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Cyngor Sir
CEREDIGION
County Council

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29 November 2021
01545572034

Dear Sir/Madam

I write to inform you that a Meeting of Cabinet will be held remotely by video-conference on Tuesday, 7 December 2021 at 10.00 am for the transaction of the following business:

1. **Apologies
FOR INFORMATION**
2. **Personal matters**
3. **Disclosure of Personal/ Prejudicial Interests.
FOR INFORMATION**
4. **A verbal update by the Leader of the Council in relation to COVID-19
FOR INFORMATION**
5. **To confirm as a true record the Minutes of the previous Meeting of
the Cabinet and any matters arising from those Minutes.
FOR DECISION (Pages 5 - 10)**
6. **Any petitions received: Llewod Llambled says "Save our Sports Hall"
FOR INFORMATION (Pages 11 - 14)**
7. **Reports of any decisions (if any) having been called in from Overview
and Scrutiny Committee
FOR DECISION**
8. **Any feedback from Overview and Scrutiny Committee not otherwise
on the agenda
FOR DECISION**
9. **To consider the report of the Corporate Lead Officer for Schools and
Culture upon LA Representative on Governing Bodies
FOR DECISION (Pages 15 - 16)**
10. **To consider the report of the Corporate Lead Officer for Finance and
Procurement upon Council Tax Base and Precept Payment Dates
FOR DECISION (Pages 17 - 28)**

11. **To consider the report of the Corporate Lead Officer for Finance and Procurement upon The updated Capital Programme 2021/22
FOR DECISION (Pages 29 - 44)**
12. **To consider the report of the Corporate Lead Officer for People and Organisation upon HR Policies: (1) Driving at Work - Council Fleet and (2) Driving at Work - Use of Private Vehicles (Grey Fleet) policies with feedback from the Overview and Scrutiny Committee
FOR DECISION (Pages 45 - 90)**
13. **To consider the report of the Corporate Lead Officer for People and Organisation upon HR Model Policies for Schools: Dignity at Work Policy & Procedure and Managing Sickness Absence at Work with feedback from the Overview and Scrutiny Committee
FOR DECISION (Pages 91 - 170)**
14. **To consider the report of the Corporate Lead Officer for Legal and Governance Services upon Mid Wales Corporate Joint Committee
FOR DECISION (Pages 171 - 182)**
15. **To consider the report of the Corporate Lead Officer for Porth Cynnal upon Residential Provision for the Care and Support of Children and Young People in Ceredigion
FOR DECISION (Pages 183 - 206)**
16. **To consider the report of the Corporate Lead Officer for Highways and Environmental Services upon Ceredigion County Council (Llangwryfon) (Width Restriction) Order 2021
FOR DECISION (Pages 207 - 210)**
17. **To note the report of the Corporate Lead Officer for Finance and Procurement upon Controllable Revenue Budget - 2021/22
FOR INFORMATION (Pages 211 - 232)**
18. **To note the report of the Corporate Lead Officer for Finance and Procurement upon Mid-year review of the Treasury Management Strategy for 2021/22
FOR INFORMATION (Pages 233 - 240)**
19. **To note the report of the Corporate Lead Officer for Porth Cynnal upon CYSUR/CWMPAS Combined Local Operational Group Safeguarding Report Quarter 1 2021/22
FOR INFORMATION (Pages 241 - 286)**

20. **Attachment to the report of the Corporate Lead Officer for Porth Cynnal upon Residential Provision for the Care and Support of Children and Young People in Ceredigion
FOR DECISION (Pages 287 - 292)**
21. **Any other matter the Chairman decides is for the urgent attention of the Cabinet**

A Translation Service will be provided at this meeting and those present are welcome to speak in Welsh or English at the meeting.

Yours faithfully



**Miss Lowri Edwards
Corporate Lead Officer: Democratic Services**

**To: The Leader of the Council and Members of the Cabinet
The remaining Members of the Council for information**

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Notice of the Decisions of the **Meeting of the CABINET**
held on **Tuesday, 2 November 2021**

This Notice is published at 5.00pm on Thursday, 4 November 2021. Requests to call-in any decision to be delivered to the Head of Democratic Services by 5.00 pm on Thursday, 11 November 2021. The decisions will come into force (if no valid call-in application is received) on Friday, 12 November 2021

PRESENT; Councillor Ellen ap Gwynn (Chair), Councillors Dafydd Edwards, Rhodri Evans, Catherine Hughes, Gareth Lloyd, Catrin Miles, Ray Quant MBE and Alun Williams

Also in attendance: Councillors Bryan Davies, Euros Davies, Elaine Evans, Lyndon Lloyd MBE, John Roberts, Lynford Thomas and Ivor Williams.

(10.00 am - 12.03 pm)

102 Apologies

Councillor Gareth Lloyd apologised that he would be late in joining the meeting.

103 Personal matters

- i. The Leader stated that this would be the last Cabinet meeting for Mrs Caroline Lewis, Corporate Director prior to her retirement from the Council. She was thanked for all her excellent work over the years and wished well for the future. The Chief Executive seconded the Leader's words.
- ii. Mr James Starbuck has recently been appointed as Corporate Director and is wished well when he takes up his new role in January 2022..
- iii. Kay Davies was welcomed to the meeting as she has returned to her post as Democratic Services Officer on a temporary, part time basis.
- iv. Staff were thanked for all their work in the success of acquiring £10.8m funding from the Levelling Up fund. The funding is for projects to benefit the harbour and prom and the Old College in Aberystwyth.
- v. Mr Gareth Rowlands was wished well in his retirement and was thanked for all his hard work in securing significant grant funding over the years for the County.
- vi. Ceredigion Young Farmers Clubs were congratulated for taking part in the Ceredigion YFC Eisteddfod last weekend. Llanwenog YFC won the overall competition. The Litterateur of the Eisteddfod was awarded to Twm Ebbsworth, Llanwenog and the Bard of the Eisteddfod was awarded to Ianto Jones, Felinfach.
- vii. The Leader informed the meeting that the Council has been successful in procuring land in Felinfach to enable the building of a new area school.

104 Disclosure of Personal/ Prejudicial Interests.

There were no disclosures of personal/prejudicial interests.

105 A verbal update by the Leader of the Council in relation to COVID-19

The Leader of the Council provided a verbal update in relation to COVID-19. She stated that there had been a further 331 positive cases in the 7 days

prior to 28 October. The rate per 100,000 now stands at 455.3 which shows a decrease in numbers. The Leader noted that there has been a significant decrease in positive cases over the last few days. All counties in Wales' positive cases appear to be decreasing apart from Wrexham and that Ceredigion's neighbouring counties continue to have a high incidence of cases.

The highest number of cases continues to be amongst young people in secondary schools and following changes to Welsh Government guidance last week, no pupils should attend school if someone in their household has tested positive for COVID-19 and should self-isolate.

There are a number of positive cases in staff members in the county's care homes with 3 homes in the amber and 5 in the red zone.
The county's libraries Click and Collect facility continues with their service.
The recycling and waste centres have resumed their normal service.

Remedial work continues at Lampeter and Aberystwyth swimming pools and Aberystwyth and Cardigan leisure centres. It is hoped that dates for reopening will be issued soon.

It was also noted that the recent inclement weather has caused landslides in Aberaeron. The Council teams involved in helping were thanked for their work during last weekend.

106 To confirm as a true record the Minutes of the previous Meeting of the Cabinet and any matters arising from those Minutes

To confirm as a true record the Minutes of the Meeting of the Cabinet held on 5 October 2021.

Matters arising from the minutes: There were no matters arising from the minutes

107 Any petitions received

Petition for a Bus Shelter

It was noted that the above petition had been received and would be dealt with in accordance with the guidelines in the Petitions Protocol

108 Reports of any decisions (if any) having been called in from Overview and Scrutiny Committee

None

109 Any feedback from Overview and Scrutiny Committee not otherwise on the agenda

- i. Report from the Healthier Communities Overview and Scrutiny Committee regarding Domiciliary Care Provision
- ii. Report from the Healthier Communities Overview and Scrutiny Committee regarding Wellbeing Centres Service and developments at the Lampeter Wellbeing Centre.

The reports were noted for information.

110 To consider the report of the Corporate Lead Officer for Legal and Governance upon the Coroner Pay Arrangements 2021/22

To approve the following pay rates effective from 1st April 2021 (including the associated back-payment of sums due to the Senior Coroner and Assistant Coroner):

1) Senior part-time Coroner:

- i) Retention Salary of £21,120 p/a to cover retention/out of hours service availability from 1st April 2021 to 31st March 2022.
- ii) Using the agreed daily rate of £465, to pay the Coroner an annual salary of £11,625 including training days-from 1st April 2021 to 31st March 2022
- iii) Office expenses/business support allowance – £5,000 p/a - from 1st of April 2021 to 31st of March 2022

2) Assistant Coroner:

From 1st April 2021 to 31st March 2022 the daily rates will be:

- full day £397; and
- half day: £199.

Reasons for decision:-

Compliance with relevant legislation and JNC Circulars, mitigation of challenge and safeguarding public funds.

111 To consider the report of the Corporate Lead Officer for Economy and Regeneration upon the Annual Review of the Carbon Management Plan 2017/18 to 2022/23 (Year 3 2020/21)

- i) To agree to monitor the extent of the Council's Carbon Reduction during and up to year 3 of the current 5 year period of the Carbon Management Plan, which amounted to a 28.77% reduction in CO2 against the 2017/18 baseline;
- ii) To note and endorse the progress and achievements to date of the Council's Management Plan.

Reasons for decision:-

In the Carbon Management Plan 2017/18 – 2022/23 that was approved by Cabinet on 11 June 2019 it was agreed that an Annual Progress Review would be undertaken and an update report be provided to Cabinet on an annually.

112 To consider the report of the Corporate Lead Officer for Policy, Performance and Public Protection upon the Talking, Listening and Working Together - Draft Engagement Policy with feedback from the Overview and Scrutiny Committee

To agree the Draft Engagement Policy and approve that it can go out to public consultation over the winter of 2021-22.

To note the feedback from the Corporate Resources Overview and Scrutiny Committee.

Reasons for decision:-

Our current Community Engagement Policy dates from 2012 and needs to be replaced to take account of new methods of engagement and recent

legislation and guidance. There is also a need to take account of the increasing use of digital engagement

113 To consider the report of the Corporate Lead Officer for Policy, Performance and Public Protection upon Annual Letter 2020/21 by the Public Services Ombudsman for Wales

To note the contents of the PSOW's Annual Letter and agree the three actions contained therein:

- Present the Annual Letter to the Cabinet to assist members in their scrutiny of the Council's performance and any actions to be taken as a result
- Continue to engage with the PSOW's CSA work – including accessing training and providing performance data
- Inform the PSOW of the outcome of the Council's considerations and proposed actions on the above matters by 15th November 2020.

Reasons for decision:-

To ensure continuous improvement and ensure that elected members are aware of the Council's performance regarding complaints.

114 To consider the report of the Corporate Lead Officer for Highways and Environmental Services upon the Adoption of Highway - Cae'r Odyn, Bow Street

To approve the proposed Adoption of Cae'r Odyn through the S.38 Highway Act 1980 process and maintain at public expense thereafter.

Reasons for decision:-

To enable the road to be maintained at public expense.

115 To consider the report of the Corporate Lead Officer for Highways and Environmental Services upon the Adoption of Highway - Foel Goch, Bow Street

To approve the proposed Adoption of Foel Goch through the S.38 Highway Act 1980 process and maintain at public expense thereafter.

Reasons for decision:-

To enable the road to be maintained at public expense.

116 To consider a report by the Corporate Lead Officer for Schools and Culture confirming the nominations of LA Representatives on Governing Bodies

To confirm the nominations outlined in the report as LA representatives on the Governing Bodies of the relevant School.

Reasons for decisions:-

To nominate representatives of the LA on Governing Bodies.

117 To note the report of the Corporate Lead Officer for Policy, Performance and Public Protection upon the Animal Welfare (Licensing of Activities Involving Animals (Wales) Regulation 2021 with feedback from the Overview and Scrutiny Committee

Cabinet noted the report and the feedback from the Healthier Communities Overview and Scrutiny Committee.

- 118 To note the report of the Corporate Lead Officer for Policy, Performance and Public Protection upon the Ceredigion PBS Poverty Sub-Group - Tackling Hardship Strategy progress report July 2021 with feedback from the Overview and Scrutiny Committee**

Cabinet noted the report and the feedback from the Corporate Resources Overview and Scrutiny Committee.

- 119 To note the report of the Corporate Lead Officer for Policy, Performance and Public Protection upon the Ceredigion PSB Local Well-being Plan Annual Report 2020-21**

Cabinet noted the report.

- 120 To note the report of the Corporate Lead Officer for Porth Cynnal upon the Independent Reviewing Service Performance Management Report Quarter 4 2020/21 with feedback from the Overview and Scrutiny Committee**

Cabinet noted the report and the feedback from the Healthier Communities Overview and Scrutiny Committee.

- 121 To note the report of the Corporate Lead Officer for Porth Cymorth Cynnar upon the Ceredigion Carers Unit Annual Report 2020-21 with feedback from the Overview and Scrutiny Committee**

Cabinet noted the report and the feedback from the Healthier Communities Overview and Scrutiny Committee.

- 122 To note the report of the Corporate Lead Officer for Porth Cymorth Cynnar upon the West Wales Care Partnership Regional Carers Development Group Annual Report 2020/21 with feedback from the Overview and Scrutiny Committee**

Cabinet noted the report and the feedback from the Healthier Communities Overview and Scrutiny Committee.

- 123 Any other matter the Chairman decides is for the urgent attention of the Cabinet**

None

Confirmed at the Meeting of the Cabinet held on 7 December 2021

Chairman: _____

Date: _____

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CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 7th December 2021

Title: Petitions received

Purpose of the report: To inform Cabinet of any petitions received

For: Information

Cabinet Portfolio and Cabinet Member: N/A

The following Petition has been received by the Council:

Petition Title	Number of signatories	Cabinet Member	Local Member (if applicable)
Llewod Llambled says "Save our Sports Hall"	631	Cllr Catherine Hughes	Cllrs Hag Harris and Cllr Ivor Williams

The relevant service will now consider the contents of the petition as part of the public engagement exercise for the Physical Activity Development Plan.

Has an Integrated Impact Assessment been completed? If, not, please state why N/A – this report informs Cabinet of the receipt of petitions only

Wellbeing of Future Generations: *Summary:*

Long term:	N/A
Integration:	N/A
Collaboration:	N/A
Involvement:	N/A
Prevention:	N/A

Recommendation(s): For Cabinet to note receipt of the following petition - Llewod Llambled says "Save our Sports Hall"

Reasons for decision: To inform Cabinet of the receipt of petition, for further consideration by the relevant service.

Overview and Scrutiny: N/A

Policy Framework: Council Constitution and Petitions Protocol

Corporate Priorities: N/A

Financial and Procurement implications: N/A

Statutory Powers: N/A

Background Papers: N/A

Appendices: None

Corporate Lead Officer: Lowri Edwards, Corporate Lead Officer: Democratic Services

Reporting Officer: Lowri Edwards

Date: 9th November 2021

Darn o dudalen y ddeiseb / Extract from the petition page

LLEWOD LLAMBED says, "Save our Sports Hall"

There are Imminent plans to down grade the current sports courts at Lampeter Leisure Centre. As part of the creation of a Well Being Hub in Lampeter, CCC propose the reduction in size of the sports hall by a quarter which means that the Leisure centre will no longer have a full size, indoor Netball Court, Basketball court, Five a side football pitch, Volleyball court and will mean a reduction in the number of badminton courts.

Although we support the addition of the facilities the Well Being Hub will provide for the Lampeter community, taking away what is already a well used amenity will jeopardise the future and well being of the participants of established local clubs and teams and prevent the forming of others in the future.

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CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 07 December 2021

Title: LA Representative on Governing Bodies

Purpose of the report: To confirm the nomination of LA Representative on Governing Bodies

For: Decision

Cabinet Portfolio and Cabinet Member: Cllr Catrin Miles, Schools Service, Lifelong Learning and Leisure.

Penparc Community Primary School: Elect Heddwyn Evans as LA Governor at the request of the Governing Body of Penparc Community Primary School.

Has an Integrated Impact Assessment been completed?

No – report does not refer to a Policy or Service change.

Wellbeing of Future Generations:

Summary:

Long term:

Collaboration:

Involvement:

Prevention:

Integration:

Recommendation(s): Members are requested to confirm the nomination of the above named as LA representatives on the Governing Bodies of the relevant School.

Reasons for decision: To nominate representatives of the LA on Governing Bodies.

Overview and Scrutiny: N/A

Policy Framework:

Corporate Priorities: N/A

Finance and Procurement implications:	None
Legal Implications:	
Staffing implications:	None
Property / asset implications:	None
Risk(s):	N/A
Statutory Powers:	N/A
Background Papers:	N/A
Appendices:	N/A
Corporate Lead Officer:	Meinir Ebbsworth – Corporate Lead Officer - Schools
Reporting Officer:	Nia James
Date:	10 November 2021

CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 7 December 2021

Title: Council Tax Base and Precept Payment Dates.

Purpose of the report: To determine the Council Tax Base and Precept Payment Dates for the 2022/2023 financial year.

For: Decision

Cabinet Portfolio and Cabinet Member: Finance and Procurement Services & Public Protection Services
Cllr. Gareth Lloyd

1. REQUIREMENT TO DETERMINE THE COUNCIL TAX BASE

The Council, at its meeting held on 14th December 2004, resolved that the setting of the Council Tax Base would become an Executive function from thereon, and therefore the Cabinet can decide on the Council Tax Base for 2022/2023. The Tax Base of an area is a measure of the Council Tax raising capacity of that area.

The following Council Tax Bases are required to be calculated:-

- (a) Council Tax Base for Ceredigion County Council;
- (b) Council Tax Base for each of the Town and Community Council areas.

2. CALCULATION OF COUNCIL TAX BASE

The rules for the calculation of the Council Tax Base are prescribed in the Local Authorities (Calculation of Council Tax Base) (Wales) Regulations 1995 and as amended by the Local Authorities (Calculation of Council Tax Base) and Council Tax (Prescribed Classes of Dwellings) (Wales) (Amendment) Regulations 2004 and the Local Authorities (Calculation of Council Tax Base)(Wales)(Amendment) Regulations 2016. The regulations set out the formulae for calculating the Tax Base for an area and prescribe the period during which the calculations must be performed and the results notified to precepting and levying authorities. The formulae and calculations are set out in Appendix 1.

The calculation of the Council Tax Base contained in Appendix 1 reflects a zero discount for all properties included in Prescribed Classes A, B and C, on the assumption that the zero discount continues to apply, for the whole of the Authority's area, for 2022/23. The assumption of a zero discount is made on the basis of the Council's determination of 24 March 2016 to introduce a Council Tax Premium of 25% on Second Homes and Long Term Empty Homes from 1 April

2017 (Sections 12A(3) and 12B(4) of the Local Government Finance Act as inserted by the Housing (Wales) Act 2014).

The figures contained in the appendices take account of the following:-

- (a) an assumed collection rate of 97.5%;
- (b) estimated entitlement to disablement reductions;
- (c) estimated entitlement to discounts;
- (d) estimated number of exempt dwellings;
- (e) estimated number of prescribed class of dwellings;
- (f) an assumption that all properties currently awaiting banding (including an estimated number of new properties) will be valued in the appropriate bands which have been estimated;
- (g) an assumption that the Council has no properties to be regarded as Class O exempt dwellings which are the responsibility of the Secretary of State for Defence.
- (h) An estimated amount in respect of the Premium of 25% levied in respect of; second homes with no occupation restriction and long term empty properties.

3. PAYMENT OF PRECEPTS

The provisions of the Local Authorities (Precepts) (Wales) Regulations 1995 apply to the payment of precepts by Ceredigion County Council.

In accordance with the provisions of the above regulations, the Council is required to:-

- (a) notify each relevant precepting authority before 31st December of the proposed schedule of instalments
- (b) no earlier than 21 days after notifying each relevant precepting authority of the proposed schedule of instalments, determine a schedule of instalments; and
- (c) inform each relevant precepting authority before 1st February of the schedule of instalments.

4. PROPOSED SCHEDULE OF INSTALMENTS

In order to comply with 3(a) above, the following proposed schedule of instalments is recommended:-

Police Authority

Twelve equal instalments, paid on the last working day of each month commencing April 2022.

Town and Community Councils

Three equal instalments – on the last working day of April, July and October.

5. COUNCIL TAX BASE

The Council Tax Base for 2022/23 is 32,063.08 which is an increase of 0.48% compared to the Tax Base for 2021/22 (i.e. 31,911.26). Despite the current pandemic the collection rate has remained at 97.5%. The figures for each town and community are shown in Appendix 2. The figures are shown for; Council Tax only, Premium only and combined figures. The CT1 2022-23 shows the figures for Council Tax setting and 100% for calculation of revenue support grant. The figures used for calculating the Revenue Support Grant are exclusive of the 25% Premium applied to second home and long term empty properties.

The financial year, 2017/18, was the first year of Council Tax Premium liability for Second Homes and Long Term Empty Homes. I previously reported the difficulty in estimating the Council Tax Base for 2017/18 as there was uncertainty around the number of properties that would change their status from Council Tax (domestic) to Non Domestic Rates (businesses). As in the previous financial year the Council has continued to lose properties that have changed their status from Council Tax (domestic) to Non Domestic Rates (businesses). However, the level of loss of properties to self-catering has, in the last year, been offset by new properties being brought into the list, hence the slight increase in the base compared to last year.

	Has an Integrated Impact Assessment been completed? If, not, please state why	No. Does not refer to policy or service change.
Wellbeing of Future Generations:	Summary: N/A Long term: N/A Collaboration: N/A Involvement: N/A Prevention: N/A Integration: N/A	
Recommendation(s):	<ol style="list-style-type: none"> 1. approve the Council Tax Base as set out in the attached appendices; and 2. approve the proposed schedule of instalments as recommended under item 4 of the report. 	
Reasons for decision:	Legal requirement	

Overview and Scrutiny: N/A

Policy Framework: Medium Term Financial Strategy

Corporate Priorities: Boosting the Economy

Finance and Procurement implications: None

Legal Implications: Figures must be ratified by 4th January 2022

Staffing implications: None

Property / asset implications: None

Risk(s): None

Statutory Powers: Local Government Finance Act 1992

Background Papers: None

Appendices: Council Tax Base Calculation Papers

Corporate Officer: **Lead** Stephen Johnson

Reporting Officer: Stephen Johnson

Date: 16th November 2021

CYNGOR SIR CEREDIGION COUNTY COUNCIL

CALCULATION OF COUNCIL TAX BASE 2022/2023

FORMULA FOR 2022/23

The TAX BASE is calculated using the following formula: $T=(A \times B)$

- WHERE: T = TAX BASE** (The measure of the tax raising capacity of the area)
- A= RELEVANT AMOUNTS** (The total of relevant amounts calculated using specified formula- see below)
- B= COLLECTION RATE** Appendix 1
The suggested collection rate for 2022/2023 is 97.5%)

The RELEVANT AMOUNT for each Valuation Band is calculated using the following formula :
$$\frac{(H - Q+E +J) \times F}{G}$$

- WHERE: H = CHARGEABLE DWELLINGS** (The number of dwellings in the band listed in the valuation list, adjusted for the effects of disabled relief, PLUS the Council's estimate of changes to the list and exempted dwellings in 2022/2023)
- Q = FACTOR TO TAKE ACCOUNT OF DISCOUNTS** (The aggregate of amounts found by multiplying, for each different relevant percentage, R by S - see below)
- R= NUMBER OF DWELLINGS SUBJECT TO THE RELEVANT DISCOUNT** (The number of properties included in H for which the amount of council tax payable for the relevant day was reduced by the relevant percentage.)
- S= RELEVANT PERCENTAGE** (The prescribed percentage (for Single Person Discount), and the percentage discount determined by the Authority for each of the Prescribed Classes.)
- E= PREMIUM FACTOR** The factor to take account of a premium. The calculation for item E requires a billing authority to multiply, for each relevant percentage, an estimate of the number of dwellings in respect of which a premium applies with the relevant percentage.
- J= AMOUNT OF ADJUSTMENTS** (The Council's estimate of adjustments to be made to the number of chargeable dwellings in the list, plus any discounts or premiums applicable to them for 2022/2023.)

	BAND	Ratio to Band D
	A*	5/9
	A	6/9
	B	7/9
	C	8/9
	D	9/9
	E	11/9
	F	13/9
	G	15/9
	H	18/9
	I	21/9

$\frac{F}{G}$ =RATIO TO BAND D

PRESCRIBED CLASS DISCOUNTS	CLASS A	0%
	CLASS B	0%
	CLASS C	0%

PREMIUM - PRESCRIBED CLASS B	25%
PREMIUM - LONG TERM EMPTY	25%

COUNCIL TAX BASE FOR CYNGOR SIR CEREDIGION COUNTY COUNCIL FOR 2022/2023

TAX BASE (@97.5% COLLECTION RATE)

<u>BAND</u>	<u>TAX BASE</u>
A*	2.30
A	982.47
B	3,072.77
C	5,708.29
D	6,502.77
E	9,491.04
F	4,683.06
G	1,414.98
H	159.90
I	45.50

TOTAL TAX BASE 32,063.08

The figure for calculating revenue support grant is 100% of the Base figure excluding premiums which is 32,326.27. See Tab 3.

CALCULATION OF COUNCIL TAX BASE FOR 2022/2023 (PRESCRIBED CLASSES DISCOUNT = ZERO FOR 'A', 'B' AND 'C')

TOWN OR COMMUNITY AREA		BAND A*	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	BAND I	TOTALS
ABERYSTWYTH 101	TAX BASE	0.00	151.45	662.59	1060.15	605.96	669.72	471.44	153.56	28.28	0.00	3,803.15
ABERAERON 102	TAX BASE	0.00	39.65	76.78	61.53	135.77	193.65	171.11	48.75	5.85	0.00	733.09
ABERTEIFI/CARDIGAN 103	TAX BASE	0.00	95.06	412.15	493.35	346.37	245.78	150.33	43.47	7.80	2.28	1,796.59
LLANBEDR P S/LAMPETER 104	TAX BASE	0.00	81.73	151.67	190.89	198.17	193.05	126.40	25.18	2.93	0.00	970.02
CEI NEWYDD/NEW QUAY 105	TAX BASE	0.00	12.35	51.95	98.58	191.34	208.24	82.74	25.60	7.31	2.28	680.39
BORTH 106	TAX BASE	0.00	13.00	115.84	149.07	120.17	217.48	63.02	16.65	0.00	0.00	695.23
CEULANAMAESMAWR 107	TAX BASE	0.00	10.24	90.81	61.10	61.91	116.19	44.72	30.06	1.95	0.00	416.98
BLAENRHEIDOL 108	TAX BASE	0.00	2.27	29.95	34.67	70.69	40.81	15.49	4.47	0.00	0.00	198.35
GENAU'R GLYN 109	TAX BASE	0.00	1.63	0.56	37.70	39.73	123.34	92.60	43.07	3.90	0.00	342.53
LLANBADARN FAWR 110	TAX BASE	0.00	17.87	74.51	123.07	198.41	227.60	129.92	86.94	6.83	2.27	867.42
LLANGYNFELIN 111	TAX BASE	0.00	3.58	23.89	69.33	23.40	85.80	37.67	12.60	3.90	0.00	260.17
LLANFARIAN 112	TAX BASE	0.00	10.72	22.74	63.70	143.57	188.88	233.08	63.38	9.75	0.00	735.82
LLANGWYRYFON 113	TAX BASE	0.00	3.58	8.91	23.83	70.20	89.97	39.79	8.12	0.00	0.00	244.40
LLANILAR 114	TAX BASE	0.00	4.22	15.54	71.07	135.04	155.81	52.82	27.22	0.00	0.00	461.72
LLANRHYSTUD 115	TAX BASE	0.00	7.31	17.63	74.53	89.70	149.85	65.49	27.22	3.41	2.27	437.41
MELINDWR 116	TAX BASE	0.00	12.35	32.04	78.43	98.96	181.14	72.53	32.91	0.00	2.27	510.63
PONTARFYNACH 117	TAX BASE	0.00	4.22	9.47	51.13	58.01	62.86	32.04	12.60	0.00	0.00	230.33
TIRMYNACH 118	TAX BASE	0.00	38.51	43.80	225.77	128.94	172.79	139.07	24.79	1.95	0.00	775.62
TRAWSGOED 119	TAX BASE	0.00	8.29	18.58	51.57	147.23	128.40	58.44	20.71	3.41	0.00	436.63
TREFEURIG 120	TAX BASE	0.00	5.53	5.50	201.06	194.51	262.46	79.92	15.04	1.46	0.00	765.48
FAENOR 121	TAX BASE	0.00	5.20	28.44	59.79	79.46	382.23	173.93	70.28	4.88	0.00	804.21
YSGUBOR-Y- COED 122	TAX BASE	0.00	2.93	3.02	22.97	31.93	30.39	30.64	28.03	3.90	2.28	156.09
LLANDDEWI BREFI 123	TAX BASE	0.55	3.09	21.04	78.00	80.93	70.31	32.39	3.24	0.00	0.00	289.55
LLANGEITHO 124	TAX BASE	0.00	5.36	13.47	37.70	126.75	123.04	43.31	7.72	1.95	0.00	359.30
LLEDROD 125	TAX BASE	0.00	2.93	11.76	50.05	90.92	91.46	46.83	4.87	0.00	0.00	298.82
NANTCWNLLE 126	TAX BASE	0.00	5.68	36.40	31.63	126.02	110.53	33.80	19.50	0.00	2.27	365.83
TREGARON 127	TAX BASE	0.00	16.41	87.78	105.09	117.49	147.77	39.43	8.12	3.90	0.00	525.99
YSBYTY YSTWYTH 128	TAX BASE	0.00	3.25	13.08	61.10	51.19	56.90	15.14	4.07	0.00	0.00	204.73
YSTRAD FFLUR 129	TAX BASE	0.00	5.85	67.30	41.17	82.14	71.50	31.34	6.50	0.00	0.00	305.80
YSTRAD MEURIG 130	TAX BASE	0.00	1.95	9.10	30.12	42.90	50.94	17.96	4.47	1.95	0.00	159.39
CILIAU AERON 131	TAX BASE	0.00	6.34	17.25	57.63	69.22	179.95	70.77	13.81	0.00	2.27	417.24
HENFYNYW 132	TAX BASE	0.00	5.36	16.68	76.92	119.20	189.18	73.58	19.09	0.00	0.00	500.01

LLANARTH 133	TAX BASE	0.00	58.50	49.67	89.70	173.31	240.12	104.22	27.22	1.95	0.00	744.69
LLANDYSILIOGOGO 134	TAX BASE	0.00	8.61	9.48	55.25	115.78	198.71	110.91	28.03	3.90	2.28	532.95
LLANFAIR CLYDOGGAU 135	TAX BASE	0.00	4.39	21.04	27.51	79.22	107.85	41.54	14.22	0.00	0.00	295.77
LLANFIHANGEL YSTRAD 136	TAX BASE	0.94	13.97	29.39	133.25	137.72	214.20	83.09	30.88	1.95	0.00	645.39
LLANGYBI 137	TAX BASE	0.00	9.91	33.18	35.32	60.21	81.03	40.49	8.94	4.88	0.00	273.96
LLANLLWCHAIARN 138	TAX BASE	0.00	11.87	17.63	84.28	78.00	178.74	92.95	14.62	1.95	0.00	480.04
LLANSANTFFRAED 139	TAX BASE	0.41	34.94	34.88	97.93	149.66	161.47	60.21	8.53	1.46	0.00	549.49
LLANWENOG 140	TAX BASE	0.00	6.50	44.55	87.10	149.66	178.46	70.06	26.81	1.95	0.00	565.09
LLANWNNEN 141	TAX BASE	0.00	4.71	13.27	39.87	31.20	73.58	38.73	4.87	0.00	0.00	206.23
DYFFRYN ARTH 142	TAX BASE	0.00	11.53	20.10	72.80	128.46	223.44	88.72	7.72	1.95	4.56	559.28
ABERPORTH 143	TAX BASE	0.40	26.81	141.24	188.94	192.81	362.27	121.82	50.78	0.00	2.27	1,087.34
BEULAH 144	TAX BASE	0.00	12.35	41.52	76.48	147.23	368.82	157.03	37.37	7.31	9.10	857.21
LLANDYFRIOG 145	TAX BASE	0.00	29.42	103.52	127.18	121.63	290.77	114.42	22.35	3.41	2.27	814.97
LLANDYSUL 146	TAX BASE	0.00	53.63	123.61	259.14	216.20	364.95	142.95	56.87	5.36	0.00	1,222.71
LLANGOEDMOR 147	TAX BASE	0.00	17.06	43.80	86.23	102.13	186.50	93.66	30.88	9.26	2.27	571.79
LLANGRANNOG 148	TAX BASE	0.00	11.87	18.00	82.76	78.49	114.40	78.87	17.06	0.00	2.28	403.73
PENBRYN 149	TAX BASE	0.00	14.14	23.70	50.92	115.78	286.89	158.79	47.94	1.46	0.00	699.62
TROEDYRAUR 150	TAX BASE	0.00	14.47	34.89	74.97	96.28	254.41	150.33	19.09	0.00	0.00	644.44
Y FERWIG 151	TAX BASE	0.00	11.53	22.95	69.11	115.29	243.40	114.42	32.10	3.41	2.28	614.49
		2.30	944.12	3016.65	5611.44	6365.29	9348.03	4630.95	1398.32	155.51	45.50	
									TOTAL TAX BASE			31,518.11

CALCULATION OF COUNCIL TAX BASE Premiums 2022/23

TOWN OR COMMUNITY AREA		BAND A*	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	BAND I	TOTALS
ABERYSTWYTH 101	TAX BASE	0.00	3.58	11.94	9.97	9.26	16.68	5.63	2.44	0.49	0.00	59.99
ABERAERON 102	TAX BASE	0.00	0.81	2.28	2.60	5.12	5.06	4.58	0.81	0.00	0.00	21.26
ABERTEIFI/CARDIGAN 103	TAX BASE	0.00	1.46	1.70	4.55	4.39	2.38	1.41	0.41	0.00	0.00	16.30
LLANBEDR P S/LAMPETER 104	TAX BASE	0.00	1.30	1.13	2.38	3.66	2.39	0.71	0.41	0.00	0.00	11.98
CEI NEWYDD/NEW QUAY 105	TAX BASE	0.00	0.98	4.36	4.11	17.79	23.53	5.28	1.63	0.98	0.00	58.66
BORTH 106	TAX BASE	0.00	0.49	3.03	6.50	10.00	9.53	1.76	0.00	0.00	0.00	31.31
CEULANAMAESMAWR 107	TAX BASE	0.00	0.49	0.37	2.17	0.98	0.59	0.00	0.00	0.00	0.00	4.60
BLAENRHEIDOL 108	TAX BASE	0.00	0.00	0.76	1.52	0.73	0.00	0.35	0.00	0.00	0.00	3.36
GENAU'R GLYN 109	TAX BASE	0.00	0.00	0.00	0.87	0.49	1.79	0.70	0.00	0.00	0.00	3.85
LLANBADARN FAWR 110	TAX BASE	0.00	0.16	0.19	1.30	2.19	1.49	0.00	0.00	0.49	0.00	5.82
LLANGYNFELIN 111	TAX BASE	0.00	0.16	1.14	1.30	0.49	0.89	0.00	0.00	0.49	0.00	4.47
LLANFARIAN 112	TAX BASE	0.00	0.49	0.19	0.87	1.71	2.09	1.41	0.40	0.48	0.00	7.64
LLANGWYRYFON 113	TAX BASE	0.00	0.00	0.19	0.43	0.24	0.60	0.00	0.00	0.00	0.00	1.46
LLANILAR 114	TAX BASE	0.00	0.00	0.38	0.65	0.24	0.60	0.71	0.40	0.00	0.00	2.98
LLANRHYSTUD 115	TAX BASE	0.00	0.49	0.76	1.08	0.49	1.79	0.70	0.00	0.00	0.00	5.31
MELINDWR 116	TAX BASE	0.00	0.49	0.76	1.08	0.98	2.68	0.70	0.00	0.00	0.00	6.69
PONTARFYNACH 117	TAX BASE	0.00	0.65	0.76	2.38	2.44	0.89	0.00	0.00	0.00	0.00	7.12
TIRMYNACH 118	TAX BASE	0.00	7.31	0.19	0.87	1.71	1.79	0.70	0.00	0.00	0.00	12.57
TRAWSGOED 119	TAX BASE	0.00	0.33	1.32	1.30	1.46	1.19	0.71	0.00	0.00	0.00	6.31
TREFEURIG 120	TAX BASE	0.00	0.32	0.00	1.52	3.17	1.19	0.00	0.00	0.00	0.00	6.20
FAENOR 121	TAX BASE	0.00	0.65	0.19	0.21	0.49	2.68	0.00	0.00	0.00	0.00	4.22
YSGUBOR-Y- COED 122	TAX BASE	0.00	0.33	0.19	0.87	0.98	0.89	0.70	0.40	0.00	0.00	4.36
LLANDEWI BREFI 123	TAX BASE	0.00	0.16	0.57	2.17	2.19	0.30	0.00	0.00	0.00	0.00	5.39
LLANGEITHO 124	TAX BASE	0.00	0.16	0.19	1.30	1.95	1.19	0.35	0.41	0.00	0.00	5.55
LLEDROD 125	TAX BASE	0.00	0.17	0.57	1.52	1.70	1.19	0.00	0.00	0.00	0.00	5.15
NANTCWNLLE 126	TAX BASE	0.00	0.17	0.19	0.43	3.66	0.89	0.35	0.00	0.00	0.00	5.69
TREGARON 127	TAX BASE	0.00	0.16	2.08	1.30	0.73	1.49	0.71	0.00	0.00	0.00	6.47
YSBYTY YSTWYTH 128	TAX BASE	0.00	0.16	0.95	1.30	0.73	0.30	0.00	0.00	0.00	0.00	3.44
YSTRAD FFLUR 129	TAX BASE	0.00	0.16	0.76	0.22	2.19	1.19	0.00	0.00	0.00	0.00	4.52
YSTRAD MEURIG 130	TAX BASE	0.00	0.16	0.38	0.22	1.70	0.90	0.00	0.00	0.00	0.00	3.36
CILIAU AERON 131	TAX BASE	0.00	0.00	0.19	1.30	1.95	0.60	1.05	0.00	0.00	0.00	5.09
HENFYNYW 132	TAX BASE	0.00	0.16	0.38	0.65	1.95	2.38	0.35	0.41	0.00	0.00	6.28
LLANARTH 133	TAX BASE	0.00	7.15	0.38	1.52	2.93	1.49	0.70	0.00	0.00	0.00	14.17
LLANDYSILIOGOGO 134	TAX BASE	0.00	0.65	0.95	1.95	2.19	4.17	1.06	0.41	0.00	0.00	11.38

CALCULATION OF COUNCIL TAX BASE FOR 2017/2018 (PRESCRIBED CLASSES DISCOUNT = ZERO FOR 'A', 'B' AND 'C')

TOWN OR COMMUNITY AREA		BAND A*	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	BAND I	TOTALS
ABERYSTWYTH 101	TAX BASE	0.00	155.03	674.53	1070.12	615.22	686.40	477.07	156.00	28.77	0.00	3863.14
ABERAERON 102	TAX BASE	0.00	40.46	79.06	64.13	140.89	198.71	175.69	49.56	5.85	0.00	754.35
ABERTEIFI/CARDIGAN 103	TAX BASE	0.00	96.52	413.85	497.90	350.76	248.16	151.74	43.88	7.80	2.28	1812.89
LLANBEDR P S/LAMPETER 104	TAX BASE	0.00	83.03	152.80	193.27	201.83	195.44	127.11	25.59	2.93	0.00	982.00
CEI NEWYDD/NEW QUAY 105	TAX BASE	0.00	13.33	56.31	102.69	209.13	231.77	88.02	27.23	8.29	2.28	739.05
BORTH 106	TAX BASE	0.00	13.49	118.87	155.57	130.17	227.01	64.78	16.65	0.00	0.00	726.54
CEULANAMAESMAWR 107	TAX BASE	0.00	10.73	91.18	63.27	62.89	116.78	44.72	30.06	1.95	0.00	421.58
BLAENRHEIDOL 108	TAX BASE	0.00	2.27	30.71	36.19	71.42	40.81	15.84	4.47	0.00	0.00	201.71
GENAU'R GLYN 109	TAX BASE	0.00	1.63	0.56	38.57	40.22	125.13	93.30	43.07	3.90	0.00	346.38
LLANBADARN FAWR 110	TAX BASE	0.00	18.03	74.70	124.37	200.60	229.09	129.92	86.94	7.32	2.27	873.24
LLANGYNFELIN 111	TAX BASE	0.00	3.74	25.03	70.63	23.89	86.69	37.67	12.60	4.39	0.00	264.64
LLANFARIAN 112	TAX BASE	0.00	11.21	22.93	64.57	145.28	190.97	234.49	63.78	10.23	0.00	743.46
LLANGWYRYFON 113	TAX BASE	0.00	3.58	9.10	24.26	70.44	90.57	39.79	8.12	0.00	0.00	245.86
LLANILAR 114	TAX BASE	0.00	4.22	15.92	71.72	135.28	156.41	53.53	27.62	0.00	0.00	464.70
LLANRHYSTUD 115	TAX BASE	0.00	7.80	18.39	75.61	90.19	151.64	66.19	27.22	3.41	2.27	442.72
MELINDWR 116	TAX BASE	0.00	12.84	32.80	79.51	99.94	183.82	73.23	32.91	0.00	2.27	517.32
PONTARFYNACH 117	TAX BASE	0.00	4.87	10.23	53.51	60.45	63.75	32.04	12.60	0.00	0.00	237.45
TIRMYNACH 118	TAX BASE	0.00	45.82	43.99	226.64	130.65	174.58	139.77	24.79	1.95	0.00	788.19
TRAWSGOED 119	TAX BASE	0.00	8.62	19.90	52.87	148.69	129.59	59.15	20.71	3.41	0.00	442.94
TREFEURIG 120	TAX BASE	0.00	5.85	5.50	202.58	197.68	263.65	79.92	15.04	1.46	0.00	771.68
FAENOR 121	TAX BASE	0.00	5.85	28.63	60.00	79.95	384.91	173.93	70.28	4.88	0.00	808.43
YSGUBOR-Y- COED 122	TAX BASE	0.00	3.26	3.21	23.84	32.91	31.28	31.34	28.43	3.90	2.28	160.45
LLANDDEWI BREFI 123	TAX BASE	0.55	3.25	21.61	80.17	83.12	70.61	32.39	3.24	0.00	0.00	294.94
LLANGEITHO 124	TAX BASE	0.00	5.52	13.66	39.00	128.70	124.23	43.66	8.13	1.95	0.00	364.85
LLEDROD 125	TAX BASE	0.00	3.10	12.33	51.57	92.62	92.65	46.83	4.87	0.00	0.00	303.97
NANTCWNILLE 126	TAX BASE	0.00	5.85	36.59	32.06	129.68	111.42	34.15	19.50	0.00	2.27	371.52
TREGARON 127	TAX BASE	0.00	16.57	89.86	106.39	118.22	149.26	40.14	8.12	3.90	0.00	532.46
YSBYTY YSTWYTH 128	TAX BASE	0.00	3.41	14.03	62.40	51.92	57.20	15.14	4.07	0.00	0.00	208.17
YSTRAD FFLUR 129	TAX BASE	0.00	6.01	68.06	41.39	84.33	72.69	31.34	6.50	0.00	0.00	310.32
YSTRAD MEURIG 130	TAX BASE	0.00	2.11	9.48	30.34	44.60	51.84	17.96	4.47	1.95	0.00	162.75
CILIAU AERON 131	TAX BASE	0.00	6.34	17.44	58.93	71.17	180.55	71.82	13.81	0.00	2.27	422.33

HENFYNYW 132	TAX BASE	0.00	5.52	17.06	77.57	121.15	191.56	73.93	19.50	0.00	0.00	506.29
LLANARTH 133	TAX BASE	0.00	65.65	50.05	91.22	176.24	241.61	104.92	27.22	1.95	0.00	758.86
LLANDYSILIOGOGO 134	TAX BASE	0.00	9.26	10.43	57.20	117.97	202.88	111.97	28.44	3.90	2.28	544.33
LLANFAIR CLYDOGAU 135	TAX BASE	0.00	4.39	21.23	28.16	81.90	108.15	41.54	14.22	0.00	0.00	299.59
LLANFIHANGEL YSTRAD 136	TAX BASE	0.94	14.46	30.34	133.68	138.70	215.69	83.44	31.69	1.95	0.00	650.89
LLANGYBI 137	TAX BASE	0.00	10.23	33.56	35.54	61.43	81.92	40.49	8.94	5.37	0.00	277.48
LLANLLWCHAIARN 138	TAX BASE	0.00	12.03	17.82	86.01	80.19	182.02	95.77	15.03	1.95	0.00	490.82
LLANSANTFFRAED 139	TAX BASE	0.41	35.75	36.21	99.23	150.88	164.15	61.27	8.53	1.46	0.00	557.89
LLANWENOG 140	TAX BASE	0.00	6.66	45.49	88.84	153.07	179.06	70.41	27.22	1.95	0.00	572.70
LLANWNNEN 141	TAX BASE	0.00	4.71	13.27	40.52	31.44	73.88	39.44	4.87	0.00	0.00	208.13
DYFFRYN ARTH 142	TAX BASE	0.00	11.69	20.48	74.10	130.41	225.82	90.13	7.72	1.95	4.56	566.86
ABERPORTH 143	TAX BASE	0.40	28.76	145.41	194.36	197.44	372.70	123.93	52.00	0.00	2.27	1117.27
BEULAH 144	TAX BASE	0.00	13.00	42.47	77.56	151.37	370.61	157.38	37.37	7.31	9.10	866.17
LLANDYFRIOG 145	TAX BASE	0.00	29.58	104.47	129.78	122.36	294.35	115.12	22.76	3.41	2.27	824.10
LLANDYSUL 146	TAX BASE	0.00	54.77	124.56	264.34	219.37	366.44	144.01	57.68	5.84	0.00	1237.01
LLANGOEDMOR 147	TAX BASE	0.00	17.06	44.56	87.53	104.08	188.29	94.72	31.28	9.75	2.27	579.54
LLANGRANNOG 148	TAX BASE	0.00	13.01	18.57	90.12	84.83	116.49	79.57	18.28	0.00	2.28	423.15
PENBRYN 149	TAX BASE	0.00	15.28	24.84	52.65	119.19	293.74	163.02	49.97	1.46	0.00	720.15
TROEDYRAUR 150	TAX BASE	0.00	14.63	35.84	75.40	99.21	257.09	151.74	19.09	0.00	0.00	653.00
Y FERWIG 151	TAX BASE	0.00	11.69	24.85	70.41	118.70	246.98	117.59	32.91	3.41	2.28	628.82
		2.30	982.47	3072.77	5708.29	6502.77	9491.04	4683.06	1414.98	159.90	45.50	
												32063.08
												TOTAL TAX BASE WITH PREMIUM

Part E: Calculation of council tax base

22	E1	Chargeable dwellings: band D equivalents (=C4 total)	32,885.21
23	E2	Collection rate (please enter to 2 decimal places)	97.50 %
24	E3	= E1 x E2 (rounded to 2 decimal places)	32,063.08
25	E4	Class O exempt dwellings: band D equivalents (please enter to 2 decimal places)	0.00
26	E5	Council tax base for tax-setting purposes (=E3+E4)	32,063.08
26.2	E5b	Discounted chargeable dwellings excluding long term empty and second homes adjustment	32,326.27
27	E6	100% council tax base for calculating revenue support grant (=E5b+E4)	32,326.27

Part F: Exempt dwellings by class of exemption

28 to 51.5	Class A	134	Class I	10	Class Q	0	
	Class B	0	Class J	3	Class R	11	
	Class C	276	Class K	0	Class S	2	
	Class D	3	Class L	3	Class T	26	
	Class E	102	Class M	420	Class U	87	
	Class F	220	Class N	753	Class V	0	
	Class G	8	Class O	0	Class W	32	
	Class H	1	Class P	0	Class X	8	
		For Welsh Government Administration only		CGAVRCGBRBGBG	Total all classes	2,099.00	
						Total of lines D1	2,099.00
						Total of lines D2	0.00

CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 7th December , 2021

Title: The updated Capital Programme 2021/22.

Purpose of the report: Members to consider the changes required to the current year Capital Programme.

For: Decision

Cabinet Portfolio and Cabinet Member: Financial, Procurement and Public Protection
Cllr Gareth Lloyd

1. Overall Position

The overall capital programme for 2021/22 has been reduced by £6.019m due to delays with some larger schemes – the details are included in section 2 below. There will be further reductions as part of the budget process later in the year when the 3 year Capital Programme will be presented to Cabinet.

Details of the latest Capital Programme expenditure to the end of September (Period 6) are attached as Appendix B. Total expenditure to this date is £4.96m.

2. New Schemes – Variances, Budget Changes

Since the quarter 1 monitoring report was presented to Cabinet on 7th September the following New Schemes have been added to the programme. No virements between schemes have been carried out during this period.

New Schemes Approved

- +£602k – Warm Homes Energy Measures - New approved Grant Funding for 2021/22.
- +£517k – Childcare Provision – Additional approved grant funding for 2021/22.
- +£350k – Residential Homes upgrading – additional urgent works required to meets standards
- +£192k – Active Travel Fund, Aberystwyth Town Footway Improvement Package – Additional approved grant funding for 2021/22.
- +£148k – Active Travel Fund, Lampeter University Path Link – Additional approved grant funding for 2021/22.
- +£178k – Intermediate Care Fund – Hafan Deg Dementia Project - New approved Grant Funding for 2021/22.
- +£159k – Intermediate Care Fund – Safe Warm and secure, care and repair - New approved Grant Funding for 2021/22.

- +£120k – Coastal Protection Aberystwyth – New approved grant funding which has been profiled over two years.
- +£102k – Flying Start – Additional Approved Grant Funding for 2021/22.
- +£80k – Local Places for Nature – New approved Grant Funding for 2021/22
- +£49k – VAWADAS Supported Accommodation - Additional Approved Grant Funding for 2021/22.
- +£15k – Llangrannog Coastal Protection - Additional Approved Grant Funding for 2021/22.
- +£15k – Enable grant for independent Living – Additional Approved Grant funding for 2021/22.

Scheme Budgets Reduced due to Delays

- -£2.9m – Coastal Protection Aberaeron/Aberystwyth
- -£1m – Penrhos Waste Transfer Station
- -£809k – Reducing Infant Class Sizes
- -£558k – Fleet Replacement
- -£500k – Hafan y Waun Housing Development
- -£252k – Cylch Caron.

3. Capital Contracts.

None have been reported

4. Capital Receipts

General – to date £101k of Capital Receipts have been achieved against the target of £100k

Schools – to date £165k of Capital Receipts have been achieved to date against the target of £100k.

5. Updated Capital Programme 2021/22

Included in Appendix A is an updated capital programme for 2021/22 which reflects the changes included in this report. The updated programme totals £26.484m.

The Capital Programme is monitored on a bi-monthly basis by the Capital Monitoring Group and issues such as project progress, virements, slippage and the implications arising thereon are considered by the Group and reported through to the Development Group. Appendix B is included for information and outlines the budget performance to the end of September 2021.

