety hazards. | Corporate Director of Education |

10.	(a) Governor Support & Training Policy (b) Determination of Training	Cabinet Corporate Director of Education
11.	Curriculum Advice, Training & Inspection (a) Policy (b) (i) Approval of parental applications to educate their children otherwise than at school. (ii) Appeals (c) Determination of GEST Programmes	Cabinet Corporate Director of Education Appeals Committee Corporate Director of Education
12.	(a) Policy and provision for pupils with Special Education Needs. (b) Determination of distribution of S.E.N. Funding to schools in accordance with the Scheme of Local Management (c) Issue of statements of special educational need in accordance with the principles approved by the Council.	Cabinet Corporate Director of Education Corporate Director of Education
13.	Ethnic Minority Pupil Support (a) Policy (b) Operational Management	Cabinet Corporate Director of Education
14.	Music Support (a) Policy (b) Operational Management	Cabinet Corporate Director of Education
15.	Provision of Transport (a) Policy (b) Determination	Cabinet Corporate Director of Education

(c)	Operational Management	Corporate Director of Regeneration and Community Services / Corporate Director of Education
16.	Consideration of consultative documents affecting the duties/functions of the Portfolio	Cabinet
17.	Consultation with professional associations within the Education Service	Cabinet
18.	School Support	
(a)	Policy	Cabinet
(b)	Expenditure on L.E.A. initiative, within the Budget determined by the Council	Corporate Director of Education
(c)	Determination of action to be taken by school governors in relation to school budget deficits	Corporate Director of Education
19.	Approval of temporary closure of schools	
(a)	Implementation	Corporate Director of Education
(b)	Formal warning notice to a Governing Body	Corporate Director of Education after consultation with the Cabinet member
(c)	Suspension of a Schools Devolved Budget	Cabinet
(d)	Appointment of Additional Governors	Cabinet
20.	School Library	
(a)	Policy	Cabinet
(b)	Operational Management	Corporate Director of Education
21.	The Learning Campus	
(a)	Policy	Cabinet
(b)	Operational Management	Corporate Director of

Education

- 22.** Playing fields and recreation grounds
- (a) Policy
 - (b) Operational Management
- 23.** Playing fields and recreation grounds, schools if the LEA so direct or agrees.
- (a) Policy
 - (b) Operational Management
- 24.** General Policy on the fixing of general charges and letting of buildings (including waiving or reducing of fixed charges) for the use of facilities within the Portfolio
- 25.** Playschemes
- (a) Policy
 - (b) Operational Management
- 26.** Archives
- (a) Policy
 - (b) Operational Management
- 27.** Museum Education

(a)	Policy	Cabinet
(b)	Operational Management	Corporate Director of Regeneration and Community Services / Corporate Director Education
28.	Youth Service	
(a)	Policy	Cabinet
(b)	Operational Management	Corporate Director of Education
29.	Outdoor Education	
(a)	Policy	Cabinet
(b)	Operational Management	Corporate Director of Education
30.	Allotments	
(a)	Policy	Cabinet
(b)	Lettings to Allotment Association	Corporate Director of Regeneration and Community Services
31.	Acceptance of Tenders	Relevant Director as determined by the Contract Procedure Rules (s.17)
32.	Interface with EAS, but not Cabinet role	Corporate Director of Education

**CABINET PORTFOLIO FOR SOCIAL SERVICES SUBJECT TO SCRUTINY
BY THE SOCIAL SERVICES SCRUTINY COMMITTEE**

FUNCTION

DELEGATION

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|---|--|
| <p>1. Children & Families Services</p> <p>(a) Policy</p> <p>(b) Operational</p> | <p>Cabinet</p> <p>Corporate Director of Social Services</p> |
| <p>2. Child and Adult Protection</p> <p>(a) Policy</p> <p>(b) Monitoring and Evaluation</p> <p>(c) Operational</p> | <p>Cabinet</p> <p>Corporate Director of Social Services and Local Safeguarding Children’s Board</p> <p>Corporate Director of Social Services</p> |
| <p>3. Adoption</p> <p>(a) Policy</p> <p>(b) Implementation</p> | <p>Cabinet</p> <p>Corporate Director of Social Services</p> |
| <p>4. Families First, Flying Start, Early years and play</p> <p>(a) Policy</p> <p>(b) Operational</p> | <p>Cabinet</p> <p>Director of Social Services</p> |
| <p>5.</p> <p>(a) To exercise the Council’s functions at Social Services Authority.</p> <p>(b) Statutory duties of the Director of Social Services.</p> | <p>Cabinet</p> <p>Corporate Director of Social Services</p> |
| <p>6. Strategic Planning</p> | |

(a)	Policy	Cabinet
(b)	Operational Management	Corporate Director of Social Services
7.	Special Training (In-House)	Corporate Director of Social Services
8.	Emergency out of hours Social Work Service	
(a)	Policy	Cabinet
(b)	Operational Management	Corporate Director of Social Services / Joint Arrangement
9.	Older People & Physically Disabled People	
(a)	Policy	Cabinet
(b)	Operational Management	Corporate Director of Social Services
10.	Mental Health and Substance Abuse Services	
(a)	Policy	Cabinet
(b)	Operational Management	Corporate Director of Social Services
(c)	Guardianship	Corporate Director of Social Services
11.	Learning Disabilities Services	
(a)	Policy	Cabinet
(b)	Operational Management	Corporate Director of Social Services
12.	Visually Impaired (except education)	
(a)	Policy	Cabinet
(b)	Operational Management	Corporate Director of Social Services
13.	Building Programme	
(a)	Policy	Cabinet
(b)	Operational Management	Corporate Director of

		Regeneration and Community Services
14.	Social Services premises including maintenance	
(a)	Policy	Cabinet
(b)	Implementation	Corporate Director of Regeneration and Community Services
15.	Provisions of Transport	
(a)	Policy	Cabinet
(b)	Operational Management	Corporate Director of Social Services
(c)	Fleet Management Provision	Corporate Director of Regeneration and Community Services
16.	Individual Care Plans and Placements	Corporate Director of Social Services
17.	Care in the Community	
(a)	Policy	Cabinet
(b)	Operational Management	Corporate Director of Social Services
18.	Complaints Management	
(a)	Policy	Cabinet
(b)	Operational Management	Director of Social Services
(c)	Appeals	Appointed panel
19.	Consideration of consultative documents affecting the duties/functions of the Portfolio.	Cabinet
20.	Meals on Wheels	

- | | |
|---|---|
| <ul style="list-style-type: none"> (a) Policy (b) Implementation | <p>Cabinet
 Corporate Director of
 Social Services /
 Corporate Director of
 Regeneration and
 Community Services</p> |
| <p>21. Grants to Independent/Voluntary Bodies relevant to the functions of this Committee</p> <ul style="list-style-type: none"> (a) Policy (b) Implementation | <p>Cabinet
 Corporate Director of
 Social Services</p> |
| <p>22. Grounds Maintenance (Client) (Social Services)</p> <ul style="list-style-type: none"> (a) Policy (b) Operational Management | <p>Cabinet
 Corporate Director of
 Social Services</p> |
| <p>23. Statutory duty for homelessness</p> <p style="padding-left: 20px;">Operational</p> | <p>Corporate Director of
 Social Services
 Corporate Director of
 Regeneration and
 Community Services</p> |
| <p>24. Acceptance of Tenders</p> | <p>Relevant Director as
 determined by the
 Council’s Contract
 Procurement Rules</p> |

PLANNING COMMITTEE
(PLEASE NOTE THE PROVISIONS IN RELATION TO QUORATE MEETINGS re PLANNING ITEMS – see Section 9, para 9.6)

Function

Delegation

1. **BUILDING REGULATION FUNCTIONS**

Determination of Building Regulation applications (inc applications for relaxation of regs)

Corporate Director of Regeneration and Community Services

Enforcement action under Building Act 1984

Corporate Director of Regeneration and Community Services

Issue of Dangerous Structure Notice and related enforcement action

Corporate Director of Regeneration and Community Services in conjunction with the Head of Legal & Corporate Compliance

Determine level of application fees

Corporate Director of Regeneration and Community Services

To exercise powers/duties under provisions of Safety of Sports Grounds Act 1975.

Corporate Director of Regeneration and

2 **PLANNING CONTROL - APPLICATIONS**

The **APPROVAL** of all planning and related applications with the exception of those listed below...

Corporate Director of Regeneration and Community Services

Major applications.

Planning Committee

Major defined as residential 10 or more units; site area 0.5ha or larger; floorspace 1000sqm or greater.

Where third party and the Council to enter into a S106 agreement

Planning Committee

Where a Member submits a written request that an application be heard at Committee (must be within 21 days of application appearing on weekly list and giving material planning reasons)

Planning Committee

Where, in the opinion of Corporate Director of Regeneration and Community Services, the application is of wider public interest or should be heard by Planning Committee given the circumstances of the proposal.

Planning Committee

The <u>REFUSAL</u> of planning permission (or related application) where the proposal is, in the opinion of the Corporate Director of Regeneration and Community Services, clearly contrary to planning policy contained in Councils Development Plan or adopted SPG.	Corporate Director of Regeneration and Community Services (subject to 24 hours notification to Ward Members)
Refusal on grounds of lack of information	Corporate Director of Regeneration and Community Services
All other refusals of planning permission (or related application).	Planning Committee
Power to determine details submitted pursuant to conditions imposed on extant planning permission	Corporate Director of Regeneration and Community Services
Power to decline to determine planning application	Corporate Director of Regeneration and Community Services
Determination of need for Environmental Impact Assessment	Corporate Director of Regeneration and Community Services
<u>Approval / Refusal</u> of prior approvals for demolition, forestry/agricultural buildings & telecommunications development.	Corporate Director of Regeneration and Community Services
The power to “finally dispose” of application under article 25(11) of GDPO	Corporate Director of Regeneration and Community Services
Consultation from neighbouring local planning authority on any planning matter	Corporate Director of Regeneration and Community Services

Certificates of Lawfulness for existing or proposed development

Corporate Director of Regeneration and Community Services

Certificate of Appropriate Alternative Development (CAAD)

Planning Committee

3. PLANNING CONTROL – ENFORCEMENT

All Enforcement Decisions

Corporate Director of Regeneration and Community Services. Alternatively, Planning Committee if, in the opinion of the Service Manager Development the case is of wider public interest, requires interpretation of policy or would otherwise be of interest to Planning Committee

4. MISCELLANEOUS

Appointing Officer for the purpose of Section 10(8) of the Party Wall Act 1996

Corporate Director of Regeneration and Community Services
Corporate Director of Regeneration and

Powers relating to footpaths and bridleways

Community Services in consultation with the Chair of Planning

Corporate Director of Regeneration and Community Services

Powers relating to protection of important hedgerows.

GENERAL LICENSING COMMITTEE

FUNCTION

1. Duty to enforce and execute Regulations (EC)852/2004 and 853/2004 in relation to food business operators as further specified in Regulation 5 of the Food (Hygiene) (Wales) Regulations 2006 in relation to the issuing, approval and refusal of licences/registration/ approval (as appropriate),
 - (a) General Policy
 - (b) Approval under EC Regulation 853/2004 (food premises processing products of animal origin)
 - (c) Implementation & Enforcement
2. Power to register and licence premises for the preparation of food under Section 19 of the Food Safety Act 1990

DELEGATION

General Licensing Committee
Corporate Director of Regeneration and Community Services
Corporate Director of Regeneration and Community Services

- | | | |
|-----------|--|--|
| (a) | General Policy | General Licensing
Committee |
| (b) | Implementation & Enforcement | Corporate Director of
Regeneration and
Community Services |
| 3. | All functions under any of the “relevant statutory provisions” within the meaning of Part I of the Health and Safety at Work etc. Act 1974 (including any associated Regulations, Orders, Byelaws or other statutory legislation, with the exception of provisions available under the above legislation which have been specifically mentioned elsewhere in this document), to the extent that those functions are discharged otherwise than in the Authority’s capacity as an employer | |
| (a) | General Policy, including fees | Corporate Director of
Regeneration and
Community Services |
| (b) | Implementation & Enforcement | Inspectors appointed by the
Corporate Director of
Regeneration and
Community Services |
| 4. | Power to licence dealers in game and the killing and selling of game in pursuance of Sections 5, 6, 17, 18 and 21 to 23 of the Game Act 1831 (c.32); Sections 2 to 16 of the Game Licences Act 1869 (c.90), Section 4 of the Customs and Inland Revenue Act 1883 (c.10), Section 27 of the Local Government Act 1894 (c.73), and Section 213 of the Local Government Act 1972 (c.70) | |

- | | | |
|-----|------------------------------|---|
| (a) | General Policy | General Licensing Committee |
| (b) | Implementation & Enforcement | Corporate Director of Regeneration and Community Services |

6. Powers to licence hackney carriage and private hire vehicles, hackney carriage and private hire vehicle driver's and private hire vehicle operators in accordance with the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976:-

- | | | |
|-----|--|--|
| (a) | Licence conditions/policies | General Licensing Committee |
| (b) | Licence Fees | Corporate Director of Regeneration and Community Services (subject to Scrutiny by General Licensing Committee) |
| (c) | Determination of applications – where in compliance with the relevant policy | Corporate Director of Regeneration and Community Services |
| (d) | Determination of applications – where not in compliance with the relevant policy | General Licensing Committee |
| | <i>New</i> | General Licensing Committee |

Renewal

- | | | |
|-----------|--|---|
| (e) | Determination of reviews – urgent or non-contentious | Corporate Director of Regeneration and Community Services |
| (f) | Determination of reviews – contentious and non-urgent | General Licensing Committee |
| (g) | Enforcement/General Implementation | Corporate Director of Regeneration and Community Services |
| 7. | Powers under the Police, Factories etc. (Miscellaneous Provisions) Act 1916, as amended, the House to House Collections Act 1939, the Charities Act 1992 and the Charitable Institutions (Fund Raising) Regulations 1994 in respect of street collection permits and house to house collection licences relating to charitable collections | |
| (a) | Policies/Licence Conditions | General Licensing Committee |
| (b) | Determination of applications – where in compliance with the relevant policies | Corporate Director of Regeneration and Community Services |
| (c) | Determination of applications – where not in compliance with the relevant policies | General Licensing Committee |
| (d) | Determination of review of consents | Corporate Director of Regeneration and Community Services |
| (e) | Enforcement/General Implementation | Corporate Director of Regeneration and Community Services |

- 8. Street Trading**
- (a) Licence conditions/policies General Licensing Committee
 - (b) Licence Fees Corporate Director of Regeneration and Community Services (subject to Scrutiny by General Licensing Committee)
 - (c) Determination of applications – where in compliance with the relevant policy Corporate Director of Regeneration and Community Services
 - (d) Determination of applications – where not in compliance with the relevant policy
 - New* General Licensing Committee Panel
 - Renewal* General Licensing Committee
Corporate Director of Regeneration and Community Services
 - (e) Determination of reviews – urgent or non-contentious General Licensing Committee
 - (f) Determination of reviews – contentious and non-urgent Corporate Director of Regeneration and Community Services
 - (g) Enforcement/General Implementation

9. Sex Shops & Sex Cinemas

- | | | |
|-----|--|--|
| (a) | Licence conditions/policies | General Licensing Committee |
| (b) | Licence Fees | Corporate Director of Regeneration & Community Services (subject to Scrutiny by General Licensing Committee) |
| (c) | Determination of all applications | General Licensing Committee |
| (d) | Determination of all reviews of applications | General Licensing Committee |
| (e) | Enforcement/General Implementation | Corporate Director of Regeneration and Community Services |

10. Issue or refusal of licences/registration/approval (as appropriate), the determination of such conditions, terms or limitations as may be appropriate and the enforcement of such conditions/terms/limitations for the following:-

- | | | |
|-----|---|---|
| (a) | Caravan Sites | Corporate Director of Regeneration and Community Services |
| (b) | Pet Shops | Corporate Director of Regeneration and Community Services |
| (c) | Animal Breeding and Boarding Establishments | Corporate Director of |

(d)	Riding Establishments	Regeneration and Community Services Corporate Director of Regeneration and Community Services Corporate Director of Regeneration and Community Services Corporate Director of Regeneration and Community Services Corporate Director of Regeneration and Community Services
(e)	Zoos and Performing Animals	
(f)	Dangerous Wild Animals	
(g)	Tattooing, cosmetic piercing, semi permanent skin colouring, electrolysis, acupuncture or any other cosmetic procedures of a similar nature and any other special procedures or intimate piercings*	
	*as provided for in the Public Health (Wales) Act 2017 (including any associated Regulations, Orders, Byelaws or other statutory legislation, with the exception of provisions available under the above legislation which have been specifically mentioned elsewhere in this document)	
(h)	Petroleum	Corporate Director of Regeneration and Community Services
(i)	Explosives	Corporate Director of Regeneration and Community Services
(j)	Safety Certificates at Sports Grounds	Corporate Director of Regeneration and Community Services
(k)	Premises for Solemnisation Marriages and the Registration of Civil Partnerships	Head of Legal & Corporate Compliance

- | | | |
|-----|--|---|
| (l) | Power to Licence the use of moveable dwellings and camping sites | Corporate Director of Regeneration and Community Services |
|-----|--|---|

STATUTORY LICENSING COMMITTEE

FUNCTION

DELEGATION

- | | | |
|-----|--|---|
| 1. | Functions under the Licensing Act 2003 (as amended) | |
| (a) | Licensing Policy | Council |
| (b) | Premise Licences and Club Premises Certificate Applications / variations / transfer / provisional statements – no representations received | Corporate Director of Regeneration and Community Services |
| (c) | Premise Licences and Club Premise Certificate applications/variations/ Transfer/provisional statements – representations received | Statutory Licensing Committee / Sub-Committee |
| (d) | Personal Licence applications – no representations received | Corporate Director of Regeneration and Community Services |
| (e) | Personal Licence applications – representations received or where applicant has relevant convictions | Statutory Licensing Committee / Sub-Committee |
| (f) | Reviews of licences and certificates | Statutory Licensing Committee / Sub-Committee |
| (g) | Temporary Event Notices – no representations received | Corporate Director of Regeneration and Community Services |
| (h) | Temporary Event Notices – representations received | Statutory Licensing Committee / Sub-Committee |
| (i) | Application to vary/remove Designated Premises Supervisor – no representations received | Corporate Director of Regeneration and Community Services |

- | | | |
|-----|--|---|
| (j) | Application to vary/remove Designated Premises Supervisor – representations received | Statutory Licensing Committee / Sub-Committee / |
| (k) | Application for interim authorities – no representations | Corporate Director of Regeneration and Community Services |
| (l) | Applications for interim authorities – representations received | Statutory Licensing Committee / Sub-Committee / |
| (m) | Decision to object when Local Authority is consultee, and not the relevant Authority considering the application | Corporate Director of Regeneration and Community Services |
| (n) | Enforcement/General Implementation | Corporate Director of Regeneration and Community Services |

2. Functions under the Gambling Act 2005 (as amended)

- | | | |
|-----|---|---|
| (a) | Licensing Policy | Council |
| (b) | Licence Fees | Statutory Licensing Committee |
| (c) | Policy to permit casinos | Council |
| (d) | Premise Licence applications/variation/
Transfers and provisional statements – no representations | Corporate Director of Regeneration and Community Services |
| (e) | Premise Licence applications/variations/
Transfers and provisional statements – representations received | Statutory Licensing Committee/
Sub-Committee |
| (f) | Reviews of Premise Licences and Permits | Statutory Licensing Committee/
Sub-Committee |
| (g) | Application for club gaming/club machine permits – no representations | Corporate Director of Regeneration and Community Services |
| (h) | Application for club gaming/club machine permits – representations received | Statutory Licensing Committee/
Sub-Committee |
| (i) | Cancellation of club gaming/club | Corporate Director of |

machine permits	Regeneration and Community Services
(j) Cancellation of licensed premises gaming machine permits	Corporate Director of Regeneration and Community Services
(k) Application for other permits/consideration of temporary use notice	Corporate Director of Regeneration and Community Services
(l) Decision to give a counter notice to temporary use notice	Corporate Director of Regeneration and Community Services
(m) Enforcement/General Implementation	Corporate Director of Regeneration and Community Services

DEMOCRATIC SERVICES COMMITTEE

To exercise the following functions:-

- (a) To designate the Head of Democratic Services.
- (b) To consider reports by the Head of Democratic Services in accordance with Section 9(1)(h) of the Local Government (Wales) Measure 2011 (adequacy of resources to discharge democratic services functions) within 3 months and make recommendations to Council, as appropriate.
- (c) To ensure that all reports of Democratic Services Committee under Section 11 of the Local Government (Wales) Measure 2011 (recommendations regarding the adequacy of resources to discharge democratic services functions) are circulated to all Members and considered within 3 months.

- (d) To require the attendance of any Members or Officers of the Council to answer questions and invite other persons to attend meetings, as required.
- (e) To require any Member or Officer attending meetings to answer any questions (unless they are to refuse on legal grounds).
- (f) To appoint one or more Sub-Committees and to arrange for the discharge of any of its function by such a Sub-Committee.
- (g) To review and monitor the effectiveness of the Council's democratic services functions, including:-
 - The provision of support and advice to meetings of the Council, Committees, Sub-Committees and Joint Committees.
 - Promoting the role of Scrutiny.
 - The provision of support and advice to Scrutiny.
The provision of support and advice to individual Councillors in carrying out their roles as Members.
 - Such other democratic services functions as may be prescribed from time to time by Regulations made by the Welsh Ministers and make recommendation to Cabinet and Council, as appropriate.
- (h) To review the adequacy of the Council's democratic services resources and to make recommendations, where necessary.
- (i) To review and monitor the effectiveness of the Council's corporate governance and decision-making processes and the terms of the Council's Constitution and make recommendations, as necessary, to Cabinet and/or the Council.
- (j) Review the Role Descriptions for elected Members.
- (k) Annual reports for Members.
- (l) Remuneration Panel reports.

(m) Remote attendance for Members/hybrid meetings/recording/live broadcasting.

APPEALS COMMITTEE

Terms of Reference

Education Matters

- (i) Pupil Services – Admission of pupils to schools
- (ii) Eligibility for home to school transport
- (iii) Approval for early admission to school
- (iv) Consideration of disciplinary matters on reference from School Governing Bodies

Public Protection Matters

- (i) Tree Preservation Orders

Human Resources Matters

- (i) Appeals against disciplinary actions in respect of dismissals.

APPOINTMENTS COMMITTEE – JNC OFFICERS

Terms of Reference

- (i) Interview and Appointment of JNC Officers where appropriate.

DISCIPLINARY COMMITTEE – JNC OFFICERS

- (i) To consider disciplinary action in respect of Directors/Heads of Service/Statutory Officers

GOVERNANCE AND AUDIT COMMITTEE

PURPOSE

1. The Governance and Audit Committee should:-
 - (a) Review, scrutinise and issue reports and recommendations in relation to the Authority's financial affairs;
 - (b) Provide independent assurance of the adequacy of the risk management framework and the associated control environment;
 - (c) Provide independent scrutiny of the Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment;
 - (d) Oversee the financial reporting process.
 - (e) Oversee the effectiveness of the Council's complaints process (service complaints).
2. To achieve these objectives the Governance and Audit Committee should:-
 - (a) Approve (but not direct) internal Audit's strategy, plan and performance;
 - (b) Review the planned activity and results of both Internal Audit and External Audit and receive regular reports accordingly;
 - (c) Review summary Internal Audit reports and the main issues arising, consider the adequacy of management responses, and seek assurances that action has been taken where necessary;
 - (d) Receive the annual report of the Head of Internal Control and monitor action in response to the issues raised in the report;

- (e) Consider the effectiveness of the Council's risk management arrangements and the control environment;
- (f) Approve the Council's formal policies for combating fraud and anti corruption and arrangements for special investigations, together with associated policies such as Whistle Blowing and Benefit Fraud prosecutions;
- (g) Consider arrangements for raising the profile of probity within the Council and receive ad hoc reports on any issues relating to the above;
- (h) Receive reports from the Section 151 Officer or his/her representatives on the strategic processes for financial risk, control and governance;
- (i) Seek assurances that action is being taken on risk related issues identified by auditors and regulators;
- (j) Obtain satisfaction that the Council's assurance statements, including the Annual Governance Statement, properly reflect the risk environment and any actions required to improve it;
- (k) Ensure there are effective relationships between External and Internal audit, regulation/inspection agencies and other relevant bodies and that the value of the audit process is actively promoted;
- (l) Review the annual financial statements with the Section 151 Officer, including the level and nature of any significant errors identified, together with the Section 151 Officer's letter of representation to the External Auditor;
- (m) Review the External Auditor's opinion and reports to Members on these annual financial statements and consider the adequacy of management responses and action in relation to the issues raised by External Audit;
- (n) The Chief Officer - Resources, the Head of Financial Service, the Head of Internal Audit, the Monitoring Officer and the representative of the External Auditor will have free and confidential access to the Chair of the Committee.

- 3.** As and when appropriate, the Committee will also be provided each financial year with:-
- (a) Details of any significant amendments to the terms of reference of Internal Audit;
 - (b) The Internal Audit Plan;
 - (c) The financial statements of the Council, including the Annual Governance Statement, and audit opinion to be provided by the External Auditor;
 - (d) External audit outputs including: the Regulatory Plan; ISA260 Report to 'Those Charged with Governance'; Audit Opinion; Financial Accounts Memorandum and Annual Audit Letter; and
 - (e) Consideration of the Policy regarding the Regulation of Investigatory Powers Act.

SECTION 14

14. ACCESS TO INFORMATION PROCEDURE RULES

14.1 Scope

These rules apply to all meetings of the Council, the Cabinet, Overview and Scrutiny Committee, Governance and Audit Committee, Democratic Services Committee, Standards Committee, and Regulatory Committees.

14.2 Additional Rights to Information

These rules do not affect any more specific rights to information contained elsewhere in this Constitution or the law.

14.3 Rights to Attend Meetings

Members of the public may attend all meetings subject only to the exceptions in these rules.

14.4 Notices of Meeting

Unless a meeting is convened at short notice, the Council will give at least three clear days' notice of any meeting by posting details of the meeting on its website.

14.5 Access to Agenda and Reports Before the Meeting

The Council will make copies of the agenda and reports open to the public available for inspection at the designated office and on its website at least three clear days before the meeting. If an item is added to the agenda later, the revised agenda (where reports

are prepared after the summons has been sent out, the designated Officer shall make each such report available to the public as soon as the report is completed and sent to Councillors) will be open to inspection from the time the item was added to the agenda.

14.6 Supply of Copies

The Council will supply copies of:

- 14.6.1 any agenda and reports which are open to public inspection;
- 14.6.2 any further statements or particulars necessary to indicate the nature of the items in the agenda; and
- 14.6.3 if the Chief Executive thinks fit, copies of any other documents supplied to Councillors in connection with an item

to any person either electronically or on payment of a charge for postage and any other printing and handling costs.

14.7 Access to Minutes after the Meeting

The Council will make available copies of the following for a period of six years after the date of a meeting:

- 14.7.1 the minutes of the meeting or record of decisions taken by the Cabinet, excluding any part of the minutes of proceedings when the meeting was not open to the public because exempt or confidential information was being considered;
- 14.7.2 a summary of any proceedings not open to the public, where the minutes open to inspection would not provide a reasonably fair and coherent record;

- 14.7.3 the agenda for the meeting; and
- 14.7.4 reports relating to items when the meeting was open to the public.

14.8 Background Papers

14.8.1 List of Background Papers

The Officer preparing the report will set out in every report a list of those documents (called background papers) relating to the subject matter of the report which in his/her opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based;
- (b) which have been relied on to a material extent in preparing the report

But does not include published works or those which disclose exempt or confidential information as defined in Rule 14.10.

14.8.2 Public Inspection of Background Papers

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.

14.9 Summary of Public's Rights

A written summary of the public's rights to attend meetings and to inspect and copy documents will be kept at, and made available to the public at the Civic Centre, Ebbw Vale.

14.10 Exclusion of Access by the Public to Meetings

14.10.1 Confidential Information – Requirement to Exclude Public

The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted, or the nature of the proceedings, that confidential information would be disclosed.

14.10.2 Exempt Information – Discretion to Exclude Public

- (a) The public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted, or the nature of the proceedings, that exempt information would be disclosed.
- (b) Where the meeting will determine any person's civil rights or obligations, or adversely affect their possessions, article 6 of the Human Rights Act 1998 establishes a presumption that the meeting will be held in public, unless a private hearing is necessary for one of the reasons specified in article 6.

14.10.3 Meaning of Confidential Information

Confidential information means information given to the Council by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by Court Order.

14.10.4 Meaning of Exempt Information

Exempt information means information falling within the categories as defined by Schedule 12A of the Local Government Act 1972 as amended

NOTE: Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.

14.11 Public Interest Test

14.11.1 Information which:

- (a) falls within any relevant paragraphs of the schedule to the Act stated above; and
- (b) is not prevented from being exempt by virtue of the “qualifications” above,

is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

14.11.2 The starting point is that there is a general public interest in release and the public authority has to decide whether in any particular case it would serve the interest of the public better to either disclose or withhold the information.

14.11.3 There is no legal definition of what the public interest is, but the following have been identified as some of the relevant considerations:

- (a) There is a distinction between public interest and what merely interests the public.

- (b) Does it further the understanding of and participation in the public debate of issues of the day?
- (c) Does it promote accessibility and transparency by public authorities for decisions taken by them or in the spending of public money?
- (d) Does it allow individuals and companies to understand decisions made by public authorities affecting their lives?
- (e) Does it bring to light information affecting public health and public safety?

14.12 Exclusion of Access by the Public to Reports

If the Head of Legal & Corporate Compliance thinks fit, the Council may exclude access by the public to reports which, in his or her opinion, relate to items during which, in accordance with Rule 14.10, the meeting is likely not to be open to the public. Such reports will be marked “Not for Publication”, together with the category of information likely to be disclosed and if applicable, why it is in the public interest it is considered that the information should not be disclosed.

14.13 The Forward Work Programme

14.13.1 Period of Forward Work Programme

The Forward Work Programme will be prepared by the Head of Democratic Services to cover a period twelve months. It will be updated at the end of this period.

14.13.2 Contents of Forward Work Programme

- (a) The Forward Work Programme will contain matters which the Cabinet, Overview and Scrutiny Committee and Full Council are likely to consider. It will contain information on:
 - (i) the timetable for considering the budget and any plans forming part of the Policy Framework and requiring Council approval, and which body is to consider them;
 - (ii) the timetable for considering any plans which are the responsibility of the Cabinet;
 - (iii) any individual matters on which the Cabinet intends to consult in advance of taking a decision, and the timetable for consultation and decision;
 - (iv) the work programme of the Overview and Scrutiny Committee.
- (b) The Forward Work Programme will be published at least 14 days before the start of the period covered. The Head of Democratic Services will publish a notice in at least one newspaper circulating in the area, stating that the Forward Work Programme has been published and giving details of where it may be consulted or obtained.

14.14 Consultation on Proposals to be considered by the Cabinet

- 14.14.1 At least four weeks should be permitted in the Forward Work Programme for consultation with the

Overview and Scrutiny Committee and Electoral Division Members where a matter is to be considered by the Cabinet and is not urgent (as defined below) or confidential or exempt (as defined in paragraph 14.10).

14.14.2 A matter may be considered urgent where the events to which it is addressed were unforeseen at the time that the last Forward Work Programme was produced and a decision is required within four weeks.

14.14.3 A decision can only be treated as urgent if the decision taker (if an individual) or the Chair of the body making the decision obtains the agreement of the Chair of the relevant Overview and Scrutiny Committee that the taking of the decision cannot be reasonably deferred. If there is no Chair of the relevant Overview and Scrutiny Committee, or if the Chair of the Overview and Scrutiny Committee is unable to act, then the agreement of the Presiding Member or, in his/her absence, the Deputy Presiding Member will suffice. Any decisions taken under this urgency procedure will be recorded as having been taken in the absence of consultation in the decision record.

14.15 Record of Decisions of the Cabinet

14.15.1 The Decision Record

(a) A written record will be made of every Cabinet Decision made by the Cabinet and its Committees (if any) and by Joint Committees and Joint Sub-Committees whose Members are all Members of a Local Authority Cabinet.

- (b) This decision record will include a statement, for each decision, of:
 - (i) the decision made;
 - (ii) the date the decision was made;
 - (iii) the reasons for that decision;
 - (iv) any personal interest declared;
 - (v) any dispensation to speak granted by the Authority's Standards Committee;
 - (vi) any consultation undertaken prior to the decision.

14.15.2 Preparing the Decision Record

The Head of Legal & Corporate Compliance or his or her representative shall attend any meeting of the Cabinet, a Committee of the Cabinet or a Joint Committee or joint Sub-Committee where all its Members are Members of a Local Authority Cabinet, and shall, as soon as reasonably practicable after the meeting, produce a decision record.

14.16 Overview and Scrutiny Committees and other Committees and Members' Access to Documents

14.16.1 Rights of Access

Subject to paragraph 14.17.2 below, Overview and Scrutiny Committees and other Committees will be entitled to access to any document which is in the

possession or control of the Cabinet or its Committees and which contains material relating to:

- (a) any business transacted at a meeting of the Cabinet or its Committees; or
- (b) any decision taken by an individual Member of the Cabinet.

14.16.2 Limit on Rights

Overview and Scrutiny Committees and other Committees will not be entitled to any part of a document that contains:

- (a) confidential or exempt information; or
- (b) advice provided by a political advisor or assistant unless that information is relevant to an action or decision that is being review or scrutinised or any review contained in a programme of work of the Committees.

14.17 Additional Rights of Access for Members of Overview and Scrutiny Committees

14.17.1 Rights of Access

All Members will be entitled (except where a Member has a prejudicial interest in any matter) to inspect any document which is in the possession or under the control of the Cabinet or its Committees and contains material relating to any business transacted at a meeting of a decision making body of the Council or by an individual Members of the Cabinet.

14.17.2 Limitation on Rights

A Member will not be entitled to any part of a document where:

- (a) it would disclose exempt information falling within paragraphs 12 to 18 of Part 4 of Schedule 12A of the Local Government Act 1972; or

14.17.3 Nature of Rights

These rights of a Member are additional to any other right he/she may have.

SECTION 15

15. BUDGET AND POLICY FRAMEWORK PROCEDURE RULES

15.1 The Framework for Cabinet Decisions

The Council will be responsible for the adoption of its Budget and Policy Framework as set out in Section 4. Once a Budget or a Policy Framework is in place, it will be the responsibility of the Cabinet to implement it.

15.2 Process for Developing the Framework

15.2.1 The Cabinet, following detailed reports from respective Chief Officers, (following appropriate consultation with stakeholders) will present to Council, proposed plans, policies and the associated annual budgets. This will be done allowing adequate time for Council to deal with the matter and, if needed, refer the matter back to the Cabinet for further consideration.

15.2.2 The Council will consider the proposals of the Cabinet and may adopt them, amend them, refer them back to the Cabinet for further consideration, or substitute its own proposals in their place. In considering the matter, the Council shall have before it the Cabinet's proposals and any related report from an Overview and Scrutiny Committee.

15.2.3 Any amendments to the proposals of the Cabinet to be proposed by Members at Council may not be considered by Council unless notice of the proposed amendment has been given to the Chief Executive in

writing and signed by the proposer and seconder not later than 17:00 at least 3 clear days before the date of the Council meeting.

- 15.2.4 The Council's decision will be publicised and a copy shall be given to the Leader. The notice of decision shall be dated and shall state either that the decision shall be effective immediately (if the Council accepts the Cabinet's proposals without amendment) or (if the Cabinet's proposals are not accepted without amendment), that the Council's decision will become effective on the expiry of 5 working days after the publication of the notice of decision, unless the Leader objects to it in that period.

- 15.2.5 If the Leader objects to the decision of the Council, he/she shall give written notice to the Chief Executive to that effect, prior to the date upon which the decision is to be effective. The written notification must state the reasons for the objection. Where such notification is received, the Chief Executive shall convene a further meeting of the Council to reconsider its decision and the decision shall not be effective pending that meeting.

- 15.2.6 The Council meeting must take place within 5 working days of the receipt of the Leader's written objection. At that Council meeting, the decision of the Council shall be reconsidered in the light of the objection, which shall be available in writing for the Council.

- 15.2.7 The Council shall, at that meeting, make its final decision on the matter on the basis of a simple majority. The decision shall be made public in accordance with Section 14 and shall be implemented immediately.

- 15.2.8 All policy and budget reports presented to Council for decision shall subsequently be presented to the next calendar relevant Overview and Scrutiny Committee.

15.3 Process for Developing the Budget

- 15.3.1 The Cabinet will follow the process set out in the Financial Procedure Rules in Section 16 of the Constitution. In addition the following process shall apply to the development of the Budget:
- (a) The Cabinet will publicise a timetable for making proposals to the Council for the adoption of the budget, and its arrangements for consultation after publication of the initial proposals. The Chair of the Overview and Scrutiny Committee will also be notified.
 - (b) At the end of the consultation period, the Cabinet will draw up firm proposals having regard to the responses to the consultation. If the Overview and Scrutiny Committee wishes to respond to the Cabinet in that consultation process then it may do so. The Overview and Scrutiny Committee shall report to the Cabinet on the outcome of its deliberations.
- 15.3.2 The Cabinet will take any response from the relevant Overview and Scrutiny Committee into account in drawing up firm proposals for submission to the Council, and its report to Council will reflect the comments made by consultees and the Cabinet's response.

- 15.3.3 Once the Cabinet has approved the firm proposals, it will refer them at the earliest opportunity to the Council.

15.4 Decisions Outside the Budget or Policy Framework

- 15.4.1 Subject to the provisions of paragraph 15.6 (virement) the Cabinet, Committees of the Cabinet or any Officers or joint arrangements discharging Cabinet functions may only take decisions which are in line with the Budget and Policy Framework. If any of these bodies or persons wishes to make a decision which is contrary to the Policy Framework, or contrary to or not wholly in accordance with the budget approved by Full Council, then that decision may only be taken by the Council, subject to paragraph 15.5 below.
- 15.4.2 If the Cabinet, Committees of the Cabinet, individual Members of the Cabinet or any Officers or joint arrangements discharging Cabinet functions want to make such a decision, they shall take advice from the Monitoring Officer and/or the Chief Officer - Resources as to whether the decision they want to make would be contrary to the Policy Framework, or contrary to or not wholly in accordance with the budget.
- 15.4.3 If the advice of either of those Officers is that the decision would not be in line with the existing budget and/or Policy Framework, then the decision must be referred by that body or person to the Council for decision, unless the decision is a matter of urgency, in which case the provisions in paragraph 15.5 (urgent decisions outside the Budget and Policy Framework) shall apply.

15.5 Urgent Decisions Outside the Budget or Policy Framework

15.5.1 The Cabinet, a Committee of the Cabinet or Officers or joint arrangements discharging Cabinet functions may take a decision which is contrary to the Council's Policy Framework or contrary to or not wholly in accordance with the budget approved by Full Council if the decision is a matter of urgency. However, the decision may only be taken:

- (a) if it is not practical to convene a quorate meeting of the Full Council; and
- (b) if the Chair of the relevant Overview and Scrutiny Committee agrees that the decision is a matter of urgency.

15.5.2 The reasons why it is not practical to convene a quorate meeting of Full Council and the Chair of the relevant Overview and Scrutiny Committee's consent to the decision being taken as a matter of urgency must be noted on the record of the decision. In the absence of the Chair of the relevant Overview and Scrutiny Committee the consent of the Presiding Member and in the absence of both the Deputy Presiding Member of the Council will be sufficient.

15.5.3 Following the decision, the decision taker will provide a full report to the next available Council meeting explaining the decision, the reasons for it and why the decision was treated as a matter of urgency.

15.6 Virement

Steps taken by the Cabinet, a Committee of the Cabinet, or Officers or joint arrangements discharging Cabinet functions to implement Council policy, shall not exceed those budgets

allocated to each budget head. In the event that virement across budget heads or budgets becomes necessary or desirable, it shall be carried out in accordance with the Financial Procedure Rules in Section 16 of this Constitution.

15.7 In-Year Changes to Policy Framework

The responsibility for agreeing the Budget and Policy Framework lies with the Council and decisions by the Cabinet, a Committee of the Cabinet, or Officers or joint arrangements discharging Cabinet functions must be in line with it. No changes to any policy or strategy which make up the Policy Framework may be made by those bodies or individuals except those changes:

- 15.7.1 which will result in the closure or discontinuance of a service or part of service to meet a budgetary constraint;
- 15.7.2 necessary to ensure compliance with the law, ministerial direction or government guidance;
- 15.7.3 in relation to the Policy Framework in respect of a policy which would normally be agreed annually by the Council following consultation, but where the existing policy document is silent on the matter under consideration;
- 15.7.4 which relate to policy in relation to schools, where the majority of school governing bodies agree with the proposed change; or
- 15.7.5 for which provision is made within the relevant budget or policy.

15.8 Call-In of Decisions Outside the Budget or Policy Framework

- 15.8.1 Where the relevant Overview and Scrutiny Committee is of the opinion that a Cabinet decision is, or if made would be, contrary to the Policy Framework, or contrary to or not wholly in accordance with the Council's budget, then it shall seek advice from the Monitoring Officer and/or Chief Officer - Resources.
- 15.8.2 In respect of functions which are the responsibility of the Cabinet, the Monitoring Officer's report and/or Chief Officer - Resources report shall be to the Cabinet with a copy to every Member of the Council. Regardless of whether the decision is delegated or not, the Cabinet must meet to decide what action to take in respect of the Monitoring Officer's or Chief Officer - Resources report and to prepare a report to Council in the event that the Monitoring Officer or the Chief Officer - Resources conclude that the decision was a departure, and to the relevant Overview and Scrutiny Committee if the Monitoring Officer or the Chief Officer - Resources conclude that the decision was not a departure.
- 15.8.3 If the decision has yet to be made, or has been made but not yet implemented, and the advice from the and/or the Chief Officer - Resources is that the decision is or would be contrary to the Policy Framework or contrary to or not wholly in accordance with the budget, the relevant Overview and Scrutiny Committee may refer the matter to the Council. In such cases, no further action will be taken in respect of the decision or its implementation until the Council has met and considered the matter. The Council shall meet within 10 working days of the request by the Overview and Scrutiny Committee. At the meeting it will receive a report of the decision or proposals and the advice of the Monitoring Officer and/or the Chief Officer - Resources. The Council may either.

- (a) endorse a decision or proposal of the Cabinet decision taker as falling within the existing Budget and Policy Framework. In this case no further action is required, save that the decision of the Council be minuted and circulated to all Councillors in the normal way; or
- (b) amend the Council's Financial Procedure Rules or policy concerned to encompass the decision or proposal of the body or individual responsible for that Cabinet function and agree to the decision with immediate effect. In this case, no further action is required save that the decision of the Council be minuted and circulated to all Councillors in the normal way; or
- (c) where the Council accepts that the decision or proposal is contrary to the Policy Framework or contrary to or not wholly in accordance with the Budget, and does not amend the existing framework to accommodate it, require the Cabinet to reconsider the matter in accordance with the advice of either the Monitoring Officer or Chief Officer - Resources.

SECTION 16

16. FINANCIAL PROCEDURE RULES

16.1 INTRODUCTION

The purpose of these Financial Regulations is to ensure:

- (a) Public accountability and high standards of financial integrity are exercised by Council in controlling the public funds and assets for which it is responsible. They govern the day to day administration of the Council's finances. They are set down to protect the interests of the Council as a whole and individual Councillors and employees.
- (b) Good sound financial management is a key element of the Council's Corporate Governance framework which helps to ensure that the Council is doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner.
- (c) Good financial management secures value for money, controls spending, ensures due probity of transactions and allows decisions to be informed by accurate accounting information.
- (d) Financial procedures should not be seen in isolation, but rather as part of the overall regulatory framework of the Council as set out in this Constitution.

Financial procedures apply to every Member and Officer of the Council and anyone acting on its behalf. Members and Officers have a general responsibility for taking reasonable action to provide for the security and use of resources and assets under their control, and for ensuring that the use of resources and assets is legal, is consistent with council policies and priorities, is properly authorised, and provides value for money.

Where an employee is identified in the Regulations by job title, the post holder may delegate functions to employees under their control, but they retain responsibility to the Council for the actions of those individuals.

Failure to comply with these Regulations, or the instructions issued under them or any arrangements made for the purposes of them, will constitute misconduct.

In the event of dispute as to the meaning of any of the provisions of these Financial Regulations, the matter shall be determined by the S151 Officer, whose decision shall be final.

16.2 DEFINITIONS

“Chief Officer” means the appropriate Director

“Committee” means the Council or the appropriate Committee of the Council (including the Cabinet) discharging the function

16.3 FINANCIAL MANAGEMENT - GENERAL RESPONSIBILITIES

- (a) The Full Council is responsible for approving the Budget. The budget setting process includes the approval of Prudential Indicators as requested by the CIPFA Prudential Code for Capital Finance in Local Authorities. The role of the Council is set out in this Constitution.
- (b) The role of the Cabinet is responsible for proposing the Budget to Full Council.
- (c) The Chief Officer - Resources shall for the purpose of Section 151 of the Local Government Act 1972 be responsible under the general direction of the Council for the proper administration of the Council's financial affairs,

and is the professional adviser on financial matters. The Chief Officer – Resources’ responsibilities include:

- (i) the proper administration of the Council’s financial affairs;
 - (ii) advising on the corporate financial position and on key financial controls necessary to secure sound financial management;
 - (iii) providing financial information and advice to the Corporate Leadership Team, the Cabinet and the Council on all aspects of its activity including the presentation of appropriate financial options as necessary;
 - (iv) providing training for Members and Officers on Financial Procedures and Financial Management Standards;
 - (v) preparing and monitoring the revenue budget, capital programme and the Medium Term Financial Plan;
 - (vi) ensuring an effective Internal Audit Function and Treasury Management Function;
 - (vii) ensuring that the level of reserves is adequate to meet known financial risks facing the Council over the medium term;
 - (viii) ensuring that financial information is available to enable accurate and timely monitoring and reporting.
- (d) The Financial Regulations shall apply to schools only to the extent that the provisions are consistent with the statutory provisions and the arrangements made in relation to schools. Separate financial procedures have been incorporated into the Council’s Scheme for Financing of Schools and relate to those matters where decisions have been delegated to school governing bodies.

16.4 CODES OF PRACTICE

The Council will comply with the latest Codes of Practice for Local Authority Accountancy and Financial Administration. Any significant exceptions to this approach due to practical difficulties shall be reported to the Cabinet.

16.5 REVENUE EXPENDITURE ESTIMATES

Budget Setting Process

- (a) The Chief Officer - Resources in collaboration with Chief Officers shall prepare annual revenue and expenditure estimates in accordance with the Council's Medium Term Financial Strategy.
- (b) The Chief Officer - Resources shall summarise in one document the estimates as approved and submit them to a special meeting of the Cabinet Committee. The Cabinet Committee shall consider the effect of the aggregate estimates on the Council's financial resources, and shall submit its recommendations on the following matters to Council:-
 - (i) Any amendments deemed necessary.
 - (ii) The utilisation or replenishment of fund balances.
 - (iii) The rate of Council Tax to be levied.

Budget Virements

During the year, Chief Officers may need to transfer budgets from one service area to another to reflect changed service needs and priorities or to address in year overspends/unplanned expenditure or budget pressures.

For budget virements during the financial year:

- (a) Within a Portfolio – each Chief Officer should make the appropriate arrangements for values up to £250,000 between any one budget head to another for which they are responsible. These virements should be approved in writing by the relevant Portfolio Accountant. Budget

virements exceeding £250,000 will require the approval of the Cabinet.

- (b) Between Portfolios – Virements below £250,000 will require consultation with and agreement from the relevant Cabinet Members. Budget virements exceeding £250,000 will require the approval of the Cabinet.
- (c) Budget virements to cover planned expenditure on approved transfers of staff or services between Portfolios will not require further approval.
- (d) Council approval is required for any budget transfer, of whatever amount, where the proposed transfer will result in a change of policy, the introduction of a new service or the termination of an existing service.

Budget Monitoring Framework

The Chief Officer - Resources is responsible for:

- (a) Providing an agreed programme of budget monitoring reports to the Cabinet and Scrutiny Committees on a quarterly basis throughout the financial year. These reports will contain, where appropriate:
 - (i) the financial statement of the Portfolio;
 - (ii) details of any budget virements auctioned during the period;
 - (iii) action plans to address budget pressures/overspends;
 - (iv) an analysis of any major movements in expenditure between reporting periods.
- (b) Provide appropriate financial information to Chief Officers/budget holders to enable budgets to be monitored effectively.

- (c) In the event of a Portfolio budget being underspent at the end of the financial year, it will be at the discretion of the Chief Officer - Resources on the utilisation of any such underspend.

It is the responsibility of Chief Officers to:

- (a) Control income and expenditure within their service areas.
- (b) Take any corrective action necessary to avoid exceeding their budget allocation and alert the Chief Officer - Resources to any problems.

Where any sanction of a Government Department is required for expenditure, such expenditure shall not be incurred before such sanction has been obtained.

Use of Council Reserves

The Chief Officer - Resources is responsible for advising the Council/Cabinet on the levels of reserves for the Council. The advice will be based on a quarterly assessment. The aim will be to minimise the draw from the Council Fund Reserve.

The Council will set aside appropriate sums in reserves and provisions to fund expected and unexpected liabilities and to fund transformational projects and schemes.

16.6 CAPITAL EXPENDITURE ESTIMATES

- (a) All proposed schemes for capital works shall be the subject of detailed consideration prior to their inclusion in the Medium Term Financial Strategy.
- (b) The Chief Executive , Chief Officers and the Chief Officer - Resources shall prepare lists of proposed capital works for all services and all other services for at least the next six years. Resource Prioritisation criteria will be applied to

these lists. The lists shall be submitted to the Cabinet Committee and shall include:

- (i) The estimated capital costs of the scheme, in accordance with Paragraph 4(a) above.
 - (ii) The Prioritisation criteria.
 - (iii) The nature of the works to be undertaken.
 - (iv) The time scales for expenditure and completion of the scheme.
 - (v) revenue budget implications throughout the life of the capital programme.
- (c) Following consideration by Cabinet of the list of proposed capital schemes, the Capital Programme will require formal approval by Council.
- (d) Requests for capital funding for schemes not within the approved six year capital programme will only be considered if:-
- (i) amounts allocated to approved projects vary in order that funding can be released to another project;
 - (ii) the level of forecast capital receipts exceeds the anticipated target;
 - (iii) prudential borrowing opportunities arise through the realisation of additional revenue savings;
 - (iv) slippage funding becomes available for reallocation.
- (e) Slippage – Annually Chief Officers will be required to formally request that any unspent capital amounts allocated within the approved capital programme be slipped from one financial year to the next. All slippage requests need to include a detailed explanation to justify the amounts being slipped forward. These will then be considered by Corporate Leadership Team who will determine those schemes eligible to be slipped forward. It should not be assumed that all requests will be agreed.

- (f) Where it is necessary to arrange the virement of Capital Expenditure from one head to another within the approved Capital Programme, each Chief Officer should make the appropriate arrangements for values up to £250,000. Virements above £250,000 within a Portfolio require the approval of the Cabinet.
- (g) Any subsequent alterations to a scheme approved under (b) which alter the approved costs can only be incorporated after the Cabinet Committee's further approval is obtained.
- (h) If the lowest tender is different from the approved cost by more than £50,000 the Chief Officer shall inform the Cabinet Committee as required in (d).
- (i) Where any sanction of a Government Department is required for expenditure, such expenditure shall not be incurred before such sanction has been obtained.
- (j) Where a Government Department or other agency has made 100% funding available for a capital scheme, at short notice and late in the financial year, such that it would not be possible to meet the above requirements in time to enable the project to be completed by the year end, the Chief Officer shall prepare a formal report for the next Cabinet Committee. The Chief Officer must agree this report with the Chief Executive , the Chief Officer - Resources and the relevant Cabinet Member, but will then be permitted to progress procedures under the Contract Procedure Rules before the Cabinet Committee has met.
- (k) Where contracts provide for payment to be made by instalments, the Chief Officer - Resources shall arrange for the keeping of a contracts register, to show the state of account on each contract between the Council and the contractor, together with any other payments and the related professional fees.
- (l) Payments to contractors shall be made only on a certificate issued by the appropriate Chief Officer.

- (m) The final payment for any contract shall not be authorised until the appropriate Officer has produced to the Chief Officer - Resources or his/her nominated Officer, a detailed final account and all relevant documents.
- (n) The Chief Officer - Resources will provide an agreed programme of budget monitoring reports to the Cabinet and Scrutiny Committees throughout the year. These reports will include a commentary on all significant over or underspending projects, provided by the budget holder with the assistance of the Accountancy Division. This commentary will explain the reasons behind, and the context of the significant variances.

16.7 PAYMENT OF ACCOUNTS

- (a) Each Chief Officer shall provide a list to the Chief Officer - Resources or Officers authorised to certify accounts. All such authorised signatories are required to have read and understood their obligations under Financial Regulations and the Contract Procedure Rules (s.17).
- (b) All invoices or vouchers for payment must have a certification grid completed as required by the Chief Officer - Resources including confirmation that accounts have not been paid before.
- (c) The Chief Officer - Resources shall pay all account which he is satisfied are proper.

16.8 PETTY CASH IMPREST ACCOUNTS

Petty

The Chief Officer - Resources shall control arrangements for Cash Imprest Accounts.

16.9 INCOME

- (a) The collection of all monies shall be under the general control of the Chief Officer - Resources and each Chief Officer must comply with his/her requirements.
- (b) Collecting Officers shall immediately issue an official receipt for all monies received.
- (c) All monies must be promptly banked.
- (d) No payments may be made out of income received and no personal cheques may be cashed out of Council money.
- (e) Each Chief Officer shall promptly furnish the Chief Officer - Resources with all details that are required by him to record all sums due and to enable the efficient rendering of accounts.

16.10 BANKING ARRANGEMENTS

- (a) The Chief Officer - Resources shall make all arrangements with the Council's bank including the operation of such banking accounts as he considers necessary. No banking accounts shall be opened without the express authorisation of the Chief Officer - Resources.
- (b) The Chief Officer - Resources shall nominate sufficient Officers of his/her Department as bank signatories and shall report these names to the Cabinet Committee.
- (c) All cheques, including Giro forms, but excluding cheques drawn on authorised imprest accounts, shall be ordered only on the authority of the Chief Officer - Resources, who shall make proper arrangements for their safe custody.

16.11 TREASURY MANAGEMENT

- (a) This Council adopts the recommendations of CIPFA's Treasury Management in the Public Services: Code of Practice (the Code) 2001 as described in S.4 of that Code.
- (b) Accordingly, this Council will create and maintain, as the cornerstones for effective treasury management:-
- A treasury management policy statement (TMPS), stating the policies and objectives of its treasury management activities; and
 - Suitable treasury management practices (TMP), setting out the manner in which the organisation will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.
 - A Leasing Policy applicable to all Departments of the Council. In addition a specific Leasing Policy for Schools.
- (c) The Council will receive reports on its treasury management policies, practices and activities including as a minimum, an annual strategy and plan in advance of the year and an annual report after its close, in the form prescribed in its TMPS.
- (d) The Council delegates responsibility for the implementation and monitoring of its treasury management policies and practices to the Cabinet and for the execution and administration of treasury management decisions to the Chief Officer - Resources who will act in accordance with the Council's policy statement and TMPs and CIPFA's Standard of Professional Practice on Treasury Management.
- (e) The Council will set annual Prudential Indicators in accordance with the approved Code of Practice. The Council will delegate responsibility for monitoring these indicators to the Chief Officer - Resources, who will report to the Council on an exceptions basis as and when necessary.

16.12 SALARIES AND WAGES

- (a) The Chief Officer - Resources shall oversee the arrangements for paying employees and former employees and shall issue or approve the form of time sheets and all other payroll documents. All time sheets, electronic forms and other payment requests shall be certified by the appropriate authorised Officer. The operational management of the payroll function is managed by the Chief Officer Commercial.
- (b) Each Chief Officer shall immediately notify the Chief Officer - Resources of all matters affecting payments to employees.
- (c) Each Chief Officer shall maintain holiday and absence records, and where applicable shall ensure that staff comply in full with the provisions of the Flexitime scheme.
- (d) All payments to employees shall comply with the approved Conditions of Service for such employees.
- (e) All Payroll and Creditors' payments must comply with Inland Revenue regulations and other taxes and guidance regarding employment status and deductions of PAYE.

16.13 STORES

- (a) Each Chief Officer is responsible for the care and custody of stores and stockholding in his/her Department.
- (b) The Chief Officer and the Chief Officer - Resources shall agree the arrangements for the control and recording of stores transactions.
- (c) The Chief Officer shall certify the accuracy of stores records as at 31st March each year in a form required by the Chief Officer - Resources. All changes to arrangements shall be agreed by the Chief Officer - Resources or their representative.

- (d) The Chief Officer - Resources shall be notified of significant deficiencies or adjustments as soon as they become apparent which shall be certified by the Chief Officer and promptly reported to the Cabinet Committee.

16.14 INVENTORIES

A Chief Officer shall keep up to date inventories of all plant and equipment with an individual value of £200.00 or more by a system authorised by the Chief Officer - Resources. The Corporate Director of Regeneration and Community Services shall maintain a Council terrier of the Council's land ownerships and shall be responsible for the safe custody of title deeds and documents. Where purchases are made utilising grant arrangements in accordance with the Policies of the Council for the disposal of any Council property surplus to requirement.

16.15 DISPOSALS

Each Chief Officer shall make proper arrangements in accordance with the policies of the Council for the disposal of all property surplus to requirement.

16.16 INSURANCES

The Chief Officer - Resources shall be responsible for effecting all the Council's insurance and recoveries thereunder. Each Chief Officer shall be responsible for notifying him about all changes in risks. Each Chief Officer shall immediately notify him in writing of all incidents giving rise to potential claims and shall complete the requisite Claim Form.

16.17 INTERNAL AUDIT

The Chief Officer - Resources shall exercise an internal audit function over all financial transactions of the Council. The

responsibility of Internal Audit shall be to review, appraise and report on:-

- (a) The soundness, adequacy and application of internal controls;
- (b) The extent to which the Council's assets and interest are accounted for and safeguarded from losses of all kinds arising from:-
 - (i) Fraud and other offences,
 - (ii) Waste, extravagance and inefficient administration, poor value for money or other cause
- (c) The suitability and reliability of financial and other management data developed by the Council.

For the purpose of internal audit the Chief Officer - Resources and his/her nominated staff shall have authority to visit any establishment of the Council without prior notification to examine all accounts and supporting documents relating in any way to the finances of the Council and to require the production of any document, cash, stores and other property, and shall be entitled to require such examinations as he deems necessary in order to satisfy himself of the propriety of any matter under consideration.

16.18 FINANCIAL STATIONERY

All official receipts or other financial stationery shall be controlled under arrangements made by the Chief Officer - Resources.

16.19 IRREGULARITIES

In any case where financial irregularity is suspected the Chief Officer shall immediately inform the Head of Legal & Corporate Compliance and Chief Officer - Resources, who shall arrange

any further investigations thought necessary. If satisfied that irregularities exist they shall take appropriate action.

16.20 EXCEPTIONS

Exceptions to these Financial Regulations are permitted:-

- (a) By the Cabinet after considering a report from the Chief Officer (who must first liaise with the Chief Officer - Resources).
- (b) In an emergency which must first be certified as an emergency by any two of the Chief Executive or Head of Legal & Corporate Compliance or Chief Officer - Resources and a joint written report must be presented by the Chief Officer to the next available meeting of the Cabinet on the nature of the emergency and the expenditure involved.

16.21 RECORDS

The Chief Officer - Resources shall be responsible to the Cabinet for the whole of the accounting records of the council and Chief Officers shall confer with the Chief Officer - Resources before introducing any books, forms, computer systems or procedures relating to cash, stores or other accounts of the Council. It shall be the duty of the Chief Officer - Resources to see that uniform systems are, as far as practicable, adopted throughout the Departments of the Council.

16.22 ORDER FOR WORK, GOOD AND SERVICES

- (a) Official orders shall be in a form approved by the Chief Officer - Resources, and are to be signed only by Officers authorised by the appropriate Chief Officer who shall be responsible for official orders issued from his/her Department.

- (b) Official orders shall be issued for all work, goods or services to be supplied to the Council except for supplies of public utility services, for periodical payments of rent or rates, for petty cash purchases or such other exceptions as the Chief Officer - Resources may approve.

16.23 PROTECTION OF PRIVATE PROPERTY

- (a) All Chief Officers affected shall notify the Chief Officer - Resources in such form as he may require, of any case known to him where steps are necessary to prevent or mitigate loss or damage of moveable property of a third party into the possession of the Council or of that Officer, and shall forward to the Chief Officer - Resources an itemised inventory in each case, prepared in the presence of two Officers.
- (b) All valuables such as jewellery, watches and other small articles of a similar nature and documents of title belonging to a third party shall be deposited in accordance with arrangements agreed with the Chief Officer - Resources for safe custody.

16.24 SECURITY

- (a) Each Chief Officer is responsible for maintaining reasonable security at all times for all data, buildings, stocks, stores, furniture, equipment, cash etc. under the Officer's control.
- (b) Maximum limits for cash holdings shall be agreed with the Chief Officer - Resources.
- (c) Each Chief Officer will be responsible for making reasonable secure arrangements in regard to the custody and availability of keys to safes and similar receptacles in their Department.

16.25 MONEY LAUNDERING POLICY

Money Laundering is the term used for a number of offences involving the proceeds of crime or terrorism funds. The Authority has an 'Anti Money Laundering Policy' setting out procedures to be followed to prevent the use of its services for Money Laundering.

The policy applies to all employees of the Council and sets out the procedures which must be followed to enable the Council to comply with its legal obligations.

The Officer nominated to receive disclosures about Money Laundering activity is the Chief Officer - Resources.

16.26 INFORMATION SECURITY

Information is an important business asset to Blaenau Gwent County Borough Council, it is essential to the organisation's business need. Information security is achieved by implementing a suitable set of controls including policies, processes and procedures, organisational structures, software and hardware functions.

All staff are required to confirm their acceptance and adherence to the Information Security Policy and its supporting operational policies. These policies help to minimise the risks from whatever source, to the security of ICT facilities and introduce appropriate levels of controls to offer adequate protections. The policies apply to all BGCBC Members, employees and third-parties engaged in work for BGCBC.

SECTION 17

17. CONTRACT PROCEDURE RULES

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Table 1: Procurement Thresholds and Procedures for Sourcing Goods, Services & Works

NB: All external procurement related expenditure must be included within Departmental Procurement Plans and have SPB approval prior to being progressed					
Value	Buying £0 - £5,000 (Goods, Services & Works)	Low Value Procurement £5,001 - £25,000 (Goods Services & Works)	Intermediate Value Procurement £25,001 - £75,000 (Goods, Services & Works)	High Value Procurement £75,001 – EU Thresholds* (Goods, Services & Works)	Strategic Procurement Above EU Thresholds* (Goods, Services & Works)
CPR Section	CPR 27.1.1 & Appendix A	CPR 27.1.2 & Appendix B	CPR 27.1.3 & Appendix C	CPR 27.1.4 & Appendix D	CPR 27.1.5 & Appendix E
Method	Request for Quotations (RFQ)	Request for Quotations (RFQ)	Request for Quotations (RFQ)	Invitation to Tender (ITT)	Invitation to Tender (ITT)
Pre tender: Procurement Options Report (Gateway 1 Report)	No	No	Yes (SCCB)	Yes (SCCB)	Yes (SCCB)
Selection Method & Number for Goods, Services and Works	Obtain at least 2 verbal or written quotations to demonstrate that value for money is being achieved	Invite at least 3 bidders Consider using Council's Electronic Tendering System Prepare specification and award criteria	Invite at least 4 bidders using Council's Electronic Tendering System Prepare a specification and award criteria Consider Advertising on Sell2wales	Invite tenders using the Councils Electronic Tendering System Prepare a specification and award criteria Consider advertising on sell2wales	Invite tenders in accordance with the Public Contract Regulations Prepare a specification and award criteria
Opened/Received by	Nominated Officer	Nominated Officers x 2	Nominated Officers x 2 or Corporate Procurement Officer	Nominated Officer(s) & Corporate Procurement Officer	Nominated Officer(s) & Corporate Procurement Officer
Records to be completed by	Service Area RFQ details kept on file (T1), authorised by Chief Officer and retained for future reference	Service Area RFQ details recorded on file (T1), authorised by Chief Officer and retained for future reference; Authorised copy forwarded to CPU for inclusion on Contracts Register	Service Area RFQ Award Report; Authorised copy forwarded to CPU for inclusion on Contracts Register Award & rejection letters	Service Area Tender Award Report; Authorised copy forwarded to CPU for inclusion on Contracts Register Award & rejection letters	Service Area Tender Award Report, award & reject letters
Award Approvals: Tender Acceptance Report (Gateway Report 2)	(T1 retained in service area)	(T1 retained in service area and copied to CPU)	Yes (DMT) and copied to CPU	Yes (SCCB) however Contracts in excess of £2m should be referred to CLT**	Yes (SCCB) however Contracts in excess of £2m should be referred to CLT**
Awarded by	Authorised Officer	Authorised Officer	Chief Officer	Chief Officer in conjunction with Corporate Procurement	Corporate Procurement incorporating 10 day standstill
Method of Awarding	Purchase Order	Letter of Award / Contract/Purchase Order	Letter of Award / Contract / Purchase Order	Letter of Award / Legal Contract / Purchase Order	Letter of Award / Legal Contract / Purchase Order

****EU procurement thresholds for the public sector 1 January 2020 - 31 December 2021: Works & Concessions £4,733,252; Goods & Services £189,330; Light Touch Regime £663,540* **Contracts valued in excess of £2,000,000 should be referred to Corporate Leadership Team for consideration with the relevant Cabinet Member and Leadership and where appropriate reported to the Cabinet Committee for approval*****

Table 2: Waivers, Variations & Progress

All external procurement related expenditure must be included within Departmental Procurement Plans and have SCCB approval prior to being progressed				
Waivers				
Waivers are reserved for exceptional circumstances and will only be considered where good and sufficient reason has been demonstrated.				
A Waiver will not be granted simply on the grounds of convenience or because of inadequate forward planning				
	Low Value Procurement £1 - £25,000 (Goods Services & Works)	Intermediate Value Procurement £25,001 - £75,000 (Goods, Services & Works)	High Value Procurement £75,001 – EU Thresholds* (Goods, Services & Works)	Strategic EU Procurement Above EU Thresholds* (Goods, Services & Works)
Waivers (CPR 10.4)**	Chief Officer	Chief Officer/SCCB	Corporate Leadership Team (CLT). However for contracts in excess of £2m, CLT will consult with the relevant Cabinet Member and Leadership	N/a
Emergency Waivers (CPR 10.5)***	Chief Officer	Any two of the following: Chief Executive, Head of Legal & Corporate Compliance, Chief Finance Officer (S151) and reported to the next CLT	Any two of the following: Chief Executive, Head of Legal & Corporate Compliance, Chief Finance Officer (S151) and reported to the next CLT and Cabinet Committee. Where the value is in excess of £2,000,000, approval is subject to consultation with the relevant Cabinet Member and Leadership and a report must be presented by the Chief Officer to the next available meeting of CLT and/or Cabinet Committee as applicable.	
Variations & Progress				
Variations (CPR 51)	Cumulative values not exceeding the lower of £10,000 or 10% of the original contract sum and still within approved budget (CPR 53.1)	Cumulative values exceeding the lower of £10,000 or 10% of the original contract sum and still within approved budget (CPR 53.2)	Cumulative value exceeding the approved budget (CPR 53.3)	Variation being applied for by Corporate Procurement (CPR 53.7)
Approver(s)	Chief Officer	Chief Officer (SCCB Information Report)	SCCB	SCCB / Internal Audit
Progress Reporting (CPR 51.4)	Contracts over £500,000 with a +/- 5% slippage		Contracts over £500,000 with > 50 day over-runs	
Approver(s)	SCCB / Cabinet Committee / Corporate Overview Scrutiny Committee		SCCB / Cabinet Committee / Corporate Overview Scrutiny Committee	

EU procurement thresholds for the public sector 1 January 2020 - 31 December 2021: Works & Concessions £4,733,252; Goods & Services £189,330; Light Touch Regime £663,540

**CPR 10.4 - Waivers for Contracts valued in excess of £2,000,000 should be referred to Corporate Leadership Team for consideration with the relevant Cabinet Member and Leadership and where appropriate reported to the Cabinet Committee for approval

***CPR 10.5 Emergency Waivers for Contracts valued in excess of £2,000,000 should be referred to Corporate Leadership Team for consideration with the relevant Cabinet Member and Leadership

SECTION 1 – GENERAL CONSIDERATIONS

1 Introduction

- 1.1 These Contract Procedure Rules (CPRs) are made under Sections 135 of the Local Government Act 1972.
- 1.2 Contract Procedure Rules (CPRs) provide a corporate framework for the procurement of all goods, services and works for the Council. The Rules are designed to safeguard the interests of the Council and its employees and to ensure that all procurement activity is conducted with openness, probity and accountability and in accordance with the Council's Constitution, Public Contract Regulations and English Law.
- 1.3 Procurement is the process by which the Council manages the acquisition of all its goods, services and works. It includes the identification of need, consideration of options, the actual procurement process and the subsequent management and review of awarded contracts.
- 1.4 The Council's procurement activities are governed by detailed European and UK legislation. The law requires all Council procurement and contracting to be conducted transparently, fairly and in a non-discriminatory and disproportionate manner. In the event of statutory or other legal requirement exceeding the requirements contained within these CPRs, then statute shall take precedence over any provision within these CPRs.
- 1.5 All references to competitive tenders and quotations within these CPRs shall apply (with such changes as are appropriate) equally to circumstances where the contract involves the receipt of income by the Council or the disposal of any asset or undertaking by the Council, as they do to purchases to be made by the Council, unless specifically stated otherwise.
- 1.6 All Procurement & Commissioning activities must be incorporated into Annual Departmental Procurement Plans (DPP's) and approved by the Strategic Commissioning and Commercial Board (SCCB) in advance of inviting tenders or requesting quotations (CPR11);
- 1.7 All Procurement and Commissioning activities over £25,001 require the engagement of Corporate Procurement;
- 1.8 Tables 1 and 2 at the beginning of this document set out in summary the key requirements that must be adhered to. However, you are strongly advised to refer to the rest of this document for further guidance and to seek the advice and

support of Corporate Procurement and where legal issues arise, the advice of Legal Services as required.

2 Basic Principles

2.1 Every contract entered into by the Council (including Schools), shall be entered into pursuant to or in connection with the Council's functions and shall comply with:

- (a) All relevant statutory provisions;
- (b) The relevant European Procurement Directives (the EU Treaty, the general principles of community law and the European Union's Public Contracts Directive (2014/24/EU) implemented by the Public Contracts Regulations 2015 or such other amendment, variation or replacement Regulations in force from time to time ("Regulations");
- (c) The Council's Constitution including these CPRs, the Council's Financial Regulations and Scheme of Delegation.

2.2 All procurement procedures must:

- i. realise value for money by achieving the optimum combination of whole life costs, and quality of outcome;
- ii. be consistent with the highest standards of integrity;
- iii. operate in a transparent manner;
- iv. ensure fairness in allocating public contracts;
- v. comply with all legal requirements including European Union (EU) treaty principles;
- vi. support all relevant Council priorities and policies, including the Medium Term Financial Strategy;

3 Relevant Contracts

3.1 All Relevant Contracts must comply with these CPRs. A Relevant Contract is any arrangement made by, or on behalf of, the Council for the carrying out of works or the provision of supplies or services. These include arrangements for:

- (a) the supply or disposal of goods;
- (b) the hire, rental or lease of goods or equipment;
- (c) the delivery of services, including (but not limited to) those related to:
 - The recruitment of agency staff;
 - Commissioning of social care services;
 - Financial and consultancy services;
- (d) the execution of works
- (e) contracting activities of any partnership for which the Council is the accountable body unless the Council expressly agrees otherwise.

4 **Exempt Contracts**

4.1 The following contracts are exempt from the requirements of these CPRs:

- (a) employment contracts (this exemption does not extend to the recruitment of agency staff or external secondment arrangements);
- (b) contracts relating solely to disposal or acquisition of an interest in land and property, for which there is a separate Council protocol;
- (c) contracts for the execution of mandatory works by statutory undertakers;
- (d) advice or instruction of Counsel made by the Head of Legal and Corporate Compliance;
- (e) transactions made in relation to investments and borrowings made by the Chief Finance Officer;
- (f) award of contract for '**emergency**' individual placements and associated support services, which may include but not be limited to; care support, development or advice to individual clients (children or adults), in order to provide for their well-being and safety as made by the Corporate Directors for Education and Lifelong Learning and Social Services in accordance with the Regulations;

NB non-emergency placements are no longer exempt of the Regulations and should be let in accordance with these CPRs and EU 'Light Touch Regime' (CPR27.1.6);

- (g) contracts which have been procured on the Council's behalf:

- (i) through collaboration with other local authorities or other public bodies, where a competitive process which complies with the CPRs of the leading organisation has been carried out;
 - (ii) by a National or Regional contracting authority where the process followed is in line with the Public Contracts Regulations; or
 - (iii) under the terms of a Strategic Partnership arrangement approved by the Cabinet Committee;
- (h) the payment of grants to third parties;

5 Categories

5.1 These CPRs relate to five categories of procurement based on the estimated value of contracts:

- (i) Up to £5,000 (Buying)
- (ii) £5,001 to £25,000 (Low Value Procurement)
- (iii) £25,001 to £75,000 (Intermediate Value Procurement)
- (iv) £75,001 to European Union (EU) Procurement Thresholds (High Value)
- (v) Above EU Thresholds (Strategic Procurement)
 - £189,330 for the purchase of goods and services, and
 - £4,733,252 for works

(Current values are set 1st January, 2020 – 31st December, 2021)

6 Electronic Procurement and Purchasing

6.1 Aligned to the Council's continued modernisation agenda, the Chief Finance Officer via Corporate Procurement has implemented a number of electronic procurement systems that should be utilised as corporate solutions to support the cost efficient procurement of goods, works and services;

- (a) E-Procurement (sourcing, tendering and contract management)
 - (i) All Requests for Quotations (RFQ's) with an estimated value above £25,001 and all Invitations to Tender (above £75,001) must be administered electronically via the E-Procurement system.

(ii) In addition, consideration should be given to inviting all RFQ's with an estimated value over £5,001 electronically via the E-Procurement system.

(b) E-purchasing (raising purchase orders)

(i) All purchase orders issued for the provision of goods, works and services must be raised electronically via the Council's integrated E-purchasing system (Civica).

6.2 Chief Officers should contact the Corporate Procurement Manager regarding the use of electronic procurement and purchasing solutions.

6.3 In exceptional cases, where specific circumstances mean that a procurement process cannot be carried out electronically, permission to conduct a procurement process by alternative means must be obtained from the Chief Finance Officer.

7 Declaration of Interests

7.1 No Elected Member, Officer or agent of the Council shall improperly use their position to obtain any personal or private benefit from any contract entered into by the Council.

7.2 Elected Members and Employees of the Council shall comply with the requirements of Section 117 of the Local Government Act 1972 and the Elected Members and Officers Codes of Conduct as set out in the Constitution in respect of the declaration of interests in contracts with the Council.

7.3 Such interests must be declared to the relevant persons in accordance with the Council's Code of Conduct for Elected Members and Officers, contained within the Constitution, detailing how the conflict has been addressed.

8 Prevention of Corruption – Bribery Act

8.1 Bribery is a criminal offence. The Council complies with the Bribery Act 2010. The Council does not and will not, pay bribes or offer improper inducements to anyone for any purpose, nor does it or will it accept any bribes or improper inducements.

8.2 Any alleged acts of bribery must be immediately reported to the Chief Finance Officer and Head of Legal & Corporate Compliance so that appropriate action can be taken.

9 Roles and Responsibilities

9.1 Strategic Commercial Commissioning Board

9.1.1 The Strategic Commercial Commissioning Board (SCCB), is an Officer Board which provides strategic guidance to the procurement and commissioning community.

9.1.2 The goal of the SCCB is to:

- i) provide oversight and scrutiny of the Council's commercial activities, primarily Commissioning and Procurement;
- ii) review and approve commercial activities at key stages of the commissioning and procurement lifecycle;
- iii) ensure alignment with corporate priorities and objectives;
- iv) ensure adherence to constitutional requirements for all commercial activities;

9.1.3 The SCCB reserves the right to call in any officer of the Council who has failed to comply with these CPRs.

9.2 Corporate Directors & Chief Officers

9.2.1 Each Corporate Director/Chief Officer is accountable for all Procurement activity in their respective directorates. Their duties are to:

- (a) ensure compliance with the Public Procurement Regulations, Financial Regulations and these Contract Procedure Rules;
- (b) ensure the use of compliant best practice Procurement for their directorate's Procurement activity;
- (c) ensure that Procurement carried out for the execution of Works or the provision of Goods and Services are approved and covered by suitable Council terms and conditions of contract so that the responsibilities of each party are clear. If it is deemed necessary to sign up to any arrangement which deviates from the Council's standard terms and conditions advice should be sought from the Head of Legal and Corporate Compliance and the Corporate Procurement Manager.
- (d) ensure contracts are recorded in the Corporate Contracts Register as held and maintained by Corporate Procurement;

- (e) use their best endeavours to ensure that no Contract commences prior to the Terms and Conditions of Contract being signed and, where necessary, sealed;
- (f) ensure that all Contracts are awarded on the basis of the Most Economically Advantageous Tender (MEAT). Social and environmental criteria must be considered as part of the assessment process, to the extent that they relate proportionately to the subject matter of the Contract and are non-discriminatory;
- (g) identify, evaluate, record and appropriately mitigate risk (e.g. provision of performance bond, parent company guarantee and appropriate payment provisions and termination clauses within Contracts);
- (h) ensure that all Invitation to Tender documents clearly describe the Evaluation Criteria, sub criteria and weightings and that the tender evaluation is based strictly on the published criteria and weightings.
- (i) ensure immediate corrective action is taken in the event of a breach of the Contract Procedure Rules;
- (j) ensure that Contracts are not artificially underestimated or disaggregated into two or more separate Contracts where the intent is to avoid the application of the Contract Procedure Rules or Public Procurement Regulations.
- (k) ensure Purchase Orders are raised on the Corporate Financial System prior to procuring Goods, Works and Services, unless an exemption is approved by the Chief Finance Officer;
- (l) ensure that their Directorate supports and facilitates the work of the Strategic Commercial Commissioning Board.

9.3 Authorised Officers

9.3.1 Authorised Officers will comply with these Contract Procedure Rules (CPRs), the Council's Constitution and with all UK and EU legal requirements. Authorised Officers will:

- (a) take all necessary procurement, legal, financial and professional advice, taking into account the requirements of these CPRs;
- (b) keep the records required by Rule 46 of these CPRs in a manner determined by the Chief Finance Officer;

(c) prior to letting a contract on behalf of the Council, check whether:

(i) the Council already has an appropriate contract in place in the Corporate Contracts Register; or

(ii) an appropriate national, regional or other collaborative contract is already in place.

(iii) Where the Council already has an appropriate contract in place, then this must be used unless it can be established that the contract does not fully meet the Council's specific requirements in this particular case, and this is agreed following consultation with Corporate Procurement.

(iv) Where an appropriate national, regional or collaborative contract is available, consideration should be given to using this, provided the contract offers value for money.

(d) ensure that when any employee, either of the Council or of a service provider, may be affected by any transfer arrangement, then any Transfer of Undertaking (Protection of Employment) issues are considered and Legal and Organisational Development (OD) advice from within the Council is obtained prior to proceeding with the procurement exercise.

(e) ensure that any agents, consultants and contractual partners acting on their behalf also comply.

9.4 Failure to comply with any of the provisions of these CPRs the Council's Constitution or UK or EU legal requirements must be brought to the attention of the Chief Executive, Monitoring Officer, Head of Internal Audit, or relevant Corporate Director as appropriate. Depending on the nature of the non-compliance this may result in disciplinary action being taken.

9.5 Any doubt or uncertainty as to how these CPRs are to be interpreted and any inconsistency between these CPRs and any other Council document shall be referred to the Chief Executive, Chief Finance Officer (section 151 Officer) & Head of Legal and Corporate Compliance (Monitoring Officer), whose decision shall be final.

9.6 A full review of these CPR's will be undertaken following any substantive change of EU or UK law. In addition, the Chief Finance Officer in conjunction with the Head of Legal and Corporate Compliance is permitted to undertake an annual refresh of the CPRs as required.

10 Waivers

- 10.1 Circumstances may arise where permission is required to waive one or more of these Contract Procedure Rules. Waivers are reserved for exceptional circumstances and will only be considered where good and sufficient reason has been demonstrated. A Waiver will not be granted simply on the grounds of convenience or because of inadequate forward planning.
- 10.2 The Council can only waive the rules established by the Council – the Council **cannot** waive UK law or EU Procurement Regulations.
- 10.3 Normally the circumstances under which a Waiver can be considered are:
- i) where grant conditions of funding bodies specify appropriate alternative arrangements;
 - ii) for works, supplies or services which are either patented or of such special character that it is not possible to obtain competitive prices;
 - iii) where relevant UK or EU legislation not otherwise referred to in these CPRs prevents the usual procurement process from being followed.
 - iv) involving such urgency that it is not possible to comply to the full extent of the CPRs such as in cases where contracts need to be awarded to take advantage of late funding opportunities or equivalent appropriate circumstances.
- 10.4 Additionally, these Rules may be waived or varied in an emergency situation which must be first certified on the approved form as an emergency, involving such urgency that it is not possible to comply with the CPRs; a written report must be presented by the Authorised Officer on the nature of the emergency and expenditure involved. A copy of the signed emergency certificate should be forwarded to the Chief Finance Officer and the Head of Legal and Corporate Compliance.
- 10.5 Depending upon the estimated value, waivers as defined in Rule 10.3 may be considered following receipt of a written report from the relevant Authorised Officer as follows:
- i) Up to £25,000 may be granted by the relevant Chief Officer;
 - ii) £25,001 - £75,000 may be granted by the relevant Chief Officer in consultation with the Corporate Procurement Manager;
 - iii) £75,001 – Relevant EU Threshold may be granted by Corporate Leadership Team and where the contract value is in excess of £2,000,000, in consultation with the relevant Cabinet Member and Leadership;

10.6 Waivers as defined with Rules 10.4 may be approved/certified following receipt of a written report from the relevant Authorised Officer as follows:

- i) Up to £25,000; may be approved/certified by the relevant Chief Officer;
- ii) £25,001 – £75,000; may be approved/certified by any two (2) of the Chief Executive, Head of Legal & Corporate Compliance or Chief Finance Officer (Section 151 Officer) and a report must be presented by the Chief Officer to the next available meeting of Corporate Leadership Team
- iii) £75,001 – Relevant EU Threshold*; may be approved/certified by any two (2) of the Chief Executive, Head of Legal & Corporate Compliance or Chief Finance Officer (Section 151 Officer) and a report must be presented by the Chief Officer to the next available meeting of Corporate Leadership Team.

Where the value is in excess of £2,000,000, approval is subject to consultation with the relevant Cabinet Member and Leadership; and a report must be presented by the Chief Officer to the next available meeting of Corporate Leadership Team and/or Cabinet Committee as applicable.

10.7 Wherever a waiver is granted in accordance with CPR10, a copy of the approved Emergency Certificate and Waiver Report must be forwarded to Corporate Procurement for inclusion on the Corporate Contracts Register.

SECTION 2 – PROCUREMENT PLANNING

11 Pre-Procurement Considerations – Annual Departmental Procurement Plans

- 11.1 By the end of March each calendar year, Corporate Directors shall submit to the Strategic Commercial Commissioning Board (SCCB), a completed Annual Departmental Procurement Plan (DPP), detailing all planned procurement and commissioning activities over £5,000 for the forthcoming financial year.
- 11.2 DPPs will be used to by Corporate Procurement to inform the procurement & commissioning forward work programme, to identify collaborative opportunities, to allocate appropriate resources and to ensure all relevant legislative requirements are observed.

12 Budget Approval

- 12.1 No contract shall be let unless the expenditure involved has been included in approved capital or revenue budgets or has been otherwise approved by or on behalf of the Council.

13 External Body Grant Funding

- 13.1 Where a procurement process is funded, in whole or part, by grant funding which has been awarded to the Council by an external funding body, the Chief Officer must ensure that any rules or conditions imposed by the funding body are adhered to, in relation to the requirements of these CPRs.
- 13.2 Where there is any conflict between these CPRs and the rules or conditions imposed by the funding body, the stricter requirement should be followed.

14 Internal Providers

- 14.1 Before commencing a procurement activity, the Head of Service or Authorised Officer shall ascertain whether an in-house service provider is able to carry out the works or service.
- 14.2 Where the in-house provider is able to and has the capacity to undertake the requirements, then the instruction should automatically be allocated subject to approval of the relevant Head of Service and in accordance with any funding terms and conditions and such decisions shall be recorded in writing. If in such a case the relevant Head of Service does not wish to use the in-house provider, then they must seek approval from the Council's Corporate Leadership Team prior to the commitment of the procurement.

- 14.3 Where an in-house service is bidding in competition for the provision of goods, works or services, care must be taken to ensure a fair process between the in-house provider service and external bidding organisations.

15 Estimating Contract Values

- 15.1 All Contract Values should be calculated strictly in accordance with the Public Contract Regulations (PCRs).
- 15.2 The estimated value of a contract/procurement exercise shall be the value of the total consideration, net of VAT, which the Council expects to be payable under the contract.
- 15.3 In determining the value of the contract, the Council shall, where relevant, take account of:
- (a) Any form of option.
 - (b) The term/period of the proposed contract.
 - (c) Any rights to renew the contract/extend the contract period.
- 15.4 In determining the value of any contract where the actual term of the contract is not specified or uncertain, then the value shall be taken as equating to the value of the annual consideration multiplied by four (4) (i.e. the estimated value over a four (4) year period). Guidance should be sought from Corporate Procurement where assistance is required in estimating contract values.
- 15.5 The Council shall make the best use of its purchasing power by aggregating purchases wherever possible. In particular contracts for supplies, services or works shall not be split (disaggregated), in an attempt to avoid the applicability of these CPRs or the Regulations.

16 Approved Supplier Lists

- 16.1 In circumstances where no other suitable contract arrangement exists, Chief Officers may maintain and operate Select Lists of Contractors or Providers who have met the Council's criteria for invitations to tender. These lists being categorised according to the type of works or services (and contract values) for which each contractor/provider is approved.
- 16.2 Approved lists should only be used following consultation with the Corporate Procurement Manager.
- 16.3 Approved lists must **not** be used where they are prohibited under the Public Contracts Regulations.

17 Framework Agreements and Dynamic Purchasing Systems (DPS)

- 17.1 Framework Agreements are agreements between the Council and one, or three or more providers for the provision of goods, works or services on agreed terms for a specific period, for estimated quantities against which orders may be placed if and when required during the contracted period.
- 17.2 A DPS is a fully electronic compliant 'Approved List', which in effect operates as an open framework, whereby Economic Operators can apply for and providing they meet the specified suitability criteria, be admitted to the established DPS at any point during its term.
- 17.3 Before committing the Council to any Framework Agreement or DPS, the Chief Officer must seek written approval from the Corporate Procurement Manager.

18 Collaborative Arrangements

- 18.1 When a requirement can be fulfilled through an existing arrangement, put in place by another Organisation and the requirements of the European Procurement Rules have been complied with by that Organisation, the arrangement will be deemed to be in compliance with these CPRs. This includes purchasing through arrangements that have been entered into for example but not limited to Welsh Government, National Procurement Service Wales (NPS), and the UK Government's Procurement Service, Crown Commercial Services (CCS).
- 18.2 Before committing the Council to an arrangement as set out in 18.1, the Chief Officer must seek written approval from the Corporate Procurement Manager.

19 Preliminary Market Consultations

- 19.1 The Council may consult potential suppliers, prior to the issuing of the Invitation to Tender or Request for Quotation, in general terms about the nature, level and standard of the supply, contract packaging and other relevant matters, provided this does not prejudice any potential organisation.
- 19.2 When engaging with potential suppliers, the Council must not seek or accept technical advice on the preparation of an Invitation to Tender or Quotation from anyone who may have a commercial interest in them, and where this may prejudice the equal treatment of all potential bidding organisations or distort competition. Assistance should be sought from the Corporate Procurement Manager where consideration is being given to pre-tender market testing.

20 Community Benefits and Well Being of Future Generations (Wales) Act 2015

- 20.1 The Council is committed to achieving economic, social, cultural and environmental well-being for its residents to ensure a better quality of life for everyone, now and for generations to come.
- 20.2 For all procurements over £25,001 the Authorised Officer **must** consider the economic, social and environmental impact of the project when determining the specification and evaluation criteria to maximise the added value of procurement.
- 20.3 Authorised Officers shall seek guidance from Corporate Procurement and Economic Regeneration colleagues on how best to incorporate economic, social, cultural and environmental well-being benefits into tenders and contracts.

21 Code of Practice – Ethical Employment in Supply Chains

- 21.1 Blaenau Gwent CBC have signed up to the Welsh Government's Code of Practice – Ethical Employment in Supply Chains, and therefore all tenders must consider the principles of the Code when compiling documentation, vetting suppliers and awarding contracts. The overarching principle of the Code is to ensure that workers in public sector supply chains are employed ethically and in compliance with both the letter and spirit of UK, EU, and international laws. The Code covers Modern Slavery and human rights abuses, Blacklisting, False self-employment, Unfair use of umbrella schemes and zero hours contracts as well as considering paying the living wage. Advice must be sought from Corporate Procurement during tender preparation to ensure processes adhere to the principles of the Code.

22 Division of Contracts into Lots

- 22.1 The Council may, where it considers appropriate decide to award a contract in the form of separate lots and may determine the size and subject matter of such lots in accordance with the Public Contract Regulations. Refer to Corporate Procurement for advice and guidance.
- 22.2 Where the Council is developing above EU/UK procurement solutions and has decided not to subdivide a contract into lots, it has a duty to provide an indication of its reasons within the procurement documentation. Refer to Corporate Procurement for advice and guidance.

23 Purchase of Vehicles and Plant

- 23.1 The Chief Officer holding the Council's Vehicle Operator's Licence, shall be responsible for the purchase or hire of vehicles and plant in accordance with these Contract Procedure Rules.

24 Consultants

- 24.1 The Commissioning/engagement of Consultants to work within the Council or to undertake work on behalf of the Council as part of a wider project will be subject to these CPRs and the Council's Financial Regulations;
- 24.2 Where the Council uses consultants to act on its behalf in relation to any procurement, then the Chief Officer shall ensure that the consultants carry out any procurement in accordance with these CPRs. No consultant shall make any decision on whether to award a Contract or who a Contract should be awarded to;
- 24.3 Where the Council uses consultants to act on its behalf in relation to any procurement the consultant must declare any potential conflict of interest that may arise to the Chief Officer prior to the commencement of the procurement process;
- 24.4 Where the Chief Officer considers that such a conflict of interest is significant the consultant shall not be allowed to participate in the procurement process. The Head of Legal and Corporate Compliance should be consulted in such circumstance.

SECTION 3 – PROCUREMENT DOCUMENT PREPARATION

25 Preparing Documentation

25.1 It is a requirement to produce all documentation associated with the procurement activity prior to making any offer to the market. This should include:

- a) the Specification, which should contain precise details of the requirements, be easily understood by the bidders and have clearly defined, achievable and measurable inputs, outputs or outcomes;

where appropriate for contracts under £25,000 and for all contracts over £25,001:

- b) A draft contract, including any bespoke terms and conditions that may be required over and above the standard terms and conditions of the form of contract used;
- c) Selection and award criteria (including weightings) and the proposed evaluation/scoring methodology.
- d) Where applicable, a Pre-Qualification Questionnaire (PQQ) to enable a fair and transparent means of creating a shortlist of bidders;
- e) Form of Tender

- f) Tender invitation (instructions), clearly stating the requirement to submit bids electronically, the time and date it needs to be submitted by, along with any other relevant instructions and a clear statement that no bids will be considered that have been submitted other than as instructed;

25.2 Standards

Relevant British, EU and International standards which apply to the subject matter of the contract and which are necessary to properly describe the required quality must be included with the contract.