Integrated Impact Assessment:	Has an Integrated Impact Assessment been completed? If, not, please state why - This report does not refer to a policy or service change.
Wellbeing of Future Generations:	Long Term: Integration: Collaboration: Involvement: Prevention:
Recommendation(s):	(a) To approve an updated 2021/22 Capital Programme of £26.484m as set out in Appendix A of the report (b) To note the performance in the Capital Monitoring Report as set out in Appendix B
Reasons for decision:	To update the 2021/22 Capital Programme.
Overview and Scrutiny:	Considered during the budget setting process
Policy Framework:	Medium Term Financial Strategy
Corporate Priorities:-	All Corporate Priorities are underpinned by the Capital Programme.
Financial Procurement implications:	Compliant
Legal implications:	None
Staffing implications:	None
Property/Asset Implications	None directly
Risk	Low Risk of insufficient funding if there are significant overspends
Statutory Powers:	Local Government Finance Act 1992
Background Papers:	3 year Capital Programme
Appendices:	A – Updated Capital Programme B - Capital Programme Monitoring Report

**Corporate Lead Officer:
Finance and Procurement**

Stephen Johnson

Reporting Officer:

Liz Jones (Assistant Accountant)

Date:

9th November, 2021

Corporate/ Service Managers	Latest Budget total £000	Funding Source
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Schools and Culture

21st Century Schools programme (Band A)	NJ	112	CCC
21st Century Schools programme (Band B)	NJ	3,702	CCC/Grant
Reducing Infant Class Sizes	NJ	100	Grant
Richards	NJ	2,006	Grant
Penglais School - Learning Support Unit	NJ	687	CCC
School - additional Capital works	NJ	1,794	Grant
Underfloor Heating System - Schools	NJ	346	CCC
Urgent Works Schools	NJ	240	CCC
Encouraging Curiosity (Ceredigion Museum)	NJ	11	CCC/Grant

Total - Schools and Culture

8,998

Porth Cymorth Cynnar

Community Hub - Lampeter Leisure Centre	CY	25	Grant
Cwrtnewydd Youth Service Campus	GJ	167	CCC
Flying Start Capital Grant	NJ	253	Grant
Leisure Centres upgrade Swimming Pools and sports hall	CY	274	CCC

Total - Porth Cymorth Cynnar

719

Economic and Regeneration

Canolfan Dulais - TRIP Development Funding/Tai Ceredigion	AD	228	Grant
Wildlife Site Cenarth Public Footpath	AD	4	CCC/Grant
Sewage Treatment Works	LG	516	CCC
Urgent Works Other	LG	100	CCC
Buildings - Invest to Save	LG	175	CCC
Non Operational Property – Invest to Save Development□	AD	72	CCC
Economic Stimulus Fund	AD	380	Grant
Asset Development Programme	AD	379	Grant
Market Hall Cardigan	AD	364	CCC
Footbridge Replacement Programme	AD	50	CCC
Lampeter Town Centre Green infrastructure Enhancements	AD	209	Grant
Access Improvement Grant	AD	103	Grant
Green Recovery Delivery Partnership Priority Themes	AD	66	Grant
Local Places for nature Capital		80	Grant

Total - Economic and Regeneration

2,726

Corporate/ Service Managers	Latest Budget total £000	Funding Source
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Highways and Environmental Services

Roads	PJ	200	CCC
Bridges	PJ	297	CCC
Environmental Services	GJ	92	CCC
General Highways Improvements	PJ	700	CCC
Public Highways Refurbishment	PJ	775	Grant
Street Lighting Programme	PJ	380	CCC
LTF Trawscymru Bus strategic corridor	PJ	842	Grant
Restore damage caused by Storm Callum	RLL	12	Grant
Resilient Road Grant - flood Modelling	PJ	250	Grant
Ultra Low emissions vehicle Transformation	PJ	420	Grant
ATF Core Funding	PJ	325	Grant
ATF - Cardigan town Package - Footway Improvments	PJ	206	CCC/Grant
ATF - Aberystwyth Town Footway Improvement Package	PJ	192	Grant
ATF - Lampeter University Path Link	PJ	148	Grant
Small Scale Works - Flooding and Erosion Risk Management	PJ	215	Grant
Road Sarety - Un-adopted roads pilot - Bryn Harod, Cardigan.	PJ	120	CCC/Grant
Flood Alleviation Schemes Llandre/Borth Leat	RLL	70	Grant
Coastal Protection Aberaeron	RLL	325	Grant
Coastal Protection Aberystwyth	RLL	120	Grant
Llangrannog Coastal protection	RLL	37	Grant
Borth & Ynyslas Coastal Protection	RLL	32	Grant
Coastal Protection Aberaeron/Aberystwyth	RLL	100	CCC/Grant
Additional Replacement Vehicles (Civil Parking enforcement)	GJ	35	CCC
Fleet Replacement	GJ	344	CCC
Absorbent Hygiene Product (AHP) Waste	GJ	24	Grant
Penrhos - Waste Transfer Station	GJ	25	CCC
Total - Highways and Environmental Services		6,286	

Corporate/ Service Managers	Latest Budget total £000	Funding Source
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Porth Gofal

Disabled Facilities Grants	LH	1,700	CCC
Home Improvement & Houses into Homes Loan Schemes	LH	172	Grant/loan
Enable Grant for Independent Living	LH	122	Grant
Warm Home Boiler Replacement Grant	LH	15	Grant
Warm Homes Energy Measures Grants	LH	602	Grant
Camu Mlaen - Canolfan Steffan	NL	125	CCC
Urgent Works - Residential Homes	NL	132	CCC
Day Centres - Public Protection and Environmental improvements	NL	170	CCC
ICF - Hafan Deg Dementia Project	NL	178	Grant
Residential Homes upgrading	NL	350	CCC
VAWADAS - Supported Accommodation	LH	343	Grant
Intermediate Care Fund- Property Purchases & Renovations	LH	524	Grant
Intermediate Care Fund - Safe Warm and Secure & Care and Repair	LH	159	Grant

Total - Porth Ceredigion

4,592

Customer Contact

ICT Hardware	AM	197	CCC
Smart Mobile Phones	AM	183	CCC
Welsh Community Care Information System	AM	26	CCC

Total - Customer Contact

406

	Corporate/ Service Managers	Latest Budget total £000	Funding Source
<u>Finance & Procurement</u>			
Community Grant Scheme	JD	200	CCC
Total - Finance & Procurement		200	
<u>Democratic Services</u>			
Council Chamber Equipment upgrade Phase 2	LE	150	CCC/Grant
Total - Democratic Services		150	-
<u>Covid 19</u>			
Covid 19 - Field Hospitals	JD	374	Grant
		374	
<u>Brought Forward Commitments</u>			
Brought forward Commitments (Old schemes)		-	
TOTAL WORKING PROGRAMME		24,451	
Contingencies	JD	150	
Profile re-alignment	JD	109	
Capital Receipts Housing profile re-alignment	JD	405	
New Approved Grants/Match funding for grant schemes	JD	1,369	
Total - Contingencies		2,033	
TOTAL OVERALL PROGRAMME		26,484	

Corporate/ Service Managers	Latest Budget total £000	Total Expenditure to date £'000	Budget Remaining £'000	Funding Source	Notes for Cabinet
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Schools and Culture

21st Century Schools programme (Band A)	NJ	112	0	112	CCC	There is an outstanding land issue that is still waiting for the outcome to be finalised.
21st Century Schools programme (Band B)	NJ	3,702	862	2,840	CCC/Grant	It is likely that the budget will be re-profiled later in the year. £809k of grant funding will now be spent in 2022/23 consequently the budget has been reduced in 21/22.
Reducing Infant Class Sizes	NJ	100	2	98	Grant	
Childcare Provision inc. Cenarth, Dyfryn Aeron and Henry Richards	NJ	2,006	718	1,288	Grant	Additional funding of £517k has been approved - At this stage it is anticipated the budget will be full spent by year end
Penglais School - Learning Support Unit	NJ	687	-	687	CCC	It is anticipated this budget will be fully spent.
School - additional Capital works	NJ	1,794	332	1,462	Grant	No Issues to report
Underfloor Heating System - Schools	NJ	346	-	346	CCC	Awaiting further information
Urgent Works Schools	NJ	240	-	240	CCC	Awaiting further information
Encouraging Curiosity (Ceredigion Museum)	NJ	11	8	3	CCC/Grant	No Issues to report
Total - Schools and Culture		8,998	1,923	7,075		

Porth Cymorth Cynnar

Community Hub - Lampeter Leisure Centre	CY	25	12	13	Grant	No Issues to report
Cwrtnewydd Youth Service Campus	GJ	167	49	118	CCC	No Issues to report
Flying Start Capital Grant	NJ	253	3	250	Grant	Additional £102k grant funding has been approved.
Leisure Centres upgrade Swimming Pools and sports hall	CY	274	-	274	CCC	New general funded Scheme funded from Contingencies and a Revenue contribution to capital.
Total - Porth Cymorth Cynnar		719	63	656		

Corporate/ Service Managers	Latest Budget total £000	Total Expenditure to date £'000	Budget Remaining £'000	Funding Source	Notes for Cabinet
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Economic and Regeneration

Canolfan Dulais - TRIP Development Funding/Tai Ceredigion	AD	228	-	228	Grant	The Scheme will be fully spent
Wildlife Site Cenarth Public Footpath	AD	4	-	4	CCC/Grant	No Issues to report
Sewage Treatment Works	LG	516	23	493	CCC	Waiting for an updated programme
Urgent Works Other	LG	100	-	100	CCC	No Issues to report
Buildings - Invest to Save	LG	175	24	151	CCC	Schemes are being progressed.
Non Operational Property – Invest to Save Development	AD	72	34	38	CCC	It is anticipated this budget will be fully spent.
Economic Stimulus Fund	AD	380	-	380	Grant	Schemes have been identified.
Asset Development Programme	AD	379	234	145	Grant	It is anticipated this budget will be fully spent. The purchase of 10/11 Harford Square has been completed
Market Hall Cardigan	AD	364	-	364	CCC	There could be delays with this scheme.
Footbridge Replacement Programme	AD	50	45	5	CCC	No Issues to report
Lampeter Town Centre Green infrastructure Enhancements	AD	209	4	205	Grant	No Issues to report
Access Improvement Grant	AD	103	35	68	Grant	No Issues to report
Green Recovery Delivery Partnership Priority Themes	AD	66	20	46	Grant	No Issues to report
Local Places for nature Capital	AD	80	-	80	Grant	New approved grant funded scheme.
Total - Economic and Regeneration		2,726	419	2,307		

Corporate/ Service Managers	Latest Budget total £000	Total Expenditure to date £'000	Budget Remaining £'000	Funding Source	Notes for Cabinet
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Highways and Environmental Services

Roads	PJ	200	25	175	CCC	Budget has been fully committed
Bridges	PJ	297	6	291	CCC	To date two schemes have been identified.
Environmental Services	GJ	92	0	92	CCC	Schemes are under review - the budget will be fully spent.
General Highways Improvements	PJ	700	78	622	CCC	The budget has been fully committed
Public Highways Refurbishment	PJ	775	590	185	Grant	The budget has been fully committed
Street Lighting Programme	PJ	380	128	252	CCC	Progress on this is currently being reviewed.
LTF Trawscymru Bus strategic corridor	PJ	842	175	667	Grant	Project progressing - no known issues.
Restore damage caused by Storm Callum	RLL	12	2	10	Grant	Remaining budget to be utilised by the close of FY2122
Resilient Road Grant - flood Modelling	PJ	250	1	249	Grant	Works planning is being progressed, with further activity expected during Qtr. 3 onwards.
Ultra Low emissions vehicle Transformation	PJ	420	3	417	Grant	Works planning is being progressed, with Charging Point Operators to be agreed during Qtr. 3
ATF Core Funding	PJ	325	27	298	Grant	Further progress expected in Qtr. 3.
ATF - Cardigan town Package - Footway Improvements	PJ	206	37	169	CCC/Grant	Further progress expected in Qtr. 3.
ATF - Aberystwyth Town Footway Improvement Package	PJ	192	-	192	Grant	New approved ATF grant funded scheme
ATF - Lampeter University Path Link	PJ	148	-	148	Grant	New approved ATF grant funded scheme
Small Scale Works - Flooding and Erosion Risk Management	PJ	215	7	208	Grant	Further progress expected in Qtr. 3.

Corporate/ Service Managers	Latest Budget total £000	Total Expenditure to date £'000	Budget Remaining £'000	Funding Source	Notes for Cabinet
Road Safety - Un-adopted roads pilot - Bryn Hafod, Cardigan.	120	1	119	CCC/Grant	New approved Grant funded scheme - 25% of the funding is from the residents of Bryn Hafod.
Flood Alleviation Schemes Llandre/Borth Leat	70	10	60	Grant	Further progress expected in Qtr. 3.
Coastal Protection Aberaeron	325	180	145	Grant	New approved additional grant funding for 21/22.
Coastal Protection Aberystwyth	120	2	118	Grant	New approved Grant Funding which is profiled over two financial years.
Llangrannog Coastal protection	37	9	28	Grant	Funding and completion date being reviewed with WG.
Borth & Ynyslas Coastal Protection	32	5	27	Grant	Funding and completion date being reviewed with WG.
Coastal Protection Aberaeron/Aberystwyth	100	-	100	CCC/Grant	Construction stage of this project not yet awarded. It is unlikely the Aberystwyth Scheme will commence in 20/21 however, the Aberaeron Scheme could start before the 31st March 2022. therefore, the budget has been reduced by £2.9m for 2021/22
Additional Replacement Vehicles (Civil Parking enforcement)	35	-	35	CCC	Vehicles expected during Qtr3
Fleet Replacement	344	153	191	CCC	The budget has been reduced by £558k as it is anticipated the spend in 21/22 will be c£344k
Absorbent Hygiene Product (AHP) Waste	24	-	24	Grant	The Waste team are expecting this budget to be utilised in Qtr. 3.
Penrhos - Waste Transfer Station	25	-	25	CCC	The budget has been reduced by £1m as there is going to be minimal activity in FY2122
Total - Highways and Environmental Services	6,286	1,438	4,848		

Corporate/ Service Managers	Latest Budget total £000	Total Expenditure to date £'000	Budget Remaining £'000	Funding Source	Notes for Cabinet	
Porth Gofal						
Disabled Facilities Grants	LH	1,700	452	1,248	CCC	At the stage there are no issues anticipated An additional £100k has been added to the budget from capital Receipts loan repayment as it is anticipated this level of funding will be utilised in 21/22 New approved Grant funding for 2021/22 - An additional £15k grant funding has been approved. New approved Grant funding for 2021/22 New Approved Grant funded Scheme The scheme is being progressed The funding is to upgrade the Nurse call stations in Residential homes which is being progressed New approved Scheme funded from Contingencies New Approved grant funding New Approved scheme additional urgent works required to meet standards. Funded by Contingencies/profile re-alignment. Grant funding of £49k has been approved for the renovation work to the properties. No issues to report Approved ICF grant funding for 2021/22
Home Improvement & Houses into Homes Loan Schemes	LH	172	129	43	Grant/loan	
Enable Grant for Independent Living	LH	122	41	81	Grant	
Warm Home Boiler Replacement Grant	LH	15	19	(4)	Grant	
Warm Homes Energy Measures Grants	LH	602	16	586	Grant	
Camu Mlaen - Canolfan Steffan	NL	125	1	124	CCC	
Urgent Works - Residential Homes	NL	132	(0)	132	CCC	
Day Centres - Public Protection and Environmental improvements	NL	170	1	169	CCC	
ICF - Hafan Deg Dementia Project	NL	178	4	174	Grant	
Residential Homes upgrading	NL	350	-	350	CCC	
VAWADAS - Supported Accommodation	LH	343	145	198	Grant	
Intermediate Care Fund- Property Purchases & Renovations	LH	524	171	353	Grant	
Intermediate Care Fund - Safe Warm and Secure & Care and Repair	LH	159	8	151	Grant	
Total - Porth Ceredigion		4,592	986	3,606		

Corporate/ Service Managers	Latest Budget total £000	Total Expenditure to date £'000	Budget Remaining £'000	Funding Source	Notes for Cabinet
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Customer Contact

ICT Hardware	AM	197	-	197	CCC	The scheme is being progressed
Smart Mobile Phones	AM	183	103	80	CCC	The smart phones are being purchased however there have been some delays due to contractual issues
Welsh Community Care Information System	AM	26	-	26	CCC	The scheme is being progressed
Total - Customer Contact		406	103	303		

Finance & Procurement

Community Grant Scheme	JD	200	37	163	CCC	Commitments to the end of September £127k
Total - Finance & Procurement		200	37	163		

Democratic Services

Council Chamber Equipment upgrade Phase 2	LE	150	-	150	CCC/Grant	The scheme is being progressed
Total - Democratic Services		150	-	150	-	

Corporate/ Service Managers	Latest Budget total £000	Total Expenditure to date £'000	Budget Remaining £'000	Funding Source	Notes for Cabinet
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Covid 19

Covid 19 - Field Hospitals

JD

374	42	332
374	42	332

Grant

The decommissioning of the field hospitals has started.

Brought Forward Commitments

Brought forward Commitments (Old schemes)

-	(42)	42
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Automatic 20/21 Accruals, awaiting expenditure in 21/22

TOTAL WORKING PROGRAMME

24,451	4,969	19,482
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Contingencies

JD

150	-	150
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Profile re-alignment

JD

109	-	109
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Capital Receipts Housing profile re-alignment

JD

405	-	405
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New Approved Grants/Match funding for grant schemes

JD

1,369	-	1,369
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Total - Contingencies

2,033	-	2,033
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TOTAL OVERALL PROGRAMME

26,484	4,969	21,515
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CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 07/12/2021

Title: HR Policies: (1) Driving at Work – Council Fleet and (2) Driving at Work – Use of Private Vehicles (Grey Fleet) policies

Purpose of the report: To approve the Driving at Work – Council Fleet Policy and the Driving at Work – Use of Private Vehicles Policy

For: Decision

Cabinet Portfolio and Cabinet Member: Councillor Ray Quant, Deputy Leader of the Council and Cabinet Member for Customer Contact, Legal and Governance, People and Organisation

BACKGROUND:

The development of these two new policies by People & Organisation Service has been in collaboration with Highways and Environmental. Both policies have been subject to consultation with the relevant Trade Unions and their amendments have been incorporated where appropriate.

The purpose of all staff policies and procedures is to clearly set out the behaviours, processes and procedures required of staff, how they can gain advice or support and, where applicable, the consequences of not adhering to the policy and/or procedure.

Driving at Work- Council Fleet Policy

A Fleet and Driver Risk Management review has been conducted by a consultant on behalf of Zurich, the Council's insurance company. Its main purpose was to review the Council's policies and arrangements against best practice standards and to provide recommendations that assist with ensuring compliance, protecting our workforce from harm, and reducing the risk of incidents.

A key recommendation of the Review was the introduction of a Driving at Work Policy with embedded Driver Agreement which provides "clear unambiguous expectation as to driving standards". The Driving at Work – Council Fleet Policy is one of a suite of initiatives aimed at standardising recording and compliance across the vehicle fleet and achieving driving standards which improve driver and passenger safety, the number of fleet related incidents and accidents. Other initiatives include the introduction of a driver training e-learning module and robust checking systems for vehicles and licences.

The Driving at Work – Council Fleet Policy introduces;

- Driver/Plant Operator Agreement to be signed on an annual basis;
- The requirement to inform their manager of any change in health or physical/sensory impairments and an annual health assessment
- With-cause drug and alcohol testing

- Employee paying up to £250 contribution to insurance excess costs, following a disciplinary procedure, if the damage is caused as a result of their negligence or driving without due care and attention

Driving at Work - Use of Private Vehicle (Grey Fleet) Policy

The Driving at Work – Use of Private Vehicle (Grey Fleet) Policy set out the expectations of those employees who use their private vehicle for Council business purposes. An e-learning module will also be developed to complement the policy.

The Driving at Work – Use of Private Vehicle (Grey Fleet) Policy introduces;

- Private Vehicle User Declaration to be signed on an annual basis;
- The requirement to inform their manager of any change in circumstances which may affect the use of a private vehicle for work purposes
- With-cause drug and alcohol testing
- Employee confirming that their vehicle is roadworthy, is MOT certificated (where appropriate) and correctly insured for business purposes.

At its meeting on 27 October 2021 Corporate Resources Overview and Scrutiny Committee expressed concern with some elements of the policies. These concerns have been considered and relevant amendments made to the versions being considered by Cabinet today.

<p>Wellbeing of Future Generations:</p>	<p>Has an Integrated Impact Assessment been completed? Yes If, not, please state why -</p>	
	<p>Summary:</p>	
	<p>Long term:</p>	
	<p>Collaboration:</p>	
	<p>Involvement:</p>	<p>The policy has been developed in collaboration with colleagues in Highways and Environmental Services, Insurance, Health and Safety team. Under the collective agreement the local trade unions have provided feedback on the policy during the consultation period</p>
<p>Prevention:</p>	<p>The introduction of the policy aims to set the expected standards required of drivers, to improve driver behaviour and as a result reduce the risk and number of fleet vehicle related incidents and accidents</p>	
<p>Integration:</p>		
<p>Recommendation(s):</p>	<ol style="list-style-type: none"> 1) To approve the Driving at Work – Council Fleet Policy 2) To approve the Driving at Work – Use of Private Vehicle (Grey Fleet) Policy 	

Reasons for decision: 1) To ensure compliance, protecting our workforce and wider community from harm, and supporting driver behaviour which reduces the risk of incidents

Overview and Scrutiny: Corporate Resources Overview and Scrutiny Committee
27/10/2021

Policy Framework:

Corporate Priorities: Boosting the Economy
Investing in People's Future

Finance and Procurement implications:

Legal Implications:

Staffing implications: None

Property / asset implications: None

Risk(s):

Statutory Powers:

Background Papers:

Appendices: Driving at Work – Council Fleet Policy
Driving at Work – Use of Private Vehicle (Grey Fleet) Policy

Corporate Lead Officer: Geraint Edwards

Reporting Officer: Geraint Edwards

Date: 15/11/2021



Cyngor Sir CEREDIGION County Council
Pobl a Threfniadaeth | People and Organisation

DRAFT

Driving at Work – Council Fleet Policy



www.ceri.ceredigion.gov.uk

Version Control

Version	Date	Author	Comment
1.0			

Contents

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2. Scope	4
3. Roles and responsibilities	5
4. Revision of policy	9
5. Appendices	10

1. Policy statement

This Driving at Work – Council Fleet policy clearly sets out the expectations on those with managerial or supervisory responsibility for drivers as well as individual drivers. It is important that all managers / supervisors and drivers adhere to this policy and the procedures, which adopts the Health & Safety Executive's (HSE) safe driving risk-management guidance covering:

- **Safe driver:** are staff fit and competent to drive safely?
- **Safe vehicle:** are vehicles fit for purpose and in a safe road-worthy state?
- **Safe journey:** are journeys necessary and are they planned?

It is everyone's duty when at work:

- To take reasonable care of our own safety
- To take reasonable care of the safety of others who may be affected by what we do or fail to do
- To co-operate and adhere to the Council's policies so that we can all comply with our legal duties and obligations

2. Scope

This policy applies to all Ceredigion County Council employees and agency staff who drive the Council's Fleet as part of their duties.

The table below describes the two main driver categories in the Council:

Council fleet driver	<ul style="list-style-type: none">• Required to drive a vehicle supplied by the Council for some or all of their role. <p>This policy applies to this category of driver</p>
Grey fleet driver	<ul style="list-style-type: none">• Required to drive for work reasons and paid mileage using a private vehicle or has use of a day hire vehicle arranged through the Council's Procurement Service. <p>See <i>Driving at Work – Use of Private Vehicles Policy</i> for this category of driver</p>

The policy does not apply to commuting prior to the driver starting work, unless they are driving a vehicle provided by the Authority.

3. Roles and responsibilities

3.1 Elected Members

- Are advised on this Policy by Council Officers and have the responsibility to ensure adequate resources are available to enable the implementation of this policy and all other necessary measures to mitigate foreseeable risks to our employees, and agency staff who drive the Council's Fleet as part of their duties.
- An elected member with sufficient knowledge and experience is appointed the Council's health and safety champion and will oversee the development of this policy and bring driver and vehicle safety matters to the attention of the responsible portfolio Cabinet members.

3.2 Chief Executive

The Chief Executive has the overall responsibility for ensuring that the Council's Driving at Work policy is implemented and maintained. The Chief Executive will facilitate the provision of systems to carry out the following:

- The Chief Executive is directly responsible for the health, safety and wellbeing of all employees and any others who may be affected by any driving undertaken on behalf of the Authority as part of their duties.
- Ensuring the participation, commitment and involvement at all levels in the Council in improving the safety of our employees, governors, elected members, volunteers and agency staff who drive for work.
- Ensuring that systems are in place to comply with Driving at Work – Council Fleet policy and associated arrangements.

3.3 Health and Safety Team

The Health and Safety Manager and team will be responsible for the preparation and review of this policy. They will also:

- Assist with monitoring and auditing the unannounced fleet vehicle checks carried out by the Fleet Management Team.
- Following the completion of an incident management investigation by a line manager / supervisor, will review the investigation and if deemed appropriate also undertake further investigation into driving incidents and/or potentially dangerous near- misses at work.
- Assist with complex/high risk driving at work risk assessments.
- Assist the learning and development team to develop a driving safely at work e-learning programme.
- Work in collaboration with the relevant Service area and HR in the event of driving at work incidents where reckless behaviour, drugs or alcohol are believed to be a contributing factor.

- Report RIDDOR reportable incidents to the HSE and liaise with the HSE, Police and other external enforcing agencies where required.

3.4 Corporate Directors and Corporate Lead Officers

Corporate Directors and Corporate Lead Officers have the general responsibility for compliance with the health and safety within their service areas. There is also an expectation that from the head of the Council down, individuals should lead by personal example and follow the guidance in this policy, both in the way they drive themselves and in encouraging colleagues and employees to drive safely and responsibly.

A Corporate Director will undertake the role of Health and Safety Champion bringing driver, Grey Fleet and Council Fleet safety matters to the attention of Leadership Group.

3.5 Trade Union Safety Representatives

Safety Representatives have an important role in ensuring employees are fully consulted on and engaging with the Council's policies on safe driving, updates on driving and health at work and encouraging open communication between managers, unions and employees. Safety Representatives help by:

- Attending Health and Safety Representatives meetings and cascade information to the workforce and collect feedback.
- Reporting concerns / issues relating to driving at work that have identified, or brought to their attention, to their supervisor / line manager or the relevant service area in the first instance. If these are subsequently not resolved, to refer them to the Health and Safety Representatives meeting or the Health and Safety Team, and if not resolved in a timely manner, to escalate to the Union for further consideration.
- Leading by personal example.
- Highlighting driving at work concerns from an operational level.
- Offering feedback and contributing to the review of this policy.

3.6 Managers and Employee's responsibilities

Driving at work activity	Supervisors / Managers must:	Employees must:
Council Fleet and personal vehicles	<ul style="list-style-type: none"> • Ensure their employee has read, understood and signed the driver agreement policy on appointment and annually thereafter. • Enter the employee's driving licence details onto the CERI system. • Ensure that their drivers have a valid licence for the category of vehicle they drive at work. • Carry out risk assessments related to driving activities and communicate these to their teams. • Ensure drivers report driving incidents via the Council's Incident Management process. • Carry out thorough investigation of driving related incidents at work through the Council's Incident Management process. • Ensure their staff are aware of the policies and procedures relevant to driving at work, including the Alcohol and Drug Misuse policy, Sickness Absence policy, H&S policy, Lone-working requirements etc. • Monitor the health and behaviour of their drivers including incident numbers, feedback from gate checks and complaint reports etc. and take appropriate action where necessary. • Monitor the health and wellbeing of their drivers through supervision, annual appraisals and Occupational Health support where required • Advise the Fleet Management team if a driver's licence is suspended or revoked and seek specialist advice from their HR Advisor on the issue. • Work alongside HR recruitment process to ensure the job description and person 	<ul style="list-style-type: none"> • Read, understand and sign the driver agreement on appointment and annually thereafter. • Comply and co-operate with the controls and measures put in place regarding driving safely at work. • Hold a valid driving licence for the category of vehicle they drive at work. • Drive in accordance with the current laws of the road and Highway Code (e.g. traffic signs and signals, speed restrictions, use of seat belts, satellite navigation, action to take following incidents on the road, etc.). • Ensure that any loads in the vehicle are securely stowed. • Be fit to drive. If fitness to drive is impaired (e.g. medical condition, taking medication etc.), they must inform their supervisor / line manager immediately and notify the DVLA as required. • Comply with any drug and alcohol test requests as outlined in the Driver's agreement. • Ensure that their eyesight meets the minimum requirements for driving and wear prescription glasses or corrective lenses if needed at all times whilst driving. • Not use any electronic devices including mobile phones when driving or when the vehicle is running. • Report any incidents whilst driving at work to their supervisor / line manager immediately. • Comply with the Council's smoke free policy • Complete and record, the daily vehicle checks prior to first use each day and report any defects identified by the check or which

	<p>specification are met (e.g. the checking of driving licences prior to appointment).</p>	<p>arise whilst in use where appropriate.</p> <ul style="list-style-type: none"> • Notify their supervisor/line manager of any unspent driving convictions/ penalty points or any pending prosecutions / charges for driving related offences. Carry out all actions required to maintain their driving licence entitlement including but not limited to renewing their licence by the expiry date and attending any medicals where required to renew the licence. • Comply with any restrictions related to their licence. • Notify their supervisor/line manager immediately of any reason, which may lead to the suspension or revocation of their licence in full or in part. • Plan their journeys taking into account weather, time of day and where relevant, time constraints e.g. meeting start time. • Attend any training required to reduce risk, maintain competency and put this training into effect.
<p>Driving Council Fleet</p>	<ul style="list-style-type: none"> • Ensure their drivers have attended all relevant training e.g. CDAT and MiDAS updates, H&S update training, vehicle familiarisation sessions and toolbox talks relevant to their duties. • Ensure their driving staff have attended Fleet and job specific training prior to starting their driving duties • Ensuring drivers provide driving licence and Driver CPC card (where appropriate) details every 6 months to enable checks to confirm or reaffirm eligibility to drive. • Ensure drivers complete their daily driver checks prior to first use; that they are recording these and reporting defects. • Notify Insurance Section of any driver who reports that they have 	<ul style="list-style-type: none"> • Complete and record the daily vehicle defect book and report any defects immediately to their supervisor / line manager. • Attend any additional training required (MiDAS, CDAT, etc.) for the type of fleet they drive at work and ensure they are up to date. Where required, to undertake the 37 hours of driver CPC training over a 5-year period in line with the Council's Driver CPC programme. Where required carry their Driver CPC card at all times whilst driving Council Fleet. • Take the breaks from driving as required by current legislation.

	received a driving conviction / endorsement to ensure continuation of cover.	
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3.7 Fleet Management

The Council's Fleet Management Service is responsible for the management of the Council's owned, leased and hired fleet. This involves:

- Ensuring compliance with relevant health and safety and Fleet / driving related legislation,
- Complying with its obligations as an Operator's Licence holder,
- Developing and reviewing its Safe Systems of Work and Risk Assessments in liaison with the Corporate Health and Safe Unit,
- Undertaking audits of compliance with Fleet related management and driving requirements,
- Providing or arranging for the provision of Fleet driver training e.g. Driver CPC, MIDAS, CDAT and Infringement training,
- Management and supervision of Fleet Management related contractors on site,
- Management of fuel stocks,
- Operation of the Council's Transport Maintenance Units (TMUs) which are situated at Glanyrafon Depot, nr. Aberystwyth and Penrhos Depot, nr. Llandysul whose work includes:
 - Planning and undertaking scheduled inspections, maintenance and preparation for MOT / Annual testing,
 - Diagnosing faults and identifying defects; undertaking or arranging repairs where necessary
 - Responding to / recovering fleet involved in accidents or which have broken down (including on call out of hours)
 - Undertaking Class 4 and 7 MOTs,
 - Management of parts and consumables,
 - Operation of activities in line with Safe Systems of Work and Risk Assessments.

4. Revision of policy

The Council will review and update this policy as required to reflect changes in legislation, processes, post-incident recommendations and case law.

How the success of the policy will be measured

The success of this policy will be measured by the increase or decrease in:

- The number of driving related incidents reported.

- The number of reportable driver related incidents that are deemed to be avoidable.
- The number of traffic infringements received.
- The number of notices of intended prosecutions of drivers received in relation to vehicles of the Council's Fleet.
- The costs of repairs and maintenance of the Fleet.
- Other financial costs associated with vehicle use.
- The average cost of vehicle-related employee compensation claims.

5. Appendices

Appendix 1	Driver/Plant Operator Agreement
Appendix 2	Driving Incident – Reporting Flow Chart

Ceredigion County Council

Driver/Plant Operator Agreement

This agreement sets out the expectations, requirements and conditions of all employees who are required to drive or operate any Fleet item within the course of their duties.

Definitions

<i>Council Fleet</i>	<i>All vehicles, plant and trailers owned, leased or on hire to the Ceredigion County Council</i>
<i>Drivers</i>	<i>All employees who are required to drive and/or operate an item of the Council Fleet during the course of their duties</i>
<i>Employees</i>	<i>Any permanent, temporary, casual, relief or agency staff employed by or working on behalf of Ceredigion County Council</i>

All employees must agree and fully adhere to the following conditions, failure to do so may result in the revocation of the right to drive/operate a Ceredigion Council vehicle and disciplinary action.

Employee personal responsibilities:

- Employees must inform their supervisor / line manager if they have any new or existing underlying health conditions or any other physical or sensory impairments that may affect their ability to drive / operate their vehicle / plant safely. They must present themselves when requested to do so for an annual health assessment to assess, wellbeing and fitness to drive/operate Council Fleet.
- Employees must hold a valid licence to drive or operate the vehicle, plant or trailer they use.
- Employees must notify their manager of any unspent driving convictions/ penalty points.
- Employees must obey road/ traffic regulations and drive with due care and attention at all times.
- Employees must have completed the Ceredigion Driver Awareness Training (CDAT), MIDAS (Minibus Driver Awareness Scheme) training (where applicable) and vehicle familiarisation (where appropriate) for the vehicles, plant or trailer they use.
- Drivers must ensure that they, and all passengers under the age of 14 years old, are wearing seatbelts as required by law and Council policy.
- Drivers must remind all passengers 14 years or older of their personal responsibility to wear seatbelts as required by law and Council policy.

- Employees involved in any vehicle / plant related incident must report this to their line manager immediately, irrespective of whether anyone was hurt or not, and no matter how insignificant the damage to the vehicle or plant. Drivers must follow the incident reporting procedure as outlined in the incident reporting flow chart.
- Employees must not interfere with or modify any risk mitigating equipment (including dash cameras & telematics).
- Employees must report to their line manager if they are taking any prescribed (or over the counter) medication that may affect their ability to drive / operate their vehicle / plant safely.
- Employees are required to comply with all requirements related to maintaining their driving licence entitlement including but not limited to:
 - renewing their licence at the required intervals specified on their licence in accordance with their age and / or medical conditions; and
 - notifying the DVLA of any new reportable medical conditions or changes to existing medical condition which may affect their ability to drive.
- Employees must not smoke or use electronic cigarettes in vehicles.
- Employees who are required to hold a Drivers CPC card must undertake the 37 hours of driver CPC training where relevant over a 5 year period. Drivers must carry their CPC cards with them at all times whilst driving vehicles / plant where driver CPC is required.
- The employee must submit their licence and CPC card details on an 6 monthly basis; when requesting a new defect check book or drivers hours book; or as required by their manager.
- Employees must only use the vehicle for work purposes (some employees may be permitted to take vehicles home; in which case, Council vehicles must not be used for domestic / personal purposes).

Drug and Alcohol Testing

- Employees must not drive / operate any vehicles or any equipment if they are under the influence of illegal substances or alcohol.
- To ensure the effective implementation and operation of this agreement and the Driving at Work Policy, the Council reserves the right to require Employees to undertake alcohol and/or drug tests when it is suspected that they are under the influence of drugs or alcohol.
- Employees are reminded that a request to undergo alcohol and drug testing does not, in itself, indicate that they are suspected of wrongdoing.
- Where testing takes place, the individual will need to sign a written consent to be tested. Failure to give consent, or refusal to supply a sample of urine, blood, hair or other sample as reasonably required, will be considered to be a breach of this agreement and may lead to disciplinary action being taken.
- Tests will be conducted under the direction of, and test results interpreted by, a professional external service that meets appropriate standards. Staff will have access to a duplicate of any sample taken to enable them, if they so wish, to have it independently analysed. Other arrangements relating to screening will be discussed with affected members of staff at the time.

- When testing for alcohol, a blood-alcohol level of 80 mg of alcohol per 100 ml of blood or above will usually lead to disciplinary action.

Employee vehicle / plant responsibilities:

- Drivers must ensure that they complete their daily checks prior to first use of a vehicle, plant or trailer each day and record this in their Driver’s Daily Check.
- Drivers must report any defects identified as part of their daily check, or any which arise during use, to the Transport Maintenance Unit immediately and follow any instruction given.
- The employee is responsible for ensuring the vehicle / plant is kept in a clean, usable condition.
- The employee is required to present the vehicle / plant / trailer for inspection at the required intervals.

IMPORTANT

This list is not exhaustive; all drivers must ensure they comply with all legal and employment requirements.

Employees who are found to have caused damage to either an item of the Council Fleet, third party vehicle or property through negligence or driving without due care and attention may be liable, following a disciplinary hearing, for an amount of up to £250 as a contribution to insurance excess costs.

EMPLOYEE DECLARATION

I have read, understand and agree to comply with above conditions authorising me to drive/operate Ceredigion County Council Fleet

I understand and specifically authorise Ceredigion County Council to deduct from my pay or other payments due to me any money which I may owe to the Council under the terms of this Agreement.

Employee signature:.....

Print name:.....

Employee number:

Date:

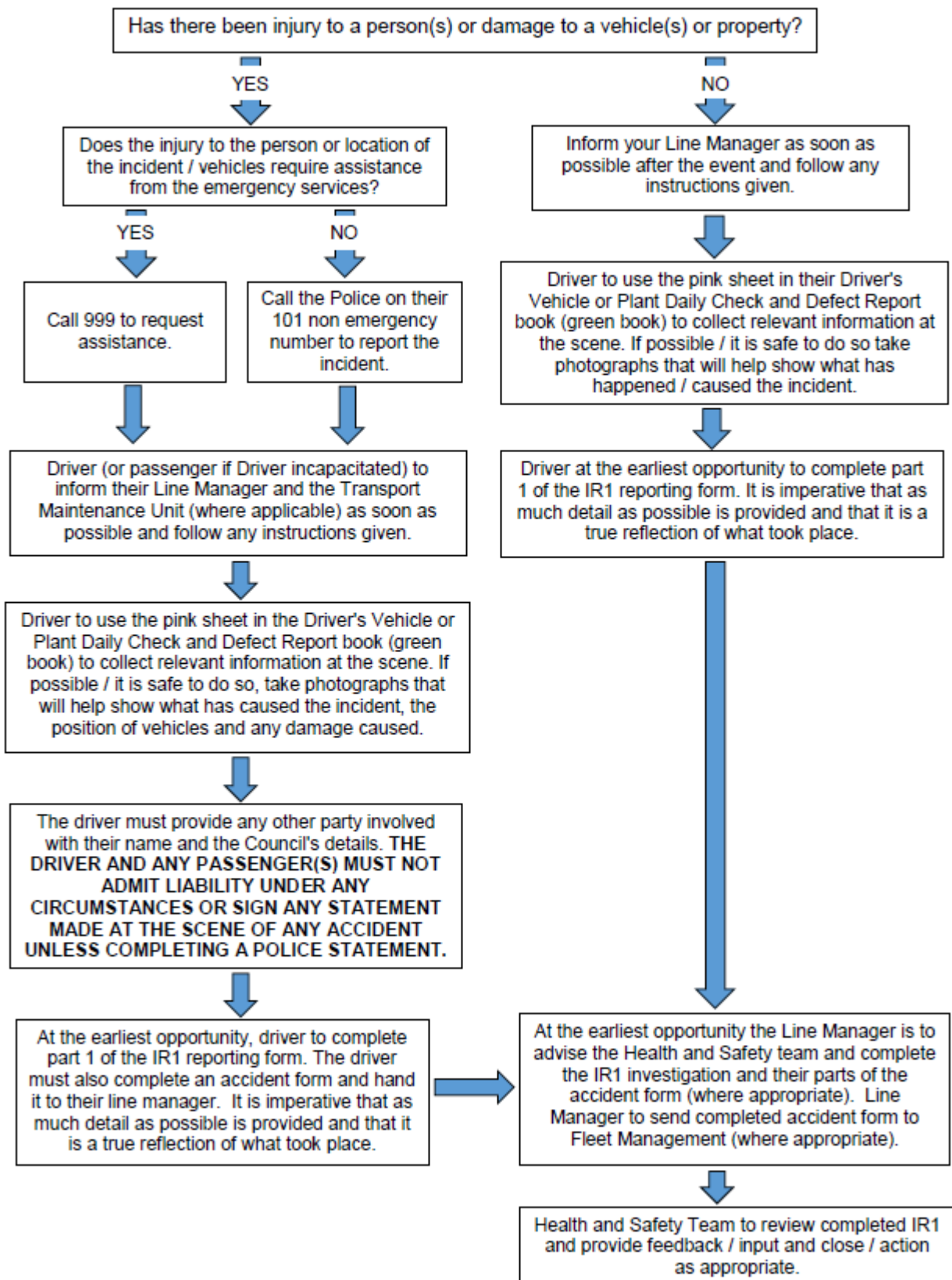
Job Title:.....

Manager signature:

Print name:.....

Date:.....

Driving Incident - Reporting Process Flow Chart





Cyngor Sir CEREDIGION County Council
Pobl a Threfniadaeth | People and Organisation

DRAFT

Driving at Work – Use of Private Vehicles (Grey Fleet) Policy



www.ceri.ceredigion.gov.uk

Version Control

Version	Date	Author	Comment
1.0			

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1. Introduction

The Council has a responsibility to its employees and others who may be affected by their actions. To ensure it fulfils this duty of care the Council is required to comply with legislative requirements when employees use their own vehicles for work related business. There are a number of risk implications of this for both the Council and its employees which have to be managed such as welfare, health and safety, transport, and insurance.

An employee's own vehicle is deemed to be a *place of work* when it is being used on their employers' business, and therefore there are responsibilities which fall on employers in terms of assessing any risks and taking reasonable, practicable precautions.

These risks include the drivers being unlicensed or uninsured, or the vehicles being un-roadworthy or unsuitable for the purpose, which could lead to the risk of accidents and injuries, potentially followed by compensation claims and prosecutions under road traffic law or health and safety legislation.

2. Policy statement

This policy clearly sets out the expectations on those employees who use privately owned vehicles for Council business and the expectations on their line managers. It is important that all managers and employees who use a private vehicle for work purposes adhere to this policy and the procedures, which adopts the Health & Safety Executive's (HSE) safe driving risk-management guidance covering:

- **Safe driver:** are staff fit and competent to drive safely?
- **Safe vehicle:** are vehicles fit for purpose and in a safe road-worthy state?
- **Safe journey:** are journeys necessary and are they planned?

It is everyone's duty when at work:

- To take reasonable care of our own safety
- To take reasonable care of the safety of others who may be affected by what we do or fail to do
- To co-operate and adhere to the Council's policies so that we can all comply with our legal duties and obligations

3. Scope

This policy applies to all Ceredigion County Council employees, school employed staff, governors, elected members, volunteers and agency staff who drive their own private vehicles or a hired vehicle which has been arranged through the Council's Procurement Team on work business.

The table below describes the two main driver categories in the Council:

Council fleet driver	<ul style="list-style-type: none">Required to drive a vehicle supplied by the Council for some or all of their role. <p>See <i>Driving at Work – Council Fleet Policy</i> for this category of driver</p>
Grey fleet driver	<ul style="list-style-type: none">Required to drive for work reasons and paid mileage using a private vehicle or has use of a day hire vehicle arranged through the Council's Procurement Service. <p>This policy applies to this category of driver</p>

The policy does not apply to commuting prior to the driver starting work

4. Roles and responsibilities

4.1 Elected Members

- Are advised on this Policy by Council Officers and have the responsibility to ensure adequate resources are available to enable the implementation of this policy and all other necessary measures to mitigate foreseeable risks to our employees, governors, elected members, volunteers and agency staff who drive their own private vehicles or privately hired vehicles on work business
- An elected member with sufficient relevant knowledge and experience is appointed the Council's Health and Safety Champion and will oversee the development of this policy and bring driver and vehicle safety matters to the attention of the responsible portfolio Cabinet members.

4.2 Chief Executive

The Chief Executive has the overall responsibility for ensuring that this Driving at Work – Use of Private Vehicles policy is implemented and maintained. The Chief Executive will facilitate the provision of systems to carry out the following:

- The Chief Executive is directly responsible for the health, safety and wellbeing of all employees and any others who may be affected by any driving

undertaken on behalf of the Authority when driving their own private vehicles or privately hired vehicles on work business

- Ensuring the participation, commitment and involvement at all levels of the Council in improving the safety of our employees, governors, elected members, volunteers and agency staff who drive for work.
- Ensuring that systems are in place to comply with Driving at Work – Use of Private Vehicles policy and associated arrangements.

4.3 Health and Safety Team

The Health and Safety Manager and team will be responsible for the preparation and review of this policy. They will also:

- Following the completion of an incident management investigation by a line manager / supervisor, review the investigation and if felt appropriate undertake further investigation into driving incidents and potentially dangerous near- misses at work.
- Assist with complex/ high risk driving at work risk assessments.
- Assist the learning and development team to develop a driving safely at work e-learning programme.
- Work in collaboration with the relevant Service area and HR in the event of driving at work incidents where reckless behaviour, drugs or alcohol are believed to be a contributing factor.
- Where appropriate, report RIDDOR reportable incidents to the HSE and liaise with the HSE, Police and other external enforcing agencies where required.

4.4 Corporate Directors and Corporate Lead Officers

Corporate Directors and Corporate Lead Officers have the general responsibility for compliance with the health and safety within their service areas. They are also expected to lead by example and follow the requirements and guidance in this policy, both in the way they drive themselves and in encouraging colleagues and employees to drive safely and responsibly.

A Corporate Director will undertake the role of Health and Safety Champion bringing driver, Grey Fleet and Council Fleet safety matters to the attention of Leadership Group.

4.5 Trade Union Safety Representatives

Safety Representatives have an important role in ensuring employees are fully consulted on and engaging with the Council's policies on safe driving, updates on driving and health at work and encouraging open communication between managers, unions and employees. Safety Representatives help by:

- Attending Health and Safety Representatives meetings and cascade information to the workforce and collect feedback.
- Reporting concerns / issues relating to driving at work that have identified, or brought to their attention, to their supervisor / line manager or the relevant service area in the first instance. If these are subsequently not resolved, to refer them to the Health and Safety Representatives meeting or the Health and Safety Team and if not resolved in a timely manner, to escalate to their Union.
- Leading by example.
- Highlighting driving at work concerns from an operational level.
- Offering feedback and contributing to the review of this policy.

4.6 Managers and Employee's responsibilities

Driving at work activity	Line Managers must:	Employees must:
Council Fleet and personal vehicles	<ul style="list-style-type: none"> • Ensure their employee has read, understood and signed the Private Vehicle User declaration on appointment and annually thereafter. • Enter the employee's driving licence details onto the CERL system. • Ensure drivers report driving incidents via the Council's Incident Management process. • Where relevant, carry out thorough investigation of driving related incidents at work through the Council's Incident Management process. • Ensure their staff are aware of the policies and procedures relevant to driving at work, including the Alcohol and Drug Misuse policy, Sickness Absence policy, H&S policy, Lone-working requirements etc. • Seek advice from their HR Advisor if a driver's licence is suspended or revoked. • Work alongside HR recruitment process to ensure the job description and person specification are met (such as the checking of driving licences prior to appointment). 	<ul style="list-style-type: none"> • Read, understand and sign the Private Vehicle User declaration on appointment and annually thereafter. • Comply and co-operate with the controls and measures put in place regarding driving safely at work. • Hold a valid driving licence for the category of vehicle they drive at work. • Drive in accordance with the laws of the road and Highway Code (i.e. traffic signs and signals, speed restrictions, use of seat belts, satellite navigation, action to take following incidents on the road, etc.). • Ensure that any loads in the vehicle are securely stowed. • Be fit to drive. If fitness to drive is impaired (e.g. medical condition, taking medication etc.), they must inform their line manager immediately and notify the DVLA as required. • Comply with any drug and alcohol screening requests as outlined in the Private Vehicle User Declaration. • Ensure that their eyesight meets the minimum requirements for driving and wear prescription glasses or corrective lenses if needed at all times whilst driving. • Not use any electronic devices including mobile phones when driving or when the vehicle is running. • Report any incidents whilst driving at work to their line manager immediately. • Comply with the Council's smoke free policy • Notify their manager of any unspent driving convictions or any pending

		<p>prosecutions / charges for driving related offences.</p> <ul style="list-style-type: none"> • Notify their supervisor / line manager immediately of any reason, which may lead to the suspension or revocation of their licence in full or in part. • Carry out all actions required to maintain their driving licence entitlement including but not limited to renewing their licence by the expiry date. • Comply with any restrictions related to their licence. • Plan their journeys taking into account weather, time of day and where relevant, time constraints e.g. meeting start time. • Attend any training required to reduce risk, maintain competency and put this training into effect.
<p>Driving personal vehicles</p>	<ul style="list-style-type: none"> • Ensure that their drivers are aware of the requirements for their vehicles to be roadworthy at all times, be taxed, have a current MOT (where applicable) and be appropriately insured for business use including, where relevant, carrying service users and/or where any expenses claims are made. 	<ul style="list-style-type: none"> • Carry out regular vehicle condition / defect checks and ensure the servicing, repair and maintenance of their own vehicle. • Ensure that their vehicle is taxed, has a current MOT and is appropriately insured for business use including, where relevant, carrying service users, and/or where any expenses claims are made. Keep their vehicle details updated on the CERI system (self-service). • Keep their electronic diaries up to date to ensure their colleagues and line manager know their whereabouts for lone working / safety reasons.

5. Business travel

- 5.1** The Council is responsible for meeting the cost of travel by its employees on official business. Official travelling means necessary travel for the purpose of:
- attendance at meetings in pursuit of official Council's business
 - attendance at training courses
 - journeys made on work related business

- 5.2** Official travelling does not include travel from home to normal place of work and the return journey. See Officer Travelling & Subsistence guidance on CeriNet for further details

6. Revision of policy

The Council will review and update this policy as required to reflect changes in legislation, processes, post-incident recommendations and case law.

7. Appendices

Appendix 1 Private Vehicle User Declaration

Ceredigion County Council

Private Vehicle User Declaration

I understand the Driving at Work – Use of Private Vehicles Policy and the requirements relating to the use of a private vehicle at work. I acknowledge that it is my responsibility, whilst using a private vehicle for work purposes, to ensure that:

- I am correctly licensed to drive it and have the correct vehicle permissions.
- I will produce my driving licence when requested by my line manager
- The vehicle is serviced and maintained in a roadworthy condition as required by road safety legislation and is suitable for the task.
- I will produce, upon request, my MOT certificate (where required).
- My use of the vehicle is covered by an appropriate insurance policy which includes the use for business purposes including, where relevant, carrying service users, and I will produce the insurance certificate when requested by my manager.
- I will bring to my line manager's immediate attention any change in circumstances which may affect the use of a private vehicle for work purposes, including any conviction for a traffic offence, onset of a medical condition, illness, injury or impairment affecting my ability and fitness to drive.

Notes

Insurance policies for Social, Domestic and Pleasure use typically only permit travel to the normal place of work from home and back again. Individuals must ensure that their intended use of a privately owned vehicle is covered for business use, for the period their vehicle is to be used. If in doubt individuals should check with their insurance company to establish if their existing insurance policy provides cover for the intended use before using a private vehicle for Council business use. In addition, claims for damages or injuries remain a personal responsibility.

Drivers are expected to ensure they have checked their vehicle for roadworthiness prior to use on council business.

Drug and Alcohol Testing

Employees must not drive any vehicle if they are under the influence of illegal substances or alcohol.

- To ensure the effective implementation and operation of this declaration and the Driving at Work Policy – Use of Private Vehicles, the Council reserves the right to require employees to undertake alcohol and/or drug tests when it is suspected that they are under the influence of drugs or alcohol.
- Employees are advised that a request to undergo alcohol and drug testing does not, in itself, indicate that they are suspected of wrongdoing.
- Where testing takes place, the individual will be expected to sign a written consent to be tested. Failure to give consent, or refusal to supply a sample of urine, blood, hair or other sample as reasonably required, will be considered to be a breach of this agreement and may lead to disciplinary action being taken.
- Tests will be conducted under the direction of, and test results interpreted by, a professional external service that meets appropriate standards. Staff will have access to a duplicate of any sample taken to enable them, if they wish, to have it

independently analysed. Other arrangements relating to screening will be discussed with affected members of staff at the time.

- When testing for alcohol, a blood-alcohol level of 80 mg of alcohol per 100 ml of blood or above will usually lead to disciplinary action.

EMPLOYEE / DRIVER DECLARATION

I have read, understand and agree to comply with above conditions

Signature:.....

Print name:.....

Personal reference number (Ceri):

Date:

Job Title:.....

Manager signature:

Print name:.....

Date:.....

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



This **Integrated Impact Assessment tool** incorporates the principles of the Well-being of Future Generations (Wales) Act 2015 and the Sustainable Development Principles, the Equality Act 2010 and the Welsh Language Measure 2011 (Welsh Language Standards requirements) and Risk Management in order to inform effective decision making and ensuring compliance with respective legislation.

1. PROPOSAL DETAILS: (Policy/Change Objective/Budget saving)

Proposal Title	Driving at Work - Council Fleet Policy
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Service Area	People & Organisation	Corporate Lead Officer	Geraint Edwards	Strategic Director	Caroline Lewis
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Name of Officer completing the IIA	Geraint Edwards	E-mail	geraint.edwards2@ceredigion.gov.uk	Phone no	01545 572019
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Please give a brief description of the purpose of the proposal

This is a new policy for corporate employees of Ceredigion County Council and its purpose is to set out the expectations on those who are required to drive a vehicle supplied by the Council for some or all of their role and those with managerial or supervisory responsibility for these employees.

The policy has been subject to consultation with the relevant Trade Unions, their amendments have been incorporated where appropriate and have subsequently been agreed.

Who will be directly affected by this proposal? (e.g. The general public, specific sections of the public such as youth groups, carers, road users, people using country parks, people on benefits, staff members or those who fall under the protected characteristics groups as defined by the Equality Act and for whom the authority must have due regard).

Employees who drive Council fleet vehicles, their supervisors and managers

VERSION CONTROL: The IIA should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development, Welsh language and equality considerations wherever possible.

Author	Decision making stage	Version number	Date considered	Brief description of any amendments made following consideration
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Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



	<i>e.g. Budget Process, LG, Scrutiny, Cabinet etc.</i>			<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal. Have you considered and applied the sustainable development principle and Well-being Goals?</i>
Geraint Edwards	Cabinet	V1		

COUNCIL STRATEGIC OBJECTIVES: Which of the Council's Strategic Objectives does the proposal address and how?

Boosting the Economy	
Investing in People's Future	
Enabling Individual and Family Resilience	
Promoting Environmental and Community Resilience	

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NOTE: As you complete this tool you will be asked for **evidence to support your views**. These need to include your baseline position, measures and studies that have informed your thinking and the judgement you are making. It should allow you to identify whether any changes resulting from the implementation of the recommendation will have a positive or negative effect. Data sources include for example:

- *Quantitative data - data that provides numerical information, e.g. population figures, number of users/non-users*
- *Qualitative data – data that furnishes evidence of people's perception/views of the service/policy, e.g. analysis of complaints, outcomes of focus groups, surveys*
- *Local population data from the census figures (such as Ceredigion Welsh language Profile and Ceredigion Demographic Equality data)*
- *National Household survey data*
- *Service User data*
- *Feedback from consultation and engagement campaigns*
- *Recommendations from Scrutiny*
- *Comparisons with similar policies in other authorities*
- *Academic publications, research reports, consultants' reports, and reports on any consultation with e.g. trade unions or the voluntary and community sectors, 'Is Wales Fairer' document.*
- *Welsh Language skills data for Council staff*



2. SUSTAINABLE DEVELOPMENT PRINCIPLES: How has your proposal embedded and prioritised the five sustainable development principles, as outlined in the Well-being of Future Generations (Wales) Act 2015, in its development?			
Sustainable Development Principle	Does the proposal demonstrate you have met this principle? If yes, describe how. If not, explain why.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the principle?
Long Term Balancing short term need with long term and planning for the future.	A key aim of this policy is to reduce the number of fleet related vehicle incidents with a view to protecting our workforce from harm and reducing the cost of vehicle repair or replacement	We will monitor incident numbers and cost of repair/replacement	
Collaboration Working together with other partners to deliver.			
Involvement Involving those with an interest and seeking their views.	The policy has been developed in collaboration with colleagues in Highways and Environmental Services, Insurance, Health and Safety team, and our trade union partners	Evidence of involvement with trade unions and the Carers' Unit exists from the formulation of this policy.	A periodic review of the policy will be undertaken to ensure that any issues raised are through the trade union forum process
Prevention Putting resources into preventing problems occurring or getting worse.	The introduction of the policy aims to set the expected standards required of drivers, to improve driver behaviour and as a result reduce the risk and number of fleet vehicle related incidents and accidents	We will monitor incident numbers on a regular basis	
Integration Positively impacting on people, economy, environment and culture and trying to benefit all three.			