25.3 Nominated Products

All goods and services should be specified by reference to objective, non-product specific descriptions. Equivalent goods and services are nearly always capable of being specified. However, if this is not possible on the grounds of genuine technical reasons and a particular type of product or service or method of production or delivery has to be stated, then the words “or equivalent” should always be added.

25.4 Contract Terms and Conditions

The Council’s harmonised procurement documents or conditions issued by a relevant professional body will be used. Where there is any deviation from these, the documents to be used must be reviewed by the Head of Legal & Corporate Compliance and the Corporate Procurement Manager prior to being issued. Standard contract terms and conditions and procurement templates are available upon request from Corporate Procurement.

26 Evaluation Criteria

26.1 Evaluation Criteria

- (a) In any procurement exercise the successful bid should be the one which either:
 - (i) offers the lowest price; or
 - (ii) offers the most economically advantageous balance between quality and price (MEAT).

In the latter case, the Council will use criteria linked to the subject matter of the contract to determine that an offer is the most economically advantageous, for example: price, quality, technical merit, aesthetic and functional characteristics, environmental characteristics, running costs, cost effectiveness, after-sales service, technical assistance, delivery date, delivery period and period of completion.

- (b) Issues that are important to the Council in terms of meeting its corporate objectives may be used to evaluate bids. The criteria can include, for example sustainability considerations, support for the local economy or the use of sub-contractors. The bidding organisations' approaches to continuous improvement and setting targets for service improvement or future savings could also be included. All criteria must relate to the subject matter of the contract, be in line with the Council's corporate objectives and must be objectively quantifiable and non-discriminatory.
- (c) The procurement documentation should clearly explain the basis of the decision to bidding organisations, making clear how the evaluation criteria specified in the process will be applied, the overall weightings to be attached to each of the high-level criteria, how the high-level criteria are divided into any sub-criteria and the weightings attached to each of those sub-criteria.
- (d) Where a procurement procedure has both selection and award stages, the criteria used at the selection stage should not be used again at the award stage.

SECTION 4 – PROCUREMENT TENDERING PROCESS

27 Competition Requirements/Assets for Disposal

27.1 Competition Requirements

- (a) Where possible, goods, services and works should be obtained via existing approved arrangements including but not limited to:
 - i. In-house services provision
 - ii. Established corporate contracts, framework agreements and/or consortia arrangements
- (b) Where no such approved arrangements exist, the Authorised Officer must establish the total value of the procurement (including whole life costs and incorporating any potential extension periods (CPR15) and invite quotations or tenders in accordance with the following procedures:

27.1.1 Buying (Quotations) – Below £5,000

Authorised Officers should obtain a minimum of two (2) quotations to demonstrate competition and value for money.

A written record of enquiries must be made and retained in a manner approved by the Chief Finance Officer.

- Please refer to Appendix A

27.1.2 Low Value Procurement (Quotations) – Between £5,001 and £25,000

Authorised Officers must invite a minimum of three (3) quotations in order to demonstrate competition and they shall accept the lowest or most economically advantageous quotation.

Consideration should be given to using the Council's E-tendering portal.

A written record of enquiries must be made and retained in a manner approved by the Chief Finance Officer.

- Please refer to Appendix B

27.1.3 Intermediate Value Procurement (Quotations) £25,001 - £75,000

All Procurement and Commissioning activities over £25,001 require the engagement of Corporate Procurement;

Before quotations are invited, a Pre-Tender Procurement Options Report (Gateway 1 Report) must be submitted to the relevant Departmental Management Team (DMT) for approval;

Requests for quotations in excess of £25,001 must be conducted electronically via the Authority's E-tendering system as approved by the Chief Finance Officer.

Hard copy RFQ's may only be considered with the prior approval of the Corporate Procurement Manager.

Authorised Officers should consider advertising the procurement opportunity in accordance with CPR30;

Alternatively, where the opportunity is not subject to open advert, Authorised Officers must invite a minimum of four (4) quotations to demonstrate appropriate competition and they shall accept the lowest or most economically advantageous quotation.

A written record of enquiries must be made and retained in a manner approved by the Chief Finance Officer.

- Please refer to Appendix C

27.1.4 High Value Procurement (Tenders): Between £75,001 and EU Thresholds (£189,330 for goods and services or £4,733,252 for works)

Procurement and Commissioning activities require the engagement of Corporate Procurement;

Before tenders are invited, a Pre-Tender Procurement Options Report (Gateway 1 Report) must be submitted to the Strategic Commercial Commissioning Board (SCCB) for approval.

Invitations to Tender must be conducted electronically via the Authority's E-tendering system as approved by the Chief Finance Officer.

Hard copy Tenders may only be considered with the prior approval of the Corporate Procurement Manager.

Invitations to Tender must be sourced via one of the following methods:

- Selective tendering from an appropriate approved list under (CPR16);
- Sourcing from an existing Framework Agreement (CPR17) or collaborative arrangement (CPR18); or
- Competitive tendering by open advertisement (CPR30);
- Please refer to Appendix D

27.1.5 Strategic Procurement contracts invited in accordance with EU Procurement Directives – for goods and services above £189,330 and for works above £4,733,252

In the case of procurements captured within the European Union Procurement Directives and the Regulations that implement them, the Chief Officer shall consult with the Corporate Procurement Manager to determine the most appropriate procedure for conducting the procurement exercise.

Such Directives and Regulations will take precedence over these CPRs.

Before tenders are invited, a Pre-Tender Procurement Options Report (Gateway 1 Report) must be reported to the Strategic Commercial Commissioning Board (SPB) for approval.

Invitations to Tender must be conducted electronically via the Authority's E-tendering system as approved by the Chief Finance Officer.

- Please refer to Appendix E

27.1.6 Public Contract Regulations – Light Touch Regime

In addition to the established requirements listed with CPR27.1.5, The Public Contract Regulations have introduced a new light-touch regime (LTR), which is applicable to contracts within the social care, health and education sectors. Previously defined as 'Part B' services and exempt from the full Regulations, service requirements defined within Schedule 3 of the PCR's should now be procured in accordance with the LTR and these CPRs (please refer to Appendix F for further details of the effected services).

In the case of procurements that fall within the Light Touch Regime, the Chief Officer shall consult with the Corporate Procurement Manager to determine the most appropriate procedure for conducting the procurement exercise.

- LTR contracts Please refer to Appendix F

28 Reduced number of invitations

28.1 For procurements with a value between £5,001 and £75,000, where an Authorised Officer wishes to invite less than the prescribed numbers of organisations to bid, he /she must seek approval from the relevant Chief Officer in consultation with the Corporate Procurement Manager;

28.2 For procurements with a value between £75,001 and applicable EU Threshold, where an Authorised Officer wishes to invite less than the prescribed numbers of organisations to bid, he /she must seek approval from the Strategic Commercial Commissioning Board;

29 Assets for Disposal/Tenders Generating Income for the Council

29.1 In circumstances where the Council is permitted to sell assets, in line with the disposal policies (such as surplus Land & Property), this will generate income to the Council.

29.2 Authorised Officers shall be authorised to dispose of goods and materials surplus to the Council's requirements by whichever means would, in the judgement of the officers, result in the best value for the Council; examples may include;

- auction
- tender
- private sale
- transfer to another service
- donation to a not for profit organisation

29.3 Where a surplus item is likely to raise more than £1,000, the appropriate Head of Service shall be consulted before its disposal. Written tenders should be invited for any item likely to realise more than £5,000.

29.4 The Authorised Officer shall accept either the highest price or the most economically advantageous tender dependent on the stipulated award criteria, and keep a record of the tenders received and tender sums, in a manner to be determined by the Chief Finance Officer.

30 Advertising

30.1 In accordance with the principles of the Welsh Government's "Opening Doors", The Charter for SME Friendly Procurement, where practical and providing that it represents best value for the Council, consideration should be given to advertising contracts exceeding £25,001 on the Council's E-Procurement System and the Welsh National Procurement Website (Sell2wales).

30.2 Where the subject matter of the intended contract or where the anticipated audience and their expectations suggests, advertisements and associated documentation must be published bilingually in Welsh and English.

30.3 The Corporate Procurement Manager will be responsible for publishing all notices to ensure compliance with EU treaty principles.

31 Contractor Subsidies and State Aid

31.1 Where it is proposed to provide financial support to a Contractor, or where a Contractor's proposal entails financial support or benefit from the Council or another public body necessary to ensure the continuance of Contracting activity (State Aid), the advice of the Chief Finance Officer/Head of Legal and Corporate Compliance must be sought prior to advertising the opportunity or concluding the Contract.

32 Supplier Selection, Short-listing or Pre-Qualification

- 32.1 The Council shall only enter into a contract with a Contractor if it is satisfied as to the Contractor's competencies.
- 32.2 Supplier Selection criteria for shortlisting may include, but not be limited to:
- i. The eligibility of the contractor/provider.
 - ii. Financial standing, including provisions for insurance to cover liability
 - iii. Technical or professional capability and capacity
 - iv. Health & Safety assurances
 - v. Environmental /Sustainability licences
- 32.3 Chief/Authorised Officers should contact the Corporate Procurement Manager in advance of undertaking any form of third party shortlisting or pre-qualification.

33 Contract Terms and Conditions

- 33.1 Officers shall use their best endeavours to ensure that contracts are entered into on the appropriate set of Council's terms and conditions, which shall be included with each purchase order or invitation to tender. Where this is not possible, variations to the relevant Council terms and conditions and/or the terms and conditions submitted by a contractor must be reviewed by the Head of Legal and Corporate Compliance and/or the Corporate Procurement Manager.

34 Form of Tender/Quotation

- 34.1 For all procurements over £5,001 a Form of Tender/Quotation must be completed by all tenderers. The Form of Tender/Quotation is a covering document prepared by the Council and signed by the tenderer to indicate that it understands the tender/quotation and accepts to be bound by the technical response (if applicable), commercial schedule, terms and conditions and other requirements of participating in the exercise.

35 Liquidated damages

- 35.1 All contracts over £75,001 must state, if the contractor fails to meet the terms of the contract, the contractor is liable for liquidated damages, estimated by the Chief Officer as a genuine pre-estimate of the loss likely to be incurred due to the contractor's default.

36 Security for Performing Contracts

- 36.1 The Head of Legal & Corporate Compliance and Chief Finance Officer, in conjunction with the Chief Officer, may determine whether security is required from a contractor.

37 Corruption: Cancellation of Contracts

37.1 All contracts must state that the Council will cancel any contract and recover all resulting losses if the contractor or his employees or agents with or without his knowledge:

- (i) Does anything improper to influence the Council to give him the contract;
- (ii) Commits an offence under the Prevention of Corruption Acts 1889 to 1916 or Section 117(2) of the Local Government Act 1972.

37.2 All invitations to tender must be accompanied by a requirement for tenderers to confirm that they have not participated in any form of collusive tendering arrangements with other parties.

38 Form of Contract

38.1 All contracts shall be in a form approved by the Head of Legal and Corporate Compliance.

38.2 Chief Officers should prepare appropriate contract specification documents within one month of the award of the contract and forward to contractors for signing. The contractor should return the signed contract to the relevant Chief Officer within one month of receipt. Persistent failure to meet such deadlines may result in suspension from future procurements.

38.3 No payment shall be authorised until a formal contract is in being, or written authority is given by the Head of Legal & Corporate Compliance to make such a payment.

39 Contract Signature

39.1 Contract agreements must:

- (i) where the contract is in the form of a deed, be made under the Council's seal and attested as required by the Constitution; or
- (ii) where the contract is in the form of an agreement, either:
 - (a) be signed by at least two Officers of the Council authorised as required by the Constitution; or
 - (b) be formalised by the sending of an award letter and the subsequent issuing of a purchase order.

39.2 The Chief Officer should contact the Head of Legal & Corporate Compliance on the use of deeds and agreements to form contracts.

40 Review of Tenders and Contracts

40.1 To ensure the integrity of the procurement process:

- (a) all proposed Invitations to Tender, not in compliance with the County Borough Council's harmonised contract documentation or standard terms and conditions issued by a relevant professional body, must be reviewed by the Head of Legal & Corporate Compliance and Corporate Procurement Manager;
- (b) any proposed contract where there is any deviation from the contract terms included in the invitation to tender must be reviewed by the Head of Legal & Corporate Compliance and Corporate Procurement Manager.

41 Submission, Receipt and Opening of Tenders/Quotations

41.1 Tendering periods

Bidding organisations must be given an adequate period in which to prepare and submit a proper quotation or tender response, consistent with the complexity of the contract requirements.

The Public Contract Regulations lay down specific minimum time periods for tenders. The Corporate Procurement Manager must be consulted prior to initiating any EU procurement exercise.

41.2 Quotations (Up to £75,000)

- (a) As in CPR6.1, competitive quotations valued in excess of £25,001, must be administered electronically via the Council's E-tendering system, except where specifically exempt under CPR6.3;
- (b) Request for Quotations (RFQ's) must clearly set out the latest return date and time;
- (c) Late responses will **not** be considered.

41.3 Tenders (£75,000+)

- (a) All tenders, except those which have been approved exempt from electronic tendering, must be administered electronically via the Council's E-tendering system;

- (b) Invitations to tender must clearly set out the latest tender return date and time;
- (c) Late tenders will **not** be considered;
- (d) At least three (3) valid tenders must be received by the stipulated tender return date/time; otherwise a report seeking approval of the appropriate action must be submitted to the Corporate Procurement Manager;

41.4 Electronic Arrangements

- (a) Requests for Quotations and Pre-Qualification Questionnaires which are received electronically via the Council's E-tendering system may be opened by a minimum of two (2) Authorised Officers designated by the appropriate Chief Officer. The system will not allow any quotations to be opened until the allocated return date/time has passed.
- (b) Tenders (in excess of £75,001) which are received electronically via the Council's E-tendering system may be opened by a minimum of two (2) Authorised Officers designated by the Chief Finance Officer and appropriate Chief Officer.

41.5 Hard Copy Arrangements

- (a) In the event that "hard copy" tenders are to be accepted these must be submitted to the Corporate Procurement Manager, sealed, in a plain envelope, without any mark revealing the bidding organisation's identity and clearly and prominently marked with the word 'Tender', followed by the title of the contract.
- (b) All hard copy tenders will be held by the Corporate Procurement Manager until the tender opening date/time has been reached.
- (c) All hard copy tenders for the same contract will be opened at the same time by the Corporate Procurement Manager together with the relevant Chief Officer.
- (d) The Chief Officer must keep a record of all tender sums submitted, showing the gross price of the contract, together with any essential criteria.
- (e) The Chief Finance Officer and Chief Officers may designate Authorised Officers to be present at tender opening.

- (f) In the event that hard copy quotations are to be accepted these must be submitted in a plain envelope marked "Quotation for" followed by a description of the goods, works or services being procured.
- (g) Hard copy quotations may be received directly by Authorised Officers. All quotations must be opened together once the official return date/time has passed and in the presence of at least two (2) Authorised Officers.
- (h) The Chief Officer must keep a record of all quotations submitted, showing the gross price of the contract, together with any essential criteria.

42 Reduced Numbers of Quotations or Tenders

42.1 Where the minimum numbers of quotations or tenders stated in these CPRs have not been received, then consideration must be given to the merits of accepting any tender and/or re-running the procurement. If the contract is for a sum of less than £75,000, the decision can be taken by the relevant Chief Officer in consultation with the Corporate Procurement Manager. If the contract is for a sum in excess of £75,001, the decision must be referred to the Strategic Commercial Commissioning Board and considered in any subsequent approval request.

43 Clarification Procedures

43.1 The Council can ask bidding organisations for clarification of any details submitted as part of their bid. However, any such clarification must not involve changes to the basic features of the bidding organisation's submission.

44 Evaluation and Checking of Quotations or Tenders

44.1 Evaluation

- (a) The evaluation criteria and weightings must be predetermined and approved in advance of inviting quotations or tenders as defined in CPR26. The criteria cannot be amended once published in the Invitation to Tender (ITT) or Request for Quotation (RFQ) and must be strictly observed (at all times throughout the procurement procedure). Guidance relating to the application of evaluation criteria/weighting may be obtained from Corporate Procurement.
- (b) The evaluation of bids must be conducted in accordance with the evaluation criteria, associated weightings and approved scoring methodology as set out in the ITT or RFQ documentation, as provided to bidding organisations.
- (c) All Contracts, except Contracts where lowest price was predetermined to be the appropriate criterion, must be awarded on the basis of the offer which

represents best value for money to the Council (Most Economically Advantageous Tender).

- (d) For each Contract, the Authorised Officer must form an evaluation team (minimum of two (2) suitably qualified and knowledgeable technical officers), with responsibility for evaluating tenders.
- (e) The Authorised Officer must ensure that all records relating to the Tender evaluation must be signed and dated by the relevant evaluation team member and retained for future reference.

44.2 Checking

- (a) The lowest or most economically advantageous tender must be checked for arithmetical errors and any other significant error of principle.
- (b) Where such an error(s) occurs, the tenderer shall be given details in writing (but no other information) and afforded the opportunity of confirming the tender submission as corrected or withdrawing his tender, also in writing.
- (c) Where deemed reasonable and in the best interests of the Council, the Chief Officer shall have the discretion to consider a request from the tenderer to correct genuine arithmetical errors. If the tenderer elects to amend his original tender figure to correct such errors and the corrected tender is still the lowest or most economically advantageous tender, then the tender may be adjusted and the corrected figure recommended for acceptance. If such errors result in a tender sum being reduced, then only the corrected figure may be recommended for acceptance.
- (d) If the first tender is withdrawn, the second lowest or second most economically advantageous tender is to be checked, if necessary, this tenderer must be given a similar opportunity.
- (e) The Chief Executive, the Head of Legal & Corporate Compliance and the Chief Finance Officer shall determine whether any exception to the above procedure should be authorised.

45 Abnormally Low Tenders

- 45.1 Where as a result of identifying that the overall tendered price or costs raises significant doubts that the Contractor will be able to complete the contract within the contract terms, the Council shall require tenderers to fully explain the price or costs proposed. Where the Council determine the explanation is insufficient or believe significant doubts as to the Contractors ability to meet the requirements still exist, the Council reserve the right to reject the tender. This

must be undertaken in accordance with the Regulations and in consultation with the Corporate Procurement Manager.

46 Records

46.1 The outcome of any competitive procurement process must be recorded in a manner as determined by the Chief Finance Officer and Head of Legal & Corporate Compliance;

47 Accepting and Reporting of Quotations

47.1 Acceptance of quotations up to £25,000 shall be decided by the relevant Chief Officer following receipt of a T1 report from the Authorised Officer.

47.2 Acceptance of quotations with a value between £25,001 and £75,000 shall be decided by the relevant Chief Officer/DMT following receipt of a Procurement Acceptance Report (Gateway 2 report) from the Authorised Officer.

48 Acceptance and Reporting of Tenders (£75,001 and above)

48.1 Before accepting any tender, the Chief Officer must submit a Procurement Acceptance report (Gateway 2 report) to the Strategic Commercial Commissioning Board (SCCB), stating:

- (a) a description of the project and the procurement procedure undertaken (including a summary of the evaluation criteria and basis of award);
- (b) the names and abbreviated addresses of those contractors that accepted the invitation to tender in alphabetical order;
- (c) where applicable, the rationale for excluding any contractor(s);
- (d) a summary of the tender evaluations
- (e) details of the amount of all tenders received in ascending order;
- (f) reasons why any tender has not been opened;
- (g) the name of the tenderer recommended for acceptance and the amount of the tender.
- (h) the revenue implications on the budget or the approved capital costs of the scheme, and any further details as required by Financial Regulation 4.

- 48.2 Additionally, where the procurement is subject to Public Contracts Regulations, contracting authorities are required to maintain the following comprehensive records of procurement activities:
- (a) contract details including value;
 - (b) selection decision;
 - (c) justification for use of the selected procedure;
 - (d) names of bidding organisations, both successful and unsuccessful;
 - (e) reasons for selection;
 - (f) reasons for abandoning a procedure.
- 48.3 Where a tender has a cumulative value in excess of £2,000,000 then the SCCB may defer the Procurement Acceptance Report to Corporate Leadership Team (CLT) for approval in consultation with the relevant Cabinet Member and Leadership; prior to entering into any contractual relationship.
- 48.4 In circumstances where the Corporate Leadership Team (CLT) in conjunction with the Head of Legal and Corporate Compliance, relevant Cabinet Member and Leadership, determine that the contract is of such high value and/or complexity that it is deemed appropriate, a report may be prepared for the Cabinet Committee to consider acceptance of the tender.
- 48.5 Following approval of a report in accordance with Rule48, the Chief Officer can accept the lowest or most economically advantageous tender in accordance with the approved tender evaluation criteria.

49 Award of Contract and Debriefing of Organisations

49.1 Award of Contract

- (a) The Council is required to notify successful and unsuccessful bidders of the outcome of a procurement process, in writing, in as timely a fashion as possible.
- (b) Where procurement has been subject to the Public Contract Regulations, a mandatory 10-day standstill period, before a contract can be awarded, will need to be included in the procurement timetable. In addition, the Council is required to publish a contract award notice in the Official Journal of the European Union (OJEU) no later than 48 days after the award of contract.

- (c) All communications relating to EU procurements will be issued via Corporate Procurement.
- (d) Decisions on award of contract must be made in accordance with the scheme of delegations in the Council's Constitution.

49.2 Debriefing

- (a) Once the contract award decision has been made, then save for the successful tenderer, all those expressing an interest will receive a standard regret letter containing details of:
 - (i) award criteria and weightings;
 - (ii) score that the tenderer obtained against each of the specified award criteria (where relevant);
 - (iii) name and score obtained by the winning tenderer;
 - (iv) reasons for the decision, including the characteristics and relative advantages of the successful tender;
 - (v) a precise statement in terms of the standstill period;
- (b) If any additional information is to be disclosed to tenderers, this must be agreed in advance with the Corporate Procurement Manager, taking into account the requirements of any legislation relating to the disclosure of information.
- (c) Debriefing is recommended as a means of assisting tenderers to improve their competitive performance.
- (d) For all procurements over £75,001, debriefing will be conducted by the Authorised Officer in conjunction with the Corporate Procurement Manager.
- (e) The list of points where debriefing is required or may be appropriate includes:
 - (i) selection: where the candidate is not selected (short-listed) to take part in the tender process.
 - (ii) award: where the tenderer was not awarded the contract after evaluation of proposals/tender. Such debriefing should never be conducted before the contract award decision is made and all unsuccessful tenderers have been formally notified of the same. It

should be made clear that the debriefing process cannot be used to change the choice of a contractor or to re-open the selection process.

- (iii) any potential supplier is asked to withdraw or withdraws during the Procurement.
- (f) If the award of a contract is subject to the EU Public Sector Procurement Directive, there must be a standstill period of a minimum of 10 calendar days between communicating the award decision to all tenderers and conclusion of the contract.

50 Contracts Register

50.1 The following contracts shall be recorded on a central contracts register hosted on the council's approved E-Procurement system and administered by Corporate Procurement:

- i) all new contracts over the value of £5,001 (low value procurement and above;
- ii) frameworks or other corporate or collaborative purchasing arrangements accessed by the Council;

50.2 It is the responsibility of the Chief Officer to ensure that their staff complies with CPR50 and that the information provided includes as a minimum:

- i) contract title
- ii) contract scope
- iii) total contract value
- iv) start and expiry dates
- v) extension options
- vi) details of whether the contract is a one-off or expected to be renewed
- vii) copies of associated approval reports (DMT/ SCCB / CLT etc.)

51 Statistical Returns

51.1 Each year the Council must make a statistical return to the UK Government for onward transmission to the European Commission concerning the Contracts awarded during the year under the Public Contract Regulations.

51.2 The Corporate Procurement Manager is responsible for this statistical return and shall make the necessary arrangements for information to be collected annually.

SECTION 5 - CONTRACT MANAGEMENT

52 Contract Management/Monitoring

- 52.1 Once awarded, all contracts must have an appointed Contract Manager who will be responsible for all day-to-day aspects of the Contract.
- 52.2 The day-to-day management of the contract shall include monitoring in respect of:
- (i) performance
 - (ii) compliance with specification and contract terms
 - (iii) cost
 - (iv) any value for money/best value requirements
 - (v) user satisfaction
 - (vi) risk management
 - (vii) compliance with these CPRs (i.e. reporting of progress/variations etc.)

53 Progress and Variations

- 53.1 A Chief Officer can approve interim variations to a contract when this has a **cumulative** value not exceeding £10,000 or 10% of the original sum whichever is the lower.
- 53.2 When a variation to a contract is required which will have a cumulative value exceeding £10,000 or 10% of the original contract sum, but is still within the specific approved budget for the contract, the Chief Officer shall present a detailed progress report to the Strategic Commercial Commissioning Board for information rather than approval.
- 53.3 When a variation is required which will have a cumulative value exceeding the specific approved budget for the contract, this shall not be accepted until the Strategic Commercial Commissioning Board has approved a progress report presented by the Chief Officer.
- 53.4 The appropriate Chief Officer will complete and submit contract progress reports to the Strategic Commercial Commissioning Board, Cabinet Committee and the Corporate Overview and Performance Scrutiny Committee on an exception basis comprising;

- (a) Contracts over £500,000 when a plus or minus 5% slippage occurs.
- (b) All contracts over £500,000 which over-run by 50 working days.

53.5 The Corporate Overview and Performance Scrutiny Committee may refer contract reports to the appropriate Scrutiny.

53.6 All approved variation or progress reports, must be copied to Corporate Procurement for inclusion on the corporate contracts register.

53.7 Where a variation is being applied for by Corporate Procurement in relation to a corporate arrangement, then the application must also be scrutinised by Internal Audit, to ensure the robustness of the procedure.

54 Contractors Claims

54.1 Claims from or against contracts must be considered by the Chief Officer in consultation with the Head of Legal & Corporate Compliance and Chief Finance Officer before any decision is made and CPR 53 applies to any payment of a claim as if it was a variation.

55 Assignments and novation

55.1 Any contracts subject to potential assignment and/or novation must be referred to Head of Legal and Corporate Compliance at the earliest possible opportunity.

56 Termination of Contract

56.1 For any contract exceeding £75,001 in value, early termination must be approved by the Head of Legal & Corporate Compliance and Chief Finance Officer. Contracts with a lesser value may be terminated early by agreement prior to the expiry date or in accordance with the termination provisions set out in the contract, following consultation with the Head of Legal & Corporate Compliance.

57 Contract End

57.1 At an appropriate point, but generally at least three (3) months prior to the contract end date, the contract manager should review whether or not the contract needs to be renewed, either in its current or an amended form.

57.2 If there is no further requirement for the contract, the existing contract may be allowed to lapse. However, some contracts may require more active decommissioning. It is the responsibility of the contract manager to ensure that contracts are appropriately decommissioned and that sufficient time is allowed to achieve this.

57.3 Where there is a requirement for a contract to be renewed, then the contract manager (or other Authorised Officer) shall commence the re-procurement as set out in these CPRs.

SECTION 6 – DEFINITIONS, INTERPRETATIONS AND FLOWCHARTS

In these Rules the following definitions apply:

Approved List	A list of suitable prospective Contractors/Suppliers approved for the purposes of the supply of goods or services or the execution of works;
Authorised/Delegated Officer	Means the holder for the time being of any post named in the Scheme of Delegations as having delegated powers and duties in respect of the procurement concerned;
Award Criteria	The criteria used by the Council to evaluate the Bidders tender against the needs identified within the specification to determine the successful tender. Such criteria may comprise for example – a) Price, or total cost; b) Quality including technical merit, aesthetic and functional characteristics, accessibility, design for all users, social, environmental and innovative characteristics and trading and its conditions; c) Organisation, qualification and experience of staff assigned to performing the contract, where the quality of the staff assigned can have a significant impact on the level of performance of the contract (and not already evaluated at PQQ stage); or d) After-sales service and technical assistance, delivery conditions such as delivery date, delivery process and delivery period or period of completion;
Bidder(s) / Tenderer(s)	Economic Operators who are actively involved in a procurement process;
Call Off Contract	A contract awarded in accordance with the terms of an established framework (either direct award or following a further mini-competition);
Chief Officer	Means any Officer in the following categories of Officer, Chief Executive, Corporate Director, Chief Officer and/or Head of Service;
Code of Conduct	The Code regulating the conduct of Officers and Members as set out in the Council's Constitution;
Community Benefits	Clauses which can be used to build a range of economic, social, or environmental conditions into the delivery of public contracts. Mandatory on all contracts with a value greater than £1m, but encouraged, on contracts above £5,001;
Competitive Dialogue Procedure	Is an EU compliant process for dealing with complex public contracts, where the delivery for the supply of goods, works

	or services is unknown and needs to be resolved through negotiation with suitable providers. Legal justification is required;
Conflict of Interests	An actual conflict, or a potential conflict, between the pecuniary or personal interests of an officer and the duties that the officer owes to the Council;
Consultant(s)	Someone employed for a specific length of time to work to a defined project brief with clear outcomes to be delivered, who brings specialist skills or knowledge to the role, and where the Council has no ready access to employees with skills, experience or capacity to undertake the work;
Contract	Means any form of agreement (including, without limitation, official purchase orders) for the supply of goods, provision of services or carrying out of works;
Contract Award Notice	Formal notice placed on Sell2Wales and, if appropriate, OJEU giving particulars on the date the contract was awarded, the award criteria, the number of offers received, the name and address of the successful tenderer(s), and the price or price ranges paid. Contract award notices must be sent not later than 48 days after the contract in question has been awarded;
Contract Notice	Formal advert placed on Sell2Wales and, if appropriate, OJEU notifying potential suppliers about a contract opportunity;
Contractor	Means any contractor, supplier or provider with whom the Council enters into a contract for the carrying out of works, provision of services or supply of goods. Include in-house provision, and where appropriate, the relevant Sub-Contractor;
Contract Value	For the purposes of calculating the thresholds under these CPRs, the value of a contract is the estimated total value payable by the Council to a contractor over the terms of the contract, including allowable extensions. In the case of indefinite contract periods, the term of the contract is assumed to be 4 years;
Contracts Register	A central contracts register hosted on the Council's approved electronic system and administered by Corporate Procurement;
Corporate Contract	A contract let or approved by the Corporate Procurement Team to support the Council's aim of achieving Value for Money;
Corporate Procurement Team	The Council's central procurement unit charged with providing strategic direction and advice to secure Value for Money in the Council's procurement and commissioning activities;
CPR's	These Contract Procedure Rules;

Debriefing	Providing feedback to bidding organisations in terms of strengths and weaknesses of their proposals;
Dynamic Purchasing System (DPS)	A fully electronic compliant 'Approved List', which in effect operates as an open framework where Economic Operators can join at any point while the DPS is open, and they meet the Suitability Criteria.
Electronic Procurement Portal	The Council's electronic system for conducting procurement activity;
Electronic Procurement/Tendering	The procurement of all goods, services and works conducted using the Council's approved electronic system. (EtenderWales);
Electronic Auction	A repetitive process involving an electronic device for the presentation of new prices, revised downwards, and/or of new values concerning certain elements of tenders, which occurs after an initial evaluation of the tenders, enabling them to be ranked using automated evaluation methods.
EU	European Union
EU Public Procurement Directives	Rules and regulations set by the European Union with regard to procurement for public sector organisations and apply to the public works, supplies (goods) and service contracts.
EU Thresholds	EU and Government Procurement Agreement thresholds for advertisement of goods, works and services contracts as advised by the Government.
Evaluation Criteria	The publishing of detailed objectively quantifiable award criteria and sub criteria linked to the subject matter of the contract together with their weighting and the method by which you will evaluate them in the contract documents. They may include but are not limited to: Quality, price, technical merit, functional characteristics, environmental characteristics, running costs, life cycle costs, cost effectiveness, after-sales service and technical assistance, delivery date and delivery period or period of completion, security of supply, and interoperability and operational characteristics;
Evaluation Panel	A group of relevant Officers of the Council, or appropriate stakeholders, who have the technical knowledge and experience to evaluate bids received in response to a procurement exercise;
Cabinet	The Council's Cabinet as defined in the Constitution;
Framework Agreement	Means an agreement between the Council and/or other public bodies and one or more Contractors where the volumes to be delivered are not set out at the outset but which establish terms (including price) and standards under which the Contractor will enter into a Contract to provide Goods, Works and/or Services;

Goods	Covers all goods, supplies, substances and materials that the Council purchases, hires or otherwise obtains;
Grant and Grants	A sum of money paid or to be paid by the Council to a third party, and in respect of which the Council does not require the grantee to provide the Council with any Services, or Goods or carry out any Works for the Council's direct benefit. The Grant may be conditional (i.e. obligation to spend the Grant in a particular manner, to account for that spend and repay the Grant if the Grant conditions are breached);
Income Contract	Means any Contract that the Council enters into that generates income for the Council or by their operation establish a right for a Contractor or a third party to generate an income;
Invitation To Tender	A key document within the Procurement Documentation which must contain or reference, the instructions for Bidders, specification, evaluation model and other relevant materials to allow the procurement activity to be concluded successfully;
Joint Commissioning	Where the Council jointly with one or more local authorities or public bodies, enters into a contract;
Light-Touch Regime	Means the parts of the Public Contract Regulations which apply to the procurement of Contracts for 'social and other specific services' (defined at Schedule 3 of the Regulations) that are deemed to be of lower interest to cross-border competition;
Lowest Cost	In relation to a tender means the lowest price if payment is to be made by the Council, and the highest price if payment is to be made to the Council and, in either case, refers to a tender which conforms to the Council's tendering requirements;
Monitoring Officer	The officer designated by the Council as its Statutory Monitoring Officer as required under Section 5 of the Local Government and Housing Act 1989;
Most Economically Advantageous Tender	The most economically advantageous tender to the Council determined by criteria which may include quality, price, technical capacity, delivery period and or period of completion etc.
National Procurement Service (NPS)	The National Procurement Service (NPS) for Wales has been set up to enable the Welsh public sector to collaborate more closely in procuring goods and services;
OJEU	The Official Journal of the European Union in which all high value public sector contracts in the EU are advertised;
Open Procedure	Involves accepting applications and tenders from all interested parties;
Pre-Procurement	The report required to be presented to the respective board

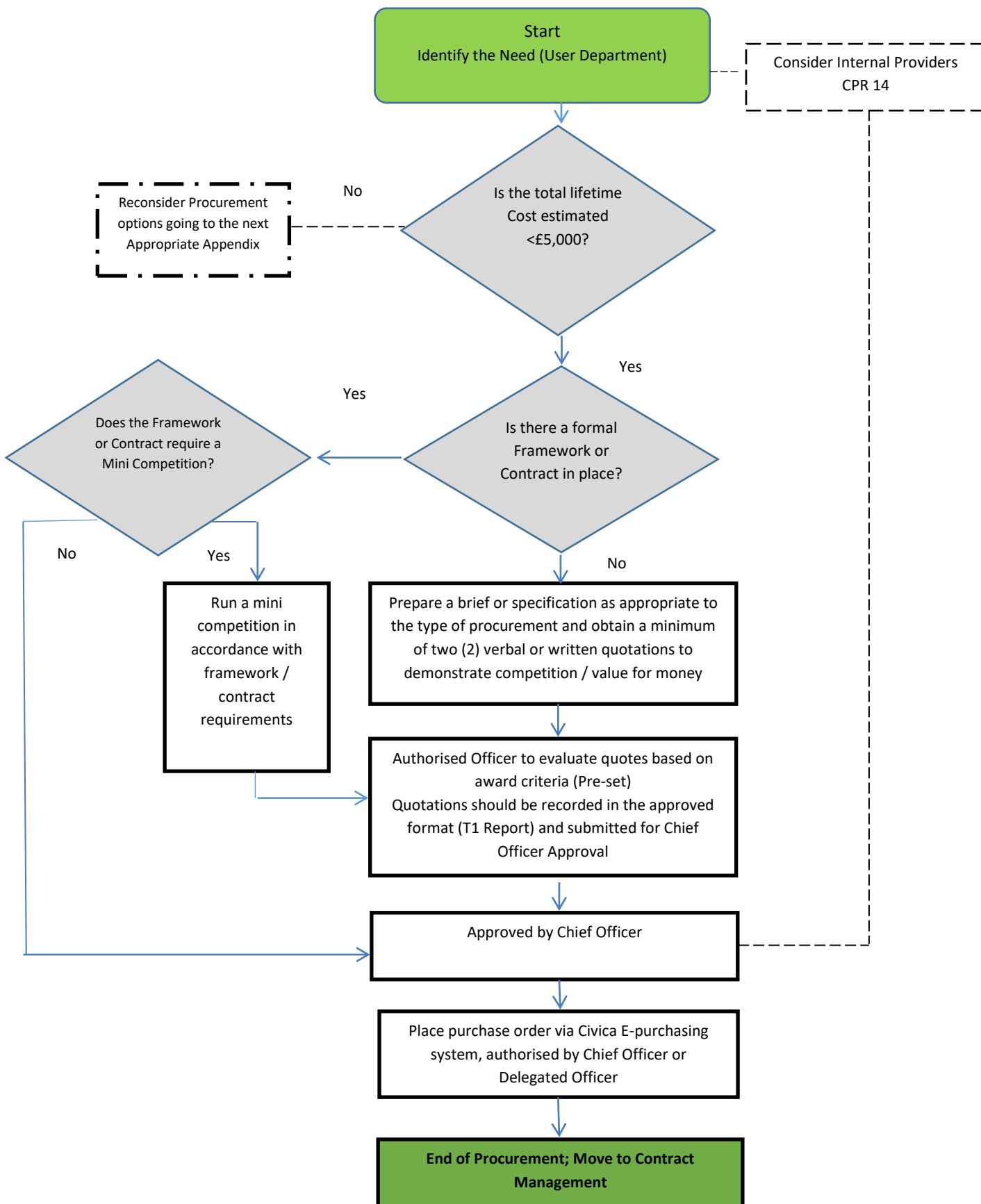
Report	and approved prior to commencing any procurement or commissioning activity;
Pre-qualification	This procedure allows the Council to restrict the number of applicants (tenderers) to whom it issues an invitation to tender. The Council is permitted to shortlist applicants by using specified short-listing criteria including economic/financial standing, capacity and capability, management, equal opportunities, sustainability and health and safety;
Procurement	Means the process by which the Council manages the acquisition of all its goods, services and works. It includes the identification of need, consideration of options, the actual procurement process and the subsequent management and review of the contracts;
Procurement Acceptance/Contract Award Report	The report required to be presented to the respective board and then signed off by the scheme of delegation to seek authority to award a contract, extend a contract or seek a waiver to these CPRs;
Procurement Strategy	A corporate document that outlines the Council's approach to procurement and commissioning and sets out the organisations associated aims and objectives;
Purchase Order (Electronic)	An electronic order raised and authorised via the Council's P2P system;
Quality	Fitness for purposes when judging against the standards specified in the contract;
Quotation	A formal offer to supply or purchase goods or materials, execute works or provide services (including consultancy), at a stated price based on the Council's terms and conditions (£1 - £75k);
Regulations	Means the Public Contracts Regulations 2015 (as amended) and/or the Concession Contracts Regulations 2016 (as applicable) as supplemented by the EU Directives on the procurement of Goods, Works, Services and Concessions and as amended and supplemented by the European Court of Justice (often referred to as the 'EU procurement rules');
Restricted Procedure	This procedure allows the Council to restrict the number of applicants (tenderers) to whom it issues an invitation to tender. The Council is permitted to shortlist applicants by using specified short-listing criteria including their economic/financial standing, capacity and capability, management, equal opportunities, sustainability and Health and Safety;
Selection Criteria	A component of the evaluation process set out to assess the Bidders suitability to provide the requirements identified in the ITT. This is not an evaluation of how they will provide

	<p>the requirements requested, more an evaluation of their organisation's intrinsic ability to provide those services.</p> <p>Selection / Suitability Criteria may only relate to:</p> <p>a) Suitability to pursue a professional activity</p> <p>b) Economic and Financial standing</p> <p>c) Technical and Professional ability;</p>
Sell2Wales (National Procurement Web-site)	The Welsh public sectors approved portal for advertising all quotation & tender opportunities over £25k;
Services	Includes all services which the Council purchases or otherwise obtains, including advice, specialist consultancy work, agency staff etc.
Short-listing	The process of selecting bidders who are to be invited to quote or tender or to proceed to final evaluation;
Specification	A document which sets out the detailed requirements and scope of goods, services or works to be provided by the supplier. The specification should be written in a contractually enforceable manner;
Strategic Commercial Commissioning Board	The board that is responsible for providing strategic guidance to the Council's internal procurement and commissioning community.
Standstill Period	<p>The standstill period is a 10-day pause between contract award decision and the formal award of the contract. The standstill is a legal requirement which the Council must comply with. It applies to all procurements covered by the full scope of the EU Procurement Directives.</p> <p>The period allows unsuccessful bidders to obtain more information on the award of the contract. Unsuccessful bidders can take appropriate action if they believe they have been treated unfairly. The period is also known as the "Alcatel Period". Alcatel was the name of the European case which brought about the change in the law.</p>
Tender (Above £75k)	A formal offer to supply or purchase goods, or materials, execute works or provide services (including consultancy), at a stated price based on the Council's terms and conditions;
Tenderer/Tenderers	Individual, individuals, partnerships, companies or other bodies invited to submit quotes/tenders/prices for providing the Council with services, supplying goods or carrying out works;
TUPE	The Transfer of Undertakings (Protection of Employment) Regulations together with any European Council Directives including but not limited to the Acquired Rights Directive 2001/23/EC, as amended from time to time.
Value	Values 'up to' a figure include that exact figure, but excluding Value Added Tax (VAT);
Value for Money	The optimum combination of whole-life costs, price, quality

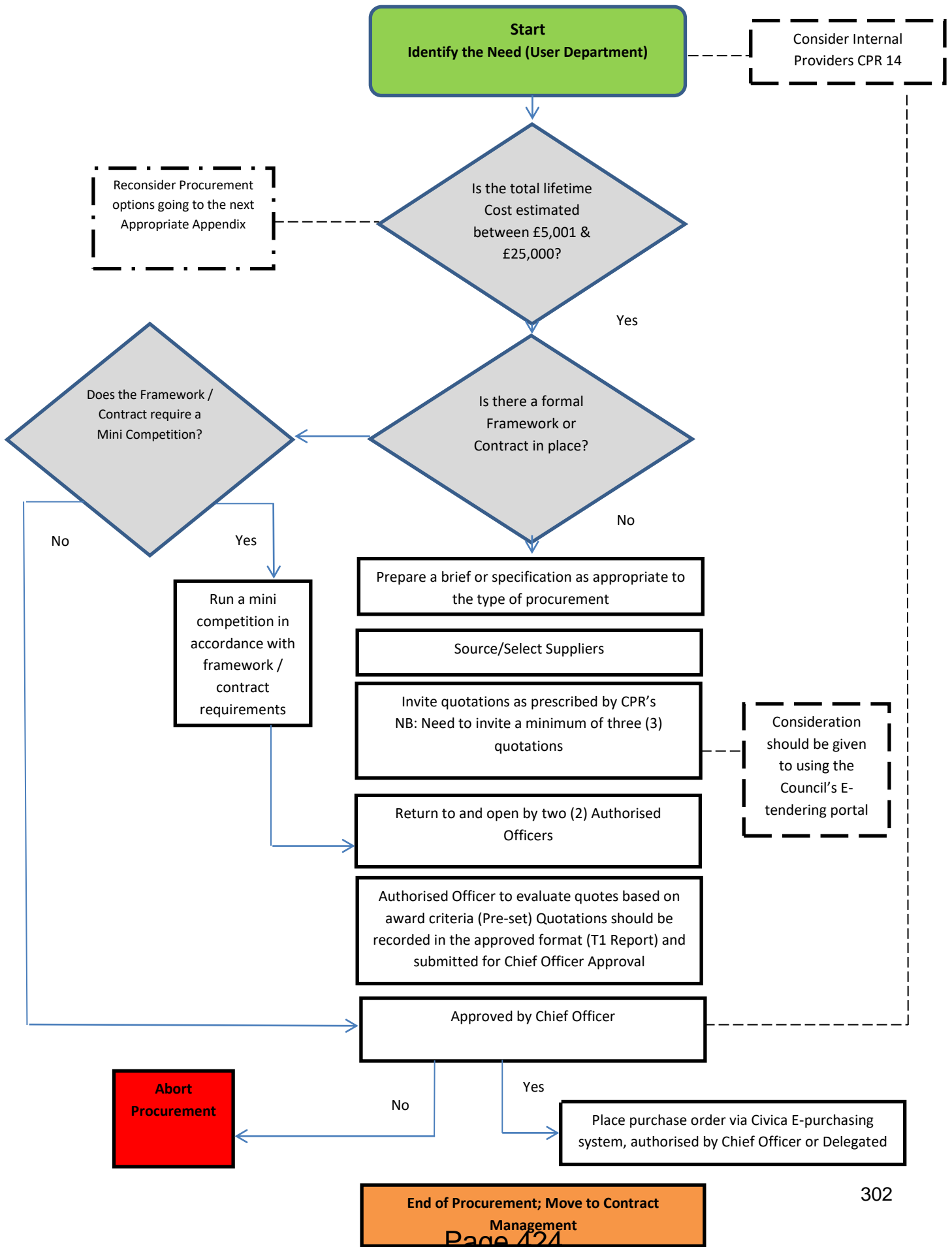
	and benefits to meet the Council's requirement. Such a term equates to the EU procurement requirement of "most economically advantageous" offer as well as the duty of Best Value as defined by the Local Government Act 1999 as amended from time to time.
Variation	Means any alteration to a contract, including additions, omissions, substitutions, alterations, or changes of any other nature;
Waiver	An exception from strict compliance with Contract Procedure Rules granted in accordance with CPR10;
Whole Life Cost	Whole Life Costing is a technique to establish the total cost of ownership. It is a structured approach that addresses all the elements of this cost and can be used to produce a spend profile of the Goods, Work or Service over its anticipated lifespan;
Works	Includes all works of new construction and repairs in respect of physical assets (buildings, roads, etc.) including all those activities constituting works for the purposes of the Public Contract Regulations 2015;

Appendix A: Low Value Buying / Purchasing Up to £5,000

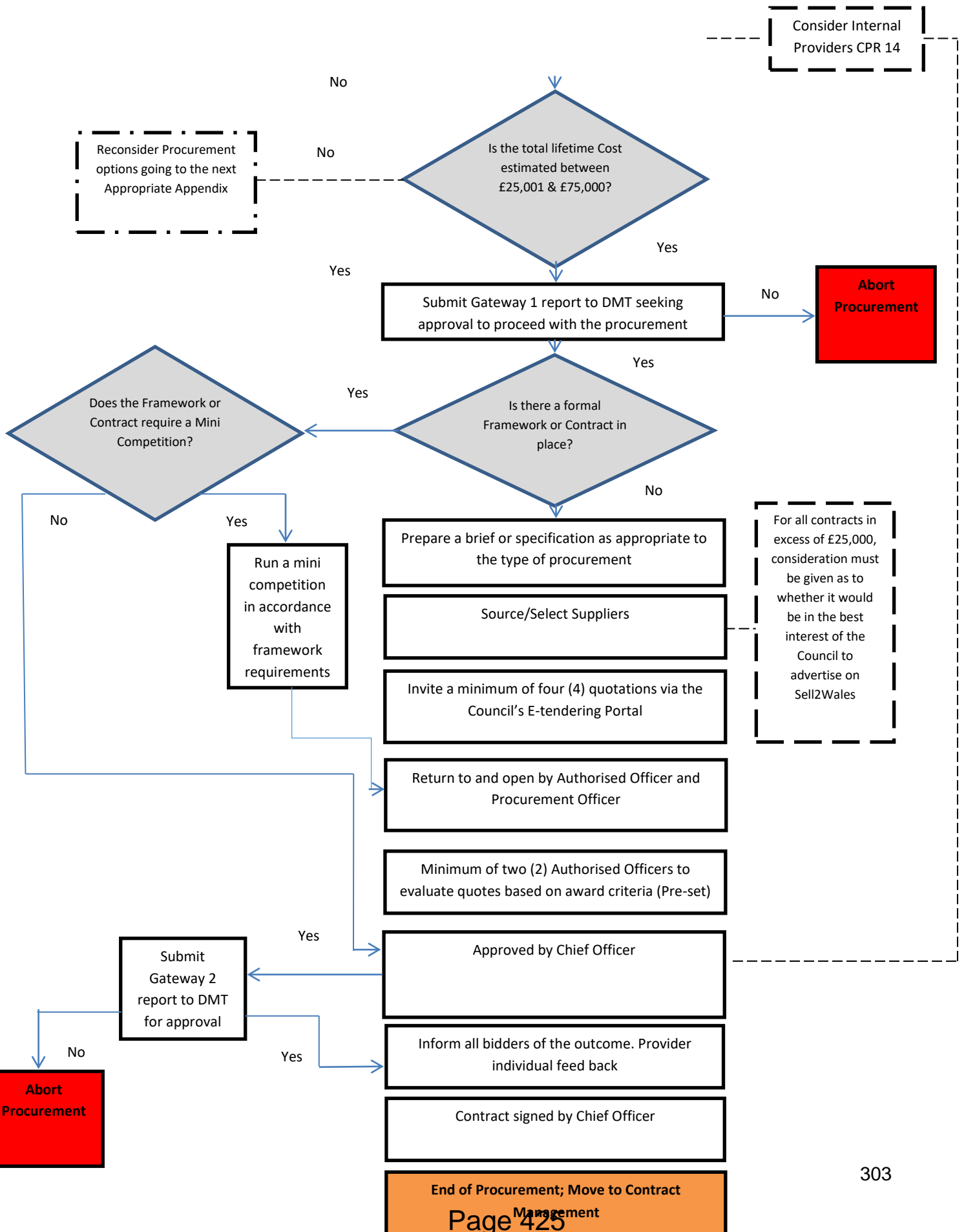
Estimating the contract value should always take into account the provisions of CPR15



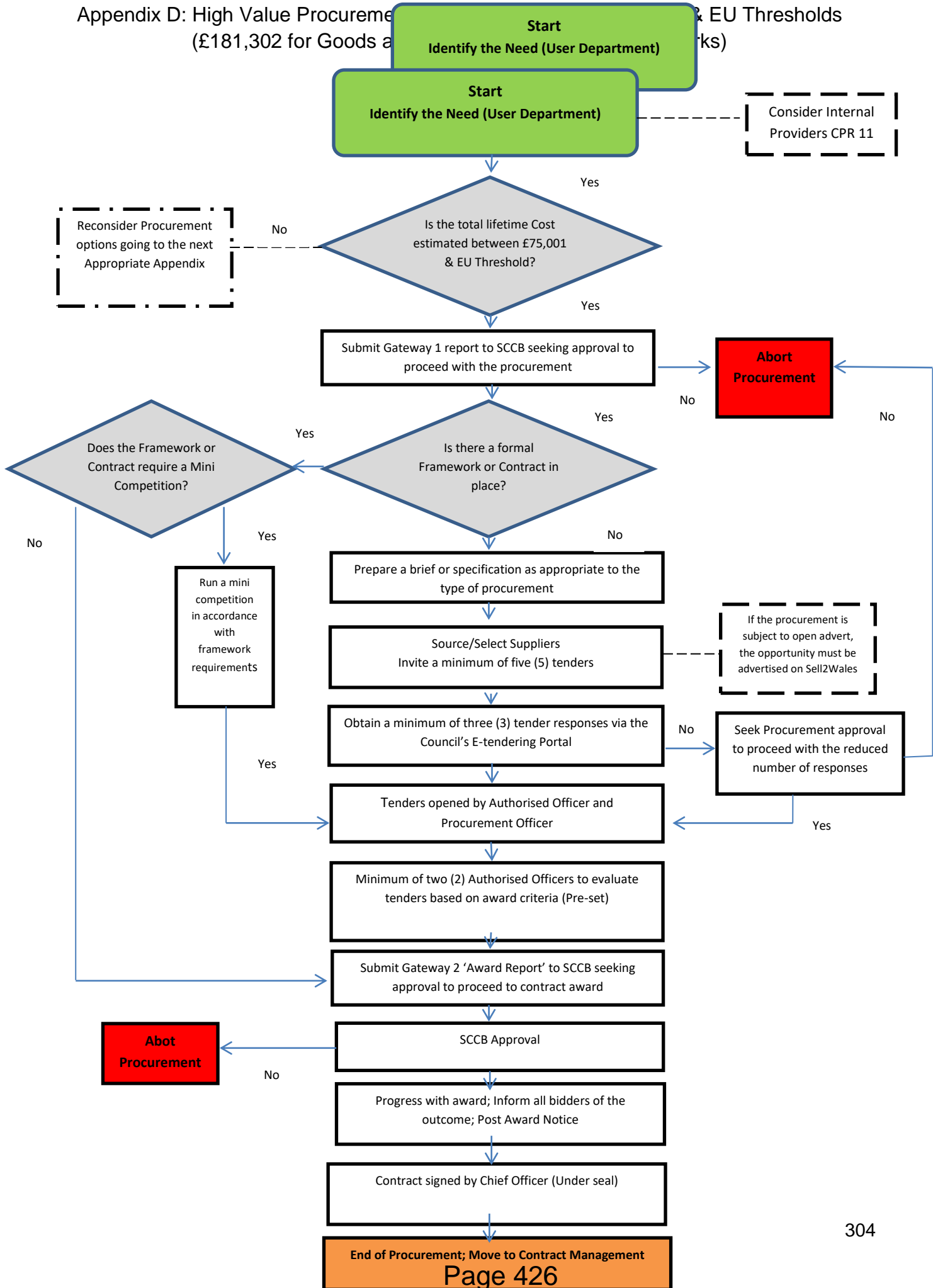
Appendix B: Low Value Procurement (Quotations) – Between £5,001 & £25,000
 Estimating the contract value should always take into account the provisions of CPR15



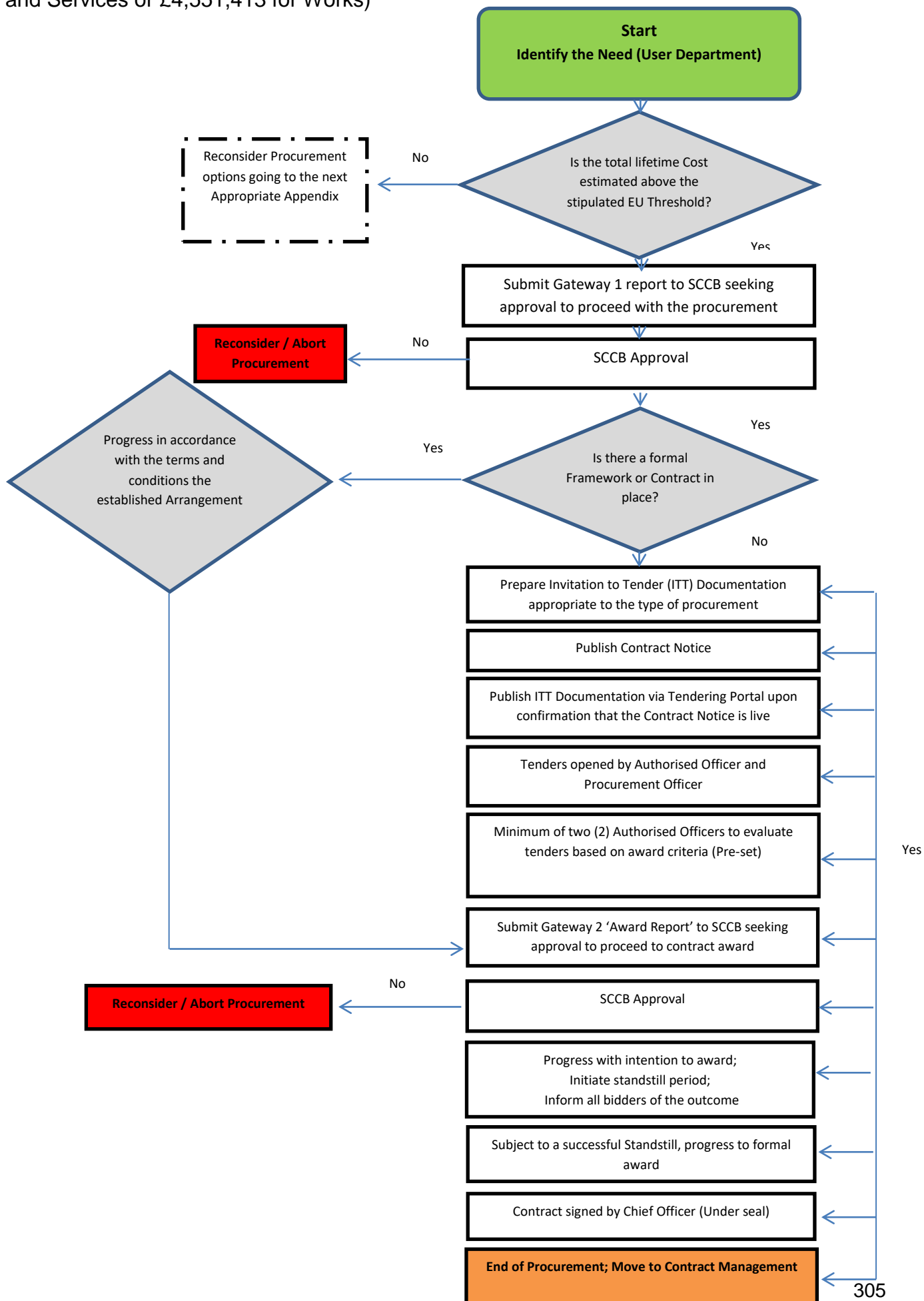
Appendix C: Intermediate Value Procurement (Quotations) – Between £25,001 & £75,000
 Estimating the contract value should always take into account the provisions of CPR15



Appendix D: High Value Procurement (€181,302 for Goods and Services & EU Thresholds (€181,302 for Goods and Services))



Appendix E: Strategic Procurement (Tenders) – Above EU Thresholds (£181,302 for Goods and Services or £4,551,413 for Works)



APPENDIX F - List of services covered by the Light Touch Regime

Schedule 3 of the Public Contract Regulations 2015

Regulations 5(1) (d) and 74

Social and other specific services

CPV Code	Description
75200000-8; 75231200-6; 75231240-8; 79611000-0; 79622000-0 (Supply services of domestic help personnel); 79624000-4 (Supply services of nursing personnel) and 79625000-1 (Supply services of medical personnel) from 85000000-9 to 85323000-9; 98133100-5, 98133000-4; 98200000-5; 98500000-8 (Private households with employed persons) and 98513000-2 to 98514000-9 (Manpower services for households, Agency staff services for households, Clerical staff services for households, Temporary staff for households, Home-help services and Domestic services)	Health, social and related services
85321000-5 and 85322000-2, 75000000-6 (Administration, defence and social security services), 75121000-0, 75122000-7, 75124000-1; from 79995000-5 to 79995200-7; from 80000000-4 Education and training services to 80660000-8; from 92000000-1 to 92700000-8; 79950000-8 (Exhibition, fair and congress organisation services), 79951000-5 (Seminar organisation services), 79952000-2 (Event services), 79952100-3 (Cultural event organisation services), 79953000-9 (Festival organisation services), 79954000-6 (Party organisation services), 79955000-3 (Fashion shows organisation services), 79956000-0 (Fair and exhibition organisation services)	Administrative social, educational, healthcare and cultural services
75300000-9	Compulsory social security services
75310000-2, 75311000-9, 75312000-6, 75313000-3, 75313100-4, 75314000-0, 75320000-5, 75330000-8, 75340000-1	Benefit services
98000000-3; 98120000-0; 98132000-7; 98133110-8 and 98130000-3	Other community, social and personal services including services furnished by trade unions, political organisations, youth associations and other membership organisation services
98131000-0	Religious services
55100000-1 to 55410000-7; 55521000-8 to	Hotel and restaurant services

55521200-0 (55521000-8 Catering services for private households, 55521100-9 Meals-on wheels services, 55521200-0 Meal delivery service) 55520000-1 Catering services, 55522000-5 Catering services for transport enterprises, 55523000-2 Catering services for other enterprises or other institutions, 55524000-9 School catering services 55510000-8 Canteen services, 55511000-5 Canteen and other restricted-clientele cafeteria services, 55512000-2 Canteen management services, 55523100-3 School-meal services	
79100000-5 to 79140000-7; 75231100-5	Legal services, to the extent not excluded by regulation 10(1)(d)
75100000-7 to 75120000-3; 75123000-4; 75125000-8 to 75131000-3	Other administrative services and government services
75200000-8 to 75231000-4	Provision of services to the community
75231210-9 to 75231230-5; 75240000-0 to 75252000-7; 79430000-7; 98113100-9	Prison related services, public security and rescue services to the extent not excluded by regulation 10(1)(h)
79700000-1 to 79721000-4 (Investigation and security services, Security services, Alarm-monitoring services, Guard services, Surveillance services, Tracing system services, Absconder-tracing services, Patrol services, Identification badge release services, Investigation services and Detective agency services) 79722000-1(Graphology services), 79723000-8 (Waste analysis services)	Investigation and security services
98900000-2 (Services provided by extraterritorial organisations and bodies) and 98910000-5 (Services specific to international organisations and bodies)	International services
64000000-6 (Postal and telecommunications services), 64100000-7 (Post and courier services), 64110000-0 (Postal services), 64111000-7 (Postal services related to newspapers and periodicals), 64112000-4 (Postal services related to letters), 64113000-1 (Postal services related to parcels), 64114000-8 (Post office counter services), 64115000-5 (Mailbox rental), 64116000-2 (Post-restante services), 64122000-7 (Internal office mail and messenger services)	Postal services
50116510-9 (Tyre-remoulding services), 71550000-8 (Blacksmith services)	Miscellaneous services

SECTION 18 THE MEMBERS' CODE OF CONDUCT

This Section sets out the text of the Model Code of Conduct prescribed by the Local Authorities (Model Code of Conduct) (Wales) Order 2008, as amended by the following statutory instruments:

- Co-operative and Community Benefit Societies and Credit Unions Act 2010 (Consequential Amendments) Regulations 2014 – (no.2014/1815) (“the 2014 Regulations”) – effective from 1st August 2014.
- Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2008 (No. 2016/84) – effective from 1 April 2016.

The paragraph numbering adopted below is as appears in the Model Code referred to above, for ease of cross-referencing and future amendment.

THE MEMBERS CODE OF CONDUCT

PART 1 - INTERPRETATION

1. (1) In this code —

"co-opted member" ("*aelod cyfetholedig*"), in relation to a relevant authority, means a person who is not a member of the authority but who —

(a) is a member of any committee or sub-committee of the authority, or

(b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority, and who is entitled to vote on any question which falls to be decided at any meeting of that committee or subcommittee;

"meeting" ("*cyfarfod*") means any meeting —

(a) of the relevant authority,

(b) of any Cabinet or board of the relevant authority,

(c) of any committee, sub-committee, joint committee or joint sub-committee of the relevant authority or of any such committee, sub-committee, joint committee or joint sub-committee of any Cabinet or board of the authority, or

(d) where members or officers of the relevant authority are present other than a meeting of a political group constituted in accordance with

regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990,

and includes circumstances in which a member of a Cabinet or board or an officer acting alone exercises a function of an authority;

"member" ("*aelod*") includes, unless the context requires otherwise, a co-opted member;

"registered society" means a society, other than a society registered as a credit union, which is —

(a) a registered society within the meaning given by section 1(1) of the Co-operative and Community Benefit Societies Act 2014; or

(b) a society registered or deemed to be registered under the Industrial and Provident Societies Act (Northern Ireland) 1969;

"register of members' interests" ("*cofrestr o fuddiannau'r aelodau*") means the register established and maintained under section 81 of the Local Government Act 2000;

"relevant authority" ("*awdurdod perthnasol*") means—

(a) a county council,

(b) a county borough council,

(c) a community council,

(d) a fire and rescue 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,

(e) a National Park authority established under section 63 of the Environment Act 1995;

"you" ("*chi*") means you as a member or co-opted member of a relevant authority; and

"your authority" ("*eich awdurdod*") means the relevant authority of which you are a member or co-opted member.

(2) In relation to a community council—

(a) “proper officer” (“*swyddog priodol*”) means an officer of that council within the meaning of section 270(3) of the Local Government Act 1972; and

(b) “standards committee” (“*pwyllgor safonau*”) means the standards committee of the county or county borough council which has functions in relation to the community council for which it is responsible under section 56(1) and (2) of the Local Government Act 2000.

PART 2 - GENERAL PROVISIONS

2. (1) Save where paragraph 3(a) applies, you must observe this code of conduct —

(a) whenever you conduct the business, or are present at a meeting, of your authority;

(b) whenever you act, claim to act or give the impression you are acting in the role of member to which you were elected or appointed;

(c) whenever you act, claim to act or give the impression you are acting as a representative of your authority; or

(d) at all times and in any capacity, in respect of conduct identified in paragraphs 6(1)(a) and 7.

(2) You should read this code together with the general principles prescribed under section 49(2) of the Local Government Act 2000 in relation to Wales.

3. Where you are elected, appointed or nominated by your authority to serve —

(a) on another relevant authority, or any other body, which includes a Local Health Board you must, when acting for that other authority or body, comply with the code of conduct of that other authority or body; or

(b) on any other body which does not have a code relating to the conduct of its members, you must, when acting for that other body, comply with this code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

4. You must —

- (a) carry out your duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion;
- (b) show respect and consideration for others;
- (c) not use bullying behaviour or harass any person; and
- (d) not do anything which compromises, or which is likely to compromise, the impartiality of those who work for, or on behalf of, your authority.

5. You must not —

- (a) disclose confidential information or information which should reasonably be regarded as being of a confidential nature, without the express consent of a person authorised to give such consent, or unless required by law to do so;
- (b) prevent any person from gaining access to information to which that person is entitled by law.

6. (1) You must —

- (a) not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute;
- (b) report, whether through your authority's confidential reporting procedure or direct to the proper authority, any conduct by another member or anyone who works for, or on behalf of, your authority which you reasonably believe involves or is likely to involve criminal behaviour (which for the purposes of this paragraph does not include offences or behaviour capable of punishment by way of a fixed penalty);
- (c) report to your authority's monitoring officer any conduct by another member which you reasonably believe breaches this code of conduct;
- (d) not make vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, your authority.

(2) You must comply with any request of your authority's monitoring officer, or the Public Services Ombudsman for Wales, in connection with an investigation conducted in accordance with their respective statutory powers.

7. You must not —

(a) in your official capacity or otherwise, use or attempt to use your position improperly to confer on or secure for yourself, or any other person, an advantage or create or avoid for yourself, or any other person, a disadvantage;

(b) use, or authorise others to use, the resources of your authority —

(i) imprudently;

(ii) in breach of your authority's requirements;

(iii) unlawfully;

(iv) other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of the authority or of the office to which you have been elected or appointed;

(v) improperly for political purposes; or

(vi) improperly for private purposes.

8. You must —

(a) when participating in meetings or reaching decisions regarding the business of your authority, do so on the basis of the merits of the circumstances involved and in the public interest having regard to any relevant advice provided by your authority's officers, in particular by —

(i) the authority's Chief Executive ;

(ii) the authority's Chief Officer - Resources;

(iii) the authority's monitoring officer;

(iv) the authority's Head of Legal & Corporate Compliance (who should be consulted when there is any doubt as to the authority's power to act, as to whether the action proposed lies within the policy framework agreed by the authority or where the legal consequences of action or failure to act by the authority might have important repercussions);

(b) give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

9. You must —

- (a) observe the law and your authority's rules governing the claiming of expenses and allowances in connection with your duties as a member;
- (b) avoid accepting from anyone gifts, hospitality (other than official hospitality, such as a civic reception or a working lunch duly authorised by your authority), material benefits or services for yourself or any person which might place you, or reasonably appear to place you, under an improper obligation.

PART 3 - INTERESTS

Personal Interests

10. (1) You must in all matters consider whether you have a personal interest, and whether this code of conduct requires you to disclose that interest.

(2) You must regard yourself as having a personal interest in any business of your authority if —

(a) it relates to, or is likely to affect —

(i) any employment or business carried on by you;

(ii) any person who employs or has appointed you, any firm in which you are a partner or any company for which you are a remunerated director;

(iii) any person, other than your authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties as a member;

(iv) any corporate body which has a place of business or land in your authority's area, and in which you have a beneficial interest in a class of securities of that body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital of that body;

(v) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in subparagraph (iv) above;

(vi) any land in which you have a beneficial interest and which is in the area of your authority;

(vii) any land where the landlord is your authority and the tenant is a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in subparagraph (iv) above;

(viii) any body to which you have been elected, appointed or nominated by your authority;

(ix) any —

(aa) public authority or body exercising functions of a public nature;

(bb) company, registered society, charity, or body directed to charitable purposes;

(cc) body whose principal purposes include the influence of public opinion or policy;

(dd) trade union or professional association; or

(ee) private club, society or association operating within your authority's area,

in which you have membership or hold a position of general control or management;

(x) any land in your authority's area in which you have a licence (alone or jointly with others) to occupy for 28 days or longer;

[Note: subparagraph (b) is omitted.]

(c) a decision upon it might reasonably be regarded as affecting —

(i) your well-being or financial position, or that of a person with whom you live, or any person with whom you have a close personal association;

(ii) any employment or business carried on by persons as described in 10(2)(c)(i);

(iii) any person who employs or has appointed such persons described in 10(2)(c)(i), any firm in which they are a partner, or any company of which they are directors;

(iv) any corporate body in which persons as described in 10(2)(c)(i) have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or

(v) any body listed in paragraphs 10(2)(a)(ix)(aa) to (ee) in which persons described in 10(2)(c)(i) hold a position of general control or management,

to a greater extent than the majority of—

(aa) in the case of an authority with electoral divisions or wards, other council tax payers, rate payers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or

(bb) in all other cases, other council tax payers, ratepayers or inhabitants of the authority's area.

Disclosure of Personal Interests

11. (1) Where you have a personal interest in any business of your authority and you attend a meeting at which that business is considered, you must disclose orally to that meeting the existence and nature of that interest before or at the commencement of that consideration, or when the interest becomes apparent.

(2) Where you have a personal interest in any business of your authority and you make —

(a) written representations (whether by letter, facsimile or some other form of electronic communication) to a member or officer of your authority regarding that business, you should include details of that interest in the written communication; or

(b) oral representations (whether in person or some form of electronic communication) to a member or officer of your authority you should disclose the interest at the commencement of such representations, or when it becomes apparent to you that you have such an interest, and confirm the representation and interest in writing within 14 days of the representation.

(3) Subject to paragraph 14(1)(b) below, where you have a personal interest in any business of your authority and you have made a decision in exercising a function of a Cabinet or board, you must in relation to that business ensure that any written statement of that decision records the existence and nature of your interest.

(4) You must, in respect of a personal interest not previously disclosed, before or immediately after the close of a meeting where the disclosure is made

pursuant to sub-paragraph 11(1), give written notification to your authority in accordance with any requirements identified by your authority's monitoring officer, or in relation to a community council, your authority's proper officer from time to time but, as a minimum containing —

- (a) details of the personal interest;
- (b) details of the business to which the personal interest relates; and
- (c) your signature.

(5) Where you have agreement from your monitoring officer that the information relating to your personal interest is sensitive information, pursuant to paragraph 16(1), your obligations under this paragraph 11 to disclose such information, whether orally or in writing, are to be replaced with an obligation to disclose the existence of a personal interest and to confirm that your monitoring officer has agreed that the nature of such personal interest is sensitive information.

(6) For the purposes of sub-paragraph (4), a personal interest will only be deemed to have been previously disclosed if written notification has been provided in accordance with this code since the last date on which you were elected, appointed or nominated as a member of your authority.

(7) For the purposes of sub-paragraph (3), where no written notice is provided in accordance with that paragraph you will be deemed as not to have declared a personal interest in accordance with this code.

Prejudicial Interests

12. (1) Subject to sub-paragraph (2) below, where you have a personal interest in any business of your authority you also have a prejudicial interest in that business if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) Subject to sub-paragraph (3), you will not be regarded as having a prejudicial interest in any business where that business—

- (a) relates to —
 - (i) another relevant authority of which you are also a member;
 - (ii) another public authority or body exercising functions of a public nature in which you hold a position of general control or management;

(iii) a body to which you have been elected, appointed or nominated by your authority;

(iv) your role as a school governor (where not appointed or nominated by your authority) unless it relates particularly to the school of which you are a governor;

(v) your role as a member of a Local Health Board where you have not been appointed or nominated by your authority;

(b) relates to —

(i) the housing functions of your authority where you hold a tenancy or lease with your authority, provided that you do not have arrears of rent with your authority of more than two months, and provided that those functions do not relate particularly to your tenancy or lease;

(ii) the functions of your authority in respect of school meals, transport and travelling expenses, where you are a guardian, parent, grandparent or have parental responsibility (as defined in section 3 of the Children Act 1989) of a child in full time education, unless it relates particularly to the school which that child attends;

(iii) the functions of your authority in respect of statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of such pay from your authority;

(iv) the functions of your authority in respect of an allowance or payment made in accordance with the provisions of Part 8 of the Local Government (Wales) Measure 2011, or an allowance or pension provided under section 18 of the Local Government and Housing Act 1989;

(c) your role as a community councillor in relation to a grant, loan or other form of financial assistance made by your community council to community or voluntary organisations up to a maximum of £500.

(3) The exemptions in subparagraph (2)(a) do not apply where the business relates to the determination of any approval, consent, licence, permission or registration.

Overview and Scrutiny Committees

13. You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—

(a) that business relates to a decision made (whether implemented or not) or action taken by your authority's Cabinet, board or another of your authority's committees, sub-committees, joint committees or joint subcommittees; and

(b) at the time the decision was made or action was taken, you were a member of the Cabinet, board, committee, sub-committee, joint-committee or joint sub-committee mentioned in sub-paragraph (a) and you were present when that decision was made or action was taken.

Participation in Relation to Disclosed Interests

14. (1) Subject to sub-paragraphs (2), (2A), (3) and (4), where you have a prejudicial interest in any business of your authority you must, unless you have obtained a dispensation from your authority's standards committee —

(a) withdraw from the room, chamber or place where a meeting considering the business is being held—

(i) where sub-paragraph (2) applies, immediately after the period for making representations, answering questions or giving evidence relating to the business has ended and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration; or

(ii) in any other case, whenever it becomes apparent that that business is being considered at that meeting;

(b) not exercise Cabinet or board functions in relation to that business;

(c) not seek to influence a decision about that business;

(d) not make any written representations (whether by letter, facsimile or some other form of electronic communication) in relation to that business; and

(e) not make any oral representations (whether in person or some form of electronic communication) in respect of that business or immediately cease to make such oral representations when the prejudicial interest becomes apparent.

(2) Where you have a prejudicial interest in any business of your authority you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

(2A) Where you have a prejudicial interest in any business of your authority you may submit written representations to a meeting relating to that business, provided that the public are allowed to attend the meeting for the purpose of making representations, answering questions or giving evidence relating to the business, whether under statutory right or otherwise.

(2B) When submitting written representations under sub-paragraph (2A) you must comply with any procedure that your authority may adopt for the submission of such representations.

(3) Sub-paragraph (1) does not prevent you attending and participating in a meeting if —

(a) you are required to attend a meeting of an overview or scrutiny committee, by such committee exercising its statutory powers; or

(b) you have the benefit of a dispensation provided that you —

(i) state at the meeting that you are relying on the dispensation; and

(ii) before or immediately after the close of the meeting give written notification to your authority containing —

(iii) details of the prejudicial interest;

(iv) details of the business to which the prejudicial interest relates;

(v) details of, and the date on which, the dispensation was granted; and

(vi) your signature.

(4) Where you have a prejudicial interest and are making written or oral representations to your authority in reliance upon a dispensation, you must provide details of the dispensation within any such written or oral representation and, in the latter case, provide written notification to your authority within 14 days of making the representation.

PART 4 - THE REGISTER OF MEMBERS' INTERESTS

Registration of Personal Interests

15. (1) Subject to sub-paragraph (4), you must, within 28 days of—

(a) your authority's code of conduct being adopted or the mandatory provisions of this model code being applied to your authority; or

(b) your election or appointment to office (if that is later),

register your personal interests, where they fall within a category mentioned in paragraph 10(2)(a), in your authority's register of members' interests by providing written notification to your authority's monitoring officer.

(2) Subject to sub-paragraph (4), you must, within 28 days of becoming aware of any new personal interest falling within a category mentioned in paragraph 10(2)(a), register that new personal interest in your authority's register of members' interests by providing written notification to your authority's monitoring officer.

(3) Subject to sub-paragraph (4), you must, within 28 days of becoming aware of any change to a registered personal interest falling within a category mentioned in paragraph 10(2)(a), register that change in your authority's register of members' interests by providing written notification to your authority's monitoring officer, or in the case of a community council to your authority's proper officer.

(4) Sub-paragraphs (1), (2) and (3) do not apply to sensitive information determined in accordance with paragraph 16(1).

(5) Sub-paragraphs (1) and (2) do not apply if you are a member of a relevant authority which is a community council when you act in your capacity as a member of such an authority.

(6) You must, when disclosing a personal interest in accordance with paragraph 11 for the first time, register that personal interest in your authority's register of members' interests by providing written notification to your authority's monitoring officer, or in the case of a community council to your authority's proper officer.

Sensitive information

16. (1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to the interest under paragraph 15.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under sub-paragraph (1) is no longer sensitive information, notify your authority's monitoring officer, or in relation to a community council, your authority's proper officer asking that the information be included in your authority's register of members' interests.

(3) In this code, "sensitive information" ("*gwybodaeth sensitif*") means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

Registration of Gifts and Hospitality

17. You must, within 28 days of receiving any gift, hospitality, material benefit or advantage above the value of £20, provide written notification to your authority's monitoring officer, or in relation to a community council, to your authority's proper officer of the existence and nature of that gift, hospitality, material benefit or advantage.

APPENDIX 1 TO SECTION 18

Conduct of Members – The Principles

SELFLESSNESS

Members must act solely in the public interest. They must never use their position as Members to improperly confer advantage on themselves or to improperly confer advantage or disadvantage on others.

HONESTY

Members must declare any private interests relevant to their public duties and take steps to resolve any conflict in a way that protects the public interest.

INTEGRITY AND PROPRIETY

Members must not put themselves in a position where their integrity is called into question by any financial or other obligation to individuals or organisations that might seek to influence them in the performance of their duties. Members must on all occasions avoid the appearance of such behaviour.

DUTY TO UPHOLD THE LAW

Members must act to uphold the law and act on all occasions in accordance with the trust that the public has placed in them.

STEWARDSHIP

In discharging their duties and responsibilities Members must ensure that their authority's resources are used both lawfully and prudently.

OBJECTIVITY IN DECISION-MAKING

In carrying out their responsibilities including making appointments, awarding contracts, or recommending individuals for rewards and benefits, Members must make decisions on merit. Whilst Members must have regard to the professional advice of officers and may properly take account of the views of others, including their political groups, it is their responsibility to decide what view to take and, if appropriate, how to vote on any issue.

EQUALITY AND RESPECT

Members must carry out their duties and responsibilities with due regard to the need to promote equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion, and show respect and consideration for others.

OPENNESS

Members must be as open as possible about all their actions and those of their authority. They must seek to ensure that disclosure of information is restricted only in accordance with the law.

ACCOUNTABILITY

Members are accountable to the electorate and the public generally for their actions and for the way they carry out their responsibilities as a Member. They must be prepared to submit themselves to such scrutiny as is appropriate to their responsibilities.

LEADERSHIP

Members must promote and support these principles by leadership and example so as to promote public confidence in their role and in the authority. They must respect the impartiality and integrity of the authority's statutory officers and its other employees.

APPENDIX 2 TO SECTION 18

Protocol - Standard of Conduct Expected by Members

This protocol sets out the standards of conduct expected from Members within Blaenau Gwent County Borough Council in dealing with each other. It should be read in conjunction with the Members Code of Conduct and the Member-Officer Protocol. It adds to these documents and does not detract from them.

Members are expected to:

1. PUBLIC BEHAVIOUR

- 1.1 show respect to each other;
- 1.2 not to make personal abusive comments about each other;
- 1.3 not to publish anything insulting about each other;
- 1.4 not to make malicious allegations against each other;
- 1.5 not to publish or spread any false information about each other;
- 1.6 show respect to diversity and equality;

2. BEHAVIOUR IN MEETINGS

- 2.1 behave with dignity;
- 2.2 show respect to the Chair and obey his/her decisions;
- 2.3 not to use indecent language nor make racial remarks or remarks which prejudice any section of society;

3. CONFIDENTIALITY

- 3.1 keep the confidentiality of exempt papers and any other documents which are not public;
- 3.2 not to release confidential information to the press or the public;
- 3.3 not to use confidential information for purposes other than intended;

4. **LOCAL MEMBERS**

- 4.1 work with Members of adjoining electoral divisions for the benefit of the locality;
- 4.2 if dealing with any matter relating to another electoral division:
 - 4.2.1 explain to anyone seeking assistance that he/she is not the local Member;
 - 4.2.2 inform the local Member, unless it would lead to a breach of confidentiality.

APPENDIX 3 TO SECTION 18

Local Procedure for dealing with allegations that a Member has breached the Code of Conduct or the Protocol on Member/Officer relations

1. Introduction

- 1.1 The Local Protocol for Blaenau Gwent County Borough Council aims to promote good co-operation between Members and Officers and exemplary standards of behaviour by Members thus allowing the Council to carry out its duties efficiently and professionally.
- 1.2 Legislation sets out a statutory regime whereby complaints for breaches of the Member's Code of Conduct are referred to the Public Services Ombudsman for Wales (the Ombudsman).
- 1.3 The Ombudsman has the direction to decide whether allegations of breaches of the Member's Code of Conduct will be investigated. This Protocol is designed to deal effectively with those complaints which are not suitable for reference to the Ombudsman or which would benefit from a local determination.
- 1.4 It is important that any allegations made under this protocol are dealt with quickly and effectively.
- 1.5 The purpose of this procedure is to introduce a simple and clear method of dealing with such allegations.

2. Complaints by Officers against Members

- 2.1 The Chief Executive will be the Lead Officer on all complaints by Officers against Members. The Complainant retains the right to refer the matter to the Ombudsman at any time in the process. The Chief Executive retains the discretion to refer the complaint to the Standards Committee under stage 3 of the procedure below, with the consent of the Chair of the Standards Committee. The Chief Executive should advise the Monitoring Officer of any complaint received, as the Monitoring Officer's role is to ensure that due process is followed.

2.2 It is hoped that any potential problems may be resolved by early discussion between the Members involved and the Chief Executive. If this proves impossible the Chief Executive may, in consultation with the Chair of the Standards Committee, refer the matter to the Standards Committee and invite them to reach a view as to whether the Protocol has been breached. The view of the Standards Committee will be reported at a Council meeting. The Standards Committee will follow Stage 3 of the Procedure.

3. **Complaints Against Councillors by Other Councillors**

3.1 Complaints against Members by another Member/s will be dealt with under the following three stage procedure.

4. **Procedure**

4.1 **Stage One of the Procedure: Making the Complaint**

- (i) Any Member who wishes to submit an allegation under this Protocol should send the complaint to the Monitoring Officer. Following receipt of the complaint the Monitoring Officer will advise whether the allegation is suitable to be considered within this Protocol or whether the complainant should consider referral to the Ombudsman as an allegation of breach of the Members' Code of Conduct.
- (ii) If following the first stage the Member wishes to proceed with the allegation under this procedure, the matter may be referred either to an informal resolution under Stage 2 or to a hearing by the Committee under Stage 3.

4.2 **Stage Two of the Procedure: Informal Resolution**

- (i) At Stage Two, the complaint (if both parties agree) will be referred to the Chief Executive who will contact the Member against whom the complaint is made and, if appropriate, the Leader of the relevant political group, to try and resolve the matter informally. The Chief Executive may ask the Member complained about whether he or she may wish to consider whether to rectify the situation by, for example, offering an apology or withdrawal of a remark.
- (ii) The Chief Executive may decline to undertake Stage Two and with the consent of the Chair of the Committees refer it immediately to Stage Three.

- (iii) If necessary, the Chief Executive can call on the Monitoring Officer, or other Legal Officer for advice and assistance.

4.3 Stage Three of the Procedure: Hearing before the Standards Committee

- (i) If either party remained dissatisfied with Stage two, then with the consent of the Chair of the Committee, the Third Stage of the hearing is before the Standards Committee. The Member making the complaint will be asked to submit the substance of the complaint in writing, and the Member who is the subject of that complaint will be asked for a written response. These papers, together with any additional written evidence that is submitted by either side will be distributed to the Members of the Standards Committee.
- (ii) Both the Member making the complaint and the Member complained against have the right to appear before the Committee and to submit evidence from witnesses. Both will have the right to representation or to have a colleague present. The Council will not meet the cost of representations.
- (iii) If either side wishes not to be present or fails to attend, the hearing may be held in this absence.
- (iv) After the evidence has been heard, both sides and their representatives will be asked to leave the Chamber and the Committee will come to a conclusion on the allegation. The Monitoring Officer will advise the Committee.
- (v) The Committee can come to one of three conclusions, namely:-
 - (a) That there is no basis to the complaint.
 - (b) That there is a basis to the complaint but that no further action is required.
 - (c) That there is a basis to the complaint and that the Member should be censured.

The conclusion by the Committee will be reported to Council. In addition, the Committee can make recommendations to the Council regarding changes to any procedures or taking any further action.

5. Other Matters

- 5.1 (i) Publicity will not be given to the names of the

Members involved unless it is decided to uphold the complaint and that the Councillor should be censured. The hearing before the Committee will be exempt ie not open to the public.

- (ii) Stages Two and Three do not have to be followed sequentially. Although it is possible for a Member who remains dissatisfied after the invention of the Chief Executive to ask for the matter to be referred to a hearing before the Committee, it is also possible for a matter to proceed directly to the Committee without being first submitted to the Chief Executive, provided the Chair of the Standards Committee agrees.
- (iii) The aim of this Procedure is to try and resolve complaints regarding Members quickly and effectively. Nothing in this procedure prevents an Officer or Member from submitting a complaint to the Ombudsman that a Member has breached the Code of Conduct at any time before Stages Two (in the case of a Member) or Three (in the case of either an Officer or a Member) of the Procedure is engaged.
- (iv) This Protocol is not designed for use by Members of the Public. If there is a complaint by a member of the public against Officer conduct or Member conduct, then that should follow normal processes, either through a complaint to the Chief Executive or relevant Chief Officer in respect of an Officer or to the Monitoring Officer and/or the Ombudsman in respect of a Councillor.

APPENDIX 4 TO SECTION 18

Social Media Protocol

Use of Social Media

Social media is the term commonly given to websites and online tools which allow users to interact with each other in some way – by sharing information, opinions, knowledge and interests. Examples of social media websites include (this list is not exhaustive):

- social networking (e.g. www.facebook.com)
- video sharing (e.g. www.youtube.com)
- blogs (e.g. www.london2012.com/blog)
- micro-blogging (e.g. www.twitter.com)
- message boards (e.g. <http://forums.moneysavingexpert.com>)
- wikis (e.g. www.wikipedia.org)
- social bookmarking (e.g. www.delicious.com)

Scope

Members can all freely access social media sites, from home, mobile phones, internet cafes, libraries, etc. This activity needs to be handled in a sensible and considered way so that neither you nor the Council is put at potential risk of embarrassment, loss or criminal proceedings.

The Council acknowledges the right of members to freedom of expression; however, you must be aware of the potential legal implications of material, which could be considered abusive or defamatory.

In order to ensure confidentiality and the reputation of the Council are protected, you are required when using Social Networking sites to:

- Ensure that you do not conduct yourself in a way that is detrimental to the Council
- Not refer to the Council, its employees, or other members in a way that is detrimental to the Council or its employees / members.
- Not publish any content, which may result in actions for defamation, discrimination, breaches of confidentiality or copyright, data protection or other claims for damages. This includes, but is not limited to, material of an illegal, sexual or offensive nature that may bring the Council into disrepute

- Not post images of clients, service users or incidents
- Not send or post abusive or defamatory messages. Social networking websites are a public forum; do not assume that your entries on any website will remain private
- Take care not to allow your interaction with others on these sites to damage working relationships between members of staff, clients, service users or partner agencies
- Not use Council logos on personal web pages
- Be aware that information shared with a third party could be published by them and attributed to you implicitly or explicitly

You should always use your own judgement but should bear in mind the principles of the Members' Code of Conduct and other policies which are part of your professional requirements.

You should notify the Monitoring Officer:

- If you receive press or media contact regarding the content of your personal web page which relates to your role as a Member or the work of the Council
- If you are unsure as to the appropriateness of information or images you want to publish on your personal web page.

Other things to consider include:

- Journalists increasingly use the web to research stories and may report photographs or comments they may find. Similarly, customers and clients are able to search the Internet for information on Council members they have involvement with. Check your security settings on social networking sites so that your information is only visible to the people who you want to see it
- Put your name into an Internet search engine to see what people can find out about you. Are you happy with what they can see?

Breach of the Members' Code of Conduct

Be aware that inappropriate use of the internet could result in possible breaches of the Code of Conduct. If in doubt, please seek advice from the Monitoring Officer.

SECTION 19

19. PROTOCOL FOR PUBLIC SPEAKING AT PLANNING COMMITTEE

Who May Speak? – The Chair will allow one party to speak to put each side of the case. The order of speakers will be:-

- The Chair will introduce the items. The Planning Officer will present the case and address any late correspondence.
- One objector (if there is more than one objector, they must nominate a spokesperson. If agreement cannot be reached amongst objectors, only the first person to register their interest will be allowed to speak).
- One supporter of the scheme.
- One representative of the Town or Community Council.
- Where they are not ready on Planning, the Ward Member(s) in whose Ward the application falls.
- The applicant or his/her agent.

How to Register to Speak? – Planning Committee usually meets on the first Thursday of the Month. In order to speak a slot must be previously arranged by giving your name and contact details in writing/email to the Planning Control Section by 12.00 Noon on the Tuesday of the week of Committee. It must also state whether an individual supports or objects to the application. Ward Members need to register.

Individual details will be made public as other speakers may wish to approach you to ensure you cover areas of mutual concern. Failure to register the wish to speak by the deadline will result in the right to speak being lost.

The request to speak must be submitted separately to any other written representations which you may be sent to the Council regarding the application. It should be noted that if a request to speak at Committee will be disregarded if the application is to be decided under delegated powers.

Length of Speaking – Each speaker will be allotted a maximum of 5 minutes. This time limit will be strictly enforced, the distribution of plans/maps, photographs or other papers will not be allowed. In exceptional cases, more than one person may be allowed to speak either for or against a proposal. This will be at the discretion of the Chair and will be limited to major planning applications or schemes that have generated significant public interest.

What Can Be Said? – Any speech should be limited to the relevant planning issues such as the Development Plan, Government policy/guidance, visual appearance/impact or highways considerations. Issues such as devaluation of property, land disputes and competition between businesses are not relevant and will be disregarded by the Planning Committee.

- The Planning Committee must make its decision in accordance with strict rules. It cannot approve an application simply because a number of people are in support – or alternatively refuse planning permission because a number of people object. Each and every decision must be made based on sound and defensible planning reasons.
- Speakers are advised that they are personally accountable for what they say. They must avoid personal comments, any comments of a racist or offensive nature may be referred to the Police. The minutes of the meeting will record the name, address and content of the statement. The Committee forum does not absolve the individual's responsibilities under laws of defamation.
- Any points that may have been raised in any written objections, will be included in the officers' report.
- At the discretion of the Chair, individuals may be asked to answer questions raised by Members of the Planning Committee.
- Applicants are advised that it is their responsibility to check when an application is to appear before Planning Committee. The Council will not notify applicants or their agents that a person has registered their right to speak for or against their application at Planning Committee.