3. WELL-BEING GOALS: Does your proposal deliver any of the seven National Well-being Goals for Wales as outlined on the Well-being of Future Generations (Wales) Act 2015? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. We need to ensure that the steps we take to meet one of the goals aren't detrimental to meeting another.			
Well-being Goal	Does the proposal contribute to this goal? Describe the positive or negative impacts-	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the goal?
3.1. A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs.	The policy is intended to protect the workforce from harm and therefore reduce the absence rates of those involved in incidents or accidents. The reduction in cost of vehicle repair or replacement will allow resources to be utilised in a more beneficial way		
3.2. A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change).			
3.3. A healthier Wales People's physical and mental wellbeing is maximised and health impacts are understood.	The policy is intended to protect the workforce from harm and therefore reduce the absence rates of those involved in incidents or accidents	We will monitor the number of incidents and correlated absence rates of drivers and passengers of fleet vehicles	We will work with Highways & Environmental Services, Learning & Development, Health & Safety, trade union partners and our insurers to promote and improve driving standards
3.4. A Wales of cohesive communities Communities are attractive, viable, safe and well connected.			
3.5. A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental well-being.			



<p>3.6. A more equal Wales People can fulfil their potential no matter what their background or circumstances.</p> <p><i>In this section you need to consider the impact on equality groups, the evidence and any action you are taking for improvement.</i> <i>You need to consider how might the proposal impact on equality protected groups in accordance with the Equality Act 2010?</i> <i>These include the protected characteristics of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or beliefs, gender, sexual orientation.</i></p> <p>Please also consider the following guide:: Equality Human Rights - Assessing Impact & Equality Duty</p>	<p>Describe why it will have a positive/negative or negligible impact.</p> <p><i>Using your evidence consider the impact for each of the protected groups. You will need to consider do these groups have equal access to the service, or do they need to receive the service in a different way from other people because of their protected characteristics. It is not acceptable to state simply that a proposal will universally benefit/disadvantage everyone. You should demonstrate that you have considered all the available evidence and address any gaps or disparities revealed.</i></p>	<p>What evidence do you have to support this view?</p> <p><i>Gathering Equality data and evidence is vital for an IIA. You should consider who uses or is likely to use the service. Failure to use <u>data</u> or <u>engage</u> where change is planned can leave decisions open to legal challenge. Please link to involvement box within this template. Please also consider the general guidance.</i></p>	<p>What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?</p> <p><i>These actions can include a range of positive actions which allows the organisation to treat individuals according to their needs, even when that might mean treating some more favourably than others, in order for them to have a good outcome. You may also have actions to identify any gaps in data or an action to engage with those who will/likely to be effected by the proposal. These actions need to link to Section 4 of this template.</i></p>																								
<p>Age Do you think this proposal will have a positive or a negative impact on people because of their age? (Please tick ✓)</p> <table border="1" data-bbox="71 1061 788 1436"> <tr> <td data-bbox="71 1061 295 1209">Children and Young People up to 18</td> <td data-bbox="295 1061 448 1209">Positive</td> <td data-bbox="448 1061 616 1209">Negative</td> <td data-bbox="616 1061 788 1209">None/ Negligible</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td data-bbox="71 1209 295 1324">People 18-50</td> <td data-bbox="295 1209 448 1324">Positive</td> <td data-bbox="448 1209 616 1324">Negative</td> <td data-bbox="616 1209 788 1324">None/ Negligible</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td data-bbox="71 1324 295 1436">Older People 50+</td> <td data-bbox="295 1324 448 1436">Positive</td> <td data-bbox="448 1324 616 1436">Negative</td> <td data-bbox="616 1324 788 1436">None/ Negligible</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> </table>	Children and Young People up to 18	Positive	Negative	None/ Negligible				✓	People 18-50	Positive	Negative	None/ Negligible				✓	Older People 50+	Positive	Negative	None/ Negligible				✓	<p>The policy's aim of improving driver standards and thereby protecting the workforce from harm will apply equally to all age groups</p>		
Children and Young People up to 18	Positive	Negative	None/ Negligible																								
			✓																								
People 18-50	Positive	Negative	None/ Negligible																								
			✓																								
Older People 50+	Positive	Negative	None/ Negligible																								
			✓																								

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Disability Do you think this proposal will have a positive or a negative impact on people because of their disability? (Please tick ✓)				The policy's aim of improving driver standards and thereby protecting the workforce from harm is aimed at all employees, regardless of disability		
Hearing Impairment	Positive	Negative	None/ Negligible			
			✓			
Physical Impairment	Positive	Negative	None/ Negligible			
			✓			
Visual Impairment	Positive	Negative	None/ Negligible			
			✓			
Learning Disability	Positive	Negative	None/ Negligible			
			✓			
Long Standing Illness	Positive	Negative	None/ Negligible			
			✓			
Mental Health	Positive	Negative	None/ Negligible			
			✓			
Other	Positive	Negative	None/ Negligible			
			✓			

Transgender Do you think this proposal will have a positive or a negative impact on transgender people? (Please tick ✓)				The policy's aim of improving driver standards and thereby protecting the workforce from harm is aimed at all employees, regardless of this protected characteristic		
Transgender	Positive	Negative	None/ Negligible			
			✓			

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Marriage or Civil Partnership Do you think this proposal will have a positive or a negative impact on marriage or Civil partnership? (Please tick ✓)				The policy's aim of improving driver standards and thereby protecting the workforce from harm is aimed at all employees, regardless of this protected characteristic		
Marriage	Positive	Negative	None/ Negligible			
			✓			
Civil partnership	Positive	Negative	None/ Negligible			
			✓			

Pregnancy or Maternity Do you think this proposal will have a positive or a negative impact on pregnancy or maternity? (Please tick ✓)				The policy's aim of improving driver standards and thereby protecting the workforce from harm is aimed at all employees, regardless of this protected characteristic		
Pregnancy	Positive	Negative	None/ Negligible			
			✓			
Maternity	Positive	Negative	None/ Negligible			
			✓			

Race Do you think this proposal will have a positive or a negative impact on race? (Please tick ✓)				The policy's aim of improving driver standards and thereby protecting the workforce from harm is aimed at all employees, regardless of this protected characteristic		
White	Positive	Negative	None/ Negligible			
			✓			
Mixed/Multiple Ethnic Groups	Positive	Negative	None/ Negligible			
			✓			
Asian / Asian British	Positive	Negative	None/ Negligible			

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			✓			
Black / African / Caribbean / Black British	Positive	Negative	None/ Negligible			
			✓			
Other Ethnic Groups	Positive	Negative	None/ Negligible			
			✓			

Religion or non-beliefs Do you think this proposal will have a positive or a negative impact on people with different religions, beliefs or non-beliefs? (Please tick ✓)				The policy's aim of improving driver standards and thereby protecting the workforce from harm is aimed at all employees, regardless of this protected characteristic		
Christian	Positive	Negative	None/ Negligible			
			✓			
Buddhist	Positive	Negative	None/ Negligible			
			✓			
Hindu	Positive	Negative	None/ Negligible			
			✓			
Humanist	Positive	Negative	None/ Negligible			
			✓			
Jewish	Positive	Negative	None/ Negligible			
			✓			
Muslim	Positive	Negative	None/ Negligible			
			✓			
Sikh	Positive	Negative	None/ Negligible			
			✓			
Non-belief	Positive	Negative	None/			

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			Negligible			
			✓			
Other	Positive	Negative	None/ Negligible			
			✓			

Sex Do you think this proposal will have a positive or a negative impact on men and/or women? (Please tick ✓)				The policy's aim of improving driver standards and thereby protecting the workforce from harm is aimed at all employees, regardless of this protected characteristic		
Men	Positive	Negative	None/ Negligible			
			✓			
Women	Positive	Negative	None/ Negligible			
			✓			

Sexual Orientation Do you think this proposal will have a positive or a negative impact on people with different sexual orientation? (Please tick ✓)				The policy's aim of improving driver standards and thereby protecting the workforce from harm is aimed at all employees, regardless of this protected characteristic		
Bisexual	Positive	Negative	None/ Negligible			
			✓			
Gay Men	Positive	Negative	None/ Negligible			
			✓			
Gay Women / Lesbian	Positive	Negative	None/ Negligible			
			✓			
Heterosexual / Straight	Positive	Negative	None/ Negligible			
			✓			



Having due regards in relation to the three aims of the Equality Duty - determine whether the proposal will assist or inhibit your ability to eliminate discrimination; advance equality and foster good relations.

3.6.2. How could/does the proposal help advance/promote equality of opportunity?

You should consider whether the proposal will help you to:

- Remove or minimise disadvantage
- To meet the needs of people with certain characteristics
- Encourage increased participation of people with particular characteristics

The policy is relevant to all employees who drive Council fleet vehicles, regardless of protected characteristics.

3.6.3. How could/does the proposal/decision help to eliminate unlawful discrimination, harassment, or victimisation?

You should consider whether there is evidence to indicate that:

- The proposal may result in less favourable treatment for people with certain characteristics
- The proposal may give rise to indirect discrimination
- The proposal is more likely to assist or impeded you in making reasonable adjustments

3.6.4. How could/does the proposal impact on advancing/promoting good relations and wider community cohesion?

You should consider whether the proposal with help you to:

- Tackle prejudice
- Promote understanding

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Having due regard of the Socio-Economic Duty of the Equality Act 2010.

Socio-Economic Disadvantage is living in less favourable social and economic circumstances than others in the same society.

As a listed public body, Ceredigion County Council is required to have due regard to the Socio-Economic Duty of the Equality Act 2010. Effectively this means carrying out a poverty impact assessment. The duty covers all people who suffer socio-economic disadvantage, including people with protected characteristics.

3.6.5 What evidence do you have about socio-economic disadvantage and inequalities of outcome in relation to the proposal?

Describe why it will have a positive/negative or negligible impact.

The policy is expected to have a negligible impact on the socio-economic circumstances of our employees

What evidence do you have to support this view?



What action(s) can you take to mitigate any negative impacts or better contribute to positive impacts?

The aim of the policy is to protect the workforce from harm by reducing the the number of vehicle related incidents through improving driving standards an behaviour.



3.7. A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh Language are promoted and protected. <i>In this section you need to consider the impact, the evidence and any action you are taking for improvement. This in order to ensure that the opportunities for people who choose to live their lives and access services through the medium of Welsh are not inferior to what is afforded to those choosing to do so in English, in accordance with the requirement of the Welsh Language Measure 2011.</i>				Describe why it will have a positive/negative or negligible impact.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?
Will the proposal be delivered bilingually (Welsh & English)?	Positive	Negative	None/ Negligible	This is a bilingual policy and any training will be delivered in both Welsh and English		
	✓					
Will the proposal have an effect on opportunities for persons to use the Welsh language?	Positive	Negative	None/ Negligible			
			✓			
Will the proposal increase or reduce the opportunity for persons to access services through the medium of Welsh?	Positive	Negative	None/ Negligible			
			✓			
How will the proposal treat the Welsh language no less favourably than the English language?	Positive	Negative	None/ Negligible			
			✓			
Will it preserve promote and enhance local culture and heritage?	Positive	Negative	None/ Negligible			
			✓			



4. STRENGTHENING THE PROPOSAL: If the proposal is likely to have a negative impact on any of the above (including any of the protected characteristics), what practical changes/actions could help reduce or remove any negative impacts as identified in sections 2 and 3?

4.1 Actions.

What are you going to do?	When are you going to do it?	Who is responsible?	Progress
The policy will be reviewed and the outcomes evaluated to ensure fairness and consistency	In accordance with Service review plans and where any new or changes to legislation have been introduced	People & Organisation	

4.2. If no action is to be taken to remove or mitigate negative impacts please justify why.
(Please remember that if you have identified unlawful discrimination, immediate and potential, as a result of this proposal, the proposal must be changed or revised).

There are no negative impacts identified in the implementation of this policy

4.3. Monitoring, evaluating and reviewing.

How will you monitor the impact and effectiveness of the proposal?

The Policy will be monitored in accordance with service plans to ensure compliance with any changes to legislation, to provide statistics, monitor vehicle incident and any related absence

5. RISK: What is the risk associated with this proposal?

Impact Criteria	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very High
Likelihood Criteria	1 - Unlikely to occur	2 - Lower than average chance of occurrence	3 - Even chance of occurrence	4 - Higher than average chance of occurrence	5 - Expected to occur

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Risk Description	Impact (severity)	Probability (deliverability)	Risk Score
If the policy is not implemented, high number of vehicle related incidents/accidents	4	3	12
Does your proposal have a potential impact on another Service area?			
The implementation of this policy will have a positive and cross-cutting impact for staff are employed in all service areas.			

6. SIGN OFF

Position	Name	Signature	Date
Service Manager			
Corporate Lead Officer	Geraint Edwards		
Strategic Director	Caroline Lewis		
Portfolio Holder	Cllr Ray Quant		

Cyngor Sir CEREDIGION County Council

REPORT TO: Cabinet

DATE: 7 December 2021

LOCATION: Virtual Meeting

TITLE: HR Policies: (1) Driving at Work – Council Fleet and (2) Driving at Work – Use of Private Vehicles (Grey Fleet) policies

PURPOSE OF REPORT: To provide feedback from the Corporate Resources Overview and Scrutiny Committee held on 27 October 2021

BACKGROUND:

At its 27 October meeting, Members of the Corporate Resources Overview and Scrutiny Committee considered two Driving at Work Human Resources Policies; namely; Council Fleet and use of Private Vehicles (Grey Fleet).

Following discussion, Members were asked to agree the following recommendation:

- approve the
 - (1) Driving at Work – Council Fleet Policy;and;
 - (2) Driving at Work – Use of Private Vehicles (Grey Fleet) Policy.

Some Members were not satisfied with parts of the policy. The Committee suggested that Officers re-visit the policy and return to a future Corporate Resources Overview and Scrutiny Committee meeting and defer presenting to Cabinet on the 7th December 2021.

Councillor Ivor Williams
Chairman of the Corporate Resources Overview and Scrutiny Committee

CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 07/12/2021

Title: HR Model Policies for Schools: Dignity at Work Policy & Procedure and Managing Sickness Absence at Work

Purpose of the report: To approve the Dignity at Work Model Policy & Procedure and the Managing Sickness Absence at Work Model Policy and to recommend adoption by Ceredigion School Governing Bodies.

For: Decision

Cabinet Portfolio and Cabinet Member: Councillor Ray Quant, Deputy Leader of the Council and Cabinet Member for Customer Contact, Legal and Governance, People and Organisation

BACKGROUND:

The following policies have been developed and updated by People & Organisation Service and if approved will be provided to all school governing bodies in Ceredigion with a recommendation of their consideration and adoption. Both model policies have been the subject of consultation with the local teaching and support staff trade unions through the Schools Trade Union Forum. The policies as attached have been discussed, amended and agreed by the relevant Trade Unions.

- Dignity at Work Model Policy for Schools
- Managing Sickness Absence at Work Model Policy for Schools

The purpose of all staff policies and procedures is to clearly set out the behaviours, processes and procedures required of staff, how they can gain advice or support and, where applicable, the consequences of not adhering to the policy and/or procedure.

Dignity at Work Model Policy for Schools

This policy outlines the value of a productive and supportive working environment and the commitment to eliminating bullying and harassment. All employees have the right to be treated with dignity and respect at work and no form of victimisation, discrimination, intimidation or behaviour that amounts to bullying or harassment will be tolerated.

In addition to those school based staff employed by the Governing Body this policy also covers volunteers, trainees and students on placements within the school.

This policy provides a framework to help prevent bullying and harassment of school employees and explains the procedure that should be followed if such incidents occur.

Managing Sickness Absence at Work Model Policy for Schools

The policy has been revised to ensure that the policy and procedure are compliant with changes in legislation, whilst also strengthening the process for managing sickness. The policy outlines the value of ensuring and encouraging regular attendance at work of all its employees and to identify the causes of absence in order to assist its employees. It aims to create a healthy and supportive working environment conducive to high levels of attendance.

The policy acknowledges that ill health or injury can affect any one at any time and undertakes to treat those who are unable to work due to ill health fairly, confidentially and sensitively. This policy sets out procedures to provide a fair and consistent framework for handling long term and short term employee sickness absence.

	<p>Has an Integrated Impact Assessment been completed? Yes</p> <p>If, not, please state why -</p> <p>Summary:</p> <p>Long term:</p> <p>Collaboration: Under the collective agreement the local trade unions have provided feedback on the policy during the consultation period</p> <p>Involvement: Under the collective agreement the local trade unions have provided feedback on the policy during the consultation period</p> <p>Prevention: This policy will assist employees and school leaders to deal with allegations of bullying, harassment and intimidation in a fair and sensitive manner before the situation becomes serious. To empower staff, the Policy sets out under its informal stages how the complainant can deal with the matter and to resolve the issue before proceeding to the formal stage.</p> <p>Integration:</p>
Wellbeing of Future Generations:	
Recommendation(s):	<ol style="list-style-type: none">1) To approve the Dignity at Work Model Policy and Procedure for Schools and to commend to Governing Bodies for adoption within schools in Ceredigion.2) To approve the Managing Staff Sickness at Work Model Policy and Procedure for Schools and to commend to Governing Bodies for adoption within schools in Ceredigion

Reasons for decision: 1) To provide a safe, healthy and productive work environment free from harassment, bullying and victimisation across schools in Ceredigion.
2) To provide support and promote a healthy workforce that is vital to the success of our pupils.

Overview and Scrutiny: Corporate Resources Overview and Scrutiny Co-ordinating Committee 27/10/2021
Policy Framework:

Corporate Priorities: Boosting the Economy
Investing in People's Future

Finance and Procurement implications:
Legal Implications:

Staffing implications: None

Property / asset implications: None

Risk(s):

Statutory Powers:

Background Papers:

Appendices: Dignity at Work Model Policy for Schools
Managing Sickness Absence at Work Model Policy for Schools

Corporate Lead Officer: Geraint Edwards

Reporting Officer: Geraint Edwards

Date: 09/11/2021



Cyngor Sir CEREDIGION County School
Adnoddau Dynol | Human Resources

Managing Staff in Schools

Dignity at Work Model Policy and Procedure for Schools

September 2021



www.ceri.ceredigion.gov.uk

Version Control

Version	Date	Author	Comment

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Policy

1. Policy Statement

- 1.1 The School is committed to promoting an environment where employees can work without fear of being intimidated, harassed or bullied. Every employee within the School has a responsibility to treat colleagues with dignity and respect. We want to develop a working environment where employees feel safe and supported in all circumstances.
- 1.2 This document sets out the School's commitment to promote dignity and respect in the workplace, and it is expected that all employees will behave responsibly in supporting the School's position in establishing and maintaining a non-hostile working environment.

2. Scope

- 2.1 This policy covers bullying and harassment of all school employees, whose salaries are charged directly to a school's budget (i.e. fulltime, part time and temporary employees).
- 2.2 The policy covers bullying and harassment in the workplace and in any work-related setting outside the workplace, e.g. work related social events.
- 2.3 It also applies to students on placements with the School, trainees and volunteers.
- 2.3 This policy is to be read and followed in conjunction with the School's other policies and procedures including, the Disciplinary Policy, Whistleblowing Policy, Information Technology policies, etc. Copies of model school HR policies are available on Ceri Net.

3. Principles

- 3.1 People do not thrive in an environment where bullying, aggressive behaviours, low praise and criticisms exist. The School has a duty of care towards its employees and intends to apply that duty in order to ensure dignity and respect at work for all employees.
- 3.2 Allegations of harassment and/or bullying will be dealt with sensitively and in confidence, and support will be available for employees who believe their dignity at work has been breached. The School expects all staff to commit to and maintain a

supportive non hostile working environment, and be responsible for their own behaviour.

- 3.3 It is important to note that legitimate management of issues such as performance or unacceptable behaviour is not a form of harassment or bullying, if it is undertaken with respect. For example, the Headteacher and Managers should be mindful that if they need to reprimand a member of staff, they should do so in a private setting rather than in front of others.
- 3.4 Whilst the School's position on harassment and bullying is that it is wholly unacceptable, it should be made clear that false allegations, whether trivial or malicious, are also wholly unacceptable. The School places a value on all employees and it is critically important that employees are protected from any false allegations which may be made against them.
- 3.5 It is quite possible that an employee causing upset may be completely unaware of how their behaviour has upset another employee.
- 3.6 Members of Trade Unions may contact their Trade Union at any time for advice, guidance and support

4. Definitions

4.1 Harassment

- 4.1.1 The key legislation which provides protection from harassment is the Equality Act 2010, Protection from Harassment Act 1997 and Health and Safety at Work 1974. Harassment relating to a protected characteristic (age, disability, gender reassignment, race, religion or belief, sex and sexual orientation, pregnancy and maternity, marriage and civil partnership) is unlawful and is covered by the Equality Act 2010. The ACAS definition of harassment is:
 - 4.1.2 Unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.' *ACAS Guidelines 2010*

4.2 Bullying

- 4.2.1 There is no single legal perspective which deals with bullying. Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. Bullying can take the form of physical, verbal and non-verbal conduct.

5. Roles and Responsibilities

- 5.1 All employees are responsible for their own behaviour, both individually and collectively. Behaviour that may be viewed by others as harassment or bullying must not be practiced, encouraged or allowed.
- 5.2 Managers and Supervisors are responsible for ensuring proper implementation of the policy, particularly for those they manage or supervise. When an instance of harassment/bullying is reported to them, it is expected that every effort will be taken to resolve the issue informally as part of their day to day managerial responsibility.
- 5.3 The Headteacher will publicise this policy, procedure and accompanying guidelines amidst all school employees as widely as possible in order to ensure awareness of its existence, contents and aims.
- 5.4 The Governors will promote the principles of equal opportunities in the workplace, ensure adherence to this policy and procedure and monitor its effectiveness.

Stage One - Informal Stage

6. Informal Stage Procedure

- 6.1. In the case of a dignity at work complaint the first point of contact will, where practicable, be the relevant manager or supervisor (or their direct manager where the complaint relates to the manager).
- 6.2. The complainant should complete FORM 1 (appendix 1) prior to meeting with their manager, this will assist the process and help them focus on and communicate their complaint.
- 6.3. For most cases of alleged bullying or harassment, the first stage is to seek to resolve the problem informally. Informal solutions can often provide more positive outcomes for all concerned and result in improving and maintaining good working relationships. Most people who complain that they are being bullied or harassed simply want the behaviour to stop.
- 6.4. It is often the case that the alleged bully or harasser is not aware that his/her actions are inappropriate or upsetting and it is likely that simply informing the person of the effects of their behaviour will be enough to cause it to cease. It is important to remember that there is no single definition of what constitutes bullying or harassment and perceptions vary greatly from one person to the next.
- 6.5. Before invoking the Dignity at Work policy, employees should wherever possible, attempt to resolve their concerns informally and confidentially with the person(s) involved. This gives both parties the opportunity to clear up any misunderstanding and resolve matters informally. This would involve the person who feels he or she is being bullied or harassed making his or her feelings known to the person who is causing the offence and asking him or her to stop. The approach should be tactful, but firm aiming to build working relationships built on trust, honesty and mutual respect.
- 6.6. There will be situations where an employee is experiencing such distress, anxiety and embarrassment that he or she feels such an approach would be inappropriate or does not feel able to approach the colleague whose behaviour they feel is causing these difficulties. In other cases, the employee may have tried, without success, to deal with the issue by a direct approach to the person they feel is the cause of the problem. In either of these cases, the employee should seek the support of their Headteacher/Line Manager and invoke the informal stage of this procedure. If the Headteacher/Line Manager is implicated in the alleged behaviour,

the employee should approach the Chair of Governors (in the case of the Headteacher) or the Line Manager's manager. Support may also be sought from a work colleague or trade union representative.

- 6.7. The aim of the informal stage is to facilitate mediation between the complainant and the alleged harasser and, if possible, to achieve conciliation between them.
- 6.8. Mediation refers to neutral and objective facilitation by a third party to help the parties communicate with each other and come to an agreement. Conciliation refers to the process once a decision has been made, whether formally or informally, to facilitate the restoration of positive working relationships.
- 6.9. Mediation can play a vital role in complaints about bullying and harassment, by providing a confidential avenue for an informal approach, and perhaps the opportunity to resolve the complaint without need for any further or formal action. Mediation may resolve the issue or help support the person accused as well as the complainant.
- 6.10. Mediation is most likely to be successful if both parties understand what mediation involves and enter into the process voluntarily with a mind set to seek to repair the working relationship. The mediation process will give the complainant the chance to explain to the alleged harasser the effect their behaviour is having on him or her and the alleged harasser the opportunity to respond. From the complainant's point of view, this will involve an end to the behaviour that is causing them distress.
- 6.11. Both parties must agree to mediation. If any of the parties do not agree to mediation, it cannot be used to resolve the issues.
- 6.12. The process of mediation should be arranged by the Headteacher. In cases where the Headteacher is the subject of the complaint, the mediation should be arranged by the Chair of Governors and/or a HR representative.
- 6.13. Whichever approach is used, the employee should record in FORM 1, the action taken and the outcome as evidence of the attempt to resolve the situation.
- 6.14. If the parties are unable to resolve the matter through mediation and the complainant remains unhappy, then the matter can be returned to the formal procedure. Further information on the mediation process can be obtained from the HR department. The HR representative will be able to offer advice and support on implementing the informal procedure.

6.15. Please see Appendix 3 for more information on mediation.

Stage Two – Formal Complaints and Investigation Procedure

If informal action does not resolve the alleged bullying or harassment problem, or the circumstances of the case are considered sufficiently serious that use of the informal procedure would not be appropriate, then formal action should be taken.

Complaints should be raised as soon as possible following an act of alleged bullying or harassment so that the matter can be dealt with quickly and fairly.

7. How to Register a Formal Complaint

7.1 A Stage 2 formal complaint is registered by completing and submitting FORM 2 (appendix 2) to the Headteacher. However, if the complaint relates to a Headteacher, the complainant should submit the FORM2 to the Chair of Governors. The FORM2 must include the following information:

- a summary of the complaint;
- details of actions taken in relation to the informal stage (if appropriate);
- the outcome of attempts to resolve the matter informally, or the circumstances as to why this has not been possible (if appropriate)
- the name of the person against whom the allegation has been made;
- the specific outcome the complainant is seeking;
- the names of any potential witnesses (if appropriate);
- the name of the Trade Union Representative or work colleague who will accompany the complainant at formal meetings (if required);
- the address to which correspondence should be sent – if this is not included all correspondence will be sent to the home address.

7.2 Please note, **if the above appropriate information is not included the FORM2 will be returned to the complainant for completion.** This is likely to result in the process being delayed. Additionally, the redress being sought must be reasonable, if it is not considered to be reasonable the FORM2 may be returned to the complainant with a note of explanation.

7.3 Acknowledgement of a Complaint – The Headteacher (or Chair of Governors) will respond to your FORM2 within 5 working days acknowledging receipt.

8. Formal Process

- 8.1 The Headteacher (or Chair of Governors) will consider the seriousness of the complaint and take appropriate action to resolve as follows.

9. Suspend/ Alternative Duties

- 9.1 In the event of a serious bullying and harassment allegation, the Headteacher / Chair of Governors to whom the complaint was made will consider whether to suspend or temporarily redeploy the alleged bully/harasser in order to prevent further contact between the individuals concerned and enable a full investigation to take place. Suspension on full pay could be considered alongside other alternatives including separating the relevant individuals by temporarily assigning one to suitable alternative duties, in line with the relevant section on 'Suspensions' within the School's Disciplinary Policy.
- 9.2 Any acts to suspend an employee should be managed in a way that does not pre-judge the allegations or penalise either employee. Any suspension from work will be in line with the relevant section of the School's Disciplinary Policy [a copy of the policy can be found at xxxxxxx] and will be monitored regularly to ensure that suspension remains appropriate and that the investigation is progressing as quickly as possible. A suspension risk assessment should always be completed.

10. Investigation

- 10.1. The Headteacher / Chair of Governors to whom the complaint was made will appoint an investigating officer to conduct an investigation into the alleged incident(s) of bullying or harassment. This will normally be a member of the school's senior management team, a governor or in certain circumstances may be an independent investigator. The Headteacher should not act as investigating officer. The investigating officer will acknowledge receipt of the complaint in writing to the complainant within 5 working days of the receipt of the terms of reference for the investigation. An employee may object to the person selected to carry out the investigation. They should send their objection including a clear explanation of the grounds of the objection to the Headteacher / Chair of Governors. It is for the Headteacher / Chair of Governors to consider whether the objection is valid. The Headteacher / Chair of Governors may discuss the matter with the LA and should take account of the advice received to reach a decision about the suitability of the investigating officer.
- 10.2. The investigating officer will write to the complainant to arrange a meeting with them where possible no later than 10 school days to establish the details of the alleged bullying or harassment incident(s) and to agree on the next course of action. The

complainant will be entitled to be accompanied by a Trade Union Representative or a work colleague.

- 10.3. The investigating officer will conduct an investigation of the alleged bullying or harassment incident(s) giving full consideration to both sides. If deemed necessary, the investigating officer will interview other individuals who may be able to assist such as witnesses to the alleged incident(s).
- 10.4. Once the investigating officer has collected all relevant information, they will contact the named employee and arrange a meeting to conduct an investigatory meeting. The named employee will be entitled to be accompanied by a Trade Union Representative or work colleague. The purpose of this meeting will be to give the named employee an opportunity to respond to the allegations and provide any other relevant information to enable the investigating officer to compose a balanced and informed report.
- 10.5. Wherever possible investigations should be completed within 20 school days of the first meeting with the complainant. If required, investigating officers can make a request for an extended period of time to complete the investigation depending on the complexity of the complaint from the relevant Headteacher / Chair of Governors and objective reasons for any delay should be included in the final report. All parties should be kept updated about progress and informed of the reasons for any delays/extensions that are required.
- 10.6. The investigating officer will compose a report to the Headteacher or Chair of Governors presenting the findings on the allegation(s). The report will adopt an entirely objective approach and set out the facts of the case.
- 10.7. The Headteacher / Chair of Governors and the investigating officer will come together as soon as possible following completion of the report in order to discuss the findings and address any questions that may arise. This meeting should not take place any longer than one week after completion of the report, other than in exceptional circumstances. The purpose of the meeting will be for the Headteacher / Chair of Governors, in consultation with the investigating officer, to come to a view on the alleged bullying or harassment situation. Possible outcomes may include training, mediation, redeployment or disciplinary action. The needs of the individuals concerned are paramount and should be considered alongside the needs of the School.. Where disciplinary action is necessary the matter will be dealt with in accordance with the School's Disciplinary Procedure, using the Dignity at Work Investigation report that has been prepared.
- 10.8. The named employee and complainant will be invited to attend a meeting with the Headteacher / Chair of Governors. Wherever possible, this should be with all parties at the same time, the only exception being, if this would be detrimental to one party due to the circumstances of the case. The purpose of these meetings is for the

Headteacher / Chair of Governors to hear directly from both parties and question both parties in order to clarify his/her understanding of the issues involved. Within 5 school days of these meetings, the Headteacher / Chair of Governors will write to both parties to confirm the outcome of the investigation and any actions that are proposed to be taken.

11. The outcome of the investigation

- 11.1 If, following investigation, it is found that a breach of dignity of work has occurred and there is a case to answer based on the evidence, prompt action will be taken to remedy the discrimination or stop the harassment and prevent its recurrence.
- 11.2 The outcome of the investigation into the allegations may be that:
- The matter is referred to a Disciplinary Hearing and the case is heard in line with the School's Disciplinary Policy.
 - The allegations are not viewed as discrimination or harassment but the situation may benefit from some other form of intervention such as conflict resolution, mediation or counselling.
 - Standards for future conduct are set, which could involve management advice and training.
 - The complaint is found to be false or malicious, in which case disciplinary action may be taken against the complainant.
- 11.3 It is not open to the complainant, within this procedure, to take issue with a decision on the action to be taken against the alleged harasser as a result of the investigation into their complaint.
- 11.4 Where a complaint has not been substantiated, but the complaint was genuinely raised in good faith, mediation / conciliation may be offered to both parties to restore working relationships

12. Appeals Procedure

- 12.1 If the complainant is dissatisfied with the investigation process or the findings of the formal investigation (but not the action taken), they are entitled to appeal against the decision. An appeal should be lodged within 5 school days from the receipt of the report.
- 12.2 The employee should write to the Clerk of Governors stating that they wish to appeal and the grounds/reasons for the appeal. The Clerk will then refer the matter to the

relevant Governors committee within 15 school days from the receipt of the application.

- 12.3 The appeal will be heard by the relevant Governors Committee, as soon as is practicable and normally within 10 school days of receipt of the appeal from the clerk. Appeal hearings will not normally take the form of a re-hearing but will focus on the points raised in the appeal letter. However, under certain circumstances, e.g. if new evidence comes to light, it may be appropriate to rehear part or all of the case. The chair of the appeal committee will inform the respondent of the decision reached and confirm this in writing within 10 school days of the hearing.
- 12.4 The complainant does not have the right of appeal when the outcome is that there will be a disciplinary hearing.
- 12.5 The respondent does not have the right of appeal under the Dignity at Work policy. In the event that the matter goes to a disciplinary hearing, the respondent would have the right of appeal under the disciplinary procedure.

13. Employees leaving the employment of the Authority

- 13.1 If a formal complaint is presented under this policy and then the individual leaves the employment of the School/Council, the procedure will continue as described above.
- 13.2 If an individual leaves the employment of the School/Council then decides they wish to make a formal complaint regarding their employment, this should be confirmed in writing to the Headteacher / Chair of Governors via the schools complaints procedure.

14. Anonymous Complaints

- 14.1 Anonymous complaints will generally not be considered by the School. Individuals are encouraged to raise their concerns as indicated above.

15. Responding to Counter Allegations

- 15.1 When an allegation of harassment or bullying is made it can occasionally lead to a counter allegation. In these circumstances, the investigation will be extended to deal with both complaints simultaneously by the same Investigating Officer, if

practicable. Advice should be sought from Human Resources in respect of how best to deal with these situations.

Appendix 1

Informal Stage – Form 1

Dignity at Work – Written Record

**NOTE: Use a separate FORM1 to record each incident reported
To be attached to FORM2 if the formal stage is instigated.**

Name of person against whom the allegation is made:

Date/Time/Place of incident:

Outline of what took place:

Names of people who may have witnessed behaviour relating to the allegation (under no circumstances should you give these names to the person who has caused you offence):

Specific outcome you are seeking:

Appendix 2

Formal Stage – Form 2

Dignity at Work – Written Record

NOTE: Attach ALL completed Form 1s

Summary of concerns:

Details of actions taken at informal stage

I attach a total number of _____ Form 1's to outline details of actions taken to date.

Name of person against whom the allegation has been made:

Specific outcome you are seeking:

Names of potential witnesses

Name of Trade Union representative or work colleague who will accompany you at any formal meeting

Address to which you wish correspondence to be addressed:

Please note, if the necessary information is not included the FORM2 will be returned to you for completion. This is likely to result in a delayed process, which in turn may mean a continuation of the behaviour you find unacceptable.

Additionally, the redress being sought must be reasonable, if it is not considered to be reasonable the FORM2 will be returned to you with a note of explanation, at which point you may reconsider your redress and resubmit your FORM2.

Appendix 3 – Mediation

The school is committed to encouraging harmonious working relationships between colleagues. Mediation is a versatile process which can be used not only as an alternative to the formal procedures, but also as a rapid first intervention to prevent escalation of the dispute or even to repair the working relationship after formal procedures have concluded.

Aims of mediation

- To provide individuals with an objective and impartial framework for resolving conflicts at an early stage;
- To offer an alternative to formal procedures as a means of resolving conflict.
- Mediation can take place at any stage of the process.

What is mediation?

Mediation is an informal process that compliments the schools formal and informal procedures for dealing with workplace issues.

- It is used to help improve or restore working relationships between individuals.
- It is voluntary and completely confidential.
- A mediator (a neutral third person, who is appropriately trained and experienced), will work with the parties to help find their own solutions and reach an agreement designed to resolve disagreement or improve the situation. All mediators will be appropriately trained.
- It is based on the principles of collaborative problem solving, with a focus on the future and rebuilding relationships, rather than apportioning blame.
- It gives the participants an opportunity to step back and look at how the situation can be put right, looking at their own actions as well as those of the other party.

Mediation is conducted on the basis that both parties want to achieve a mutually agreeable outcome and solution. A successful mediation should lead to both parties feeling that the outcome is fair, reasonable and appropriate under the circumstances.

The mediation procedure

Stage 1 – First contact with the participants (individual meetings)
Stage 2 – Setting the scene (joint meeting)
Stage 3 – Exploring the issues
Stage 4 – Building the agreement
Stage 5 - Closure
Post mediation - Evaluation

The mediation process is as follows.

Stage 1 - First contact with participants (Individual meetings)

The mediator will meet both parties individually for the purpose of:

- Explaining the role of the mediator and the process of mediation, including confidentiality.
- Highlighting that confidentiality will only be breached if issues of a criminal nature surface, at which point the meeting will stop and HR will be informed. The appropriate authority e.g. the Police may need to intervene.
- Defining the core issues and identifying the ideal outcome expected by both parties. The mediator may need to meet either or both parties again to clarify any further issues arising from stage one.
- The mediator will outline the subsequent stages of the process, identifying an appropriate time and location for the joint meeting.

Stage 2 - Joint meeting - Setting the scene

The mediator will:

- Agree the agenda
- Set the boundaries and ground rules in agreement with both parties
- Explain and agree the process
- Clarify and summarise the agreed areas of conflict

Stage 3 - Exploring the issues

The mediator will:

- Explore the issues with the parties
- Encourage communication
- Manage any conflict during the early stages of the discussion
- Encourage a mutual understanding about the problem
- Check understanding and clarify assumptions
- Identify any concerns about the issues
- Encourage a change of focus from the past to the future
- Summarise areas of consensus and disagreement

Stage 4 - Building the agreement

Mediation will work towards:

- Generating and evaluating options

- Encouraging problem solving
- An acceptance or acknowledgement of conciliatory gestures
- Encouraging both parties to move from a non-negotiable stance, focussing on future resolution rather than the past problem
- Constructing agreements and creating fall back arrangements
- Identifying the next steps if no agreement is reached

Stage 5 - Closure

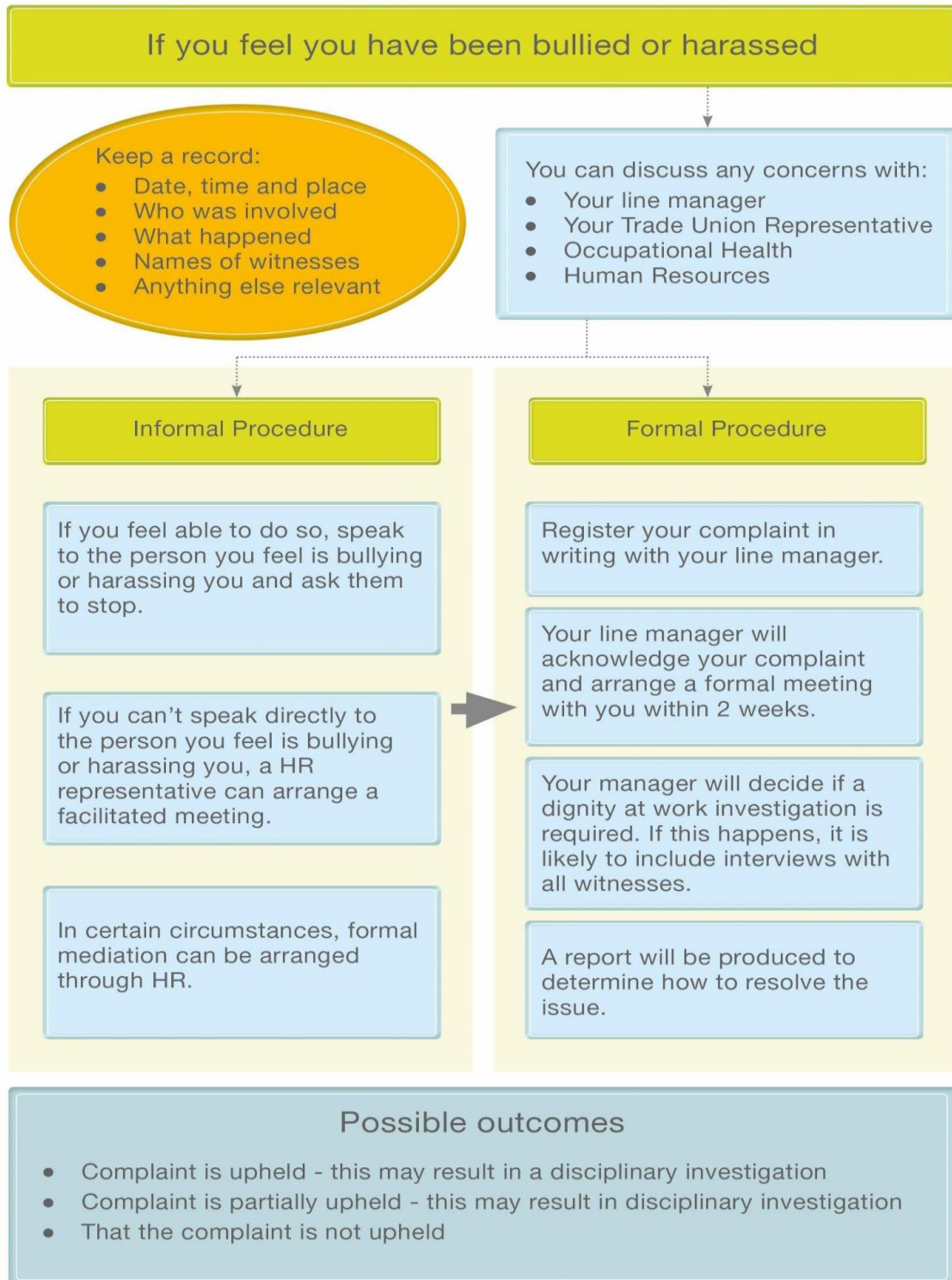
- The session will be concluded when both parties agree that they have dealt with the conflict and have reached a mutual agreement with a clear understanding of what has been agreed.
- An agreement will be drawn up in clear unambiguous language for signing by both parties.
- It will be agreed who retains copies (e.g. the manager may require a copy to monitor that any agreed action is followed through and maintained).
- Confidentiality will be respected.
- Close the session, reasserting the need for confidentiality.
- Arranging follow up (if necessary). Where some issues remaining outstanding, the mediator may suggest a further session is arranged. The parties may also decide to hold follow-up meetings (even if full agreement has been reached), either with or without the mediator. At this stage, the meeting will be concluded by the mediator who will re-confirm the confidentiality of the process. If no agreement over the issues is reached, the mediator will attempt to gain agreement from the parties as to what the issues are and to how they will proceed in the future.

Post mediation – evaluation

- A return will be provided by mediators to the HR representative for monitoring and evaluation purposes. No personal information will be recorded as part of this process.
- There is no appeal process associated with mediation however participation in mediation does not exclude individuals from other courses of action. Individuals also have the option to register their concerns about the process, or a particular mediator with the HR representative.

Appendix 4- Dignity at Work Policy Flow Chart

Dignity at work - Overview of procedure





Cyngor Sir CEREDIGION County Council
Adnoddau Dynol | Human Resources

MANAGING STAFF IN SCHOOLS

**Policy and Procedures for
Managing Sickness Absence at Work**

September 2021

DRAFT

Version Control

Version	Date	Author	Comment

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Policy

1. Introduction

1.1 This policy applies to all school employees who are employed by the Governing Body.

Note – it does not apply to staff employed by Contract Services (i.e. catering and cleaning staff).

1.2 The appendices do not form part of the policy and are included for guidance purposes only.

2. Sickness Absence Policy

2.1 Ceredigion County Council together with School Governing Bodies aims to ensure a fair, consistent and supportive approach to managing sickness absence in order to create and encourage a culture of good attendance.

2.2 The School will take pro-active steps to address problems associated with persistent, recurring short-term sickness absence and is committed to reduce such incidences. However, the School is also sensitive to the needs of long-term and chronically sick employees, as well as those with a disability and will endeavour as far as is reasonably possible to provide any necessary support.

2.3 Legitimate illness cannot be avoided. However, absences, both long term and short term, place a significant burden on the School both in terms of actual financial cost and the negative effect on educational delivery. It is therefore essential that Headteachers and Line Managers actively manage all employees, who are absent from work.

2.4 Equally, all employees are under a contractual duty to be at work under their terms and conditions of employment. There may be circumstances when absence is such that disciplinary action is required and employees should note that correct and proactive management of attendance in accordance with this policy is a reasonable managerial action.

3. Purpose of this Policy

- Offer support to those employees who are ill
- Discourage non-legitimate absence
- Ensure fair consistent treatment and support to all employees

- Provide a fair and objective means for monitoring sickness absence

The above will be achieved through a variety of means including:

- Ensuring Headteachers and Line Managers are trained to take responsibility for managing absence;
- Implementing appropriate measures for monitoring absenteeism;
- Ensuring accurate and timely recording and monitoring of absence data;
- Identifying and addressing the factors contributing to sickness absence;
- Creating a healthy working environment in which employees and their managers are proactive in identifying any situations or factors which have an impact on an employee's ability to work;
- Developing appropriate rehabilitation programmes for employees returning from long term absence;
- Developing a clear understanding of the sickness policy and procedure and its relationship with other procedures (e.g. Disciplinary, Leave of Absence, Capability etc.).

Procedure

4. Introduction

- 4.1 Ceredigion County Council, in partnership with the School, wishes to encourage and ensure the regular attendance at work of all its employees and to institute fair, effective and consistent arrangements for dealing with absences.
- 4.2 The Council and the School recognise the importance of its responsibility to manage sickness absence and will do so via procedures, which incorporate mechanisms to monitor individual attendance levels. Where appropriate, the School will aim to reduce high levels of sickness absence through proactive management strategies and support to employees.
- 4.3 The School also recognises that employees form its most valuable resource and therefore strives to be a caring employer and will encourage and develop initiatives to promote the health and wellbeing of its employees.
- 4.4 Concern and understanding will be shown to those employees who legitimately need to be absent and support will be offered during periods of ill health. However, it is recognised that this must be balanced needs of the School. Abuse of the system, which may occur within a minority of the

workforce, is regarded as unacceptable and the School will deal with such cases in a firm and robust manner as it recognises that this practice has a detrimental impact on colleagues and the education delivery.

4.5 The School, with support from the Council, wishes to secure genuine equality of opportunity in all aspects of its activities as an employer and will therefore seek to ensure that the policy and procedure is implemented in a non-discriminatory manner.

4.6 An employer has a legal responsibility under the Health and Safety at Work Act 1974 to ensure, as far as is reasonably practicable, the health, safety and welfare of its employees.

4.7 Statutory Requirement:

There is a statutory requirement specific to teaching staff of which Schools must be aware.

It is also expected that the reporting requirement with regards to these illnesses are applied to support staff and the Council must be informed immediately when these instances arise.

The Welsh Assembly Government, operating through the Council and the Governing Body, has the power to suspend the employment of employees where there is reason to consider that they may have become medically unfit to perform teaching duties, particularly where there may be a risk to the pupils. There are many medical conditions which can lead to this action but in specific areas the School is required to inform the Council immediately they become aware that a teacher is suffering from such an illness. These illnesses are:-

- a) Pulmonary Tuberculosis.
- b) Epilepsy
- c) Meningitis
- d) Hepatitis
- e) Mumps
- f) Psychiatric disorders
- g) Drug or alcohol abuse.

In such instances, the risk to pupils will be considered, balanced against the School's and Council's obligation to the employee, particularly where they may be considered disabled, as defined in the Equalities Act 2010.

Further action should be taken in consultation with the Council, but this will usually involve referral to the Occupational Health Service for advice in the first instance.

5. Roles and Responsibilities

5.1 It is important that everyone clearly understands their roles and responsibilities within this process.

5.2 Employee Responsibilities

All School employees are responsible for:

- a) Attending work on a regular basis in accordance with their contract of employment
- b) Ensuring they read, understand and comply with this policy and procedure
- c) Fully co-operating with the requirements of this policy
- d) Maintaining confidentiality at all times during any sickness proceedings, with the exception of any conversations which may be necessary with their Trade Union or companion
- e) Behaving and acting in a way that is consistent with the values of accountability, flexibility, openness, professional integrity, diversity, respect and working with others

5.3 Headteacher/ Management Responsibilities

In addition to their responsibilities as employees, Headteachers or Line Managers are also responsible for:

- a) Ensuring staff are aware of all relevant policies and procedures by the most appropriate means.
- b) Establishing, standards and consistently upholding levels of acceptable attendance.
- c) Fully understanding the Managing Sickness Absence at Work policy and, where it is implemented, applying it fairly, consistently and in a timely way.
- d) Attending training on the Managing Sickness Absence at Work policy
- e) Seeking advice and guidance from the HR Service on all matters relating to attendance.
- f) Keeping adequate notes and records of all events and evidence, to support the use of the policy.
- g) Ensuring that the School's Managing Sickness Absence at Work policy is adhered to at all times including timescales, appeal rights, rights to representation, etc.
- h) Providing a standardised briefing on staff attendance to the Governing Body
- i) Arranging any meetings and support required as part of the procedure, e.g. securing dates, inviting employees to attend absence review meetings, welfare visits etc., organising administrative support to record the proceedings, send decision letters, etc.

- j) Maintaining confidentiality at all times throughout the process.

5.4 Governing Body will:

- a) Adopt the policy and ensure that it is applied consistently through regular monitoring and evaluating
- b) Ensure that a standardised briefing on staff attendance is presented to the Governing Body in order to fully consider the impact upon learners and cover requirements
- c) Set targets to improve levels of attendance and monitor those levels
- d) Develop, implement, monitor and revise action plans, where possible to reduce sickness absence and meet agreed reasonable target levels.
- e) Establish and communicate a hierarchy of responsibility for managing absence within the school.

5.5 HR Services responsibilities will:

- a) Act as advisor to Governors, Headteachers and Line Managers to ensure the School's Managing Sickness Absence at Work is applied correctly and consistently.
- b) Provide all employees with information and advice as necessary throughout the process.
- c) Review and monitor sickness cases and outcomes as well as supporting the School to undertake any remedial action that may be necessary.
- d) Review and collate schools sickness absence for reporting to groups and bodies e.g. Council, Welsh Government, School Trade Union Forum etc.
- e) Review the application of the policy and procedures in the light of operational experience.
- f) Carry out pre-employment medical screening, medical examination of referred cases and liaise with the Occupational Health Service

6. Definitions

6.1 Sickness Absence

6.1.1 This procedure applies to sickness absence as defined below:

- Self-certification
- Absence supported by a Fit Note
- Short-term absences, which may be intermittent/persistent
- Long term continuous absence
- Industrial injury / Work related injury

6.2 Medical Appointments

6.2.1 All employees are expected, where reasonably practicable, to take the following types of medical/health related appointments outside of normal working hours: GP, hospital, physiotherapy, dental, optician, chiropody, etc. However on those occasions when this cannot be arranged individuals will be allowed reasonable time away from work. Routine appointments which can be planned in advance, e.g. biannual dental, optician checks should be taken outside normal working hours where possible. If not, leave from duties should be agreed by the Headteacher on application.

6.3 Pregnancy related absence

6.3.1 Maternity leave and time off for ante natal care is a right conferred by the Employment Rights Act 1996 and should not be recorded or monitored as sickness absence.

6.3.2 No action should be taken against those employees absent with pregnancy related conditions. However, absences during pregnancy that are not pregnancy related will be monitored and managed as any other absence.

6.4 Cancer screening and Disability Related Treatment

6.4.1 Time off for cancer screening and disability related treatment e.g. rehabilitation, assessment, treatment, will be with pay. Headteachers or Line Managers will need to consider whether there is a need for reasonable adjustments within working practices.

6.5 Disability

6.5.1 All sickness absences of employees who are classed as disabled under the Equalities Act 2010 will be recorded as with absences of non-disabled. However, it is important that the Headteacher or Line Manager establishes which absences are related to the employee's disability. This may be through consultation with the employee or may necessitate seeking medical advice via the Occupational Health Service.

6.5.2 Absences relating to the disability will be disregarded in terms of trigger points unless reasonable adjustments have already been made.

6.6 Cosmetic Surgery

6.6.1 Time should be taken outside school hours whenever possible, otherwise unpaid leave must be requested unless medical diagnosis supports that such surgery is a necessity.

6.7 Absence on Public Holidays

6.7.1 Where an employee is receiving sick pay under the scheme, then sick pay should continue if a public holiday falls during such sickness absence. No substitute public holiday shall be granted.

7. Sickness Absence Notification

- 7.1 On the first day of absence it is the employee's responsibility to notify their Headteacher or Line Manager in person by telephone, or, in their absence, another designated individual within the School who would be responsible for receiving such information.
- 7.2 If in exceptional circumstance the employee is too unwell, it will be acceptable for a relative or friend to notify the Headteacher or Line Manager of the employee's absence as soon as is practicable.
- 7.3 Unless specific school arrangements apply which have been communicated to employees, notification should be made as soon as practically possible prior to normal start of work.
- 7.4 It is the employee's responsibility to provide the Headteacher or Line Manager on the FIRST day of absence with the following:
- A broad description of the illness
 - The date the illness began
 - The expected duration of the illness
 - Whether or not there are any meetings or other work commitments which may require cover or re-arrangement
 - When and how the Headteacher or Line Manager and the employee will next make contact
 - In cases where the relative or friend has notified the absence, a time when the employee will make contact
 - If the absence is due to an injury sustained in the course of duty.

- 7.5 The employee must keep their Headteacher or Line Manager informed of their continuing ill health at the agreed intervals. This may be required daily or at a minimum on the fourth day of absence. This contact must include details of:
- The expected duration of the absence
 - What, if any, medical attention or advice has been sought.
- 7.6 If contact is not made by the employee as required during the absence and their absence is unexplained, the Headteacher or Line Manager must take all reasonable steps to contact the employee e.g. telephone call, home visit.
- 7.7 All periods of absence up to 7 calendar days must be supported by a Self-Certificate
- 7.8 If the employee is absent for more than 7 calendar days, a medical certificate known as a “Fit Note” will be required from the employee’s Doctor. The Fit Note should be submitted to the Headteacher or Line Manager, together with the completed Self-Certification form. In cases where a Fit Note covers the first seven days of absence, the Self-Certification is not necessary.
- 7.9 The Fit Note must be signed and dated by the Doctor. It will state whether the doctor thinks the employee is unfit for work or whether they may be fit for work. It will also provide information on whether the employee is likely to need an additional fit note when the current one expires.
- 7.10 The Headteacher or Line Manager will keep in regular contact with the employee during the sickness absence. There is also an expectation that the employee contacts the line manager to update the manager on their absence.
- 7.11 If an individual fails to follow the absence reporting procedure by notifying their Headteacher or Line Manager, or by providing a Self-Certification form or Fit Note, the absence may be recorded as unauthorised, and therefore unpaid, until such time as a valid certificate is received. Failure to follow the absence reporting procedures without good cause could result in disciplinary action being taken.
- 7.12 In order to assist in the arrangements of cover, the absent employee should give the maximum possible notice to their Headteacher or Line Manager of their return to work
- 7.13 For each occasion of absence, the line manager must ensure that they have completed the Return to Work interview which should be conducted on the first day back to work or as soon as possible thereafter.

- 7.14 Return to work interviews should be carried out face to face or in exceptional circumstances may be undertaken over the phone.

8. Short Term Absences – Procedure

- 8.1 These are absences which are usually sporadic and attributable to minor ailments, in many cases unconnected, which are frequent or irregular.
- 8.2 Short-term absences can be the most disruptive because of the unpredictability and the difficulty in arranging cover. Consequently cover arrangements for essential work may have to be undertaken by work colleagues in addition to their normal duties. The serious effects on other employees, the costs of such absences and disruption to the delivery of education must be kept to a minimum, therefore such absences will be closely scrutinised by Headteacher or Line Manager.
- 8.3 If considered appropriate the facility to self-certify sickness absence may be withdrawn at any point in the procedure. This facility should only be used where a Headteacher or Line Manager has concerns about frequent short-term absences. Advice should be sought from the HR Service prior to implementation. In such circumstances the employee will be required to produce a medical certificate from their doctor on the first day of any further period of sickness absence. Failure to do so may result in suspension of sick pay.
- 8.4 In cases where it is suspected that unwarranted absence has been taken and recorded as ill health the matter may be more appropriately addressed through the disciplinary procedure. Advice should be sought from the HR Service.

9. Monitoring and Recording - Short Term Absences

- 9.1 It is the Headteacher's responsibility to monitor and act upon trends in their employees' sickness absence.
- 9.2 Monitoring and effectively managing sickness absence requires accurate and reliable records to be kept by the School. It is therefore the responsibility of the Headteacher or Line Manager to ensure sickness absence is recorded and reported accurately on the Ceri System.
- 9.3 A series of trigger points and a Bradford Factor formula will be used to manage and monitor short term absence. These triggers will help managers identify at what stage action should be taken

- 9.4 Individuals' Bradford scores are monitored and when a certain score is achieved this will require further investigation as to whether a trigger point is reached, a process of absence reviews and further action can be set in motion
- 9.5 If one, or a combination of the trigger points listed below has been reached the employee will be required to attend an Initial Absence Review Meeting with their Headteacher or Line Manager:
- 3 or more occasions of absence in a 3 month rolling period
 - 5 or more occasions of self-certified absence in a 12 month rolling period
 - 2 or more occasions in a 12 month rolling period where absences about any period of leave (annual or bank holidays)
 - Any unacceptable patterns of absence.
- 9.6 Where an employee has been persistently close to but not hit a trigger, the Headteacher or Line Manager may meet with the employee to bring the pattern of their absence to their attention, identify if there are any underlying problems and whether any preventative action can be taken. The Return to Work Interview will be used for this purpose.
- 9.7 The Headteacher or Line Manager will monitor absence levels within the School / Department / Faculty and review absence data regularly at meetings.
- 9.8 Employees will be given a minimum of 5 working days' notice, in writing, of any formal absence review meeting, be advised of the reason for the meeting and of their right to be accompanied by a representative of a recognised trade union or a work colleague.
- 9.9 The purpose of the Initial Absence Review Meeting is to further investigate the employee's absence which will have previously been discussed and recorded during the return to work interviews, counsel the employee on the consequences of such absence and develop, where appropriate, a joint remedial strategy. The Headteacher or Line Manager should reiterate the standards of attendance expected of all employees, discuss fully the employee absence record and reasons for absence and assess whether there is an underlying problem (medical or otherwise) which needs to be addressed.
- 9.10 After hearing the reasons given for the employee's absence, and considering the circumstances, the Headteacher or Line Manager may determine that:
- No further action is necessary other than to continue to monitor attendance or
 - It is necessary to inform the employee that their absence is a cause of concern, and advise him/her of the consequences of failure to improve attendance.

- 9.11 Where cause for concern is registered all practical steps to alleviate the situation should be explored. An action plan including any support mechanism which may be helpful will then be agreed together with a timescale for improving attendance and a date for review.
- 9.12 The Line Manager will confirm, in writing, the outcome of the absence review meeting at this and any subsequent stage, where appropriate detailing any agreed action and period of review. The Initial Absence Review record will be kept on the employee's file for 12 months
- 9.13 If there is evidence that the employee's attendance has improved to a satisfactory level the Headteacher or Line Manager will confirm this in writing and advise the employee that their sickness absence will continue to be monitored
- 9.14 However, if there is no evidence of improvement in attendance, and a further sickness absence trigger point has been reached within 12 months of the Initial Absence Review, the Headteacher or Line Manager will refer to Occupational Health for advice. The Headteacher or Line Manager will review the Occupational Health report and evaluate the effectiveness of any support mechanisms that have been implemented. The employee will be required to attend a Second Review Meeting.
- 9.15 The Second Review Meeting will follow the format as described above. The employee will be given a further opportunity to explain the reasons for absence and additional support mechanisms may be considered if appropriate.
- 9.16 The Second Absence Review will be conducted by the Headteacher or Line Manager and if it is viewed that the continuing level of absence is unacceptable for the School to bear the employee will be issued a warning to that effect. The employee will also be advised that unless an immediate improvement in attendance is achieved and sustained any further sickness absence during the review could result in dismissal.
- 9.17 If any suggested options are unacceptable to the employee and the employee has not demonstrated improved and sustained attendance to a satisfactory level, the Headteacher will conduct a Third Absence Review Meeting.
- 9.18 The Third Absence Review will follow the format as described above. If in the judgement of the Headteacher, based on available information, the employee remains incapable of fulfilling the contract of employment, the matter will be reported to the Governing Body.

- 9.19 The Governing Body's Disciplinary and Dismissal Committee will conduct a Final Absence Review Meeting to consider the situation. The employee will be allowed to attend the meeting to present their case.
- 9.20 A representative from the HR Service will attend all Final Absence Review Meetings.
- 9.21 The employee will be entitled to be accompanied to any of the review meetings by a Trade Union representative or colleague.
- 9.22 The Governing Body's Staff Disciplinary and Dismissal Committee may decide, having regard to the information available to them and having considered any extenuating circumstances the employee may raise, that the employee is incapable of fulfilling the contract of employment. This may result in the employee being dismissed with notice of pay given in accordance with contractual provisions.
- 9.23 Normal rights of appeal against dismissal will apply. (See Section 12 for further information)

10. Long Term Absences – Procedure

- 10.1 A long term absence is defined as continuous absence of 28 calendar days duration or more.
- 10.2 The Headteacher or Line Manager will maintain reasonable regular contact with the employee throughout the period of sickness absence. The frequency and form of this contact e.g. telephone calls, emails, home visits, will depend on the circumstances and may vary from case to case.
- 10.3 Employees will be given a minimum of 5 working days' notice, in writing, of any formal absence review meeting, be advised of the reason for the meeting and of their right to be accompanied by a representative of a recognised trade union or a work colleague.

10.4 Welfare Visit

- 10.4.1 A welfare meeting should be arranged by the Headteacher or Line Manager. The welfare meeting should be held at the workplace wherever possible; if due to special circumstances, the meeting cannot be held in the workplace then a home visit can be arranged. If a meeting is not feasible then regular contact should be maintained through other means e.g. telephone, letter, email, contact with relatives, etc.

- 10.4.2 The Headteacher or Line Manager can be accompanied by a work colleague or a representative from the HR Service. The meeting should take place as soon as possible after 28 calendar days of the employee's sickness absence. The Headteacher or Line Manager must not make unaccompanied visits to the homes of employees.
- 10.4.3 The purpose of the welfare visit is to reflect genuine concern for the wellbeing of the employee, to offer support including, where appropriate, exploring flexibility in facilitating a return to work and to ensure that the employee is aware of, and understands, the procedures which will apply during their absence.
- 10.4.4 During the welfare meeting, the Headteacher or Line Manager will discuss with the employee the requirement for a referral to the Occupational Health Service.
- 10.4.5 Welfare visits will be by prior arrangement other than in exceptional circumstances e.g. where reasonable attempts to contact the employee have failed or where abuse of the sick scheme is suspected
- 10.4.6 If the employee wishes, a recognised trade union representative, work colleague, friend or relative maybe present during the welfare visit. The role of the representative will be to support the employee.

10.5 Phased Return to Work

- 10.5.1 There may be occasions where an employee has recovered from a long term or debilitating illness but would find it difficult to return immediately to their full contracted duties and hours of work without further risk to their health or has sufficiently recovered to be able to carry out some of their duties/hours of work. In such cases the Headteacher or Line Manager is encouraged to take a flexible approach to facilitate the employee's earlier return to work by allowing a phased return.
- 10.5.2 An action plan must be agreed by all parties before the phased return to work can commence. Therefore it requires the input of the Headteacher or Line Manager, the employee and Human Resources. If there is a requirement to consult with Occupational Health Service then the HR Service will do so.
- 10.5.3 The phased return will normally be for a period of up to 4 weeks. However, if the GP is of the view that a longer phased return is

required then agreement must be sought from Human Resources in discussion with the Headteacher and Occupational Health Service.

- 10.5.4 To support the employee to remain in work in the longer-term, particular arrangements (such as changes to working hours) may need to be more long-standing, or even permanent.
- 10.5.5 The agreed plan will be confirmed in writing to the employee by their Headteacher or Line Manager and copied to the HR Service.
- 10.5.6 It is the responsibility of the Headteacher or Line Manager to then implement the agreed plan and ensure that the employee's return is managed and reviewed at agreed intervals.
- 10.5.7 The employee will be paid their normal contracted hours during the phased return period. During the phased return period, sick days will not contribute to trigger points.

10.6 Monitoring and Recording Long Term Ill Health

- 10.6.1 There may be occasions following examination by the Occupational Health Physician where they can categorically state that the employee is capable of returning to work in a reasonable period of time and cannot declare the employee permanently unfit for their employment. In such cases the Headteacher or Line Manager will consult and discuss the situation with the employee in a series of absence review meetings.
- 10.6.2 After the Welfare Visit at around the 5th week continued absence, the employee will be referred to the Occupational Health Service for a medical assessment.
- 10.6.3 The First Absence Review meeting will take place following the receipt of the Occupational Health Service report.
- 10.6.4 A full discussion on the matter will take place between the employee and their Headteacher or Line Manager having regard to medical reports and any further investigations which may be required. Considerations will be given to the options available under the circumstances, which will include the full range of options including status quo, re-deployment, phased return to work or termination of employment.
- 10.6.5 A time scale will be agreed for an Intermediate Review meeting of the case, which would normally be between 12 - 16 weeks of continued absence.

- 10.6.6 The Intermediate Absence Review Meeting will follow a similar format to the first meeting and provide the opportunity to discuss any further medical reports and the agreed action from the previous meeting. Any new information will be considered and where appropriate the action plan revised accordingly. As before, possible outcomes will be discussed and a way forward agreed. It may be necessary to hold more than one intermediate review meeting prior to the final review stage. If this is the case, confirmation must be sought from the HR Service.
- 10.6.7 The employee will be advised to make any further evidence available prior to, or at, the Final Absence Review meeting which will take place no later than 35 weeks of continued absence
- 10.6.8 The Final Absence Review meeting will be conducted by the Headteacher and a member of the HR Service.
- 10.6.9 Following the established format of previous absence review meetings the situation will be discussed fully with the employee and any further medical information from Occupational Health Service, GP and or medical specialists will be taken into account as appropriate. If there is no foreseeable return to work or, if it has not been possible to re-deploy and no other solution can be found to facilitate the employee's return to work, the employee will be informed by the Headteacher that the matter will be reported to the Governing Body and that this could result in their employment being terminated on the grounds of ill-health.
- 10.6.10 The Governing Body's Staff Disciplinary and Dismissal Committee will meet to review the situation. The employee will be invited to attend the meeting to present their case and be represented by a work colleague or a trade union representative.
- 10.6.11 The Governing Body's Staff Disciplinary and Dismissal Committee may decide, having regard to the information available to them, that the employee should be dismissed on the grounds of ill health. The Clerk to the Committee will confirm this decision in writing.
- 10.6.12 Normal rights of appeal against dismissal will apply. (See Section 12 for further information)

11. Permanent Ill Health

- 11.1 Should medical evidence show that an employee is incapable of discharging efficiently and effectively the duties of their post or any comparable employment by reason of permanent ill health the Headteacher and a member of the HR Service will visit the employee to explain the findings of the Occupational Health Physician and to advise that they will be unable to continue in their post.
- 11.2 The procedure of termination of employment will be fully explained. The employee will be made aware of their right to appeal against the opinion of Occupational Health that they are permanently unfit.
- 11.3 If such an appeal is registered which is supported by a qualified medical practitioners report, then an independent medical examination will be arranged, the cost of which will be borne by the School.
- 11.4 If the employee does not wish to exercise their right to appeal against the medical opinion of the Occupational Health Service the HR Service will inform the Governing Body of the Physician's opinion and seek their resolution to terminate the services of the employee and the effective date of termination. The employee and/or trade union representative may make a personal appearance before the Governors. The reason for dismissal is that the employee is incapable of attending for work regularly due to Ill-health and has been declared permanently unfit for employment.
- 11.5 A letter will be sent to the employee confirming the decision to terminate employment in accordance with the resolution of the Governing Body and on giving the appropriate notice. The letter will also include the arrangements for appealing against the decision of the Governing Body.
- 11.6 If the employee is a member of the Teachers' Pension or the Local Government Pension Scheme, then the payment of pension scheme benefits will be explained according to the scheme regulations. It should be noted that these are subject to independent verification by the Pension Fund.
- 11.7 In some circumstances the Occupational Health Service may find that the employee is permanently unfit to continue with their substantive post but may advise that they may be fit for alternative employment. In this case an Officer from the HR Service will meet to advise the employee of the Occupational Health Service's findings and explain the procedure for redeployment.
- 11.8 During the notice period every effort will be made to find alternative employment within the School or Council for the employee. Employees will

have the right to declare that they do not wish to be considered for alternative employment.

- 11.9 Reference must be made to the provisions of the Equalities Act. Re-deployment must be to existing posts only. Such work may not be at the same level of salary or wage. Posts do not have to be created to accommodate a re-deployment.

12. Appeals

12.1 Appeals against the issue of a formal warning

- 12.1.1 An employee will have the right of appeal to the Governing Body or nominated representative against the issue of a formal warning. The request for appeal must be made in writing to the Clerk of Governors, stating the grounds for appeal, within 5 working days of receipt of the written confirmation of the warning.

12.2 Appeals against the decision to dismiss

- 12.2.1 The Right of Appeal applies in all instances where an employee has been dismissed by reason of ill-health under the Long Term Absence Procedure or by reason of attendance under the Short Term Absence Procedure. Notice of Appeal should be addressed to the Clerk of the Governing Body, in writing, setting out the grounds of appeal, within 5 working days of receipt of the letter confirming the decision to dismiss. The employee must also identify the name of the person who may be representing them at appeal, along with the names of any witnesses who may be called
- 12.2.2 The Governing Body will convene a Staff Disciplinary and Dismissal Appeals Committee consisting of at least 3 members of the Governing Body who were not involved in the Staff Disciplinary and Dismissal Committee. At least 10 working days and not more than 15 working days should be allowed from the date of receipt of the appeal before the appeals meeting is held. Only in exceptional circumstances can this timescale be changed.
- 12.2.3 The employee will be informed of the appeal hearing date within 5 working days of the meeting. A member of the HR Service will also be present at the hearing.
- 12.2.4 If the decision of the Staff Disciplinary and Dismissal Appeals Committee is to uphold the original committee's decision, the Clerk to the Committee will request that the Council terminates the contract of

employment. The member of the staff will receive confirmation of this decision in writing

12.3 Appeals against release of Pension

12.3.1 While the decision to dismiss rests with the employer; any pension decision rests with the relevant pension scheme provider.

13. Employees with Disabilities

13.1 The Equalities Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

13.2 The definition for the purposes of the Act is as follows:

- substantial means neither minor nor trivial.
- long term means that the effect of the impairment has lasted or is likely to last for at least 12 months (there are special rules covering recurring or fluctuating conditions).
- normal day-to-day activities include everyday things like eating, washing, walking and going shopping.
- a normal day-to-day activity must affect one of the 'capacities' listed in the Act which include mobility, manual dexterity, physical co-ordination, continence, ability to lift, carry or otherwise move everyday objects, speech, hearing or eyesight, memory or ability to concentrate, learn or understand, perception of the risk of physical danger.

13.3 The School and Council is committed to the employment of people with disabilities and will make every effort to retain any individual who is or becomes disabled whilst in its employment and to offer appropriate and timely support to ensure that the employee's skills, experience and loyalty are not lost.

13.4 Initially, the employee will need to be referred by their Headteacher or Line Manager; to the Occupational Health Service for a medical assessment. Following advice and where appropriate, information and/or assessment from external organisations, a number of options may be available to the employee, Headteacher and with advice from HR Services in facilitating a return to work. These may include:-

- Remaining in the same job with reasonable adjustments to the job or the working environment.
- Seeking redeployment opportunities incorporating retraining and/or rehabilitation where required.

- Considering the feasibility of other patterns of work i.e. part time, job share.

13.5 When considering the above alternatives regular contact with the employee will be important, consulting them on the options available, the associated arrangements, rehabilitation needs and any re-induction programme.

13.6 It must be recognised in some cases, it is not possible to retain an employee with disability. In these circumstances, ill-health retirement/termination on the grounds of incapacity may need to be considered.

14. Occupational Sick Pay - General Principles

14.1 Occupational Sick Pay forms part of the conditions of service for teaching and support staff.

14.2 The provisions in relation to payment during sickness absence are as follows

Teachers:

During 1st year of service	25 working days full pay
During 1st year and after completing 4 months' continuous service	25 working days full pay 50 working days half pay
During 2nd year of service	50 working days full pay and 50 working days half pay
During 3rd year of service	75 working days full pay and 75 working days half pay
During 4th year of service	100 working days full pay and 100 working days half pay

Support staff:

During 1st year of service	1 month full pay (26 days)
During 1st year and after completing 4 months' continuous service	1 month full pay (26 days) 2 months half pay (52 days)
During 2nd year of service	2 months full pay and 2 months half pay (52 days)
During 3rd year of service	4 months full pay and 4 months half pay (104 days)
During 4th and 5th year of service	5 months full pay and 5 months half pay (130 days)
After 5 years of service	6 months full pay and 6 months half pay (156 days)

14.3 The following are examples of the circumstances in which sick pay may be withheld (following investigation and a decision reached in accordance with the disciplinary procedure):

- i. Falsification of certificates (self or medical)
- ii. Failure to submit Fit Notes when required
- iii. Failure to follow the procedures in accordance with this policy without good reason
- iv. If an employee abuses the sickness scheme or is absent on account of sickness due or attributable to:
 - deliberate conduct prejudicial to recovery
 - or the employee's own misconduct or neglect
 - or active participation in professional sport or injury while working in the employee's own time on their own account for private gain or for another employer.

14.4. Employees will be advised of the grounds for suspension of sick pay and will have the right of appeal. If, following appeal, it is concluded that the grounds for suspension were justified the employee will forfeit the right to any further payment in respect of that period of absence. If it is concluded that the grounds of suspension of sick pay were not justified, sick pay will be paid

14.5 In the event that an overpayment of occupational sick pay is made the Council has the right to recover such payment but should endeavour to seek agreement with the employee the amount and method of payment from each salary/wage payment until the overpaid amount has been recovered in full.

14.6 Where an employee claims loss of earnings from a private insurance company e.g. for sport injuries, car accidents, for any period of absence from work, the Council reserves the right to make a third party claim for repayment of occupational sick pay. This excludes any payments made by way of compensation.

15. Occupational Health Referrals

15.1 The Council's HR Service and where appropriate, the Occupational Health Service may be consulted at any stage in the procedure wherever there is a concern about the employee's health. However, advice must be sought from HR and Occupational Health before any action is taken under specific paragraphs outlined in the procedures for dealing with short term and long term absences.

15.2 Referral for medical assessment will be made direct to the HR Service using the Medical Referral Form. A copy of the Occupational Health report will be retained on the employees HR File.

15.3 Referrals aid the School by assessing:-

- The likely duration of sickness absence
- Where absence seems excessive in relation to the nature of the illness/ injury
- Where there is concern about recovery
- Whether there is a underlying reason for absence
- Whether the absence is due to a work related cause
- Reasonable Adjustments to work activities or the working environment to enable an employee to continue to work in their substantive post.
- Suitable alternative employment where the employee cannot return to their substantive post.

15.4. Employees must attend any Occupational Health appointments. Failure to do so without good cause may lead to suspension of sick pay and the instigation of the School's Disciplinary Procedures.

15.5 Employees have a statutory right under the Access to Medical Reports Act 1988. Their consent is required for the Occupational Health Service to apply to a Doctor/Specialist, who has responsibility for their care, for a statement giving information about their current health situation. The Occupational Health Service will seek consent before making any such requests for information. If the employee refuses to give consent they will be advised that any subsequent decision taken by the School will be based on the facts that are available.

16. Discipline

- 16.1 When a Headteacher or Line Manager identifies that an abuse of the absence procedure has occurred action should be taken, following an investigation, in accordance with the School's disciplinary procedures.

17. Critical / Terminal Illness

- 17.1 In addition to its legal obligations under the Equality Act 2010, the School has a clear responsibility to provide help and support any employee who is diagnosed with, or suffers from, a critical or terminal illness.
- 17.2 In circumstances where an employee is diagnosed with a critical or terminal illness a sensitive approach will be taken. Advice from HR Service must be sought in these circumstances.

DRAFT

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



This **Integrated Impact Assessment tool** incorporates the principles of the Well-being of Future Generations (Wales) Act 2015 and the Sustainable Development Principles, the Equality Act 2010 and the Welsh Language Measure 2011 (Welsh Language Standards requirements) and Risk Management in order to inform effective decision making and ensuring compliance with respective legislation.

1. PROPOSAL DETAILS: (Policy/Change Objective/Budget saving)

Proposal Title	Schools Dignity at Work Model Policy and Procedure
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Service Area	People and Organisation	Corporate Lead Officer	Geraint Edwards	Strategic Director	Caroline Lewis
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Name of Officer completing the IIA	Nia Roberts	E-mail	Nia.roberts@ceredigion.gov.uk	Phone no	3683
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Please give a brief description of the purpose of the proposal

To approve the model Dignity at Work Policy and Procedure policy for schools to implement that sets out its commitment to promote dignity and respect in the workplace.

Who will be directly affected by this proposal? (e.g. The general public, specific sections of the public such as youth groups, carers, road users, people using country parks, people on benefits, staff members or those who fall under the protected characteristics groups as defined by the Equality Act and for whom the authority must have due regard).

School leadership, employees and volunteers in schools

VERSION CONTROL: The IIA should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development, Welsh language and equality considerations wherever possible.

Author	Decision making stage	Version number	Date considered	Brief description of any amendments made following consideration
	Cabinet	V1		

COUNCIL STRATEGIC OBJECTIVES: Which of the Council's Strategic Objectives does the proposal address and how?

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Boosting the Economy	Supports a culture where staff can disclose bullying and harassment issues in the workplace. This will assist to develop a working environment where employee's feel safe and supported in all circumstances, reduce potential time off due to sickness and support staff to perform well in their roles
Investing in People's Future	The Model School Dignity at Work Policy and Procedure will promote the School's responsibility to create a working environment where employees and volunteers feel safe and supported without fear of being intimidated, harassed or bullied.
Enabling Individual and Family Resilience	The Model School Dignity at Work Policy and Procedure will provide employees and volunteers with the tools and support to respond to bullying and harassment
Promoting Environmental and Community Resilience	The School is fulfilling its duty of care to staff who are members of the Ceredigion community and who in turn work hard to support Council service users.

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NOTE: As you complete this tool you will be asked for **evidence to support your views**. These need to include your baseline position, measures and studies that have informed your thinking and the judgement you are making. It should allow you to identify whether any changes resulting from the implementation of the recommendation will have a positive or negative effect. Data sources include for example:

- *Quantitative data - data that provides numerical information, e.g. population figures, number of users/non-users*
- *Qualitative data – data that furnishes evidence of people's perception/views of the service/policy, e.g. analysis of complaints, outcomes of focus groups, surveys*
- *Local population data from the census figures (such as Ceredigion Welsh language Profile and Ceredigion Demographic Equality data)*
- *National Household survey data*
- *Service User data*
- *Feedback from consultation and engagement campaigns*
- *Recommendations from Scrutiny*
- *Comparisons with similar policies in other authorities*
- *Academic publications, research reports, consultants' reports, and reports on any consultation with e.g. trade unions or the voluntary and community sectors, 'Is Wales Fairer' document.*
- *Welsh Language skills data for Council staff*

2. SUSTAINABLE DEVELOPMENT PRINCIPLES: How has your proposal embedded and prioritised the five sustainable development principles, as outlined in the Well-being of Future Generations (Wales) Act 2015, in its development?

Sustainable Development Principle	Does the proposal demonstrate you have met this principle? If yes, describe how. If not, explain why.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the principle?
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<p>Long Term Balancing short term need with long term and planning for the future.</p>	<ul style="list-style-type: none"> • 		<p>The policy will be regularly reviewed in accordance with service requirements. Reviews may take place at other times in line with legislative changes, best practice and Council processes.</p>
<p>Collaboration Working together with other partners to deliver.</p>	<ul style="list-style-type: none"> • Under the collective agreement the local trade unions have provided feedback on the policy during the consultation period. 		
<p>Involvement Involving those with an interest and seeking their views.</p>	<ul style="list-style-type: none"> • Under the collective agreement the local trade unions have provided feedback on the policy during the consultation period. 		
<p>Prevention Putting resources into preventing problems occurring or getting worse.</p>	<ul style="list-style-type: none"> • This policy will assist employees and school leaders to deal with allegations of bullying, harrassment and intimidation in a fair and sensitive manner before the situation becomes serious. To empower staff, the Policy sets out under its informal stages how the complainant can deal with the matter and to resolve the issue before proceeding to the formal stage. 	<p>The model policy will support a culture where staff are encouraged to disclose bullying and harassment issues and feel confident that they will be supported.</p>	
<p>Integration Positively impacting on people, economy, environment and culture and trying to benefit all three.</p>	<ul style="list-style-type: none"> • <i>Have you considered the relationships, interdependencies and possible tensions between your service and others?</i> • <i>These could also be between the environment, economy, society and cultural aspects?</i> • <i>Could something being done, or not done, by another service or organisation help, or hinder, your ability to provide the service?</i> 		

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3. WELL-BEING GOALS: Does your proposal deliver any of the seven National Well-being Goals for Wales as outlined on the Well-being of Future Generations (Wales) Act 2015? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. We need to ensure that the steps we take to meet one of the goals aren't detrimental to meeting another.

Well-being Goal	Does the proposal contribute to this goal? Describe the positive or negative impacts-	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the goal?
<p>3.1. A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs.</p>	<p><i>Also consider if there are opportunities for local procurement, jobs, community involvement, traineeships or apprenticeships or green enterprise?</i> <i>Will your proposal mean greater pressure for local businesses or make it harder for local communities to support themselves?</i> <i>Is there anything else you may consider relevant to the goal of a prosperous Wales?</i></p>		
<p>3.2. A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change).</p>	<p><i>Also consider:</i></p> <ul style="list-style-type: none"> • <i>Are there opportunities to protect or increase the local flora and fauna?</i> • <i>Can communities be provided with green spaces for play or business?</i> • <i>Can any negative impacts be offset elsewhere?</i> • <i>Are pollution and emissions, such as from car exhausts, minimised?</i> • <i>Are there opportunities to increase energy efficiency or generate green energy?</i> • <i>Community resilience.</i> <p><i>Is there anything else you may consider relevant to the goal of a resilient Wales?</i></p>		
<p>3.3. A healthier Wales People's physical and mental wellbeing is maximised and health impacts are understood.</p>	<p><i>Also consider:</i></p> <ul style="list-style-type: none"> • <i>Are there opportunities to improve access to support services?</i> • <i>Have any impacts been considered either to other council services or to partner/voluntary services?</i> 		



	<ul style="list-style-type: none"> • <i>Will the living environment be improved, leading to an improvement in a person's quality of life?</i> <p><i>Is there anything else you may consider relevant to the goal of a healthier Wales?</i></p>		
<p>3.4. A Wales of cohesive communities Communities are attractive, viable, safe and well connected.</p>	<p><i>Also consider:</i></p> <ul style="list-style-type: none"> • <i>Are there opportunities in increase or enhance community involvement in the shaping or delivery of service provision?</i> • <i>Is the community sufficiently developed and informed to make a balanced decision?</i> • <i>What impact on the community as a whole will this proposal have?</i> • <i>Can the connectivity be improved?</i> • <i>Will people's safety or fear of crime be affected by the proposal?</i> <p><i>Is there anything else you may consider relevant to the goal of a Wales of cohesive communities?</i></p>		
<p>3.5. A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental well-being.</p>	<p><i>Also consider:</i></p> <ul style="list-style-type: none"> • <i>Are there opportunities for benefits beyond the UK, such as Fairtrade?</i> • <i>Is the proposal likely to increase pollution, emissions or resource use?</i> • <i>Are there opportunities to support communities in the developing world i.e. through twinning?</i> • <i>What are the broad outcomes for every one?</i> • <i>Do they disproportionately affect vulnerable, disadvantaged or seldom heard communities?</i> <p><i>Is there anything else you may consider relevant to the goal of a globally responsible Wales?</i></p>		

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<p>3.6. A more equal Wales People can fulfil their potential no matter what their background or circumstances.</p> <p><i>In this section you need to consider the impact on equality groups, the evidence and any action you are taking for improvement.</i></p> <p><i>You need to consider how might the proposal impact on equality protected groups in accordance with the Equality Act 2010?</i></p> <p><i>These include the protected characteristics of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or beliefs, gender, sexual orientation.</i></p> <p>Please also consider the following guide:: Equality Human Rights - Assessing Impact & Equality Duty</p>	<p>Describe why it will have a positive/negative or negligible impact.</p> <p><i>Using your evidence consider the impact for each of the protected groups. You will need to consider do these groups have equal access to the service, or do they need to receive the service in a different way from other people because of their protected characteristics. It is not acceptable to state simply that a proposal will universally benefit/disadvantage everyone. You should demonstrate that you have considered all the available evidence and address any gaps or disparities revealed.</i></p>	<p>What evidence do you have to support this view?</p> <p><i>Gathering Equality data and evidence is vital for an IIA. You should consider who uses or is likely to use the service. Failure to use <u>data</u> or <u>engage</u> where change is planned can leave decisions open to legal challenge. Please link to involvement box within this template. Please also consider the general guidance.</i></p>	<p>What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?</p> <p><i>These actions can include a range of positive actions which allows the organisation to treat individuals according to their needs, even when that might mean treating some more favourably than others, in order for them to have a good outcome. You may also have actions to identify any gaps in data or an action to engage with those who will/likely to be effected by the proposal. These actions need to link to Section 4 of this template.</i></p>																					
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<p>Disability</p>																								

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Do you think this proposal will have a positive or a negative impact on people because of their disability? (Please tick ✓)				Will be of equal benefit for Council and staff regardless of their disability		
Hearing Impairment	Positive	Negative	None/ Negligible			
			✓			
Physical Impairment	Positive	Negative	None/ Negligible			
			✓			
Visual Impairment	Positive	Negative	None/ Negligible			
			✓			
Learning Disability	Positive	Negative	None/ Negligible			
			✓			
Long Standing Illness	Positive	Negative	None/ Negligible			
			✓			
Mental Health	Positive	Negative	None/ Negligible			
			✓			
Other	Positive	Negative	None/ Negligible			
			✓			
Transgender Do you think this proposal will have a positive or a negative impact on transgender people? (Please tick ✓)				Will be of equal benefit for Council and staff regardless of gender and gender reassignment.		
Transgender	Positive	Negative	None/ Negligible			
			✓			
Marriage or Civil Partnership						

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Do you think this proposal will have a positive or a negative impact on marriage or Civil partnership? (Please tick ✓)				Will be of equal benefit for Council and staff regardless if they are married or in a civil partnership.		
Marriage	Positive	Negative	None/ Negligible			
			✓			
Civil partnership	Positive	Negative	None/ Negligible			
			✓			

Pregnancy or Maternity Do you think this proposal will have a positive or a negative impact on pregnancy or maternity? (Please tick ✓)				Will be of equal benefit for Council and staff regardless if they are pregnant or on maternity leave		
Pregnancy	Positive	Negative	None/ Negligible			
			✓			
Maternity	Positive	Negative	None/ Negligible			
			✓			

Race Do you think this proposal will have a positive or a negative impact on race? (Please tick ✓)				Will be of equal benefit for Council and staff regardless of different racial background		
White	Positive	Negative	None/ Negligible			
			✓			
Mixed/Multiple Ethnic Groups	Positive	Negative	None/ Negligible			
			✓			
Asian / Asian British	Positive	Negative	None/ Negligible			
			✓			

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Black / African / Caribbean / Black British	Positive	Negative	None/ Negligible			
			✓			
Other Ethnic Groups	Positive	Negative	None/ Negligible			
			✓			

Religion or non-beliefs				Will be of equal benefit for Council and staff regardless of their faith or beliefs.		
Do you think this proposal will have a positive or a negative impact on people with different religions, beliefs or non-beliefs? (Please tick ✓)						
Christian	Positive	Negative	None/ Negligible			
			✓			
Buddhist	Positive	Negative	None/ Negligible			
			✓			
Hindu	Positive	Negative	None/ Negligible			
			✓			
Humanist	Positive	Negative	None/ Negligible			
			✓			
Jewish	Positive	Negative	None/ Negligible			
			✓			
Muslim	Positive	Negative	None/ Negligible			
			✓			
Sikh	Positive	Negative	None/ Negligible			
			✓			
Non-belief	Positive	Negative	None/ Negligible			

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			✓			
Other	Positive	Negative	None/ Negligible			
			✓			

Sex Do you think this proposal will have a positive or a negative impact on men and/or women? (Please tick ✓)				Will be of equal benefit for Council and staff regardless of their gender		
Men	Positive	Negative	None/ Negligible			
			✓			
Women	Positive	Negative	None/ Negligible			
			✓			

Sexual Orientation Do you think this proposal will have a positive or a negative impact on people with different sexual orientation? (Please tick ✓)				Will be of equal benefit for Council and staff regardless of their sexual orientation		
Bisexual	Positive	Negative	None/ Negligible			
			✓			
Gay Men	Positive	Negative	None/ Negligible			
			✓			
Gay Women / Lesbian	Positive	Negative	None/ Negligible			
			✓			
Heterosexual / Straight	Positive	Negative	None/ Negligible			
			✓			

Having due regards in relation to the three aims of the Equality Duty - determine whether the proposal will assist or inhibit your ability to eliminate discrimination; advance equality and foster good relations.



3.6.2. How could/does the proposal help advance/promote equality of opportunity?

You should consider whether the proposal will help you to: ● Remove or minimise disadvantage ● To meet the needs of people with certain characteristics ● Encourage increased participation of people with particular characteristics

3.6.3. How could/does the proposal/decision help to eliminate unlawful discrimination, harassment, or victimisation?

You should consider whether there is evidence to indicate that: ● The proposal may result in less favourable treatment for people with certain characteristics ● The proposal may give rise to indirect discrimination ● The proposal is more likely to assist or impeded you in making reasonable adjustments

The policy and procedure sets out how the School will deal with complaints of bullying, harassment and intimidation in a fair and consistent manner. All incidences that are dealt with under the formal process will be recorded for monitoring purposes.

3.6.4. How could/does the proposal impact on advancing/promoting good relations and wider community cohesion?

You should consider whether the proposal with help you to: ● Tackle prejudice ● Promote understanding

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Having due regard of the Socio-Economic Duty of the Equality Act 2010.

Socio-Economic Disadvantage is living in less favourable social and economic circumstances than others in the same society.

As a listed public body, Ceredigion County Council is required to have due regard to the Socio-Economic Duty of the Equality Act 2010. Effectively this means carrying out a poverty impact assessment. The duty covers all people who suffer socio-economic disadvantage, including people with protected characteristics.

3.6.5 What evidence do you have about socio-economic disadvantage and inequalities of outcome in relation to the proposal?

Describe why it will have a positive/negative or negligible impact.

What evidence do you have to support this view?



What action(s) can you take to mitigate any negative impacts or better contribute to positive impacts?



3.7. A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh Language are promoted and protected. <i>In this section you need to consider the impact, the evidence and any action you are taking for improvement. This in order to ensure that the opportunities for people who choose to live their lives and access services through the medium of Welsh are not inferior to what is afforded to those choosing to do so in English, in accordance with the requirement of the Welsh Language Measure 2011.</i>				Describe why it will have a positive/negative or negligible impact.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?
Will the proposal be delivered bilingually (Welsh & English)?	Positive	Negative	None/ Negligible	This is a bilingual policy and any training will be delivered in both Welsh and English		
	✓					
Will the proposal have an effect on opportunities for persons to use the Welsh language?	Positive	Negative	None/ Negligible	Staff and Managers will be able to access support and advice in Welsh.		
	✓					
Will the proposal increase or reduce the opportunity for persons to access services through the medium of Welsh?	Positive	Negative	None/ Negligible	Employees will have the opportunity to access support through the medium of Welsh		
	✓					
How will the proposal treat the Welsh language no less favourably than the English language?	Positive	Negative	None/ Negligible	This is a bilingual policy and all training on its implementation will be delivered in both languages		
	✓					
Will it preserve promote and enhance local culture and heritage?	Positive	Negative	None/ Negligible ✓	<i>What opportunities are there to promote the Services that are provided through the medium of Welsh?</i>		



				<p><i>What opportunities are there within the proposal to promote the Welsh language?</i></p> <p><i>Will the proposal increase or reduce opportunities to take part in sport, art and recreation activities?</i></p>		
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4. STRENGTHENING THE PROPOSAL: If the proposal is likely to have a negative impact on any of the above (including any of the protected characteristics), what practical changes/actions could help reduce or remove any negative impacts as identified in sections 2 and 3?

4.1 Actions.

What are you going to do?	When are you going to do it?	Who is responsible?	Progress
The model policy will be reviewed and the outcomes evaluated to ensure fairness and consistency	In line with service requirement and when changes to legislation occur	HR	

4.2. If no action is to be taken to remove or mitigate negative impacts please justify why.
(Please remember that if you have identified unlawful discrimination, immediate and potential, as a result of this proposal, the proposal must be changed or revised).

There are no negative impacts if the model policy is implemented

4.3. Monitoring, evaluating and reviewing.

How will you monitor the impact and effectiveness of the proposal?

The Model Policy will be monitored at regular intervals in accordance with service plans to ensure compliance with any changes to legislation, to provide statistics and to monitor incidents

5. RISK: What is the risk associated with this proposal?

Impact Criteria	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very High
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Likelihood Criteria	1 - Unlikely to occur	2 - Lower than average chance of occurrence	3 - Even chance of occurrence	4 - Higher than average chance of occurrence	5 - Expected to occur
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Risk Description	Impact (severity)	Probability (deliverability)	Risk Score
If the strategy is not implemented, poor attendance, productivity and retention of staff could be affected	4	3	12
Incidents of bullying and harassment in the workplace	4	3	12

Does your proposal have a potential impact on another Service area?

The Policy will impact on school staff, volunteers and school leaders

6. SIGN OFF

Position	Name	Signature	Date
Service Manager	Nia Roberts		
Corporate Lead Officer	Geraint Edwards		
Strategic Director			
Portfolio Holder			

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This **Integrated Impact Assessment tool** incorporates the principles of the Well-being of Future Generations (Wales) Act 2015 and the Sustainable Development Principles, the Equality Act 2010 and the Welsh Language Measure 2011 (Welsh Language Standards requirements) and Risk Management in order to inform effective decision making and ensuring compliance with respective legislation.

1. PROPOSAL DETAILS: (Policy/Change Objective/Budget saving)

Proposal Title	Model Managing Sickness Absence at Work Policy and Procedures for Schools
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Service Area	People and Organisation	Corporate Lead Officer	Geraint Edwards	Strategic Director	Caroline Lewis
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Name of Officer completing the IIA	Nia Roberts	E-mail	Nia.roberts@ceredigion.gov.uk	Phone no	3683
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Please give a brief description of the purpose of the proposal

To approve the model policy and procedure for Managing Sickness Absence at Work for schools to implement that sets out its commitment to apply a fair, consistent and supportive approach to managing sickness absence and create and encourage a culture of good attendance

Who will be directly affected by this proposal? (e.g. The general public, specific sections of the public such as youth groups, carers, road users, people using country parks, people on benefits, staff members or those who fall under the protected characteristics groups as defined by the Equality Act and for whom the authority must have due regard).

School leaders and school employees

VERSION CONTROL: The IIA should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development, Welsh language and equality considerations wherever possible.

Author	Decision making stage	Version number	Date considered	Brief description of any amendments made following consideration
	Cabinet	V1		

COUNCIL STRATEGIC OBJECTIVES: Which of the Council's Strategic Objectives does the proposal address and how?

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Boosting the Economy	The Policy and Procedure will promote the School's responsibility to encourage a culture of good attendance which has a positive effect on service delivery to pupils and the public.
Investing in People's Future	
Enabling Individual and Family Resilience	This strategy will provide support to employees in relation to their health and wellbeing.
Promoting Environmental and Community Resilience	

NOTE: As you complete this tool you will be asked for **evidence to support your views**. These need to include your baseline position, measures and studies that have informed your thinking and the judgement you are making. It should allow you to identify whether any changes resulting from the implementation of the recommendation will have a positive or negative effect. Data sources include for example:

- *Quantitative data - data that provides numerical information, e.g. population figures, number of users/non-users*
- *Qualitative data – data that furnishes evidence of people's perception/views of the service/policy, e.g. analysis of complaints, outcomes of focus groups, surveys*
- *Local population data from the census figures (such as Ceredigion Welsh language Profile and Ceredigion Demographic Equality data)*
- *National Household survey data*
- *Service User data*
- *Feedback from consultation and engagement campaigns*
- *Recommendations from Scrutiny*
- *Comparisons with similar policies in other authorities*
- *Academic publications, research reports, consultants' reports, and reports on any consultation with e.g. trade unions or the voluntary and community sectors, 'Is Wales Fairer' document.*
- *Welsh Language skills data for Council staff*

2. SUSTAINABLE DEVELOPMENT PRINCIPLES: How has your proposal embedded and prioritised the five sustainable development principles, as outlined in the Well-being of Future Generations (Wales) Act 2015, in its development?

Sustainable Development Principle	Does the proposal demonstrate you have met this principle? If yes, describe how. If not, explain why.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the principle?
Long Term	The policy specifies how the School will provide support and advice to managers and staff. It will also set out		We will monitor absence levels and support schools who have absence related cases

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Balancing short term need with long term and planning for the future.	procedures to manage employees on sickness absence which affects the actual financial cost to the school and the negative effect on delivery of education to pupils		
Collaboration Working together with other partners to deliver.	We have worked closely with partners in occupational health and Care First to ensure that we can provide Support to those employees who cannot attend work due to their ill-health	We have regular review meetings with our partners	During the review meetings we will explore any new actions that we need to take to improve absence levels and outcomes.
Involvement Involving those with an interest and seeking their views.	Under the collective agreement the local trade unions have provided feedback on the policy during the consultation period		
Prevention Putting resources into preventing problems occurring or getting worse.	The policy provides guidance on strategies that can assist staff to return to work eg phased return, use of reasonable adjustments, temporary changes to contracts and redeployment. These strategies could facilitate a supported early return to work and a return to normal duties		
Integration Positively impacting on people, economy, environment and culture and trying to benefit all three.	The different teams within the People and Organisation Service work closely together to discuss health and safety and health and well-being assessments		

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3. WELL-BEING GOALS: Does your proposal deliver any of the seven National Well-being Goals for Wales as outlined on the Well-being of Future Generations (Wales) Act 2015? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. We need to ensure that the steps we take to meet one of the goals aren't detrimental to meeting another.			
Well-being Goal	Does the proposal contribute to this goal? Describe the positive or negative impacts-	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the goal?
3.1. A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs.			
3.2. A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change).			
3.3. A healthier Wales People's physical and mental wellbeing is maximised and health impacts are understood.	The policy sets out how the School will provide support and advice to employees and managers on dealing with sickness absence. Strategies to assist employees to return to work will impact on service delivery and will minimise the burden of financial costs of the absence to the Schools and the requirement to seek short term supply cover. The support mechanisms and strategies referenced in the policy aim to benefit the health and wellbeing of staff.	We will gather and monitor evidence in relation to absence levels	We will review data and cases and support schools to promote the policy and the support that is available to staff
3.4. A Wales of cohesive communities	<i>Also consider:</i>		



<p>Communities are attractive, viable, safe and well connected.</p>	<ul style="list-style-type: none"> • <i>Are there opportunities in increase or enhance community involvement in the shaping or delivery of service provision?</i> • <i>Is the community sufficiently developed and informed to make a balanced decision?</i> • <i>What impact on the community as a whole will this proposal have?</i> • <i>Can the connectivity be improved?</i> • <i>Will people's safety or fear of crime be affected by the proposal?</i> <p><i>Is there anything else you may consider relevant to the goal of a Wales of cohesive communities?</i></p>		
<p>3.5. A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental well-being.</p>	<p><i>Also consider:</i></p> <ul style="list-style-type: none"> • <i>Are there opportunities for benefits beyond the UK, such as Fairtrade?</i> • <i>Is the proposal likely to increase pollution, emissions or resource use?</i> • <i>Are there opportunities to support communities in the developing world i.e. through twinning?</i> • <i>What are the broad outcomes for every one?</i> • <i>Do they disproportionately affect vulnerable, disadvantaged or seldom heard communities?</i> <p><i>Is there anything else you may consider relevant to the goal of a globally responsible Wales?</i></p>		

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<p>3.6. A more equal Wales People can fulfil their potential no matter what their background or circumstances.</p> <p><i>In this section you need to consider the impact on equality groups, the evidence and any action you are taking for improvement.</i></p> <p><i>You need to consider how might the proposal impact on equality protected groups in accordance with the Equality Act 2010?</i></p> <p><i>These include the protected characteristics of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or beliefs, gender, sexual orientation.</i></p> <p>Please also consider the following guide:: Equality Human Rights - Assessing Impact & Equality Duty</p>	<p>Describe why it will have a positive/negative or negligible impact.</p> <p><i>Using your evidence consider the impact for each of the protected groups. You will need to consider do these groups have equal access to the service, or do they need to receive the service in a different way from other people because of their protected characteristics. It is not acceptable to state simply that a proposal will universally benefit/disadvantage everyone. You should demonstrate that you have considered all the available evidence and address any gaps or disparities revealed.</i></p>	<p>What evidence do you have to support this view?</p> <p><i>Gathering Equality data and evidence is vital for an IIA. You should consider who uses or is likely to use the service. Failure to use <u>data</u> or <u>engage</u> where change is planned can leave decisions open to legal challenge. Please link to involvement box within this template. Please also consider the general guidance.</i></p>	<p>What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?</p> <p><i>These actions can include a range of positive actions which allows the organisation to treat individuals according to their needs, even when that might mean treating some more favourably than others, in order for them to have a good outcome. You may also have actions to identify any gaps in data or an action to engage with those who will/likely to be effected by the proposal. These actions need to link to Section 4 of this template.</i></p>																					
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<p>Disability</p>																								

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Do you think this proposal will have a positive or a negative impact on people because of their disability? (Please tick ✓)				Will be of equal benefit for School and staff regardless of their disability. Reasonable adjustments will be applied for employees with disabilities where possible		
Hearing Impairment	Positive	Negative	None/ Negligible			
	✓					
Physical Impairment	Positive	Negative	None/ Negligible			
	✓					
Visual Impairment	Positive	Negative	None/ Negligible			
	✓					
Learning Disability	Positive	Negative	None/ Negligible			
	✓					
Long Standing Illness	Positive	Negative	None/ Negligible			
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Mental Health	Positive	Negative	None/ Negligible			
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Other	Positive	Negative	None/ Negligible			
	✓					
Transgender Do you think this proposal will have a positive or a negative impact on transgender people? (Please tick ✓)				Will be of equal benefit for Council and staff regardless of gender and gender reassignment.		
Transgender	Positive	Negative	None/ Negligible			
			✓			
Marriage or Civil Partnership						

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Do you think this proposal will have a positive or a negative impact on marriage or Civil partnership? (Please tick ✓)				Will be of equal benefit for School and staff regardless if they are married or in a civil partnership.		
Marriage	Positive	Negative	None/ Negligible			
			✓			
Civil partnership	Positive	Negative	None/ Negligible			
			✓			

Pregnancy or Maternity Do you think this proposal will have a positive or a negative impact on pregnancy or maternity? (Please tick ✓)				Will be of equal benefit for School and staff regardless if they are pregnant or on maternity leave. Additional assessments and reasonable adjustments will be applied to support pregnant women and those who are on maternity leave		
Pregnancy	Positive	Negative	None/ Negligible			
	✓					
Maternity	Positive	Negative	None/ Negligible			
	✓					

Race Do you think this proposal will have a positive or a negative impact on race? (Please tick ✓)				Will be of equal benefit for School and staff regardless of racial background		
White	Positive	Negative	None/ Negligible			
			✓			
Mixed/Multiple Ethnic Groups	Positive	Negative	None/ Negligible			
			✓			
Asian / Asian British	Positive	Negative	None/ Negligible			
			✓			

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Black / African / Caribbean / Black British	Positive	Negative	None/ Negligible			
			✓			
Other Ethnic Groups	Positive	Negative	None/ Negligible			
			✓			

Religion or non-beliefs Do you think this proposal will have a positive or a negative impact on people with different religions, beliefs or non-beliefs? (Please tick ✓)				Will be of equal benefit for School and staff regardless of their faith or beliefs.		
Christian	Positive	Negative	None/ Negligible			
			✓			
Buddhist	Positive	Negative	None/ Negligible			
			✓			
Hindu	Positive	Negative	None/ Negligible			
			✓			
Humanist	Positive	Negative	None/ Negligible			
			✓			
Jewish	Positive	Negative	None/ Negligible			
			✓			
Muslim	Positive	Negative	None/ Negligible			
			✓			
Sikh	Positive	Negative	None/ Negligible			
			✓			
Non-belief	Positive	Negative	None/ Negligible			

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			✓			
Other	Positive	Negative	None/ Negligible			
			✓			

Sex Do you think this proposal will have a positive or a negative impact on men and/or women? (Please tick ✓)				Will be of equal benefit for school and staff regardless of their gender		
Men	Positive	Negative	None/ Negligible			
			✓			
Women	Positive	Negative	None/ Negligible			
			✓			

Sexual Orientation Do you think this proposal will have a positive or a negative impact on people with different sexual orientation? (Please tick ✓)				Will be of equal benefit for school and staff regardless of their gender		
Bisexual	Positive	Negative	None/ Negligible			
			✓			
Gay Men	Positive	Negative	None/ Negligible			
			✓			
Gay Women / Lesbian	Positive	Negative	None/ Negligible			
			✓			
Heterosexual / Straight	Positive	Negative	None/ Negligible			
			✓			

Having due regards in relation to the three aims of the Equality Duty - determine whether the proposal will assist or inhibit your ability to eliminate discrimination; advance equality and foster good relations.

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3.6.2. How could/does the proposal help advance/promote equality of opportunity?

You should consider whether the proposal will help you to: ● Remove or minimise disadvantage ● To meet the needs of people with certain characteristics ● Encourage increased participation of people with particular characteristics

The Policy will assist employees who are protected under the Equalities Act, 2010 by applying reasonable adjustments for employees with disabilities where possible. The Policy will provide the mechanism to ensure that every effort will be made to retain any individual who is or becomes disabled whilst in the employment of the School.

3.6.3. How could/does the proposal/decision help to eliminate unlawful discrimination, harassment, or victimisation?

You should consider whether there is evidence to indicate that: ● The proposal may result in less favourable treatment for people with certain characteristics ● The proposal may give rise to indirect discrimination ● The proposal is more likely to assist or impeded you in making reasonable adjustments

The policy will positively impact employees who are protected under the Equalities Act, 2010 by offering appropriate and timely support to employees who are sick. Reasonable adjustments will be explored, offered and applied where possible

3.6.4. How could/does the proposal impact on advancing/promoting good relations and wider community cohesion?

You should consider whether the proposal with help you to: ● Tackle prejudice ● Promote understanding

Having due regard of the Socio-Economic Duty of the Equality Act 2010.

Socio-Economic Disadvantage is living in less favourable social and economic circumstances than others in the same society.
 As a listed public body, Ceredigion County Council is required to have due regard to the Socio-Economic Duty of the Equality Act 2010. Effectively this means carrying out a poverty impact assessment. The duty covers all people who suffer socio-economic disadvantage, including people with protected characteristics.

3.6.5 What evidence do you have about socio-economic disadvantage and inequalities of outcome in relation to the proposal?

Describe why it will have a positive/negative or negligible impact.

What evidence do you have to support this view?

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What action(s) can you take to mitigate any negative impacts or better contribute to positive impacts?

The aim of the strategy is to support the health and wellbeing of all staff, with the view of retaining their service for the long term.

Training will be offered to school leaders on the application of the policy and further work on the benefits of seeing occupational health from an early stage is planned.