At the Committee

- The Chair conducts the meeting and retains the right to manage proceedings to ensure that all parties have a fair hearing (subject to the Constitution).
- The Chair will intervene if the time limit is exceeded and may adjourn the meeting. Repeating points that have already been adequately addressed or inappropriate remarks or abusing the right to speak before Committee should be adjourned
- Having confirmed the arrangements of the Committee beforehand, individuals should attend at least 20 minutes before the meeting begins and introduce themselves to an officer of the Council who will be present to greet speakers.
- An item will not be deferred if any person who has registered to speak fails to attend the meeting.
- The Council operates a policy of conducting and recording meetings in the medium of English. If however there is a wish to address the Planning Committee in Welsh this must be notified to the Council so that translation arrangements can be made.

What happens if the application is deferred? – This Policy only applies to the first hearing of the application at Planning Committee. If a site visit of the Planning Committee is arranged, further speakers will not normally be allowed unless the Chair, under advice from the Head of Legal & Corporate Compliance, considers it is necessary in order to come to an informed decision.

SECTION 20

20. CODE OF CONDUCT FOR EMPLOYEES OF THE COUNCIL

NOTE: ANY FORMS REFERRED TO IN THIS CODE OF CONDUCT MAY BE LOCATED ON THE COUNCIL'S INTRANET.

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2. MANAGER'S RESPONSIBILITIES
3. EMPLOYEE'S RESPONSIBILITIES
4. PUBLIC FUNDS
5. CUSTOMERS
6. EQUALITIES
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9. PROFESSIONAL QUALIFICATIONS, REGISTRATIONS AND CONDUCT

10. DECLARATION OF FINANCIAL AND OTHER INTERESTS
11. CONFLICTS OF INTEREST - THE KEY TEST
12. DEFINITION OF RELATIVE
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APPENDIX 1: DECLARATION OF INTEREST(S) FORM

1. PURPOSE

1.1. The Council exists for the benefit of, and is accountable to, the people of Blaenau Gwent. They are entitled to expect conduct of the highest standard from their Council's employees.

1.2. This Code of Conduct for Employees sets out standards of conduct expected of you and applies to all employees, with the exception of School Teachers who have their own arrangements.

1.3. This code has been written for the effective operation of Council business and the wellbeing of its employees. All employees are expected to act in accordance with the Code - failure to do so may result in action in line with the Council's Disciplinary Code.

1.4. The various sections of this Code summarise the key policies and procedures in respect of behaviour and the way you are required to work.

1.5. This code of conduct is not exhaustive and does not replace the general requirements of the law, common sense and good conduct. Please also see section 9 - Professional Qualifications, Registrations and Conduct.

2. MANAGER'S RESPONSIBILITIES

2.1 Managers are responsible for the application of this policy in their service area.

2.2 Managers must ensure this Code is adhered to and:

- Set a positive example with their own behaviour.
- Ensure standards in the Code are established and communicated.
- Effectively record and update declarations of interest, gifts and hospitality (this information may be held centrally in the Directorate/Service if appropriate).
- Provide clarification, where required, to improve employee understanding.
- Take appropriate action at the earliest opportunity to manage non-compliance with the standards set out in this Code.

3. EMPLOYEE'S RESPONSIBILITIES

3.1 You must consider this Code carefully and comply with it fully as it forms part of the terms and conditions of your employment. If you do not understand something in the code you should ask your manager to explain it to you.

3.2 You are expected to:

- Maintain conduct of the highest standard so public confidence in your integrity is sustained.
- Ensure your conduct reflects the Council's values and competencies.
- Declare any actual/potential conflict of interest as soon as is reasonably practicable.
- Incorporate and promote equality in all that you do.
- Perform your work to the best of your ability and in accordance with the Council's policies and procedures. Where performance falls short of the required standard you should work with your manager, complying with any improvement plans, to improve your performance to the required standard.
- Not use any information obtained in the course of your employment to cause damage to or bring disrepute to the Council, or for personal gain or benefit. Nor should you pass information on to others who may use it in such a way. Also, you must not access information that is not specifically required to enable you to undertake your role with the Council.
- Abide by the General Data Protection regulation and the Good Practice Guidance that the Council provides in the area of Information Security.
- Familiarise yourself periodically with the latest version of the Code and comply with it at all times.

3.3 If you are aware that someone else is breaching the code, the Council has a Whistleblowing Policy to enable employees to raise concerns in an appropriate manner and to ensure that they do not suffer any detriment as a result of doing so. The policy is available on the Council's intranet and from the OD Division.

4. PUBLIC FUNDS

4.1 The Council has responsibility for the administration of public funds and the importance of probity, financial control and honest administration cannot be overstated.

4.2 Where you have direct responsibility for financial transactions e.g. the ordering of goods or services, you must comply with the Council's Financial and Procurement Regulations.

4.3 If you are found to have claimed entitlement to a government benefit or service (i.e. Council or Housing Benefit, Direct Payment, Blue Badge, Council Property etc. from the Council or another local authority), either directly or indirectly, and failed to disclose accurately/fully your financial or other circumstances that may affect your entitlement to the benefit or service, this would be regarded as gross misconduct, and you may be dismissed. Such cases may also be passed to the Police.

5. CUSTOMERS

5.1 You should ensure courteous, efficient and impartial service to all within the community. Antagonistic or aggressive behaviour is not acceptable. If you work with customers who behave aggressively you must familiarise yourself with the Violence and Aggression at Work Policy.

6. EQUALITIES

6.1 Your commitment to equality in all aspects of your work is fundamental to effective service delivery and working relationships.

6.2 All members of the local community, customers and colleagues have a right to be treated with fairness and equity.

6.3 The Public Sector Equality duty applies to all decisions made by the Council. The duty includes the need to promote equality for persons with “protected characteristics” i.e. age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, Welsh Language, and have due regard to the need to i) eliminate discrimination, harassment, and victimisation; ii) advance equality of opportunity; and iii) foster good relations between persons who share a relevant protected characteristic and those who do not share it.

6.4 Employees should familiarise themselves with the Council’s Dignity at Work Policy. The Council will not tolerate discriminatory behaviour, including harassment, which will be dealt with using the Disciplinary Code and may lead to criminal proceedings.

7. HEALTH AND SAFETY

7.1 You have a duty of care and must not act wilfully or intentionally in a manner liable to place the public, your colleagues or yourself at risk.

7.2 You must display your identity card at all times on Council premises. An exception can be made if displaying your identity card (or other Blaenau Gwent logos) could put you at risk, and a risk assessment is in place to this effect. In such circumstances the ID must be retained on your person and must be offered for inspection if required by an authorised person.

8. STANDARDS OF DRESS AND APPEARANCE

8.1 You must ensure standards of dress and personal ornamentation are appropriate in relation to your duties. Inappropriate dress can create offence or be interpreted as disrespectful.

8.2 The Council values the diversity of its workforce and will take into account ethnic and religious dress requirements by ensuring you are free to observe them.

8.3 In all cases you are expected to wear any uniform issued for health and safety reasons.

9. PROFESSIONAL QUALIFICATIONS, REGISTRATIONS AND CONDUCT

9.1 If your employment with the Council is in a post which requires you to be registered with a statutory and/or professional organisation, to hold membership of a professional body or hold any other qualification, it is your duty to ensure you are able to comply with the relevant obligation(s). You will be requested to provide evidence of compliance. You should also comply with any duty you may have to inform your professional body of a matter which may impact on your registration or membership. You should also inform your line manager of the matter.

9.2 You must ensure that the relevant code of practice is followed during the course of your duties, which includes formal reporting to the professional body on any matter where there is a duty to do so.

9.3 If you belong to a profession that has a specific Code of Practice it is your responsibility to comply with both the Council's code and the code relating to your profession. If there is any conflict between the Council's code and your professional code, please seek the advice of your Line Manager or the Organisational Development Division. However, the approach should be that you must comply with the most demanding/highest level requirement(s), whichever code contains it.

10. DECLARATION OF FINANCIAL AND OTHER INTERESTS

10.1 You must declare in writing to your manager, using the declaration form (see the Intranet) any financial or other personal interest - whether direct or indirect - or association with any Council activity, which could cause an actual or potential conflict of interest.

10.2 You are responsible for ensuring you keep your manager informed of any change of circumstance that gives rise to a need to submit or update your declarations. Declarations should be made in writing/by email using the appropriate form.

10.3 It is your responsibility to take all reasonable steps to ensure you do not place yourself or the Council in a position where there could be a conflict of interest. This responsibility does not end when you have submitted a declaration form. For example, if you are present at a meeting on another matter and an issue comes up that you have a potential or actual interest in, you must declare this to the meeting and excuse yourself from the meeting if practicable or at the very least have no part in any discussion or decision making on the relevant issue.

11. CONFLICTS OF INTEREST - THE KEY TEST

11.1 You should ask yourself the question “Would a member of the public think that my family, close friends or I would benefit from the connection between my personal interest and my employment?”

11.2 If the answer is yes then you must declare the interest by informing your Line Manager as soon as is reasonably practicable by completing the Declaration of Interest Form. All Directorates are responsible for maintaining a Register of Declarations of Interest for their employees. However, individuals are free to take part in activities organised and authorised by the Trade Unions without declaring an interest.

11.3 If you are involved with granting permissions or benefits, for example, planning permission, you must take no part in considering any application made by yourself, a relative, friend, neighbour or anyone you have a close personal association with.

12. DEFINITION OF RELATIVE

12.1 A relative means a spouse (husband or wife), partner, parent, parent-in-law, son, daughter, step-son, stepdaughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of these people. “Partner” means a member of a couple who live together.

13. CONDUCT OUTSIDE OF WORK

13.1 Your off-duty hours are your personal concern but you should not put yourself in a position where there is a conflict of interest between your private life and public duties. If, for example you are a member of a society, club or association which may cause a conflict of interest you must declare this using the declaration form (see appendix 1).

13.2 Any questions or statements you wish to submit as a citizen to public Council meetings must be drafted and sent in your own time and using your own resources (i.e. not with work email). You must be clear that you are doing so as a citizen and not as a Council employee. You should not lobby a Councillor inappropriately on personal employment matters. If you are unsure about the process you are advised to speak to your manager. This does not restrict your right to raise concerns regarding possible malpractice under the Council's Whistleblowing Policy.

13.3 The Council reserves the right to bring action against you where your conduct outside work conflicts with your public duties, i.e. where your conduct outside of work could undermine the Council's reputation or public confidence.

13.4 You must disclose information which is relevant to your capability, capacity and suitability to carry out the duties and responsibilities for which you are employed. You must immediately inform your manager in writing (where this Code requires notification in writing, email is acceptable) if, during your employment with the Council, you are subject to any of the following, which it would be reasonable to understand may impact upon your role, professional standing or the reputation of the Council:

- Advised that you are under investigation for a criminal act (including road traffic offences).
- Arrested in connection with a criminal act.
- Notified that criminal charges are being considered against you.
- In receipt of a summons to appear before a Court of Law for an alleged offence.
- Found guilty and convicted of any offence.
- Given a police caution.

13.5 Notwithstanding the above, Employees whose role requires a DBS check must ensure they comply with the all the requirements of the DBS process.

13.6 If you are required to drive as part of your duties you must also declare any penalties received in connection with motoring offences that may impact your ability to undertake your role. Fixed penalties for offences such as speeding do not need to be declared unless they include a driving ban.

13.7 In all cases, a failure to disclose relevant information or the deliberate withholding of such information can amount to a breach of trust and confidence and may lead to disciplinary action up to and including dismissal.

13.8 Serious misconduct or criminal offences committed during or outside working hours, which bring you or the Council into disrepute, will be subject to disciplinary action under the Council's Disciplinary Code, and may result in dismissal.

14. SECONDARY EMPLOYMENT

14.1 You may undertake secondary employment such as: work on a voluntary, fee-paying or recognition-in-kind basis; or engage in any other business; as well as secondary employment within the Council itself.

14.2 Appointments as Governors, Councillors of other local authorities, membership of the Territorial Army, Justice of the Peace etc., do not constitute secondary employment.

14.3 Your working time should not exceed an average of 48 hours per week, taking into account secondary employment.

14.4 If you are paid up to and including spinal column point 28 (or equivalent basic pay pro rata) you must notify your manager of any secondary employment undertaken.

14.5 If you are paid above spinal column 28 (or equivalent basic pay pro rata) you must obtain the consent of your Chief Officer prior to engaging in any other business or taking up any secondary employment. You must subsequently keep your Chief Officer advised of any changes to your secondary employment.

14.6 You may also be required to disclose your total working hours, to enable the Council to monitor your hours worked to comply with the Working Time Regulations.

14.7 Any secondary employment must not be carried out during your contracted Council working hours, nor whilst on standby for official callout purposes, unless such employment can be undertaken from your home. You are also not permitted to use Council property, equipment or associated documents or communications.

14.8 Any secondary employment outside the Council must not conflict with the Council's interests, or bring it into disrepute. You may not set up a business, or accept a job with a business, which is in direct competition with the Council.

14.9 Your declaration of secondary employment does not remove the right of the Council to take action if it is deemed to be detrimental to the interests or reputation of the Council, or where it affects your work performance.

14.10 You may not become a trustee or board member of any organisation which receives any form of funding from the Council unless you have the express consent of your Chief Officer, who will consider this in consultation with the Monitoring Officer.

15. PROBITY OF RECORDS AND OTHER DOCUMENTS

15.1 If you falsify records or other documents to secure pay or another financial benefit for yourself or others, this is regarded as a criminal offence as well as a serious disciplinary matter.

15.2 Such falsification is dealt with in accordance with the Council's Anti-Fraud, Anti-Corruption, & Anti-Bribery Policy.

15.3 Where deliberate falsification is intended to gain a nonfinancial advantage such as flexi- time credit, the Council will regard this as a serious disciplinary matter. Any deliberate falsification of records or other documents may lead to dismissal.

16. FINANCIAL INDUCEMENTS, GIFTS AND HOSPITALITY

16.1 It is an offence to accept any fee or reward whatsoever other than your proper pay. You may receive offers of inducements and it is important you are able to recognise what is, and what is not acceptable; it is advisable to discuss these with your manager.

16.2 On no account should an employee knowingly accept secondary employment or a financial payment from any person, body or organisation who have a professional relationship with the Council or are seeking to establish such a relationship e.g. contractors, developers, consultants.

16.3 Gifts may only be accepted when they are low value i.e. up to £20. Regardless of whether the gift is accepted or not it must be registered by writing/email to your manager, who will record it on the Directorate/Service Register of Gifts and Hospitality (see appendix 2). You should never accept significant gifts (i.e. worth more than £20) or hospitality from service users, actual or potential contractors or outside suppliers.

16.4 Normally, visits by employees to exhibitions, demonstrations, conferences, business meals, and social functions, in connection with their official duties shall be at the Council's expense.

16.5 Where hospitality, in the form of meals and drinks, is offered by a third party, this is normally only acceptable where it forms part of, or immediately follows on from, normal business meetings/discussions held during the normal working day.

16.6 Where offers of hospitality are made, e.g. invitations to dinners, these should only be accepted if there is a clear and demonstrable benefit to the Council, and the hospitality would not expose the Council to criticism that the provider of the hospitality was achieving undue influence. Attendance must have the Chief Officer's approval in advance, and will be recorded in the Directorate/Service Register of Gifts and Hospitality.

16.7 Offers of hospitality in the form of purely social events and sporting occasions should on no account be accepted when these are from organisations with which the Council has commercial links. However, invitations to social events from non-commercial organisations with which the Council has a partnership arrangement will be acceptable, but must have the

Chief Officer's advance approval, and must be recorded in the Directorate/Service Register of Gifts and Hospitality.

16.8 Regular social contact e.g. drinks in a public house, with representatives of organisations, which supply, or hope to supply, goods or services to the Council must be avoided. Where such instances do occasionally take place, i.e. after late working, officers should ensure that they "pay their way" and that the other party does not meet the costs of such contact in full. For their own protection, employees should record such events in the Directorate/Service Register.

16.9 Directorate/Service Registers of Declarations of Interest and Gifts and Hospitality will be liable to Audit inspection.

16.10 Apart from participating in concessionary schemes arranged by trade unions or other such groups for their members, you should not engage the services of contractors commissioned by the Council when acquiring materials, labour or plant at cost, trade or discount prices. Whilst this may enable you to make savings compared with other suppliers, you face the risk of being in a compromising situation, and bringing the Council into disrepute – this is not acceptable and cannot be over-emphasised.

16.11 The acceptance of, or giving of a gift to obtain financial or other advantage, is a criminal offence, as is a threat or retaliation against someone refusing to commit a bribery offence (Bribery Act 2010). The prevention, detection and reporting of bribery is the responsibility of all those working for the Council or under its control. All workers are required to avoid any activity that might lead to, or suggest, a breach of the Bribery Act 2010.

17. PROMOTIONAL OFFERS AND PRIZES

17.1 If you are responsible for the purchase of goods and supplies, any promotional offers or prizes given by suppliers are the Council's property. These promotional offers may take the form of a free gift, holiday offer or vouchers. Promotional offers should only be used for the benefit of the Council, and your Chief Officer will decide how offers are used. Promotional offers should be discussed with your manager and recorded on the Register of Gifts and Hospitality, whether accepted or declined.

18. PUBLIC CONCERN AND WHISTLEBLOWING

18.1 The Council does not tolerate any form of malpractice. You have an important role to play in reporting any concerns, and are expected to co-operate with investigations. Although it is often difficult for employees to report legitimate concerns through fear of victimisation or reprisal, please be assured that in raising concerns you will be supported. Please refer to the Whistleblowing Policy for more information.

19. SAFEGUARDING

19.1 There is a statutory requirement for the Council and its employees to protect children and vulnerable adults. If you have any safeguarding related concerns, you are responsible for speaking promptly to your line manager or another manager about your concerns. You should seek guidance from your line manager or safeguarding lead as necessary.

20. EMPLOYEES IN POSITIONS OF TRUST

20.1 If you have a caring role or provide a direct personal service you may experience situations where you could benefit financially. For example, people in residential care homes may express their thanks to you by offering significant gifts, money or even making you a beneficiary of their will. You should refuse such 'gifts' politely and explain why you cannot accept them before reporting this matter to your line manager.

20.2 If you, your partner or family have been made a beneficiary in the will of a service user, you should tell your line manager immediately.

20.3 You, your partner and family must not have any financial dealings with any service user to whom the Council provides services, and must not borrow money or property, nor act as executor of a service user's will, except where this is a specific requirement of your post and only within the specific boundaries of your duties.

20.4 You must not give financial advice to service users except where this is a requirement of your post and within the specific boundaries of your duties.

20.5 Where a customer is dependent upon you for a service or has special needs, you must not compromise this relationship; avoid unprofessional emotional or physical interaction or sexual interaction with a service user. If you suspect such behaviour on the part of a colleague you must tell your manager immediately.

20.6 If you work with children or vulnerable adults you must inform your line manager immediately if you are subject to a criminal conviction, caution, ban, police enquiry or pending prosecution – this is essential in helping to safeguard children and vulnerable adults.

21. CONTRACTS & CONTRACTORS

21.1 When dealing with contractors, you should be clear on the separation of the client and contractor roles within the Council. Senior employees who have both a client and contractor responsibility must be aware of the need for accountability and openness.

21.2 The code of conduct does not preclude anyone from having the opportunity to tender for business. However the process must be, and be seen to be, fair, open and transparent

21.3 Under section 117 of the Local Government Act 1972 you must disclose any interest in an existing or proposed contract in writing as soon as is reasonably practicable.

21.4 If you engage or supervise contractors, or have an official relationship with existing or potential contractors, and have had or have a relationship in a private or domestic capacity, you must declare that relationship to your Chief Officer (this means relationship with a director or employee of the contractor). You must ensure no special favour is shown to current or former partners, close relatives or associates in awarding contracts to businesses run by them or employing them in a senior capacity.

21.5 If you carry out competitive tendering services - directly or indirectly - you must declare to the Chief Officer your membership of, or affiliation to, any organisation, which may have an interest in tendering for the service.

21.6 Where a contract awarding process is under way you must withdraw from, or otherwise play no part in that process if you have an interest or potential interest and must comply with any written guidance issued by your Chief Officer, the Monitoring Officer or any other appropriately qualified Senior Officer of the Council.

21.7 You may not set up a business, or accept a job with a business, which is in direct competition with the Council. If you are contemplating a management buyout, or any arrangement to provide a service similar or identical to that provided by the Council you must, as soon as you have formed a definite intent, notify your Chief Officer.

21.8 If you are planning setting up competing businesses to the Council you must not use confidential information obtained during the course of your duties.

21.9 No materials, information (including contacts, property or other resources) are to be accessed or used by you in the course of planning your competing business during or after your employment with the Council. Where such access or use takes place the Council will vigorously pursue its rights.

22. SPONSORSHIP

22.1 Where the Council sponsors an event or service, you, your partner, spouse or relative must not benefit from the sponsorship. You must seek guidance from your Chief Officer if you are involved with an event or service which the Council proposes to sponsor.

22.2 Where the Council gives support in the community, through sponsorship, grant aid, financial or other means, you should ensure that impartial advice is given and no conflict of interest exists.

22.3 Where an outside organisation wishes to sponsor a local government activity by invitation, tender, negotiation or voluntarily, the rules concerning acceptance of gifts and hospitality apply.

23. POLITICAL NEUTRALITY

23.1 You must not allow your personal or political opinions to interfere with your work.

23.2 You serve the Council as a whole and must serve all elected Members - not just those of the controlling group - and must ensure the individual rights of all Councillors are respected.

23.3 Whilst engaged in Council business you must not wear or display any objects indicating support for or opposition to any political party or view. This applies to private vehicles used whilst undertaking Council business.

23.4 If your post is not politically restricted (see below) you may campaign on behalf of a political party. However, when engaged on Council business you must remain politically neutral and not allow your personal or political views to interfere with your duties.

23.5 If your post is politically restricted you will be advised upon appointment of restrictions and must comply with these.

23.6 Advice to political groups must be given by, or with the consent of, the relevant Chief Officer, who will ensure advice is given in ways which do not compromise political neutrality. Any advice given should be impartial, objective and helpful.

24. COUNCILLORS

24.1 Mutual respect between employees and Councillors is essential to good local government. Close personal familiarity between employees and Councillors can damage the relationship and prove embarrassing to other employees and Councillors and should be avoided.

24.2 You must declare any personal relationship with a Councillor. Where the relationship could present a conflict of interest, your manager will need to consider how this will be effectively managed.

24.3 The Council has a Protocol on Employee/Member Relations, which can be found in Section 21 of the Council's Constitution. You must comply with the protocol as well as this Code of Conduct.

24.4 Complaints against Members by employees

The Council has a Code of Conduct for Members, which can be found in the Council's Constitution. There is a local protocol for dealing with complaints against Members by employees for breaches of this Code.

24.5 This is in addition to and does not preclude the option of redress via The Ombudsman, which has always been available to employees.

24.6 If you have concerns about a possible breach of the Code of Conduct for Members and/or wish to make a complaint please contact the Chief Executive, who will be able to confidentially discuss your concerns and advise you of the options available.

25. THE MEDIA

25.1 Approaches from all national press, radio or TV stations or specialist press should be directed to the Corporate Communications Team, who will discuss the nature of the story and then contact the appropriate Officer or Member asking them to respond. You are not permitted to communicate with the media on matters relating to the activities of the Council without authorisation from the Corporate Communications Team. If you are contacted by journalists you should refer them to the Team.

25.2 This is not intended to prevent or deter lawful whistleblowing and does not affect your right to speak on trade union issues, whether as an individual or as a TU representative.

25.3 If you wish to write material for publication which does not refer to the Council, but relates to your profession (e.g. an article in a professional journal), advise your manager before publication. The article should also contain a disclaimer, which states that the views are those of the individual and not of the Council.

26. OTHER EMPLOYEES

26.1 The provisions of this section apply equally to relationships with colleagues not directly employed by the Council, e.g. co-workers from organisations with which the Council is in partnership.

26.2 You must treat colleagues with courtesy and respect, and must not abuse them verbally or physically. You must not harass or bully or be insubordinate to colleagues and must comply with the standards set out in this Code in relation to Equalities.

26.3 Employees are expected to treat each other with respect and in a manner which is professional, courteous, non-aggressive and helpful.

26.4 The Council recognises that employees who work together may form personal friendships and in some cases close personal relationships. While it does not wish to interfere with these personal relationships, it is necessary to ensure that all employees behave in an appropriate and professional manner at work.

26.5 Any employee who is involved in a close personal relationship with a colleague, contractor, client, customer or supplier must not allow that relationship to influence his/her conduct while at work. There are situations when a personal relationship between employees becomes a management concern and they may unintentionally impair operational efficiency or affect the integrity of service delivery. You must declare any personal relationship with another employee, where the relationship could affect, or could be perceived to affect your or any colleagues' performance.

26.6 Intimate behaviour during work time, for example kissing, touching or holding hands, is expressly prohibited. This applies during all working time, whether at the normal workplace, on clients' premises or elsewhere. Any breach of this rule will be regarded as a serious disciplinary offence, which could lead to disciplinary action up to and including dismissal.

26.7 Line Management of Relatives

Line management of an employee by a relative is to be avoided wherever possible, to avoid conflicts of interest or allegations of nepotism or favouritism.

In a situation where a line manager may be required to manage a relative, efforts will be made to relocate one of the parties.

26.8 Line management of relatives in existence prior to the adoption of this policy will not be affected, unless issues arise that lead/could lead to a conflict of interest or adversely affect the running of the service. If such a situation arises then the above procedures will apply.

26.9 In any situation where employees in a personal relationship work in close proximity, the Council reserves the right (without breach of contract) to require one or both employees to change their roles or duties. This is intended to avoid the employees in a relationship finding themselves in a potentially difficult situation and to avoid perceptions of undue influence or unfairness (whether real or imagined).

27. APPOINTMENTS AND OTHER EMPLOYMENT DECISIONS

27.1 Appointments must be made on merit. The relevant procedures are detailed in the Council's Recruitment Charter and Code of Practice.

27.2 Relatives and close personal friends can apply for jobs and will be considered on the basis of their suitability for the role. They should declare their relationship to you on the appropriate section of the application form.

27.3 In order to avoid any possible accusation of bias, you should not be involved in any stage of an appointment if you are related to an applicant, or have a close personal relationship with them outside work.

27.4 You should not be involved in decisions relating to discipline or other sanction, or in decisions relating to pay, if you are related to, or have a close personal relationship with, the employee who is subject to that decision.

28. USE OF COUNCIL TIME, PROPERTY, FACILITIES OR EQUIPMENT

28.1 You must spend all of your contracted hours working for the Council.

28.2 The Council's property and facilities are provided for official Council business. You are responsible for taking reasonable steps to ensure the safety

and security of any equipment provided to you. All Council-owned equipment and devices must be returned on leaving Council employment and any Council-owned or supplied data must be deleted. Access to systems used for Council purposes must be terminated permanently.

28.3 You may not make personal use of the Council's property or facilities (stationery, photocopiers, etc.) unless authorised to do so by your manager. ICT Resources may only be used in line with the Council's relevant policies and guidance.

28.4 You may only use the Council telephones to make or receive private calls in line with the Council's Policy on the Private Use of Authority-Owned Telephones.

28.5 As a member of the public, if you wish to access property, facilities, services or equipment, which is normally provided by the Council on a commercial basis, you must not gain advantage due to your employment with the Council. Where there may be a perception of potential conflict, you must advise your manager you propose to use Council property, facilities, equipment or services - your manager will guide you and take appropriate action.

29. INTELLECTUAL PROPERTY

29.1 'Intellectual Property' is a generic legal term, which refers to the rights and obligations in relation to: inventions, patents, creative writings and drawings (including policy, training and technical documents and materials). If you create these or similar during the course of your employment, the copyright belongs to the Council and, if appropriate, you would be required to cooperate in the registration formalities.

29.2 If you want to publish any material which you have written in connection with your duties or in which you describe yourself as holding a position within the Council you must first gain the consent of your Chief Officer.

30. USE OF COUNCIL COMMUNICATION SYSTEMS

30.1 The Council has the right to access and monitor communication systems provided to you, and will monitor usage of its communication systems e.g.

telephone, email and Internet access, to ensure their proper use and will run reports detailing usage levels of staff.

30.2 Communication systems may be accessed when the Council suspects an employee has been misusing Council facilities, or, for the investigation of suspected fraud or other irregularity. Very exceptionally and where service delivery reasons exist, employees' senior officer, in conjunction with OD and IT may approve access to emails when an employee is absent. Access to facilities may be temporarily suspended whilst an investigation is on-going and may be permanently withdrawn where misuse is detected. Cases of misuse may result in disciplinary action being taken - this may include dismissal.

31. EMAIL AND THE INTERNET

31.1 The primary use of The Council's Email and the Internet systems is for the business purposes of The Council. However, reasonable personal use will be permitted when clocked out/outside of working time, although the policies relating to acceptable use will still apply. All Email and Internet access may be recorded and monitored.

31.2 The use of Email and the Internet must not interfere or conflict in any way with the performance of your duties as an employee of The Council.

31.3 The following is a summary of some of the key points of the Council's Email and Internet Acceptable Use Policies.

31.4 However, it is your responsibility to ensure you are fully aware and compliant with all the relevant policies and guidance, as available on the Information Security page on the Intranet.

31.5 You must inform your manager immediately if you receive inappropriate communication or material.

31.6 General Computer Usage

You are only permitted access to parts of the computer system necessary for you to perform your duties or for authorised personal use.

31.7 The following examples constitute computer misuse and are liable to disciplinary action, up to and including dismissal:

- Fraud and theft
- Introduction of viruses
- Obtaining unauthorised access
- Using the system for non-work related activities during work time

31.8 Email

No employee shall send or forward emails that in any way may be interpreted as inappropriate, insulting, disruptive or offensive by any other person, company, or which may be harmful to the morale of employees or the reputation of The Council.

31.9 Examples of prohibited material include, but are not limited to:

- Sexually explicit messages, images, cartoons, jokes or movie files.
- Unwelcome propositions, request for dates, or love letters.
- Profanity, obscenity, slander or libel.
- Ethnic, religious, or racial slurs.
- Political beliefs or commentary.
- Any message that could be construed as harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, disability, or religious or political beliefs.
- Circulating chain mails on the Council's email system.

31.10 Contracts formed by email might be legally binding. Any contractual agreement, offer or acceptance must only be made electronically if you have authority to do this or where specific management authorisation has been given.

31.11 Internet

The following is not an exhaustive list but an indication of the types of unacceptable conduct that may result in disciplinary action and possibly dismissal.

31.12 Internet access must not be used for:

- Gambling or gambling related content.
- Online gaming and game related content
- Personal business purposes or commercial financial gain.
- Downloading or copying material in breach of copyright licensing.
- Downloading and/or using unauthorised software.
- Seeking, retrieving, displaying or downloading data in any format which is indecent, pornographic, offensive, subversive, illegal or otherwise inappropriate and/or inconsistent with The Council's values and the bounds of common decency.
- Authoring, transmitting or storing messages or attachments containing racist, sexist, defamatory, offensive, abusive, illegal or otherwise inappropriate words or material.
- Accessing and using online computer games.
- Accessing streamed broadcast visual media content such as that provided by BBC iPlayer, ITV and SKY streaming services.
- Engaging in political activity.
- Engaging in or creating binding contracts on behalf of The Council unless you have authority to do this or where specific management authorisation has been given.
- Transmitting unencrypted information protectively marked OFFICIAL-SENSITIVE or above over the Internet.

31.13 Social networking

You must be aware that when using the Internet, including social media/networking for personal use, at any time, you could still be identified as a Council employee. As such your activity on the Internet and social networking websites may affect the Council.

31.14 Remember to keep your work and social life separate. Further guidance and helpful tips are contained in The Council's Social Media Guidance document on the Information Security page on the Intranet.

31.15 Users logged in at a computer shall be considered to be the person browsing the Internet. Under no circumstances shall Internet users browse the Internet or use email from an account belonging to someone else.

31.16 The Council shall report any illegal activity to the Police. Employees shall also be liable to The Council's own disciplinary process.

31.17 Employees shall notify their Line Manager and the SRS Information Security Team (Security@srs-wales.com) immediately should accidental access to such material occur. Normally, no disciplinary action shall be taken against employees who accidentally access sites containing dubious or unethical material providing they raise the issue in a timely manner. However, in order to avoid disciplinary action, it is the user's responsibility to ensure that such unauthorised access does not happen on a frequent basis.

31.18 As stated previously, full details of the relevant policies and guidelines for the use of email and the Internet are available on the Information Security page on the Intranet. It is your responsibility to ensure you are aware of and abide by these requirements.

31.19 Disciplinary Action

You must remember you are a representative of The Council and using email, internet and/or social media accounts to make libellous, slanderous or defamatory comments regarding The Council, its employees or Members, or otherwise bringing the Council's reputation into disrepute, or exposing the Council to potential liabilities, will not be tolerated and may lead to disciplinary action up to and including dismissal.

32. TRADE UNION REPRESENTATIVES

32.1 Accredited trade union representatives can use Council systems for the purposes of undertaking trade union duties and these will be treated as confidential.

33. CONFIDENTIALITY AND INFORMATION SECURITY

33.1 The Council supports and promotes the principles of open government and welcomes opportunities to share information with the community. However, there is some information that is too sensitive or confidential to release.

33.2 You should be aware of the type of information which must be made available, and to whom; and the type of information which must not be disclosed at all or without specific permission. "Information" can be stored, or communicated in many ways:

- Image (e.g. photos, CCTV, microfiche).
- Verbal conversation (e.g. face to face or by telephone, Skype, etc.).
- Paper documents and manual filing systems (including personal work-related notes).
- Computerised and other electronic systems (e.g. email, voicemail, instant messaging, computer disk, USB, social media, case management systems or other departmental computer systems, etc.).

33.3 You must take all reasonable steps to ensure that the loss, destruction, inaccuracy or improper disclosure of information does not occur as a result of your actions.

33.4 You must not disclose personal or financial information about any other member of staff or service user without the express consent of that individual or authorisation from your Chief Officer.

33.5 You must not use any information obtained in the course of your employment to cause damage to or bring disrepute to the Council, or for personal gain or benefit. Nor should you pass information on to others who may use it in such a way. Also, you must not access information that is not specifically required to enable you to undertake your role with the Council.

33.6 If you have any doubt whether information should be disclosed it is your responsibility to consult your manager before its release.

34. DATA PROTECTION

34.1 The Data Protection Act 2018, which covers and supplements the General Data Protection Regulation 2016, deals with appropriate protection of any information in which any living person can be identified. This is personal information and it may not necessarily include a person's name. Both the Council and all staff are under an obligation to comply with the Data Protection Act 2018.

34.2 Information about your obligations can be found in the Council's Data Protection Policy. These obligations include how personal information should be obtained, stored, accessed and used.

34.3 The Council must ensure that:

- The information will be protected against unauthorised access.
- The confidentiality of information will be assured.
- The integrity of information will be maintained.
- Regulatory and legislative requirements will be met.

34.4 A breach of the Data Protection Act 2018 may result in criminal proceedings and may result in disciplinary action which could include dismissal.

34.5 Adherence to The Council's policies is mandatory. Any breach may result in disciplinary and/or criminal proceedings. Disciplinary action may include dismissal.

35. PHOTOGRAPHY

35.1 It is important to be aware that permission may be required when using photographs, videos and recordings that identify people. If you have any queries about rights you should contact the Corporate Communications Team for advice.

35.2 If you plan to publish or upload any photographs of colleagues to the internet or social media you must seek their permission before doing so.

36. USE OF COUNCIL INFORMATION

36.1 You must not use any information obtained in the course of your employment for personal gain or benefit, or pass it on to others who might use it in such a way. You must not disclose to any third party confidential information which could be prejudicial to the Council's interests.

37. RECORDINGS

37.1 The Council's Audio/Video Recording Guidance document covers all recordings, including covert recording of staff meetings and covert recording in Council establishments, by employees and/or associated third parties.

37.2 In certain circumstances employees or clients of the Authority may endeavour to make a covert audio/video recording, for example of a work meeting or of care provided in a residential care home, for a number of reasons. For example, an individual may think that a recording will provide evidence of unfair treatment or malpractice. However, no-one has the right to record an employment meeting without express permission and there are a number of legal factors to consider if a client of the Authority intends to make a covert recording.

37.3 Any covert recording to be carried out on behalf of the Authority must have prior approval in accordance with the Council's RIPA Policy. Any other covert recording may be deemed as gross misconduct and will be considered in line with the Council's Disciplinary Code.

38. CONTRACT OF EMPLOYMENT

38.1 This Code is part of your contract of employment. An extract of the Code is issued to every employee as part of their terms and conditions of employment, together with advice on how to access the full document.

39. FAILURE TO COMPLY

39.1 Failure to comply with any of the provisions included in this Code and/or its associated policies may result in disciplinary action being taken under the Disciplinary Code, or legal action if necessary.

APPENDIX 1 TO SECTION 20
ALL OFFICERS TO NOTE THE PROVISIONS OF THE LOCAL
GOVERNMENT ACT 1972, Section 117

1. If it comes to the knowledge of an Officer employed, whether under this Act or any other enactment, by a local authority that a contract in which he has a pecuniary interest, whether direct or indirect (not being a contract to which he is himself a party), has been, or is proposed to be, entered into by the authority or any committee thereof, he shall as soon as practicable give notice in writing to the authority of the fact that he is interested therein. For the purposes of this Section, an Officer shall be treated as having indirectly a pecuniary interest in a contract or proposed contract if he would have been so treated by virtue of Section [95] above had he been a Member of the authority.
2. An Officer of a local authority shall not, under colour of his office or employment, accept any fee or reward whatsoever other than his proper remuneration.
3. Any person who contravenes the provisions of paragraphs 1 or 2 above shall be liable on summary conviction to a fine not exceeding level 4 on the standard scale.
4. References in this Section to a local authority shall include references to a joint committee appointed under Part VI of this Act or any other enactment.

SECTION 21

21. Protocol on Member / Officer Relations

21.1 Introduction

The purpose of this Protocol is to guide Members and Employees of the Council in their relations with one another.

21.1.1 Mutual respect between Members and Employees is essential to good local government. However, close personal familiarity between individual Members and Employees can damage this relationship and prove embarrassing to other Members and Employees.

21.1.2 The relationship has to function without compromising the ultimate responsibilities of Employees to the Council as a whole, and with due regard to such technical, financial, professional and legal advice that Employees can legitimately provide to Members. The Protocol seeks to set a framework that assists the working relationships between Members and Employees.

21.2 Roles of Members

Members undertake many different roles. Broadly these are:

21.2.1 Members express political values and support the policies of the party or group to which they belong (if any).

21.2.2 Members represent their electoral division and are advocates for the citizens who live in the area.

21.2.3 Members are involved in active partnerships with other organisations as community leaders.

21.2.4 Members contribute to the decisions taken in Full Council and in its various bodies on which they serve, as well as joint committees, outside bodies and partnership organisations.

21.2.5 Members help develop and review policy and strategy.

21.2.6 Members monitor and review policy implementation and service quality.

21.2.7 Members are involved in quasi-judicial work through their Membership of regulatory committees.

21.3 Roles of Employees

Briefly, Employees have the following main roles:

21.3.1 Managing and providing the services for which the Council has given them responsibility and being accountable for the efficiency and effectiveness of those services.

21.3.2 Providing advice to the Council and its various bodies and to individual Members in respect of the services provided.

21.3.3 Initiating policy proposals.

21.3.4 Implementing agreed policy.

21.3.5 Ensuring that the Council always acts in a lawful manner.

21.4 Respect and Courtesy

21.4.1 For the effective conduct of Council business there must be mutual respect, trust and courtesy in all meetings and contacts, both formal and informal, between Members and Employees. This plays a very important part in the Council's reputation and how it is seen in public. It is very important that both Members and Employees remember their respective obligations to enhance the Council's reputation and to do what they can to avoid criticism of other Members, or other Employees, in public places.

21.4.2 Undue Pressure

It is important in any dealings between Members and Employees that neither should seek to take unfair advantage of their position.

In their dealings with Employees (especially junior Employees) Members need to be aware that it is easy for them to be overawed and feel at a disadvantage. Such feelings can be intensified where Members hold senior official and/or political office.

A Member should not apply undue pressure on an Employee either to do anything that he is not empowered to do or to undertake work outside normal duties or outside normal hours. Particular care needs to be taken in connection with the use of Council property and services.

Similarly, an Employee must neither seek to use undue influence on an individual Member to make a decision in his favour, nor raise personal matters to do with their job, nor make claims or allegations about other Employees. *(The Council has formal procedures for consultation, grievance and discipline, and Employees have the right to report possible wrongdoing under the Council's Confidential Reporting Code.)*

21.4.3 Familiarity

Close personal familiarity between individual Members and Employees can damage the principle of mutual respect. It could also, intentionally or accidentally, lead to the passing of confidential information or information which should not properly be passed between them, such as personal details.

Such familiarity could also cause embarrassment to other Members and/or other Employees and even give rise to suspicions of favouritism.

For these reasons close personal familiarity must be avoided.

21.4.4 Breach of Protocol

If a Member considers that he has not been treated with proper respect or courtesy he may raise the issue with the Employee's line manager. If direct discussion with the manager does not resolve the complaint it should be referred to the Head of Service or Director responsible for the employee concerned. Breach of the Protocol may give rise to disciplinary proceedings against an Employee if the circumstances warrant it.

If an employee of the Council considers that a Member has contravened the protocol, then the procedure outlined in Appendix 3 to Section 18 may be followed i.e. "Local Procedure for dealing with allegations that a Member has breached the Code of Conduct or the Protocol on Member/Officer relations". If the complaint may constitute a breach of the Members' Code of Conduct, the employee has the right to refer the complaint directly to the Ombudsman. Many complaints will be capable of informal resolution without requiring a referral to the Ombudsman. The Monitoring Officer or the Chief Executive, may assist in this process if necessary.

21.5 Provision of Advice and Information to Members

- 21.5.1 Members are free to approach Employees of the Council to provide them with such information and advice as they may reasonably need in order to assist them in

discharging their role as a Member of the Council. This can range from a request for general information about some aspect of the Council's activities to a request for specific information on behalf of a constituent.

- 21.5.2 Employees should always endeavour to respond to requests for information promptly and should in any event inform the Member if there is likely to be any appreciable delay in dealing with an enquiry. As a minimum the timescale for responding to correspondence should be observed ie either a full response or, if this is not possible, an acknowledgement that fully explains what is happening within five working days of the receipt of the enquiry.
- 21.5.3 The legal rights of Members to inspect Council documents are covered partly by statute and partly by common law.
- 21.5.4 The Access to Information Procedure Rules of this Constitution explain the position with regard to access to papers relating to the business of a Council body.
- 21.5.5 The exercise of the common law right depends upon a Member's ability to demonstrate a "need to know". In this respect a Member has no right to "a roving commission" to examine any documents of the Council. Mere curiosity is not sufficient.
- 21.5.6 The information sought by a Member should only be provided by the respective Service as long as it is within the limits of the Service's resources. For their part, Members should seek to act reasonably in the number and content of the requests they make.
- 21.5.7 It is important for Services and their staff to keep Members informed both about the major issues concerning the Council and, more specifically, about issues and events affecting the area that he represents. Local Members should be informed about proposals that affect their electoral division and should also be invited to attend Council initiated events within their electoral division. (Further details are contained in the Local Member Consultative Charter, which is annexed to this Protocol).
- 21.5.8 If a Member asks for specific information relating to the work of a particular Service, and it appears possible or

likely that at a subsequent meeting an issue could be raised or question asked on the basis of the information provided, then the appropriate Cabinet Member or Committee Chair concerned should be advised about the information provided.

21.5.9 Officers have to advise Members from time to time that a certain course of action cannot be carried out. Members sometimes assume that this is a case of Officers deliberately obstructing the wishes of politicians. In fact this is hardly ever the case. Officers are employed to give unbiased professional advice even if it is not what Members want to hear. They do this as much for the protection of Members as for any other reason. However, the mark of an effective Officer is that if they do have to give negative advice, this will be accompanied by suggestions as to how Members might achieve some or all of their objectives in other ways. Such Officers are invaluable to any Council.

21.5.10 Members may be entitled under the Freedom of Information Act 2000 to receive information which falls outside their common law rights based on the “need to know”. Employees are encouraged to supply documents to Members without the need for a formal FOI request if it is apparent from the Member’s enquiry that any individual would be entitled to receive such documentation. The Council’s Information and Governance Officer will be able to advise in consultation if necessary with the Monitoring Officer on whether any request would fall within the Freedom of Information Act.

21.6 Confidentiality

21.6.1 In accordance with the Code of Conduct for Members, a Member must not disclose information given to him/her in confidence by anyone, or information acquired which he/she believes, or ought reasonably to be aware, is of a confidential nature, except where:

he/she has the consent of a person authorised to give it;

he/she is required by law to do so;

the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or

the disclosure is:

- a) reasonable and in the public interest; and
- b) made in good faith and in compliance with the reasonable requirements of the authority.

21.6.2 Confidential Committee papers are to be treated as confidential information unless the relevant Committee resolves not to exclude press and public. Members are reminded that the author of the report makes the initial decision as to whether or not the papers are to be treated as confidential. The decision as to whether they remain confidential is for the Committee. Other information may be confidential because to disclose it would be against the Council's or the public interest. Information may also be confidential because of the circumstances in which it was obtained.

21.6.3 Information and correspondence about an individual's private or business affairs will normally be confidential.

21.6.4 Officers should make it clear to Members if they are giving them confidential information. If a Member is not sure whether information is confidential, he or she should ask the relevant Officer, but treat the information as confidential in the meantime.

21.6.5 Any Council information provided to a Member must only be used by the Member in connection with the proper performance of the Member's duties as a Member of the Council.

21.6.6 If a Member receives confidential information and considers it should be disclosed to another person because it is reasonable and in the public interest to do so then he or she must first consult with the Monitoring Officer and shall not disclose the information without having regard to any advice given by that Officer.

21.7 Provision of Support Services to Members

21.7.1 The only basis on which the Council can lawfully provide support services (eg stationery, word processing, printing, photocopying, transport, etc) to Members is to assist them in discharging their role as Members of the Council. Such support services must therefore only be used on Council business. They should never be used in connection with party political or campaigning activity or for private purposes.

21.7.2 Correspondence

Official letters on behalf of the Council should be sent in the name of the appropriate Employee, rather than over the name of a Member. There are circumstances where a letter sent in the name of a Member is perfectly appropriate, for example, in response to a letter of enquiry or complaint sent direct to that Member. Letters which, for example, create obligations or give instructions on behalf of the Council should never be sent out in the name of a Member.

21.7.3 Media

Communication with the media can be an important part of a Member's workload. In general, Members provide comment and views while Employees provide factual information. If a Member is unsure about the circumstances of a particular issue he should contact the appropriate Director or Head of Service concerned or ask the Press Office to do so.

21.8 The Council's Role as Employer

In their dealings with Officers, Members should recognise and have regard to the Council's role as employer. Members should be aware that Officers could rely on inappropriate behaviour of a Member in an employment case against the Council.

21.9 Political Activity

21.9.1 There are a number of constraints that apply to an employee who occupies a post that is designated as "politically restricted" under the terms of the Local Government and Housing Act 1989.

21.9.2 In summary, such employees are prevented from:

being a Member of Parliament, European Parliament or local authority;

acting as an election agent or sub-agent for a candidate for election as a Member of any the bodies referred to above;

being an Officer of a political party or any branch of a political party or a Member of any committee or sub-committee of such a party or branch, if his duties would be likely to require him to:

- a) participate in the general management of the party or branch; or

b) act on behalf of the party or branch in dealings with persons other than Members of the party;

canvassing on behalf of a political party or a candidate for election to any the bodies referred to above0;

speaking to the public with the apparent intent of affecting public support for a political party; and

publishing any written or artistic work of which he is the author (or one of the authors) or acting in an editorial capacity in relation to such works, or to cause, authorise or permit any other person to publish such work or collection - if the work appears to be intended to affect public support for a political party.

- 21.9.3 It is common for party groups to give preliminary consideration to matters of Council business in advance of such matters being considered by the relevant decision making body. Employees may properly be called upon to support and contribute to such deliberations by party groups provided they maintain a stance which is politically impartial. Support may include a range of activities including briefings for Members relating to their roles, eg chairperson or spokesperson. Employees should be required to give information and advice to political groups on Council business only and not on matters which are purely of a party political nature. Such advice should be available to all party groups and not solely to the majority group. It is important that the political neutrality of Employees is preserved and that group confidentiality is maintained by Employees.
- 21.9.4 Usually the only Employees involved in attending group meetings will be the Chief Executive , Directors and Heads of Service and they will generally leave the meeting after making their presentation and answering questions.
- 21.9.5 Employees are employed by the Council as a whole. They serve the Council and are responsible to the Chief Executive and their respective Directors/Heads of Service, and not to individual Members of the Council whatever office they might hold.
- 21.9.6 Both Members and Employees are subject to their own Codes of Conduct which can be found in the Constitution.

This Protocol provides guidance on working relationships between Members and Employees. It is essential that both are familiar with the detailed obligations in their respective Codes of Conduct which will prevail in the event of any conflict between the Codes and this Protocol.

21.10 Sanctions

21.10.1 Complaints about any breach of this Protocol by a Member may be referred to the Monitoring Officer. It should be noted that certain breaches may also amount to breaches of the Code of Conduct for Members.

21.10.2 Complaints about any breach of this protocol by an Officer may be referred to the Chief Executive.

21.11 Conclusion

It is hoped that, by following good practice and securing sensible and practical working relationships between Members and Employees, we can provide one of the cornerstones of a successful local authority and thereby enhance the delivery of high value quality services to the people of the area. Mutual understanding, openness and respect are the greatest safeguard of the integrity of the Council, its Members and Employees.

APPENDIX TO SECTION 21
Local Member Consultative Charter

1. The Council is committed to providing its Elected Members with accurate, helpful and timely consultation, advice and information in relation to any matters of any significance or sensitivity which relate to their particular Electoral Division and where circumstances render it appropriate to involve a Local Member.
2. Directors and staff will be continually vigilant to identify such matters and ensure that Local Members are informed accordingly. This will also include any matter which could impact upon the neighbouring areas of other Members.
3. Directors will ensure that all correspondence/enquiries from Local Members are dealt with promptly and if necessary Members will be kept advised of progress.
4. Appropriate Directors will ensure that, where the Council's Constitution allows, Local Members will be invited to meetings and receive the necessary documentation.
5. Any matter of significance or sensitivity which relates to a particular Electoral Division or Divisions will be discussed with the Local Member(s) concerned before being submitted for consideration by the Cabinet or other Council Body. This will provide the opportunity for early awareness and allow a local perspective to be obtained.
6. Directors and staff will regularly brief appropriate Cabinet Members on service and partnership issues and developments and will use such occasions to help identify any potential local issues.
7. Details of any petitions received which relate to matters in a particular Electoral Division will be sent to the Local Member concerned. In addition, copies will also be provided to the Leader. Local Members will be kept informed on the progress/outcomes of such petitions.
8. Subject to any restrictions caused by commercial, legal or personal confidentiality, copies of all correspondence with Parish/Town Councils and the Local Government Ombudsman which relate to matters of any significance or sensitivity in a particular Electoral Division will be sent to the Local Member concerned.
9. Copies of all correspondence with MPs, AM's and MEPs which relate to matters in a particular Electoral Division will be sent to the Local Member concerned. In addition, copies will also be provided to the Leader. This is subject to the restrictions mentioned in paragraph 8 above.

10. A contact guide for senior Officers and their areas of responsibility will be provided to all Members. Wherever appropriate, Services will make Local Members aware of and invite them to service events and activities in their area. This will include strict adherence to the arrangements that have been agreed for the official opening/launch of Council projects, schemes, exhibitions etc.
11. In certain instances, both Members and Officers will receive an enquiry which relates to a matter in a particular area. In order to ensure consistency of approach in these circumstances, Officers will ensure a single response is provided to such enquiries.
12. As part of a continual review of the Charter's effectiveness, the co-operation of Members is sought in the responsible use at all times of advice and information that is provided to them, and Members are encouraged to advise Officers of the information requirements and of any local circumstances or sensitivities which might have a bearing on the Council's work.

SECTION 22

22. Confidential Reporting (“Whistleblowing”) Code

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10.	THE RESPONSIBLE OFFICER
11.	HOW THE MATTER CAN BE TAKEN FURTHER

1. INTRODUCTION

1.1 Employees are often the first to realise that there may be something seriously wrong within the Council. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to the Council. They may also fear harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.

1.2 The Council is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect employees, and others that we deal with, who have serious concerns about any aspect of

the Council's work to come forward and voice those concerns. It is recognised that most cases will have to proceed on a confidential basis.

1.3 This policy makes it clear that you can do so without fear of victimisation, subsequent discrimination or disadvantage. This whistleblowing policy is intended to encourage and enable employees to raise serious concerns within the Council rather than overlooking a problem or 'blowing the whistle' outside.

1.4 The policy applies to all employees and all persons who could be in a position to identify serious concerns within the Council, for example, contractors, Councillors, members of the public and close partner agencies.

1.5 This policy is in addition to the Council's complaints procedures and other statutory reporting procedures applying to directorates. You are responsible for making service users aware of the existence of these procedures.

1.6 The Council has a range of policies and procedures, which deal with standards of behaviour at work; they cover such matters as discipline, grievance, harassment and recruitment/selection. Employees are encouraged to use the provisions of those procedures when appropriate. There may be times, however, when the matter may not be about your personal employment position in isolation and needs to be handled in a different way, for example, where there is persistent disregard for legislation, particularly in relation to health and safety at work.

1.7 This policy has been discussed with the relevant trade unions and professional organisations and has their support.

2. AIMS AND SCOPE OF THIS POLICY

2.1 This policy aims to:

- encourage you to feel confident in raising serious concerns and to question and act upon concerns about practice
- provide avenues for you to raise those concerns and receive feedback on any action taken
- ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied

- reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made any disclosure in the public interest

2.2 There are existing procedures in place to enable you to lodge a grievance relating to your own employment. The whistleblowing policy is intended to cover major concerns that fall outside the scope of other procedures. These include:

- conduct which is an offence or a breach of law
- disclosures related to miscarriages of justice
- health and safety risks, including risks to the public as well as other employees (e.g. excessive case/workloads)
- damage to the environment
- the unauthorised use of public funds
- possible fraud and corruption
- sexual or physical abuse of clients or vulnerable people
- other unethical conduct

2.3 Thus, any serious concerns that you have about any aspect of service provision or the conduct of officers or members of the Council or others acting on behalf of the Council can be reported under the whistleblowing policy. This may be about something that:

- makes you feel uncomfortable in terms of known standards, your experience or the standards you believe the Council subscribes to; or
- is against the Council's own Constitution and policies; or
- falls below established standards of practice; or
- amounts to improper conduct.

2.4 Concerns raised under the Whistleblowing Policy may result in the application of other policies e.g. Disciplinary Code or Grievance Procedure.

3. SAFEGUARDS

3.1 The Council is committed to good practice and high standards and wants to be supportive of employees.

3.2 The Council recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer/the Council and those for whom you are providing a service.

3.3 The Council will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern in the public interest.

3.4 Any investigation into allegations of potential malpractice will not influence or be influenced by any disciplinary or redundancy procedures that already affect you.

3.5 The Public Interest Disclosure Act 1998 (PIDA) provides legal protection against dismissal and other detriments when disclosing certain types of information in the public interest to a prescribed body.

4. CONFIDENTIALITY

4.1 All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness.

5. ANONYMOUS ALLEGATIONS

5.1 This policy encourages you to put your name to your allegation whenever possible.

5.2 Concerns expressed anonymously are much less powerful but will be considered at the discretion of the Council, although, receipt of an anonymous allegation is preferable to not receiving an allegation at all.

5.3 In exercising this discretion the factors to be taken into account would include:

- the seriousness of the issues raised
- the credibility of the concern; and
- the likelihood of confirming the allegation from attributable sources.

6. UNTRUE ALLEGATIONS

6.1 If you make an allegation in the public interest, but it is not confirmed by the investigation, no action will be taken against you. If, however, you make an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against you.

7. PERFORMANCE MANAGEMENT

7.1 Issues addressed via the Whistleblowing Policy will be reported to Corporate Leadership Team (CLT) on a timely basis, whenever possible at the next weekly CLT meeting following the decision that the information meets, or may meet, the definition of a Whistleblowing concern.

7.2 The information will be presented by the Head of Legal and Corporate Compliance to CLT, who will maintain the strict standards of confidentiality required by the policy. Details of the allegation will not be disclosed at this stage, pending an investigation.

7.3 An annual update, consisting of the number of cases and any actions resulting, will be presented to CLT and then the Council's Governance and Audit Committee. This update will not contain details of specific cases as it will be an overview of the amount of Whistleblowing cases the Council has dealt with in the previous 12 months and what actions, if any, have been taken to address relevant issues and prevent recurrence.

8. HOW TO RAISE A CONCERN

8.1 As a first step, you should normally raise concerns with your immediate manager or their superior. This depends, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if you believe that line management is involved you should approach:

Name/Position Telephone Email
Damien McCann

Interim Chief Executive(01495) 355001 damien.mccann@blaenau-gwent.gov.uk

Andrea Jones

Head of Legal & Corporate Compliance (01495) 355024
andrea.jones@blaenau-gwent.gov.uk

Louise Rosser

Head of Internal Audit (01495) 355142 louise.rosser@blaenau-gwent.gov.uk

8.2 Concerns may be raised verbally or in writing (including email). Those who wish to make a written report are invited to use the following format:

- The background and history of the concern (giving relevant dates).
- The reason why you are particularly concerned about the situation.

8.3 The earlier you express the concern the easier it is to take action.

8.4 Although you are not expected to prove beyond doubt the truth of an allegation, you will need to demonstrate to the person contacted that there are reasonable grounds for your concern. You may wish to consider discussing your concern with a colleague first and you may find it easier to raise the matter if there are two (or more) of you who have had the same experience or concerns.

8.5 You may invite your trade union, professional association representative or a friend to be present during any meetings or interviews in connection with the concerns you have raised.

9. HOW THE COUNCIL WILL RESPOND

9.1 The Council will respond to your concerns. Do not forget that testing out your concerns is not the same as either accepting or rejecting them.

9.2 Where appropriate, the matters raised may:

- be investigated by management, internal audit, or through the disciplinary process
- be referred to the police
- be referred to the external auditor
- form the subject of an independent inquiry

- involve other internal/other department or independent persons carrying out the investigation, depending on the circumstances

9.3 In order to protect individuals and those accused of misdeeds or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. The overriding principle which the Council will have in mind is the public interest. Concerns or allegations which fall within the scope of specific procedures (for example, child protection or discrimination issues) will normally be referred for consideration under those procedures.

9.4 Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required this may be taken before any investigation is conducted.

9.5 Within ten working days of a concern being raised, the responsible person will write to you:

- acknowledging that the concern has been received
- indicating how we propose to deal with the matter
- giving an estimate of how long it will take to provide a final response
- telling you whether any initial enquiries have been made
- supplying you with information on employee support mechanisms, and
- telling you whether further investigations will take place and if not, why not

9.6 The amount of contact between the officers considering the issues and you will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, the Council will seek further information from you.

9.7 Where any meeting is arranged, off-site if you so wish, you can be accompanied by a union or professional association representative or a friend.

9.8 The Council will take steps to minimise any difficulties which you may experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings the Council will arrange for you to receive advice about the procedure.

9.9 The Council accepts that you need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, we will inform you of the outcome of any investigation.

10. THE RESPONSIBLE OFFICER

10.1 The Head of Organisational Development, in consultation with the Head of Legal and Corporate Compliance has overall responsibility for the maintenance and operation of this policy. The policy is monitored, themes are identified and a record kept of concerns raised and the outcome (but in a form which does not endanger confidentiality) and will report as necessary to the Council.

11. HOW THE MATTER CAN BE TAKEN FURTHER

11.1 This policy is intended to provide you with an avenue within the Council to raise concerns. The Council hopes you will be satisfied with any action taken. If you are not and feel it is right to take the matter outside the Council, the following are possible contact points:

- the external auditor, Wales Audit Office:

PIDA Officer
The Auditor General for Wales
24 Cathedral Road
Cardiff
CF11 9LJ

E-mail: whistleblowing@audit.wales

Phone: 029 2032 0522

Wales Audit Office Whistleblowing web page:

<https://www.wao.gov.uk/whistleblowing>

- your trade union
- Public Concern at Work, a registered charity whose services are free and strictly confidential. Tel: 020 7404 6609, website: <http://www.pcaw.co.uk>
- your local Citizens Advice Bureau

- relevant professional bodies or regulatory organisations
- a relevant voluntary organisation
- the police
- You can find a comprehensive list here of organisations that may be appropriate to contact, depending on the nature of your concern:
<https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2#>

11.2 If you do take the matter outside the Council, you should ensure, as far as is reasonably practicable, that you do not disclose confidential information that is not pertinent and relevant to the concern(s) you are raising. Check with the person you contact about this as they may be able to help you with this.

SECTION 23

23. Member Role Descriptions

The Role of an Elected Member

Designation:	Elected Member
Location:	Civic Centre, Ebbw Vale
Responsible to:	The Full Council To the people of Blaenau Gwent County Borough and their Ward constituents
Purpose:	As a collective determine policy and oversee a number of strategic and corporate management functions whilst individually effectively represent the interests of their electoral division and of individual constituents.

1. Role, Purpose and Activity:

1.1 Representing and Supporting Communities

- To represent ward interests.
- To be an advocate for the Council in the ward and communities they serve.
- Contribute to the good governance of the area and actively encourage community participation and citizen involvement in decision-making by the Council and its partners.
- Respond to constituents' enquiries and representations, fairly and impartially.
- To be a channel of communication to the community on council strategies, policies, services and procedures.
- Participate in the governance of Council.
- To liaise with Cabinet members, other council members, council officers and partner organisations to ensure that the needs of the local communities are identified, understood and supported.
- To promote equalities, tolerance and cohesion in local communities.
- Ensure key outcomes are delivered for the community.
- Inspire people and lead by example.

1.2 Making decisions and overseeing council performance

- To participate in Full Council meetings, reaching and making informed and balanced decisions including policy and budgetary decisions, and overseeing performance.
- To participate in informed and balanced decision making on committees and panels to which appointed.
- To adhere to the principles of democracy and collective responsibility in decision-making.
- To promote and ensure efficiency and effectiveness in the provision of council and other public services.
- To contribute to the continual improvement of Council services.
- To understand and acknowledge the role and right of partners in running the council and delivering the services.
- To appropriately challenge and scrutinise operational service delivery.

1.3 Representing the Council (subject to appointment)

- To represent the Council on local outside bodies as an appointee of the Council.
- To represent and be an advocate for the Council on national bodies and at national events.
- To represent the Council on local partnership bodies, promoting common interest and co-operation for mutual gain.

1.4 Governance, ethical standards and relationships

- To promote and support good governance of the Council and its affairs.
- To provide community leadership and promote active citizenship.
- To promote and support open and transparent government.
- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council.
- To adhere to the Member's Code of Conduct, the Member/Officer Protocol and the highest standards of behaviour in public office.
- To adhere to the rules and procedures as set out in the Council's Constitution.

1.5 Personal and role development

- To participate in opportunities for training and development

provided for members by the authority.

2. Values and Ethical Behaviour

- To be committed to the values of the Council and the values in public office.
- In carrying out their role, Elected Members will be expected to act in accordance with the highest standards of probity in public life by:-
 - Maintaining any necessary confidentiality requirements at all times.
 - Mainstreaming into their work, equalities and value for money principles.
 - Serving the community without personal gain.

Committing to and demonstrating the following values in public office:-

Openness and transparency
Honesty
Propriety and integrity
Duty to uphold the law
Stewardship
Objectivity in decision making
Accountability
Leadership
Tolerance and respect
Inclusive leadership
Equality and fairness
Appreciation of cultural difference
Sustainability
Selflessness
Personal judgement
Respect for others

COUNTY BOROUGH OF BLAENAU GWENT

Person Specification for an Elected Member

To fulfil his or her role as laid out in the role description, an effective Elected Member requires the following:-

Representing and supporting communities

- Good advocacy skills
- Interpersonal skills
- Integrity and the ability to set aside own views and act impartially
- The ability to present relevant and well reasoned arguments
- Good communication skills – written and oral

Making decisions and overseeing council performance

- Knowledge and understanding of meetings law, rules and conventions including the Council's constitution
- An understanding of strategic, policy and service contexts for decisions
- The ability to challenge ideas and contribute positively to policy development

Representing the Council (subject to appointment)

- Good public speaking skills
- Good presentation skills
- The ability to persuade others and act with integrity and courtesy

Governance, Ethical Standards and Relationships

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the values of the Council

Personal and role development

- An ability to assess personal and role development needs
- Desire and skills to participate in development and training

BLAENAU GWENT COUNTY BOROUGH COUNCIL

The Role of a Presiding Member

Designation:	Presiding Member of the County Borough of Blaenau Gwent
Location:	Civic Centre, Ebbw Vale
Responsible to:	The Full Council To the people of Blaenau Gwent County Borough and his/her Ward constituents
Purpose:	As the Chairperson of the Council, to be non-political and uphold the democratic values of the Council. In addition, when required, to represent the Council at civic functions as a representative for the Authority.

1. Chair of Council Meetings

- To preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the Community.
- To ensure the Council conducts its meetings in line with the Council's Constitution.
- To ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which Members who are not on the Cabinet are able to hold the Cabinet and Committee Chairpersons to account.

2. Uphold and Promote the Council's Constitution

- To uphold and promote the purposes of the Constitution, and to assist to interpret the Constitution when necessary.

3. Governance, Ethical Standards and Relationships

- To promote and support good governance of the Council and its affairs.
- To provide community leadership and promote active citizenship.
- To promote public involvement in the Council's activities.
- To be the conscience of the Council.

- To promote and support open and transparent government.
- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council.
- Promoting the effective democratic functioning of the Council in a manner that secures the rights of Councillors and the public under this Constitution and promotes the involvement of the public and organisations within the County Borough in decisions that affect them.
- To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office.

4. Values

To be committed to the values of the Council and the following values in public office:-

Openness and transparency
Honesty
Propriety and integrity
Duty to uphold the law
Stewardship
Objectivity in decision making
Accountability
Leadership
Tolerance and respect
Inclusive leadership
Equality and fairness
Appreciation of cultural difference
Sustainability
Selflessness
Personal judgement
Respect for others

COUNTY BOROUGH OF BLAENAU GWENT

Person Specification for a Presiding Member

To fulfil his or her role as laid out in the role description, an effective Presiding Member requires the following:-

Acting as a symbol of the Council's democratic authority

- Good public speaking skills
- An in-depth understanding of role of Chair

Chairing Council meetings

- Skills to chair meetings, to ensure business is carried out effectively and all those attending are able to participate
- An understanding of the Council's Constitution

Upholding and promoting the Council's Constitution

- An understanding of the Council's Constitution
- An understanding of when to seek the advice of the Monitoring Officer on issues relating to the Constitution

Governance, ethical standards and relationships

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the values of the Council

COUNTY BOROUGH OF BLAENAU GWENT

The Role of a Deputy Presiding Member

Vice-Chair of the Council will be known as the Deputy Presiding Member, who will be appointed annually by the Council, and who will deputise for the Presiding Member in his or her absence and assist the Presiding Member in specific duties as required.

COUNTY BOROUGH OF BLAENAU GWENT

Person Specification for a Deputy Presiding Member

To fulfil his or her role as laid out in the role description, an effective Deputy Presiding Member requires the following:-

Acting as a symbol of the Council's democratic authority

- Good public speaking skills
- An in-depth understanding of role of Chair

Chairing Council meetings

- Skills to chair meetings in the absence of the Presiding Member, to ensure business is carried out effectively and all those attending participate
- An understanding of the Council's Constitution

Upholding and promoting the Council's Constitution

- An understanding of the Council's Constitution
- An understanding of when to seek the advice of the Monitoring Officer on issues relating to the Constitution

Governance, ethical standards and relationships

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the values of the Council

BLAENAU GWENT COUNTY BOROUGH COUNCIL

The Role of the Leader of the Council

Designation:	Leader of the Council
Location:	Civic Centre, Ebbw Vale
Responsible to:	The Full Council To the people of Blaenau Gwent County Borough and his or her Ward constituents To nominating Group
Purpose:	To be a political figurehead and the principal political spokesperson for the Council and act as an ambassador for the Council.
1. Role Purpose and Activity	
1.1 Provide Political Leadership to the Council	
<ul style="list-style-type: none">• To provide leadership in building a political consensus around council policies.• To provide a strong, clear leadership in the co-ordination of policies, strategies and service delivery and general overview to policy direction so as to ensure consistency, strategy and purpose.• To provide clear strategic direction for the Council and community.• To be readily available to all Members.	
1.2 Appoint the Cabinet (ratification at Annual Meeting of Council)	
<ul style="list-style-type: none">• Designate the appropriate portfolios.• Appoint appropriate elected members to each portfolio.• Allocate Cabinet members to roles with regard to their abilities.• Designate Deputy Leader.	
1.3 Representing and Acting as Ambassador for the Authority	

- Represent the Authority to a high standard. Provide a strong, competent and eloquent figure to represent the Authority both within the County and at external bodies.
- To represent the Council in the media to local people and organisations and at national and regional level.
- Represent the Authority on the WLGA.
- Provide leadership and support local partnerships and organisations.
- To act as the public face of the Council in co-operation with other Cabinet Members.
- Represent the Authority on regional and national bodies as appropriate.

1.4 Provide Leadership within the Portfolio

- Fulfil the role of a portfolio holder, having regard to the role purpose and activities and role specification of a Cabinet Member.

1.5 To Direct and Lead the Work of the Cabinet and Chair the Meetings

- Ensure the effective running of the Cabinet through the implementation of the forward work programme and ensure its continuing development.
- Ensure the work of Cabinet meets local and national policy objectives.
- Advise and mentor other Cabinet Members in their work.
- To chair meetings of the Cabinet in line with the Constitution.
- To promote appropriate training and development opportunities for Cabinet Members and other Members to ensure they can undertake their roles effectively.
- In the absence of the Leader, the Deputy Leader should fulfil this role.

1.6 Participate in the Collective Decision Making of Cabinet

- To work closely with other Cabinet Members to ensure the development of effective council policies and the budgetary framework for the Council and the delivery of high quality services

to local people.

- To accept collective responsibility and support decisions made by the Cabinet once they have been made.
- To share leadership with Cabinet Members, Committee Chairs recognising that leaders cannot provide every skill on their own.

1.7 To Work with Officers to Lead the Organisation

- Liaise with the Chief Executive, and other appropriate Officers on a regular basis.
- Work with employees of the Council in relation to the strategic vision and direction of the Council, the management roles of officers and the development of policy issues.

1.8 Actively Participate in Partnerships and Community Leadership

- To actively participate in local strategic partnerships in pursuit of common aims and priorities.
- To negotiate and broker in cases of differing priorities and disagreement.
- To act as a leader of the local community by showing vision and foresight.

1.9 Governance, Ethical Standards and Relationships

- To promote and support effective governance of the Council and its affairs.
- To provide community leadership and promote active citizenship.
- To promote public involvement in the Council's activities.
- To be the conscience of the Council.
- To protect and promote the Council's reputation.
- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council.
- To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office.

2. Values

To be committed to the values of the Council and the following values in public office:-

Openness and transparency
Honesty

Propriety and integrity
Duty to uphold the law
Stewardship
Objectivity in decision making
Accountability
Leadership
Tolerance and respect
Inclusive leadership
Equality and fairness
Appreciation of cultural difference
Sustainability
Selflessness
Personal judgement
Respect for others

COUNTY BOROUGH OF BLAENAU GWENT

Person Specification for Leader of the Council

To fulfil his or her role as laid out in the role description, an effective Leader requires:

Providing political leadership to the Council

- Knowledge of community strengths, areas of improvement and key issues
- An understanding of the relationship between national and local politics
- Have a good strategic awareness of issues facing the Council
- An understanding of the Council's strategy, policies and operations

Appointing the Cabinet

- An understanding of the rules for the appointment of Cabinet Members
- An ability to recognise talent amongst Members
- An ability to negotiate the most advantageous appointments within and across political groups
- To appraise, guide and mentor Senior Members

Representing and acting as ambassador for the Authority

- High-level communication skills to communicate to the media, local community and wider audience.
- Good public speaking skills

Providing leadership within the portfolio

- The skills necessary for a Cabinet member to fulfil their role

Direct and lead the work of the Cabinet and chairing meetings of the Cabinet

- An understanding of the Cabinet procedure rules
- Skills to Chair meetings, including encouraging participation from all members
- A knowledge and understanding of national policy objectives

- An overview of the work being carried out by Cabinet Members

Participating in the collective decision making of the Cabinet

- The ability to constructively challenge decisions and suggest alternatives

Working with officers to lead the organisation

- An understanding of the roles and responsibilities of the Chief Executive and other officers

Actively participate in partnerships and community leadership

- Adaptive leadership skills
- Negotiation and brokerage skills
- Creative and lateral thinking skills; the ability to see ahead and be predictive

Governance, ethical standards and relationships

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the values of the Council

BLAENAU GWENT COUNTY BOROUGH COUNCIL

The Role of the Deputy Leader of the Council

Designation:	Deputy Leader of the Council
Location:	Civic Centre, Ebbw Vale
Responsible to:	The Full Council To the Leader of the Council To the people of Blaenau Gwent County Borough and his or her Ward constituents To nominating Group
Purpose:	To be a political figurehead and the principal political spokesperson for the Council in the absence of the Leader.

1.1 Role Purpose and Activity

- To support the Leader in his/her responsibilities & duties and deputise for the Leader in his/her absence.
- To give political direction to officers working within the portfolio.
- To gain the respect of officers within the portfolio, providing support to officers in the implementation of portfolio programmes.
- To liaise with the appropriate Scrutiny Chair and receive scrutiny reports as required.
- To be accountable for choices and performance in the portfolio.
- To have an overview of the performance management, efficiency and effectiveness of the portfolio.
- To complement the Leader's position by bringing different skills and interests to the Cabinet.
- To work up detailed policies to complement the Leaders strategic vision.
- To assist the Leader in specific duties as required.
- To be readily available to all Members.

1.2 Contributing to the Setting of the Strategic Agenda and Work Programme for the Portfolio

- Fulfil the role of a portfolio holder, having regard to the role purpose and activities and role specification of a Cabinet Member in addition to Deputy Leader responsibilities.
- To work with officers to formulate policy documents both strategic and statutory. Ensure that the political will of the majority is carried to and through Cabinet.
- To provide assistance in working up and carrying through a strategic work programme both political and statutory. Carry out consultations with stakeholders as required. Ensure that the portfolio's work programme is kept up to date and accurate.

Providing Representation for the Portfolio

- To provide a strong, competent and persuasive figure to represent the portfolio. Be a figurehead in meetings with stakeholders.

Reporting and Accounting

- To report as appropriate to the Leader, Full Council, Cabinet, appropriate Scrutiny Chair, regulatory bodies and the media.
- To be the principal political spokesperson for the portfolio.
- To appear before Scrutiny Committees in respect of matters within the portfolio.

Taking an Active Part in Cabinet Meetings and Decision Making

- To show an interest in and support for the portfolios of others.
- To recognise and contribute to issues which cross cut portfolios or are issues of collective responsibility.

1.3 Appoint the Cabinet (ratification at Annual Meeting of Council) in the absence of the Leader

- Designate the appropriate portfolios.
- Appoint appropriate elected members to each portfolio.
- Allocate Cabinet Members to roles with regard to their abilities.

1.4 Representing and Acting as Ambassador for the Authority

- Represent the Authority to a high standard. Provide a strong, competent and eloquent figure to represent the Authority both within the County and at external bodies.
- To represent the Council in the media to local people and organisations and at national and regional level.
- Represent the Authority on the WLGA.
- To act as the public face of the Council in co-operation with other Cabinet Members.
- Represent the Authority on regional and national bodies as appropriate.

1.5 Participate in the Collective Decision Making of Cabinet

- To work closely with other Cabinet Members to ensure the development of effective council policies and the budgetary framework for the Council and the delivery of high quality services to local people.
- To accept collective responsibility and support decisions made by the Cabinet once they have been made.
- To share leadership with Cabinet Members, Committee Chairs recognising that deputy leaders cannot provide every skill on their own.

1.6 To Work with Officers to Lead the Organisation

- Liaise with the Chief Executive , and other appropriate Officers on a regular basis.
- Work with employees of the Council in relation to the strategic vision and direction of the Council, the management roles of officers and the development of policy issues.

1.7 Leading Partnerships and Community Leadership (in conjunction with the Leader of the Council)

- To actively participate in local strategic partnerships in pursuit of common aims and priorities.
- To act as a leader of the local community by showing vision and foresight.
- To negotiate and broker in cases of differing priorities and disagreement.

1.8 Governance, Ethical Standards and Relationships

- To promote and support effective governance of the Council and its affairs.
- To provide community leadership and promote active citizenship.
- To promote public involvement in the Council's activities.
- To be the conscience of the Council.
- To protect and promote the Council's reputation.
- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council.
- To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office.

2. Values

To be committed to the values of the Council and the following values in public office:-

Openness and transparency
Honesty
Propriety and integrity
Duty to uphold the law
Stewardship
Objectivity in decision making
Accountability
Leadership
Tolerance and respect
Inclusive leadership
Equality and fairness
Appreciation of cultural difference
Sustainability
Selflessness
Personal judgement
Respect for others

COUNTY BOROUGH OF BLAENAU GWENT

Person Specification for the Deputy Leader of the Council

To fulfil his or her role as laid out in the role description, an effective Deputy Leader requires:

Providing political leadership to the Council

- Knowledge of community strengths, areas of improvement and key issues
- An understanding of the relationship between national and local politics
- Have a good strategic awareness of issues facing the Council
- An understanding of the Council's strategy, policies and operations

Appointing the Cabinet

- An understanding of the rules for the appointment of Cabinet Members
- An ability to recognise talent amongst Members
- An ability to negotiate the most advantageous appointments within and across political groups
- To appraise, guide and mentor Senior Members

Representing and acting as ambassador for the Authority

- High-level communication skills to communicate to the media, local community and wider audience.
- Good public speaking skills

Providing leadership within the portfolio

- The skills necessary for a Cabinet member to fulfil their role

Direct and lead the work of the Cabinet and charring meetings

of the Cabinet (in the absence of the Leader)

- An understanding of Cabinet procedure rules
- Skills to Chair meetings, including encouraging participation from all Members.
- A knowledge and understanding of national policy objectives
- An overview of the work being carried out by Cabinet members.

Participating in the collective decision making of the Cabinet

- The ability to constructively challenge decisions and suggest alternatives

Working with officers to lead the organisation

- An understanding of the roles and responsibilities of the Chief Executive and other officers

Leading partnerships and community leadership

- Adaptive leadership skills
- Negotiation and brokerage skills
- Creative and lateral thinking skills; the ability to see ahead and be predictive

Governance, ethical standards and relationships

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the values of the Council

BLAENAU GWENT COUNTY BOROUGH COUNCIL

The Role of a Cabinet Member

Designation:	Cabinet Member
Location:	Civic Centre, Ebbw Vale
Responsible to:	The Leader of the Council The Cabinet (through collective responsibility) The Full Council To the people of Blaenau Gwent County Borough and his or her Ward constituents
Purpose:	To provide political leadership in the portfolio and give political direction to policy development within the portfolio.

1. Role Purpose and Activity

1.1 Providing portfolio leadership

- To gain the respect of officers within the portfolio; provide support to officers in the implementation of portfolio programmes.
- To liaise with the appropriate scrutiny chair and receive scrutiny reports as required.
- To be accountable for choices and performance in the portfolio.
- To have an overview of the performance management, efficiency and effectiveness of the portfolio.
- To provide strong and fair leadership.

1.2 Contributing to the setting of the strategic agenda and work programme for the portfolio

- To work with officers to formulate policy documents both strategic and statutory. Ensure that the political will of the majority is carried to and through the Cabinet.
- To provide assistance in working up and carrying through a strategic work programme both political and statutory. Carry out consultations with stakeholders as required. Make sure that

the portfolio's forward work programme is kept up to date and accurate.

- Working closely with Corporate Directors and other Members of the Cabinet, in relation to the portfolio issues assigned to the Cabinet post which relate to giving direction to policy development and strategic thinking.
- The requirement to have regard to the wider corporate picture in terms of the Well-being Plan, the Authority's aims and values, the Policy and Budgetary Framework and cross cutting issues such as sustainability, equalities, social inclusion and environmental stewardship.

1.3 Providing representation for the portfolio

- To provide a strong, competent and persuasive figure to represent the portfolio. Be a figurehead in meetings with stakeholders.
- To have a clear understanding of the portfolio, the scope and range of the services relevant to the portfolio.
- To ensure the delivery of best value and continuous improvement in services and implementation of best practice in the areas relevant to the portfolio.

1.4 Reporting and accounting

- To report as appropriate to the Leader, Full Council, Cabinet, appropriate chair of scrutiny, regulatory bodies and the media.
- To be the principal political spokesperson for the portfolio.
- To appear before scrutiny committees in respect of matters within the portfolio.
- The making of position statements or responding to questions on the relevant Cabinet portfolio issues, on behalf of the Cabinet, at Council meetings (it is ultimately the elected Cabinet Member who will be required to answer questions about its policies and decisions. Officers contributions should as far as possible be confined to questions of fact and explanations relating to policies and decisions, though they can be asked to explain and give reasons for decisions they themselves have taken under delegated authority).
- Meet with Chairs of the relevant Scrutiny and Overview Committee(s) on a regular basis to discuss progress in their area of responsibility, responses to concerns raised by the Scrutiny and Overview Committee(s) and future programmes of work.
- Ensure that the Cabinet and Scrutiny Chairs are briefed at the

appropriate time on significant issues i.e. those that may result in a change to established policy; have major resource implications; or be contentious.

- Consultation and dialogue with the chairs and members of the Overview and Scrutiny and other Committees of the Council.
- Respond within an agreed timescale to the recommendations of relevant Overview and Scrutiny Committees, setting out what action is proposed, if any, and giving full reasons for decisions taken.
- The promotion of the Economic, Social and Environment and Well Being of the Authority's area.
- The further development of partnerships with other public bodies, the voluntary sector and the business community.
- To be readily available to all Members.
- To ensure an appropriate consultation programme is developed for their area of responsibility, to involve local people and communities in the decisions of the Council as fully as possible.

1.5 Taking an active part in Cabinet meetings and decision making

- To show an interest in and support for the portfolios of others.
- To recognise and contribute to issues which cut across portfolios or are issues of collective responsibility.
- The taking of Cabinet decisions within formal meetings of Cabinet and the Cabinet Sub Committee.

1.6 Actively participate partnerships and community leadership

To actively participate in local strategic partnerships.

- To negotiate and broker in cases of differing priorities and disagreement.
- To act as a leader of the local community by showing vision and foresight.

1.7 Governance, ethical standards and relationships

- To promote and support good governance of the Council and its affairs.
- To provide community leadership and promote active citizenship.
- To promote and support open and transparent government.
- To support, and adhere to respectful, appropriate and effective

relationships with employees of the Council.

- To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office.
- Representing the Authority in the community and elsewhere in relation to the pursuit of matters of interest to the Authority and its area.

2. Values

- To be committed to the values of the Council and the following values in public office:

Openness and transparency

Honesty

Propriety and integrity

Duty to uphold the law

Stewardship

Objectivity in decision making

Accountability

Leadership

Tolerance and respect

Inclusive leadership

Equality and fairness

Appreciation of cultural difference

Sustainability

Selflessness

Personal judgement

Respect for others

COUNTY BOROUGH OF BLAENAU GWENT

Person Specification for an Cabinet Member

To fulfil his or her role as laid out in the role description, an effective Cabinet Member requires:

Portfolio leadership

- An understanding of the Council's strategy, policies and operations
- Leadership skills

Contributing to the setting of the strategic agenda and work programme for the portfolio

- The ability to present to others
- The ability to exercise strategic awareness and judgement
- Knowledge of relevant issues and who to involve in decision making
- The ability to persuade others
- Knowledge of Council and national objectives

Providing representation for the Portfolio

- Public speaking skills
- Good presentation skills

Reporting as appropriate

- High level communication skills

Taking an active part in Cabinet meetings and decisions

- The ability to constructively challenge decisions and suggest alternatives
- The knowledge, confidence and ability to contribute to discussion and resolution of cross cutting and collective issues

Leading partnerships and community leadership

- Adaptive leadership skills
- Negotiation and brokerage skills
- Creative and lateral thinking skills; the ability to see ahead and be predictive

Governance, ethical standards and relationships

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the values of the Council

BLAENAU GWENT COUNTY BOROUGH COUNCIL

The Role of a Scrutiny Chair

Designation:	Scrutiny Chair
Location:	Civic Centre, Ebbw Vale
Responsible to:	The Full Council To the people of Blaenau Gwent County Borough and his or her Ward constituents External Regulatory Bodies
Purpose:	To promote the role of Scrutiny within and outside the council, liaising effectively both internally within the council and externally with the Council's partners.

1. Role Purpose and Activity

1.1 Providing leadership and direction

- To provide confident and effective direction at meetings to facilitate inclusivity, participation and identify and support clear proposals for improvement.
- To develop a balanced work programme of the committee which, includes pre decision scrutiny, policy development and review, investigative scrutiny, and performance monitoring.
- To ensure the programme takes account of relevant factors such as: the work programmes of the Cabinet and other committees, strategic priorities and risks, and relevant community issues.
- To demonstrate an objective and evidence based approach to scrutiny.
- To evaluate the impact and added value of scrutiny activity and identify areas for improvement.
- To ensure the work of their Committee contributes to policy and improvement in service delivery.
- To provide strong fair leadership and to Members and officers.
- To review, challenge and question the implementation of agreed policy and service delivery, and make recommendations to the Cabinet and Council to improve policy, performance and service delivery.

- To develop a clear understanding of the terms of reference of their Committee, the scope and range of the services for which it is responsible, and Council policies in respect of those services.
- To ensure the work of their Committee contributes to the delivery of best value and continuous improvement in services and implementation of best practice.
- To agree all agendas for Overview and Scrutiny Committees, and take a lead in developing a forward agenda and ensuring it is adhered to.
- To meet on a regular basis and consult with relevant Cabinet Member(s) to advise them of progress in work of the Overview and Scrutiny Committee, discuss issues arising from the scrutiny review, and note action being taken by the relevant Cabinet Member(s) to address the concerns of the Committee.
- To ensure the Council and Cabinet Members are briefed at the appropriate time on significant issues i.e. those that may:-
 - result in a change to established policy;
 - have major resource implications;
 - be contentious;
 - have implication for other overview and scrutiny committees or areas of Council responsibility.
- To report as appropriate to the Cabinet where scrutiny is recommending an amendment or additions to the report recommendations for Cabinet to consider
- To seek to involve all Overview and Scrutiny Committee Members in the work of the Committee.
- To have responsibility for liaison with Chief Officers responsible for services that fall under the Committees terms of reference.
- To ensure that Committee Members benefit from appropriate training and development to deal effectively with the Committees business.

1.2 Direct the work programme

- To ensure that the work programme is delivered.
- To report on progress against the work programme to Council, and others as appropriate.
- To liaise with officers, other members and community representatives to resource and deliver the work programme.

1.3 Holding the Cabinet to account

- To evaluate the validity of Cabinet decisions and challenge inappropriate decisions through call in.

1.4 Effective meeting supervision

- To set agendas containing clear objectives and outcomes for the meeting.
- To direct the progress of business at meetings, ensuring that meeting objectives are met, and the code of conduct, standing orders and other constitutional requirements are adhered to.
- To ensure that the necessary preparation is done beforehand.
- To ensure that all participants have an opportunity to make an appropriate contribution.

1.5 Community leadership

- To act as a focus for liaison between the council, community and external bodies in relation to the scrutiny function.
- To build understanding and ownership of the scrutiny function within the community.
- To identify relevant community based issues for scrutiny.
- To involve fully external stakeholders for example, service users' expert witnesses and partners in scrutiny activity.

1.6 Involvement and development of committee members

- To encourage high performance from all Committee Members in both committee and task and finish groups.
- To assess individual and collective performance within the Committee and facilitate appropriate development.

2. Values

- To be committed to the values of the Council and the following values in public office:

Openness and transparency
Honesty
Propriety and integrity
Duty to uphold the law
Stewardship
Objectivity in decision making
Accountability
Leadership

Tolerance and respect
Inclusive leadership
Equality and fairness
Appreciation of cultural difference
Sustainability
Selflessness
Personal judgement
Respect for others

COUNTY BOROUGH OF BLAENAU GWENT

Person Specification for a Scrutiny Chair

To fulfil his or her role as laid out in the role description, an effective Scrutiny Chair requires:

Providing leadership and direction

- Understanding of council role and functions
- Understanding of role of scrutiny, terms of reference for the committee, role of Chair, and other aspects of the democratic arrangements
- Understanding of Member support functions
- Understanding of council priorities and risks
- Ability to progress work programmes
- Understanding of community issues
- Objectivity
- Negotiation and consensus building
- Ability to build constructive and 'critical friend' relationships with the Cabinet

Direct and lead the work programme

- Ability to direct and lead the work programme
- Ability to work with members and officers in order to progress work programme items
- Ability to prioritise
- Ability to report progress to different groups in different styles
- Ability to manage projects and resources
- Ability to manage people

Holding the Cabinet to account

- Understanding of arrangements for call in

Effective meeting management

- Understanding and application of meeting protocols, code of

conduct, standing orders and other constitutional requirements

- Ability to chair meetings effectively, managing the agenda and progressing business
- Ability to facilitate effective discussions
- Ability to listen and question effectively

Community leadership

- An understanding of the community leadership role
- Knowledge of local and national issues and expectations
- Ability to work effectively with all members of the community and build understanding and ownership of scrutiny
- Promote the provision of equality and diversity across the County Borough.

Involving and developing of committee members

- Understanding of role and skills of the Scrutiny Committee and its individuals
- Ability to support members and the committee in assessing their performance
- Ability to identify any training and development needs and champion and participate in appropriate learning and development

BLAENAU GWENT COUNTY BOROUGH COUNCIL

The Role of a Scrutiny Member

Designation:	Scrutiny Member
Location:	Civic Centre, Ebbw Vale
Responsible to:	Chair of the appropriate Scrutiny Committee The Full Council To the people of Blaenau Gwent County Borough and his or her Ward constituents External Regulatory Bodies
Purpose:	To participate fully in the activities of the Scrutiny Committee, delivery of its work programme and any associated task and finish groups
1. Role Purpose and Activity	
<ul style="list-style-type: none">• Scrutinise Council policy and service delivery, and monitor and review performance.• To make constructive recommendations to the Cabinet and Council to improve Council policy and service delivery.• To contribute to the delivery of best value as required as part of the Wales Programme for Improvement.• To give the Council an opportunity to review Cabinet decisions on a 'call in' basis, and to determine whether such decision should be implemented as agreed by the Cabinet or whether they need amendment.	
1.1 Reviewing and developing policy	
<ul style="list-style-type: none">• To assist in the creation, development, improvement and refinement of council policy.• To challenge policies on a sound basis of evidence• To assess impact of existing policy.	

1.2 Monitoring performance and service delivery

- To monitor the performance of internal and external providers against standards and targets.
- To contribute to the identification and mitigation of risk.
- To investigate and address the causes of poor performance.

1.3 Promoting the work of scrutiny

- To promote the role of scrutiny within and outside the council, developing effective internal and external relationships.
- To demonstrate an objective and evidence based approach to scrutiny.
- To add value to the decision-making and service provision of the authority through effective scrutiny.