3.7. A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh Language are promoted and protected. <i>In this section you need to consider the impact, the evidence and any action you are taking for improvement. This in order to ensure that the opportunities for people who choose to live their lives and access services through the medium of Welsh are not inferior to what is afforded to those choosing to do so in English, in accordance with the requirement of the Welsh Language Measure 2011.</i>				Describe why it will have a positive/negative or negligible impact.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?
Will the proposal be delivered bilingually (Welsh & English)?	Positive	Negative	None/ Negligible	This is a bilingual policy and any training will be delivered in both Welsh and English		
	✓					
Will the proposal have an effect on opportunities for persons to use the Welsh language?	Positive	Negative	None/ Negligible	Staff and school leaders will be able to access support, advice in Welsh.		
	✓					
Will the proposal increase or reduce the opportunity for persons to access services through the medium of Welsh?	Positive	Negative	None/ Negligible	Employees will have the opportunity to access support through the medium of Welsh		
	✓					
How will the proposal treat the Welsh language no less favourably than the English language?	Positive	Negative	None/ Negligible	The policy is bilingual and all training on its implementation will be delivered in both languages✓		
	✓					
Will it preserve promote and enhance local culture and heritage?	Positive	Negative	None/ Negligible ✓	<i>What opportunities are there to promote the Services that are provided through the medium of Welsh?</i>		



				<p><i>What opportunities are there within the proposal to promote the Welsh language?</i></p> <p><i>Will the proposal increase or reduce opportunities to take part in sport, art and recreation activities?</i></p>		
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4. STRENGTHENING THE PROPOSAL: If the proposal is likely to have a negative impact on any of the above (including any of the protected characteristics), what practical changes/actions could help reduce or remove any negative impacts as identified in sections 2 and 3?

4.1 Actions.

What are you going to do?	When are you going to do it?	Who is responsible?	Progress
The policy will be reviewed and the outcomes evaluated to ensure fairness and consistency	In accordance with Service review plans and where any new or changes to legislation have been introduced	HR	

4.2. If no action is to be taken to remove or mitigate negative impacts please justify why.
(Please remember that if you have identified unlawful discrimination, immediate and potential, as a result of this proposal, the proposal must be changed or revised).

There are no negative impacts if the policy is implemented

4.3. Monitoring, evaluating and reviewing.

How will you monitor the impact and effectiveness of the proposal?

The Policy will be monitored in accordance with service plans to ensure compliance with any changes to legislation, to provide statistics and to monitor absences

5. RISK: What is the risk associated with this proposal?

Impact Criteria	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very High
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Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



Likelihood Criteria	1 - Unlikely to occur	2 - Lower than average chance of occurrence	3 - Even chance of occurrence	4 - Higher than average chance of occurrence	5 - Expected to occur
Risk Description	Impact (severity)		Probability (deliverability)		Risk Score
If the strategy is not implemented, poor attendance, productivity and retention of staff could be affected	4		3		12
Does your proposal have a potential impact on another Service area?					
The implementation of this policy will have a positive and cross-cutting impact for staff are employed in all service areas.					

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6. SIGN OFF			
Position	Name	Signature	Date
Service Manager	Nia Roberts		
Corporate Lead Officer	Geraint Edwards		
Strategic Director	Caroline Lewis		
Portfolio Holder			

Cyngor Sir CEREDIGION County Council

REPORT TO: Cabinet

DATE: 7 December 2021

LOCATION: Virtual Meeting

TITLE: HR Model Policies for Schools: Dignity at Work Policy & Procedure and Managing Sickness Absence at Work

PURPOSE OF REPORT: To provide feedback from the Corporate Resources Overview and Scrutiny Committee held on 27 October 2021

BACKGROUND:

At its 27 October meeting, Members of the Corporate Resources Overview and Scrutiny Committee considered two Human Resources Model Policies for Schools; namely; Dignity at Work Policy and Procedure and Managing Sickness Absence at Work for Schools.

Following discussion, Members agreed to recommend that Cabinet:

- approve the Dignity at Work Model Policy and Procedure for Schools and to commend to Governing Bodies for adoption within schools in Ceredigion; and;
- approve the Managing Staff Sickness at Work Model Policy and Procedure for Schools to Governing Bodies for adoption within schools in Ceredigion.

Councillor Ivor Williams
Chairman of the Corporate Resources Overview and Scrutiny Committee

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CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 7th December 2021

Title: Mid Wales CJC

Purpose of the report: To provide an overview to Members on the requirement to establish a Corporate Joint Committee (“CJC”) for the Mid Wales Region and to seek delegated authority for officers to enter into discussions with the relevant authorities to develop suitable proposals for the Mid Wales CJC.

For: Decision

Cabinet Portfolio: Councillor Ellen ap Gwynn, Leader of the Council

Background:

Part 5 of the Local Government and Elections (Wales) Act 2021 (“the Act”) provides for the establishment, through regulations, of Corporate Joint Committees (CJCs). Establishment Regulations have now been issued the Mid Wales CJC:

- The Mid Wales CJC Regulations 2021

The Welsh Local Government Association political group leaders wrote to the Minister in March 2020 to set out the local government view that the footprint for CJCs should be based on the existing city and growth deals geography. Ceredigion County Council will be included in the Mid Wales CJC, also comprising of:

- Powys County Council
- Brecon Beacons National Park Authority

Current Position:

The Leaders of two principal councils within the Mid Wales CJC (Ceredigion & Powys) are agreed that work should now commence to establish appropriate governance arrangements for the Mid Wales CJC. Welsh Government have made funding available, to create capacity to do this work.

Officers of the two principal authorities will now establish the workstreams needed to progress the development of the Mid Wales CJC. The relevant officers will work with each other and the Brecon Beacons National Park Authority to develop suitable proposals in line with the Local Government, Wales CJC, Regulations 2021 and the Draft Statutory Guidance for the Establishment of CJC's.

Has an Integrated Impact Assessment been completed? If, not, please state why There is no requirement for an Integrated Impact Assessment for this report as this relates to governance arrangements. This will be kept under review with any future reports considering whether impacts require consideration.

Wellbeing of Future Generations:

Summary:
Long term:Up to 15 years
Collaboration: with Powys County Council & Brecon Beacons National Park Authority
Council Involvement: n/a
Prevention: to prevent non-compliance with legislation
Integration: n/a

Recommendation(s): It is recommended that:

- (a) Delegated authority be granted to the Chief Executive's (in consultation with the Leader) to enter into dialogue within the respective authorities (Powys County Council & Brecon Beacons National Park Authority) to develop proposals for establishing the Mid Wales CJC;
- (b) Officers are authorised to :
 - i) establish the work streams needed to progress the establishment and development of the Mid Wales CJC, and
 - ii) work with Powys County Council & Brecon Beacons National Park Authority to develop proposals for establishing the Mid Wales CJC.

Reasons for decision:

1. To enable establishment of a CJC in the Mid Wales region as required in Part 5 of the Local Government and Elections (Wales) Act 2021.
2. Ensure compliance with legislation
3. Ensure that appropriate governance arrangements are in place

Overview and Scrutiny: Thriving

**Communities
Overview and
Scrutiny Committee
Policy Framework:
Corporate Strategy
2017/22**

Corporate Priorities: Boosting the economy
Investing in People's futures

Finance Implications: The Establishment Regulations do not prescribe any formula basis for funding of CJs. It will be for each CJC to decide how the budget requirement will be met by the constituent principal councils (and the Brecon Beacons National Park Authority in the case of the strategic planning functions). In the absence of unanimous agreement on the amount payable, the regulations provide for the amounts payable by the constituent councils and National Park member(s) to be directed by Welsh Ministers.
Welsh Ministers have made grant funding available to participant authorities to assist in the set-up of CJs and an application has been made and accepted for the Mid Wales CJC for £250k funding to assist in the scoping and governance work necessary to create this new body.

Legal Implications: Compliance with Part 5 of the Local Government and Elections (Wales) Act 2021 and associated regulations, for establishment of the Mid Wales CJC.

Staffing implications: The Establishment Regulations provide flexibility for the Mid Wales CJC to determine the approach it takes to staffing, including the ability to employ and recruit staff. The Mid Wales CJC will also be required to appoint a number of statutory "executive officers" (Chief Executive, Chief Finance Officer, Monitoring Officer). The impact on the workforce and staffing of the Mid Wales CJC will be considered as part of any programmes of work dealing with their establishment.

**Property / asset
implications:** N/A

Risk(s): Failure to set up the Mid Wales CJC within the timeline will result in non-compliance with legislation

Statutory Powers: The Mid Wales Corporate Joint Committee Regulations 2021 [data \(1\).pdf](#)
Local Government, Wales CJC Regulations 2021 and Draft Statutory Guidance for the establishment of CJC's.

Background Papers: Cabinet 13/7/21
Cabinet 5/10/21
Draft statutory guidance -Establishment of Corporate
Joint Committees [corporate-joint-committees-draft-statutory-
guidance \(1\).pdf](#)

Appendices: Appendix 1 attached

Lead Officer: Barry Rees, Corporate Director

Reporting Officer: Barry Rees, Corporate Director
Elin Prysor, CLO-legal & Governance

Date: 27th October 2021

CEREDIGION COUNTY COUNCIL

Report to Cabinet – 7th December 2021

Mid Wales Corporate Joint Committee (CJC)

Appendix 1

Background:

Part 5 of the Local Government and Elections (Wales) Act 2021 (“the Act”) provides for the establishment, through regulations, of CJCs. This can be achieved by two routes: at the instigation of two or more principal councils; and at the instigation of Welsh Ministers, but only in relation to certain functions or functional areas which are specified on the face of the Act.

The Welsh Government believes that CJCs have a role to play in bringing coherence to regional governance – strengthening local democracy and accountability by integrating decision making, with the goal to build wherever possible on existing regional arrangements. The wider purpose is to share resources and ensure all local priorities and requirements can be complemented by regional action, ensuring a sense of consistency, harmony and resilience permeates regional public investment, planning and accountability.

Establishment Regulations have now been approved by the Senedd to establish four CJCs in Wales:

- The Mid Wales CJC Regulations 2021
- The North Wales CJC Regulations 2021
- The South East Wales CJC Regulations 2021
- The South West Wales CJC Regulations 2021

The Welsh Local Government Association political group leaders wrote to the Minister in March 2020 to set out the local government view that the footprint for CJCs should be based on the existing city and growth deals geography. Accordingly, Ceredigion County Council will be included in the Mid Wales CJC, also comprising of:

- Powys County Council
- Brecon Beacons National Park Authority

Composition – each CJC will be comprised of a number of principal councils that, when combined, will form the area of the CJC. The CJC will be run by a committee of its members, and it will be the CJC which will be responsible for delivering the functions exercised by it and taking the necessary decisions required to deliver those functions. The CJC will be accountable to its constituent principal councils and CJC members will report back to their principal councils and respond to questions and

scrutiny. However, the CJC will have powers delegated to it and will make timely decisions without the need for ratification by its constituent principal councils.

Membership – CJC's will comprise of the Leaders (senior executive members) of the constituent councils together with the Chairman, Deputy Chairman or the Chairperson of a committee with responsibility for planning matters in the Brecon Beacons National Park Authority. The Leaders will decide whether additional representatives from the constituent councils or other organisations will be invited to be members of the CJC. The CJC will be able to co-opt such members to the CJC and determine/agree the terms of membership of any co-opted member (e.g. voting rights, role, funding contribution etc.)

Meetings – the Establishment Regulations require that each CJC must hold its first meeting by Spring 2022. It will be possible for a CJC to meet as soon as the Establishment Regulations come into force, but CJC's are not expected to be fully operational on day one as they need to take various decisions (e.g. election of chair & deputy chair; appointment of statutory officers) and implement governance & administrative arrangements. The frequency of meetings for the CJC is to be determined. It is also necessary to agree / set the budget for the CJC in line with Regulation 16(7) of the CJC Establishment Regulation. This requires the CJC to have set its budget by the 31st January 2022. The CJC must meet to agree its budget.

Voting arrangements – CJC's will be established on a 'one member one vote' (OMOV) basis with decisions being taken by simple majority; however, CJC's will have the ability to adopt alternative voting procedures should they wish to do so. If a vote is tied, the matter is not carried, then the chairperson will have the casting vote. The Establishment Regulations provide a limit on the number of co-opted members with votes, but only in so far as that the number of votes which may be cast by co-opted members may not exceed the number of votes cast by council members (plus Brecon Beacons National Park Authority members on strategic planning matters). They also provide for a quorum of no fewer than 70% of the voting members.

Liability of members – CJC's will be corporate bodies in their own right and the members will be taking decisions on functions which are theirs and theirs alone. As a result, in the event of any claim or legal action, it would be inappropriate for liability to be allocated or apportioned to each constituent council. CJC's should therefore be required to indemnify their members for the decisions they take. The CJC should hold the liability, rather than individual members, employees or others discharging functions on their behalf.

Sub committees – CJC's will be able to establish sub committees if they wish to do so and decide who sits on them. These could consist of members of the constituent principal councils other than those members on the CJC itself (e.g. relevant Portfolio Cabinet Members). Other partner organisations may also be invited/co-opted to be sub-committee members should a CJC wish to do so.

Scrutiny – each CJC will be required to put in place appropriate scrutiny arrangements (at the discretion of the CJC) and have an Audit and Governance Committee. Scrutiny committees are expected to not include a member of the CJC

(or one of its subcommittees) and could include members (including non-executive members) of the constituent principal councils, whilst also taking account of political balance in the constituent principal councils.

Standing Orders and Code of Conduct – all CJsCs will be required to make standing orders for the regulation of their proceedings and business. They will also be required to adopt a Code of Conduct for its members and staff, and will fall within the future scope of the Public Service Ombudsman for Wales.

A number of Statutory Instruments have also been laid alongside the Establishment Regulations to ensure that, from the point they are established, CJsCs:

- are subject to appropriate standards of conduct and come under the remit of the Public Services Ombudsman for Wales
- are subject to appropriate accounting and financial management duties and come within the remit of the Auditor General for Wales
- are subject to the Public Services Equality Duty
- will be able to be subject to Welsh Language Standards

Whilst the Act provides for improving education to be one of the functions that Welsh Ministers can specify a CJC on, this function is not provided for in the Establishment Regulations. Welsh Ministers have been clear that consideration of the role of CJsCs in the area of improving education is something that would evolve over time and further discussion is required with principal councils about the desired approach

Three specific areas however are now expected to be incorporated into CJsCs:

- strategic development planning;
- regional transport planning; and
- the power to do things to promote or improve the economic wellbeing of the areas covered by the principal councils within the region.

Strategic Development Planning

The intention of the Welsh Ministers is to create a hierarchy of Development Plans in Wales with the National Development Framework at the highest level, and with Strategic Development Plans sitting between that and the Local Development Plan and with the requirement that all are in general conformity with each other.

The requirement to prepare Strategic Development Plans is already contained in the Planning (Wales) Act 2015, allowing the option to produce Strategic Development Plans either on a voluntary basis (by two or more Local Planning Authorities (LPAs) or by Ministerial Direction.

The policy intent in respect of Strategic Development Plans is to introduce a more strategic approach to plan making at a scale greater than individual Local Development Plans. There is an identified need to improve how the planning system addresses issues that cross local authority boundaries, to reflect how people live their lives today and in the future. Strategic Development Plans aim to provide a more consistent, cost effective and efficient approach to plan making, with key

decisions taken once at the strategic level. This will allow larger than local issues such as housing numbers, strategic housing allocations, strategic employment sites, strategic green infrastructure routes, supporting transport infrastructure which cuts across a number of Local Planning Authority areas to be considered and planned for in an integrated and comprehensive way. The aim being a more efficient and effective planning outcomes for communities.

Regional Transport Planning

Section 108 of the Transport Act 2000 Act requires a local authority to develop a local transport plan which promotes safe, integrated, efficient and economic transport within the authority's area.

The particular function to create this regional transport plan will now vest in the CJC. The aim of the CJC will help to reflect the overarching Welsh Government Transport Strategy which is also being reviewed and is currently at the consultation stage. Llwybr Newydd – the Wales Transport Strategy sets out the long term vision for transport in Wales.

Economic Well-Being

The Economic Wellbeing function is the power to do anything which the CJC considers is likely to promote or improve the economic wellbeing of its area. This will enable the principal councils, should they wish, to evolve the current regional approaches to the City and Growth deals into the CJC structures.

It may be necessary for a CJC and its constituent councils to operate the powers concurrently. The CJC will need to agree a process with its constituent principal councils for agreeing how this might operate in practice including but not limited to the specific activities within the scope of the agreement, how agreement will be achieved, reviewed and how disputes may be resolved. This is a matter for each CJC in response to local and regional needs and is in line with the approach to enable flexibility and local determination where possible. The Welsh Government intends to provide guidance to CJCs and its constituent principal councils on this matter

Current Position:

The Leaders of two principal councils within the Mid Wales region are agreed that work should now commence to establish appropriate governance arrangements for the CJC. Welsh Government have made funding available, to create capacity to do this work. This funding could provide financial support towards, for example:

- Programme resource to take the lead in each region to plan and oversee the transition from existing arrangements to CJCs
- Dedicated resource / additional expertise to coordinate and /or develop appropriate constitutional and governance arrangements for the CJC;

- Support for any meetings which may take place during the implementation / regional transitional planning phase
- Expertise to develop approaches (potentially ‘once for Wales’ common approaches) to aspects such as scrutiny arrangements / standards / approaches to terms and conditions for staff
- Other activity associated with setting up / establishing a CJC

Chief Executives of the two principal authorities will now establish the workstreams needed to progress the development of the Mid Wales CJC. The relevant officers will work with their counterparts to develop suitable proposals in line with the Local Government, Wales CJC Regulations 2021 and the Draft Statutory Guidance for the Establishment of CJC’s.

Resource Implications:

Workforce Implications

The Establishment Regulations provide flexibility for each CJC to determine the approach it takes to staffing, including the ability to employ and recruit staff; make agreements to place staff at the disposal of other devolved Welsh Authorities and have staff placed at the CJC’s disposal; and undertake secondments (in and out) to enable CJC’s to discharge their functions.

CJC’s will also be required to appoint a number of statutory “executive officers” similar to the roles within principal councils (e.g. Chief Executive, Chief Finance Officer, Monitoring Officer and Chief Governance Officer/Head of Democratic Services). The intention is for CJC’s to be able to directly employ, commission services or have relevant staff loaned from a constituent council to fulfil these roles as the CJC may determine. It is also intended that all executive roles within a CJC will be afforded the same statutory protection and indemnity as statutory officers within principal councils.

The provisions in law relating to staffing which apply to principal councils will also apply to CJC’s. These include TUPE and staff transfers; Trade Union relations and standing orders relating to employment (e.g. procedures relating to the appointment/dismissal of officers and disciplinary action). Staff employed by the CJC are to be appointed on the same or similar terms and conditions (including remuneration) as officers appointed to one of the constituent councils undertaking substantially similar or the same responsibilities.

The impact on the workforce and staffing of CJC’s will be considered as part of any programmes of work dealing with their establishment.

Financial Implications

The Establishment Regulations do not prescribe any formula basis for funding of CJC’s. It will be for each CJC to decide how the budget requirement will be met by

the constituent principal councils (and the Brecon Beacons National Park Authority in the case of the strategic planning functions). In the absence of unanimous agreement on the amount payable, the regulations provide for the amounts payable by the constituent councils and National Park member(s) to be directed by Welsh Ministers.

CJCs will be the accountable body for the funding provided by constituent councils and/or directly received from any other funding streams. CJCs will also be able to pay towards expenditure incurred or to be incurred in relation to carrying out its functions as it may determine, and to charge fees relating their specified functions. The Establish Regulations also enable CJCs to provide assistance by way of grant or contributions to support functions exercisable by them. The funding from constituent principal councils will be held and managed by CJCs and it is expected that they will be required to manage the funds under the same financial management arrangements as local government bodies in Wales.

CJCs are new legal structures which include the ability to directly hold assets and budgets, employ staff, enact legal structures and undertake any other delivery and strategic functions vested in them. Any review will need to consider the impact on financial provisions, this includes understanding the costs and funding sources of any new frameworks required in order to meet and deliver agreed objectives. Welsh Ministers have made grant funding available to participant authorities to assist in the set-up of CJCs and an application has been made and accepted for the Mid Wales CJC for £250k to assist in the scoping and governance work necessary to create this new body.

Legal Implications

Part 5 of the Local Government and Elections (Wales) Act 2021 provides for the establishment, through regulations, of CJCs and compliance will be had with this and the Establishment Regulations in the establishment of CJCs.

CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 7th December 2021

Title: Residential Provision for the Care and Support of Children and Young People in Ceredigion

Purpose of the report: To seek approval for the establishment of small group homes for children in Ceredigion

For: Decision

**Cabinet Portfolio and
Cabinet Member:** Cllr Alun Williams
Cabinet Member for Porth Cynnal

1. Background

1.1 On 15th June 2021 Ceredigion Cabinet gave its approval to the development of the regional safe accommodation scheme specifically in the use of ICF funding for the purchase and establishment of a regional central safe accommodation hub for children with complex needs.

1.2 The paper of 15th June 2021 highlighted The Children's Commissioner's report 'No Wrong Door' which sets out a clear expectation that Local Authorities and Health Boards work together under the Regional Partnership Boards to develop a range of integrated support services for children with complex behavioural and emotional needs. This includes increasing the availability of safe residential facilities where care at home with their families or with foster carers has broken down or is not appropriate.

1.3 Welsh Government has made the development of safe residential accommodation for children a criteria for funding bids within ICF capital and revenue funding and the West Wales Care Partnership has already been successful in these bids. The Welsh Government also aims to increase public sector owned residential facilities for children and reduce profits made in the care of children.

1.4 In the recent discussions of the Safe Accommodation Working Group under the West Wales Care Partnership Board, the practical challenges in relation to establishing a central regional hub have become increasingly apparent and the focus has grown on the development of small local residential facilities working under a regional practice framework. The current revised regional plan is for small local residential facilities as step down or as preventative alternatives to high end or secure accommodation.

2. Current situation

2.1 Ceredigion County Council along with many other local authorities in Wales has seen a significant increase in the number of families requiring support and in particular an increase in the number of children and young people requiring care.

2.2 Prior to the Pandemic, the number of Ceredigion looked after children and young people was 75 (March 2020), since that time the number has continued to rise and it has now reached 94 looked after children and young people (November 2021). The rise in the number of looked after children has steadily increased since 2019 when there were 64 looked after children (March 2019)

2.3 With this rise and the fact that there is a UK wide shortage of foster and residential placements, it has become increasingly difficult to find suitable and appropriate placements for our children. The number of Ceredigion children currently residing in out of county residential placements is 6 children. The number of children residing in out of county independent fostering placements is 9 children. The number of children residing outside of Wales in all placements is 7 children.

2.4 When out of county placements are sourced they are at significant distances from Ceredigion; the unfortunate reality is that children experience the distress of moving away from the Ceredigion area separated from their families, friends and communities and from the supporting professionals who know them best. This often means that those children remain out of Ceredigion for the duration of their childhood and it is often difficult for them to re-integrate back into their own communities.

2.5 Placements in the private residential sector are extremely costly with the aim of ensuring company profit margins; weekly charges for the placement alone can range between £5,000 and £10,000 and for more complex children or for secure accommodation the charge will exceed £10, 000 per week. Additional costs are often charged for educational provision or therapeutic provision and there are also travel and time costs for the local authority staff involved with the child.

2.6 The shortage of available and suitable placements has recently led to some very difficult and challenging circumstances in safeguarding and meeting the needs of Ceredigion children.

2.7 There are also currently very limited short break or respite opportunities for children within Ceredigion. This has been affected by the impact of Covid 19 and the required safety measures. However, the main barrier is a lack of respite opportunities due to foster carers reaching the limit of their maximum capacity.

2.8 In view of all the factors outlined above, there is a strong case for Ceredigion County Council to establish its own small local residential service provision to link with a regional scheme and to offer suitable safe care for local Ceredigion children within Ceredigion and young people with the appropriate facilities and skilled support staff.

2.9 It should be noted that The Social Services and Wellbeing Wales Act 2014 places a statutory duty on local authorities as corporate parents to ensure the availability of an appropriate range of placements for children who require alternative care arrangements.

2.10 In addition, residential care should not be viewed as a last resort as some children and young people are best suited for care and support from skilled staff to meet their needs within a small group home environment within their own communities.

3. Improving outcomes for Ceredigion children and young people

3.1 The Ceredigion Through Age and Well-being Strategy 2021-2025 clearly outlines the need to strengthen our capacity to develop a range of preventative and specialist care and support services in Ceredigion in order to improve outcomes for children and their families.

3.2 Given the likely long term impact of Covid 19 on the social and economic aspects of the lives of individuals and their families and on Ceredigion communities, ensuring sufficient resources to support families will be crucial in order to safeguard and protect the most vulnerable and those at risk of harm in our society

3.4 The aim would be to establish a small group home and to recruit and train suitable local people to ensure continuity of good quality care for up to 2 or 3 children. This would reduce the risk of having no other alternative than for children to be placed in high cost residential placements at a distance from Ceredigion and keep Ceredigion children within the county maintaining their links to Welsh speaking communities and their own Welsh identity.

3.5 If achieved, a local residential option would enhance the opportunities available to support and care for children in Ceredigion whilst working with parents and extended family members to maintain positive contact between children and their families and return children to the care of their families or extended networks within Ceredigion when it is safe to do so.

3.6 The preferred model for the service would be to establish small group homes which would involve up to 2 or 3 children living together in ordinary surroundings and functioning in a similar way to children at home with the opportunity to go out to attend their school, live in the community, have neighbours and friends and maintain positive contact with family.

3.7 To this end suitable resources would be located in small residential areas in close proximity to schools and within reach of community amenities and be accessible County wide.

3.8 It is envisaged that over time if managed with efficiency and prudence the development of this option would result in financial savings for Ceredigion and would result in increased opportunities for local employment with staff supported to gain the necessary skills and experience and qualifications.

4. Proposal

4.1 That approval be given to establish a small group home at a mid county location for the purpose of providing Ceredigion children with a safe haven within Ceredigion and to consider a strategy to develop further similar options north and south of the county.

4.2 That approval be granted for officers to submit funding bids to the regional safe accommodation ICF capital and revenue scheme.

4.3 That approval be granted for the use of the Council's corporate funds in order to establish and maintain the proposed provision.

4.4 That there will be further consultation through the planning process.

4.5 That Cabinet notes that pending the outcome of the above proposal, necessary alternative temporary care arrangements made on an emergency basis for any child will require officers to take action to comply with the regulatory and legislative requirements.

Further details of the proposal are contained in Appendix 1 which is an Exempt Paper.

Has an Integrated Impact Assessment been completed? If, not, please state why Yes, an Initial IAA has been completed

Summary:

Long term: The provision of a small group home will provide an opportunity for children who require residential care to remain in Ceredigion and is therefore a long term investment in their future.

Wellbeing of Future Generations: **Collaboration:** Working with multi-agency partners and families to meet the needs of children.

Involvement: Engagement and consultation with stakeholders will take place during the course of this proposal.

Prevention: Providing safe placements and care for children within Ceredigion.

Integration:

Recommendation(s):

1. That approval be given to establish a small group home at a mid county location for the purpose of providing Ceredigion children with a safe haven within Ceredigion and to consider a strategy to develop further similar options north and south of the county.
2. That approval be granted for officers to submit funding bids to the regional safe accommodation ICF capital and revenue scheme.
3. That approval be granted for the use of the Council's corporate funds in order to establish and maintain the proposed provision.

4. That there will be further consultation through the planning process.
5. That Cabinet notes that pending the outcome of the above proposal, necessary alternative temporary care arrangements made on an emergency basis for any child will require officers to take action to comply with the regulatory and legislative requirements.

Reasons for decision: In order to progress the provision of suitable care and support services for children and families in Ceredigion

Overview and Scrutiny:

Policy Framework: Social Services Wellbeing Act 2014

Corporate Priorities: Enabling Individual and Family Resilience
Investing in People's Future

Finance and Procurement implications: Funding bids will be made under the Regional Safe Accommodation Scheme.
Corporate funding will also be required

Legal Implications: Regulatory registration requirements will need to be met
Planning processes

Staffing implications: Staff recruitment and training will be required

Property / asset implications: To be registered on the County's asset register

Risk(s): The risk of not being able to develop the scheme will result in a lack of local suitable placements for children.

Statutory Powers: Social Services Wellbeing Act 2014

Background Papers:

Appendices: Exempt Paper Appendix 1

Corporate Officer: Lead Sian Howys

Reporting Officer: Sian Howys

Date: 16th November 2021

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



This **Integrated Impact Assessment tool** incorporates the principles of the Well-being of Future Generations (Wales) Act 2015 and the Sustainable Development Principles, the Equality Act 2010 and the Welsh Language Measure 2011 (Welsh Language Standards requirements) and Risk Management in order to inform effective decision making and ensuring compliance with respective legislation.

1. PROPOSAL DETAILS: (Policy/Change Objective/Budget saving)

Proposal Title	Residential Provision for the Care and Support of Children and Young People.
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Service Area	Porth Cynnal	Corporate Lead Officer	Sian Howys	Strategic Director	Caroline Lewis
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Name of Officer completing the IIA	Michael Smith	E-mail	Michael.Smith2@ceredigion.gov.uk	Phone no	01545 574101
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Please give a brief description of the purpose of the proposal

The proposal is to establish a small group home for children in Ceredigion under the regional Safe Accommodation Scheme. The aim would be to establish a small group home and to recruit and train suitable local people to ensure continuity of good quality care for up to 2 or 3 children. This would reduce the risk of having no other alternative than for children to be placed in high cost residential placements at a distance from Ceredigion.

Funding bids will be made to the regional safe accommodation ICF capital and revenue scheme once the suitable property has been identified and agreed.

The Council's corporate funds will be used in order to establish and maintain the proposed provision.

There will be engagement with stakeholders along with public consultation as required via the planning process.

Who will be directly affected by this proposal? (e.g. The general public, specific sections of the public such as youth groups, carers, road users, people using country parks, people on benefits, staff members or those who fall under the protected characteristics groups as defined by the Equality Act and for whom the authority must have due regard).

Children and young people with complex care needs. Age is a Protected Characteristic under the Equality Act 2010.

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VERSION CONTROL: The IIA should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development, Welsh language and equality considerations wherever possible.

Author	Decision making stage	Version number	Date considered	Brief description of any amendments made following consideration
Michael Smith	Cabinet	Version 1 Note future versions will be updated following further development of the scheme.	7/12/21	<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal. Have you considered and applied the sustainable development principle and Well-being Goals?</i>

COUNCIL STRATEGIC OBJECTIVES: Which of the Council's Strategic Objectives does the proposal address and how?

Boosting the Economy	The proposal will create a number of local jobs in order to deliver the Safe Accommodation Scheme. The proposal will help to maximise spend and use of resources on children with complex needs within the county.
Investing in People's Future	The proposal to create a small group home in Ceredigion will provide career development and training and qualification opportunities in the wider social care workforce.
Enabling Individual and Family Resilience	Children and young people will remain in Ceredigion, thus supporting the maintenance or building of social bonds with family members and friends and their communities.
Promoting Environmental and Community Resilience	Children and young people will remain in Ceredigion thus supporting the maintenance or building of social bridges with the wider community. Environmental resilience will be promoted via the implementation of the scheme which will take into account Ceredigion County Council's net zero carbon ambition and environmentally friendly procurement.

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NOTE: As you complete this tool you will be asked for **evidence to support your views**. These need to include your baseline position, measures and studies that have informed your thinking and the judgement you are making. It should allow you to identify whether any changes resulting from the implementation of the recommendation will have a positive or negative effect. Data sources include for example:

- *Quantitative data - data that provides numerical information, e.g. population figures, number of users/non-users*
- *Qualitative data – data that furnishes evidence of people’s perception/views of the service/policy, e.g. analysis of complaints, outcomes of focus groups, surveys*
- *Local population data from the census figures (such as Ceredigion Welsh language Profile and Ceredigion Demographic Equality data)*
- *National Household survey data*
- *Service User data*
- *Feedback from consultation and engagement campaigns*
- *Recommendations from Scrutiny*
- *Comparisons with similar policies in other authorities*
- *Academic publications, research reports, consultants’ reports, and reports on any consultation with e.g. trade unions or the voluntary and community sectors, ‘Is Wales Fairer’ document.*
- *Welsh Language skills data for Council staff*

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2. SUSTAINABLE DEVELOPMENT PRINCIPLES: How has your proposal embedded and prioritised the five sustainable development principles, as outlined in the Well-being of Future Generations (Wales) Act 2015, in its development?

Sustainable Development Principle	Does the proposal demonstrate you have met this principle? If yes, describe how. If not, explain why.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the principle?
<p>Long Term Balancing short term need with long term and planning for the future.</p>	<p>The provision of a small group home will provide an opportunity for children with complex needs who require residential care to remain in Ceredigion and is therefore a long term investment in their future.</p>	<p>If children need to move out of the County and into care placements further afield, this has a negative impact on their social bonds and bridges with family, friends and the wider community.</p>	
<p>Collaboration Working together with other partners to deliver.</p>	<p>Working with multi-agency partners and families to meet the needs of children.</p>	<p>The scheme comes under the work programme of the West Wales Care Partnership Board which includes the Local Authorities, Hywel Dda</p>	

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		University Health Board and the 3 rd sector.	
Involvement Involving those with an interest and seeking their views.	Engagement and consultation with stakeholders will take place during the course of this proposal.	Involvement with partner agencies involved in the regional scheme.	
Prevention Putting resources into preventing problems occurring or getting worse.	Providing safe placements and care for children within County.	Children and young people's needs can be identified and met in a more timely way and kept closer to home and they will be able to receive support using local resources.	
Integration Positively impacting on people, economy, environment and culture and trying to benefit all three.	Integration with multi agency partners. Increased partnership working and sharing resources to meet a range of children and young people's needs.	The aim is to provide holistic integrated support to protect and improve the lives of children and young people.	



3. WELL-BEING GOALS: Does your proposal deliver any of the seven National Well-being Goals for Wales as outlined on the Well-being of Future Generations (Wales) Act 2015? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. We need to ensure that the steps we take to meet one of the goals aren't detrimental to meeting another.

Well-being Goal	Does the proposal contribute to this goal? Describe the positive or negative impacts-	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the goal?
<p>3.1. A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs.</p>	<p>Children are closer to home and will maintain connections with families, communities and school placements.</p> <p>The proposal to open a small group home in Ceredigion will provide career development and training opportunities in the wider social care workforce.</p> <p>The proposal will enable young people to become involved in education, training and employment in their local communities.</p> <p>The option for young people to have apprenticeships and employment support within the Local Authority should be maximised so that as Corporate Parents we provide opportunities to build independence.</p>		
<p>3.2. A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change).</p>	<p>The proposal to open a small group home will provide career development and training opportunities in the wider social care workforce. Also there is</p>		



	<p>potential to develop people into qualified social workers.</p> <p>The proposal will enable young people to become involved in education, training and employment in their local communities.</p>		
<p>3.3. A healthier Wales People's physical and mental wellbeing is maximised and health impacts are understood.</p>	<p>The proposal will contribute to the improved emotional well-being of young people by having access to local services and maintaining links to their family and community.</p>		
<p>3.4. A Wales of cohesive communities Communities are attractive, viable, safe and well connected.</p>	<p>Rather than expensive out of county options, children will be closer to families, friends and communities thereby building and maintaining social bonds and bridges.</p>		
<p>3.5. A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental well-being.</p>	<p>This proposal will keep children in Ceredigion and it will promote a child's right to a family while maintaining close links to families and communities.</p> <p>Ensuring children and care leavers have connectivity so that they can maintain their global networks via social media or other platforms.</p>		

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<p>3.6. A more equal Wales People can fulfil their potential no matter what their background or circumstances.</p> <p><i>In this section you need to consider the impact on equality groups, the evidence and any action you are taking for improvement.</i> <i>You need to consider how might the proposal impact on equality protected groups in accordance with the Equality Act 2010?</i> <i>These include the protected characteristics of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or beliefs, gender, sexual orientation.</i> Please also consider the following guide:: Equality Human Rights - Assessing Impact & Equality Duty</p>	<p>Describe why it will have a positive/negative or negligible impact.</p> <p><i>Using your evidence consider the impact for each of the protected groups. You will need to consider do these groups have equal access to the service, or do they need to receive the service in a different way from other people because of their protected characteristics. It is not acceptable to state simply that a proposal will universally benefit/disadvantage everyone. You should demonstrate that you have considered all the available evidence and address any gaps or disparities revealed.</i></p>	<p>What evidence do you have to support this view?</p> <p><i>Gathering Equality data and evidence is vital for an IIA. You should consider who uses or is likely to use the service. Failure to use <u>data</u> or <u>engage</u> where change is planned can leave decisions open to legal challenge. Please link to involvement box within this template. Please also consider the general guidance.</i></p>	<p>What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?</p> <p><i>These actions can include a range of positive actions which allows the organisation to treat individuals according to their needs, even when that might mean treating some more favourably than others, in order for them to have a good outcome. You may also have actions to identify any gaps in data or an action to engage with those who will/likely to be effected by the proposal. These actions need to link to Section 4 of this template.</i></p>												
<p>Age Do you think this proposal will have a positive or a negative impact on people because of their age? (Please tick ✓)</p> <table border="1" data-bbox="69 997 786 1430"> <tr> <td data-bbox="69 997 293 1141">Children and Young People up to 18</td> <td data-bbox="293 997 443 1066">Positive ✓</td> <td data-bbox="443 997 616 1066">Negative</td> <td data-bbox="616 997 786 1066">None/ Negligible</td> </tr> <tr> <td data-bbox="69 1141 293 1252">People 18-50</td> <td data-bbox="293 1141 443 1209">Positive</td> <td data-bbox="443 1141 616 1209">Negative</td> <td data-bbox="616 1141 786 1209">None/ Negligible ✓</td> </tr> <tr> <td data-bbox="69 1252 293 1430">Older People 50+</td> <td data-bbox="293 1252 443 1321">Positive</td> <td data-bbox="443 1252 616 1321">Negative</td> <td data-bbox="616 1252 786 1321">None/ Negligible ✓</td> </tr> </table>	Children and Young People up to 18	Positive ✓	Negative	None/ Negligible	People 18-50	Positive	Negative	None/ Negligible ✓	Older People 50+	Positive	Negative	None/ Negligible ✓	<p>Children and young people are a crucial group under the protected characteristic of age.</p> <p>This proposal supports the United Nations Convention on the Rights of the Child.</p>	<p>15% of people in Ceredigion are under 16 years old, (2011 Census).</p>	<p>Making best efforts to represent the voice of the child in assessments and plans.</p>
Children and Young People up to 18	Positive ✓	Negative	None/ Negligible												
People 18-50	Positive	Negative	None/ Negligible ✓												
Older People 50+	Positive	Negative	None/ Negligible ✓												

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Disability Do you think this proposal will have a positive or a negative impact on people because of their disability? (Please tick ✓)				The Children's Residential Safe Accommodation Scheme will support children with complex needs that could include learning disabilities, physical disabilities and mental health conditions.	Children with complex needs are relatively more likely to have a learning disability, a physical disability or suffer from a mental health condition.	Making best efforts to represent the voice of the child in assessments and plans. Assessments and plans will provide support for children with learning disabilities, physical disabilities or mental health conditions. The design of the small group home will allow for accessibility.
Hearing Impairment	Positive	Negative	None/ Negligible			
	✓					
Physical Impairment	Positive	Negative	None/ Negligible			
	✓					
Visual Impairment	Positive	Negative	None/ Negligible			
	✓					
Learning Disability	Positive	Negative	None/ Negligible			
	✓					
Long Standing Illness	Positive	Negative	None/ Negligible			
	✓					
Mental Health	Positive	Negative	None/ Negligible			
	✓					
Other	Positive	Negative	None/ Negligible			
	✓					

Transgender Do you think this proposal will have a positive or a negative impact on transgender people? (Please tick ✓)				No negative impacts are envisaged.		
Transgender	Positive	Negative	None/ Negligible			
				✓		

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Marriage or Civil Partnership Do you think this proposal will have a positive or a negative impact on marriage or Civil partnership? (Please tick ✓)				No negative impacts are envisaged.		
Marriage	Positive	Negative	None/ Negligible			
			✓			
Civil partnership	Positive	Negative	None/ Negligible			
			✓			

Pregnancy or Maternity Do you think this proposal will have a positive or a negative impact on pregnancy or maternity? (Please tick ✓)				No negative impacts are envisaged.		
Pregnancy	Positive	Negative	None/ Negligible			
			✓			
Maternity	Positive	Negative	None/ Negligible			
			✓			

Race Do you think this proposal will have a positive or a negative impact on race? (Please tick ✓)				The Children's Residential Safe Accommodation Scheme will support children in terms of the Protected Characteristic of Race	3% of people living in Ceredigion are from a non-white background, (2011 Census). 4% of people in Ceredigion were born in an EU Country. This is greater than the Welsh national average of 3%. ONS, Population of the UK by country of birth and nationality (June 2018)	Making best efforts to represent the voice of the child in assessments and plans.
White	Positive	Negative	None/ Negligible			
			✓			
Mixed/Multiple Ethnic Groups	Positive	Negative	None/ Negligible			
			✓			
Asian / Asian British	Positive	Negative	None/ Negligible			

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			✓			
Black / African / Caribbean / Black British	Positive	Negative	None/ Negligible			
			✓			
Other Ethnic Groups	Positive	Negative	None/ Negligible			
			✓			

Religion or non-beliefs Do you think this proposal will have a positive or a negative impact on people with different religions, beliefs or non-beliefs? (Please tick ✓)				The Children's Residential Safe Accommodation Scheme will support children in terms of the Protected Characteristic of Religion or Non-belief.	In the 2011 Census, 58% of people in Ceredigion said that they were Christian, 2% other religions, 31% no religion and 9% preferred not to say.	Making best efforts to represent the voice of the child in assessments and plans.
Christian	Positive	Negative	None/ Negligible			
			✓			
Buddhist	Positive	Negative	None/ Negligible			
			✓			
Hindu	Positive	Negative	None/ Negligible			
			✓			
Humanist	Positive	Negative	None/ Negligible			
			✓			
Jewish	Positive	Negative	None/ Negligible			
			✓			
Muslim	Positive	Negative	None/ Negligible			
			✓			
Sikh	Positive	Negative	None/ Negligible			
			✓			
Non-belief	Positive	Negative	None/			

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			Negligible			
			✓			
Other	Positive	Negative	None/ Negligible			
			✓			

Sex Do you think this proposal will have a positive or a negative impact on men and/or women? (Please tick ✓)				The Children's Residential Safe Accommodation Scheme will support children in terms of the Protected Characteristic of Sex.	50% of people in Ceredigion are male and 50% are female, (2011 Census).	Making best efforts to represent the voice of the child in assessments and plans.
Men	Positive	Negative	None/ Negligible			
			✓			
Women	Positive	Negative	None/ Negligible			
			✓			

Sexual Orientation Do you think this proposal will have a positive or a negative impact on people with different sexual orientation? (Please tick ✓)				No negative impacts are envisaged.		
Bisexual	Positive	Negative	None/ Negligible			
			✓			
Gay Men	Positive	Negative	None/ Negligible			
			✓			
Gay Women / Lesbian	Positive	Negative	None/ Negligible			
			✓			
Heterosexual / Straight	Positive	Negative	None/ Negligible			
			✓			

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Having due regards in relation to the three aims of the Equality Duty - determine whether the proposal will assist or inhibit your ability to eliminate discrimination; advance equality and foster good relations.

3.6.2. How could/does the proposal help advance/promote equality of opportunity?

You should consider whether the proposal will help you to: ● Remove or minimise disadvantage ● To meet the needs of people with certain characteristics ● Encourage increased participation of people with particular characteristics

The Children’s Residential Safe Accommodation Scheme and its support and service delivery is designed to be accessible and to provide equality of opportunity. Children come under the Protected Characteristic of Age for the Equality Act 2010.

3.6.3. How could/does the proposal/decision help to eliminate unlawful discrimination, harassment, or victimisation?

You should consider whether there is evidence to indicate that: ● The proposal may result in less favourable treatment for people with certain characteristics ● The proposal may give rise to indirect discrimination ● The proposal is more likely to assist or impeded you in making reasonable adjustments

It is not anticipated that the scheme will have any negative impacts resulting in unlawful discrimination, harassment or victimisation. The programme addresses impacts across the Protected Characteristics including Age, (children).

3.6.4. How could/does the proposal impact on advancing/promoting good relations and wider community cohesion?

You should consider whether the proposal with help you to: ● Tackle prejudice ● Promote understanding

Community cohesion is about building social capital by facilitating positive social interactions and connectivity. The scheme will have a positive impact on promoting good relations by allowing children with complex needs to remain in Ceredigion, thereby maintaining and building their social bridges within the county.

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Having due regard of the Socio-Economic Duty of the Equality Act 2010.

Socio-Economic Disadvantage is living in less favourable social and economic circumstances than others in the same society.

As a listed public body, Ceredigion County Council is required to have due regard to the Socio-Economic Duty of the Equality Act 2010. Effectively this means carrying out a poverty impact assessment. The duty covers all people who suffer socio-economic disadvantage, including people with protected characteristics.

3.6.5 What evidence do you have about socio-economic disadvantage and inequalities of outcome in relation to the proposal?

Describe why it will have a positive/negative or negligible impact.

The Children’s Residential Safe Accommodation Scheme has the potential to build the resilience of individuals through the support of living in a small group home. This can potentially increase health and well-being and help to protect against socio-economic disadvantage.

What evidence do you have to support this view?



Socio-Economic Disadvantage can lead to inequality of outcome.

What action(s) can you take to mitigate any negative impacts or better contribute to positive impacts?

It is anticipated that the Children's Residential Safe Accommodation Scheme will increase children's health and well-being and make them resilient to socio-economic disadvantage. We will monitor for positive and negative impacts as part of the delivery of the scheme.



3.7. A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh Language are promoted and protected. <i>In this section you need to consider the impact, the evidence and any action you are taking for improvement. This in order to ensure that the opportunities for people who choose to live their lives and access services through the medium of Welsh are not inferior to what is afforded to those choosing to do so in English, in accordance with the requirement of the Welsh Language Measure 2011.</i>				Describe why it will have a positive/negative or negligible impact.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?
Will the proposal be delivered bilingually (Welsh & English)?	Positive	Negative	None/ Negligible	The Children's Residential Safe Accommodation Scheme will be structured and delivered bi-lingually.	All signage, plans, supporting documents and officer support will be delivered bi-lingually.	The delivery of the scheme bi-lingually will contribute to a positive impact on the Welsh Language.
	✓					
Will the proposal have an effect on opportunities for persons to use the Welsh language?	Positive	Negative	None/ Negligible	Children will be able to use Welsh whilst accessing and receiving services via the scheme.	Children will be able to use Welsh whilst living in the small group home.	The opportunities for children to fully use the Welsh Language will contribute to a positive impact on the Welsh Language.
	✓					
Will the proposal increase or reduce the opportunity for persons to access services through the medium of Welsh?	Positive	Negative	None/ Negligible	Children will be able to fully access services through the medium of Welsh.	Living in the small group home will be fully accessible through the medium of Welsh.	The fully bilingual scheme will have a positive impact on children being able to access services through the medium of Welsh.
	✓					

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	Positive	Negative	None/ Negligible			
How will the proposal treat the Welsh language no less favourably than the English language?	✓			The Children's Residential Safe Accommodation Scheme will be bi-lingual.	All information and service delivery will be available bi-lingually.	The scheme will have an overall positive impact on treating the Welsh and English Languages equally.
Will it preserve promote and enhance local culture and heritage?	Positive ✓	Negative	None/ Negligible	Cultural activities will be part of the Children's Residential Safe Accommodation Scheme.	Cultural activities will be available as part of the scheme.	The scheme will have an overall positive impact on local culture and heritage.



4. STRENGTHENING THE PROPOSAL: If the proposal is likely to have a negative impact on any of the above (including any of the protected characteristics), what practical changes/actions could help reduce or remove any negative impacts as identified in sections 2 and 3?

4.1 Actions.

What are you going to do?	When are you going to do it?	Who is responsible?	Progress

4.2. If no action is to be taken to remove or mitigate negative impacts please justify why.
(Please remember that if you have identified unlawful discrimination, immediate and potential, as a result of this proposal, the proposal must be changed or revised).

4.3. Monitoring, evaluating and reviewing.

How will you monitor the impact and effectiveness of the proposal?

Via staff and public consultations.

Via service monitoring and making best efforts to represent the voice of the child in assessments and plans.

5. RISK: What is the risk associated with this proposal?

Impact Criteria	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very High
Likelihood Criteria	1 - Unlikely to occur	2 - Lower than average chance of occurrence	3 - Even chance of occurrence	4 - Higher than average chance of occurrence	5 - Expected to occur

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Risk Description	Impact (severity)	Probability (deliverability)	Risk Score
Effective consultation and engagement with stakeholders.	2	3	
If the scheme does not progress there will be the risk of not being able to meet the care and support needs of children and families	3	2	
Does your proposal have a potential impact on another Service area?			
No			

6. SIGN OFF

Position	Name	Signature	Date
Service Manager			
Corporate Lead Officer	Sian Howys		
Strategic Director	Caroline Lewis		
Portfolio Holder	Cllr. Alun Williams		

CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 07/12/21

Title: Ceredigion County Council (Llangwryfon) (Width Restriction) Order 2021

Purpose of the report: To seek authorisation for advertising to the public a proposed restriction on vehicle width on the U1208 west of Llangwryfon.

For: Decision

Cabinet Portfolio and Cabinet Member: Highways and Environmental Services, Housing and Customer Contact – Cllr Dafydd Edwards

It is proposed to introduce a restriction on vehicle width on the U1208 west of Llangwryfon to protect a bridge across the Afon Wyre and prevent damage to nearby private property.

A Traffic Regulation Order (TRO) was consulted on and authorisation to advertise to the public was provided by Cabinet in December 2009 (Resolution 257). No objections were received during public consultation, but it has subsequently been discovered that no TRO was made.

The statutory process of consultation has thus been undertaken again, since the two year deadline for introducing a TRO following the start of public consultation set in current regulations has long expired. First stage consultation on the proposed restriction has now been completed and no objections have been received.

Authorisation is now required for advertising the proposed restriction to the public, and should no objections be received, for the making of the relevant TRO and the publication of a notice to that effect.

Has an Integrated Impact Assessment been completed? If, not, please state why

No. Since the proposal will introduce a restriction on vehicle width for all road users, no single road user group is being disadvantaged. The TRO process demands statutory consultation with a range of consultees, which is being undertaken.

Wellbeing of Future Generations:

Summary: N/A
Long term: N/A
Collaboration: N/A
Involvement: N/A
Prevention: N/A
Integration: N/A

Recommendation(s): IT IS RECOMMENDED THAT Cabinet approve advertising the proposal to members of the public, and should no objections be received, the making of the necessary Traffic Regulation Order and the publication of a subsequent Notice of Making in the press to this effect.

Reasons for decision: To prevent damage to public highway, a bridge, and private property

Overview and Scrutiny: Thriving Communities

Policy Framework: Producing better and safer roads.

Corporate Priorities: Enabling Individual and Family Resilience
Promoting Environmental and Community Resilience

Finance and Procurement implications: Two Notices (of Intent and subsequently of Making) will need to be published in the local press

Legal Implications: Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996. Enforcement of the width restriction will be the responsibility of Dyfed-Powys Police

Staffing implications: N/A

Property / asset implications: The necessary signs are highways assets

Risk(s): Cabinet will be required to consider and determine the outcome of any objections received.

Statutory Powers: Road Traffic Regulation Act 1984

Background Papers: Llangwryfon proposed restriction of width 2009

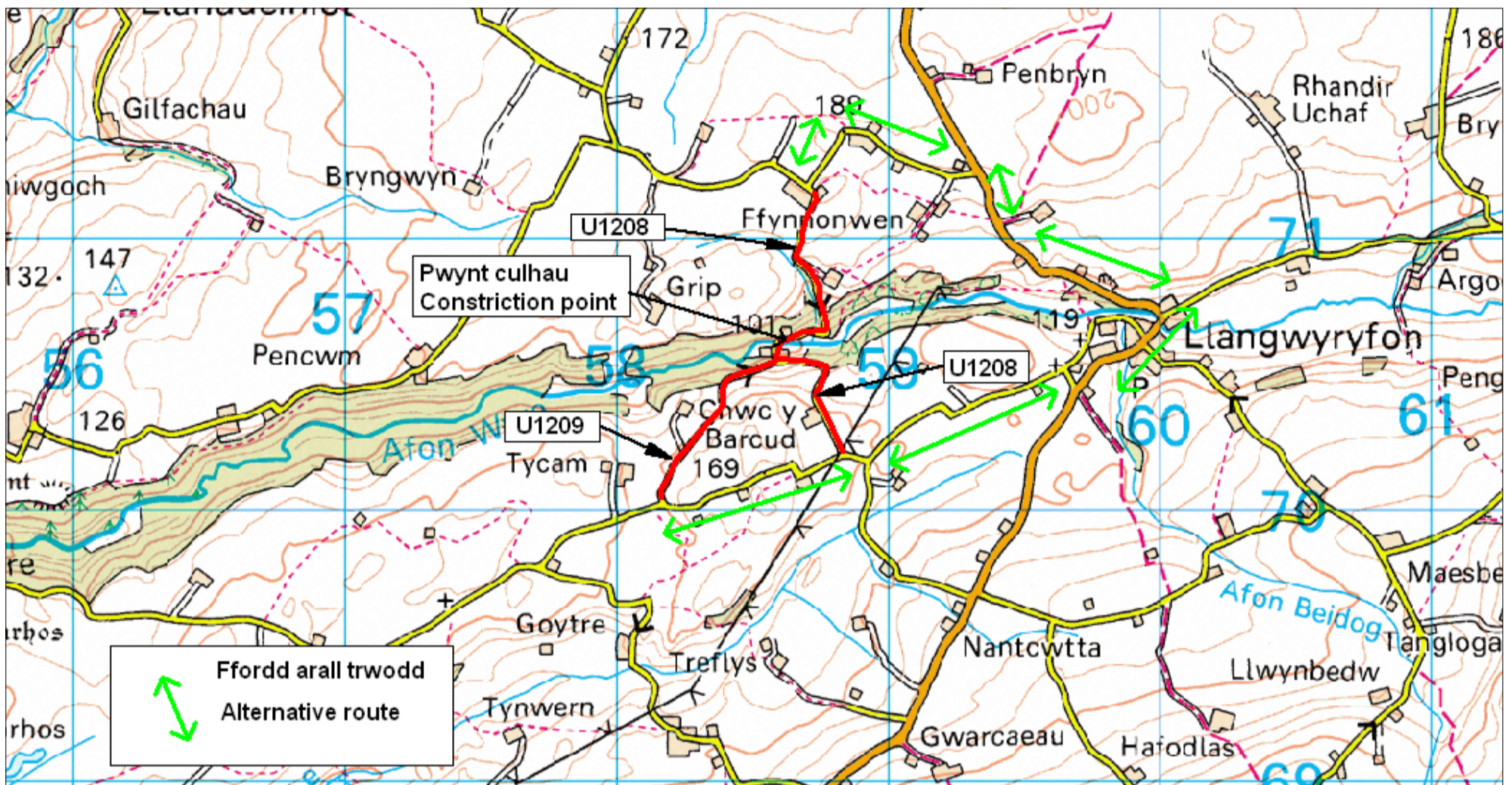
Appendices: Appendix 1 - Consultation plan showing the proposed restriction

Corporate Lead Officer: Rhodri Llwyd

Reporting Officer: Tom Delph-Janiurek

Date: 25/10/21

CYNGOR SIR CEREDIGION COUNTY COUNCIL



Rhodri Llwyd
 Prifffyrdd a Gwasanaethau Amgylcheddol
 Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron, SA46 0PA
 Highways and Environmental Services
 Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron, SA46 0PA



Cyfyngiad lled arfaethedig 6' (1.8m) ar y U1208
 Proposed 6' (1.8m) width restriction on the U1208

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CYNGOR SIR CEREDIGION

Mae'r Cyngor yn bwriadu gwneud Gorchymyn Cyngor Sir Ceredigion (U1208 i'r gorllewin o Langwryfon) (Cyfyngu ar led cerbydau) 2021. Effaith hyn fydd cyflwyno cyfyngiad o chwe throedfedd (1.8m) o led ar yr U1208 i'r gorllewin o Langwryfon a fydd yn cynnwys y bont dros Afon Wyre a'r rhan fach o'r heol ger yr eiddo a adwaenir fel Glan-yr-afon, sydd ger ochr ogleddol y bont hon. Ni fydd hyn yn cael effaith o ran cael mynediad i'r tai ar hyd yr U1208 ac ar heol yr U1209 sy'n ei chroesi, ar yr amod nad yw cerbydau sy'n lletach na chwe throedfedd (1.8m) yn croesi'r bont nac yn defnyddio'r rhan fach o'r U1208 i'r gogledd iddi ger Glan-yr-afon. Gellir bwrw golwg ar y manylion llawn ar-lein yn <http://www.ceredigion.gov.uk/preswylwr/teithio-ffyrdd-a-pharcio/gorchymynion-rheoleiddio-traffig/>. Dylid anfon gwrthwynebiadau, gan nodi'r rhesymau yn ysgrifenedig, at Wasanaethau Technegol Ceredigion - gwasanaethau.technegol@ceredigion.gov.uk neu at y Gwasanaethau Cyfreithiol, drwy law Ystafell y Post, Cyngor Sir Ceredigion, Canolfan Rheidol, Rhodfa Padarn, Llanbadarn Fawr, Aberystwyth, Ceredigion, SY23 3UE i gyrraedd erbyn xx/xx/2021.

CEREDIGION COUNTY COUNCIL

The Council proposes to make the The Ceredigion County Council (U1208 west of Langwryfon) (Restriction of Width) Order 2021. The effect of this is to introduce a 6ft (1.8m) width restriction on the U1208 to the west of Llangwryfon to cover the bridge across the Afon Wyre and the short section of road by the property known as Glan-yr-afon, which is by the northern end of this bridge. Access to properties along the U1208 and the intersecting road U1209 will not be affected by this proposed restriction, provided that vehicles wider than 6ft (1.8m) than do not cross the bridge or use the short section of the U1208 immediately to the north of it, by Glan-yr-afon. Full details may be inspected online at <http://www.ceredigion.gov.uk/resident/travel-roads-parking/road-traffic-order>. Objections, stating reasons in writing, to Ceredigion Technical Services technical.services@ceredigion.gov.uk or Legal Services, c/o Postroom, Ceredigion County Council, Canolfan Rheidol, Rhodfa Padarn, Llanbadarn Fawr, Aberystwyth, Ceredigion, SY23 3UE to be received by xx/xx/2021

CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 07/12/2021

Title: Controllable Revenue Budget - 2021/22

Purpose of the report: To report on the 2021/22 Revenue Budget - actual position to the end of September 2021 and forecasted year-end position

For: For Information

**Cabinet Portfolio and Finance & Procurement
Cabinet Member:** Cllr Gareth Lloyd

1. SUMMARY

This report updates Cabinet on the financial performance for all Services in relation to the 2021/22 Controllable Revenue Budget. The Budgets for each Service are actively monitored and reviewed on a regular basis in order to assess the timing of income and expenditure, as well as the forecasted year-end position and ensuring corrective action is taken wherever possible and as appropriate. This also includes assessing the continued financial impact from COVID19.

At this stage in the financial year, the projected year-end position is for an underspend of £550k after taking account of one off extra grant funding and one off recruitment delays, which is a small improvement on the first quarter's projection.

The 2021/22 budget required £3.4m of financial savings. It was reported last quarter that 100% of the £2.1m Corporate Leadership Group savings target had been achieved and I can now report that c85% of the £1.25m Service savings are either already achieved or on target. The balance is unlikely to be achieved and is therefore reflected in the Budget performance.

Based on the current and forecasted position the Council's overall financial position remains positive and resilient. However caution should be exercised as the current year's position is being heavily masked by the benefit of in year temporary grant funding combined with a growing recruitment challenge which is starting to affect a larger number of Services which is leading to a higher than average level of vacancies.

There are continuing financial impacts and risks from COVID19, but these are being actively managed through a combination of claims against the WG Hardship fund, specific WG grants and funding previously set aside in an earmarked reserve.

2. CORE BUDGET PERFORMANCE

The Latest Q2 Budget includes Budget Transfers relating to day to day operational changes between Services, where there is no underlying change to service provision. For Q2 there are no Budget Transfers of significance to report.

With regard to 2021/22 national pay awards, the position is as follows:

- Teachers – 1.75% has been agreed and implemented with effect from 01/09/21. WG have recently announced additional in year grant funding of £139k, which in broad terms covers just over 90% of the additional part year cost above what was budgeted. The full year effect of the additional part year cost (c£260k), will be a consideration as part of the 2022/23 budget setting process.
- Other Staff (APT&C / Chief Officers) – A final pay offer has been tabled of 2.75% for the lowest pay point, 1.75% for all other Grades and 1.50% for Chief Officers. The Unions have consulted their membership who voted overwhelmingly to reject the final offer. The Unions are preparing to ballot their members during November/December to see if they are willing to take industrial action. There is a net additional cost of c£100k if the pay award outcome remains as per the tabled pay offer. The final position on the APT&C pay award may therefore not be resolved for some time.

In terms of core Budget performance, the current and projected position for each Service is summarised in the table overleaf. Further details can then be found in the individual Appendix for each Service.

There is a projected overspend of £235k across the Pyrrh Through Age & Wellbeing range of services. However within this there are various underlying Social Care related cost pressures that are only being mitigated in year by, for example, the use of temporary external funding and the current recruitment difficulties leading to a higher than normal level of vacant posts which whilst producing in year savings is neither desirable nor sustainable. There is also likely to be a challenging winter ahead for these services.

There is also the much wider national conversation ramping up around Social Care both in terms of the fragility of the sector and its long term underfunding. The current underlying cost pressures combined with the impending April 2022 £9.50 per hour National Living Wage increase and the 1.25% National Insurance increase, together with potential investment required as part of the Council's own transformation journey, will mean that the Pyrrh related services will undoubtedly feature prominently in the 2022/23 Budget Setting process.

Service	Latest Budget £'000	Budget to September 2021 £'000	Actuals to September 2021 £'000	Variance to September 2021 £'000	Year End Forecast under/ (over) spend £'000	Year End Forecast under/ (over) spend £'000	Comment
Customer Contact	5,750	3,026	2,848	178		-	It is expected by the service to breakeven during the 2021/22 financial year.
Democratic Services	4,120	2,088	2,035	53		50	At this stage in the year there are no problem areas identified.
Economy & Regeneration	3,471	2,049	1,904	145		155	At this stage in the year an underspend of £155k is forecast, mainly due to a combination of Land Charges income performing well and temporary savings relating to the new staffing structure.
Finance & Procurement	20,188	13,532	13,365	167		200	The forecasted underspend relates mainly to staff vacancies and additional funding from DWP. In addition a transfer to reserves of £1.6m has been made following the adoption of an amended MRP Policy. Additional Council Tax Support Scheme costs are currently lower than expected and being managed by one-off means.
Highways & Environmental Services	17,587	8,587	7,852	735		-	It is expected by the service to breakeven during the 2021/22 financial year.
Legal & Governance Services	1,535	769	689	80		50	At this stage in the year there are no problem areas identified.
People & Organisation	2,093	991	971	20		-	At this stage in the year there are no problem areas identified.
Policy, Performance & Public Protection	2,137	1,063	948	115		-	At this stage in the year there are no problem areas identified
<u>Pyrth Through Age Model</u>							
Porth Cymorth Cynnar	4,047	3,152	3,060	92	20		The service is operating within the resources available and foresees an underspend due mainly to vacant posts.
Porth Cynnal	23,492	13,220	13,273	(53)	(128)		The Service anticipates an overspend by year end of £128k. The service is highly volatile and this forecast is based on known commitments to date and there are a significant number of variances within the service.
Porth Gofal	11,579	5,415	5,305	110	(127)		The Service anticipates an overspend by year end of £127k. The service is highly volatile and this forecast is based on known commitments to date.
Pyrth Through Age Model	39,118	21,787	21,638	149		(235)	
Schools & Culture	48,721	45,794	45,474	320		330	The service is operating within the resources available and foresees an underspend due mainly to vacant posts and the benefit of temporary in year funding. Schools are generally living within their delegated allocations, however there are challenges as this latest COVID phase is manifesting itself in a range of pupil behaviour and wellbeing issues as well as the more direct operational impacts. Resources are therefore starting to be proactively committed from School balances on a multi-year basis to help mitigate these emerging issues.
Leadership Group	5,426	1,105	1,062	43		-	A break even position is forecast. Costs in relation to COVID19 will be financed by a combination of WG Hardship Fund, Savings identified and Earmarked reserves.
Levies, C/Tax Premium & Reserves	4,590	2,037	2,037	-		-	It is expected by the service to breakeven during the 2021/22 financial year.
Total Controllable Budget	154,736	102,828	100,823	2,005		550	

3. COVID19 FINANCIAL IMPACT

There is still an ongoing financial impact arising from COVID19, meaning that there continues to be a range of financial dynamics being actively managed by the Finance & Procurement service. It has also been confirmed that the WG Emergency Hardship Fund for Local Authorities will only run until 31/03/202. Thereafter, as things currently stand, Expenditure and/or Lost Income currently being funded by the Hardship Fund will require consideration as part of the 2022/23 Budget setting process.

The financial impact from COVID19 is being dealt with on a corporate collective Council wide basis; hence most elements referenced under this section are accounted for under the Leadership Group budget heading. The following section summarises the position on the more significant COVID19 items:

a) Increased COVID19 Costs and WG Emergency Hardship Fund

Monthly Hardship claims continue to be made to WG and totalled c£3.5m for the April to September period. Elements of 5 claims are still to be determined, however of the items determined 99.5% of claim values have been paid. The main areas of cost relate to financial support for Adult Social Care providers, costs associated with Reopening the Visitor Economy, increased costs in Schools associated with enhanced cleaning and teaching cover, Homelessness and Free School Meals.

b) Lost Income in Services

A larger number of Income streams are now recovering to pre COVID levels (e.g. Car Parking) or are generating temporary savings to offset current shortfalls. The most significant service still adversely affected is the Wellbeing Centres, albeit this in a large part relates to the impact from the temporary re-use of the buildings for alternative purposes. Quarterly claims continue to be submitted to WG and totalled £0.6m for the April to September period with 97% of the Q1 claim being paid and the Q2 claim awaiting determination.

c) Financial Benefits

Whilst the majority of COVID19 related financial impacts are negative, there are certain budget headings producing savings. It is intended to treat the more significant items corporately, subject to the final outcome of the APT&C 2021/22 pay award not having an adverse effect on Services. For example - Officer & Member Travelling costs are leading to an in year saving of c£235k to the end of Q2. Fees have also been received in relation to the implementation and management of various grant schemes totalling £66k to date.

d) Council Tax collection

The in year Council Tax collection rate as at 30/09/21 is slightly behind the equivalent period in 2019/20 – being 57.4% (versus 57.9% in 2019).

In overall terms, the intention continues to be to manage the COVID19 financial impact through a combination of claims against the WG Hardship Fund, certain savings being treated corporately and using funds previously set aside in an earmarked reserve as required. The position will continue to be actively managed and monitored as the year progresses.

4. OTHER WG COVID RELATED SCHEMES

The main schemes being managed to date during 2021/22 are as follows:

NNDR Business Rates relief for Leisure, Retail & Hospitality sectors	Approx. £8.3m of NNDR relief has been awarded to eligible businesses for 2021/22
£500 / £750 Self Isolation Support scheme	£373k cumulative payments to date – Scheme now extended to March 2022 and payment value is now £750
Adult Social Care fund for Providers	This is part of the WG Hardship funding and has various elements. For the latter part of the year WG are applying tapering to most areas of funding with the exception of Domiciliary Care.
Carers Statutory sick pay enhancement scheme	£29k cumulative payments to date – scheme open until 31/02/22
£735 Payment for Carers	£1.54m of payments to date for over 1,600 Carers. Scheme complete
Cultural Freelancer Fund – May 2021 round	£48k of grants paid – Scheme closed
Economic Resilience Fund Discretionary Business Grants – June & August 2021 rounds	£100k of grants paid – Schemes closed
Tenancy Hardship Grant	Scheme currently live – no payments to date
Social Care Recovery Fund	£916k of funding originally awarded, now supplemented by an additional £472k allocation. Plans being formulated in conjunction with External Providers

In addition to these there are still a number of COVID related specific grants schemes that continue to be supported and resourced. These include Test, Trace & Protect (Contract Tracing), Temporary Field Hospitals decommissioning, Vaccination Centres, Bus Emergency Funding and various Education and Highways related grants.

5. CONCLUSION

The Council's financial position continues to be resilient, with the £2.1m corporate savings target in the base budget fully achieved, alongside the majority of the required Service savings. Overall an underspend of £550k is currently projected at this stage in the year and the COVID19 financial impact continues to be manageable.

However with the combination of underlying Social Care related cost pressures and the wider national conversation and decision-making around Social Care, this is likely to present a significant budgetary challenge unless considerable core funding is forthcoming from Welsh Government through the Local Government Settlement.

Has an Integrated Impact Assessment been completed? No

If, not, please state why

Wellbeing of Future Generations:	<i>Summary:</i> Long term: Not Applicable Integration: Not Applicable Collaboration: Not Applicable Involvement: Not Applicable Prevention: Not Applicable
Recommendations(s):	To note the report
Reasons for decision:	To understand the Council's current in year revenue financial performance
Overview and Scrutiny:	Considered during the budget setting process
Policy Framework:	Medium Term Financial Strategy
Corporate Priorities:	The Budget supports the Strategic Objectives of the Council
Financial & Procurement implications:	Noted within the report
Legal implications:	Part of the Section 151 officer's role and responsibility for the proper administration of the Council's financial affairs
Staffing implications:	n/a
Property / Asset implications:	n/a
Risk(s):	Risk of insufficient funding if there are significant overspends. Ongoing risk around the COVID19 pandemic (COVID19 risk on the Corporate Risk Register).
Statutory Powers:	Local Government Finance Act 1972
Background Papers::	Revenue Budget 2021/22
Appendices:	Appendix A: Customer Contact Appendix B: Democratic Services Appendix C: Economy & Regeneration Appendix D: Finance & Procurement

Appendix E: Highways & Environmental Services
Appendix F: Legal & Governance Service
Appendix G: People & Organisation
Appendix H: Policy, Performance & Public Protection
Appendix I: Porth Cymorth Cynnar
Appendix J: Porth Cynnal
Appendix K: Porth Gofal
Appendix L: Schools & Culture
Appendix M: Leadership Group
Appendix N: Levies, Council Tax Premium & Reserves
Steve Johnson

Corporate Lead Officer:

Reporting Officers:

Duncan Hall and Justin Davies

Date:

10/11/2021

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Medi 2021 / Budget Forecast Report September 2021

Cyswllt Cwsmeriaid / Customer Contact

Swyddog Arweiniol / Corporate Lead Officer : Arwyn Morris

1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Disgwylir gan y gwasanaeth bydd y gyllideb yn mantoli yn ystod y flwyddyn ariannol 2021/22.
It is expected by the service to breakeven during the 2021/22 financial year.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Medi 2021 Budget to September 2021 £'000	Gwir wariant hyd at Medi 2021 Actuals to September 2021 £'000	Amrywiant hyd at Medi 2021 Variance to September 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (L, C neu U) Level of risk (L, M or H)
TGCh / ICT	3,393	1,839	1,807	32	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I/L
Gwasanaethau Cwsmeriaid / Customer Services	1,308	654	570	84	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I/L
Gwasanaethau Cymunedol / Community Services	949	483	421	62	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I/L
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	100	50	50	-	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I/L
CYFANSWM / TOTAL	5,750	3,026	2,848	178	-		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Medi 2021 / Budget Forecast Report September 2021

Gwasanaethau Democraidd / Democratic Services

Swyddog Arweiniol / Corporate Lead Officer : Lowri Edwards

1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Ar yr adeg hon o'r flwyddyn ni nodwyd unrhyw faes sy'n achosi problem.
At this stage in the year there are no problem areas identified.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Medi 2021 Budget to September 2021 £'000	Gwir wariant hyd at Medi 2021 Actuals to September 2021 £'000	Amrywiant hyd at Medi 2021 Variance to September 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (I, C neu U) Level of risk (L, M or H)
Gwasanaethau Democraidd / Democratic Services	1,817	942	908	34	55	Mae'r arbediad rhagolwg yn ymwneud â Lwfansau Aelodau. The forecast saving relates to Members Allowances.	I/L
Cymorth Corfforaethol i Wasanaethau / Corporate Service Support	1,904	948	938	10	(25)	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I/L
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	399	198	189	9	20	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I/L
CYFANSWM / TOTAL	4,120	2,088	2,035	53	50		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Medi 2021 / Budget Forecast Report September 2021

Economi ac Adfywio / Economy and Regeneration

Swyddog Arweiniol / Corporate Lead Officer: Russell Hughes-Pickering

1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Ar yr adeg hon o'r flwyddyn rhagwelir tanwariant o £155k, yn bennaf oherwydd cyfuniad o incwm Taliadau Tir yn perfformio'n dda ac arbedion dros dro yn ymwneud â'r strwythur staffio newydd.
At this stage in the year an underspend of £155k is forecast, mainly due to a combination of Land Charges income performing well and temporary savings relating to the new staffing structure.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Medi 2021 Budget to September 2021 £'000	Gwir wariant hyd at Medi 2021 Actuals to September 2021 £'000	Amrywiant hyd at Medi 2021 Variance to September 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (I, C neu U) Level of risk (L, M or H)
Gwasanaethau Eiddo / Property Services	2,658	1,686	1,680	6	-	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I/L
Twf a Menter / Growth & Enterprise	587	273	200	73	80	Mae yna arbedion dros dro yn ymwneud â gweithredu'r strwythur newydd y wasanaeth. There are temporary savings relating to the implementation of the new service structure	I/L
Gwasanaethau Cynllunio / Planning Services	117	35	(31)	66	75	Mae tanwariant y rhagolwg yn ymwneud yn bennaf ag incwm Taliadau Tir sy'n perfformio'n well na'r gyllideb. The forecast underspend mainly relates to Land Charges income out-performing budget.	I/L
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	109	55	55	-	-	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I/L
CYFANSWM / TOTAL	3,471	2,049	1,904	145	155		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Medi 2021 / Budget Forecast Report September 2021

Cyllid a Chaffael / Finance and Procurement

Swyddog Arweiniol / Corporate Lead Officer : Steve Johnson

1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Mae'r tanwariant a ragwelir yn ymwneud yn bennaf â swyddi gwag a chyllid ychwanegol oddi wrth yr Adran Gwaith a Phensiynau. Yn ogystal â hynny, trosglwyddwyd £1.6 miliwn i'r cronfeydd wrth gefn, yn dilyn mabwysiadu Polisi Darpariaeth Isafswm Refeniw diwygiedig. Mae costau'r Cynllun Cymorth Ychwanegol gyda Threth y Cyngor yn is na'r disgwyl ar hyn o bryd ac yn cael eu rheoli drwy ddulliau untro.

The forecasted underspend relates mainly to staff vacancies and additional funding from DWP. In addition a transfer to reserves of £1.6m has been made following the adoption of an amended MRP Policy. Additional Council Tax Support Scheme costs are currently lower than expected and being managed by one-off means.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Medi 2021 Budget to September 2021 £'000	Gwir wariant hyd at Medi 2021 Actuals to September 2021 £'000	Amrywiant hyd at Medi 2021 Variance to September 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (I, C neu U) Level of risk (L, M or H)
Gwasanaeth Cyllid a Chaffael / Finance & Procurement Service	3,185	1,313	1,187	126	200	Gwnaed arbedion yn sgil swyddi gwag a derbyniwyd cyllid ychwanegol gan yr Adran Gwaith a Phensiynau Savings on staff vacancies and additional funding received from DWP	I / L
Budd-daliadau Tai a Chynllun Cymorth Treth y Cyngor / Housing Benefits and Council Tax Support Scheme	6,132	6,310	6,310	-	-	Bydd unrhyw wariant dros £6.1miliwn yn cael ei ariannu naill ai o gronfeydd wrth gefn wedi eu clustnodi a/neu arian ychwanegol oddi wrth Lywodraeth Cymru (ni chafwyd cadarnhad ynglŷn â hyn eto). Y dybiaeth oedd y byddai angen oddeutu £500k o gyllid ychwanegol – felly mae'n gadarnhaol mai £6.3m yw lefel y gwariant ar hyn o bryd. Any spend in excess of £6.1m will be funded from either earmarked reserves and/or additional funding from WG (no confirmation on this yet). The assumption was additional funding required would be circa £500k - so it is positive that the current spend level is £6.3m.	C / M
Yswiriant, Terfynu a Chostau Corfforaethol Eraill / Insurance, Termination & Other Corporate Costs	1,746	1,125	1,100	25	-	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I / L
Cyfrif Cyfalaf Corfforaethol / Corporate Capital Account	9,125	4,784	4,768	16	-	Dim pryderon – mae swm o £1.6m wedi ei drosglwyddo i'r Gronfa Gyfalaf Gorfforaethol wrth gefn o ganlyniad i'r ffaith bod y Cyngor wedi mabwysiadu Polisi Darpariaeth Isafswm Refeniw diwygiedig. No concerns - £1.6m has been transferred to the Corporate Capital Reserve as a result of Council adopting an amended MRP Policy	I / L
CYFANSWM / TOTAL	20,188	13,532	13,365	167	200		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Medi 2021 / Budget Forecast Report September 2021

Prifffyrdd a Gwasanaethau Amgylcheddol / Highways and Environmental Services

Swyddog Arweiniol / Corporate Lead Officer : Rhodri Llwyd

1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Disgwylir gan y gwasanaeth bydd y gyllideb yn mantoli yn ystod y flwyddyn ariannol 2021/22.
It is expected by the service to breakeven during the 2021/22 financial year.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Medi 2021 Budget to September 2021 £'000	Gwir wariant hyd at Medi 2021 Actuals to September 2021 £'000	Amrywiant hyd at Medi 2021 Variance to September 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (I, C neu U) Level of risk (L, M or H)
Casglu a Gwaredu Gwastraff / Waste Collection & Disposal	4,790	2,379	2,308	70	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I/L
Parciau a gerddi, Glanhau Prifffyrdd, Gwasanaethau Parcio, Harbws / Parks & Gardens, Highways Cleaning, Parking Services, Harbours	28	(121)	(185)	63	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I/L
Cludiant Teithwyr Corfforaethol, Uned Cynnal a Chadw Trafnidiaeth / Corporate Passenger Transport, Transport Maintenance Unit	6,431	2,739	2,464	275	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I/L
Cynnal a Chadw Prifffyrdd, Caffael a Strategaeth, Peirianeg Arfordirol a Gwaith Draenio Tir / Highways Maintenance, Coastal Engineering & Land Drainage Procurement & Strategy	5,120	2,923	2,736	187	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I/L
Gwasanaethau Prifffyrdd, Diogelwch y Ffordd, Rheoli Trafnidiaeth Rhanbarthol / Highways Services, Road Safety, Regional Transport Management	657	329	193	137	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I/L
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	561	339	336	3	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I/L
CYFANSWM / TOTAL	17,587	8,587	7,852	735	-		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Medi 2021 / Budget Forecast Report September 2021

Gwasanaethau Cyfreithiol a Llywodraethu / Legal & Governance Services

Swyddog Arweiniol / Corporate Lead Officer : Elin Prysor

1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Ar yr adeg hon o'r flwyddyn ni nodwyd unrhyw faes sy'n achosi problem.
At this stage in the year there are no problem areas identified.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Medi 2021 Budget to September 2021 £'000	Gwir wariant hyd at Medi 2021 Actuals to September 2021 £'000	Amrywiant hyd at Medi 2021 Variance to September 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (I, C neu U) Level of risk (L, M or H)
Gwasanaethau Cyfreithiol / Legal Services	661	333	318	15	-	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I/L
Gwasanaethau Archwilio / Audit Services	594	299	264	35	20	Mae'r arbediad rhagolwg yn ymwneud â Ffioedd Archwilio Allanol. The forecast saving relates to External Audit Fees.	I/L
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau (gan gynnwys Crwneriaid) / Service Management and Strategy (including Coroners)	280	137	107	30	30	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I/L
CYFANSWM / TOTAL	1,535	769	689	80	50		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Medi 2021 / Budget Forecast Report September 2021

Pobl a Threfniadaeth / People & Organisation

Swyddog Arweiniol / Corporate Lead Officer: Caroline Lewis

1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Ar yr adeg hom o'r flwyddyn ni nodwyd unrhyw faes sy'n achosi problem.
At this stage in the year there are no problem areas identified.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Medi 2021 Budget to September 2021 £'000	Gwir wariant hyd at Medi 2021 Actuals to September 2021 £'000	Amrywiant hyd at Medi 2021 Variance to September 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (I, C neu U) Level of risk (L, M or H)
Pobl a Threfniadaeth / People & Organisation	2,013	951	933	18	-	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I/L
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	80	40	38	2	-	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I/L
CYFANSWM / TOTAL	2,093	991	971	20	-		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Medi 2021 / Budget Forecast Report September 2021

Polisi, Pherfformiad a Amddiffyn y Cyhoed / Policy, Performance & Public Protection

Swyddog Arweiniol / Corporate Lead Officer : Alun Williams

1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Ar yr adeg hon o'r flwyddyn ni nodwyd unrhyw faes sy'n achosi problem
At this stage in the year there are no problem areas identified

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Medi 2021 Budget to September 2021 £'000	Gwir wariant hyd at Medi 2021 Actuals to September 2021 £'000	Amrywiant hyd at Medi 2021 Variance to September 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (L, C neu U) Level of risk (L, M or H)
Partneriaethau a Pherfformiad / Partnerships & Performance	815	393	358	35	-	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I/L
Diogelu'r Cyhoedd / Public Protection	1,198	608	543	65	-	Ni nodwyd unrhyw faes sy'n achosi problem heblaw am y prosiect amgylcheddol mawr. There are no problem areas identified other than the large environmental project.	C / M
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	124	62	47	15	-	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I/L
CYFANSWM / TOTAL	2,137	1,063	948	115	-		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Medi 2021 / Budget Forecast Report September 2021

Porth Cymorth Cynnar

Swyddog Arweiniol / Corporate Lead Officer : Elen James

1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Mae'r gwasanaeth yn gweithredu o fewn yr adnoddau sydd ar gael ac yn rhagweld tanwariant oherwydd swyddi gwag yn bennaf.

The service is operating within the resources available and foresees an underspend due mainly to vacant posts.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Medi 2021 Budget to September 2021 £'000	Gwir wariant hyd at Medi 2021 Actuals to September 2021 £'000	Amrywiant hyd at Medi 2021 Variance to September 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (I, C neu U) Level of risk (L, M or H)
Dysgu Gydol Oes a Sgiliau / Lifelong Learning & Skills	326	453	430	23	(65)	Mae incwm HCT wedi lleihau. Gellir cyllido hyn o fewn y gyllideb yn ei chyfanrwydd. HCT income has reduced. This can be funded within the budget as a whole.	I / L
Gwasanaethau Cymorth Cynnar / Early Intervention Services	770	974	968	6	50	Mae swyddi gwag wedi arwain at y tanwariant. Vacant posts have led to the underspend.	I / L
Uned Cyfeirio Disgyblion / Pupil Referral Unit	729	326	292	34	10	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I / L
Canolfannau Lles / Wellbeing Centres	1,117	552	560	(8)	-	Mae'r maes gwasanaeth hwn yn dibynnu'n fawr ar incwm. Mae'r rhagolygon yn amodol ar gais llwyddiannus i Gronfa Incwm Coll Llywodraeth Cymru. This service area is highly income dependent. The forecast position is subject to successful Lost Income claims from WG.	C / M
Gwasanaethau Cymorth ac Ymyrraeth / Support and Intervention Services	1,105	798	761	37	25	Mae swyddi gwag wedi arwain at y tanwariant. Vacant posts have led to the underspend.	I / L
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	-	49	49	-	-	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I / L
CYFANSWM / TOTAL	4,047	3,152	3,060	92	20		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Medi 2021 / Budget Forecast Report September 2021

Porth Cynnal

Swyddog Arweiniol / Corporate Lead Officer : Sian Howys

1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Mae'r gwasanaeth yn rhagweld gorwariant o £128k erbyn diwedd y flwyddyn. Mae'r gwasanaeth yn gyfnewidiol iawn ac mae'r rhagolwg hwn yn seiliedig ar ymrwymiadau hyd yma ac mae yna nifer sylweddol o amrywiannau o fewn y gwasanaeth. The Service anticipates an overspend by year end of £128k. The service is highly volatile and this forecast is based on known commitments to date and there are a significant number of variances within the service.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Medi 2021 Budget to September 2021 £'000	Gwir wariant hyd at Medi 2021 Actuals to September 2021 £'000	Amrywiant hyd at Medi 2021 Variance to September 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (L, C neu U) Level of risk (L, M or H)
Gofal wedi'i Gynllunio / Planned Care	9,876	5,393	5,397	(4)	(7)	Mae'r gorwariant yn bennaf oherwydd taliadau Uniongyrchol i Bobl Hŷn o £135k, sy'n cael ei orbwyso yn rhannol gan danwariant ar gyflogau yn y timau oherwydd swyddi gwag. The overspend is mainly due to Older Persons Direct Payments £135k overspend partly offset by underspends on salaries in the teams due to vacant posts.	U / H
Cymorth Estynedig / Extended Support	9,787	5,293	5,299	(6)	(18)	Yn bennaf oherwydd Taliadau Uniongyrchol gorwariant o £181k, sy'n cael ei orbwyso yn rhannol gan danwariant oherwydd Swyddi gwag yn y gwasanaeth ac anhawster wrth recriwtio oherwydd Covid. Mainly due to Direct Payments £181k overspend, partly offset by underspends on vacant posts in the service and difficulty in recruiting due to Covid	U / H
Lles Meddyliol / Mental Wellbeing	2,553	1,904	1,905	(1)	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	C / M
Diogelu / Safeguarding	685	316	313	3	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
Camddefnyddio Sylweddau / Substance Misuse	272	195	189	6	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	C / M
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	319	119	170	(51)	(103)	Mae'r gorwariant oherwydd yr arbedion sydd eu hangen ar gyfer y strwythur Porth newydd. The overspend is due to savings required for the new Porth structure.	I / L
CYFANSWM / TOTAL	23,492	13,220	13,273	(53)	(128)		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Medi 2021 / Budget Forecast Report September 2021

Porth Gofal

Swyddog Arweiniol / Corporate Lead Officer : Donna Pritchard

1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Mae'r gwasanaeth yn rhagweld gorwariant o £127k ar ddiwedd y flwyddyn. Mae'r gwasanaeth yn gyfnewidiol iawn ac mae'r rhagolwg hwn yn seiliedig ar ymrwymadau hyd yma.
The Service anticipates an overspend by year end of £127k. The service is highly volatile and this forecast is based on known commitments to date.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Medi 2021 Budget to September 2021 £'000	Gwir wariant hyd at Medi 2021 Actuals to September 2021 £'000	Amrywiant hyd at Medi 2021 Variance to September 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (L, C neu U) Level of risk (L, M or H)
Gwasanaethau Uniongyrchol / Direct Services	4,234	1,890	1,919	(29)	(136)	Mae'r gorwariant oherwydd problemau staffio o fewn y Tim Maethu. The predicted overspend is mainly due to staffing issues within the Fostering Team.	U / H
Gwasanaethau Tymor Byr ac wedi'u Targeddu / Targeted and Short Term Services	4,687	2,698	2,577	121	62	Gofal Cartref sy'n bennaf gyfrifol am y danwariant. Mae hyn yn cael ei fonitro'n agos gan fod y danwariant wedi'i gysylltu â nifer o pecynnau ar y rhestr aros. The underspend is mainly due to Homecare. This is closely monitored as the underspend is linked to the number of packages on the waiting list.	U / H
Gwananaethau Asesu a Brysbennu Integredig / Integrated Triage and Assessment Services	1,472	823	811	12	52	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	C / M
Gwasanaethau Tai / Housing Services	804	20	(25)	45	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	C / M
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	382	(16)	23	(39)	(105)	Mae'r gorwariant oherwydd yr arbedion sydd eu hangen ar gyfer y strwythur Porth newydd. The overspend is due to savings required for the new Porth structure.	I / L
CYFANSWM / TOTAL	11,579	5,415	5,305	110	(127)		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Medi 2021 / Budget Forecast Report September 2021

Ysgolion a Diwylliant / Schools & Culture

Swyddog Arweiniol / Corporate Lead Officer : Meinir Ebbsworth

1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Mae'r gwasanaeth yn gweithredu o fewn yr adnoddau sydd ar gael ac yn rhagweld tanwariant oherwydd swyddi gwag yn bennaf a mantais ariannu dros dro o fewn y flwyddyn. Yn gyffredinol mae'r ysgolion yn byw o fewn y cyllid a neilltuwyd ar ei cyfer, serch hynny bydd nifer o heriau o fewn yr Ysgolion am fod y cyfnod COVID diweddaraf yma yn gweld ystod o broblemau o ran ymddygiad disgyblion a lles yn ogystal ag effeithiau gweithredol uniongyrchol. Mae adnoddau yn dechrau cael eu rhoi mewn lle allan o wargedion yr ysgolion dros nifer o flynyddoedd er mwyn ceisio lliniaru'r materion yma sy'n dod i'r amlwg.

The service is operating within the resources available and foresees an underspend due mainly to vacant posts and the benefit of temporary in year funding. Schools are generally living within their delegated allocations, however there are challenges as this latest COVID phase is manifesting itself in a range of pupil behaviour and wellbeing issues as well as the more direct operational impacts. Resources are therefore starting to be proactively committed from School balances on a multi-year basis to help mitigate these emerging issues.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Medi 2021 Budget to September 2021 £'000	Gwir wariant hyd at Medi 2021 Actuals to September 2021 £'000	Amrywiant hyd at Medi 2021 Variance to September 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan(gor) wariant Year End Forecast under/ (over) £'000	Esboniad o'r gorrwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (L, C neu U) Level of risk (L, M or H)
Ysgolion Cynradd / Primary Schools	18,142	18,142	18,142	-	-	Mae'r cyllid i gyd yn cael ei ddirprwyo i Gyrrff Llywodraethol Ysgolion o 1 Ebrill. All funding is delegated to School Governing Bodies wef 1 April.	I / L
Ysgolion Uwchradd / Secondary Schools	13,893	13,893	13,893	-	-	Mae'r cyllid i gyd yn cael ei ddirprwyo i Gyrrff Llywodraethol Ysgolion o 1 Ebrill. All funding is delegated to School Governing Bodies wef 1 April.	I / L
Ysgolion Pob Oed / All-through Schools	10,743	10,743	10,743	-	-	Mae'r cyllid i gyd yn cael ei ddirprwyo i Gyrrff Llywodraethol Ysgolion o 1 Ebrill. All funding is delegated to School Governing Bodies wef 1 April.	I / L
Gwella Ysgolion / School Improvement	1,474	1,307	1,247	60	100	Mae swyddi gwag wedi arwain at y tanwariant. Vacant posts have led to the underspend.	I / L
Adnoddau Dysgu / Learning Resources	299	(129)	(129)	-	-	Ni nodwyd unrhyw faes sy'n achosi problem sylweddol. There are no significant problem areas identified.	I / L
Anghenion Dysgu Ychwanegol / Additional Learning Needs	2,112	960	823	137	130	Mae swyddi gwag wedi arwain at y tanwariant. Vacant posts have led to the underspend.	I / L
Gwasanaethau Diwylliannol / Cultural Services	978	496	454	42	-	Mae rhannau o'r maes gwasanaeth hwn yn dibynnu'n fawr ar incwm ac mae'r rhagolygon yn amodol ar gais llwyddiannus i Gronfa Incwm Coll Llywodraeth Cymru. Parts of this service area are highly income dependent and the forecast position is subject to successful Lost Income claims from WG	C / M
Uned Arlwygo Gorfforaethol / Corporate Catering Unit	835	75	2	73	100	Mae'r maes hwn yn dibynnu'n fawr ar incwm. This service area is income dependent.	C / M
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	245	307	299	8	-	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I / L
CYFANSWM / TOTAL	48,721	45,794	45,474	320	330		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Medi 2021 / Budget Forecast Report September 2021

Arweiniol / Leadership

Brif Weithredwr / Chief Executive : Eifion Evans

1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Rhagwelir y bydd y gyllideb yn mantoli. Bydd y costau sy'n ymwneud â COVID-19 yn cael eu hariannu drwy gyfuniad o Gronfa Galedi Llywodraeth Cymru, arbedion a nodwyd a chronfeydd wrth gefn wedi eu clustnodi.
A break even position is forecast. Costs in relation to COVID19 will be financed by a combination of WG Hardship Fund, Savings identified and Earmarked reserves.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Medi 2021 Budget to September 2021 £'000	Gwir wariant hyd at Medi 2021 Actuals to September 2021 £'000	Amrywiant hyd at Medi 2021 Variance to September 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (L, C neu U) Level of risk (L, M or H)
Grŵp Arweiniol / Leadership Group	486	243	227	16	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
Arbedion Corfforaethol / Corporate Savings	2,883	-	-	-	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. The £2.1m Corporate savings target for the year has now been met in full. There are no problem areas identified at present. The £2.1m Corporate savings target for the year has now been met in full.	I / L
Cyllid wrth gefn / Contingencies	65	32	(24)	56	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. Noder ar hyn o bryd bod yr incwm yn fwy na'r gwariant. There are no problem areas identified at present. Note currently income exceeds expenditure.	I / L
Buddsoddi i Arbed / Invest to Save	-	-	-	-	-	Bydd unrhyw wariant yn ystod y flwyddyn yn cael ei ariannu o gronfeydd wrth gefn wedi eu clustnodi. In year expenditure will be funded from earmarked reserves.	I / L
Lleoliadau y tu allan i'r Sir / Out of County Placements	1,992	830	859	(29)	-	Mae'r gyllideb yma o dan mwy o bwysau, fodd bynnag mae hyn yn cael ei unioni o fewn y flwyddyn ond ar sail dros dro yn unig. This budget is starting to come under increasing pressure, however this is being mitigated in year, but only on a temporary basis	U / H
COVID19 / COVID19	-	-	-	-	-	Bydd unrhyw ddiffyg o ran cyllid yn cael ei ariannu o gronfeydd wrth gefn wedi eu clustnodi. Any shortfall in funding will be financed from earmarked reserves.	C / M
CYFANSWM / TOTAL	5,426	1,105	1,062	43	-		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Medi 2021 / Budget Forecast Report September 2021

Ardollau, Premiwm Treth y Cyngor a Chronfeydd / Levies, Council Tax Premium and Reserves

Swyddog Arweiniol / Corporate Lead Officer : Steve Johnson

1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Disgwylir gan y gwasanaeth bydd y gyllideb yn mantoli yn ystod y flwyddyn ariannol 2021/22.
It is expected by the service to breakeven during the 2021/22 financial year.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Medi 2021 Budget to September 2021 £'000	Gwir wariant hyd at Medi 2021 Actuals to September 2021 £'000	Amrywiant hyd at Medi 2021 Variance to September 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (L, C neu U) Level of risk (L, M or H)
Ardollau / Levies	4,072	2,037	2,037	-	-	Mae risg gorwariant yn fach iawn am y caiff yr ardollau eu gosod yn flynyddol ac ni chânt eu hadolygu yn ystod y flwyddyn. The risk of overspends is minimal as the levies are set annually and are not revised in year.	I / L
Premiwm Treth y Cyngor / Council Tax Premium	518	-	-	-	-	Mae'r swm sydd ar gael i'w wario yn dibynnu ar y Premiwm a gesglir yn ystod y flwyddyn ar ôl caniatáu ar gyfer unrhyw ad-daliadau. The amount available to be spent will be dependent on the Premium collected during the year after allowing for any refunds.	I / L
Balansau a Chronfeydd wrth gefn / Balances & Reserves	-	-	-	-	-	Nid oes unrhyw feysydd problemus wedi'u nodi ar hyn o bryd. Bydd unrhyw drosglwyddiad i / o'r Gronfa Gyffredinol yn cael ei ystyried ar ddiwedd y flwyddyn pan fydd sefyllfa gyffredinol y Cyngor yn hysbys. There are no problem areas identified at present. Any transfer to / from the General Fund will be considered at year end when the overall position for the Council is known.	I / L
CYFANSWM / TOTAL	4,590	2,037	2,037	-	-		

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CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 7th December 2021

Title: Mid-year review of the Treasury Management Strategy for 2021/22

Purpose of the report: To report on the 2021/22 Treasury Management Strategy

For: INFORMATION

Cabinet Portfolio: Finance & Procurement Services and Public Protection Services

Cabinet Member: Cllr Gareth Lloyd

1. INTRODUCTION

This report is presented in accordance with the revised CIPFA Code of Practice on Treasury Management in the Public Services (the code). It is a requirement of the code to report to Cabinet on the expected treasury activity for the forthcoming year, a mid-year review and the performance of the Council's treasury management activities at the end of the year.

Treasury management is defined by CIPFA as:

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

2. PORTFOLIO POSITION

The Council’s summarised debt and investment position is shown below, with further details analysed in Appendix A (Investments) and Appendix B (Debt).

	<u>As at</u> <u>30/09/2021</u> <u>£m</u>	<u>As at</u> <u>31/03/2021</u> <u>£m</u>
<u>External Borrowing</u>		
PWLB loans	109.5	110.0
Market loan	5.8	5.8
WG Repayable loan funding	0.9	0.9

Total Debt	116.2	116.7
<u>Investments held</u>		
In-house	39.5	29.2
Total Investments	39.5	29.2
Net Debt	76.7	87.5

3. ECONOMIC UPDATE

The position as at the end of September 2021:

As the Covid-19 vaccine program continues the economy is emerging from the worst of the pandemic with high levels of GDP growth of 5.5% in Q2 2021. As at Sept 2021 GDP is around 2.5% below it's pre Covid-19 level. There does remain some uncertainty because of predicted spikes in Covid-19 cases during the autumn and winter which may lead to further lockdowns and/or restrictions that could stifle economic activity. There is also evidence of historically lengthy supplier delivery times, backlogs of work, significant material and labour shortages in a number of sectors that may also stifle productivity.

UK unemployment remains relatively low in historic terms at 4.5% as at August 2021, although uncertainty remains around the outlook for the labour market as questions remain around how the economy will adjust to the closure of the furlough scheme at the end of September 2021. There are few signs of any increase of redundancies, and available vacancies have increased with indicators showing widespread recruitment difficulties. There are signs of pay growth as a result.

Inflation currently stands at 3.1% (CPI) and 4.9% (RPI). The MPC has stated that it now expects inflation (CPI) to push above 4% this year and stay at this level into Q2 2022, although they have reiterated their previous view that global price pressures will prove transitory.

The Bank of England base rate remains at 0.1% where it has remained since March 2020 at the start of the Covid-19 outbreak. The MPC has indicated that recent economic developments have strengthened the case for a modest increase in the base rate, and all members agreed that any future initial tightening of monetary policy should be implemented by an increase in Bank Rate.

4. STRATEGY FOR 2021/22

The Council's Treasury Management strategy for the current year was approved by Full Council in March 2021. The Council's Investment Strategy outlined the Council's investment priorities as being security of capital and liquidity, with the aim of achieving the optimum return on investments commensurate with the proper levels of security and liquidity. Generally it was anticipated that investments for core cashflow requirements would be for periods of up to 3 months, but with scope

to invest for longer periods (up to 1 year) if surplus investment balances are available. All Investments in the year to date have been in line with the strategy.

On the borrowing side, the Strategy indicated that there was an estimated funding requirement of £8.5m. The Council has a fairly significant cash balance and is maintaining an internal borrowing position which is helping to deliver short term revenue savings.

5. INVESTMENT PORTFOLIO

A full list of investments held as at 30/09/2021 is shown in Appendix A. The majority of investments are short term, ensuring that the key dates relating to salaries, housing benefit and creditor payment runs are covered within a month. Where funds allow, these investments are supplemented with longer dated maturities to take advantage of increased returns.

6. BORROWING PORTFOLIO

During 2021/22, no new PWLB loans have so far been taken out, there are also no PWLB loan maturities due during the year.

A full list of loans held as at 30/09/2021 is shown in Appendix B.

7. DEBT RESCHEDULING

Debt rescheduling opportunities continue to be virtually non-existent in the current economic climate and the resultant structure of PWLB interest rates across the curve. Therefore no premature repayment of debt, or debt rescheduling, has taken place to date in this financial year.

8. COMPLIANCE WITH TREASURY LIMITS

During the financial year to date the Council has operated within the Treasury limits and Prudential Indicators set out in the Council's approved Treasury Management Strategy report for the year.

9. TREASURY ADVISORS

The Council employs Link Treasury Solutions Ltd as the Council's external Treasury advisor on a contract that runs until 31/08/2022. Link support by providing an analysis of investment counterparty creditworthiness, provide forecasts of movements in PWLB rates, undertake Balance Sheet reviews, they provide regular updates on economic and political changes together with advice on any changes to legislation or accounting standards.

10. BANKING CONTRACT

The Council has a contract with Barclays for the delivery of banking services, which runs until 29/02/2024. Barclays is a UK based bank, with a long-term credit rating of A1 (Moody's), and continues to provide the Council with an excellent service, in particular during the Covid 19 Pandemic. Barclays has operated local government sector specialism for over 15 years, currently providing transactional banking services to just under 25% of all local authorities and holding treasury relationships with close to 70% in the UK. The number of providers of banking services to the local government sector is very limited and it should be noted Barclays was the only bank that expressed an interest in the Council's business last time the contract was procured. There is high confidence in the measures Barclays has in place to counter fraud, a critical consideration in present times. Barclays has delivered high quality cyber fraud awareness training to Council officers that was free of charge which is referenced below. This a good example of the extra support services received under the contract.

11. TRAINING

Cyber criminals have taken advantage of businesses having to make changes to their processes due to the pandemic, and they are always adapting their tactics. To help protect the Council from this threat Barclays hosted a webinar which twenty officers recently attended called 'Fraud and Cyber Security: how to protect your organisation'.

	Has an Integrated Impact Assessment been completed? If, not, please state why	No: Report for information
Wellbeing of Future Generations:	Summary: Long term: Integration: Collaboration: Involvement: Prevention:	
Recommendation(s):	To note the contents of the report	
Reasons for decision:	None required	

Overview and Scrutiny: Considered during the Strategy approval process

Policy Framework: 2021/22 Treasury Management Strategy

Corporate Priorities: Treasury Mgmt underpins all Corporate Priorities

Financial Implications: Finance: Investment Income/External interest paid

Statutory Powers: Local Government Act 2003

Background Papers: 2021/22 Treasury Management Strategy report to Full Council (March 2021)

Appendices: Appendix A - Investment Portfolio
Appendix B - Debt Portfolio

Head of Service: Stephen Johnson (Finance & Procurement)

Reporting Officer: Justin Davies (Corporate Manager - Core Finance)

Date: 22/10/2021

Appendix A

INVESTMENT PORTFOLIO AS AT 30/09/2021:

DETAILS	VALUE	INTEREST RATE	INVESTMENT	
	£	%	FROM	TO
<u>Investments held</u>				
Bank of Scotland Tranche	2,000,000	0.03	20/09/2021	22/10/2021
Coventry Building Society	1,500,000	0.02	01/09/2021	29/10/2021
Coventry Building Society	1,000,000	0.02	31/08/2021	29/10/2021
Coventry Building Society	1,000,000	0.02	20/09/2021	19/11/2021
DMADF	1,000,000	0.01	03/09/2021	08/10/2021
DMADF	1,000,000	0.01	06/09/2021	11/10/2021
DMADF	1,000,000	0.01	07/09/2021	19/10/2021
DMADF	1,000,000	0.01	22/09/2021	12/10/2021
DMADF	500,000	0.01	03/09/2021	07/10/2021
Goldman Sachs International	2,000,000	0.165	15/09/2021	15/03/2022
Goldman Sachs International	2,000,000	0.14	30/09/2021	30/03/2022
	<u>14,000,000</u>			
<u>Deposits in Barclays Reserve a/c</u>				
Barclays Bank	<u>10,507,467</u>	0.05	30/09/2021	-
<u>Deposits in Notice Account</u>				
Nat West 35 Day	6,982,706	0.05	30/09/2021	-
Bank of Scotland 32 Day	4,000,000	0.03	30/09/2021	-
Santander 95 Day	4,000,000	0.20	30/09/2021	-
	<u>14,982,706</u>			
Total Investments as at 30/09/21	<u>39,490,172</u>			

DEBT PORTFOLIO AS AT 30/09/2021:**Appendix B**

Loan Ref	Repayment Method	Start Date	Maturity Date	Original Interest rate	Balance as at 30/09/21
<u>PWLB Loans</u>					
417195	A	24-Dec-71	02-Dec-31	8.000%	19,819
419325	A	21-Mar-72	02-Dec-31	7.750%	13,893
427730	A	12-Jun-73	02-Jun-33	9.875%	20,625
478179	M	26-Sep-96	31-Mar-56	8.125%	5,000,000
478585	M	10-Dec-96	30-Sep-56	7.500%	3,000,000
480055	M	13-Oct-97	30-Sep-57	6.375%	6,000,000
480689	M	27-Mar-98	30-Sep-52	5.875%	2,000,000
481159	M	20-Jul-98	31-Mar-53	5.500%	3,500,000
490819	M	24-Nov-05	31-Mar-31	4.250%	2,000,000
490981	M	11-Jan-06	31-Mar-51	3.900%	2,000,000
491703	M	07-Jun-06	30-Sep-41	4.350%	2,700,000
491819	M	07-Jul-06	30-Sep-31	4.500%	5,300,000
491837	M	12-Jul-06	02-Jun-39	4.450%	2,000,000
492936	M	20-Feb-07	06-Aug-32	4.550%	6,000,000
493401	M	22-Jun-07	30-Sep-22	5.400%	6,700,000
493733	M	10-Aug-07	30-Sep-37	4.750%	9,551,120
501411	A	10-Jul-12	31-Mar-32	2.860%	1,368,530
501928	A	01-Mar-13	31-Mar-29	2.630%	1,524,400
502054	A	28-Mar-13	06-Feb-33	2.860%	1,478,826
502477	A	13-Aug-13	30-Sep-28	3.110%	1,533,064
502596	M	10-Oct-13	09-Oct-36	4.210%	5,000,000
502827	M	06-Feb-14	10-Jan-25	3.660%	3,000,000
502828	M	06-Feb-14	10-Jan-27	3.840%	2,000,000
502981	A	09-Apr-14	31-Mar-34	3.680%	1,626,172
502982	A	09-Apr-14	30-Sep-28	3.230%	2,162,642
503489	M	25-Nov-14	31-Mar-45	3.670%	5,000,000
503490	A	25-Nov-14	31-Mar-44	3.400%	1,189,694
503728	M	09-Feb-15	31-Mar-60	2.750%	4,000,000
503729	M	09-Feb-15	31-Mar-61	2.750%	4,000,000
504645	A	04-Feb-16	30-Sep-45	2.760%	2,250,310
506318	M	06-Sep-17	01-Sep-28	1.970%	2,000,000
506319	M	06-Sep-17	01-Sep-46	2.560%	6,000,000
507963	M	30-Oct-18	31-Mar-34	2.500%	2,000,000
507964	M	30-Oct-18	30-Sep-48	2.460%	1,800,000
508214	M	13-Dec-18	30-Sep-39	2.520%	2,000,000
509622	M	08-Aug-19	30-Sep-58	1.970%	2,000,000
509623	M	08-Aug-19	30-Sep-34	1.730%	1,800,000
					109,539,093
<u>Market Loan</u>					
Barclays	M	20-Jun-16	13-Sep-66	3.660%	5,750,000
<u>WG Repayable Loan funding</u>					
Housing Improvement & Empty Property Loan 1	M	06-Mar-15	31-Mar-30	0.000%	556,075
Housing Improvement & Empty Property Loan 2	M	27-Mar-20	31-Mar-35	0.000%	250,000
Housing Improvement & Empty Property Loan 3	M	19-Feb-21	31-Mar-27	0.000%	80,000
					886,075
TOTAL					116,175,168

Key

A - Annuity

M - Maturity

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Cyngor Sir CEREDIGION County Council

REPORT TO:	CABINET
DATE:	7 December 2021
LOCATION:	SKYPE - Council Chambers, Penmorfa, Aberaeron
TITLE:	CYSUR/CWMPAS Combined Local Operational Group Safeguarding Report Qtr 1 2021-22
PURPOSE OF REPORT:	To monitor activity on a multi-agency basis of the actions taken to safeguard children and adults within Ceredigion
REASON SCRUTINY HAVE REQUESTED THE INFORMATION:	To ensure members monitor progress in the CYSUR/CWMPAS Combined Local Operational Group quarterly management meetings

BACKGROUND:

Please see attached CYSUR-CWMPAS Combined Local Operational Group Safeguarding Report for Qtr 1, 2021-22.