1.4 Community leadership

- To use scrutiny as a means to address community issues and engage the public.
- To encourage stakeholders to participate in the work of the authority.
- To develop locally viable and acceptable policy solutions.
- To build a dialogue around priorities, objectives and performance, among communities and stakeholders.

1.5 Meeting participation

- To make adequate and appropriate preparation for meetings through research and briefings.
- To participate in a proactive, informed and effective manner taking account of the Code of Conduct, Standing Orders and other constitutional requirements.

1.6 Hold the Cabinet to account

- To evaluate the validity of Cabinet decisions and challenge inappropriate decisions through call in.

2.Values

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty
- Propriety and integrity
- Duty to uphold the law
- Stewardship
- Objectivity in decision making
- Accountability
- Leadership
- Tolerance and respect
- Inclusive leadership
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Selflessness
- Personal judgement
- Respect for others

COUNTY BOROUGH OF BLAENAU GWENT

Person Specification for a Scrutiny Member

To fulfil his or her role as laid out in the role description, an effective Scrutiny Member requires:

Participating fully in the activities of the scrutiny function

- Full understanding of the scrutiny remit and role, and terms of reference for their own committee and others
- Understanding of member support functions
- To work within the guidance of the chair
- Willingness to undertake training as necessary

Reviewing and developing policy

- Knowledge of and ability to evaluate existing policy
- Understanding of best practice
- Understanding of national and local legislative and policy context

Monitoring performance and service delivery

- Understanding of the Wales Programme for Improvement (WPI) and associated risk assessment arrangements
- Understanding of the principles and practice of performance management
- Understanding of council's performance management arrangements
- Ability to analyse data and challenge performance

Promoting the work of scrutiny

- Ability to negotiate and build consensus
- Ability to act objectively and on the basis of evidence

Community leadership

- An understanding of the community leadership role
- Knowledge of local and national issues and expectations
- Ability to work effectively with all members of the community and build understanding and ownership of scrutiny
- Knowledge of the individuals and organisations in the community especially those traditionally excluded
- Promote the provision of equality and diversity across the County Borough

Meeting participation

- Ability to interpret information and data from a range of sources
- Understanding and application of meeting protocols, code of conduct, standing orders and other constitutional requirements
- Ability to participate in meetings including effective listening, questioning and speaking

Holding the Cabinet to account

- Understanding of arrangements for call in

BLAENAU GWENT COUNTY BOROUGH COUNCIL

The Role of the Regulatory Committee Chair

Designation:	Chair of Regulatory Committee
Location:	Civic Centre, Ebbw Vale
Responsible to:	The Full Council To the Members of the Regulatory Committee To the people of Blaenau Gwent County Borough and his or her Ward constituents
Purpose:	As a Chair with responsibility to act as the Council's lead Member in this area to ensure that the views and needs of the service are built into the Council's policy framework and the decision making process
1. Role Purpose and Activity	
1.1 Providing leadership and direction	
<ul style="list-style-type: none">• To provide confident and effective direction at meetings to facilitate inclusivity, participation and clear decision-making.• To ensure that applicants and other interested parties are satisfied as to the transparency of the regulatory process.• To demonstrate integrity and impartiality in decision-making which accord with legal, constitutional and policy requirements.• To delegate actions to sub committees as appropriate.	
1.2 Promoting the role of the regulatory committee and quasi-judicial decision making	
<ul style="list-style-type: none">• To act as an ambassador for the regulatory committee, facilitating understanding of the role.• To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly.• To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in individual cases/applications before formal committee meetings.	

1.3 Governance, ethical standards and relationships

- To develop the standing and integrity of the committee and its decision making.
- To understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility.
- To promote and support effective governance by the Council.

2.Values

- To be committed to the values of the council and the following values in public office:

Openness and transparency
Honesty
Propriety and integrity
Duty to uphold the law
Stewardship
Objectivity in decision making
Accountability
Leadership
Tolerance and respect
Inclusive leadership
Equality and fairness
Appreciation of cultural difference
Sustainability
Selflessness
Personal judgement
Respect for others

COUNTY BOROUGH OF BLAENAU GWENT

Person Specification for a Regulatory Committee Chair

To fulfil his or her role as laid out in the role description, an effective Regulatory Committee Chair requires:

Providing leadership and direction

- Ability to conduct meetings to ensure that applicants feel that they have been dealt with fairly and fully even if their application is refused
- Understanding of the Council's role and ability to ensuring that stake holders are aware of that role
- Communication skills
- Knowledge of local issues
- Ability to direct the work of the committee
- Ability to support and develop necessary skills in fellow members of the Committee

Promoting the role of the regulatory committee and quasi-judicial decision making

- Understanding and appreciation of the regulatory framework
- Ability to inspire and enthuse committee members for the work of the committee
- Integrity and the ability to set aside own views and act impartially
- Knowledge and understanding of the relevant code(s) of conduct and protocols and the ability to champion them

Governance, ethical standards and relationships

- Knowledge and understanding of the Code of Conduct(s) and protocols
- Knowledge of and commitment to the values of the Council

BLAENAU GWENT COUNTY BOROUGH COUNCIL

The Role of a Regulatory Committee Member

Designation:	Member of a Regulatory Committee
Location:	Civic Centre, Ebbw Vale
Responsible to:	The Full Council To the Chair of the Regulatory Committee To the people of Blaenau Gwent County Borough and his or her Ward constituents
Purpose:	To participate fully in the activities of the Regulatory Committee and the delivery of its work programme
1. Role Purpose and Activity	
1.1 Understanding the nature of the regulatory committee and quasi-judicial decision making	
<ul style="list-style-type: none">• To be aware of the quasi-judicial nature of regulatory committee decision-making.• To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.• To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and individual cases/applications before the committee.	
1.2 Participating in meetings and making decisions	
<ul style="list-style-type: none">• To participate effectively in meetings of the regulatory committee, ensuring that both local considerations and policy recommendations are balanced to contribute to effective decision making.• To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements.	

1.3 Governance, ethical standards and relationships

- To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct and other constitutional and legal requirements.
- To promote and support effective governance by the Council.
- To understand the respective roles of Members, officers and external parties operating within the regulatory Committee's area of responsibility.

2. Values

- To be committed to the values of the Council and the following values in public office:

Openness and transparency
Honesty
Propriety and integrity
Duty to uphold the law
Stewardship
Objectivity in decision making
Accountability
Leadership
Tolerance and respect
Inclusive leadership
Equality and fairness
Appreciation of cultural difference
Sustainability
Selflessness
Personal judgement
Respect for others

COUNTY BOROUGH OF BLAENAU GWENT

Person Specification for a Regulatory Committee Member

To fulfil his or her role as laid out in the role description, an effective Regulatory Committee Member requires:

Understanding the nature of the regulatory committee and quasi-judicial decision making

- Integrity and the ability to set aside own views and act impartially
- Knowledge of law, policy and procedures for that regulatory/quasi-judicial area
- Maintenance of knowledge
- Objectivity and judgement

Participating in meetings and making decisions

- Ability to listen and to consider and respect the views of other contributors
- Good public speaking skills
- Good advocacy skills

Governance, ethical standards and relationships

- Knowledge and understanding of the Code of Conduct(s) and protocols
- Knowledge of and a commitment to the values of the Council

BLAENAU GWENT COUNTY BOROUGH COUNCIL

The Role of the Governance and Audit Committee Chair

Designation:	Chair of Governance and Audit Committee
Location:	Civic Centre, Ebbw Vale
Responsible to:	The Full Council To Committee Members To the people of Blaenau Gwent County Borough
Purpose:	To provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Authority's financial and non-financial performance to the extent that it affects the Authority's exposure to risk and weakens the control environment and to oversee the financial reporting process

1. Role Purpose and Activity

1.1 Providing leadership and direction

- To provide confident and effective direction at meetings to facilitate inclusivity, participation and identify and support clear proposals for improvements.
- To demonstrate integrity and impartiality in decision-making which accord with legal, constitutional and policy requirements.
- To agree the agendas for the Governance and Audit Committee meetings.
- To ensure the work of the Committee contributes to improvement in service delivery.
- To provide strong, fair leadership and to Members and officers.
- To lead the Committee within its terms of reference to lead and encourage debate in Committee meetings, and develop a work programme.
- To approach matters before the Committee with an open mind avoiding any predetermination or bias.
- To consult on relevant matters and take into account any views

before reaching decisions, including managing and resolving differences.

- To operate within the Council's Constitution and Codes of Conduct.
- To act as the key spokesperson and public face of the Committee.
- To promote the views of the Committee, its services and their effects on the community and outside bodies.
- To develop an understanding of the Council's and Committee's policies, service delivery and government legislation.
- To promote the Council's policies on equality and diversity in the workplace and in service provision.

To lead the Committee in its role in:

- reviewing and scrutinising the authority's financial affairs.
- Making reports and recommendations in relation to the Authority's financial affairs.
- reviewing and assessing the risk management, internal control and corporate governance arrangements of the Authority.
- making reports and recommendations to the Authority on the adequacy and effectiveness of those arrangements.
- overseeing the Authority's internal and external audit arrangements.
- reviewing the financial statements prepared by the Authority and approving them when powers are delegated.
- developing relationships with internal and external auditors and the Authority's Monitoring Officer.
- developing a forward work programme designed to deliver the Governance and Audit Committee's functions.
- reviewing and self-assessing the performance of the Committee and its Members.

1.2 Promoting the role of the committee

- To act as an ambassador for the Committee, facilitating understanding of the role.
- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly.
- To ensure thoroughness and objectivity in the Committee, receiving and responding to professional advice in the conduct of meetings.
-

1.2 Internal governance, ethical standards and relationships

- To develop the standing and integrity of the committee and its decision making.
- To understand the respective roles of members, officers and external parties operating within the Committee's area of responsibility.
- To promote and support effective governance by the Council.

2. Values

- To be committed to the values of the Council and the following values in public office:

Openness and transparency
Honesty
Propriety and integrity
Duty to uphold the law
Stewardship
Objectivity in decision making
Accountability
Leadership
Tolerance and respect
Inclusive leadership
Equality and fairness
Appreciation of cultural difference
Sustainability
Selflessness
Personal judgement
Respect for others

COUNTY BOROUGH OF BLAENAU GWENT

Person Specification for the Governance and Audit Committee Chair

To fulfil his or her role as laid out in the role description, an effective Governance and Audit Committee Chair requires:

Providing leadership and direction

- Ability to conduct meetings
- Ability to guide discussion and ensure that all attendees have the opportunity to make a contribution and that they are heard and given due consideration
- Ability to ensure that Members of the Committee treat individuals with courtesy regardless of political persuasion
- Ability to undertake a dual role both as a chair and member of the committee
- Possessing ability to review and interpret data and reach conclusions
- Understanding of the Council's role and ability to ensuring that stake holders are aware of that role
- Communication skills
- Knowledge of local issues
- Ability to direct the work of the committee
- Ability to support and develop necessary skills in fellow Members of the Committee

Promoting the role of the committee

- Understanding and appreciation of the regulatory framework
- Ability to inspire and enthuse committee members for the work of the Committee
- Integrity and the ability to set aside own views and act impartially
- Knowledge and understanding of the relevant code(s) of conduct and protocols and the ability to champion them

Governance, ethical standards and relationships

- Knowledge and understanding of the Code of Conduct(s) and protocols
- Knowledge of and commitment to the values of the Council
- An understanding of the roles of Officers, Members and different agencies.
- Respect for and desire to work with, different groups and individuals.

COUNTY BOROUGH OF BLAENAU GWENT

Member of Governance and Audit Committee Role Description

Designation:	Member of the Governance and Audit Committee
Location:	Civic Centre, Ebbw Vale
Responsible to:	To Full Council To the Chair of the Governance and Audit Committee
Purpose:	To participate fully in the activities of the Governance and Audit Committee and the delivery of its work programme

1. Role purpose and activity

Understanding the nature of the Governance and Audit Committee and effectively fulfilling its functions by:

- Reviewing and scrutinising the Authority's financial affairs.
- Making reports and recommendations in relation to the Authority's financial affairs.
- Reviewing and assessing the risk management, internal control and corporate governance arrangements of the authority.
- Making reports and recommendations to the Authority on the adequacy and effectiveness of those arrangements.
- Overseeing the Authority's internal and external audit arrangements.
- Reviewing the financial statements prepared by the Authority.

Participating in meetings and making decisions

- To participate effectively in meetings of the Governance and Audit Committee; questioning and seeing clarification on matters falling with the Committee's remit.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the Committee.

- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the Committee.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the Committee.

Internal governance, ethical standards and relationships

- Understanding the financial risks associated with corporate governance; being satisfied that the Authority's assurance statements including the annual governance statement reflects the risk environment and any activities required to improve it.
- To ensure the integrity of the Committee's decision making and of his/her own role by adhering to the Code of Conduct and other constitutional and legal requirements.
- To promote and support good governance by the Council.
- To understand the respective roles of Members, officers and external parties operating within the Democratic Services Committee's area of responsibility.

2. Values

- To be committed to and demonstrate the following values in public office:

Openness and transparency
 Honesty
 Propriety and integrity
 Duty to uphold the law
 Stewardship
 Objectivity in decision making
 Accountability
 Leadership
 Tolerance and respect
 Inclusive leadership
 Equality and fairness
 Appreciation of cultural difference
 Sustainability
 Selflessness
 Personal judgement
 Respect for others

Member of Governance and Audit Committee Person Specification

To fulfil his or her role as laid out in the role description, an effective Governance and Audit Committee Member requires:

Understanding the nature of the Governance and Audit Committee and decision making

- Integrity and the ability to set aside own views and act impartially
- Knowledge of law, policy & procedures for that area
- Maintenance of knowledge
- Objectivity and judgement

Participating in meetings and making decisions

- Ability to listen and to consider and respect the views of other contributors
- Good public speaking skills
- Good advocacy skills

Internal governance, ethical standards and relationships

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the values of the Council

COUNTY BOROUGH OF BLAENAU GWENT

The Role of a Member Champion

Designation:	Member Champion
Location:	Civic Centre, Ebbw Vale
Responsible to:	The Full Council/Under Represented Group
Purpose:	To provide a voice for traditionally under-represented groups, or issues which need to be kept at the forefront of council business although they may not be the responsibility of any individual or Committee
1. Accountabilities	
To Full Council	
2. Role Purpose and Activities	
Within the Council	
<ul style="list-style-type: none">▪ To promote the interest being championed within the Council's corporate and service priorities.▪ To promote the needs of the client group represented in the interest to the decision makers within the Council.▪ To work with the decision makers in the Council to establish strategies/ policies/work plans connected with the interest.▪ To maintain an awareness of all matters connected with the interest.▪ To contribute to good practice and the continuous improvement of services and functions related to the interest.▪ To engage with members in matters related to the interest such as attending Overview and Scrutiny/Cabinet /Full Council meetings etc.▪ Raising awareness of and taking a lead role in the development of all Members and officers in relation to the interest.	

In the Community

- To raise the profile of the interest in the community.
- To engage with citizens and community groups in matters related to the interest.
- To lead and support local initiatives related to the interest.

3. Values

- To be committed to the values of the Council and the following values in public office:

Openness and transparency
Honesty
Propriety and integrity
Duty to uphold the law
Stewardship
Objectivity in decision making
Accountability
Leadership
Tolerance and respect
Inclusive leadership
Equality and fairness
Appreciation of cultural difference
Sustainability
Selflessness
Personal judgement
Respect for others

COUNTY BOROUGH OF BLAENAU GWENT

Person Specification for a Member Champion

To fulfil his or her role as laid out in the role description, an effective Member Champion requires:

Within the Council

- Understanding of the area of interest being championed in terms of council strategies and policy, good practice, improvement and national agendas and the needs of the client group
- Ability to engage with a range of members and officers around the area of interest and listening to requirements
- Ability to advocate on behalf of the area of interest within the Council

In the Community

- Understanding of the needs of the community in relation to the interest
- Ability to engage with citizens and community groups in matters related to the interest
- Ability to lead and support local initiatives related to the interest
- Ability to represent the position of the council to the community in relation to the interest

COUNTY BOROUGH OF BLAENAU GWENT

Leader of the Opposition Role Description

Designation:	Leader of the Opposition Group
Location:	Civic Centre, Ebbw Vale
Responsible to:	To the Nominating Group To the people of Blaenau Gwent County Borough and their ward constituents
Purpose:	To be a political figurehead for the opposition group; to be the principal political spokesperson for the Councils opposition
1. Role Purpose and Activity	
Providing political leadership for an opposition group	
<ul style="list-style-type: none">• To provide strong, clear leadership in the co-ordination of alternative policies, strategies and service delivery.• To provide leadership in the constructive challenge of the Council's policies.• To constructively challenge the vision for the Council and community where appropriate.• To provide strong, clear leadership in the co-ordination of alternative policies, strategies and service delivery.	
Representing the Authority's opposition	
<ul style="list-style-type: none">• To represent the Opposition Group to a high standard; providing a strong, competent and eloquent figure to represent the opposition within the Authority.• To represent the Council on external bodies.	

Internal governance, ethical standards and relationships

- To promote and support good governance of the Council and its affairs.
- To provide community leadership and promote active citizenship.
- To promote and support open and transparent government.
- To promote, support, and adhere to respectful, appropriate and effective relationships with employees of the Council.
- To promote, support and adhere to the Member's Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office.

2. Values

- To be committed to and demonstrate the following values in public office:

Openness and transparency
Honesty
Propriety and integrity
Duty to uphold the law
Stewardship
Objectivity in decision making
Accountability
Leadership
Tolerance and respect
Inclusive leadership
Equality and fairness
Appreciation of cultural difference
Sustainability
Selflessness
Personal judgement
Respect for others

COUNTY BOROUGH OF BLAENAU GWENT

Leader of the Opposition Person Specification

To fulfil his or her role as laid out in the role description, an effective Leader of the Opposition requires:

In providing political leadership for the opposition group

- Knowledge of community strengths, areas of improvement and key issues
- An understanding of the relationship between national and local politics
- Have a good strategic awareness of issues facing the Council
- An understanding of the Council's strategy, policies and operations
- An ability to challenge different strategies, policies and operations

In representing the Authority's opposition

- High level communication skills to communicate to the media, local community and wider audience
- Good public speaking skills
- Creative and lateral thinking skills; the ability to see ahead and be foresighted
- Leadership skills

Internal governance, ethical standards and relationships

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the values of the Council

COUNTY BOROUGH OF BLAENAU GWENT

Deputy Leader of the Opposition Role Description

Designation:	Deputy Leader of the Opposition Group
Location:	Civic Centre, Ebbw Vale
Responsible to:	To Nominating Group To the people of Blaenau Gwent County Borough and their ward constituents
Purpose:	To be a political figurehead for the opposition group; to be the principal political spokesperson for the Councils opposition in the absence of the Leader of the Opposition Group
Role Purpose and Activity	
<ul style="list-style-type: none">• To fulfil the duties of the Leader in his or her absence.• To assist the Leader in specific duties as required.	

Deputy Leader of the Opposition Person Specification

To fulfil his or her role as laid out in the role description, an effective Deputy Leader of the Opposition requires:

In providing political leadership for the opposition group

- Knowledge of community strengths, areas of improvement and key issues
- An understanding of the relationship between national and local politics
- Have a good strategic awareness of issues facing the Council
- An understanding of the Council's strategy, policies and operations
- An ability to challenge different strategies, policies and operations

In representing the Authority's opposition

- High level communication skills to communicate to the media, local community and wider audience.
- Good public speaking skills
- Creative and lateral thinking skills; the ability to see ahead and be foresighted
- Leadership skills

Internal governance, ethical standards and relationships

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the values of the Council

COUNTY BOROUGH OF BLAENAU GWENT

Chair of the Democratic Services Committee Role Description

Designation:	Chair of the Democratic Services Committee
Location:	Civic Centre, Ebbw Vale
Responsible to:	To Full Council
Purpose:	To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making

1. Role Purpose and Activity

To lead the Committee in its role in:

- Designating the Head of Democratic Services.
- Keep under review the provision of staff, accommodation and other resources made available to the Head of Democratic Services, ensuring that these are adequate.
- Providing annual reports to the Full Council in relation to the above.
- Appointing sub committees/working groups to undertake functions delegated by the committee.
- Considering reports prepared by the Head of Democratic Services.
- Developing the Authority's Member Support and Development Strategy.
- Ensuring that the Members have access to a reasonable level of training and development as described in the Authority's Member Development Strategy, the Wales Charter for Member Support and Development and the Local Government (Wales) Measure 2011.
- Ensuring that the budget for Member Development is sufficient.
- Ensure that Members have access to personal development planning and annual personal development reviews.
- To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements.
- Work with the Member Development Champion where relevant to promote the role of Members and necessary support and

development.

Promoting the role of the Democratic Services Committee

- To act as an ambassador for the Democratic Services Committee, facilitating understanding of the role.
- To act with technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly.
- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings.

Internal governance, ethical standards and relationships

- To develop the standing and integrity of the Committee and its decision making.
- To understand the respective roles of Members, officers and external parties operating with the Democratic Services Committee's area of responsibility.
- To promote and support good governance by the Council.

2. Values

- To be committed to and demonstrate the following values in public office:

Openness and transparency
Honesty
Propriety and integrity
Duty to uphold the law
Stewardship
Objectivity in decision making
Accountability
Leadership
Tolerance and respect
Inclusive leadership
Equality and fairness
Appreciation of cultural difference
Sustainability
Selflessness
Personal judgement
Respect for others

Chair of Democratic Services Committee Person Specification

To fulfil his or her role as laid out in the role description, an effective Democratic Services Chair requires:

Providing leadership and direction

- Understanding of council role and functions
- Understanding of role of Democratic Services Committee, terms of reference for the committee, role of Chair and other aspects of the democratic arrangements
- Understanding of the roles of officers and different agencies
- Understanding of member support functions
- Understanding of council priorities and risks
- Ability to progress work programmes
- Objectivity
- Ability to conduct meetings
- Ability to guide discussion and ensure that all attendees have the opportunity to make a contribution and that they are heard and given due consideration
- Ability to undertake a dual role both as a Chair and Member of the committee.
- Possessing ability to review and interpret data and reach conclusions
- Communication skills

Direct and lead the work programme

- Ability to direct and lead the work programme
- Ability to work with Members and officers in order to programme work programme items
- Ability to prioritise

Promoting the role of the committee

- Understanding and appreciation of the regulatory framework
- Ability to inspire and enthuse Committee Members for the work of the Committee
- Integrity and the ability to set aside own views and act impartially
- Knowledge and understanding of the relevant code(s) of conduct and protocols and the ability to champion them

Effective meeting management

- Understanding and application of meeting protocols, code of conduct, standing orders and other constitutional requirements
- Ability to chair meetings effectively, managing the agenda and progressing business

COUNTY BOROUGH OF BLAENAU GWENT

Member of the Democratic Services Committee Role Description

Designation:	Member of the Democratic Services Committee
Location:	Civic Centre, Ebbw Vale
Responsible to:	To Full Council To the Chair of the Democratic Services Committee
Purpose:	To participate fully in the activities of the Democratic Services Committee, delivery of its work programme and any associated task and finish/working groups

1. Role Purpose and Activity

Understanding the nature of the Democratic Services Committee in:

- Designating the Head of Democratic Services.
- Keep under review the provision of staff, accommodation and other resources made available to the Head of Democratic Services, ensuring that these are adequate.
- Providing annual reports to the Full Council in relation to the above.
- Appointing sub committees/working groups to undertake functions delegated by the committee.
- Considering reports prepared by the Head of Democratic Services.
- Develop the Authority's Member Support and Development Strategy.
- Ensuring that the Members have access to a reasonable level of training and development as described in the Authority's Member Development Strategy, the Wales Charter for Member Support and Development and the Local Government (Wales) Measure 2011.
- Ensuring that the budget for Member Development is sufficient.
- Ensuring that Members have access to personal development

planning and annual personal development reviews.

- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the Committee.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the Committee.

Participating in meetings and making decisions

- To participate effectively in meetings of the Democratic Services Committee.
- To make informed and balanced decisions, within the terms of reference of the Committee, which accord with legal, constitutional and policy requirements.

Internal governance, ethical standards and relationships

- To ensure the integrity of the Committee's decision making and of his/her own role by adhering to the Code of Conduct and other constitutional and legal requirements.
- To promote and support good governance by the Council.
- To understand the respective roles of Members, officers and external parties operating within the Democratic Services Committee's area of responsibility.

2. Values

- To be committed to and demonstrate the following values in public office:
 - Openness and transparency
 - Honesty
 - Propriety and integrity
 - Duty to uphold the law
 - Stewardship
 - Objectivity in decision making
 - Accountability
 - Leadership
 - Tolerance and respect
 - Inclusive leadership
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability
 - Selflessness
 - Personal judgement
 - Respect for others

Member of the Democratic Services Committee Person Specification

To fulfil his or her role as laid out in the role description, an effective Democratic Services Member requires:

Participating fully in the activities of the Democratic Services Committee

- Full understanding of the Democratic Services remit and role including terms of reference of the Committee
- Understanding of the Member support functions
- To work within the guidance of the Chair

Participating in meetings and making decision

- Ability to listen and to consider and respect the views of other contributors
- Good public speaking skills
- Good advocacy skills

Governance, ethical standards and relationships

- Knowledge and understanding of the Code of Conduct(s) and protocols
- Knowledge of and a commitment to the values of the Council

COUNTY BOROUGH OF BLAENAU GWENT

Chair of Standards Committee Role Description

Designation:	Chair of the Standards Committee
Location:	Civic Centre, Ebbw Vale
Responsible to:	To Full Council
Purpose:	As a Chair with responsibility to act as the Council's lead Member in this area to demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements

1. Role Purpose and Activity

Providing leadership and direction

- To act within technical, legal and procedural requirements to oversee the functions of the Committee fairly and correctly.
- To ensure thoroughness and objectivity in the Committee, receiving and responding to professional advice on the Code of Conduct.
- To demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements.
- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making.
- To lead the Committee in its role in:
 - promoting and maintaining high standards of conduct by Councillors and co-opted Members.
 - assisting the Councillors and co-opted Members to observe the Members' Code of Conduct.
 - advising the Council on the adoption or revision of the Members' Code of Conduct.
 - advising and arranging to train Councillors, co-opted Member's on matters relating to the Members' Code of

Conduct.

- granting dispensations to Councillors and co-opted Members.
- dealing with any reports from a case tribunal or interim case tribunal and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales.
- the exercise of these functions in relation to town/community councils and the members of these councils.

2. Values

- To be committed to and demonstrate the following values in public office:

Openness and transparency
Honesty
Propriety and integrity
Duty to uphold the law
Stewardship
Objectivity in decision making
Accountability
Leadership
Tolerance and respect
Inclusive leadership
Equality and fairness
Appreciation of cultural difference
Sustainability
Selflessness
Personal judgement
Respect for others

Chair of Standards Committee Person Specification

To fulfil his or her role as laid out in the role description, an effective Standards Committee Chair requires:

Providing leadership and direction

- Ability to conduct meetings
- Ability to guide discussion and ensure that all attendees have the opportunity to make a contribution and that they are heard and given due consideration
- Ability to ensure that Members of the Committee treat individuals with courtesy regardless of political persuasion
- Ability to undertake a dual role as a Chair and Member of the Committee
- Communication skills

Promoting the role of the committee

- Understanding and appreciation of the regulatory framework
- Ability to inspire and enthuse committee members for the work of the committee
- Integrity and the ability to set aside own views and act impartially
- Knowledge and understanding of the relevant code(s) of conduct and protocols and the ability to champion them

Internal governance, ethical standards and relationships

- An understanding of the roles of officers, Members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the values of the Council

COUNTY BOROUGH OF BLAENAU GWENT

Member of Standards Committee Role Description

Designation:	Member of the Standards Committee
Location:	Civic Centre, Ebbw Vale
Responsible to:	To Full Council To the Chair of the Standards Committee
Purpose:	To participate fully in the activities of the Standards Committee by making informed and balanced decisions, within the terms of reference of the Committee, which accord with legal, constitutional and policy requirements

1. Role purpose and activity

Understanding the nature of the Standards Committee and effectively fulfilling its functions by:

- Promoting and maintaining high standards of conduct by Councillors and co-opted Members.
- Assisting the Councillors and Co-opted Members to observe the Members' Code of Conduct.
- Advising the Council on the adoption or revision of the Members' Code of Conduct.
- Monitoring the operation of the Members' Code of Conduct.
- Advising and arranging to train Councillors, Co-opted Members on matters relating to the Members' Code of Conduct.
- Granting dispensations to Councillors and Co-opted Members on dealing with any reports from a case tribunal or interim case tribunal and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales.

Participating in meetings and making decisions

- To participate effectively in meetings of the Democratic Services Committee.
- To make informed and balanced decisions, within the terms of reference of the Committee, which accord with legal, constitutional and policy requirements.
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the Committee.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the Committee.

Internal governance, ethical standards and relationships

- To ensure the integrity of the Committee's decision making and of his/her own role by adhering to the Code of Conduct and other constitutional and legal requirements.
- To promote and support good governance by the Council.
- To understand the respective roles of Members, officers and external parties operating within the Democratic Services Committee's area of responsibility.

2. Values

- To be committed to and demonstrate the following values in public office:

Openness and transparency
Honesty
Propriety and integrity
Duty to uphold the law
Stewardship
Objectivity in decision making
Accountability
Leadership
Tolerance and respect
Inclusive leadership
Equality and fairness
Appreciation of cultural difference
Sustainability
Selflessness
Personal judgement
Respect for others

Member of Standards Committee Person Specification

To fulfil his or her role as laid out in the role description, an effective Standards Committee Member requires:

Understanding the nature of the Standards Committee

- Integrity and the ability to set aside own views and act impartially
- Knowledge of law, policy and procedures for that area
- Maintenance of knowledge
- Objectivity and judgement

Participating in meetings and making decisions

- Ability to listen and to consider and respect the views of other contributors
- Good public speaking skills
- Good advocacy skills

Governance, ethical standards and relationships

- Knowledge and understanding of the Code of Conduct and protocols
- Knowledge of and a commitment to the values of the Council

COUNTY BOROUGH OF BLAENAU GWENT

Scrutiny Committee Co-optee Role Description

Designation:	Scrutiny Co-optee
Location:	Civic Centre, Ebbw Vale
Responsible to:	To the Chair of the Scrutiny Committee
Purpose:	
1. Role purpose and activity	
Understanding the nature of Scrutiny Committees and effectively fulfilling its functions by:	
Participating in meetings and making decisions	
Internal governance, ethical standards and relationships	
2. Values	
<ul style="list-style-type: none">• To be committed to and demonstrate the following values in public office:<ul style="list-style-type: none">Openness and transparencyHonestyPropriety and integrityDuty to uphold the lawStewardshipObjectivity in decision makingAccountabilityLeadershipTolerance and respectInclusive leadershipEquality and fairnessAppreciation of cultural differenceSustainabilitySelflessness	

Personal judgement
Respect for others

Scrutiny Committee Co-optee Person Specification

To fulfil his or her role as laid out in the role description, an effective Scrutiny Committee requires:

- Understanding the nature of the Scrutiny Committee and decision making
- Participating in meetings and making decisions
- Internal governance, ethical standards and relationships

COUNTY BOROUGH OF BLAENAU GWENT

Scrutiny Committee Co-optee Role Description

Designation:	Scrutiny Co-optee and Expert Witnesses
Location:	Civic Centre, Ebbw Vale
Responsible to:	To the Chair of the Scrutiny Committee
Purpose:	<p>For a time bound period, to assist with specific areas of work within the Scrutiny Work Programme, for which those persons have experience and knowledge in the subject matter to be investigated.</p> <p>To provide a diversity of views which will assist the Authority in fulfilling its duties to engage with the wider community.</p> <p>To ensure the needs, views and experiences of external organisations, service users and the community are represented in overview and scrutiny work</p>
1. General	
<ul style="list-style-type: none">• Co-opted Members and Expert witnesses will be identified on an ad hoc basis during the planning stages of the work programme and will not be allocated voting rights.• The Exception being, that the Education Committee will seek co-opted representation from the Roman Catholic Church, the Church in Wales and Parent Governors. These co-optees will be appointed on an annual basis and will have voting rights.• Co-optees will have access to the same information as all other members of the Committee and can fully contribute to discussions, questioning and making recommendations.• Co-optees will need to understand the nature of Scrutiny Committees and the Council's decision making process.	

2. Requirements

- To have relevant specialist skills, experience and/or knowledge in the subject matter intended to be investigated.
- To sign a statement of appointment that will include terms governing appropriate conduct, i.e. treating others with respect, not disclosing confidential information and when appropriate to disclose relevant personal interests.
- To Participate in Scrutiny activity, this can include, formal and informal meetings, Seminars, site visits, task and finish groups.

Scrutiny Committee Co-optee Person Specification

To fulfil his or her role as laid out in the role description, an effective Co-optee/Expert witness need to:

- To offer relevant specialist skills, experience and/or knowledge in relation to the organisation or community to be represented.
- Provide a diversity of views which will assist the authority in fulfilling its duties to engage with the wider community.
- Introduce new ideas to generate debate and to put forward evidence-based views, comments and suggestions on a given topic.
- Have a good understanding of the nature of the Scrutiny Committee and the Council's decision making process.
- To be committed and demonstrate as set out below the following values in public office:

Openness and transparency
Honesty
Propriety and integrity
Duty to uphold the law
Objectivity in decision making
Accountability
Tolerance and respect
Inclusive leadership
Equality and fairness
Appreciation of cultural difference
Sustainability
Selflessness
Personal judgement
Respect for Others

Agenda Item 7

Executive Committee and Council only

Date signed off by the Monitoring Officer: 28.09.2022

Date signed off by the Section 151 Officer: 11.10.2022

Committee: **Special Council**

Date of Meeting: **26th October, 2022**

Report Subject: **Renewal of Public Space Protection Orders for Dog Control Offences**

Portfolio Holder: **Councillor H. Cunningham – Executive Member - Place & Environment**

Report Submitted by: **David Thompson – Service Manager, Public Protection**

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)
30.8.22	1.9.22				20.9.22		26.10.22	

1. Purpose of the Report

To inform Council of the findings of the public consultation on the proposed new Public Space Protection Order for dog control offences. The report seeks approval for the introduction of the new Public Space Protection Order for Dog Controls, from 1st November 2022.

2. Scope and Background

- 2.1 On the 1st November 2019, Blaenau Gwent CBC introduced a public space protection order (PSPO) for dog control offences. This PSPO replaced the previous dog control orders that were originally introduced in 2012.
- 2.2 The PSPO for dog control offences re-introduced dog exclusion areas, dogs on lead areas and created the offence of failing to remove dog faeces from public areas. PSPO's can remain in force for up to 3 years upon when they must be renewed or removed.
- 2.3 The sites covered by the dog exclusion areas and dog on lead areas include schools, sports pitches and playgrounds with the aim of protecting public health. A full list of all of the sites covered by the PSPO for dog controls can be found on the council website via the web link at the end of this report.
- 2.4 As part of the PSPO renewal process we are required to carry out a public consultation. The public consultation started on the 19th July 2022 and ended on the 17th August 2022 and utilised existing website and social media platforms an addition to written communication to all elected members and relevant partner

organisations and interest groups (Police, Registered Social Landlords, Town Councils and relevant interest groups).

2.5 We received 28 written responses in total from members of the public, the Dogs Trust and the RSPCA. The general themes of the responses were supportive of the dog fouling aspect of the PSPO whilst also requesting for additional dog fouling bins to be put up at specific locations within the borough and also queries on how the PSPO would be enforced and requests for additional signage at sites. Other general themes included requests for areas for dogs to be able to run off lead and a list of such places are made available to members of the public.

2.6 We received specific responses or requests relating to the below sites-

- PSPO-DC-004- a review of the dog exclusion area at the Llanhilleth recreational ground to allow dogs to be walked around sports pitch. This request was reviewed and an amendment is proposed below.
- PSPO-DC-058- a review of the dog exclusion area at Brynmawr Welfare Ground. This request was reviewed and an amendment is proposed below.
- PSPO-DC-061- A review of the dog exclusion area at Brynmawr Foundation School, Intermediate Road, Brynmawr. This request was reviewed and an amendment is proposed below.
- PSPO-DC-119- A review of the dog exclusion area at the Milefield Playing field, Georgetown, Tredegar. This request came from an elected member specifically about dog walkers being able to use the slopes around the sports pitch to walk their dogs. This playing field is used and maintained by Georgetown Primary School and as such this request was not recommended.
- A request from a member of the public to designate Beaufort Ponds & Woodland as a dog on lead area. This request was considered however other sites with a similar land use within the borough do not have dog on lead restrictions and so for consistency purposes this request was not recommended.
- PSPO-DC-012- A review of the dog exclusion area at Six Bells Park, Windsor Road, Six Bells. This request came in from a member of the public to amend the dog exclusion area at the park to allow for a dog to be taken into the bowls club pavilion. A site visit was undertaken to determine the practicality of this request however there was no clear way of

practically demarcating the extent of the dog exclusion area so this request was not recommended.

- PSPO-DC-106 Bryn Bach Park, Tredegar an additional dog exclusion area at the park is proposed that relates to the mini golf play area. We received no objections to this proposal.

2.7 Following the public consultation responses, we are proposing to make the following amendments to the previous Order-

- PSPO-DC-004 & 129- Llanhilleth recreation ground, Llanhilleth. A request was received from an elected member on behalf of Llanhilleth RFC to allow dogs to be walked around the sports pitch on the walkway. As a result, we are proposing to amend the existing dog exclusion area and introduce a dogs on lead area on the walkway surrounding the sports pitch. The school, playground, sports pitch and bowling green will remain as dog exclusion areas.
- PSPO-DC-058- Brynmawr Welfare Ground, Warwick Road, Brynmawr. Requests were received from multiple members of the public to allow dogs to walk through the park area. As a result, we are proposing to amend the existing dog exclusion area and introduce a dogs on lead area throughout the general walkway areas of the welfare ground. The playgrounds and sports pitches will remain as dog exclusion areas.
- PSPO-DC-061- Brynmawr Foundation School, Intermediate Road, Brynmawr. A request was received from the school Headteacher to update the dog exclusion area as a result of the changes to the access road in recent years as part of the heads of valley road improvement scheme. As a result, we are proposing to make an amendment to the dog exclusion area to reflect the recent changes at the main school access point.
- PSPO-DC-106 Bryn Bach Park, Tredegar an additional dog exclusion area at the park is proposed that relates to the mini golf play area.

2.8 The consultation outcomes were presented to Places Scrutiny Committee on 20th September 2022 and the proposed changes outlined in paragraph 2.7, above, were supported.

3. Options for Recommendation

- 3.1 Option 1 (Preferred Option) - That the new Public Spaces Protection Order outlined in Appendix 1 is approved – to commence on 1st November 2022.

In approving the above, the current Public Space Protection Order for dog controls will be repealed at midnight on 31st October 2022.

- 3.2 Option 2 – That Council does not approve the draft Public Space Protection Order for dog control.

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

- 4.1 This topic supports the achievement of the Blaenau Gwent Well-being plan to encourage and enable people to make healthy lifestyle choices in the places they live, learn, work and play by ensuring dogs are controlled and that dog faeces are removed it will encourage people to use clean public open spaces.

5. Implications Against Each Option

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

Consultation costs were met by utilising existing revenue budget levels. Costs were minimised by utilising Council websites and social media.

5.2 *Risk including Mitigating Actions*

Failure to renew the PSPO means the Order will no longer be operative/enforceable for dog fouling/control offences which puts the public at increased health risks associated with exposure to dog faeces that have not been removed by the owner of the dog.

5.3 *Legal*

It is important that the correct procedure is followed to ensure the PSPO for dog controls meets the legal criteria for review and re-introduction.

5.4 *Human Resources*

All work relating to the renewal of the PSPO for dog control offences was undertaken by Officers within Environmental Health. Going forward this work will be undertaken by Front Line Enforcement Officers, Neighbourhood Services. Enforcement of the Order continues to be undertaken by a contracted local authority support service under the management of the Front Line Enforcement Service.

6 **Supporting Evidence**

6.1 ***Performance Information and Data***

This information has recently been reported on.

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

The renewal of the PSPO for dog control order offences will allow Blaenau Gwent CBC to continue to protect members of the public from the health risks posed by people not picking up their dog faeces. It will also give members of the public confidence that they can play at and use clean public open spaces.

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

As part of the PSPO renewal process we have gone out to public consultation on the proposals.

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

The PSPO for dog control offences will last for 3 years, so it will need to be renewed or revoked again in November 2025.

6.5 ***Preventative focus***

The renewal of the PSPO for dog control offences aims to prevent occurrences of dog fouling at specific sensitive locations such as schools, playgrounds and sports pitches. It also prevents exposure to sensitive receptors such as young children who are more likely to be at these types of locations.

6.6 ***Collaboration / partnership working***

This piece of work is carried out by a number of council departments working together such as Environmental Health, Estates, Education, Grounds Maintenance, Technical services and also the Aneurin Bevan Leisure Trust to deliver a PSPO for dog controls at a number of sites within Blaenau Gwent. The Order is enforced on the Council's behalf by a local authority support service under the management of the Front Line Enforcement Service (Neighbourhood Services).

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

This report does not impact on other service areas.

6.8 **Decarbonisation and Reducing Carbon Emissions**

By providing local clean public spaces which the community can use it will reduce the need for them to travel to other areas and therefore contribute to reducing carbon emissions within Blaenau Gwent.

6.9 **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).*

6.10 **Equality Impact Assessment** *(screening and identifying if full impact assessment is needed)*

No negative effects for protected characteristics.

Monitoring Arrangements

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

Enforcement of this Order will be managed and monitored by the Front Line Enforcement Service, Neighbourhood Services and routinely reported to Scrutiny and Executive committees.

8 **Background Documents / Electronic Links**

All of the current locations that are either dog exclusion areas or dog on lead areas are listed (including plans) on the council website and are available using the web link below. Proposed amendments, as a result of the public consultation, are outlined in the Appendix to this report. The website will be updates accordingly should the revised Order be approved as a result of this report.

<https://www.blaenau-gwent.gov.uk/en/resident/environmental-health/public-spaces-protection-orders/>

List of Appendices

1 – New Public Spaces Protection Order and Plans.

end



ANTI-SOCIAL BEHAVIOUR, CRIME & POLICING ACT 2014

BLAENAU GWENT COUNTY BOROUGH COUNCIL (DOG CONTROL) PUBLIC SPACES PROTECTION ORDER 2022

Blaenau Gwent County Borough Council (“the Council”) hereby makes the following Public Spaces Protection Order under Section 59 of the Anti-Social Behaviour, Crime & Policing Act 2014:

This Order may be cited as the ‘Blaenau Gwent County Borough Council (Dog Control) Public Spaces Protection Order 2022’.

This Order will come into force on 1st November 2022 and will remain in force for a period of three years.

INTRODUCTION

- (a) People who fail to clean up after their dogs on publicly accessible land cause nuisance to others. The presence of dog faeces is a potential hazard to all

members of the public alike. It causes risks to health, defaces land and has the potential to deface people and their property.

- (b) When not properly supervised and kept under control, dogs that are allowed off a lead in public areas can cause road traffic accidents, and can cause nuisance or injury to members of the public and to other animals.
- (c) Dogs in children's play areas can become aggressive if startled. They can also defecate in these areas, defacing and causing a health risk to the young children that use them.
- (d) The Council is satisfied that the behaviour set out above has had, and is likely to continue to have, a detrimental effect on the quality of life of people within Blaenau Gwent.
- (e) This Order seeks to prevent or reduce the detrimental effects referred to above, by imposing reasonable restrictions and requirements on people whilst in charge of dogs on public land. It seeks to facilitate the safe sharing of our public spaces, whilst recognising that people should be able to exercise their dogs off lead in public in public areas, provided that their dogs are under control and behaving appropriately.

OFFENCES

Part 1: Dog Fouling

1. If a dog defecates at any time on land to which this part of the Order applies, and the person who is in charge of the dog at that time fails to remove the faeces from the land forthwith, that person shall be guilty of an offence unless he can show that: -

- (a) he has a reasonable excuse for failing to do so; or
 - (b) the owner, occupier, or other person or authority having control of the land has consented (generally or specifically) to him failing to do so;
2. This part of the Order applies to all public places in the County Borough of Blaenau Gwent

For these purposes, a “public place” means any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission.

3. For the purpose of this part of the Order:
- (a) placing the faeces in a receptacle on the land which is provided for this purpose, or for the disposal of waste, shall be a sufficient removal from the land;
 - (d) being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces, shall not be a reasonable excuse for failing to remove the faeces.

Part 2: Dogs on Leads

4. A person in charge of a dog will be guilty of an offence if at any time on land to which this part of the Order applies, they fail to keep the dog on a lead of

not more than 2 metres in length for such period and / or in such circumstances as directed by the Officer, unless he can show that: -

- (a) he has a reasonable excuse for failing to do so; or
- (b) the owner, occupier, or other person or authority having control of the land, has consented (generally or specifically) to him failing to do so.

5. For these purposes, a “lead” means any rope, cord, leash or similar item used to tether, control or restrain a dog, but does not include any such item which is not actively being used as a means of restraint so that the dog remains under a person’s close control.

6. This part of the Order applies in the County Borough of Blaenau Gwent to the land identified as “Leads only (LO)” in the reference List annexed hereto and further identified by the plans so referred to therein.

Part 3: Dog Exclusion

7. A person in charge of a dog will be guilty of an offence if at any time he takes the dog onto, or permits the dog to enter or remain on, any land to which this part of the Order applies, unless he can show that: -

- (a) he has a reasonable excuse for doing so; or
- (b) the owner, occupier, or other person or authority having control of the land, has consented (generally or specifically) to him doing so.

8. This part of the Order applies to the land in the County Borough of Blaenau Gwent identified as “Exclusion (E)” in the Reference List annexed hereto and further identified by the plans referred to therein.

Consequences of breaching the Public Space Protection Order

9. Should an Authorised Person believe that anyone has committed an offence under this Order, that Authorised Person may issue a Fixed Penalty Notice under section 68 of the Anti-Social Behaviour, Crime and Policing Act 2014. A person issued with a Fixed Penalty Notice shall have 14 days in which to pay the Fixed Penalty Notice however failure to pay the Fixed Penalty Notice may result in prosecution.

10. In addition to an Authorised Person being able to issue a Fixed Penalty Notice, section 67 of the Anti-Social Behaviour, Crime and Policing Act 2014 states that it is an offence for any person, without reasonable excuse to:
 - a.) Do anything that a person is prohibited from doing by this Order, or
 - b.) Fail to comply with a requirement to which a person is subject under this Order.

11. Any person guilty of an offence under this section is liable, on summary conviction in the Magistrates Court, to a fine not exceeding level 3 (£1,000.00) on the standard scale.

Exemptions for Disabled People

12. The dog fouling provisions in this Order do not apply to a person who:
 - (a) is registered as partially sighted or blind, in a register compiled under Section 29 of the National Assistance Act 1948 subject to any statutory amendment; or

 - (b) is registered as “sight-impaired”, “severely sight-impaired” or as “having sight and hearing impairments which, in combination, have a significant effect on their day to day lives”, in a register compiled under Section 18 of the Social Services and Wellbeing (Wales) Act 2014; or

- (c) has a disability which affects his mobility, manual dexterity, physical co-ordination, or ability to lift, carry, or otherwise move everyday objects, such that he cannot reasonably be expected to remove the faeces; or
 - (d) has some other disability, such that he cannot reasonably be expected to remove the faeces.
13. The dog exclusion provisions in this Order do not apply to a dog trained by a registered charity to assist a person with a disability and upon which a disabled person relies for assistance.
14. For the purposes of this Order, a “disability” means a condition that qualifies as a disability for the purposes of the Equality Act 2010 and a “disabled person” means a person who has such a disability.

Exemption for Working Dogs

15. Nothing in this Order shall apply to the normal activities of a working dog, whilst the dog is working.

This includes dogs that are being used for work in connection with emergency search and rescue, law enforcement and the work of His Majesty’s armed forces; farm dogs that are being used to herd or drive animals; dogs that are being lawfully used for the capture or destruction of vermin and dogs that are being lawfully used for the purposes of hunting.

Other Matters

16. For the purposes of this Order a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog.

17. Where the person in charge of a dog wishes to rely upon any of the exemptions set out in this Order, the burden will be on him to prove that he satisfies the requirements of the exemptions being relied upon.

18. Section 66 Anti-Social Behaviour, Crime and Policing Act 2014 states that any challenge to the validity of this Order must be made in the High Court by an interest person within 6 weeks of it being made. An interested person is someone who lives in, regularly works in, or visits any of the areas affected by this Order, meaning that that only those who are directly affected by the restrictions have the power to challenge this Order.

Interested persons can challenge the validity of this Order on two grounds:

- a) That the Council did not have the power to make the Order, or to include particular prohibitions or requirements, or

- b) That the requirement of legislation was not complied with in relation to the Order.

Dated:

The Common Seal of
Blaenau Gwent County Borough Council was
Hereto affixed in the presence of

XXXXXXXXXX

Corporate Director of Environment and Regeneration

Annex 1

Public Space Protection Orders-Dog Control Reference List

Reference	Location	Exclusion (E) or Lead only (LO)
PSPO-DC-001	Playground at Swffryd Road, Swffryd,	E
PSPO-DC-002	Swffryd Primary School, Swffryd Road, Swffryd	E
PSPO-DC-003	Playground at Oxford Place, Llanhilleth	E
PSPO-DC-004	St Illtyds Primary school & sports pitch, playground & bowling green at Llanhilleth recreational ground, Llanhilleth	E
PSPO-DC-005	Playground at Troy Road, Llanhilleth	E
PSPO-DC-006	Playground at Mount Pleasant Estate, Brynithel	E
PSPO-DC-007	Brynithel Recreational Ground, Mount Pleasant Estate, Brynithel	E
PSPO-DC-008	Brynithel Recreational Ground, Mount Pleasant Estate, Brynithel	LO
PSPO-DC-009	Playground at Aberbeeg, Abertillery	E
PSPO-DC-010	Playground at Woodland Terrace, Abertillery	E
PSPO-DC-011	Playground at Warm Turn, Aberbeeg Road, Six Bells, Abertillery	E
PSPO-DC-012	Six Bells Park, Windsor Road, Six Bells, Abertillery	E

PSPO-DC-013	Playing field at Windsor Road, Six Bells, Abertillery	E-
PSPO-DC-014	Cwm Nant- y- Groes sports field, Cwm Farm Road, Six Bells, Abertillery	E
PSPO-DC-016	Sports centre, Vivian Street, Abertillery	E
PSPO-DC-017	Playground at Vivian Street, Abertillery	E
PSPO-DC-019	Gelli Crug Park, rear of Gelli Crug Road, Abertillery	E
PSPO-DC-020	Abertillery Learning Community-Tillery Street, Campus on Tillery Street, Abertillery, NP13 1EH.	E
PSPO-DC-021	Abertillery Learning Community, Secondary Campus and Leisure Centre, Alma Street, Abertillery	E
PSPO-DC-022	Playground at Blaenau Gwent Rows, Roseheyworth, Abertillery (Number 1 top)	E
PSPO-DC-023	Playground at Blaenau Gwent Rows, Roseheyworth, Abertillery (number 2 bottom)	E
PSPO-DC-024	Abertillery Park, Cyril Place, Abertillery	E
PSPO-DC-025	Abertillery Learning Community, Roseheyworth Road Campus, Abertillery.	E
PSPO-DC-026	Sports ground, Roseheyworth Road, Abertillery	E
PSPO-DC-027	Woodland Playing Field, Lower Gwastod Terrace, Cwmtillery, Abertillery.	E
PSPO-DC-029	Jim Owen Field, Recreational ground, Roberts Row,	E

	Abertillery (PLAYING FIELD)	
PSPO-DC-030	Playground at Jim Owen Field, Recreational ground, Roberts Row, Abertillery (number 1)	E
PSPO-DC-031	Playground (number 2) at Jim Owen Field, Recreational ground, Roberts Row, Abertillery	E
PSPO-DC-032	Playground at Abertillery Road, Blaina	E
PSPO-DC-033	Playground at Maeshafod, Blaina	E
PSPO-DC-034	Duffryn Park, Blaina	E
PSPO-DC-035	Playing field at Pilgrims Park, Blaina	E
PSPO-DC-036	Ystruth Primary School, East Pentwyn, Blaina	E
PSPO-DC-037	Wheeled sports area, Chapel Square, Blaina (area 1)	E
PSPO-DC-038	Wheeled sports area, Chapel Square, Blaina (area 2)	E
PSPO-DC-039	Westside play area, Chapel Road, Westside, Blaina	E
PSPO-DC-040	Playground at Brynheulog, Blaina	E
PSPO-DC-041	Playground at Glanystruth, Blaina	E
PSPO-DC-043	Central Park, Surgery Road, Blaina	E
PSPO-DC-045	Coed y Garn Primary school, Parrot Row, Blaina, NP133AH	E
PSPO-DC-046	Ysgol Gymraeg Bro Helyg, School, Nantyglo	E
PSPO-DC-047	Playground at Attlee Road, Nantyglo	E

PSPO-DC-048	Playground at Garn Cross, Nantyglo	E
PSPO-DC-049	Playground at Vincent Avenue, Nantyglo	E
PSPO-DC-050	Recreation ground at Banna Park, New Road, Nantyglo	E
PSPO-DC-051	Playground & Bowling Green at Banna Park, New Road, Nantyglo	E
PSPO-DC-052	Playground (area 1) at Waunheulog, Nantyglo	E
PSPO-DC-053	Playground (area 2) at Waunheulog, Nantyglo	E
PSPO-DC-054	Blaenycwm Primary School, Blaenafon Road, Brynmawr, NP234BR	E
PSPO-DC-055	St Mary's R.C Primary School, Catholic Road, Brynmawr, NP23 4EF	E
PSPO-DC-056	Recreational ground at Old Blaenavon Road, Brynmawr	E
PSPO-DC-057	Playground off Queen Street, Brynmawr	E
PSPO-DC-058	Sports pitches, play grounds, tennis courts, skate park and bowling green at Brynmawr Welfare Ground, Warwick Road, Brynmawr	E
PSPO-DC-059	Playground at Brynawel, Brynmawr	E
PSPO-DC-060	St. Marys Church in Wales Primary School, Intermediate Road, Brynmawr.	E
PSPO-DC-061	Brynmawr Foundation school, Intermediate road, Brynmawr	E
PSPO-DC-062	Playground at Gurnos Estate, Brynmawr	E

PSPO-DC-063	Beaufort Hill Primary school, Playground & Recreation Ground and former Pen Y Cwm Special School, Beaufort Hill, Ebbw Vale	E
PSPO-DC-064	Playground at Gorsedd Close, Garnlydan, Ebbw Vale	E
PSPO-DC-066	Playground at Queensway, Garnlydan, Ebbw Vale	E
PSPO-DC-067	Playground and playing field at Primitive Place, Beaufort, Ebbw Vale	E
PSPO-DC-068	Beaufort Welfare Ground, Reservoir Rd, Ebbw Vale	E
PSPO-DC-069	Playground & field at Summerfield Road, Rassau, Ebbw Vale	E
PSPO-DC-070	Playground at the rear of Honey Field Road, Rassau, Ebbw Vale	E
PSPO-DC-071	Rhos Y Fedwen School , Honeyfield Road, Rassau, EV	E
PSPO-DC-072	Playground at Waun Fawr, Ebbw Vale	E
PSPO-DC-073	Recreation ground, Badminton Grove, Ebbw Vale	E
PSPO-DC-074	Glyncoed Primary School, Badminton Grove, Ebbw Vale, NP235UL	E
PSPO-DC-075	Recreation Ground, Eugene Cross Park, Ebbw Vale	E
PSPO-DC-076	Pantyfforest Recreation Ground, New Church Rd, Ebbw Vale	E
PSPO-DC-077	Play area, Opposite Canolfan yr Fan (School), Ebbw Vale	E
PSPO-DC-078	The River Centre 3-16	E

	Learning Community, Secondary Campus, Pontygof, Ebbw Vale	
PSPO-DC-079	Playground at Brynmawr Road, Newtown, Ebbw Vale	E
PSPO-DC-081	Recreation Ground at Letchworth Road, Ebbw Vale	E
PSPO-DC-082	Willowtown Primary School, Brynheulog Street, Ebbw Vale	E
PSPO-DC-083	Recreation Ground at Pennant Street, Ebbw Vale	E
PSPO-DC-084	Hilltop Stadium, Recreation Ground, Darby Crescent, Ebbw Vale	E
PSPO-DC-085	Play area at Darby Crescent, Hilltop, Ebbw Vale	E
PSPO-DC-086	All saints Roman Catholic Primary school, Heol yr ysgol, Ebbw Vale, NP23 6QP	E
PSPO-DC-087	Coronation Park, High Street, Ebbw Vale	E
PSPO-DC-088	Playground at Eastville Road, Ebbw Vale	E
PSPO-DC-089	Playground at York Avenue, Garden City, Ebbw Vale	E
PSPO-DC-090	Playground at Hillside Terrace, Waunlwydd, Ebbw Vale	E
PSPO-DC-091	Cwm Primary school, Canning Street, Cwm, EV,	E
PSPO-DC-093	Recreation ground, Cwm, Ebbw Vale	E
PSPO-DC-095	Playground at William Street, Cwm, Ebbw Vale	E
PSPO-DC-096	Playground at Upper Trefil, Railway Terrace, Trefil,	E

	Tredegar	
PSPO-DC-097	Playground behind Rhymney Road, Trefil, Tredegar.	E
PSPO-DC-098	Playground at Tynewydd, Llwyn Helyg Road, Tredegar	E
PSPO-DC-099	Brynbach Primary school, Merthyr Road, Tredegar, np223ay	E
PSPO-DC-100	St Joseph's Primary School Ashvale, Tredegar	E
PSPO-DC-101	Playground at Chartist Way, Sirhowy, Tredegar	E
PSPO-DC-102	Glanhowy Primary School and The River Centre 3-16 Learning Community, Primary Campus, Thomas Richard Centre, Tredegar	E
PSPO-DC-103	Deighton Primary School, Stockton Way, Tredegar, NP223EF	E
PSPO-DC-104	Deighton Sports Ground, Stockton Way, Tredegar, NP22 3EF	E
PSPO-DC-105	Bryn Bach Park, Tredegar	LO
PSPO-DC-106	Bryn Bach Park, Tredegar (Playground area, Mini Golf area, BMX bike track & Scout camp area)	E
PSPO-DC-107	Playground Behind Bus Station, Tredegar Town Centre	E
PSPO-DC-108	Playgrounds (3)at St James Way, Tredegar	E
PSPO-DC-109	Playground & grass area at Brangwyn Road, Cefn Golau, Tredegar	E
PSPO-DC-110	Bedwellty Park, Tredegar	LO

PSPO-DC-111	Tennis court, Bowling Green and playground at Bedwellty Park, Tredegar	E
PSPO-DC-112	Tredegar Recreational Grounds, Stable Lane, Tredegar	LO
PSPO-DC-113	Tredegar recreational ground, Stable Lane, Tredegar	E
PSPO-DC-114	Tredegar Comprehensive school & Leisure Centre, Stable Lane, Tredegar	E
PSPO-DC-115	Georgetown Primary School, Oakfield Road, Tredegar, NP22 4LJ	E
PSPO-DC-116	Playground at Southend, Georgetown, Tredegar	E
PSPO-DC-117	Playground at Bedwellty Pits, Tredegar	E
PSPO-DC-119	Mile Field Playing Field, Georgetown, Tredegar.	E
PSPO-DC-120	Pen Y Cwm Special School and Ebbw Fawr Learning Community Primary Phase, Former Steelworks site, Ebbw Vale.	E
PSPO-DC-121	Ebbw Fawr Learning Community Secondary Phase, Former Steelworks Site, Ebbw Vale	E
PSPO-DC-122	Ebbw Vale Sports Centre, Former Steelworks Site, Ebbw Vale	E
PSPO-DC-124	Playing field at Waunlwyd Youth & Community Centre, Cwm Road, Waunlwyd, Ebbw Vale.	E
PSPO-DC-125	Abertillery Learning Community, Six Bells Road	E

	Campus	
PSPO-DC-127	The River Centre 3-16 Learning Community, Ty Afon, Welfare Ground Ebbw Vale NP23 5AZ	E
PSPO-DC-128	Brynmawr Welfare Ground, Warwick Road, Brynmawr	LO
PSPO-DC-129	Llanhilleth recreational ground, Llanhilleth	LO



Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

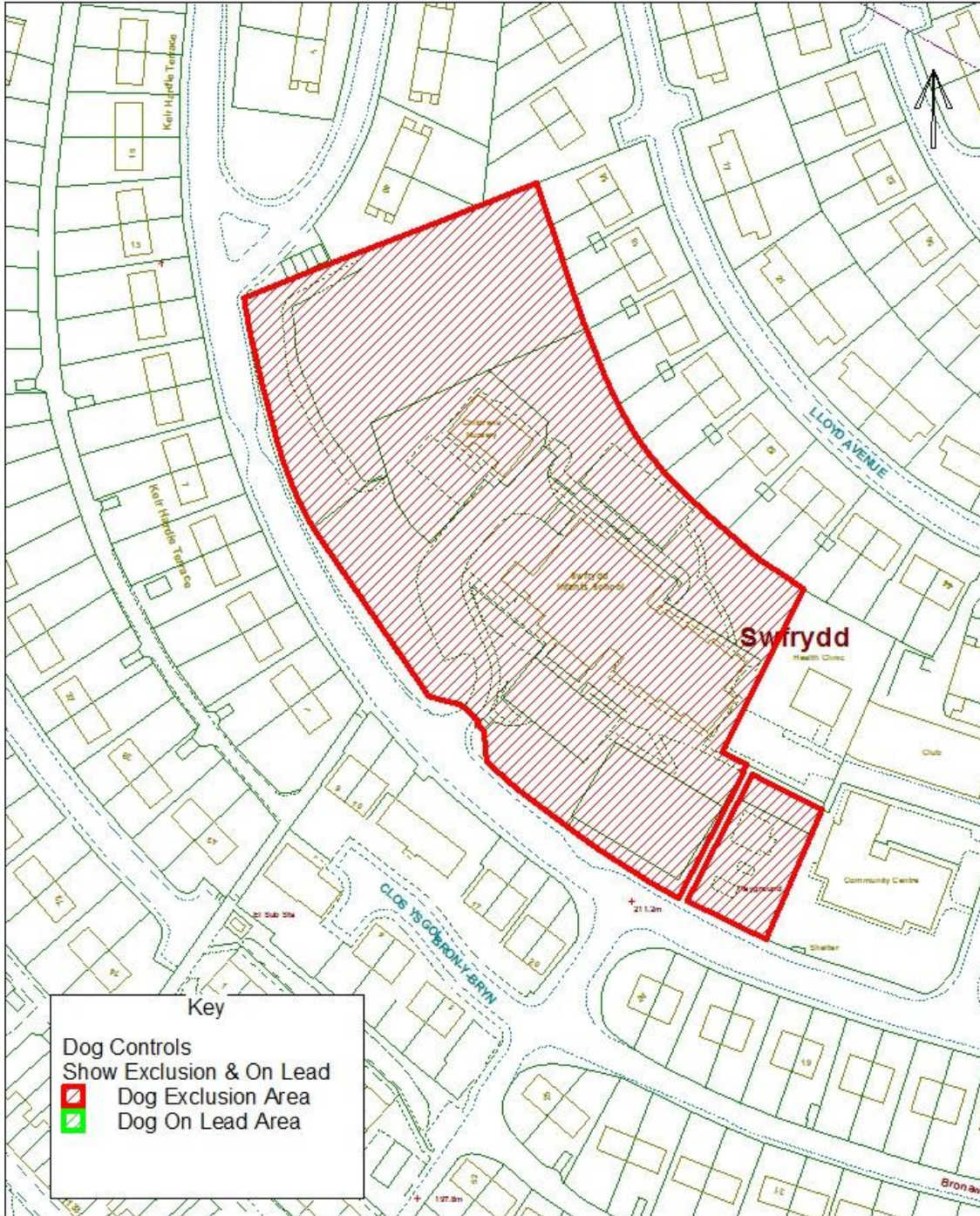
Order Ref. No: PSpO-DC-001 & PSpO-DC-002

Site Name: Playground & Swffryd Primary School, Swffryd Road, Swffryd.

Easting: 321594 Northing: 198906

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Atgynhwybodaeth o Fapanil Ordnance Survey osodolion Rhedol Llywodraethol (C) Hysbysu'r Gwlad. Yn eiddo atgynhwybodaeth heb awdurdod yr Iorwn Hysbysu'r Gwlad a gall arwain at enghreifftiau oedd osodolion sŵn. BGDCB - LA69002L.





Blaenau Gwent County Borough Council

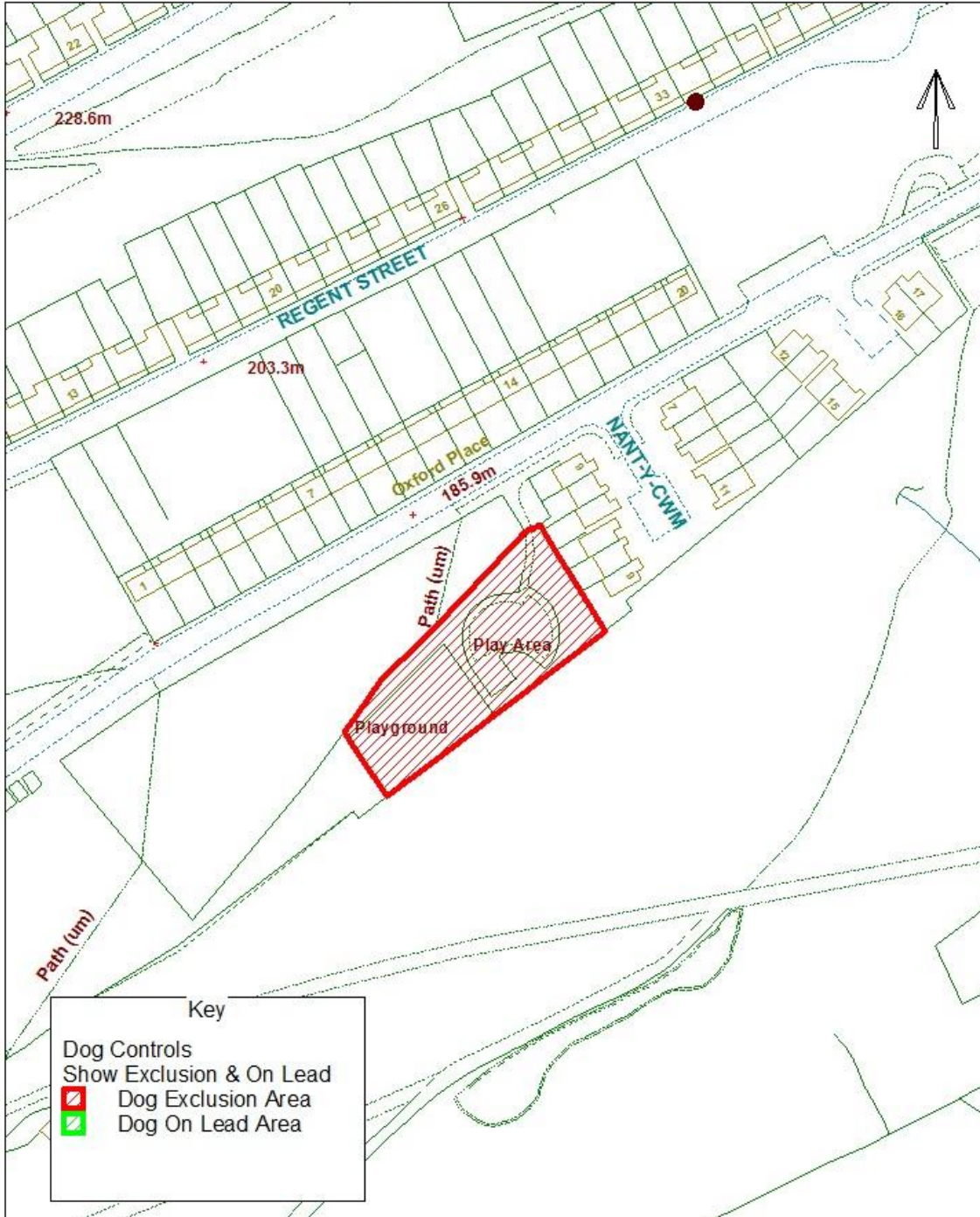
Dog Controls - Public Space Protection Order

Order Ref. No: PSPO-DC-003

Site Name: Playground at Oxford Place, Llanhilleth

Easting: 322408 Northing: 200623

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 Agyrrwyddiad o Fapanir Ordnance Survey osodolion Rhwng Llyda Eri (Kewenig) (c) Howffrant y Gwm.
 Yn eiddo aglybwrdd heb awdurdod yr eidd Howffrant y Gwm. A gall arwain at orpiald neu orpiald sŵl. BGCCB - LA09002L.



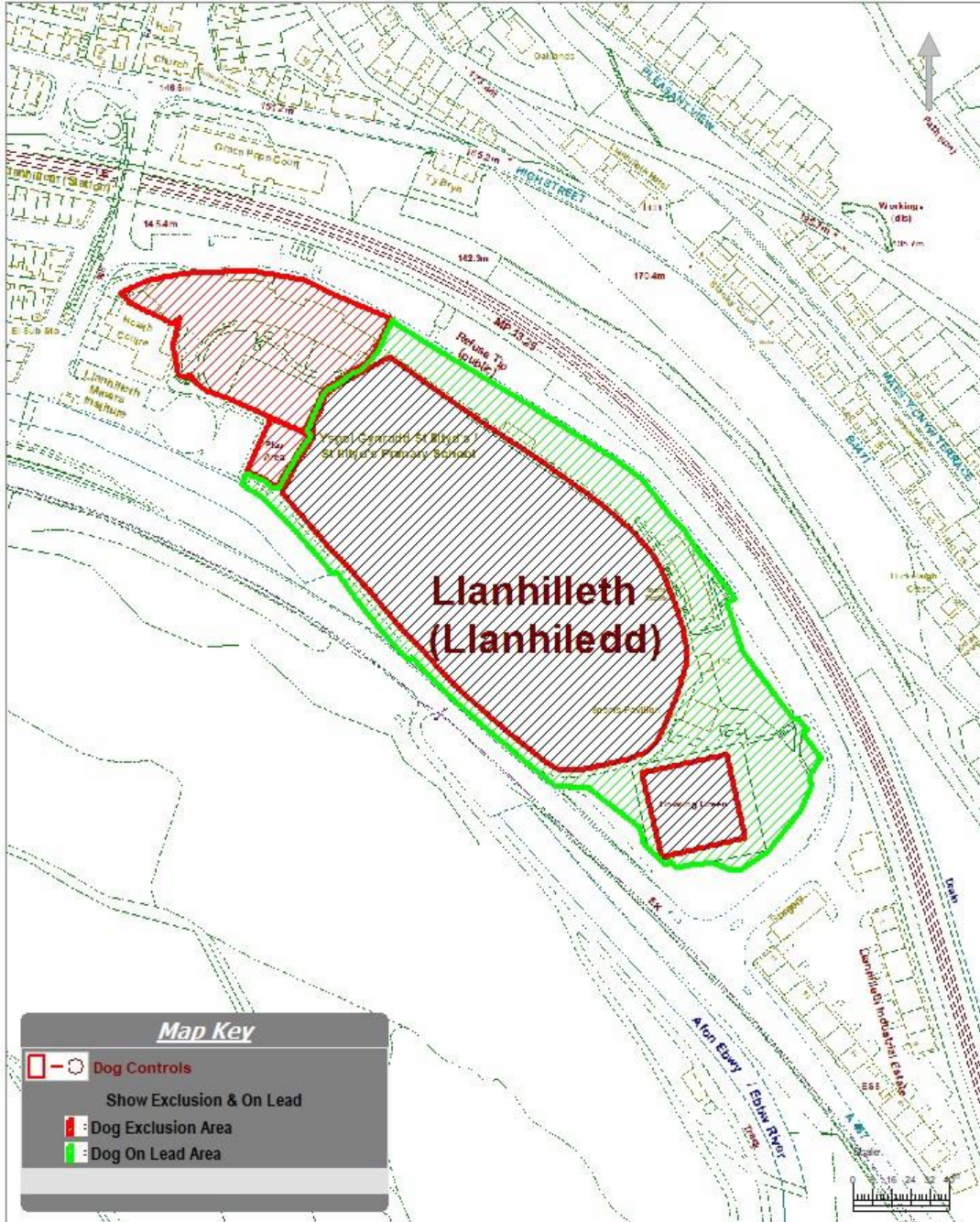
BLAENAU GWENT COUNTY BOROUGH COUNCIL

Dog Controls - Public Space Protection Order

Order Ref. No.	PSPO-DC-04 & PSPO-DC-129
Site Name	St Illtyds Primary school & Llanhilleth recreation ground

Scale: 1:2200 Map Sheet Reference: SO2100NE

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Dog Controls - Public Space Protection Order

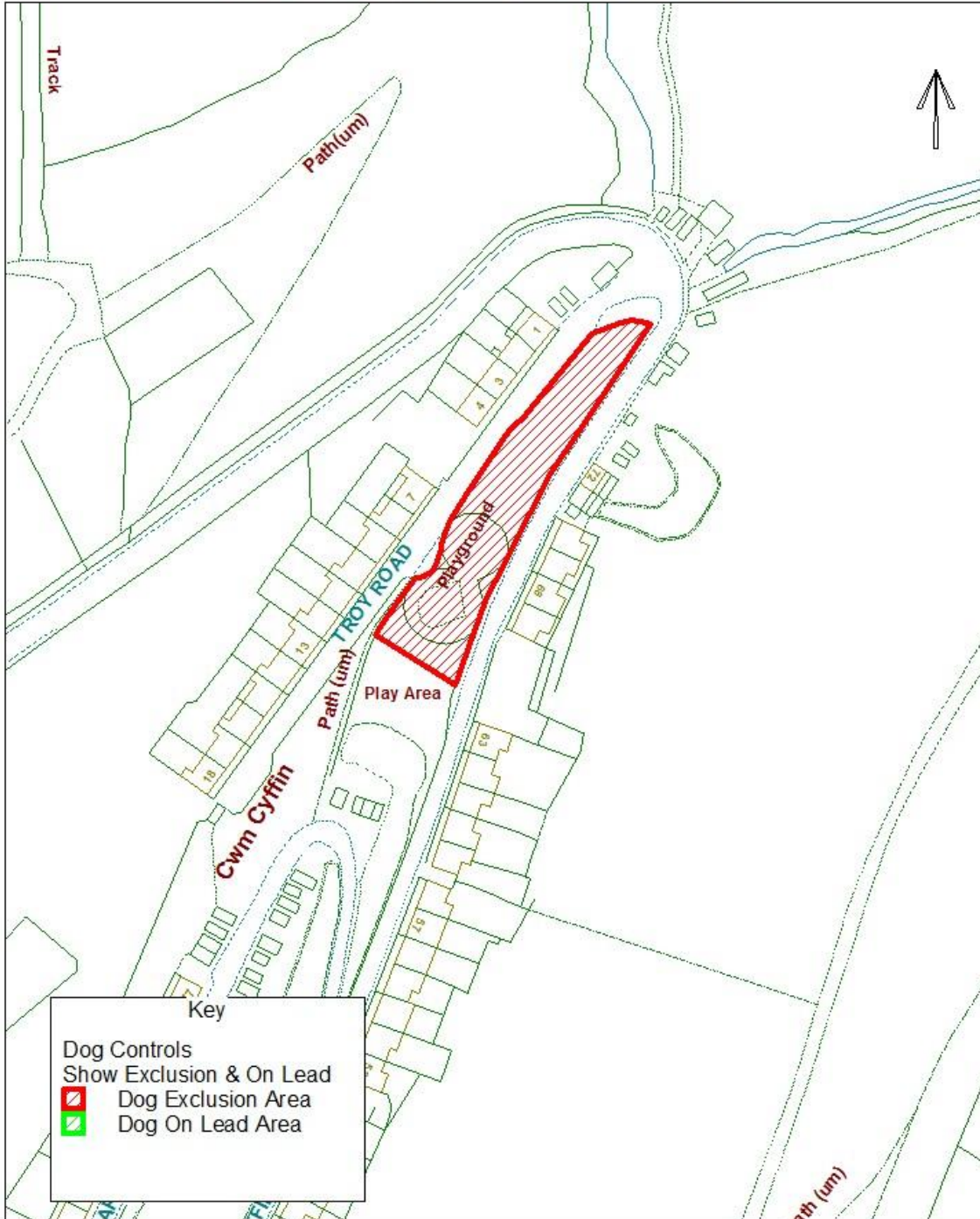
Order Ref. No: PSPO-DC-005

Site Name: Playground at Troy Road, Llanhilleth

Easting: 321994 Northing: 201224

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Atgynwnged o Fapan'r Ordnance Survey osodolion Rhodwri Llyda Eri (Kwntrol) (c) Howffrant y Gorn. Yn eidd atgofnwrth heb awdurdod yr, tom Howffrant y Gorn. A gall anwain at onywiad seu osodolion sŵl, BGDCB - LA06002L.



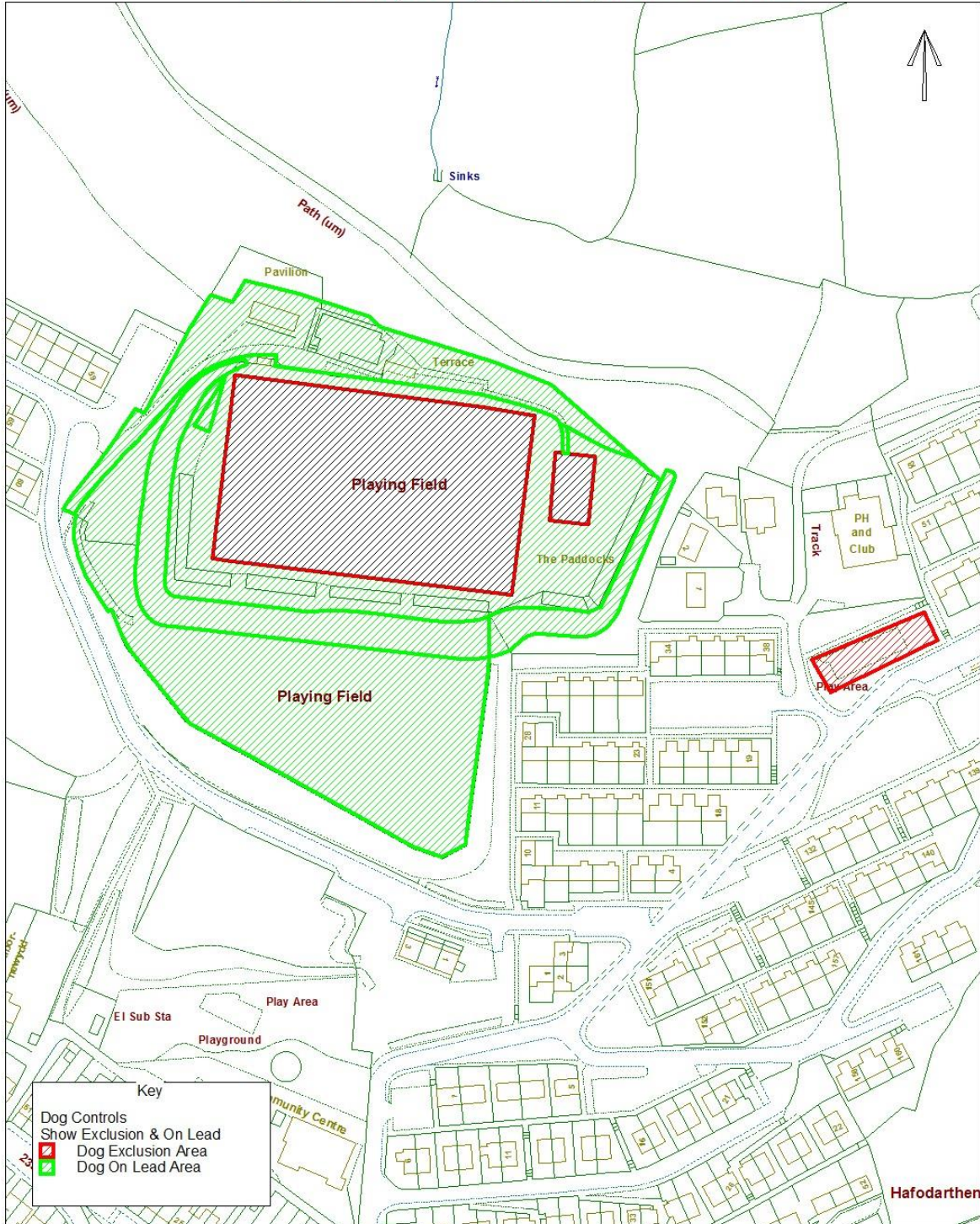


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-006 & PSPO-DC-007 & PSPO-DC-008
Site Name:	Brynithel Recreation Ground and Playgrounds, Mount Pleasant Estate, Brynithel
Easting: 321529	Northing: 201337

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 Atgynhychwyd o Fapiau'r Ordnance Survey chariaded Rheolwr Llyfrfa Ei Mawrhydi (c) Hawffraint y Goron.
 Y mae atgynhychu heb awdurdod yn torri Hawffraint y Goron a gall anwain at erlyniad neu achosion sifil. BGCBC - LA09002L



Key

- Dog On Lead Area
- Dog Exclusion Area

Dog Controls
 Show Exclusion & On Lead

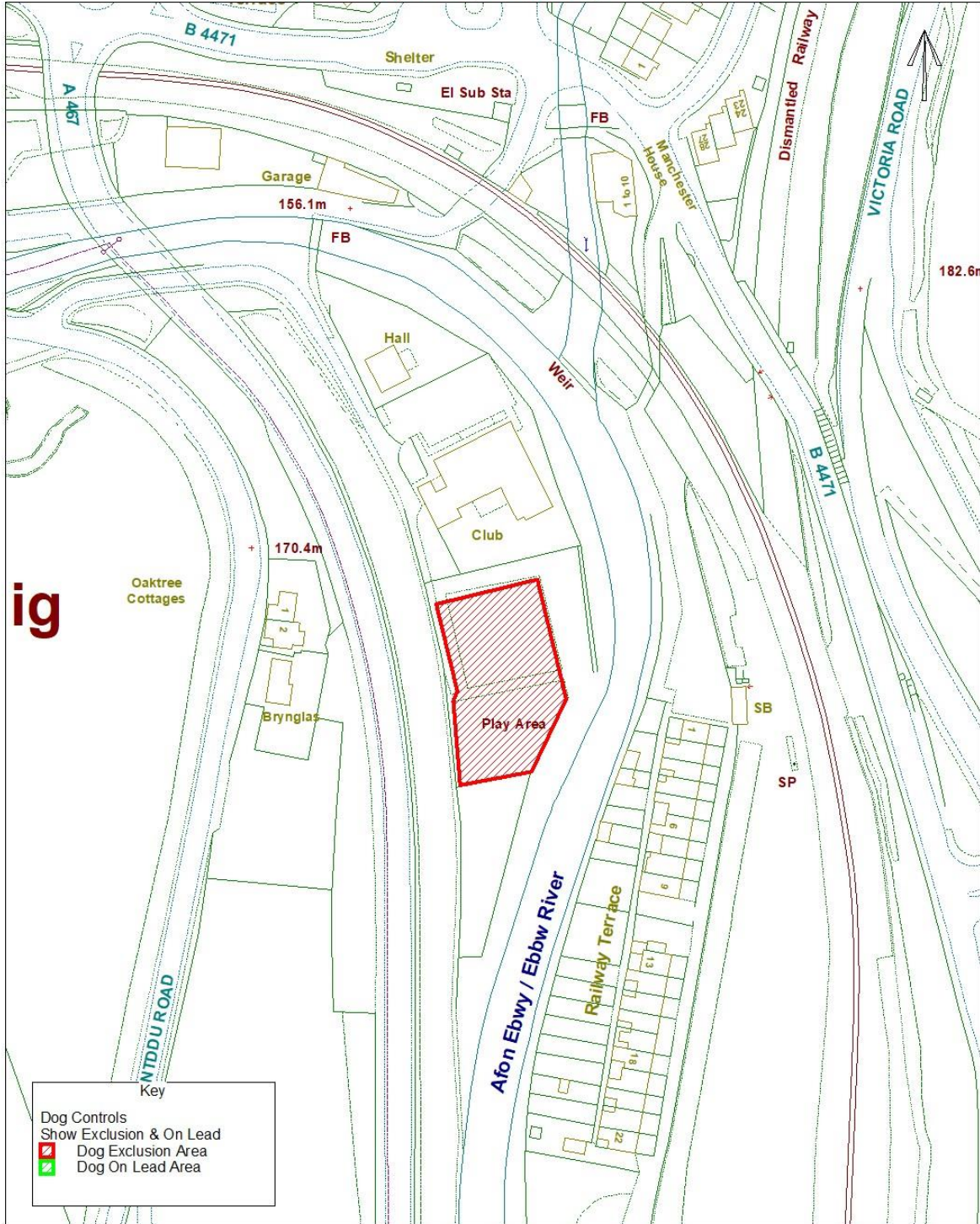


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSP0-DC-009
Site Name:	Playground at Aberbeeg, Abertillery.
Easting:	320932
Northing:	201799

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 Atgynhyrchwyd o Fapiau'r Ordnance Survey chariataid Rheolwr Llyfrfa Ei Mawrhydi (c) Hawffraint y Goron.
 Y mae atgynhyrchu heb awdurdod yn torri Hawffraint y Goron a gall anwain at erlyniad neu achosion sifil. BGCBC - LA09002L





Blaenau Gwent County Borough Council

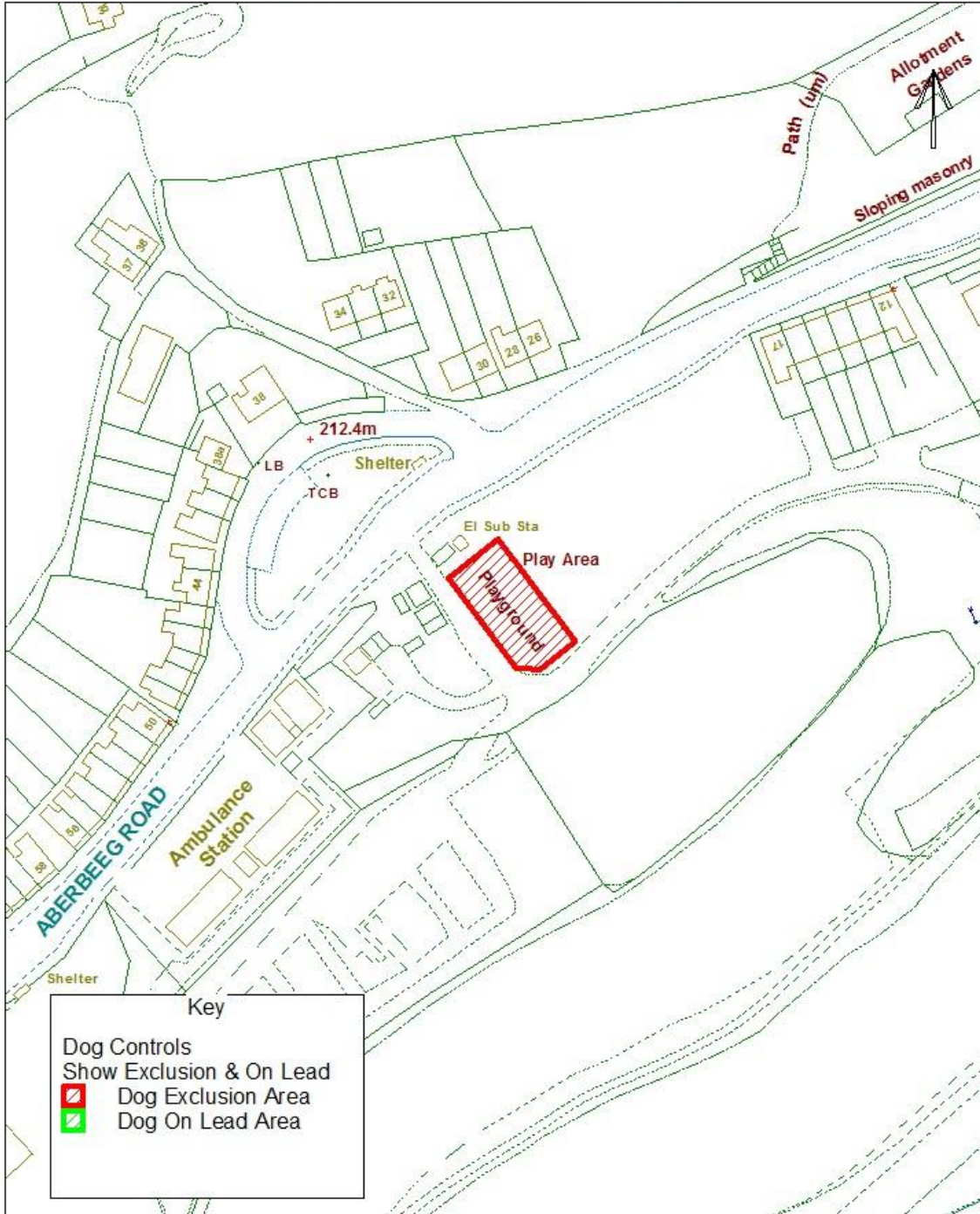
Dog Controls - Public Space Protection Order

Order Ref. No: PSPO-DC-011

Site Name: Playground at Warm Turn, Aberbeeg Road, Abertillery.

Easting: 321511 Northing: 202691

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 Agyrogrwydd o Fapan'r Ordnance Survey osodolion Rhodwri Llyda Eri (Kwintyll) (c) Howffrant y Gorn.
 Yr hysbysu heb awdurdod yr hon Howffrant y Gorn a gall arwain at orpwyd neu orpwyd sŵn. BGDCB - LA09002L.



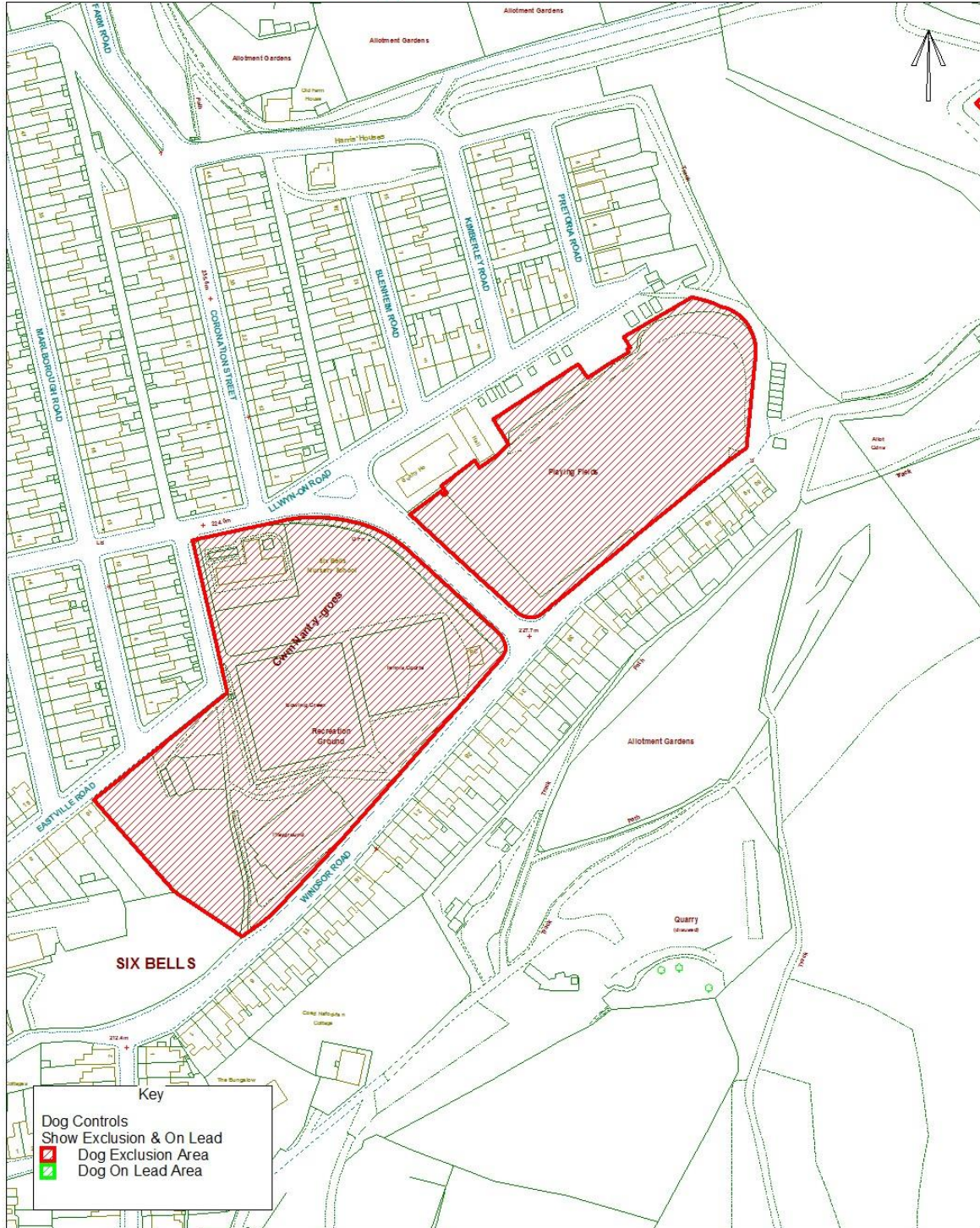


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-012 & PSPO-DC-013
Site Name:	Six Bells Park & Playing field at Windsor Road, Six Bells, Abertillery.
Easting:	322418
Northing:	203235

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 Y mae atgynhychu heb awdurdod yn torri Hawffrwynt y Goron a gall anwain at erlyniad neu achosion sifil. BGCBC - LA09002L





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

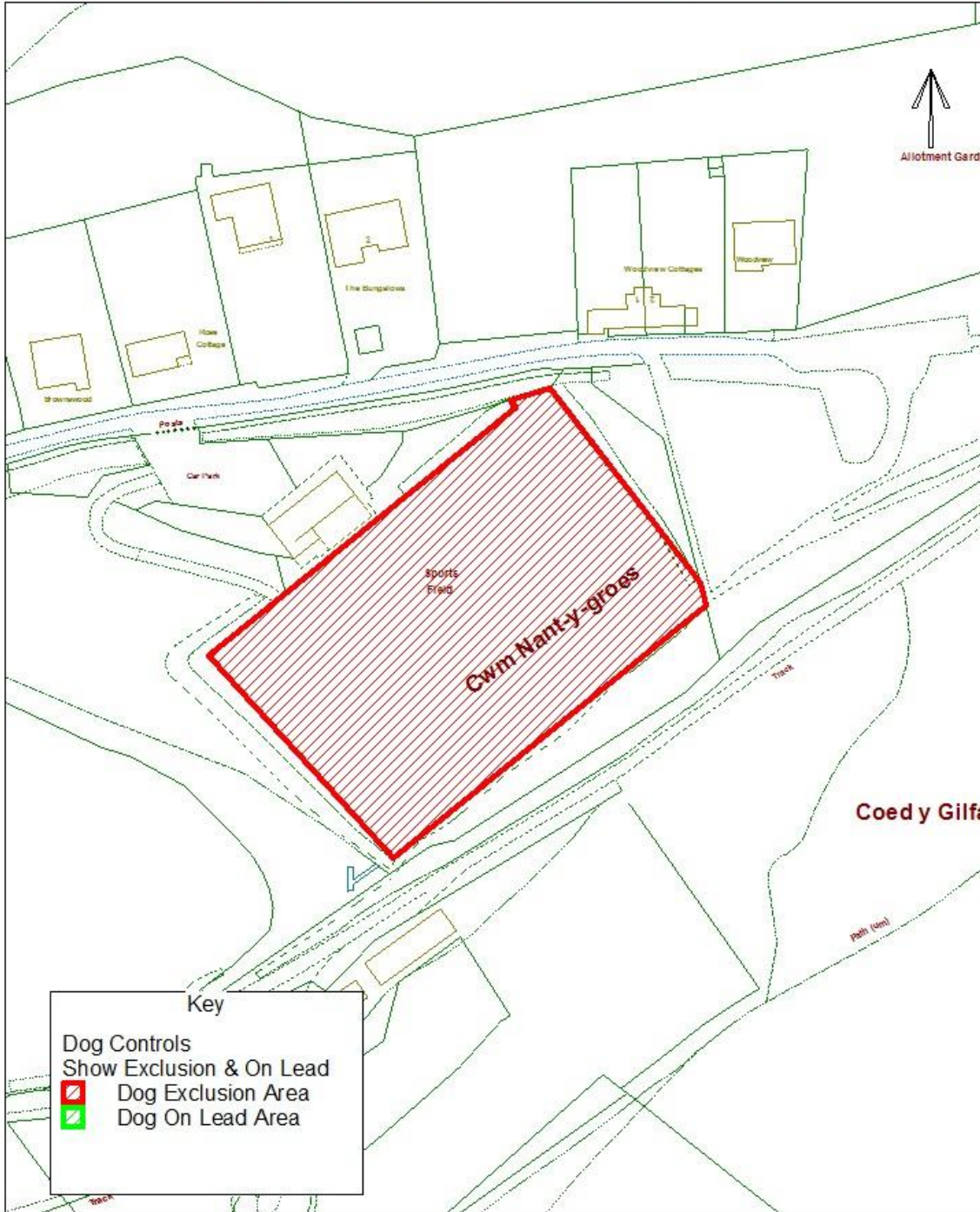
Order Ref. No: PSPO-DC-014

Site Name: Cwm Nant Y Groes sports field, Cwm Farm Road, Six Bells, Abertillery

Easting: 322657 Northing: 203428

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Aglynyddir o Fapan'r Ordnance Survey osodolion Rhwyd-Llyda Eri (Kwadrat) o'r Hwffrwyd y Gwm. Yn eiddo aglynyddu heb awdurdod yr eiddo Hwffrwyd y Gwm a gall arwain at orydwad neu orydwad sŵn. BGDCB - LA06002L.





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

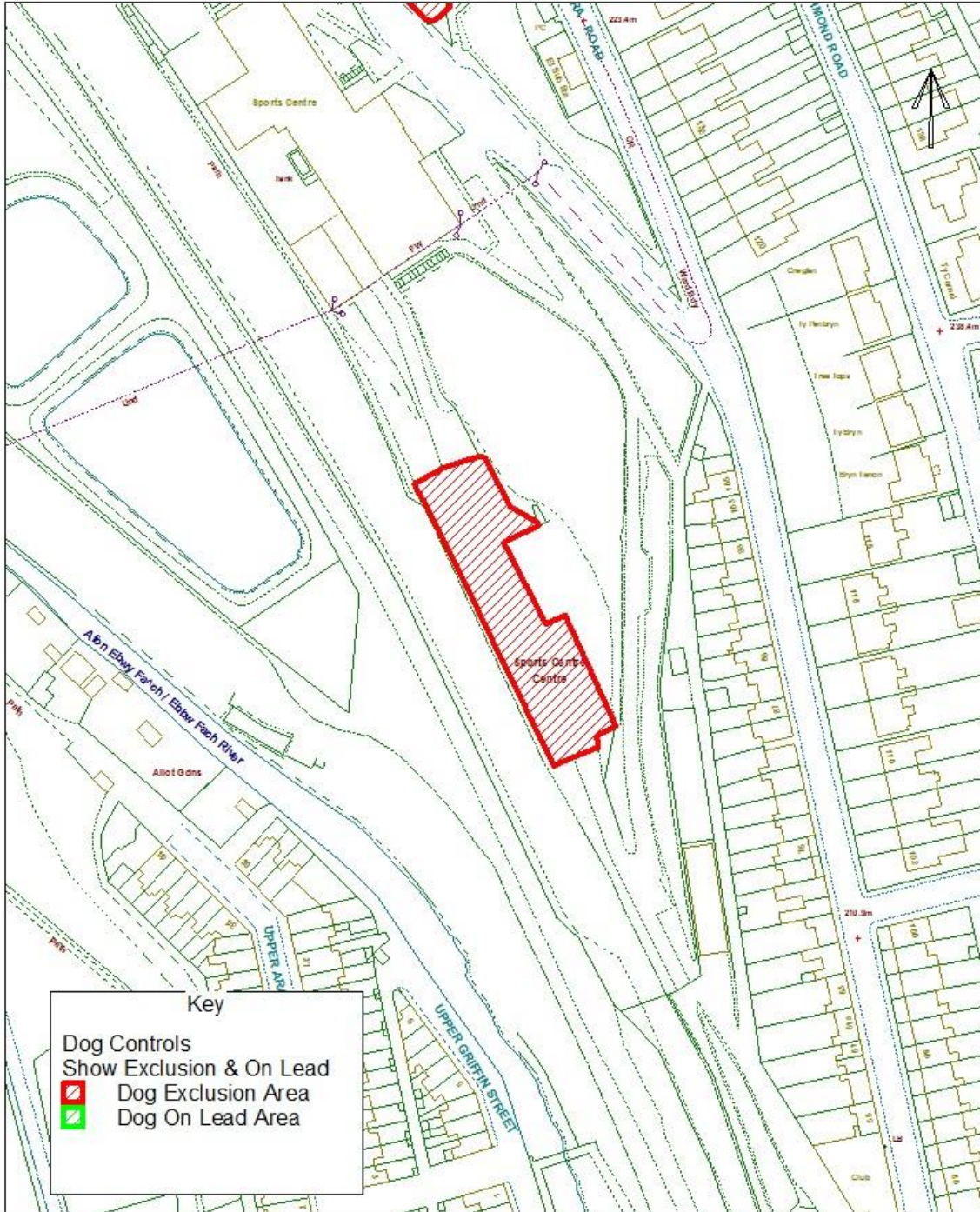
Order Ref. No: PSPO-DC-016

Site Name: Sports Centre, Vivian Street, Abergillery.

Easting: 322030 Northing: 203480

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Atgynwnged o Fapan'r Ordnance Survey osodolir Rhwyd-Llysoedd (Llysoedd) o'r Howffordd y Gwmwl. Yn eiddo atgofnodiad yr eiddo'r Howffordd y Gwmwl. BGCC - LA09002L.





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

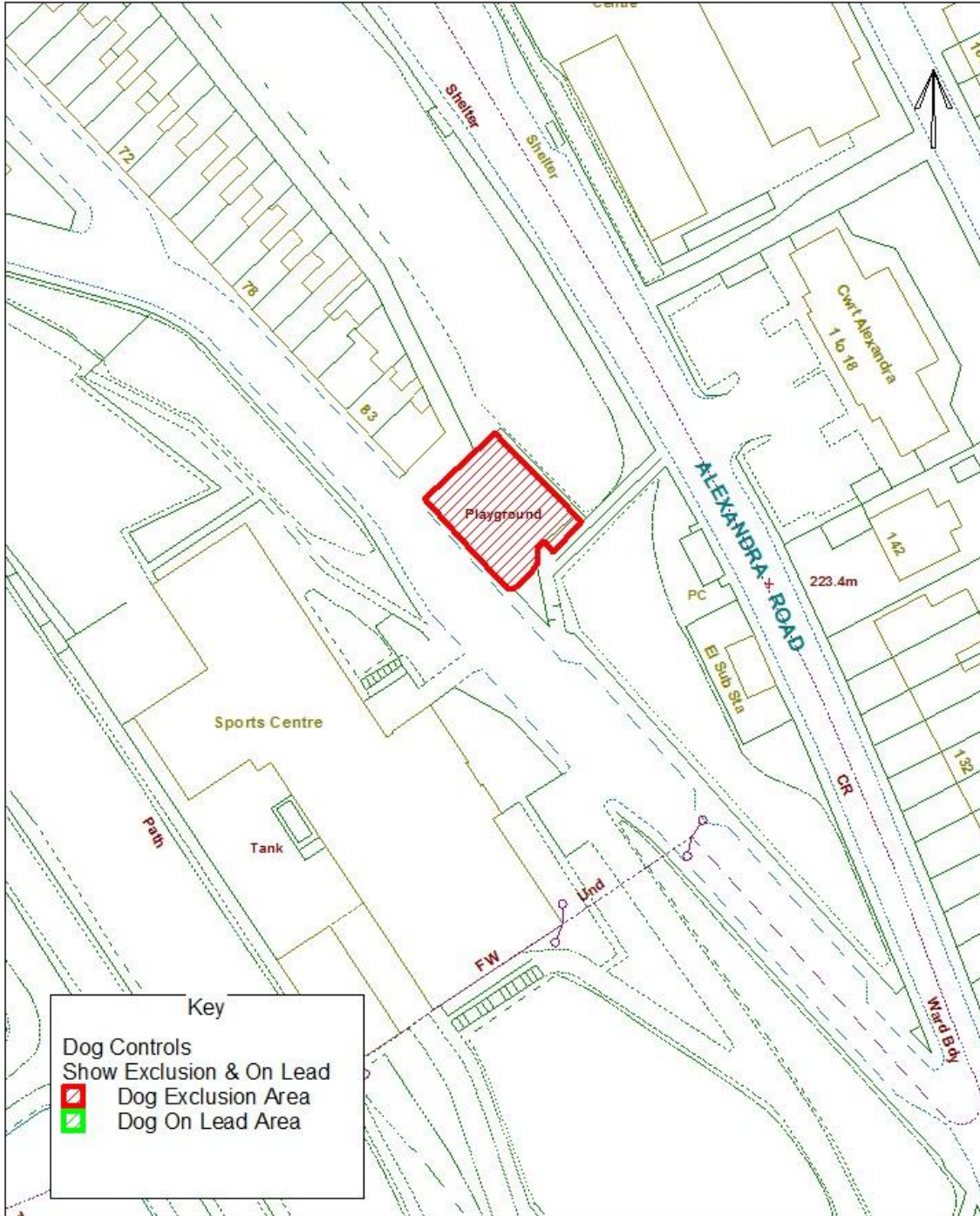
Order Ref. No: PSPO-DC-017

Site Name: Playground at Vivian Street, Abertillery.

Easting: 322012 Northing: 203618

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Aglynyddwyd o Fapanil Ordnance Survey osodolion Rhedol Llyda Eri (Kwadrat) (g) Howffrwyd y Gwmwl. Yn eiddo aglynyddu heb awdurdod yr eidd Howffrwyd y Gwmwl a gall arwain at orywiad neu orydwed sŵl. BGDCB - LA69902L.





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No: PSPO-DC-019

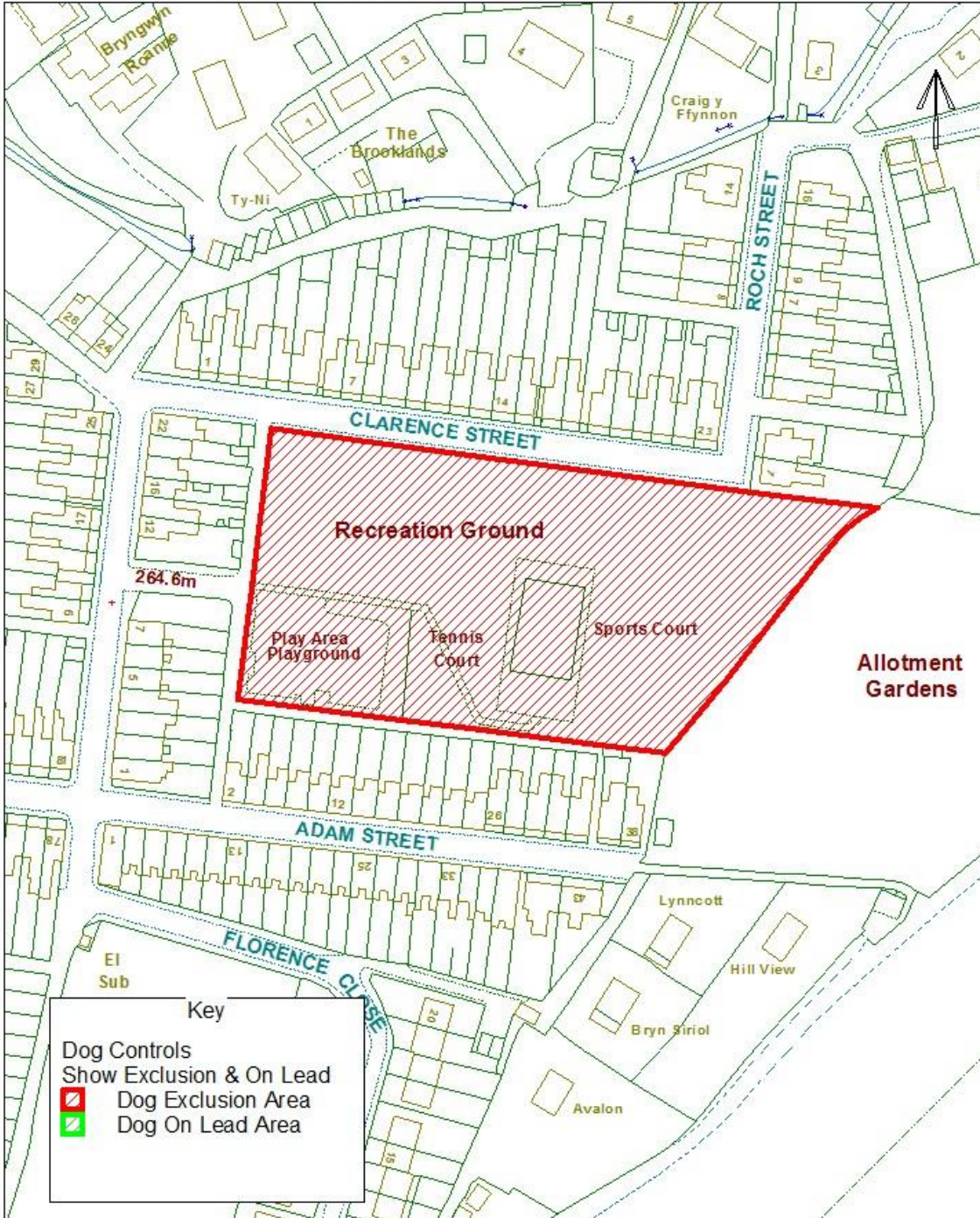
Site Name: Gelli Cruq Park, Rear of Gelli Cruq Road, Abertillery.

Easting: 322184 Northing: 204523

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Aggwyblytiad o Fapanol Ordnance Survey osodolion Rhedegol Llywodraethol (c) Howffraint y Gorn.

Yn eiddo aglybysu heb awdurdod yr eidd Howffraint y Gorn a gall arwain at enghid neu oeryston sŵl. BGDCB - LA06002L.



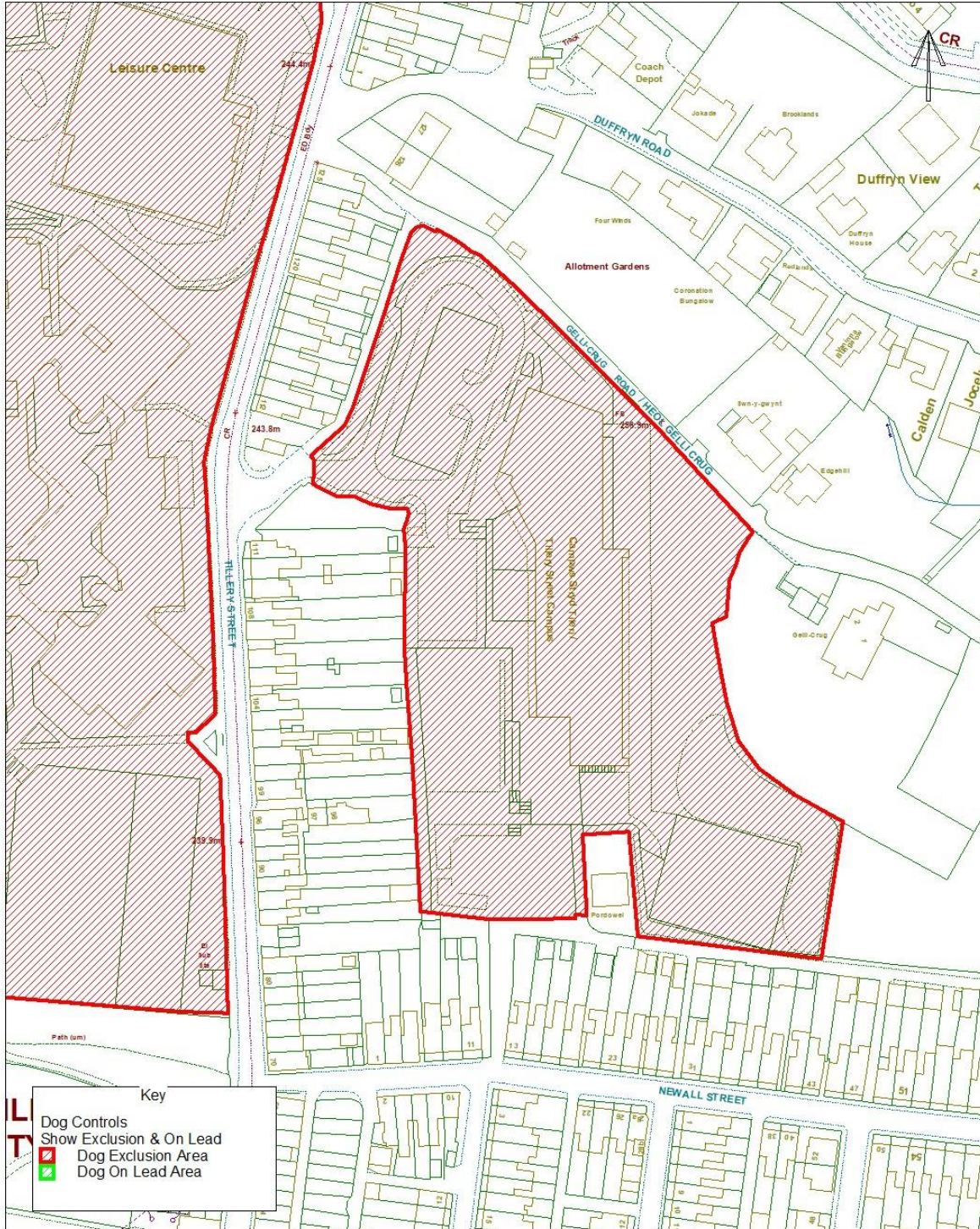


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-020
Site Name:	Abertillery Learning Community, Tillery Street Campus, Abertillery.
Easting: 321887	Northing: 204630

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 Atgynhychwyd o Fapiau'r Ordnance Survey charniatad Rheolwr Llyfrfa Ei Mawrhydi (c) Hawffrwyd y Goron.
 Y mae atgynhychu heb awdurdod yn torri Hawffrwyd y Goron a gall uwain at erlyniad neu achosion sifil. BGCBC - LA09002L



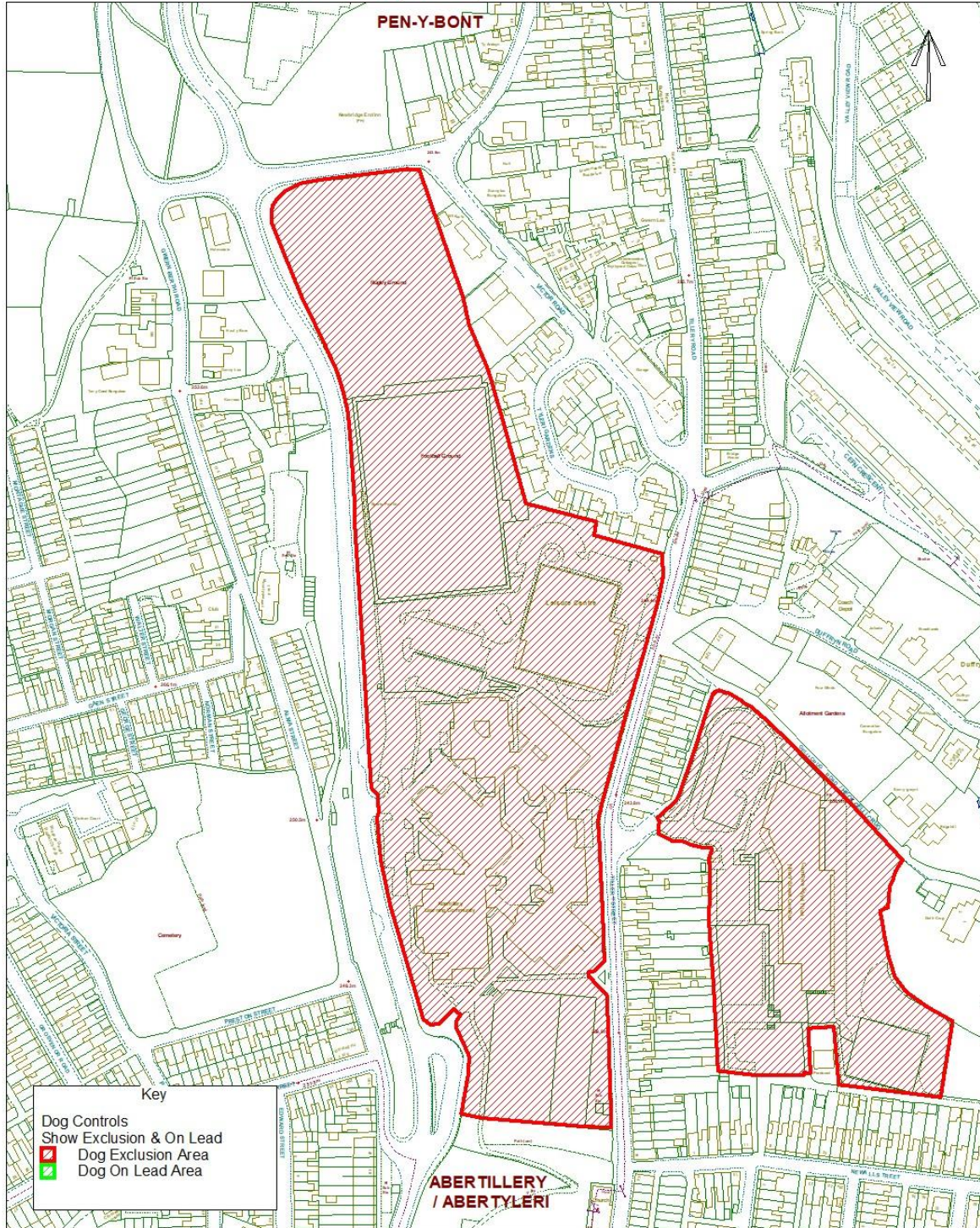


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-021
Site Name:	Abertillery Learning Community, Secondary Campus & Leisure Centre
Eastings:	321752
Northing:	204779

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 Atgynhychwyd o Fapiau'r Ordnance Survey charniatad Rheolwr Llyfrfa Ei Mawrthdy (c) Hawffraint y Goron.
 Y mae atgynhychu heb awdurdod yn torri Hawffraint y Goron a gall anwain at erlyniad neu achosion sifil. BGCBC - LA09002L



Key

- Dog Controls
- Show Exclusion & On Lead
- Dog Exclusion Area
- Dog On Lead Area

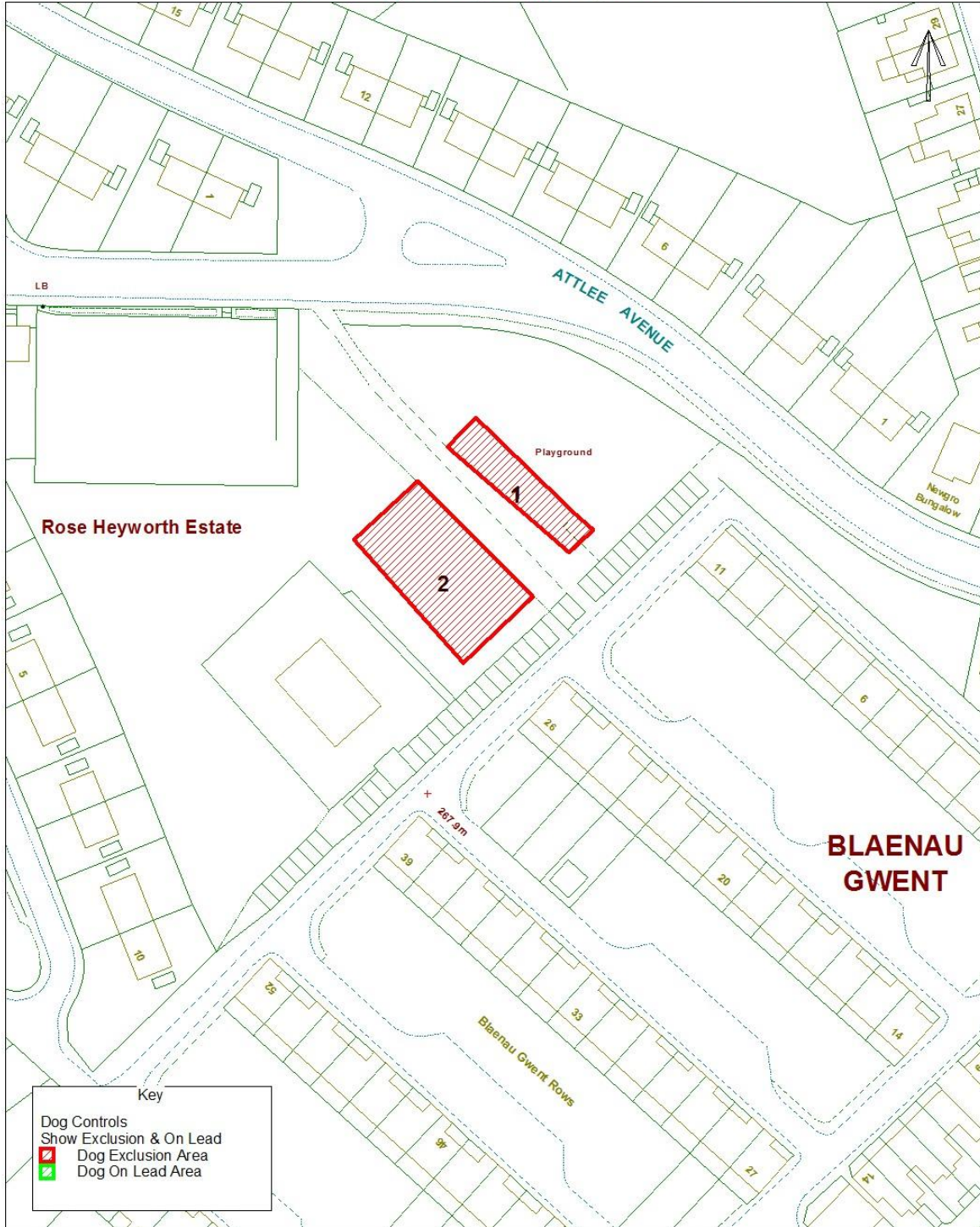


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-022 & PSPO-DC-023
Site Name:	Playgrounds at Blaenau Gwent Rows, Abertillery.
Easting: 321298	Northing: 204888

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 Atgynhychwyd o Fapiau'r Ordnance Survey chariadaed Rheolwr Llyfrfa Ei Mawrhydi (c) Hawffraint y Goron.
 Y mae atgynhychu heb awdurdod yn torri Hawffraint y Goron a gall arwain at erlyniad neu achosion sifil. BGCBC - LA09002L



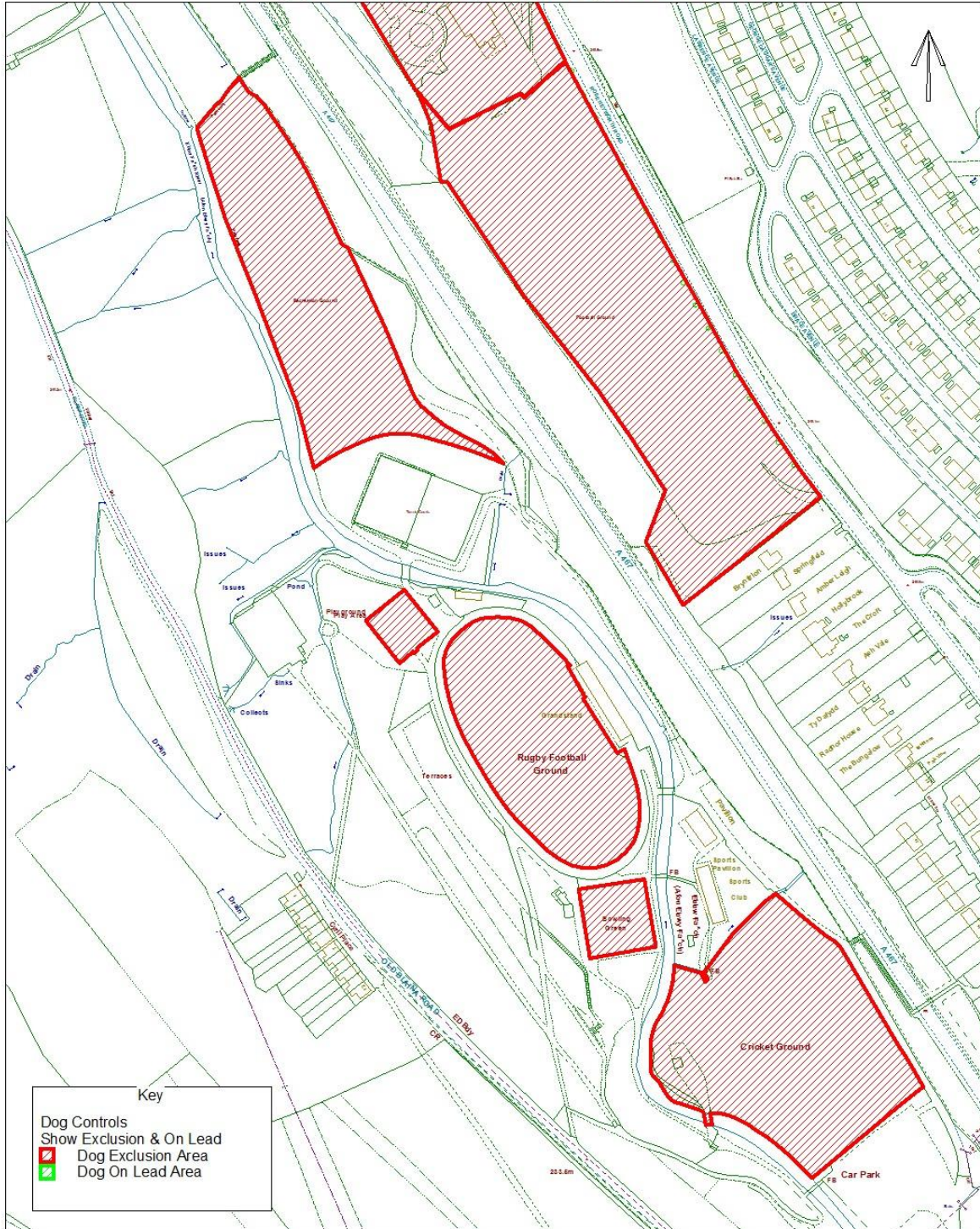


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSP0-DC-024
Site Name:	Abertillery Park, Cyril Place, Abertillery.
Easting: 320770	Northing: 204959

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 Y mae atgynhyrchu heb awdurdod yn torri Hawffrwynt y Goron a gall anwain at erlyniad neu achosion sifil. BGCBC - LA09002L



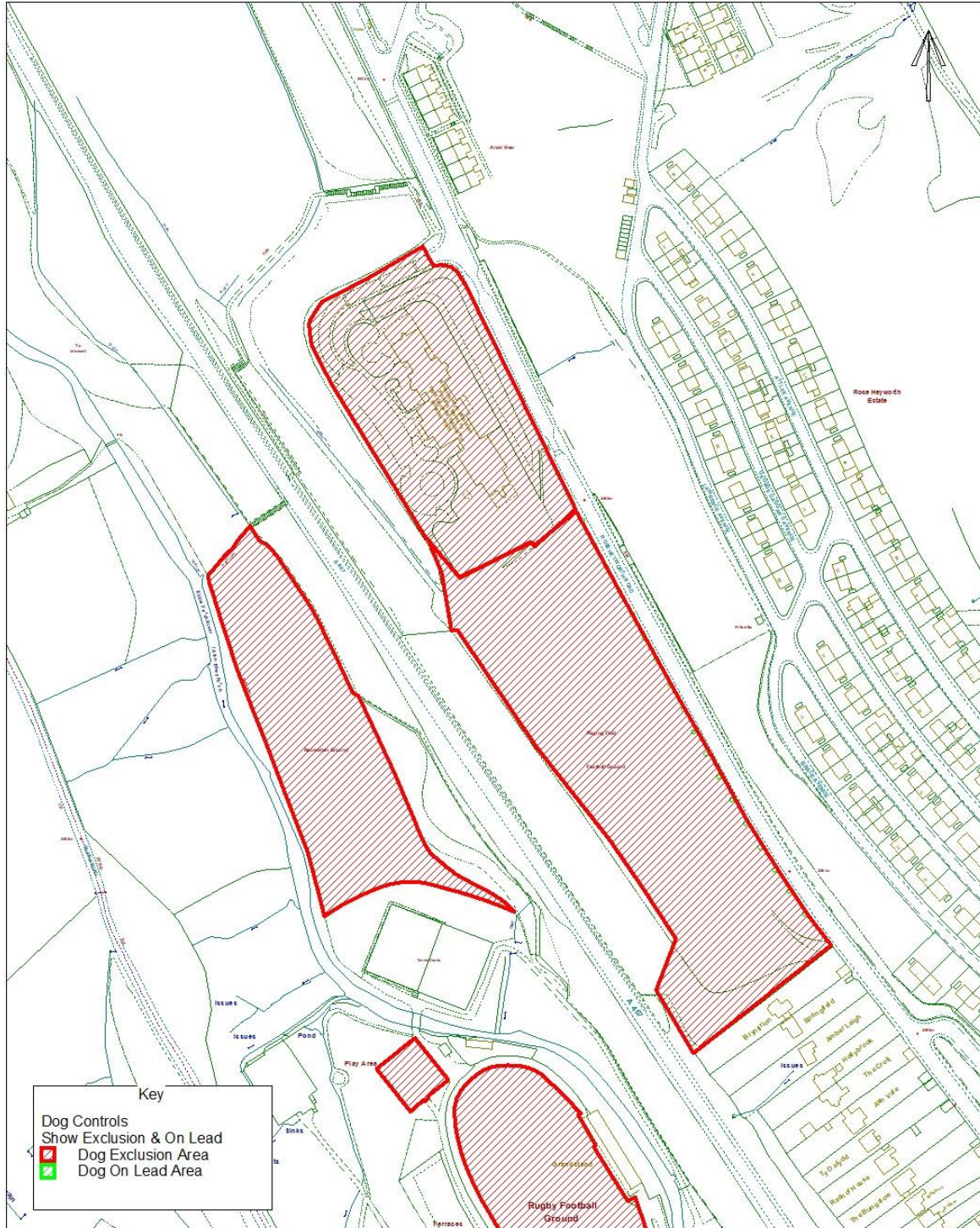


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	Abertillery Learning Community, Roseheyworth Road
Site Name:	PSPO-DC-025
Eastings:	320765
Northing:	205214

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 Atgynhychwyd o Fapiau'r Ordnance Survey charniatad Rheolwr Llyfrfa Ei Mawrhydi (c) Hawffraint y Goron.
 Y mae atgynhyrchu heb awdurdod yn torri Hawffraint y Goron a gall arwain at erlyniad neu achosion sifil. BGCBC - LA09002L



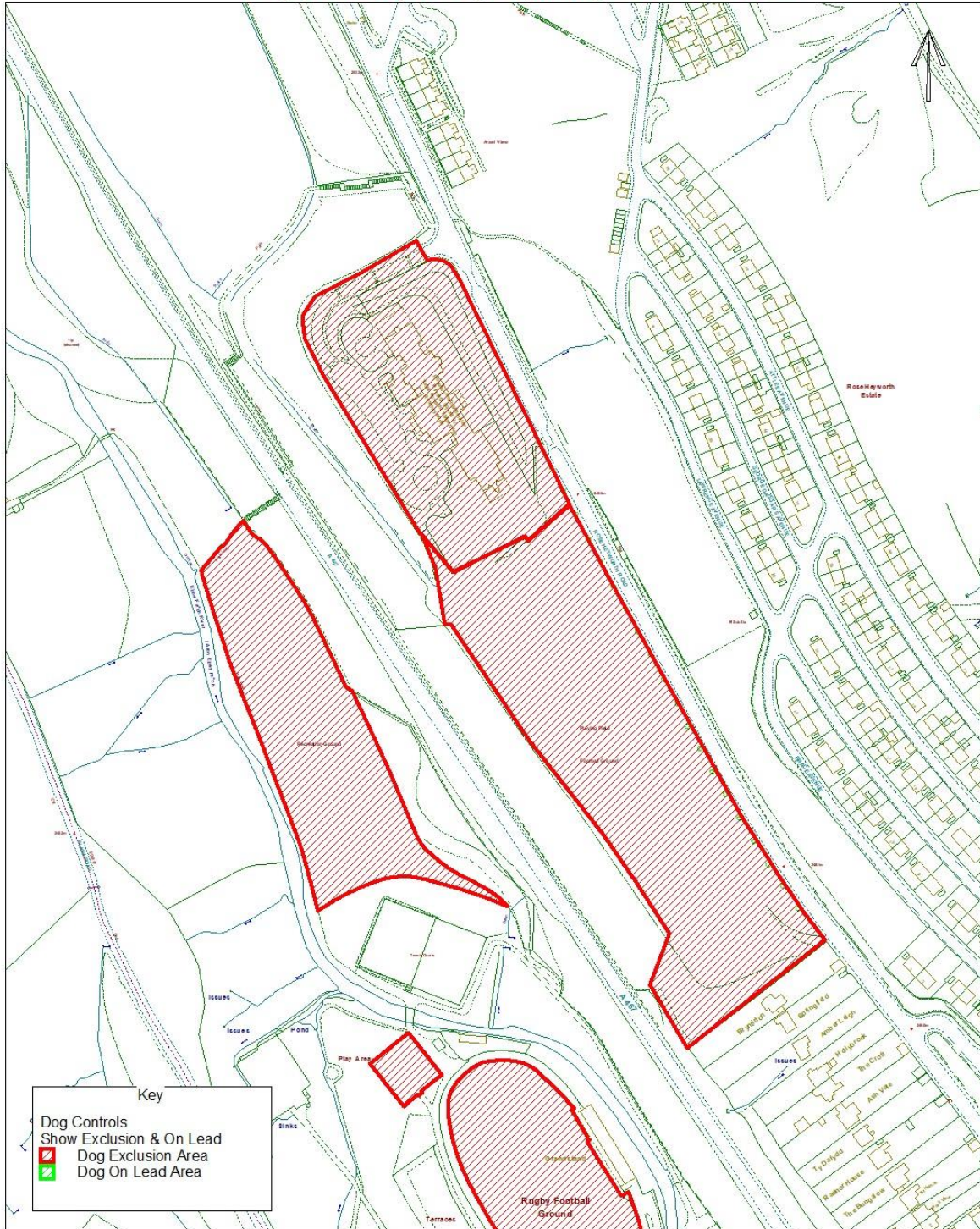


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	Sports Ground, Roseheyworth Road, Abertillery
Site Name:	PSPO-DC-026
Eastings:	320768
Northing:	205211

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 Atgynhychwyd o Fapiau'r Ordnance Survey chariataid Rheolwr Llyfrfa Ei Mawrhydi (c) Hawffraint y Goron.
 Y mae atgynhychu heb awdurdod yn torri Hawffraint y Goron a gall arwain at erlyniad neu achosion sifil. BGCBC - LA09002L





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

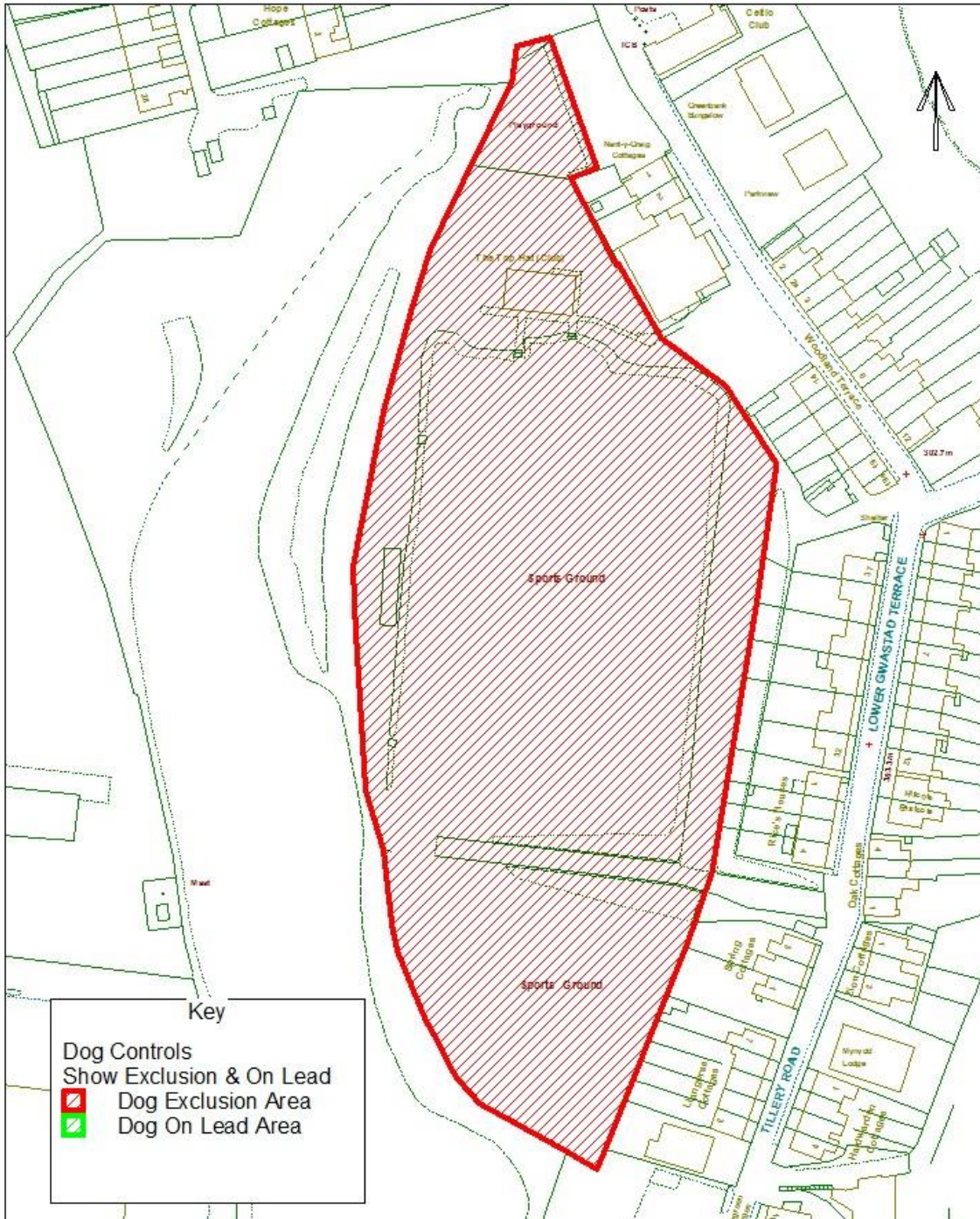
Order Ref. No: PSPO-DC-027

Site Name: Woodland Playing Field, Lower Gwastod Terrace, Cwmtillery, Abertillery

Easting: 321885 Northing: 205660

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Atgynwyd o Fapani Ordnance Survey osodol Rhwyd-Lyda Eri (Kwntyl) (c) Howffrant y Gorn. Yrdd atgynwrbu heb awdurdio yr tom Howffrant y Gorn a gall anwari at onywiad seu oeroster sŵl. BGCBC - LA09002L.



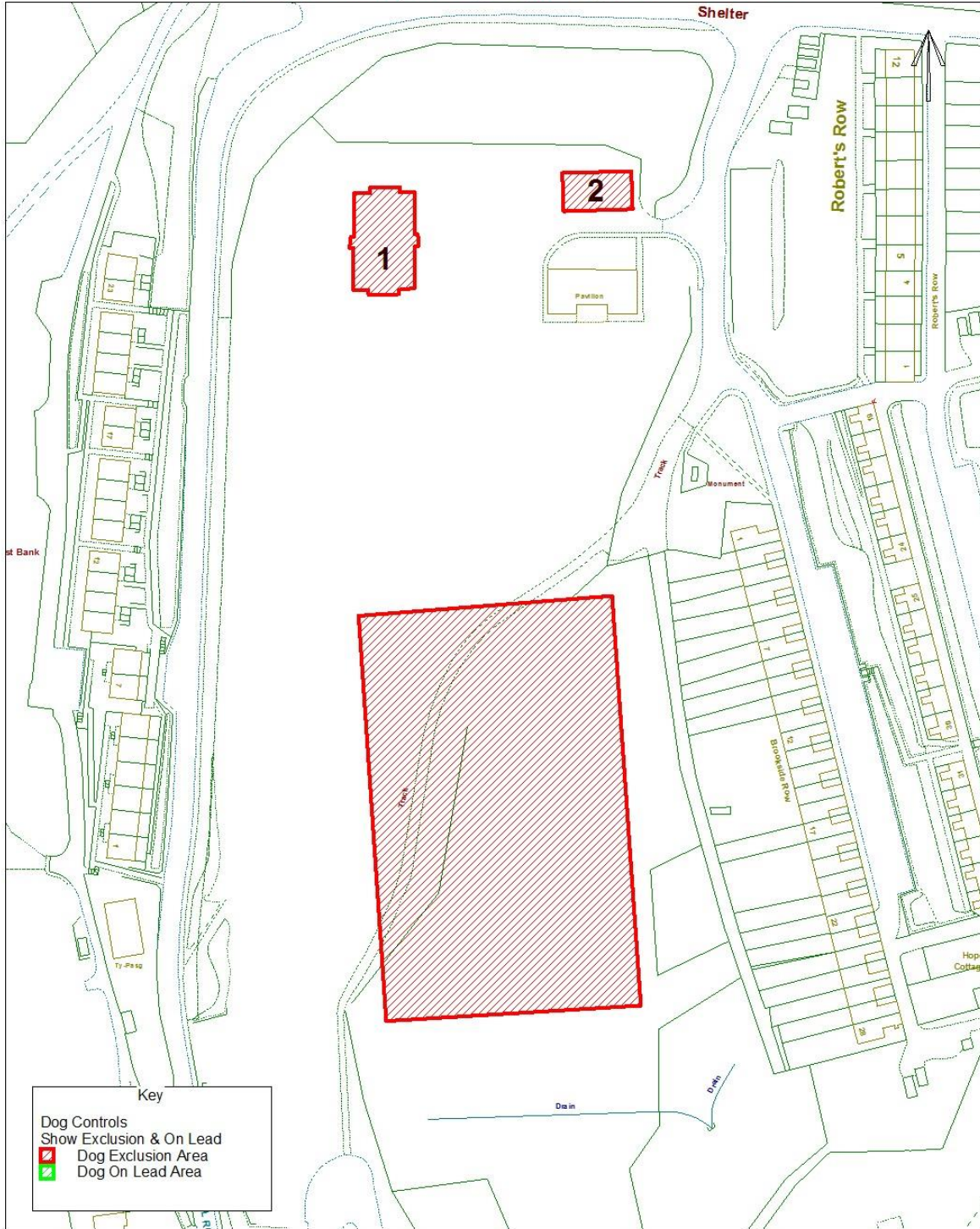


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-029 & PSPO-DC-30 & PSPO-DC-031
Site Name:	Jim Owen Playing Field & Playgrounds, Abertillery
Easting:	321696
Northing:	205902

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 Atgynhychwyd o Fapiau'r Ordnance Survey chariadau Rheolwr Llyfrfa Ei Mawrhydi (c) Hawffraint y Goron.
 Y mae atgynhyrchu heb awdurdod yn torri Hawffraint y Goron a gall anwain at erlyniad neu achosion sifil. BGCBC - LA09002L





Blaenau Gwent County Borough Council

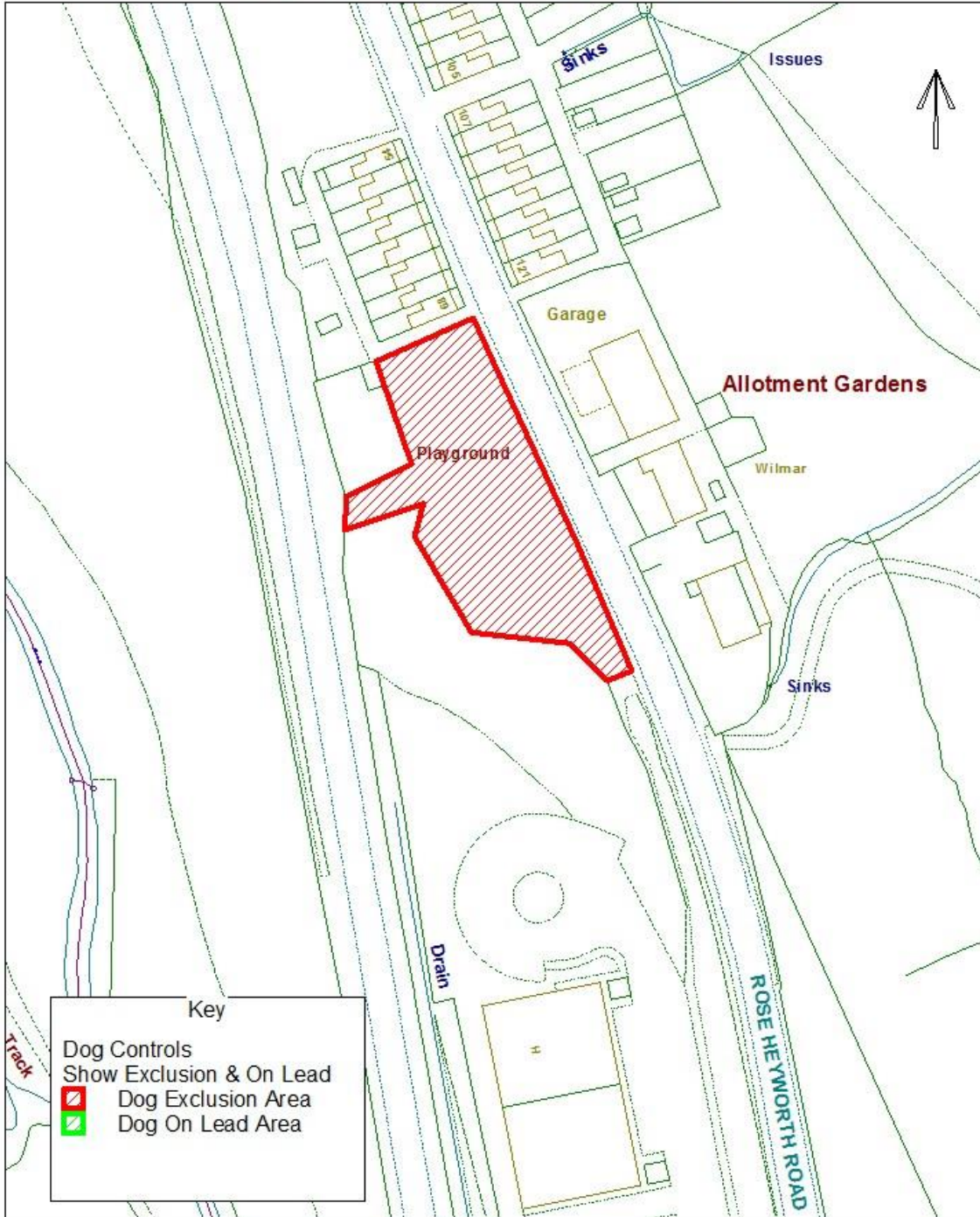
Dog Controls - Public Space Protection Order

Order Ref. No: PSPO-DC-032

Site Name: Playground at Abertillery Road, Blaina

Easting: 320357 Northing: 206199

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 Agyrocywyt o Fapan'r Ordnance Survey osodolion Blwau'r Llyda Eri (Wentyl) (c) Howffrant y Gwmwl.
 Yrddo agybrobyrdd heb awdurdod yr tom Howffrant y Gwmwl a gall arwain at orpiald seu orpiald sŵl. BGCC - LA09002L.



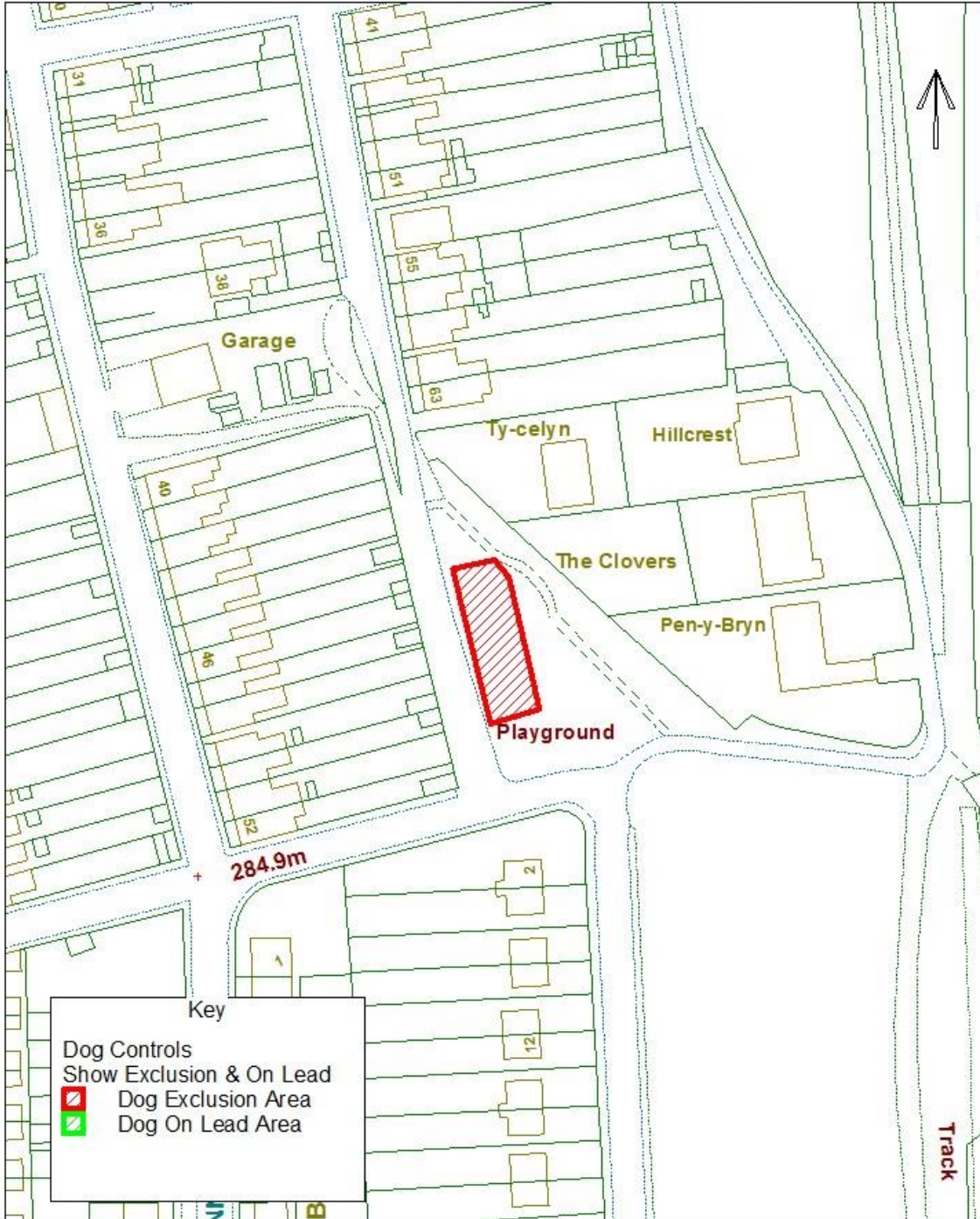


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-033
Site Name:	Playground at Maeshafod, Blaina

Easting: 320292 Northing: 207614
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 Agyrrwyddiad o Fapanir Ordnance Survey osodolion Rhwydwrdd Llywodraethol (C) Hawlfraint y Gorn. Yn eiddo aglybwrdd heb awdurdod yr eiddi Hawlfraint y Gorn. A gall arwain at enghyd neu oerostri sŵl. BGCC - LA09002L.



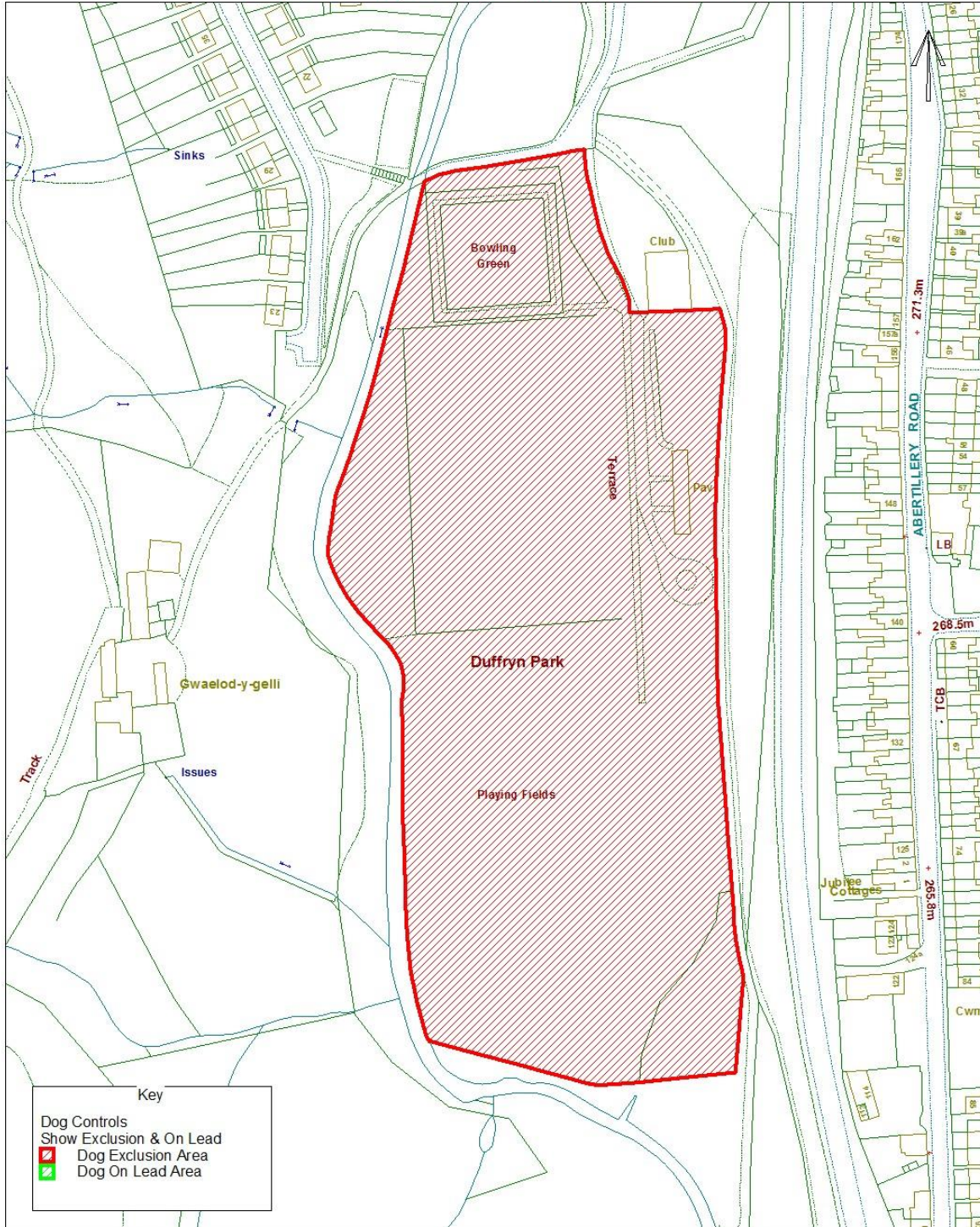


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSP0-DC-034
Site Name:	Duffryn Park, Blaina
Easting:	319951
Northing:	207310

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 Atgynhychwyd o Fapiau'r Ordnance Survey chariadaed Rheolwr Llyfrfa Ei Mawrhydi (c) Hawffraint y Goron.
 Y mae atgynhychu heb awdurdod yn torri Hawffraint y Goron a gall anwain at erlyniad neu achosion sifil. BGCBC - LA09002L



Key

- Dog Controls
- Show Exclusion & On Lead
- Dog Exclusion Area
- Dog On Lead Area

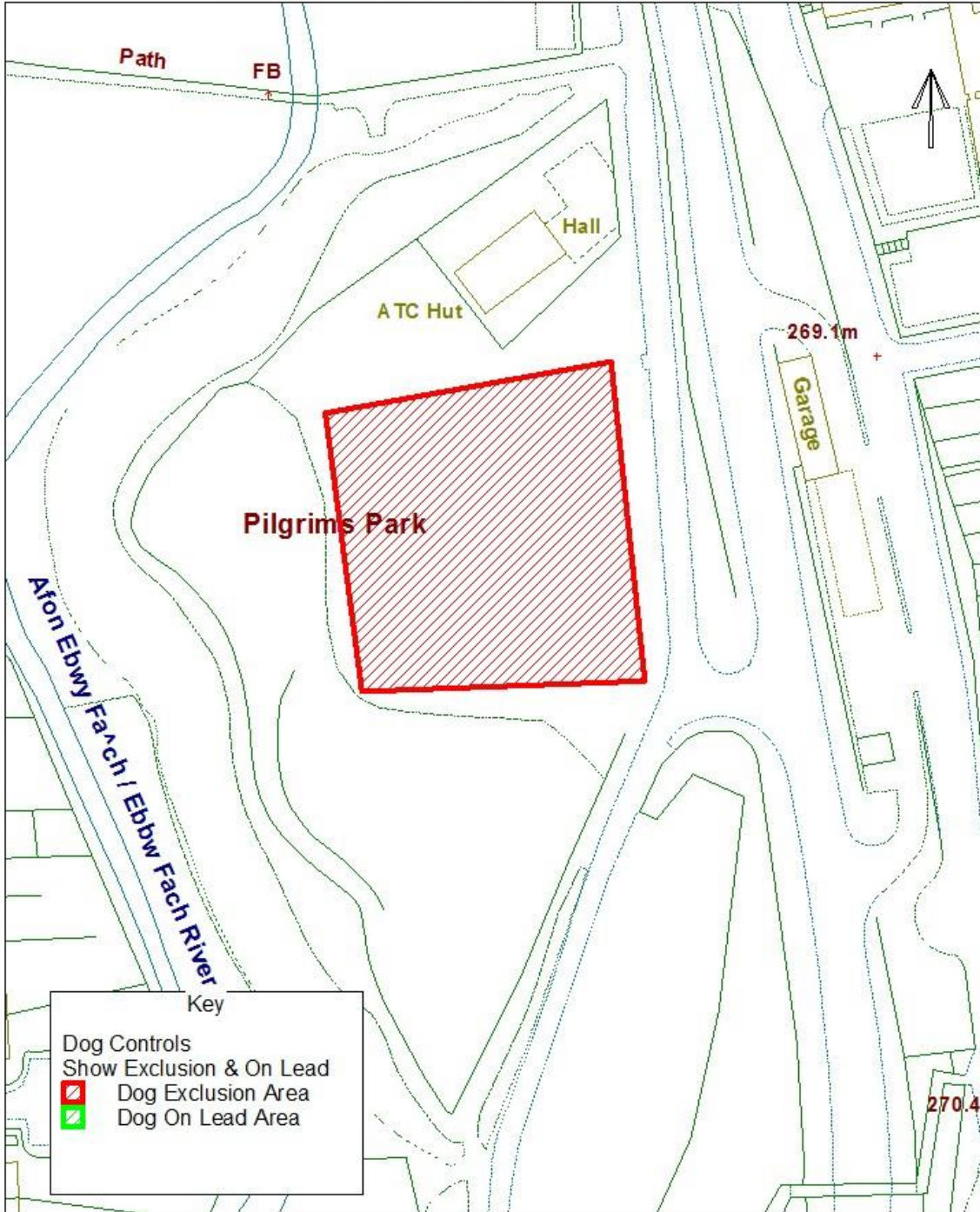


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-035
Site Name:	Playing field at Pilgrims Park, Blaina
Easting:	319995
Northing:	207650

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 Agyrrwyddiad o Fapanir Ordnance Survey osodolion Rhwng Llyda Eri (Kwntwr) (c) Howlfrant y Gwmn. Yntee aglybrybu heb awdurdod yr tom Howlfrant y Gwmn a gall anwain at onywiad neu oeroster sŵl. BGDCB - LA09002L.



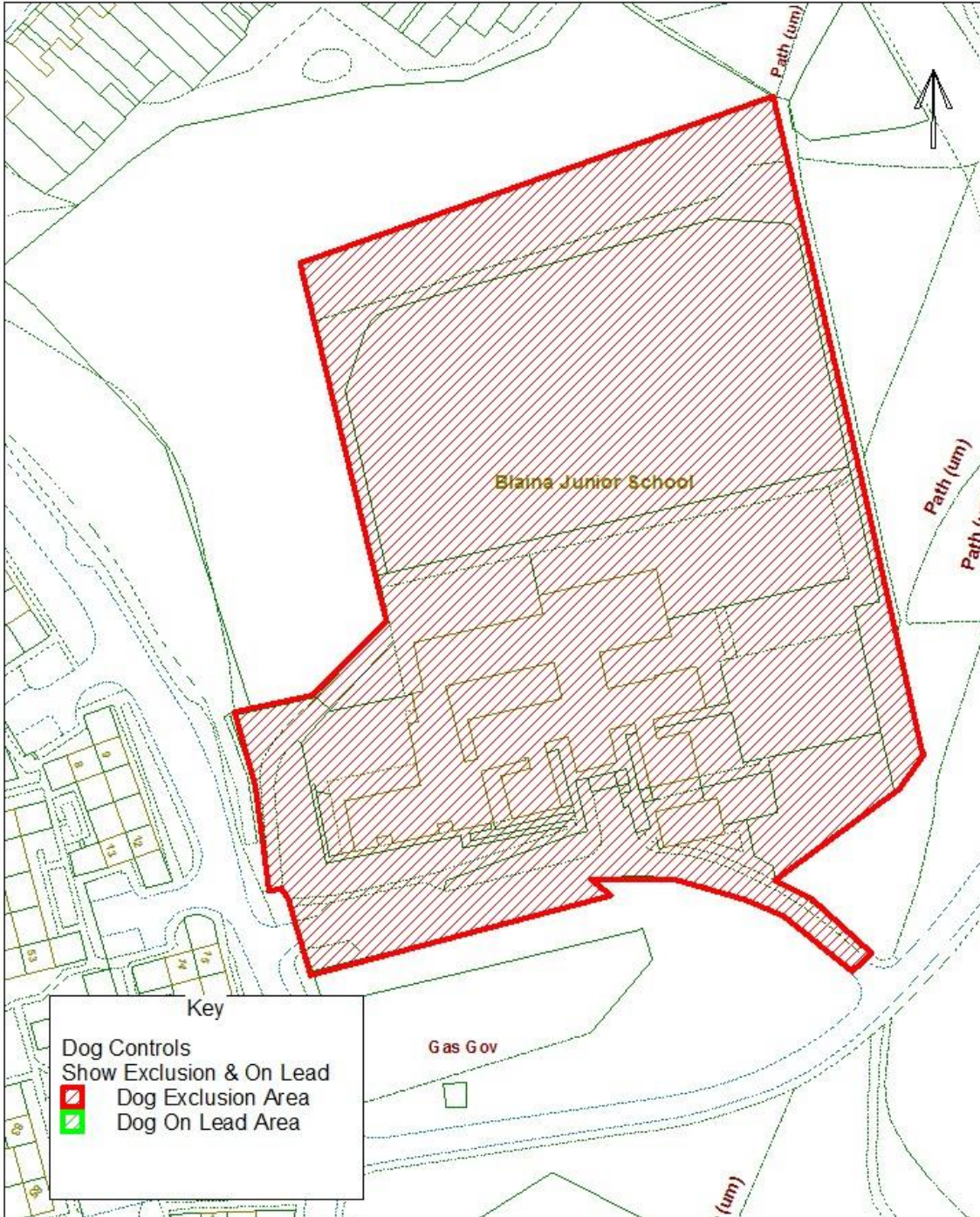


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-036
Site Name:	Ystruth Primary School, East Pentwyn, Blaina
Easting: 320418	Northing: 208246

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 Atgynwnged o Fapan'r Ordnance Survey osodolion Bliswedd Llyda Eri (Blaina) (c) Howffrant y Gorn.
 Yn eidd atgohyrbu heb awdurdod yr eidd Howffrant y Gorn a gall arwain at oswod neu oswodion sŵl. BGCC - LA09002L.





Blaenau Gwent County Borough Council

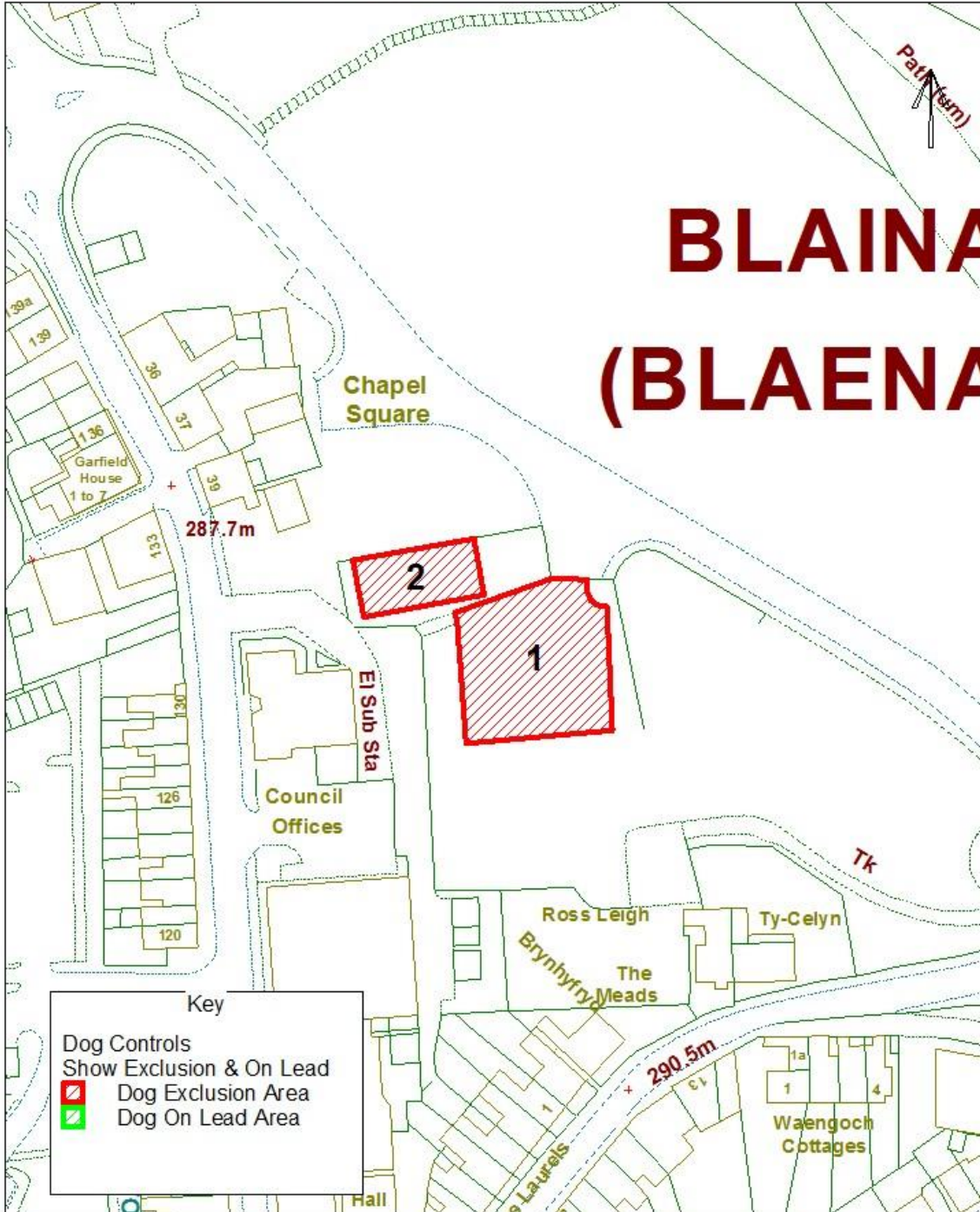
Dog Controls - Public Space Protection Order

Order Ref. No: PSPO-DC-037 & PSPO-DC-038

Site Name: Wheeled Sports areas, Chapel Square, Blaina

Easting: 320080 Northing: 208341

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 Agyrrwyddir o Fapan'r Ordnance Survey osodolion Rhwng Llyda a'r Hwytfa'r (c) Hwytfa'r y Gwmn. Yn eiddo aglybrydu heb awdurdod yr eiddo Hwytfa'r y Gwmn a gall arwain at orywiad neu orystroer sŵl. BGDCB - LA69002L.





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No: PSPO-DC-039

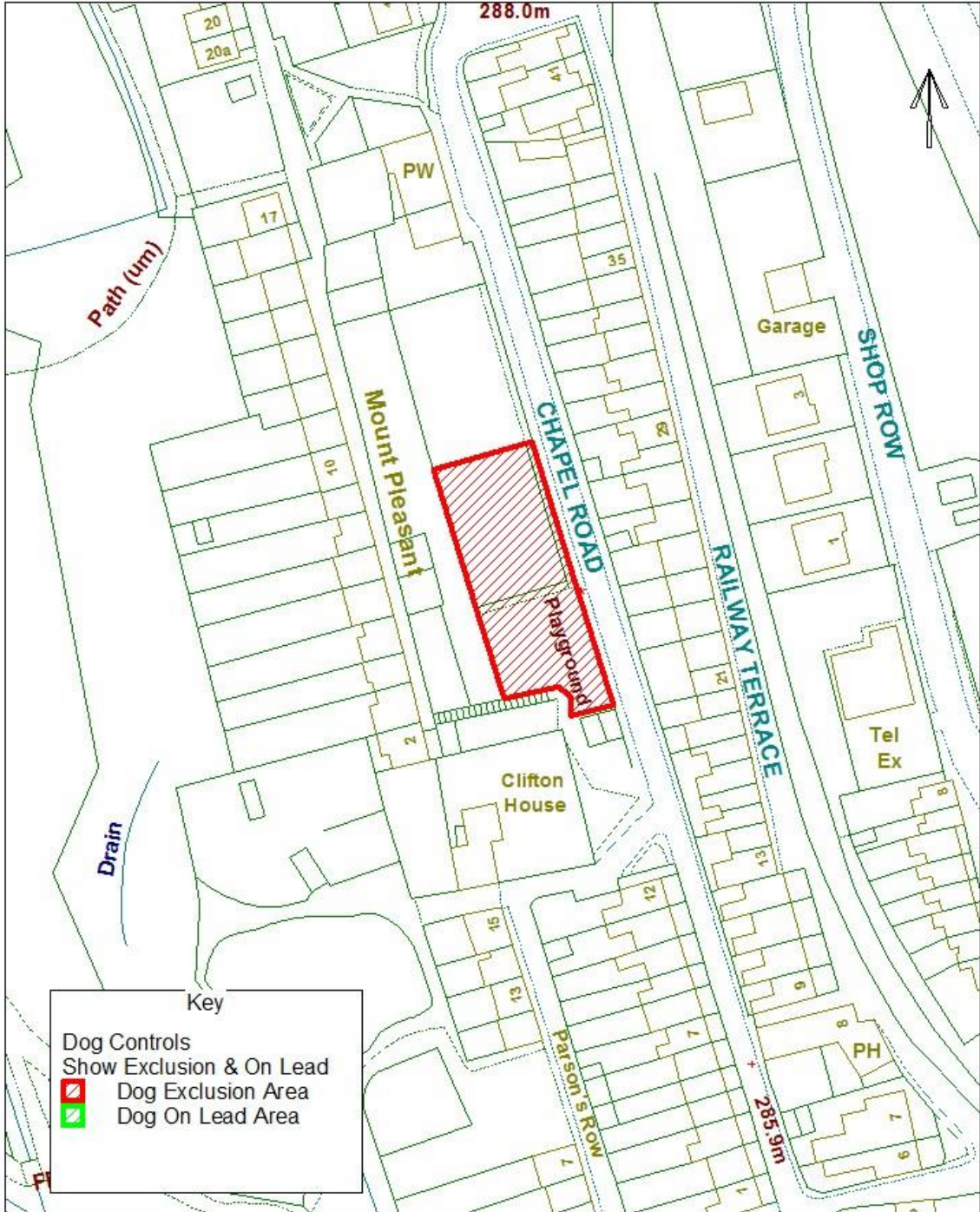
Site Name: Westside play area, Chapel Road, Westside, Blaina

Easting: 319732 Northing: 208157

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Atgynhwyd o Fapanil Ordnance Survey osodolion Rhwng Llyda Eri (Kwntwr) (c) Howffrwyd y Gwmwl.

Yn eiddo atgynhwyd heb awdurdod yr eidd Howffrwyd y Gwmwl a gall arwain at orywiad neu orydwyl sŵn. BGDCB - LA69002L.





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

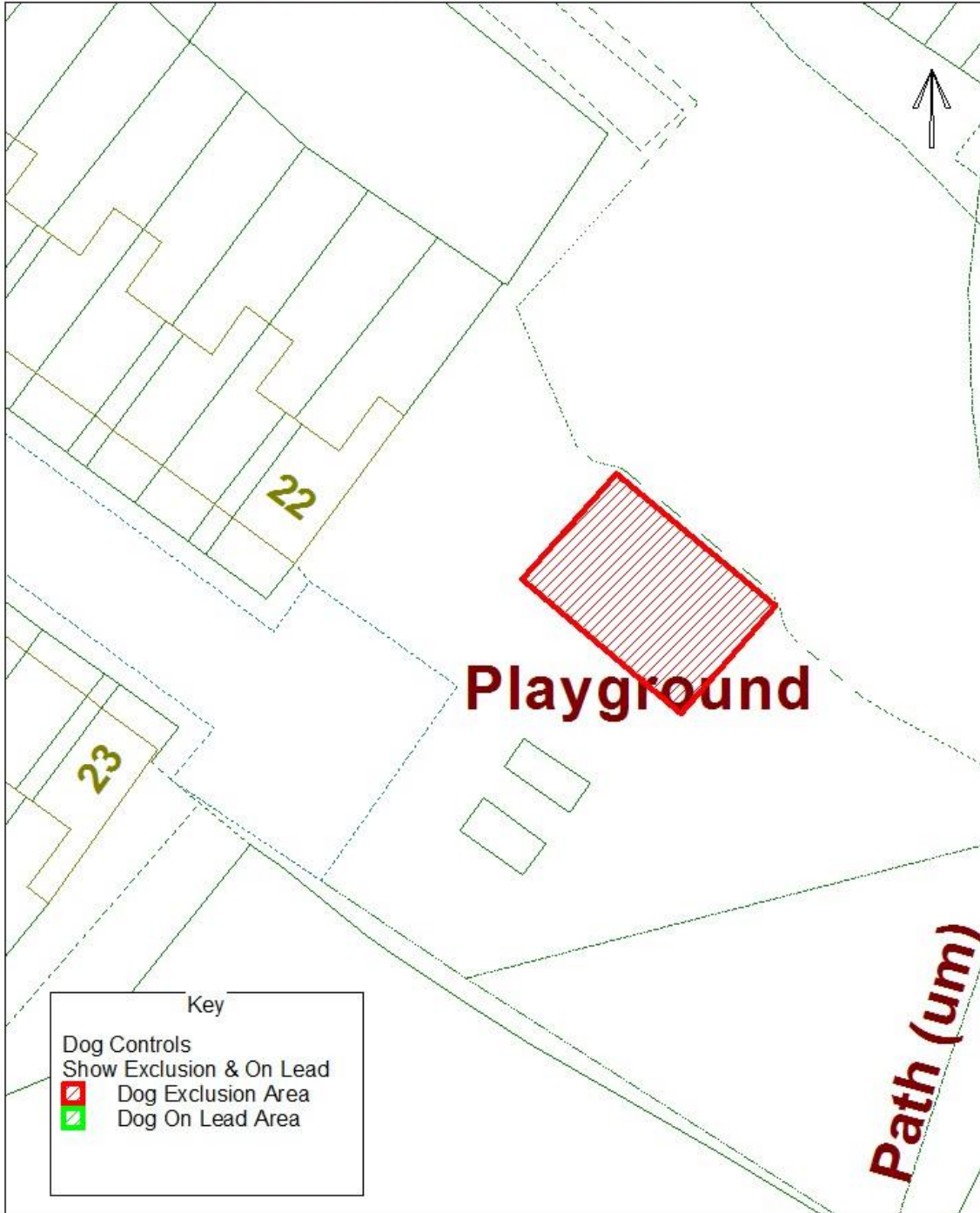
Order Ref. No: PSPO-DC-040

Site Name: Playground at Brynheulog, Blaina

Easting: 320459 Northing: 208413

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Atgynhwyf o Fapan'r Ordnance Survey osodolir Rhwyd-Llyda Eri (Mwynnau) o'r Howffordd y Gwmwl. Yn eiddo atgofnodiadau heb awdurdod yr eiddo Howffordd y Gwmwl a gall arwain at orfuddio neu orfuddio sŵn. BGCC - LA69002L.



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Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

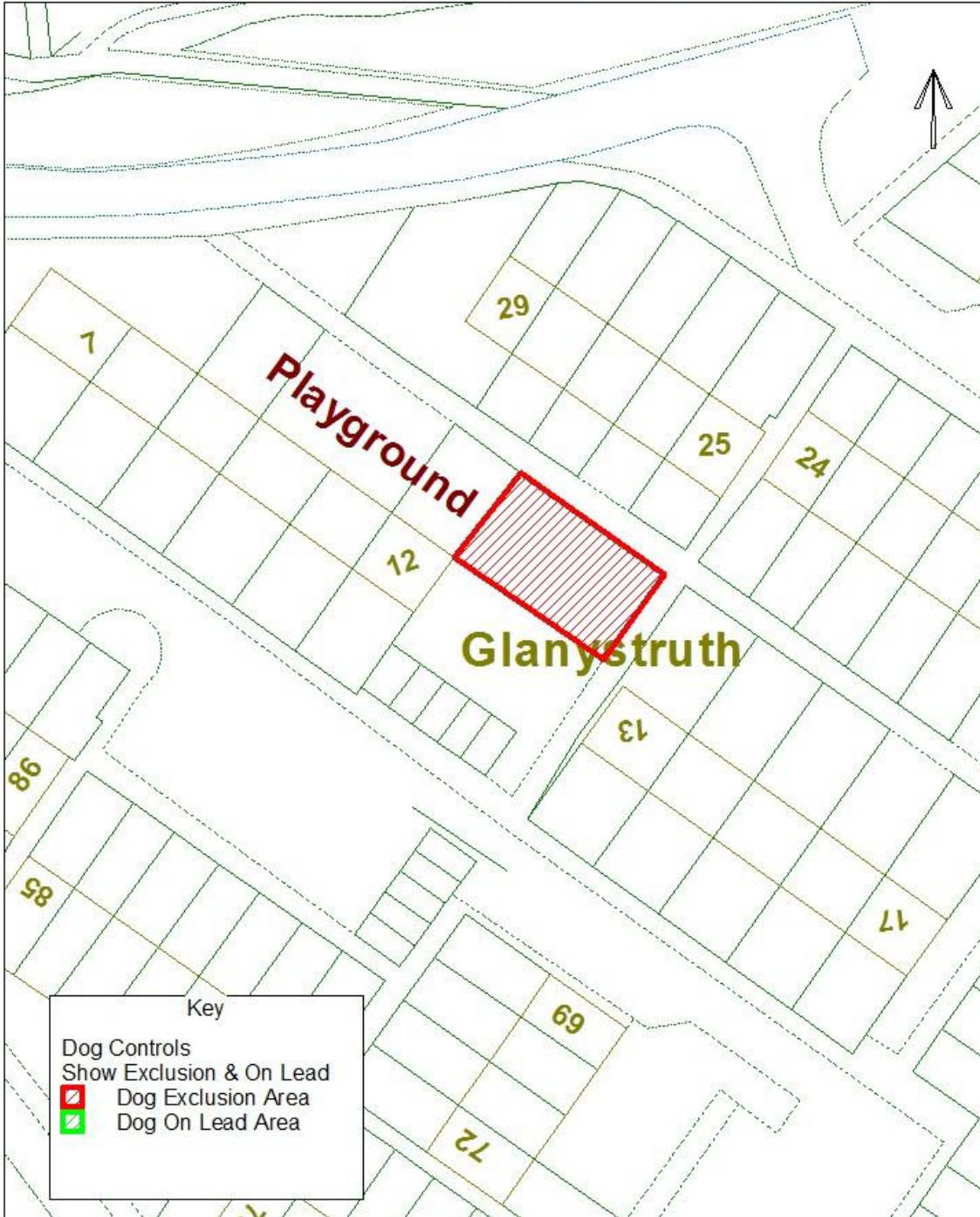
Order Ref. No: PSPO-DC-041

Site Name: Playground at Glanvstruth, Blaina

Easting: 320563 Northing: 208457

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Atgynwyd o Fapanil Ordnance Survey osodolion Rhwng Llyda a Glanvstruth (c) Howffraid y Glan. Yn eidd atgohyrbu heb awdurdod yr eidd Howffraid y Glan a gall anafu at enwyd neu osodolion sŵl, BGCCB - LA69002L.