These are multi-agency management reports in relation to safeguarding children and adults in Ceredigion during the period 1st April to 30th June 2021. They provide management information on action taken under the Wales Safeguarding Procedures.

The Reports include information provided by other agencies in relation to safeguarding the welfare of children and adults in Ceredigion.

The management information is discussed by members of the CYSUR/CWMPAS Combined (Ceredigion) Local Operations Group in order to monitor and evaluate the effectiveness of the safeguarding children and adults arrangements in Ceredigion and the outcomes achieved

These multi agency meetings provide an opportunity to identify and act upon any performance and other issues within this area of work.

Performance information is also provided to the Mid and West Wales Regional Safeguarding Board which is also an opportunity to analyse performance, trends and issues across the Region.

Summary of Key points:

CHILDREN SAFEGUARDING

- There was quite an increase in the number of safeguarding children reports from the previous quarter that led to Child Protection Strategy Discussions/Strategy Meetings, 99 reports in Q4 to 116 in Quarter 1. This is a substantial increase from the same quarter in the previous year when there were 85 reports that proceeded to strategy discussion/strategy meeting. With the easing of restrictions and schools re-opening there has been a growth in the number of reports received with reporting levels having been suppressed during the lockdown period.
- There were 18 Initial Child Protection Conferences held in this quarter, compared to 9 in the previous Quarter, Quarter 4.
- The total number of children placed on the Child Protection Register following Initial Conferences were 18 in this quarter, compared to 7 in the previous quarter.
- Police were again the main referring agency in this quarter followed by Education and then Internal Social Services staff. This follows the same pattern in Quarter 4.
- There were 65 Section 47 Enquiries undertaken in this quarter, compared to 45 in Q4. 50 of the 65 Enquiries were undertaken jointly between Police and Social Services, 6 were undertaken as a single agency by Social Services and 9 were undertaken by Police only.
- The main concerns that led to the completion of child protection enquiries were allegations of sexual abuse/exploitation (25) and physical abuse (24). This is comparable with Q4 where physical abuse (17) and sexual abuse (16) were the main categories of abuse reported.
- The initial child protection conferences held during this quarter had doubled from the previous quarter. 94.4% of initial conferences were held within timescales.
- There were a total number of 12 Review Child Protection Conferences held in this quarter. This related to a total of 24 children from 12 families. As an outcome of the review conferences, 7 children remained on the register with 17 children removed from the Child Protection Register, Of the number of children removed from the register, 16 children remained subject to a Child in Need Care and Support Plan.
- In 95% of the conferences held, there was at least one family member, who holds Parental Responsibility was present at conference and in 90% of the conferences held, the children's views were represented.
- The main risk factors to children that were recorded from conferences, were domestic abuse, parental non-cooperation with the CP Plan, separation, and parental mental health difficulties.
- The number of children on the Child Protection Register was consistent with the previous quarter; however 17 Children were deregistered with a further 18 Children being registered at the Initial Child Protection Conference.

Has an Integrated Impact Assessment been completed? If, not, please state why No

Summary:

This report is provided on an ongoing basis and demonstrates the continuing work that is undertaken in relation to safeguarding children and adults in Ceredigion

WELLBEING OF FUTURE GENERATIONS:

- Long term:** Balancing short term need with long term planning for the future
- Integration:** Positively impacting on people, economy, environment and culture and trying to benefit all three
- Collaboration:** Working together with other partners to delivery
- Involvement:** Involving those with an interest and seeking their views, stakeholder engagement and consultation
- Prevention:** Putting resources into preventing problems occurring or getting worse

RECOMMENDATION (S):

To note the contents of the report and the levels of activity with the Local Authority

REASON FOR RECOMMENDATION (S):

So that governance of the Local Authority activity and its partner agencies are monitored

Contact Name: Siân Howys

Designation: Corporate Lead Officer: (Children & Families)

Date of Report: 2nd September 2021

Acronyms:

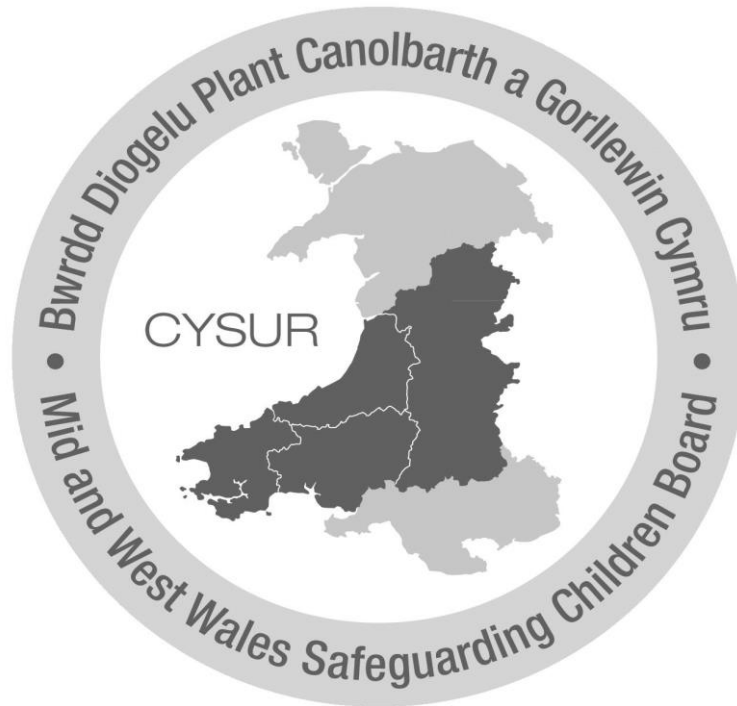
CP – Child Protection

CPR – Child Protection Register

Part 4 – Allegations against a member of staff or those working with children, e.g. - foster carers, volunteers, playgroups, etc.

CPCC – Child Protection Case Conference

ICPC – Initial Child Protection Conference



CEREDIGION
CYSUR LOCAL OPERATIONAL GROUP
Performance Management Report

Quarter: 1
1.4.21 – 30.6.21

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SECTION 1: INTRODUCTION:

This is the multi-agency management report in relation to safeguarding children in Ceredigion during the period 1st April to 30th June 2021. It provides performance management information on action taken to safeguard children.

It includes reports from partner agencies relating to safeguarding and promoting the wellbeing of children in Ceredigion.

The indicators and measures used are defined and reported on locally, regionally and nationally.

This management information is regularly discussed by members of the CYSUR Ceredigion Local Operations Group in order to monitor and evaluate the effectiveness of safeguarding children arrangements in Ceredigion and the outcomes achieved.

Any comments or queries regarding the report should be addressed to:

Elizabeth Upcott
Rheolwr Corfforaethol Diogelu
Safeguarding Corporate Manager,
Elizabeth.Upcott@ceredigion.gov.uk
01545 574212

SECTION 2: Headline and Comparative Data

Referral Outcomes	April-June 2021	Jan-Mar 2021	Oct-Dec 2020	July-Sept 2020	April-June 2020
Reports/Referrals leading to Child Protection Strategy Discussions / Meetings	116	99	102	92	85
Initial CP Conferences					
Number of Initial CP Conferences (excluding transfer and pre-birth conferences)	8	3	13	10	5
Number of Initial Pre Birth CP Conferences	1	-	1	2	2
Number of Transfer CP Conferences	-	1	-	-	-
Total number of Initial CP Conferences (including transfer and pre-birth Conferences)	9	4	14	12	7
Total number of children subject to Initial/Pre-birth/Transfer Conferences	18	9	20	23	9
CP Register					
Number of children's names placed on the CP Register (excluding pre-birth and transfer conferences)	17	4	15	18	7
Number of children's names to be placed on the CP Register at birth	1	-	1	2	2
Number of children's names placed on the CP Register after transfer from other Local Authorities	-	3	-	-	-
Total number of children's names placed on the CP Register following Initial Conferences	18	7	16	20	9
Total number of children's names not placed on the CP Register	-	2	4	3	-
Review CP Conferences					
Total number of Review CP Conferences	12	18	17	16	19
Total number of children subject to Review CP Conferences	24	35	39	26	42
Total number of children remaining on CP Register	7	11	18	11	24
Total number of children removed from the CP Register	17	24	21	15	18

Analysis:

There was a significant increase in the number of referrals that lead to action taken under Wales Safeguarding Procedures during this quarter and during this quarter in the previous year. The percentage of children discussed at review conferences and who were deregistered was 71%.

SECTION 3: Child Protection Reports and Referrals:

Victoria Climbié Inquiry Recommendation 39 requires that front line staff transfer enquiries about the safety and welfare of children to the appropriate team without delay and within an hour. In Ceredigion, Porth Gofal receives and records all calls from the public, professionals and agencies and passes them to the Child and Family Assessment and Support Team.

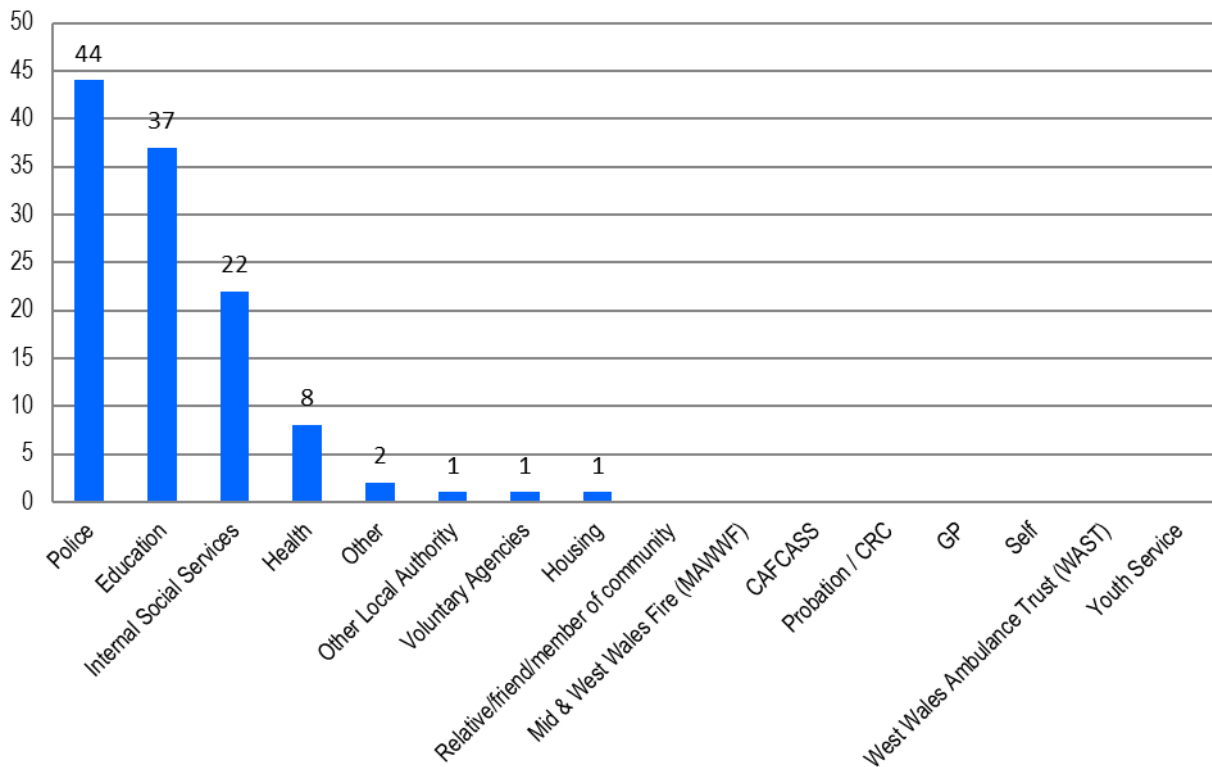
The following table shows the level of compliance with the recommendation:

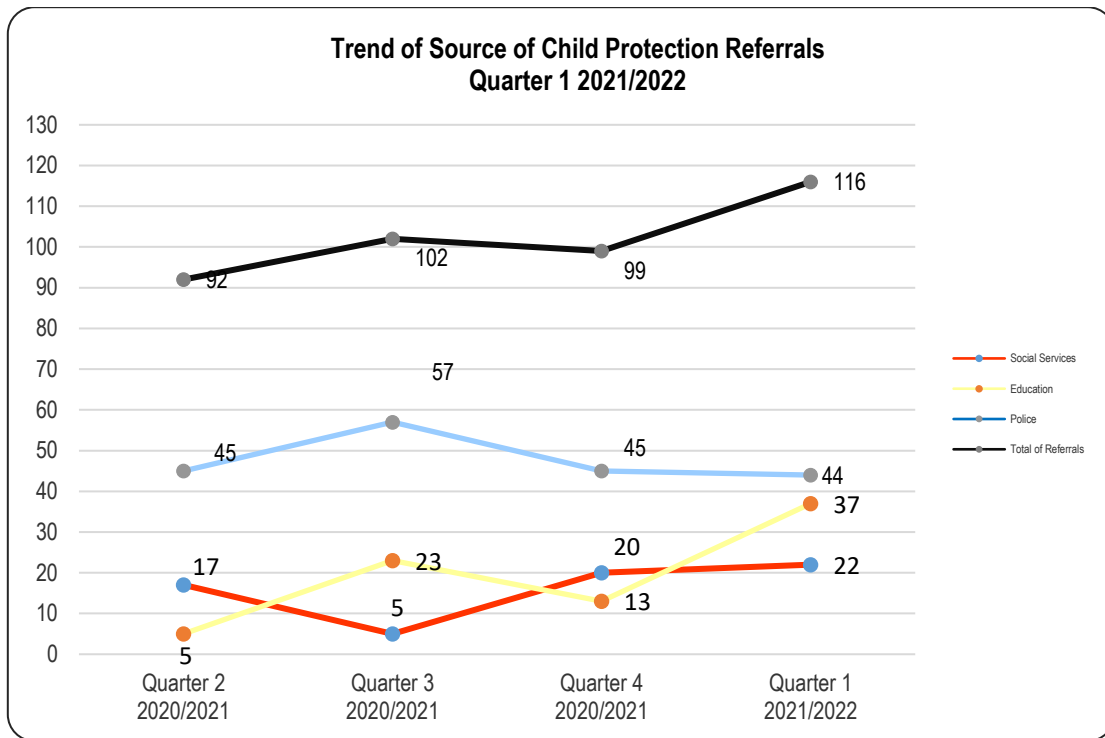
Level	Passed to Duty Team Officer within 1 hour	Passed to Duty Team Officer with 2 hours	Passed to Duty Team Officer within 2-5 hours	Total
April				
1	45	7	33	85
2	36	10	16	62
3	42	7	6	55
4	26	10	0	36
5	4	0	0	4
Level	Passed to Duty Team Officer within 1 hour	Passed to Duty Team Officer with 2 hours	Passed to Duty Team Officer within 2-5 hours	Total
May				
1	58	12	32	102
2	42	22	14	78
3	91	24	18	133
4	49	5	5	59
5	5	0	0	5
				Total
June				
1	47	14	51	112
2	40	24	17	81
3	79	42	22	143
4	20	2	0	22
5	0	1	0	1

**Sources of Child Protection Referrals and Figures
that resulted in a Strategy Discussion**

Contact by	April	May	June	Total	Comp figures quarter 4
Police	11	17	16	44	45
Education	9	13	15	37	13
Internal Social Services	5	11	6	22	20
Health		5	3	8	4
Other	1		1	2	3
Other Local Authority		1		1	5
Voluntary Agencies		1		1	3
Housing	1			1	-
Relative/friend/member of community					5
Mid & West Wales Fire (MAWWF)					1
Probation / CRC					-
CAFCASS					-
GP					-
Youth Service					-
Self					-
West Wales Ambulance Trust(WAST)					-
Total	27	48	41	116	99

**Sources of Child Protection Referrals & Figures that resulted in a
Part 3 Strategy Discussion (116)
Quarter 1 2021/2022**

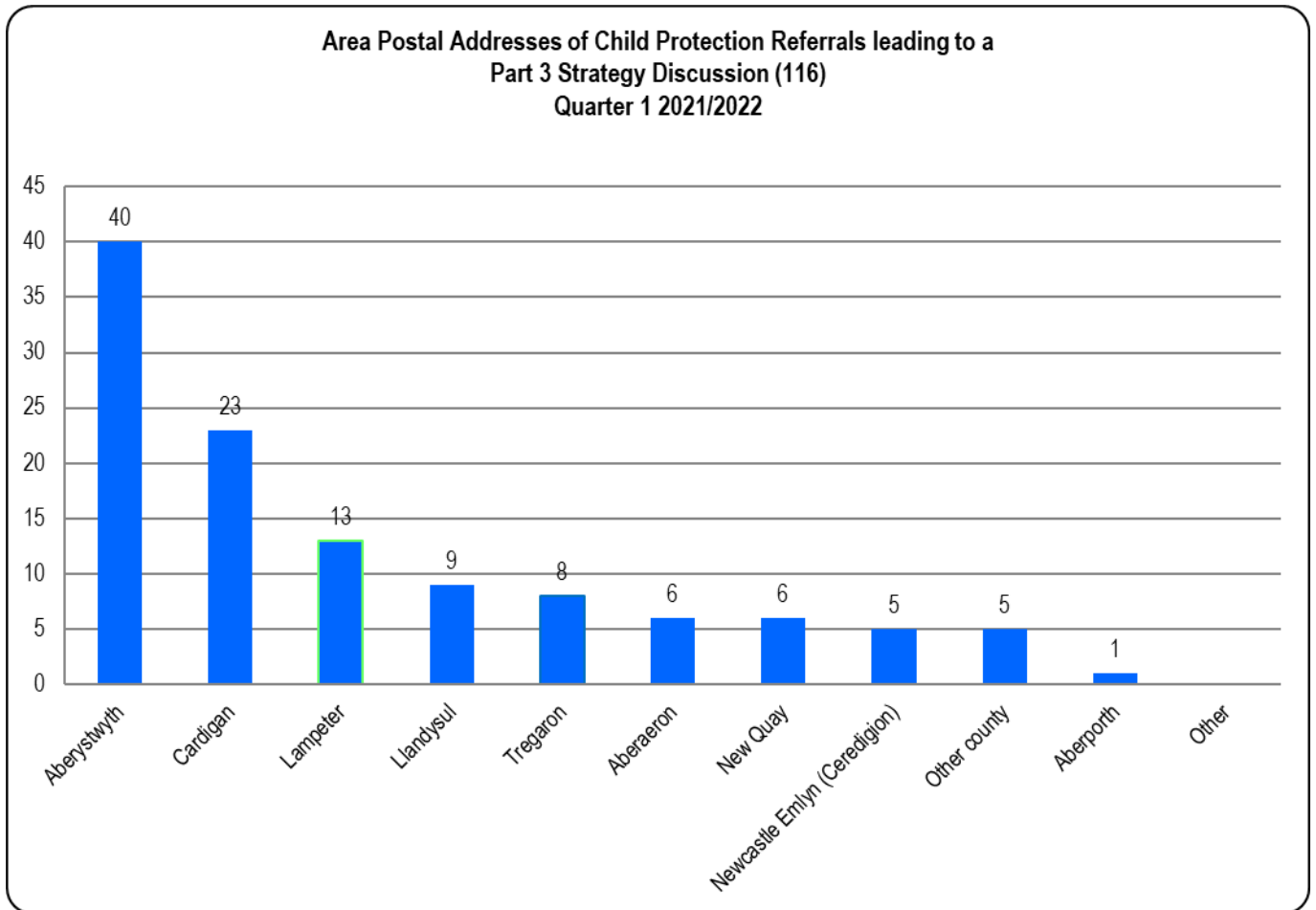




Analysis:

The Police remained as the largest source of referrals during the quarter, however the schools' rate rose considerably following reopening at the beginning of the previous quarter.

Area Postal Addresses of Child Protection Referrals leading to a Part 3 Strategy Discussion					
Nearest town in Postal Address	April	May	June	Total	Comparative figure quarter 4
Aberystwyth	11	16	13	40	39
Cardigan	3	6	14	23	19
Lampeter	2	6	5	13	14
Llandysul	4	1	4	9	6
Tregaron	2	5	1	8	-
Aberaeron	1	4	1	6	7
New Quay	1	4	1	6	4
Newcastle Emlyn (Ceredigion)	3	2		5	4
Other county		3	2	5	4
Aberporth		1		1	2
Other				-	-
Total Number of Referrals	27	48	41	116	99



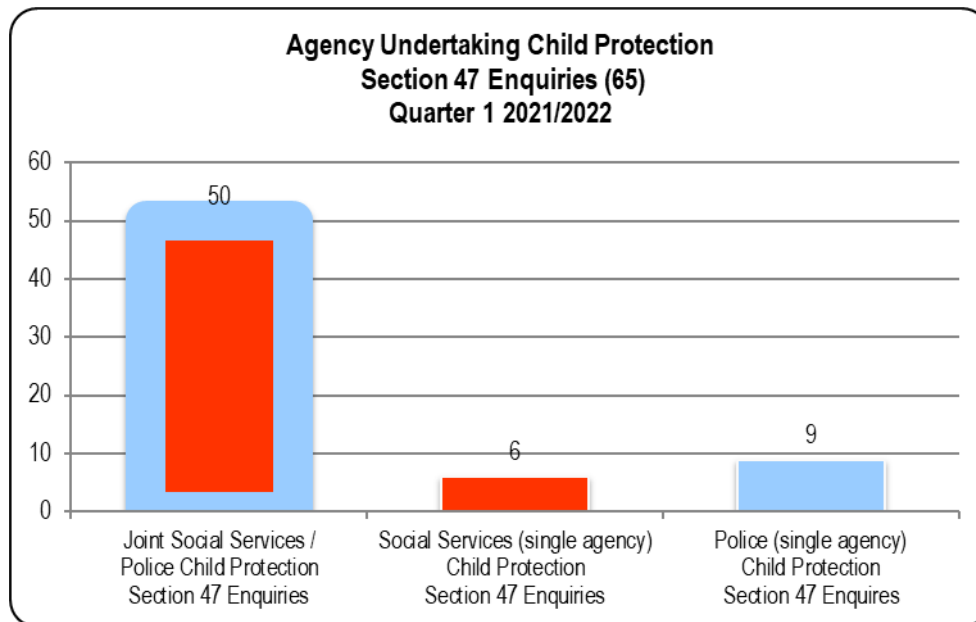
Analysis:

Aberystwyth is consistently the area of the greatest number of referrals

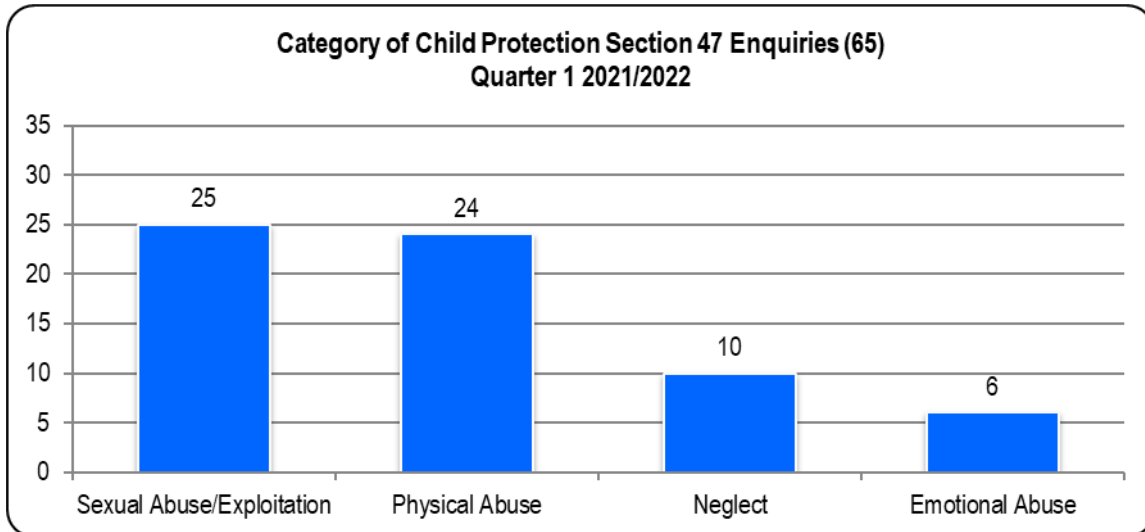
% Breakdown of Safeguarding Activity Quarter 1 2021/2022 (1 April – 30 June)			
Total of 978 - All Initial Contacts re Children			
NAET Assigned to Children's Teams - Information unavailable	Strategy Discussions 12%	Section 47 Enquiries- 7%	Initial Child Protection Conferences - 1%

SECTION 4: Child Protection Section 47 Enquiries

No. of Part 3 Child Protection Strategy Discussions/ Meetings					
April	May	June	Total	Comparative fig quarter 4	
27 (31)	48 (31)	41 (37)	116	99	
Agency undertaking Child Protection Section 47 Enquiries					
	April	May	June	Total	Comparative fig quarter 4
Joint Social Services / Police Child Protection Section 47 Enquiries	18	24	8	50	38
Social Services (single agency) Child Protection Section 47 enquiries	-	5	1	6	4
Police (single agency) Child Protection Section 47 enquires	2	2	5	9	3
Total Enquiries	20	31	14	65	45



Category of Child Protection Section 47 Enquiry					
Category	April	May	June	Total	comparative fig Quarter 4
Sexual Abuse/Exploitation	4	13	8	25	16
Physical Abuse	9	10	5	24	17
Neglect	1	7	2	10	8
Emotional Abuse	4	1	1	6	4
Total Number of Enquiries	18	31	16	65	45



Video Interviews					
	April	May	June	Total	comparative fig Quarter 4
Number of video interviews with children				-	-

Analysis:

The main concerns that lead to completing child protection enquiries were allegations of sexual abuse/exploitation and physical abuse.

The majority of enquiries were carried out jointly by Police and Children Services.

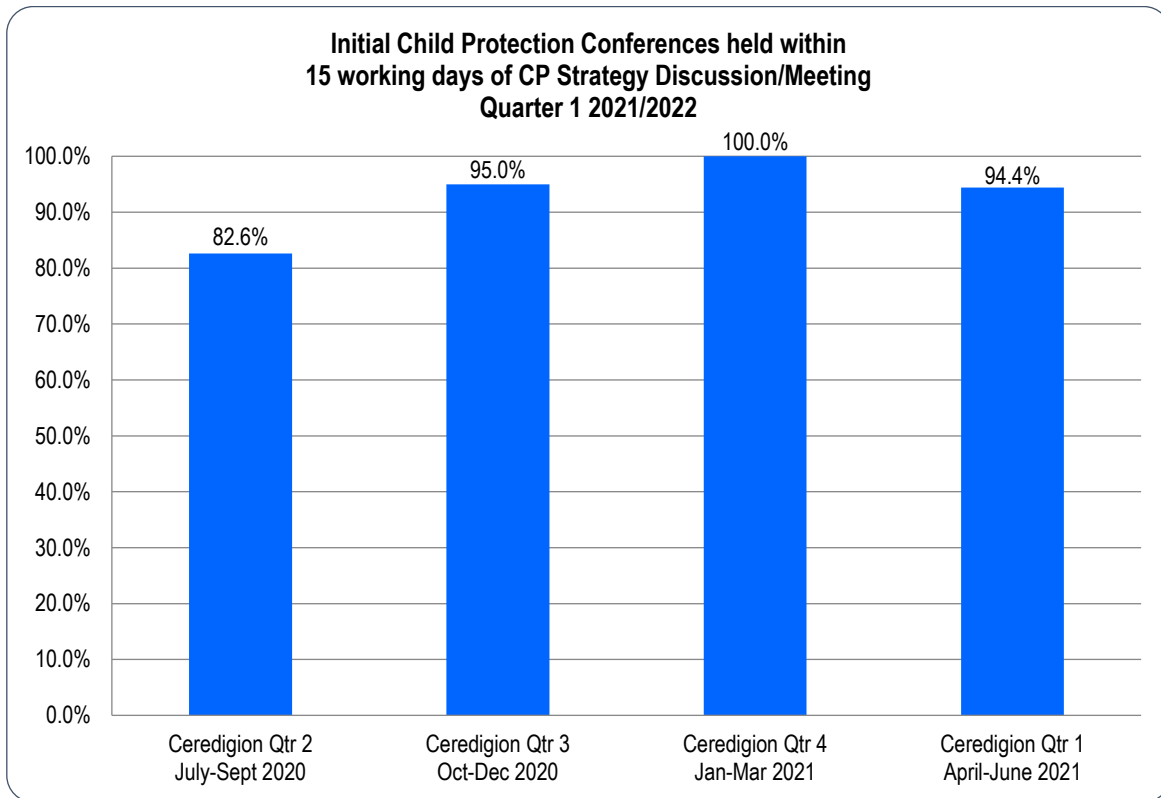
SECTION 5: Child Protection Conferences

This table contains breakdown figures in relation to Outcomes of Initial Child Protection Conferences					
Total Number of Initial CPCs	No. of children	No. of unborn	No. of families	Number of children placed on CPR incl. unborn and transferred	No. of children with Child In Need of Care and Support Plan if not registered
9	17	1	9	18	-

Initial Child Protection Conferences in timescale

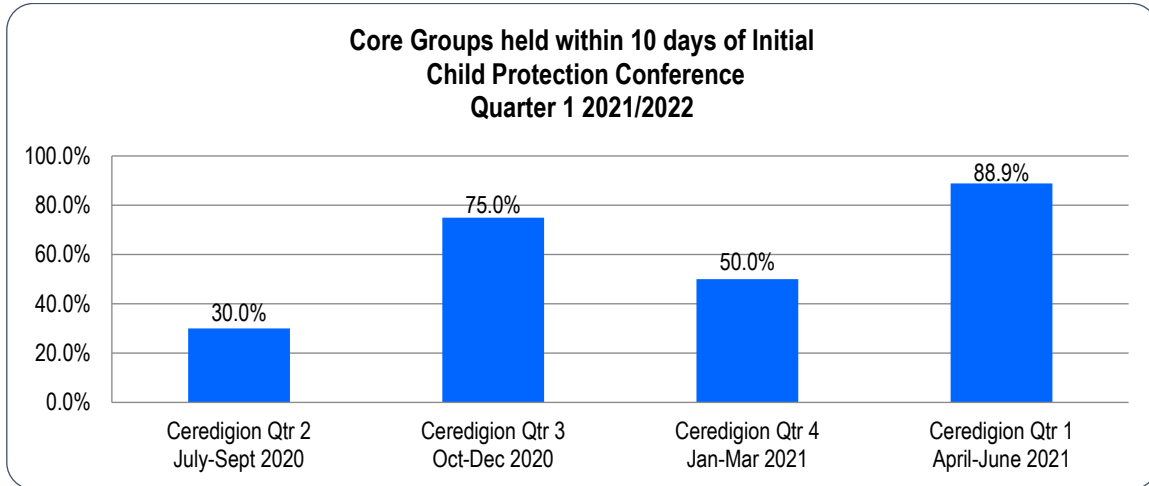
94.4% of Initial Child Protection Conferences were recorded to have taken place within 15 working days of the Strategy Discussion/Meeting. There was a delay for 1 Initial Child Protection Conference to allow Police attendance.

It is important to note that all initial and Review Case Conferences are being held virtually via Microsoft Teams. Both parents and children have been able to participate in the meetings.



Child Protection Core Group Meetings in timescale:

88.9% of Child Protection Core Group Meetings were recorded to have taken place within 10 working days of the Initial CP Conference. This represents 16 children out of 18. For 1 young person the Core Group had to be rescheduled as there were connections problems on the day of the meeting; for the other young person the Core Group was delayed day due to agency availability.



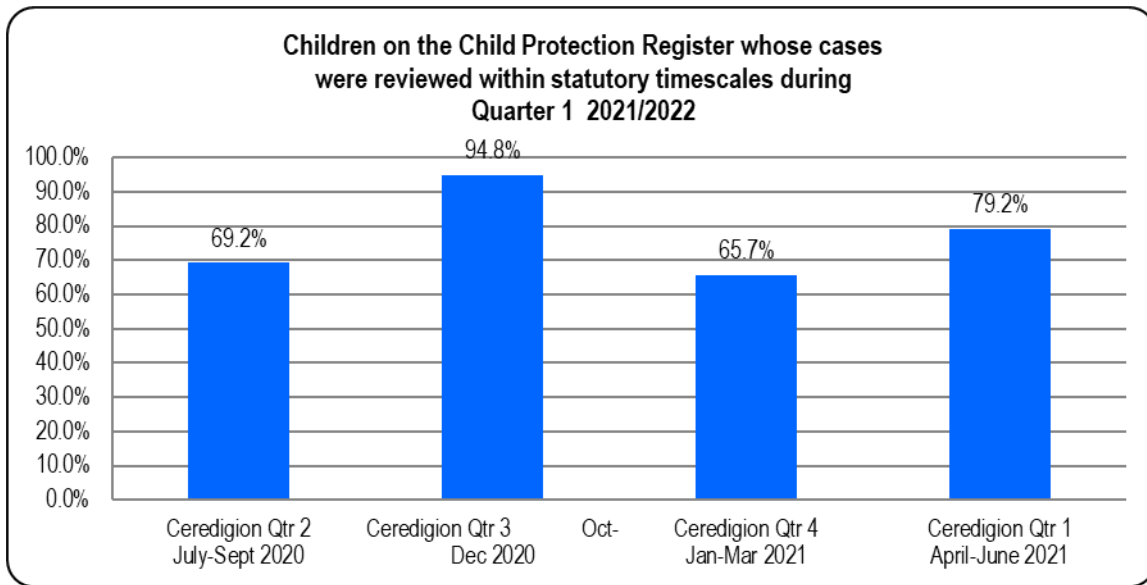
This table contains breakdown figures in relation to the outcomes of Review Child Protection Conferences:					
Total No. of Review CPCs	No. of children	No. of families	No. of names of children remaining on CP Register	No. of names of children removed from CP Register	No. of children with Child In Need of Care and Support Plan following de-registration
12	24	12	7	17	16

Outcomes of Reviews:

Of the 17 children who were de-registered, 8 were in receipt of further intervention on a Child in Need of Care and Support Plan; 8 subject to a Court Order and Looked After Children with 1 further young person not in need of any services.

Review Child Protection Conferences in Timescales:

79.2% of Review Child Protection Conferences were recorded to have taken place within timescales. For 1 child the Conference was out of timescales due to sickness absence of the Independent Chair, for 1 other child it was due to Social Worker sickness. For 1 sibling group of 2 children there was confusion with the Conference date which was rescheduled but unfortunately out of timescales. The Review Conference for 1 other child was out of timescales due to family and professionals' availability. All RCPC were rearranged as soon as possible; the review conferences were on average 11 days late, with all 5 of the reviewed children being deregistered at Review Conference.



Participation of parents and children in Child Protection Conferences						
*Comparative data for Quarter 4 in brackets						
*Social Worker report to parents 24 hours before CPC	*CP Chair met with family before CPC	*CP Chair met with child before CPC	*Family member present at CPC	*Children's views represented at CPC who did not attend (5 -18 yrs.)	*Children attendance at CPC (Over 11 yrs.)	*Children Who have allocated Advocate / Tros Gynnal.
100%(100%)	95% (100%)	100% (80%)	95%(100%)	90% (91%)	12% (42%)	63% (76%)

Child and Family Participation and Attendance at Conferences:

Attendance by parents, children and family members:

At least 1 parent/grandparent with parental responsibility was present in 20 (95%) Child Protection Conferences.

In total, 33 parents and other family members attended CP Conferences.

The views of children and young people have been represented before and during the CP Conference;

A total of 41 Children from 20 families were the subject of Initial, Pre-birth, Transfer and Review CP Conferences during this quarter.

Conferences consisted of 1 (2%) Pre-birth child, 1 (2%) child was under 6 months, 1 (2%) child was between 6 and 12 months, 7 (17%) children were over 1 and under 5 years, 15 (36%) children were between 5 and 10 years and 17 (41%) children were between 11 and 18 years old.

12 (80%) Children between the ages of 5 and 11 had their views represented at the Conference. 2 (12%) of the Young Persons aged over 11 years attended their Conference, both (100%) of these Young People met with the Chair prior to the Conference; the Chair did not meet with any of these young people after the Conference. All 15 (100%) of the Young Persons who did not attend the Conferences had their views represented at the Conference.

20 (63%) Of young persons over the age of 5 years received the services of an advocate, 8 were referred for a service but no service was received; a further 4 young people needed to be referred to the service.

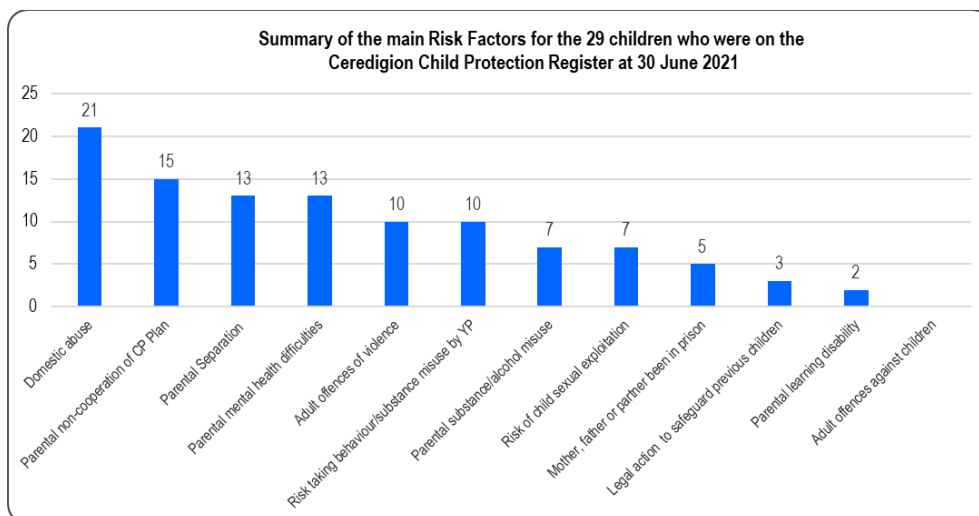
Performance Management Report 1/4//21 - 30/6/21

Analysis

95% Conferences have at least 1 family member in attendance.

There was a decrease in an Advocate Service being offered to every child discussed at Conference in this period.

Summary of main Risk Factors/ ACEs identified and discussed at Child Protection Conferences	
This table is based on the Independent Conference Chair’s evaluation of risk factors noted at Initial CP Conferences when children’s names were placed on the Child Protection Register and at Review CP Conferences when children’s names remained on the Register.	
Summary of the main Risk Factors for the 29 children who were on the Ceredigion Child Protection Register at 30 June 2021	
Domestic Abuse (ACE)	21 (72.4%)
Parental non-cooperation with the CP Plan	15 (51.7%)
Parental separation has been a factor in this household (ACE)	13 (44.8%)
Parental mental health difficulties (ACE)	13 (44.8%)
Adult offences of violence	10 (34.5%)
Risk taking behaviour/substance misuse by young person	10 (34.5%)
Parental substance/alcohol misuse (ACE)	7 (24.1%)
Risk of child sexual exploitation	7 (24.1%)
Mother, father or partner have been in prison (ACE)	5 (17.2%)
Legal action taken to safeguard previous children in family	3 (10.3%)
Parental learning disability	2 (6.9%)
Adult offences against children	0 (%)

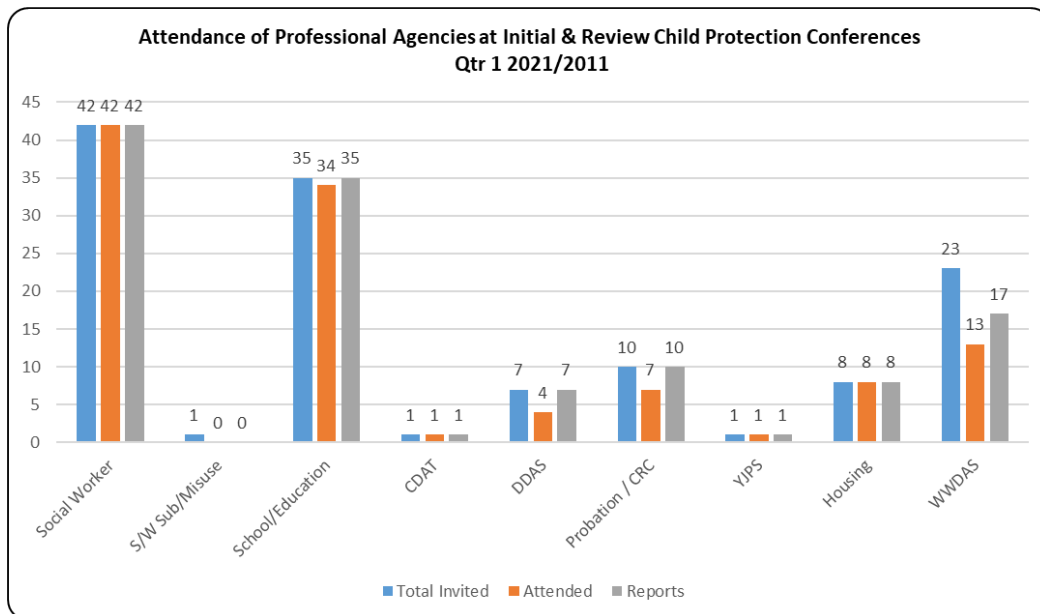


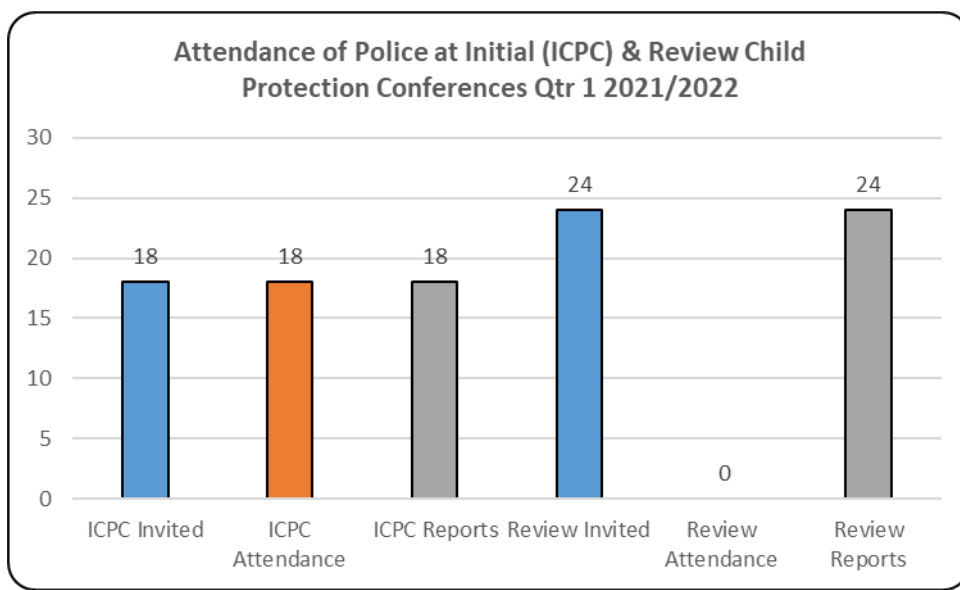
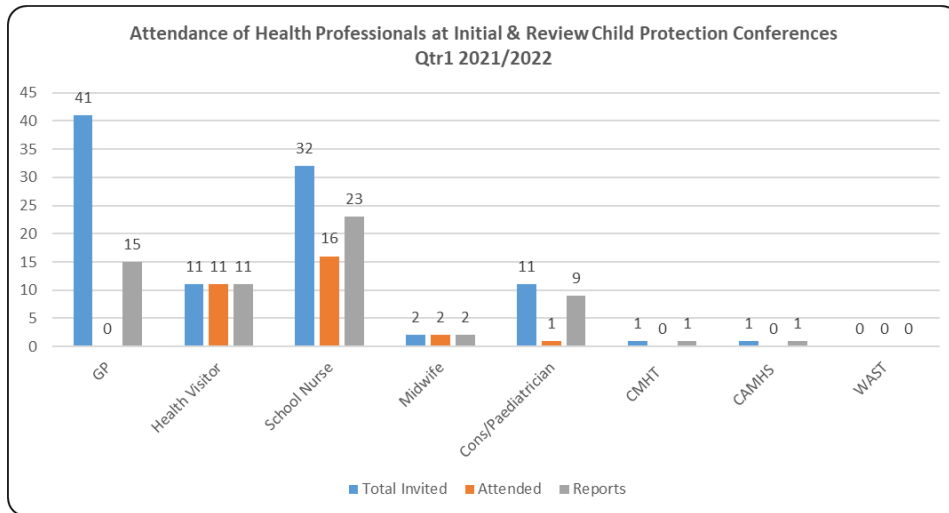
The Toxic Three Risk Factors for the 29 children who were on the Ceredigion Child Protection Register at 30 June 2021		
Number of children subject to a Care and Support Protection Plan where all of the Three Toxic Risk Factors feature (Domestic Abuse, Parental Substance Misuse and Parental Mental Health)	6	20.7%
Number of children subject to a Care and Support Protection Plan where Parental Separation <i>or / and</i> Incarceration feature (ACE)	14	48.3%
Number of children subject to a Care and Support Protection Plan where all five ACE (Domestic Abuse, Parental Substance Misuse, Parental Mental Health, Parental Separation and Incarceration)	4	13.8%

Analysis:

The main risk factors recorded were domestic abuse, parental non co-operation with the plan, parental separation and parental mental health difficulties.

Agency Attendance at Conferences:





The attendance of agencies at CPCs is illustrated in the charts above. An average of 6 agencies' staff members were invited to each CPC and an average of 4 attended.

There was an average of 5 written reports available at each CPC.

The date for a Review CPC was arranged at each conference when it was required.

All 21 (100%) of CPCs were quorate.

1 (5%) CPC recommended that a Family Group meeting be convened.

Written reports were provided by Social Workers for all 21 (100%) of CPCs, Chronologies were included in all (100%) of Initial Conferences reports.

21 (100%) of professionals/agency staff expressed their views about the level of risk and registration at all CPCs.

36 (86%) CPC registration decisions were unanimous; with 6 (14%) CPC registration a majority decision.

0 (0%) CPCs reported that there was dissent regarding the safety of the CP Plan for safeguarding the welfare of a child on the CP Register.

4 (19%) CPC's identified a young carer.

4 (19%) CPC identified that there was a shortfall in information regarding the mother's partner.

1 (5%) CPC's identified that the young persons had moderate/severe learning disability; with 6 (29%) CPC's reporting that the young person's had an Individual Development Plan.

0 (0%) CPC identified a physical/sensory disability, 7 (33%) behaviour problems were reported in CPC's.

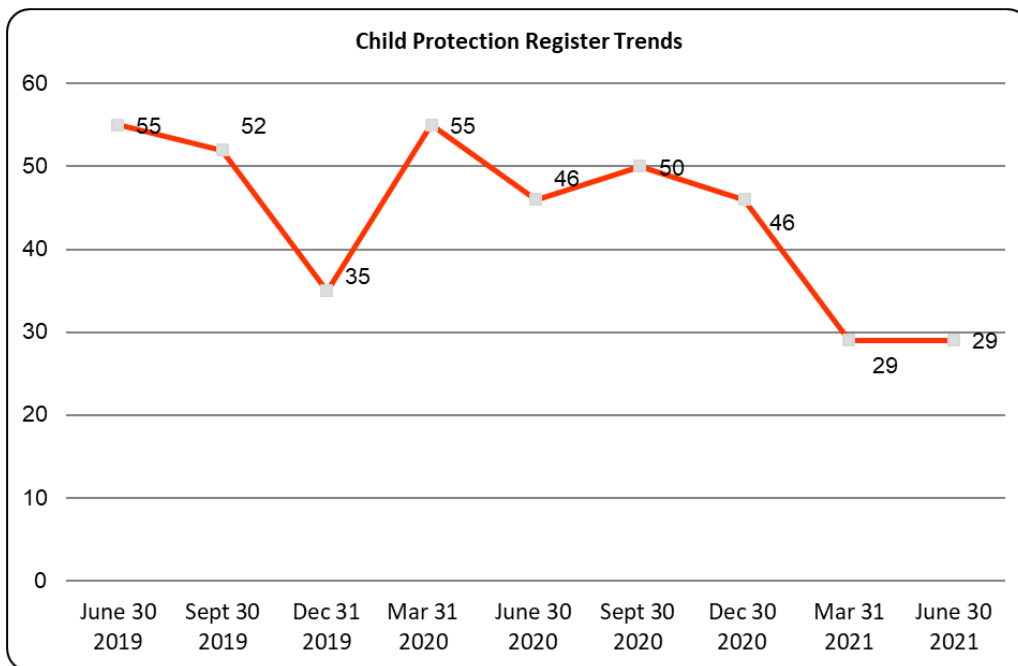
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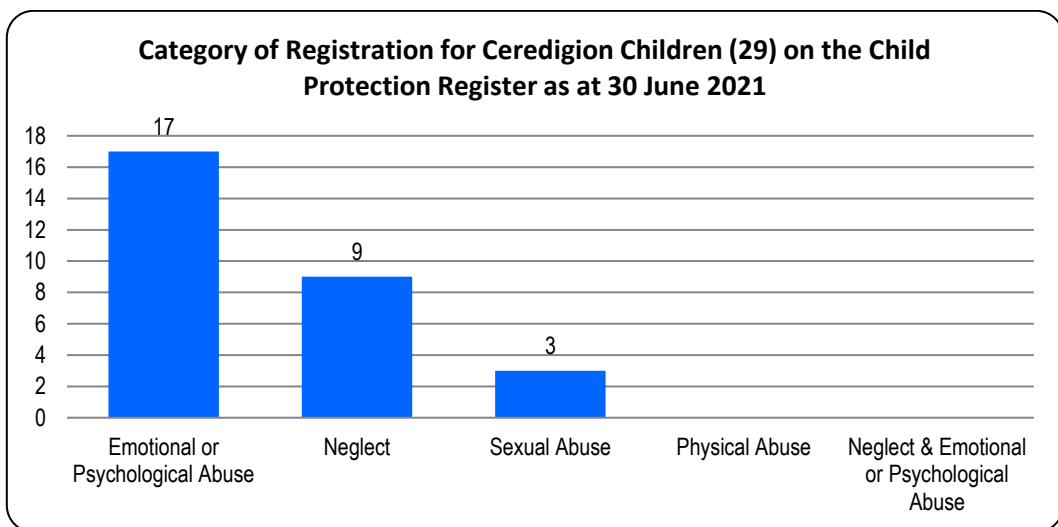
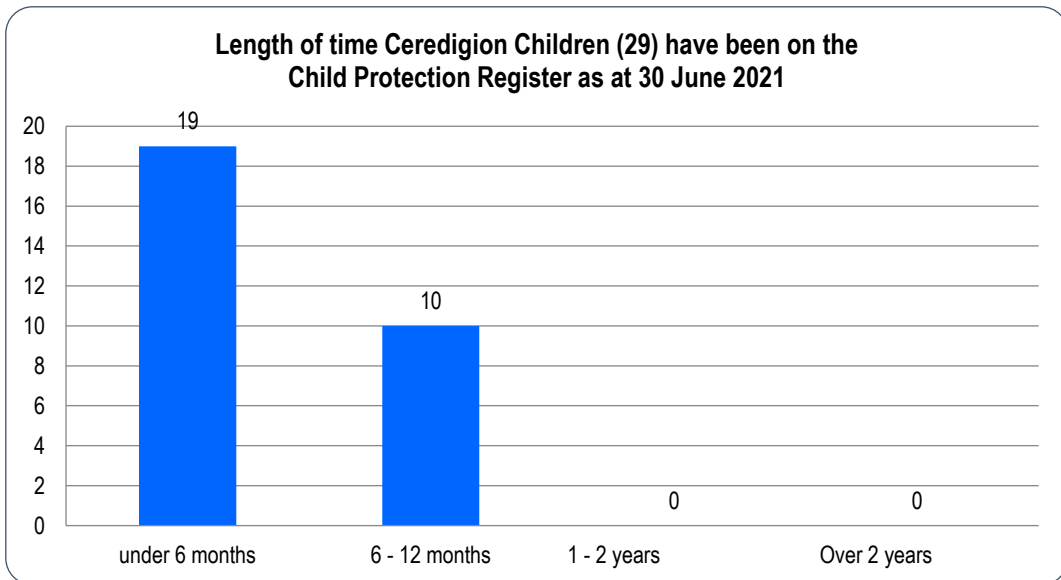
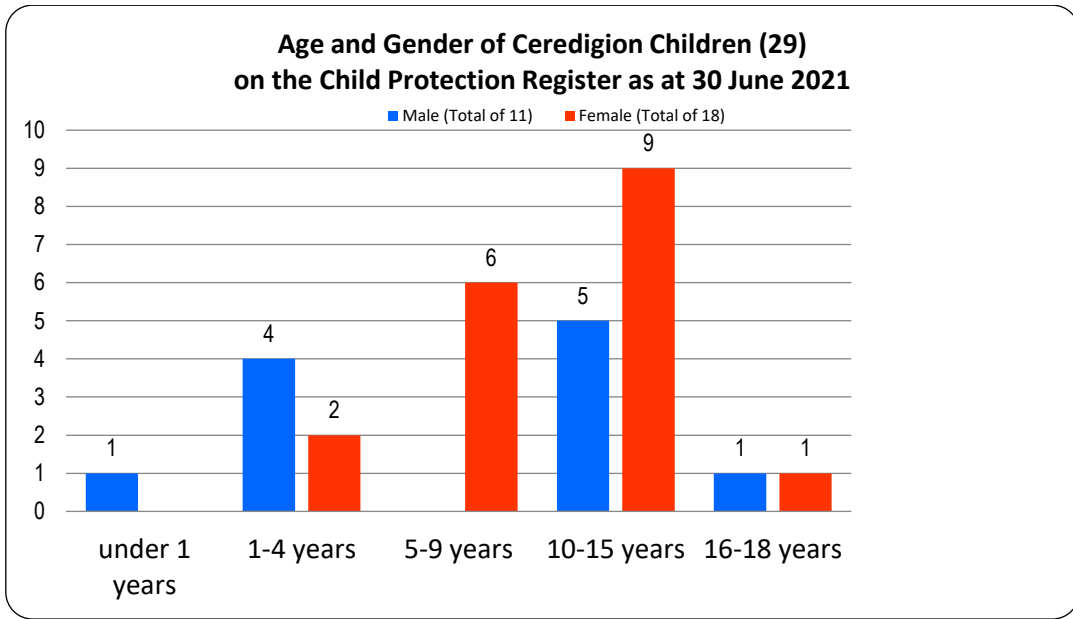
7 (33%) CPCs identified that the young persons had speech/language difficulties; with 0 (0%) CPC informed that the children had been excluded from school.