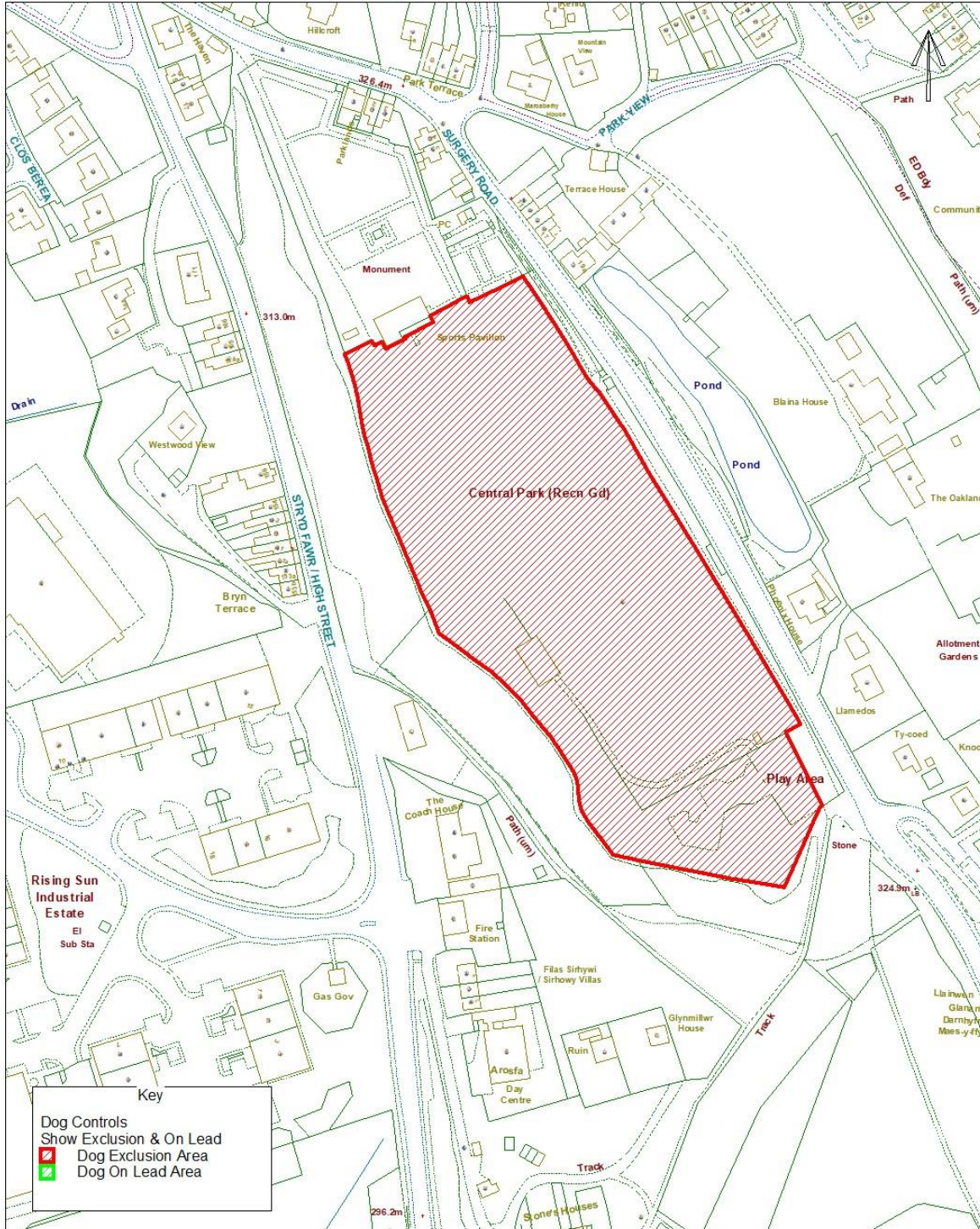


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSP0-DC-043
Site Name:	Central Park, Surgery Road, Blaina
Easting:	319931
Northing:	208921

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 Atgynhychwyd o Fapiau'r Ordnance Survey chariataed Rheolwr Llyfrfa Ei Mawrhydi (c) Hawffraint y Goron.
 Y mae atgynhychu heb awdurdod yn torri Hawffraint y Goron a gall anwain at erlyniad neu achosion sifil. BGBCB - LA09002L



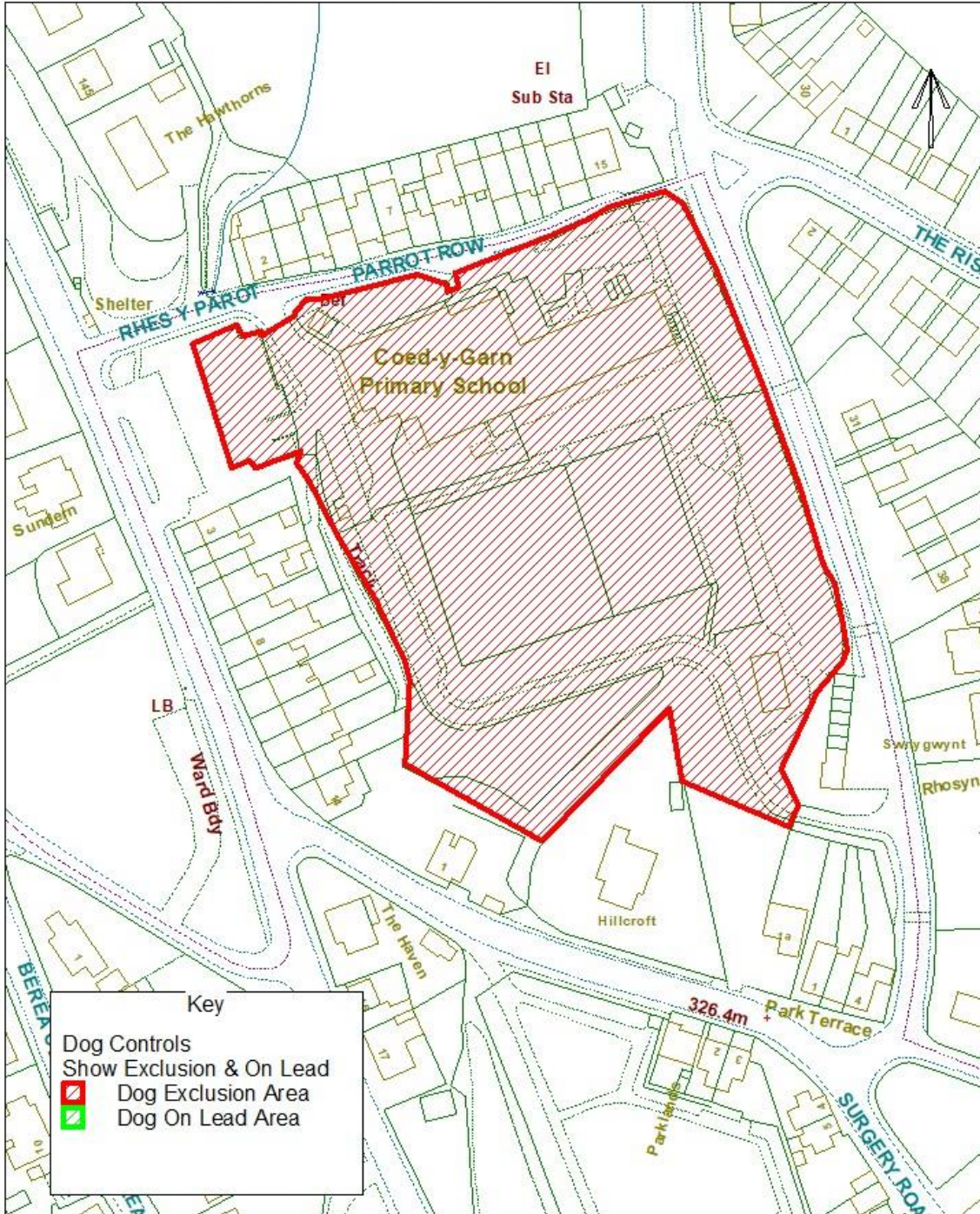


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-045
Site Name:	Coed Y Garn Primary School, Parrot Row, Blaina
Easting:	319826
Northing:	209246

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 Agyrrwyddiad o Fapanir Ordnance Survey osodolion Rhoswyl Yrfa a'i (Kwadrat) (g) Howffrant y Gorn.
 Yrtae aggybyrbu heb awdurdod yr tom Howffrant y Gorn a gall arwain at orpwad neu orwosod sŵl. BGCC - LA09002L.



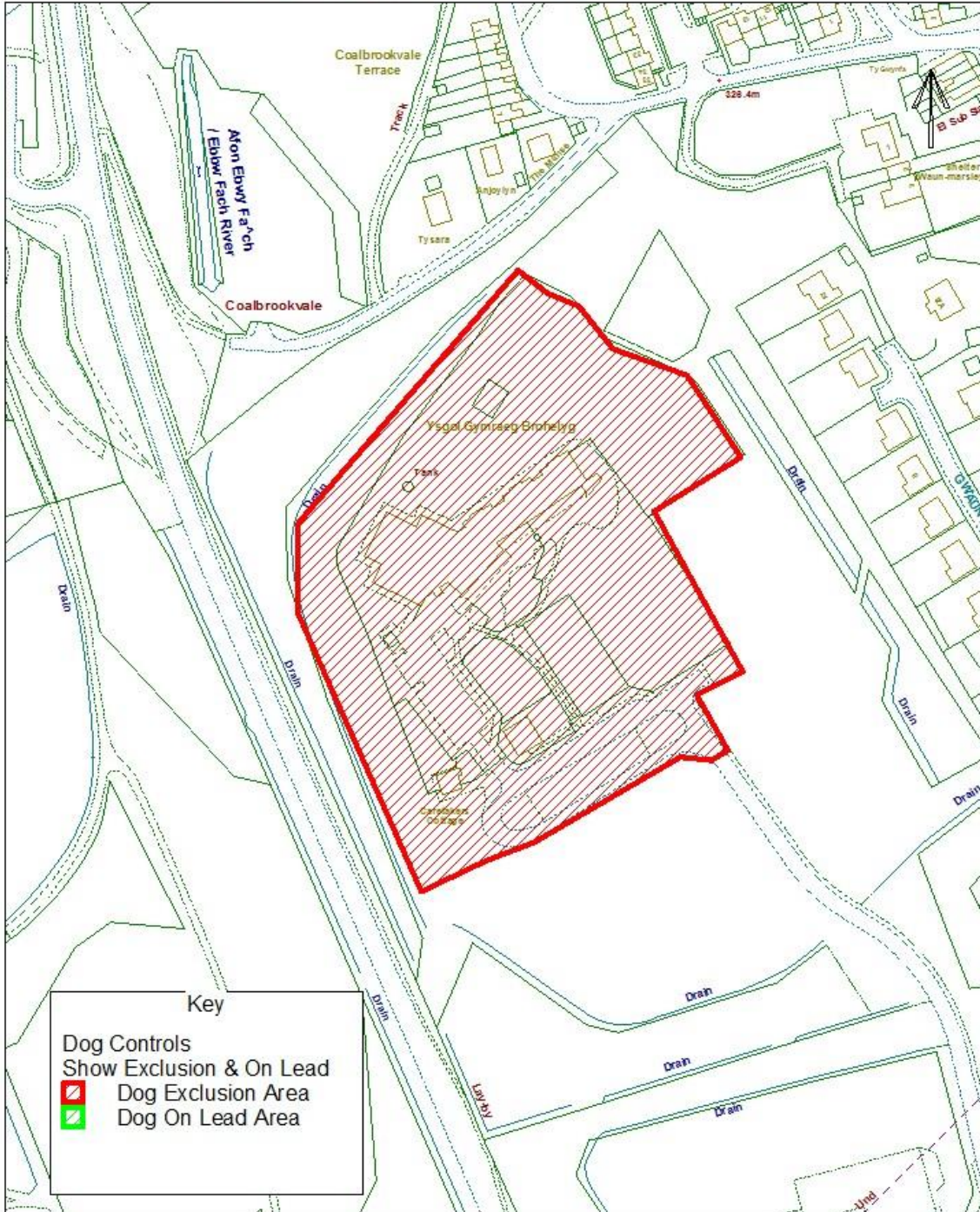


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-046
Site Name:	Ysgol Gymraeg Bro Helyg School, Nantyglo
Easting:	319455
Northing:	209340

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 Agybwyntwyd o Fapan'r Ordnance Survey osodolion Rhwyd-Llyda Eri (Kwadrat) o'r Horddant y Gwmwl.
 Yn eiddo aglybwyntu heb awdurdod yr eiddo Horddant y Gwmwl a gall arwain at enwydd neu oeroster sŵl. BGCC - LA06002L.



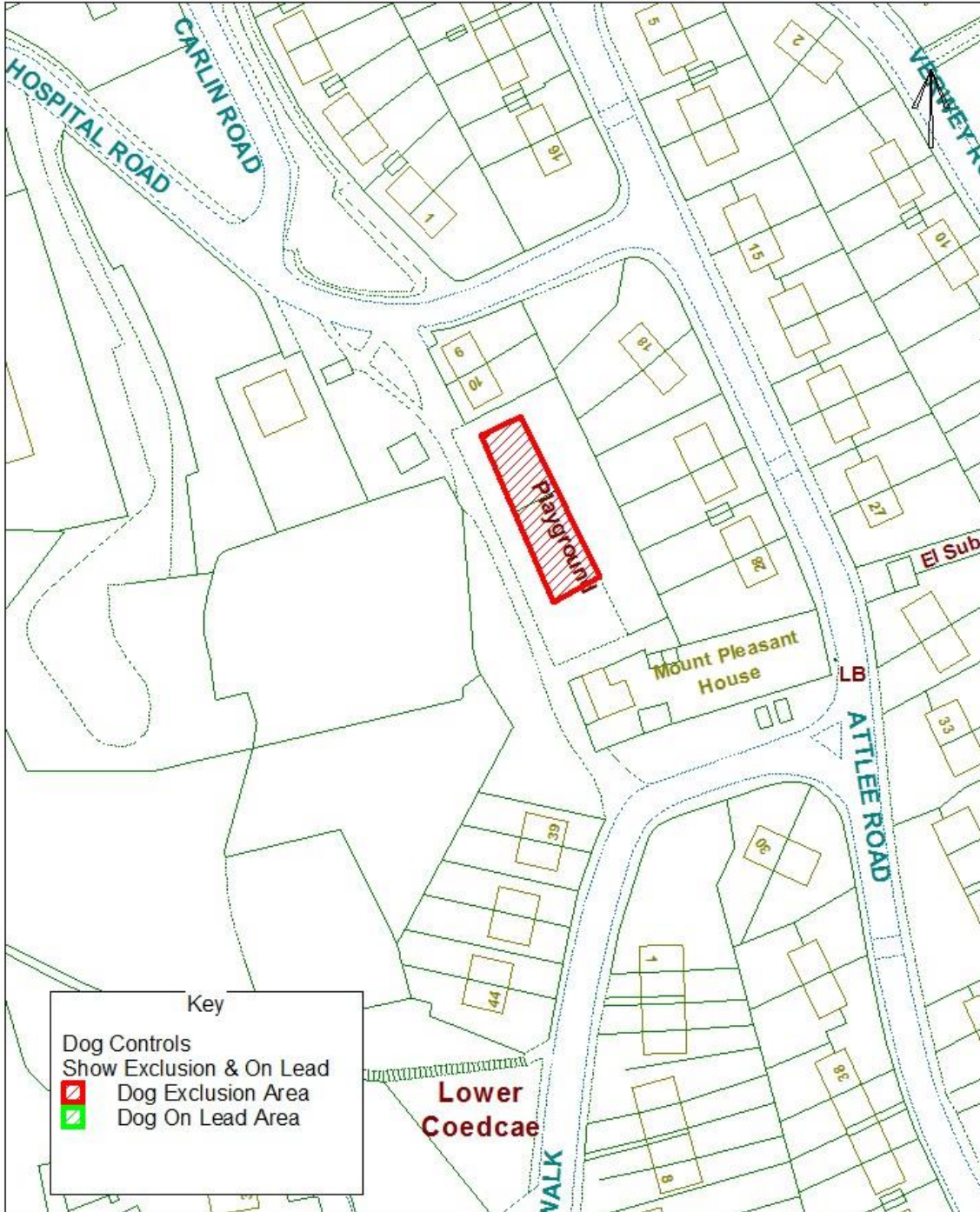


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-047
Site Name:	Playground at Atlee Road, Nantyglo
Easting:	319859
Northing:	209672

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 Agyrryngwyd o Fapan'r Ordnance Survey osodolion Rhodwri Llyda Eri (Cwmwl y Ffynonau) yd. Hwffraint y Gwmwl.
 Yn eiddo aghyrryngwyd heb awdurdod yr Iorri Hwffraint y Gwmwl a gall arwain at orywiad neu orydwed sŵn. BGDCB - LA06002L.



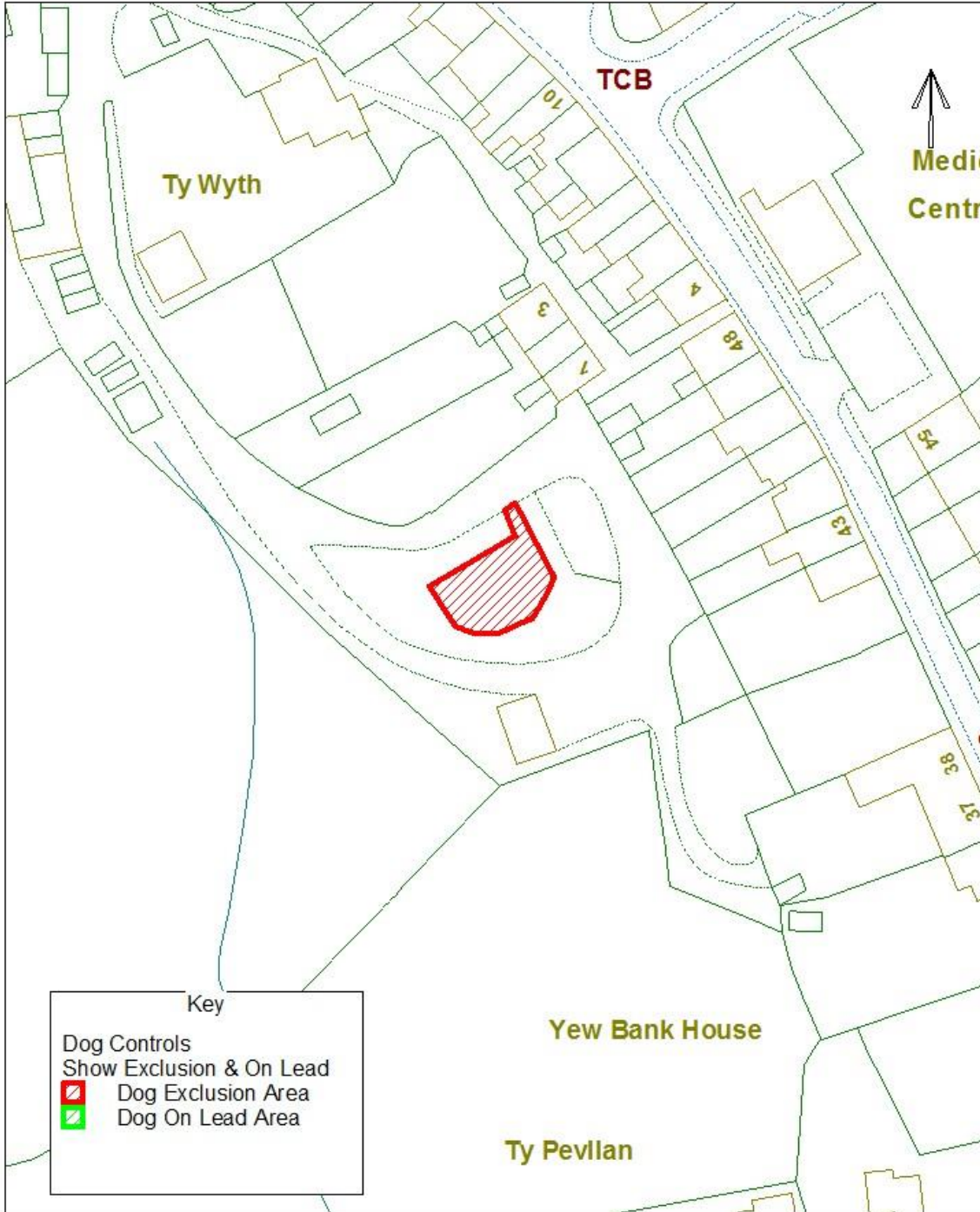


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-048
Site Name:	Playground at Garn Cross, Nantyglo
Easting: 319503	Northing: 209883

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 Agyrrwyddiad o Fapanir Ordnance Survey osodolion Rhwydwyddiadau Llywodraethol (C) Hawlfraint y Gorn. Yn eiddo aghyrrwyddiad heb awdurdod yr eiddi Hawlfraint y Gorn. A gall arwain at enwydd neu oeroster sŵl. BGCC - LA09002L.





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

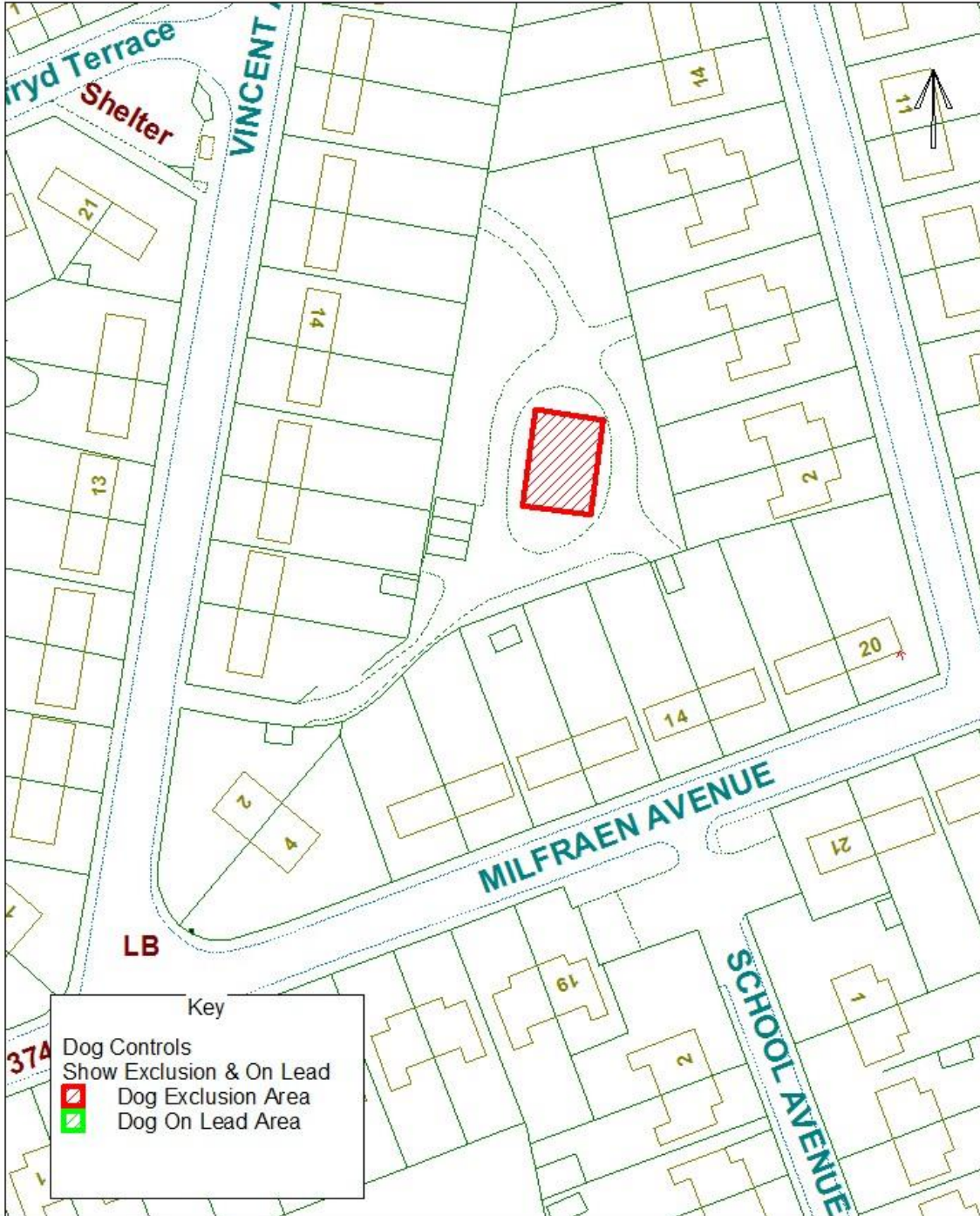
Order Ref. No: PSPO-DC-049

Site Name: Playground at Vincent Avenue, Nantyglo

Easting: 319553 Northing: 210197

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Atgynwyd o Fapanil Ordnance Survey osodol Rhwyd Llyda Eri (Mentrol) (C) Hysbysu'r Gwlad. Yn eiddo atgofnodiadau heb awdurdod yr eidd Hysbysu'r Gwlad a gall arwain at enydd neu oeddiwr sifil. BGCCB - LA09002L.



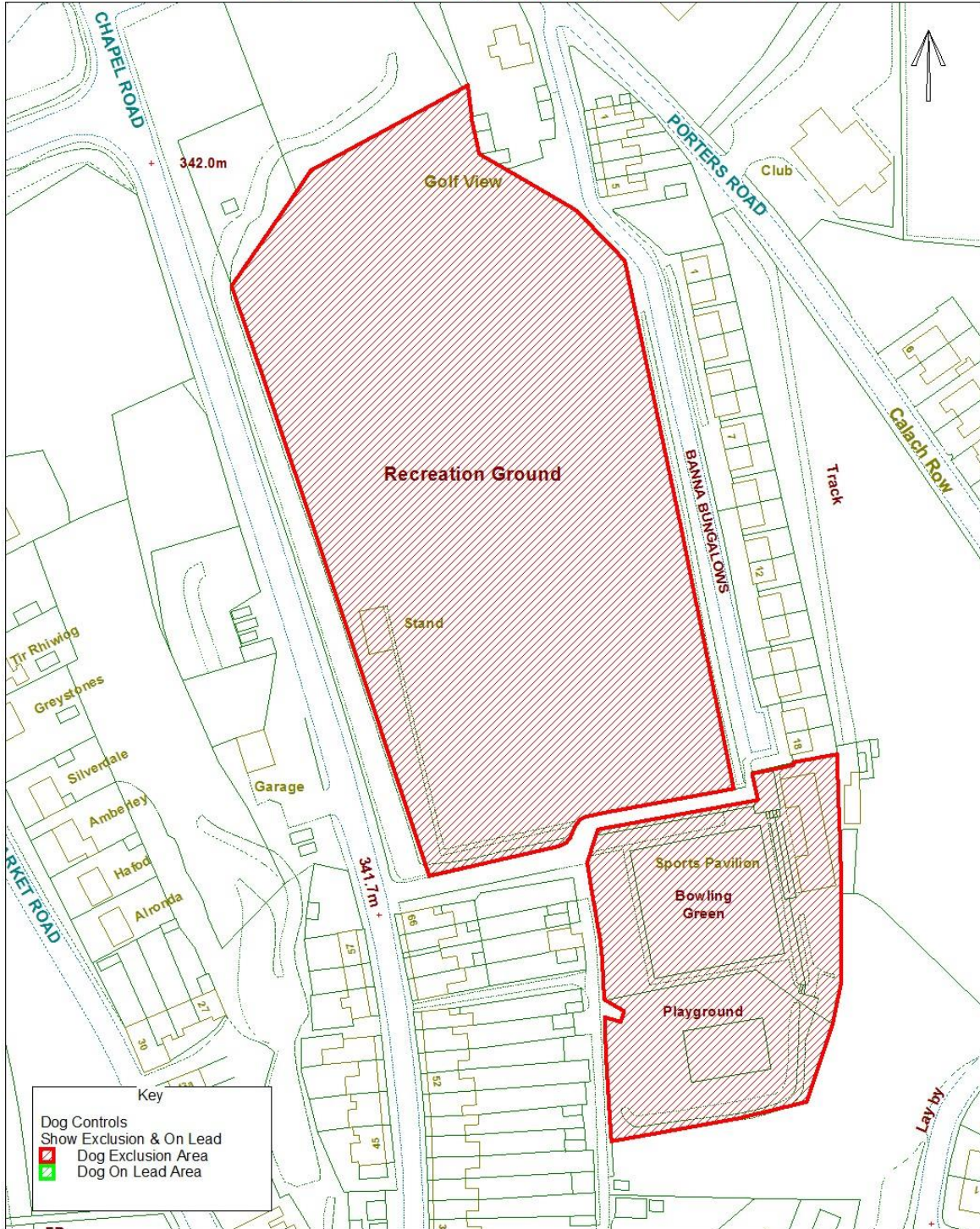


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-050 & PSPO-DC-051
Site Name:	Recreation Ground, Playground & Bowling Green at Banna Park, Nantyglo
Easting:	319351
Northing:	210626

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 Atgynhychwyd o Fapiau'r Ordnance Survey charniatad Rheolwr Llyfrfa Ei Mawrhydi (c) Hawffraint y Goron.
 Y mae atgynhychu heb awdurdod yn torri Hawffraint y Goron a gall anwain at erlyniad neu achosion sifil. BGCBC - LA09002L





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

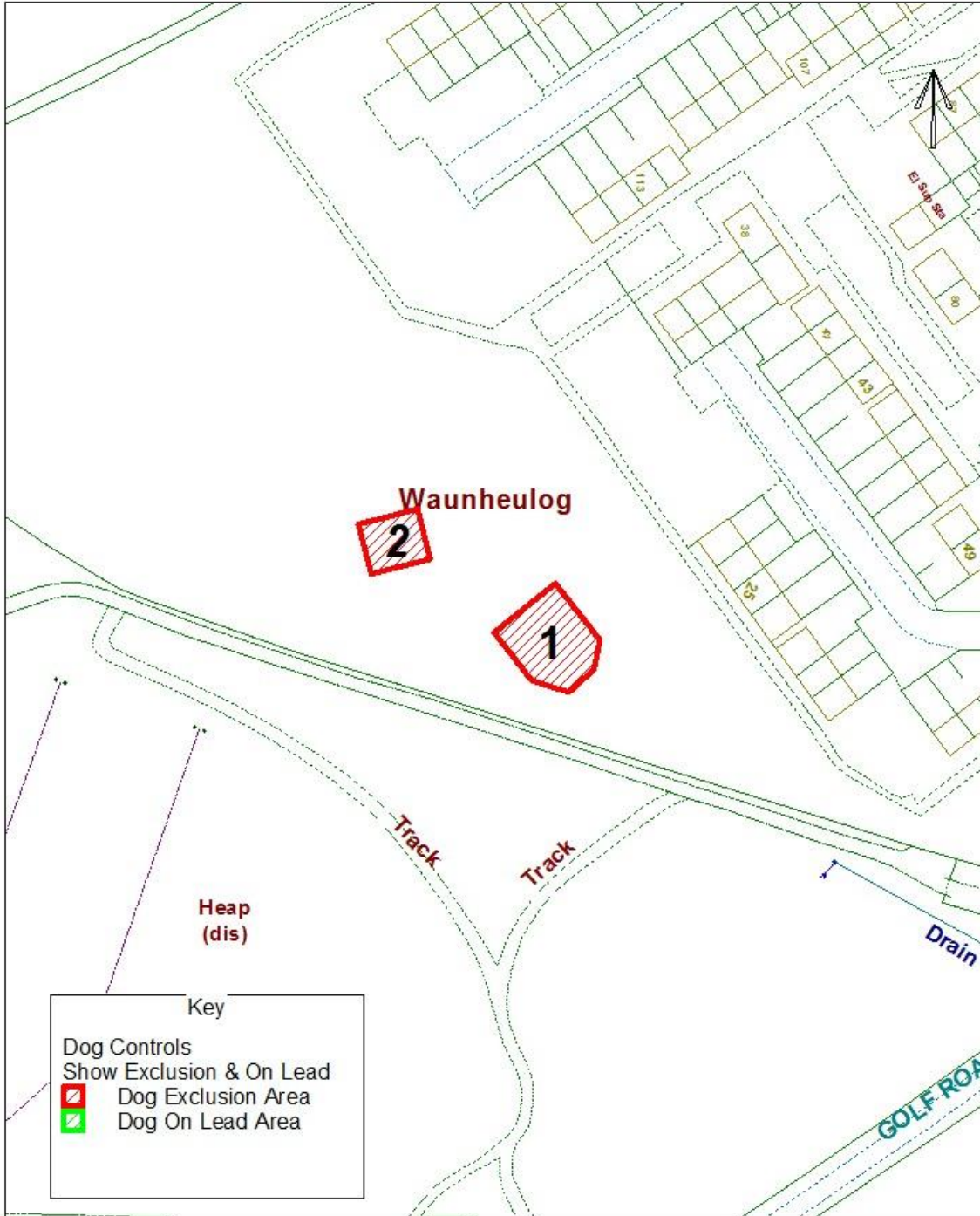
Order Ref. No: PSPO-DC-052 & PSPO-DC-053

Site Name: Playgrounds at Waunheulog, Nantyglo

Easting: 318404 Northing: 210951

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Aggwyddwyd o Fapan'r Ordnance Survey osodolion Rhodwri Llyda Eri (Kwadrant) o'r Howffrant y Gwmn. Yn eiddo aglyblyrhu heb awdurdod yr roni Howffrant y Gwmn a gall anwain at onywiad neu oeroster sŵn. BGCC - LA69902L.



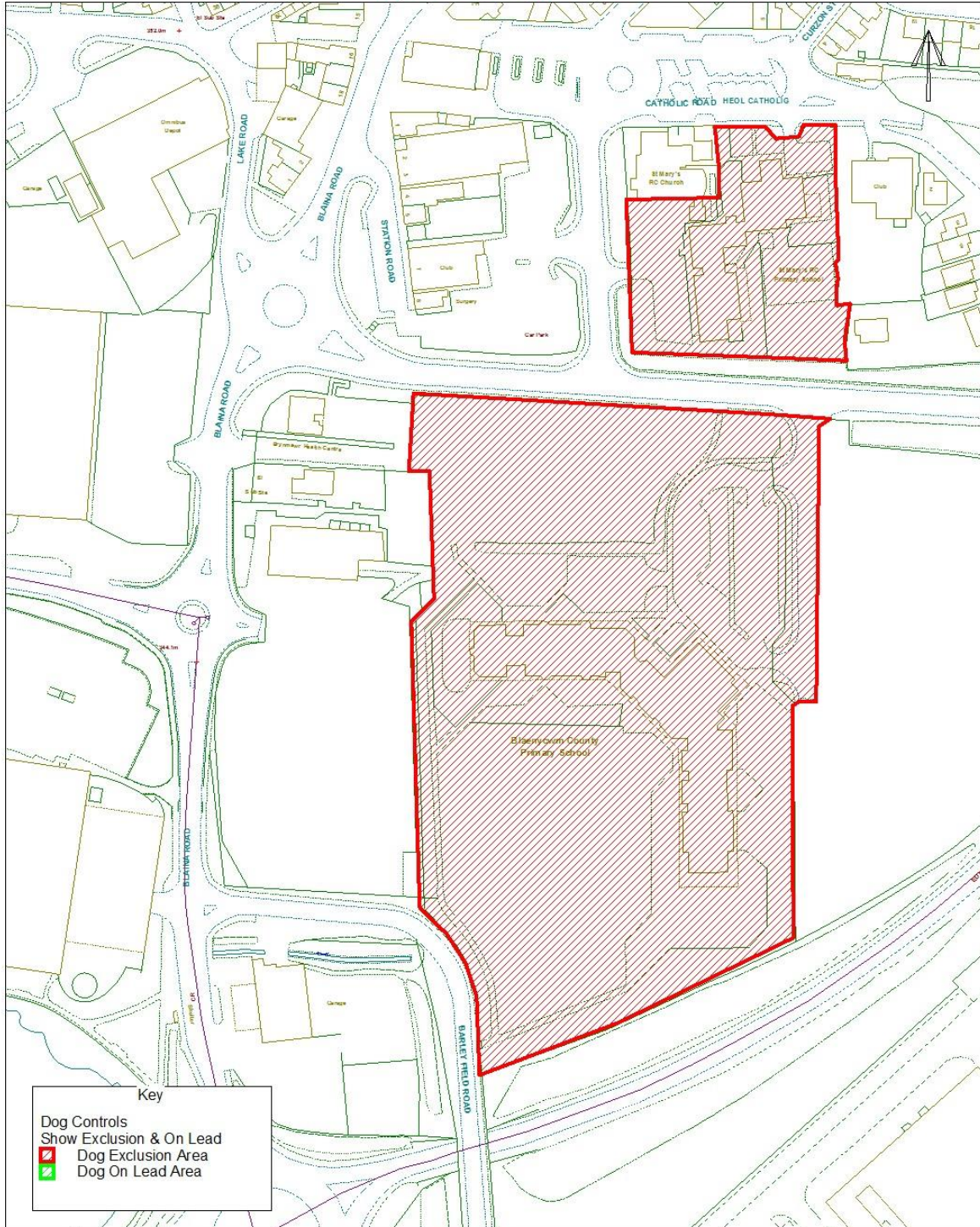


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-054 & PSPO-DC-055
Site Name:	Blaenycwm Primary School & St Mary's R.C. Primary School, Brynmawr
Eastings:	319125
Northings:	211441

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 Atgynhyrchwyd o Fapiau'r Ordnance Survey charniatad Rheolwr Llyfrfa Ei Mawrhydi (c) Hawffrait y Goron.
 Y mae atgynhyrchu heb awdurdod yn torri Hawffrait y Goron a gall anwain at erlyniad neu achosion sifil. BGCBC - LA09002L



Key

- Dog Controls
- Show Exclusion & On Lead
- Dog Exclusion Area
- Dog On Lead Area

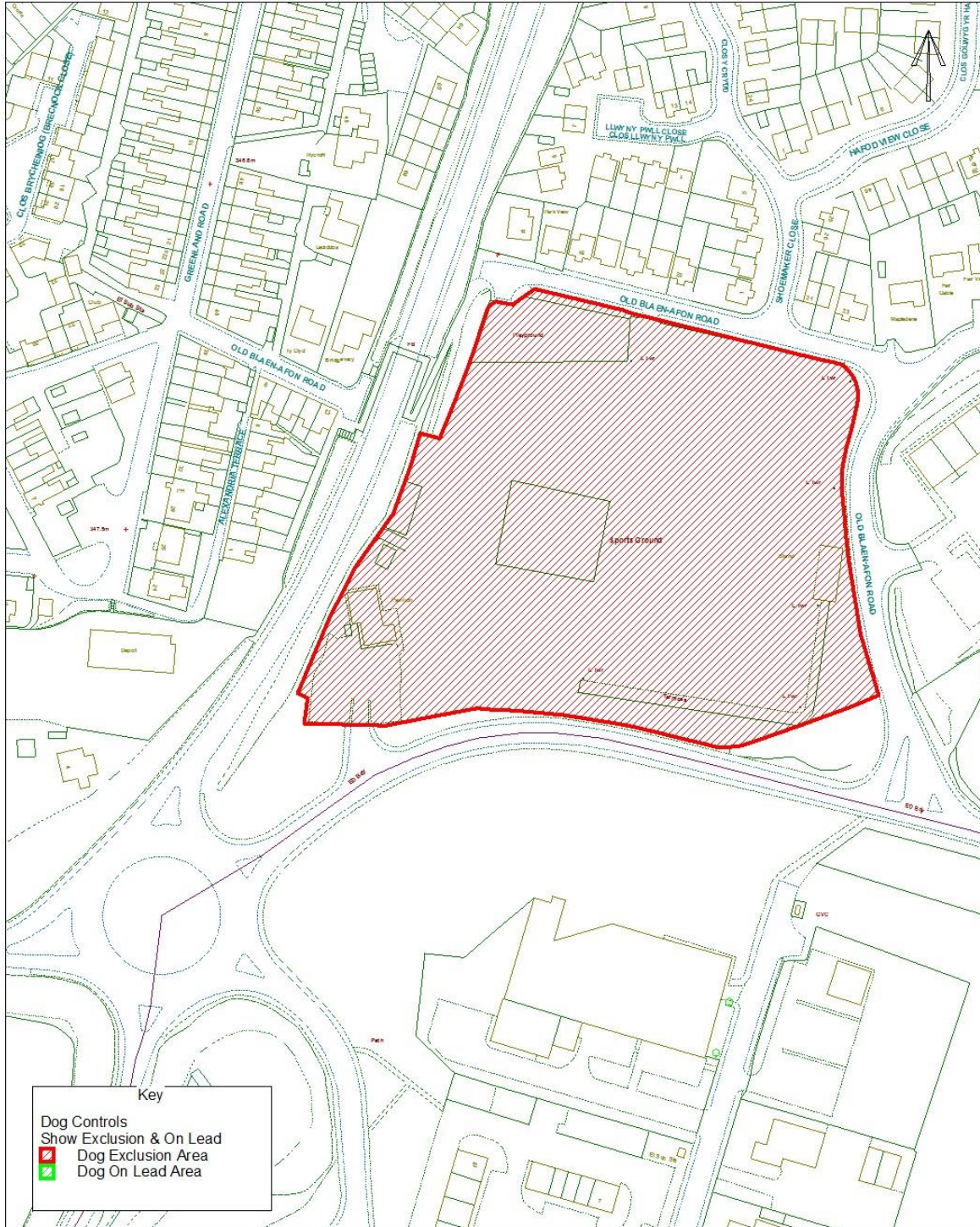


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-056
Site Name:	Recreational Ground at Old Blaenavon Road, Brynmawr
Easting:	319501
Northing:	211634

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 Atgynhyrchwyd o Fapiau'r Ordnance Survey charniatd Rheolwr Llyfrfa Ei Mawrhydi (c) Hawffraint y Goron.
 Y mae atgynhyrchu heb awdurdod yn torri Hawffraint y Goron a gall anwain at erlyniad neu achosion sifil. BGCBC - LA09002L





Blaenau Gwent County Borough Council

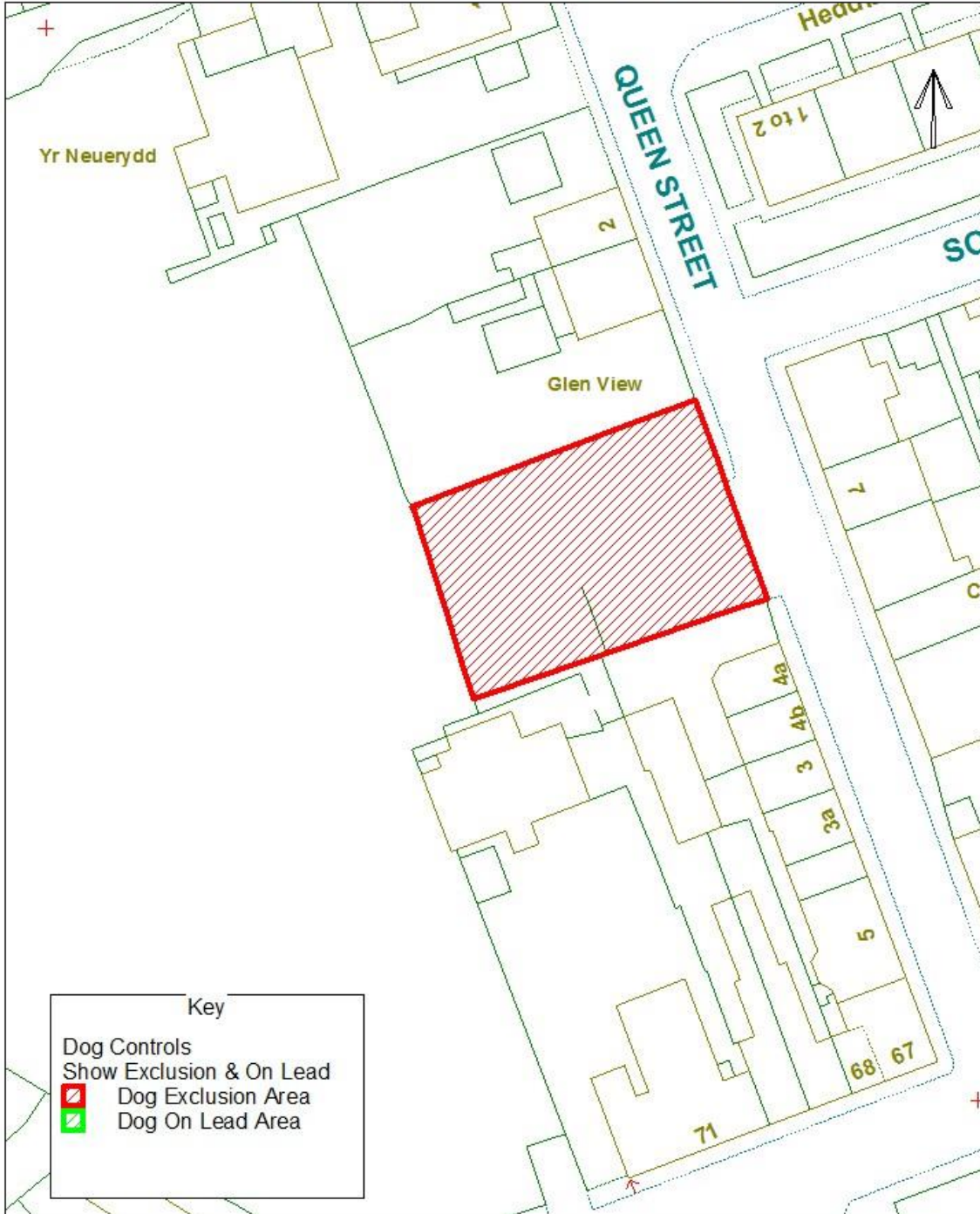
Dog Controls - Public Space Protection Order

Order Ref. No: PSPO-DC-057

Site Name: Playground off Queen Street, Brynmawr

Easting: 319010 Northing: 212000

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 Agyrryngwyd o Fapwr Ordnance Survey osodolion Rhwng Llyda Eri (Kwntwr) (c) Howffrant y Gwmwl.
 Yrddo aggyrryrbu heb awdurdod yr tom Howffrant y Gwmwl a gall awdar at orydol seu osodolion sŵl. BGCC - LA09002L.



BLAENAU GWENT COUNTY BOROUGH COUNCIL

Dog Controls - Public Space Protection Order

Order Ref. No.	PSPO-DC-058 & PSPO-DC-128
Site Name	Brynnewydd Welfare Ground, Warwick Road, Brynnewydd

Scale: 1:1250 Map Sheet Reference: S01811NE

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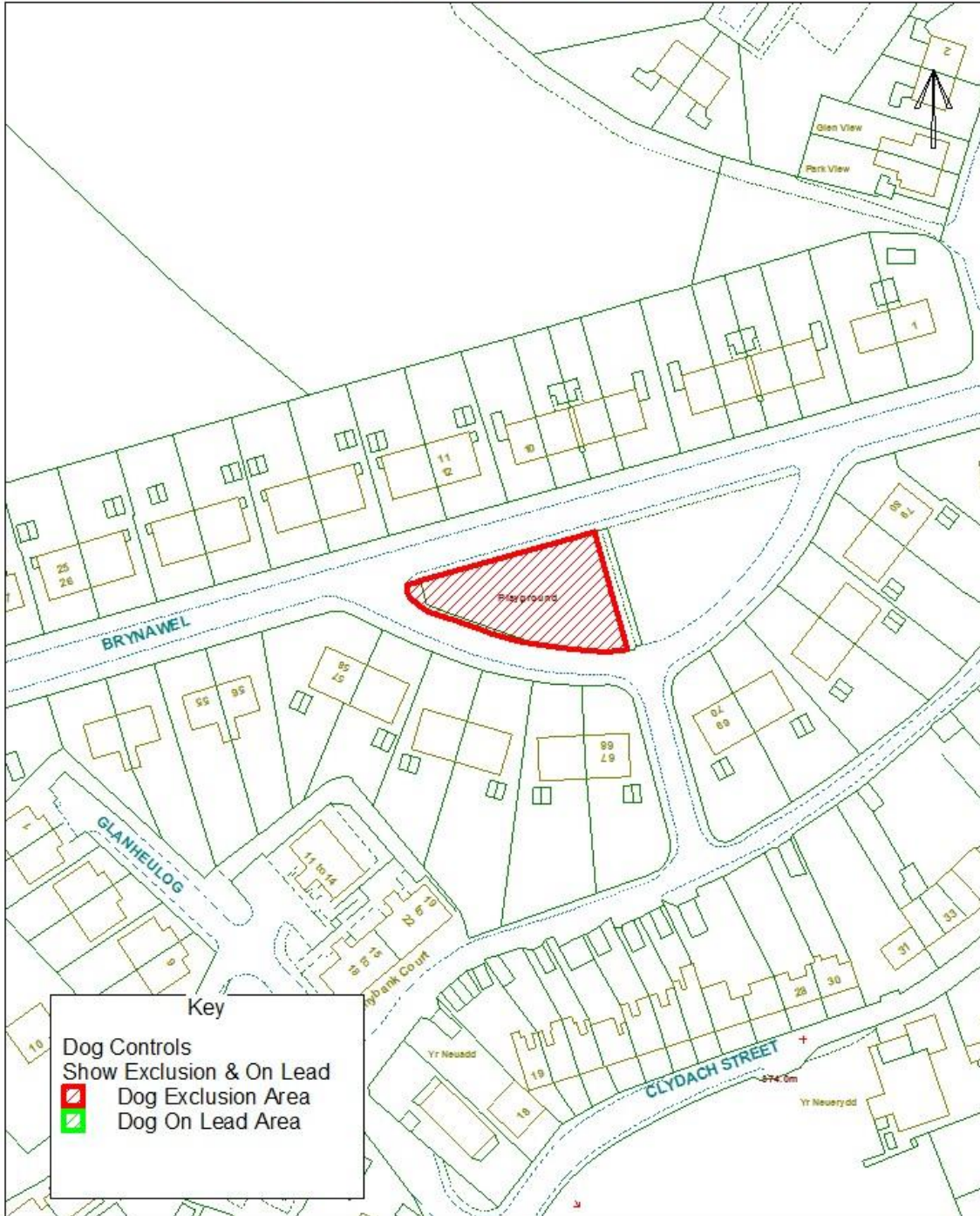


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-059
Site Name:	Playground at Brynawel, Brynmawr
Easting:	318908
Northing:	212138

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 Agyrrwyddiad o Fapan'r Ordnance Survey osodolion Rhodwri Llyda Eri (Kwntwr) (c) Howlfrant y Gorn.
 Yrddo aggybrrybu heb awdurdod yr tom Howlfrant y Gorn a gall arwain at orpwad seu oerostor sŵn. BGCC - LA06002L.



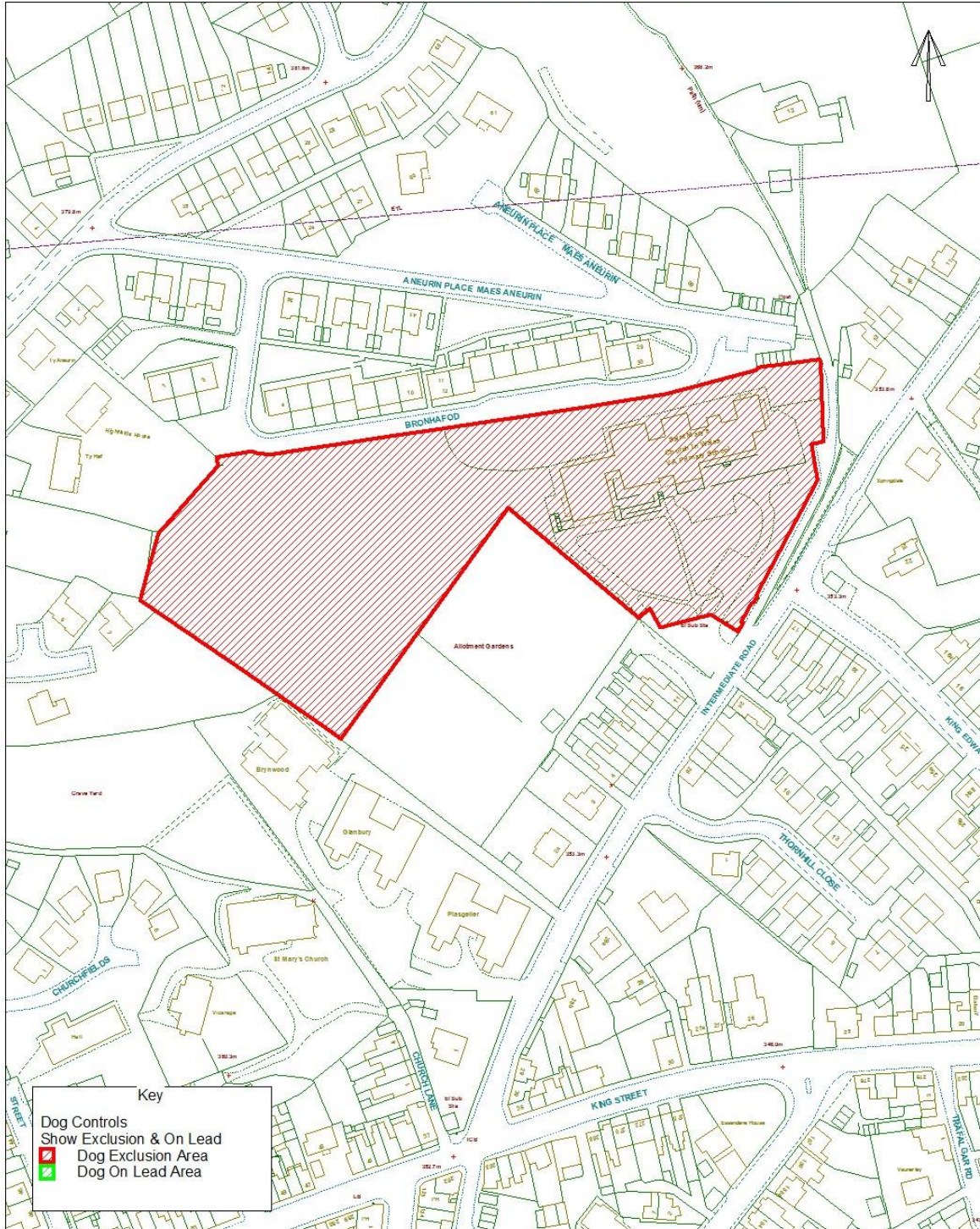


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-060
Site Name:	St. Marys Church in Wales Primary School, Intermediate Road, Brynmawr
Eastings:	319242
Northings:	212208

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 Atgynhyrchwyd o Fapiau'r Ordnance Survey chariaded Rheolwr Llyfrfa Ei Mawrhydi (c) Hawffraint y Goron.
 Y mae atgynhyrchu heb awdurdod yn torri Hawffraint y Goron a gall anwain at erlyniad neu achosion sifil. BGCBC - LA09002L



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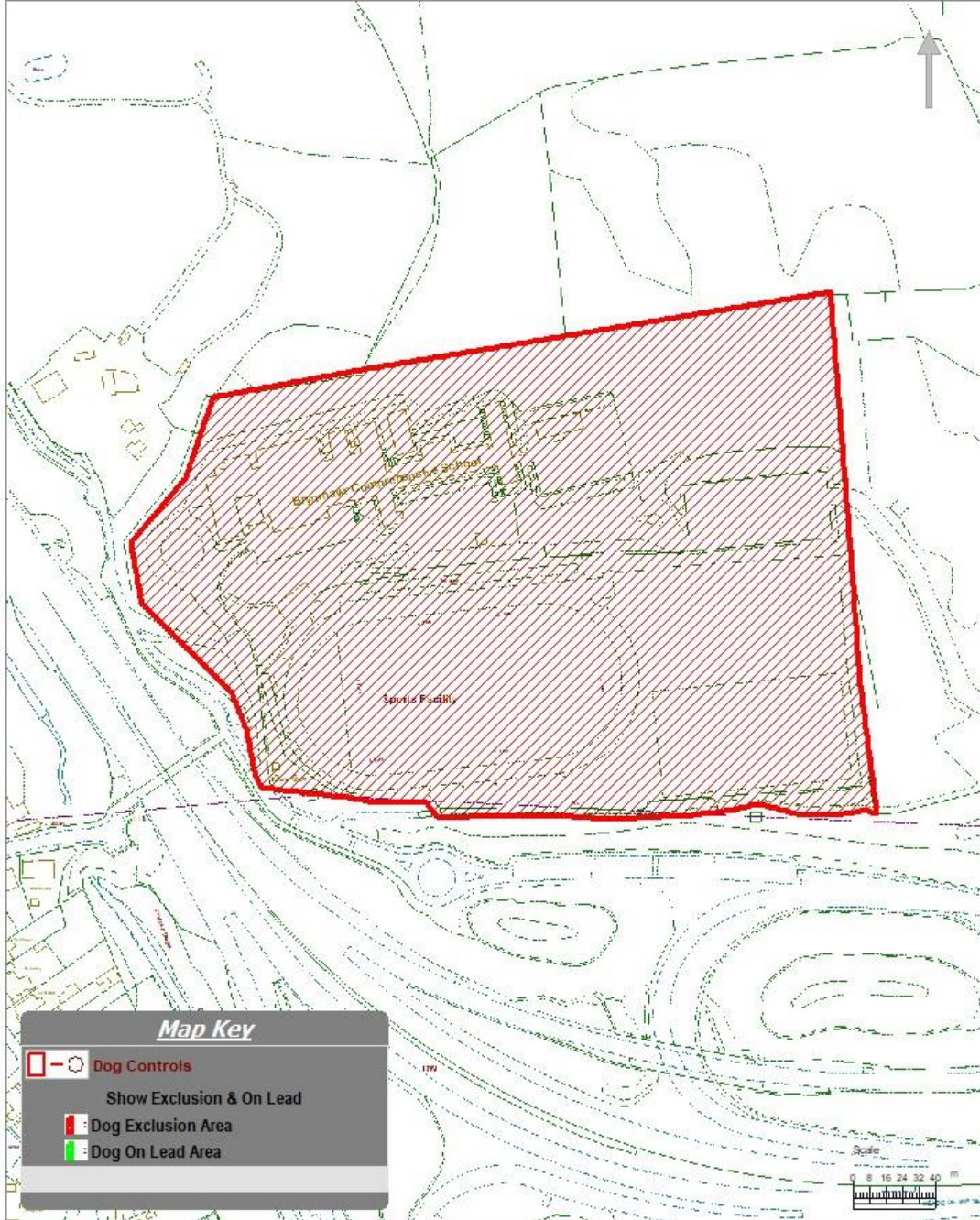
BLAENAU GWENT COUNTY BOROUGH COUNCIL

Dog Controls - Public Space Protection Order

Order Ref. No. PSPO-DC-061
Site Name Brynmawr Foundation School, Intermediate Road, Brynmawr.

Scale: 1:2500 Map Sheet Reference: S01912SE

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Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

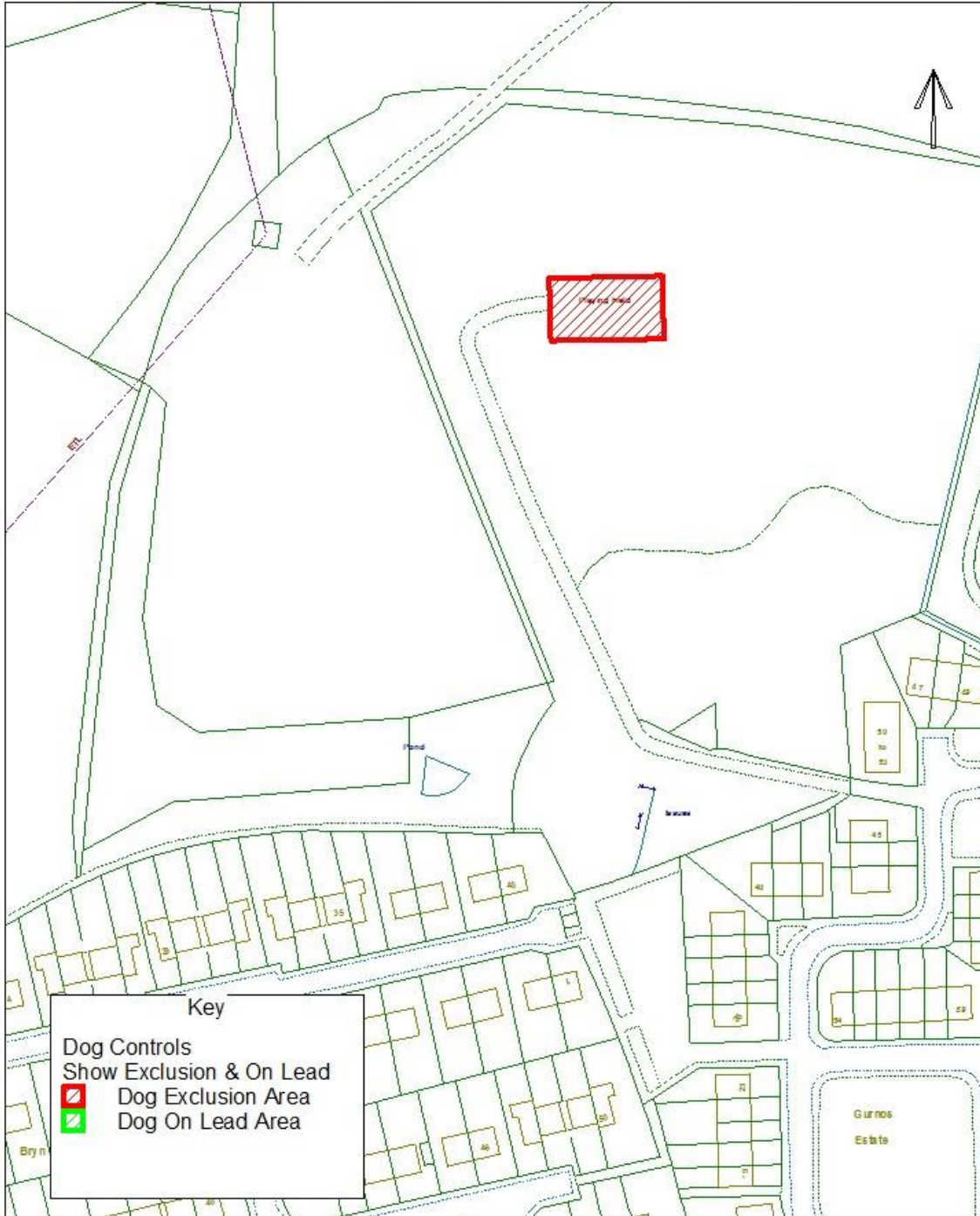
Order Ref. No: PSPO-DC-062

Site Name: Playground at Gurnos Estate, Brynmawr

Easting: 318316 Northing: 212144

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Atgynhwyf i Fapan'r Ordnance Survey osodiad Rhwyd-Llyda Eri (Kwadrat) o'r Howffordd y Gorn. Yn eiddo atgofnodiad heb awdurdod yr eidd Howffordd y Gorn a gall arwain at orfudd neu orfuddion sifil. BGDCB - LA09002L.





Blaenau Gwent County Borough Council

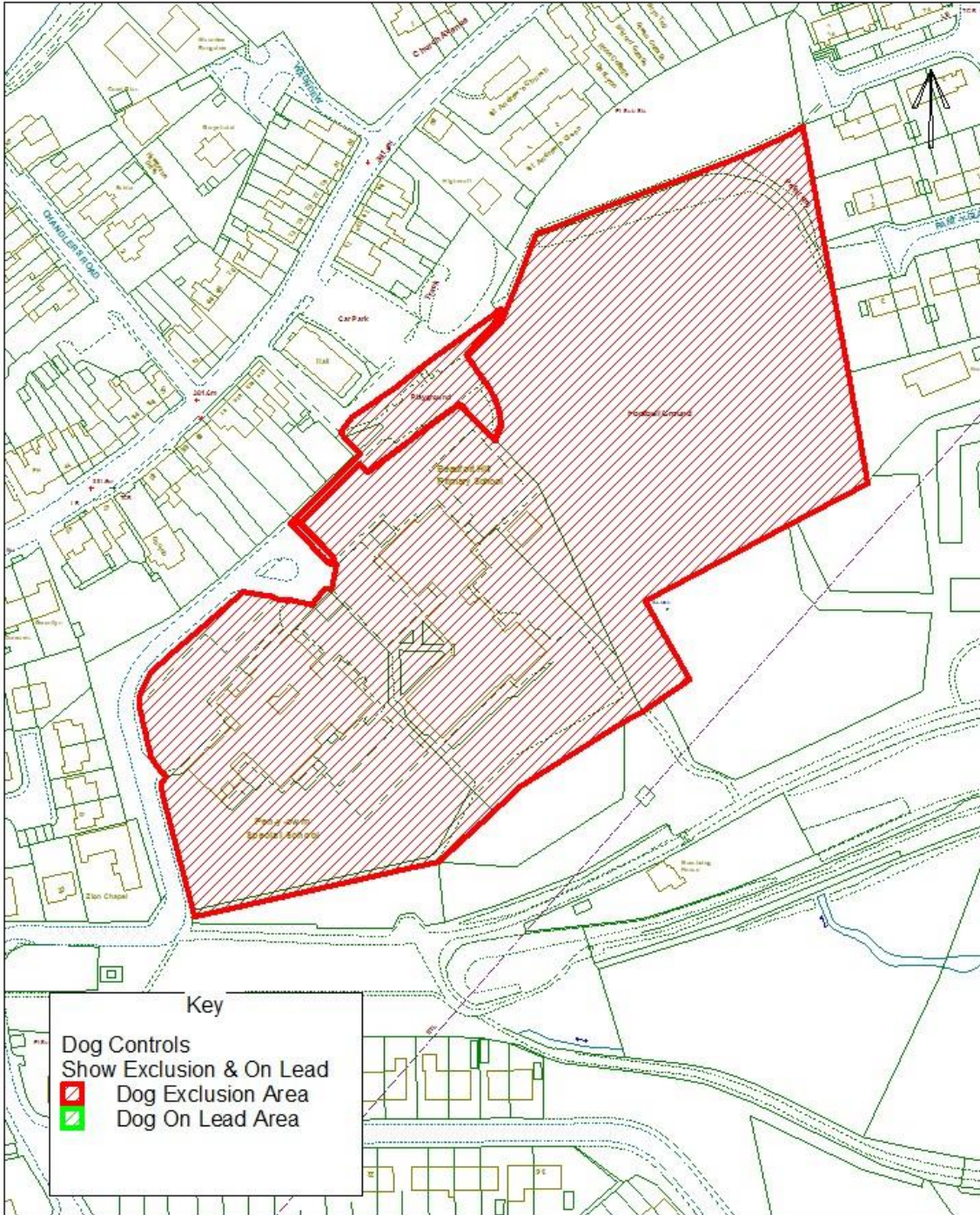
Dog Controls - Public Space Protection Order

Order Ref. No: PSPO-DC-063

Site Name: Beaufot Hill Primary School, Playground & Recreation Ground & Pen Y Cwm Special School

Easting: 317606 Northing: 211607

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Athyronwyd o Fapan'r Ordnance Survey o'rnodir Rheolwr Llywodraethol (C) Hawlfraith y Gwlad.
Yn eiddo athronwyd heb awdurdod yr Iorri Hawlfraith y Gwlad a gall arwain at enwydd neu oerodder sŵn. BGCC - LA69002L.





Blaenau Gwent County Borough Council

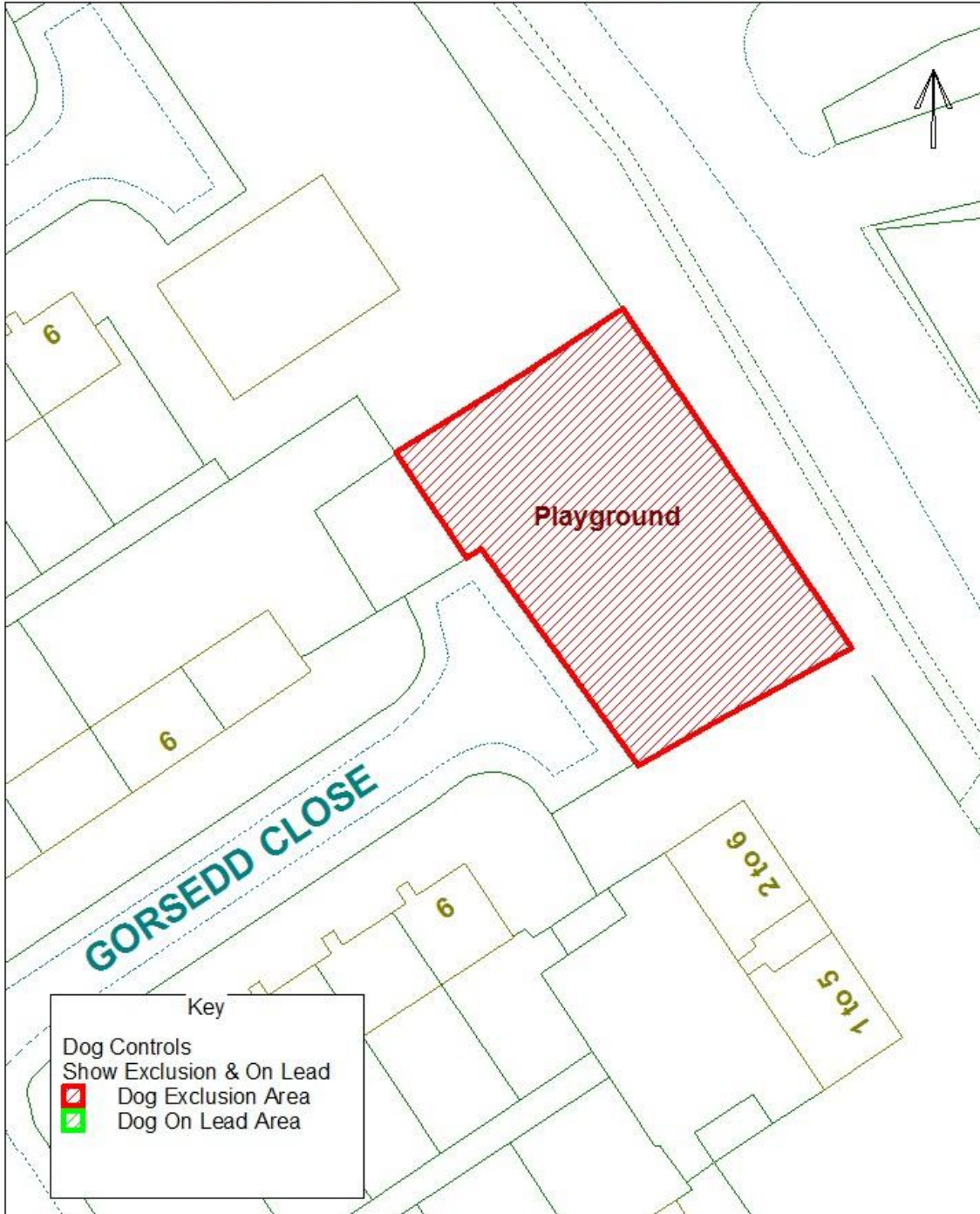
Dog Controls - Public Space Protection Order

Order Ref. No: PSPO-DC-064

Site Name: Playground at Gorsedd Close, Garnlydan.

Easting: 316810 Northing: 212503

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Agyrrwyddwch o Fapanir Ordnance Survey osodolion Rhodri Llyda Eri (Kwntrol) o'r Hwffrwyd y Gwmwl.
Yn eiddo aghyrrwyddwch heb awdurdod yr Iorri Hwffrwyd y Gwmwl a gall arwain at orpiald neu orpiald sŵl. BGCC - LA69002L.





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

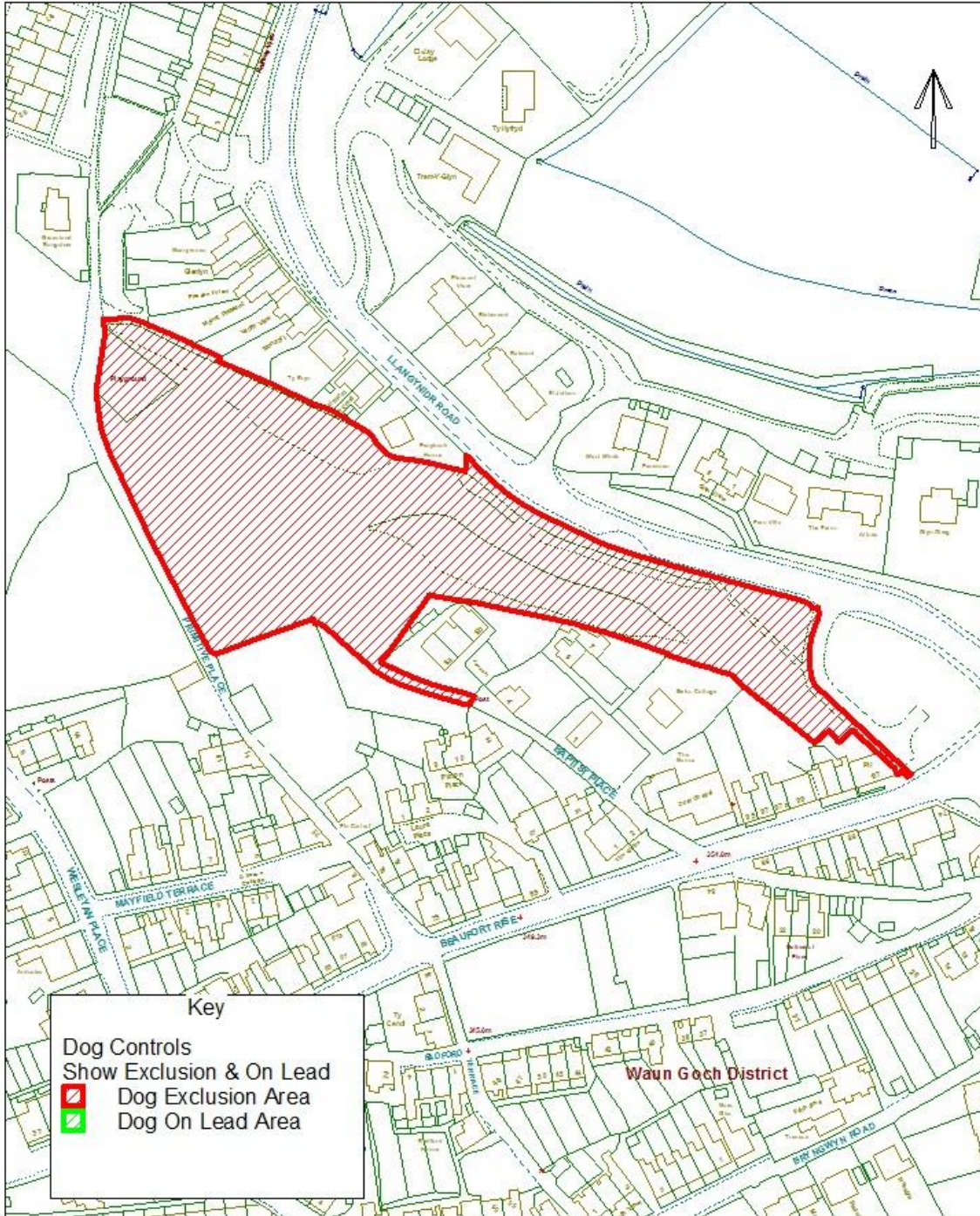
Order Ref. No: PSPO-DC-067

Site Name: Playground and playing field at Primitive Place, Beaufort, Ebbw Vale.

Easting: 316716 Northing: 211726

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Atgynhwyfwrdd o Ffynonau Ordnance Survey osodolir hysbysu i Lywodraeth y Ffynonau y Gorn. Yn eiddo atgynhwyfwrdd heb awdurdod yr eidd hysbysu y Gorn a gall arwain at orydwad neu orydwad sŵn. BGDC - LA09002L.



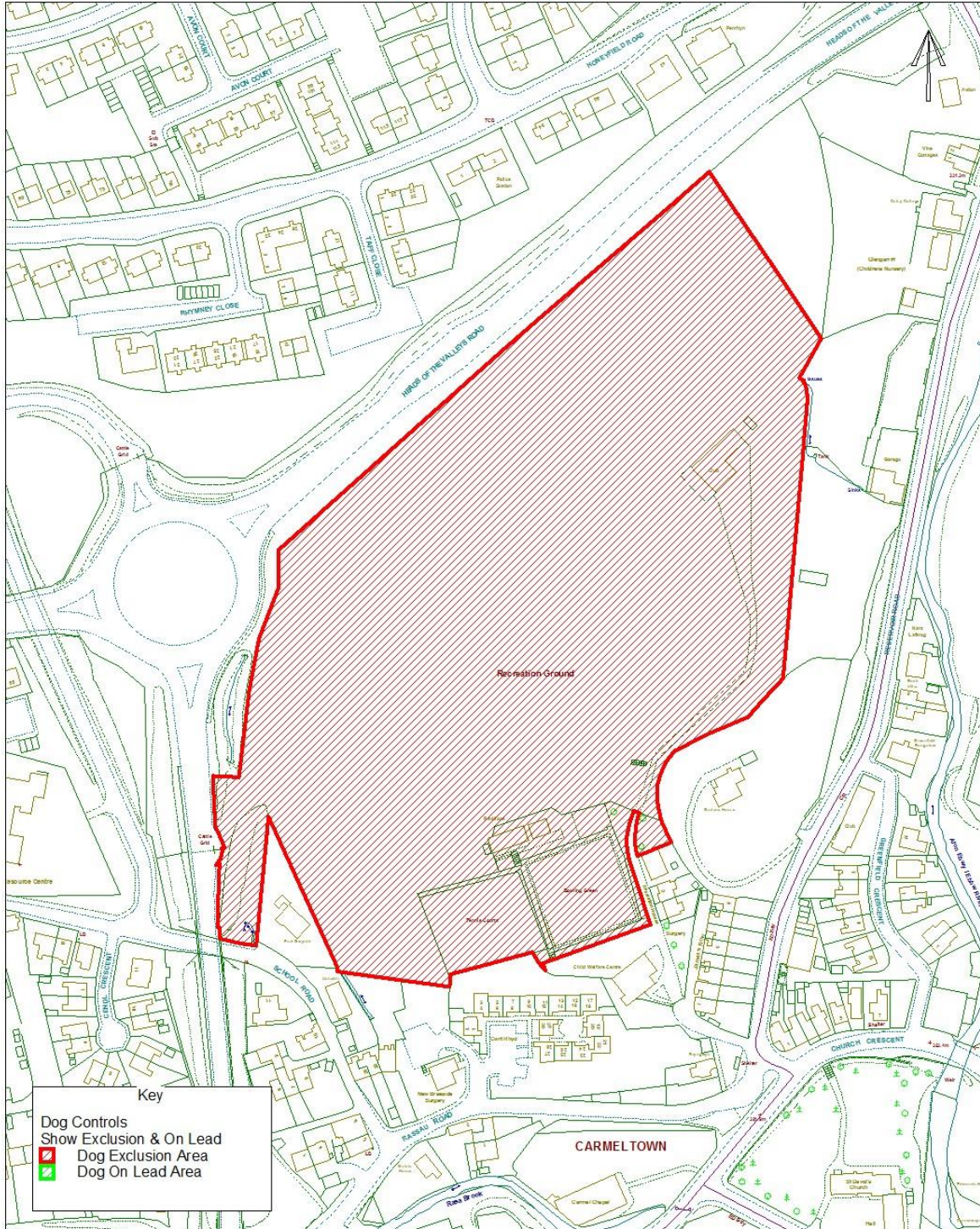


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSP0-DC-068
Site Name:	Beaufort Welfare Ground, Reservoir Road, Ebbw Vale.
Eastings:	316178
Northing:	211818

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 Atgynhychwyd o Fapiau'r Ordnance Survey charniatad Rheolwr Llyfrfa Ei Mawrhydi (c) Hawffraint y Goron.
 Y mae atgynhychu heb awdurdod yn torri Hawffraint y Goron a gall anwain at erlyniad neu achosion sifil. BGCBC - LA09002L





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No: PSPO-DC-069 & PSPO-DC-070

Site Name: Playground & field at Summerfield Road & playground behind Honeyfield Road

Easting: 315869 Northing: 212021

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 Agyrryngwyd o Fapanil Ordnance Survey osodolion Rhwng Llyda Eri (Kwntwr) (c) Howffraint y Gorn.
 Yrddo aggyrryrbu heb awdurdod yr tom Howffraint y Gorn a gall anwdd at orywiad neu osodolion sŵl. BGCCB - LA09002L.





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

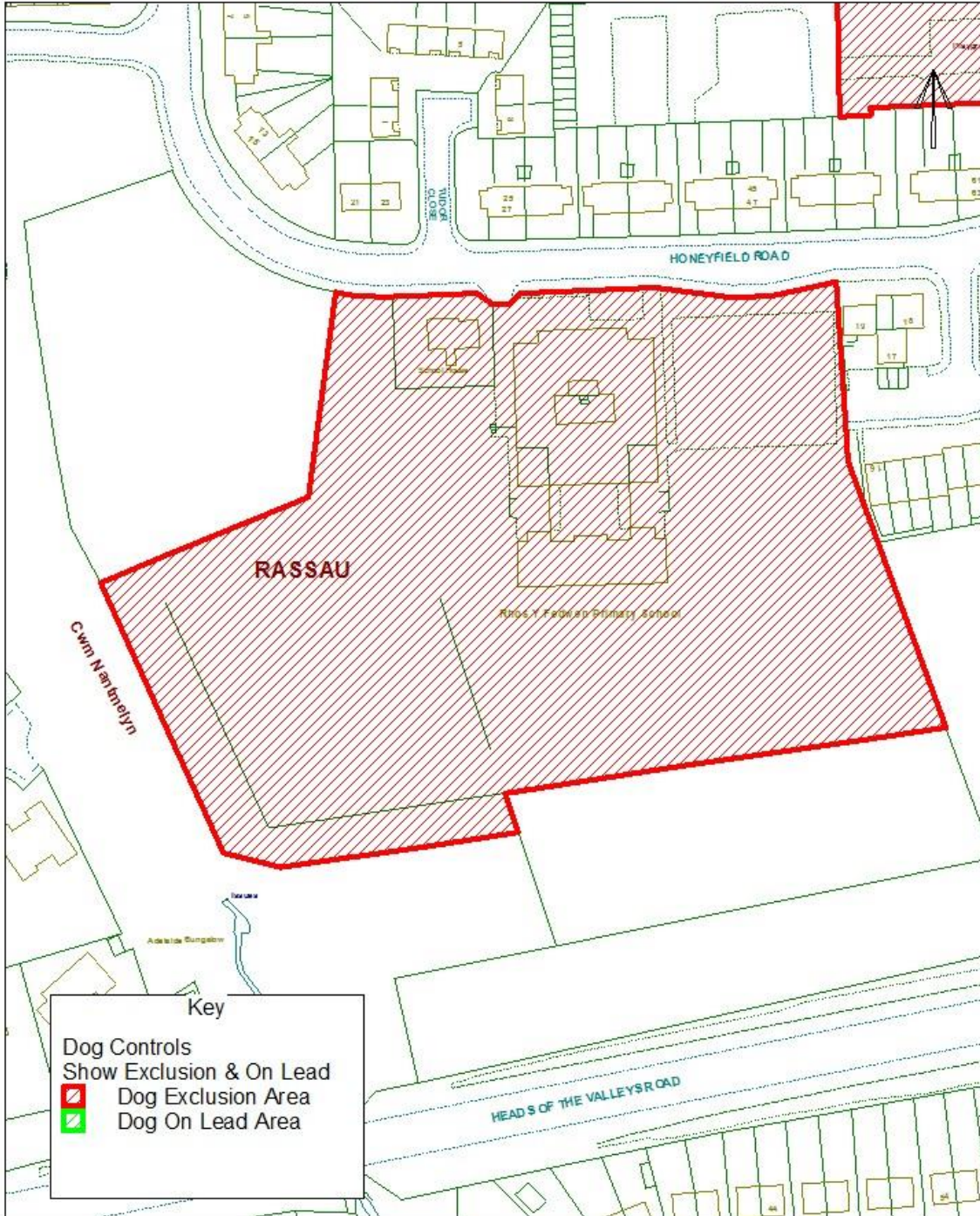
Order Ref. No: PSPO-DC-071

Site Name: Rhos Y Fedwen School, Honeyfield Road, Rassau

Easting: 315728 Northing: 211894

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Atgynhwybwrdd o Fapanwr Ordnance Survey osodolion Rhosowr Llyda Eri (Kwawr) (c) Howlfrant y Gwam. Yrtao atgynhwybwrdd heb awdurdod yr roni Howlfrant y Gwam a gall awdardd at gnywad neu osodolion sŵl, BGCCB - LA69002L.





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

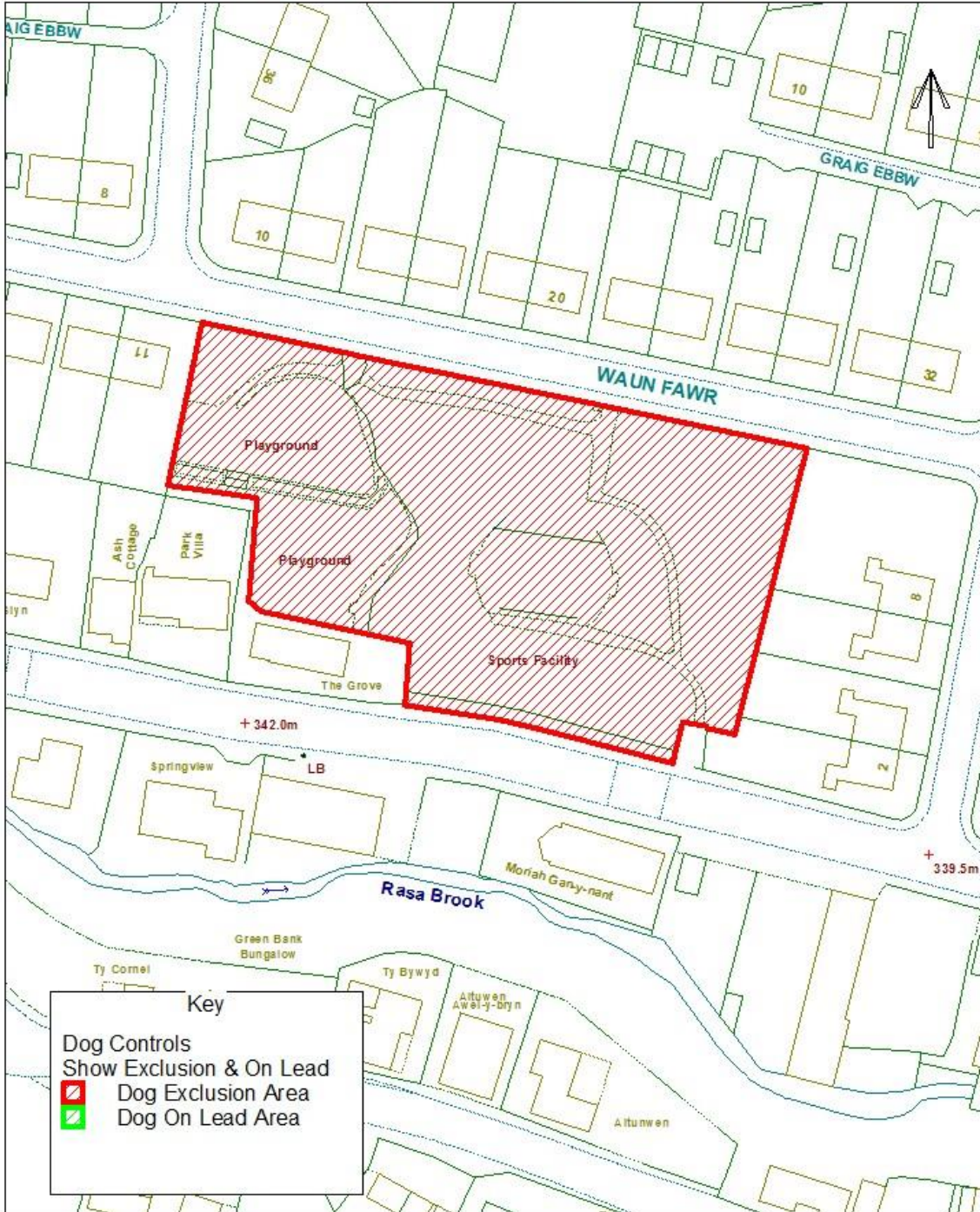
Order Ref. No: PSPO-DC-072

Site Name: Playground at Waun Fawr, Ebbw Vale.

Easting: 315597 Northing: 211586

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Atgynwnged o Fapanil Ordnance Survey osodolir Rhwyd-Llyda Eri (Kwadrat) (c) Howffrant y Gorn. Yrddo atgynwnged heb awdurdod yr tom Howffrant y Gorn a gall arwain at orywiad neu orystroer sŵl. BGDCB - LA09002L.



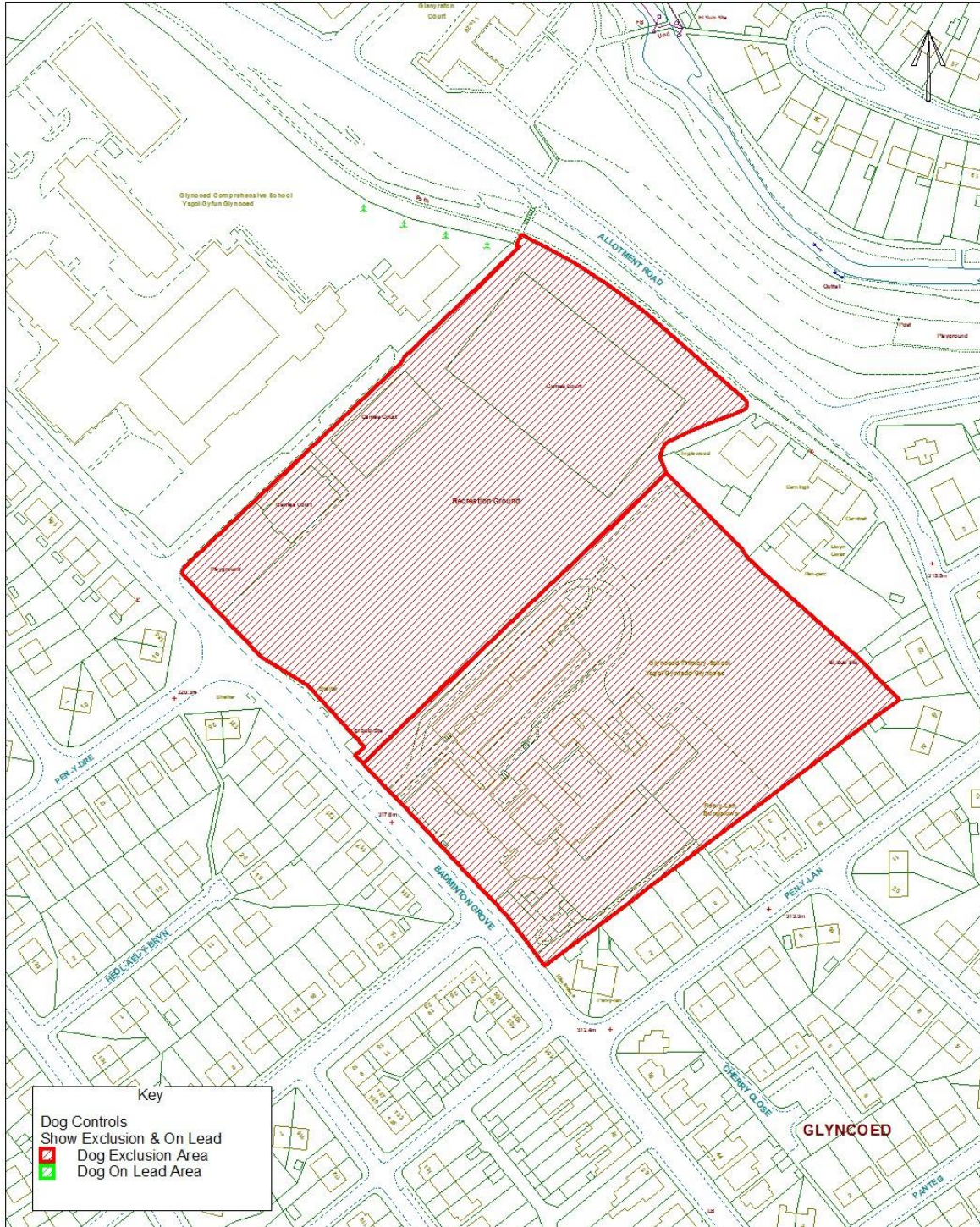


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-073 & PSPO-DC-074
Site Name:	Recreation Ground & Glyncoed Primary School, Badminton Grove, Ebbw Vale.
Eastings:	316553
Northing:	211148

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 Atgynhychwyd o Fapiau'r Ordnance Survey chariadaid Rheolwr Llyfrfa Ei Mawrhydi (c) Hawffraint y Goron.
 Y mae atgynhychu heb awdurdod yn torri Hawffraint y Goron a gall anwain at erlyniad neu achosion sifil. BGBCB - LA09002L



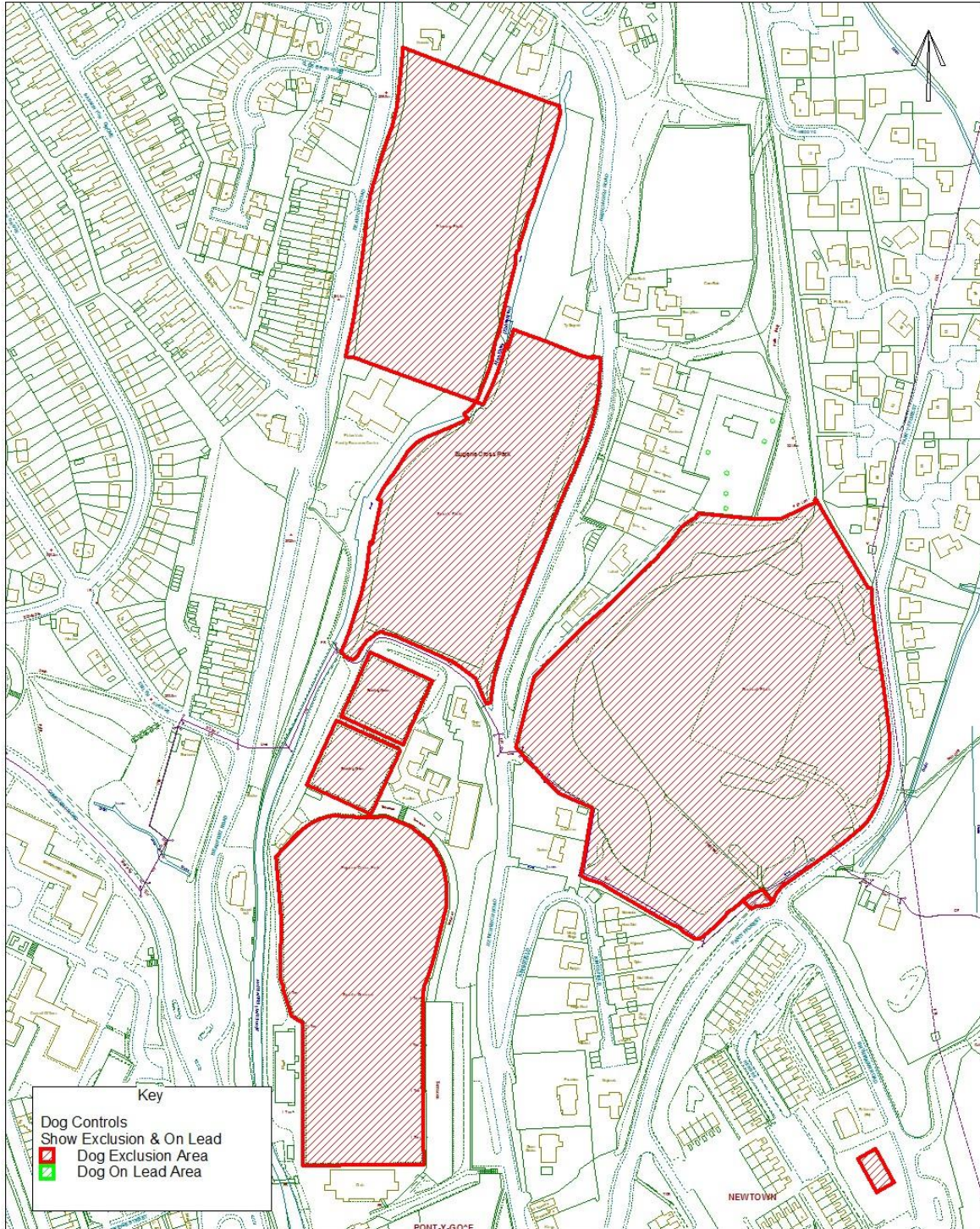


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-075 & PSPO-DC-076
Site Name:	Recreation Grounds at Eugene Cross Park and Pantyfforest, Ebbw Vale.
Easting:	316960
Northing:	210506

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 Atgynhychwyd o Fapiau'r Ordnance Survey chariaded Rheolwr Llyfrfa Ei Mawrhydi (c) Hawffraint y Goron.
 Y mae atgynhychu heb awdurdod yn torri Hawffraint y Goron a gall anwain at erlyniad neu achosion sifil. BGCBC - LA09002L



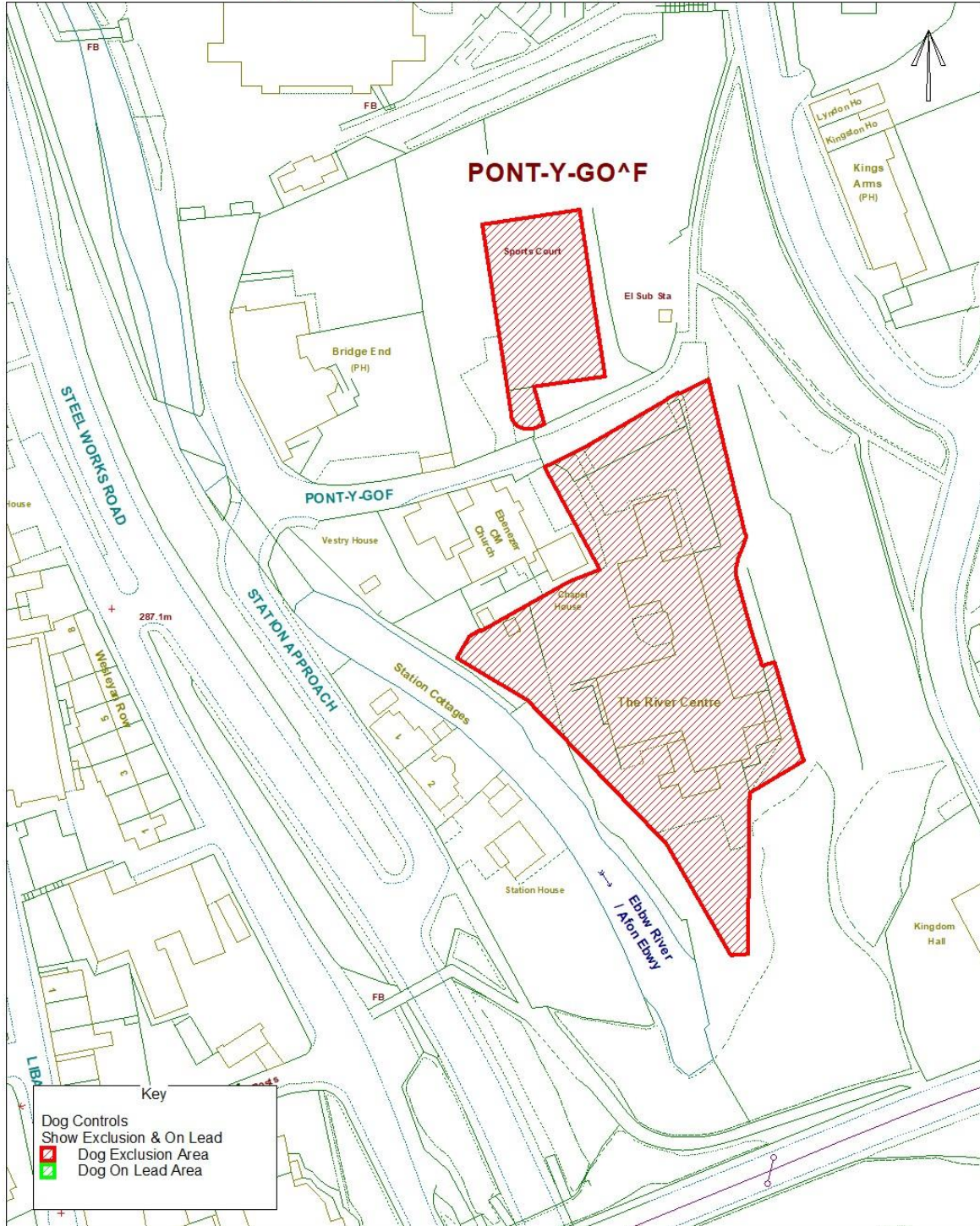


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-077 & PSPO-DC-078
Site Name:	Play area & River Centre 3-16 Learning Community Secondary Campus, Ebbw Vale
Easting:	316915
Northing:	210030

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 Atgynhychwyd o Fapiau'r Ordnance Survey chariataid Rheolwr Llyfrfa Ei Mawrhydi (c) Hawffraint y Goron.
 Y mae atgynhyrchu heb awdurdod yn torri Hawffraint y Goron a gall arwain at erlyniad neu achosion sifil. BGCBC - LA09002L





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

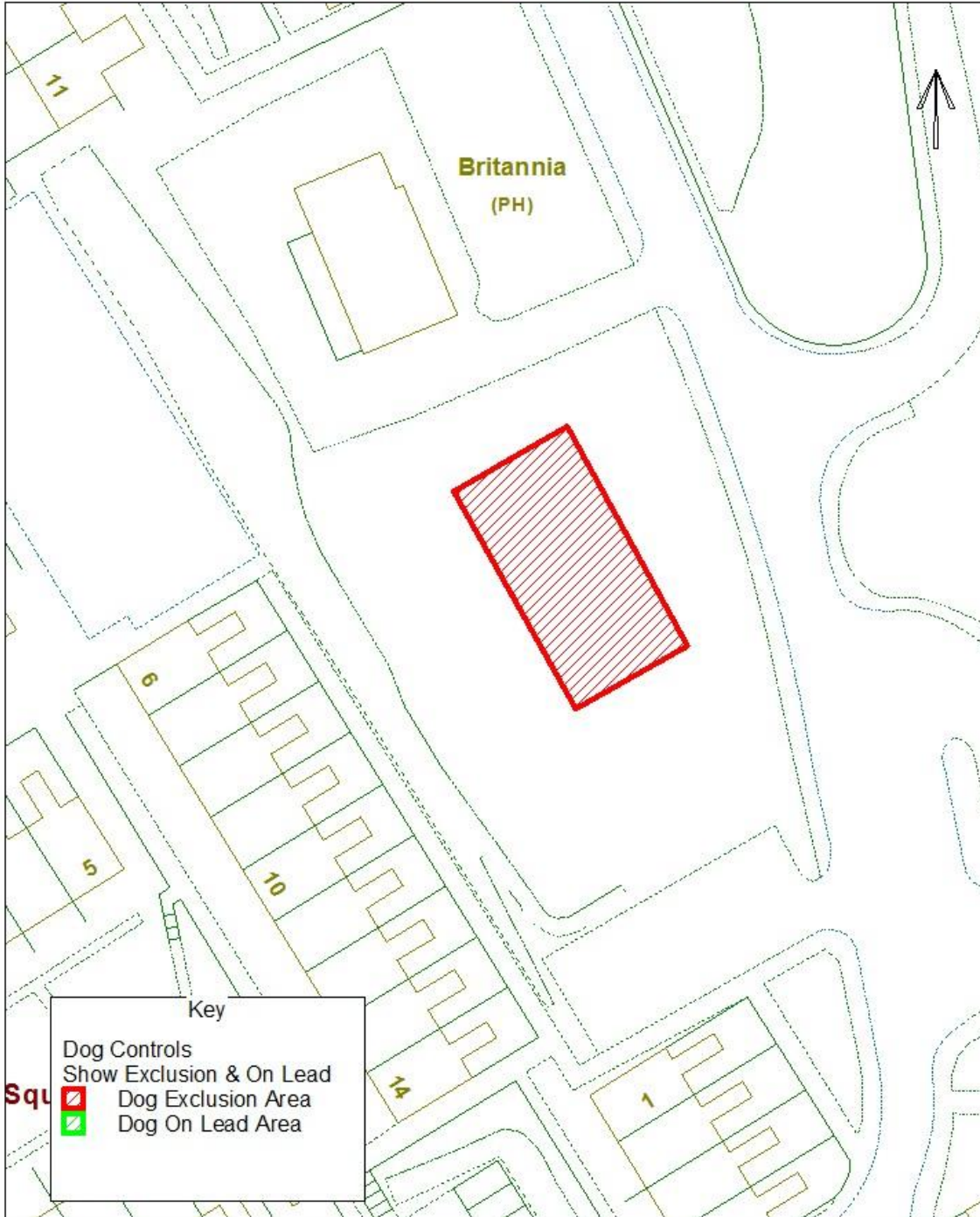
Order Ref. No: PSPO-DC-079

Site Name: Playground at Brynmawr Road, Newtown, Ebbw Vale.

Easting: 317191 Northing: 210156

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Atgynhwyd o Fapanil Ordnance Survey osodolion Rhwyd-Llyso Ebbw Vale (C) Hawlfraif y Gorn. Yn eidd atgohyrbu heb awdurdod yr eiddi Hawlfraif y Gorn a gall arwain at enydd neu eiddoeri sŵl. BGDCB - LA09002L.





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

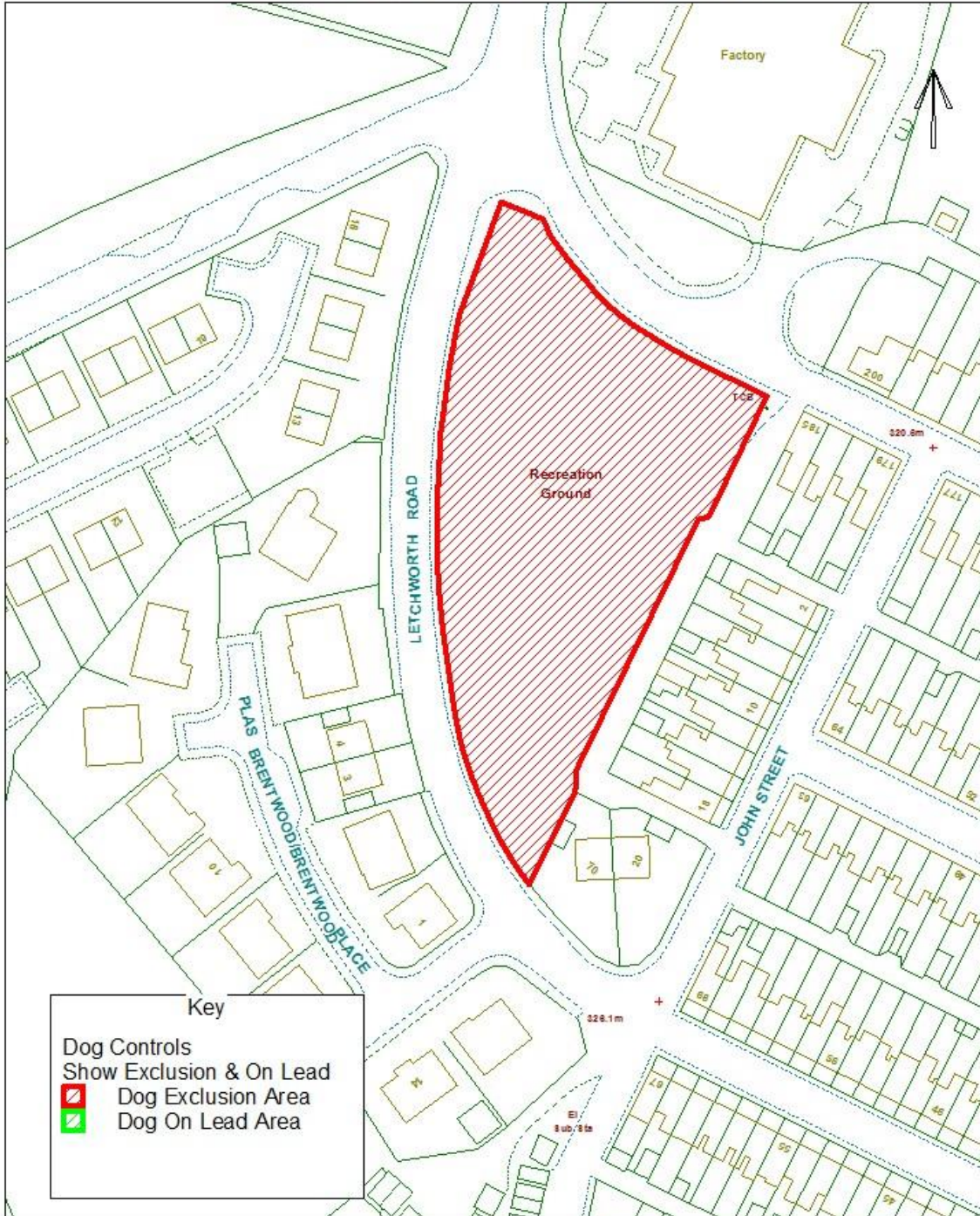
Order Ref. No: PSPO-DC-081

Site Name: Recreation Ground at Letchworth Road, Ebbw Vale.

Easting: 316174 Northing: 210184

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Atgynhwyf i Fapan'r Ordnance Survey osodiad Rhodri Llyda Eri (Kwntrol) o'r Hordfrwyf y Gwmwl. Yn eiddo atgynhwyf heb awdurdod yr eiddo Hordfrwyf y Gwmwl a gall arwain at orpwyd neu orpwyd sŵn. BGDCB - LA069002L.





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

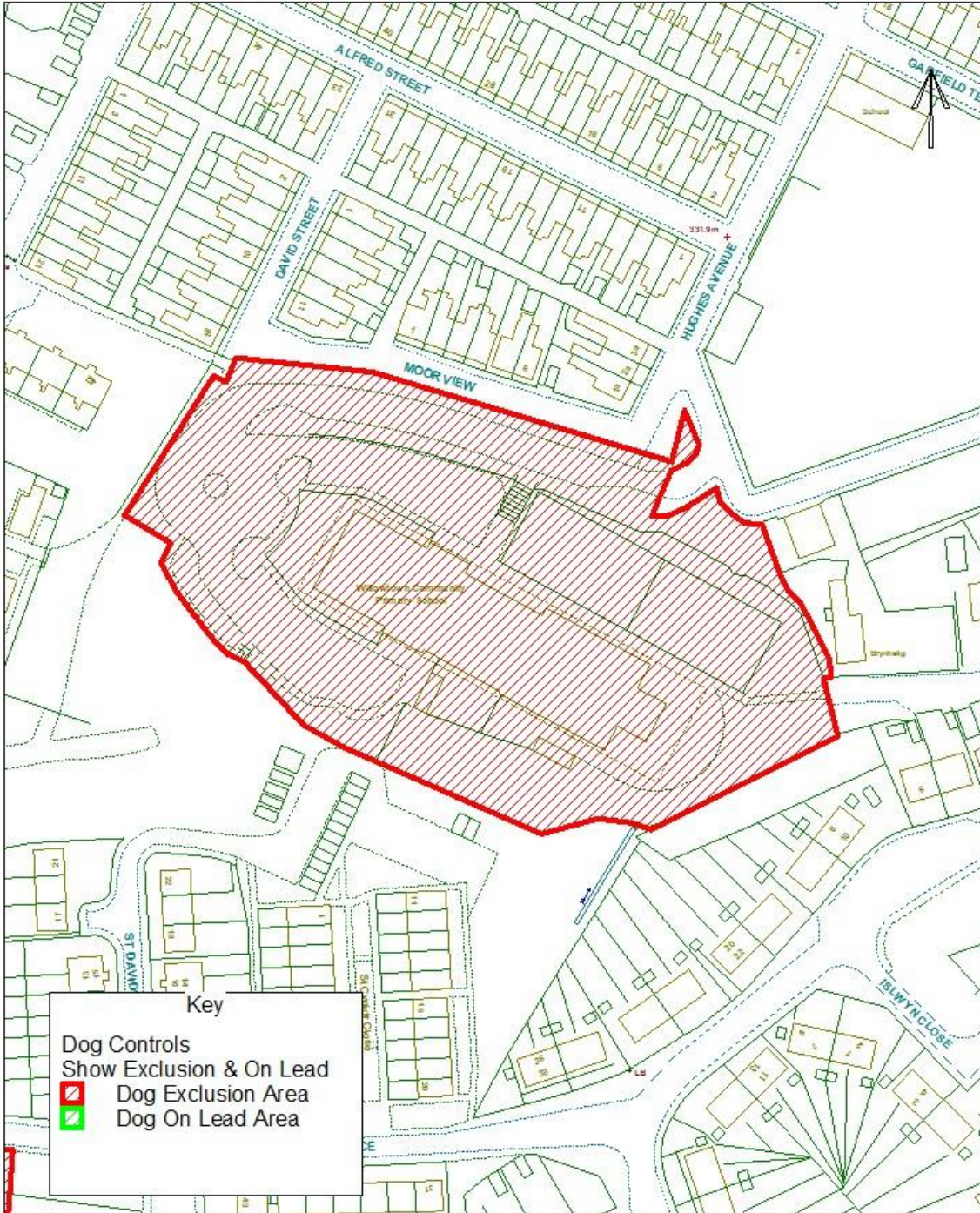
Order Ref. No: PSPO-DC-082

Site Name: Willowtown Primary School, Brynheulog Street, Ebbw Vale.

Easting: 316267 Northing: 209890

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Aglynyddir o Fapanil Ordnance Survey osodolion Rheddu Llyda Eri (Kwntwr) y Gwnt. Yn eiddo aglynyddu heb awdurdod yr eiddo Rheddu'r Gwnt a gall arwain at orfuddio neu orfuddio sifil. BGCBC - LA09002L.



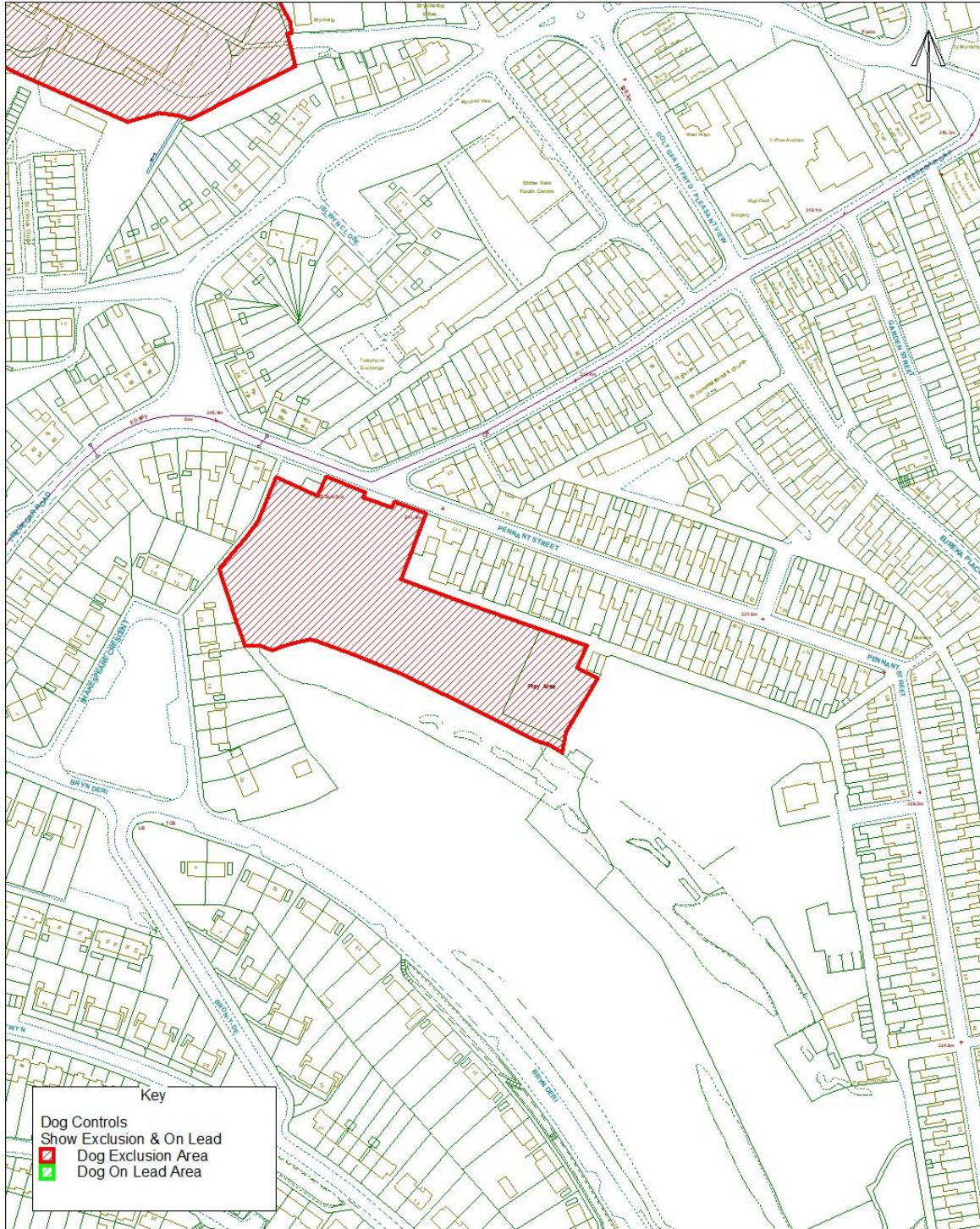


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSP0-DC-083
Site Name:	Recreation ground at Pennant Street, Ebbw Vale.
Easting:	316435
Northing:	209625

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 Atgynhychwyd o Fapiau'r Ordnance Survey chariataid Rheolwr Llyfrfa Ei Mawrhydi (c) Hawffraint y Goron.
 Y mae atgynhychu heb awdurdod yn torri Hawffraint y Goron a gall anwain at erlyniad neu achosion sifil. BGCBC - LA09002L



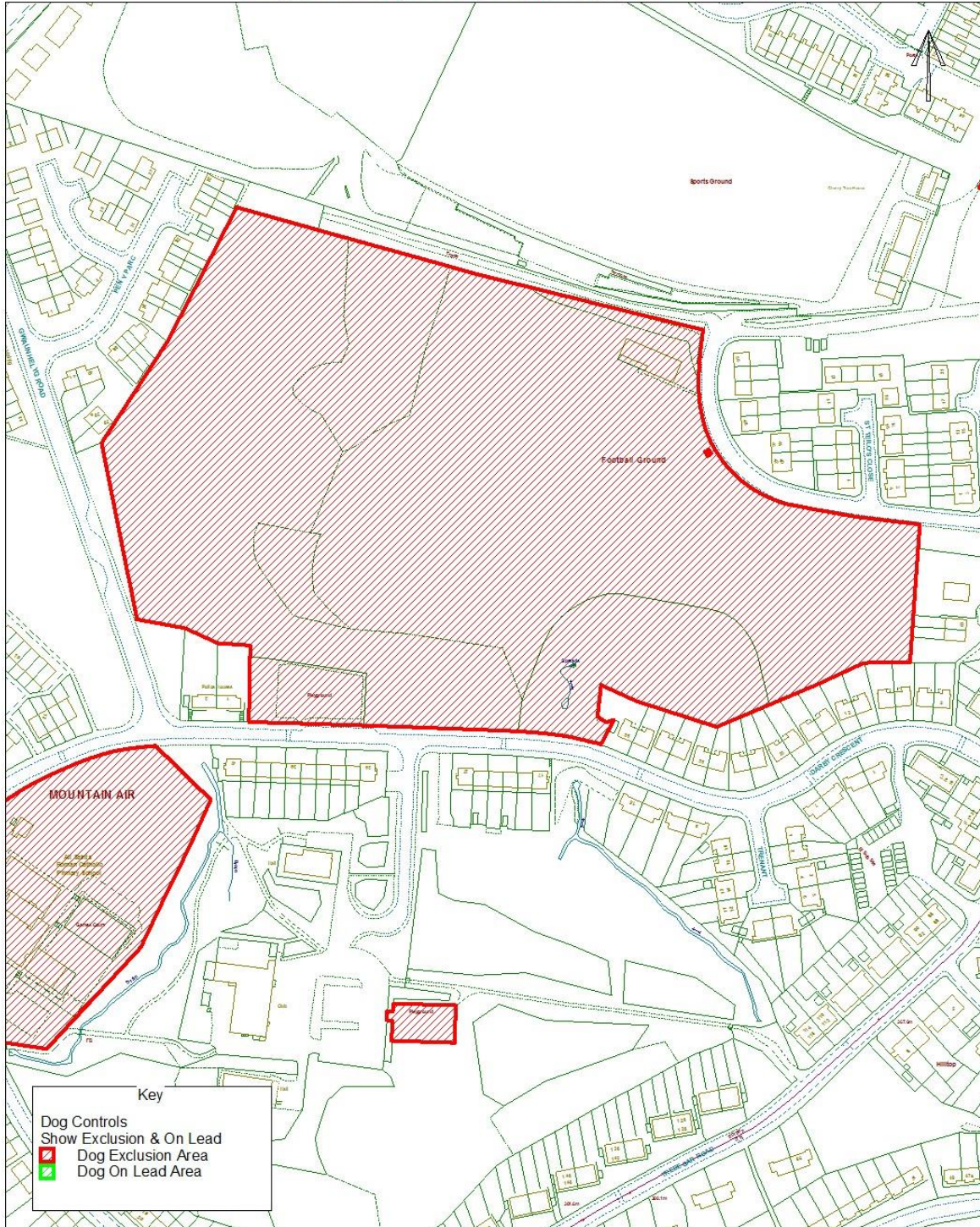


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-084
Site Name:	Hilltop Stadium, recreation ground, Darby Crescent, Ebbw Vale.
Easting:	315958
Northing:	209718

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 Atgynhychwyd o Fapiau'r Ordnance Survey charniatad Rheolwr Llyfrfa Ei Mawrhydi (c) Hawffraint y Goron.
 Y mae atgynhychu heb awdurdod yn torri Hawffraint y Goron a gall anwain at erlyniad neu achosion sifil. BGBCB - LA09002L





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

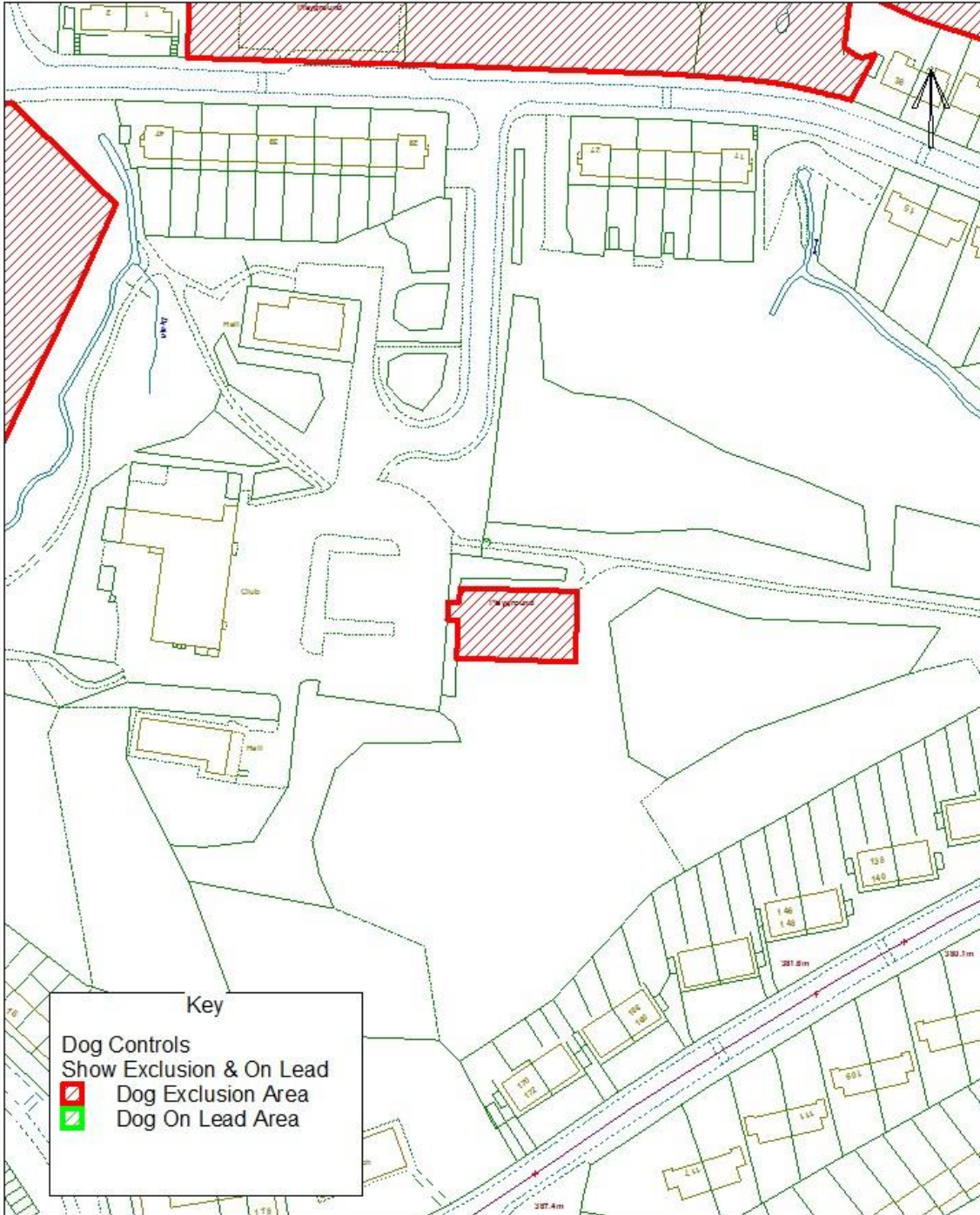
Order Ref. No: PSPO-DC-085

Site Name: Play area at Darby Crescent, Hilltop, Ebbw Vale.

Easting: 315920 Northing: 209537

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Atgynwngyd o Fapan'r Ordnance Survey osodolion Rhodwri Llyda Eri (Kwntwr) (c) Howffrant y Gwmwl. Yn eidd atgofyrbu heb awdurdod yr eidd Howffrant y Gwmwl a gall arwain at orywiad neu orystroer sŵl. BGDCB - LA06002L.





Blaenau Gwent County Borough Council

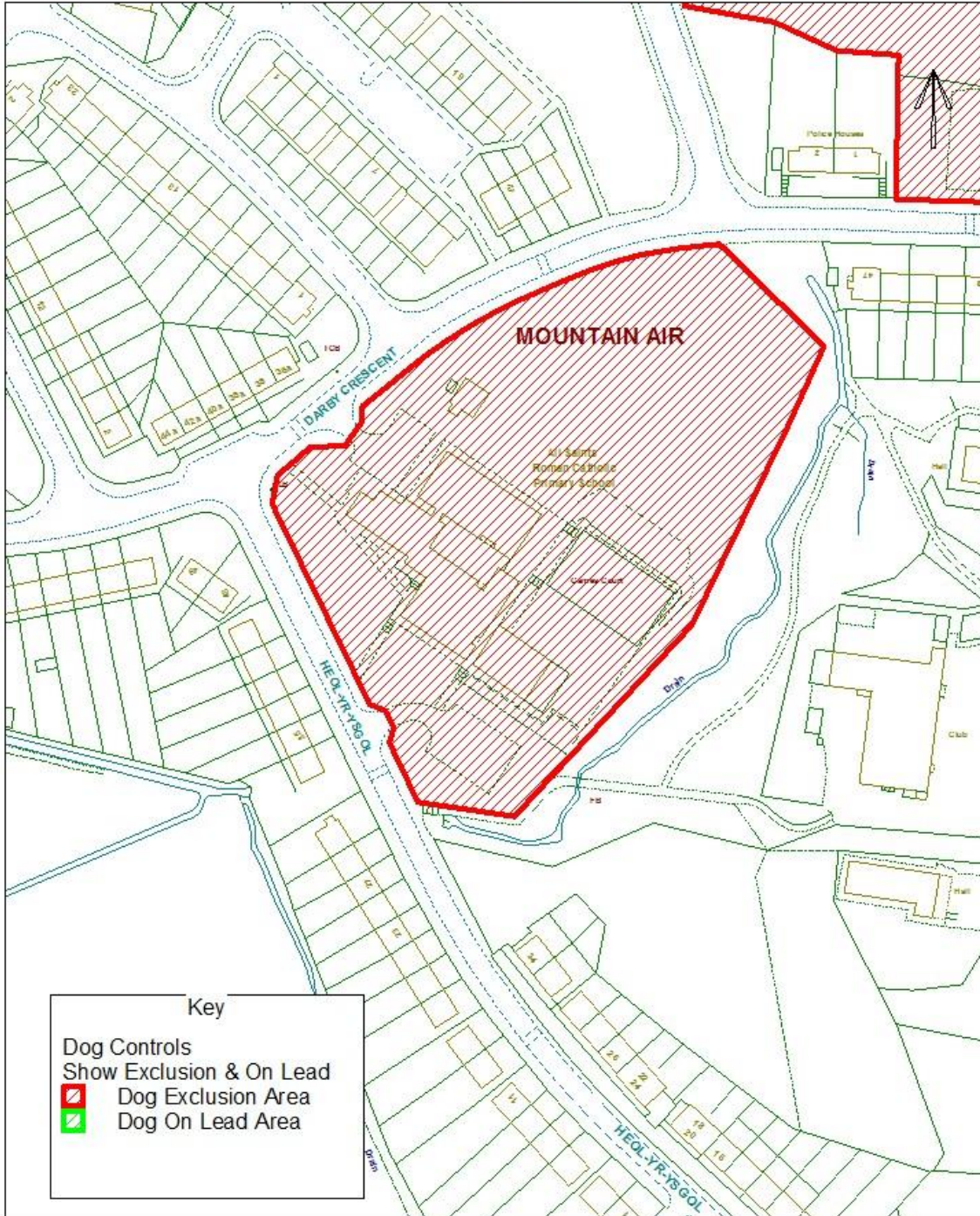
Dog Controls - Public Space Protection Order

Order Ref. No: PSPO-DC-086

Site Name: All Saints Roman Catholic Primary School, Heol Yr Ysgol.

Easting: 315749 Northing: 209571

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 Agyrrwyddiad o Fapanir Ordnance Survey osodolion Rhwydwrdd Llywodraethol (C) Hawlfraint y Gorn. Yn eiddo aglybwrdd heb awdurdod yr Iorri Hawlfraint y Gorn a gall arwain at enghid neu oeroster sŵl. BGDCB - LA09002L.





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

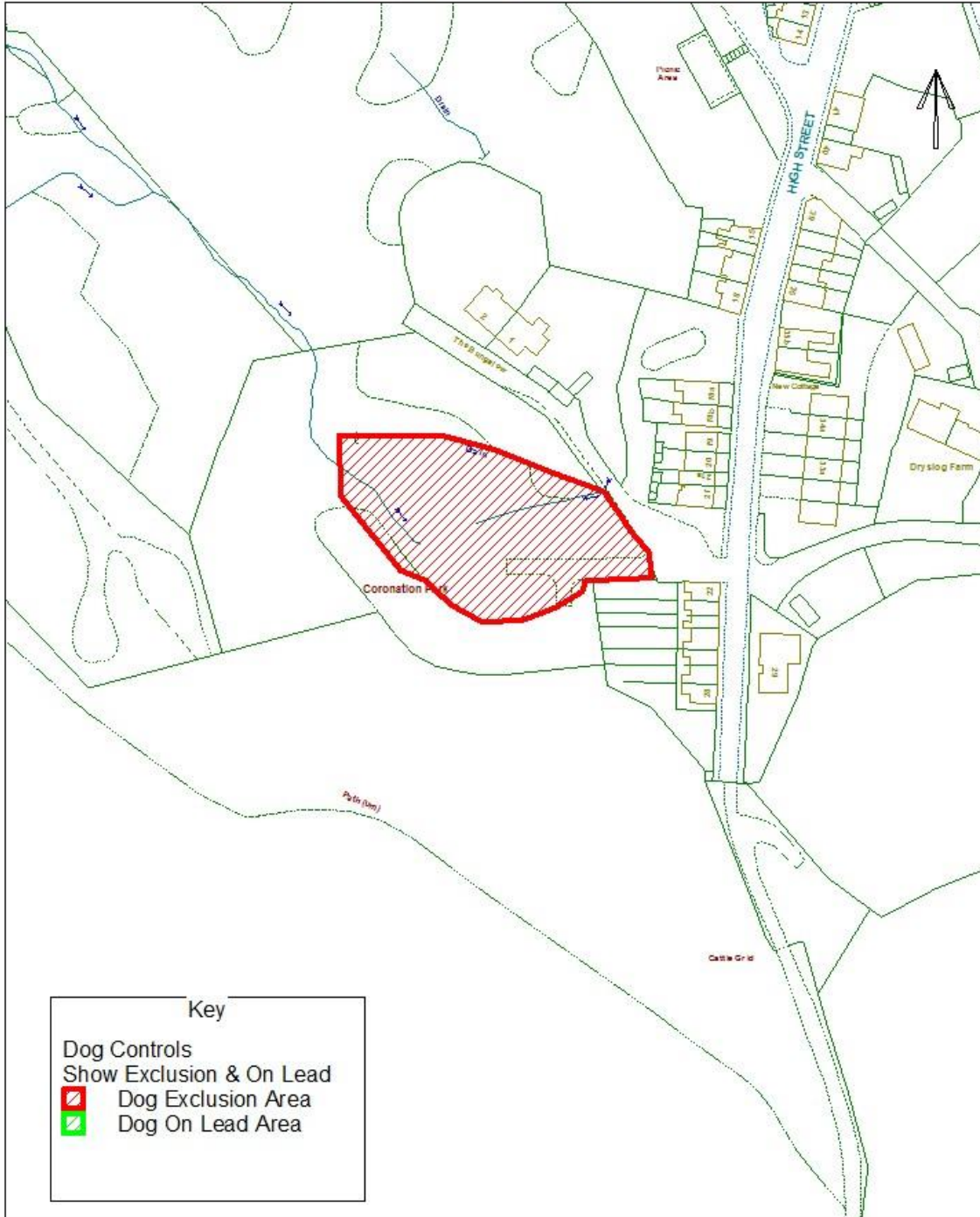
Order Ref. No: PSPO-DC-087

Site Name: Coronation Park, High Street, Ebbw Vale.

Easting: 316617 Northing: 208473

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Aggwyddiwyd o Fapanir Ordnance Survey osodolion Rhwng Llyda Eri (Kwntwr) (c) Howffrant y Gorn. Yn eiddo aglybysu heb awdurdod yr eidd Howffrant y Gorn a gall arwain at orywiad neu oerostor sŵl. BGDCB - LA09002L.



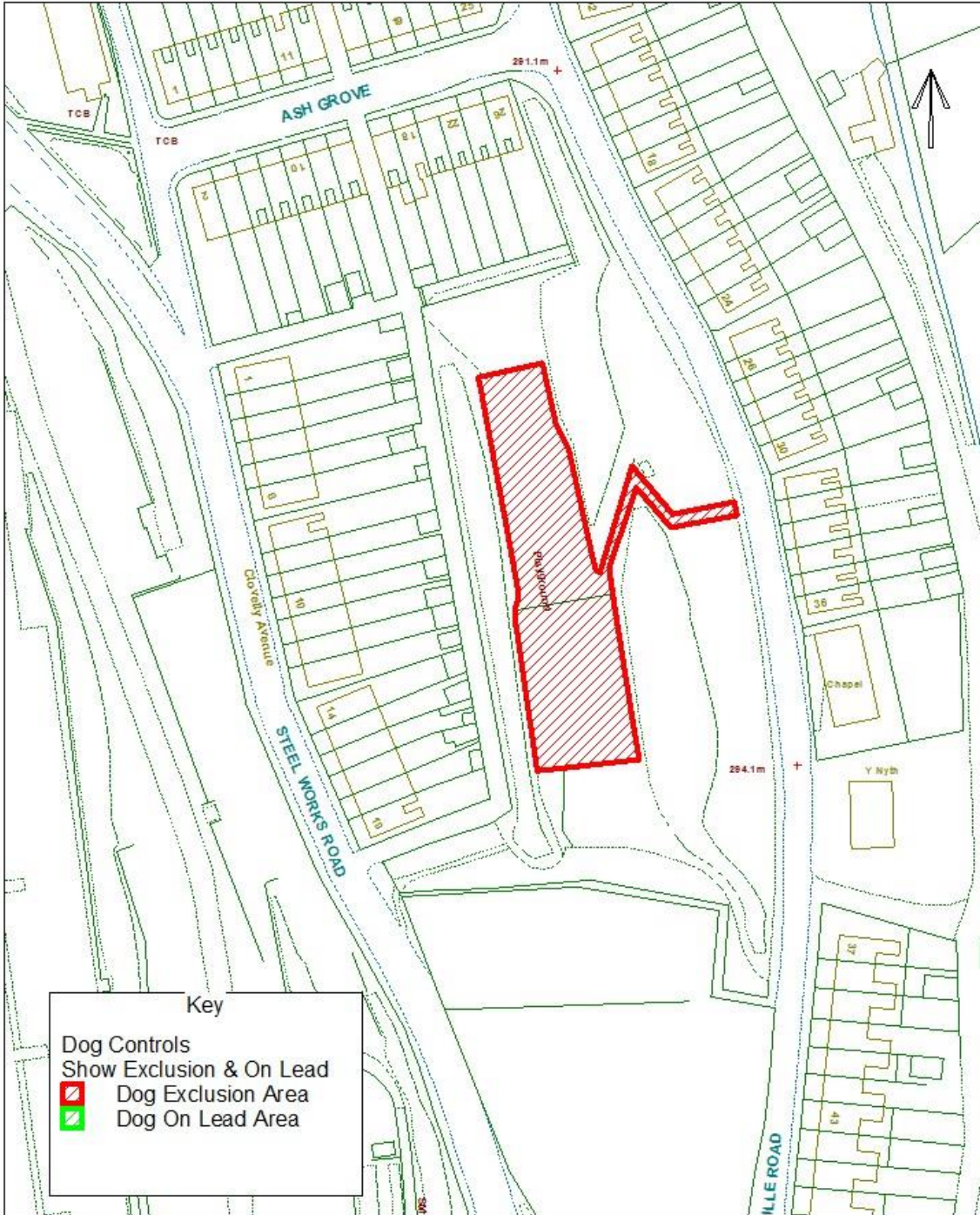


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-088
Site Name:	Playground at Eastville Road, Ebbw Vale.

Easting: 317511 Northing: 208446
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 Agyrrwyddiad o Fapanir Ordnance Survey osodolion Ebbw Vale a'i (Kwntwr) (c) Howffran y Gwmwl.
 Yr eidd aggyrrwyddiad heb awdurdod yr eidd Howffran y Gwmwl a gall arwain at orfudd neu oerdder sŵl. BGCCB - LA69002L.





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

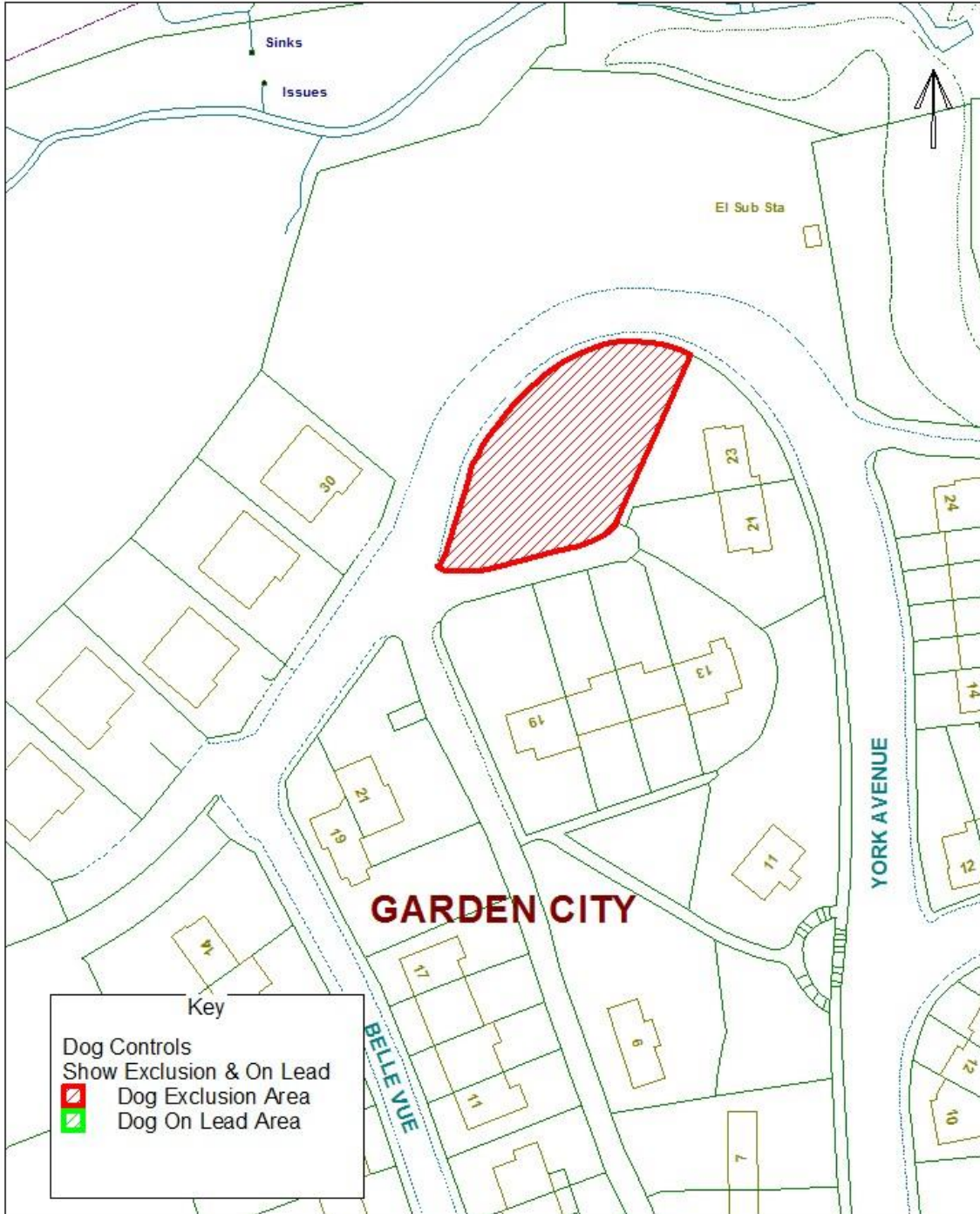
Order Ref. No: PSPO-DC-089

Site Name: Playground at York Avenue, Garden City, Ebbw Vale.

Easting: 316852 Northing: 207886

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Atgynwyd o Fapan'r Ordnance Survey osodolir Ebbw Vale a'r Wrecynsa (c) Hysbysu'r Gwlad. Yn eiddo atgofnodiadau hysbysu'r Gwlad. BGCCB - LA69002L.





Blaenau Gwent County Borough Council

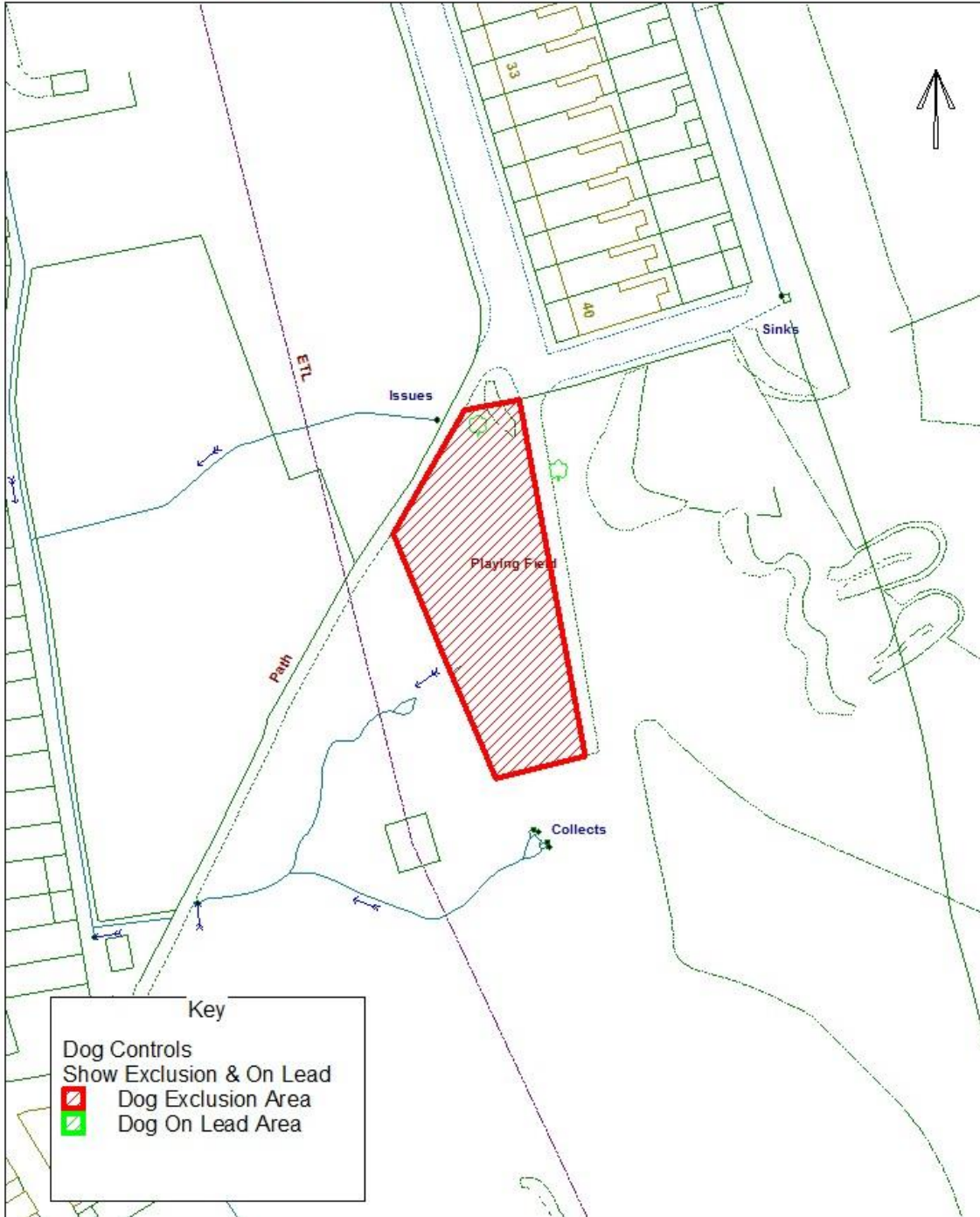
Dog Controls - Public Space Protection Order

Order Ref. No: PSPO-DC-090

Site Name: Playground at Hillside Terrace, Waunlwdd, Ebbw Vale.

Easting: 317908 Northing: 206746

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 Agyrrwyddiad o Fapanir Ordnance Survey osodolion Ebbw Vale a Waunlwdd (c) Howffraint y Gorn.
 Yn eiddo aglybwrthu heb awdurdod yr eidd Howffraint y Gorn a gall arwain at enghyd neu oeroster sŵl. BGCCB - LA09002L.



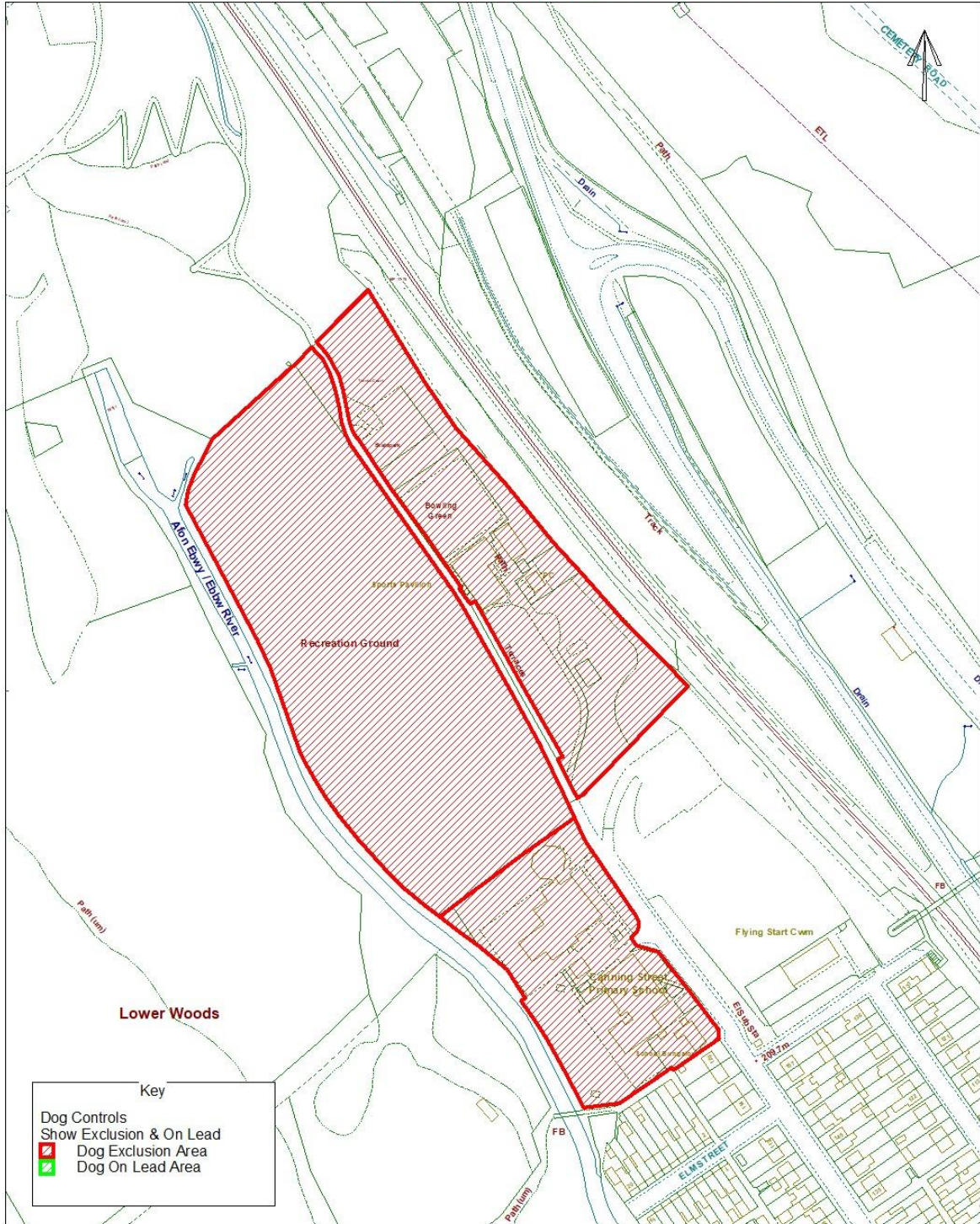


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-091 & PSPO-DC-093
Site Name:	Cwm Primary School & Recreation Ground, Cwm Ebbw Vale
Easting:	318019
Northing:	205938

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 Atgynhychwyd o Fapiau'r Ordnance Survey chariataid Rheolwr Llyfrfa Ei Mawrhydi (c) Hawffrait y Goron.
 Y mae atgynhychu heb awdurdod yn torri Hawffrait y Goron a gall anwain at erlyniad neu achosion sifil. BGCBC - LA09002L





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No: PSPO-DC-095

Site Name: Playground at William Street, Cwm, Ebbw Vale.

Easting: 318465 Northing: 205086

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Atgynhwyd o Fapanil Ordnance Survey osodolion Rhodri Idris Eri (Kwntwr) (c) Howffrwl y Gwm.

Yrddo atgynhwyd heb awdurdod yr tom Howffrwl y Gwm a gall arwain at orywiad neu orydwed sŵl. BGCC - LA09002L.





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

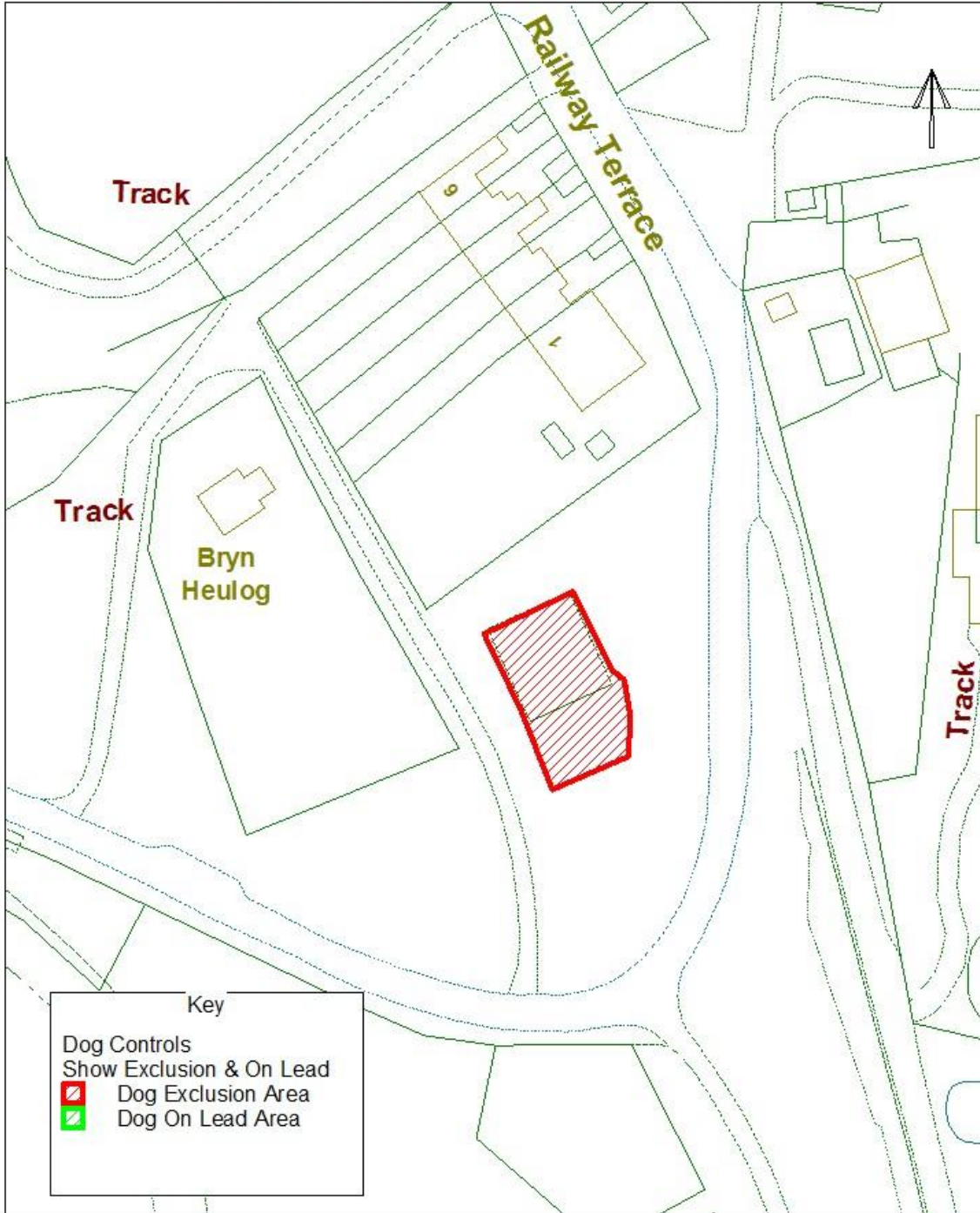
Order Ref. No: PSPO-DC-096

Site Name: Playground at Upper Trefil, Railway Terrace, Trefil, Tredegar.

Easting: 312208 Northing: 212757

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Atgynhwyd o Fapanil Ordnance Survey osodolion Rhwyd-Llyda Eri (Kwntrol) o'r Hwffrwyd y Gwmwl. Yn eiddo atgynhwyd heb awdurdod yr eiddo Hwffrwyd y Gwmwl a gall arwain at enghid neu oeroster sŵl. BGDCB - LA09002L.





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

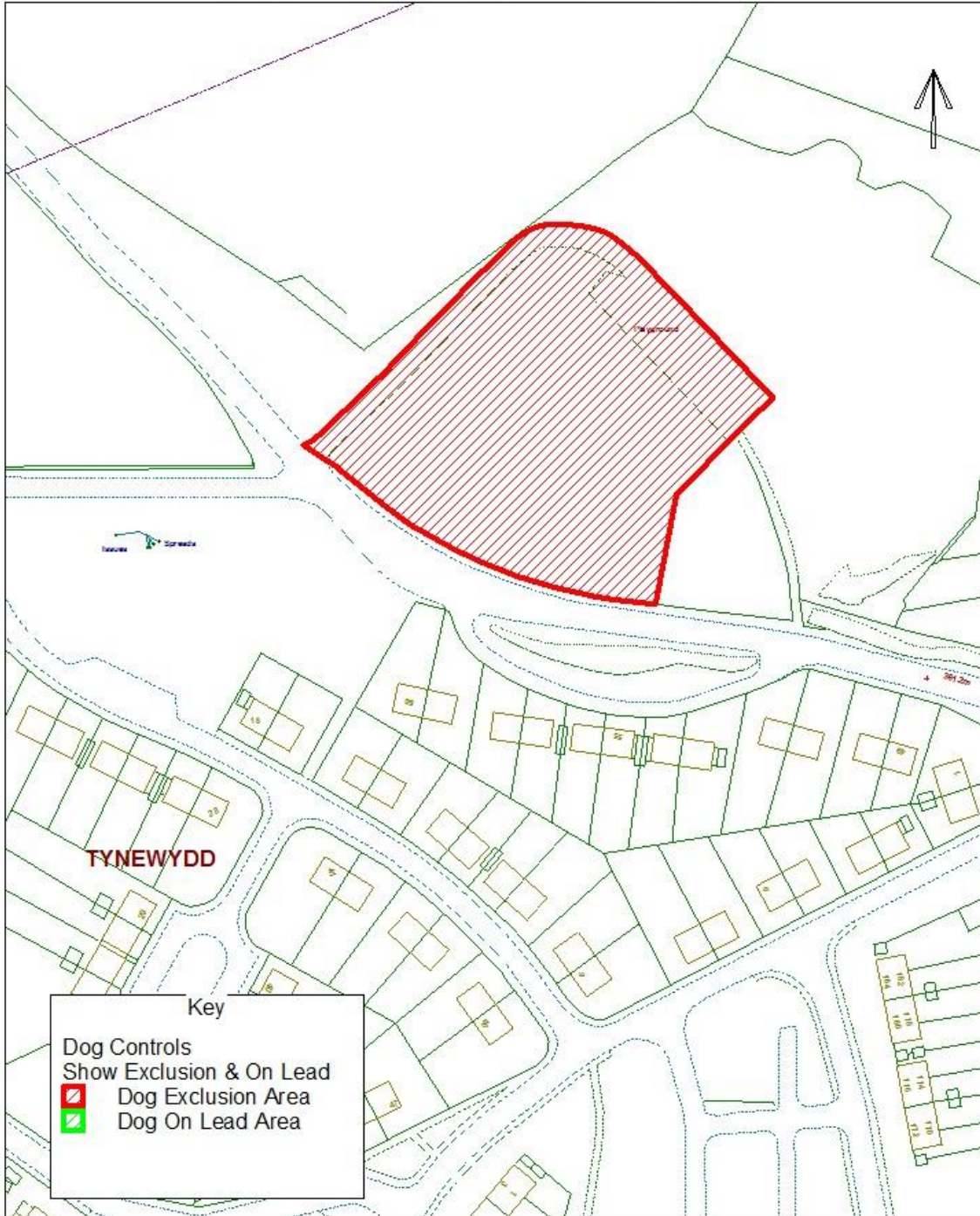
Order Ref. No: PSPO-DC-098

Site Name: Playground at Ty Newydd, Llwyn Helgŷ Road, Tredegar

Easting: 312877 Northing: 211121

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Atgynhwyf i Fapan'r Ordnance Survey osodolir Rhwyd-Llyda Eri (Rwyd-Llyda Eri) Hwffraint y Gorn. Yn eiddo atgohyrbu heb awdurdod yr, tom Hwffraint y Gorn a gall anwain at onyaid seu osodolir sŵl, BGDCB - LA69002L.





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

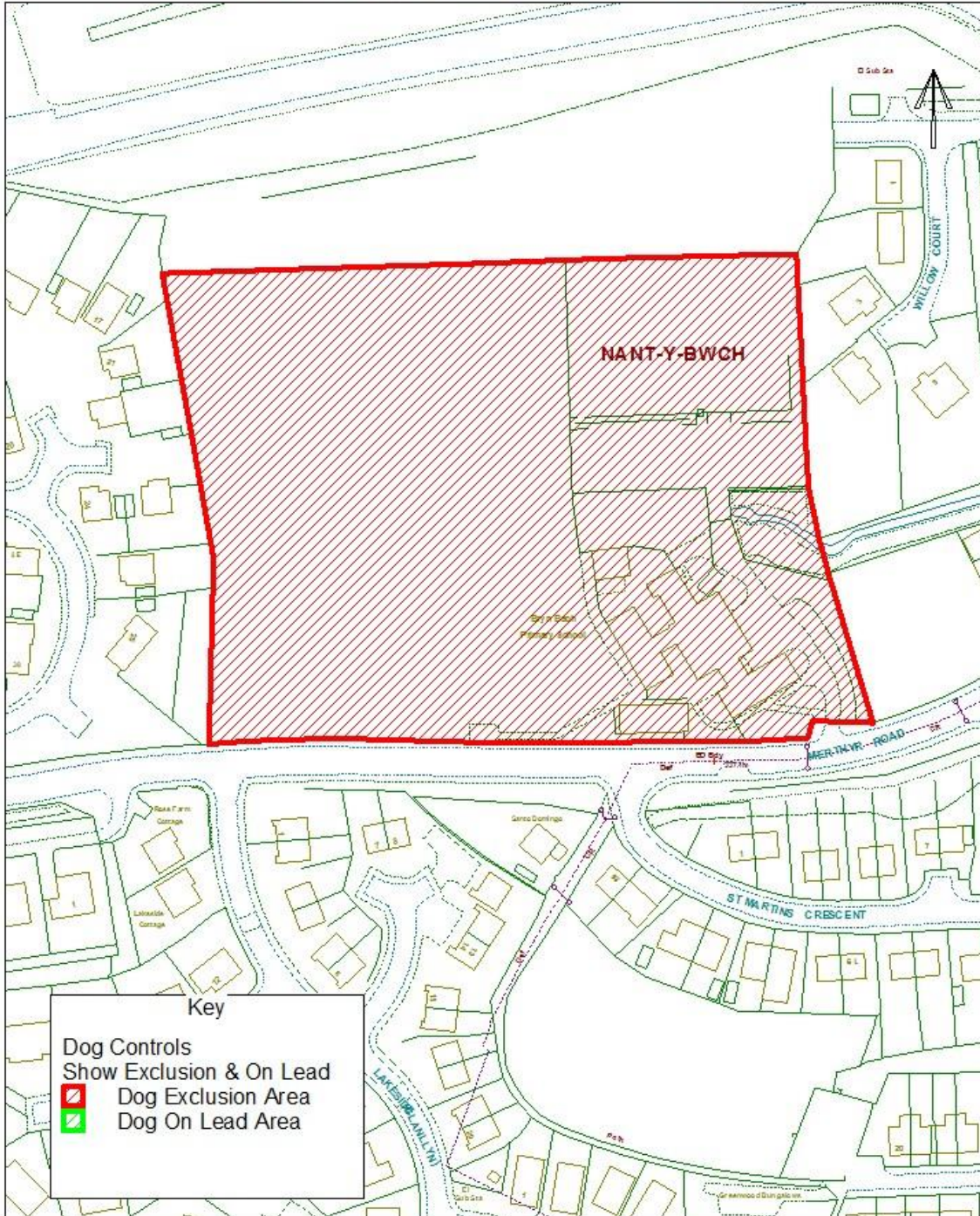
Order Ref. No: PSPO-DC-099

Site Name: Brynbach Primary School, Merthyr Road, Tredegar

Easting: 313000 Northing: 210492

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Atgynwnged o Fapan'r Ordnance Survey osodolion Rhwyd-Llysoedd (y) Howffordd y Gwmwl. Yn eiddo atgofnodiadau heb awdurdod yr eidd Howffordd y Gwmwl a gall arwain at orfuddio neu orfuddio sŵn. BGDCB - LA06002L.





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

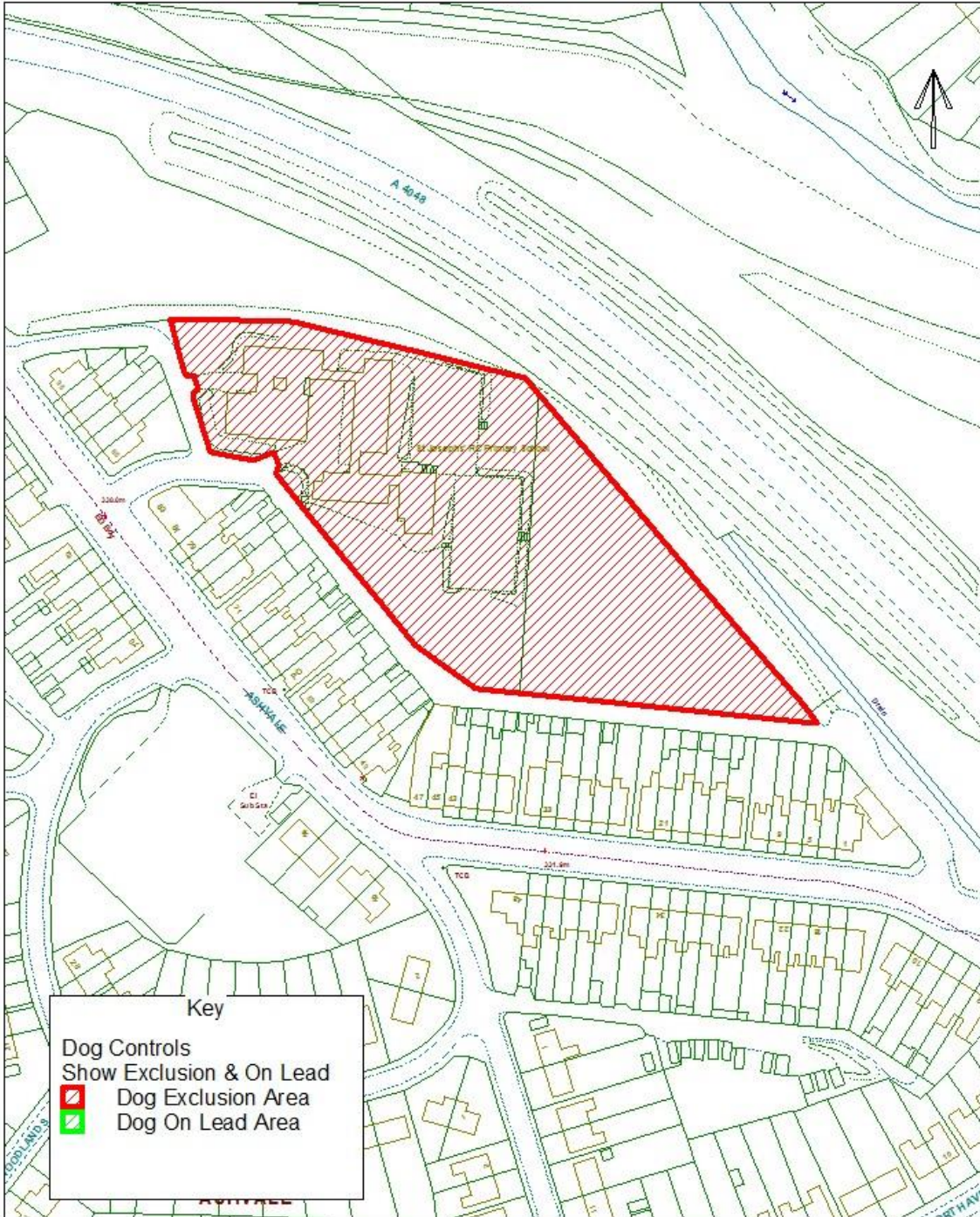
Order Ref. No: PSPO-DC-100

Site Name: St Joesphs Primary School, Ashvale, Tredegar.

Easting: 313417 Northing: 210333

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Atgynhwyd o Fapanil Ordnance Survey osodolau Rhwng Llyda Eri (Kwntrol) o'r Hwffraif y Gwmwl. Yn eiddo atgynhwyd heb awdurdod yr Iorri Hwffraif y Gwmwl a gall arwain at orywiad neu orywiad sifil. BGCCB - LA09002L.



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Blaenau Gwent County Borough Council

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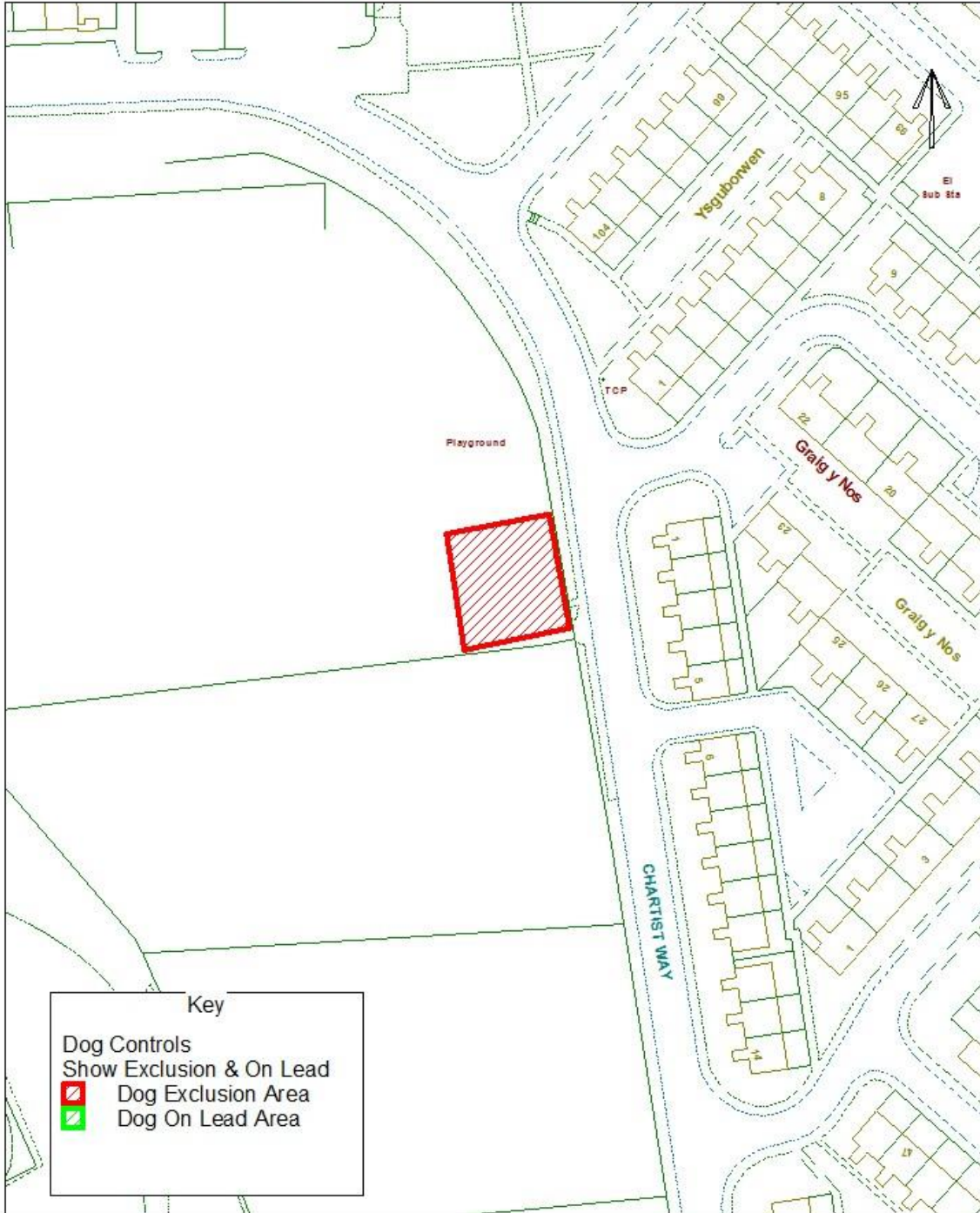
Order Ref. No: PSPO-DC-101

Site Name: Playground at Chartist Way, Sirhowy, Tredegar.

Easting: 314428 Northing: 210227

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Atgynhwybwyd o Fapanwr Ordnance Survey osodolion Rhedegwr Llyda Eri (Kwntwr) (c) Howffrwyd y Gwmwl. Yn eiddo atgynhwybwyd heb awdurdod yr eiddo Howffrwyd y Gwmwl a gall arwain at orydwad neu orydwad sifil. BGCCB - LA09002L.



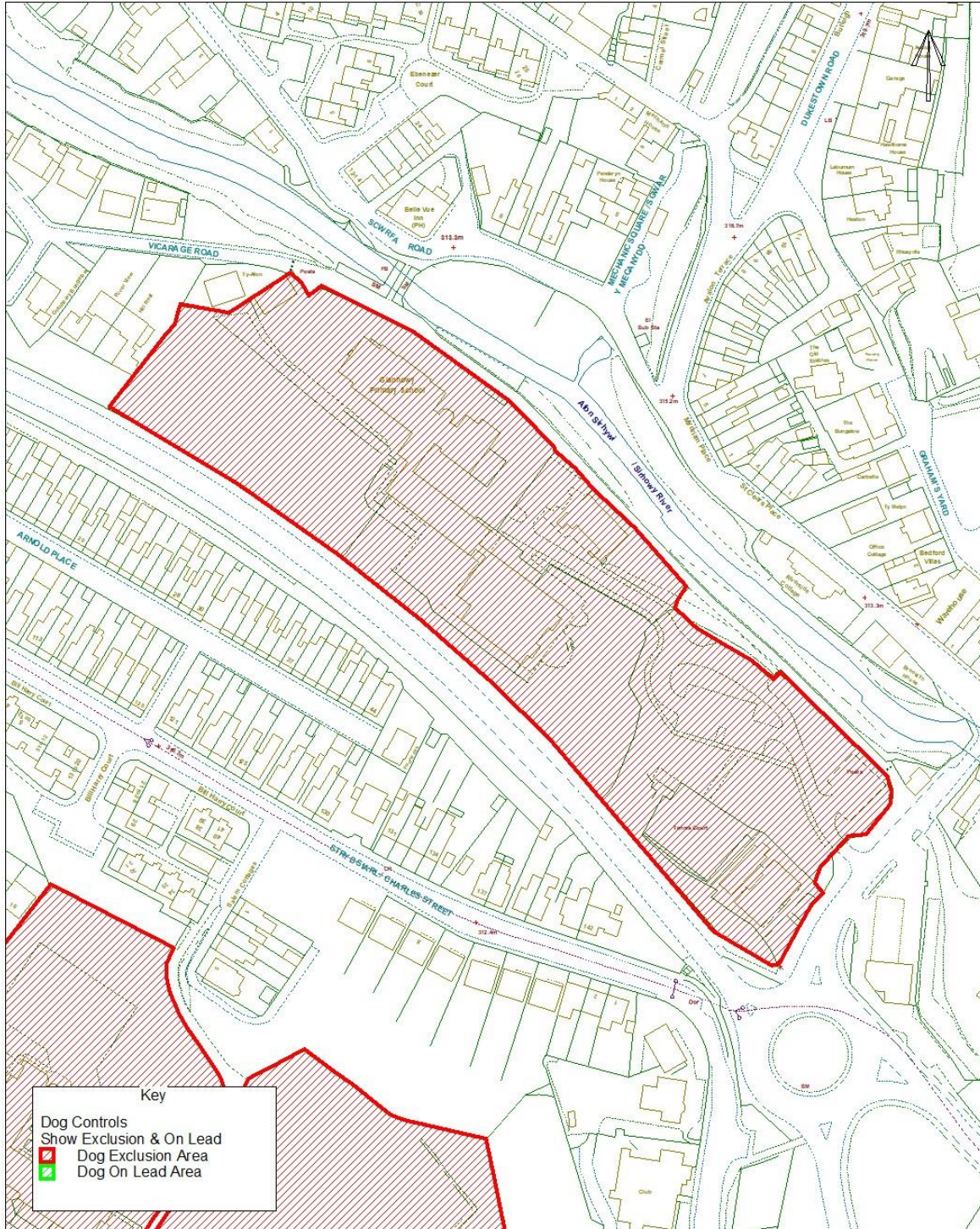


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-102
Site Name:	Glanhowy Primary School & River Centre 3-16 Learning Community, Tredegar
Eastings:	314108
Northing:	210039

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 Y mae atgynhychu heb awdurdod yn torri Hawffrwynt y Goron a gall anwain at erlyniad neu achosion sifil. BGCBC - LA09002L



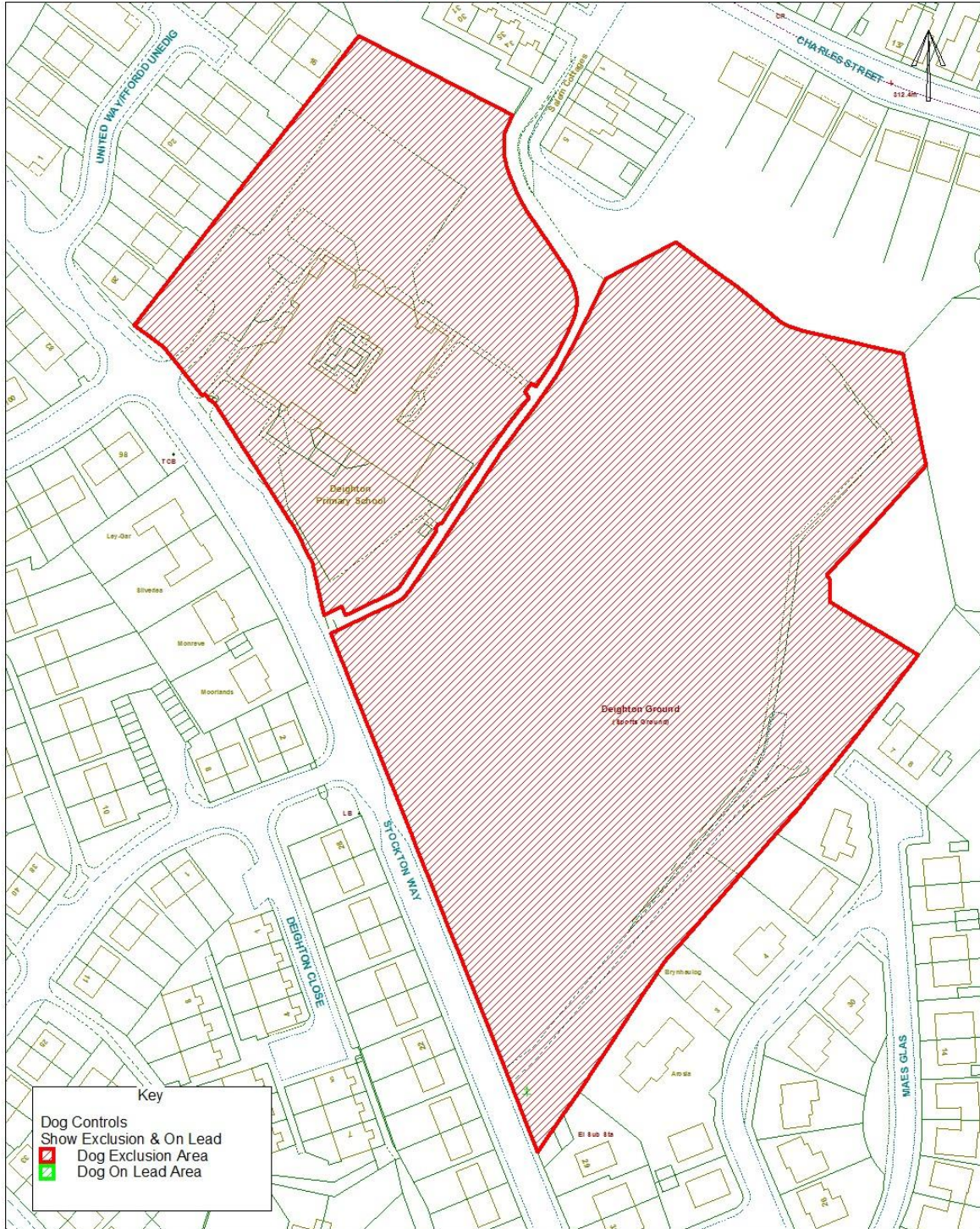


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-103 & PSPO-DC-104
Site Name:	Deighton Primary School & Sports Ground, Stockton Way, Tredegar.
Eastings:	313989
Northing:	209779

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 Y mae atgynhychu heb awdurdod yn torri Hawffraint y Goron a gall anwain at erlyniad neu achosion sifil. BGCBC - LA09002L



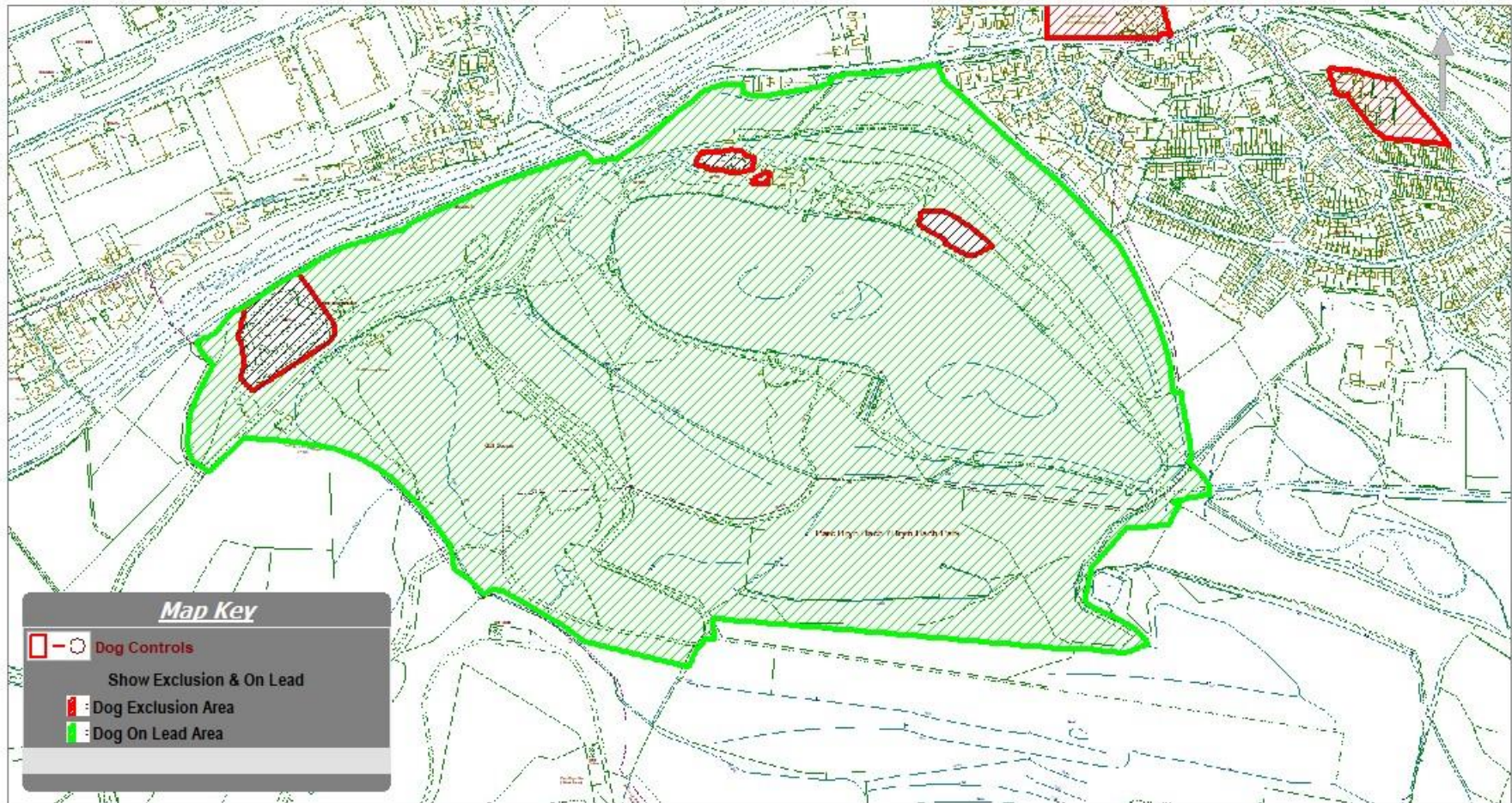
BLAENAU GWENT COUNTY BOROUGH COUNCIL

Dog Controls - Public Space Protection Order

Order Ref. No. PSPO-DC-105 & PSPO-DC-106
Site Name Bryn Bach Park, Tredegar

Scale: 1:7500 Map Sheet Reference: S01209

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Dog Controls - Public Space Protection Order

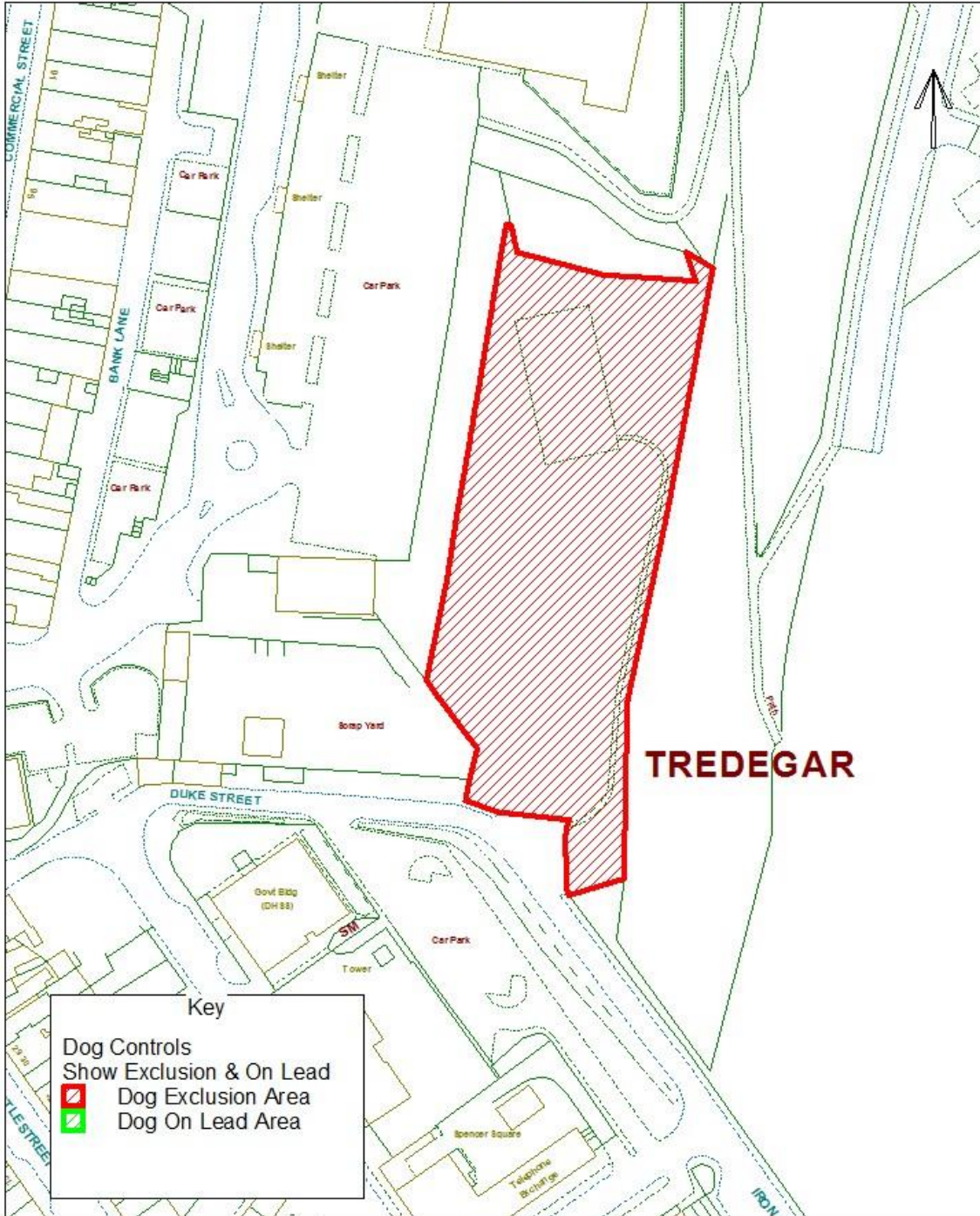
Order Ref. No: PSPO-DC-107

Site Name: Playground behind bus station, Tredegar town centre.