SECTION 6: Child Protection Register

The following table and chart provides the register data and trends at the end of each quarter commencing with the most recent quarter.

Child Protection Register (CPR)	No of Ceredigion children registered on the CPR	No of Ceredigion Families registered on CPR	No of children temporarily registered on CPR	No of families temporarily registered on CPR	Total no. of all children registered on the CPR	Total no. of all families registered on the CPR	Total no of Ceredigion children on CPR Looked After
June 30 th 2021	29	15	13	6	42	21	4
March 31 st 2021	29	16	12	6	41	22	5
Dec 31 st 2020	46	24	7	5	53	29	5
Sept 30 th 2020	50	22	4	3	54	25	1
June 30 th 2020	46	24	4	2	50	26	4
March 31 st 2020	55	26	10	4	65	30	2
Dec 31 st 2019	35	20	12	5	47	25	3
Sept 30 th 2019	52	27	7	3	59	30	4
June 30 th 2019	55	31	10	5	65	36	3
March 31 st 2019	74	40	4	3	78	44	5
Dec 31 st 2018	53	32	2	2	55	34	4
Sept 30 th 2018	58	36	9	7	67	43	3





WG Measure 28 - The average length of time for all children who were on the Child Protection Register:

This Measure asks for the average length of time in calendar days on the register for all children who were de-registered during the quarter	April-June	211
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	April-June 2021	Jan-Mar 2021	Oct-Dec 2020	July-Sept 2020	April-June 2020	Jan-Mar 2020	Oct-Dec 2019	July-Sept 2019	April-June 2019
Rate per 10,000 Children under 18	23	23	36	39	36	42	27	40	42

WG Measure 27 – The number of re-registrations of children on Local Authority Child Protection Registers within the year

Initial Conferences	April-June 2021	Jan-Mar 2021	Oct-Dec 2020	July-Sept 2020	April-June 2020	Jan-Mar 2020	Oct-Dec 2019	July-Sept 2019
Number of Children previously on the register and deregistered within last 12 months	0	0	0	0	0	0	1	5

Analysis

The number of children on the Register at the end of this period matches the previous quarter. 17 Children were deregistered, which consisted of 1 family with 4 children, 2 families with 3 children, 1 family with 2 children and 5 families with one child. However 17 Children were registered at Initial Child Protection Conferences with a further child to be registered at birth. The number of children in these families consisted of 1 family with 6 children, 1 family with 4 children, 1 family with 2 children, 5 further families with 1 child and 1 family with an unborn child to be registered at birth.

The highest category of registration is emotional abuse and neglect which reflects domestic abuse as one of the greatest risk factors.

The majority of children are on the Register for a period of up to 6 months.

The number of girls on the Register remains higher than the number of boys.

The biggest age category of registration remains consistently at 10-15yrs.

SECTION 7: Child Protection Strategy Meetings held under Part 4 and Part 5 of the All Wales Child Protection Procedures

There were 21 children referred and in total there were 22 strategy meetings held in the quarter.

Strategy Meetings were held in relation to 4 Ceredigion Looked After Children and 2 other Local Authority Looked After Child.

1 Ceredigion Looked After Child placed out of county was reported to be the subject of Child Protection Enquiries within the placement area.

Category of Child Protection Strategy Meeting (Specific Circumstances)	April Meetings held	May Meetings held	June Meetings held	Total number of cases
Risk of child sexual exploitation	3	1	2	5
Concerns regarding a person in contact with children through their work	1	7	2	7
Concerns regarding sexually harmful behaviour	1	2	2	4
Concerns regarding a young person going missing from foster care	0	0	1	1
Total number of meetings	5	10	7	
Total number of cases discussed in this quarter				17

SECTION 8: Multi Agency Child Exploitation Management Meetings

New Case / Review	Exit / Remain in MACSE	Male / Female	Age	At home / in care	CPR	Date of meeting	Agency Attendance
R	Exit	F	13	H	Y	30.04.21	CFAST, Education, Police
R	Exit	M	17	H	N	14.05.21	CFAST, Coleg, YJPS, Police, Housing
R	Exit	F	16	H	Y	16.04.21	CFAST, CAMHS, Police, YJPS, Housing
R	Exit	F	16	H	N	11.06.21	CFAST, CAMHS, Police, YJPS
R	Remain	M	15	H	N	26.05.21	CFAST, Health, TAF, Police, Education, YJPS

There were no new cases that came into MACSE in Quarter 1 and 5 review cases. 3 cases were female aged 13 - 16 years, and 2 cases were male aged 15 – 17 years. Two are on the CP Register, none are Looked After.

SECTION 9: Police Marac Report

April

Overall number of cases met MARAC criteria	230 cases				
Number of cases reviewed and resulted at MRE (MARAC Repeat/Escalation) review stage.	125 cases reviewed 75 cases resulted				
Overall number of cases dealt with at Daily Discussion.	155 cases discussed 133 cases resulted				
Cases through to MARAC	22 cases				
Percentage of cases (Out of overall MARAC criteria)	32.6% resulted at MRE review 57.8% resulted at DD 9.5% through to MARAC				
Divisional breakdown of case numbers	Carmarthenshire - 85 Ceredigion – 31 Pembrokeshire – 55 Powys – 59				
No of children in the household	Total – 243 Carmarthenshire - 73 Ceredigion – 21 Pembrokeshire – 80 Powys – 69				
	Resulted at MRE	Resulted at DD	MARAC	Time Saved going to MARAC	
Carmarthenshire	32	45	8	(*average 10min a case)	12hrs 30min
Pembrokeshire	20	30	5		8hrs 30min
Ceredigion	8	21	2		5hrs 00min
Powys	15	37	7		9hrs 00min

May

Overall number of cases met MARAC criteria	250 cases				
Number of cases reviewed and resulted at MRE (MARAC Repeat/Escalation) review stage.	123 cases reviewed 85 cases resulted				
Overall number of cases dealt with at Daily Discussion.	165 cases discussed 142 cases resulted				
Cases through to MARAC	24 cases				
Percentage of cases (Out of overall MARAC criteria)	34% resulted at MRE review 56.8% resulted at DD 9.6% through to MARAC				
Divisional breakdown of case numbers	Carmarthenshire - 100 Ceredigion – 29 Pembrokeshire – 65 Powys – 56				

No of children in the household	Total – 253 Carmarthenshire - 109 Ceredigion – 21 Pembrokeshire – 63 Powys – 60				
	Resulted at MRE	Resulted at DD	MARAC	Time Saved going to MARAC	
Carmarthenshire	38	55	7	(*average 10min a case)	15hrs 30min
Pembrokeshire	23	40	3		10hrs 50min
Ceredigion	8	14	7		4hrs 00min
Powys	16	33	7		8hrs 10min

June

Overall number of cases met MARAC criteria	319 cases				
Number of cases reviewed and resulted at MRE (MARAC Repeat/Escalation) review stage.	171 cases reviewed 132 cases resulted				
Overall number of cases dealt with at Daily Discussion.	187 cases discussed 163 cases resulted				
Cases through to MARAC	24 cases				
Percentage of cases (Out of overall MARAC criteria)	41.4% resulted at MRE review 51.1% resulted at DD 7.5% through to MARAC				
Divisional breakdown of case numbers	Carmarthenshire - 85 Ceredigion – 31 Pembrokeshire – 55 Powys – 59				
No of children in the household	Total – 355 Carmarthenshire - 136 Ceredigion – 37 Pembrokeshire – 121 Powys – 61				
	Resulted at MRE	Resulted at DD	MARAC	Time Saved going to MARAC	
Carmarthenshire	53	63	10	(*average 10min a case)	19hrs 30min
Pembrokeshire	42	43	5		14hrs 10min
Ceredigion	18	23	5		7hrs 10min
Powys	19	34	4		8hrs 50min

SECTION 10: Learning Services

ADRODDIAD LOG GWASANAETHAU YSGOLION

BWLIAN / BULLYING

Mae data bwlio yn parhau i gael eu gasglu yn dymhorol ym mhob cyfarfod Llywodraethol yr ysgolion. Gweler isod, data a gasgwyd yn nhymor yr Haf 2021 am ddigwyddiadau bwlio y tymor blaenorol sef tymor yr Gwanwyn 2021.

Bullying data is collected by all schools during Governing Body meetings on a termly basis. Please see below data collected for the Spring term 2021, which was collected during the recent Summer term 2021.

Math o Fwlian	Gwanwyn 2021 / Spring 2021
Gallu / Ability	1
Oedran / Age	0
Edrychiad / Appearance	0
Biffonig / Biphobic	0
Anabledd / Disability	0
Rhyw / Gender	0
Homoffonig / Homophobic	0
Plentyn syn Derbyn Gofal / Looked after Child	0
Di-ddeuaidd / Non Binary	0
Beichiogrwydd neu Famolaeth / Pregnancy or Maternity	0
Hiliol / Racial	0
Crefydd neu Gred / Religion or Belief	0
Rhywiol / Sexual	0
Trawsffonig / Transphobic	0
Gofalwr Ifanc / Young Carer	0
E Ddiogelwch / E-safety	0

Erail / Other	1
Cyfanswm / Total	2

During Spring 2020, 43 bullying incidents had been recorded, therefore showing a significant decrease in reporting/recording. Every School apart from one, had responded with their figures for the term.

HYFFORDDIANT / TRAINING

Mae hyfforddiant Diogelu ac Amddiffyn Plant lefel 1 ar rhaglen e-ddysgu yn unig, dyma'r nifer o staff sydd wedi cwblhau yr hyfforddiant hyn drwy cyfnod chwarter 1. Yn ogystal, mae'r niferoedd o staff sydd wedi cwblhau lefel 2 Amddiffyn Plant yn rhithiol hefyd wedi ei ychwanegu yn ystod y cyfnod hwn.

Level 1 Safeguarding and Child Protection training is only available as an e-learning programme, below is the number of staff who have completed the training during the quarter 1 period. In addition, the number of staff who have completed the level 2 Child Protection training virtually during this period, is also noted below.

Lefel 1 / Level 1	379 (mewnol / internal) 40 (allanol / external)
Lefel 2 / Level 2	47 (mewnol / internal) 10 (allanol / external)

VAWDASV

Mae yna 82 o staff mewnol a 6 aelod o staff allanol wedi cwblhau hyfforddiant VAWDASV ar-lein yng nghyfnod chwarter 1.

82 internal staff and 6 members of external staff have completed the online VAWDASV training between the quartr 1 period.

ADDYSG DDEWISOL GARTREF / ELECTIVE HOME EDUCATION

Nifer o blant yr ydych yn ymwybodol ohonynt sydd yn cael eu haddysgu'n ddewisol gartref / <i>Number of children that you are aware of that are Electively Home Educated (EHE)</i>	Nifer o blant EHE sy'n hysbys i'r Awdurdod Lleol sydd wedi cael cynnig ymweliad blynyddol yn ystod y 12 mis diwethaf / <i>Number of EHE children known to the Local Authority that have been offered an annual visit in the last 12 months</i>	Canlyniad / <i>Outcome</i>
241 (a reduction of 17 since the last period)	97 (an increase of 17 since the last period)	Declined – 22 Did not attend - 28

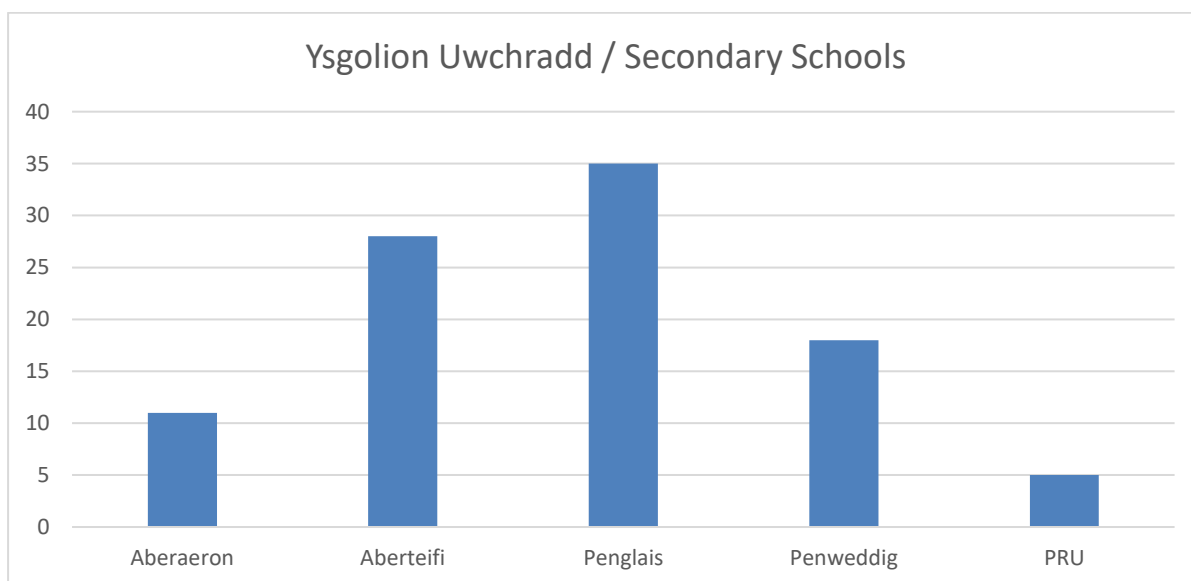
PLANT MEWN GOFAL / LOOKED AFTER CHILDREN

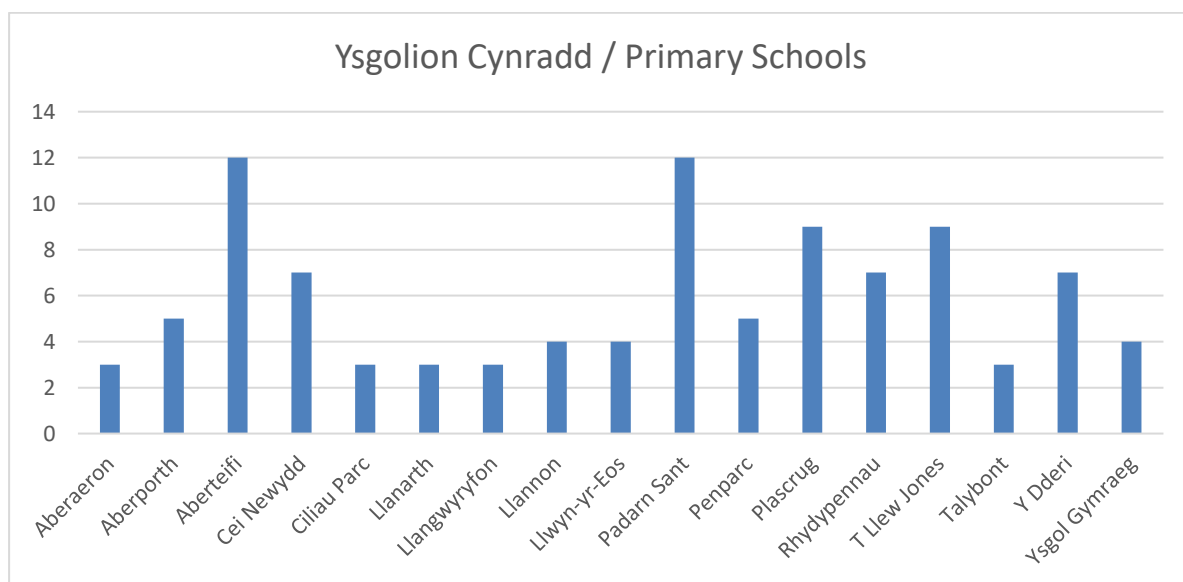
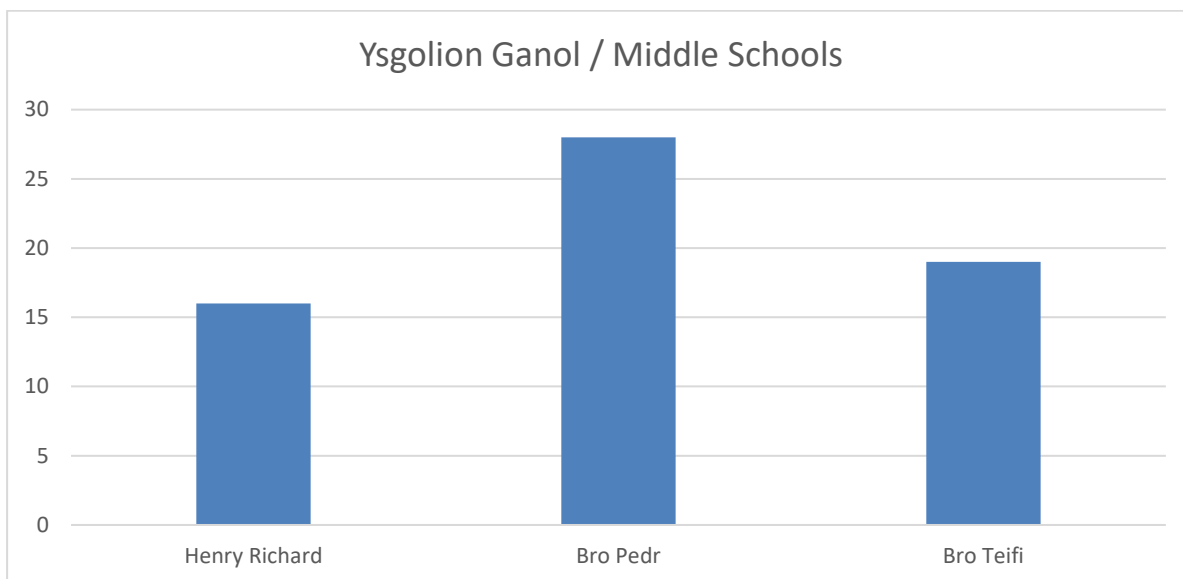
Plant mewn gofal yng Ngheredigion o oedran ysgol statudol / <i>Looked after children in Ceredigion of statutory school age</i>	Ebrill / April – 47 Mai / May – 46 Mehefin / June – 48
Plant mewn gofal allan o'r Sir o oedran ysgol statudol / <i>Looked after children placed out of County of statutory school age</i>	Ebrill / April – 13 Mai / May – 13 Mehefin / June – 13
Plant mewn gofal o Siroedd eraill o oedran ysgol statudol / <i>Looked after children from other Local Authorities of statutory school age</i>	Ebrill / April – 38 Mai / May – 38 Mehefin / June – 38

CYSWLLT YSGOLION / SCHOOL CONTACTS

Gweler isod, y rhifau a natur y cyswllt a dderbyniwyd o ysgolion / sefydliadau dysgu yn ystod chwarter 1.

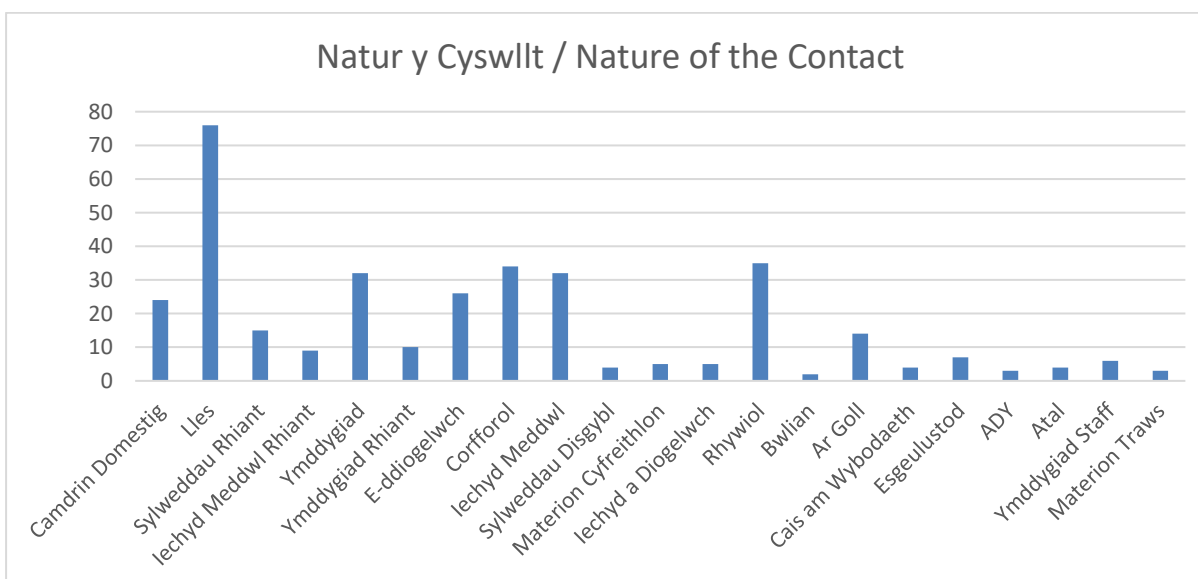
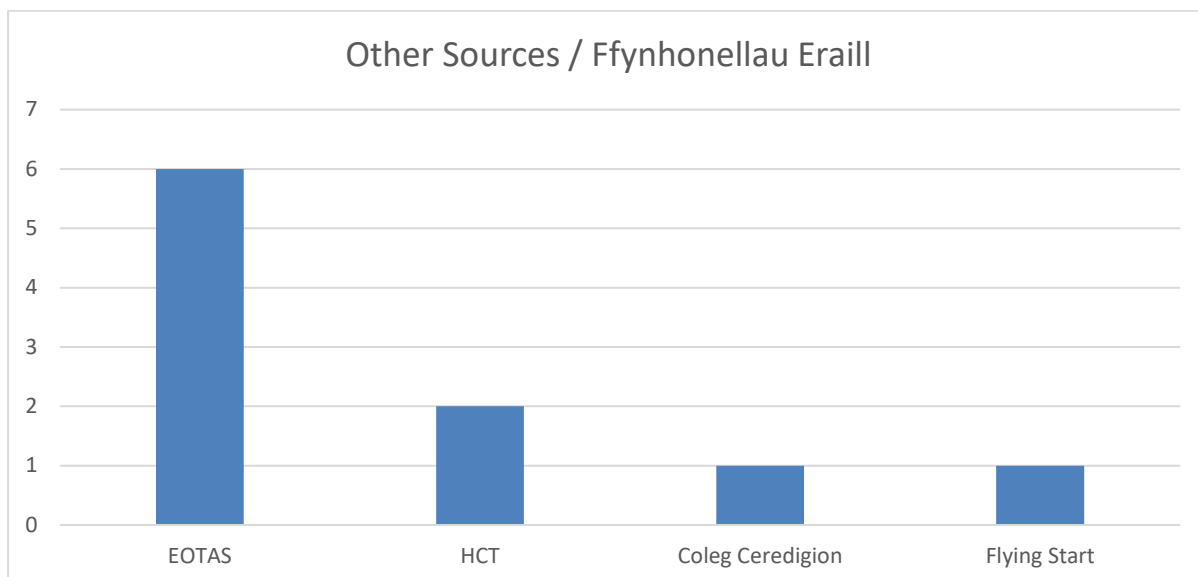
Please see below the number of contacts received from schools/learning establishments and their nature, during the period of quarter 1.





I nodi, fe wnaeth 30 o'r Ysgolion Cynradd gwneud cyswllt yn ystod chwarter 1, ond oherwydd y rhif uchel hyn, nid oedd modd cynnwys pob Ysgol ar y tabl, felly wedi cynnwys yn yr uchod, y rhai wnaeth gysylltu mwy na ddwywaith drwy gydol y cyfnod.

To note, 30 Primary Schools made contact during quarter 1, however due to this large figure, it wasn't possible to capture all on one table. Therefore the above only highlights the Schools who made contact on more than 2 occasions during the period.

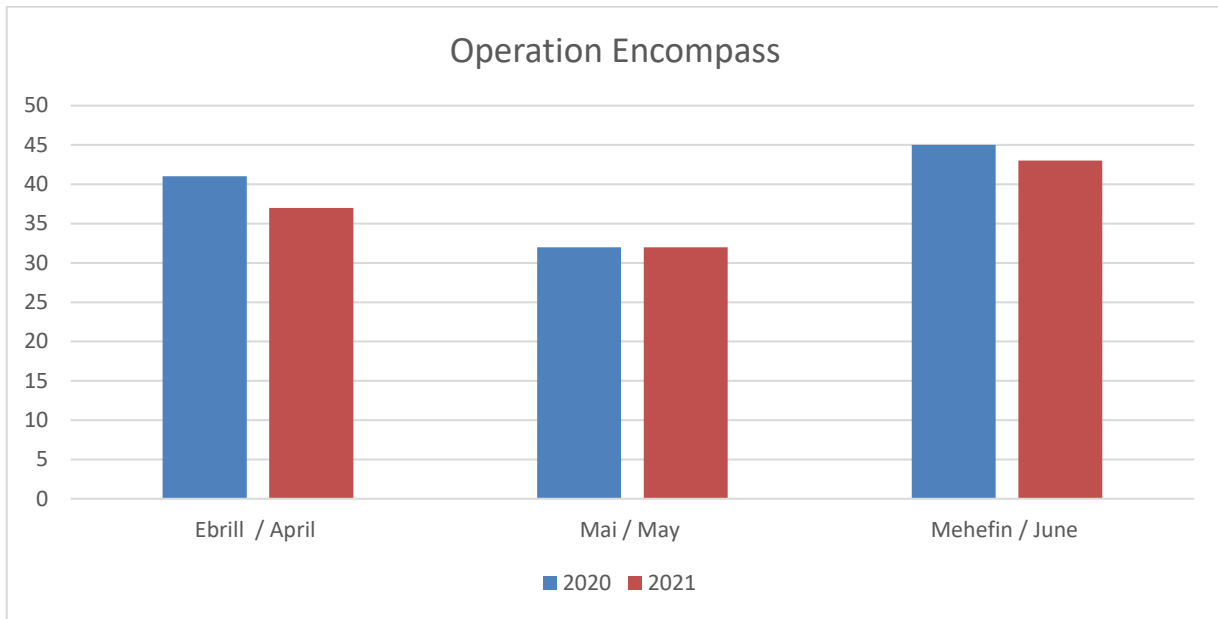


Oherwydd fod niferoedd fawr o rhesymau cyswllt, maen't wedi crynhoi mewn l'r grwpiau isod, er mwyn medru darllen yn fwy glir ar y siart.

Due to the large amount of reasons given for contact, some have been grouped together as noted below, in order for the information to be presented more clearly on the chart.

Arf / Weapon	
Cais am wybodaeth / Request for Information	
Camdrin Domestig / Domestic Abuse	
Corfforol / Physical	
E-ddiogelwch / E-Safety	Gan gynnwys cam ddefnydd ffon symudol/rhyngwrwyd. Danfon negeseuon/lluniau/fideo anweddus. / Which also includes misuse of mobile phones/internet. Sending inappropriate messages, photos, videos.

Esgeulustod / <i>Neglect</i>	Gan gynnwys amodau cartref, materion ariannol, goruchwyliaeth. / <i>Which also includes home conditions, financial issues and supervision.</i>
Gofal / <i>Care</i>	
Iechyd a Diogelwch / <i>Health and Safety</i>	
Iechyd Meddwl Disgybl / <i>Pupil Mental Health</i>	Gan gynnwys camdriniaeth emosiynol / <i>Which also includes Emotional abuse.</i>
Iechyd Meddwl Rhiant / <i>Parent Mental Health</i>	
Lles / <i>Wellbeing</i>	Gan gynnwys plant ar goll, presenoldeb, tor perthynas, galar, gofalwyr ifanc, cyswllt cyfnod clo, materion cyswllt rhwng rhieni / <i>Which also includes missings, attendance, relationship breakdown, young carers, contact difficulties during lockdown, contact issues between parents.</i>
Materion Cyfreithlon / <i>Legal Matters</i>	
Prevent	
Rhywiol / <i>Sexual</i>	Gan gynnwys perthnasau amhriodol ag egsbloetio plant yn rhywiol / <i>Which also includes inappropriate relationships and Child Sexual Exploitation.</i>
Sylweddau Disgybl / <i>Pupil Substances</i>	Gan gynnwys cyffuriau ag alcohol / <i>Includes Alcohol and Drugs misuse.</i>
Sylweddau Rhiant / <i>Parent Substances</i>	Gan gynnwys cyffuriau ag alcohol / <i>Includes Alcohol and Drugs misuse.</i>
Materion Traws / <i>Trans Matters</i>	
Ymddygiad Disgybl / <i>Pupil Behaviour</i>	
Ymddygiad Rhiant / <i>Parent Behaviour</i>	Gan gynnwys materion parthed rhieni yn y carchar / <i>Which includes incarceration.</i>
Ymddygiad Staff / <i>Staff Conduct</i>	Gan gynnwys unrhyw gwynion/sylwadau parthed ymddygiad aelodau o staff ysgolion a/neu sydd yn gysylltiedig ag ysgolion Ceredigion. / <i>Which includes any complaints or comments regarding staff behaviour or conduct, who is a member of teaching staff or associated with a Ceredigion school.</i>



SECTION 11: Health



Hywel Dda University Health Board Safeguarding Report to the Local Operational Groups

Qtr 1 2021/22

This report informs the Local Operational Groups of updates on safeguarding developments in Hywel Dda University Health Board during quarter 1 2021/22

Adult Safeguarding

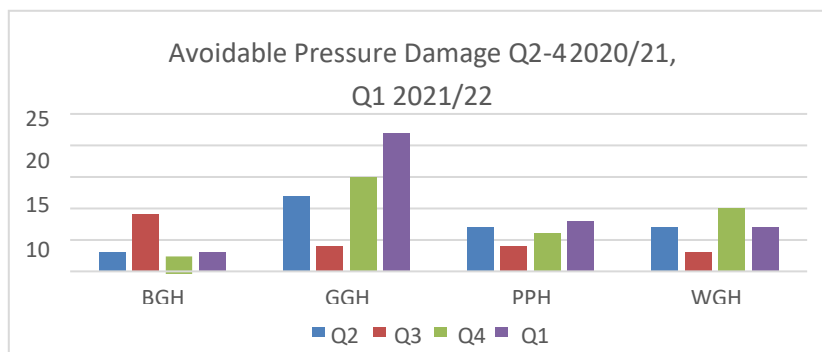
The Adult Safeguarding Team are pleased to welcome Jodie Dennis as the new Specialist Safeguarding Practitioner to the team.

Quarter 1 2021/22 Acute Hospital Avoidable Pressure Damage Audit

The number of avoidable cases of pressure damage incidents across the 4 Hospital sites in Q1 is a total of forty avoidable cases. This was an increase from seven cases in Quarter 4 2020/21 and in part is a result of extra scrutiny meetings and cases from previous quarters discussed in these meetings.

- Thirty-two reported cases were grade 1 or 2; these grades would not have been reported to safeguarding prior to the SSWBWA.
- Two were recorded as grade 3.
- Five were recorded as Suspected Deep Tissue Injury (SDTI).
- One SDTI/unstageable. This means that the practitioner was unable to grade at the time and they were lost to follow up. This may be because the patient was in last stages of life and died before the nature of the damage became apparent, or the person moved from within the Health Board catchment area. It is not uncommon for pressure damage to be reported as SDTI, but within a few days it is apparent that it is a grade 1 or 2.

Prior to the SSWBWA, the onew SDTI/unstageable case would have been referred to safeguarding and potentially some from the SDTI group.



Safeguarding Children

HDUHB is the only Health Board in NHS Wales with an electronic Sharing Safeguarding Information in Midwifery Database. The system provides a secure and robust mechanism for sharing information with other professionals and providing an organisational audit trail.

Following an audit on the compliance with the Sharing of Safeguarding Information in Pregnancy, (SIP) Procedure in 2020, further developments have been implemented on the Safeguarding in Midwifery Database and accompanying procedure. This will ensure that all pregnant persons accessing midwifery services will be included in the sharing of information process to provide a universal, robust process, whilst ensuring that safeguarding is considered in all cases.

The UHB procedure has been used to inform a good practice template for other Health Boards in NHS Wales.

The Child Safeguarding Team welcomed Bronwen Dart, Specialist Nurse Safeguarding to the team.

LAC

The Lead Nurse LAC presented the role of the LAC Nurse in Residential Homes to the NHS Wales Safeguarding Network in August 2021. Jen Keenan Pugh had produced a video discussing some case studies as part of the presentation.

Progress is being made in the implementation of WCCIS within the LAC Health Team.

CSE/CSA

We are arranging further training to be delivered by Stop it Now.

A 7-minute briefing on Harmful Sexual Behaviours has been distributed with links to the WG funded training and associated resources.

VAWDASV

The Lead VAWDASV and Safeguarding Practitioner delivered a Lunch and Learn workshop related to domestic abuse and older people on World Elder Abuse Day on 15th June 2021 which was very well attended.

In Carmarthenshire, we are working with Primary Care colleagues to progress the implementation of a pilot of IRISi which is going through a tender process.

Within Ceredigion and Pembrokeshire, the Lead Practitioner for VAWDASV and Safeguarding has developed links with third sectors organisations who are keen to work with Primary Care to improve local referral processes for patients who disclose within Primary Care settings.

West Wales Domestic Abuse Service (WWADAS) have offered to attend practices to

deliver training and provide resources and information about their referral processes. This will be delivered via cluster meetings and to individual practices as requested.

Within Pembrokeshire, specialist domestic abuse service, Pobl Floating Support has also agreed to provide training for staff in Primary Care. They are also looking at streamlining their referral processes specifically for Primary Care referrals.

Safeguarding Competency

An audit was undertaken to establish compliance with the Achieving Competency Booklets utilised in both Adult and Children's Safeguarding Training. The booklets are a tool to evidence that in addition to the formal training, staff are completing additional learning to demonstrate the required competency as outlined in the respective Intercollegiate Documents. The audit identified a number of opportunities for improvement, many of which have been implemented, whilst others require a longer term approach. The audit will be repeated once changes have been properly embedded to evidence effectiveness.

Safeguarding Summer Newsletter

The summer newsletter focussed on all forms of exploitation to raise awareness with all UHB employees.

Nursing and Midwifery Conference

The Corporate Safeguarding Team have submitted four story boards to the UHB Nursing and Midwifery Conference to take place 16th September 2021.

- Sharing Safeguarding Information in Pregnancy Database
- Domestic Abuse Support Officer Role
- Innovating Safeguarding Training Delivery via Microsoft Teams
- LAC Nurse in Residential Homes

SECTION 12: S-CAMHS

S-CAMHS Update Report for CYSUR

In line with the Welsh Government document “Admission Guidance”, HDUHB has in place a robust Admission Policy/Pathway outlining the process for admitting any young person into an Adult Mental Health Ward. The Guidance stipulates that the Health Board must have a designated Unit and within HDUHB this is Morlais Ward on the Glangwili Hospital campus.

A new Protocol has been approved to meet this statutory requirement which will ensure compliance against Welsh Government expectations.

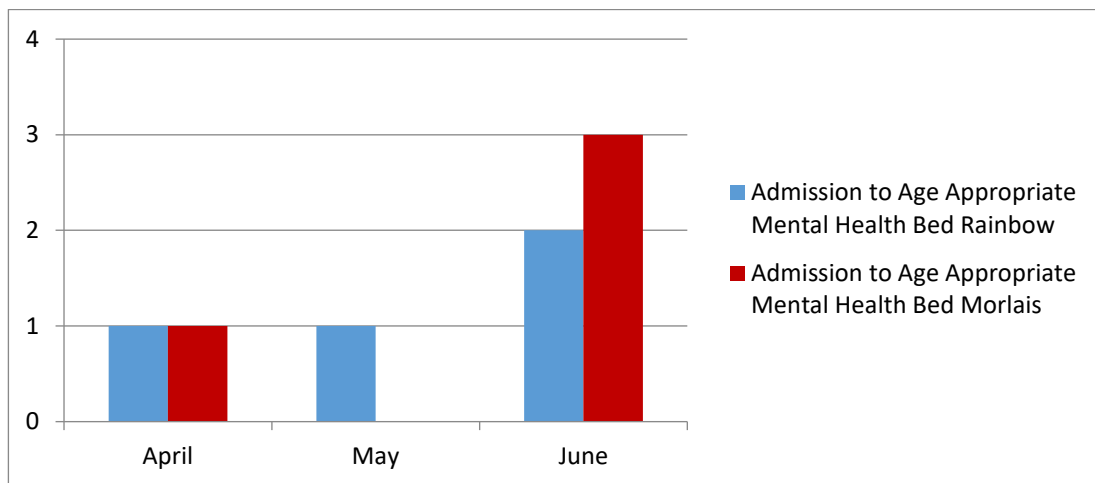
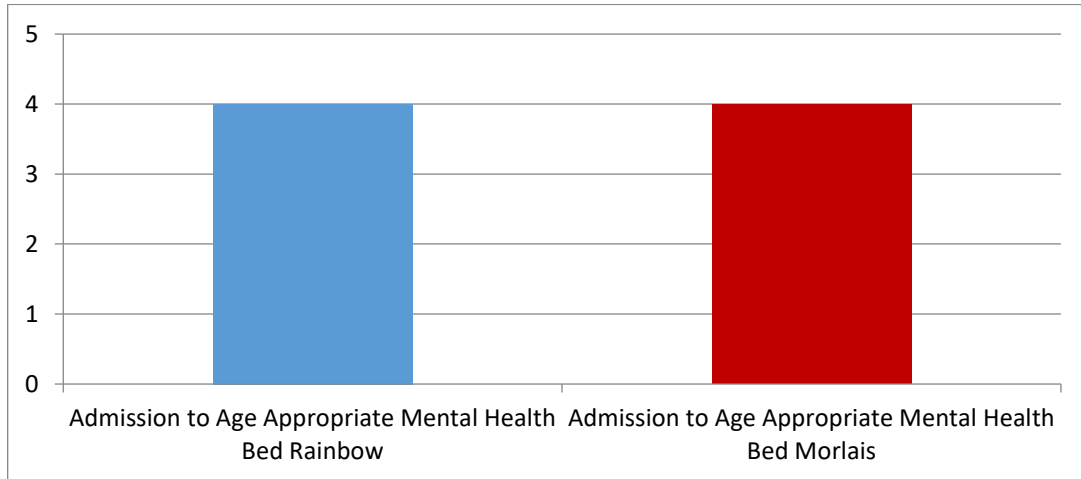
Admission to an adult mental health ward can be a frightening experience and every attempt is made to consider the least restrictive alternative for admission. In the majority of cases a young person is admitted to the designated unit on Cilgerran Ward supported by staff from the mental health unit.

In line with the guidance, the staff have received additional training in safeguarding young people and in addition the staff on Morlais ward have all undertaken the following:

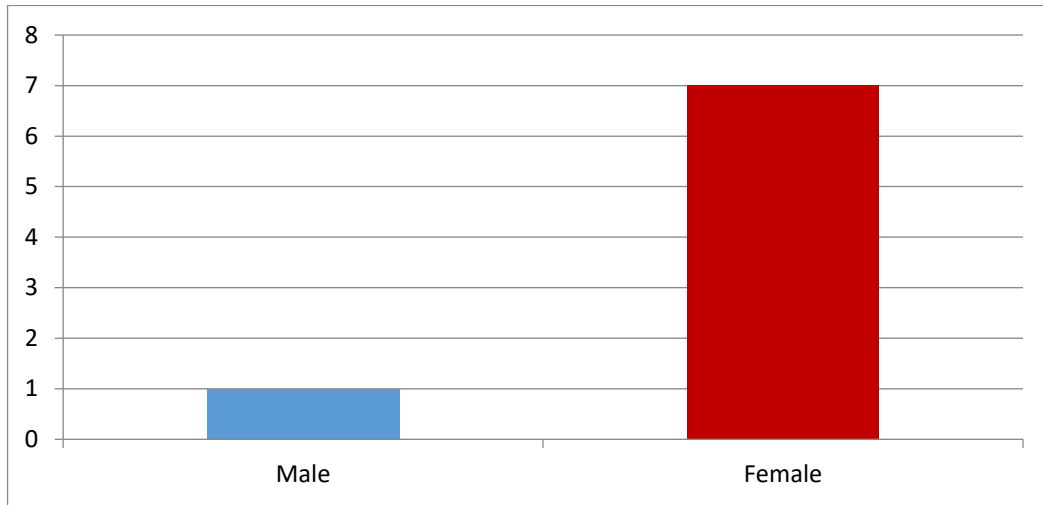
- Safeguarding Children Level 3 Training
- Have a valid Enhanced DBS in place
- Undertaken specific training on the emotional and mental health needs of children and young people
- Training on the Mental Health Act and Social Services and Wellbeing (Wales) Act 2014

All admissions to the mental health bed must be reported, initially internally as a DATIX, and followed by a Serious Untoward Incident report to the Delivery Unit in line with the Welsh Government’s Admission Guidance Document.

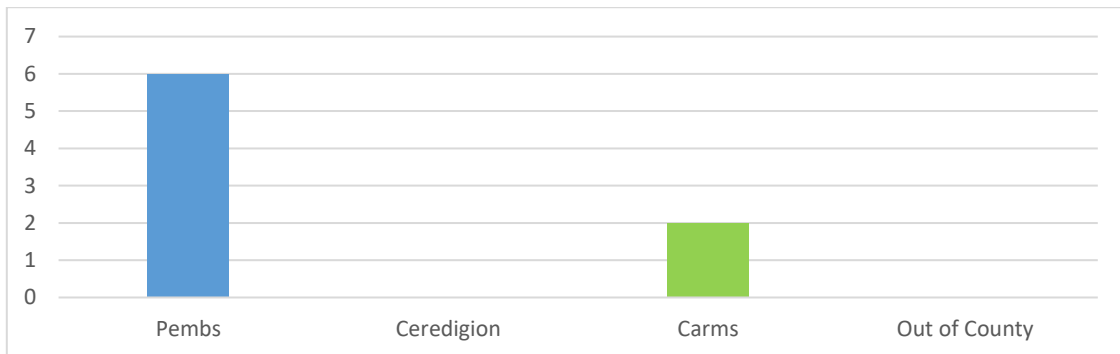
Q1 Admissions to the age appropriate bed on the Rainbow bed and Morlais Adult Mental Health Ward Glangwili Hospital site:



Q1 Admission to Age Appropriate Mental Health Bed Rainbow / Morlais Bed by gender:



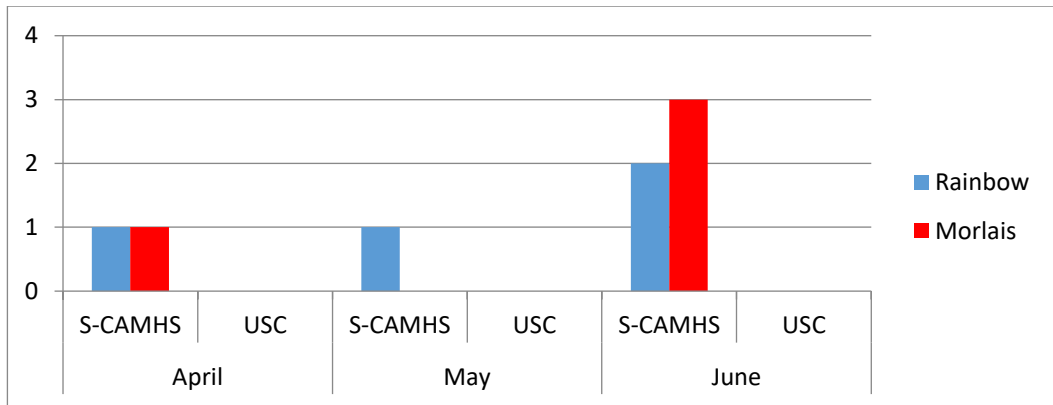
Q1 Admissions to Rainbow / Morlais Bed according to Locality:



Admissions to Paediatric Age Appropriate Bed (Rainbow Unit, Non reportable)

Specialist CAMHS records for Quarter 1 are outlined above with 8 Admissions in total, with 4 Admissions to the Paediatric bed and 4 Admissions to the Adult Mental Health Ward (Morlais).

Q1 Admissions to Rainbow / Morlais split by admitting team:



Mental Health Status

1 individual was subject to Section 2 of the Mental Health Act during this reporting period.

Admission Outcomes

	Discharged Home	Onward Admission	Remains on Ward
Rainbow	4	0	0
Morlais	3	1	0

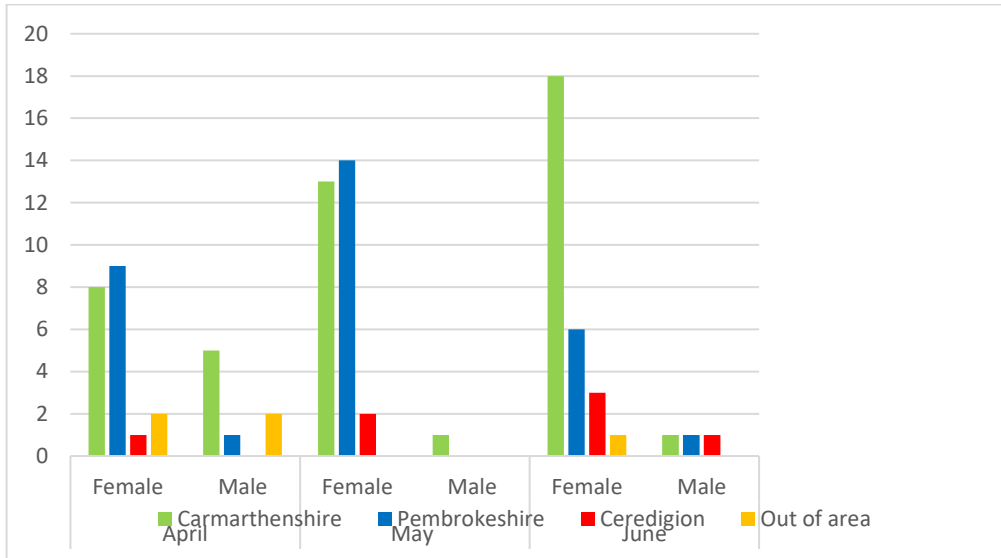
Admissions relating to Self-Harm

Within HDUHB there are robust systems in place for S-CAMHS to provide a mental health assessment, following referral from the Paediatric ward where any young person is admitted following an episode of self harm. The reason for admission is generally following an overdose but, on occasions, it can be following deliberate cutting or an attempted hanging.

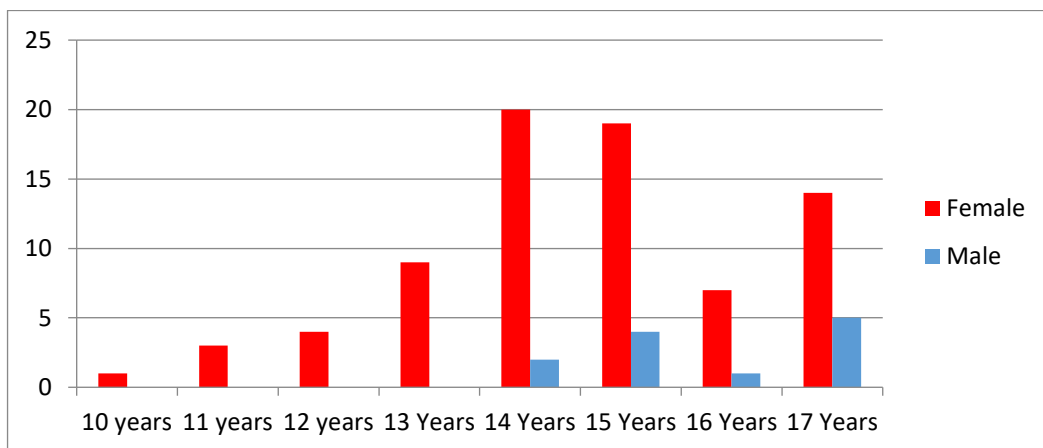
All overdose/self harm admissions receive a follow up appointment within three working days to monitor risk and provide support. There is a robust Pathway in place along with Guidance for admission of all young people who present following self harm in order that a comprehensive mental health assessment and risk management plan can be agreed. Where appropriate, referral to the Safeguarding team and/or Social Services may be considered.

The following table details the numbers of admissions following Deliberate Self Harm (DSH) Quarter 4 2020-2021 for the 3 Local Authority Areas:

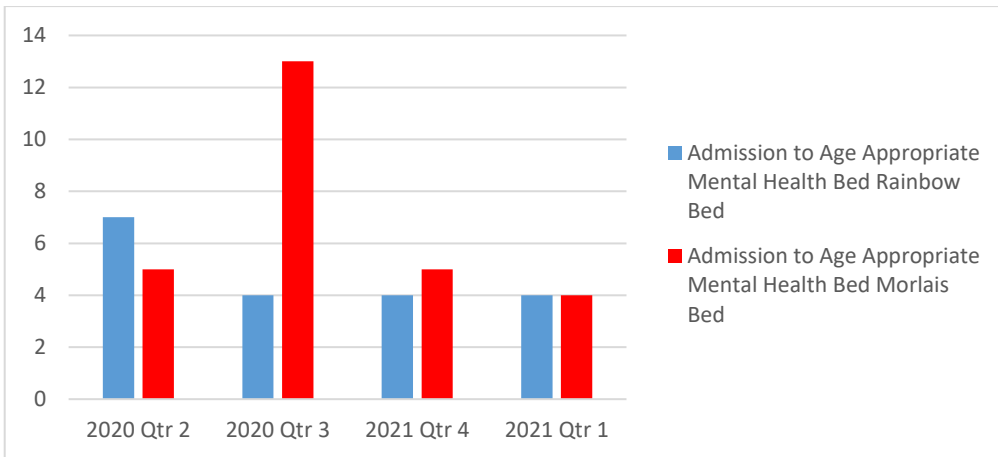
Q1 Self-harm / Overdose Statistics split by gender and locality:



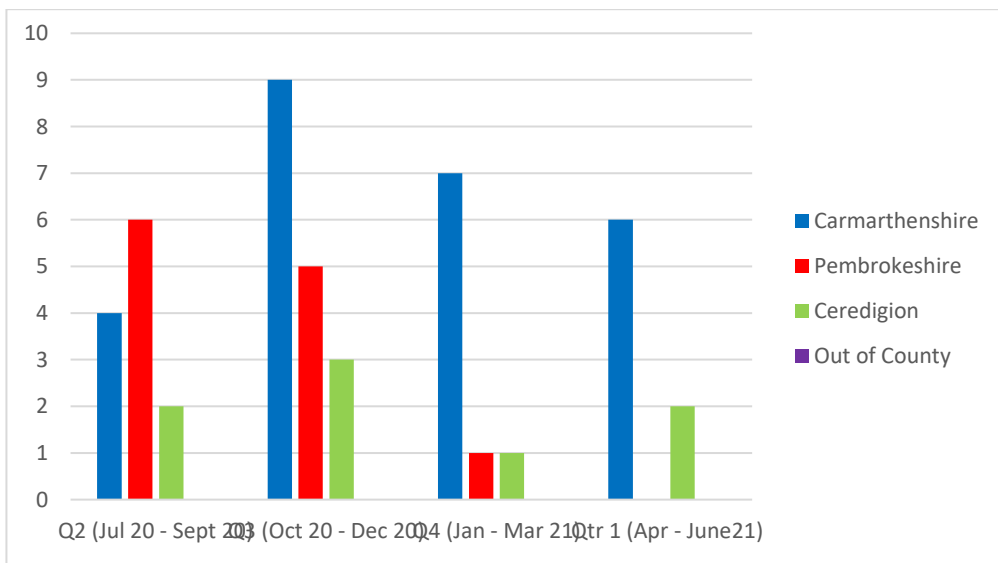
Q1 Self-harm / Overdose Statistics split by gender and age profile:



Comparison Data (last 12 months) - Age Appropriate Bed

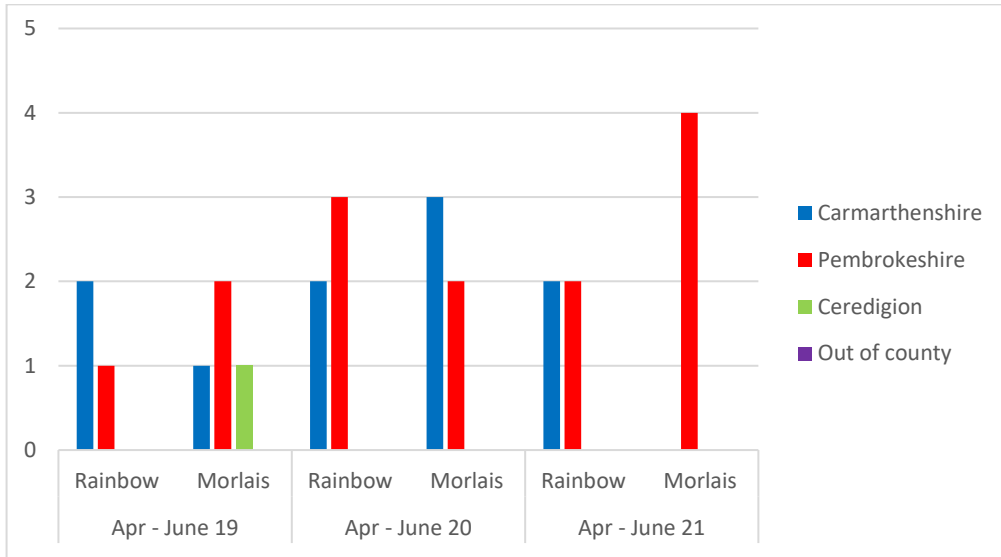


Admission Trend comparison by locality (last 12 months)



Annual Admission Comparison by locality

The following graph compares the numbers of admissions for Quarter 1 2021/2022 against the number of admissions for the same quarter of 2020/2021 and 2020/2019, further defined by locality.



Advocacy

In line with the Mental Health (Wales) Measure 2012, Health Boards are expected to ensure that access to Advocacy Services is in place, as per Part 4 of the Measure, for any individual admitted into hospital. All young people admitted to Morlais Ward are asked on admission if they would like access to an Independent Mental Health Advocate. The expected performance target is that 100% of clients are offered this and this information is recorded and reported via our Information Analyst.

On Cilgerran Ward, information is provided to young people on admission on the availability of access to the Advocacy Service. However, the above performance standard is not applicable therefore data is not routinely collated.

Angela Lodwick Head S-CAMHS – July 2021

CEREDIGION
CWMPAS LOCAL OPERATIONAL GROUP

Performance Management Report – Safeguarding Adults

Quarter: 1

1.4.21 – 30.6.21

By virtue of paragraph(s) 13, 14 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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