Easting: 314221 Northing: 209018

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Aglynyddir o Fapan'r Ordnance Survey osodolir Rhwyd-Llydau'r Haultraff y Gwmwl y Ffynonau. Yn eiddo'r hysbysu heb awdurdod yr eiddo'r Haultraff y Gwmwl y Ffynonau a gall arwain at enydd neu osodolir sŵl. BGDC - LA09002L.



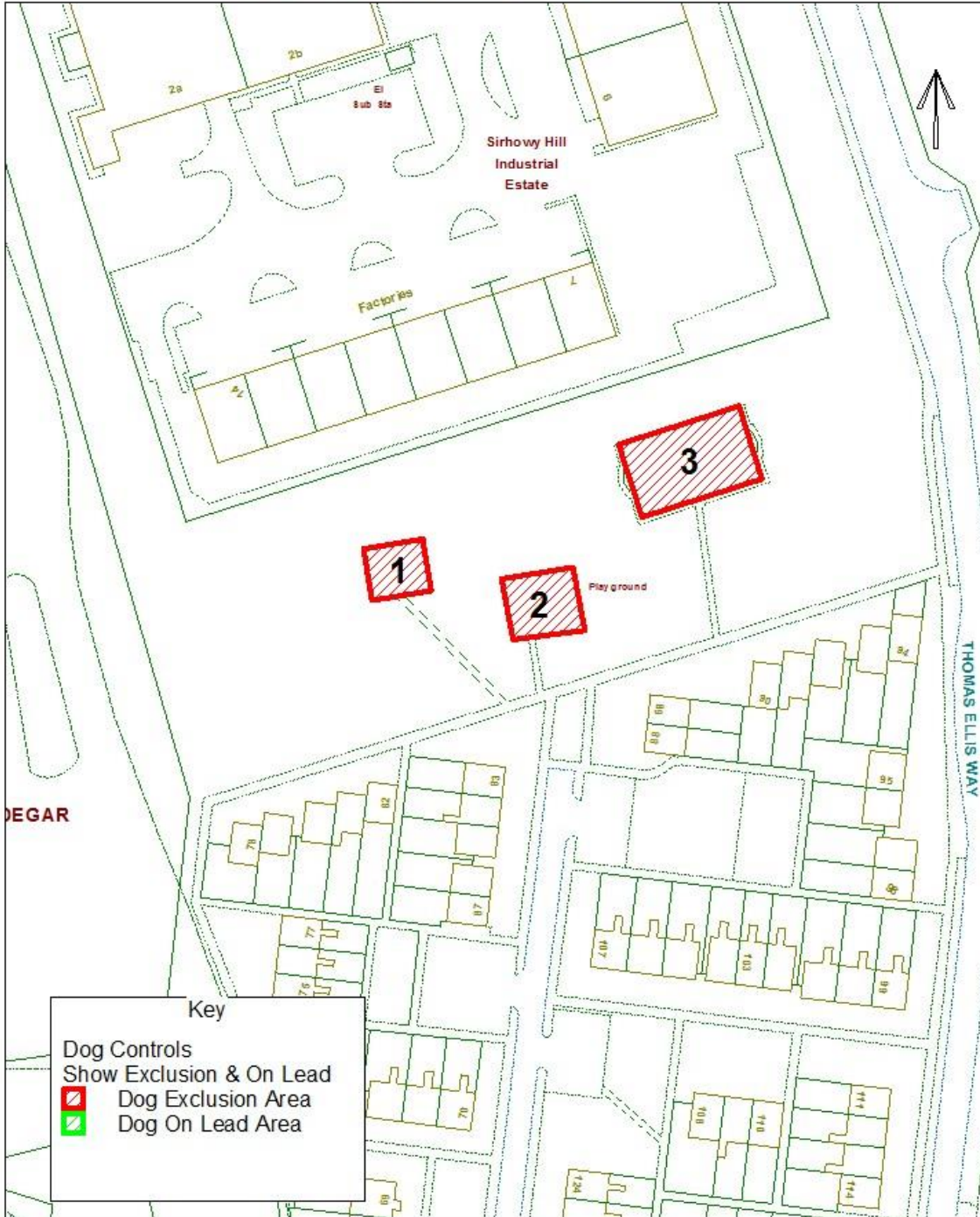


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-108
Site Name:	Playgrounds (3) at St James Way, Tredegar
Easting:	314607
Northing:	209275

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 Agyrrwyddiad o Fapanir Ordnance Survey osodolion Rhwydwrdd Llywodraethol (C) Hawlfraint y Gwmwl y Ffynonau. Yn eiddo aghyrrwyddiad heb awdurdod yr awdurdod y Gwmwl y Ffynonau a gall arwain at brosesol neu osodolion sifil. BGDCB - LA09002L.





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

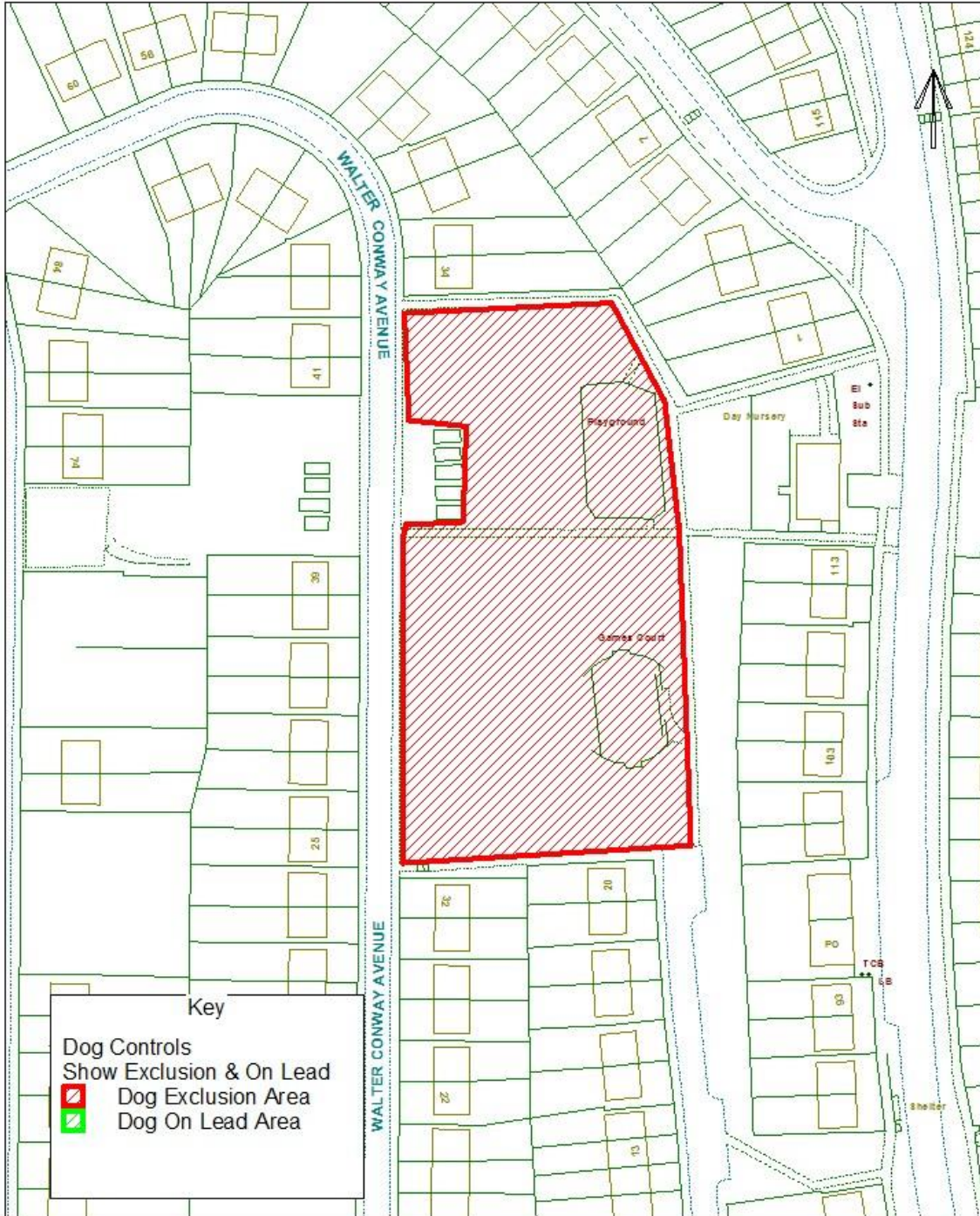
Order Ref. No: PSPO-DC-109

Site Name: Playground & grass area at Brangwyn Road, Cefn Golau, Tredegar.

Easting: 313577 Northing: 208485

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Agrewyd o Fapan'r Ordnance Survey osodol Rhwyd-Llyda Eri (Kwadrat) o'r Howffordd y Gorn. Yn eiddo gwybodaeth heb awdurdod yr eidd Howffordd y Gorn a gall arwain at orydwid neu orystroer sŵl. BGCC - LA69002L.



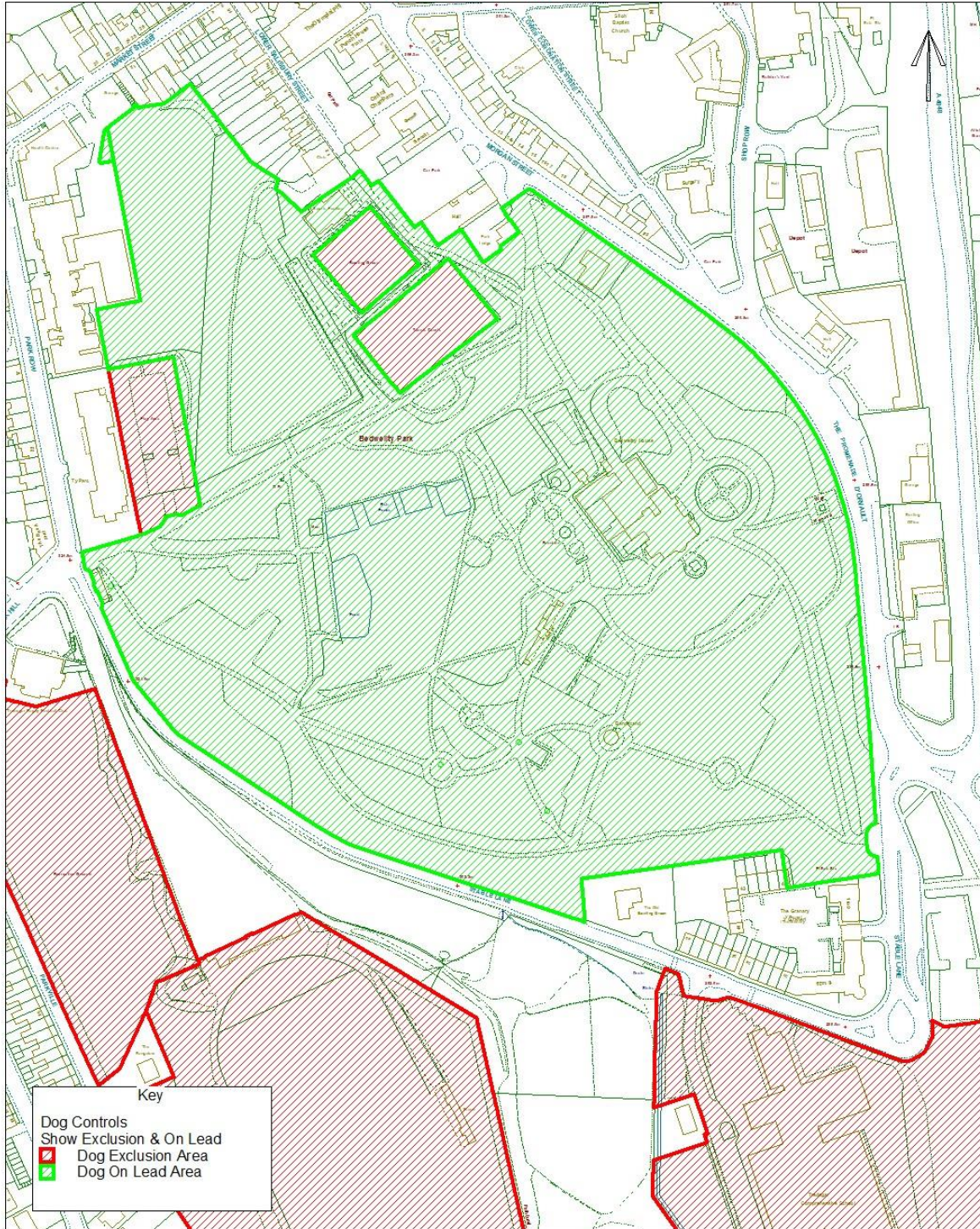


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-110 & PSPO-DC-111
Site Name:	Bedwelty Park, Tredegar.
Eastings:	314247
Northing:	208489

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 Y mae atgynhychu heb awdurdod yn torri Hawffraint y Goron a gall anwain at erlyniad neu achosion sifil. BGCBC - LA09002L



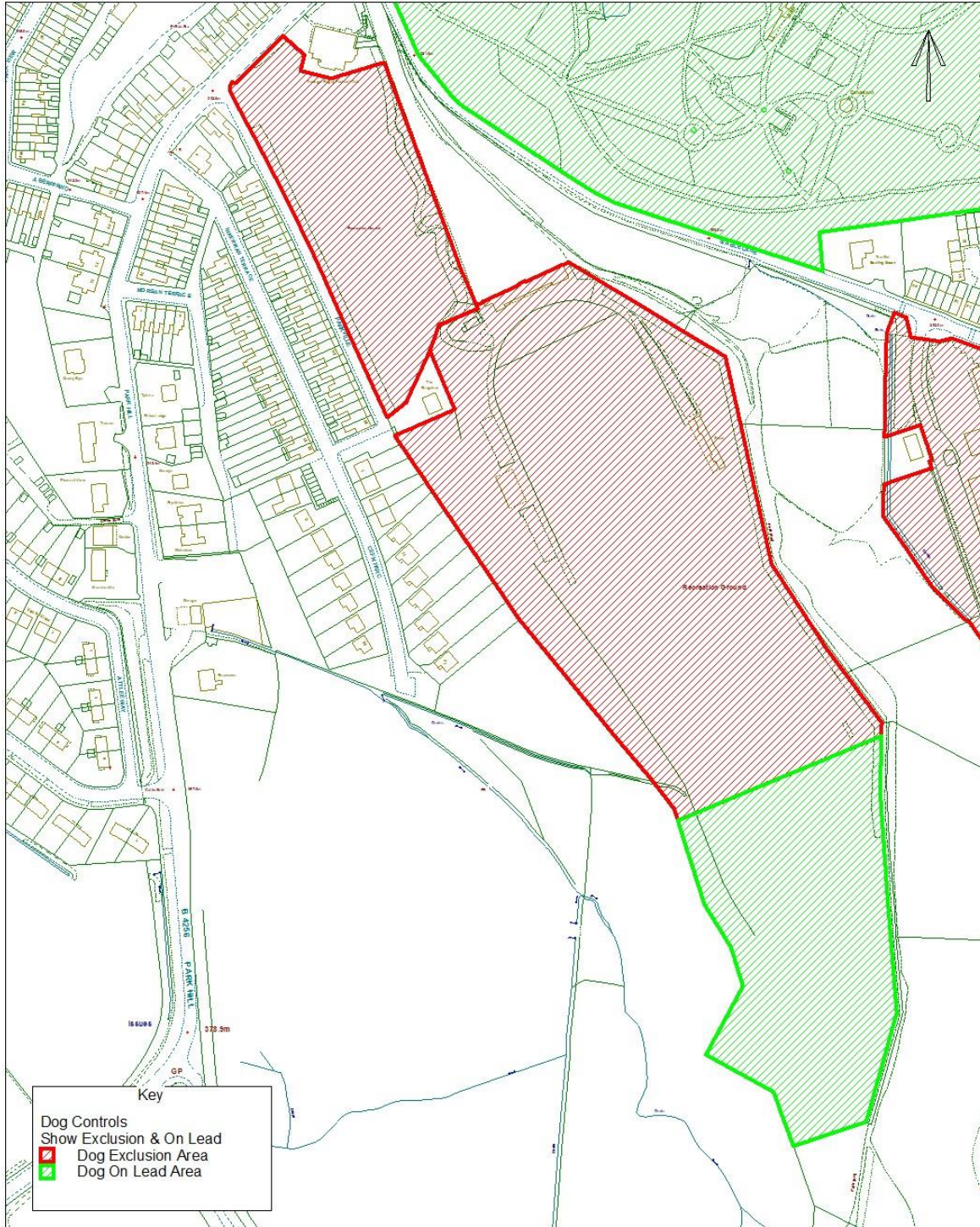


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-112 & PSPO-DC-113
Site Name:	Tredegar Recreational Grounds, Stable Lane, Tredegar.
Easting:	314114
Northing:	208155

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 Y mae atgynhychu heb awdurdod yn torri Hawffrait y Goron a gall anwain at erlyniad neu achosion sifil. BGCBC - LA09002L



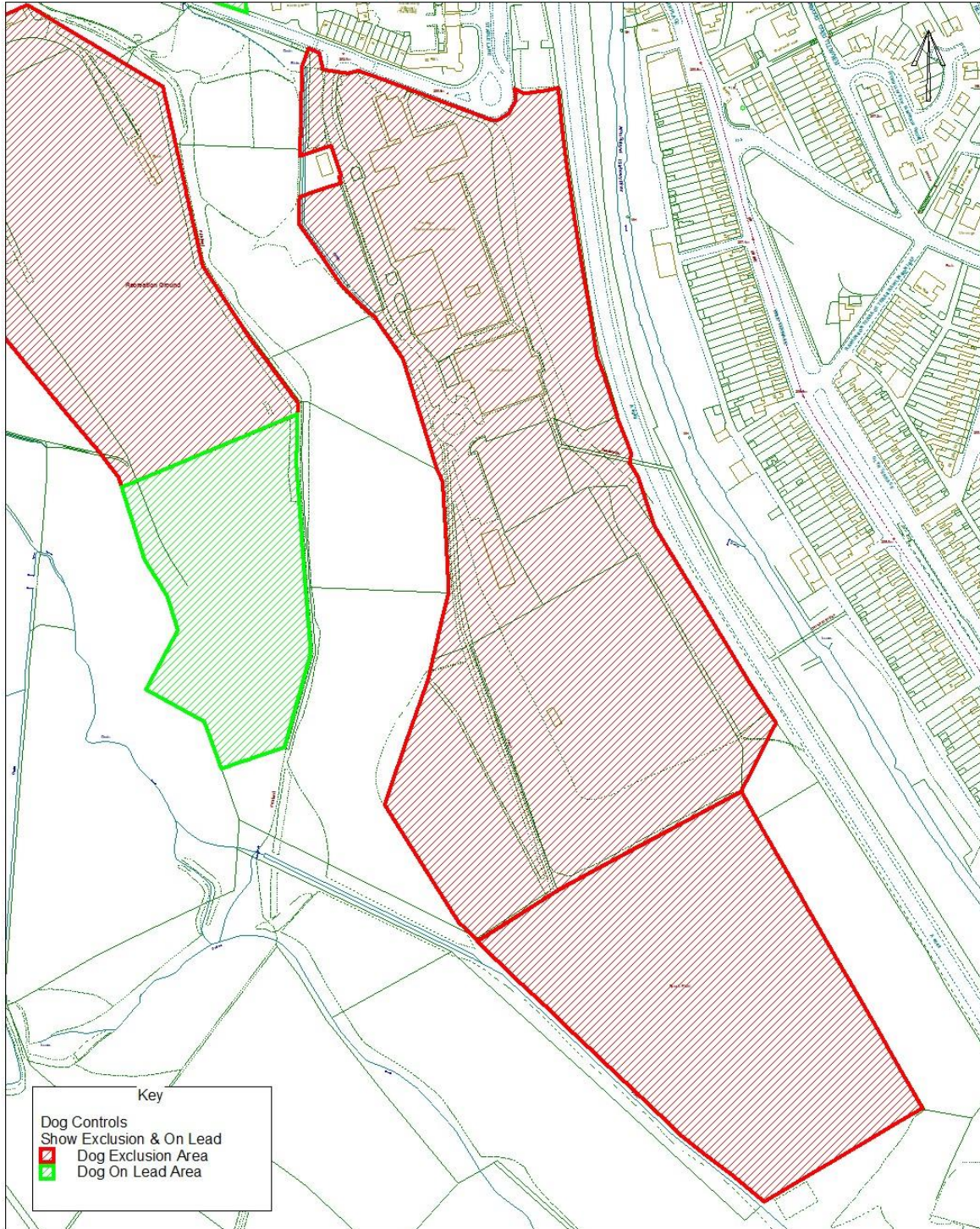


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSP0-DC-114
Site Name:	Tredegar Comprehensive School & leisure Centre, Stable Lane, Tredegar.
Easting:	314446
Northing:	207964

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 Y mae atgynhychu heb awdurdod yn torri Hawffraint y Goron a gall anwain at erlyniad neu achosion sifil. BGCBC - LA09002L





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

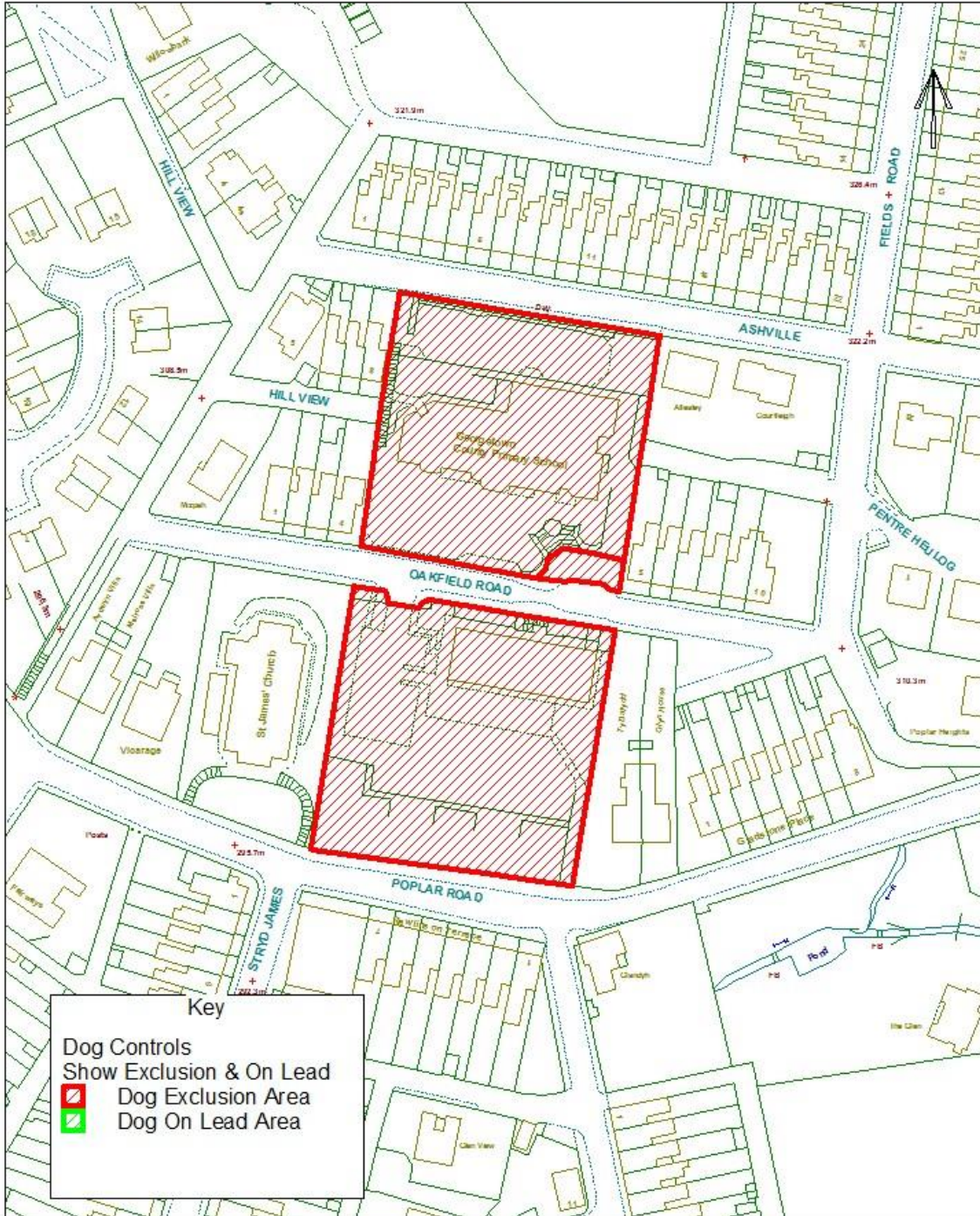
Order Ref. No: PSPO-DC-115

Site Name: Georgetown Primary School, Oakfield Road, Tredegar.

Easting: 314825 Northing: 208237

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Atgynnyddir o Fapanil Ordnance Survey osodol Rhwyd-Llyda Eri (Kwadrat) (c) Howffraid y Gorn. Yr hysbysu heb awdurdod yr tom Howffraid y Gorn a gall arwain at enghid neu oeroster sŵl. BGCC - LA09002L.



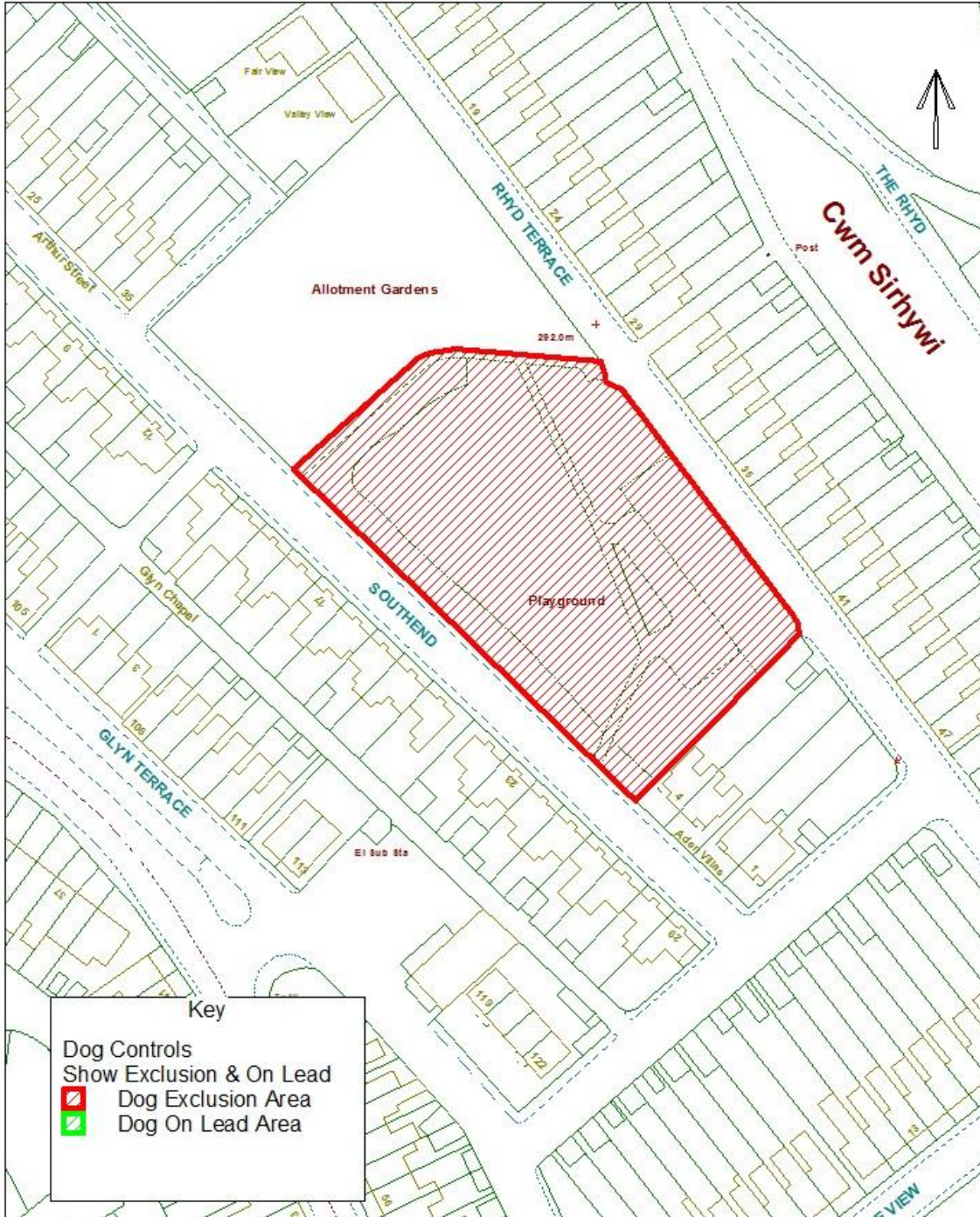


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-116
Site Name:	Playground at Southend, Georgetwon, Tredegar.
Easting:	315095
Northing:	207679

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 Agyrrwyd o Fapwr Ordnance Survey o dan hysbysu Llywodraeth y Gwladfa y Gorn. Yn eiddo aghyrru heb awdurdod yr eiddo Hysbysu y Gorn. Yn eiddo aghyrru heb awdurdod yr eiddo Hysbysu y Gorn. BGDCB - LA09002L.



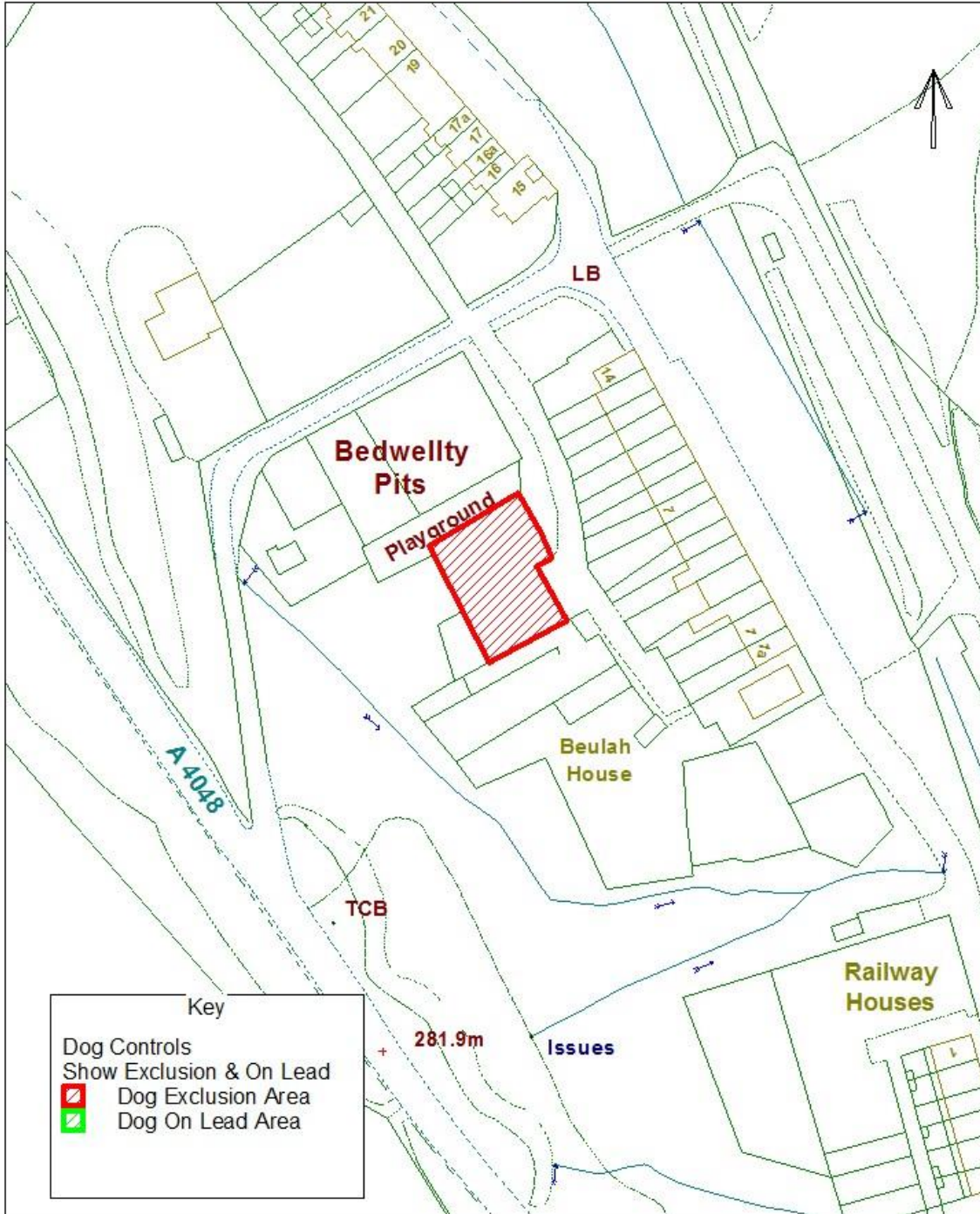


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-117
Site Name:	Playground at Bedwellty Pits, Tredegar.
Easting:	315598
Northing:	206042

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 Agyrrwyddiad o Fapan'r Ordnance Survey osodolion Rhwng Llyda Eri (Kwntwr) (c) Howffrant y Gwmn. Yntwedd aggybrryrbu heb awdurdod yr tom Howffrant y Gwmn a gall arwain at orpwad neu orwostwr sŵl. BGCCB - LA09002L.



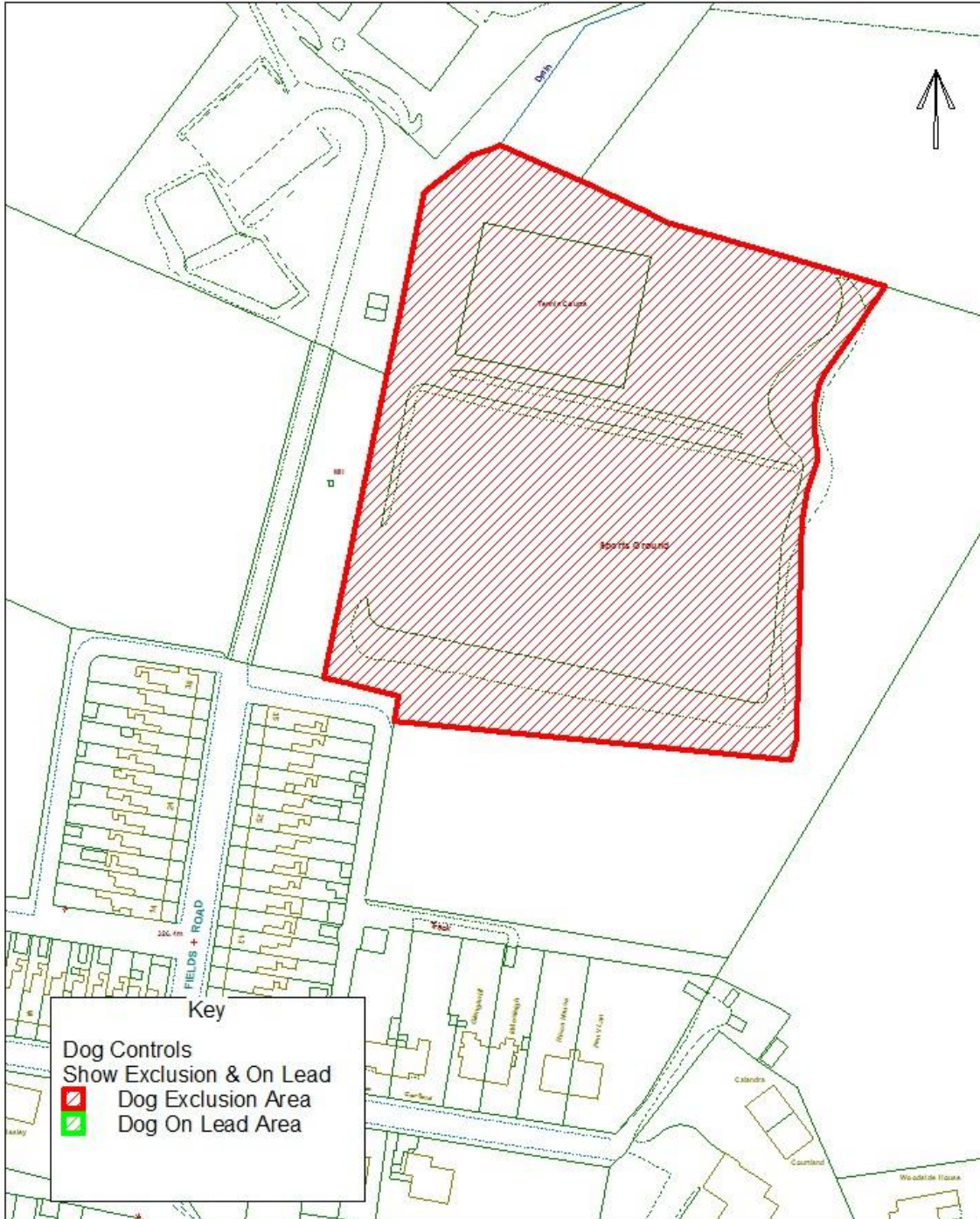


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSPO-DC-119
Site Name:	Mile Field Playing Field, Georgetown

Easting: 315002 Northing: 208426
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 Agyrrwyddiad o Fapanr Ordnance Survey osodolion Rhwng Llyda Ely (Mawntal) (c) Howffrant y Gorn. Yr hysbysu heb awdurdod yr tom Howffrant y Gorn a gall arwain at orpial neu orpialer sŵl. BGCC - LA09002L.



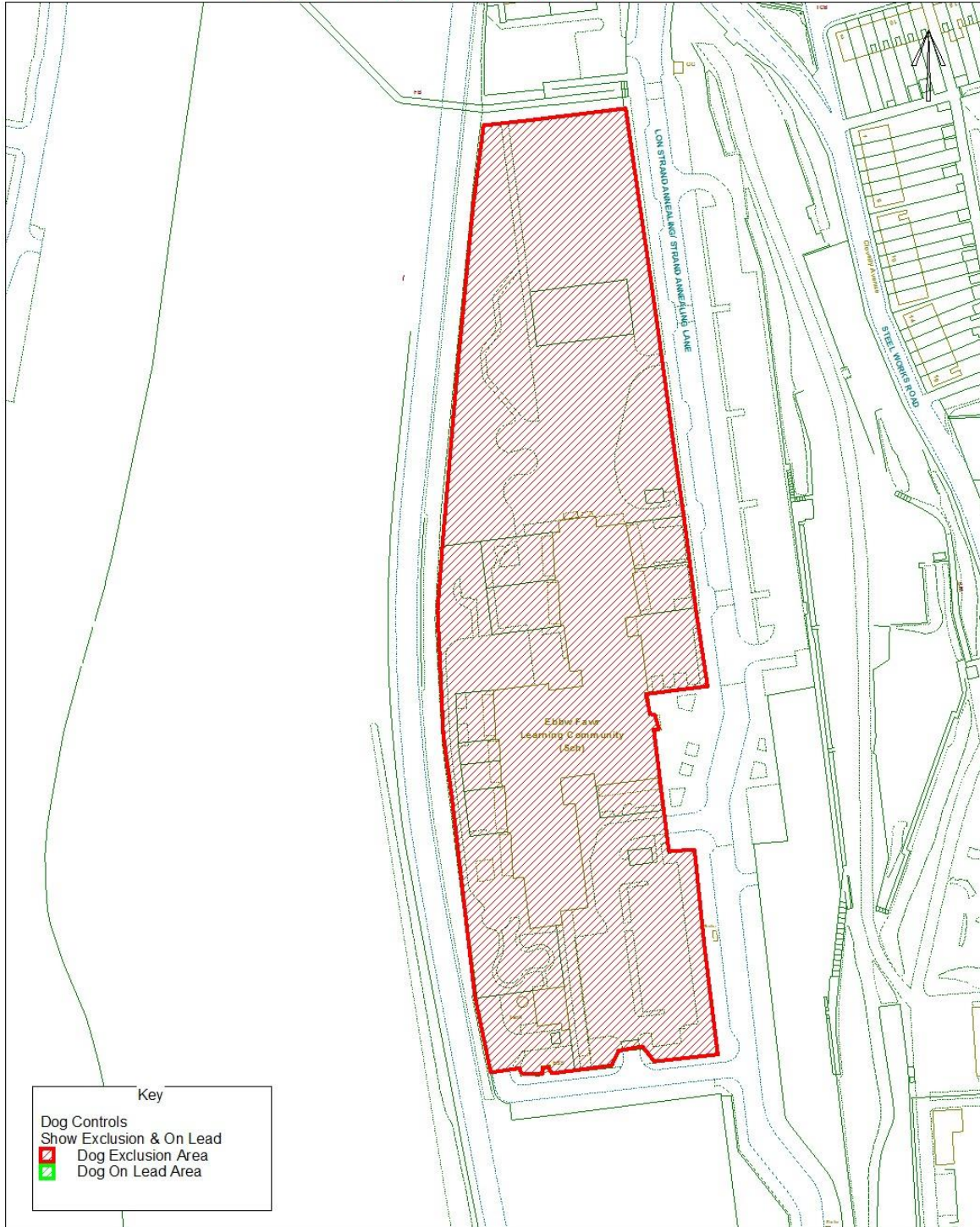


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSP0-DC-120
Site Name:	Ebbw Fawr Learning Community Primary Phase, Former Steelworks site, Ebbw Vale.
Eastings:	317333
Northing:	208320

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Y mae atgynhychu heb awdurdod yn torri Hawffrwynt y Goron a gall anwain at erlyniad neu achosion sifil. BGBCB - LA09002L





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSP0-DC-121
Site Name:	Ebbw Fawr Learning Community Secondary Phase, Former Steellworks Site, Ebbw Vale
Eastings:	317074
Northing:	209226

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 Y mae atgynhyrchu heb awdurdod yn torri Hawffraint y Goron a gall anwain at erlyniad neu achosion sifil. BGCBC - LA09002L



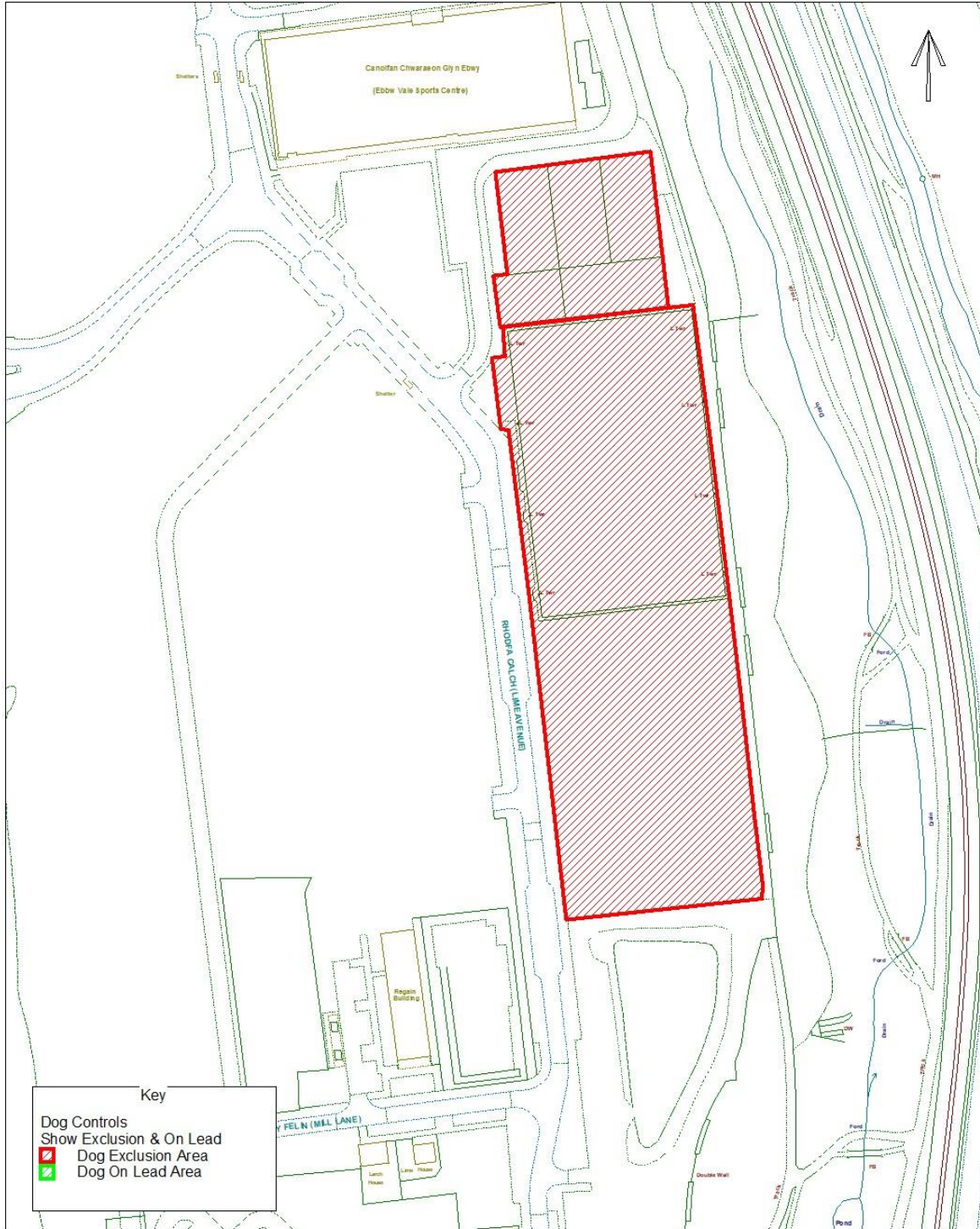


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSP0-DC-122
Site Name:	Ebbw Vale Sports Centre, Former Steelworks site, Ebbw Vale.
Easting:	317165
Northing:	208855

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 Y mae atgynhychu heb awdurdod yn torri Hawffraint y Goron a gall anwain at erlyniad neu achosion sifil. BGBCB - LA09002L





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

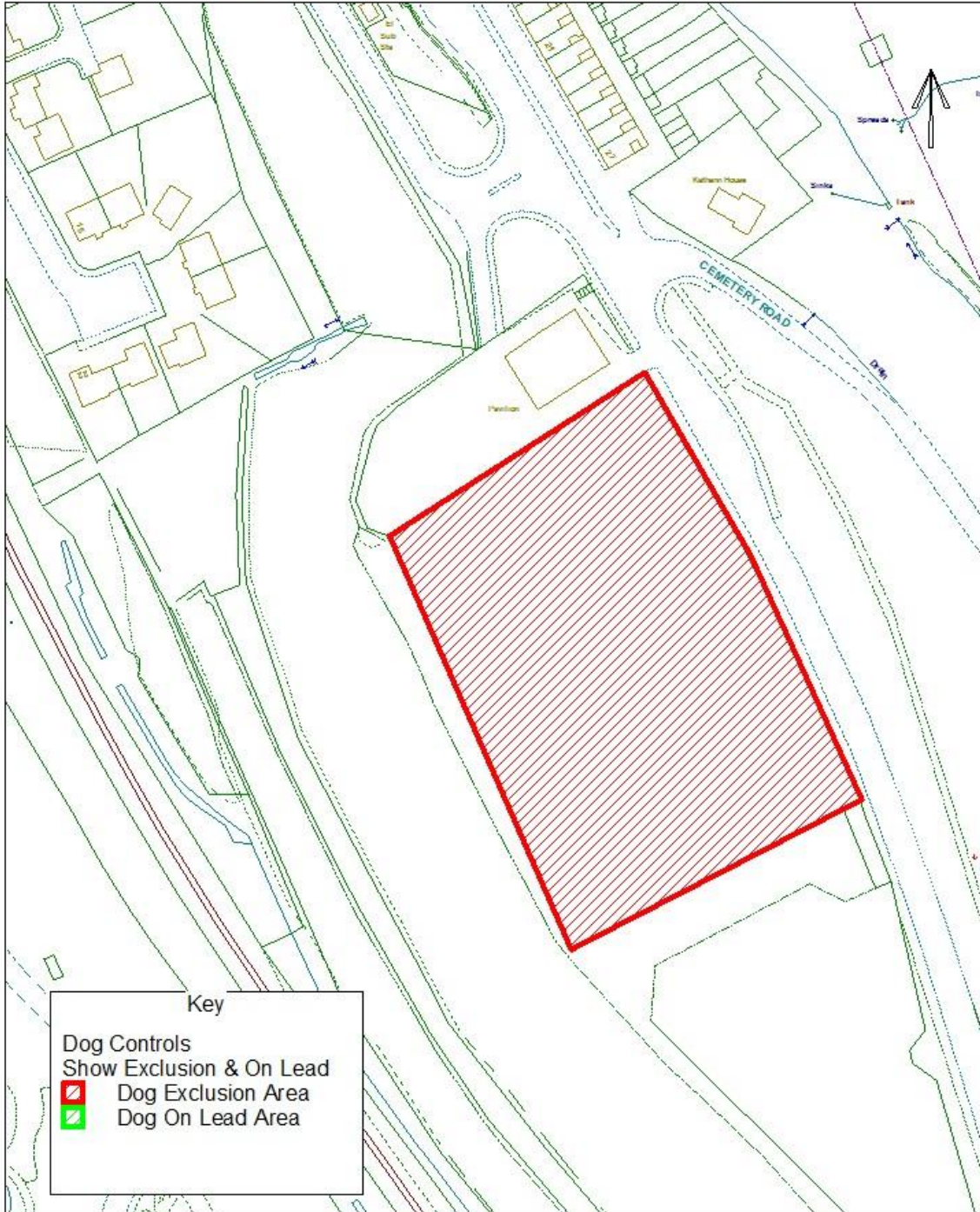
Order Ref. No: PSPO-DC-124

Site Name: Playing field at Waunlwyd Youth & Community Centre, Cwm Road, Waunlwyd, Ebbw Vale.

Easting: 317871 Northing: 206434

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Atgynhwybodaeth o Fapanil Ordnance Survey osodolion Rhwng Llyda Eri (Wawr) (c) Howffraint y Gwlad. Yn eiddo atgofnodiadau heb awdurdod yr eidd Howffraint y Gwlad a gall arwain at enghid neu achosion sifil. BGCC - LA09002L.



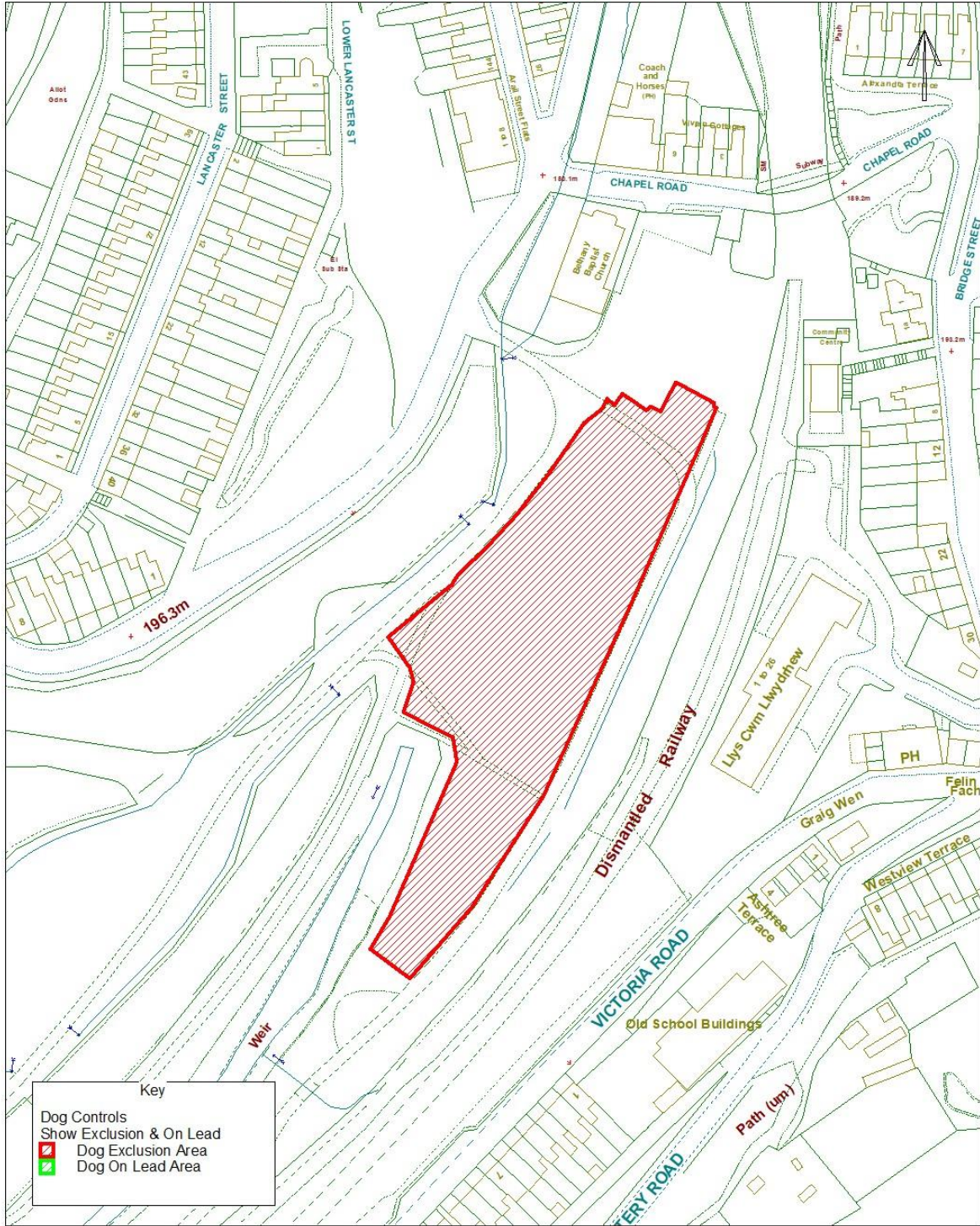


Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

Order Ref. No:	PSP0-DC-125
Site Name:	Abertillery Learning Community, Six Bells Road, Campus, Abertillery.
Easting:	322037
Northing:	202948

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 Y mae atgynhyrchu heb awdurdod yn torri Hawffraint y Goron a gall anwain at erlyniad neu achosion sifil. BGCBC - LA09002L





Blaenau Gwent County Borough Council

Dog Controls - Public Space Protection Order

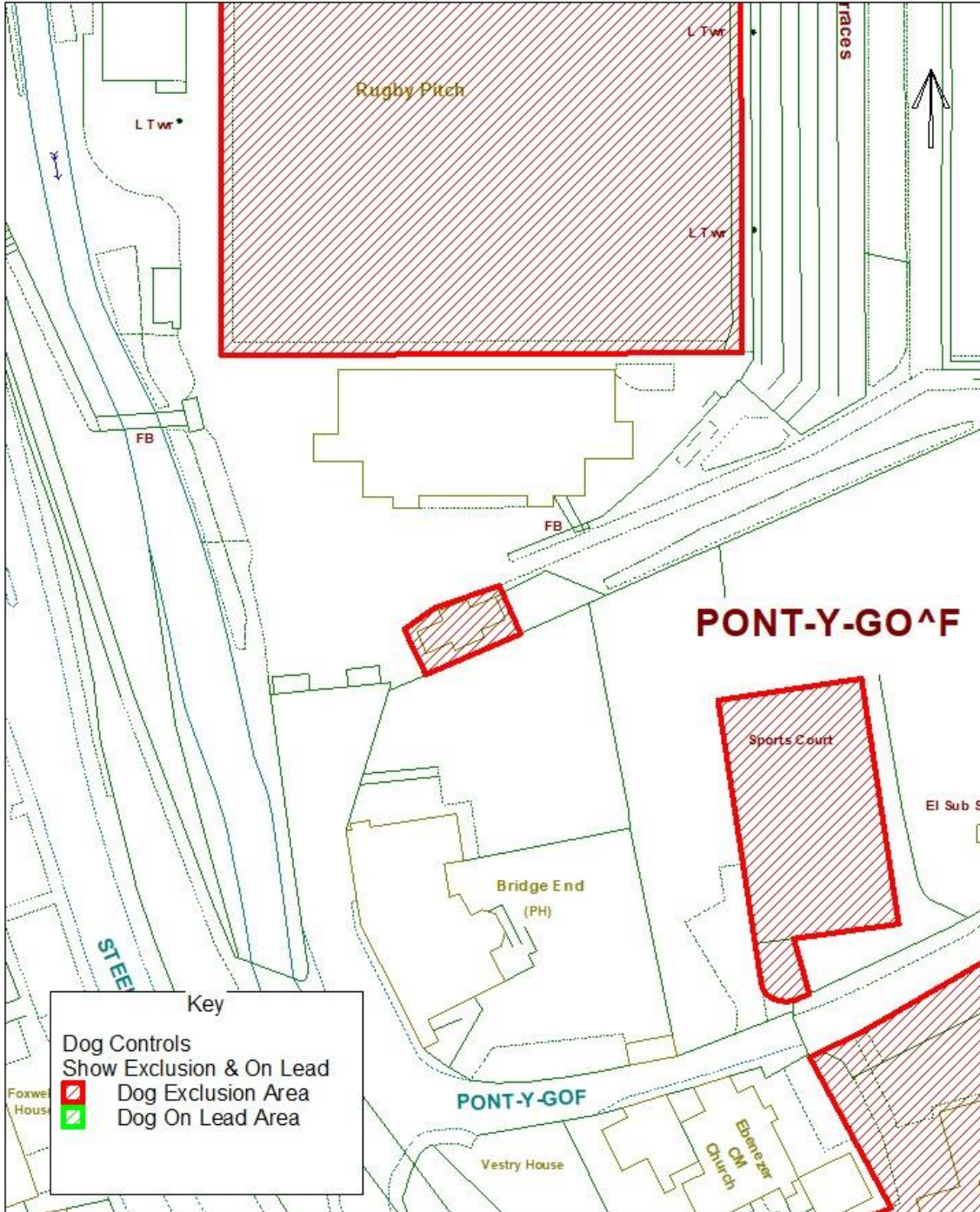
Order Ref. No: PSPO-DC-127

Site Name: The River Centre 3-16 Learning Community, Ty Afon, Welfre Ground, Ebbw Vale.

Easting: 316879 Northing: 210127

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BLAENAU GWENT COUNTY BOROUGH COUNCIL

Dog Controls - Public Space Protection Order

Order Ref. No.	PSPO-DC-058 & PSPO-DC-128
Site Name	Brynmaur Welfare Ground, Warwick Road, Brynmaur

Scale: 1:1250 Map Sheet Reference: S01811NE

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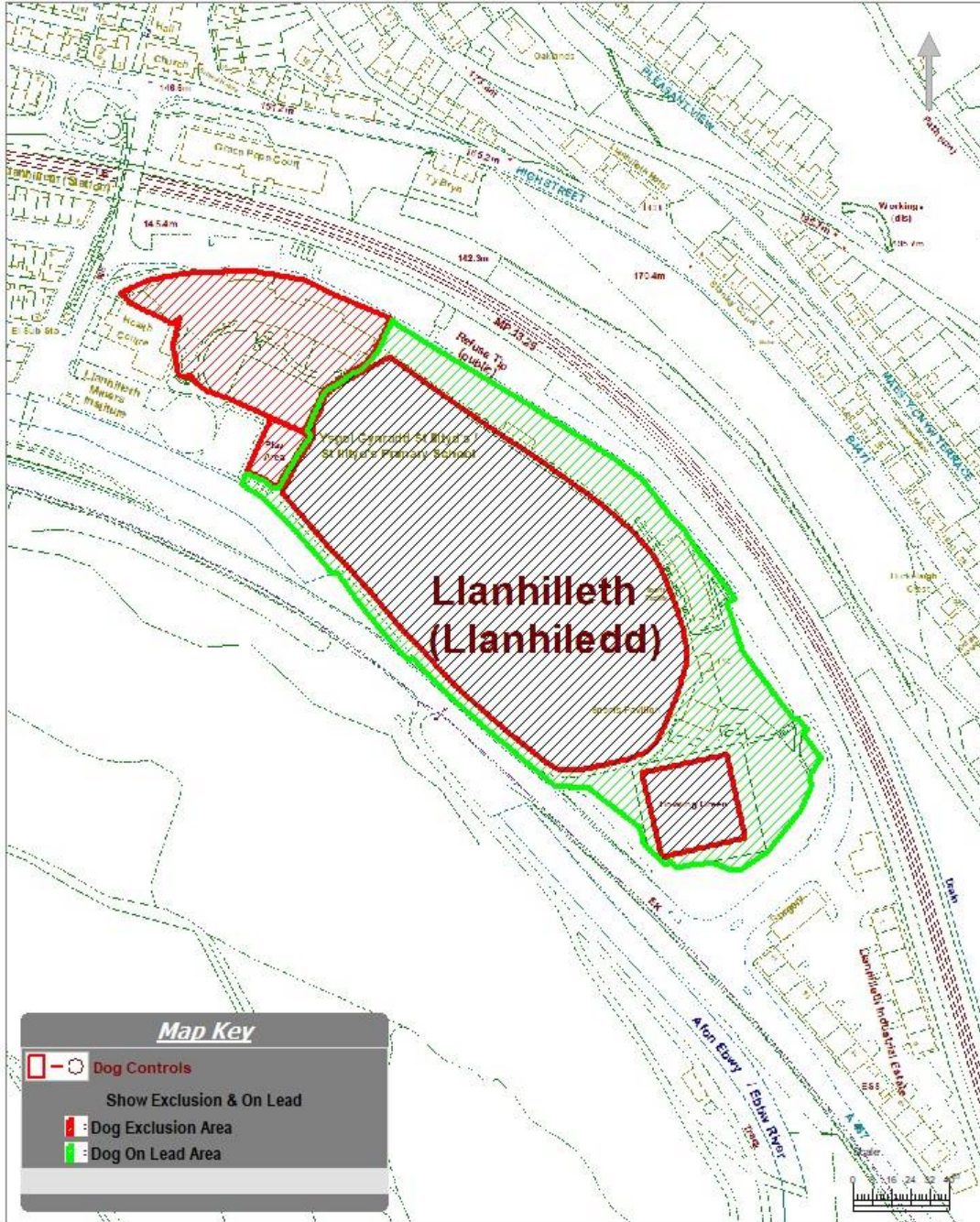
BLAENAU GWENT COUNTY BOROUGH COUNCIL

Dog Controls - Public Space Protection Order

Order Ref. No. PSPO-DC-04 & PSPO-DC-129
 Site Name St Illtyds Primary school & Llanhilleth recreation ground

Scale: 1:2200 Map Sheet Reference: SO2100NE

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Agenda Item 8

Executive Committee and Council only

Date signed off by the Monitoring Officer: 12.10.2022

Date signed off by the Section 151 Officer: 10.10.2022

Committee: **Special Council**

Date of Meeting: **26th October, 2022**

Report Subject: **Financial Liabilities of the Regional Integration Fund**

Portfolio Holder: **Councillor Hayden Trollope – Executive Member Place & Social Services**

Report Submitted by: **Tanya Evans, Interim Corporate Director Social 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)
	6.10.22				18.10.22		26.10.22	

1. Purpose of the Report

- 1.1 The purpose of this report is for members to consider the financial liabilities and implications of the Regional Integration Fund and its tapered funding model.
- 1.2 Members will need to consider and provide a response to the Gwent Regional Partnership Board via the Assistant Director of Partnership & Integration in Health, on the outcome of the consideration as to whether the council accepts or rejects the liabilities.

2. Scope and Background

- 2.1 Welsh Government has made a 5 year commitment of revenue funding for Regional Partnership Boards (RPBs). This revenue funding, now known as the Regional Integration Fund (RIF), brings together previous funding streams provided to RPBs into one source of strategic revenue funding, providing £26.8m for Gwent annually, from April 2022 to March 2027.
- 2.2 The funding model comprises four key elements which involves a tapering approach during the course of the 5 year programme. The tapering approach is intended to promote sustainability, with the expectation that local authorities and partners in receipt of funding fund the services from their core budget by the end of the 5 yr programme The 4 tapering models outlined below have been applied to all the projects and programmes in receipt of the RIF across Gwent.
 1. Fully Funded National Priorities Fund (100% WG funded)
Ring fenced funding provided to Regional Partnership Boards at 100%, no tapering or resource match required for initiatives within this category. This includes Dementia ringfenced funding, and the Integrated Autism Service.
 2. Acceleration Change Fund (90% funded via RIF, 10% tapering).
Funding to test and develop new models of care, for a maximum

period of 2 years. Following robust evaluation these models can be considered to move into the embedding fund

3. National Delivery Model Embedding Fund (70% funded via RIF, 30% tapering)

Projects successfully tested can move into the embedding fund with a clear business case for sustainability. Embedding funding can be received for a maximum of 3 years. If appropriate, projects can move into the mainstreaming fund at the end of this period.

4. 50/50 Integrated Mainstreaming Fund (50% funded via RIF, 50% tapering)

After a project has concluded its three years funding under the Embedding Fund it should now be ready to be mainstreamed. Partners must agree and commit resources to ensure that the project or model of care will be sustained long term. This fund will take the shape of a recurrent pooled fund with partners contributing 50% and Welsh Government contributing the remaining 50%.

- 2.3 In Blaenau Gwent The RIF has been used to develop a range of preventative services/ projects in children's and adult services. These have supported our statutory work in the implementation of the safe reduction of children looked after strategy and supported our adult population in Blaenau Gwent to maintain their independence and remain closer to home, avoiding admissions to hospital or indeed speeding up discharge from hospital.

Appendix 1 outlines the detail of all the RIF projects and funded posts in Blaenau Gwent and the positive impact they have had on its population.

3. **Options for Recommendation**

- 3.1 This report will be considered by the People Scrutiny Committee on 18th October 2022, and any feedback will be reported verbally to Council.

Option 1

That Council *accepts* the financial liabilities and implications of the new Regional Integration Fund and its tapered funding model.

Option 2

That Council *does not accept* the financial liabilities and implications of the new Regional Integration Fund and its tapered funding model.

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

- 4.1 If option 1 is agreed, it will contribute to the following corporate priorities

- To intervene early to prevent problems from becoming greater;
- To promote and facilitate new ways of delivering health and social care involving key partners and our communities;

5. Implications Against Each Option

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

5.1.1 Children's services have 4 project areas funded from the RIF. These include increased capacity in our Supporting Change Team which supports families to stay together and prevent the need for children coming into care. It also supports those children placed with families under a special guardianship order again preventing these children returning to the care system.

5.1.2 Adult services have 7 projects funded from the RIF. These include dementia services, transition workers for people with disabilities, support for carers, assisted technology and advocacy.

5.1.3 **Appendix 2** shows which tapering funding model has been applied to each project and the resulting cost pressures we can expect over the next 5 yrs. Table 1 below brings the information outlined in Appendix 2 together to show the total cost pressures over the next 5 yrs for all Blaenau Gwent projects plus the regional contributions to support some of these projects.

5.1.4 **Table 1**

	Childrens	Adults	Regional *	Total
23/24	111,873	163,536	54,184	329,593
24/25	111,873	247,143	116,865	475,881
25/26	186,455	328,298	132,094	646,847
26/27	186,445	328,298	132,094	646,847
27/28	186,445	411,905	194,776	793,136

*for illustration purposes regional allocation assumed to be 1/6th of budget requirement – further work will need to be undertaken to determine liability share

5.1.5 Since the introduction of the RIF tapering model by Welsh Government, Directors and Heads of service have lobbied Welsh Government hard to enable them to understand risks associated with this model.

5.1.6 Many authorities in Wales are forecasting significant overspends, plus we are in the throws of a cost of living crisis which will have an impact on every local authority maintaining sustainable services without the added pressure of this RIF funding being reduced at a time when the needs of our population will be escalating.

In an effort to mitigate against this risk a one off reserve of £600k has been earmarked for this cost pressure. However, in light of the information highlighted in table 1 this reserve will only allow the current RIF projects to run in full for the next 18 months before some of these services will have to be stopped. This could be further complicated by other pressures and the priority afforded to these areas by the Council.

5.2 ***Risk including Mitigating Actions***

- 5.2.1 Option 1 – there is a risk that the Council will be unable to identify the financial resources available to contribute to the overall costs of these schemes in the medium / long term.

If these schemes are prioritised for funding other services may be disadvantaged and delivery of these may need to be reconsidered or stopped.

- 5.2.2 Option 2 – There is a risk that these schemes will be stopped due to lack of funding. Additionally, the RIF funding freed up by the tapering approach would not be available to test other models of care.

If the current Blaenau Gwent programmes are reduced or stopped the impact on the public will be:

- less support for families to prevent children coming into care, there will be less support for children subject to special guardianship orders and less support for our teenagers with complex needs to avoid the need for residential care
- less support available for people stepping down from a hospital bed or at risk of going into a hospital bed as the carried beds will be decommissioned, less support for unpaid carers and less support to advance assisted technology solutions to keep people out of hospital and in their own homes.

5.3 ***Legal***

There are no legal risks attached this report

5.4 ***Human Resources***

There are a number of risks attached to staffing, as a number of the post holders currently funded by the RIF have been in place for over 2 years and will therefore be entitled to redundancy costs which the council will be liable for should their posts have to be deleted due to decreased funding
Clearly all efforts would be made to redeploy staff across the social services directorate and wider council should this risk materialise

6. ***Supporting Evidence***

6.1 ***Performance Information***

Appendix 1 provides detailed performance information which evidences the positive impact each of the projects is having on the people of Blaenau Gwent.

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

The impact on the public is outlined above in section 5.2.2

- 6.3 ***Involvement (consultation, engagement, participation)***
Those delivering the projects undertake significant engagement with those using the services not only in relation to the quality of service being offered but how services can be improved
- 6.4 ***Thinking for the Long term (forward planning)***
The RIF projects were set up in thinking for the longer term in relation to presenting needs from escalating leading to the need for high cost service delivery which may not be within the local authority
- 6.5 ***Preventative focus***
The RIF projects have prevention at the heart of its delivery which is outlines in detail in appendix 1
- 6.6 ***Collaboration / partnership working***
The delivery of the RIF projects is underpinned by working in partnership with health and the third sector.
7. **Monitoring Arrangements**
- 7.1 The RIF programme is monitored by the regional partnership board and the subgroup that sit underneath this board. Each project has to report progress on delivery on a quarterly basis and it this information that is captured in appendix 1

Background Documents / Electronic Links

- Appendix 1 – Blaenau Gwent Projects Funded by Gwent RPB RIF
- Appendix 2 – Blaenau Gwent Children Social Care Regional Integration Fund

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Appendix 1 : Blaenau Gwent Projects funded by Gwent RPB RIF

To provide context to the financial liabilities, this appendix provides an overview of the projects/services reliant on partnership funding. Data is included to identify the impact of the project should the activity need to cease.

Children's Social Care		
Project	Overview	Implication of Cessation
Enhanced Edge of Care (EOC) - £124,847	The programme consists of a series of projects listed here with a shared objective of <i>“Supporting Children & Families known to Social Services to mitigate, where possible, Children entering care and to support Family reunification.”</i> All projects within this programme aim to reduce the number of children entering the care system, reduce the number of those becoming “Children Looked After”, and help families stay together where possible.	Between April 2021- March 2022, 144 children and young people accessed EOC service. Of these 23 (16%) were supported to return or re-engage in education, 76 (53%) individuals were supported to engage in community activities and 126 (88%) were diverted from a Public Law Outline. With 133 (92%) supported to remain living within their family network and 4 (3%) supported to return to their family networks. If the project was to cease, this would inevitably increase the number of children becoming looked after, therefore increasing the number of ACES and life prospects for the child and YP. Further, this would also result in additional pressure on the Statutory system.
Family Group Conferences (FGC) - £77,694		Between April 2021- March 2022, the project received 89 referrals, and of these, 51 families accessed the FGC service. Of the 89; 10% were referred due to child protection and safeguarding concerns. 56 (63%) due to the risk of becoming looked after, and 4 (5%) for rehabilitation from Looked After. Cessation of this project would increase the prospect of families progressing to case conference.
Mediation Support (MS) - £34,847		A total of 120 individuals have accessed this project between April 2021- March 2022 Of these, 102 were supported to remain within their family home (85%). With 11% supported into independent living, 1% supported to return to their families and 3% were supported to become looked after. Closure of this service would result in more individuals entering statutory services and impact the opportunity to prevent escalation for issues such as parental conflict.

Special Guardianship Order Support (SGO) - £135,521		<p>Between April 2021- March 2022, a total of 43 individuals have accessed the project for training, peer, and psychological support.</p> <p>The project has managed to divert 1% of individuals from becoming 'Looked After'. If the project were to cease its delivery, the impact on statutory services would increase and more children & young people would become looked after entering the care of statutory services.</p>

Adult Social Care		
Project	Overview	Implication of Cessation
Early Intervention Dementia Reablement Services - £136,317	The service focuses on supporting people living with dementia with bespoke support. The service supports people with a diagnosis or, or displaying symptoms of, dementia to remain active and connected with their community.	Between April 2021- March 2022, the project in Blaenau Gwent has supported 152 individuals through the programme. 67 of those individuals with memory problems or dementia continue to remain independent of services following completion of a reablement programme. In absence of these services, it is anticipated that service users would look to access support from Social Services. Further, this could lead to an increase in hospital admission, decrease in hospital discharges, increased GP attendance, a rise in referrals to Social Services and therefore an increase in requests for packages of Care across all 5 Local Authorities.
(Previously Step Up/Down Beds & Cariad Intermediate Care Beds 0 Phase 2	CARIAD is the <i>Collaborative Assessment Reducing Interventions, Admissions and Delayed transfers of care</i> , an acronym to describe the Step Up/Step Down provision. The project provides Step up/Step down beds from a mixture of settings with dedicated beds available in a Care	Between April 2021- March 2022 40 individuals were referred and admitted to the step up/down beds within the team and 27 of these were able to be discharged from the step up/down beds. Of these twenty-seven, 19 were discharged to either back to their home or usual place of residence, with only 8 discharged to long

[Additional 4 Units]) - £347,536	Home, Sheltered Housing complexes and through Extra Care facilities.	term care, and 10 discharged with a Package of Care (POC). As of April 2022, bed occupancy levels were at 45%, with total bed days at 388. 13 admissions were avoided, and 21 discharges enabled, 7 of these were able to be discharged after becoming independent from services. 34 individuals were supported into the graduated care services. The average length of stay (LOS) for everyone admitted was 102 days.
Transition - Development of Integrated Working Across Adult And Childrens Services in Gwent - £70,500	<i>The Transition Programme</i> is made up of four projects which are delivered in Blaenau Gwent, Caerphilly, Monmouthshire – through the third sector organisation (Building Bridges), and Newport. The transition from Children's Services to Adult Services can be a very challenging experience for adults with learning disabilities and their families/carers. Similarly, the transition to more independent living can be problematic for adults with learning disabilities. The provision of specialist knowledge helps to address these needs and will help ensure compliance to the Social Services and Well Being Act 2014. It is clearly identified that transition outcomes improve when there is a lead coordinator who facilitates the involvement of the right people at the right time.	Between April 2021 to March 2022, The Blaenau Gwent Team had a total caseload of 208 individuals who were receiving ongoing transition support. The Transition Project continues to have significant positive impact on how young people are supported through transition into adulthood. The Transition Project continues to support young people and their parents/carers with aspects of transition, including navigating health referral pathways to ensure they continue to have their health needs met and supporting them to gain voluntary and paid work and accessing leisure and social opportunities in line with their individual desired outcomes. If the transition project were to cease to exist, there would be no alternative organisation for them to find the support and guidance they need and therefore result in a decline in future prospects.
Carers Support - Blaenau Gwent - £102,272	The main objective of this project is to improve identification of unpaid carers, provide easy access to Carers Assessments, raise awareness of what support is available to carers within their community, assist with signposting, and refer on to other agencies where	Between April 2021- March 2022, the merged projects of carers coordinator and carers support in Blaenau Gwent engaged with 333 carers and supported 238 carers with information, assistance and advice (IAA). The project provided 128 drop-in sessions, with 132 individuals attending activities/events. If the services were not

	<p>appropriate. The project also aims to ensure that children and young people will be protected from inappropriate caring and have the support they need to learn, develop and thrive, to enjoy positive childhoods and to optimise their abilities.</p>	<p>available, it is anticipated there would be a system-level impact on Social Care. Potential impacts could include an increase in packages of care, and an increase in adult referrals to Social Care. It is worth noting that this project aligns with the Social Services and Wellbeing Act (2014).</p>
<p>GMS alignment & IAA Prevention Workstream - £142,471</p>	<p>Continuing the alignment of our referral processes and systems to embed a single point of access across Blaenau Gwent as an integral part of ensuring that Information, Advice and assistance is accessible and available for all our residents, avoiding the frustration of individually accessing a number of social care and health-based services and being signposted or re-directed from one service to another. IAA is the starting point to access and be supported in directing people and professionals towards community-based services.</p>	<p>This preventative system is able to identify people at risk at the earliest opportunity to provide health and wellbeing support ,underpinned by strength-based assessments and co-production principles, Building resilience through connections, increasing social prescribing and community development through the integrated wellbeing network and the collaborative working nature of the Compassionate Communities MDTs to maximise individual and collective skills, capacity and efficiency. The role of the link workers is to support our GP surgeries through this work stream to provide them with a more effective transition between the different services within the Borough. During 2021-22 4828 enquiries were received at the front door, with 2596 referrals then resolved by the IAA team, providing an outcome of 52% of enquiries being resolved by IAA during the reporting period.</p>
<p>Implementation of Better Care Project - £46,031</p>	<p>The Implementation of the Better Care Project commenced with winter funding during 2019-20, with the acquisition of specialist equipment. This equipment provided the opportunity to reduce the workforce requirements in supporting individuals with complex needs, where possible, reducing what is referred to as 'double handled calls' to 'single handed call'. To maximise regional opportunities, it was agreed to deliver this project</p>	<p>If the service ended, it is anticipated that service users would access support through Social Services, so therefore increasing referrals, and package of care requests. In addition, there would be an impact on patient flow through services resulting in an increase in hospital admissions and a decrease in hospital discharges.</p>

	in two phases. The first phase being the acquisition of equipment from winter funding, and more recently, the dedicated support to train staff in the use of the new equipment.	
Advocacy Access - £115,000	The project means giving a person support to have their voice heard. It is a service aimed at helping people understand their rights and express their views, enabling people to have more choice and control when decisions are made that affect them. A pilot helpline was recently designed to be an independent single point of access for adults across the partner authorities. This service assesses individuals need for advocacy and refers to appropriate generic and specialist advocacy services along with signposting to other community based preventative services where appropriate.	A snapshot of the Data provided between April 2021- March 2022, shows that 495 individuals have been engaged with the Access to Advocacy, and 192 individuals progressed to advocacy cases requiring either independent professional advocacy (IPA) or significant information signposting/ guidance. The number of Website hits in 2021-2022 was 2045. Calls to the GATA helpline have been noted as returning to return to pre pandemic levels. The project is fully aligned to the regional advocacy strategy 2019/2024 to meet statutory obligations under the Social Services and Well-being (Wales) Act 2014. This is a Gwent wide scheme and not a Blaenau Gwent scheme, identifying a risk of Gwent wide impact for both Health and Social Care. If the project ceased, it is anticipated that individuals would seek advice and support from Social Services.

Regional Schemes		
Project	Overview	Implication of Cessation
Home First - £1,799,418	The service has been established for approximately 3 years, and commenced based on the learning of a pilot initiative within the Integrated Care Fund. The principle of this service is a trusted assessor model to enable turn around at the front door where appropriate. During the COVID-19 pandemic support was extended to the Grange University Hospital as well as the District General Hospitals. This	This project has become an essential front door service across all the acute hospital sites that ensures people who do not need admission are given the right advice, information and assistance to return home with a follow up reablement intervention as required. The regional project is critical for moving people in a safe and timely manner secondary care to community support. It is

	<p>initiative has been independently evaluated very positively, and consensus reached within the Gwent Adult Strategic Partnership on the need to sustain the service post March 2022.</p>	<p>considered a top priority to change conversations with the public and prevent unnecessary admissions to hospital.</p> <p>If this project closed, there would be an impact across Social Care and Health. For Health, these impacts include an increase in hospital admissions, increase in GP attendances, decrease in hospital discharges and an impact on patient flow through the system. Potential impacts on Social Care include an increase in adult referrals and increase in packages of care.</p>
<p>Shared Lives - £81,040</p>	<p>The project model supports people whose level of need means it is harder for them to live on their own, by matching them with a carer to share their family and lives giving care and support in the community.</p> <p>People using the scheme may be older, have mental health problems, dementia or learning disabilities or other needs which require short and long-term support. The Shared Lives Health Initiative project provides them with the opportunity to live with their matched carer or visit them regularly for day support or respite for their families.</p>	<p>Between April 2021 and March 2022, the project received 59 referrals and made 29 arrangements. The project has provided 520 hours of day support, 650 hours nights of respite and 2456 nights of long term provided. There have been 3 Shared Lives carers recruited and approved during this period and achieved 400% individual outcomes and an increase of 400% for family carer wellbeing.</p> <p>The model only receives funding from the RIF to support with the continuation of the project. Removal of the funding would mean the project would have to cease. The project has two employees, these employees would then have to begin the necessary redundancy procedures. Currently, there are twenty-seven active Shared Lives Health Initiative arrangements. All arrangements would cease and individuals and their families would need to secure the support lost through other care arrangements, such as nursing or residential homes, and step up or step down facilities. All this has the potential to add further strain to the individuals, their families and the system in place to support them.</p>

<p>MYST Leadership Costs - £295,890</p>	<p>The service provides responsive, flexible outreach support to carers, including families and carers, to keep children and young people at home or in their placement. Providing support to children, young people and their care providers through a presenting crisis or event, making sure ongoing support post crisis is available. Providing a core daytime service and enhanced out of hours service, with a structured, high quality, fit for purpose educational provision supported by therapeutic and risk management models, delivered in a holistic, multi-disciplinary assessment/formulation – either community based or through residential provision, offering emergency/crisis residential placements when necessary.</p>	<p>Between April 2021 to March 2022 56 young people were referred to the service. There were 233 consultations held with 26 training sessions delivered, and 14 non-intensive cases open. 106 young people who are looked after, were supported to ‘step down’ from residential to family-based care.</p> <p>If the MyST service was to cease its delivery, the impact would be seen across health and social care sectors, increasing pressure on other service areas, increasing waiting times and possibly an increase in children becoming looked after, increasing financial implications on statutory services.</p>
<p>My Mates - £160,960</p>	<p>The project supports individuals with a learning disability across Gwent are able to access a variety of social events as a means of forming friendships and, if requested, can be supported to develop a relationship by finding a date and being offered advice and information. My Mates support individuals with learning disabilities to live independently with access to early intervention services in the community, and greater public awareness and understanding of people with learning disabilities needs.</p>	<p>Between April 2021 and March 2022, 1132 people engaged with the project and in addition, received 190 virtual engagements. There were 7088 meetings with families/individuals held, and 3695 people attended events. The project also facilitated 50 training/workshops during this period.</p> <p>If the funding of the project was to cease, the project has identified that it is not sufficiently embedded to consider an exit stage.</p>

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Appendix 2

BLAENAU GWENT CBC CHILDREN SOCIAL CARE REGIONAL INTERGRATION FUND

Liability Commitments

				2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Programme	Project Name	Accelerate / Embed	Year 1 Indicative Allocation	Year 2 Actual Budget Required from BGCBC	Year 3 Actual Budget Required from BGCBC	Year 4 Actual Budget Required from BGCBC	Year 5 Actual Budget Required from BGCBC	Year 6 Actual Budget Required from BGCBC	
Early Intervention & Support: Edge of Care	Enhanced Edge Of Care (Bg)	Embed	£124,847	£37,454	£37,454	£62,424	£62,424	£62,424	
Early Intervention & Support: Edge of Care	Family Group Conferences (Bg)	Embed	£77,694	£23,308	£23,308	£38,847	£38,847	£38,847	
Early Intervention & Support: Edge of Care	Mediation Support (Bg)	Embed	£34,847	£10,454	£10,454	£17,424	£17,424	£17,424	
Early Intervention & Support: Edge of Care	Sgo Support (Bg)	Embed	£135,521	£40,656	£40,656	£67,761	£67,761	£67,761	
Grand Totals			£372,909	£111,873	£111,873	£186,455	£186,455	£186,455	

BLAENAU GWENT CBC CHILDREN SOCIAL CARE REGIONAL INTERGRATION FUND

Liability Commitments

		2022/23		2023/24	2024/25	2025/26	2026/27	2027/28
Programme	Project Name	Accelerate / Embed	Year 1 Indicative Allocation	Year 2 Actual Budget Required from BGCBC	Year 3 Actual Budget Required from BGCBC	Year 4 Actual Budget Required from BGCBC	Year 5 Actual Budget Required from BGCBC	Year 6 Actual Budget Required from BGCBC
Dementia: Living with Dementia	Early Intervention Dementia Reablement Services	Ringfenced	£136,317	£0	£0	£0	£0	£0
Place Based Graduated Care	(Previously Step Up/Down Beds & Cariad Intermediate Care Beds 0 Phase 2 [Additional 4 Units])	Accelerate	£347,536	£34,754	£104,261	£104,261	£104,261	£173,768
Transition	Transition - Development Of Integrated Working Across Adult And Childrens Services In Gwent	Accelerate	£70,500	£7,050	£21,150	£21,150	£21,150	£35,250
Support for Unpaid Carers	Carers Support - Blaenau Gwent	Embed	£102,272	£30,682	£30,682	£51,136	£51,136	£51,136
Connected Communities	GMS alignment & IAA Prevention Workstream	Embed	£142,471	£42,741	£42,741	£71,236	£71,236	£71,236
Assistive Technology	Implementation of Better Care Project	Embed	£46,031	£13,809	£13,809	£23,016	£23,016	£23,016
INDEPENDENT	Advocacy Access	Embed	£115,000	£34,500	£34,500	£57,500	£57,500	£57,500
Grand Totals			£960,127	£163,536	£247,143	£328,298	£328,298	£411,905

Notes:

Ringfenced - no budget contribution required from Lead Organisation

Accelerate - 10% budget contribution required from Lead Organisation for a maximum of 2 years, then 30% budget contribution as move into Embed Stage for a maximum of 3 years

Embed - 30% budget contribution required from Lead Organisation for a maximum of 3 years

Legacy Fund - 50% budget contribution required post Embed Stage

• **Although no organisational budgets have been released in Year 1 (2022/23) to contribute to the RIF, 2022/23 is still classed as Year 1, so for Example when we have two years of an “Accelerate Scheme”, that will be for financial years 2022/23 and 2023/24**

REGIONAL INTERGRATION FUND – REGIONAL SCHEMES

			2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Programme	Project Name	Accelerate / Embed	Year 1 Indicative Allocation	Year 2 Actual Budget Required	Year 3 Actual Budget Required	Year 4 Actual Budget Required	Year 5 Actual Budget Required	Year 6 Actual Budget Required
Improving System Flow	Home First	Accelerate	£1,799,418	£179,942	£539,825	£539,825	£539,825	£899,709
Place Based Graduated Care	Shared Lives	Accelerate	£81,040	£8,104	£24,312	£24,312	£24,312	£40,520
Supporting Care Experienced Children	MYST Leadership Costs	Embed	£295,890	£88,767	£88,767	£147,945	£147,945	£147,945

LD Independence & Wellbeing	My Mates	Embed	£160,960	£48,288	£48,288	£80,480	£80,480	£80,480
Grand Totals			£2,337,308	£325,101	£701,192	£792,562	£792,562	£1,168,654